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| **Faculty:** |  | **Mr.** |  |
| **Batch No:** |  | **F2131405T0** |  |
| **Group No:** |  | **4** |  |
| **Students:** |  | **Fullname** | **Roll No.** |
|  | 1. | Hua Tran Huu Trung | Student812912 |
|  | 2. | Ngo Ngoc Thoi | Student797693 |
|  | 3. | Pham Le Viet Tin | Student805972 |
|  | 4. | Le Minh Dong | Student806079 |

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

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# **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 to website*.***
   2. Description

The system must provide a page to login user’s account which is supplied by IT user with the following information:

* Username.
* Password.

User must login to do functions in website.

* 1. Functional Requirements

1. User must provide Username and Password.
   1. **View document data.**
   2. Description

Document data is retrieved by the system depend on role, department of users. With the different tabs, it will be displayed different document data such as: tab processing, tab sent. The Manager will have another tab called department sent.

* 1. Functional Requirements

1. At tab processing document will retrieve all documents which have not finished yet by user, user can order data by columns.
2. At tab sent document will retrieve all document which was sent by user, user can order data by columns.
3. At tab department sent will retrieve all document which was sent by all user in that department – Only the Manager see this tab, user can order data by columns.
   1. **Search document data with multiple parameters**
   2. Description

The system must provide user can search in storage that users have permission to view, with multiple parameters such as:

* From date
* To date
* Some words in principal content
* Type of document
* Status of document
* Document is still effect or not.
  1. Functional Requirements

1. At tab search document will have some input parameters:
   1. **Manage draft document**
   2. Description

The system must provide a page which staff create, update, remove draft document (which is not approved by manager)

* Create User
* Create Date
* Abstract content
* Code
* File
  1. Functional Requirements

1. Staff can view, create, update, remove draft document.
   1. **Process approve, not approve or remove draft document** **by manager**
   2. Description

Manager can approve, not approve or remove draft document sent by his/her staff.

If he has chosen not approve, then staff can update this draft document.

If he has chosen approve

* 1. Functional Requirements

1. If Manager approve draft document then he must choose transfer to other departments or Top manager.
2. If Manager not approve draft document then his/her staff can update this.
3. If Manager remove draft document then document’s status changed to “removed”.
   1. **Process transfer draft to other departments or** **top manager**
   2. Description

Manager can choose other departments from dropdown list or top manager to transfer draft document for getting approval from top manager or agreement from other departments

* 1. Functional Requirements

1. Display list of departments to choose.
2. Transfer draft document to chosen department(s).
3. Transfer draft document to top manager.
4. View, remove list of history transfer draft to cancel transfer.
   1. **Discussing on draft document’s content**
   2. Description

Once manager and Top manager recieve a draft document they can leave a comment on this.

* 1. Functional Requirements

1. View list of comments relating to this draft document.
2. Discussing on this draft document.
3. The staff who have created draft document may read comments in case draft document need to edit
   1. **Process approve, not approve draft document by Top manager**
   2. Description

Top manager will read the comments 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”. Else he/she must leave a comment on this and its status changed to “denied”.
   1. **Manage published document**
   2. Description

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

* Number
* isLocal
* Source’s number
* Page’s number
* Document date
* Create User
* Create Date
* Abstract content
* Code
* File
  1. Functional Requirements

VanThu can view, create, update, remove published document.

* 1. **Process transfer published document to other departments**
  2. Description
  3. Functional Requirements
  5. Description
  6. Functional Requirements
  8. Description
  9. Functional Requirements
  11. Description
  12. Functional Requirements

1. **System requirements, Development software and Technology**
2. **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**

|  |  |
| --- | --- |
| 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**

|  |  |
| --- | --- |
| 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** |  |