Functional Requirements:

1. Create Folder. [admin][employee]
   1. The system should have no limit in creation of folders and sub folders.
   2. The system should have a public repository where users can only view the uploaded/created record in assigned public folder.
   3. The system should have a private repository where only permitted users and groups are allowed to view and edit a record.
2. Lock/Unlock files. [employee]
   1. Give view access.
   2. Give edit access.
3. .......................................................................... [admin][employee]
   1. Assign user to specific folder or files.
   2. Assign groups to specific folder or files.
4. Upload an index file in CSV format and automatically link the attributes in designatcd file names without any limit. [employee]
   1. The system can index each record using the CSV file.
   2. No limit in index field.
5. Archiving [System]
   1. System automatically archives upon expiry date.
6. Route records to one or more user accounts. [employee]
7. View previous uploaded documents. [employee]
8. Create user account with specific role. [Admin]
   1. System should be capable to create unlimited number of accounts.
9. Request for change of password [employee]
10. Reset password. [admin]
    1. Notify the administrator through email for new request for change password.
11. Upload avatar. [admin][employee]
12. Create group. [admin][employee]
    1. Create new group with specific roles per folder.
13. Login with Google account. [admin][employee]
14. Search data. [employee]
    1. Search as index, file name, date, author name, uploader name, document type and content of the scanned document
15. Search OCR of scanned document. [employee]
16. Search with filter. [employee]
17. Send email notification in every routed task. [employee]
18. View real-time notification in dashboard. [admin][employee]
19. Count all the uploaded records by folder or user. [System]
20. Count all the pages in every record uploaded. [System]

Non-Functional Requirements:

1. Effective.
2. Cost efficient.
3. Technologically advanced.
4. User friendly and organized.
5. Secure.
6. Must be able to deal with high volume of data.

Constraints:

1. Accounts with 3 failed login attempts should block.
2. Idle time off 15 minutes should automatically log out.
3. Include 3 index per document.
4. Minimum Resolution is 200dpi.
5. Capable of scan and upload 36,00,000(extimated) pages documents.
6. Only alpha and numeric keys are allowed in username and password field.
7. Scanned images will be saved using industry standards, such as, TIFF, G4,PDF/A, searchable PDF or a like.

User Interface:

The system should have a dashboard for private and public folders, uploaded documents and notifications

Things I don’t know where to put:

Reports Management 2.2.5.7

Digitized document can be linked into the records on File Server.

Must provide a backup and recovery mechanism for the digitized documents.