**Business Requirements Document**

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**Abstract**

This document describes the main functional use cases and requirements, the processes and the screens.

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# Introduction

The project offers website portal and an application, which is free for downloading for both iOS and Android users and supports English and Arabic languages. It is designed for helping the day care, child parents and Teachers by facilitate the communication and keep monitoring their children along with managing the daycare resources and classes.

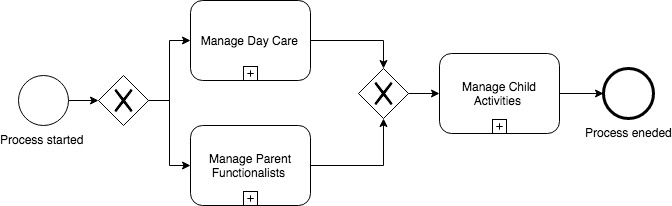
# Objectives

* Automate DayCare daily report.
* Facilitate communication between parent and Daycare.
* Improve child tracking, personalized education plan and learning progress.
* Provide transparency between parent and DayCare.
* Ensure high quality day care online services are accessible to the family.

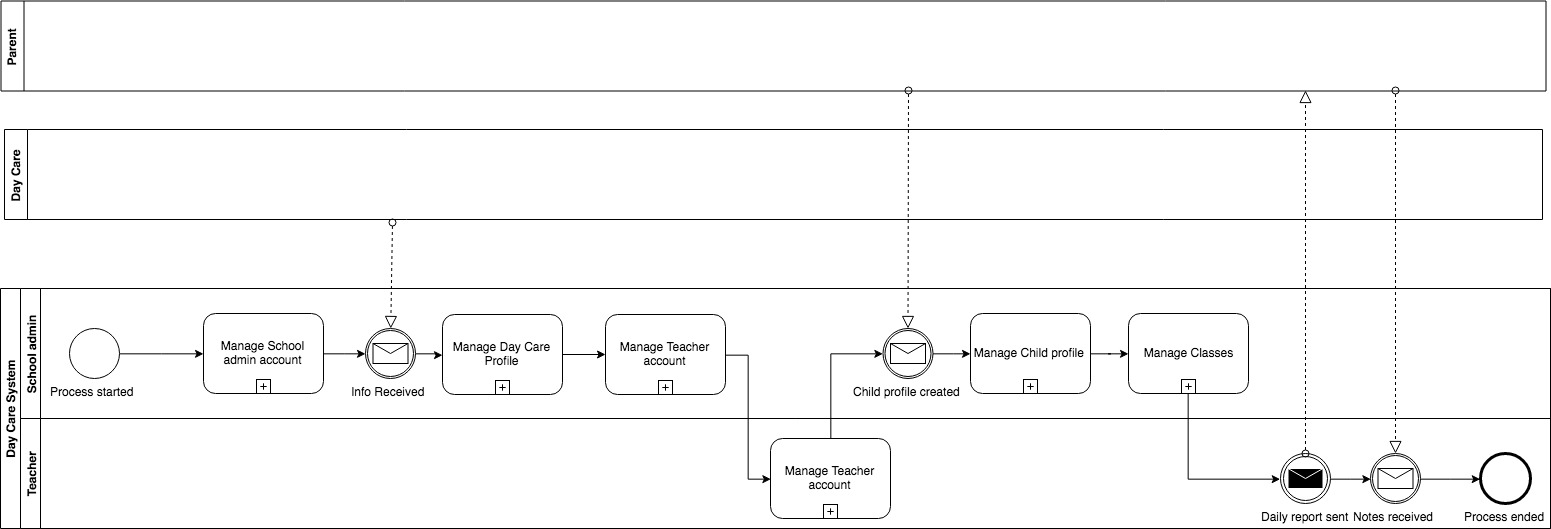
# Scope

* Daycare resource allocation module
* Child monitoring module
* Parent notification module
* Registration module

## Business Process Level 1



## Business process Level 2



## Classes, Teachers and Child relationship

Child

Teacher

Class

## System Users

|  |  |
| --- | --- |
| User | Description |
| **Super admin** | The person who is responsible for managing the app and website functionalities (app owners) |
| **School users** | |
| **IT admin** | The person who is responsible for managing school admin accounts (in DayCare). |
| **School admin** | The person who is responsible for managing the school activities e.g. assign the teacher for a child, managing the parents complains, tracking the teacher progress in updating the parents (in DayCare). |
| **Teacher** | The person who is responsible for updating the child activities daily report and progress education plan (in DayCare). |
| **Parent** | The person who is responsible for checking and monitoring their child activities report and receiving notification. |

## User Permission Matrix

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Function** | **IT admin** | **Super admin** | **School admin** | **Teacher** | **Parent** |
| Manage Authority (Disable/enable account) | X | X |  |  |  |
| Manage users | X | X |  |  |  |
| Manage school admin account | X | X | X |  |  |
| Manage Teacher account | X | X | X | X |  |
| Manage parent account | X | X |  |  | X |
| Manage child profile | X | X | X |  | X |
| Manage Day Care Profile | X | X | X |  |  |
| Manage Classes | X | X | X |  |  |
| Manage Resources Assignment | X | X | X |  |  |
| Manage Approval list |  | X |  |  |  |
| Access DC dashboard | X |  |  |  |  |
| Manage Report | X | X |  | X | X |

## Business Requirements

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| --- | --- |
| Business Requirement | Description |
| **BRQ-1** | Develop and manage the Portal. |
| **BRQ-2** | Develop and manage Mobile apps. |
| **BRQ-3** | Develop reports and dashboard. |
| **BRQ-4** | Child Face Recognition. |

## Stakeholders Requirements

### Super Admin requirements

**Manage the Portal –STRQ1**

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| --- | --- |
| **Description** | Super Admin manages the portal functionalities. |
| **Scenario** | Super admin shall be able to manage the following:   * Manage the portal content. * Review dashboard, SQL and manage reports. |
| **Matching with** | BRQ-3 |

**Manage Customer Services-STRQ3**

|  |  |
| --- | --- |
| **Description** | The users shall be supported when needed and the admin will help. |
| **Scenario** | The users shall be able to perform the following:   * Raise a complaint through email. * Find the required answer in FAQ.   The super admin shall be able to manage the following:   * Receive complaints and suggestions, which are already, sent to admin by (email) and resolve it. |
| **Matching with** | **BRQ-4** |

## Functional Requirements

### Manage DayCare Profile

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| --- | --- |
| **Use care Number** | UC-01 |
| **Description** | Managing DayCare’s profile by creating a new profile updating the existing one, disabling/enabling it as well as blocking the profile if needed. |
| **Scenario** | * The IT admin shall be able to create DayCare profile by filling the following fields:   - [**Refer to Manage DayCare screen**](#_Manage_Day_care)   * The system shall auto-validate the fields (e.g. upload image type etc.) * The IT admin shall click on “**save**” * The system shall show a confirmation message * The IT admin shall click on “**confirm**” * The system needs to check the authorization number from ministry of education, Commercial registration number, DayCare name and website before adding them to database they should be unique. * The system shall create the profile with status “pending” and send a welcome email to the DayCare with the details. |
| **Pre-condition** | **DayCare profile information has been provided.**  **Integration with MOE**  **Integration with MOC** |
| **Post-condition** | **DayCare Profile has been created with “pending status”.** |
| **Alternative Scenario** | **Scenario (1):**  the super admin wants to search for a specific Day care:   * The super admin shall access the Day care list and search with any of the following criteria:   -  [**Refer to Manage Day care screen**](https://docs.google.com/document/d/1bjvszHgYUqQ_hhifFGNjqb1fFvZ7j60z/edit#heading=h.2bn6wsx)   * The super admin can filter the data by the following:   -       Blocked Day care.  -       Disabled Day care.   * The system shall display the following data:   [**Refer to Manage Day care screen**](https://docs.google.com/document/d/1bjvszHgYUqQ_hhifFGNjqb1fFvZ7j60z/edit#heading=h.2bn6wsx)  **Scenario (2):** the IT admin wants to view the details for a DayCare:   * The IT admin select the DayCare from the list. * Day Care ID * Day Care name * Day Care website * Date Care Date * The IT admin clicks on “**View**” * The system shall display the following:   -[**Refer to Manage DayCare screen**](#_Manage_Day_care)    **Scenario (3):** the IT admin wants to edit a DayCare:   * The IT admin select the DayCare from the list: * Day Care ID * Day Care name * Day Care website * Date Care Date * The IT admin clicks on “**Edit**” * The system shall display the following:   - [**Refer to Manage DayCare screen**](#_Manage_Day_care)   * The system shall enable editing * The IT admin edit the fields and click on “**save**” * The system shows the confirmation message. * The IT admin clicks on “**confirm**” * The system updates the fields.     **Scenario (4):** the IT admin wants to edit a DayCare then discard the operation:   * The school admin select the DayCare from the list. * Day Care ID * Day Care name * Day Care website * Date Care Date * The IT admin clicks on “**Edit**” * The system shall display the following:   - [**Refer to Manage DayCare screen**](#_Manage_Day_care)   * The system shall enable editing * The IT admin edit the fields and click on “**save**”. * The system shows the confirmation message. * The IT admin clicks on “**cancel**” * The system discards the operation.     **Scenario (5):** the super admin wants to block a specific DayCare:   * The super admin select the DayCare from the list. * The super admin clicks on “**Block**”. * The system shall show the reason list with comment box: mandatory * The super admin shall enters the required fields * The system shows the confirmation message. * The super admin click on “**confirm**” * The system shall block the DayCare.     **Scenario (6):** the super admin wants to block a specific DayCare but discard the operation:   * The super admin select the DayCare from the list. * The super admin clicks on “**Block**”. * The system shall show the reason list with comment box (mandatory) * The super admin shall enters the required fields * The system shows the confirmation message. * The super admin click on “**cancel**”. * The system shall discard the operation.     **Scenario (7):** the super admin wants to unblock a specific DayCare:   * The super admin select the blocked DayCare from the list. * The super admin clicks on “**Unblock**”. * The system shall show the reason list with comment box (mandatory) * The super admin shall enters the required fields * The system shows the confirmation message. * The super admin click on “**confirm**” * The system shall block the DayCare.       **Scenario (8):** the super admin wants to unblock a specific DayCare but discard the operation:   * The admin select the blocked DayCare from the list. * The super admin clicks on “**Unblock**”. * The system shall show the reason list with comment box (mandatory) * The super admin shall enters the required fields * The system shows the confirmation message. * The super admin click on “**cancel**” * The system shall discard the operation.     **Scenario (9):** the super admin wants to disable a specific DayCare:   * The super admin select the active DayCare from the list. * The super admin clicks on “**Disable**”. * The system shall show the reason list with comment box (mandatory) * The super admin shall enters the required fields * The system shows the confirmation message. * The super admin click on “**confirm**” * The system shall disable the DayCare. * The system shall capture end date.       **Scenario (10):** the super admin wants to disable a specific DayCare but discard the operation:   * The super admin select the active DayCare from the list. * The super admin clicks on “**Disable**”. * The system shall show the reason list with comment box (mandatory) * The super admin shall enters the required fields * The system shows the confirmation message. * The super admin click on “**cancel**” * The system shall discard the operation.     **Scenario (11):** the super admin wants to enable a specific DayCare:   * The super admin select the disabled DayCare from the list. * The super admin clicks on “**Enable**”. * The system shall show the reason list with comment box (mandatory) * The super admin shall enters the required fields * The system shows the confirmation message. * The super admin click on “**confirm**” * The system shall enable the DayCare. * The system shall remove the end date.     **Scenario (12):** the super admin wants to Enable a specific DayCare but discard the operation:   * The super admin select the inactive DayCare from the list. * The super clicks on “**Enable**”. * The system shall show the reason list with comment box (mandatory) * The super admin shall enters the required fields * The system shows the confirmation message. * The super admin click on “**cancel**” * The system shall discard the operation.     **Scenario (13):** the school admin uploads other file type rather than the photo:   * The system shall stops the operation and show error message that asks to re-upload again with the correct types   **Scenario (14):** Auto disabling the DayCare when the end date is coming:   * The system checks the end date in auto job scheduled. * The system shall inform the super admin and school admin through an email (e.g. DayCare ID, DayCare name, join date and end date, contact point details) two weeks before the ending date * If it is Today: the system shall update the DayCare profile status to “inactive” and select the reason “auto deactivation” * The system shall inform the super admin and the school admin with an email along with the DayCare details (e.g. DayCare name, join date and end date) * The super admin can stop the auto disable function.       **Scenario (15):** The IT admin wants to create the DayCare profile by filling the following fields but cancel the operation:   * [**Refer to Manage DayCare screen**](#_Manage_Day_care) * The system shall auto-validate the fields (e.g. upload image type etc.) * The school admin shall click on “**save**” * The system shall show a confirmation message * The admin shall click on “**cancel**” * The system shall discard the operation.     **Scenario (16):** The IT admin enter the same DayCare name and website for (active or inactive) existing profile:   * The system needs to check the DayCare name and website before adding them to the database they should be unique. * If not, the system should alert the user with a message and discard the creating operation. |
| **Business Rule** | * The mandatory fields should be entered. * Blocking DayCare should be done for unblocked ones only. * Unblocking DayCare should be done for blocked ones only. * Enabling DayCare should be done for disabled ones only. * Disabling DayCare should be done for enabled ones only. * Search criteria can be applied for one or more. * The join date should be defaulted to “Today” and can be edited. * System much checks the uploaded file type, as it should be image type. * System must validate all the fields’ types in entering data (e.g. text, calendar for the date etc.). * System shall auto generate the DayCare ID. * System needs to check the DayCare name and website before adding them to database they should be unique. * All the transactions should be logged for auditing (e.g. date, time. created by, updated by) * DayCare profile is accessible for the school admin who assigned to. |
| **Comments** | None |
| **Matching with** | BRQ-2 |

### Manage school/IT admin account

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| --- | --- |
| **Use care Number** | UC-02 |
| **Description** | Managing school admin account by registering and assigning it to the related day care. |
| **Scenario** | * The IT admin shall be able to register in the school admin in the system by filling the following fields:   [**Refer to manage school admin screen**](#_Manage_School_Admin)   * The IT admin shall click on “**save**” * The system shall auto-validate the fields * The system needs to check the school admin national ID or email before creating the account, as the account should be unique. * The system shall show a confirmation message * The IT admin shall click on “**confirm**” * The system shall send a verification link to the   school admin or SMs code   * The system shall keep the account inactive until the school admin access the verification link/Code * The school admin receives the email/SMS and click on the verification link. * The system opens the verification window * The system shall send a welcome email * The system shall create the account and update the status to active. |
| **Pre-condition** | **IT admin wants to register a school admin.** |
| **Post-condition** | **School admin account has been created.** |
| **Alternative Scenario** | **Scenario (1):** The IT admin wants to register school admin in the system but cancel the operation:   * The IT admin shall be able to register in the system by entering the following:   [**Refer to manage school admin screen**](#_Manage_School_Admin)   * The IT admin shall click on “**save**” * The system shall auto-validate the fields * The system needs to check the school admin national ID or email before creating the account, as the account should be unique. * The system shall show a confirmation message * The IT admin shall click on “**cancel**” * The system shall cancel the operation.   **Scenario (2):** the IT admin enters wrong email address:   * The system shall not be able to verify the email then show error message. * The school admin shall correct the email   **Scenario (3):** The school admin is not able to open the verification link/Code receiving by email/SMS:   * The school admin can click on resend the confirmation again * The system shall send the link again. |
| **Business Rule** | * The mandatory fields should be entered. * System must validate all the fields’ types in entering data (e.g. text, calendar for the date etc.). * System needs to check the School ID before adding them to database they should be unique. * All the transactions should be logged for auditing (e.g. date, time. created by, updated by) * Verification email/Code shall be expired immediately after clicking on the link and update the school admin status to “active” by the system. * The verification email/Code shall be valid for 24 hours only * The password and confirm password shall be matched. * The email and confirm email shall be matched. * The system shall create default password (123456) for first school admin login. * The school admin shall be able to enter new complex password after the first login. |
| **Comments** | None |
| **Matching with** | BRQ-2 |

### Manage Teacher account

|  |  |
| --- | --- |
| **Use care Number** | UC-03 |
| **Description** | Managing Teacher account by registering the teacher to the system. |
| **Scenario** | * The school admin shall be able to register the teacher to the system by filling the following fields:   [Refer to manage teacher account screen](#_Manage_Teacher_Account)   * The school admin shall click on “**save**” * The system shall auto-validate the fields * The system needs to check the Teacher national ID or email before creating the account, as the account should be unique. * The system shall show a confirmation message * The admin shall click on “**confirm**” * The system shall create the account “**inactive**” with default password (123456) * The system shall send a welcome email and the account details the Teacher to login * The teacher shall click on the link to verify. |
| **Pre-condition** | **School admin has privilege to register a teacher and has teacher’s information.** |
| **Post-condition** | **Teacher account has been created.** |
| **Alternative Scenario** | **Scenario (1):** The school admin wants to register a teacher to the system but cancel the operation: -   * The school admin shall be able to register in the system by entering the following:   [- Refer to manage teacher account screen](#_Manage_Teacher_Account)   * The school admin shall click on “**save**” * The system shall auto-validate the fields * The system needs to check the Teacher ID and email before creating the account, as the account should be unique. * The system shall show a confirmation message * The school admin shall click on “**cancel**” * The system shall cancel the operation.   **Scenario (2):** the school admin enters wrong email address:   * The system shall not be able to verify the email then show error message. * The school admin shall correct the email   **Scenario (3):** the school admin enters mismatched email:   * The system shall show a message to correct the entry * The school admin shall reenter again |
| **Business Rule** | * The mandatory fields should be entered. * System must validate all the fields’ types in entering data (e.g. text, calendar for the date etc.). * System needs to check the School ID before adding them to database they should be unique. * All the transactions should be logged for auditing (e.g. date, time. created by, updated by) * The password and confirm password shall be matched. * The email and confirm email shall be matched. * The default password needs to be reset by the teacher in the first login try. * All DayCare name list shall be retrieved by the system that the admin assigned to. * The password should be defaulted for first login by the system as the following:   - Password (default 123456)  - Confirm password (default 123456)   * The user type should be: Teacher |
| **Comments** | None |
| **Matching with** | BRQ-2 |

### Manage Parent account

|  |  |
| --- | --- |
| **Use care Number** | UC-04 |
| **Description** | Managing Parent account by registering the parent in the system. |
| **Scenario** | * The parent shall be able to register to the system by filling the following fields:   [Refer to manage parent account](#_Manage_Parent_Account)   * The parent shall click on “**save**” * The system shall auto-validate the fields * The system needs to check the parent national ID and email before creating the account, as the account should be unique. * The system needs to verify by sending email/SMS * The parent shall open the email/Code and click on the link * The system shall send a welcome email and the account details the Parent to login |
| **Pre-condition** | **Parent wants to register in the system.** |
| **Post-condition** | **Parent account has been created.** |
| **Alternative Scenario** | **Scenario (1):** The parent wants to register to the system but cant complete the operation: -   * The school admin shall be able to register in the system by entering the following:   [- Refer to manage parent account](#_Manage_Parent_Account)   * The parent shall click on “save” * The system shall auto-validate the fields * The system needs to check the parent national ID and email before creating the account, as the account should be unique. * The system needs to verify by sending email * The parent shall open the email and cant click on the link * The system shall resend a verification email/SMS.   **Scenario (2):** the parent enters wrong email address:   * The system shall not be able to verify the email then show error message. * The parent shall correct the email   **Scenario (3):** the parent enters mismatched email or password:   * The system shall show a message to correct the entry * The parent shall reenter again   **Scenario (4):** the parent wants to pay by credit card but the system shows error:   * The system shows an error message * The parent shall re-try again   **Scenario (5):** the parent wants to find day care:   * The parent shall click on search (list and map) * The parent shall click on day care. * The system shall show the day care details. |
| **Business Rule** | * The mandatory fields should be entered. * System must validate all the fields’ types in entering data (e.g. text, calendar for the date etc.). * System needs to check the parent ID and email before adding them to database they should be unique. * All the transactions should be logged for auditing (e.g. date, time. created by, updated by) * The password and confirm password shall be matched. * The email and confirm email shall be matched. * The default password needs to reset by the teacher in the first login try. * All DayCare name list shall be retrieved by the system that the parent in order to assign the child to. * The password should be defaulted for first login by the system as the following:   - Password (default 123456)  - Confirm password (default 123456)   * The user type should be: Parent * The parent shall collect points and check the points from the profile. * The parents can redeem the points later. * Payment by credit card is optional. * Verification email/SMS should be valid 24 hours. |
| **Comments** | None |
| **Matching with** | BRQ-2 |

### Manage Child Profile

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| --- | --- |
| **Use care Number** | UC-05 |

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| --- | --- |
| **Description** | Managing child profile by creating, Editing, Disabling, Enabling it. |
| **Scenario** | * The school admin or the parent shall be able to create a new child profile in the system by filling the following fields:   [**Refer to manage child profile screen**](#_Manage_Child_Profile)   * The school admin or parent shall click on “**save**” * The system shall auto-validate the fields * The system needs to check the Child national ID before creating the profile, as the account should be unique. * The system shall show a confirmation message * The school admin or parent shall click on “**confirm**” * The system shall create the child profile and assign it to the DC. |
| **Pre-condition** | **Parent and school admin already registered in the system and has account.** |
| **Post-condition** | **Child profile has been created.** |
| **Alternative Scenario** | **Scenario (1):** The school admin /parent shall be able to create a new child profile in the system by filling the following fields:  - [**Refer to manage child profile screen**](#_Manage_Child_Profile)   * The parent shall click on “**save**” * The system shall auto-validate the fields * The system needs to check the Child national ID before creating the account, as the account should be unique. * The system shall show a confirmation message * The parent shall click on “**cancel**” * The system shall cancel the operation.   **Scenario (2):** The school admin wants to view the child details:   * The school admin shall be able to view the child list with the details as the following:   [**Refer to manage child profile screen**](#_Manage_Child_Profile)   * The school admin select the child profile “**assigned**” from the child list then click on “**view**” * The system shall show the child details:   [**Refer to manage child profile screen**](#_Manage_Child_Profile)  **Scenario (3):** the school admin wants to search for a specific child:   * The admin shall access the child list “assigned profile” and search with any of the following criteria:   [**Refer to manage child profile screen**](#_Manage_Child_Profile)   * The school admin can filter the data by the following:   - Disabled child profile.   * The system shall display the following data:   [**Refer to manage child profile screen**](#_Manage_Child_Profile)  **Scenario (4):** The school admin/parent wants to edit the child profile information “assigned for school admin” “all status for parent”:   * The school admin/parent shall select the child from the child list then click on “**Edit**” * The system shall enable editing * The school admin/parent edit the fields the click on “**save**” * The system shall show a confirmation message * The school admin/parent shall click on “**confirm**” * The system shall update the information   **Scenario (5):** The school admin/parent wants to edit the child information but cancel the operation:   * The school admin/parent shall select the child from the child list then click on “**edit**” * The system shall enable editing * The school admin/parent edit the fields the click on “**cancel**” * The system shall discard the operation.   **Scenario (6):** The school admin wants to disable the child profile:   * The school admin shall select the child from the child list then click on “**disable**” * The system shall show a confirmation message * The school admin shall click on “**confirm**” * The system shall disable the child profile   **Scenario (7):** The school admin wants to disable the child profile but discard the operation:   * The school admin shall select the child from the child list then click on “**disable**” * The system shall show a confirmation message * The school admin shall click on “**cancel**” * The system shall cancel the operation   **Scenario (8):** The school admin wants to enable the child profile:   * The school admin shall select the child from the child list then click on “**enable**” * The system shall show a confirmation message * The school admin shall click on “**confirm**” * The system shall enable the child profile   **Scenario (9):** The parent wants to view and access more than one child profile:   * The system shows all the profiles * The parent shall select one * The parent shall click on “**view**” * The system shall show the profile details.   **Scenario (10):** the school admin wants end date the child profile:   * The school admin shall enter the end date. * The system shall end date the current day care” * The system shall send notification to the parent. |
| **Business Rule** | * The mandatory fields should be entered. * System must validate all the fields’ types in entering data (e.g. text, calendar for the date etc.). * System needs to check the child national id before adding them to database they should be unique. * Disable child profile can be done for enabled ones * Enable child profile can be done for disable ones. * One or more search criteria can be applied * The school admin can only access and view the eligible child profiles that assigned to their DayCare. * Search criteria input can be selected for one or more * When the child profile status is “unassigned” the school admin will not be able to access the profile unless the parent will allow access to it. * Re-register the child in other DayCare need allowing access from the parents * New child profile status is “unassigned” unless its approved by the parent. * School admin can accessed the assigned profile, which means it is assigned to their day care. * Child Face should be scanned by the system. * Child profile can be assigned to more than one DC. |
| **Comments** | Child profile status:  Unassigned: can be access only by the parents.  Assigned: access by the parents and school admin for the assigned DC. |
| **Matching with** | BRQ-2 |

### Invite Child

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| --- | --- |
| **Use care Number** | UC-06 |

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| --- | --- |
| **Description** | Inviting a child by school admin for rejecting and accepting child. |
| **Scenario** | The school admin shall be able to create a new child invitation in the system by filling the following fields:  [**Refer to manage invite child**](#_Manage_Child_Profile)   * The school admin shall click on “**Invite**” * The system shall send invitation to parent. |
| **Pre-condition** | **Parent ask for Daycare registration.** |
| **Post-condition** | **Child invitation has been sent.** |
| **Alternative Scenario** | **Scenario (1):** The school admin wants to create new invitation but the parent cant receive the invitation:  [Refer to manage invite child](#_Invite_Child_Profile)  • The school admin shall click on “**Invite**”  • The system shall re-send invitation to parent.  **Scenario (2):** The registered parent wants to accept the invitation:   * The parent shall be able to view the invitation list with the details as the following: * Invitation details (child profile with editable fields) * The parent shall click on “**accept**” * The system shall add the child to day care to be accessible by the school admin. * The system shall update the child profile to “**assigned**”   **Scenario (3):** The registered parent wants to reject the invitation:   * The parent shall be able to view the invitation list with the details as the following: * Invitation details (child profile with editable fields) * The parent shall click on “**reject**” * The system shall not add the child to day care to be accessible by the school admin   **Scenario (3):** The not registered parent wants to aacept/reject the invitation:   * The system shall show the registration screen * The parent shall be able to register * The parent shall be able to view the invitation list with the details as the following: * Invitation details (child profile with editable fields) * The parent shall click on “**accept/reject**” * The system shall not add the child to day care to be accessible by the school admin |
| **Business Rule** | * The mandatory fields should be entered. * System must validate all the fields’ types in entering data (e.g. text, calendar for the date etc.). * The school admin can only access and view the eligible child profiles that assigned to their DayCare. * When the child profile status is “unassgined” the school admin will not be able to access the profile unless the parent will allow access to it. * Re-register the child in other DayCare need allowing access from the parents * New child profile status is “unassgined” unless its approved by the parent. * Child Face should be scanned by the system. |
| **Comments** | Child profile status:  unassigned: can be access only by the parents.  Approved: access by the parents and school admin. |
| **Matching with** | BRQ-2 |

### Manage Classes

|  |  |
| --- | --- |
| **Use care Number** | UC-07 |
| **Description** | Managing classes by creating, Editing, Disabling, Enabling them then assigning Teachers. |
| **Scenario** | * The school admin shall be able to create a new class in the system by filling the following fields:   - [**Refer to manage classes screen**](#_Manage_Classes)   * The school admin shall click on “**save**” * The system shall auto-validate the fields * The system needs to check the class name and start time and end time before creating the class as they should not be unique “show alert only” * The system shall show a confirmation message * The admin shall click on “**confirm**” * The system shall create the class. |
| **Pre-condition** | **School admin has all classes’ information.** |
| **Post-condition** | **Classes have been created.** |
| **Alternative Scenario** | **Scenario (1):** The school admin shall be able to create a new class in the system by filling the following fields:  [**Refer to manage classes screen**](#_Manage_Classes)   * The school admin shall click on “**save**” * The system shall auto-validate the fields * The system needs to check the class name and start time and end time before creating the account, as they should not be unique. * The system shall show a confirmation message * The school admin shall click on “**cancel**” * The system shall cancel the operation.   **Scenario (2):** the admin wants to search for a specific class:   * The admin shall access the class list and search with any of the following criteria:   - [**Refer to manage classes screen**](#_Manage_Classes)   * The admin can filter the data by the following:   - Disabled class.   * The system shall display the following data:   - [**Refer to manage classes screen**](#_Manage_Classes)  **Scenario (3):** The school admin wants to view the class list:   * The school admin shall be able to view the class list with the details as the following: * The school admin select the class from the class list then click on “**view**” * The system shall show the class details:   [**Refer to manage classes screen**](#_Manage_Classes)  **Scenario (4):** The school admin wants to edit the class information:   * The school admin shall select the class from the class list then click on “**edit**” * The system shall enable editing * The school admin edit the fields the click on “**save**” * The system shall show a confirmation message * The school admin shall click on “**confirm**” * The system shall update the information   **Scenario (5):** The school admin wants to edit the class information:   * The school admin shall select the class from the class list then click on “**edit**” * The system shall enable editing * The school admin edit the fields the click on “**cancel**” * The system shall discard the operation.   **Scenario (6):** The school admin wants to disable the class:   * The school admin shall select the class from the class list then click on “**disable**” * The system shall show a confirmation message * The school admin shall click on “**confirm**” * The system shall disable the class.   **Scenario (7):** The school admin wants to disable the class but discard the operation:   * The school admin shall select the class from the class list then click on “**disable**” * The system shall show a confirmation message * The school admin shall click on “**cancel**” * The system shall cancel the operation   **Scenario (8):** The school admin wants to enable the class:   * The school admin shall select the class from the class list then click on “**enable**” * The system shall show a confirmation message * The school admin shall click on “**confirm**” * The system shall enable the class   **Scenario (9):** The school admin wants to enable the class but discard the operation:   * The school admin shall select the class from the class list then click on “**enable**” * The system shall show a confirmation message * The school admin shall click on “**cancel**” * The system shall cancel the operation |
| **Business Rule** | * The mandatory fields should be entered. * System must validate all the fields’ types in entering data (e.g. text, calendar for the date etc.). * System needs to check the class name and start time and end time before adding them to database they should not be unique. * Classes grade retrieved by the system * Disable classes can be done for enabled ones * Enable classes can be done for disabled ones. * Search criteria input can be selected for one or more * Each DayCare is eligible to manage their own classes only |
| **Comments** | None |
| **Matching with** | BRQ-2 |

### Manage Resources Assignment

|  |  |
| --- | --- |
| **Use care Number** | UC-08 |

|  |  |
| --- | --- |
| **Description** | Managing assign resources such as teachers and child. |
| **Scenario** | * The school admin shall access “manage resources page” * The system shall display the following options: * Assign staff * Assign child * The school admin select “**assign staff**” * The system shall display the class name list * The school admin shall select the class name then click on “**Next**” * The system shall display the staff name along with classes * The school admin shall be able to select any (staff) teacher (or select all) then click on “**assign**” * The system shall show a confirmation message * The school admin shall click on “**Confirm**” * The system shall assign the selected staff to the class |
| **Pre-condition** | **School admin has list of teachers name and assigned classes, the child names as well.** |
| **Post-condition** | **Resources (child, teachers) are assigned properly.** |
| **Alternative Scenario** | **Scenario (1):** The school admin shall be able to assign resources but cancel the operation as the following:   * The school admin shall access “manage resources page” * The system shall display the following options: * Assign staff * Assign child * The school admin select “**assign staff**” * The system shall display the class name list * The school admin shall select the class name then click on “**Next**” * The system shall display the staff name along with classes * The school admin shall be able to select any (staff) teacher (or select all) then click on “**assign**” * The system shall show a confirmation message * The school admin shall click on “**cancel**” * The system shall cancel the operation   **Scenario (2):** The school admin want to assign child to class as the following:   * The school admin shall be access manage resources page * The system shall display the following options: * Assign staff * Assign child * The school admin select “**assign child**” * The system shall display the class name list * The school admin shall select the class name then click on “**Next**” * The system shall display the child name along with classes * The school admin shall be able to select any child (or select all) then click on “assign” * The system shall show a confirmation message * The school admin shall click on “**Confirm**” * The system shall assign the selected child to the class   **Scenario (3):** The school admin want to assign child to class but cancel the operation as the following:   * The school admin shall be access manage resources page * The system shall display the following options: * Assign staff * Assign child * The school admin select “**assign child**” * The system shall display the class name list * The school admin shall select the class name then click on “**Next**” * The system shall display the child name along with classes * The school admin shall be able to select any child (or select all) then click on “**assign**” * The system shall show a confirmation message * The school admin shall click on “**cancel**” * The system shall cancel the operation.   **Scenario (3):** the school admin wants to search for a specific Teacher or child:   * The school admin shall access the resource management list and search with any of the following criteria:   [Refer to manage classes screen](#_Manage_Classes_1)   * The school admin can filter the data by the following:   - Unassigned child/teacher.   * The system shall display the following data:   [Refer to manage classes screen](#_Manage_Classes_1)  **Scenario (3):** The school admin wants to view the assignment details:   * The school admin shall select from the list then click on “view” * The system shall show the class details:   [Refer to manage classes screen](#_Manage_Classes_1)  **Scenario (4):** The school admin wants to edit the assignment details:   * The school admin shall select from the list then click on “**edit**” * The system shall enable editing * The school admin shall edit the teachers or child (reassign/ unassign) then click on “**save**” * The system shall show a confirmation message * The school admin shall click on “**confirm**” * The system shall update the information   **Scenario (4):** The school admin wants to edit the assignment details but cancel the operation:   * The school admin shall select from the list then click on “**edit**” * The system shall enable editing * The school admin shall edit the teachers or child (reassign/ unassign) then click on “**save**” * The system shall show a confirmation message * The school admin shall click on “**cancel**” * The system shall cancel the operation. |
| **Business Rule** | * The mandatory fields should be entered.. * System must validate all the fields’ types in entering data (e.g. text, calendar for the date etc.). * System needs to check the School ID before adding them to database they should be unique. * All the transactions should be logged for auditing (e.g. date, time. created by, updated by) * More than one child can be assigned to one class * Assign the same child to more than one class is not allowed * Teachers can be assigned to more than one class. |
| **Comments** | None |
| **Matching with** | BRQ-2 |

### Manage approval list

|  |  |
| --- | --- |
| **Use Case Number** | UC-09 |
| **Description** | Managing registration request by approve/reject, send to edit. |
| **Scenario** | The super admin shall be able to search and manage the request as the following:   * The system shall notify the Super admin whenever a new DayCare request has been sent. * The super admin shall be able to select the request for reviewing then perform one of the following: * [**Refer to manage approval list**](#_Manage_Approval_List) * Accept * Reject * Return request (comment) * The super admin shall click on “**approve**” the account request * The system shall notify the DayCare user with creating default account in order to start using the system. |
| **Pre-condition** | **The super admin shall have pending requests.** |
| **Post-condition** | **School admin account has been approved.** |
| **Alternative Scenario** | **Scenario (1):** The super admin wants to search:   * The super admin can search by any of the criteria as the following: * [**Refer to manage approval list**](#_Manage_Approval_List) * The super admin can filter the list by the profile status. * The system shall display the search result.   **Scenario (1):** The super admin wants to reject the request as the following:   * The system shall notify the super admin whenever a new DayCare request has been sent * The super admin shall be able to select the request and review * The super admin shall click on “**reject**” then select the reason * The system shall notify the user   **Scenario (2):** The super admin shall be able to return the request for any reason to update:   * The system shall notify the super admin whenever a new DayCare request has been sent * The super admin shall be able to select the request and review * The super admin shall click on **“Return request**” then select the reason and write comment * The system shall notify the user in order to update.   **Scenario (3):** The super admin wants to block request:   * The super admin shall be able to select the request and review * The super admin shall click on “**Block**” then select the reason and write comment * The system shall notify the user   **Scenario (3):** The super admin wants to unblock request:   * The super admin shall be able to select the request and review * The super admin shall click on “**UnBlock**” then select the reason and write comment * The system shall notify the user |
| **Business Rule** | * The mandatory fields should be entered, * System must validate all the fields’ types in entering data (e.g. text, calendar for the date etc.). * System needs to check the School ID before adding them to database they should be unique. * All the transactions should be logged for auditing (e.g. date, time. created by, updated by) * System shall notify the super admin when request received. * System shall notify the user when the account is approved/reject/return. * Super admin can update the account status any time. * One or more search criteria can be applied * The system shall created default login account for approved DC. |
| **Comments** | None |
| **Matching with** | BRQ-2 |

### Manage users by super admin

|  |  |
| --- | --- |
| **Use Case Number** | UC-10 |
| **Description** | Managing the users account and permissions. |
| **Scenario** | The super admin shall be able to manage the user account as the following:   * Create new account * Edit * Block/unblock * Disable/Enable * The super admin shall select the required user then click on “**Edit**” * The system shall display the following (based on the user):   [Refer to Manage school admin account screen](#_Manage_School_Admin_1)  [Refer to Manage parent account screen](#_Manage_Parent_Account_1)  [Refer to Mange Teacher account screen](#_Manage_Teacher_Account_2)   * User type * Super admin * School admin * Teacher * Parent * The super admin shall edit the required fields then click on “**save**” * The system shall show a confirmation message * The super admin shall click on “**confirm**” * The system shall confirm the operation. |
| **Pre-condition** | **Super admin has some user’s details to manage.** |
| **Post-condition** | **Selected users information have been managed** |
| **Alternative Scenario** | **Scenario (1):** The super admin wants to edit but cancel the operation:   * The super admin shall select the required user then click on “Edit” * The system shall display the following:   [Refer to Manage school admin account screen](#_Manage_School_Admin_1)  [Refer to Manage parent account screen](#_Manage_Parent_Account_1)  [Refer to Mange Teacher account screen](#_Manage_Teacher_Account_2)   * User type * Super admin * School admin * Teacher * Parent * The super admin shall edit the required fields then click on “**save**” * The system shall show a confirmation message * The super admin shall click on “**cancel**” * The system shall cancel the operation.   **Scenario (3):** The super admin wants to unblock the blocked account:   * The super admin shall select the required user then click on “**unBlock**” * The system shall show a confirmation message * The super admin shall click on “**confirm**” * The system shall confirm the operation.   **Scenario (4):** The super admin wants to unblock the blocked account but cancel the operation:   * The super admin shall select the required user then click on “**unBlock**” * The system shall show a confirmation message * The super admin shall click on “**cancel**” * The system shall cancel the operation.   **Scenario (5):** The super admin wants to enable the disabled account:   * The super admin shall select the required user then click on “**enable**” * The system shall show a confirmation message * The super admin shall click on “**confirm**” * The system shall confirm the operation.   **Scenario (6):** The super admin wants to enable the disabled account but cancel the operation:   * The super admin shall select the required user then click on “**enable**” * The system shall show a confirmation message * The school admin shall click on “**cancel**” * The system shall cancel the operation.   **Scenario (7):** The super admin wants to disable the enabled account:   * The super admin shall select the required user then click on “**disable**” * The system shall show a confirmation message * The super admin shall click on “**confirm**” * The system shall confirm the operation.   **Scenario (8):** The super admin wants to disable the enabled account but cancel the operation:   * The super admin shall select the required user then click on “**disable**” * The system shall show a confirmation message * The super admin shall click on “**cancel**” * The system shall cancel the operation.   **Scenario (9):** The super admin wants to search for users.   * The super admin shall select any of the following search criteria:   [Refer to Manage school admin account screen](#_Manage_School_Admin_1)  [Refer to Manage parent account screen](#_Manage_Parent_Account_1)  [Refer to Mange Teacher account screen](#_Manage_Teacher_Account_2)   * The super admin shall click on “**search**” * The system shall show the search result |
| **Business Rule** | * The mandatory fields should be entered. * System must validate all the fields’ types in entering data (e.g. text, calendar for the date etc.). * All the transactions should be logged for auditing (e.g. date, time. created by, updated by) * All user type can be managed. |
| **Comments** | None |
| **Matching with** | BRQ-2 |

### Manage users by school admin

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| --- | --- |
| **Use Case Number** | UC-11 |
| **Description** | Managing the users account and permissions. |
| **Scenario** | * The school admin shall be able to manage the user account as the following: * Create new account * Edit * Block/unblock (IT admin) * Disable/Enable (IT admin) * The school admin shall select the required user then click on “**Edit**” * The system shall display the following:   [Refer to Manage school admin account screen](#_Manage_School_Admin_1)  [Refer to Mange Teacher account screen](#_Manage_Teacher_Account_2)   * User type * School admin * Teacher * The school admin shall edit the required fields then click on “**save**” * The system shall show a confirmation message * The school admin shall click on “**confirm**” * The system shall confirm the operation. |
| **Pre-condition** | **School admin has some user’s details to manage.** |
| **Post-condition** | **Selected users information have been managed** |
| **Alternative Scenario** | **Scenario (1):** The school admin wants to edit but cancel the operation:   * The super admin shall select the required user then click on “**Edit**” * The system shall display the following:   [Refer to Manage school admin account screen](#_Manage_School_Admin_1)  [Refer to Mange Teacher account screen](#_Manage_Teacher_Account_2)   * User type * School admin * Teacher * The school admin shall edit the required fields then click on “**save**” * The system shall show a confirmation message * The school admin shall click on “**cancel**” * The system shall cancel the operation.   **Scenario (3):** The IT admin wants to unblock the blocked account:   * The IT admin shall select the required user then click on “**unBlock**” * The system shall show a confirmation message * The IT admin shall click on “**confirm**” * The system shall confirm the operation.   **Scenario (4):** The IT admin wants to unblock the blocked account:   * The IT admin shall select the required user then click on “**unBlock**” * The system shall show a confirmation message * The IT admin shall click on “**cancel**” * The system shall cancel the operation.   **Scenario (5):** The IT admin wants to enable the disabled account:   * The IT admin shall select the required user then click on “**enable**” * The system shall show a confirmation message * The IT admin shall click on “**confirm**” * The system shall confirm the operation.   **Scenario (6):** The IT admin wants to enable the disabled account but cancel the operation:   * The IT admin shall select the required user then click on “**enable**” * The system shall show a confirmation message * The IT admin shall click on “**cancel**” * The system shall cancel the operation.   **Scenario (7):** The IT admin wants to disable the enabled account:   * The IT admin shall select the required user then click on “**disable**” * The system shall show a confirmation message * The IT admin shall click on “**confirm**” * The system shall confirm the operation.   **Scenario (8):** The IT admin wants to disable the enabled account but cancel the operation:   * The IT admin shall select the required user then click on “**disable**” * The system shall show a confirmation message * The IT admin shall click on “**cancel**” * The system shall cancel the operation.   **Scenario (9):** The IT/school admin wants to search for users.   * The school admin shall select any of the following search criteria:   [Refer to Manage school admin account screen](#_Manage_School_Admin_1)  [Refer to Mange Teacher account screen](#_Manage_Teacher_Account_2)   * The school admin shall click on “**search**” * The system shall show the search result   **Scenario (10):** The IT/school admin wants to create account for Teacher or other school admin  Refer to Use case (UC-02 and UC-03) same steps with different user type. |
| **Business Rule** | * The mandatory fields should be entered. * System must validate all the fields’ types in entering data (e.g. text, calendar for the date etc.). * All the transactions should be logged for auditing (e.g. date, time. created by, updated by) * All user types can be managed expect super admin, IT admin and parent. |
| **Comments** | None |
| **Matching with** | BRQ-2 |

### Users Login

|  |  |
| --- | --- |
| **Use Case Number** | UC-12 |
| **Description** | Logining to the system and start using functionality based on user’s privileges. |
| **Scenario** | * The users shall be able to login to the system as the following: * Username (mobile number, email) * Password * The user shall click on “**login**” * The system shall auto-validate and verify the fields * The system should verify the fields from the database * The system shall open home page base on the user type. |
| **Pre-condition** | **User wants to access the application** |
| **Post-condition** | **User has been accessed the application based on the user type.** |
| **Alternative Scenario** | **Scenario (1):** The user wants to login in the system by entering the following but with wrong entry:    - Email/mobile number  - Password     * The user shall click on “**login**”. * The system shall validate the fields * The system cant validate the fields (wrong email or password) * The system shall show an error message and allow the user to login again     **Scenario (2):** The user wants to login in the system by entering the following but the user forget the password:    - Email/mobile number  - Password     * The user shall click on “**Forget password**”. * The system shall send an email to enter new password * The user should click on the forget password link * The system shall open the forget password page * New password * Confirm new password     **Scenario (3):** The user wants to reset the password:     * The user shall click on “**reset password**”. * The system enter the following: * Old password * New password * Confirm new password * The system shall send an email to inform the password has been reset successfully.     **Scenario (4):** The user wants to edit in the profile but cancel the operation:   * The user shall be able to edit the profile in the system by performing the following: * The user shall click on “**Edit**” * The system shall display the profile as the following:     [Refer to Manage school admin account screen](#_Manage_School_Admin_1)  [Refer to Manage parent account screen](#_Manage_Parent_Account_1)  [Refer to Mange Teacher account screen](#_Manage_Teacher_Account_2)   * The system shall enable editing * The user edits the fields and click on “**save**”. * The system shows the confirmation message. * The user clicks on “**cancel**” * The system discards the operation.   **Scenario (4):** The user wants to edit in the profile:   * The user shall be able to edit the profile in the system by performing the following: * The user shall click on “**Edit**” * The system shall display the profile as the following:     [Refer to Manage school admin account screen](#_Manage_School_Admin_1)  [Refer to Manage parent account screen](#_Manage_Parent_Account_1)  [Refer to Mange Teacher account screen](#_Manage_Teacher_Account_2)   * The system shall enable editing * The user edits the fields and click on “**save**”. * The system shows the confirmation message. * The user clicks on “**confirm**” * The system confirm the operation. |
| **Business Rule** | * The mandatory fields should be entered. * System must validate all the fields’ types in entering data (e.g. text, calendar for the date etc.). * The email shall be unique. * System shall check the password complexity. * All the transactions should be logged for auditing (e.g. date, time. Created by, updated by). * System shall display the email domain suggestion in the login when the user is typing to enhance the usability. * Email and password should exist in the database and validated by the system. |
| **Comments** | None |
| **Matching with** | BRQ-2 |

### 

### Manage Daily Report

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| --- | --- |
| **Use Case Number** | UC-13 |
| **Description** | Creating child daily report by the teacher in order to facilitate the communication between DayCare (teacher and parent). |
| **Scenario** | * The teacher shall be able to create daily report by filling the following fields:   [Refer to Manage report screen](#_Manage_Daily_Report)   * The system shall create the report and send a notification to the parent |
| **Pre-condition** | **Daily report information has been provided.** |
| **Post-condition** | **Daily report has been created.**  **Notification has been sent to parent** |
| **Alternative Scenario** | **Scenario (1):** the teacher wants to edit a specific Report   * The teacher selects the report from the daily report review list. * The teacher clicks on “**Edit**” * The system shall display the editable following fields:   [Refer to Manage report screen](#_Manage_Daily_Report)   * The system shall enable editing * The teacher edit the fields and click on “**save**” * The system shows the confirmation message. * The teacher clicks on “**confirm**” * The system updates the fields.     **Scenario (2):** the teacher wants to preview a specific Report   * The teacher selects the report from the daily report review list. * The teacher clicks on “**preview**” * The system shall show the report details in PDF format of Excel   [Refer to Manage report screen](#_Manage_Daily_Report)  **Scenario (3):** the teacher wants to print a specific Report   * The teacher clicks on “**Print**”   **Scenario (4):** the teacher wants to search a specific Report   * The teacher enters the search criteria from the daily report review list.   [Refer to Manage report screen](#_Manage_Daily_Report)   * The teacher clicks on “**search**” * The system shall display the result.   [Refer to Manage report screen](#_Manage_Daily_Report)  **Scenario (5):** the teacher wants to sort the Report list:   * The teacher sort the list by the following: * Child name (alphabetically) * Date   **Scenario (6):** the teacher wants to delete the draft Report:   * The teacher shall select the required report then click on “**delete**” * The system shall show a confirmation message * The teacher shall click on “**confirm**” * The system shall confirm the operation.   **Scenario (7):** the teacher wants to save for later the Report:   * The teacher shall select the required report then click on “save for later” * The system shall show a confirmation message * The teacher shall click on “confirm” * The system shall confirm the operation. |
| **Business Rule** | **Scenario (7):** the teacher wants to save for later the Report:   * The teacher shall select the required report then click on “**save for later**” * The system shall show a confirmation message * The teacher shall click on “**confirm**” * The system shall confirm the operation.   **Business Rule:**   * System shall delete the report softly. * System shall check mandatory fields before “save for later” * Draft report shall be available for the teacher to edit at any time. * Sort by child name (alphabetically) * Sort by date ascending. * Report can be exported to PDF and excel format |
| **Comments** | None |
| **Matching with** | BR-02 |

### Add note

|  |  |
| --- | --- |
| **Use Case Number** | UC-14 |
| **Description** | Parent can add notes to the daily report and confirm report reading. |
| **Scenario** | The parent shall be able to access the child daily report and preform the following:   * Add notes to the teacher. * Confirm the report reading. |
| **Pre-condition** | **The daily report has been sent to the parent.** |
| **Post-condition** | **The parent confirms the daily report reading.** |
| **Alternative Scenario** | None |
| **Business Rule** | * Adding Notes is optional. * Confirm reading the report is optional. |
| **Comments** | None |
| **Matching with** | BRQ-02 |

### Collect Points

|  |  |
| --- | --- |
| **Use Case Number** | UC-15 |
| **Description** | Parent can collect points |
| **Scenario** | The Parent shall collect points via the following:   * 5 points for each confirmation to the report. * 10 points for each child registration * 20 points for share code * 100 points for daily child progress =10 in term. * Star of the month |
| **Pre-condition** | **Parent has account.** |
| **Post-condition** | **Points have been collected.** |
| **Alternative Scenario** | None**.** |
| **Business Rule** | Not defined yet |
| **Comments** | None |
| **Matching with** | BRQ-02 |

### Rate Teacher

|  |  |
| --- | --- |
| **Use Case Number** | UC-16 |
| **Description** | Rate teacher by parent |
| **Scenario** | The Parent shall rate the teacher who assigned to their child class:  [Refer to Rate teacher screen](#_Rate_Teacher) |
| **Pre-condition** | **Parent has account.** |
| **Post-condition** | **Teacher got rating.** |
| **Alternative Scenario** | None**.** |
| **Business Rule** | * System calculate Teacher rating out of 5 * System shows the average * School admin can view the rating * School admin can sort teacher rating (1-5) |
| **Comments** | None |
| **Matching with** | BRQ-02 |

## Screens

### Login Page

|  |  |  |  |
| --- | --- | --- | --- |
| **Field** | **Description** | **Type** | **Mandatory/ Optional/ Retrieved** |
| Email/Mobile | User mail address or mobile | Text | Mandatory |
| Password | Password | Text | Mandatory |
| **Buttons** | | | |
| Login |  | Button |  |
| Forget Password |  | Button |  |

### Manage DayCare Profile

|  |  |  |
| --- | --- | --- |
| **Field** | **Description** | **Mandatory/ Optional/ Retrieved** |
| **Search:** | | |
| DayCare ID  DayCare name  DayCare contact #  Date (join and end date)  DayCare category |  |  |
| **Fields:** | | |
| Profile Type | **DayCare** | Mandatory |
| DayCare ID | Generated by the system | Mandatory |
| DayCare name | Text | Mandatory |
| DayCare website | Text | Mandatory |
| DayCare contact # | Number | Mandatory |
| DayCare description | Text | Mandatory |
| Holiday/Day off:  Date from  Date To  Time From  Time To  Holiday Type | Multi-add as a table | Mandatory |
| DayCare working hours | Time | Mandatory |
| DayCare working days | Sun-Thur  Fri-Sat  7 days | Mandatory |
| DayCare location from map (in order to use it nearby). | Map | Mandatory |
| DayCare initiate date | Date | Mandatory |
| DayCare photo (upload) | Image | Mandatory |
| DayCare category | Special needs | Mandatory |
| Point of contact name | Text | Mandatory |
| Point of Contact # | Number | Mandatory |
| Point of Contact email | Text | Mandatory |
| Owner Details  National ID  Name  Mobile |  | Mandatory |
| Contract Details  Contract start date  Contract End date  Contract Number  Contract Type |  | Mandatory |
| School admin | School admin name who create the day care profile | Mandatory |
| Status | Retrieved from the system:  **Unassigned**  Assigned | Read only |
| **Buttons** | | |
| View |  | [1][2][3] |
| Edit |  | [1][2][3] |
| Block/unblock  Reason |  | [1][3] |
| Disable/enable |  | [1][3] |
| Search |  | [1][2][3] |
| Register |  | [1][2][3] |

[1] Super admin

[2] School admin

[3]IT admin

### Manage School Admin Account

|  |  |  |  |
| --- | --- | --- | --- |
| **Field** | **Description** | **Type** | **Mandatory/ Optional/ Retrieved** |

|  |
| --- |
| **Search:** |

|  |  |  |  |
| --- | --- | --- | --- |
| School admin nation ID  School admin name  School admin contact # |  |  |  |
| **Fields** | | | |
| School admin national ID |  | Text | Mandatory |
| School admin name |  | Text | Mandatory |
| Mobile |  | Number | Mandatory |
| Gender |  | Radio button | Mandatory |
| Email |  | Text | Mandatory |
| Confirm email |  | Text | Mandatory |
| Password |  | Text | Mandatory |
| Confirm password |  | Text | Mandatory |
| Country |  | List | Mandatory |
| City |  | List | Mandatory |
| User Type | **School admin** | List | Read only |
| Status | Retrieved from the system By default (Pending)  **Pending**  Approved  Rejected | List | Read only |
| **Buttons** | | | |
| View |  |  | [2] |
| Edit |  |  | [2] |
| Block/unblock  Reason |  |  | [3] |
| Disable/enable |  |  | [3] |
| Search |  |  | [2] |
| Register |  |  | [1] |

[1] New user wants to register: [6] IT admin [5] School admin [4] Super admin

[2] Registered user: [6] IT admin [5] School admin [4] Super admin

[3] Manage other accounts: [5] IT admin admin [4] Super admin

### Manage Teacher Account

|  |  |  |  |
| --- | --- | --- | --- |
| **Field** | **Description** | **Type** | **Mandatory/ Optional/ Retrieved** |
| **Search:** | | | |
| Teacher nation ID  Teacher name  Teacher contact # |  |  |  |
| **Fields** | | | |
| Teacher national ID |  | Text | Mandatory |
| Teacher name |  | Text | Mandatory |
| Mobile |  | Number | Mandatory |
| Gender |  | radio button | Mandatory |
| Email |  | Text | Mandatory |
| Confirm email |  | Text | Mandatory |
| Password |  | Text | Mandatory |
| Confirm password |  | Text | Mandatory |
| Country |  | List | Mandatory |
| City |  | List | Mandatory |
| DayCare name | DayCare which assigned to school admin | Text | Mandatory |
| User Type | **Teacher** | Text | Mandatory |
| Qualification |  | Text | Optional |
| Working hours  From To |  | Time | Optional |
| Role | Infant Teacher  Kid Teacher  Manager  Special needs teacher | List | Optional |
| Rate |  | Average | Optional |
| Profile picture |  | Picture | Optional |
| **Buttons** | | | |
| View |  |  | [1][2][3] |
| Edit |  |  | [1][2][3] |
| Block/unblock  Reason |  |  | [1][3] |
| Disable/enable |  |  | [1][3] |
| Search |  |  | [1][3] |
| Register |  |  | [1][3] |

[1] School admin/IT admin

[2] Teacher

[3] Super admin

### Manage Classes

|  |  |  |  |
| --- | --- | --- | --- |
| **Field** | **Description** | **Type** | **Mandatory/ Optional/ Retrieved** |
| **Search:** | | | |
| Class ID  Class name  Grade  Class start date and time  Class end date and time |  |  |  |
| **Fields** | | | |
| Class ID | Generated by the system | Number | Mandatory |
| Class name |  | Text | Mandatory |
| Class Grade |  | Text | Mandatory |
| Start time |  | Time | Mandatory |
| End time |  | Time | Mandatory |
| Start date |  | Date | Mandatory |
| End date |  | Date | Mandatory |
| Assigned teacher names list | (For resource management page) | List | Optional |
| Assigned child names list | (For resource management page only) | List | Optional |
| **Buttons** | | | |
| Create |  |  | [1][2] |
| View |  |  | [1][2] |
| Edit |  |  | [1][2] |
| Disable/enable |  |  | [1][2] |
| Search |  |  | [1][2] |
| Assign Teacher | (For resource management page only) |  | [1][2] |
| Assign Child | (For resource management page only) |  | [1][2] |

[1] School admin/IT admin

[2] Super admin

### Manage Child Profile

|  |  |  |  |
| --- | --- | --- | --- |
| **Field** | **Description** | **Type** | **Mandatory/ Optional/ Retrieved** |
| **Search** | | | |
| Child nation ID  Name  Face  Gender |  |  |  |
| **Fields** | | | |
| Child national ID |  | Number | Mandatory |
| Child name |  | Text | Optional |
| Child face |  | Image | Mandatory |
| Date of birth |  | Date | Mandatory |
| Gender |  | Radio button | Mandatory |
| Address |  | Map | Mandatory |
| Mother name | Read from parent profile. | Text | Mandatory |
| Mother national ID |  | Number | Mandatory |
| Mother national ID image | Upload | Image | Mandatory |
| Address |  | Map | Mandatory |
| Mobile # |  | Number | Mandatory |
| Father name | Read from parent profile. | Text | Mandatory |
| Father national ID |  | Number | Mandatory |
| Father national ID image | Upload | Image | Mandatory |
| Address |  | Map | Mandatory |
| Mobile # |  | Number | Mandatory |
| # Of siblings |  | Text | Mandatory |
| Health allergies and conditions |  | Table | Mandatory |
| Special needs | Autism  down | List | Mandatory |
| What would you like to know about your child? |  | Text | Mandatory |
| can you child has her/his picture taken and display? |  | Radio button | Mandatory |
| Primary way your child will go home each day  Relationship  Contact #  National ID |  | Table (Multi-add) | Mandatory |
| Emergency contact information  Name  Mobile  Relationship |  | Text | Mandatory |
| DayCare list |  | List | Mandatory |
| Approval list  Status  Pending  Approved  Reject  Assigned DayCare name | Pending: new profile  Approved: approve by super admin  Reject: by super admin | Text | Read only |
| Start date |  |  | Mandatory |
| End date |  |  | Mandatory |
| **Buttons** | | | |
| Create |  |  | [1][2][3] |
| View |  |  | [1][2][3] |
| Edit |  |  | [1][3] |
| Block/unblock  Reason |  |  | [1][3] |
| Disable/enable |  |  | [1][3] |
| Search |  |  | [1][3] |
| Register |  |  | [1][2][3] |

[1] School admin/IT admin

[2] Parent

[3] Super admin

### Invite Child Profile

|  |  |  |  |
| --- | --- | --- | --- |
| **Field** | **Description** | **Type** | **Mandatory/ Optional/ Retrieved** |
| **Search** | | | |
|  |  |  |  |
| **Fields** | | | |
| Child national ID |  | Number | Mandatory |
| Child name |  | Text | Mandatory |
| DC name | Read only. Read from school admin profile | Text | Mandatory |
| **Buttons** | | | |
| Invite |  |  | [1] |

[1] School admin

### Manage Approval List

|  |  |  |  |
| --- | --- | --- | --- |
| **Field** | **Description** | **Type** | **Mandatory/ Optional/ Retrieved** |
| **Search:** | | | |
| Request ID  DayCare information |  |  |  |
| **Fields** | | | |
| Request number |  | Number | Mandatory |
| Request status | Approved  Reject |  |  |
| DayCare information | Retrieve all day care information | Text | Mandatory |
| **Buttons** | | | |
| View |  |  | [1][2][3] |
| Edit |  |  | [1][2][3] |
| Block/unblock  Reason |  |  | [1][3] |
| Disable/enable |  |  | [1][3] |
| Search |  |  | [1][3] |
| Accept/Reject  Reasons  Comment |  |  | [1][3] |

[1] School admin

[2] Parent

[3] Super admin

### Manage Parent Account

|  |  |  |  |
| --- | --- | --- | --- |
| **Field** | **Description** | **Type** | **Mandatory/ Optional/ Retrieved** |
| **Search:** | | | |
| Parent nation ID  Parent name  Parent contact # |  |  |  |
| **Fields** | | | |
| Parent national ID |  | Text | Mandatory |
| Parent name |  | Text | Mandatory |
| Mobile |  | Number | Mandatory |
| Gender |  | Radio button | Mandatory |
| Child relationship |  | List | Mandatory |
| Special needs |  | Text | Mandatory |
| Email |  | Text | Mandatory |
| Confirm email |  | Text | Mandatory |
| Password |  | Text | Mandatory |
| Confirm password |  | Text | Mandatory |
| Country |  | List | Mandatory |
| City |  | List | Mandatory |
| User Type | **Parent** | List | Read only |
| Payment information |  | Text  Scan | Optional |
| Promo code |  | Code |  |
| Points | **retrieved from the system** | Number (start 0) | Optional |
| **Buttons** | | | |
| View |  |  | [1][2][3] |
| Edit |  |  | [1][3] |
| Disable/enable |  |  | [3] |
| Search |  |  | [3] |
| Share |  |  | [1][3] |
| Register |  |  | [1][3] |

[1] Parent

[2] School admin/IT admin

[3] Super admin

### Manage Daily Report

|  |  |  |  |
| --- | --- | --- | --- |
| **Field** | **Description** | **Type** | **Mandatory/ Optional/ Retrieved** |
| **Search:** | | | |
| Date  Child name |  |  |  |
| **Fields** | | | |
| Day (date) |  | Date | Mandatory |
| Child name |  | Free Text | Mandatory |
| Bathroom  Time  Description |  | Multi-add | Mandatory |
| Nutrition  Time  Category  Description |  | Multi-add | Mandatory |
| Medication  Time  Description |  | Multi-add | Mandatory |
| Trip  Time  Description |  | Multi-add | Mandatory |
| Supply needs  Description |  | Multi-add | Mandatory |
| General note |  | Text | Mandatory |
| Parent note | Adding notes by parent only  Reading notes by teacher | Text | Optional |
| Attach child photos and videos |  |  | Mandatory |
| Teacher name | Read only form the system |  | Mandatory |
| Child Progress | **Out of 10** |  | Mandatory |
| Reading status | Confirm  Not confirm  Confirm reading by parent |  | Optional |
| **Buttons** | | | |
| View |  |  | [1][2][3] |
| Edit |  |  | [1][3] |
| Disable/enable |  |  | [1][3] |
| Search |  |  | [1][2][3] |
| Send |  |  | [1][3] |
| Save as draft |  |  | [2][3] |
| Print |  |  | [2][3] |
| Preview |  |  | [2][3] |
| Confirm |  |  | [1][3] |

[1] Parent

[2] Teacher

[3] Super admin

### Rate Teacher

|  |  |  |  |
| --- | --- | --- | --- |
| **Field** | **Description** | **Type** | **Mandatory/ Optional/ Retrieved** |
| **Search** | | | |
| Teacher name  Rate (1-5)  Date |  |  |  |
| **Fields** | | | |
| Day (date) |  | Date |  |
| Teacher information |  | Text |  |
| Average rate |  | Number |  |
| Rate |  | Stars (1-5) |  |
| Comment |  | Text |  |
| DayCare information |  | Text |  |
| Comment |  | Text |  |
| Buttons | | | |
| Search |  |  | [2][3] |
| Update |  |  | [1][3] |

[1] Parent

[2] School admin

[3] Super admin