

Citizen Tools Hub

User and Admin Manual

PHP/MySQL portal for registering, reviewing, and showcasing citizen-built tools.

System URL	http://127.0.0.1/cbt/index.php
Default username	admin
Default password	admin123
Database	citizen_tools_hub
Environment	XAMPP PHP and MySQL

1. System Overview

Citizen Tools Hub is a lightweight internal portal for employee-built tools. It is designed to encourage useful innovation while keeping ownership, risk, review status, and recognition visible.

Main goals

- Let employees register tools they built.
- Let IT/security quickly review tools when review is needed.
- Let leadership see, recognise, and support useful innovation.
- Keep the process simple enough that builders are encouraged to participate.

Current MVP pages

Page	Purpose
Dashboard	Shows totals, tier counts, review attention items, recent tools, and time saved.
Register Tool	Captures new tool details and routes Tier 2/Tier 3 tools for review.
My Tools	Lets builders search by name and view their own registered tools.
All Tools Register	Central searchable/filterable register.
Review Queue	Light IT/security review for shared, sensitive, or business-critical tools.
Tool Showcase	Internal gallery for useful tools and recognition notes.
Guidance & Rules	Plain-language rules for tiers, data use, and review expectations.

Important URLs

Area	URL
Dashboard	http://127.0.0.1/cbt/index.php
Login	http://127.0.0.1/cbt/login.php
Setup	http://127.0.0.1/cbt/setup.php
Register Tool	http://127.0.0.1/cbt/register.php
All Tools Register	http://127.0.0.1/cbt/tools.php

2. Setup and First Login

Prerequisites

- XAMPP Apache should be running.
- XAMPP MySQL should be running.
- Project folder should be located at D:\xampp\htdocs\cbt.
- Database connection settings are stored in config/database.php.

Run setup

Open the setup page and click Run Setup:

```
http://127.0.0.1/cbt/setup.php
```

The setup page creates or updates the citizen_tools_hub database, tables, lookup values, and default admin account.

Default login

Field	Value
Username	admin
Password	admin123

After first login, change the default password from Change Password.

Logout

Use the Logout link in the top-right user menu.

Change password

- Login to the portal.
- Click Change Password in the top-right user menu.
- Enter current password, new password, and confirmation.
- Password must be at least 8 characters.

Forgot password

The MVP does not send email yet. The Forgot Password page generates a local reset link on screen. In production, this should be connected to SMTP or the organisation's mail service.

3. Using the Portal

Dashboard

- Use dashboard cards to see total tools, Tier 1/2/3 counts, pending reviews, retired tools, and estimated time saved.
- Use Tools by Department and Tools by Tier to understand adoption.
- Use Tools Needing Attention to identify overdue reviews, Tier 3 support needs, and pending checks.

Register Tool

Use Register Tool when an employee has built or shared a tool that should be visible in the hub.

Field group	What to enter
Basic details	Tool name, builder, owner, department, and purpose/problem solved.
Classification	Platform, AI use, audience, data category, sensitive data, tier, status, and risk.
Risk and checks	IT/data check status, next review due, and time saved.
Links and notes	Documentation, demo link, support notes, recognition notes, and comments.

If the tier field is left on auto-suggest, the system uses audience, data category, sensitive data, and failure impact to suggest Tier 1, Tier 2, or Tier 3.

My Tools

- Enter a builder name to find tools created by that person.
- Review tool tier, status, owner, next review date, and review status.
- Use this page as the builder's personal view until full user ownership is added.

All Tools Register

- Search by tool name, tool code, builder, or owner.
- Filter by department, tier, status, risk, and IT/data check status.
- Use this page as the main operational register.

4. Review and Showcase Workflow

Review Queue

The Review Queue is for IT/security/developer review. Tools appear here when they are pending review, Tier 3, or involve sensitive data.

Decision	Effect
Approved	Sets IT/data check status to Completed.
Needs Changes	Keeps IT/data check status as Pending.
Escalate	Keeps status Pending and changes tier to Tier 3 - Business-Critical.

Review checklist

- Is the platform approved?
- What data is used?
- Any sensitive/customer/employee data?
- Is access controlled?
- Is human review required?
- Is documentation enough?
- Does it need developer support?

Tool Showcase

- Use Showcase to recognise useful tools and their builders.
- Active or pilot tools can be submitted for showcase.
- Showcase entries display builder, department, problem solved, benefit, demo link, and recognition notes.
- This keeps the portal positive and innovation-focused, not only compliance-focused.

Review status logic

Condition	Review status
No next review date	No review date
Next review date before today	Overdue
Next review date within 30 days	Due soon
Next review date more than 30 days away	On track

5. Admin and Technical Notes

Database

Default database name: citizen_tools_hub

Table	Purpose
users	Login accounts, roles, password hashes, and reset tokens.
departments	Department dropdown values.
lookup_values	Controlled dropdown values for tier, status, platform, risk, and checks.
tools	Main citizen-built tools register.
tool_reviews	Review history structure for future review tracking.
it_data_checks	IT/data review decisions and notes.
audit_logs	Audit logging structure for future change history.

Important project files

File/folder	Purpose
config/database.php	Database connection settings.
database/schema.sql	Database schema and seed data.
app/helpers/auth.php	Login, logout, password change, and reset helpers.
app/helpers/tools.php	Lookup values, tier suggestion, review status, and dashboard metrics.
public/	Main implementation pages.
root *.php files	Root-level entrypoints such as /cbit/index.php.

Current roles

- builder - can submit and update own tools in future role-based versions.
- business_owner - can own tools and participate in review.
- reviewer - can review IT/data checks.
- admin - full administrative account.

6. Troubleshooting

Issue	What to check
Page does not open	Confirm XAMPP Apache is running and the folder is D:\xampp\htdocs\cbt.
Database error	Confirm XAMPP MySQL is running and run <code>http://127.0.0.1/cbt/setup.php</code> .
Cannot login	Run setup again, then use username admin and password admin123.
Forgot password email not received	Email is not configured in the MVP. Use the local reset link shown on the Forgot Password page.
Styles missing	Confirm <code>/cbt/assets/styles.css</code> exists and imports <code>public/assets/styles.css</code> .
Need to change database credentials	Edit <code>config/database.php</code> .

Recommended next improvements

- Add real user management for creating builder, reviewer, and admin accounts.
- Add SMTP email for password reset links.
- Add edit/view pages for individual tools.
- Add audit history for field changes.
- Add CSV/Excel export from the register.
- Add attachments for documentation and screenshots.

Document version: MVP manual for the PHP/MySQL Citizen Tools Hub located at D:\xampp\htdocs\cbt.