



Addis Ababa Institute of Technology  
School of Information Technology and Engineering

## **Online Clearance System**

Software Requirements Specification

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Date : 12/12/2021

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## Document Approval

The following Software Requirements Specification has been accepted and approved by the following:

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## Table of Content

<b>Document Approval</b>	<b>3</b>
<b>The following Software Requirements Specification has been accepted and approved by the following:</b>	<b>3</b>
<b>Table of Content</b>	<b>4</b>
<b>List of table</b>	<b>5</b>
<b>List of figures</b>	<b>6</b>
<b>Definitions, Acronyms, and Abbreviations</b>	<b>7</b>
<b>DECLARATION</b>	<b>8</b>
<b>Team Members</b>	<b>8</b>
<b>1. Introduction</b>	<b>9</b>
1.1 Purpose	9
1.2 Scope	9
2. General Description	10
2.1 Product Perspective	10
2.2 Product Functions	12
2.3 User Characteristics	12
2.4 General Constraints	12
3.1 External Interface Requirements	13
3.1.1 User Interfaces	13
3.2 Functional Requirements	21
3.3 use cases	26
<b>Use case diagram</b>	<b>37</b>
3.4 Non-Functional nRequirements	38
3.6 Design Constraints	39
3.7 Logical Database Requirements	40
3.8 Other Requirements	41
3.8.1 Training Related Requirements	41
3.8.2. Packaging Related Requirements	41
3.8.3. Legal Requirements	41
3.8.4. Internationalization Requirements	41
<b>4. Change Management Process</b>	<b>41</b>
<b>Reference</b>	<b>42</b>

## List of table

Table FR-01: Login.....	20
Table FR-02: Check clearance.....	21
Table FR-03: Providing clearance status.....	22
Table FR-04: Upload Clearance.....	23
Table FR-05: Logout.....	24
Table UC-01: Student login.....	25
Table UC-02: Request clearance.....	26
Table UC-03: Check status.....	27
Table UC-04: View status.....	28
Table UC-05: Upload Clearance.....	29
Table UC-06: Student logout.....	30
Table UC-07: Admin login.....	31
Table UC-08: Add new student.....	32
Table UC-09: Update student record.....	33
Table UC-10: Delete student.....	34
Table UC-11: Admin logout.....	35

## List of figures

Figure 01: login page.....	13
Figure 02: main page.....	14
Figure 03: clearance request page.....	15
figure 04: clearance status page.....	16
Figure 05: upload clearance page.....	17
Figure 06: Admin main page.....	18
Figure 07: Add student page.....	19
Figure 08: update page .....	20
Figure 09: use case diagram.....	37

## Definitions, Acronyms, and Abbreviations

- ❖ **AAU** :- Addis Ababa University
- ❖ **AAiT** :- Addis Ababa Institute of Technology
- ❖ **ID** :- Identification
- ❖ **SRS** :- Software Requirement Specification
- ❖ **FR** :- Functional Requirement
- ❖ **UC** :- Use Case
- ❖ **HTTPS**:-HyperText Transfer Protocol Secure

## DECLARATION

We declare that this online clearance system software requirement document submission represents our own ideas in our own words and the information included from another document has been acknowledged in the reference provided.

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*Project advisor:* Nuniyat kifle

*Date* :12/10/202



# **1. Introduction**

## **1.1 Purpose**

The major goal of this software requirement specification document is to specify the requirements, each interface, and features for the online clearance system, which is the outcome of our project. This SRS document explains what the system will do and what is contained in the system to the audience.

The reader should be able to understand every feature of the online clearance system after reading this SRS document. It will be used as a reference for other developers and anyone else who needs to understand how the system works.

## **1.2 Scope**

Our project's software product is a web-based platform named Online clearance system. This product's scope is limited to AAU/ AAiT.

The system will carry out the following tasks:

- After logging into the system using their username and password, The system allows the student to request clearance approval.
- The system has a database that stores the student's name, ID, password, and clearance status.
- Students can use the system to check their clearance status.
- The student dashboard receives the outcome of their clearance status from the system.
- The system allows the student to upload his/her clearance status from their dashboard to the office where the clearance is required.

## **1.3 Overview**

The general description section of this SRS document describes this system from the standpoint of the manual clearance system and other related software systems. Other subsections mentioned in this paper include the system's principal function, the user's characteristics or the types of users who will use it, and the constraints that the system will face during the development process.

The external interface requirements, such as user interfaces, Hardware Interfaces, Software Interfaces, and Communication Interfaces, are discussed in the specific requirements section. Functional requirements, use cases, non-functional requirements such as performance and security concerns, and other subsections will all be discussed. Changes in the management process will be discussed as well. The references we used and the document's appendices will be presented at the end.

## **2. General Description**

### **2.1 Product Perspective**

This online clearance system project is a software system that uses a simple and fast web-based approach to assist students in obtaining clearance. We are driven to create this online system in order to reduce the resources and time required by the current system. Students are approved in one or two days under the current procedure. But, since our system is done online, it takes only a few seconds. There is no need to walk from office to office to collect stamps.

In AAU, there are two systems that have been used. These are the following:-

- The manual clearance system and
- AAU Portal clearance system

#### **Manual Clearance System**

This is the most widely utilized, old, and time-consuming clearance system, and it is still in use in AAU.

**The disadvantages of this clearance system are as follows:**

- Employees working in manual processes are under a lot of stress. Because they are required to manually check all of the files.

- It's time-consuming and costly. It takes at least one or two days and two papers per individual student to get clearance papers.
- It is inefficient in university resource management since it requires more labor and physical space to organize and store documents, discover information, and keep details secure.
- Students must visit each office to obtain stamps for the clearance paper. The most inconvenient aspect is that the offices from which students must obtain clearance are not all located on the same campus.
- Students form a line to acquire stamps from each office.

**Our system, regardless of the current manual system, provides the following:**

- Our system uses a simple web interface to allow students to request and get clearance.
- It relieves the stress of office workers.
- Because everything is done online, there is no need for paper and there is no need to go to an office for clearance, it saves time and money.
- It provides the most effective resource management system.

**AAU portal clearance system**

This is the most recent clearance system introduced with the AAU website to assist students in requesting clearance to the registrar directly. This system allows users to specify why they require clearance and to request it directly to the registrar's office. However, it is not yet fully functional.

Our system, on the other hand, accepts the request and checks the students' records across all databases and returns the results to them. It also allows the student to send his or her clearance status from the system to the office that requires the student's clearance status.

## **2.2 Product Functions**

The primary function of this product is to provide an online clearance system that facilitates the clearance approval procedure for students. The student may be able to make a clearance request. The system checks the student's status in all offices connected to the clearance system and notifies the student whether or not he or she is cleared. Furthermore, the student can send his or her clearance status from the system to the office that requires the student's clearance status.

## **2.3 User Characteristics**

The system's users are university students who have prior experience with web page access and, for the most part, have no problems with the technology utilized to access our website. Students at AAU/AAiT can use their username and password to log in to the system and enjoy the services it offers.

Almost all students have smartphones or personal computers with no limits on how they use them. If the student does not have access to any of these devices, the digital library desktop can be used as a substitute.

## **2.4 General Constraints**

The following are some of the potential system development constraints:

- Because the system is web-based, one constraint will be internet access.
- It's possible that the system isn't device compatible.
- Time constraint: Because the project requires thorough analysis, there may be a time limit for completion.

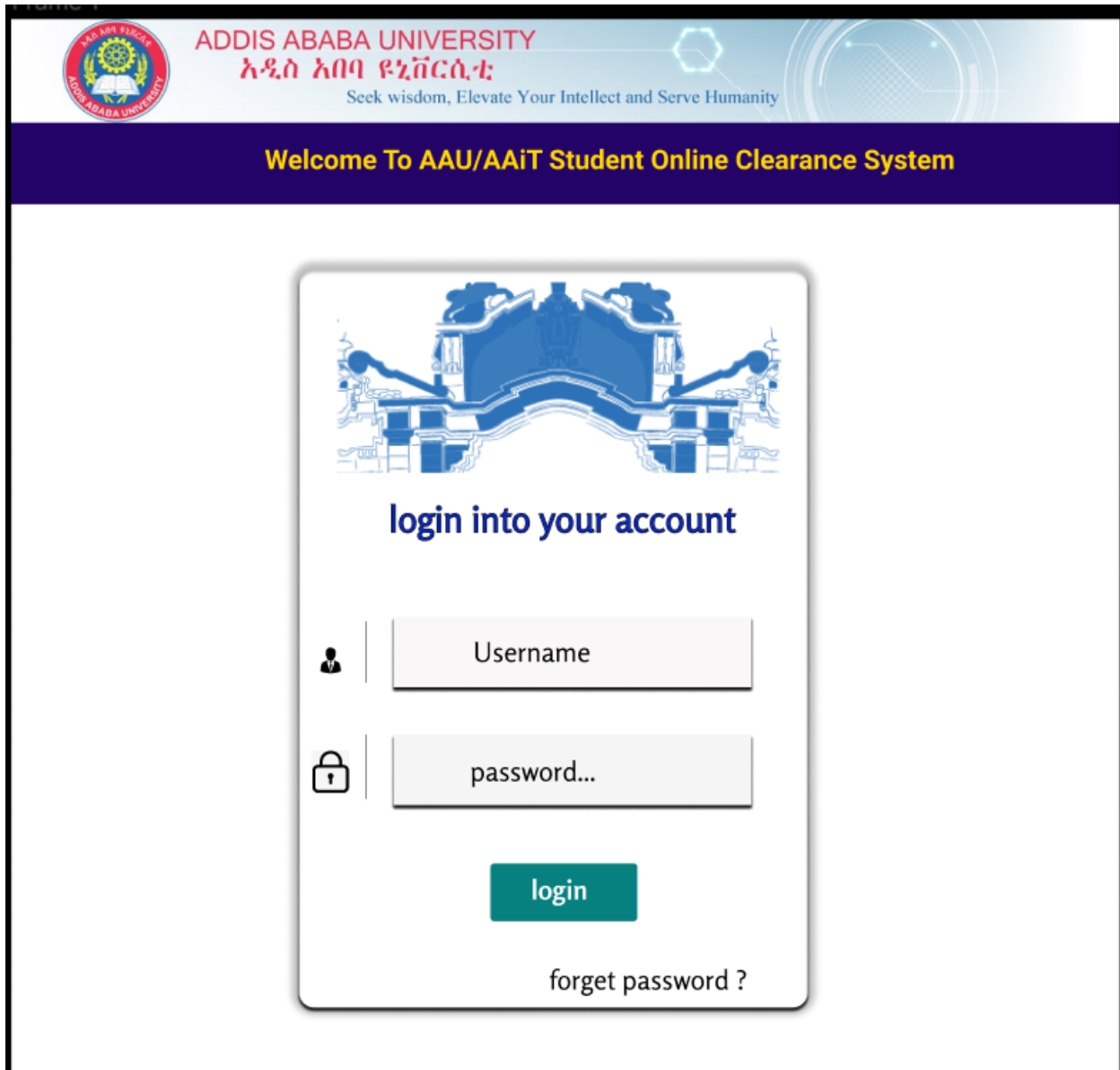
## **2.5 Assumptions and Dependencies**

At this time, no specific assumptions or dependencies are being considered.

## 3. Specific Requirements

### 3.1 External Interface Requirements

#### 3.1.1 User Interfaces



The screenshot displays the login interface for the Addis Ababa University (AAU) Student Online Clearance System. At the top, the AAU logo is on the left, followed by the university's name in English and Amharic, and its motto: "Seek wisdom, Elevate Your Intellect and Serve Humanity". A blue banner below the header reads "Welcome To AAU/AAiT Student Online Clearance System". The main content area features a central login box with a blue architectural illustration at the top. Below the illustration, the text "login into your account" is displayed. The login box contains two input fields: "Username" (preceded by a user icon) and "password..." (preceded by a lock icon). A green "login" button is positioned below the password field, and a "forget password ?" link is at the bottom of the login box.

Figure 01 : login page

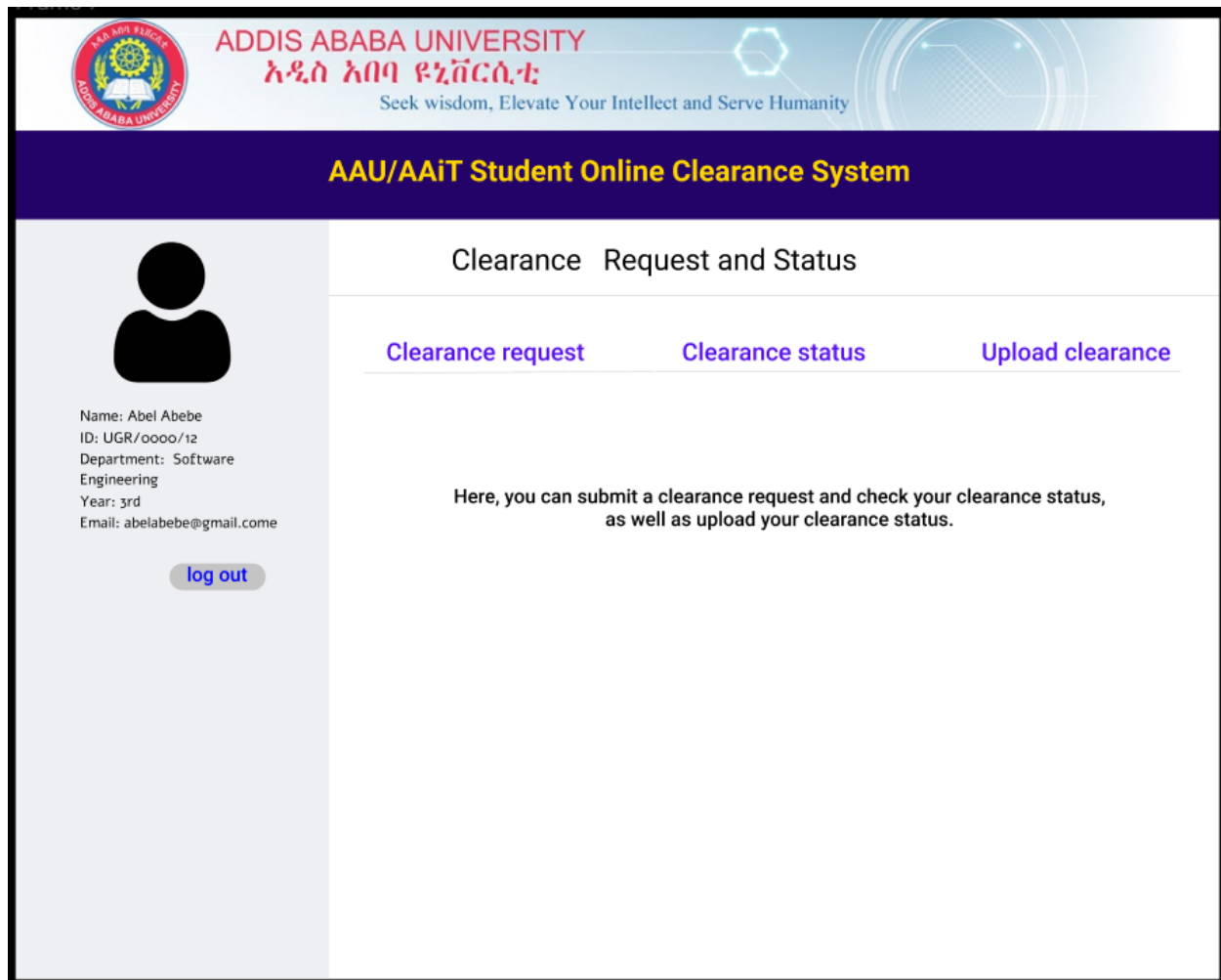





Figure 02 : main page



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Name: Abel Abebe  
ID: UGR/0000/12  
Department: Software Engineering  
Year: 3rd  
Email: abelabebe@gmail.com

[log out](#)

### Clearance Request and Status

[Clearance request](#)[Clearance status](#)[Upload clearance](#)

Reason for clearance:

select

Withdrawal  
Graduation  
Drop out  
End of acadamic year

[Submit](#)

Figure 03 : clearance request page

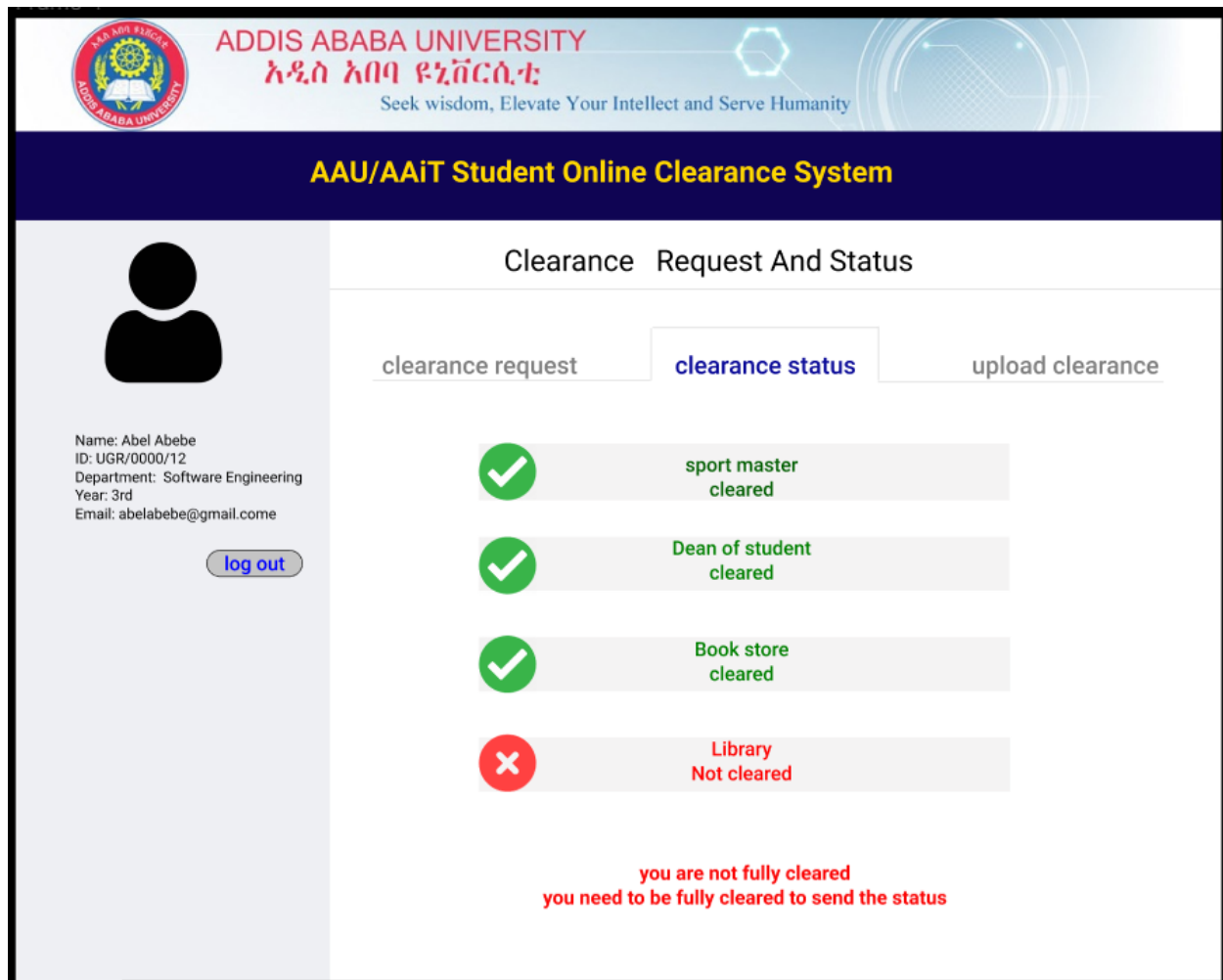


Figure 04: clearance status page



The screenshot displays the 'AAU/AAiT Student Online Clearance System' interface. At the top, the header includes the Addis Ababa University logo, the name 'ADDIS ABABA UNIVERSITY' in English and Amharic, and the motto 'Seek wisdom, Elevate Your Intellect and Serve Humanity'. Below this, a purple banner reads 'AAU/AAiT Student Online Clearance System'. The main content area is titled 'Clearance Request and Status'. On the left, a user profile for 'Abel Abebe' is shown with fields for Name, ID (UGR/0000/12), Department (Software Engineering), Year (3rd), and Email (abelabebe@gmail.com), along with a 'log out' button. The central section has tabs for 'Clearance request', 'Clearance status', and 'Upload clearance'. The 'Clearance status' tab is active, showing a form titled 'Please select the office to upload your status' with three radio button options: 'Registrar Office', 'Dormitory Service', and 'Cafteria Service'. An 'Upload' button is located at the bottom of this section.

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**AAU/AAiT Student Online Clearance System**

Clearance Request and Status

Clearance request    Clearance status    Upload clearance

Name: Abel Abebe  
ID: UGR/0000/12  
Department: Software Engineering  
Year: 3rd  
Email: abelabebe@gmail.com

log out

Please select the office to upload your status

☐ Registrar Office  
☐ Dormitory Service  
☐ Cafteria Service

Upload

Figure 05 : upload clearance page

Figure 06

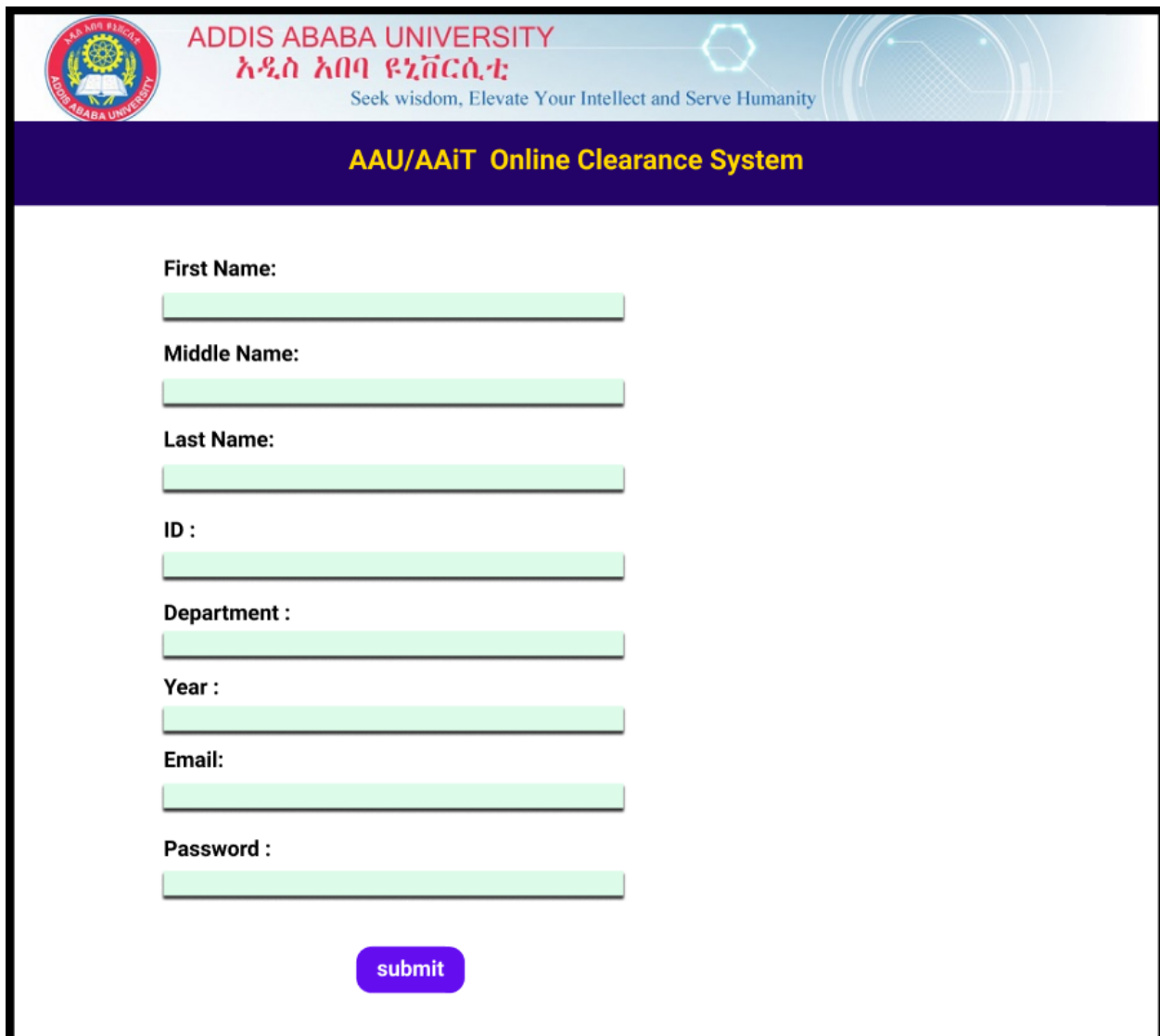
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Seek wisdom, Elevate Your Intellect and Serve Humanity

**AAU/AAiT Online Clearance System**

[Add student](#) [log out](#)

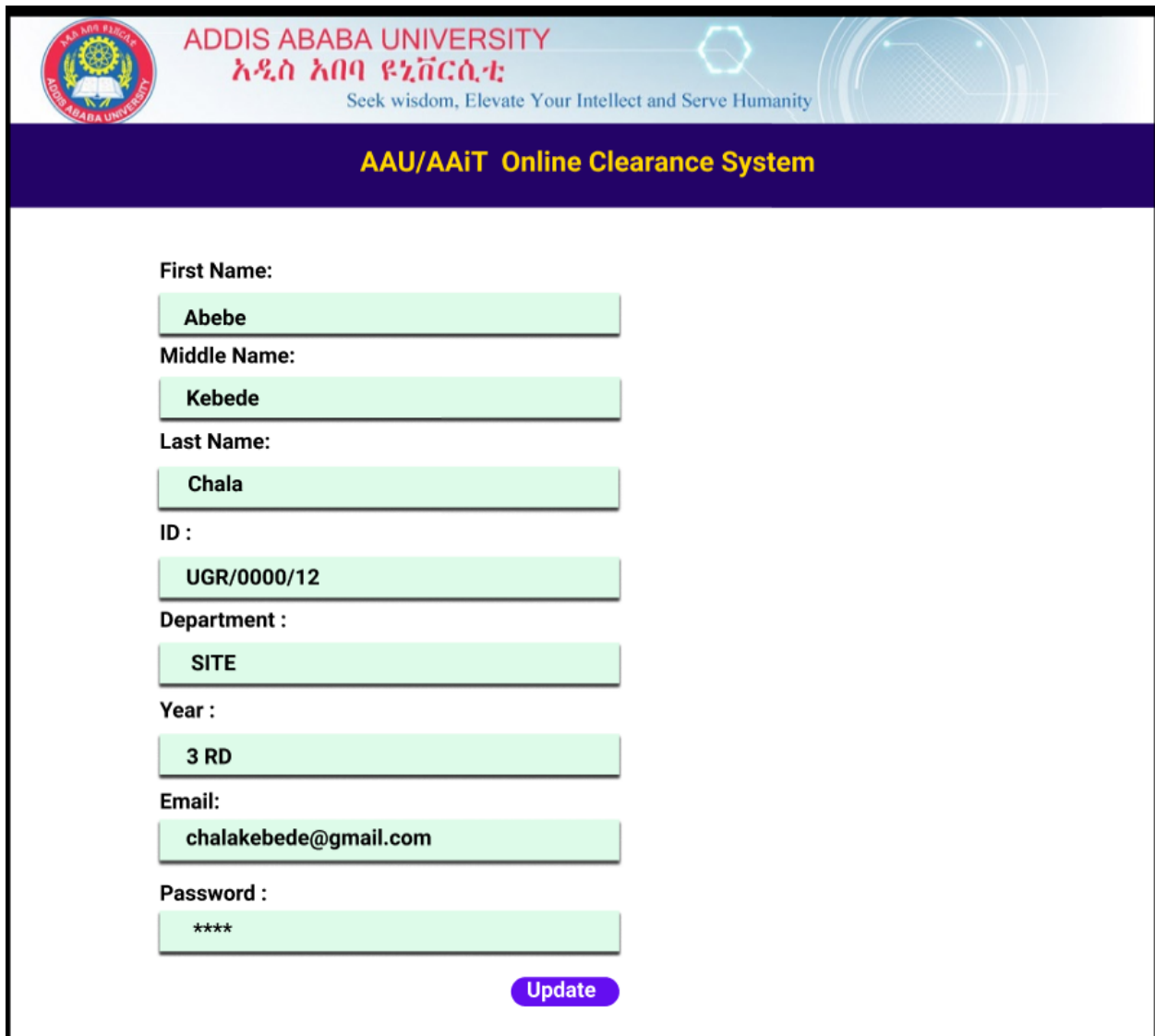
No	Name	ID	department	year	email	password	clearance status	
1	Gizaw Agodo Legesse	UGR/8917/12	software eng	3	gizaw@gmail.com	1213	Cleared	<a href="#">update</a> <a href="#">Delete</a>
2	Haile Dereje Alemu	UGR/2190/12	software eng	3	haile@gmail.com	1289	Not cleared	<a href="#">update</a> <a href="#">Delete</a>
3	Addisu Matora Tekalegn	UGR/4230/12	software eng	3	addisu@gmail.com	1267	Not cleared	<a href="#">update</a> <a href="#">Delete</a>
4	Abebe kebede damete	UGR/2132/12	software eng	3	abebe@gmail.com	3434	Cleared	<a href="#">update</a> <a href="#">Delete</a>

Figure 06 : admin main page



The screenshot shows the registration page for the AAU/AAiT Online Clearance System. At the top, there is a header with the Addis Ababa University logo on the left, the university's name in English and Amharic, and its motto 'Seek wisdom, Elevate Your Intellect and Serve Humanity' in the center. To the right of the motto is a decorative graphic of a hexagon and a circular network diagram. Below the header is a dark blue banner with the text 'AAU/AAiT Online Clearance System' in yellow. The main content area is white and contains a series of form fields for registration: 'First Name:', 'Middle Name:', 'Last Name:', 'ID:', 'Department:', 'Year:', 'Email:', and 'Password:'. Each label is followed by a light green rectangular input field. At the bottom center of the form area is a purple rounded rectangular button with the word 'submit' in white text.

Figure 07 : add student page



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**AAU/AAiT Online Clearance System**

First Name:  
Abebe

Middle Name:  
Kebede

Last Name:  
Chala

ID :  
UGR/0000/12

Department :  
SITE

Year :  
3 RD

Email:  
chalakebede@gmail.com

Password :  
\*\*\*\*

Update

Figure 08 : update page

### **3.1.2. Hardware Interfaces**

Our system has no hardware interface requirement.

### **3.1.3. Software Interfaces**

To run the system, you'll need Chrome version 4-70, Mozilla Firefox version 4-63, Internet Explorer versions 10 and 11, Safari 4-12, and Microsoft Edge version 16-18.

### **3.1.4. Communications Interfaces**

System shall use the HTTPs protocol for communication over the internet and for the intranet communication will be through TCP/IP protocol suite.

## **3.2 Functional Requirements**

**Table FR-01: Login**

<b>ID</b>	FR-01
<b>Name</b>	Login
<b>Introduction</b>	The system should allow the student and admin to login to the system.
<b>Input</b>	1.User name 2.password
<b>Processing</b>	The system should check whether the entered username and password matches the data in the database and let the user access the system.
<b>Output</b>	The user login to the system
<b>Error handling</b>	If the user name and the password does not match with the data in the database, the system will indicate the error and let the user try again.
<b>Dependency</b>	none
<b>References</b>	UC 01 , UC 07

**Table FR-02: Check clearance**

<b>Name</b>	Check clearance status
<b>ID</b>	FR -02
<b>Introduction</b>	The system shall check if the user is cleared or not.
<b>Input</b>	User request for clearance
<b>processing</b>	After the student requests for clearance the system checks if the user is cleared of any debt from each office's database.
<b>output</b>	The system will display the clearance status from each office.
<b>Error handling</b>	NONE
<b>Dependency</b>	FR-01
<b>References</b>	UC -02

**Table FR-03: providing clearance status.**

<b>Name</b>	Provide clearance status.
<b>ID</b>	FR-03
<b>Introduction</b>	The system shall provide clearance status for the student.
<b>Input</b>	User request
<b>processing</b>	<p>The system checks the clearance status of students from all offices and then displays the clearance status of the student on their dashboard.</p> <ul style="list-style-type: none"><li>- If the student is cleared from any school property then the system displays as the student is cleared.</li><li>- If the student is not cleared from one of the offices then the system displays the reason for not being cleared.</li></ul>
<b>Output</b>	Clearance status of student
<b>Error handling</b>	none
<b>Dependency</b>	FR 02
<b>References</b>	UC-02 ,UC -03

**Table FR - 04: upload clearance**

<b>ID</b>	FR-04
<b>Name</b>	Upload clearance
<b>Introduction</b>	The system shall allow the student to upload the file to the office that requires clearance status of the student.
<b>Input</b>	Clearance status
<b>processing</b>	The system updates the clearance status of the student for the specified office database.
<b>output</b>	Clearance object representation
<b>Error handling</b>	If the student clearance status is not 100 percent complete or not cleared from all the offices the system will indicate the user to complete clearance status in order to upload his/her clearance status.
<b>Dependency</b>	FR 03
<b>References</b>	UC-05



**Table FR - 05: log out**

<b>ID</b>	FR-05
<b>Name</b>	Log out
<b>Introduction</b>	The system shall allow the student or admin to log out
<b>Input</b>	none
<b>processing</b>	When the student choose log out option the system enables the user to log out of his dashboard
<b>output</b>	none
<b>Dependency</b>	FR - 01
<b>References</b>	none

### 3.3 use cases

**Table UC-01: student login**

ID	UC- 01
<b>name</b>	Student Login
<b>goal</b>	The student needs a clearance
<b>Primary actor</b>	student
<b>precondition</b>	The Student needs to have a given ID and password to login. Internet connection is a must.
<b>Success end</b>	The student login in to the system
<b>Failure end condition</b>	The ID or PASSWORD is invalid
<b>Triggers</b>	The student opens the online clearance system
<b>Main success scenario</b>	<ol style="list-style-type: none"><li>1. The student wants to have a clearance</li><li>2. The system displays login form to the user.,</li><li>3. The student Enters student ID and password</li><li>4. The system checks the presence of students in the database and If the student ID and PASSWORD is valid,it shall let the student log in.</li></ol>
<b>Extension scenario</b>	<ol style="list-style-type: none"><li>4. If the ID or PASSWORD is not valid<ol style="list-style-type: none"><li>4.1. It displays invalid ID or PASSWORD message and</li><li>4.2. Allows the student to try again</li></ol></li></ol>
<b>alternative scenario</b>	None

**Table UC-02:Request Clearance**

<b>ID</b>	<b>UC-02</b>
<b>name</b>	Request clearance.
<b>goal</b>	To send clearance requirement for the system.
<b>Primary actor</b>	Student
<b>pre-condition</b>	<ul style="list-style-type: none"><li>- Student log into the system.</li><li>- There must be internet connection.</li></ul>
<b>Success end</b>	The clearance requirement sent for the system.
<b>Failure end condition</b>	The clearance requirement is not sent to the system.
<b>Triggers</b>	The student initiates the ask clearance button.
<b>Main success scenario</b>	<ol style="list-style-type: none"><li>1. The student clicks the clearance request button.</li><li>2. The system asks the reason for clearance.</li><li>3. The student selects their reason for the clearance request</li><li>4. The student submit the request</li></ol>
<b>Extension scenario</b>	<ol style="list-style-type: none"><li>3.If a student fails to select a reason for clearance,<ol style="list-style-type: none"><li>3.1 the system will prompt him or her to do so.</li></ol></li></ol>
<b>Variations scenario</b>	None

**Table UC-03:check status**

<b>ID</b>	<b>UC-03</b>
<b>name</b>	Check status
<b>goal</b>	To check clearance status and save the updated clearance status in the student database.
<b>Primary actor</b>	System.
<b>Secondary actor</b>	Peripheral System database.
<b>precondition</b>	The student submit clearance request.
<b>Success end</b>	The current clearance status is shown for the student.
<b>Failure end condition</b>	The clearance status is not shown.
<b>Main success scenario</b>	<ol style="list-style-type: none"><li>1. The student sent a clearance request.</li><li>2. The system checks their status of clearance from all offices' databases.</li><li>3. The system shows the detail clearance status.</li><li>4. The system updates the status as “cleared” or “not cleared” in the system database.</li><li>5. The student can see their clearance status on their dashboard</li></ol>
<b>Extension scenario</b>	None
<b>Variation scenario</b>	None

**Table UC-04:view status**

<b>ID</b>	<b>UC-04</b>
<b>name</b>	view clearance status
<b>goal</b>	The student wants to view his clearance status
<b>Primary actor</b>	Student
<b>precondition</b>	System check and update clearance status of the student.
<b>Success end condition</b>	The student views clearance status.
<b>Failure end condition</b>	none
<b>Triggers</b>	User clicks the clearance status button.
<b>Main success scenario</b>	1.The student clicks the clearance status button. 2.The system displays the status of the student
<b>Extension scenario</b>	none
<b>Variations scenario</b>	none

Table UC-05: Upload clearance

<b>ID</b>	UC-05
<b>name</b>	Upload clearance
<b>goal</b>	The student wants to submit or upload his /her clearance status
<b>Primary actor</b>	Student
<b>precondition</b>	The student status of clearance must be 100 percent or fully cleared
<b>Success end condition</b>	Upload clearance status
<b>Failure end condition</b>	The student can't upload clearance status.
<b>Triggers</b>	User clicking upload button
<b>Main success scenario</b>	<ol style="list-style-type: none"> <li>1. User clicks upload button</li> <li>2. The system checks if student is fully cleared</li> <li>3. The system presents a check box for office selection.</li> <li>4. The student selects the office to be sent the clearance status.</li> <li>5. The system sends clearance status to the selected office</li> <li>6. The system shows a success message for the student.</li> </ol>
<b>Extension scenario</b>	<ol style="list-style-type: none"> <li>2. If the student is not fully cleared <ol style="list-style-type: none"> <li>2.1 The system displays an error message that notifies the student to fulfill his clearance status.</li> </ol> </li> <li>4. If the student does not select the office <ol style="list-style-type: none"> <li>4.1 The system asks the student to select the office.</li> </ol> </li> </ol>
<b>Variations scenario</b>	none

**Table UC-06: student logout**

<b>ID</b>	<b>UC-06</b>
<b>name</b>	Student logout
<b>goal</b>	The student wants to log out of the system
<b>Primary actor</b>	Student
<b>precondition</b>	Logging in
<b>Success end condition</b>	Logging out of the system
<b>Failure end condition</b>	none
<b>Triggers</b>	Clicks logout button
<b>Main success scenario</b>	<ol style="list-style-type: none"><li>1. User clicks logout button</li><li>2. The system removes the user from his dashboard and returns him to log in page</li></ol>
<b>Extension scenario</b>	None
<b>Variations scenario</b>	None

Table UC-07: admin Login

<b>ID</b>	UC- 07
<b>name</b>	admin Login
<b>goal</b>	The admin needs to control the system
<b>Primary actor</b>	admin
<b>precondition</b>	The admin needs to have a username and password to login.
<b>Success end</b>	The admin login in to the system
<b>Failure end condition</b>	Failed to login to the system.
<b>Triggers</b>	The admin opens the online clearance system
<b>Main success scenario</b>	<ol style="list-style-type: none"> <li>1. Admin enters an online clearance system website.</li> <li>2. The system displays a login page.</li> <li>3. The admin enters username and password.</li> <li>4. The system checks if the entered password and username is valid or not.</li> <li>5. The system allows the admin to login to the system.</li> </ol>
<b>Extension scenario</b>	<ol style="list-style-type: none"> <li>4. If the username or password is not valid               <ol style="list-style-type: none"> <li>4.1. It displays invalid username or password message and allows the admin to try again.</li> </ol> </li> </ol>
<b>Variations scenario</b>	None



Table UC-08: Add new student

<b>ID</b>	<b>UC-08</b>
<b>name</b>	Add new student
<b>goal</b>	To add new students data to the system database.
<b>Primary actor</b>	Admin
<b>precondition</b>	The student must be member of the university and have full required information
<b>Success end condition</b>	Add new students data to the system database.
<b>Failure end condition</b>	Fail to add the new student. - Trying to upload student record more than one - Trying to upload incomplete student information
<b>Triggers</b>	Admin clicks add student button
<b>Main success scenario</b>	<ol style="list-style-type: none"> <li>1. Admin clicks add student button.</li> <li>2. The system displays a format containing the required information to be added.</li> <li>3. Admin adds student information.</li> <li>4. Admin clicks the submit button.</li> <li>5. The system saves the student record to system database</li> </ol>
<b>Extension scenario</b>	<ol style="list-style-type: none"> <li>3. if full information is not added.               <ol style="list-style-type: none"> <li>3.1. The system notify the admin to add complete information and resubmit again</li> </ol> </li> <li>5. If students' information already exists on the system database.               <ol style="list-style-type: none"> <li>5.1 The system will notify the admin that the student already exists.</li> </ol> </li> </ol>
<b>Variations scenario</b>	none

**Table UC-09: update student record**

<b>ID</b>	UC-09
<b>name</b>	Update student record
<b>goal</b>	To modify records of the student on the system database.
<b>Primary actor</b>	Admin
<b>precondition</b>	Existence of student record on the database.
<b>Success end condition</b>	Update student record.
<b>Failure end condition</b>	None
<b>Triggers</b>	Admin click update button.
<b>Main success scenario</b>	<ol style="list-style-type: none"><li>1. Admin click update button of the intended student.</li><li>2. Admin edit the student data.</li><li>3. Admin submit the updated data.</li><li>4. The system saves the updated data.</li></ol>
<b>Extension scenario</b>	None
<b>variations(alternative scenario)</b>	None

**Table UC-10: Delete student**

<b>ID</b>	UC-10
<b>name</b>	Delete student
<b>goal</b>	To delete the student data from the system database.
<b>Primary actor</b>	Admin
<b>precondition</b>	Existence of student record on the database.
<b>Success end condition</b>	Remove the student record.
<b>Failure end condition</b>	None
<b>Triggers</b>	Admin click delete button.
<b>Main success scenario</b>	<ol style="list-style-type: none"><li>1. Admin click delete button of the intended student.</li><li>2. The system removes all the students' data from its database.</li></ol>
<b>Extension scenario</b>	None
<b>variations(alternative scenario)</b>	None

**Table UC-11: admin log out**

<b>ID</b>	UC-11
<b>name</b>	Admin log out
<b>goal</b>	The admin wants to log out of the system.
<b>Primary actor</b>	Admin
<b>precondition</b>	Logging in to the system.
<b>Success end condition</b>	Logging out of the system.
<b>Failure end condition</b>	None
<b>Triggers</b>	Click the logout button from the dashboard.
<b>Main success scenario</b>	<ol style="list-style-type: none"><li>1. The admin clicks the logout button.</li><li>2. The system removes the user from his dashboard and returns him to the login page .</li></ol>
<b>Extension scenario</b>	None
<b>variations(alternative scenario)</b>	None

## Use case diagram

Figure 07 : use case diagram



### 3.4 Non-Functional nRequirements

**Performance**

- All the web pages should load within 1 seconds.
- Checkout clearance status should complete within 5 seconds.

**Reliability:**

- The system should support at least 25 people to access simultaneously with 2% failurity.

**Security:**

- Login operation should be performed using transport layer security (HTTPS).
- All user id and password information should be encrypted using one-way hash algorithms in the database.

**Availability:**

The project will be deployed on a public shared server so it will be available all the time and will be accessible anywhere in the world using the internet.

**Portability:**

The system will work with all major internet browsers( Google Chrome, Microsoft Edge, Apple Safari, Mozilla Firefox, Opera web browser,etc) with specified versions.

**Maintainability**

Readable code with relevant documentation will be used to make it easily understandable by other people for troubleshooting. Low cost for fixing, updating, and extending the system .

**Inverse requirement :**

The online clearance system is designed to make the clearance process easier by minimizing the amount of time and effort needed to obtain the clearance paper. However, the system does not provide the following.

- Do not allow password change in the system. If so the user needs to ask the registrar since the only registrar can reset the password of the user.
- Do not allow users to edit any information
- Do not provide any soft copy like pdf ,word etc
- Do not allow sign up

### 3.6 Design Constraints

Some design constraints we may face during the development of the project include:

- W3C Web Accessibility standards and Web Content Accessibility Guidelines (WCAG) should be followed.
- Web pages should be designed using HTML 5.0 transitional standards.

### 3.7 Logical Database Requirements

The system will have a database that contains the required information of the user for the login in order for the system to work optimally. This database will be used to verify the student's details before allowing him to access his account. In addition, each office will have a database to record the data and other information.

Database	Attributes	Description
<b>User</b>	<ul style="list-style-type: none"><li>● First Name</li><li>● Middle Name</li><li>● Last Name</li><li>● ID</li><li>● Password</li><li>● Department</li><li>● Year</li><li>● Status</li><li>● email</li></ul>	Users information will be put inside of it
<b>Requesting offices</b> <ul style="list-style-type: none"><li>● Faculty of advisor</li><li>● Dean of student</li><li>● Library chief of circulation</li><li>● Sport master</li><li>● Collage of book store</li><li>● Students business affairs</li></ul>	<ul style="list-style-type: none"><li>● ID</li><li>● Full name</li><li>● Faculty</li><li>● Year</li><li>● Department</li><li>● Borrowed item</li><li>● Status</li></ul>	The student's clearance status is stored in the databases of the offices with which the system is linked.

Database	Attributes	Description
<ul style="list-style-type: none"><li>• Property and store</li><li>• Financial information</li><li>• Registrar check book</li></ul>		
Offices to submit	<ul style="list-style-type: none"><li>• ID</li><li>• Full Name</li><li>• Clearance status</li></ul>	

## 3.8 Other Requirements

### 3.8.1 Training Related Requirements

There will be no training since it operates with simple steps, easy and straightforward.

### 3.8.2. Packaging Related Requirements

The system will be a web based system. Users only need to get on the web, not package or offline apps.

### 3.8.3. Legal Requirements

All information and figures accessed from each database are the properties of the university .

### 3.8.4. Internationalization Requirements

Personal information should be protected and also the system should comply with quality assurance standards.

## 4. Change Management Process

When a change is expected to occur, all team members will convey this new modification through different communication methods and propose the modification to the advisor. The modification can be made after reaching final agreement with team mates and the advisors and if it is found feasible at that time. The change will be documented, described, and filtered before being used as part of the project.



## **Reference**

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