# Functional Requirements

**Actors**

* IT Support
* Administrator
* Manager
* Staff
* Client
* Emergency Cover

Staff:

* System must allow Staff to view documents
* System must allow staff to view documents related to the premises of a given upcoming shift assign to them
* System must allow staff to view documents directly for an active shift
* System must allow staff to be able to cancel acknowledging a document
* System must notify Staff of unacknowledged documents
* System must prompt Staff to acknowledge documents
* System must remind staff to acknowledge any outstanding documents
* System must deny access to Staff member when they no longer have upcoming shifts for a given premises

Administrator:

* System must allow Administrators to create documents
* System must allow Administrators to upload document revisions
* System must allow Administrator to override what document revision is active
* System must allow Administrators to unpublish a document
* System must allow Administrators to assign documents to premises
* System must allow Administrators to assign documents to user groups
* System must allow administrator to toggle if acknowledgement is required on a given document
* System must allow administrators to set a document expiration
* System must notify Administrators when staff members acknowledge documents
* System must notify Administrators when staff don’t acknowledge documents
* System must notify administrators when a document has expired

System:

* System must group documents with their revisions
* System must track who has acknowledged a given document
* System must display the most up to date revision of a document
* System must track who downloads documents
* System must restrict Premises accounts to a single premises at a time
* System must allow documents to be restricted from public view
* System must allow forms to part of the site pack

Managers:

* System must allow Managers to review documents assigned to their Premises
* System must allow Managers to review documents assigned to their Region
* System must allow Manager to review document acknowledgements
* System must only allow Manager to remove Premises account from device

IT Support:

* System must allow IT Support to create Premises accounts

Clients & Emergency Cover:

* System must allow Clients and Emergency Covers to access premises devices to view and acknowledge documents

# User Flows

Staff Flow 1 - Documents View:

* System must allow Staff to view documents
* System must allow staff to be able to cancel acknowledging a document
* System must notify Staff of unacknowledged documents
* System must prompt Staff to acknowledge documents
* System must remind staff to acknowledge any outstanding documents

Staff Flow 2 – Shift Documents:

* System must allow staff to view documents related to the premises of a given upcoming shift assign to them
* System must allow staff to view documents directly for an active shift
* System must deny access to Staff member when they no longer have upcoming shifts for a given premises