RIMES · ISO 2026

User Manual
System Management

Usage guide for all roles — Admin · Manager · User

System version: ISO 2026 (v2026.1)

Prepared on: July 21, 2026 (2026-07-21)

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1 System Overview

RIMES System Management is a web application for registering and managing every software system that RIMES develops or maintains, following the **ISO 2026** registration standard. Each registered system carries three groups of information:

- **Form A — System Profile:** general information, description, coverage area, technology stack, source code, and ownership
- **Form B — Documentation:** supporting documentation, both the User Manual and the Technical Manual
- **Form C — IP & Declarations:** intellectual property status and the submitter's / team lead's declarations

Beyond registering systems, the application also provides a **chapter-based manual writer with PDF export**, and an **auditor assignment** mechanism so reviewers can read and approve each system's documentation without ever leaving the web app.

> **User groups**
>
> Every account is tied to one of three roles: **Admin** **Manager** and **User** — the exact permissions for each role are covered in Chapter 3.

2 Signing In and Registering an Account

2.1 Signing in (Login)

Opening the application shows the **"RIMES System Login"** page. Enter:

1. Your `Email Address` — must belong to an existing account (e.g. `name@rimes.int`)
2. Your `Password`
3. Click `Login`

If the email or password is wrong, the system shows "Invalid email or password." — re-enter your details and try again.

> **Please note**
>
> The `Remember me` checkbox and the `Forgot password?` link shown on the Login page **are not functional yet** in the current version — there is no password-reset flow. If you forget your password, contact an Administrator, who will need to create a new account for you or otherwise assist.

2.2 Registering a new account (Register)

Anyone can self-register on the `Register` page (the "Don't have an account? Register Now" link on the Login page, or the `Register` button at the top-right of the menu) by entering:

- `First Name`, `Last Name`
- `Email` — must not already be registered (the system shows "That email is already registered." if it is)
- `Password`, `Confirm Password`

Accounts created this way always start with the **User** role. If Manager or Admin access is needed, an Administrator must change the role afterwards (see Chapter 10).

2.3 Signing out (Logout)

Click your name (top-right) to open the menu, then select `Logout`.

3 User Roles and Permissions

There are three roles, which determine what each user can see and do:

- **Admin** — full administrator. Can see and manage every system and every user account.
- **Manager** — manages their own systems and can help administer auditors on any system, but cannot delete systems or manage user accounts.
- **User** — a regular user. Can only manage systems they own.

Permission	Admin	Manager	User (owner)	User (non-owner)
View all systems on the dashboard	✓	✓	✓	✓
Filter the dashboard by owner	✓	×	×	×
Create a new system	✓	✓	✓	✓
Assign / reassign a system's owner	✓	×	×	—
Edit a system's information	**Any system**	**Own only**	**Own only**	×
Delete a system	**Any system**	**× (never allowed)**	**Own only**	×
Add / remove co-owners	✓	×	×	×
Add / remove auditors	✓	✓	×	×
Access the User Management page (/users)	✓	×	×	×
Edit / approve documentation as an assigned auditor	—	—	—	**Assigned systems only**

Important notes

A regular User who does not own a system can still **view** every system on the dashboard — they simply cannot edit or delete it. Also, **a system's owner can never be assigned as an auditor of their own system** (the system blocks this with "The owner cannot audit their own system.").

4 Main Navigation

Once signed in, the top navigation bar ("RIMES Systems") shows:

- `Dashboard` — return to the full system list (System Registry)
- `New System` — start registering a new system
- `Tasks` — documentation review work assigned to you, with an **amber badge** showing the number of systems still awaiting your review (if any) — see Chapter 9
- `Users` — Admin accounts only, marked with a blue "Admin" pill — opens the user management page

The top-right corner shows the current user's name; click it to open a menu showing your email and role, plus a `Logout` link.

> Note: the navigation bar hides automatically on small screens (mobile), and there is currently no hamburger menu fallback — using the app on a desktop or wide tablet screen is recommended.

5 Dashboard (System Registry)

The first page after login is **"System Registry"**, a table of every registered system (excluding automatic drafts that were never saved), with columns:

- **System Name** — the system's name, with a truncated description
- **URL** — the system's first domain URL (opens in a new tab)
- **Status** — the current status, color-coded (e.g. Active, Deprecated)
- **Primary Owner** — the primary owner's name and role
- **Actions** — `Edit` + `Delete` (for owners/admins) or `View` (for everyone else)

Only Admin accounts see the `Filter by Owner` dropdown, letting them narrow the list to one owner's systems (with a `Clear` link to reset the filter).

Click `+ New System` in the top-right corner to start registering a new system (see Chapter 6).

6 Registering / Editing a System

The registration/edit page is titled **"RIMES ISO 2026 — System Registration"** (form version v2026.1) and is split into three tabs:

- **A — System Profile** general information about the system
- **B — Documentation** the system's supporting documentation (embedded directly in this tab)
- **C — IP & Declarations** intellectual property and declarations

If any tab has missing or invalid data, the system shows a **red dot** on the affected tab and automatically switches to it when you try to save.

6.1 Tab A — System Profile

Divided into six subsections (A.1–A.6):

A.1 System Identification

Field	Description
`System Name` **required**	The system's name, up to 200 characters
`System ID`	Format RIMES-XXX-01. Auto-generated from the name if left blank.
`Domain / URLs`	Comma-separated if there is more than one
`System Type` **required**	Choose from: Web Application, Desktop Application, Mobile Application, API / Microservice, Data Pipeline, GIS / Mapping Platform, Decision Support System, Early Warning System, Monitoring & Dashboard System, Research / Simulation Platform, Other
`Current Status` **required**	Active, Under Development, Beta / Testing, On Hold, Deprecated, Decommissioned

If System Type is set to "Other", a `System Type — describe` field appears for a free-text description.

A.2 System Description

Field	Description
`System Summary` **required**	

	2–4 sentences: purpose, key capabilities, intended impact (30–1500 characters)
`Primary User Groups` **required**	e.g. "National Meteorological Agencies, DRR Officers"

A.3 Coverage & Funding

Field	Description
`Implementing Countries` **required**	Comma-separated list of countries
`Geographic Coverage` **required**	Global, Regional (South Asia / Southeast Asia / South & Southeast Asia / Indian Ocean / Pacific / Multi-region), National, Sub-national, Other
`Donor Project / Programme`, `Funding Agency / Grant Reference`	Funding source details (optional)

A.4 Technical Stack

Field	Description
`Programming Languages` **required**	Comma-separated
`Frameworks / Libraries`, `Databases / Storage Systems`, `Hosting / Server`	Optional
`Year First Deployed`	A year between 1990 and 2099
`External Dependencies`	One per line, format "Name — Version — License"

A.5 Source Code

Field	Description
`Repository URL`, `Repository Type`	GitLab, GitHub, Bitbucket, SVN, Local / Network Drive, Not Applicable
`Code Transfer Status`	Fully Transferred to RIMES, Partially Transferred, Not Yet Transferred, Not Applicable
`Repository access is restricted…`	Check this box if credentials or a VPN are required to access the repository

A.6 Maintenance Ownership

Presented as three cards:

- **Developer** — choose the `Developer Owner` **required** (regular users can only choose themselves; Admins can choose anyone), plus Title, Unit/Division, Phone
- **Backup / Secondary Owner** — name, email, unit, phone (optional)
- **Outsourced Vendor** (if applicable) — vendor name, email, phone, contract reference, contract expiry date

6.2 Tab B — Documentation

This tab embeds the system's documentation overview directly in the page, so users can write the User Manual and the Technical Manual without leaving the registration form — full instructions are in Chapter 8.

> The system silently creates a temporary "auto-draft" system in the background before the form is ever saved, so that Tab B is usable immediately from the New System page — no extra action is needed; just open Tab B.

6.3 Tab C — IP & Declarations

C.1 Intellectual Property

Field	Description
`Development Type`	In-house (RIMES staff only), Outsourced, Jointly Developed, Open-source Adaptation, Other
`IP Ownership Status`	Clearly Owned by RIMES, Partially Unclear — Under Review, Needs Legal Review
`Open-Source Components`	Shown when Development Type is "Open-source Adaptation" — one per line, format "ComponentName | License Type (e.g. MIT)"
`Copyright Notice`	e.g. "© 2026 RIMES. All rights reserved."

C.2 Declarations **both required**

Consists of a **Submitter Declaration** and a **Team Lead / Supervisor Declaration**. Each section requires:

- `Full Name`, `Job Title`, `Email`
- `Date Signed` (format YYYY-MM-DD)

- `Digital Signature Reference` (optional)
- A confirmation checkbox: "I confirm the information is accurate and accept RIMES IP and copyright policy."

Saving

At the bottom of the form, a `Submission Status` dropdown (Draft, Submitted, Under Review, Approved, Rejected, Needs Revision) lets you set the submission's status. Click `Save Registration` to save, or `Cancel` to discard changes — on the edit page there is also a `Documentation` link that opens the full-screen documentation manager.

7 System Detail Page

Click any system name from the dashboard (or its `View` link) to open the detail page, which shows all of the system's information in an easy-to-read layout, along with a ring showing **% documentation coverage** and various status badges at the top.

7.1 Action bar

Users with edit rights (owner/Admin) see:

- `Documentation` — opens the full-screen documentation overview
- `Edit` — edit the system's information
- `Delete` — delete the system (with a confirmation dialog: "Permanently delete this system? This cannot be undone.") **Managers never have access to this button, even for systems they own**

7.2 Detail page tabs

- **A — System Profile** visible to everyone (some technical fields, such as Technical Stack / Source Code, are shown only to users with edit rights)
- **B — Documentation** visible only to users with edit rights, or to an assigned auditor
- **C — IP & Declarations** visible only to users with edit rights

7.3 Co-owners

Lists everyone who co-manages the system in addition to the primary owner — **only an Admin** can add or remove co-owners, via a user dropdown plus an `Add Co-owner` button, with a `Remove` button on each row.

7.4 Auditors / Reviewers

Lists everyone assigned to review the system's documentation, along with a total count — **Admins and Managers** can add or remove auditors via a user dropdown plus an `Add Auditor` button (the system's own owner is excluded from the list of choices). If no auditors are assigned, the section shows "No auditors assigned."

8 System Documentation (Manuals)

Every system has two chapter-based documents to write: a **User Manual** and a **Technical Manual**. Both are reached via the `Documentation` button, or Tab B, on the New/Edit System page and on the System Detail page.

8.1 Default chapters

The first time a manual is opened, the system seeds it with default chapters (which can later be edited, added to, removed, reordered, or re-flagged):

User Manual	Technical Manual
1. Introduction **required**	1. Introduction & Scope **required**
2. System Overview **required**	2. System Architecture **required**
3. Getting Started / Installation & Access **required**	3. Technology Stack & Dependencies **required**
4. User Roles & Permissions **optional**	4. Environment Setup & Installation **required**
5. Features & How-To Guides **required**	5. Configuration Reference **required**
6. Configuration & Settings **optional**	6. Database Schema **optional**
7. Troubleshooting & FAQ **optional**	7. API Reference **optional**
8. Glossary **optional**	8. Security & Access Control **optional**
9. Support & Contact **required**	9. Deployment & CI/CD **optional**
	10. Backup & Recovery **optional**
	11. Monitoring & Logging **optional**
	12. Maintenance & Troubleshooting **required**
	13. Appendix / References **optional**

8.2 Writing content in the editor

1. Open the system's Documentation page and click `Edit` on the manual you want (only the system owner can edit the original directly)

2. Choose a chapter from the list on the left; its content appears in the rich-text editor on the right
3. Type and format content as usual (bold, lists, headings, tables, inline images) — the system **autosaves** about 1.5 seconds after you stop typing, and saves again whenever you switch chapters or leave the page (a "Saving…" / "Saved" indicator appears at the top)
4. Insert images via the toolbar's image button — files are uploaded and stored by the system, and can be resized using the handle at the corner of the image
5. Add a new chapter with the `Add chapter` button, or reorder chapters with the up/down arrow buttons (drag-and-drop reordering is not supported)
6. Check the `Required` box in a chapter's header to mark it as required before a PDF can be generated

> Deleting a chapter always requires confirmation, and **the last remaining chapter in a manual cannot be deleted** (the system warns "A manual needs at least one chapter.").

8.3 Review by auditors (reviewer mode)

Anyone assigned as an **auditor** on a system can open its manuals to read them, and can **edit their own revision without overwriting the original** — the editor shows a "Reviewer mode" banner in this case, and the system owner later decides whose version is used when generating the final PDF. Users with no edit access at all see "Read-only — only the system owner can edit this documentation."

8.4 Comments

Each chapter has its own comment thread (click `Comments` to expand or collapse it), used for owners and auditors to discuss suggested changes — the chapter owner or the comment's author can mark it resolved, while deleting a comment is only possible for its original author.

8.5 Completeness and generating a PDF

A manual is considered **"Ready"** once every chapter flagged Required has content (i.e. is not empty). The overview page shows a progress bar ("Required chapters complete X/Y") and lists any remaining empty required chapters under "Still needed." The `Generate PDF` button is only clickable once the manual is complete; otherwise it appears greyed out with the tooltip "Complete all required chapters first."

8.6 Auditor approval status

Each manual's overview shows **"Approved by X of Y auditor(s)"** along with the names of those who have approved it, or "No auditors assigned" if none are assigned. An assigned auditor sees an `Approve` button (enabled only once the manual is complete) and a `Revoke approval` button to withdraw a previous approval.

> **Important**
>
> Auditor approval is **informational only** — it has no effect on a manual's completeness (is_complete) or on the owner's ability to generate a PDF.

9 Auditors and the Tasks Page

Anyone assigned as an auditor on any system sees the `Tasks` menu item with an amber badge showing how many systems are still awaiting their review. Opening it shows the **"My Review Tasks"** page, split into two sections:

- **Pending review** — systems with at least one manual you have not yet approved
- **Completed** — systems where you have approved every manual

Each card shows the system's name, its owner, and a status pill per manual ("… — approved" or "… — awaiting review", with a "(content incomplete)" note when content is missing), plus `Open Documentation` and `View System` buttons. If you are not assigned as an auditor on any system, the page shows "No review tasks — You are not assigned as an auditor on any system."

10 User Management (Admin)

Reached via the `Users` menu — visible and usable by Admin accounts only.

10.1 User list

The **"User Management"** page shows the total number of users and a table with columns ID, Name, Last Name, Role, Login Email (or a "No account" badge if the user has no login credentials yet), and Actions (`Edit` / `Delete`).

10.2 Creating a new user

Click `+ Register User` to open the **"Register New User"** form. Enter First Name, Last Name, Role (User/Manager/Admin), and login credentials (Email, Password, Confirm Password), then click `Register User`.

10.3 Editing / deleting a user

The **"Edit User"** page only allows changing First Name, Last Name, and Role (there is no way to change a user's email or reset their password from this page). The `Delete` button removes a user immediately after confirmation — **you cannot delete your own account**.

11 Known Limitations and FAQ

11.1 Current limitations

Password reset is not supported

The "Forgot password?" link on the Login page is not wired up to anything. If you forget your password, an Administrator will need to help (though the current version of the User Management page also has no direct way to reset a password — a new account may need to be created instead).

"Remember me" has no effect

Checking this box on the Login page does not extend how long you stay signed in.

No personal profile page, and no dark theme

Right now, your own account details (name/email/role) can only be viewed from the menu in the top-right corner. The entire interface uses a fixed light theme; there is no dark-mode toggle.

11.2 Frequently asked questions

Q: Why doesn't the Delete button show up on my own system?

A: If your account has the Manager role, the system always disables deleting systems, whether or not you own them. Contact an Admin to delete it for you.

Q: Why don't Tab B (Documentation) and Tab C (IP & Declarations) appear on the system detail page?

A: Tab C is visible only to users who can edit the system (owner/Admin). Tab B is visible only to users who can edit the system, or to anyone assigned as an auditor for that system.

Q: I can't click Generate PDF — what do I need to do?

A: Every chapter marked "Required" must have content first. Check the "Still needed" list on the documentation overview page.

Q: I can't add an auditor — why?

A: Only Admin or Manager accounts can add or remove auditors, and a system's owner cannot be selected as an auditor for their own system.

12 Appendix: The 25 Documentation Items (Form B)

The 25 documentation items the system uses to calculate each system's "% documentation complete" (shown on the registration page), grouped into four sections:

B.1 User-Facing Documentation

Document	Status
User Manual	**required**
Quick Start Guide	**required**
UI Walkthrough / Screenshots Guide	**required**
FAQ Document	**required**
Training Materials / Slides	**required**
Training Videos / Screencasts	**required**

B.2 Technical & Administrative Documentation

Document	Status
System Administration Manual	**required**
Installation / Deployment Manual	**required**
System Architecture Document	**required**
Database Schema / ERD	**required**
Configuration Guide	**required**
Operations & Maintenance (O&M) Manual	**required**
Troubleshooting Guide	**required**
Security Guide / Hardening Checklist	**required**
Backup & Recovery Procedure	**required**

B.3 API & Integration Documentation

Document	Status
API Reference / Swagger / OpenAPI Spec	**optional**
Authentication & Authorization Guide	**optional**
Integration Manual	**optional**
Data Feed / Exchange Specifications	**optional**
Change Log / Release Notes	**required**

B.4 Governance Documentation

Document	Status
System Ownership Record	**required**
User Access & Roles Matrix	**required**
Incident Response Plan	**required**
Release / Deployment Log	**required**
Vendor Contract Reference	**optional**

— End of user manual — Prepared from the application's actual behavior as of July 21, 2026. If screens or permissions change in the future, this manual should be updated to match.