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Resilient nations.*

Al Fakhoora Dynamic Futures Programme

Management Information System System Requirements Specification

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United Nations Development Programme
Programme of Assistance to the Palestinian People
برنامـج الأمـم المـتحـدة الإنسـانـي / برـنـامـج مـسـاـعـة الشـعـب الـفـلـسـطـينـي



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1. Introduction

1.1. Purpose

The purpose of this document is to present a detailed description of the Management Information System (MIS). It will explain the purpose and features of the system, the interfaces of the system, what the system will do, the constraints under which it must operate and how the system will react to external stimuli. This document is intended for both the stakeholders and the developers of the system and will be proposed to the UNDP for its approval.

UNDP's programme of Assistance to the Palestinian People (UNDP/PAPP) is the leading development agency working together with the Palestinian people to fulfill their vision of a peaceful, sustainable, and equitable society by promoting democratic governance, human development, human security, and livelihoods. UNDP/PAPP has been entrusted with generous donation from "Education Above All" – Al-Fakhoora to support underserved youth in the Gaza Strip.

Al Fakhoora Dynamic Futures Programme aims at effectively building a cadre of educated and trained leaders who are civic-minded, intellectually able, and professional to become community, Business, and national /global leaders of the future. The programme avails opportunities for Palestinian university-level students to actualize their professional and leadership potential by overcoming socioeconomic, political and cultural limitations and becoming enabled to productively engage in society.

Al-Fakhoora Dynamic Futures Programme is multi-faceted, with four main inter-related components all working towards the overall vision;

1.2. Al-Fakhoora Dynamic Futures Programme Overview

Al Fakhoora Dynamic Futures Programme aims at building a cadre of educated and trained leaders who are civic-minded, intellectually able, and professionally skilled to become the community, business, and national civic leaders of the future. The

programme, which targets Palestinian postsecondary students of underserved backgrounds, avails opportunities for them to actualize their potential by overcoming socioeconomic, political and cultural limitations and enable them to become productive members in the society.

The proposed Programme is multi-faceted, with strategic interventions to support directly the students and indirectly their families, across a number of technical areas. The structure of the Programme can be articulated in terms of four main components:

- **Quality Education**, including domestic undergraduate scholarships as well as technical advisory work to support the improvement of quality education in Gaza;
- **Student Services**, including comprehensive support services to contribute to students' academic success wellbeing and to equip them with internationally recognized employable skills,
- **Leadership Development**, including a comprehensive multi-stage training program to empower students to become civic leaders as well as a wide range of opportunities for students to apply the related skills and contribute in their communities throughout their studies;
- **Economic Empowerment**, including work to bridge educational opportunities to success in professional life through career preparation, internships, networking, and opportunities for entrepreneurship and economic empowerment.

These four areas provide a basic component structure for the Programme. However, the programme structure remains open and flexible in order to accommodate a wide range of activities supporting the central aim of, "building a cadre of educated and trained leaders who are civic-minded, intellectually able, and professionally skilled to become the community, business, and national civic leaders of the future." The anticipated results around which these components were developed are discussed below.

The proposed Programme will target 630 disadvantaged students over an eight-year period, with a range of opportunities depending on the type of scholarship applicable to the student.

1.3. Scope of Project

Project separated to two main web systems:

1. Online selection portal is one of the peripheral systems that have an important role in Al-Fakhoora mission and functions, it allows Al-Fakhoora team to select the right student from list of students so that is can enroll in their program, the selection is based in many parameters which created the final poor selection criteria
2. Complete Management Web System for Al-Fakhoora Programme. Programme. This system will be designed to maximize the organization productivity by providing tools to complete manage all Al-Fakhoora Programme processes, which would otherwise have to be performed manually. By maximizing the stakeholders work efficiency and production the system will meet their needs while remaining easy to understand and use.

More specifically, this system is designed to allow Al-Fakhoora team to manage and follow with a group of beneficiaries to keep the firm running well. The system will facilitate communication between students, organizers, and students' organizers donor.

1.4. Stakeholders

1.4.1. Donor

A user of the MIS system who donate Al-Fakhoora programme and responsible for programme planning and developing, he concerned of all reports and statistics.

1.4.2. UNDP Manager or General manager

A user of the MIS system, the manager of Al-Fakhoora programme in the UNDP. He/she responsible for following up work progress and all the reports and statistics of the programme

1.4.3. Leadership and Economic Empowerment Coordinator

A user of the MIS system, responsible for leadership and economic empowerment components in UNDP, He/she can search and view all reports about these components.

1.4.4. Quality Education and Student Services Coordinator

A user of the MIS system, responsible for quality education and student services components in UNDP. He/she can search and display student's information in addition to view all reports and statistics about these components.

1.4.5. Communication Coordinator

That user manages all communication media as photos, videos and documentaries. He/she can add several albums and display communication reports.

1.4.6. Monitoring and Evaluation Coordinator

That user is responsible for programme monitoring and evaluation in UNDP, responsible for monitoring all process, trainings and activities of

the programme and evaluate the results of them. He/she can access all reports and data of the system

1.4.7. Finance Manager

That user can display students' financial reports on the system

1.4.8. Data and Reporting coordinator

That user is responsible for following-up all system data and generate required reports

1.4.9. Receptionist

That user reception students at Al-Fakhoora House and add visits to the system

1.4.10. Project Officer

That user is responsible for following-up all activities of Al-Fakhoora House and manage all the programme process, He/she can display all reports related to that.

1.4.11. Scholarship Coordinator

That user responsible for follow up scholarship programme with students. He/she can manage students' data on the system and view all reports concerns students' services and quality education

1.4.12. Academic Assistant

That user is an assistant for scholarship coordinator, responsible for students' services and quality education data entry.

1.4.13. Archive

That user responsible for archiving all files on the system

1.4.14. Student Activity Coordinator

A user that responsible for students' trainings and activities, He/ She manage all functions concerns training as training plans, students' attendance, training evaluation, training results and more.

1.4.15. Psychosocial support project Coordinator

A user responsible for psychosocial support, following-up Life coach sessions and can adding new trainings.

1.4.16. life coach

That user responsible for adding sessions and trainings that making for students to the system and the results of those sessions

1.4.17. Psychologist

The need of that person come if any student suffers a psychological case.

1.4.18. Economic Empowerment project Coordinator

That user is responsible for following up alumni trainings, internships, alumni network and E-work.

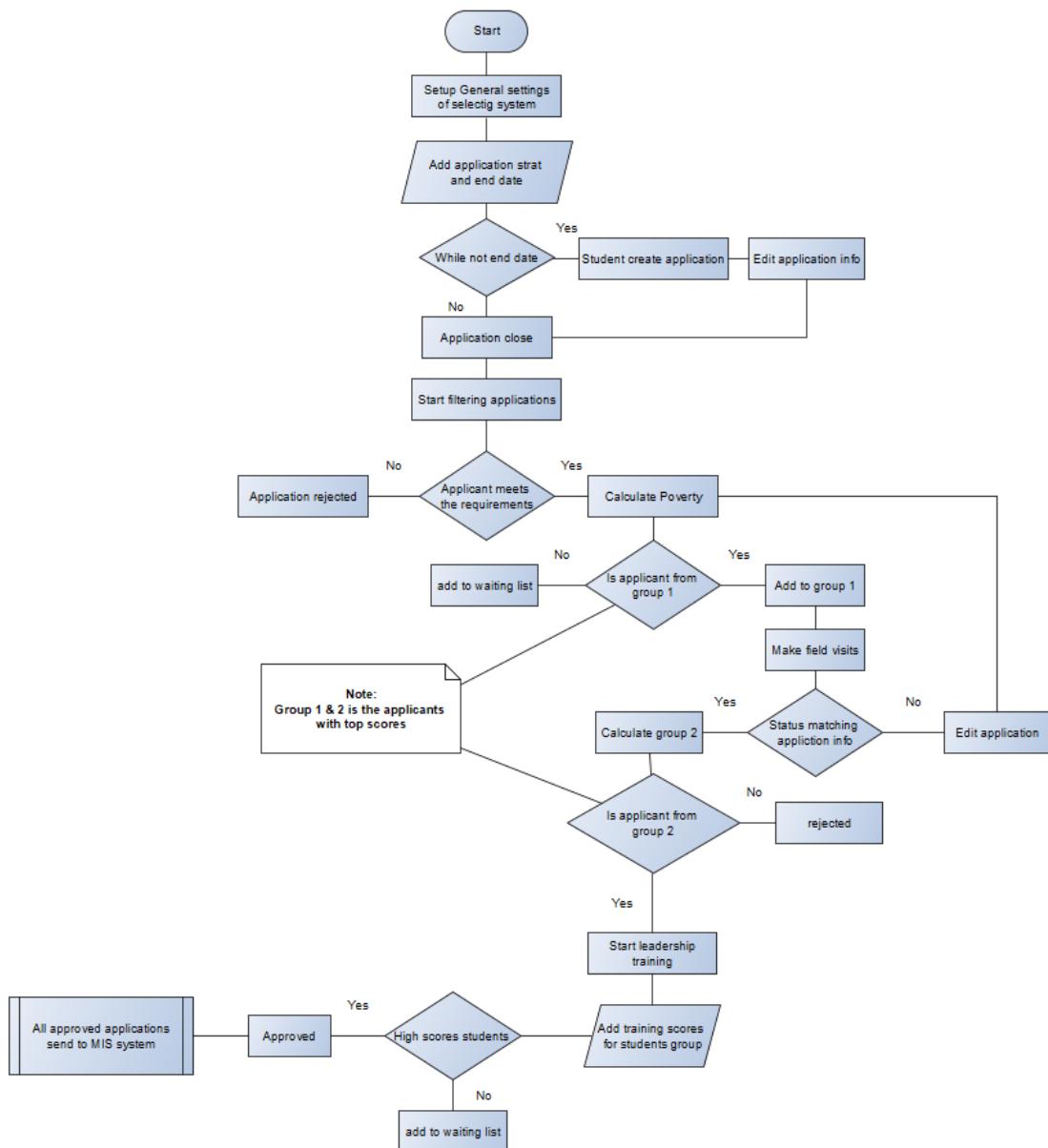
1.4.19. System Administrator

That user is responsible for all the system; manage users, authentications, system settings, constants and more.

2. Overall Description

2.1. System Environment

2.1.1. Online Selection Website



The selecting system of Al-Fakhoora programme is a website that allow students to apply for the programme online. In addition, the system selects the required students who meet all programme requirements, which built in the system. Depend on those requirements the system select a group of students automatically and those group can easily export to the MIS system

Selecting system goas through several stages. First stage they determine the application start and end date, students starting fill in the programme application online and can edit their application till the end date then application closed. Second stage is the applications filtering to determine the applicants that meet requirements then starting calculate poverty for them depend on the poverty ratio and the student application data. The system selects a group 1 of high scores and other students added to waiting list. The third stage is field visits, if the student status matches his application data; he/she approved and added to group 2. Else, his application is edited and poverty recalculated for him. Stage four, group 2 start scholarship training, student of high scores at the training approved in the programme and their names export to MIS system, other students added to the waiting list.

2.1.2. Al Fakhoora MIS

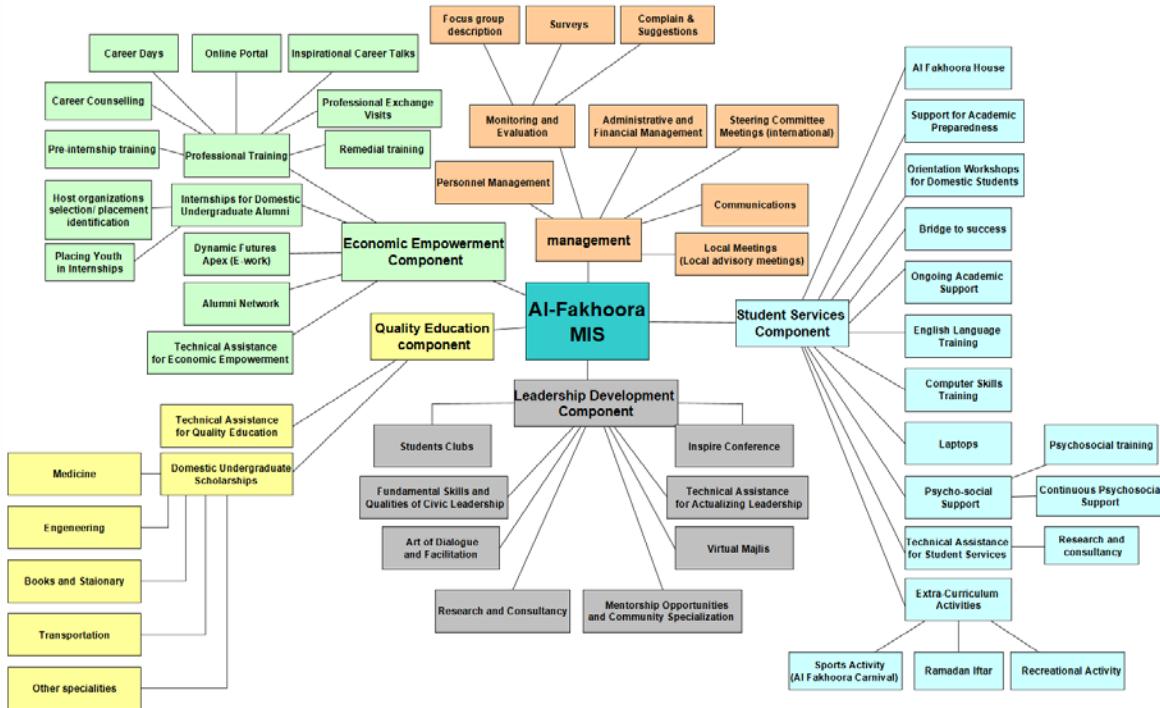
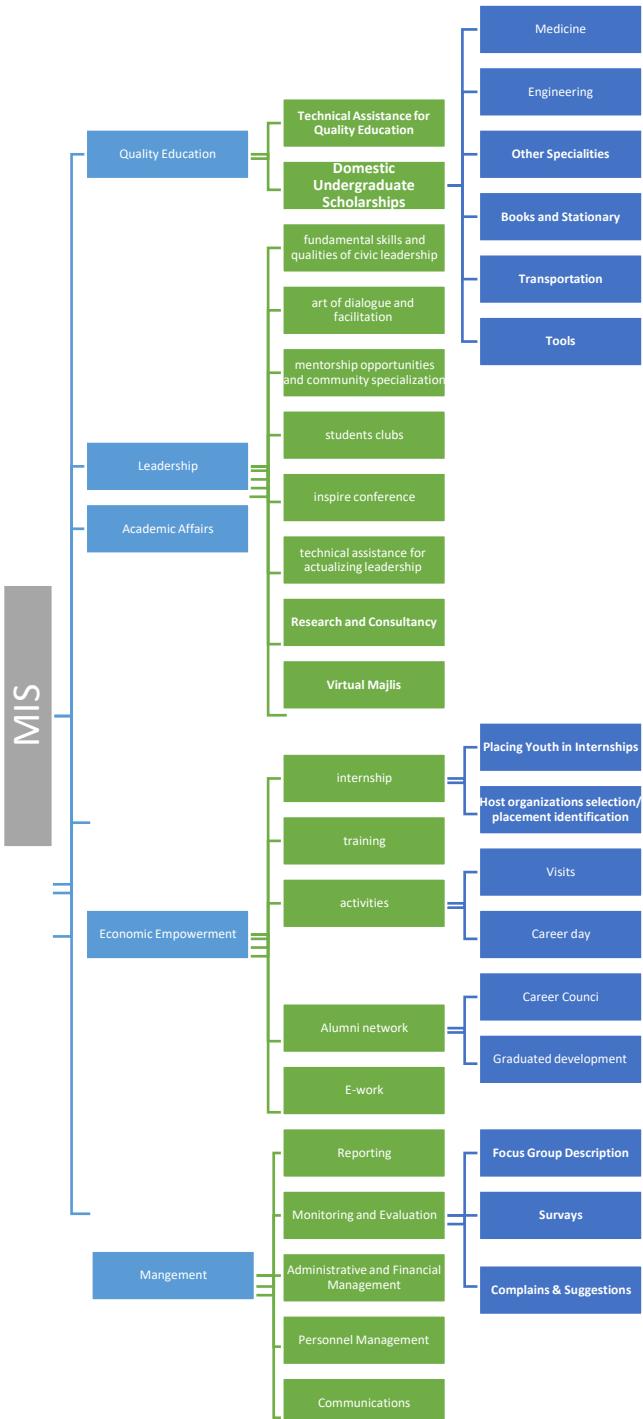


Figure 1: System Environment



1. Quality Education Component

The Access to Quality Education Component of the Programme focuses on the provision of scholarships, which will allow disadvantaged students to access quality post-secondary educational opportunities, along with targeted technical assistance to support the quality of education received by Programme-supported students. The Access to Quality Education Component is structured by two main subcomponents:

- Domestic Undergraduate Scholarships
- Technical Assistance for Quality Education

The scholarship covers:

1. Provision of Tuition Fees.
2. Provision of Transportation.
3. The Books and Stationery.
4. Tools.
5. Other Study Requirement.
6. Graduation Project Allowance.

2. Student Services Component

The Student Services component is grounded on desk review, lessons learned of the programme's accumulative experience working with students during the first phase of Dynamic Futures. It tackles student's issues to facilitate their academic life at university, ensures smooth access to higher education, enhances student's retention/graduation rate, maximizes student's

2.1. Al Fakhoora House

Al Fakhoora House provides a physical space for Programme activities, the mandate of the house is to serve as a hub for the provision of services related to leadership development, academic support, and economic empowerment for all beneficiary students.

2.2. Support for Academic Preparedness

The programme provides orientation workshops and Bridge to Success training to fresh university students move from secondary school to higher education.

2.3. Ongoing Academic Support

The need for an ongoing support for the students during their study programs is vital for academic progress and tracking their performance. This support shall consider an ongoing coaching and support for students that extends well beyond administrative support.

This continuous support for each student includes monitoring of the student's credits hours in comparison to the study plan. The Programme provides English Language Training and Computer Skills Training for all students

2.4. Psycho-social Support

Students are facing several challenges stressors on daily basis either at their universities or at their homes/communities. To enhance the mental and emotional wellbeing of the programme's students, the programme provides two types of psychosocial support as follow:

- **Psychosocial training:** The programme provides this training for all DFII students with the aim to maximize student's potentials', enhance coping strategies and prevent burnout during the student's daily and academic life. The programme shall develop ToRs to contract a professional specialized institution to design and deliver this training.
- **Continuous Psychosocial Support:** This support is given for selected students who are identified by trained programme staff as students who are in need for continuous psychosocial support. Psychosocial support can include mental health counselling, spiritual support, group support, and many other such services.

2.5. Extra-Curriculum Activities

The programme conducts the extra-curriculum activities while taking into consideration physical, social, biological and cultural distinctions. The followings activities are included:

- **Sports Activity (Al Fakhoora Carnival):** This activity aims to provide opportunities for all students (males and females) to participate in a variety of physical activities. The programme shall provide the sports venues for the activities in addition to the equipment needed (training suites, footballs, chess boards, tennis tables...).
- **Ramadan Iftar:** The programme gathers all scholars (students and alumni) with PMU and EAA Gaza office representatives in a non-academic gathering each Ramadan. This is not only an Iftar, but also includes a gathering and some activities that scholars shall decide on and participate in. Additionally, it aims to enhance network building among Al Fakhoora students themselves and the programme staff.
- **Recreational Activity:** The programme provides one recreational activity each year for all scholars. The activity timing and location are based on students' preferences. One example of the activities is the camp that includes scout activities. During this activity, students shall be encouraged to work together to prepare their food and work in teams.

2.6. Technical Assistance for Student Services

Technical Assistance for Student Services is openly defined in order to provide opportunities for responsive programming based on needs and opportunities related to enhancing the design and delivery of student services in Gaza.

3. Leadership Development Component

One of the major elements of the Dynamic Futures Programme design is to go beyond the provision of scholarships and academic support, in order to provide

activities that effectively empower beneficiaries. In line with the Programme objective, the aim is to create a cadre of highly skilled civic leaders who are fully prepared and empowered to make meaningful contributions to their communities and beyond. To fulfil this objective, the Programme will offer a broad range of skill development opportunities. These activities are consolidated within the Leadership Development Component to ensure their systematic and coherent implementation.

The proposed approach to this component will involve a range of experiences through which students will learn and apply new skills, and in so doing, develop in their character and capacity as self-advocates and civic leaders.

3.1. Fundamental Skills and Qualities of Civic Leadership

This is a basic mandatory level for all 630 DF students. The Programme will provide a broad range of skill development and training opportunities for students, organized around the ideals of civic leadership, and empowerment. This will lead into the various types of civic leadership positions and functions. The students will learn basis of effective communication, social media, time management, soft skills, and self-confidence.

The course is delivered over **3 stages: Induction training, theoretical and practical training.**

3.2. Art of Dialogue and Facilitation

This is a mandatory advance course that all contracted 630 DFII students have to take. The course provides student with effective skills in meaningful dialogue and discussions such as discussions, facilitation, storytelling, panels, etc. Students will learn the art of advanced communication skills in various types of scenarios: academic, social, emotional, traumatic, and stressful whilst remaining focused, cool, calm and collective.

Moreover, the student will learn to be a nonpartisan facilitator and manage difficult conversations, promoting a better understanding between different individuals:

social, cultural, political, ethnicity and religious. Students are expected to be divided into groups and compete on specific topics to develop panel discussions.

3.3. Mentorship Opportunities and Community Specialization

This is a competitive level where about 70% of the students will be chosen to join it. Students will be selected based on their previous assessments by the trainers of the previous levels and the developed criteria that will be announced by the time of the training. Selected students will be distributed among the two tracks "Mentorship Opportunities, or Community Specialization" based on best-fit.

- **Mentorship Opportunities** is primarily focused on the pairing of senior students with junior students or creating another form of actualizing the taught skills. In preparation for mentorship, practical students will receive specific training in; initiative, agility and adaptability, leading by influence and SEL competencies specifically in self- management and responsible decision management as well as a top up/refresher course in relationship management.
- **Community Specialization** For students taking the community specialization track, they will receive specific training on areas through which they can develop initiative with social impact. They are expected to work as teams to develop community-based initiatives that would receive financial support as per the design. In this course, students are required to conduct a thorough and extensive case study. The end product of the theoretical training is the final report document, which will be examined by a panel of experts in the field. The student may be asked to present the idea to the panel. The project can be done in small groups with an average of 4 students. Each team must have well-defined written deliverables which based on them, fund will be allocated.

3.4. Students Clubs

The Students clubs will help to foster the development of students' identities as Al Fakhoora Scholars, and will provide a structure within which students can share ideas, plan events, and elect spokespersons or representatives.

Through the student clubs, the followings are expected;

- Clubs will be based on interests, talents and experiences
- It is expected to launch about 10 student clubs.
- This may include;
- Art club (Painting)
- Music Club
- Reading club
- Debate club
- Language club
- Virtual Majlis (VM) club

3.5. Virtual Majlis

Each year, in conjunction with annual work planning, partner institutions will be identified for the purpose of hosting ongoing virtual majlis throughout the coming year. Partner institutions in both English-speaking and Arabic-speaking countries will be identified, so that students with varying degrees of English proficiency can benefit from participation.

3.6. Inspire Conference

INSPIRE 2019 is the first conference of its kind in Gaza Strip, the first of a series of annual INSPIRE conferences headed, designed and presented by youth. The aim is to empower youth towards positive change and playing an active role in their communities; and to share Al Fakhoora students' journeys of developing their skills, competencies, knowledge and experiences to invest in their communities. How and what inspired their hearts? How and what inspired their minds? And how did they turn this inspiration into action?

3.7. Technical Assistance for Actualizing Leadership

Technical Assistance for Actualizing Leadership is openly defined to provide opportunities for responsive programming based on needs and opportunities related to enhancing the design and delivery of leadership and development opportunities in Gaza.

4. Economic Empowerment Component

The Economic Empowerment Component aims to bridge educational opportunities to success in professional life through career preparation, internships, networking, online freelancing, alumni network activities and opportunities for entrepreneurship and economic empowerment.

4.1. Professional Training

The Programme support new graduates with a training course covering key topics to prepare them for success in professional life. Includes the following activities;

- **Pre-internship training** is an employability skills training program before entering the internship. This will precede the career days.
- **Career Counselling:** interns will be receiving career counselling services throughout their internship opportunities.
- **Career Days** will be organized to engage the employers and the young alumni in dialogue. Through the career days employers will be involved in selecting the interns for placement. This includes holding competitive interviews for internships.
- **Online Portal** is an online platform to optimize the process of identifying experienced and reputable placement agencies with installed online feedback and complaints mechanism.
- **Inspirational Career Talks:** interns will participate in inspirational and motivational talks that will support the interns to better plan for their career development, and to get power to seek after their plans.
- **Professional Exchange Visits:** interns will participate in professional exchange visits. This will be for learning and networking.
- **Remedial training:** interns will be provided according to professional deficiencies reported by employers and career counsellor with remedial trainings.

4.2. Internships for Domestic Undergraduate Alumni

Having an internship offers youth valuable work experience and helps enhance their professional skills, while allowing prospective employers to see the contribution a young person can make to their organization's success.

4.3. Dynamic Futures Apex (E-work)

This WBS is about providing Al-Fakhoora graduates with the opportunity to reach the international online jobs by developing their technical and freelancing skills. The activities are implemented in three cohorts based on graduation and availability of alumni.

Each cohort will be implemented in two phases, the first phase is the selection process for Implementing Partners (IPs) and trainers, which is followed by the selection of the trainees through applications and interviews. The graduates will acquire technical skills that matched one of the needed areas in the freelancing sites, by technical training, followed by several assessment tools to select the trainees who will be moving to the next phase and receive the advanced services.

For the second phase, each selected trainee will receive trainings in the fields of freelancing, e-marketing, English and soft-skills. Also, they will be provided with four months of co-working spaces through which they will be followed up through coaching/mentoring sessions.

4.4. Alumni Network

Al Fakhoora Dynamic Futures Alumni Network aims to maintain communication with its scholars after their graduation to continue support and cultivate its alumni. Students after successfully graduating and finishing their educational programmes' requirements can still be engaged in the programme's activities including the Alumni Network ones.

4.5. Technical Assistance for Economic Empowerment

The rich experience of the Programme in developing economic empowerment opportunities for students, and the community of experts and partners that results from this, will create an excellent opportunity for the Programme to support the enhancement of economic empowerment opportunities for Palestinian youth more generally.

2.2. Software Development Methodology

We prefer that the software development company uses agile methodology because Agile helps teams provide quick and unpredictable responses to the feedback they receive on their project. It creates opportunities to assess a project's direction during the development cycle. Teams assess the project in regular meetings called sprints or iterations.

The agile manifesto has four important values that are useful for this system:

- Focus should be more on individuals and interactions instead of processes and tools
- Working software is more important than comprehensive documentation
- Customer collaboration is more vital than contract negotiation
- The process should respond to change rather than follow a plan

Because of that, there must be contact person from Al-Fakhoora to ensure best practices

2.3. Functional Requirements Specification

2.3.1. General Use Cases

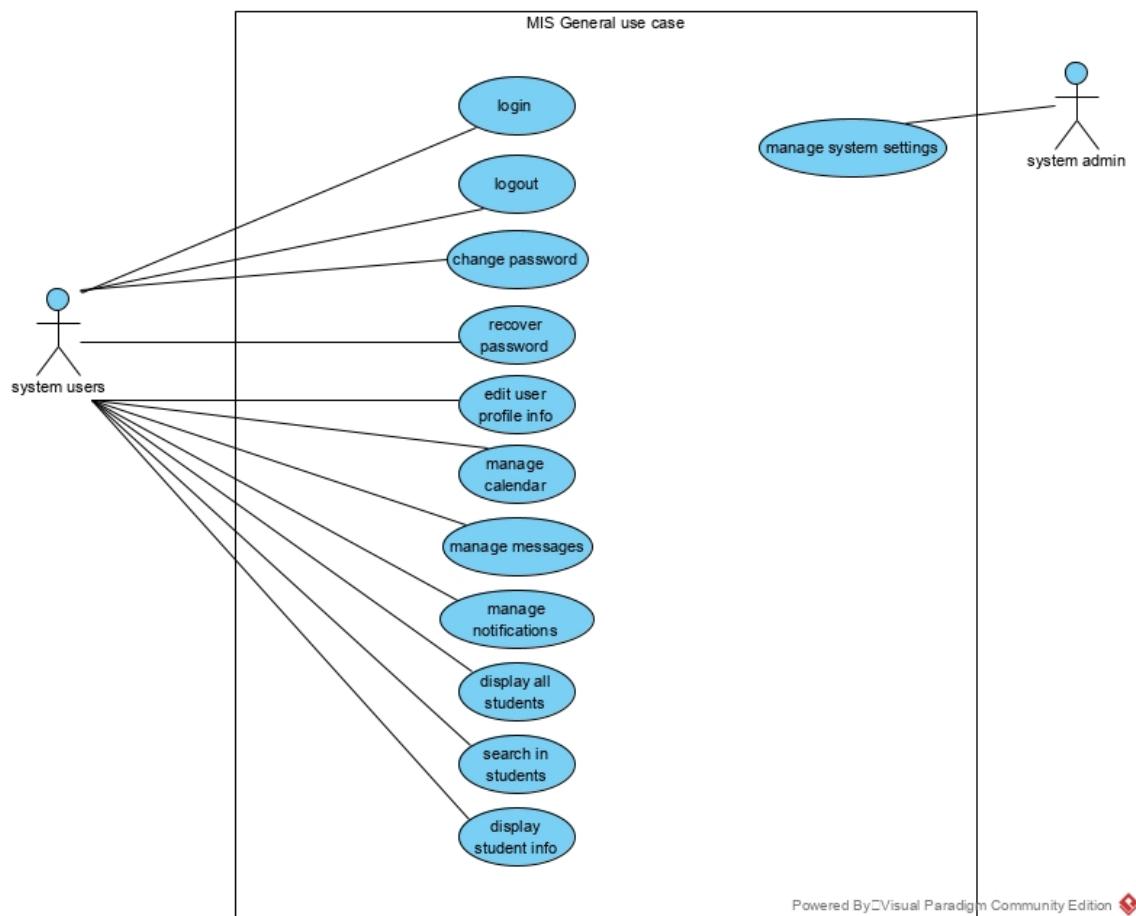


Figure 2: General Use Cases

2.3.2. Quality Education Use Cases

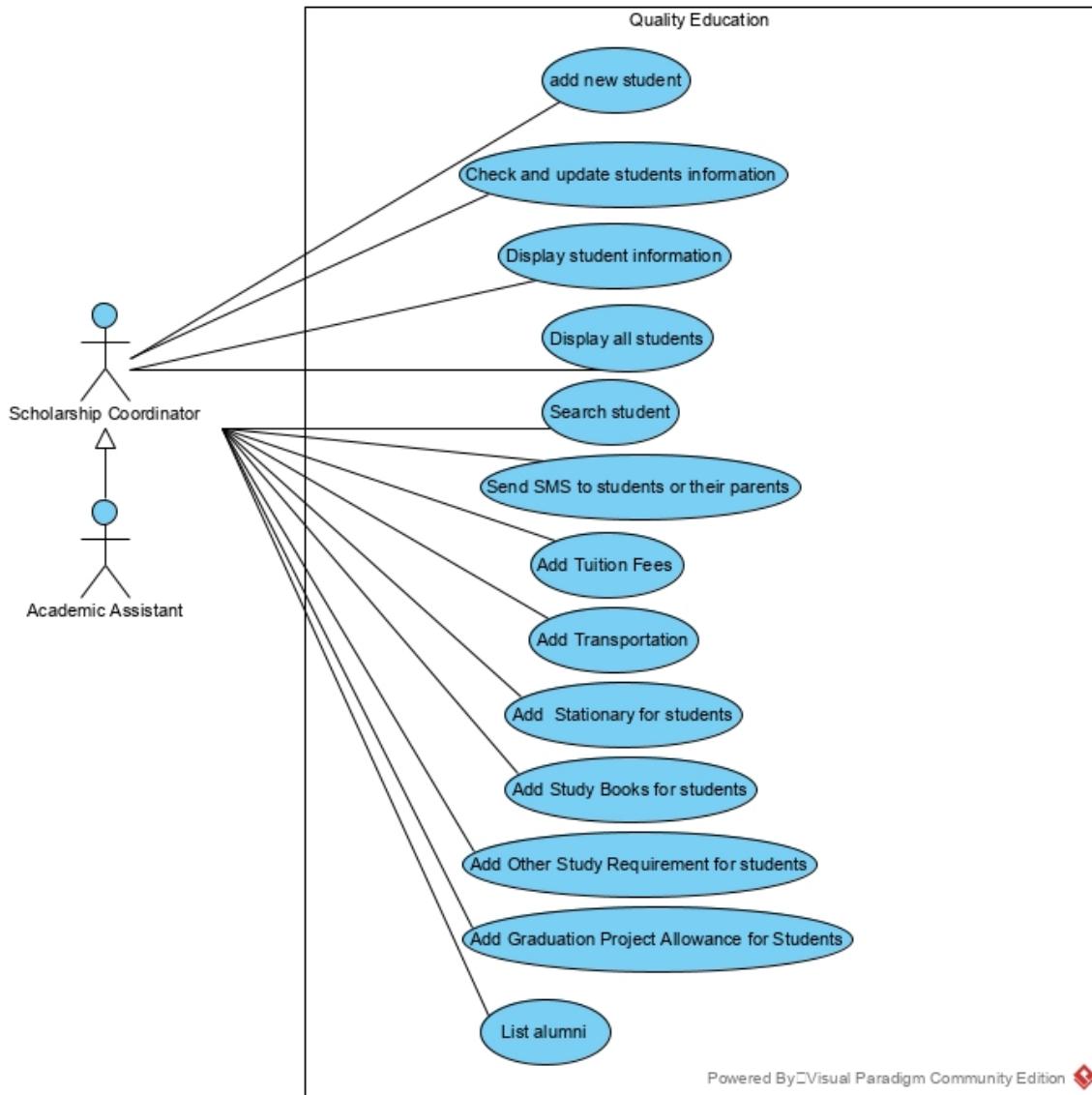


Figure 3: Quality Education Use Cases

2.3.3. Student Services Use Cases

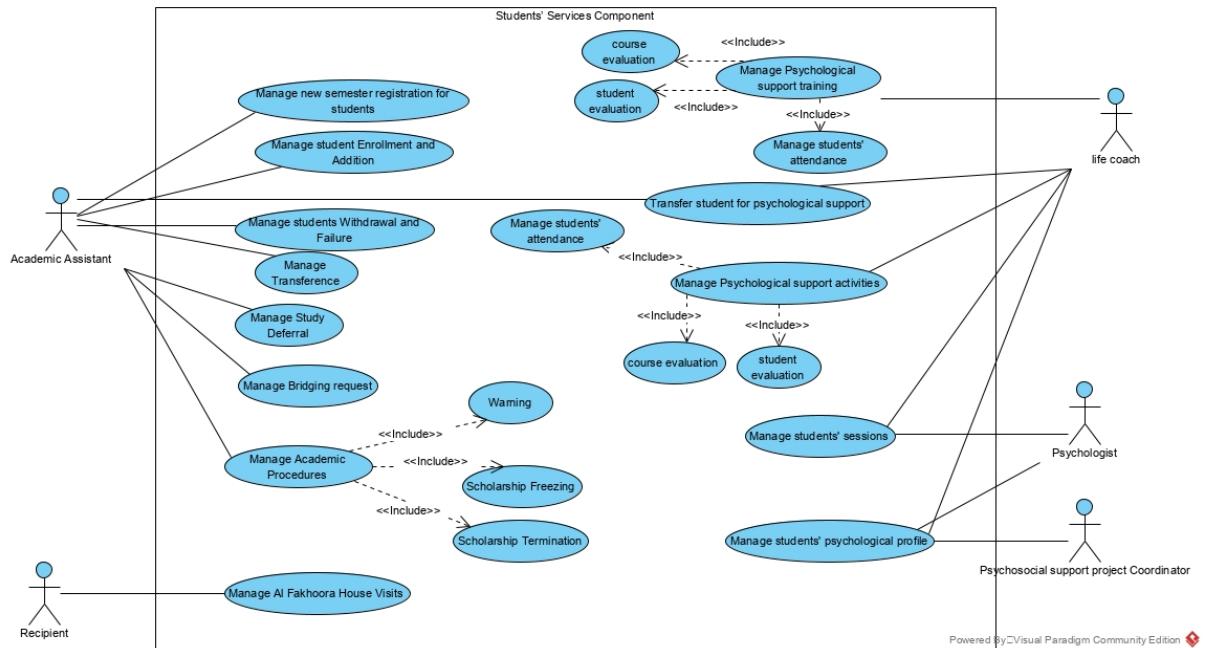


Figure 4: Student Services Use Cases

2.3.4. Leadership Development Use Cases

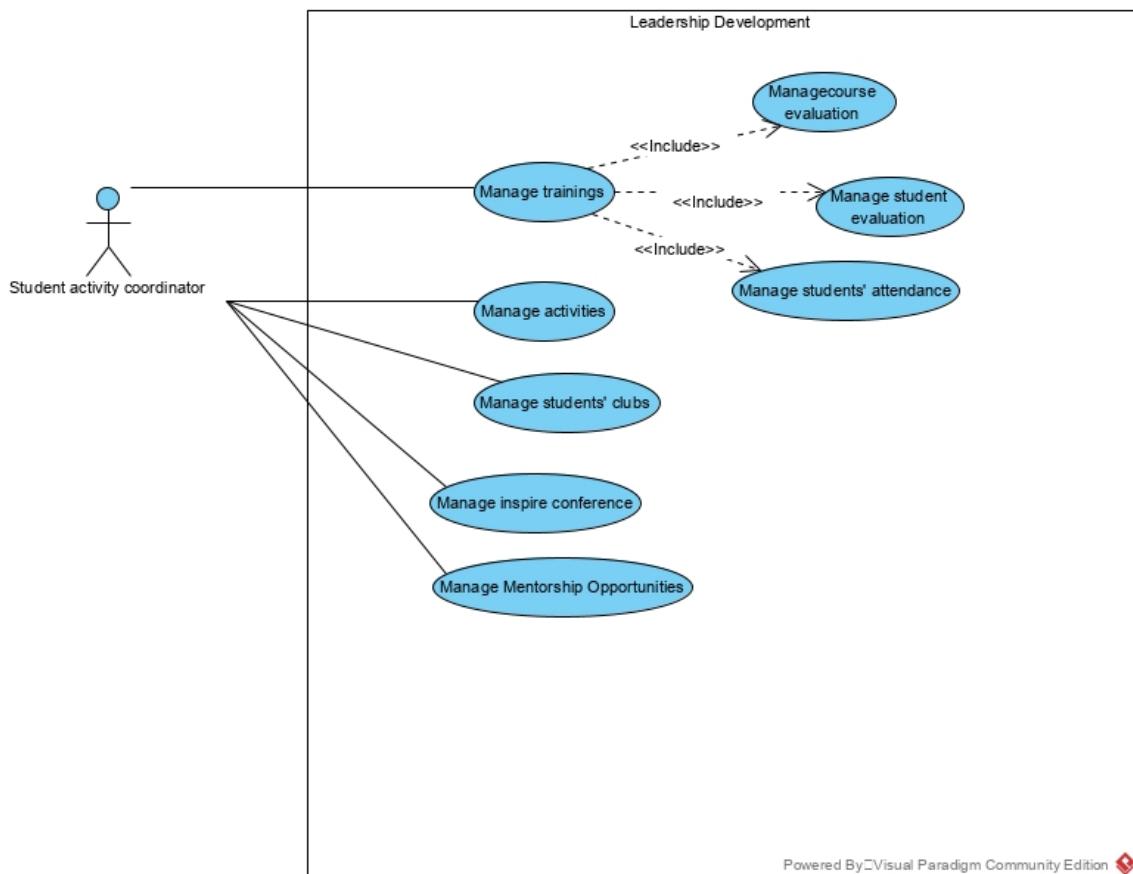


Figure 5: Leadership Development Use Cases

2.3.5. Economic Empowerment Use Cases

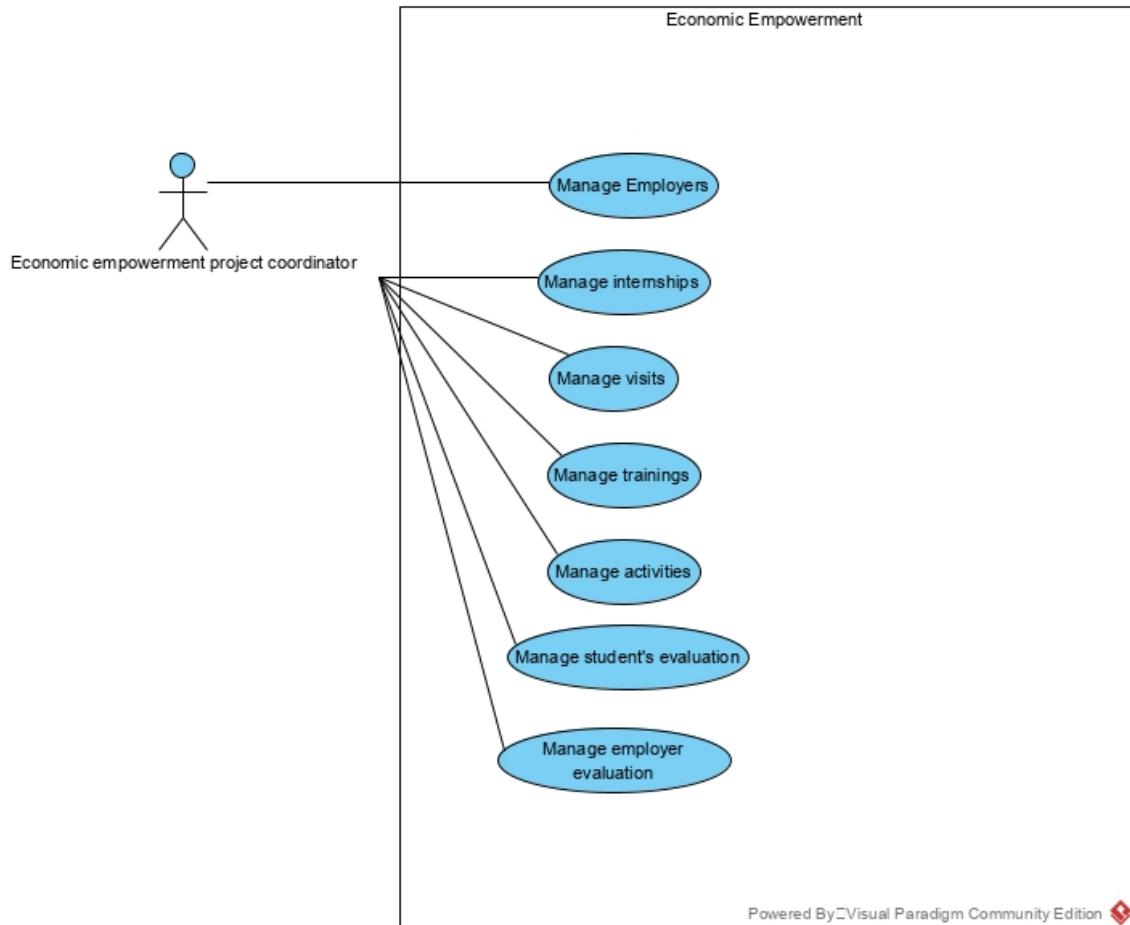


Figure 6: Economic Empowerment Use Cases

2.3.6. Management Use Cases

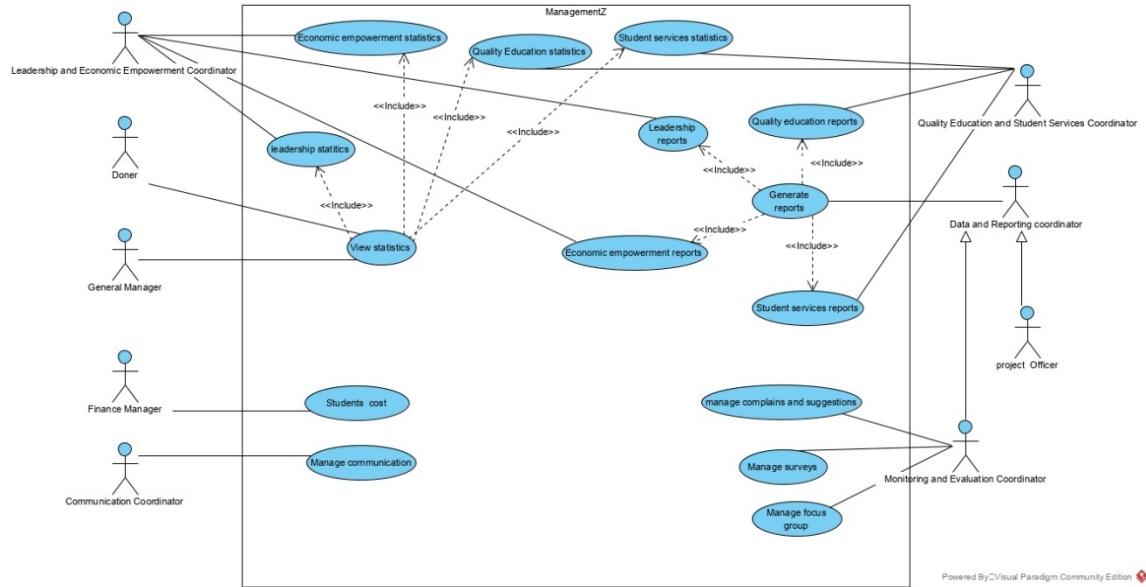


Figure 7: Management Use Cases

2.4. User Characteristics

The Reader is expected to be Internet literate and be able to use a search engine. The main screen of the Online Journal Website will have the search function and a link to "Author/Reviewer Information."

The Author and Reviewer are expected to be Internet literate and to be able to use email with attachments.

The Editor is expected to be Windows literate and to be able to use button, pull-down menus, and similar tools.

The detailed look of these pages is discussed in section 3.2 below.

2.5. Non-Functional Requirements

2.5.1. Architectural

1. The MIS shall be designed with a Service Oriented Architecture (SOA).
2. The MIS shall build so that it can follow Representational State Transfer (REST).
3. The MIS must be designed with Modal-View-Controller (MVC) architecture.
4. The MIS must use open source programming technology.
5. The MIS code shall build on Test Driven Development (TDD)

2.5.2. Accessibility

6. The MIS shall be fully compliant with Section 508 of the US Rehabilitation Act
7. When electronic forms are designed to be completed online, the MIS form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.
8. The MIS shall provide a text equivalent for every non-text element (e.g., icon selection).

2.5.3. Security requirement

9. The system shall embed security measures to ensure that the records present in the system are secure and no unauthorized personnel can access them.
10. The application should protect user data by using username and password for login
11. The application should allow only the authorized people to access the application
12. The domain will get SSL Certificate that protect domain to be published by hackers and get it some secure level.
13. on the database level security, the system will encrypt the password of each user and determine the user who have the access to database.

2.5.4. Capacity

14. MIS shall have a capacity of 40 GB of data at least.
15. The MIS user's connection pools shall handle 100 user at the same time.
16. All Grids and tables in the system must have sorting, paging feature.

2.5.5. Documentation

17. The MIS shall have a hardcopy user guide that explains all the functions.
18. The MIS shall have an online user guide that explains the functions of the System.

2.5.6. Efficiency

19. The MIS Hosting System shall be hosted on cloud.

2.5.7. Effectiveness

20. The MIS process of every function must be in a separate page, so that the user can do the function directly not through many pages.

21. The MIS System Operating System shall operate 100% of records submitted.

2.5.8. Fault Tolerance

22. The MIS shall have all functions implemented as services within a service-oriented architecture to allow the system to operate in the event of one or more services failing.

23. The system must have Error handling features.

2.5.9. Privacy

24. MIS shall protect the privacy of individuals identified in a record in accordance with Federal Government Privacy policies.

2.5.10. Data Integrity

25. To prevent malicious corruption of the MIS, the system shall retain its data for 90 days after a designated user authorizes deletion of a record.

26. The MIS shall maintain data integrity by keeping backups of all updates to the database for every record transaction.

27. There are many reports and forms must be extracted on word files (.docx), these documents must use Microsoft word templates based on developer tools in MS word

2.5.11. Performance

28. The MIS Search Function shall return the results within 4 seconds, 80% of the time.
29. The MIS Search Function shall have return maximum 500 records.
30. The MIS Search Function shall have 40 average concurrent users.
31. The MIS Weekly Backup shall be completed between 11 p.m. starting on Friday night and 6 a.m. on Monday.

2.5.12. Availability

32. The MIS shall protect against denial of service (DOS).

2.5.13. Reliability

33. Website will be available all the time, and there is no pages' crashes and freezes, and if an unexpected error there is an error page will appear and the reason will register on the error log and the correction will provide.
34. The MIS system shall be available 99.99% of the time. A failure of the MIS system shall occur when any of the following critical functions are not working:
 35. Security access to the system

36. Searching the mission database
37. Adding records to the mission database
38. Updating records within the mission database
39. Deleting records from the mission database

2.5.14. Access Control

40. The MIS system shall maintain unique user identification for every person who will use the system.
41. The MIS system shall maintain a password for every unique user identification on the system.
42. The MIS system shall allow a user three attempts to enter their user ID and password (and select the domain, where appropriate) before that session is ended.
43. When the user has failed to enter their user ID and password correctly, the MIS system shall only allow the user three attempts to log in again after a system administrator has authorized it.
44. The MIS system shall allow roles that allow people to read the database.
45. The MIS system shall allow roles that allow people to add to the database.
46. The MIS system shall allow roles that allow people to change the database.
47. The MIS system shall allow roles that allow people to delete from the database.
48. The MIS system shall allow for system administrator roles.
49. The MIS system shall allow users to have multiple roles.
50. The MIS system shall allow for system administrator roles.
51. The MIS system shall allow for system monitoring roles.

52. The MIS system shall allow for system auditing roles.

2.5.15. Connections to Outside the System

53. The MIS shall provide users with the capability to export data to ANY System in .xls format.

54. The MIS shall not allow users data from being exported from the System.

55. The MIS shall restore all data from current legacy systems.

2.5.16. Scalability

56. The application should design to deal with the increasing use and any size of data without errors.

57. The MIS system shall be able to store 6 terabytes of data when deployed.

58. The MIS system data shall be able to grow by 24% per year.

59. The MIS system data shall be able to add five services per year without impacting the system performance

60. The MIS system data shall permit a peak of 30,000 people to enroll onto the system per day.

61. The MIS system data shall permit a peak of 3,000 people to enroll onto the system in one hour.

62. The MIS system data shall permit 1,000 concurrent people to enroll onto the system in one hour.

2.5.17. Usability

63. To achieve flexibility and compatibility in the website, a simple and amazing user interface will implement, and take in

considerations when choosing colors and views for pages in website.

- 64. Using Bootstrap framework to provide responsive design that allow the website to be suitable and compatible with all screen devices size.
- 65. Feedback: the system informs the user what have been done.
- 66. Simple: attributes of an object that make its usage clear and understandable.

2.5.18. Interoperability

- 67. The MIS shall have a communications layer with only one interface for all services must follow.
- 68. The MIS shall require all services to communicate only to the communications layer, not with other services.

2.5.19. Portability

- 69. The MIS shall work on Windows server and Linux.
- 70. The MIS shall open fine on personal computers.
- 71. The MIS shall open fine on iPhone and Android phones.
- 72. The MIS shall work on Internet Explorer 11.
- 73. The MIS shall work on Firefox 29.

2.5.20. Recoverability

- 74. In the event that the MIS system crashes, the system shall be returned to full operations
- 75. in 48 hours from the beginning of the crash.

3. Requirements Specification

3.1. External Systems

MIS system need to handle data connection with legacy systems and other peripheral systems, which are:

1. **Legacy System:** Current legacy system has a database that can be any time, and all its data must be restored completely
2. **Online System:** it used to select students based on specific criteria, our system can connect with database and restore data
3. **Portal:** this portal will show success stories and achievements can bind with our system through API
4. **Students Apps:** in the future there will be apps that can help students with specific purposes, the system can be expanded to do these tasks.

3.2. Online Selection Website Functional Requirements

3.2.1. User login

This is the same as [*User login*](#)

3.2.2. User logout

This is the same as [*User logout*](#)

3.2.3. Change password

This is the same as Change password

3.2.4. Recover password

This is the same as [*Recover password*](#)

3.2.5. Edit user profile information

This is the same as [*Edit user profile information*](#)

3.2.6. Manage Users

This is the same as [*Manage Users*](#)

3.2.7. Manage Authentication

This is the same as [*Manage Authentication*](#)

3.2.8. Manage Settings

This is the same as General Settings

3.2.9. Manage Constants

This is the same as [*Manage Constants*](#)

3.2.10. Manage Addresses

This is the same as [*Manage Addresses*](#)

3.2.11. Manage Universities and Branches

This is the same as [*Manage Universities and Branches*](#)

3.2.12. Manage Colleges and Specialties

This is the same as [*Manage Colleges Categories*](#)[*Manage Trainings*](#)

3.2.13. Add New Scholarship Application

Title	Add New Scholarship Applications
Description	The system shall allow students to add New Scholarship applications, scholarship application could be BA, TVET or E-work
Actor	
Preconditions	
Post conditions	New application has been added
Triggers	A student needs to participate in scholarship
Basic Flow	<ol style="list-style-type: none">1. Open add scholarship application page2. Choose scholarship type3. Enter personal full information4. Enter family full information5. Enter student academic information6. Click add button
Alternative Flow	
Exception flows	Application required data is the same as current online selection website

3.2.14. Display Scholarship Applications

Title	Scholarship application reports
-------	---------------------------------

Description	System shall display scholarship application reports Scholarship application report should contain all data in the current system
Actor	System administrator, Monitor and Evaluation Coordinator, Scholarship Coordinator
Preconditions	User has privilege to display Scholarship application report
Post conditions	<ol style="list-style-type: none"> 1. System shall display total of students 2. System shall display report with all data saved 3. System shall display chart of result data grouped by: <ul style="list-style-type: none"> - Year - Specialty - Governate - Gender - University
Triggers	A need to display report
Basic Flow	<ol style="list-style-type: none"> 1. Open report page 2. User choose filter 3. System shall display report data 4. User can export report as pdf or excel sheet 5. User can print report 6. User can save report
Alternative Flow	
Exception flows	

3.3. MIS System Functional Requirements

General Functional Requirements

3.3.1. User login

Title	Login in to MIS system
Description	Gain entry into the MIS system.
Actor	MIS System User
Preconditions	<ol style="list-style-type: none">1. Actor has been enrolled in the MIS system.2. Actor is not logged in.
Post conditions	The actor gains access to the MIS system.
Triggers	A need to use the MIS system
Basic Flow	<ol style="list-style-type: none">1. Enter your user ID.2. Enter your password.3. Check or uncheck remember me4. Click login button.
Alternative Flow	
Exception flows	<ol style="list-style-type: none">5. User access is denied since user ID or password does not match what is in the system.6. Repeat steps 1 through 3.
	Alternative to step 5
	<ol style="list-style-type: none">5. User access is denied since user is blocked6. Error message is shown
Business rules	
Special requirements and assumptions	User account locked out after three fail continuous login attempts

3.3.2. User logout

Title	User log out
Description	User logged out from MIS system and has no access to any function
Actor	MIS system user
Preconditions	User logged in the system
Post conditions	The actor has no access to MIS system The system redirects to login page
Triggers	A need to log out from system
Basic Flow	1. Actor click logout button.
Alternative Flow	
Exception flows	

3.3.3. Change password

Title	Change Password
Description	User change old password with new one
Actor	MIS system user
Preconditions	User logged to the system
Post conditions	Password has been changed
Triggers	A need to change password
Basic Flow	1. Open change password page 2. Enter old password 3. Enter new password 4. Enter confirm new password 5. Click change password button
Alternative Flow	
Exception flows	6. Change password process is failed since old password does not match what is in the system. Repeat steps 2 through 4.

<p>Alternative to step 6</p> <p>6. Change password process is failed since new password does not match confirm new password. Error message is shown.</p> <p>Repeat steps 2 through 4.</p>

3.3.4. Recover password

Title	Recover Password
Description	System should allow user to recover password
Actor	MIS system user
Preconditions	
Post conditions	Password has been recovered
Triggers	User has forgotten his password
Basic Flow	<ol style="list-style-type: none"> 1. Click recover password page 2. Enter email 3. System should send verification code or link to specific email 4. Enter recover password verification code which send to email 5. System will redirect to set new password page 6. Enter new password 7. Enter confirm new password 8. Click change password button
Alternative Flow	
Exception flows	

3.3.5. Edit user profile information

Title	Edit user profile
Description	User edit profile data: full name, email, phone, mobile, mobile2

Actor	MIS system user
Preconditions	User logged in
Post conditions	User information has been edited
Triggers	A need to edit information
Basic Flow	<ol style="list-style-type: none"> 1. Open Profile page 2. Enter new full name or email or phone or mobile or mobile2 3. User can upload profile image 4. Click edit button
Alternative Flow	
Exception flows	Email and mobile should be unique

3.3.6. Manage Notification

3.3.6.1. Receive Notification

Title	Receive notification
Description	System shall manage notifications between users
Actor	MIS System User
Preconditions	User has logged in
Post conditions	<p>New notification displayed System play notification tune to inform user that new notification is received</p>
Triggers	New notification has been added for user
Basic Flow	<ol style="list-style-type: none"> 1- System displayed notification with the following data <ul style="list-style-type: none"> - Notification Text - Notification sender username - Sender Partner or component - Date 2- When user click on notification text, System redirect to notification URL page

Alternative Flow	
Exception flows	
Special requirements and assumptions	System should handle browser and desktop notification

3.3.6.2. Display Latest Notification

Title	Display Latest Notification
Description	System shall manage notifications between users
Actor	MIS System User
Preconditions	User has logged in
Post conditions	System displayed list of latest notification
Triggers	A need to display notification
Basic Flow	<ol style="list-style-type: none"> 1. System displayed latest notifications count 2. Click notification button 3. System displayed list of latest notification with the following data <ul style="list-style-type: none"> - Notification Text - Notification sender username - Sender Partner or component - Date - Seen/Not yet 4. System mark seen and unseen notifications with different color or signs 5. When user click on notification text, System redirect to notification URL page 6. User can display all notification from "All Notification" button

Alternative Flow	
Exception flows	

3.3.6.3. Display All Notification

Title	Display All Notification
Description	System shall display all notifications
Actor	MIS System User
Preconditions	User has logged in
Post conditions	System displayed list of all notification
Triggers	A need to manage notification
Basic Flow	<ol style="list-style-type: none">1. Click "All Notification" button2. System displayed list of latest notification with the following data<ul style="list-style-type: none">- Notification Text- Notification sender username- Sender Partner or component- Date- Seen/Not yet3. User can filter list by sender4. System mark seen and unseen notifications with different color or signs5. When user click on notification text, System redirect to notification URL page
Alternative Flow	
Exception flows	
Special requirements and assumptions	The list ordered by date descending.

3.3.6.4. Delete Notification

Title	Delete Notification
Description	System shall allow user to delete notification
Actor	MIS System User
Preconditions	User has logged in
Post conditions	The notification has been deleted

Triggers	A need to delete notification
Basic Flow	<ol style="list-style-type: none"> 1. Display all notification 2. Select Notifications 3. Click delete button 4. Confirm message is shown 5. Click Ok button 6. All selected notifications have been deleted
Alternative Flow	<p>Alternative to step 2 and 3</p> <ol style="list-style-type: none"> 2. Click delete button for specific notification
Exception flows	

3.3.7. Manage Messages

3.3.7.1. Add New Message

Title	Add new message
Description	System shall allow user to add messages
Actor	MIS System User
Preconditions	User has logged in
Post conditions	<ul style="list-style-type: none"> - New message has been added - System shall notify receiver user that new message has arrived
Triggers	A need to send and receive messages between users
Basic Flow	<ol style="list-style-type: none"> 1. Open add message page 2. User select receiver username (multi select, auto complete) 3. User Enter message title 4. User Enter message body 5. User upload attachments 6. Click Add button
Alternative Flow	
Exception flows	

Special requirements and assumptions	User can send the message to multiple users
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3.3.7.2. Display Sent Messages

Title	Display sent messages
Description	System shall display messages that sent from logged user
Actor	MIS System User
Preconditions	User has logged in
Post conditions	System displayed list of Sent messages
Triggers	A need to manage message
Basic Flow	<ol style="list-style-type: none"> 1. Open Sent message page 2. System displayed sent messages with the following data <ul style="list-style-type: none"> - Receiver full name - Receiver Partner or component - Message Title - Message first line - Date - Status (sent/received/read) - Sign if message includes there any attachments 3. System mark reed message with different color or sign 4. User can filter list by receiver 5. User can search list, Search will be on receiver name, message title and body 6. User can flag message
Alternative Flow	
Exception flows	
Special requirements and assumptions	<p>The list result ordered by date descending.</p> <p>The list result grouped by date</p> <p>Flag messages displayed at the top of the list</p>

3.3.7.3. Display Received Messages

Title	Display received messages
Description	System shall display messages that received from other users
Actor	MIS System User
Preconditions	User has logged in
Post conditions	System displayed list of received messages
Triggers	A need to manage message
Basic Flow	<ol style="list-style-type: none">1. Open received message page2. System displayed received messages with the following data<ol style="list-style-type: none">a. Sender full nameb. Sender Partner or componentc. Message Titled. Message first linee. Datef. Status (sent/received/read)g. Sign if message includes there any attachments3. System mark reed message with different color or sign4. User can filter list by receiver5. User can search list, Search will be on receiver name, message title and body6. User can flag message
Alternative Flow	
Exception flows	
Special requirements and assumptions	<p>The list result ordered by date descending. The list result grouped by date Flag messages displayed at the top of the list</p>

3.3.7.4. Display Message Details

Title	Display message details
Description	System shall allow user to display message details
Actor	MIS System User
Preconditions	User has logged in
Post conditions	<ul style="list-style-type: none">- System displayed message details and replies- User can reply to message- User can forward message- User can flag message- User can delete message
Triggers	A need to display message details
Basic Flow	<ol style="list-style-type: none">1. Open sent message or received message page2. Click on message title3. System shall open message details page4. Message details page contains all message information, replies and attachments
Alternative Flow	
Exception flows	

3.3.7.5. Reply Message

Title	Reply to message
Description	System shall allow user to reply to messages
Actor	MIS System User
Preconditions	User has logged in
Post conditions	<ul style="list-style-type: none">- Message reply has been added- System shall notify receiver user that new message reply has arrived

Triggers	A need to send and receive messages between users
Basic Flow	<ol style="list-style-type: none"> 1. Open message details page 2. Click reply button 3. System redirect to add new message with the message data saved and added to new message 4. New message receiver would be the sender of the first message 5. New message title would be "Reply to:" + the title of the first message
Alternative Flow	
Exception flows	

3.3.7.6. Forward Message

Title	Forward message
Description	System shall allow user to forward message; forward messages is sending the same message to another user.
Actor	MIS System User
Preconditions	User has logged in
Post conditions	<ul style="list-style-type: none"> - Message has been forwarded - System shall notify receiver user that new message reply has arrived
Triggers	A need to send and receive messages between users
Basic Flow	<ol style="list-style-type: none"> 1. Open message details page 2. Click forward button 3. System redirect to add new message with the message body added to new message 4. Select message receiver
Alternative Flow	

Exception flows

3.3.7.7. Delete Message

Title	Delete Message
Description	System shall allow user to delete message
Actor	MIS System User
Preconditions	User has logged in
Post conditions	The message and its replies have been deleted
Triggers	A need to delete message
Basic Flow	<ol style="list-style-type: none">1- Display all messages2- Click delete button for specific message3- Confirm message is shown4- Click Ok button5- Message has been deleted
Alternative Flow	
Exception flows	
Business rules	
Special requirements and assumptions	The message deleted just for this user

3.3.7.8. Flag Message

Title	Flag message
Description	System shall allow user to flag message, flag message appear at the top of other messages
Actor	MIS System User
Preconditions	User has logged in
Post conditions	<ul style="list-style-type: none">- Flag mark added to message- Flag message appear at the top of other messages
Triggers	A need to flag important messages

Basic Flow	<ol style="list-style-type: none"> 1. Open sent message or received message page 2. Click on flag icon 3. Flag added to message
Alternative Flow	Alternative to step 1
1. Open message details page	
Exception flows	

3.3.8. Manage Calendar

3.3.8.1. Display Full Calendar

Title	Display calendar
Description	System shall display calendar Calendar view can be day, week, month or year
Actor	MIS system user
Preconditions	User has logged in
Post conditions	System display full calendar User can choose which calendar to view System shall display calendar events by date User can share calendar or event
Triggers	A need to display calendars and events
Basic Flow	<ol style="list-style-type: none"> 1. Open calendar page 2. MIS system shall display calendar and events 3. Calendar default day is today
Alternative Flow	
Exception Flows	

3.3.8.2. Add new Calendar

Title	Add new calendar
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Description	The System shall allow user to add new calendar, Calendar could contain multiple events
Actor	MIS system user
Preconditions	User has logged in
Post conditions	New calendar has been added
Triggers	A need to add calendar
Basic Flow	<ol style="list-style-type: none"> 1. Open calendar page 2. Click add new button 3. Enter calendar name 4. Click add button
Alternative Flow	
Exception flows	

3.3.8.3. Add Events

Title	Add new event
Description	The system shall allow user to add new events, event belong to one calendar, if no calendar selected; event added to user personal calendar
Actor	MIS system user
Preconditions	User has logged in
Post conditions	New event has been added
Triggers	A need to add event
Basic Flow	<ol style="list-style-type: none"> 1. Open calendar page 2. Click add new event button 3. Enter event information 4. Click add button
Alternative Flow	
Exception flows	

3.3.8.4. Edit Event

Title	Edit event
-------	------------

Description	The system shall allow user to edit event
Actor	MIS system user
Preconditions	User has logged in User can only edit his events
Post conditions	The event has been edited
Triggers	A need to edit event
Basic Flow	1- Open calendar page 2- Click on event name or edit button for specific event 3- System open event edit page 4- User can edit event information 5- Click Save button
Alternative Flow	
Exception flows	

3.3.8.5. Delete Event

Title	Delete event
Description	System shall allow user to delete his events
Actor	MIS System User
Preconditions	User has logged in
Post conditions	The event has been deleted
Triggers	A need to delete event
Basic Flow	1. Display user calendar 2. Click delete button for specific event 3. Confirm message is shown 4. Click Ok button 5. Event has been deleted
Alternative Flow	
Exception flows	
Business rules	
Special requirements and assumptions	User can only delete event belong to him

3.3.8.6. Delete Calendar

Title	Delete Calendar
Description	System shall allow user to delete calendar
Actor	MIS System User
Preconditions	User has logged in
Post conditions	The calendar and its task have been deleted
Triggers	A need to delete calendar
Basic Flow	<ol style="list-style-type: none">1. Display all calendars2. Click delete button for specific calendar3. Confirm message is shown4. Click Ok button5. Calendar has been deleted6. System notify users shared calendar with
Alternative Flow	
Exception flows	
Business rules	
Special requirements and assumptions	User can only delete calendars belong to him

3.3.8.7. Share Calendar

Title	Share Calendar
Description	System shall allow user to share calendar
Actor	MIS System User
Preconditions	User has logged in
Post conditions	The calendar has been shared with other users
Triggers	A need to share calendar
Basic Flow	<ol style="list-style-type: none">1. Display all calendars2. Click share button for specific calendar3. Select users to share with

-
- 4. Click Ok button
 - 5. Calendar has been shared
 - 6. System notify users shared calendar with

Alternative Flow

Exception flows

3.3.9. Manage Users

3.3.9.1. Add New User

Title	Add new user
Description	System shall allow administrator to add new user
Actor	MIS system administrator
Preconditions	User has privilege to add new user
Post conditions	<ul style="list-style-type: none">- New user has been added- New user has account to the system and can sign in to access system
Triggers	A need to add new user
Basic Flow	<ol style="list-style-type: none">1. Open add user page2. Enter user information <i>Explained in Table 1: User information</i>3. Enter username4. Enter user password5. Confirm user password6. Click Add button
Alternative Flow	
Exception flows	

3.3.9.2. Display users

Title	Display users
Description	System shall allow administrator to display users
Actor	MIS system administrator
Preconditions	User has privilege to display users
Post conditions	System shall display users list
Triggers	A need to display users' information
Basic Flow	<ol style="list-style-type: none">1. Open Display users page2. System shall display users' basic information <p><i>Explained in Table 2: Display users' information</i></p>
Alternative Flow	
Exception flows	

3.3.9.3. Display user information

Title	Display user information
Description	System shall allow user to display user information
Actor	MIS system administrator
Preconditions	User has privilege to display users' information
Post conditions	System shall display user full information
Triggers	A need to display user information
Basic Flow	<ol style="list-style-type: none">1. Open display users page2. Click on user name or details button3. System open user details page
Alternative Flow	
Exception flows	

3.3.9.4. Edit user information

Title	Edit user
Description	The system shall allow administrator to edit user information
Actor	MIS system administrator
Preconditions	User has privilege to edit user
Post conditions	The user information has been edited
Triggers	A need to edit user information
Basic Flow	<ol style="list-style-type: none">1. Display all users2. Click edit button for specific user3. System open user edit page4. User can edit user information5. Click Save button
Alternative Flow	
Exception flows	

3.3.9.5. Set New Password for User

Title	Set new password for user
Description	The system shall allow administrator to set new password for user
Actor	MIS system administrator
Preconditions	User has privilege to set new password for user
Post conditions	The user password has been changed
Triggers	A need to set new password for user
Basic Flow	<ol style="list-style-type: none">1. Display all users2. Click set password button for specific user3. System open set password page4. User enter new password5. User confirm new password6. Click Save button
Alternative Flow	
Exception flows	

3.3.9.6. Manage User Permissions

Title	Manage user permission
Description	The system shall allow administrator to manage user permission, User cannot access pages or actions he don't has permission on it
Actor	MIS system administrator
Preconditions	User has privilege to manage user permission
Post conditions	The user permission has been changed
Triggers	A need to manage user permission
Basic Flow	<ol style="list-style-type: none">1. Display all users2. Click manage permission button for specific user3. System open manage user permission page4. Actor can change user role5. User can check or uncheck permissions6. Click Save button
Alternative Flow	
Exception flows	

3.3.9.7. Display User Log

Title	Display user log
Description	The system shall allow administrator to display user log, User log contains all action user performed on system include add, edit, delete and print
Actor	MIS system administrator
Preconditions	User has privilege to display user logs
Post conditions	System displayed user log
Triggers	A need to display user log

Basic Flow	<ol style="list-style-type: none"> 1. Display all users 2. Click view logs button for specific user 3. System open user log page 4. System view last actions done by user
Alternative Flow	
Exception flows	

3.3.9.8. Block User

Title	Block User
Description	System shall allow administrator to block users
Actor	MIS System Administrator
Preconditions	User has privilege to block users
Post conditions	Blocked user cannot access the system
Triggers	A need to block user
Basic Flow	<ol style="list-style-type: none"> 1. Display all users 2. Click block button for specific user 3. Confirm message is shown 4. Click Ok button 5. User has been blocked and has no access to system 6. If user already logged in, system shall log out the user from system
Alternative Flow	
Exception flows	

3.3.10. Manage Authentication

3.3.10.1. Add New Role

Title	Add new role
-------	--------------

Description	System shall allow administrator to add new role
Actor	MIS system administrator
Preconditions	User has privilege to add new role
Post conditions	<ul style="list-style-type: none"> - New role has been added - Administrator can assign new role to users
Triggers	A need to add new role
Basic Flow	<ol style="list-style-type: none"> 1. Open add role page 2. Enter role name 3. Select role permissions 4. Click Add button
Alternative Flow	
Exception flows	

3.3.10.2. Display Roles

Title	Display roles
Description	System shall allow administrator to display roles
Actor	MIS system administrator
Preconditions	User has privilege to display roles
Post conditions	System shall display roles list
Triggers	A need to manage roles
Basic Flow	<ol style="list-style-type: none"> 1. Open display roles page 2. System shall display role name and number of users assign to
Alternative Flow	
Exception flows	

3.3.10.3. Display Role Users

Title	Display role users
Description	System shall allow user to display role users
Actor	MIS system administrator
Preconditions	User has privilege to display role users
Post conditions	System shall display all users in a role
Triggers	A need to display users in role
Basic Flow	<ol style="list-style-type: none">1. Open display roles page2. Click on display user button3. System open role users page4. User can add or delete users to a role
Alternative Flow	
Exception flows	

3.3.10.4. Delete Role

Title	Delete role
Description	System shall allow user to delete roles
Actor	MIS System Administrator
Preconditions	User has privilege to delete roles
Post conditions	The role has been deleted
Triggers	A need to delete role
Basic Flow	<ol style="list-style-type: none">1. Display all roles2. Click delete button for specific role3. Confirm message is shown4. Click Ok button5. Role has been deleted6. System update user permission based on deleted role7. Users have only the deleted role, their role replaced with the default role (user).

Alternative Flow

Exception flows

3.3.10.5. Edit Role Permissions

Title	Manage user permission
Description	The system shall allow administrator to manage user permission
Actor	MIS system administrator
Preconditions	User has privilege to manage user permission
Post conditions	The user permission has been changed
Triggers	A need to manage user permission
Basic Flow	<ol style="list-style-type: none">1. Display all users2. Click manage permission button for specific user3. System open manage user permission page4. User can check or uncheck permissions5. Click Save button6. System will update users' permissions in this role according to updating permissions
Alternative Flow	
Exception flows	

3.3.11. General Settings

Title	Edit general settings
Description	The system shall allow administrator to manage general settings
Actor	MIS system administrator
Preconditions	User has privilege to manage general settings
Post conditions	General settings have been edited
Triggers	A need to manage general settings
Basic Flow	1- Open general settings page

-
- 2- Actor can edit
- System Name
 - System logo
 - Max file Size (KB)
 - Minimum GPA for each college
 - Category
 - Remaining hours for graduation
- 3- Click Save button

Alternative Flow

Exception flows

3.3.12. Manage Contacts

3.3.12.1. Add New Contact

Title	Add new contact
Description	System shall allow administrator to add new contacts; contacts is any person has benefited from system except students such as employers, companies' employers, students, universities lecturer and others.
Actor	MIS system administrator
Preconditions	User has privilege to add new contact
Post conditions	<ul style="list-style-type: none"> - New contact has been added - Contact can participate in trainings and activities
Triggers	A need to add new contact
Basic Flow	<ol style="list-style-type: none"> 1. Open add contact page 2. Enter contact information <i>Explained in Table 3: Contact information</i> 3. User can add other dynamic data to contact information 4. Click Add button

Alternative Flow

Exception flows

3.3.12.2. Display all Contacts

Title	Display all contacts
Description	System shall allow administrator to display contact
Actor	MIS system administrator
Preconditions	User has privilege to display contact
Post conditions	System shall display contact list
Triggers	A need to display contact's information
Basic Flow	<ol style="list-style-type: none">1. Open display contacts page2. System shall display contacts basic information <p><i>Explained in Table 4: Display contacts</i></p>
Alternative Flow	
Exception flows	

3.3.12.3. Display contact details

Title	Display contact details
Description	System shall allow user to display contact details
Actor	MIS system administrator
Preconditions	User has privilege to display contact details
Post conditions	System shall display contact full information
Triggers	A need to display contact information
Basic Flow	<ol style="list-style-type: none">1. Open display contact page2. Click on contact name or details button3. System open contact details page4. System shall view all contact information

-
5. System shall view training and activities where contact participate

Alternative Flow

Exception flows

3.3.12.4. Edit contact information

Title	Edit contact information
Description	The system shall allow administrator to edit contact information
Actor	MIS system administrator
Preconditions	User has privilege to edit contact
Post conditions	The contact information has been edited
Triggers	A need to edit contact information
Basic Flow	<ol style="list-style-type: none">1- Display all contacts2- Click edit button for specific contact3- System open contact edit page4- User can edit contact information5- Click Save button

Alternative Flow

Exception flows

3.3.12.5. Delete Contact

Title	Delete Contact
Description	System shall allow user to delete contacts
Actor	MIS System Administrator
Preconditions	User has privilege to delete contacts
Post conditions	Contact has been deleted
Triggers	A need to delete contact
Basic Flow	<ol style="list-style-type: none">1- Display all contacts2- Click delete button for specific contact

-
- 3- Confirm message is shown
 4- Click Ok button
 5- Contact has been deleted
 6- Contact would not delete from training and activities he participated in
 7- Contact would not show in contact list and cannot participate in any new training or activities

Alternative Flow

Exception flows

3.3.13. Edit SMS Settings

Title	Edit SMS settings
Description	The system shall allow administrator to manage SMS settings
Actor	MIS system administrator
Preconditions	User has privilege to edit SMS settings
Post conditions	SMS settings have been edited, Users can send SMS to students
Triggers	A need to manage general settings to send SMS to students
Basic Flow	1. Open SMS settings page 2. Actor can add and edit <ul style="list-style-type: none"> - Username (<i>Required</i>) - Password (<i>Required</i>) - Sender Name (<i>Required</i>) - Username Parameter - Password Parameter - Username Balance Parameter - Password Balance Parameter - Sender Parameter - Message Parameter - Mobile Parameter - Type Parameter

-
- Credit Balance Parameter
 - Credit Balance Value
 - Sending URL (*Required*)
 - Balance Checking URL (*Required*)
3. Click Save button
 4. Users can send SMS to students

Alternative Flow

Exception flows

3.3.14. Manage SMS Templates

3.3.14.1. Add new SMS Template

Title	Add new SMS Template
Description	System shall allow user to add new SMS template
Actor	Scholarship coordinator, life coach, student services coordinator
Preconditions	User has privilege to add new SMS templates
Post conditions	<ul style="list-style-type: none"> - New SMS Template has been added - User can send messages using SMS template
Triggers	A need to add SMS template
Basic Flow	<ol style="list-style-type: none"> 1. Open add SMS template page 2. Enter template title 3. Enter template text 4. Click Add button
Alternative Flow	
Exception flows	

3.3.14.2. Display SMS Templates

Title	Display SMS Templates
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Description	System shall allow user to display SMS Templates
Actor	Scholarship coordinator, life coach, student services coordinator
Preconditions	User has privilege to list SMS Templates
Post conditions	<ul style="list-style-type: none"> - System shall display list of SMS Templates - User can filter SMS Template results - User can order SMS Template results - User can edit SMS Template information
Triggers	A need to add SMS Template information
Basic Flow	<ol style="list-style-type: none"> 1. Open Display SMS Templates page 2. System shall display SMS Template basic information
Alternative Flow	
Exception flows	

3.3.14.3. Edit SMS Template information

Title	Edit SMS Template
Description	The system shall allow user to edit SMS template information
Actor	Scholarship coordinator, life coach, student services coordinator
Preconditions	User has privilege to edit SMS template
Post conditions	The SMS template has been edited
Triggers	A need to edit SMS Template
Basic Flow	<ol style="list-style-type: none"> 3. Display all SMS Templates 4. Click edit button for specific SMS template 5. System open SMS template edit page 6. User can edit SMS template title or text 7. Click Save button
Alternative Flow	

Exception flows

3.3.14.4. Delete SMS Template

Title	Delete SMS template
Description	System shall allow user to delete SMS template
Actor	Scholarship coordinator, life coach, student services coordinator
Preconditions	User has privilege to delete SMS Template
Post conditions	The SMS Template has been deleted
Triggers	A need to delete SMS Template
Basic Flow	<ol style="list-style-type: none">1. Display all SMS Template2. Click delete button for specific SMS Template3. Confirm message is shown4. Click Ok button5. SMS Template has been deleted
Alternative Flow	
Exception flows	

3.3.14.5. Display SMS Logs

Title	Display SMS Logs
Description	System shall allow user to display SMS Logs
Actor	System administrator, Scholarship coordinator, life coach, student services coordinator
Preconditions	User has privilege to list SMS Logs
Post conditions	<ul style="list-style-type: none">- System shall display list of SMS Logs- User can filter SMS Logs results- User can order SMS Logs results
Triggers	A need to manage SMS Logs
Basic Flow	<ol style="list-style-type: none">1. Open Display SMS Logs page

-
2. System shall display SMS Logs
 3. System shall display all SMS log for user admin
 4. System shall display SMS log for component that logged in user belong to

Alternative Flow

Exception flows

3.3.15. Manage Constants

3.3.15.1. Add New Constant

Title	Add new constant
Description	System shall allow user to add new constant
Actor	System administrator
Preconditions	User has privilege to add new constants
Post conditions	- New constant has been added
Triggers	A need to add constant information
Basic Flow	<ol style="list-style-type: none"> 1. Open add constant page 2. Enter Constant Name 3. Enter Constant English Name 4. Enter Constant Type 5. Enter Constant Description 6. Click Add button
Alternative Flow	
Exception flows	
Special requirements and assumptions	<p>Constant Types:</p> <ul style="list-style-type: none"> - Activity Paid By - Activity Student Phase - Activity Type - Addresses - Admission Year

-
- Batch
 - Blood Type
 - Business Sector
 - Business Type
 - Citizenship
 - Contact personnel at hosting university
 - Efficiency of Services
 - Gender
 - General Perception Rate
 - Graduation Groups
 - Institution Type
 - Level
 - License Type
 - Marital Status
 - Phases
 - Rate for Staff Member
 - Relationship
 - Secondary Study Branch
 - Service Provider
 - Services Offers
 - Students Status
 - Study Degree
 - Voucher Status
 - Warning
 - Warning Side
-

3.3.15.2. Display Constants

Title	Display constants
Description	System shall allow user to display constants
Actor	System administrator
Preconditions	User has privilege to display constants
Post conditions	<ul style="list-style-type: none"> - System shall display constants - User can filter constant by type
Triggers	A need to manage constant information

Basic Flow	<ol style="list-style-type: none"> 1. Open display constants page 2. System shall display constant basic information <ul style="list-style-type: none"> - Name - English Name - Description - Type
Alternative Flow	
Exception flows	

3.3.15.3. Edit Constant Information

Title	Edit constant
Description	The system shall allow user to edit constant information
Actor	System administrator
Preconditions	User has privilege to edit constant
Post conditions	The constant information has been edited
Triggers	A need to edit constant
Basic Flow	<ol style="list-style-type: none"> 1. Display all constants 2. Click edit button for specific constant 3. System open constant edit page 4. User can edit constant information 5. Click Save button
Alternative Flow	
Exception flows	

3.3.15.4. Delete Constant

Title	Delete constant
Description	System shall allow user to delete constant
Actor	Economic Empowerment project Coordinator
Preconditions	User has privilege to delete constant

Post conditions	The constant has been deleted
Triggers	A need to delete constant
Basic Flow	<ol style="list-style-type: none"> 1. Display all constants 2. Click delete button for specific constant 3. Confirm message is shown 4. Click Ok button 5. Constant has been deleted
Alternative Flow	
Exception flows	

3.3.16. Manage Addresses

3.3.16.1. Add new address

Title	Add new address
Description	System shall allow user to add new address
Actor	System administrator
Preconditions	User has privilege to add new addresses
Post conditions	- New address has been added
Triggers	A need to add address information
Basic Flow	<ol style="list-style-type: none"> 1. Open add address page 2. Enter address Name 3. Enter address English Name 4. Select address type 5. Click Add button
Alternative Flow	<p>Alternate to step 5 If address type is city</p> <ol style="list-style-type: none"> 6. Select Governorate 7. Click Add button
	<p>Alternate to step 5 If address type is Regions</p>

-
6. Select city
 7. Click Add button

Exception flows

Special requirements and assumptions	Address types: <ul style="list-style-type: none">- Cities- Governorates- Countries- Regions
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3.3.16.2. Display addresses

Title	Display addresses
Description	System shall allow user to display addresses
Actor	System administrator
Preconditions	User has privilege to list addresses
Post conditions	<ul style="list-style-type: none">- System shall display list of addresses- User can filter address results by Address Name, Address English Name, Address Type and Governorate
Triggers	A need to add address information
Basic Flow	<ol style="list-style-type: none">1. Open Display addresses page2. System shall display address basic information<ul style="list-style-type: none">- Name- English Name- Type- Governorate
Alternative Flow	
Exception flows	

3.3.16.3. Edit address information

Title	Edit address
Description	The system shall allow user to edit address information
Actor	System administrator
Preconditions	User has privilege to edit address
Post conditions	The address information has been edited
Triggers	A need to edit address
Basic Flow	<ol style="list-style-type: none">1. Display all addresses2. Click edit button for specific address3. System open address edit page4. User can edit address information5. Click Save button
Alternative Flow	
Exception flows	

3.3.16.4. Delete Address

Title	Delete address
Description	System shall allow user to delete address
Actor	System administrator
Preconditions	User has privilege to delete address
Post conditions	The address has been deleted
Triggers	A need to delete address
Basic Flow	<ol style="list-style-type: none">1. Display all Address2. Click delete button for specific address3. Confirm message is shown4. Click Ok button5. Address has been deleted
Alternative Flow	
Exception flows	

3.3.17. Manage Academic Years

3.3.17.1. Add New Academic Year

Title	Add new academic year
Description	System shall allow user to add new academic year
Actor	System administrator
Preconditions	User has privilege to add new academic years
Post conditions	- New academic year has been added
Triggers	A need to add new academic year
Basic Flow	<ol style="list-style-type: none">1. Open add academic year page2. Enter academic year information<ul style="list-style-type: none">- Academic year- Notes- Is Current year3. Click Add button
Alternative Flow	
Exception flows	

3.3.17.2. Display academic years

Title	Display academic years
Description	System shall allow user to display academic years
Actor	System administrator
Preconditions	User has privilege to list academic years
Post conditions	- System shall display list of academic years - User can order academic year results
Triggers	A need to add academic year information

Basic Flow	<ol style="list-style-type: none"> 1. Open Display academic years page 2. System shall display academic year full information
Alternative Flow	
Exception flows	

3.3.17.3. Edit academic year information

Title	Edit academic year
Description	The system shall allow user to edit academic year
Actor	System administrator
Preconditions	User has privilege to edit academic year
Post conditions	The academic year information has been edited
Triggers	A need to edit academic year
Basic Flow	<ol style="list-style-type: none"> 1. Display all academic years 2. Click edit button for specific academic year 3. System open academic year edit page 4. User can edit academic year 5. Click Save button
Alternative Flow	
Exception flows	
Business rules	
Special requirements and assumptions	

3.3.17.4. Delete Academic year

Title	Delete academic year
Description	System shall allow user to delete academic year
Actor	System administrator

Preconditions	User has privilege to delete academic year
Post conditions	The academic year has been deleted
Triggers	A need to delete academic year
Basic Flow	<ol style="list-style-type: none"> 1. Display all Academic year 2. Click delete button for specific academic year 3. Confirm message is shown 4. Click Ok button 5. Academic year has been deleted
Alternative Flow	
Exception flows	<p>Alternate to step 5</p> <p>5. error message shown Academic year cannot be deleted, because there is data related to it</p>

3.3.18. Manage Universities and Branches

3.3.18.1. Add new university

Title	Add new university
Description	System shall allow user to add new university
Actor	System administrator
Preconditions	User has privilege to manage universities and branches
Post conditions	<ul style="list-style-type: none"> - New university has been added - User can edit or delete university - User can add branches to university - User can add colleges to university
Triggers	A need to add new university
Basic Flow	<ol style="list-style-type: none"> 1. Open add universities and branches page 2. Enter university information <ul style="list-style-type: none"> - University Name - University English Name

Alternative Flow Exception flows	<ul style="list-style-type: none"> - Region <ol style="list-style-type: none"> 3. Click Add button 4. University has been added
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3.3.18.2. Display universities and branches

Title	Display universities and branches
Description	System shall allow user to display universities and branches
Actor	System administrator
Preconditions	User has privilege to list universities and branches
Post conditions	<ul style="list-style-type: none"> - System shall display list of universities and branches - User can search universities and branches results - User can order universities and branches results - User can add new branch to a university - User can add new college to a university - User can edit universities and branches information
Triggers	A need to manage universities and branches
Basic Flow	<ol style="list-style-type: none"> 1. Open display universities and branches page 2. System shall display universities and branches basic information 3. User click on university name 4. System shall display list of university branches 5. System shall display list of university colleges 6. User click on college name

-
7. System shall display list of college Specializations

Alternative Flow

Exception flows

3.3.18.3. Add new university branch

Title	Add new university branch
Description	System shall allow user to add new university branch
Actor	System administrator
Preconditions	User has privilege to manage universities and branches
Post conditions	University branch has been added
Triggers	A need to add new university branch
Basic Flow	<ol style="list-style-type: none">1. Open display universities and branches page2. Click on add branch button for specific university5. Enter branch data<ul style="list-style-type: none">- branch Name- branch English Name- Region3. Click add button4. New branch has been added to university

Alternative Flow

Exception flows

3.3.18.4. Add new university college

Title	Add new university college
Description	System shall allow user to add new university college

Actor	System administrator
Preconditions	User has privilege to manage universities and branches
Post conditions	University college has been added User can add college
Triggers	A need to add new university college
Basic Flow	<ol style="list-style-type: none"> 1. Open display universities and branches page 2. Click on add college button for specific university 3. Enter college data <ul style="list-style-type: none"> - College Name - College English Name - Category - Extra Fees 4. Click add button 5. New college has been added to university
Alternative Flow	
Exception Flows	

3.3.18.5. Add New College Specializations

Title	Add new college specializations
Description	System shall allow user to add new college specializations
Actor	System administrator
Preconditions	User has privilege to manage universities and branches
Post conditions	New college specializations has been added
Triggers	A need to add new college specializations
Basic Flow	<ol style="list-style-type: none"> 1. Open display universities and branches page 2. User click on university name

-
3. System shall display list of university colleges
 4. Click on add specializations button for specific college
 5. Enter specializations data
 - Name
 - English Name
 6. Click add button
 7. New specialization has been added to college

Alternative Flow

Exception Flows

3.3.18.6. Edit University Information

Title	Edit university information
Description	The system shall allow user to edit university information
Actor	System administrator
Preconditions	User has privilege to edit universities and branches
Post conditions	The university information has been edited
Triggers	A need to edit universities and branches
Basic Flow	<ol style="list-style-type: none">1. Display all universities and branches2. Click edit button for specific university3. System open universities and branches edit page4. User can edit university name and region5. Click Save button

Alternative Flow

Exception flows

3.3.18.7. Edit Branch Information

Title	Edit university information
Description	The system shall allow user to edit university information
Actor	System administrator
Preconditions	User has privilege to edit universities and branches
Post conditions	The university information has been edited
Triggers	A need to edit universities and branches
Basic Flow	<ol style="list-style-type: none">1. Display all universities and branches2. User click on university name3. System shall display list of university branches4. Click edit button for specific branch5. System open branch edit page6. User can edit branch name and region7. Click Save button
Alternative Flow	
Exception flows	

3.3.18.8. Edit College Information

Title	Edit college information
Description	The system shall allow user to edit college information
Actor	System administrator
Preconditions	User has privilege to edit universities and branches
Post conditions	The college information has been edited
Triggers	A need to edit college information
Basic Flow	<ol style="list-style-type: none">1. Display all universities and branches2. User click on university name

-
3. System shall display list of university colleges
 4. Click edit button for specific college
 5. System open college edit page
 6. User can edit college name, category and extra fees
 7. Click Save button

Alternative Flow

Exception flows

3.3.18.9. Edit Specialization Information

Title	Edit specialization information
Description	The system shall allow user to edit specialization information
Actor	System administrator
Preconditions	User has privilege to edit universities and branches
Post conditions	The college information has been edited
Triggers	A need to edit college information
Basic Flow	<ol style="list-style-type: none"> 1. Display all universities and branches 2. User click on university name 3. System shall display list of university colleges 4. User click on college name 5. System shall display list of college specializations 6. Click edit button for specific specialization 7. System open specialization edit page 8. User can edit specialization name 9. Click Save button

Alternative Flow

Exception flows

3.3.18.10. Delete University

Title	Delete university
Description	System shall allow user to delete university
Actor	System administrator
Preconditions	User has privilege to delete universities and branches
Post conditions	The university has been deleted
Triggers	A need to delete university
Basic Flow	<ol style="list-style-type: none">1. Display all Universities and branches2. Click delete button for specific university3. Confirm message is shown4. Click Ok button5. University has been deleted
Alternative Flow	Alternate to step 5 5. error message shown university cannot be deleted, because there is data related to it
Exception flows	

3.3.18.11. Delete Branch

Title	Delete branch
Description	System shall allow user to delete branch
Actor	System administrator
Preconditions	User has privilege to delete universities and branches
Post conditions	The branch has been deleted
Triggers	A need to delete branch
Basic Flow	<ol style="list-style-type: none">1. Display all universities and branches2. User click on university name3. System shall display list of university branches4. Click delete button for specific branch

	5. Confirm message is shown 6. Click Ok button 7. Branch has been deleted
Alternative Flow	Alternate to step 5 5. error message shown branch cannot be deleted, because there is data related to it
Exception flows	

3.3.18.12. Delete College

Title	Delete college
Description	System shall allow user to delete college
Actor	System administrator
Preconditions	User has privilege to delete universities and branches
Post conditions	The college has been deleted
Triggers	A need to delete college
Basic Flow	1. Display all universities and branches 2. User click on university name 3. System shall display list of university colleges 4. Click delete button for specific college 5. Confirm message is shown 6. Click Ok button 7. College has been deleted
Alternative Flow	Alternate to step 5 5. error message shown college cannot be deleted, because there is data related to it
Exception flows	

3.3.18.13. Delete Specialization

Title	Delete specialization
Description	System shall allow user to delete specialization
Actor	System administrator
Preconditions	User has privilege to delete universities and branches
Post conditions	The specialization has been deleted
Triggers	A need to delete university
Basic Flow	<ol style="list-style-type: none">1. Display all universities and branches2. User click on university name3. System shall display list of university colleges4. User click on college name5. System shall display list of college specializations6. Click delete button for specific specialization7. Confirm message is shown8. Click Ok button9. Specialization has been deleted
Alternative Flow	Alternate to step 5 5. error message shown specialization cannot be deleted, because there is data related to it
Exception flows	

3.3.19. Manage Transportation Matrix

3.3.19.1. Display transportation matrix

Title	Display transportation matrix
Description	System shall allow user to display transportation matrix
Actor	System administrator

Preconditions	User has privilege to list transportation matrix
Post conditions	<ul style="list-style-type: none"> - System shall display list of transportation matrix - User can filter transportation matrix results by Year, Semester, Branch Region and Student Region
Triggers	A need to manage transportation matrix
Basic Flow	<ol style="list-style-type: none"> 1. Open Display transportation matrix page 2. System shall display transportation matrix 3. System shall display transportation cost from Student Region and Branch Region
Alternative Flow	
Exception flows	

3.3.19.2. Add or Edit transportation cost

Title	Edit transportation matrix
Description	The system shall allow user to edit transportation matrix
Actor	System administrator
Preconditions	User has privilege to edit transportation matrix
Post conditions	The transportation matrix information has been edited
Triggers	A need to edit transportation matrix
Basic Flow	<ol style="list-style-type: none"> 1. Open display transportation matrix page 2. Click edit button for specific transportation cost 3. System open transportation edit page 4. User can edit transportation matrix cost 5. Click Save button
Alternative Flow	
Exception flows	

3.3.19.3. Copy transportation matrix

Title	Copy transportation matrix
Description	The system shall allow user to copy transportation matrix, all transportation cost copied from one semester to another
Actor	System administrator
Preconditions	User has privilege to copy transportation matrix
Post conditions	The transportation matrix has been copied
Triggers	A need to add transportation matrix for new semester
Basic Flow	<ol style="list-style-type: none">1. Open display transportation matrix page2. Click copy transportation matrix button3. System open copy transportation matrix page4. User select source year and semester5. User select destination year and semester6. Click Save button4. all transportation cost copied from source semester to destination one
Alternative Flow	
Exception flows	

3.3.20. Manage Stationary Cost

3.3.20.1. Add New Stationary Cost

Title	Add new stationary cost
Description	System shall allow administrator to add new stationary cost
Actor	MIS system administrator
Preconditions	User has privilege to add new stationary cost
Post conditions	New stationary cost has been added

Triggers	A need to add new stationary cost
Basic Flow	<ol style="list-style-type: none"> 1. Open add stationary cost page 2. Enter stationary cost information <ul style="list-style-type: none"> - Academic Year - Semester - University - College - Amount - Ex-Rate to USD 3. Click Add button
Alternative Flow	
Exception flows	

3.3.20.2. Display all Stationary Cost

Title	Display all stationary cost
Description	System shall allow administrator to display all stationary cost
Actor	MIS system administrator
Preconditions	User has privilege to display colleges categories
Post conditions	<ul style="list-style-type: none"> - System shall display stationary cost list - User can sort stationary cost - User can filter stationary cost by academic year, semester, university, college
Triggers	A need to display stationary cost
Basic Flow	<ol style="list-style-type: none"> 1. Open display stationary cost page 2. System shall display stationary cost basic information <ul style="list-style-type: none"> - Academic Year - Semester - University - College (Arabic) - College (English)

	<ul style="list-style-type: none"> - Amount (NIS) - Rate to USD - Amount (USD)
Alternative Flow	
Exception flows	

3.3.20.3. Edit Stationary Cost

Title	Edit stationary cost information
Description	The system shall allow administrator to edit stationary cost information
Actor	MIS system administrator
Preconditions	User has privilege to edit stationary cost
Post conditions	The stationary cost has been edited
Triggers	A need to edit stationary cost information
Basic Flow	<ol style="list-style-type: none"> 1. Display all stationary cost 2. Click edit button for specific stationary 3. System open stationary cost edit page 4. User can edit stationary information 5. Click Save button
Alternative Flow	
Exception flows	

3.3.20.4. Delete Stationary Cost

Title	Delete stationary cost
Description	System shall allow user to delete stationary cost
Actor	MIS System Administrator
Preconditions	User has privilege to delete stationary cost
Post conditions	Stationary cost has been deleted
Triggers	A need to delete stationary cost

Basic Flow	<ol style="list-style-type: none"> 1. Display all stationary costs 2. Click delete button for specific stationary cost 3. Confirm message is shown 4. Click Ok button 5. Stationary cost has been deleted
Alternative Flow	
Exception flows	<p>Alternate to step 5</p> <p>5. Error message shown stationary cost cannot be deleted, because there is data related to it</p>

3.3.21. Manage Colleges Categories

3.3.21.1. Add New Colleges Categories

Title	Add new colleges category
Description	System shall allow administrator to add new colleges category
Actor	MIS system administrator
Preconditions	User has privilege to add new colleges categories
Post conditions	New college category has been added
Triggers	A need to add new colleges category
Basic Flow	<ol style="list-style-type: none"> 1. Open add college category page 2. Enter college information <ul style="list-style-type: none"> - Name - English Name - Study Years 3. Click Add button
Alternative Flow	
Exception flows	

3.3.21.1.1. Display all Colleges Categories

Title	Display all colleges categories
Description	System shall allow administrator to display colleges categories
Actor	MIS system administrator
Preconditions	User has privilege to display colleges categories
Post conditions	System shall display colleges categories list
Triggers	A need to display colleges categories
Basic Flow	<ol style="list-style-type: none">1. Open display colleges categories page2. System shall display colleges categories basic information<ul style="list-style-type: none">- Arabic Name- English Name- Type- Study Years
Alternative Flow	
Exception flows	

3.3.21.2. Edit Colleges Categories Information

Title	Edit colleges categories information
Description	The system shall allow administrator to edit college category information
Actor	MIS system administrator
Preconditions	User has privilege to edit colleges categories
Post conditions	The college category has been edited
Triggers	A need to edit college category information
Basic Flow	<ol style="list-style-type: none">1. Display all colleges categories2. Click edit button for specific college3. System open college category edit page4. User can edit college category information

5. Click Save button

Alternative Flow

Exception flows

3.3.21.3. Delete College Category

Title	Delete college category
Description	System shall allow user to delete college
Actor	MIS System Administrator
Preconditions	User has privilege to delete college
Post conditions	College has been deleted
Triggers	A need to delete college
Basic Flow	<ol style="list-style-type: none">1. Display all colleges categories2. Click delete button for specific college category3. Confirm message is shown4. Click Ok button5. Contact has been deleted
Alternative Flow	
Exception flows	Alternate to step 5 5. Error message shown college category cannot be deleted, because there is data related to it

Quality Education Functional Requirements

3.3.22. Add New Students

3.3.22.1. Add new student information

Title	Add new student
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Description	Add new student information: personal, family, academic and other information.
Actor	MIS system administrator
Preconditions	User has privilege to add new student
Post conditions	New student information saved Student need monitoring and evaluation coordinator approval System notify monitoring and evaluation coordinator
Triggers	New student has enrolled to Al-Fakhoora Programme
Basic Flow	<ol style="list-style-type: none"> 1. Open add student page 2. Enter personal information <i>Explained in Table 5: Student Personal Information</i> 3. Enter family information <i>Explained in Table 6: Student Family Information</i> 4. Enter academic information <i>Explained in Table 7: Student Academic Information</i> 5. Attach required files 6. Click save button
Alternative Flow	
Exception flows	
Special requirements and assumptions	User ID and user full name cannot be edited

3.3.22.2. Import new students from excel sheet

Title	Import new students
Description	System shall import new students' information from excel sheet: personal, family, academic and other information.

Actor	MIS system administrator
Preconditions	User has privilege to import new student
Post conditions	New students have been added
Triggers	New students have been enrolled to Al-Fakhoora Programme
Basic Flow	<ol style="list-style-type: none"> 1. Open import students page 2. Attach students excel sheet files 3. Click add button 4. System display added students, the number of added students and total number of students
Alternative Flow	
Exception flows	

3.3.22.3. Import new students from online selection website

Title	Import new students from online selection website
Description	System shall import new students' information from online selection website: personal, family, academic and other information.
Actor	MIS system administrator
Preconditions	User has privilege to import new student
Post conditions	New students have been added
Triggers	New students have been enrolled to Al-Fakhoora Programme
Basic Flow	<ol style="list-style-type: none"> 1. Open import students page 2. Click import from selection website button 3. System display added students, the number of added students and total number of students
Alternative Flow	
Exception flows	

3.3.23. Edit student's information

Title	Edit student's information
Description	Edit student's information: personal, family, academic or other information.
Actor	MIS system administrator, Scholarship Coordinator, Academic Assistant.
Preconditions	User has privilege to add new student
Post conditions	User information has been changed
Triggers	A need to edit student information
Basic Flow	<ol style="list-style-type: none">1. Open display students page2. Click edit button for specific student3. MIS system display student information4. Actor edit the information5. Click save button
Alternative Flow	
Exception flows	

3.3.24. Display student information

Title	Display student's information
Description	Display all the following for the student information: <ul style="list-style-type: none">- Personal, family, academic and other information.- Academic data for student.- Training Course- Success stories- Psychosocial profile
Actor	MIS system administrator, Scholarship Coordinator, Academic Assistant.
Preconditions	User has privilege to display student information
Post conditions	System display student information

Triggers	A need to display student information
Basic Flow	<ol style="list-style-type: none"> 1. Open display students page 2. Click display button for specific student 3. MIS system display student information
Alternative Flow	
Exception Flows	
Special requirements and assumptions	Student information displayed based on user privileges on it.

3.3.25. Display all students

Title	Display all students
Description	Display basic students' information
Actor	MIS User
Preconditions	User has privilege to display student information
Post conditions	<ol style="list-style-type: none"> 1. System display list of student information 2. User can display, edit, add semester, send SMS, transfer to psychosocial support or share specific student 3. User can select specific student or multiple students 4. User can send SMS to selected students 5. User can filter result by <ul style="list-style-type: none"> - Academic ID - ID Number - First Name, Second Name, Third Name, Family - Academic Year - Semester - Current Level - Study Degree - Batch, Phase - University - Branch

	<ul style="list-style-type: none"> - College - Specialty - Governorate - Region - Status - Gender - Admission Year - CGPA (From-To) - GPA(From-To) - Category - Citizen / Refugee - Do you have a disability? - Parent Deceased - Secondary study branch
Triggers	A need to manage student
Basic Flow	<ol style="list-style-type: none"> 1. Open display students page 2. System shall display student basic information <p><i>Explained in Table 8: Display students</i></p> <ul style="list-style-type: none"> - Academic ID - Name - University - Mobile - GPA - Status - Notes
Alternative Flow	
Exception flows	
Special requirements and assumptions	<ul style="list-style-type: none"> - Student information displayed based on user privileges on it. - All select Filters should accept more than one value (<i>use multiselect</i>)

3.3.26. Search student

Title	Search student
Description	Search student by keyword
Actor	MIS system user
Preconditions	User has privilege to search student
Post conditions	System display list of students that contain the keyword in Name or ID number or Mobile or Email
Triggers	A need to search for specific student information
Basic Flow	<ol style="list-style-type: none">1. Enter keyword in search input2. Click search button
Alternative Flow	
Exception flows	
Special requirements and assumptions	Search user should be placed in master page so it appears in every page

3.3.27. Send SMS to students or their parents

Title	Send SMS
Description	Send SMS to students
Actor	MIS system user
Preconditions	User has privilege to send SMS
Post conditions	System send SMS to students
Triggers	A need to send SMS to students
Basic Flow	<ol style="list-style-type: none">1. Display all students2. Select students3. Click send SMS button4. Enter SMS text or Choose SMS template5. Click send button
Alternative Flow	<p>Alternate to step 2 and 3.</p> <ol style="list-style-type: none">2. Display specific student information

-
3. Click send SMS button beside mobile or mobile2 or parent mobile

Exception flows

3.3.28. Manage Tuition Fees

3.3.28.1. Add Universities Financial Statements

Title	Add Universities financial statements
Description	System shall allow users to add universities financial statements, it added separately for each university at the end of each semester
Actor	Scholarship Coordinator, Academic Assistant
Preconditions	User has privilege to add new universities financial statements
Post conditions	New University financial statement has been added
Triggers	A need to add new university financial statement
Basic Flow	<ol style="list-style-type: none">1. Open add new financial statement2. User enter required data <i>Explained in Table 21: financial university statement</i>3. User select university4. User select academic year5. User select semester6. System add note currency is JOD7. System display USD Ex-Rate based on global API8. User can change USD Ex-Rate9. User click show students button10. System shall view all students in the selected university and registered in selected semester

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11. For each student, system shall display Academic ID, Student Name, Hour cost, Hours count, Study Fees, Constant Fees, Service Fees, Previous credit, Student Payments, Student Credit, Total, Edited Total, Total (\$)
 12. User add required data
 13. User can save financial statement and continue editing it
 14. User can save each student record while entering data, so more than one user can work on the same financial statement
 15. User can import excel file for the statement System should compare data from the excel sheet with data saved in system and mark conflicts student row with red color
 16. User click save button after any add or edit
 17. User click finish button at the end of adding process so administrator can approve it
 18. System notify administrator to approve financial statements

Alternative Flow

Exception flows

3.3.28.2. Display Universities Financial Statements

Title	Display Universities Financial Statements
Description	System shall allow user to display Universities Financial Statements
Actor	System Administrator, Scholarship Coordinator, Academic Assistant
Preconditions	User has privilege to display universities financial Statements

Post conditions	System display universities financial statements grouped by year and semester and ordered by student count in university descending
Triggers	A need to manage universities financial statements
Basic Flow	<ol style="list-style-type: none"> 1. Open universities financial statements page 2. System shall view all universities financial statements 3. User can filter result list based on data viewed (filters)
Alternative Flow	
Exception flows	

3.3.28.1. Display University Financial Statement Details

Title	Display university financial statement details
Description	System shall allow users to display university financial statement details
Actor	System administrator, Scholarship Coordinator, Academic Assistant
Preconditions	User has privilege to display university financial statement details
Post conditions	System display university financial statement details
Triggers	A need to review university financial statement
Basic Flow	<ol style="list-style-type: none"> 1. Open universities financial statements page 2. Click details button for specific financial statement 3. System shall Open financial statement details page 4. System shall view students in the university financial statements

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5. For each student, system shall display Academic ID, Student Name, Hour cost, Hours count, Study Fees, Constant Fees, Service Fees, Previous credit, Student Payments, Student Credit, Total, Edited Total, Total (\$)

Alternative Flow

Exception flows

3.3.28.2. Approve Universities Financial Statements

Title	Approve university financial statement
Description	System shall allow administrator to approve university financial statement
Actor	System administrator
Preconditions	User has privilege to display university financial statement details
Post conditions	University financial statement has been approved
Triggers	A need to approve university financial statement
Basic Flow	<ol style="list-style-type: none"> 1. Open university financial statement details page 2. Click Approve button 3. Financial statement has been approved and cannot be deleted
Alternative Flow	
Exception flows	
Business rules	
Special requirements and assumptions	System administrator, Scholarship Coordinator, Academic Assistant

3.3.28.3. Edit Universities Financial Statements

Title	Edit Universities financial statements
Description	System shall allow users to edit universities financial statements
Actor	Scholarship Coordinator, Academic Assistant
Preconditions	User has privilege to add edit universities financial statements
Post conditions	University financial statement has been edited
Triggers	A need to edit new university financial statement
Basic Flow	<ol style="list-style-type: none">1. Display all universities financial statements2. Click edit button for specific financial statement3. System shall Open financial statement edit page4. System shall view all students in the financial statement university5. For each student, system shall display Academic ID, Student Name, Hour cost, Hours count, Study Fees, Constant Fees, Service Fees, Previous credit, Student Payments, Student Credit, Total, Edited Total, Total (\$)6. User can edit financial statement university records7. User can save financial statement and continue editing it8. User can save each student record while entering data, so more than one user can work on the same financial statement9. User can import excel file for the statement System should compare data from the excel sheet with data saved in system and mark conflicts student row with red color10. User click save button after any add or edit

	11. User click finish button at the end of adding process so administrator can approve it 12. System notify administrator to approve financial statements
Alternative Flow	
Exception flows	

3.3.28.4. Delete Universities Financial Statements

Title	Delete universities financial statements
Description	System shall allow administrator to delete university financial statements
Actor	System Administrator
Preconditions	User has privilege to delete university financial statements
Post conditions	The university financial statement has been deleted
Triggers	A need to delete financial statements
Basic Flow	10. Display all universities financial statements 11. Click delete button for specific financial statement 12. Confirm message is shown 13. Click Ok button 14. Financial statement has been deleted
Alternative Flow	
Exception flows	If financial statement has been approved, System show message that financial statement cannot be deleted

3.3.29. Manage Transportation

3.3.29.1. Display Transportation for students

Title	Manage Transportation
Description	System shall display all transportation amounts for students, system calculate transportation based on transportation matrix and semester days count
Actor	System administrator, Scholarship Coordinator, Academic Assistant
Preconditions	User has privilege to display students' transportation
Post conditions	<ul style="list-style-type: none">- System display students' transportation- User can add transportation to student
Triggers	A need to manage and review students' transportation
Basic Flow	<ol style="list-style-type: none">1. Open students' transportation page2. System shall display students registered current semester, their region, university region, transportation amount, paid status and attachments3. System shall display students count and total transportation amount for the semester4. User can select semester5. System shall display student transportation for selected semester
Alternative Flow	
Exception flows	

3.3.29.2. Add Transportation for students

Title	Add transportation for students
Description	System shall allow user to add and edit transportation amounts for students
Actor	System administrator, Scholarship Coordinator, Academic Assistant
Preconditions	User has privilege to manage students' transportation
Post conditions	Transportation amount added to student
Triggers	A need to add students' transportation
Basic Flow	<ol style="list-style-type: none">1. Open students' transportation page2. Click add button for specific student3. System shall open add transportation page4. System shall display transportation amount for student based on transportation matrix5. System shall display notes if student have any debit in his account6. User can edit transportation amount7. User add payment method8. User attach files9. User can add notes10. Click save button
Alternative Flow	
Exception flows	

3.3.30. Manage Books and Stationery for Students

3.3.30.1. Display Books and Stationery for Students

Title	Manage stationary for students
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Description	System shall display all stationary amounts for students, system calculate stationary based on stationary cost in system settings
Actor	System administrator, Scholarship Coordinator, Academic Assistant
Preconditions	User has privilege to display students' stationary cost
Post conditions	System display students' stationary cost
Triggers	A need to manage and review students' stationary cost
Basic Flow	<ol style="list-style-type: none"> 1. Open students' stationary cost page 2. System shall display students registered current semester, specialty, college and stationary amount 3. System shall display students count and total stationary cost for current semester 4. User can select different semester 5. System shall display student stationary for selected semester
Alternative Flow	
Exception flows	

3.3.30.1. Add Books and Stationery for Students

Title	Add books and stationery for students
Description	System shall allow user to add and edit books and stationery cost for students
Actor	System administrator, Scholarship Coordinator, Academic Assistant
Preconditions	User has privilege to manage students' books and stationery
Post conditions	Books and stationery cost amount added to student
Triggers	A need to add students' books and stationery

Basic Flow	<ol style="list-style-type: none"> 1. Open students' books and stationery page 2. Click add button for specific student 3. System shall open add books and stationery page 4. System shall display books and stationery amount for student based on stationery cost from settings 5. System shall display notes if student have any debit in his account 6. User can edit books and stationery amount 7. User add payment method 8. User attach files 9. User can add notes 10. Click save button
Alternative Flow	
Exception flows	

3.3.31. Manage Other Study Requirement for Students

3.3.31.1. Add New Students Study Requirement Cost

Title	Add other study requirement cost for student
Description	System shall allow user to add new other study requirement cost for student
Actor	System administrator, Scholarship Coordinator, Academic Assistant
Preconditions	User has privilege to add new other study requirement cost for student
Post conditions	<ul style="list-style-type: none"> - New other study requirement cost has been added - These costs also saved as debit amount for student
Triggers	A need to add extra costs for students

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- | | |
|------------|--|
| Basic Flow | <ol style="list-style-type: none"> 1. Open add new other study requirement page 2. Enter required information 3. User add attachments 4. User can add notes 5. Click Add button |
|------------|--|

Alternative Flow

Exception flows

3.3.31.2. Display Students Study Costs

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- | | |
|-----------------|--|
| Title | Display students study costs |
| Description | System shall allow user to display student costs |
| Actor | System administrator, Scholarship Coordinator, Academic Assistant |
| Preconditions | User has privilege to display student costs |
| Post conditions | - System shall display students and total cost for semester |
| Triggers | A need to add employer information |
| Basic Flow | <ol style="list-style-type: none"> 1. Open Display student cost page 2. System shall display students count and total costs for current semester 3. System shall display students' basic information and total cost for each student for the current semester 4. User can select different semester 5. System shall display information for the selected semester |

Alternative Flow

Exception flows

3.3.31.3. Edit Student Cost

Title	Edit student cost
Description	The system shall allow user to edit student cost
Actor	System administrator, Scholarship Coordinator, Academic Assistant
Preconditions	User has privilege to edit student cost
Post conditions	The student cost has been edited
Triggers	A need to edit student cost
Basic Flow	<ol style="list-style-type: none">1. Open display student costs page2. Click edit button for specific student3. System open student cost edit page4. User can edit student cost information5. Click Save button
Alternative Flow	
Exception flows	

3.3.31.4. Delete Student Cost

Title	Delete student cost
Description	System shall allow user to delete employer
Actor	System administrator
Preconditions	User has privilege to delete student cost
Post conditions	Student cost has been deleted
Triggers	A need to delete student cost
Basic Flow	<ol style="list-style-type: none">1. Open display student costs page2. Click details button for specific student3. System open student cost details page4. Click delete button for specific cost5. Confirm message is shown6. Click Ok button7. Cost has been deleted

Alternative Flow

Exception flows

3.3.32. Manage Graduation Project Allowance for Students

3.3.32.1. Add New Graduation Request

Title	Add new graduation request
Description	The System shall allow user to add new graduation request
Actor	System administrator, Scholarship Coordinator, Academic Assistant
Preconditions	User has privilege to add new graduation request
Post conditions	New graduation request has been added
Triggers	A need to add new graduation request
Basic Flow	<ol style="list-style-type: none">1. Open add graduation request page2. Enter required data <i>Explained in Table 22: graduation project financial request</i>3. Click add button4. System save information

Alternative Flow

Exception flows

3.3.32.2. Display Graduation Request

Title	Display all graduation request
Description	Display list of all graduation request
Actor	System administrator, Scholarship Coordinator, Academic Assistant

Preconditions	User has privilege to display graduation request
Post conditions	<ul style="list-style-type: none"> - System display list of graduation request information - User can display full information, edit, delete graduation request based on user privileges
Triggers	A need to display or manage graduation request
Basic Flow	<ol style="list-style-type: none"> 1. Open display graduation request page 2. System shall display all graduation request
Alternative Flow	
Exception flows	

3.3.32.3. Approve Graduation Request

Title	Approve graduation request
Description	System shall allow user to approve graduation request
Actor	System administrator
Preconditions	User has privilege to approve graduation request
Post conditions	<ul style="list-style-type: none"> - Graduation request has been approved - Student status become graduated - Graduation request also saved as debit amount for student
Triggers	A need to approve graduation request
Basic Flow	<ol style="list-style-type: none"> 1. Open display graduation request page 2. Enter required data <i>Explained in Table 18: Add new alumni request</i> 3. Attach required files 4. Click on approve button
Alternative Flow	

Exception flows

3.3.32.4. Delete Graduation Request

Title	Delete graduation request
Description	System shall allow user to delete graduation request
Actor	System administrator
Preconditions	User has privilege to delete graduation request
Post conditions	The graduation request has been deleted
Triggers	A need to delete graduation request
Basic Flow	<ol style="list-style-type: none">1- Open all graduation request page2- Click delete button for specific student3- Confirm message is shown4- Click Ok button5- Graduation request has been deleted
Alternative Flow	
Exception flows	
Business rules	
Special requirements and assumptions	Graduation request cannot be deleted after approve it

3.3.33. Manage Committee Meeting

3.3.33.1. Add New Committee Meeting

Title	Add new committee meeting
Description	The System shall allow user to add new committee meeting, System shall prepare all students names needed in meeting
Actor	System administrator, Scholarship Coordinator, Academic Assistant

Preconditions	User has privilege to add new committee meeting
Post conditions	New committee meeting has been added
Triggers	A need to add new committee meeting
Basic Flow	<ol style="list-style-type: none"> 1. Open add committee meeting page 2. Enter required data <i>explained in</i> committee meeting 3. Click add button 4. System shall add students request to meeting <i>(required GPA specified in system settings)</i> <ul style="list-style-type: none"> - Alert Request: Student have CGPA less than required GPA and have no alert before - Warning Request: Students have CGPA less than required GPA and have alert before - Freeze Request: Students have CGPA less than required GPA and have warning before - Cancel Freeze Request: students have a freeze last semester and have GPA more than 70% - Dismiss Request: students have CGPA less than required GPA and have a freeze last semester 5. System save information and redirect to meeting edit page
Alternative Flow	
Exception flows	

3.3.33.2. Display Committee Meetings

Title	Display all committee meeting
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Description	Display list of all committee meeting
Actor	System administrator, Scholarship Coordinator, Academic Assistant
Preconditions	User has privilege to display committee meeting
Post conditions	<ul style="list-style-type: none"> - System display list of committees meeting basic information - User can display full information, edit or delete committee meeting based on user privileges
Triggers	A need to display or manage committee meetings
Basic Flow	<ol style="list-style-type: none"> 1. Open display committee meeting page 2. System shall display list of committees meeting basic information 3. System shall display count of alert, warning, freeze, cancel freeze and dismiss requests
Alternative Flow	
Exception flows	

3.3.33.3. Display Committee Meeting Details

Title	Display committee meeting details
Description	System shall allow user to display committee meeting details
Actor	System administrator, Scholarship Coordinator, Academic Assistant
Preconditions	User has privilege to display committee meeting details
Post Conditions	System display committee meeting details and result
Triggers	A need to display committee meeting details
Basic Flow	<ol style="list-style-type: none"> 1. Open display committee meetings page 2. Click on details button

-
3. System open committee meeting details page
 4. System shall display
 - Meeting details
 - Meeting Audience
 - Meeting Decisions
 - Count of alert, warning, freeze, cancel freeze and dismiss requests
 - Meeting Attachments

Alternative Flow

Exception Flows

3.3.33.4. Edit Committee Meeting

Title	Edit committee meeting
Description	The system shall allow user to edit committee meeting information and add meeting result and decisions to it.
Actor	System administrator, Scholarship Coordinator, Academic Assistant
Preconditions	User has privilege to edit committee meeting
Post conditions	The committee meeting information has been edited
Triggers	A need to edit or add results to committee meeting
Basic Flow	<ol style="list-style-type: none"> 1. Open display all committee meeting page 2. Click edit button for specific meeting 3. System open committee meeting edit page 4. User can edit <ul style="list-style-type: none"> - Meeting basic information - Add or delete from meeting audiences

	<ul style="list-style-type: none"> - Add or delete students from alert, warning, freeze, cancel freeze and dismiss requests - Add attachments <p>5. Click Save button</p>
Alternative Flow	<p>Alternate to step 5</p> <p>6. Click close meeting button</p> <p>7. System show confirm message inform user that meeting cannot be edited after closing it</p>
Exception flows	
Business rules	
Special requirements and assumptions	Committee meeting cannot be edited after closing it

3.3.33.5. Delete Committee Meeting

Title	Delete committee meeting
Description	System shall allow user to delete committee meeting
Actor	System administrator
Preconditions	User has privilege to delete committee meeting
Post conditions	The committee meeting has been deleted
Triggers	A need to delete graduation request
Basic Flow	<p>1- Open all committee meetings page</p> <p>2- Click delete button for specific meeting</p> <p>3- Confirm message is shown</p> <p>4- Click Ok button</p> <p>5- Meeting has been deleted</p>
Alternative Flow	
Exception flows	Committee meeting cannot be deleted after closing it

3.3.34. Manage semester registration for students

3.3.34.1. Display semester registration for student

Title	Display semester registration for student
Description	The system shall display all students that supposed to register new semester All ungraduated student should be displayed except who postpone the semester
Actor	Scholarship Coordinator, Academic Assistant
Preconditions	User has privilege to display semester registrations for students
Post conditions	System shall display list of students based on filter selected and their semester registration information
Triggers	A need to display or manage semester registration for students
Basic Flow	<ol style="list-style-type: none">1. Open display semester registration page2. By default, System shall display information for current semester3. System shall display all ungraduated student except who postpone the semester4. System shall display information5. System shall redirect to student information page when click on student name6. System shall display total student count, student registered count and student not registered count
Alternative Flow	
Exception flows	

3.3.34.2. Add semester registration for student

Title	Add semester registration for student
Description	The system shall allow user to add new semester registration
Actor	Scholarship Coordinator, Academic Assistant
Preconditions	User has privilege to add semester registrations for students
Post conditions	Semester registration has been added
Triggers	A need to add semester registration for students
Basic Flow	<ol style="list-style-type: none">1. Open display semester registration page2. Click add button3. System shall open add new semester page4. System shall display Student Name, Academic Id, Year and Semester from previous page5. System shall display Student Level from DB6. System shall display Hour Cost (JOD) from DB7. User enter required data <i>Explained in Table 10: Add semester registration</i>8. Click save button
Alternative Flow	
Exception flows	
Special requirements and assumptions	If student already registered for this semester, System shall display data saved in database and save button will update this data

3.3.34.3. Display all semester registrations for student

Title	Display all semester registrations for student
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Description	The system shall allow user to display all semester registrations for students
Actor	Scholarship Coordinator, Academic Assistant
Preconditions	User has privilege to display semester registrations for students
Post conditions	System shall display all semester registrations
Triggers	A need to display or manage semester registration for students
Basic Flow	<ol style="list-style-type: none"> 1. Open display semester registration page 2. Click on display all button for specific student 3. System shall open all semesters page 4. System shall display data for all previous registered semesters <p><i>Explained in Table 9: Display semester registration</i></p> <ol style="list-style-type: none"> 5. System shall display total plan hours for student study, passed hours and remaining hours
Alternative Flow	
Exception flows	

3.3.34.4. Delete semester registration for student

Title	Delete semester registration for student
Description	System shall allow user to delete semester registration
Actor	System administrator
Preconditions	User has privilege to delete semester registration
Post conditions	The semester registration has been deleted
Triggers	A need to delete semester registration Student has postponed
Basic Flow	1- Display all semester registrations

	2- Click delete button for specific registration 3- Confirm message is shown 4- Click Ok button 5- Semester registration has been deleted
Alternative Flow	
Exception flows	
Special requirements and assumptions	System shall allow semester registration deletion only in case student postpone the semester

3.3.35. Manage Student transference requests

3.3.35.1. Add New Student transference request

Title	Add new student transference requests
Description	The System shall allow user to add new student transference requests
Actor	System administrator
Preconditions	User has privilege to add new student transference requests
Post conditions	New student transference requests has been added and need approval
Triggers	A need to add new student transference requests
Basic Flow	<ol style="list-style-type: none"> 1. Open add student transference requests page 2. Enter student name (<i>Input should be auto complete</i>) 3. System shall fetch student information from database 4. System shall display <ul style="list-style-type: none"> - Name - University

-
- Branch
 - College
 - Specialty
 - Level
 - Phase
 - Batch
5. System shall display Academic year and semester
 6. System shall display all previous alerts, transference requests and freeze decisions for student
 7. User add decision date
 8. User can add notes
 9. Attach required files
 10. Click add button

Alternative Flow

Exception flows

3.3.35.2. Display All Students transference requests

Title	Display all student transference requests
Description	System shall display all student transference requests
Actor	Scholarship Coordinator
Preconditions	User has privilege to display student transference requests
Post conditions	<ul style="list-style-type: none"> - System display student transference requests - User can display student transference requests decision details, edit, delete, approve or print student transference requests based on user privileges

	<ul style="list-style-type: none"> - User can print student transference requests form if scholarship not approved yet.
Triggers	A need to display or manage student transference requests
Basic Flow	<ol style="list-style-type: none"> 1. Open student transference requests page 2. System shall display student transference
Alternative Flow	
Exception flows	
Special requirements and assumptions	

3.3.35.3. Display Student transference request Details

Title	Display student transference request details
Description	System shall display student transference request details
Actor	Scholarship Coordinator
Preconditions	User has privilege to display student transference request
Post conditions	<p>System display student transference requests details</p> <p>User can print student transference requests details</p>
Triggers	A need to display or manage student transference requests
Basic Flow	<ol style="list-style-type: none"> 1. Open student transference requests page 2. Click details button for specific student transference requests 3. System shall open student transference requests details page

-
- 4. System shall display student name, university, branch, college, specialty, level, phase, batch
 - 5. System shall display all previous alerts, transference requests and freeze decisions for student
 - 6. System shall display decision date, notes and attach files

Alternative Flow

Exception flows

Special requirements and assumptions

3.3.35.4. Approve Student transference requests

Title	Approve student transference requests
Description	System shall allow user to approve student transference requests
Actor	System administrator
Preconditions	User has privilege to approve student transference requests
Post conditions	The student transference requests has been approved Student status is Frozen, student will not receive any money from scholarship including tuition fees, transportation, tools and others; student still in the scholarship and can participate in training and activity
Triggers	A need to approve student transference requests
Basic Flow	1- Display all student transference requests

-
- 2- Click approve button for specific student transference requests
 - 3- Confirm message is shown
 - 4- Click Ok button
 - 5- Scholarship termination has been approved

Alternative Flow

Exception flows

Special requirements and assumptions

3.3.36. Manage Student postpone requests

3.3.36.1. Add New Student postpone request

Title	Add new student postpone requests
Description	The System shall allow user to add new student postpone requests
Actor	System administrator
Preconditions	User has privilege to add new student postpone requests
Post conditions	New student postpone requests has been added and need approval
Triggers	A need to add new student postpone requests
Basic Flow	<ol style="list-style-type: none">1. Open add student postpone requests page2. Enter student name (<i>Input should be auto complete</i>)3. System shall fetch student information from database4. System shall display<ul style="list-style-type: none">- Name- University

-
- Branch
 - College
 - Specialty
 - Level
 - Phase
 - Batch
5. System shall display Academic year and semester
 6. System shall display all previous alerts, postpone requests and freeze decisions for student
 7. User add decision date
 8. User can add notes
 9. Attach required files
 10. Click add button

Alternative Flow

Exception flows

3.3.36.2. Display All Students postpone requests

Title	Display all student postpone requests
Description	System shall display all student postpone requests
Actor	Scholarship Coordinator
Preconditions	User has privilege to display student postpone requests
Post conditions	<ul style="list-style-type: none"> - System display student postpone requests - User can display student postpone requests decision details, edit, delete, approve or print student postpone requests based on user privileges - User can print student postpone requests form if scholarship not approved yet.

Triggers	A need to display or manage student postpone requests
Basic Flow	<ol style="list-style-type: none"> 1. Open student postpones requests page 2. System shall display student postpone requests data
Alternative Flow	
Exception flows	
Special requirements and assumptions	

3.3.36.3. Display Student postpone request Details

Title	Display student postpone request details
Description	System shall display student postpone request details
Actor	Scholarship Coordinator
Preconditions	User has privilege to display student postpone request
Post conditions	<p>System display student postpone requests details</p> <p>User can print student postpone requests details</p>
Triggers	A need to display or manage student postpone requests
Basic Flow	<ol style="list-style-type: none"> 1. Open student postpones requests page 2. Click details button for specific student postpone requests 3. System shall open student postpone requests details page

-
- 4. System shall display student name, university, branch, college, specialty, level, phase, batch
 - 5. System shall display all previous alerts, postpone requests and freeze decisions for student
 - 6. System shall display decision date, notes and attach files

Alternative Flow

Exception flows

Special requirements and assumptions

3.3.36.4. Approve Student postpone requests

Title	Approve student postpone requests
Description	System shall allow user to approve student postpone requests
Actor	System administrator
Preconditions	User has privilege to approve student postpone requests
Post conditions	The student postpone requests has been approved Student status is Frozen, student will not receive any money from scholarship including tuition fees, transportation, tools and others; student still in the scholarship and can participate in training and activity
Triggers	A need to approve student postpone requests
Basic Flow	1- Display all student postpone requests

-
- 2- Click approve button for specific student postpone requests
 - 3- Confirm message is shown
 - 4- Click Ok button
 - 5- Scholarship termination has been approved

Alternative Flow

Exception flows

Special requirements and assumptions

3.3.37. Manage Student bridging requests

3.3.37.1. Add New Student bridging requests

Title	Add new student bridging requests
Description	The System shall allow user to add new student bridging requests
Actor	System administrator
Preconditions	User has privilege to add new student bridging requests
Post conditions	New student bridging requests has been added and need approval
Triggers	A need to add new student bridging requests
Basic Flow	<ol style="list-style-type: none">1. Open add student bridging requests page2. Enter student name (<i>Input should be auto complete</i>)3. System shall fetch student information from database4. System shall display

-
- Name
 - University
 - Branch
 - College
 - Specialty
 - Level
 - Phase
 - Batch
5. System shall display Academic year and semester
 6. System shall display all previous alerts, bridging requests and freeze decisions for student
 7. User add required data
[Explained in Table 19: Add new bridging request](#)
 8. User add decision date
 9. User can add notes
 10. Attach required files
 11. Click add button

Alternative Flow

Exception flows

3.3.37.2. Display All Students bridging requests

Title	Display all student bridging requests
Description	System shall display all student bridging requests
Actor	Scholarship Coordinator
Preconditions	User has privilege to display student bridging requests
Post conditions	- System display student bridging requests

	<ul style="list-style-type: none"> - User can display student bridging requests decision details, edit, delete, approve or print student bridging requests based on user privileges - User can print student bridging requests form if scholarship not approved yet.
Triggers	A need to display or manage student bridging requests
Basic Flow	<ol style="list-style-type: none"> 1. Open student bridging requests page 2. System shall display student bridging requests data
Alternative Flow	
Exception flows	
Special requirements and assumptions	

3.3.37.3. Display Student bridging requests Request Details

Title	Display student bridging requests request details
Description	System shall display student bridging requests request details
Actor	Scholarship Coordinator
Preconditions	User has privilege to display student bridging requests request
Post conditions	<p>System display student bridging requests details</p> <p>User can print student bridging requests details</p>
Triggers	A need to display or manage student bridging requests
Basic Flow	<ol style="list-style-type: none"> 1. Open student bridging requests page 2. Click details button for specific student bridging requests

-
3. System shall open student bridging requests details page
 4. System shall display student name, university, branch, college, specialty, level, phase, batch
 5. System shall display all previous alerts, bridging requests and freeze decisions for student
 6. System shall display decision date, notes and attach files

Alternative Flow

Exception flows

Special requirements and assumptions

3.3.37.4. Approve Student bridging requests

Title	Approve student bridging requests
Description	System shall allow user to approve student bridging requests
Actor	System administrator
Preconditions	User has privilege to approve student bridging requests
Post conditions	The student bridging requests has been approved Student status is Frozen, student will not receive any money from scholarship including tuition fees, transportation, tools and others; student still in the scholarship and can participate in training and activity
Triggers	A need to approve student bridging requests
Basic Flow	1- Display all student bridging requests 2- Click approve button for specific student bridging requests

-
- 3- Confirm message is shown
 - 4- Click Ok button
 - 5- Scholarship termination has been approved

Alternative Flow

Exception flows

Special requirements and assumptions

3.3.38. Manage Student warning

3.3.38.1. Add New Student warning

Title	Add new student warning
Description	The System shall allow user to add new student warning
Actor	System administrator
Preconditions	User has privilege to add new student warning
Post conditions	New student warning has been added and need approval
Triggers	A need to add new student warning
Basic Flow	<ol style="list-style-type: none">1. Open add student warning page2. Enter student name (<i>Input should be auto complete</i>)3. System shall fetch student information from database4. System shall display<ul style="list-style-type: none">- Name- University- Branch- College- Specialty- Level- Phase

-
- Batch
 - 5. System shall display Academic year and semester
 - 6. System shall display all previous alerts, warning and freeze decisions for student
 - 7. User add decision date
 - 8. User can add notes
 - 9. Attach required files
 - 10. Click add button

Alternative Flow

Exception flows

3.3.38.2. Display All Students warning Requests

Title	Display all student warning requests
Description	System shall display all student warning requests
Actor	Scholarship Coordinator
Preconditions	User has privilege to display student warning requests
Post conditions	<ul style="list-style-type: none"> - System display student warning requests - User can display student warning requests decision details, edit, delete, approve or print student warning requests based on user privileges - User can print student warning requests form if scholarship not approved yet.
Triggers	A need to display or manage student warning requests
Basic Flow	<ol style="list-style-type: none"> 1. Open student warning requests page 2. System shall display student warning requests data

Alternative Flow

Exception flows

Special requirements and
assumptions

3.3.38.3. Display Student warning Request Details

Title	Display student warning request details
Description	System shall display student warning request details
Actor	Scholarship Coordinator
Preconditions	User has privilege to display student warning request
Post conditions	System display student warning requests details User can print student warning requests details
Triggers	A need to display or manage student warning requests
Basic Flow	<ol style="list-style-type: none">1. Open student warning requests page2. Click details button for specific student warning requests3. System shall open student warning requests details page4. System shall display student name, university, branch, college, specialty, level, phase, batch5. System shall display all previous alerts, warning and freeze decisions for student6. System shall display decision date, notes and attach files

Alternative Flow

Exception flows

Special requirements and assumptions

3.3.38.4. Approve Student warning Requests

Title	Approve student warning requests
Description	System shall allow user to approve student warning requests
Actor	System administrator
Preconditions	User has privilege to approve student warning requests
Post conditions	The student warning requests has been approved Student status is Frozen, student will not receive any money from scholarship including tuition fees, transportation, tools and others; student still in the scholarship and can participate in training and activity
Triggers	A need to approve student warning requests
Basic Flow	<ol style="list-style-type: none">1- Display all student warning requests2- Click approve button for specific student warning requests3- Confirm message is shown4- Click Ok button5- Scholarship termination has been approved

Alternative Flow

Exception flows

Special requirements and assumptions

3.3.38.5. Edit Student warning requests

Title	Edit student warning requests
Description	The System shall allow user to edit student warning requests
Actor	System administrator, scholarship coordinator
Preconditions	User has privilege to edit student warning requests
Post conditions	student warning requests has been edited
Triggers	A need to edit student warning requests
Basic Flow	<ol style="list-style-type: none">1. Open display all student warning requests page2. Click edit button for specific student warning request3. System shall open edit student warning requests page4. System shall fetch student and student warning requests information from database5. System shall display data fetched6. User can edit decision date, notes and attach files7. Click save button
Alternative Flow	
Exception flows	
Special requirements and assumptions	Approved student warning requests decisions cannot be edited

3.3.38.6. Delete Student warning requests

Title	Delete student warning requests
Description	System shall allow user to delete student warning requests
Actor	System administrator
Preconditions	User has privilege to delete student warning requests
Post conditions	The student warning requests has been deleted
Triggers	A need to delete student warning requests
Basic Flow	<ol style="list-style-type: none">1. Display all student warning requests2. Click delete button for specific student warning requests3. Confirm message is shown4. Click Ok button5. Student warning requests has been deleted
Alternative Flow	
Exception flows	Alternate to step 4 If student warning requests is approved, error message shown
Special requirements and assumptions	Approved freezing requests decisions cannot be deleted

3.3.39. Manage Scholarship Freezing

3.3.39.1. Add New Scholarship Freezing

Title	Add new scholarship freezing
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Description	The System shall allow user to add new scholarship freezing
Actor	System administrator
Preconditions	User has privilege to add new scholarship freezing
Post conditions	New scholarship freezing has been added and need approval
Triggers	A need to add new scholarship freezing
Basic Flow	<ol style="list-style-type: none"> 1. Open add scholarship freezing page 2. Enter student name (<i>Input should be auto complete</i>) 3. System shall fetch student information from database 4. System shall display <ul style="list-style-type: none"> - Name - University - Branch - College - Specialty - Level - Phase - Batch 5. System shall display Academic year and semester 6. System shall display all previous alerts, warning and freeze decisions for student 7. User add decision date 8. User can add notes 9. Attach required files 10. Click add button
Alternative Flow	
Exception flows	

3.3.39.2. Display All Scholarship Freezing Requests

Title	Display all scholarship freezing requests
Description	System shall display all scholarship freezing requests
Actor	Scholarship Coordinator
Preconditions	User has privilege to display scholarship freezing requests
Post conditions	<ul style="list-style-type: none">- System display scholarship freezing requests- User can display scholarship freezing requests decision details, edit, delete, approve or print scholarship freezing requests based on user privileges- User can print scholarship freezing requests form if scholarship not approved yet.
Triggers	A need to display or manage scholarship freezing requests
Basic Flow	<ol style="list-style-type: none">1. Open scholarship freezing requests page2. System shall display scholarship freezing requests data
Alternative Flow	
Exception flows	
Special requirements and assumptions	

3.3.39.3. Display Scholarship Freezing Request Details

Title	Display scholarship freezing request details
Description	System shall display scholarship freezing request details
Actor	Scholarship Coordinator
Preconditions	User has privilege to display scholarship freezing request

Post conditions	System display scholarship freezing requests details User can print scholarship freezing requests details
Triggers	A need to display or manage scholarship freezing requests
Basic Flow	<ol style="list-style-type: none"> 1. Open scholarship freezing requests page 2. Click details button for specific scholarship freezing requests 3. System shall open scholarship freezing requests details page 4. System shall display student name, university, branch, college, specialty, level, phase, batch 5. System shall display all previous alerts, warning and freeze decisions for student 6. System shall display decision date, notes and attach files
Alternative Flow	
Exception flows	
Special requirements and assumptions	

3.3.39.4. Approve Scholarship Freezing Requests

Title	Approve scholarship freezing requests
Description	System shall allow user to approve scholarship freezing requests
Actor	System administrator
Preconditions	User has privilege to approve scholarship freezing requests
Post conditions	The scholarship freezing requests has been approved Student status is Frozen, student will not receive any money from scholarship including tuition

	fees, transportation, tools and others; student still in the scholarship and can participate in training and activity
Triggers	A need to approve scholarship freezing requests
Basic Flow	<ol style="list-style-type: none"> 1- Display all scholarship freezing requests 2- Click approve button for specific scholarship freezing requests 3- Confirm message is shown 4- Click Ok button 5- Scholarship termination has been approved
Alternative Flow	
Exception flows	
Special requirements and assumptions	

3.3.39.5. Edit Scholarship Freezing requests

Title	Edit scholarship freezing requests
Description	The System shall allow user to edit scholarship freezing requests
Actor	System administrator, scholarship coordinator
Preconditions	User has privilege to edit scholarship freezing requests
Post conditions	scholarship freezing requests has been edited
Triggers	A need to edit scholarship freezing requests
Basic Flow	<ol style="list-style-type: none"> 1. Open display all scholarship freezing requests page 2. Click edit button for specific scholarship freezing request 3. System shall open edit scholarship freezing requests page

	<ol style="list-style-type: none"> 4. System shall fetch student and scholarship freezing requests information from database 5. System shall display data fetched 6. User can edit decision date, notes and attach files 7. Click save button
Alternative Flow	
Exception flows	
Special requirements and assumptions	Approved scholarship freezing requests decisions cannot be edited

3.3.39.6. Delete Scholarship Freezing requests

Title	Delete scholarship freezing requests
Description	System shall allow user to delete scholarship freezing requests
Actor	System administrator
Preconditions	User has privilege to delete scholarship freezing requests
Post conditions	The scholarship freezing requests has been deleted
Triggers	A need to delete scholarship freezing requests
Basic Flow	<ol style="list-style-type: none"> 1. Display all scholarship freezing requests 2. Click delete button for specific scholarship freezing requests 3. Confirm message is shown 4. Click Ok button 5. Scholarship freezing requests has been deleted
Alternative Flow	
Exception flows	Alternate to step 4 If scholarship freezing requests is approved, error message shown

Special requirements and assumptions	Approved freezing requests decisions cannot be deleted
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3.3.40. Manage scholarship termination

3.3.40.1. Add New Scholarship Termination

Title	Add new scholarship termination
Description	The System shall allow user to add new scholarship termination
Actor	System administrator
Preconditions	User has privilege to add new scholarship termination
Post conditions	New scholarship termination has been added and need approval
Triggers	A need to add new scholarship termination
Basic Flow	<ol style="list-style-type: none"> 1. Open add scholarship termination page 2. Enter student name (<i>Input should be auto complete</i>) 3. System shall fetch student information from database 4. System shall display <ul style="list-style-type: none"> - Name - University - Branch - College - Specialty - Level - Phase - Batch 5. System shall display all previous alerts, warning and freeze decisions for student

-
6. User check termination reasons
(termination reasons added from administrator in system settings)
 7. User add required data
Explained in Table 20: Add new dismiss application
 8. User add decision date
 9. User can add notes
 10. Attach required files
 11. Click add button

Alternative Flow

Exception flows

3.3.40.2. Display All Scholarship Termination

Title	Display all scholarship termination
Description	System shall display all scholarship termination in selected filters
Actor	Scholarship Coordinator
Preconditions	User has privilege to display scholarship terminations
Post conditions	<ul style="list-style-type: none"> - System display scholarship termination - User can display scholarship termination decision details, edit, delete, approve or print scholarship termination decision based on user privileges - User can print scholarship termination form if scholarship not approved yet.
Triggers	A need to display or manage scholarship terminations
Basic Flow	<ol style="list-style-type: none"> 1. Open display scholarship termination page 2. System shall display scholarship terminations data

Alternative Flow

Exception flows

Special requirements and
assumptions

3.3.40.3. Display Scholarship Termination Details

Title	Display scholarship termination details
Description	System shall display scholarship termination details
Actor	Scholarship Coordinator
Preconditions	User has privilege to display scholarship terminations
Post conditions	<ul style="list-style-type: none">- System display scholarship termination details- User can print scholarship termination details
Triggers	A need to display or manage scholarship terminations
Basic Flow	<ol style="list-style-type: none">1. Open scholarship termination page2. Click details button for specific scholarship termination3. System shall open scholarship termination details page4. System shall display student name, university, branch, college, specialty, level, phase, batch5. System shall display all previous alerts, warning and freeze decisions for student6. System shall display decision date, notes and attach files
Alternative Flow	
Exception flows	
Special requirements and assumptions	

3.3.40.4. Approve Scholarship Termination

Title	Approve scholarship termination
Description	System shall allow user to approve scholarship termination
Actor	System administrator
Preconditions	User has privilege to approve scholarship termination
Post conditions	The scholarship termination has been approved Student now out of the scholarship, he cannot register any new semesters or participate in any training or activity
Triggers	A need to delete scholarship termination
Basic Flow	<ol style="list-style-type: none">1. Display all scholarship termination2. Click delete button for specific scholarship termination3. Confirm message is shown4. Click Ok button <p>1- Scholarship termination has been deleted</p>
Alternative Flow	
Exception flows	
Special requirements and assumptions	

3.3.40.5. Edit Scholarship Termination

Title	Edit new scholarship termination
Description	The System shall allow user to edit new scholarship termination
Actor	System administrator, scholarship coordinator
Preconditions	User has privilege to edit new scholarship termination
Post conditions	scholarship termination has been edited

Triggers	A need to edit scholarship termination
Basic Flow	<ol style="list-style-type: none"> 1. Open display all scholarship termination page 2. Click edit button for specific scholarship termination 3. System shall open edit scholarship termination page 4. System shall fetch student and scholarship termination information from database 5. System shall display data 6. User can edit decision date, notes and attach files 7. Click save button
Alternative Flow	
Exception flows	
Special requirements and assumptions	Approved scholarship termination decisions cannot be edited

3.3.40.6. Delete Scholarship Termination

Title	Delete scholarship termination
Description	System shall allow user to delete scholarship termination
Actor	System administrator
Preconditions	User has privilege to delete scholarship termination
Post conditions	The scholarship termination has been deleted
Triggers	A need to delete scholarship termination
Basic Flow	<ol style="list-style-type: none"> 1. Display all scholarship termination 2. Click delete button for specific scholarship termination 3. Confirm message is shown 4. Click Ok button

	5. Scholarship termination has been deleted
Alternative Flow	
Exception flows	Alternate to step 4 If scholarship termination is approved, error message shown
Special requirements and assumptions	Approved scholarship termination decisions cannot be deleted

Student Services Functional Requirements

3.3.41. Manage Al Fakhoora house visits

3.3.41.1. Add new Al Fakhoora house visits

Title	Add new Al Fakhoora house visits
Description	System shall allow user to add new Al Fakhoora house visits
Actor	Receptionist
Preconditions	User has privilege to add new Al Fakhoora house visits
Post conditions	New Al Fakhoora house visits has been added
Triggers	A need to add Al Fakhoora house visits information
Basic Flow	<ol style="list-style-type: none"> 1. Open add Al Fakhoora house visits page 2. Enter Al Fakhoora house visits information <i>Explained in Table 17: Add new Al-Fakhoora House visitor</i> 3. Click Add button
Alternative Flow	
Exception flows	

3.3.41.2. Display Al Fakhoora house visits

Title	Display Al Fakhoora house visits
Description	System shall allow user to display Al Fakhoora house visits
Actor	Receptionist
Preconditions	User has privilege to list Al Fakhoora house visits
Post conditions	<ol style="list-style-type: none">1. System shall display list of Al Fakhoora house visits2. User can filter Al Fakhoora house visits results3. User can order Al Fakhoora house visits results4. User can add Al Fakhoora house visits evaluation5. User can edit Al Fakhoora house visits information
Triggers	A need to add Al Fakhoora house visits information
Basic Flow	<ol style="list-style-type: none">1. Open Display Al Fakhoora house visits page2. System shall display Al Fakhoora house visits basic information
Alternative Flow	
Exception flows	

3.3.41.3. Display Al Fakhoora house visits details

Title	Display Al Fakhoora house visits details
Description	System shall allow user to display Al Fakhoora house visits details
Actor	Receptionist
Preconditions	User has privilege to display Al Fakhoora house visits details

Post conditions	System shall display Al Fakhoora house visits full information
Triggers	A need to display Al Fakhoora house visits information
Basic Flow	<ol style="list-style-type: none"> 1. Open display Al Fakhoora house visits page 2. Click on Al Fakhoora house visits name or details button 3. System open Al Fakhoora house visits details page
Alternative Flow	
Exception flows	

3.3.41.4. Edit Al Fakhoora house visits information

Title	Edit Al Fakhoora house visits
Description	The system shall allow user to edit Al Fakhoora house visits information
Actor	Receptionist
Preconditions	User has privilege to edit Al Fakhoora house visits
Post conditions	The Al Fakhoora house visits information has been edited
Triggers	A need to edit Al Fakhoora house visits
Basic Flow	<ol style="list-style-type: none"> 1. Display all Al Fakhoora house visits 2. Click edit button for specific Al Fakhoora house visits 3. System open Al Fakhoora house visits edit page 4. User can edit Al Fakhoora house visits information 5. Click Save button
Alternative Flow	

Exception flows

3.3.41.5. Delete Al Fakhoora house visits

Title	Delete Al Fakhoora house visits
Description	System shall allow user to delete Al Fakhoora house visits
Actor	Receptionist
Preconditions	User has privilege to delete Al Fakhoora house visits
Post conditions	The Al Fakhoora house visits has been deleted
Triggers	A need to delete Al Fakhoora house visits
Basic Flow	<ol style="list-style-type: none">1. Display all Al Fakhoora house visits2. Click delete button for specific Al Fakhoora house visits3. Confirm message is shown4. Click Ok button5. Al Fakhoora house visits has been deleted
Alternative Flow	
Exception flows	

3.3.42. Manage Al Fakhoora House Meetings

3.3.42.1. Add New Meeting Request

Title	Add new Meeting request
Description	System shall allow user to add new Meeting request
Actor	Receptionist
Preconditions	User has privilege to add new Meeting requests
Post conditions	New Meeting request has been added

Triggers	A need to add Meeting request information
Basic Flow	4. Open add Meeting request page 5. Enter Meeting request information (نطاف نفع على مصدر المرض) 6. Click Add button
Alternative Flow	
Exception flows	

3.3.42.2. Display Meeting Requests

Title	Display Meeting requests
Description	System shall allow user to display Meeting requests
Actor	Receptionist
Preconditions	User has privilege to list Meeting requests
Post conditions	1. System shall display list of Meeting requests 2. User can filter Meeting request results 3. User can order Meeting request results
Triggers	A need to add Meeting request information
Basic Flow	3. Open Display Meeting requests page 4. System shall display Meeting request basic information
Alternative Flow	
Exception flows	

3.3.42.3. Display Meeting Request Details

Title	Display Meeting request details
Description	System shall allow user to display Meeting request details

Actor	Economic empowerment coordinator
Preconditions	User has privilege to display Meeting request details
Post conditions	System shall display Meeting request full information
Triggers	A need to display Meeting request information
Basic Flow	<ol style="list-style-type: none"> 1. Open display Meeting requests page 2. Click on Meeting request name or details button 3. System open Meeting request details page
Alternative Flow	
Exception flows	

3.3.42.4. Edit Meeting Request Information

Title	Edit Meeting request
Description	The system shall allow user to edit Meeting request information
Actor	Economic empowerment coordinator
Preconditions	User has privilege to edit Meeting request
Post conditions	The Meeting request information has been edited
Triggers	A need to edit Meeting request
Basic Flow	<ol style="list-style-type: none"> 1. Display all Meeting requests 2. Click edit button for specific Meeting request 3. System open Meeting request edit page 4. User can edit Meeting request information 5. Click Save button
Alternative Flow	
Exception flows	

3.3.42.5. Delete Meeting Request

Title	Delete Meeting request
Description	System shall allow user to delete Meeting request
Actor	Economic Empowerment project Coordinator
Preconditions	User has privilege to delete Meeting request
Post conditions	The Meeting request has been deleted
Triggers	A need to delete Meeting request
Basic Flow	<ol style="list-style-type: none">1. Display all Meeting request2. Click delete button for specific Meeting request3. Confirm message is shown4. Click Ok button5. Meeting request has been deleted
Alternative Flow	
Exception flows	

3.3.42.6. Approve or Dismiss Meeting Request

Title	Approve or dismiss meeting request
Description	System shall allow user to approve or dismiss Meeting request
Actor	Project coordinator
Preconditions	User has privilege to approve or dismiss meeting request
Post conditions	The Meeting request has been approved or dismissed
Triggers	A need to approve or dismiss meeting request
Basic Flow	<ol style="list-style-type: none">1. Display all meeting request2. Click approve or dismiss button for specific meeting request

-
- 3. Confirm message is shown
 - 4. Click Ok button
 - 5. Meeting request has been approved or dismissed

Alternative Flow

Exception flows

3.3.43. Manage Psychological Support Trainings

This is the same as Manage Trainings

3.3.44. Manage Psychological Support Activities

This is the same as Manage Activities

3.3.45. Manage psychological support students' sessions

3.3.45.1. Add new psychological support student session

Title	Add new psychological support student session
Description	System shall allow user to add new psychological support student session
Actor	Economic empowerment coordinator
Preconditions	User has privilege to add new psychological support student sessions
Post conditions	New psychological support student session has been added
Triggers	A need to add psychological support student session information

Basic Flow	<ol style="list-style-type: none"> 1. Open add psychological support student session page 2. Enter psychological support student session information 3. Click Add button
Alternative Flow	
Exception flows	

3.3.45.2. Display psychological support student sessions

Title	Display psychological support student sessions
Description	System shall allow user to display psychological support student sessions
Actor	Economic empowerment coordinator
Preconditions	User has privilege to list psychological support student sessions
Post conditions	<ol style="list-style-type: none"> 1. System shall display list of psychological support student sessions 2. User can filter psychological support student session results 3. User can order psychological support student session results 4. User can add psychological support student session evaluation 5. User can edit psychological support student session information
Triggers	A need to add psychological support student session information
Basic Flow	<ol style="list-style-type: none"> 1. Open Display psychological support student sessions page 2. System shall display psychological support student session basic information
Alternative Flow	

Exception flows

3.3.45.3. Display psychological support student session details

Title	Display psychological support student session details
Description	System shall allow user to display psychological support student session details
Actor	Economic empowerment coordinator
Preconditions	User has privilege to display psychological support student session details
Post conditions	System shall display psychological support student session full information
Triggers	A need to display psychological support student session information
Basic Flow	<ol style="list-style-type: none">1. Open display psychological support student sessions page2. Click on psychological support student session name or details button3. System open psychological support student session details page
Alternative Flow	
Exception flows	

3.3.45.4. Edit psychological support student session information

Title	Edit psychological support student session
Description	The system shall allow user to edit psychological support student session information
Actor	Economic empowerment coordinator
Preconditions	User has privilege to edit psychological support student session

Post conditions	The psychological support student session information has been edited
Triggers	A need to edit psychological support student session
Basic Flow	<ol style="list-style-type: none"> 1- Display all psychological support student sessions 2- Click edit button for specific psychological support student session 3- System open psychological support student session edit page 4- User can edit psychological support student session information 5- Click Save button
Alternative Flow	
Exception flows	

3.3.45.5. Delete Psychological Support Student Sessions

Title	Delete psychological support student sessions
Description	System shall allow user to delete psychological support student sessions
Actor	Psychological support project coordinator, Life coach
Preconditions	User has privilege to delete psychological support student sessions
Post conditions	<p>The activity has been deleted Session Reminder has been deleted</p>
Triggers	A need to delete psychological support student session
Basic Flow	<ol style="list-style-type: none"> 1- Display all psychological support student sessions 2- Click delete button for specific session

-
- 3- Confirm message is shown
 4- Click Ok button
 5- Psychological support student session has been deleted

Alternative Flow

Exception flows

Business rules

Special requirements and assumptions

Leadership Functional Requirements

3.3.46. Manage Trainings

3.3.46.1. Add New Training

Title	Add new training
Description	System shall allow user to add new training
Actor	Economic empowerment coordinator, Student activity coordinator, leadership coordinator, Psychosocial support project coordinator
Preconditions	User has privilege to add new trainings for specific component
Post conditions	New training has been added User can add training students User can add student attendance User can add training schedule User can add student grades User can add student evaluation User can add training evaluation
Triggers	A need to add training information
Basic Flow	1. Open add training page

	<ol style="list-style-type: none"> 2. Step 1: Enter training basic information <i>Explained in Table 11: Add new training (Student list)</i> 3. Step 2: Add training groups 4. Add groups time schedule 5. User can add groups time schedule to new calendar 6. Step 3: Add groups students 7. User can import student from excel sheet 8. Click Add button
Alternative Flow	
Exception flows	
Special requirements and assumptions	<p>Add groups students could be by selecting students or importing excel sheet</p> <p>Selecting students process should be as easy as possible, by providing suitable filters like students didn't take the course</p>

3.3.46.2. Display Trainings

Title	Display trainings
Description	System shall allow user to display trainings
Actor	Economic empowerment coordinator, Student activity coordinator, leadership coordinator, Psychosocial support project coordinator
Preconditions	User has privilege to list trainings
Post conditions	<ol style="list-style-type: none"> 1. System shall display list of trainings 2. User can filter training results 3. User can order training results 4. User can add training evaluation 5. User can edit training information
Triggers	A need to manage trainings
Basic Flow	<ol style="list-style-type: none"> 1. Open display trainings page

-
2. System shall display training basic information
[Explained in Table 12: Display trainings](#)
 3. System shall display only training for component logged in user belong to or has privilege on it

Alternative Flow

Exception flows

3.3.46.3. Display Training Details

Title	Display training details
Description	System shall allow user to display training details
Actor	Economic empowerment coordinator, Student activity coordinator, leadership coordinator, Psychosocial support project coordinator
Preconditions	User has privilege to display training details
Post conditions	System shall display training full information
Triggers	A need to display training information
Basic Flow	<ol style="list-style-type: none"> 1. Open display trainings page 2. Click on training name or details button 3. System open training details page 4. System shall display training full information 5. System shall display training groups 6. System shall display training students 7. System shall display students' grades

Alternative Flow

Exception flows

3.3.46.4. Edit training information

Title	Edit training
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Description	The system shall allow user to edit training information
Actor	Economic empowerment coordinator, Student activity coordinator, leadership coordinator, Psychosocial support project coordinator
Preconditions	User has privilege to edit training
Post conditions	The training information has been edited
Triggers	A need to edit training
Basic Flow	<ol style="list-style-type: none"> 1. Display all trainings 2. Click edit button for specific training 3. System open training edit page 4. User can edit training information 5. Click Save button
Alternative Flow	
Exception flows	
Business rules	
Special requirements and assumptions	

3.3.46.5. Delete Training

Title	Delete training
Description	System shall allow user to delete training
Actor	Economic empowerment coordinator, Student activity coordinator, leadership coordinator, Psychosocial support project coordinator
Preconditions	User has privilege to delete training
Post conditions	The training has been deleted
Triggers	A need to delete training
Basic Flow	<ol style="list-style-type: none"> 1. Display all Training 2. Click delete button for specific training 3. Confirm message is shown 4. Click Ok button 5. Training has been deleted

Alternative Flow

Exception flows

3.3.46.6. Manage Students' Attendance

Title	Manage students' attendance
Description	The system shall allow user to add or edit students' attendance
Actor	Economic empowerment coordinator, Student activity coordinator, leadership coordinator, Psychosocial support project coordinator
Preconditions	User has privilege to manage students' attendance
Post conditions	Training students' attendance has been added
Triggers	A need to add students' attendance
Basic Flow	<ol style="list-style-type: none">1. Display all trainings2. Click add attendance for specific training3. System open training attendance page4. System shall display all students take the training5. User can add attendance hours for students6. Click Save button

Alternative Flow

Exception flows

3.3.46.7. Manage Student Evaluation for Training

Title	Manage student evaluation for training
Description	The system shall allow user to manage students' evaluation
Actor	Economic empowerment coordinator, Student activity coordinator, leadership coordinator, Psychosocial support project coordinator

Preconditions	User has privilege to manage students' evaluation
Post conditions	Training students' evaluation has been published
Triggers	A need to evaluation training
Basic Flow	<ol style="list-style-type: none"> 1. Display all trainings 2. Click add evaluation for specific training 3. System open add training evaluation page 4. System shall display all students take the training 5. User select survey 6. User select student 7. Click Send survey button 8. System shall send survey link to all selected students
Alternative Flow	
Exception flows	

3.3.46.8. Manage Student Evaluation for Training

Title	Manage student evaluation for training
Description	The system shall allow user to manage students' evaluation
Actor	Economic empowerment coordinator, Student activity coordinator, leadership coordinator, Psychosocial support project coordinator
Preconditions	User has privilege to manage students' evaluation
Post conditions	Training students' evaluation has been published
Triggers	A need to evaluation training
Basic Flow	<ol style="list-style-type: none"> 1. Display all trainings 2. Click add evaluation for specific training 3. System open add training evaluation page

-
4. System shall display all students take the training
 5. User select survey
 6. User select student
 7. Click Send survey button
 8. System shall send survey link to all selected students

Alternative Flow

Exception flows

3.3.47. Manage Activities

3.3.47.1. Add New Activity

Title	Add new activity
Description	System shall allow user to add new activity
Actor	Economic empowerment coordinator, Student activity coordinator, leadership coordinator, Psychosocial support project coordinator
Preconditions	User has privilege to add new activities for specific component
Post conditions	New activity has been added User can add activity students

	User can add student attendance User can add activity schedule User can add student evaluation User can add activity evaluation
Triggers	A need to add activity information
Basic Flow	<ol style="list-style-type: none"> 1. Open add activity page 2. Step 1: Enter activity basic information <i>Explained in Table 14: Add new activity (Advocacy activity information)</i> 3. Step 2: Add activity groups 4. Add groups time schedule 5. User can add groups time schedule to new calendar 6. Step 3: Add groups students 7. User can import student from excel sheet 8. Click Add button
Alternative Flow	
Exception flows	
Special requirements and assumptions	Add groups students could be by selecting students or importing excel sheet Selecting students process should be as easy as possible, by providing suitable filters like students didn't take the course

3.3.47.2. Display Activities

Title	Display activities
Description	System shall allow user to display activities
Actor	Economic empowerment coordinator, Student activity coordinator, leadership coordinator, Psychosocial support project coordinator
Preconditions	User has privilege to list activities
Post conditions	<ol style="list-style-type: none"> 1. System shall display list of activities 2. User can filter activity results

	<ul style="list-style-type: none"> 3. User can order activity results 4. User can add activity evaluation 5. User can edit activity information
Triggers	A need to manage activities
Basic Flow	<ul style="list-style-type: none"> 4. Open display activities page 5. System shall display activity basic information 6. System shall display only activity for component logged in user belong to or has privilege on it
Alternative Flow	
Exception flows	

3.3.47.3. Display Activity Details

Title	Display activity details
Description	System shall allow user to display activity details
Actor	Economic empowerment coordinator, Student activity coordinator, leadership coordinator, Psychosocial support project coordinator
Preconditions	User has privilege to display activity details
Post conditions	System shall display activity full information
Triggers	A need to display activity information
Basic Flow	<ul style="list-style-type: none"> 1. Open display activities page 2. Click on activity name or details button 3. System open activity details page 4. System shall display activity full information 5. System shall display activity groups 6. System shall display activity students 7. System shall display students' grades
Alternative Flow	
Exception flows	

3.3.47.4. Edit activity information

Title	Edit activity
Description	The system shall allow user to edit activity information
Actor	Economic empowerment coordinator, Student activity coordinator, leadership coordinator, Psychosocial support project coordinator
Preconditions	User has privilege to edit activity
Post conditions	The activity information has been edited
Triggers	A need to edit activity
Basic Flow	<ol style="list-style-type: none">1. Display all activities2. Click edit button for specific activity3. System open activity edit page4. User can edit activity information5. Click Save button
Alternative Flow	
Exception flows	

3.3.47.5. Delete Activity

Title	Delete activity
Description	System shall allow user to delete activity
Actor	Economic empowerment coordinator, Student activity coordinator, leadership coordinator, Psychosocial support project coordinator
Preconditions	User has privilege to delete activity
Post conditions	The activity has been deleted
Triggers	A need to delete activity
Basic Flow	<ol style="list-style-type: none">1. Display all Activity2. Click delete button for specific activity3. Confirm message is shown4. Click Ok button

5. Activity has been deleted

Alternative Flow

Exception flows

3.3.47.6. Manage Students' Attendance

Title	Manage students' attendance
Description	The system shall allow user to add or edit students' attendance
Actor	Economic empowerment coordinator, Student activity coordinator, leadership coordinator, Psychosocial support project coordinator
Preconditions	User has privilege to manage students' attendance
Post conditions	Activity students' attendance has been added
Triggers	A need to add students' attendance
Basic Flow	<ol style="list-style-type: none">1. Display all activities2. Click add attendance for specific activity3. System open activity attendance page4. System shall display all students take the activity5. User can add attendance hours for students6. Click Save button

Alternative Flow

Exception flows

3.3.47.7. Manage Student Evaluation for Activity

Title	Manage student evaluation for activity
Description	The system shall allow user to manage students' evaluation

Actor	Economic empowerment coordinator, Student activity coordinator, leadership coordinator, Psychosocial support project coordinator
Preconditions	User has privilege to manage students' evaluation
Post conditions	Activity students' evaluation has been published
Triggers	A need to evaluation activity
Basic Flow	<ol style="list-style-type: none"> 1. Display all activities 2. Click add evaluation for specific activity 3. System open add activity evaluation page 4. System shall display all students take the activity 5. User select survey 6. User select student 7. Click Send survey button 8. System shall send survey link to all selected students
Alternative Flow	
Exception flows	

3.3.47.8. Manage Student Evaluation for Activity

Title	Manage student evaluation for activity
Description	The system shall allow user to manage students' evaluation
Actor	Economic empowerment coordinator, Student activity coordinator, leadership coordinator, Psychosocial support project coordinator
Preconditions	User has privilege to manage students' evaluation
Post conditions	Activity students' evaluation has been published
Triggers	A need to evaluation activity
Basic Flow	<ol style="list-style-type: none"> 1. Display all activities

-
- 2. Click add evaluation for specific activity
 - 3. System open add activity evaluation page
 - 4. System shall display all students take the activity
 - 5. User select survey
 - 6. User select student
 - 7. Click Send survey button
 - 8. System shall send survey link to all selected students

Alternative Flow

Exception flows

3.3.48. Manage Students Clubs

3.3.48.1. Add new Students Club

Title	Add new Students Club
Description	System shall allow user to add new Students Club
Actor	Economic empowerment coordinator
Preconditions	User has privilege to add new Students Clubs
Post conditions	New Students Club has been added
Triggers	A need to add Students Club information
Basic Flow	<ol style="list-style-type: none">1. Open add Students Club page2. Enter Students Club information <i>Explained in Table 15: Students Club information</i>3. Click Add button

Alternative Flow

Exception flows

3.3.48.2. Display Students Clubs

Title	Display Students Clubs
Description	System shall allow user to display Students Clubs
Actor	Economic empowerment coordinator
Preconditions	User has privilege to list Students Clubs
Post conditions	<ol style="list-style-type: none">1. System shall display list of Students Clubs2. User can filter students club results3. User can order students club results4. User can edit students club information
Triggers	A need to add Students Club information
Basic Flow	<ol style="list-style-type: none">1. Open Display Students Clubs page2. System shall display Students Club basic information
Alternative Flow	
Exception flows	

3.3.48.3. Display Students Club details

Title	Display Students Club details
Description	System shall allow user to display Students Club details
Actor	Economic empowerment coordinator
Preconditions	User has privilege to display Students Club details
Post conditions	System shall display Students Club full information
Triggers	A need to display Students Club information
Basic Flow	<ol style="list-style-type: none">1. Open display Students Clubs page2. Click on Students Club name or details button

3. System open Students Club details page

Alternative Flow

Exception flows

3.3.48.4. Edit Students Club information

Title	Edit Students Club
Description	The system shall allow user to edit Students Club information
Actor	Economic empowerment coordinator
Preconditions	User has privilege to edit Students Club
Post conditions	The Students Club information has been edited
Triggers	A need to edit Students Club
Basic Flow	<ol style="list-style-type: none">1. Display all Students Clubs2. Click edit button for specific Students Club3. System open Students Club edit page4. User can edit Students Club information5. Click Save button

Alternative Flow

Exception flows

3.3.48.5. Delete Students Club

Title	Delete Students Club
Description	System shall allow user to delete Students Club
Actor	Economic Empowerment project Coordinator
Preconditions	User has privilege to delete Students Club

Post conditions	The Students Club has been deleted
Triggers	A need to delete Students Club
Basic Flow	<ol style="list-style-type: none"> 1. Display all Students Club 2. Click delete button for specific Students Club 3. Confirm message is shown 4. Click Ok button 5. Students Club has been deleted
Alternative Flow	
Exception flows	

Economic Empowerment Functional Requirements

3.3.49. List alumni

Title	List Alumni
Description	System shall allow user to list alumni and students who attend to graduate this semester
Actor	Economic empowerment coordinator
Preconditions	User has privilege to list alumni
Post conditions	<p>System display alumni</p> <p>System shall view student information</p> <p>System shall view student graduation status</p> <p>User can add internship to student</p> <p>User can filter result based on some criteria</p>
Triggers	A need to display alumni
Basic Flow	<ol style="list-style-type: none"> 1. Open List alumni page 2. System shall view List of alumni 3. User can filter result list based on data viewed (Alumni filters)
Alternative Flow	
Exception flows	

3.3.50. Manage employers

3.3.50.1. Add new employer

Title	Add new employer
Description	System shall allow user to add new employer
Actor	Economic empowerment coordinator
Preconditions	User has privilege to add new employers
Post conditions	<ul style="list-style-type: none">- New employer has been added- User can add jobs for employer
Triggers	A need to add employer information
Basic Flow	<ol style="list-style-type: none">1. Open add employer page2. Enter employer information (<u>خطا! لم يتم العثور على مصدر المرجع</u>)3. Click Add button
Alternative Flow	
Exception flows	

3.3.50.2. Display employers

Title	Display employers
Description	System shall allow user to display employers
Actor	Economic empowerment coordinator
Preconditions	User has privilege to list employers
Post conditions	<ol style="list-style-type: none">1. System shall display list of employers2. User can filter employer results3. User can order employer results4. User can add employer evaluation5. User can edit employer information
Triggers	A need to add employer information
Basic Flow	<ol style="list-style-type: none">1. Open Display employers page

-
2. System shall display employer basic information

Alternative Flow

Exception flows

3.3.50.3. Display employer details

Title	Display employer details
Description	System shall allow user to display employer details
Actor	Economic empowerment coordinator
Preconditions	User has privilege to display employer details
Post conditions	System shall display employer full information
Triggers	A need to display employer information
Basic Flow	<ol style="list-style-type: none">1. Open display employers page2. Click on employer name or details button3. System open employer details page
Alternative Flow	
Exception flows	

3.3.50.4. Edit employer information

Title	Edit employer
Description	The system shall allow user to edit employer information
Actor	Economic empowerment coordinator
Preconditions	User has privilege to edit employer
Post conditions	The employer information has been edited
Triggers	A need to edit employer
Basic Flow	<ol style="list-style-type: none">1. Display all employers2. Click edit button for specific employer3. System open employer edit page4. User can edit employer information

5. Click Save button

Alternative Flow

Exception flows

3.3.50.5. Delete Employer

Title	Delete employer
Description	System shall allow user to delete employer
Actor	Economic Empowerment project Coordinator
Preconditions	User has privilege to delete employer
Post conditions	The employer has been deleted
Triggers	A need to delete employer
Basic Flow	<ol style="list-style-type: none">1. Display all Employer2. Click delete button for specific employer3. Confirm message is shown4. Click Ok button5. Employer has been deleted
Alternative Flow	
Exception flows	

3.3.51. Manage Internships

3.3.51.1. Add New Cycle

Title	Add new cycle
Description	The System shall allow user to add new cycle
Actor	Economic Empowerment project Coordinator
Preconditions	User has privilege to add new cycle

Post conditions	New cycle has been added
Triggers	A need to add new cycle
Basic Flow	<ol style="list-style-type: none"> 1. Open add cycle page 2. Enter cycle name 3. Enter cycle information 4. Enter cycle start date 5. Select students 6. Click add button 7. System save information and redirect to display all cycles page
Alternative Flow	
Exception flows	

3.3.51.2. Display Cycles

Title	Display all cycles
Description	Display list of all cycles
Actor	Economic Empowerment project Coordinator
Preconditions	User has privilege to display cycles
Post conditions	<ul style="list-style-type: none"> - System display list of cycles information - User can display full information, cycle students, edit, delete cycle based on user privileges
Triggers	A need to display or manage cycles
Basic Flow	<ol style="list-style-type: none"> 1. Open display cycles page 2. System shall display all cycles
Alternative Flow	
Exception flows	

3.3.51.3. Display Cycle Details

Title	Display cycle details
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Description	System shall allow user to display cycle details
Actor	Economic Empowerment project Coordinator
Preconditions	User has privilege to display cycle details
Post conditions	<ul style="list-style-type: none"> - System display cycle details - System display students in cycle
Triggers	A need to display cycle details
Basic Flow	<ol style="list-style-type: none"> 1. Open display cycles page 2. Click on cycle name or details button 3. System open cycle details page
Alternative Flow	
Exception flows	

3.3.51.4. Edit Cycle

Title	Edit cycle
Description	The system shall allow user to edit cycle information
Actor	Economic Empowerment project Coordinator
Preconditions	User has privilege to edit cycles
Post conditions	The cycle information has been edited
Triggers	A need to edit cycle
Basic Flow	<ol style="list-style-type: none"> 1- Display all cycles 2- Click edit button for specific cycle 3- System open cycle edit page 4- User can edit cycle information 5- Click Save button
Alternative Flow	
Exception flows	

3.3.51.5. Delete Cycle

Title	Delete Cycle
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Description	System shall allow user to delete cycle
Actor	Economic empowerment project coordinator
Preconditions	User has privilege to delete cycle
Post conditions	The cycle has been deleted
Triggers	A need to delete cycle
Basic Flow	<ul style="list-style-type: none"> 1- Display all cycles 2- Click delete button for specific cycle 3- Confirm message is shown 4- Click Ok button 5- Cycle has been deleted
Alternative Flow	
Exception flows	If cycle has students, Error message is shown.

3.3.51.6. Add Internship

Title	Add new internship
Description	The System shall allow user to add new internship
Actor	Economic empowerment project coordinator
Preconditions	User has privilege to add new internship
Post conditions	New internship has been added
Triggers	A need to add new internship
Basic Flow	<ol style="list-style-type: none"> 1. Open add internship page 2. Enter internship information 3. Click add button 4. System save information and redirect to display all internships page
Alternative Flow	
Exception flows	

3.3.51.7. Display All Internship

Title	Display all internships
Description	Display basic internships information
Actor	Economic empowerment project coordinator
Preconditions	User has privilege to display internship information
Post conditions	<ul style="list-style-type: none">- System display list of internship information- User can display full information, edit or delete internship based on user privileges
Triggers	A need to display or manage internships
Basic Flow	<ol style="list-style-type: none">1. Open display internship page2. System shall display all internships
Alternative Flow	
Exception flows	

3.3.51.8. Display Internship Details

Title	Display internship details
Description	System shall allow user to display internship
Actor	Economic empowerment project coordinator
Preconditions	User has privilege to display internship information
Post conditions	<ul style="list-style-type: none">- System display internship full information
Triggers	A need to display internship details
Basic Flow	<ol style="list-style-type: none">1. Open display internship page2. Click on student name or details button3. System open internship details page
Alternative Flow	

3.3.51.9. Edit Internship

Title	Edit internship information
Description	The system shall allow user to edit internship information
Actor	Economic empowerment project coordinator
Preconditions	User has privilege to edit internship
Post conditions	The internship information has been edited
Triggers	A need to edit internship
Basic Flow	<ol style="list-style-type: none">1- Display all internships2- Click edit button for specific internship3- System open internship edit page4- User can edit internship information5- Click Save button
Alternative Flow	
Exception flows	

3.3.51.10. Delete Internship

Title	Delete Internship
Description	System shall allow user to delete internship
Actor	Economic empowerment project coordinator
Preconditions	User has privilege to delete internship
Post conditions	The internship has been deleted
Triggers	A need to delete internship
Basic Flow	<ol style="list-style-type: none">1- Display all internships2- Click delete button for specific internship3- Confirm message is shown4- Click Ok button5- Internship has been deleted
Alternative Flow	
Exception flows	

3.3.52. Manage Field Visits

3.3.52.1. Add Field Visits

Title	Add new field visit
Description	The System shall allow user to add new field visit
Actor	Economic empowerment project coordinator
Preconditions	User has privilege to add new field visit
Post conditions	New field visit has been added
Triggers	A need to add new field visit
Basic Flow	<ol style="list-style-type: none">1. Open display internships page2. Click add field visit button for specific internship3. Enter field visit information4. Click add button5. System save information and redirect to display all internships page
Alternative Flow	
Exception flows	

3.3.52.2. Display All Field Visit

Title	Display all field visit
Description	Display basic field visit information
Actor	Economic empowerment project coordinator
Preconditions	User has privilege to display field visit information
Post conditions	<ul style="list-style-type: none">- System display list of field visit information- User can display full information, edit or delete field visit based on user privileges
Triggers	A need to display or manage field visit

Basic Flow	1. Open display field visit page 2. System shall display all field visit
Alternative Flow	
Exception flows	

3.3.52.3. Display Field Visit Details

Title	Display field visit details
Description	System shall allow user to display field visit
Actor	Economic empowerment project coordinator
Preconditions	User has privilege to display field visit information
Post conditions	- System display field visit full information
Triggers	A need to display field visit details
Basic Flow	<ol style="list-style-type: none"> 1. Open display field visit page 2. Click details button for specific field visit 3. System open field visit details page
Alternative Flow	

3.3.52.4. Edit Field Visit

Title	Edit field visit information
Description	The system shall allow user to edit field visit information
Actor	Economic empowerment project coordinator
Preconditions	User has privilege to edit field visit
Post conditions	The field visit information has been edited
Triggers	A need to edit field visit
Basic Flow	<ol style="list-style-type: none"> 1- Display all field visits 2- Click edit button for specific field visit 3- System open field visit edit page 4- User can edit field visit information

5- Click Save button

Alternative Flow

Exception flows

3.3.52.5. Delete Field Visit

Title	Delete field visit
Description	System shall allow user to delete field visit
Actor	Economic empowerment project coordinator
Preconditions	User has privilege to delete internship
Post conditions	The field visit has been deleted
Triggers	A need to delete field visit
Basic Flow	<ol style="list-style-type: none">1- Display all field visit2- Click delete button for specific field visit3- Confirm message is shown4- Click Ok button5- field visit has been deleted
Alternative Flow	
Exception flows	

3.3.53. Manage Career Days

3.3.53.1. Add new career day

Title	Add new career day
Description	The System shall allow user to add new career day
Actor	Economic empowerment project coordinator
Preconditions	User has privilege to add new career day
Post conditions	New career day has been added
Triggers	A need to add new career day

Basic Flow	<ol style="list-style-type: none"> 1. Open add career day page 2. Enter career day information 3. Click add button 4. System save information and redirect to display all career days page
Alternative Flow	
Exception flows	

3.3.53.2. Display All career day

Title	Display all career days
Description	Display basic career day information
Actor	Economic empowerment project coordinator
Preconditions	User has privilege to display career day information
Post conditions	<ul style="list-style-type: none"> - System display list of career day information - User can display full information, edit or delete career day based on user privileges
Triggers	A need to display or manage career days
Basic Flow	<ol style="list-style-type: none"> 1. Open display career day page 2. System shall display all career days
Alternative Flow	
Exception flows	

3.3.53.3. Display Career Day Details

Title	Display career day details
Description	System shall allow user to display career day
Actor	Economic empowerment project coordinator
Preconditions	User has privilege to display career day information

Post conditions	- System display career day full information
Triggers	A need to display career day details
Basic Flow	<ol style="list-style-type: none"> 1. Open display career day page 2. Click details button for specific career day 3. System open career day details page
Alternative Flow	

3.3.53.4. Edit career day

Title	Edit career day information
Description	The system shall allow user to edit career day information
Actor	Economic empowerment project coordinator
Preconditions	User has privilege to edit career day
Post conditions	The career day information has been edited
Triggers	A need to edit career day
Basic Flow	<ol style="list-style-type: none"> 1- Display all career day 2- Click edit button for specific career day 3- System open career day edit page 4- User can edit career day information 5- Click Save button
Alternative Flow	
Exception flows	

3.3.53.5. Delete career day

Title	Delete career day
Description	System shall allow user to delete career day
Actor	Economic empowerment project coordinator
Preconditions	User has privilege to delete career day
Post conditions	The career day has been deleted

Triggers	A need to delete career day
Basic Flow	<ol style="list-style-type: none"> 1- Display all career days 2- Click delete button for specific career day 3- Confirm message is shown 4- Click Ok button 5- Career day has been deleted
Alternative Flow	
Exception flows	
Special requirements and assumptions	Career day cannot be deleted after approval

3.3.54. Manage International opportunities Applications

3.3.54.1. Add International opportunities Applications

Title	Add Alumni developing (International opportunities)
Description	The system shall allow user to add International opportunities applications
Actor	Economic Empowerment project Coordinator
Preconditions	User has privilege to add new International opportunities applications
Post conditions	New application has been added
Triggers	Alumni need to participate in International opportunities
Basic Flow	<ol style="list-style-type: none"> 1. Open add International opportunities application page 2. Enter student identity 3. System shall display student information 4. Enter application required information 5. Click add button
Alternative Flow	
Exception flows	

3.3.54.2. Display All International Opportunities Applications

Title	Display Alumni developing (International opportunities)
Description	System shall allow user to display Alumni developing (International opportunities)
Actor	Economic empowerment coordinator
Preconditions	User has privilege to list Alumni developing (International opportunities)
Post conditions	<ol style="list-style-type: none">1. System shall display list of all Alumni developing (International opportunities)2. User can filter results3. User can order results
Triggers	A need to manage International opportunities
Basic Flow	<p>Open display Alumni developing (International opportunities) page</p> <ol style="list-style-type: none">1. System shall display Alumni developing (International opportunities) basic information
Alternative Flow	
Exception flows	

3.3.54.3. Edit International opportunities Applications (Accept or dismiss)

Title	Edit International opportunities Applications (Accept or dismiss)
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Description	System shall allow user to edit international opportunities
Actor	Economic empowerment coordinator
Preconditions	User has privilege to edit international opportunities
Post conditions	International opportunity has been edited
Triggers	A need to edit international opportunities
Basic Flow	<ol style="list-style-type: none"> 1. Open display all international opportunities page 2. Click on details button 3. System open international opportunities details page 4. Click on approve button 5. International opportunity has been approved
Alternative Flow	
Exception flows	

3.3.55. Manage E-Work

3.3.55.1. Add Student E-Work Applications

Title	Add Student E-Work Applications
Description	The system shall allow user to add students E-Work applications
Actor	Economic Empowerment project Coordinator
Preconditions	User has privilege to add new student E-Work applications
Post conditions	New application has been added
Triggers	A student needs to participate in E-Work
Basic Flow	<ol style="list-style-type: none"> 1. Open add E-Work application page 2. Enter student identity 3. System shall display student information

-
4. Enter application required information
5. Click add button

Alternative Flow

Exception flows

3.3.55.2. Display All E-Work Applications

Title	Display E-Work applications
Description	System shall allow user to display E-Work applications
Actor	Economic empowerment coordinator
Preconditions	User has privilege to list E-Work applications
Post conditions	<ul style="list-style-type: none"> 1. System shall display list of E-Work applications 2. User can filter E-Work applications results 3. User can order E-Work applications results
Triggers	A need to manage E-Work applications
Basic Flow	<ul style="list-style-type: none"> 2. Open display E-Work applications page 3. System shall display E-Work applications basic information
Alternative Flow	
Exception flows	

3.3.55.1. Approve E-Work Application

Title	Approve E-Work application
Description	System shall allow user to edit E-Work application
Actor	Economic empowerment coordinator
Preconditions	User has privilege to edit E-Work application
Post conditions	International opportunity has been edited
Triggers	A need to edit international opportunities

Basic Flow	<ol style="list-style-type: none"> 1. Open display all E-Work applications page 2. Click on details button 3. System open E-Work application details page 4. User can add E-Work Interviews Scores 5. Click on approve button 6. E-Work application has been approved
Alternative Flow	
Exception flows	

3.3.55.2. Manage E-Work Trainings

This is the same as Manage Trainings

3.3.55.3. Manage E-Work Activities

This is the same as Manage Activities

Management Functional Requirements

3.3.56. Manage surveys (Evaluation Forms)

3.3.56.1. Add new survey

Title	Create new survey
Description	The System shall allow user to create dynamic survey
Actor	Monitoring and Evaluation Coordinator
Preconditions	User has privilege to add new survey
Post conditions	New survey has been added and ready for publish

Triggers	A need to crate survey
Basic Flow	<ol style="list-style-type: none"> 1- Open add survey page 2- Enter survey title 3- Enter survey description 4- Add question title 5- Select question type 6- Enter question option if exists 7- Click add question button 8- Repeat steps 4 to 7 to add more questions 9- Click add survey button
Alternative Flow	
Exception flows	

3.3.56.2. Edit survey

Title	Edit Survey
Description	The system shall allow user to edit survey
Actor	Monitoring and Evaluation Coordinator
Preconditions	User has privilege to edit survey
Post conditions	The survey has been edited and ready for publish
Triggers	A need to edit survey
Basic Flow	<ol style="list-style-type: none"> 1- Display all surveys 2- Click edit button for specific survey 3- System open survey edit page 4- User can edit survey information 5- Click Save button
Alternative Flow	
Exception flows	
Business rules	
Special requirements and assumptions	Survey should be republished after update

3.3.56.3. Duplicate Survey

Title	Duplicate survey
Description	The system shall allow user to duplicate survey
Actor	Monitoring and Evaluation Coordinator
Preconditions	User has privilege to duplicate survey
Post conditions	The survey has been duplicated User can edit or publish survey
Triggers	A need to create new survey similar to previous one
Basic Flow	1- Display all surveys 2- Click duplicate button for specific survey 3- New survey has been added with the same data 4- User can edit or publish survey information
Alternative Flow	
Exception flows	
Special requirements and assumptions	

3.3.56.4. Delete survey

Title	Delete survey
Description	System shall allow user to delete survey
Actor	Monitoring and Evaluation Coordinator
Preconditions	User has privilege to delete survey
Post conditions	The survey and its results have been deleted
Triggers	A need to delete survey
Basic Flow	1- Display all surveys 2- Click delete button for specific survey 3- Confirm message is shown 4- Click Ok button 5- Survey has been deleted

Alternative Flow
Exception flows
Business rules
Special requirements and assumptions

3.3.56.5. Publish survey

Title	Publish survey
Description	System shall allow user publish survey, so students can fill the survey without any authentication
Actor	Monitoring and Evaluation Coordinator
Preconditions	User has privilege to publish survey
Post conditions	The survey has been published Survey link can be copied Students can fill survey
Triggers	A need to publish survey, so student can fill it
Basic Flow	<ol style="list-style-type: none">1- Display all surveys2- Click publish button for specific survey3- System redirect to publish survey page4- Enter date publish from and to5- Select students to fill survey by selecting them manually or import excel sheet6- Click publish button7- New survey has been published8- System view survey link9- User can copy or open survey link10- SMS and email sent to selected students to fill survey
Alternative Flow	<p>Alternate to step 1 and 2</p> <ol style="list-style-type: none">1- Display surveys details page2- Click publish button for specific survey

	<p>Alternate to step 5</p> <ol style="list-style-type: none"> 1. Select focus group 2. System show students from focus group
Exception flows	
Business rules	
Special requirements and assumptions	<p>If survey already published:</p> <ul style="list-style-type: none"> - System should view survey link and can be copied. - System should allow user to select students to SMS and email survey link to them

3.3.57. Manage focus groups

3.3.57.1. Add new focus group

Title	Add new focus group
Description	System shall allow user to add new focus group based on some criteria.
Actor	Monitoring and Evaluation Coordinator
Preconditions	User has privilege to delete survey
Post conditions	New focus group has been added User can email students on focus group or send SMS
Triggers	A need to get group of students shared some criteria
Basic Flow	<ul style="list-style-type: none"> • Open new focus group page • Choose criteria • Click show students button • System shall view list of students that meet selected criteria • Click save button • New focus group has been added
Alternative Flow	
Exception flows	

Special requirements and assumptions	<p>Focus Group criteria include</p> <ul style="list-style-type: none"> - <i>Basic student information</i>: Gender, age - <i>Academic information</i>: university, GPA - <i>Training course</i>: ICDL, English course - <i>Leadership development information</i> - Economic empowerment information - Psychosocial support information <p>All criteria should be reviewed with monitoring and evaluation coordinator</p>
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3.3.57.2. Display all focus groups

Title	Display all focus group
Description	Display basic focus group information
Actor	Monitoring and Evaluation Coordinator
Preconditions	User has privilege to display focus groups
Post conditions	<ul style="list-style-type: none"> - System display list of focus groups (ID, Name, Number of students, Number of fills, status)
Triggers	A need to manage student
Basic Flow	<ol style="list-style-type: none"> 1. Open display focus group page
Alternative Flow	
Exception flows	

3.3.57.3. View focus group details

Title	Display focus group details
Description	System should display details of focus group
Actor	Monitoring and Evaluation Coordinator
Preconditions	User has privilege to display focus group details
Post conditions	<ul style="list-style-type: none"> - System displayed focus group details includes its criteria and list of students

	<ul style="list-style-type: none"> - Comments and reply if exist - User could edit focus group - User could send Email or SMS to students
Triggers	A need to display focus group details
Basic Flow	<ol style="list-style-type: none"> 1- Open all focus groups list page 2- Click on details button for focus group 3- System will display focus group details page
Alternative Flow	
Exception flows	

3.3.57.4. Edit focus group

Title	Edit focus group
Description	User edit focus group data: focus group criteria
Actor	Monitoring and Evaluation Coordinator
Preconditions	User has privilege to edit focus group details
Post conditions	Focus group information has been edited and new student list has been viewed
Triggers	A need to edit information
Basic Flow	<ol style="list-style-type: none"> 1. Open Display all focus groups page 2. Click edit button for specific focus group 3. System shall display edit focus group page 4. User select new criteria 5. User click show students 6. System shall display list of students meets selected criteria 7. Click save button
Alternative Flow	
Exception flows	

3.3.57.5. Duplicate focus group

Title	Duplicate focus group
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Description	The system shall allow user to duplicate focus group
Actor	Monitoring and Evaluation Coordinator
Preconditions	User has privilege to duplicate focus group
Post conditions	Focus group has been duplicated User can edit focus group
Triggers	A need to create new focus group that have criteria similar to previous one
Basic Flow	<ol style="list-style-type: none"> 1- Open Display all focus groups page 2- Click duplicate button for specific focus group 3- New focus group has been added with the same criteria, and User can edit it
Alternative Flow	
Exception flows	

3.3.57.6. Delete focus group

Title	Delete focus group
Description	System shall allow user to delete focus groups
Actor	Monitoring and Evaluation Coordinator
Preconditions	User has privilege to delete focus groups
Post conditions	The focus groups and its students list have been deleted
Triggers	A need to delete focus groups
Basic Flow	<ol style="list-style-type: none"> 1- Display all focus groups 2- Click delete button for specific focus group 3- Confirm message is shown 4- Click Ok button 5- Focus group has been deleted
Alternative Flow	
Exception flows	

3.3.58. Manage Complaints and suggestions

3.3.58.1. Add new complaints or Suggestions (Employee form).

Title	Add new complaints or Suggestions (Employee form)
Description	System shall allow users to add complaint or Suggestion
Actor	MIS System User
Preconditions	User logged in
Post conditions	<ul style="list-style-type: none">- New complaint has been added- System notify M&E Coordinator
Triggers	User has some suggestions or complains to add
Basic Flow	<ol style="list-style-type: none">1. Open add complain page2. Choose complain or suggestion3. Enter Title4. Choose User to send to (Please use select input with auto complete)5. Attach some files if needed6. Enter message body7. Click Add button
Alternative Flow	
Exception flows	
Special requirements and assumptions	User will be notified with all complaint replies After complaint added, A message is shown with complaint number.

3.3.58.2. Add new complaints or Suggestions (Student form).

Title	Add new complaints or Suggestions (Student form)
Description	System shall allow students to add complaint or Suggestion
Actor	Anonymous

Preconditions	
Post conditions	<ul style="list-style-type: none"> - New complaint has been added - System notify M&E Coordinator
Triggers	User has some suggestions or complains to add
Basic Flow	<ol style="list-style-type: none"> 1. Open add complain page 2. Enter Student ID 3. Enter Student Name 4. Choose complain or suggestion 5. Enter Title 6. Select category 7. Enter Email 8. Enter Phone 9. Attach some files if needed 10. Enter message body 11. Click Add button
Alternative Flow	
Special requirements and assumptions	<p>All complaint replies will send to student email.</p> <p>Student has no account to the system, so this form should be accessed by everyone without username and password.</p> <p>After complaint added, A message is shown with complaint number (complaint number is used to track it).</p>

3.3.58.3. Display complaints and Suggestions.

Title	Display complaints and Suggestions
Description	System should display List of complaints and suggestions
Actor	General manager, Monitoring and Evaluation Coordinator, Quality Education and Student Services Coordinator, Leadership and Economic, Empowerment Coordinator
Preconditions	User has privilege to display complaints and suggestions
Post conditions	List of complaints and suggestion displayed

Triggers	A need to display complaints and suggestion
Basic Flow	<ol style="list-style-type: none"> 1. Open complaints and suggestion page 2. System will display complaints and suggestion information (Number, Type (Complaint or suggestion), Sender Name, Title, Status, User responsible) <p>System should display basic statistics (total number of complains, total number of suggestions, number of active and closed complaints)</p>
Alternative Flow	
Special requirements and assumptions	

3.3.58.4. Display complaint or suggestion details.

Title	Display complaint or suggestion details
Description	System should display details of complaints or suggestions
Actor	General manager, Monitoring and Evaluation Coordinator, Quality Education and Student Services Coordinator, Leadership and Economic, Empowerment Coordinator
Preconditions	User has privilege to display complaints and suggestions
Post conditions	<ul style="list-style-type: none"> - System displayed complaint details, comments and reply if exist - User could change complaint status - User can assign complaint to another user
Triggers	A need to display complaint details
Basic Flow	<ol style="list-style-type: none"> 1- Open all complaint list page 2- Click on details button for complaint 3- System will display complaint details page
Alternative Flow	

Exception flows	
Special requirements and assumptions	<p>Complaint details page will contain date, status, comments, user assigned to, reply beside complaint basic data.</p> <p>Comments would be between users who track the complaint but reply will be sent to complaint sender email.</p>

3.3.58.5. Reply to complaints or Suggestions.

Title	Reply to complaint or suggestion
Description	System should allow user to reply to complaints or suggestions, A reply send to complaint sender with the latest update of his complaints
Actor	General manager, Monitoring and Evaluation Coordinator, Quality Education and Student Services Coordinator, Leadership and Economic, Empowerment Coordinator
Preconditions	User has privilege to reply to complaints or suggestions
Post conditions	<ul style="list-style-type: none"> - Complaint reply has been added - System send reply to user email
Triggers	A need to inform user with the latest updates of his complaint
Basic Flow	<ol style="list-style-type: none"> 1- Open complaint details page 2- Enter reply text 3- Click on reply button 4- System save reply and send email to user or student
Alternative Flow	
Exception flows	

3.3.58.6. Assign complaints or Suggestions to another user.

Title	Assign complaints or Suggestions to user.
Description	System should allow user to assign complaints or suggestions to another user
Actor	General manager, Monitoring and Evaluation Coordinator, Quality Education and Student Services Coordinator, Leadership and Economic, Empowerment Coordinator
Preconditions	User has privilege to assign complaints and suggestions to user
Post conditions	<ul style="list-style-type: none">- System assign complaint to user- System notify user that complaint assigned to him
Triggers	A complaint should be tracked and resolved by new user
Basic Flow	<ol style="list-style-type: none">1- Open complaint details page2- Click on assign button3- Select user4- Click ok button5- System assign complaint to user and send notification to him
Alternative Flow	
Exception flows	

3.3.59. Manage Communication

3.3.59.1. Add new album

Title	Add new album
Description	System shall allow user to add new album The album can be general or in one of the main components
Actor	Communication Coordinator
Preconditions	User has privilege to add new album
Post conditions	New album has been added
Triggers	A need to add new album
Basic Flow	<ol style="list-style-type: none">1. Open add new album page2. Enter album name3. Enter album year and month4. Select album category: General, Quality Education, Student Affairs, Leadership, Economic Empowerment5. Click add button
Alternative Flow	
Exception flows	

3.3.59.2. Edit album

Title	Edit album
Description	System shall allow user to edit album name or category
Actor	Communication Coordinator
Preconditions	User has privilege to add new album
Post conditions	Album information has been edited
Triggers	A need to change album information
Basic Flow	<ol style="list-style-type: none">1. Display all albums2. Click Edit button for specific album3. System will open edit album page

-
4. Enter new album name or select new category
 5. Click Save button

Alternative Flow

Exception flows

3.3.59.3. Display albums

Title	Display all albums
Description	System shall display latest album grouped by category.
Actor	Donor, General manager, Monitoring and Evaluation Coordinator, Communication Coordinator
Preconditions	User has privilege to add new student
Post conditions	System display albums
Triggers	A need to display albums
Basic Flow	<ol style="list-style-type: none"> 1. Open display album page 2. User could order album by date or name

Alternative Flow

Exception flows

3.3.59.4. Display albums items

Title	Display album items
Description	System shall display all album items.
Actor	Donor, General manager, Monitoring and Evaluation Coordinator, Communication Coordinator
Preconditions	User has privilege to add new student
Post conditions	<ol style="list-style-type: none"> System display album items User can filter items by type

	User can order item by date or name
Triggers	A need to display album items
Basic Flow	<ol style="list-style-type: none"> 1. Open display albums page 2. Click on specific album 3. System shall open album items page
Alternative Flow	
Exception flows	

3.3.59.5. Delete album

Title	Delete album
Description	System shall allow user to delete album
Actor	Communication Coordinator
Preconditions	User has privilege to delete album
Post conditions	The album and its items have been deleted
Triggers	A need to delete album
Basic Flow	<ol style="list-style-type: none"> 1- Display all albums 2- Click delete button for specific album 3- Confirm message is shown 4- Click Ok button 5- album has been deleted
Alternative Flow	
Exception flows	

3.3.59.6. Add item to album

Title	Add new item to album
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Description	System shall allow user to add new items to album New item could be images or videos
Actor	Communication Coordinator
Preconditions	User has privilege to add new items to album
Post conditions	New items have been added
Triggers	A need to add new item
Basic Flow	<ol style="list-style-type: none"> 1. Open album details page 2. Press add item button 3. Enter item title 4. Attach item files 5. Enter item URL 6. Click add button
Alternative Flow	
Exception flows	

3.3.60. Partnerships

3.3.60.1. Add new partner

Title	Add new partner
Description	The System shall allow user to add new partners
Actor	System administrator
Preconditions	User has privilege to add new partner
Post conditions	New partner has been added
Triggers	A need to add new partner
Basic Flow	<ol style="list-style-type: none"> 1. Open add partner page 2. Enter partner name 3. Enter partner information 4. Click add button 5. System save information and redirect to display all partners page

Alternative Flow

Exception flows

3.3.60.2. Display All Partners

Title	Display all partners
Description	Display basic partners' information
Actor	System administrator
Preconditions	User has privilege to display partners information
Post conditions	<ul style="list-style-type: none">- System display list of partners information- User can display full information, edit, delete partner based on user privileges
Triggers	A need to display or manage partners
Basic Flow	1. Open display partners page
Alternative Flow	
Exception flows	
Special requirements and assumptions	

3.3.60.3. Display Partner Full Information

Title	Display partner full information
Description	System shall allow user to display partner full information
Actor	System administrator
Preconditions	User has privilege to display partners information
Post conditions	<ul style="list-style-type: none">- System display partners full information
Triggers	A need to display partner full information
Basic Flow	<ol style="list-style-type: none">1. Open display partners page2. Click on partner name or details button

3. System open partner details page

Alternative Flow

3.3.60.4. Edit Partner

Title	Edit partner
Description	The system shall allow user to edit partner information
Actor	System administrator
Preconditions	User has privilege to edit partners
Post conditions	The partner information has been edited
Triggers	A need to edit partner
Basic Flow	<ol style="list-style-type: none">1- Display all partners2- Click edit button for specific partner3- System open partner edit page4- User can edit partner information5- Click Save button

Alternative Flow

Exception flows

3.3.60.5. Delete Partner

Title	Delete partner
Description	System shall allow user to delete partner
Actor	System administrator
Preconditions	User has privilege to delete partner
Post conditions	The partner has been deleted
Triggers	A need to delete partner

Basic Flow	<ol style="list-style-type: none"> 1- Display all partners 2- Click delete button for specific partner 3- Confirm message is shown 4- Click Ok button 5- partner has been deleted
Alternative Flow	
Exception flows	

3.3.61. Manage Al-Fakhoora house rooms

3.3.61.1. Add New Rooms

Title	Add new rooms
Description	The System shall allow user to add new room
Actor	System administrator
Preconditions	User has privilege to add new rooms
Post conditions	New room has been added
Triggers	A need to add new rooms
Basic Flow	<ol style="list-style-type: none"> 1. Open add room page 2. Enter rooms information 3. Click add button 4. System save information and redirect to display all rooms page
Alternative Flow	
Exception flows	

3.3.61.2. Display All Rooms

Title	Display all rooms
Description	Display basic rooms' information
Actor	System administrator

Preconditions	User has privilege to display rooms information
Post conditions	<ul style="list-style-type: none"> - System display list of rooms information - User can display full information, edit or delete room based on user privileges
Triggers	A need to display or manage rooms
Basic Flow	Open display rooms page
Alternative Flow	
Exception flows	
Special requirements and assumptions	

3.3.61.3. Display Rooms Details

Title	Display rooms details
Description	System shall allow user to display rooms
Actor	System administrator
Preconditions	User has privilege to display rooms information
Post conditions	<ul style="list-style-type: none"> - System display room full information
Triggers	A need to display room details
Basic Flow	<ol style="list-style-type: none"> 1. Open display rooms page 2. Click on room name or details button 3. System open room details page
Alternative Flow	
Exception flows	
Special requirements and assumptions	

3.3.61.4. Edit Room

Title	Edit room information
Description	The system shall allow user to edit room information
Actor	System administrator
Preconditions	User has privilege to edit rooms
Post conditions	The room information has been edited
Triggers	A need to edit room
Basic Flow	<ol style="list-style-type: none">1- Display all rooms2- Click edit button for specific room3- System open room edit page4- User can edit room information5- Click Save button
Alternative Flow	
Exception flows	

3.3.61.5. Delete Rooms

Title	Delete rooms
Description	System shall allow user to delete rooms
Actor	System administrator
Preconditions	User has privilege to delete rooms
Post conditions	The room has been deleted
Triggers	A need to delete room
Basic Flow	<ol style="list-style-type: none">1- Display all rooms2- Click delete button for specific room3- Confirm message is shown4- Click Ok button5- Room has been deleted
Alternative Flow	
Exception flows	

3.3.62. Manage Assets

3.3.62.1. Add New Assets

Title	Add new assets
Description	The System shall allow user to add new asset
Actor	System administrator
Preconditions	User has privilege to add new assets
Post conditions	New asset has been added
Triggers	A need to add new assets
Basic Flow	<ol style="list-style-type: none">1. Open add asset page2. Enter assets information3. Click add button4. System save information and redirect to display all assets page
Alternative Flow	
Exception flows	

3.3.62.2. Display All Assets

Title	Display all assets
Description	Display basic assets' information
Actor	System administrator
Preconditions	User has privilege to display assets information
Post conditions	<ul style="list-style-type: none">- System display list of assets information- User can display full information, edit or delete asset based on user privileges
Triggers	A need to display or manage assets
Basic Flow	Open display assets page
Alternative Flow	

Exception flows
Special requirements and assumptions

3.3.62.3. Display Assets Details

Title	Display assets details
Description	System shall allow user to display assets
Actor	System administrator
Preconditions	User has privilege to display assets information
Post conditions	- System display asset full information
Triggers	A need to display asset details
Basic Flow	<ol style="list-style-type: none"> 1. Open display assets page 2. Click on asset name or details button 3. System open asset details page
Alternative Flow	
Exception flows	
Special requirements and assumptions	

3.3.62.4. Edit Asset

Title	Edit asset information
Description	The system shall allow user to edit asset information
Actor	System administrator
Preconditions	User has privilege to edit assets
Post conditions	The asset information has been edited
Triggers	A need to edit asset
Basic Flow	<ol style="list-style-type: none"> 1- Display all assets 2- Click edit button for specific asset 3- System open asset edit page

-
- 4- User can edit asset information
 - 5- Click Save button

Alternative Flow

Exception flows

3.3.62.5. Delete Assets

Title	Delete assets
Description	System shall allow user to delete assets
Actor	System administrator
Preconditions	User has privilege to delete assets
Post conditions	The asset has been deleted
Triggers	A need to delete asset
Basic Flow	<ul style="list-style-type: none">1- Display all assets2- Click delete button for specific asset3- Confirm message is shown4- Click Ok button5- Asset has been deleted

Alternative Flow

Exception flows

3.3.63. Reports

3.3.63.1. Students Report

Title	Students report
Description	System shall display students reports Report data can be filtered by: <ul style="list-style-type: none">- Date (From-To)- Phase- Male and female

	<ul style="list-style-type: none"> - Status (active, frozen, withdrawn, dismissed and graduated) - Specialty - Semester
Actor	System administrator, Monitor and Evaluation Coordinator, Scholarship Coordinator
Preconditions	User has privilege to display students report
Post conditions	<ol style="list-style-type: none"> 1. System shall display total of students 2. System shall display report with the following data: <ul style="list-style-type: none"> - Student ID - Name (Arabic) - Name (English) - ID Number - Mobile - Gender - Governorate - University - College - Specialty - Category - Phase - Batch - Status 3. System shall display chart of result data grouped by: <ul style="list-style-type: none"> - Male and female - Status (active, frozen, withdrawn, dismissed and graduated) - Specialty
Triggers	A need to display report
Basic Flow	<ol style="list-style-type: none"> 1. Open report page 2. User choose filter 3. System shall display report data 4. User can export report as pdf or excel sheet 5. User can print report

-
6. User can save report
7. User can save a copy of report with different name

Alternative Flow

Exception flows

3.3.63.2. Tools distribution report

Title	Tools distribution report
Description	System shall display tools distribution reports Report data can be filtered by: - Date (From-To) - Year (From-To) - Phase - Specialty - Semester
Actor	System administrator, Monitor and Evaluation Coordinator, Scholarship Coordinator
Preconditions	User has privilege to display tools distribution report
Post conditions	<ol style="list-style-type: none"> 1. System shall display total of students 2. System shall display report with the following data: <ul style="list-style-type: none"> - Student ID - Name - Number - Intake - Number of times - Years 3. System shall display chart of result data grouped by: <ul style="list-style-type: none"> - Year - Specialty
Triggers	A need to display report
Basic Flow	<ol style="list-style-type: none"> 1. Open report page

-
2. User choose filter
 3. System shall display report data
 4. User can export report as pdf or excel sheet
 5. User can print report
 6. User can save report
 7. User can save a copy of report with different name

Alternative Flow

Exception flows

3.3.63.3. Number of Visits per Student

Title	Number of Visits per Student report
Description	System shall allow user to display Number of Visits per Student reports Report data can be filtered by: <ul style="list-style-type: none"> - Date (From-To) - Phase - Reason
Actor	System administrator, Monitor and Evaluation Coordinator, Scholarship Coordinator
Preconditions	User has privilege to display students report
Post conditions	<ol style="list-style-type: none"> 1. System shall display total of students 2. System shall display report with the following data: <ul style="list-style-type: none"> - Visitor Name - Number of Visits - Gender - Parent Disease - have Disability - Category 3. System shall display chart of result data grouped by: <ul style="list-style-type: none"> - Gender

	<ul style="list-style-type: none"> - Parent Disease - have Disability - Category
Triggers	A need to display report
Basic Flow	<ol style="list-style-type: none"> 1. Open report page 2. User choose filter 3. System shall display report data 4. User can export report as pdf or excel sheet 5. User can print report
Alternative Flow	
Exception flows	

3.3.63.4. Al Fakhoora house visitor Rate of satisfaction

Title	Al Fakhoora house visitor Rate of satisfaction report
Description	<ol style="list-style-type: none"> 1. System shall display Al Fakhoora house visitor Rate of satisfaction report reports 2. Report data can be filtered by: <ul style="list-style-type: none"> - Date (From-To) - Phase
Actor	System administrator, Monitor and Evaluation Coordinator, Scholarship Coordinator
Preconditions	User has privilege to display students report
Post conditions	<ol style="list-style-type: none"> 1. System shall display total of visits 2. System shall display Number of students <ul style="list-style-type: none"> - Very satisfied - Satisfied - Not Satisfied 3. System shall display chart of result data grouped by: <ul style="list-style-type: none"> - Gender - satisfaction - Specialty

Triggers	A need to display report
Basic Flow	<ol style="list-style-type: none"> 1. Open report page 2. User choose filter 3. System shall display report data 4. User can export report as pdf or excel sheet 5. User can print report
Alternative Flow	
Exception flows	

3.3.63.5. Training Report

Title	Training report
Description	<ol style="list-style-type: none"> 1. System shall display training reports 2. Training includes <ul style="list-style-type: none"> - Bridge to success - English Language - Computer Skills - Dialogues and Facilitation Trainings - Pre-internship <p>Report data can be filtered by:</p> <ul style="list-style-type: none"> - Date (From-To) - Phase - Training name
Actor	System administrator, Monitor and Evaluation Coordinator, Scholarship Coordinator
Preconditions	User has privilege to display students report
Post conditions	<ol style="list-style-type: none"> 1. System shall display total of students take the training 2. System shall display total of students take the training during report period 3. System shall display total of training hours (training hour * total number of students) 4. System shall display report with the following data:

-
- Students Name (Arabic)
 - Students Name (English)
 - Identity No.
 - Mobile
 - Gender
 - Status
 - Students Phase
 - Total Courses Hours
 - Total Training Courses
 - Course Name
 - Soft Skills
 - Course Short Code
 - Level
 - Start Date
 - End Date
 - Executive Partner
 - Performed
 - Course Hours
 - Attend Hrs.
 - Absence Hrs.
 - Grade
 - Evaluation
5. System shall display chart of result data grouped by:
- Gender

Triggers

A need to display report

Basic Flow

1. Open report page
2. User choose filter
3. System shall display report data
4. User can export report as pdf or excel sheet
5. User can print report

Alternative Flow

Exception flows

3.3.80.12. Training Evaluation Report

Title	Training Evaluation report
Description	System shall display Training Evaluation reports
Actor	System administrator, Monitor and Evaluation Coordinator, Scholarship Coordinator
Preconditions	User has privilege to display students report
Post conditions	<ol style="list-style-type: none">1. System shall total students take the training2. Student Evaluation answers (without student name)3. Evaluation analysis
Triggers	A need to display report
Basic Flow	<ol style="list-style-type: none">1. Open report page2. User choose filter3. System shall display report data4. User can export report as pdf or excel sheet5. User can print report
Alternative Flow	
Exception flows	

3.3.80.13. Laptops distribution lists

Title	Laptops distribution report
Description	<ol style="list-style-type: none">1. System shall display Laptops distribution reports2. Report data can be filtered by:<ul style="list-style-type: none">- Date (From-To)- Phase
Actor	System administrator, Monitor and Evaluation Coordinator, Scholarship Coordinator
Preconditions	User has privilege to display laptops distribution report
Post conditions	<ol style="list-style-type: none">1. System shall display total of students

	<ol style="list-style-type: none"> 2. System shall display total of students during reporting period 3. System shall display report with the following data: <ul style="list-style-type: none"> - Student ID - Students Name (Arabic) - Students Name (English) - Identity No. - Phase - Notes
Triggers	A need to display report
Basic Flow	<ol style="list-style-type: none"> 1. Open report page 2. User choose filter 3. System shall display report data 4. User can export report as pdf or excel sheet 5. User can print report
Alternative Flow	
Exception flows	

3.3.80.14. Psychosocial Support Cases Report

Title	Psychosocial support cases report
Description	<ol style="list-style-type: none"> 1. System shall display psychosocial support cases reports 2. Report data can be filtered by: <ul style="list-style-type: none"> - Date (From-To) - Phase - Gender
Actor	System administrator, Monitor and Evaluation Coordinator, Scholarship Coordinator
Preconditions	User has privilege to display psychosocial support cases report
Post conditions	<ol style="list-style-type: none"> 1. System shall display Number of students grouped by gender in <ul style="list-style-type: none"> - Identified Cases

	<ul style="list-style-type: none"> - Active Opened Cases - Receive Individual Sessions - Receive Group Sessions - Receive initial assessment session - Closed Cases
Triggers	2. chart of result data grouped by:
	<ul style="list-style-type: none"> - Gender
Basic Flow	A need to display report
	<ol style="list-style-type: none"> 1. Open report page 2. User choose filter 3. System shall display report data 4. User can export report as pdf or excel sheet 5. User can print report
Alternative Flow	
Exception flows	

3.3.80.15. Activity attendance report

Title	Activity attendance report
Description	<ol style="list-style-type: none"> 1. System shall display Activity attendance reports <p>Activities include Sport, Recreational Activities, Virtual Majles</p> <ol style="list-style-type: none"> 2. Report data can be filtered by: <ul style="list-style-type: none"> - Date (From-To) - Phase - Activity Type - Gender
Actor	System administrator, Monitor and Evaluation Coordinator, Scholarship Coordinator
Preconditions	User has privilege to display activity attendance report
Post conditions	<ol style="list-style-type: none"> 1. System shall display total of students participate in the activity

	<ol style="list-style-type: none"> 2. System shall display report with the following data: <ul style="list-style-type: none"> - Student ID - Students Name - Identity - Total Activities - Sum of Total Hrs. - Title - Type - Duration - Location - Date - Total Hours 3. System shall display chart of result data grouped by: <ul style="list-style-type: none"> - Gender
Triggers	A need to display report
Basic Flow	<ol style="list-style-type: none"> 1. Open report page 2. User choose filter 3. System shall display report data 4. User can export report as pdf or excel sheet 5. User can print report
Alternative Flow	
Exception flows	

3.3.80.16. Internship attendance sheet

Title	Internship attendance report
Description	<ol style="list-style-type: none"> 1. System shall display Internship attendance reports 2. Report data can be filtered by: <ul style="list-style-type: none"> - Date (From-To) - Phase - Gender

	- Specialty
Actor	System administrator, Monitor and Evaluation Coordinator, Scholarship Coordinator
Preconditions	User has privilege to display internship attendance report
Post conditions	<ol style="list-style-type: none"> 1. System shall display total of students 2. System shall display report with the following data: <ul style="list-style-type: none"> - Student ID - Students Name - Identity - Mobile - Cycle - Company Name - Date From - Date To - Amount - Working Days - Working Hours - Absence Days - Days Off - Phase 3. System shall display chart of result data grouped by: <ul style="list-style-type: none"> - Gender - Specialty
Triggers	A need to display report
Basic Flow	<ol style="list-style-type: none"> 1. Open report page 2. User choose filter 3. System shall display report data 4. User can export report as pdf or excel sheet 5. User can print report
Alternative Flow	
Exception flows	

3.3.80.17. Success stories

Title	Success stories report
Description	System shall display success stories reports Report data can be filtered by: <ul style="list-style-type: none">- Date (From-To)- Phase- Gender- Parent Disease- have Disability
Actor	System administrator, Monitor and Evaluation Coordinator, Scholarship Coordinator
Preconditions	User has privilege to display Success stories report
Post conditions	1. System shall display total of students System shall display report with the following data: <ul style="list-style-type: none">- Student ID- Students Name- Identity- Success stories- System shall display chart of result data grouped by:- Gender- Parent Disease- have Disability
Triggers	A need to display report
Basic Flow	<ol style="list-style-type: none">1. Open report page2. User choose filter3. System shall display report data4. User can export report as pdf or excel sheet5. User can print report
Alternative Flow	
Exception flows	

3.3.80.18. Site Visits Reports

Title	Site visits report
Description	System shall display site visits reports Report data can be filtered by: <ul style="list-style-type: none">- Date (From-To)- Phase- Activity- Component
Actor	System administrator, Monitor and Evaluation Coordinator, Scholarship Coordinator
Preconditions	User has privilege to display site visits report
Post conditions	<ol style="list-style-type: none">1. System shall display total of visits2. System shall display Number of visits grouped by activity in<ul style="list-style-type: none">- Iftar Ramadan- Laptop Distribution- Skilling for Civic Leadership- English Training- Computer Skills Training- Art of Dialogue and Facilitation- Internship- Psychosocial Support3. System shall display chart of result data grouped by:<ul style="list-style-type: none">- Activity- Component
Triggers	A need to display report
Basic Flow	<ol style="list-style-type: none">1. Open report page2. User choose filter3. System shall display report data4. User can export report as pdf or excel sheet5. User can print report
Alternative Flow	
Exception flows	

3.3.80.19. Communication Report

Title	Communication report
Description	<p>System shall display communication reports</p> <p>Report data can be filtered by:</p> <ul style="list-style-type: none">- Date (From-To)- Phase- Type
Actor	System administrator, Monitor and Evaluation Coordinator, Scholarship Coordinator
Preconditions	User has privilege to display communication report
Post conditions	<ol style="list-style-type: none">1. System shall display number of visits grouped by activity in<ul style="list-style-type: none">- Success stories- Documentaries- Profile Video- Photography- Other2. System shall display chart of result data grouped by:<ul style="list-style-type: none">- Type
Triggers	A need to display report
Basic Flow	<ol style="list-style-type: none">1. Open report page2. User choose filter3. System shall display report data4. User can export report as pdf or excel sheet5. User can print report
Alternative Flow	
Exception flows	

3.3.80.20. Generate report from templates

Title	Generate reports from templates
Description	System shall allow user to generate report in specific formats Actor specify report format
Actor	System administrator, Monitor and Evaluation Coordinator, Scholarship Coordinator
Preconditions	User has privilege to Generate reports from templates
Post conditions	Report has been generated
Triggers	A need to generate report
Basic Flow	<ol style="list-style-type: none">1. Open report page2. User select template3. User choose filter4. System shall display report data5. User can export report as pdf or excel sheet6. User can print report
Alternative Flow	
Exception flows	

3.3.80.21. Display semiannual report

Title	Display semiannual report
Description	<ol style="list-style-type: none">1. System shall allow user to display semiannual report.2. Semiannual report contains all statistic from previous reports in 6-month period
Actor	System administrator, Monitor and Evaluation Coordinator, Scholarship Coordinator
Preconditions	User has privilege to display semiannual report
Post conditions	Report has been displayed
Triggers	A need to display report
Basic Flow	<ol style="list-style-type: none">1. Open report page

-
- 2. Select report period
 - 3. System shall display report data
 - 4. User can export report as pdf or excel sheet
 - 5. User can print report

Alternative Flow

Exception flows

1.1. *Data Tables*

Table 1: User information

Name	Type	Required/Optional
Full Name	Text	Yes
email	Text	Yes
phone	Text	-
Mobile	Text	Yes
Mobile2	Text	
Image	File	-
Component	Select	Yes
Partner	Select	Yes

Table 2: Display users' information

Name	Filter	Sort
Full Name	Yes	Yes
Email	Yes	-
Phone	-	-
Mobile	-	-
Mobile2	-	-
Image	-	-
Component	Yes	Yes
Partner	Yes	Yes

Table 3: Contact information

Name	Type	Required/Optional
Name	Text	Yes
Description	Text	-
Email	Text	Yes

Phone	Text	-
Mobile	Text	Yes
Mobile2	Text	
Image	File	-
Partner	Select	-
Type	text	-

Table 4: Display contacts

Name	Filter	Sort
Full Name	Yes	Yes
Email	Yes	-
Phone	-	-
Mobile	-	-
Mobile2	-	-
Image	-	-
Partner	Yes	Yes
Type	Yes	Yes

Table 5: Student Personal Information

Name	Type	Required/Optional
First Name	Text	Yes
Second Name	Text	Yes
Third Name	Text	Yes
Family Name	Text	Yes
First Name in English	Text	Yes
Second Name in English	Text	Yes
Third Name in English	Text	Yes
Family Name in English	Text	Yes
ID number	Text	Yes
Passport number	Text	-

Passport expire date	Date	-
Birthday	Date	Yes
Mobile	Text	Yes
Mobile 2	Text	Yes
Email	Text	Yes
Marital status	Select	Yes
Citizen/Refugee	Select	Yes
Gender	Select	Yes
Blood type	Select	-
Have disability?	Boolean	-
Type of disability	Text	-
Secondary study branch	Select	-
Governorate	Select	Yes
Housing City	Select	Yes
Region	Select	Yes
Address	Text	-

Table 6: Student Family Information

Name	Type	Required/Optional
Parent mobile	Text	Yes
Parent occupation	Text	-
Parent deceased	Select	-
Parent situation		-
Family members	Text	-
Siblings in universities	Text	-
Family member has a disability?	Boolean	-
Family member suffer a health problem?	Boolean	-

Table 7: Student Academic Information

Name	Type	Required/Optional
------	------	-------------------

Academic ID	Text	Yes
University	Select	Yes
College	Select	Yes
Study degree	Select	Yes
Starting hour cost	Currency	Yes
Admission year	Select	-
Batch	Select	Yes
Branch	Select	Yes
Specialty	Select	Yes
Plan hours	Number	Yes
Partner	Select	Yes
Phase	Select	Yes

Table 8: Display students

Name	Filter	Sort
Academic Id	Yes	Yes
Email	Yes	-
Phone	-	-
Mobile	-	-
Mobile2	-	-
Image	-	-
Component	Yes	Yes
Partner	Yes	Yes

Table 9: Display semester registration

Name	Filter	Sort
Student Identity	Yes	No
Student Academic Id	Yes	No
Student Name	Yes	yes
Year	Yes	yes
Semester	Yes	yes

University	Yes	Yes
Mobile	No	No
Registered hours	>,<,=	No
Withdrawal hours	>,<,=	No
Repeated hours	>,<,=	No
Failed hours	>,<,=	No
Improved hours	>,<,=	No
Passed hours	>,<,=	No
GPA	>,<,=	Yes
CGPA	>,<,=	Yes
Status	Yes	Yes
Action	Yes	No

Table 10: Add semester registration

Name	Type	Required/Optional
Student Name <i>Displayed from previous page</i>	-	-
Student Academic Id <i>Displayed from previous page</i>	-	-
Year and Semester <i>Displayed from previous page</i>	-	-
Student Level <i>Default value from DB</i>	Select	Yes
Hour Cost (JOD) <i>Default value from DB</i>	Number	
Registered Hour	Number	
Passed Hours	Number	
Failed Hours	Number	

Repeated Hours	Number	
Withdrawal hours	Number	
Improvement Hours	Number	
GPA %	Number	
CGPA %	Number	
Notes	Text	
Attachments	Multi Attachments	

Table 11: Add new training (Student list)

Name	Type	Required/Optional
Component	Select	Yes
Type	Select	Yes
Description	Text	-
Academic Year	Select	-
Semester	Select	-
Total Cost	Number	-
Course Hours	Number	Yes
Level	Text	-
Course Short code	Text	-
Trainer Name	Select	Yes
Start Date	Date	Yes
End Date	Date	Yes
Partner	Select	Yes
Practical, Theoretical	Select	-
Notes	Text	-

Table 12: Display trainings

Name	Filter	Sort
Component	Yes	Yes
Type	Yes	Yes
Course Hours	Yes	Yes

Level	Yes	Yes
Trainer Name	Yes	Yes
Start Date	Yes	Yes
End Date	Yes	Yes
Partner	Yes	Yes

Table 13: Add new activity (Student list)

Name	Type	Required/Optional
Academic ID	Text	-
Student name	Text	-
Study degree	Select	-
Batch	Select	-
University	Select	-
Branch	Select	-
College	Select	-
Specialty	Select	-
Governate	Select	-
Region	Select	-

Table 14: Add new activity (Advocacy activity information)

Name	Type	Required/Optional
Title	Text	Yes
Paid by	Select	Yes
Date	Date	Yes
Pre evaluation	Text	Yes
Post evaluation	Text	Yes
Attendance #	Number	Yes
Cost	Number	Yes
Academic year	Select	Yes
Type	Select	Yes
Duration	Text	Yes

Responsible person	Text	Yes
Location	Text	Yes
Total Hrs.	Number	Yes
Semester	Select	Yes
Target audience	Text	Yes
Objectives	Text	Yes
Description	Text	-
Outcomes	Text	-
Notes	Text	-

Table 15: Students Club information

Name	Type	Required/Optional
Name	Text	Yes
Description	Text	-
Tags	Text	-

Table 16: Attachment

Name	Type	Required/Optional
Name or type	Text	-
Attachment	File	-
Reference No.	Text	-

Table 17: Add new Al-Fakhoora House visitor

Name	Type	Required/Optional
Member of Al-Fakhoora	Select	Yes
Get in information		
Visit reason	Select	Yes
Date	Date	Yes
Time in	Time	Yes
Get out information		
Staff member's rate	Select	-

Satisfaction rate percentage	Select	Yes
Satisfaction rate	Select	Yes
Time out	Time	Yes

Table 18: Add new alumni request

Name	Type	Required/Optional
Academic ID	Text	Yes
Start of study	Date	Yes
Graduation group	Select	
End of university study	Date	Yes
Email	Email	-
Mobile	Text	Yes
Skype	Text	-
Telephone	Text	-
Willing to participate?	Boolean	Yes
Kind of activities	Text	-
Suggest activities	Text	-
Did receive internship training?	Boolean	Yes
All training list	Text	-
Are working currently?	Boolean	Yes
Notes	Text	-
Attach files	File	-
Reference No.	Text	-

Table 19: Add new bridging request

Name	Type	Required/Optional
Academic ID	Text	Yes
Request date	Date	Yes
New university	Select	Yes
New university branch	Select	Yes
New specialty	Select	Yes

Hour cost	Currency	Yes
Batch	Select	Yes
Diploma counted hours	Number	Yes
New college	Select	Yes
Plan hours	Number	Yes
Academic ID	Text	Yes
New attachment	File	-
Reference No.	Text	-

Table 20: Add new dismiss application

Name	Type	Required/Optional
Academic ID	Text	-
Academic year	Text	-
Semester	Text	-
Request date	Date	Yes
Previous warnings		-
Dismiss reasons	Multiple choice	-
Other reasons	Text	-
Attachment	File	-
Reference No.	Text	-

Table 21: financial university statement

Name	Type	Required/Optional
University	Select	Yes
Partner	Select	Yes
Currency	Currency	
Academic year	Select	Yes
Semester	Select	Yes
Ex-rate to USD	Currency	Yes
Number #	Number	-
Academic ID	Text	-

Student name	Text	-
Hour cost	Currency	-
Hour count	Number	-
Study fees	Currency	-
Constant fees	Currency	-
Service fees	Currency	-
Previous credit	Currency	-
Student payments	Currency	-
Student credit	Currency	-
Total	Currency	-
Edited tool	Text	-
Total (\$)	Currency	-
Attachment	File	-
Reference No.	Text	-

Table 22: graduation project financial request

Name	Type	Required/Optional
Academic ID	Text	Yes
Request date	Date	Yes
year	Select	-
Project name	Text	Yes
Cost	Currency	Yes
Semester	Select	-
Participation #	Number	Yes
Cost in words	Text	Yes
Project abstract	Text	-
Attachment	File	-
Reference No.	Text	-

1.2. *User Interface sketch*

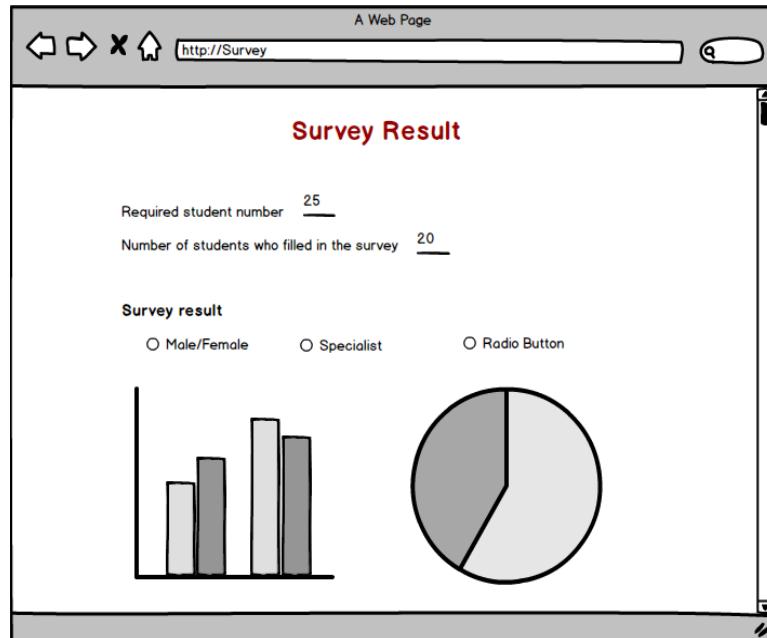


Figure 8: survey results

Figure 9: Display students

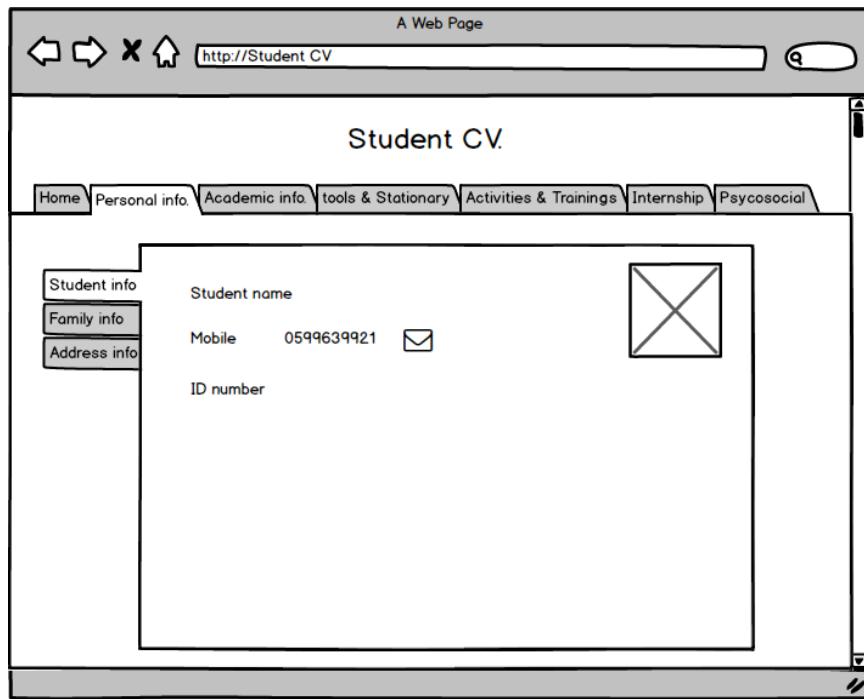


Figure 10: student CV

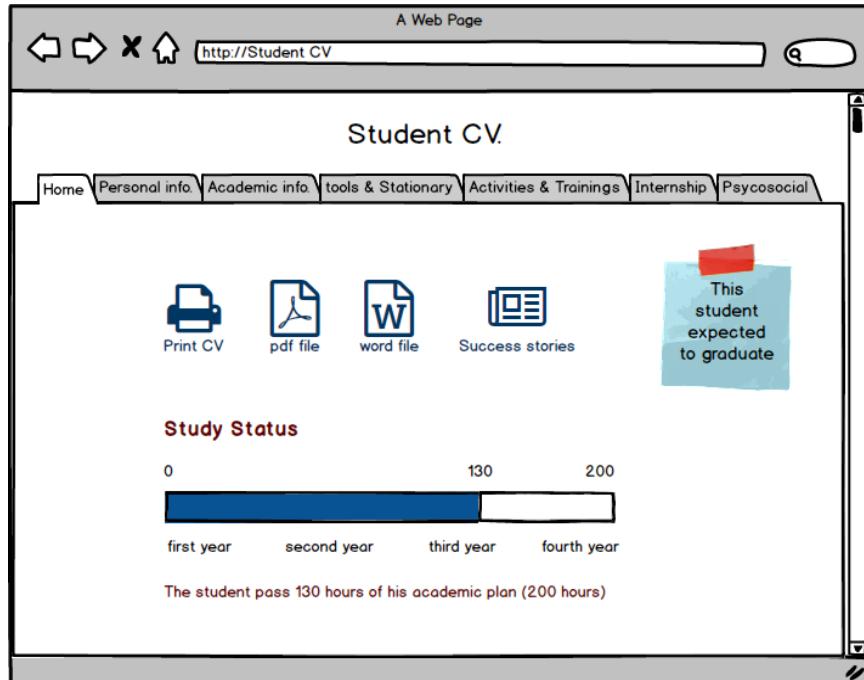


Figure 11: Student CV

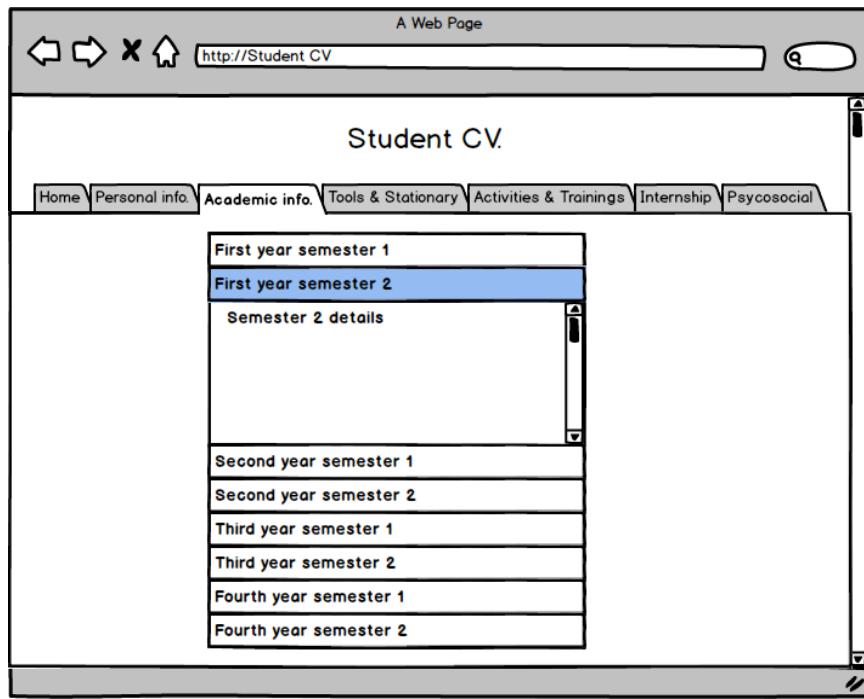


Figure 12: Student academic information

A Web Page
http://SMS

Send SMS

Mobile numbers 0599969433, 0598563696, 0596325212

Select a template template 1 ▾

SMS body

Send

Figure 13: Sens sms

A Web Page

http://recover password

Recover Password

Enter your email

i We send a verification code to your email.

Enter recover code

i Clic recover button to set a new password.

Recover password

This is a screenshot of a web browser window titled 'A Web Page' with the URL 'http://recover password'. The main content is a 'Recover Password' form. It contains two text input fields: one for 'Enter your email' and one for 'Enter recover code'. Each input field has an associated informational message: 'We send a verification code to your email.' and 'Clic recover button to set a new password.' respectively. A prominent blue 'Recover password' button is located at the bottom of the form.

Figure 14: Recover password

A Web Page

http://Survey

Survey Publish

[Surveys](#) > Survey Publish

Survey name

URL

Select Students [Display all students](#)

Import from excel file [import excil file](#)

From Focus Group

This is a screenshot of a web browser window titled 'A Web Page' with the URL 'http://Survey'. The main content is a 'Survey Publish' form. It includes a breadcrumb navigation 'Surveys > Survey Publish'. There are three radio button options: 'Select Students' (with a link to 'Display all students'), 'Import from excel file' (with a file input field and a link to 'import excil file'), and 'From Focus Group' (with a dropdown menu). A 'Publish' button is located at the bottom of the form.

Figure 15: Publish survey

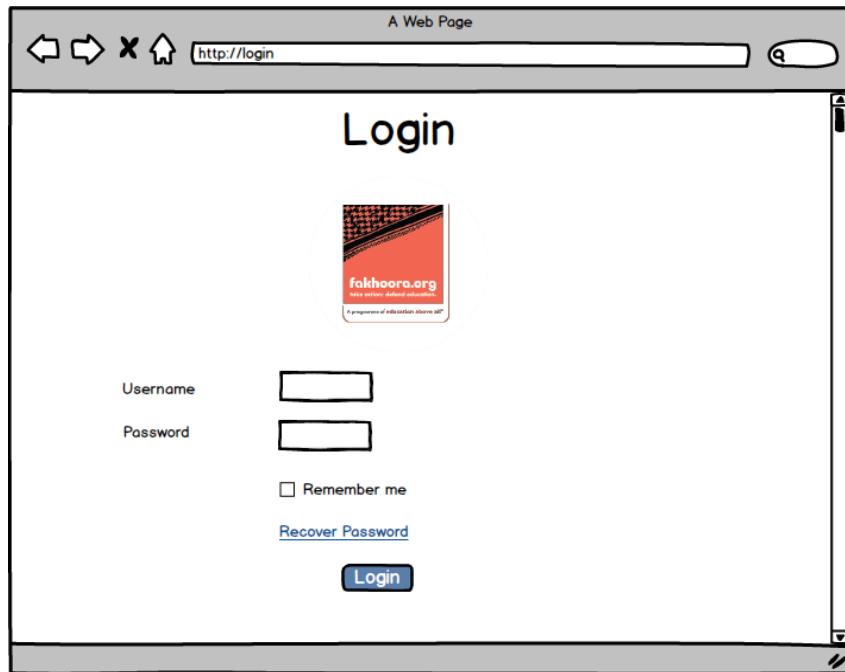


Figure 16: Login

Figure 17: Import students

Figure 18: Import students from excel

A Web Page

http://Focus Groups

Focus Group filter

Male Female

Status

Student number

Provinces

Training course

Has subscribe in a focus group before

Students List

Figure 19: focus group

A Web Page

http://user profile

Edit user profile information

Full name

Email

Phone

Mobile

Mobile 2

Edit

Figure 20: Profile

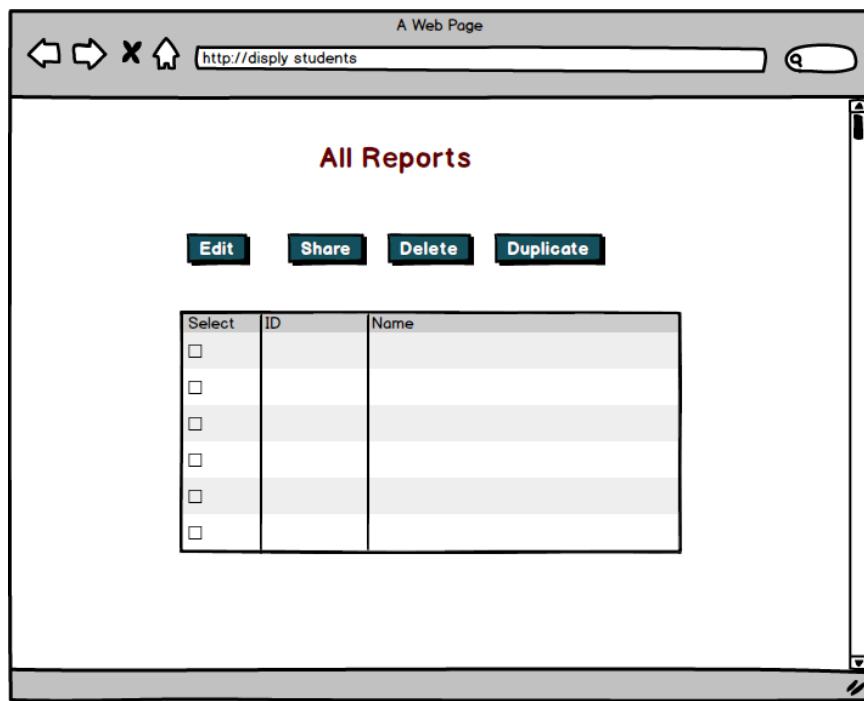


Figure 21: All reports

A Web Page

[http://display students](#)

Disply Students

Mulit-Selection Filters

University	<input type="button" value="▼"/>	College	<input type="button" value="▼"/>	University	<input type="button" value="▼"/>
Academic year	<input type="button" value="▼"/>	Semester	<input type="button" value="▼"/>	Governate	<input type="button" value="▼"/>

Figure 22: Display students

A Web Page

[http://Complains and Suggestions](#)

Disply Complaints and Suggestions

Title Visit Problem

Status

Reply

Assign to

Comments

Mohammed: Please finish this complaint in 3 days

+
Add new comment

Figure 23: Complaints and suggestions

A Web Page
 http://Survey

Create Survey

Survey title

Survey description

Required students number

Select question type

Enter question 1 title

Enter question1 options

Yes No Add another option

Add another question

Figure 24: Create survey

A Web Page
 http://communication albums

Communication

[General](#) | [Quality Education](#) | [Student Affairs](#) | [Leadership](#) | [Economic Empowerment](#)

General

[See more...](#)

Quality Education

[See more...](#)

Figure 25: Communication

A Web Page
 http://Complains and Suggestions

Display all Complaints and Suggestions

ID	Title	Complainant	Status	Actions
1	Visit problem	Ali-Student	New	

Figure 26: Display Complains

A Web Page
 http://Complains and Suggestions

Complaints and Suggestions (students form)

Student ID Student name
 Complaint Suggestion

Title Select Component

Email Phone

Attachments add another attachment

Body
 [Large text area]

Figure 27: Add Complaints

A Web Page

http://Complains and Suggestions

Complaints and Suggestions (Employees form)

Complaint Suggetion

Title

To

Email Phone

Attachments 

Body



Figure 28: Add Complaint (Employee)

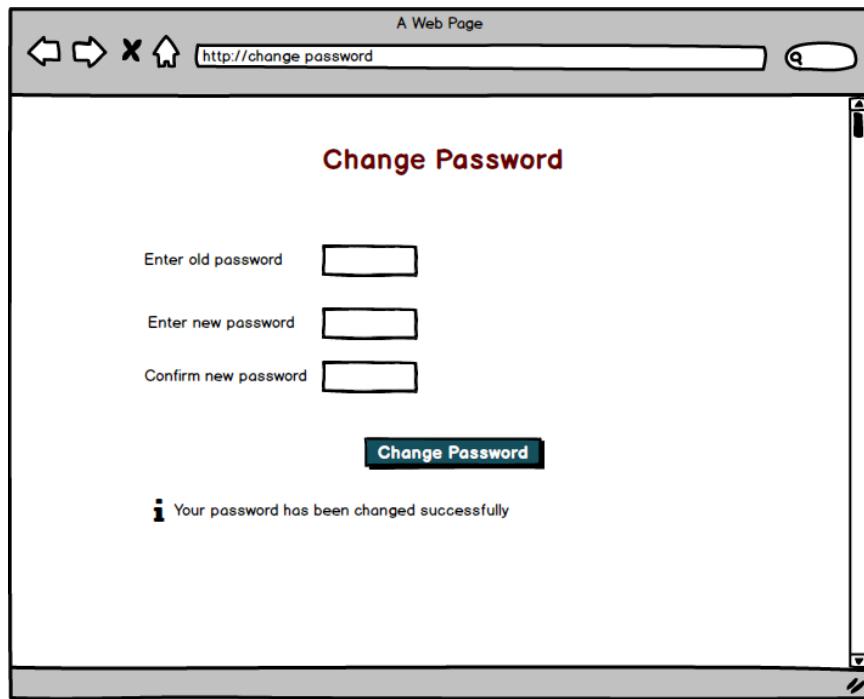


Figure 29: Change password

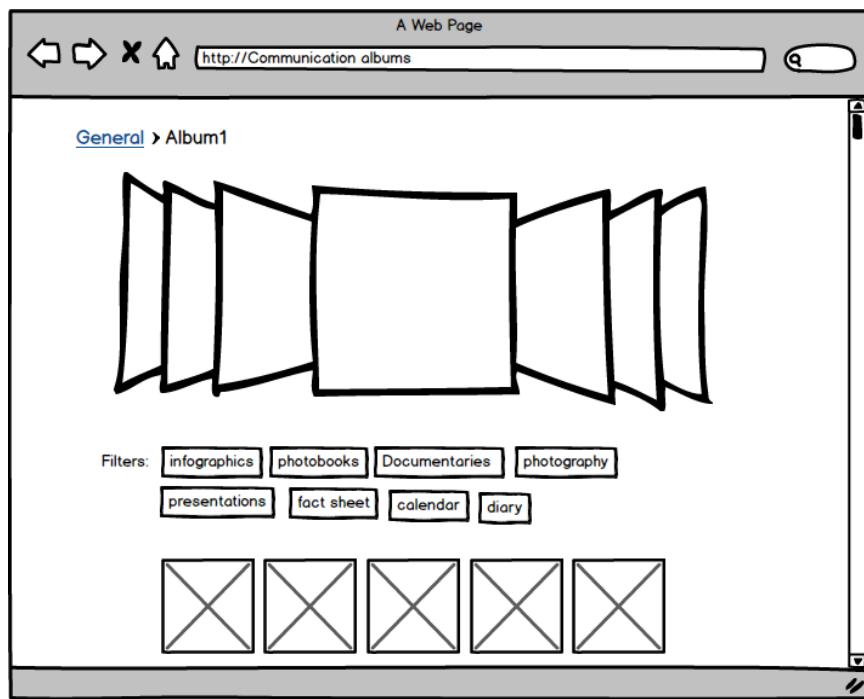


Figure 30: Album

A Web Page

http://manage users

Add new user

Full name

Email

Phone

Mobile

Mobile 2

Add

Figure 31: Ad user

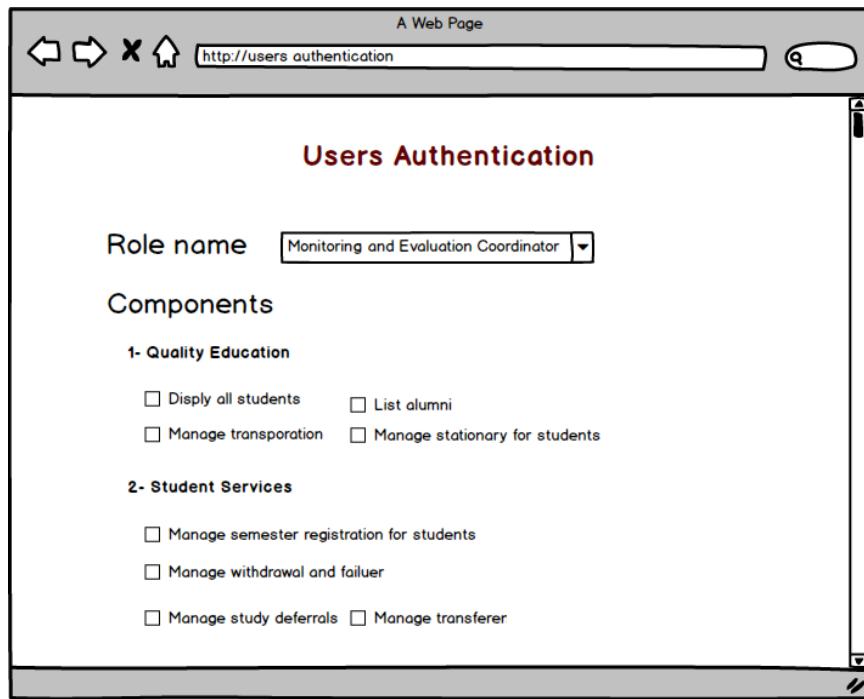


Figure 32: User Authentications

LOGIN INFORMATION			
Username *	FakhoraUNDP		
	Password *		
		
SENDERS INFORMATION			
Sender Name *	1. FakhoraUNDP	Username Parameter	user
	2.	Password Parameter	pass
	3.	Username Balance Parameter	user
	4.	Password Balance Parameter	pass
	5.	Sender Parameter	sender
		Message Parameter	message
		Mobile Parameter	to
		Type Parameter	
		Credit Balance Parameter	
		Credit Balance Value	
SENDING URLs			
Sending URL *	http://www.tweetsms.ps/api.php?c		
Balance Checking URL *	http://www.tweetsms.ps/api.php?c		

Figure 33: SMS Settings

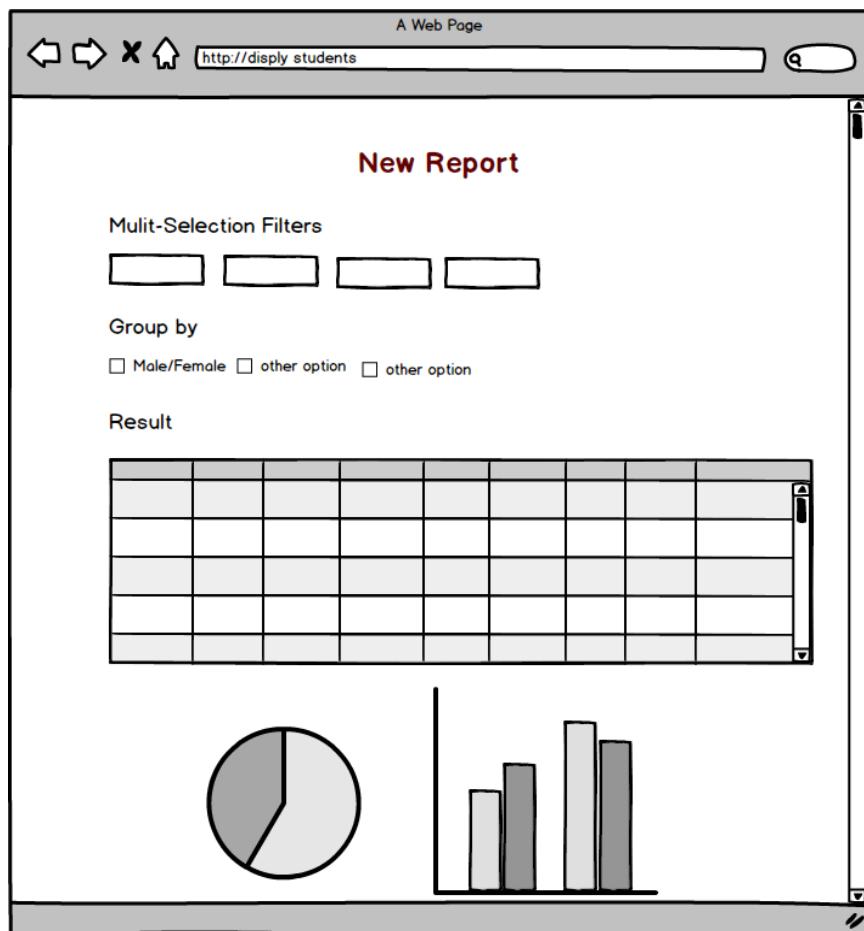


Figure 17: Reports