

# **System Requirements**

## **Functional Requirements**

### **1. User Management**

- 1.1. The system will allow students to register and log in securely.
- 1.2. The system will authenticate users and manage authorization levels.
- 1.3. The system will define roles for administrators and OSAD staff to manage access permissions.

### **2. Student Concerns & Disciplinary Tracking**

- 2.1. The system will allow students to submit concerns through an online portal.
- 2.2. The system will store and manage disciplinary records for tracking purposes.
- 2.3. The system will enable students and OSAD staff to track the status of submitted concerns.

### **3. Facility Reservation System**

- 3.1. The system will allow students and organizations to submit facility booking requests.
- 3.2. The system will include an approval workflow for facility reservations.
- 3.3. The system will display an availability calendar for users to check open slots before booking.

### **4. Document Management**

- 4.1. The system will enable users to upload and store relevant documents.
- 4.2. The system will generate reports related to student concerns, disciplinary records, and reservations.

### **5. Notification System**

- 5.1. The system will send email and in-system notifications for request updates and

approvals.

## **6. Security & Compliance**

- 6.1. The system will implement data encryption to protect sensitive student information.
- 6.2. The system will maintain user access logs to ensure security and accountability.

## **Non-Functional Requirements**

### **Performance Requirements**

- 1.1. The system should support up to 500 simultaneous users without performance degradation.
- 1.2. Basic transactions, such as login and request processing, should complete within 3 seconds.

### **Usability Requirements**

- 2.1. The system should feature a user-friendly interface aligned with university branding.
- 2.2. The system should be mobile-responsive, ensuring accessibility across smartphones, tablets, and desktops.
- 2.3. Navigation should be clear and intuitive for both students and OSAD staff.

### **Security Requirements**

- 3.1. The system should implement role-based access control to restrict unauthorized actions.
- 3.2. Student records and sensitive data should be encrypted for protection.
- 3.3. Regular data backups should be performed to prevent data loss.
- 3.4. The System should adhere to RA 10173 - Data Privacy Act to ensure compliance with legal regulations.

### **Scalability Requirements**

4.1. The system should support easy expansion of storage and processing power to accommodate an increasing number of users.

### **Availability & Reliability**

5.1. The system should maintain 99.9% uptime to ensure consistent availability.

5.2. Automatic failover mechanisms should be in place to handle server failures and prevent downtime.

### **Maintainability & Support**

6.1. The system should follow a modular design for efficient updates and bug fixes.

6.2. The IT support team should receive training to effectively manage and maintain the system.

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