

AIP MICRO SITE FOR AGM

Scope of the work:

To design a micro website for AIP that will allow its members to:

1. Log-in using either their Facebook, Twitter or Google accounts or register on the site.
2. View and download documents
3. Comment on documents and ask for clarity
4. Vote for a representative in their respective provinces.

LOG-IN PROCESS

The log-in page will allow users to use either their Google, Facebook or Twitter accounts. If none of these are available, they can fill in the online registration form. This page will pull some detail from the various social networking sites and ask users to fill in missing information such as email addresses and province.

The site will then send the information to AIP's secretariat for confirmation. Once the confirmation is done (and any other missing information supplied), the user is allowed to access the AIP site.

VIEW AND DOWNLOAD DOCUMENTS

The site will display all the documents uploaded by AIP's secretariat in pre-determined categories. Users will be able to click on the documents and leave an online comment. They can download the files onto their own computers.

The system will allow for categories which can be limited to certain groups of users. I.e. the AIP Board members will be able to view documents that the general members cannot see. This is fully controlled from the back-end, meaning that the AIP secretariat can create categories and allocate users to categories. This is necessary, because such permissions also get linked to the various polls.

COMMENT ON DOCUMENTS

The site will allow users to leave comments on documents. A user will only need to click on a document, which will open up a dialogue box on the right that displays a download button and all the comments. If a poll is attached to a document, the poll will then also become visible.

VOTING PROCESS

AIP's secretariat will have to set up the candidates in each province. The nomination process will have to be via email with a deadline preferably a week prior to the AGM.

Each member will be allocated to a province/category and depending on this allocation, the users will see a list of candidates for which they can vote.