

**Plática Polinesia**

# **Business requirements- To be**

**Agosto 2019**

**Versión 0.04**

# Contenido

<b>Contenido</b>	<b>1</b>
<b>Introduction</b>	<b>5</b>
Document description	5
Specific objectives	5
Context	6
Audience	6
Products	6
System modeling	6
M00 LogIn	7
M00.1 Interface prototype	7
M00.2 Description	8
M00.3 Preconditions	8
M00.4 Business Rules	8
M00.5 Alternate flow	8
M00.6 Exceptions	8
M01 Main screen	9
M01.1 Interface Prototype	9
M01.2 Description	9
M01.3 Preconditions	10
M01.4 Business Rules	10
M01.5 Alternate Flows	11
M01.6 Exceptions	12
M02 Inventory	13
M02.1 Interface Prototype	13
M02.2 Description	13
M02.3 Preconditions	13
M02.4 Business Rules	13
M02.5 Alternate Flows	14

M02.6 Exceptions	15
M03 Projects	16
M03.1 Interface Prototype	16
M03.2 Description	16
M03.3 Preconditions	17
M03.4 Business Rules	17
M03.5 Alternate Flows	19
M03.6 Exceptions	22
M04 Recognitions	24
M04.1 Interface Prototype	24
M04.2 Description	24
M04.3 Preconditions	24
M04.4 Business Rules	24
M04.5 Alternate Flows	25
M04.6 Exceptions	25
M05 Rewards	26
M05.1 Interface Prototype	26
M05.2 Description	26
M05.3 Preconditions	26
M05.4 Business Rules	26
M05.5 Alternate Flows	26
M05.6 Exceptions	26
M06 Talents	27
M06.1 Interface Prototype	27
M06.2 Description	27
M06.3 Preconditions	27
M06.4 Business Rules	27
M06.5 Alternate Flows	27
M06.6 Exceptions	27
M07 Collaborators	28

M07.1 Interface Prototype	28
M07.2 Description	29
M07.3 Preconditions	30
M07.4 Business Rules	30
M07.5 Alternate Flows	30
M07.6 Exceptions	30
M08 Permissions	31
M08.1 Interface Prototype	31
M08.2 Description	31
M08.3 Preconditions	31
M08.4 Business Rules	31
M08.5 Alternate Flows	32
M08.6 Exceptions	32
M09 Calendar	33
M09.1 Interface Prototype	33
M09.2 Description	33
M09.3 Preconditions	33
M09.4 Business Rules	33
M09.5 Alternate Flows	33
M09.6 Exceptions	33
M10 Configuration	34
M10.1 Interface Prototype	34
M10.2 Description	34
M10.3 Preconditions	34
M10.4 Business Rules	34
M10.5 Alternate Flows	34
M10.6 Exceptions	34
M11 Messages	34
M11.1 Interface Prototype	34
M11.2 Description	34

M11.3 Preconditions	34
M11.4 Business Rules	34
M11.5 Alternate Flows	35
M11.6 Exceptions	35
M12 Supplies	35
M12.1 Interface Prototype	35
M12.2 Description	35
M12.3 Preconditions	35
M12.4 Business Rules	35
M12.5 Alternate Flows	35
M12.6 Exceptions	36

# Introduction

## Document description

The purpose of this document is to describe the requirements of the company for the complete development of the mobile and web application of a system for the planning of business resources that will be used by both collaborators and talents (even the remote employees) of the company at both levels Strategic and operational. The document is made up by modules and use cases. The developer must use the interface prototypes provided as a guide but it will change the layout and colors according to their user interface expert.

## Specific objectives

1. Create the Enterprise Resource Planning (ERP) mobile and web application.
2. Consolidate the track and trace of projects, operational tasks, raw data and material, performance evaluation and finance in a single platform.
3. Allow the communication of various areas and actors through the ERP.
4. Measure and reduce the production time of projects at a strategic and operational level.
5. Avoid information duplicity.

## Version control

Version	Date	Responsible	Descripción
0.01	August 2019	Stella González, Alejandro Martínez	Preliminar version with Basic design of the enterprise needs in order to develop

## Approvals

Role	Name	Title	Signature	Date
Project Sponsor	Rafael Velazquez	Multimedia Content Creator		
Project Sponsor	Karen Velazquez	Multimedia Content Creator		

## Context

Plática Polinesia is a company based in Mexico City, Mexico; dedicated to the creation of multimedia content in the entertainment industry with a worldwide presence in Spanish-speaking countries.

The project arises from the accelerated growth that the company has presented in the last 4 years. After the need to control in one place:

1. The creation of tasks
2. Inventory control
3. Evidence control at each step of the process and final products
4. Simplicity and clarity in the process
5. Generation of performance evaluations through a user-friendly interface.
6. Finance.

## Audience

This document is aimed to the developers

## Products

This are the main products manufactured by the collaborators.

Unique: Photographs and finished videos

Derived: Photographs and videos that come from a unique product.

1. Video types:
  - a. Lifestyle. (Musas)
  - b. Internet trends (Extrapolinesios)
  - c. Travel (Los polinesios)
  - d. Games (juxiis)
  - e. Pranks (platica polinesia)
2. Photography (Brand)
  - a. Platica Polinesia
  - b. Karen polinesia
  - c. Lesslie polinesia
  - d. Rafa polinesio
  - e. AKK (pets)

Each product has an owner.

## System modeling

This section addresses the functionality and scope of the system implementation. Screens are used to describe the buttons, business rules, preconditions, alternate flows and exceptions are explained.

The images shown in this section are for illustrative purposes, they are only prototypes of what we have in mind but should not be used as a one to one model for the final product.

The system is required to have a Videogame look a like User Interface

The color palette to be used will include the following colors (other colors could be used as needed)

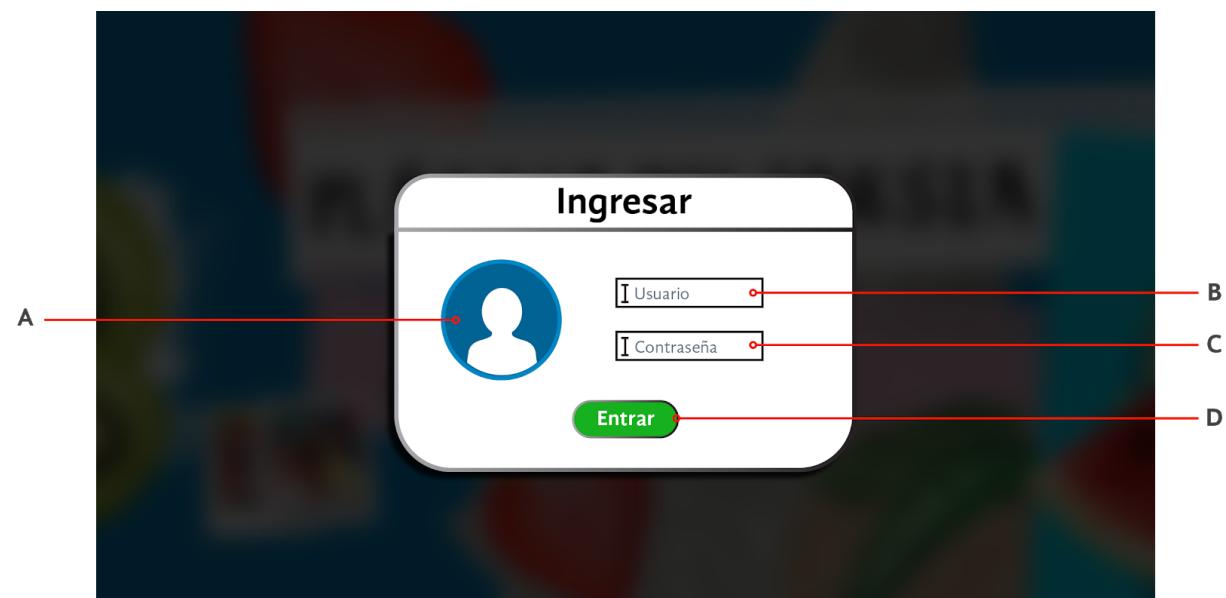


Modules in this version:

0. Login
1. Main screen
2. Inventory
3. Projects
4. Appreciations
5. Rewards
6. Talents
7. Collaborators
8. Permissions
9. Calendar
10. Configuration
11. Messages
12. Supplies

## M00 Login

### M00.1 Interface prototype



## M00.2 Description

This one will be the first screen before any user log into the system.

- [M00-A] An image to welcome any user
- [M00-B] Box where the user puts it's user provided by the company
- [M00-C] Box where the user puts it's password, the first time will be provided by the company
- [M00-D] The button will look for the user and start 2 step verification

## M00.3 Preconditions

- [M00-P01] The user need to be pre registered by the company before the first login of the user
- [M00-P02] The company will provide the user with an email

## M00.4 Business Rules

- [M00-RN01] No user can register itself to the system so there will not be a sign in option.
- [M00-RN02] The application should use Two Step Authentication
- [M00-RN03] The business will provide the users with an email to log into the system

## M00.5 Alternate flow

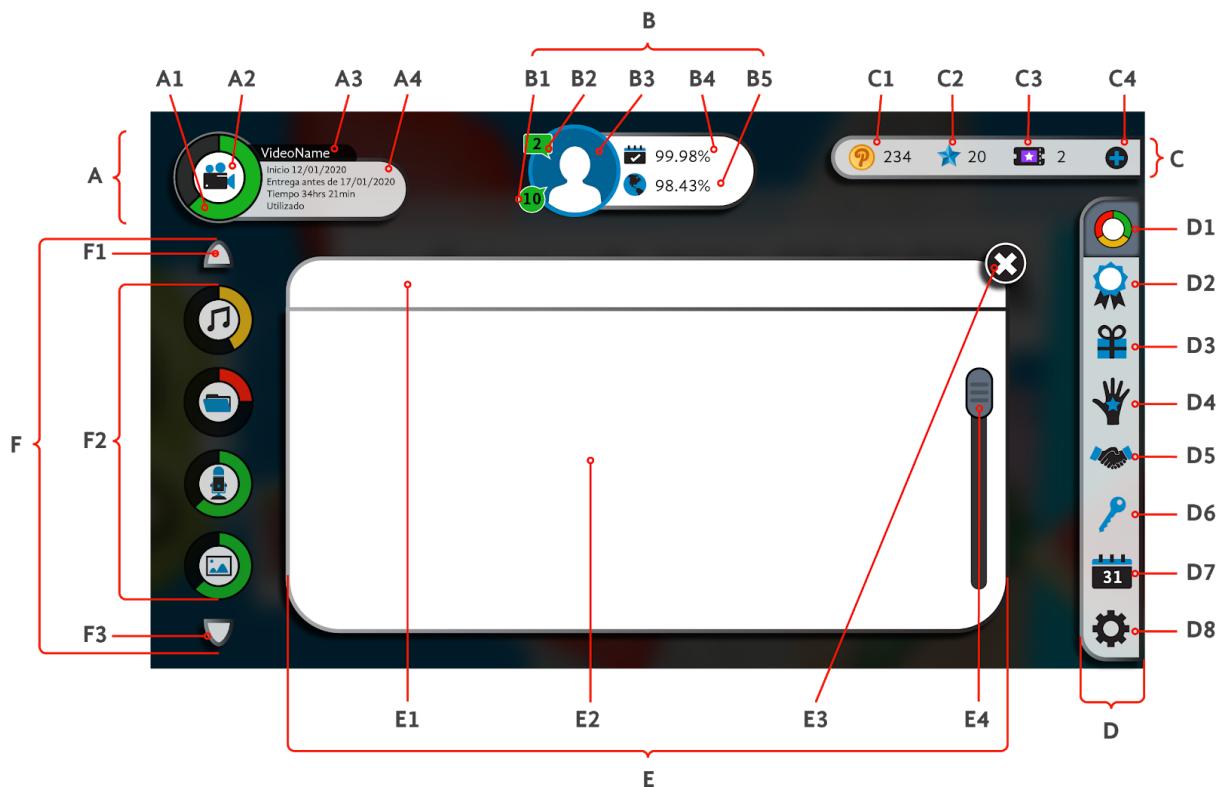
- [M00-FA01] If the user is a collaborator, the user and password will be temporal and will have limited use to the application

## M00.6 Exceptions

- [M00-EX01] The password textbox depends on the 2 step verification or multi factor authentication, if it's not needed it could not exist

## M01 Main screen

### M01.1 Interface Prototype



M01.1 Elements of the main screen

### M01.2 Description

The main module consists of 6 sections that will always be visible, these are:

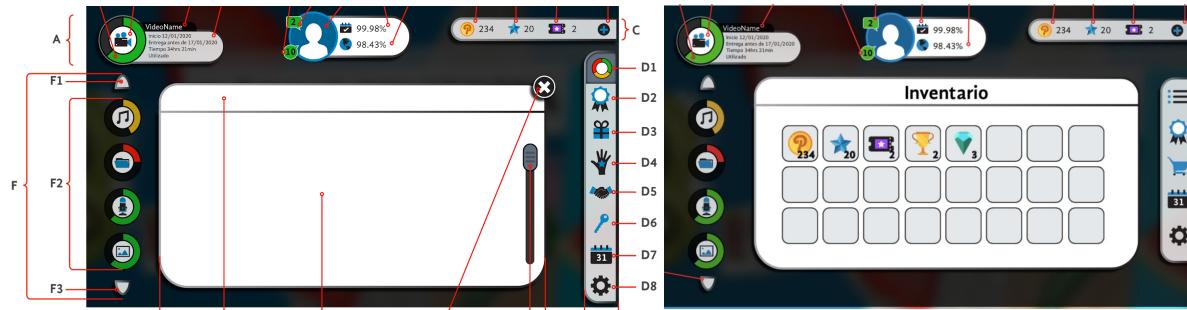
- [M01-A] The upper icon represents the active element [M01-F] that will be displayed on the main section [M01-E].
- [M01-B] It is the user's summary, it contains a percentage of your monthly performance and global, notification indicator and conversations that haven't been seen.
- [M01-C] It is the summary inventory container. This inventory is for in application items obtained.
- [M01-D] It is the application menu with the options available to the user. These depend on the permissions assigned to the user. This image [M01.1] is not showing the supply option but should be there
- [M01-E] The main section will display the information of the selected item [M01-D]
- [M01-F] The icons show the items of the selected menu [M01-D].

### M01.3 Preconditions

[M01.P01] User must log in

### M01.4 Business Rules

[M01.RN01] The [M01-D] menu shows the options available according to the permissions assigned to the user



*M01.RN01 Menu with fewer options according to user permissions*

[M01.RN02] The [M01-D] menu can be swiped to the left to display the name of the menu items



*M01.RN02 Menu [M01-D] displayed*

[M01.RN03] The monthly performance percentage [M01-B4] will show the value of the current month, the first day of each month is updated.

[M01.RN04] The overall performance percentage [M01-B5] is the average performance monthly from the user's login, the first day of each month is updated.

[M01.RN05] When you select an icon [M01-F], it will be displayed at the top [M01-A] to indicate that it is the selected item

[M01.RN06] The icon [M01-A] Shows detailed information of the item, such as the icon, percentage completed (if applicable), name and summary description

[M01.RN07] Icons [M01-F] will be smaller than icon [M01-A], they will not have description but will have the percentage completed (if applicable) and the icon

[M01.RN08] Icons [M01-F] will be sorted in descending order according to the date of delivery with the nearest on top.

[M01.RN09] In case the [M01-F] icons are not visible on the screen, all the icons [M01-F2] can move either by sliding the icons above to bottom or with the buttons on the upper [M01-F1] and lower [M01-F3] ends (See picture *M01.RN02* )

[M01.RN10] Element [M01-E1] will contain the title of the selected element [M01-A]

## M01.5 Alternate Flows

[M01.FA01] The 'Projects' option in the [M01-D1] menu shows in the main section [M01-E] the Projects module [M03] and in the icon section [M01-F] the active projects for the user

[M01.FA02] The 'Recognitions' option in the [M01-D2] menu shows in the main section [M01-E] the Recognition module [M04] and in the icon section [M01-F] the available achievements with their progression

[M01.FA03] The 'Rewards' option in the [M01-D3] menu shows in the main section [M01-E] Rewards module [M05] and in the icon section [M01-F] the active rewards bought by the user

[M01.FA04] The option 'Talents' from the menu [M01-D4] shows in the main section [M01-E] the Talent module [M06] and in the icon section [M01-F] the areas of the company

[M01.FA05] The 'Collaborators' option in the [M01-D5] menu shows in the main section [M01-E] the Collaborators module [M07] and in the icon section [M01-F] the business name of the collaborators

[M01.FA06] The 'Permissions' option in the [M01-D6] menu shows in the main section [M01-E] Permissions module [M08] and in the icon section [M01-F] the areas of the company

[M01.FA07] The 'Calendar' option in the [M01-D7] menu shows in the main section [M01-E] the Calendar module [M09] and in the icon section [M01-F] the agenda for the next 7 days

[M01.FA08] The option 'Configuration' of the menu [M01-D8] shows in the main section [M01-E] Configuration module [M10] and in the icon section [M01-F] the different configuration options

[M01.FA09] By pressing the '+' [M01-C4] button on the summary inventory container [M01-C4] the Inventory module [M02] is shown in the main section [M01-E]

[M01.FA10] Pressing the [M01-B1] button will display the [M01-E] notifications of the Username and the [M01-B2] button will display in [M01-E] the current conversations of the user and in the icon section [M01-F] the projects those notifications or conversations belong to

[M01.FA11] The 'Supply' option in the [M01-D9] menu (not showing on the example image) shows in the main section [M01-E] the Supply module [M11] and in the icon section [M01-F] the categories of the items stored

## **M01.6 Exceptions**

- [M01.EX01] The icons [M01-F] will show the user's active projects even if they do not the Projects option is selected in the [M01-D] menu as default
- [M01.EX02] The first time the system is used, there will be an icon in section [M01-F] with a project that will serve as a Tutorial
- [M01.EX03] The first time the system is used, the inventory cannot be accessed using the [M01-C4] button until the 'Tutorial' project [M01.EX02] is finished
- [M01.EX04] The first time the system is used, the 'Rewards' module [M05] cannot be accessed regardless of the permissions granted to the user until finish the project 'Tutorial' [M01.EX02]
- [M01.EX06] The [M01-E3] button will be visible only when an option is accessed inside [M01-E2] that requires a window change, and the [M01-E3] button will serve to return to the previous window
- [M01.EX06] The user will only be allowed to see and access the options on the menu [M01-D] if he have the 'View' Permission [M08] of each element [M01.RN01]

## M02 Inventory

### M02.1 Interface Prototype



M02.1 Elements of the Inventory module, ignore B and C

### M02.2 Description

The inventory is the place where objects acquired by the user will be stored by means of Rewards and Achievements [M05] and Projects [M03].

- [M02-A] Is the button [M01-C4] to access the inventory module
- [M02-D] Is an item on the inventory, the main ones are coins, diamonds and stars, and coupons, but other items can be acquired through special or temporal projects or special or temporal Achievements. Every item have an icon [M02-D1] and the current amount acquired by the user [M02-D2]
- [M02-E] Is a blank space, that is only to show the grid of the inventory, it's visibility depends on the UI designer

### M02.3 Preconditions

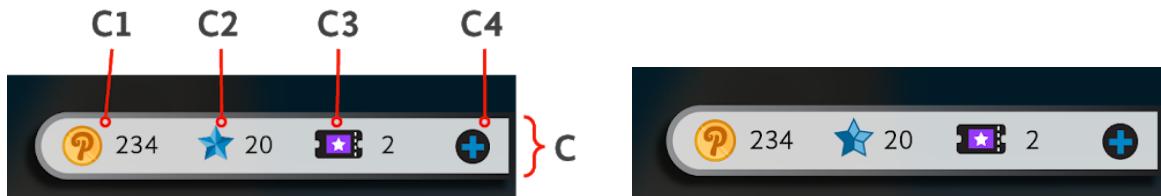
[M02.P01] The user clicked on the '+' button of summary inventory [M01-C4]

[M02.P02] The user completed the 'Tutorial' project [M01-EX03]

### M02.4 Business Rules

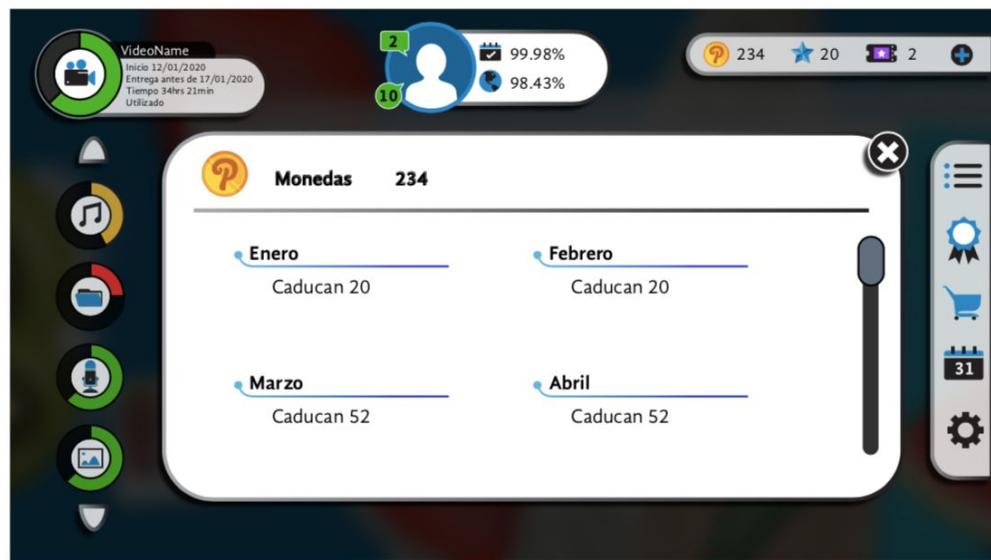
[M02.RN01] All items in the inventory have a maximum expiration of one year

[M02.RN02] The stars are formed by 5 diamonds, in the summary inventory [M01-C2] you will see the star with the number of points corresponding to the obtained diamonds missing to form new stars next to the number of stars obtained



*M02.RN02 A full star and one with 2 empty spaces are shown, the right image means there have been acquired 103 diamonds but 100 of those are transformed into 20 stars*

[M02.RN03] By clicking on an object in the inventory [M02-D], it can be displayed in a new window [M01.EX06] the expired breakdown showing the amount of the object that expires every month



*02.RN03 Expiration broken down by month for coins*

[M02.RN03] The inventory is used to buy rewards [M05] or as a requirement for special projects [M03]

## M02.5 Alternate Flows

[M02.FA01] If the user has 'Add' permissions [M08], he can register new objects to the inventory by selecting an icon and a name for it after pressing a blank space [M02-E]

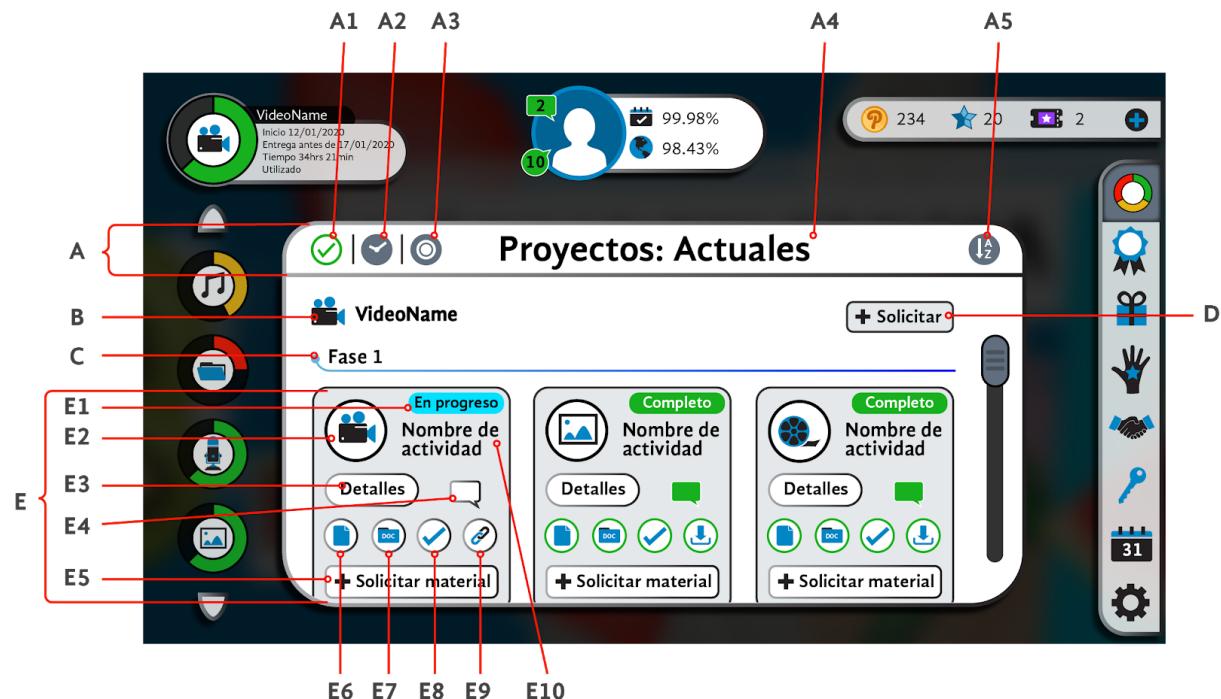
[M02.FA01] If the user has 'Modify' permissions [M08], he can edit the icons and inventory object names

## **M02.6 Exceptions**

- [M02.EX01] If the user has 'Modify' permissions [M08], he is available to see every item ever created but the quantity available will be 0 if he don't have any of the item, the user can't modify the quantity, only the icon and name of the items
- [M02.EX02] If the user has 'Add' permissions [M08], they can create new items in the inventory [M02.FA01] but can't select quantity for his user. He will be available to see the item with the quantity of 0 until he earn the item through a project
- [M02.EX03] If the user does not have 'Only his user' permissions [M08], he will be able to see all the existing inventory items ever created with the quantity of 0 if he doesn't have any, If the user has permission for Only his user, any item with the quantity of 0 won't be displayed

## M03 Projects

### M03.1 Interface Prototype



M03.1 Active project view

### M03.2 Description

The project module is divided into 3 sections: Active Projects, Available Projects e History. The active projects are those that the user has assigned at the moment, which They have not been finished yet. The available projects are those that do not have users assigned and can be chosen according to the user's profile. The history shows the projects completed by the user or in which he has been involved

[M03-A] The options in the Projects section [M03-A1-A2-A3] followed by a description [M03-A4] and the order [M03-A5]. The button [M03-A1] is the currently selected project from the section [M01-F] that is in the section [M01-A]. The button [M03-A2] is the historical projects that will show a list [M01-E] of the projects that the user was involved into. The button [M03-A3] is the available projects where the user can assign itself activities.

[M03-B] The selected item title with icon

[M03-C] The phase that group activities of the currently selected project

[M03-D] The 'Ask for' button used when an activity is required for the user but is not in the current project

[M03-E] The activity that belong to a phase on a project, it have its current state [M03-E1], icon [M03-E2], Details button [M03-E3], send message that will receive the responsible of the activity [M03-E4], the 'Ask for material' [M03-E5] button used

when the current activity is missing resources to be fulfilled, this resources could be requested to anybody, not only to the responsible of the activity. The button [M03-E6] is for access to the resources used to finish the activity, the button [M03-E7] is for access to the project resources used to finish the activity, the button [M03-E8] is for the activity approval from the project creator or anyone with the permission to approve activities, the button [M03-E9] is for access to the final product finished that the activity was created for, this can be a link or a download button

### M03.3 Preconditions

[M03.P01] The user selects the option 'Projects' from the menu [M01-D1]

### M03.4 Business Rules

[M03.RN01] The user can view and download (if available) the files that have been uploaded on each activity

[M03.RN02] Once all the activities of a phase have been approved [M03-E8] the phase will be considered as completed

[M03.RN03] Once all the phases are completed, the project is considered as finished

[M03.RN04] Section [M01-A] shows the project that is displayed in the main section [M01-E] and its basic information such as the percentage of completion [M01-A1], the type of project [M01-A2], Name [M01-A3], start date, target date and time elapsed since creation [M01-A4]

[M03.RN05] The [M01-A1] indicator is filled clockwise according to the percentage of completion of the project with the color reflecting the remaining time: (Green) indicates that the project has days to be completed, (Orange) indicates that the project is to be delivered the current day, (Red) indicates that the project was due to deliver some day before the current day

[M03.RN06] Users are responsible for Activities [M03-E] within the project and can request additional material [M03-E5] from other users to complete their activity, for this they must define the role to whom the request is directed

[M03.RN07] Users can request the creation of Extra Activities that are not found pre-defined or during the creation of the project [M03.FA01]

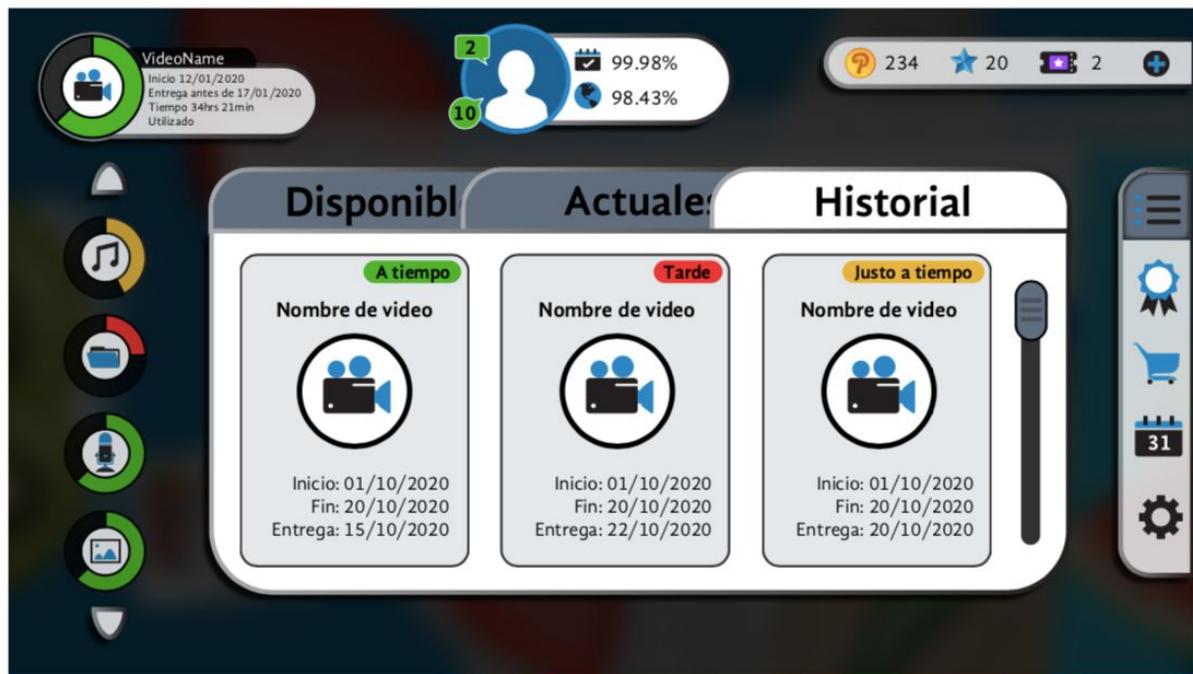
[M03.RN08] Accepted activities from the selection of available projects [M03-A3] (image M03.RN09) will be added to the list of active user projects [M01-FA01]

[M03.RN09] When selecting the available activities [M03-A3], the [M01-A] indicator will show the selected available project, segment [M01-F] projects with activities available while zone [M01-E] will show the activities available from that project that fit the user's profile



M03.RN09 Available activities of a project, this image's interface prototype is outdated, consider the image M03.1 layout

[M03.RN10] When selecting the historical projects [M03-A2], the [M01-A] indicator will show the project selected, the segment [M01-F] the projects in which the user and zone [M01-E] the details of the activities that were left in charge of the user in the selected project



M03.RN10 The activities of the selected project with the status that were completed are shown

[M03.RN11] To order the items [M01-F2] you can press down the button [M03-A5] to see the sorting options, if you want to reverse the order, just with a click and release

without pressing. The sorting options are by name [M03.A5.1] [M03.A5.2] and by date [M03.A5.3] [M03.A5.4]



M03.RN11 The order by options when [M03-A5] is pressed down

[M03.RN12] The user is needed to clarify if the message is to ask for changes to the work of the activity responsible, if it is for notes or other purposes. All the messages set as changes will affect the evaluation of the person in charge of the activity and will notify him [M01-B1] that there are changes to the activity

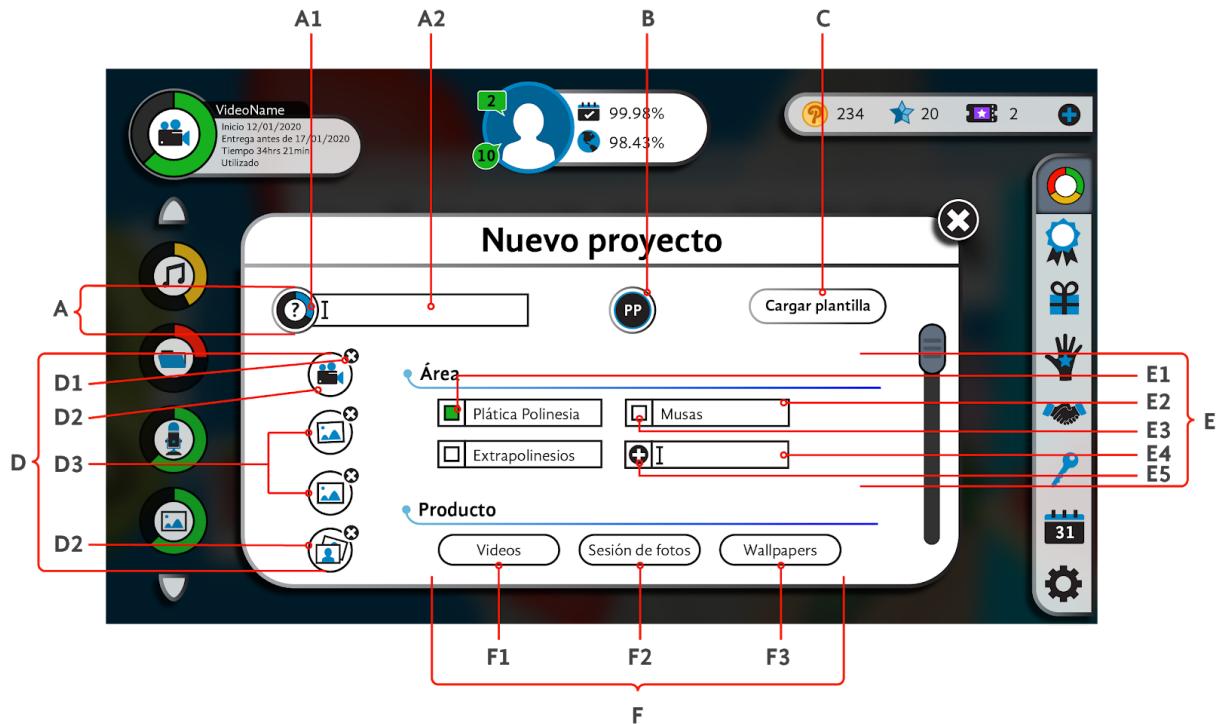
### M03.5 Alternate Flows

[M03.FA01] Users can request the creation of extra activities that they consider that were not planned during the creation of the project but turn out to be necessary to complete the project. They have the possibility to assign a specific user for the task or a role that meets the needs of the activity. If a user is assigned specifically an activity, he will receive a notification [M01-B1]

[M03.FA02] Users can send a message to another user assigned to an activity through the message button within the activity, the user in charge of the activity will receive notification of the message [M01-B2]

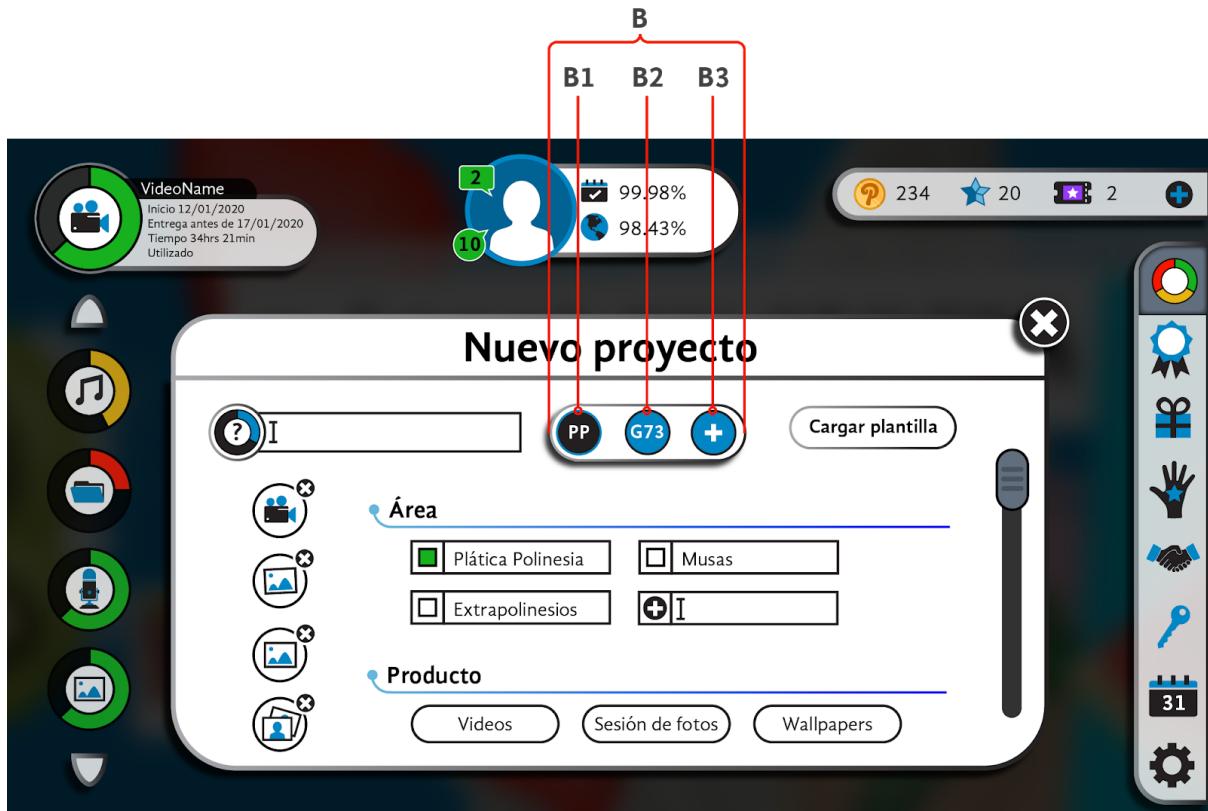
[M03.FA03] If the user has 'Add' permissions [M08], by pressing the add button (not shown on the images) can create a new project, first defining the area [M03-FA03-E] to which the project, and the type of product [M03-FA03-F] that will come out after finishing the project, it can be more than one product. Each time a product is pressed it will go to the section [M03-FA03-D] and if a product is no longer requested it could be deleted with the [M03-FA03-D1] cross button. Selecting a product will lead to the definition of the phases that the product will consist [M03-FA05]. The user can also load or save a template [M03-FA03-C] for projects that will be required in the future. The user need to select the business unit [M03-FA03-B] if he belong to

more than the current one. The icon [M03-FA03-A1] and name [M03-FA03-A2] for the project also need to be filled



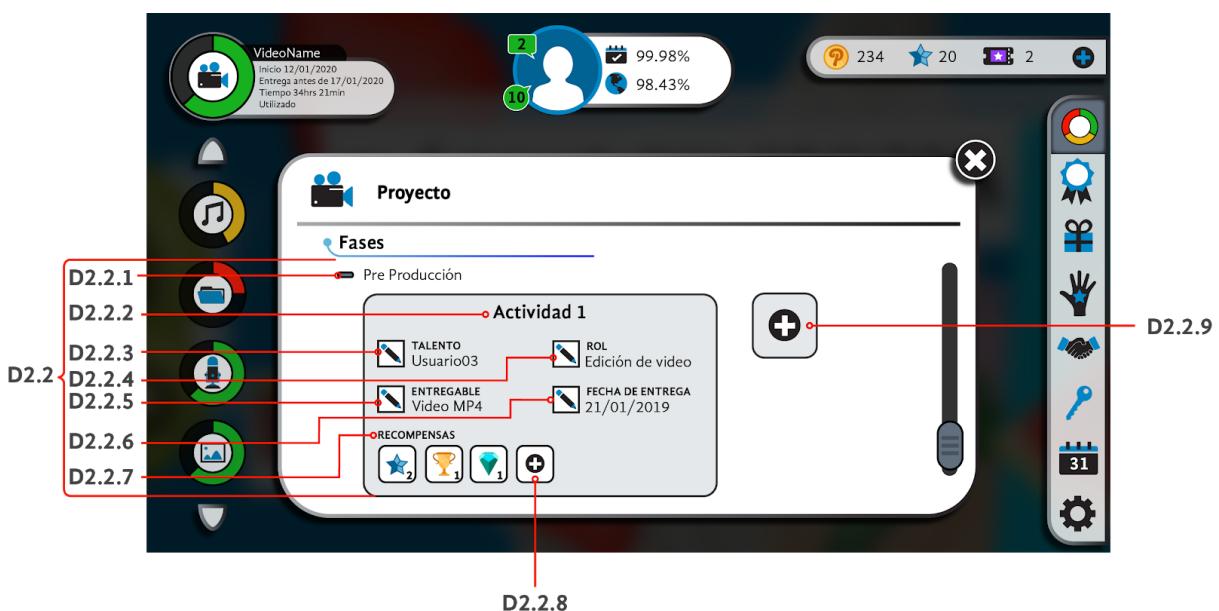
M03.FA03 Project creation screen

[M03.FA04] If the user has 'Add' permissions and is in the creation of a new project, he can press and hold the business unit button [M03-FA04-B] to select any of the business units to which he belongs

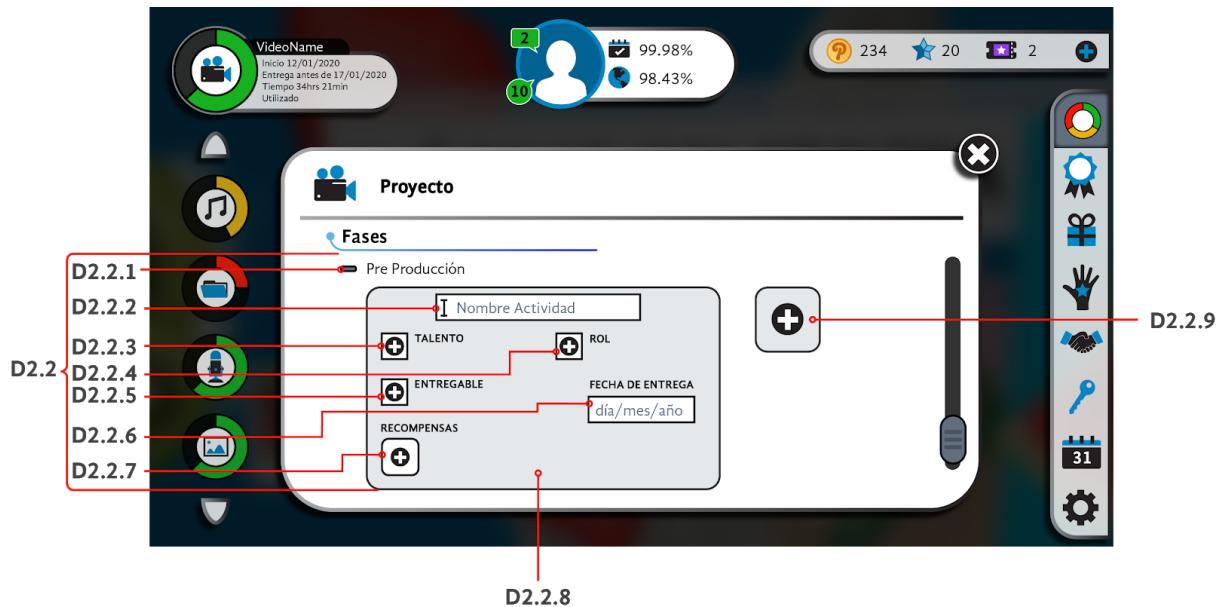


M03.FA04 Business units available to the user

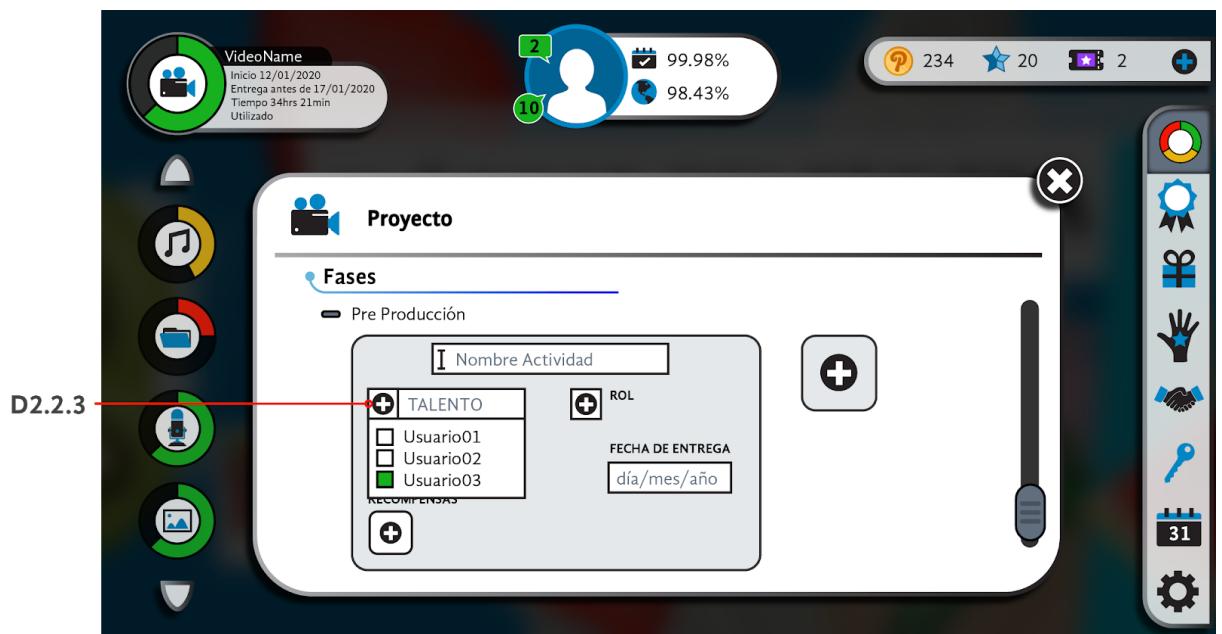
[M03.FA05] If the user has 'Add' permissions and is in the creation of a new project, he must define the materials he wants to obtain from each activity [M03-FA05-2-D2.2.5] and the rewards [M03-FA05-2-D2.2.7] that will be delivered for finishing each activity, right here you can assign the activities to a specific user [M03-FA05-2-D2.3.3] or request a profile according to the areas [M06] of the company [M03-FA05-2-D2.2.4]. The user can also create new phases [M03-FA05-2-D2.2.1] with its own activities



MA03.FA05.1 Activities that belong to a phase in a project (Image outdated, missing the M03-FA03-D buttons)



MA03.FA05.2 Creating a new activity inside a phase (Image outdated, missing the M03-FA03-D buttons)



M03.FA05.3 Assigning a specific user to an activity (Image outdated, missing the M03-FA03-D buttons)

[M03.FA06] If the user has 'Modify' permissions, it'll be allowed to change the delivery date for the project

## M03.6 Exceptions

[M03.EX01] If a user who is assigned an activity directly does not perform the activity in a set period of time, this activity will be available to the public with the same role as it was assigned during the creation of the activity. The user that was assigned and

after lost the activity may not apply to be responsible for the activity for a set period of time.

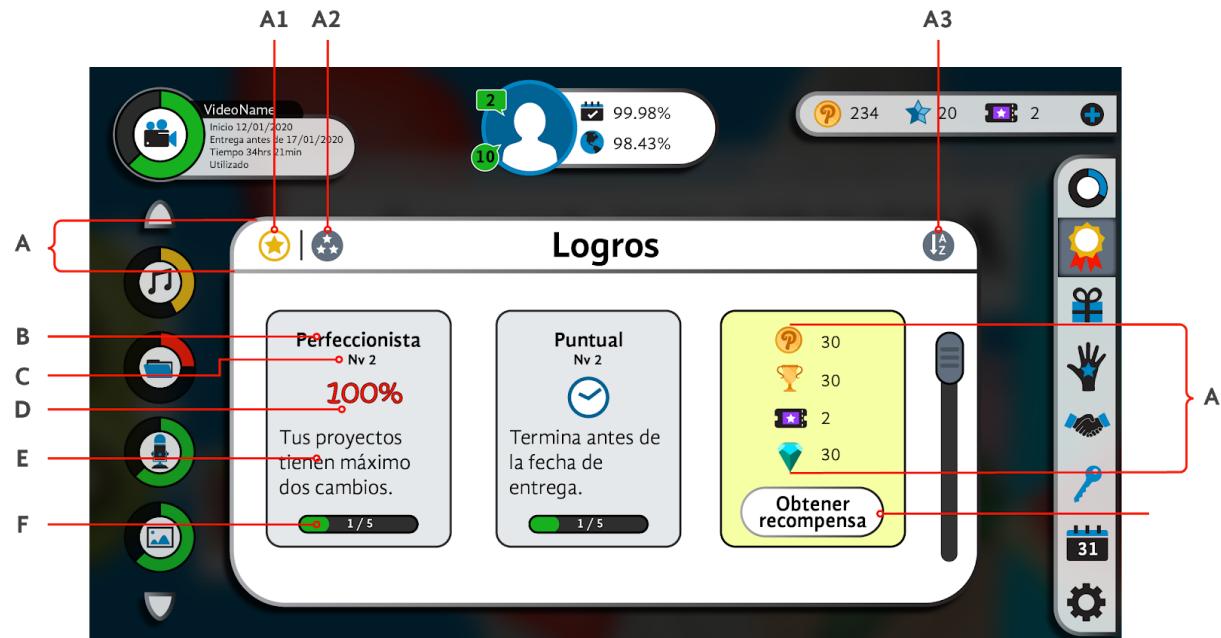
[M03.EX02] If the user is assigned an activity directly, they will receive a notification [M01-B1] to confirm his participation

[M03.EX03] If the user has desactivated the 'Only his user' permission [M08], He can see all projects and all activities regardless of his user profile

[M03.EX04] Coupons may be required for activities [M01-C3] to be accepted. This will be defined by the user who registers the project and not by users who request activities within the project. This will be if the coupon is selected in the rewards but it will not be a reward

## M04 Recognitions

### M04.1 Interface Prototype



M04.1 Achievements in progress and one completed (The right most 'A' is intended to be a 'G' and 'H' below)

### M04.2 Description

Recognitions are objectives that users can pursue to improve their Percentage of performance, are separated in Achievements and Recognitions. The achievements will be specific individual objectives that may level up according to the times achieved. Acknowledgments will be granted to users upon completing a specific set of Achievements, recognition will level up according to the times obtained and will increase in rank according to the level of achievements that make it up

- [M04-A] The options are achievements [M04-A1] and recognitions [M04-A2], all of those can be ordered by progression or by name [M04-A3]
- [M04-B] The title of an achievement
- [M04-C] Current level of the achievement
- [M04-D] Icon
- [M04-E] Description of the requirement
- [M04-F] Current progression of the achievement to get to the next level
- [M04-G] The items of the inventory rewarded for fulfilling the achievement
- [M04-H] The redeem button to get the items

### **M04.3 Preconditions**

[M04.P01] The user selects the menu [M01-D2]

[M04.P02] The admin will be able to create and edit the recognitions and its value.

### **M04.4 Business Rules**

[M04.RN01] The user must meet the requirements of an achievement in order to claim the reward

[M04.RN02] The achievement shows the user's progression on each achievement

[M04.RN03] After completing an achievement, the necessary amount of requirements and level will go up in a factor of x2 and the rewards in a factor of 1.5 rounded up

[M04.RN04] Achievements restart at level 1 without completing every first day of the month

[M04.RN05] Recognitions are groups of achievements defined by the administrator, they have rank and level, the level of the recognition will be the times in a year the recognition is achieved and the rank will go from C to S+ (C-B-A-S-S+) and will be the average rounded down of the achievements on it being an average of level 5 the equivalent of S+ and an average of level 1 the rank C

[M04.RN06] The recognition range is reset every day 1 of the current month, the level is restarted every January 1 of the year. The user can see the historical record of his recognitions by month by year

[M04.RN07] Limited time achievements can give new items for the inventory [M02-D]

### **M04.5 Alternate Flows**

[M04.FA01] If the user has 'Add' permission, they can create achievements and recognitions and assign the prizes destined for each one

[M04.FA02] If the user does not claim their prizes the day they are won, they will be claimed automatically the first day of the next month and the user will be notified [M01-B1]

### **M04.6 Exceptions**

n/a

## **M05 Rewards**

### **M05.1 Interface Prototype**

To be designed by developer. It will be designed as a shop where user can exchange their inventory items for rewards.

### **M05.2 Description**

Rewards are prizes for users that can be obtained by giving in return inventory items. This prices and requirements are assigned by the human resources area.

### **M05.3 Preconditions**

[M05.P01] The user selects the option [M01-D3] from the menu

### **M05.4 Business Rules**

[M05.RN01] Users can redeem their inventory items for any reward provided they have the minimum requirements and the reward have product availability and date

[M05.RN02] All rewards have an expiration date regardless of the amount of remaining products

[M05.RN03] Users can see which rewards are to be delivered or which are already given to them.

[M05.RN04] A user is limited to 1 of the same reward, so he can't get the same reward more than once on the same month.

### **M05.5 Alternate Flows**

[M05.FA01] If the user has 'Add' permission, he can create new rewards deciding the cost you will have, the time that will be available for users and the number of times that can be redeemed by different users

[M05.FA02] If the user that has the 'Add' permission added a Reward, he will receive a notification the moment the reward is bought by any user in order to complete the transaction

### **M05.6 Exceptions**

n / a

## **M06 Talents**

### **M06.1 Interface Prototype**

To be developed by developer

### **M06.2 Description**

It is the place where you can manage existing and new users along with their roles and historical data. Human resources, their data, progress and days off

### **M06.3 Preconditions**

[M06.P01] The user selects the option [M01-D4] from the menu

### **M06.4 Business Rules**

[M06.RN01] The area selected [M01-FA04] will show on [M01-E] all the users registered to that area and when selecting a user there will be displayed the user historical data within the application, the projects and activities he have been involved into, the recognitions and achievements, the resume, date when ingressed the company, birthday and vacation days available and used, and the days the user didn't go to work due to medical conditions and email

### **M06.5 Alternate Flows**

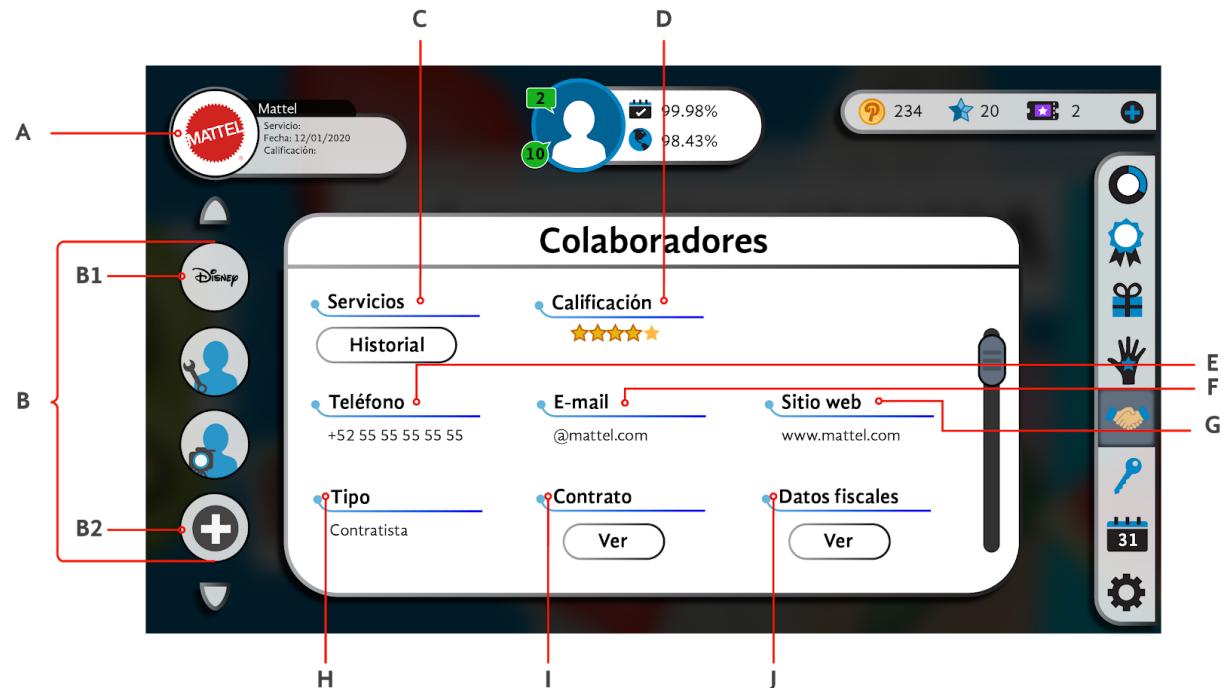
- [M06.FA01] If the user has 'Add' permissions, he can register new users and new areas for the company
- [M06.FA02] If the user has 'Modify' permissions, can authorize another user's vacations or give medic justification for the missing days

### **M06.6 Exceptions**

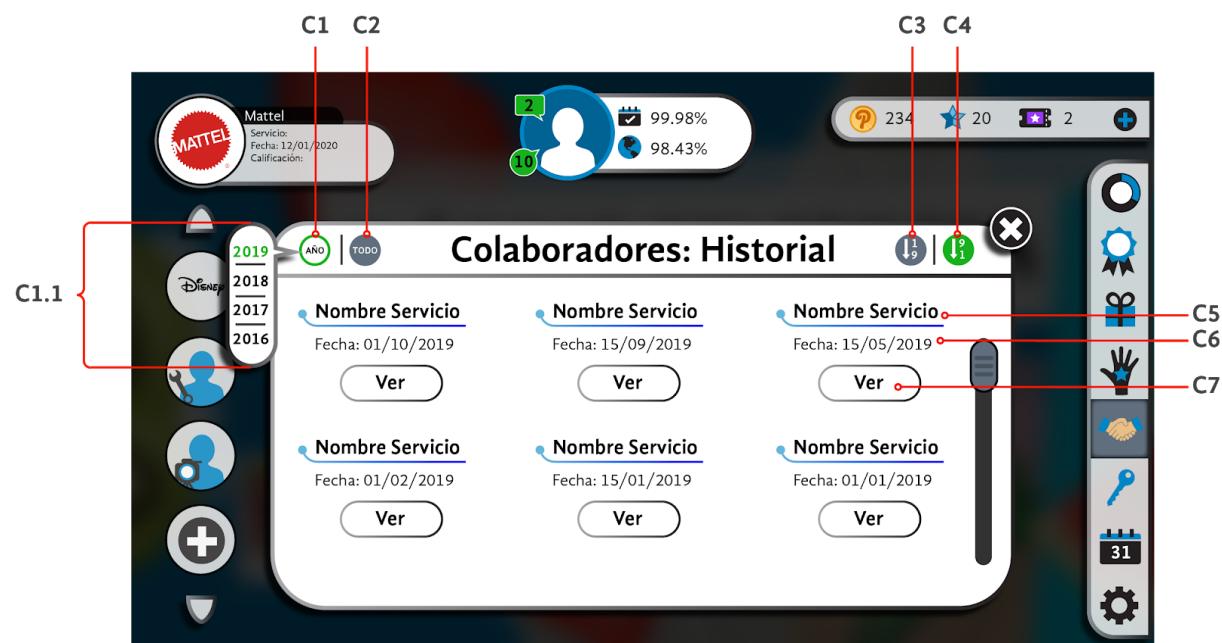
n / a

## M07 Collaborators

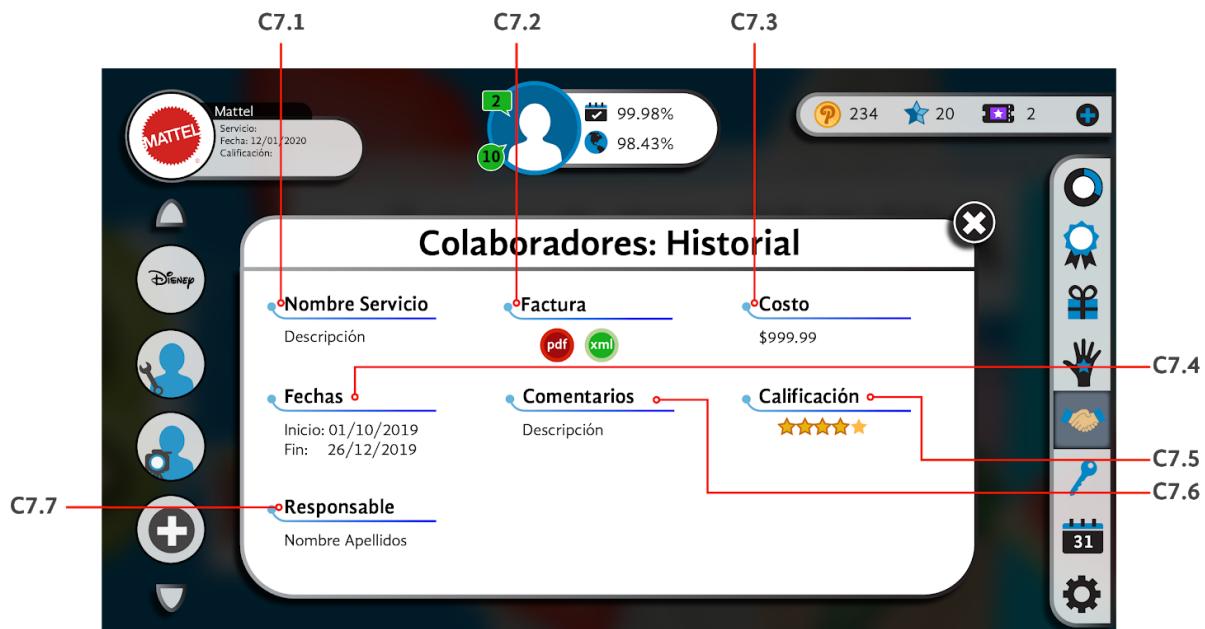
### M07.1 Interface Prototype



M07.1.1 Collaborator module main menu



M07.1.2 Collaborators module after selecting the historical data of a collaborator



M07.1.3 Collaborators module after selecting a specific service in the historical data

## M07.2 Description

It is the compilation of the people and companies that are hired or that hire the services of the business of the user.

- [M07-1-A] Is the currently selected collaborator located on the section [M01-A]
- [M07-1-B] Is a list of collaborators or people hired or that hire our services
- [M07-1-C] The 'Services' button that will go to a page with a list of the services provided to or provided from the collaborator [M07-1-2]
- [M07-2-C1] The option to see the services yearly, if pressed down a specific year can be selected
- [M07-2-C2] The option to see the services monthly
- [M07-2-C3] The option to order the services by date with the most recent last
- [M07-2-C4] The option to order the services by date with the most recent first
- [M07-2-C5] Name of service
- [M07-2-C6] Date of service
- [M07-2-C7] Button to see the service in detail
- [M07-2-C7.1] Name of service
- [M07-2-C7.2] Billing documents available to download

[M07-2-C7.3] Cost

[M07-2-C7.4] Start and end date

[M07-2-C7.5] Rating

[M07-2-C7.6] Comments

[M07-2-C7.7] Name of the person that was involved from the collaborator company

[M07-1-D] Average Rating

[M07-1-E] Phone

[M07-1-F] E-mail

[M07-1-G] Website

[M07-1-H] Type of company

[M07-1-I] Contracts

[M07-1-J] Fiscal data

### M07 .3 Preconditions

[M07.P01] The user selects the option [M01-D5] from the menu

### M07.4 Business Rules

[M07.RN01] Sections [M01-A] and [M01-F] will show collaborators who have interacted with the user's company

[M07.RN02] The [M01-E] screen will display the information of the selected collaborator [M01-A]

### M07.5 Alternate Flows

[M07.FA01] If the user has permission to 'Add', [M08] they can register new collaborators

[M07.FA02] If the user has permission to 'Modify' [M08] they can register services for the collaborators

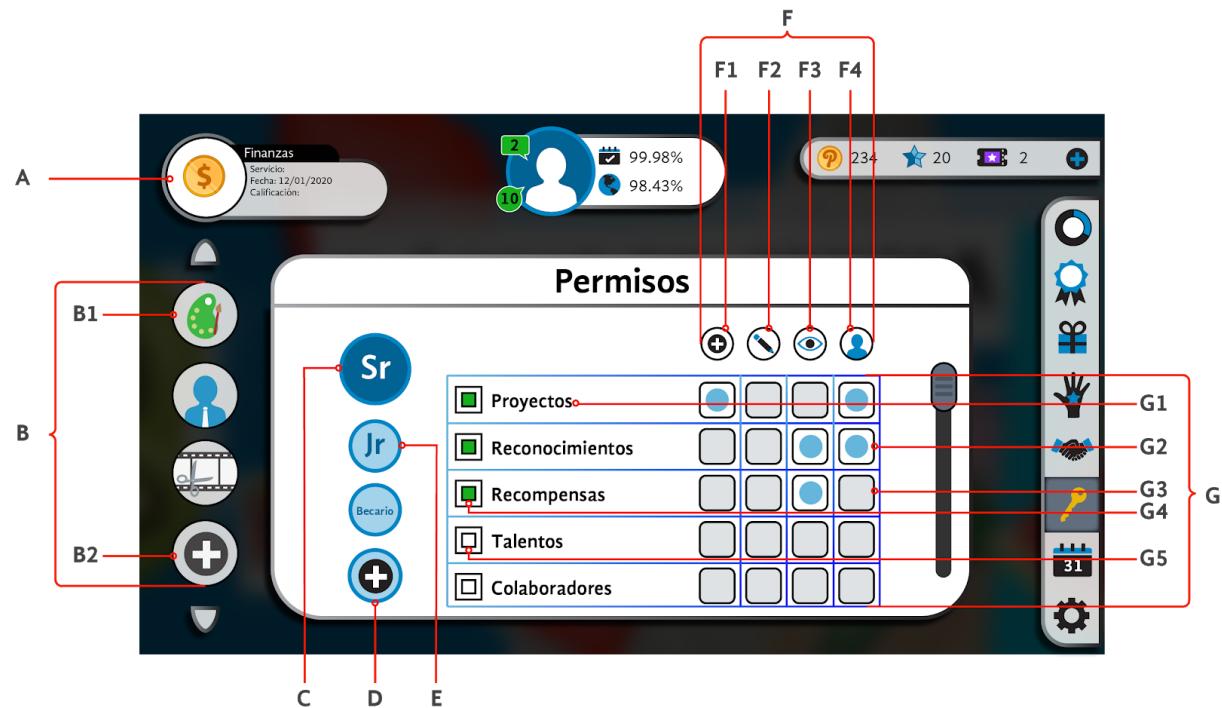
[M07.FA03] User will receive a notification [M01-B1] to evaluate the collaborator service and can assign this evaluation to a specific user or users that were involved in the service. In case that more than one user evaluate the same service, the rank of the service will be the average

### M07.6 Exceptions

[M07.EX01] Collaborators can access the application with a temporal key that will allow them to only see the service they are performing or we were hired to perform like a checklist and nothing else will be visible for them about this application

## M08 Permissions

### M08.1 Interface Prototype



### M08.2 Description

In this section you can assign permissions to users according to their role in the company

- [M08-A] The selected Area of the company
- [M08-B] The Areas of the company
- [M08-C] The selected position in the selected area
- [M09-D] The option to add new positions
- [M09-E] The positions available in the selected area
- [M09-F] The permission options, that are visibility [M09-F1], Modify [M09-F2], Add [M09-F3] and Only his user [M09-F4]

### M08.3 Preconditions

- [M08.P01] The user selects the option [M01-D6] from the menu

### M08.4 Business Rules

- [M08.RN01] There should be an option to assign permissions by person (not shown in the image)

[M08.RN02] The super admin have access to everything including adding or removing administrators or business units

[M08.RN03] The permissions that can be granted are: 'Add', 'Modify', 'View' and 'Only his user'

[M08.RN04] The 'Add' permission allows users to add elements on the selected menu option

[M08.RN05] The 'Modify' permission allows users to modify some elements on the selected menu option

[M08.RN06] The 'View' permission allows users to only view the menu option on their layout

[M08.RN07] The 'Only your user' permission prevents users to see public information with the exception of 'always public information' that is the available projects and rewards

## M08.5 Alternate Flows

[M08.FA01] If the user has the 'Add' permission, they can create new areas for the company and new positions for users (this option is also available on the Talents module)

## M08.6 Exceptions

[M08.FA01] If the user has the 'Add' permission, they can't add new users to the application, for that he need the 'Add' permission for the Talent module

## **M09 Calendar**

### **M09.1 Interface Prototype**

To be developed by developer, It will be a calendar with options as described on [M09.4]

### **M09.2 Description**

The calendar serves to see the assigned projects and the availability of other users. It will also help to compare the performance of 2 or more years in a 13 month format and create meetings, meetings and events for users or areas

### **M09.3 Preconditions**

[M09.P01] The user selects the option [M01-D7] from the menu

### **M09.4 Business Rules**

[M09.RN01] The calendar module will show the options for viewing the calendar of activities and projects, user availability, compare performance (of projects to previous years) and schedule meetings

[M09.RN02] When comparing the performance of 2 or more years, the first day will be January 1st and from there the months will be divided every 28 days giving a total of 13 months, after June of the new calendar a month called Sun is added and then Continue with July, the days of February 29th and December 31th are not taken into account for this comparison

[M09.RN03] The calendar can be displayed by day, week, agenda, project and area

[M09.RN04] If the user add a new activity, if it involve another user, he will be able to see the other user availability.

[M09.RN05] When adding an activity, there will be an option to check if this activity will consume the users availability or just specific hours to take into account when adding the user to other activities.

### **M09.5 Alternate Flows**

[M09.FA01] If the user has deactivated the permission of 'Only his user' he will be able to see more than the availability of other users, also the activities to which they are assigned to and the meetings they will have.

### **M09.6 Exceptions**

n / a

## **M10 Configuration**

### **M10.1 Interface Prototype**

To be developed by developer.

### **M10.2 Description**

Here you can configure the custom settings of the application personally

### **M10.3 Preconditions**

[M10.P01] The user selects the option [M01-D8] from the menu

### **M10.4 Business Rules**

[M10.RN01] The user can configure the app notifications on mobile, alerts, language, rotation (for mobile) and interface for left handed people

[M10.RN02] If the application is configured for left handed people, the menu [M01-D] and [M01-C] are swapped with the sections [M01-A] and [M01-F]

[M10.RN03] Other configuration options considered by the developer can be added after an agreement with the company

### **M10.5 Alternate Flows**

n / a

### **M10.6 Exceptions**

n / a

## **M11 Messages**

### **M11.1 Interface Prototype**

To be developed by Developer, Will have as primary element the projects, then the activities that have messages that belong to the user

### **M11.2 Description**

This is the section where the messages can be read and answered for each individual activity with the specific people involved

### **M11.3 Preconditions**

[M11.P01] The user click the button [M01-B2]

## M11.4 Business Rules

[M11.RN01] When a user click on a project, it will show the activities with messages available to the user to see or answer.

[M11.RN02] Within a message, the user can attach any document, image, location, or file.

## M11.5 Alternate Flows

n/a

## M11.6 Exceptions

n/a

# M12 Supplies

## M12.1 Interface Prototype

To be developed by developer. This is the real world inventory that are usually used in the projects but also can be lend to the camera crew (like cameras that belong to us) and computers and components that are assigned to our talents

## M12.2 Description

This section is to have a control over consumables, stored objects, clothes and any other real world items as well as hardware and software.

Items are taken by the team for the production process. Some items come back to the stock until there is no one left.

## M12.3 Preconditions

[M12.P01] The user selected the menu [M01-D9]

## M12.4 Business Rules

[M12.RN01] The user can select [M01-A] any category (clothes, toys, tabletop games, video games, food, tools, recording, prices, misc, hardware, software) [M01-F] and see all the items under those categories that will be displayed on [M01-E].

[M12.RN02] When the user click on any item [M12.RN01] it will show its meta data like (if applicable) photo, size, price, name, quantity, pieces, location, user assigned to the item, or any other that the developer consider.

[M12.RN03] An item can be assigned to a user indefinitely or for a set period of time, when assigned to a user for a period of time, that user must sign as responsible on the application when the time starts and ends

[M12.RN04] The Supply module should work on QR codes that can be read on any user phone, the application also should provide with those QR codes to be printed as stickers.

[M12.RN05] Stickers will be printed massively or one by one

[M12.RN06] Items will be added thru a CSV in bulk or one by one by the mobile

[M12.RN07] The items recorded through the mobile can take photos to add them immediately.

[M12.RN08] Anyone with the permission of 'Modify' can be considered as supply responsible

[M12.RN09] BI reports created at least: Total of items in/out by a period of time and user.

## M12.5 Alternate Flows

[M12.FA01] When a user is assigned to an item for a short period of time, he have to access the application from his own user and scan the QR code of the item to have it lended. When that user want to return the item, the supply responsible have to scan the QR code as received.

[M12.FA01] If the one that will have an item assigned for a short period of time is a collaborator, need to scan the QR code with the limited time access to the application and there will be added on its checklist the element 'Return material'

## M12.6 Exceptions

n/a