



FUNCTIONAL SPECIFICATION DOCUMENT

**PUP iForm ID: Application Process for ID Replacement, Request,
and Revalidate**

Aboy, Mark Angelo C.

Adem, Brian James F.

Cayao, Patrick Jayson O.

Cruz, Sean Alexander B.

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1. Introduction

1.1 Purpose of the document

This document specifies the functional requirements for the development of the “PUP iForm ID” website, aimed at facilitating the process for students, professors, and faculty members to request new, revalidate, or replacement IDs.

1.2 Project Scope

The project involves the creation of a web application for ID requests for new students, revalidation, replacements due to loss or theft, without covering other document request transactions.

1.3 Scope of the Documents

Detailing the functionalities, user interactions, and technical requirements necessary for the “PUP iForm ID” applications

1.4 Related documents

Component	Name (with link to the document)	Description

1.5 Terms/Acronyms and Definitions

Term/Acronym	Definition	Description
ID Request	The process of applying for a new identification card.	This involves submitting necessary information and documentation to obtain an identification card.
Guest Users	Individuals accessing the site without registration.	These users can browse the website and access limited features but do not have registered accounts.
Registered Users	Users with an account on the website.	These users are able to request for new ID, revalidation of ID, and

		request in case of lost/stolen ID.
Admin Users	Administrators responsible for managing the site and user transactions.	These users have elevated privileges, allowing them to oversee and control various aspects of the website, including approving applications and transactions.

1.6 Risks and Assumptions

- Assumption: Stable internet access for users.
- Assumption: Accurate information provided by users.
- Risk: User data security breaches.

2. System/ Solution Overview

The software solution intended to expedite the process of issuing new identification cards, revalidation, and replacing lost or stolen ones. Its objective is to provide a convenient and efficient way to report lost or stolen IDs or obtain new ones.

2.1 System Actors

- Guest Users
- Registered Users
- Admin Users

2.1.1 User Roles and Responsibilities / Authority Requirements

User/Role	Example	Frequency of Use	Security/Access, Features Used	Additional Notes
Guest Users	Accessing step-by-step instructions on the ID request process without the need for sign-up or login.	Moderate	Limited access to instructional content.	Receive prompts to sign up or login when attempting to access restricted functionalities.

Registered Users	Managing account status for ID's application.	High	Access to request forms and transaction history.	Able to view past ID requests and their statuses.
Admin Users	Performing all functionalities available to registered users.	Moderate	Full access to transactions for management purposes.	Responsible for approval or rejection of ID requests and overall site administration.

3. Functional Specifications

User Authentication

- login and logout

Transaction Management

- Request ID Replacement, Revalidation, and Request for users.
- Cancellation of ID request.
- Transaction history access for users.
- Admin management of ID requests.

3.1 <Title>

PUP iForm ID: Application Process for ID Replacement, Request, and Revalidate

3.1.1 Purpose/ Description

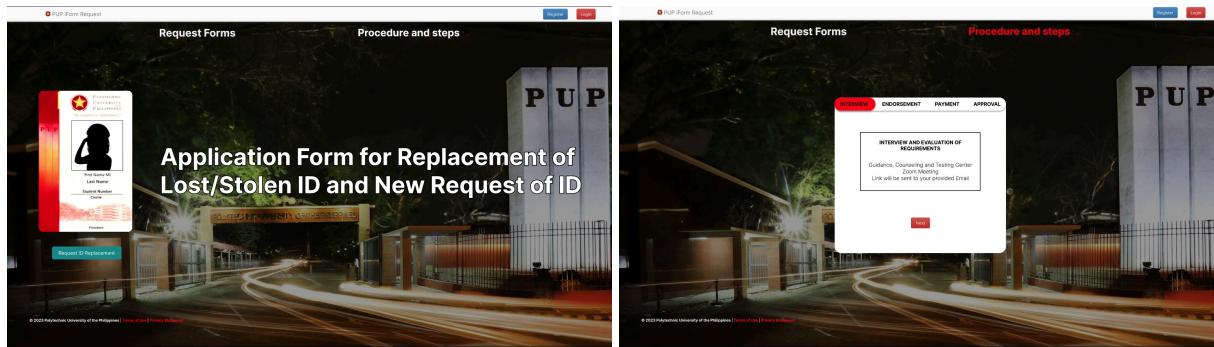
The purpose of this website is to allow students, professors, and faculty members to request an ID if they don't have it or to request, if it's lost or stolen. The goal of this application is to have seamless transaction when requesting a new ID

PUP iForm can only be used to request a new ID by filling up all the information. Using a database, this application will be able to save every transaction of an individual and it will not include other transactions like requesting documents.

3.1.2 Use case

UC-1	<Use case name>
Primary Actor(s)	Guest Users, Registered Users, Admin Users.
Stakeholders and Interest	Users who need to request new student IDs, revalidate existing ones, or replace lost ones, and administrators who manage these ID requests.
Trigger	User initiates the request for a new ID
Pre-conditions	User is logged in (for Registered Users), System is operational
Post-conditions	New ID request is successfully submitted and logged in the system
Main Success Scenario	User visits the ID request page, fills out the required information accurately, submits the form successfully
Extensions	If user encounters an error while submitting the form, an error message is displayed prompting the user to correct the mistake and resubmit
Priority	High
Special Requirements	Secure storage of user data, Logging of all ID request transactions
Open Questions	

3.1.3 Mock-up



PUP Form Request

Request Forms **Procedure and steps**

ENDORSEMENT OF REQUEST

Guidance, Counseling and Testing Center
Room 205, Charlie De Rosario Student Development Center

INTERVIEW ENDORSEMENT PAYMENT APPROVAL

BACK **NEXT**

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PUP Form Request

Request Forms **Procedure and steps**

PAYOUT

You will receive a payment link via email or you can go to Cashier Office once your payment has been processed.

INTERVIEW ENDORSEMENT PAYMENT APPROVAL

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PUP Form Request

Request Forms **Procedure and steps**

APPROVAL PROCESSING AND ISSUANCE OF REQUEST FOR DUPLICATE COPY OF ID CARD

Guidance, Counseling and Testing Center
Room 205, Charlie De Rosario Student Development Center (Please present your latest Registration Certificate)

INTERVIEW ENDORSEMENT PAYMENT APPROVAL

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PUP Form Request

Request Forms **Procedure and steps**

Login

Username: Password:

(Forgot my account password?)

Application Form for Replacement of Lost/Stolen ID and New Request of ID

Logout

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PUP Form Request

Request Forms **Procedure and steps**

Application Form for Replacement of Lost/Stolen ID and New Request of ID

Requested ID Replacement

Request ID Replacement

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PUP Form Request

Request Forms **Procedure and steps**

Profile

Personal Information	
Last Name:	
First Name:	
Middle Name:	
Date of Birth:	
Permanent Address:	
Email Address:	
Mobile Number:	

Account Settings	
Old Password:	
New Password:	
Confirm New Password:	

Educational Information

Student Number:
Status:
School Year admitted:
Admitted as:
Course:
Department:

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PUP Form Request

Request Forms **Procedure and steps**

Request Form

ID REVALIDATION

REQUEST FROM STUDENT

REQUEST FOR LIBRARIAN

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PUP Form Request

Request Forms **Procedure and steps**

ID REVALIDATION

Scan your QR

Your Files

No files

Add or create

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3.1.4 Functional Requirements

Spec ID	Specification Description	Business Rules/ Data Dependency
FR 1	Navigation Menu	Should be visible on all pages to allow users to easily access different sections of the website.
FR 2	Actions	Users should be able to perform actions such as submitting forms for ID requests, viewing transaction history, logging in, and logging out.
FR 3	Transaction status	The status of ID request should be updated real-time.
FR 4	User Authentication	Users should be able to register, log in, and log out securely using their email address and password.
FR 5	Form Submission	Users should be able to submit an ID request form with all required information filled out.
FR 6	Transaction History	Users should have access to their complete transaction history, including all past ID requests and their statuses. They should be able to view details such as the date of submission, status updates, and any actions taken (e.g., approval, rejection).
FR 7	User Account Management	Registered users should be able to manage their account settings, including updating their profile

		information (e.g., name, email address, contact details) and changing their password.
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Button, Link, Icon Label	OnClick Event	Other Event	Visible	Enabled Vs Disabled	Navigate To	Validation	Dependencies
PUP iForm	bckhp_Click	None	Yes	Enabled for all users	PUP iForm(home page)	None required	None
Procedure and Steps	BtnClickP1_Click	None	Yes	Enabled for all users	Procedure and Steps page	None required	None
Request ID Replacement	btnreq_Click	None	Yes	Enabled for all users	ID Request form page	must be registered users	None
Transaction History	history_Click	None	Yes	Enabled for registered users.	Terms of Use information page	must be registered users	None.
Requests	request_click	None	Yes	Enabled for registered users.	Privacy Statement information page	must be registered users	None.
ID RE-VALIDATION	idrf_Click	None	Yes	Enabled for registered users.	Form for ID request submission	must be registered users	None
ID REQUEST(NEW STUDENT)	id_req_Click	None	Yes	Enabled for registered users.	Procedures and steps information page	must be registered users	None.
ID REQUEST FOR	reqlost_Click	None	Yes	Enabled for registered users.	Lost/stolen ID request form	must be registered users	None

4. System Configurations

- Database Server: SSMS
- Programming Language: C#
- Front-end Framework: .NET

5. Other System Requirements/ Non-Functional Requirements

- Performance: Sub-3-second page loads.
- Security: Encrypted user data transmission.
- Usability: Mobile-responsive design.