Automation Mailing System using templates for Bulk mailing

Software Requirement Specification(SRS)

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1 Introduction

1.1 Purpose

The primary objective of the project, 'Automation Mailing System Using Templates for Bulk Mailing,' is to revolutionize the conventional mailing process by introducing a highly automated and streamlined system. By harnessing the power of automation, this project aims to significantly enhance efficiency and productivity in handling bulk mail.

The overarching goal is to cater to the diverse needs of users, including employees and Students, by providing them with a sophisticated yet user-friendly platform. This platform will empower users to effortlessly create, customize, and send bulk emails using pre-designed templates, thereby saving valuable time and resources.

Furthermore, the project seeks to mitigate common challenges associated with manual mailing processes, such as errors, delays, and inconsistency in communication. By leveraging automation, it promises to deliver swift and accurate mailings, ensuring timely dissemination of information and correspondence.

Ultimately, the Automation Mailing System endeavors to revolutionize how organizations and individuals manage their communication needs, offering a seamless and efficient solution that aligns with modern standards of productivity and convenience.

1.2 Intended Audience and Reading Suggestions

This document is intended for top management, developers, project managers, marketing staff, the testing team, CREST team. This document explains the requirements of all the required modules.

Developers should go through all the sections in the given order.

1.3 Project/Product Scope

The scope of the 'Automation Mailing System using templates for Bulk mailing' project encompasses the development and implementation of a comprehensive software solution tailored specifically for use within CDAC (Centre for Development of Advanced Computing). This system will serve as an integral tool for every entity within CDAC, spanning across departments, teams, and individual users.

In addition to its primary application within CDAC, the project aims to offer a versatile solution that can be adapted for use by a wide range of organizations reliant on email communication. This includes but is not limited to educational institutions, government agencies, corporations, and non-profit organizations.

2 Overall Description

2.1 Project/Product Functions

Following Core Functions to be implemented in Project:

- **Sending mail by choosing template :** Users can select pre-designed email templates from a template library to compose and send emails quickly and efficiently. Templates may include predefined formatting, text, images, and placeholders for dynamic content insertion.

- **Sending normal mail without using any template :**Users have the option to compose emails without utilizing any pre-existing templates, allowing for personalized and unique messaging tailored to specific recipients or situations. This feature provides flexibility for users who prefer to create emails from scratch.

- **Login as admin mail to create mail template:**Administrators have the privilege to log in to a dedicated admin interface where they can create, edit, and manage email templates.Admins can define the layout, content, and styling of templates to ensure consistency and branding across all outgoing emails..

- **Mail admin to remove/enable/disable template:**Administrators possess the authority to manage the availability of email templates by enabling, disabling, or removing them as needed. This feature ensures that outdated or irrelevant templates can be deprecated, while new templates can be added or existing ones can be modified.

- **Mail admin to generate mailing groups:**Administrators can create and manage mailing groups, allowing for efficient distribution of emails to predefined sets of recipients. Mailing groups can be categorized based on various criteria such as department or custom attributes.

- **Generic mail with/without attachment :** Users can send generic emails to recipients with or without file attachments. This feature caters to scenarios where users need to convey general information or updates to a wide audience.

- **Mail with multiple attachments :** Users have the capability to attach multiple files to a single email, facilitating the transmission of various documents, images, or other multimedia content in a single message. Multiple attachments enhance the communication of complex information and streamline the sharing of resources.

- **Named mail with/without individual attachment :** Users can send personalized emails addressed to specific recipients, either with or without individualized file attachments. This functionality enables targeted communication tailored to the preferences or requirements of individual recipients.

- **Named/custom mail with/without attachment :** Users can further customize emails by incorporating personalized content, such as recipient names or specific message components, along with optional file attachments. This feature enhances engagement and relevance by delivering tailored communications that resonate with individual recipients.

2.2 Use Cases

- **Sending Registration Form Details to Candidates:**

  - **Brief:** This use case involves sending registration form details to candidates for filling in required information. The data is fetched from the admission data table. Emails are sent individually to candidates without any attachments.

  - **Actors:** System, Candidates

  - **Flow:**

    1. Concerned Person retrieves candidate details from the admission data table.
    2. System retrieves email template containing registration form details for each candidate.
    3. Emails are sent to candidates.

- **Sending Hostel Fees Payment Details:**

  - **Brief:** This use case involves sending hostel fees payment details to students. The data is fetched from relevant tables.

  - **Actors:** System, Students

  - **Flow:**

    1. Concerned Person retrieves hostel fees payment details from relevant tables.
    2. System retrieves email template containing payment details for each student.
    3. Emails are sent to students.

- **Handling Missing Documents in Registration Form:**

  - **Brief:** This use case involves notifying candidates about missing documents in their registration forms.

  - **Actors:** System, Candidates

  - **Flow:**

    1. Concerned Person identifies missing documents in candidates' registration forms.
    2. System retrieves email template notifying candidates about the missing documents and provides instructions for submission.

- **Hostel Allocation/Rejection of Request:**

  - **Brief:** This use case involves informing students about the allocation or rejection of their hostel accommodation requests.

  - **Actors:** System, Students

  - **Flow:**

    1. Concerned Person processes hostel accommodation requests.
    2. System sends emails to students informing them about the allocation or rejection of their requests.

- **Sending Training Starting Mail:**

- **Brief:** This use case involves sending emails to participants to inform them about the start of training sessions.

- **Actors:** System, Participants

- **Flow:**

    1. Concerned Person schedules training sessions.

    2. System sends emails to participants notifying them about the start of training.

- **Reminder to Submit Documents for Provisional Admission:**

    - **Brief:** This use case involves sending reminders to candidates to submit required documents for provisional admission.

    - **Actors:** System, Candidates

    - **Flow:**

        1. Concerned Person identifies candidates who have not submitted required documents.

        2. System sends reminder emails to candidates.

- **Sending Certificate Mail:**

    - **Brief:** This use case involves sending certificates to participants upon completion of a program or course.

    - **Actors:** System, Participants

    - **Flow:**

        1. Concerned Person retrieves certificates for participants who have completed the program.

        2. System sends emails to participants containing their certificates as attachments.

- **Confirmation Mail for Industrial Visit:**

    - **Brief:** This use case involves sending confirmation emails to participants confirming their registration for an industrial visit.

- **Actors:** System, Participants

- **Flow:**

    1. Concerned Person receives registrations for the industrial visit.

    2. System sends confirmation emails to registered participants.

- **Rescheduling Mail for Industrial Visit:**

    - **Brief:** This use case involves informing participants about the rescheduling of an industrial visit.

    - **Actors:** System, Participants

    - **Flow:**

        1. Concerned Person reschedules the industrial visit.

        2. System sends emails to participants informing them about the new schedule.

- **Mail to Admin for Making Arrangements:**

    - **Brief:** This use case involves notifying the administrator to make necessary arrangements for a specific purpose.

    - **Actors:** System, Administrator

    - **Flow:**

        1. Concerned Person identifies the need for specific arrangements.

        2. System sends emails to the administrator requesting the required arrangements.

- **Information Mail for Payment of Stipend Amount:**

    - **Brief:** This use case involves sending informational emails to recipients regarding the payment of stipend amounts for different programs.

    - **Actors:** System, Recipients

    - **Flow:**

        1. Concerned Person retrieves email template containing information about stipend payments.

2. System sends emails to recipients providing details about the payment process.

- **Mail for Feedback Submission (Mid-Module/End-Module):**

  - **Brief:** This use case involves sending emails to participants requesting feedback at specific intervals during or at the end of a module or course.

  - **Actors:** System, Participants
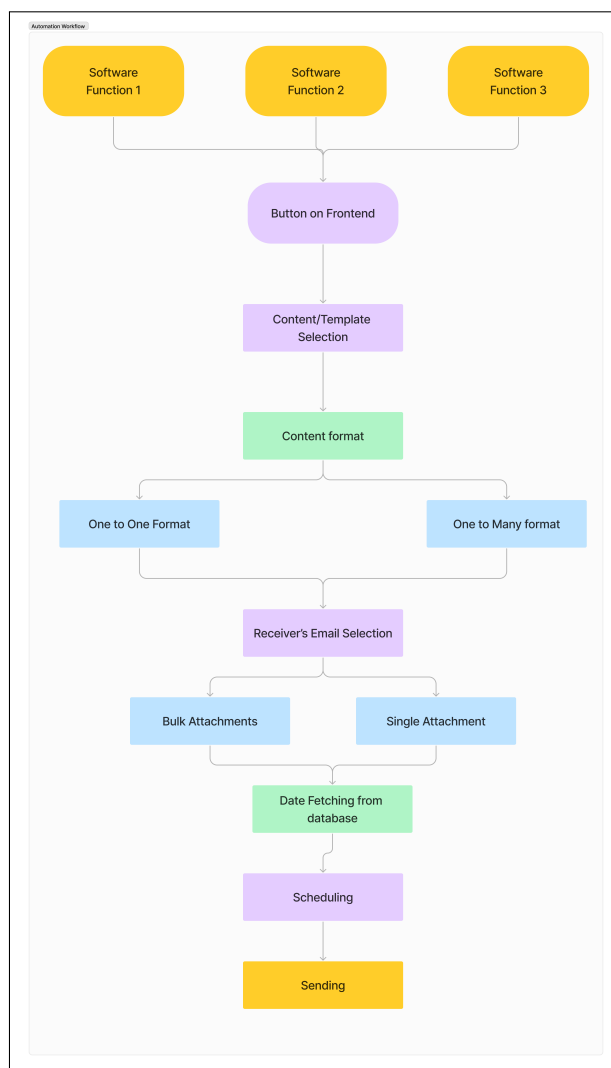
  - **Flow:**

    1. Concerned Person identifies the timing for feedback submission.
    2. System sends emails to participants soliciting their feedback.

3 Flowcharts

This Flowchart Represents the automation workflow of software.

1.0 Automation Workflow

4   Conclusion

The *Automation Mailing System Using Templates for Bulk Mailing* project endeavors to revolutionize traditional mailing processes by introducing a highly automated and streamlined system. By harnessing the power of automation, the project aims to significantly enhance efficiency and productivity in handling bulk mail.

Throughout the project, we have outlined the purpose, scope, and intended audience, emphasizing the importance of providing a sophisticated yet user-friendly platform for users. The system aims to empower users to effortlessly create, customize, and send bulk emails using pre-designed templates, ultimately saving valuable time and resources.

With a comprehensive set of project functions and use cases, including template-based mail creation, administrative controls, and personalized mail delivery, the system addresses the diverse needs of users across various scenarios.

From sending registration form details to candidates to handling hostel fees payment and managing missing documents, the system streamlines communication processes and ensures timely dissemination of information.

In conclusion, the *Automation Mailing System Using Templates for Bulk Mailing* project represents a significant step forward in modernizing communication processes. By embracing automation and providing a user-centric platform, the project aims to transform how organizations and individuals manage their communication needs, offering efficiency, accuracy, and convenience.