



Back Office  
**Main Feature Document**  
Version 1.2  
Prepared By: Amy Byers  
Revision Date: 12/17/2015

## Table of Contents

|  |                              |
|--|------------------------------|
| <b>1. Feature Overview .....</b>                     | <b>2</b>                     |
| 1.1 Feature Description .....                        | 2                            |
| <b>2. User Impacts.....</b>                          | <b>2</b>                     |
| 2.1 Screen Process Flow .....                        | 2                            |
| <b>3. Use Case: Operator Sign On .....</b>           | <b>3</b>                     |
| 3.1 Feature Flow .....                               | 3                            |
| 3.2 Preconditions.....                               | 3                            |
| 3.3 Main Flow .....                                  | 3                            |
| 3.4 Alternate Flow.....                              | Error! Bookmark not defined. |
| <b>4. Use Case: Main .....</b>                       | <b>4</b>                     |
| 4.1 Feature Flow .....                               | 4                            |
| 4.2 Preconditions.....                               | 4                            |
| 4.3 Main Flow .....                                  | 4                            |
| 4.4 Alternate Flow\ .....                            | 4                            |
| 4.5 Special Requirements.....                        | 4                            |
| <b>5. Assumptions .....</b>                          | <b>4</b>                     |
| <b>6. Screen Layouts.....</b>                        | <b>5</b>                     |
| 6.1 Operator Sign On.....                            | 5                            |
| 6.2 Home.....  | 6                            |
| 6.3 Dialog Messages/Message Boxes .....              | 6                            |
| <b>7. Printing .....</b>                             | <b>7</b>                     |
| 7.1 Receipts .....                                   | 7                            |
| <b>8. Configurable Settings.....</b>                 | <b>7</b>                     |
| <b>9. Logging Changes .....</b>                      | <b>7</b>                     |
| 9.1 Data Output .....                                | 7                            |
| <b>10. Interfaces.....</b>                           | <b>7</b>                     |
| <b>11. Out Of Scope.....</b>                         | <b>7</b>                     |
| <b>12. Change Requests Under Consideration .....</b> | <b>8</b>                     |
| <b>13. Business Sign Off.....</b>                    | <b>8</b>                     |
| <b>14. Technical Sign Off .....</b>                  | <b>8</b>                     |
| <b>15. Technical Review .....</b>                    | <b>8</b>                     |
| <b>16. Technical Inform .....</b>                    | <b>8</b>                     |
| <b>17. Revision History.....</b>                     | <b>8</b>                     |
| 17.1 Reviews .....                                   | 8                            |
| 17.2 Revision History.....                           | 8                            |

# 1. Feature Overview

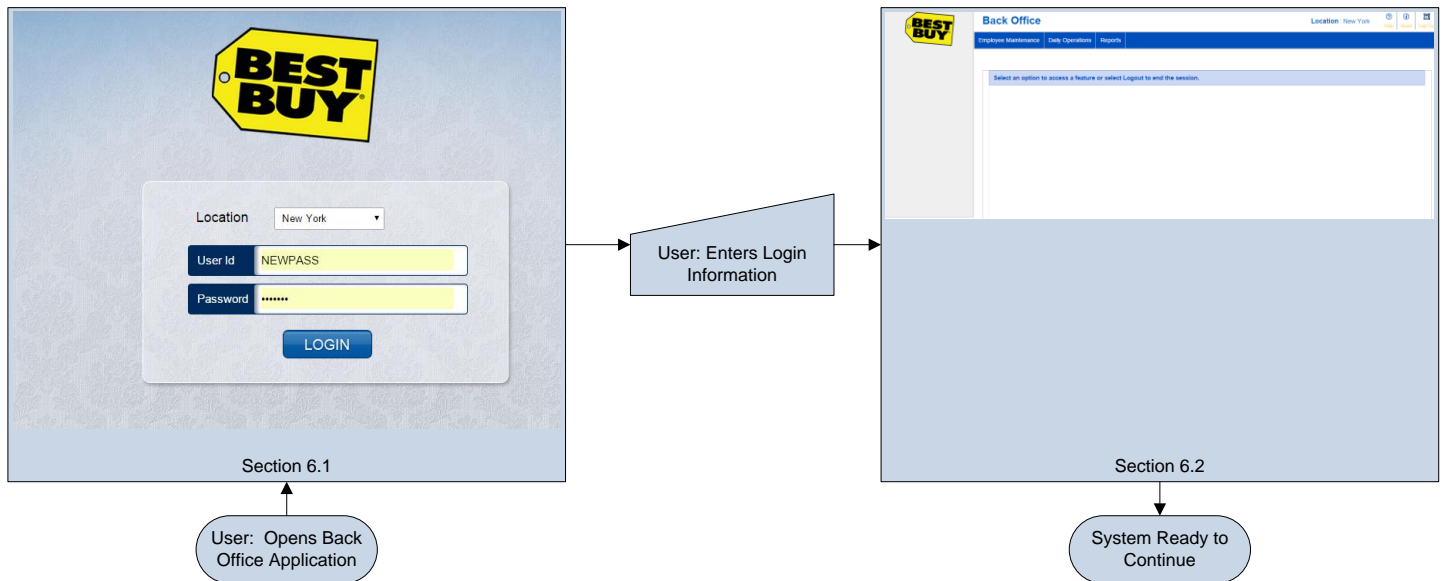
## 1.1 Feature Description

The Main Feature Document describes the functional behavior of Back Office from the time the application becomes available for use by prompting for the operator to log in through displaying the Back Office Dashboard.

## 2. User Impacts

### 2.1 Screen Process Flow

#### 2.1.1 Login



## 3. Use Case: Operator Sign On

### 3.1 Feature Flow

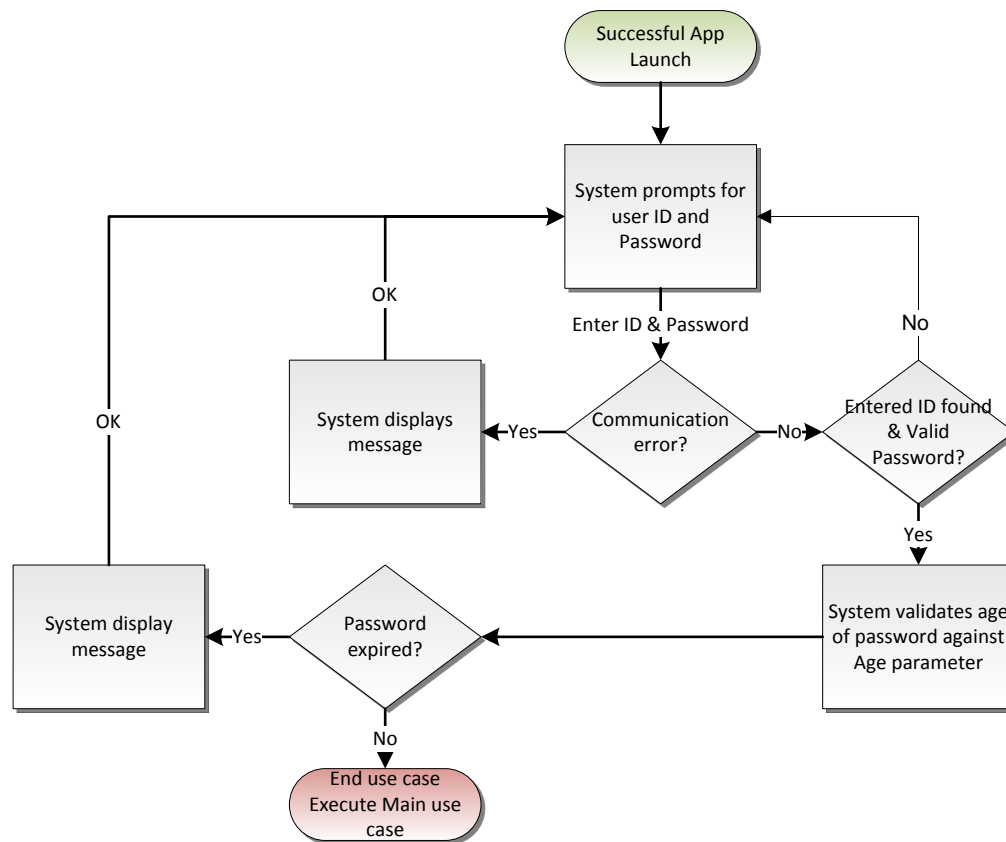


Figure 1: Operator Sign On

### 3.2 Preconditions

- The operator has accessed Back Office.

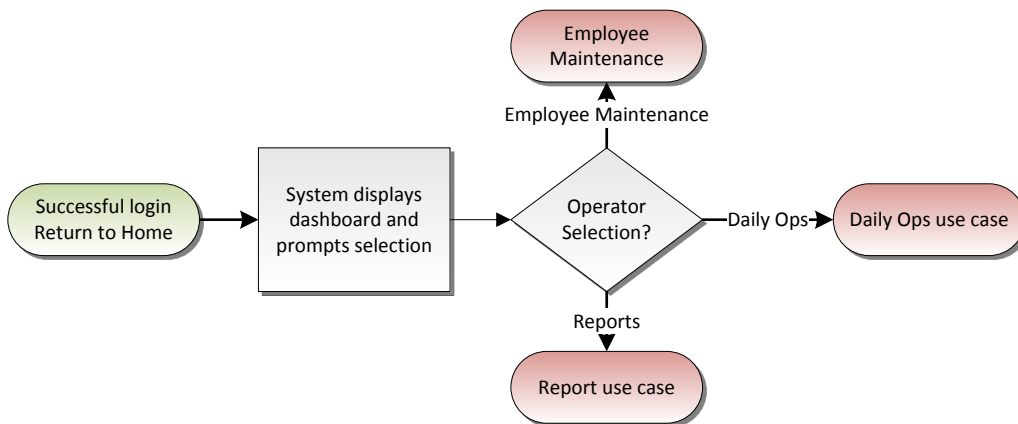
### 3.3 Main Flow

- The system prompts the operator to enter their user ID and password.
- The operator enters the user ID and password and accepts the entry.
- If a communication error occurs, the system displays a message, the operator acknowledges the message and the use case restarts.
- The system evaluates the entered user information.
- If the user ID is not found or invalid or the password is invalid, the system displays a message indicating the Login Information is not found or invalid and use case begins again.
- The system validates the age of the password (in days) against the Number of Days to Password Expiration parameter to define password expiration date.
- If the login password has expired, the system displays a message, the operator acknowledges the message and the alternate flow ends and restarts the Main Flow.
- The use case ends and the system executes the Main use case.

## 4. Use Case: Main

---

### 4.1 Feature Flow



**Figure 2: Main Dashboard**

### 4.2 Preconditions

- The operator has successfully logged in to Back Office.
- The operator has selected to return to the home page.

### 4.3 Main Flow

1. The system displays the dashboard information and prompts the operator to select an option.
2. If the operator selects the Reports option, the Reports use case is executed.
3. If the operator selects the Daily Operations option, the Daily Operations use case is executed.
4. If the operator selects Employee Maintenance option, the Employee Maintenance use case is executed.
5. If the operator selects to log out, the system logs the current operator out and the Operator Sign On use case is executed.

### 4.4 Alternate Flow\

None

### 4.5 Special Requirements

1. Dashboard information is updated every time the page is displayed or refreshed.

## 5. Assumptions

---

1. Back Office is a browser based application.
2. The Back Office application uses data from a single store.
3. Store specific data from another store is not available for viewing in Back Office.
4. Dashboard information is display only.

## 6. Screen Layouts

### 6.1 Operator Sign On

This screen is displayed when the operator accesses Back Office. The page prompts the operator to enter their user ID and password.

#### 6.1.1 Mockup

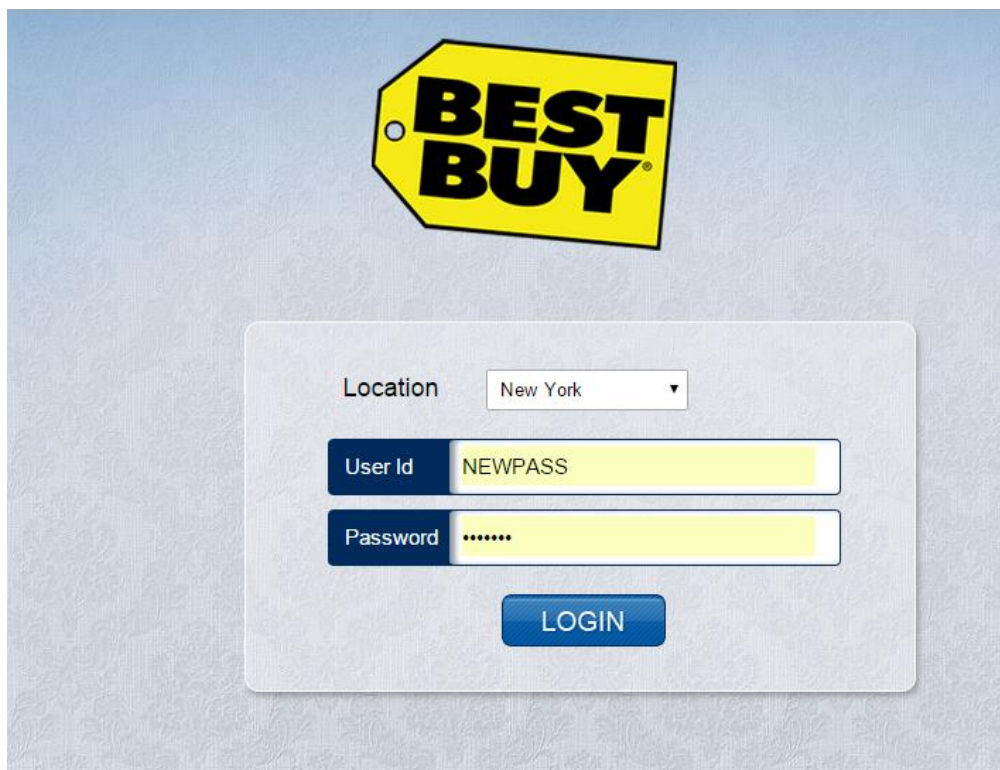


Figure 3: Operator Sign On

#### 6.1.2 Instruction Text

| Instruction Text |
|------------------|
| None             |

#### 6.1.3 Navigation/Menu Buttons

| Button | Next Screen   | Notes |
|--------|---|-------|
| Login  | <ul style="list-style-type: none"><li>Communication Error: Communication Error</li><li>Login Unsuccessful: Information Not Found</li><li>Password Incorrect: Password Incorrect</li><li>Password Expired: Password Expired</li><li>Successful Login: Main Options</li></ul> | None  |

#### 6.1.4 Data/Input Field Enhancements

| Label    | Editable | Req'd? | Data Type    | Min Length | Max Length | Notes |
|----------|----------|--------|--------------|------------|------------|-------|
| User ID  | Yes      | Yes    | Alphanumeric | 1          | 12         |       |
| Password | Yes      | Yes    | Alphanumeric | 1          | 25         |       |

## 6.2 Home

This screen is displayed when the operator has successfully logged into Back Office or selects to return to the home page. The page displays a dashboard and prompts the operator to select an option or logout.

### 6.2.1 Mockup

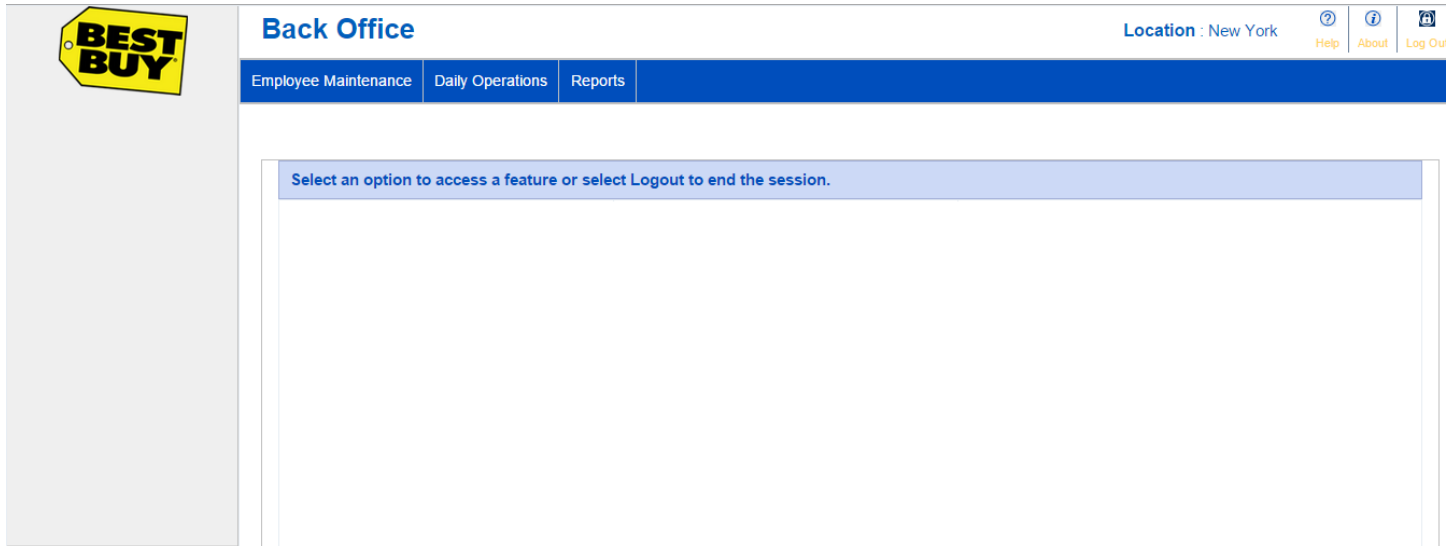


Figure 4: Home

### 6.2.2 Instruction Text

| Instruction Text  |
|---|
| Select an option to access a feature or select Logout to end the session. |

### 6.2.3 Global Navigation

| Label                | Next Screen               | Notes |
|----------------------|---------------------------|-------|
| Logo                 | Home                      | None  |
| Employee Maintenance | Roles                     | None  |
| Daily Operations     | Daily Operations use case | None  |
| Reports              | Reports use case          | None  |
| Logout               | Operator Sign On          | None  |

### 6.2.4 Data/Input Field Enhancements

None

## 6.3 Dialog Messages/Message Boxes

### 6.3.1 Communication Error

|                    |  |
|--------------------|--|
| <b>Description</b> | This generic message is displayed when there is a communication error between the mobile client and an external system/interface. The Communication Error is displayed on the screen where the communication error occurred. Upon acknowledging the message, the system returns to the previous screen |
| <b>Message</b>     | Communication error, please try again.   |
| <b>Key prompt</b>  | OK   |
| <b>Notes</b>       | Configurable generic message used when there is a communication error  |

### 6.3.2 Login Information Not Found or Correct

|                    |   |
|--------------------|---|
| <b>Description</b> | This message is displayed when the operator enters an ID or password that is not found or correct. Upon acknowledging the message, the system returns to the previous screen and prompts the operator to enter the login information. <b>Note:</b> The previously entered information is removed from the fields. |
| <b>Message</b>     | Login Failed  |
| <b>Key prompt</b>  | OK  |
| <b>Notes</b>       | Configurable message  |

### 6.3.3 Password Expired

|                    |  |
|--------------------|--|
| <b>Description</b> | This message is displayed when the operator enters a password that has expired. Upon acknowledging the message, the system returns to the previous screen and prompts the operator to enter the login information. <b>Note:</b> The previously entered information is removed from the fields. |
| <b>Message</b>     | Password Expired. Please contact your administrator.   |
| <b>Key prompt</b>  | OK   |
| <b>Notes</b>       | Configurable message   |

## 7. Printing

---

### 7.1 Receipts

None

## 8. Configurable Settings

---

| Parameter Mnemonic                    | Description   | Valid Values   |
|---------------------------------------|---|--|
| Maximum Password Length               | Determines the maximum length for a password                        | <ul style="list-style-type: none"><li>• 5 to 24</li></ul>          |
| Require Alphabetical Characters       | Determines if the password requires alpha characters                | <ul style="list-style-type: none"><li>• Yes</li><li>• No</li></ul> |
| Minimum Password Length               | Determines the minimum length for a password                        | <ul style="list-style-type: none"><li>• 5 to 24</li></ul>          |
| Number of Days to Password Expiration | Determines the frequency in days before a password must be changed. | 0 to 9999  |

## 9. Logging Changes

---

### 9.1 Data Output

| Data Element             | Description   | Destination   |
|--------------------------|---|---|
| User ID                  | The operator's user ID used to login to the system  | <ul style="list-style-type: none"><li>• Electronic Journal</li><li>• POSLog</li></ul> |
| Login Success or Failure | The success or failure of the login by the operator | <ul style="list-style-type: none"><li>• Electronic Journal</li><li>• POSLog</li></ul> |

## 10. Interfaces

---

None

## 11. Out Of Scope

---

- This Specification covers the designs for Back Office Main. Functionality that has no changes from the current processes is not covered unless needed to provide context.

## 12. Change Requests Under Consideration

1. Add a language toggle key to screens to toggle from French to English and vice versa. Default to store language with option to toggle to other languages.

## 13. Business Sign Off

| Name          | Organization | Approval Email and/or Date Received |
|---------------|--------------|-------------------------------------|
| Jesse Wielgan | Best Buy     |                                     |

## 14. Technical Sign Off

| Name          | Organization | Approval Email and/or Date Received |
|---------------|--------------|-------------------------------------|
| Mark Houghton | Best Buy     |                                     |
| Kevin Bahng   | Best Buy     |                                     |

## 15. Technical Review

| Name       | Organization | Approval Email and/or Date Received |
|------------|--------------|-------------------------------------|
| Andy Liang | Best Buy     |                                     |

## 16. Technical Inform

| Name             | Organization | Approval Email and/or Date Received |
|------------------|--------------|-------------------------------------|
| Gaurav Savant    | Best Buy     |                                     |
| Greg Irvine      | Best Buy     |                                     |
| David Hawkins    | Storeworks   |                                     |
| Mark Donley      | Storeworks   |                                     |
| Vinodh Narayanan | Storeworks   |                                     |

## 17. Revision History

### 17.1 Reviews

| Date     | Iteration    | Result                 |
|----------|--------------|------------------------|
| 8/5/2015 | V1.0 – BBYCA | Updates in version 1.1 |

### 17.2 Revision History

| Reviser   | Revision   | Date       | Version |
|-----------|--|------------|---------|
| Amy Byers | Initial documentation  | 7/8/2015   | 1.0     |
| Amy Byers | <ul style="list-style-type: none"><li>Sections 2.1.1, 6.1 &amp; 6.2: Update screen mockups</li><li>Section 12: Added section for Change Requests Under Consideration.</li><li>Section 16: Replaced Sam Martinez with Gaurav Savant. Corrected spelling of Grad Irvine's name</li></ul> | 8/18/2015  | 1.1     |
| Amy Byers | <ul style="list-style-type: none"><li>Section 3.1 &amp; 3.3: Update flow to remove lockout process</li><li>Former Section 3.4: Remove Lockout Alternate Flow.</li></ul>  | 12/17/2015 | 1.2     |