**Requirement Document**

**A: Problem (Author: Jie Hou)**

The software help Chinese style wedding catering manager to manage orders information on his/her own computer. The software is full-featured and with simple user interface.

**B: Background information (Author: Jie Hou)**

Issue1: Is client able to get a summary of all the client’s requirements?  
Decision: Yes, the software can output a review which list all the client’s requirements.

Isssue2: Can client get an invoice of the wedding?  
Decision: Yes, client can receive the invoice either through email (PDF version) or of printed version.

Issue3: Are there any wedding style template that clients can choose?  
Decision: Yes, there are several wedding style templates to be chosen. Client can either use the template directly or modify it. A specific client’s wedding information can also be saved as template.

Issue4: Can client choose a specific chef?  
Decision: Yes, client can choose a specific chef based on the chef’s schedual.

Issue 5: Does the manager need to log in to access the software?  
Decision: Yes. He/she need to input username and password to access the software.

Issue 6: Manager should be able to input profile and requirement of client into the software.  
Decision: Manager will input information through keyboard or make a selection from a drop-down menu.

Issue 7: Can the client get a summary of all the requirements he/she need and decide if he/she still want to change any item.   
Decision: Yes. The software can output a review of all the requirements of client want.

Issue 8: Can client get an invoice before he/she make a payment  
Decision: Yes. Manager can print an invoice. And the invoice should list all items and the corresponding cost.

Issue 9: How can the client get the review of requirement or the invoice?   
Decision: The software can email client the review of requirements or invoice after manager’s permission. The software can also print out the review or invoice. So manager can mail them or client can also stop by the office to get them.

Issue 10: How can the manager easily know if the event is decided or still under negotiation?  
Decision: After the deposit is paid, the event is highlighted.

Issue 11: How if the client had special requirement?  
Decision: All the special requirement will be recorded in the ‘NOTE’ section and shown in the review.

Issue 12: If there is any template that client can use directly or modify based on it?  
Decision: Yes. There are several templates client can choose. The software can also save a particular event as a template.

Issue 13: Can the manager review all the events of a month?  
Decision: Yes. There will be a calendar in the software. Manager can view any date of event by clicking the date.

Issue 14: Can the manager use the software on mobile or pad?  
Decision: No. The software can only run on PC.

**D: Functional requirement**

* Log in (Author: Jie Hou)  
  Manager need to input username and password to log in to the software. If wrong username or password are inputted, system will display error message and prompt enter new username and password.
* Choose template(Author: Jie Hou)  
  There are several templates available for client to choose. By choosing a template, basic wedding information are filled out automatically. Client can use the template directly. Client can also modify it as many as he/she want.
* Output invoice (Author: Jie Hou)  
  After collecting all the client’s requirements, user can output an invoice which include a list of all the items and corresponding cost. The total cost and deposit will be shown in the bottom of the invoice. The invoice can either be sent out by email or printed.
* Calendar (Author: Jie Hou)  
  There is a calendar in the software. Through the calendar, user can easily know the available dates in the current month. By clicking a specific date, user can see the details of the event and even modify it.
* Payment (Author: Jie Hou)  
  There are two parallel parts in the “Payment” section. One is “Deposit”, the other one is “Fully payment”. Both “Deposit” and “Fully payment” are set to “No” by default, and “Payment Method” under it will be grey. If user select “yes”, the “Payment Mothod” will be lighten on and user can choose “Cash” or “Credit card” or “Check” or “Debit Card” through the dropdown menu.
* Cost calculation (Author: Jie Hou)  
  The software will calculate the cost automatically. If user want to add new costing item, he/she can click “Add” and input description and cost, the software will add the cost automatically in to the total cost. The user can add as many extra cost items as he/she want. The added costing items will also be shown in the invoice.