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Dossier Direct Application

Software Requirement Specification



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1 Introduction

The following document specifies the Software Requirements Specifications (SRS) for **'Dossier Direct Application'** according to the standards set forth by IEEE. It is intended to explain a technical overview of the system to be developed and its scope. Moreover, this document will consist of the system's background with a detailed explanation of functional, non-functional, and business requirements. Working of the system and its features will be clarified with the help of this SRS document.

1.1 Purpose

The main aim of this document is to indicate functionalities of the system under discussion that will help the development team properly understand the system. Clarifying developers and project managers with the system will ensure the project's development without hurdles. Detailed and precise SRS document always helps in saving time throughout the development phase.

1.2 Intended Stakeholders / Audience

- Product Owner
- Project Manager (Development Team Lead)
- Developers
- Business Analyst
- Quality Assurance Team
- Visitor
- Lawyer
- Client
- Admin

1.3 System Background

“Dossier Direct” is a web application that allows lawyers to communicate with clients. Initially, the lawyer manages the documents and questionnaire records manually. This application will automate the lawyer's manual work and service process. The lawyer will have a proper dashboard to manage clients' documents, clients, and questionnaires. A dynamic lawyer dashboard will represent the total number of clients, queries & answer status, documents submission status, month-wise client onboarding report, team collaboration report, etc. Lawyers & law firms can choose a package or subscription to access the system.

1.4 System Scope

This platform allows lawyers to manage the clients, document questionnaires, and send an invitation email to the clients with login credentials. When the lawyer gets a new client, the lawyer will send a questionnaire to the client. The clients can answer the questions and upload the documents as needed. The lawyer can add a client by selecting a law category and by adding questions for that particular client. The main types of laws are divided into sub-categories with documents and question options. If the client did not upload the documents and answered the questions, the lawyer can set up a reminder to fill in all the information. The lawyer can send a reminder for a particular missing question as well. The lawyer can add a comment against the client's answers. The client will receive an invitation from the lawyer with login credentials. The system will have subscriptions and payment methods integrations for the lawyers.

1.5 System Features

1.5.1 Visitor

- Explore About Dossier Direct
- View Dossier Direct Features
- View Subscription Pricing
- Explore Resources (about dossier direct, blogs, knowledge base, FAQs)
- Explore Blogs
- View Blog Detail
- View Knowledge Base Information
- Explore FAQs
- View Terms and Services
- View Privacy Policy

1.5.2 Lawyer

- Signup as Business (back to login page)
- Select Profile Type "I'm Lawyer"
- Login as a Lawyer
- Forget Password
- Reset Password
- Logout
- Explore Dashboard (select month)
- View All Clients
- View Unanswered Question Requests
- View Unanswered Document Requests

- View Client that has Submitted Answers to the Questions (for the selected month)
- View Client that has Submitted Documents (for the selected month)
- View Onboarded Clients (for the selected month)
- View Completed Files (for the selected month)
- View Clients who have not Accepted an Invitation
- View Incomplete Questions Requests
- View Incomplete Document Requests
- View Collaboration Requests
- Manage Clients List (mark as completed, send a reminder, export the file, team collaboration, delete)
- View Notifications by Category (all types, file completion, invitations, reminders, collaboration request, subscriptions, billing)
- Manage Notification by Types (mute by type, mark type as important, delete all notification by type)
- Sort Notifications by (oldest first, newest first, important first)
- Manage Notifications (view, select, mark all as read, delete all, delete a single notification)
- Mute Notifications (select duration, choose a date range from the calendar, change date)
- Choose Duration to Mute Notifications (one hour, eight hours, one week, always)
- Explore Clients
- Explore Category and Sub-Category Bank
- Explore Questionnaire and Document Tree
- Explore Settings

- Manage Profile Settings (upload profile photo, view, add a new lawyer category, update)
- Manage Billing Information (download invoice, view payments)
- View Billing History by Selecting Month
- Manage Payment Methods (add a new, view, edit, remove)
- Manage Company Information (view, update)
- View Billing Settings
- Manage Subscriptions (view, change)
- Choose a Subscription Credentials (select business plan, choose team size, choose billing option, discard changes)
- Access Free Trial of Subscription
- Buy Subscription
- Manage Users Information (view, update, reset password, permissions, archive)
- Add a New User (select a role)
- Search a User
- Export the Questionnaires and Documents List
- Export the List of Clients
- Assign Client to a New Lawyer (select lawyer from category)
- Manage Permissions Information (select user role, add a new role, view permission, update permission, delete permission)
- Explore Archives
- Explore More Settings (notifications, conditional questions, reminders)
- View Help Center
- Explore Data Bank Categories (My Bank, System Templates)
- Search Into Data Bank (by keywords, tags, IDs, names)

- Manage My Bank Categories (create a new, view category, rename, share with the team, delete category)
- Add a New Sub-Category to a Category
- Manage Sub-Category (view, update, delete)
- Manage Category Detail (view questions, view documents, add a new question, add a new document)
- Choose a Question Type (short answer, paragraph, multiple-choice)
- Manage Questions (view, save, copy, delete)
- Add a New Document
- Manage Documents (view, save, edit, delete)
- View Documents by Types (to be uploaded by the client, to be filled by the client, to be signed by the client)
- Manage Category Questions/Document (add a question, choose from questionnaire bank, add a new document, choose from document bank)
- Explore System Templates by Categories (added to by bank, basic client, basic private client, rare client, legendary client)
- Search a System Template (by keyword, tags, IDs, names)
- Add a Client
- Choose a Category to Add a Client
- Add Documents with Client
- Perform Final Client Review (save as draft)
- Send Invitations to the Client
- Set Up Reminder for the Client (select day of reminding/select preset reminder, edit reminder)
- Search Clients by (keywords, tags, IDs, names)
- Apply Filters on Clients (family law, estate law, clear all)

- Sort Clients by (lawyer completion status, missing questions, missing documents)
- Show Drafts Files of Clients
- Manage Client's Information (view, update)
- Manage Client's Questions (refresh, view answer history, add a comment)
- Manage Client's Documents (view, edit, copy, download, print, browse to upload)
- View Category-Wise Question Visualizations
- Manage Category-Wise Questions Visualizations (select, copy, paste, undo, move, close/open all, zoom-in/out, get help)
- Search Category-Wise Question
- Export the Questions File (pdf, excel, word, download, print)
- Explore About Dossier Direct
- View Dossier Direct Features
- View Subscription Pricing
- Explore Resources (about dossier direct, blogs, knowledge base, FAQs)
- Explore Blogs
- View Blog Detail
- View Knowledge Base Information
- Explore FAQs
- View Terms and Services
- View Privacy Policy

1.5.3. Client

- Signup as an Individual
- Select Profile Type "I'm Client"
- Login as a Client
- Forget Password
- Reset Password
- Logout
- Explore Drafts
- Explore My Files
- Explore Priority Requests
- Export Files (pdf, excel, word, download, print)
- Manage Notifications (view, mark as read, select, delete)
- View My Questions
- Manage My Questions (add an answer, edit)
- View My Documents
- Manage My Documents (browse document, drag & drop, edit, download, print, add comments)
- View Documents by Category (to be uploaded, to be filled, to be signed)
- View Priority Question Requests
- Manage Priority Questions (add an answer, add comments)
- View Priority Document Requests
- Manage Priority Documents (browse document, drag & drop, add comments)
- Send Invitation to Collaborator
- Change Privacy Settings

- Make Document Password Protected (add a password, one-time password by email)
- Remove Password Protection (enter email for one-time password, request again)
- Cancel Request
- Contact Lawyer
- View Settings (profile settings, collaboration, users)
- Manage Profile Settings (upload profile photo, view, update)
- View Collaborations Information
- View Users Information
- Explore About Dossier Direct
- View Dossier Direct Features
- View Subscription Pricing
- Explore Resources (about dossier direct, blogs, knowledge base, FAQs)
- Explore Blogs
- View Blog Detail
- View Knowledge Base Information
- Explore FAQs
- View Terms and Services
- View Privacy Policy

1.5.4 Admin

- Login (remember me)
- Forget Password
- Restore Password
- Logout

- Manage Categories (rename, publish to live website, share with specific users, delete category)
- Create a new Category
- Create a Sub-Category
- Select Category to view it Sub-Categories (basic client, basic private client, rare client, legendary client)
- Manage Questions for Category (add a question, view, update, delete)
- View Documents by Categories (to be uploaded, to be filled, to be signed client)
- Manage Documents (add a new document, update, delete)
- Share Category with Specific Users through Email
- View Control Panel Information
- Manage Users Information (add, view, update, remove)
- Manage Roles & Permissions (setup role, setup permission, view, update, delete)
- Manage Reports (generate reports, view, update, delete)
- Manage Finance Information (activate the subscription, view revenue detail)
- Manage Help Center (add a new FAQ, view FAQ, edit FAQ, delete FAQ)
- Manage Platform Access (share platform access)
- Generate Access Code (copy code, regenerate code)
- Manage User Access (generate a new code, revoke access, block user, view expired access list)
- Activate Account through Access Code

1.6 Definition of Terms, Acronyms, and Abbreviations

Sr No.	Term/Abbreviation	Description
1	<i>SRS</i>	Software Requirements Specification
2	<i>IEEE</i>	Institute of Electrics and Electronics Engineering
3	<i>Dossier</i>	A collection of documents about a particular person.
4	<i>BR</i>	Business Requirement
5	<i>FR</i>	Functional Requirement
6	<i>UI</i>	User Interface
7	<i>FAQs</i>	Frequently Asked Questions

1.6 References

Application

- <https://dossier-dev-app-hjmzd.ondigitalocean.app/>

UI Design

- <https://www.figma.com/file/MbDAmFOjRnt1XRud5vRAZQ/Dossier-2.0?node-id=0%3A1>

2 Overall Description

This section thoroughly analyzes the “Dossier Direct Application” and explains the possible users and their characteristics.

2.1 Product Perspective

This system will be categorized into two different modules: registered users and admin. A brief description of modules is given below:

- The first one is the **“Lawyer”** module only used by the lawyers to manage the clients, documents, questionnaires, and other billing records.
- The second one is the **“Client”** module. This module is for clients to manage the document and the questions requests sent by the lawyers.
- The third module belongs to the **“Admin”** who manages all the activities through the control panel.

2.2 User Classes & Characteristics

User Class	Description
Visitor	A visitor is an unauthorized user of this system who just comes and explores the services offered by the system. The visitor can explore subscription plans, Dossier Direct features, FAQs, terms & conditions, etc.
Lawyer	A lawyer can manage the categories of client lists, manage documents, manage questionnaires, manage billing information, etc. The lawyer can also send a reminder to the client to submit the missing data.
Client	A client is a role in this system which can explore my document sections, my questions section, and manage priority documents & questions for lawyers' requests. The client can upload the documents and add answers to the questions.
Admin	Admin is the role in the system that will be able to manage categories & sub-categories, manage documents, manage questions, manage billing information, manage payment methods,

	share the category with users, manage reports, generate access code, and manage users' access through access code.
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2.3 Operating Environment

The mobile-based system will operate correctly with the following browsers

Sr No.	Browser Name	Supported Versions
1	Firefox	Firefox 9.0. 1 and Firefox 3.6.
2	Safari	6.2.8/9.1.3/10.1.2/11.1.2
3	Google Chrome	87.0.4280.88/87.0.4280.88/87.0.4280.88/87.0.4280.101
4	Internet Explorer	Internet Explorer 11

The system should be used on computers with the following operating systems:

Sr.No.	Operating system	Supported Versions
1	Microsoft Windows	7/8/10/11
2	Linux	10/10.5
3	Ubuntu	Ubuntu 14.04 LTS/ 14.04.6/ 14.04.5/ 16.04
4	Mac OS	Mac OS 10.0/ 10.1/10.2/10.3
5	iOS	7/8/9/10/11/12
6	Android	6/7/8/9/10

2.4 Design Constraints

DC.01: The lawyer must have access to the application panel to track the documents, questions, clients, and categories.

DC.02: The client can contact a lawyer through email and phone calls.

2.5 Assumptions & Dependencies

Assumptions:

ASM-01: The user should know how to use the system.

ASM-02: The user has a basic knowledge of computers and the Internet.

ASM-03: The user must understand the laws and other rules & regulations.

ASM-04: The users must be actively available to respond to queries.

ASM-05: The documents are accurately verified under the verification procedures.

Dependencies:

DEP-01: The users must have an active internet connection to operate the system.

3 System Requirements

The following section of this document includes all of the system's features and functions in the business requirements, user interface requirements, functional requirements, and non-functional requirements. All of the prerequisites are clearly explained here.

3.1 Business Requirements

Sr No.	Description
BR-1	Every user will have their separate profile information to manage and upload a new profile photo.
BR-2	The lawyer can manage the documents record and add a new document for the clients.

BR-3	The lawyers can send the questionnaires and documents requested to a specific client.
BR-4	The system allows the lawyers to view the visualization of the category-wise questions.
BR-5	The lawyer can also set up reminders for the clients to upload the missing documents and questions.
BR-6	The client can browse the documents from PC or drag and drop to upload against lawyer requests.
BR-7	The system must allow the lawyers to assign a new client to another lawyer by selecting the lawyer category.
BR-8	The subscription plans are available to upgrade the account. The lawyer can access the free trial subscription for a month.
BR-9	The clients can answer the questions and attach the required documents against the lawyer's query.
BR-10	The system should allow the client to manage the priority questions and documents request.
BR-11	The clients can manage the collaboration & users' information and send the invitations to the collaborators.
BR-12	The system shall allow the clients to contact a lawyer and cancel the lawyer's requests
BR-13	The client can also encrypt the documents with a secure password and remove the password protection.
BR-14	The admin can publish a new category and share a category with specific users.

BR-15	The admin of this system will have a proper control panel to manage users' information, roles & permissions, reports, and finance.
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3.2 User Interface Requirements

Sr No.	Description
UI-1	The system must have a responsive user web-based interface for all the devices, i.e., mobile, tablets, and desktop computers
UI-2	All the features are well placed with concerning categories.
UI-3	The system must have a simple and easily understandable interface for all the users
UI-4	The system must have dropdown lists for features that have sub-options.
UI-5	The system must have to support HTTP, and HTTPS protocols.

3.3 Functional Requirements

3.3.1 Visitor

Sr. No	Description	Priority
FR-1	The system shall provide a facility for the user to explore the Dossier Direct.	High
FR-2	The system shall provide a facility for the user to view Dossier Direct features.	High
FR-3	The system shall provide a facility for the user to view subscription pricing details.	High

FR-4	The system shall provide a facility for the user to view resource lists, including dossier direct, blogs, knowledge base, and FAQs.	High
FR-5	The system shall provide a facility for the user to view the blogs.	High
FR-6	The system shall provide a facility for the user to view blog detail.	High
FR-7	The system shall provide a facility for the user to view knowledge base information.	High
FR-8	The system shall provide a facility for the user to view the FAQs section.	High
FR-9	The system shall provide a facility for the user to view the terms and services section.	High
FR-10	The system shall provide a facility for the user to view the privacy policy.	High

3.3.2 Lawyer

Sr.No	Description	Priority
Sign up		
FR-1	The system shall provide a facility for the user to sign up to create a new account.	High
FR-2	The system shall provide a facility for the user to enter the email address.	High
FR-3	The system shall provide a facility for the user to enter user Id.	High

FR-4	The system shall provide a facility for the user to enter a unique password.	High
FR-5	The system shall provide a facility for the user to click on create account button to complete the sign up process.	High
FR-6	The system shall provide a facility for the user to click on back to the login page after completing the sign-up process.	High
Login & Logout		
FR-7	."	High
FR-8	The system shall provide a facility for the user to login into the system.	High
FR-9	The system shall provide a facility for the user to enter the email address.	High
FR-10	The system shall provide a facility for the user to enter the password.	High
FR-11	The system shall provide a facility for the user to click on the check box remember me to save the password.	Medium
FR-12	The system shall provide a facility for the user to click on the login button to complete the login process.	High
FR-13	The system shall provide a facility for the user to logout from the system.	High
Forget Password		
FR-14	The system shall provide a facility for the user to reset the password in case he/she forgets.	High
FR-15	The system shall provide a facility for the user to enter the email address.	High

FR-16	The system shall provide a facility for the user to verify the email through the link.	High
FR-17	The system shall provide a facility for the user to enter a new password.	High
FR-18	The system shall provide a facility for the user to repeat a password for confirmation.	High
FR-19	The system shall provide a facility for the user to submit the password.	High
Change Password		
FR-20	The system shall provide a facility for the user to change password.	High
FR-21	The system shall provide a facility for the user to enter the current password.	High
FR-22	The system shall provide a facility for the user to enter the new password.	High
FR-23	The system shall provide a facility for the user to re-enter the new password.	High
FR-24	The system shall provide a facility for the user to click on the "Change Password" button to complete the change process.	High
Lawyer Dashboard		
FR-25	The system shall provide a facility for the user to explore the dashboard	High
FR-26	The system shall provide a facility for the user to select a particular from the drop-down month to view dashboard information.	High

FR-27	The system shall provide a facility for the user to explore the clients.	High
FR-28	The system shall provide a facility for the user to view all the clients' sections.	High
FR-29	The system shall provide a facility for the user to view the unanswered question requests.	High
FR-30	The system shall provide a facility for the user to view the unanswered document requests.	High
FR-31	The system shall provide a facility for the user to view client that has submitted answers to the questions.	High
FR-32	The system shall provide a facility for the user to view client that has submitted documents.	High
FR-33	The system shall provide a facility for the user to view Onboarded clients.	High
FR-34	The system shall provide a facility for the user to view completed files.	High
FR-35	The system shall provide a facility for the user to view clients who have not accepted an invitation.	High
FR-36	The system shall provide a facility for the user to view incomplete question requests.	High
FR-37	The system shall provide a facility for the user to view incomplete document requests.	High
FR-38	The system shall provide a facility for the user to view collaboration requests.	High

FR-39	The system shall provide a facility for the user to explore the category and sub-category bank.	High
FR-40	The system shall provide a facility for the user to explore questionnaires and documents tree.	High
FR-41	The system shall provide a facility for the user to explore settings	High
Manage Client List		
FR-42	The system shall provide a facility for the user to mark a client as completed.	High
FR-43	The system shall provide a facility for the user to send a reminder to the client.	High
FR-44	The system shall provide a facility for the user to export the file (pdf, excel, word)	High
FR-45	The system shall provide a facility for the user to add client into team collaboration.	Medium
FR-46	The system shall provide a facility for the user to delete the client.	High
FR-47	The system shall provide a facility for the user to add a new client.	High
FR-48	The system shall provide a facility for the user to choose a category to add a client.	High
FR-49	The system shall provide a facility for the user to add the document to the client.	High
FR-50	The system shall provide a facility for the user to perform a final client review.	High

FR-51	The system shall provide a facility for the user to send invitations to the client.	High
FR-52	The system shall provide a facility for the user to set up a reminder for the client.	High
FR-53	The system shall provide a facility for the user to select the day of reminding/select preset reminder.	High
FR-54	The system shall provide a facility for the user to edit a reminder.	High
FR-55	The system shall provide a facility for the user to search clients (keywords, tags, IDs, names)	High
FR-56	The system shall provide a facility for the user to apply filters on clients (family law, estate law, and clear all).	High
FR-57	The system shall provide a facility for the user to sort clients by (lawyer completion status, missing questions, missing documents)	High
FR-58	The system shall provide a facility for the user to show the draft files of clients.	High
FR-59	The system shall provide a facility for the user to view the client's information.	High
FR-60	The system shall provide a facility for the user to update the client information	High
Manage Client's Questions		
FR-61	The system shall provide a facility for the user to refresh the client's questions.	High

FR-62	The system shall provide a facility for the user to view the answer history of the client's questions.	High
FR-63	The system shall provide a facility for the user to add a comment to the client's questions.	High
Manage Client's Document		
FR-64	The system shall provide a facility for the user to view the client's documents.	High
FR-65	The system shall provide a facility for the user to edit the client's documents.	High
FR-66	The system shall provide a facility for the user to copy the client's documents.	High
FR-67	The system shall provide a facility for the user to download the client's documents.	High
FR-68	The system shall provide a facility for the user to print the client's documents.	High
FR-69	The system shall provide a facility for users to browse to upload the document.	High
Manage Category-Wise Questions		
FR-70	The system shall provide a facility for the user to view category-wise question visualization.	High
FR-71	The system shall provide a facility for the user to select the question.	High
FR-72	The system shall provide a facility for the user to copy the question.	High

FR-73	The system shall provide a facility for the user to paste the question.	High
FR-74	The system shall provide a facility for the user to move the question.	High
FR-75	The system shall provide a facility for the user to close/open all questions	High
FR-76	The system shall provide a facility for the user to zoom in/zoom out questions.	High
FR-77	The system shall provide a facility for the user to get help about the category.	Medium
FR-78	The system shall provide a facility for the user to search category-wise questions.	High
Notifications		
FR-79	The system shall provide a facility for the user to view notifications by category.	High
FR-80	The system shall provide a facility for the user to view notifications for all types of categories.	High
FR-81	The system shall provide a facility for the user to view notifications for the file completion category.	High
FR-82	The system shall provide a facility for the user to view notifications for the invitations category.	High
FR-83	The system shall provide a facility for the user to view notifications for the reminders category.	High
FR-84	The system shall provide a facility for the user to view notifications for the collaboration request category.	High

FR-85	The system shall provide a facility for the user to view notifications for the subscriptions category.	High
FR-86	The system shall provide a facility for the user to mute notifications by type.	High
FR-87	The system shall provide a facility for the user to mark notifications type as important.	High
FR-88	The system shall provide a facility for the user to delete all notifications by type.	High
FR-89	The system shall provide a facility for the user to sort notifications by oldest	High
FR-90	The system shall provide a facility for the user to sort notifications by newest	High
FR-91	The system shall provide a facility for the user to sort notifications by important first.	High
FR-92	The system shall provide a facility for the user to view the notifications.	High
FR-93	The system shall provide a facility for the user to select the notifications.	High
FR-94	The system shall provide a facility for the user to mark all notifications as read.	High
FR-95	The system shall provide a facility for the user to delete all the notifications.	High
FR-96	The system shall provide a facility for the user to delete a single notification.	High

FR-97	The system shall provide a facility for the user to mute notifications.	High
FR-98	The system shall provide a facility for the user to select duration (one hour, eight hours, one week, always) to mute notifications.	High
FR-99	The system shall provide a facility for the user to choose a calendar date range to mute notifications.	High
Manage Profile Settings		
FR-100	The system shall provide a facility for the user to upload a new profile photo.	High
FR-101	The system shall provide a facility for the user to view the profile information.	High
FR-102	The system shall provide a facility for the user to add a new lawyer category.	High
FR-103	The system shall provide a facility for the user to update the profile information.	High
Manage Billing Information		
FR-104	The system shall provide a facility for the user to view the payment details	High
FR-105	The system shall provide a facility for the user to download the invoices.	High
FR-106	The system shall provide a facility for the user to view the billing history by selecting the month.	High
FR-107	The system shall provide a facility for the user to add a new payment method.	High

FR-108	The system shall provide a facility for the user to view the payment methods.	High
FR-109	The system shall provide a facility for the user to update the payment method.	High
FR-110	The system shall provide a facility for the user to delete the payment method.	Medium
Manage Company Information		
FR-111	The system shall provide a facility for the user to view the company details.	High
FR-112	The system shall provide a facility for the user to update the company details.	High
Subscription & Billing Settings		
FR-113	The system shall provide a facility for the user to view billing settings.	High
FR-114	The system shall provide a facility for the user to view the subscription details.	High
FR-115	The system shall provide a facility for the user to change the subscription plan.	High
FR-116	The system shall provide a facility for the user to select the business plan for a subscription.	High
FR-117	The system shall provide a facility for the user to choose a team size for a subscription.	High
FR-118	The system shall provide a facility for the user to choose the billing option.	High

FR-119	The system shall provide a facility for the user to discard subscription changes.	High
FR-120	The system shall provide a facility for the user to access a free trial subscription.	High
FR-121	The system shall provide a facility for the user to buy the subscription.	High
Manage Users' Information		
FR-122	The system shall provide a facility for the user to view the user.	High
FR-123	The system shall provide a facility for the user to update the user.	High
FR-124	The system shall provide a facility for the user to view the permissions archive.	High
FR-125	The system shall provide a facility for the user to add a new user.	High
FR-126	The system shall provide a facility for the user to select a role for a new user.	High
FR-127	The system shall provide a facility for the user to search a user.	High
Assign Client to Lawyer		
FR-128	The system shall provide a facility for the user to explore the clients' list.	High
FR-129	The system shall provide a facility for the user to assign a lawyer to the client.	High
FR-130	The system shall provide a facility for the user to select a lawyer from the category.	High
Manage Permissions Information		

FR-131	The system shall provide a facility for the user to select a user role.	High
FR-132	The system shall provide a facility for the user to add a new role.	High
FR-133	The system shall provide a facility for the user to view the permissions.	High
FR-134	The system shall provide a facility for the user to update the permissions.	High
FR-135	The system shall provide a facility for the user to delete the permissions.	High
FR-136	The system shall provide a facility for the user to explore archives.	Medium
Explore More Settings and Help Center		
FR-137	The system shall provide a facility for the user to view notifications.	High
FR-138	The system shall provide a facility for the user to view conditional questions.	High
FR-139	The system shall provide a facility for the user to view reminders.	High
FR-140	The system shall provide a facility for the user to view the help center.	High
Data Bank Category		
FR-141	The system shall provide a facility for the user to explore data bank categories.	High

FR-142	The system shall provide a facility for the user to explore my bank category.	High
FR-143	The system shall provide a facility for the user to explore system templates.	High
FR-144	The system shall provide a facility for the user to search into the data bank (by keywords, tags, IDs, names).	High
Manage My Bank Category		
FR-145	The system shall provide a facility for the user to create a new category.	High
FR-146	The system shall provide a facility for the user to view the category.	High
FR-147	The system shall provide a facility for the user to rename the category.	High
FR-148	The system shall provide a facility for the user to share the category with the team.	High
FR-149	The system shall provide a facility for the user to delete the category.	High
Categories and Sub-Categories		
FR-150	The system shall provide a facility for the user to add a new sub-category to a category.	High
FR-151	The system shall provide a facility for the user to view sub-categories.	High
FR-152	The system shall provide a facility for the user to update the sub-category.	High

FR-153	The system shall provide a facility for the user to view category questions.	High
FR-154	The system shall provide a facility for the user to view category documents.	High
FR-155	The system shall provide a facility for the user to add a new question to a category.	High
FR-156	The system shall provide a facility for the user to add a new document to a category.	High
Questions and Documents		
FR-157	The system shall provide a facility for the user to choose a question type (short answer, paragraph, multiple-choice).	High
FR-158	The system shall provide a facility for the user to view the question.	High
FR-159	The system shall provide a facility for the user to update the question.	High
FR-160	The system shall provide a facility for the user to delete the question.	High
FR-161	The system shall provide a facility for the user to save the question.	High
FR-162	The system shall provide a facility for the user to copy the question.	High
FR-163	The system shall provide a facility for the user to add a new document.	High
FR-164	The system shall provide a facility for the user to view the document.	High

FR-165	The system shall provide a facility for the user to update the document.	High
FR-166	The system shall provide a facility for the user to save the document.	High
FR-167	The system shall provide a facility for the user to delete the document.	High
FR-168	The system shall provide a facility for the user to view documents by types (to be uploaded by the client, to be filled by the client, to be signed by the client)	High
Manage Category Questions/Documents		
FR-169	The system shall provide a facility for the user to add a new question.	High
FR-170	The system shall provide a facility for the user to choose a question from the questionnaire bank.	High
FR-171	The system shall provide a facility for the user to add a new document.	High
FR-172	The system shall provide a facility for the user to choose from documents bank.	High
FR-173	The system shall provide a facility for the user to explore system templates by categories (added to by bank, basic client, basic private client, rare client, legendary client)	High
FR-174	The system shall provide a facility for the user to search a system template by keyword, tags, IDs, and names.	High
Export Files/Questions		

FR-175	The system shall provide a facility for the user to export files into the pdf file.	High
FR-176	The system shall provide a facility for the user to export files into the excel file.	High
FR-177	The system shall provide a facility for the user to export files into the word file.	High
FR-178	The system shall provide a facility for the user to download the file.	High
FR-179	The system shall provide a facility for the user to print the file.	High
Explore Platform Information		
FR-180	The system shall provide a facility for the user to explore the Dossier Direct.	High
FR-181	The system shall provide a facility for the user to view Dossier Direct features.	High
FR-182	The system shall provide a facility for the user to view subscription pricing details.	High
FR-183	The system shall provide a facility for the user to view resource lists, including dossier direct, blogs, knowledge base, and FAQs.	High
FR-184	The system shall provide a facility for the user to view the blogs.	High
FR-185	The system shall provide a facility for the user to view blog detail.	High
FR-186	The system shall provide a facility for the user to view knowledge base information.	High

FR-187	The system shall provide a facility for the user to view the FAQs section.	High
FR-188	The system shall provide a facility for the user to view the terms and services section.	High
FR-189	The system shall provide a facility for the user to view the privacy policy.	High

3.3.3 Client

Sr.No	Description	Priority
Sign up		
FR-1	The system shall provide a facility for the user to sign up to create a new account.	High
FR-2	The system shall provide a facility for the user to enter the email address.	High
FR-3	The system shall provide a facility for the user to enter user Id.	High
FR-4	The system shall provide a facility for the user to enter a unique password.	High
FR-5	The system shall provide a facility for the user to click on create account button to complete the sign up process.	High
FR-6	The system shall provide a facility for the user to click on back to the login page after completing the sign-up process.	High
Login & Logout		
FR-7	The system shall provide a facility for the user to select a profile type "I'm Client".	High

FR-8	The system shall provide a facility for the user to login into the system.	High
FR-9	The system shall provide a facility for the user to enter the email address.	High
FR-10	The system shall provide a facility for the user to enter the password.	High
FR-11	The system shall provide a facility for the user to click on the check box remember me to save the password.	Medium
FR-12	The system shall provide a facility for the user to click on the login button to complete the login process.	High
FR-13	The system shall provide a facility for the user to logout from the system.	High
Forget Password		
FR-14	The system shall provide a facility for the user to reset the password in case he/she forgets.	High
FR-15	The system shall provide a facility for the user to enter the email address.	High
FR-16	The system shall provide a facility for the user to verify the email through the link.	High
FR-17	The system shall provide a facility for the user to enter a new password.	High
FR-18	The system shall provide a facility for the user to re-enter the password for confirmation.	High
FR-19	The system shall provide a facility for the user to submit the password.	High

Change Password		
FR-20	The system shall provide a facility for the user to change the password.	High
FR-21	The system shall provide a facility for the user to enter the current password.	High
FR-22	The system shall provide a facility for the user to enter the new password.	High
FR-23	The system shall provide a facility for the user to re-enter the new password.	High
FR-24	The system shall provide a facility for the user to click on the "Change Password" button to complete the change process.	High
Explore Dashboard Access		
FR-25	The system shall provide a facility for the user to explore the drafts.	High
FR-26	The system shall provide a facility for the user to explore my files.	High
FR-27	The system shall provide a facility for the user to explore the priority questions.	High
Export Files		
FR-28	The system shall provide a facility for the user to export files into the pdf file.	High
FR-29	The system shall provide a facility for the user to export files into the excel file.	High
FR-30	The system shall provide a facility for the user to export files into the word file.	High

FR-31	The system shall provide a facility for the user to download the file.	High
FR-32	The system shall provide a facility for the user to print the file.	High
Manage Notifications		
FR-33	The system shall provide a facility for the user to view the notifications.	High
FR-34	The system shall provide a facility for the user to mark the notifications as read.	High
FR-35	The system shall provide a facility for the user to select the notifications.	High
FR-36	The system shall provide a facility for the user to delete the notifications.	High
My Questions		
FR-37	The system shall provide a facility for the user to view my questions.	High
FR-38	The system shall provide a facility for the user to add an answer to the question.	High
FR-39	The system shall provide a facility for the user to edit the question.	High
My Documents		
FR-40	The system shall provide a facility for the user to view my documents.	High
FR-41	The system shall provide a facility for the user to browse documents.	High

FR-42	The system shall provide a facility for the user to drag and drop documents.	High
FR-43	The system shall provide a facility for the user to update the document.	High
FR-44	The system shall provide a facility for the user to download the document.	High
FR-45	The system shall provide a facility for the user to print the document.	High
FR-46	The system shall provide a facility for the user to add a comment to a document.	High
FR-47	The system shall provide a facility for the user to view the document by category (to be uploaded, to be filled, to be signed)	High
Priority Questions and Documents		
FR-48	The system shall provide a facility for the user to view the priority question requests.	High
FR-49	The system shall provide a facility for the user to add an answer to the priority question.	High
FR-50	The system shall provide a facility for the user to add a comment to the priority question.	High
FR-51	The system shall provide a facility for the user to view the priority documents.	High
FR-52	The system shall provide a facility for the user to browse the document.	High

FR-53	The system shall provide a facility for the user to drag and drop the document.	High
FR-54	The system shall provide a facility for the user to add a comment to the document.	High
Make Document Password Protected		
FR-55	The system shall provide a facility for the user to make a document password protected.	High
FR-56	The system shall provide a facility for the user to add a password.	High
FR-57	The system shall provide a facility for the user to set a one-time password by email.	High
Removed Password Protection		
FR-58	The system shall provide a facility for the user to remove the password protection from the document by entering the password.	High
FR-59	The system shall provide a facility for the user to enter an email for a one-time password.	High
FR-60	The system shall provide a facility for the user to request again	High
Collaboration, Request Cancellation, Contact		
FR-61	The system shall provide a facility for the user to send an invitation to the collaborators.	Medium
FR-62	The system shall provide a facility for the user to cancel a lawyer request.	High
FR-63	The system shall provide a facility for the user to contact a lawyer.	High

Manage Profile Information		
FR-64	The system shall provide a facility for the user to upload a profile photo.	High
FR-65	The system shall provide a facility for the user to view the profile information.	High
FR-66	The system shall provide a facility for the user to update the profile information.	High
Settings		
FR-67	The system shall provide a facility for the user to view the settings.	High
FR-68	The system shall provide a facility for the user to view the profile settings.	High
FR-69	The system shall provide a facility for the user to view the collaboration settings.	High
FR-70	The system shall provide a facility for the user to view the users' settings.	High
FR-71	The system shall provide a facility for the user to change the privacy settings.	High
FR-72	The system shall provide a facility for the user to view the collaboration information.	High
FR-73	The system shall provide a facility for the user to view users' information.	High
Explore Platform Information		
FR-74	The system shall provide a facility for the user to explore the Dossier Direct.	High

FR-75	The system shall provide a facility for the user to view Dossier Direct features.	High
FR-76	The system shall provide a facility for the user to view subscription pricing details.	High
FR-77	The system shall provide a facility for the user to view resources list including dossier direct, blogs, knowledge base, and FAQs.	High
FR-78	The system shall provide a facility for the user to view the blogs.	High
FR-79	The system shall provide a facility for the user to view blog detail.	High
FR-80	The system shall provide a facility for the user to view knowledge base information.	High
FR-81	The system shall provide a facility for the user to view FAQs section.	High
FR-82	The system shall provide a facility for the user to view terms and services section.	High
FR-83	The system shall provide a facility for the user to view the privacy policy.	High

3.3.4 Admin

Sr.No	Description	Priority
Login & Logout		
<i>FR-1</i>	The system shall provide a facility for the admin to enter the email.	High
<i>FR-2</i>	The system shall provide a facility for the admin to enter the password.	High
<i>FR-3</i>	The system shall provide a facility for the admin to click on the check box remember me to save the password.	High
<i>FR-4</i>	The system shall provide a facility for the admin to click on the login button to complete the login process.	High
<i>FR-5</i>	The system shall provide a facility for the admin to click on the logout button to exit from the system.	High
Forget Password		
<i>FR-6</i>	The system shall provide a facility for the admin to forget the password.	High
<i>FR-7</i>	The system shall provide a facility for the admin to enter their email for password link.	High
<i>FR-8</i>	The system shall provide a facility for the admin to click on email through a link to verify email.	High
<i>FR-9</i>	The system shall provide a facility for the admin to enter a new password.	High
<i>FR-10</i>	The system shall provide a facility for the admin to confirm a new password.	High

FR-11	The system shall provide a facility for the admin to click on the 'submit' button to complete the process.	High
Change Password		
FR-12	The system shall provide a facility for the admin to change his/her account's password.	High
FR-13	The system shall provide a facility for the admin to click on the 'change password' option.	High
FR-14	The system shall provide a facility for the admin to enter the current password.	High
FR-15	The system shall provide a facility for the admin to enter the new password.	High
FR-16	The system shall provide a facility for the admin to confirm a new password.	High
FR-17	The system shall provide a facility for the admin to click on the "Change Password" button to complete the process.	High
Manage Categories		
FR-18	The system shall provide a facility for the admin to rename the category.	High
FR-19	The system shall provide a facility for the admin to publish a category to the live website.	High
FR-20	The system shall provide a facility for the admin to share a category with specific users.	High
FR-21	The system shall provide a facility for the admin to delete the category.	High

FR-22	The system shall provide a facility for the admin to create a new category.	High
FR-23	The system shall provide a facility for the admin to create a sub-category.	High
FR-24	The system shall provide a facility for the admin to select category to view its sub-categories (basic client, basic private client, rare client, legendary client).	High
FR-25	The system shall provide a facility for the admin to share category with specific users through email.	High
Manage Questions for Category		
FR-26	The system shall provide a facility for the admin to add a new question.	High
FR-27	The system shall provide a facility for the admin to view the question.	High
FR-28	The system shall provide a facility for the admin to update the question.	High
FR-29	The system shall provide a facility for the admin to delete the question.	High
Manage Documents		
FR-30	The system shall provide a facility for the admin to view the document by the category (to be uploaded, to be filled, and to be signed client).	High
FR-31	The system shall provide a facility for the admin to add a new document.	High

FR-32	The system shall provide a facility for the admin to update the document.	High
FR-33	The system shall provide a facility for the admin to delete the document.	High
Control Panel Information		
FR-34	The system shall provide a facility for the admin to view the control panel information.	High
FR-35	The system shall provide a facility for the admin to view users' information.	High
FR-36	The system shall provide a facility for the admin to view the reports section.	High
FR-37	The system shall provide a facility for the admin to view the user's roles and permissions.	High
FR-38	The system shall provide a facility for the admin to view finance information.	High
FR-39	The system shall provide a facility for the admin to view the help center section.	High
FR-40	The system shall provide a facility for the admin to view platform access.	High
Manage User's Information		
FR-41	The system shall provide a facility for the admin to add a new user.	High
FR-42	The system shall provide a facility for the admin to view the users.	High

FR-43	The system shall provide a facility for the admin to update the users.	High
FR-44	The system shall provide a facility for the admin to delete the users.	High
Manage Roles and Permissions		
FR-45	The system shall provide a facility for the admin to set up a role.	High
FR-46	The system shall provide a facility for the admin to setup the permission.	High
FR-47	The system shall provide a facility for the admin to view the detail.	High
FR-48	The system shall provide a facility for the admin to update the detail.	High
FR-49	The system shall provide a facility for the admin to delete the detail.	High
Manage Reports		
FR-50	The system shall provide a facility for the admin to generate a new report.	High
FR-51	The system shall provide a facility for the admin to view the report.	High
FR-52	The system shall provide a facility for the admin to update the report.	High
FR-53	The system shall provide a facility for the admin to delete the report.	High
Manage Finance Information		

FR-54	The system shall provide a facility for the admin to activate the subscription.	High
FR-55	The system shall provide a facility for the admin to view the revenue details.	High
Manage Help Center/FAQs		
FR-56	The system shall provide a facility for the admin to add a new FAQ section.	High
FR-57	The system shall provide a facility for the admin to view the FAQ.	High
FR-58	The system shall provide a facility for the admin to update the FAQ.	High
FR-59	The system shall provide a facility for the admin to delete the FAQ.	High
Manage Platform Access		
FR-60	The system shall provide a facility for the admin to share platform access.	High
FR-61	The system shall provide a facility for the admin to generate the access code.	High
FR-62	The system shall provide a facility for the admin to copy the access code.	High
FR-63	The system shall provide a facility for the admin to regenerate the access code.	High
FR-64	The system shall provide a facility for the admin to activate the account through an access code.	High
Manage User Access		

<i>FR-65</i>	The system shall provide a facility for the admin to generate a new code.	High
<i>FR-66</i>	The system shall provide a facility for the admin to revoke the access.	High
<i>FR-67</i>	The system shall provide a facility for the admin to block the user.	High
<i>FR-68</i>	The system shall provide a facility for the admin to view the expired user.	High

3.4 Non-Functional Requirements

3.4.1 Security

S_1: All data of the users must be encrypted by using data encryption techniques.

S_2: To verify users' identity during password reset, a One Time Pin (OTP) must be sent to the user's email address that will only be valid for 15 minutes.

S_3: Whenever the user writes a password, the system must encrypt it to prevent privacy and confidentiality.

S_4: The user's password must never be saved in the browser or device.

S_5: The user's data must only be accessible by the authenticated admins.

3.4.2 Usability

U_1: The language elements used in this application content must be easy to understand and commonly used.

U_2: Error messages displayed must explain the problem and its solution in words instead of showing the error code so that the user can recognize the error immediately and solve it.

U_3: Similar options must be placed in the same dropdown menu; it will help the user save time by not having to find every option.

3.4.3 Performance

P_1: Whenever a user opens an email system must open the email platform within 10 seconds.

P_2: When the users contact each other via phone call, the phone number should be extracted within 5 seconds.

P_3: Page load must not take more than one second in perfect internet conditions.

3.4.4 Flexibility

F_1: The system's code must be adaptable enough to keep up with changes at any development point or after development.

3.4.5 Responsiveness

R_1: The system will have a responsive user interface for all devices, i.e., mobiles, laptops, and tablets.

3.4.6 Availability

A_1: The users can explore all the features, except when the system is unavailable due to maintenance.