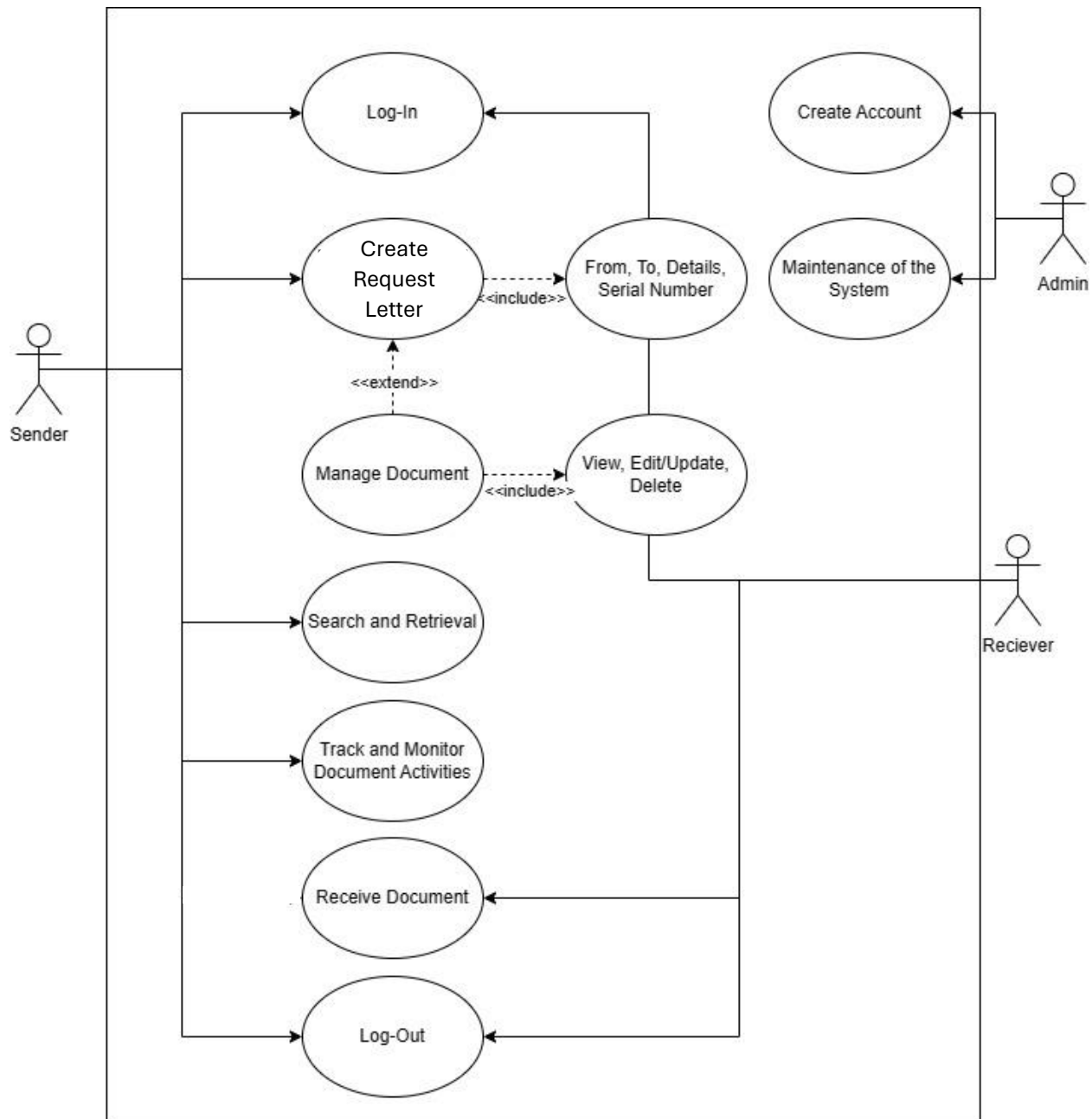


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- 1) Identify the functional, non-functional, and user experience requirements of your proposed system. The functional requirements should be illustrated using a Use-Case Diagram.



## Functional Requirements:

|                |   |
|----------------|---|
| Log-In         | Log-in to the system  |
| Create Account | The admin is the responsible to create an account so that no one can access the system. |

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|                                       |  |
|---------------------------------------|--|
| Maintenance of the System             | The admin is responsible about updates or new feature about the system.  |
| Create a Request Letter               | Users can upload existing documents into the system or create new documents directly within the system. (Creating a Form To borrow something)  |
| Manage Document Versions              | User can manage the Requested letter by Editing/updating or delete it.   |
| Search and Retrieval                  | Users can search for documents based on various criteria such as From (Department name or The person who process the requested letter), To (who will be the recipient), Details, Serial Number |
| Track and Monitor Document Activities | The system tracks and monitors document activities in real-time, allowing users to see what the status of the Document (Received or Pending) is.   |
| Receive Document                      | The Receiver receive the document whether it is accepted or not.   |

## Non-Functional Requirements:

|               |   |
|---------------|---|
| Performance   | The system should be responsive and performant, capable of handling multiple users and large volumes of documents without significant slowdowns.                  |
| Security      | Ensure data security through encryption, access controls, and regular security audits to protect sensitive information from unauthorized access or data breaches. |
| Scalability   | The system should be scalable to accommodate growing storage needs and increasing user loads over time.   |
| Reliability   | High availability and reliability to ensure that the system is accessible whenever needed, with minimal downtime or disruptions.                                  |
| Usability     | Intuitive user interface and user experience design to make it easy for users to navigate, upload, search for, and manage documents efficiently.                  |
| Compatibility | Compatibility with different operating systems, browsers, and devices to ensure accessibility for all users regardless of their setup.                            |
| Compliance    | Compliance with relevant regulations and standards regarding data storage, privacy, and document management.  |
| Auditability  | Maintain detailed audit logs to track all activities related to document access, modification, and deletion for auditing and compliance purposes.                 |

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|                              |  |
|------------------------------|--|
| Backup and Disaster Recovery | Regular backups and disaster recovery mechanisms to prevent data loss in case of system failures, accidents, or disasters. |
|------------------------------|--|

## User Experience Requirements:

|                      |  |
|----------------------|--|
| Intuitive Interface: | The system should have a user-friendly interface that is easy to navigate and understand, even for non-technical users.                        |
| Efficient Navigation | Users should be able to quickly find the features they need without unnecessary clicks or confusion.   |
| Responsive Design    | The system should adapt seamlessly to different screen sizes and devices, providing a consistent user experience.                              |
| Clear Feedback       | Users should receive clear feedback when performing actions such as uploading documents, searching, or completing tasks.                       |
| Personalization      | The system should allow users to customize their experience, such as setting preferences for notifications or organizing their document views. |
| Training and Support | Provide resources such as tutorials, help documentation, and customer support to assist users in learning and using the system effectively.    |

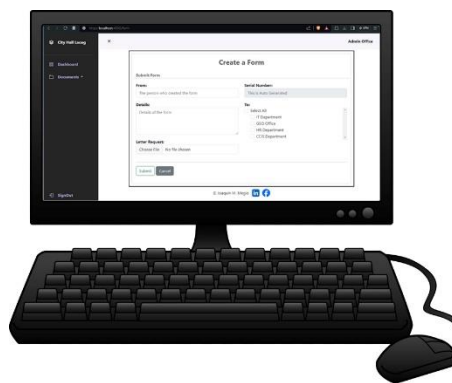
2) Develop storyboard(s) relevant to your proposed system.

### Scene 1:



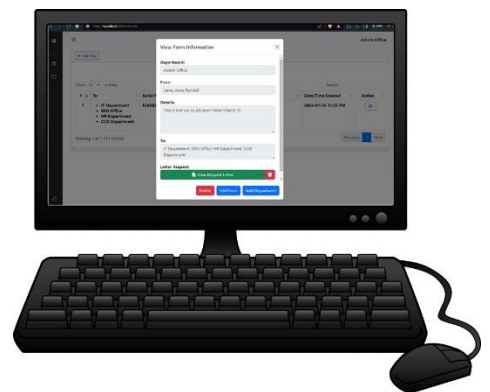
A person is talking to the Admin (Sender) to request to borrow something (Monoblock, speakers, etc..).

### Scene 2:



The Admin (Sender) is now processing the requested letter to the receiver (Recipient). Including From (Department Name or Person who process the letter), To, Details, Serial Number

### Scene 3:



The Admin (Sender) can manage it by Adding Recipient, Editing/Updating the letter, and Delete the Request letter.

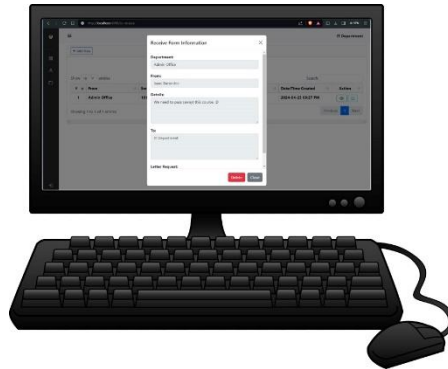
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## Scene 4:



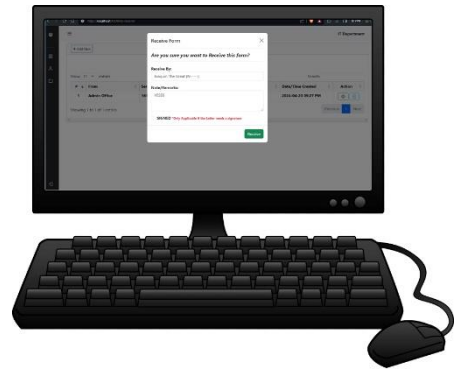
The Admin (Sender) can search for documents based on various criteria such as From (Department name or The person who process the requested letter), To (who will be the recipient), Details, Serial Number. The system tracks and monitors document activities in real-time, allowing users to see what the status of the Document (Received or Pending) is.

## Scene 5:



The Receiver (Recipient) check the information of the Requested form that this will be the basis whether it will accept or not.

## Scene 6:



The Receiver (Recipient) Will now receive the Requested form.