

SECURITY MANAGEMENT MODULE

USER'S MANUAL

For

ADMINISTRATOR

Version 1.0

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Local Government Engineering Department
(LGED)

Security Management Module

USER'S MANUAL FOR ADMINISTRATOR

Technical Assistance By

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TECHNOVISTA™

Revision History

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1.0 INTRODUCTION

LGED conducts a number of development works in our country. To manage all the projects and sub projects, LGED uses several applications. All those module has different types of roles and users. To maintain all these roles, permissions, user groups etc., LGED has to use a Security Module, which will help to manage all the application related information easily and effectively.

2.0 USER AUTHENTICATION /ACCESS CONTROL

2.1 LOG IN

Provide the valid URL (<http://103.36.100.12:9104/lgedsecurity>) of Security module into the address bar of any web browser (for example, Google Chrome, Mozilla Firefox) and then press ENTER key from the keyboard. The page that will come first at the sight of the user is known as Login Page which is shown in the figure below:

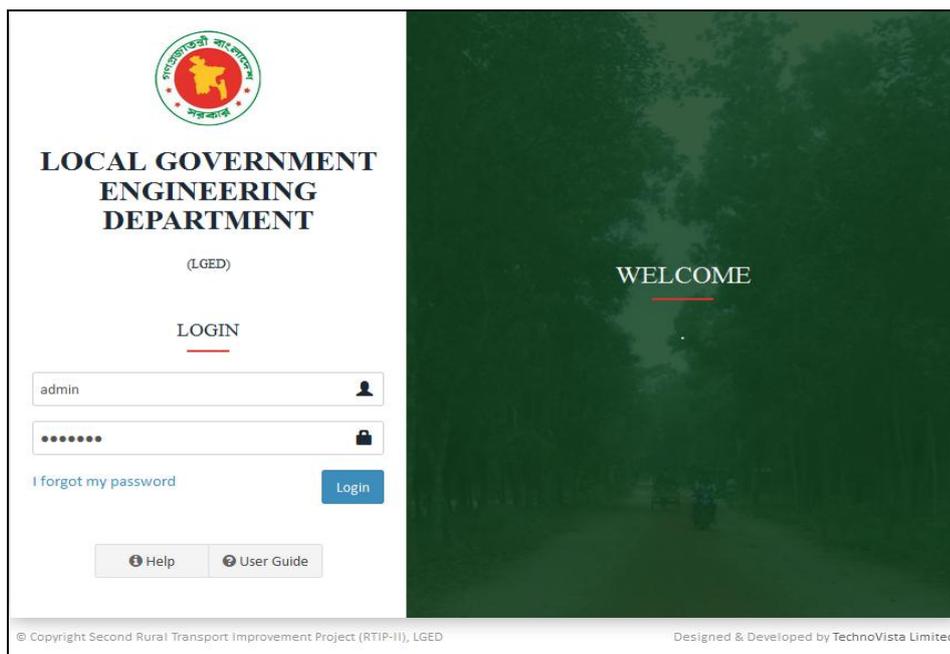
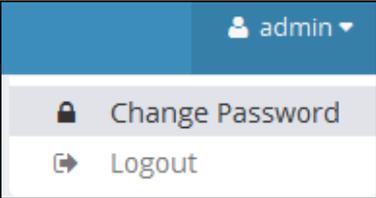
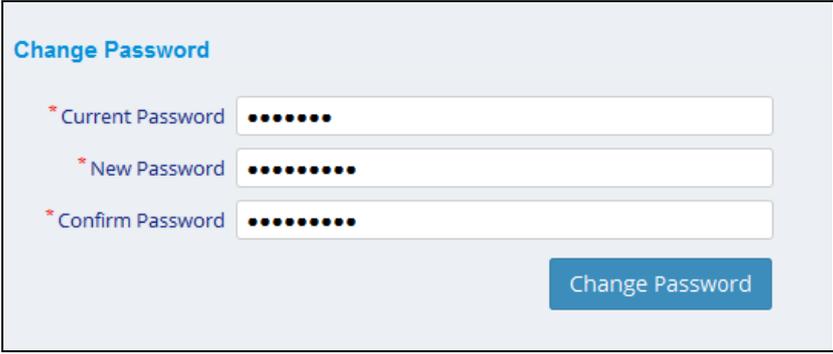


Figure 1: Login Page

Provide valid Username into the “Username” input field & Password into the “Password” input field & then click on "Login" **Login** button in order to get access into the system. Then system will verify the provided “Username” & “Password”, after that system will give access permission to the user depending on his/her access privileges.

2.2 CHANGE PASSWORD

User can change his/her password after a successful login. To change password, user has to follow the following steps:

STEP	ACTION
1.	User has to Log in first into the application by using login page.
2.	<p>To change password, click on the 'Change Password'  Change Password button available at the top-right corner of the application.</p> <div data-bbox="699 633 1075 831" style="text-align: center;">  </div> <p style="text-align: center;">Figure 2: Change Password Menu</p>
3.	<p>System will show the following page:</p> <div data-bbox="470 1037 1303 1391" style="text-align: center;">  </div> <p style="text-align: center;">Figure 3: Change Password Page</p>
4.	<p>Provide new password and confirm new password. Click on 'Change Password'  Change Password button. System will show success message for change password and redirect user to login page.</p>

2.3 LOG OUT

To exit from the system, click on the 'Logout'  **Logout** button available at the top-right corner of the application.

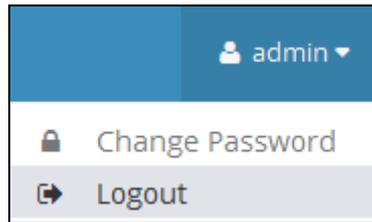


Figure 4: Logout

3.0 APPLICATION DASHBOARD

After successful login into the system the page that will come first to the sight of user is known as Dashboard. There will be Menu and Sub menu on the left part of the dashboard. User can visit different pages using these. Applications that are managed by this security module will be available on the right. Clicking on the  button will redirect the user to the corresponding application.

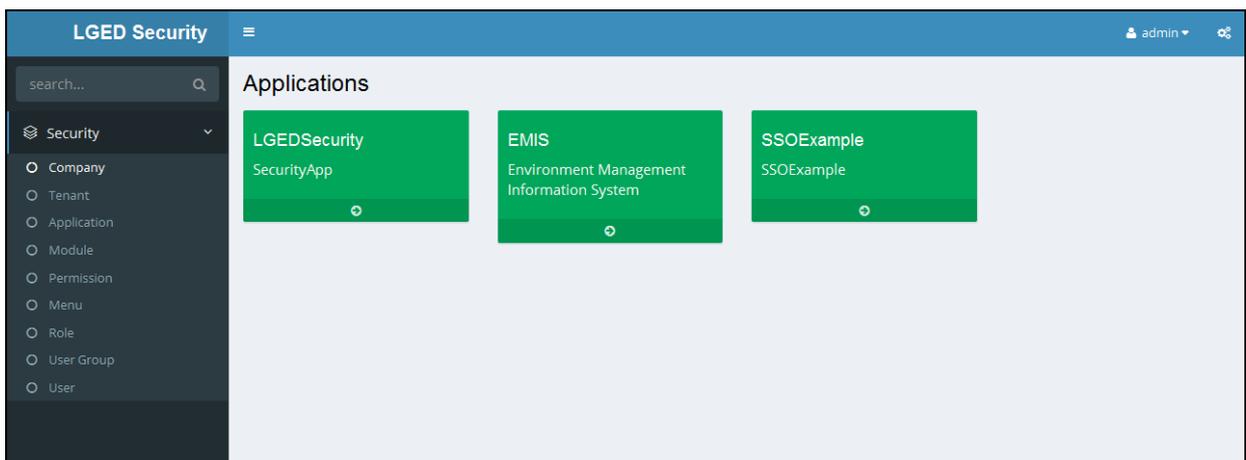


Figure 5 : Dashboard

4.0 SECURITY

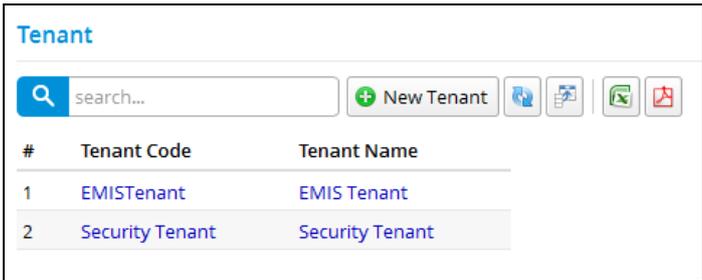
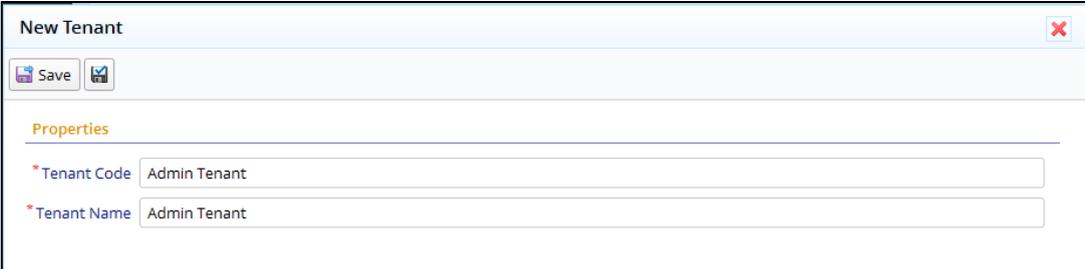
4.1 HOW TO SAVE COMPANY

This scope will allow user to manage different company information. Using this page user can store information about the company into the system. To save Company information, user has to follow the following steps:

STEP	ACTION
1.	User has to Log in first into the application by using login page.
2.	<p>Click on Security >> Company, sub-menu. System will show the following page:</p> <div data-bbox="325 748 1453 999" data-label="Image"> </div> <p style="text-align: center;">Figure 6 : Company List Page</p>
3.	<p>To add a new Company, click on the “New Company”  button. A new pop up window will appear. Provide necessary data using the text boxes.</p> <div data-bbox="371 1249 1401 1664" data-label="Image"> </div> <p style="text-align: center;">Figure 7 : Company Add Page</p>
4.	<p>User can save the information by clicking on the “Save”  button. Saved information will be available on the list.</p>

4.2 HOW TO SAVE TENANT

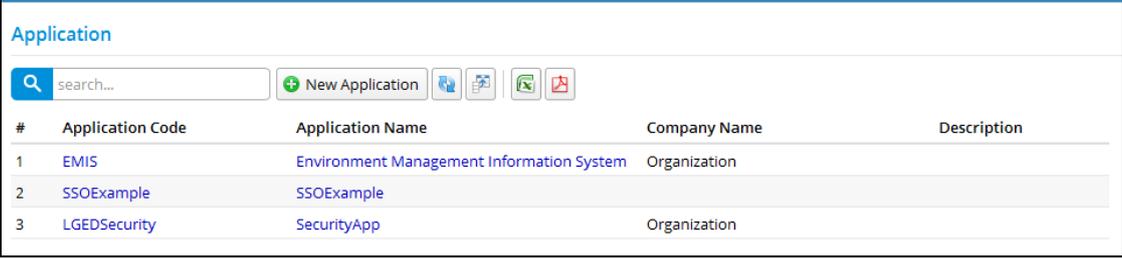
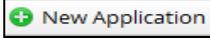
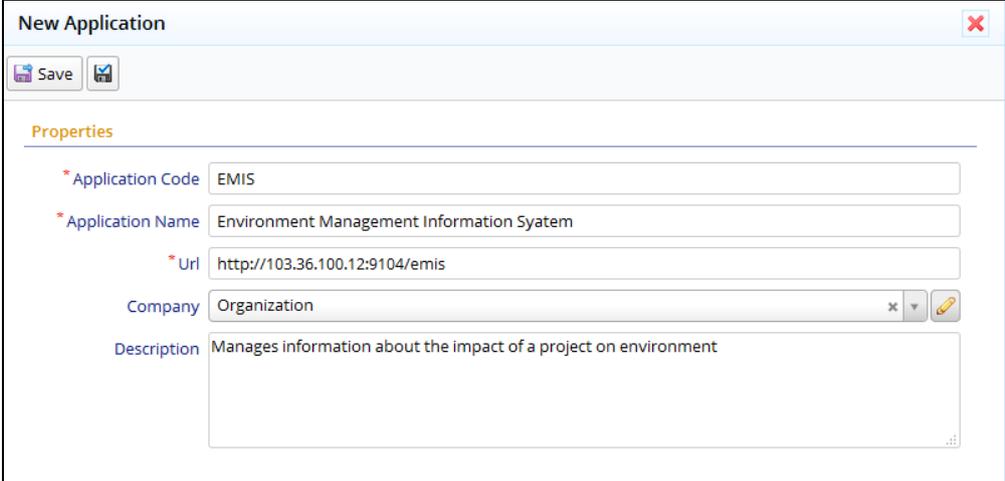
This scope will allow user to manage different Tenant. Using this page user can store information about different Tenant into the system. To save tenant, user has to follow the following steps:

STEP	ACTION
1.	User has to Log in first into the application by using login page.
2.	Click on Security >> Tenant, sub-menu. System will show the following page: <div style="text-align: center; margin: 10px 0;">  </div> <p style="text-align: center;">Figure 8: Tenant List Page</p>
3.	To add a new Tenant, click on the “New Tenant”  button. A new pop up window will appear. Provide necessary data using the text boxes. <div style="text-align: center; margin: 10px 0;">  </div> <p style="text-align: center;">Figure 9 : Tenant Add Page</p>
4.	User can save the information by clicking on the “Save”  button. Saved information will be available on the list.

4.3 HOW TO SAVE APPLICATION

This scope will allow user to manage the different applications. Using this page user can store information about the applications which will be managed here. To save new Application, user has to follow the following steps:

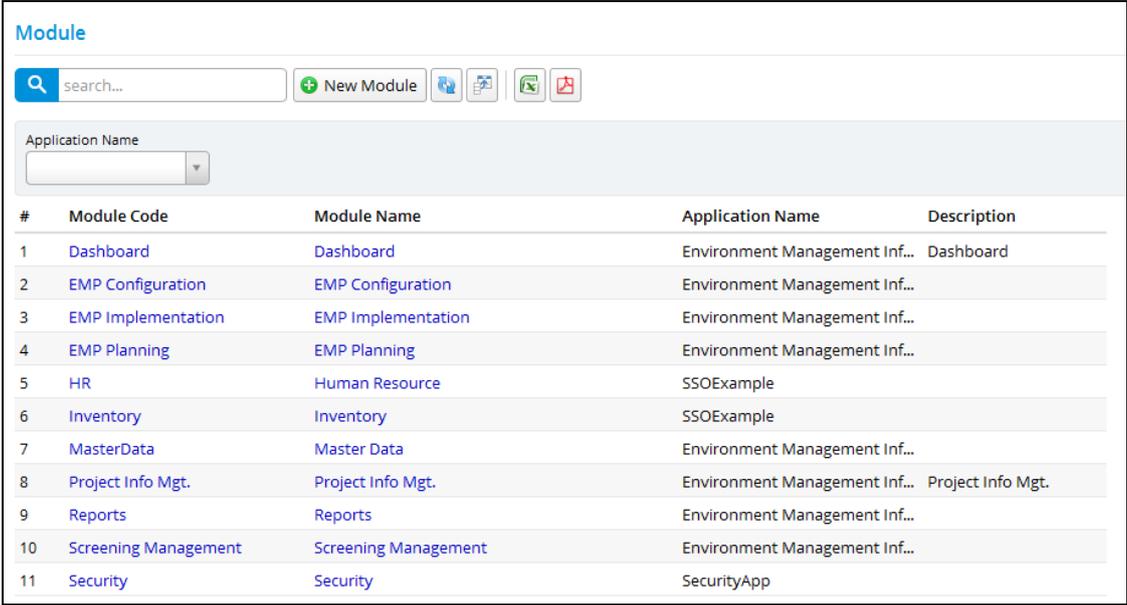
STEP	ACTION
1.	User has to Log in first into the application by using login page.

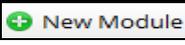
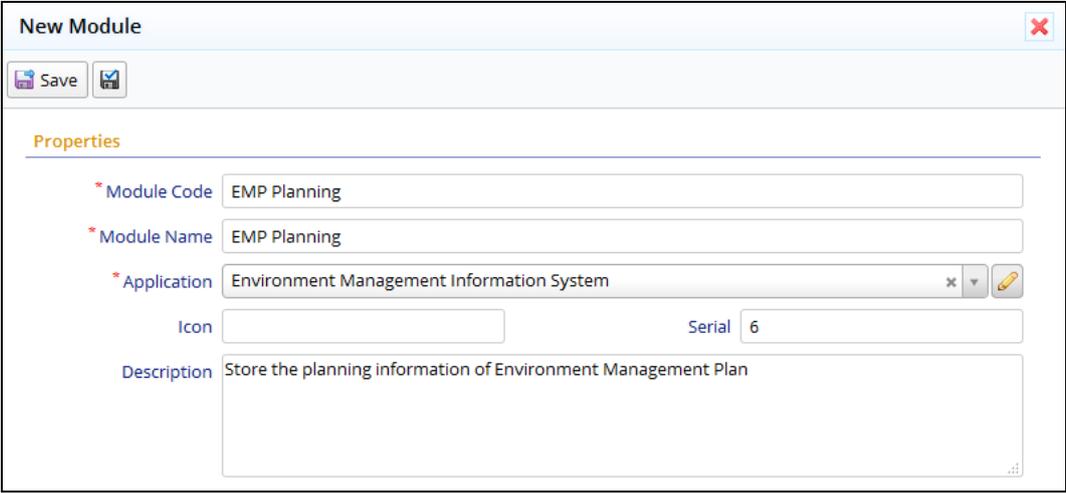
STEP	ACTION
2.	<p>Click on Security >> Application, sub-menu. System will show the following page:</p>  <p style="text-align: center;">Figure 10 : Application List Page</p>
3.	<p>To add a new Application, click on the “New Application”  button. A new pop up window will appear. Provide necessary data using the text box and drop-down list.</p>  <p style="text-align: center;">Figure 11 : Application Add Page</p>
4.	<p>User can save the information by clicking on the “Save”  button. Saved information will be available on the list.</p>

4.4 HOW TO SAVE MODULE

There can be a number of modules under an application. Using this page, use can add the modules in the system. To save module, user has to follow the following steps:

STEP	ACTION
1.	User has to Log in first into the application by using login page.

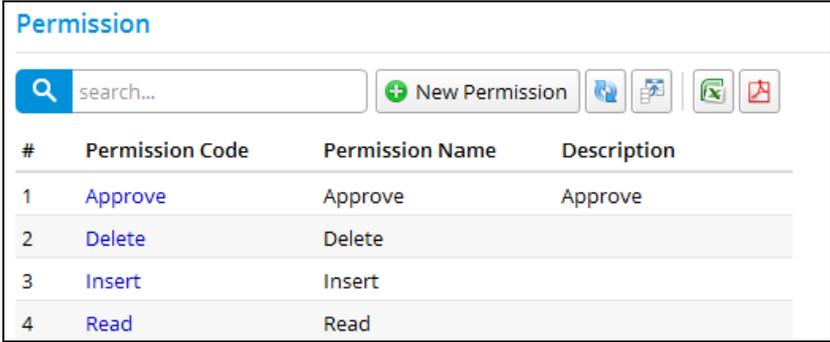
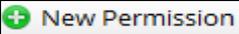
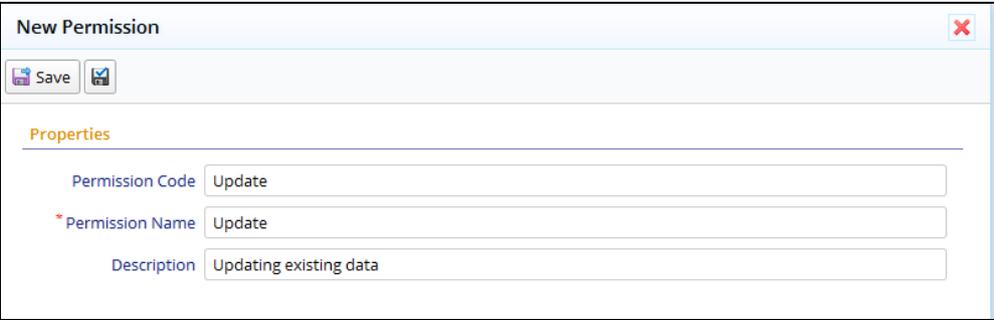
STEP	ACTION
2.	<p>Click on Security >> Module, sub-menu. System will show the following page:</p>  <p style="text-align: center;">Figure 12: Module List Page</p>

3.	<p>To add a new Module click on the “New Module”  button. A new pop up window will appear. Provide necessary data using the text box and drop-down list.</p>  <p style="text-align: center;">Figure 13 : Module Add Page</p>
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4.	<p>User can save the information by clicking on the “Save”  button. Saved information will be available on the list.</p>
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4.5 HOW TO SAVE PERMISSION

There are different types of tasks done in the system. For example, inserting, editing or deleting data from the system. Permission of these operations are maintained from this page. To save permission, user has to follow the following steps:

STEP	ACTION
1.	User has to Log in first into the application by using login page.
2.	<p>Click on Security >> Permission, sub-menu. System will show the following page:</p>  <p style="text-align: center;">Figure 14: Permission List Page</p>
3.	<p>To add a new Permission click on the “New Permission”  button. A new pop up window will appear. Provide necessary data using the text box and drop-down list.</p>  <p style="text-align: center;">Figure 15 : Permission Add Page</p>
4.	<p>User can save the information by clicking on the “Save”  button. Saved information will be available on the list.</p>

4.6 HOW TO SAVE MENU

There will be several menu and sub menu in each application. All this menu information will be managed from this page. To save menu, user has to follow the following steps:

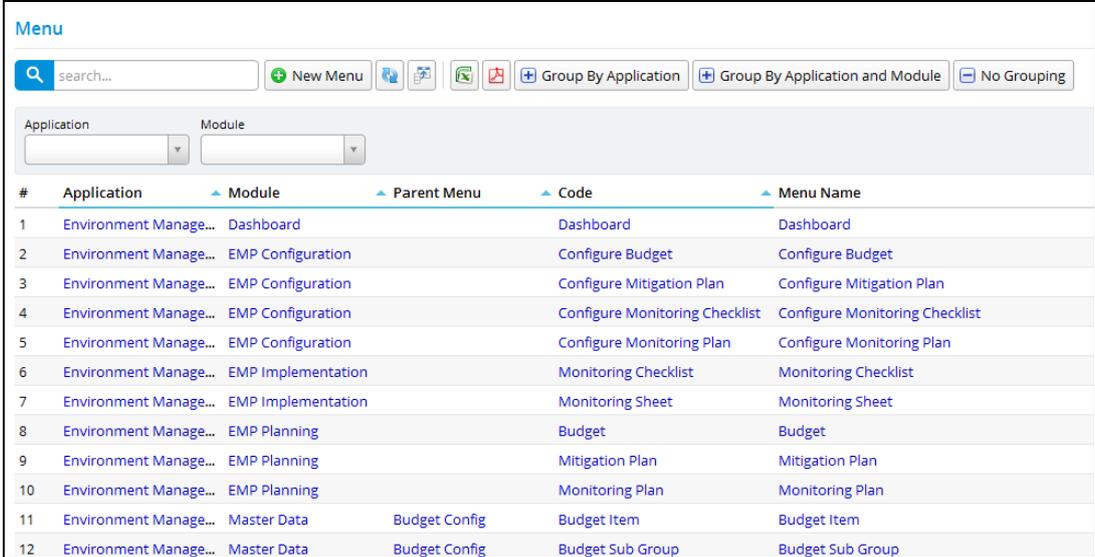
STEP	ACTION
1.	User has to Log in first into the application by using login page.
2.	Click on Security >> Menu, sub-menu. System will show the following page: 

Figure 16: Menu List Page

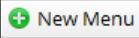
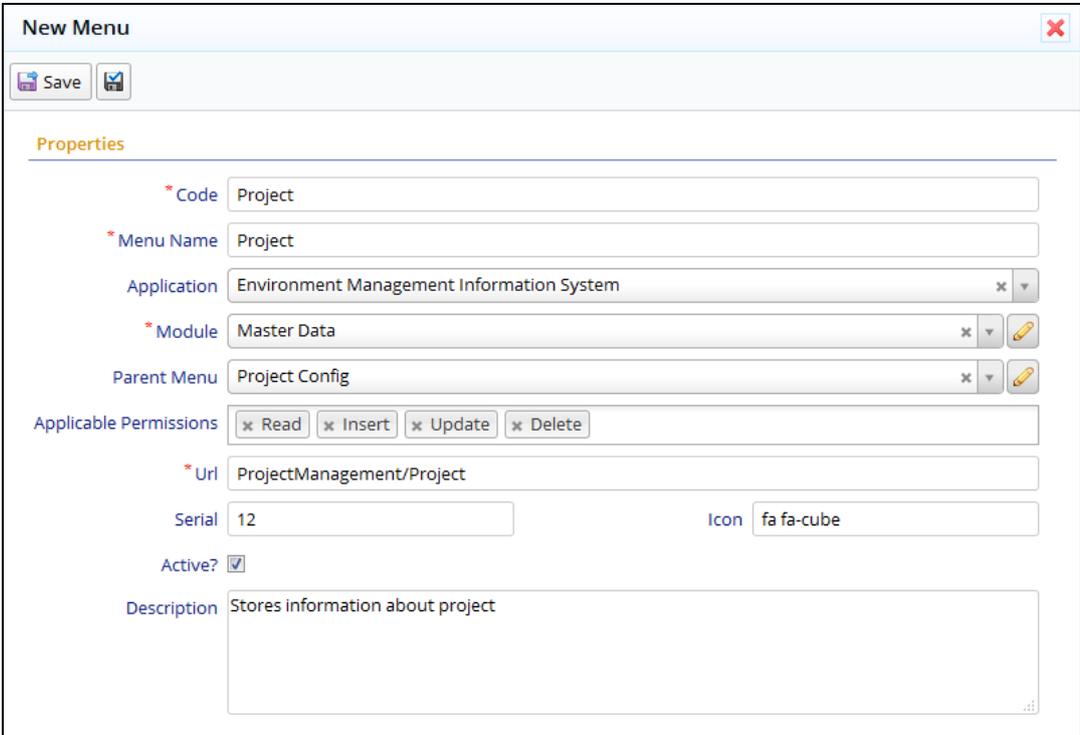
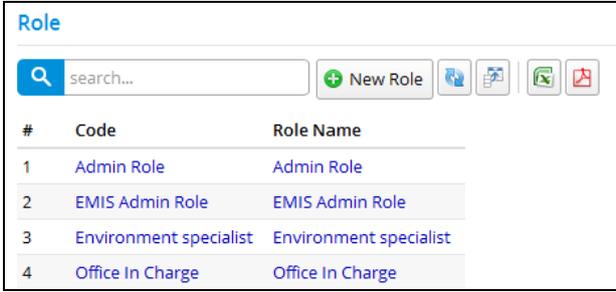
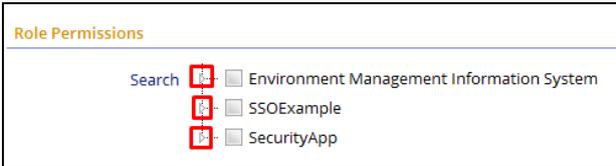
3.	To add a new Menu click on the “New Menu”  button. A new pop up window will appear. Provide necessary data using the text box and drop-down list. 
----	---

Figure 17 : Menu Add Page

STEP	ACTION
4.	User can save the information by clicking on the "Save"  button. Saved information will be available on the list.

4.7 HOW TO SAVE ROLE

There can be different roles of users with different combination of permissions. This information will be managed from this page. To save role, user has to follow the following steps:

STEP	ACTION
1.	User has to Log in first into the application by using login page.
2.	<p>Click on Security >> Role, sub-menu. System will show the following page:</p>  <p style="text-align: center;">Figure 18 : Role List Page</p>
3.	<p>To add a new Role click on the "New Role"  button. A new pop up window will appear. User needs to add permission from the Role Permission tree. Clicking on the marked icon of the following figure will expand the tree as per the menu</p>  <p style="text-align: center;">Figure 19 : Role Permission Tree</p>
4.	User then needs to select the permission to provide on the role.

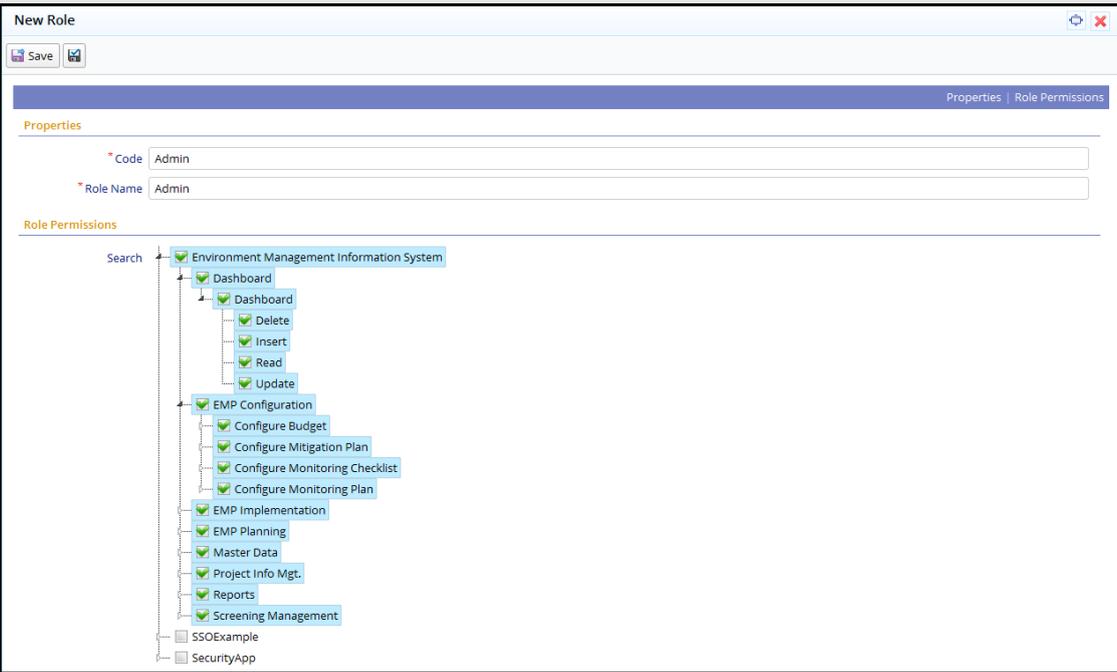
STEP	ACTION
	

Figure 20 : Role Add Page

5.	User can save the information by clicking on the “Save”  button. Saved information will be available on the list.
----	--

4.8 HOW TO SAVE USER GROUP

There can be different groups of users with one or more roles assigned on them. This information can be managed from this page. To save User Group, user has to follow the following steps:

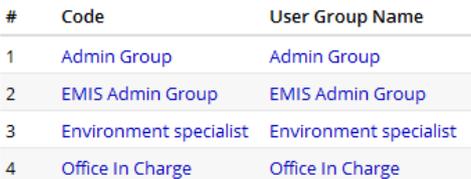
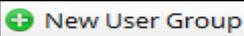
STEP	ACTION															
1.	User has to Log in first into the application by using login page.															
2.	Click on Security >> User Group, sub-menu. System will show the following page: <div data-bbox="534 1585 1236 1904" style="border: 1px solid black; padding: 10px; margin: 10px 0;">  <thead> <tr> <th>#</th> <th>Code</th> <th>User Group Name</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Admin Group</td> <td>Admin Group</td> </tr> <tr> <td>2</td> <td>EMIS Admin Group</td> <td>EMIS Admin Group</td> </tr> <tr> <td>3</td> <td>Environment specialist</td> <td>Environment specialist</td> </tr> <tr> <td>4</td> <td>Office In Charge</td> <td>Office In Charge</td> </tr> </tbody> </div>	#	Code	User Group Name	1	Admin Group	Admin Group	2	EMIS Admin Group	EMIS Admin Group	3	Environment specialist	Environment specialist	4	Office In Charge	Office In Charge
#	Code	User Group Name														
1	Admin Group	Admin Group														
2	EMIS Admin Group	EMIS Admin Group														
3	Environment specialist	Environment specialist														
4	Office In Charge	Office In Charge														

Figure 21: User Group List Page

STEP	ACTION
3.	<p>To add a new User Group, click on the “New User Group”  button. A new pop up window will appear. Provide necessary data using the text box and drop-down list.</p> <div data-bbox="365 421 1406 732" style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p>New User Group ✕</p> <p> Save </p> <hr/> <p>Properties</p> <p>* Code <input type="text" value="EMIS Admin"/></p> <p>* User Group Name <input type="text" value="EMIS Admin"/></p> <p>Roles <input type="text" value="Admin Role"/> <input type="text" value="Environment specialist"/></p> </div> <p style="text-align: center;">Figure 22 : User Group Add Page</p>
4.	<p>User can save the information by clicking on the “Save”  button. Saved information will be available on the list.</p>

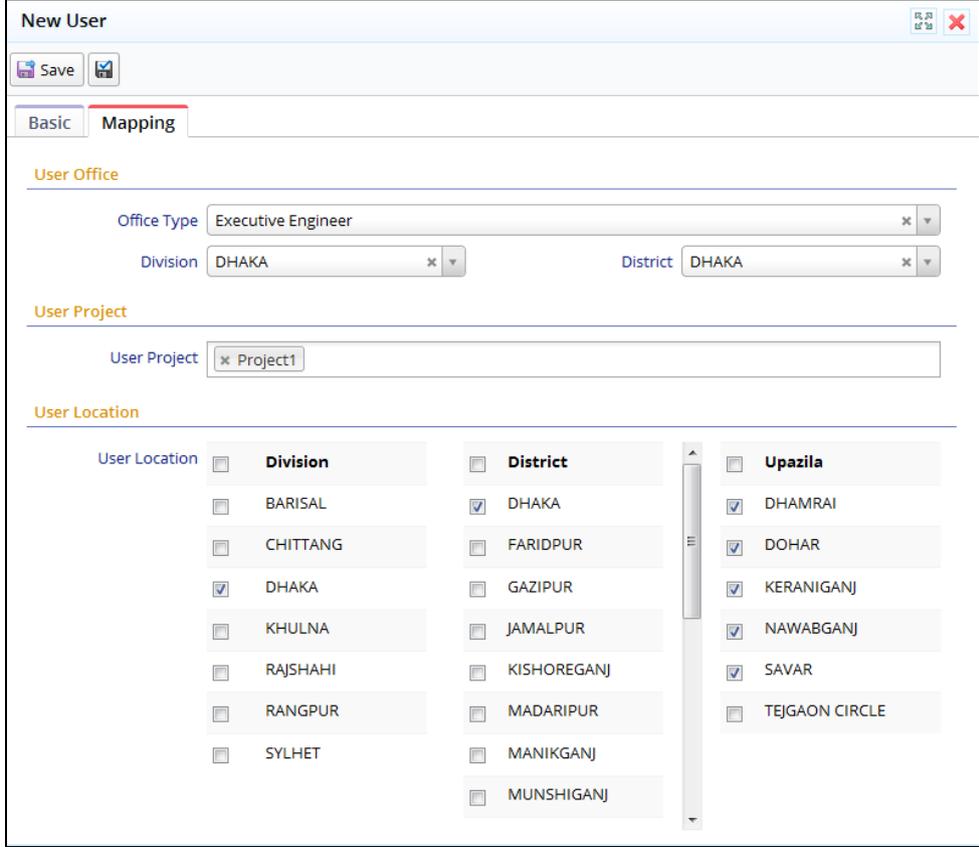
4.9 HOW TO ADD USER

There will be different users of each application. Everyone will have different permissions on the application. To add a new user, user has to follow the following steps:

STEP	ACTION																																
1.	User has to Log in first into the application by using login page.																																
2.	<p>Click on Security >> User, sub-menu. System will show the following page:</p> <div data-bbox="323 1413 1453 1641" style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p>User</p> <p><input type="text" value="search..."/>     </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>#</th> <th>Login Name</th> <th>Display Name</th> <th>Tenant</th> <th>User Group</th> <th>Email</th> <th>Mobile</th> <th>Active?</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>admin</td> <td>admin</td> <td>Security Tenant</td> <td></td> <td>admin@dummy.com</td> <td></td> <td style="text-align: center;">☑</td> </tr> <tr> <td>2</td> <td>emisAdmin</td> <td>EMIS Admin</td> <td>EMIS Tenant</td> <td>EMIS Admin Group</td> <td>faruque@technovista....</td> <td></td> <td style="text-align: center;">☑</td> </tr> <tr> <td>3</td> <td>officeuser1</td> <td>Office User1</td> <td>EMIS Tenant</td> <td>Office In Charge</td> <td></td> <td></td> <td style="text-align: center;">☑</td> </tr> </tbody> </table> </div> <p style="text-align: center;">Figure 23 : User List Page</p>	#	Login Name	Display Name	Tenant	User Group	Email	Mobile	Active?	1	admin	admin	Security Tenant		admin@dummy.com		☑	2	emisAdmin	EMIS Admin	EMIS Tenant	EMIS Admin Group	faruque@technovista....		☑	3	officeuser1	Office User1	EMIS Tenant	Office In Charge			☑
#	Login Name	Display Name	Tenant	User Group	Email	Mobile	Active?																										
1	admin	admin	Security Tenant		admin@dummy.com		☑																										
2	emisAdmin	EMIS Admin	EMIS Tenant	EMIS Admin Group	faruque@technovista....		☑																										
3	officeuser1	Office User1	EMIS Tenant	Office In Charge			☑																										
3.	<p>To add a new User click on the “New User”  button. A new pop up window will appear. Provide necessary data using the text box and drop-down list.</p>																																

STEP	ACTION
	<div style="border: 1px solid #ccc; padding: 10px;"> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> New User [Close] [Refresh] </div> <div style="padding: 5px 0 5px 20px;"> Save ✓ </div> <div style="border-bottom: 1px solid #ccc; padding: 5px 0 5px 20px;"> Basic Mapping </div> <div style="padding: 10px 20px 0 20px;"> <p>Basic Info</p> <hr/> <p>* Login Name <input type="text" value="Md. Moniruzzaman"/></p> <p>* Display Name <input type="text" value="Monir"/></p> <p>Tenant <input style="border-bottom: 1px solid #ccc;" type="text" value="EMIS Tenant"/></p> <p>User Group <input style="border-bottom: 1px solid #ccc;" type="text" value="Admin Group"/></p> <p>Mobile <input type="text" value="01715228766"/></p> <p>Email <input style="border-bottom: 1px solid #ccc;" type="text" value="monir"/> @ <input style="border-bottom: 1px solid #ccc;" type="text" value="lged.gov.bd"/></p> <p>Password <input type="password" value="....."/></p> <p>Confirm Password <input type="password" value="....."/></p> <p>Source <input style="border-bottom: 1px solid #ccc;" type="text" value="site"/></p> <p>Active? <input checked="" type="checkbox"/></p> <p>Note <input style="border-bottom: 1px solid #ccc;" type="text" value=""/></p> </div> </div>
<p>4.</p>	<p>New user should be mapped to a location, so that he can manage the project of that area. To add mapping information, user needs to click on the mapping tab. Provide necessary information. Click on a division, all the district of that division will appear on the District list. Select a District, all the Upazila of that district will appear on the Upazila list. Select Upazila.</p>

Figure 24 : User Add Page (Basic tab)

STEP	ACTION
	 <p style="text-align: center;">Figure 25 : User Add Page (Mapping tab)</p>
5.	<p>User can save the information by clicking on the “Save”  button. Saved information will be available on the list.</p>

5.0 CONCLUSION

The user's manual of the Security Management System is developed with easy English language. We strongly believe that by using this user manual any non-trained user can be able to use this software in very easy and proper way. Hopefully this document has provided you with enough to get started with the Security module