# Super Admin

## User story #1 – User Login

* *User Type:* Super Admin (hardcoded in the system)
* *User story*: As an employee, I want to access Bitedance (webapp) through SSO
* *Acceptance Criteria:* I want to access the Bitedance administrative function webapp via Heineken Single Sign-On (SSO).

## User Story #2 – Setup master data for Location

* *User Type:* Super Admin
* *User Story:* As a super admin, I want to be able to register location information in the system.
* *Acceptance Criteria:* There must be a function that allows the super admin to input and register the following details for each location:
  + Location Name
  + Location Country
  + Location City
  + Location Description
  + Location Type
  + Location shift 1 open (Yes/No): If Yes, admins can set up meal menus for that shift; if No, they cannot.
  + Location shift 2 open (Yes/No): If Yes, admins can set up meal menus for that shift; if No, they cannot.
  + Location shift 3 open (Yes/No): If Yes, admins can set up meal menus for that shift; if No, they cannot.
  + Location weekday open (Yes/No): If Yes, admins can set up meal menus on weekdays; if No, they cannot.
  + Location weekend open (Yes/No): If Yes, admins can set up meal menus on weekends; if No, they cannot.
  + Location status (Yes/No)

## User Story #3 – Edit Location Information

* *User Type:* Super Admin
* *User Story:* As a super admin, I want to be able to edit location information in the system.
* *Acceptance Criteria:* There must be a function that allows the super admin to edit the following details for each location:
  + Location shift 1 open (Yes/No)
  + Location shift 2 open (Yes/No)
  + Location shift 3 open (Yes/No)
  + Location weekday open (Yes/No)
  + Location weekend open (Yes/No)
  + Location status (Yes/No)
    - If a location is disabled (Location status: No), all actions or functions associated with that location from the admin, including setting up meal menus and all active Pre-order QR codes (Green QR) associated with that location, must also be disabled.

## User story #4 – Setup master data for Supplier

* *User Type:* Super Admin
* *User Story:* As a super admin, I want to be able to register Supplier information in the system.
* *Acceptance Criteria:* A supplier can be registered and assigned to one or more location. There must be a function that allows me to input and register the following details for each meal supplier:
  + Supplier Name
  + Supplier Country
  + Supplier GPKD Number (Certificate of Business)
  + Supplier Start Date
  + Supplier End Date
  + Supplier Address
  + Supplier Phone Number
  + Supplier Email
  + Supplier Person In-Charge Name
  + Supplier Person In-Charge Phone Number
  + Supplier Based Location
  + Supplier Status (YES/NO)

## User story #5 – Edit supplier information.

* *User Type:* Super Admin
* *User Story:* As a super admin, I want to be able to edit Supplier information in the system.
* *Acceptance Criteria:* There must be a function that allows the super admin to edit the following details for each supplier.
  + Supplier Name
  + Supplier Country
  + Supplier GPKD Number (Certificate of Business)
  + Supplier Start Date
  + Supplier End Date
  + Supplier Address
  + Supplier Phone Number
  + Supplier Email
  + Supplier Person In-Charge Name
  + Supplier Person In-Charge Phone Number
  + Supplier Based Location
  + Supplier Status (YES/NO)
    - If a supplier is disabled (changing the status from Yes to No), all actions or functions associated with that supplier from the admin, including meal setup, sending notifications, or any active pre-order QR codes (Green) that were pre-ordered from that supplier, must also be disabled.

## User story #6 – Grant admin access:

* *User Type:* Super Admin
* *User Story*: As a super admin, I want to be able to grant admin access (admin role) to specific users (FTE only).
* *Acceptance Criteria:*
  + Only full-time employees (FTE) can be granted admin access.
  + Admins will be responsible for managing their assigned locations, including coordinating with suppliers, setting up meal menus, and performing various administrative tasks.
  + In exceptional cases, an admin can be assigned to more than one location.
  + There is no limit to the number of admins who can have admin roles for a given location to ensure backup and continuity.
  + An admin can be assigned to multiple location.

## User story #7 – Revoke admin access:

* *User Type:* Super Admin
* *User Story:* As a super admin, I want to be able to revoke admin access from specific users who are full-time employees (FTEs).
* *Acceptance Criteria:* 
  + The super admin can revoke admin access from any user who currently has it.
  + The revocation can be either total (removing all admin access) or partial (removing admin access by specific location if the admin is responsible for two or more locations).

# Admin

## User story #1 – User Login

* *User Type:* Admin (must be FTE)
* *User story*: As an employee, I want to access Bitedance (webapp) through SSO
* *Acceptance Criteria:* I want to access the Bitedance administrative function webapp via Heineken Single Sign-On (SSO).

## User story #2 – Mass upload all meals

* *User Type:* Admin (must be FTE)
* *User story*: As an admin, I want to upload all meals from a vendor assigned to a specific location to streamline the meal management process.
* *Acceptance Criteria:* The Excel file should contain the following information for each meal:
  + Meal Name
  + Description
  + Ingredients
  + Dietary Information (e.g., vegetarian, vegan, gluten-free)
  + Price
  + Vendor Information
  + Location

## User story #3 – setup Menu weekly meal

* *User Type:* Admin (must be FTE)
* *User Story:* As an admin, I want to set up meal menus for the company.
* *Acceptance Criteria:*
  + Meal menus are location-based and must be set up weekly, before 4 pm on the Friday before the upcoming week.
  + Each weekly lunch menu from each location will have a separated link.
  + Highlight Veg date & public holiday.
  + Only the admin assigned to a specific location can set up the meal menu for that location.
    - There are 6 locations: 5 breweries (factories) and 1 head office. Each location has a designated admin responsible for setting up meal menus.
    - There should be a function or designated screen to set up all dishes and their attributes, with an option to upload from a template. After the dishes are in the system, the admin can choose from a list to set up the meal menu.
    - **For Breweries** (often operate on weekends):
      * Daily and per shift, there are 3 meal options:
        + Option 1: Employees choose 2 out of 3 main dishes. The system allows the admin to set up 3 main dishes.
        + Option 2: Soup
        + Option 3: Vegetarian combo
      * Shift 3 (late night) only has 1 option (1 main dish).
      * The same main dishes can be repeated on the same day but in different shifts.
    - For the Head Office (not open on weekends):
      * There is only 1 shift.
      * There are 2 meal options:
        + Option 1: Employees choose 1 out of 2 main dishes. The system allows the admin to set up 2 main dishes.
        + Option 2: Vegetarian combo
  + Complementary foods (side dishes) such as fruits, yogurt, and desserts are available with all chosen options.
  + Admins should be able to preview the meal menu before finalizing it.

## User story #4 – Edit (Update/Insert/Delete) meal menu.

* *User Type:* Admin (must be FTE)
* *User Story:* As an admin, I want to edit meal menus for the company.
* *Acceptance Criteria:* Meal menus are location-based and must be set up weekly, before 4 pm on the Friday before the upcoming week.
  + Admins can only edit the menu until 4 pm on the day before the meal is served. For example:
    - If today is 3 pm on Tuesday, the admin can edit meals for Wednesday, Thursday, and Friday.
    - If today is 6 pm on Tuesday, the admin can only edit meals for Thursday and Friday.
  + Edits to the meal menu do not impact the QR code; only the content of the meal is changed.
  + Only the designated admin for a location can edit the meal menu for that location.
  + An error message should be displayed if an admin attempts to edit the meal menu outside the allowed time frame.
  + Admins should have the ability to preview the meal menu before finalizing changes.

## User story #5 – Announcement Menu (publishing).

* *User Type:* Admin (must be FTE)
* *User Story:* As an admin, I want to announce the meal menu to employees at specific locations.
* *Acceptance Criteria*:
  + After the admin confirms the weekly meal menu for a location, a notification is automatically triggered.
  + The notification is sent via email to all employees at that location based on their user profile settings.
  + Employees with notifications turned off (user profile setting) will not receive the email.
  + The admin receives a confirmation once the notification is successfully sent.

## User story #6 – Review and Approve request from External Employees and provide Red QR

* *User Type:* Admin (must be FTE)
* *User Story:* As an admin, I want to review requests from **external employees (temps, contractors, guests)** and provide them with a red QR code to manage access effectively.
* *Acceptance Criteria:*
  + Request Submission:
    - External employees (temps, contractors, guests) must fill out an e-form declaring their information, including:
      * Full Name
      * Role (Temp, Contractor, Guest)
      * Work Location
      * Work Email
      * Contract End Date (for contractors and temps)
  + Admin Review:
    - Admins will review the submitted requests online.
    - Admins will verify the declared information and ensure it is accurate and complete.
  + Approval and QR Code Generation:
    - Upon approval, a red QR code will be generated.
    - The red QR code will be sent directly to the requester's declared work email.
  + QR Code Expiration:
    - For contractors and temporary replacements, the red QR code will expire on the contract end date.
    - For external guests and trainers, the red QR code will be a 1-day pass.
  + Notifications:
    - The requester will receive an email with the red QR code and details about its validity period.
    - Admins will receive a confirmation of the request approval and QR code issuance.
  + Error Handling:
    - If there are issues with the request form (e.g., missing information), the system should notify the requester to correct and resubmit.
    - If the email fails to send, the system will log the error and notify the admin of the failure.

## User story #7 – Review and Reject request from External Employees

* *User Type:* Admin (must be FTE)
* *User Story:* As an admin, I want to review requests from external employees (temps, contractors, guests) and reject requests.
* *Acceptance Criteria:*
  + Rejection notifications are sent to the requester's declared work email with reasons for rejection.
  + If the email is incorrect, no notification is sent, and the error is logged.
  + Reasons should be provided.

## User story #8 – Dashboard for External employee management.

* *User Type:* Admin (must be FTE)
* *User Story:* As an admin, I want to have a dashboard to manage external employees
* *Acceptance Criteria:*
  + *The dashboard must allow filtering by request status (approved, rejected, submitted).*
  + *A search function must be available to find specific employees using email, employee ID, or name.*
  + *Admins must be able to view detailed information for each entry, including:*
    - *Date*
    - *Time*
    - *Location*
    - *QR codes ordered*
    - *QR codes scanned*
  + *The dashboard must include charts that display:*
    - *The number of red QR codes issued*
    - *QR status (active/disable)*
    - *Filtering options by department*
    - *Filtering options by time frame (day/month/year)*

## User story #9 – Disable Red QR

* *User Type:* Admin (must be FTE)
* *User Story:* As an admin, I want to have a dashboard to manage external employees
* *Acceptance Criteria:* 
  + *Admins must be able to disable any red QR code that has been issued from their location.*
  + *Once a red QR code is disabled, it can no longer be scanned.*
  + *Admins cannot disable QR codes that were issued from different locations.*
  + *Admins can disable QR codes they did not personally issue, as long as those QR codes were issued from their location*

## User story #10 – Supplier Notification.

* *User Type:* Admin (must be FTE)
* *User Story:* As an admin, I want to notify supplier about the number of meals for upcoming day automatically.
* *Acceptance Criteria:* 
  + *The notification must be sent to the in-charge supplier at each location.*
    - *A supplier can be in charge of multiple locations, but each location has only one in-charge supplier.*
  + *The notification must include the following information:*
    - *The estimated number of meals required for tomorrow, broken down by meal type (e.g., meal 1, meal 2, meal 3, meal 4).*
    - *The number of active red QR codes at that location.*
    - *The percentage of actual consumption of pre-ordered meals (used statistical from same day last week). This is for referencing only.*
    - *The percentage of actual consumption of meals associated with red QR codes (used statistical from same day last week). This is for referencing only.*
  + *The daily cutoff time for upcoming meal preparation is 4 PM the day before therefore the notification must be sent to the supplier via email by 4:30 PM daily.*
  + *The system must ensure that notifications are sent automatically without manual intervention.*

## User story #10 – Assign department charge code to a specific user.

* *User Type:* Admin (must be FTE)
* *User Story:* As an admin, I want to assign some users so that can select department charge code when they register guests and 3rd party trainers.
* *Acceptance Criteria*:
  + Only users with a Heineken account and currently working as personal assistants or department admins can be assigned this role.
  + Assigned users must be able to select the appropriate department charge code when registering guests and third-party trainers.
  + The assigned users will be responsible for declaring guests and trainers accurately.

# USER (FTE)

## User story #1 – User Login

* *User Type:* FULL TIME Employees (FTE)
* *User story*: As an employee, I want to access Bitedance (webapp) through SSO
* *Acceptance Criteria:* I want to access the Bitedance webapp via Heineken Single Sign-On (SSO) only which means no public access for 3rd parties.

## User story #2 – Preorder

* *User Type:* FULL TIME Employees (FTE)
* *User story*: As an employee, I want to have the ability to Pre-order my meal tomorrow.
* *Acceptance Criteria:*
  + Employees must be able to pre-order meals for the next day any time before 4 PM today.
  + If an employee attempts to order a meal after 4 PM, they will not be able to order for tomorrow and can only pre-order for the day after tomorrow.
  + Employees can pre-order meals for a location different from their default location.
  + The system should provide a confirmation message once the pre-order is successfully placed. An error message should be displayed if an employee attempts to pre-order a meal after the cutoff time.

## User story #3 – Meal Selection

* *User Type:* FULL TIME Employees (FTE)
* *User story*: As an employee, I want to have the ability to select meals from a weekly menu.
* *Acceptance Criteria:*
  + Highlight veg day and public holiday.
  + Head office employees can choose:
    - One main dish from two choices, or
    - A vegetarian combo meal.
  + Brewery employees can choose:
    - 2 main dishes from 3 choices, or
    - A bowl of soup, or
    - A vegetarian combo meal.

## User story #4 – Weekly menu notification

* User Type: FULL TIME Employees (FTE)
* User story: As an employee, I want to receive notification through email and pop-up banner every time a new weekly menu is uploaded.
* *Acceptance Criteria:*
  + Every Friday, when the weekly menu for the next week is uploaded, all users will receive an email notification. The email will be specific to each location, as each location has a different menu.
  + Employees only receive menu notification of their location.
  + A pop-up banner will appear once when a user revisits the website, notifying them of the new weekly menu.

## User story #5 – Preorder receipt

* *User Type:* FULL TIME Employees (FTE)
* *User story*: As an employee, I want to receive a Green QR for my pre-order
* *Acceptance Criteria:* Every time I complete a pre-order meal, I will receive a QR code as a receipt.
  + The pre-order QR code must be green.
  + The green QR code must contain:
    - The exact meals I have ordered.
    - The location of the order
    - The week of the order
    - The shift of the order
    - The number of meals ordered
  + On the same day, I am allowed to order only one meal per location per shift.
  + On the same day, I can pre-order meals at multiple locations for the same shift or at multiple shifts per location

## User story #6 – Scan QR for preorder

* *User Type:* FULL TIME Employees (FTE)
* *User story*: As an employee, I want to my Green QR pass at the food stand counter.
* *Acceptance Criteria:*
  + The cafeteria food stand must have a scanner to scan my pre-order QR code.
  + After scanning, the system should immediately return the result of whether I am allowed to pick up my meal.
  + Validation check rules:
    - During a specific shift, on the same day, at the same location, my Green QR code must not have been scanned before.
    - If my Green QR code has already been scanned, I cannot scan it again, as I am allowed only one meal per shift per location on the same day.

## User story #7 – Personal QR

* *User Type:* FULL TIME Employees (FTE)
* *User story*: As an employee, I want to have a permanent blue personal QR.
* *Acceptance Criteria:*
  + Every full-time employee (FTE) will have a personal QR code that they keep for the duration of their tenure.
  + The QR code will be blue.
  + The blue QR code allows the employee to order their meal directly at the counter without needing to pre-order.
  + The QR code will be expired (or manual disable) if the employee leaves the company.

## User story #8 - Scan QR for Personal QR

* *User Type:* FULL TIME Employees (FTE)
* *User story*: As an employee, I want to scan my personal QR (Blue QR) at the counter if I forget to preorder my meal.
* *Acceptance Criteria:* The blue QR code can be scanned only once per day and a maximum of twice per week at any location.

## User story #9 – Buy meals for friends/colleagues.

* *User Type:* FULL TIME Employees (FTE)
* *User story*: As an employee, I want to buy meal for my colleagues and friends through a Purple QR
* *Acceptance Criteria:*
  + The web app will have a function that allows me to buy meals for my friends/colleagues directly at the counter, at my own expense.
  + This function will allow me to generate a purple QR code and enter the number of guests, which will determine the number of times the QR code can be scanned.
  + The purple QR code will be valid until 11:59 PM on the registered day.
  + The purple QR code can be shared privately through chat messaging channels.
  + Only managers and above are allowed to access this function.

## User story #10 – Scan Purple QR

* *User Type:* All type of Employees
* *User story*: As an employee, I want to buy meal for my colleagues and friends through a Purple QR
* *Acceptance Criteria:*
  + The Purple QR code is valid until 11:59 PM on the registered day.
  + The QR code will be automatically disabled if it reaches the maximum number of allowed scans.
  + The meal expenses will be charged to the account of the person who generated the QR code.

## User story #11 – Review my historical preorders

* *User Type:* FULL TIME Employees (FTE)
* *User story*: As an employee, I want to review all my historical preorders, including both header and detail information.
* *Acceptance Criteria:*
  + Filter by month/week
  + Filter by location
  + Filter by Status

## User story #12 – Review my historical scan:

* *User Type:* FULL TIME Employees (FTE)
* *User story*: As an employee, I want to review all my historical Scan, including all type of QR: Green, Blue, Purple.
* *Acceptance Criteria:*
  + Filter by month/week
  + Filter by location
  + Filter by Status
  + Filter by QR type

## User Story #13 – Salary Deduction

* *User Type:* FULL TIME Employees (FTE)
* *User story*: As an employee, I want to have all meal expenses deduct directly including all type of QR: Green, Blue, Purple.
* *Acceptance Criteria:*
  + The deduction will occur monthly, with the cutoff date set for the 20th of each month.
  + The charged prices will be based on a scheme where the company sponsors a specific percentage of the full meal price.
  + The scheme will consider employee types, locations, and shifts to determine the sponsored percentage.

## User Story #14 – Meal consumption (nice to have):

* *User Type:* FULL TIME Employees (FTE)
* *User story*: As an employee, I want to review my meal consumption (dashboard view)
* *Acceptance Criteria*
  + *The dashboard should display meal consumption details, including:*
    - *Type of meal (veg vs. meat)*
    - *Days meals were eaten vs. days meals were skipped*
    - *Unused QR scans*
  + *The dashboard should allow filtering by:*
    - *Month/Week*
    - *Location*
    - *Status*
    - *QR type*

## User Story #15 – Preorder meal Cancellation:

* *User Type:* FULL TIME Employees (FTE)
* *User story*: As an employee, I want to cancel my preorder meal.
* *Acceptance Criteria: I must be able to cancel the meal before 12 PM on the day prior to the meal's scheduled date; otherwise, the cancellation will not be allowed.*

## User Story #16 – Register Guests:

* *User Type:* FULL TIME Employees (FTE) – limited to specific members.
* *User story: As an employee with granted access, I want to register guests for my department through a restricted portal.*
* *Acceptance Criteria:*
  + The guest registration portal must have limited access.
  + Basic information required for each guest includes full name, title, date of arrival, contact number, purpose of visit, and the department's charge code.
  + All costs associated with the guest will be charged back to the department.
  + The registration will undergo an approval process by an admin.
  + Once approved by the admin, the person who registered the guest will receive a RED QR code valid for one day, with a maximum of one scan on the day of arrival.
  + There is no limit on the number of guests that can be registered by an employee, and multiple guests can be registered at once.
  + No cancellation.

## User Story #17 – Meal rating

* *User Type*: Full-Time Employees (FTE)
* *User Story:* As an employee, I want to rate my meal and provide feedback after dining.
* *Acceptance Criteria:*
  + I must be able to rate my meal on a scale of 1 (lowest) to 5 (highest) and provide feedback in a free text field, limited to 300 characters.
  + Only employees who have scanned their QR code and received their meal are allowed to rate it.
  + Employees who have pre-ordered but did not check in are not allowed to rate the meal.
  + 3rd party employees (who used red QR) are not allowed to rate the meals.

## User Story #18 – View History:

* *User Type*: Full-Time Employees (FTE)
* *User Story:* As an employee, I want to view my order, purchases, and scan activities history.
* *Acceptance Criteria:*
  + Employees can filter their history by location, month, and week.
  + Employees should be able to view detailed information for each entry, including date, time, location, and QR ordered or QR scanned.
  + The system should provide an export option to download history as a PDF or CSV file.
  + The history should include a search function to quickly find specific entries.
  + Pagination is required.

## User Story #19 – User setting:

* *User Type*: Full-Time Employees (FTE)
* *User Story:* *As an employee, I want to have a user profile with settings that I can change to personalize my experience.*
* *Acceptance Criteria:*
  + *The user profile must include the following basic information fields, which cannot be changed by the user:*
    - *Full Name*
    - *Function*
    - *Department*
    - *Joining Date*
    - *Employee Number*
    - *Mobile Number*
    - *Employee Status*
    - *Company Email*
  + *Editable Fields:*
    - *Preferred Location*
    - *Notification Settings (On/Off)*
  + *Users should have a food preference setting where they can indicate if they are a vegetarian.*
  + *If the user selects the vegetarian option, the system will automatically pre-choose vegetarian menu options for them.*

# Definitions

1. Red QR
2. Blue QR
3. Green QR
4. Purple QR
5. Location: Dia diem van phong/ nha may
6. Supplier/vendor: bep
7. Meal:
8. Menu:
9. Request
10. User
11. Shift: timeframe can change (hardcode)
    1. 1: an trua 11h-13h30
    2. 2: an toi 16h30-19h
    3. 3: an khuya 22h-23h59am
12. Option

Note:

Van phong chi co shift 1

Nha may 24/7 -> 3 shift

VD: 3 mon: com ga, heo xao, ca chien

Dishes: mon le

Meals: combo tu chon

Menu: Setup dishes

#3 -> chi show menu, bo option

Tinh tien :Com dong gia -> super admin config

Gia theo location, shift

Discount theo percentage hoac flat

SSO chi extract dc email

TODO:

Meal metadata

Dinh nghia meal? Override, duplication, upload meal

Edit weekly menu