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

TechnoVista Limited



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 (<u>http://103.36.100.12:9104/lgedsecurity</u>) 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.	To change password, click on the 'Change Password' Change Password button available at the top-right corner of the application.						
	admin 🔻						
	Change Password						
	🕩 Logout						
	Figure 2: Change Password Menu						
3.	System will show the following page:						
	Change Password						
	*Current Password						
	*New Password						
	*Confirm Password						
	Change Password						
	Figure 3: Change Password Page						
4.	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.						

2.3 LOG OUT

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





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.	Click on Security >> Company, sub-menu. System will show the following page:						
	Company						
	🔍 search 😌 New Company 🚳 🏂						
	# Company Code Company Name Address						
	1 ORG Organization						
	2 TVL TechnoVista Ltd. North Tower (12th Floor) 107, Dhaka Mymenshingh Road. Uttara, Dhaka.						
	Figure 6 : Company List Page						
3.	To add a new Company, click on the "New Company" New Company button. A new pop up window will appear. Provide necessary data using the text boxes.						
	New Company						
	Properties						
	*Company Code TVL						
	* Company Name TechnoVista Ltd.						
	* Address North Tower (12th Floor) 107, Dhaka Mymenshingh Road. Uttara, Dhaka.						
	Figure 7 : Company Add Page						
4.	User can save the information by clicking on the "Save" Save button. Saved information						
	will be available on the list.						

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:					
	Tenant					
	ৎ search 😯 New Tenant 🔃 🖗					
	# Tenant Code Tenant Name					
	1 EMISTenant EMIS Tenant					
	2 Security Tenant Security Tenant					
	Figure 8: Tenant List Page					
3.	To add a new Tenant, click on the "New Tenant" New Tenant button. A new pop up window will appear. Provide necessary data using the text boxes.					
	New Tenant					
	Save 🔛					
	Properties					
	* Tenant Code Admin Tenant					
	*Tenant Name Admin Tenant					
	Figure 9 : Tenant Add Page					
4.	User can save the information by clicking on the "Save" 📓 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.	Click on Security >> Application, sub-menu. System will show the following page:						
	Application						
	# Application Code Application Name Company Name Description						
	2 SSOExample SSOExample						
	3 LGEDSecurity SecurityApp Organization						
	Figure 10 : Application List Page						
3.	To add a new Application, click on the "New Application" [•] New Application button A new						
	non un window will appear. Provide necessary data using the text hox and dron-down list						
	pop up whiteow will appear. I for the necessary data using the text box and drop-down list.						
	New Application						
	Save K						
	Properties						
	* Application Code EMIS						
	*Application Name Environment Management Information System						
	*Url http://103.36.100.12:9104/emis						
	Company Organization * V						
	Description Manages information about the impact of a project on environment						
	Figure 11 : Application Add Page						
4.	User can save the information by clicking on the "Save"						
	will be available on the list						
	will be available on the list.						

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.

e following page:
ation Name Description
nment Management Inf Dashboard
nment Management Inf
nment Management Inf
nment Management Inf
ample
ample
nment Management Inf
nment Management Inf Project Info Mg
nment Management Inf
nment Management Inf
tvApp
x and drop-down list.
× ▼
erial 6
it Plan
e
e
en

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.	Click on Security >> Permission, sub-menu. System will show the following page:					
	Permission					
	🔍 search 😌 New Permission 🍓 🏂 🖾					
	# Permission Code Permission Name Description					
	1 Approve Approve Approve					
	2 Delete Delete					
	3 Insert Insert					
	4 Read Read					
3.	Figure 14: Permission List Page To add a new Permission click on the "New Permission"					
	New Permission					
	Save 🖌					
	Properties					
	Permission Code Update					
	* Permission Name Update					
	Description Updating existing data					
	Figure 15 : Permission Add Page					
4.	User can save the information by clicking on the "Save" Save button. Saved information					
	will be available on the list.					

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:						
	Menu						
	Search	😗 New Menu 👰 🖉	Group By Application	By Application and Module 📃 🖃 No Grouping			
	Application Modu	le					
		The dula	. Cala	Manu Manu			
	# Application A M	Aodule A Parent Menu	Code A Dashboard	Menu Name			
	2 Environment Manage E	MP Configuration	Configure Budget	Configure Budget			
	3 Environment Manage E	MP Configuration	Configure Mitigation Plan	Configure Mitigation Plan			
	4 Environment Manage E	MP Configuration	Configure Monitoring Checklist	Configure Monitoring Checklist			
	5 Environment Manage E	MP Configuration	Configure Monitoring Plan	Configure Monitoring Plan			
	6 Environment Manage E	MP Implementation	Monitoring Checklist	Monitoring Checklist			
	7 Environment Manage E	MP Implementation	Monitoring Sheet	Monitoring Sheet			
	8 Environment Manage E	MP Planning	Budget	Budget			
	9 Environment Manage E	MP Planning	Mitigation Plan	Mitigation Plan			
	10 Environment Manage E	MP Planning	Monitoring Plan	Monitoring Plan			
	11 Environment Manage N	Aaster Data Budget Config	Budget Item	Budget Item			
	12 Environment Manage	haster Data Budget Coning	Budget Sub Group	Budget sub droup			
			ne text box and drop-d				
	New Menu			×			
	Save 🔛						
	Properties						
	* Code	Project					
	* Menu Name	Project					
	Application	Environment Management Info	rmation System	× ×			
	* Module	Master Data		× • 🖉			
	Parent Menu	Project Config		× • 🦉			
	Applicable Permissions	🗶 Read 🗶 Insert 🗶 Update	× Delete				
	* Url	ProjectManagement/Project					
	Serial	12	Icon	fa fa-cube			
	Active?	V					
	Description	Stores information about project					
				it.			
	Figure 17 : Menu Add Page						

STEP	ACTION
4.	User can save the information by clicking on the "Save" 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.	Click on Security >> Role, sub-menu. System will show the following page:				
	Role				
	🔍 search 😌 New Role 🔃 🌠 🖾				
	# Code Role Name				
	1 Admin Role Admin Role				
	2 EMIS Admin Role EMIS Admin Role				
	3 Environment specialist Environment specialist				
	4 Office In Charge Office In Charge				
3.	To add a new Role click on the "New Role" See 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				
	Role Permissions				
	Search Ervironment Management Information System SSOExample SecurityApp				
	Figure 19 : Role Permission Tree				
4.	User then needs to select the permission to provide on the role.				

STEP	ACTION				
	New Role				
	Save 🖌				
	Properties Role Permissions				
	Properties				
	*Code Admin				
	*Role Name Admin				
	Role Permissions				
	Search Vert Searc				
	A 📝 Dashboard				
	─ ♥ Delete ─ ♥ Insert				
	👻 Read				
	← ♥ Oppare				
	- 🖌 Configure Budget				
	🗁 😴 Configure Mitigation Plan				
	🦳 妃 Configure Monitoring Plan				
	EMP Implementation				
	→ State Data				
	- 🖌 Project Info Mgt.				
	Reports				
	Socieme water and second				
	- SecurityApp				
	T' 00 D 1 4 11 D				
	Figure 20 : Kole Add Page				
5.	User can save the information by clicking on the "Save" save button. Saved information				
	will be available on the list.				
L					

4.8 How to Save User Group

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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	User has to Log in first into the application by using login page.					
2.	Click on Security	>> U	ser Group, sub-me	nu. System will show the foll	owing page:		
		User Group					
		٩	Search 🕄 New User Group		S B		
		#	Code	User Group Name			
		1	Admin Group	Admin Group			
		2	EMIS Admin Group	EMIS Admin Group			
		3 Environment specialist Environment spe		Environment specialist			
		4	4 Office In Charge Office In Charge				
	Figure 21: User Group List Page						
	inguie -it over oroup her ruge						

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STEP	ACTION					
3.	To add a new User Group, click on the "New User Group" New User Group button. A new pop up window will appear. Provide necessary data using the text box and drop-down list.					
	New User Group					
	* Code EMIS Admin * User Group Name EMIS Admin Roles x Admin Role x Environment specialist					
	Figure 22 : User Group Add Page					
4.	User can save the information by clicking on the "Save" Save button. Saved information will be available on the list.					

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.	Click on Security >> User, sub-menu. System will show the following page:						
	User						
	۹ search	😌 New User	N (1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1				
	# 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@techn	ovista	
	3 officeuser1	Office User1	EMIS Tenant	Office In Charge			\checkmark
3.	Figure 23 : User List Page To add a new User click on the "New User" SNew User button. A new pop up window will appear. Provide necessary data using the text box and drop-down list.						

STEP		ACTION		
	New User	5.3 ×		
	Save			
	Basic Mapping			
	Basic Info			
	* Login Name	Md. Moniruzzaman		
	* Display Name	Monir		
	Tenant	EMIS Tenant x v		
	User Group	Admin Group 🗙 💌 🥜		
	Mobile	01715228766		
	Email	monir @ lged.gov.bd 📀		
	Password	•••••		
	Confirm Password	•••••		
	Source	site		
	Active?	V		
	Note			
		Figure 24 : User Add Page (Basic tab)		
4.	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.		

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STEP	ACTION			
	New User	8.8 2 2 2		
	Save 🔛			
	Basic Mapping			
	Office Type Executive Engineer	× ×		
	Division DHAKA × ×	District DHAKA × ×		
	User Project			
	User Project Project1			
	User Location			
	User Location 🔲 Division	🗖 District 🦾 🗖 Upazila		
	BARISAL			
	CHITTANG	FARIDPUR E DOHAR		
	I DHAKA	GAZIPUR KERANIGANJ		
	M KHULNA	JAMALPUR NAWABGANJ		
	RAJSHAHI	KISHOREGANJ SAVAR		
	RANGPUR	MADARIPUR TEJGAON CIRCLE		
	SYLHET	MANIKGANJ		
		MUNSHIGANJ		
		•		
	Figure 25 : User A	dd Page (Mapping tab)		
_				
5.	User can save the information by clicking of	on the "Save" 🔚 Save button. Saved information		
	will be available on the list.			

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