1. Functional document content guidelines

1.1. Introduction -Business Goal/Scope definition

Due to the fact that at NetRom there is a big inventory of rich content files (images, archives containing images, PDF’s, PMM’s) that are stored within a shared location to be used/accessed by all colleagues it is needed to be created a solution that will organize these files according to type, details and offer users the possibility to quickly identify each file at a click of a button. Moreover, this solution will be created to ease the identification of each particular file (and exact contents).

The general input is given by users through copying the files from shared location into a “Drop folder” location from the client side application.

The general output of the application is:

- search results containing also summary metadata that will be shown in a preview screen, displaying the thumbnails of files if possible if a search operation is wanted

The end users are IT engineers and administrative personal at NetRom. A big part of them has technical knowledge.

1.2. General description

The main functionalities of the application are:

- to identify easily each particular file (and exact contents) from all the files stored within a shared location.

- to organize the files within a separate (remote) location based on Type

Users should copy the files from now on into a “Drop folder” location.

Once these are dropped into the “drop folder”, the application should get the files from this location and put them in separated folders based on Type.

**1.2.1 Search module**

At any moment, users should be able to open the client side application and access the content database details of the files that have been stored.

Users should be able to search (based on metadata). Thus, users can search after name file, type or date.

The search results should be shown in a preview screen, displaying the thumbnails of files if possible. Scrolling through the files should be easy and intuitive (tooltip preview with summary metadata).

**1.2.2 Open module**

Users could open a file. Thus, users will open file location and then select the file.

**1.2.3 Add custom metadata module**

Users can add a new property to a file. Moreover, users could apply this new property to all the files with the same type. This new property can store different data, value which is specific to each file.

**1.2.4 Delete module**

Users can delete a file. Once the delete action is performed the file will be deleted from database.

Manual upload should also be possible (with prompt screen for custom metadata).