Borderless Translations

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1/31/2023 | Taaffeite

Document Objectives

A brief overview of this document:

1. All Functional Requirements/Features described (how the app works)
   Core functionality will include:
   a. The app will allow users to register their accounts or login if they have already registered.
   b. Once logged in, an admin account will have access to an overview of clients, contractors, and projects. Admins will be able to add/edit/delete clients, contractors and projects as well as add various segments to individual projects.
   c. Admins will be able to click into each client, contractor, or project to see a detailed view with additional information. Admins can also change the status of contractors or projects.

   Stretch functionality will include:
   d. Contractors will be able to register/login and see the projects they are assigned as well as the status of each project. Contractors can change the status of the project or add a note for the admin as well.
   e. On the Contractor profile page, contractors will be able to adjust their contact information, their skill sets, as well as their rates.

   Additional stretch functionality may include:
   f. Clients will be able to login and view the status of their projects with BT.

2. Milestones and rough schedule:
   a. Team scope review - Feb 6th
   b. Scope complete - Feb 7th
   c. MVP complete - Feb 20st
   d. Documentation - Post-MVP
   e. Presentation run-thrus - TBD
   f. Presentation - Feb 27th

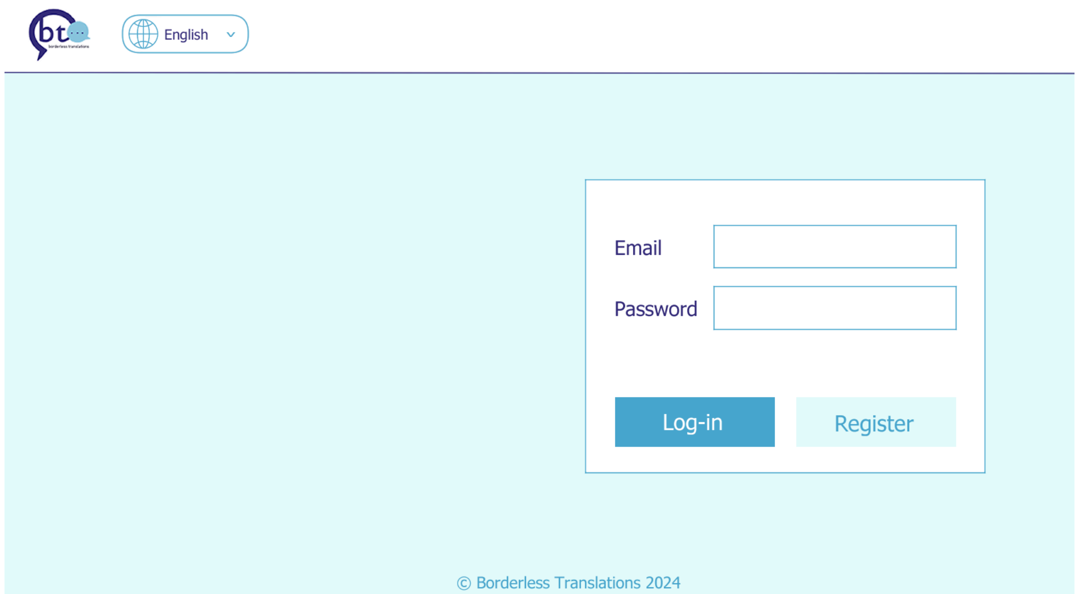
Application Overview

Borderless Translations is a multilingual linguistic agency that connects clients and their translation needs with translators around the world. Keeping track of the many moving pieces can sometimes be a logistical headache. One of the main issues managing multiple contractors on multiple projects can be ensuring that everyone has the same information at the same time. This app for Borderless Translations aims to solve that problem by providing a central point where contractors and admins can share project information. It will enable contractors the opportunity to quickly communicate the status of their projects and allow administrators the ability to assess and assign translators at a faster pace to reduce downtime and inefficiencies in getting projects up, out and completed.

Ultimately, this app is designed to give Borderless Translations admins and contractors a central communications hub so they can focus on what they do best without missed emails or miscommunication.

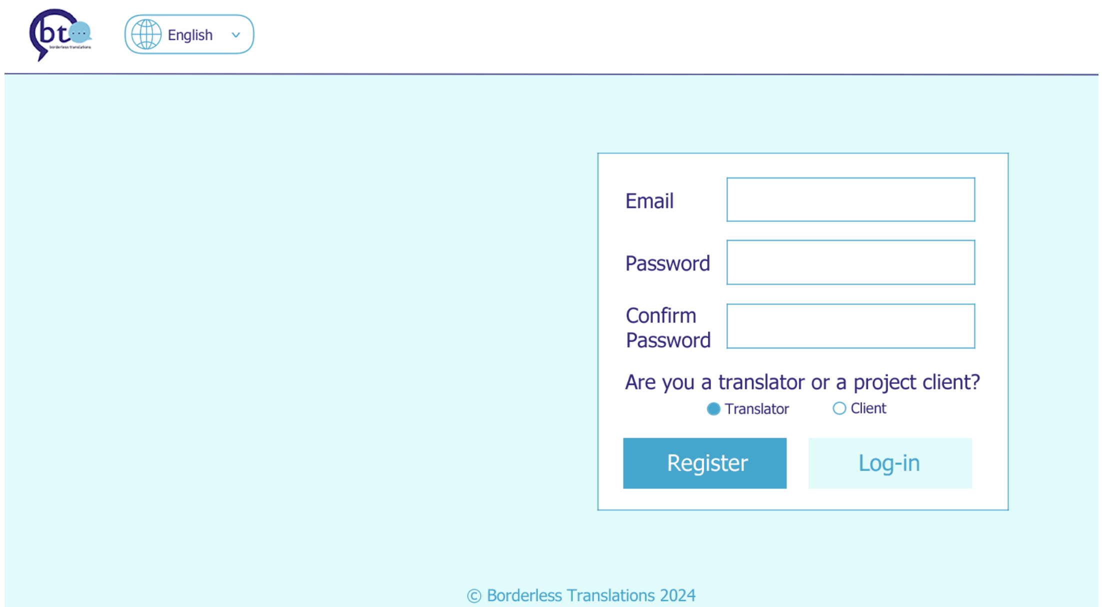
Functional Requirements

1.1 Log-in (Desktop)



Registered users will be able to log in to the application. The **Log-in** page will contain a link to the **Registration** page (no wireframe included). **Registration** will contain text inputs for username and password. The **Registration** page will also contain a button that navigates the user back to the **Log-in** screen and a button that will submit the form. After successful form submission, the user will automatically be logged in with the new account.

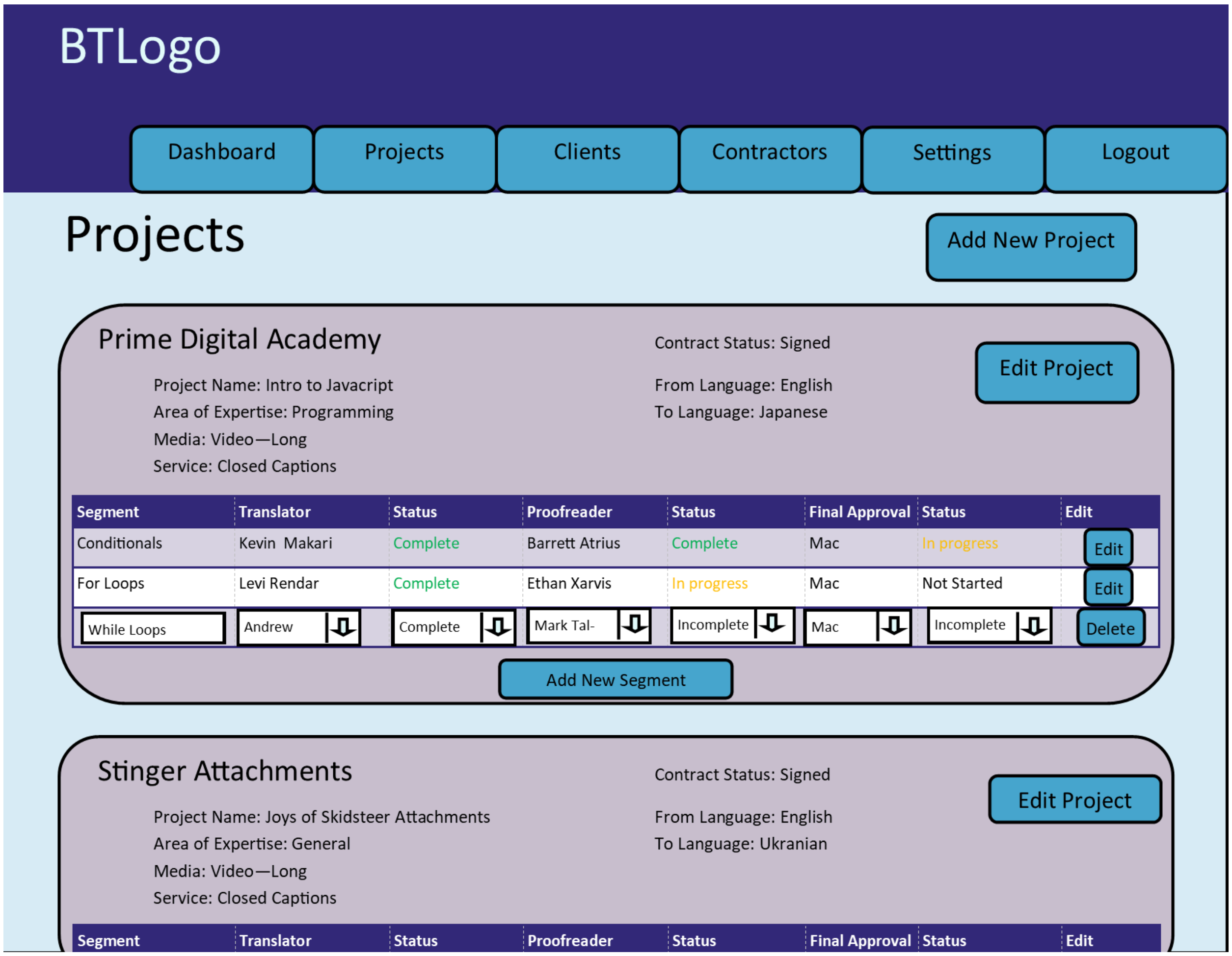
1.1 Register New User



Users can register themselves via this portal. Confer with client about qualifications, (password restrictions, invite code, etc)

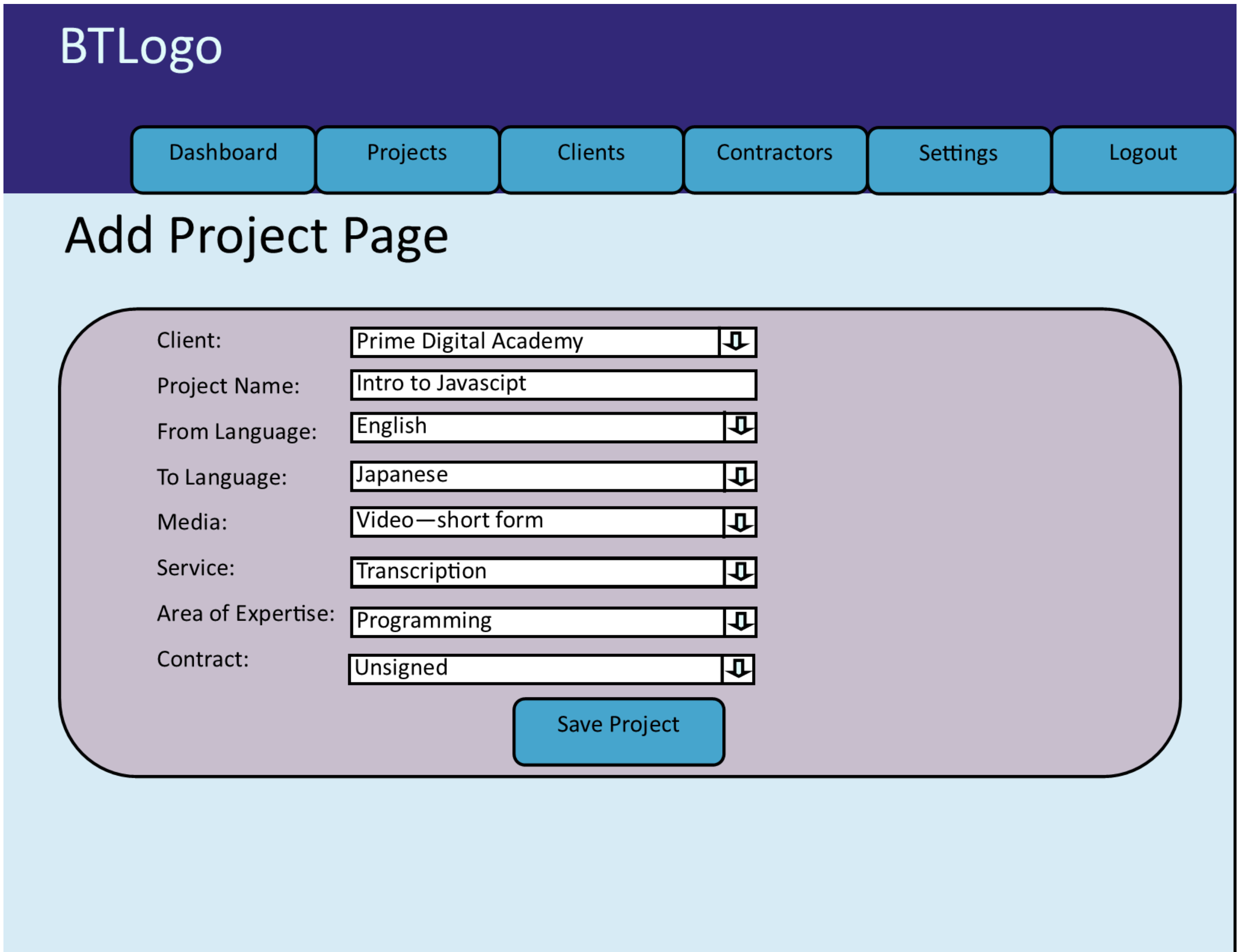
2.1 Project View (Admin)

The project view page will be the landing page for the Admin view will serve as the dashboard.



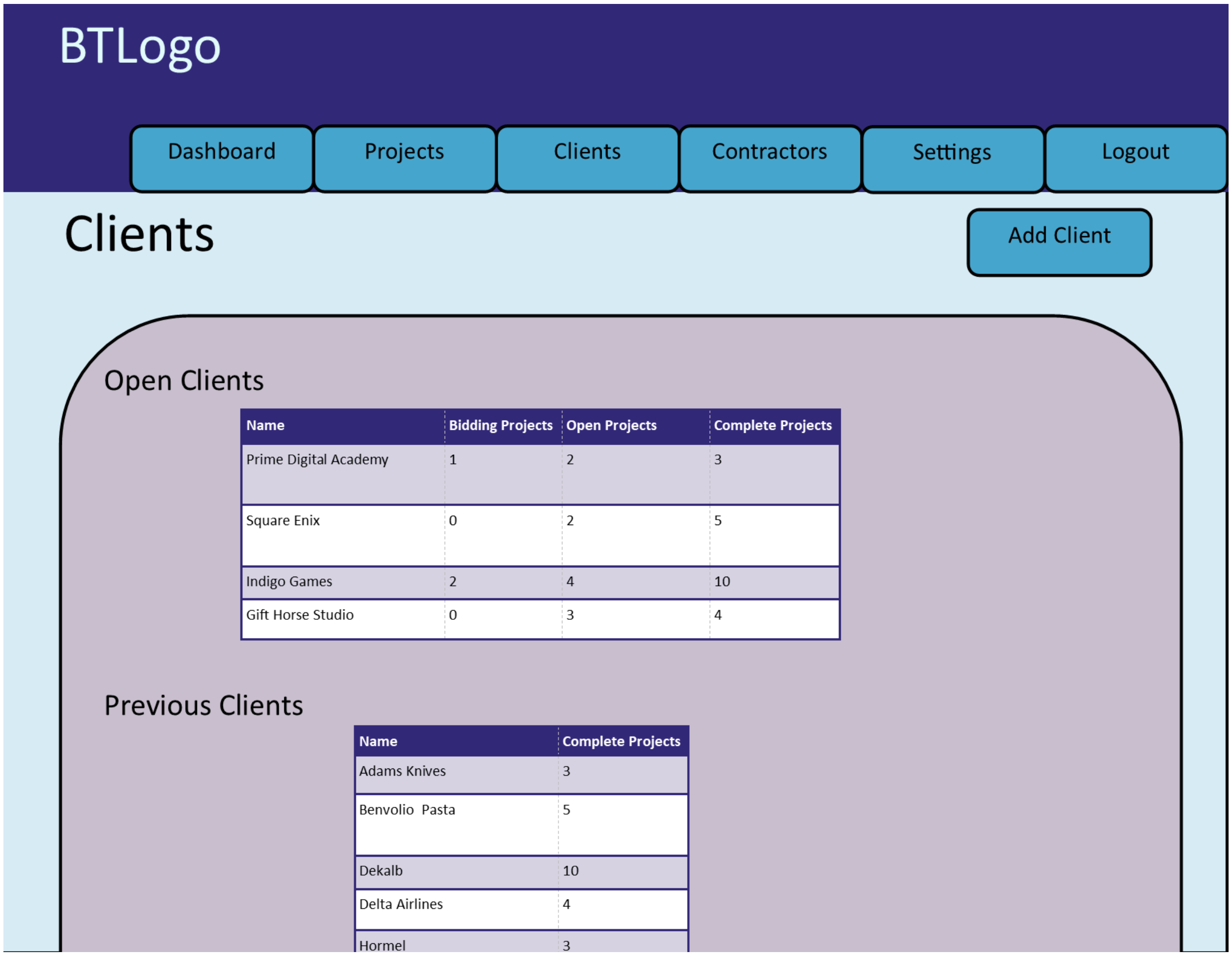
Add New project takes you to 3.2 with blank details
Edit project takes you to 3.2 with current details filled in
Add new segment will add a blank row
edit on the Segment will make fields editable like the 3rd row - While Loops
All projects will be on this page and scrolling down will display them.

2.2 Edit Project Details (Admin)



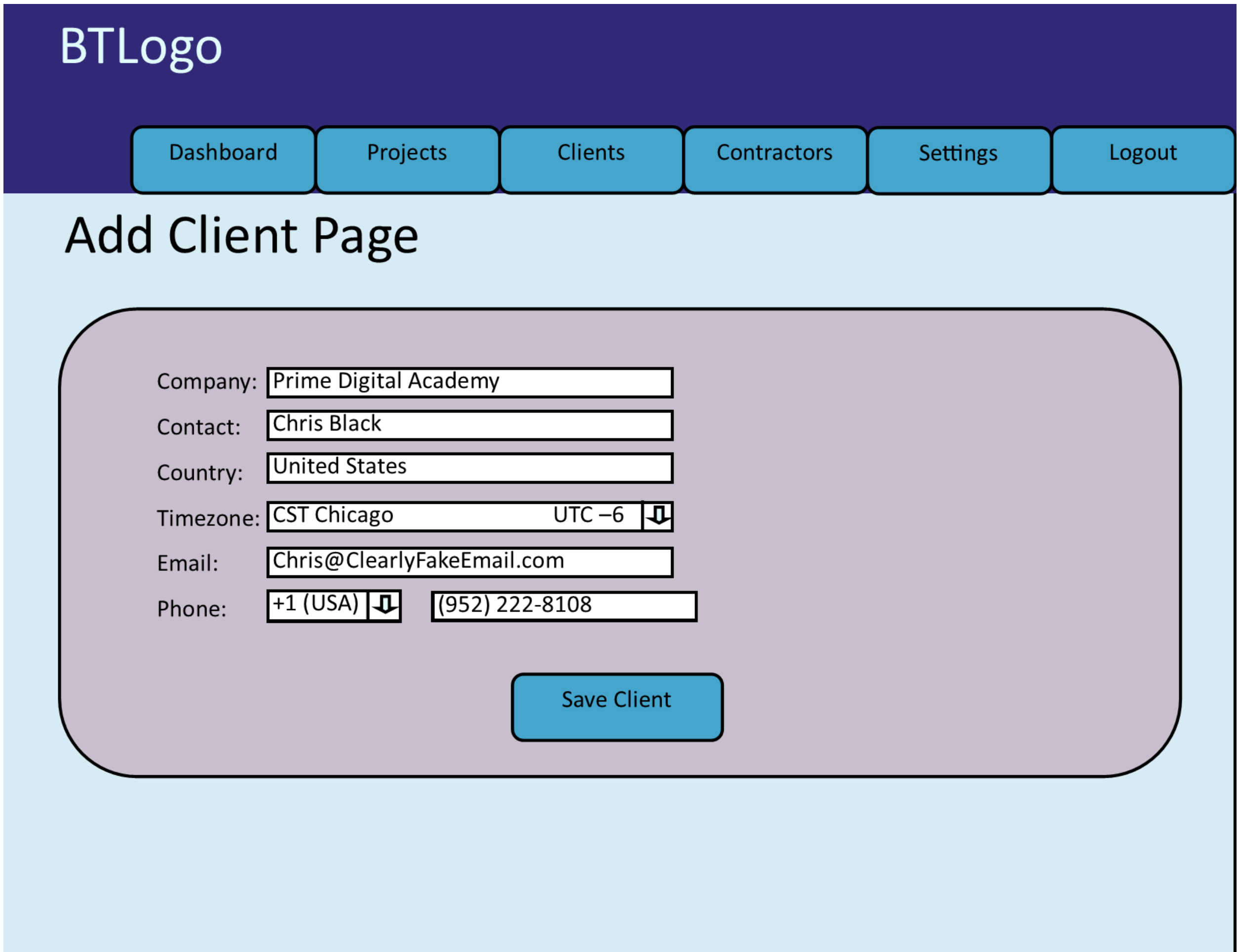
Arrow down indicates a drop down menu - populated from existing clients
Company will auto populate from current clients database
Language can be a static list or editable (stretch)

3.1 Clients View (Admin)



Overview of existing clients for tracking and invoicing purposes. Filter options by # of active projects, total number of projects, alphabetical. Clicking on the client allows you to edit the information.

3.2 Add/Edit Client Details (Admin)



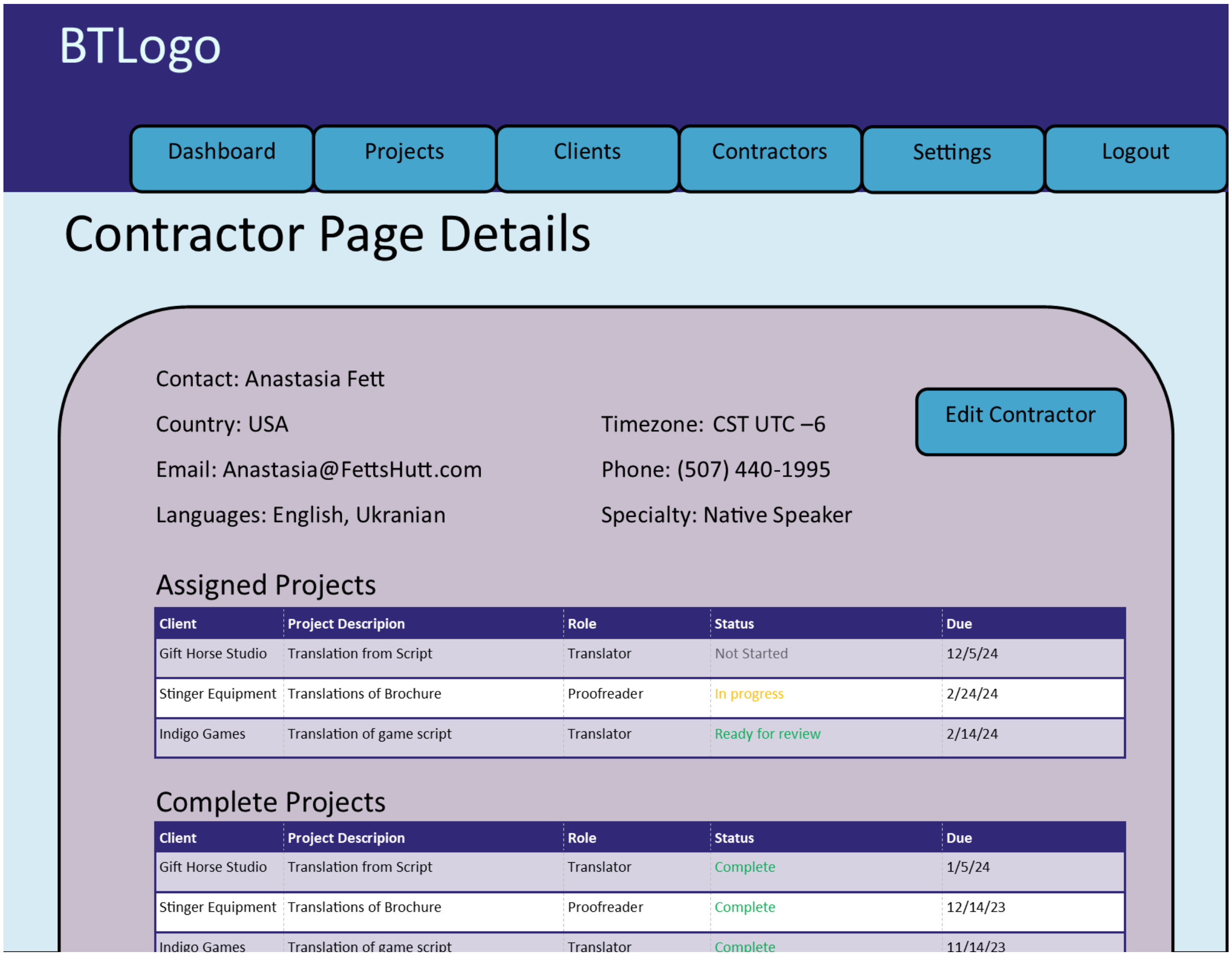
Add/Edit fields for clients. New client sends a post route to make a new client. Editing info sends a put to edit clients in the database.

4.1 Admin Contractor View

Name	Languages	Skill Set	Rates per word	Rates per Minute	Availability	
Robin Raabe	Japanese English Korean	Bikes	$0.10	$3.50	November 15, 2024	Edit
Juan Balbuena	Spanish English	Soccer	$0.11	$3.55	Available	Edit
Anastasia Fett	Ukranian English	Native	$0.15	$3.75	July 1, 2024	Edit
Luc Frenchmen	French English	Cooking	$0.20	$4.00	March 23, 2024	Edit
Allie Roberts	English German	Pharmacy	$0.12	$3.60	Available	Edit

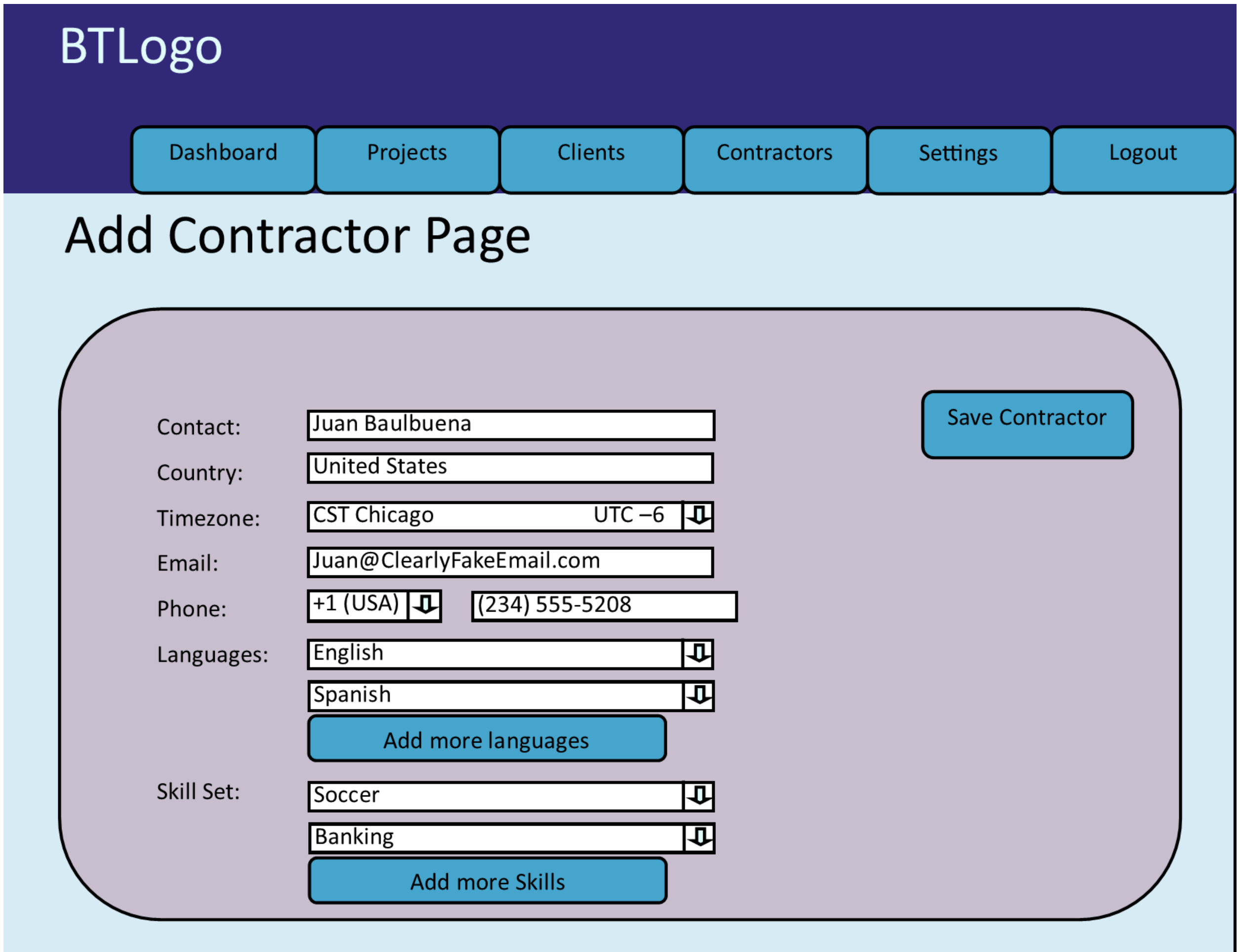
List of contractors, languages, skill sets, and rates. Can/do contractors take on multiple jobs? Ability to filter the list for a specific skill, language and sort by rate. Clicking on the contractor opens the contractor details view.

4.2 Admin Contractor Details View



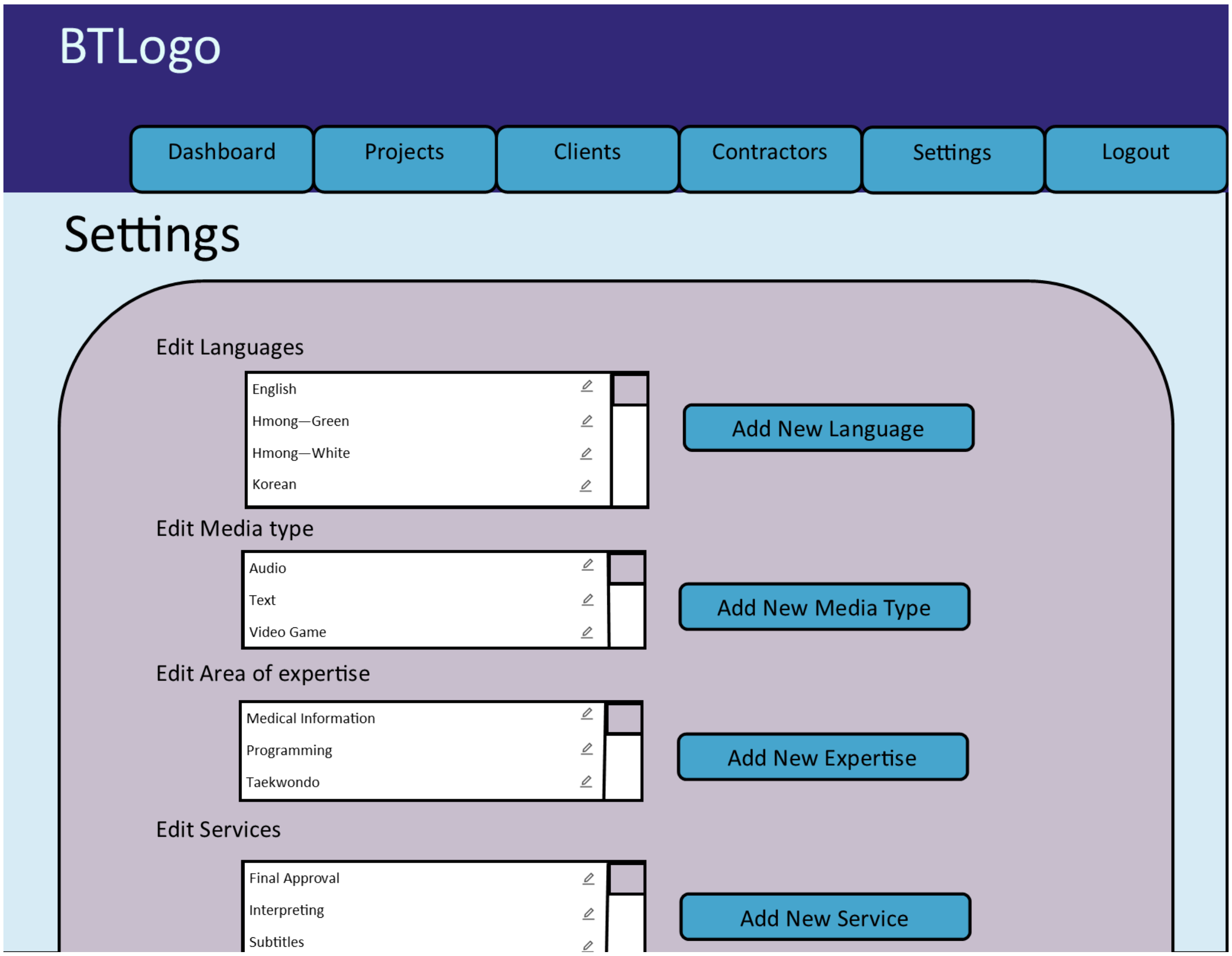
Full detail view of the specifics of the contractor as well as their project history. Assigned projects with a full history are listed below.

4.3 Add/Edit Contractor View



Edited from the contractor side of the site. The contractor can edit their info, skills, and rates. This is reflected on the admin side with immediately updated information on the contractor view. Do we want admins to change contractor info? Shouldn't this just be controlled on the contractor side?

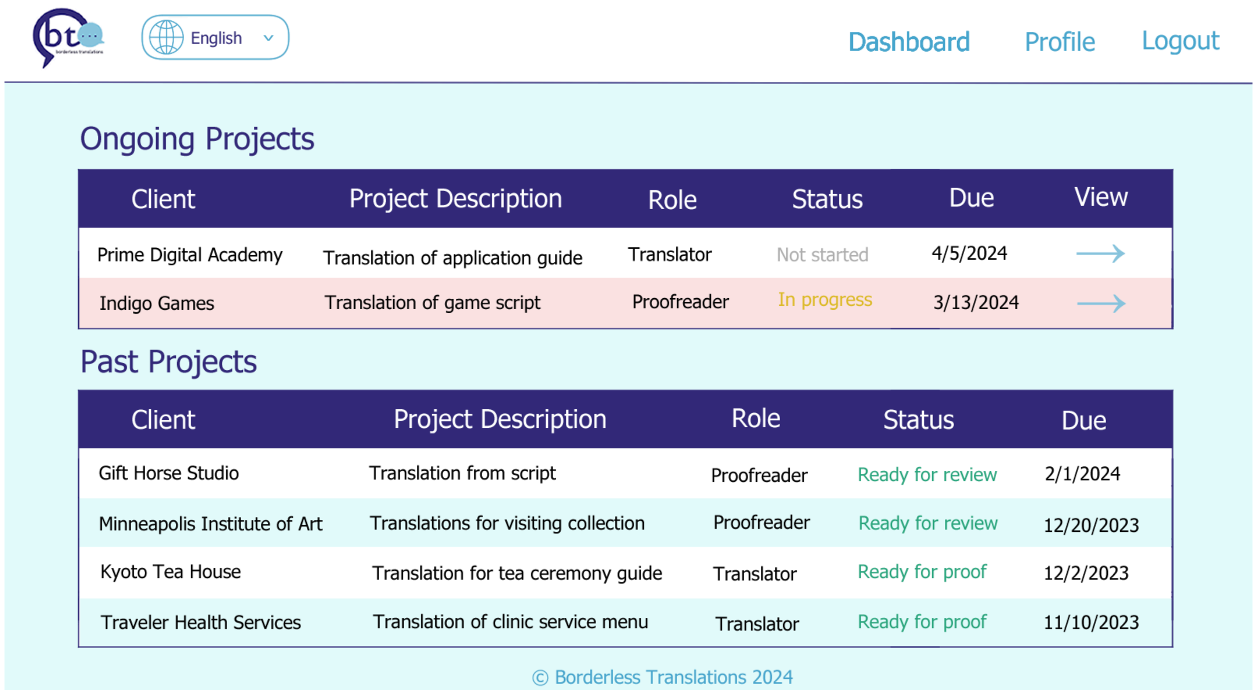
5.1 Settings



Each component will have a scrollable list with an edit button to adjust the field.

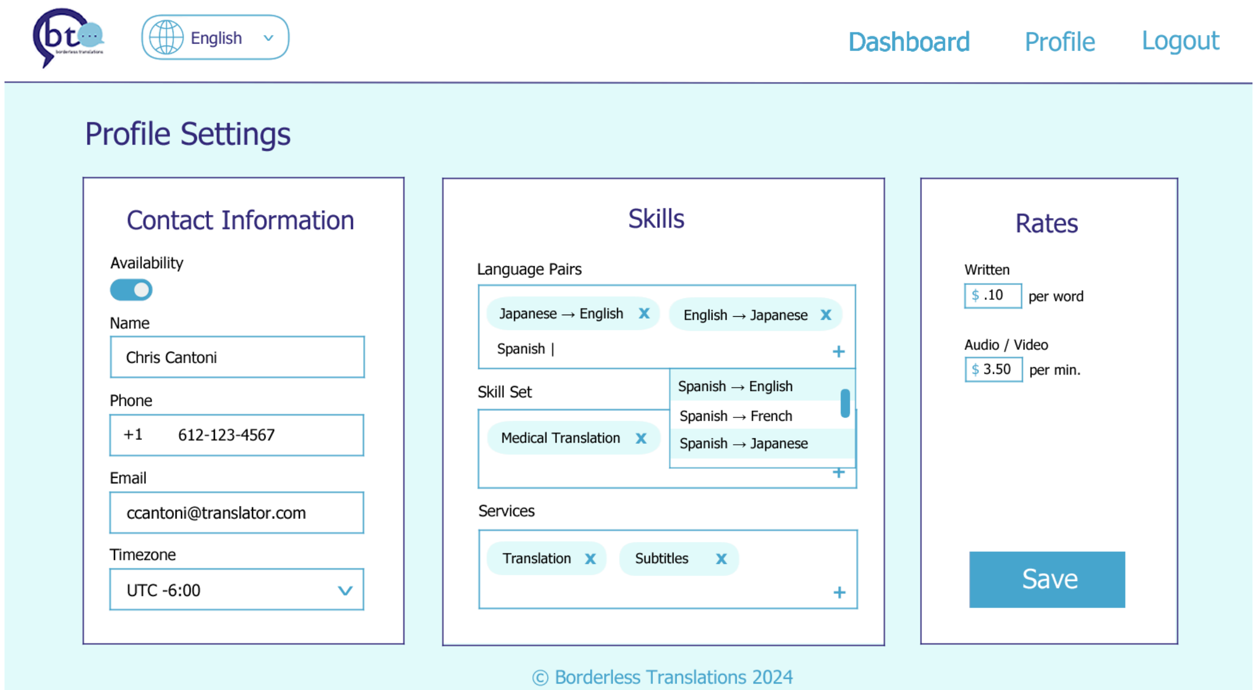
There will be a button to the right of the list for adding new elements to the list.

6 Contractor Dashboard (Contractor View)



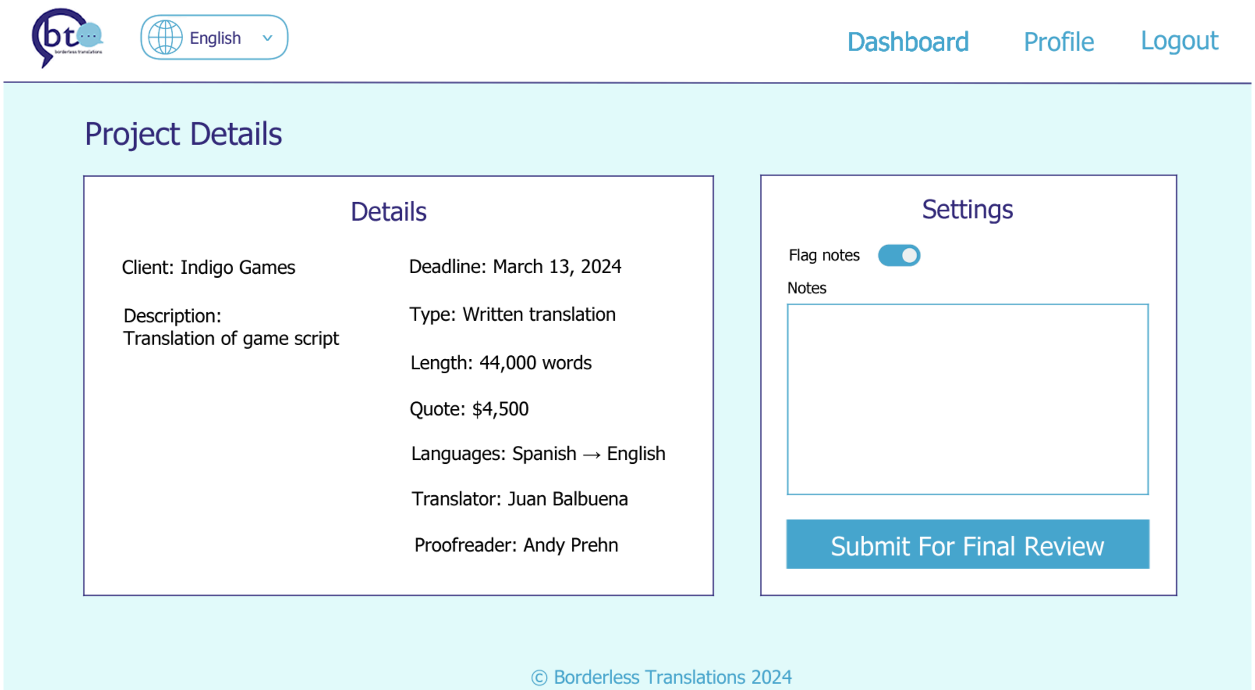
Home page on the contractor view. Shows all projects. The view is sorted so active projects are on top. The rest are sorted by due date/completed date. Selecting a project opens the project details page. Completed projects are in a separate table.

7 Contractor Profile Page (Contractor View)



The place where contractors can update their current info, services, and rates. Fields are pre-determined. Needs client input on skills/services to include on the list.

8 Project Details (Contractor View)



Overview of a project. An assigned contractor can update the status of a project, add comments, and possibly log hours?

3rd Party APIs - J

- Depending on invoicing stretch goal
    - Quickbooks
        - https://developer.intuit.com/app/developer/qbo/docs/api/accounting/most-commonly-used/account
        - Recording transaction in client books
    - Square
        - https://developer.squareup.com/reference/square/invoices-api
        - Sending invoice to the client
            - Needs client information for billing to be included in job creation
    - WISE for ACH

Project Milestones and Schedule - Juan

(Milestones are completed, working features from the above listing. Think carefully about the order you will need to build things and when you expect to be done with them. The purpose of this section is to consider the overall timeline and how much work really needs to get done. The Due Date is your best guess and may change.)

Milestone (Should match a Feature from Above)	**Hours Est.**	**Due Date**	**Base or Stretch**
1.1 Log-In/Registration Page	1-2 hours	2/14/24	Base
2.1 Dashboard	3-4 hours	2/14/24	Base
3.1 (Admin view) Display Current Projects and add Buttons (CRUD)	3-4 hours	2/14/24	Base
3.2 Add/Edit Project Page: Drop down menus	1-2 hours	2/14/24	Base
3.2 Add/Edit Project Page: Getting info from DB to appear when clicked on the “edit” button.	2-3 hours	2/14/24	Base
Projects will be displayed and will be able to add/edit projects.		2/14/24	Base
4.1 Getting Existing clients to appear	2-3 hours	2/14/24	Base
4.2 Add/Edit Page: Getting info from DB to appear when clicked on the “edit” button.	1-2 hours	2/14/24	Base
Clients will be displayed and will be able to add/edit clients.		2/14/24	Base
5.1 Display current contractors add ‘edit’ and ‘delete’ buttons (CRUD)	2-3 hours	2/14/24	Base
5.2 Details displayed of specific contractor	1-2 hours	2/14/24	Base
5.3 Add/Edit contractor info form (save button)	1-2 hours	2/14/24	Base
5.3 Admin and Contractor(only their own) will be able to edit their personal info	1-2 hours	2/14/24	Base
Contractors will be displayed and will be able to add/edit contractors.		2/14/24	Base

6 Display current contracts status (database info)	3-4 hours	2/20/24	Base
7 Contractor profile page (contact info, skills and rates cards) - have to figure out what information/categories borderless translations already has	3-4 hours	2/20/24	Base
8 Project details (contractor view): view details, leave comments and update current status of work.	3-4 hours	2/20/24	Base
Contractor will be able to sign in and edit their own info.		2/20/24	Base
4.1 Putting an ‘archive’ button instead of ‘delete’ button	2-3 hours	2/27/24	Stretch
5.1 Putting an available date to make it clear when contractors are available.	2-3 hours	2/27/24	Stretch
5.2 “Last logged in… “ appears so the admin knows whether to archive the contractor or not.	2-3 hours	2/27/24	Stretch

Unauthorized view

- Login
    - Email not username!
    - Password policy?
- Registration (as contractor)
    - Email confirmation?
- Registration (as client, STRETCH?)
    - Email confirmation?
- Forgot password???

Admin View

- Client Info Page
    - CRUD to database
- Dashboard for Projects
    - Separate bids / contract approved
        - Ability to edit to change contract status
    - (Stretch) Separate pages for proposed vs contracted projects

- New Project Page
    - Information - Scope, length, needs, type
    - Larger Project = multiple segments
    - Each segment has a translator/transcriber, proofreader, and final reviewer
    - Estimated rate based on chosen translator's rates (STRETCH)
- Contractor overview page (table of all contractors, sortable)
    - Row leads to Contractor Details Page
- Contractor details page (per contractor)
- (Stretch) Project price estimator
    - Adjust rates

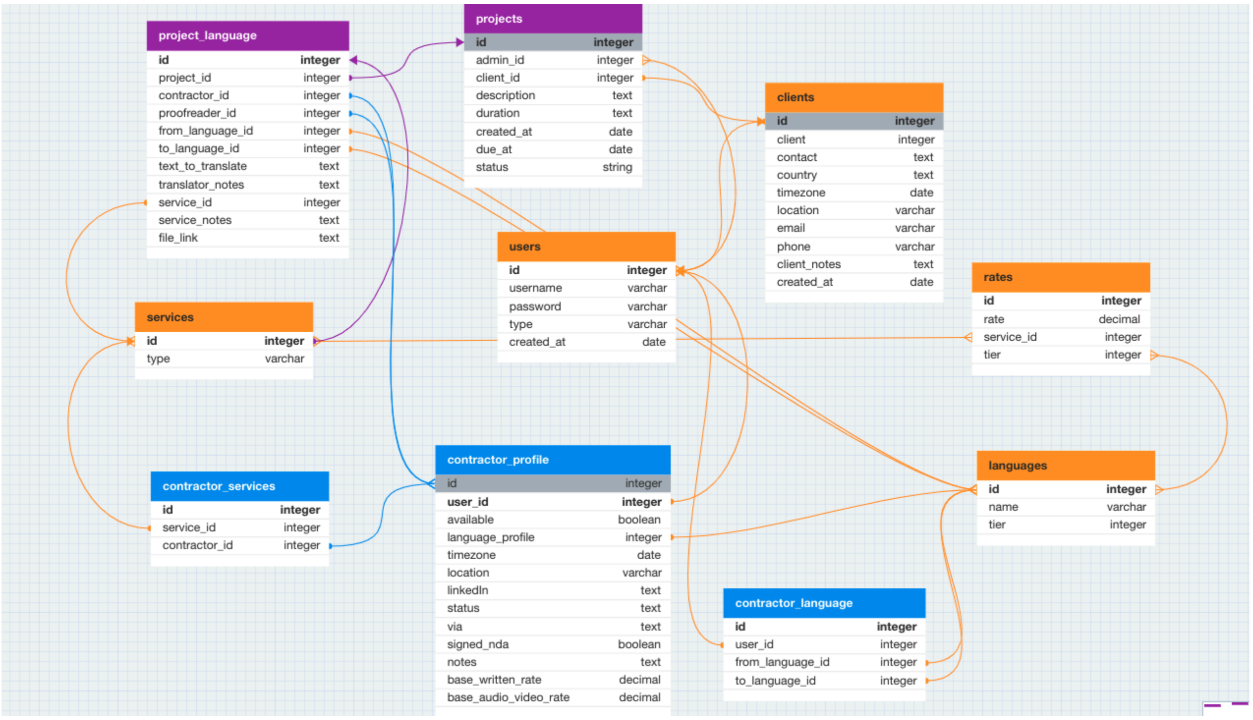
Contractor View

- Contractor Profile Page (in nav header)
    - Settings
        - Languages
        - Specialties
        - Format preferences
        - Availability
        - Rates
- Contractor Projects Page (home page on sign-in)
    - Assignments (table, row per assignment)
- Contractor Project Details
    - Client name
    - Project specific details (format, length, misc details
    - Assigned translator and proofreader
    - Status (editable, dropdown select)
    - Flags/Notes (editable)

Database Documentation - Andy

Include an image/screenshot of your ERD or Database diagrams. This needs to show all expected tables with lines for the Primary/Foreign Key relationships.

Include a link to any tool you use. For instance, dbdesigner.net allows you to get a shareable link to the actual tool and your drawing. Put that here so others can look at it "in tool."



https://erd.dbdesigner.net/designer/schema/1707235180-borderless-translations

Browsers - J

Application will fully support browsers listed below. All browsers or versions not listed below are considered out of scope.

Browser Name	Mobile or Desktop?	Version
Chrome	Desktop	121.0
Safari	Desktop	17.2

Technologies/Nonfunctional Requirements - J (also collecting docs for tech in one spot)

- Node.js

- Express
- React
- Heroku
- Axios
- PostgreSQL
- SweetAlert2
- ANT Design
- Redux
- DotEnv
- Passport
- I18next
- Mailchimp or Sendgrid

Assumptions

To be completed by the Instructor upon Scope Review.

Hand Off Date

Project Hand off will occur on 2/26 date (date in Week 20 before Graduation). Best to schedule this now.

Stretch Goals - J

- Language selection
  - We will put the mechanism in place for multiple languages but building it out will be a different matter
  - Using i18next: https://react.i18next.com/guides/the-drawbacks-of-other-i18n-solutions
- Single sign-on
  - Sign In with google credentials instead of a website specific one
- Invoice creation
  - Availability to create invoices and send them to clients.
  - Needs clarification from client about what exactly this will entail
    - Format
    - Input fields
    - Payment terms
    - Method of payment
    - Quickbooks integration?

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