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| **REQUIREMENT LIST** | | |
| **Req ID** | **Requirement** | **Actor** |
| **REQ-001** | Add Incoming Document | Admin,Leader,Clerk,Staff |
| **REQ-002** | Update Incoming Document information | Admin,Leader,Clerk |
| **REQ-003** | Delete Incoming Document | Admin,Leader,Clerk |
| **REQ-004** | View Incoming Document detail | Admin,Leader,Clerk,Staff |
| **REQ-005** | Export Incoming Document | Admin,Leader,Clerk,Staff |
| **REQ-006** | Forward Processing Incoming Document | Admin,Leader |
| **REQ-007** | Add Incoming Document into Document Log | Admin,Leader,Clerk |
| **REQ-008** | Retract Incoming Document | Admin,Leader,Clerk |
| **REQ-009** | Add Outcoming Document | Admin,Leader,Clerk,Staff |
| **REQ-010** | Update Outcoming Document information | Admin,Leader,Clerk |
| **REQ-011** | Delete Outcoming Document | Admin,Leader,Clerk |
| **REQ-012** | View Outcoming Document detail | Admin,Leader,Clerk,Staff |
| **REQ-013** | Export Outcoming Document | Admin,Leader,Clerk,Staff |
| **REQ-014** | Forward Processing Outcoming Document | Admin,Leader |
| **REQ-015** | Add Outcoming Document into Document Log | Admin,Leader,Clerk |
| **REQ-016** | Retract Outcoming Document | Admin,Leader,Clerk |
| **REQ-017** | Create Document Log | Admin,Leader,Clerk |
| **REQ-018** | Edit Document Log information | Admin,Leader,Clerk |
| **REQ-019** | Delete Documenr Log | Admin,Leader,Clerk |
| **REQ-020** | View Documents in DocumentLog | Admin,Leader,Clerk,Staff |
| **REQ-021** | Create Folder Category | Admin,Leader,Clerk |
| **REQ-022** | Edit Folder Category information | Admin,Leader,Clerk |
| **REQ-023** | Delete Folder Category | Admin,Leader,Clerk |
| **REQ-024** | Open Folder Category | Admin,Leader,Clerk |
| **REQ-025** | Close Folder Category | Admin,Leader,Clerk |
| **REQ-026** | View Folders in Folder Category | Admin,Leader,Clerk,Staff |
| **REQ-027** | Add Folder into Folder Category | Admin,Leader,Clerk |
| **REQ-028** | Remove Folder from Folder Category | Admin,Leader,Clerk |
| **REQ-029** | Create Folder | Admin,Leader,Clerk |
| **REQ-030** | Edit Folder information | Admin,Leader,Clerk |
| **REQ-031** | Delete Folder | Admin,Leader,Clerk |
| **REQ-032** | Open Folder | Admin,Leader,Clerk |
| **REQ-033** | Close Folder | Admin,Leader,Clerk |
| **REQ-034** | View Documents in Folder | Admin,Leader,Clerk,Staff |
| **REQ-035** | Add Document into Folder | Admin,Leader,Clerk |
| **REQ-036** | Remove Document from Folder | Admin,Leader,Clerk |
| **REQ-037** | Tracking and Processing of work | Admin,Leader |
| **REQ-038** | Document Type Management | Admin,Leader |
| **REQ-039** | Issuing Agency Management | Admin,Leader |
| **REQ-040** | Field of Text Management | Admin,Leader |
| **REQ-041** | Position Management | Admin,Leader |
| **REQ-042** | Level Management(Urgency,Security) | Admin,Leader |
| **REQ-043** | User Management | Admin,Leader |
| **REQ-044** | Access Group Management | Admin,Leader |
| **REQ-045** | Personal Account Management | Admin,Leader,Clerk,Staff |
| **REQ-046** | Backups | Admin,Leader |
| **REQ-047** | Restorations | Admin,Leader |
| **REQ-048** | Reports and Statistics | Admin,Leader |
| **REQ-049** | Sign in | Admin,Leader,Clerk,Staff |
| **REQ-050** | Sign up | Leader,Clerk,Staff |
| **REQ-051** | Sign out | Admin,Leader,Clerk,Staff |
| **REQ-052** | Forgot Password | Admin,Leader,Clerk,Staff |
| **REQ-053** | Change Password | Admin,Leader,Clerk,Staff |

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| **Requirements Source Traceability Matrix** | |
| **Req ID** | **Source** |
| **REQ-001** | Analysis document,Business requirement |
| **REQ-002** | User interview,Analysis document |
| **REQ-003** | User interview,Analysis document,Business requirement |
| **REQ-004** | User interview,Analysis document,Business requirement |
| **REQ-005** | User interview,Analysis document |
| **REQ-006** | User interview |
| **REQ-007** | User interview,Analysis document,Business requirement |
| **REQ-008** | Analysis document,Business requirement |
| **REQ-009** | Analysis document,Business requirement |
| **REQ-010** | User interview,Analysis document |
| **REQ-011** | User interview,Analysis document,Business requirement |
| **REQ-012** | User interview,Analysis document,Business requirement |
| **REQ-013** | User interview,Analysis document |
| **REQ-014** | User interview |
| **REQ-015** | User interview,Analysis document,Business requirement |
| **REQ-016** | Analysis document,Business requirement |
| **REQ-017** | Analysis document,Business requirement |
| **REQ-018** | User interview,Analysis document,Business requirement |
| **REQ-019** | Analysis document,Business requirement |
| **REQ-020** | User interview,Analysis document |
| **REQ-021** | User interview |
| **REQ-022** | User interview,Analysis document |
| **REQ-023** | User interview,Analysis document |
| **REQ-024** | Analysis document |
| **REQ-025** | Analysis document |
| **REQ-026** | User interview,Analysis document |
| **REQ-027** | User interview,Analysis document |
| **REQ-028** | User interview,Analysis document |
| **REQ-029** | User interview |
| **REQ-030** | User interview,Analysis document |
| **REQ-031** | User interview,Analysis document |
| **REQ-032** | Analysis document |
| **REQ-033** | Analysis document |
| **REQ-034** | User interview,Analysis document |
| **REQ-035** | User interview,Analysis document |
| **REQ-036** | User interview,Analysis document |
| **REQ-037** | User interview,Analysis document,Business requirement |
| **REQ-038** | Analysis document,Business requirement |
| **REQ-039** | Analysis document,Business requirement |
| **REQ-040** | Analysis document,Business requirement |
| **REQ-041** | Analysis document,Business requirement |
| **REQ-042** | Analysis document,Business requirement |
| **REQ-043** | Analysis document,Business requirement |
| **REQ-044** | Analysis document,Business requirement |
| **REQ-045** | User interview,Analysis document,Business requirement |
| **REQ-046** | User interview |
| **REQ-047** | User interview |
| **REQ-048** | User interview |
| **REQ-049** | Analysis document,Business requirement |
| **REQ-050** | Analysis document,Business requirement |
| **REQ-051** | Analysis document,Business requirement |
| **REQ-052** | Analysis document,Business requirement |
| **REQ-053** | Analysis document,Business requirement |

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| **Requirements Stakeholder Traceability Matrix** | | |
| **Requirement ID** | **Rank 1 (lowest importance) – 5 (highest importance)** | **Stakeholder Source (A - Admin,**  **L - Leader, C – Clerk, S - Staff)** |
| **REQ-001** | 5 | A , L , C , S |
| **REQ-002** | 5 | A , L , C |
| **REQ-003** | 5 | A , L , C |
| **REQ-004** | 5 | A , L , C , S |
| **REQ-005** | 2 | A , L , C , S |
| **REQ-006** | 5 | A , L |
| **REQ-007** | 5 | A , L , C |
| **REQ-008** | 5 | A , L , C |
| **REQ-009** | 5 | A , L , C , S |
| **REQ-010** | 5 | A , L , C |
| **REQ-011** | 5 | A , L , C |
| **REQ-012** | 5 | A , L , C , S |
| **REQ-013** | 2 | A , L , C , S |
| **REQ-014** | 5 | A , L |
| **REQ-015** | 5 | A , L , C |
| **REQ-016** | 5 | A , L , C |
| **REQ-017** | 5 | A , L , C |
| **REQ-018** | 5 | A , L , C |
| **REQ-019** | 5 | A , L , C |
| **REQ-020** | 5 | A , L , C , S |
| **REQ-021** | 3 | A , L , C |
| **REQ-022** | 3 | A , L , C |
| **REQ-023** | 3 | A , L , C |
| **REQ-024** | 3 | A , L , C |
| **REQ-025** | 3 | A , L , C |
| **REQ-026** | 3 | A , L , C , S |
| **REQ-027** | 3 | A , L , C |
| **REQ-028** | 3 | A , L , C |
| **REQ-029** | 4 | A , L , C |
| **REQ-030** | 4 | A , L , C |
| **REQ-031** | 4 | A , L , C |
| **REQ-032** | 4 | A , L , C |
| **REQ-033** | 4 | A , L , C |
| **REQ-034** | 4 | A , L , C , S |
| **REQ-035** | 4 | A , L , C |
| **REQ-036** | 4 | A , L , C |
| **REQ-037** | 5 | A , L |
| **REQ-038** | 2 | A , L |
| **REQ-039** | 2 | A , L |
| **REQ-040** | 2 | A , L |
| **REQ-041** | 2 | A , L |
| **REQ-042** | 2 | A , L |
| **REQ-043** | 5 | A , L |
| **REQ-044** | 5 | A , L |
| **REQ-045** | 5 | A , L , C , S |
| **REQ-046** | 3 | A , L |
| **REQ-047** | 3 | A , L |
| **REQ-048** | 3 | A , L |
| **REQ-049** | 5 | A , L , C , S |
| **REQ-050** | 5 | L , C , S |
| **REQ-051** | 3 | A , L , C , S |
| **REQ-052** | 3 | A , L , C , S |
| **REQ-053** | 3 | A , L , C , S |