



# **Scope Document for**

# **CI Platform**

Recipient: Trainees - 2023

**Company: Tatvasoft** 

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# **Scope Document**

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### Introduction

The platform will allow the company to "plan and manage effort that seeks to motivate and enable employees to effectively serve community needs through the leadership of the employer."

CI (Community investment / corporate social investment / Community social investment) platform can also be called employee volunteer program, workplace volunteer programs, corporate volunteer programs, company volunteer programs, and other iterations. These programs are typically built to support a company's larger corporate social responsibility program (CSR) or community engagement program or community investment program. Companies may have specific reasoning for building such platforms like building a positive brand reputation or increasing employee engagement in the community.



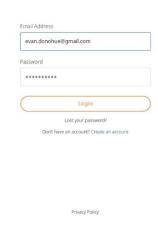
# **Platform login page**

### **Description:**

This page will appear when user lands on the platform. This page will have banner at left side and login section at right side.

### Login





### Description:

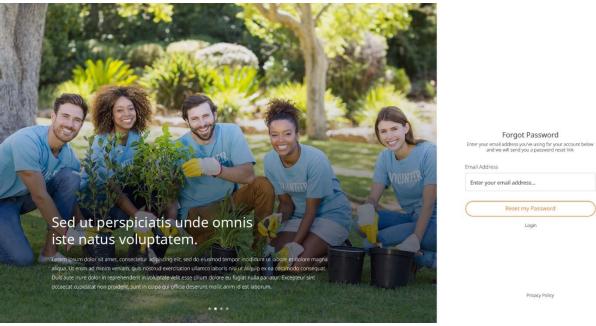
User can login to platform using their email address and password.

#	Feature	Туре	Description
	Email address	Input	User will need to enter his email address in this text box.
	Password	Input	User will need to enter his password in this text box.
	Login	Button	After entering correct email address and password, clicking on this button will allow user to sign in to the platform.
	Lost your password?	Link	If a user forgets his or her password, he or she must select "Lost your password?"
	Create an account	Link	If User don't have account he can create form given link.



Footer links Link It will display links to pages such as privacy page.

### **Forgot Password**



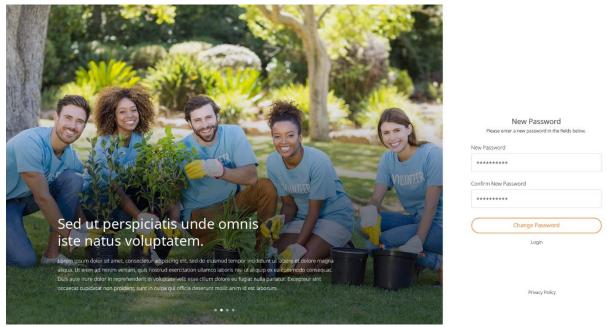
### **Description:**

Users who have forgotten their password may request that it by entering their email address. System will check their email address existence, if it exists then reset password link will be sent to their email address. This link automatically expires after 4 hours or when it was already used to reset password successfully.

#	Feature	Туре	Description
	Email address	Input	User will need to enter his email address in this text box.
	Reset my password	Button	Clicking on this button, system will check if entered email address exists or not in platform. If it exists then Reset Password link will be sent to this email address.
	Login	Link	Clicking on this link will redirect user back to login page.



### **Reset Password**



### **Description:**

When clicking on reset password link from email, user will land to this page. Here user can reset his password by entering new password.

#	Feature	Туре	Description
	New password	Input	User can enter new password using this input box.
	Confirm password	Input	User will need to enter new password again in this input box. New password and Confirm Password must match.
	Change password	Button	Clicking on this button, system will reset password for user.
	Login	link	Clicking on this link will redirect user back to login page.



# Registration

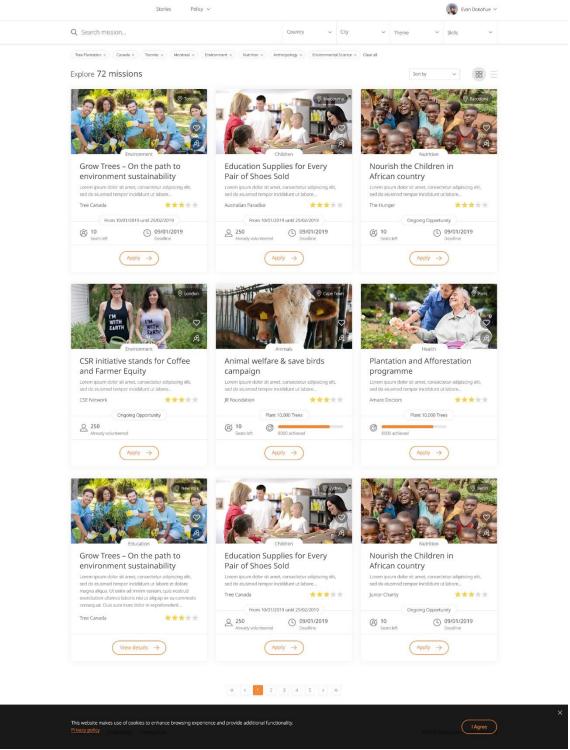


evan		
Last Name		
donohue		
Phone Num	iber	
89234546	515	
Email Addre	255	
evan.don	nohue@gmail.com	
Password		
*****	***	
Confrim Pa	ssword	
******	***	
	Register	
	Lost your password?	
	Already registered? Login now	

#	Feature	Туре	Description
	First Name	Input	User will need to enter his First name in this text box.
	Last Name	Input	User will need to enter his last name in this text box.
	Email address	Input	User will need to enter his email address in this text box.
	Phone Number	Input	User will need to enter his Phone number in this text box.
	Password	Input	User will need to enter his password in this text box.
	Confirm Password	Input	User will need to enter same password as above in this text box.
	Register	Input	User will Click button for new registration.



## **Platform Landing Page**



**Description:** 



After successful login, user will be redirected to platform landing page. This page will display missions. User can filter missions by theme and skills. User can also search missions by mission title, mission description. User can view missions either by grid view or list view.

From Admin: Any CMS page will be added, will display under "Policy" dropdown menu.

### Top header

Stories Policy v



#	Feature	Туре	Description
	Stories	Link	Clicking on this link, user will be redirected to story listing page.
	Policy	Drop-down	It will list all policy pages added by admin
	User pages	Drop-down	By clicking on user avatar or name, it will list available pages such as My Profile, Volunteering Timesheet and Logout link.



### Search and filter missions



### **Description:**

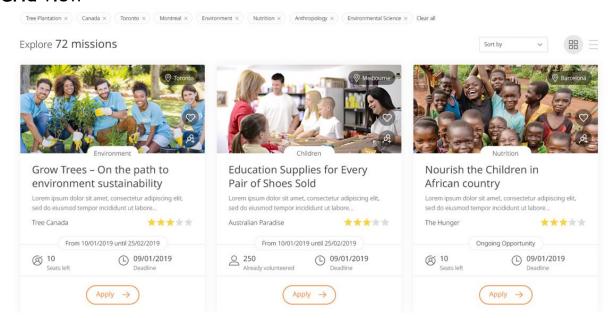
User will be able to quickly search by country then city then by theme then by skills. User can also search missions by specific keywords.

#	Feature	Туре	Description
	Search mission	Input	User can search missions by mission title, description
	Quick access filter: Theme	Drop-down	It will display themes available in the platform, that contains >=1 mission.
	Quick access filter: Skill	Drop-down	It will display skills available in the platform, that contains >=1 mission.



### Mission listing

### **Grid view**



### **Description:**

There are two types of missions available in this platform. 1. **Time Mission** 2. **Goal Mission** It will list time and goal missions in grid view by default.

By default, it will show missions as per user's country and city.

#	Feature	Description
	Filter tags	By default it will use user's country and city as tags. User can remove city tag by clicking on cross(X) icon. User can't remove country from filter tag.
		Any filters selected from quick access filters will displayed here as tag.
	Clear all	User can remove all selected filters by clicking on this link.
	Sorting missions	Below options are available to sort missions:
		<ul> <li>Newest – It will show latest missions first.</li> </ul>



- Oldest It will show oldest missions first.
- Lowest available seats It will show missions which have least seats available.
- Highest available seats It will show missions which have highest seats available.
- My favourites It will sort missions by logged in user's favourites
- Registration deadline It will sort missions by their application deadline

Mission grid view It will display missions in grid view.

Mission list view It will display missions in list view.

Applied / Closed tag If user has applied to a mission, then it will show tag as

"Applied".

For Time mission – If application deadline or mission end date is

passed then it will show tag as "Closed".

Mission thumbnail It will show first image of mission media as thumbnail.

Mission location It will show city of mission.

Add to favourites By clicking on this icon, mission will be added to Favourites

Invite colleague By clicking on this icon, user can share or invite to apply for this

mission to his colleague or co-worker.

Mission theme It will show mission theme.

Mission title Displays mission title.

Short description It will display mission's short description.

Organisation Displays mission organisation.

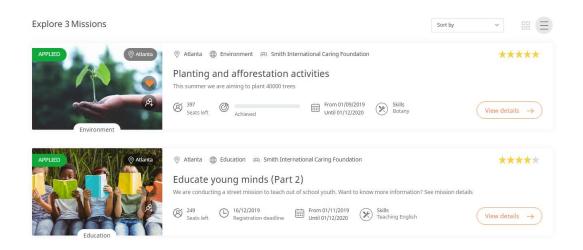
Rating It will show average ratings for a mission.

Goal object For **Goal Mission** – It will display objective of a goal mission.



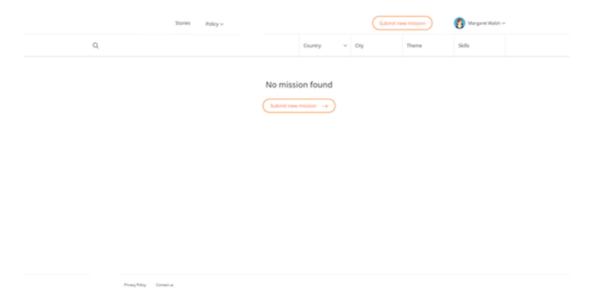
Seats left It will show count of seats left for the mission. Achieved goals For **Goal Mission** – Display a line progress chart that display current status vs goal View Detail button "View Detail" button will be displayed for below cases: When user has already applied for a mission If mission's application deadline is passed If mission is closed or mission's end date is passed If all seats are taken Mission dates For **Time Mission** – It will show mission start date and end date. Mission application For **Time Mission** – It will show mission's application deadline. deadline Apply button By clicking on this button, user can apply for a mission.

### List view



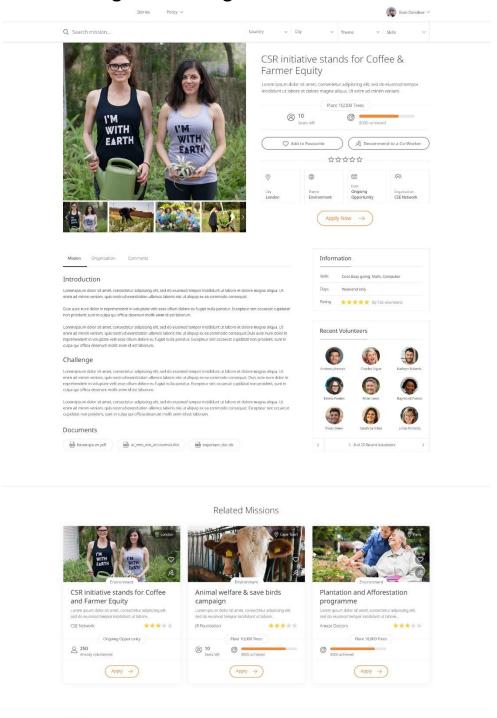
If there is no any mission found then it will show empty page as below with Submit new mission button. This button will only show if its enabled by a tenant.







### **Volunteering Mission Page**



### **Description:**

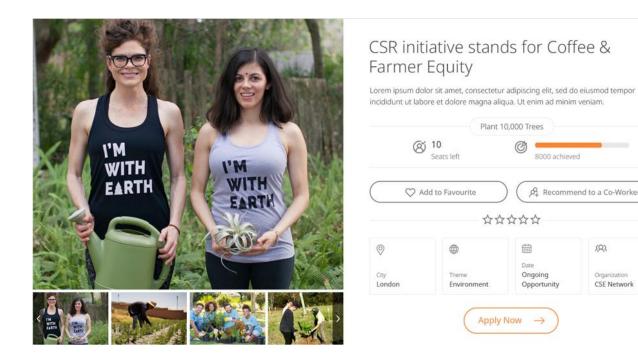


This page will display mission details before user can apply to the mission.

By default, it will display mission detail.

Below are types of missions:

- Time Mission: If mission is of type "Time" then show start date and end date
- Goal Mission: If mission is of type "Goal" then show Goal objective



#	Feature	Description
	Mission title	It will display mission's title.
	Ratings	It will gives ability to a user to rate a mission between 1-5 stars.
	Add to favourites	User can add a mission to his favourites list
	Short description	It will show mission's short description
	Mission dates	It will show mission's start and end date



Seats It will show remaining seats for a mission

Application deadline It will show mission application deadline. If deadline is passed, then

user can't apply to a mission.

City Mission city

Theme Mission theme

Start date Mission start date

Organisation Mission's organisation

Recommend to co-

worker

User can recommend or invite his colleague to apply for this mission.

Apply User can apply to a mission by clicking on this button.

Media carousel It will list media image thumbnails in carousel.



Mission Organization Comments

### Introduction

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### Challenge

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Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

### **Documents**







#	Feature	Description
	Mission tab	It will show mission description in this tab.
	Organisation tab	It will show organisation detail in this tab.
	Comments tab	User can view comments from other users on this mission. User can also post comment on a mission.
	Documents	It will show mission related documents. It will open document in new tab.

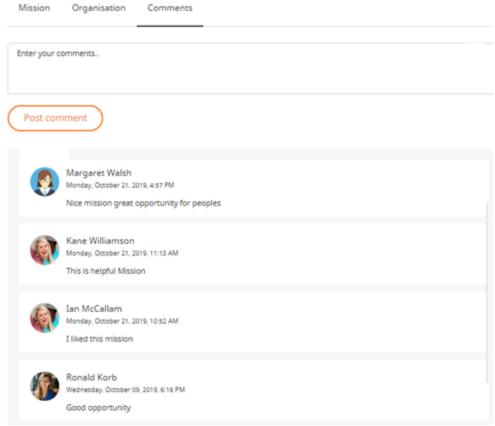


### **Organisation Tab:**



### 5.8.1 Organisation detail It will display organisation details.

### **Comments Tab:**



#	Feature Type	Description
	Enter comments Text-area	User can write comments using this text-area.
		Maximum 600 characters are allowed.



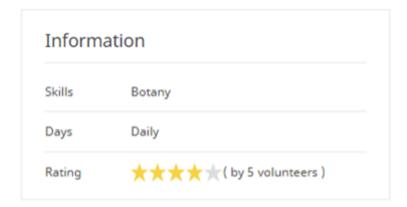
Post comment Button By clicking on this button, comment will be posted for a

mission. It will be published automatically and display to

other users if tenant has this setting enabled.

Past comments List It will list posted comments on this mission.

### **Information section:**



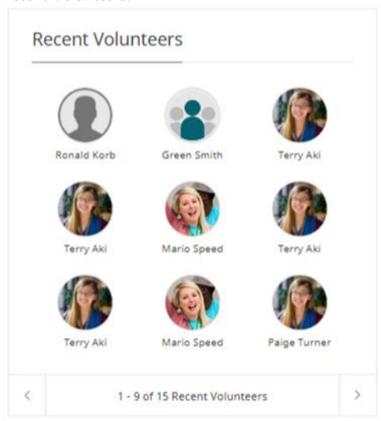
Information

This section will show mission information such as:

- Skills
- Days: Mission's availability i.e. Daily, Weekly, Week-end etc.
- Rating: It will show average ratings for this mission.



### **Recent Volunteers:**

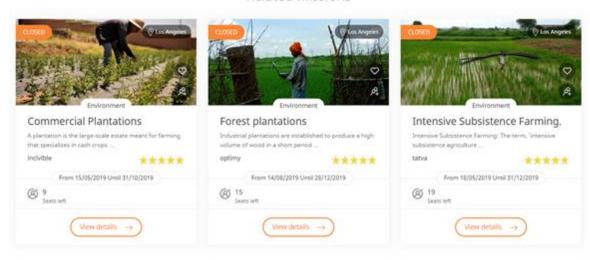


Recent Volunteers It will show volunteers who have successfully applied for this mission.



### **Related missions**

### Related Missions

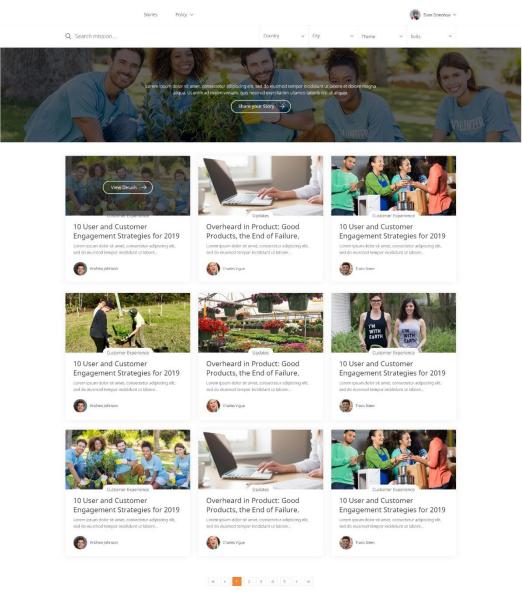


#	Feature	Description
5.23	Related mission	It will display maximum 3 missions.  It will fetch missions which are in same city as current mission.  If no mission found for same city, it will return missions which are in same country as current mission.  If no mission found for same country, it will return mission which has same theme as current mission.



# **Volunteering Story**

## **Story listing page**



**Description:** 

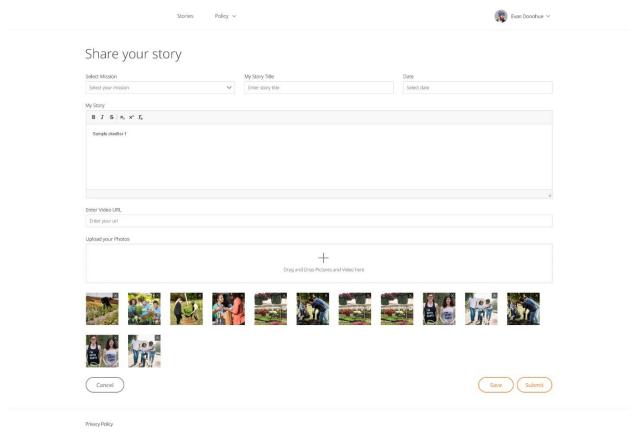


This feature allows users to view and submit stories about their experience as volunteers.

#	Feature	Туре	Description
	Share your story	Button	Clicking on this button will redirect user to add/edit story page.
	Story thumbnail	Image	Story thumbnail picture
	Mission theme	Text	Mission theme of a mission for which user has submitted a story
	Story title	Text	Story title
	Story description	Text	Short description of a story. Maximum 150 characters will be displayed.
	User	Text	It will show user avatar and user's name who have published story
	Published date	Date	It will display published date when this story is published. Format: dd/mm/yyyy



### Share your story (Add/Edit story detail)



### **Description:**

User can submit his or her story from this page. User must have applied to a mission and mission application must be approved when submitting a story. Because mission selection is required when creating a story.

When user saves story detail, it will be saved as a 'Draft'. User can only preview story details in 'Draft' mode. Then story will published on platform, it will appear on platform and other user can view it.

#	Feature	Туре	Description
	Story title	Input	Add story title from this text box.  Maximum 255 characters are allowed.
	Select mission	Drop-down	It will have missions as options for which user has volunteered.



My Story Editor Story description can be added from here.

Maximum 40000 characters are allowed.

Enter video URL Text-area User can add video URL for story in this text-area.

Only YouTube URL is allowed.

Use new line to add multiple video URLs.

Maximum 20 URLs can be added.

Upload story photo File User can drag n drop or upload photos in this area.

Only png, jpg and jpeg image types are allowed.

Maximum 20 images can be added.

An image should not be greater than 4MB.

Recommended size: 900 x 510

Cancel Button When clicking on this button, user will be redirected to

story listing page.

Preview Button User can preview story by clicking on this button. It will

open story detail in new tab.

User who has created story can preview only his story.

Save Button When clicking on this button, story detail will be saved as

a 'Draft'.

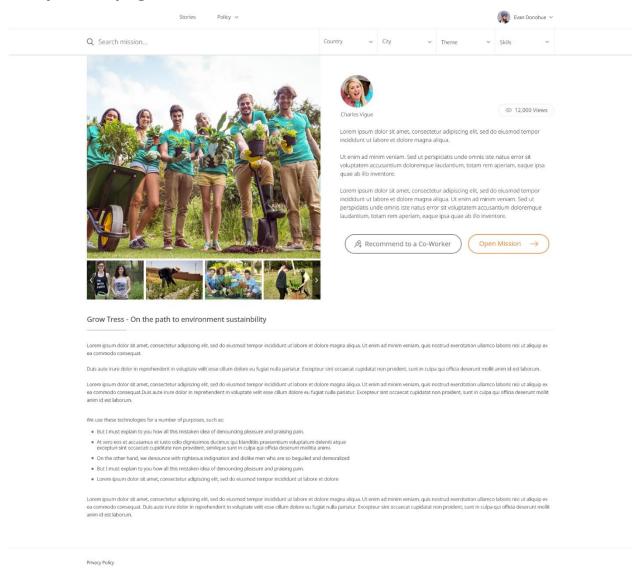
Submit Button This button will be disabled initially. Once user saves

story, it will be enabled. By clicking on this button, Story

will be saved.



### Story detail page



### **Description:**

It will show details of a story. User can view story title, description, media and user detail by whom story is added. User can also recommend a story to a co-worker.

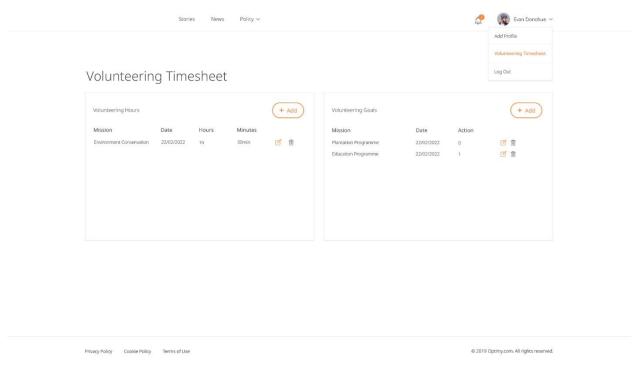
#	Feature	Туре	Description
	Story title	Text	Title of the story



Views	Number	Display total views of a story.  Views are counted each time it is viewed by a user in the platform.
Story media carousel	Image or video	It will contain image or embedded video from YouTube. User can click on a picture and the main image is replaced by selection.
Story user	text	It will display user detail who have created this story. It will show user's full name, avatar, city and country.
User introduction	text	It will show "Why I volunteer?" field value from user profile of the user who have created this story.
Story description	text	It will show story's description
Recommended to co-worker	Button	User can recommend this story to co-worker by clicking this button. User can search co-worker by name or email.
Open mission	Button	By clicking on this button, user will be redirected to a mission page for which this story is created.



### **Volunteering Timesheet**



### **Description:**

In this page, user can log his volunteering time on a set date. While logging, user can leave a note. Clicking on my profile drop down volunteering Timesheet will open.

For **Goal Mission:** user can log his volunteering action on a set date.

### **Volunteering Hours**

#	Feature	Description
	Volunteering hours	In this section, user can filter time entries by input time on a mission
	Time entry hours	Time entry added by user, and its not yet submitted for approval. That means user can still edit this time entry.
	Add time entry	By clicking on Add Button, user can add time entry.



Volunteering goal In volunteering goal timesheet user can filter by month/year and

input action on a mission

Add volunteering action By clicking on this icon user will get pop up to add volunteer

action.

#### **Description:**

In volunteering hours timesheet - user can filter timesheet entries by Date and Hours and add time entry on a mission.

User can add hour's entry by clicking on '+' (Add) icon for a day.

User can't add time entry before mission's start date, after today's date and after mission's end date.

### **Volunteering goals**

### **Description:**

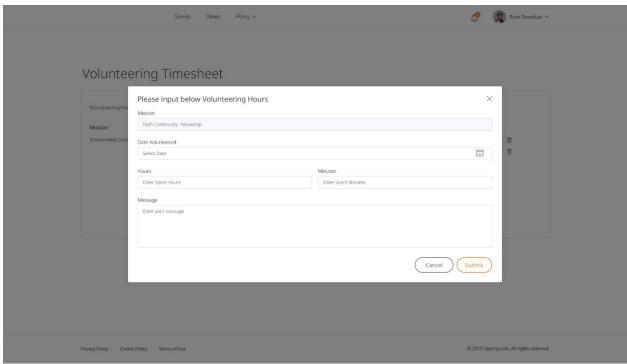
In volunteering goals timesheet - user can filter timesheet entries by Date and action on a mission.

User can add goal action by clicking on '+' (Add) icon.

User can't add action before mission's start date, after today's date and after mission's end date.



### **Volunteering Hours Entry**



### **Description:**

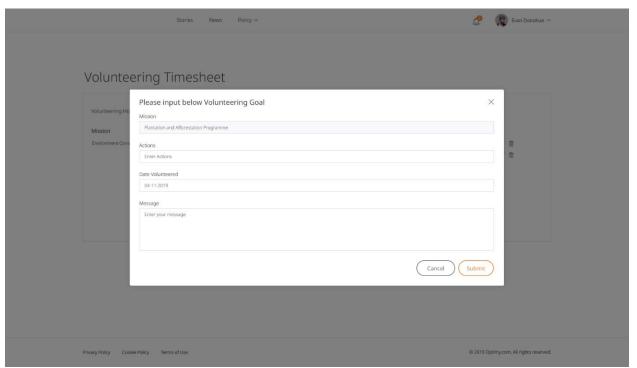
From volunteering hour entry modal, user can input the hours and minutes with dates and a note.

#	Feature	Туре	Description
	Mission	Text	It will show mission for which user is adding volunteering hours.
	Hours	Text box	User can add volunteering hours from this field. Its a required field and must be a number from 0 to 23.
	Minutes	Text box	User can add volunteering minutes from this field. Its a required field and must be a number from 0 to 59.
	Date volunteered	Date picker	From this User can select date for which he wants to add volunteering hours.  It's required field and must be a date.



Notes	Text area	User can add notes regarding volunteering time entry. It's required field.
Cancel	Button	By clicking on this button, pop up will be closed without saving details and user will be redirected to volunteering timesheet page.
Submit	Button	By clicking on this button, user can save volunteering hours entry to timesheet.

### **Volunteering Goals Entry**



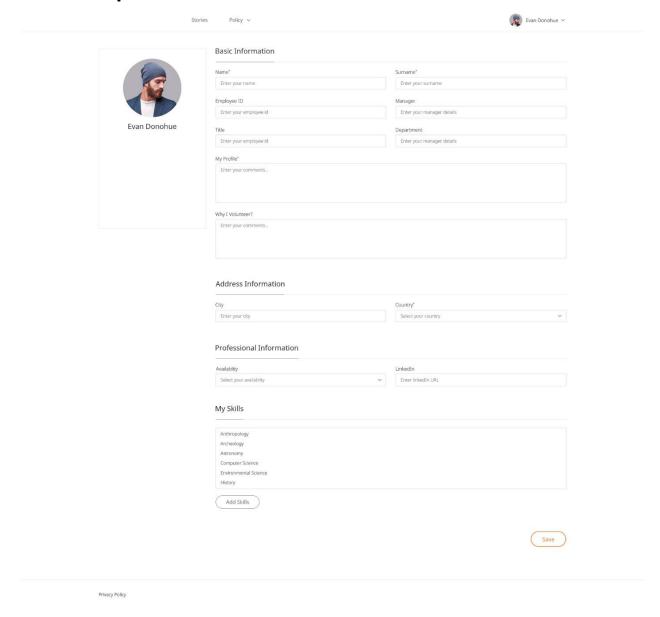
#	Feature	Туре	Description
	Mission	Text	It will show mission for which user is adding volunteering hours.
	Action	Text box	From this user can add volunteering action. It's required field and must be a number.



Date volunteered Date picker From this User can select date for which he wants to add volunteering goal action. It's required field. Notes User can add any notes regarding volunteering. It's Text area required field Cancel Button By clicking on this button pop up will be closed without saving details. user will redirected to volunteering timesheet page. Submit By clicking on this button user can save volunteering Button goal entry to timesheet.



# User edit profile



### **Description:**

User can update his/her basic, address details and additional details, skills. User can also change their password.

Below fields are mandatory when updating user profile:

• Name



- Last name
- Country
- City

When user logs in and any of the above fields is empty, then his profile will be marked as "**Incomplete**" and hence will not be able to access any page of the platform. Once the user will fill up these mandatory fields, he will be able to access the whole platform.

#	Feature	Туре	Description
	User profile image	Image	It will show user profile image. User can also change profile image. Valid image types are png, jpg, jpeg.
	Name	Text	It will show user's full name.
	Change password	Button	It will open a popup to change password.
	First name	Input	User can enter his first name in this input field.  Maximum 16 characters are allowed.
	Surname	Input	User can enter his surname in this field.  Maximum 16 characters are allowed.
	Employee ID	Input	User can enter his unique employee id in this field.  Maximum 16 characters are allowed.  Must be unique.
	Title	Input	User can enter his title. Maximum 255 characters are allowed.
	Department	Input	User can enter his department.  Maximum 16 characters are allowed.
	Profile summary	Text-area	User can enter his profile short summary.
	Why I volunteer	Text-area	User can enter information about reason for volunteer in this field.
	Country	Drop-down	User can select his/her country from this list.



City Drop-down User can select city listed according to the selected

country.

Availability Drop-down User can select availability. ie. Daily, Weekend etc

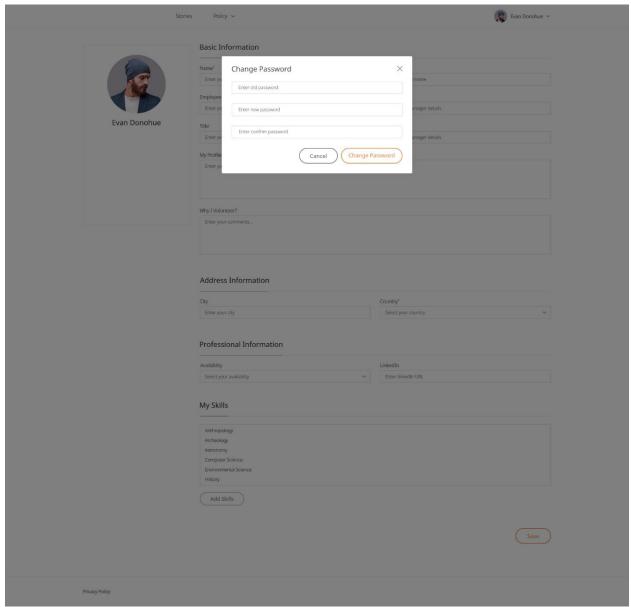
My skills Lists Selected skills are listed here.

Add skills Button User can add skill by clicking on this button.

Save Button User can save all entered details.



# **Change Password**



**Description:** 

User can change his/her password form this popup.



Old password Input User must enter old password in this field.

New password Input User will enter new password.

Minimum 8 characters are required.

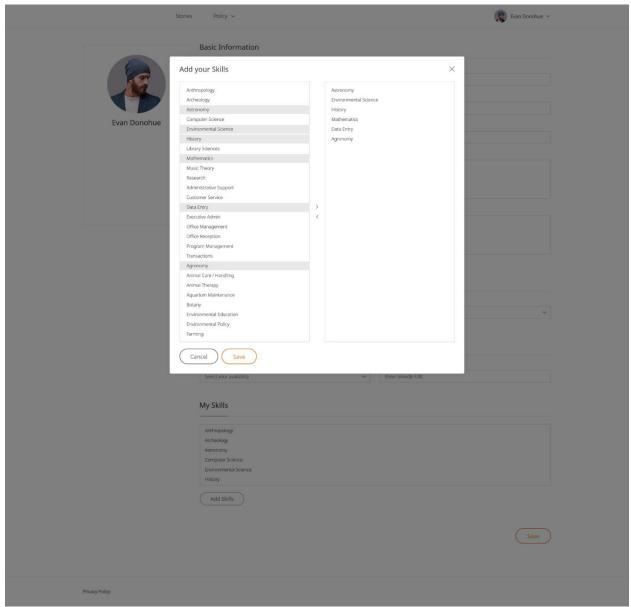
Confirm password Input Confirm password must match to new password.

Cancel Button Close the popup for change password.

Change password Button Password will be changed clicking on this button



# **Add Skills**



Description

User can add/remove skills from this popup.

#	Feature	Туре	Description	
	Close	icon	User can close popup by clicking on this icon.	



Skill List It will display all skills.

Add Skill icon User can add skill by clicking on plus icon.

Added Skill List Added skill will be displayed in this list.

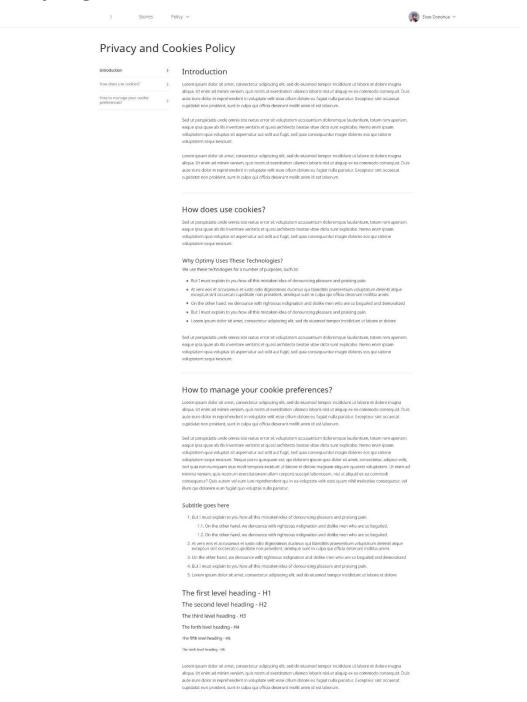
Remove Skill icon User can remove skill by clicking on this button.

Reset Button It will reset added skill list.

Save Button It will save selected skills.



# **Policy Pages**



#### **Description:**

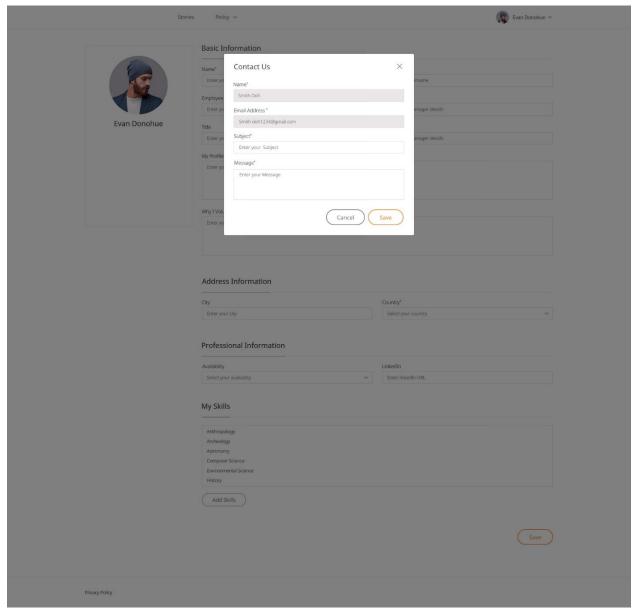


It will display company policy pages.

#	Feature	Description	
	Titles	It will show main titles on the page. Clicking on title will scroll to that section on right side.	



### **Contact us**



#### Description

A user can send any bugs, opinion, suggestion or query regarding system directly. **Features:** 

#	Feature	Туре	Description	
	Name	Text	It will display logged in user's full name. This field is read only.	



Email address Text It will show the email address of user. This field is read only.

Subject Input User will enter subject regarding his query.

Maximum 255 characters are allowed.

Message Text-area User will enter message regarding his query.

Maximum 60000 characters are allowed.

Cancel Button On clicking on cancel button popup will be closed.

Send Button On clicking on send button message will be saved to database.



# **Footer Pages**

#### **Description**

A footer view contains the links for privacy policy. These are links or pages which are added directly from Database.

#	Feature	Description
	Privacy policy	It will redirect the user to the "Privacy policy" page.



### **Admin Screens**

#### **User CRUD**

- First Name
- Last Name
- Email
- Password
- Avatar
- employee\_id
- department
- city\_id
- country\_id
- Profile\_text
- Status (Active, In-Active)

#### CMS Pages CRUD (Policy, Terms & Cond.)

- Page Title
- Page Description (HTML Editor)
- Slug
- Status (Active, In-Active)

#### **Mission CRUD**

- Mission Title
- Mission Short Description
- Mission Description (HTML Editor)
- Country
- City
- Mission Organisation Name
- Mission Organisation Detail
- Mission start date (Date-picker)
- Mission end date (Date-picker)
- Mission Type (Time/Goal)
- Total Seats (If mission type is "Time")
- Mission registration deadline (If mission type is "Time")
- Mission Theme (Single Select)
- Mission Skills (Multi-selection)
- Mission Images (Give Ability to mark any one uploaded image as "Default")
- Mission documents
- Mission Availability
- Mission Video (Only You-Tube URLs Good to have)

#### **Mission Theme CRUD**

- Theme Name
- Status (Active/In-Active)

#### **Mission Skills CRUD**

- Skill Name



- Status (Active/In-Active)

**Mission Application** (Mission ID, Mission Title, User ID, User Full Name, Approve / Decline Button)

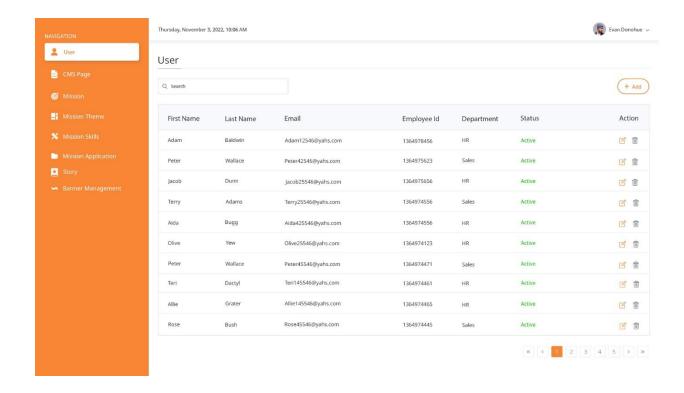
- This will have only listing page of mission applications
- It will list: Mission Title, Mission ID, User Full Name, Application Date, Approve & Decline button

#### **Story CRUD**

- In this we will have Story Listing and Story detail page
- In Story Listing, we will have below fields:
  - Story title
  - Mission Title
  - User Full name
  - View Story Button
  - Publish, Decline, Delete button
- Story Detail page
  - Story title
  - Mission Title
  - Story Description
  - Story Photos
  - Story Videos
  - Publish, Decline, Delete button

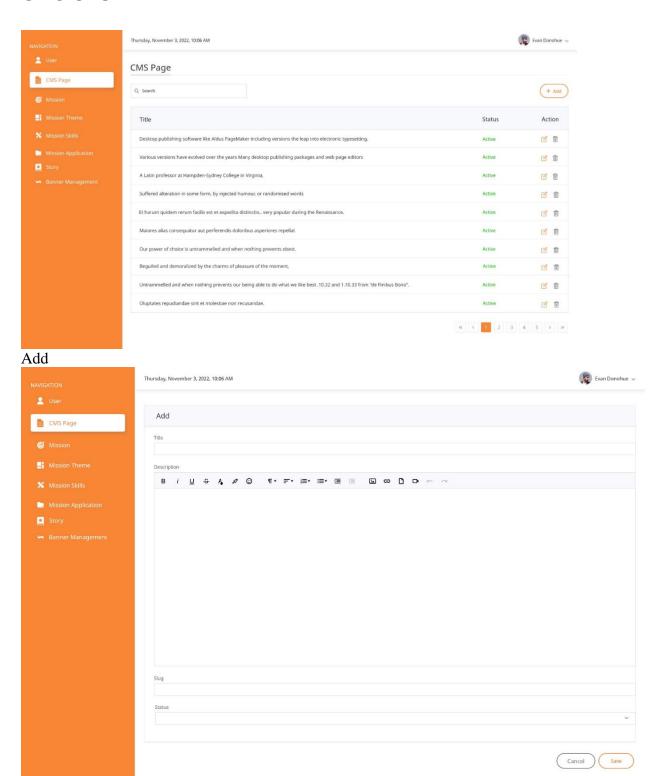


### **User CRUD**

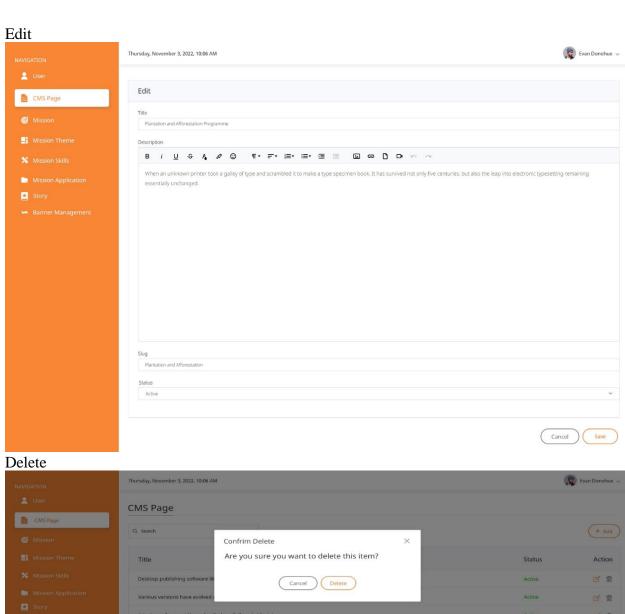


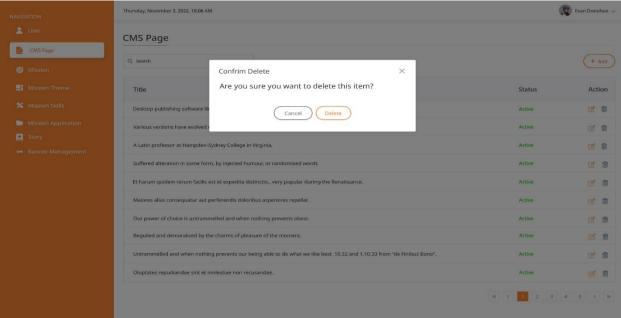


### **CMS CRUD**











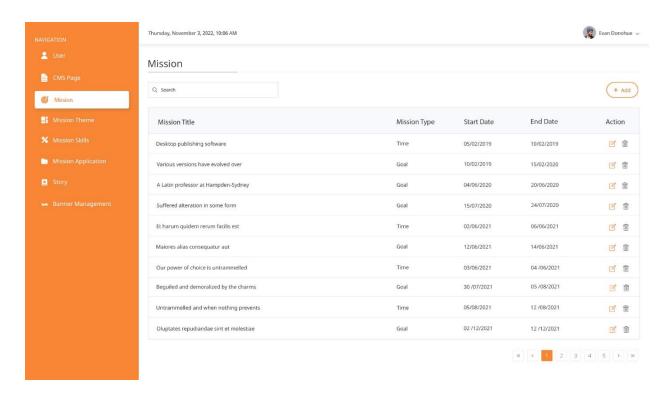
# Mission

### **Description:**

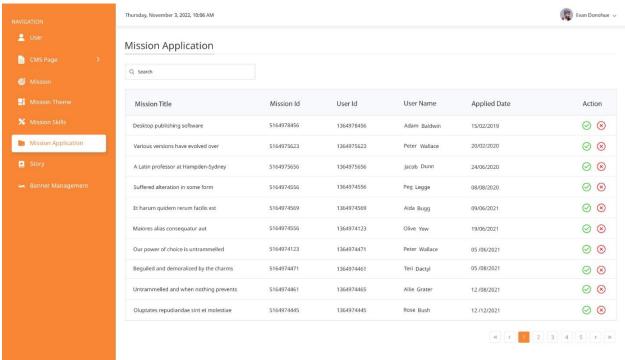
User will be able to submit new mission by clicking on Mission.

#	Feature	Туре	Description
	Country	Drop-down	User can Insert missions by mission Country
	City	Drop-down	User can Insert missions by mission City
	Mission Title	Text	User can Insert missions title
	Mission Description	HTML editor	User can Insert mission description
	Mission Organisation Name	Text	User can Insert mission organisation name
	Mission Organisation Detail	HTML editor	User can Insert mission organisation details
	Mission start date	Datepicker	User can Insert mission start date through date picker
	Mission end date	Datepicker	User can Insert mission end date through date picker
	Total seats	Text	User can Insert total seats
	Mission registration deadline		User can Insert mission registration deadline
	Mission Theme	Single select dropdown	User can Insert mission theme
	Mission Skills	Multi select dropdown	User can Insert mission skills
	Mission Images	File	User can Insert mission images
	Mission documents	File	User can Insert mission documents
	Mission Availability	Single select dropdown	User can Insert mission availability

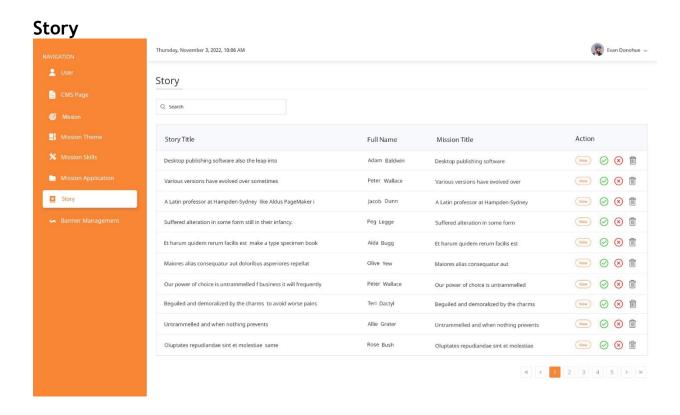




# **Mission Application**







# **Technology Stack**

Use relevant technologies as per instructions provided:

- ✓ Back end: ASP.Net Core API | Node JS | ASP.Net MVC | PHP 7
- ✓ Front end: React JS | Angular 11+ | Vue JS | ASP.Net MVC | PHP 7
- ✓ Database: SQL Server 2017 | Mongo | Postgres | My SQL
- ✓ Tools/IDE: Visual Studio 2019 | Visual Studio Code
- ✓ Source Control Repository: GitHub
- ✓ ORM: Entity Framework | Sequalize

# Thank you