eRegulations — Help Manual

English edition • Structured from help.eregulations.org export • Images embedded

UN Trade and Development (UNCTAD)

Table of contents

Part I — System administration

1. System philosophy

https://help.eregulations.org/index.php/1-philosophy-of-the-system/

Procedures presented from the user's point of view

From the point of view of the user:
Operation that the investor wants to achieve = OBJECTIVE Any mandatory interaction = STEP NECESSARY STEPS to achieve an OBJECTIVE = PROCEDURE

The system is built around the notion of step

STEP = any necessary interaction between the user and the administration (or a private actor providing a necessary service, such as a notary) to achieve an operation.

Elements of the step

1. Where should I go? (person and entity in charge)
2. What will I get at the end of the step? (result of the step)
3. What should I give or show to obtain the result? (requirements)

1. How much should I pay in this step? (costs)
2. How long does this step take? (time frame)
3. Whom can I complain to in case of disagreement with the person in charge of the step? (recurse)
4. What legal texts justify the existence and the modalities of this step? (legal justification)
5. Who confirms that all this information is valid? (certification)

1. Name of the step
2. Additional information

1. Name of the step
2. Contact details (entity, department and person in charge)
3. Result(s) of the step
4. Requirements
5. Costs
6. Duration
7. Legal justification
8. Additional information
9. Recourse

10 Certifying authority

Types of steps

- external (interaction with the user) / internal to the administration (« back office »)
- mandatory / optional (recommended but not mandatory)
- alternative (sometimes there are several ways to do things, for example there are two different places where you can obtain the same document)

The system presents the way the investor has to follow to achieve his objective

Steps are presented in consecutive order, reflecting the physical path the user has to follow

The eRegulations system proposes a "grammar" for administrative transparency based on simple and universal principles:

- Describe the procedures from the users' point of view, according to his objective
- Detail the procedure step by step
- Give, for each step, the necessary and sufficient information (the 10 elements of the step) users need to know to understand the step.

2. Public interface

https://help.eregulations.org/index.php/2-public-interface/

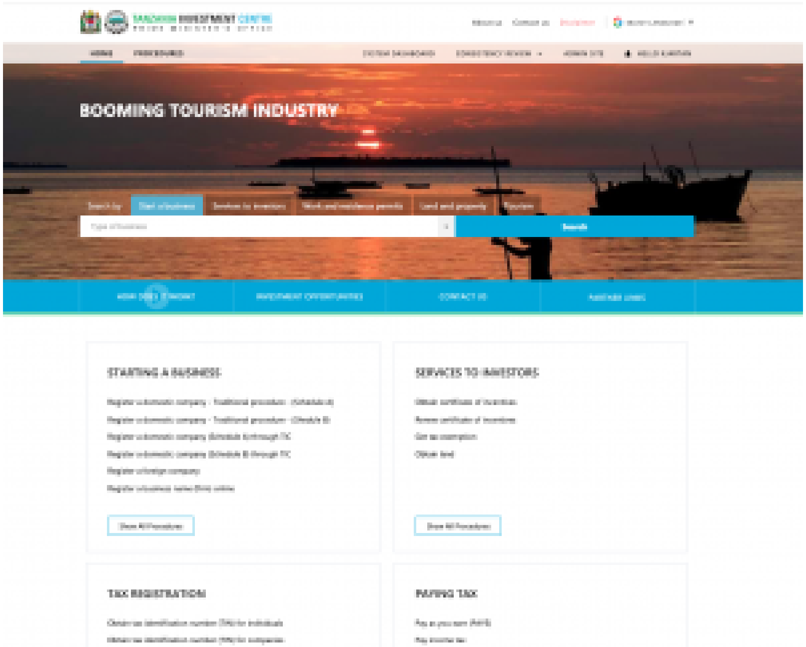
The public interface allows public to access the database through addresses of the following type:

http:// "country-or-city name".eregulations.org.

The site is composed of four levels:

Home page (first level)

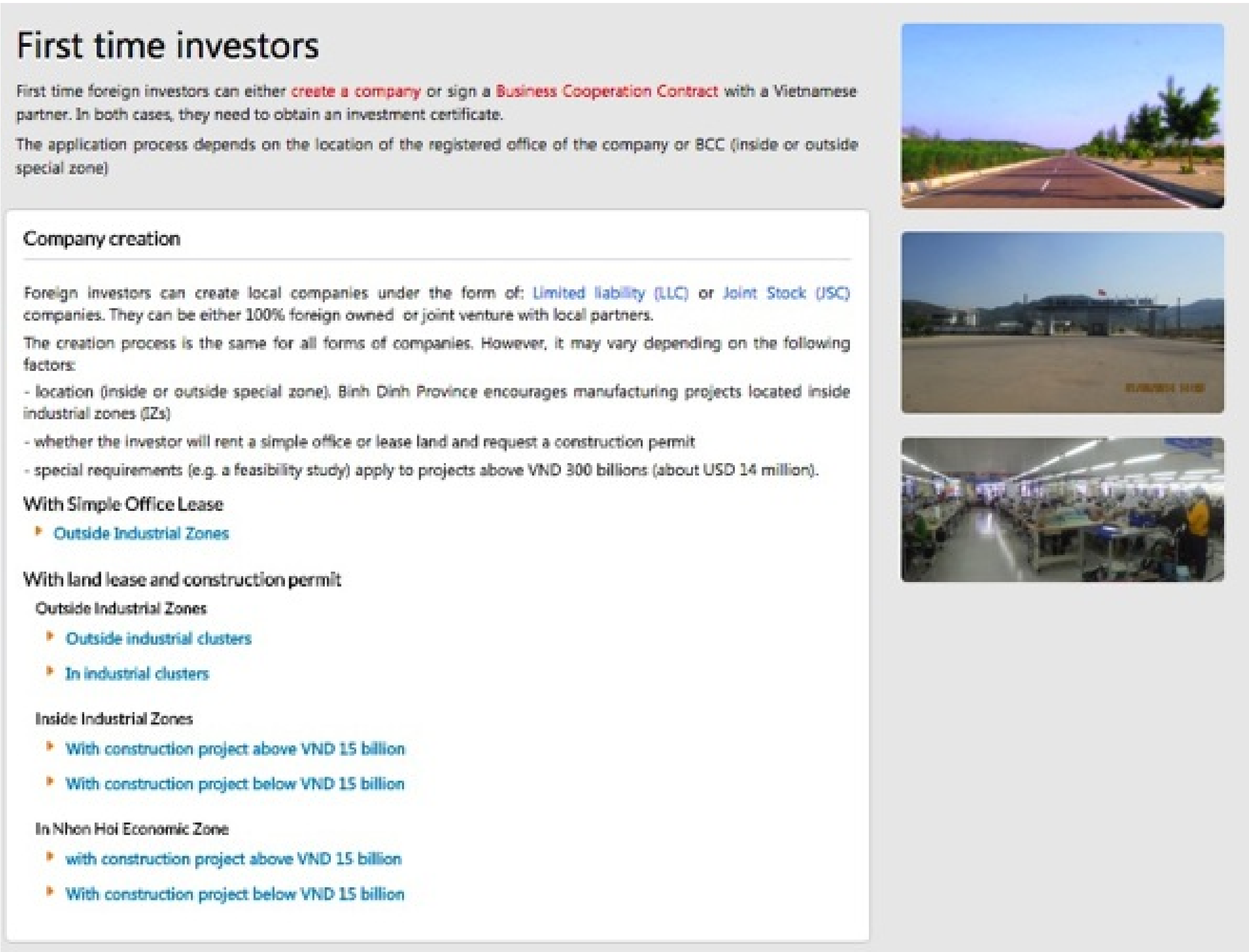
- A slide-show with welcome messages
- Texts and video messages from the institutions in charge of the project
- Directory of institutions/ministries, forms and legal bases
- Menu of the procedures documented in the system



Screenshot-2020-06-25-at-17.32.04-300x242.png

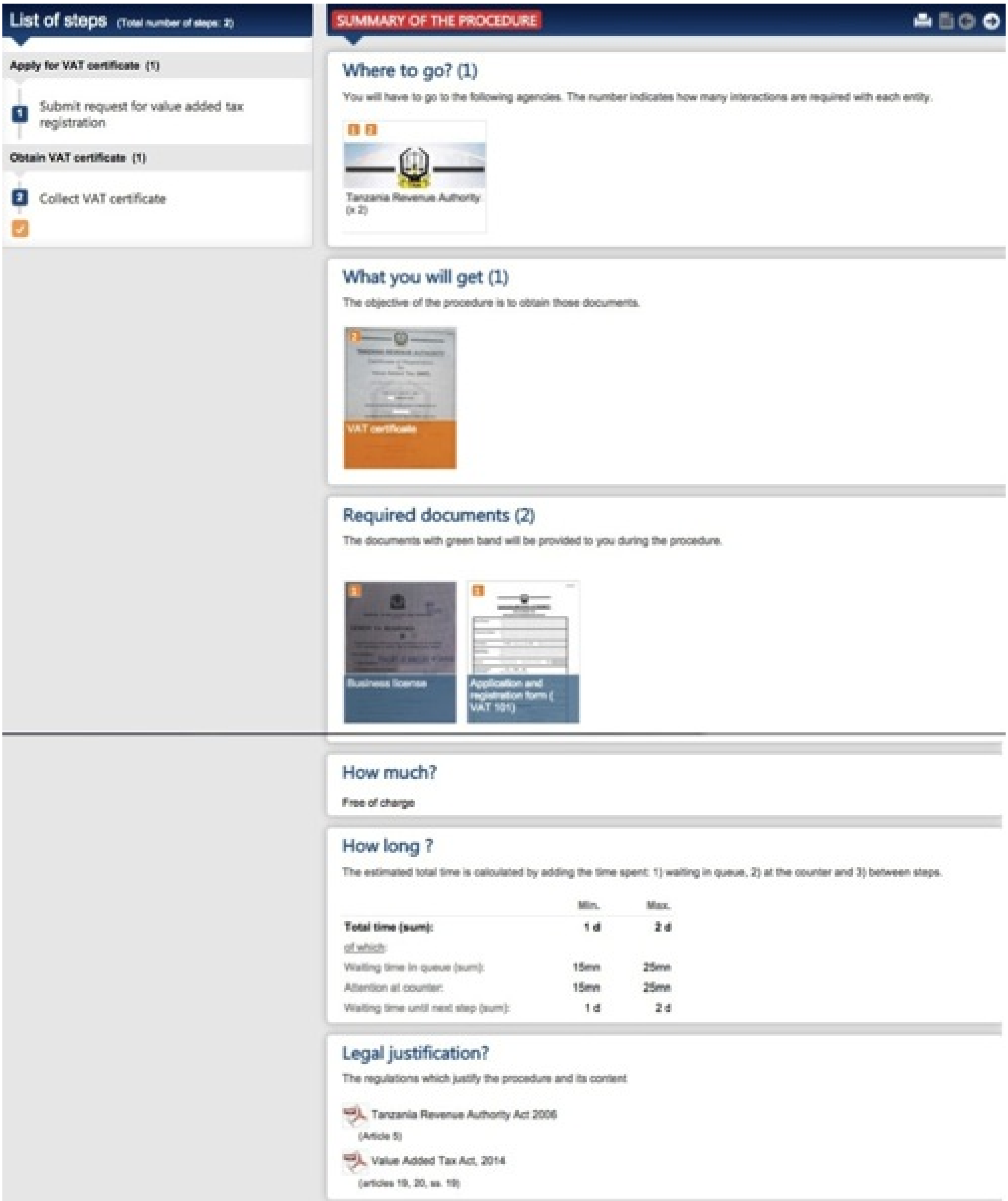
Menu page (second level, opens when you click on an objective on the homepage)

- Investment sub-objectives
- Explanatory texts



Summary page (third level, opens when you click on a procedure/objective)

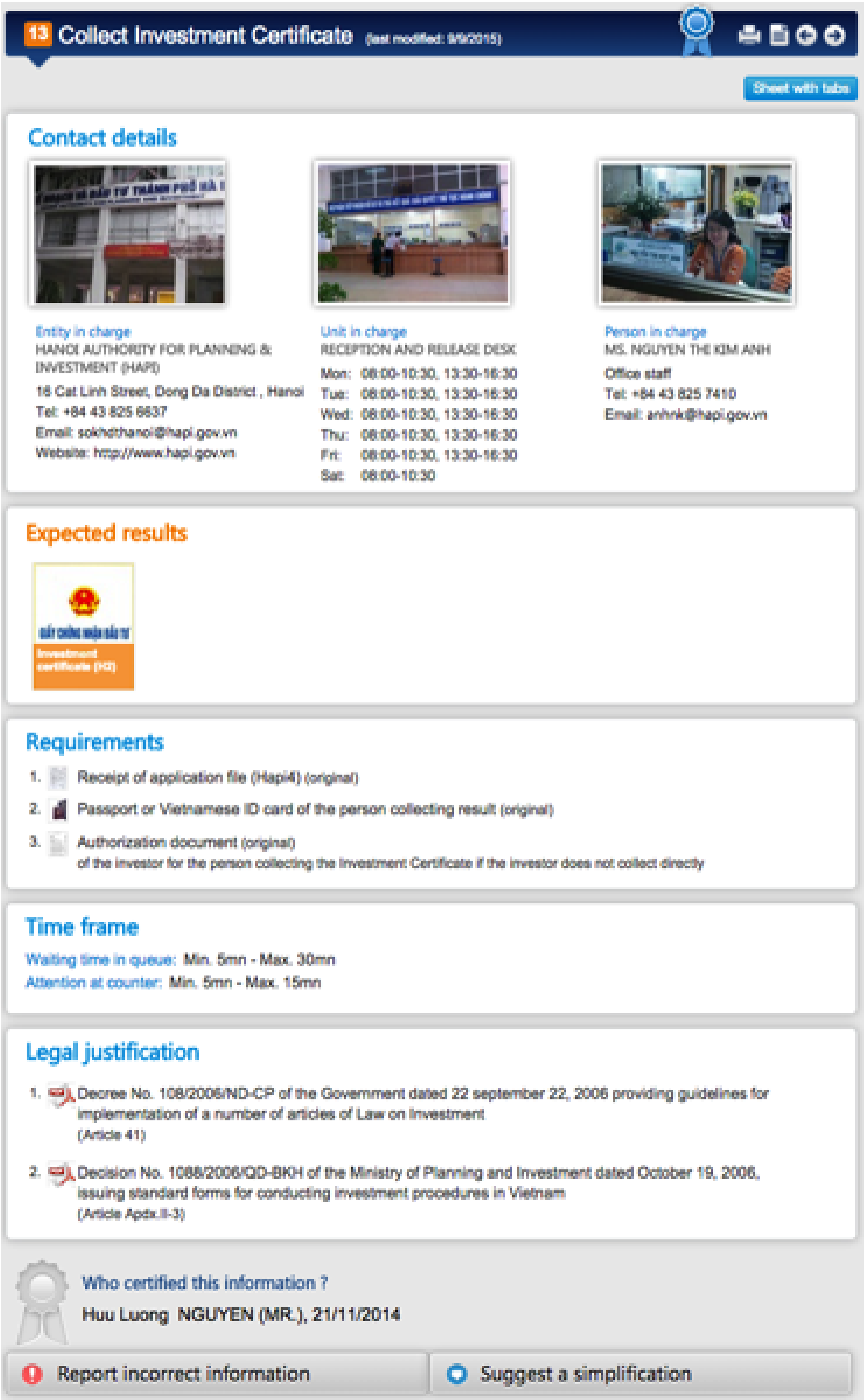
- Left part: list of all steps in the procedure
- Right part: summary of the procedure indicating the total number of institutions involved, showing all results, requirements, costs, duration and legal bases justifying the procedure



Summary page collage docx

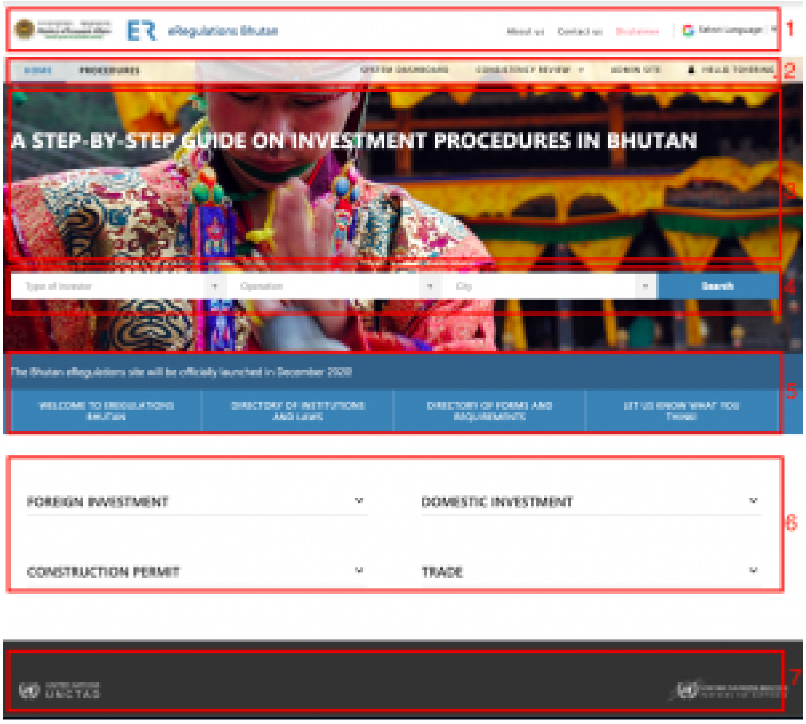
Step page (fourth level, when you click on a step)

- Left part: list of all steps in the procedure
- Right part: description of the elements for each step



PROCEDURES PAGE

Home page



Screen-Shot-2563-10-27-at-7.12.14-PM-300x269.png

Section 1

1 Logo of the local counterpart

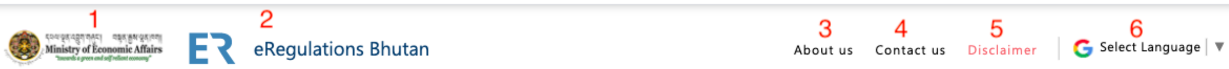
2 Logo of the system

3 About us: presents the local eRegulations team

4 Contact us: visitors can send messages/feedback to the administration

5 Disclaimer: statements denying responsibility of entities in the exactness of information provided

6 Language: allows a quick translation of the site, powered by google translation



Screen-Shot-2563-10-27-at-10.39.27-PM.png

Section 2

1 Home : takes you to the home page from any part of the system

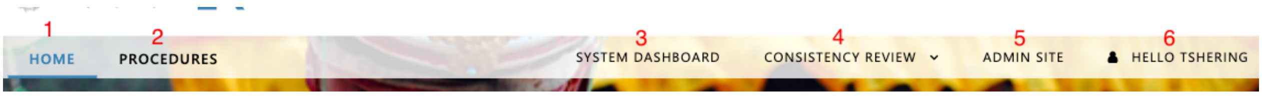
2 Procedures : shows the complete list of procedures documented in the system

3 System dashboard: data of the procedures in the system

4 Consistency review: it is the process of verification of procedures. Administrators verify that procedures are precise, fitting to the eRegulations norms and that they are correctly set up in the administrative interface

5 Admin site: takes you to the administrative interface of the system

6 Name of the user who is logged in



Screen-Shot-2563-10-27-at-10.52.22-PM.png

Section 3

1 Slide show: series of photos with welcoming messages towards the visitor (fully configurable through the administrative interface)

Screen-Shot-2563-10-27-at-11.02.21-PM.png

Section 4

1 Filter sets: it enables search of procedures based on specific categories. The search engine can be configured from the administrative site

Screen-Shot-2563-10-27-at-11.04.19-PM.png

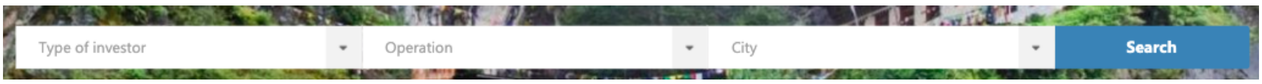
Section 5

1 eRegulations Bhutan : welcome note and text

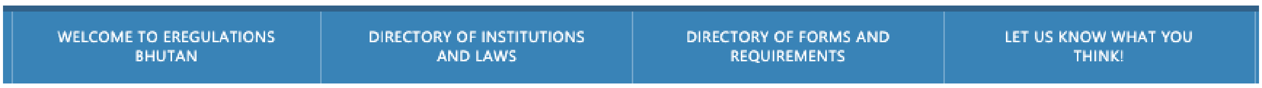
2 Directories of institutions/ministries and legal bases

3 Directories of forms and requirements registered in the system

4 Feedback : link to a simple form for sending comments, complaints or simplification ideas



Screen-Shot-2563-10-27-at-11.04.19-PM-1.png



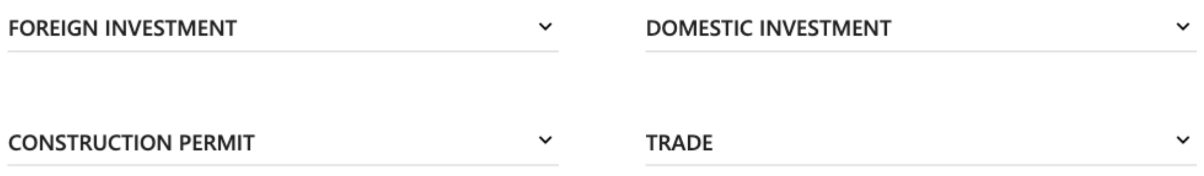
Screen-Shot-2563-10-27-at-11.03.58-PM.png

Section 6

1 Title of the objective (procedure)

2 Sub-Menu

3 Links to sub-objectives (procedures)



Screen-Shot-2563-10-27-at-11.10.15-PM.png

1 Logo of UNCTAD and sponsors/donors (if any)

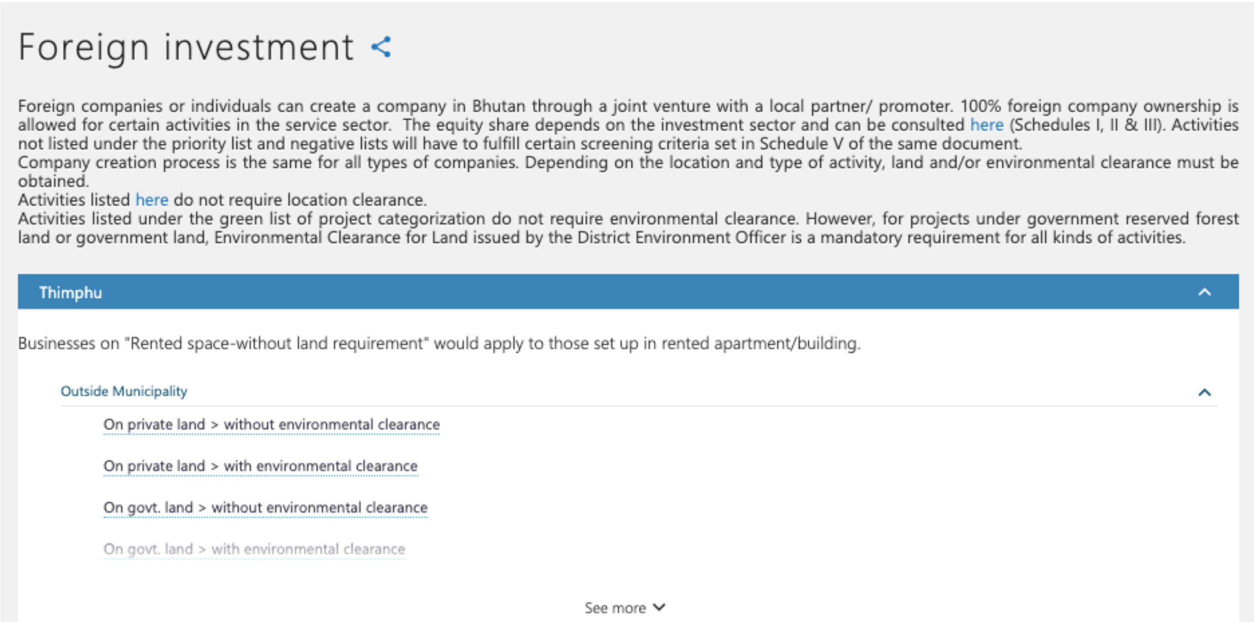
Screen-Shot-2563-10-27-at-11.11.33-PM.png

Menu page

- To open the menu page → click on the Procedures tab on the home page
- A slider will open → click on an objective

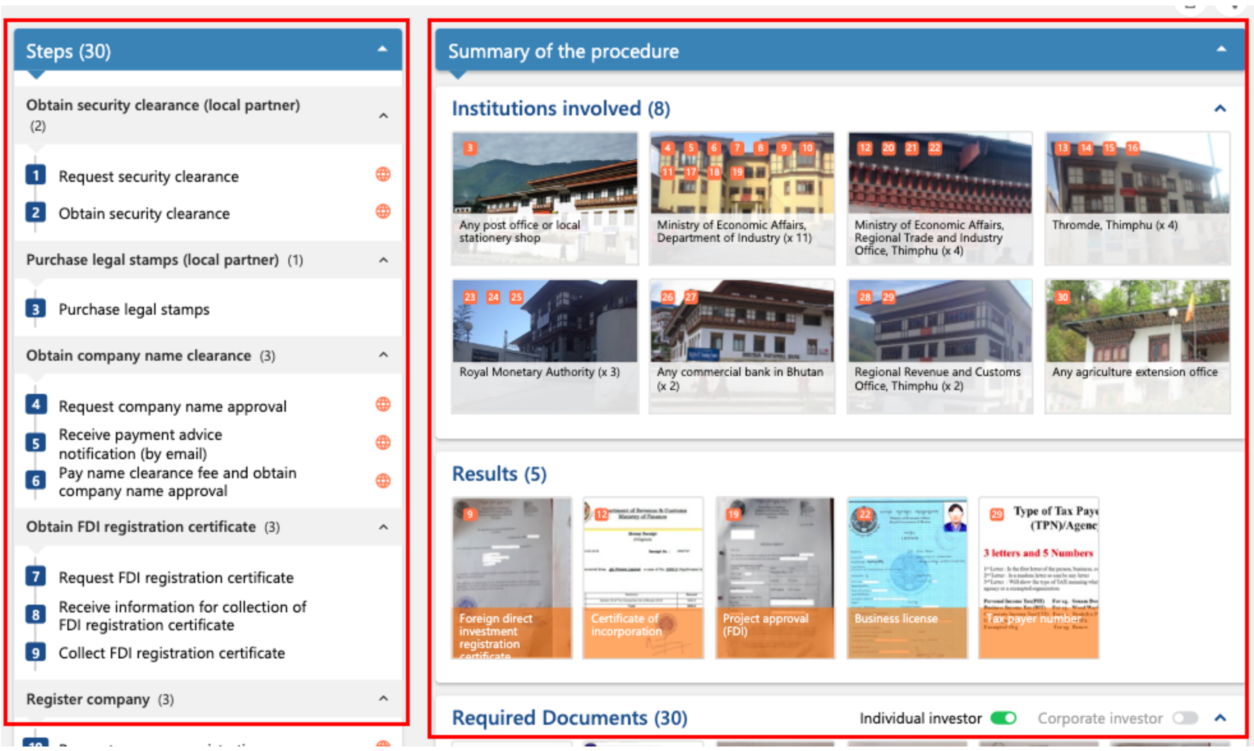
Screen-Shot-2563-10-27-at-11.18.57-PM.png

- Explanatory text which applies to the whole objective and sub-objectives
- Investment sub-objectives or the specific operation which leads to the summary of the procedure



Screen-Shot-2563-11-30-at-11.23.12-AM.png

Summary page



Screen-Shot-2563-10-27-at-11.25.25-PM.png

1 Left part: list of all steps in the procedure

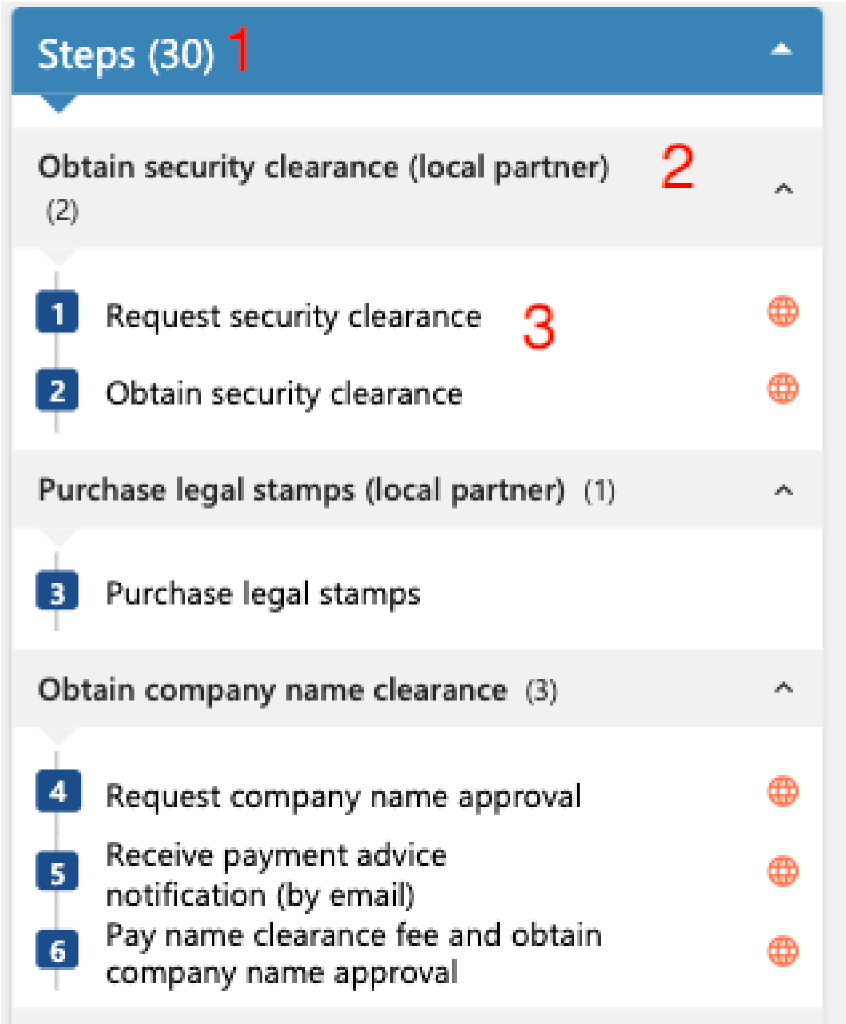
2 Right part: summary of the procedure indicating the total number of institutions involved, showing results, requirements, costs, duration and legal bases justifying the procedure

Left part: List of steps

1 Number of steps : refers to the total number of mandatory and optional steps which are necessary to complete the procedure

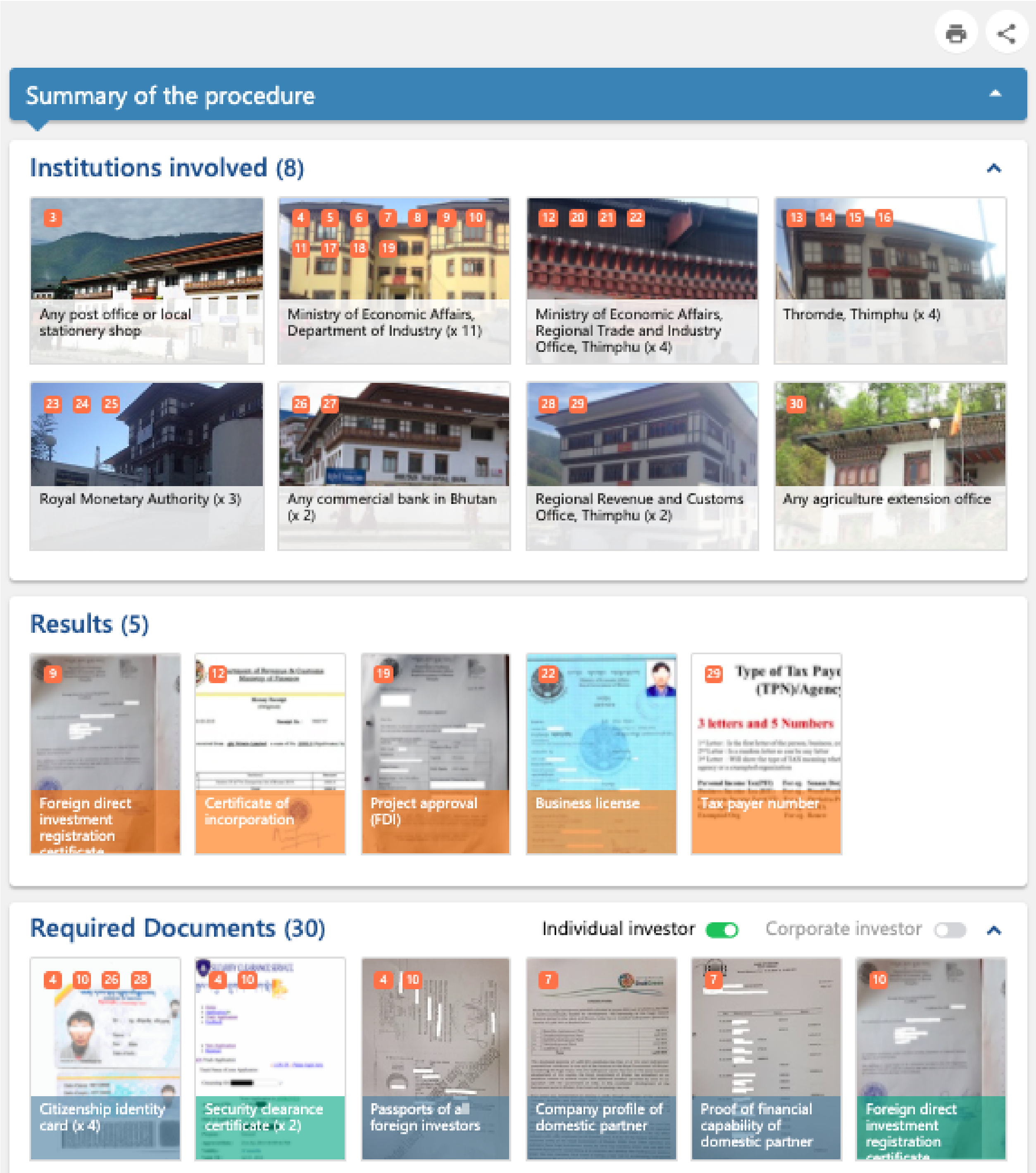
2 Block : name of the block (group of steps that are related to each other) and the number of steps it contains

3 Step : name and number of the step. If you click on the name, the step file opens on the right side of the page

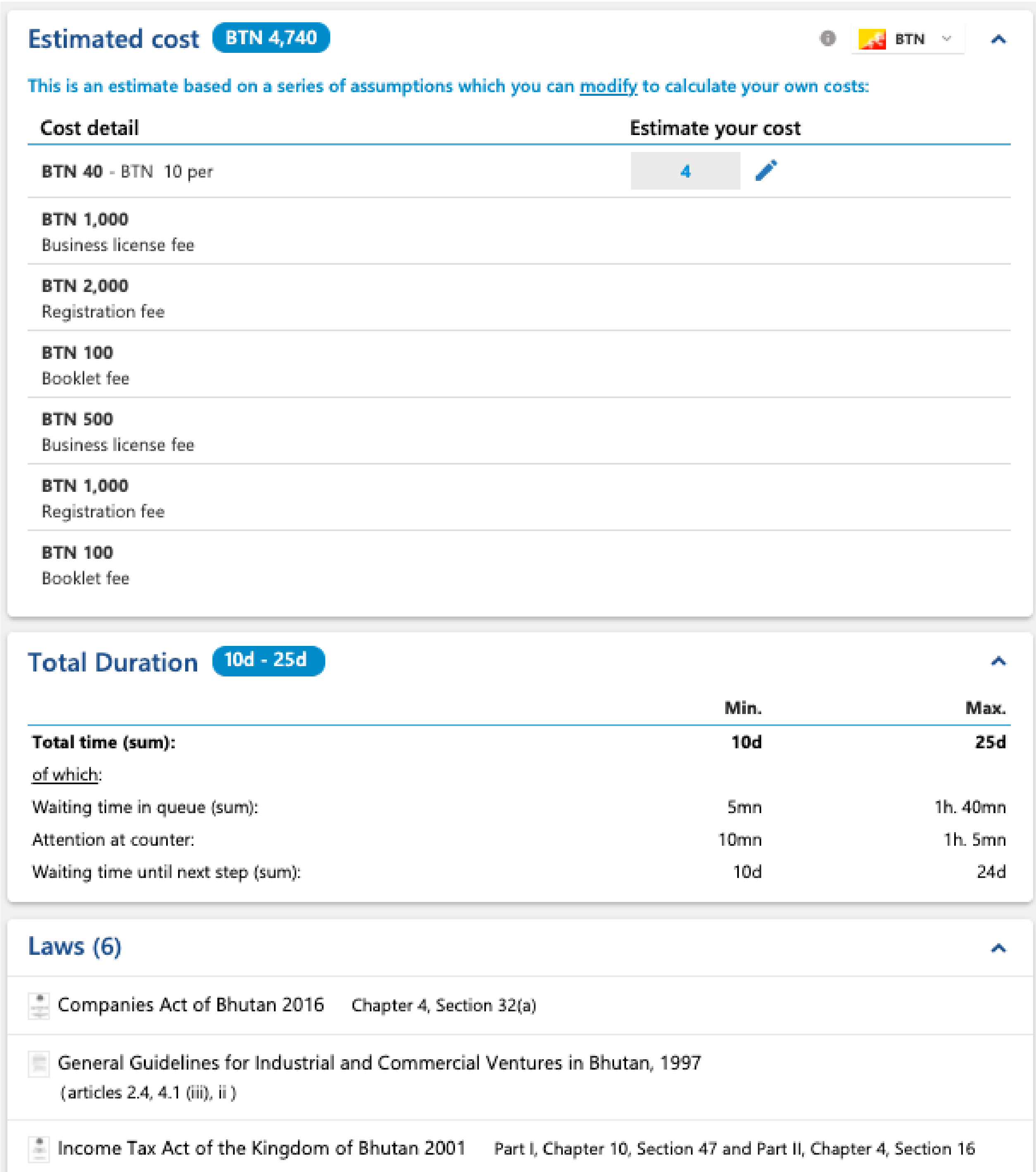


Screen-Shot-2563-10-27-at-11.29.28-PM.png

Right part: Summary of the procedure

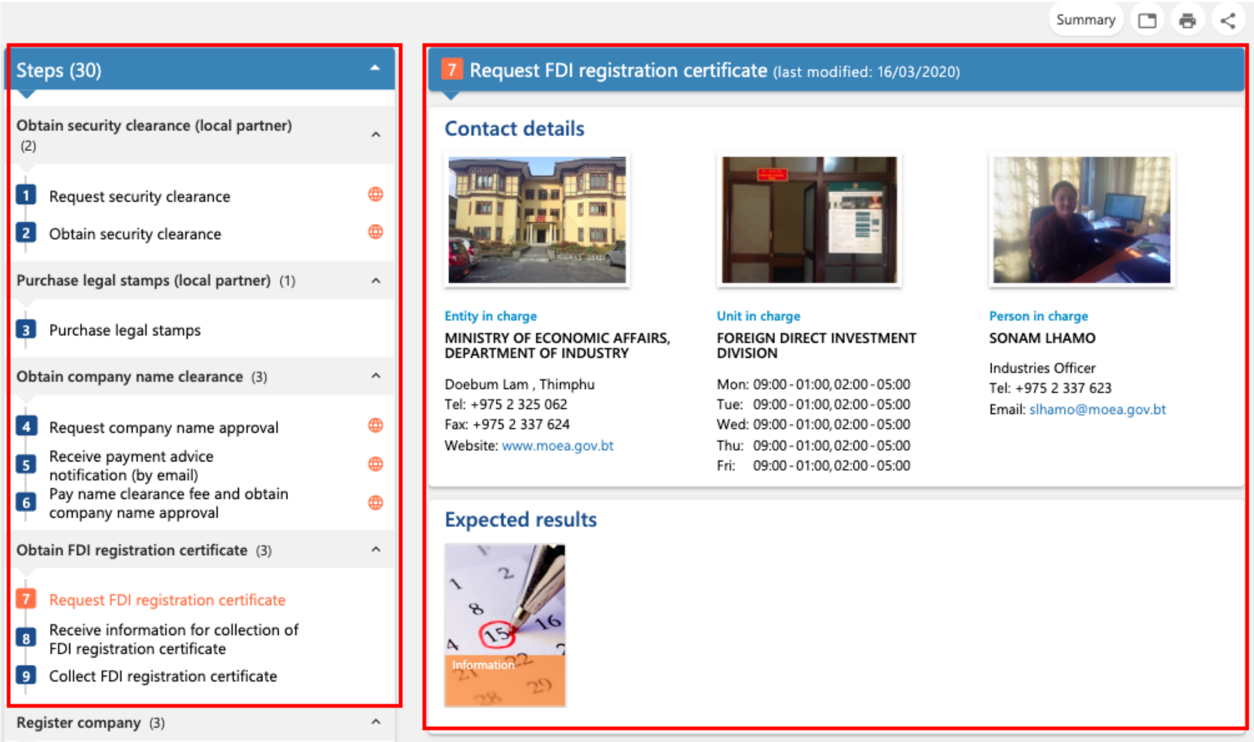


Screen-Shot-2563-10-27-at-11.36.45-PM.png



Screen-Shot-2563-11-30-at-11.35.28-AM.png

Step page

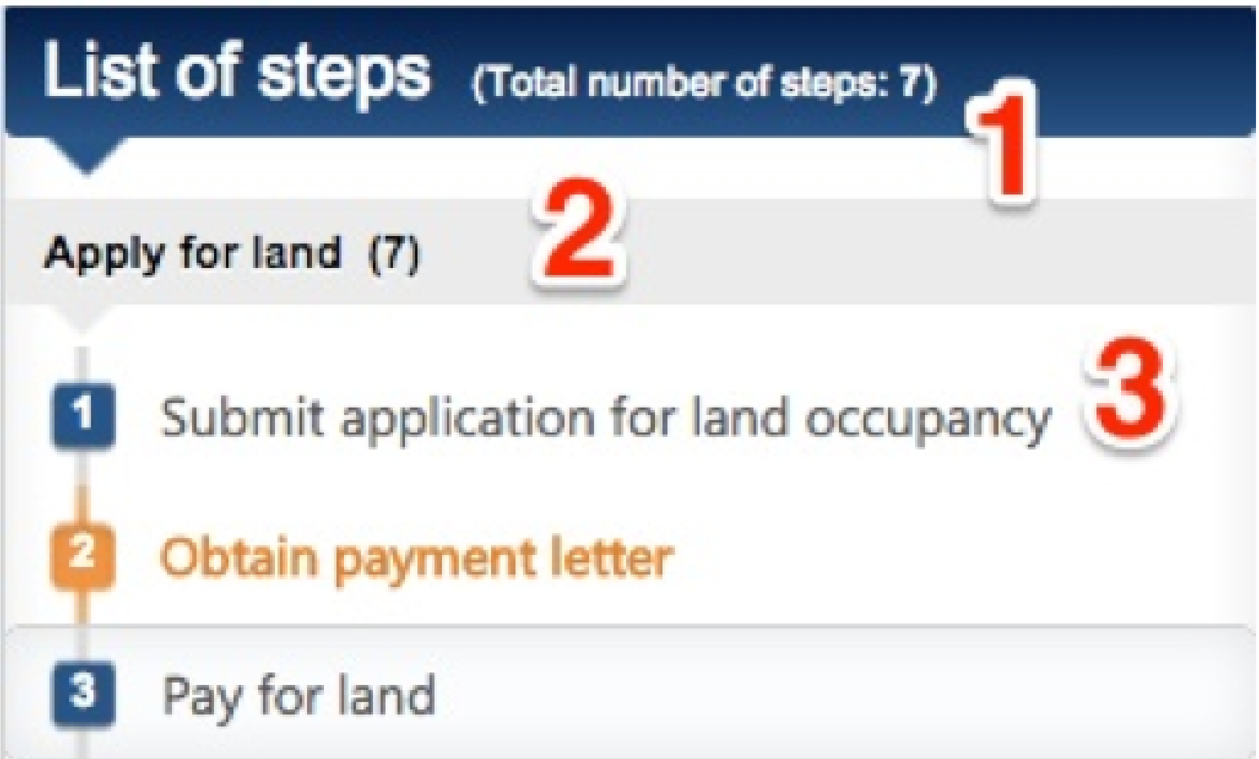


Screen-Shot-2563-10-27-at-11.45.50-PM.png

1 Left part: List of all steps in the procedure

2 Right part: Description of the elements for each step

Left part: List of steps



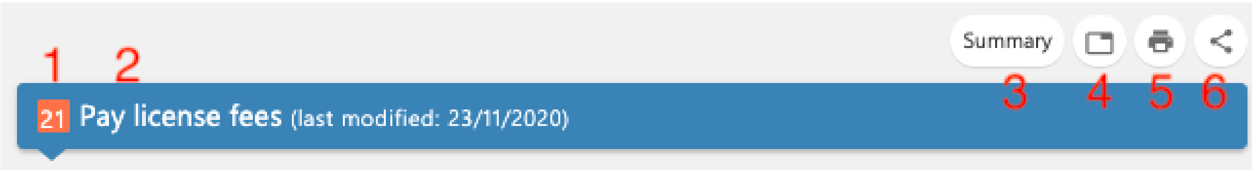
NewImage

1 Number of the steps : shows the total number of mandatory and optional steps involved in the procedure

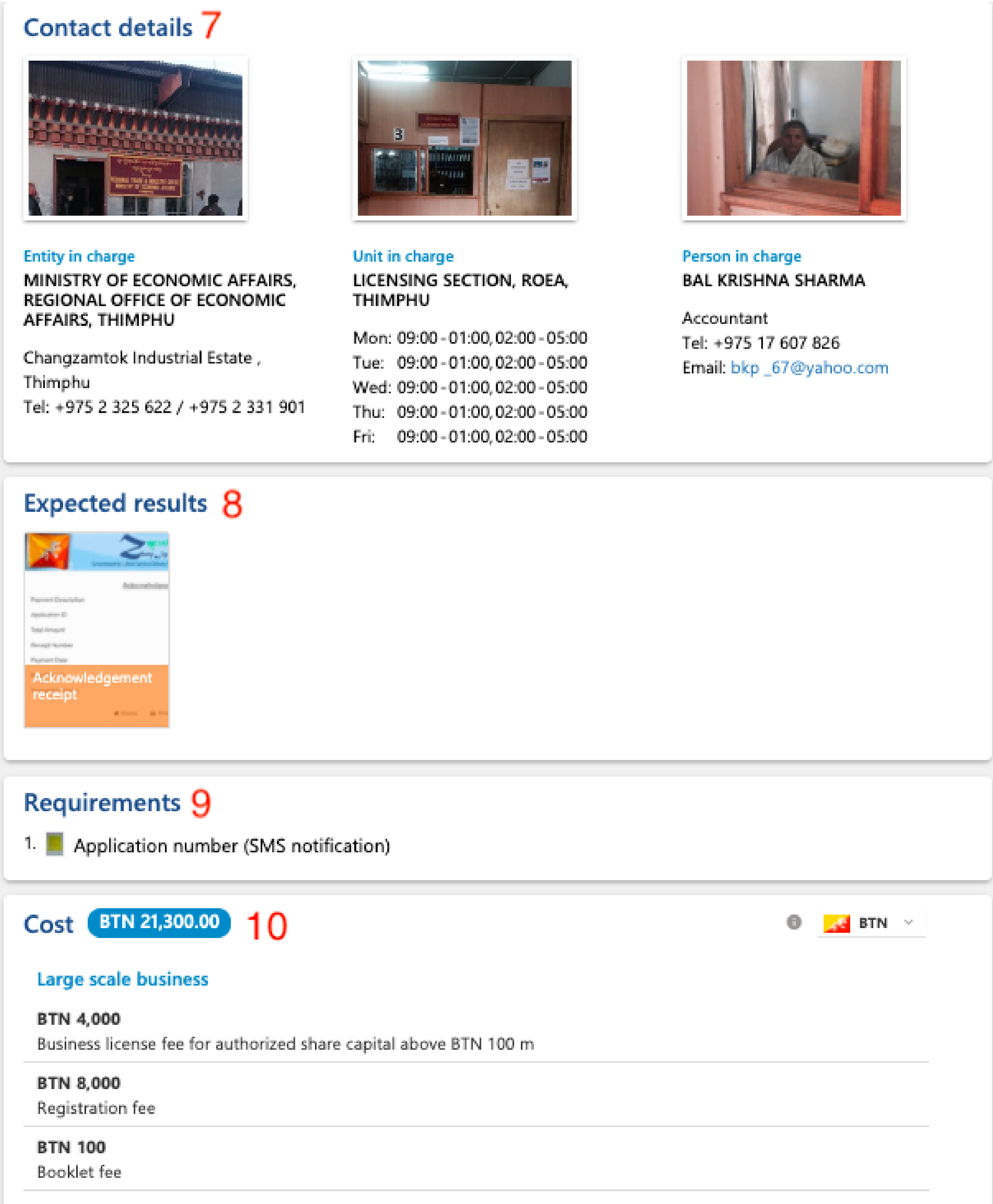
2 Block : name of the block and the number of steps it contains

3 Name of the step : brief description of the action to be taken by the user or the result expected from the step; when clicked, a window is opened on the right side of the page with full description of the elements of the step

Right part: description of the step



Screen-Shot-2563-11-30-at-11.49.30-AM.png



Contact details 7

Entity in charge
MINISTRY OF ECONOMIC AFFAIRS, REGIONAL OFFICE OF ECONOMIC AFFAIRS, THIMPHU

Changzamtok Industrial Estate , Thimphu
Tel: +975 2 325 622 / +975 2 331 901

Unit in charge
LICENSING SECTION, ROEA, THIMPHU

Mon: 09:00 - 01:00, 02:00 - 05:00
Tue: 09:00 - 01:00, 02:00 - 05:00
Wed: 09:00 - 01:00, 02:00 - 05:00
Thu: 09:00 - 01:00, 02:00 - 05:00
Fri: 09:00 - 01:00, 02:00 - 05:00

Person in charge
BAL KRISHNA SHARMA

Accountant
Tel: +975 17 607 826
Email: bkp _67@yahoo.com

Expected results 8

Acknowledgement receipt

Requirements 9

1. Application number (SMS notification)

Cost BTN 21,300.00 10

BTN

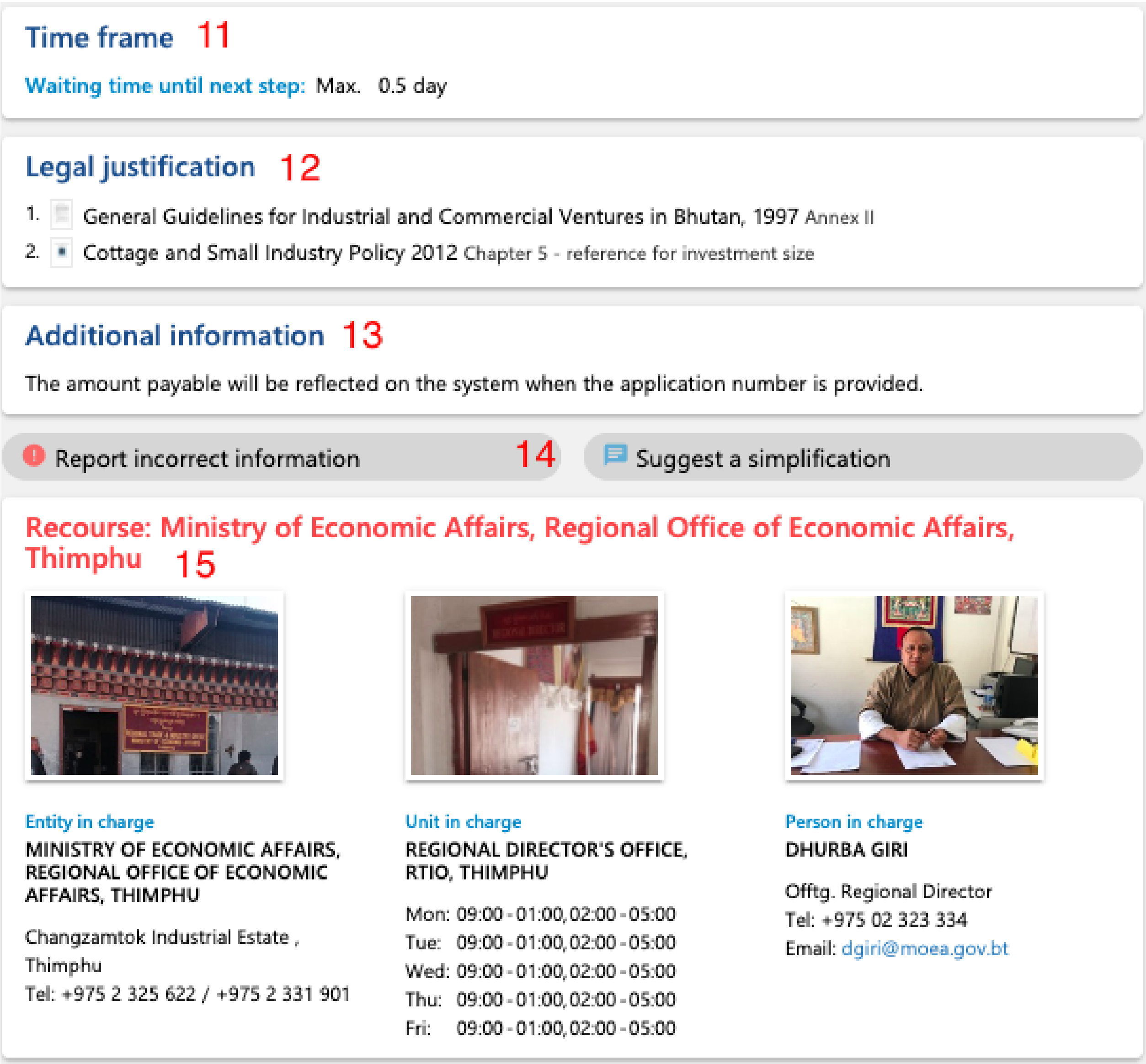
Large scale business

BTN 4,000
Business license fee for authorized share capital above BTN 100 m

BTN 8,000
Registration fee

BTN 100
Booklet fee

Screen-Shot-2563-11-30-at-11.52.28-AM.png



Screen-Shot-2563-11-30-at-11.54.03-AM.png

1 Number of the step : indicates the order of the steps in a procedure

2 Name of the step : brief description of the action to be taken by the user or the result expected from the step

3 Summary button: it will take you back to the summary page of the procedure

4 Tab sheet button: step sheet can be viewed in two ways : "full view" of all elements or "tabs view" grouping elements. The content is exactly the same, only the presentation changes. This button allows changing the view

5 Print button : allows printing the step or the complete procedure

6 Embed button : to share/ embed the step page to a website

7 Contact details: - Entity in charge: Photo, name, address, email and phone number of the entity in charge of the step -Unit in charge: Photo, name, address, email and phone number and working hours of the administrative unit in charge of the step - Person in charge: Photo, name, address, email and phone number of the head of the unit or the person directly in charge of the step

8 Result of the step: document (or information) that is obtained at the end of the step

9 Requirements : list of the documents or forms which have to be presented, they can be previewed by clicking on the image icon (thumbnail). There is also mention of the number of originals, copies or authenticated copies which have to be submitted to the person in charge of the step

10 Cost: detailed list of what has to be paid in the step

11 Timeframe: (i) waiting time in queue - minimum and maximum time (range) from the moment that the user enters the office till the moment the person in charge takes care of his request, (ii) time at the counter - minimum and maximum time the user spends at the counter with the person in charge of the step, (iii) waiting time until next step - minimum and maximum time the user has to wait before undertaking the next step (usually picking up the document which is requested in the current step)

12 Legal justification : name of the norm (law, decree, circular, etc.) which justifies the step and its elements, with the exact indication of where it can be found (chapter, section, etc.) A link or a document containing the norm is attached

13 Additional information : any additional information that is considered useful and that can not be described in other parts/elements of the step

14 Report incorrect information and suggest simplification : links allow reporting an incorrect information in the step or propose an idea for simplification

15 Recourse : person to whom the user can complain in case this one disagrees with the official in charge of the step. Usually this person is the immediate superior to the person in charge

- Index
- > Home page
- > Menu page
- > Summary page
- > Step page

Index

3. Login

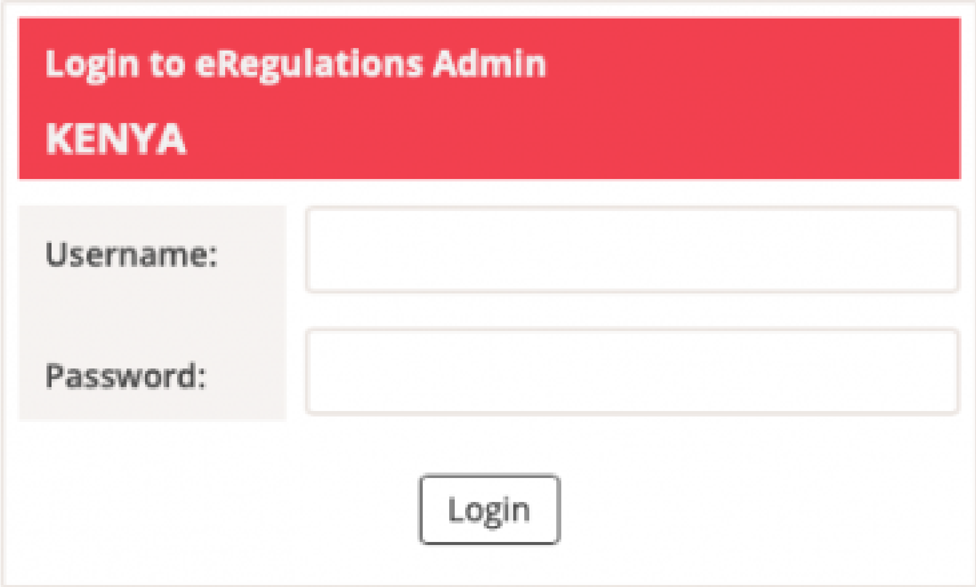
https://help.eregulations.org/index.php/3-login/

There are several types of system administrators with different rights: editors, validators, translators, publishers, super administrators, etc.

They all enter through the entry to the administrative part , their user/password determines the type of interface to which they can have access to.

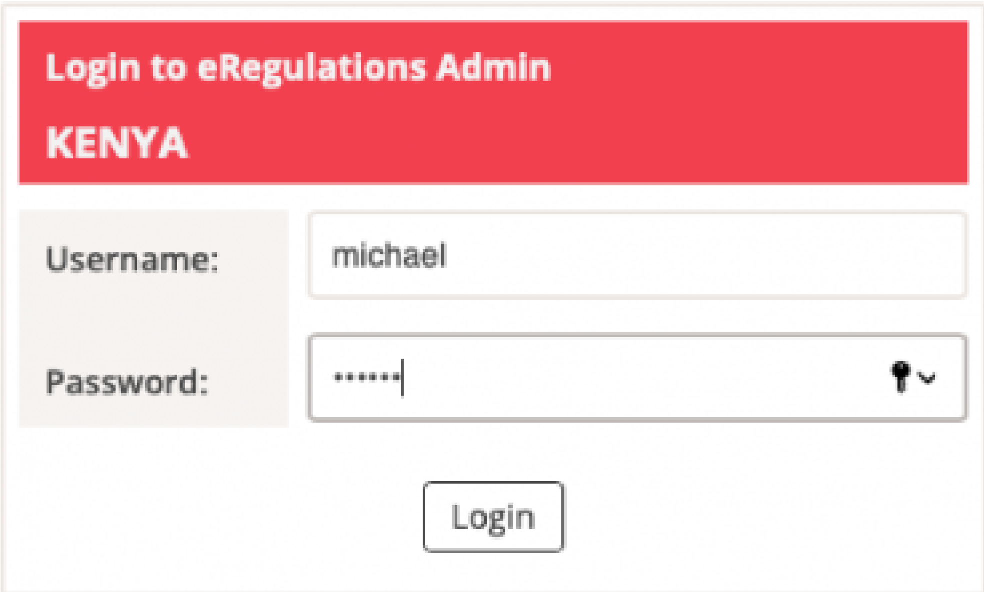
1. Click on 'MEMBERS' or type "http://admin.'name of city/country'.eregulations.org" in your browser's bar.

2. A window opens: 'Login to eRegulations admin'



Screenshot-2020-07-07-at-07.19.52-e1594120869570.png

3. Enter your username and password



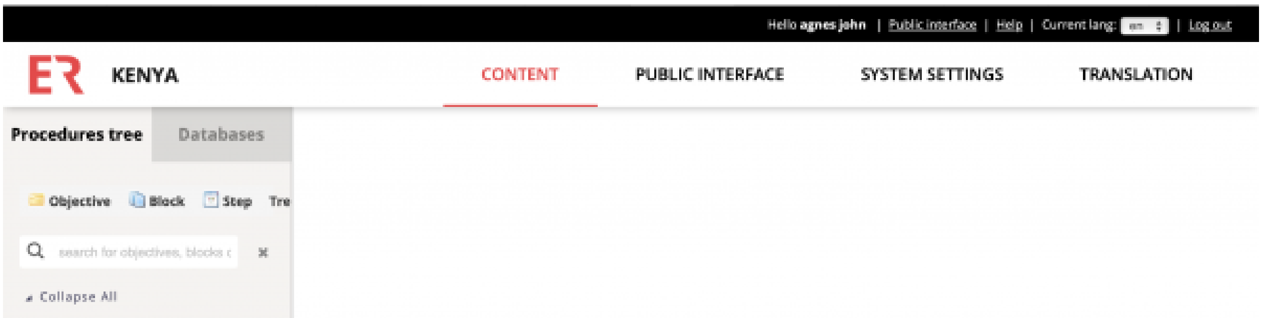
Screenshot-2020-07-07-at-07.23.38-1-e1594122077444.png

4. Click on this button and Login .

4. Administrative interface

https://help.eregulations.org/index.php/4-admin-interface/

All the data on procedures, steps, directories of institutions, laws, forms, photos, menus, texts, etc. are registered and modified through the administrative interface.



Screenshot-2020-07-09-at-14.11.04-e1594293203437.png

The administrative interface has four tabs:

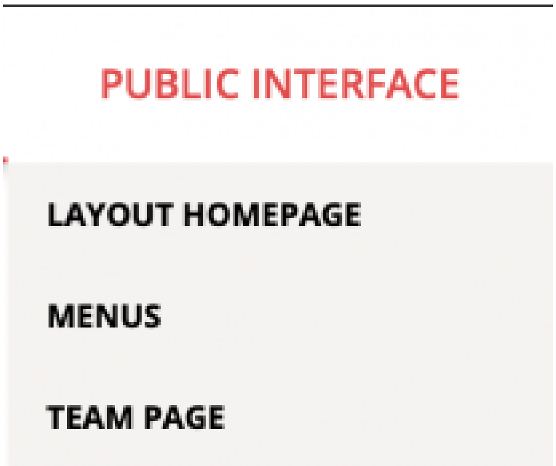
Content

- Create and edit procedures
- Link to the database of institutions and civil servants, laws and documents

Newimagecontent

Public interface

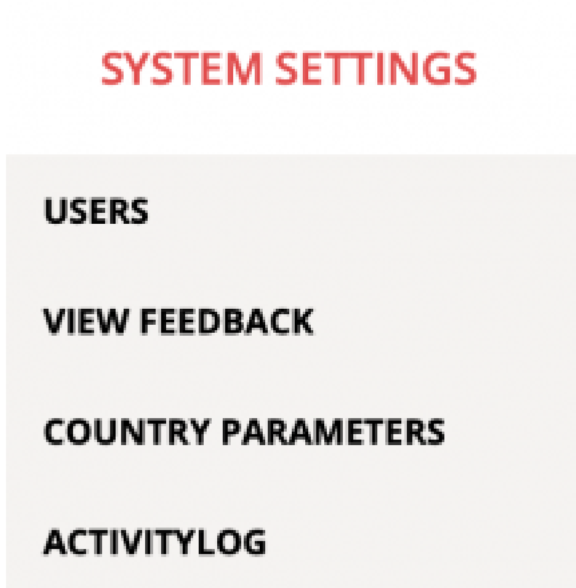
- Home page layout
- Create and edit menus
- Menus translation
- Contact page



Screenshot-2020-07-09-at-15.09.16-e1594297777425.png

System settings

- Users link (create user profiles and access rights)
- View feedback(complaints or simplification ideas) sent by visitors of the system
- Country parameters (local currency, costs variables, etc.)
- Activity log (view of users' logs/activities in the system)



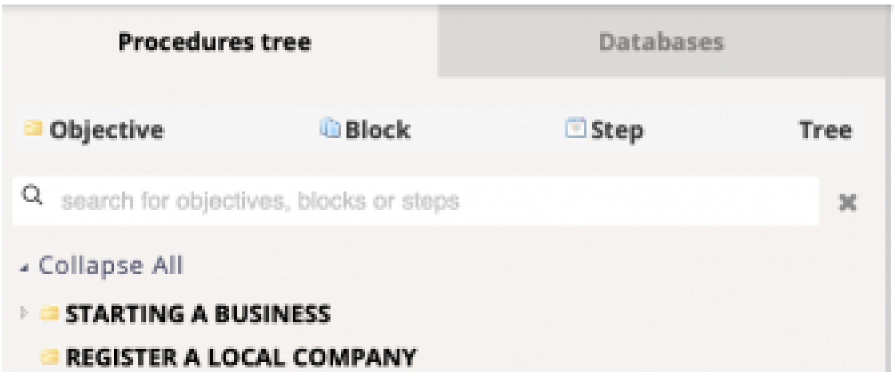
Screenshot-2020-07-09-at-15.39.31-e1594298443202.png

Translation

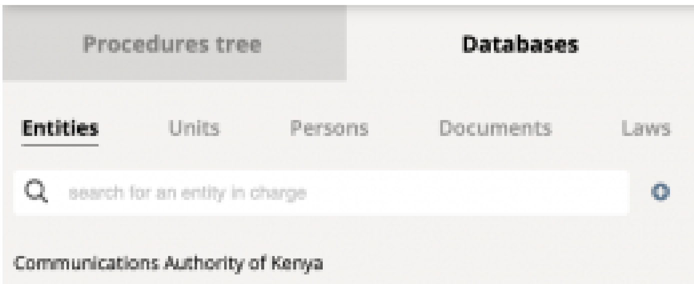
- Procedure translation
- Menu translation
- System translation (administrative interfaces, labels, etc.)

Screenshot-2020-07-16-at-18.13.01-e1594913267983.png

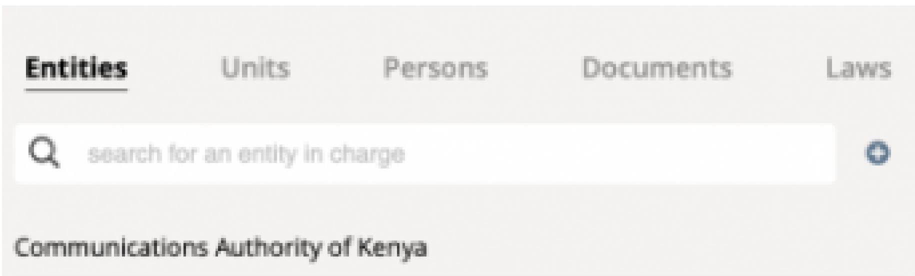
Content



Screenshot-2020-07-10-at-17.31.32-e1594391608423.png

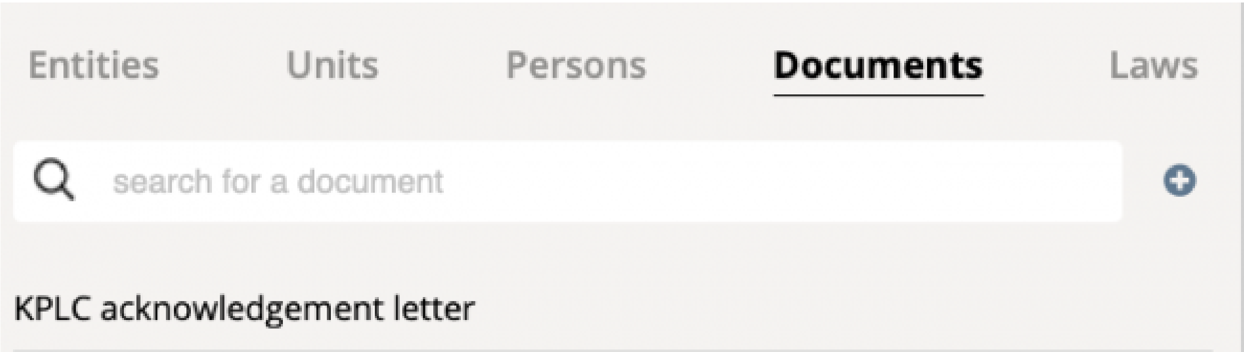


Screenshot-2020-07-15-at-15.14.20-e1594815517688.png



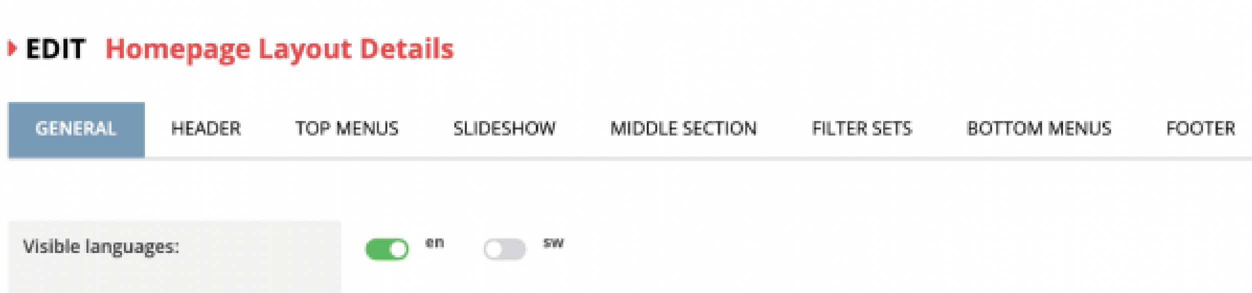
Screenshot-2020-07-13-at-18.21.02-e1594819363878.png

Screenshot-2020-07-15-at-17.01.33-e1594821906599.png



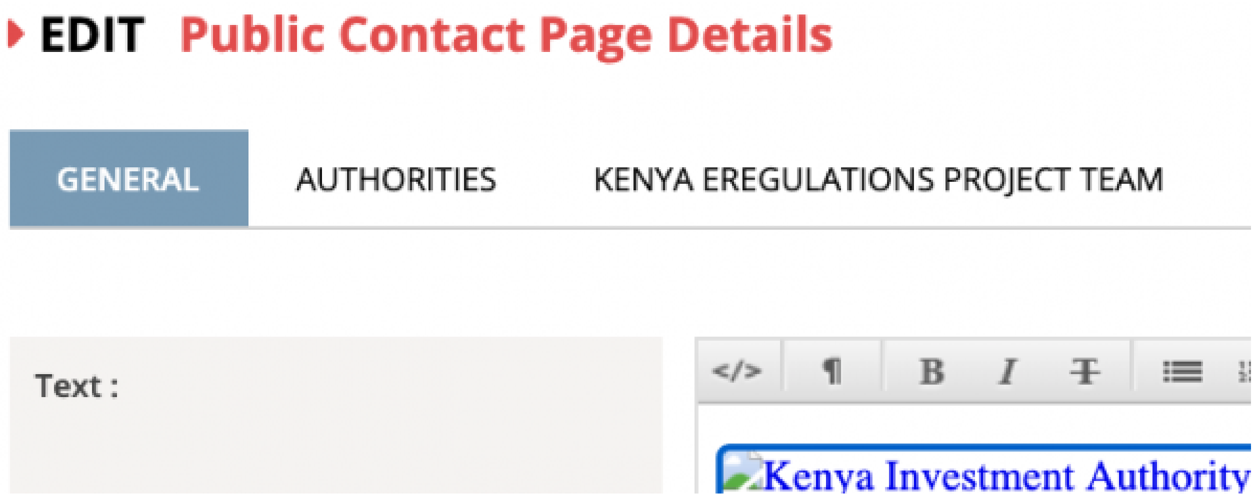
Screenshot-2020-07-15-at-16.32.20-e1594837457136.png

Public interface



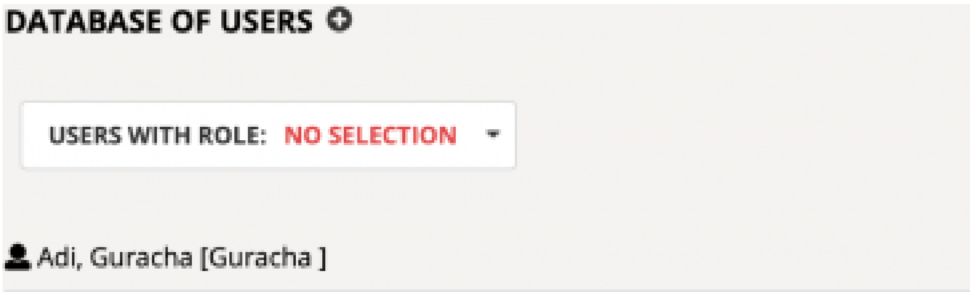
Screenshot-2020-07-10-at-17.55.22-e1594392980154.png

Screenshot-2020-08-05-at-08.06.59-e1596604325726.png

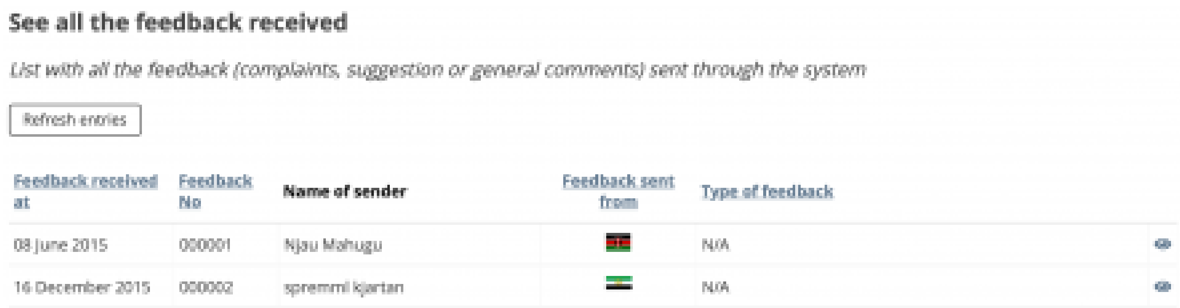


Screenshot-2020-07-10-at-18.39.24-e1594395624877.png

System Settings



Screenshot-2020-08-05-at-08.22.29-e1596605023641.png



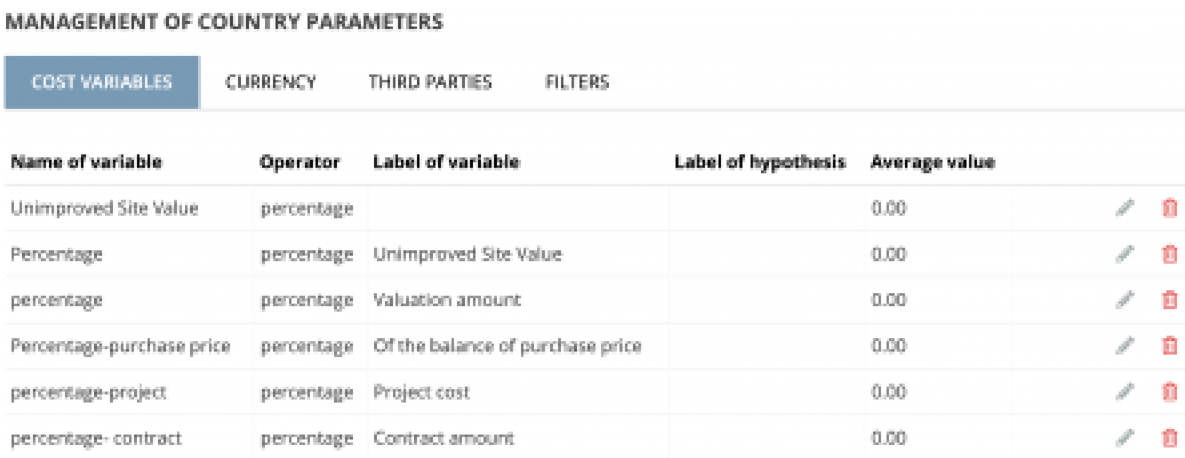
See all the feedback received

List with all the feedback (complaints, suggestion or general comments) sent through the system

Refresh entries

Feedback received at	Feedback No	Name of sender	Feedback sent from	Type of feedback	
08 June 2015	000001	Njau Mahugu		N/A	
16 December 2015	000002	spremmi kjartan		N/A	

Screenshot-2020-07-13-at-16.29.24-e1594647003591.png

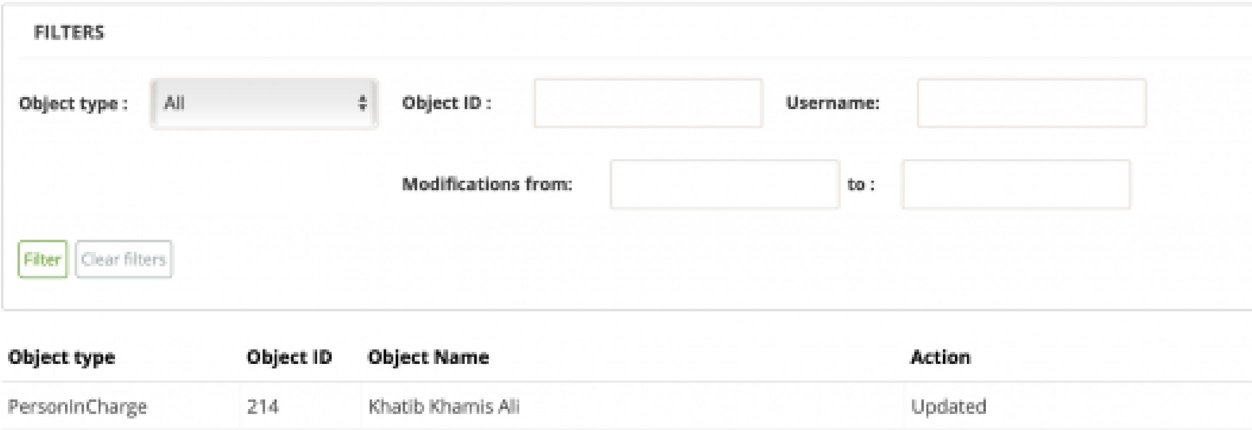


MANAGEMENT OF COUNTRY PARAMETERS

COST VARIABLES | CURRENCY | THIRD PARTIES | FILTERS

Name of variable	Operator	Label of variable	Label of hypothesis	Average value	
Unimproved Site Value	percentage			0.00	
Percentage	percentage	Unimproved Site Value		0.00	
percentage	percentage	Valuation amount		0.00	
Percentage-purchase price	percentage	Of the balance of purchase price		0.00	
percentage-project	percentage	Project cost		0.00	
percentage- contract	percentage	Contract amount		0.00	

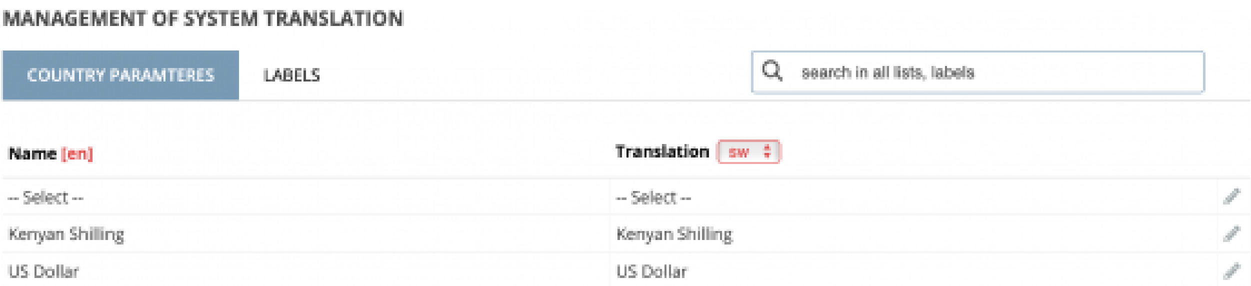
Screenshot-2020-07-13-at-16.37.29-e1594647497339.png



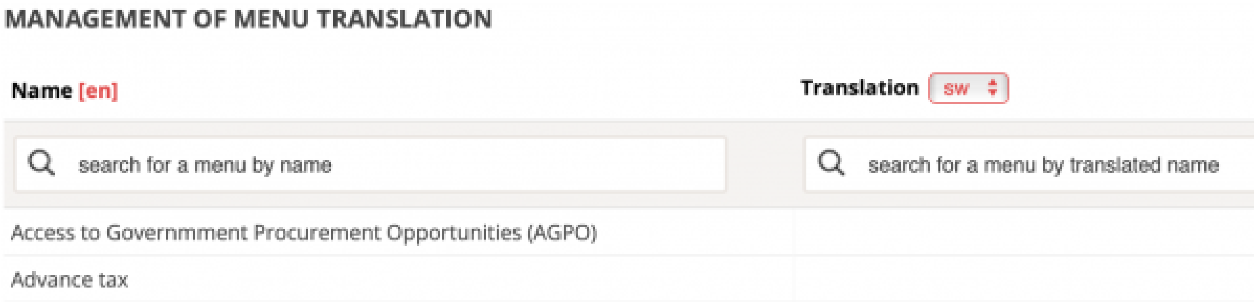
Screenshot-2020-07-13-at-17.51.56-e1594651961347.png

TRANSLATION

Screenshot-2020-07-16-at-18.51.40-e1594914764420.png



Screenshot-2020-07-16-at-18.42.22-e1594914228888.png



Screenshot-2020-07-16-at-18.35.22-e1594914971226.png

- Index
- > Content

- > Public interface
- > System parameters
- > Translation

Index

Webm45

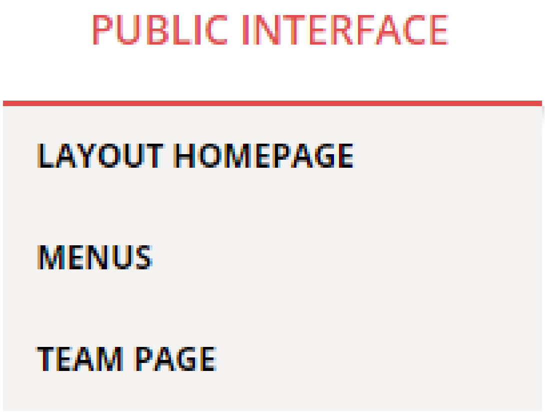
5. Homepage

https://help.eregulations.org/index.php/5-homepage-2/

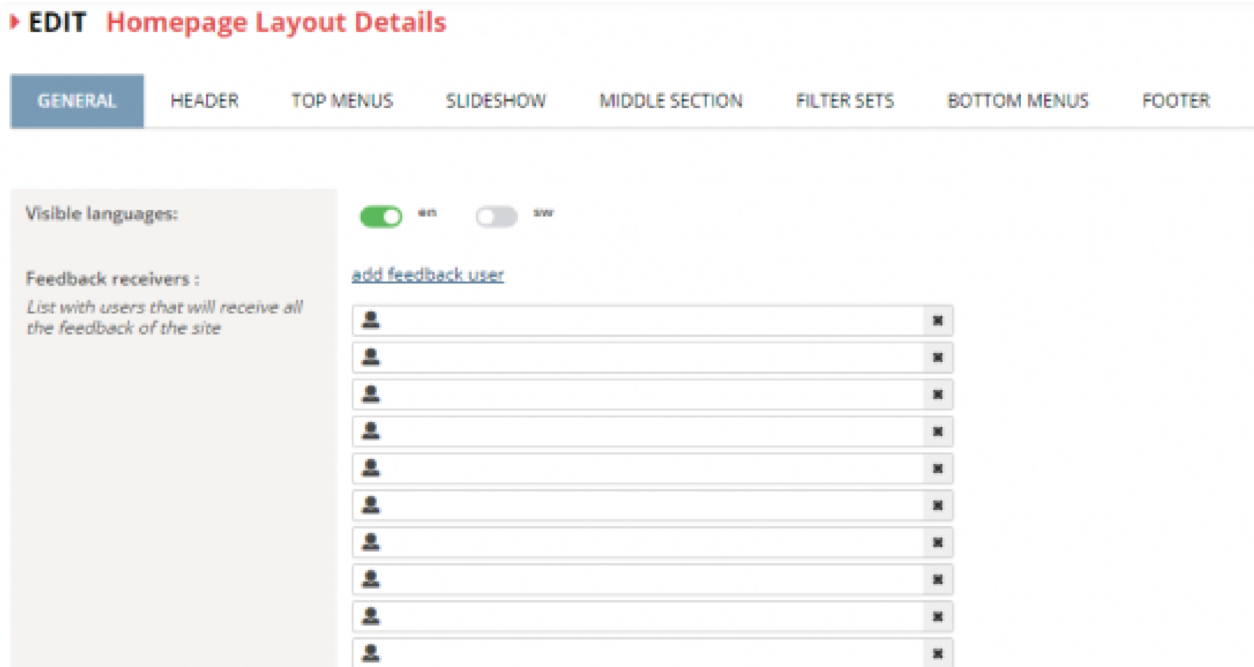
The public interface should be welcoming and give a clear view of what the eRegulations project is about, together with the information the user will find in the website.

Editing of the public interface

Where is the entry for editing the home page?

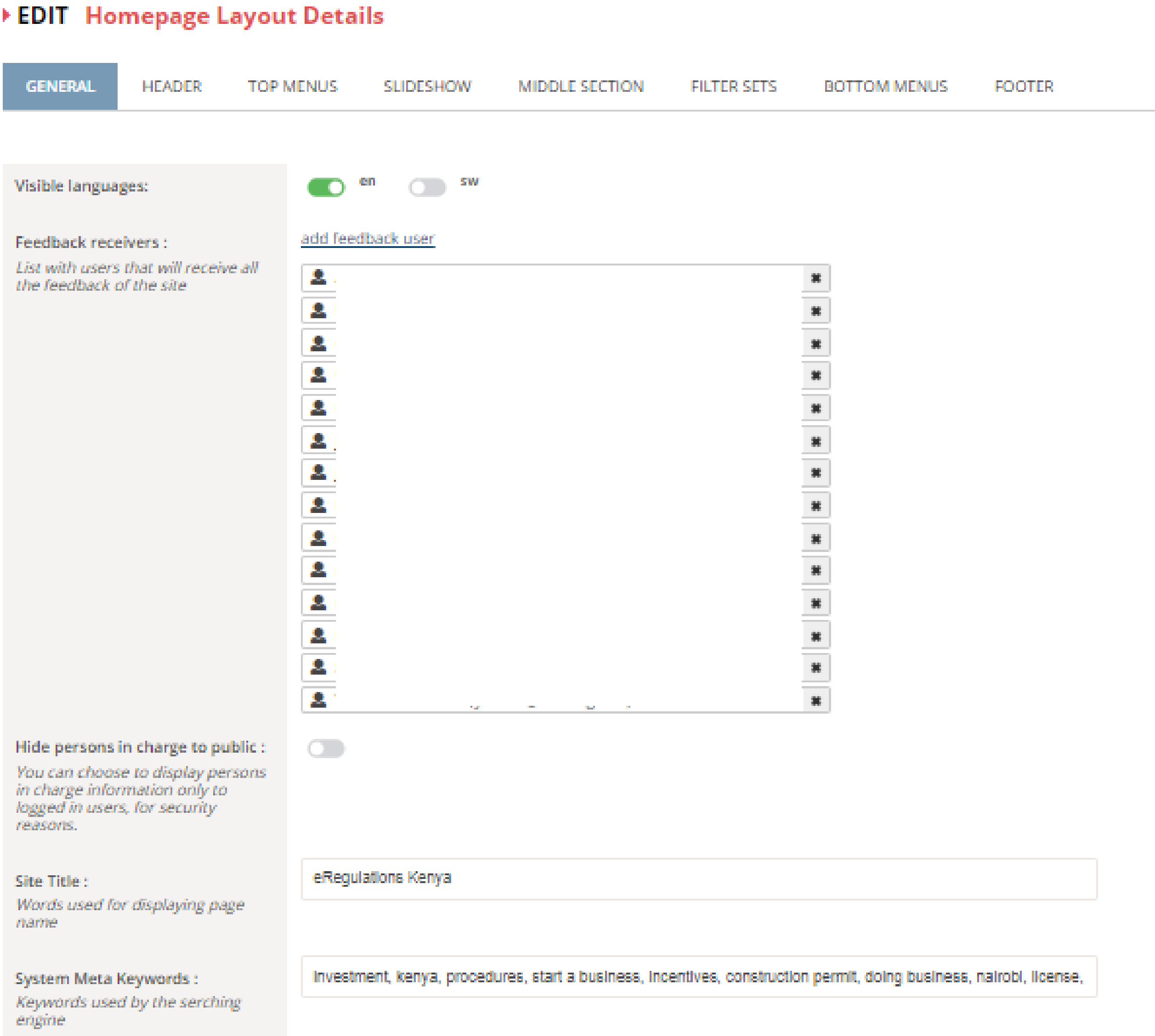


Public-interface-new-e1594288113420.png



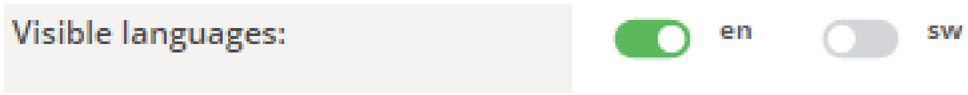
hp2-new-e1594636143173.png

The 'General' tab

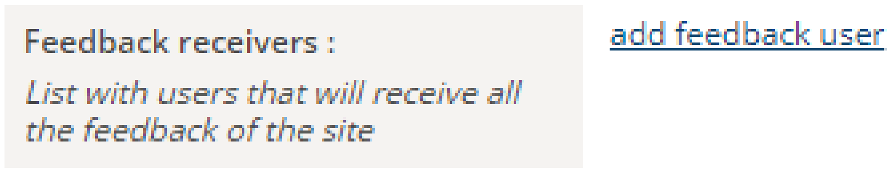


hp3-new-2.png

- Visible languages : tick the box next to the language(s) that you want to be visible on the public interface.
- Feedback receivers : add, remove or edit the list of persons receiving comments sent by the visitors of the site through the home page. More information on feedback tutorial ' Comments '.
- Hide persons in charge: One can choose to display persons in charge information only to logged in users for security reasons
- Site title: Words used for displaying page name for example eRegulations Kenya
- System meta keywords : adding search keywords (for search engines like google, yahoo, bing, etc.) helps increasing the number of the visitors of the site. Below some keywords suggestions: eRegulations, name of the country or city, investment, investor, procedure, requirements, company, individual trader, registration, entrepreneur, taxes, social security, transparent, administration, rules, etc.
- System meta description : this description appears under the name of the site in search engines (google, yahoo, bing, etc).

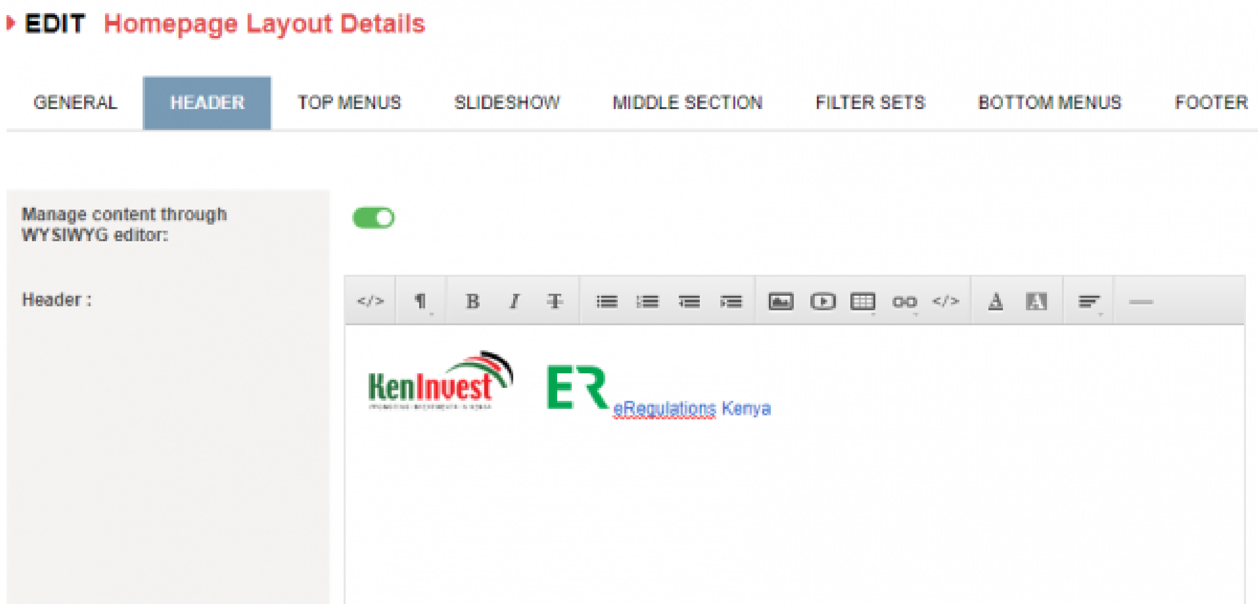


hp6-new.png



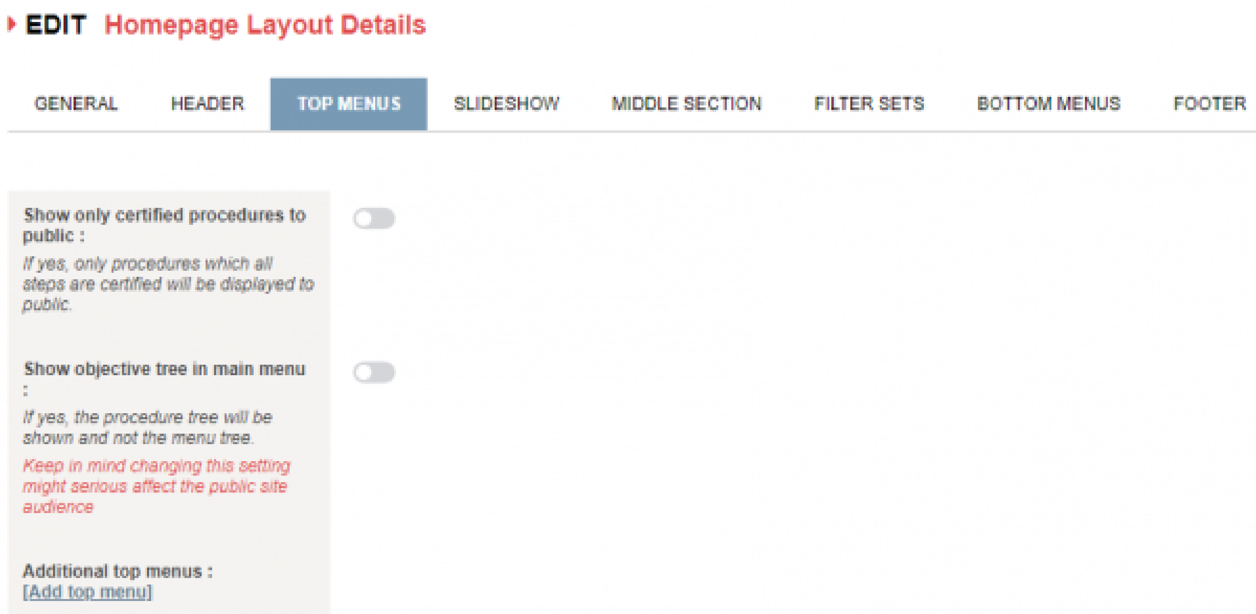
hp4-new-1.png

The 'header' tab



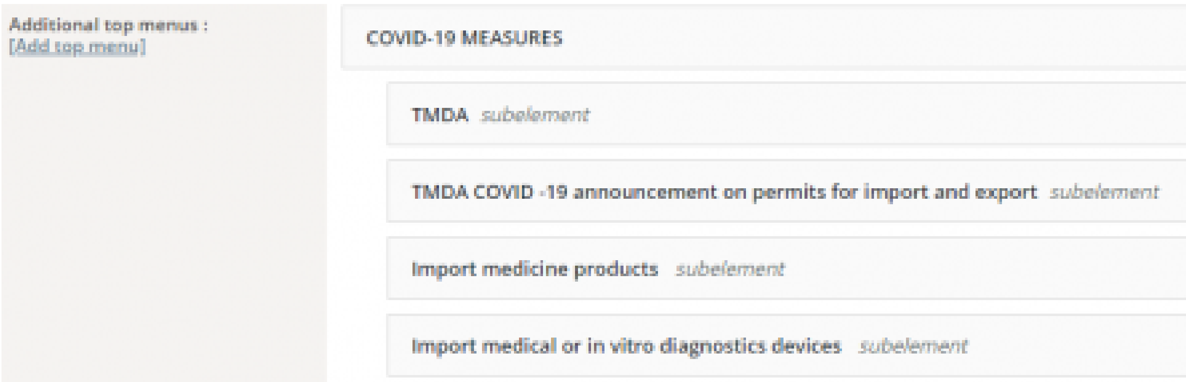
hp7-new-1-e1594639301262.png

The 'top menus' tab



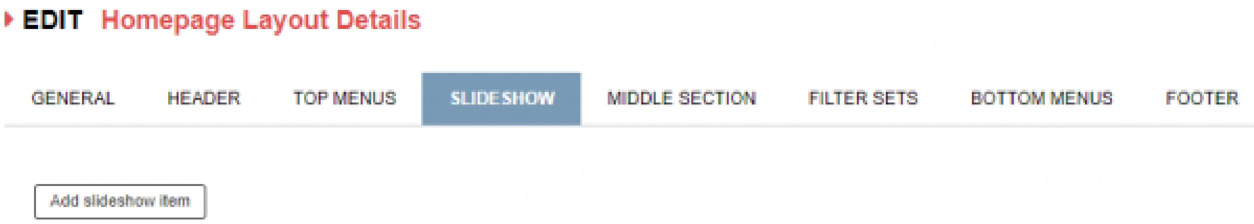
hp19new-e1594811546682.png

- Show only certified procedures to the public: Switching this button on will only show/display procedures which all the steps have been certified in the public interface
- Show objective tree in main menu: Switching this button on shows the procedure tree and not the menu tree
- Additional top menus: Allows the user to add additional menus to provide the public with further information on a certain subject matter



hp20-new-e1594813234374.png

The 'slideshow' tab



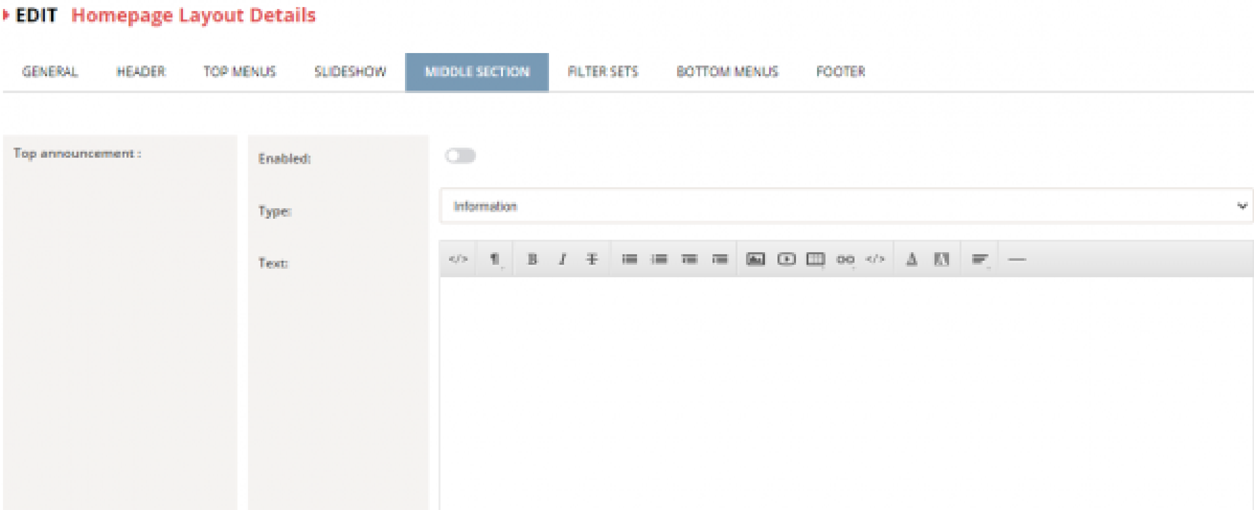
hp8-new-1-e1594638556939.png

hp9-new-e1594379926499.png

- Upload image to your slide, the size should be 1100 pixels width x 320 pixels height .

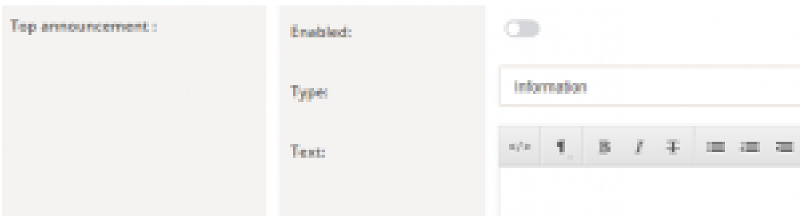
- Type in the text you want to appear in the slide. Keywords of your text should be in bold to be more visible and to better pass on the message.

The 'middle section' tab



hp10-new-1-e1594639612440.png

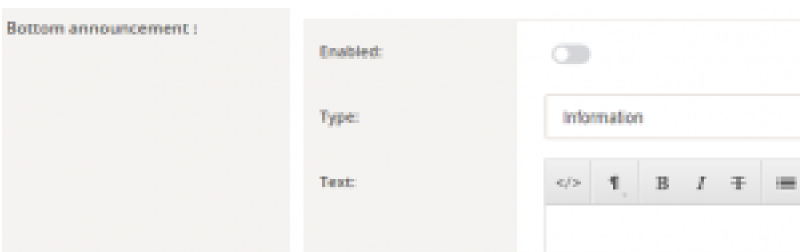
- Top announcement: For adding announcements at the top part of the website. To add switch on the enable button, then select the type of information you want to add and finally type the content you want to display in the text tab



hp21-new-1-e1594816408365.png

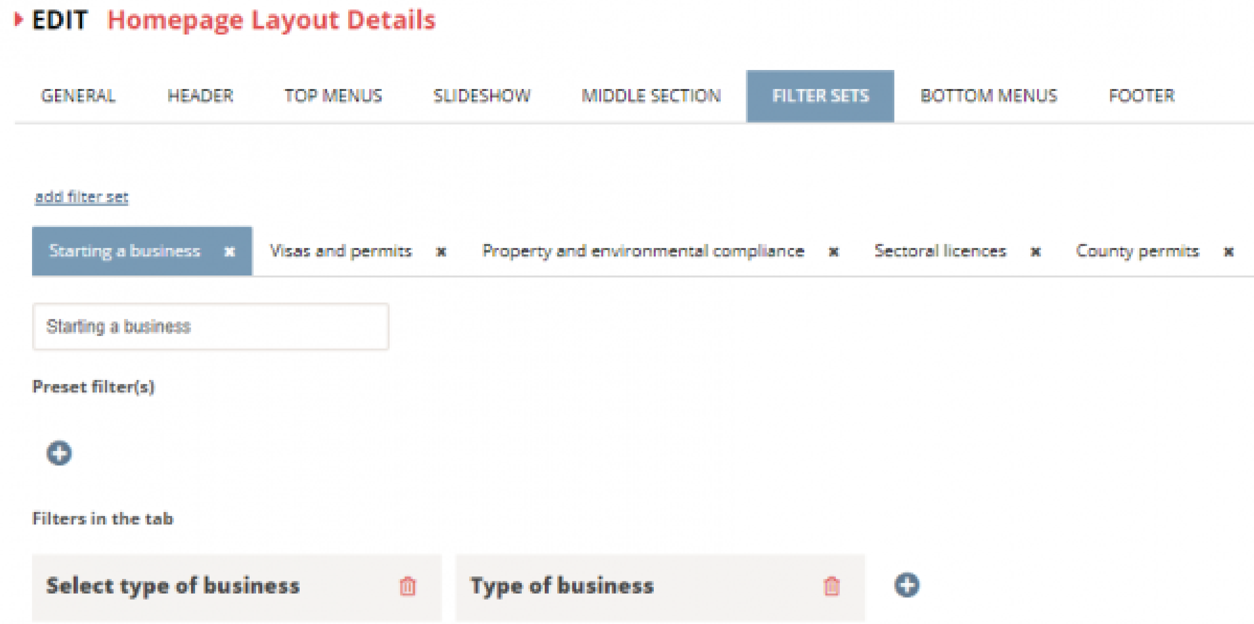
- Boxes : corresponds to the 4 boxes of links to presentation media or descriptions. For each box, insert an image of 232 pixels width x 159 pixels height . You can put a 'weblink', a 'video' or a link to the 'feedback' module in these boxes or simply put an image or illustration (with no hyperlink).Content of the boxes:

- Bottom announcement: For adding announcements at the bottom part of the website. To add switch on the enable button, then select the type of information you want to add and finally type the content you want to display in the text tab



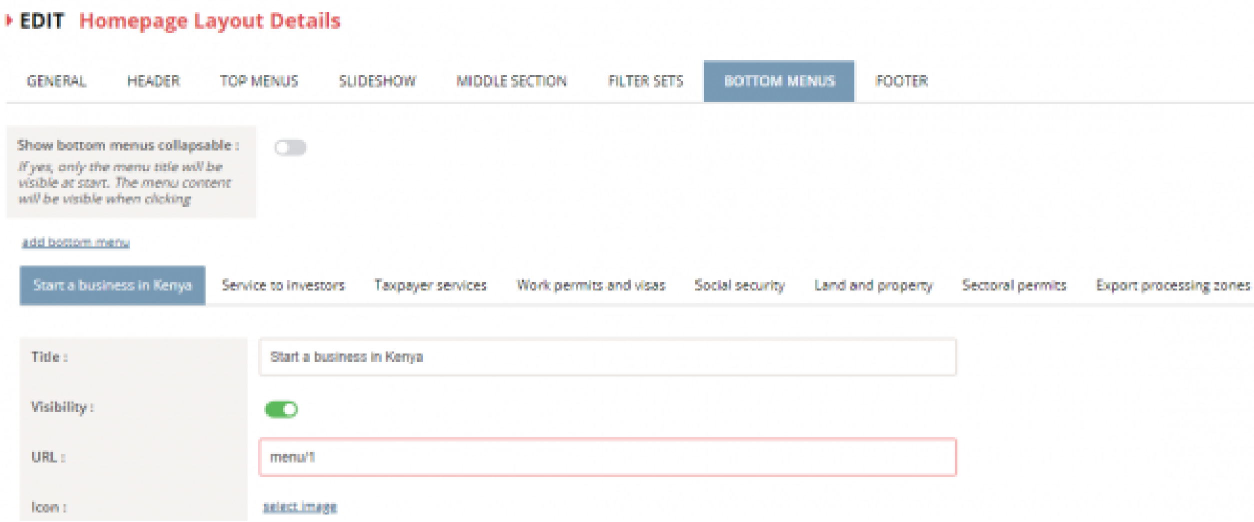
hp22-new-e1594818584929.png

The 'Filter sets' tab

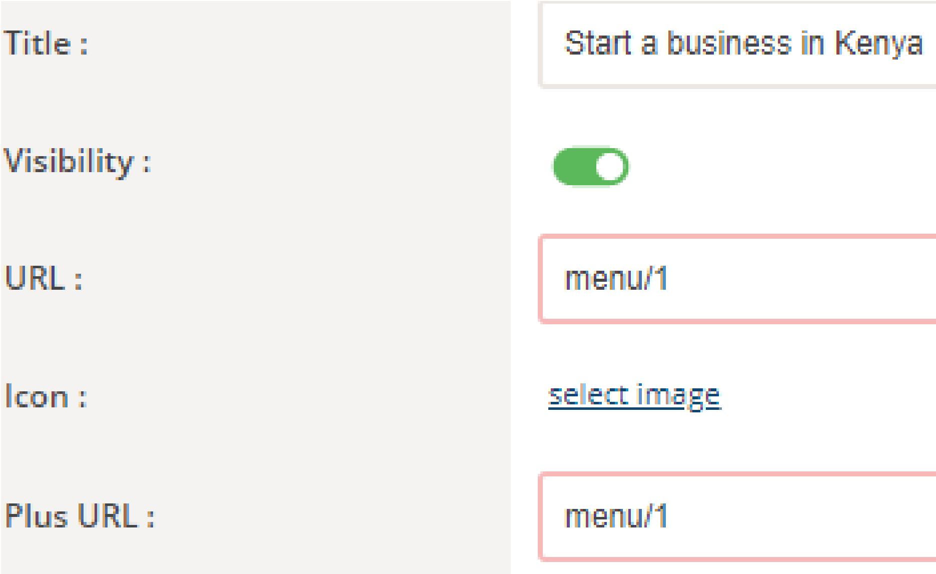


hp23-new-1-e1596460520552.png

The 'bottom menu' tab

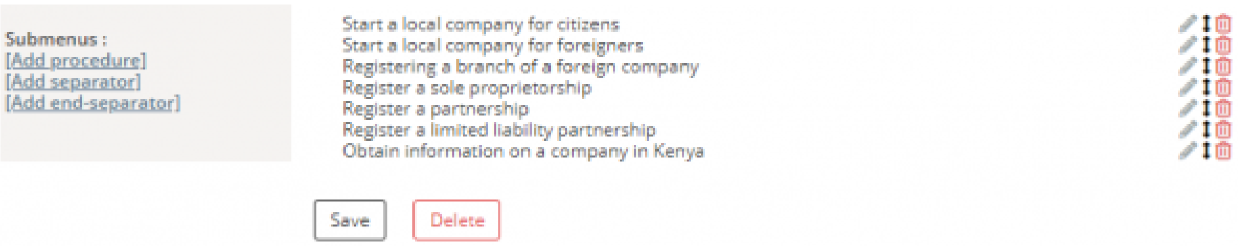


hp14-newPNG-e1594381346630.png



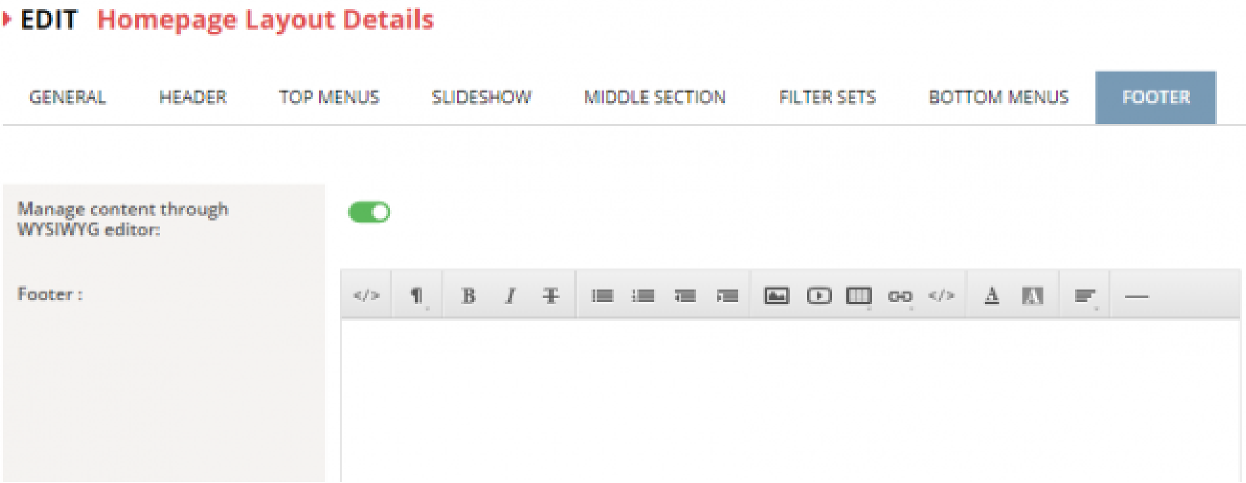
hp16-2new-e1594647369965.png

- the name of the group: title of the menu
- the visibility of the menu
- the link (URL) to the respective menu page
- the icon that appears on the left side of the title. These icons are pre-configured and generated automatically (size: 35 x 35 pixels)
- the plus URL : link to the procedures page behind the '+' icon



hp17-new-e1594644427863.png

The 'footer' tab



hp18-new-e1594382151199.png

- Index
- > Editing of the public interface

Index

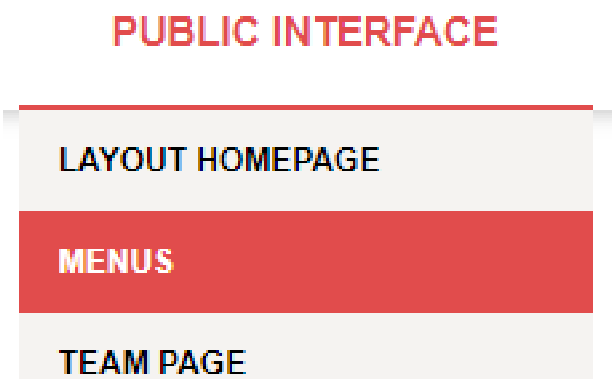
6. Menu page

https://help.eregulations.org/index.php/menu-page-joan/

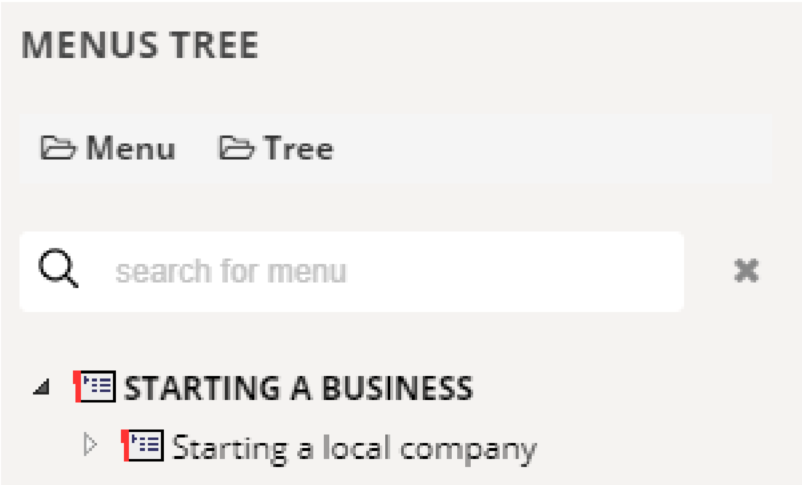
The menu page shows the list of procedures (or objectives) and their sub-categories (also called sub-objectives). For example company creation is the main objective with different sub-objectives which define the precise type of company to be created such as local company, foreign company, local branch of a foreign company, etc. This page contains a text space to put brief explanations on the procedures. You can also upload images on the right side of the page, illustrating a concept related to the procedures.

Menu structure

The tree of objectives



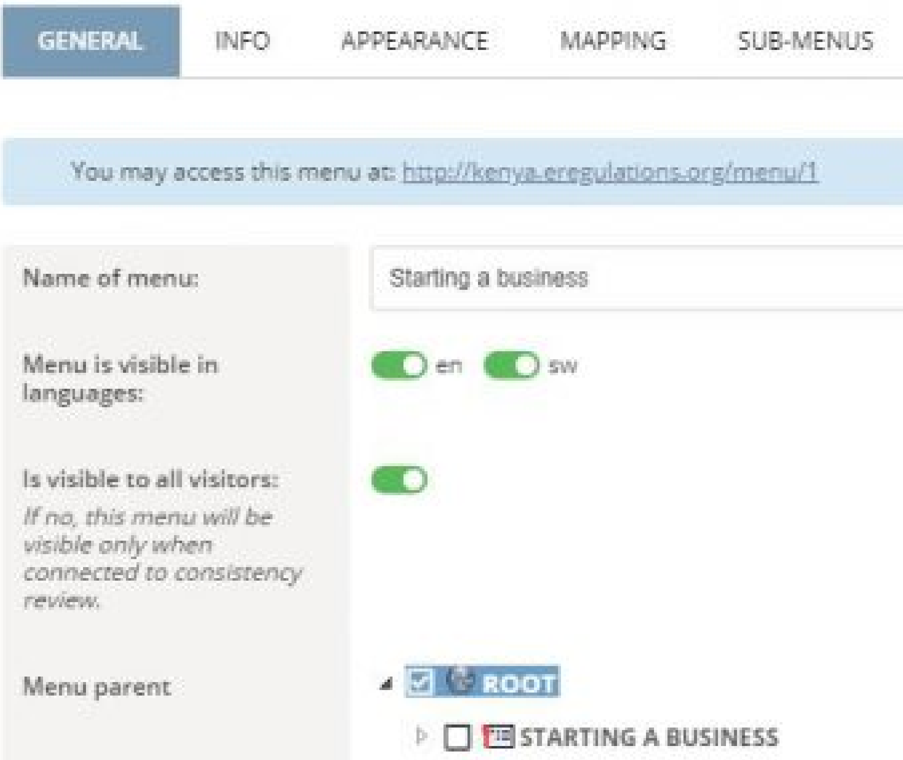
Menu1-new.png



menu2-new.png

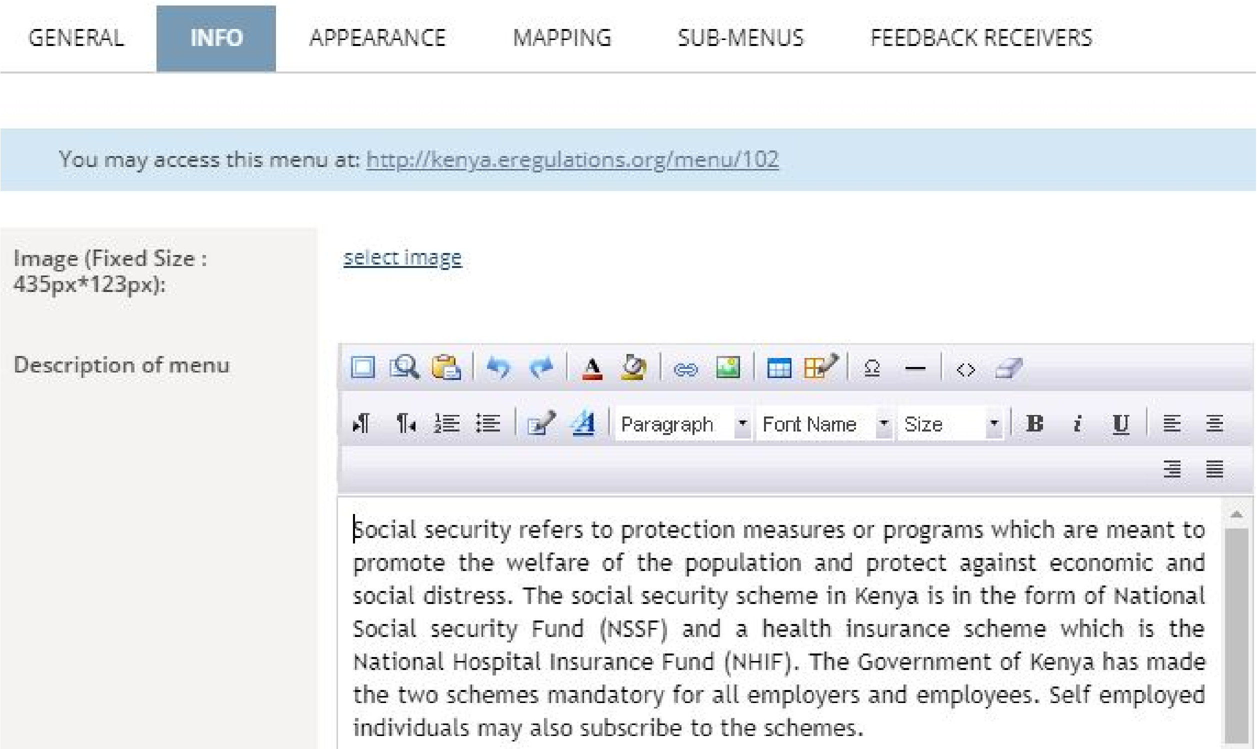
Procedure sheet

'General' tab



menu-1new-e1602853892207.jpg

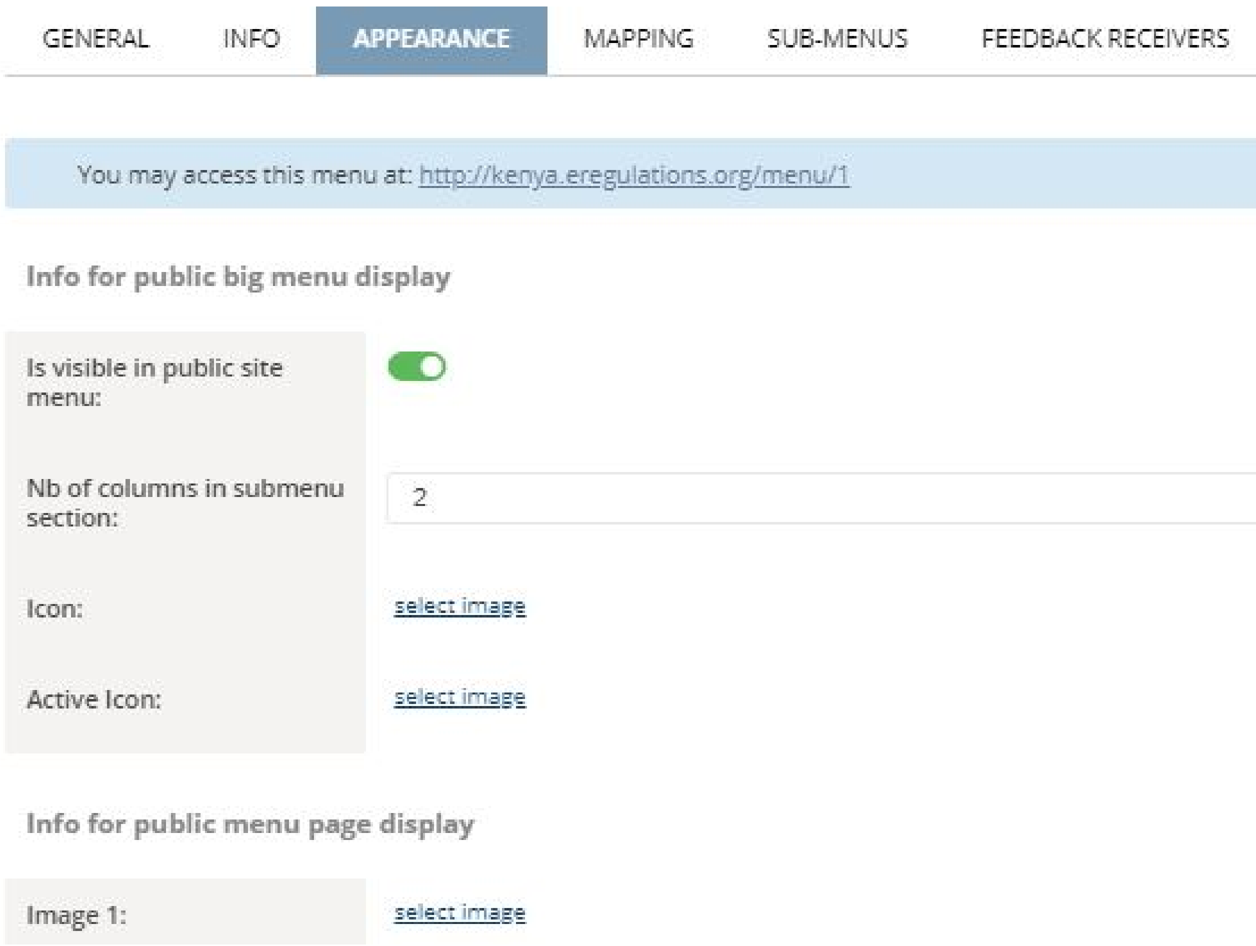
'Info' tab



Menu-2new.jpg

- Leave the image section free.
- Description of menu: explanation which applied to the objective, and/or sub-objectives.
- Keywords for search engines(google, yahoo, bing, etc.).
- Description that appears under the title of the objective in search engines.

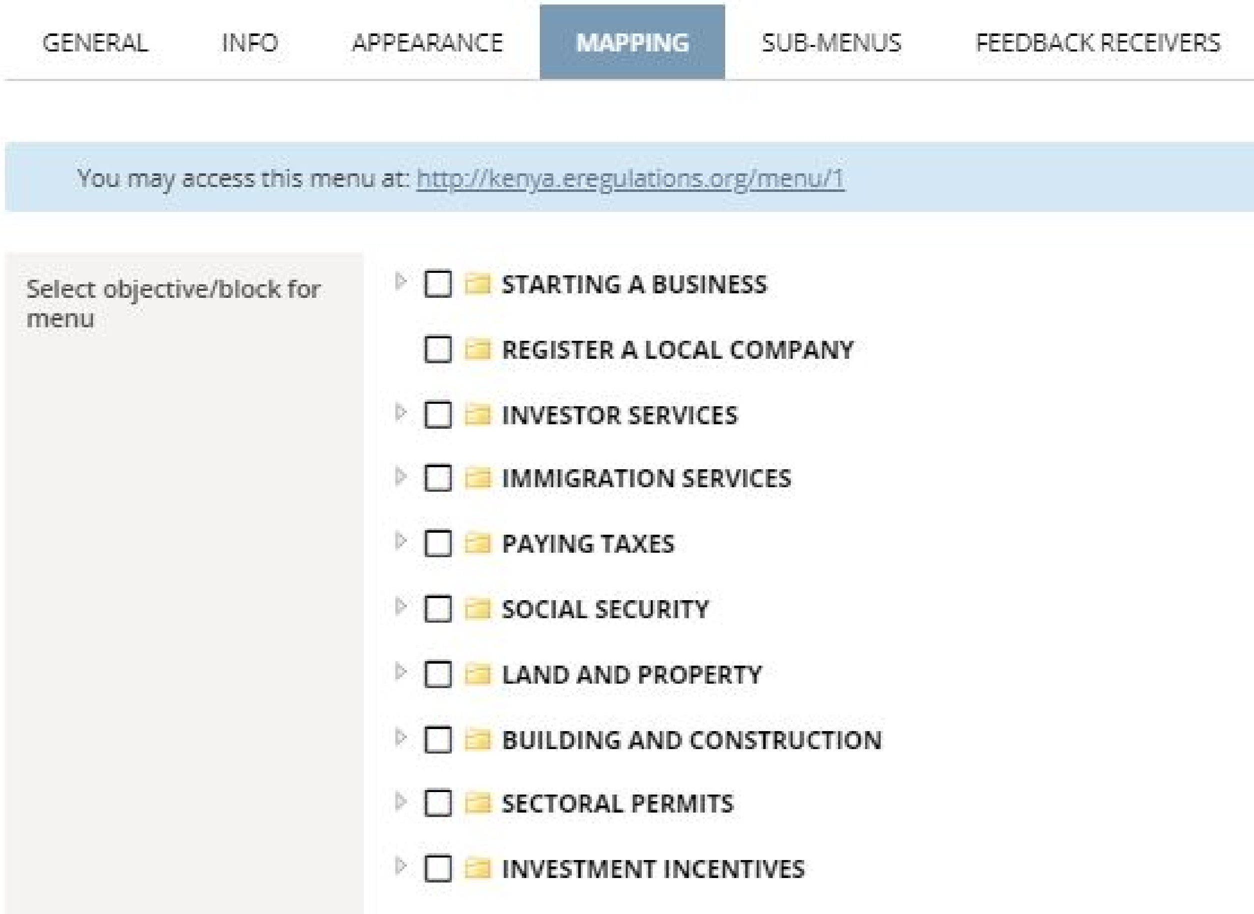
'Appearance' tab



menu-7new.jpg

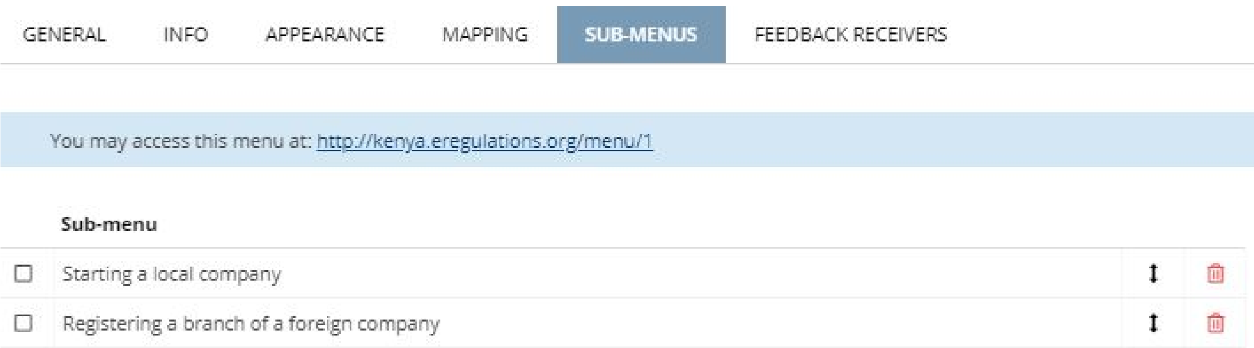
- Switch on the "is visible in public site menu tab" to make the procedure visible on the public interface. If you switch it off the procedure will not appear in the menu in the public interface
- Select the number of columns in sub-menu section.
- Upload icons, they will appear on the left side of the procedures titles.
- Images (1,2,3) appear on the right column. The size of the images should be: 255 pixels width x 227 pixels height .

'Mapping' tab



menu-4new.jpg

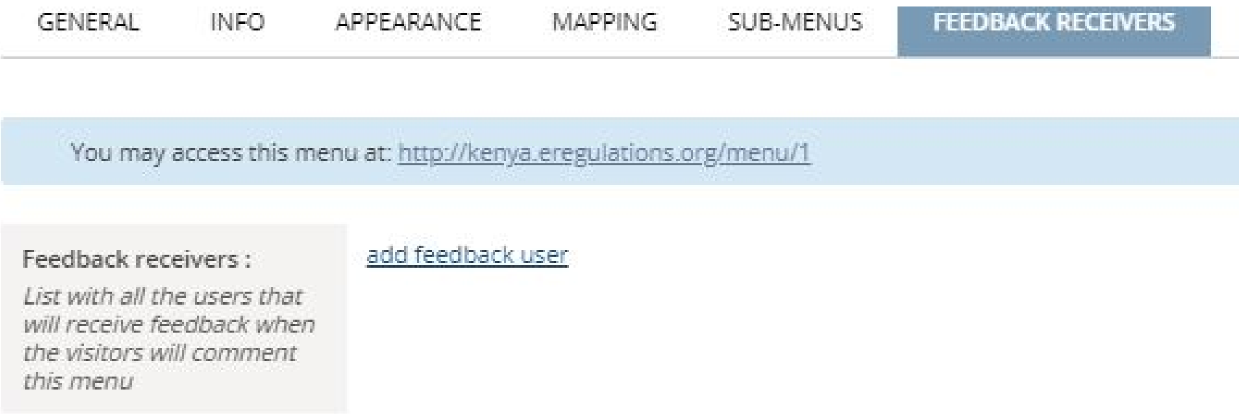
Sub-menu' tab



menu-5new-1.jpg

Menu44

'Feedback receivers' tab



menu-6new.jpg

Norms of drafting texts in menu pages

Parent objective (level 1 of the menu)

- Names of objectives should be precise and point to an operation that the investors or citizens want to do. Example'Business registration', 'Land transfer', etc.
- The description of the objectives should be simple and concise it should say what is useful for the visitors in addition to the information they can see in other parts of the system. Remember that the goal is not explaining how to reach an objective here since this is described step by step in the procedures page.Write the texts in the editor's HTML mode and use the below format: First sub-title First paragraph Second sub-title Second paragraph Third paragraph etc. The following elements can be added to the paragraphs: text in orange link To insert an image linked to a document you can put the following code:
- The three images of the right column are uploaded through the "appearance" tab
- There is no need to do the mapping (link the menus procedures to the tree of objectives) at this level of the menu.

First sub-title

Second sub-title

Sub-objective (level 2 of the menu)

- The description of the sub-objectives should be a simple and concise text giving concrete and useful information about the sub-objective.Write the texts in the editor's HTML mode and use the below format:Paragraph 1Paragraph 2 The following elements can be added to the paragraphs: text in orange link
- You should do the mapping i.e. link the procedure to the tree of objectives, to make it visible on the public interface .

- Index
- > Menu structure
- > Norms of drafting texts in menu pages

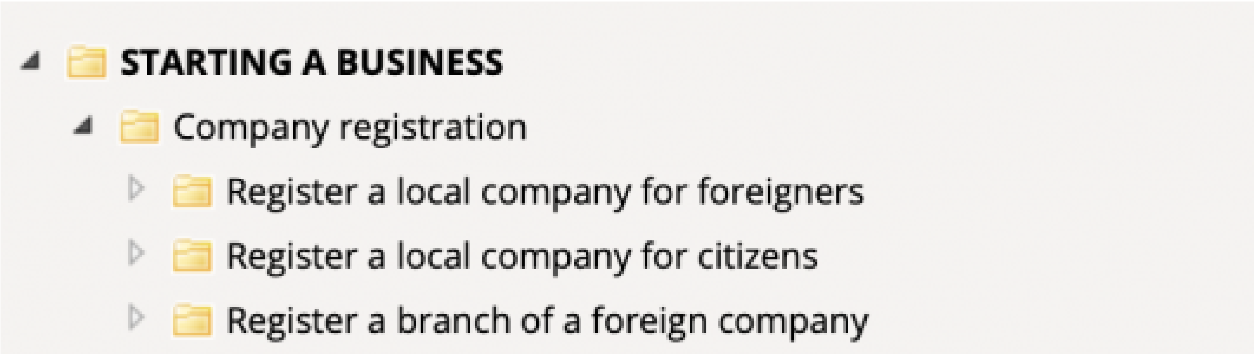
Index

Menu55

7. Objectives

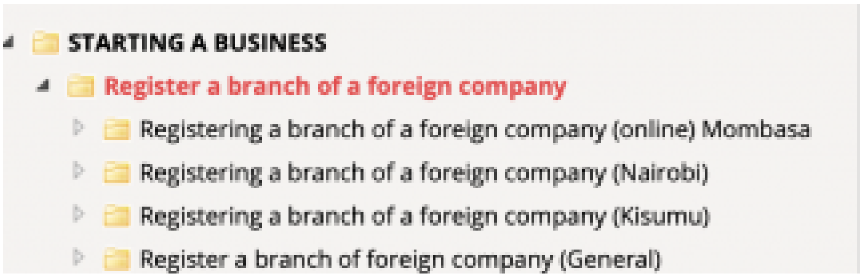
https://help.eregulations.org/index.php/objective-agnes/

An objective is an operation that investors or citizens want to achieve. In the system, an objective is a folder in the tree of objectives with sub-folders, blocks and steps.



Screenshot-2020-08-13-at-14.26.05-e1597318125866.png

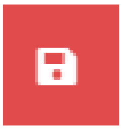
How to create an objective?



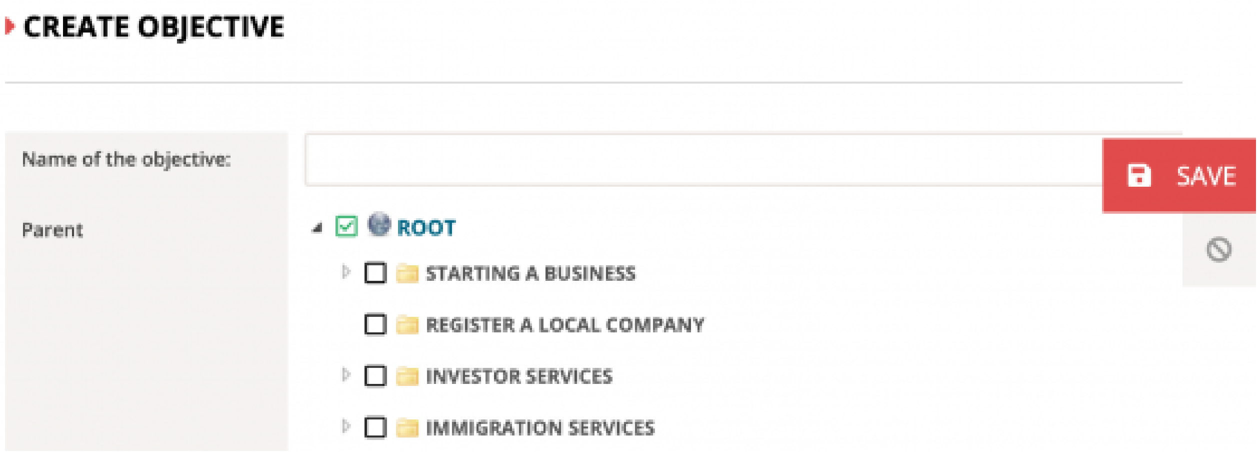
Screenshot-2020-08-05-at-11.21.44-e1596615784388.png

Create an objective

- The name of the objective
- Its parent , select "Root" if this is the parent objective (main operation).
- Save the objective.

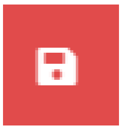


blo9-new.png

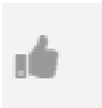


Screenshot-2020-08-05-at-11.32.23-e1596616537537.png

How to edit an objective?

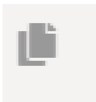


blo9-new.png



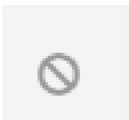
blo10-new.png

blo11-new.png



blo12.png

Screenshot-2020-10-27-at-16.53.58-e1603806920537.png

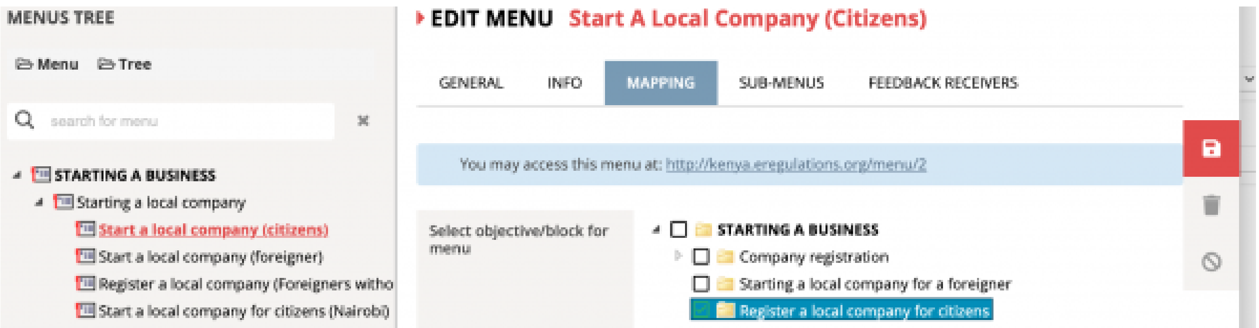


blo13.png

Screenshot-2020-08-13-at-15.42.19-e1597323955877.png

Screenshot-2020-08-13-at-21.41.48-e1597345152746.png

How to link an objective to a menu?



Screenshot-2020-08-13-at-22.27.39-e1597347094641.png

- From the menu tab on the administrative interface, go to the Mapping tab of the expected menu or sub-menu

- Select the corresponding objective in the "Objective tree" that appears below.
- Save the menu

- Index
- > How to create an objective?
- > How to edit an objective?
- > How to link an objective to a menu?

Index

8. Blocks

https://help.eregulations.org/index.php/blocks-joan/

To make the procedure easily understandable, we divide it into several parts called "blocks".

What is the purpose of blocks?

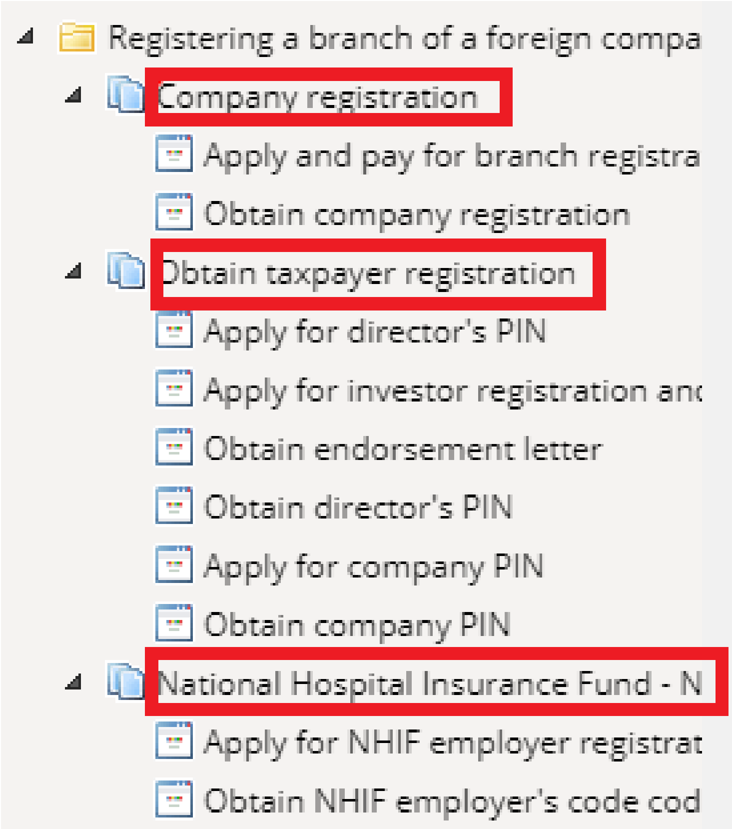
How should you group steps?

- Steps that belong to the same entity
- Steps that are done for reaching a common objective (ex. preparing application documents)
- Steps of the same nature (ex. payments, etc.)

How to create and edit blocks?

Where are the blocks?

Ps1

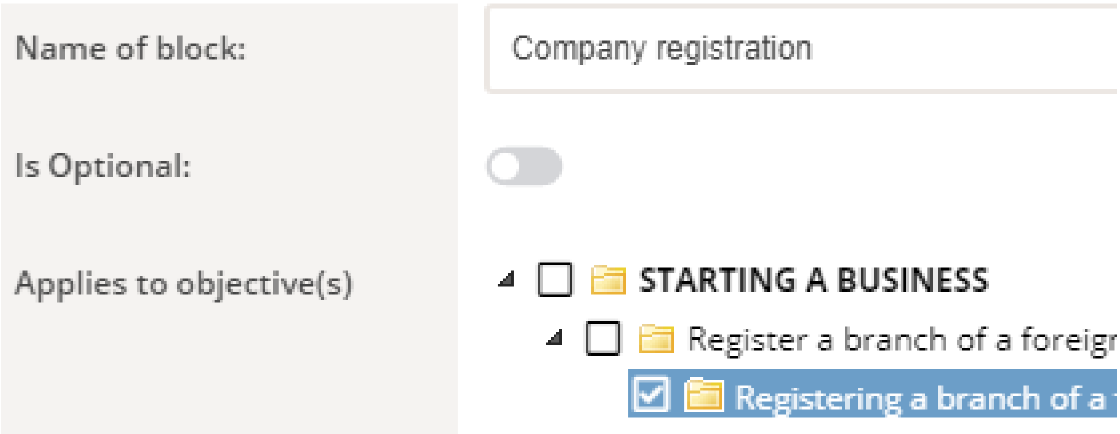


blo1-new-2.png

Create blocks

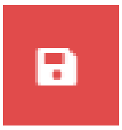
- Under the procedures tree on the top left there are small menus with links for creating objectives, blocks, steps and tree > Select "block"
- A sheet appears on the right side of the page > insert the name of the block > assign it to the objective (folder) where you want it to be and save. The name of the block should be as precise as possible and describe the final objective of the block (ex. pay registration fees). Edit blocks The save button allows you to modify a block and save it without publishing. Your modifications will not appear in the public interface but will be saved in the admin site The publish button allows your modifications to appear in the public interface The move to recycle bin button moves a block to the recycle bin therefore disappearing from the public interface, but not deleted from the system. The duplicate button allows you to duplicate your objective. The cancel button allows you to cancel your modifications if you change your mind! To change the order of steps in a block you should click the block then drag the step to where you want it to be then publish the step to save the changes To change the order of blocks you should click on the procedure then drag the block to where you want it to be then publish the block to save the changes A block is a group of steps It is easier for visitors of the site to understand the sequence of steps when they are grouped in blocks: Above is an image of how they appear in the public interface. Norms of editing block titles Title of the block Remember to use the same grammatical form in titles, for example if you use the noun form (payment of registration fees) or infinitive form (pay registration fees) keep the same format in all blocks.
- The name of the block should be as precise as possible and describe the final objective of the block (ex. pay registration fees).

blo2-new.png

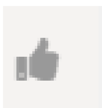


blo3-new-1.png

Edit blocks

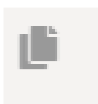


blo9-new.png

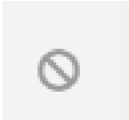


blo10-new.png

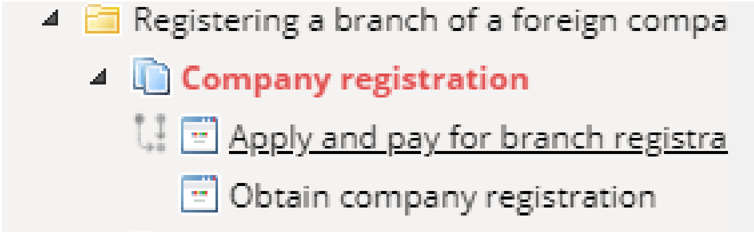
blo11-new.png



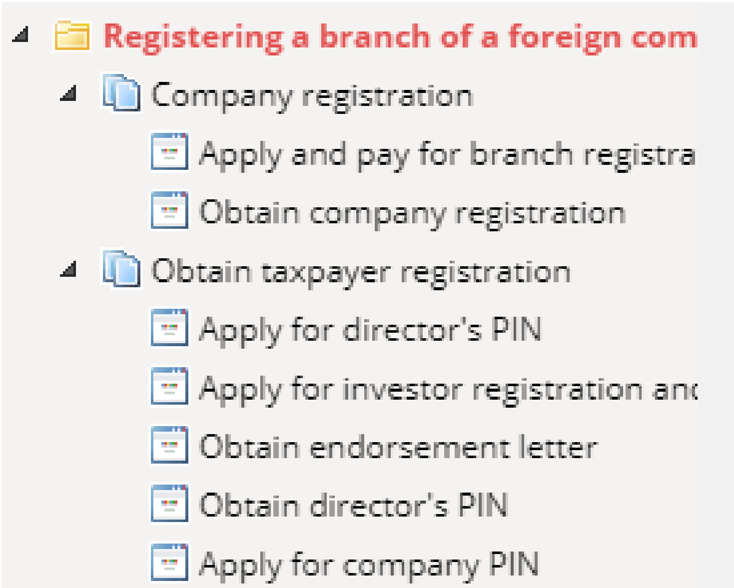
blo12.png



blo13.png

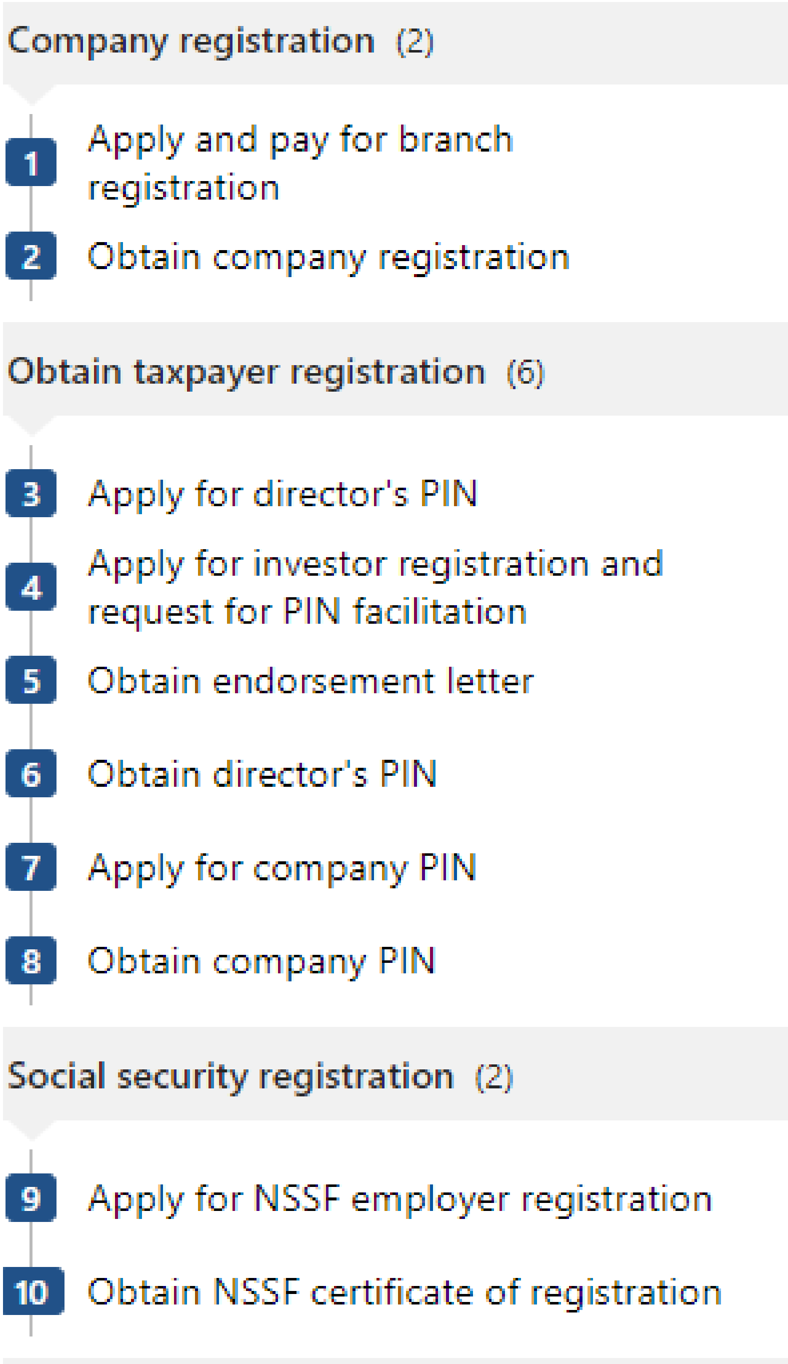


blo4-new.png



blo5-new.png

A block is a group of steps



blo6-new.png

Norms of editing block titles

Title of the block

blo8-new.png

- Index
- > How to create and edit blocks

- > A block is a group of steps
- > Norms of editing block titles

Index

9. Steps

9. Steps

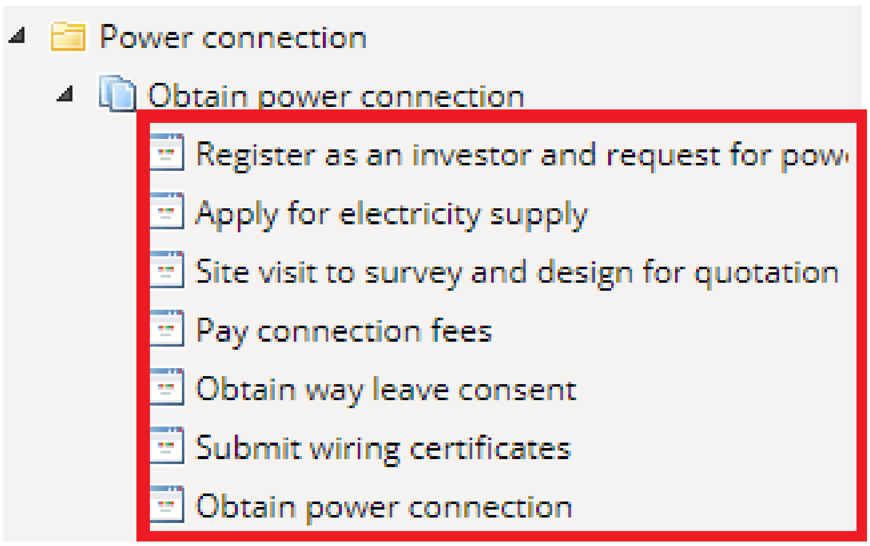
https://help.eregulations.org/index.php/steps-joan/

A step is any necessary interaction between the user and the administration (or a private actor providing a necessary service, such as notaries, lawyers, etc.) or an interaction with an online system to achieve an operation. Each step contains 9 elements that are created and edited as described below.

Create and edit steps

Where are the steps located in the system?

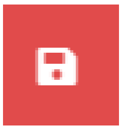
Ps1



Step1-new-2.png

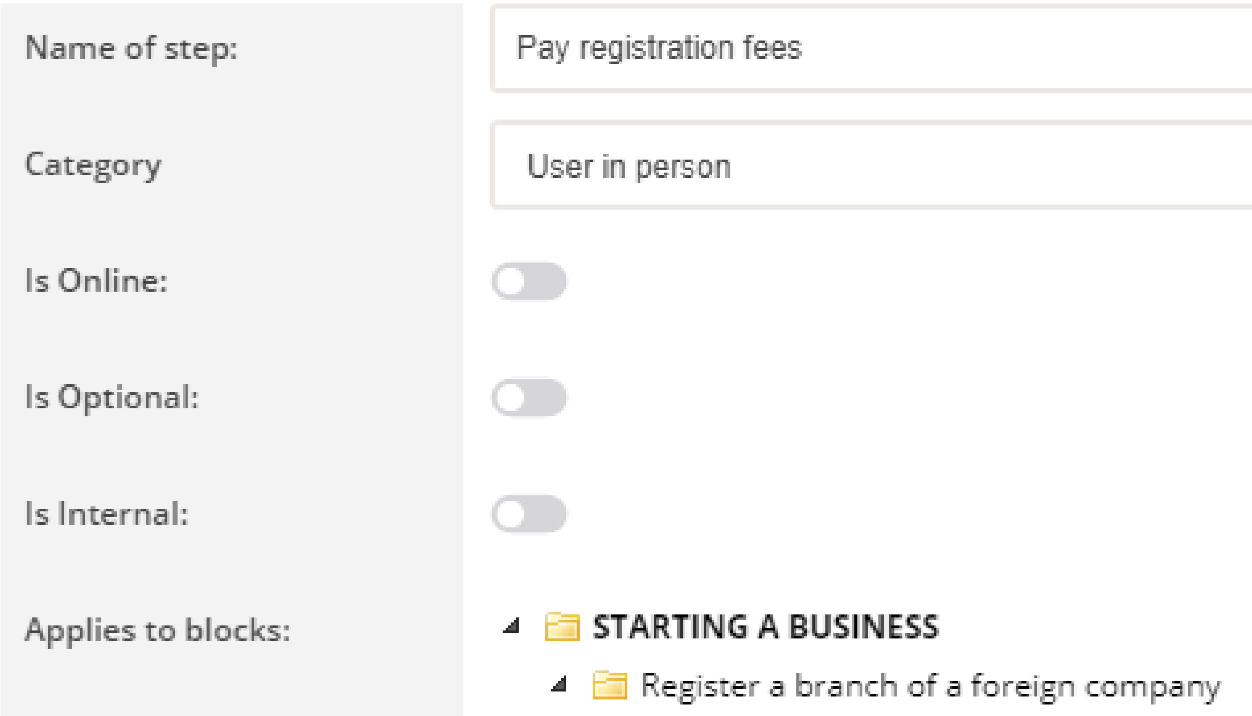
How to create a step?

- insert the name of the step : remember that it should be short and must describe the interaction, for example: "pay tax registration fees"
- skip "category" and "is internal" choices for the time being - if the step can be done online switch the tab on and paste the online link - if it is not mandatory but recommended then you can check "optional"
- select the block in the procedure , where you want to place the step.
- Click on the save button and save the step.



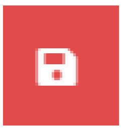
blo9-new.png

step2-new-2.png

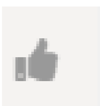


step3-new.png

How to edit a step?

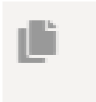


blo9-new.png

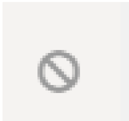


blo10-new.png

blo11-new.png



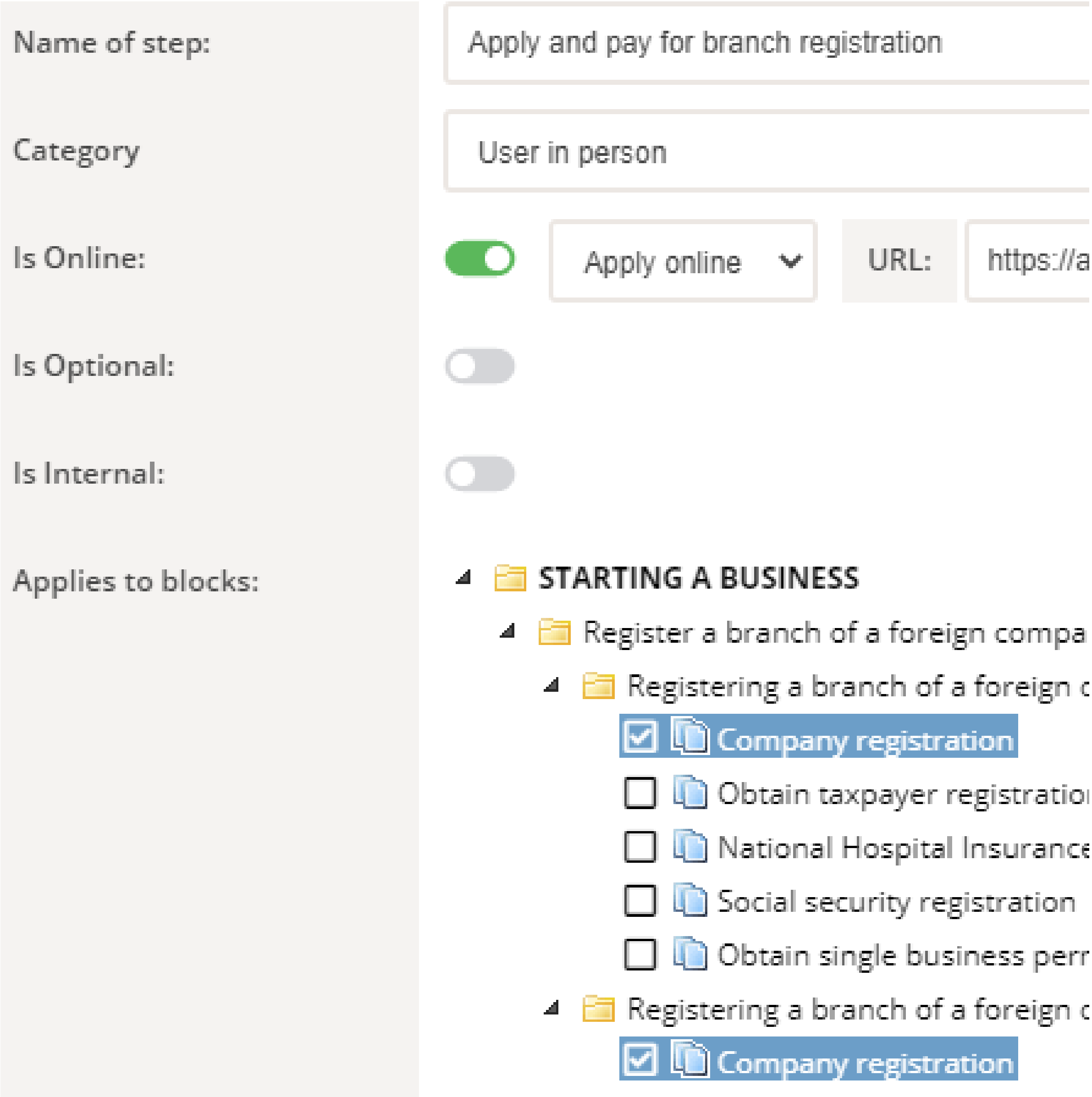
blo12.png



blo13.png

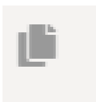
step4-new.png

How to assign a steps to procedures?



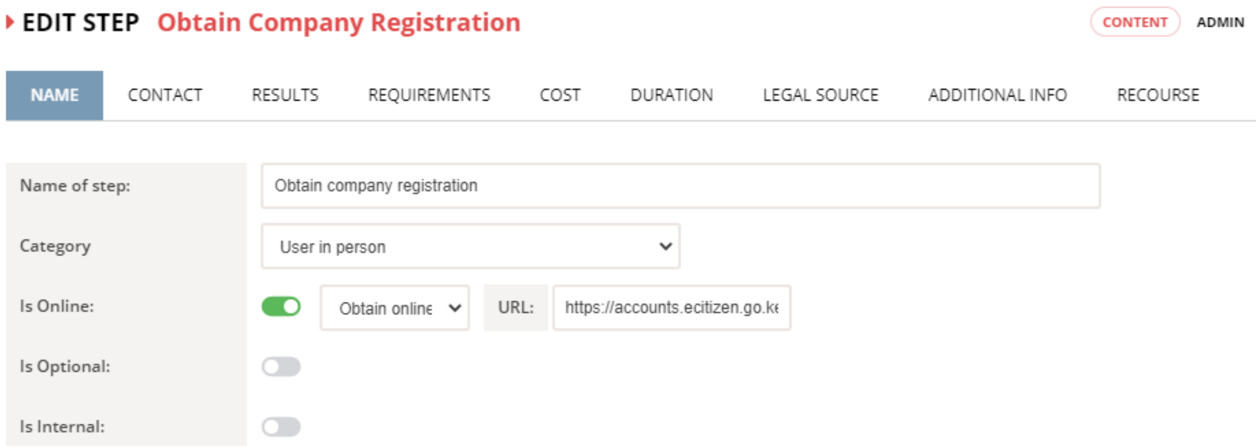
step5-new.png

How to duplicate a step?



blo12.png

The step sheet in the administrative interface



step6-new.png

Content tab (step elements)

- name
- contact
- results
- requirements
- costs
- duration
- legal source
- additional information
- recourse

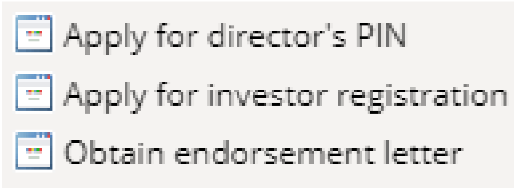
Admin tab (step life cycle)

- Audit : shows the status of the step in the consistency review, date and name of the system user who created the step
- Review : shows the list of consistency review comments on different elements of the step
- Users : list of the persons who have editing rights for the step
- Translate : allows you translate the step, without the need to send it to the translator
- Certification : is where you register the data on the date, entity and person in charge of certification and upload the certification sheet
- Update history : lists all the changes made to the step including the date of modification, name of the user and elements which have been modified

Norms of editing steps

Step title

- Remember to use the same grammatical form in titles, for example if you use the noun form (payment of registration fees) or infinitive form (pay registration fees) keep the same form in all steps.
- The title begins with a capital letter and follows in small letters.



step7-new.png

- Index
- > Create and edit steps
- > The step sheet in administrative interface
- > Norms of editing steps

Index

9.5 Steps - Cost

https://help.eregulations.org/index.php/steps-cost-joan/

Costs can be fixed or variable given certain parameters. In the cost section you have the possibility to define if it is a fixed cost, variable and add comments/explanations if needed.

Create and edit costs

How to define a cost?

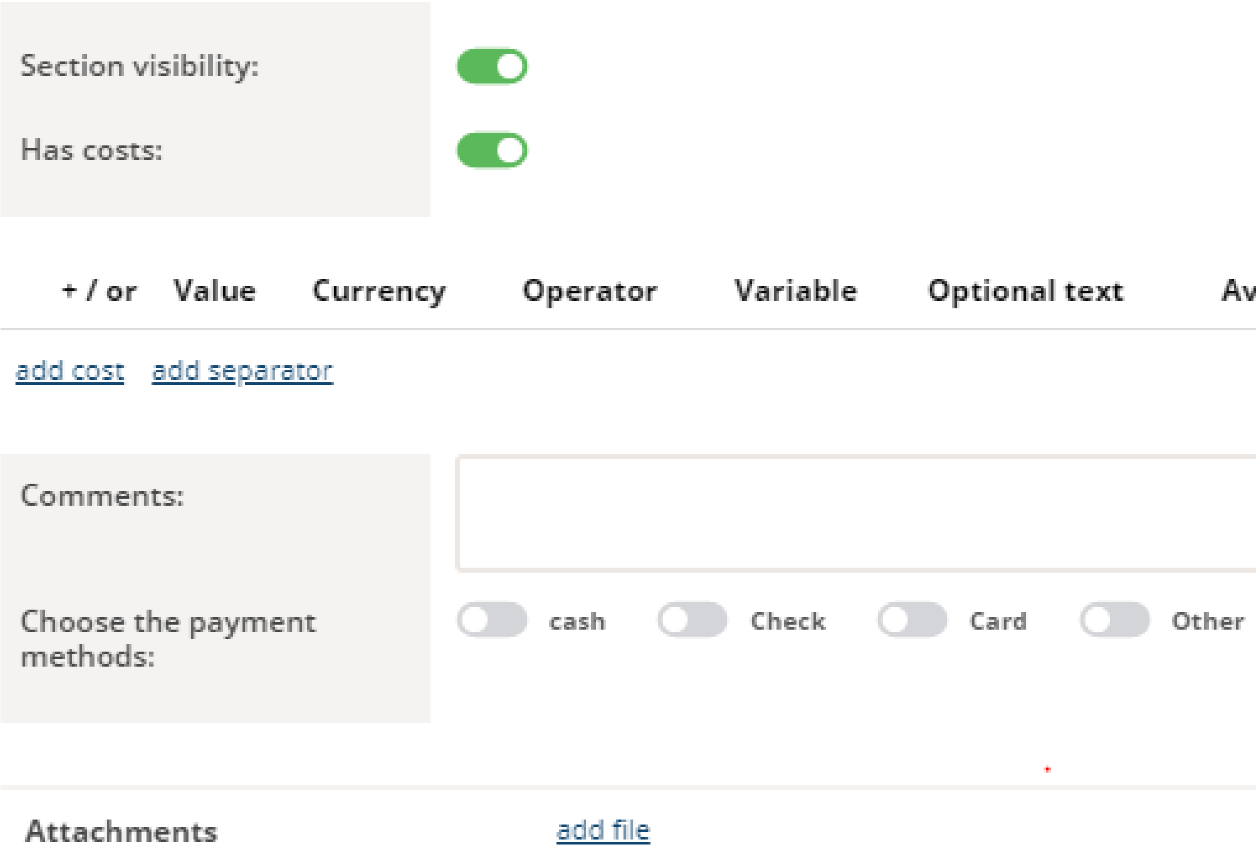
- fixed cost- ex. USD 50 for company registration .
- percentage of a value - ex. 5% of the company's inventory value
- variable cost per unit - ex. USD 20 per business premises
- range of a value- ex. between USD 8 to USD 12 depending of the type of activity .
- proportion of a value- ex. USD 8 if the value of the inventory is below USD 2'000 or, USD 10 if the value of the inventory is between USD 2'000$ and USD 4'000, or USD 12 if the value of the inventory is more than USD 4'000
- some costs are a combination of two or more of the above types

Costs in the step sheet

1. switch on the "Has costs tab"
2. add the cost by clicking the "Add cost tab"
3. you can also separate the costs by adding a separator through the "add Separator"
4. add any comments that may be useful for the visitors of the site

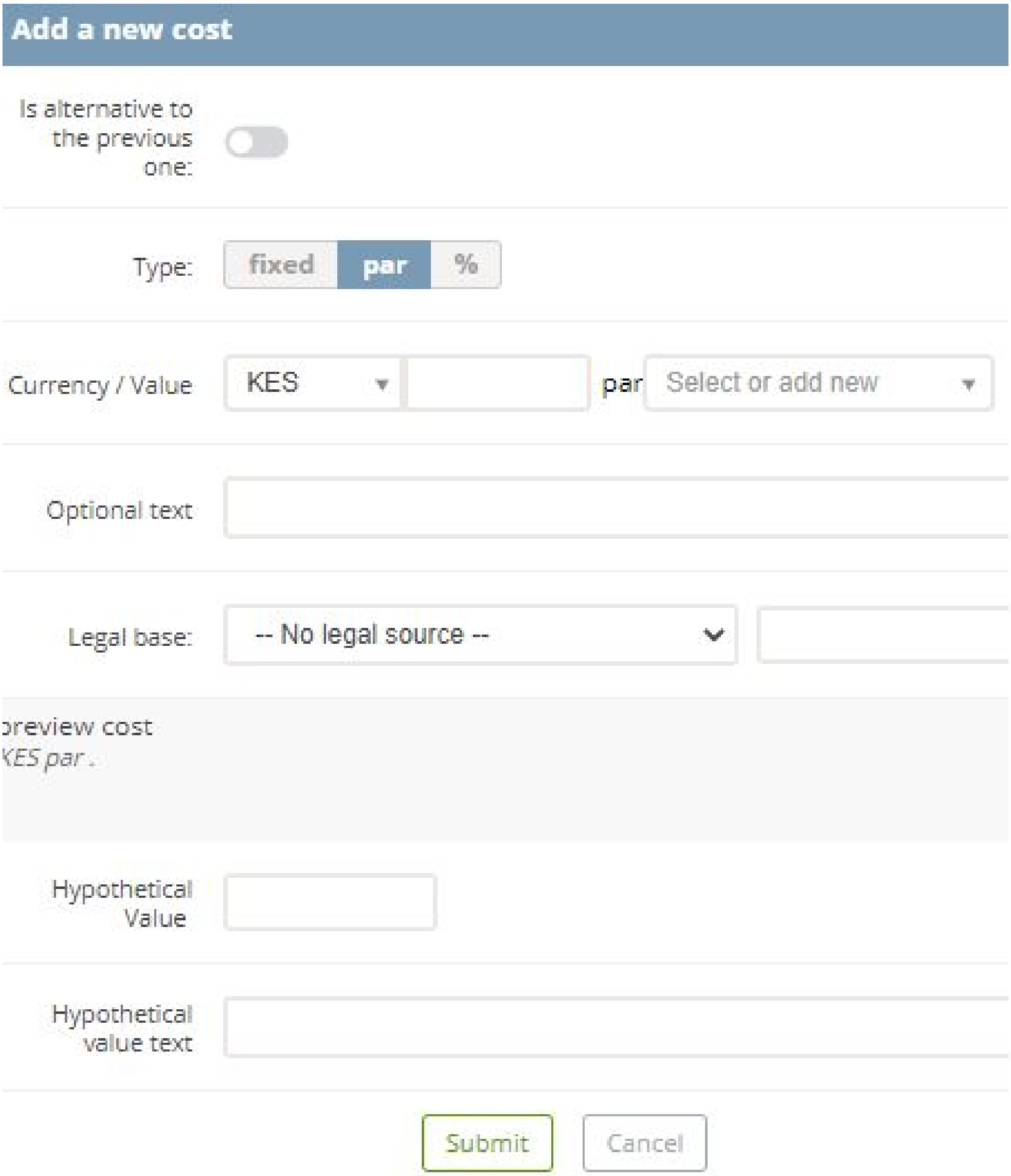
5 choose payment method

6 attach documents related to the cost



Cost2-new.png

Cost row



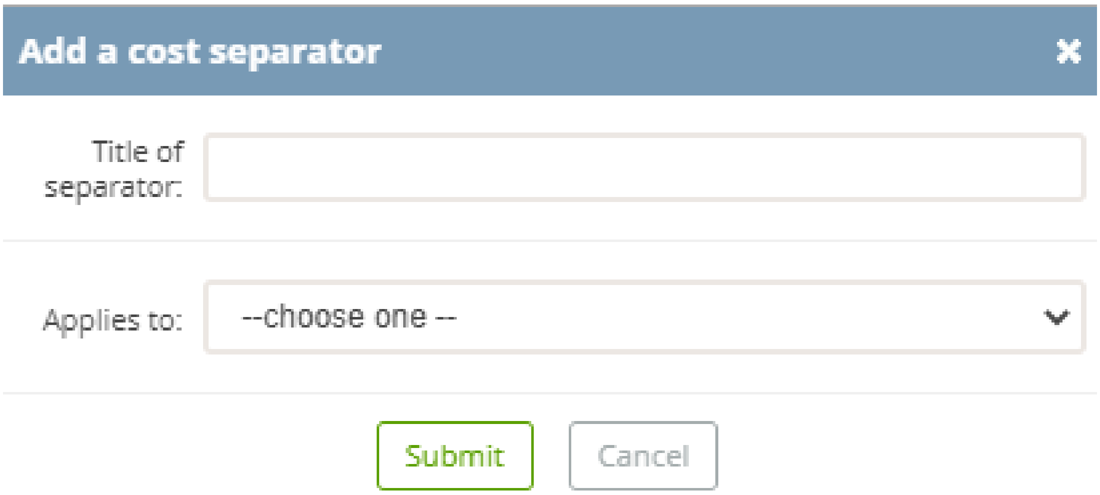
cost15.jpg

- is alternative to the previous costs: defines if a cost is additional to previous ones in a step, 'or' means the cost is alternative and can replace the one placed before it.
- type: can be fixed or variable (percentage of the unit cost)
- currency/value : currency in which the cost is expressed.
- optional text : to explain to which element of step the cost applies.
- legal base: the legal justification of the cost
- Hypothetical value: hypothesis on the quantity of elements that compose the average value.

- Hypothetical value text: explanation on the hypothetical value

Cost separators

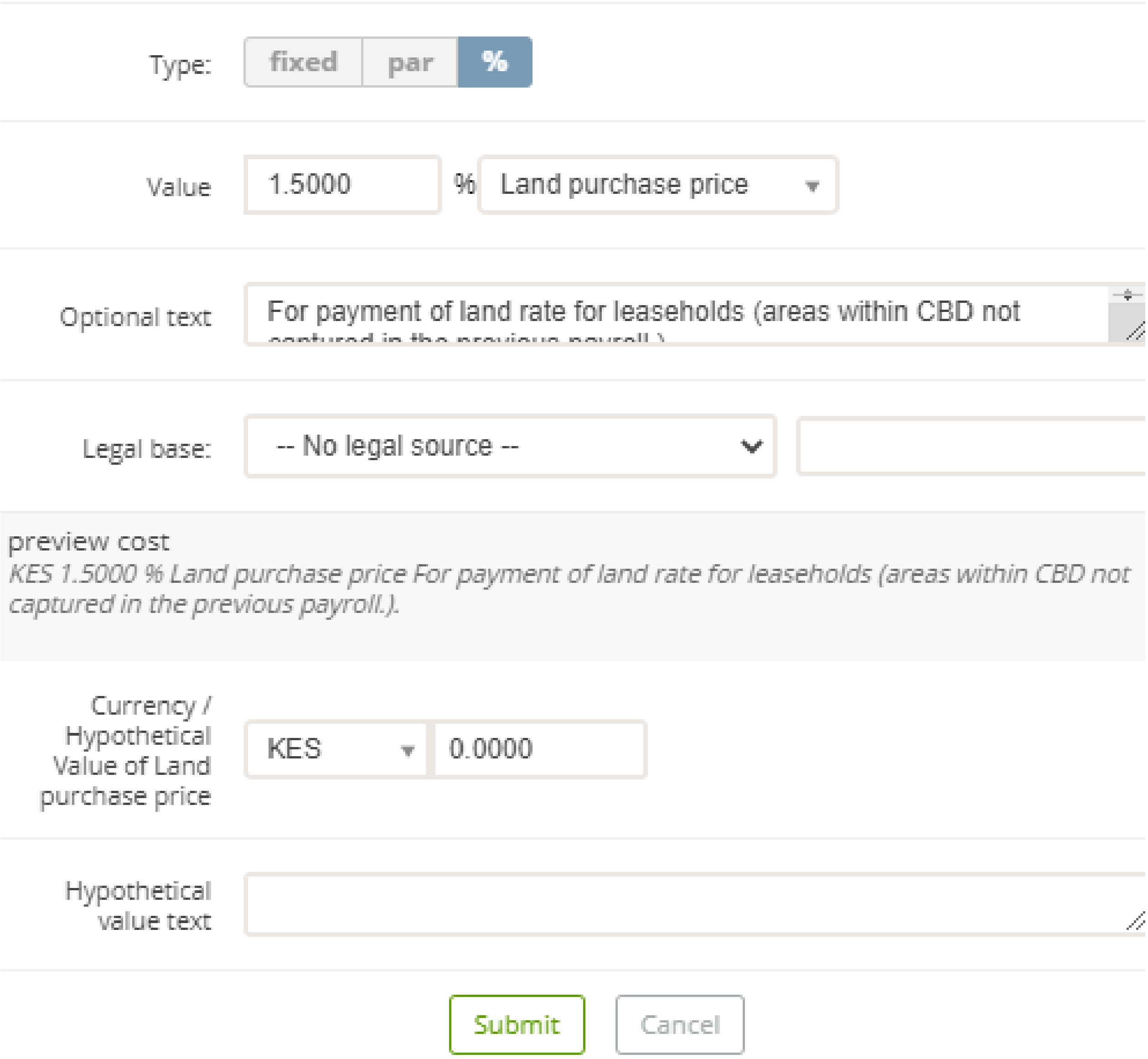
- Title of the separator : description of the separator as it appears on the public interface.
- Applies to : filter that defines to which category of users the separator applies.



cost6-new.png

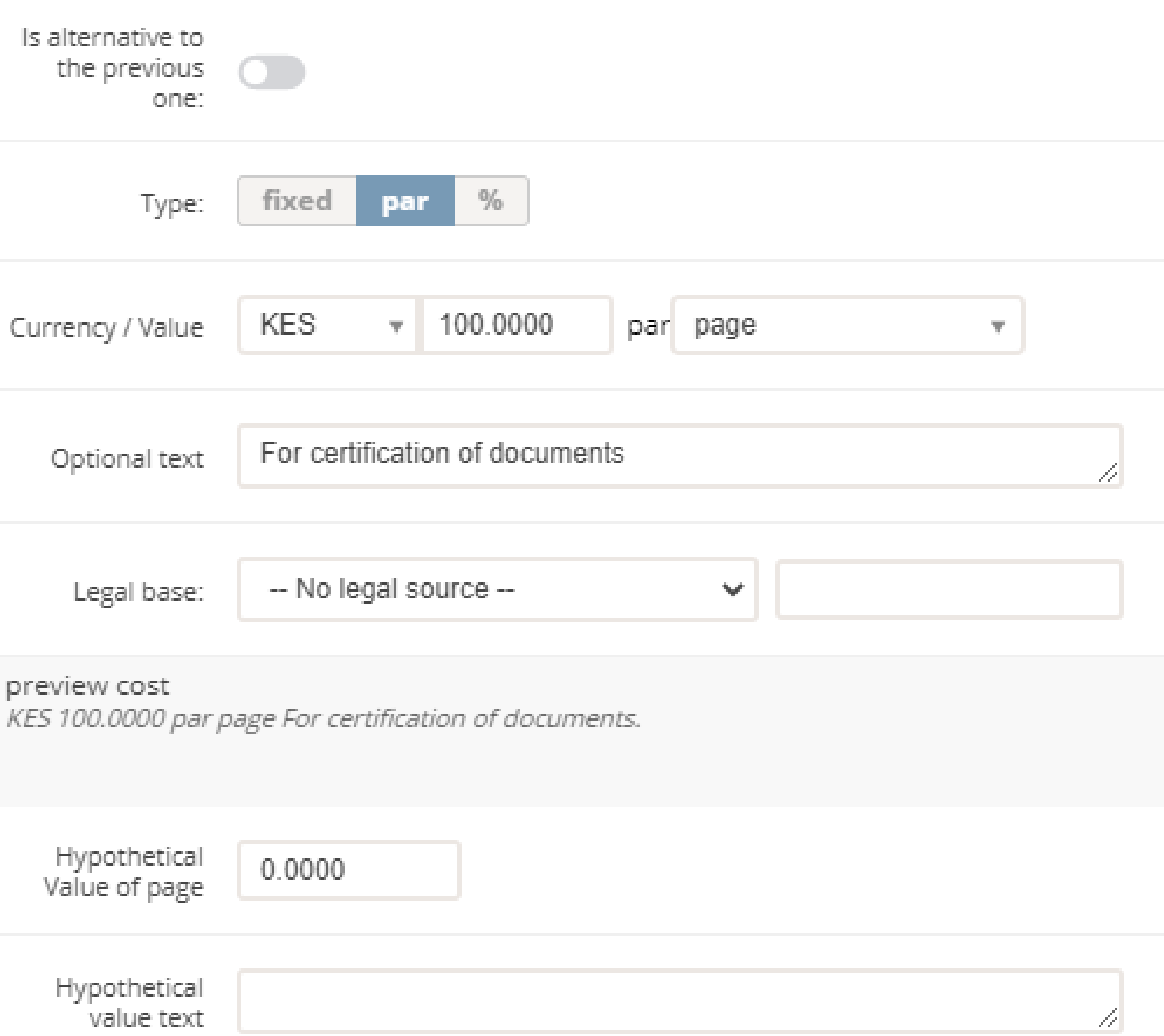
Variables costs

Cost per percentage: '%'



Cost7-new.png

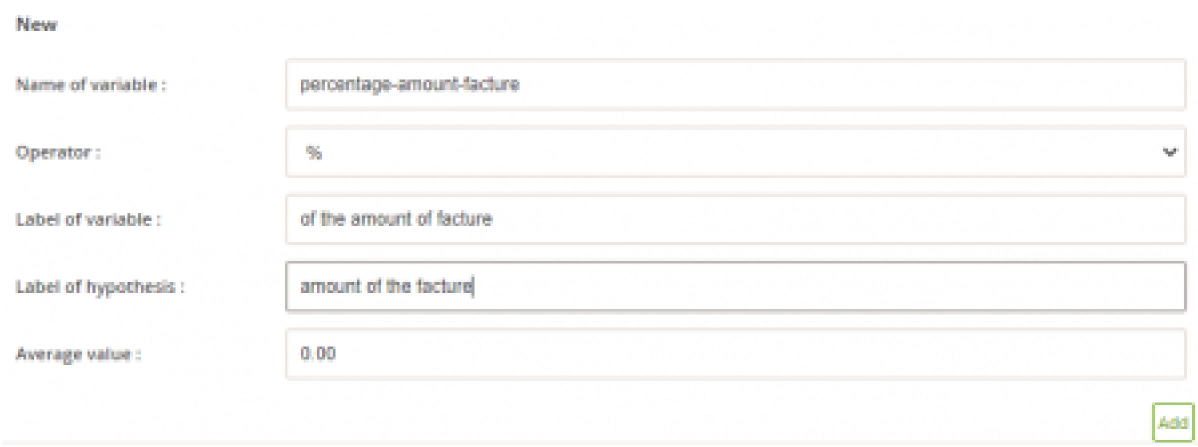
Cost per unit: 'per'



cost8-new.png

Create cost variables

Cost variables in '%'



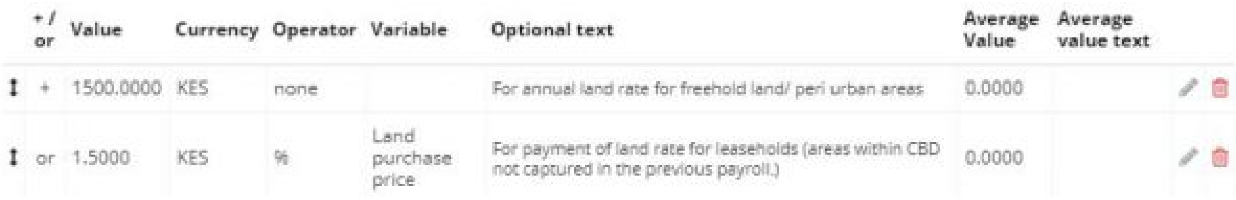
cost9-new-1-e1599117240298.png

- The name of the variable starts with 'percentage-' and does not have spaces.
- The label of the hypothesis is the same as the 'variable'.
- The average value is always zero when creating the variable.

Cost variables 'per' unit

Cost10-new-1-e1599118108278.png

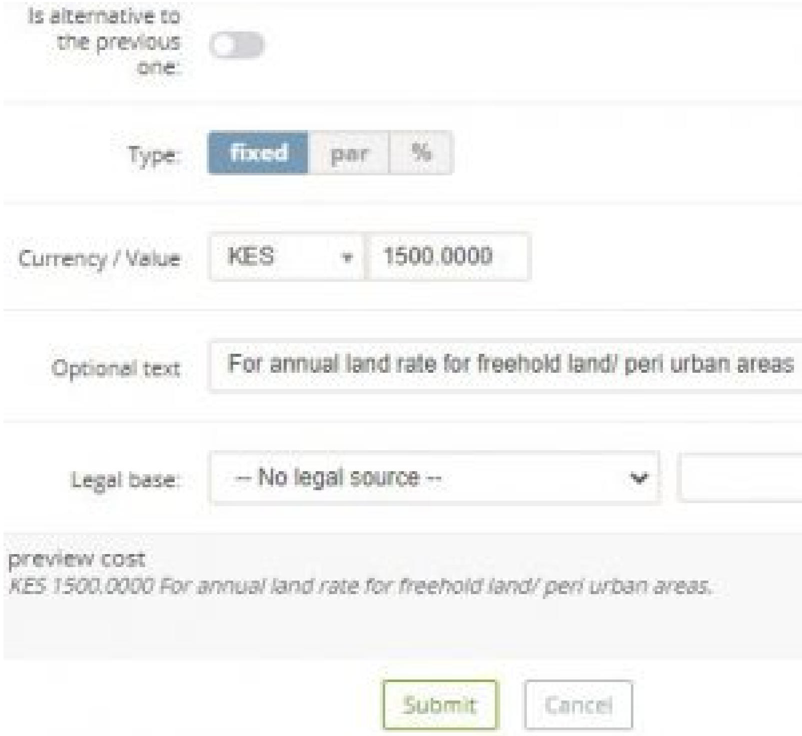
- The name of the variable starts with 'per' and does not have spaces.
- The label of the hypothesis is 'quantities of…(s)'.
- The average value is always zero when creating the variable.



	+/ or	Value	Currency	Operator	Variable	Optional text	Average Value	Average value text	
	+	1500.0000	KES	none		For annual land rate for freehold land/ peri urban areas	0.0000		
	or	1.5000	KES	%	Land purchase price	For payment of land rate for leaseholds (areas within CBD not captured in the previous payroll.)	0.0000		

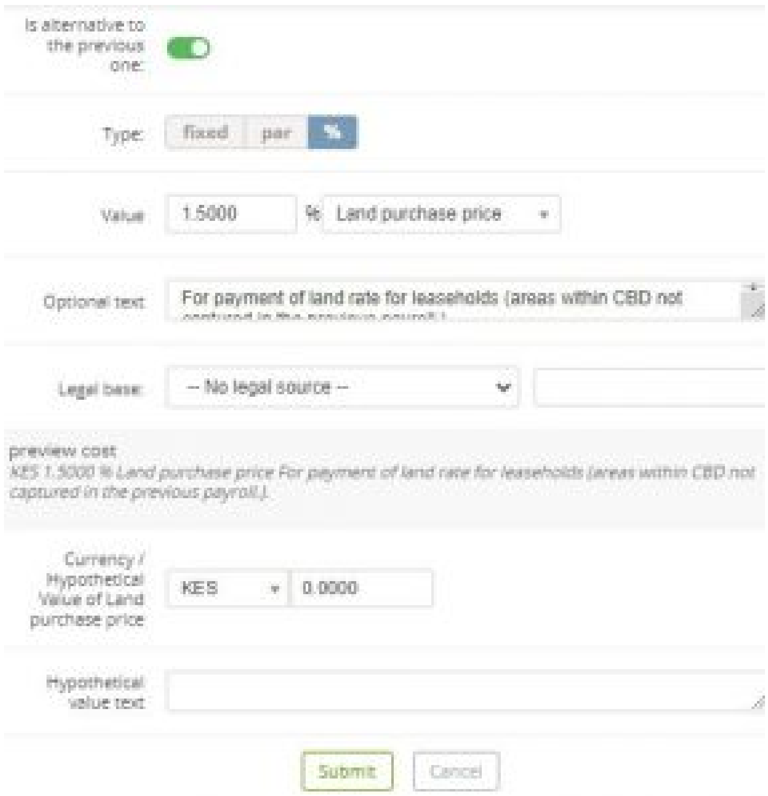
cost11-new-e1603456077310.jpg

Details of the first row



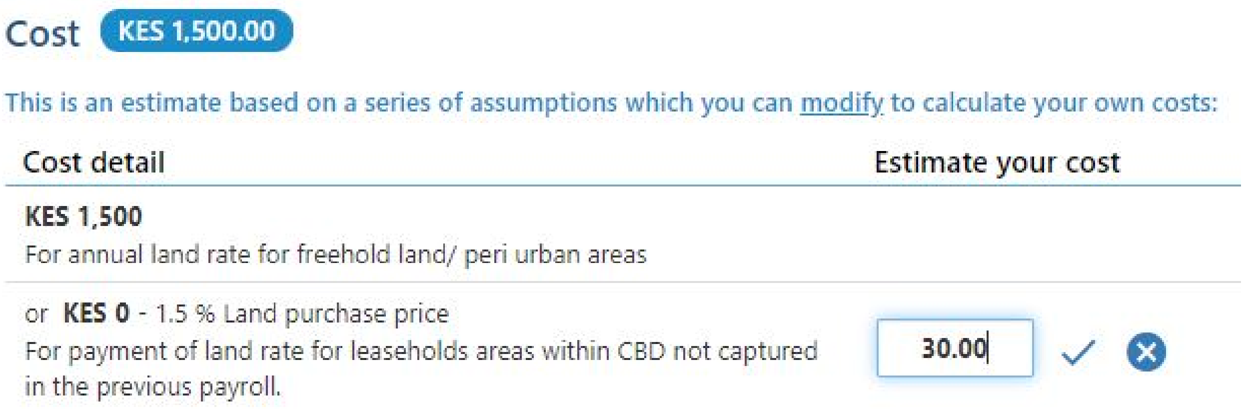
cost-12-300x279.jpg

Detail of the second line of cost



cost13-285x300.jpg

This is how it appears in the public interface:



cost14.jpg

- Index
- > Create and edit costs
- > Create cost variables

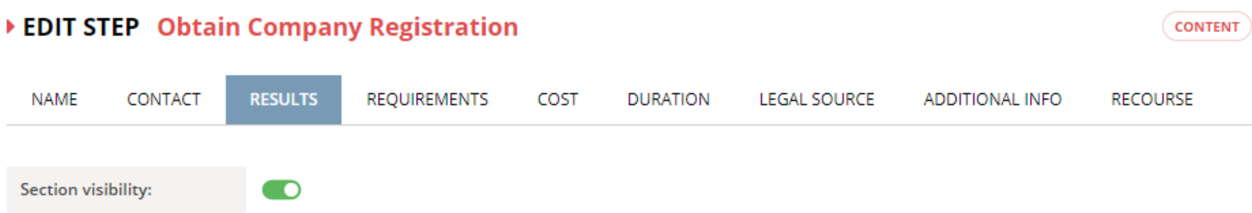
Index

9.1 Visibility

https://help.eregulations.org/index.php/steps-visibility-joan/

There are several elements in a step sheet that you can hide from the public interface. For example if a step has no cost you can make this section invisible and it will not appear in the public interface.

Visibility of step elements

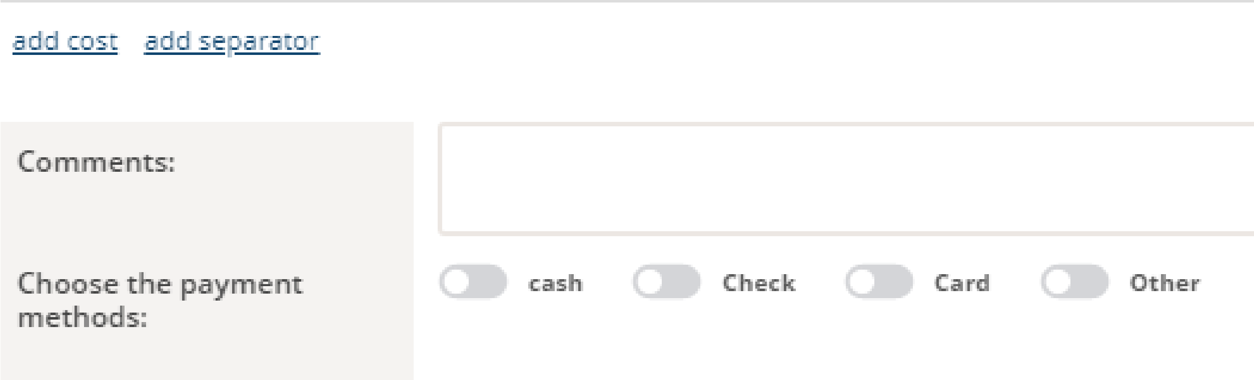


Visi2-new.png

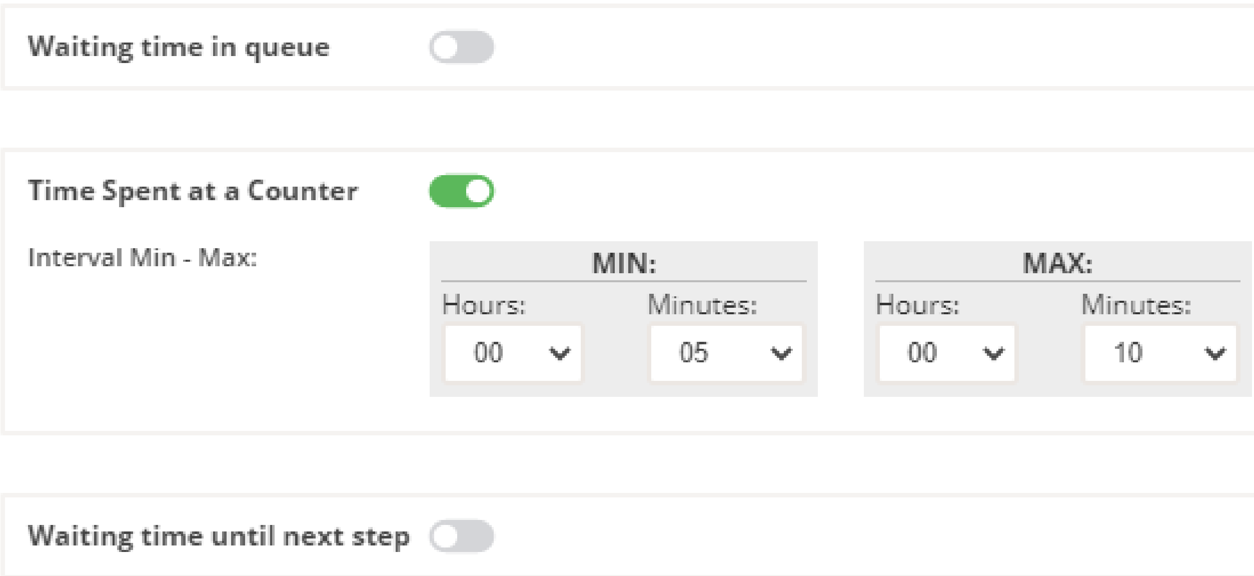
- Contact
- Results
- Requirements
- Cost
- Duration
- Legal source
- Additional information

- Recourse

Visibility of sub-sections



visi3-new.png



Visi4-new.png

- Index
- > Visibility of the step
- > Visibility of step elements
- > Visibility of sub-sections

Index

9.2 Results

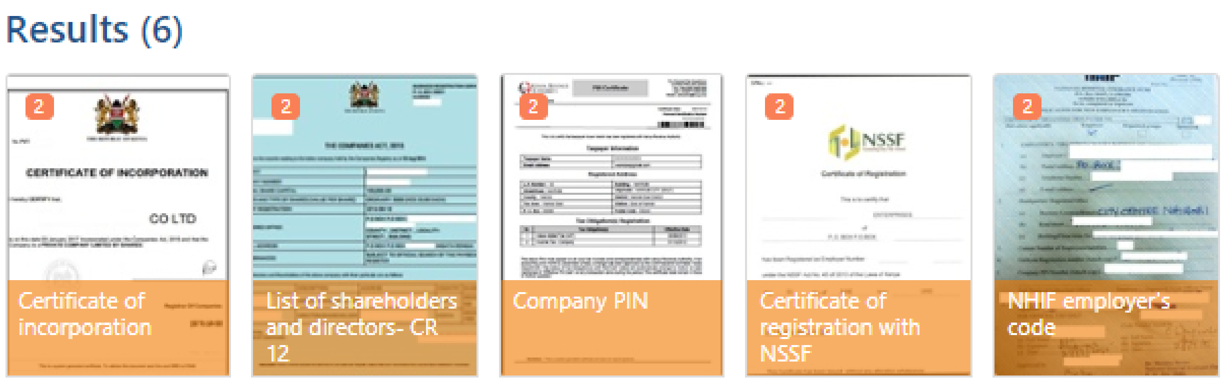
https://help.eregulations.org/index.php/steps-resultsjoan/

A result is what the user receives from an entity at the end of a step.

Types of results

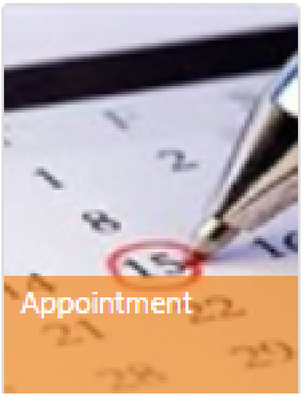
What are the different types of results?

1. Final results are those that the user can keep and can be used in other procedures (ex. investment certificate). Usually these are the results that the user is looking for when he starts a procedure. In the procedure summary page final results appear under "Results" section, with an orange color band.
2. Intermediary results are those that are obtained during the procedure and are necessary for getting the final result. They only appear in the steps under "Expected results" and are not visible in the procedure's summary page.
3. Appointment is a kind of result that is obtained when processing a request takes a given number of days. Usually the date is told orally to the user and there is no document. To illustrate this kind of result you can use one of the two images here and upload it in the "Expected results" section in the step. This kind of result does not appear in the procedure's summary page:
4. "Information" is another kind of result which is given orally. It is not common to document a step with no concrete results, the purpose of the system is to give as precise information as possible to the users. However, in certain cases, particularly when the procedure is not clear within the institution or if there are many variables depending on different cases, some institutions recommend the users to go and obtain information orally. This type of result does not appear in the procedure's summary page. You can use one of the images below to illustrate information:



resu1-new.png

resu2-new.png

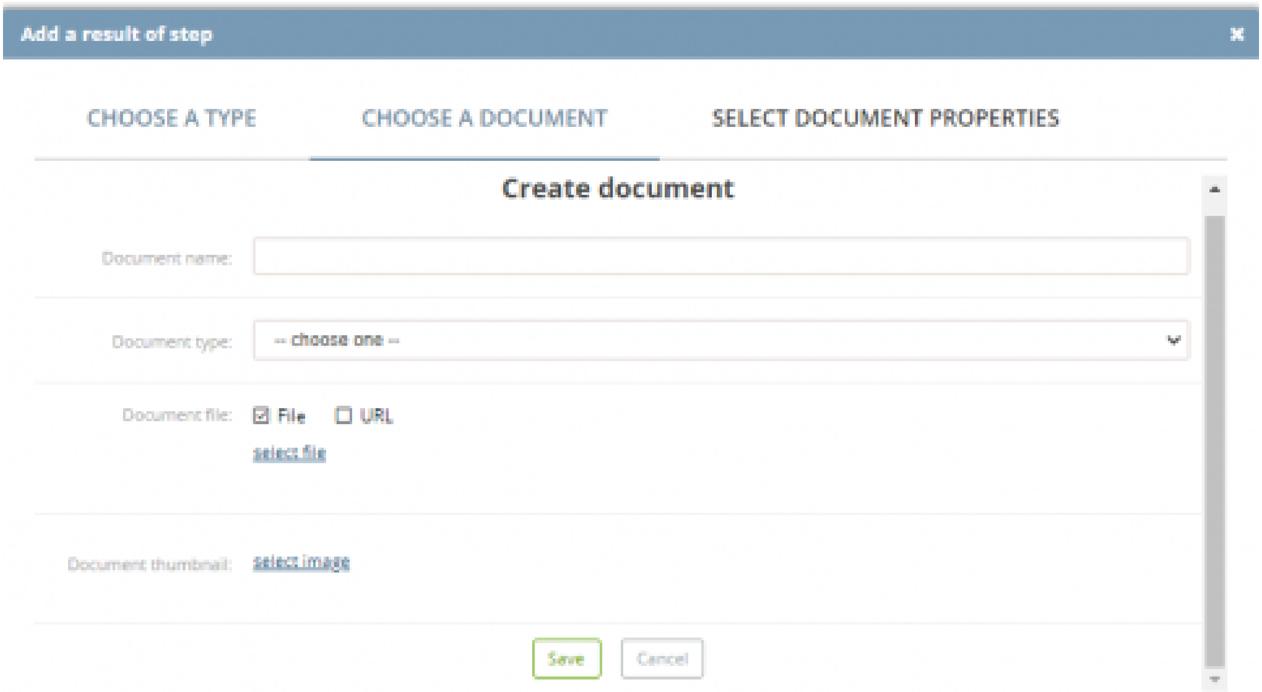


resu3-new.png

Create and edit results

How to create a result?

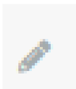
resu7-new-e1603445900702.jpg



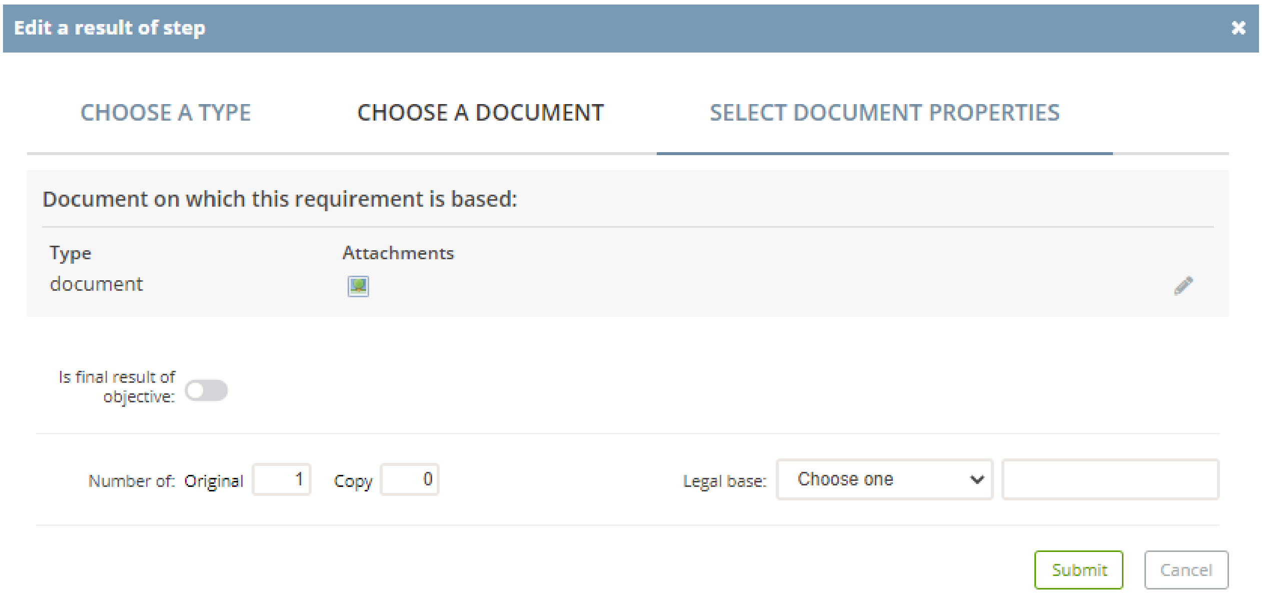
resu3-2-new-e1597914844788.png

1. Document name : is usually the name of the document that is obtained.
2. Document type : select the type from the drop-down menu.
3. Document file : attach the sample document given at the end of the step. It is best to use jpg. format for one pager documents and pdf for documents with several pages
4. Document thumbnail : shows a preview of the file (dimension: 110px by 140px).

How to edit a result?



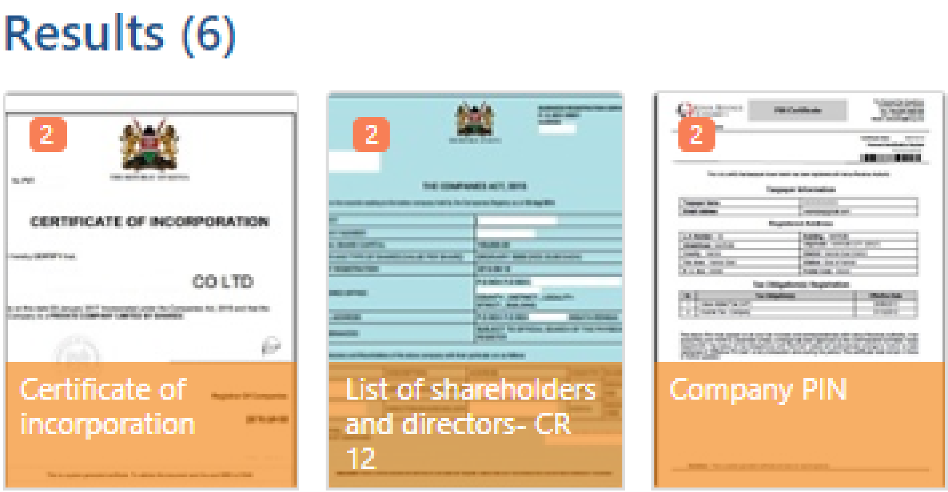
Lapiz.png



resu5-new.png

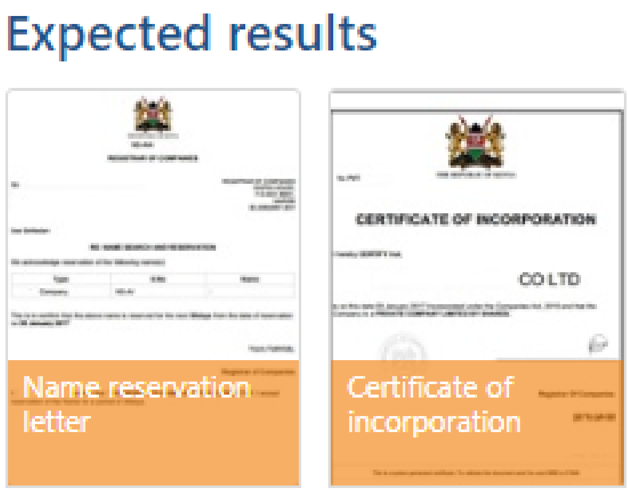
How do results look like in the public interface?

Procedure's summary page



Resu4-new.png

Step sheet



Resu6-new.png

- Index
- > Types of results
- > Create and edit results

Index

9.3 Contact

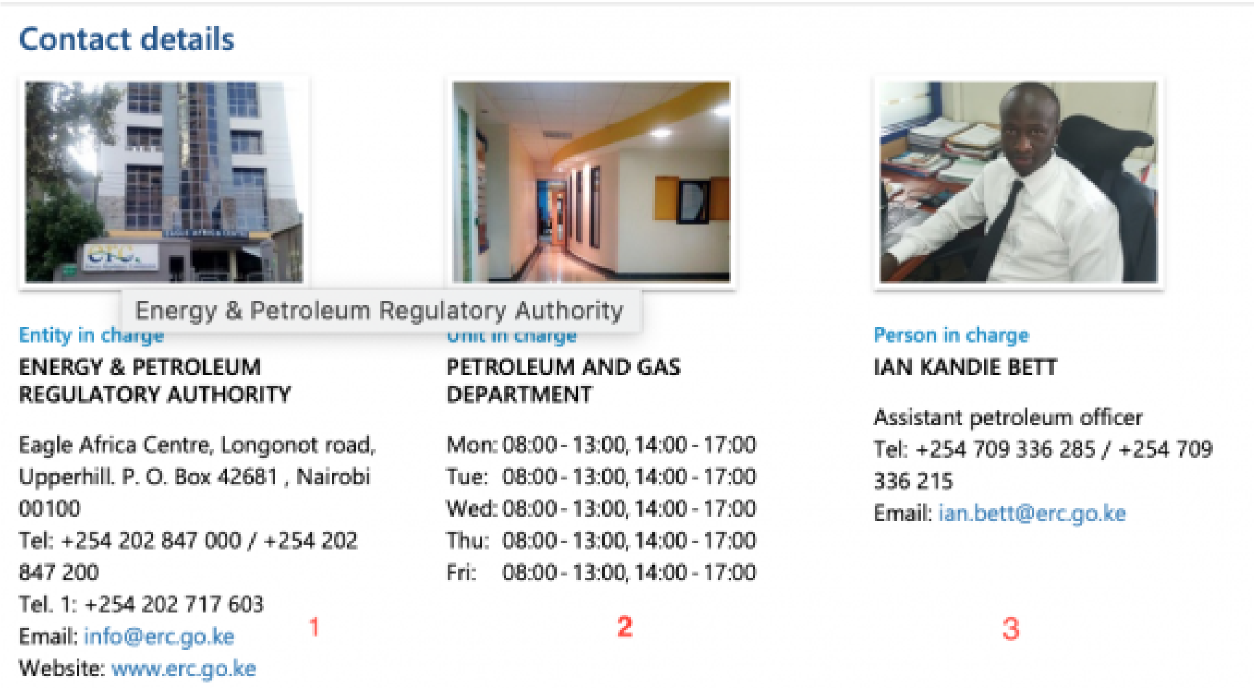
https://help.eregulations.org/index.php/steps-contact-agnes/

The entity, unit and the person in charge of a step are registered in the "contact" section. All components of contacts are saved in a separate database.

Description of the contact

Contacts structure

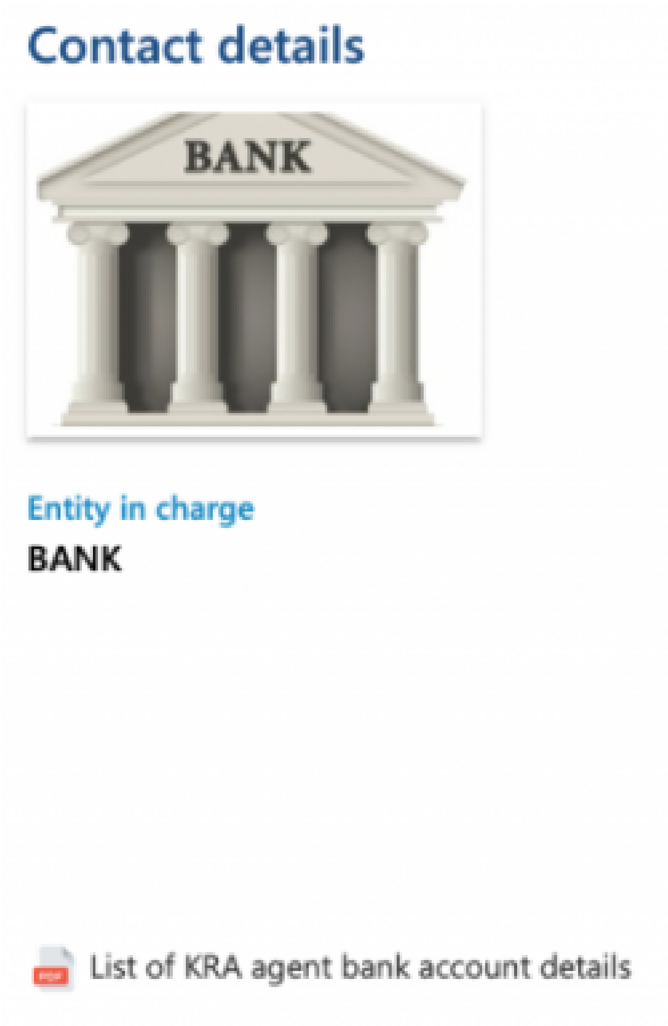
1. the entity in charge: a public institution (ministry, municipality, etc.) or a private entity in charge of the step or an online portal where applications can be made.
2. the unit in charge: division of the entity (devision, department, reception desk, etc.) that is in charge of the step inside the entity
3. the person in charge: the person directly in charge of the operation in the unit. If two persons are in charge, names and a photo of both persons should be registered. If more than two persons are alternately in charge, the name, photo and contact details of the head of unit are registered as the person in charge of the step



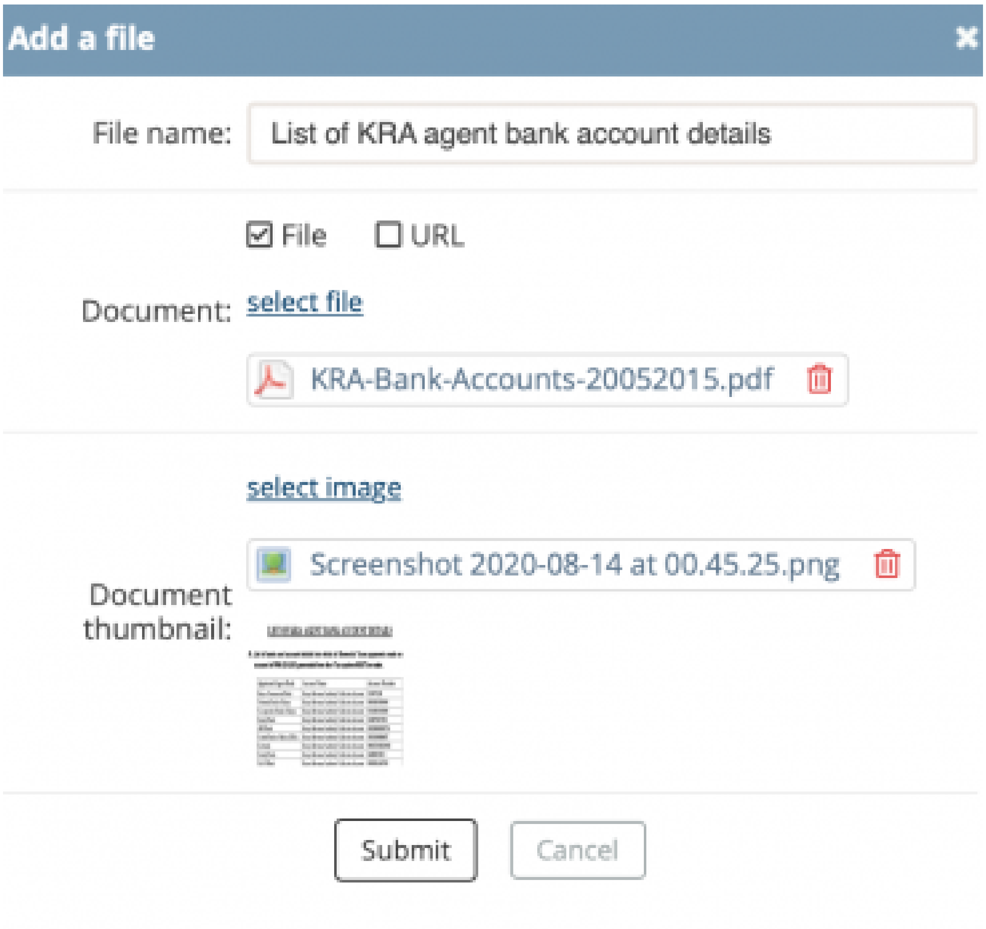
Screenshot-2020-08-13-at-23.07.27-e1597349750988.png

- An entity in charge is formed of one or more unit(s)
- An unit in charge is formed of one or more person(s)
- A unit only depends on one entity in charge
- A person only depends on one unit in charge

Con3



Screenshot-2020-08-14-at-00.41.13-e1597354999133.png

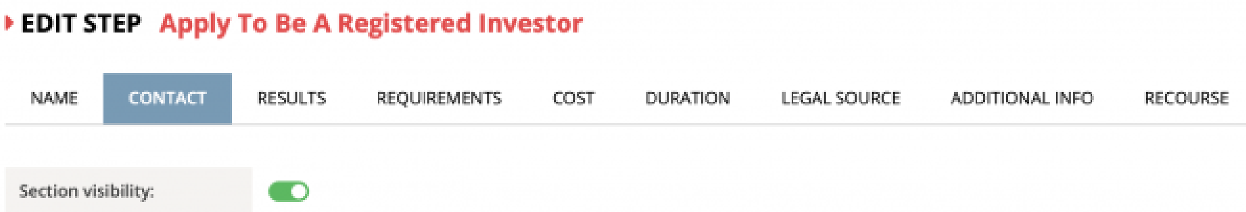


Screenshot-2020-08-14-at-00.45.53-e1597355256967.png

1. Name of the file : the complete name of the file
2. Type of file : indicates the format of the file if it is a URL (link) or a document - it is best to put documents in jpg (if it is a one pager) or pdf (if it has more than one page) format
3. Documents attached : remember, if you select format of the document file, you should definitely upload an attachment
4. Thumbnail : loads a preview of the file (dimensions: 110px per 140px)

Where are contacts configured?

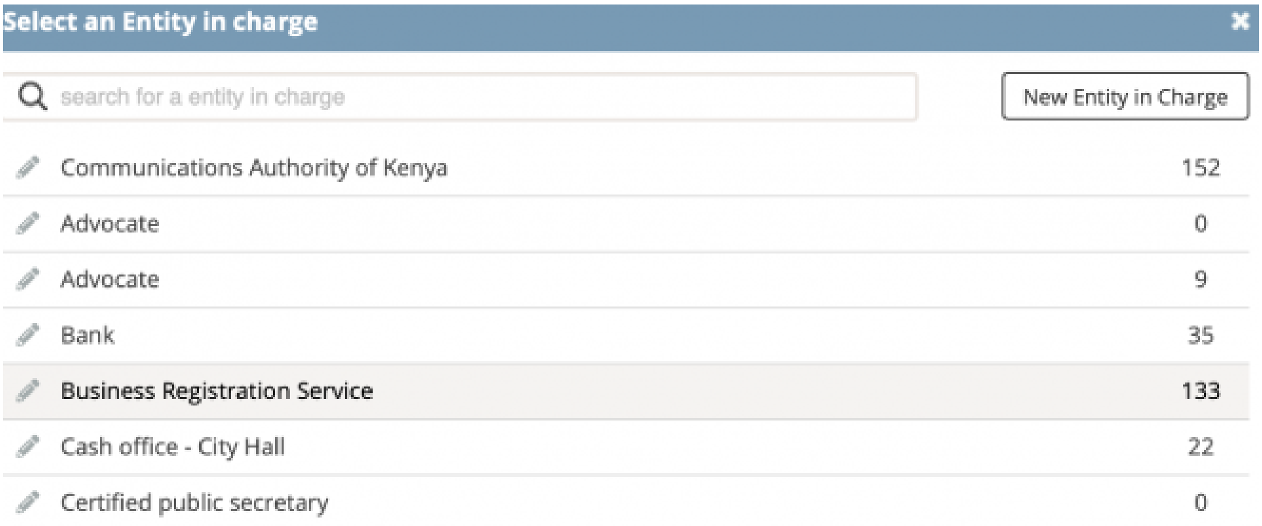
Screenshot-2020-08-14-at-01.00.00-e1597356120244.png



Screenshot-2020-08-14-at-00.57.09-e1597355920808.png

How to add a contact?

Entity in charge

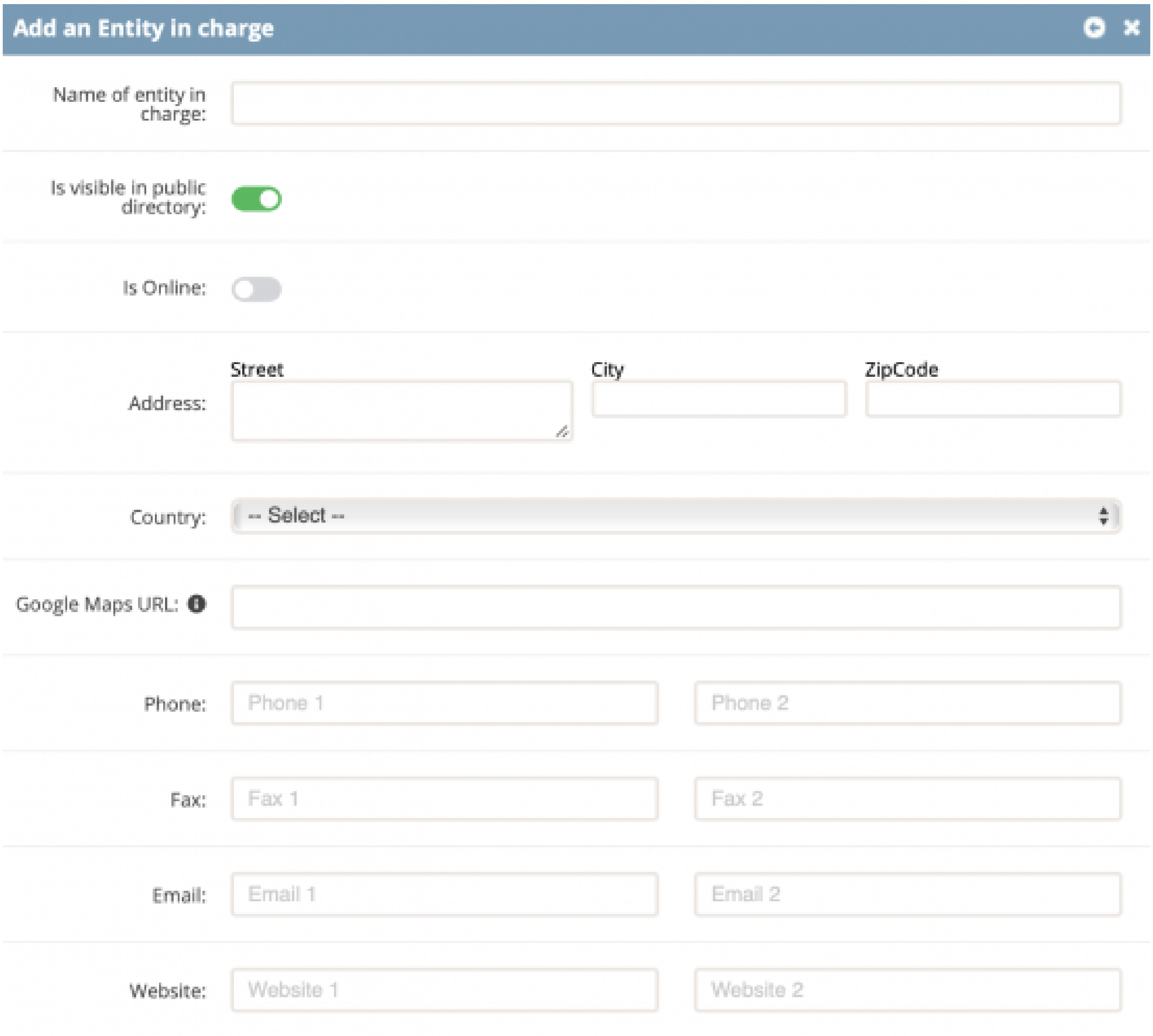


Screenshot-2020-08-14-at-01.07.11-e1597356535767.png

Add a new entity in the database of the entities in charge

- Full name of the entity
- Full address (street, number, city, post code)
- Country
- Phone number(s) and fax(es).
- Email and website
- Choose image of the entity in charge

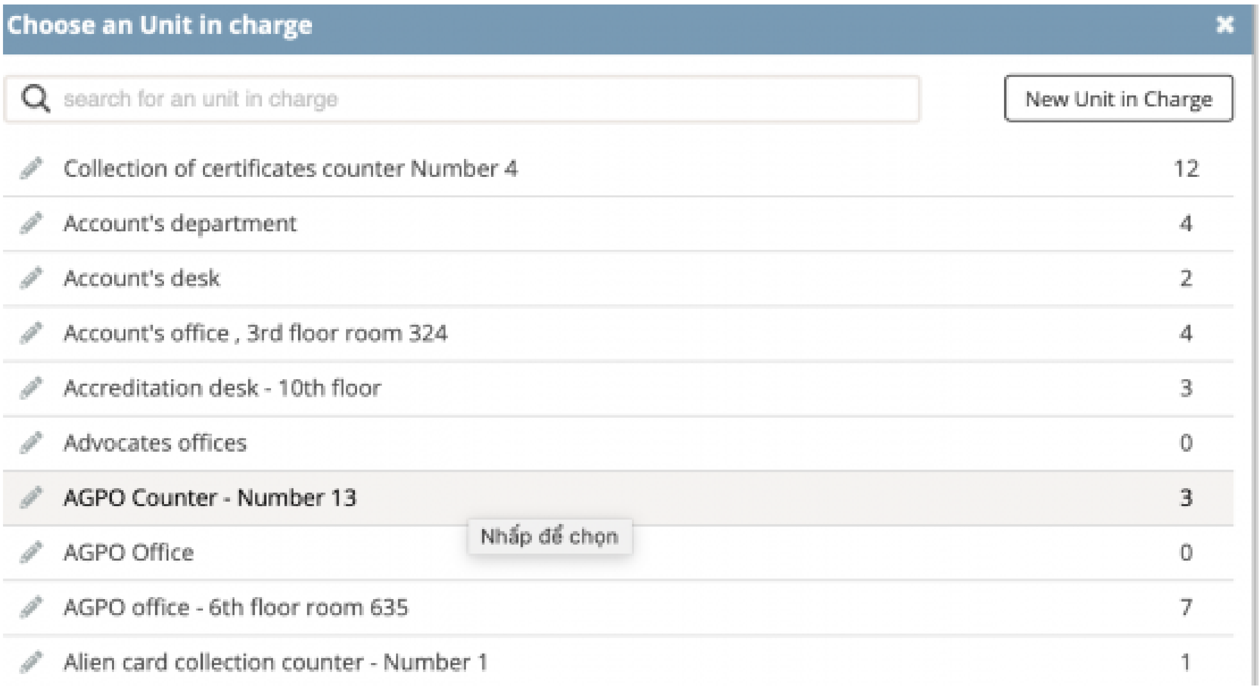
- The schedule of the opening hours of the entity in charge must always be registered starting from the left case. Each line can be copied in the following one with the link "Copy".
- Add any useful information about the working hours that could be useful to the user.



Screenshot-2020-08-14-at-01.11.32-e1597356781229.png

Unit in charge

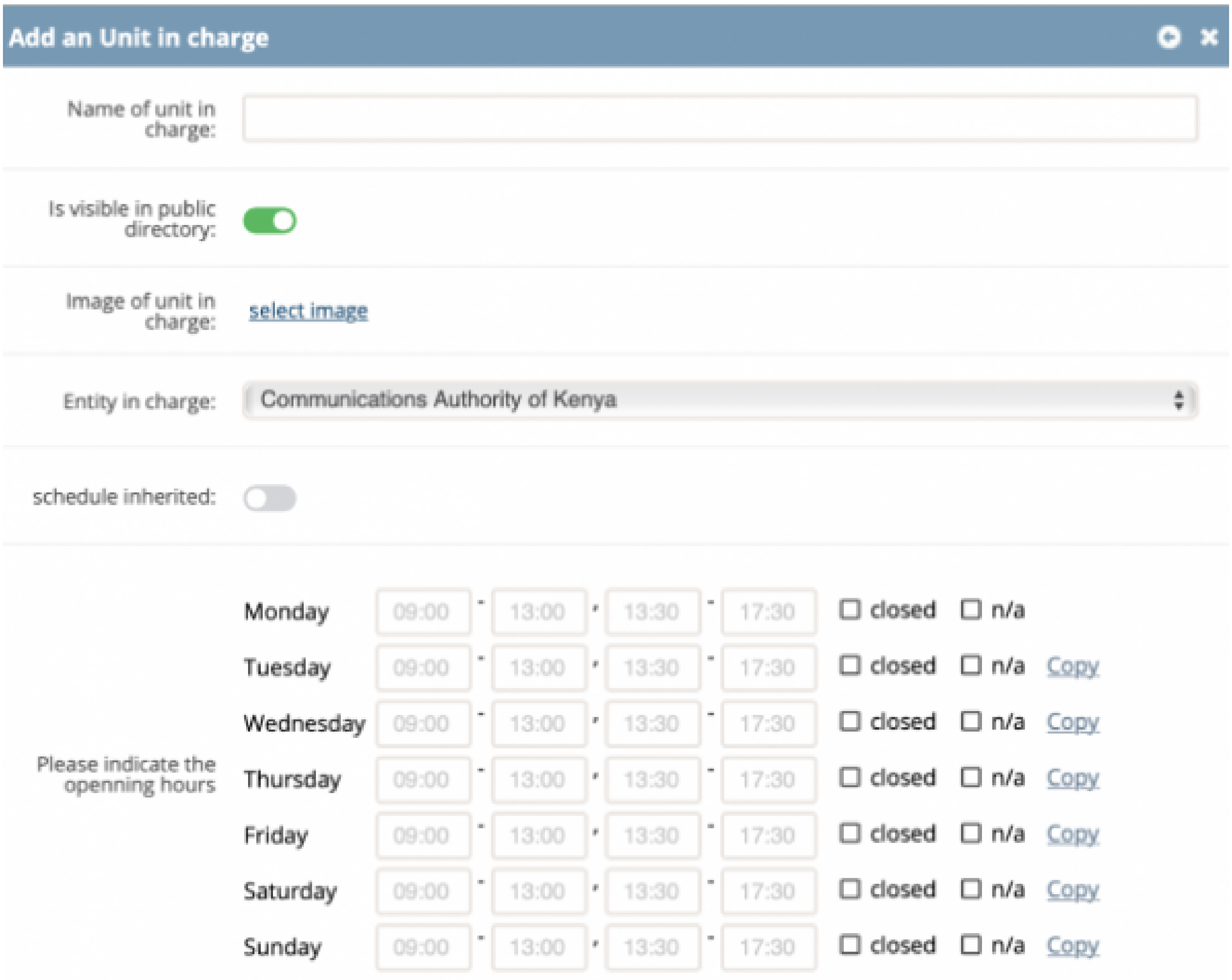
Select an existing unit from the database



Screenshot-2020-08-14-at-01.18.15-e1597358241767.png

Add a new unit in the database

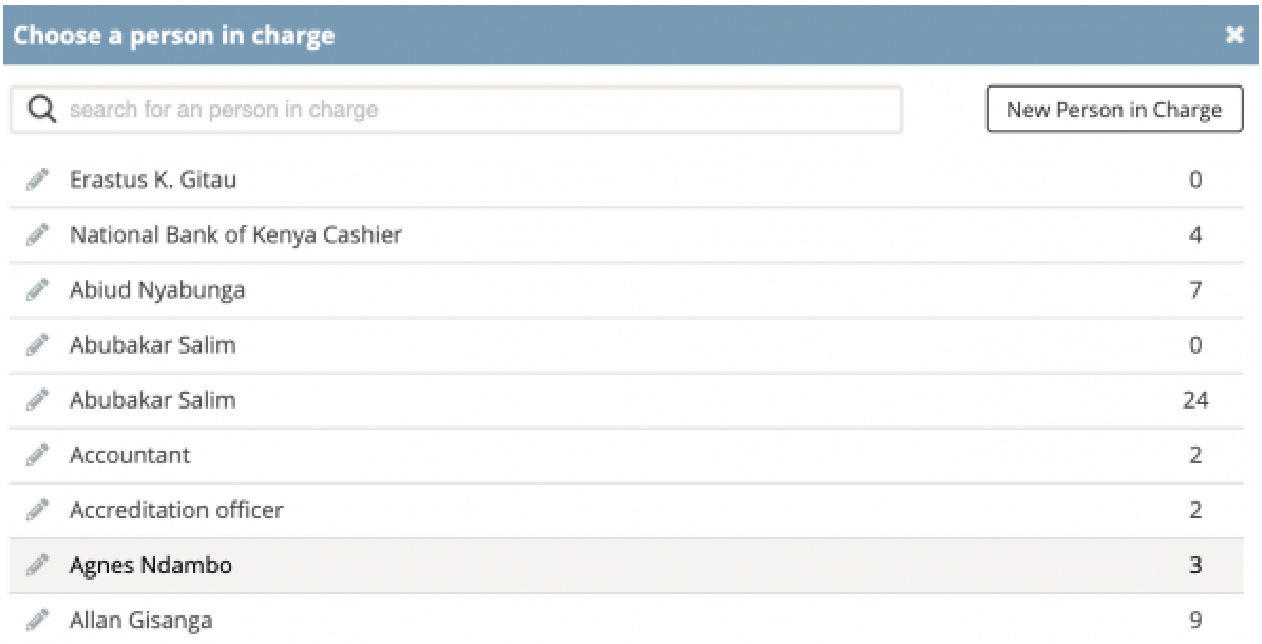
- Full name of the unit
- click on Add picture to load the picture of the unit in charge
- entity to which the unit depends on
- working hours schedule: if the schedule is the same as the entity in charge, select "schedule inherited". If it is different, complete the unit schedule, following the same rules than the ones for the entity in charge
- Any other information about the Working hours schedule of the unit in charge that could be useful to the user



Screenshot-2020-08-14-at-01.40.01-e1597358467175.png

Person in charge

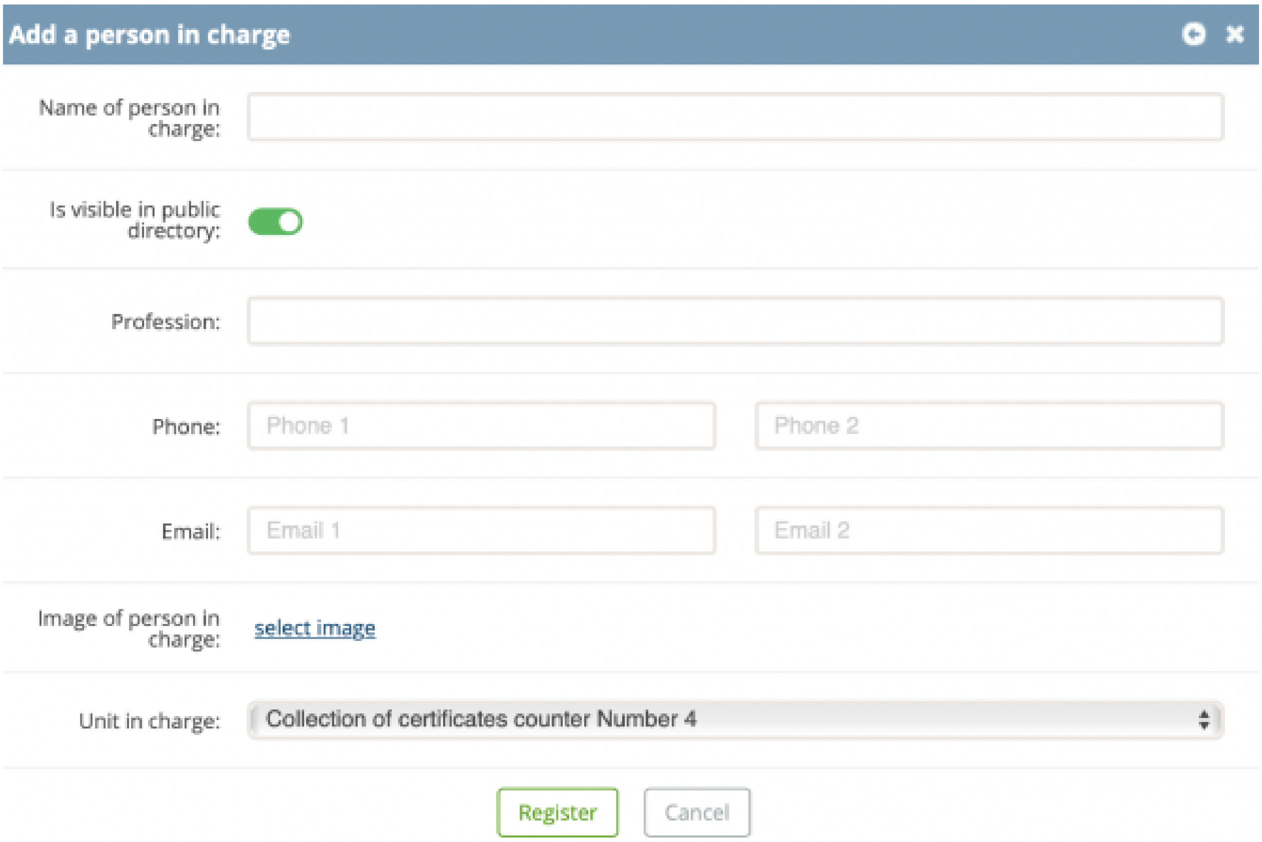
Selecting an existing person in charge from the database



Screenshot-2020-08-14-at-01.45.12-e1597358777959.png

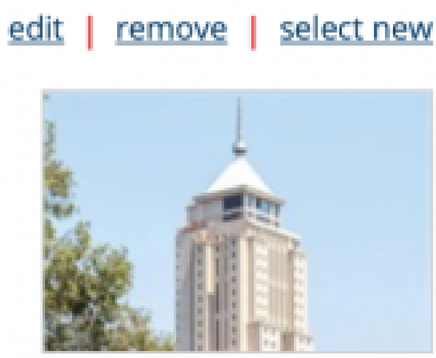
Adding a new person in charge to the database

- name of the person in charge
- function of the person in charge
- phone number
- email
- click on Add picture to upload the photo of the person in charge
- the unit to which the person belongs

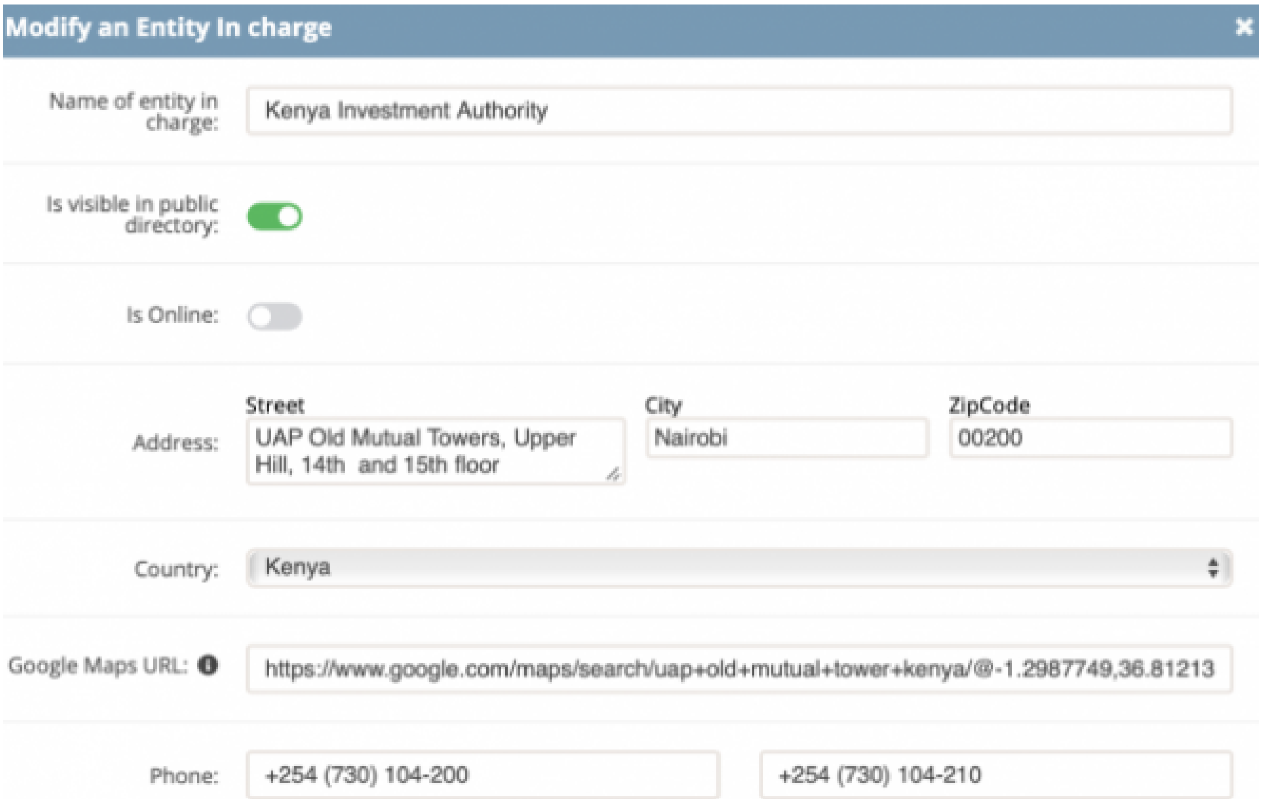


Screenshot-2020-08-14-at-01.47.56-e1597358965231.png

How to edit a contact?



Screenshot-2020-08-14-at-02.02.05-e1597359791932.png



Screenshot-2020-08-14-at-02.04.10-e1597359913163.png

Index

9.4 Requirements

https://help.eregulations.org/index.php/step-requirements-agnes/

Requirements are conditions or documents that citizens (or investors) are asked to present in a step to obtain a result. In the eRegulations system, requirements are registered in a specific database. Very ofter the results of one step is the requirement of another step.

Types and categories of requirements

Categories of requirements

- "Generic" ones are those administrative documents that investors or citizens already have them in their personal archives before starting a procedure. Example: passport, identity card, etc.

- "Results of previous steps", are documents that are obtained in the course of the procedure and required in the same procedure. Example: receipt of a payment, proof of bank account, etc.

Types of requirements

- Forms - downloadable ad usable: these documents can be downloaded from the system filled and presented to the administrations.
- Forms - to fill online: users can fill in the form online through the system.
- Forms - sample: these forms are not usable and just serve as samples for the users to see what the form looks like.
- Documents: all other documents except forms (ex. ID card, receipt of payment, copies of contracts, etc.)
- Information: such as tax registration number, name of parents and other kind of information that is required at the administration's counter and is given orally
- Other: requirements that do not enter in previous categories, such as "physical presence of the applicant"

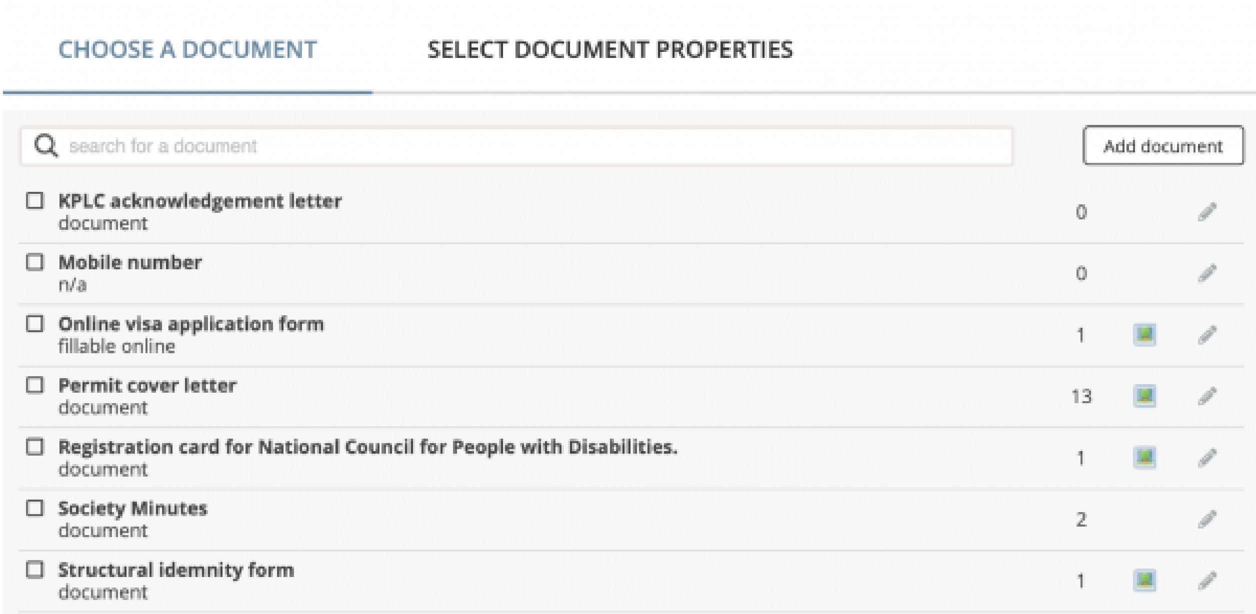
Order of requirements

Flecha

1. Forms - downloadable and usable
2. Forms - to fill online
3. Forms - sample
4. Results of previous steps
5. Documents
6. Information
7. Other

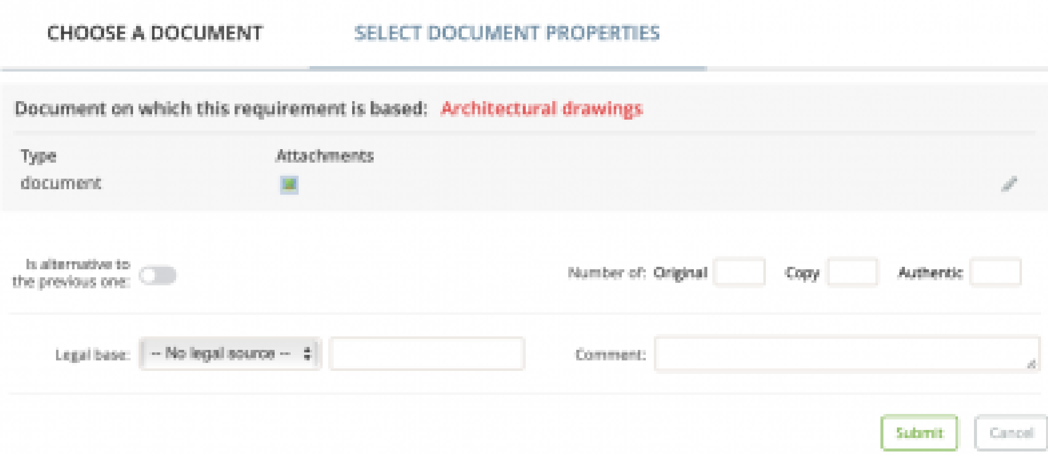
Add and edit requirements

Add requirements



Screenshot-2020-08-14-at-12.54.51-e1597398991529.png

- "generic" requirements.
- documents which are "results of previous steps", Forms/Application letters, new requirements etc.



Screenshot-2020-08-14-at-15.32.31-e1597408478451.png

1 Order : mention if the requirement adds up to others or if it is an alternative to another one.

2 Quantity : mention the number of originals, copies and/or authenticated copies which have to be presented.

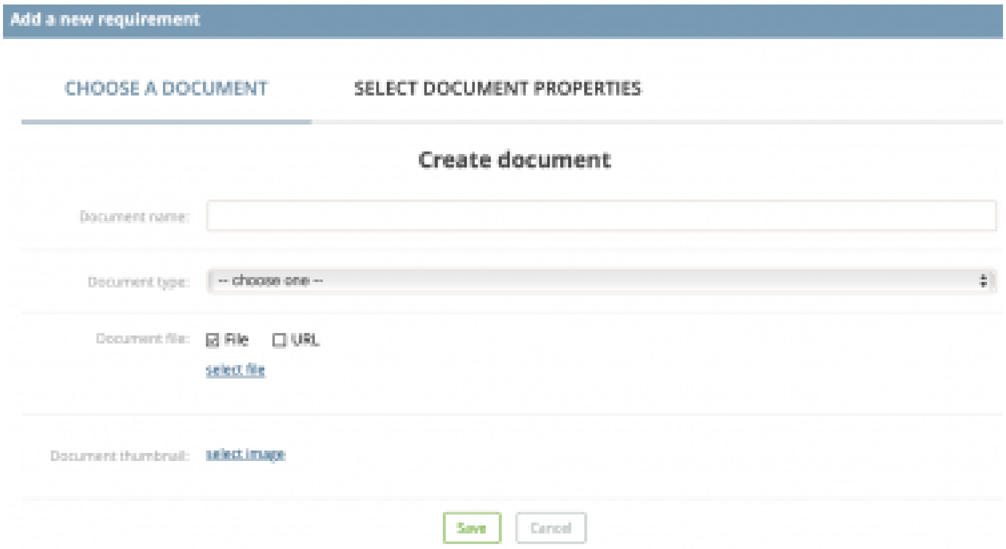
3 Comments : if necessary, add any comment or information.

4 Legal base : select the legal base justifying the requirement.

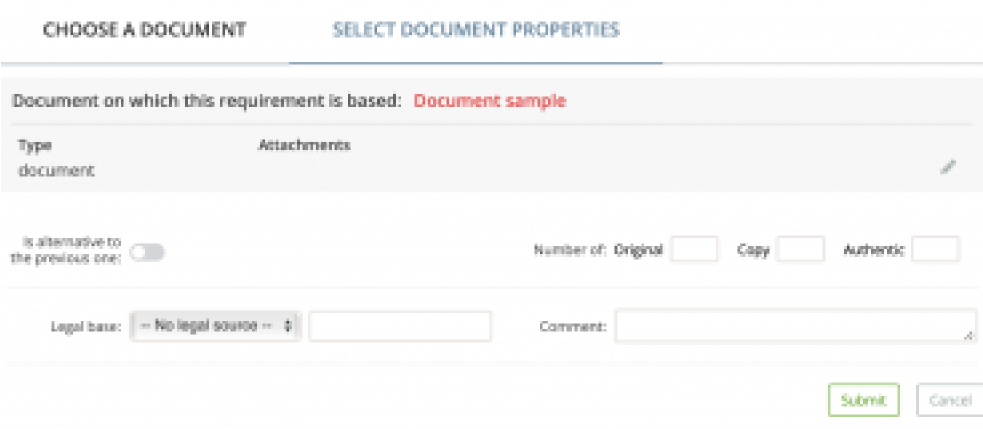
Screenshot-2020-10-13-at-16.05.52-e1602594390456.png

Create a new generic requirement

Screenshot-2020-10-13-at-16.05.52-e1602594390456.png



Screenshot-2020-08-14-at-15.43.09-e1597409127222.png

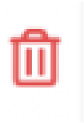


Screenshot-2020-08-14-at-15.43.37-e1597409107834.png

1. Name of requirement : put the precise name, if it is a document, put the name of the document
2. Description : you can leave this part blank
3. Type of document : select the type of requirement
4. Attachment : select if there is an attachment to the requirement, in almost all cases a sample, image, or a form is attached
5. Upload attachment : if the requirement is a document it is best to use the jpg format (if it is a one pager) or pdf (if several pages)
6. Thumbnail : you will see a preview of the file (dimensions: 110px x 140px)

How to edit a requirement?

Lapiz



Screenshot-2020-08-14-at-15.58.41-e1597410057871.png

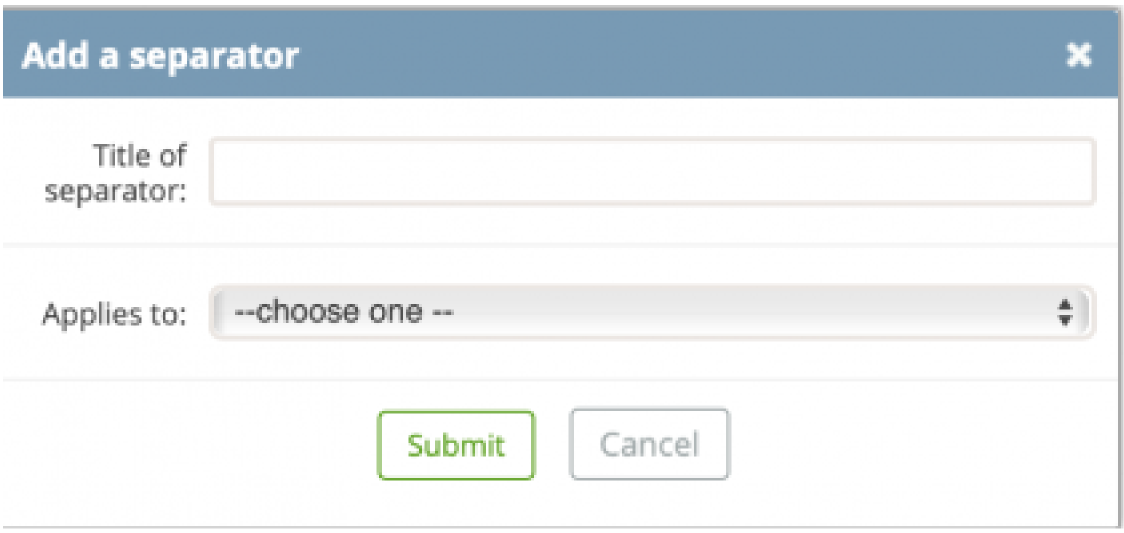
Requirements separators

What is a separator?

- Individual traders and companies : The list of requirements for completing an operation are not the same for an individual trader and a company, in such cases two separators are created. Remember to upload the full list of requirements per each case/separator even if some of them are in common.
- Non-residents : in some cases non-residents have to present additional documents, they are registered under a separator.
- Representantive : if the step can is done by the representative of the user, additional documents might be required, they are registered under a separator.
- Legal base : the specific norm that justifies the requirement.

How to add a requirement separator?

Screenshot-2020-10-13-at-16.05.52-e1602594390456.png

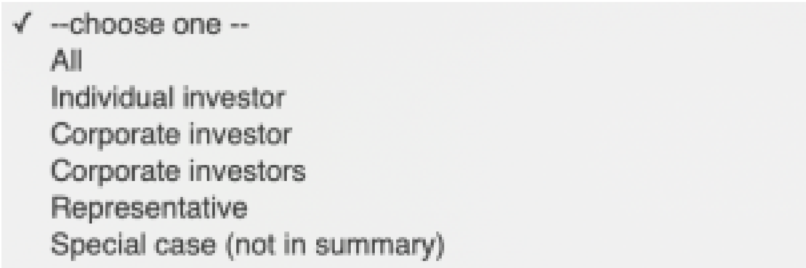


Screenshot-2020-08-14-at-16.03.31-e1597410326497.png

1 Title of the separator : put one of the titles mentioned above or any other one depending on the case. Application : Select from the drop down menu to which field the separator applies:

1 Title of the separator : put one of the titles mentioned above or any other one depending on the case.

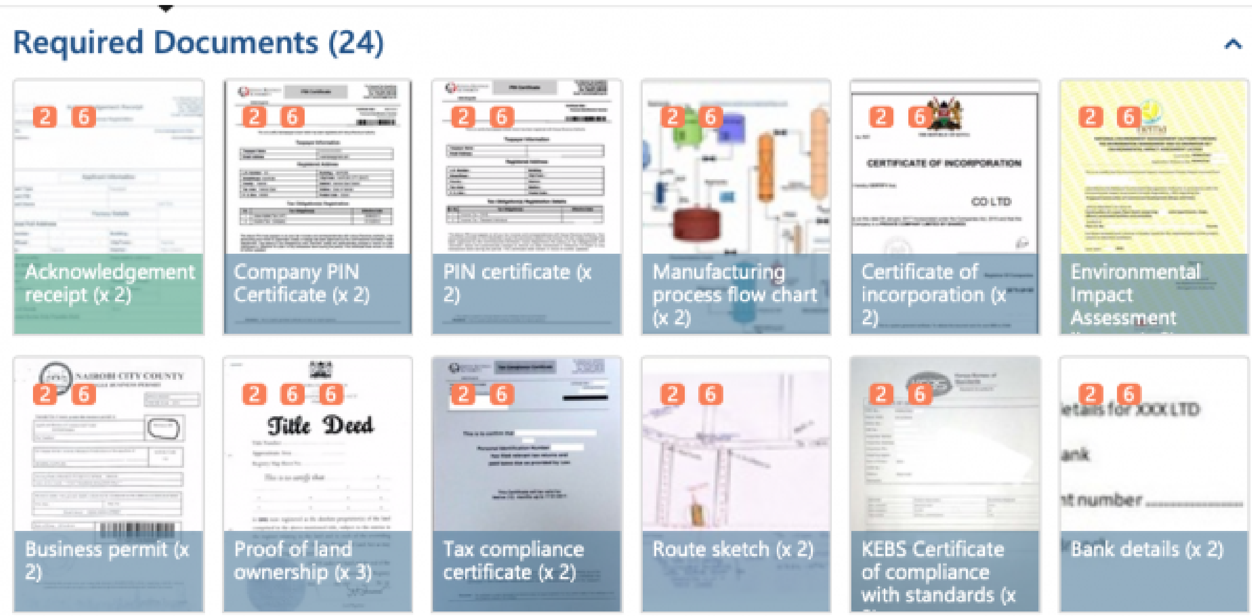
2 Application : Select from the drop down menu to which field the separator applies:



Screenshot-2020-08-14-at-16.07.15-e1597410537196.png

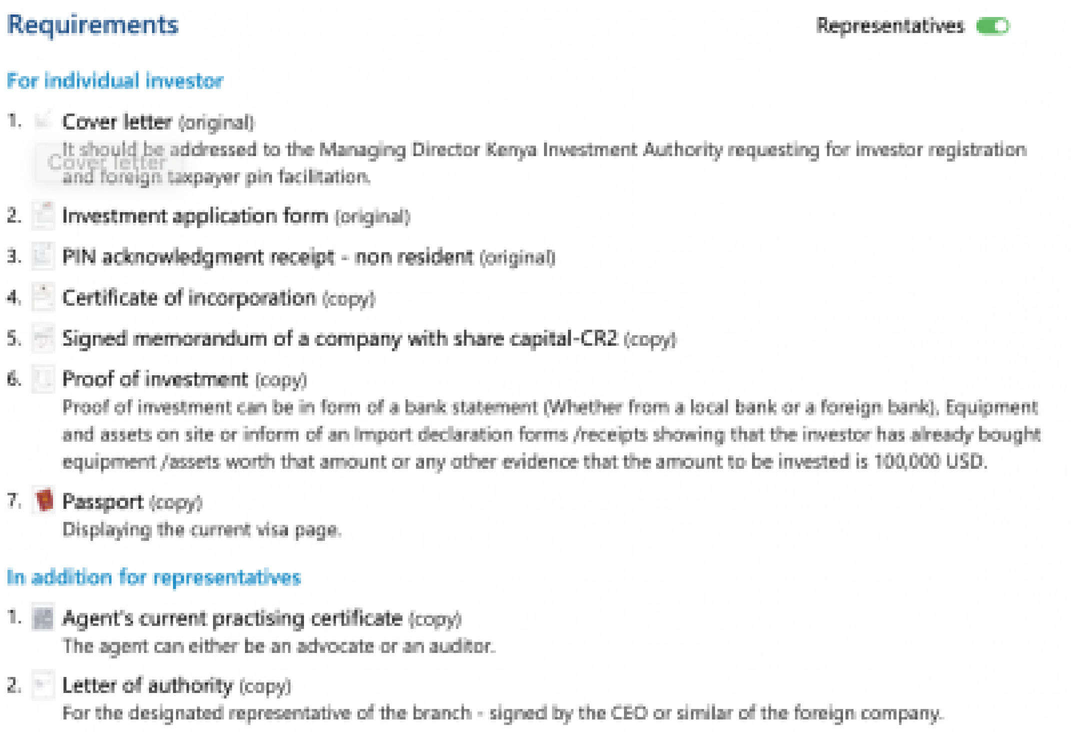
How do requirements appear in the public interface?

Procedure summary page



Screenshot-2020-08-14-at-16.10.04-e1597410703503.png

Step sheet



Screenshot-2020-08-14-at-17.09.05-e1597414221778.png

Index

Req7

Req6

9.5 Cost

9.6 Timeframe

https://help.eregulations.org/index.php/steps-timeframe-agnes/

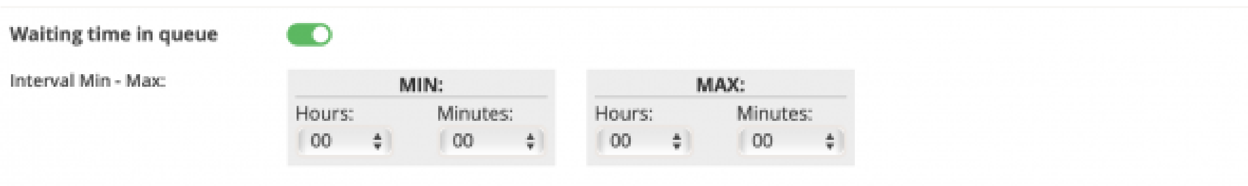
"Timeframe" indicates the total duration of the step, from the waiting time in queue to the time the user has to wait before being able to process the next step.

Duration of a step

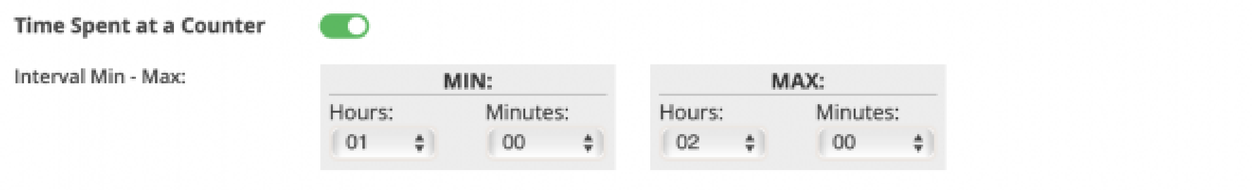
Screenshot-2020-08-20-at-14.16.23-e1597922436722.png

Duration of a step

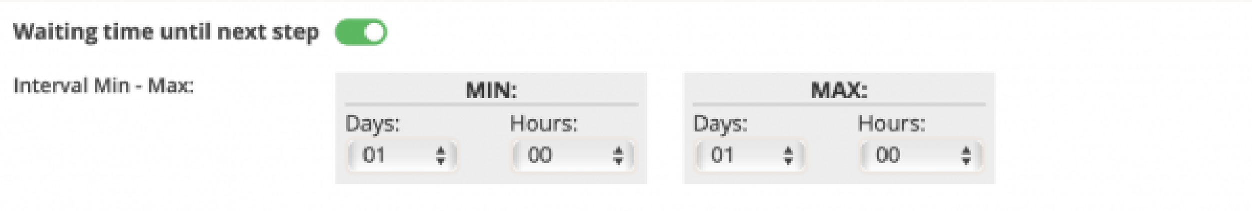
- Waiting time in queue : indicate the minimum and maximum minutes and/or hours that the user has to queue to reach the civil servant's counter.
- Attention at counter : indicate the minimum and maximum minutes and/or hours that the interaction with the civil servant lasts at counter.
- Waiting time until next step : indicate the minimum and maximum hours/days that the user has to wait before being able to process the next step.
- Additional information : indicate any necessary information that might be useful to the user regarding the duration of the step.
- Attachments: upload any relevant files that might be useful regarding the duration of step.



Screenshot-2020-08-20-at-14.22.51-e1597922767837.png



Screenshot-2020-08-20-at-14.27.59-e1597923099322.png



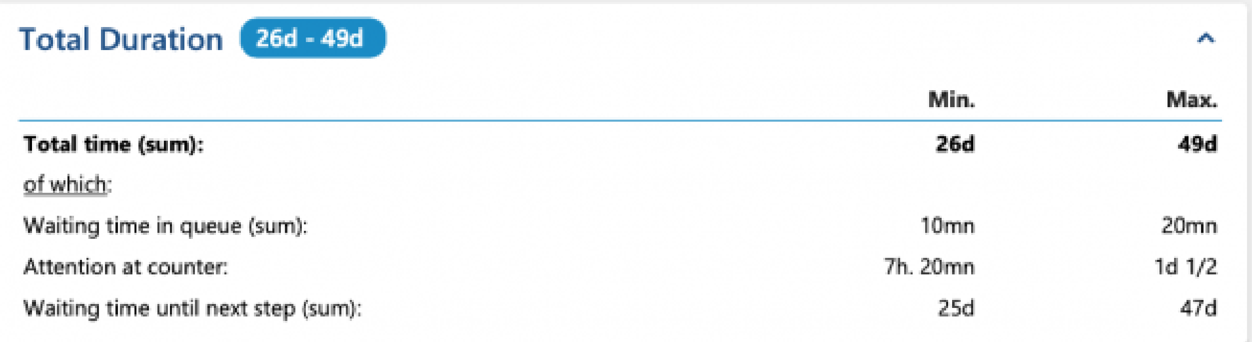
Screenshot-2020-08-20-at-14.38.40-e1597923597602.png

Screenshot-2020-08-20-at-14.55.00-e1597924666279.png

Screenshot-2020-08-20-at-15.13.48-e1597925685259.png

How does the timeframe appear on the public interface?

In the procedure's summary page



Screenshot-2020-08-25-at-12.44.48-e1598349312957.png

In the step sheet

Screenshot-2020-08-25-at-13.17.25-e1598350765642.png

- Index
- > Duration of a step
- > How does the timeframe appear on the public interface?

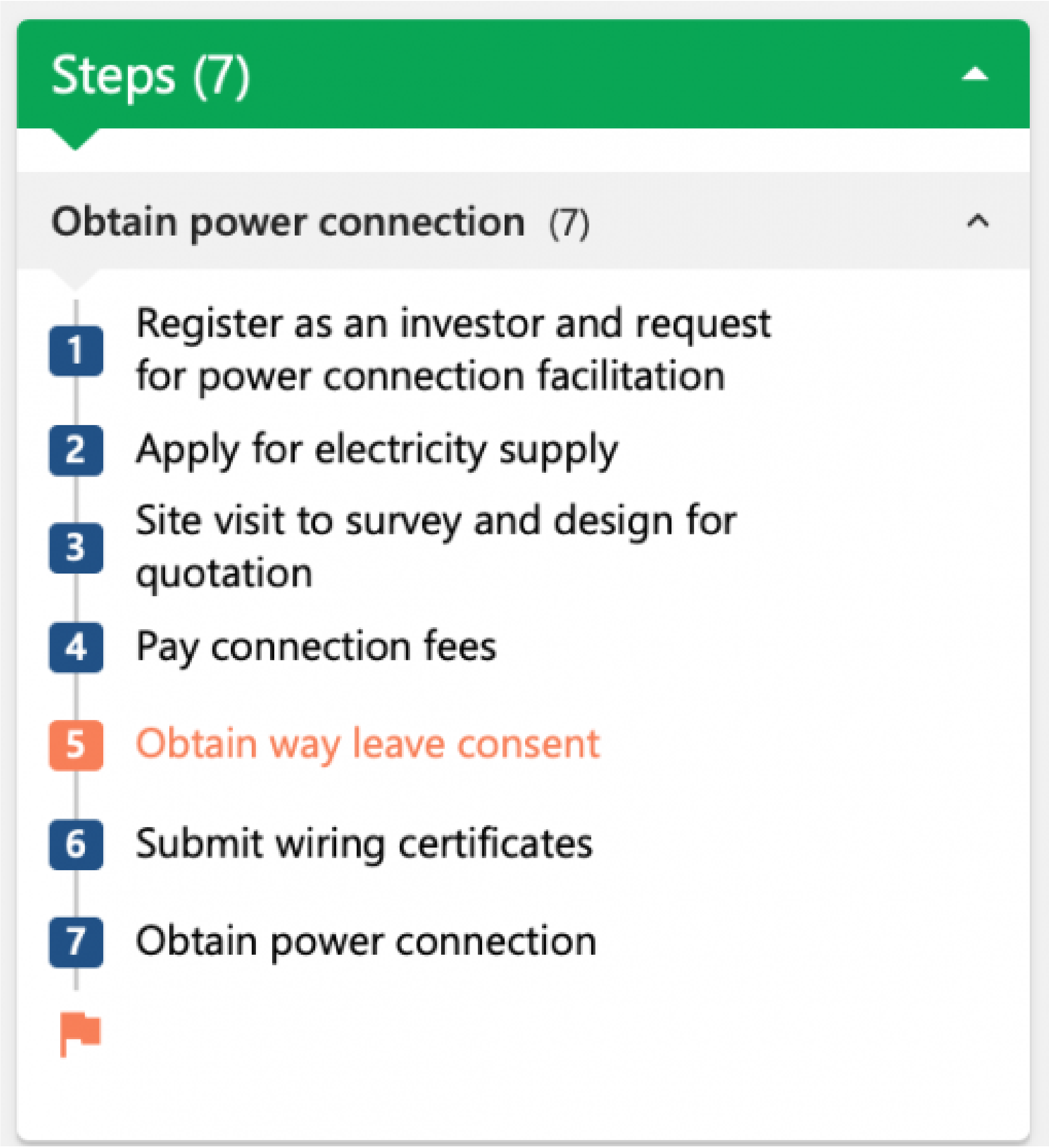
Index

9.7 Legal justification

https://help.eregulations.org/index.php/legal-justification-agnes/

Legal justification is the specific norm that justifies a step and its elements. It is important to mention the exact section and article where the existence of the step (and its elements) is explained and justified.

How to define which legal justification applies to a step?



Screenshot-2020-08-25-at-13.59.43-e1598355809135.png

PART VII —RIGHTS OF WAY, WAYLEAVES AND USE OF LAND FOR ENERGY RESOURCES AND INFRASTRUCTURE

Power to develop energy infrastructure on any land.

170. A person may develop energy infrastructure, including but not limited to electric supply lines, petroleum or gas pipelines, geothermal or coal infrastructure, on, through, over or under any public, community or private land subject to the provisions of this Act and relevant written law.

Permission to survey land for energy infrastructure.

171. (1) A person who wishes to enter upon any land, other than his own to—

(a) undertake exploratory activities relating to exploitation of energy resources and development of energy infrastructure, including but not limited to laying or connecting electric supply lines, petroleum or gas pipelines, or drilling exploratory wells;

(b) carry out a survey of the land for the purposes of paragraph (a);

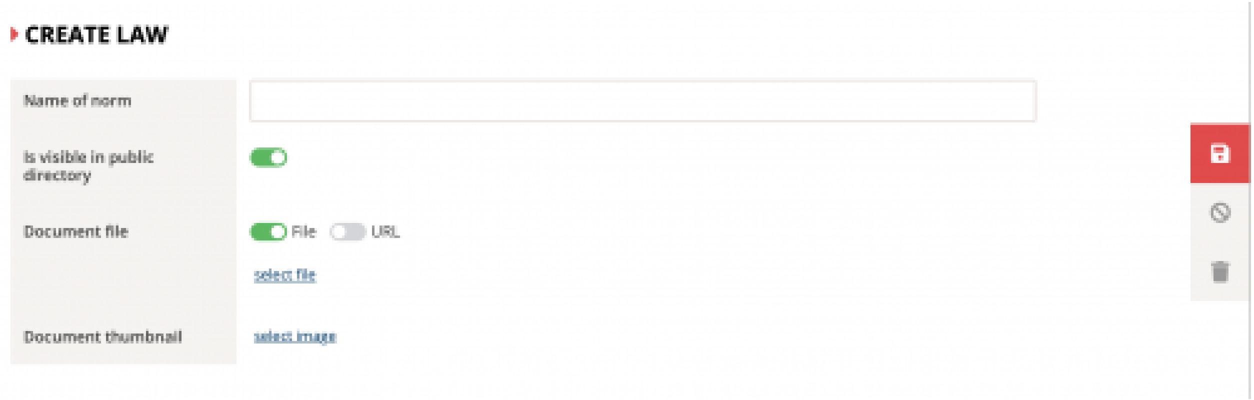
shall seek the prior consent of the owner of such land, which consent shall not be unreasonably withheld:

Provided that where the owner cannot be traced, the applicant shall give fifteen days' notice, through

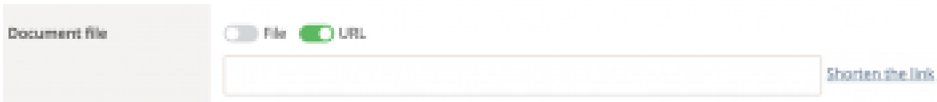
Screenshot-2020-08-25-at-14.11.07-e1598355957283.png

Legal justification database

Screenshot-2020-08-25-at-15.07.25.png

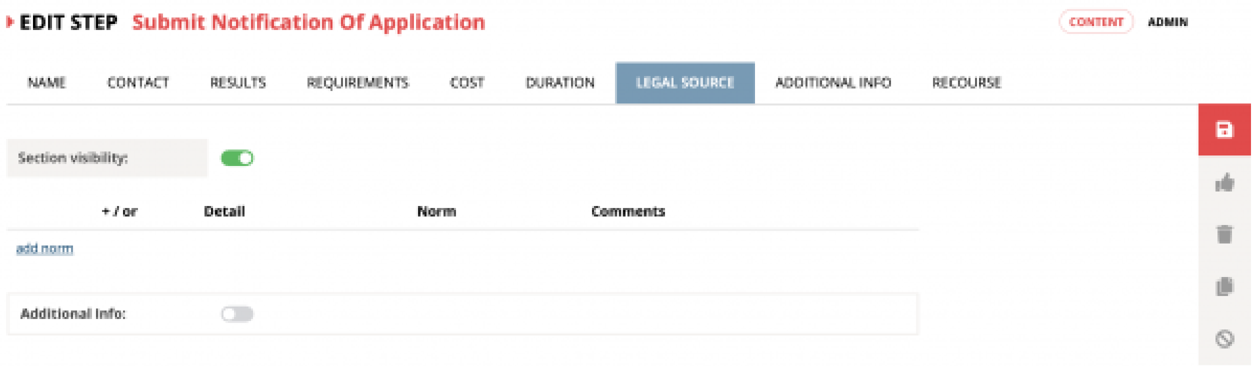


Screenshot-2020-08-25-at-15.39.32-e1598359252968.png



Screenshot-2020-08-25-at-15.47.18-e1598359686719.png

Legal justification in the system



Screenshot-2020-08-27-at-11.45.39-e1598518083811.png

Structure in the admin interface

Screenshot-2020-08-27-at-12.49.44-e1598522505518.png

1 Add norm : click on add norm to see a pop-up window linked to the database and select the norm from the database

2 Additional or alternative norm : the '+' sign means that it adds up to the previous norm, "or" means it is alternative to the previous one

3 Sections : insert the exact section justifying the step.

4 Norm : Add the exact law justifying the step, its costs and requirements

5 Comment : any additional and useful information or comment regarding the article/section.

6 Duplicate or delete : select the norm and duplicate or delete it.

7 Comment on the norm : any additional and useful information or comment regarding the norm.

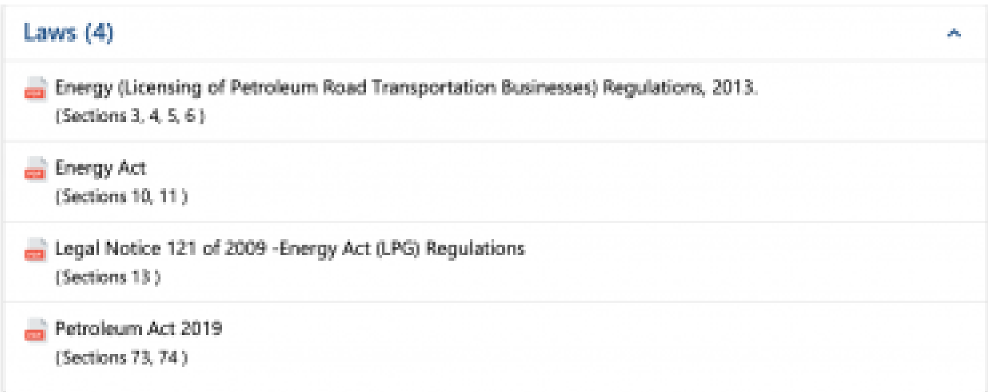
Add a legal justification

Screenshot-2020-10-13-at-16.05.52-e1602594390456.png

Screenshot-2020-08-27-at-12.49.44-e1598522505518.png

How does a legal justification look like in the public interface?

In the procedure's summary page



Screenshot-2020-08-27-at-14.05.20-e1598526737879.png

In the step sheet

Screenshot-2020-08-27-at-14.04.17-e1598526899572.png

Norms of editing legal justification texts

Name of the norm

- Put the exact name of the law, decree, circular, etc. ex. "Stamp duty act" .
- Leave the 'Description' section empty.

Management of Objectives Blocks And Steps

Management of Objectives Blocks And Steps

Articles, Sections, numerals, etc.

- If only one section applies, this is how it is written: Sec.10
- If there are several articles, this is how they are written: Sec.10, 12, 14
- If there are several consecutive articles applying, this is how they are written:Sec.10-14 (i.e. Sections 10, 11, 12, 13, 14)
- If a specific sub-section of a section applies, this is how it is written: Sec.10.b
- It is also possible to have a combination of the above formats: Sec.10, 12-15, 17.c

Law9

Screenshot-2020-10-27-at-15.11.31-e1603800762744.png

Screenshot-2020-10-27-at-15.14.30-e1603800940929.png

Screenshot-2020-10-27-at-15.33.23-e1603802061411.png

Screenshot-2020-10-27-at-15.36.34-1-e1603802361826.png

- Index
- > Identification of the legal justification
- > Legal justification in the system
- > Norms of editing legal justification

Index

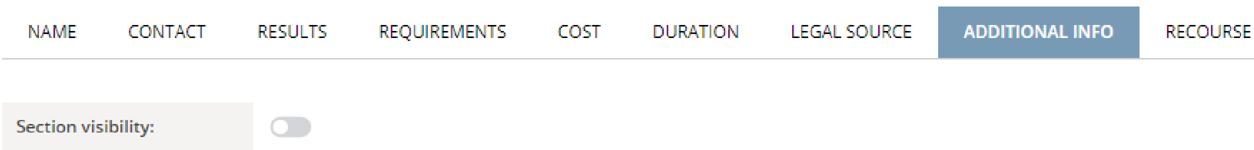
9.8 Additional information

https://help.eregulations.org/index.php/steps-additional-information/

Additional information is any data that may be useful to the users but can not be expressed in any of the elements of the step.

"Additional information" in the admin interface

Where is it located?



Newimage-1.png

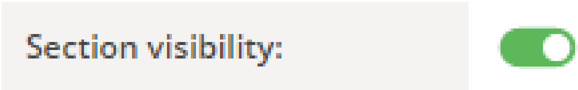
How to fill the "Additional info" section?

- Turn the section visibility ON Add Comments : put any information that may be useful to better understand the step and/or procedure, be precise and only put necessary information which is not expressed in other sections of the step. Upload documents or links, if available/needed, to complement your comments and save .

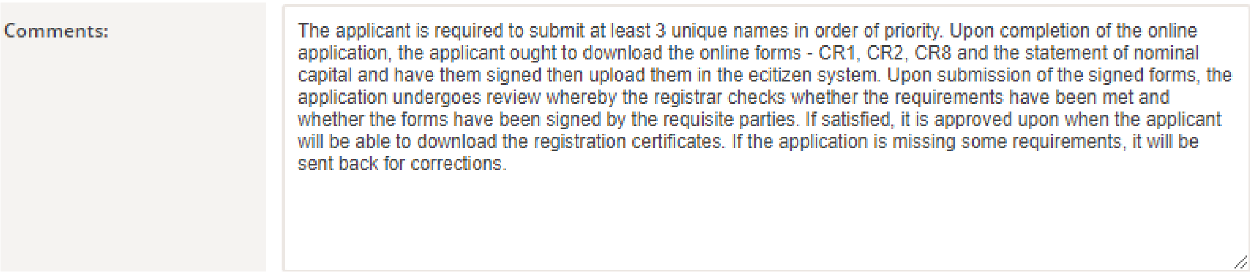
- Turn the section visibility ON Add Comments : put any information that may be useful to better understand the step and/or procedure, be precise and only put necessary information which is not expressed in other sections of the step. Upload documents or links, if available/needed, to complement your comments and save .

- Turn the section visibility ON

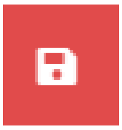
- Add Comments : put any information that may be useful to better understand the step and/or procedure, be precise and only put necessary information which is not expressed in other sections of the step.
- Upload documents or links, if available/needed, to complement your comments and save .



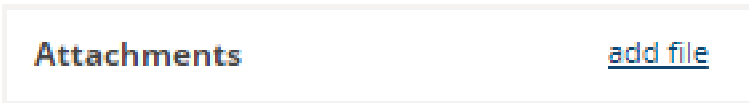
Newimage-2.png



Newimage-3.png

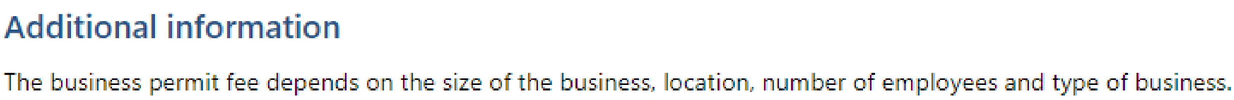


blo9-new.png



Newimage-4.png

"Additional information" in the public interface



Newimage-5.png

Norms of editing additional information

- bold text: bold text
- italic text: text in italics
- bullet points : first bullet second bullet
- numerical bullets: first bullet second bullet

- first bullet

- first bullet
- second bullet
- second bullet

1 first bullet

1 first bullet

1 second bullet

1 second bullet

- Index
- > "Additional information" in the admin interface
- > "Additional information" in the public interface
- > Norms of editing additional information

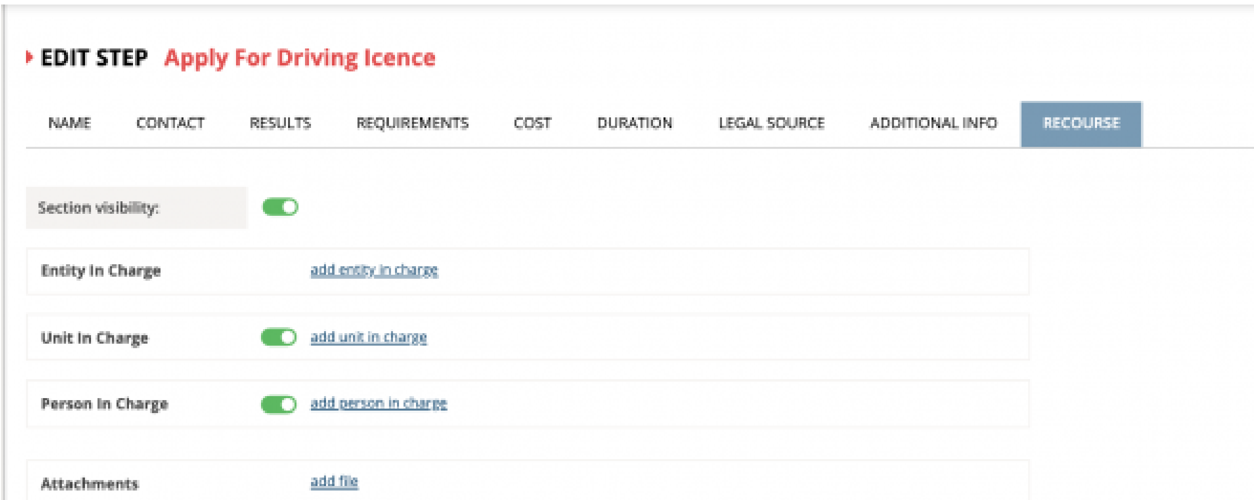
Index

9.9 Recourse

https://help.eregulations.org/index.php/steps-recourse/

A recourse is the immediate hierarchical superior authority of the person in charge of the step, who the user can complain to in case of delay or disagreement.

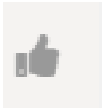
Create a recourse



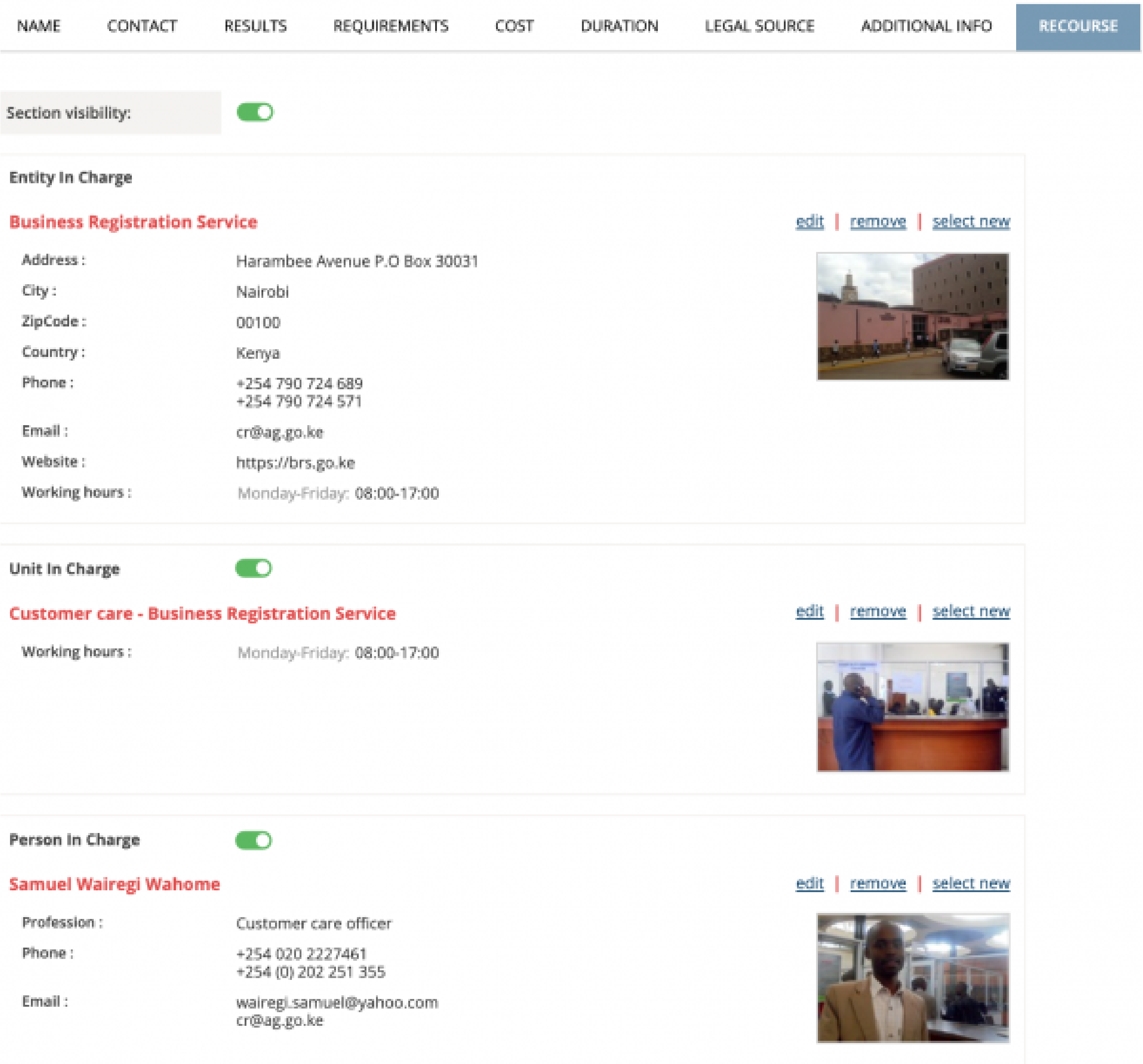
Screenshot-2020-09-24-at-12.49.53-e1600941155494.png

- entity in charge of the recourse

- unit in charge of the recourse
- person in charge of the recourse



blo10-new.png



Screenshot-2020-10-23-at-15.47.32-e1603457431949.png

Norms of editing recourses

Title of a recourse

- The title should be the name of the entity or unit in charge of the recourse, ex. "Foreign investment agency".

- Index
- > Create a recourse
- > Norms of editing recourses

Index

9.10 Recycle bin

https://help.eregulations.org/index.php/steps-recycle-bin-joan/

If you are not sure of deleting a step you can move it to the recycle bin. The step will no longer appear in the public interface, but it will remain in the database. You can find it in the recycle bin and, if you wish so, apply it to a step again.

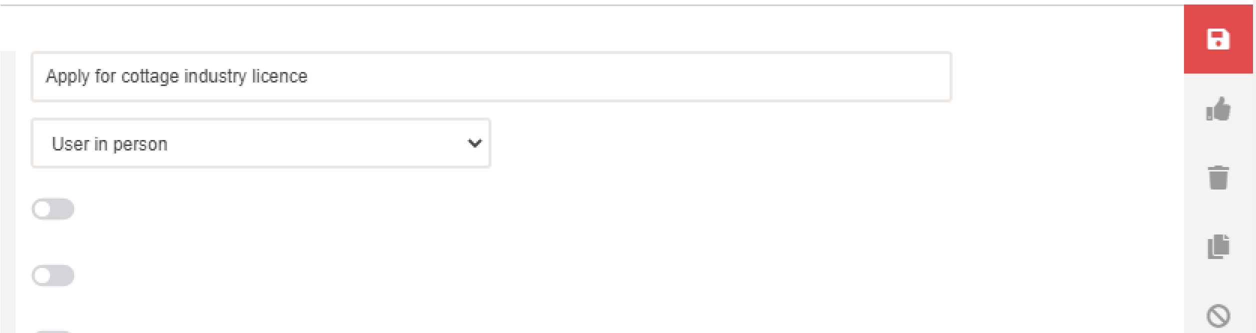
Where is the recycle bin?

Ps1

recycle1-new.png

Move a step to the recycle bin

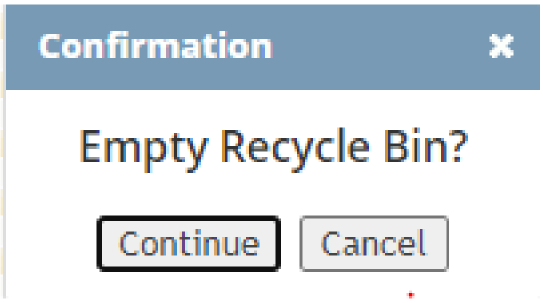
blo11-new.png



recycle2-new.png

Empty recycle bin

recycle4-new.png



Recycle3-new.png

- Index
- > Where is recycle bin?
- > Move to recycle bin
- > Empty recycle bin

Index

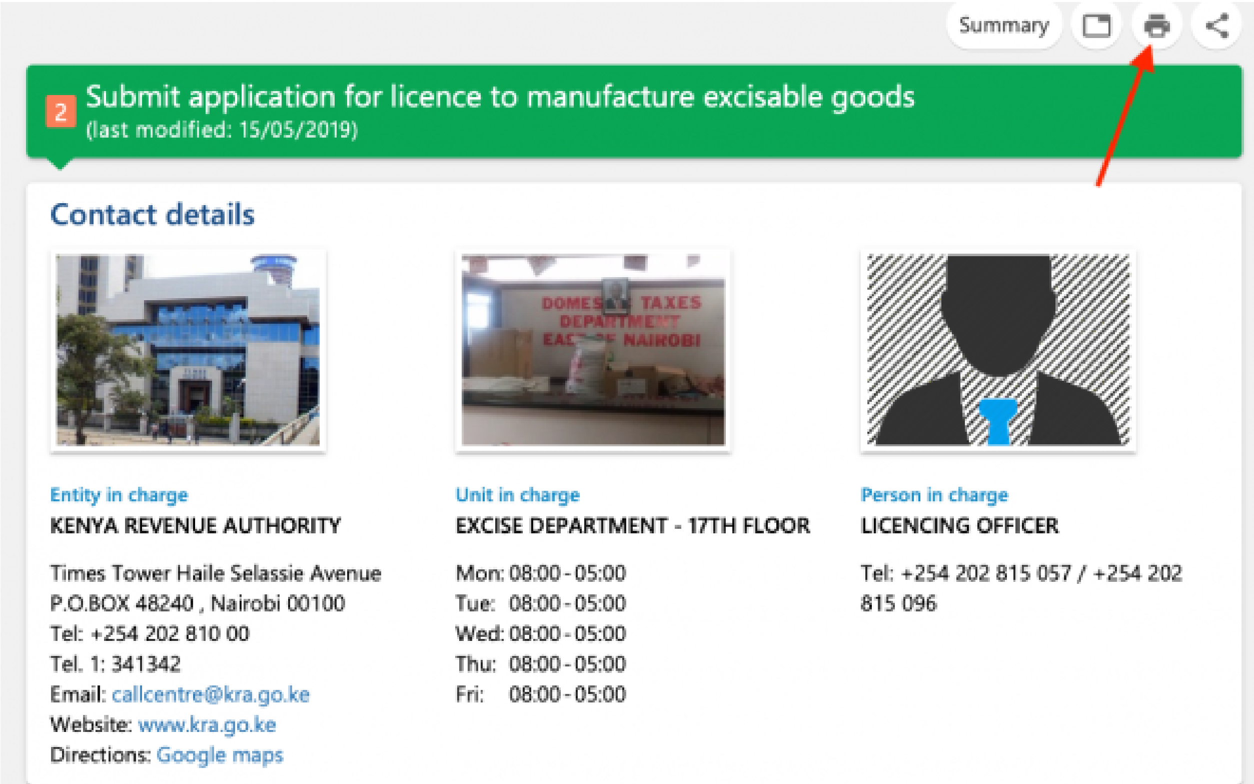
9.11 Certification

https://help.eregulations.org/index.php/steps-certification-agnes/

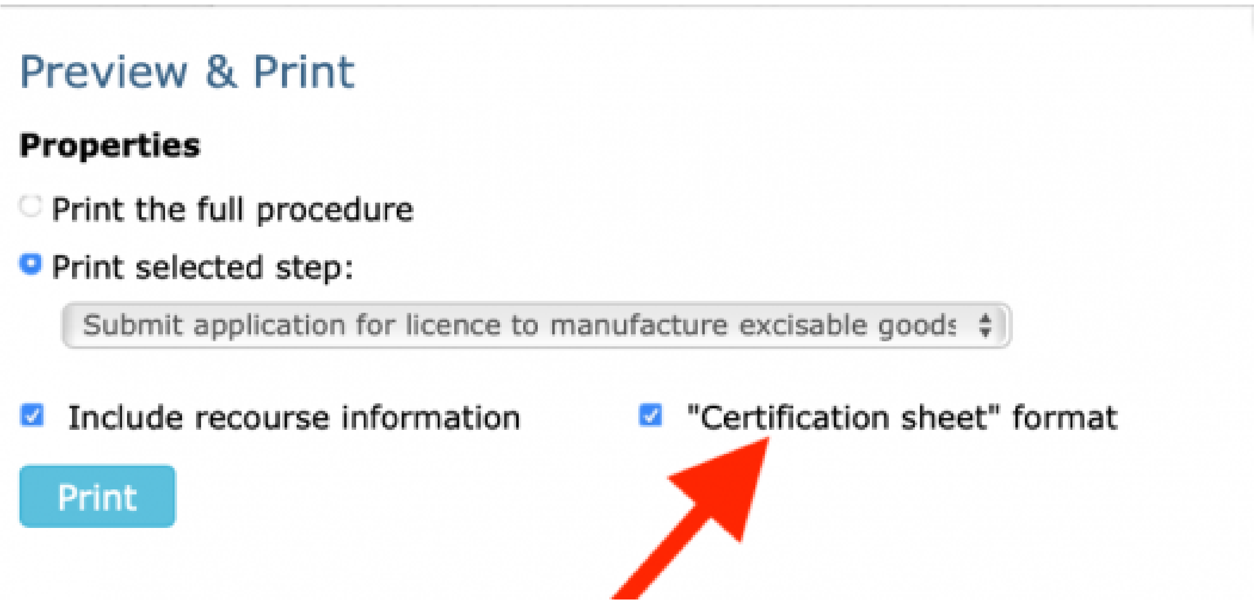
Certification is the last part of documenting a step. The highest authority within a department or ministry/institution, signs the step sheet and certifies the correctness of the information.

Get the certification sheet signed

Download the certification sheet



Screenshot-2020-09-22-at-14.57.51-e1600776997574.png



Screenshot-2020-09-22-at-15.22.05-e1600778402576.png

Who should sign the certification sheet?

Upload the certification sheet in the system

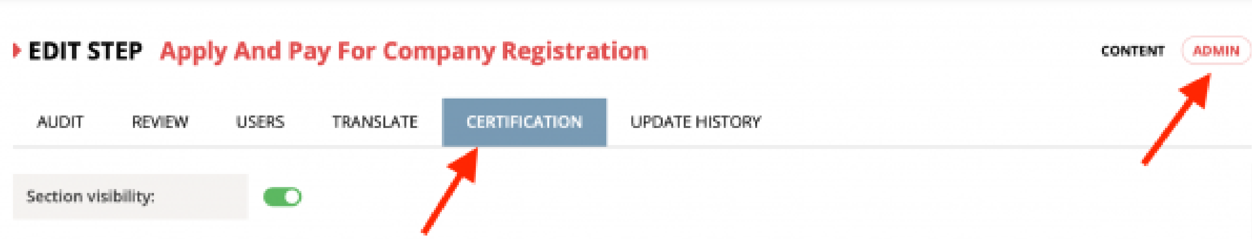
Scan and resize the sheet

1 Resize the image to maximum 750 pixels and in vertical form.

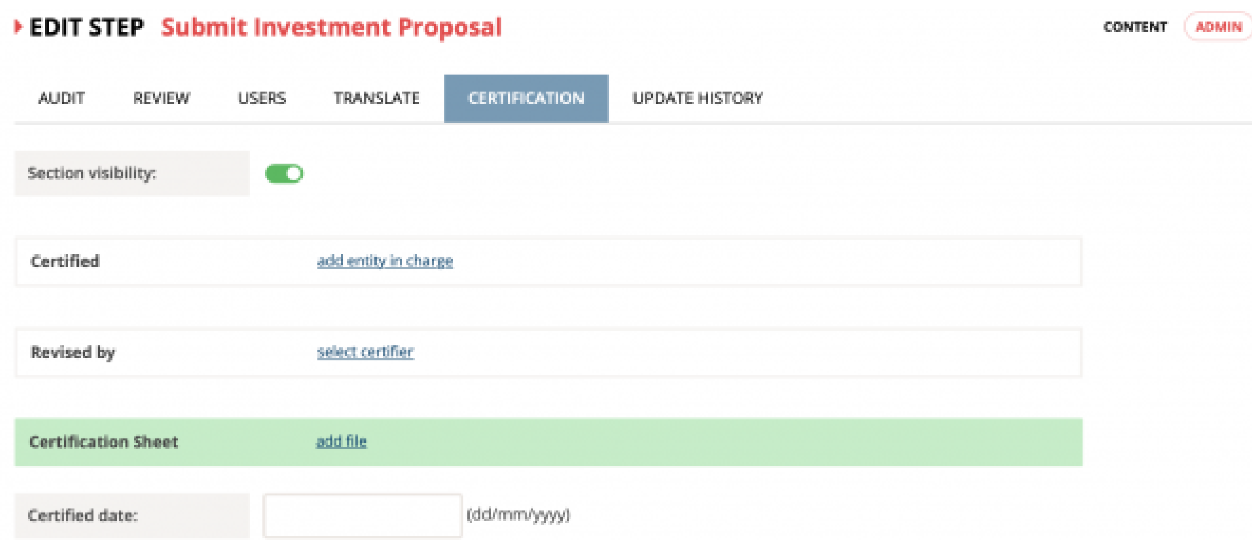
2 If the certification sheet is long and printed in two pages, at the moment of scanning stick the pages together to make one page. If the sheet is too long you can put them next to each other and scan.

3 The scanned sheet should show all elements of the step and not just the certification part.

Upload the certification sheet in the step



Screenshot-2020-09-22-at-15.51.22-e1600779627716.png



Screenshot-2020-09-22-at-16.05.21-e1600780334192.png

- the certifying entity
- the certifier
- the certification sheet
- the certification date

Certifying entity

Certified by

Certification sheet

Certification date

- Index
- > Who should sign the certification sheet?
- > Upload the certification sheet into the step

Index

10. Contacts, requirements, laws

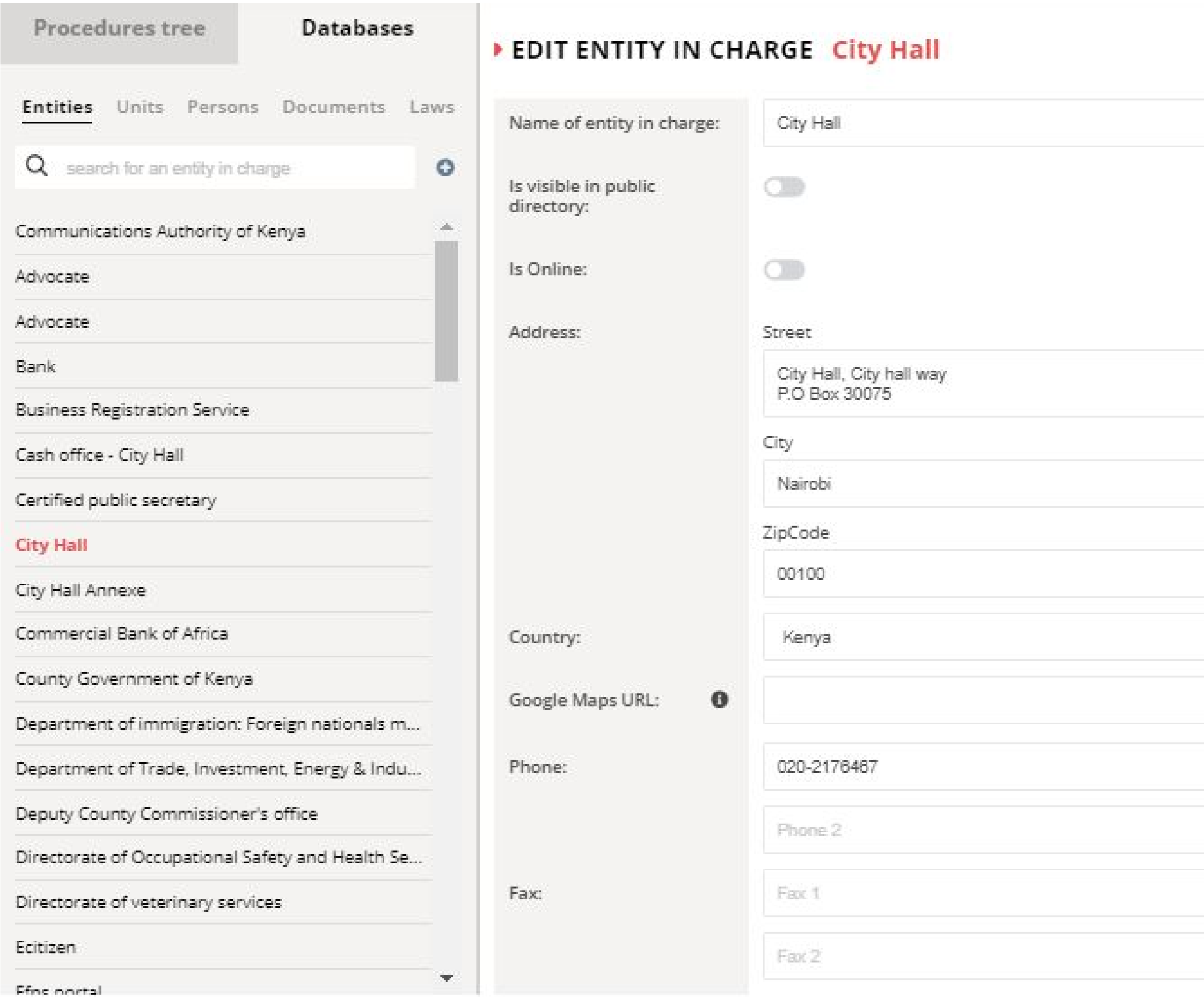
https://help.eregulations.org/index.php/contacts-requirements-laws-joan/

"Contact details", "requirements" and "laws" are stored in three independent databases in the eRegulations system.

Use of the databases

Direct access to the items

1 Search an item
2 Add an item
3 Modify an item
4 Check to which step the element is related to

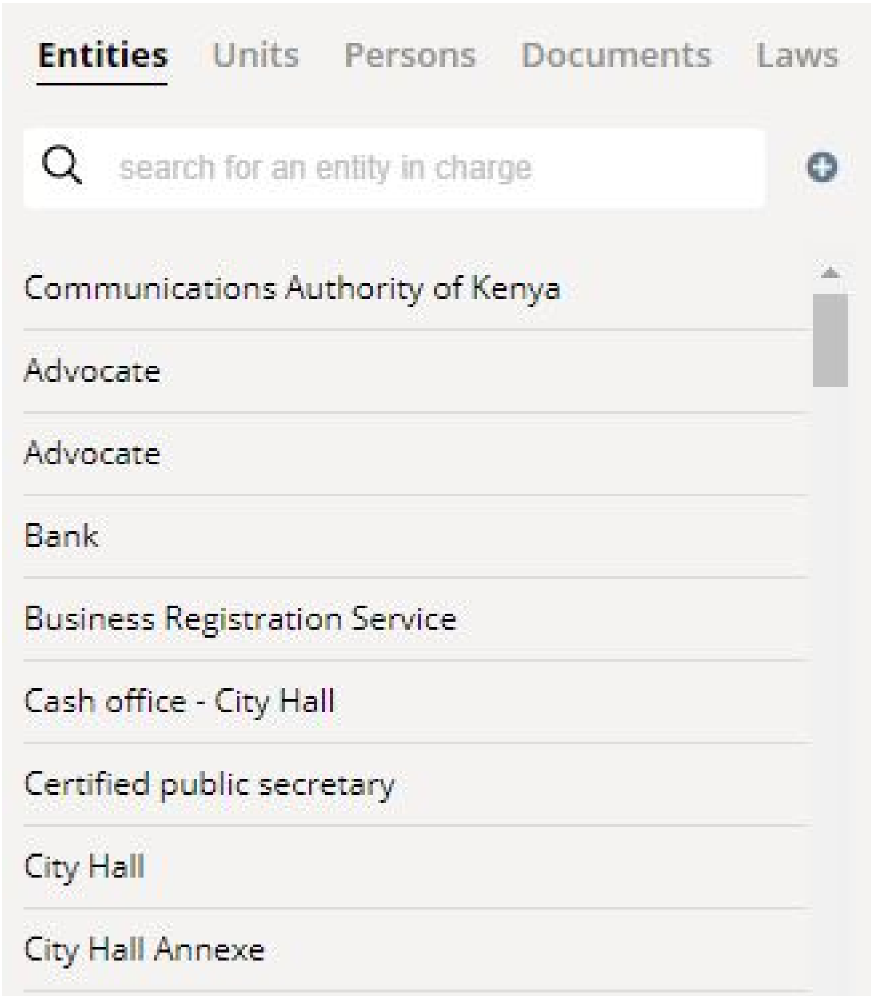


database1-new-1.jpg

Where are the databases?

- In Admin > Content > Databases > Entities you can find all the entities in charge that appear in steps
- In Admin>Content>Databases>Units you can find all units in charge that appear in steps
- In Admin>Content>Databases>Persons you can find all persons in charge that appear in steps
- In Admin > Content >Databases> Documents , you can find all requirements which appear in steps.
- In Admin > Content >Databases> Laws you can find all the laws, regulations, circulars which appear in the steps.

database2-new-e1601386340263.jpg

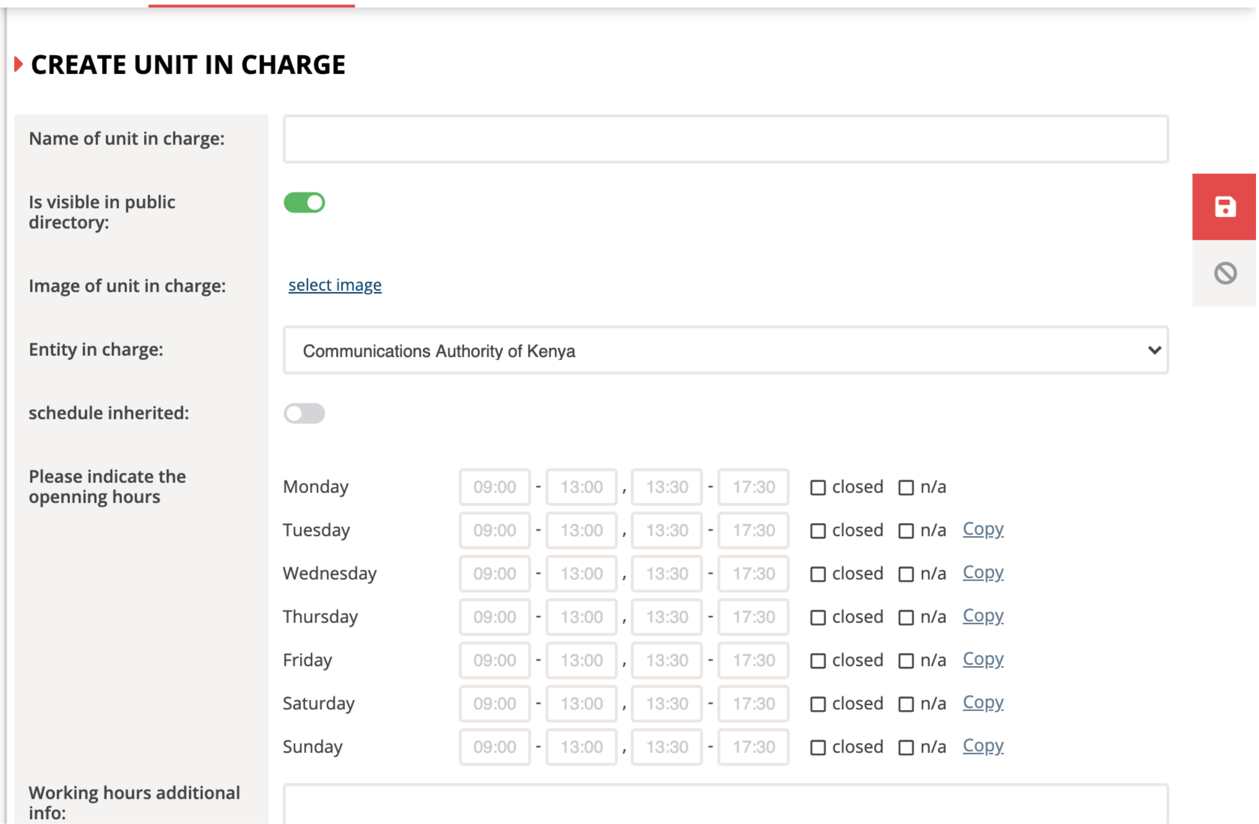


database-4.jpg

Add an item to the database

Screenshot-2020-08-25-at-15.07.25.png

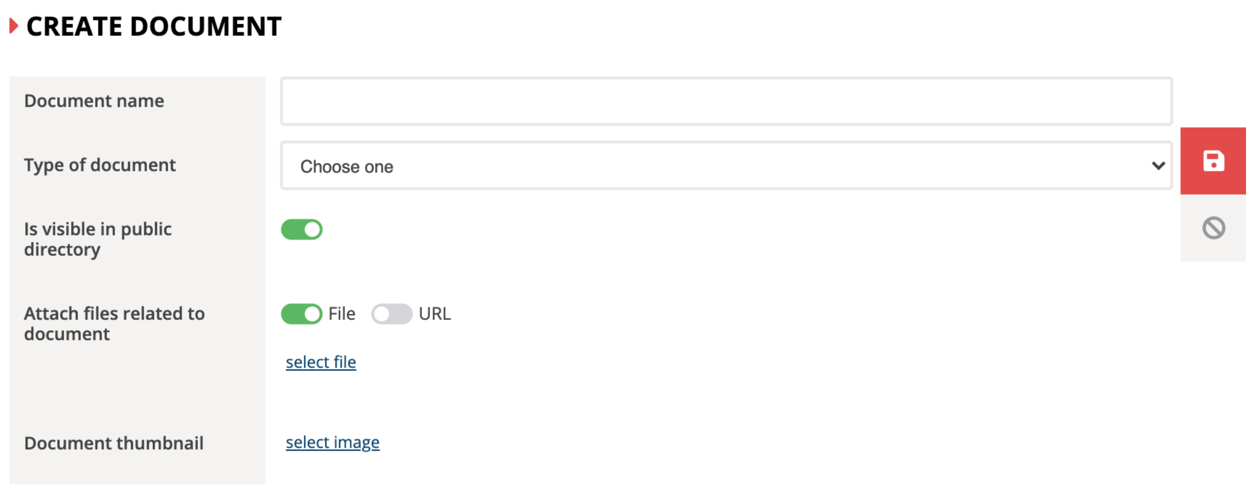
Add an item to the "contacts" database



database5-new.png

Screenshot-2020-08-25-at-15.07.25.png

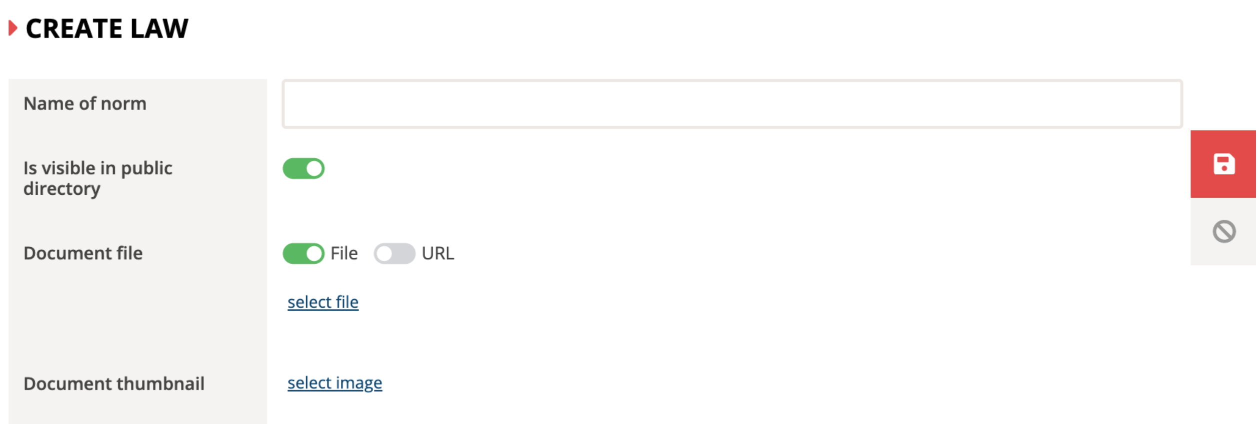
Add an item to the "documents" database



database6-new.png

Screenshot-2020-08-25-at-15.07.25.png

Add an item to the "laws" databse



Screenshot-2020-09-30-at-14.23.44.png

Screenshot-2020-08-25-at-15.07.25.png

- Index
- > Databases of contact details, requirements and laws

- > Add an item to the database

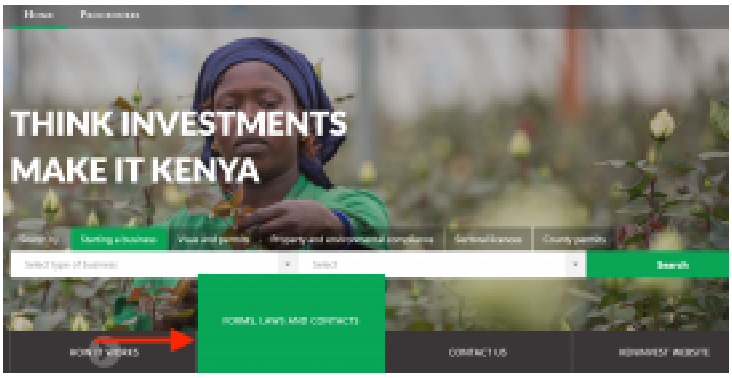
Index

11. Directories

https://help.eregulations.org/index.php/12-directories-agnes/

Directories of entities in charge, administrative forms and laws can be reached from the homepage. Information of the directories comes directly from the steps.

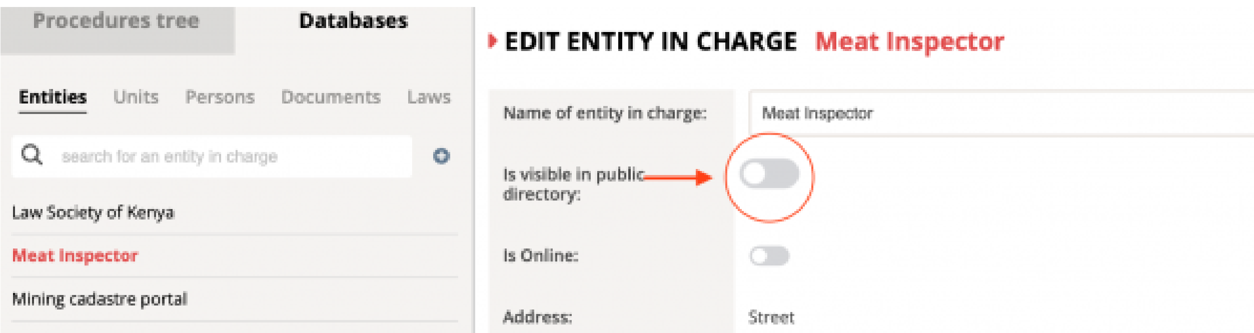
Access to the directories from the homepage



Screenshot-2020-09-24-at-14.46.10-e1600948137717.png

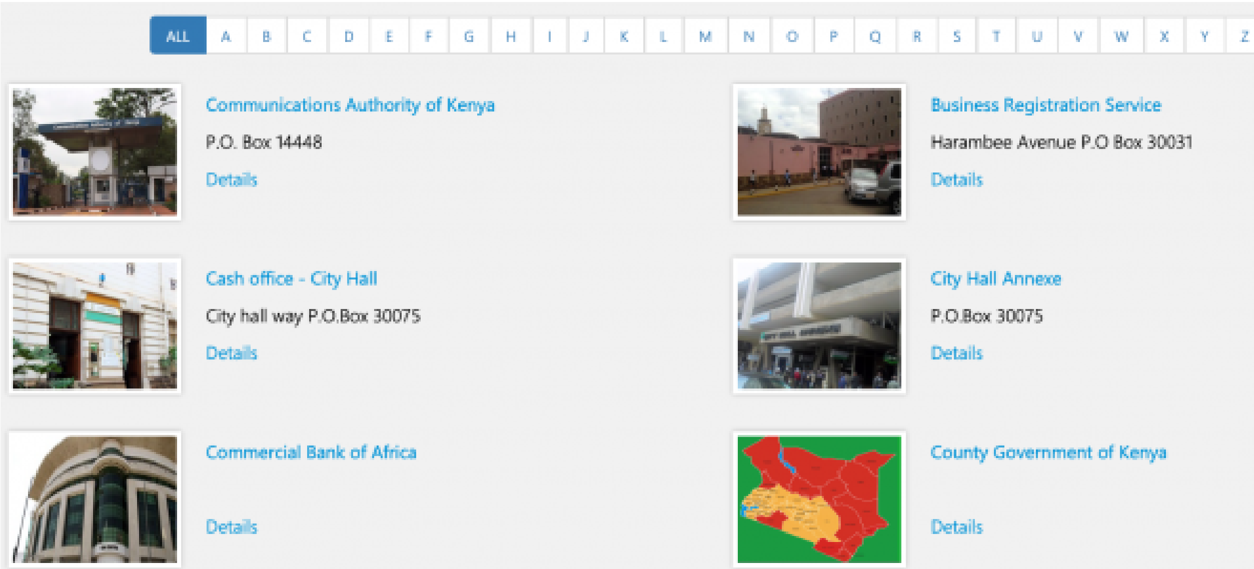
Tanzania Investment Centre

How to select the elements that appear in the directories?

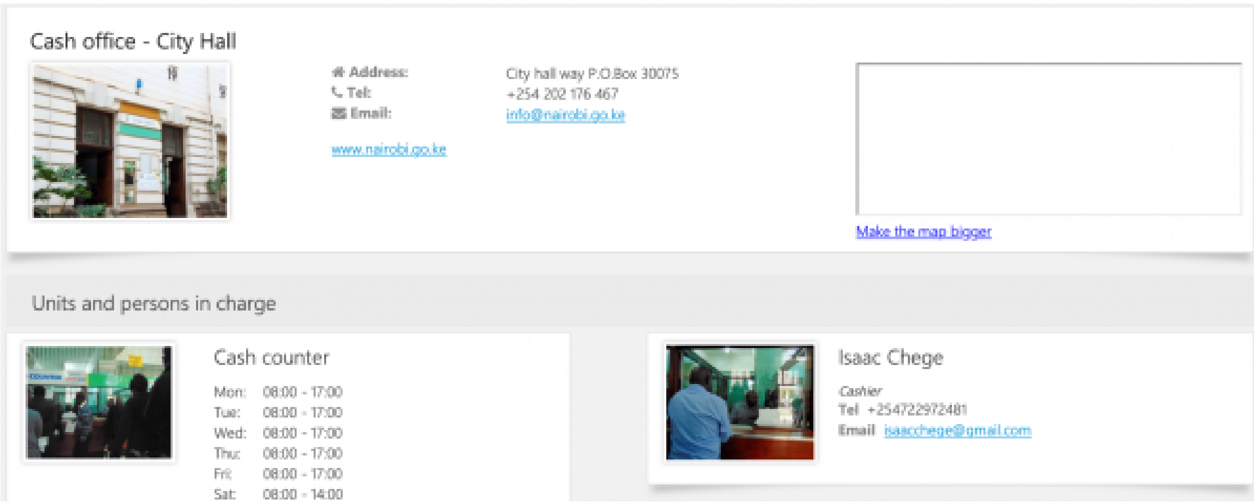


Screenshot-2020-09-29-at-15.46.42-e1601384121518.png

Entities in charge directory

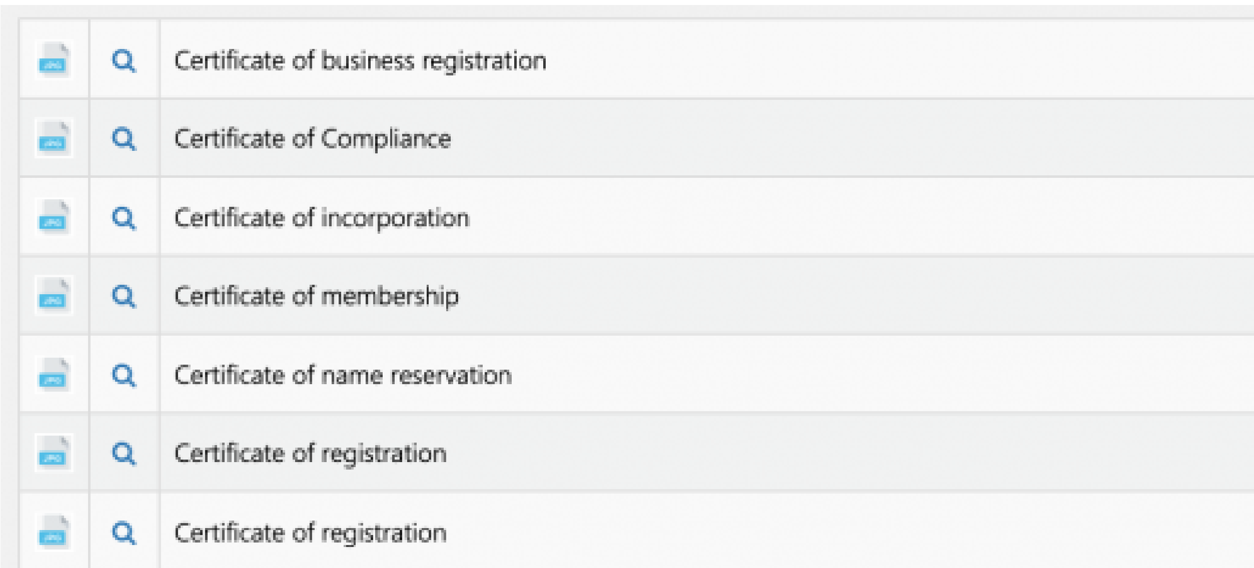


Screenshot-2020-09-29-at-16.00.23-e1601384497354.png



Screenshot-2020-09-29-at-16.08.31-e1601385003241.png

Directory of forms and administrative documents



Screenshot-2020-09-29-at-16.19.52-e1601385722340.png

- downloadable forms can be downloaded from the system and presented to the administration
- Forms which can be visible online
- forms which can be filled online

Directory of laws

Advocates Act
Advocates Remuneration Order 2014
Certified Public Secretaries Act
Companies Act 2015
Companies ACT General Amendment (2) Regulations 2016
Companies Act Regulations 2015
Income Tax Act
Investment Promotion Act 2004
Kenya Citizenship and Immigration Act,2011
Kenya Citizenship and Immigration Regulations 2012
Labour Relations Act

Screenshot-2020-09-29-at-16.22.55-e1601385875107.png

- Index
- > Access to the directories from the homepage
- > Directory of entities in charge
- > Directory of forms and administrative documents
- > Directory of laws

Index

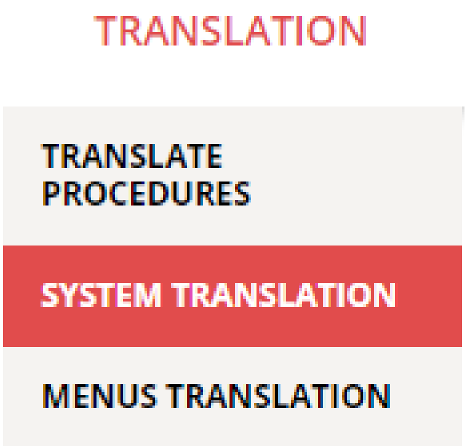
12. System translation

https://help.eregulations.org/index.php/system-translation-joan/

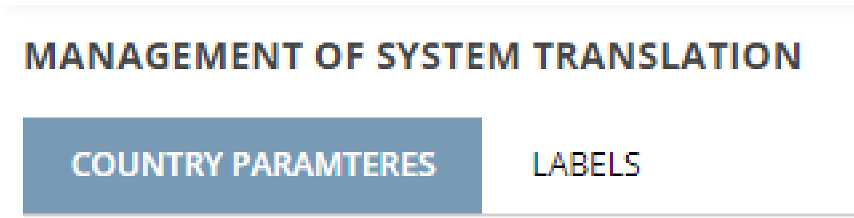
All the texts of the administrative interface and labels of the public interface can be modified through the translation module. Modifications can be applied to the local system, i.e. the system you are working on or to all eRegulations systems of the same language.

System translation

Where can you modify the texts?

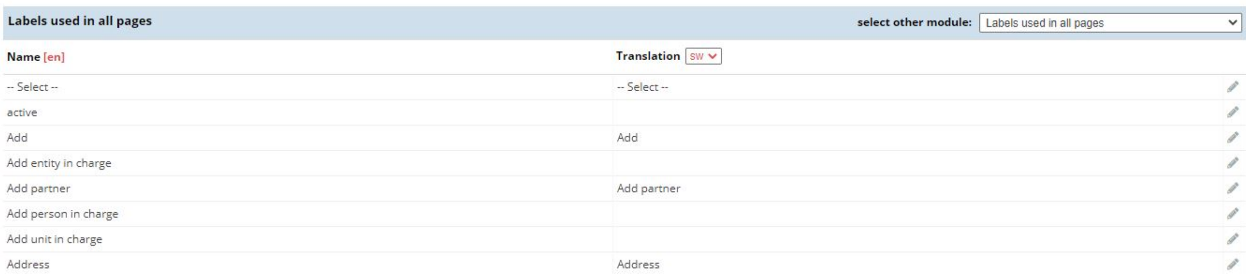


translation1-new.png

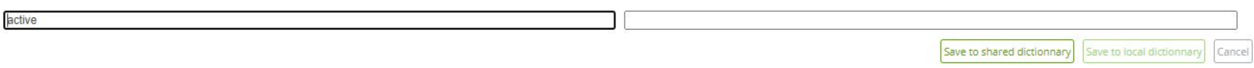


translation2-new.png

Edit a label



translation3-new.jpg



translation4-new.jpg

- If you are sure that your modifications should be applied to all eRegulations systems, save the changes clicking on the Save to shared dictionary .
- If the modification should apply only to the system that you are working on save changes clicking on Save to local dictionary .

Norms of translation

Shared or local dictionary?

- Save changes to the shared dictionary only if you correct a misspelling or a terminology which is inadequate in the system . Always look up your modifications in a reliable dictionary and contact the Geneva team to make sure that changes you want to introduce are pertinent and can be applied to all eRegulations systems.
- Changes can be introduces in the local dictionary if you want to adapt words and labels to make them better understandable in the country . Make sure that your modification is pertinent, correct and necessary for a better understanding of the users.

- Index
- > System translation
- > Norms of translation

Index

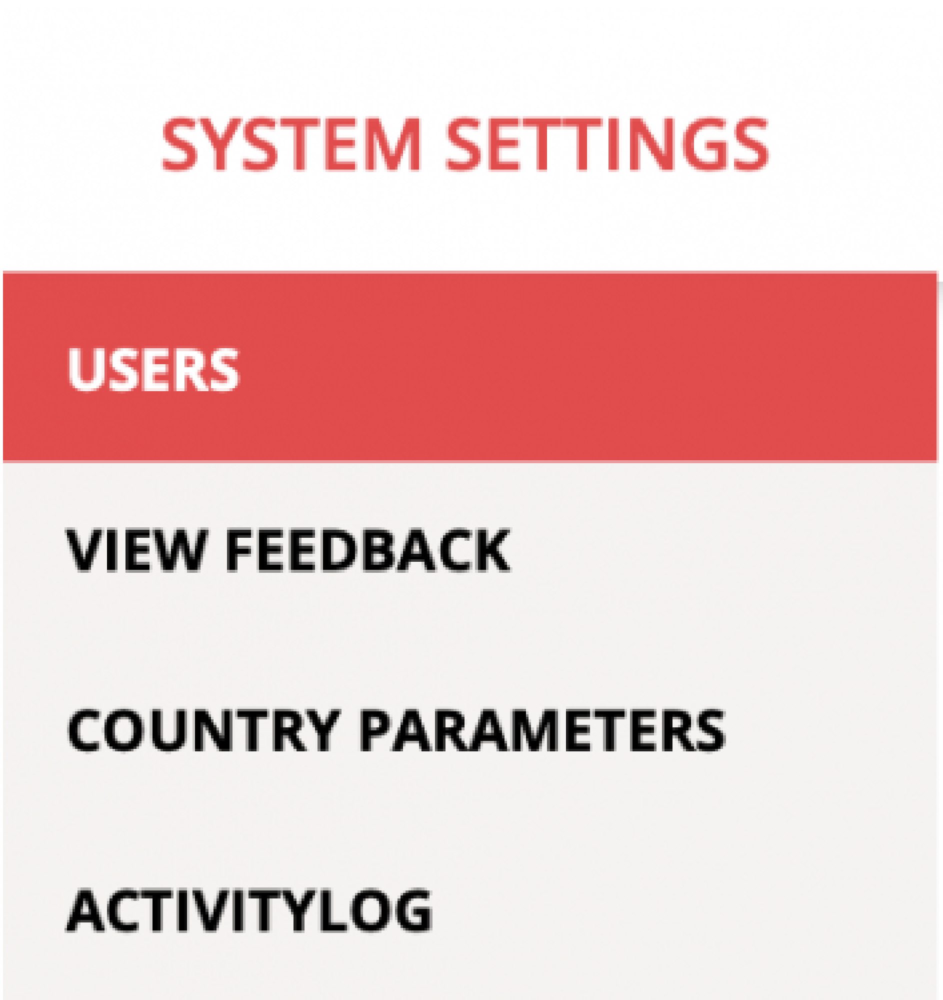
13. Users

https://help.eregulations.org/index.php/users-agnes/

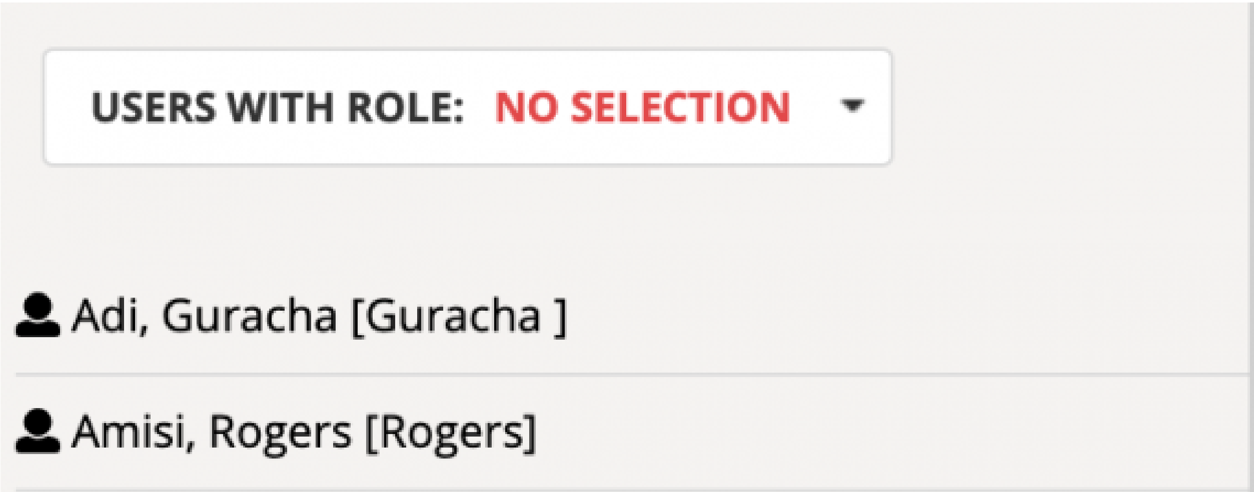
Depending on the role you have as an eRegulations system user, you can access all or some of the modules in the administrative interface.
In this section you will see how to attribute different user rights, for example to edit the contents of the system, review the consistency of the information, translate, etc

Create a user

Where can you create a user?

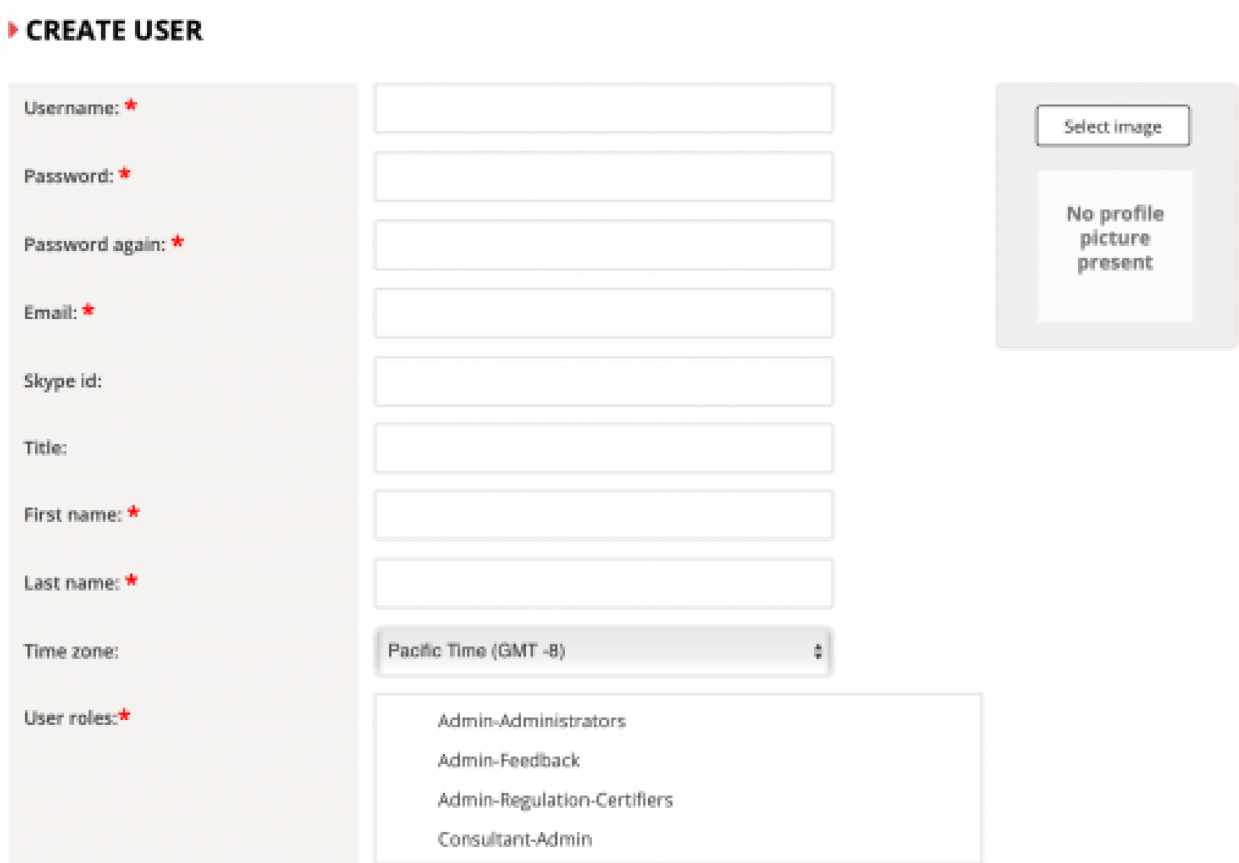


Screenshot-2020-10-01-at-15.19.40-e1601555294754.png



Screenshot-2020-10-01-at-15.53.00-e1601558774467.png

Create a new user



Screenshot-2020-10-01-at-16.29.36-e1601559347251.png

- User name
- Password
- User's e-mail address
- User's Skype identification
- User's title (Mr,Mrs, etc.)
- User's name
- User's surname
- Time zone of the system
- Rol(es) (or rights) the user has in the system
- image of the user

Screenshot-2020-10-13-at-16.05.52-e1602594390456.png

User's Roles

Administrators of the administrative interface

Admin-Administrator

Admin-Feedback

Admin-Updaters

Admin-Publishers

Admin-Certifiers

Administrators of the consistency review

Consultant-Local

Consultant-Regional

Consultant-Admin

- Index
- > Create a user
- > Users Roles

Index

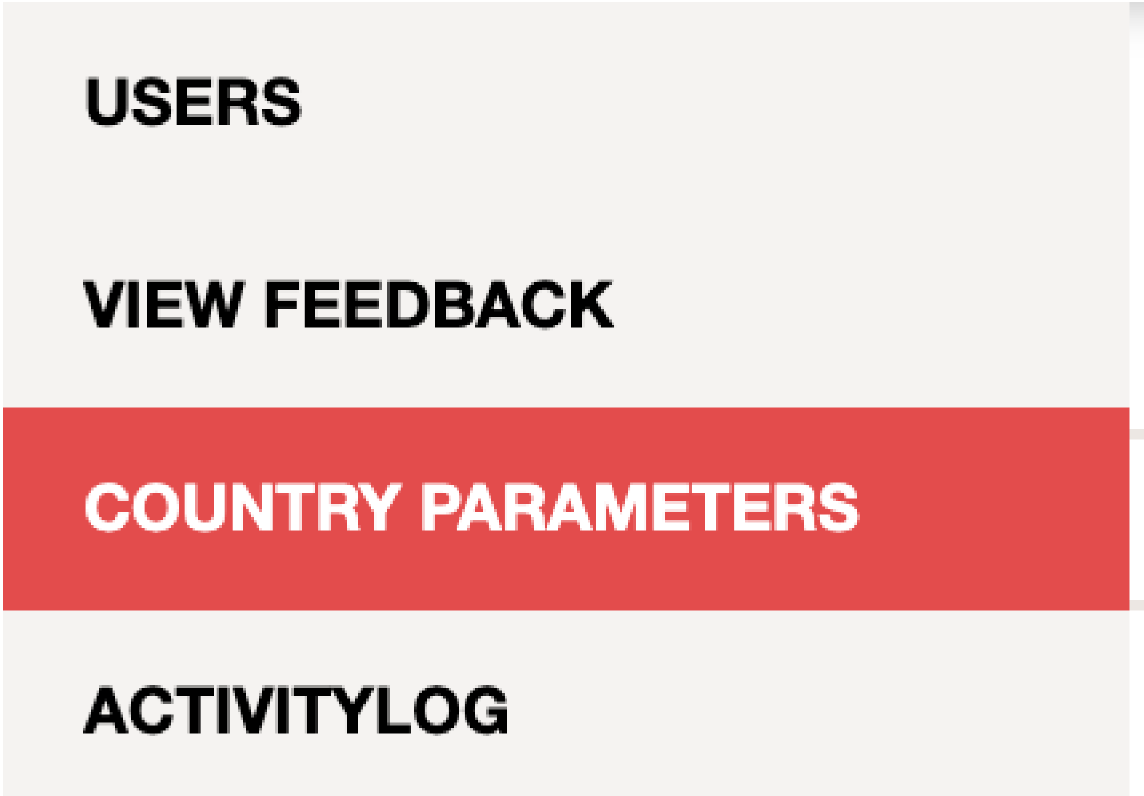
14. Country parameters

https://help.eregulations.org/index.php/country-parameters-joan/

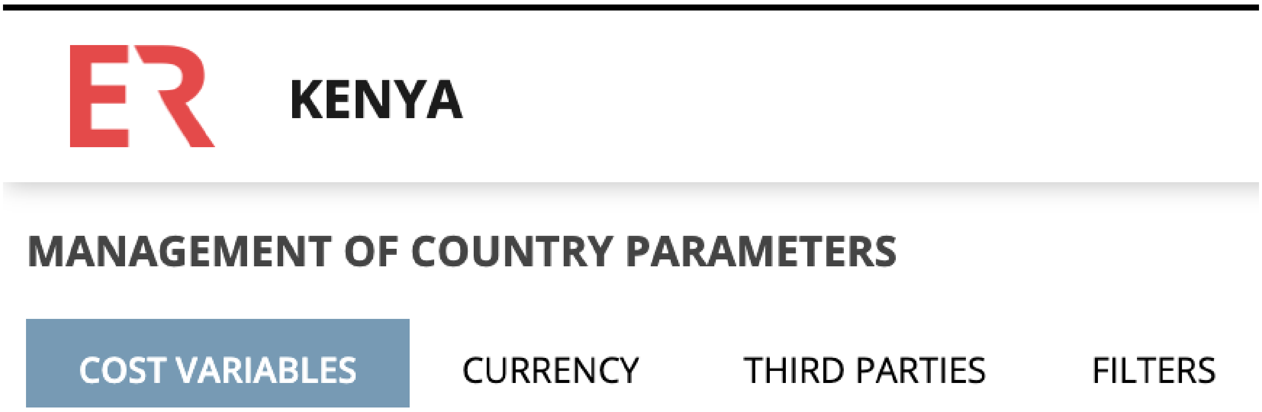
Country parameters are elements that are specific to each eRegulations system, such as the currency, cost variables, and third parties.

Where are country parameters?

SYSTEM SETTINGS



country-parameter1-new.png

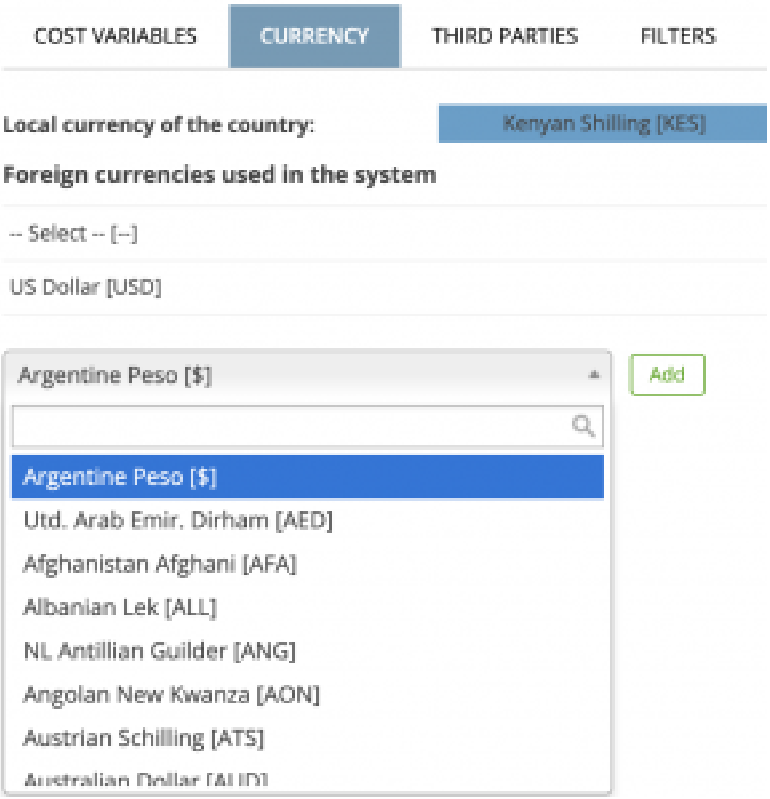


country-parameter2-new.png

Cost Variables

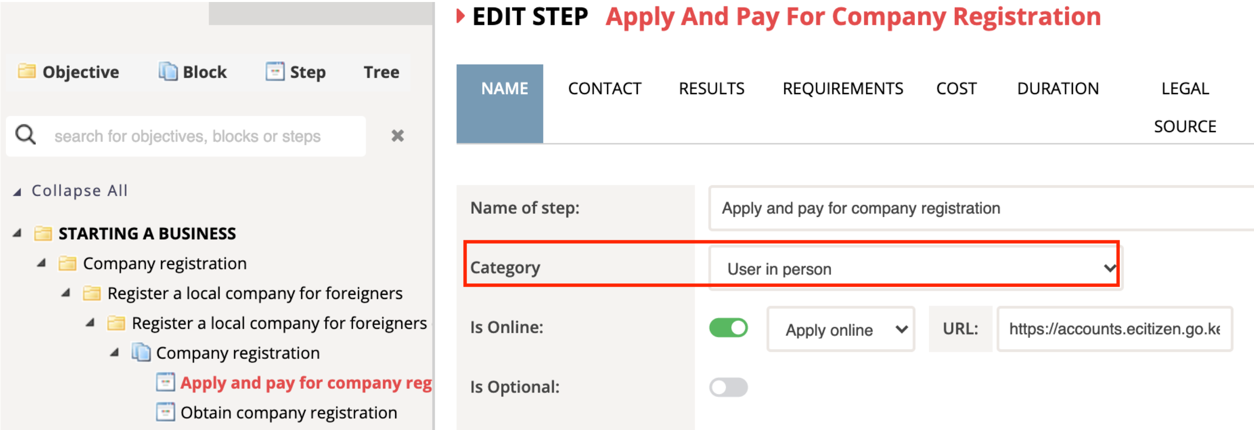
country-parameter-3-new.png

Currency

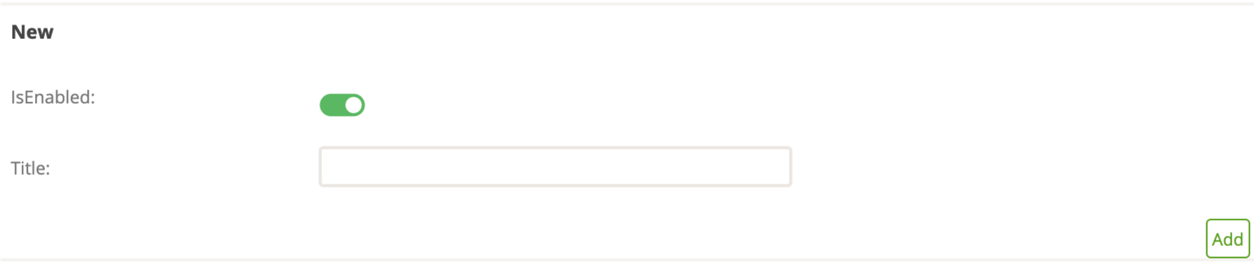


country-parameter5-new-292x300.png

Third parties

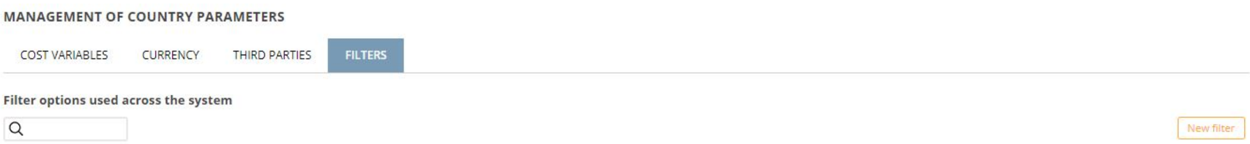


country-parameter6-new.png

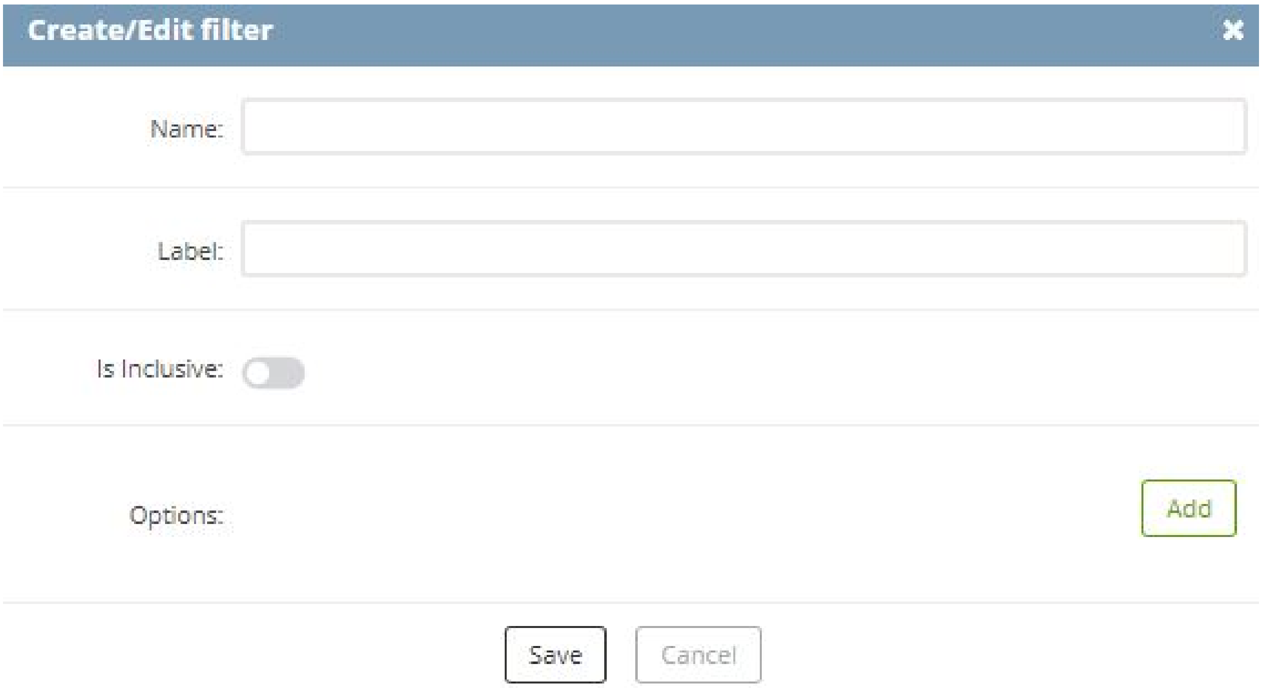


country-parameter7-new.png

Filters



country-parameters7-new.jpg



country-parameters8-new.jpg

- Index
- > Cost Variable
- > Currency
- > Third parties
- > Filters

Index

15. Content translation

https://help.eregulations.org/index.php/content-translation-joan/

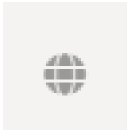
The user with a translator role can/should translate the step’s content of an eRegulations system. It is the Administrator of the system who sends the elements for translation (procedures, steps, menus, etc) to the translator.

Translate from the translator account

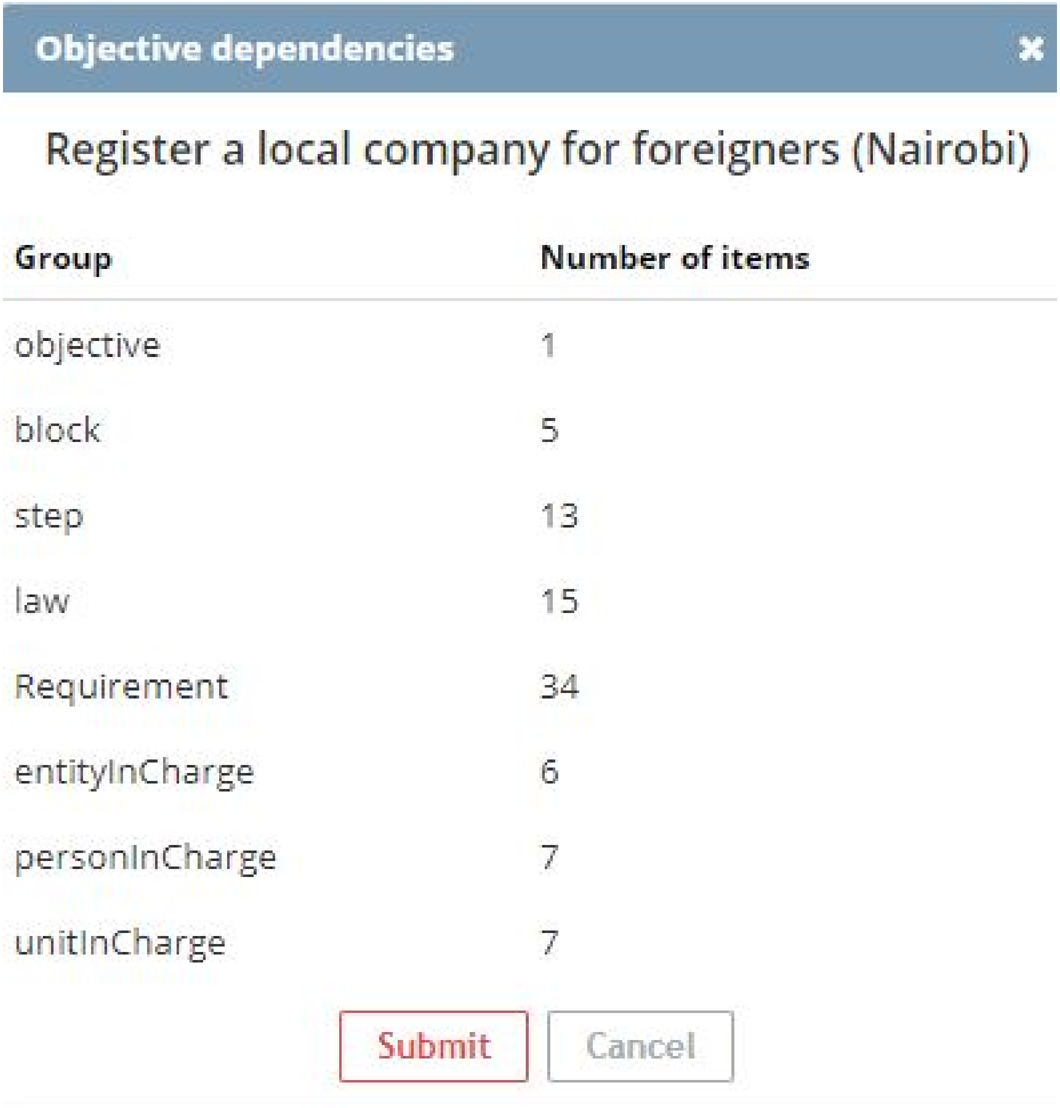
Send elements of the system to translation.

- The content of an entire procedure
- The content of a step

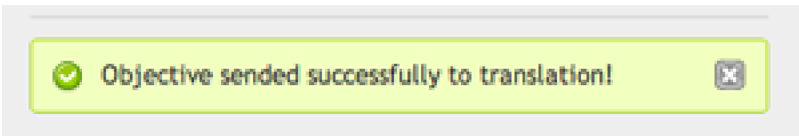
Example for an entire procedure



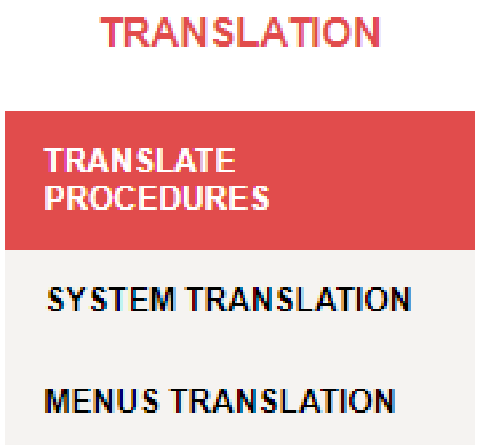
content-2.png



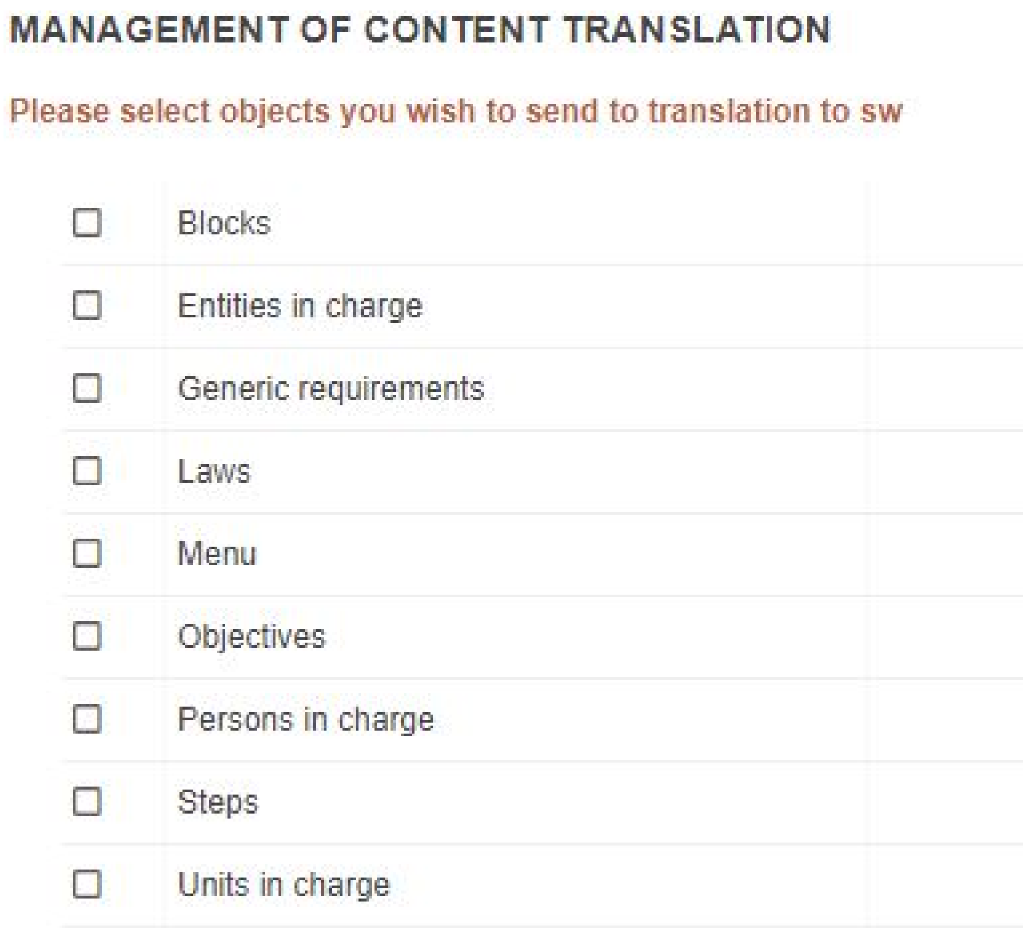
content-3.jpg



Trac3

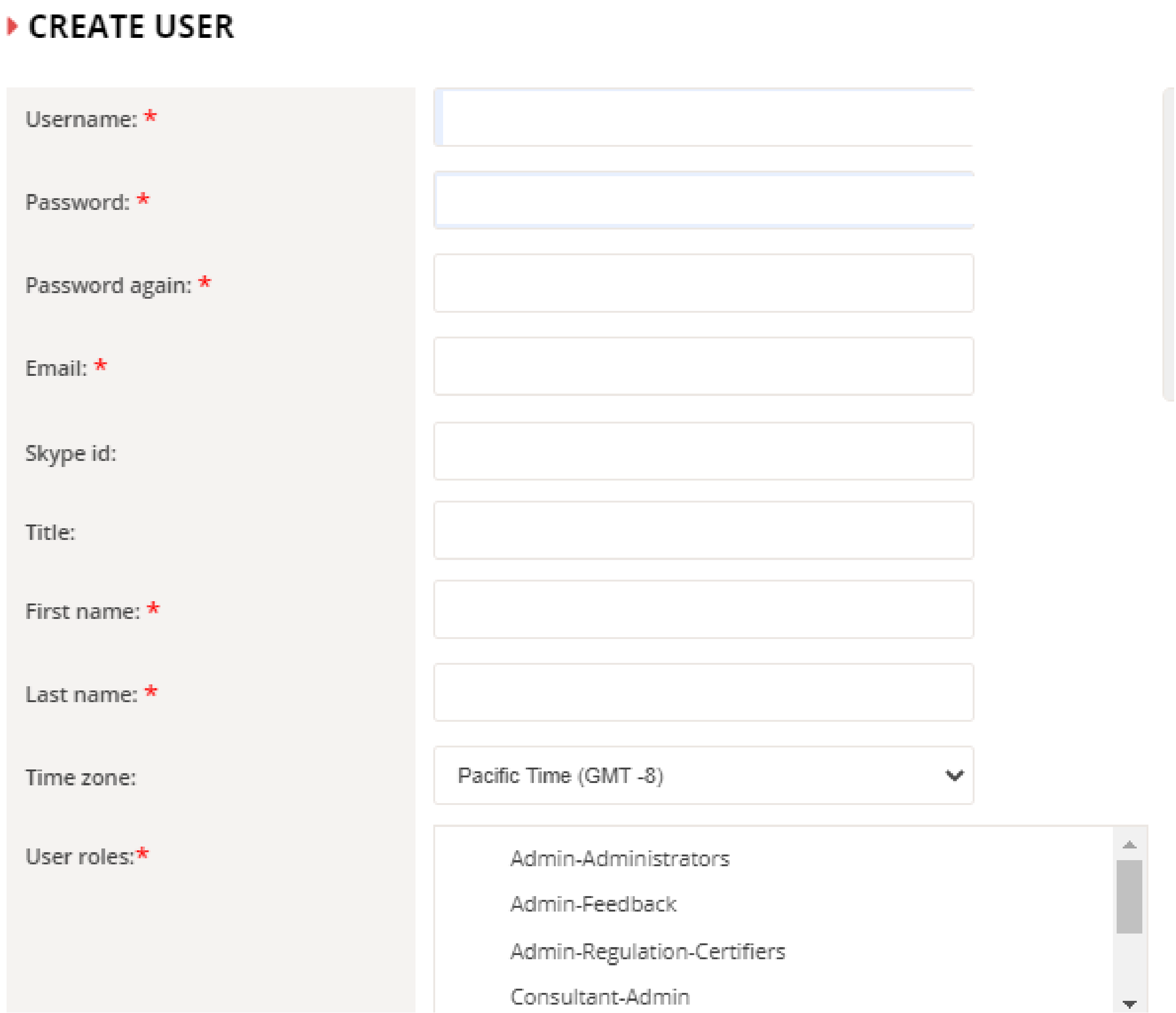


content-translation-1new.png



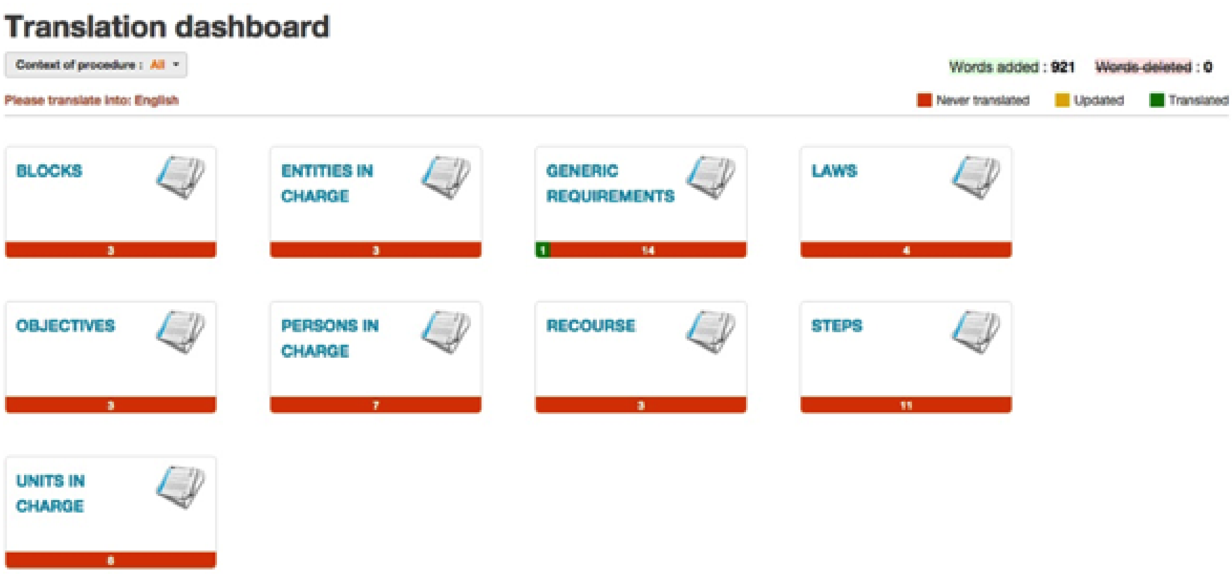
content-translation-2-new.jpg

Create a translator account



content-translation-3new.png

Translation dashboard

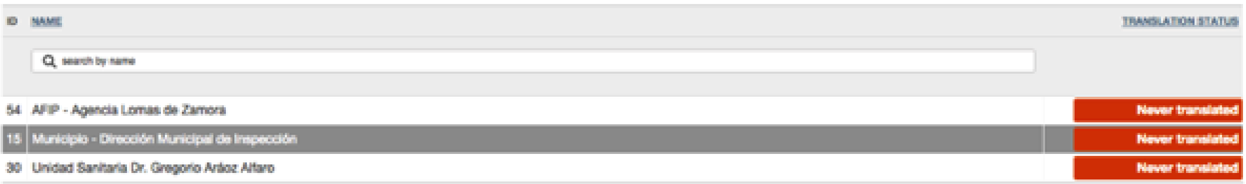


NewImage

- Never translated : the element has been sent and the translator has not translated the element. The element has to be translated.
- Uploaded :The element was translated but this one has been edited in the original language: The translator has to verify if the translation is still corrected.
- Translated : The element has been translated and hasn’t been edited in the original language. Nothing has to change in this case.

Example of an element’s translation

NewImage



NewImage

NewImage

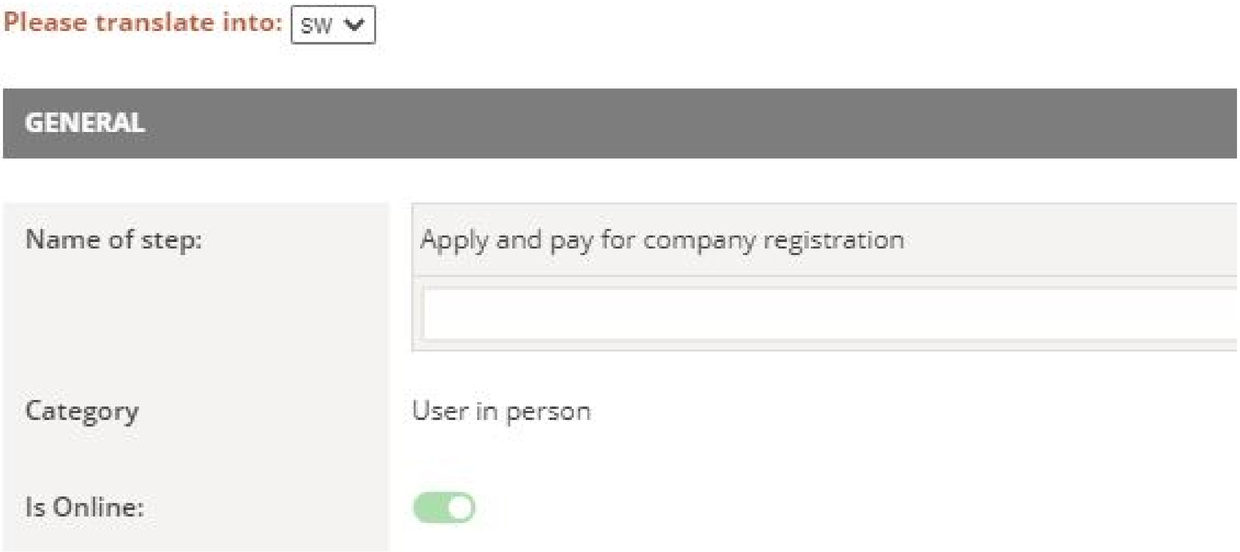
NewImage

NewImage

NewImage

Translate from the admin account

content-4.jpg



content-5.jpg

- Index
- > Translate from the translator account
- > Translate from the admin account

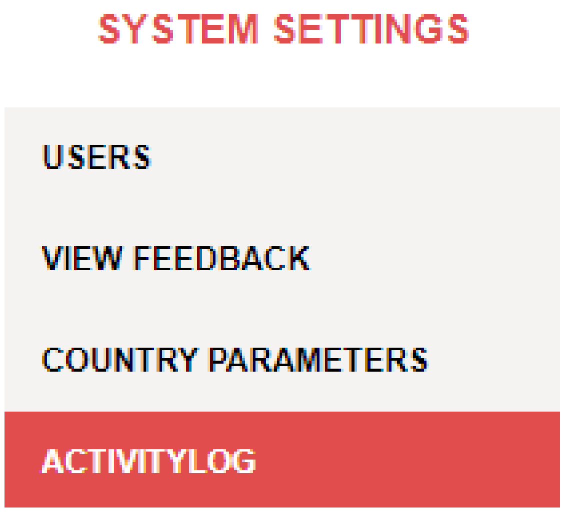
Index

16. Activity log

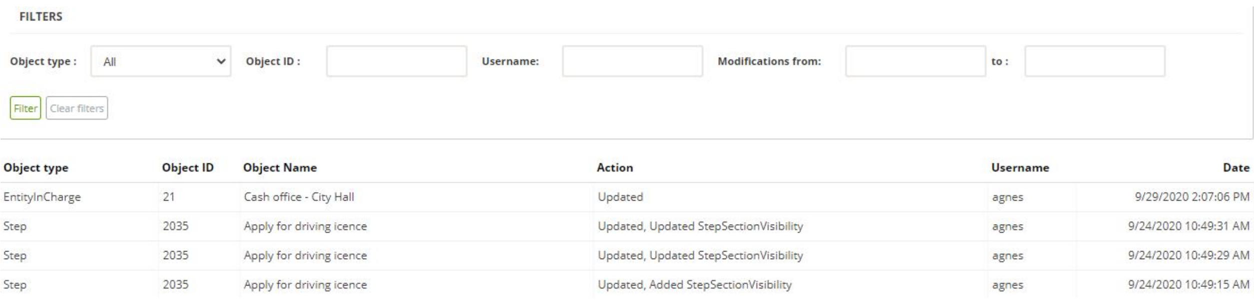
https://help.eregulations.org/index.php/activity-log-joan/

All actions undertaken in an eRegulations system are kept on a “log” that shows informations such as the date of modifications, the user who did the modification, etc.

Where can you find the list of actions?

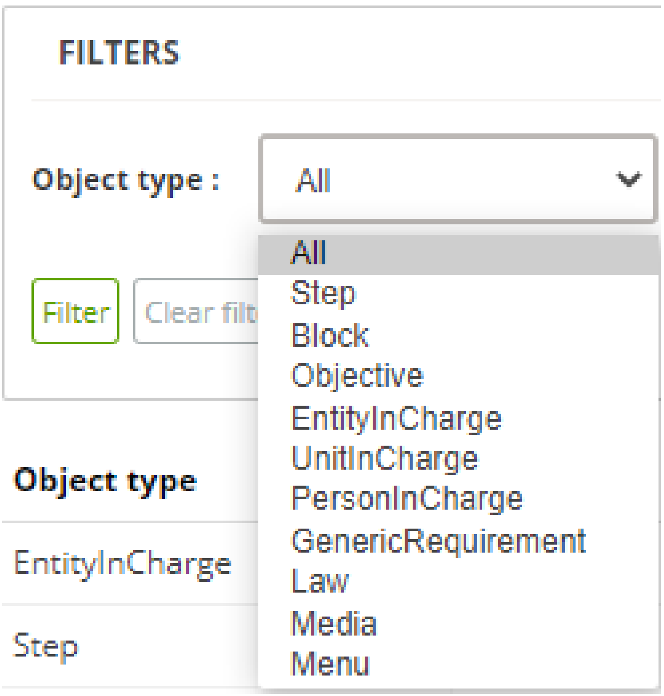


activitylog-1-new.png



activitylog-2-new.jpg

- Object type : block, step, entity, etc.
- Object ID
- Username
- Modifications



Activitylog-3-new.png

- Index
- > Where can you find the list of actions?

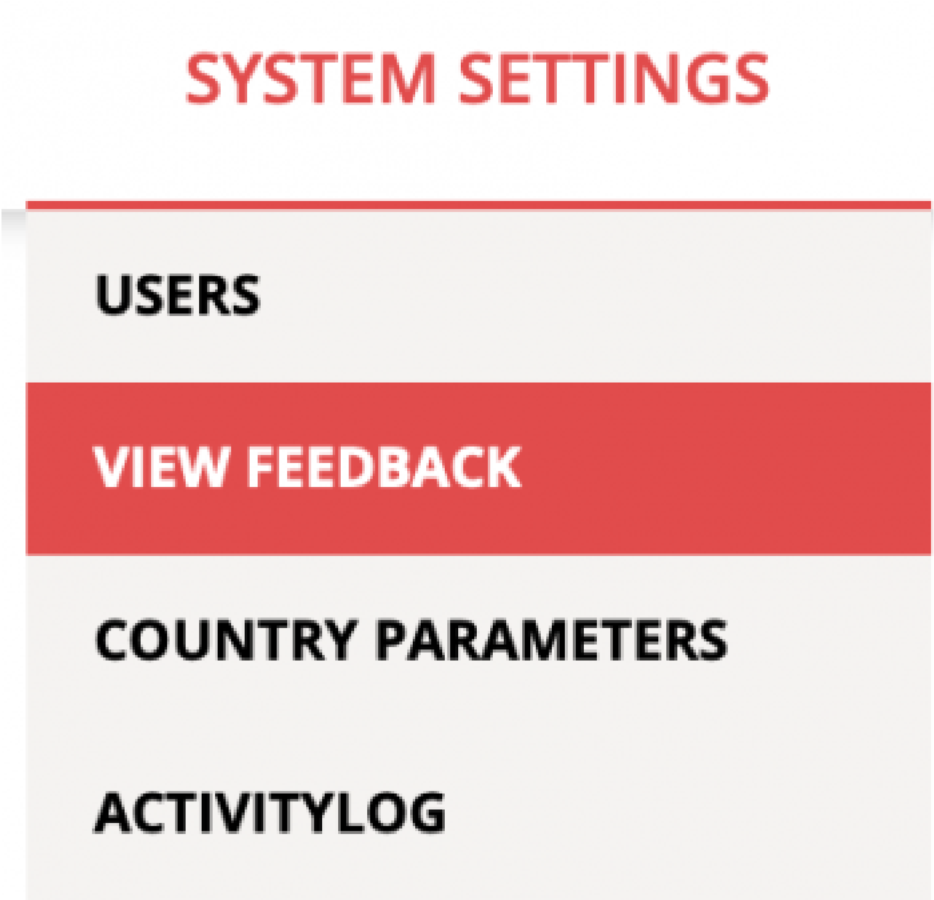
Index

17. Feedback

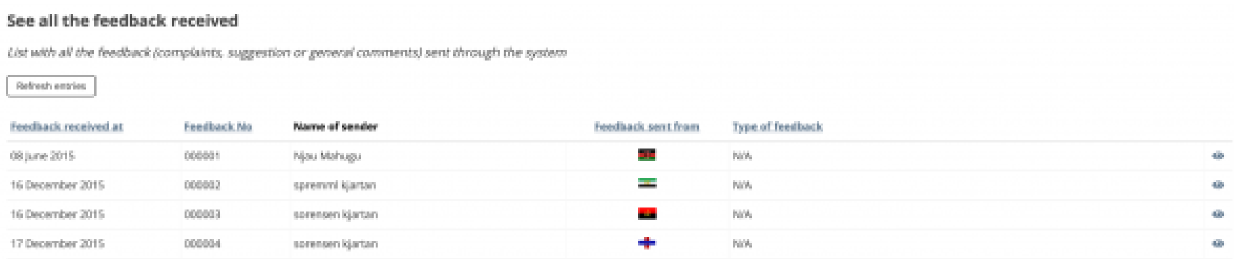
https://help.eregulations.org/index.php/feedback-agnes/

Feedbacks are messages that users of the eRegulations system send which can be simplification proposals, reports of incorrect information or suggestions on the procedures to be documented or graphics/presentation of the system.

Where can you see the list of feedbacks?

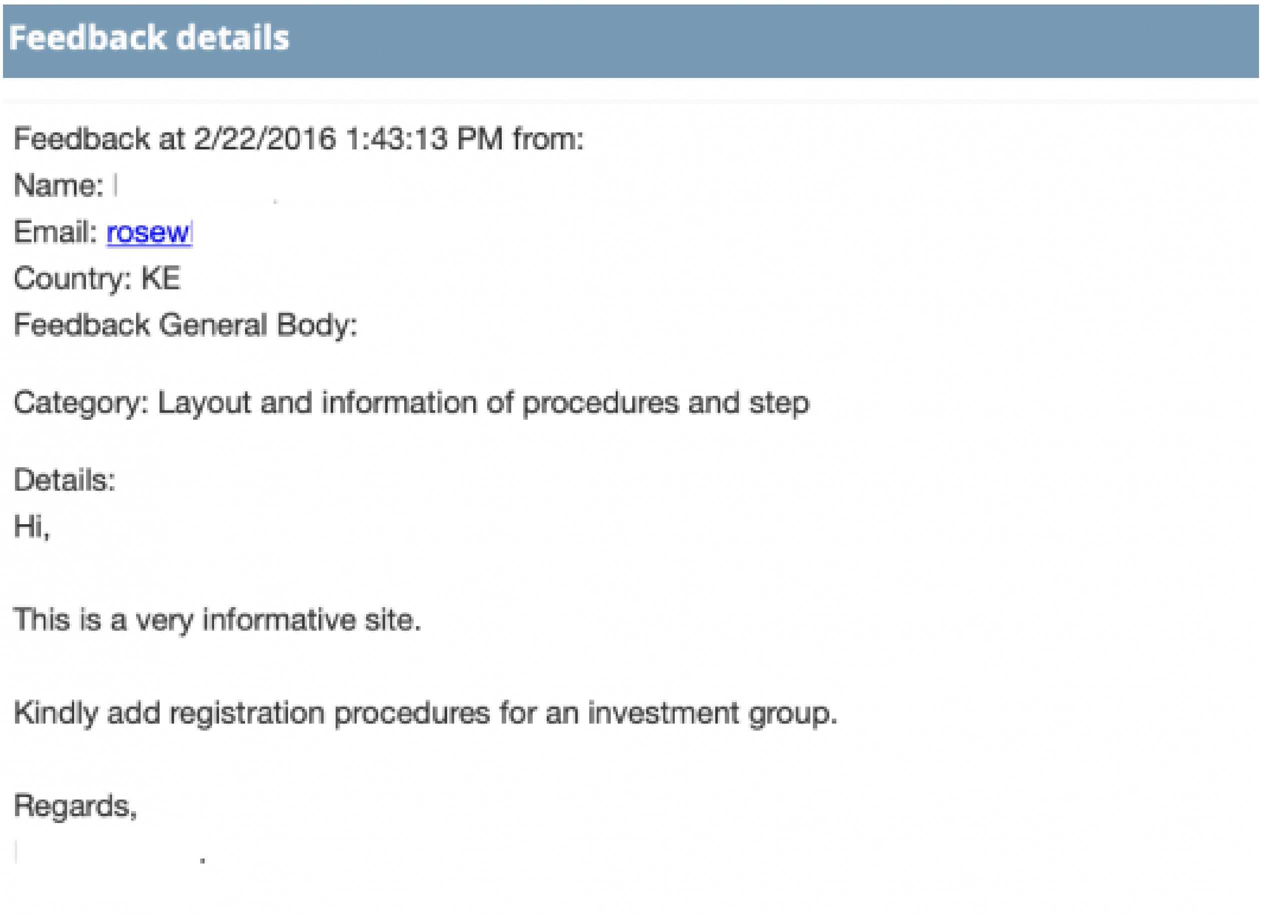


Screenshot-2020-10-01-at-16.45.41-e1601560012886.png

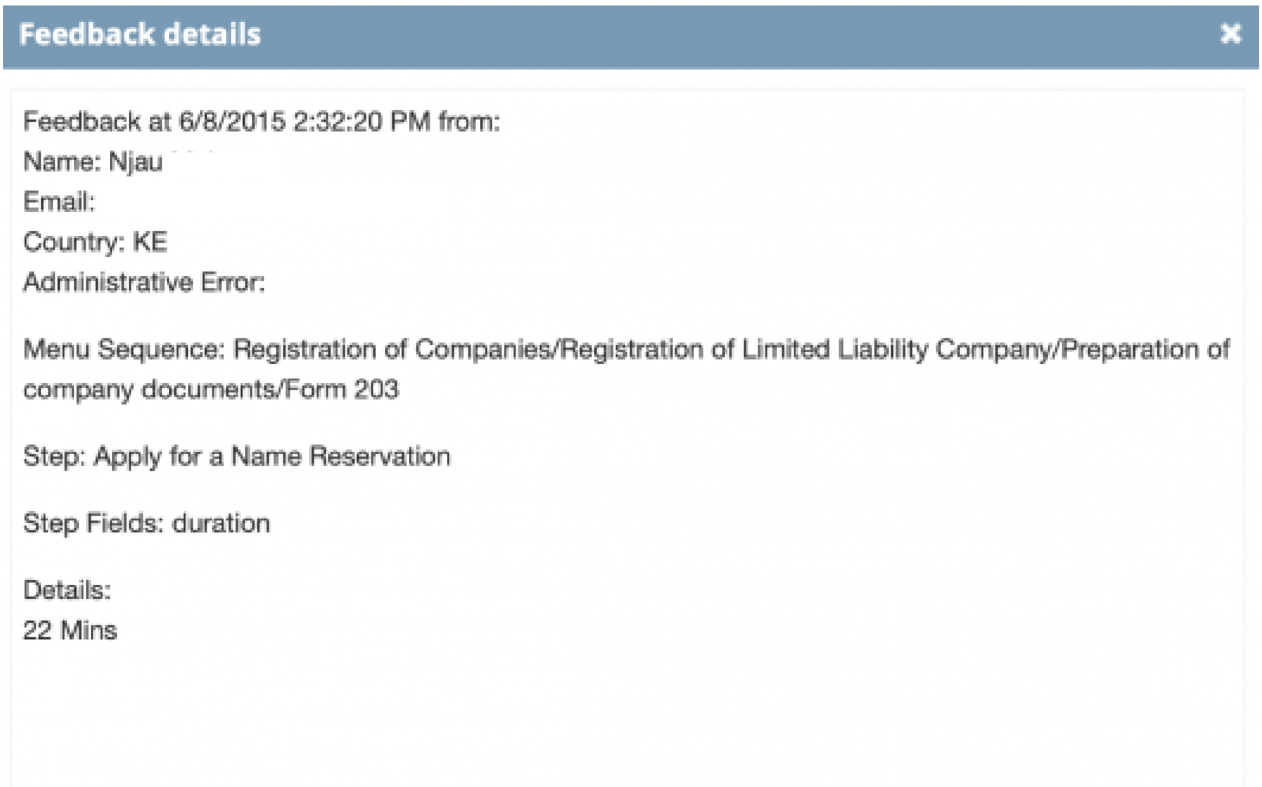


Screenshot-2020-10-06-at-16.28.43-e1601991147250.png

Screenshot-2020-10-06-at-16.43.20-e1601991911387.png



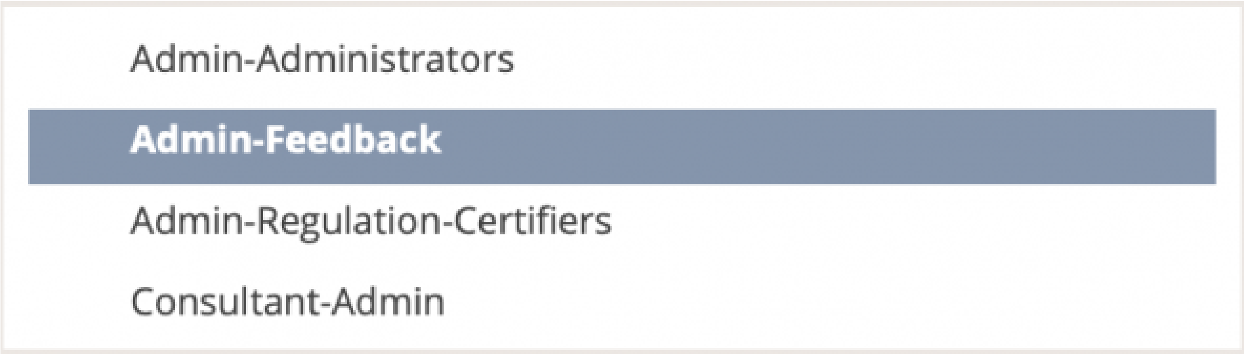
Screenshot-2020-10-13-at-14.58.56-1-e1602590997141.png



Screenshot-2020-10-13-at-14.52.25-1-e1602591772447.png

How can a system administrator receive a feedback

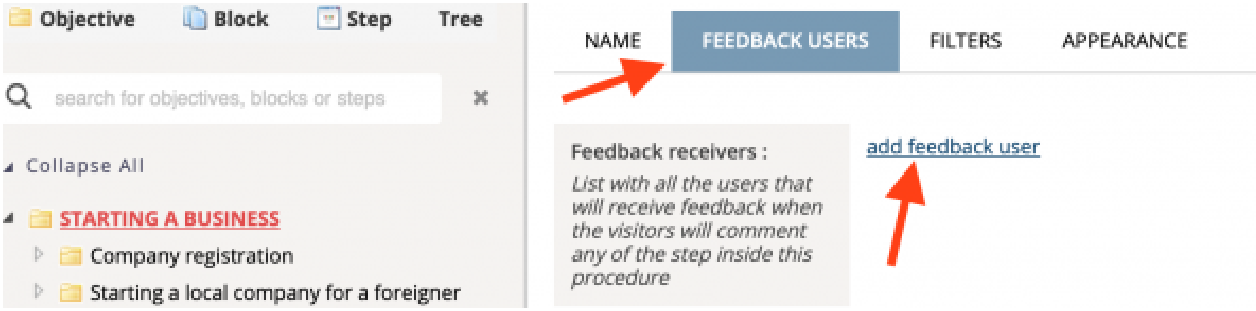
1. Create a feedback receiver profile



Screenshot-2020-10-13-at-15.46.04-e1602593306286.png

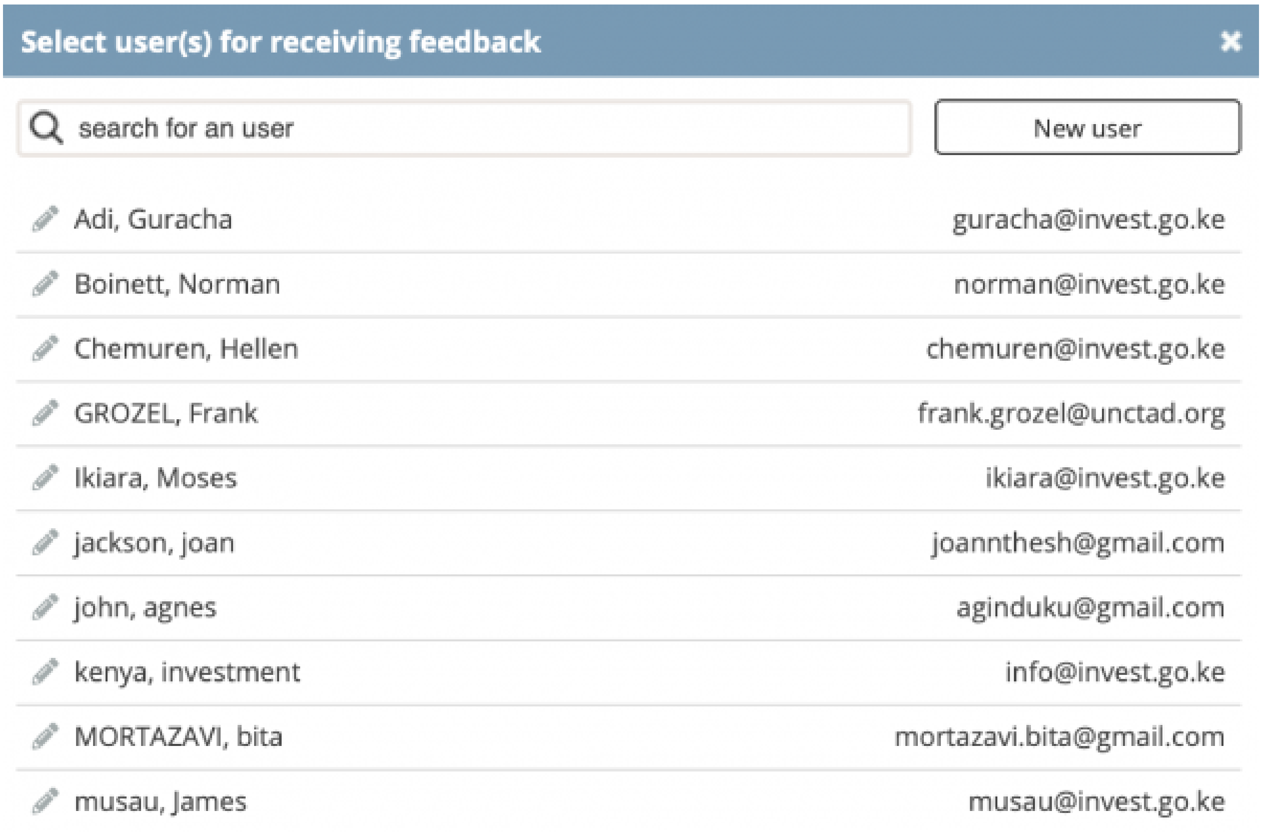
2. Assign specific feedbacks to a specific system administrators.

Assign a feedback receiver in procedures to a system administrator.



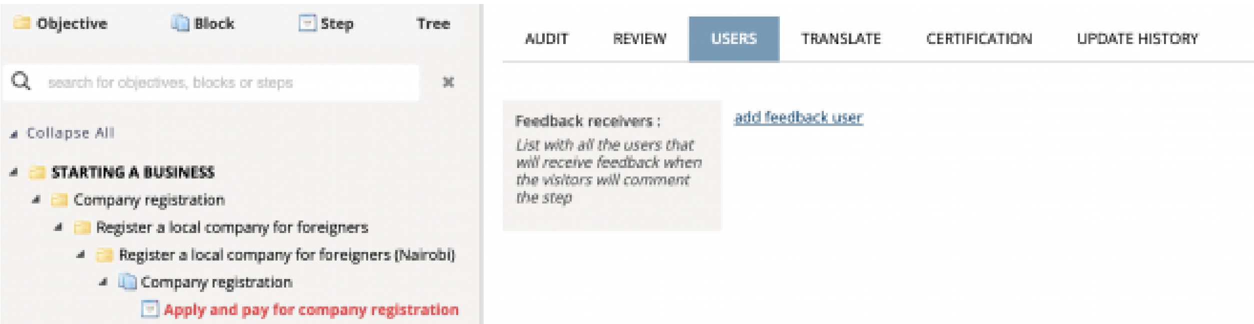
Screenshot-2020-10-13-at-15.58.41-e1602594067540.png

Screenshot-2020-10-13-at-16.05.52-e1602594390456.png



Screenshot-2020-10-13-at-16.02.47-e1602594261282.png

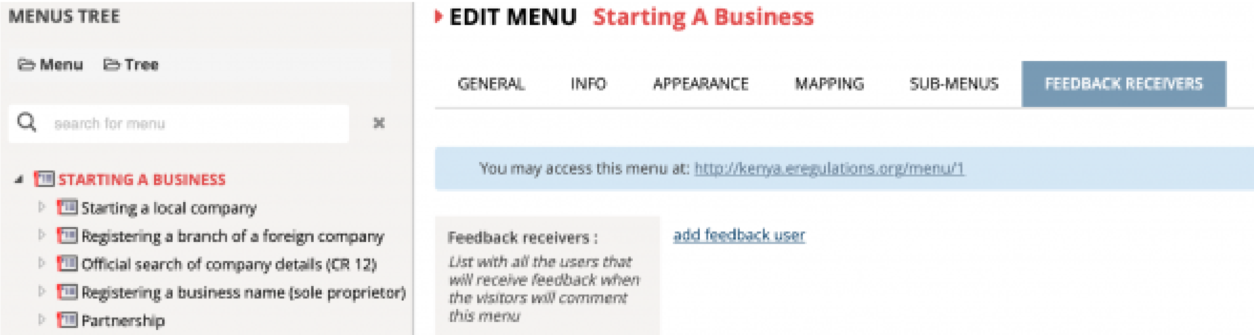
Assign a feedback receiver in a step to a system administrator



Screenshot-2020-10-13-at-16.10.24-e1602596755639.png

Screenshot-2020-10-13-at-16.05.52-e1602594390456.png

Assign a feedback receiver for procedures of a menu to a system administrator

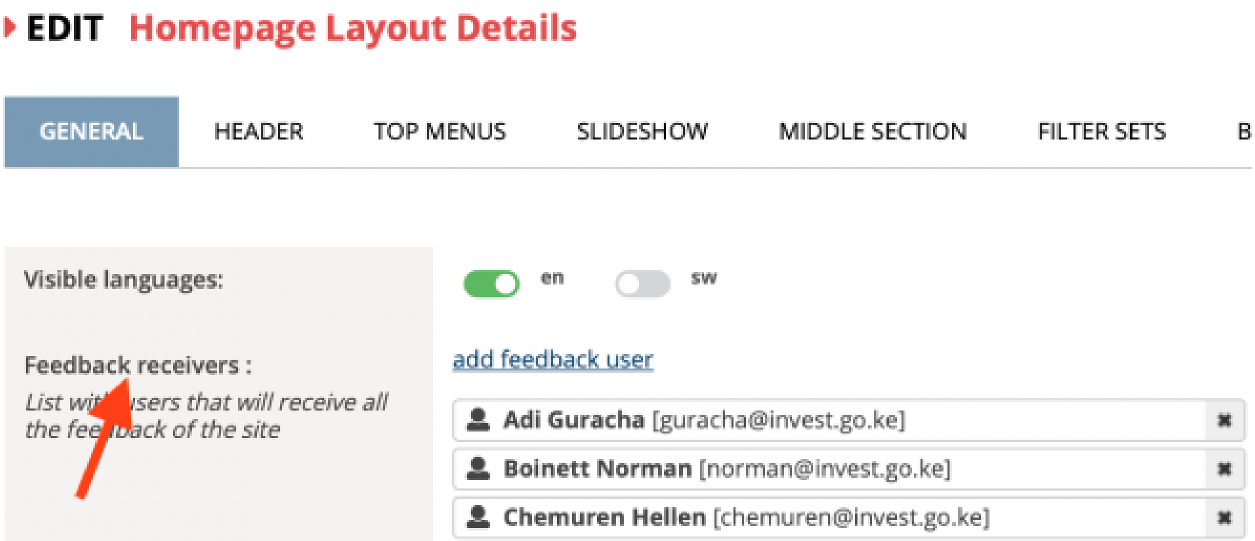


Screenshot-2020-10-15-at-11.59.14-e1602754099542.png

Screenshot-2020-10-13-at-16.05.52-e1602594390456.png

Assign a feedback receiver for the entire system in the Homepage

Screenshot-2020-10-13-at-16.05.52-e1602594390456.png



Screenshot-2020-10-15-at-12.44.02-e1602755781859.png

- Index
- > Where can you see the list of feedbacks?
- > How can a system administrator receive a feedback?

Index

18. Consistency review

https://help.eregulations.org/index.php/consistency-review-joan/

The consistency review is the point review of the content in procedures of an eRegulations system. This review has to be very precise in order for users to understand perfectly the procedure. With the consistency review we make sure the procedure complies with the reality on field but also to the law.

Proceed to the consistency review

What does it mean?

consistency-1.jpg

When do you do the consistency review ?

Order of the consistency review

1. The menu page from which depends the procedure.
2. The summary of the procedure , by following the order of the summary.
3. The steps of the procedure , by following the order of the steps and the structure of the steps sheet.

What do you verify during the review ?

In the menu page

- The description of the objective is simple, clear and short.
- The text is perfectly understandable by a person with basic education.
- Illustration images are in the right size and look good.
- Important words are in bold or in blue.
- The menu title is the same than the link in the top menu.
- If a link has to be included to the text, you must insert target= »_blank » in the html so that the link opens in another tab.

- The description of the objective is simple, clear and short.
- The text is perfectly understandable by a person with basic education.

- The text has to precisely talk about the sub-objective in question, not about another sub-objective.
- The description is a quick description of the procedure. It emphasizes to whom it applies in the procedure in case this one does not apply to everyone.
- The important words is in bold or in blue.
- The sub-objective is linked to the expected procedure.
- If a link has to be included to the text, you must insert target= »_blank » in the html so that the link opens in another tab.

In the summary of the procedure

- The steps are gathered in coherent blocks.
- The name of the block has the same grammatical form than all other blocks of the procedure.
- The name of the step follows this format "verb + complement".
- Possible Verbs determining the action of the step are: Submit, Collect, Pay, Obtain (Obtain = Submit + Collect; in one interaction)
- "Submission" steps are always followed by "Collection" steps.
- "Obtaining" steps are never followed by "Collection" steps.
- You don't mention the localisation of the step if this one is mentioned on the block's name.

- Each entity has a picture.
- The size of each picture is 640 pixels width x 480 pixels height (when you click on the image of the entity).
- The name of each entity is exactly the same than the official name of the entity.
- The orange frames (ex: 1 , 3) inform about the steps where the entity appears. There shouldn't be duplicates.
- The number in the () after the entity's name corresponds to how many times the entity appears in the procedure.

- Results of the procedure correspond to the results that pushed the user to start the procedure.
- Results called "Results of the procedure" are those that have been configured as the "final result of the procedure".
- The payment receipts, appointments, information, should not appear as results of the procedure.
- Each result in the .doc or pdf must have a preview image in the following format 110 pixels width x 140 pixels height.
- Each image has a size of a maximum of 700 pixels width x 1000 pixels height. (Depending on which side of the image is the larger).
- The attached documents should be perfectly readable.

- Required documents with a blue frame are the generic conditions.

- Required documents with a green frame are conditions that are the result of a previous step.
- Each requirement in the .doc or pdf must have a preview image in the following format 110 pixels width x 140 pixels height.
- Each document or image is readable, straight, and well cropped.
- Documents that have been turned anonymous must be done in a fine and tidy manner.
- Document’s name is exactly the same than the name written in the document.

- Each cost has a comment assigned to it, which should point out to what exactly that cost refers to.
- The variable cost should be written in a correct way and conform to the cost norm.
- Alternative costs shouldn’t appear in the summary. If they do so, it is probably because the “or” was forgotten when added.

- Verify the veracity of the minimal and maximal duration.

- Each legal justification has articles or sections of the law that apply to the procedure.
- The name of the legal justification is the exact same name than the one that appears in the legal document.
- Laws in the .doc or .pdf format have a preview image of 110 pixels width x 40 pixels height.

In each Step sheet

- Name according to the eRegulations’ norm, following the format “ Verb + complement”.
- Possible Verbs determining the action of the step are: Submit, Collect, Pay, Obtain (Obtain = Submit + Collect; all in one interaction).
- Possible Verbs determining the action of the step are: Submit, Collect, Pay, Obtain (Obtain = Submit + Collect; all in one interaction).
- "Submission" steps are always followed by "Collection" steps.
- "Obtaining" steps are never followed by "Collection" steps

- Each entity, unit, and person in charge has a picture.
- The size of each picture is 640 pixels width x 480 pixels height (When you click on the preview image).
- The name of each entity is the official name of the entity.
- The name of each unit is the official name given to each unit.
- The name of the person in charge follows this format: “Name - Surname”
- If there are two people in charge, both names appear and the picture shows the two people standing next to each other.
- If there are more than two people in charge, there should appear the name and the picture of the head of the unit.

- The phone number of the entity or the person in charge is in the format : +XXX YYY ZZZ ZZZ (XXX Country's code – YYY City's Code)

- Each result in the .doc or .pdf format has a preview image of the following size: 110 pixels width x for 140 pixels height.

- Each requirement in the .doc or .pdf format has a preview image of the following size: 110 pixels width for 140 pixels height.
- Each requirement has a legal justification.
- Documents that have been made anonymous must be done in a fine and tidy manner.
- The name of the document is exactly the same than the name written in the document.

- Each cost has a comment assigned to it, which should point out to what exactly that cost refers to.
- The variable cost is written in a correct way and is conform to the cost norm.
- Alternative costs shouldn't appear in the summary. If they do so, it is probably because the "or" was forgotten when added.

- Verify the accuracy of the minimal and maximal duration.

- The step has a clear legal justification.
- Each legal justification has articles or sections of the law that applies the step.
- The name of the legal justification is the exact same name than the one that appears in the legal document.

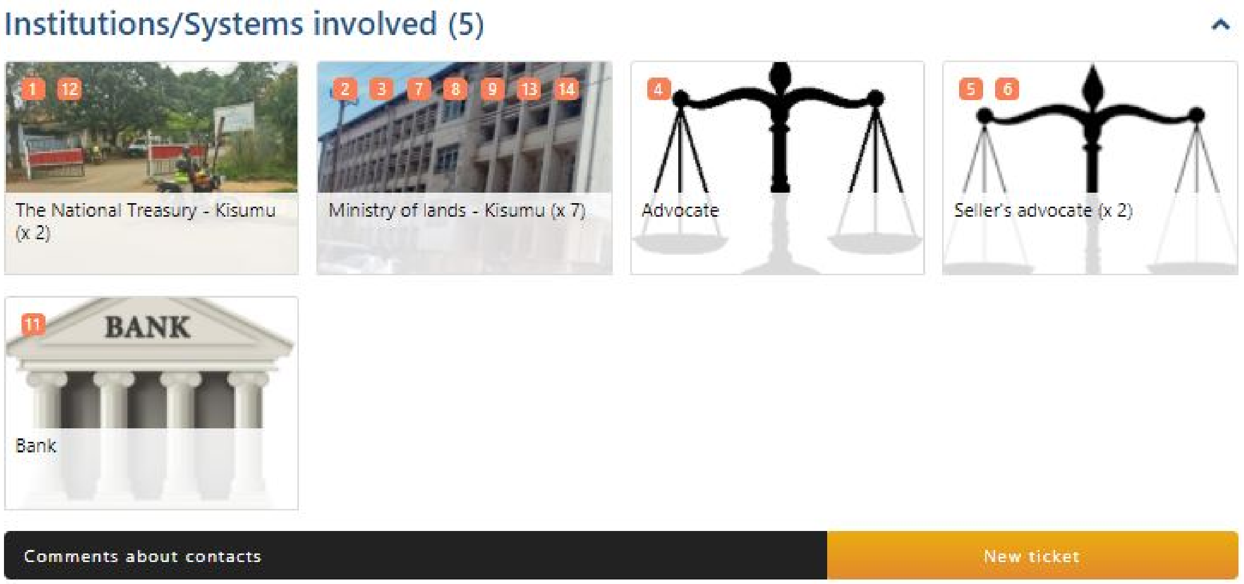
- Explanatory text relative to the step in case of any additional information is missing/needed to understand and complete the step.
- The text should be clear and perfectly understandable by a person with basic education.

- The certification entity has been selected and is the right one.
- the certification officer has been selected and is the head of the entity.
- The certification sheet has been uploaded.
- The certification sheet is signed and stamped by the head of the entity in charge of the step.

- Here, same norms as the Contact section are applied.
- The person in charge of the recourse is the superior authority above the person in charge of the step OR the head of the complaints department and public attention.

Review comments

The life and death of a comment

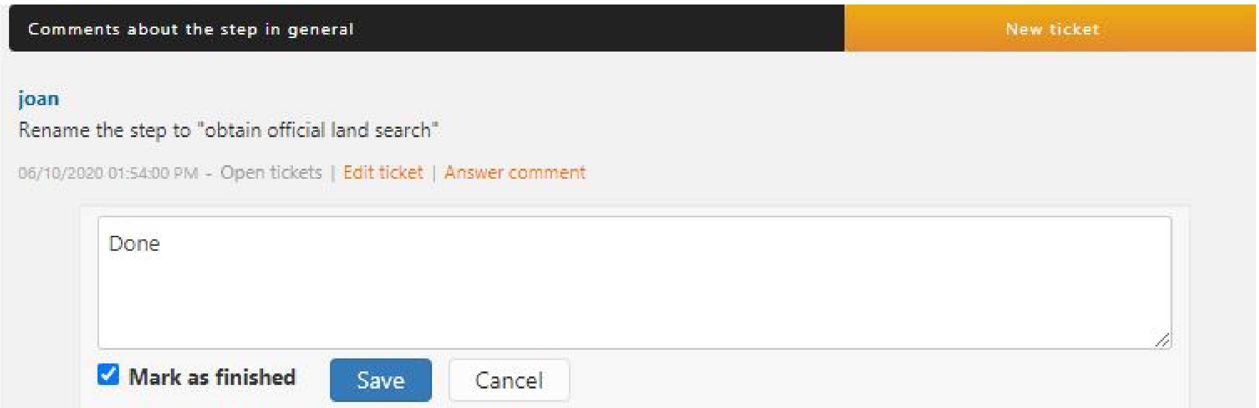


consitency4.jpg

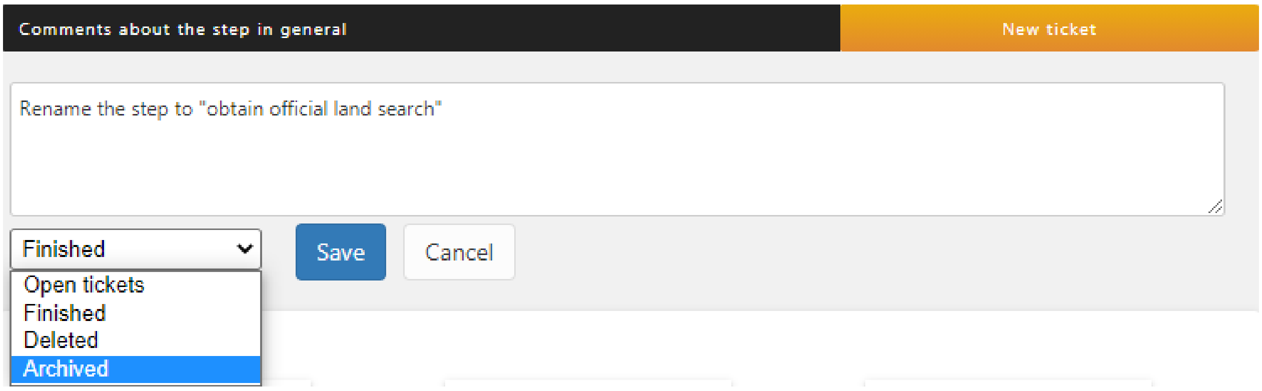
Fluxes of discussion in comments of the consistency review:

consitency4-1.jpg

consistency-5.jpg

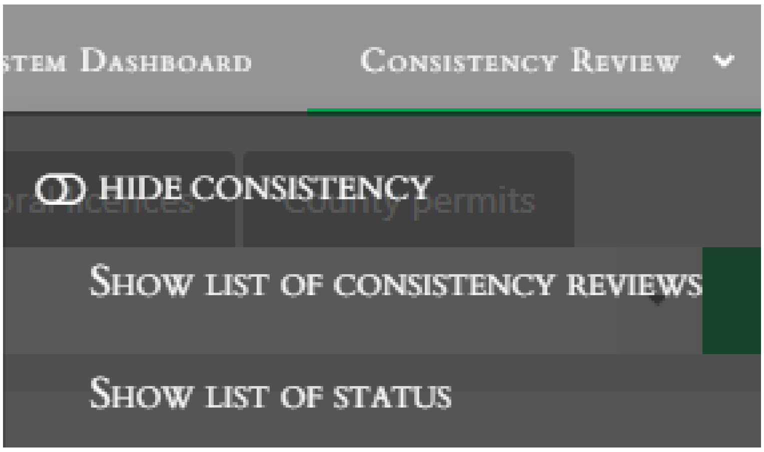


consistency-7.jpg

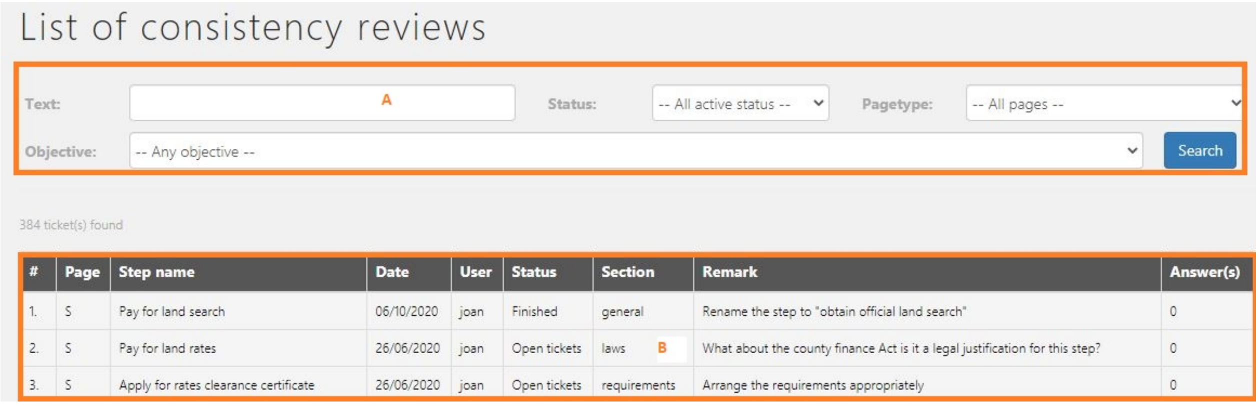


Consistency-8.png

See the List of comments in the Consistency Review.



consistency-9.png



#	Page	Step name	Date	User	Status	Section	Remark	Answer(s)
1.	5	Pay for land search	06/10/2020	joan	Finished	general	Rename the step to "obtain official land search"	0
2.	5	Pay for land rates	26/06/2020	joan	Open tickets	laws	What about the county finance Act is it a legal justification for this step?	0
3.	5	Apply for rates clearance certificate	26/06/2020	joan	Open tickets	requirements	Arrange the requirements appropriately	0

consistency-10-1.jpg

1 Search filters, in order to choose which comments to see. (Text filter, page level, procedure.)

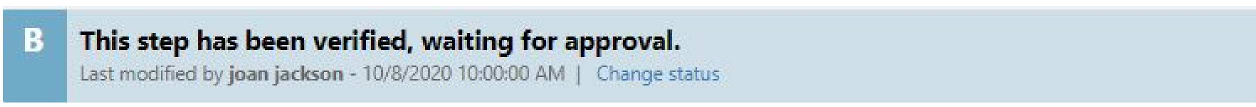
2 The list of comments, showing the concerned step, date of creation, which user is the author of the comment, the status, the section, the remark and the amount of answers.

The Steps' status

- Status D : Edition status. It's the first step's status, given by default at the step's creation. The user with the Consultant-Local is in charge of the step, in order to edit it and correct all mistakes found during the verification.
- Status C : Verification status. It's the second step's status, in order to verify that the edition has been done correctly. The user with the role Consultant-Regional is in charge of the step and verifies that the step is understandable and documented according to the eRegulations norm
- Status B :Approbation status. It's the third step's status, in order to approve the entire content of the step and to validate it for certification. The user with the role Consultant-Admin is in charge of the step and reviews rapidly that nothing has been forgotten during the verification.
- Status A : Certification status. It's the Fourth and last step's status, in order to make it certified by the certifier. The user with the role Consultant-Local is in charge of the step and certifies it and make sure the step doesn't become obsolete.

consistency-11.jpg

consistency-12.jpg

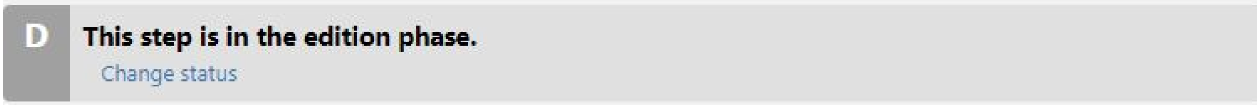


consistency-13.jpg

consistency-14.jpg

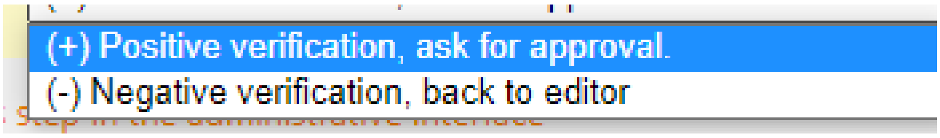
The flux of statuses

Change the status of a step



consistency-11.jpg

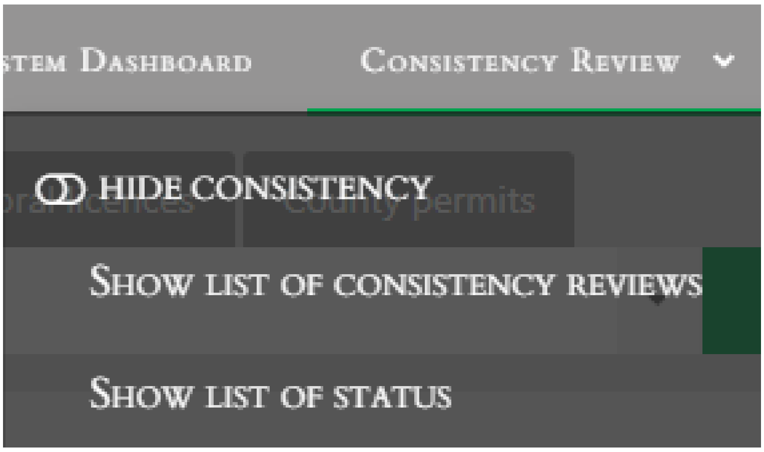
consistency-15.jpg



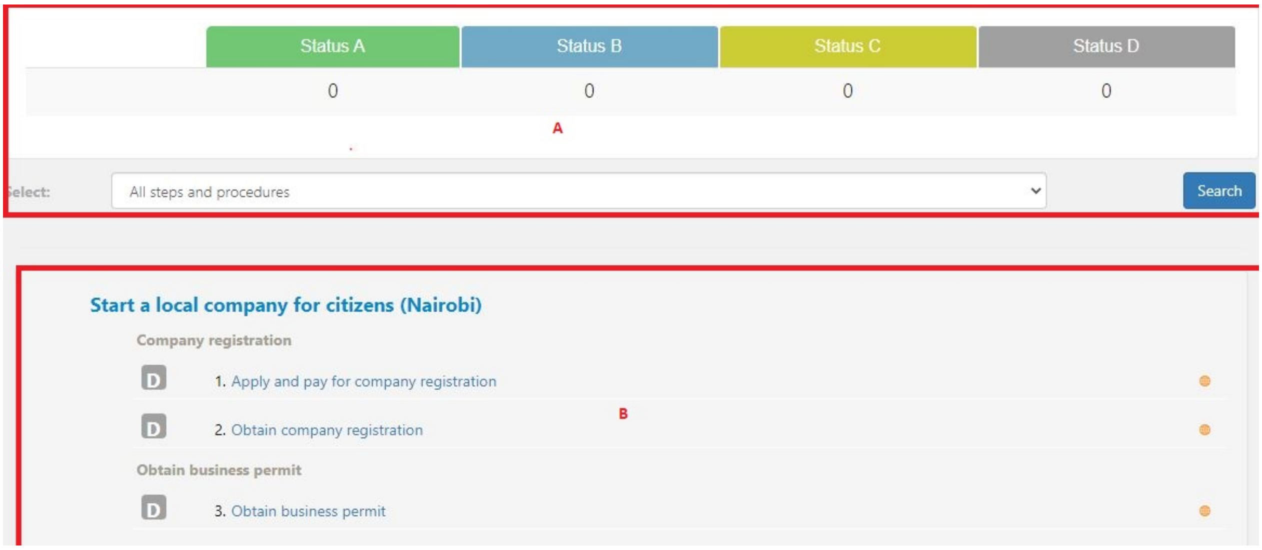
constistency-16.png

constistency-17.png

List of step's statuses



consistency-9.png



consistency-18.jpg

1 Filters in order to choose which status to show (i.e : filters to select the steps that have changed status during the last day, last week, the last month or all steps).

2 The list of steps, gathered by procedures, with the status of each one.

Email alerts

- The quantity of steps according to their status currently in the system D , C , B and A ,
- The list of steps of which status has evolved during the last day, week, month, and before.
- The list of comments made in the system, presenting as well the quantity of comments created in the last days, weeks or months.
- The list of steps that are currently waiting to be treated by the user : it’s the list of steps in for which the user is in charge.

eRegulations Lomas de Zamora : **revisión de consistencia** 16/10/2012

Estados en el sistema:

D	C	B	A	A*
191	141	11	0	0

Lista de pasos con cambio de estado reciente - Estado A y B :

Procedimiento	Ayer	7 días	15 días	1 mes	> 1 mes
Localización	0	0	0	0	3
Prefactibilidad de Emplazamiento	0	0	0	0	1
Habilitar su comercio - Trámite basado en el decreto	0	0	0	0	1
Permiso Precario de Funcionamiento	0	0	0	0	1
Libreta Sanitaria	0	0	0	0	4
AFIP	0	0	0	0	1

Comentario de revisión de consistencia - "Abierto":

Procedimiento	Ayer	7 días	15 días	1 mes	> 1 mes
Localización					alejandra (5) vian (2) bettina (1)
Prefactibilidad de Emplazamiento					vian (2) bettina (4)

Rev20

- Index
- > Proceed to the consistency review
- > Review comments/
- > The Steps' status
- > Email alerts

Index

Inscrito a las alertas de CR ☑ Si ☐ No

Alertascr

19. Videos

https://help.eregulations.org/index.php/videos-joan/

It is essential for an eRegulations expert to know how to produce videos documenting his/her visits on field; meetings with micro-entrepreneurs; officials; partners, etc.
With a short video, clear and on the right format, the expert can broadcast a much more attractive message than by doing it via a report or an email chain.

Prepare the filming

- His/her camera,
- A charged camera battery,
- The camera's charger,
- The camera's memory device,
- A tripod,
- A lapel microphone, if the camera doesn't have its own microphone,
- Prepared questions.

The filming process

Video - editing

- The title,
- The sub-title when the person speaks ,
- The final credit.

1. The videos title

V1

1 The background image is the first image of the video. The title stays between 6 and 8 seconds.

2 It's the United Nations logo, without text. Depending on the color of the background, the logo can be blue, white or black. This colour should remain the same during the entire video, it must not change.

3 The title is “eRegulations” followed by the name of the country where the video has been shot. The font is Arial, 120, bold, white. With Final Cut Pro, the font size is 120 and the edge 4. With Movie Maker, the font size is 36 and the edge 1.

4 The subtitle is the description of the video in one or two lines. In the last line, it should include the date. The font is Arial, bold, white. With Final Cut Pro, the size is 80 and the edge 4. With Movie Maker, the size is 34 and the edge 1.

2. The subtitle

V2

1 It’s the United Nations logo, without text. Depending on the colour of the background, the logo can be blue, white or black. This colour should be the same during the entire video, it must not change.

2 The box appears each time the person speaks. The box remains between 8 and 10 seconds. The box has the United Nations blue colour # 5B92E5. The opacity of the box is 85%, equivalent to a transparency of 15%.

3 The first line is the full name of the person with the last name in uppercase. Police set to Arial, 52, white, italic. The second line is the entity where the person works. The font is Arial 52 white, bold. The third line is the person’s function. Font: Arial, 52.

4 In each line the size can be smaller if the text does not fit into the line.

5 In the case of a micro-entrepreneur who does not have an "entity", the subtitle set of 2 lines. The first line is the name, in italics. The second is the activity (shoes Seller) in bold. Font size is the same in the two lines and can be bigger than the size of three lines.

Video22

1 Select the video feed from below (the entire video, not just small parts)

2 Click the Video transform button

3 Grab the corner and it pull up until you don’t see the black bars

4 Ready!

3. The final credit

V3

1. The UNCTAD logo, white, 80 pixels high.
2. The partner's logo in the country of filming, 80 pixels high, and centered vertically with the UNCTAD logo.
3. "UNITED NATIONS CONFERENCE ON TRADE AND DEVELOPMENT" in two lines, capital letters, Arial, 32, white
4. The text that corresponds to the partner followed by a dash and the country, in two lines, capital letters, Arial 32, white.
5. “With the support of the "Directorate of Development Cooperation of the Ministry of Foreign Affairs of the Grand Duchy of Luxembourg" in two lines, Arial 26, white
6. The logo of Luxembourg, 80 pixels high.

Video broadcast

Vimeo

Upload a video on Vimeo

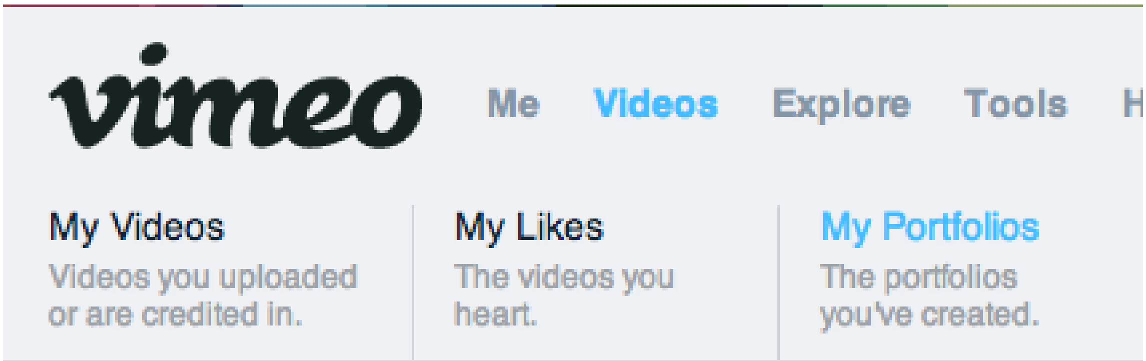
Add this video to its country portfolio

1. Go to Videos > My portfolios

2 Locate portfolio that suits and click on Settings

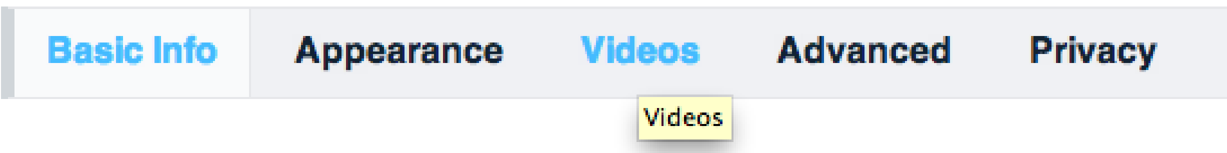
3 Go to Videos tab

4 Use the link + Add more videos



Vimeo1

Vimeo2



Vimeo3

Vimeo4

- Index
- > Prepare the filming
- > The filming process
- > Video-editing
- > Video broadcast

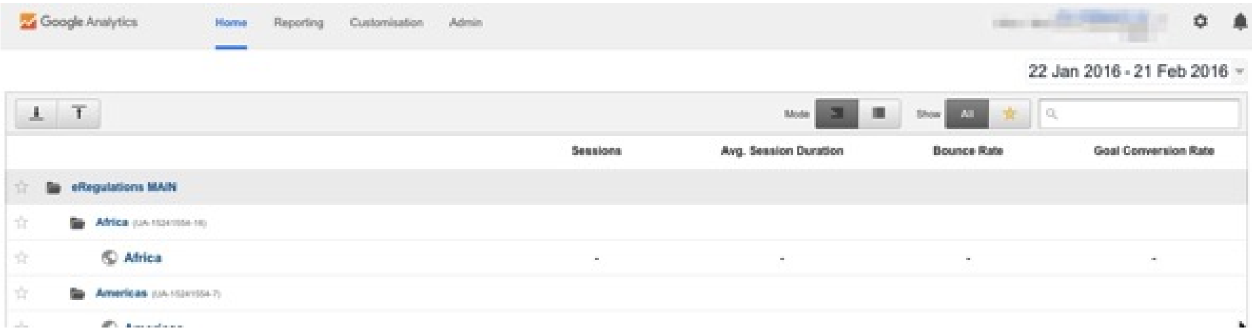
Index

20. Google Analytics

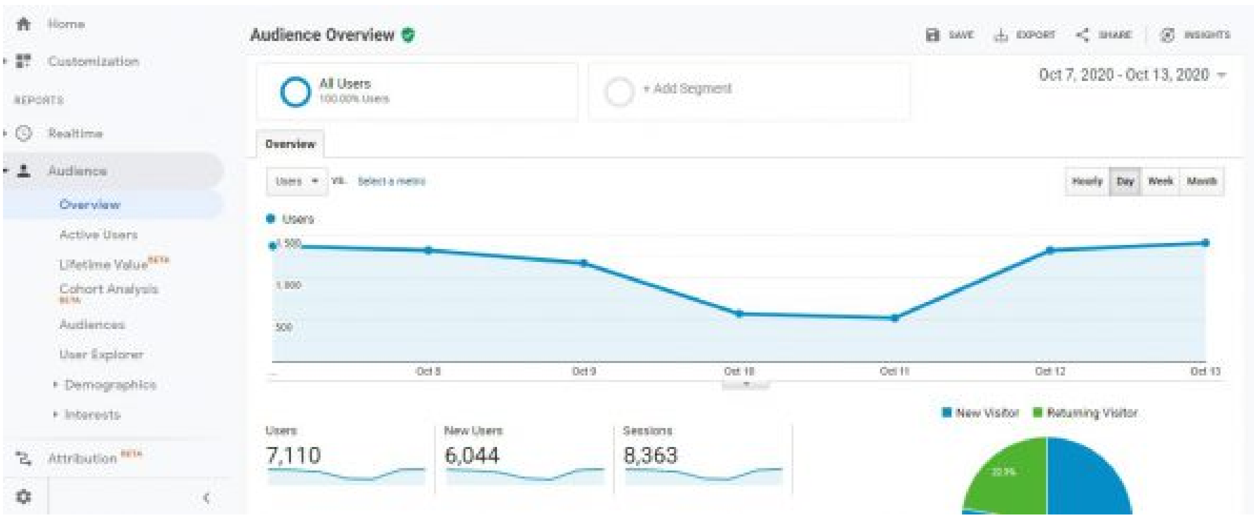
https://help.eregulations.org/index.php/google-analytics-2/

Google Analytics is a tool that informs about the audience of an eRegulations system.
The web analytics informs about series of parameters such as: the number of visits, new visitors, page views, page views per visit, average duration of a visit, the visitors, the country of origin, the source of the visit, the browser used, etc.

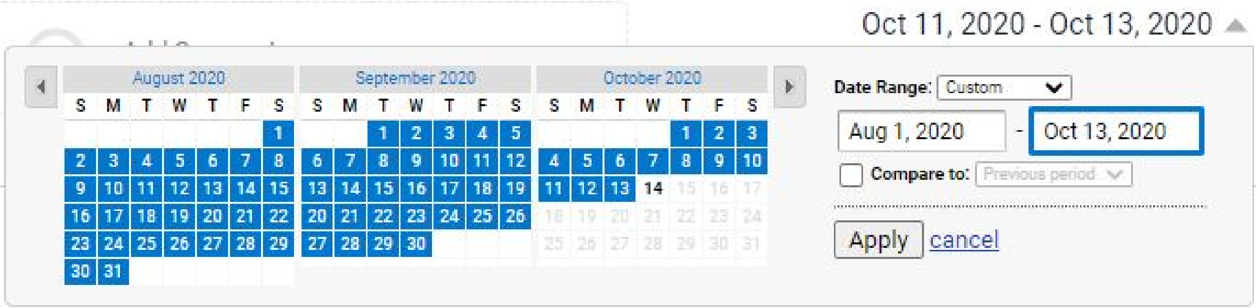
Consult data on Google Analytics



Cursor et Google Analytics



analytic-1new-1-e1602675029281.jpg



analytics-3-new.jpg

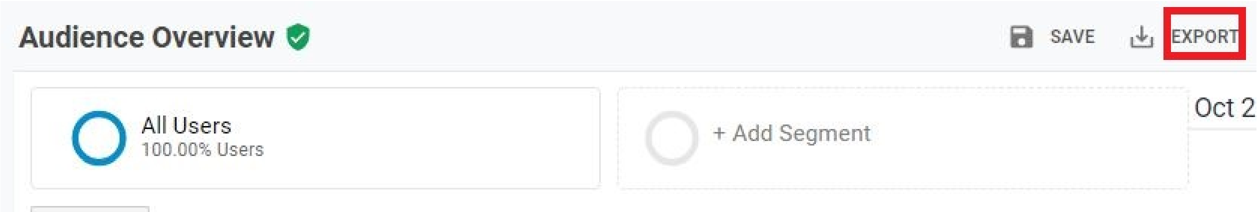
analytic-4.jpg

- number of visits,
- number of new visits,
- number of pages viewed,
- number of pages viewed for each visit,
- average duration of a visit,
- visitors country of origin,,

- source of the visit (the website from which the visitor "comes"),
- The browsers used, etc.

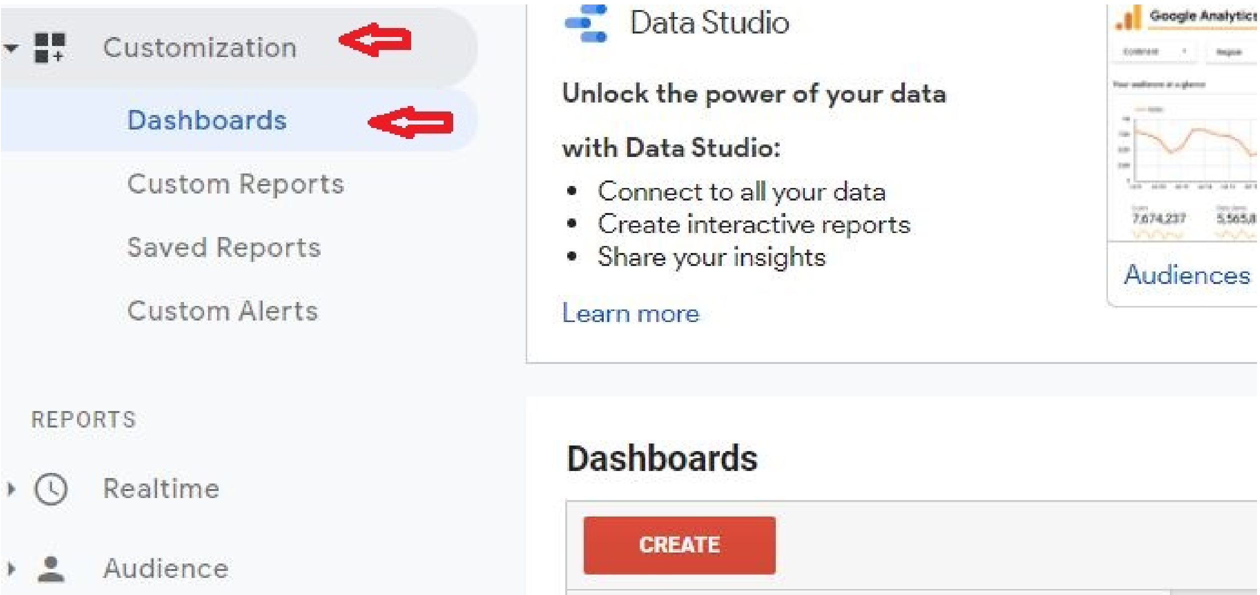
Generate and send reports

Simple reports

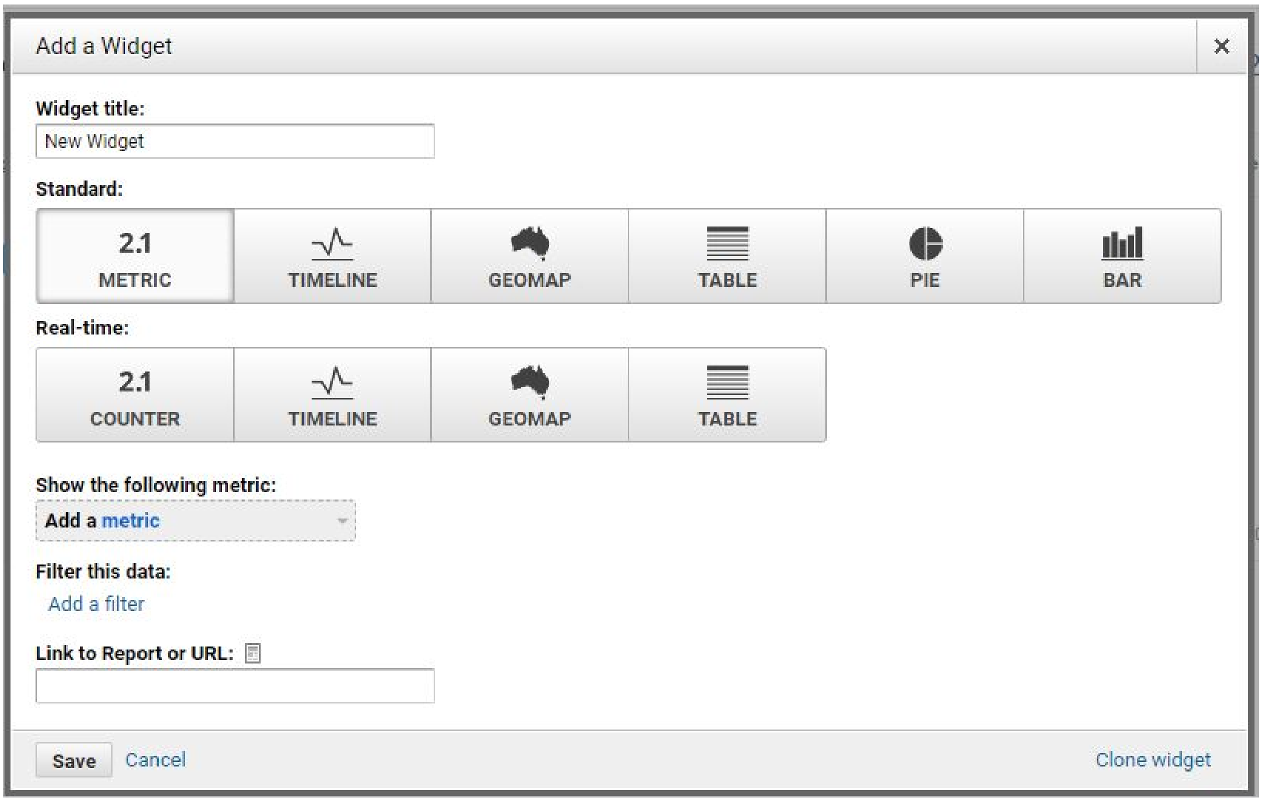


google-1.jpg

Custom reports

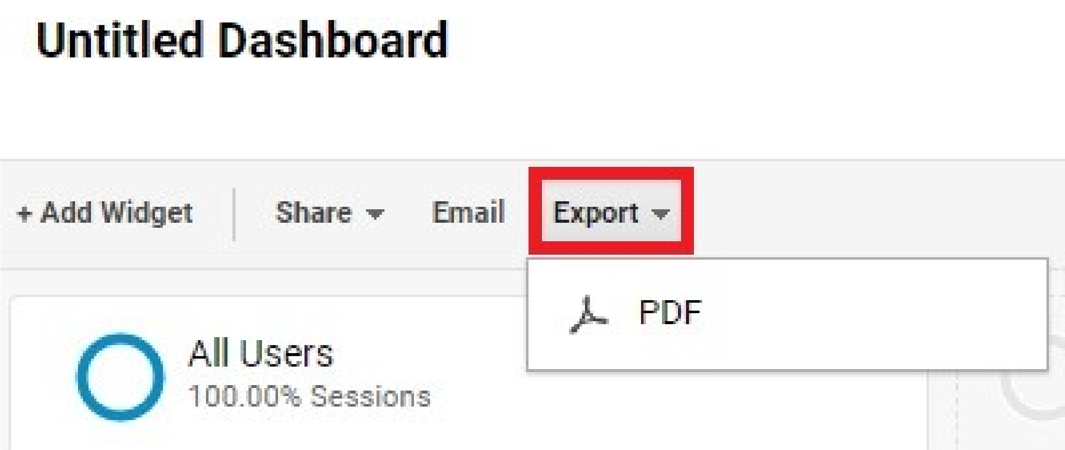


google-analytic1.jpg

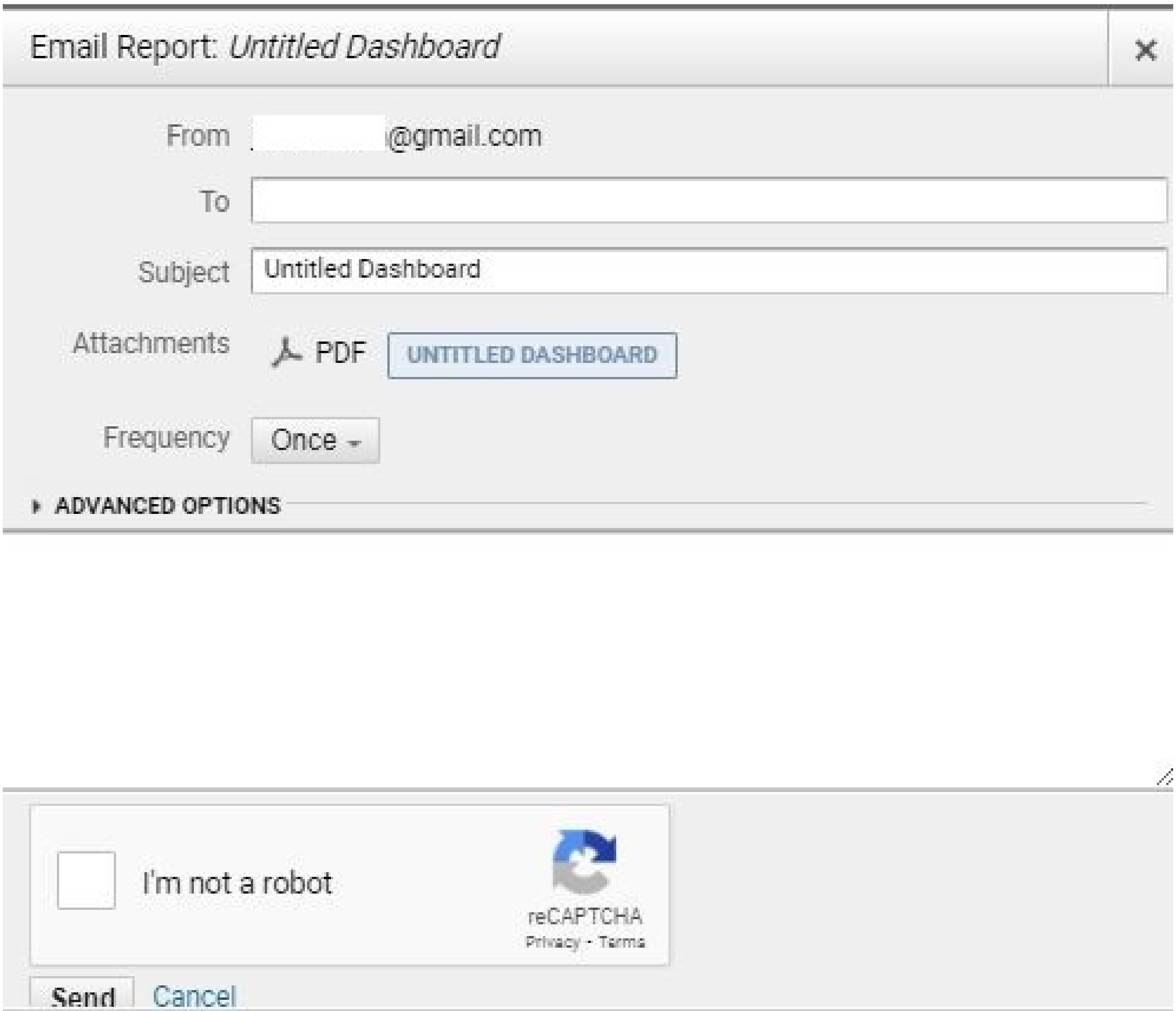


google-analytic-2.jpg

- Statistics tab shows the "dry" values of the selected parameters. Examples: Percentage of new visits, average visit duration, page views, etc
- Diagram tab presents diagram representing a data (statistical) in a given parameter (variable) Examples: Visits by cities, time on page by hour of the day, New visits by pages, etc.
- Timeline tab shows a graph of a selected data. It is possible to compare two parameters by putting them on the same graph. Examples: visits, visitors and new visitors, page views, pages visited, etc.
- Table tab shows simple data tables with values of hearing.



google-analytic-3.jpg



google-analytic-5.jpg

- Index
- > Consult data on Google Analytics
- > Generate and send reports

Index

Ga5

21. Images gallery

https://help.eregulations.org/index.php/images-gallery-agnes/

The source of images used in eRegulations systems.

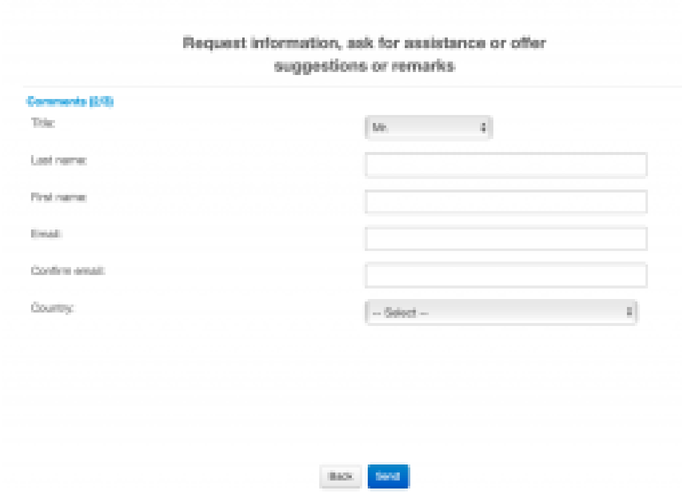
Home page

Left logo

Square box - How it works ?

Screenshot-2020-10-16-at-11.53.10-e1602853644223.png

Square box - Contact Us



Screenshot-2020-10-28-at-10.43.46-e1603871663713.png

Footer

Screenshot-2020-10-16-at-11.51.46-e1602853669770.png

Steps

Result - Appointment

Result - Information

Logos of institutions

UNCTAD

With 'UNCTAD' (English)

With 'CNUCED' (French)

Without charachters

Luxemburg

- Index
- > Home page
- > Steps
- > Logos of institutions
- > Banners of the system

Index

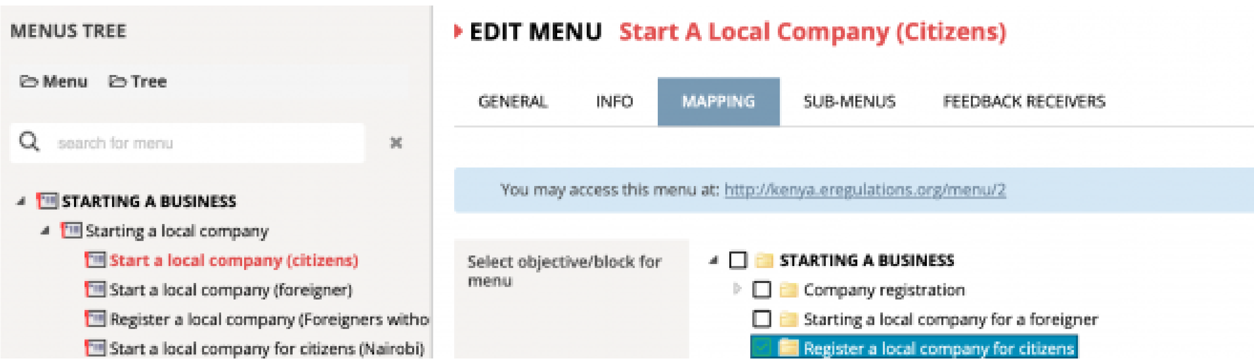
22. Frequently asked questions

https://help.eregulations.org/index.php/frequently-asked-questions-agnes/

The answer to the question the most frequently asked on the system eRegulations.

The procedure doesn’t appear on the menu page.

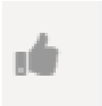
Screenshot-2020-10-13-at-16.05.52-e1602594390456.png



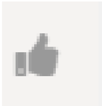
Screenshot-2020-10-15-at-15.02.44-2-e1602764855169.png

Changes on a procedure do not appear online.

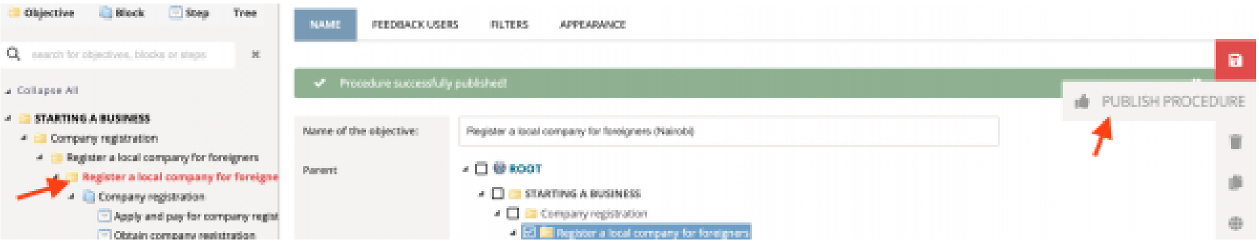
If you have already tried to make changes in a procedure with the button and the changes do not show up in the in the public interface, you can try from the procedure (= upper sub-objective) and click on to publish the procedure.



blo10-new.png

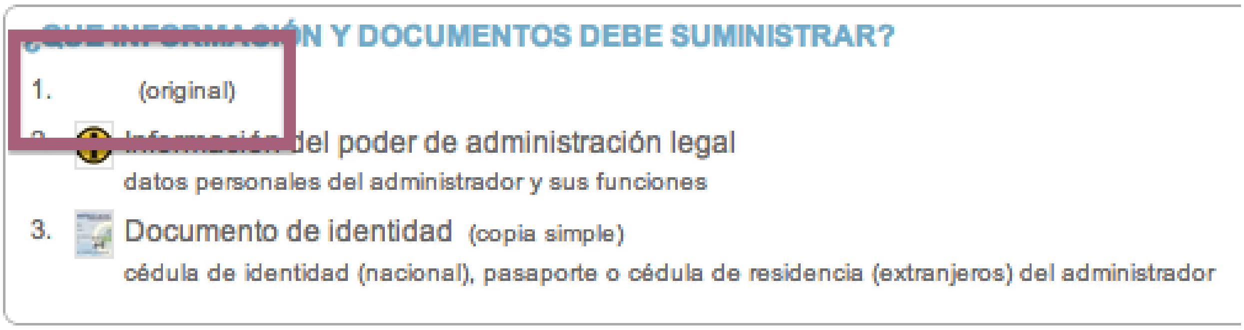


blo10-new.png

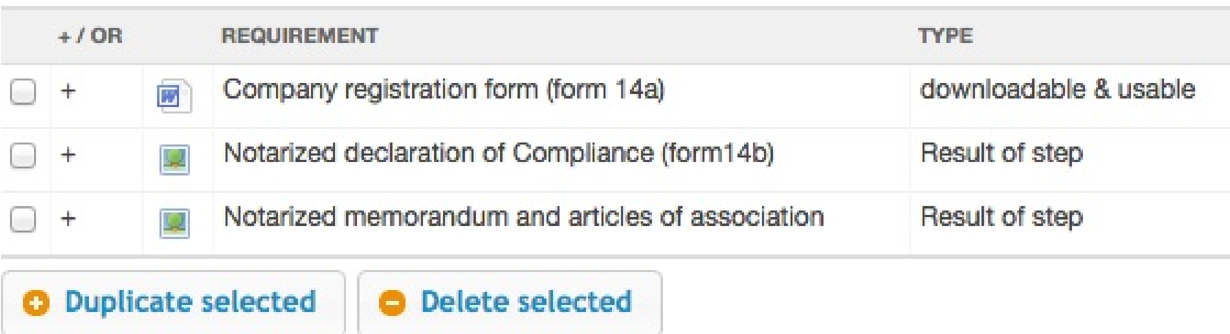


Screenshot-2020-10-15-at-16.05.30-e1602767200538.png

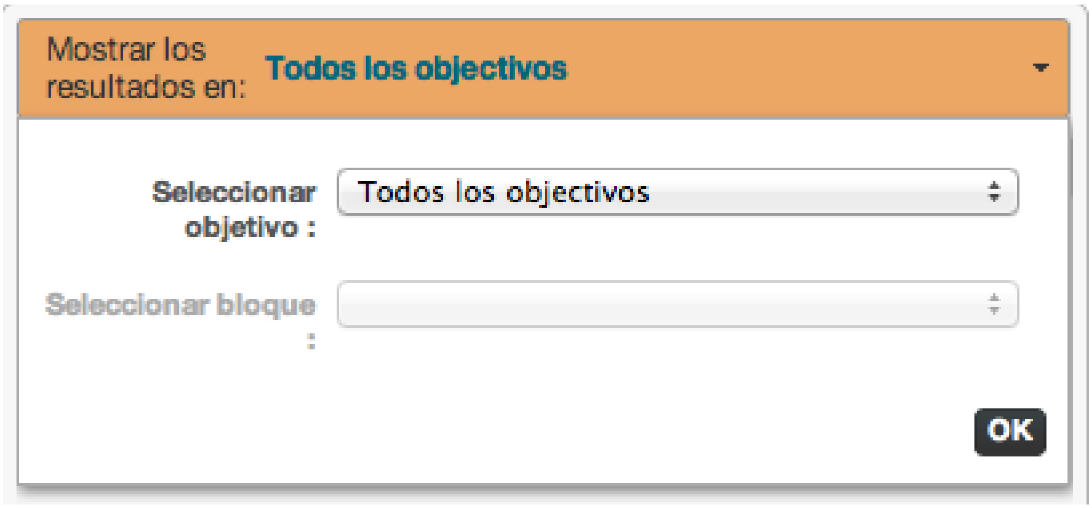
An “invisible” requirement on a step



Pf



Management of Objectives Blocks And Steps



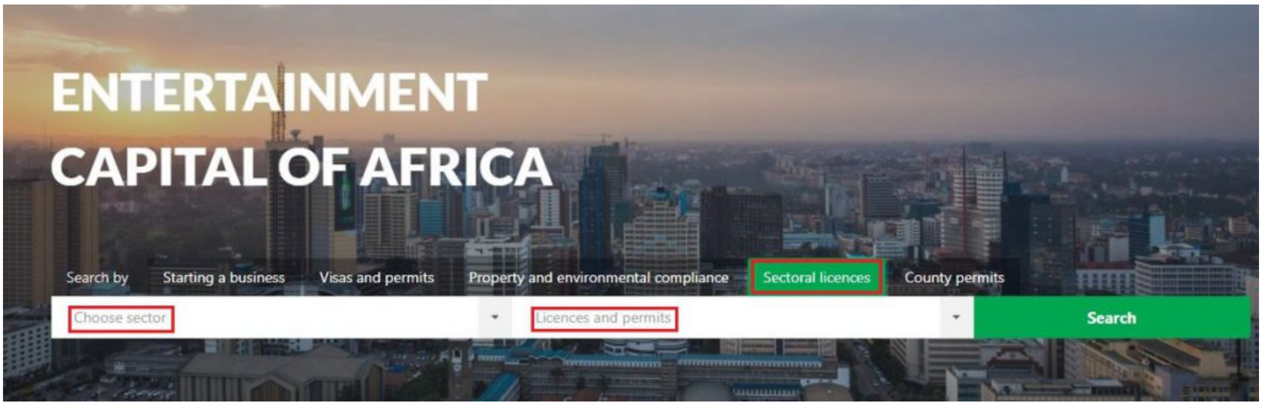
Pf2

Size of contact pictures

23. Filters

https://help.eregulations.org/index.php/filters/

1. What filter(s) do you need to create i.e what is your objective ?
2. How would you like the system to apply the filter(s) i.e how are the search results displayed?
3. What name will you give the filter? Proper naming/labelling of filters help users access information they seek quicker and makes them easier to understand

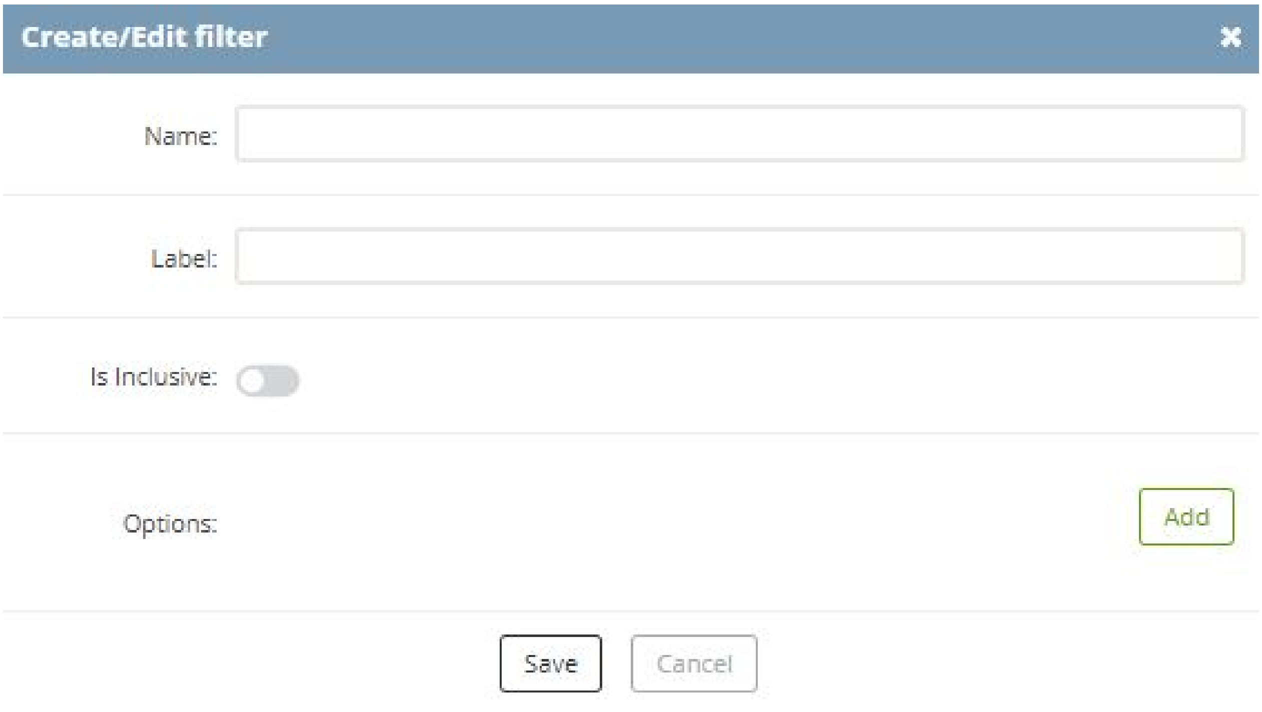


filter-3-new-1024x323.jpg

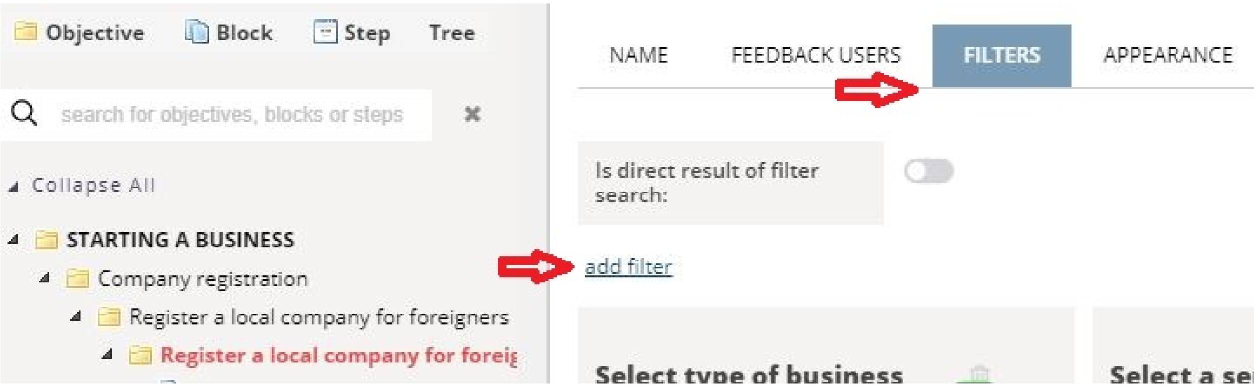
Creating filters

filter-4-new-e1604909183140.jpg

Screenshot-2020-10-13-at-16.05.52-e1602594390456.png

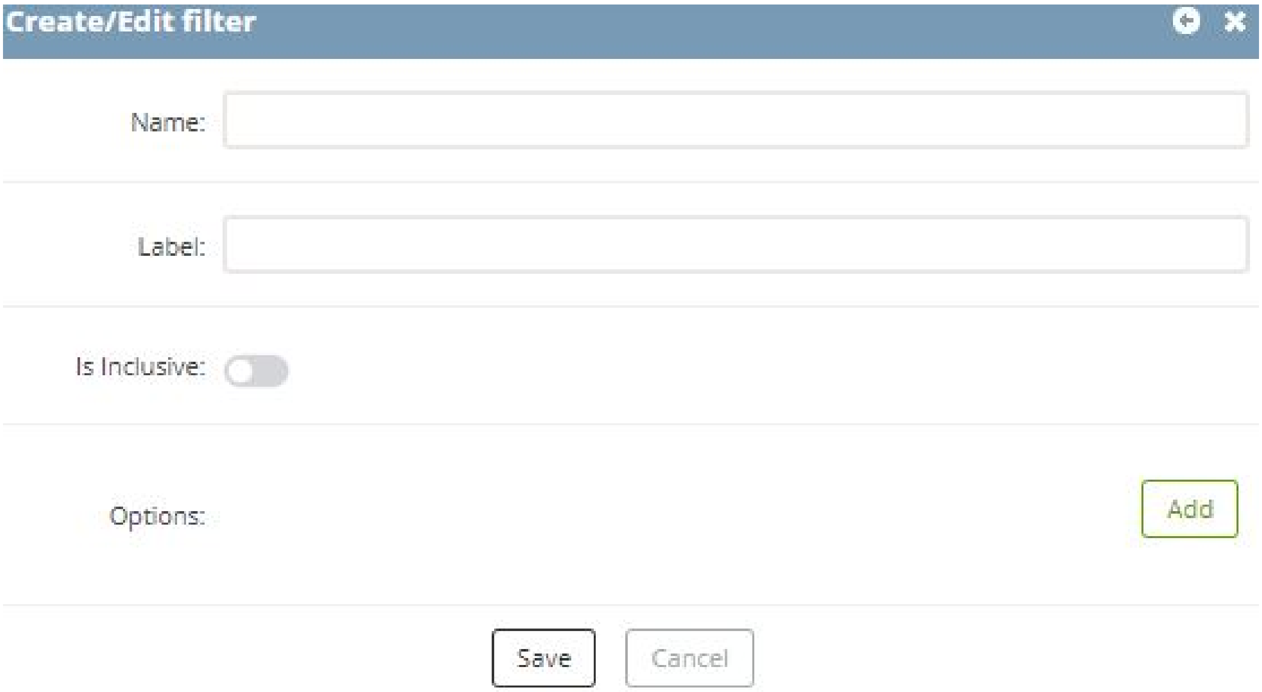


Filter-3.jpg



filter-4.jpg

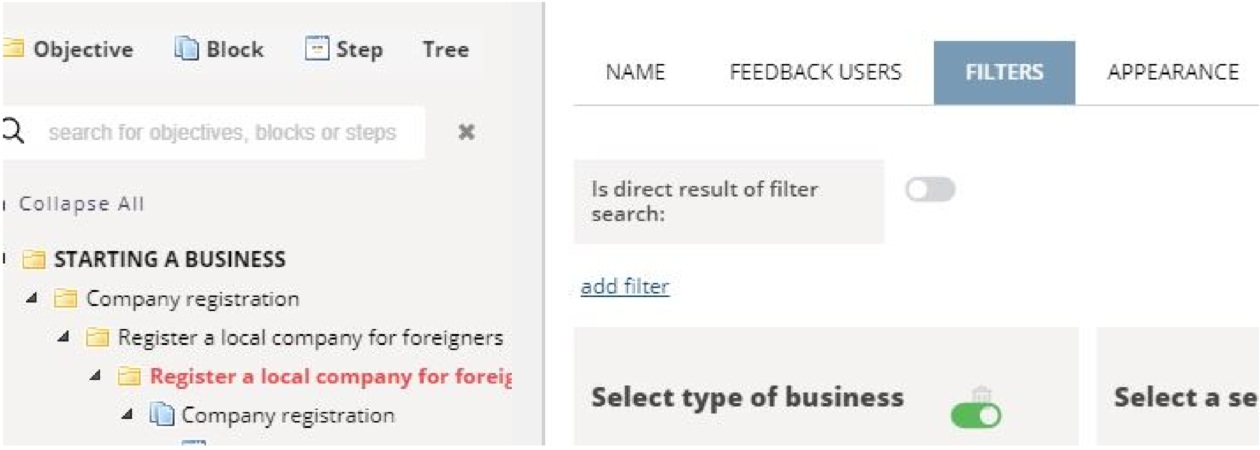
filter-5.jpg



filter-7.jpg

Configuring filters to procedures

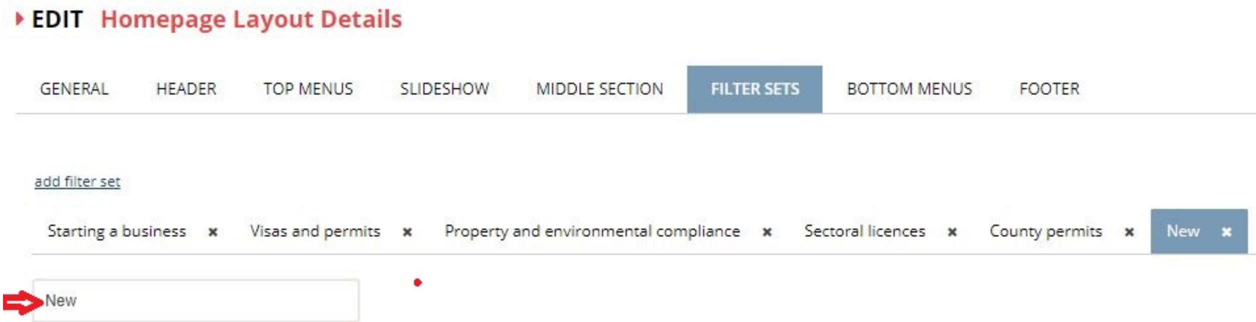
1. In the administrative interface, go to content > procedures
2. Click on the procedures you would like to apply to the newly created filter(s)
3. Apply the filler by clicking “filters” and then “add filter.” Note that you will select the filter(s) created in the country parameters here.



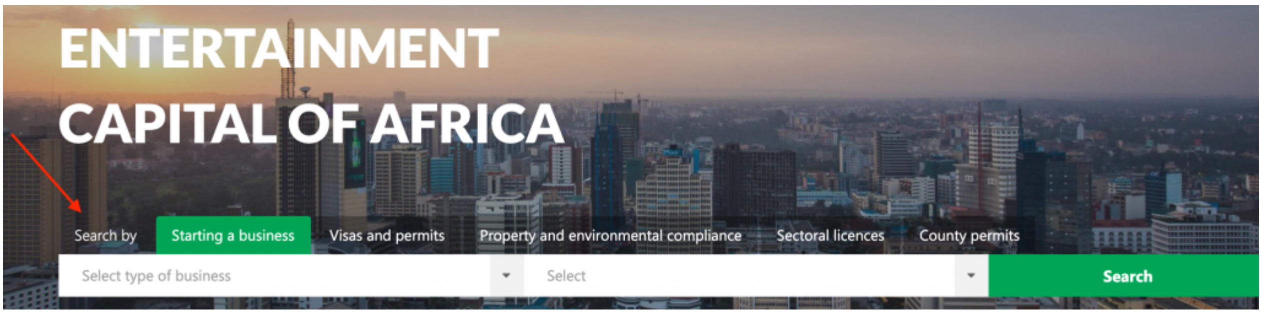
filter-6.jpg

- Ensure that the selected filter(s) is turned on and tick the relevant procedure.
- Proceed to publish the procedure by clicking tab on the publish tab on the right hand side of the system.

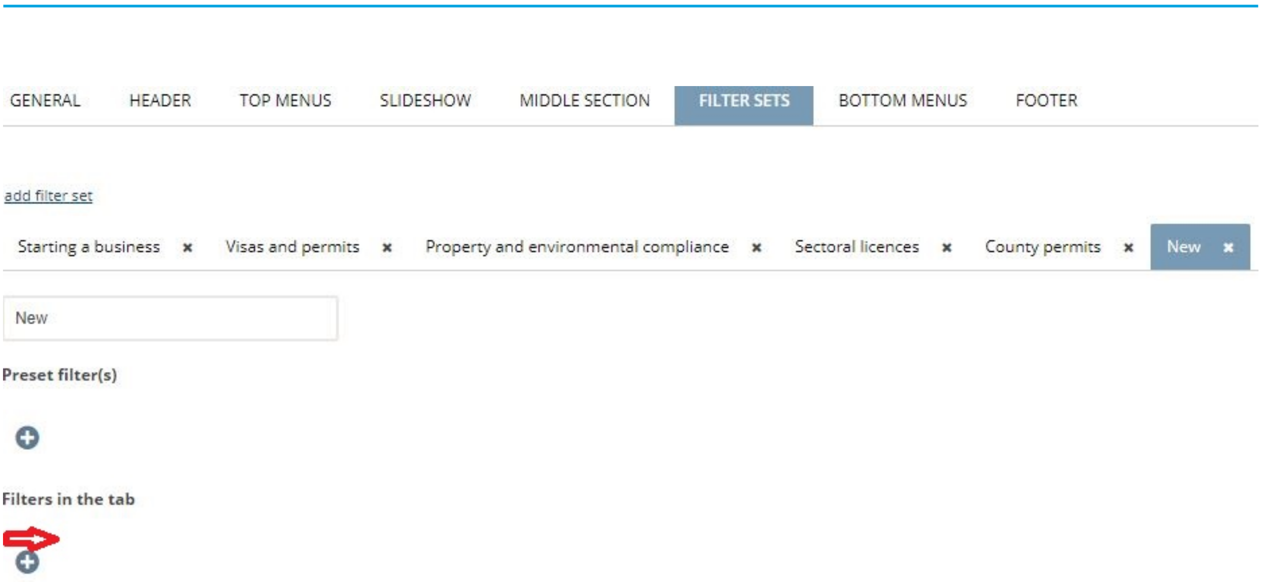
Publishing filter(s) in the public interface



filter-7-new.jpg

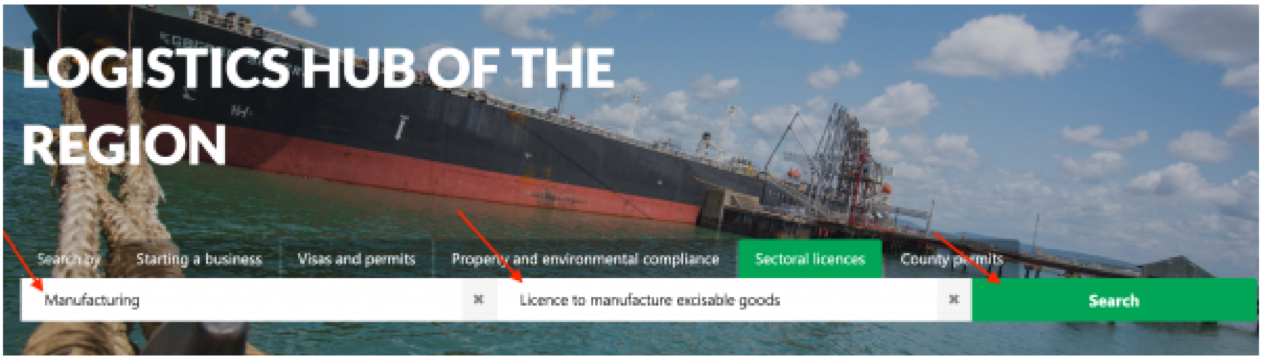


filter-9-1024x248.png



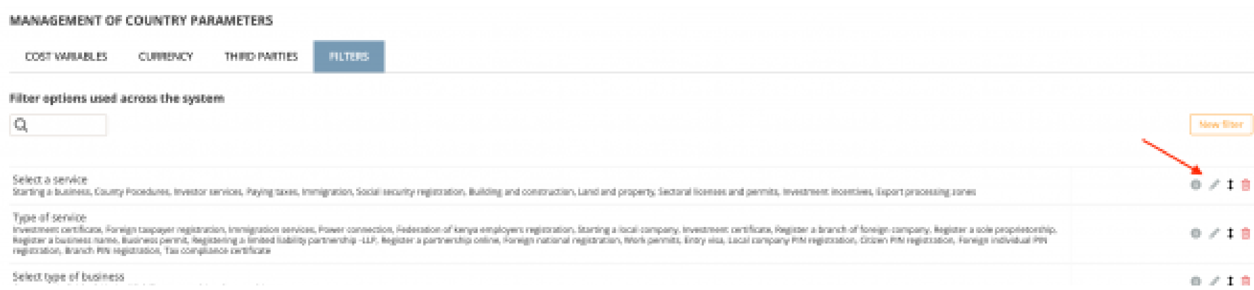
filter-8-new.jpg

filter-10-new.jpg

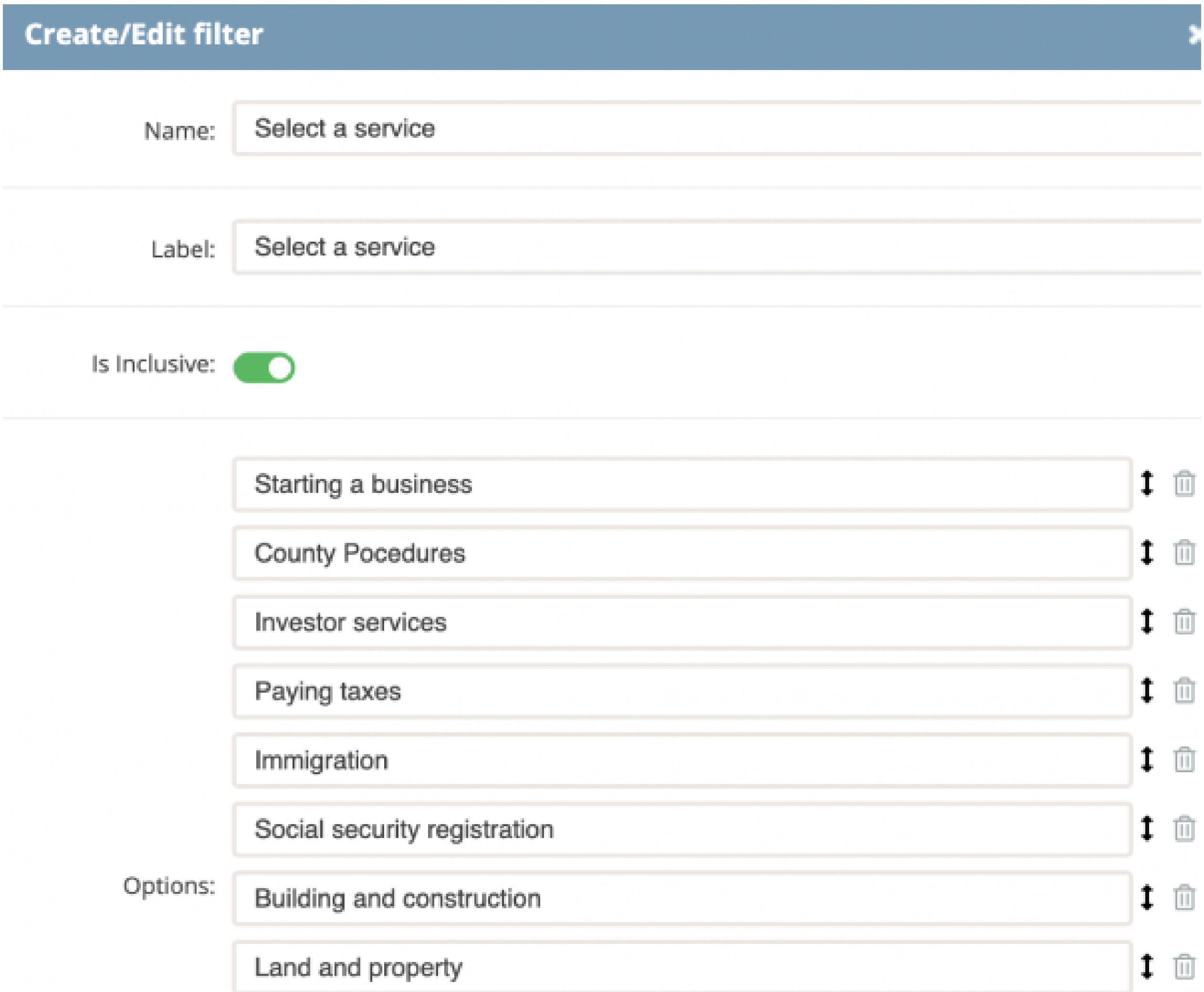


filter-11-new-e1604662913605.png

Editing a created filter



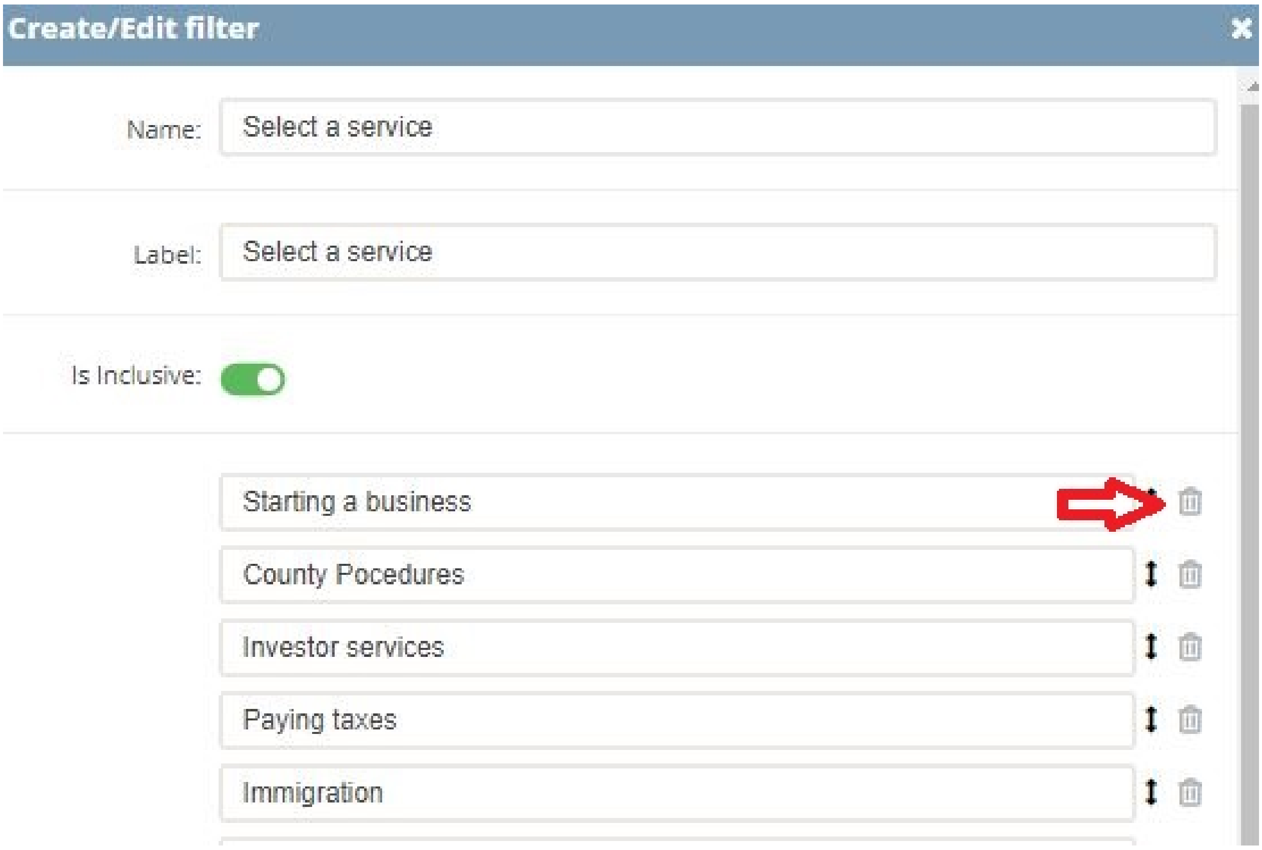
filter12-e1604663503504.png



filter-13-e1604663823963.png

Deleting a filter

blo11-new.png

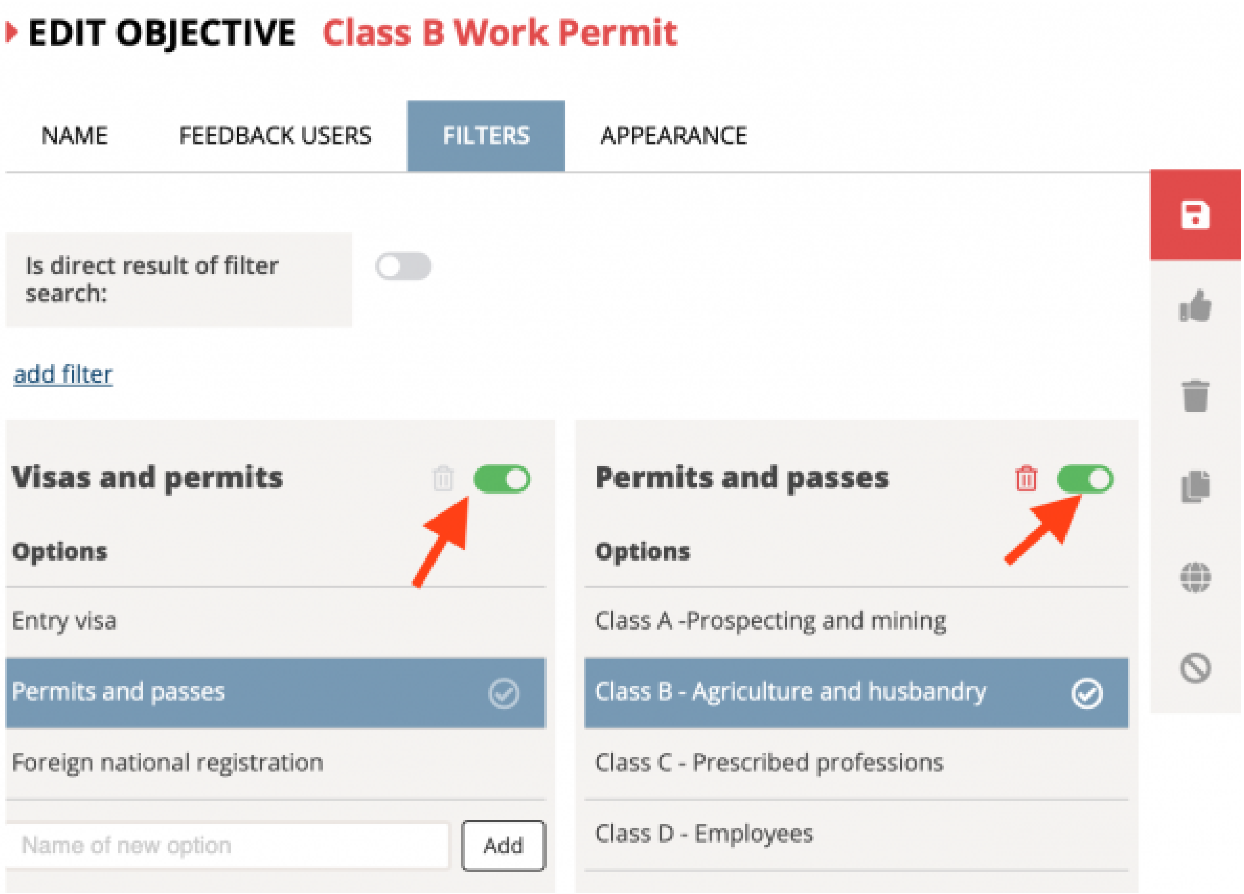


filter-11new.jpg

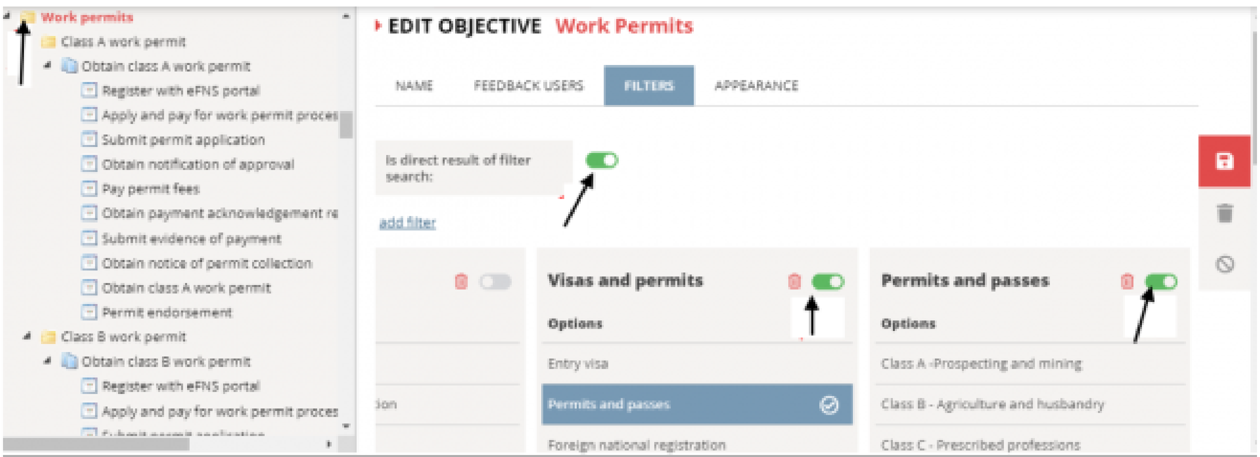
24. Sub-filters and multiple filters

https://help.eregulations.org/index.php/subfilter/

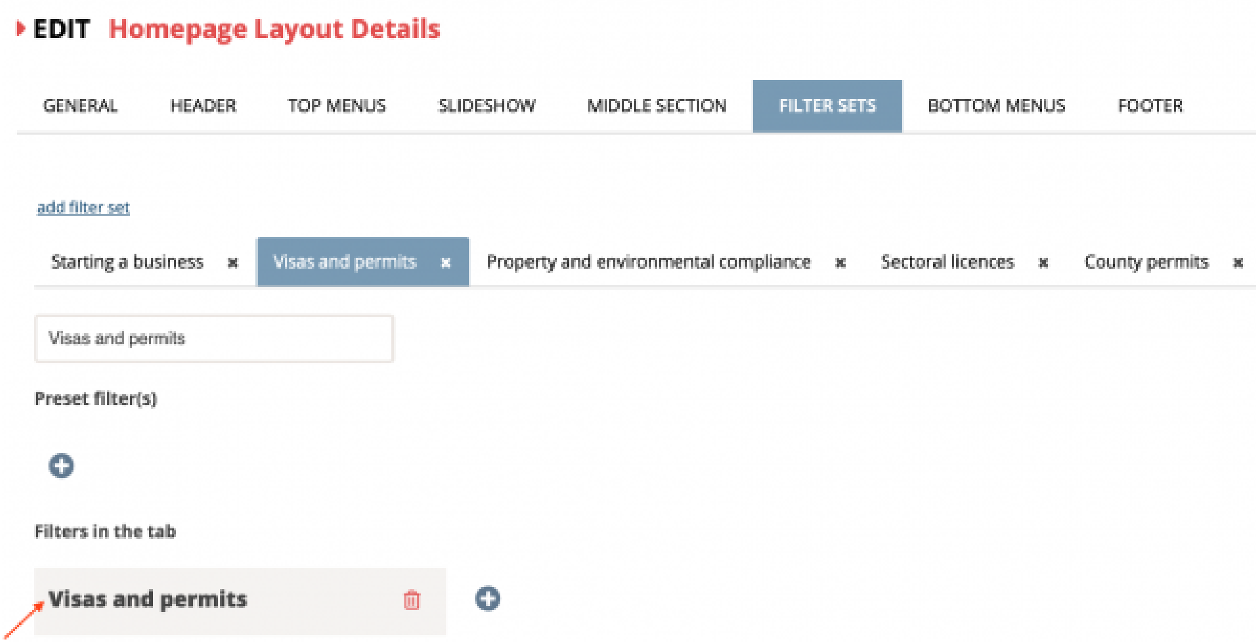
Creating a sub filter



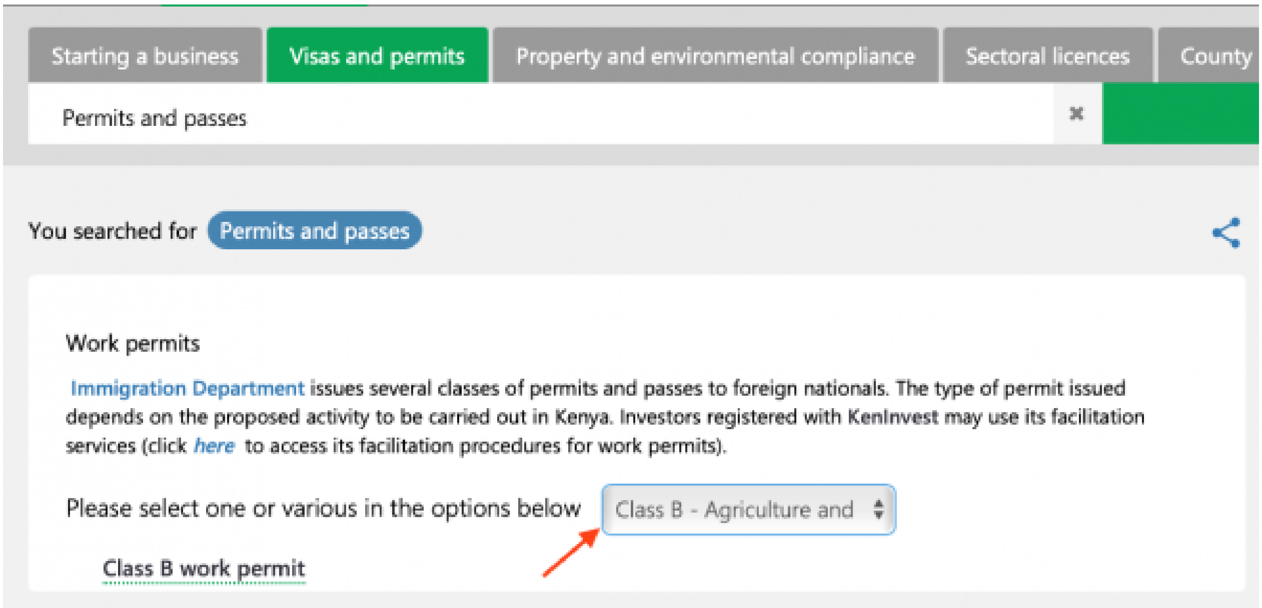
Screenshot-2020-11-05-at-13.03.41-e1604577190401.png



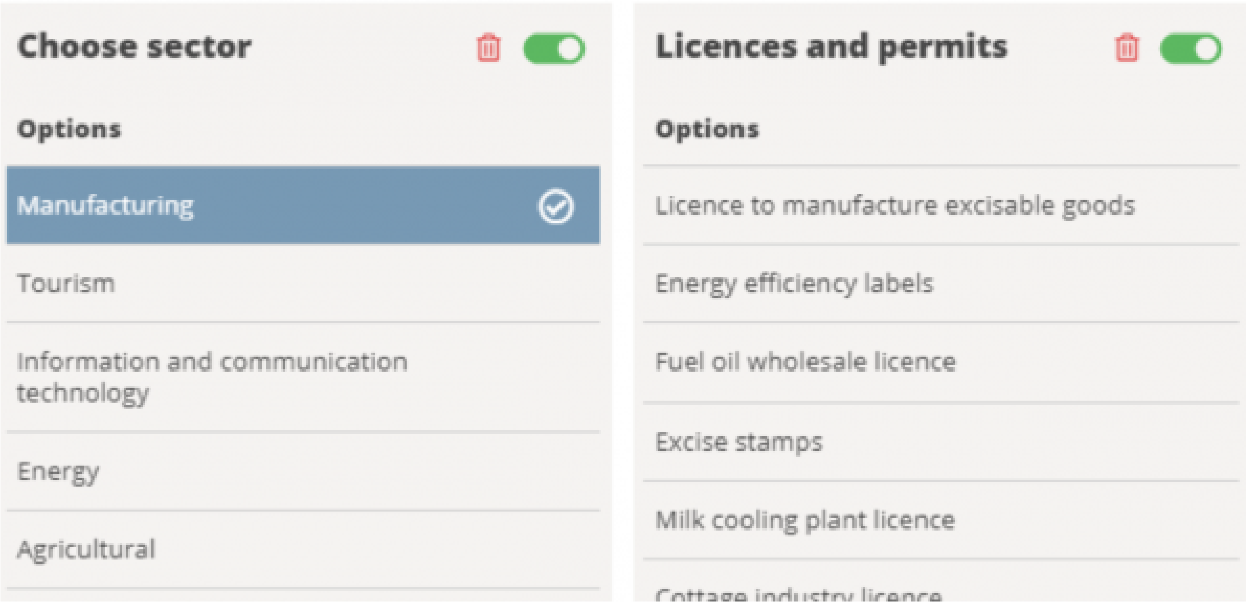
Screenshot-2020-11-05-at-15.01.18-e1604579138669.png



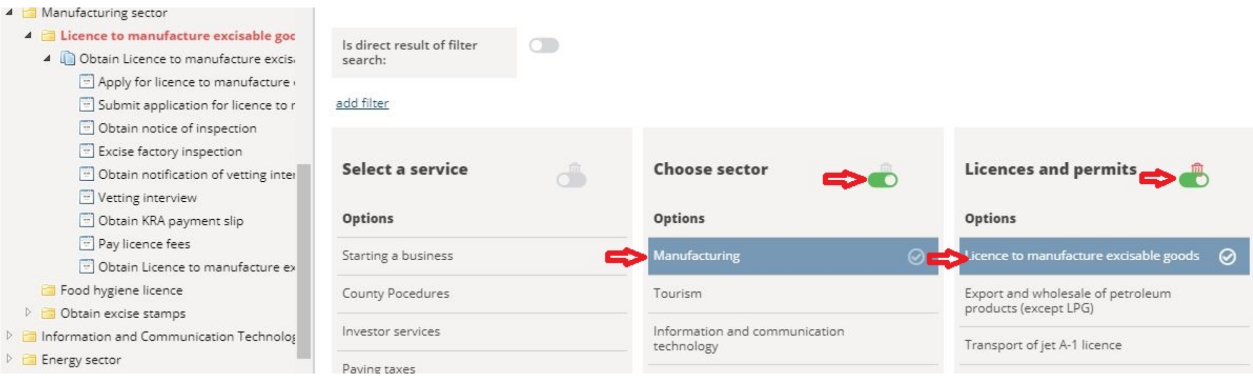
Screenshot-2020-11-05-at-15.35.02-e1604580699144.png



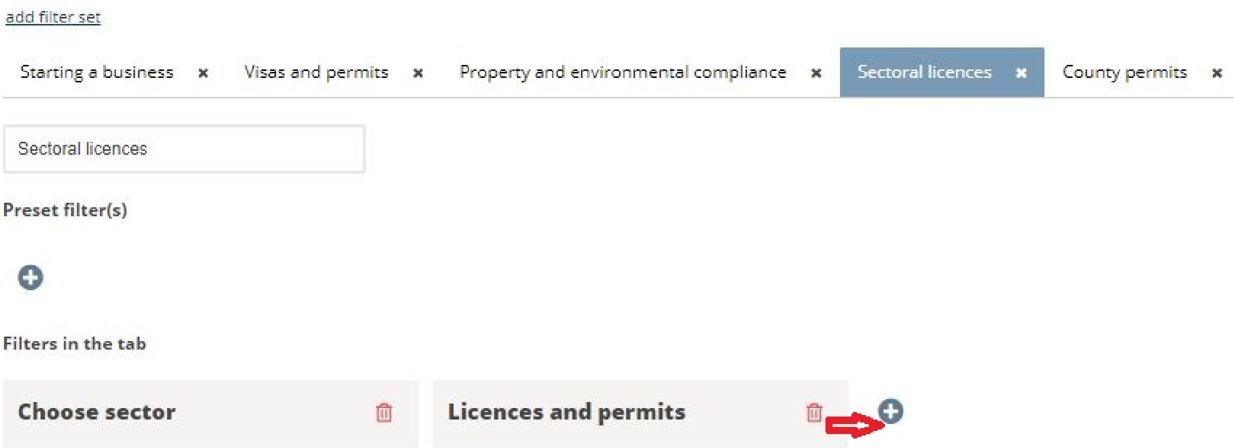
Screenshot-2020-11-05-at-15.54.21-e1604580936969.png



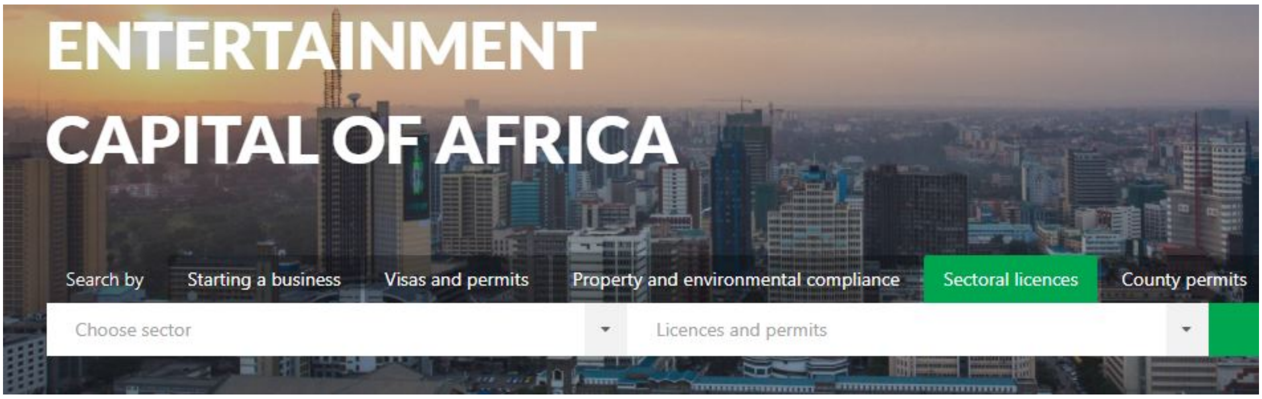
Screenshot-2020-11-05-at-16.11.56-e1604581956335.png



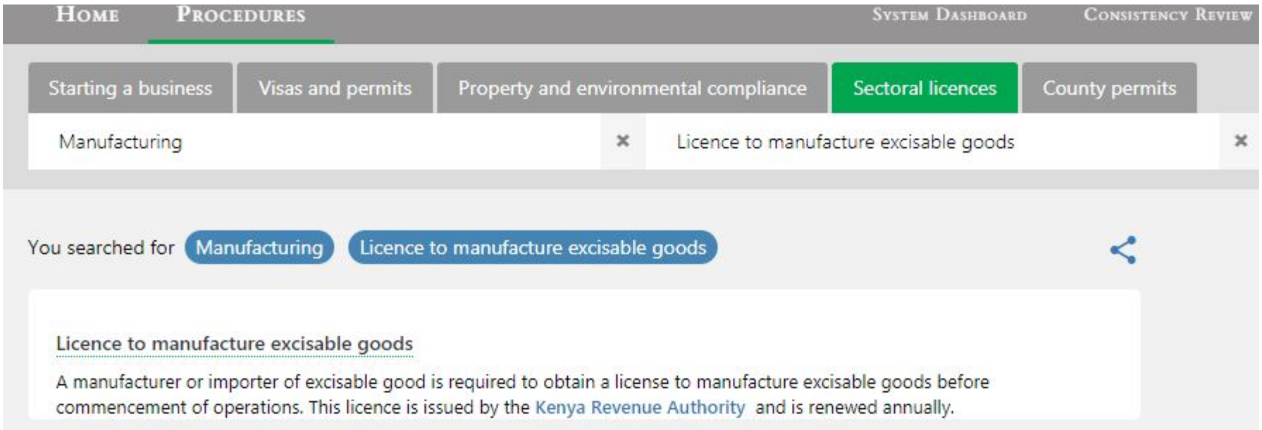
multiple-filter1.jpg



multiple-filter-3.jpg



multiple-4.jpg



multiple-5.jpg

Part II — System installation

1. Hosting requirements

https://help.eregulations.org/index.php/system-hosting-requirements/

Overview

- Admin WebApp - application runs on Windows Server, .NET Framework, Internet Information Services (IIS) and SQL Server.
- Public WebApp - application runs on Windows Server, .NET Framework, Internet Information Services (IIS) and SQL Server.
- API Server - application runs on both Windows Server with Internet Information Services (IIS) or OSX/*nix Server
- CRAlerts CLI - application runs on Windows Server and SQL Server
- Statistics CLI - application runs on Windows Server and SQL Server

Server-side requirements

- Windows Server 2008, 2008 R2, 2012, Windows Vista Home Premium/Business/Enterprise/Ultimate or Windows 7 (both 32bit and 64bit) or Windows 8 (both 32bit and 64bit)
- Microsoft .NET Framework 4.0 or higher
- Microsoft Internet Information Services (IIS) 7.0, 7.5, 8.0 or Visual Studio/Visual Web Developer 2008/2010/2012 built-in web server
- Node.js version 4.x
- Microsoft SQL Server 2012 (including free SQL Server Express Edition)
- MongoDB version 2.0 or higher

Security requirements

- enabling the firewall service on the Windows Server to control both inbound and outbound traffic (it comes with predefined rules)
- installing an anti-virus software of choice (suggestion: Kaspersky)
- set-up a sql data back-up tool (suggestion http://sqlbackupandftp.com/) to produce daily back-ups of eRegulations Database

Hardware and disk space requirements

3.1. One server - minimum requirements

- Installation files - 100MB
- Media files (uploaded documents, images) - 1 GB

- Database files - 5GB

3.2. One server - optimal requirements

3.3. Distributed architecture - optimal requirements

SQL Server Database Server

Windows Web Server

API Server

Bandwith & transfer limits

CAS requirements (optional)

Hardware requirements requirements

Server side requirements

- Debian Jessie (8)
- Postgresql database ver >= 9.6
- Latest haproxy
- LetsEcrypt's certbot
- Latest docker (https://docs.docker.com/engine/installation/linux/docker-ce/debian/)
- docker-compose recommended ver >=1.11.2 If doclker-compose can not be used, then simple docker daemon or direct install are also possible, but it would require more configuration work. The recommended way, is using docker-compose. (https://docs.docker.com/compose/install/)
- account in hub.docker.com in order to read images files. This account needs to be sent to eRegistartion team, in order to set up access rights.
- Valid certificate signed by trusted CA. Verisign, Thawte, LetsEncrypt etc. Certificate Common Name and SAN must match server name client will be using to connect.

GER requirements (optional)

Hardware requirements requirements

Server side requirements

- Ubuntu latest stable
- Apache
- PHP8, MySQL, phpMyAdmin

- Index
- > Overview

- > Server-side requirements
- > Security requirements
- > Hardware and disk space requirements
- > Bandwith & transfer limits
- > CAS requirements (optional)
- > GER requirements (optional)

Index

2. Installation on a local server

https://help.eregulations.org/index.php/2-installation-on-a-local-server/

About

- Admin Web App : web application allowing data entry by authorized user
- Public Web App : web application displaying the data in HTML format
- CRAlerts CLI : program that sends email alerts regarding consistency reviews tickets or status changes
- Statistics CLI : program that computes statistical data and saves it to the database

System Prerequisites

- .NET Framework 4.0 (or later)
- Sql Server 2012 (or later)
- IIS 7 (or later)

Installation Process

- creates needed databases
- extracts application files in provided path under following structure - eRegulations |__ CLI |__ ereg-alerts |__ ereg-statistics |__ Web |__ ereg-admin |__ ereg-public
- creates, if needed, Translation Central Repository (folder which contains the system translation modules - shared between eRegulations systems)
- configures web applications in IIS (Admin Web App and Public Web App)

Environment Configuration

- database - database related parameters instanceName : database server name username : username for database connection (please note that the user must have write access on master db) password : password
- webServer - IIS configuration related parameters adminAppBinding : url of the admin application which will be configured in IIS (eg. admin.eregulationsSystem.org)

publicAppBinding : url of the public application which will be configured in IIS (eg. eregulationsSystem.org)

- application - application related parameters country - country specific parameters name : current system country name id : current system country code (ISO 3) city : (optional) current system city region : (optional) current system country region currency : current system currency code (ISO 3) primaryLang : current system main language code (ISO 639-1:2002) secondLang : current system second language code (ISO 639-1:2002) googleCodes - parameters used in public web app for google monitoring and translation plugin googleAnalyticsAcc : (optional) google analytics account googleTranslateContent : (optional) google translate plugin code email - parameters used for feedback and alert sending functionalities smtpServer : smtp server host useSmtpAuthentication : use authentication for smtp server (true/false) smtpUsername : (optional) smtp server username (if authentication on) smtpPassword : (optional) smtp server password (if authentication on) feedbackAlerts - parameters used for feedback and alert sending functionalities sendFrom : the address from which the feedback receivers will get the alerts/feedback messages sendToList : list of email addresses which will receive feedback messages by default installationPath : the path in which the applications will be installed (please use the escaped form of the path) multilangCentralRepositoryPath : the path to the translation central repository (if already exists - please provide the escaped path to it, if not, please provide the desired escaped path - including the folder name)

- instanceName : database server name
- username : username for database connection (please note that the user must have write access on master db)
- password : password

- adminAppBinding : url of the admin application which will be configured in IIS (eg. admin.eregulationsSystem.org)
- publicAppBinding : url of the public application which will be configured in IIS (eg. eregulationsSystem.org)

- country - country specific parameters name : current system country name id : current system country code (ISO 3) city : (optional) current system city region : (optional) current system country region currency : current system currency code (ISO 3) primaryLang : current system main language code (ISO 639-1:2002) secondLang : current system second language code (ISO 639-1:2002)
- googleCodes - parameters used in public web app for google monitoring and translation plugin googleAnalyticsAcc : (optional) google analytics account googleTranslateContent : (optional) google translate plugin code
- email - parameters used for feedback and alert sending functionalities smtpServer : smtp server host useSmtpAuthentication : use authentication for smtp server (true/false) smtpUsername : (optional) smtp server username (if authentication on) smtpPassword : (optional) smtp server password (if authentication on)
- feedbackAlerts - parameters used for feedback and alert sending functionalities sendFrom : the address from which the feedback receivers will get the alerts/feedback messages sendToList : list of email addresses which will receive feedback messages by default

- installationPath : the path in which the applications will be installed (please use the escaped form of the path)
- multilangCentralRepositoryPath : the path to the translation central repository (if already exists - please provide the escaped path to it, if not, please provide the desired escaped path - including the folder name)

- name : current system country name
- id : current system country code (ISO 3)
- city : (optional) current system city
- region : (optional) current system country region
- currency : current system currency code (ISO 3)
- primaryLang : current system main language code (ISO 639-1:2002)
- secondLang : current system second language code (ISO 639-1:2002)

- googleAnalyticsAcc : (optional) google analytics account
- googleTranslateContent : (optional) google translate plugin code

- smtpServer : smtp server host
- useSmtpAuthentication : use authentication for smtp server (true/false)
- smtpUsername : (optional) smtp server username (if authentication on)
- smtpPassword : (optional) smtp server password (if authentication on)

- sendFrom : the address from which the feedback receivers will get the alerts/feedback messages
- sendToList : list of email addresses which will receive feedback messages by default

Further Information

- uncomment the childs of configuration>Unity>container "ApiPublishers" element
- fill the settings found in configuration>applicationSettings>Unctad.eRegulations.APIPublisher.Properties.Settings section eRegApiBaseURI : API root url CountryCode : the current system name APIUsername : username for api authentication APIPwd : password for api authentication

- eRegApiBaseURI : API root url
- CountryCode : the current system name
- APIUsername : username for api authentication
- APIPwd : password for api authentication

CAS (optional)

Install prerequisites

1. Debian Jessie (8)
2. Postgresql database ver >= 9.6
3. Mongo database ver >= v3.4.4
4. Redis database ver >=3.2.
5. Latest haproxy
6. LetsEcrypt's certbot
7. Latest docker (https://docs.docker.com/engine/installation/linux/docker-ce/debian/)
8. docker-compose recommended ver >=1.11.2 If doclker-compose can not be used, then simple docker daemon or direct install are also possible, but it would require more configuration work. The recommended way, is using docker-compose. (https://docs.docker.com/compose/install/)
9. account in hub.docker.com in order to read images files. This account needs to be sent to eRegistartion team, in order to set up access rights.
10. Valid certificate signed by trusted CA. Verisign, Thawte, LetsEncrypt etc. Certificate Common Name and SAN must match server name client will be using to connect.

Postgresql scemas users & tables

Commands to setup PostgreSQL database (LINUX)

Mongo install

Redis install

Install HAproxy

Install Docker CE & firewall

systemctl daemon-reload && systemctl restart docker.service

add the following lines on top of "/etc/ufw/before.rules" file

Install Docker-compose

Auhtentication service

Deploy application

OAuth2 implementation

3. Migration of data

https://help.eregulations.org/index.php/3-migration-of-data/

Presentation of data

The eRegulations Data is stored in several SQL Server Database instances and Hard Disk. We are listing below each of them and also the persistence location : Country specific data , persisted in the SQL Server 2012 (30-dbe-CountryName) holds the following type of data: procedures repository requirements repository laws repository contact repository translation of all these data country specific parameters: cost variables, etc public site related info like: procedures menu tree, feedback media files references :holds the name of the files used throughout the system User accounts data , persisted in SQL Server 2008 in an instance (00-dbe-Global) centralizing the user authentication & authorization information Consistency review data , persisted in the SQL Server 2008 in an instance (00-dbe-Consitency) centralizing the information for several systems located on the same server: consistency review tickets & comments consistency status of steps System usage statistics , persisted in the SQL Server 2008 in an instance (00-dbe-Statistics) holding the statistics for several systems located on the same server Media files , persisted on the HardDisk (Media folder) containing all the physical files in three folders: media, upload, ftp Public site content , persisted on the HardDisk (folder Config & content) being present within the public web application in the above mentioned folders. They contain: config - the home page information saved in json format, a file for each language of the system content - holds the styles (css), images of the public site. we keep here all the personalization of the site esthetic Migration transport packages For migrating the data, we will use different packaging strategy to correctly apply to the specificity of each type of data. Country specific data - we will produce a file holding a full backup of the current database instance with the SQL Server tools. It will be labeled: 30-dbe-CountryName.bak.zip User accounts data, Consistency review data, System usage statistics - for each of the database we will produce a script file listing INSERTs statements for the data. They will be packaged in an archive labeled: 00-dbe-CentralData.sql.zip Inside you will find 3 script files, one for each database instance: 00-dbe-Global.sql , 00-dbe-Consistency.sql , 00-dbe-Statistics.sql Media files - we will package the "Media, upload, ftp" folders content in an archive, labeled: Media.zip Public site content - we will package the 2 folders "Config" and "content" in an archive labeled: PublicSite.zip Migration procedures on local server Here below the procedure to be followed in order to extract the data from the migration packages into the correspondent persistence locations on the local server.

Please proceed in the indicated order: 1. Central Data: extract the archive 00-dbe-CentralData.sql.zip in a findable place execute the script 00-dbe-global.sql in the context of the current 00-dbe-Global database instance, already present execute the script 00-dbe-consitency.sql in the context of the current 00-dbe-Consistency database instance, already present execute the script 00-dbe-statistics.sql in the context of the current 00-dbe-Statistics database instance, already present 2. Country Data: extract the 30-dbe-CountryName.bak.zip in a findable place restore the country database using the 30-dbe-CountryName.bak backup file 3. Media files: extract the Media.zip in a findable place locate the present eRegulations Admin WebApplication delete the current Media file in the Admin web application root folder of the eRegulations system copy the extracted media, upload, ftp folders into the Admin web application root folder 4. Public site content: extract the PublicSite.zip in a findable place locate the present eRegulations Public WebApplication overwrite the folders content, Config with the folders in the extracted archive Update the configuration files Update all the config files to reflect the systemId from the migrated data: In the case of Nicaragua, SystemId is 23 You will have config files for the following applications: Admin WebApp Public WebApp CRAlerts CLI Statistics CLI

We are listing below each of them and also the persistence location : Country specific data , persisted in the SQL Server 2012 (30-dbe-CountryName) holds the following type of data: procedures repository requirements repository laws repository contact repository translation of all these data country specific parameters: cost variables, etc public site related info like: procedures menu tree, feedback media files references :holds the name of the files used throughout the

system User accounts data , persisted in SQL Server 2008 in an instance (00-dbe-Global) centralizing the user authentication & authorization information Consistency review data , persisted in the SQL Server 2008 in an instance (00-dbe-Consitency) centralizing the information for several systems located on the same server: consistency review tickets & comments consistency status of steps System usage statistics , persisted in the SQL Server 2008 in an instance (00-dbe-Statistics) holding the statistics for several systems located on the same server Media files , persisted on the HardDisk (Media folder) containing all the physical files in three folders: media, upload, ftp Public site content , persisted on the HardDisk (folder Config & content) being present within the public web application in the above mentioned folders. They contain: config - the home page information saved in json format, a file for each language of the system content - holds the styles (css), images of the public site. we keep here all the personalization of the site esthetic Migration transport packages For migrating the data, we will use different packaging strategy to correctly apply to the specificity of each type of data. Country specific data - we will produce a file holding a full backup of the current database instance with the SQL Server tools. It will be labeled: 30-dbe-CountryName.bak.zip User accounts data, Consistency review data, System usage statistics - for each of the database we will produce a script file listing INSERTs statements for the data. They will be packaged in an archive labeled: 00-dbe-CentralData.sql.zip Inside you will find 3 script files, one for each database instance: 00-dbe-Global.sql , 00-dbe-Consistency.sql , 00-dbe-Statistics.sql Media files - we will package the "Media, upload, ftp" folders content in an archive, labeled: Media.zip Public site content - we will package the 2 folders "Config" and "content" in an archive labeled: PublicSite.zip Migration procedures on local server Here below the procedure to be followed in order to extract the data from the migration packages into the correspondent persistence locations on the local server.

Please proceed in the indicated order: 1. Central Data: extract the archive 00-dbe-CentralData.sql.zip in a findable place execute the script 00-dbe-global.sql in the context of the current 00-dbe-Global database instance, already present execute the script 00-dbe-consitency.sql in the context of the current 00-dbe-Consistency database instance, already present execute the script 00-dbe-statistics.sql in the context of the current 00-dbe-Statistics database instance, already present 2. Country Data: extract the 30-dbe-CountryName.bak.zip in a findable place restore the country database using the 30-dbe-CountryName.bak backup file 3. Media files: extract the Media.zip in a findable place locate the present eRegulations Admin WebApplication delete the current Media file in the Admin web application root folder of the eRegulations system copy the extracted media, upload, ftp folders into the Admin web application root folder 4. Public site content: extract the PublicSite.zip in a findable place locate the present eRegulations Public WebApplication overwrite the folders content, Config with the folders in the extracted archive Update the configuration files Update all the config files to reflect the systemId from the migrated data: In the case of Nicaragua, SystemId is 23 You will have config files for the following applications: Admin WebApp Public WebApp CRAlerts CLI Statistics CLI

We are listing below each of them and also the persistence location :

1. Country specific data , persisted in the SQL Server 2012 (30-dbe-CountryName) holds the following type of data: procedures repository requirements repository laws repository contact repository translation of all these data country specific parameters: cost variables, etc public site related info like: procedures menu tree, feedback media files references :holds the name of the files used throughout the system
2. User accounts data , persisted in SQL Server 2008 in an instance (00-dbe-Global) centralizing the user authentication & authorization information

3 Consistency review data , persisted in the SQL Server 2008 in an instance (00-dbe-Consitency) centralizing the information for several systems located on the same server: consistency review tickets & comments consistency status of steps

4 System usage statistics , persisted in the SQL Server 2008 in an instance (00-dbe-Statistics) holding the statistics for several systems located on the same server

5 Media files , persisted on the HardDisk (Media folder) containing all the physical files in three folders: media, upload, ftp

6 Public site content , persisted on the HardDisk (folder Config & content) being present within the public web application in the above mentioned folders. They contain: config - the home page information saved in json format, a file for each language of the system content - holds the styles (css), images of the public site. we keep here all the personalization of the site esthetic

- procedures repository
- requirements repository
- laws repository
- contact repository
- translation of all these data
- country specific parameters: cost variables, etc
- public site related info like: procedures menu tree, feedback
- media files references :holds the name of the files used throughout the system

- consistency review tickets & comments
- consistency status of steps

- config - the home page information saved in json format, a file for each language of the system
- content - holds the styles (css), images of the public site. we keep here all the personalization of the site esthetic

Migration transport packages

For migrating the data, we will use different packaging strategy to correctly apply to the specificity of each type of data.

- Country specific data - we will produce a file holding a full backup of the current database instance with the SQL Server tools. It will be labeled: 30-dbe-CountryName.bak.zip
- User accounts data, Consistency review data, System usage statistics - for each of the database we will produce a script file listing INSERTs statements for the data. They will be packaged in an archive labeled: 00-dbe-CentralData.sql.zip Inside you will find 3 script files, one for each database instance: 00-dbe-Global.sql , 00-dbe-Consistency.sql , 00-dbe-Statistics.sql
- Media files - we will package the "Media, upload, ftp" folders content in an archive, labeled: Media.zip

- Public site content - we will package the 2 folders "Config" and "content" in an archive labeled: PublicSite.zip

Migration procedures on local server

1. Central Data:

- extract the archive 00-dbe-CentralData.sql.zip in a findable place
- execute the script 00-dbe-global.sql in the context of the current 00-dbe-Global database instance, already present
- execute the script 00-dbe-consitency.sql in the context of the current 00-dbe-Consistency database instance, already present
- execute the script 00-dbe-statistics.sql in the context of the current 00-dbe-Statistics database instance, already present

2. Country Data:

- extract the 30-dbe-CountryName.bak.zip in a findable place
- restore the country database using the 30-dbe-CountryName.bak backup file

3. Media files:

- extract the Media.zip in a findable place
- locate the present eRegulations Admin WebApplication
- delete the current Media file in the Admin web application root folder of the eRegulations system
- copy the extracted media, upload, ftp folders into the Admin web application root folder

4. Public site content:

- extract the PublicSite.zip in a findable place
- locate the present eRegulations Public WebApplication
- overwrite the folders content, Config with the folders in the extracted archive

Update the configuration files

Update all the config files to reflect the systemId from the migrated data:

In the case of Nicaragua, SystemId is 23

You will have config files for the following applications:

- Admin WebApp
- Public WebApp

- CRAlerts CLI
- Statistics CLI

- Index
- > Presentation of data
- > Migration transport packages
- > Migration procedures on local server
- > Update the configuration files

Index

4. Source code

https://help.eregulations.org/index.php/4-sources-code/

Please find source code for public and admin sites of eregulations:

Part III — Technical specifications

1. Introduction

https://help.eregulations.org/index.php/1-introduction/

The eRegulations system is based on several interconnected applications being responsible for assuring data entry activities, pre-processing the information and presenting it to the internet user.

The main eRegulations applications / components are listed below:

- Admin WebApp - application runs on Windows Server, .NET Framework, Internet Information Services (IIS) and SQL Server.
- Public WebApp - application runs on Windows Server, .NET Framework, Internet Information Services (IIS) and SQL Server.
- API Server - application runs on both Windows Server with Internet Information Services (IIS) or OSX/*nix Server
- CRAlerts CLI - application runs on Windows Server and SQL Server
- Statistics CLI - application runs on Windows Server and SQL Server

2. Admin Web Application

https://help.eregulations.org/index.php/admin-web-application/

1 eRegulation Content Here below the principal repositories: procedures, blocks of steps, steps and recourses contacts (entities, units and persons in charge) requirements laws media library

2 Public Interface (public web pages) The admin application is also responsible for the information displayed on the public web site of e-regulations. We identified the following editable elements: layout home page the procedure menus that assures not only direct linking with the procedures in the eRegulations content but supplementary visual information to be displayed in the public pages about us page

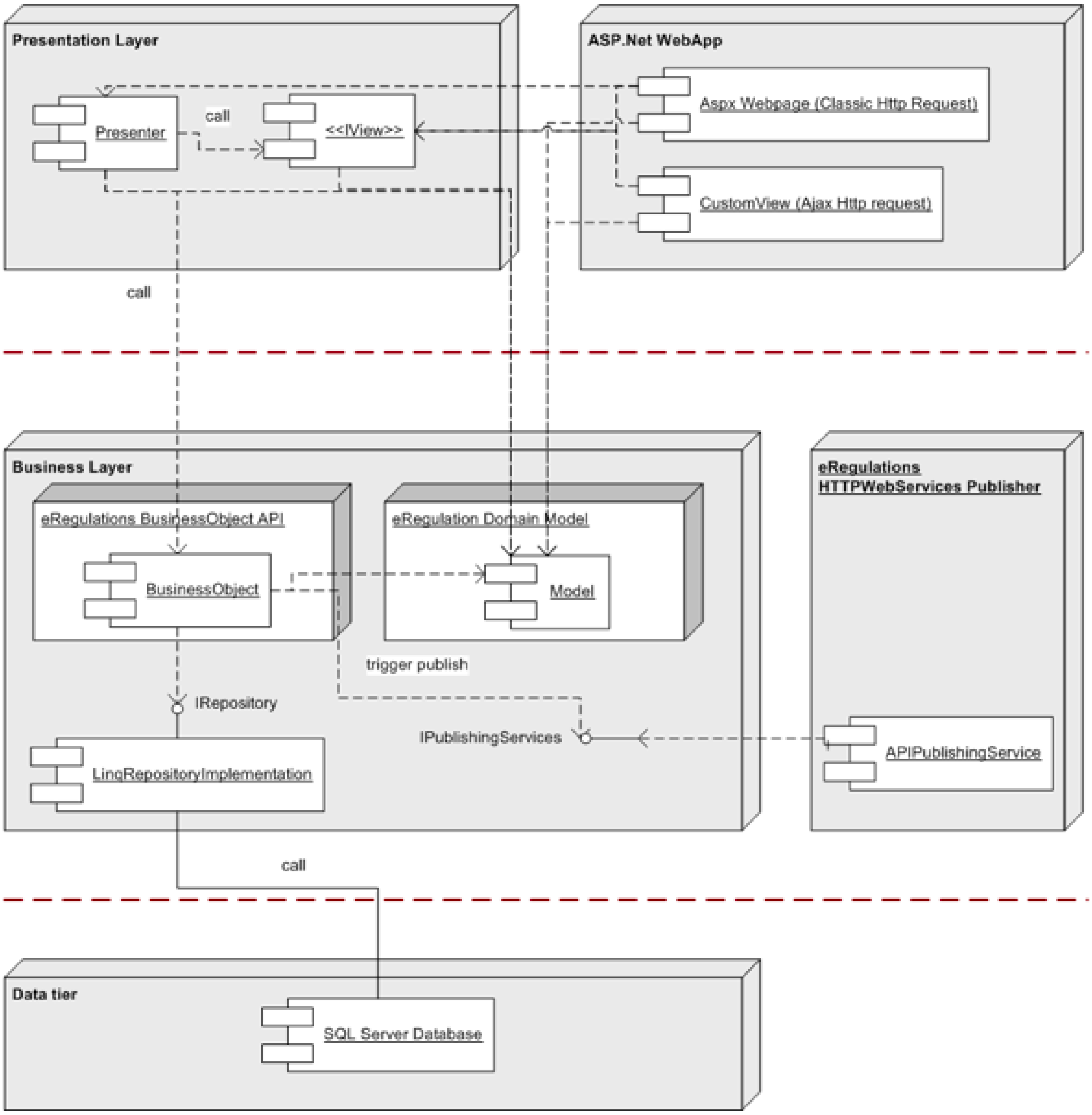
3 Country parameters (system utility-belt) In this are the system groups several utility modules that helps the administrator manage auxiliary information present within the system: user management feedbacks listing country settings (cost variables catalogue, foreign currencies used in the public system, third parties catalogue, filter catalogue) label translation for the admin/public web pages history tracking of eRegulations content modifications files maintenance (possibility of file name changing into more web friendly names for uploaded documents or images)

- procedures, blocks of steps, steps and recourses
- contacts (entities, units and persons in charge)
- requirements
- laws
- media library

- layout home page
- the procedure menus that assures not only direct linking with the procedures in the eRegulations content but supplementary visual information to be displayed in the public pages
- about us page

- user management
- feedbacks listing
- country settings (cost variables catalogue, foreign currencies used in the public system, third parties catalogue, filter catalogue)
- label translation for the admin/public web pages
- history tracking of eRegulations content modifications
- files maintenance (possibility of file name changing into more web friendly names for uploaded documents or images)

1. Application architecture



ERegulations Admin Architecture

2. Data-concepts and states

- Objective – a concrete investment operation presented as a ordered list of blocks
- BlockOfSteps – a ordered list of steps with a high level of cohesion
- Step – any interaction necessary to achieve the objective

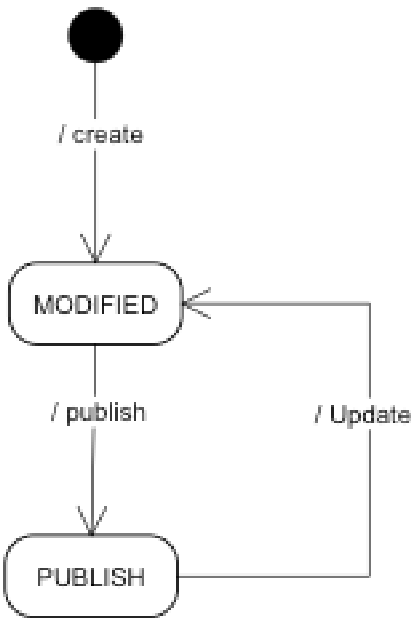
- general info
- results of steps
- contact
- requirements

- costs
- timeframe
- legal frame
- additional info
- recourse

- Entities in charge
- Units in charge
- Persons in charge
- General requirements (downloadable forms, sample forms, online form links, documents, etc)
- Laws (articles, full laws - either web links for online bookmarking or uploaded documents)
- Media library (all the documents uploaded are stored in media library in logical objects that decouples the media file from the database reference for easy maintenance)

Managing the State of a Data

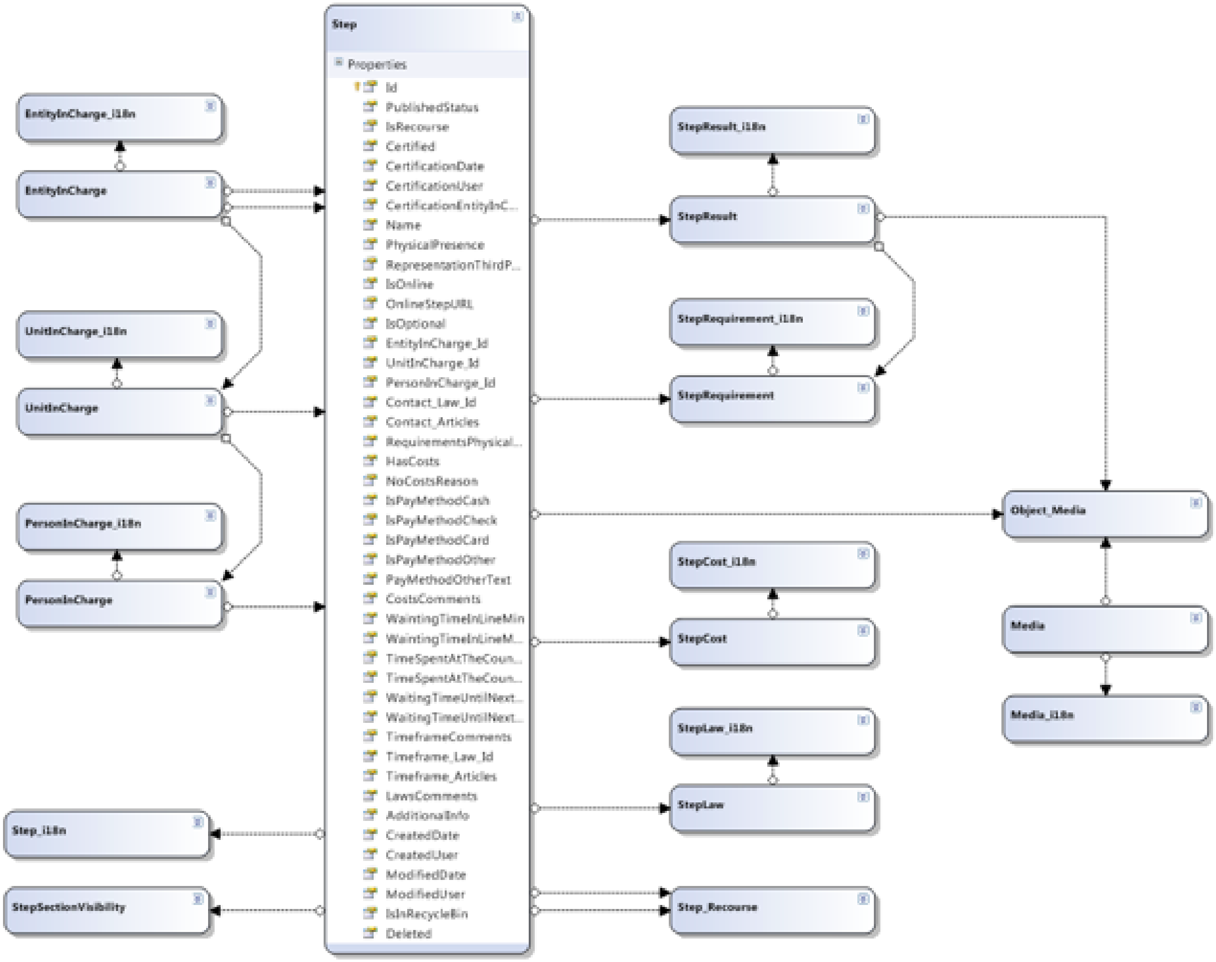
- MODIFIED
- PUBLISHED



NewImage

3. Domain model

Step context diagram



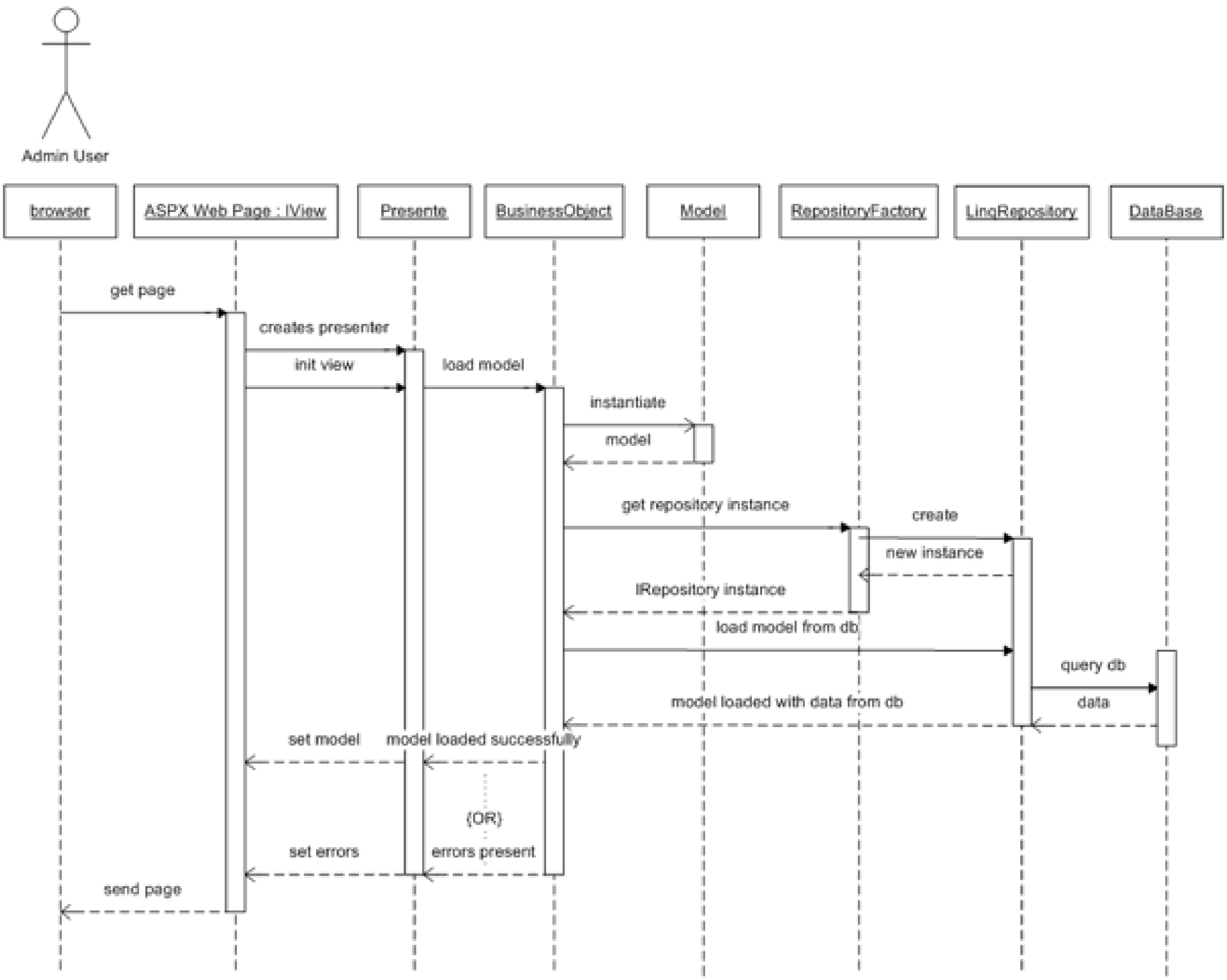
StepContextDiagram

eRegulations data structure

4. Code execution flow

- requesting a new page
- triggering an action on the page (update information, publish, change the order of elements, etc)

Requesting a new page



Page Get Sequence Diagram

1 IIS identifies the requested resource as "StepGeneral.aspx" inside the admin application, so it forwards the request to our application

2 Asp.Net creates a new instance of the object "Views_Regulation_StepGeneral"

3 Asp.Net trigger the event "Page_Load"

4 Inside the "Page_Load" we create a new instance of the presenter sending in the constructor the current instance of Views_Regulation_StepGeneral as this class implements the interface IStepView and the AppContext which is an application context that travels through all the layers. The AppContext is created each time a request is intercepted by our application. It is cached through the duration of the request in the HttpContext

5 the newly created presenter will call the method InitView send the stepId as parameter

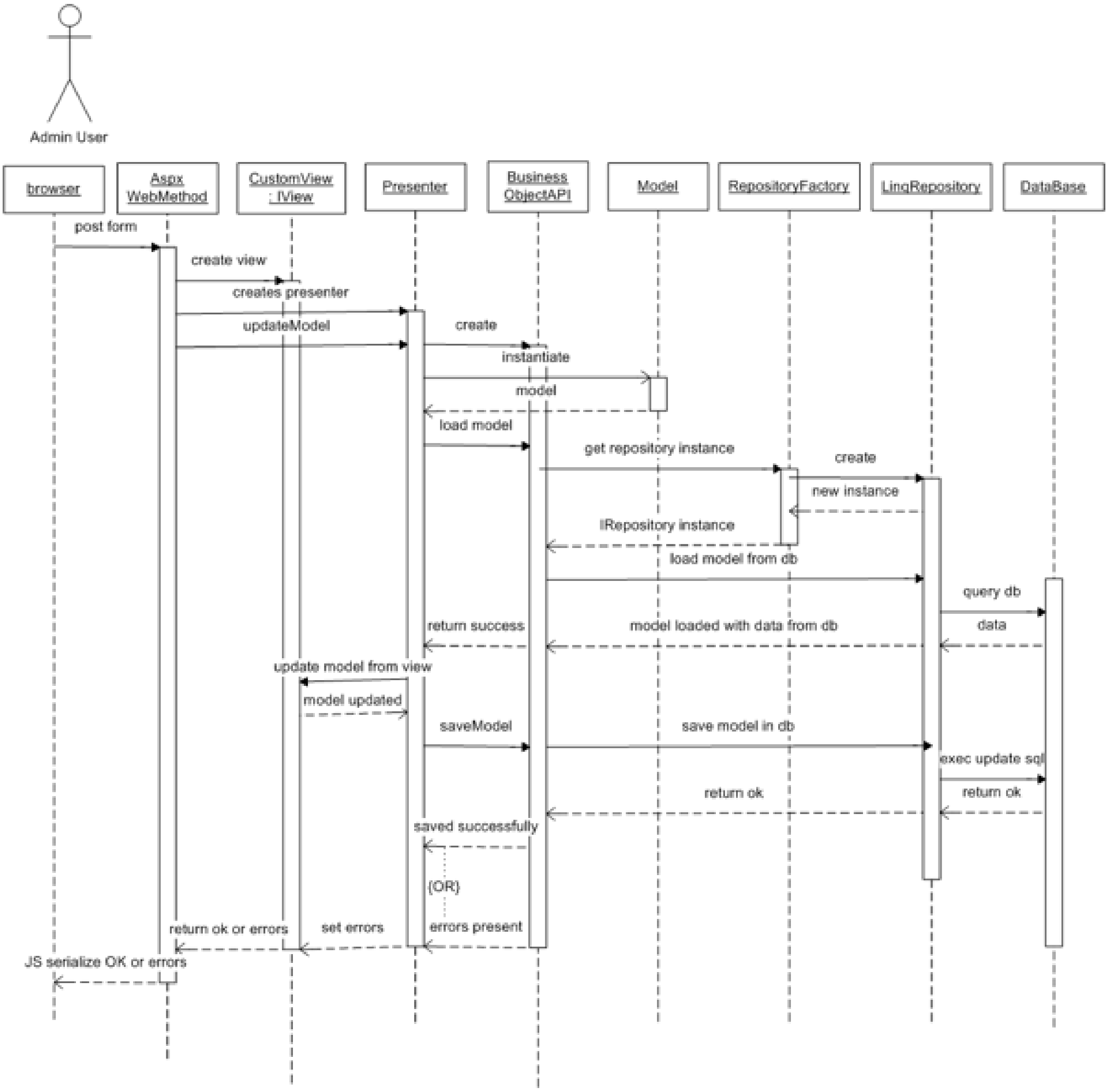
6 the presenter holds all the presentation logic. It has a reference of the "IView" interface which will use for displaying the information. Still is not aware of how this interface is implemented (in our case is the System.Web.UI.Page)

7 the presenter will create a new instance of the BusinessObjectAPI related to our need (in our case StepBO)

8 the BusinessObjectAPI holds a reference to the Root Aggregate Class (in our case Step). the presenter creates a new instance of the model, it sets the Id of the model and it attaches it to the BusinessObjectAPI.

9. the presenter demand the BusinessObjectAPI to load the model
10. the BusinessObjectAPI will call the RepositoryFactory in order to retrieve an instance of IRepository that will use for talking to the DataLayer (it will return an instance of LiqRepository)
11. the BusinessObjectAPI uses the IRepository instance and load the model from the data (the repository will call a SQL query that will be executed against the SQL Server DB and the load the model with the db data)
12. the BusinessObjectAPI holds a collection of errors in case any operation performed raised an error
13. the presenter verifies if the load of model was ended successfully and if so it tells the IView (in our case the Regulation) to display the details of the model . If the process of loading the data failed, the presenter calls the "ShowErrors" method of the IView to display the errors
14. inside the System.Web.UI.Page methods/properties of the IView implementation we set the data to html elements
15. the System.Web.UI.Page finishes the cycle and display the html output

Trigger an action on the page (update)



Page Post Sequence Diagram

1. IIS identifies the requested resource as "StepGeneral.aspx/Update" inside the admin application, so it forwards the request to our application
2. Asp.Net searches for the static method "Update" having the [WebMethod] attribute inside the class behind the "StepGeneral.aspx" page and calls this method
3. we retrieve the AppContext
4. create a new instance of our custom view that implements the interface IStepView (in our case UpdateView). Send in the constructor the DTO received
5. create a new instance of the presenter sending the instance of our custom view and the AppContext
6. the newly created presenter will call the method Update send the stepId as parameter

7 the presenter holds all the presentation logic. It has a reference of the "IView" interface which will use for retrieval of all the necessary information to update the model. Still is not aware of how this interface is implemented (in our case is the instance of CustomView)

8 the presenter will create a new instance of the BusinessObjectAPI related to our need (in our case StepBO)

9 the BusinessObjectAPI holds a reference to the Root Aggregate Class (in our case Step). the presenter creates a new instance of the model, it sets the Id of the model and it attaches it to the BusinessObjectAPI.

10 the presenter demand the BusinessObjectAPI to load the model

11 the BusinessObjectAPI will call the RepositoryFactory in order to retrieve an instance of IRepository that will use for talking to the DataLayer (it will return an instance of LiqRepository)

12 the BusinessObjectAPI uses the IRepository instance and load the model from the data (the repository will call a SQL query that will be executed against the SQL Server DB and the load the model with the db data)

13 if no errors encountered the presenter will ask the view to update the model. As our custom view received through the constructor the DTO sent by the user it will use it to update the model.

14 then the presenter will ask the IRepository instance to persist the modifications

15 the BusinessObjectAPI holds a collection of errors in case any operation performed raised an error

16 the presenter verifies if the update of model was ended successfully and if so it raises an event called SavedSuccessfully. (normally in the custom view you will write an SavedSuccessfullyHandler where you will have a flag holding the operation response. If the process of loading the data failed, the presenter calls the "ShowErrors" method of the IView to display the errors (the custom view will hold the errors inside a collection of errors)

17 the webMethod then verifies if the success flag of the custom view is true and sends a ok message to the browser. If custom view has errors inside its collection, the webMethod will throw an ApplicationException with the message holding the serialized version of all the view errors.

5. Procedure snapshots

- objective full data
- blocks of steps full data
- steps full data (and for each element used form the Repositories it copies the current full data: full data for GenericRequirement, Law, EntityInCharge, UnitInCharge, PersonInCharge)

- publish an objective
- publish a block
- publish a step
- publish a recourse
- update an item in GenericRequirement repository for all the procedures where that GenericRequirement is used

- update an item in Law repository repository for all the procedures where that Law is used
- update an item in EntityInCharge repository repository for all the procedures where that EntityInCharge is used
- update an item in UnitInCharge repository repository for all the procedures where that UnitInCharge is used
- update an item in PersonInCharge repository repository for all the procedures where that PersonInCharge is used

- sp_snapshot_get…
- sp_take_snapshot…

6. History tracking of eRegulations content modifications

7. Label translation

Index

3. Translator Web Application

https://help.eregulations.org/index.php/3-translator-web-application/

The eRegulations Translator Web Application is accessible at the same location as the Admin Web Application and behaves like a special sub-module that is activated only if the authenticated user has the "Admin-Regulation-Translator" role.
The interface is completely different from the Admin Web Application and it is built to serve to a authorized translator to update the datra of the eRegulation content in a secondary language. Here below the categories of eReegulation content that can be translated through this interface:

- objectives
- blocks
- steps
- recourses
- generic requirements

- laws
- entities in charge
- units in charge
- persons in charge
- menus

The translator interface access a replica version of the content that is recorded in special tables after an explicit action from the admin interface. The explicit action is "Send to translator".

The idea behind this specialized interface is to create a decoupled working space to external users of the system. Their work will not directly affect the eRegulation content. The translator can work in a parallel space and only when their work is fully completed they can commit the translation at which time the data is copied back into the " _i18n" tables in the admin space. The administrator can then validate (publish) the translation or can directly make some final corrections.
When the administrator is sending an element to translator the system makes a full copy of that object and also its current translation data, it serializes it into XML format ans saves that data in specialized tables : "XMLSerializedItem" and "XMLSerializedItem_i18n".

It is worth mentioning an important rule that was introduces as a need of assuring a better organization of work: translator can work on one element only at one particular moment in time. The system implements this rule by demanding the explicit actions from the translator for :

- start working on element
- stop working on element

- the version of the original data is incremented each time the administrator "re-demands" a translation after a previous translation has been commited or it has the status "working in progress".
- the version translation is incremented with each commit

- inexitent
- work in progress
- already commited (a first commit exists)
- not commited (never commited)

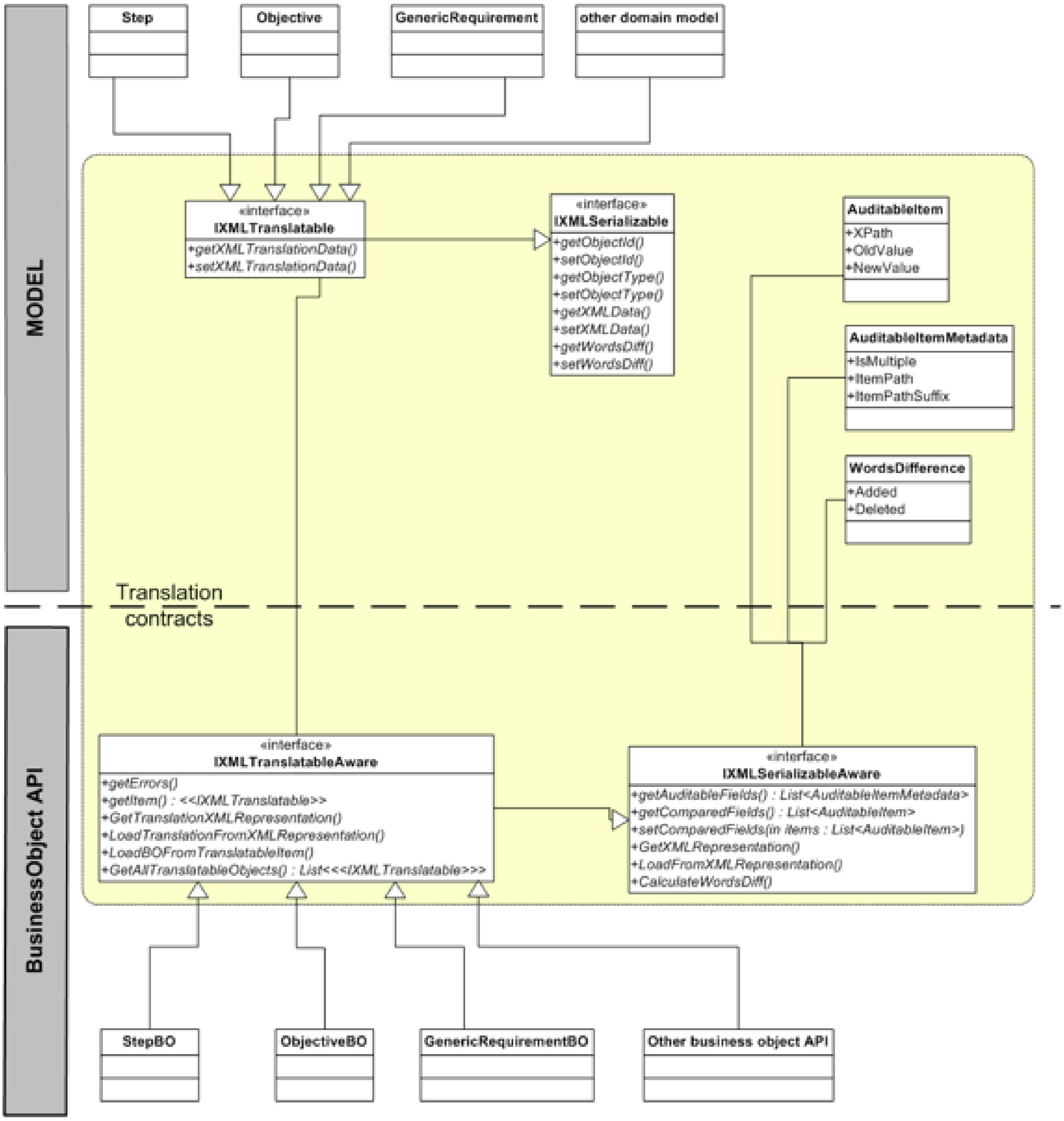
1. Application architecture

The architecture of the Translator Web Application follows a 3-tiers design : Data, Business, Presentation. You can have a look at the diagram here 2.1. Application architecture.

The architecture follows the same Model View Presenter pattern and define the views as interfaces gaining in flexibility of implementing the view interfaces as ASPX pages or as customized views for Ajax requests. The update of translation follows the same sequence described in the previous chapters. (see 2.4. code execution flow)

The challenge of this application was to isolate the working of the translator from the main repository. Keep the admin data to fuel the public and the snapshot tables and also have a version of the data that the translator can focus on. Also all the eRegulations applications must share the domain model.

We illustrate in the static diagram below translation contracts used for this module :



Translator Static Diagram

For assuring the independent working space we used the idea of storing a serialized version of the model and reconstruct it for the translator application only.

The translator admin application is working with only 4 tables:

- XMLSerializedItem
- XMLSerializedItem_i18n
- Workspace
- ProcedureContext

We used the same principle of interface segregation for assuring a shared contract for all the models that will force the consistency of implementation across all the models that must be translated. One key concept was the need of keeping track of the property accessors that are capable of having translated data.

2. Presenter logic - code flow

We will explain the logic inside the presenter for loading the page inside the translator space :

1. The presenter method "InitView" is called with the parameter Id (parameter that refers to the id of the object inside the translator space)
2. A new instance of the XMLSerialializedItemBO (BusinessObjectAPI) is called
3. the businessObject API loads the XMLSerializedItem from the dabase using the correspondent IRepository instance (in our case LinqXMLSerializedItemRepository)
4. verifies the status of the current user Workspace (if the item is activ, the ask teh view to set that flag, or show a message). If another object is activ in the current user Workspace retrieve the name of that element and trigger an "ItemLocked" event passing the activ element in evenArguments
5. verify if a newer version of the same element exists and trigger an OnNewVersionReleased event if found
6. deserialize the XMLData and XMLTranslationData into Model object
7. if the original data has a new version (step 5 resulted in true) the display for the current modification the number of words added / deleted in rapport to the current version. ask the view tp display the data of latest version

3. Data structure

- Index
- 1. Application architecture
- 2. Presenter logic - code flow
- 3. Data structure

Index

4. Public Web Application

https://help.eregulations.org/index.php/5-public-web-application/

The eRegulations Public Web Application is responsible for displaying the published version of eRegulations content. The information structure can be divided in the following categories of pages: home page about us page repositories pages : entities in charge, laws, generic requirements procedures: summary of procedure, details of step within a procedure feedback pages For authorized user the public system will display additional information: consistency review tickets and statuses statistical report of the system The eRegulations Public web application is built on top of the ASP.Net MVC framework. For responding to ajax calls the system uses the Asp.Net Web API framework.

The eRegulations Public Web Application is responsible for displaying the published version of eRegulations content.

The information structure can be divided in the following categories of pages:

- home page
- about us page
- repositories pages : entities in charge, laws, generic requirements
- procedures: summary of procedure, details of step within a procedure
- feedback pages

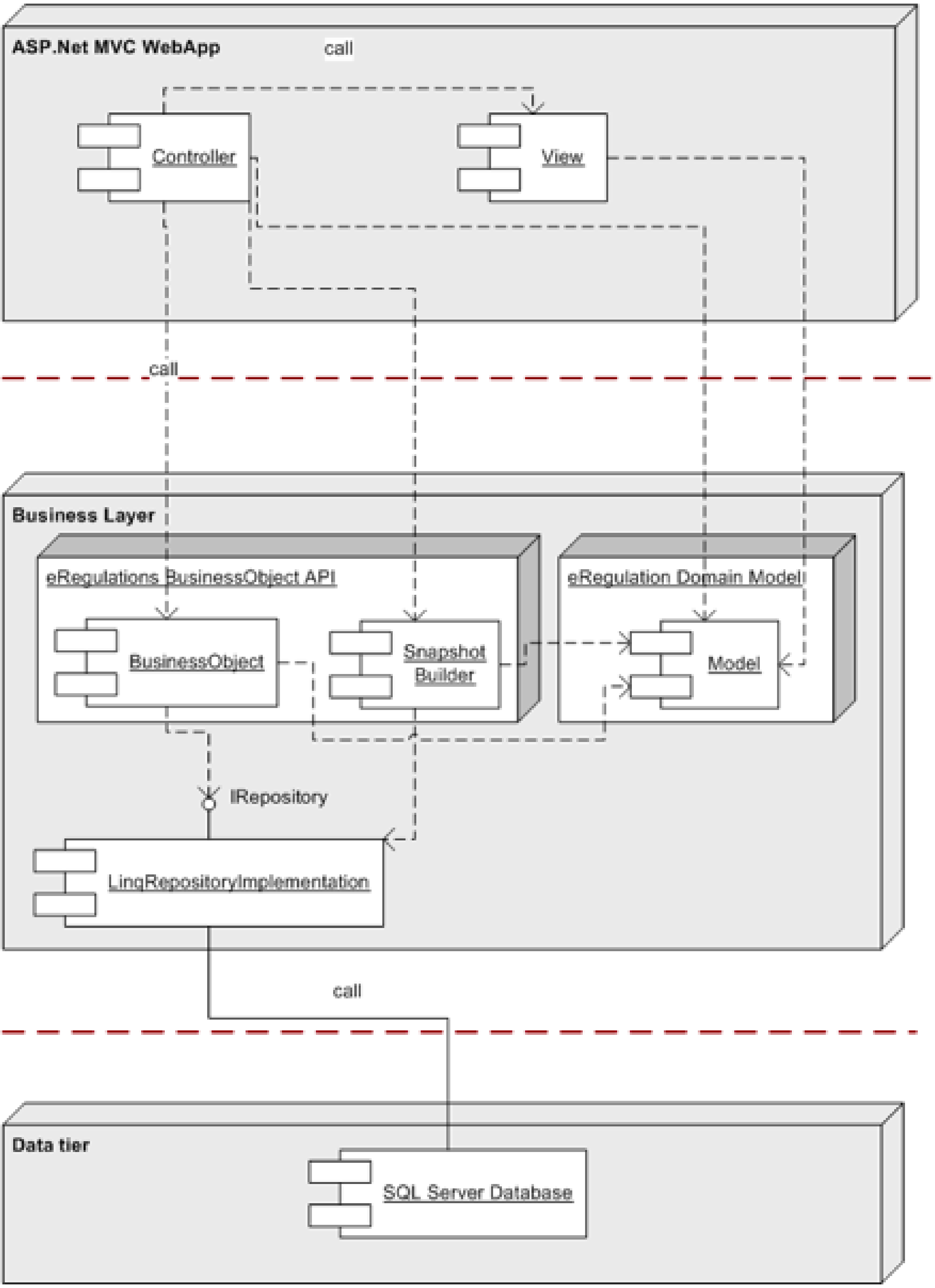
For authorized user the public system will display additional information:

- consistency review tickets and statuses
- statistical report of the system

The eRegulations Public web application is built on top of the ASP.Net MVC framework. For responding to ajax calls the system uses the Asp.Net Web API framework.

1. Application architecture

The architecture of the Admin Web Application follows a 3-tiers design : Data, Business, Presentation. The Presentation implements a Model-View-Controller design pattern.



ERegulations Public Architecture

The business layer is occupied by the reusable business library described in the Admin Web Application chapter.

As earlier written the public version of one procedure is retrieved from the snapshot tables. For this we added a new BusinessObjectAPI called the SnapshotBuilder that has the main responsability of loading into the domain model the data from snapshot tables. It also uses a IRepository instance to access the data layer.

The controllers used for displaying the data of Repositories and Consistency Tickets use the basic BusinessObjectAPI for those models.

2. Consistency review - data structure

Index

5. Data API Server

https://help.eregulations.org/index.php/6-data-api-server/

Goal Opening the eRegulations data through REST web services.

Integration within the eRegulations Global System It must be considered as a satellite of the eRegulations Admin web application (henceforth eRegulations-Admin-App). Even though it is self manageable, it does rely on the eRegulations-Admin-App for data population.

Application general solution The solution is build on node.js using restify for the REST requests handling and mongodb for data persistence. Each action on the eRegulations-Admin-App that has the quality of delivering public information will trigger the correspondant request (POST/PUT/DELETE) to the API Server for assuring the syncronization of data. All requests are passed through basic authorization filter (username & password) before being handled.

1. Setup

Needed software

- Node.js - http://nodejs.org/ - in v0.8 or greater version
- MongoDB - http://www.mongodb.org/downloads

PORT num - (optional) Port on which application main server should be deployed; if not provided then port 8080 is used

Application specific settings

The application specific settings file is config/index.js. Fill the file with the following options :

- appPath string - holds the application path in case the api is executed as a sub-application inside a more general application; leave blank in case of root application

- db - mongodb configuration
- host string - database host
- port num - database port
- username string - (optional) User name (if we're using authentication)
- password string - (optional) Password (if we're using authentication)
- systemCollectionPrefix string - the common prefix for each of the system dbs
- systemsCollection string - the name of db collection holding all the eRegulations systems that expose their data through API
- apiUsersRepository - configure the name of db and collection where all the users being authorized to consume the API
- dbName string - name of database collection
- collectionName string - name of collection holding all the users

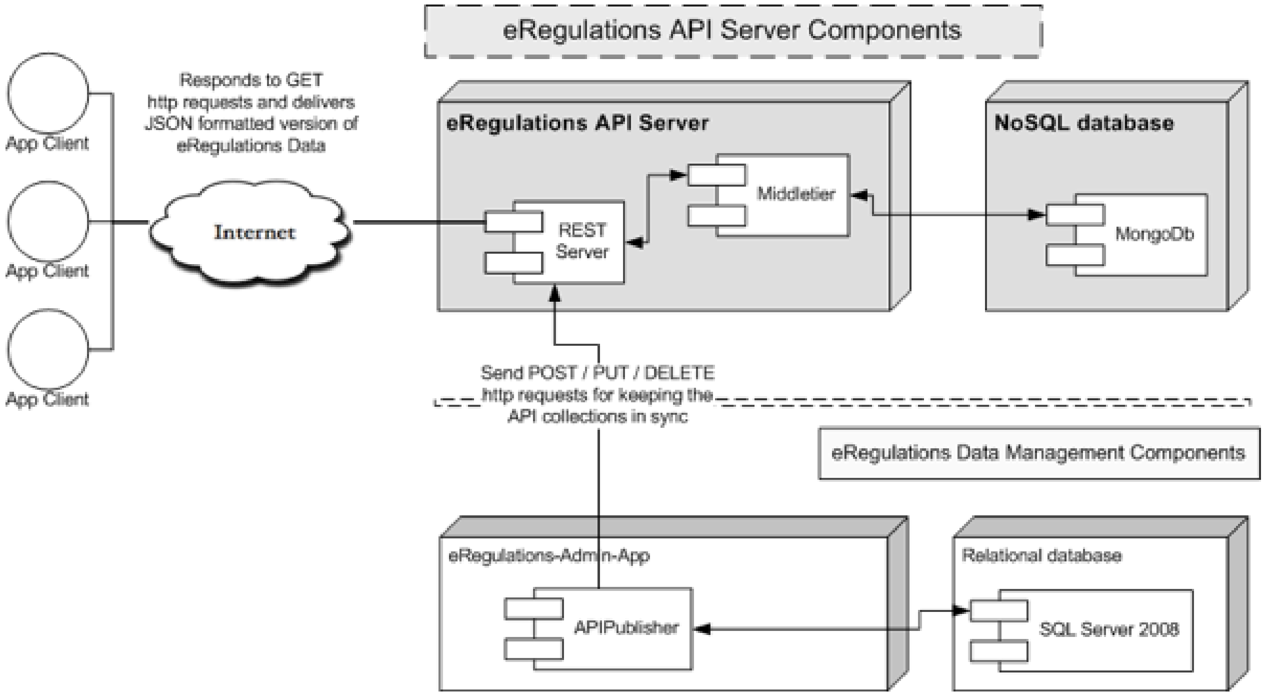
2. Application

Third party libraries

3. Application architecture

Integration within the eRegulations Global System

- responding to data requests
- keeping a synchronized version of eRegulations data by handling all the updates triggered by data management application



NewImage

Directory structure

Application code

The design of eRegulations API server follows the principles of RESTful way. From Wikipedia :

The user progresses through an application by selecting links (state transitions), resulting in the next page (representing the next state of the application) being transferred to the user and rendered for their use

1. authenticate & authorize the request by reading the authorization header. The server implements Http Basic Auth strategy.
2. if user is authorized, then the server delegates to a specific handler based on the resource identifier and the verb in the header of the request.

app

- controllers/ - all the handlers for a specific resource are grouped inside a controller
- routes/ - holds all the url patterns and also the mappings for a specific action on a resource

middletier

- businessObjects/ - objects responsable for database operations on the specific model, the pre-processing of data before presistence or altering right after retrieval from db
- db - enum of collections, common CRUD db operations and the management of db connections
- modelPrettifier/ - prepares the model prior to delivery: removes inner data from the model (ids, attributes, etc), aggregates data into a readable format (the schedule info)
- util - generic utility functions

- Index
- 1. Setup
- 2. Application
- 3. Application architecture

Index

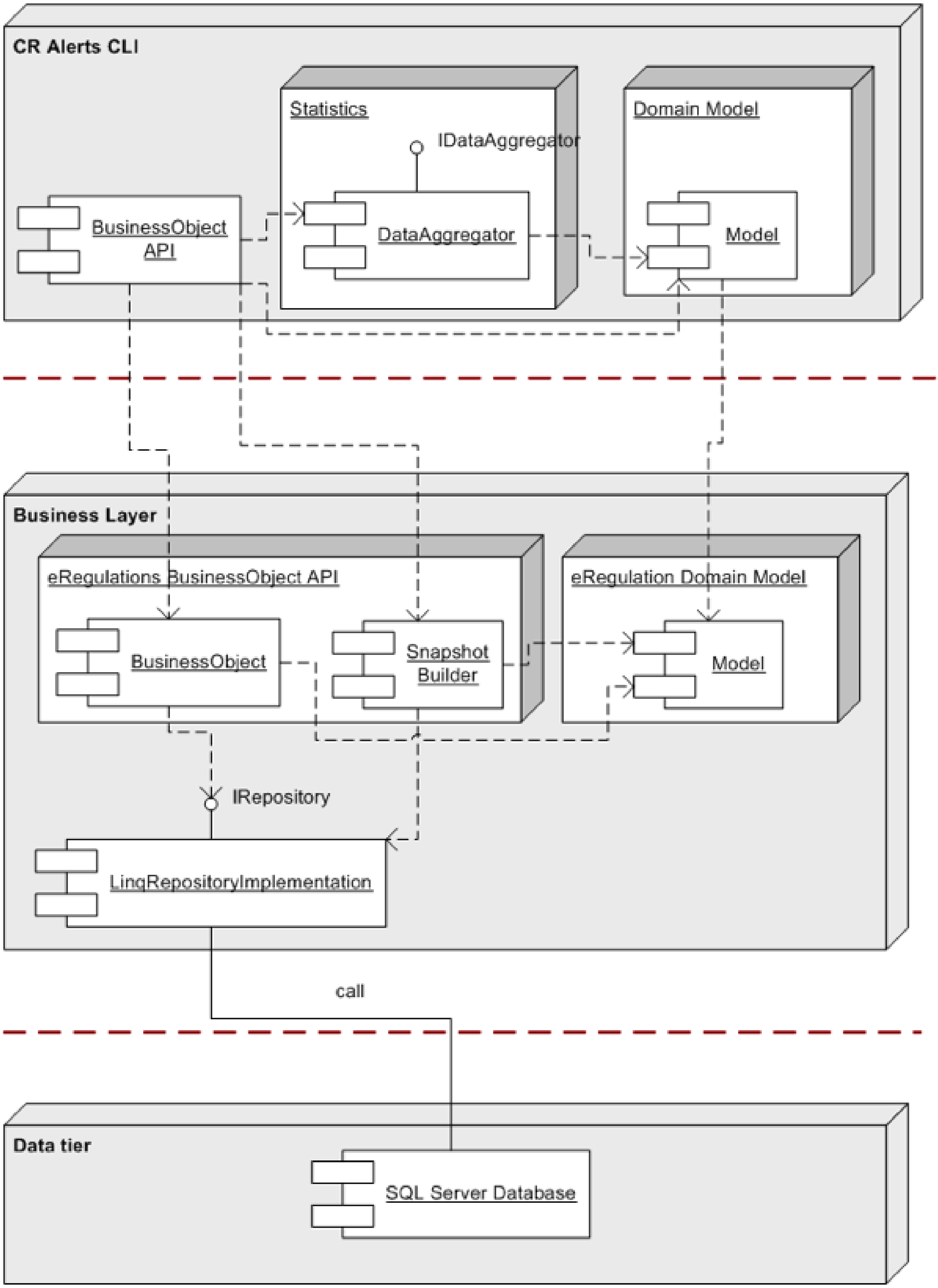
6. CR Alerts CLI

https://help.eregulations.org/index.php/7-cr-alerts-cli/

The Consistency Review Command Line Interface (CRAlerts CLI) is a console executable program that queries the eRegulations content, computes a series of statistical data related to the status of steps and send an email to all the consultant users of the system.

The program is intended to be executed on a regular basis by setting a weekely (or more frequent) task in the stask scheduler.

1. Application architecture



The CRAlerts BusinessObject API uses 4 data aggregators :

- GeneralReviewAggregator
- GeneralStatusAggregator
- ProcedureStatusAggregator
- StepStatusAggregator

All the data aggregators implement the interface IDataAggegator that has only one method:

The systems uses the Mustache template engine for building the html body of all the emails.

2. Config file

The CRAlert CLI program uses a config file to retrieve a list of eRegulations systems for which the job must be executed.

The config file, usually named "systems.xml" it must be written in the XML format and should have the with the following structure:

```
<?xml version="1.0" encoding="utf-8" ?>
<systems>
   <system>
            <Id>__sytemId__</Id>
            <Name>__Title__</Name>
            <Url>__sytemERegulationsURL__</Url>

      <ConnectionString>__sytemSQLConnectionString__</ConnectionString>
            <LeftLogoUrl>__sytemLeftLogoImageUrl__</LeftLogoUrl>
            <RightLogoUrl>__sytemRightLogoImageUrl__</RightLogoUrl>
            <Lang>__sytemMainLanguage__</Lang>
            <PublicSiteVersion>__sytemPublicVersion__</PublicSiteVersion>
      </system>
</systems>
```

Xml mihai

- Id: the system Id (all the eRegulations systems are registered in a table SystemInstance)
- Name: the title of eRegulations system
- Url: the url where the eRegulations system is located
- ConnectionSring: a valid sql connection string used to connect to the DB where eRegulations data is sored

- LeftLogoUrl: the url of the image used as left logo in the home page
- RightLogoUrl: the url of the image used as right logo in the home page
- PublicSiteVersion: the value establishing the version of the publis site. As for future reference to connect the URL Construction Paradigm for the hyperlinks referencing eRegulations public site pages

Index

7. Statistics CLI

https://help.eregulations.org/index.php/8-statistics-cli/

The Statistics Review Command Line Interface (CRAlerts CLI) is a console executable program that queries the eRegulations content, computes a series of statistical data related to eRegulations content.

The program is intended to be executed daily from tuesday (early hours) until saturday (early hours) by setting a task in the stask scheduler. It calculates all the indicators and stores them in the database flagging them with the date of the previous calendaristical day.

1. Application architecture

The Statistics BusinessObject API stores data calculated for the followind indicators:

- Total Number of published procedures
- Total number of procedures
- Total number of certified procedures
- Total number of published steps
- Total number of entities in charge
- Total number of units in charge
- Total number of persons in charge
- Total number of laws
- Total number of generic requirements
- Total number of results of steps
- Total number of feedbacks

All the indicators implement the interface IIndicatorSet that has only one method:

2. Config file

The Statistics program uses a similar config file like CRAlerts CLI in order to retrieve a list of eRegulations systems for which the job must be executed.

See: 7.2. Config file

3. Data structure

Index

8. Central authentication system (optional)

https://help.eregulations.org/index.php/8-central-authentication-system-optional/

Overview

What is and how does Central Authentication Service work?

Technologies used

- Propagate one's identity between interested parties.
- Propagate user entitlements between interested parties.
- Transfer data securely between interested parties over an unsecured channel.
- Assert one's identity, given that the recipient of the JWT trusts the asserting party.

Technical specifications

Glossary

- TLS - Transport Layer Security A cryptographic protocol that provides communications security over a computer network. Several versions of the protocols find widespread use in applications such as web browsing, email, instant messaging, and voice over IP (VoIP). Websites are able to use TLS to secure all communications between their servers and web browsers.
- HAProxy - HAProxy HAProxy is free, open source software that provides a high availability load balancer and proxy server for TCP and HTTP-based applications that spreads requests across multiple servers.It is written in C and has a reputation for being fast and efficient (in terms of processor and memory usage). HAProxy is used by a number of high-profile websites including GoDaddy, GitHub, Bitbucket and others.

- Spring boot - Spring boot Spring Boot is JAVA Spring's convention-over-configuration solution for creating stand-alone, production-grade Spring-based Applications that you can "just run". It is preconfigured with the Spring's "opinionated view" of the best configuration and use of the Spring platform and third-party libraries so you can get started with minimum fuss. Most Spring Boot applications need very little Spring configuration.
- PostgreSQL - PostgreSQL PostgreSQL, often simply Postgres, is an object-relational database management system (ORDBMS) with an emphasis on extensibility and standards compliance. As a database server, its primary functions are to store data securely and return that data in response to requests from other software applications
- ElasticSearch - ElasticSearch Elasticsearch is a search engine based on Lucene. It provides a distributed, multitenant-capable full-text search engine with an HTTP web interface and schema-free JSON documents.
- Angular - Angular Angular is a TypeScript-based open-source front-end web application platform led by the Angular Team at Google and by a community of individuals and corporations. Angular is a complete rewrite from the same team that built AngularJS.
- OAuth - Open Authorization OAuth is an open standard for access delegation, commonly used as a way for Internet users to grant websites or applications access to their information on other websites but without giving them the passwords. This mechanism is used by companies such as Amazon, Google, Facebook, Microsoft and Twitter to permit the users to share information about their accounts with third party applications or websites.
- JWT - JSON Web Token JSON Web Token is a JSON-based open standard (RFC 7519) for creating access tokens that assert some number of claims. For example, a server could generate a token that has the claim "logged in as admin" and provide that to a client. The client could then use that token to prove that it is logged in as admin. The tokens are signed by one party's private key, so that both parties are able to verify that the token is legitimate.

Introduction

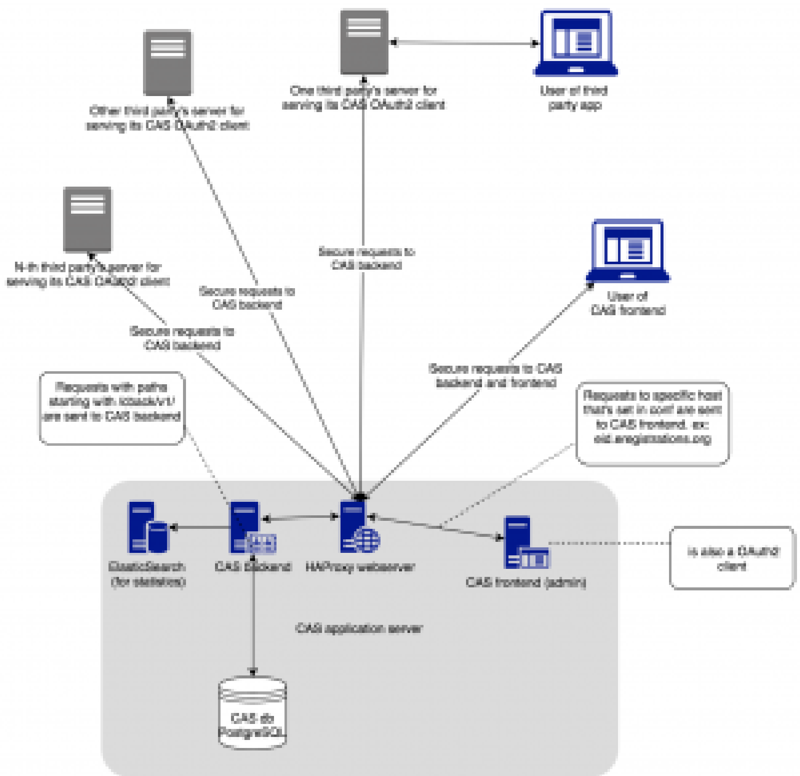


image1-300x292.png

- Authentication lets each party to the communication verify that the other party is who they claim to be.
- Data is encrypted while being transmitted between the user agent and the server, in order to prevent it from being read and interpreted by unauthorized parties.
- TLS ensures that between encrypting, transmitting, and decrypting the data no information is lost, damaged, tampered with, or falsified.

Logical components

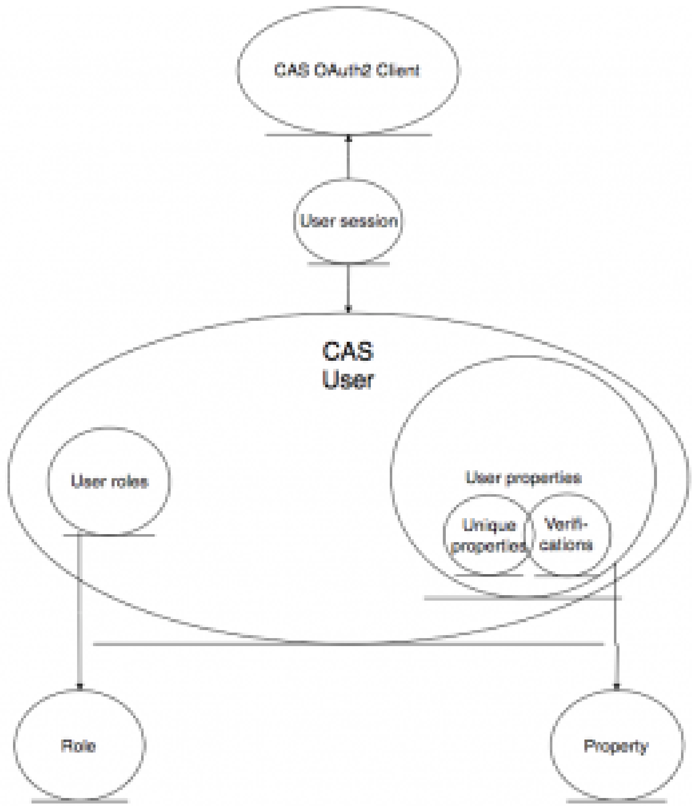


image3-259x300.png

Logical component - Property

- email
- username
- NIT
- DUI
- password
- name
- first name
- phone
- address

- language

- id - identifier
- name - the name of the property
- description - Data about the property. Used as info for database admins.
- add to token - Setting that decides whether the value of this property is being added to the JWT access token.
- is required on form - Setting that decides whether the value of this property is required to be specified in user registration form
- used for login - Setting that decides whether the value of this property can be used as user login credential.
- verification needed - Setting that decides whether the value of this property needs additional verification
- unique - Setting that decides whether the value of this property has to be unique. When this is true then only one user can use the same value for this property
- deletable - Setting that decides whether this property can be deleted by admin user.
- display - Setting for specifying the value that is shown in the view for this property. This value will also be translated to the locale that is selected for the view.
- ordering - Setting that sets the order how properties are shown on the view.
- is used on form - Setting that decides whether this property is shown on user registration and editing view.

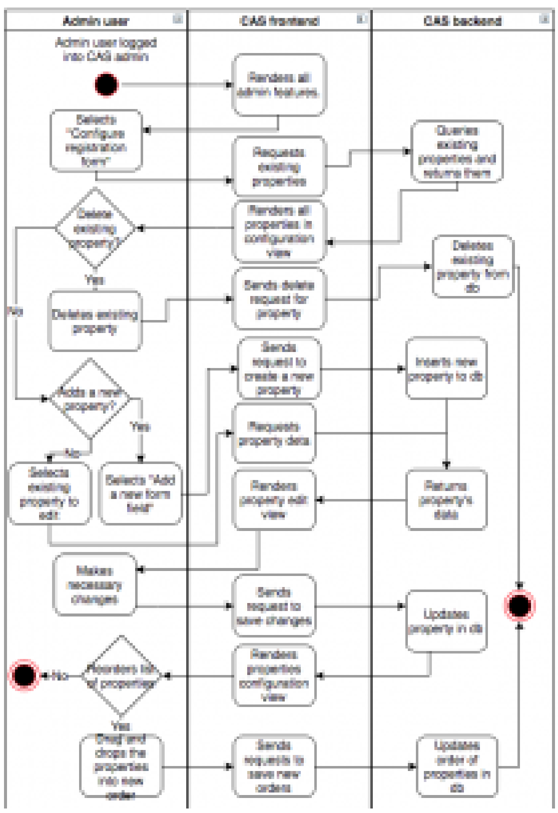


image2-208x300.png

Logical component - OAuth2 client

- client description - Data about the OAuth2 client. Used as info for database admins.
- disabled - Setting which states that this OAuth2 client is currently not active.
- trusted - Setting which states that this OAuth2 client is trusted and CAS allows requests for creating users and changing user passwords from that OAuth2 client.
- logo - Setting that stores the image of OAuth2 client's logo. This logo will be shown on the header of the login screen.

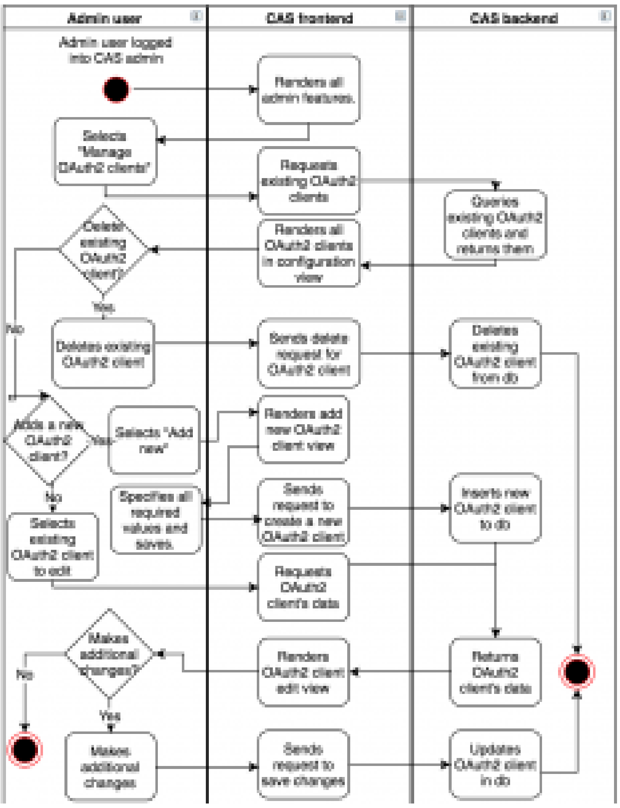


image5-232x300.png

Logical component - CAS user

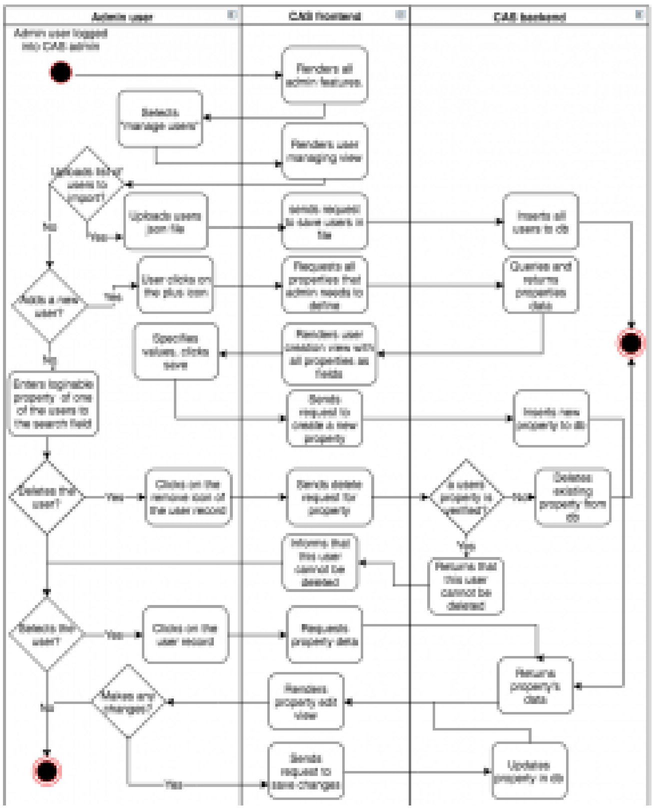


image4-244x300.png

User registration process

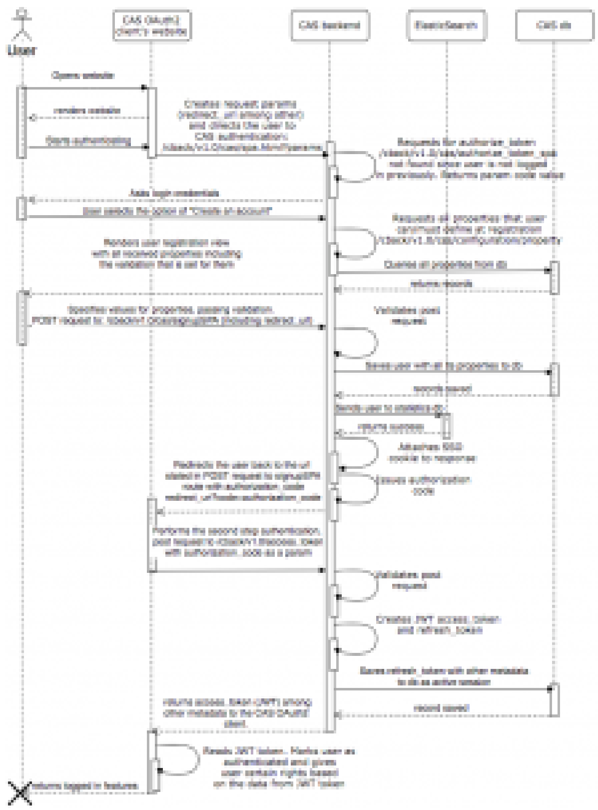


image6-222x300.png

- client_id, same as registered
- redirect_uri , same as registered – “ https://eid.eregistrations.org/dashboard”
- response_type , must be “code” here
- state - mandatory unique identifier of the current request, this will be returned at the end to client, and client is strongly suggested to verify that the state is same as was originally issued by client
- scope - optional descriptive parameter
- lang - optional language parameter.

- grant_type, must be “authorization_code” here
- grant_type, must be the same value received from code parameter “ cas-client8lxKhn1zovnbnalGOJRTaI3FX”
- redirect_uri , must be the same as registered “ https://eid.eregistrations.org/dashboard ”

Existing user authentication process

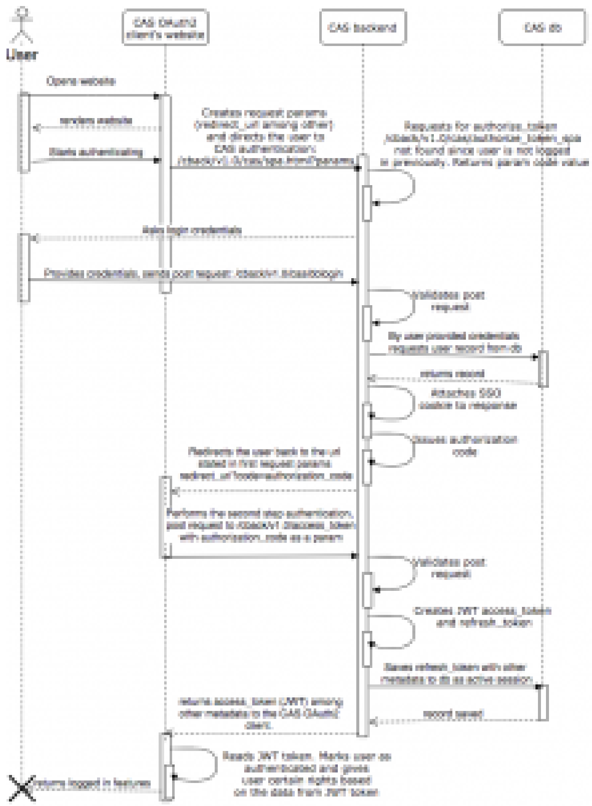


image8-219x300.png

- client_id, same as registered
- redirect_uri , same as registered - “ https://eid.eregistrations.org/dashboard”
- response_type , must be "code" here
- state - mandatory unique identifier of the current request, this will be returned at the end to client, and client is strongly suggested to verify that the state is same as was originally issued by client

- scope - optional descriptive parameter
- lang - optional language parameter.

- grant_type, must be “authorization_code” here
- code, must be the same value received from code parameter “ cas-client8lxKhn1zovnbnalGOJRTaI3FX”
- redirect_uri , must be the same as registered “ https://eid.eregistrations.org/dashboard ”

Existing user authentication using SSO cookie

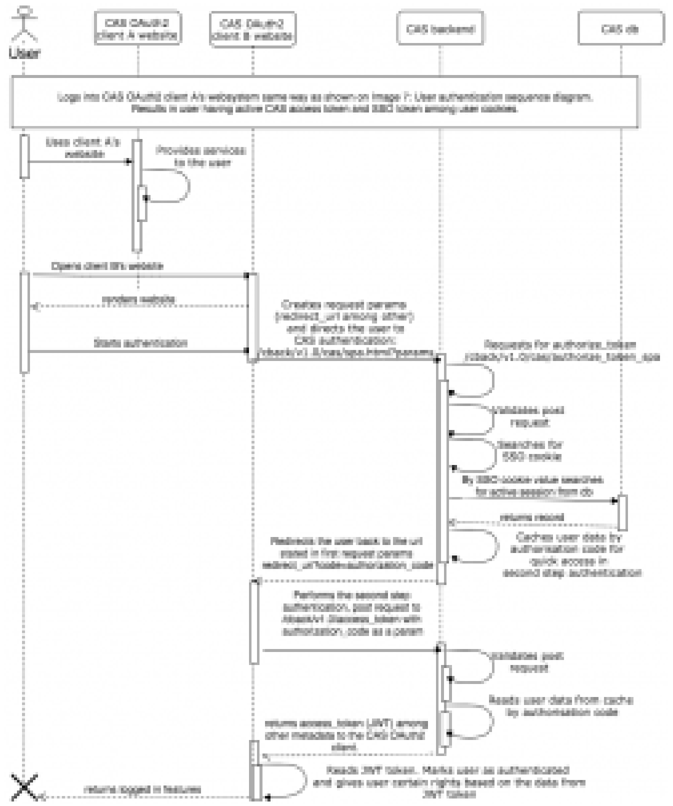


image7-249x300.png

- client_id, same as registered
- redirect_uri , same as registered - “https://eid.eregistrations.org/dashboard”
- response_type , must be "code" here
- state - mandatory unique identifier of the current request, this will be returned at the end to client, and client is strongly suggested to verify that the state is same as was originally issued by client
- scope - optional descriptive parameter
- lang - optional language parameter.

- grant_type, must be “authorization_code” here
- code, must be the same value received from code parameter “ cas-client8lxKhn1zovnbnalGOJRTaI3FX”

- redirect_uri , must be the same as registered “ https://eid.eregistrations.org/dashboard ”

Extending active CAS session

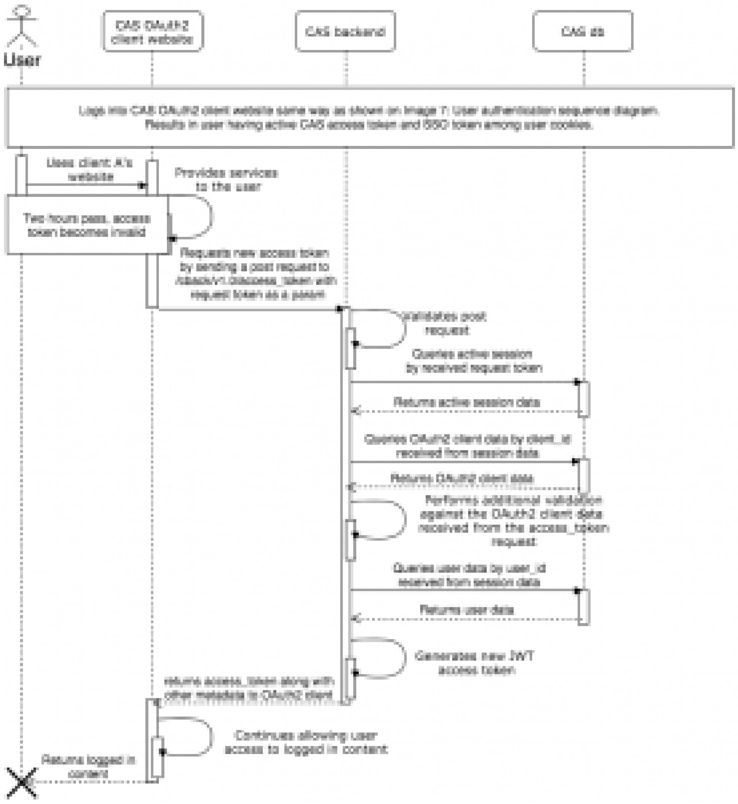


image11-1-276x300.png

- grant_type , must be “refresh_token” here
- refresh_token , must be the value received from initial login’s second step authentication: “b27 ecb40d6de9b137b995678a9d98b18861316b1ac099e7dcf9ad61783010d6cdd7ad9f381229efb ”
- redirect_uri , must be the same as registered “ https://eid.eregistrations.org/dashboard ”

User log out process

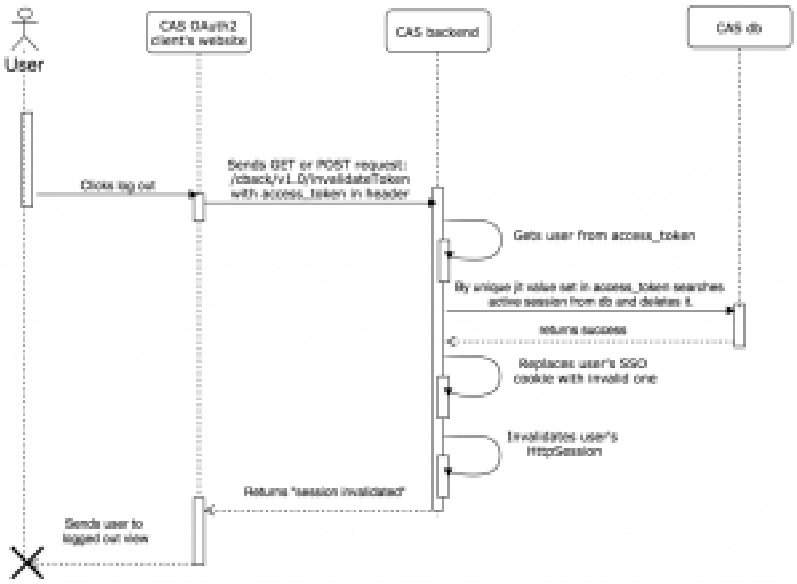


image9-1-300x221.png

9. Annex — Data structures

https://help.eregulations.org/index.php/eregulations-data-structure/

- 1. eRegulations data
- 2. Snapshots
- 3. Tracking
- 4. Translator
- 5. Consistency review
- 6. Statistics

1. eRegulations data

2. Snapshots

3. Tracking

Relationship

4. Translator

5. Consistency review

6. Statistics