SCOPE OF WORK

v1.1

CeremonIA

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Content

Scope Version History

Document Version	Sent On	Notes
v1.0	22-12-2025	First Draft
v1.1	06-01-2026	Edit Story Flow Change

1. Introduction

1.1 Purpose

The purpose of this document is to present a detailed description of the features that will be added to the webapp & web panel. It will explain the purpose and features, interfaces, business process workflow of the features added in the application, what the system will do, the constraints under which it must operate, and how the system will react to the data generated. This document is intended for both the stakeholders and the developers of the system and will be proposed to the client and development team for their approval.

1.2. Scope

The platform's scope is to provide a web-based system where users and officiants answer guided questions, generate a personalized ceremony text using AI, edit the content, and regenerate improved versions through structured feedback.

1.3. Glossary

Term	Definition
Scope of Work	A document that completely describes all of the functions of a proposed application and the constraints under which it must operate
Stakeholder	Any person with an interest in the project who is not a developer
Actor	End User, Officiant Team, Admin

2. Business Process Requirements Specification

This section outlines the business process features for each user separately.

Types of User Roles:

1st level Users: End User, Officiant Team
2nd level Users: Admin

2.1 User Classes and Characteristics

User Characteristics	User Classes
Website - Home Page - Login - Forgot Password - Start Questionnaire - Questionnaire Block 1 - Questionnaire Other Blocks - Filter Selection - Story Generation Flow - Story Preview - Data Retention - Notifications	End User
Website - Home Page - Login - Forgot Password - Officiant Dashboard - Questionnaire Block 1 - Questionnaire Other Block - Filter Selection - Story Generation Flow - Story Preview - Notifications	Officiant Team
Web Panel - Login - Forgot Password - End User Management - Officiant Team Management - Questions Management - Filter Management - Settings - Profile - Notifications	Super Admin

2.2 Technology Stack

Browser Compatibility for Website & Web Panel	Device Compatibility	OS Compatibility for Admin Panel
All latest versions of Firefox, Chrome, & Safari are supported; Internet Explorer is not supported	Responsive Website	MS Windows, Linux, Mac

Is the design to be provided by the Client	No
Framework	Website: PHP; Webpanel: PHP
Programming Language	Website: Laravel; Webpanel: Laravel
AI Model Space Creation	Language: Python
Will the apps work offline?	No
Will the apps support dark mode?	No

3. End User Functionality

3.1 Home Page

- The Home Page will be the landing screen of the platform. It displays introductory information about the ceremony story generation system and guides users to begin the ceremony creation process.
- The platform will be available in English and French.
  - The platform language will be displayed based on the user's browser language settings.
  - If the browser language is neither English nor French, the platform will display in English by default.
- The following items will be shown on this screen:
  - **Introductory Text:** A short description of the platform and the purpose of the AI-powered ceremony story generator.
  - **Start Your Ceremony:** When the user taps on this button, the Login pop-up will be displayed. After successful login, the user will be redirected to the Ceremony Creation flow.
  - **Login:** This button will also open the Login pop-up. Both buttons function the same and lead to the login flow.
- No account creation will be available on the platform.
- End users receive login credentials when purchasing from Systeme.io, and officiants receive credentials from the Admin.
- The screen will be fully responsive and accessible on all supported desktop and mobile browsers.

3.2 Login

- End Users receive their login credentials automatically after successfully purchasing access to the platform via Systeme.io.
- Once the purchase is completed:
  - The Platform automatically creates the end-user account.
  - Login credentials are generated by the platform.
  - The credentials are sent to the End User's registered email address.
- End Users do not need to create an account manually on the platform.
- The End User can log in using the following details:
  - **Email Address:** This will be a mandatory textbox field with email address-related validations.
  - **Password:** This will be a mandatory textbox field. The password added here will be shown as '****'. An option to make the password visible will be shown here.
  - Once the email address and password are added, the user can submit the details by tapping the Login button.

- ○ If the correct credentials are entered, the user will be successfully logged in, and if the ceremony is already generated, the user is redirected to the Story Preview screen; otherwise, the user is redirected to the questionnaire flow.
- ○ If incorrect credentials are entered or any other issue occurs, a message will be shown notifying the user of the issue.

3.3 Forgot Password

- If the user has forgotten their password, they can click on the 'Forgot Password' option on the Login screen.
- The user will then be asked to enter their registered email address to receive a password reset link.
- Once the user clicks the link received in the email, they will be redirected to a page where a new password can be set.
- The reset password page will contain the following fields:
  - ○ **New Password:** This will be a mandatory textbox. The user must include the following in the password -
    - ■ At least 1 uppercase character.
    - ■ At least 1 lowercase character.
    - ■ At least 1 number.
    - ■ At least 1 symbol.
    - ■ Minimum 8 characters.
  - ○ **Confirm New Password:** This will be a mandatory textbox. The user must include the following in the password -
    - ■ At least 1 uppercase character.
    - ■ At least 1 lowercase character.
    - ■ At least 1 number.
    - ■ At least 1 symbol.
    - ■ Minimum 8 characters.
    - ■ The value entered here must match the value entered in the 'New Password' field.
  - ○ **Reset:** This will be a button that, when clicked, saves the new password and completes the reset process.

3.4 Start Questionnaire Flow (First Time Login)

- After a successful login, if the user has not yet generated a ceremony text, the system will initiate the Ceremony Questionnaire Flow.

- Before entering Block 1, the user will be shown an informational step indicating that the ceremony creation process consists of multiple question blocks and that all answers will be saved automatically.
- The user can proceed to the questionnaire from this step. Once the user continues, the system will open Block 1-General Information.
- If the user has previously started answering the Q&A but has not completed all blocks, the system will automatically redirect the user to the specific block and question where they left off.
- This introductory step is displayed only once, before the user begins answering the questionnaire for the first time.
- If the user has already completed the questionnaire and generated a ceremony text, this step will not be shown again. In such cases, after login, the user will be redirected directly to the Story Preview screen instead of the questionnaire.

3.5 Questionnaire - Block-1

- The system will display Block 1 - General Information as the first mandatory block in the ceremony creation process. The Admin predefines all questions in Block 1.
- This block collects the essential ceremony details, such as the couple's names, ceremony name, ceremony date, and other foundational information required for story generation.
    - **Progress Indicator:** A progress bar will be displayed throughout the questionnaire to indicate your progress.
        - The progress percentage is calculated block-wise, based on the total number of active blocks and the number of blocks completed.
        - If 1 out of 4 blocks is completed, the Progress = 25%
        - The progress bar is updated only when an entire block is completed.
    - **Answer Input Method:** The system supports two input methods for answering questions.
    - **Text Input (Mandatory Method Available to All Users):** Users may type their answers directly into the answer field.
        - This method is always available.
    - **Optional Voice Input (Speech-to-text):** Users may choose to speak their answer using the microphone.
        - The recorded speech will be converted into text using the OpenAI Whisper API.
        - The converted text will appear in the answer field, and the user may edit it manually if needed.
        - Users may attempt voice input multiple times; a new attempt replaces the previous transcription only if the user explicitly retries.

- If microphone access is denied by the browser, voice input will remain disabled, and the user may continue typing answers without any error message.
- No special handling for poor-quality audio will be implemented; the system will simply convert whatever Whisper returns.
  - **Text-to-speech (Question Reading):** For each question, the system will read the question aloud using a Text-to-Speech API.
    - The spoken language (English or French) will match the detected browser language.
    - If the browser language is neither English nor French, the system will default to English.
  - **Auto Save Behavior:** All answers in the Block are auto-saved in real-time.
    - If the user closes the browser or the tab, the system will restore all previously saved answers. On the next login, the user will be redirected to the exact block and question where they left off, with answers pre-filled.
    - If the user has partially filled Block 1, they will return to Block 1 with the saved answers pre-filled.
  - **Block Completion & Locking:** The user must answer all questions in Block 1 to continue to the next block.
    - Once Block 1 is completed and the user moves forward:
      - Block 1 becomes permanently locked.
      - The user cannot modify these answers during the initial flow or during any regeneration flow.
    - After Block 1 is completed, the system updates the progress, and the user is redirected to the next block.
  - If the Q&A flow was interrupted after Block 1 completion, the system will automatically redirect the user to the next incomplete block upon login.

3.6 Questionnaire - Other Blocks

- After completing Block 1, the user will proceed to the remaining questionnaire blocks.
- These blocks contain additional ceremony-related questions and can be configured as editable or non-editable by the Admin.
- The user can navigate back to any previously opened block, except Block 1, which remains permanently locked once completed.
- The Next action for a block will be enabled only when all questions within that block have been fully answered. The system will not allow the user to move forward until the block is complete.
- Users may navigate back to review or edit previous blocks where allowed, but cannot proceed to the next block unless all questions in the current block are completed.

- All answers in the editable blocks are auto-saved in real time. If the user closes the tab or browser, the system will restore all previously saved answers upon the next login and redirect the user to the block where they left off.
  - **Edit Answer:** For blocks that are configured as editable, the user will be allowed to edit previously submitted answers until the ceremony text is generated for the first time.
  - **When the user chooses to edit an answer:**
    - The system will display the selected question with the previously saved answer pre-filled.
    - The user can update the answer using text input or optional voice input.
  - **During the edit flow, the user can:**
    - Save Changes to confirm the updated answer.
    - Cancel the edit, in which case the previously saved answer will remain unchanged.
  - Editing answers does not modify the block's completion status.
  - **Locking Answer:** Once the ceremony text is generated for the first time -
    - All questionnaire blocks become permanently locked and can no longer be modified.
  - **During Editing:**
    - Only those blocks that are marked as editable via the Admin panel will reopen for modifications.
    - Blocks that are not marked will remain locked.
    - Block 1 stays permanently locked at all times.
  - **Progress Calculation:** The system will update the overall progress percentage each time a block is fully completed.

3.7 Filter Selection Block

- After the user completes all questionnaire blocks, the system will display the Filter Selection Block. This block is the final mandatory step before generating the ceremony text.
- The purpose of this block is to collect stylistic and tonal preferences that will be used during the AI story generation process.
- All filter categories and their selectable options are predefined and managed by the Admin.
- A progress indicator remains visible on this screen and reflects completion of all previous questionnaire blocks.
  - **Back Navigation:** A Back action will be available, allowing the user to return to the previous block(s) to review or edit answers, where allowed.
    - Upon returning to any editable block, the user may update answers until the ceremony text is generated.

- **Filter Selection:** Each filter category must be completed in order to proceed with story generation.
- **For every filter category:** The user must select exactly one option.
  - All options displayed are configured by the Admin.
  - Filtering categories follow a single-select rule.
- The Generate Ceremony Text action will remain disabled until the user has selected one option in every active category.
- **Completion Behavior:** Once all required filter categories have selections -
  - The Generate Ceremony Text action becomes enabled.
  - Selecting this action initiates the AI-based ceremony generation process.
- The selected filters will be stored and included as required input for the AI model.
- During Editing, users will again be able to modify filter selections before generating a new version of the ceremony text.

3.8 Story Generation Flow

- After the user completes all questionnaire blocks and selects one option from each filter category, the system will allow the user to initiate the ceremony text generation process.
- When the user triggers the generation action, the system will begin processing all collected information to prepare the input for the AI model.
  - **Data Used for Generation:** The following data elements will be compiled and sent to the AI model.
    - Responses from Block 1, which are permanently locked once submitted.
    - Responses from all editable blocks, reflecting the most recent saved answers.
    - Selected filter preferences.
    - A language-specific ceremony template (English or French), selected based on the detected browser language, is sent to the AI model.
    - A language flag (EN / FR) is also passed to ensure the story is generated in the correct language.
    - The story is displayed exactly as returned by the AI model in the language used during generation.
  - **Loading Screen Behavior:** Once generation begins, a loading screen will be displayed while the system waits for the AI response.
  - **During the loading Screen:** The users cannot navigate away or make edits.
    - All interaction elements will remain disabled.
    - The user will be informed that the system is generating the ceremony text and that the process may take a few moments.
  - **If the user closes the tab or browser during this process:**
    - The generation request will be canceled.

- ■ Upon the next login, the system will redirect the user to the Filter Selection Block, from where the user must manually initiate generation again.
  - ○ **Generation Failure Handling:** If the AI does not return a response, returns an error, or the request times out, the system will display a simple message for retry.
    - ■ The user must manually retry the generation action.
  - ○ **Post Generation Behavior:** Once the AI successfully generates the ceremony text -
    - ■ The system will store the newly generated text as the latest version.
    - ■ The user will be redirected directly to the Story Preview screen.
  - ○ **After Generation:** All blocks (including editable blocks) become locked.
    - ■ The user can no longer modify answers unless they enter the Edit Story flow.
    - ■ Only the most recent ceremony text will be stored; older versions are not retained.

3.9 Story Preview

- ● After the ceremony text is successfully generated, the system will redirect the user to the Story Preview screen. This screen displays the latest generated ceremony text.
  - ○ **Story Visibility:** By default, the ceremony text will remain hidden when the user first arrives on this screen.
    - ■ The user can toggle between Show and Hide states to reveal or conceal the generated text.
  - ○ **Edit Story:** An Edit Story option will be available on the Story Preview screen. This option allows users to update previously provided questionnaire answers, filter selections, and regenerate the ceremony text.
    - ■ When the user selects the Edit Story option, all blocks marked as editable in the Admin Panel will reopen.
    - ■ Block 1 will remain locked at all times.
    - ■ The user can update answers in the editable blocks.
    - ■ The user can update their filter selections.
    - ■ After the user completes the Edit Story flow, the ceremony text is regenerated following the same rules and behaviors defined in the Story Generation Flow. The newly generated text replaces the previous version, and only the latest version is retained.
    - ■ If the user exits the platform during the Edit Story flow before regeneration completes, the system will retain the previously generated ceremony text and redirect the user to the Story Preview screen upon the next login.
  - ○ **Download Option:** The system will allow the user to download the ceremony text in either PDF or Word (.docx) format.

- When the user initiates a download, a confirmation step will appear before generating the file.
- If the file generation fails, the system will display a message allowing the user to try again.
- **Email Sharing:** The user can share the ceremony text via email by providing -
  - The desired file format (PDF or Word)
  - The recipient's email address
- The system will send the selected file as an attachment. No story content will be included in the email body.
- If the email fails to send, the system will notify the user and allow a retry.
- **Professional Officiant Booking:** End users will have an option to schedule a proofreading appointment with a Professional Officiant.
  - Selecting this option will redirect the user to an external scheduling link. All booking-related actions occur outside the platform.
- **Regeneration:** A Regenerate button is available on the Story Preview screen. Users can regenerate the ceremony text unlimited times.
  - Selecting this option opens a modal displaying a warning that regeneration will permanently replace the current ceremony text.
  - The user must provide:
    - A star rating (1 to 5, full stars only)
    - Mandatory written feedback describing the desired improvements
  - The Modal Provides Two actions:
    - **Regenerate:** Proceeds directly with regeneration
    - **Download & Regenerate:** Downloads the current ceremony text as a PDF before starting regeneration
  - **During Regeneration:** The system sends the following data to the AI model -
    - Latest ceremony text
    - User star rating
    - User feedback
  - Questionnaire answers and filters remain permanently locked.
  - When regeneration is triggered, the system always uses the latest saved version of the ceremony text, including the latest generated ceremony text, as the base input for regeneration.
- After successful regeneration, the newly generated ceremony text will overwrite the previous version. Older versions are not retained.
- If the user closes the browser or tab during the regeneration process, it will be canceled.
- Upon the next login, the user will be redirected to the Story Preview screen, and the previously generated ceremony text will remain unchanged.
- The user must manually restart the regeneration process if desired.

3.10 Data Retention & Auto Deletion

- The platform will store only the latest available ceremony data for each user, which includes:
    - The latest generated ceremony text
    - The saved Q&A responses
    - The selected filter values
- All ceremony data will be stored for a duration defined in the Admin Panel. This retention period is measured in months and applies per user.
- The retention period is calculated from the date of purchase.
- By default, the retention duration is 6 months, unless modified by the Admin.
    - **Pre-Deletion Export:** Before the user's ceremony data is permanently deleted, the system will automatically send an email to:
        - The paying end user
        - Admin
    - This email will include:
        - A copy of the latest generated ceremony text
        - A copy of the latest saved Q&A responses
    - If the export email fails and the data is deleted as per the retention schedule, the deleted data cannot be retrieved or restored from the system.
    - No retry mechanism or failure notification to the user will be implemented.
    - **Automatic Deletion:** After the retention period ends -
        - All stored ceremony data for that user will be permanently deleted from the system.
        - Deleted data cannot be restored.
    - **Post Deletion:** Once the retention period ends, the user's ceremony data is permanently deleted.
        - The user's login credentials will no longer provide access to the platform.
        - If the user attempts to log in after deletion, the system will not allow access.
        - To create a new ceremony, the user must purchase access again through Systeme.io and will receive a new set of login credentials.

3.11 Notifications

- This user will get the following notifications :
    - **Email Notifications:** The following email notifications will be sent to this user :
        - Account Created (Including Credentials)
        - Forgot Password
        - Data Sharing (Data Retention)
    - **Push Notifications:** No push notifications will be sent to this user.
    - **Browser Notifications:** No browser notifications will be sent to this user.
    - **Text Notifications:** No text notifications will be sent to this user.

4. Officiant Team Functionality

- The Professional Officiant user can access and use the platform features through the web application.

4.1 Home Page

- The Professional Officiant will see the same Home Page as the End User.
- From the Home Page, the Professional Officiant can access the platform by logging in using the credentials provided by the Admin.
- The Home Page does not provide any ceremony creation or questionnaire access until the officiant logs in.

4.2 Login

- The Professional Officiant will receive login credentials from the Admin via email.
  - **Email Address:** This will be a mandatory textbox field with email address-related validations.
  - **Password:** This will be a mandatory textbox field, with password-related validations.
- Upon successful login, the system will detect the user role as Professional Officiant and redirect the user to the Officiant Dashboard.
- If incorrect credentials are entered or any issue occurs, an appropriate error message will be displayed.

4.3 Forgot Password

- If the officiant has forgotten the password, then he/she can click on the 'Forgot Password' option from the Login screen.
- The officiant will then be asked to enter their email address to receive the link to reset their password. On clicking the link from the email, the officiant will be navigated to a webview where he/she will be able to set a new password.
- On clicking the link, a page will open in a webview, which will have the following options:
  - **New Password:** This will be a mandatory textbox. The officiant must include the following in the new password -
    - At least 1 uppercase character.
    - At least 1 lowercase character.
    - At least 1 number.
    - At least 1 symbol.
    - Minimum 8 characters.

- ○ **Confirm New Password:** This will be a mandatory textbox. The officiant must include the following in the new password -
    - ■ At least 1 uppercase character.
    - ■ At least 1 lowercase character.
    - ■ At least 1 number.
    - ■ At least 1 symbol.
    - ■ Minimum 8 characters.
- ○ **Reset**: This will be a button, and clicking on it will save the new password.

4.4 Officiant Dashboard

- ● After successful login, the Professional Officiant will be redirected to a dedicated Officiant Dashboard.
- ● This dashboard serves as the central workspace where the officiant can manage all ceremonies created by them.
    - ○ **Ceremony List:** The dashboard will display a list of all ceremonies created by the logged-in Professional Officiant.
    - ○ Each ceremony record in the list will display:
        - ■ **Ceremony Name:** The name added in the block-1 (General Information) will be displayed here as a label. The name cannot be changed as block-1 becomes locked.
        - ■ **Ceremony Status:** which can be -
        - ■ In Progress: When the ceremony text is not yet generated, then the status will be displayed as in progress as a label.
        - ■ Completed: Once the story is generated, the status will be displayed as a completed label.
        - ■ If Block 1 is not yet completed, the ceremony name may be displayed as a placeholder until the General Information block is saved.
    - ○ Only ceremonies created by the logged-in officiant will be visible on this dashboard.
    - ○ **Resume In-Progress Ceremony:** If the officiant selects a ceremony with status "In Progress" -
        - ■ The system will open the questionnaire flow at the exact block and question where the officiant last stopped.
        - ■ All previously entered answers will be auto-saved and pre-filled.
        - ■ The officiant can continue answering questions without losing any previously saved data.
    - ○ **View Completed Ceremony:** If the officiant selects a ceremony with status "Completed" -
        - ■ The system will redirect the officiant directly to the Story Preview screen.
        - ■ The questionnaire steps will be skipped.
        - ■ Only the latest generated version of the ceremony text will be displayed. Previous versions are not stored.

- ○ **Manage Ceremonies:** From the Officiant Dashboard, the officiant can manage each ceremony using the following actions:
  - ■ Open and view the ceremony
  - ■ Regenerate the ceremony text
  - ■ Download the ceremony text (PDF / Word)
  - ■ Share the ceremony text via email
- ○ **Delete Ceremony:** The officiant can delete a ceremony from the dashboard -
  - ■ A confirmation prompt will be displayed before deletion.
  - ■ Deletion of a ceremony is available only from the Officiant Dashboard. The Delete option will not be shown on the Story Preview screen.
  - ■ Once deleted, the ceremony and its associated data will be permanently removed.
  - ■ Deleted ceremonies cannot be restored.
- ○ The Story Preview screen will display only content-related actions:
  - ■ Show / Hide generated ceremony text
  - ■ Download
  - ■ Share
  - ■ Regenerate
- ○ **Start New Ceremony:** The dashboard will include a "Start New Ceremony" action. When selected -
  - ■ A new ceremony instance is created.
  - ■ The officiant is redirected to the Ceremony Questionnaire Flow.
  - ■ Professional Officiants can create unlimited ceremonies.
- ○ **Appointment Restriction:** The "Schedule Appointment" or proofreading booking option will not be available -
  - ■ On the Officiant Dashboard
  - ■ On the Officiant's Story Preview screen
  - ■ Appointment booking is strictly limited to End Users only.

4.5 Start Questionnaire Flow

- ● When the Professional Officiant selects "Start New Ceremony" from the Officiant Dashboard, the system will directly initiate the Ceremony Questionnaire Flow.
- ● A ceremony entry is created and listed in the Officiant Dashboard.
- ● No introductory or informational pop-up will be displayed for Professional Officiants.
- ● The questionnaire flow will begin immediately with Block 1 - General Information.

4.6 Questionnaire Block - 1

- ● The system will display Block 1 - General Information as the first mandatory block in the ceremony creation process. The Admin predefines all questions in Block 1.

- This block collects the essential ceremony details, such as the couple's names, ceremony name, ceremony date, and other foundational information required for story generation.
  - **Progress Indicator:** A progress bar will be displayed throughout the questionnaire to indicate your progress.
    - The progress percentage is calculated block-wise, based on the total number of active blocks and the number of blocks completed.
    - If 1 out of 4 blocks is completed, the Progress = 25%
    - The progress bar is updated only when an entire block is completed.
  - **Answer Input Method:** The system supports two input methods for answering questions.
  - **Text Input (Mandatory Method Available to All Users):** The officiant can type answers directly into the answer field.
    - This method is always available.
  - **Optional Voice Input (Speech-to-text):** The officiant may answer questions using voice input.
    - The recorded speech will be converted into text using the OpenAI Whisper API.
    - The converted text will appear in the answer field and can be manually edited.
    - Multiple voice attempts are allowed; a new attempt replaces the previous transcription only when explicitly retried.
    - If microphone access is denied by the browser, voice input will remain disabled, text input remains available, and no error message is shown.
    - No special handling is implemented for poor audio quality.
  - **Text-to-speech (Question Reading):** Each question will be read aloud using a Text-to-Speech API. The spoken language will follow the detected browser language:
    - English or French
    - Defaults to English if the browser language is neither.
  - **Auto Save Behavior:** All answers in the Block are auto-saved in real-time.
    - If the officiant closes the browser or tab, the system will restore all previously saved answers when the officiant reopens the ceremony from the Officiant Dashboard.
    - If the user had partially filled Block 1, they will return to Block 1 with the saved answers pre-filled.
  - **Block Completion & Locking:** The officiant must answer all questions in Block 1 to proceed.
    - Once Block 1 is completed and the user moves forward:
      - Block 1 becomes permanently locked.
      - The user cannot modify these answers during the initial flow or during any regeneration flow.
    - After Block 1 is completed, the system updates the progress, and the user is redirected to the next block.

○ If the Q&A flow was interrupted after Block 1 completion, the system will automatically redirect the user to the next incomplete block when the officiant reopens the ceremony from the Officiant Dashboard.

4.7 Questionnaire - Other Block

- After completing Block 1, the Professional Officiant will proceed to the remaining questionnaire blocks.
- These blocks contain additional ceremony-related questions and may be configured as editable or non-editable by the Admin.
- The officiant can navigate back to any previously opened block, except Block 1, which remains permanently locked once completed.
- The Next action for a block will be enabled only when all questions within that block have been fully answered. The system will not allow the officiant to move forward until the block is complete.
- Users may navigate back to review or edit previous blocks where allowed, but cannot proceed to the next block unless all questions in the current block are completed.
- All answers in the editable blocks are auto-saved in real time.
- If the officiant closes the browser or tab, the system will restore all previously saved answers.
- When the officiant reopens the ceremony from the Officiant Dashboard or logs in again, they will be redirected to the exact block and question where they left off.
    - **Edit Answer:** For blocks that are configured as editable, the officiant will be allowed to edit previously submitted answers until the ceremony text is generated for the first time.
    - **When the user chooses to edit an answer:**
        - The system will display the selected question with the previously saved answer pre-filled.
        - The officiant can update the answer using text input or optional voice input.
    - **During the edit flow, the officiant can:**
        - Save Changes to confirm the updated answer.
        - Cancel the edit, in which case the previously saved answer will remain unchanged.
    - Editing answers does not modify the block's completion status.
    - **Locking Answer:** Once the ceremony text is generated for the first time -
        - All questionnaire blocks become permanently locked and can no longer be modified.
    - **During Editing:**
        - Only those blocks that are marked as editable via the Admin panel will reopen for modifications.
        - Blocks that are not marked will remain locked.

- Block 1 stays permanently locked at all times.
  - **Progress Calculation:** The system will update the overall progress percentage each time a block is fully completed.

4.8 Filter Selection Block

- After the Professional Officiant completes all questionnaire blocks, the system will display the Filter Selection Block. This block is the final mandatory step before generating the ceremony text.
- The purpose of this block is to collect stylistic and tonal preferences that will be used during the AI story generation process.
- All filter categories and their selectable options are predefined and managed by the Admin.
  - **Progress Indicator:** The progress bar will continue to display on this screen.
    - Since this is the final step of the questionnaire, the progress percentage will reflect completion of all previous blocks.
  - **Back Navigation:** A Back action will be available, allowing the officiant to return to the previous block(s) to review or edit answers, where allowed.
    - Upon returning to any editable block, the user may update answers until the ceremony text is generated.
  - **Filter Selection:** Each filter category must be completed in order to proceed with story generation.
  - **For every filter category:** The officiant must select exactly one option.
    - All options displayed are configured by the Admin.
    - Filtering categories follow a single-select rule.
  - The Generate Ceremony Text action will remain disabled until the officiant has selected one option in every active category.
  - **Completion Behavior:** Once all required filter categories have selections -
    - The Generate Ceremony Text action becomes enabled.
    - Selecting this action initiates the AI-based ceremony generation process.
  - The selected filters will be stored and included as required input for the AI model.
  - During Editing, users will again be able to modify filter selections before generating a new version of the ceremony text.

4.9 Story Generation Flow

- After the professional officiant completes all questionnaire blocks and selects one option from each filter category, the system will allow the officiant to initiate the ceremony text generation process.

- When the officiant triggers the generation action, the system will begin processing all collected information to prepare the input for the AI model.
  - **Data Used for Generation:** The following data elements will be compiled and sent to the AI model.
    - Responses from Block 1, which are permanently locked once submitted.
    - Responses from all editable blocks, reflecting the most recent saved answers.
    - Selected filter preferences.
    - A language-specific ceremony template (English or French), selected based on the detected browser language, is sent to the AI model.
    - A language flag (EN / FR) is also passed to ensure the story is generated in the correct language.
    - The story is displayed exactly as returned by the AI model in the language used during generation.
  - **Loading Screen Behavior:** Once generation begins, a loading screen will be displayed while the system waits for the AI response.
  - **During the loading Screen:** The professional officiant cannot navigate away or make edits.
    - All interaction elements will remain disabled.
    - The officiant will be informed that the system is generating the ceremony text and that the process may take a few moments.
  - **If the officiant closes the tab or browser during this process:**
    - The generation request will be canceled.
    - When the officiant reopens the ceremony from the Officiant Dashboard, the system will redirect them to the Filter Selection Block, and the officiant must manually initiate the generation process again.
  - **Generation Failure Handling:** If the AI does not return a response, returns an error, or the request times out, the system will display a simple message for retry.
    - The officiant must manually retry the generation action.
  - **Post Generation Behavior:** Once the AI successfully generates the ceremony text -
    - The system will store the newly generated text as the latest version.
    - The officiant will be redirected directly to the Story Preview screen.
  - **After Generation:** All blocks (including editable blocks) become locked.
    - The officiant can no longer modify answers unless they enter the Edit Story flow.
    - Only the most recent ceremony text will be stored; older versions are not retained.

4.10 Story Preview

- After the ceremony text is successfully generated, the system will redirect the professional officiant to the Story Preview screen. This screen displays the latest generated ceremony text.
  - **Story Visibility:** By default, the ceremony text will remain hidden when the officiant first arrives on this screen.
    - The officiant can toggle between Show and Hide states to reveal or conceal the generated text.
  - **Download Option:** The system will allow the officiant to download the ceremony text in either PDF or Word (.docx) format.
    - When the officiant initiates a download, a confirmation step will appear before generating the file.
    - If the file generation fails, the system will display a message allowing the user to try again.
  - **Edit Story:** An Edit Story option will be available on the Story Preview screen for the Professional Officiant. This option allows the officiant to update previously provided inputs and regenerate the ceremony text.
    - When the officiant selects the Edit Story option, the system redirects the officiant back to the questionnaire flow.
    - All questionnaire blocks marked as editable in the Admin Panel will reopen.
    - Block 1 (General Information) remains permanently locked.
    - Questionnaire blocks not marked as editable will remain locked.
    - The officiant may update answers in editable blocks and modify previously selected filter options.
    - After the officiant completes the Edit Story flow, the ceremony text is regenerated following the same rules and behaviors defined in the Story Generation Flow. Only the latest version of the ceremony text is retained.
    - If the officiant exits the platform during the Edit Story flow before regeneration completes, the system will retain the previously generated ceremony text and redirect the officiant to the Story Preview screen upon the next login.
  - **Email Sharing:** The officiant can share the ceremony text via email by providing-
    - The desired file format (PDF or Word)
    - The recipient's email address
  - The system will send the selected file as an attachment. No story content will be included in the email body.
  - If the email fails to send, the system will notify the officiant and allow a retry.
  - **Regeneration:** A Regenerate button is available on the Story Preview screen. The officiant can regenerate the ceremony text unlimited times.
    - Selecting this option opens a modal displaying a warning that regeneration will permanently replace the current ceremony text.
    - The officiant must provide:

- A star rating (1 to 5, full stars only)
- Mandatory written feedback describing the desired improvements
■ The Modal Provides Two actions:
- **Regenerate:** Proceeds directly with regeneration
- **Download & Regenerate:** Downloads the current ceremony text as a PDF before starting regeneration
■ **During Regeneration:** The system sends the following data to the AI model -
- Latest ceremony text
- User star rating
- User feedback
■ Questionnaire answers and filters remain permanently locked.
■ When regeneration is triggered, the system always uses the latest saved version of the ceremony text, including the latest generated ceremony text, as the base input for regeneration.
○ After successful regeneration, the newly generated ceremony text will overwrite the previous version. Older versions are not retained.
○ If the officiant closes the browser or tab during the regeneration process, it will be canceled.
○ When the officiant reopens the ceremony from the Officiant Dashboard, the previously generated ceremony text will remain unchanged.
○ The officiant must manually restart the regeneration process if desired.

4.11 Notifications

- This user will get the following notifications :
  - **Email Notifications:** The following email notifications will be sent to the Professional Officiant:
    ■ Account Created
    ■ Forgot Password
  - **Push Notifications:** No push notifications will be sent to the account's user.
  - **Browser Notifications:** No browser notifications will be sent to this user.
  - **Text Notifications:** No text notifications will be sent to this user.

5. Super Admin Functionality

- A web panel will be created for the super admin to manage the application. A template will be used to create the admin panel. Once created, colors will be applied to match the look and feel of the admin panel more like the app.

5.1 Login

- The super admin can log in by -
  - **Email Address:** This will be a mandatory textbox, with email address-related validations.
  - **Password:** This will be a mandatory textbox field, with password-related validations.

5.2 Forgot Password

- If the super admin has forgotten their password, they can click on the 'Forgot Password' option on the Login screen.
- The admin will then be asked to enter their email address to receive the link to reset their password. On clicking the link from the email, the admin will be navigated to a webview where he/she will be able to set a new password.
- On clicking the link, a page will open in a webview, which will have the following options:
  - **New Password:** This will be a mandatory textbox. The admin must include the following in the new password -
    - At least 1 uppercase character.
    - At least 1 lowercase character.
    - At least 1 number.
    - At least 1 symbol.
    - Minimum 8 characters.
  - **Confirm New Password:** This will be a mandatory textbox. The admin must include the following in the new password -
    - At least 1 uppercase character.
    - At least 1 lowercase character.
    - At least 1 number.
    - At least 1 symbol.
    - Minimum 8 characters.
  - **Reset**: This will be a button, and clicking on it will save the new password.

5.3 Navigation Panel

- The following options will be displayed in the Admin Panel navigation menu. The Super Admin can navigate to different sections of the admin panel from here.
  - **Dashboard:** This will take the user to the 'Dashboard' screen.
  - **End User Management:** This will take the user to the 'End User Management' screen.
  - **Ofiiciant Team Management:** This will take the user to the 'Officiant Team Management' screen.
  - **Question Management:** This will take the user to the 'Question Management' screen.

- ○ **Filter Management:** This will take the user to the 'Filter Management' screen.
- ○ **Settings:** This will take the user to the 'Settings' screen.
- ○ **Profile:** This will take the user to the 'Profile' screen.

5.4 Navigation Panel >> Dashboard

- After successful login, the Super Admin will be redirected to the Admin Dashboard.
- The dashboard provides a high-level overview of platform activity related to officiants and ceremonies.
- The following information will be displayed on the dashboard:
  - ○ **Total Professional Officiants:** A label displaying the total number of Professional Officiants added by the Admin. Selecting this label will redirect the admin to the Officiant Team Management list.
  - ○ **Total End User:** A label displaying the total number of end users who have access to the platform. Selecting this label will redirect the admin to the End User Management screen.
  - ○ **Total Ceremonies:** A label displaying the total number of ceremonies created across all officiants.
  - ○ **Filter by Duration:** The admin can filter dashboard statistics based on -
    - ■ Month
    - ■ Quarter
    - ■ Year
  - ○ The displayed counts will update based on the selected time range.

5.5 Navigation Panel >> End User Management

- This module allows the Super Admin to view and manage all End Users who have access to the platform.
  - ○ **End User Account Creation:** End User accounts are automatically created on this platform when a user successfully purchases access via Systeme.io.
    - ■ Systeme.io sends the user details to the platform through API/Webhook integration.
    - ■ The platform generates login credentials and sends them to the user via email.
    - ■ Admins cannot manually create or edit End User accounts from the admin panel.
  - ○ **End User List:** A structured list displaying all End Users. The user Name, email address, Purchase date, and account status will be shown here as labels.
  - ○ The list supports search, sorting, and pagination.
  - ○ **Sort:** the following sorting options will be shown to the admin.
    - ■ A-Z
    - ■ Z-A

- ○ **Search & Filter:** The Super Admin can search end users by:
  - ■ Name
  - ■ Email Address
- ○ The Super Admin can filter end users by:
  - ■ Active
  - ■ Inactive Status
- ○ **Status Management:** Admin can mark an End User as-
  - ■ Active
  - ■ Inactive
- ○ If an End User is marked Inactive: The user will not be able to log in.
  - ■ Access to the ceremony and generated data is blocked.

5.6 Navigation Panel >> Officiant Team Management

- This module allows the Super Admin to manage all Professional Officiants who have access to the platform and can create unlimited ceremonies.
  - ○ **Officiant List:** A structured list displaying all Professional Officiants added to the platform.
    - ■ The list supports search, sorting, and pagination.
    - ■ The name of the officiant, email address, account status, and number of ceremonies created will be shown here as labels.
  - ○ **Add Officiant:** The Super Admin can add a new Professional Officiant by providing the following information -
    - ■ **Name:** This will be a mandatory textbox. Alphabetic characters only.
    - ■ **Email Address:** This will be a mandatory textbox, with email address-related validations.
  - ○ **Once the Officiant is Added:** A Professional Officiant account is created on the platform.
    - ■ Login credentials are automatically generated.
    - ■ Credentials are sent to the officiant via email.
  - ○ **Status Management:** The Super Admin can mark an officiant account as:
    - ■ Active
    - ■ Inactive
  - ○ **If an officiant is marked Inactive:** The officiant will not be able to log in to the platform.
    - ■ Existing ceremonies and generated content remain stored.
  - ○ **Sort:** The following sorting options will be shown to the admin.
    - ■ A-Z
    - ■ Z-A
  - ○ **Search & Filter:** The Super Admin can search officiants by:
    - ■ Name
    - ■ Email Address

- ○ The Super Admin can filter officiants by:
  - ■ Active
  - ■ Inactive Status

5.7 Navigation Panel >> Question Management

- This module allows the Super Admin to manage all questionnaire blocks and questions used in the ceremony creation flow for both End Users and Professional Officiants.
- **Block Management:**
  - ○ **Block List:** A structured list displaying all existing questionnaire blocks.
  - ○ Blocks are shown in the configured sequence (Block 1, Block 2, etc.).
  - ○ **Each block record displays:**
    - ■ Block Name
    - ■ Display Order
    - ■ Editable / Non-Editable status
    - ■ Active / Inactive status
  - ○ **Add Block:** The Super Admin can add a new block by entering:
    - ■ **Block Name:** This will be a mandatory textbox; alphanumeric characters allowed.
    - ■ **Editable / Non-editable Flag:** Checkbox to define whether answers in this block can be edited.
    - ■ **Block Order:** Numeric input or drag-and-drop to define block sequence.
  - ○ **Edit Block:** The Super Admin can:
    - ■ Update the block name
    - ■ Change the editable / non-editable setting
    - ■ Modify the block order
  - ○ **Delete Block:** A block can be deleted only if no questions are assigned to it.
    - ■ Blocks containing questions cannot be deleted.
  - ○ **Block Status:** Blocks can be marked as:
    - ■ **Active** – visible in the ceremony flow
    - ■ **Inactive** – hidden from the ceremony flow
- **Question Management:**
  - ○ **Question List:** Selecting a block displays all questions within that block.
  - ○ Each question entry shows:
    - ■ Question Text
    - ■ Display Order
    - ■ Mandatory / Optional indicator
  - ○ **Add Question:** The Super Admin can add a question by providing -
    - ■ Question Text
    - ■ Mandatory / Optional Flag
    - ■ Question Order
  - ○ **Answer Handling Rule:** By default, all question responses across the platform are treated as long-text answers.

- ○ **Edit Question:** The Super Admin can modify -
  - ■ Question text
  - ■ Mandatory / Optional status
  - ■ Display order
- ○ **Delete Questions:** The Super Admin can delete any question from a block.
- ○ **Reorder Question:** Question order within a block can be updated using numeric input or drag-and-drop.
- **Save & Impact Handling:** All changes are applied immediately upon saving. Updated blocks and questions will be reflected in:
  - ○ End User ceremony creation flow
  - ○ Professional Officiant ceremony creation flow
- **Impact on Ongoing Questionnaires:**
  - ○ Any admin changes (add, edit, delete, reorder, activate/inactivate):
    - ■ Will not affect users or officiants currently answering a questionnaire.
    - ■ Existing sessions will continue with the question set loaded at the start.
  - ○ Updated questions will appear only for:
    - ■ Newly started ceremonies
    - ■ Sessions refreshed after completion
  - ○ Refreshing the page during an active questionnaire does not apply newly updated admin configurations. The user continues with the question set loaded at the start of the session.
- **Multi-Language Content:** Since the platform supports English and French, the Super Admin must enter the block names and question text in both languages.
  - ○ The system will display the appropriate language to the user based on their browser language settings.

5.8 Navigation Panel >> Filter Management

- This module allows the Admin to manage all filter categories and filter options used in the Filter Selection Block during ceremony creation for both End Users and Professional Officiants.
  - ○ **Filter Category List:** The system will display a list of all existing filter categories. Each record will show:
    - ■ Category Name
    - ■ Status (Active / Inactive)
  - ○ **Add Filter Category:** The Admin can add a new filter category by providing:
    - ■ **Category Name**: This will be a mandatory textbox; alphabetic characters allowed.
    - ■ **Selection Type**: Fixed as Single Select
    - ■ **Display Order:** Can be managed using a numeric input or drag-and-drop ordering
  - ○ **Edit Filter Category:** The Admin can -
    - ■ Update the category name

- ■ Change the display order (numeric input or drag-and-drop)
- ■ Activate or inactivate the category
- ○ If a category is marked Inactive, it will not be shown to End Users or Professional Officiants.
- ○ **Delete Filter Category:** The Admin can delete a filter category.
  - ■ Deleting a category also removes all its associated filter options.
  - ■ Deleted categories cannot be restored.
- ○ **Filter Options Management:** When a filter category is opened, the Admin can manage its filter options.
- ○ A section displays all options (Option Name) under the selected category.
- ○ **Add Filter Option:** The admin can add a new filter option by providing:
  - ■ **Option Name:** This will be a mandatory textbox; alphabetic characters allowed.
- ○ **Edit Filter Option:** The admin can update the option name.
- ○ **Delete Filter Option**: The admin can delete any filter option.
  - ■ Deleted options will no longer appear in the Filter Selection Block.
- ○ **Save & Impact on User Flow:** Any changes made to filter categories or options are saved immediately.
  - ■ Updated filters will be reflected for new ceremonies and the Edit story flow.
  - ■ Filters already selected in an ongoing session will not be altered.
- ○ **Business Rules:** All filter categories follow a single-select rule.
  - ■ End Users and Professional Officiants must select exactly one option per active category before story generation.
  - ■ Filter configuration is shared across all user roles.
- ○ **Multi-Language Content:** As the platform is available in English and French, the Admin must add filter category names and filter option labels in both languages.
  - ■ The platform will display the correct language to users based on their browser settings.

5.9 Navigation Panel >> Settings

- ● **Data Retention Duration:** The Admin can configure how long ceremony data should be retained in the system.
  - ○ A single numeric textbox will be provided where the Admin enters the retention duration in months.
  - ○ The retention period applies to:
    - ■ Latest saved Q&A responses
    - ■ Latest generated ceremony text
    - ■ latest selected filter values
  - ○ **Save Duration:** Once the Admin saves the retention duration, it will be used for new ceremonies created after that point.

- Ceremonies that were already purchased will keep the retention period that was set at the time of purchase.
  - **Pre-Deletion Export:** Before the user's ceremony data is permanently deleted, the system will automatically send an email to:
    - The paying end user
    - Admin
  - This email will include:
    - A copy of the latest generated ceremony text
    - A copy of the latest saved Q&A responses
  - If the export email fails and the data is deleted as per the retention schedule, the deleted data cannot be retrieved or restored from the system.
  - **Automatic Deletion:** When the configured retention duration expires, the system will permanently delete the stored ceremony data.
    - Deleted data cannot be recovered, and no backup is retained.

5.10 Navigation Panel >> Profile

- The Admin can manage the profile here. The following will be shown here -
- **Profile Details:** The admin can manage the following details in this section -
  - **Email Address:** The admin can only view the email address; it can't be changed.
  - **First Name:** The first name will be shown here as a label. The admin can change it.
  - **Last Name:** The last name will be shown here as a label. The admin can change it.
- **Reset Password:** The admin can reset the password by entering the following -
  - **Current Password:** This will be a textbox. The admin can enter the current password.
  - **New Password:** This will be a mandatory textbox. The admin must include the following in the new password -
    - At least 1 uppercase character.
    - At least 1 lowercase character.
    - At least 1 number.
    - At least 1 symbol.
    - Minimum 8 characters.
  - **Confirm New Password:** This will be a mandatory textbox. The admin must include the following in the new password -
    - At least 1 uppercase character.
    - At least 1 lowercase character.
    - At least 1 number.
    - At least 1 symbol.
    - Minimum 8 characters.

■ The password added here must match the password added in the field above.

5.11 Notifications

- This user will get the following notifications :
  - **Email Notifications:** The following email notifications will be sent to the super admin :
    - Forgot Password
  - **Push Notifications:** No push notifications will be sent to the account's user.
  - **Browser Notifications:** No browser notifications will be sent to this user.
  - **Text Notifications:** No text notifications will be sent to this user.

6. AI Model Integration

- This section describes how the AI story generation model is integrated into the platform and clearly defines the responsibilities of both the development team and the client.

6.1 Model Environment & Integration Scope

- The development team will prepare the backend environment and integration layer required to connect the platform with the client's trained AI model.
- The scope includes:
  - Creating the technical integration layer to connect with the client-provided AI API
  - Implementing secure API-level communication between the platform and the AI model
  - Structuring and passing the required input data from the platform to the AI model
  - Receiving and storing the generated output returned by the model
- The Development Team will not perform:
  - Dataset preparation
  - Model training or fine-tuning
  - Model quality assurance or output validation
  - Ongoing model improvements or learning
- All AI model training, tuning, quality control, and output accuracy are fully managed by the client.

6.2 Input Sent to the AI Model

- When the ceremony story generation is triggered for the first time, the platform will send the following structured data to the AI model via API:
  - Locked responses from Block 1 (General Information)
  - Latest saved responses from all editable blocks

- ○ Selected filter values (tone, style, theme, etc.)
- ○ Predefined ceremony template (stored in backend)
- ○ Language flag (English or French), based on browser language detection
- When regeneration is triggered:
  - ○ Questionnaire answers and filter selections are not resent to the AI model
  - ○ The platform sends only:
    - ■ Latest generated ceremony text
    - ■ User star rating (1–5)
    - ■ Mandatory written feedback
  - ○ The AI model generates a new version based only on the feedback
  - ○ The new output replaces the previous version permanently
- When Edit Story regeneration is triggered:
  - ○ The platform sends the following data to the AI model:
    - ■ Locked responses from Block 1
    - ■ Latest saved responses from editable blocks
    - ■ Updated filter selections
    - ■ Predefined ceremony template
    - ■ Language flag (English or French), based on browser language detection
  - ○ The AI model generates a new ceremony text based on the updated inputs. The newly generated output replaces the previous version permanently.

6.3 Template-Based Story Generation

- Ceremony templates will be stored in the backend in both English and French.
  - ○ Templates are predefined and not editable from the Admin Panel
  - ○ User responses are injected into fixed template sections
  - ○ Free-text sections are generated by the client's trained AI model
  - ○ Template language selection is controlled by the language flag sent to the model
  - ○ The final story language depends on:
    - ■ The selected backend template
    - ■ The client-trained model's ability to generate content in that language
  - ○ During regeneration, the template selection follows the same language and template rules as the initial generation, while the content varies based on the regeneration method (input-based or feedback-based).

6.4 Error and Retry Handling

- If the AI model:
  - ○ Returns no response
  - ○ Returns an error
  - ○ Times out
- The system will:

- ○ Display a simple retry message
- ○ Require the user to manually trigger the generation again
- No automatic retries, fallback models, or alternative outputs are included in scope.

7. Conclusion

- The objective of this project is to develop an AI-powered ceremony text generation platform that enables end users and professional officiants to create personalized ceremony content through a structured, block-based questionnaire and controlled story generation flow. The platform provides a guided and easy-to-use experience with role-based access, controlled data retention, and clear content ownership. All platform operations, including user access, question management, filter configuration, and data retention settings, are managed through a centralized admin panel to ensure consistency, privacy, and maintainability.

8. Notes

- If changes are made for any module or any feature, other than what is defined in this scope work, needs to be added, they will require additional development effort. These changes will be re-estimated at that time, & it will be shared with the client.
- Any required third-party tools/plugins / APIs will be purchased and provided by the client.
- The efforts for deployment are considered for a single-time deployment on the LIVE server only.
- Default email templates will be used; it will require additional effort to create custom email templates.
- A template will be used to create the web panel.
- The quality of the generated ceremony story depends entirely on the client-trained AI model. The platform is responsible only for sending structured input data to the model and displaying the generated output.
- Contact Us forms, Profile pages, and other content or static pages are not included in the current project scope.
- The platform supports English and French languages only.
- Changing the platform language will not affect user-entered data. Content entered by the user (for example, in French) will remain unchanged and will continue to display as originally entered, even if the platform language is switched to English.
- The platform does not perform translation of AI-generated content. The ceremony story is displayed exactly as returned by the AI model in the language used during generation.
- Browser and device permissions (such as microphone access) are controlled by the user's browser settings. Limited or denied permissions may affect voice input functionality, but will not block text-based inputs.
- All professional officiant appointment scheduling is handled via an external link.