



**COMSATS University Islamabad,
Abbottabad Campus**

SOFTWARE REQUIREMENTS SPECIFICATION

(SRS DOCUMENT)

**for
E-PORTAL FOR COC**
Version 1.0

By

Hamza Ali CIIT/FA16-BCS-069/ATD

Abdur Rahim Khan CIIT/FA16-BCS-073/ATD

Hamzah Ejaz CIIT/FA16-BCS-059/ATD

Supervisor

Dr. Kashif Bilal

Bachelor of Science in Computer Science (2016-2020)

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Revision History

Name	Date	Reason for changes	Version

Application Evaluation History

Comments (by committee) *include the ones given at scope time both in doc and presentation	Action Taken

Supervised by
Dr. Kashif Bilal

Signature_____

Introduction

This document covers almost all the aspects of the project “E-Portal for COC”. We will first investigate a brief introduction, followed by a detailed view regarding its system and processes. Furthermore, we will look into its Functional requirements along with its Non-Functional requirements.

Overview

The project has three main modules; they are:

1. Membership Portal:

The users (non-members) can apply for registration online. They can submit their forms along with other credentials. The requested application will be further processed for evaluation. If it is valid, fee challan will be generated to the user and the application will be forwarded to further process. If everything falls in line, the members will be awarded membership.

2. Visa Management System:

Members can apply for visa recommendation through the portal. They can submit their forms and required documents for verification. If it is valid, the member will get a fee challan. After clearance and verification, members will be awarded recommendation letter.

3. Event Management System:

The Event Management Officer will create an event, add details about the event, assign duties to assigned employees. He can even delete/update it. The specific members will be notified through portal or email.

Purpose

Since physical work was abundant, it was difficult to manage the process. All the requests were being handled manually. It was hectic for both, the employees and the members. Our project is designed in such a way that it reduces the workload of both parties. Furthermore, it is user friendly.

Scope

Our project will be a replacement for physical workload. Users can apply/register from anywhere around the world. They can also track their application status. They can view the events being conducted along with other facilities.

General Description

A general flow is categorized as below:

Membership

1. Apply for membership
2. Upload Documents
3. Track Application Status
4. Download Fee challan
5. View Profile
6. Update

Visa Management System

1. Apply for Visa recommendation
2. View Application Status
3. Download Fee challan
4. Upload Documents
5. Gets Notified

Events Management System

1. Create Event
2. Enter/Update details
3. Inform employee duties
4. Member's view notification (Email/portal)
5. Delete Event

Overall description

Product perspective

The idea was proposed by the 'Chamber of Commerce'. They wanted a software which deals with most of their work. This way, the workload will be less upon the employees and members. Their current system is built on PHP. Our system will shift that to a newer technology (MERN). It will be easier to manage, more applicable and more reliable.

Operating environment

The system shall operate correctly on all the web browsers like chrome, Firefox, Explorer etc. It will be supported by windows, macOS and android.

It will not be bound to any geographical location. It can be accessed anywhere around the world through the presence of internet.

Design and implementation constraints

Compared to java or PHP, MERN is a new technology introduced recently and has been for a short period of time. Since it's kind of new, it has its own limitations like integration with other databases (like SQL) etc. However, there is always room for improvement, such problems are been dealt with and solutions are available. Still many things are to be polished but since it has its advantages, it will be a success. MongoDB will be the database used in our system. The server will be hosted by COC itself.

Requirement identifying technique

We will focus on the functional requirements specifications through use cases. We will discuss each case independently.

Use case diagram:

This use case is referred to M-FYP-001
Name: Member use case

Use case description

The member use case is described below:

Table 1 Show the detail use case template

Use Case ID:	M-UFYP-001
Use Case Name:	Member
Actors:	Primary actor: Member Secondary actor: Membership Officer, Finance Officer.
Description:	A user can apply for membership from anywhere around the world. They can just submit the form, can also track their application status. A member can apply for visa recommendation through his/her portal. He can even check notifications regarding its application status or an event.
Trigger:	A user wants to become a member. He must sign Up and fill the requirements along with its credentials.
Preconditions:	PRE-1: A user must sign Up to the system. PRE-2: User must fill out the form requirements PRE-3: User must upload the required documents.

Postconditions:	POST-1: After the submission of the form, the application will be sent to the membership officer. POST-2: Membership officer will review the application and will either approve or reject it. POST-3: The application will be forwarded to the Finance officer for further process.
Normal Flow:	1. A user must sign up to the system. 2. He/she fills out the form for the membership 3. He/she uploads the required documents 4. The application is sent to the membership officer. 5. Membership officer reviews the application 6. If accepted, the application is sent to the finance officer. 7. Finance officer generates the challan for the fee to be paid. 8. When the payment is successful, finance officer forwards the application for further processing.
Alternative Flows: [Alternative Flow 1 – Not in Network]	5.1. If rejected, it will be notified to the user. 5.2. User can re-apply for the membership. Returns to step 1. 8.1. If payment is unsuccessful, the user is notified, and the requirements are carried out again. Return to step 7.
Exceptions:	1.0. The user must be able to fulfil the requirements to become a member.
Business Rules	BR-1: User must be a member/owner of a business.
Assumptions:	NONE.

Use case diagram

This use case is referred to M-FYP-002
 Name: Membership officer use case

Use case description

The membership use case is described below:

Table 2 Show the detail use case template

Use Case ID:	M-FYP-002
Use Case Name:	Membership officer
Actors:	Primary actor: Membership officer Secondary actor: Finance officer, member

Description:	After the submission of the application, membership officer must review the application. He can either approve or reject depending upon the condition. If approved, it sends the application to the finance officer.
Trigger:	When an application is submitted by the user for validation.
Preconditions:	PRE-1: User must've submitted the application for the membership. PRE-2: Membership officer must be logged into its account.
Postconditions:	POST-1: Membership officer will review the submitted application by the user. POST-2: He will either accept it or reject it, depends upon the credentials.
Normal Flow:	1. A user must've submitted the application form for membership 2. Membership officer must review the application. 3. If accepted, it forwards the application to the finance officer for further processing.
Alternative Flows: [Alternative Flow 1 – Not in Network]	3.1. If rejected, it will notify the user.
Exceptions:	1.0. The membership officer is on another duty. 2.0. The membership officer is on a leave.
Business Rules	BR-1: Membership officer must be an employee of the COC.
Assumptions:	NONE

Use case diagram

This use case is referred to M-FYP-003
Name: Finance officer use case

Use case description

The finance officer use case is described below:

Table 3 Show the detail use case template

Use Case ID:	M-FYP-003
Use Case Name:	Finance officer
Actors:	Primary actor: Finance officer Secondary actor: member

Description:	The finance officer will deal with the payments of the members along with the payments of the visa recommendation. He/she will keep track of the payments and will mark approved or rejected.
Trigger:	When a payment requirement is initialized.
Preconditions:	PRE-1: The received application should be marked approved by the membership officer. PRE-1.1: The received application should be marked approved by the visa officer. PRE-2: The finance officer must be logged in to his account.
Postconditions:	POST-1: The officer generated the challan and sends it to the user/member. POST-2: The officer can review the payment POST-3: If accepted, the application is forwarded to the printing officer.
Normal Flow:	1. The application is received from the membership officer 2. The officer reviews the application. 3. He generates the challan and sends it to the user/member. 4. He will review the payment/receipt. 5. If accepted, the application will be forwarded to the printing officer.
Alternative Flows: [Alternative Flow 1 – Not in Network]	4.1. If the payment is not cleared, the application will be rejected.
Exceptions:	1.0.The Finance officer is on another duty. 2.0.The finance officer is on a leave.
Business Rules	BR-1: Finance officer must be an employee of the COC.
Assumptions:	NONE

Use case diagram

This use case is referred to M-FYP-004
Name: Printing officer use case

Use case description

The printing officer use case is described below:

Table 4 Show the detail use case template

Use Case ID:	M-FYP-004
Use Case Name:	Printing officer
Actors:	Primary actor: Printing officer

	Secondary actor: delivery officer
Description:	The printing officer prints the membership letter of those whose application has been received from the finance officer.
Trigger:	When the application arrives from the finance officer.
Preconditions:	PRE-1: The application should be received from the finance officer. PRE-2: The office must be logged in to his account.
Postconditions:	POST-1: The officer prints the membership letter of the user. POST-2: It then forwards the application to the delivery officer.
Normal Flow:	1.0. The application is received from the finance officer 1.1. The officer prints the membership letter of the user 1.2. It is then forwarded to the delivery officer
Alternative Flows: [Alternative Flow 1 – Not in Network]	NONE
Exceptions:	1.0. The Printing officer is on another duty. 2.0. The Printing officer is on a leave.
Business Rules	BR-1: Printing officer must be an employee of the COC.
Assumptions:	NONE

Use case diagram

This use case is referred to M-FYP-005
Name: Delivery officer use case

Use case description

The delivery officer use case is described below:

Table 5 Show the detail use case template

Use Case ID:	M-FYP-005
Use Case Name:	Delivery officer
Actors:	Primary actor: Delivery officer Secondary officer: none
Description:	The application along with the documents are received by the delivery officer. When the user collects its documents, the delivery officer marks the user's documents as 'collected'.

Trigger:	When the application along with the documents are received to the delivery officer.
Preconditions:	PRE-1: When the application is received from the printing officer. PRE-2: The delivery officer must be logged in to his account.
Postconditions:	POST-1: When received, initially the application is marked uncollected. POST-2: When the user collects the documents, the officer mark it as collected.
Normal Flow:	1.0. The application along with printed documents are received from the printing officer. 2.0. Initially, it is marked uncollected. 3.0. When the user collects the documents, the officer marks the application as collected.
Alternative Flows: [Alternative Flow 1 – Not in Network]	NONE
Exceptions:	1.0.The Delivery officer is on another duty. 2.0. The Delivery officer is on a leave.
Business Rules	BR-1: Delivery officer must be an employee of the COC.
Assumptions:	NONE

Use case diagram

This use case is referred to V-FYP-001

Name: Visa use case

Use case description

The visa use case is described below:

Table 6 Show the detail use case template

Use Case ID:	V-FYP-006
Use Case Name:	Visa
Actors:	Primary actor: Member Secondary actor: Visa officer, finance officer
Description:	The member applies for the visa recommendation letter. He fills out the from and upload the required credentials. The member can check the application status. The visa officer reviews the application and either approves it or rejects it. The finance officer generates the challan for payment to the member.
Trigger:	When a member applies for a visa recommendation letter.

Preconditions:	PRE-1: Member must sign in and apply for the visa recommendation PRE-2: He/She should fill out the forms along with its credentials. PRE-3: The application arrives to the visa officer for review.
Postconditions:	POST-1: The visa officer reviews the application. POST-2: If validated, it is sent to the finance officer for further processes. POST-3: After successful payment, the officer issues the recommendation letter to the member.
Normal Flow:	1. The member applies for the visa recommendation 2. The application is received to the visa officer for reviewal 3. If valid, it is sent to the finance officer for payment processes. 4. If payment cleared, visa officer issues the recommendation letter.
Alternative Flows: [Alternative Flow 1 – Not in Network]	2.1: If application is not valid, the officer rejects it. 3.1: If payment not cleared, the application gets rejected.
Exceptions:	1.0.The Visa officer is on another duty. 2.0. The user is not a valid member
Business Rules	BR-1: The visa officer must be an employee of the COC BR-2: The user must be a valid member of the COC.
Assumptions:	NONE

Use case diagram

This use case is referred to E-FYP-001
Name: Events use case

Use case description

The events use case is described below:

Table 7 Show the detail use case template

Use Case ID:	E-FYP-007
Use Case Name:	Events
Actors:	Primary actor: Event Management Officer Secondary actor: none
Description:	The EMO can create an event. He can assign staff duties. He can select the target category of the members. He can even update/delete the event.
Trigger:	When an event should be conducted according to its needs.

Preconditions:	PRE-1: EMO must be logged in to his account.
Postconditions:	POST-1: EMO sets up the event by entering its required details POST-2: He sets up staff duties. POST-3: He sets the category of the members to target.
Normal Flow:	1. EMO signs in to his account 2. He can set up an event by placing its details 3. He can set staff duties placed upon the event 4. He can send notification to the target members 5. He can update, delete the event.
Alternative Flows: [Alternative Flow 1 – Not in Network]	NONE
Exceptions:	1.0.The EMO is on another duty. 2.0. The EMO is on leave.
Business Rules	BR-1: The EMO must be an employee of the COC
Assumptions:	NONE

Functional Requirements

This section lists the functional requirements in order. It describes the effect of software system, simply put, what the system must accomplish.

Membership Portal

Description

The member's application goes through the following order:

1. Application submission
2. Membership officer
3. Finance officer
4. Printing officer
5. Delivery officer

Each are explained below

Member's account

1. Sign Up:

Users can sign up using their email address. Furthermore, they will provide the required credentials for membership to forward the application process.

2. Recommendation:

Any current member will have to recommend the new member in order for them to be full members.

3. Fee challan:

Members can download their fee challan after successful submission of membership application.

4. Update:

Members can update their current information like mobile number, address etc.

5. View announcements:

Members can view notifications on their dashboard regarding events or any other important note.

6. View status:

Members can track their application by checking its status.

Identifier	M-FYP-001
Title	Member's account
Requirement	user perspective: The member must submit the form along with its required documents for validation.
Source	COC Industry
Rationale	Members can easily signup/sign in through online portal.
Business Rule (if required)	The documents must be valid in order to be a member.
Dependencies	Independent
Priority	High

Membership officer account

1. Login:

Officer can login to its account by providing the required information.

2. Review application:

Officer can review the application of the requested user (wanting to become a member) and check its credentials.

3. Forward application:

After successful validation, the officer forwards the application to the Finance officer.

4. Update password:

Officer can update its password by clicking on 'forgot password' option.

Identifier	M-FYP-002
Title	Membership officer account
Requirement	user perspective: The officer must be an employee of the COC in order to review the application. System perspective: An application must be submitted for it to be reviewed.
Source	COC Industry
Rationale	An employee should review the requested application of a user (member)
Business Rule (if required)	Such person must be an employee of the COC
Dependencies	FYP-001
Priority	High

Finance officer account

1. Login:

Officer can login to its account by providing the required information.

2. Review Receipt:

Officer can review the receipt submitted by the member.

3. Generate challan:

Officer can generate challan for the required process.

4. Forward application:

Officer can forward the application to the Printing officer.

5. Update Password:

Officer can update its password by clicking on 'forgot password' option.

Identifier	M-FYP-003
Title	Finance officer account
Requirement	user perspective: The officer must be an employee of the COC in order to review the application and can generate challan. System perspective: An application must be submitted for it to be reviewed and further processed.
Source	COC
Rationale	An employee should deal with the finance section
Business Rule (if required)	The person must be an employee of the COC
Dependencies	FYP-001/FYP-002
Priority	High

Printing officer account

1. Login:

Officer can login to its account by providing the required information.

2. Print member's letter:

Officer will print the membership document of the member.

3. Forward application:

Officer will forward the application to the Delivery officer.

4. Update Password:

Officer can update its password by clicking on 'forgot password' option.

Identifier	M-FYP-004
Title	Printing officer account
Requirement	user perspective:

	<p>The officer must be an employee of the COC in order to review the application and can print the membership document.</p> <p>System perspective:</p> <p>An application must be submitted for it to be reviewed and further processed.</p>
Source	COC
Rationale	Someone should be managing the printing section, things which are meant to be on hardcopy.
Business Rule (if required)	The person must be an employee of the COC
Dependencies	FYP-001/FYP-002/FYP-003
Priority	Medium

Delivery officer account

1. Login:

Officer can login to its account by providing the required information.

2. View not Collected:

Officer can check the list of applications of members not collected.

3. Marked Collected:

Officer can mark the application 'collected' after the member collects it.

4. Update Password:

Officer can update its password by clicking on 'forgot password' option.

Identifier	M-FYP-005
Title	Delivery officer account
Requirement	<p>user perspective:</p> <p>The officer must be an employee of the COC in order for it be marked collected.</p> <p>System perspective:</p> <p>An application must be submitted for it to be reviewed and further processed.</p>
Source	COC
Rationale	A person should deliver the documents to the members.

Business Rule (if required)	The person must be an employee of the COC
Dependencies	FYP-001/FYP-002/FYP-003/FYP-004
Priority	Medium

System

1. Generate ID:

The system will generate a unique ID against every member.

2. Send Emails:

The system will auto-send emails to the required person.

Identifier	M-FYP-006
Title	System
Requirement	System perspective: It should be under control of the COC.
Source	Developer
Rationale	Things which doesn't need a person like auto-assign a unique ID etc.
Business Rule (if required)	The system must be under the control of the COC
Dependencies	FYP-001
Priority	High

Admin

1. Login:

Admin can login to its account by providing the required information.

2. Create account:

Admin can create accounts for the above officers.

3. Perform Operations:

Admin can perform the CRUD operations on all.

4. Update Password:

Admin can update its password by clicking on 'forgot password' option.

Identifier	M-FYP-007
Title	Admin

Requirement	user perspective: The admin must be an employee of the COC in order for it to have CRUD operation access.
Source	COC/Developers
Rationale	There should be a person who would be a super-admin, which can control the CRUD operation along with other important tasks.
Business Rule (if required)	The person must be an employee of the COC
Dependencies	FYP-001
Priority	High

Visa Management System

Description

The visa application goes through the following order:

1. Application submission
2. Visa officer
3. Finance officer
4. Printing officer
5. Delivery officer

Member's account

1. Apply for visa recommendation letter:

Members will be able to apply for visa recommendation through their portal. They will submit the form along with the required documents.

2. Download challan:

Members can download the fee challan in order to fill the payment required for the process.

3. Upload receipt:

Members can upload the receipt of the paid challan.

4. View status:

Members can track their application by checking its status.

Identifier	V-FYP-001
Title	Member's account
Requirement	user perspective:

	The member must submit an application form for visa recommendation along with its required documents.
Source	COC Industry
Rationale	Members can easily apply for visa recommendation letter.
Business Rule (if required)	The documents must be valid in order to be a visa recommendation letter.
Dependencies	M-FYP-001
Priority	High

Visa officer account

1. Login:

Officer can login to its account by providing the required information.

2. Review application:

Officer can review the application of the requested members and check its credentials.

3. Forward application:

After successful validation, the officer forwards the application to the Finance officer.

4. Make recommendation letter:

The officer will generate the visa recommendation letter.

5. Update password:

Officer can update its password by clicking on 'forgot password' option.

Identifier	V-FYP-002
Title	Visa officer account
Requirement	<p>user perspective:</p> <p>The officer must be an employee of the COC in order for it to review the application.</p> <p>System perspective:</p> <p>An application must be submitted for it to be reviewed.</p>
Source	COC Industry
Rationale	An employee should review the requested application of a member
Business Rule (if required)	Such person must be an employee of the COC

Dependencies	V-FYP-001
Priority	High

Finance officer account

1. Login:

Officer can login to its account by providing the required information.

2. Generate challan:

Officer can generate challan for the required process.

3. Forward application:

Officer can forward the application to the Printing officer.

4. Update Password:

Officer can update its password by clicking on 'forgot password' option.

Identifier	V-FYP-003
Title	Finance officer account
Requirement	<p>user perspective:</p> <p>The officer must be an employee of the COC in order for it be reviewed and generate challan.</p> <p>System perspective:</p> <p>An application must be submitted for it to be reviewed and further processed.</p>
Source	COC
Rationale	An employee should deal with the finance section
Business Rule (if required)	The person must be an employee of the COC
Dependencies	FYP-001/FYP-002
Priority	High

Delivery officer account

1. Login:

Officer can login to its account by providing the required information.

2. View not Collected:

Officer can check the list of applications of members not collected.

3. Marked Collected:

Officer can mark the application ‘collected’ after the member collects it.

4. Update Password:

Officer can update its password by clicking on ‘forgot password’ option.

Identifier	V-FYP-004
Title	Delivery officer account
Requirement	user perspective: The officer must be an employee of the COC in order for it be marked collected. System perspective: An application must be submitted for it to be reviewed and further processed.
Source	COC
Rationale	A person should deliver the documents to the members.
Business Rule (if required)	The person must be an employee of the COC
Dependencies	V-FYP-001/V-FYP-002/V-FYP-003
Priority	Medium

System

1. Send Emails:

The system will auto-send emails to the required person.

Identifier	V-FYP-005
Title	System
Requirement	system perspective: It should be under the control of COC.
Source	Developer
Rationale	Things which doesn't need a person like auto-send email.

Business Rule (if required)	The system must be under the control of the COC
Dependencies	V-FYP-001
Priority	High

Admin

1. Login:

Admin can login to its account by providing the required information.

2. Create account:

Admin can create accounts for the above officers.

3. Perform Operations:

Admin can perform the CRUD operations on all.

4. Update Password:

Admin can update its password by clicking on 'forgot password' option.

Identifier	V-FYP-006
Title	Admin
Requirement	user perspective: The admin must be an employee of the COC in order for it to have CRUD operation access.
Source	COC/Developers
Rationale	There should be a person who would be a super-admin, which can control the CRUD operation along with other important tasks.
Business Rule (if required)	The person must be an employee of the COC
Dependencies	V-FYP-001
Priority	High

Event Management System

Description

The Event Management officer will be able to create events, update, delete them and can also set employee duties. The event will be notified to members through email/portal.

Event Management officer account

1. Create an Event:

EMO can create an event by entering its details like venue, date etc. along with its category.

2. Update Event:

EMO can update the details of the event.

3. Add Employee Duties:

EMO can set its employee duties in the event.

4. Update password:

EMO can update their account's password by simply clicking on the 'forgot password' option.

5. Set Members category:

EMO can set the type(category) of members to be invited like IT, cars, Education etc.

6. Delete Event:

EMO can also delete an event.

Identifier	E-FYP-001
Title	EMO's account
Requirement	user perspective: The officer must be an employee of the COC in order for him to create and event.
Source	COC Industry
Rationale	An employee should be able to handle the event management system.
Business Rule (if required)	The person must be an employee of the organization.
Dependencies	Independent
Priority	High

System

1. Send email:

The system will auto-send the email regarding the event to its members.

2. View portal Notification:

The system will also display a notification regarding the event on the member's portal.

Identifier	E-FYP-002
Title	System
Requirement	system perspective: The system should be under the control of the COC.
Source	Developers
Rationale	Things which doesn't need a person like auto-send emails etc.
Business Rule (if required)	The system must be under the control of the COC
Dependencies	E-FYP-001
Priority	High

Admin

1. Login:

Admin can login to its account by providing the required information.

2. Create EMO's account:

Admin can create an account of the EMO.

3. Perform Operations:

Admin can perform the CRUD operations on all.

4. Update password:

Officer can update its password by clicking on 'forgot password' option.

Identifier	E-FYP-003
Title	Admin
Requirement	user perspective: The admin must be an employee of the COC in order for it to have CRUD operation access.
Source	COC/developer
Rationale	There should be a person who would be a super-admin, which can control the CRUD operation along with other important tasks.
Business Rule (if required)	Such person must be an employee of the COC
Dependencies	E-FYP-001
Priority	High

Non-Functional Requirements

Some other non-functional attributes are as below:

No.	Attributes	Description
1.	Compatibility	The system will be compatible on all modern browsers along with mobile and tablets.
2.	Reliability	System will never crash or hang.
3.	Maintainability	The system will be easy to maintain as it will be documented along with its details regarding the process.
4.	Security	The system will be secure. All the loopholes and exceptions will be handled.
5.	Reusability	The system will be flexible enough to afford upgradation in order to add features.
6.	Serviceability	It will be online 24/7 since the server will be up and running.
7.	Extendibility	System is flexible enough to afford the addition of new modules.

Usability

The members will have an ease of interaction with the system. It will be user friendly. It will be made as simple as possible. However, for the employees, workshop can be conducted in order to teach them about the flow of the system and how to deal with it.

Performance

Each performance is discussed as below:

1. Availability:

The system will be available all the time. It will be reliable.

2. Response Time:

It is the time taken to respond to a request. It will be as efficient as possible, also depending upon the user's internet.

3. Processing Speed:

This entirely depends upon the user's (hardware) system on which it is accessing our system.

4. Size and weight:

Our system is independent of size and weight as it is software based.

References

Wikipedia.

END