Permissions SOW

# DISTRIBUTION LIST

|  |  |  |
| --- | --- | --- |
| No. | Name | Remarks |
| 01. | Neeraj | 10MAY20 |
| 02. | Charbel | 10MAY20 |
| 03. | Helmut | 10MAY20 |
|  |  |  |
|  |  |  |

# AMENDMENT HISTORY

|  |  |  |  |
| --- | --- | --- | --- |
| Version No. | Date | Amendment History | Remarks |
| 1.0 | 10MAY20 | Permission Outcomes |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Contents**

# PERMISSIONS

The function of ‘Permissions’ covering both parts of the system, the BGA and AGA, give control about which parts and functions of the system can be ‘searched & viewed’ and ‘added & edited’ by every staff.

The ‘Permissions’ are built by the following parameters:

1. Staff of Rida International travel & tourism.
2. Assigned country & city and/ or office location.
3. Functions in BGA and AGA.

## SUPER ADMIN

The ‘Super Admin’ is a fictional staff of Rida with a unique log-in credentials, consisting of an office email address (ridaint.com) and password. The ‘Super Admin’ always has access to every part of the system and can assign the permissions to all other staff only.

Permissions can only be assigned to active Rida staff with an office email address (ridaint.com).

If a staff is newly inserted into the database, the staff will not have any permissions until these are assigned.

Permissions can be changed at any time via the staff database.

## ASSIGNMENT OF PERMISSIONS

The ‘Super Admin’ first needs to chose a staff out of the staff database to whom permissions should be assigned. Afterwards the countries & city and/ or office locations must be chosen out of a master-list consisting of countries and cities (refer to appendix, the master-list can be extended).

Assigned country & city and/ or office location / Address

The assigned country & city and/ or office location represents in which areas the selected staff is working. To every country & city combination an office address must be assigned. The default address is the office address from Rida’s headquarter in the UAE.

These addresses will later occur on the documents assigned to the country & city (quotations e.g.).

Example:

A staff can work out of Bangkok, Thailand with the permission of making quotations for an agent in Coimbatore, India as being permitted in doing so from Mumbai, India (master-list).

As Rida has so no office in Mumbai, India, the address on the quotation will be by default the one of Rida’s headquarter in Dubai.

Important:

* The selected country gives the permission to the functions in the system.
* The selected city will provide the address on the documents.

BGA Permissions

After staff and countries & city are selected, the system will ask which BGA permissions the staff is allowed to ‘search & view’ and ‘add & edit’. The default set up will give no permission at all.

|  |  |  |
| --- | --- | --- |
| **Function** | **Search & View** | **Add & Edit** |
| Agent Database (based on chosen country) | N | N |
| Quotations (based on chosen country) | N | N |
| (Market) Prices in BGA Master-data per market | N | N (fixed) |
|  |  |  |
|  |  |  |
|  |  |  |

The ‘Super Admin’ then can give the permission Y = Yes.

N = No is the automatic default permission and must be changed to Y. If Y is removed, the permission is automatically set on N.

Special case: For ‘Prices’ and ‘Special Offers’ valid for certain markets only (refer to the market master-list) can only set on Y for search & view – Any kind of prices cannot be added or edited in the BGA side of the system!

AGA Permissions

After staff and countries & city are selected, the system will ask which AGA permissions the staff is allowed to ‘search & view’ and ‘add & edit’. The default set up will give no permission at all.

|  |  |  |
| --- | --- | --- |
| **Function** | **Search & View** | **Add & Edit** |
| Service type in AGA database | N | N |
| Supplier type in AGA database | N | N |
| Staff database | N | N |
| Master-lists | N | N |
| Recording of actions (see below) | N | N |
|  |  |  |
|  |  |  |

The ‘Super Admin’ then can give the permission Y = Yes.

N = No is the automatic default permission and must be changed to Y. If Y is removed, the permission is automatically set on N.

## ACTIONS & RESULTS OF GIVEN PERMISSIONS

There are two kinds of permissions which can be given by the ‘Super Admin’ to Rida’s staff:

‘Search & View’ assigned functions

‘Add & Edit’ assigned functions

Important: ‘Add & Edit’ permissions can only be given if ‘Search & View’ are given (set on ‘Y’), too!

Therefore ‘Search & View’ permissions must be assigned before ‘Add & Edit’ can be given!

I. ‘Search & View’

If a permission for a selected function is set on ‘Y’ for ‘Search & View’ the assigned staff can search and see the selected function only – no adjustment (data-entry e.g.) or creation (quotation e.g.) is possible.

II. ‘Add & Edit’

After a ‘Search & View’ permission to a selected function is set on ‘Y’, the permissions can be extended to ‘Add & Edit’: Now the staff with the extended permission can proceed adjustments (data-entry e.g.) or creations (quotation e.g.).

## RECORDING

The system will record every action a staff has proceeded after an ‘Add & Edit’ permission is set on ‘Y’. The ‘Super Admin’ has access to an overview per staff showing which permissions been given and which actions been proceeded by the staff with date, time and log-in IP.