



## PRD – ALF Admin & Access Management System.

**Product Title:**

ALF Admin & Access Management System

**Version:** v1

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**Date:** 29/07/25

### i. Index

Sr no.	Products	Sn.	Module Name
1	Super Admin	1	Role name master.
		2	Designation name master.
		3	Plant master Module.
		4	Department master Module.
		5	Employee master Module.
		6	Project master Module.
2	Single Login interface	1.	The Single Login Screen will give users one place to log in and take them to the assigned projects, making access easier and faster.

### ii. Product Objective-

#### 1. Super Admin-

The Super Admin Module will serve as the central control system for managing employees across plants, departments, and projects. It will allow the Super Admin to add and update employee records, assign roles, define Project access rights, and manage employee status (active/inactive). This will help establish a clear organizational structure and ensure secure, role-based project access.

#### 2. Single login interface-

The Single Login Screen will provide a unified and secure entry point for Employees. It will identify the user type upon login and redirect them to their respective projects. This will eliminate the need for multiple logins/logouts across projects, enhancing user experience, access control, and system efficiency.



### iii. Super Admin Modules-

#### 1. Role name master -

i. **Purpose:** The Role name Master module to allow the Super admin to define and manage employee roles names centrally. These role names are later used during the employee creation process to assign designations or responsibility titles without repeatedly typing or creating them from scratch. This ensures consistency, better classification, and easier filtering of employee data.

#### ii. Feature:

1. **CRUD Operations:** "Enables Create, Read, Update, and Delete functionalities for efficient data management."
2. **Simple Interface:** Minimal fields to avoid complexity and make it usable to Super admin users.

#### iii. Flow:

1. Super Admin Login: The super admin logs into the system.
2. Navigate to Role name Master: Super Admin accesses the Role Master section from the Super Admin Panel.
3. Add New Role: Super Admin clicks on "Add Role," enters the role name, and submits.
4. Role Management: Super Admin can view the list of roles, edit names if needed, or delete unused roles.
5. Employee Creation: While creating a new employee, the role dropdown pulls all the saved roles from this master list for selection.

#### iv. Fields:

Srno.	Field Name	Type	Required	Description
1	Role Name	Textbox	Yes	Enter the name/title of the employee role
2.	Short description	Textbox	Yes	Description of the role for understanding.



## 2. Designation name master -

i. **Purpose:** The Designation Name Master module will allow the Super Admin to centrally define and manage official designation titles within the organization. These designations will be reused during the employee creation process, ensuring consistency in job titles, improving reporting accuracy, and simplifying organizational hierarchy management. It eliminates the need to enter designation names manually every time.

### ii. Feature:

1. **CRUD Operations:** "Enables Create, Read, Update, and Delete functionalities for efficient data management."
2. **Simple Interface:** Minimal fields to avoid complexity and make it usable to Super admin users.

### iii. Flow:

1. **Super Admin Login:** The super admin logs into the system.
2. **Navigate to Designation Name Master:** Super Admin accesses the Designation Master section via the Super Admin panel.
3. **Add New Designation:** Clicks "Add Designation," fills in the designation name and submits.
4. **Manage Designations:** Views existing designations, edits them if required, or deletes if outdated.
5. **Employee Creation:** During employee entry, the designation dropdown pulls values from this master to maintain standardized naming

### iv. Fields:

Srno.	Field Name	Type	Required	Description
1.	Designation Name.	Textbox	Yes	Enter the name title of the Designation.
2.	Short description	Textbox	Yes	Description of the role for understanding.



### 3. Plant master -

- i. **Purpose:** The Plant Master Module will be used to create and manage the physical or operational plant locations associated with different companies. It supports the structuring of business units, enabling departments and employees to be properly linked to their respective plants.

#### ii. Feature:

1. **Company-Based Plant Creation:** Allows Super Admin to select a company (*ALF Engineering Pvt Ltd & ALF Engineering Company*) and add plant locations under it. This ensures that every plant is correctly mapped to its parent Company.
2. **Plant Detailed Information Form:** Allows Super admin to add Plant with specific information. This ensures each plant is uniquely identifiable.
3. **Plant Table:** Displays all the created plant entries with all necessary details in column and in a tabular format. The list includes filters and search functionality for quick access and status review.
4. **CRUD Plant Details:** Super Admin can update and delete existing plant records. Updates like location or name changes and allows Deletion of plant entries that are no longer valid, with safeguards to prevent deletion if dependencies exist.
5. **Search:** Super admin can quickly find specific records or information by typing keywords, avoiding the need to scroll through long lists.
6. **Export:** Super admin can download in formats like Excel or PDF, useful for keeping offline copies or sharing with others.
7. **Filter:** Super admin can apply filters easily to narrow down results based on selected options like category, status, or type for better viewing and management.
8. **Status Toggle (Active/Inactive) Plant:** Super Admin can mark a plant as inactive without deleting it. Useful for managing seasonal or temporarily closed locations.

#### iii. Flow:

1. Navigate to the Plant Master module.
2. Click on "Create Plant" for plant entry form.
3. Select a company and fill in the plant details.
4. Save the entry to store the plant information.



5. View the plant in the table list with options to manage.
6. Edit, delete, or toggle status as needed.

#### iv. Fields:

Sr. No.	Field Name	Type	Required	Description
1	Plant-Code	Textbox	Yes	Unique identifier code for the plant
2	Name	Textbox	Yes	Full name of the plant
3	Address	Textbox	No	Full postal address of the plant
4	City	Textbox	Yes	City where the plant is located
5	Short Name	Textbox	No	Short or nickname for the plant
6	Created By	System	Yes	Auto-filled with the logged-in user's name
7	Create Date	System	Yes	Auto-filled with current date on creation

#### 4. Department Master -

- i. **Purpose:** The Department Master Module enables the Super Admin to create and manage departments within plants. Departments structure organizational units, facilitate reporting lines, and support efficient resource allocation.

#### ii. Features:

1. **Plant-Specific Department Creation:** Allows the Super Admin to select “Multiple plants” and add departments under it. This ensures that each department is correctly linked to its operational plant.
2. **Department Information Form:** Provides a structured interface to input department-specific data such as name etc.



3. **Department Table:** Displays all the created Department entries with all necessary details in column and in a tabular format. The list includes filters and search functionality for quick access and status review.
4. **CRUD Plant Details:** Enables updates to department attributes like name or head in case of organizational changes. Allows deletion of department entries that are incorrectly added. Deletion should be restricted when dependencies exist.
5. **Search:** Super admin can quickly find specific records or information by typing keywords, avoiding the need to scroll through long lists.
6. **Export:** Super admin can download in formats like Excel or PDF, useful for keeping offline copies or sharing with others.
7. **Filter:** Super admin can apply filters easily to narrow down results based on selected options like category, status, or type for better viewing and management.
8. **Status Toggle (Active/Inactive) Department:** Gives the ability to disable a department temporarily without deleting it. Useful during restructuring or department downtime.

### iii. User flow-

1. Navigate to the Department Master module.
2. Click “Create Department” to open the creation form.
3. Select the relevant plant from a dropdown menu.
4. Enter department details in the form.
5. Click “Save” to store the department.
6. The new department appears in the List of Departments table.
7. Perform management actions (Edit, Delete, Activate/Deactivate) as needed

### iv. Fields

S. No.	Field Name	Type	Required	Description
1	Plant	Dropdown	Yes	Select from available plant names
2	Dept-Code	Textbox	Yes	Department code
3	Dept-Name	Textbox	Yes	Full name of the department



4	Dept Short	Textbox	No	Short/abbreviated name of the department
5	Created By	System	Yes	Auto-filled with the name of the logged-in user
6	Created Date	System	Yes	Auto-filled with the current creation date

## 5. Employee Master Module

i. **Purpose:** The Employee Master Module will allow the Super Admin to create and manage detailed records of employees within the organization. It ensures each employee is properly associated with a specific plant, department, and Projects. This module acts as a foundational system for project assignments, and department-level organization tracking.

### ii. Features:

1. **Employee Form:** Allows the Super Admin to create a new employee by entering personal and work details in a structured form. This acts as the primary onboarding step into the system.
2. **Plant Assigning:** Super Admin can assign an employee to a specific plant. The list of plants is predefined in the Plant Master Module, ensuring consistency and traceability of employee-location mapping.
3. **Department Assigning (Linked to Plant):** Once the plant is selected, the module dynamically filters and displays departments that belong to the selected plant. This ensures that the employee is only assigned to valid departments under the correct plant.
4. **Multi-Project Assignment with Access Control:** Super Admin can select one or more projects the employee will work on. This section also serves as an access permission control — only selected projects will be accessible to the employee.
5. **CRUD Employee Details:** Super Admin can update existing details such as role, department, or contact info, view employee profiles, and delete records if the employee is no longer part of the organization, with checks in place to avoid accidental data loss.



6. **Search:** Super admin can quickly find specific records or information by typing keywords, avoiding the need to scroll through long lists.
7. **Export:** Super admin can download in formats like Excel or PDF, useful for keeping offline copies or sharing with others.
8. **Filter:** Super admin can apply filters easily to narrow down results based on selected options like category, status, or type for better viewing and management.
9. **Status Toggle (Active/Inactive) Employees:** Enables the Super Admin to control whether an employee is currently active in the system. Useful for handling resignations, contract completion without deleting the record.

### iii. User Flow-

1. **Navigate** to the "Employee Master Module".
2. Click the **"Create Employee"** button to begin a new entry.
3. Fill out the **Employee Details** form with the employee information.
4. Select the appropriate **Plant** from the list.
5. Choose the **Department(s)** -filtered based on the selected plant.
6. Assign **Project(s)** to the employee using the multi-select checkbox interface.
7. Click **"Save"** to submit and store the record.
8. The employee is now visible in the **List of Employees**.
9. Use available actions to **Edit**, **Delete**, or **Activate/Deactivate** the employee as needed.

### iv. Fields Required:

#### 1. Employee master field details-

S. No.	Field Name	Type	Required	Description
1	Plant	Dropdown	Yes	Select plant from Plant Master
2	Department	Dropdown	Yes	Select department from Department Master
3	Designation	Dropdown	Yes	Select from Designation Master
4	Role	Dropdown	Yes	Select from Role Master





5	Employeecode	Textbox	Yes	Unique employee ID or code
6	Name	Textbox	Yes	Full name of the employee
7	Type	Dropdown	Yes	WC (Worker Class) or BC (Business Class)
8	Email ID	Email	Yes	Official email address of the employee
9	Username	Textbox	Yes	Login username for the employee
10	Password	Password	Yes	Login password for the employee

## 6. Project Master Module

**i. Purpose:** The Project Master Module will allow the Super Admin to centrally manage all external project platforms by creating a master list of project names and their access links. **The entire project functionality will be already developed by the ALF team, The super admin will just add information of the project in this system like the Project name, Project link.** This ensures that whenever an employee is added, their project access can be assigned quickly and accurately by selecting from this predefined list—eliminating manual entry and streamlining access management across platforms.

### ii. Features:

- 1. Add New Projects:** Super Admin can create new entries for each existing or future project by providing basic information like project name and project link.
- 2. View and Manage Projects:** All created projects are listed in a structured table view. From here, each entry can be edited or deleted as needed to maintain accurate records.
- 3. Centralized Project Reference for Employee Assignment:** When assigning access to employees, the Super admin can simply select the relevant projects from the master list—ensuring consistent and error-free project allocation.



### iii. User flow

1. Super Admin navigates to the **Project Master** section from the dashboard.
2. Click on the “**Create Project**” button.
3. Fills in the project details form including the name and platform link.
4. Submits the form to save the project to the master list.
5. The project now becomes available as a selection option in the **employee access assignment** section.
6. If needed, the Super Admin can later return to **edit or delete** any project entry.

### iv. Fields

Sr no	Field Name	Type	Required	Description
1	Project Name	Text	Yes	The name of the project was recognized internally.
2	Project Description	Text (optional)	No	A brief description to indicate the project's purpose or scope.
3	Project Link	URL	Yes	The login or access URL for the project platform.
4	Status	Dropdown	Yes	Indicates whether the project is Active or Inactive. This controls availability during employee assignment.

### iv. Single Login Interface Module

1. **Purpose:** This module provides a unified login system where each employee can access all assigned projects using a single set of credentials. It eliminates the need for multiple logins across different platforms and simplifies project access management by securely authenticating users and directing them to their authorized project dashboards from one central interface.



## 2. Features:

- i. **Centralized Authentication:** Employees log in once through a single portal, and the system validates their credentials securely before granting access to assigned projects.
- ii. **Dynamic Project Access Panel:** Once logged in, users see only the projects they've been assigned—fetched from the Project Master and mapped through the Super Admin.
- iii. **Secure Session Management:** Ensures users maintain session integrity while moving between projects without needing to re-enter credentials.
- iv. **Integration-Friendly Design:** Designed to connect with diverse tech stacks and login systems of external platforms using secure redirection or API-based authentication.

## 3. Flow:

- i. The Employee lands on the unified login page.
- ii. Employee enters credentials (Username and password).
- iii. Selects Plant from the dropdown which is assigned while Employee creation.
- iv. System verifies credentials against the Employee master.
- v. Upon successful login, the system fetches project access from the Employee's access mapping.
- vi. The user dashboard displays clickable project cards/titles for each assigned project.
- vii. On click, the user is securely redirected to the project portal.
- viii. Employees can log out centrally.

## 4. Fields:

Sr no.	Field Name	Type	Required	Description
1	Username	Text Input	Yes	Unique identifier for login.
2	Password	Password Input	Yes	Secure login credential.



3	Plants	Drop down (As-assigned)	Yes	Fetches from access mapping (based on the employee and project master module).
4	Financial Year	Drop down	Yes	Select the relevant financial year from the list

## v. Conclusion-

The ALF Super Admin system and Single Login Interface will provide a structured way to manage employees, plants, departments, and projects from one place. The Super Admin module will allow clear role assignment and access control. The Project Master will help allocate employees to specific projects. The Single Login will reduce repetitive logins and simplify access. Together, these modules will make operations easier to manage and ensure that data remains consistent and secure across the system.

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