1.1.1 Organization Management

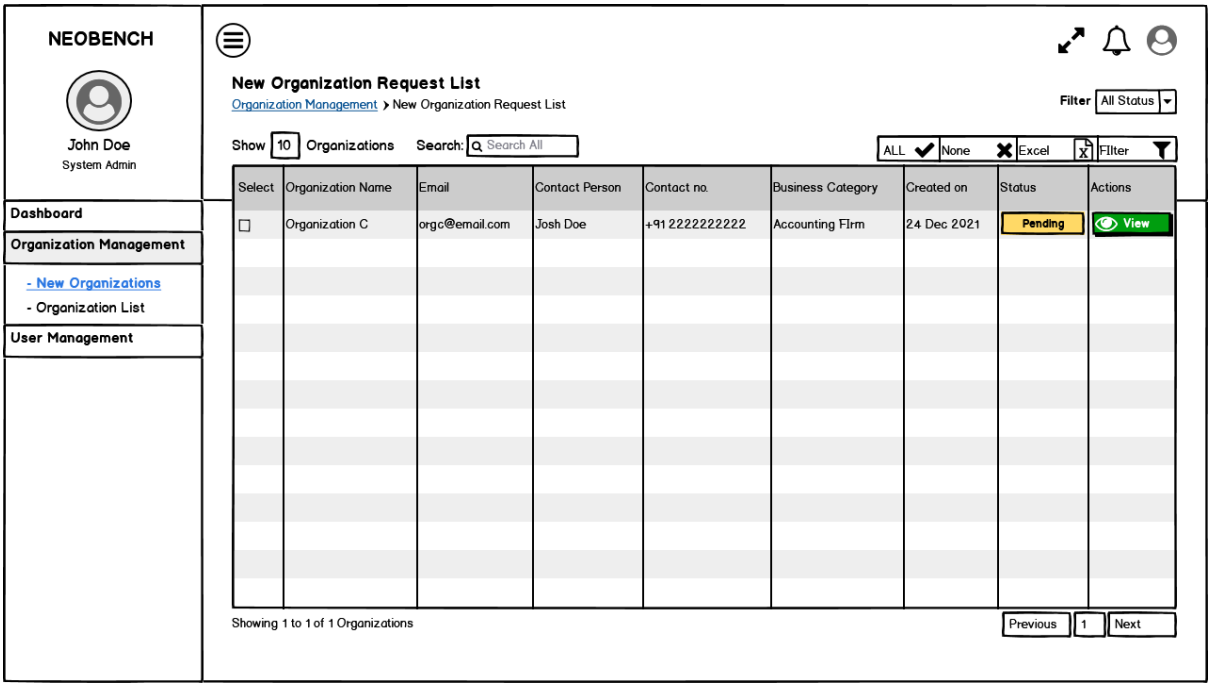
The System Admin can manage the organizations in this module. The Organization management has the following features:

a. New Organization Request List

The new organizations which have purchased the LMS services will be listed here for approval from the System Admin. The organizations approved by the System Admin will be added to the organization list. The System Admin can view and update the Organization data before approval by clicking on the view option. The information and address of the Organization can be viewed and updated.

Multiple branches and departments can be created under an Organization. The users are then mapped to their respective branch and departments. The organization hierarchy can also be defined in organization management. Here the various users in the hierarchy are mapped to the respective departments and higher-ups. The organization Admin can be updated in this section.

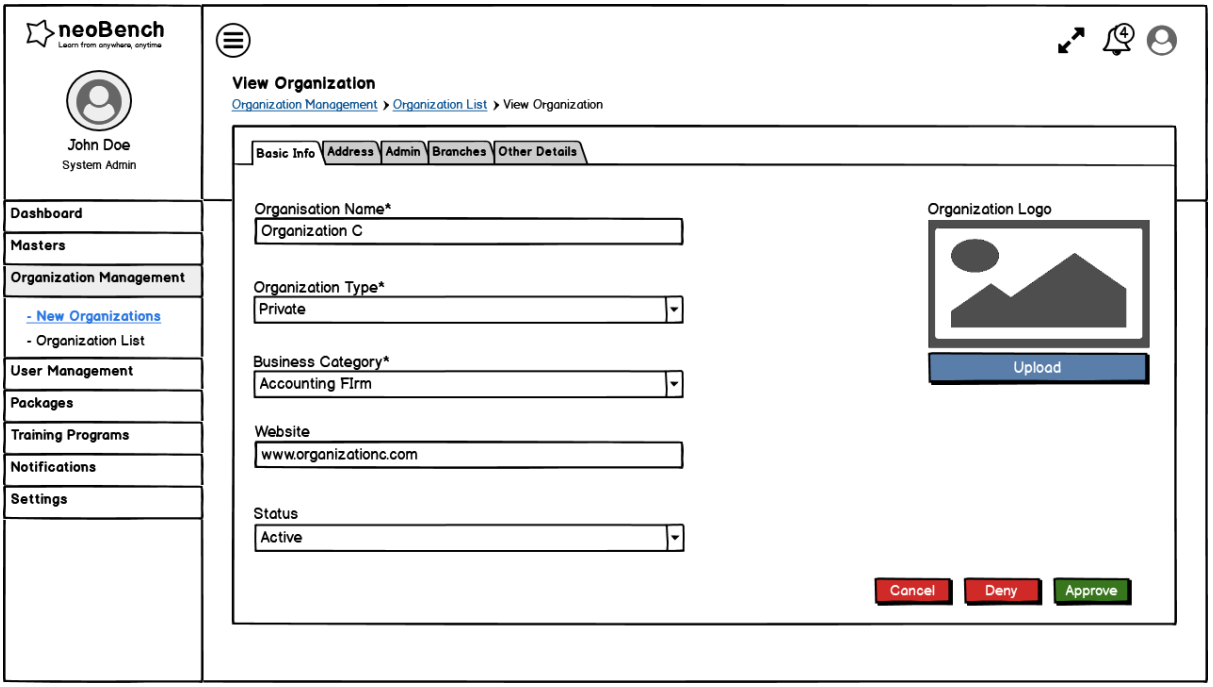
New Organization Request List



Organization Request List Attributes

S.No	Attribute	Description
1.	List Table	Display the list of organization requests Columns: Select, Organization Name, Email, Contact person, Contact No., Business Category, Created On, Status and Actions
2.	Status	Display the status of the request
3.	View	Click to display the details of the organization
4.	Search	Click to search the list with a keyword
5.	Filter	Filter the list based on the selected filter

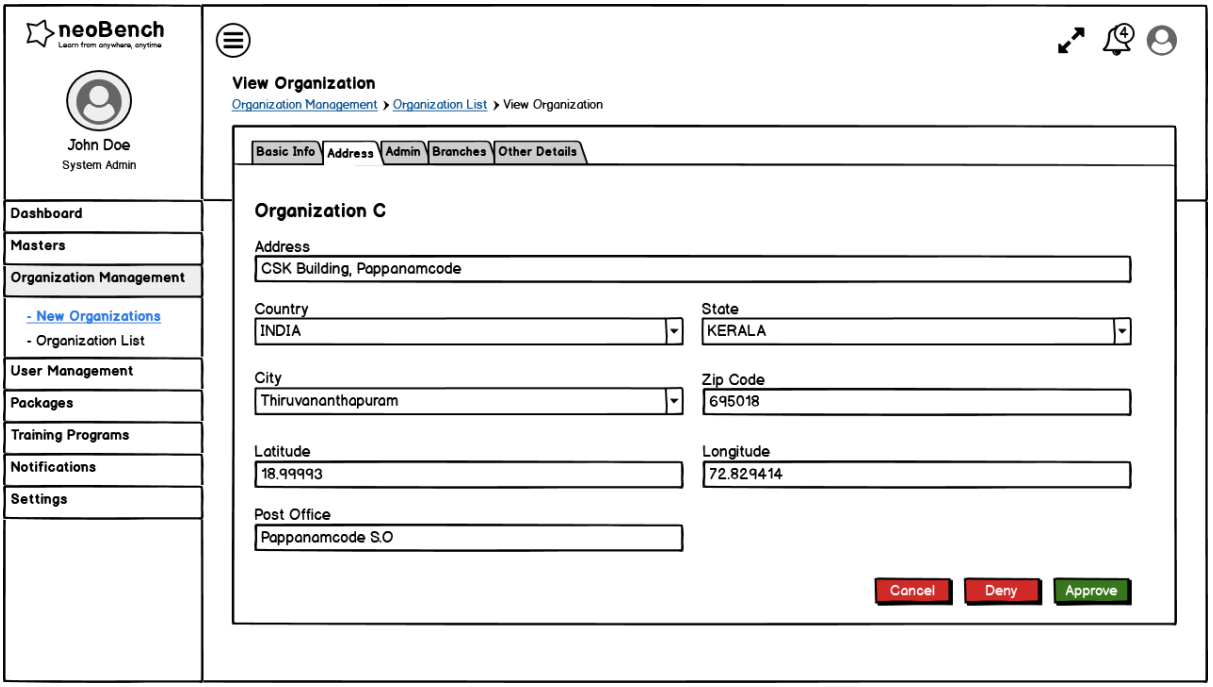
View Organization Basic Info



Organization Basic Details Attributes

S.No	Attribute	Description
1.	Organization Name	Enter the Name of the Organization
2.	Organization Type	Select the Organization Type from drop down list
3.	Business Category	Select the Business Category from drop down list
4.	Website	Enter the URL of organization's website
5.	Status	Select the Status of the record
6.	Organization Logo	Click to upload the logo of the organization
7.	Cancel	Click to cancel and navigate back to the organization list
8.	Deny	Click to deny the request and revert back
9.	Approve	Click to approve the organization and it will be added to the organization list.

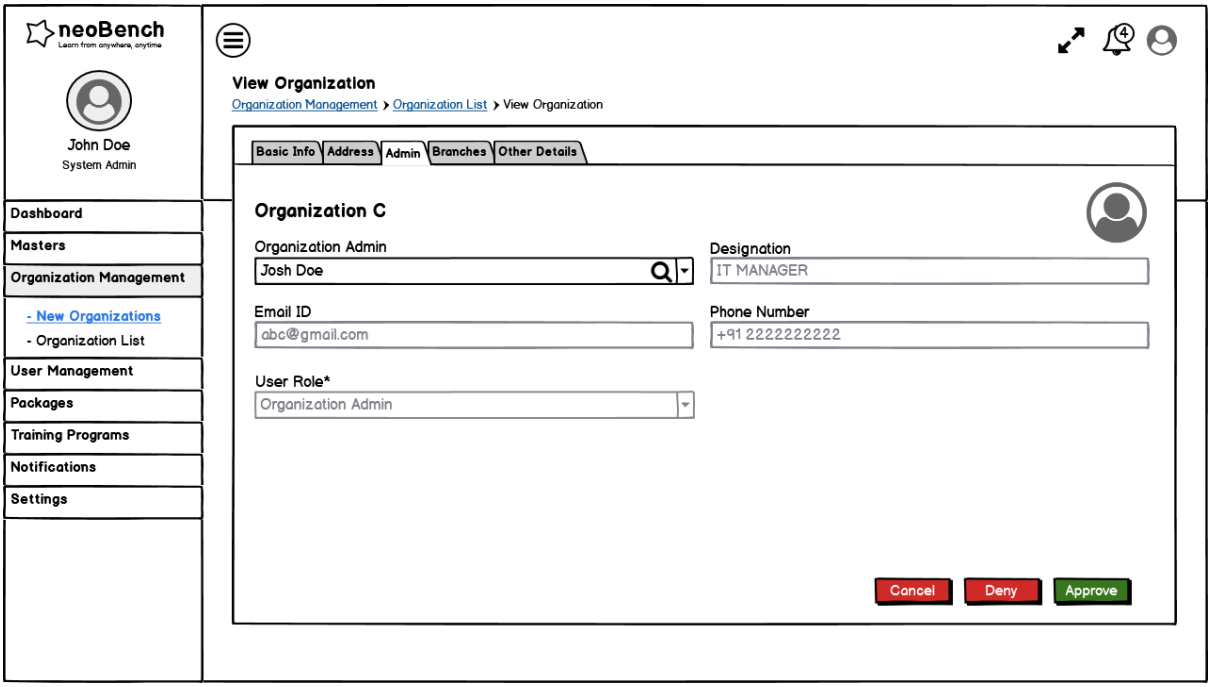
View Organization Address



Organization Address Attributes

S.No	Attribute	Description
1.	Address	Enter the Address of the organization
2.	Country	Select the country of the organization
3.	State	Select the state of the organization
4.	City	Select the city in which the organization is situated
5.	Zip Code	Enter the zip code of the organization
6.	Post Office	Enter the Post Office which the organization belongs to
7.	Latitude	Enter the Latitude coordinate
8.	Longitude	Enter the Longitude coordinate

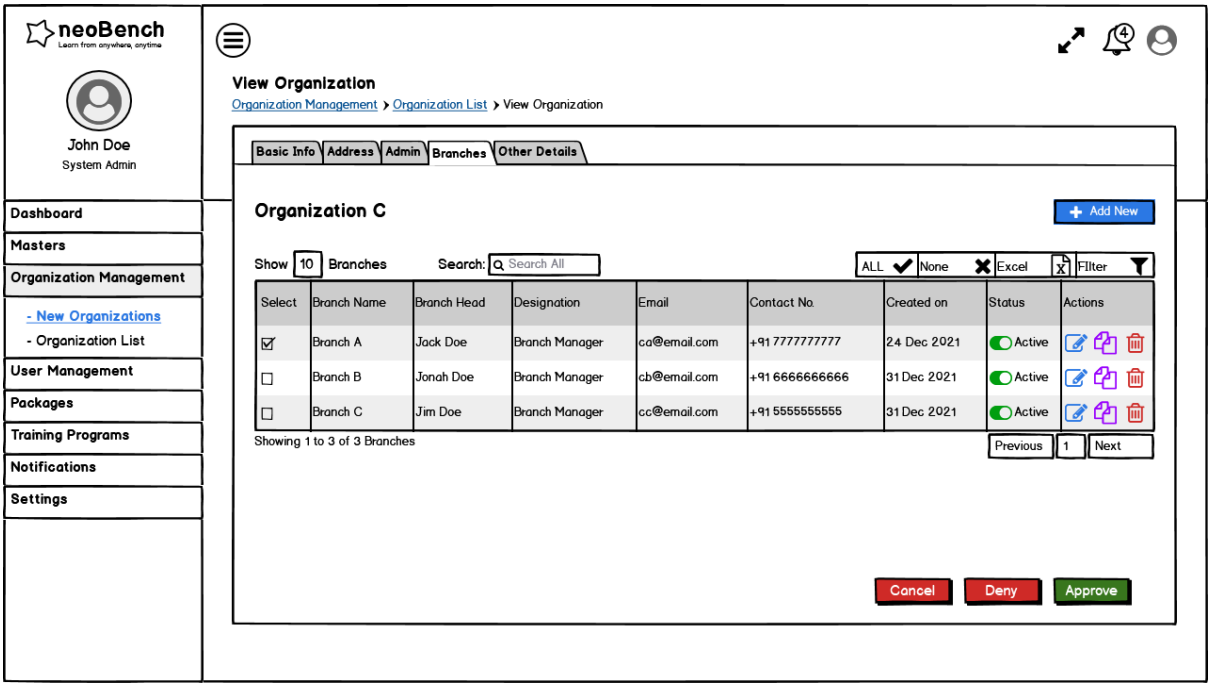
View Organization Admin



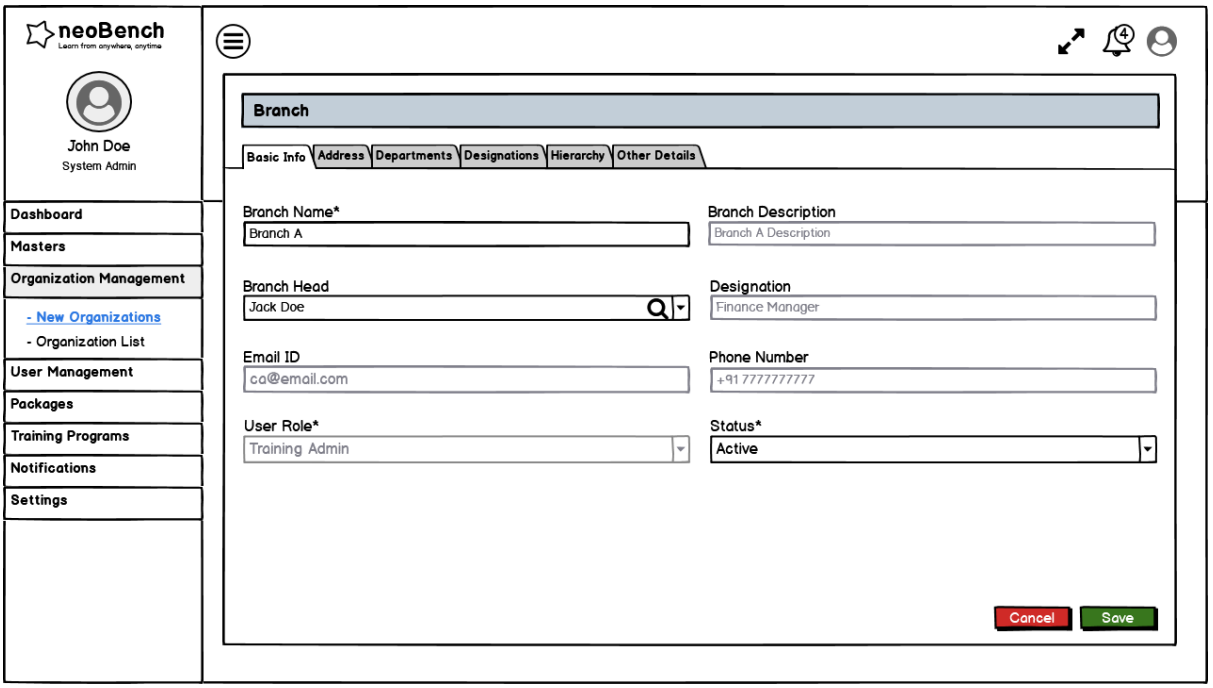
Organization Admin Attributes

S.No	Attribute	Description
1.	Organization Admin	Select a user from the Searchable dropdown to map the user as the Organization Admin
2.	Designation	Display the designation of the selected user
3.	Email ID	Display the Email ID of the selected user
4.	Phone Number	Display the phone number of the selected user
5.	User Role	Display the Role of the selected user
6.	Avatar	Display the avatar of the selected user

View Branches



Add Branch

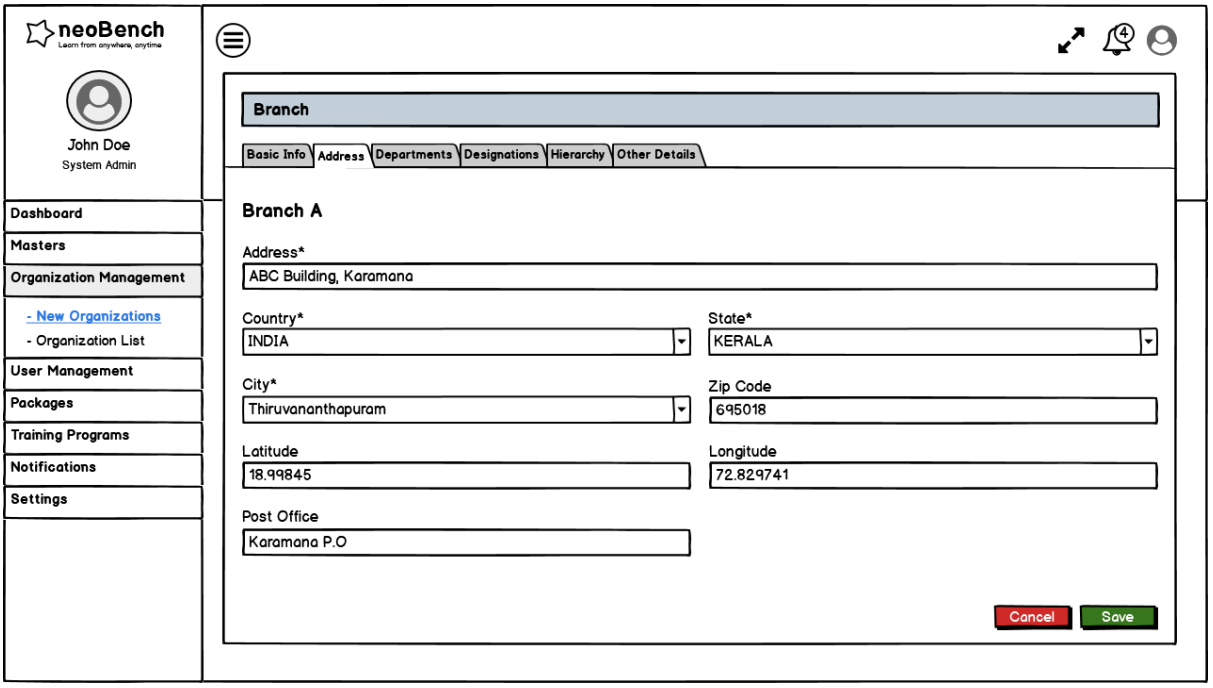


Branches Attributes

S.No	Attribute	Description
1.	Branch Name	Enter the name of the Branch
2.	Branch Description	Enter the Branch Description

3.	Branch Head	Select a user from the searchable dropdown to map as the branch head
4.	Designation	Display the designation of the selected user
5.	Email ID	Display the email ID of the selected user
6.	Phone Number	Display the phone number of the selected user
7.	User Role	Display the role mapped to the selected user
8.	Status	Select the status of the record
9.	Save	Click to save the branch record
10	Cancel	CLick to cancel and navigate back to the Organization page

Branch Address

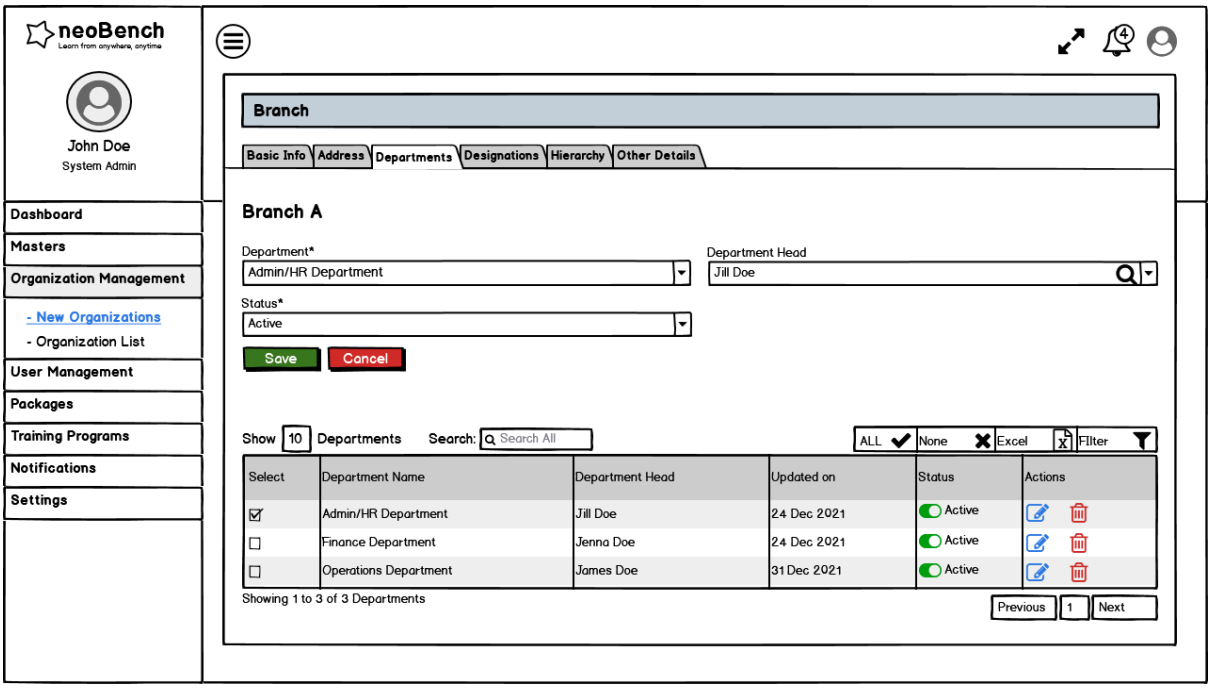


Branch Address Attributes

S.No	Attribute	Description
1.	Address	Enter the Address of the branch
2.	Country	Select the country of the branch
3.	State	Select the state of the branch
4.	City	Select the city in which the branch is situated

5.	Zip Code	Enter the zip code of the branch
6.	Post Office	Enter the Post Office which the branch belongs to
7.	Latitude	Enter the Latitude coordinate of the branch
8.	Longitude	Enter the Longitude coordinate of the branch

Departments



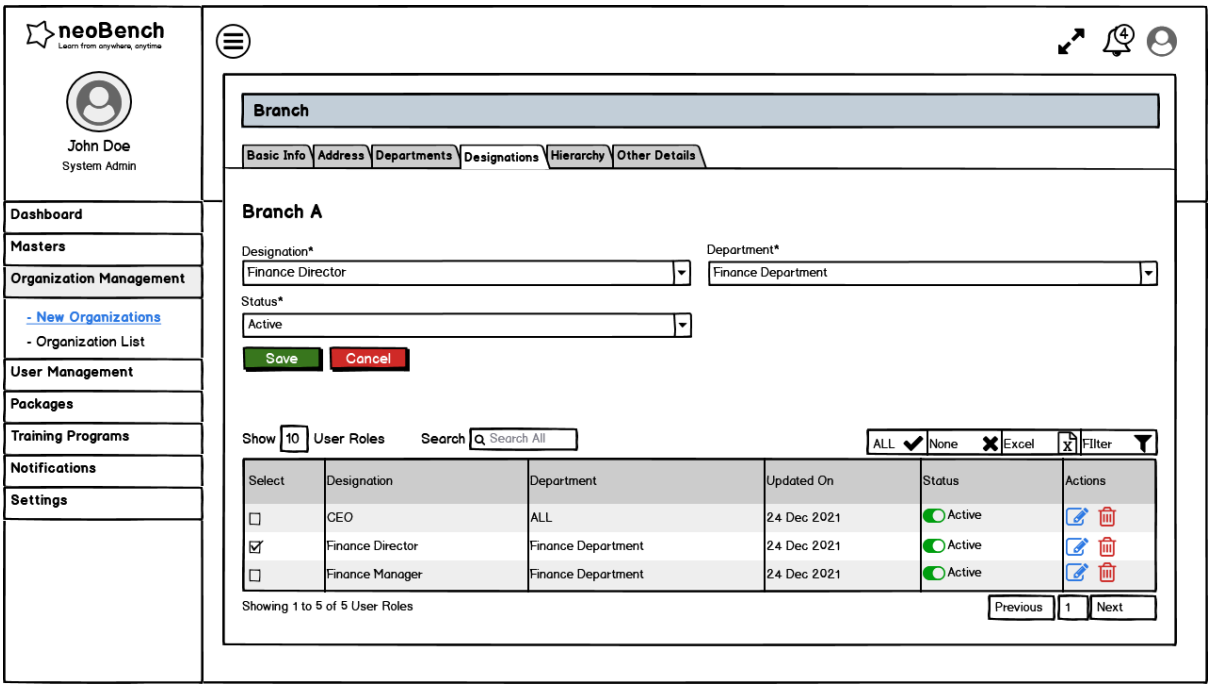
The departments are listed under each branch and can be mapped in the hierarchy section. A department head is mapped to each department.

Department Attributes

S.No	Attribute	Description
1.	Department	Select the Department from the list
2.	Department Head	Select and map the department head from the searchable dropdown
3.	Status	Select the status of the record
4.	List table	Display the list of departments Columns: Select, Department Name, Department Head, Updated-on, Status and Actions

5.	Edit	Click to edit the record
6.	Delete	Click to delete the record
7.	Status	Click to update the status

View Designations

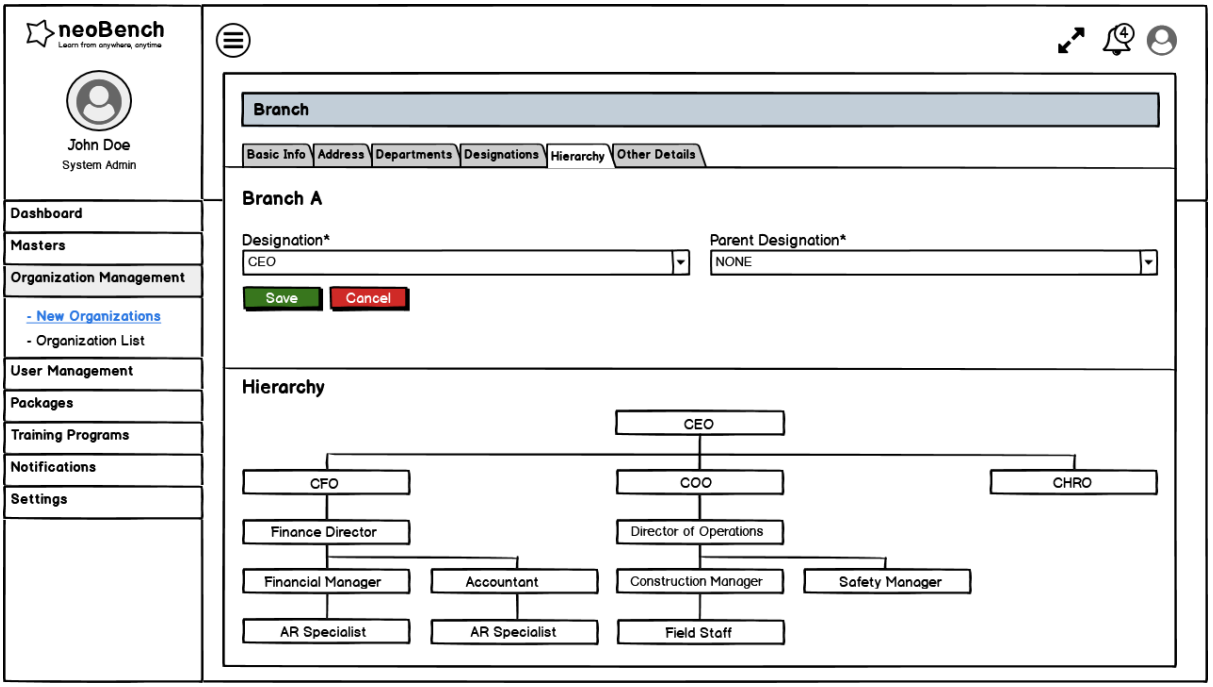


Designation Attributes

S.No	Attribute	Description
1.	Designation	Select the Designation from the list
2.	Department	Select the department to which the designation is applicable
3.	Status	Select the status of the record
4.	List table	Display the list of departments Columns: Select, Designation, Department, Updated-on, Status and Actions
5.	Edit	Click to edit the record
6.	Delete	Click to delete the record

7.	Status	Click to update the status

Hierarchy

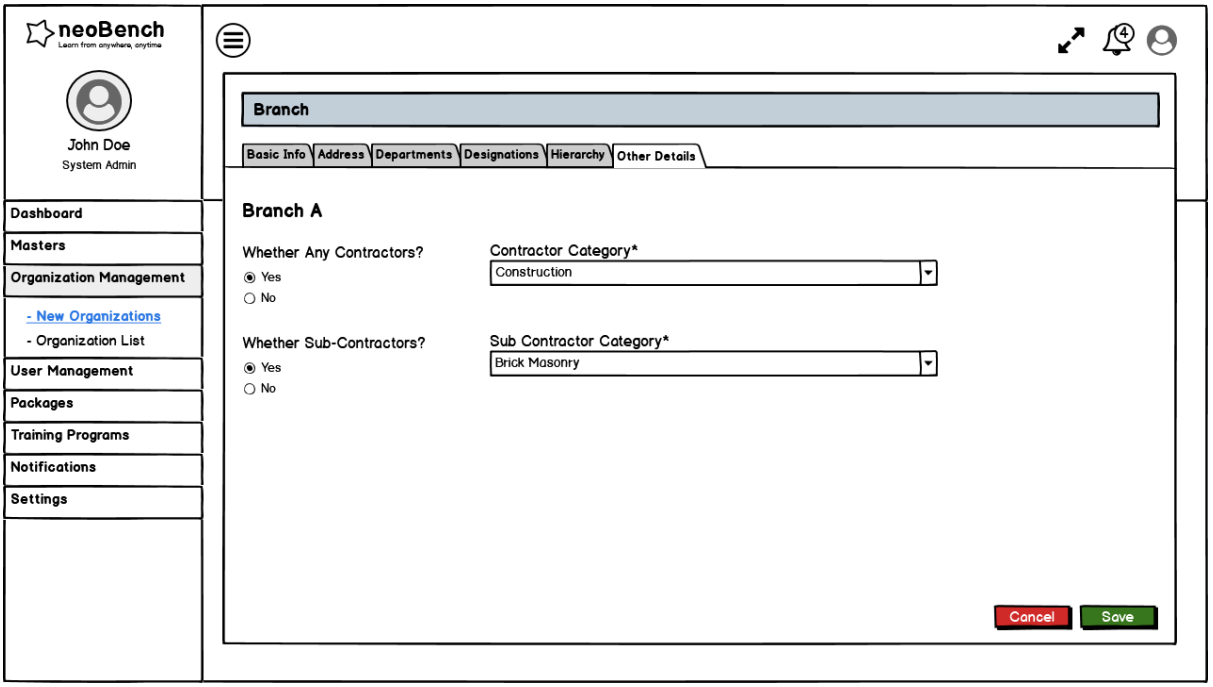


The hierarchy of the organization will define the levels of the organization, their departments and the users in those departments. Multiple departments are mapped to the organizations and the hierarchy levels are defined for each department.

Hierarchy Attributes

S.No	Attribute	Description
1.	Designation	Select the Designation from the list
2.	Parent Designation	Select a designation from the list to set as the parent designation for the selected designation
3.	Save	Click to save and add the designation to the hierarchy
4.	Cancel	Click to cancel and navigate back to the organization page

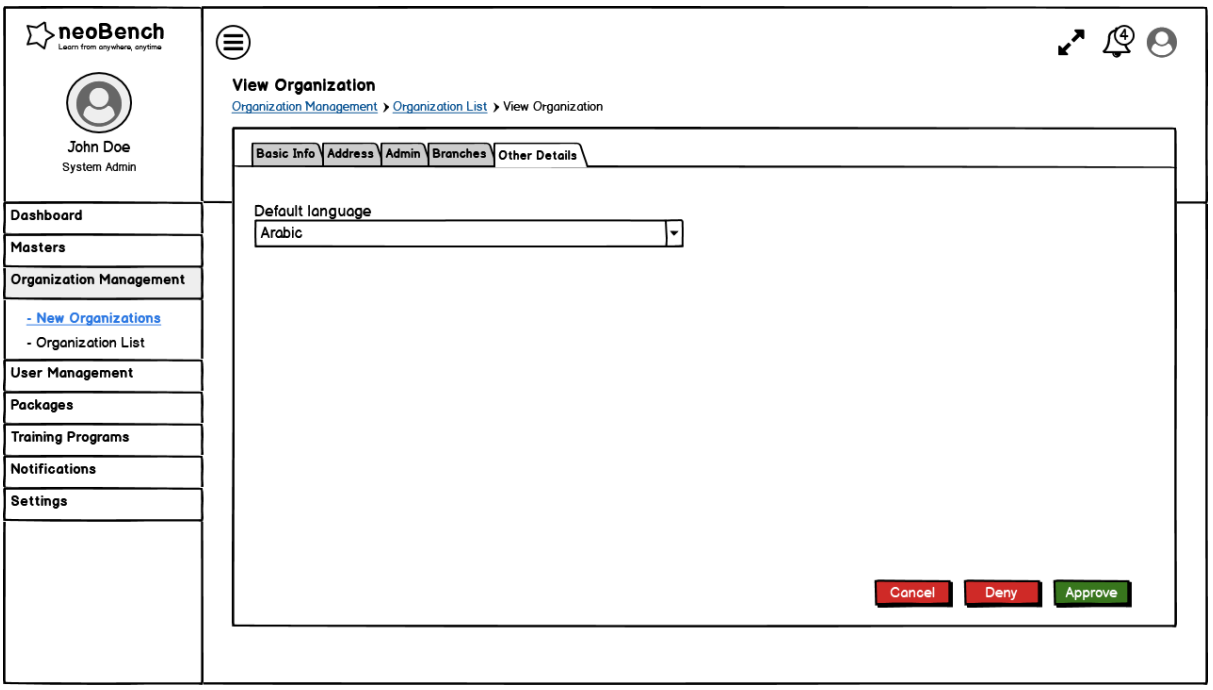
Branch Other Details



Branch Other Details Attributes

S.No	Attribute	Description
1.	Whether Any Contractors	Select Yes or No from the radio option
2.	Contractor Category	Select the Contractor Category from the list
3.	Whether Any Subcontractors	Select Yes or No from the radio option
4.	Subcontractor Category	Select the SUbcontractor Category from the list

Organization Other Details



Organization Other Details Attributes

S.No	Attribute	Description
1.	Default Language	Select the default language from the list.

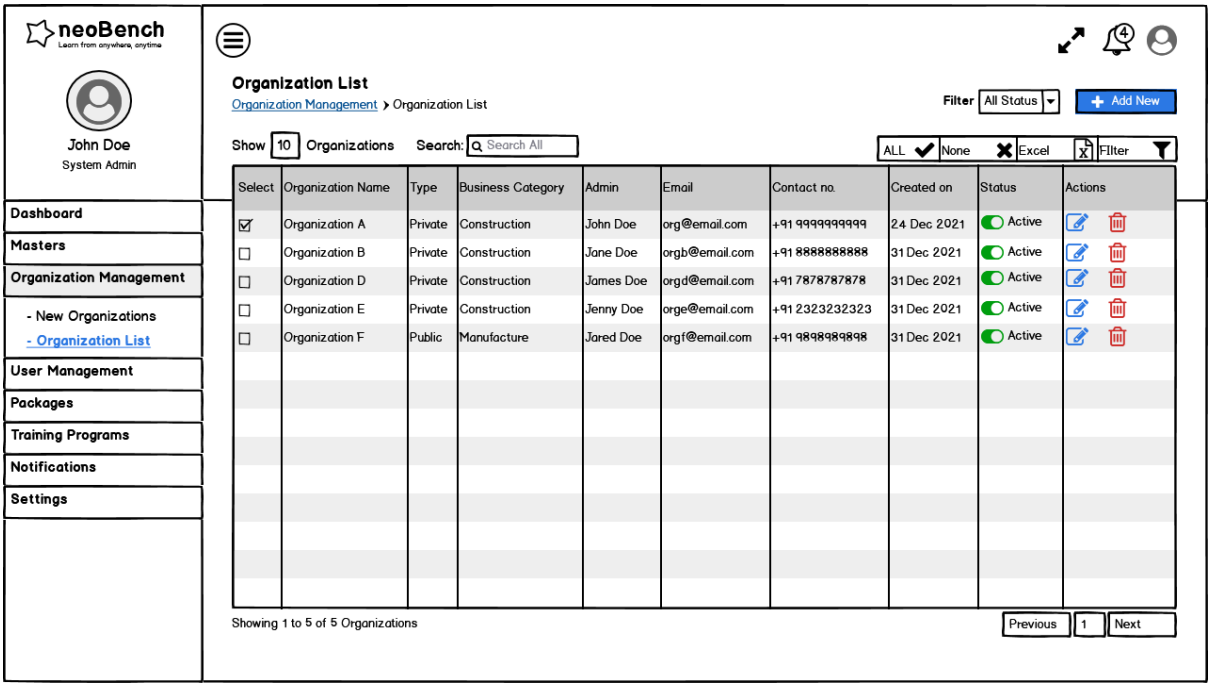
The default language shall be applicable to the entire application across all modules. The language including the UI and menu options shall be in the language defined as default for the organization.

Once the System Admin has verified all the data of the organization they will approve it and the record will be saved to the organization list.

b. Organization List

All the organizations which have been approved will be displayed in the Organization list. The System Admin can manage the Organizations from this list.

View Organization List



Organization List Attributes

S.No	Attribute	Description
1.	List Table	Select the default language from the list.
2.	Add New	Click to add a new organization
3.	Status	Click to update the statue of the organization
4.	Edit	CLick to edit the organization details
5.	Delete	Click to delete the organization record
6.	Search	Enter keyword to search from the organization list
7.	Filter	Click to filter the organization list

Editing organization from list will load in same design as “New organization” view, instead of deny or approve there will be save or cancel buttons.

1.1.1 Packages

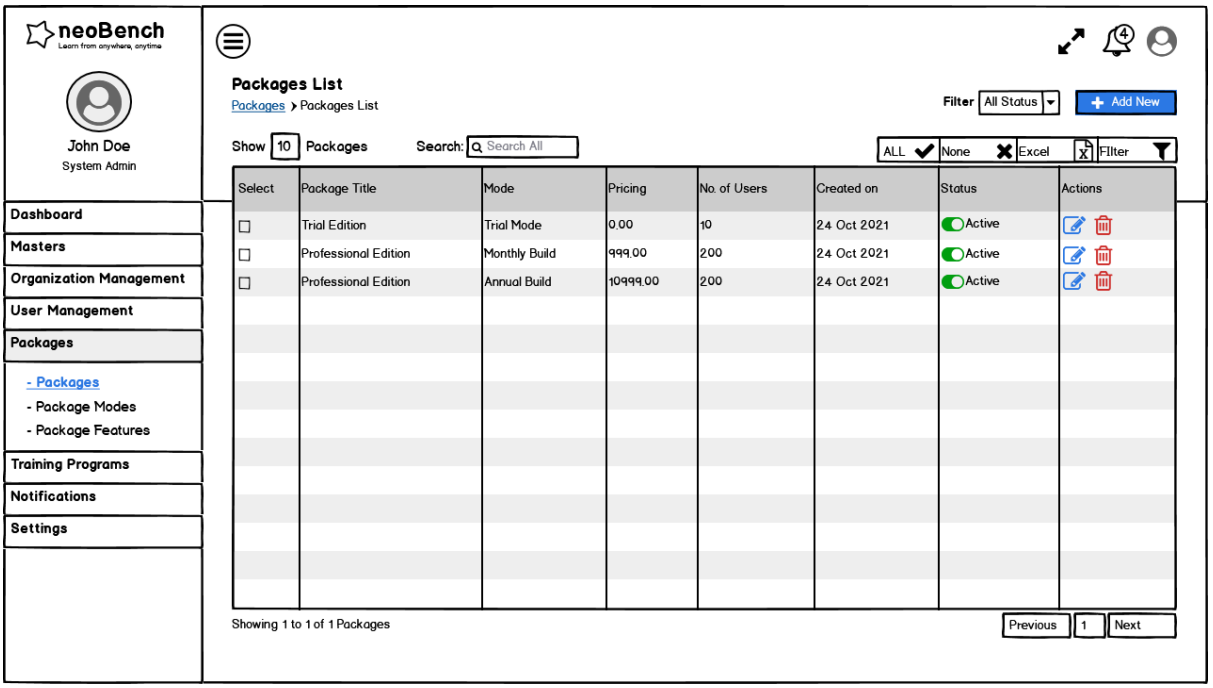
The Super Admin can manage the packages of the service which will be made available in the webpage.

The packages module has the following features:

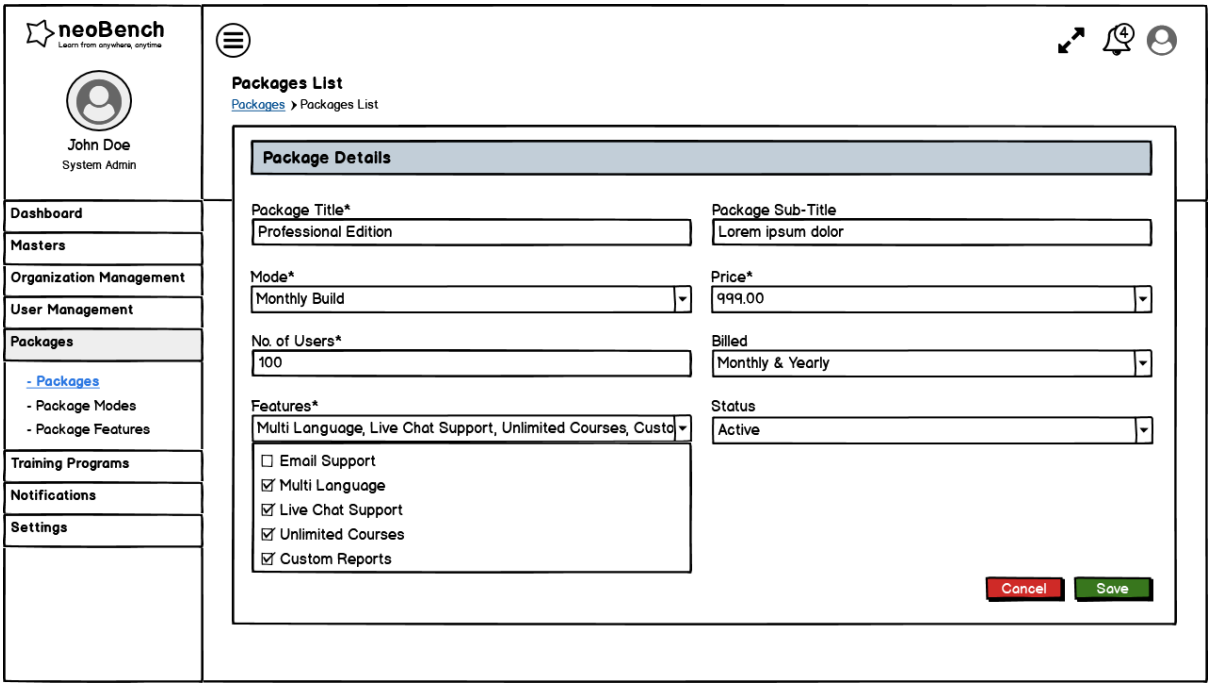
a. Packages List

The various packages for the software service can be added here and it will be reflected in the user module webpage.

Package List



Add Package



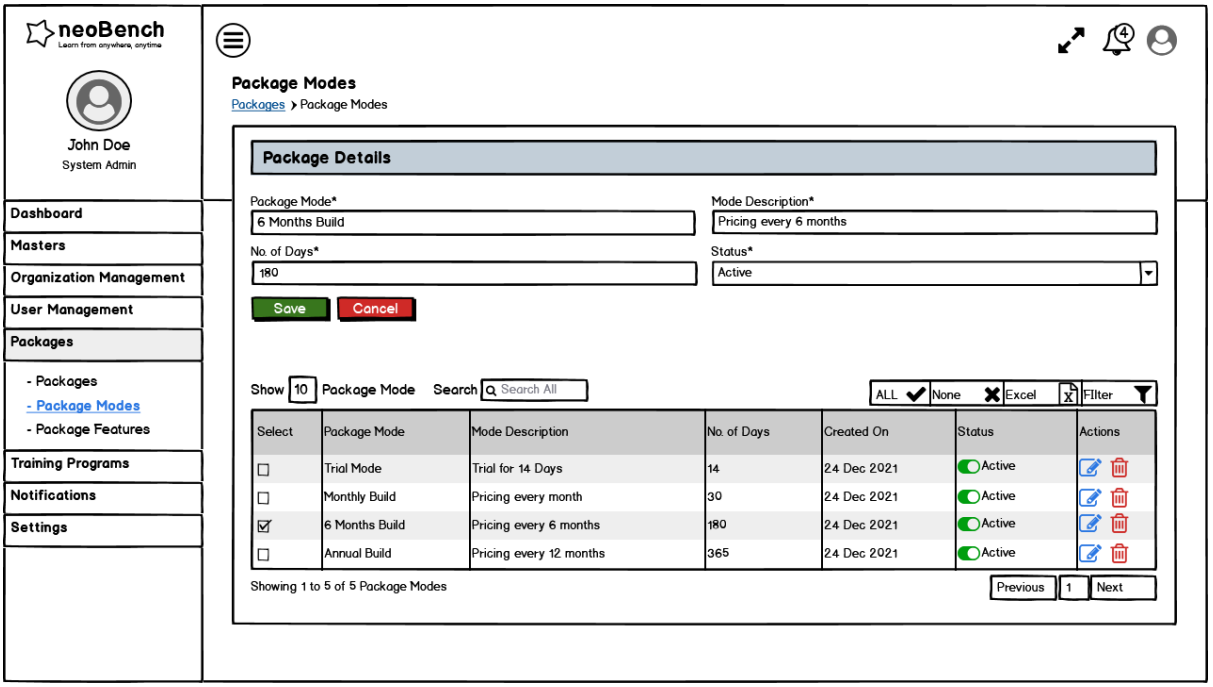
Package Attributes

S.No	Attribute	Description
1.	Package Title	Enter the package name
2.	Package Sub Title	Enter the package Sub Title
3.	Mode	Select the package mode
4.	Price	Enter the price of the package
5.	No of users	Enter the maximum number of users for the package
6.	Billed	Select the billing type
7.	Features	Select the list of features (multi-select)
8.	Status	Select the status of the record
9.	Cancel	Click to cancel and navigate back to the package list
10	Save	Click to save the record

b. Packages Modes

The package mode allows the Admin to manage accessibility of the software service to their customers.

Package Modes



Package Mode Attributes

S.No	Attribute	Description
1.	Package Mode	Enter the package name
2.	Mode Description	Enter the package Sub Title
3.	No. of Days	Select the package mode
4.	Status	Select the status of the record
5.	Cancel	Click to cancel and navigate back to the package list
6.	Save	Click to save the record