



Administrator – Users and approvals

This section explains the how an administrator can use setup users and approval chains within ProjectVIEW.

Table of Contents

1	Introduction	4
2	Users	5
2.1	Create or Update a User	6
2.1.1	Basic Data	6
2.1.2	More Data	7
2.1.3	Photograph/Signature	8
2.1.4	Acceptances	8
2.1.5	Companies/Projects	9
2.1.6	User Divisions	10
2.1.7	User Inventories	11
2.1.8	User Document Types	12
2.1.9	User Roles	13
2.2	User Groups	14
2.2.1	Basic Data	15
2.2.2	Permissions	16
2.3	Graphical Representation of User Group Permissions	17
3	User Acceptance	18
3.1	Approvals	18
3.2	Setup of the chain of approvals	20
3.2.1	Step 1 – Cost Link Code/Cost Link Description	21
3.2.2	Step 2 – Department Code/Department Description	21
3.2.3	Step 3 – Amount From & Amount To (Optional)	21
3.2.4	Step 4 – Document Type (Optional)	21

3.2.5	Step 5 – Company Code/Branch Code/Project Code (Optional)	21
3.2.6	Step 6 – Level No.....	21
3.2.7	Step 7 – Add approval entity.....	22
3.2.8	Step 8 – Save the changes.....	22
4	Appendix – User Titles and User Roles	23
5	Appendix – Departments	24
6	Appendix – Approval Parameters	25

1 Introduction

The ERP “ProjectView” is designed targeting the direct follow up of the cost of the project, and its philosophy is project-oriented, a philosophy, which makes ProjectView unique among all another commercial ERPs. It takes into account the complexity of each project and the sectors, which control the cost of the projects. Most important it take into account the quick transfer and use of the information, being simple but at the same time effective.

2 Users

To access the users, the user must navigate to:

“Administration” > “Users” > “Users”

This will display the following list:

User Code	User Name	User Group Code	UserGroups	Last Name	First Name	Sex	Phone1	Mobile	Disabled	User Title Code
1	ADMINISTRATOR			ADMINISTRATOR	ADMINISTRATOR	M				
2	ADMINISTRATOR			ADMINISTRATOR	ADMINISTRATOR	M				
3	ADMINISTRATOR			ADMINISTRATOR	ADMINISTRATOR	M				
4	ADMINISTRATOR			ADMINISTRATOR	ADMINISTRATOR	M				
5	ADMINISTRATOR			ADMINISTRATOR	ADMINISTRATOR	M				
6	ADMINISTRATOR			ADMINISTRATOR	ADMINISTRATOR	M				
7	ADMINISTRATOR			ADMINISTRATOR	ADMINISTRATOR	M				
8	ADMINISTRATOR			ADMINISTRATOR	ADMINISTRATOR	M				
9	ADMINISTRATOR			ADMINISTRATOR	ADMINISTRATOR	M				
10	ADMINISTRATOR			ADMINISTRATOR	ADMINISTRATOR	M				
11	ADMINISTRATOR			ADMINISTRATOR	ADMINISTRATOR	M				
12	ADMINISTRATOR			ADMINISTRATOR	ADMINISTRATOR	M				
13	ADMINISTRATOR			ADMINISTRATOR	ADMINISTRATOR	M				
14	ADMINISTRATOR			ADMINISTRATOR	ADMINISTRATOR	M				
15	ADMINISTRATOR			ADMINISTRATOR	ADMINISTRATOR	M				
16	ADMINISTRATOR			ADMINISTRATOR	ADMINISTRATOR	M				
17	ADMINISTRATOR			ADMINISTRATOR	ADMINISTRATOR	M				
18	ADMINISTRATOR			ADMINISTRATOR	ADMINISTRATOR	M				
19	ADMINISTRATOR			ADMINISTRATOR	ADMINISTRATOR	M				
20	ADMINISTRATOR			ADMINISTRATOR	ADMINISTRATOR	M				
21	ADMINISTRATOR			ADMINISTRATOR	ADMINISTRATOR	M				
22	ADMINISTRATOR			ADMINISTRATOR	ADMINISTRATOR	M				
23	ADMINISTRATOR			ADMINISTRATOR	ADMINISTRATOR	M				
24	ADMINISTRATOR			ADMINISTRATOR	ADMINISTRATOR	M				
25	ADMINISTRATOR			ADMINISTRATOR	ADMINISTRATOR	M				
26	ADMINISTRATOR			ADMINISTRATOR	ADMINISTRATOR	M				
27	ADMINISTRATOR			ADMINISTRATOR	ADMINISTRATOR	M				
28	ADMINISTRATOR			ADMINISTRATOR	ADMINISTRATOR	M				
29	ADMINISTRATOR			ADMINISTRATOR	ADMINISTRATOR	M				
30	ADMINISTRATOR			ADMINISTRATOR	ADMINISTRATOR	M				
31	ADMINISTRATOR			ADMINISTRATOR	ADMINISTRATOR	M				
32	ADMINISTRATOR			ADMINISTRATOR	ADMINISTRATOR	M				
33	ADMINISTRATOR			ADMINISTRATOR	ADMINISTRATOR	M				
34	ADMINISTRATOR			ADMINISTRATOR	ADMINISTRATOR	M				
35	ADMINISTRATOR			ADMINISTRATOR	ADMINISTRATOR	M				
36	ADMINISTRATOR			ADMINISTRATOR	ADMINISTRATOR	M				
37	ADMINISTRATOR			ADMINISTRATOR	ADMINISTRATOR	M				
38	ADMINISTRATOR			ADMINISTRATOR	ADMINISTRATOR	M				
39	ADMINISTRATOR			ADMINISTRATOR	ADMINISTRATOR	M				
40	ADMINISTRATOR			ADMINISTRATOR	ADMINISTRATOR	M				
41	ADMINISTRATOR			ADMINISTRATOR	ADMINISTRATOR	M				
42	ADMINISTRATOR			ADMINISTRATOR	ADMINISTRATOR	M				
43	ADMINISTRATOR			ADMINISTRATOR	ADMINISTRATOR	M				
44	ADMINISTRATOR			ADMINISTRATOR	ADMINISTRATOR	M				
45	ADMINISTRATOR			ADMINISTRATOR	ADMINISTRATOR	M				
46	ADMINISTRATOR			ADMINISTRATOR	ADMINISTRATOR	M				
47	ADMINISTRATOR			ADMINISTRATOR	ADMINISTRATOR	M				
48	ADMINISTRATOR			ADMINISTRATOR	ADMINISTRATOR	M				
49	ADMINISTRATOR			ADMINISTRATOR	ADMINISTRATOR	M				
50	ADMINISTRATOR			ADMINISTRATOR	ADMINISTRATOR	M				

2.1 Create or Update a User

The previous image is an example of a users list. To add a new user use the green cross button on the forms menu. Double click a user to edit his data.

2.1.1 Basic Data

This tab contains the user's basic information.

The screenshot shows the 'Users Card' form in the ProjectVIEW ERP application. The form is divided into several sections:

- TrbUltraGroupBox1:** Contains fields for User Code (0100), User Name (Geobest), User Groups (CONS, CONSULTANT), Last Name (Tsolakis), First Name (George), Speciality (0007), and Department (ADMINISTRATI, ADMINISTRATION).
- TrbUltraGroupBox2:** Contains fields for Sex (0), Phone1, Phone2, Mobile, and Email (gtsolakis@pmtsoft.com).
- TrbUltraGroupBox3:** Contains fields for LockingMode, PCName, IPAddress (192.168.17.1), and OSAccountName.
- TrbUltraGroupBox6:** Contains a Comments field.

The following are the most important fields:

- ✓ **User Code:** Used throughout the system to identify the user
- ✓ **User Name:** Used throughout the system to identify the user
- ✓ **User Groups:** Assigns this user to a group thus inheriting the group's permissions
- ✓ **Department:** Assigns this user to a department which will be used in the chain of approvals
- ✓ **Email:** Needed for the chain of approvals

2.1.2 More Data

This tab contains the user's additional information.

The screenshot shows the 'More Data' tab of a user's profile in ProjectVIEW ERP. The form is organized into three main sections:

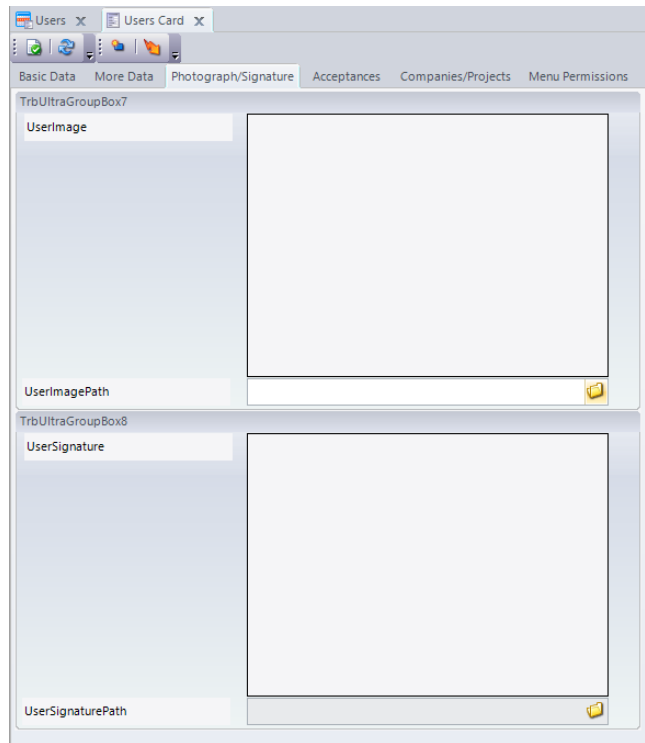
- TrbUltraGroupBox9:** Contains password-related fields: 'Previous Password', 'Password', and 'Password Confirmation', each with an adjacent input field.
- TrbUltraGroupBox4:** Contains user profile details:
 - PreferredLanguage:** 0001
 - UserTitle:** 009 (with a dropdown icon) and IT - (MICA) (with a dropdown icon)
 - CompanyDivision:** Developing (with a dropdown icon)
 - CurrentLoginID:** 37.783
 - Disabled:**
 - HiddenInSelectionList:**
 - DeveloperUser:**
 - SupporterUser:**
 - ConcurrentUsers:** 0
 - Number of concurr...:** 0
- TrbUltraGroupBox5:** Contains organizational hierarchy fields:
 - Company:** 01 (with a dropdown icon) and ALPHA COMPANY (with a dropdown icon)
 - Branch:** (with a dropdown icon)
 - Project:** (with a dropdown icon)
 - SubProject:** (with a dropdown icon)
 - Employee:** (with a dropdown icon)

The following are the most important fields:

- ✓ **Password fields:** These allow a new password to be set
- ✓ **User Title:** Assigns a title to this user which will be used for the chain of approvals
- ✓ **Company, Branch, Project, SubProject, Employee:** Assigns the default values for these fields throughout the system

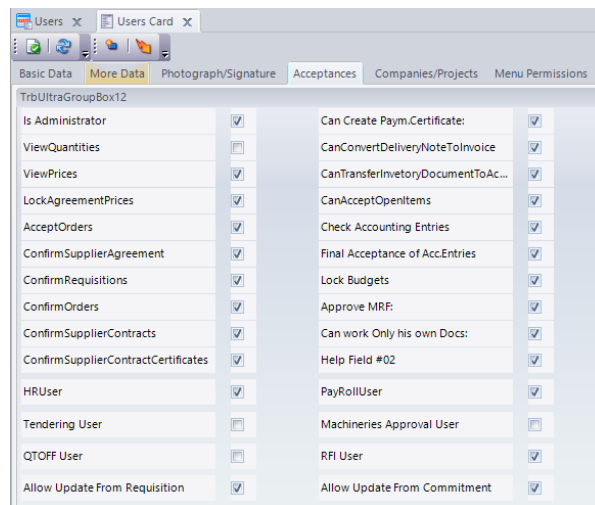
2.1.3 Photograph/Signature

This tab contains the user's photograph and signature.



2.1.4 Acceptances

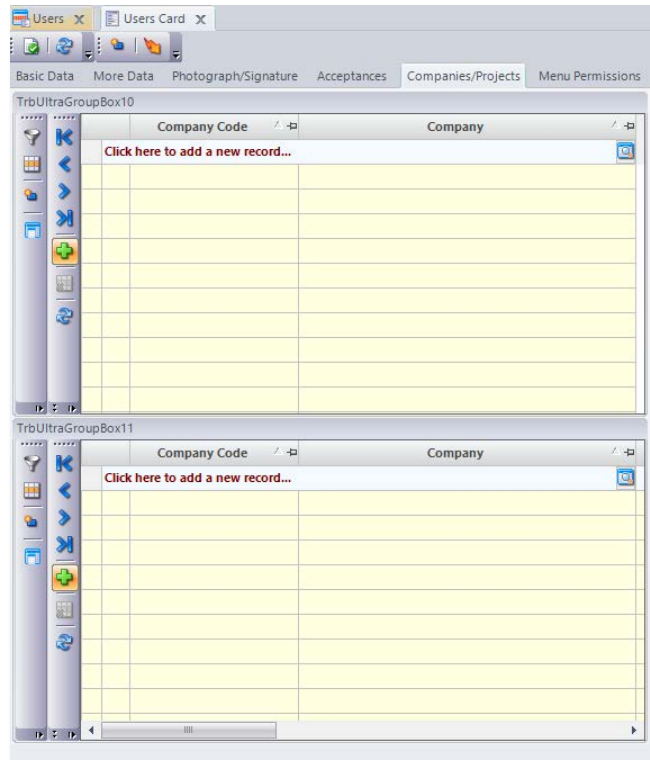
This tab contains the user's acceptance options.



This screen allows the administrator to give special privileges to a specific user.

2.1.5 Companies/Projects

This tab contains the companies and projects the user has access to.



The user will be allowed access to the companies/projects added in this screen.

Note

If there are no companies/projects in this screen, this user will be allowed access all companies/projects.

2.1.6 User Divisions

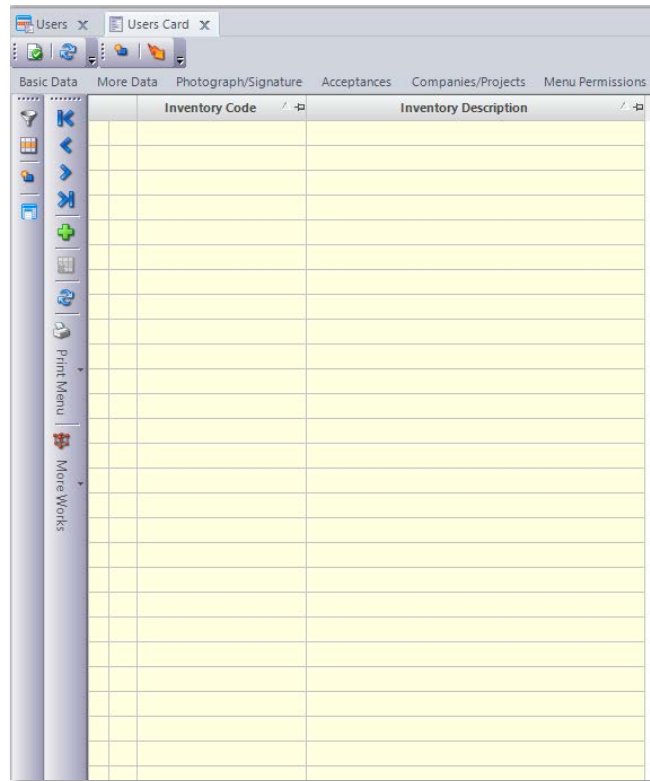
This tab contains the divisions the user has access to.

Division Code	Division Description
Click here to add a new record...	
00	Procurement and Contracting Requirements
01	General Requirements
02	Existing Conditions
03	Concrete
04	Masonry
05	Metals
06	Wood, Plastics, and Composites
07	Thermal and Moisture Protection
08	Openings
09	Finishes
10	Specialities
11	Equipment
12	Furnishings
13	Special Construction
14	Conveying Equipment
15	Mechanical
16	Electrical
17	Traffic Management
18	Added by us
21	Fire Suppression
22	Plumbing
23	Heating, Ventilating, and Air Conditioning (HVAC)
25	Integrated Automation
26	Electrical

The user will be allowed to only choose divisions added in this screen in other modules of the system (e.g. Tendering, MRF, Requisitions).

2.1.7 User Inventories

This tab contains the inventories the user has access to.



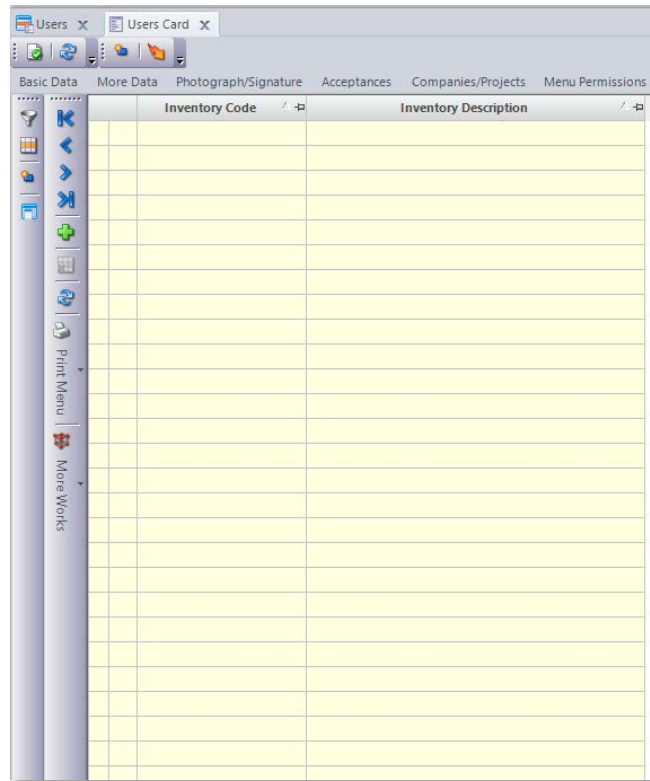
The user will be allowed access to the inventories added in this screen.

Note

If there are no inventories in this screen, this user will be allowed access all inventories.

2.1.8 User Document Types

This tab contains the document types the user has access to.



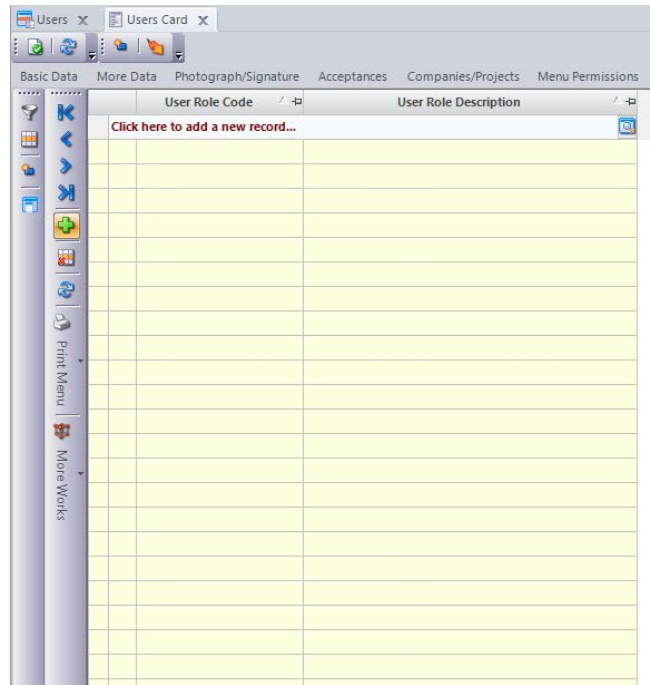
The user will be allowed access to the document types added in this screen.

Note

If there are no document types in this screen, this user will be allowed access all document types.

2.1.9 User Roles

This tab contains the roles that have been assigned to the user.



These roles which will be used for the chain of approvals.

2.2 User Groups

User groups are used when it is necessary for a number of users to share the same permissions. User groups must first be created and then users can be assigned to them as explained in 2.1.1 Basic Data.

To access the user groups, the user must navigate to:

“Administration” > “Users” > “Settings” > “User Groups”

This will display the following list:

User Group	User Group Description	User Group Description/Settings
ACCOUNTS	ACCOUNTS	ACCOUNTS
ADMINISTR	Administrator	Administrator
Collection	Collection	Collection
Commercial	Commercial	Commercial
CONS	CONSULTANT	
CONSTRUC	Construction	Construction
Control	Control Departm	Control Departm
ELEC-COM	ELECTRICAL COM	
ELECTRICAL	ELECTRICAL	
HR	Human Resource	Human Resource
HR-COOR	HR Coordinator	HR Coordinator
HR-PURCH	HR - PURCHASING	
INFRASTRU	Infrastructure	INFRASTRUCTUR
IT	IT	
IT-SUPPORT	IT-SUPPORT	
Planning	Planning	Planning
PLANT	plant	plant
Procureme	Procurement	
PROGRAMI	programing	
PURCHASI	Purchasing	Purchasing
QA/QC	Quality	Quality Assurance/Quality Check
Reporting	Reporting	Reporting
Senior Manag	Senior Managem	
STORE	store	Responsible only for store items
Tendering	Tendering	Tendering
WATERPROG	WATERPROOFING	
WFO	WFO	WFO

The image above is an example of a user group list. To add a new user group use the green cross button on the forms menu. Double click a user group to edit his data.

2.2.1 Basic Data

This tab contains the user group's basic information.

The screenshot shows a web application window titled 'UserGroups Card' with a 'Basic Data' tab selected. The form contains the following fields and values:

Field	Value
User Group Code	ACCOUNTS
User Group Name	Accounts
User Group NameEn	ACCOUNTS
User Group Description	
User Group DescriptionEn	

A button labeled 'Create Menu Permissions For Group' is located in the top right corner of the form.

When a new user group is created, the following must be filled-in:

- ✓ User Group Code
- ✓ User Group Name

Having completed the above, the user group **must be saved**.

After saving the user group, the menu permissions can be created by clicking on the “*Create Menu Permissions For Group*” button. This will populate the grid in the next tab.

2.2.2 Permissions

This tab describes which part of ProjectVIEW the members of this group will be able to access:

ApplicationMenuChoice	ApplicationM	UserPermissionType Co	UserPermissionTypes
0001 Application Menu	Ribbon	0001	Full Access
0110 Tendering	Ribbon Tab	0001	Full Access
0120 Tendering	Ribbon Group	0001	Full Access
0130 Budgets	Button Tool	0001	Full Access
0140 Templates	Button Tool	0001	Full Access
0150 What-If Scenarios	Button Tool	0001	Full Access
0160 Pricing Templates	Button Tool	0001	Full Access
0170 Tendering Reports	Button Tool	0001	Full Access
0180 BOQDimensions	Button Tool	0001	Full Access
0190 Budget With Alternative Materials	Button Tool	0001	Full Access
0200 BOQDimensionsToolbox	Button Tool	0001	Full Access
0210 ToolBoxesGridFull	Button Tool	0001	Full Access
0220 Tendering Settings	PopUp Menu	0001	Full Access
0230 Smart Links Set Up	Button Tool	0001	Full Access
0240 Packages	Button Tool	0001	Full Access
0250 Divisions	Button Tool	0001	Full Access
0260 Activity Groups	Button Tool	0001	Full Access
0270 Activity Types	Button Tool	0001	Full Access
0280 Deployments	Ribbon Group	0001	Full Access
0290 ResourcesDeployment	Button Tool	0001	Full Access
0300 Machinery Types	Button Tool	0001	Full Access
0310 ResourcesDeploymentComparison	Button Tool	0001	Full Access
0320 ResourcesDeploymentMachineries	Button Tool	0001	Full Access
0330 ResourcesDeploymentSpecialities	Button Tool	0001	Full Access
0340 Budget Costing	Ribbon Tab	0001	Full Access
0350 Budgets	Ribbon Group	0001	Full Access
0360 Budgets	Button Tool	0001	Full Access
0370 Progress	Button Tool	0001	Full Access
0380 ProgressEntries	Button Tool	0001	Full Access
0390 CostProgressEntries	Button Tool	0001	Full Access
0400 Budget Reports	Button Tool	0001	Full Access
0410 Budget Settings	PopUp Menu	0001	Full Access
0415 Budget Reports on Screen	PopUp Menu	0003	Read Only

There are three types of permissions:

- ✓ 0001 Full Access
- ✓ 0002 No Access
- ✓ 0003 Read Only

To change the permission, the administrator must choose the appropriate value from the “User Permission Type” column.

2.3 Graphical Representation of User Group Permissions

To display a graphical representation of the user group permissions, the user must navigate to:

“Administration” > “Users” > “Settings” > “Group Perms”

This will display the following list:

Visible	Menu	Menu Description	Permission Type
<input checked="" type="checkbox"/>	Tendering	EMPTY 0110	Full Access
<input checked="" type="checkbox"/>	Budget Costing	EMPTY 0340	Full Access
<input checked="" type="checkbox"/>	SubContractors	EMPTY 0790	Full Access
<input checked="" type="checkbox"/>	Purchasing	EMPTY 1080	Full Access
<input checked="" type="checkbox"/>	HR	EMPTY 1090	Full Access
<input checked="" type="checkbox"/>	Requisitions	EMPTY 1130	Full Access
<input checked="" type="checkbox"/>	Requisitions	RequisitionTransactions	Full Access
<input checked="" type="checkbox"/>	Requisition to Order	RequisitionToOrder	Full Access
<input checked="" type="checkbox"/>	Requisition Reports	RequisitionReports	Full Access
<input checked="" type="checkbox"/>	Quotation	QuotationTransactions	Full Access
<input checked="" type="checkbox"/>	QuotationHistory	QuotationHistory	Full Access
<input checked="" type="checkbox"/>	Evaluation	EvaluationTransactions	Full Access
<input checked="" type="checkbox"/>	Settings	EMPTY 1150	Full Access
<input checked="" type="checkbox"/>	PreOrders	EMPTY 1240	Full Access
<input checked="" type="checkbox"/>	Orders	EMPTY 1270	Full Access
<input checked="" type="checkbox"/>	Inventory	EMPTY 1330	Full Access
<input checked="" type="checkbox"/>	Machineries	EMPTY 1790	Full Access
<input checked="" type="checkbox"/>	Accounting	EMPTY 2280	Full Access
<input checked="" type="checkbox"/>	HR	EMPTY 3010	Full Access
<input checked="" type="checkbox"/>	Accounts Payables	EMPTY 3020	Full Access
<input checked="" type="checkbox"/>	Accounts Receivables	EMPTY 3030	Full Access
<input checked="" type="checkbox"/>	Basic Data	EMPTY 4200	Full Access
<input checked="" type="checkbox"/>	Settings	EMPTY 4700	Full Access
<input checked="" type="checkbox"/>	Others	EMPTY 5900	Full Access
<input checked="" type="checkbox"/>	Administration	EMPTY 6150	Full Access

The form above allows the administrator to change a group’s permissions graphically. Each form, subform, menu and submenu is listed here, each inside its parent.

To do so:

1. Click on the *“Retrieve”* button
2. Select the User Group from the left panel
3. Expand the tree as appropriate
 - a. To hide a menu/form, simply toggle the visibility in the *“Visible”* column
 - b. To change the access level, simply choose the appropriate one in the *“Permission Type”* column
4. Click on the *“Update”* button

3 User Acceptance

3.1 Approvals

Due to the sensitive nature of the data and operations within ProjectVIEW, it is recommended for a chain of approvals to be setup in order for the most important functions to be completed.

An example of the above takes place in the Orders submodule. The chain of approvals in this case could be as follows:

Purchasing team → Purchasing Manager → Department Head

The user has three options:

Approve action:

By approving, the user accepts the action and requests an approval from the next user in the chain. To approve the action, the user must tick the “*Acceptance*” check box in their line. An email will be sent to the next user down the approval chain who will continue the approval process as necessary.

Reject action

To reject the action, the user must tick the “*Rejection*” check box in their line. An email will be sent to all the previous users up the approval chain notifying them of the rejection. It is also advisable for a comment to be entered explaining the rejection cause.

Request a review

The final option is for the user to add comments and tick the “*Review*” check box in their line. An email will be sent to the previous user up the approval chain notifying them that some changes/additions are needed in order for the approval to proceed to the next level. The latter will have to amend their action and approve it once again so that the reviewer can be notified once again.

An example of an approval screen is the following:

Level No	User Code	User Name	User Title Code	User Title Description	Acceptance	Rejection	Review	Comments	AcceptationCode
1st Level	100	MEP Manager			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2nd Level	002	Project Manager			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Note

If a user has multiple roles or titles assigned to them and two consecutive approval levels require the user's different roles, approving one level will simultaneously approve the next one. For example:

User A has roles "Document Controller" and "Purchasing Team" assigned to them.

User B has roles "Document Controller" and "Purchasing Manager" assigned to them.

The following approval chain has been set up:

Level	Role
1	Site Engineer
2	Document Controller
3	Purchasing Team
4	Purchasing Manager

When the approval process reaches level 2, both user A and user B will be able to approve. If user A approves, the approval chain will directly move to level 4 because user A can also approve level 3. However, if user B approves, the approval chain will only move to level 3, because user B cannot approve level 3.

Note

There are some relevant options to tweak the approval system functionality:

- ✓ Select whether the review will notify and request a new approval from just the previous user or from all previous users
- ✓ Select whether the user with the highest level in the chain of approvals can single-handedly approve the **entire** chain. A specific user can also be given this authorization
- ✓ Select whether an email will be sent after an approval, rejection or request for review

To set these, please See. Appendix – Approval Parameters

3.2 Setup of the chain of approvals

To access the user approval screen, the user must navigate to:

“Administration” > “Users” > “Departments And User Acceptance”

This will display the following list:

Cost Link Code	Cost Link Description	Department Co.	Department Description	Level No.	User Title Code	User Title Description	User Role Code	User Role Description	Acceptance User Code	Acceptance Other	Speciality Des
321	Requestion Detail	CONSTRUCTION	CONSTRUCTION	1st Level	001	Site Engineer					
321	Requestion Detail	CONSTRUCTION	CONSTRUCTION	2nd Level	002	Project Manager					
321	Requestion Detail	CONSTRUCTION	CONSTRUCTION	3rd Level	003	Construction Manag					
321	Requestion Detail	CONSTRUCTION	CONSTRUCTION	4th Level	008	Purchase Manager					

The image above is an example of a users acceptance list. To add a new user use the green cross button on the forms menu and then fill in the information in the top row of the grid.

3.2.1 Step 1 – Cost Link Code/Cost Link Description

The first field to complete is either the Cost Link Code or the Cost Link Description.

This allows the administrator to choose which action within ProjectVIEW (e.g. Requisition, Orders etc) this chain of approvals is for.

3.2.2 Step 2 – Department Code/Department Description

The second field to complete is either the Department Code or the Department Description.

This allows the administrator to choose which department within ProjectVIEW will be included in this chain of approvals.

3.2.3 Step 3 – Amount From & Amount To (Optional)

The third field to complete is the Amount From and the Amount To.

This allows the administrator to choose the minimum and maximum amounts, which will use this chain of approvals (e.g. 0 –10,000).

3.2.4 Step 4 – Document Type (Optional)

The fourth field to complete is the Document type.

This allows the administrator to choose which document types will be used in this chain of approvals.

3.2.5 Step 5 – Company Code/Branch Code/Project Code (Optional)

The fourth field to complete is the Company Code/Branch Code/Project Code.

This allows the administrator to choose which projects and/or branches and/or projects will use this chain of approvals.

3.2.6 Step 6 – Level No

The sixth field to complete is the Level No. Each level is a step in the chain of approvals. For example, when the 1st Level for Construction (*Department*) in Requisition Detail (*Cost Link Description*) is approved, the system will send an email to the 2nd Level for the same department and cost link and so on.

3.2.7 Step 7 – Add approval entity

At this stage, the administrator has to select who will be assigned to the previously selected level of approvals. There are various options for this:

- ✓ **User Title Code/User Title Description:** Anyone with the selected **title**
- ✓ **User Role Code/User Role Description:** Anyone with the selected **role**
- ✓ **Acceptance User Code/Acceptance User:** A specific **user**

Only one of the above should be selected per approval chain.

3.2.8 Step 8 – Save the changes

Please save the changes in order for them to be applied. Please also close and re-open any forms which the changes may affect (e.g. Requisition form).

Note

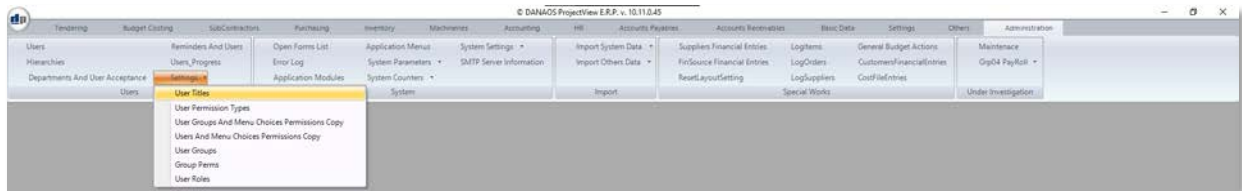
- ✓ Steps 2 – 7 can be avoided if a Hierarchy has been setup properly. In this case, after selecting the Cost Link Code or Cost Link Description, the administrator should only choose the appropriate entry in the “*Hierarchy*” column.
- ✓ To create, edit or delete a hierarchy, the administrator must navigate to the “*Hierarchy*” button in the “*Administration*”.

4 Appendix – User Titles and User Roles

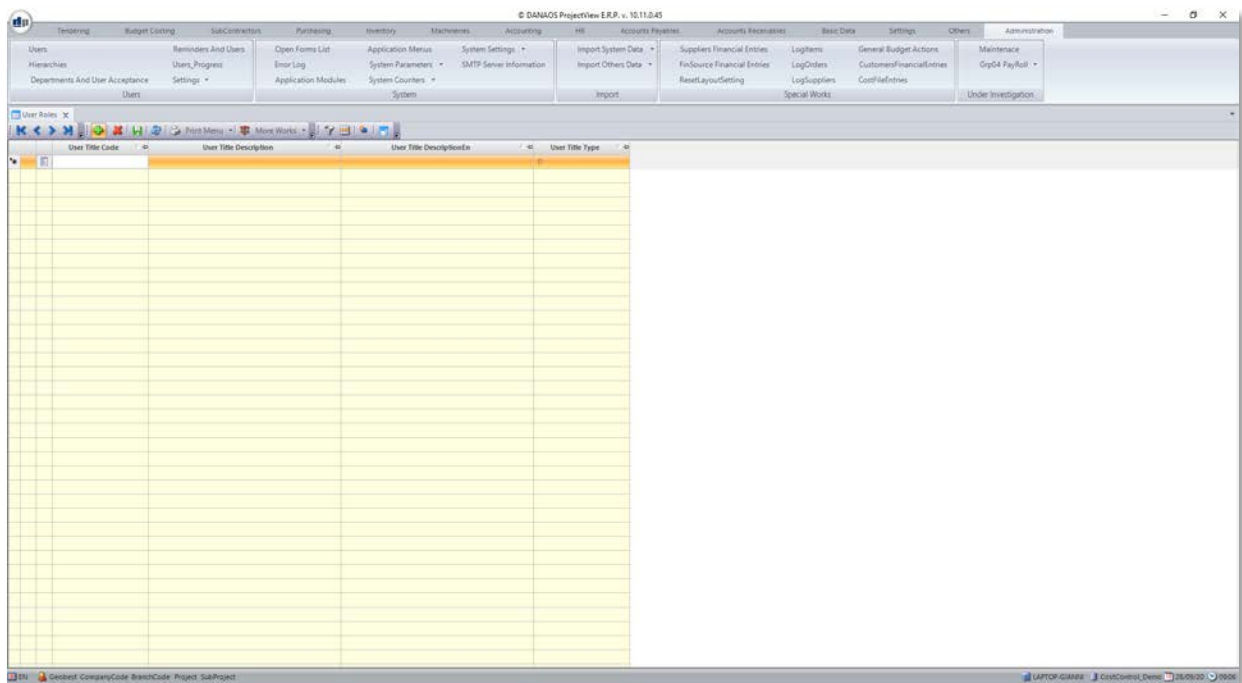
To view a list of the user roles or user titles, the user must navigate to:

“Administration” > “Users” > “Settings” > ...

And then select *“User Titles”* or *“User Roles”* as appropriate:



The following grid will be displayed which can be used for the aforementioned operations. A similar one is displayed for User Titles.



5 Appendix – Departments

ProjectVIEW uses departments to build the approval chains described earlier in this document.

Sample departments are:

- ✓ Administration
- ✓ Accounting
- ✓ Construction
- ✓ Garage
- ✓ IT
- ✓ MEP
- ✓ Store

To view a list of the departments, the user must navigate to:

“Settings” > “General Settings” > “Other Settings” > “Departments”

A list of all departments will be displayed:

Department Code	Department Description	Department Description En	Is Construction
01-BUDGET	01-BUDGET		
ACCOUNTING	ACCOUNTING	ACCOUNTS - FINANCE	
ADMINISTRATION	ADMINISTRATION	ADMINISTRATION	
C&A	CIVIL AND ARCHITECTURE		
CONSTRUCTION	CONSTRUCTION	CONSTRUCTION	
GARAGE	GARAGE	GARAGE	
HUMAN RESOURCES	HUMAN RESOURCES	HUMAN RESOURCES	
IT	INFORMATION TECHNOLOGY	INFORMATION TECHNOLOGY	
MANAGEMENT	MANAGEMENT	MANAGEMENT	
MEP	MEP		
QS	Quantity Surveyor	Quantity Surveyor	
STORE	STORE	STORE	

New departments can be directly added in the grid. Existing departments can also be edited in the grid.

6 Appendix – Approval Parameters

As mentioned in the approvals section, there are some relevant options to tweak the approval system functionality. To access them, the user must navigate to:

“Administration” > “System” > “System Parameters”

The following table explains which parameters affect the approval system and how they can be changed:

Parameter Code	Functionality	Boolean Value	Text Value Parameter
0083	Send email to previous user after reject or review	True: sends email	-
0091	Send email to next user after approval	True: sends email	-
11200	Allow the user with the highest level in the chain of approvals can single-handedly approve the entire chain	True: Highest level approval/rejection will approve/reject all previous levels	UserCode: This user will also be able to approve/reject all previous levels
11600	Review will notify and request a new approval from just the previous user or from all previous users	True: all users False: just previous user	-

Specifically for parameter 11200, if the *“Boolean Value”* is set to **true** and the *“Text Value Parameter”* is **empty**, only the highest level user will be able to approve/reject all previous levels. If the *“Boolean Value”* is set to **true** and the *“Text Value Parameter”* is filled with a **UserCode**, that user will be able to perform the save acceptance/rejection as explained above.



In case of any queries or support issues, please
contact us:

DANAOS Projects Software Solutions

Tamani Head Office - Office 1923

Business Bay

Dubai - UAE, P.O. Box 24051

Email: support@danaos-projects.com

Tel: +971 4 8714149