

MVP – MOLDOVA

CUSTODIAN USER MANUAL

EU4Energy Governance Project:

**Support in development of the Monitoring and Verification Platform for the
NEEAP***

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Introduction

This manual is designed to support the future administrators of the MVP system in Moldova. It covers all required information necessary to operate and manage the MVP web application. This Manual is prepared in combination with video tutorial for MVP administrators and covers all topics which were treated during the live training session. It starts with fundamental logic and basic operations and further on deals with definition of roles, registration of users and manipulation of user accounts. At the end of the Manual, summarized information on different categories of typical users with predefined attributes are presented in tabular form, which should help future administrators in their user management.

Custodian module link to MVP GUI

Custodian module is designed to support the user management for MVP web application. It is separate application which is interlinked with MVP web application. In the text which follows the fundamental logic of the module will be explained and the major operations will be explained. Custodian module performs the following user operations:

- Definition of the different user roles (groups of users),
- Registration of the new user,
- Assigning the role to the user,
- Definition of Location for user,
- Standard operations for users (change password, block user etc.)

The link between the Custodian module and MVP web application is the table of Locations. The basic logic of the MVP application is related to the interplay between the different policy levels. These policy levels are defined as locations within MVP web application. The MVP web application for Moldova is set up as a country with three policy levels, such as:

- National level,
- Regions,
- Cities/Municipalities.

In terms of the user roles, one can differentiate between different categories of users, such as:

- Guest,
- Basic,
- Standard,
- Super user.

The user roles are within Custodian module coupled with Locations which gives additional flexibility and increase number of options regarding user privileges. It is important to note that any user role can be assigned to one or more locations, such as several Cities or several Districts or any combination Cities and Districts. This issue will be addressed in the text which follows.

In Figure 1 the link between the MVP GUI and Custodian module is given. At the left-hand side of the Figure 1, the screen shots from the MVP GUI are given, describing the Location types and Locations. Please note that the Location types define the structure of the country.

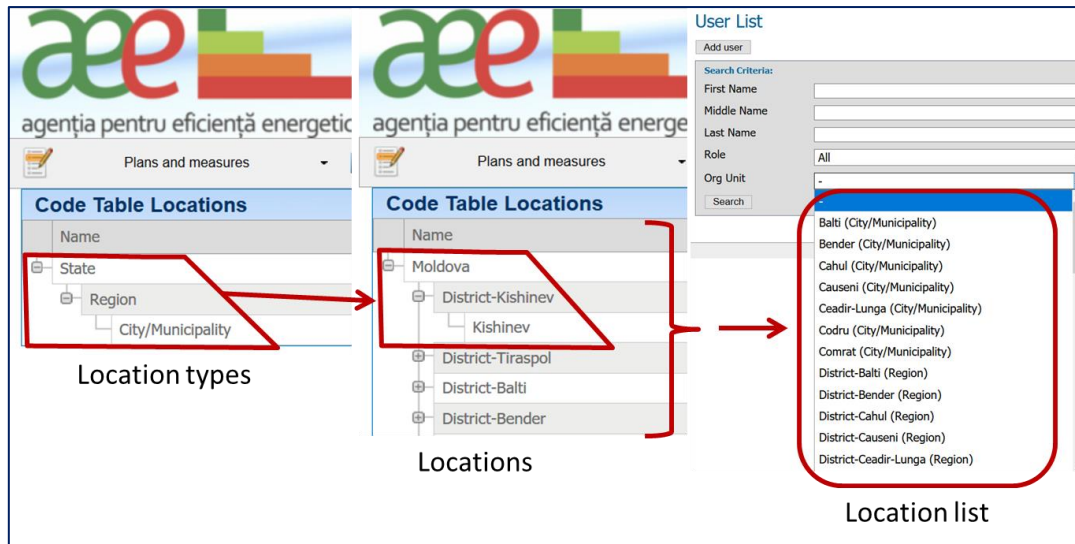


Figure 1: graphical representation of link between MVP GUI and Custodian module.

The table Locations (in the middle of Figure 1) are in this case already registered Locations for one region in Moldova (example of Kishinev), following the structure pattern defined in Location types. At the right-hand side part of the Figure 1, the screen shot from the Custodian module is given. Custodian module here does not recognize the structures, then is providing the list of all registered locations.

Custodian basics

In this chapter the basic operation within Custodian module will be explained.

Figure 2: Login screen for Custodian module.

In Figure 2 Login screen for Custodian module is given. After the user enters the login user name and password, the screen in Figure 3 appears.

Figure 3 shows the default web page at the Custodian module (User management), which is opened after the user login into the application. The red rectangles at the top left-hand side in Figure 3 show the command buttons:

- User management (manipulation related to user accounts),
- Role management (definition of different user roles),
- Exit (exists from the application).

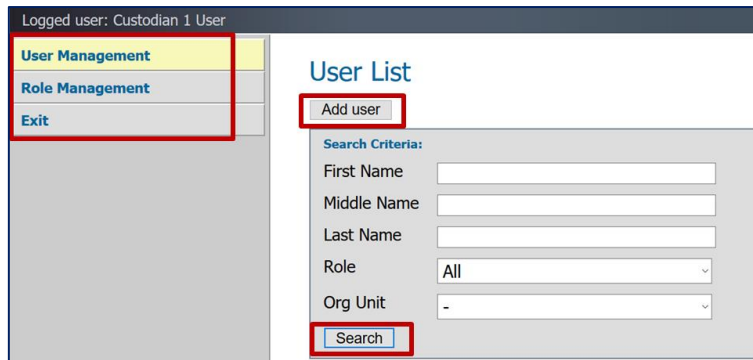


Figure 3: User management web page with characteristic command buttons.

User management page allows manipulation with user accounts and one may note the Add user and Search command buttons which will be mentioned in further text.

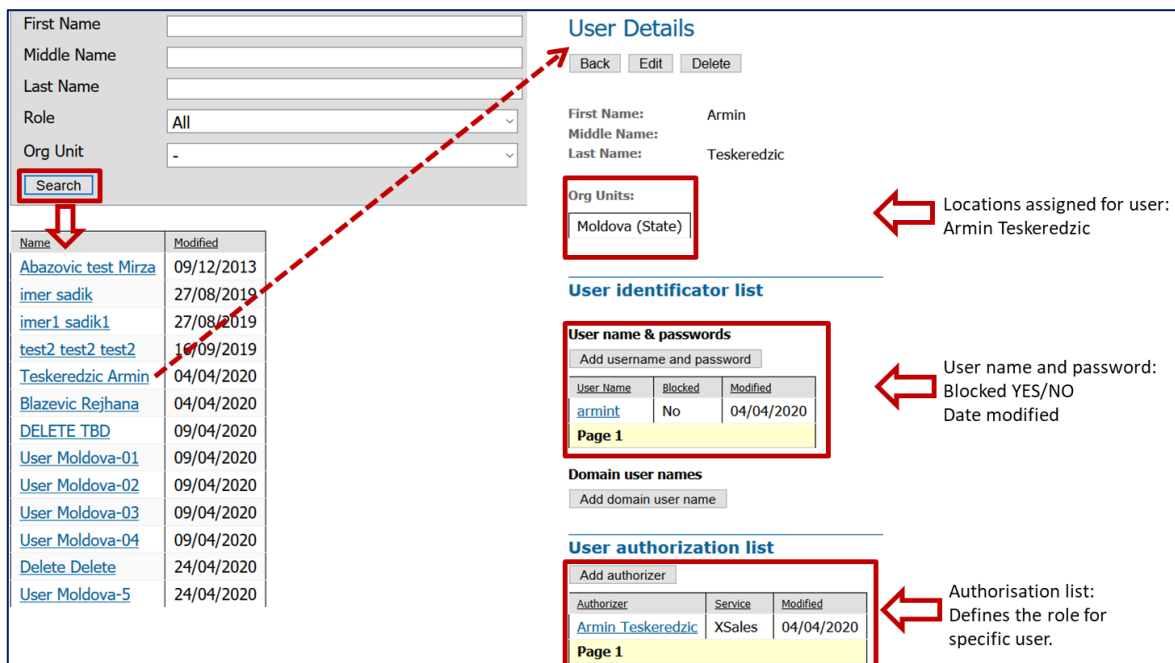


Figure 4: List of all registered users (left) and attributes of the specific user (right).

In Figure 4 left, the list of all registered users is shown after clicking at Search command button. Please note that the Search command is working so that it allows filters to be specified such as: First, Middle, Last name or Role, Organization unit (Locations). In case that no filters are specified, the application returns the list of all registered users in the Custodian.

List of users is defined with the underlined First, Middle and Last name and it is a link to specific user definition. By clicking at the specific user, the web page with assigned roles and locations for that specific user opens up (Figure 4 right). One may notice the following sections marked in red rectangles in Figure 4 right:

- Org units or Location(s) assigned for this user,
- User name and password data (link which can be edited),
- Authorization list (at which the role of the user is defined).

These attributes will be explained in more details during the registration of new user.

Role management

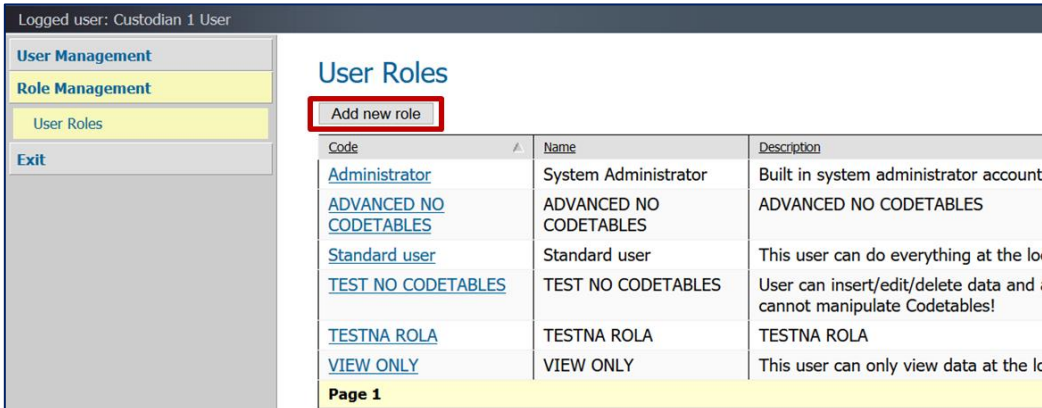
Role management feature allows definitions of different roles in the MVP web application. In this part of the manual, different roles will be discussed, such as:

- Guest Global,
- Guest Local,
- Basic user,
- Advanced user,
- Super user.

Differentiation between Global and Local attributes will be demonstrated afterwards on the example of Guest user. However, these attributes can be also applied to other categories of users such as Basic, Standard and Super user. Details of how to define new role will be shown on one example from the list above and the redefinition to other roles is straightforward.

Attributes related to different roles

Role management web page is opened by simple click at Role management command button placed at the top left-hand side part in Figure 3.



Code	Name	Description
Administrator	System Administrator	Built in system administrator account
ADVANCED NO CODETABLES	ADVANCED NO CODETABLES	ADVANCED NO CODETABLES
Standard user	Standard user	This user can do everything at the lo
TEST NO CODETABLES	TEST NO CODETABLES	User can insert/edit/delete data and cannot manipulate Codetables!
TESTNA ROLA	TESTNA ROLA	TESTNA ROLA
VIEW ONLY	VIEW ONLY	This user can only view data at the lo

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Figure 5: Existing roles in the Custodian for the test MVP environment.

In Figure 5 the list of existing roles is shown. Please note that the first column is the Code of the role and by clicking at the code, the specific web page is opened at which the specification for that particular role is defined. Command button Add new role opens a new web page at which the definition of the new role is possible.

How to add new role

By clicking at Add new role, the web page for new role is opened as shown in Figure 6. At the top of the web page the basic information of the role is necessary. Those are the:

- Code,
- Name,
- Description

Code will be listed after the role is defined and will be a short link to the role. Name of the role should also represent the short name which provides intuitive information on the role and the description may contain the text describing the role in more details.

When this form is opened, it provides the long list of features which are not directly related to the functionality of the Custodian for MVP web application. Simply leave the default options for all other features and scroll down to the end of the list where features addressing the MVP attributes are shown (Figure 6 in the red rectangle).

The screenshot shows a web form titled "User Role Details". It has fields for "Code:", "Name:", and "Description:". Below these is an "Operations:" section with a list of features. The first group is "Authorization operations" with a checked checkbox and sub-items "Get" and "Delete". A vertical ellipsis follows. The second group is "GIZ_MVP", which is highlighted with a red rectangle. It has a checked checkbox and sub-items: "Assign measure", "View implemented measures (global)", "View implemented measures (local)", "View plans (global)", "View plans (local)", "Add/edit/update plan (global)", "Add/edit/update plan (local)", "Add/edit/update implemented measure (global)", "Add/edit/update implemented measure (local)", and "Add/edit/update codetable data". At the bottom are "OK" and "Cancel" buttons.

Figure 6: Part of the web page which is opened during the definition of new role.

It is shown in Figure 6 that at the end of the long list with not applicable features for MVP Custodian, one comes to the group of features with subtitle GIZ_MVP. Under this list heading are the features relevant for MVP web application. In order to activate some of the features from the list it is necessary to click at the check box near the feature.

There is however, one important thing to be explained at this stage. One may notice that the same feature from the list may have local and global attributes – in the brackets. **Global attribute** means that the user can perform the prescribed action related to plan and/or implemented measure **at that specific location and at all levels (locations) below**, belonging to the structure. **Local attribute**, at the other side, means that the user can perform prescribed actions **only at that specified location**.

Example - Looking at the Figure 1, the global attribute for the level of Moldova would mean that this user can view or manipulate the data (depending on the role) at the level of Moldova but also for all levels below, for all defined regions and cities. At the other side, the local attribute for the same level – state of Moldova, would mean that user can only view or manipulate the data registered at this specific location only. This would allow him or her for example to view the NEEAP at the state level or to view implemented measures which are implemented at Location – Moldova.

Please also bear in mind that features Assign measure and Add/edit/update Codetable data are two features without global and local attributes. It is important to note that measure assignment means to assign implemented measure to appropriate measure from the plan (M type assignment) or to plan itself (P type assignment). Add/edit/update Codetable data feature is granted only to selected number of individuals (Super users) who are fully in command of all features of the MVP web application.

Figure 7: Definition of Guest Global role.

In Figure 7 the selected features are shown for the registration of new role. New role is here defined, so that users can view plans and implemented measures with global attribute. This means that they will be able to view all plans and implemented measures which are registered for the specific Location and all location below. After OK command button is clicked, the new role is defined and is part of the list of existing roles.

Figure 8: New registered role under Code Guest Global.

In Figure 8 the screen shot from the Role management web page is shown, after the selected features are done (Figure 7) and by clicking at OK command button. The procedure of defining the new role is finished and it is now possible to assign this role to future users. At the end of the Manual, the Table is given with explanations of features for different user groups as listed at the beginning of the section.

If one now wants to edit or update existing role it is necessary to click at Edit command button (see Figure 8) and repeat the procedure already explained when new role was defined. After user selects the appropriate features (uncheck existing and check new boxes in Figure 7), it is again necessary to click at OK command button and the role will be updated.

User management

In the previous text some of the user management features are already explained as shown in Figures 3 and 4. The user manipulation is intuitive but it will be however explained in details in the text which follows.

How to add new user

If one wants to add new user for MVP web application, the command button Add user shown in Figure 3 has to be clicked. Please note that this is visible at the default page of Custodian module but can be reached any time by clicking User management command button shown at the left top corner in Figure 3. After the command button Add user is clicked, the web page is opened such as shown in Figure 9.

The figure consists of two side-by-side screenshots of a web form titled "Edit User Details". Both screenshots have a yellow header bar with "Edit User Details" and "User identifier list" links. The left screenshot shows the form with empty input fields for "First Name", "Middle Name", "Last Name", and "External user ID". The "Org Unit" dropdown is set to "Balti (City/Municipality)". Below it is an "Assign Org Unit" button. The right screenshot shows the form with "Moldova-5" in the "First Name" field, "User" in the "Last Name" field, and "Moldova (State)" in the "Org Unit" dropdown. Red arrows point to the "First Name" and "Last Name" fields. A red circle highlights the "Org Unit" dropdown, and a red rectangle highlights the "Assign Org Unit" button. Both screenshots have "OK" and "Cancel" buttons at the bottom.

Figure 9: New user definition first page (left) and almost prepared for registration (right).

In Figure 9 the required data on the new user are entered (see the right-hand side screen shot). Note that First and Last Name are typed in and that the Org unit (equivalent to Location) is selected from the list marked with red circle in Figure 9 right. After the data is prepared it is necessary to click at Assign Org Unit command button marked in red rectangle in Figure 9 right. It is possible to assign one user to multiple locations (Org units) if necessary.

The next step in registration of the new user is shown in Figure 10. At the left-hand side is the screen shot shown after the assign process of organization unit is done and the OK command button is clicked (Figure 9). The following step is to give user name and password for the future user, which is demonstrated in Figure 10 right.

Note that the user name and password in this demo case are the same. Also, note that administrator may require the password change at next login. This web form is the place where administrator may block the user – see the checkbox near the Blocked label at the Figure 10 right.

Figure 10: Definition of user name and password for new registered user.

In Figure 10 right the process of definition of user name and password for new user is shown. Future administrators are advised to develop the system of user names so that the process of user management is easier to handle afterwards.

Figure 11: Adding authorizer – assignment of appropriate role to new user.

In Figure 11 is shown how to open the web page at which role definition is finally assigned to user. Right hand side of Figure 11 shows the list of all available roles.

Figure 12: Final selection for new user before confirmation with OK command button.

In Figure 12, the process of assigning the role to user is demonstrated by selecting the same user (see command Select same user), checking the box near user name, checking the check box near the appropriate role and finally by clicking OK command button. After all these manipulations the new user is defined and is associated with existing role. The final web page is shown.

User Details

Back Edit Delete

First Name: Moldova-5
 Middle Name:
 Last Name: User

Org Units:
 Moldova (State)

User identifier list

User name & passwords
 Add username and password

User Name	Blocked	Modified
moldova05	No	25/04/2020

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Domain user names
 Add domain user name

User authorization list
 Add authorizer

Authorizer	Service	Modified
Moldova-5 User	XSales	25/04/2020

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Figure 13: After the authorizer (role) definition the user definition is finalized.

Figure 13 shows the features of the newly defined user. Please note that administrator can at any time change any of the predefined user features and attributes. The user role for specific user can be also

redefined any time. AS soon as the new features are defined in Custodian the user enters MVP web application with new privileges.

How to require password change

Find the user within the existing list (Figure 4 left) with or without use of filters, click at the underlined user name and then click at the user name under the second section from the top (Figure 4 right). In order to apply any changes, it is necessary to edit the user name and password identifier by clicking Edit command button (Figure 14 left).

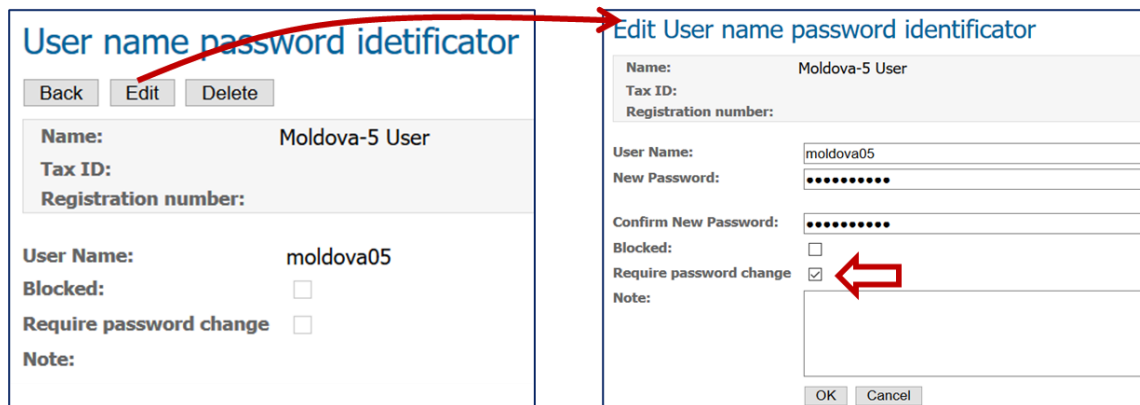


Figure 14: How to require password change at the next login.

After the confirmation with OK command button is done (Figure 14 right) this user will be asked to change the password at the next login. User will have to type in the existing password and then to change it while the MVP GUI will lead the user to change the password.

How to block the user

Sometimes it is necessary to block the user. It can be done by following the same procedure explained for previous subsection. The only difference is that the check box near label Blocked will need to be clicked and the action should be confirmed by clicking at OK command button (see Figure 14 right).

How to reset the password

Very often users forgot their passwords and it is necessary to reset the user password. This can be done following the steps explained in point *How to require password change*. In order to reset the password, it is necessary only to define new password at locations near labels New Password and Confirm New Password shown in Figure 14 right.

Examples of typical roles and users

In the text which follows typical roles and user are defined in the tabular structure. In order to define different roles please view section How to add new role.

GUEST GLOBAL – User can view implemented measures and plans at the prescribed level (Location or Org unit – see Figure 9 right) and for all levels below the specified level.

GUEST LOCAL – User can view implemented measures and plans only at the prescribed level (Location or Org unit – see Figure 9 right).

BASIC GLOBAL – User can add/edit update and view implemented measures and plans at the prescribed level (Location or Org unit – see Figure 9 right) and for all levels below the specified level.

BASIC LOCAL – User can add/edit update and view implemented measures only at the prescribed level (Location or Org unit – see Figure 9 right).

STANDARD GLOBAL – User can add/edit update and view implemented measures and plans at the prescribed level (Location or Org unit – see Figure 9 right) and for all levels below the specified level. He/she can assign implemented measures to plans or planned measures.

STANDARD LOCAL – User can add/edit update and view implemented measures and plans only at the prescribed level (Location or Org unit – see Figure 9 right). He/she can assign implemented measures to plans or planned measures.

SUPER USER – User can add/edit update and view implemented measures and plans at the prescribed level (Location or Org unit – see Figure 9 right) and for all levels below the specified level. He/she can assign implemented measures to plans or planned measures. He/she can add/edit/update data in the Codetables.

Features/Standard user types	GUEST GLOBAL	GUEST LOCAL	BASIC GLOBAL	BASIC LOCAL	STANDARD GLOBAL	STANDARD LOCAL	SUPER USER
Assign measure					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
View implemented measures (global)	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
View implemented measures (local)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
View plans (global)	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
View plans (local)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Add/Edit/Update plan (global)			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Add/Edit/Update plan (local)			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Add/Edit/Update implemented measure (global)			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Add/Edit/Update implemented measure (local)			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Add/Edit/Update codetable data							<input checked="" type="checkbox"/>

Figure 15: Tabular data for standard user lists (see explanation below).

It should be said that the recommended list presented in Figure 15 does not exceed all possible combinations such as, View plan (global) – Add/Edit/Update implemented measure (local) and vice versa. Also, the Location needs to be defined, which provides additional flexibility and increases the number of options. In terms of the measure assignments (Assign measure attribute) it is valid for all levels, since this attribute is level independent! It means that the user who has the Local attribute for example Kishinev can assign implemented measure to the EE plan(s) in this location – Kishinev and to any other level as well! This user can assign the measure to the NEEAP although the NEEAP is defined at the top country-level.

A short comment on global and local attributes. If the local level is discussed, the lowest in the structure (example of Kishinev, see Figure 3), then the local or global attributes make no sense. Namely, the local and global users defined for this lowest level in the structure will have the same privileges. For any upper level in the structure there will be a difference between the global and local definitions, as already explained in text.