**1. Wireframe Overview**

**Admin Dashboard**

* Department management panel (CRUD operations)
* Access control interface (Role assignments, Permissions matrix)
* Review queue (Templates/documents pending approval)
* Audit logs

**Template Creator Workspace**

* Template gallery (Existing templates by category)
* Template editor (Rich text editor with variables)
* Variable manager (Add/remove placeholders like {{name}}, {{date}})
* Preview mode & submission button for admin review

**Template User Interface**

* Template selector (Filter by department/document type)
* Form-based editor (Fields mapped to template variables)
* Draft save/resume functionality
* Submission button (to admin for approval)

**Document Export**

* Post-approval downloads options (PDF/DOC)
* Formatting preview
* Share via email/cloud (optional)

**2. Data Flow Diagram**

**a. Workflow**

**A diagram of a process

AI-generated content may be incorrect.**

**b. R&R Hierarchy**

A diagram of a system

AI-generated content may be incorrect.

**3. Workflow**

**Admin Workflow**

* Create departments and assign roles.
* Review templates/drafts from creators/users.
* Approve/reject submissions with comments.
* Monitor access logs and audit trails.

**Template Creator Workflow**

* Select document type (e.g., Offer Letter).
* Design template using editor with variables
* Submit template for admin approval.
* Revise based on feedback (if rejected).

**Template User Workflow**

* Choose a pre-approved template.
* Fill person-specific data (form fields replace variables).
* Save as draft or submit for admin review.
* After approval, download as PDF/DOC.

**4. Technical Considerations**

* **Role-Based Access Control (RBAC):** Ensure users only see department-specific templates.
* **Template Engine:** Use libraries like
* **Export Tools:**

**PDF:** PDFKit (HTML to PDF).

**DOC:**  **Apache POI** (Java).

* **Version Control:** Track template/draft revisions.
* **Security:** Encrypt sensitive documents and use HTTPS for data transfer.

A screenshot of a computer screen

AI-generated content may be incorrect.