**System Requirements**

Below are the systems requirements for the system. These are the requirements to be met when designing the system to achieve the supplemented user requirement. They are grouped into functional requirements and non-functional requirements. Functional requirements are then grouped according to their module or function. Each requirement number consist of two numbers; the first indicate the user requirement for that system requirement and the second indicates the sequence of that particular system requirement.

**Functional Requirements**

**Order Processing Module**

Creating Standing Order

1.1 The system should allow the office clerk to have access to all the items offered by the company.

1.2 The system should allow the office clerk to be able to add items to the standing order.

1.3 The system should generate a standing order number for each standing order.

1.4 The system should make provision for the office clerk to select the quantity for each item.

1.5 The system should allow the office clerk to be able to select a quantity for each item.

1.6 The system should allow the office clerk to be able to select the status of the standing order.

1.7 The system should allow the office clerk to select the standing order-day.

1.8 The system should allow the office clerk to generate the date created for each standing order.

1.9 The system should prevent the office clerk from creating two standing orders for the same standing-day per account.

1.10 The system should prevent standing orders from having more than one row for each item.

1.11 The system should generate a message box providing feedback upon the selection of

“Generate Standing Order” option.

1.12 The system should update customer account after creation.

Modify Standing Order

2.1

The system should allow the office clerk to have access to all items offered by the company.

2.2 The system should allow the office clerk be able to add items to the standing order.

2.3 The system should allow the office clerk to be able to delete items from the standing order.

2.4 The system should allow the office clerk to be able to alter a quantity for each item.

2.5 The system should allow the office clerk to be able to alter the status of the standing order.

2.6 The system should allow the office clerk to alter the standing order-day.

2.7 The system should prevent the office clerk from altering a standing order-day to a day that has an existing standing order.

2.8 The system should prevent the office clerk from adding an additional row with the same item as an existing item in that standing order.

Access a particular Standing Order

3.1

The system should make provision for an office clerk to enter a standing number to retrieve that standing order.

3.2 After receiving the standing order number from the customer the system should provide the office worker with that particular standing order.

3.3 The system should prevent the office clerk from accessing other unauthorized standing order.

Delete a particular Standing Order

4.1 The system should make provision for a standing order to delete a standing order.

4.2 A standing order should be able to select a delete Standing Order to delete Standing Order.

4.3 The system should display verification message to ensure the user actually wants to perform a delete (double check).

4.4 The system should ensure users have at least one standing order remaining in order to allow successful deletion.

4.5 The system should display a “delete successful message” after successful delete.

4.6 The system should update customer account after deletion.

Generate All Orders

5.1

The system shall provide mechanism for the office clerk to select which would allow them generate all orders from approved standing orders.

5.2 After selection of “generate all order” button the system should generate all orders from all the relevant standing order.

5.3 In generating the order the system should add items based on their status of the standing order.

Generate an order from a particular Standing Order

6.1 The system should make provision for the office clerk to search for a particular standing order.

6.2 The system shall allow the office clerk to access any standing order.

6.3 The system shall provide a mechanism on each standing order which will allow the office clerk to select so as to generate an order from a standing order.

Create Independent Order

7.1 The system should make provision, which will allow an office clerk to create an independent order.

7.2 The system should allow the office clerk to have access to all items offered by the company.

7.3 The system should allow the user to be able to add items to the orders.

7.4 The system should generate an order number for order.

7.5 The system should make provision for the user to select the quantity for each item.

7.6 The system should allow the office clerk to be able to select a quantity for each item.

7.7 The system should generate the date created for each order.

7.8 The system should provide mechanism for saving the order

7.9 Upon clicking save the system should generate the invoice for that order.

7.10 The system should update orders file after creation.

7.11 The system should prevent orders from being made after 4 pm the previous day.

9. Access a particular Standing Order

9.1

The system should make provision for an office clerk to enter a standing number to retrieve that standing order.

9.2 After receiving the standing order number from the customer the system should provide the office worker with that particular standing order.

9.3 The system should prevent the office clerk from accessing other unauthorized standing order.

Approve Standing Order

10.1 The system should make provision whereby the office clerk must approve orders before they are generated.

**Customer’s Module**

View Ledger of Transactions

11.1 The system shall provide a ledger view showing the date, type and description of all transactions upon access to the customers account

11.1 The system should allow the user to view this ledger after up on signing in.

Double Clicking on an Order to view details

12.1 The system should allow the customer to double click on any standing order in the ledger.

12.2 After double clicking on the transaction the system should display to the customer to the details of that standing order.

Double Clicking on a Standing Order to view details

13.1 The system should allow the customer to double click on any order in the ledger.

13.2 Upon double clicking on that order the system shall display that order to view the details of that order.

Double Clicking on an Invoice to view details

14.1 The system should allow the user to double click on their ledger to view their invoice

14.2 After double clicking on that invoice the system should allow the user to view the details of their selected invoice.

Create an Order

15.1 The system should allow the customer to have access to all the items offered by the company.

15.2 The system should allow the customer to be able to add items to the standing order.

15.3 The system should generate a standing order number for each standing order.

15.4 The system should make provision for the customer to select the quantity for each item.

15.5 The system should allow the customer to be able to select a quantity for each item.

15.6 The system should allow the customer to be able to select the status of the standing order.

15.7 The system should allow the customer to select the standing order-day.

15.8 The system should allow the customer to enter a date created for each standing order.

15.9 The system should prevent the customer from creating two standing orders for the same standing-day per account.

15.10 The system should prevent standing orders from having more than one row for each item.

15.11 The system should update customer account after creation.

Modify Standing Order

16.1

The system should allow the customer to have access to all items offered by the company.

16.2 The system should allow the customer to add items to the standing order.

16.3 The system should allow the customer to be able to delete items from the standing order.

16.4 The system should allow the customer to be able to alter the status of the standing order.

16.5 The system should allow the customer to be able to enter a quantity for each item.

16.6 The system should allow the customer to be able to alter the standing order-day.

16.7 The system should allow the customer to should prevent users from altering a standing order-day to a day that has an existing standing order.

16.8 The user (customer) shall be able to modify standing orders over web platforms

16.9 The system should prevent customers from adding an additional row with the same item as an existing item in that standing order.

Create An Order

17.1 The system should make provision, which will allow an office clerk to create an independent order.

17.2 The system should allow the office clerk to have access to all items offered by the company.

17.3 The system should allow the user to be able to add items to the orders.

17.4 The system should generate an order number for order.

17.5 The system should make provision for the user to select the quantity for each item.

17.6 The system should allow the office clerk to be able to select a quantity for each item.

17.7 The system should generate the date created for each order.

17.8 The system should provide mechanism for saving an order.

17.9 On saving an order the system should generate that order

17.10 The system should update orders file after creation.

17.11 The system should prevent orders from being made after 4 pm the previous day.

**Merchandiser’s Module**

18.1 The system should allow the merchandizers access to the system

18.2 The system should allow the merchandizers to search for any customer by entering their customer number.

18.3 The system should then display the customers’ standing orders.

Double click on any standing order

19.1 The system should allow the merchandizer to have access to the system

19.2 The system should provide mechanism for retrieving a particular standing order

19.3 The system should allow the merchandizer to double click on any standing order

19.4 The system should allow the merchandize to display the details of any standing order upon double clicking on that standing order.

Modify Standing Order

20.1 The system should allow the merchandizer access to the customer’s account information to determine the return percentage for each item.

20.2 The system should allow the merchandisers to decrease the quantity for any item.

20.3 The system should prevent the merchandizer from increase the quantity for any item.

Delivery Module

21.1 The system should allow the delivery personnel access to the system

21.2 The system should provide mechanism for syncing tablet to retrieve all designated orders for delivery personnel

21.3 The system should allow the delivery guy to sync their tablet to obtain their route

information for that day.

Confirm Invoice

22.1 The system should provide mechanism for confirming orders.

22.2The system should allow the delivery guy to select a button to confirm the orders.

Create Notes for correct invoices

23.1 The system should make provision for a delivery personnel to adjust changes to an invoices

23.2 The system should allow the user to specify if it’s a credit or debit note.

The system should allow the deliver guy to make comments on invoices.

23.3 The system should allow the delivery personnel to make debit and credit notes for an

invoice.

Generate an invoice for independent sale.

24.1 The system should allow the delivery personnel to create independent orders for

customers.

24.2 The system should allow the office clerk to have access to all items offered by the company.

24.3 The system shall make provision to allow the delivery personnel to generate orders from independent orders.

24.4 The system should allow the delivery personnel to have access to all items offered by the company.

24.5 The system should allow the delivery personnel to be able to add items to the invoice.

24.6 The system should make provision for the delivery guy to select the quantity for each item.

24.7 The system should allow the delivery personnel to generate the date created for each

Invoice.

24. 8 The system should determine the price for each item from the database

24.9 The system should determine the VAT for each item from the database

24.10 The system should calculate the total price to add to the invoice.

Sync Orders

25.1 The system should provide mechanism for syncing tablet to get daily orders.

25.2 The system should allow the delivery personnel to sync all their daily transactions.

Adjust Invoices

26.1 The system should allow the delivery personnel to retrieve previous invoices by entering in a customer number and selecting a date.

26.2 The system should provide mechanism for allow the delivery personnel to alter the quantity for a any item on the invoice.

**General**

Logging in

27.1 The system shall provide a option menu in which the user selects the type of user they are before logging in

27.2 The system shall allow the user to login to the system by enter his credentials.

27.3 The system should allow users to gain access to authorised documents and to preform only authorised task.

27.4 the system should prevent users from accessing documents or areas of system they not unauthorised to view

Approval

28.1 The system should allow the office clerk to login to the system

28.2 The system should allow the office clerk to view all changes.

28.3 The system should provide mechanism for approving changes.

28.4 The system shall allow the office clerk to approve the changes

28.5 The system shall allow the office clerk to save the changes to its designated database.

Feedbacks

29.1 The system shall allow the user to see feedback messages based on the changes that

were made.

29.2 The system provide a mechanism to OK or cancel to any feedback message.

Print Standing Order

30.1 The system shall allow the user to click on the print button to print any standing

order.

Print Order

31.1 The system shall allow the user to select the print button to print any order.

Print Invoice

32.1 The system shall allow the user to select the print on an invoice which they wish to

print.

Print Note

33.1 The system shall allow the user to select the print button to print any debit/credit

notes.

Search

34.1 The system shall provide mechanism for a user to enter a parameter to search for nay document in the system.

34.2 The system should determine if an user is authorised to view the documents requested and if so display the result of the search containing only authorised documents.

34.2 The system shall prevent users from searching for unauthorized documents.

Help

35.1 The system should provide the users with the ability to click on the help button when they run into difficulties with the application.

35.2 The system should generate suggestion based on the requested help.

**Non-Functional Requirements**

Accessibility

36. The system should be accessible over the internet.

1. The system should be accessible over different platforms (desktop, mobile and tablets)
2. The system should be accessible at any time of the day.

Security

1. The system should generate a token for each log in and that token should be used throughout the session to access the user
2. The system shall provide mechanism for to ensure a user to enter a password and user name before any access is given to that user.
   1. The system should authenticate each log in credentials with credentials stored in the database to determine accessibility of user
   2. The system should lock an account if a user has incorrectly enter his log in credential at most 3 times.

Usability

1. The system should respond to and generate the necessary output for any task within 1 minute.
2. The system should provide shortcuts for experience user to initiate tasks.
3. The user interface of the system should be consistent throughout the system.
4. The user interface of the system should correlate with the universal starts for some commands.

Reliability

1. The system shall validate all forms before they are processed.
2. All updates to be system should be reflected through within 1 minute of that update.

Robustness

1. The system should capture errors and provide mechanism for the user to report error to developer.
2. The system should allow a user to continue using the system in the occurrence of an error.