**RECORD MANAGEMENT SYSTEM FOR MDRRMO**

**Scope:**

1. The system has 3 actors, super admin, administrator and user.

2. The system has a registration functionality for new user that should be approve by the admin.

3. A login page is present where it can identify the admin and user and let them proceed to their main page.

4. The system has the following features: a. Add/Upload Files (pdf, image) b. Edit/Replace Files c. Delete Files d. View Files e. Download Files

5. The system can create category for each files and each category should have a static bar code that they can print. 6. Search functionality should be available.

7. The system should have a user page.

8. The system should be responsive.

9. Web-based system, file can be access offline.

**Administrator**

• Approve creation of account

• Manage All the user’s account and view admin account

• Approve Adding/Editing of Files -

• Add, Edit, Delete Files/Documents

• View Files/Documents by searching or bar code scanning

• Download Files

• Manage the activity log of users

• Edit and View their Personal Information

**User**

• Register Account (For admin approval)

• Add/Edit Files (For admin approval)

• View Files/Documents by searching or bar code scanning

• Download Files

• View Own Activity Log

• Edit and View their Personal Information

Link for reference:

On click - https://codepen.io/Span4ev/pen/eMWawq