Software Requirements Specification and

User Manual

for

Jay's Paper Company

Version 1.0 approved

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Revision History

Name	Date	Reason For Changes	Version

1. Introduction

1.1 Purpose

This document provides instructions in order to teach each type of user how to properly utilize this new website to perform the tasks associated with their position.

1.2 Intended Audience and Reading Suggestions

This document is intended to be used by the Owner, Salesmen, Clerk, and Accountant of Jay's Paper Company in order to learn about the new functions and uses of the website available to each.

1.3 Product Scope

This new website is intended to make all functions of Jay's Paper Company easier and more efficient, as well as containing all company information in one easily accessible location.

2. Overall Description

2.1 Product Perspective

This new website is intended to replace all hand written record keeping for the company, as well as taking orders, adding new customers, new inventory, and new employees into one central location with databases for all information pertinent to the company.

2.2 Product Functions

- Manage employee information
- Create new employee login information
- Manage company inventory
- Manage list of customers
- Location for customers to contact our company

2.3 User Classes and Characteristics

- Owner - will have access to all aspects and functionality of the website
- Sales - will be able to manage orders and view customer information
- Clerk - able to view orders and manage inventory
- Accountant - only able to view sales records

3. Owner

3.1 Add Employee

After logging in to the website, you can add a new employee by selecting the "Employee" drop down menu and then selecting "Add New Employee." This will open a New Employee Form where you can then add all necessary employee information and then click the "Submit" button. This will add the employee information to the employee database.

3.2 Edit Employee

You can edit a current employee's information by selecting the "Employee" drop down menu and then selecting "View All Employees" option. From here, the pencil icon on the left of each employee will allow you to edit any of their data that is already on record. Click the "Submit" button to save the new information.

3.3 Delete Employee

To delete an employee and all of their stored data, simply return to the "View Employee" page and click the trash can icon to the right of the employee to delete. This will take you to a new screen where you will be asked to confirm that you would like to delete the selected employee.

3.4 Create New Login Information

Only the owner is able to create new login information for all of the current employees. To do so, select the "Employee" drop down menu and then select "Create New Employee Login." This will open a new page where you must enter a valid email address for a current employee. Then you or the employee can create a new password that will be securely stored in the employee database for this employee to have access to the website.

3.5 Manage Inventory

Select the "Inventory" drop down menu where you can then select "View Inventory" or "Add Inventory Item." From the view inventory screen, you can edit or delete any inventory item, in the same way that you edit or delete from the employee page. Similarly, to add a new item to inventory, you will be taken to a page where you can fill in all of the needed info for an item and then press "Submit" to add it to the database.

3.6 Manage Orders

Select the "Orders" drop down menu where you have the option to select "Create New Order" where you are taken to a new order form and can enter information and select an order date to save to the database. Additionally, the "View All Orders" page has similar options to Edit, Delete, or Create an order for a specific customer, based on that customer's unique Customer ID. Select the pencil or trash can icons on each order to edit or delete that order.

3.7 Manage Customers

From the main menu, select the "Customers" drop down menu and then select "View All Customers." In addition to the previously mentioned edit and delete functions which work the same, there is a new list icon which will allow you to view all orders that have been placed by that customer. By selecting the "Add New Customer" button, you will be taken to a form to enter in new customer information. Then press "Submit" to save that new customer's information to your company database.

4. Sales

4.1 Manage Orders

Select the "Orders" drop down menu where you have the option to select "Create New Order" where you are taken to a new order form and can enter information and select an order date to save to the database. Additionally, the "View All Orders" page has similar options to Edit, Delete, or Create an order for a specific customer, based on that customer's unique Customer ID. Select the pencil or trash can icons on each order to edit or delete that order.

4.2 View Customers

Sales members are able to view customers information that is saved to the company database, as well as edit current customers information or create a new customer. However, sales members are unable to delete an existing customer.

5. Clerk

5.1 View Orders

The clerk may select the "View Orders" option from the main menu to help keep track of past and current orders.

5.2 Manage Inventory

Select the "Inventory" drop down menu where you can then select "View Inventory" or "Add Inventory Item." From the view inventory screen, you can edit or delete any inventory item, in the same way that you edit or delete from the employee page. Similarly, to add a new item to inventory, you will be taken to a page where you can fill in all of the needed info for an item and then press "Submit" to add it to the database.

6. Accountant

6.1 View Sales

The accountant employee is able to view the "Orders" page to keep track of sales numbers and prices customers have purchased.