

# BGP OMAN – HSE REPOSITORY PLATFORM

## CORE FEATURES - EXPLAINED

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## BACKEND MODULE - BGP ADMINISTRATOR – ROLE MANAGEMENT

FEATURE / ADMIN LEVEL	LEVEL 3	LEVEL 2	LEVEL 1
Type of BGP Employee who will have access	Administrator Level	Manager Level	Junior Level
<b>View</b> Clients, Contractors, Sub-Contractors	Yes	Yes	Yes
<b>Create, Edit, Delete</b> Clients, Contractors, Sub-Contractors	Yes	Yes	No
<b>Approve/Decline Registrations</b> of Clients, Contractors, Sub-Contractors	Yes	Yes	No
<b>Set Access Levels, Change Access Levels</b> of Clients, Contractors, Sub-Contractors	Yes	Yes	No
<b>View</b> other Admin Users (Level 3, Level 2 & Level 1)	Yes	Yes	Yes
<b>Create, Edit</b> other Admin Users (Level 2 & Level 1)	Yes	Yes	No
<b>Delete</b> other Admin Users (Level 2 & Level 1)	Yes	No	No
<b>View</b> HSE Category, HSE Sub Category	Yes	Yes	Yes
<b>Create, Edit</b> HSE Category, HSE Sub Category	Yes	Yes	No
<b>Delete</b> HSE Category, HSE Sub Category	Yes	No	No
<b>View</b> HSE Files	Yes	Yes	Yes
<b>Create, Upload, Edit</b> HSE Files	Yes	Yes	No
<b>Set File Access Levels for</b> HSE Files	Yes	Yes	No
<b>Delete</b> HSE Files	Yes	No	No
<b>View</b> Quick Links Category, News Article Category	Yes	Yes	Yes
<b>Create, Edit</b> Quick Links Category, News Article Category	Yes	Yes	No
<b>Delete</b> Quick Links Category, News Article Category	Yes	No	No
<b>View</b> Quick Link Files, News Articles	Yes	Yes	Yes
<b>Create, Upload, Edit</b> Quick Link Files, News Articles	Yes	Yes	No
<b>Delete</b> Quick Link Files, News Articles	Yes	No	No

## CLIENT, CONTRACTOR, SUB-CONTRACTOR – REGISTRATION PROCESS

- BGP Oman can have its clients, contractors and sub-contractors (collectively called as users) create account in the HSE file repository
- Users can create their own account by using register/signup button in the website
- Users need to fill the registration details
  - Select the type of user (Client, Contractor, Sub-Contractor)
  - Company Name
  - Company Address
  - Company Phone Number
  - Company Email ID (will be the user id for login)
  - Password will be the password for login)
  - *If there are any additional details to be collected of users, please let know*
- When the registration is submitted
  - A confirmation email will be sent to the user with the details filled
  - An email will be sent to the BGP admin – intimating the new user registration
  - A new registration request will come in the backend
  - All the new registration requests need to be approved by the BGP Admin
  - BGP Admin will verify the details filled by the user and if everything checks out then they will approve the registration request, else the request will be rejected
  - An email will be sent to User on the Approval/Rejection of the registration request
- Once the registration is confirmed the File Access Level for each user is set by the admin based on the type of the company/user
- Default file access level can be set and this will control the overall file access of that user
- If administrator wants to change the file access level of a user, it can be upgraded or downgraded at any time – accordingly automatically file access will also get changed for that user
- The different file access levels that can be set for each user
  - **Low** - Gives access to all public files
  - **Medium** - Gives access to all confidential files
  - **High** - Gives access to all highly confidential
- Administrator can also create a new user (clients, contractors and sub-contractors) directly from the backend and set their access level
- Emails will also be sent to users with details of their registration and with default password to access the system, users can later change the password if they prefer

## HSE FILE ACCESS LEVEL CLASSIFICATION

- HSE Files are uploaded into the HSE repository by BGP Employees who has access to the HSE platform backend
- BGP employees who are managers (Level 2) or administrator (Level 3) can upload the files into the platform
- Whenever a Client, Contractor or Sub-Contractor is registered into the system a level of file access is set for them
  - **Low** - Gives access to all public files
  - **Medium** - Gives access to all confidential files
  - **High** - Gives access to all highly confidential
  - **Selected** - Gives access to project specific files [Not Defined Globally]
- All the files uploaded in the system can be defined with a particular access level classification to restrict the un-authorized people to accessing it
- If a **general or public file** is uploaded/added then the administrator can
  - Set the access level of that file to **Low**
  - This will give access to **every one accessing the HSE Platform Website**
  - Even without registering or logging into the platform these files can be accessed by anyone in the Website
- If a **confidential file** is uploaded/added then the administrator can
  - Set the access level of that file to **Medium**
  - This will give access to **only registered users** (Clients / Contractors / Sub-Contractors) of the platform with minimum **Medium File Access Level**
  - Without logging in, these files cannot be accesses – only the title and description can be viewed
- If a **highly confidential** is uploaded/added then the administrator can
  - Set the access level of that file to **High**
  - This will give access to **only registered users** (Clients / Contractors / Sub-Contractors) of the platform with minimum **High File Access Level**
  - Without logging in, these files cannot be accesses – only the title and description can be viewed
- If a **project specific file** is uploaded/added then the administrator can
  - Set the access level of that file to **Specific registered user/users**
  - This will give access to **only the selected registered users** (Clients / Contractors / Sub-Contractors) of the platform – their default file access level would not matter here
  - Administrator will have option to view/search/select/multiselect from all the registered users in the platform for giving access
  - Without logging in, these files cannot be accesses – only the title and description can be viewed
    - Confirm if the project specific files need to be publicly listed
    - Or
    - Only listed only to the users who its has been assigned to, after they login

## HSE FILE ACCESS FOR USERS

- HSE files uploaded into the system will always have a level of access mapped to it, and based on that the access to the file will be controlled
- The files in the system will have the below type of access level mapped
  - **Low** - Gives access to all public files
  - **Medium** - Gives access to all confidential files
  - **High** - Gives access to all highly confidential
  - **Selected** - Gives access to project specific files
- Anyone can access the BGP HSE Repository platform (website) and can see the details of all the contents in it without any restriction
- All the categories and sub-categories and all the files under each of them will be visible
- The title of the file and the description will be visible
- But the access to the file (PDF Attachment) will be controlled
  - Access to **public files** – those files which has **Low Priority**
    - Anyone who visits the website
    - Users (clients, contractors and sub-contractors) who has an approved registration within BGP HSE Platform – irrespective of their Level of File Access: **Low, Medium, High**
  - Access to **confidential files** – those files which has **Medium Priority**
    - Users (clients, contractors and sub-contractors) who has an approved registration within BGP HSE Platform – and a File Access Level: **Medium, High**
  - Access to **highly confidential files** – those files which has **High Priority**
    - Users (clients, contractors and sub-contractors) who has an approved registration within BGP HSE Platform – and a File Access Level: **High**
  - Access to **project specific files** – those files which has **Project Level Access Restriction**
    - Users (clients, contractors and sub-contractors) who has an approved registration within BGP HSE Platform – and a **Selected Specific File Access Level** defined by the administrator
- Any confidential, highly confidential files, project specific files (Medium, High Priority, Project Specific Access) if opened or downloaded will be logged in the system
- Any public files (Low Priority) if opened or downloaded after logging into the platform will be also logged in the system
- This will be available for the users in the “Downloads” section in the website after they login
- This will be available for Administrator
  - In Logs
  - In Reports
    - File wise – List of every users who has accessed the specific file with date
    - User wise – List of every files which was accessed by a specific user with date

## FRONTEND MODULE – USERS – AFTER LOGIN

- Whenever a Client, Contractor or Sub-Contractor is registered into the system by themselves or when their account is created by the administrator from the backend
  - A registration approval process will be there, which would be carried out by the administrator
  - Following which confirmation emails would be triggered
  - A default file level access would be set
  - Additionally, specific file level access may be also provided
- Once the user login to the system they will have additional 2 options
  - Project Specific Files
  - Downloads
- Project Specific Files
  - This section will list only the files where the user was given access directly by the administrator overriding the default file access
  - Project specific files also can be listed in the public section with limiting the access to only to users who has access – Confirm if this is needed
- Downloads
  - This section will list only the files which has been accessed or downloaded by the user after they login
  - Listing of these files can be with date of accessing the file (the last accessed date or first accessed date can be used). The log of every time this file was accessed would be stored by default – if required a listing with timestamp can be shown here as well
  - Alternatively, the listing of these files can be done in same way its in the public page – by category/subcategory and the access log can be simply kept additionally
- General features like password reset, forgot password, raise a query etc. would be available by default.