

# PROJECT REQUIREMENTS DOC (V1.0) – QASIM

Web App Name	DATE STARTED
QASIM	05/01/2024
PROJECT OBJECTIVES	
A web application has to be developed for the recording and monitoring of product-related data for food providers/stores such as product preparation, packaging, rules, safety, hygiene, and other management flows. This web app will be able to maintain proper records for the quality check departments and internal monitoring of the service providers. The main aim of the project is to digitalize the currently used paper-based recording.	

## 1. Project Deliverables

DELIVERABLE	DESCRIPTION
Web Application	A fully functional, user-friendly, responsive web-based application with all the required features.
Documentation	A basic documentation that describes how to use the web app.
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## 2. Requirements *(Following are the both functional and non-functional requirements of the project)*

R1	The main function of the project is to allow specific users to fill out specific forms, save those forms in the database, maintain these forms as per the guidelines provided below, and allow users to monitor/track, modify, and print them.
R2	The forms are divided into three different categories mainly, these categories are the Quality Control Check Guidelines. i) HACCP ii) SQF iii) Vendor Activities
R3	There will be 4 different types of users: 1. Admin - has all the rights, adding users, modifying/viewing all forms, etc. 2. Quality Controller (QC) – used to fill the forms, has rights to fill all types of forms including vendor-specific forms. These users can also verify the forms if they were filled by the Plant Manager 3. Plant Manager – used to verify the forms filled by the QC and digitally signed as completed/passed. These users also have the right to fill out all types of forms if required. 4. Supervisor – used to control tasks related to vendors, for example, filling vendor-specific forms, adding/editing/deleting vendors, uploading vendor's invoices, etc. This user can only fill out forms related to Vendors.

R4	The recording of the accounts that are filling, modifying, and signing the forms should be saved automatically and must be displayed.
R5	Once the form is verified, it should be saved under the filled/locked forms database table and available for print. Still, it can be edited by the Admin, QC, and/or Plant Manager. If the form is Vendor- related then Supervisor should also have the right to edit the form.
R6	Generally, if there are any fields for signature in the form then the initials of the user should be fetched as signature, for example, the initials of the user who is verifying the form will be added automatically (upon the completion of verification) to the field 'Verifier Signature' if such field exists in the original form.
R7	There should be an option to upload files in all three modules i.e. HACCP, SQF, and Vendor Activities where users will upload forms/certificates/guidelines documents to save them as a record. This can be separated from fillable forms by having two different tabs/spaces/buttons/folders, one form for fillable forms and the other for documents. (file extension: PDF or WORD)
R8	There should also be an option to scan (through camera) any page (single or multiple) and upload them on the documents folder. For Example, the supervisor will scan invoices of different vendors for different services and upload them specific to the vendor's folder. The QC/Plant Manager/Admin can scan and upload Certificates under HACCP.
R9	The scanning of the document through camera should have a feature similar to the CamScanner or apps like that, so that it can save only the document and not the surroundings, for this any such service can be integrated on the web app if possible or providing an option to click image and then set it borders so that the user can set the page and crop the background. This will ensure that only the page is uploaded.
R10	All these documents described in R7 and R8 should have the ability to be downloaded, printed and also viewed within the web-app.
R11	The following details are required for creating an account: <ol style="list-style-type: none"> <li>1. Name</li> <li>2. Email Address</li> <li>3. Tel.</li> <li>4. Initials (to be fetched through name)</li> <li>5. Position (selection: Admin, Plant Manager, QC, Supervisor)</li> <li>6. Employee ID (option)</li> <li>7. Picture</li> </ol>
R12	Only Admin can create, delete, and edit accounts.
R13	HACCP has 6 fillable forms and certificates (to be scanned or uploaded) at the moment.
R14	SQF will have a few fillable forms and some documents (to be uploaded). These will be provided later.
R15	Vendors are the service providers providing different services including but not limited to cleaning, uniforms, suppliers (products), etc. The users can add, edit, and delete the vendors. The vendors will be categorized according to their work activities and specific activity forms will be provided which will be linked to each vendor and filled by the Supervisor. For example, a vendor category is 'Meat Supplier', there can be multiple vendors for that; Supplier A, Supplier B, etc., since these vendors are under one category they will have save activity form, which

	can include fields such as, No. of Chickens supplied, Date/Time of Supply etc. The complete details related to categories and their specific activity forms will be provided.
R16	When adding vendors, the following details should be entered: Name, Tel., Address, Category, etc. Some more fields will be provided later.
R17	The user should be able to scan and upload invoices for vendors, for example, if a quantity of chicken is bought then the supervisor will get an invoice, so this invoice can be scanned and uploaded under the specific vendor table/folder/name to keep record. When uploading the invoice, the user should be prompted with the option to select Invoice Date and Time so the invoice can be saved under that specific date and time (for easy searching/tracking through the database). Let this date and time be editable.
R18	One main module of the Web App is tracking which includes the searching of all these filled forms, fields, etc. Searching can also be categorized for simpler use; Forms Search (SQF and HACCP) and Vendor Activities
R19	For Form Search, searching can be performed using the following filters: <ol style="list-style-type: none"> <li>1. Date (when selected, display all forms on that date)</li> <li>2. Form Name (when selected, display the specific form for all dates)</li> <li>3. User (show all the forms filled by the selected user)</li> <li>4. HACCP (show all HACCP Forms only)</li> <li>5. SQF (show all SQF Forms only)</li> </ol> It might be needed to add the filters related to fields of different forms, will provide the details later if required.
R20	For Vendor Activity Search, searching can be performed using the following filters: <ol style="list-style-type: none"> <li>1. Date (show all forms with their vendor name on that date)</li> <li>2. Vendor Name (show all forms under the selected vendor name)</li> <li>3. Vendor Category/Service (show all forms under the selected category with their vendor names)</li> <li>4. Invoice (show invoices)</li> </ol> It might be needed to add the filters related to fields of different forms or any other data, will provide the details later if required.
R21	The selection of filters should be dynamic, meaning one can select multiple filters to exactly search for what he requires to get. For Example: If a user selects 04/15/2024 under Date and Meat Supplier under Service then the activity form of all the supplier category on the selected date should be displayed. Similarly if the user selects a specific Form Name and a particular user, then all the specific forms should be displayed that were filled by the selected user.
R22	All the forms should be, viewable, downloadable and printable in the exact same format as provided in the soft copy for reference.
R23	The Web-App must be responsive on all screen size as it will mostly be used on Mobile.