



AHCAB

Technical Specification Document

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Technical Specifications

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Administrative Part	
1	Backend Role: <ul style="list-style-type: none"> ❖ Super Admin ❖ Admin ❖ Event Admin ❖ Website Manager ❖ Agent Frontend Role: <ul style="list-style-type: none"> ❖ Visitor
2	Administrative Dashboard
2.1	Dashboard Features for Super Admin & Admin : <ul style="list-style-type: none"> ❖ Total Counting <ul style="list-style-type: none"> ➢ Total Visitor <ul style="list-style-type: none"> ■ Today's Visitor Registration ■ This Month Visitor Registration ■ Previous Month Visitor Registration ➢ Total Events ➢ Total Seminar ❖ Quick Access Link <ul style="list-style-type: none"> ➢ Event List ➢ Seminar List ➢ Visitor List ➢ Exhibitor List
3	Event Settings
3.1	Event Management <ul style="list-style-type: none"> ❖ Super Admin, Admin, Event Admin can Create/Update/Delete/Active/Inactive all Events ❖ Create & Update Event <ul style="list-style-type: none"> ➢ Title ➢ Short Description ➢ Description ➢ Start Date ➢ End Date ➢ Venue (Google Map) ➢ Pre Registration Start Date ➢ Pre Registration End Date ➢ Organizer Logo

	<ul style="list-style-type: none"> ➤ Organizar Website ➤ Event Manager Logo ➤ Event Manager Website ➤ Approved By Logo ➤ Approved By Website ➤ Event Brochure (PDF Upload) ➤ Feature Image ➤ Status [Active/Inactive]
3.2	<p>Seminar Management</p> <ul style="list-style-type: none"> ❖ Super Admin, Admin, Event Admin can Create/Update/Delete/Active/Inactive all Seminar ❖ Seminar will create under Event ❖ Create & Update Seminar <ul style="list-style-type: none"> ➤ Select Event ➤ Select Speaker [Multiple] ➤ Title ➤ Short Description ➤ Description ➤ Start Date & Time ➤ End Date & Time ➤ Room / Place / Hall Name or Number ➤ Registration End Date Time ➤ Feature Image ➤ Status [Active/Inactive]
3.3	<p>Speaker Management</p> <ul style="list-style-type: none"> ❖ Super Admin, Admin, Event Admin can Create/Update/Delete/Active/Inactive all Speaker ❖ Create & Update Speaker <ul style="list-style-type: none"> ➤ Speaker Type {Select from settings} ➤ Name ➤ Title ➤ Company ➤ Mobile Number ➤ Email Address ➤ Description ➤ Profile Image ➤ Status [Active/Inactive]
3.4	<p>Exhibitor Management</p> <ul style="list-style-type: none"> ❖ Super Admin, Admin, Event Admin can Create/Update/Delete/Active/Inactive all Exhibitor ❖ Create & Update Exhibitor <ul style="list-style-type: none"> ➤ Company Name ➤ Email ➤ Mobile

	<ul style="list-style-type: none"> ➤ Website ➤ Address ➤ Logo ➤ Status [Active/Inactive]
3.5	Exhibitor to Event Management <ul style="list-style-type: none"> ❖ Super Admin, Admin, Event Admin can assign an Exhibitor on active event Exhibitor ❖ Assign Exhibitor <ul style="list-style-type: none"> ➤ Selected Event ➤ Stall ➤ Both Type {{From Settings}}
3.6	Sponsor Management <ul style="list-style-type: none"> ❖ Super Admin, Admin, Event Admin can Create/Update/Delete/Active/Inactive all Sponsor ❖ Create & Update Exhibitor <ul style="list-style-type: none"> ➤ Company Name ➤ Website ➤ Logo ➤ Status [Active/Inactive]
3.5	Sponsor to Event Management <ul style="list-style-type: none"> ❖ Super Admin, Admin, Event Admin can assign an Sponsor on active event Exhibitor ❖ Assign Sponsor <ul style="list-style-type: none"> ➤ Sponsor Type
3.6	Floor Plan Management <ul style="list-style-type: none"> ❖ Super Admin, Admin, Event Admin can Create/Update/Delete/Active/Inactive Floor Plan ❖ Floor Plan will create under Event ❖ Create & Update Floor Plan (Multiple for a Event) <ul style="list-style-type: none"> ➤ Select Event ➤ Title ➤ Floor Plan Image ➤ Status [Active/Inactive]
4	User Management / Registration (OnSpot by Agent)
4.1	OnSpot Registration <ul style="list-style-type: none"> ❖ OnSpot agent can create visitor on spot registration booth ❖ Active event will selected automatically by system. ❖ Automatically Make as On Spot registration ❖ All user will be active instantly ❖ Every user should have an Unique Registration number (2 Digit Year+Event ID+Registration ID) ❖ User login information will be send to each User email and

	<p>Mobile (Registration ID, User Email, Password)</p> <ul style="list-style-type: none"> ❖ System will track Agent ID who are operating Registration ❖ Create visitor profile fields: <ul style="list-style-type: none"> ➤ Select Visitor type (Dropdown Individual/Group from Settings) ➤ Name prefix (Dropdown From Settings) (*) ➤ First Name (*) ➤ Last Name ➤ Email (*) ➤ Telephone ➤ Mobile (*) ➤ Company Name ➤ Job Title ➤ Country ➤ Postcode ➤ Address <ul style="list-style-type: none"> ■ Above all fields are common for Both registration type. But for group registration, Under this information will be appear a button named add member. By clicking this button some fields will be visible. Group members fields will be: <ul style="list-style-type: none"> ➤ Name prefix (Dropdown From Settings) (*) ➤ First Name (*) ➤ Last Name ➤ Email (*) ➤ Mobile (*) ➤ Job Title ❖ After submit Next page will show User ID card ❖ When agent click on Print button then ID card will be print. ❖ A barcode will generate on ID card upon registration number. ❖ Another button will appear here to go back to new Registration.
4.2	<p>Pre-Registered User</p> <ul style="list-style-type: none"> ❖ System will track Agent ID who are operating. ❖ Agent will ask Registration Number/Mobile Number/Email ID from User and click on search button ❖ After Click search button, the page will show User ID card ❖ When agent click on Print button, when ID card will be print. ❖ Another button will appear here to go back to new Search.
4.3	<p>User Attendance</p> <ul style="list-style-type: none"> ❖ Agent will scan User ID card Barcode and click on search button ❖ After Click search button, Agent mark the User as Attend in Event. ❖ Another button will appear here to go back to new Search.
4.4	<p>User Seminar Attendance</p>

	<ul style="list-style-type: none"> ❖ No one can attend in seminar without pre-registration ❖ Pre-Registration will be closed before 1 hour of seminar start. ❖ System will track Agent ID who are operating Seminar Attendance. ❖ Agent will scan User ID card Barcode and click on search button ❖ After Click search button, Agent mark the User as Attend in Seminar. ❖ Another button will appear here to go back to new Search.
5	Event Reports
5.1	<p>Super Admin, Admin and Event Admin can check the reports</p> <ul style="list-style-type: none"> ❖ All registered User List <ul style="list-style-type: none"> ➢ Each user should have details view ➢ User should export in Excel/CSV ➢ User should filter by Register on Event/ Register on Event's Seminar/Participant on Event/ Participant on Event's Seminar/Pre registration/On Spot registration ➢ User Info should able to search by Email Address / Registration ID/Mobile number ❖ All Register Speaker List <ul style="list-style-type: none"> ➢ Each speaker should have details view ➢ Speaker should export in Excel/CSV ➢ Filter by Event ❖ Exhibitor List <ul style="list-style-type: none"> ➢ Each Exhibitor should have details view ➢ Exhibitor should export in Excel/CSV ➢ Filter by Event ❖ Sponsor List <ul style="list-style-type: none"> ➢ Sponsor should export in Excel/CSV ➢ Filter by Event ❖ Send SMS and/Or Email by filtered User/ Speaker / Exhibitor/ Sponsor
5.2	<p>Stall Booking Request</p> <ul style="list-style-type: none"> ❖ Frontend user can send any stall booking request ❖ Booking request data should be download by Excel/CSV ❖ Executor request data should be filter by event
5.3	<p>Sponsor Request</p> <ul style="list-style-type: none"> ❖ Frontend user can send any become sponsor request ❖ request data should be download by Excel/CSV ❖ sponsor request data should be filter by event
6	Website Management
6.1	<p>Super Admin, Admin and Web Manger can</p> <ul style="list-style-type: none"> ❖ Gallery image should be possible to upload upon Event

	<ul style="list-style-type: none"> ❖ Testimonial Should be possible to add. ❖ Slider Image Should be upload (Two image per slider)
7	System Management
7.1	System Settings <ul style="list-style-type: none"> ❖ Website Name, Tag line, Logo, Favicon, Email, Mobile, Address
7.2	Event Settings <ul style="list-style-type: none"> ❖ Active Event {Select from Event List} ❖ Visitor Registration Way [Pre/On Spot] ❖ Visitor Registration Type [Individual/Group] ❖ Set Name prefix [Dr, Mr, Mrs, Ms etc] ❖ Speaker Type {Keynote speaker/ or there's} ❖ Sponsor Type {Platinum/Gold/Silver} ❖ Set Booth Type {{Title}}
7.3	Frontend Menu Management <ul style="list-style-type: none"> ❖ Generate frontend menu upon any page or External Link
End User Part	
8	End user Before Login
8.1	Frontend Menu List <ul style="list-style-type: none"> ❖ Home ❖ Event <ul style="list-style-type: none"> ➤ About Event ➤ Display profile ➤ Fact sheet ➤ Why Bangladesh ➤ Messages ❖ Exhibitor <ul style="list-style-type: none"> ➤ Exhibitor Profile ➤ Brochure ➤ Floor Plan ➤ Associates ❖ Seminar <ul style="list-style-type: none"> ➤ Speaker ➤ Schedule ❖ Sponsor ❖ Visitor ❖ Gallery <ul style="list-style-type: none"> ➤ Event X ➤ Event Y ➤ Event Z ❖ Contact Us

8.2	<p>Per Menu Description</p> <ul style="list-style-type: none"> ❖ Home <ul style="list-style-type: none"> ➤ Menu - Header ➤ Logo - Header ➤ Per Registration Button - Header ➤ Slider ➤ Event Countdown (If event active) ➤ About Event ➤ Speakers ➤ Event Schedule ➤ Register Now ➤ Event Gallery ➤ Sponsors ➤ Become an Exhibitor & Sponsor ➤ Location Map ➤ Social Link - Footer ➤ Facebook Page Like Box - Footer ➤ Footer Link - Footer ❖ About Event <ul style="list-style-type: none"> ➤ Page where should have event details ❖ Display profile <ul style="list-style-type: none"> ➤ Page ❖ Fact sheet <ul style="list-style-type: none"> ➤ Page ❖ Why Bangladesh <ul style="list-style-type: none"> ➤ Page ❖ Messages <ul style="list-style-type: none"> ➤ Chairman Message or others message ❖ Exhibitor Profile <ul style="list-style-type: none"> ➤ List ➤ Details view by click on list ❖ Brochure <ul style="list-style-type: none"> ➤ Download or View Brochure ❖ Floor Plan <ul style="list-style-type: none"> ➤ Show event floor plan ❖ Associates <ul style="list-style-type: none"> ➤ Event Organizer ➤ Approved by ➤ Event manager ➤ Media Partners ❖ Speaker <ul style="list-style-type: none"> ➤ List ➤ Details view by click on list ❖ Schedule <ul style="list-style-type: none"> ➤ Seminar schedules ❖ Sponsor <ul style="list-style-type: none"> ➤ Logo by category
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	<ul style="list-style-type: none"> ➤ Click on logo , go to Company website ❖ Visitor <ul style="list-style-type: none"> ➤ Page text content ❖ Gallery <ul style="list-style-type: none"> ➤ Event X <ul style="list-style-type: none"> ■ Images ➤ Event Y <ul style="list-style-type: none"> ■ Images ➤ Event Z <ul style="list-style-type: none"> ■ Images ❖ Contact Us <ul style="list-style-type: none"> ➤ Location Map ➤ Contact Info ➤ Contact box
8.3	<p>Forms</p> <ul style="list-style-type: none"> ❖ Pre Registration <ul style="list-style-type: none"> ➤ Active event will selected automatically by system. ➤ Automatically Make as Pre registration ➤ Create visitor profile fields: <ul style="list-style-type: none"> ■ Select Visitor type (Dropdown Individual/Group from Settings) ■ Name prefix (Dropdown From Settings) (*) ■ First Name (*) ■ Last Name ■ Email (*) ■ Telephone ■ Mobile (*) ■ Company Name ■ Job Title ■ Country ■ Postcode ■ Address <ul style="list-style-type: none"> ● Above all fields are common for Both registration type. But for group registration, Under this information will be appear a button named add member. By clicking this button some fields will be visible. Group members fields will be: ■ Name prefix (Dropdown From Settings) (*) ■ First Name (*) ■ Last Name ■ Email (*) ■ Mobile (*) ■ Job Title ➤ After submit Next page will show seminar List to select that visitor want to attend

	<ul style="list-style-type: none"> ➤ After submit seminar information, visitor will be registered for that seminar. ➤ Next page will appear the question list. ➤ After submit questions, then user registration will be complete. ➤ Every user should have an Unique Registration number (2 Digit Year+Event ID+Registration ID) ➤ User login information will be send to each User email and Mobile (Registration ID, User Email, Password) ➤ All user will be active by mail activation. ➤ After activation email, user will be able to login his personal account ❖ Login & Forgot password <ul style="list-style-type: none"> ➤ User will able to login by Email/Registration number / Mobile number and password ➤ If user forgot his password, then he will be able to recover his password by email. ❖ Contact <ul style="list-style-type: none"> ➤ User will be able to contact with system admin ➤ Contact information will be forward to system email. ➤ Contact fields will be: <ul style="list-style-type: none"> ■ Name ■ Email ■ Mobile Number ■ Subject ■ Message ❖ Become an Exhibitor <ul style="list-style-type: none"> ➤ Form fields will be: <ul style="list-style-type: none"> ■ Select booth type (Dropdown from Settings) ■ Name prefix (Dropdown From Settings) (*) ■ First Name (*) ■ Last Name ■ Email (*) ■ Telephone ■ Mobile (*) ■ Company Name ■ Job Title ■ Country ■ Postcode ■ Address ➤ After submitting this form, System will store the informations and a copy will forward to system email. ❖ Become a Sponsor <ul style="list-style-type: none"> ➤ Form fields will be: <ul style="list-style-type: none"> ■ Name prefix (Dropdown From Settings) (*) ■ First Name (*) ■ Last Name
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	<ul style="list-style-type: none"> ■ Email (*) ■ Phone ■ Mobile (*) ■ Company Name ■ Job Title ■ Country ■ Postcode ■ Address <p>➤ After submitting this form, System will store the informations and a copy will forward to system email.</p>
9	Visitor Panel After Login
9.1	<p>After login user able to get Menus as:</p> <ul style="list-style-type: none"> ❖ My Profile ❖ My Events <ul style="list-style-type: none"> ➤ Registered but Not Attended ➤ Attended ❖ My Seminar <ul style="list-style-type: none"> ➤ Registered but Not Attended ➤ Attended ➤ Add or Remove more Seminar (Before one hour for seminar start) ❖ Upcoming Event
9.2	<p>Per Menu Description</p> <ul style="list-style-type: none"> ❖ My Profile <ul style="list-style-type: none"> ➤ User full profile will be show here. ➤ User registration number will be highlighted ➤ User will be able to update some information ➤ User will able to check current event ID card and if he want then he can print it. ❖ Event - Registered but Not Attended <ul style="list-style-type: none"> ➤ All registered but not attended event list will show here. ❖ Event - Attended <ul style="list-style-type: none"> ➤ All attended event list will be show here. ❖ My Seminar - Registered but Not Attended <ul style="list-style-type: none"> ➤ All registered but not attended seminar list will show here. ❖ My Seminar - Attended <ul style="list-style-type: none"> ➤ All attended seminar list will be show here. ❖ Add or Remove more Seminar <ul style="list-style-type: none"> ➤ Add or Remove more Seminar Before one hour for seminar start from current event ❖ Upcoming Event <ul style="list-style-type: none"> ➤ Upcoming event list will show here ➤ User able to register from upcoming event

	<ul style="list-style-type: none">➤ During registration, User should select seminar again that related with this event➤ Questions should answer again during new event registration.➤ Registration number and email will send to User mobile and email. (Registration number will be same as before and email will be profile email)➤ User will redirect to ID card page and if he want then he can print ID card.
Global Requirements	
10	<ul style="list-style-type: none">❖ System will be Fully mobile responsive❖ Will be load within 5 seconds

Thank You!