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**Ho Chi Minh City,** **December 2015**

**Table of contents**

Contents

[REVIEW 1 3](#_Toc439087028)

[I. Introduction 4](#_Toc439087029)

[II. Existing Scenario 4](#_Toc439087030)

[III. Customer Requirement Specification 4](#_Toc439087031)

[IV. Functional Requirement Specification 5](#_Toc439087032)

[***1.*** **Login and logout*.*** 5](#_Toc439087033)

[***2.*** **Change password.** 5](#_Toc439087034)

[***3.*** **Change profile.** 5](#_Toc439087035)

[***4.*** **Manage draft document by Staff** 5](#_Toc439087036)

[***5.*** **Approve, return, remove draft by Manager** 5](#_Toc439087037)

[***6.*** **Process transfer draft by Manager** 6](#_Toc439087038)

[V. System requirements, Development software and Technology 8](#_Toc439087039)

[**1.** **System requirements** 8](#_Toc439087040)

[**2.** **Development software** 9](#_Toc439087041)

[**3.** **Technology** 9](#_Toc439087042)

[VI. Tasksheet 10](#_Toc439087043)

# **REVIEW 1**

1. **Introduction**

With rapidly-changing technology and an increasing emphasis on managing information properly, clients are looking for experts to help them address business-critical issues. Organizations have unique needs that are not often met by consumer products; for example, the search and retrieval functions of common consumer products are not appropriate for organizational purposes. And while you may know that you need assistance figuring out how to help your organization improve efficiency, profitability and productivity, you may not know where to begin.

Here at APTECH Soft®, we have a commitment to keep moving forward. As a part of this commitment, we actively support document management initiatives to increase knowledge about digital document management. From Web to white papers, APTECH Soft is committed to providing best solutions to help businesses increase efficiency and productivity.

You shouldn’t have to change the way you work to improve the efficiency of your work processes. With a quality digital document management solution, you can work the way you always have, just without the clutter and limitations of paper. In fact, according to research conducted by APTECH Soft, when you implement a digital document management solution, your organization can reduce overall document-related costs by 30%.

By implementing document and records management software, business owners can realize many benefits that noticeably improve organizational efficiency. Digital document management systems can help your organization succeed by:

* Saving money.
* Saving time
* Increasing efficiency
* Increasing productivity
* Increasing inter-departmental and inter-organizational communication and collaboration

1. **Existing Scenario**

Makes 3 - 15 copies and spends $5 - 15$ on paper of each document.

Loses 1 out of 20 office documents.

Spends $100 recreating each lost document.

Employees spend 20% of their day looking for information in hardcopy documents and that, 50% of the time, they can’t find what they need.

Too hard to find document which related with others.

1. **Customer Requirement Specification**

A quality system makes it possible for multiple users to access the same files at the same time

Web systems should be fully searchable. Helping users quickly search through thousands of documents in order to pinpoint the information they need.

Share documents with others while protecting confidential information.

Manage millions of documents and retrieve the right one in seconds.

Answering information requests immediately, eliminating call-backs and phone tag.

Cutting time spent copying and distributing documents to staff, branch offices and outside contacts.

Speeding document-handling workflow by enabling automation

Support the entire group of organizational users concurrently.

Store all documents for the entire organization.

Document life cycle management.

1. **Functional Requirement Specification**
   1. **Login and logout*.***
   2. Description

The system must provide a page to login user’s account and function log out (for logged in user) with the following information:

* Username.
* Password.
  1. Functional Requirements

1. User must provide Username and Password to login.
2. After user logged in the user can use function log out.
   1. **Change password.**
   2. Description

The system must provide a page to change user’s password, user must logged in in website can do this function. User must provide:

* Current password.
* New password.
* Retype new password.
  1. Functional Requirements

1. User must provide correct current password before changing.
2. New password and retype password must match.
   1. **Change profile.**
   2. Description

The system must provide a page to view, change user’s profile. User’s information which they can change such as:

* Full name
* Email
* Gender
* Day of Birth
  1. Functional Requirements

1. User provide Full name, email, day of birth must not be blank. Validate email and day of birth to change profile.
   1. **Manage draft document by Staff**
   2. Description

The system must provide a page which staff create, update, remove draft document.

Create function with following information:

* Abstract content
* File

Update function with following information:

* Abstract content
* File
  1. Functional Requirements

1. Staff can view draft document.
2. Staff can update draft document.
3. Staff can remove draft document which has not approved yet by his/her Manager.
   1. **Search published document**
   2. Description

The system must provide a page which user search published document, user must have with following information:

* From date
* To date
* Abstract content
* Number
* Type of document
  1. Functional Requirements

1. User should provide at least a condition to search published document. If user leave a field to blank, this mean that no condition for that field.
   1. **Search draft**
   2. Description

The system must provide a page which user search draft with following information:

* From date
* To date
* Abstract content
* Source’s Number
  1. Functional Requirements

User should provide at least a condition to search draft. If user leave field to blank, this mean that no condition for that field.

* 1. **Approve, return, remove draft by Manager**
  2. Description

Manager can approve, return or remove draft sent by his/her staff.

If he has chosen return, then his/her staff must to update this draft.

If he has chosen approve then he should transfer to Top manager.

If he has chosen remove draft which has not transfer to other.

* 1. Functional Requirements

1. If Manager approve draft then the system provide a functional transfer to Top manager.
2. If Manager return draft then his/her staff can update this.
3. If Manager remove draft then document’s status changed to “removed”.
   1. **Process transfer draft by Manager**
   2. Description

Manager can transfer draft for getting approval from Top manager.

* 1. Functional Requirements.

1. Manager transfer draft to top manager.
2. Manager can view, remove draft’s history transfer to cancel transfer.
   1. **Process approve, not approve, return draft document by Top manager**
   2. Description

Top manager will receive draft which was approved by Manager and make a decision if this draft can be approved or not.

* 1. Functional Requirements

1. If Top manager choose approve then this draft’s status changed to “approved”.
2. If Top manager choose not approve, he/she must leave a comment on this and its status changed to “denied”.
3. If Top manager choose return then this return to Manager who transfer to him/her and leave a comment to Manager edit content of draft.
   1. **Manage published document by VanThu**
   2. Description

The system must provide a page which VanThu create, update, remove published document.

* Number
* Is Local or not
* Source’s number
* Document date
* Valid date from
* Valid date to
* Abstract content
* File
* Is need to be reply or not
* Can choose reference other published document or draft.
  1. Functional Requirements

1. VanThu can view list of published document.
2. VanThu can create published document.
3. VanThu can update published document.
4. VanThu can remove published document.
   1. **Process transfer published document by VanThu**
   2. Description

The system must provide a page which VanThu can transfer published document to other departments or group of department. If properties of document is need to reply then VanThu must choose a department which need reply on this.

* 1. Functional Requirements

1. VanThu can view and choose multiple of department on list of departments or groups of department to transfer.
2. VanThu can view and choose a department on list of departments or groups of department to transfer if property of published document is need to reply.
3. View, remove published document’s history transfer to cancel transfer.
   1. **Process transfer published document by Manager**
   2. Description

The system must provide a page which manager can receive published documents are transferred by VanThu. Then he/she should choose these for transferring to his/her Staff if he wants.

* 1. Functional Requirements

1. View list of his/her Staff who has not received this document yet, then he choose for transferring.
2. View, remove published document’s history transfer to cancel transfer.
   1. **View published document by Staff**
   2. Description

The system must provide a page which Staff can receive published documents are transferred by his/her Manager or VanThu.

* 1. Functional Requirements

1. Staff can view list of published document which they have permission to view.
   1. **Process reply on published document by Manager**
   2. Description

When Vanthu sent a published document with property which need to reply, then Manager related of that document should leave a comment or attach file to reply to VanThu.

* 1. Functional Requirements

1. Manager received published document and have a function to comment or attach file to reply VanThu.
   1. **Proccess convert draft to published document by VanThu**
   2. Description

After Top manager approved a draft then this will transfer to VanThu. VanThu should publish this like creating a published document .

* 1. Functional Requirements

1. VanThu received draft from Top manager after he/she approved. Then VanThu should convert draft to published document.
   1. **Manage user by IT**
   2. Description

The system must provide a page which IT view, create, update, reset password for user with following information:

* User name.
* User password.
* Full name.
* Email.
* Gender.
* Date of Birth.
* Role
  1. Functional Requirements

1. IT can view list of users.
2. IT can create user.
3. IT can update user.
4. IT can reset password for user.
   1. **Manage role by IT**
   2. Description

The system must provide a page which IT view create, update, remove role with following information:

* Role name.
* Role description.
  1. Functional Requirements

1. IT can view list of role.
2. IT can create role.
3. IT can update role.
4. IT can remove role.
   1. **Manage department by IT**
   2. Description

The system must provide a page which IT view, create, update, remove department with following information:

* Department name.
* Department description.
  1. Functional Requirements

1. IT can view list of department.
2. IT can create department.
3. IT can update department.
4. IT can remove department.
   1. **Manage group of department by IT**
   2. Description

The system must provide a page which IT view, create, update, remove or assign a department to a group or remove it out group.

* Group name.
* Group description.
  1. Functional Requirements

1. IT can view list of group.
2. IT can create group.
3. IT can update group.
4. IT can remove group.
5. IT can assign department to group or remove department out group.
   1. **Manage type of document by IT**
   2. Description

The system must provide a page which IT view, create, update, remove type of document.

* Type name.
* Type description.
  1. Functional Requirements

1. IT can view list of type of document.
2. IT can create type of document.
3. IT can update type of document.
4. IT can remove type of document.
5. **System requirements Development software and Technology**
6. **System requirements**
   1. **Hardware**
      1. **Server**

|  |  |
| --- | --- |
| Processor | Dual core or higher. |
| Memory | 4GB RAM or greater. |
| HDD | 10GB or greater |
| Network | Connecting to local network |

* + 1. **Client**

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| --- | --- |
| Processor | Pentium III or higher. |
| Memory | 512 MB RAM or greater. |
| Monitor | Support screen resolution at 1024x768 pixels |
| Pointing Device | Microsoft Mouse, Microsoft IntelliMouse®, or compatible pointing device. |
| Network | Connecting to local network |

* 1. **Software**
     1. **Server**

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| --- | --- |
| Operation System | Windows 2000/XP/2003 |
| Browser | Internet Explorer 6.0 or higher. |
| Database | Microsoft SQL Server 2000 |
| Software | Java SDK 1.7 Glassfish server 4.0 |

* + 1. **Client**

|  |  |
| --- | --- |
| Operation System | Windows XP or later. |
| Browser | Internet Explorer 7.0 or higher. |

1. **Development software**

* Microsoft Windows XP Professional SP3
* Netbean IDE
* Java SDK 1.7
* Glassfish 4.0
* Microsoft SQL Server 2005 SP2
* Internet Explorer 7.0

1. **Technology**

* J2EE
* Java Restful Service
* JSF
* HTML
* EJB

1. **Tasksheet**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Project Ref.No: 2** | | **Project Title:**  **Document Mangement System** | **Date of Preparation of Activity Plan** | | | |
| **Sr. No.** | **Task** | | **Actual Start Date** | **Actual Days** | **Team Member Names** | **Status** |
| 01 | Introduction | | Dec, 12, 2015 | 5 | All Members | Completed |
| 02 | Exiting Scenario | | All Members | Completed |
| 03 | Customer Requirement Specification | | All Members | Completed |
| 04 | Functional Requirement Specification | | All Members | Completed |
| 05 | System requirements, Development software and Technology | | All Members | Completed |
| 06 | Tasksheet | | All Members | Completed |

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| --- | --- | --- |
|  | Prepare By: Group 2 | Approved By: Faculty |
| Date: Dec, 2015 | Team Leader  **Hua Tran Huu Trung** |  |