### DR1.00 Login

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| --- | --- |
| Use Case | Detail requirement: DR1.00  High Level Requirement: HLR1.0 |
| Priority | Critical |
| Feature | Login |
| Actor(s) | System user |
| Requirement | As a system user, I want to login the system by an existing domain account |
| Status: | *Complete* |
| New or elaboration of existing capability: | New |
| Scenarios | **Req 1.00.01** User can login the system by an existing domain account |
| Assumptions |  |
| Pre-condition | 1. There are available account in domain |
| Trigger |  |
| Business rules | 1. User can login the system by an existing domain account, register isn’t needed 2. After user login the system, user name should display on the page |
| Alternative paths/exception handling. | **AE 1.00.01** When user tries to login system as an invalid or a doesn’t exist domain account, the login should be failed |
| Post-conditions | When user login the system successfully, system redirect to Available tab page |
| Comments |  |

### DR2.01 Meeting room booking

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| Use Case | Detail requirement: DR2.01  High Level Requirement: HLR2.0 |
| Priority | Critical |
| Feature | Meeting room booking |
| Actor(s) | System user |
| Requirement | As a system user, I want to book meeting conveniently |
| Status: | *Complete* |
| New or elaboration of existing capability: | New |
| Scenarios | **Req 2.01.01** user can book meeting room for one time  **Req 2.01.02** user can book meeting room for multiple times |
| Assumptions |  |
| Pre-condition | 1. Login system as a user |
| Trigger |  |
| Business rules | 1. User should has ability to book meeting room from Available tab page 2. User should has ability to book meeting room from All tab page if meeting room has available period for the user 3. There should pop up a screen for user to book a meeting room after user click meeting room booking button 4. When user finish meeting room booking, system page should redirect to Mine tab page 5. When user try to book a specific meeting room, there should pop up a message to prompt this meeting room has possibility booked by admin officer even though the user has booked this meeting room, user should has ability to confirm the booking or cancel the booking on popped up message dialog 6. On pop up meeting room booking screen, user should has ability to switch the order way between one time order and periodically order easily 7. On pop up meeting room booking screen, user can specify who book this meeting room. If there is no specified user name, the meeting room will be booked by current user 8. When user want to book a meeting room one time, the user should has ability to specify target day and period. The function should be implemented like below.      1. When user wants to book a meeting room frequently, the user should have ability to specify the rule of order. The function should be implemented like below.   For daily booking    For weekly booking    For monthly booking     1. If there is/are some periods conflict with other user booking, there should be a pop up message to prompt meeting room booking on those period will not take effect. User can confirm the booking of inconflicted period or cancel entire booking on pop up message dialog 2. The acceptable longest time period of multiple times booking is 3 months. If user tries to book a meeting room over 3 months, there should be a message prompt 3 months is longest time period for meeting room booking, and user can’t configure over 3 months for multiple times booking |
| Alternative paths/exception handling. | **AE 2.01.01** There should pop up a message to prompt the meeting room booking failed If the meeting room has booked by another user before the user confirm the booking, system page should still hover on previous page |
| Post-conditions | 1. When user booked a meeting room, the meeting room should be listed on Mine tab page 2. When user booked meeting room frequently, the meeting room should be listed on Mine tab page separately by date |
| Comments |  |

### DR2.02 Book a booked meeting room

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| --- | --- |
| Use Case | Detail requirement: DR2.02  High Level Requirement: HLR2.0 |
| Priority | Critical |
| Feature | Book a meeting room that has booked by other user |
| Actor(s) | Business admin |
| Requirement | As a business admin, I want to book a meeting room which booked by other user |
| Status: | *Complete* |
| New or elaboration of existing capability: | New |
| Scenarios | **Req 2.02.01** Business admin book a meeting room which has booked by other user |
| Assumptions |  |
| Pre-condition | 1. Login system as a business admin 2. A meeting room has booked by other user |
| Trigger |  |
| Business rules | 1. A business admin user should have ability to book a meeting room that has booked by other user 2. When business admin try to book a booked meeting room, there should be a pop up message to prompt the operation will cancel meeting room booking for the user who has booked the meeting room 3. When business admin book a booked meeting room successfully, system should send out a email to the user who has booked meeting room to prompt the meeting room is booked by business admin 4. When business admin book a booked meeting room successfully, the meeting room should move to business admin user Mine tab page or the user who specified by business admin Mine tab page from previous user Mine tab page |
| Alternative paths/exception handling. |  |
| Post-conditions |  |
| Comments |  |

### DR3.01 Available meeting room display

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| --- | --- |
| Use Case | Detail requirement: DR3.01  High Level Requirement: HLR3.0 |
| Priority | Critical |
| Feature | Available meeting room display |
| Actor(s) | System user |
| Requirement | As a system user, I want to view all available meeting rooms in a list |
| Status: | *Complete* |
| New or elaboration of existing capability: | New |
| Scenarios | **Req 3.01.01** user can view all available meeting rooms in Available tab page |
| Assumptions |  |
| Pre-condition | 1. Login system as a user |
| Trigger |  |
| Business rules | 1. When user login the system, Available tab page should be displayed on main frame by default and all meeting rooms that have available period on today should be listed on one page with scroll   Mockup of Available tab page please refer to below   1. On Available tab page, each meeting room should display following information in the container and a button that label is “Book It!” following these information    1. Meeting room name    2. Meeting room location    3. Seat size    4. Equipment info    5. Summary of meeting room status 2. Any meeting room which doesn’t have available period on specified day or which has retired shouldn’t be listed on the page 3. The available meeting room list and summary of meeting room status should be refreshed when page reloaded and when user click on refresh icon 4. The meeting room list should be categorized by floor that meeting room locate in 5. When user click on the link of meeting room location, the layout of the select meeting room should be popped up and the meeting room should be highlighted 6. When user click on the button “Book It!”, the screen use for meeting room booking should be popped up 7. When user click on any area except the link of meeting room location, details of meeting book status should be popped up 8. On top right of the screen, user can select any date by a calendar item to see all available meeting room on specified date 9. If user has selected a specific date on other tab, the list should display all available meeting rooms on the specified date when user click on Available tab 10. The red color on summary of meeting room status means meeting room has booked by other user 11. The green color on summary of meeting room status means meeting room has booked by current user 12. The white color on summary of meeting room status means meeting room is free for current user |
| Alternative paths/exception handling. | **AE 3.01.01** When there is no meeting room has available period, message should be displayed on the page to prompt user there is no available meeting room |
| Post-conditions |  |
| Comments |  |

### DR3.02 All meeting room status check

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| --- | --- |
| Use Case | Detail requirement: DR3.02  High Level Requirement: HLR3.0 |
| Priority | Critical |
| Feature | View all meeting room status |
| Actor(s) | System user |
| Requirement | As a system user, I want to view all meeting rooms status in a list |
| Status: | *Complete* |
| New or elaboration of existing capability: | New |
| Scenarios | **Req 3.02.01** user can view all meeting room status in All tab page |
| Assumptions |  |
| Pre-condition | 1. Login system as a user |
| Trigger |  |
| Business rules | 1. When user click on All tab, all meeting room status of specified day should be listed on one page with scroll 2. On All tab page, each meeting room should display following information in the container    1. Meeting room name    2. Meeting room location    3. Seat size    4. Equipment info    5. Summary of meeting room status 3. All meeting rooms except the meeting room has retired should be listed on the page 4. If the meeting room has available period on specified day, the label of the button that next to the above information should be “Book It!” 5. If meeting room doesn’t have available period on specified day, the button name should be replaced by a label which content is “Occupied!!” 6. The meeting room list and summary of meeting room status should be refreshed when page reloaded and when user click on refresh icon 7. The meeting room list should be categorized by floor that meeting room locate in 8. When user click on the link of meeting room location, the layout of the select meeting room should be popped up and the meeting room should be highlighted 9. When user click on the button “Book It!”, the screen use for meeting room booking should be popped up 10. When user click on any area except the link of meeting room location, details of meeting book status should be popped up 11. On top right of the screen, user can select any date by a calendar item to see all available meeting room on specified date 12. If user has selected a specific date on other tab, the list should display all meeting rooms on the specified date when user click on All tab 13. The red color on summary of meeting room status means meeting room has booked by other user 14. The green color on summary of meeting room status means meeting room has booked by current user 15. The white color on summary of meeting room status means meeting room is available for current user |
| Alternative paths/exception handling. | **AE 3.02.01** When there isn’t anyone meeting room alive, message should be displayed on the page to prompt user there isn’t alive meeting room |
| Post-conditions |  |
| Comments |  |

### DR3.03 Booked meeting room display – by me

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| --- | --- |
| Use Case | Detail requirement: DR3.03  High Level Requirement: HLR3.0 |
| Priority | Critical |
| Feature | View all meeting room booked by me |
| Actor(s) | System user |
| Requirement | As a system user, I want to view all meeting rooms that has booked by me |
| Status: | *Complete* |
| New or elaboration of existing capability: | New |
| Scenarios | **Req 3.03.01** user can view all meeting room that has booked by the user |
| Assumptions |  |
| Pre-condition | 1. Login system as a user |
| Trigger |  |
| Business rules | 1. When user click on Mine tab, all meeting rooms booked by the user should be listed on one page with scroll by date order separately, whatever the booked date 2. When user click on Mine tab, all meeting rooms booked for current user by other user should be listed on one page with scroll by date order separately, whatever the booked date 3. On Mine tab page, each meeting room should display following information in the container    1. Meeting room name    2. Meeting room location    3. Seat size    4. Equipment info    5. Summary of meeting room status    6. Time period booked by/for the user 4. The button that label is “Release It!” should be displayed next to above information if the start time doesn’t passed 5. If the booked time passed, a label which content is “In Use” should replace the button “Release It!” 6. If the meeting room still has available period on booked day, one button that label is “More Time?” next to the button “Release It!” 7. The meeting room list and summary of meeting room status should be refreshed when page reloaded and when user click on refresh icon 8. The meeting room list should be categorized by date that meeting room booked on in ASC 9. When user click on the link of meeting room location, the layout of the select meeting room should be popped up and the location of meeting room should be highlighted 10. When user click on button “Release It!”, a message should be popped up to prompt the meeting room will release to other user if current user click OK button. Once the user click OK button, the meeting room should be removed from the list on Mine tab. The meeting room should be listed on Mine tab if the user click Cancel button 11. When user click on button “More Time?”, meeting room booking screen should be popped up, the default time period should be user booked time period 12. When user click on any area except the link of meeting room location, details of meeting book status should be popped up 13. On top right of the screen, user can select any date by a calendar item to see all booked meeting room on specified date 14. User should view all booked meeting when user click on Mine tab even if user has selected a specific date on other tab 15. The red color on summary of meeting room status means meeting room has booked by other user 16. The green color on summary of meeting room status means meeting room has booked by current user 17. The white color on summary of meeting room status means meeting room is available for current user |
| Alternative paths/exception handling. | **AE 3.03.01** When there isn’t booked meeting room by/for the user, message should be displayed on the page to prompt user there isn’t booked meeting room |
| Post-conditions |  |
| Comments |  |

### DR4.00 Meeting room search

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| --- | --- |
| Use Case | Detail requirement: DR4.00  High Level Requirement: HLR4.0 |
| Priority | Critical |
| Feature | Meeting room search |
| Actor(s) | System user |
| Requirement | As a system user, I want to search available meeting room for me |
| Status: | *Complete* |
| New or elaboration of existing capability: | New |
| Scenarios | **Req 4.00.01** user search all available meeting room by date and time |
| Assumptions |  |
| Pre-condition | 1. Login system as a user |
| Trigger |  |
| Business rules | 1. User should have and only have ability to search available meeting room on Available tab 2. User can search available meeting room by specific one or series date and/or one time period 3. The meeting room displayed on the tab page should display following information in the container and a button that label is “Book It!” following these information    1. Meeting room name    2. Meeting room location    3. Seat size    4. Equipment info    5. Summary of meeting room status 4. When user specified series date to search available meeting room, the meeting room that available to all specified times or part available to specify time should be displayed on the tab page.    1. For part available meeting room, user should have ability to view which date isn’t available for the user    2. When user click “Book It!” button to book the meeting room, a message should be displayed to prompt the meeting room will be booked for the user on the specified available date    3. If user click OK button to confirm the booking, the meeting room will book for the user on all available date |
| Alternative paths/exception handling. | **AE 4.00.01** When there isn’t available meeting room on specified date/time, a message should be displayed on the tab to prompt there isn’t available meeting room on the time |
| Post-conditions |  |
| Comments |  |

### DR5.01 Reports

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| --- | --- |
| Use Case | Detail requirement: DR5.01  High Level Requirement: HLR5.0 |
| Priority | Critical |
| Feature | Report of meeting room usage |
| Actor(s) | System user |
| Requirement | As a system user, I want to view meeting room usage report |
| Status: | *Complete* |
| New or elaboration of existing capability: | New |
| Scenarios | **Req 5.01.01** user view meeting room monthly ranking report  **Req 5.01.02** user view meeting room monthly utilization by capacity level report |
| Assumptions |  |
| Pre-condition | 1. Login system as a user |
| Trigger |  |
| Business rules | 1. User should has ability to view all reports provide by system on Reports tab page 2. When user click a report icon on Reports tab page, the report of current fiscal year should be displayed on Reports tab page 3. User should has ability to select previous financial year for current report on the page 4. The meeting room monthly ranking report should look like following mockup  1. The meeting room monthly utilization by capacity level report should look like following mockup |
| Alternative paths/exception handling. |  |
| Post-conditions |  |
| Comments |  |

### DR6.01 Meeting room profile maintenance

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| --- | --- |
| Use Case | Detail requirement: DR6.01  High Level Requirement: HLR6.0 |
| Priority | Critical |
| Feature | Meeting room profile maintenance |
| Actor(s) | System admin |
| Requirement | As a system admin, I want to have ability to maintain meeting room profile |
| Status: | *Complete* |
| New or elaboration of existing capability: | New |
| Scenarios | **Req 6.01.01** add a new meeting room profile  **Req 6.01.02** edit an existing meeting room profile  **Req 6.01.03** delete an existing meeting room profile |
| Assumptions |  |
| Pre-condition | 1. Login system as a system admin |
| Trigger |  |
| Business rules | 1. System admin should have and only have ability to maintain meeting room profile, it include add, edit and delete the meeting room profile 2. The meeting room profile should include following properties:    1. Meeting room name    2. Number of seat in meeting room    3. Meeting room location    4. Flag of specific meeting room    5. Flag of project    6. Flag of telecom    7. Flag of meeting room retired    8. Picture of meeting room 3. Meeting room name should be unique 4. When meeting room profile update by system admin, the corresponding info should be updated on user page 5. When a meeting room be deleted by system admin, the meeting room booking record shouldn’t be deleted from database 6. Meeting room marked as retired shouldn’t be displayed on user page 7. Flag of specific meeting room will be used for meeting room booking notification if the value is true 8. Flag of project and telecom will be used to decide whether there is an icon display on Available, All and Mine tab pages 9. Picture of meeting room will be displayed for each meeting room on Available, All and Mine tab pages |
| Alternative paths/exception handling. |  |
| Post-conditions |  |
| Comments |  |

### DR6.02 business admin user list maintenance

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| --- | --- |
| Use Case | Detail requirement: DR6.02  High Level Requirement: HLR6.0 |
| Priority | Critical |
| Feature | Business admin user list maintenance |
| Actor(s) | System admin |
| Requirement | As a system admin, I want to have ability to maintain business admin user list |
| Status: | *Complete* |
| New or elaboration of existing capability: | New |
| Scenarios | **Req 6.02.01** add a user into business admin user list  **Req 6.02.02** remove a user out of business admin user list |
| Assumptions |  |
| Pre-condition | 1. Login system as a system admin |
| Trigger |  |
| Business rules | 1. System admin should have and only have ability to maintain business admin user list to add or remove a user into or out of the list 2. Only Emerson domain account can be used for business admin assignment 3. When a user account is added in or removed from the business admin user list, the impact will take effect after user login the system again |
| Alternative paths/exception handling. | **AE 6.02.01** When system admin typed an invalid user account into user account field, there should be a message to prompt a invalid user account is typed in |
| Post-conditions |  |
| Comments |  |

### DR7.01 System performance

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| --- | --- |
| Use Case | Detail requirement: DR7.01  High Level Requirement: HLR7.0 |
| Priority | Critical |
| Feature | System should have capacity to support multiple users use it concurrently |
| Actor(s) | System admin |
| Requirement | As a system, I want to have capacity to support multiple users operations concurrently |
| Status: | *Complete* |
| New or elaboration of existing capability: | New |
| Scenarios | **Req 7.01.01** Multiple users access the system concurrently  **Req 7.01.02** Multiple users book meeting room concurrently |
| Assumptions |  |
| Pre-condition | 1. Login system as a user |
| Trigger |  |
| Business rules | 1. System should have capacity to support 100 users access the system concurrently, each access response time should less than 2 seconds 2. System should have capacity to support 50 users book meeting room concurrently, each booking response time should less than 2 seconds |
| Alternative paths/exception handling. |  |
| Post-conditions |  |
| Comments |  |

### DR 7.02 Date archive

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| --- | --- |
| Use Case | Detail requirement: DR7.02  High Level Requirement: HLR7.0 |
| Priority | Critical |
| Feature | System should have ability to archive meeting room booking record yearly |
| Actor(s) | System |
| Requirement | As a system, I want to have ability to archive meeting room booking record yearly |
| Status: | *Complete* |
| New or elaboration of existing capability: | New |
| Scenarios | **Req 7.02.01** System archive meeting room reservation record yearly |
| Assumptions |  |
| Pre-condition | 1. System is running normally |
| Trigger |  |
| Business rules | 1. System should have ability to archive meeting room reservation record on November yearly 2. The archived meeting room reservation record can be visited for past 3 years from system |
| Alternative paths/exception handling. |  |
| Post-conditions |  |
| Comments |  |