Sir Speedy Admin Screens Detailed Specifications Document www.sirspeedy.com/admin

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EXECUTIVE SUMMARY

INTRODUCTION

This Detailed Specifications Document (DSD) provides a clear, formal statement of the scope mutually outlined in the functional requirements gathering session(s) by Franchise Services ("FranServ") and Fig Leaf Software, Inc. ("Fig Leaf"). It also may include suggested specifications required to execute the implementation identified herein.

The DSD outlines Fig Leaf recommendations for how FranServ could implement the admin screens for its Sir Speedy website. The specifications described in this document were derived from reviewing the current Sir Speedy Management Console, and 2 days of meeting with FranServ and Fig Leaf.

Stakeholders

NAME	ROLE	COMPANY
David Robidoux	VP of Marketing	FranServ
Christian Lau	VP of IT	FranServ
Kristin Ausk	Marketing Manager	FranServ
Rebecca Sorensen	Project Manager	Fig Leaf
Robert Segal	Business Analyst	Fig Leaf
Tracey Dunn	Creative Director	Fig Leaf
Femi Osinowo	Senior Developer	Fig Leaf
Andhita	Junior Developer	Fig Leaf

Change Log

DATE	AUTHORS	COMMENTS
January 31, 2014	Fig Leaf Software	First Draft

1. OVERVIEW

1.1 Purpose

The purpose of this document is to fully describe the functionality requirements of the Sir Speedy Admin site, and illustrate how those requirements will be satisfied in the website. The website will serve as a centralized content management system as well as a portal to all of the Sir Speedy information and member services. The admin site will be developed using .Net, a software development framework from Microsoft. The customizations that will be applied to the Admin Screens to meet FranServ's requirements will be discussed in this document.

This document describes the Admin Screens for the Sir Speedy website. These Admin Screens with work with the Sir Speedy site (also being developed by Fig Leaf and described in the Sir Speedy Detailed Specifications Document). Every feature to be included in the AdminScrens section of the site is included in this document. This document will be used as a blueprint by the developer(s) building the site.

1.2 Project Scope

FranServ would like to develop a new Sir Speedy Admin Screen that will allow its admins to manage their national and local sites. The new admin functionality will be updating the Ektron sites content via the Ektron API and C# controls.

Redeveloping the Sir Speedy Admin Screen will require execution of the following steps:

1. Review and documentation of the existing functionality of the Sir Speedy Admin Management Console.
2. Develop the front-end UI and back-end database to maintain the site (local sites) information, and local site creation.
3. Design and implement a usable UI for end-users that will be accessed from www.sirspeedy.com/admin and developed using native browser technologies that are backwards-compatible with the core of Sir Speedy's audience using Microsoft Internet Explorer 10.0+, Google Chrome 25+, Firefox 18, and Safari 6.x+.

1.3 Assumptions and Constraints

FranServ has mentioned that Admins should not be able to access the Admin Screens from their mobile devices. These screens are intended for full (non-mobile) access only. The UI design of the admin screens will not be produced to accommodate any access from any mobile devices.

1.4 Intended Audience

This document is intended to be used by FranServ-SirSpeedy administrators and stakeholders.

2. DEVELOPMENT

2.1 User Roles

Superuser/National Administrator (National Admin)

Superusers are Sir Speedy national staff or National Admin who are responsible for managing the content of the entire website and will have access to all admin screens (National and Local). Superusers will be able to access the local/center admins screen by by selecting a local site and accessing those screens as the local admin would, all while they are still in the national admin screens.

A page that lists all available local/center admins in the system will be built to let the superuser "login as this user," while his superuser ID will be saved as a cookie to let him/her do "back to my login" once a superuser ends their login as a local/center admin**.**

The National Admin may perform the following tasks through the admin screen:

1. Manage All Centers (Including create new center and site)
2. Manage National User Profiles (customers and franchisees)
3. Manage All Requested Quotes
4. Manage All Sent Files
5. Manage All In the Media
6. Manage National News
7. Manage Site Mega Menu (Mega Menu Management Tool)

Local Administrator (Centers Admins)

Center Owner (CO)

Center Owner is the owner of a Sir Speedy Franchise in a location. A Center Owner will have a limited access to his/her own local Sir Speedy Site, and may perform the following tasks:

1. Manage Local Sent Files
2. Manage Local Request A Quotes
3. Manage Local/Center Information
4. Manage Local Why We're Different Content
5. Manage Local Portfolio
6. Manage Local Banners
7. Manage Local Partners/Affiliates
8. Manage Local Promotion
9. Manage Local Careers
10. Manage Local Testimonials
11. Manage Local My Team
12. Manage Local User Profiles

Center Manager (CM)

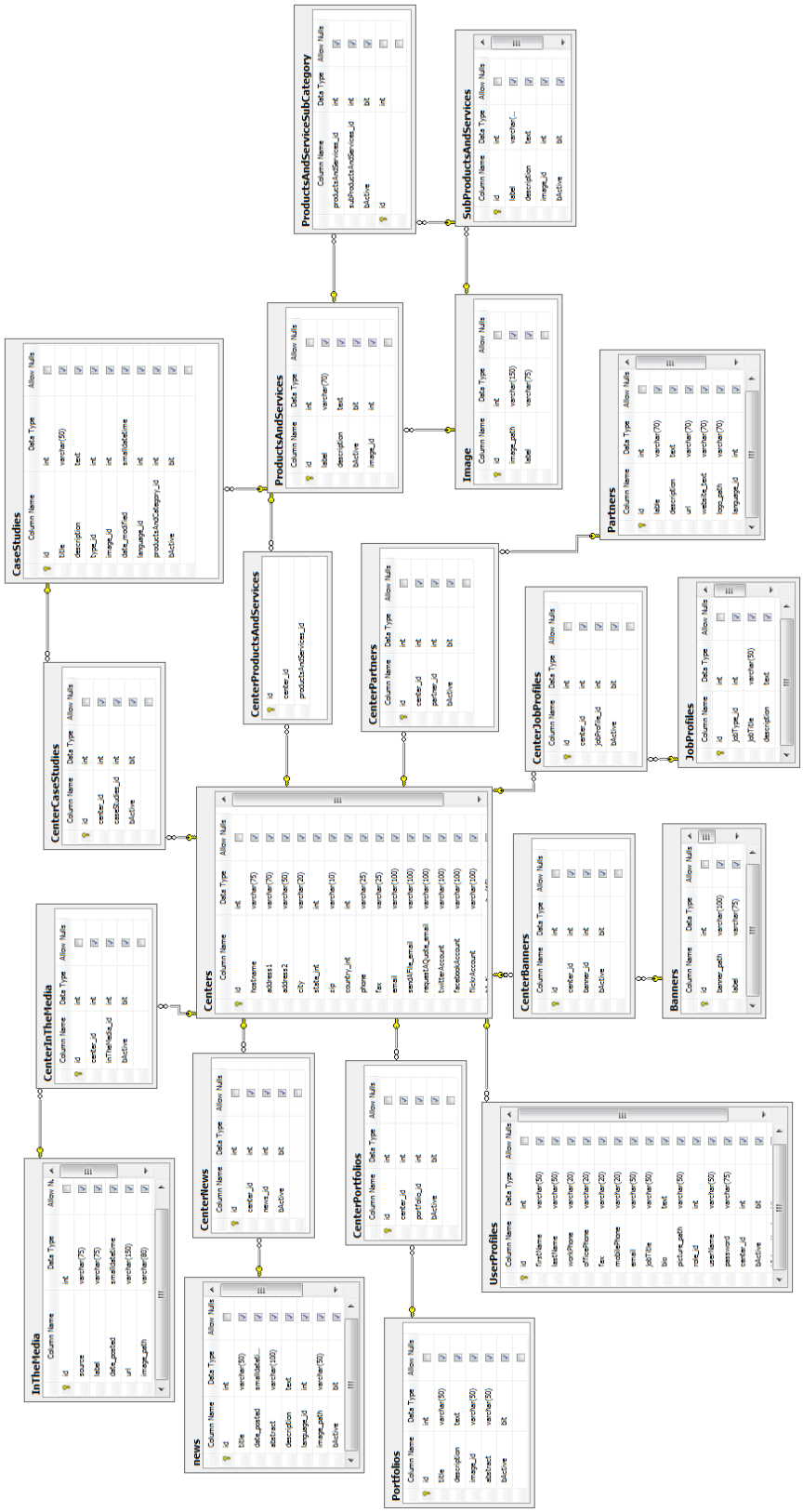
Center Manager is the manager of a Sir Speedy Franchise. Although A Center Manager will have the same access to the Center Owner, the system will have separate roles so that each access to each feature could be restricted to one or the other if the need arises. Center Managers may perform the following tasks:

1. Manage Local Sent Files
2. Manage Local Request A Quotes
3. Manage Local/Center Information
4. Manage Local Why We're Different Content
5. Manage Local Our Portfolio
6. Manage Local Banners
7. Manage Local Partners/Affiliates
8. Manage Local Promotion
9. Manage Local Careers
10. Manage Local Testimonials
11. Manage Local My Team
12. Manage Local User Profiles

2.2 Database

Part of the Admin Screen database will be directly connected to the Ektron Site database. The Admin Screens will access some of the information entered into the Ektron Site database.The Admin Screen database will be created to maintain information that is needed for the local sites.

2.2.1 Database Diagram



2.3 Admin Screens

2.3.1 Authentication

Admins will enter their credentials into an HTML form. Upon the login, their username and password will be authenticated against the Ektron Active Directory.

2.3.2 National Admin Screens

2.3.2.1 Manage Centers

Description

The Manage Centers element would be used to create and maintain Sir Speedy centers.

A page will be created to maintain the existing Sir Speedy centers website (this is the model website upon which all local sites are based). Only a superuser or a national admin will be able to add, edit and delete center sites using this element. In order to add a center site, an admin would need to enter the center information, and then press submit to create a new center site.

The creation of a new local site will be include cloning the local site default template. When a superuser/national admin presses the create button, the system will gather all the information that the national admin entered, and by using the Ektron API, the system will create a new local/center site using the default local template. A new generated unique id (primary key) and unique hostname that identifies the new local/center site instance in the database will be displayed after the site has been created..

Wireframe for this functionality is available on page 21.

Tab/Fields

1. **Center Tab : General Information of each center**
   a. Center Name (required)
   b. Center Address 1 (required)
   c. Center Address 2 (optional)
   d. Center City (required)
   e. Center State (required)
   f. Center Zip (required)
   g. Center Country (required)
   h. Center Phone (required)
   i. Center Fax (optional)
   j. Center Email (required)
   k. Center “Send-A-File” email (required)
   l. Center “Request a Quote” email (required)Phone
2. **Products and Services Tab : To manage the availability of Products and Services Category in each center**
   a. List of Available Products and Services Category Nationally
   b. List of Available Products and Services Category in a center
   c. List of Available Products and Services Sub-Category Nationally
   d. List of Available Products and Services Sub-Category in a center
3. **Banners Tab: To manage promotions banner that will appear in each center website**
   a. List of Available Banners Nationally
   b. List of Banners that will appear in a center

4. **Corporate Admin Tab: To manage promotions banner that will appear in each center website**
    a. Center Number
    b. Hostname
    c. Vanity Hostname
    d. Vanity Twitter
    e. Vanity Facebook
    f. Vanity Flickr

2.3.2.2 Manage User Profiles

Description

The Manage User profiles element will be used to manage user profiles and information on both national and local sites.

A page will be created to maintain the User Profile instances. The security properties of this page can be used to restrict access to one or more groups.

Fields

a. First Name (required)
b. Last Name (required)
c. Work Phone (required)
d. Office Phone (optional)
e. Fax (optional)
f. Mobile (optional)
g. Email (required)
h. IM screen name (optional)
i. IM service (optional)
j. Title (optional)
k. Bio (optional)
l. Picture (optional)
m. Roles (required)
n. Username (required)
o. Password (required)
p. CenterID (required)
q. Active Checkbox (optional)
r. “Is International?” checkbox (optional)

2.3.2.3 Manage All Requested Quotes

Description

The Manage All Requested Quotes element will be used to organize and display all requested quotes. Requested quotes could include a project file, comments, and basic information generated by Sir Speedy Customer.

Fields

a. Customer First Name (required)
b. Customer Last Name (required)

c. Customer Email Address (required)
d. Customer Phone Number (required)
e. Project Description (required)
f. Project Files (optional)
g. Date Requested (required)
h. Customer CenterID (required)

2.3.2.4 Manage All Sent Files

Description

The Manage All Sent Files element will be used to organize and display all sent-files that have been submitted by Sir Speedy Customer.

Fields

a. CenterID (required)
b. Customer First Name (required)
c. Customer Last Name (required)
d. Customer Company (optional)
e. Customer Email (required)
f. Customer Phone (required)
g. Customer Contact Information (optional)
h. Customer Project Description (optional)
i. Customer file uploaded (required)
j. Date File Added (required)

2.3.2.5 Manage All In the Media

Description

The Manage All in the Media will be used to organize the In the media page content both in national and local Sir Speedy site.

Fields

a. Source (where the article comes from – required)
b. News Title (required)
c. Date Posted (required)
d. Link to the article (optional)
e. Document (optional)
f. Image (optional)
g. CenterID (required)

2.3.2.6 Manage News

Description

The Manage News will be used to organize the news page content both in national and local Sir Speedy site. Only National Admins will have access to this page.

Fields

a. Title (required)
b. Date Posted (required)
c. Abstract (required)
d. Description (required)
e. Distribution throughout the site (required)
f. Language (required)
g. CenterID (optional – depends on the distribution type)
h. Page Title (required)
i. Page Description (optional)
j. Page Keywords (optional)

2.3.2.7 Mega Menu Management Tool (M3T)

Description

The Manage Mega Menu will be used to maintain the mega menu display on both the national and the local site. Only National Admins will have access to this page.

A screen will be built to allow an admin user to choose to manage a mega menu for nthe ational or center sites.

The wireframe for Mega Menu Management Local Sites is available in section 3.2.

Fields/Tab on Mega Menu National Sites

The national site will have the following on their mega menu:

1. Products and Services
2. About
3. Insights
4. Join Team
5. Blog

1. Products and Services
    - List of Available Products and Services (required)
    - Images (required)
2. About Us
    - Company Info Description (required)
    - List of available Partners with checkboxes (required)
    - List of Top Management with checkboxes (required)
    - History Description (required)
    - List of most recent News (required)
    - List of available Press Release (required)
3. Insights
    - List of Available Briefs & Whitepapers with checkboxes (required)
    - List of Available Case Studies with checkboxes (required)
4. Join Our Team
    - Why Work with Us Image (required)
    - Why Work with Us Description (required)
    - List of available Brief Job Profiles (required)
    - Create a new Brief Job Profiles form
        - Title
        - Image
        - Description
    - List of Recent Jobs available (optional)

5. Blog
    - About Marketing Tango Image (required)
    - About Marketing Tango Highlight (required)
    - About Marketing Tango Description (required)
    - List of Recent Blog Posts (required)

Fields/Tab on Mega Menu Local Sites

The national site will have the following on their mega menu:

1. Products and Services
2. Portfolios
3. About
4. Insights
5. Join Our Team
6. Blog

1. Products and Services: admin should pick available Products and Services that are available on each center.
    - List of Available Products and Services (required)
    - Images (required)
2. Portfolio: Admin should choose 4 portfolios that he/she would like to appear on the mega menu
    - List of Available Portfolio with checkboxes (required)
3. About Us
    - Company Info Description (required)
    - About Sir Speedy Image (required)
    - Why We Are Different Description (required)
    - List of Top Management with checkboxes (required)
    - News settings (required)
    - Press Release settings (required)
4. Insights
    - List of Available Briefs & Whitepapers with checkboxes (required)
    - List of Available Case Studies with checkboxes (required)
    - Primary Case Studies (required) – will display as the most highlighted case studies in the mega menu
5. Join Our Team
    - Why Work with Us Image (required)
    - Why Work with Us Description (required)
    - List of available Brief Job Profiles with checkboxes (required)
    - List of Recent Jobs available (optional)
    - Display “No current Jobs Available in this center”
6. Blog
    - About Marketing Tango Image (required)
    - About Marketing Tango Highlight (required)
    - About Marketing Tango Description (required)
    - List of Recent Blog Posts (required)

2.3.2.8 Logout

All Superusers and National Admins who logout from the admin screens will be redirected to the Sir Speedy National site.

2.3.3 Local/Center Admin Screens

Local/Center Admins will be divided into two types, which are Content Owners (CO) and Content Managers (CM). Although both types of users will have the same rights, the 2 types will remain in case the rights need to be separated between the 2.

2.3.3.1 Manage Sent Files

Description

The Manage Sent Files will be used to organize all submitted Send-A-file for each franchise location.

Fields

a. Customer First Name (required)
b. Customer Last Name (required)
c. Customer Email Address (required)
d. Customer Phone Number (required)
e. Customer Job title (optional)
f. Customer Company (optional)
g. Customer Uploaded Project Files (required)
h. Customer Project Name (required)
i. Customer Project Description (required)
j. Customer Project Budget (required)

2.3.3.2 Manage Request A Quotes

Description

The Manage Request A Quotes will be used to organize all submitted Request A Quotes page in a center.

Fields

a. Customer First Name (required)
b. Customer Last Name (required)
c. Customer Email Address (required)
d. Customer Phone Number (required)
e. Customer Job title (optional)
f. Customer Company (optional)
g. Customer Uploaded Project Files (required)
h. Customer Project Name (required)
i. Customer Project Description (required)
j. Customer Project Budget (required)

2.3.3.3 Manage Center Information

Description

The Manage Center Information will be used to maintain the general information of a Sir Speedy center.

Tab/Fields

1. **Center Tab : General Information of each center**
   a. Center Name (required)
   b. Center Address 1 (required)

c. Center Address 2 (optional)
d. Center City (required)
e. Center State (required)
f. Center Zip (required)
g. Center Country (required)
h. Center Phone (required)
i. Center Fax (optional)
j. Center Email (required)
k. Center "Send-A-File" email (required)
l. Center "Request a Quote" email (required)

2. **Products and Services Tab : To manage the availability of Products and Services Category in each center**
   a. List of Available Products and Services Category Nationally
   b. List of Available Products and Services Category in a center
   c. List of Available Products and Services Sub-Category Nationally
   d. List of Available Products and Services Sub-Category in a center
3. **Banners Tab: To manage promotions banner that will appear in each center website**
   a. List of Available Banners Nationally
   b. List of Banners that will appear in a center

4. **Corporate Admin Tab: To manage promotions banner that will appear in each center website**
   a. Center Number
   b. Hostname
   c. Vanity Hostname
   d. Vanity Twitter
   e. Vanity Facebook
   f. Vanity Flickr

Any updates in the local center information by the content owner will also be accessible in the national admin site.

2.3.3.4 Manage Why We Are Different Content

Description

The Manage Why We Are Different Content will be used to organize the Why We Are Different page content that the franchise would like to appear in their local site.

Fields

a. Title (required)
b. Description/ Content (required)
c. Document (optional)
d. Video (optional)
e. Image (optional)

2.3.3.5 Manage Our Portfolio

Description

The Manage Our Portfolio will be used to maintain the content in a local portfolio.

Fields

a. Title (required)
b. Date Posted (required)
c. Abstract (required)
d. Description (required)
e. Distribution throughout the site (required)
f. Language (required)
g. CenterID (optional – depends on the distribution type)

2.3.3.6 Manage Banners

Description

The Manage News will be used to organize the news page content for the local Sir Speedy site.

Fields

a. List of Available Banners Nationally
b. List of Banners that the CO wants to appear on the local site

2.3.3.7 Manage Partners/Affiliates

Description

The Manage Partners/Affiliates enables each franchise to add and manage the affiliates that will be displayed in their local site footer.

1. To Add a new Affiliate, click on the add link
2. To Edit and existing affiliate, the franchise should click on edit link
3. To Delete an existing affiliate, the franchise should click on delete

Fields

a. Affiliate Name (required)
b. Affiliate Description (required)
c. Affiliate Link URL (required)
d. Affiliate Website Link Text (optional)
e. Logo Image (optional)
f. Partner Type (optional)
g. Language (required)

2.3.3.8 Manage Local Promotions

Description

Each franchise will be able to manage local promotions that should appear on their local Sir Speedy Site.

Fields

a. List of Local Promotions Available for each center
b. List of Local Promotions that should be display (required)
c. Local Promotions time period (optional)

2.3.3.9 Manage Careers

Description

The Manage Careers will be used to organize the career postings on the local Sir Speedy site.

Local admins can enter a specific job (and associate it with a job profile from national), or they can choose to just list a job with the job profile entered by national admin (with the default information).

Fields

a. Career Type (required)
b. Custom Job Title (optional)
c. Job Description (optional)
d. Language (optional – default to English)

2.3.3.10 Manage Testimonials

Description

The Manage Testimonials will enable the franchise to add and manage the testimonials on their local Sir Speedy site.

Fields

a. First Name (required)
b. Last Name (required)
c. Text (required)
d. Company/Organization (optional)
e. Image (optional)

2.3.3.11 Manage My Team

Description

The Manage My Team will enable each franchise to add new employees and manage the team members that will be displayed in the Our Team section on the local Sir Speedy Site.

Fields

a. First Name (required)
b. Last Name (required)
c. Work Phone (optional)
d. Office Phone (optional)
e. Fax (optional)
f. Mobile (optional)
g. Email (required)
h. Title (required)
i. Bio (optional)
j. Picture (optional)
k. Gender (required)
l. Roles (required)
m. Username (required)
n. Password (required)
o. isActive (optional)

2.3.3.12 Manage User Profiles

Description

The Manage User Profiles will be used to organize the local System (Sir Speedy site) Users. All CMs and COs will have access to this screen.

Fields

a. First Name (required) - CM and CO
b. Last Name (required) - CM and CO
c. Work Phone (required) - CM and CO
d. Office Phone (optional) - CM and CO
e. Fax (optional) - CM and CO
f. Mobile (optional) - CM and CO
g. Email (required) - CM and CO
h. IM screen name (optional) - CM and CO
i. IM service (optional) - CM and CO
j. Title (optional) - CM and CO
k. Bio (optional) - CM and CO
l. Picture (optional) - CM and CO
m. Roles (required) - CM and CO
n. Username (required) - CM and CO
o. Password (required) - CM and CO
p. CenterID (required) - CM and CO
q. Active Checkbox (optional) - CM and CO

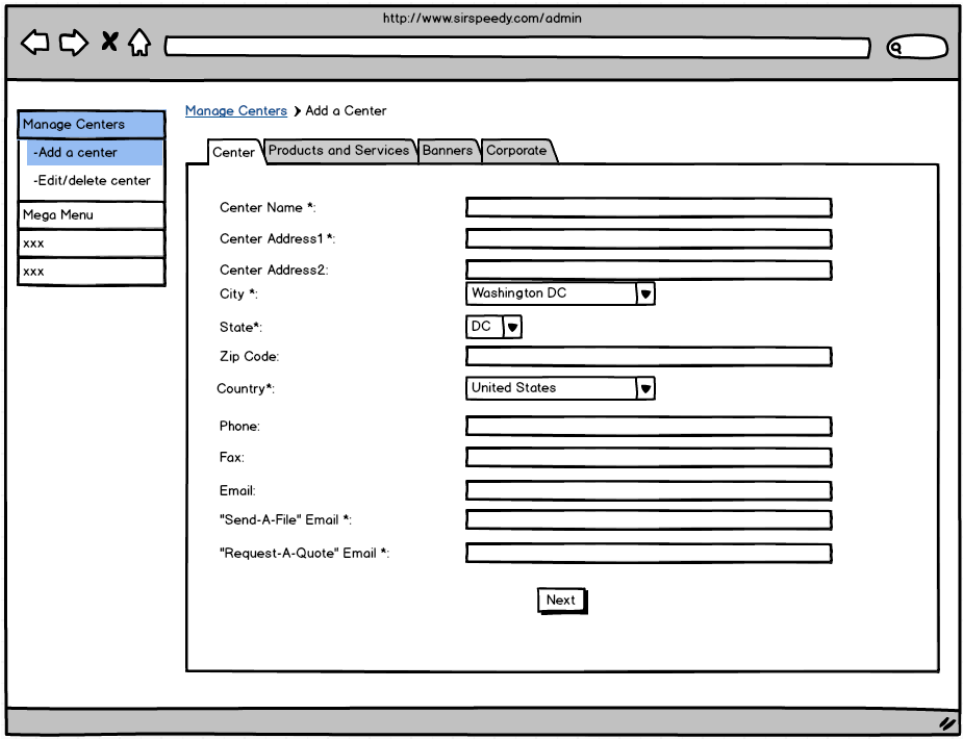
2.3.3.13 Logout

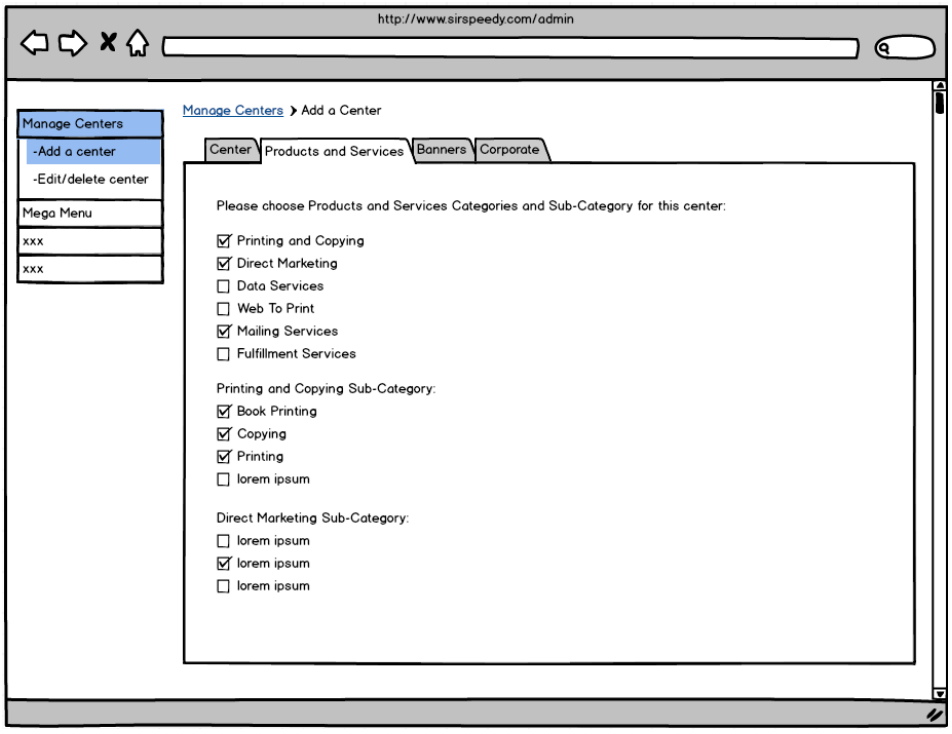
All Local/Center admins will be redirected to their Sir Speedy local site after logging out.

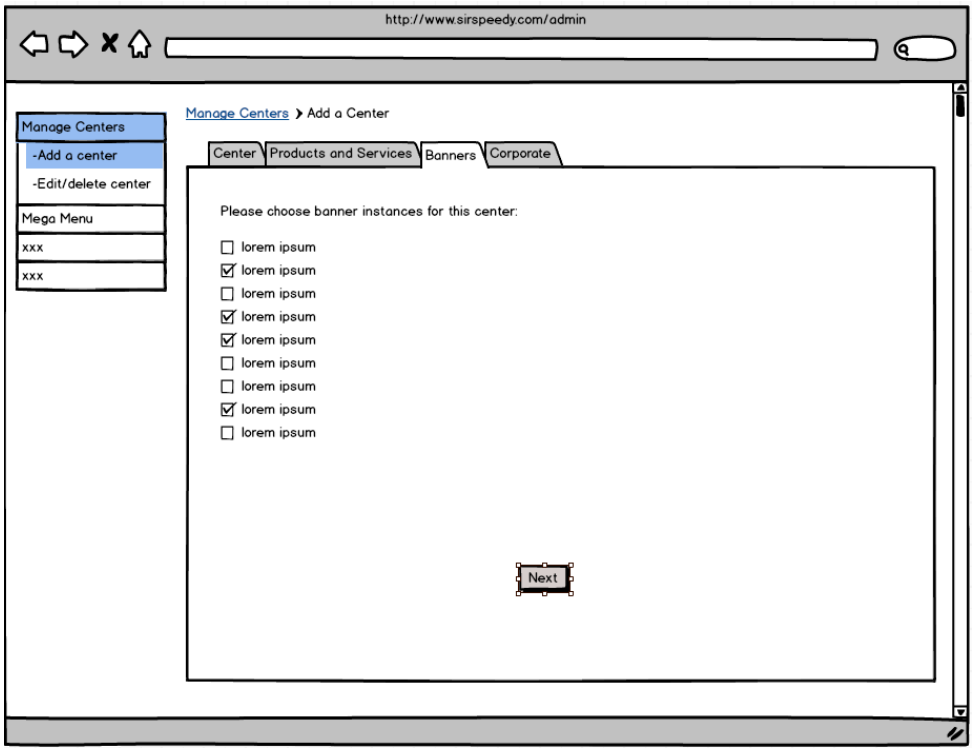
3. USER INTERFACE DEVELOPMENT

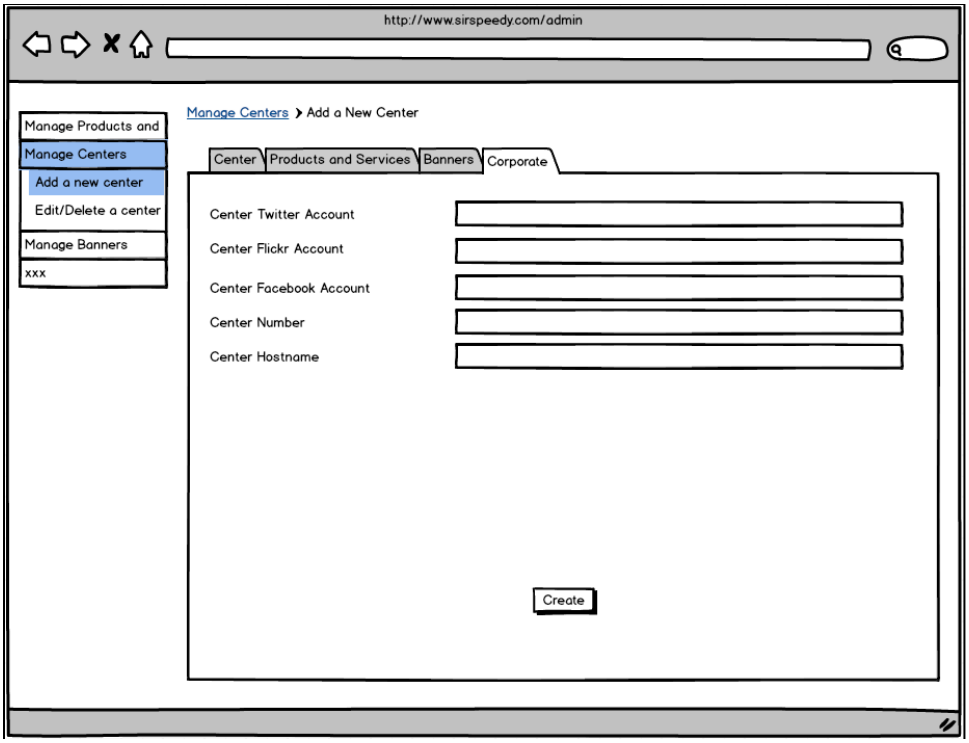
This Section will describe the page components as they will be displayed on the full-sized (non-mobile) screens.

3.1 Manage Centers





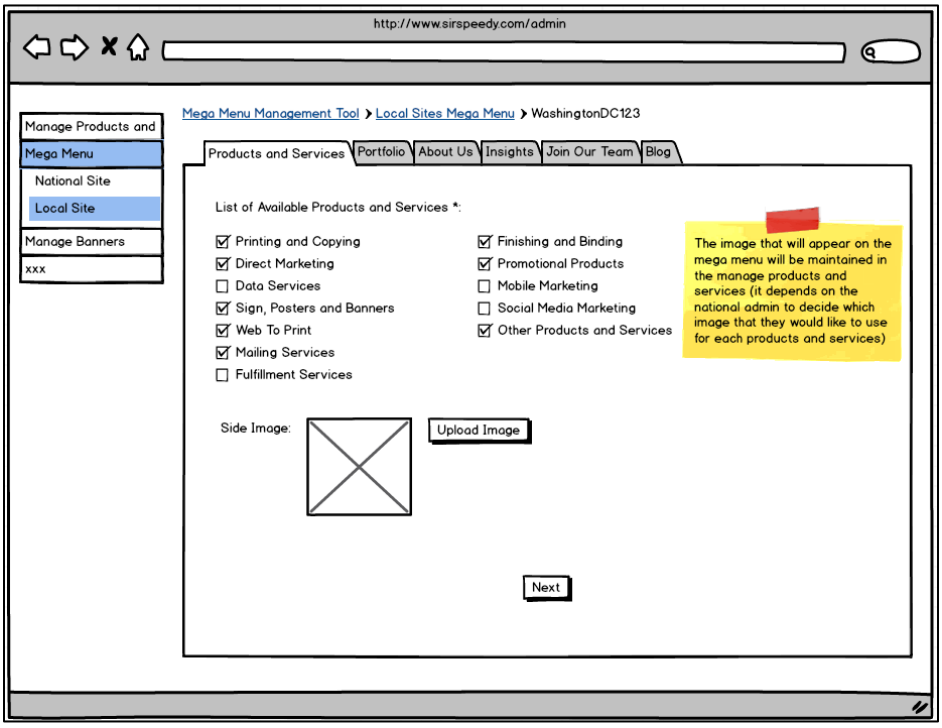




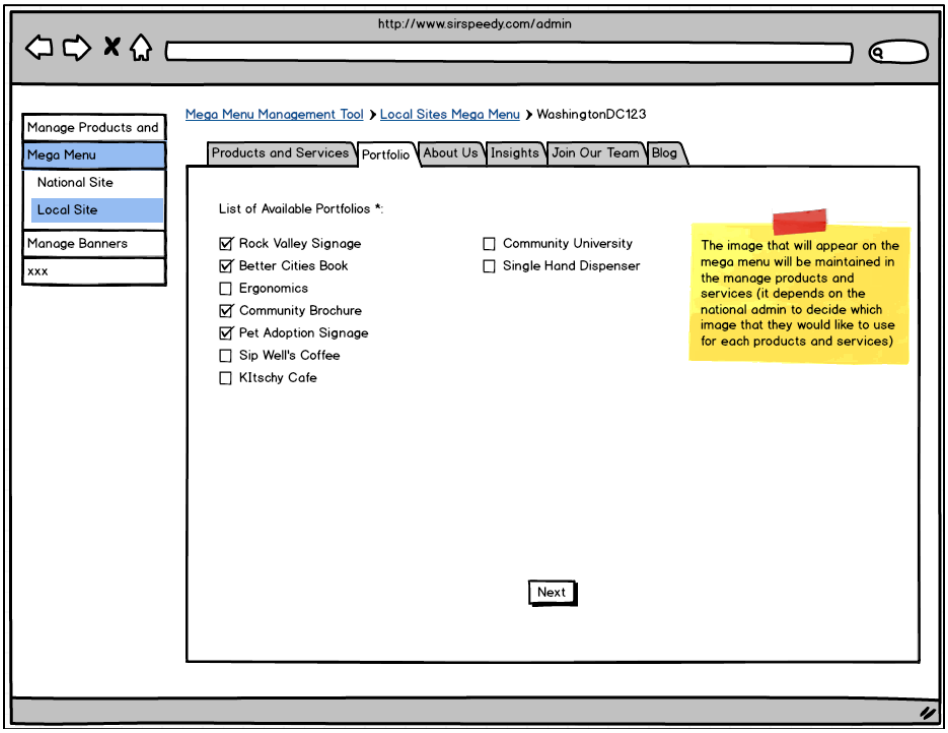
The Manage Center will be using a tab-based interface that will allow the superusers or national admins to enter all the information needed to create a local site.

3.2 Mega Menu Management Tool (M3T)

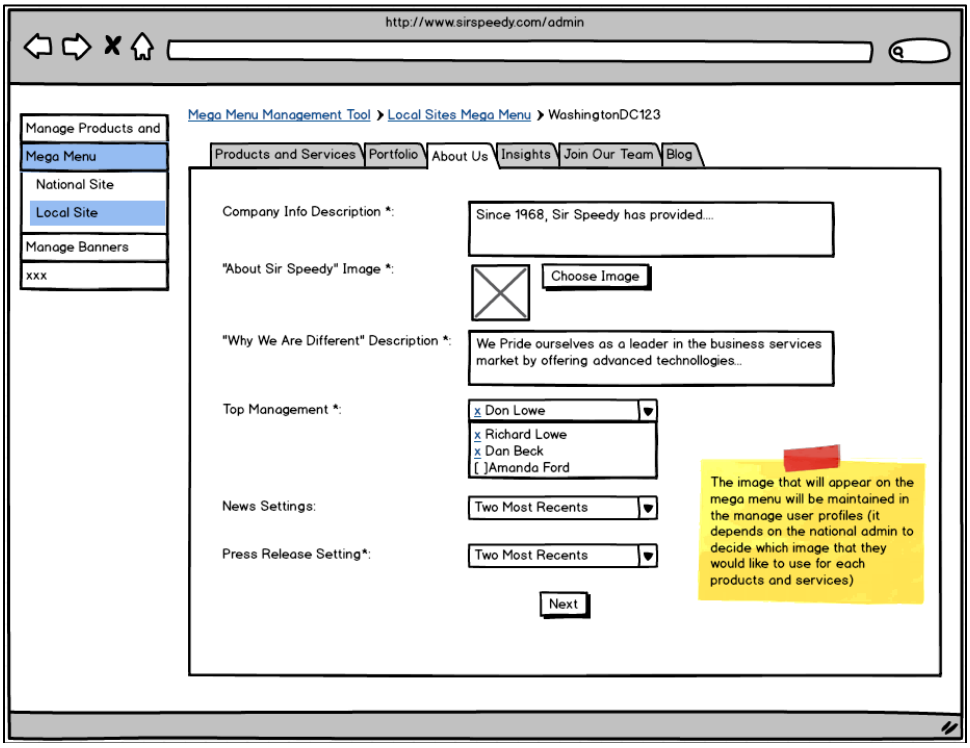
Products and Services Tab:



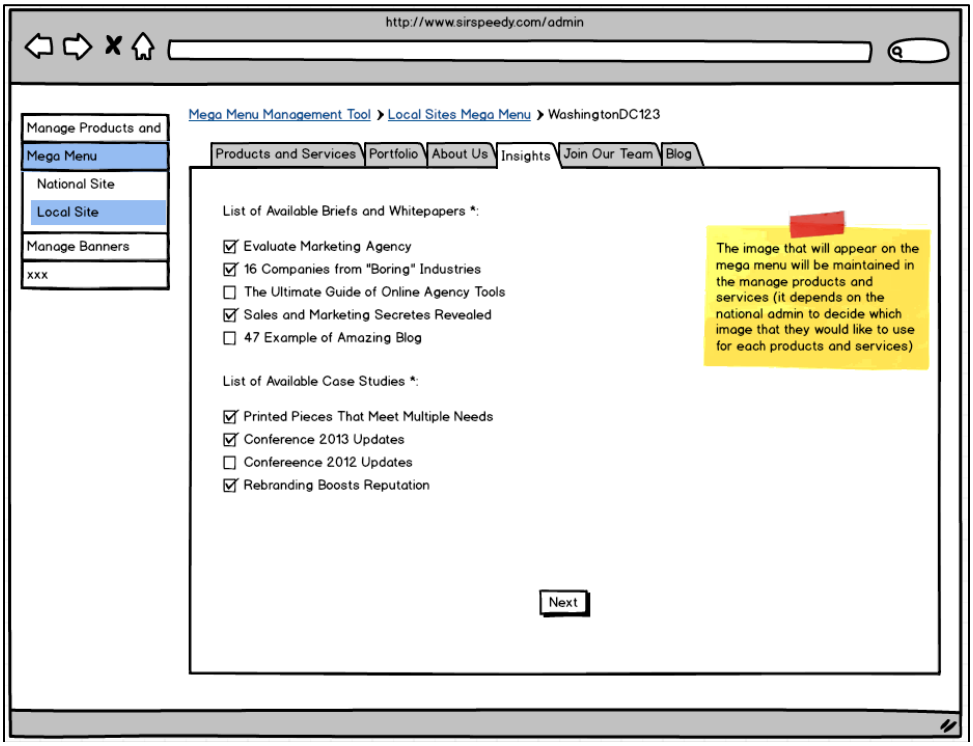
Portfolio Tab:



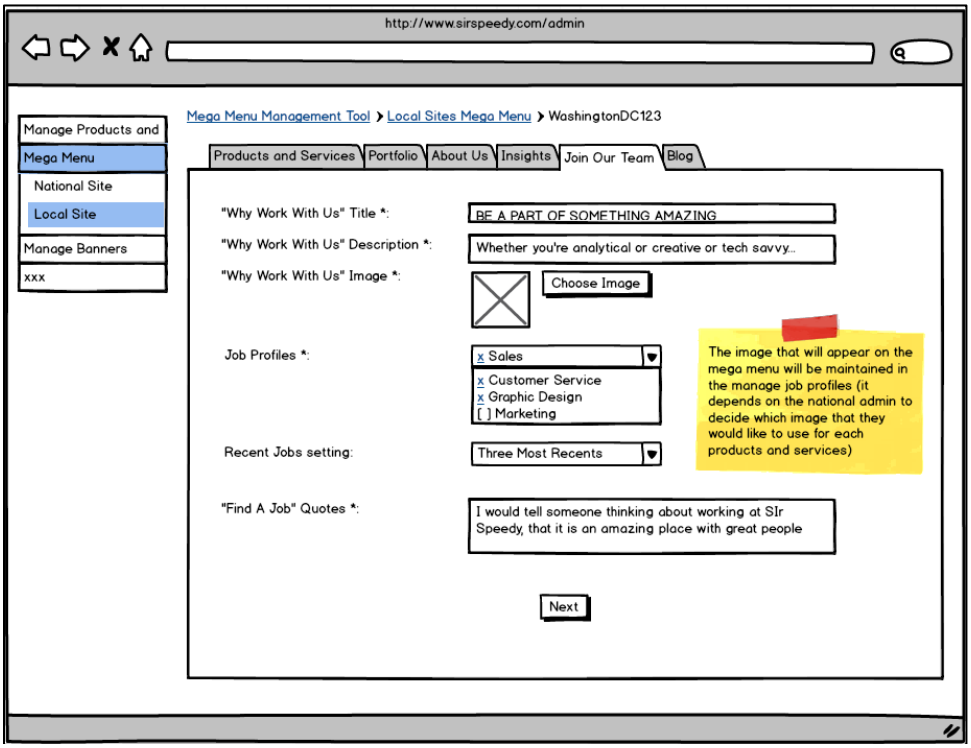
About Us Tab:



Insights Tab:



Join Our Team Tab:



4. DEVELOPMENT REQUIREMENTS

4.1 Operational Requirements

The system will be developed by Fig Leaf Software on servers provided by FranServ for the purpose of hosting the new Ektron SirSpeedy website. Fig Leaf recommends the following software be installed on these servers including the latest versions of .Net Framework (.Net 4.5), and SQL server database software.

4.2 Mobile

There are no special requirements or design for mobile version of the Admin Screen.

4.3 Platforms and Browser Support

4.3.1 Authoring

Ektron acknowledges the following browsers as those known to support core features.

OPERATING SYSTEM	BROWSER VERSIONS
Windows	Internet Explorer 8.0 or higher
	Mozilla Firefox 10.0 or higher
	Google Chrome 15.0 or higher
Windows Vista	Internet Explorer 8.0 or higher
	Mozilla Firefox 10.0 or higher
	Google Chrome 15.0 or higher
Windows 7	Internet Explorer 8.0 or higher
	Mozilla Firefox 10.0 or higher
	Google Chrome 15.0 or higher
Mac OS X 10.6 or higher	Mozilla Firefox 10.0 or higher
	Google Chrome 15.0 or higher
	Safari 5.0 or higher

4.3.2 Viewing/Browsing

Use of the site will be supported for the following operating system and browser version combinations.

OPERATING SYSTEM	BROWSER VERSIONS
Windows XP	Internet Explorer 8.x
	Mozilla Firefox 15.0 or higher

	Google Chrome 22.0 or higher
Windows Vista	Internet Explorer 8.0 or higher
	Mozilla Firefox 15.0 or higher
	Google Chrome 22.0 or higher
Windows 7	Internet Explorer 8.0 or higher
	Mozilla Firefox 15.0 or higher
	Google Chrome 22.0 or higher
Mac OS X 10.6 or higher	Mozilla Firefox 15.0 or higher
	Google Chrome 22.0 or higher
	Safari 5.0 or higher
Mobile	Android 2.33
	iPhone 3+

5. DOCUMENT APPROVAL

Upon signature below, FranServ and Fig Leaf Software fully accept the Admins Screen Detailed Specification Document and any specifications documented herein, and authorize the initiation of work based on the development guidelines they constitute.

Additionally, FranServ and Fig Leaf Software fully acknowledge and accept that changes to the Detailed Specifications Document and/or specifications described herein, or changes to design requirements that affect these detailed specifications, that are requested or made after signature of these specifications, may significantly affect any project timelines based upon this document. Therefore, FranServ and Fig Leaf Software shall evaluate any such changes on a per-instance basis to determine whether incorporation is acceptable, a modification order is warranted, and/or adjusting the project timeline accordingly is required.

FIG LEAF SOFTWARE, INC.	**FRANCHISE SERVICES, INC.**
Signature: _____	Signature: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____