

Card Printing Software/Solution

Functional Requirement Specification

Date: 18th June, 2021
Version 1.4

1. Revision History

Document Version Control

Revision	Date of issue	Pages Affected	Reason	Summary of Change
1.0	23.12.2020	All	Initial Draft	Original
1.1	09.01.2021	All	Updated version	Changes according to client comments
1.2	22.01.2021	All	Updated version	Changes according to client comments
1.3	02.02.2021	All	Updated version	Changes according to client comments

Technical Stack

Particulars	Details
Front-end	HTML, CSS & JavaScript, Bootstrap
Website	Programming (PHP/Node Js)
Admin Panel Development	Admin Panel Development(PHP/Node Js)
Database	Mongo DB/ My SQL

2. Summary of Project

2.1 Purpose of Project

- The main object of developing this software is to make work flow as easy and user friendly as possible. Users will be able to register themselves, create their own templates or select from available one and send to super admin/agent for printing. Here users will act as school or corporate or organization.
- Agents will be responsible for managing orders for users they are assigned to and super admin will be able to manage whole system.

2.2 Involved Users

- Following are the involved users in the system
 - User (school, organization)
 - User can create sub-user and assign permission accordingly.
 - Agent
 - Agent can create sub-user and assign permission accordingly.
 - Admin

3. User Features – Website

3.1 Sign up

- Organization will be able to register to the system by adding following details:
 - Organization name
 - Username
 - Contact person : name of agent
 - Enter medium(Gujarati, English or Hindi)
 - Communicate person name – organization person name
 - Email address
 - Mobile number – main person's number
 - Mobile number – communicate person's number
 - Address of school
 - City
 - State
 - Organization type (school or other)
- **Note: we have considered that Agent will contact any organization outside the system.**

3.2 Login

- Organization will be able to login with following:
 - Username
 - Password
- Forgot password
 - Will able to retrieve password by entering email address.

3.3 Home Screen

- Without login user will be able to design their card but card design will not get saved for these users and if he wants to proceed further then need to complete sign up process.
- After successful login organization will be able to view following on home page:
 - Sample of printing item
 - In this section organization will be able to view sample of cards
 - Inquiry form : in inquiry form there will be following details
 - Name of organization
 - Email address
 - Description of item
 - Mobile number
 - I Card Solutions

- Here any organization will be able to view I card specification and rates for the same.
- Design template : in this section organization will be able to view following
 - Will be able to create new template
 - Select from created templates
 - Clone template

3.4 Help section

- There will be a help section on every page for instructions.
- For now we have considered that there will be a help icon on every page and clicking on it user will be able to find help related to that corresponding page.
- Also there will be a tooltip icon beside every label for particular that section. Clicking on that icon user will be able to view help regarding that section only.

3.5 Design template

- There will be following flow to create/design template:
 - Select card type : Chemical card, Smart card, shape card and special requirement
 - If chemical card is selected then:
 - Horizontal
 - Single side
 - Without chip
 - Barcode, QR Code
 - Both side
 - Without chip
 - Barcode, QR Code
 - Vertical
 - Single side
 - Without chip
 - Barcode, QR Code
 - Both side
 - Without chip
 - Barcode, QR Code
 - If smart card is selected then:
 - Horizontal
 - Single side
 - With chip or without chip
 - With chip
 - RFID, 1 K Mifare
 - Barcode, QR Code
 - Glossy, Matte
 - Without chip

- Barcode, QR Code
 - Glossy, Mate
- Both side
 - With chip
 - RFID, 1 K Mifare
 - Barcode, QR Code
 - Glossy, Mate
 - Without chip
 - Barcode, QR Code
 - Glossy, Mate
- Vertical
 - Single side
 - With chip or without chip
 - With chip
 - RFID, 1 K Mifare
 - Barcode, QR Code
 - Glossy, Mate
 - Without chip
 - Barcode, QR Code
 - Glossy, Mate
 - Both side
 - With chip
 - RFID, 1 K Mifare
 - Barcode, QR Code
 - Glossy, Mate
 - Without chip
 - Barcode, QR Code
 - Glossy, Mate
- If shape card is selected then:
 - Select shape : will able to select from available one
 - Special shape : will able to upload shape if any other requirement is there
- If special requirement is selected then:
 - Special size : for this there will be a text box where can enter special size
 - Material : for this there will be a text box where can enter material requirement

3.6 Accessories

- After selecting card user will also be able to select accessories as follow:
 - Lanyard
 - Holder
 - Chips

- User can also independently use this section. For example user just wants accessories then can also access it.

3.7 Design studio

- As we have discussed will provide a sub document for this with all the additional requirement of particular design studio.

3.8 Templates

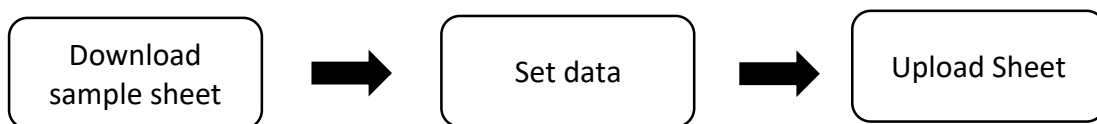
- In this section organization will be able to view following:
 - o Created templates: will able to view created templates in this section and there will be create template button clicking on it will take use directly to design studio section. Will also able to delete template if there is not data in it. If there is at least one record then nor user or admin will able to delete that template.
 - o Edit template: will able to edit template.
 - o Select templates: in this will able to select from available templates and can edit that templates according to user's requirement.
 - o Once confirmation is given then if want to change in a template for client create new one or send a request for the correction or change to the admin, admin has rights to change or do corrections in the template before final printing.
 - o Clone template
 - Will able to copy the template and make changes to it
 - Can use the same template for next academic year (majorly for schools)
 - o No other organization/user can view templates of other organization or users.

3.9 Sub –user

- User can create sub users and manage them.
- Will able to assign permissions accordingly.

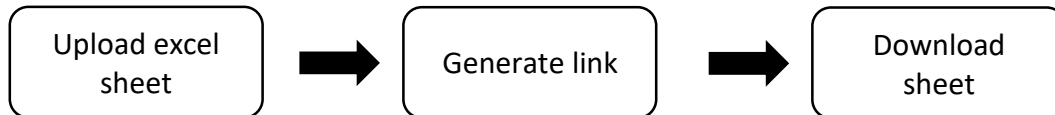
3.10 Data entry via link or manual

- Once the order is placed user will get tentative delivery date.
- There will be 3 ways to upload data:
 - o Data upload



- o Manual upload
 - User can manually add data in the form for fields he has selected.
- o Via link

- Once the excel file is uploaded it will generate link.
- Link will be send via SMS on all the numbers that are in excel sheet.
- Once all the data is collected then one verification link will be generated which will go to parents to verify the data.



3.11 Verification of data

- Once all or partial data is received in template organization will able to export it to verify it.
- The verification of data can also be done by sub users and cards will be viewable in format of pdf as well as can view cards in JPG format. There will be a watermark on every preview of card.
- On one page can print 16 cards for verification.
- Once user or sub-user verifies details even after that there is some mistake in the card then again a separate link will be generated and is sent to respective student or any other user with selected option to edit. Once it is done then it will go for printing, editable option is only available for once.
- **Note: we have considered if there any correction then student or any other user will contact organization or their sub-user outside the system.**
- Will able to export multiple cards or single card.
- **Note: we have considered that will able to export it in pdf format.**
- **Need to check: if need to add more fields after card is ready.**
- If data is edited then the last data goes to achieve.
- If any student does not continue then data for that student will go to archive. The data will be there for 1 year and after that it will be removed from the system.
- System will generate verification link irrespective of any three methods.

3.12 Invoice

- User will be able to view invoice for their respective order along with all the details.

4. Agent Features

4.1 Sign up

- Agent will be able to sign up with following details:
 - o Name
 - o Email
 - o Address
 - o City
 - o State
 - o Password
 - o Confirm password
- Agent will be able to access all the features once super admin approves any agent.

4.2 Login

- Agent will be able to login with credentials assigned by super admin:
 - o Email
 - o Password

4.3 Dashboard

- Agent will be able to view following on dashboard:
 - o Total number of organization registered

4.4 Sub-agent

- Agent can create sub agents and manage them.
- Will able to assign permissions accordingly.

4.5 Organization Management

- Agent will be able to view listing of registered organization.
- Will able to view details for each organization.
- Will able to filter records by following:
 - o Organization name
 - o Date
- **Note: as of now we have considered that agent will only able to view details of each organization, will not able to add or make changes to it.**

4.6 Order Management

- Here agent will be able to view list of orders.

- Agent will be able to view orders of only those organization assigned to them, will not be able to view order of all the organization.
- Clicking on each order agent will be able to view list of templates for that organization.

4.7 Profile Management

- Agent will able to view profile details in this section.

5. Super Admin Features

5.1 Login

- Super admin will be able to login with following credentials:
 - o Username
 - o Password
- Forgot password
 - o Will able to retrieve password by entering email address.

5.2 Dashboard

- Super admin will be able to view following on dashboard:
 - o Total number organization registered
 - o Total number of agents – area wise filter option
 - o Today's orders for printing
 - o Total cards
 - o Total cards this year
 - o Will able to view filter by:
 - Daily
 - Monthly
 - Yearly
 - Till present day

5.3 Agent Management

- Super admin will be able to view list of all agents.
- Will also able to view list of agents who have not done payment or yet to be approved.
- Once agent make payment to admin which will be outside the system after that super admin will approve/disapprove any agent.
- Super admin will be able to create agent and manage them.

5.4 Organization Management

- Super admin will be able to view list of all the registered organization,
- Will able to add/edit and delete organization when required.
- Will able to manage details for each.
- Will able to filter records by following:
 - o Organization name
 - o Date

5.5 Change Request for Variable

- Here super admin will be able to view list of variable requests made by user (organization) or sub-user.
- Admin will be able to accept or reject the request.
- Super admin will be able to add extra variable when required.
- Will also be able to manage it and make changes to it.

5.6 Order Management

- Here super admin will be able to view list of all orders.
- Super admin will be able to view request from organization if there is any changes in template before printing it.
- Clicking on each order agent will be able to view list of templates for that organization.
- Super admin will also be able to view how many cards are in queue for printing and there will be print option to proceed further.

5.7 Delivery Management

- Here super admin will be able to check status for cards that are ready to deliver.
- Will be able to view details of it.
- **Need to check: tracking particular card.**

5.8 Template Management

- Super admin will be able to create sample templates from here and can also make changes to existing one.
- Will be able to make changes and remove it when required.
- Super admin will be able to view all the templates of all organizations.
- Will be able to make any organization's template public by removing name of it.
- While placing order on behalf of any organization can add template in two ways:
 - o Select from all
 - o Create new template

5.9 Design studio

- Super admin will be able to create templates from here as well. Whole design studio section will come.

5.10 Roles & Permission Management

- Super admin will be able to add new role from here.
- Will be able to assign username and password to that role
- Will also be able to assign permission to each role.

5.11 History Management

- Super admin will be able to view history from here.
- Clicking on each record will be able to view details of it.

- Will able to filter records by date.

5.12 Invoice Management

- Invoice will be generated for each order.
- Super admin will be able to view details for each payment.
- Will also able to keep track of status.
- Super admin will also be able to create proforma invoice if needed.

5.13 Service Management

- From here super admin will be able to add data for pages.
- Will able to make changes to it when required.

5.14 Delivery Management

- Admin will create production stages like printing, cutting, and shipping.
- Each production stage will assigned to production user.
- Production user will have their own panel and will able to login with credentials provided by admin.
- Each production user will be able to view list of orders. When user will proceed for any order at that time will able to view one popup in which user will enter the number of cards they have got.
- If there are any missing card then the user will search for records using their unique number and select those records.
- Admin will be able to view this whole process and status for each stage along with if any cards are missing.

5.15 Profile Management

- Super admin will able to view and manage profile details in this section.

5.16 Settings

- From here admin will be able to set general parameters for website.

Consideration

- We have considered English language only.
- We have considered website only.
- Need to check for Hindi and Gujarati languages.
- We have considered following modules for next phase:
 - Group photo
 - Certificate
 - Invoice

Deliverables

- Website + Admin Panel