

User Requirements Specifications for MB Accounting



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Agreements with client

- System that keeps track and manages resources
 - Products
 - Departments
 - Employees
- Different access to the functionality for different types of employees
 - Manager
 - Department manager
 - Human resources (HR department)
 - Salesmes
- Usage of suggested colors
 - Pink
 - Yellow
- Login page
- Showing progress to the client
 - Week 6
 - Week 12
 - Week 18

Functional requirements

- **FR#1** Login / Register
 - Administration users will be able to register new employees to the system
 - Once an employee is registered, he can Log In the system.
 - The user must be logged in the system in order to use any of its features
- **FR#2** Edit personal data
 - Once a user is logged in, he can edit personal data such as first & last name, email, phone number etc.
- **FR#3** Employee management
 - Manage Work hours & shifts
 - Assign employees to work shifts
 - Remove an employee's work shift
- **FR#4** Work Schedule

- All users should be able to retrieve their work schedule
- Administration users can retrieve the work schedule of all employees
- Manager users can assign employees to a work shift or remove an employee from a work shift
- Department managers can assign employees to a work shift or remove an employee from a work shift (applies only to employees of the same department)
- **FR#5** Work Schedule Filtering
 - Administration users can filter employees' work schedule by:
 - Employee
 - Day Of Week
 - Time Of Day
- **FR#6** Departments
 - Department manager users should be able to add an employee to their department if the employee does not have an assigned department yet
- **FR#7** Products & Restock requests (Future Release)
 - Employees should be able to create new restock requests which will be retrieved & handled by department managers later on.

Use cases

DEPARTMENT MANAGER

UC-01: Check work shifts in current department

Actor: Department Manager

Main Success Scenario:

1. Actor opens "Work shifts" tab
2. Actor selects a date from the calendar
3. All salesmen shifts for that current day are shown in a list box with their start and end times

Extensions:

1. Actor selects a date with no shifts - listbox says "No shifts for {selected date}"
2. Actor selects a date with assigned shifts - shifts for selected date shown in this format {shift start time} - {shift end time} - {employee first name} {employee last name}

UC-02: Assign an employee to a work shift

Actor: Department Manager

Main Success Scenario:

1. Actor opens "Work shifts" tab
2. Actor clicks on "Assign shift" button
3. System displays new form where the actor can choose an employee from a combo box
4. An employee is selected. Actor chooses the date, writes down the start time and end time of the shift and assigns it to the chosen employee

Extensions:

1. Actor selects an employee
 - a. If employee has no shifts during that chosen day, every text box should show "no shift"
 - b. If employee has a shift during the selected date, the start time, end time and length of the shift should be shown
 - c. If employee has a vacation during the selected date, the start date, end date and the length of the vacation is shown

UC-03: Remove an employee's work shift

Actor: Department Manager

Main Success Scenario:

1. Actor opens "Work shifts" tab
2. Actor selects a date from the calendar
3. All salesmen shifts for that current day are shown in a list box with their start and end times
4. Actor selects a shift and removes it

UC-04: Check stock requests for current department

Actor: Department Manager

Main Success Scenario:

1. Actor opens "Stock requests" tab
2. All stock requests are shown in a list box
3. Actor can check the message of the stock request by clicking on it

Extensions

1. If there are no stock requests for the current department, listbox should say "No stock requests currently"

UC-05: Approve stock request

Actor: Department Manager

Main Success Scenario:

1. Actor opens "Stock requests" tab
2. Actor chooses stock request from list box
3. Actor approves the request

UC-06: Delete stock request

Actor: Department Manager

Main Success Scenario:

1. Actor opens "Stock requests" tab
2. Actor chooses stock request from list box
3. Actor deletes the request

UC-07: See department performance

Actor: Department Manager

Main Success Scenario:

1. Actor opens "Stock requests" tab
2. Actor clicks on "See department performance" button
3. All products that are sold in this department are shown in a list box with their information - price, quantity, restocked

Extensions:

1. If there are no products in the current department, listbox should say "There are no products in this department"

HUMAN RESOURCES

UC-08: Add/Hire an employee

Actor: HR employee

Main Success Scenario:

1. The actor fills the credentials of the new employee-14 fields in total
2. The actor submits the form and the system returns message that the action was successful

Extensions:

1. The actor has not filled all 14 fields
 - a. The system displays a message that all fields should be filled
2. Employee with such email exists
 - a. The system displays a message that no two employees should have the same email and asks him to try again
3. Passwords do not match a message appears

UC-09: Check an employee's personal information

Actor: HR employee

Main Success Scenario:

1. The actor clicks "check employee information" button

2. System displays new form where the actor can choose an employee from a combo box
3. Employee is chosen and his personal info is shown in numerous text boxes:
 - a. Id
 - b. First name
 - c. Last name
 - d. Birth date
 - e. Address
 - f. Phone number
 - g. Gender
 - h. Department
 - i. Position
 - j. Salary
 - k. Available vacation days
 - l. Contract start date
 - m. Contract expiration date

UC-10: Remove an employee

Actor: HR employee

Main Success Scenario:

1. The actor clicks “remove employee” button
2. System displays new form where the actor can choose an employee from a combo box
3. An employee is chosen. His Id, First name and Last name are shown in text boxes so the actor can make sure he has chosen the right employee to remove
4. Employee is removed

Extensions:

1. Actor has not selected an employee but tries to remove one - message “Please select employee first.” appears

UC-11: Promote an employee

Actor: HR employee

Main Success Scenario:

1. The actor clicks “promote employee” button
2. System displays new form where the actor can choose an employee from a combo box
3. An employee is chosen. His current salary and position are shown in two fields
4. New position and salary are typed in and employee is promoted

Extensions:

1. Actor has not selected an employee but tries to promote one - message “Please select employee first.” appears

UC-12: Update employee information

Actor: HR employee

Main Success Scenario:

1. The actor clicks "update employee information" button
2. System displays new form where the actor can choose an employee from a combo box
3. An employee is chosen. His current information is shown in numerous fields
4. Actor changes the chosen employees personal information
5. Personal information is updated

Extensions:

1. Actor has not selected an employee but tries to update one's information - message "Please select employee first." appears

UC-13: Check vacation applications

Actor: HR employee

Main Success Scenario:

1. The actor clicks "check vacation applications" button
2. System displays new form where actor can see all pending vacation applications in a list box
3. By clicking/selecting a vacation application from the list box, a message box opens showing the message that comes with the application, as well as, how many available vacation days the employee has
4. Actor can approve or decline the vacation application

Extension:

1. There are no vacation applications - list box says "There are no vacation applications currently."

UC-14: See employees by department

Actor: HR employee

Main Success Scenario:

1. The actor clicks "see employees by department" button
2. System displays new form where actor can choose a department from a combo box
3. A department is chosen. All employees in this department are shown in a list box

SALESMAN

UC-15: Create a new restock request

Actor: Salesman

Main Success Scenario:

1. Employee fills in the information of the restock request:
 - a. Name
 - b. Quantity
 - c. Description
2. Employee clicks on the "Create Restock Request" button
3. The system creates a new stock request and adds it to the Restock requests list

Extensions

1. Employee tries to create an empty Restock request
 - a. System returns an error message, informing the user that a restock request cannot be empty (must have at least a name and quantity)

UC-16: Apply for vacation days

Actor: Salesman

Main Success Scenario:

1. Employee clicks on the "Apply for vacation days" button
2. Employee fills in the information needed for a vacation request:
 - a. Start date
 - b. End date
 - c. Message (if desired)
3. Employee clicks on the "Apply" button
4. The system creates a new vacation request and adds it to the Vacation requests list

Extensions

1. Employee tries to enter invalid start date or end date
 - a. System returns an error message, informing the user that the end time of the vacation cannot be before the start time.

UC-17: Check schedule

Actor: Salesman

Main Success Scenario:

1. Employee clicks on a day of the calendar
2. The system displays the available schedule information about the user

SYSTEM ADMINISTRATOR

UC-18: Create a department

Actor: System administrator

Main Success Scenario:

1. Administrator fills in the information needed for creating a department:
 - a. Department name
2. Administrator clicks on "Create department"
3. The system saves the department in the department list. And shows the added department.

Extensions

1. Administrator tries to enter a department name that already exists
 - a. System returns an error message, informing that this department is already added.
2. Administrator doesn't specify a name for the department and clicks "Create department"
 - a. System returns an error message, informing that the name cannot be left empty.

UC-19: Deleting a department

Actor: System administrator

Main Success Scenario:

1. Administrator selects a department from the list showing all created departments
2. Administrator clicks the "Delete department" button
3. System removes the department from the database, deletes all products related to this department and the employees of this department receive a department of "none"

Extension

1. Administrator doesn't select a department and clicks the "Delete department" button
 - a. System returns an error message, informing that a department must be selected first.

UC-20: Creating a product

Actor: System administrator

Main Success Scenario:

1. Administrator fills in the information for the product:
 - a. Product name
 - b. Price
 - c. Department
2. Administrator clicks the "Create product" button
3. System creates the product and adds it to the list of products in the database

Extensions

1. Administrator doesn't fill the product name and clicks the "Create product" button
 - a. System returns an error message, informing that the product name cannot be empty
2. Administrator doesn't fill or enters an invalid value to the product price and clicks the "Create product" button
 - a. System returns an error message, informing that the product price is invalid.
3. Administrator doesn't select a correct department and clicks "Create product" button

- a. System returns an error message, informing that the department is invalid

UC-21: Deleting a product

Actor: System administrator

Main Success Scenario:

1. Administrator selects the product from the list showing all products
2. Administrator clicks the "Delete product" button
3. System removes the product from the database

Extension

1. Administrator doesn't select a product and clicks on the "Delete product" button
 - a. System returns an error message, informing that a product needs to be selected first.

UC-22: Change personal info

Actor: Any user

Main Success Scenario:

1. User clicks on the "Settings" tab
2. System displays the Settings page where the user can update his personal data
 - a. Email
 - b. Address
 - c. Telephone number
3. Upon clicking on "Save" the system updates the user's information

UC-23: Change password

Actor: Any user

Main Success Scenario:

1. User clicks on the "Settings" tab
2. System displays the Settings page where the user can update his password
3. Upon clicking on "Save" the system updates the user's password

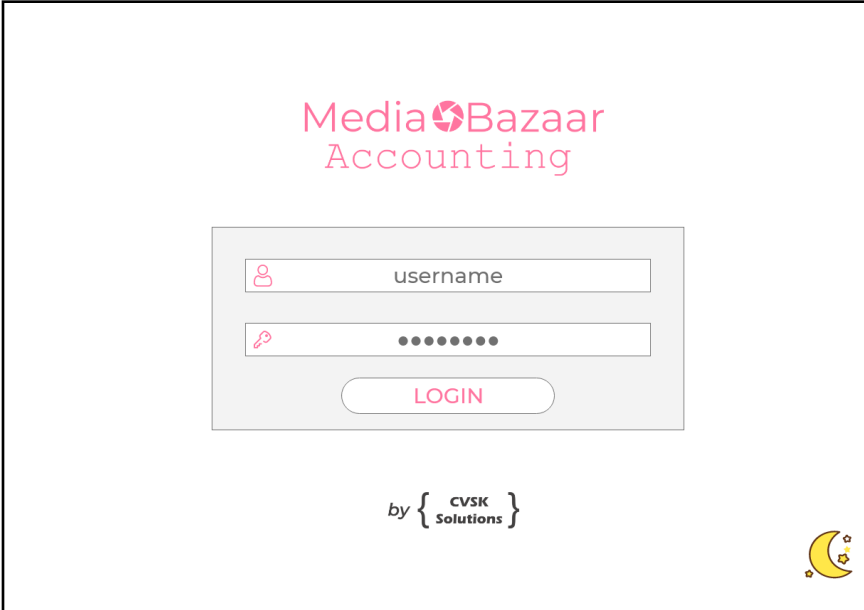
Extensions

1. User doesn't write the correct current password and clicks "Save password"
 - a. System returns an error message, informing that the current password is incorrect.
2. When user enters new password and confirm new password and they have different values, he clicks the "Save password" button
 - a. System returns an error message, informing that the new password doesn't match the confirmation password.

GUI

Our team has decided to go with a simplistic GUI - that is, a view should not overwhelm the user with information. As a result of this, slightly more views have to be created. The main theme of the application is the light theme - pink, grey and white. However, the software will also include a button for dark theme when the user decides that the light theme is too bright for them. The dark theme is composed of dark blue, yellow and white. This way, we fulfil the clients desire to have both pink and yellow in the application. Below are presented the different views.

Login view



The login view is a light grey rectangular box centered on a white background. At the top of the box, the text "MediaBazaar Accounting" is displayed in a pink, sans-serif font, with a camera icon replacing the letter 'o' in "Bazaar". Below the title is a light grey rounded rectangle containing the login fields. It has a "username" field with a person icon on the left and a password field with a key icon on the left and seven dots in the center. Below these fields is a rounded "LOGIN" button in pink. At the bottom of the login box, the text "by { CVSK Solutions }" is shown in a small, black, sans-serif font. In the bottom right corner of the entire login view, there is a small yellow crescent moon icon with a star inside it.

HR can add an employee


MediaBazaar
Accounting

Hire

Manage

Inbox

Settings



Hire An Employee

First name:	<input type="text"/>	Contract until:	<input type="text"/>
Last name:	<input type="text"/>	Available vacation days:	<input type="text"/>
Birth date:	<input type="text"/>	Department:	<input type="text"/>
Gender:	<input type="radio"/> Male <input type="radio"/> Female	Position:	<input type="text"/>
Address:	<input type="text"/>	Email:	<input type="text"/>
Phone number:	<input type="text"/>	Password:	<input type="text"/>

Submit

HR can manage employees


MediaBazaar
Accounting

Hire

Manage

Inbox

Settings



Manage Employees

What would you like to do?

Check employee information

Fire an employee

Promote an employee

Update employee information

See all employees in a department

Each user has a settings view


MediaBazaar
Accounting

Hire

Manage

Inbox

Settings



Settings

Personal info

Address:

Phone number:

Email:

Save info

Password

Current password:

New password:

Confirm password:

Save password

Salesmen can view their shifts


MediaBazaar
Accounting

My Schedule

Make stock request

Inbox

Settings



My Schedule

Apply for vacation days

Salesmen can make restock requests


MediaBazaar
Accounting

My Schedule

Make stock request

Inbox

Settings



Make Stock Request

Stock:

Qunatity:

Request stock

Department managers can manage salesmen shifts


MediaBazaar
Accounting

Manage work shifts

Manage stock requests

Inbox

Settings



Manage Work Shifts

Assign shift

Remove shift

Department managers can manage restock requests

