RTA Application

<https://testtra.puntlandgov.org/en/login>

login – [super@admin.com](mailto:super@admin.com) / secret

* The following services are delivered by the application
  + **Title Registration** – The party (customer) buys a new vehicle, has to register with the RTA
  + **Tax Collection** – Each quarter vehicle owner must pay a quarter tax fee for using the vehicle
  + **Transfer** – When vehicle owner sells the vehicle to another customer
  + **Assign Smart Tag** – party purchases a smart tag for the vehicle
  + **Ban Vehicle** – Vehicle is banned by officials
  + **UnBan Vehicle** – Vehicle is unbanned by officials

Each of the above service is offered via a workflow

**Definitions table**

|  |  |
| --- | --- |
| Classification | Vehicle purpose of use. Each party registering or buying the vehicle has to declare the purpose the vehicle will be used for .  Eg., - Private use, Public use, Gov Use etc., |
| Subcategory | Each vehicle is categorised to determine the fees charged called sub-category  E.g., HP1, HP2, HP3, etc., |
| Service | Offered by RTA to its customers, the list of services offered are given above |
| Workflow | Each service is provided to party using workflow. The workflow is a role-based processing of the service from the time party submit the application to delivery of the service |
| Transaction | The term transaction is used to identify the underlying data used to deliver the service. The workflow and transaction are same. Workflow is used as frontend business term and transaction is used as backend processing record. |
| Workflow Checklist | In workflow step, before the user approves or reject, the user must complete the checklist |
| Service Fee | The fees associated with service. The service fee is determined for each service. There are two components in the Service Fee.  Gov Fee & Service Fee  Title & Tax Gov Fee are defined by the classification and Sub-category.  Service Fee is standard fee for Title and Tax. |
| Ban Reason | List of reasons to ban the vehicle |
| Make / Model | Each vehicle is assigned to make and model  E.g., Toyota , Camry |
| Region / District | Each of the RTA office location is identified by region / district  Each of the users assigned to a region and district  Note: the fee payment reports are reported based on the region / district  Note : The users are restricted to view the applications of the regions / district they are assigned. See permissions table for additional details. |
| Service – workflow – transaction | A service is delivered to the party using a workflow and the underlying record where the details are stored is called transaction |
| Application | This term is not used in the system, but generally application is used to refer the request by party to avail a service |
| Party | A customer is called Party  Party can be Person or company |

**Workflow Table**

The workflow steps are available under the top menu – workflow

|  |  |
| --- | --- |
| **Title Workflow** | 1 - teller 2 - officer 3 - payment 4 - delivery 5 - completed |
| **Tax Collection** | 1 - teller 2 - payment 3 - delivery 4 - completed |
| **Transfer** | 1 - teller 2 - officer 3 - delivery 4 - payment 5 - completed |
| **Ban** | 1 - teller 2 - officer 3 - completed |
| **UnBan** | 1 - teller 2 - officer 3 - payment 4 - delivery 5 - completed |
| **Smart Tag** | 1 - teller 2 - payment 3 - delivery 4 - completed |

**Permissions Table**

 view\_backend - all users should have this permission

 edit\_settings - permission to change settings

 view\_logs - permission to view logs

 impersonate - can login as another user

 non\_transactional - cannot perform any transaction, such as deliver service, collect payment, each user need to be assigned to a region / district to perform a transaction. admin users or managers are assigned as non-transactional users

 view\_dashboard - permission to view dashboard

 list\_transactions - can see all transactions

 list\_invoice - can see all invoices

 view\_invoice - can see single invoice

 collect\_payment - can collect payment

 print\_document - can print document

 create\_tax\_workflow - permission to collect tax

 register\_title\_workflow - permission to register title

 assign\_smarttag\_workflow - permission to assign smart tag

 transfer\_vehicle\_workflow - permission to transfer vehicle (buy and sell)

 ban\_workflow - permission to start ban vehicle workflow

 unban\_workflow - permission to start unban vehicle workflow

 view\_all\_district - has permission to view data from all districts, generally users can view application of the district they are assigned to

 view\_all\_workflow - has permission to view workflow of all steps, generally users can see applications they have worked on, this permission will allow them to see all application submitted to avail the service

 claim\_workflow - permission to claim workflow

 release\_workflow - permission to release workflow

 view\_party - permission to view party

 create\_party - permission to create party

 update\_party - permission to update party

 view\_vehicle - permission to view vehicle

 view\_users - permission to view users

 add\_users - permission to add users

 edit\_users - permission to edit users

 delete\_users - permission to delete users

 restore\_users - permission to restore deleted users

 block\_users - permission to block users

 view\_roles - permission to view roles

**Login**

|  |  |
| --- | --- |
| SuperAdmin |  |
| Admin |  |
| Teller (for each District) |  |
| Officer (each district) |  |
| Payment (each district) |  |
| Delivery (each district) |  |
| Impersonation | Use the dropdown menu next to the username on the right side in the top menu bar of the application |

**Other features**

|  |  |
| --- | --- |
| Discounts | Access via top menu  Discounts can be applied in tiers   * Party Level – all transactions made by this party will have discount * Party and specific Title transaction – Title that are unpaid status can be assigned discount * Party and specific Tax transaction   Discount can be either $ or % |
| Service Fee Configuration | Access via top menu  Fee can be applied at the following levels   * Service * Service and classification type * Service and Subcategory * Service, Classification Type and Subcategory |
| Workflow Checklist | Top Menu  Workflow Checklist can be configured at different levels   * Workflow level – this checklist item will be shown in all the roles of the workflow * Role level – this checklist item will show anyone assigned to the role regardless of which workflow they use * Workflow / role level – this checklist item will show in the specific workflow to specific role |
| Tax Creation | Tax is created in the following scenarios (implied feature, no menu access except manual create tax button)   * When a vehicle is registered the tax is automatically created. The tax data is based on the registration date selected by the user in the title registration workflow wizard * Tax is automatically created at the end of each quarter * User can manually create tax by navigating to the specific vehicle and click on create tax button in the tax tab |
| Tax payment | Party must pay for all unpaid tax of previous quarters |
| Title delivery | A title pdf is printed on a title document as final delivery. The pdf generated should be aligned to print on the title document |
| Tax delivery | A sticker is delivered to the party in the delivery stage. The sticker number is mandatory and must be assigned to the tax transaction |
| Claim / Release | Users can claim items in the district / region they belong to and in their role group  Users can release the items claimed by them |

**Business Rules**

**Title Registration**

* A party cannot do title registration on a vehicle that already has title, should use transfer service
* A party cannot do title registration on a vehicle where title registration is in progress
* A party cannot do title registration on a vehicle they already own
* A party can choose the delivery location of the title document. By default, the user location will be chosen as the delivery location

**Tax Collection**

* Tax collection is possible only for vehicles that are registered
* Party must pay all open tax invoices