# Prototype Requirements

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# I. Scope of the document

This document proposes to be the outline of the features present in the required prototype for assessing candidates in the competition which is the subject of this documentation.

The functionality encompasses the following areas:

·Authentication

·Content management system

·Multimedia Gallery

·Research

·Survey engine

·Intranet – Customization

·Aesthetics of the platform

For each context, except for aesthetics, are defined the steps with diagrams of sequence. A summary description of each scenario is presented.

As is stated in the admission requirements to contest, there are the following conditions for the presentation of the prototype:

* The non-delivery of the prototype is cause for exclusion from the procedure;
* The non-delivery of prototype for all requirements for which it was requested is cause for exclusion from the procedure;
* Every prototype must use the components and the software defined in system architecture proposed by the tenderer;
* Prototypes that do not comply with all the requirements requested for prototype in accordance with defined in EC, the proposal will be excluded from the procedure.

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# II. Authentication

**A. Registration – Common User**

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USER 🡨🡪 PORTAL

🡪Anonymous Access

🡨Initial Generic Page

🡪Registration Option

🡨Registration form

🡪Registration data

🡨Successful response

🡪User/Pass Authentication

🡨Custom Page

Illustration 1: Common User Registration

The user accesses the portal anonymously at first contact. Select the registration option on the homepage and fill out the minimum required data, including a user name and password chosen by him. Submit the registration form and receive the return of success. Subsequently enters the portal with the registration-authentication. Receives the home page with a personalized greeting with his name.

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**B. Citizen Card Authentication**

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USER 🡨🡪 PORTAL

🡪Anonymous Access

🡨Initial Generic Page

🡪Access Internal Area

🡨CC licence application

🡪Public Key CC

🡨Internal area of the Portal (If Valid Certificate)

🡨Authentication Error (If Expired Certificate)

llustration 2: Authentication with the citizen card

The user accesses the portal anonymously at first contact. Select the option to access the internal area of the Ministry staff. The portal asks the identification code for authentication with the citizen card. If it is a valid certificate, enters the internal part successfully. If an invalid card, returns error.

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# III. Content management system

For the scenarios presented in this section of the document is required that the user has already done the authentication with the citizen's card to gain access to the internal part of the portal.

**A. Content Template**

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USER 🡨🡪 PORTAL

🡪Access the contents Manager

🡨Initial screen contents Manager

🡪Option of editing Templates

🡨Editing screen Templates

🡪Query for available templates for the content type News

🡨Listing Templates for News

🡪Selection of alternate Template for News content

🡨Confirmation of amendment

🡪Consultation of news on the Portal

🡨Presentation of the content in the alternate template

Illustration 3: Content Template

The user browses to the portal content manager and selects the content templates library. Among the available templates selects a different from the currently used for the contents of type news. Pops up a confirmation screen of the option and the user's response is affirmative, or not. When a template is confirmed, it will be possible to visit the portal anonymously and view the news using the selected template.

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**B. Template for Sub-areas**

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USER 🡨🡪 PORTAL

🡪Access the contents Manager

🡨Initial screen contents Manager

🡪Option of editing Templates

🡨Editing screen Templates

🡪Query templates available for the type of Page content

🡨Listing Templates for Pages

🡪Selection of alternate Template for sub-area of the Portal

🡨Confirmation of amendment

🡪Consulting the sub-area changed

🡨Presentation of the content in the alternate template

Illustration 4: Template for Sub-areas

The user browses to the portal content manager and selects the library of templates of pages of the portal. Among the available templates selects a different from the currently used for the contents of a sub-area of the portal. Pops up a confirmation screen of the option and the user's response is affirmative, or not. When a template is confirmed, it will be possible to visit anonymously to sub-area concerned of the portal and view the page using the selected template.

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**C. inserting News**

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USER 🡨🡪 PORTAL

🡪Access the contents Manager

🡨Initial screen contents Manager

🡪Option to publish new news

🡨News Editor WYSIWYG

🡪News content with tags and attached file

🡨Confirmation of Insertion

Figure 5: Insert News

The user browses to the portal content manager and selects the Library portal news. Selects the option to insert a new item. The title, text and multimedia news elements are inserted in a WYSIWYG editor (What You See Is What You Get). The content is written to the database and is pending publication.

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**D. Publication of News**

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USER 🡨🡪 PORTAL

🡪Access the contents Manager

🡨Initial screen contents Manager

🡪Stream of Outstanding Publications

🡨Working list of publications

🡪Selection of news for Publication

🡨List of Sub-areas for publication

🡪Selection of the homepage and a sub-area for display

🡨Confirmation of Publication

🡪Nanigation to the home page

🡨Homepage with news published

🡪Navigation for sub-area

🡨Sub-area with news published

Illustration 6-Publish News

The user browses to the portal content manager and select the worklist for content review and publish. These lists selects the news recorded previously. With the news selected for publication, selects a sub-area of the portal as well as the initial page to display the news. When the publication is confirmed, it will be possible to visit anonymously to sub-area concerned as well as the portal home page and view the news published.

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**E. Menu Manager**

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USER 🡨🡪 PORTAL

🡪Access the contents Manager

🡨Initial screen contents Manager

🡪Initial Menu editing option

🡨Organized list of Links in the Menu

🡪 Transfer an item in a sub-menu to another different sub-menu

🡨 Operation Confirmed

🡪Navigate to the Portal home page

🡨 Portal page with updated menu

Illustration 7: Menu Manager

The user browses to the portal content manager and selects the option to edit the global navigation menu. In the hierarchical list of menu options, transfers an item from a menu to another menu. When the change is confirmed, it will be possible to visit anonymously the portal and see that the option menu has transitioned.

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# IV. Multimedia Gallery

For the scenarios presented in this section of the document, is required that the user has already done the authentication with the citizen's card to gain access to the internal part of the portal

**A. File Loading**

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USER 🡨🡪 PORTAL

🡪Access to the option Gallery

🡨The Gallery Content Manager

🡪Option to upload files

🡨Loading form

🡪Upload of 1 or more files

🡨Content Manager with new entries

Illustration 8: Uploading multimedia files

The user browses to the portal content manager and selects the option in the multimedia gallery. In the Gallery, choose upload some image files. Submits the contents and adds meta-information. Displays the contents now available in the gallery.

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**B. Publication of multimedia content**

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USER 🡨🡪 PORTAL

🡪Access to news page

🡨News content

🡪Option to Edit News

🡨News WYSIWYG editing mode

🡪Option to integrate Multimedia element

🡨Multimedia Gallery

🡪Selecting video

🡨News with Video in WYSIWYG mode

🡪Publishing News

🡨Content in preview mode

Illustration 9: Publication of Multimedia

The user browses to the portal content manager and selects the portal news Library. Selects the option to edit an item already published. The title, text and multimedia news elements are inserted in a WYSIWYG editor (What You See Is What You Get). One of the multimedia elements will have to be one loaded in the previous scenario. The content is written to the database and remains published.

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# V. Search

To be effective, the prototype search tests should include some dozens of content to be searched.

**A. Global Search**

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USER 🡨🡪 PORTAL

🡪Search option

🡨Search form

🡪Comprehensive Search criteria

🡨Search results

🡪Option to filter by Tag

🡨Refined search in Tag

Illustration 10: Global Search

An anonymous user accesses the portal search page. Enter a search criteria in the text box and submit the search. After obtaining the search results, it will be possible to apply filters for Tags that are associated with them in order to restrict rapidly the number of records returned.

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**B. Sub-area Search**

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USER 🡨🡪 PORTAL

🡪Navigation for sub-area of the portal

🡨Homepage of the sub-area

🡪Search condition

🡨Search results in sub-area

🡪Option to Filter by date

🡨Refined search results by date

Illustration 11: Search in sub-area of the Portal

An anonymous user accesses a sub-area of the portal. Enters a search criteria in the search text box and submit the search. To results of the search, it will be possible to apply filters for Tags that are associated with them in order to restrict rapidly the number of records returned. The search, even without tags, will always be restricted to the scope of the sub-area where it was held.

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# VI. Survey Engine

For the scenarios presented in this section of the document, is required that the user has already done the authentication with the citizen's card to gain access to the internal part of the portal.

**A. Creation of inquiry**

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USER 🡨🡪 PORTAL

🡪Access to contents Manager

🡨Homepage of contents Manager

🡪Option of Reinvestigation

🡨Form for creating Survey

🡪Creation of Anonymous Survey

🡨Confirmation of creation

Illustration 12: Creation of inquiry

The user browses to the portal content manager and selects the portal inquiries Library. Choose to create a new inquiry and sets a brief questionnaire to multiple option answers or text. The fill mode of the survey is anonymous. The survey is recorded in the portal database.

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**B. Publication of inquiry**

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USER 🡨🡪 PORTAL

🡪Access the contents Manager

🡨Initial screen contents Manager

🡪Survey repository

🡨List of existing Surveys

🡪Selection of Survey for publication

🡨List of Sub-areas for publication

🡪Selection of the initial page to display and expiration dates of the investigation

🡨Confirmation of Publication

🡪Navigation to the home page

🡨Homepage with Link to access to the completion of the Investigation

Illustration 13: Publication of inquiry

The user browses to the portal content manager and selects the portal surveys repository. Choose the survey created in the previous step and publishes it on the homepage and a sub-area of the portal, specifying a date to appear available and another date to be omitted from the portal. Putting the availability date equal to the current date should put the inquiry visible to the public in general.

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**C. Consult Survey Responses**

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USER 🡨🡪 PORTAL

🡪Access the contents Manager

🡨Initial screen contents Manager

🡪Survey repository

🡨List of existing Surveys

🡪Selection of a Survey to consult responses

🡨List of Responses with global indicators

Illustration 14: Survey responses consult

The user browses to the portal content manager and selects portal surveys repository. Selects an entry from the list of inquiries for viewing responses. At the end selects the display overall summary of the survey.

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# VII. Intranet-Customization

For the scenarios presented in this section of the document is required that the user has already done the authentication with the citizen's card to gain access to the internal portal.

**A. Personal information modification**

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USER 🡨🡪 PORTAL

🡪Authenticated Access

🡨Personalized Start Page

🡪Edit Personal Data

🡨Personal data form

🡪Updated Data

🡨Success

🡪Directory of Employees

🡨List of employees

Illustration 15: Personal information modification

The user navigates to the intranet home page and selects to edit personal data. Edit contacts (for example) and writes the information. Then, go to the staff directory, search his own record and validates that the data is updated in accordance with the registered at the start of this test.

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**B. use of "My Menu"**

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USER 🡨🡪 PORTAL

🡪Authenticated Access

🡨Personalized Start Page

🡪Intranet sub-page

🡨Portal page

🡪Add to "My Menu"

🡨Success

🡪Navigate to "My Menu" and selects the added entry

🡨Intranet Sub- page

Illustration 16: Option "My Menu"

The user navigates to the Intranet home page and navigates to a portal sub-area of the portal. In this sub-area chooses to add the current page to his personal menu "My Menu". Then validates that the option was added to the personal menu and that is actually working.

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# VIII. Aesthetic/Usability

**A. Accessibility**

Accessibility levels A-AAA level. Being the minimum requirement the AA level without errors.

The content must be structurally separate from the navigational elements.

The portal must be compatible with the 4 most used browsers in Portugal including: Internet explorer, Mozilla Firefox, Google Chrome, Safari/Konqueror. Being the minimum required compatibility with 2 of these browsers.

Must be compatible with the CSS & HTML W3C standars.

Text alternatives shall be provided to all multimedia content (images, videos, sounds, graphics, etc.), as well as legend.

**B. Navigation**

If initial navigation is "dynamic" (Flash/Javascript/CSS)-provision of alternate page in text version (required), which can be a page map of the Site, with direct links to all the possibilities of pages of detail.

The clickable items must stylistically indicate that are clickable.

Navigation should be intuitive and easy to understand.

**C. Design**

The portal must be aesthetically appealing and with a corporate design and a ' look and feel ' appropriate to the Ministry.

The standard size of the text should be readable for users who don't know how to adjust browser settings.

The portal must be scalable and automatically appear correctly in different screen resolutions.