

## Content Management System – Technical Specifications

### Mandatory Front End

- This module includes two basic pages with information about the organization/region displayed to the public. These pages are not optional to display, expected to remain relatively static, and only support minor configuration or content edits.
- Cannot be removed or hidden
  - Home Page
- Accessible by general Public
- Does not require login
- Option to display latest news post
- With security set to public
- Configurable area for text, images, and tables
- Future: Graphs and additional visual elements
  - About/Contact Us
- Accessible by General Public
- Does not require login
- Manage Sections
- Add/Edit Sections
  - Capture Title
  - Rich Text Description
  - Ability to upload single image per section
- Reorder Sections
  - Ability to move existing sections up or down
- Delete Section
- OUT OF SCOPE: Contact Form

### Content Management Pages

- This module allows for Coast Guard administrators to create new pages within the system dynamically, selecting one of two major types and if the new page will be available for viewing by the public. Pages are either a collection of links or documents and are designed for efficient organization and access to information.
- Create New Page
  - New Page appears along top Navigation Bar
  - Capture
- Navigation Name
  - Select
- Availability
- Private
  - Available to All Users
  - Requires Login
  - FUTURE: Further options restrict page access to groups of Users or Positions
- Public
  - Available without login
- Type
- Document Resource
  - Capture

- Page Title
- Description
  - Create „Tree View“ of documents
- Create
  - New Heading/Sub-heading
    - Capture
      - Name
      - Search Terms
      - Description
- Add document
  - To Headings and/or Sub headings
  - Accept all formats
  - Requires download of
    - Note: Sub-headings can contain both documents and other sub-headings
  - Links and Information
    - Create Section
- Capture
  - Title
  - Description
  - Single URL
  - Image
    - Reorder Sections
- Interface to move sections up and down list on page
  - Delete Sections

## **News Posts Section**

- This module is designed for CCGA staff to post news and information with regards to the organization's operations. News posts can be made available to the public and support summaries, images, and category tagging. Internal news posts require viewing the news page after being logged into the system.
- Option to „hide news area from public“
  - General admin option
  - Makes entire news tab unavailable/hidden to Users who are not signed in
- Create News Post
  - Only available to Admin level Users
  - Capture
- Headline
- Sub-Headline
- Body of News Post
- Summary
  - Optional
    - If not entered, Summary section populates with first 250 characters of news post
- Author Attribution

- Text Field
- FUTURE: Select from list of Users
  - Article then links to Users Profile
- Search terms
- List of terms separated by commas
  - Select
- Date
- Defaults to Current Date
- Does not effect when News Post Actually Appears
- Category
- Confirm with CCGA set list (not dynamic)?
- All category lists are the same across the 5 regions?
- Only select one category (news post can't belong to multiple categories)?
- Press Release
- Simple yes/no
- Sends out email with news post comments to any individuals who have chosen to "subscribe" to press releases
- Subject to limitations on number/size of photos
  - Set Security Level
- Select from list of roles
- Determines which Users can view news post based on their role
  - Upload
- Title Image
- Optional
- Support for Jpeg
- Appears at top of detailed view (before text) of news entry
- OUT-OF-SCOPE: Cropping or resizing within system
- Additional images
- Optional
- Appear below text of news post in „detail“ view
- PDF
- Browse/select PDF
- Available as download link on news post
- View News
  - Specific to permission set
- 
- Ability to select
- All
- Shows all news posts in chronological order (paged)
- Filter By Category
- Ex. District Reports, National Awards, President's Message, SAR News
  - Displays List of Posts with
- Title Image
- Headline

- Sub-headline
- Summary
  - Or first 250 characters of post if no summary available
- Link to PDF
  - If PDF has been uploaded
- Button to “View Post”
  - Takes user to detailed view of selected news item
    - Detail view of individual news post
- Date
- Title Image
- Full Description
  - Does not display summary
  - Additional images
    - Search for news post
      - Single field text search
      - Searches for matches based on
        - Title
    - Category
    - Search Terms
      - Displays List of results
    - Date
    - Title
  - Link to news post
  - Does not display images (title or otherwise)
    - Delete News Post
      - Available to admin only
      - Permanently Deletes post including images, PDF"s, text, headers, etc.

## Events Calendar

- This module allows Users to create calendar entries so that other Members can search and view upcoming events the Coast Guard Auxiliary is involved in. Events can be limited to certain User groups based on User access levels.
- Option to „hide Events Calendar area from public“
  - Makes Events tab unavailable/hidden to Users who are not signed in
  - Option only available to administrator Users
- Create Event
  - Only available to admin users
  - Capture
    - Name
    - Start Date and Time
      - To nearest half hour
    - End Date and Time
      - To nearest half hour
    - Description

- Keywords
  - Used for search purposes
- Location
  - Text field
  - FUTURE: Links to Google maps
- Security Level
  - List of roles
  - Determines which Users can view news post based on their role
  - Edit/Delete Event
    - Allows User to adjust event details or Delete event entirely
  - View events
    - Calendar View by Month
- Defaults to current year/month
  - Option to view other months and years
- Days with events scheduled highlighted with event name
- Clicking event name takes user to details view of event
  - Allows user to view location, times, description, etc.
    - List of upcoming events displayed below
- Lists date and name
- Search for Events
  - Basic text search only
- Searches event titles and keywords
  - Returns list of events with date, title, and description
- FUTURE: Results ranking

## Photo Gallery

- This module allows Users to create galleries and upload images to system for other Users to browse.
- Create Gallery
  - Capture
- Name
  - Upload images
- Series of jpeg or standard format of CCGA's choosing
- Select image to become thumbnail
  - FUTURE: Restrict Gallery Access to particular Role or Position
  - Out of Scope: Ability to crop/resize images in-system
- Edit/Delete gallery

## Broadcast Messages (Email and In-System Notifications)

- This module allows for the bulk messaging of Members via the system or email. Initially messages will be strictly text based, with emails being pulled from each member's profile.
- Select Type
  - In-System
  - Email

- Select User Group
- OUT OF SCOPE: Ability to save message Setting
- By Language
  - English or French
- FUTURE: By „Date“ feature
  - Birthday
  - Last Modified
  - Last Login
  - Signup Date
- Capture
  - From Name
    - OUT OF SCOPE: “From Email”
  - From Email will be static email
    - Subject Line
    - Priority
  - If Email selected appends priority to Subject line
    - Body of Text
  - Support for basic formatting
  - FUTURE: Ability to upload images
    - Footer

## **Enterprise Resource Planning System**

### **Training and Certifications**

#### Online Quizzes

○ This module allows administrators to create Quizzes and have logged in User's take them and record successful completion of them. Admin can then review the scores of quizzes to create a record of certifications for Users.

- Create quiz
  - Capture
    - Name
    - Description
      - Add Question
    - Multiple Choice Only
  - FUTURE: Other question types such as checklists (select multiple)
  - Capture
  - Question Text
  - Image
    - Add Answers
  - Supports up to 10 possible answers
  - Minimum two
    - Select Correct Answer
  - FUTURE: Support for multiple correct answers
  - Question Weight
  - Numeric
    - Set required Score for Pass

- Enter Number
- System displays total of all question weights
- Must be less than sum of Question weights
- Take Quiz
  - Must be completed in single session
- OUT OF SCOPE: Ability to return to quiz at later time
  - Displayed Question and Possible Answers
- List of answers for each question displayed in random order each time
  - „Submit answer button“
- Cannot be selected until an Answer is specified
- Displays result upon submission
  - “Incorrect”
    - Highlights correct answer and shows User their answer
  - “Correct”
    - Displays total score at end of test
- Track quizzes passed on a per User basis
  - FUTURE: Assign Quiz directly to certification
- Select
  - List of Positions required to have completed quiz
  - System flags any User with Position required who has not completed quiz
  - Option to manually mark a quiz as completed
- Defaults „completion date“ to current day
- Can override to set alternate completion date
  - FUTURE: Quiz completion expiry
- Flags that User needs to re-take quiz after set period
- FUTURE:
  - Locking of quizzes after failure
  - Records of Attempts

## Organization Tracking and Reporting

- Forms
  - This module is the focus of the system and allows for Users/Members to submit various requests and reports to the system. Forms can be created by system administrators but are always based off a template type. During creation admin can add questions, determine if areas such as expense reimbursement are required, and assign the „sign-off“ workflow.
  - Submit Form
    - Select Type of Form
    - Complete necessary fields
    - Submit
  - Assigns form to workflow determined position
  - Upon final workflow approval, form details added to stats
    - FUTURE: Save “in-progress” version of form so user can return later to complete
  - Create Form
    - Ability to specify for each form in addition to type
  - Title

- Description
- If Rate/Reimbursement to be used (see “Rate” setup)
  - Select Rate
- Additional Question(s)
  - Add question text
  - Select Type
    - Yes/No
    - Checkbox
    - Numeric
  - Select Workflow
    - Select from list of types
- Request
  - Capture
    - General Info
- Title
- Start Date
- End Date
  - Resources
- Requesting Unit
  - Select from list of units
- Assets
  - Select from list of assets
  - Filtered to within unit
- Other Units involved
  - Add other units
  - Other units selected do not receive training hours and are assumed to fill out their own reports
- Personnel
  - List of Unit Personnel with checkboxes
  - If Other units involved were specified, list of Users for that Unit displayed
- Location
  - Basic text
- Certification
  - Unit
  - Related Persons
  - Designation
  - Issued By
  - Number
  - Effective Date
  - Upload Files
    - Can have multiple
  - Set Validity Period
- Claim
  - Capture



- Title
- Number
- Start Date
- End Date
- Reporting Unit
- Other Units Involved
- Personnel
- Additional Info
- Image Attachments
- Activity
  - Title
  - Number
  - Instructor
  - Reporting Unit
  - Other Unit Personnel
  - Start Date
  - End Date
  - Time Away
  - Other Time
    - Other Time Type (static list)
- Maintenance
- Prep
- Admin
- Other
  - Training Type(s)
    - List of checkboxes
    - See Training Type setup
  - Members who attended
    - List of checkboxes
  - Description
  - Attachments
- Training
  - Title
  - Number
  - Coxswain/Facilitator
  - Unit
  - Primary Asset
    - Other Asset(s)
  - Other Unit Personnel
  - Other Resources
  - Start Date

- End Date
- Other Time
  - Class Time in hours
  - Other Time Type
- Training Type
- Training Category
- Attendance
- Conditions
  - Wind Speed
  - Direction
  - Seas
- Weather
  - Description
  - Day/Night
  - Visibility
- Details
  - Description
- Upload image
- Mission
- Capture
  - Title
  - Number
  - Supplement
- dropdown 0-4
  - Responding Unit
  - Asset
- Pulled from Assets available to Unit
  - Coxswain/Master
- Select Member
  - Other Unit Personnel
  - Other Resources
- Simple text box
  - Latitude and Longitude
- Degrees
- Minutes
- Seconds
- See Map Integration
  - Timeline
- Activation
- Select Type
  - Paged
  - Self-Sighted
  - VHF/Cell (Underway)
- Start date and time

- Tasked date and time
- Response
- Activation
  - “Departed” or “Stood Down”
  - Date and Time
- Select Type
  - “On Scene” or “Stood Down”
  - Date and Time
- Conclusion
- Operation Ended
  - Date and time
- Return to Base
  - Date and Time
- Return t Normal Ops
  - Date and Time
- Time off-task
- Numeric value in hours
- Set to nearest quarter hour (ex. 4.25 hr)
  - Operation Description
- Classification
- Immediate Danger
- Potential Danger
- No Danger
- False Alarm or Hoax
- Type
- Select from Dropdown
- See Operation „Types” section
- Alert Type
- Select from drop down list
- See Alert „Types” section
- Causes
- Select from drop down list
  - Primary Cause
  - Other Cause
  - Other Cause
- See „Causes” section
- Response
- Detection
- Action
  - Select from drop down list
  - See „Incident” Action
- Other Factors
- Pollution
  - A Factor
  - Primary Concern

- None
- Commercial Assistance
  - Accepted (Handoff to)
  - Accepted (Handoff from)
  - Accepted (Joint)
  - Declined
  - Not available
- None
- Towing Involved
  - Yes/No
    - Prompted for Distance (in nm)
    - Time (hh:mm)
    - Daughter Boat Use time
  - Personnel
    - List of all personnel with checkboxes
  - Conditions
    - Wind
      - Speed
      - Direction
      - Air Temp
    - Sea State
      - Seas
      - Tide
      - Current
      - Sea Temp
    - Weather
      - Description
      - Visibility
  - Assistance Rendered
    - Persons in Danger
      - Total
      - Assisted
      - Saved
      - Missing
      - Lost
    - Vessel Assisted
      - Name
      - Type
      - Reg #
      - Nationality
      - Value
      - LOA
      - GT #
      - Draft

- Vessel Notes
- Contact Persons
  - Master (name)
  - Owner (if different)
  - Address 1
  - Address 2
  - Telephone 1
  - Telephone 2
  - Email
  - Gender
  - Certified
  - Age
  - DOB
- Mission Log
  - Add entry
    - Time
    - Description
  - Logs can consist of multiple entries
    - Description
    - Large text area
    - Attachments
    - Option browse/upload images/files
    - Course
    - Capture
      - Title
      - Number
      - Start Date
      - End Date
      - Notes
    - Large text area
      - Resources
    - Primary Unit
    - Other Units Involved
      - Personnel
    - List of individuals and checkboxes
      - Other Instructors
    - Text field for other instructors from outside organization
      - Number of Classroom Sessions
      - Number of Exercises
      - Number of Simulator Session
      - Track for Participant, Instructor, and Assistant:
        - Classroom Time
          - Hours
        - Exercise Time
          - Hours

- Simulator Time
  - Hours
- Other Time
  - Hours
    - Attachments
- Upload File
- Standby Time
  - Unit
- Related Person
- Start Date
- End Date
- Pending
  - Dashboard which lists all pending forms
  - List determined based on combination of User's Position and Unit
- Rates and Reimbursements
  - This module enables forms to calculate reimbursement rates. Rates are captured historically and can be set to come in effect on a particular date. They are divided into two types with form types being assigned Asset or Expense.
  - Two Types
    - Asset
- Capture
  - Name
  - Description
  - Option to enter Name and Description in French
- Select Effective Date
  - Reference
- Set rate for
  - Missions
  - Training
  - Activities
    - Expense
- Capture
  - Name
  - Description
  - Option to enter Name and Description in French
- Select Effective Date
  - Reference
- Set rate for
  - Mileage
    - To three decimals
  - Breakfast
  - Lunch
  - Dinner
  - Per-diem

- Inventory/Asset Tracking
  - This module is to enable the tracking of equipment and vessels for mission suitability, availability, and reporting purposes. Initial vessel information is captured and the status of entered vessels is updated regularly to ensure maintenance is being performed.
  - Vessel
    - Creation
  - Capture
  - Name
  - Registration
    - Simple Text field
  - Description
  - Base Location
    - Name of Base
    - Lat and Long
  - Degrees
  - Minutes
  - Seconds
  - Direction
  - North/South for lat
  - East/West for long
  - Current Location
    - Option to mark “same as base”
    - Lat and Long
  - Degrees
  - Minutes
  - Seconds
  - Direction
  - North/South for lat
  - East/West for long
  - Specifications
    - Resource Type
  - Select from drop down
  - Pulled from „Resource Type” section (see below)
    - Class
  - Select from dropdown
  - Pulled from „Asset Classes” section (see below)
    - Type
  - Select from drop down
  - Pulled from „Asset Types” section (see below)
    - Accepted into Service
  - Month/Day/Year
    - Inactive for
  - Measured in „days”

- No associated workflow
- Operational Parameters
- LOA
  - Measured in feet
- Beam
  - Measured in feet
- Cruising Speed
  - Measured in knots
- Capacity
  - Measured in „People on Board“
- GT#
- Draft
  - Measured in Feet
- Year Built
- Replacement Value
  - In Dollars
- Fuel Capacity
  - Measured in Litres
- Endurance
- Contact Information
  - Owner
    - Name
  - Address line 1
  - Address line 2
  - City
  - Province/State
    - Simple text
  - Country
  - Postal/Zip Code
    - Simple text
  - On-board contacts
    - Phone 1
      - Label (Simple text field)
    - Phone 2
      - Label (Simple text field)
  - Contact Persons
    - Primary
      - Name
      - Telephone
    - Secondary
      - Name
      - Telephone
    - Other 1
      - Name
      - Telephone



- Other 2
  - Name
  - Telephone
    - Additional Info
- Open text field for contact instructions
- Select
  - Unit
    - Only one unit can be assigned
  - OUT OF SCOPE: Hide from Public option, all assets will be hidden from public
  - Global Availability
    - Yes/No
    - If „Yes“ asset appears for selection by any unit
    - If „No“ asset appear only for assigned unit
  - Reimbursement Rate
    - Select only one rate
    - See „rates“ section for further info
  - MMSI
    - Text
    - AIS Enabled
- Select from dropdown (3 options)
- No
- RX Only
- TX/RX
- No associated workflow
- Upload Photo
- Available Equipment
  - Add/Edit/Delete Administration Equipment
    - Select Type
- Desktop Computer
- Fax
- Laptop
- LCD
  - Select Quantity
  - Enter Serial Number(s)
- Basic text field for each type added
- If multiple qty serial numbers still entered as single entry separated by comma(s)
- Add/Edit/Delete Communications equipment
  - Select Type and capture additional text field based on type
- AIS Unit
  - Serial Number(s)
- DSC VHF
  - MMSI Number(s)
- GMDSS DSC VHF
  - MMSI Number(s)

- IRIDIUM SAT PHONE
  - Phone Number(s)
- Mobile Phone
  - Number(s)
- Multi-Agency Radio
  - Type(s)
- Portable VHF
  - Serial Number(s)
- Satellite Tracking Device
  - Tracking Number(s)
- RDF
  - No additional info captured
- VHF
  - No additional info captured
    - Set Qty of each Type added
  - If multiple qty specified, additional info captured remains single field
- Specify First Aid Quantities of
  - Basket Stretcher
  - Blankets
  - Clam-Shell
  - First Aid Kit
  - Oxygen
  - Pocket Mask
  - Re-Warming Device
  - Spine Board
  - VAC Board
- Add/Edit/Delete Navigation Equipment
  - Select Type
  - Chart Plotter
  - Depth Sounder
  - FWD Sonar
  - GPS
  - Radar
    - Select Quantity
    - Enter Model Number(s)
  - Basic text field for each type added
  - If multiple qty, model numbers still entered as single entry separated by comma(s)
- Add/Edit/Delete Power Equipment
  - Select Type
  - 2-Stroke Outboard
  - 4-Stroke Outboard
  - Diesel Inboard
  - Diesel Inboard/Outboard

- Diesel Jet-Drive
- Gas Inboard
- Gas Inboard/Outboard
- Gas Jet-Drive
  - Select Quantity
  - Enter HP (per 1 qty)
- SAR Equipment
  - Simple quantity tracking for
- Fire/Dewatering Equipment
- Line Launcher
- MoB Pole
- Tow Line (in feet)
- DMB
- Equipment Vest
- Flare, Night Illuminating White
- Line Thrower
- Night Vision
  - Add/Edit/Delete SAR Equipment
- GPS
  - Qty
  - Serial Number(s)
- I.S. Binoculars
  - Qty
  - Serials Number(s)
- Thermal Imaging Camera
  - Qty
  - Serial Number(s)
- Survival Equipment
  - Simple quantity tracking for
- 121.5 MHz EPIRB
- Cruiser Suit
- Eye Goggles
- Flares Class A
- Flashlight/Head Lamp
- Floater Suit
- Helmet
- PFD Vest
- Strobe Light
  - Add/Edit/Delete Survival Equipment
- 406 MHz EPIRP GPS
  - Qty

- ID(s)
- Life Raft
- Qty
- Capacity (each)
- 406 MHz EPIRB
- Qty
- ID(s)
  - Tender/Daughter Boat
- Qty
- Motor/Oars
- Single open Text field
- Service Status
  - Ability to mark as Active/Inactive
- Inactive indicates boat no longer in use
- Schedule Service
- prompts for start and end date of service
- Start date defaults to current date
- Option for „indefinite“ as end date
- System changes vessel status to “Late for service” if active and start date of Scheduled service has passed
  - Mark Out of Service
- Indicates a vessel has gone in for maintenance and repairs
  - Mark In Service
- Indicates vessel is ready and available for missions
- Asset Log
  - Records changes in
- status
- equipment
- owners
- contact information
  - User who made change
  - Date
- FUTURE: Asset Map
  - Displays Map with pins for each vessel
  - Hovering over Pin displays asset information
  - Hovering over map displays Lat/Long
- Workflow
  - This module allows for administrators to setup Workflows which involve a series of authorizations for forms and certifications based on position. Once created workflows are assigned to forms as they are created.
  - Create new workflow
    - Capture Workflow Name
    - Add/Edit sign-off step
  - Capture
  - Name of Sign Off step

- Select Position(s)
  - List of all created positions with checkboxes
- Determine Notification type of sign-off step
  - Delete Workflow
    - Only available if workflow is not assigned to any forms
  - Logging
    - Record User, Date, and Timestamp of each sign-off
  - Email notification
    - To list of users assigned to position upon workflow point
- Reports
  - This module is to enable the reporting on the organization's activities for internal and external review. Initially this module will be limited to numeric values with the ability to filter grids and export to an Excel readable format. Assumed 3-5 additional reports not listed below OR 1 week of additional effort (whichever occurs first) to be included.
    - In system tables and/or export to CSV
      - OUT OF SCOPE: PDF versions
    - Unit Roster Report
      - Generated in system
      - List of all crew members
      - Columns
        - Name
        - Unit
        - District
        - Position
        - Other columns as required by CCGA
          - Ability to filter/edit on multiple columns
      - Budget
        - Date of Request
        - Item
        - Hours Requested
        - Amount Requested
        - Date Hours Were Authorized
        - Amount Authorized
        - Totals
      - Region Overview
        - Stats (based on previous 12 months to the day)
    - Number of Units
    - Number of Admin Units
    - Assets
    - Personnel (crew)
    - Personnel (non-crew)
    - SAR Missions
    - Total Mission Hours

- Training Exercises
- Total Training Hours
- Classroom Sessions
- Total Classroom Hours
- Other Activities
- Total Activity Hours
- Total Hours
- Person Hours
- People Assisted
- People Saved
- Property Value
  - Districts
- List All units broken down by district
  - Assets by Resource Type
- Total Count for each type
  - Personnel By Position
- Lists all positions and total number of members in that position across all units
  - Units by Zone
- Lists all zones within region and all units assigned to that zone
- Asset List
  - List of all assets
- Name
- Unit Number
- Status
  - In-Service
  - Out of Service
  - Inactive
  - Late for Service
  - Phone First
- Phone Second
- Phone third
- Unit Overview
  - Periods (columns)
- Current year
- Last Year
- Fiscal
  - April 1 - March 21
- Previous Fiscal
  - Rows
- SAR Section
  - Missions
  - Stood Down Missions

- Average Duration
- Average Response
- Total Time
- Training Section
- Exercises
- Exercise Time
- Average Duration
- Classroom Sessions
- Classroom Time
- Average Duration
- Total Training Time
- Activity Section
- Reports
- Total Time
- Average Duration
- Total Time
- Assets List
- Vessel
- Configuration
- Speed
- Personnel
- Position
- Name
- Totals
- Inactive
- Active
- Incident Summary
- Number of incidents
- Number of Cases
- Number of Stand downs
- Total Hours
- Total Stand Down time
- Person Hours
- Average Total person hours
- Average People on Board
- Average Duration
- Average Response
- Average Stand Down time
- People Saved
- People Assisted
- Property Value

- Advanced Summary/Mission Breakdowns
  - Based on Sea State/Visibility
  - Based on Wind Speed
  - Training Summary
    - Total Exercises
    - Broken down by
      - day/night
      - Sea/State Conditions
        - Total Hours
        - Broken down by member
        - Broken down by Unit
    - Displays Hours and Number of Exercises
      - Average Hours
      - Person Hours
      - Average/Person
      - Average People on Board
      - Average Duration
    - Activity Summary
      - Broken down by type, system displays for each
        - Count
        - Hours
        - Average Hours
        - Person Hours
        - Average Duration
          - Totals
    - Mission Distance Report
      - Set Date Range
      - Stats
    - Number of Missions
    - Total Distance
    - Average Distance
    - Minimum Distance
    - Maximum distance
      - Counts by range
    - Broken down by Unit and Distance Grouping
      - <1 nautical mile
      - 1-3 nm
      - 3-5 nm
      - 5-10 nm
      - 10-20 nm
      - 20-50 nm
      - Totals



- Percentage of total for each distance grouping
  - FUTURE: Achievement Report
  - Other reports
    - Expected 3-5 additional reports
    - Up to 1 Week (40 hrs) of additional report generation to be included (outside of reports explicitly listed above)
  - FUTURE: All maps, charts, and graphs contained within any of the above reports
    - Initial reports will be data driven
- Mapping (Integration)
  - This module is required for mission and training reporting so that Users/Members can indicate the location of events which occurred during a response as well as base locations of vessels.
  - Integration of Bing or Google Maps depending on suitability for CCGA
    - CCGA to be presented with any 3rd party licensing fees and is responsible for ongoing usage or licensing costs where applicable
  - Ability to enter Latitude and Longitude on mission report and have system display location of operation
  - Option to select point on Map as mission location and have system determine lat and long
  - Logs
    - This area is to record changes to configuration and workflow points. They will track asset changes in status and equipment and forms as they progress through their assigned workflows.
    - Asset Detail Changes
    - Approvals and Workflow of Forms and Certifications
    - FUTURE: Additional logging in areas at direct request of CCGA
- Import
  - This area is for the import of the existing system's data into the new system. The requirements in this section are not fixed and instead are estimated based on a 100 hr limitation of import time across all regions.
  - Includes up to 100 hrs
    - Any additional import time required to be performed on hourly basis at specified contract rates with CCGA's pre-approval
  - Included
    - Forms
    - Missions
    - Activities
    - Members
    - Usernames
    - Certificates
    - Assets
    - Inventory
  - Not included
    - Events
    - News posts

- Image galleries
- Forum data
- User passwords
- Historic Logs
- >1 year old

## Structure and Configuration

### Users and Permissions

- This module is designed to manage access to all activity within the system. Users are created and linked to Members so that restrictions to functionality and access are a combination of Position and Unit.
- Module is not bilingual
- Public Level
  - No login required
  - Access to front end pages including general information, news posts, and contact areas
  - Not issued usernames or passwords
- Permissions
  - User Management
  - Member Creation
  - Linking User to Member
  - Access Content management screens
- Ex. Editing front end pages such as „Contact“ and „Home Screen“
  - Access Configuration screens
- Examples
  - Creating or editing existing workflows
  - Creating or editing positions
  - Creating or editing activities
  - Creating or Editing Quizzes
    - Ignore Unit Limitations
    - Ignore District Limitations
    - Submit
- Training Exercise Form
- Mission Form
- Classroom Form
- Request Form
- Activity Form
- Course Form
- Safety Report Form
- OUT OF SCOPE: Authorization Levels
- General Configuration Settings
  - This module is for management of the various options/dropdowns contained within forms. Creation of entries are all assumed to support the option for bilingual.

- Vessel Types
  - Create/Edit Type
  - Name
  - Description
  - Optional to Enter Corresponding French Name and Description
    - Set Type inactive
  - Removes ability to assign Type to vessel(s)
    - Delete
  - Only possible if no Assets are assigned
- Vessel Classes
  - Create/Edit Classes
  - Name
  - Description
  - Optional to Enter Corresponding French Name and Description
    - Set Class inactive
  - Removes ability to assign Class to vessel(s)
    - Delete
  - Only possible if no Assets are assigned
- Zones
  - Assigned to Unit(s)
  - Unit can only belong to a single zone
    - Create/Edit
  - Capture
  - Name
    - Delete
  - Can only delete if no Unit(s) are assigned to the zone being deleted
- Training Types
  - Capture
  - Title
  - Description
  - Optional to Enter Corresponding French Name and Description
    - Set Type inactive
  - Removes ability to assign select Training type in forms
    - Delete
  - Only possible if type hasn't been selected on any existing forms
- Operation Types
  - Create/Edit Type
  - Name
  - Description
  - Optional to Enter Corresponding French Name and Description
    - Set Type inactive
  - Removes ability to assign Type in Mission Form
    - Delete
  - Only possible if no Mission forms with this type have been completed
- Alert Types
  - Create/Edit Type

- Name
- Description
- Optional to Enter Corresponding French Name and Description
  - Set Type inactive
- Removes ability to assign Type in Mission Form
  - Delete
- Only possible if no Mission forms with this Alert type have been completed
- Incident Causes
  - Create/Edit Type
- Name
- Description
- Optional to Enter Corresponding French Name and Description
  - Set Cause inactive
- Removes ability to assign Type in Mission Form
  - Delete
- Only possible if no Mission forms with this Cause type have been completed
- Incident Actions Types
  - Create/Edit Type
- Name
- Description
- Optional to Enter Corresponding French Name and Description
  - Set Action inactive
- Removes ability to assign Type in Mission Form
  - Delete
- Only possible if no Mission forms with this Action type have been completed
- Districts (known in current system as “Regions”)
  - This module is to divide a region geographically by assigning particular Units. Districts are defined only by which Units have been assigned to them and are not determined by a particular area on map. Districts interact with certain security permissions to allow certain Users access across Units.
  - Ability to Add units
  - Users with a primary Unit within a District and the „District Manager” Permission have access to information across all Units within District
  - Availability of information within the multiple districts still based on position
- Unit
  - Synonymous with „Stations”, This module focuses on the tracking of members/crew and the associated vessels/assets. Users are tied to Members which have a primary Unit and represents the basis of their access. Some Units are not necessarily physical locations and can include distributed or administrative functions.
  - Name
  - Number
  - Active/Inactive
    - Inactive means no longer part of the ccga
    - Does not show up on Roster Report
  - Select

- District
  - From drop down list
  - Can only select one district per unit
- Zone
  - From drop down
  - Can only select one zone per unit
- two options
  - SAR/Safety Team
  - Office/Administrative
- Operating Entity
  - Text
- Website
  - Website of organization
- Contact Info
  - Call 1st, Call 2nd, Call 3rd
  - Primary and secondary Emails for notifications
  - Used if sign-off on form workflow is set to “unit notification”
  - Mailing Address
- Additional Details
  - Text description
- Additional basic fields as required to mirror
  - Basic text, list, and numeric fields
- Crew Members
  - This module is for the tracking of Members and their suitability for specific positions. There are hundreds/thousands of Members across region with a subset being issues credentials as User’s in order to fill out forms
- Profile
  - Upload Picture
- Statistics
  - Displays information based on forms approved
- Time on water
- Training Hours
- Missions participated in
  - Certifications
  - Quizzes completed
- Status
  - Two options
- Active
- Inactive
  - If labelled as inactive, option to also mark as “deceased”
  - For reporting purposes only
  - This status does NOT affect any associated User’s access to system
- Link to User
  - Enables Form Access
  - Once linked with a User Members can login and access/complete/approve forms as determined by their position

- Ability to link Member to User in system
- Determines User's unit for permission purposes
- Enables Member's stats to be associated with User
- Positions
  - This module is for the tracking of positions which is to be handled primarily through the Users and Permissions module. Positions are groupings of permissions which can be assigned workflow points as outlined above in the workflow section.
  - Determines access to forms
  - Govern ability to view/edit areas of the system
  - Assigned to User(s)
    - Multiple Users can belong to single position
    - User can only have one position
  - Create
    - Select Type
  - Determines list of permissions available
    - Capture
  - Name of Position
    - Ex. Director
      - Select
  - Viewable Areas
    - List of available areas with checkbox for each
  - Ability to Create Users
    - List of Positions user can add Members under
  - Required certifications
  - Available forms
    - List of all forms broken down by type

## **Bilingual**

- Option in top right to select between English and French
- Supplier to provide documented list of all words and/or text requiring translation
  - Including but not limited to static
- Headings
- Field Names
- Descriptions
- Titles
  - CCGA has option to have Supplier provide translation services on an hourly basis or provide translation themselves
  - Unless explicitly specified by the document
  - any/all User generated content is displayed in Language it was entered including but not limited to
    - News Posts
    - Quiz Content
    - Custom Pages
- Positions
- User Permissions Module

- Asset Descriptions
- Logs
- Notes
- Comments
- Zones
  - Only single language of entry supported where text captured
  - OUT OF SCOPE: Automatic translation of User generated content