**SUPER ADMINS FUNCTIONS**

**1. COMPANY**

*4-5 days 8 hours each day*

*(will need to finish 4.LICENSE before this, needs a lot of testing and may require longer work period than stated)*

**1.1 - Create Company**

1.a - Needs Company Name, Company ID, License, Owner ID

1.b - Upon Creation of Company, Create the following along with it.

b.1 - tbl\_company\_uac - user access control default values

b.2 - tbl\_account - owners account

b.3 - tbl\_license\_company - needs companyid, ownerid, company\_license, license\_created, license\_expiry

**1.2 - Update Company**

2.a - Admins/CompanyOwner can send request to SuperUsers to change Company Name

a.1 - or Admins/CompanyOwner can freely update this settings

**1.3 - Deleting Company**

3.a - Will not delete Company, instead put it inactive

3.b - Inactive Company will not be able to create, update or delete anything. but are able to read.

b.1 - Update tbl\_company\_uac so admins/companyowner could not create, update and delete

3.c - Inactive Company will not be able to view Groups/Projects/Documents that are not within Company or are owned by another group.

c.1 - Update tbl\_company\_uac so admins/companyowner/users could not read groups/projects/documents

**2. MODULE ACCESS CONTROL**

*3-4 days 8 hours each day*

*(this will require a lot of testing so it may require longer work period than stated)*

**2.1 - Modules**

1.a - Modules are predefined by developers

1.b - Super Admins has the authority to assign specific modules to company

1.c - Modules JSON will consist of { Module Name, Module UI, Module ID }

1.d - Different Company Access to Modules will be stored in tbl\_module\_company and will need companyid, moduleid

**2.2 - Module Access**

2.a - Admins can access every module within company

2.b - Admins can assign specific modules to Users

b.1 - tbl\_module\_user will store all connections made by Admins to Users. will need accountid, moduleid

**3. ADMINS**

*4-5 days 8 hours each day*

*(this will require a lot of testing so it may require longer work period than stated)*

**3.1 - Create Admin**

1.a - Same with Create Account

a.1 - will need id, userlevel=1, photo=null

a.2 - need to assign to a specific company (which will come from the Create Account Request (CAR)

a.3 - email, firstname, lastname, birthdate, department, position will be provided by the CAR

a.4 - Admin from the Company will receive a notification that a new Admin Account has been added to the company

a.4.1 - Admin will receive id, password and email of the created account

a.4.2 - Account created will have all the data that was sent from CAR

**3.2 - Create Account Request (CAR)**

2.a - Admin can request Super Admins to create a new Admin Account.

a.1 - Admin will need to fill-up a form with the following details - email, firstname, lastname, birthdate, department, position of the account.

a.2 - this will send a CAR to Super Admins which will give them a notification.

a.3 - Super Admins will only need to click "Approve Request" In order to create the account

**3.3 - Deleting Admin Accounts**

3.a - Admin Accounts will not be deleted, instead

a.1 - Account will be put Inactive

1.2 - Account will not be able to login

**4. LICENSE**

*4-5 days 8 hours each day*

*(will require a dummy Main Website to do a request, may take longer than stated)*

**4.1 - How to get License**

1.a - From the Main Website, Users/Company Owners can purchase a subscription

a.1 - will need to provide email, firstname, lastname, birthdate, Company Name

1.b - Super Admins will receive a notification upon purchase of subscription by the user/company owner

1.c - Upon Receiving Notification, Super Admin will verify that the purchase is complete (will not be implementing this for now)

1.d - Upon verification, Super Admin will Issue a License to the Company and automatically create company. (See Content 1.1)

**4.2 - Managing Licence**

2.a - Licence will have an expiry date in which the company will be inactive unless renewed.

2.b - Can send out a Notification to Admins if their license is reaching near its expiry.

2.c - Any Additional Functions Desired to deal with Licence

**4.3 - Licence List**

3.a - Will have a list of all active and inactive companies and view licence

**4.4 - Renewing Licence**

4.a - Admins can send a request to Renew Licence.

a.1 - Will need to purchase new Licence.

4.b - Super Admin will Receive Request to Renew

b.1 - Upon Receiving Request, Super Admins will need to Verify Purchase (will not be implementing this for now)

b.2 - Super Admins will only need to click "Approve Request" In order to renew the licence

**5. COMPLAINS**

*2-3 days 8 hours each day*

**5.1 - Sending Complains**

1.a - Admins/Super User/User will be able to send complains

1.b - Upon sending Complains, Super Admins will receive a notification regarding the complain.

1.c - complains will need {senderid, companyid, title, message, status="unresolved”} will be stored in tbl\_complains

**5.2 - Reviewing Complains (Super Admin)**

2.a - Super Admins will Review the Complain and take necessary measures to resolve the issue.

2.b - Once the complain has been resolved, Super Admins can mark the complain as "resolved" and will not show in the complains area anymore.

2.c - If Issue has been solved, the sender will receive that a notification saying that the issue has been resolved.

**5.3 - Viewing Complains (Admin - Super User - User)**

3.a - Admins will be able to view all complains within the company

3.b - Super Users/Users will be able to view complains that they sent

3.c - Only complain senders will receive notification regarding complains

**6. INQUIRY**

*2-3 days 8 hours each day*

*(will not be implementing this for now)*

**6.1 - Sending Inquiry**

1.a - Inquiry will be available only on the main website for people who wants to know more about CEIS

1.b - All Issues regarding Users registered with CEIS will be handled through complains (see Content 5.0)

1.c - all inquiry will need {inquiryid=rngNumber, firstname, lastname, companyname="optional", subject, message, status="idle"} will be stored in tbl\_inquiry

**6.2 - Receiving Inquiry**

2.a - Super Admins will Review the Inquiry and will respond via email and/or if the sender is registered through the website.