4 Product Requirements

4.1 Product Overview

The IRIS Exchequer Web Portal will be an online application that is role specific, with all the information and access to tasks associated with the rights of the role.

As a consequence of the interviews both internally and externally the features are categorised as "Must Have", "Should Have" , "Could Have", and "Future"

4.1.1 "Must have" Key requirements

- **Role based login** to Portal, controlling user access and user rights to tasks/information available

- Review/Creation of **Timesheet records** by an employee or consultant from an on-line User interface

- Review/Creation of **Expense record** by an employee or consultant from an on-line user interface
- Review/Creation of **Requisitions** by an employee (or user) of the web portal.

- Review/Creation of a **Purchase order** by an employee (or user) of the web portal

- **Deployed** either as a hosted solution by IRIS (or RackSpace) or on a customer's own web server.

- **Cross Sell**. An area or option where a user can view IRIS Exchequer support and training services, and also other products within the IRIS group such as Payroll, HR, Accounts production etc .

- **Future add**-on options. The Web portal must allow the ability to add future transaction add-ons and links to other products such as HR in the future.

4.1.2 "Should have" Key requirements

- **Authorisation** of transactions, specifically Purchase invoices (expenses), timesheets, purchase requisitions and orders. This should be a mirror of the approver or authoriser levels provided via the Authorise module.

- **RSS Feeds**. The vision is to associate RSS feeds to a Sentimail event in Exchequer. Thereby allowing for scenarios such as a new sales order is included as an RSS feed.

- **3rd party add-on options**. The Web portal should support the ability for development partners to include their own add-on's to the Web Portal.

4.1.3 "Could have" Key requirements

- **Goods Movement**. Creation of a stock movement between Exchequer locations. Would enable the Web portal to be a potential replacement for the SpendControl product.

- **Goods- In Receipt**. Receive goods against a Purchase order, and convert transaction to Purchase delivery note. Would enable the Web portal to be a potential replacement for the SpendControl product.

- **Personalisation,** Users could be given the ability to re-arrange options within a portal, change colours, fonts etc and include their own company logo.

4.1.4 "Future" Key requirements

- **Organisation Chart viewer**. The ability to generate an organisation chart and provide key details of each of the employees such as Job title, location and contact details.
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- Access to **document management** systems (Infonic). A connector that functions via a Widget within the Web portal for connection to the Infonic solution that enables the view of stored documents via the web portal.

4.1.4 Minimum deliverables for first release

The prudent level of the first release should include the contents of the "Must" and "Should" categories.

4.2   Product Requirements Matrix

4.4.1   Functional requirements

ID	Name	Requirement	Constraints / Details	Rationale	Key-contacts	Priority	Dev[1] effort (days)
1.1	**Timesheet Records**	User will via portal create new or amend existing un-authorised timesheets.	Layout of Timesheet will be dependent/limited by the fields available in Exchequer. It would be prudent to base on the Timesheet ODD specification the functionality of this option. Specific features such as the following should be included: - E-mail as an attachment a Timesheet - Include notes against the timesheet - Support all the time rate configurations of Exchequer - Support contents of user defined periods and fields **Assumption:** - Look-up values such as Job, employee reference etc are not expected to be creatable via the portal	All interviewees, sales analysis and steering group highlighted timesheets as an on-line must requirement. Timesheets would be brought into Exchequer as a TSH		Must	

ID	Name	Requirement	Constraints / Details	Rationale	Key-contacts	Priority	Dev[1] effort (days)
1.2	**Expense records**	User will via portal create new or amend existing un-authorised expense claims.	Each expense claim will generate a Purchase Invoice in Exchequer. Specific features such as the following should be available: - E-mail as an attachment an Expense claim - Include notes against the Expense claim - Support contents of user defined periods and fields **Assumption:** - Look-up values such as Job, employee reference etc are not expected to be creatable via the portal - Connection to Exchequer via Web services.	All interviewees, sales analysis and steering group highlighted Expenses as an on-line must requirement. Expenses would be brought into Exchequer as a PIN		Must	
1.3	**Requisition records**	User will via portal create new or amend existing requisitions (PQU's in Exchequer)	A new requisition record will generate a PQU in Exchequer. **Assumption:** - Look-up values such as supplier, stock code location etc are not expected to be creatable via the portal - Connection to Exchequer via Web services.	All interviewees, sales analysis and steering group highlighted Expenses as an on-line must requirement. Expenses would be brought into Exchequer as a PIN		Must	

ID	Name	Requirement	Constraints / Details	Rationale	Key-contacts	Priority	Dev[1] effort (days)
1.4	**Purchase Order**	User will via portal create new or amend existing purchase orders (POR's in Exchequer) that have not been authorised.	A new purchase order record will generate a POR in Exchequer. **Assumption:** - Look-up values such as supplier, stock code location etc are not expected to be creatable via the portal - Connection to Exchequer via Web services.	All interviewees, sales analysis and steering group highlighted Requisitions as an on-line must requirement. Requisitions would be brought into Exchequer as a PIN		Must	
1.5	**Deployed**	The web portal must have its own installer so that the solution can deployed on a client web server. It should also be considered as a solution that IRIS hosts on behalf of clients	Constraint: The scope of what can be installed may be limited. Would need to include the associate Pre-requisites such as .NET 3.5, IIS, ASP.NET, MS SQL.	Type and size of Exchequer clients have their own IT infrastructure that they will want to utilise. By offering a choice will broaden its appeal.		Must	
1.6	**Role Based log-on**	The web portal must reflect the rights of the user logging in. It may be that a manager has access to specific BI information that is not in general circulation Ensuring that security is considered will enable us in time to support Customer or Supplier login scenario's	Login to the web portal should - Respect the user profiles of a user ID in Exchequer - Should be specific to each task Timesheet, RSS feeds, BI KPI Add-in.	A pre-requisite of any online system is security. In our case we need to take this further to reflect access to specific areas of information/tasks		Must	

ID	Name	Requirement	Constraints / Details	Rationale	Key-contacts	Priority	Dev[1] effort (days)
1.7	**Cross Sell**	Users must have the option to review courses and services from IRIS. The scope should also include the enquiry of products and services from IRIS.	Users of our web portal should be exposed to the full scope of services and products available from IRIS. The information available to the portal should be refreshed on a regular basis at IRIS, and hence exposed to customer portals whether installed at their own site or hosted remotely. The information could be provided as a set of URL's from our members website or via an RSS feed of special offers.	The opportunity to ensure that the user is always fully aware of the Products and services available from IRIS is too good to bypass. Especially when a service we offer may improve the dependency of the user on IRIS's solutions.		Must	
1.8	**Future Add-ons**	Ability to attach additional add-on plug-ins (or widgets) as required in future releases	The scope of the initial web portal will likely be expanded in future editions. Consideration towards its expandability and future proof must be included. The ability to include additional add-ons by 3rd party partners (resellers and dev partners) should also be visible.	The content and structure of the web portal should be limited to just the scope of the listed requirements. Consideration and infrastructure within the portal		Must	
1.9	**3rd party add-ons**	Ability for partners to associate/attached their own plug-ins (or widgets) on a clients deployed edition of the Web portal	The ability to include 3rd party add-on's t o the Web Portal should be viewed as complementary add-on's. It is not assumed that customisation of the widgets or tools provided as part of the core web portal are available to partners to modify.	The scope for partners to generate services from the web portal will be critical, along with insuring the potential connectors with partner products (both internal to IRIS and externally)		Should	
1.9	**Authorisation**	Transaction status's should be modifiable for certain types of users of the portal	Transaction such as orders and timesheets will have a threshold associated with them. Approval/authorisation to the same minimum level as Authorise is required to ensure consistency across Exchequer modules	A natural extension is to include authorisation of transactions by a remote user.		Should	

ID	Name	Requirement	Constraints / Details	Rationale	Key-contacts	Priority	Dev[1] effort (days)
2.0	RSS Feeds	Ability for Users of Exchequer to generate reports via VRW and Sentimail that are uploaded as RSS feeds to the Web Portal.	Assumption: Any uploads via Sentimail/VRW can be passed to the web portal RSS reader.	Direct Key indicators for a clients business can be associated directly with		Should	
2.1	Goods Movement	Ability for a user to generate a stock movement (ADJ) between two locations for a quantity of stock	A new stock movement record will generate an ADJ in Exchequer. **Assumption:** - Look-up values such as stock code location etc are not expected to be creatable via the portal - Connection to Exchequer via a set of additional Web services that are generated as an additional release to the web services library	Remote users at branch would need to relocate stock quantities. This was a key driver for remote users of SpendControl		Could	
2.2	Goods-in	Ability for user to locate and update the line quantities on a Purchase order. The purchase order could then be converted to a Delivery note in Exchequer (PDN)	The process of locating a Purchase order and updating the line quantities would result in an updated POR in Exchequer. Assumption: - Lookup values such as stock code, supplier, location code etc are simply look-up values and are not creatable via the portal as part of this release.	Remote users receiving branch stock into Exchequer		Could	

ID	Name	Requirement	Constraints / Details	Rationale	Key-contacts	Priority	Dev[1] effort (days)
2.3	**Personalisation**	User shall be able to personalise all aspects of the portal they have access to, once they have registered.	▪ Each element should be movable ▪ Potential option to add some external apps (e.g. photo display, news feeds) ▪ Potential to choose different colour themes ▪ Option to add surgery's logo	Following the Web 2.0 ethos – allowing the user to connect with the application on a personal level.		Could	
2.4	**Document Management**	Ability to view documents from the Infonic document management system		Ability to connect to Infonic data store via the Web portal is a nice feature. No direct demand has been identified but it is a good example forItem ID 1.9 where partners should be able to connect their applications.		Future	
2.5	**Organisation chart viewer**	Used as part of a clients intranet features, allowing the user to see an individual's position within the organisation along with contact information	Assume to be dependent upon a 3rd party component that would enable us to generate an organisation chart. It is not assumed that we would look to recreate this functionality from the ground up. The assumption has also been made that it would have a link to the MS Exchange global address book.	Potential inclusion would enable the Web Portal to function as a clients internal intranet		Future	