ENVELOP_{2.4}

ENVELOP_{2.4}

REQUIREMENT ANALYSIS DOCUMENT

ORGBOOK APPLICATION NAME CHANGED TO "ENVELOP" BECAUSE OF BUSINESS REASONS. NAME TRADEMARK ON PROGRESS.

EYEVARY LIMITED IS THE OWNER OF THIS DOCUMENT. ITS CONFIDENTIAL AND WAITING FOR PATENT AND COPYRIGHT. PLEASE DON'T SHARE IT WITH ANY UNAUTHORIZED PERSON OR COMPANY WITHOUT NDA WITH EYEVARY LIMITED, BANGLADESH.

YOU HAVE RECEIVED THE DOCUMENT IMPLIES THAT YOU HAVE AGREED THE TERMS AND CONDITIONS OF EYEVARY LIMITED NON DISCLOSURE AGREEMENT.

ENVELOP2.4 REQUIREMENT (CONCEPTUAL UNDERSTANDING)

(DETAIL REQUIREMENTS ARE PROVIDED ON THE FOLLOWING PAGES)

- Envelop 2.4 design, features and process will be pretty much like OrgBook 2.1 BETA version (developed in PHP/wordpress) with other requirements presented on the following pages. Please follow OrgBook BETA design/feature process or ask the owner for any new design/process.

- Envelop2.4 will be developed in python/LARAVEL platform/Ai Platform, whichever can expanded/upgraded/Added with any new features in future by coding/programming, Plugin, or API integration.

- It has to have Artificial intelligence database platform for data analytics.

- It will be developed both website version (accessible from laptop/desktop/TAB), and mobile App version.

- 2 way Envelop installation process: 1. Client can select a specific package, pay subscription charge, hosting charge, TAX, VAT, etc. for 1, 2, 3, 5, 10, to 100 years with credit card/Debit card payment, NET banking, etc. and upload their specific Envelop site. 2. Eyevary Limited can install the site by selecting a package for the subscriber, ensure payment receipt, and create Envelop site and provide credentials to the client administrator.

- Envelop site may be uploaded in 1. Eyevary limited Hosting/data center 2. Client data center/server with annual subscription (1, 2, 5, 10, 100 years) terms. 3. Perpetual/ once for all subscription at client server without future updates/version.

- Envelop will have feature update option for yearly subscribers only. Perpetual subscribers of a specific package will not get updates.

- Envelop need to have data migration option to new versions.

- Envelop operation/admin panel needs to simple and user friendly for even a non-tech person.

SIGN IN

a. Page design is fine (until next version)

b. Sign-in will have 2 step verification process. After putting the login and password, a code will be generated at the users mobile number and email address, after putting the code in a dialogue box, user can login the page. Same for mobile device.

c. User can sign-in by email or phone number and password.

d. Add copyright text: Copyright@envelop

OrgBook will be "Envelop" with same 7 colors. Text will be same except name change to envelop

Copyright Text will be here.

Login Your OrgBook

Username or Email Address

Password

Remember Me

Log In

Forgot your password?

OrgBook

OrgBook will help bringing the organization and its people in a common platform and stay connected with organizational matters at all times.

MENU AND DASHBOARD – AND PAGE DESIGN (TO BE CONTINUED...)

Menu: Dashboard, People, Organization, User, Sign out. (it has be expandable)

Menu sub-heads:

Dashboard: Top News, Recent Events, Recent Policy & Procedure, Recently Joined Members, My Group, My Forum. 2. Any client Admin can change dashboard items from admin panel. 3. Every item show most 2 recent update with post title, date and time. Clicking a title will go to the specific post/page for details.

Website/web based version, current dashboard will show. At mobile app version, get social page come first, other feature will show at the bottom part.

People: Get Social , Active users, message, chat/voice/vdo calls.

Organization: Voice from the top, Policies and procedures, News, Events, School, Envelop Store

User: My profile, My Groups, My forum, My voice.
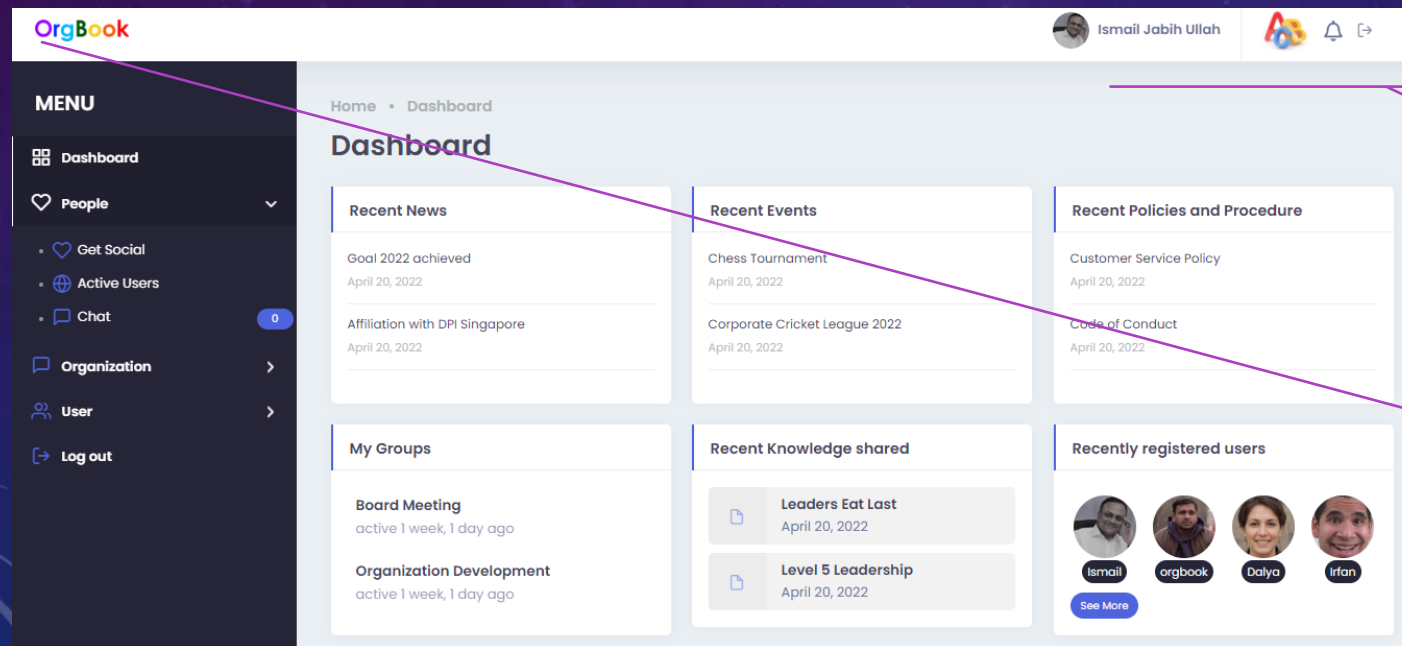
Sign out:

Page design:

• **Every Page top part will have client company logo (left), Envelop logo(left), notification (right), user signin/signout option (right)**

• **Dashboard will have 2 parts: 1. Menu (left) 2. DashBoard. (Right). Both parts will have option to scroll up-down if the items are more. Page items design setup option will be there.**

• **Other pages will have 3 parts: 1. Menu (left). 2 Specific page content(middle). 3. Other important/relevant items from dashboard. All 3 parts will have option to scroll up-down if the items are more. Page items design setup option will be there.**

4

MENU AND DASHBOARD

- User company logo needs to be created any format (GIF, JPEF, PNG, etc.) and logo space auto fit option.

- Top TAB Sequence: (Left side) Company logo _ Envelop logo. (Right side) Notification _user name and pic   (as usual).

- Clicking user name/pic will show 1. Edit Profile (go to profile page and edit). 2. sign out (Remove sign out icon, write text)

- Dashboard Tests/format: Under DASHBOARD text write in small letter ("Most recent posts") and remove text "Recent" from news/events/policy, etc. There will be a text under every dashboard box in small letter "Go to page" and it will direct the main pages.

- In mobile app dashboard, first will come GET social most 2 recent post, then voice from leaders, news, events, policy, etc.

Add here,
My profile
Sign Out

Remove Sign out icon

1. Company Logo
2. Envelop Logo

(PEOPLE PART):
GET SOCIAL

- Page design is fine. Right part boxes will be fixed in window (WHO IS ONLINE, COMPANY POST, or anything in future). Middle part (social posts) shall be scrolled by user to go down the posts.

- Company can attach text file, pdf, besides picture, VDO, etc.

- When a post is submitted, it will show "posting" until it is posted. Notification will come to user "your post is uploaded".

- Add edit/modify/delete of a post by the user himself/herself.

- Any amount of pictures or VDO can be uploaded by user. Design 2-3 pictures/VDO in a row. Vertical/horizontal pic mixture should fit in the box nicely.

- VDOs screen should show a steel picture of the VDO.

- Clicking Emoji will show name and picture of the user posted different emoji (10 at a time and "show more" will show another 10, and continue like this). Max 5 comment will show and "show more" will show another 5 comment.

- Right side – WHO IS ONLINE will show number of people online (like – who is online 35,100, 150 etc.). Online name will come alphabetical order, except user will be first to show online. Clicking an user will show user profile. User can see that profile, edit profile, chat, or voice or VDO call from profile.
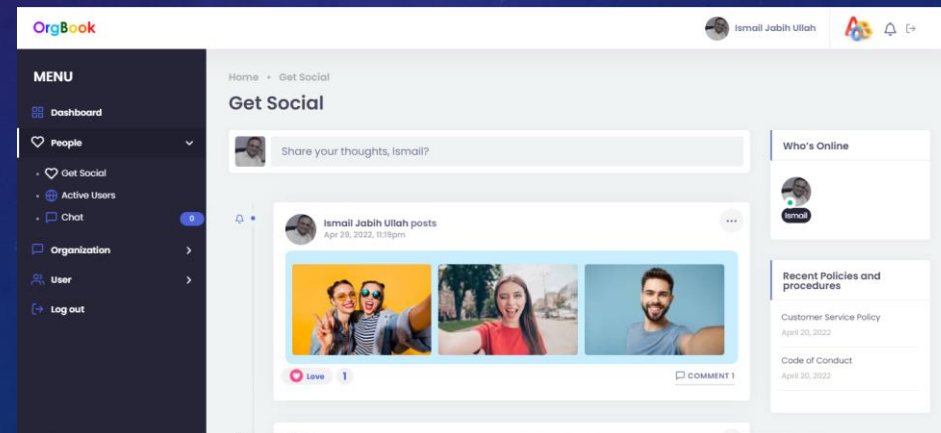
ACTIVE USERS

- Page design is fine.

- Show number of active users. (Active users _ 100/550/1035 etc.)

- "Search a member" text change to only "Search". Remove current search dialogue box. Show a list of search option: Search a. an user, b. position wise user, c. division wise users, d. location wise users, etc. Clicking any search option will show a dialogue box (put user name/division name/location name and Click "search" will show the list of match and also the number of people (5/10/100) for that particular search)

- Division search will show division list, location search will show location list, etc. for the user to choose. Admin will fill DIVISION, LOCATION, AND POSITION field of the company before going live in the company.

- Any user can see any user profile (detail profile), chat, voice or video calls.

Only "Search"

Add
Chat, voice, and VDO calls icon here.
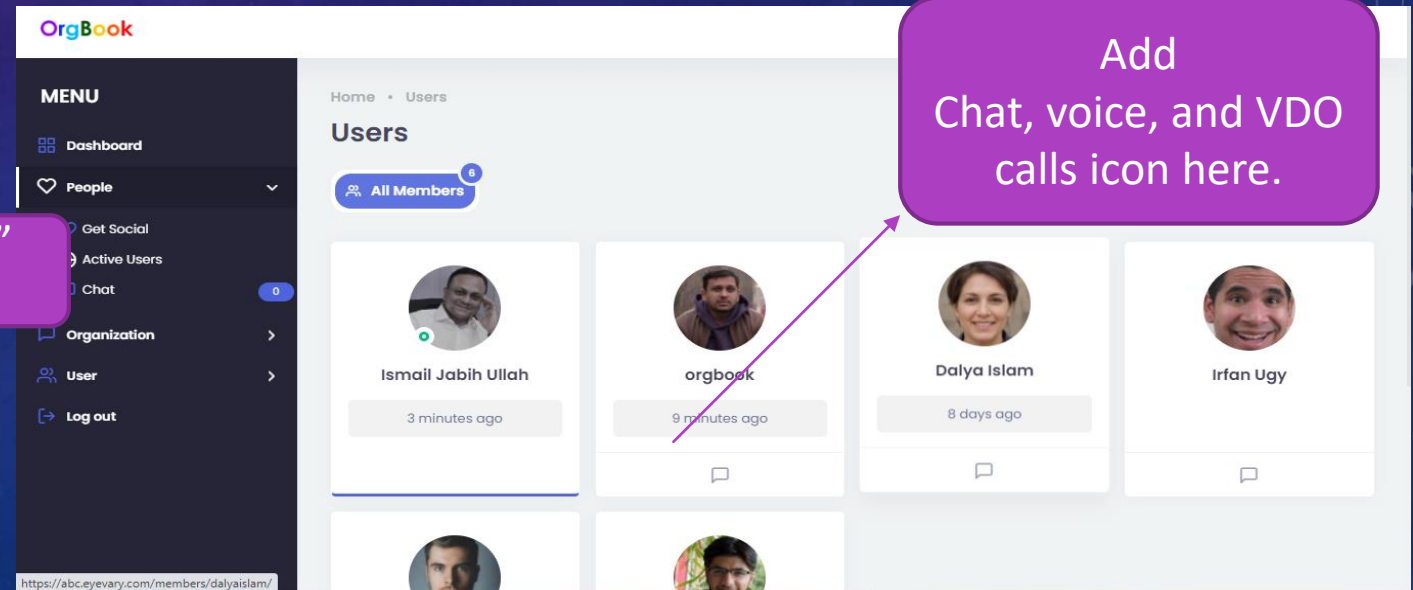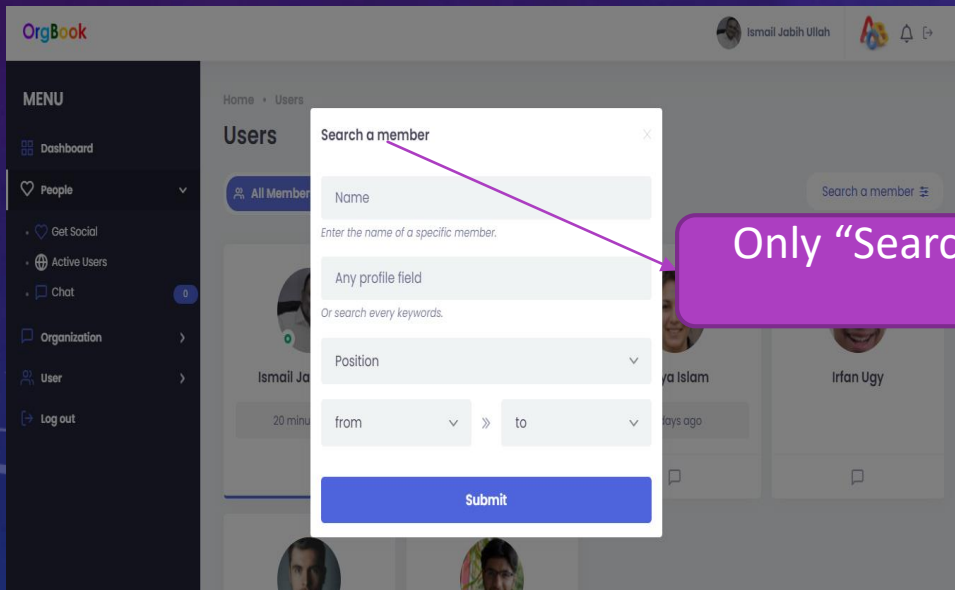
MESSAGE

- Message will be a special feature at orgbook. It will have same features as now; inbox, sent, important (*sign), Compose.

- There will be a special feature call "Notice". It will not show to Messege page initially, but Admin can ON/OFF this TAB for any user to serve a "Notice" to all users only. Ai notice page will always show "Send to all users". If a notice is posted, all users will see a dialogue box when the moment they are online, will see the message, and close it.

- "Bulk action" name change to "Settings" beside "search message". After selecting the messages – there will be options from settings to mark as read, mark as unread, delete, show important, remove important, etc.

- Respective user will get message notification and show the message at inbox to reply.
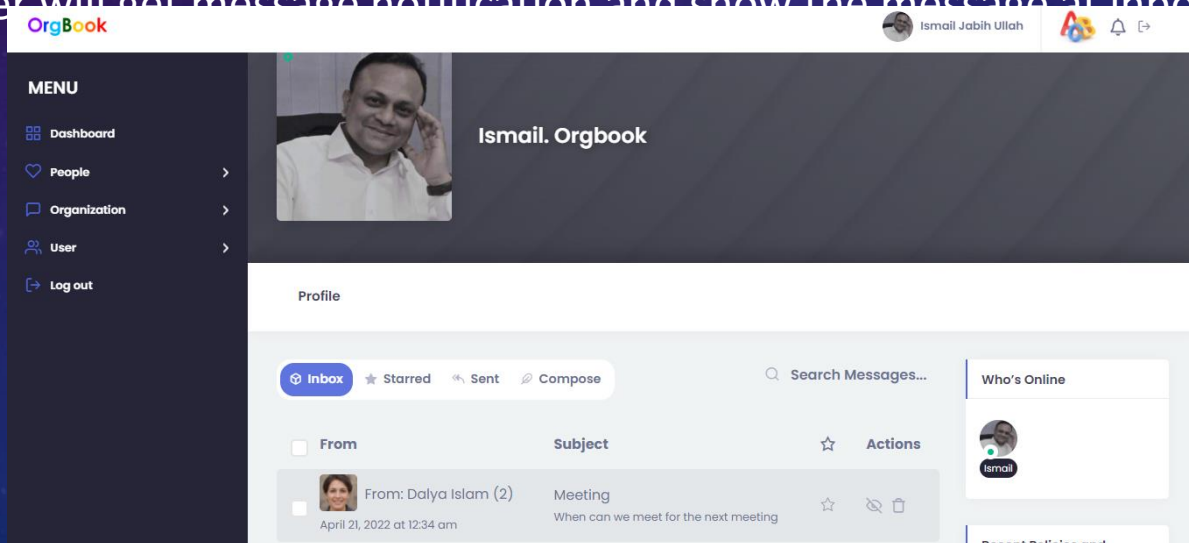
CHAT, VOICE, AND VDO CALLS

- This will be named as Envelop Messenger. We will create this feature, or buy it perpetually from a developer company if they can give what we exactly want.

- This new feature will be added under People TAB in menu.

- Page design: Left side – Main menu, Middle part- My groups (chat/voice or VDO call option), right part (who is online). Group add or delete, group member add or delete, group call, etc. This features will be like viber/whatsap/FB messenger with chat emoji, edit/deleted/reply chat, attachment and other features.

- Single or Group voice and VDO calls option will be there for unlimited number of concurrent users at a time.

- Specific or all active users together group voice or VDO call option.

- Users name and photo will show to create a group (to select the right guy from same names).

(ORGANIZATION PART:)
VOICE FROM THE TOP - (NEW ADDITION)

- This feature will be under "Organization" TAB

- Admin will permit specific users/leaders to post a message.

- It will be like social page to post text, pdf, voice or vdo material., except admin selected people can post here only.

- Users can like/love, comment like social page.

POLICIES AND PROCEDURES

- Organization can upload all their policies and procedures here. While uploading a policy from Admin panel, there will be provision to select permission level (specific user, division, location, or all user), permitted users will only see it.

- Number of people seen will show, emoji will be there with list of people name/pic showing posted emoji)

- Comment feature will be added with a dialogue box with attachment option, and it will go to specific user (as prescribed by company and Envelop admin). After submitting the comment, it will show " Your comment is submitted to concern person. Thank you" . Submitted comment will not show at policy page (except comment option will show and number of comments submitted will show). Concern person or Admin can see all comments database, export a specific policy comments, and print/submit the report to concern.

- Change post date format as: "Posted: May 3, 2022 3:05 pm"
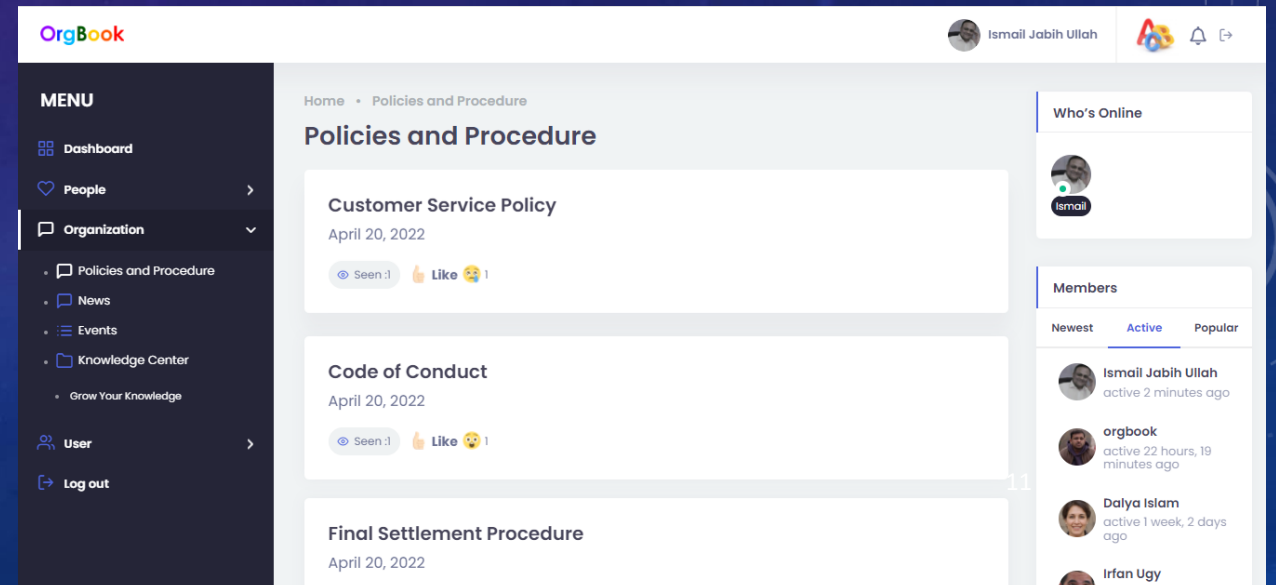
NEWS

- It will be as GET SOCIAL page design (text, pdf, picture, VDO, etc. can be posted)

- Only admin or permitted users can upload a news here and others can like/love/sad/ or comment. Emoji and comment design will be same as social page.

- After submitting a news, admin can turn OFF the permission level to an user, and turn ON again to anyone needed.

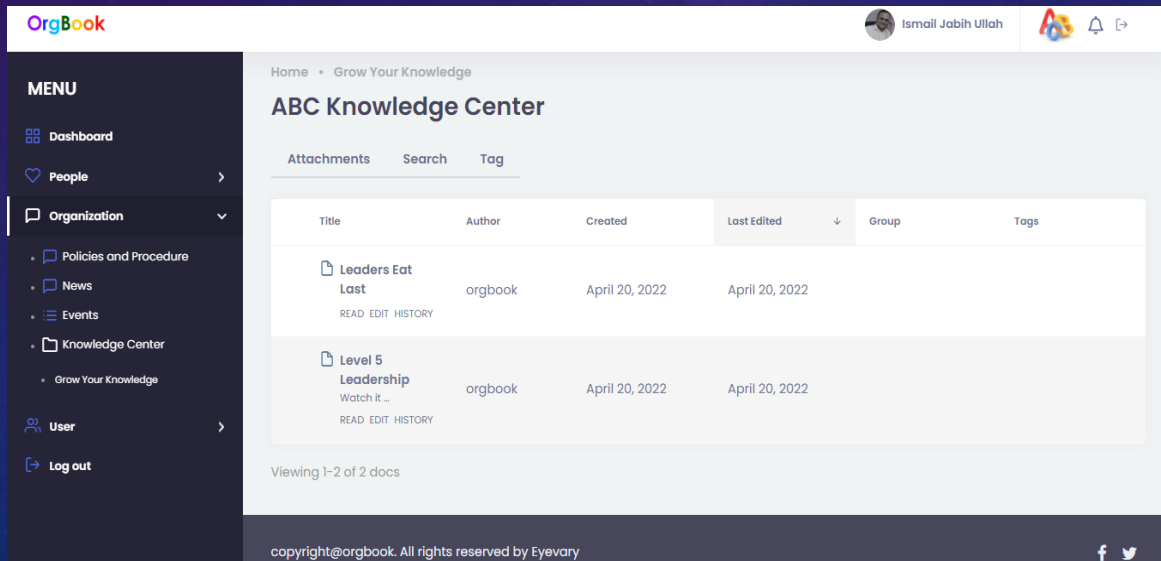- News page, post, date and time format and type will be same as Social Page.
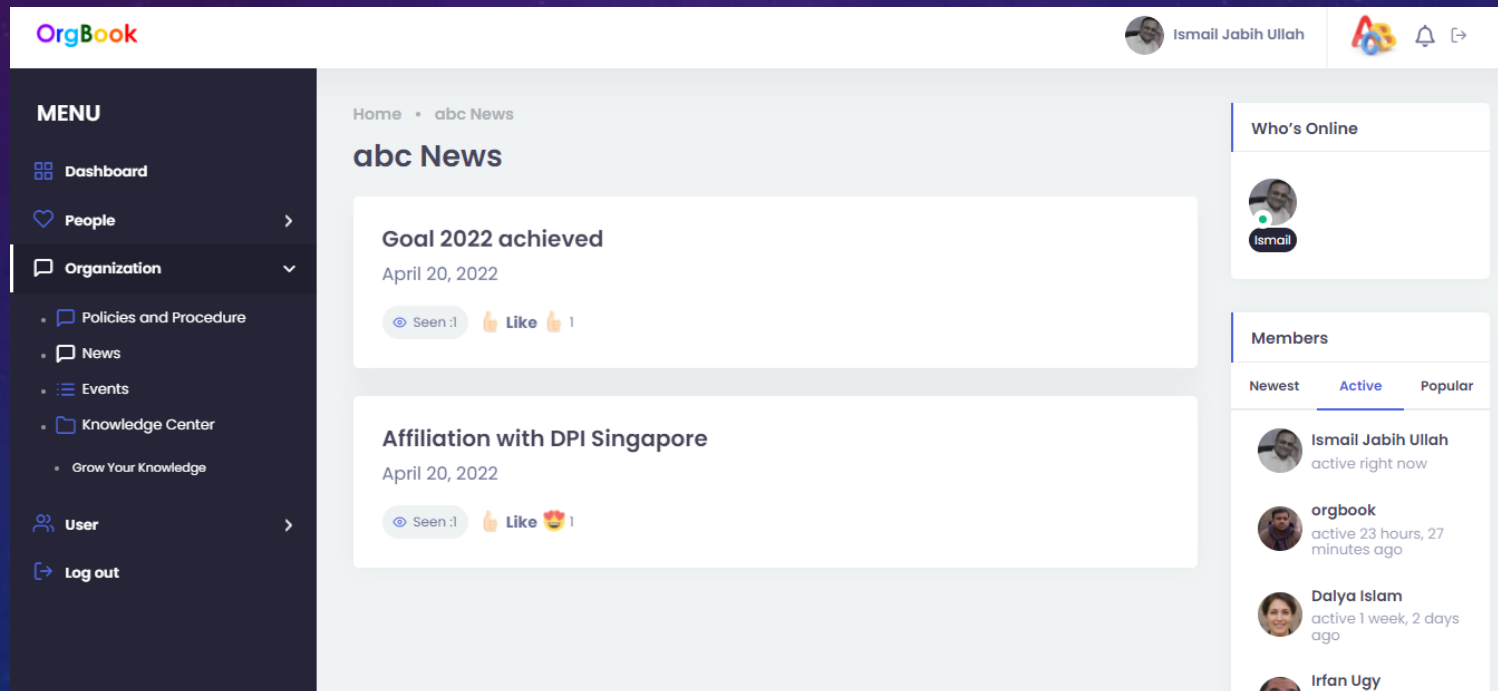
EVENTS

- Event posting format from is okay. Upcoming event, past events, events calendar is fine.

- Attach "Event Details" option under an event for showing event date, time, location, participants list, Organizer, committee, etc. field. Attach "Events Gallery" to upload pictures and VDOs, Event participants, etc. Admin or event organizer only will upload post event memories. Admin can turn of the upload permission anytime they want.

- There will option to like/love/happy (emoji option) for every event and comment from users.

SCHOOL (RENAMED KNOWLEDGE CENTER)

- Admin or admin selected user can add knowledge material relevant to the organization. Knowledge center will have folders with name to upload (attach TEX/pdg/pic/vdo files/youtube url) knowledge materials for specific users, division, or all users. Permission level (all user, selected user, Selected division, or selected location) will be there while uploading a material.

- Only selected users will see the materials. Content table will have Title, Post by, Post Date, edited date, etc. of a material

- Number of view, love/like emoji, viewers can comment on the post.

- Admin or selected person can edit materials, export comment report, etc.

ENVELOP STORE

- This page will be under "organization" – It will have all internal software application of a company in one page, as application interface. Organization will have their MIS, ERP, vendor software, other subscribed software, etc. to access from here.

- Only client admin or selected users can upload an application through API or other applicable technology.

- Eyevary limited will also upload Apps here.

- At admin panel setup there will be .

  - Internal application store. Subscribed application store.

  - User permission level will be done from admin panel. All user/selected user/division/position will see the application uploaded by client admin.

  - The page will be clean with just the applications icon in 2 parts (internal or subscribe applications)

  - Subscribed application (Client admin will put the expire date for email notification 3, 2, and 1 months and 3 days before expiry)

(USER PART)
MY PROFILE:

1. TABS at my profile: 1. View profile (short and detail profile together in 1 page). 2. Edit Profile. 3. My groups (groups will show). 3. My Activities – will show all post, comment, voice submitted, archived items, etc. with date and time 4. Settings: a. Change password. B. Change notification (list of all notifications ON will show and user can OFF/ON notifications from here. (other settings feature will come here in future) . My page analytics: Engagement report: Minutes/hours in different page (Social page, policy page, news page, school page), Most visited page, less visited page. Highest time in a page, less time in a page. etc.

- Envelop admin name will not show as Envelop or admin. If admin log in, his profile will show like other users (name.envelop), only at admin panel he will show Envelop admin.

- My profile items will have, Name, title, division/department, location, email address, phone number, biography, permanent address, present address.

- User can update all info time to time except email address and phone (for security reason – email or text may go there). Admin can change/edit email and phone only.
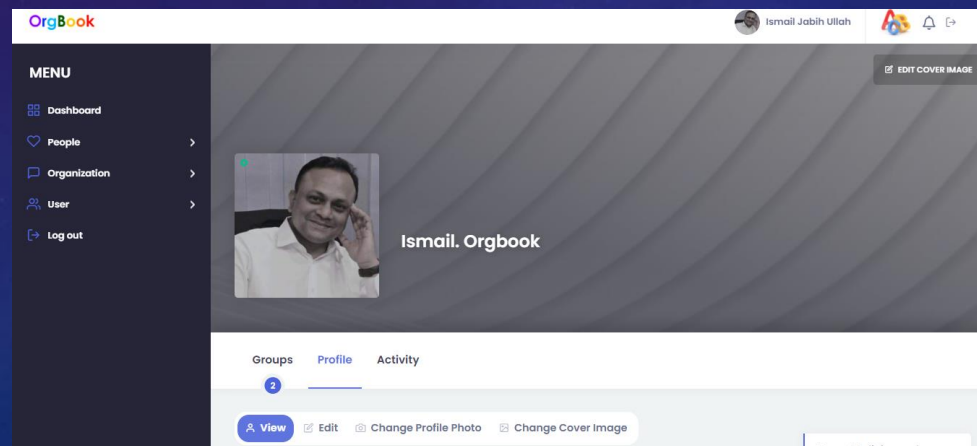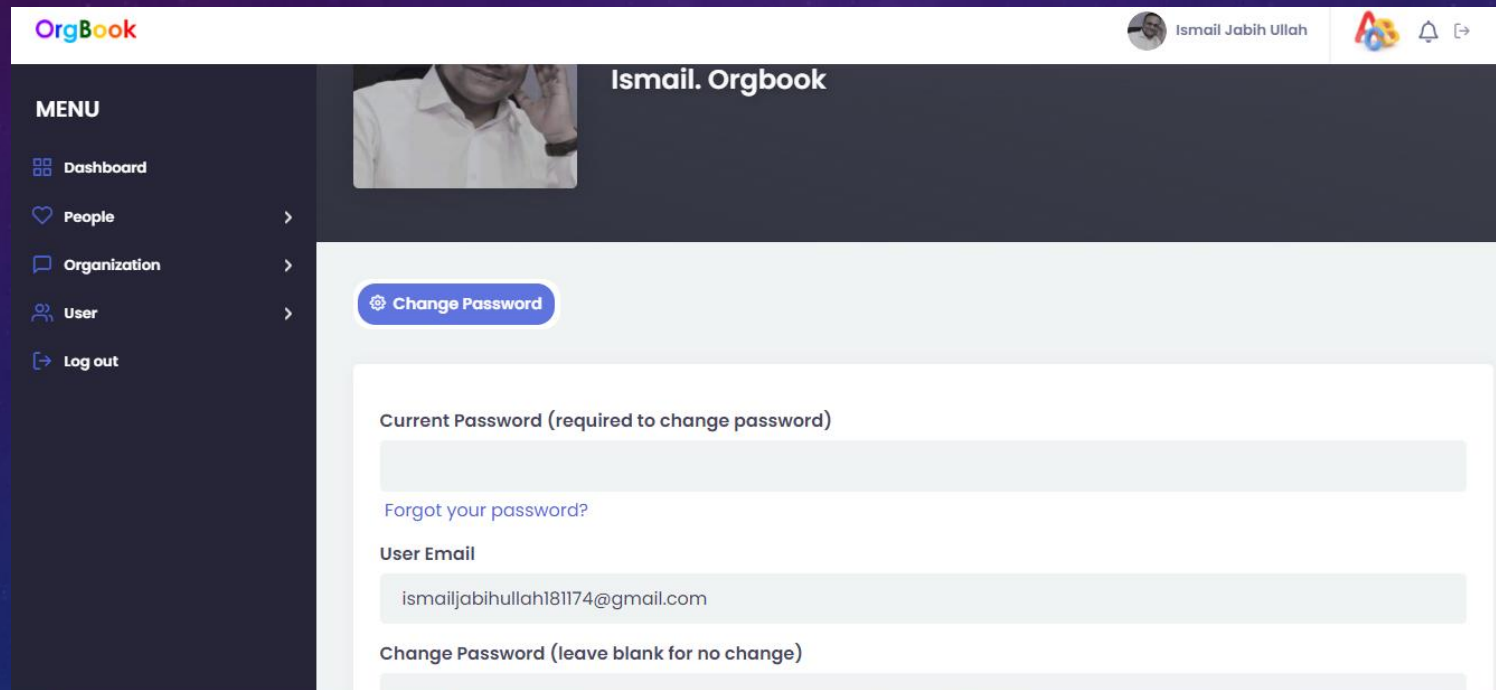
MY GROUPS:
MY FORUM:

- My group and My Forum will be separate feature/function under USER part.

- My group creation is fine, except. 1. Invitees name and picture will show to select any person. 2. Invitee will get a notification to join the group and he can accept or decline to join. 3. Only group admin or co-admin can invite anyone but anyone can post any text/media files, people can share any type of files like social media within the group. 4. chat, voice or vdo calls option will be there within the group. 5. "Group archive" will have option by any user to attach and archive group documents, media files, etc. Archive gallery will show all archived documents as per date. 6. My groups post will give notification for the group users only.

- Create My FORUM (under user TAB at menu): Create forum will be same as create a group as above, but 1. Group admin can invite all user or selected user to join the forum. 2 Forum will have option to discuss and update and archive 1 Agenda only, 3. There can be many forum of a person like my groups, and show MY Forum at Dashboard 4. My forum members will get every post notifications from forum. 5. Forum users can Archive documents/media files at "Forum Archive" folder. Archived documents will show at Archive Gallery.
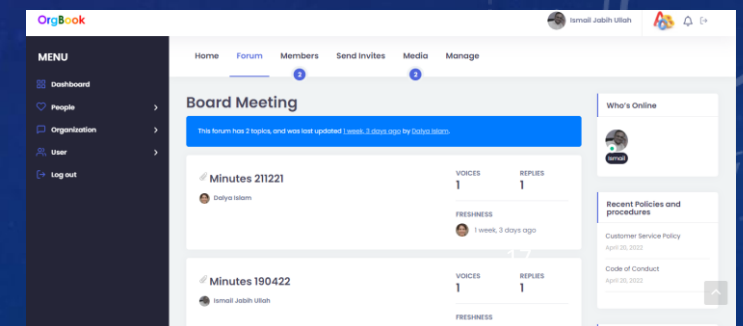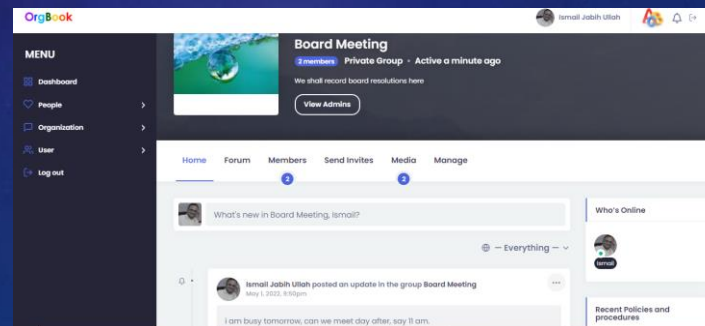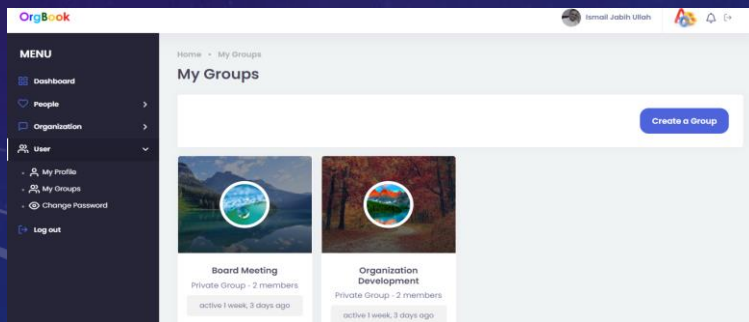
CHANGE PASSWORD (AT MY PROFILE FEATURE)

- Page design is fine.

- Will show 2 step verification always ON (cannot be off with admin). Email and phone number will show fixed (except admin can change it.)

- User can change password, or Admin can generate password, if password is forgotten.

YOUR VOICE

- This feature page will be under USER TAB at menu.

- There will be a form in this page to submit a comment, idea, or suggestions by any user.

- The form will consist of points: Submit your Voice HEADING, Subject, Your voice, Attachment (text/media file/etc.), submit.

- After submitting the form, a dialogue box will appear and say, " Your voice is submitted to management. Thank you". (X) sign at the top right corner to close the box.

NOTIFICATION

- Notification will come from social page post by any user, other user comment in my post (only the person posted will get notification), emoji notification (person posted will get notification), user personal and group chat, Voice from the top, policy post, news post, events post, knowledge post, My group post, my forum post, self profile update notification, change password, and all future features (as per settings).

- User can change notification setting from My profile, and ON/OFF any particular feature notification for 1 hour, 1 day, 1 month, or forever until it in changed.

- Notification Text format: a. New Notification will remain bold until it is seen. B. Text Format – "You have a new update at GET SOCIAL page/policy and procedure page/my group/etc. at 09/05/22 5:05 pm. C. Clicking the notification will take the user to that page and notification will show seen. D. User can also change notification settings from here Settings TAB - "List of notification feature will show – user can ON/OFF" (same as my profile notification TAB)

Notification

20
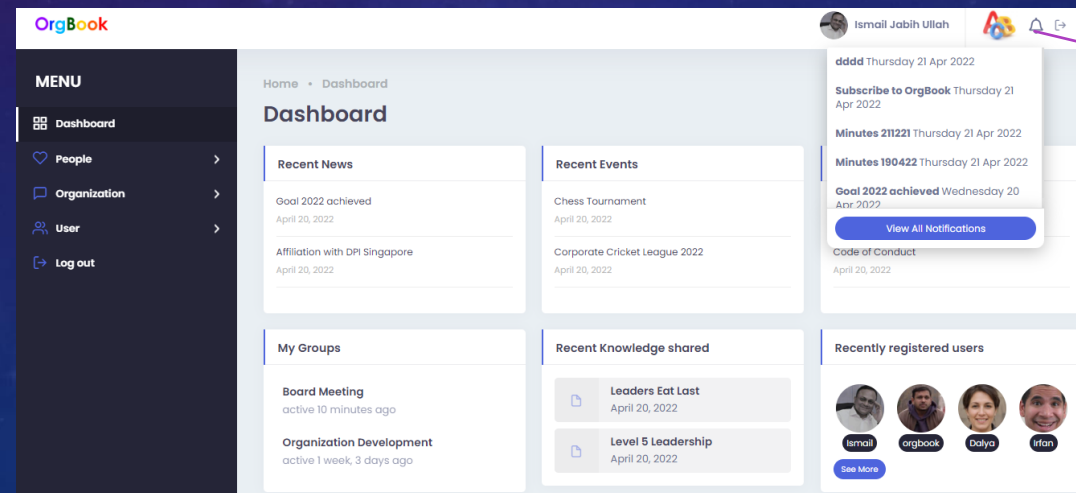
SIGN OUT

- The design is fine.

- User can sign out from profile picture. Name and pic location will shift top right (name first, then pic)
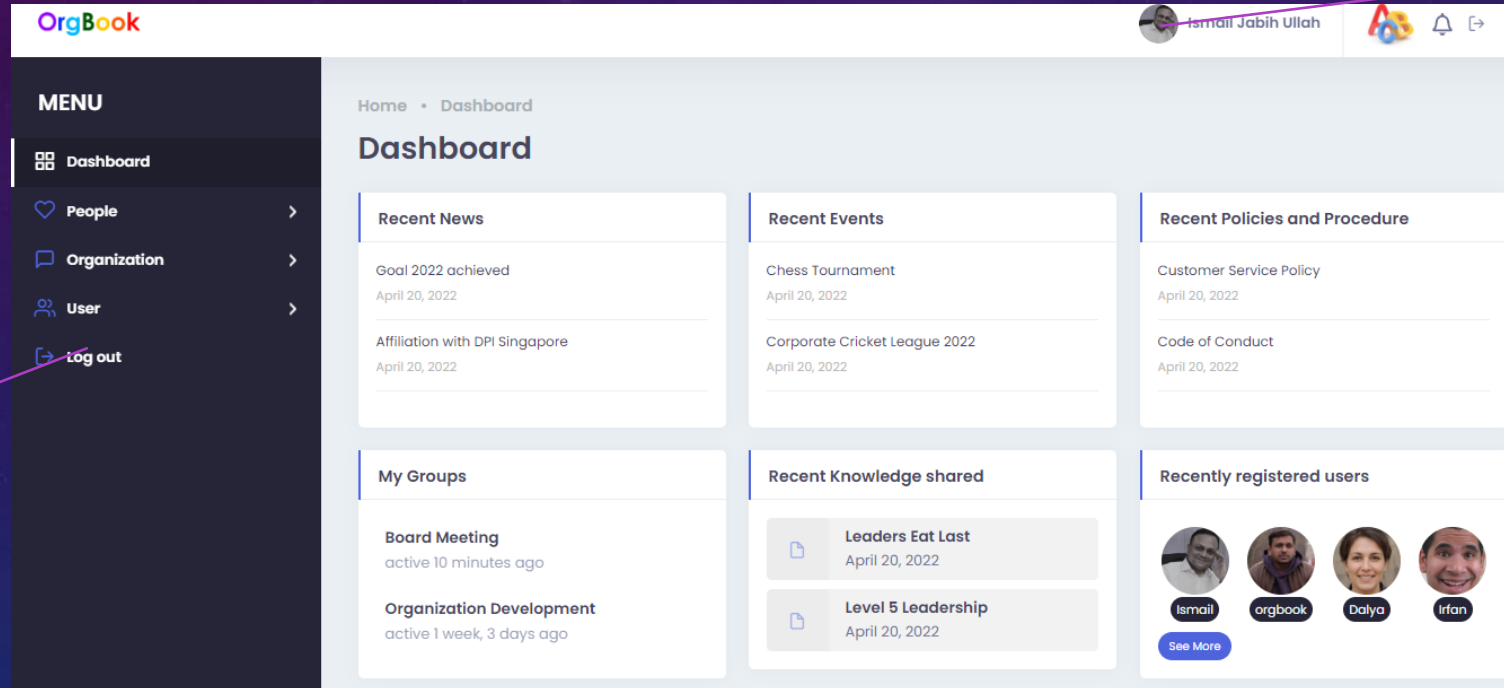
User can Sign out from here

A.   Edit profile (will take to My profile page with all TABS at my profile)
B.   Sign out

Text change - Sign out

CLIENT ADMIN PANEL

- Admin panel will be clean. No platform name or unnecessary icons will be there.

- Envelop logo will be there with version name. (Envelop 2.1/2.4 etc) at the Top, as "Envelop2.1 . User Admin Panel."

- Every feature at MENU items will be at Admin panel with settings option the change the setup or design or field creation. (2 TAB in each admin panel feature. 1. Create new. 2. Change settings (change setting items will be done from here)

- Envelop updated features will be able auto update at client Envelop page and admin panel.

- Client admin will be able to delete/block/unblock any user, any post, any comment or reply from admin panel.

- There will be panel for client Admin named " Envelop Analytics" Different page analytics features will show in folders, and admin can permit any specific user or all user to see the analytics in future.

- There will be a feature in admin panel to add other software application user interface. List of internal and external software will show here. Admin can add or delete or move any software to any other server if needed.

-

ENVELOP 2.4 APP

1. The app will have option to be available online 24/7/365, once signed in with 2 step verification.

2. Notification of posts will show at mobile screen with notification sound. (user can on/off notifications of any particular feature like, get social, chat, etc.)

3. 2 step verification will require every time the user sign in, if signed out.

4. Page design will be compatible to mobile phone size.

ENVELOP ANALYTICS

User Analytics (self): User will see it

1. Engagement report: Minutes/hours in different page (Social page, policy page, news page, school page)

2. Most visited page, less visited page.

3. Highest time in a page, less time in a page.

Admin Analyics: (only admin can see it, export or download the report)

a. User report:

1. Location wise, position wise, year wise active users data and graph

b. People engagement activity report:

1. Page engagement report: Social page, policy page, news page, school page, etc.

(user comment – high engagement), (like/love – partial engagement. (No like/no comment – no engagement)

2. Engagement Duration Report: Minutes/hours in Social page, policy page, news page, school page, Envelop Store.

3. Online user report: Total user online duration, time frame of most online, user name wise online duration, highest and lowest page view, etc.

4. % of people engagement in different page. Highest and lowest engagement page, etc.

ENVELOP MANAGEMENT MODULE (AT EYEVARY LIMITED HOSTING SERVER)

Envelopsite setup module: New site setup for a customer based on user limit. Client admin email, phone number, company logo will be provided to create a site. If admin changes/left, new email and phone number will be added. Site upload mail to Eyevary Admin. Eyevary Admin/co-admin/specific person will send site credential and invoice to client through email. It will be like world class software like Microsoft etc. installation process after subscription confirmation by eyevary.

Client Envelophosting module: I need to be able to host the site at Envelop(Eyevary limited hosting) or client datacenter/server.

Site installation module: 2 way Envelop installation process: 1. Client can select a specific package, pay subscription charge, hosting charge, TAX, VAT, etc. for 1, 2, 3, 5, or 10 years with credit card/Debit card payment, NET banking, etc. and upload their specific Envelop site. Or 2. Eyevary Limited can select a package for the subscriber, ensure payment receipt, and create Envelop site and provide credentials to the administrator.

Subscription Module (Baisc Feature):

Settings: Envelop basic feature setup, Envelop user Limit setup, subscription year (s) setup, Subscription charges BDT/Any currency (VAT and TAX add provision) setup, Hosting space setup (it can be 0 to 1000 TB). Hosting Charges setup (it can be 0, if installed at client server)

Note: User limit, subscription years, charges, hosting space and charge should be changeable by a client at any moment from backend. Perpetual Subscription, no update feature will be there for any client.

ENVELOP MANAGEMENT MODULE (AT EYEVARY LIMITED HOSTING SERVER)

Subscription module (special feature):

Special feature setup (Envelop new features will fall as special feature), special feature Price setup, subscription year setup, client setup (for specific clients who will take it and they will see it at their MENU/specific location), special feature charge setup etc.

Invoice Module:

Client list setup (user limit wise client setup), auto invoice generation from system as PDF (to Eyevary Admin/concern person and Eyevary admin/concern person will send it to Client through email after checking the invoice), 3 months before subscription expiry - notification to client, and Eyevary concern person (email address)

Client database module:: I need to able to see product wise active client, de-active client, service details, subscription years, Expiry date, invoice value, etc.

Database: I am looking forward to a artificial intelligence grade database platform. Client data needs to migrated from previous version to a new version in future. Lot of data analytics will come in future.

EnvelopUpdate settings module: 3 option. 1. Perpetual site subscription (no update will occure). 2. Annually subscription sites - update regularly with new features. 3 New version subscription. Client/users will get Envelopupdate message and they can select a time to update.

Email Notification: There will be email setup feature for a. unread post notification mail after 30 minutes of posting which is unseen/unread. "Read" posts require no notification, except "message notice" will go both apps and emails.

26