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IT - SOLUTIONS

"Tawasaul"

Project Specifications

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1. Shurooq Employee Login to Tawasul (User Login/Role Management)

1.1. <u>Login Process and Structure:</u>

- Shurooq Employees with Active Directory credentials will be able to Login to TAWASUL.
- We will be using the provided (Active Directory Login Validation) API for the verification and authorization of employees' login to Tawasul.
- The API details are as follows:
  - ◆ API Link provided:

    *http://api.dev.tawasul.shurooq.gov.ae/api/userinfo/?key=ADF767DGH&username=<u>**<USERNAME>**</u>&password=<u>**<PASSWORD>**</u>*
  - ◆ **<USERNAME>** will be replaced with the actual Employees' Active Directory Username.
  - ◆ **<PASSWORD>** will be replaced with the actual Employees' Active Directory Password.

    e.g.

    http://api.dev.tawasul.shurooq.gov.ae/api/userinfo/?key=ADF767DGH&username=a.shabeer&password=abc

1.1.1. <u>User Login Process to Tawasul</u>

- ◆ Employees will navigate on the browsers to the TAWASUL URL.
- ◆ Once on the home page they will use the AD credentials to login to Tawasul
- ◆ Once inputted then they will have to click on the "Login" button.
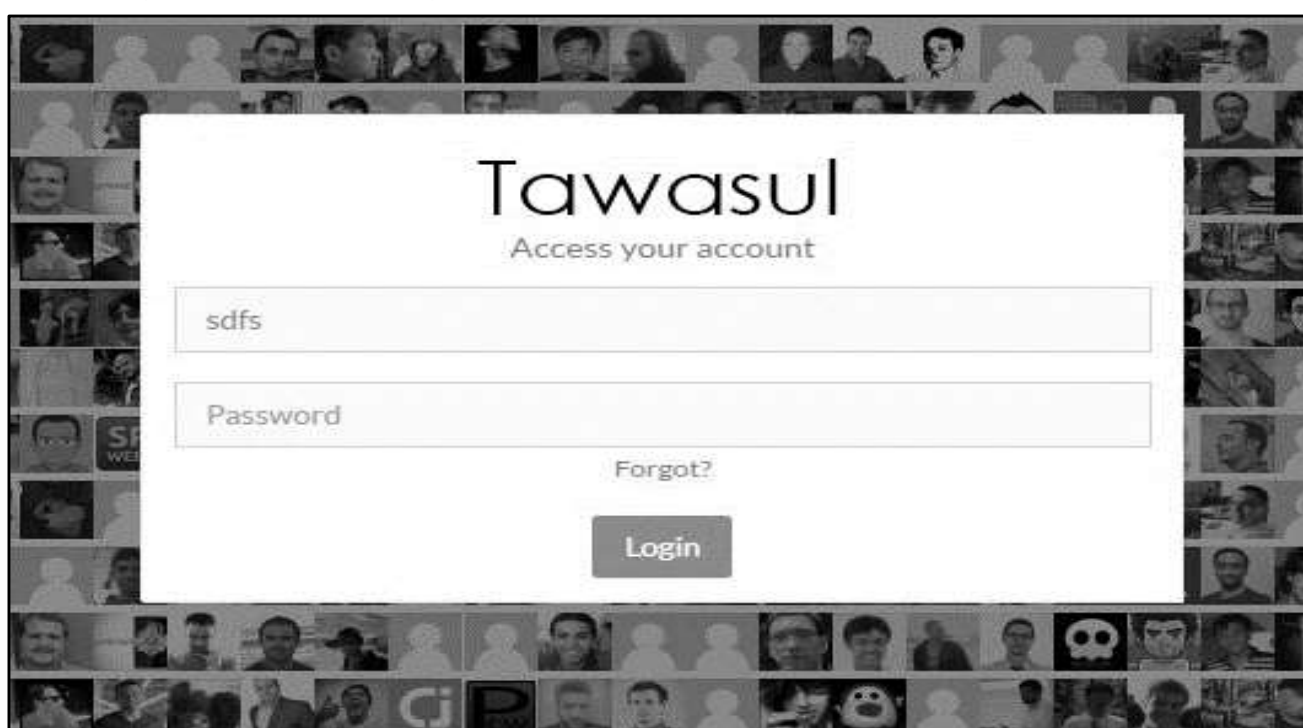
- After clicking on the "Login" button, Tawasul will use the API to authenticate the employee access from Active Directory and pull the following data into Tawasul:

```
<ArrayOfTawasul_UserDetails
xmlns:i="http://www.w3.org/2001/XMLSchema-instance"
xmlns="http://schemas.datacontract.org/2004/07/Tawasul_Web_API.Control
lers">
    <Tawasul_UserDetails>
        <displayName>Abdul Shabbeer Mohammed</displayName>
        <userCompany>Shurooq</userCompany>
        <userDepartment>Information Technology</userDepartment>
        <userEmail>a.shabeer@Shurooq.gov.ae</userEmail>
        <userGroup>General</userGroup>
        <userPhone>472</userPhone>
        <userTitle>Web Developer</userTitle>
    </Tawasul_UserDetails>
</ArrayOfTawasul_UserDetails>
```

- If the username or password are incorrect, then access will not be authorized and an "Invalid Password" will be displayed:

```
<string xmlns="http://schemas.microsoft.com/2003/10/Serialization/">Invalid
password</string>
```
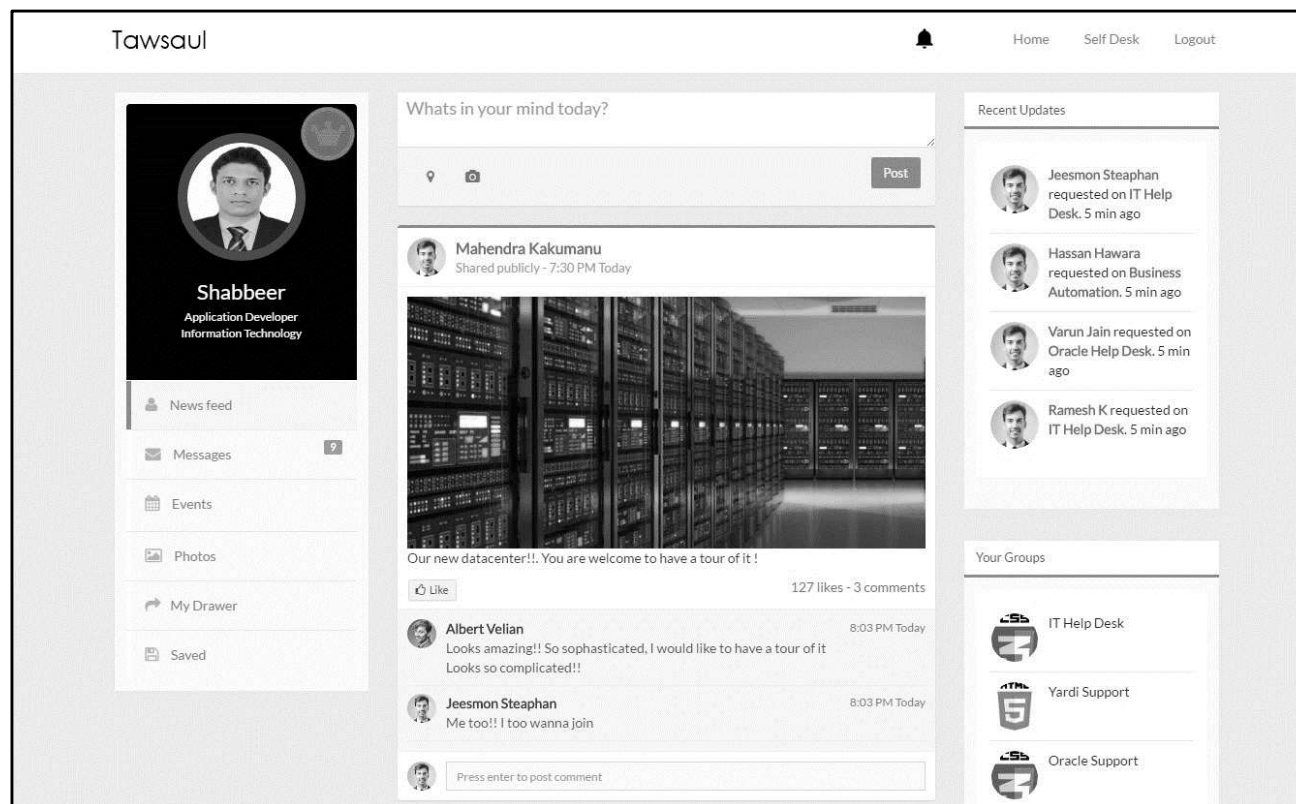
- Employees will have the option to "Forget Password" to send a request of a password reset from the admin of Active Directory.
- By clicking on the "Forget Password", a popup form will be displayed and the employee will have to input following details:
  - Employee username
  - Employee email
  - Employee company
  - Empoyee department
- Then clicks on "Submit Request".
- The request will be forwarded to the Active Directory Admin.
- The Active Directory admin will validate the employee then reset his credintaials. The password reset will be completed outside Tawasul.

1.1.2. <u>Process for Tawasul's existing users, upon logging into their accounts.</u>

♦ Once successfully logged in, employees are redirected to the "News Feed" page and can navigate through Tawasul's different options.

1.1.3. <u>Process for New Employee into TAWASAUL</u>

♦ Upon successful login, the new users will be directed to a "Personal Details" form.

♦ Employees will have the option to fill the form on login or skip to do at a later time. If they do decide to complete the form, then there will be mandatory fields, as set by the Tawasul Admin.

♦ If "New Employees" decide to <u>Skip</u> filling the form, then they will be redirected to the "News Feed" page
   ▪ In this situation, the "Notification" section on the user's profile will appear to show that the "personal details fill-up process is pending!"

♦ If they do not <u>Skip</u>:
   ▪ Employees will have to fill the followings details:
     (<u>Please Note</u>: the required input fields on the form will have to be finialized with Shurooq. From previous discussions, we propose the following:
       ❖ Date of Birth in DD/MM/YYYY format
       ❖ Date of Marriage Anniversary in DD/MM/YYYY format
       ❖ Brief description about yourself (Limited to 500 characters)

- ❖ Country Dropdown selection
- ❖ City Dropdown selection based on Country selection
- ❖ Upload own Profile Photo in JPEG or PNG format (Max 500KB)
- ❖ Upload Profile Cover Photo in JPEG or PNG format (Max 1MB with dimensions 1280px width & 768px height)
  - ▪ Once completed they will need to click on "SUBMIT" button, which will save it into Tawasul. This wil not be published until verified and approved by admin.
  - ▪ TAWASUL Admin will:
    - ❖ Approve the saved data and then it will be published onto TAWASUL. A notification will be sent via E-Mail to the Employee/User.
    - ❖ If not approved, a notification will be sent via E-Mail to the Employee/User with a reason of non-approval. Once the corrections are made, they can re-submit for approval.

1.1.4 Role Attributes:

- ◆ Upon "first-time" successful login, employees are assigned a "Default User" on Tawasul automatically.
  - ❖ If the user requires a different role assignment, then please refer to section (1.2) below: [1]
    - ➢ Users will have the option to request from the TAWASUL Admin to change their Tawasul role. Upon submitting the request, the same will be forwarded to the TAWASAUL Admin. Wether approved or not the employee will get notification
    - ➢ OR if the TAWASUL Admin receives prior instruction to give a certain role, then they can assign the specified role to the user.
  - ❖ Once the role change has been completed, the employee will receive a notification of the changes.

1.2. TAWASUL Role Defination process

- For better understanding the following assumptions were made. If we assum there are 4 Modules with 5 different attributes set per module:

5 types of Actions →	Create	Edit	Deactivate	Comment / Share	Delete
Groups	☐	☐	☐	☐	☐
Events	☐	☐	☐	☐	☐
Polls	☐	☐	☐	☐	☐
Survey	☐	☐	☐	☐	☐

Modules

- From the TAWASUL Admin console, a new role can be created in the following steps:
  - ♦ We set the below as examples of the 4 types of roles that can be assigned (*the tables below display the type of roles*)
    - ➢ **Department Head**

Role: DEPARTMENT HEAD					
MODULES\ACTIONS	Create	Edit	Deactivate	Comment / Share	Delete
Groups	☑	☑	☑	☑	☐
Events	☑	☑	☑	☑	☐
Polls	☑	☑	☑	☑	☐
Survey	☑	☑	☑	☑	☐

    - ➢ **Group Moderator**

Role: GROUP MODERATOR					
MODULES\ACTIONS	Create	Edit	Deactivate	Comment / Share	Delete
Groups	☐	☑	☐	☑	☐
Events	☐	☑	☐	☑	☐
Polls	☐	☑	☐	☑	☐
Survey	☐	☑	☐	☑	☐

➢ **Poll Creator**

MODULES\ACTIONS	Create	Edit	Deactivate	Comment / Share	Delete
			Role: POLL CREATOR		
Groups	☐	☐	☐	☑	☐
Events	☐	☐	☐	☑	☐
Polls	☑	☑	☑	☑	☐
Survey	☐	☐	☐	☑	☐

➢ **Default User** *(this role will be auto-assigned by the TAWASUL system automatically without any prior requirements from the TAWASUL Admin)*

MODULES\ACTIONS	Create	Edit	Deactivate	Comment / Share	Delete
		Role: DEFAULT USER		Auto-Assign ☑	
Groups	☐	☐	☐	☑	☐
Events	☐	☐	☐	☑	☐
Polls	☐	☐	☐	☑	☐
Survey	☐	☐	☐	☑	☐

♦ Once the roles are created, the TAWASUL Admin will now be able to assign these predefined roles to the specified user/s).

1.2.1. TAWASAUL Employee Allocation with Roles

♦ After assigning the roles as defined in the above mentioned tables, the next step will be to assign "Users" to other roles (not "Default User") if required.

♦ There will be a section on the TAWASUL Admin panel referred to as, " Role Assignment". When selected the admin will be able to view all the pre-assigned roles of existing "Users" only. *Ref.: Diagram 1 (Page 9)*

♦ To change a role for a specific "User". The admin can search for the required "User" by his/her full name, username or email. *Ref.: Diagram 2 (Page 9)*

♦ From the results the TAWASUL Admin can click on the "Edit" icon (pencil icon) to change the user's existing Role to another, as required and then click on "Save". *Ref.: Diagram 3 (Page 9)*

Diagram 1

| | Type to Search | | Country ▼ | City ▼ | Role ▼ | Filter | Reset |

Full Name	E-Mail	Username	Role	Country	City	
LOREM IPSUM	lorem@shurooq.com	emp_1	Department Head	UAE	Dubai	✎ ✔
LOREM IPSUM	lorem@shurooq.com	emp_2	Department Head	UAE	Dubai	✎ ✔
LOREM IPSUM	lorem@shurooq.com	emp_3	Group Moderator	UAE	Dubai	✎ ✔
LOREM IPSUM	lorem@shurooq.com	emp_4	Default User	UAE	Dubai	✎ ✔
LOREM IPSUM	lorem@shurooq.com	emp_5	Default User	UAE	Dubai	✎ ✔

✎ Edit ✔ Active ✔ Not Active

<< 1 **2** 3 4 5 6 7 8 9 >>

Diagram 2

| | emp_ | UAE ▼ | Dubai ▼ | Role ▼ | Filter | Reset |

Full Name	E-Mail	Username	Role	Country	City	
LOREM IPSUM	lorem@shurooq.com	emp_1	Department Head	UAE	Dubai	✎ ✔
LOREM IPSUM	lorem@shurooq.com	emp_2	Department Head	UAE	Dubai	✎ ✔
LOREM IPSUM	lorem@shurooq.com	emp_3	Group Moderator	UAE	Dubai	✎ ✔
LOREM IPSUM	lorem@shurooq.com	emp_4	Default User	UAE	Dubai	✎ ✔
LOREM IPSUM	lorem@shurooq.com	emp_5	Default User	UAE	Dubai	✎ ✔

✎ Edit ✔ Active ✔ Not Active

Diagram 3

| | emp_ | UAE ▼ | Dubai ▼ | Role ▼ | Filter | Reset |

Full Name	E-Mail			Country	City	
LOREM IPSUM	lorem@shurooq.com			UAE	Dubai	✎ ✔
LOREM IPSUM	lorem@shurooq.com			UAE	Dubai	✎ ✔
LOREM IPSUM	lorem@shurooq.com			UAE	Dubai	✎ ✔
LOREM IPSUM	lorem@shurooq.com			UAE	Dubai	✎ ✔
LOREM IPSUM	lorem@shurooq.com			UAE	Dubai	✎ ✔

Re-Assign Role
Full Name: LOREM IPSUM
Username: emp_4
Role: [Please Select ▼]
 –Department Head
 –Group Moderator
 –Poll Creator
 –Default User
UPD...

⬇

| | emp_ | UAE ▼ | Dubai ▼ | Role ▼ | Filter | Reset |

Full Name	E-Mail			Country	City	
LOREM IPSUM	lorem@shurooq.com			UAE	Dubai	✎ ✔
LOREM IPSUM	lorem@shurooq.com			UAE	Dubai	✎ ✔
LOREM IPSUM	lorem@shurooq.com			UAE	Dubai	✎ ✔
LOREM IPSUM	lorem@shurooq.com			UAE	Dubai	✎ ✔
LOREM IPSUM	lorem@shurooq.com			UAE	Dubai	✎ ✔

Re-Assign Role
Full Name: LOREM IPSUM
Username: emp_4
Role: [Group Moderator ▼]
UPDATE CANCEL

⬇

| | emp_ | UAE ▼ | Dubai ▼ | Role ▼ | Filter | Reset |

| Full Name	E-Mail	Username	Role	Country	City	
LOREM IPSUM	lorem@shurooq.com	emp_1	Department Head	UAE	Dubai	✎ ✔
LOREM IPSUM	lorem@shurooq.com	emp_2	Department Head	UAE	Dubai	✎ ✔
LOREM IPSUM	lorem@shurooq.com	emp_3	Group Moderator	UAE	Dubai	✎ ✔
LOREM IPSUM	lorem@shurooq.com	emp_4	Group Moderator	UAE	Dubai	✎ ✔
LOREM IPSUM	lorem@shurooq.com	emp_5	Default User	UAE	Dubai	✎ ✔

1.3. User Group Role Assignment

- There will only be one "Group Admin" per group.
- The "group admin" will have the authority to manage their group only.
- To better understand the structure, here is an example:
  - ♦ In the diagrams (page 9), emp_1 & emp_2 have already been assigned the role of "Department Head".
  - ♦ In Page 7, we have defined the authority of the "Department Head" and he/she will have the ability to create & manage groups.
  - ♦ Therefore, emp_1 and emp_2 "Department Heads", both create a separate group:
    - ➢ Emp_1 created "Group 1"
    - ➢ Emp_2 created "Group 2"
  - ♦ In both groups, the other 4 employees are general members with "Default User" authority.
    - ➢ Emp_1 is 'Group Admin' for "Group 1" and emp_2, emp_3, emp_4 & emp_5 are the 'General Group Members'
    - ➢ Emp_2 is 'Group Admin' for "Group 2" and emp_1, emp_3, emp_4 & emp_5 are the 'General Group Members'
    - ➢ This means that even though emp_2 "Department Head" is a member of Group 1, he/she will have "Default User" role authority within that group and NOT a "Department Head" authority on that specific group (Like, post & comment) within the group. The same will apply for emp_1 in "Group 2". In other words, users will have different authority level on Tawasul and within each group they are a member of.
  - ♦ If Emp_1 or Emp_2 "Department Heads" are seeking a 'Group Moderator' to manage the group during their absence, then Emp_1 or emp_2 can select one of the group members to become a "Group Moderator". For example:
    - ➢ In "Group 1" emp_1 selects emp_3, as the modetator.
   - ➢ In "Group 2" emp_2 selects emp_5, as the modetator.

> ➤ **Process to assign emp_3 as 'Group Moderator' in "Group 1"**
>   - ▪ Emp_1 "Group Admin" will click on the 'Group Member List' > emp_1 will be able to view all the members of the group on the popup box:
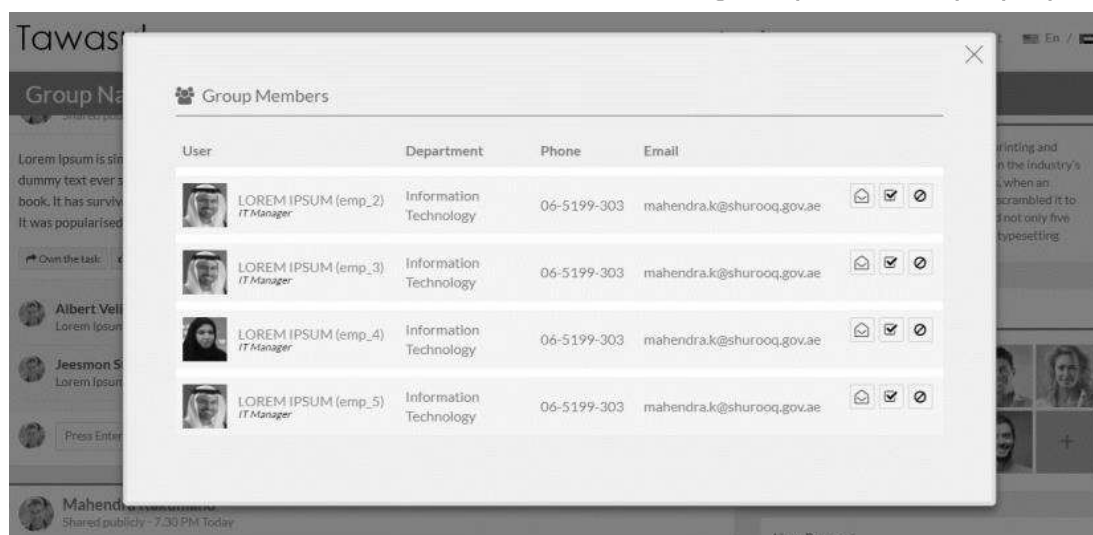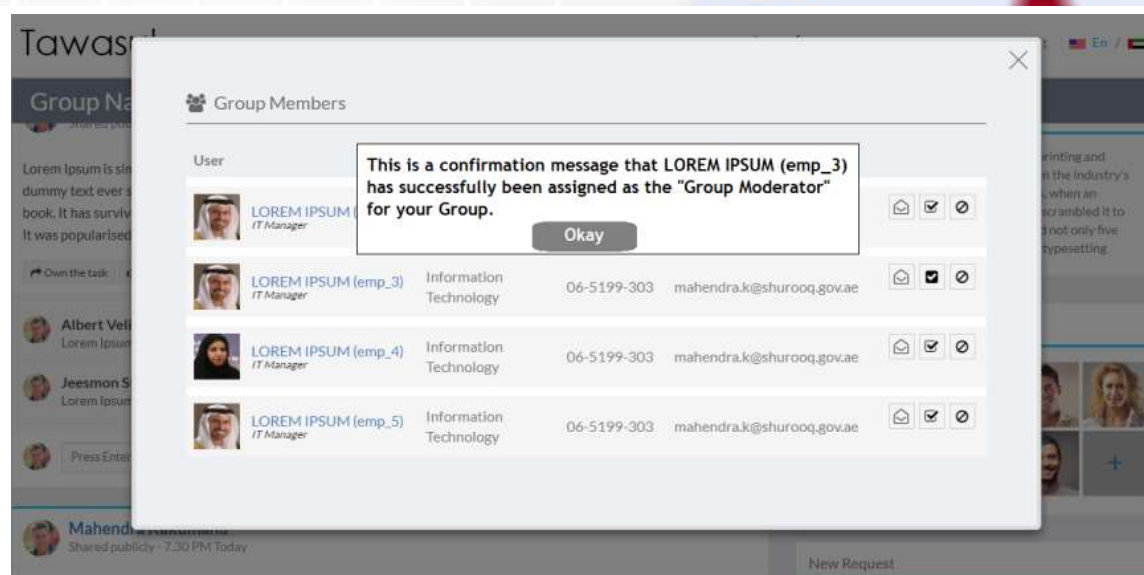

>   - ▪ emp_1 (the group admin of "Group 1") > selects emp_3 to be the group moderator and will click on "checkbox"> then submit > emp_3 will be assigned as the group moderator for "Group1".
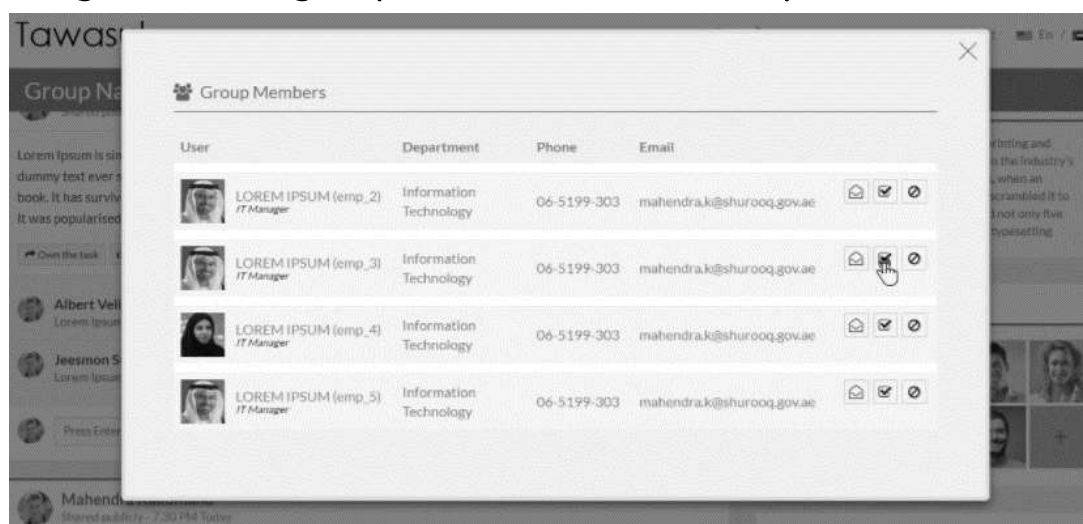

>   - ▪ Once selected > emp_1 (Admin of group 1, will get a confirmation notification message) that emp_3 has been assigned as "Group Moderator".
>   - ▪ As emp_3 already has "Group Moderator" role level, then there is no need for the "Tawasul Admin" to approve the process and emp_3 will be assigned.
>   - ▪ If the "Group Admin" required emp_3 to be downgraded to a "Default User" on that specific group, then that will be possible and a notification for approval will be sent to the "Tawasul Admin". Once approved emp_3 will become a "Default User" on that specific group.

> **Process of assigning emp_5 a 'Group Moderator' role level in "Group 2"**
> - emp_2 (the group admin of "Group 2") > selects emp_5 to be the group moderator and will click on the "checkbox" > then submit > emp_5 will be selected to beome the group moderator for "Group2".
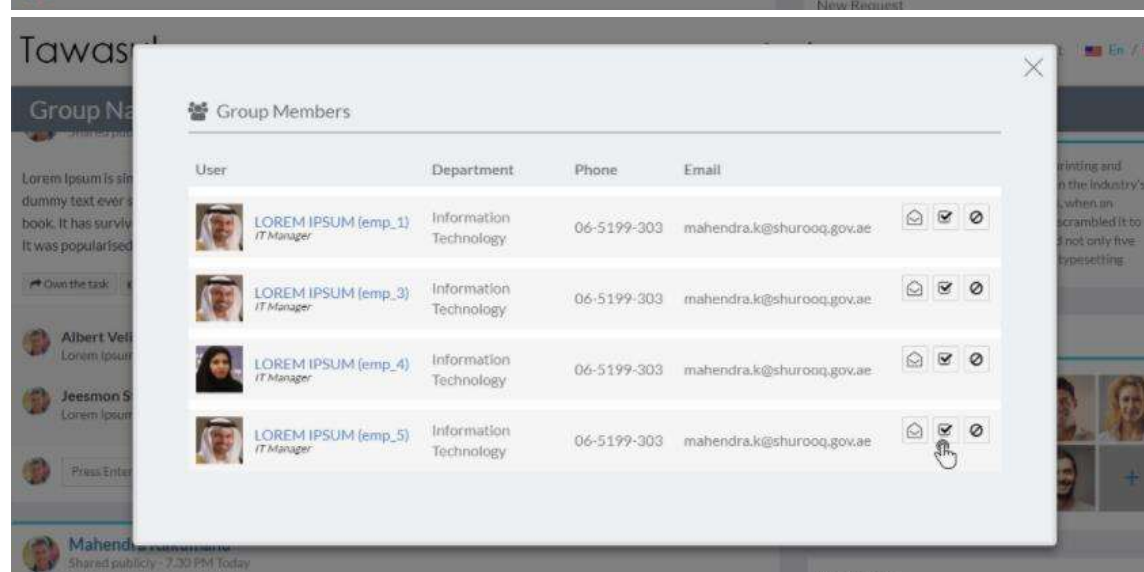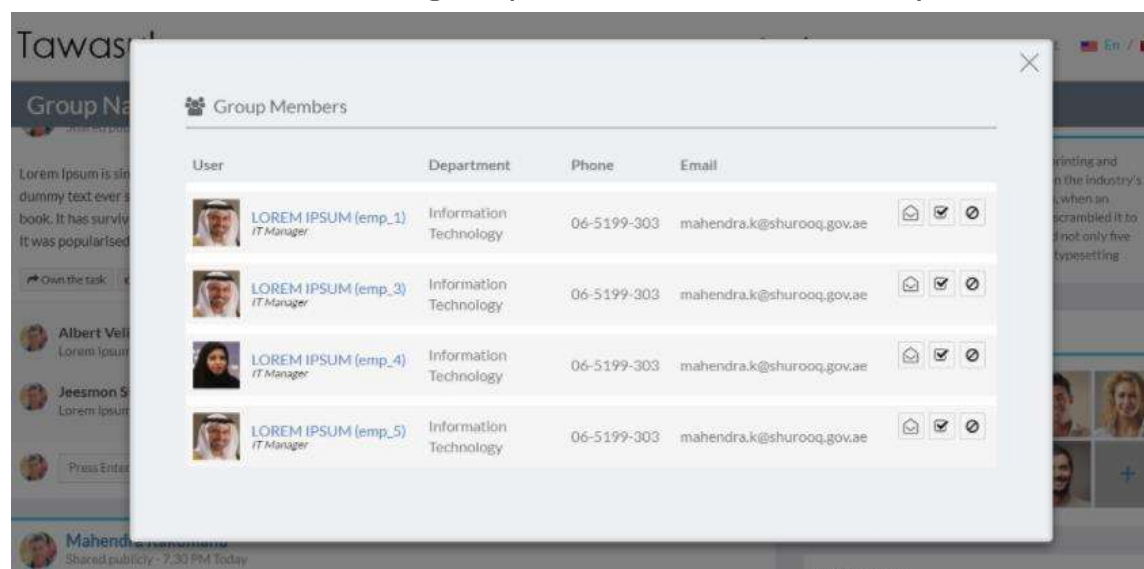

> - After emp_2 (the group 2 admin) selects emp_5 a notification message will populate to confirm the change of role for emp_5 from a "Default User" to a "Group Moderator".

- Once submitted by the Group Admin, a notification will alert the TAWASUL Admin of the role change for that specific group and can click on approve to complete the process.
- If approved, the Tawasul Admin will navigate to the "Employee Role Assignment" section to make the change.
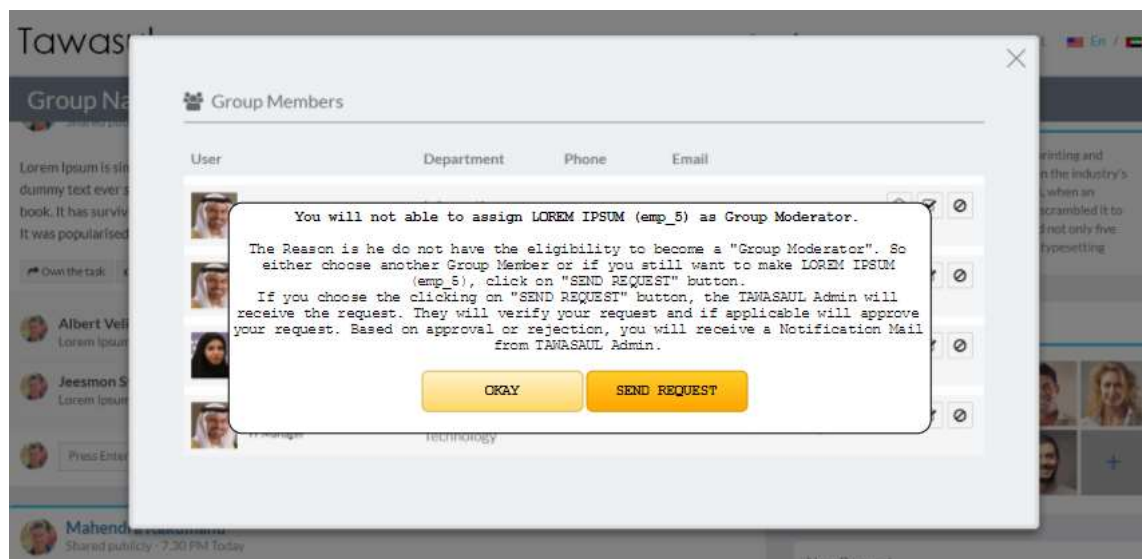
- Once completed, emp_2 will receive a notification from TAWASAUL Admin confirming the change.
- emp_2 will receive the change notification in his/her email and will be the re-assignment for emp_5 to be a "Group Moderator" on a the specified group will be completed.