

Media Bazaar

User Requirements Specifications



CB-03 Group 1

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Agreements With Client

In the first meeting with our client we discussed what kind of functionalities our solution needs to have. We also agreed upon what kind of and how many programs we should deliver. For the first meeting we were asked to create a Windows Forms application for the company Media Bazaar, to keep track of employee and product information. In the second meeting with our client we have made some additional agreements. We will also be making a website for the employees of Media Bazaar, to edit their personal information and also to view their individual work schedules. Media Bazaar has also asked us to create a check in/out system for employees and an app to request restock/replenishment of products.

Functional Requirements

There are certain things the system should be able to do. Media Bazaar has different users for the apps and the different products all have a different use.

Administrative App

The main app Media Bazaar has asked us to create is used to keep track of employees and products. This app has 7 different users, who all have different functional requirements.

- Admin: The admin is responsible for the IT systems, they should be able to make backups of the system. The admin should also be able to at least create the first other user and create accounts for employees if they do not already have one.
 - FR-01: Admin should be able to make backup of database
 - FR-02: Admin should be able to create first employee
Only the first employee is created by the admin
 - FR-03: Admin should be able to create a user account for employees who don't have one yet
- CEO: The CEO only needs to view statistics on employees and products, sent by the managers.
 - FR-04: CEO should be able to view statistics
The statistics are sent by managers of departments
- Office Worker: The office workers are responsible for the administration of the store itself and the departments. They can also create new departments, whenever Media Bazaar wants to add a new department to the store. New employees are added by office workers, they are responsible for managing all employee data. Whenever they need information on a certain employee they can get a more detailed overview. At the end of each week the office workers send all the working hours of the employees to the head office to make sure everyone gets paid.
 - FR-05: The office worker should be able to view data of the store
 - FR-06: The office worker should be able to update data of the store
 - FR-07: The office worker should be able to view data of the departments
 - FR-08: The office worker should be able to update data of the departments
 - FR-09: The office worker should be able to add new departments
 - FR-10: The office worker should be able to remove departments

- FR-11: The office worker must be able to create new employees
Contract is linked to employee
- FR-12: The office worker must be able to create new contracts
Contract is linked to employee
- FR-13: The office worker should be able to view all the employees
- FR-14: The office worker should be able to view data of a specific employee
- FR-15: The office worker should be able to view data of a specific contract
- FR-16: The office worker should be able to update data of a specific employee
- FR-17: The office worker should be able to update data of a specific contract
- FR-18: The office worker should be able to remove a specific employee
- FR-19: The office worker should be able to remove a specific contract
- FR-20: The office worker should be able view all working hours by employees
- FR-21: The office worker should be able create a spreadsheet containing all working hours
- Sales Manager: The sales manager is responsible for making the schedule of the sales representatives. They can select how many people they need for specific days and weeks and create a schedule based on that amount of employees needed. The sales manager also sets the selling price for the products sold by Media Bazaar and can select which products are still available and which products are discontinued.
 - FR-22: The sales manager should be able to select the amount of workers needed for a specific time
 - FR-23: The sales manager should be able to select sales employees to work a certain shift to make a schedule
Employees have contract hours and shouldn't be scheduled for more than these hours
Employees have (least)preferred work times
 - FR-24: The sales manager should be able to update the sales schedule
 - FR-25: The sales manager should be able to view the schedule for all sales employees
 - FR-26: The sales manager should be able to view the schedule of a specific sales employee
 - FR-27: The sales manager should be able to set the selling price for all products in the store
 - FR-28: The sales manager should be able to select which products are available and discontinued
- Product Manager: The product manager is responsible for all the information on all the products and should be able to maintain this data in the system.
 - FR-29: The product manager must be able to create new products
 - FR-30: The product manager should be able to view all products
 - FR-31: The product manager should be able to view a specific product
 - FR-32: The product manager should be able to update information of a specific product
- Depot Manager: The depot managers make the schedule for depot workers. They can select how many people they need for specific days and weeks and create a schedule based on that amount of employees needed. The depot manager views restock requests made by depot workers and can approve or deny them. When they approve a request they place an order with the supplier. To keep track of all the

suppliers of Media Bazaar the depot manager is responsible for the administration of the supplier data.

- FR-33: The depot manager should be able to select the amount of depot workers needed for a specific time
- FR-34: The depot manager should be able to select depot employees to work a certain shift to make a schedule
Employees have contract hours and shouldn't be scheduled for more than these hours
Employees have (least)preferred work times
- FR-35: The depot manager should be able to update the depot schedule
- FR-36: The depot manager should be able to view the schedule for all depot employees
- FR-37: The depot manager should be able to view the schedule of a specific depot employee
- FR-38: The depot manager should be able to view restock requests
These requests are made by depot employees
- FR-39: The depot manager should be able to approve or deny these requests
- FR-40: The depot manager should be able to order new products from suppliers
- FR-41: The depot manager should be able to create new suppliers
- FR-42: The depot manager should be able to view all suppliers
- FR-43: The depot manager should be able to view information of a specific supplier
- FR-44: The depot manager should be able to update supplier data
- FR-45: The depot manager should be able to remove a supplier
- Depot Employee: The depot employee receives shelf replenishment requests made by the sales representative. Whenever there is not enough in stock of a certain product, the depot employee can advise the depot manager to make an order with the suppliers.
 - FR-46: The depot employee should be able to view shelf replenishment requests
Requests are made by the sales representatives
 - FR-47: The depot employee should be able to advise depot manager to make an order for more products

Website

Media Bazaar wants us to make a website for their employees, so that they can log in when they are at home. On this website employees are able to view their individual work schedule so they know when they should work. The employees also get an overview of all the days and hours they have worked in the past. They should also be able to view and edit their own personal data, for example change their address when they move.

- FR-48: Employees should be able to log in using their account details
- FR-49: Employees should be able to view their schedule
- FR-50: Employees should be able to select their preferred work time
- FR-51: Employees should be able to select their least preferred work time
- FR-52: Employees should be able to view their profile information
- FR-53: Employees should be able to update their profile information

Check in/out system

To keep track of the attendance of all employees, Media Bazaar wants a separate system where employees can scan their work card to check in when they start work and check out when they finish. When the employee card is scanned and the employee is not yet checked in, it will register the time as the start time. When the user scans the card again, it will register the check out time for the employee. If the employee forgets to check out, they will automatically be checked out at the end of the day, so they can check in again the next time they come into work again.

- FR-54: Employees should be able to scan their work card to register their start/end times

Sales Representative app

The job of the sales representative is to walk around the shop floor and request shelf replenishment whenever they see a product is no longer on the store shelves. Because they are walking around the store all day, they won't have access to a computer all the time. To make it possible for sales representatives to request the replenishment while they are in the store, Media Bazaar has asked us to create an app where employees can just use a hand scanner to scan the barcode of the products to request shelf replenishment. After scanning the barcode of a certain product, the sales representative sees how much of this product is left in the depot and they can enter the amount of products they want to request.

- FR-55: Sales representatives should be able to scan a barcode using a hand scanner
- FR-56: Sales representatives should be able to view the information of the scanned product
- FR-57: Sales representatives should be able to request shelf replenishment for the scanned product

Use Cases

Login/Logout

UC-01:

Use Case: Login to main app

Actor: Managers/Employees

Pre-condition: Actor opens the application.

Post-condition: System displays page based on actors job title.

Main Success Scenario:

1. Actor enters their username and password.
2. Actor selects login.

3. System displays page based on actors job title.

Extensions:

1a: No text entered

1. System tells actor to fill up all the boxes
2. Return to MSS 1

1b: Wrong information entered

1. System tells actor that wrong info is entered
2. Return MSS 1

UC-02:

Use Case: Log out of main app

Actor: Managers/Employees

Pre-Condition: Actor is already logged in to the system

Post-Condition: Login page is opened

Main Success Scenario:

1. Actor selects logout button
2. System closes actors page
3. System opens login page

Admin

UC-03:

Use Case: **Backup**

Actor: Admin

Pre-condition: Login to the admin page.

Post-condition: A file is saved on the admins computer with all the database information.

Main Success Scenario:

1. Actor enters the admin page.
2. Actor selects to make backup.
3. System displays "this might take a minute".
4. actor selects ok
5. System saves data to D:\\CompanyDatabase the name of the file will be the day and time the backup was made

Extensions:

3a: user doesn't have a D: drive

1. No backup is made
2. End of use case

UC-04

Use Case: **Add first employee**

Actor: Admin

Pre-condition: Login to the admin page.

Post-condition: A new employee is added with the Office manager job title

Main Success Scenario:

1. Actor fills in all the new information and selects the add employee option.
2. The system saves the new employees information .
3. Actor makes a contract for the employee, the job title of this contract is always office manager.
4. System saves the new contract information.
5. An email is sent to the new employee with their login information

Extensions:

4a: Not all user information is entered

1. A message will show telling the actor to fill in all the information needed
2. Return to MSS step 1

4b: The new employee doesn't have a contract

1. Actor has to add a contract
2. Return to MSS Step 4

Office Worker

UC-05

Use Case: **View All Employees**

Actor: Office Worker

Pre-Condition: Actor is already logged in to the system

Post-Condition: All employees are displayed

Main Success Scenario:

1. Actor selects "All employees" radio button
2. Actor selects view employees button
3. System gets all employees from the database
4. System displays employee data (id, first name, last name) in a DataGrid

Extensions:

- 5a: The system is not connected to the database
 - 1. A message will show telling the actor to connect the system to the database
 - 2. Return to MSS step 1
- 5b: There are no employees in the database
 - 1. End of use case
- 5c: Only a few employees are shown
 - 1. Actor selects all employees radio button
 - 2. Return to MSS step 2

UC-06

Use Case: **View Employees by Department**

Actor: Office Worker

Pre-Condition: Actor is already logged in to the system

Post-Condition: Employees of a certain department are displayed

Main Success Scenario:

- 1. Actor selects the radio button of the department they want to see
- 2. Actor selects view employees button
- 3. System gets all employees from the specific department from the database
- 4. System displays employee data (id, first name, last name) in a DataGrid

Extensions:

- 6a: The system is not connected to the database
 - 1. A message will show telling the actor to connect the system to the database
 - 2. Return to MSS step 1
- 6b: There are no employees in the database
 - 1. No employees are shown
 - 2. End of use case
- 6c: There are no employees in this specific department
 - 1. No employees are shown
 - 2. End of use case

UC-07

Use Case: **Search for employee by name**

Actor: Office Worker

Pre-Condition: Actor is already logged in to the system

Post-Condition: All employees with given (partial) name are displayed

Main Success Scenario:

- 1. Actor types (part of) a name in the search bar
- 2. System looks through all employees for that name
- 3. System displays employee data of all employees with (part of) that name

Extensions:

- 7a: No employees are found
1. No employees are shown
 2. End of use case
- 7b: No employees are found
1. Actor checks spelling of name
 2. Return to MSS step 1

UC-08

Use Case: **View Specific employee**

Actor: Office Worker

Pre-Condition: Actor is already logged in to the system

Post-Condition: A new window is opened displaying all employee and contract data

Main Success Scenario

1. Actor selects employee from list
2. Actor double clicks on name of employee
3. System opens new window displaying all information of that employee and their contract

Extensions:

- 8a: Correct employee is not found
1. Actor searches for specific employee using the search bar
 2. Return to MSS step 1
- 8b: Not all data is shown
1. Not all information has been added when creating the employee
 2. Actor adds data in the new window
 3. Return to MSS step 3

UC-09

Use Case: **Update personal/contract of specific employee**

Actor: Office Worker

Pre-Condition: Actor is already logged in to the system

Post-Condition: Employee/contract information is updated

Main Success Scenario

1. Actor selects employee from list
2. Actor double clicks on name of employee
3. System opens new window displaying all information of that employee and their contract
4. The actor is able to enter new values in the textboxes for first name, last name, city, phone number, job title, salary and work hours.
5. Actor presses save button
6. System saves new data and updates the employee/contract in the database
7. System closes window

Extensions:

- 9a: Not all information is added
 - 1. System gives a message telling the actor to enter the information
 - 2. Return to MSS step 4
- 9b: Actor closes form without saving the data
 - 1. Systems gives a message warning actor to save data before closing
 - 2. Return to MSS step 5
- 9c: Salary is too high
 - 1. Actor sets the increases the salary by more than 20%
 - 2. System gives a warning saying the increase is too high
 - 3. Actor sets new lower salary
 - 4. Return to MSS step 5

UC-10

Use Case: **Create new employee**

Actor: Office Worker

Pre-Condition: Actor is already logged in to the system

Post-Condition: A new employee is created

Main Success Scenario:

- 1. Actor selects add new employee button
- 2. System opens new window for adding employee and contract details
- 3. Actor enters employee and contract info (first name, last name, phone number, date of birth, bsn, city, job title, work hours, salary, start date)
- 4. System auto creates an employee id
- 5. system generates email, username and password based on actors inputs
- 6. Actor presses add employee button
- 7. System adds new employee to database

Extensions:

- 10a. Not all fields are filled in
 - 1. System gives warning telling actor to fill in all fields
 - 2. Return to MSS step 3
- 10b. Actor close form without saving the data
 - 1. Systems gives a message warning actor to save data before closing
 - 2. Return MSS step 6

UC-10

Use Case: **Set employee status to inactive**

Actor: Office Worker

Pre-Condition: Actor is already logged in to the system

Post-Condition: Employee is removed from active employees

Main Success Scenario:

1. Actor selects employee they want to change the status of
2. Actor selects remove employee button
3. System opens new window
4. Actor can enter a reason for termination and a contract end date
5. Actor presses save button
6. System sets employee to inactive
7. System updates contract for employee to include reason for termination and contract end date

Extensions

10a: Not all fields are filled

1. System shows a message box telling the actor to fill in all fields
2. Return to MSS step 4

10b: Actor closes form without saving the data

1. Systems gives a message warning actor to save data before closing
2. Return to MSS step 5

UC-11

Use Case: **Update company information**

Actor: Office Worker

Pre-Condition: Actor is already logged in to the system

Post-Condition: company information is updated

Main Success Scenario

1. The actor is able to edit the values in the textboxes.
2. Actor presses the save button.
3. System saves new data.

Extensions:

11a: Not all information is added

1. System gives a message telling the actor to enter the information
2. Return to MSS step 1

UC-12

Use Case: **Select department**

Actor: Office Worker

Pre-Condition: Actor is already logged in to the system

Post-Condition: Information on the selected department is shown

Main Success Scenario

1. Actor selects a department
2. System displays departments information

Extensions:

UC-13

Use Case: **Edit Department**

Actor: Office Worker

Pre-Condition: Actor is already logged in to the system

Post-Condition: Information on the selected department is shown

Main Success Scenario

1. Actor selects a department
2. System displays departments information
3. Actor changes the given information and selects the Edit button
4. System saves the edited information

Extensions:

13a: Not all information is added

1. System gives a message telling the actor to enter the information
2. Return to MSS step 3

13b: No department selected

1. System shows Please select a department
2. Return to MSS step 1

- Add department (Adds a new department based on the information provided)

UC-14

Use Case: **Add department**

Actor: Office Worker

Pre-Condition: Actor is already logged in to the system

Post-Condition: Information of a new department is saved

Main Success Scenario

1. Actor fills in information of the department and selects the save option
2. System saves department information

Extensions:

14a: Not all information is added

1. System gives a message telling the actor to enter the information
2. Return to MSS step 3

UC-15

Use Case: **View hours worked**

Actor: Office manager

Pre-condition: Actor logs in and goes to the HoursWorked page.

Post-condition: Actor can see the employeeID and hours worked for every employee by month

Main Success Scenario:

1. Actor goes to the HoursWorked page
2. System displays all of the employee info about this month
3. Actor selects the month he wants to see data on
4. System displays data of that month

Extensions:

UC-16

Use Case: **Make excel sheet**

Actor: Office manager

Pre-condition: Actor logs in and goes to the HoursWorked page.

Post-condition: A excel sheet is shown with all the employees information and hours worked

Main Success Scenario:

1. Actor selects the month he wants to see data on
2. Actor selects the make excel sheet option.
3. System makes a excel sheet with all employees information and their hours worked

Extensions:

16a: No employees checked out that month

1. A empty excel sheet is shown
2. End of use case

CardReader

UC-17

Use Case: **Check In**

Actor: Managers/Employees

Pre-condition: Have a company card.

Post-condition: actors check in time is recorded.

Main Success Scenario:

1. Actor holds the card against the card reader.
2. Card reader shows a green light and records the actor's check in time.

Extensions:

17a: Didn't hold the card close or long enough against the card reader

1. Card reader light stays red
2. MSS 1

UC-18

Use Case: **Check Out**

Actor: Managers/Employees

Pre-condition: Have a company card and have already checked in today.

Post-condition: Actors check out time is recorded.

Main Success Scenario:

1. Actor holds the card against the card reader.
2. Card reader shows a green light and records the actor's check in time.

Extensions:

18a: Didn't hold the card close or long enough against the card reader

1. Card reader light stays red
2. Return to MSS step 1

UC-19

Use Case: **Check Out**

Actor: Office Managers

Pre-condition: has a card that is not already in use and an employee to connect to.

Post-condition: Employee can use this card to check in and out.

Main Success Scenario:

1. A employee is selected
2. System displays employee information
3. A card that is not already in use is held against the card reader
4. System show card information
5. Actor selects the connect card to employee option
6. System connects card to employee

Extensions:

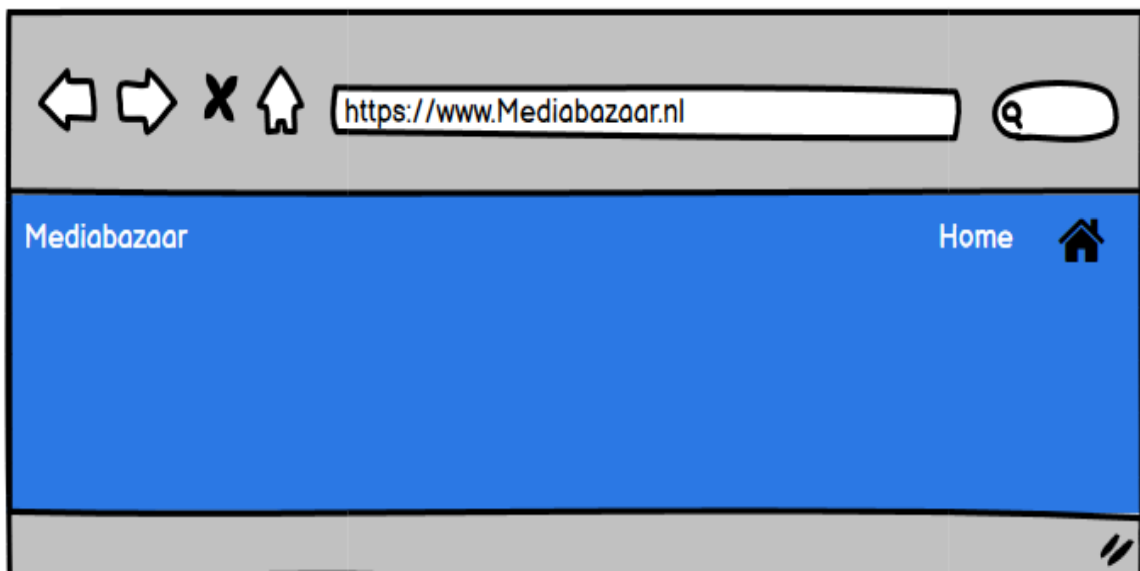
19a. Card is already in use by another employee

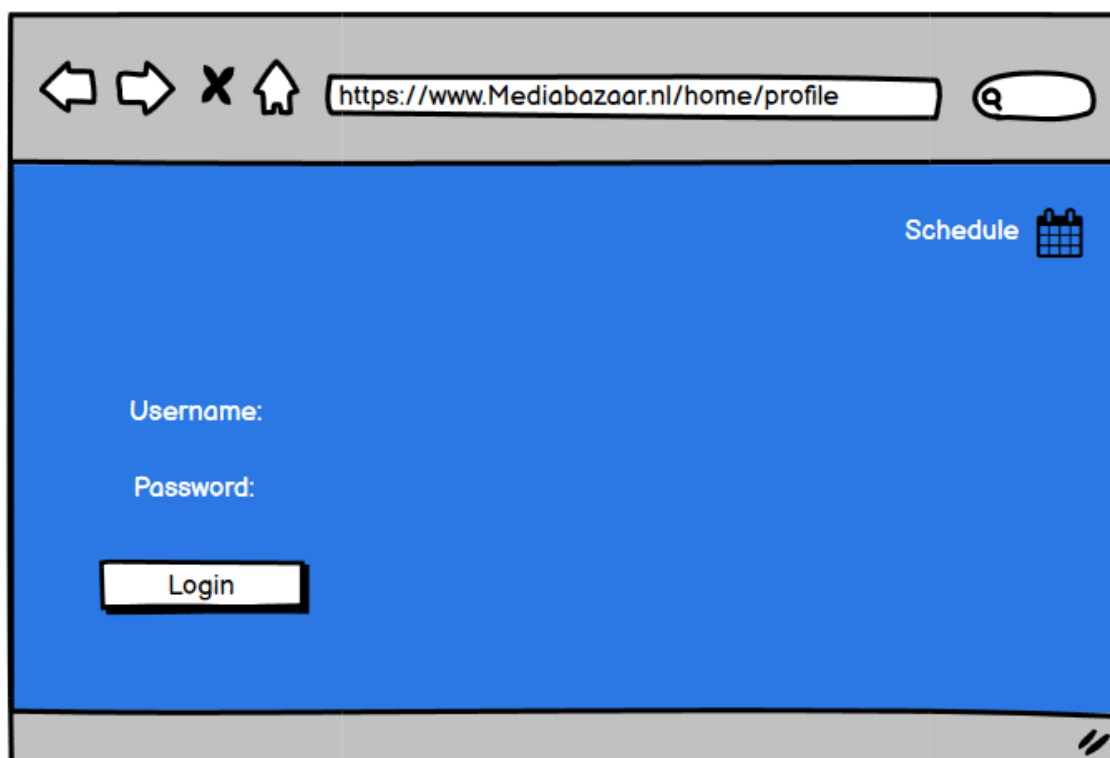
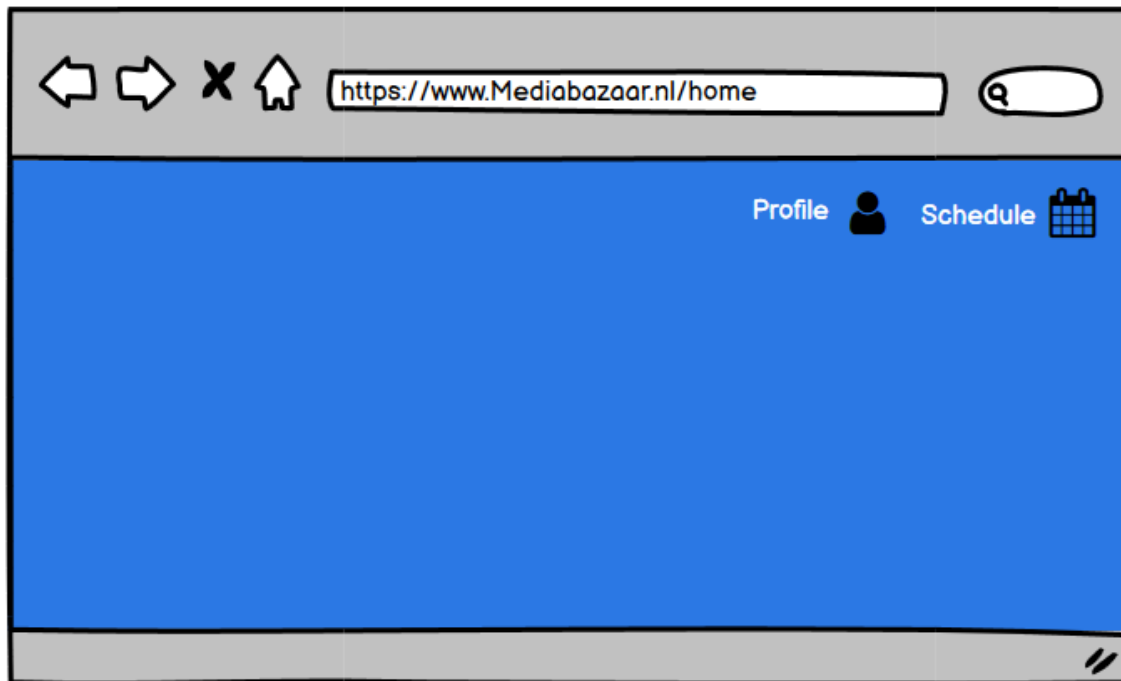
1. A employee is selected
2. System displays employee information
3. A card that already being used is held against the card reader
4. card information doesn't show
5. Return to MSS step 3



GUI


<<Screenshots of forms>>

Website Wireframe







Logout 

Firstname

Lastname

Phone Number

Email

Address :

Street and No

Postal Code

Department

Date of birth

Edit

Submit

17

