

Formsz

Create, Store, Manage

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# 

# Introduction

The purpose of this document is to describe the requirements of Forms functionality. Each user story will describe a high-level requirement, whereas corresponding use case will describe the detail description of the requirement in formal manner.

Acceptance criteria will define the boundaries of a user story, and be used to confirm when a story is completed and working as intended.

# User Stories and Use Cases

## User Story – 1

As a Super admin, I want login into Forms account

### Use Case

|  |  |
| --- | --- |
| ***ID:*** | UC-MM-F\_P-1 |
| ***Title:*** | Super admin login |
| ***Description:*** | Super admin can login by entering valid credentials |
| ***Primary Actor:*** | Super admin |
| ***Preconditions:*** | Super admin should enter url of forms portal |
| ***Post conditions:*** |  |
| ***Main Success Scenario:*** | Enter valid url and valid credentials for login |
| ***Extensions:*** |  |
| ***Priority:*** |  |

### Acceptance Criteria

|  |  |
| --- | --- |
| **SL No.** | **Description** |
| 1 | User should not have logged in for invalid credentials |
| 2 | It displays the alert, i.e. Please Verify credentials |

## User Story – 2

As a Super admin, I want to create department admins

### Use Case

|  |  |
| --- | --- |
| ***ID:*** | UC-MM-F\_P-2 |
| ***Title:*** | Create admins |
| ***Description:*** | Super admin can create Department admins |
| ***Primary Actor:*** | Super admin |
| ***Preconditions:*** | Super admin should go to Admins page |
| ***Post conditions:*** |  |
| ***Main Success Scenario:*** | 1. Super admin can create department admins 2. Admin creation mail was send to registered mail |
| ***Extensions:*** |  |
| ***Priority:*** |  |

### Acceptance Criteria

|  |  |
| --- | --- |
| **SL No.** | **Description** |
| 1 | Super admin can view all the admin details, and can edit- update the details |
| 2 | Super admin can also delete the department admins |
| 3 | Updated and deleted mails was sent to corresponding admin mail |

## User Story – 3

As a super admin, I want to create Templates

### Use Case

|  |  |
| --- | --- |
| ***ID:*** | UC-MM-F\_P-3 |
| ***Title:*** | Template creation |
| ***Description:*** | Super admin can create New Templates |
| ***Primary Actor:*** | Super admin |
| ***Preconditions:*** | Super admin should go to Templates page |
| ***Post conditions:*** |  |
| ***Main Success Scenario:*** | 1. By using form widgets, super admin can create templates |
| ***Extensions:*** |  |
| ***Priority:*** |  |

### Acceptance Criteria

|  |  |
| --- | --- |
| **SL No.** | **Description** |
| 1 | Super admin can View, Edit, Rename, Archive the template |
| 2 | Super admin can able to view the templates updated notifications |

## User Story - 4

As a Super admin, I want to view list of admins

### Use Case

|  |  |
| --- | --- |
| ***ID:*** | UC-MM-F\_P-4 |
| ***Title:*** | List of admins |
| ***Description:*** | Super admin can view the all Admins in dashboard menu |
| ***Primary Actor:*** | Super admin |
| ***Preconditions:*** | Super admin should go to Admin page |
| ***Post conditions:*** |  |
| ***Main Success Scenario:*** | 1.All department admins are displayed |
| ***Extensions:*** |  |
| ***Priority:*** |  |

### Acceptance Criteria

|  |  |
| --- | --- |
| **SL No.** | **Description** |
| 1 | Super admin can edit, update and delete the admins |
| 2 | Updated mails were sent to corresponding admin |
| 3 | Super admin can search the admins by using Search functionality |

## User Story - 5

As a Super admin, I want to view list of templates

### Use Case

|  |  |
| --- | --- |
| ***ID:*** | UC-MM-F\_P-5 |
| ***Title:*** | List of templates |
| ***Description:*** | Super admin can view all the templates in dashboard menu |
| ***Primary Actor:*** | Super admin |
| ***Preconditions:*** | Admin should go to dashboard |
| ***Post conditions:*** |  |
| ***Main Success Scenario:*** | 1.Admin should click on ‘list of templates’ for view all the templates |
| ***Extensions:*** |  |
| ***Priority:*** |  |

### Acceptance Criteria

|  |  |
| --- | --- |
| **SL No.** | **Description** |
| 1 | Super admin can edit and update the templates |
| 2 | Admin can delete the template |
| 3 | Admin can also search the templates by using Search functionality |

## User Story – 6

As a Super admin, I want to create User group

### Use Case

|  |  |
| --- | --- |
| ***ID:*** | UC-MM-F\_P-6 |
| ***Title:*** | Create User group |
| ***Description:*** | Super admin can create new user group |
| ***Primary Actor:*** | Super admin |
| ***Preconditions:*** | Click on ‘Create Group’ button |
| ***Post conditions:*** |  |
| ***Main Success Scenario:*** | By filling the required fields user group created successfully |
| ***Extensions:*** |  |
| ***Priority:*** |  |

### Acceptance Criteria

|  |  |
| --- | --- |
| **SL No.** | **Description** |
| 1 | Super admin can edit and delete the Group |
| 2 | Super admin can assign the department admin to new user group |

## User Story – 7

As a Super admin, I want to assign user group to Department admin

### Use Case

|  |  |
| --- | --- |
| ***ID:*** | UC-MM-F\_P-7 |
| ***Title:*** | Assign admins to user groups or assign user groups to admins |
| ***Description:*** | Super admin can map and unmapped the admins to user group. |
| ***Primary Actor:*** | Super admin |
| ***Preconditions:*** |  |
| ***Post conditions:*** |  |
| ***Main Success Scenario:*** | Super admin can edit the group and then map the admin to user group |
| ***Extensions:*** |  |
| ***Priority:*** |  |

### Acceptance Criteria

|  |  |
| --- | --- |
| **SL No.** | **Description** |
| 1 | Super admin can create new group and archive the existing group |
| **2** | Only one admin can assign to one user group |

## User Story – 8

As a Super admin, I want to archive the unwanted data

### Use Case

|  |  |
| --- | --- |
| ***ID:*** | UC-MM-F\_P-8 |
| ***Title:*** | Archive records |
| ***Description:*** | 1.Super admin can select the department admins and Users groups & templates for archive |
| ***Primary Actor:*** | Super admin |
| ***Preconditions:*** | Super admin should have data for Archive |
| ***Post conditions:*** |  |
| ***Main Success Scenario:*** | 1. Super can select department admins, User groups and templates for Archive 2. Super admin can restore the data if required. |
| ***Extensions:*** |  |
| ***Priority:*** |  |

### Acceptance Criteria

|  |  |
| --- | --- |
| **SL No.** | **Description** |
| 1 | Super admin can restore the data if required |
| 2 | Super admin can delete the data permanently from archive folder |

## User Story – 9

As a super admin, I want to purchase Transaction License

### Use Case

|  |  |
| --- | --- |
| ***ID:*** | UC-MM-F-9 |
| ***Title:*** | Transaction license |
| ***Description:*** | Super admin should purchase the transaction license |
| ***Primary Actor:*** | Super admin |
| ***Preconditions:*** | Super Admin should have sent the request to License provider |
| ***Post conditions:*** |  |
| ***Main Success Scenario:*** | 1.License request should be based on services transaction.  2.Once the user reaches the transaction limit, License gets expired.  3.Super admin can see the transaction reports and license details at dashboard |
| ***Extensions:*** |  |
| ***Priority:*** |  |

### Acceptance Criteria

|  |  |
| --- | --- |
| **SL No.** | **Description** |
| 1 | Once user reach the transaction limit, transactions are closed immediately |
| 2 | If license got expired, user unable to perform any create, update and delete operations |
| 3 | Users get the notifications from sever regarding to license, before it gets expired |
| 4 | Department admin and mobile users are perform only read operations until renewal the license |

## User Story – 10

As a Department admin, I want to login in forms account

### Use Case

|  |  |
| --- | --- |
| ***ID:*** | UC-MM-F\_P-10 |
| ***Title:*** | Department admin login |
| ***Description:*** | Admin should login as a department admin |
| ***Primary Actor:*** | Department Admin |
| ***Preconditions:*** | Admin should get the credentials from Super admin. |
| ***Post conditions:*** |  |
| ***Main Success Scenario:*** | 1.Enter valid credentials which are sent by the Super admin  2.User group must be assigned to department admin |
| ***Extensions:*** |  |
| ***Priority:*** |  |

### Acceptance Criteria

|  |  |
| --- | --- |
| **SL No.** | **Description** |
| 1 | Group Admin logged in successful for valid data |
| 2 | For invalid credentials login is failed |
| 3 | Without assign user group, department admin login must be failed |

## User Story – 11

Admin can login with “Light view login”

### Use Case

|  |  |
| --- | --- |
| ***ID:*** | UC-MM-F\_P-11 |
| ***Title:*** | Admin can have logged in by normal login or Light view login |
| ***Description:*** | Admin should log in as a group admin |
| ***Primary Actor:*** | Super admin & Department admin |
| ***Preconditions:*** | Admin should go to login page |
| ***Post conditions:*** |  |
| ***Main Success Scenario:*** | 1.Normal login- admin can get all the data with images until logout  2.Light view login- admin doesn’t get any server images until logout |
| ***Extensions:*** |  |
| ***Priority:*** |  |

### Acceptance Criteria

|  |  |
| --- | --- |
| **SL No.** | **Description** |
| 1 | For invalid credentials login is failed and should display alert message |
| 2 | In light view login admin, can perform all actions like create, update, delete etc., |

## User Story – 12

As a department admin, I want to create new user

### Use Case

|  |  |
| --- | --- |
| ***ID:*** | UC-MM-F\_P-12 |
| ***Title:*** | Create new user |
| ***Description:*** | Department admin can create new user |
| ***Primary Actor:*** | Group admin |
| ***Preconditions:*** | Admin should go to user’s tab |
| ***Post conditions:*** |  |
| ***Main Success Scenario:*** | 1. By enter required data, user created successfully |
| ***Extensions:*** |  |
| ***Priority:*** |  |

### Acceptance Criteria

|  |  |
| --- | --- |
| **SL No.** | **Description** |
| 1 | User creation mail was send to registered mail id |
| 2 | User credentials and updates are send to registered mail |

## User Story – 13

As a department admin, I want to view all the list of users

### Use Case

|  |  |
| --- | --- |
| ***ID:*** | UC-MM-F\_P-13 |
| ***Title:*** | List of users |
| ***Description:*** | Department admin can view the list of users |
| ***Primary Actor:*** | Department admin |
| ***Preconditions:*** | Admin should go to dashboard |
| ***Post conditions:*** |  |
| ***Main Success Scenario:*** | 1.By click on user’s tab, admin should view all users |
| ***Extensions:*** |  |
| ***Priority:*** |  |

### Acceptance Criteria

|  |  |
| --- | --- |
| **SL No.** | **Description** |
| 1 | Admin can edit, update and delete the users |
| 2 | User Updates mail was send to registered mail |
| 3 | Admin can move the users into archive tab, if required |

## User Story – 14

As a department admin, I want create the New Form

### Use Case

|  |  |
| --- | --- |
| ***ID:*** | UC-MM-F\_P-14 |
| ***Title:*** | Create new form |
| ***Description:*** | Department admin can create new form |
| ***Primary Actor:*** | Department admin |
| ***Preconditions:*** | Admin should go to Forms tab and click on new form button |
| ***Post conditions:*** |  |
| ***Main Success Scenario:*** | 1.Admin should fill the required fields to build the form  2.After entering form data, admin can build the form by using form widgets  3.Admin can edit and update the form  4.Admin can also copy the form |
| ***Extensions:*** |  |
| ***Priority:*** |  |

### Acceptance Criteria

|  |  |
| --- | --- |
| **SL No.** | **Description** |
| 1 | Admin can View, Edit-Update and Delete the forms |
| 2 | Admin cannot create the new form with existing form name |
| 3 | In form creation, admin can also add the GEO location for tracking |
| 4 | Admin can download the form in excel format for creating pre-populated data records if required |

## User Story – 15

As a department admin, I want import the templates

### Use Case

|  |  |
| --- | --- |
| ***ID:*** | UC-MM-F-15 |
| ***Title:*** | List of templates |
| ***Description:*** | Department admin can view the list of templates and import |
| ***Primary Actor:*** | Department admin |
| ***Preconditions:*** | Admin should go to templates page |
| ***Post conditions:*** |  |
| ***Main Success Scenario:*** | 1.Admin can view the template before import  2.By enter required fields, admin can import the template as a form with required name |
| ***Extensions:*** |  |
| ***Priority:*** |  |

### Acceptance Criteria

|  |  |
| --- | --- |
| **SL No.** | **Description** |
| 1 | Admin can edit and update the imported templates |
| 2 | Admin unable to edit and delete the templates |

## User Story – 16

As a department admin, I want view all user submitted records

### Use Case

|  |  |
| --- | --- |
| ***ID:*** | UC-MM-F-16 |
| ***Title:*** | Get records |
| ***Description:*** | Admin can view all the records in Tabular view or in Grid view |
| ***Primary Actor:*** | Department admin |
| ***Preconditions:*** | Admin should go to forms page |
| ***Post conditions:*** |  |
| ***Main Success Scenario:*** | 1.Admin can select the get records and can view the records in tabular view  2.Admin can also view records in grid view |
| ***Extensions:*** |  |
| ***Priority:*** |  |

### Acceptance Criteria

|  |  |
| --- | --- |
| **SL No.** | **Description** |
| 1 | Admin can view the records by filtering with submitted date and user name |
| 2 | Admin can export the records either in excel format or in pdf format |
| 3 | Admin can also export the records to mail |
| 4 | Admin can re-assign the records to any user with comments |

## User Story – 17

As a Department admin, I want Re-assign the records

### Use Case

|  |  |
| --- | --- |
| ***ID:*** | UC-MM-F-17 |
| ***Title:*** | Re-assign the records |
| ***Description:*** | Department admin can re-assign the records to users |
| ***Primary Actor:*** | Department admin |
| ***Preconditions:*** | Admin should go to Forms page and select the list of records |
| ***Post conditions:*** |  |
| ***Main Success Scenario:*** | 1.Admin can view the records in grid view or in tabular view  2.Admin should select the required record for re-assign  3.Enter comments, due date and select the user to re-assign  4.After re-assign, records status will be change |
| ***Extensions:*** |  |
| ***Priority:*** |  |

### Acceptance Criteria

|  |  |
| --- | --- |
| **SL No.** | **Description** |
| 1 | When re-assign the record, notification is send to corresponding user |
| 2 | Admin can re-assign the record for multiple times, if required |
| 3 | Admin can also see the history of comments of re-assign records |

## User Story – 18

As a department admin, I want publish the form like public, private and general

### Use Case

|  |  |
| --- | --- |
| ***ID:*** | UC-MM-F-18 |
| ***Title:*** | Form publishing |
| ***Description:*** | Department admin can publish the form like public, private and general |
| ***Primary Actor:*** | Department admin |
| ***Preconditions:*** | Admin should create the new form |
| ***Post conditions:*** |  |
| ***Main Success Scenario:*** | 1. In form creation admin can select the form type  2. Public form is displays to all the users with in the group  3. Private form is displays only selected users of that group  4. General form is displays to all the Formsz users |
| ***Extensions:*** |  |
| ***Priority:*** |  |

### Acceptance Criteria

|  |  |
| --- | --- |
| **SL No.** | **Description** |
| 1 | Admin can sort the forms with Public, Private or General |
| 2 | While form editing, admin able to change the form type |

## User Story – 19

As a department admin, I want to generate the new users from excel sheet

### Use Case

|  |  |
| --- | --- |
| ***ID:*** | UC-MM-F-19 |
| ***Title:*** | Generate new users by reading excel sheet |
| ***Description:*** | Department admin can create new users from excel sheet |
| ***Primary Actor:*** | Department admin |
| ***Preconditions:*** | Admin should have inputs in excel sheet which is in JSON format |
| ***Post conditions:*** |  |
| ***Main Success Scenario:*** | 1.Admin should have JSON convertor tool to convert excel to JSON file output  2.Admin should upload JSON output file and then create the users  3.Admin can able to edit the user’s details before creation and can also delete the details |
| ***Extensions:*** |  |
| ***Priority:*** |  |

### Acceptance Criteria

|  |  |
| --- | --- |
| **SL No.** | **Description** |
| 1 | Admin can create multiple users through excel sheet |
| 2 | Uploading data sheet must be in Excel format, other than excel format can’t allow to create the new users |
| 3 | After user creation, credentials mails were send to corresponding mail id’s |

## User Story – 20

As a department admin, I want view all activities & analytics in dashboard

### Use Case

|  |  |
| --- | --- |
| ***ID:*** | UC-MM-F-20 |
| ***Title:*** | Analytics on different fields |
| ***Description:*** | Department admin can view all activities in different formats like Pie charts, Linear charts, etc., |
| ***Primary Actor:*** | Department admin |
| ***Preconditions:*** | Admin should have data for generate the graphical analytics |
| ***Post conditions:*** |  |
| ***Main Success Scenario:*** | 1. Admin can view all the data analytics in dashboard 2. Admin can also view the pending activities in dashboard |
| ***Extensions:*** |  |
| ***Priority:*** |  |

### Acceptance Criteria

|  |  |
| --- | --- |
| **SL No.** | **Description** |
| 1 | Admin can export the analytics data if required |
| 2 | Admin can also view the forms usage analytics of different users |

## User Story – 21

As a department admin, I want Create & Assign the Task

### Use Case

|  |  |
| --- | --- |
| ***ID:*** | UC-MM-F-21 |
| ***Title:*** | Task assignment |
| ***Description:*** | Department admin can create and assign the task to multiple users |
| ***Primary Actor:*** | Department admin |
| ***Preconditions:*** | Admin should have at least one form and one user to assign the task |
| ***Post conditions:*** |  |
| ***Main Success Scenario:*** | 1. Admin can create the task by enter required fields  2.Admin can extend the due date to submit the data  3.Admin can attach the input file if required (Pre-populated data)  4.Admin can assign multiple forms to multiple users and attach the pre-populated sheets |
| ***Extensions:*** |  |
| ***Priority:*** |  |

### Acceptance Criteria

|  |  |
| --- | --- |
| **SL No.** | **Description** |
| 1 | Admin can edit the task except task name, form & data sheet of assigned user |
| 2 | Admin can delete the assigned task and can create multiple task |
| 3 | Admin unable to delete the form, category which are assigned in task |
| 4 | Admin can view and can export the submitted records |
| 5 | Admin can edit and add the new user and form in assigned task |

## User Story – 22

As a department admin, I want Categorize the forms

### Use Case

|  |  |
| --- | --- |
| ***ID:*** | UC-MM-F-22 |
| ***Title:*** | Category creation |
| ***Description:*** | 1.Department admin can create the Category of forms |
| ***Primary Actor:*** | Department admin |
| ***Preconditions:*** | Admin should go to category tab to create new category |
| ***Post conditions:*** |  |
| ***Main Success Scenario:*** | 1.Admin can create different types of categories for forms  2.Admin can filter the forms by category  3.Admin can edit and delete the category |
| ***Extensions:*** |  |
| ***Priority:*** |  |

### Acceptance Criteria

|  |  |
| --- | --- |
| **SL No.** | **Description** |
| 1 | Before create the form, admin must create the category |
| 2 | While creating the form, admin must select the category |
| 3 | If the category deleted, assigned forms are mapped to default(Others) category |

## User Story – 23

As a department admin, I want to set derivate conditions (Conditional logic) while creating the form

### Use Case

|  |  |
| --- | --- |
| ***ID:*** | UC-MM-F\_P-23 |
| ***Title:*** | Derived fields (Conditional logic) |
| ***Description:*** | Admin can create the derived fields by using field widgets |
| ***Primary Actor:*** | Admin |
| ***Preconditions:*** | Admin should go to forms page |
| ***Post conditions:*** |  |
| ***Main Success Scenario:*** | 1.Admin can create new form with form widgets.  2.After from creation, admin should be derived the condition logic which is satisfies the requirements |
| ***Extensions:*** |  |
| ***Priority:*** | High |

### Acceptance Criteria

|  |  |
| --- | --- |
| **SL No.** | **Description** |
| 1 | Admin can create multiple derived fields for each field |
| 2 | Based on the input selection, derivate fields are display and calculated field is executed if created |
| 3 | Admin can create Derivate fields for Radio button, drop down, check box fields |

## User Story – 24

As a department admin, I want create Calculated formulae with input fields

### Use Case

|  |  |
| --- | --- |
| ***ID:*** | UC-MM-F\_P-24 |
| ***Title:*** | Create calculated formulae |
| ***Description:*** | Admin can create the calculated field by using calculation widget |
| ***Primary Actor:*** | Department admin |
| ***Preconditions:*** | Admin should create new form or edit the existing form |
| ***Post conditions:*** |  |
| ***Main Success Scenario:*** | 1.Select the calculation widget  2.Create calculated formulae with different input field types  2.Can also create calculated formulae with Radio button, drop down, check box, Date fields etc. |
| ***Extensions:*** |  |
| ***Priority:*** | High |

### Acceptance Criteria

|  |  |
| --- | --- |
| **SL No.** | **Description** |
| 1 | Admin can create different types of formulas using calculation widget |
| 2 | Admin can’t delete the field which is used in calculated formula |
| 3 | If admin want to delete the field, first remove in formulae and then delete |
| 4 | Admin can also create the formulae based on the derivate fields |
| 5 | When formulae updated of same form, in data base submitted values also updated based on formulae |
| 6 | While creating the formulae, user can select the brackets, operands and numbers |
| 7 | For subtraction and division, user can select only two fields |

## User Story – 25

As a department admin, I want to edit and update the task

### Use Case

|  |  |
| --- | --- |
| ***ID:*** | UC-MM-F-25 |
| ***Title:*** | Edit task |
| ***Description:*** | Department admin can edit the assigned task |
| ***Primary Actor:*** | Department admin |
| ***Preconditions:*** | Admin should have at least one assigned task for edit |
| ***Post conditions:*** |  |
| ***Main Success Scenario:*** | 1.Admin can create the task by enter the fields like Task name, Task description, select users, select forms and Due date  2.Admin can edit and update the task  3.Admin can extend the due date  4.Admin can attach the input file if needed (Pre-populated data)  5.Admin can assign multiple forms to multiple users |
| ***Extensions:*** |  |
| ***Priority:*** |  |

### Acceptance Criteria

|  |  |
| --- | --- |
| **SL No.** | **Description** |
| 1 | Admin can view the assigned tasks and can edit the task except task name and form |
| 2 | Admin can delete the assigned task and can create new task |
| 3 | Admin can able to copy the assigned form but not update the form which is assigned in task |
| 4 | Admin can view and can export the submitted records to excel sheet and to mail |
| 5 | Admin can’t delete the assigned form from forms list until delete the task |

## User Story – 26

As a department admin, I want upload per-populated data sheet in task

### Use Case

|  |  |
| --- | --- |
| ***ID:*** | UC-MM-F-26 |
| ***Title:*** | Upload data sheet in task |
| ***Description:*** | Department admin can upload data sheet to task |
| ***Primary Actor:*** | Department admin |
| ***Preconditions:*** | Admin should download the form and prepare the datasheet |
| ***Post conditions:*** |  |
| ***Main Success Scenario:*** | 1.Admin can create the task by enter the fields like Task name, Task description, select users, select forms and due date etc.,  2.Admin can upload the pre-populated data sheet to task  3.Admin can edit the task and extend the due dates but can’t edit the uploaded sheet |
| ***Extensions:*** |  |
| ***Priority:*** |  |

### Acceptance Criteria

|  |  |
| --- | --- |
| **SL No.** | **Description** |
| 1 | Excel data sheet should be in JSON format |
| 2 | Admin can delete the assigned task and can create new task |
| 3 | Admin can view and can export the submitted records to excel sheet, pdf format and can also mail the records |
| 4 | Admin can assign multiple forms to multiple users |