Software Requirements Specification

Version 1.0

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Career Services
Event Registration Software

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1. Introduction

1.1 Purpose

The purpose of this project is to streamline the Career Services event registration process by creating software that will allow for quicker registration and easier collection of event data. The current event registration process requires kiosk attendants to manually enter data for the people registering and could be made more efficient by giving the registrants the ability to quickly register themselves.

1.2 Project Scope

This project will involve both a pre-registration web form as well as an installed software for the laptop kiosks used for on-site registration. The software will interact with a barcode scanner and a label printer. Information will be collected from registrants for data analysis to better help Career Services plan for future events and better accommodate for future registrants.

2. General Description

The intended scope of this project is to create software for use by Eastern Washington University's Career Services department for on-site event registration. The software will allow registrants to quickly register for an event by scanning a barcode receipt received from pre-registering online or by using the user interface to enter their information on a kiosk laptop. After registering, the registrant will receive an identifying name tag with their information on it. Statistical data will be collected from the registrants for the event that can then be exported to an Excel spreadsheet for data analysis.

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Each event needs to be tied to individual registrants to be searchable/distinguishable since the software will be used for a variety of events.

3. Specific Requirements

3.1 Requirements Overview

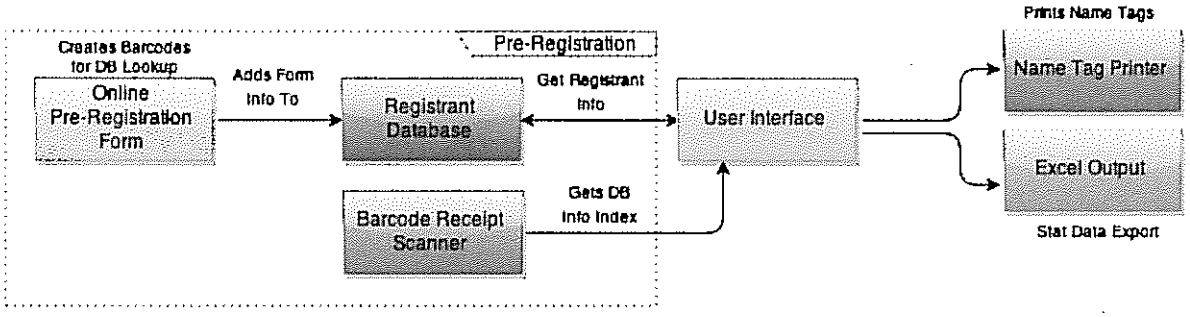

Figure 1 - Project Aspects Overview

3.2 User Interface

The user interface will be used for manual input of registrant information. It must be able to allow the user to distinguish what kind of registrant they are--either student, alumnus, business owner, or other attendee--and then input relevant information. After all of the information fields are filled out, the user should then be able to click a button to indicate that they are finished. Upon clicking, the user should receive a name tag printed with their information on it.

3.3 Online Pre-Registration Form

Anyone wanting to attend an event may register ahead of time online to speed up their check-in process. They should be able to go online to a pre-registration form similar to what would be available at an on-site registration kiosk. The user should be able to enter their information in the same way, submit it, and receive a barcode receipt along with a notification that their registration information was received. This barcode should then be used on-site for a quicker check-in.

pull up on cell phone in email

3.4 Barcode Receipt Scanner

Registrants who registered ahead of time online should be able to scan a barcode receipt, either on a mobile device or printed copy, and have their information display on the user interface. The registrant should then be able to verify their information, modify it if desired, then click a button to print a name tag. If the barcode is unreadable, the registrant should be notified of the error and be directed to manually enter their information at the kiosk.

3.5 Name Tag Printer

The name tag printer should be able to print a label with the registrant's name and relevant information on it. Student name tags should include their university, major, and class standing (freshman, sophomore, junior, senior, post-bac, graduate student). Alumnus name tags should include their university, major, and year of graduation. Business owner name tags should include their job title and place of occupation. Other registrant name tags should only display their name and a relevant title.

3.6 Administrative Tools

The user interface should include an administrative side that can be accessed via a login screen. After verifying that the user has permissions to administrative functions, the user will be able to make changes to the database (clear, add, drop, etc.), export database information, and make some modifications to the registration form. The user should then have the option to logout and return to the registration side of the user interface.

4. Use Cases

4.1 Registrant Use Case

When planning on attending an event, the to-be registrant can either register online or on-site. If the user pre-registers online, they will receive a receipt of registration with a barcode on it. On the day of the event, the registrant will then approach a kiosk to check-in and complete the registration process. If the user registered online and have a barcode for scanning, they can scan that and populate the registration form and click a button to finish. If there is an error in reading a barcode or if the registrant has not pre-registered, they can manually enter their information via the kiosk registration user interface. Once the registration process is complete, the registrant will receive a personalized name tag with their information on it. The registrant then will attend the event.

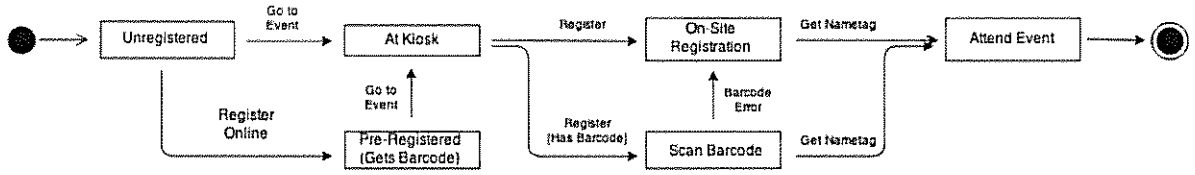

Figure 2 - Registrant State Diagram