



Teczo System Architecture

User Guide

V1.0

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1.0 Overview

Teczo.com values security. We employ reputable international data centers and OMCI Access Rights system to increase the security of our system. This manual will give you an overview of how the security system works and how it guards your data.

2.0 System Configuration

To access Teczo, it is only a computer, standard web browsers such as Internet Explorer or Firefox and an internet connection that will be needed.

All the data would be held in the server of Teczo.com which is located in a highly secured data center.

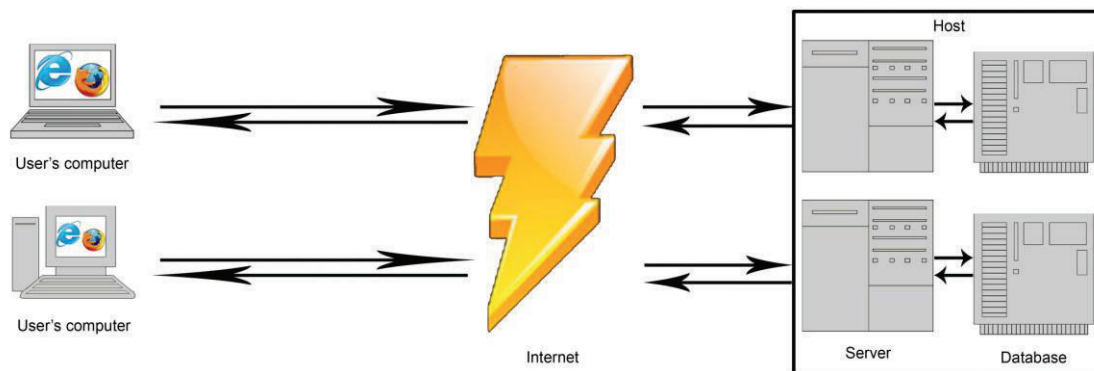


Figure 1: System Configurations

3.0 System Requirements

Web Browser Versions

- Microsoft Internet Explorer 7
- Microsoft Internet Explorer 8
- Mozilla Firefox 3

Monitor's Screen Resolution

Best viewed using 1024x768 and above.

4.0 OMCI Access Rights

We have implemented an **OMCI** system of access right control to ensure data security. OMCI stands for:

- O** – Organization
- M** – Module
- C** – Category
- I** – Individual

The tables below describe the user types in each OMCI level and their corresponding roles on Teczo platform.

4.1 Organizational Level

Type	Roles
Company Administrator	<ul style="list-style-type: none"> • Assigned by Teczo.com • Has access to System Administration module only • Maintains both System Administrators and Users accounts (add, edit or suspend accounts) • Sets module access rights for each account • Customize system settings
System Administrator	<ul style="list-style-type: none"> • Assigned by Company Administrator • Has administrative rights (read, write) over all the modules that the user's company has subscribed to • Has access to System Administration module • Add, edit or suspend user accounts • Sets module access rights for each account
First Level Member	<ul style="list-style-type: none"> • Assigned by System Administrators • A user can be added as a First Level Member of the module via the Data Maintenance section of the System Administration module. • The visibility settings (Show or Hide) of the users' names are also configured in this section • First Level Members are always included every time an item is initiated or created.

Table 1: Organizational Level

4.2 Module Level

Type	Roles
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Module Administrator	<ul style="list-style-type: none"> Assigned by System Administrators Has complete Administration rights (read and write) over all the items in the chosen module Admin rights are granted via the User Module Access section of System Administration module.
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Table 2: *Module Level*

Table 2.

4.3 Category Level

Type	Roles
Category Group	<ul style="list-style-type: none"> Assigned by System Administrators A user can be added to a Category Group in the Data Maintenance section of the System Administration module. A Category Group categorizes users with similar attributes (e.g. belong to the same department, product line, or geographical area). Category Group members are automatically selected in the Access Rights list when the category is chosen during creation of an item.

Table 3: *Category Level*

4.4 Individual Level

Type	Roles
Submitter	<ul style="list-style-type: none"> The user who posts the item, and has read and edit rights over the item. The Submitter cannot be changed once the item is created.
Initiator	<ul style="list-style-type: none"> Assigned by Submitter The user who creates the idea of the item, and has read and edit rights over the item The Initiator cannot be changed once the item is created.
Moderator	<ul style="list-style-type: none"> The user who assists in managing the item, and has read and edit rights over the item. The Moderator can be changed after the item is created.
Members	<ul style="list-style-type: none"> The Members of an item with Read-only access right to the module can view the item, but cannot post comments or edit the item. The Members of an item with Write access right to the module can view and post comments in the item. Only the Submitter, Initiator and Moderator are allowed to edit the item.

Table 4: *Individual Level*