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| **User Story #1:** An employee can search for forms (*Purchasing Order, Sales Invoice, Delivery Receipts*). | |
| **Estimate (Days): 1** | **Priority: 10** |
| **Pre-condition:** The system is running and is displaying the main page. | |
| **Scenario:**   1. The employee selects the **“Search Form” tab**. 2. The system displays the following:    1. **drop-down menu** containing the **list of forms available** (Quotation, Purchase Order, Delivery Monitoring, Delivery Receipt, Sales Invoice)    2. **drop-down menu** containing the possible **search keywords** to be used (i.e., form number and client name for purchase orders)    3. **search text box**    4. **search button**    5. **list** 3. The employee selects which form to search via a drop-down menu (Purchasing Order, Quotation, Delivery Monitoring Sheet, etc). 4. The employee selects which keyword to use for searching via a drop-down menu (form number, client name, supplier name, etc). 5. The employee inputs the search keyword. 6. The system displays the results based on the previous inputs. 7. The employee can select on a result by clicking it. 8. The employee can afterwards click on the **“View” button** located below the search results list. | |
| **Post-condition:**  The employee was able to view the form. | |
| **Acceptance Criteria:**   1. The system should be able to display the **“Search Form” tab**. 2. The system should be able to display the forms that can be searched through drop-down menu. 3. The system should disable the second drop-down menu (containing the possible search keywords of the form) if there is no selected entry in the first drop-down menu. 4. The system should display the correct search keywords based on the selected form from the first drop-down menu. 5. The system should verify if the form (based on the input) exists in the database.    1. If not, the system should prompt the user to input again. 6. Once the inputs are all valid, the system should display the correct search results. 7. If the employee chooses to view a search result, the system should display the correct information of the selected form. | |

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| **User Story #2:** An employee can add *Customer Purchasing Order (PO) Forms* into the database. | |
| **Estimate (Days): 1** | **Priority: 10** |
| **Pre-condition:**  The system is running and is displaying the main page. | |
| **Scenario:**   1. The employee selects the **“Purchase Order” tab**. 2. The employee selects the **“Customer”** **sub-tab**. 3. The employee selects the **“Add” button**. 4. A pop-up window appears and the employee enters data in all necessary fields (Customer PO number, Customer Name, Date Issued, Expected Delivery Date, an indicator that states if the project is finished or not, and Ordered Items - which has respective attributes as well). 5. The system asks the user if all information entered are correct and final. 6. The employee confirms the data and the form to be added. 7. The system displays that saving the form was successful. | |
| **Post-condition:**  The system saves the form into the database and should be available for viewing in the system. | |
| **Acceptance Criteria:**   1. The system should show the main page. 2. The system should be able to display the tabs and its sub-tabs. 3. The employee should be able to select tab of the form to update. 4. The employee should be able to click the **“Add” button**. 5. The system should be able to properly display the pop-up window for **“Add”**. 6. The employee should be able to type in all the data in the necessary fields. 7. The system should ask the employee if all the entered information are correct and final. 8. The system should verify if the form number does not exist yet. 9. The system should let the employee fix the information entered if there are any errors. 10. The system should successfully save the form in the database. 11. The employee should be able to view the form under the **“Customer”** sub-tab of the **“Purchase Order”** tab. | |

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| **User Story #3:** An employee can add *Supplier Purchasing Order (PO) Forms* into the database. | |
| **Estimate (Days): 1** | **Priority: 10** |
| **Pre-condition:**  The system is running and is displaying the main page. | |
| **Scenario:**   1. The employee selects the **“Purchase Order” tab**. 2. The employee selects the **“Supplier”** **sub-tab**. 3. The employee selects the **“Add” button**. 4. A pop-up window appears and the employee enters data in all necessary fields (Supplier PO number, Customer PO number, Supplier Name, Date Issued, Expected Delivery Date, and an indicator that states if the project is finished or not). 5. The system asks the user if all information entered are correct and final. 6. The employee confirms the data and the form to be added. 7. The system displays that saving the form was successful. | |
| **Post-condition:**  The system saves the form into the database and should be available for viewing in the system. | |
| **Acceptance Criteria:**   1. The system should show the main page. 2. The system should be able to display the tabs and its sub-tabs. 3. The employee should be able to select tab of the form to update. 4. The employee should be able to click the **“Add” button**. 5. The system should be able to properly display the pop-up window for **“Add”**. 6. The employee should be able to type in all the data in the necessary fields. 7. The system should ask the employee if all the entered information are correct and final. 8. The system should verify if the form number does not exist yet. 9. The system should let the employee fix the information entered if there are any errors. 10. The system should successfully save the form in the database. 11. The employee should be able to view the form under the **“Supplier”** sub-tab of the **“Purchase Order”** tab. | |

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| **User Story #4:** An employee can add *Delivery Receipts* into the database. | |
| **Estimate (Days): 1** | **Priority: 10** |
| **Pre-condition:**  The system is running and is displaying the main page. | |
| **Scenario:**   1. The employee selects the **“Delivery Receipt”** **tab**. 2. The employee selects the **“Add” button**. 3. A pop-up window appears and the employee enters data in all necessary fields (Delivery Receipt Number, Supplier PO Number, and Date Received). 4. The system asks the user if all information entered are correct and final. 5. The employee confirms the data and the form to be added. 6. The system displays that saving the form was successful. | |
| **Post-condition:**  The system saves the form into the database and should be available for viewing in the system. | |
| **Acceptance Criteria:**   1. The system should show the main page. 2. The system should be able to display the tabs and its sub-tabs. 3. The employee should be able to select tab of the form to update. 4. The employee should be able to click the **“Add” button**. 5. The system should be able to properly display the pop-up window for **“Add”**. 6. The employee should be able to type in all the data in the necessary fields. 7. The system should ask the employee if all the entered information are correct and final. 8. The system should verify if the form number does not exist yet. 9. The system should let the employee fix the information entered if there are any errors. 10. The system should successfully save the form in the database. 11. The employee should be able to view the form under the **“View”** sub-tab of the **“Delivery Receipt”** tab. | |

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| **User Story #5:** An employee can add *Sales Invoice Forms* into the database. | |
| **Estimate (Days): 1** | **Priority: 10** |
| **Pre-condition:**  The system is running and is displaying the main page. | |
| **Scenario:**   1. The employee selects the **“Sales Invoice”** **tab**. 2. The employee selects the **“Add” button**. 3. A pop-up window appears and the employee enters data in all necessary fields (Invoice Number, Delivery Receipt Number, Customer PO Number, Customer Name, Price, and Date Received). 4. The system asks the user if all information entered are correct and final. 5. The employee confirms the data and the form to be added. 6. The system displays that saving the form was successful. | |
| **Post-condition:**  The system saves the form into the database and should be available for viewing in the system. | |
| **Acceptance Criteria:**   1. The system should show the main page. 2. The system should be able to display the tabs and its sub-tabs. 3. The employee should be able to select tab of the form to update. 4. The employee should be able to click the **“Add” button**. 5. The system should be able to properly display the pop-up window for **“Add”**. 6. The employee should be able to type in all the data in the necessary fields. 7. The system should ask the employee if all the entered information are correct and final. 8. The system should verify if the form number does not exist yet. 9. The system should let the employee fix the information entered if there are any errors. 10. The system should successfully save the form in the database. 11. The employee should be able to view the form under the **“View”** sub-tab of the **“Sales Invoice”** tab. | |

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| **User Story #6:** An employee can update and modify a *Customer Purchasing Order (PO) Form*. | |
| **Estimate (Days):** | **Priority: 10** |
| **Pre-condition:** The system is running and is displaying the main page. | |
| **Scenario:**   1. The employee selects the **“Purchase Order” tab**. 2. The employee selects the **“Customer”** **sub-tab**. 3. The employee selects which form to edit and this form will be highlighted. 4. The employee clicks the **“Update” button** - which will result to a pop-up window. 5. The employee inputs the data in the necessary fields to be modified. 6. The employee clicks the **“Save” button**. 7. The system asks the employee for confirmation. 8. The employee confirms the finalized revisions. 9. The system displays that saving the form was successful. | |
| **Post-condition:** The system saves the modifications/revisions of the form. | |
| **Acceptance Criteria:**   1. The system should show the main page. 2. The system should be able to display the tabs and its sub-tabs. 3. The employee should be able to select tab of the form to update. 4. The employee should be able to click the **“Update” button**. 5. The system should be able to properly display the pop-up window for **“Update”**. 6. The employee should be able to type in all the data in the necessary fields. 7. The system should ask the employee if all the entered information are correct and final. 8. The system should verify if the project of the form is still open. If not, the system should display an error message regarding the restriction of editing closed project forms. 9. The system should let the employee fix the information entered if there are any errors. 10. The system should display error message(s) if the entered format is invalid. 11. The system should successfully save the form in the database. 12. The employee should be able to view the updated form under the **“Customer”** sub-tab of the **“Purchase Order”** tab. | |

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| **User Story #7:** An employee can update and modify a *Supplier Purchasing Order (PO) Form*. | |
| **Estimate (Days):** | **Priority: 10** |
| **Pre-condition:** The system is running and is displaying the main page. | |
| **Scenario:**   1. The employee selects the **“Purchase Order” tab**. 2. The employee selects the **“Supplier”** **sub-tab**. 3. The employee selects which form to edit and this form will be highlighted. 4. The employee clicks the **“Update” button** - which will result to a pop-up window. 5. The employee inputs the data in the necessary fields to be modified. 6. The employee clicks the **“Save” button**. 7. The system asks the employee for confirmation. 8. The employee confirms the finalized revisions. 9. The system displays that saving the form was successful. | |
| **Post-condition:** The system saves the modifications/revisions of the form. | |
| **Acceptance Criteria:**   1. The system should show the main page. 2. The system should be able to display the tabs and its sub-tabs. 3. The employee should be able to select tab of the form to update. 4. The employee should be able to click the **“Update” button**. 5. The system should be able to properly display the pop-up window for **“Update”**. 6. The employee should be able to type in all the data in the necessary fields. 7. The system should ask the employee if all the entered information are correct and final. 8. The system should verify if the project of the form is still open. If not, the system should display an error message regarding the restriction of editing closed project forms. 9. The system should let the employee fix the information entered if there are any errors. 10. The system should display error message(s) if the entered format is invalid. 11. The system should successfully save the form in the database. 12. The employee should be able to view the updated form under the **“Supplier”** sub-tab of the **“Purchase Order”** tab. | |

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| **User Story #8:** An employee can update and modify a *Delivery Receipt*. | |
| **Estimate (Days):** | **Priority: 10** |
| **Pre-condition:** The system is running and is displaying the main page. | |
| **Scenario:**   1. The employee selects the **“Delivery Receipt”** **tab**. 2. The employee selects which form to edit and this form will be highlighted. 3. The employee clicks the **“Update” button** - which will result to a pop-up window. 4. The employee inputs the data in the necessary fields to be modified. 5. The employee clicks the **“Save” button**. 6. The system asks the employee for confirmation. 7. The employee confirms the finalized revisions. 8. The system displays that saving the form was successful. | |
| **Post-condition:** The system saves the modifications/revisions of the form. | |
| **Acceptance Criteria:**   1. The system should show the main page. 2. The system should be able to display the tabs and its sub-tabs. 3. The employee should be able to select tab of the form to update. 4. The employee should be able to click the **“Update” button**. 5. The system should be able to properly display the pop-up window for **“Update”**. 6. The employee should be able to type in all the data in the necessary fields. 7. The system should ask the employee if all the entered information are correct and final. 8. The system should verify if the project of the form is still open. If not, the system should display an error message regarding the restriction of editing closed project forms. 9. The system should let the employee fix the information entered if there are any errors. 10. The system should display error message(s) if the entered format is invalid. 11. The system should successfully save the form in the database. 12. The employee should be able to view the updated form under the **“View”** sub-tab of the **“Delivery Receipt”** tab. | |

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| **User Story #9:** An employee can update and modify a *Sales Invoice Form*. | |
| **Estimate (Days):** | **Priority: 10** |
| **Pre-condition:** The system is running and is displaying the main page. | |
| **Scenario:**   1. The employee selects the **“Sales Invoice”** **tab**. 2. The employee selects which form to edit and this form will be highlighted. 3. The employee clicks the **“Update” button** - which will result to a pop-up window. 4. The employee inputs the data in the necessary fields to be modified. 5. The employee clicks the **“Save” button**. 6. The system asks the employee for confirmation. 7. The employee confirms the finalized revisions. 8. The system displays that saving the form was successful. | |
| **Post-condition:** The system saves the modifications/revisions of the form. | |
| **Acceptance Criteria:**   1. The system should show the main page. 2. The system should be able to display the tabs and its sub-tabs. 3. The employee should be able to select tab of the form to update. 4. The employee should be able to click the **“Update” button**. 5. The system should be able to properly display the pop-up window for **“Update”**. 6. The employee should be able to type in all the data in the necessary fields. 7. The system should ask the employee if all the entered information are correct and final. 8. The system should verify if the project of the form is still open. If not, the system should display an error message regarding the restriction of editing closed project forms. 9. The system should let the employee fix the information entered if there are any errors. 10. The system should display error message(s) if the entered format is invalid. 11. The system should successfully save the form in the database. 12. The employee should be able to view the updated form under the **“View”** sub-tab of the **“Sales Invoice”** tab. | |

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| **User Story #10:** An employee can view *Customer Purchase Order (PO) Forms*. | |
| **Estimate (Days):** | **Priority: 10** |
| **Pre-condition:** The system is running and is displaying the main page. | |
| **Scenario:**   1. The employee selects the **“Customer Purchase Order” tab**. 2. The employee clicks the **“View All” button.** 3. The system displays all the existing Customer Purchase Order Forms. | |
| **Post-condition:** The employee was able to view all the pending/existing Customer Purchase Order Forms. | |
| **Acceptance Criteria:**   1. The system should be able to display the main page. 2. The system should be able to display the **“Customer Purchase Order” tab**. 3. The system should be able to display all the existing Purchase Order Forms once the employee clicks the **“View All”** button. | |

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| **User Story #11:** An employee can view *Supplier Purchase Order (PO) Forms*. | |
| **Estimate (Days):** | **Priority: 10** |
| **Pre-condition:** The system is running and is displaying the main page. | |
| **Scenario:**   1. The employee selects the **“Supplier Purchase Order” tab**. 2. The employee clicks the **“View All” button.** 3. The system displays all the existing Supplier Purchase Order Forms. | |
| **Post-condition:** The employee was able to view all the pending/existing Supplier Purchase Order Forms. | |
| **Acceptance Criteria:**   1. The system should be able to display the main page. 2. The system should be able to display the **“Supplier Purchase Order” tab**. 3. The system should be able to display all the existing Purchase Order Forms once the employee clicks the **“View All”** button. | |

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| **User Story #12:** An employee can view *Sales Invoice Forms*. | |
| **Estimate (Days):** | **Priority: 10** |
| **Pre-condition:** The system is running and is displaying the main page. | |
| **Scenario:**   1. The employee selects the **“Sales Invoice” tab**. 2. The employee clicks the **“View All” button.** 3. The system displays all the open Sales Invoice Forms. | |
| **Post-condition:** The employee was able to view all the pending/existing Sales Invoice Forms. | |
| **Acceptance Criteria:**   1. The system should be able to display the main page. 2. The system should be able to display the **“Sales Invoice” tab**. 3. The system should be able to display all the existing Sales Invoice Forms once the employee clicks the **“View All”** button. | |

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| **User Story #13:** An employee can view *Delivery Receipts*. | |
| **Estimate (Days):** | **Priority: 10** |
| **Pre-condition:** The system is running and is displaying the main page. | |
| **Scenario:**   1. The employee selects the **“Delivery Receipt” tab**. 2. The employee selects the **“View” button.** 3. The system displays all the open Delivery Receipt Forms. | |
| **Post-condition:** The employee was able to view all the pending/existing Delivery Receipt Forms. | |
| **Acceptance Criteria:**   1. The system should be able to display the main page. 2. The system should be able to display the **“Delivery Receipt” tab**. 3. The system should be able to display all the existing Delivery Receipt Forms once the employee clicks the **“View All”** button. | |

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| **User Story #14:** An employee can download/export a summary of the *delivery monitoring sheet*. | |
| **Estimate (Days): 1** | **Priority: 10** |
| **Pre-condition:** The system is running and is displaying the main page. | |
| **Scenario:**   1. The employee selects the **“Delivery Monitoring Sheet” tab**. 2. The employee selects the **“Download” sub-tab**. 3. The employee selects which type of summary to search and download - yearly or monthly. 4. If the previous input is:    1. yearly, the employee selects the year.    2. monthly, the employee selects the year then selects the month. 5. The system displays the delivery monitoring sheet corresponding to the previous inputs (month and/or year). 6. The employee clicks the **“Download” button**. | |
| **Post-condition:**  The Delivery Monitoring Sheet has been downloaded. | |
| **Acceptance Criteria:**   1. The system should display the **“Delivery Monitoring Sheet” tab**. 2. The system should display the **“Download” sub-tab.** 3. If the user’s input for search is:    1. yearly, the system should not display the current year in the choices.    2. monthly, the system should not display the current month of the current year in the choices. 4. The system should display the correct information of the delivery monitoring sheet based on the previous input/s. 5. The system should be able to export the delivery monitoring sheet to the user’s computer after clicking the **“Download” button**. 6. The employee should be able to view the proper summary of the delivery monitoring sheet in Microsoft Excel. | |