

## Objective:

To build a secure web-based portal for collecting and managing KYC details and documents from field operators, with separate login access for Operators, Employees, and Admins, including role-based permissions, data verification, email notifications, and dashboard analytics.

## System Overview:

The portal will support 3 levels of users:

1. Operator
2. Employee
3. Admin

Each role has specific permissions and responsibilities as detailed below

## Operator Login:

### Features:

- Secure login using credentials provided by the Employee.
- Access to:
  - A form with 30 to 50 fields (customizable) to input personal, banking, KYC, and employment details.
  - Upload mandatory documents (e.g., Aadhaar, PAN, bank proof, photo, etc.).
- Document upload should support PDF, JPEG, PNG, etc.
- Submit the data for review.

## Email Notification:

- If documents are rejected, an automated email should be triggered with the reason and a re-upload link.

## Employee Login:

### Features:

- Access restricted to only their assigned branches or operator data.

- Rights to:
  1. Create Operator credentials (automated email sent to operator with login details).
  2. View and verify operator-submitted data.
  3. Approve/Reject uploaded documents with comments.
  4. Download complete document set of any operator in ZIP format.
  5. View a dashboard showing:
    - ☐ Pending verifications
    - ☐ Completed verifications
    - ☐ Total assigned operators

## Access Control:

- Employees should not be able to view operators or data from other branches.

## Admin Login:

### Features:

- Full access to all operators and employees data.
- Permissions to:
  1. Create Employee logins
  2. Create Operator logins
  3. Assign branches to employees
- Download complete operator document sets (individually or in bulk).
- View dashboards of:
  - o Total number of operators o Status (pending/verified) o Employee performance summary
  - o Branch-wise data

## Dashboards & Reporting:

1. Employee Dashboard:
  - o Assigned operators o Pending verifications o Completed verifications o Status filter and search

## 2. Admin Dashboard:

- o Total operators across all branches
- o Employee-wise performance and status
- o Branch and region statistics
- o Download and export to Excel/CSV options

## Technical & Security:

- Secure login with encrypted passwords.
- File storage with role-based access.
- Document uploads saved securely in structured folders (Employee-wise/Branch-wise).
- Audit trail to track actions by users.
- Mobile-friendly responsive design.
- Regular backups and data export options.

## Add-Ons:

- OTP-based login for extra security
- Excel import/export module for Admin
- WhatsApp notifications