**Functional Requirements Specification**

**Reporting Tool**

**Version History**

|  |  |  |
| --- | --- | --- |
| **Version** | **Author(s)** | **Brief Description of Changes** |
| **0.1** | Alexandros Lagios | Initial document |

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# PURPOSE

Reporting Tool will be used to record, update and track employee details and employee reports. Admin users will be able to create and edit employee details and search for employee reports, while employees (reporter users) will be able to create and edit reports.

# Features

The main features of Reporting Tool will be the following (users able to use feature in parentheses):

1. Create new employee (Admin)
2. View/Edit employee (Admin)
3. Create report (Reporter)
4. Search for reports (Admin)
5. View report (Admin, Reporter)
6. Edit report (Reporter)
7. Delete report (Reporter)

## Employee

### Create new employee

The employee creation form will have the following fields:

1. Employee id: automatically generated number
2. Title – dropdown menu: Mr., Ms, Mrs, Dr, Prof
3. First Name – free text (maximum size: 50)
4. Last Name – free text (maximum size: 50)
5. Username – free text (unique) (maximum size: 50)
6. Email – free text in valid email format (unique) (maximum size: 50)
7. Gender – dropdown menu: Male, Female
8. Comments – free text (maximum size: 1000)

### View/Edit employee

The view employee page will include the same fields as the creation form. All of the fields of the creation form will be editable, except for Employee Id, Username and Email.

## Report

## Create report

The report creation form will consist of the following fields:

1. *Report id – generated automatically*
2. *Title – free text (maximum size: 200)*
3. *Description – free text (maximum size: 1000)*
4. *Priority – dropdown: High, Low*
5. *Created On – autogenerated timestamp of the report’s creation*
6. *Edited On – autogenerated timestamp that indicates the time of the last modification of the report. Immediately after the creation of a report, it is the same as CreatedOn.*

## Search for reports

The search for reports will be possible with the following criteria:

1. Report id
2. Employee username (criterion available only for Admin users)
3. Priority

## View/Edit report

The view report page will include the same fields as the creation form. The only report field that will not be editable is the Report id.

## Delete report

The deletion of the report will be require only the id of the report to be deleted.