Cos 301

Post-Doctoral Application Management System

Vision and scope document

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Version 0.0
Iteration 1

Prepared for Ms. Cathy Sandis (UP Research Office)
by SoftServe Group

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Change log			
Date	Version	Description	Person
10/02/2014	v 0.0	Document created	Mathys Ellis
02/03/2014	v 0.1	Added to glossary	Mathys Ellis
04/03/2014	v 0.2	Added Integration requirements, Architecture constraints, Functional requirements introduction	Alfred Ngako
05/03/2014	v 0.3	Added Introduction, Vision, Background, Access Channel requirements	Carlo Machaba
06/03/2014	v 0.4	Added domain objects, open issues. Modified some sections	Alfred Ngako
06/03/2014	v 0.5	Added quality requirements, methodology, scope and limitations	Mathys Ellis
08/03/2014	v 0.6	Added some wrapping to the change log which is now a table	Alfred Ngako
11/03/2014	v 0.7	Added more functional requirements which relate more to the use case diagrams	Alfred Ngako
16/03/2014	v 0.8	Added domain objects data relation diagrams	Alfred Ngako
16/03/2014	v 0.8	Added some preconditions and did some formatting	Mathys Ellis
17/03/2014	v 0.8	Added rest of preconditions and all the post-conditions. Also added to the glossary	Mathys Ellis
20/03/2014	v 0.9	Updated the domain objects diagram	Mathys Ellis
20/03/2014	v 0.9	Updated the domain objects plus diagram	Alfred Ngako
20/03/2014	v 0.9	Updated the use case prioritizaion	Alfred Ngako

Contents

List of Figures

1 Introduction

Thank you for using the Post Doctoral Management System. The product is being developed using the process of software engineering according the IEEE standards and will be released as version 1 in the coming months.

The current version is being released to get user input from the stakeholders so that improvements can be made to the product.

2 What is a Post Doctoral Management System?

The Post Doctoral Management System makes the management of the prospective and renewal application processes of Post-Doctoral fellowships, from start to end, more effective, intractable, reliable, secure and audit-able. And also provide the necessary auxiliary services to support the application process and make use of its data. The system makes use of a centralised user friendly web interface that will be used by the all the stakeholders involved in the various processes. The system hosts various sections that handle the different stages in the work-flow of the processes. The system automates the transitions between stages by forwarding the required information to the next stakeholder in the process and notifying them via an email notification or equivalent. The system will also need to provide reporting facilities for the application and person information stored by the system. As well as progress tracking with regards to any application. The system data is centralised to ensure that any information used by system is cohesive and valid for any stakeholder who accesses it. The system also allows for the recreation of existing data with regards to applications, people and locations, which act as importing facilities.

3 Post Doctoral Management System for End Users

The system is designed in such a way that it is accessible over any device that has access to the Internet via a web browser, whether over a computer, tablet or mobile phone. Once the user has accessed the system, it is simple for non-technical users to figure out how to navigate through the web application.

The system has a number of functions which are available to the end users depending on their security roles. Here is a list of all the functionality included in the system currently:

- Application Management Services
- Notification Services
- Announcements
- User Account Management Services

- Location Services
- Meeting Management Services

and many more functions within the above mentioned functions.

4 Objectives of the User Manaul

The objectives of the User Manual are to:

- Provide instructions on how to access the system
- Provide instructions on how to navigate through the system

This is not a Technical Manual in that we do not go in depth on the processes followed by each stakeholder and the various roles they perform through the process. It is expected that each stakeholder knows their role beforehand.

5 Getting Started

The Post Doctoral Management System has been developed in a simple and understandable way. New users should not have any trouble using the system as it follows the standards that have been set in industry.

6 System Requirements

The system will run on the following web browsers and their mobile counterparts

1. Mozilla Firefox 20+
2. Google Chrome 30+
3. Microsoft Internet Explorer 9+
4. Apple Safari
5. Opera

7 Creating a User Account(Prospective Fellows)

This process is a simple as a filling the form, once that is done an email will be sent to verify your details and to authenticate you are the user

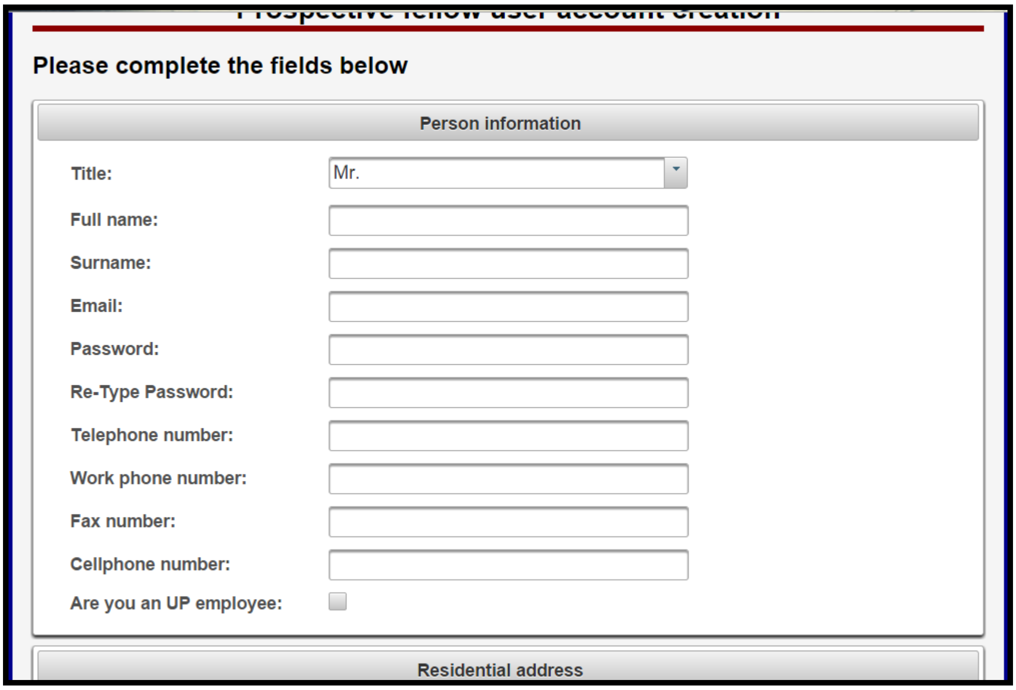


Figure 1: Creating a User Account

8 Logging on to the System

Enter your user name and password

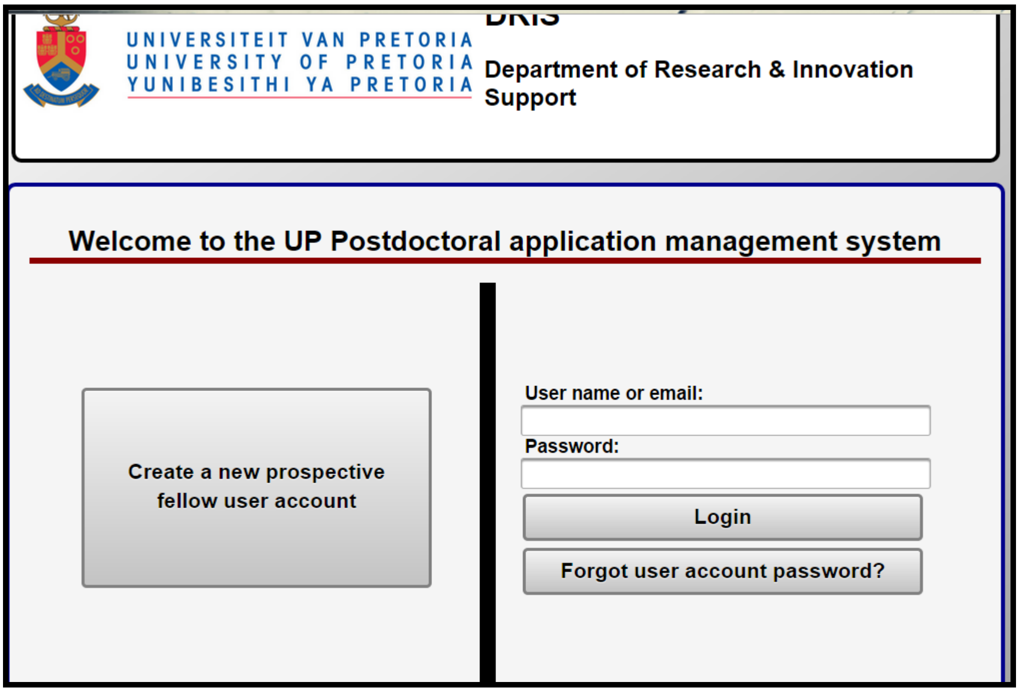


Figure 2: Login

9 Main Menu

This is the main menu, depending on your security role you will see different items, double click to enter the service you want to use

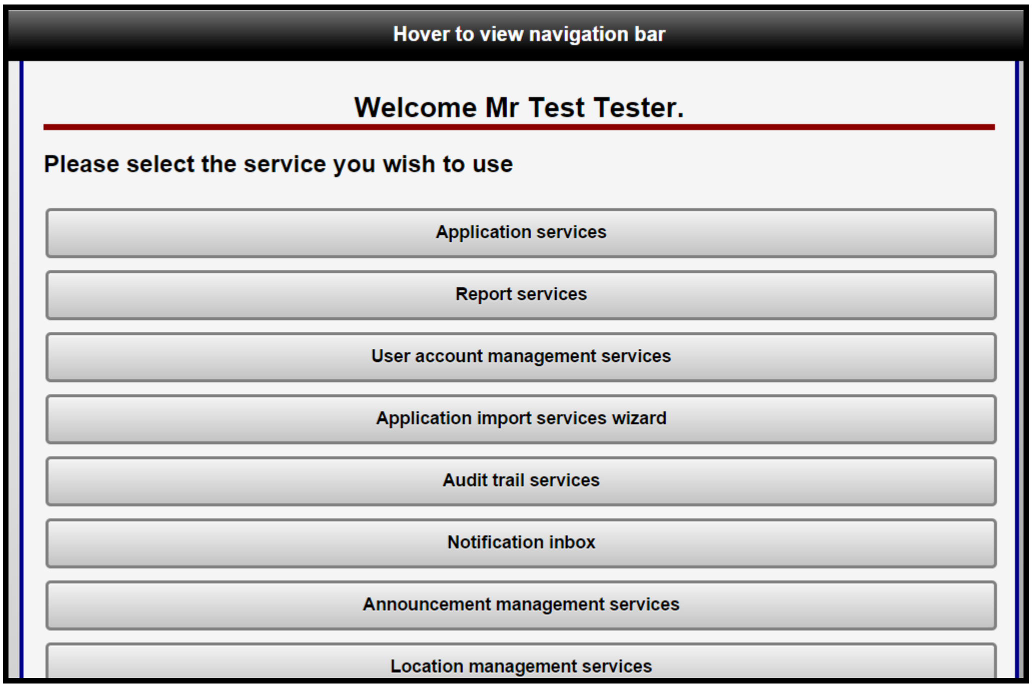


Figure 3: Main Menu

10 Application Services

This is the application service menu, depending on your security role you will see different items, double click to enter the service you want

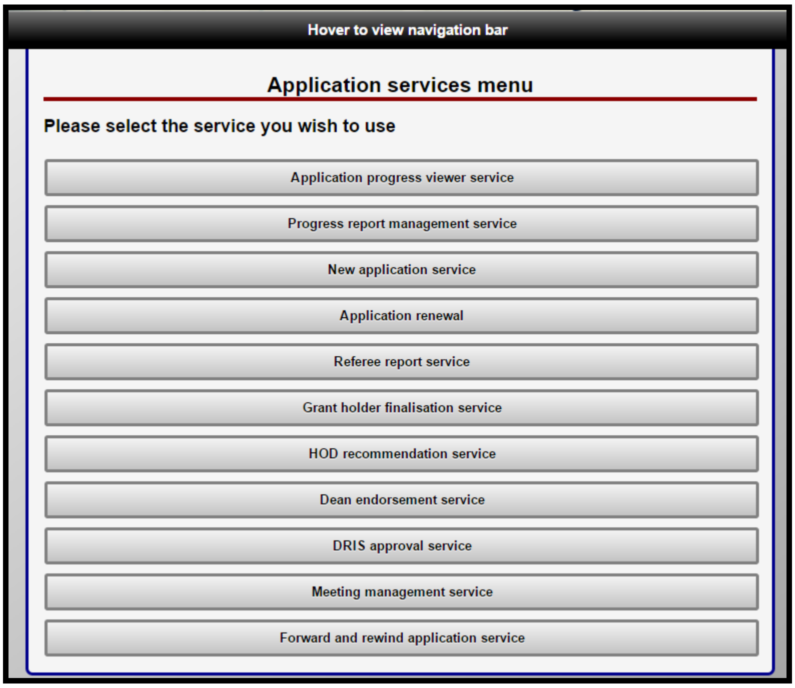


Figure 4: Application Services Menu

11 Navigation Bar

If you hover at the top of the page you will navigate through the system. It is availabe at the top of the page. If the user is not comfortable using this, the back button on the web browser works as well

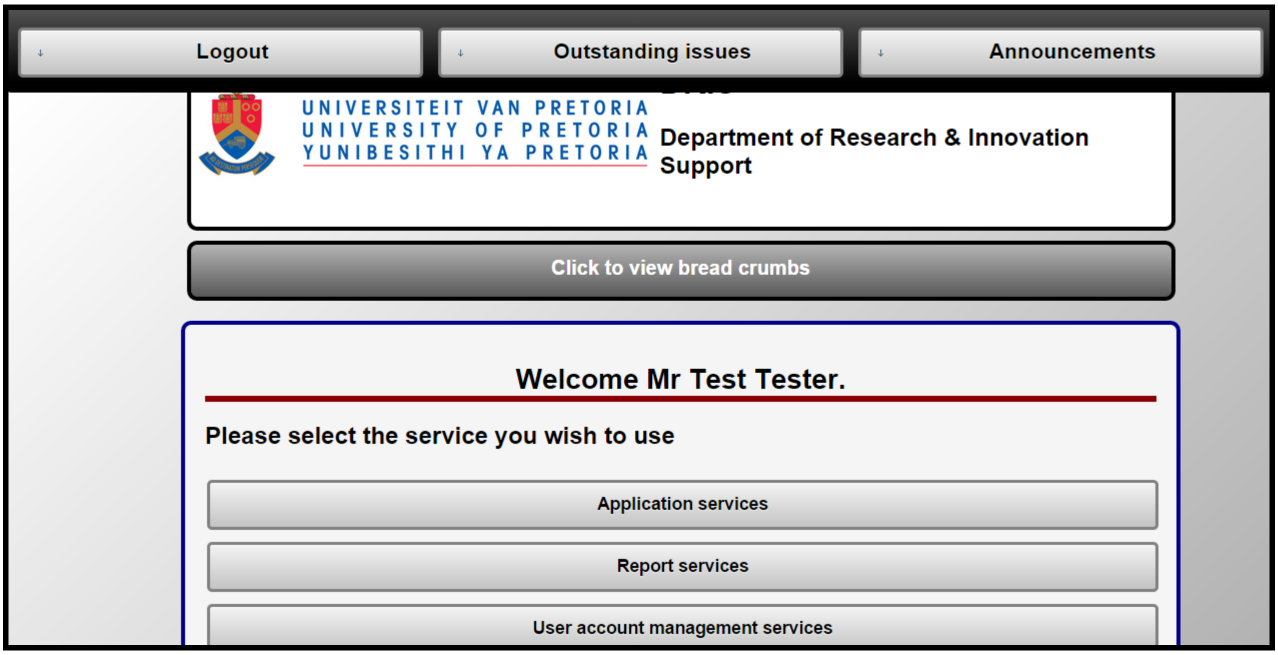


Figure 5: Navigation Bar

12 Bread Crumbs

This shows the path followed to get to the state you are currently in, simply click on the button

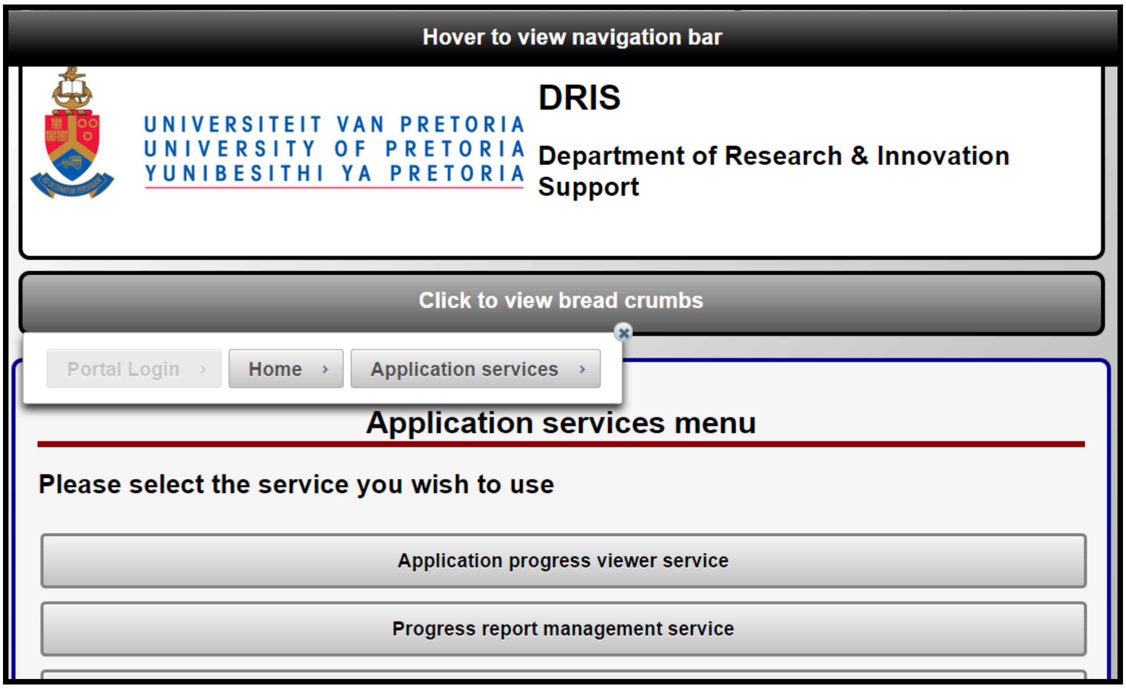


Figure 6: Bread Crumbs

13 Announcement Management

The following provides the options available for users with regards to Announcement Management.

For announcement creation the user enters the details into the form and click on publish it once you are done.

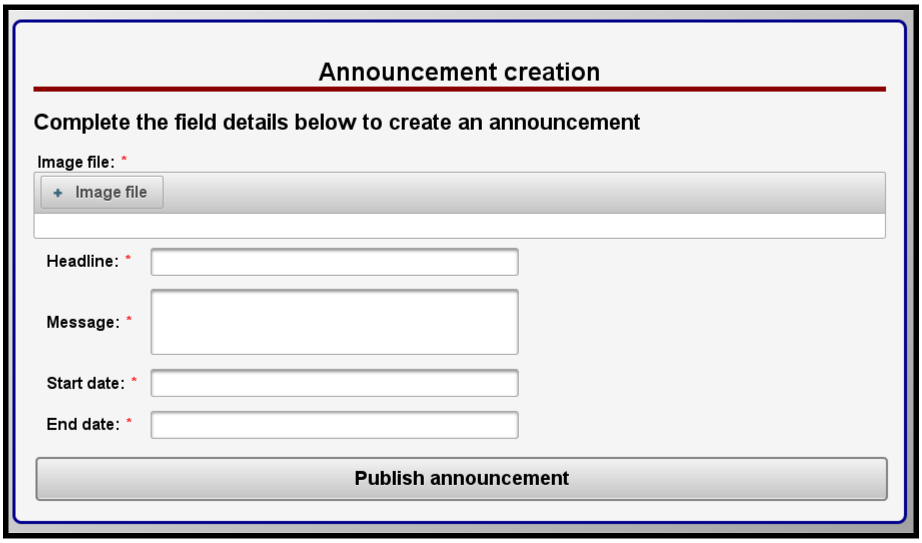


Figure 7: Creating an Announcement

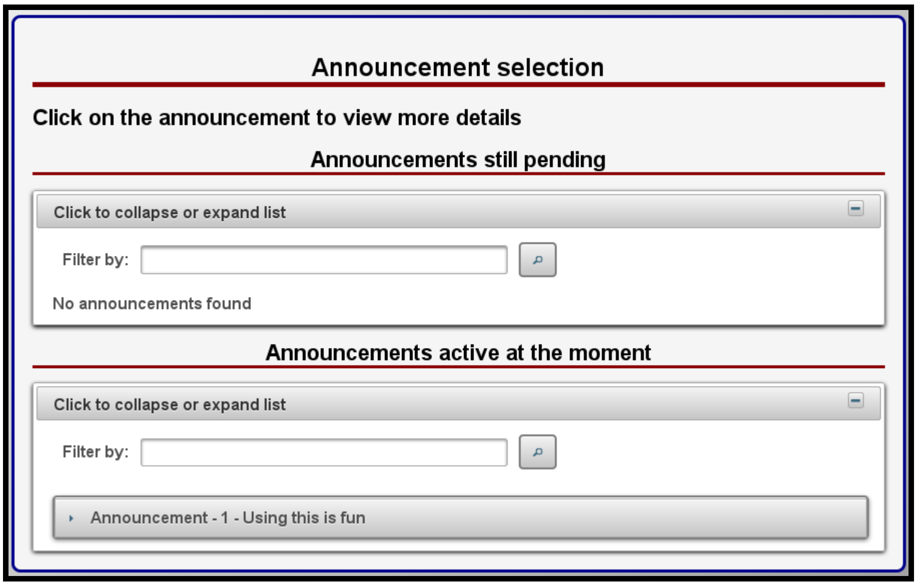


Figure 8: View all the Announcements

14 Audit Trail Services

The user will be able to view the audit log, they can enter information in the filters to find the entries they would like to see

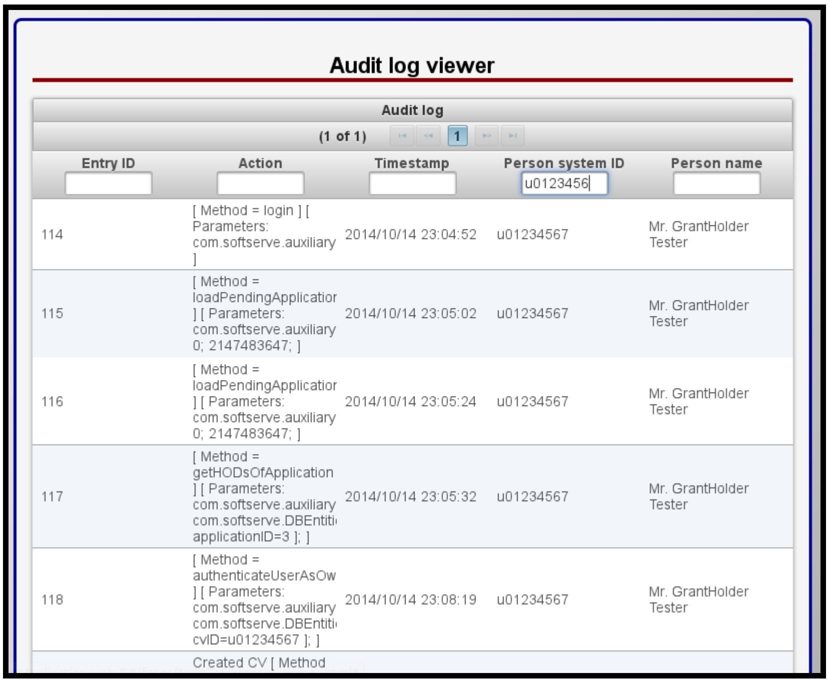


Figure 9: View the audit log

15 Forward and Rewind Service

The user will click on the application they wish to forward or rewind, change the application status and state the reason for the change

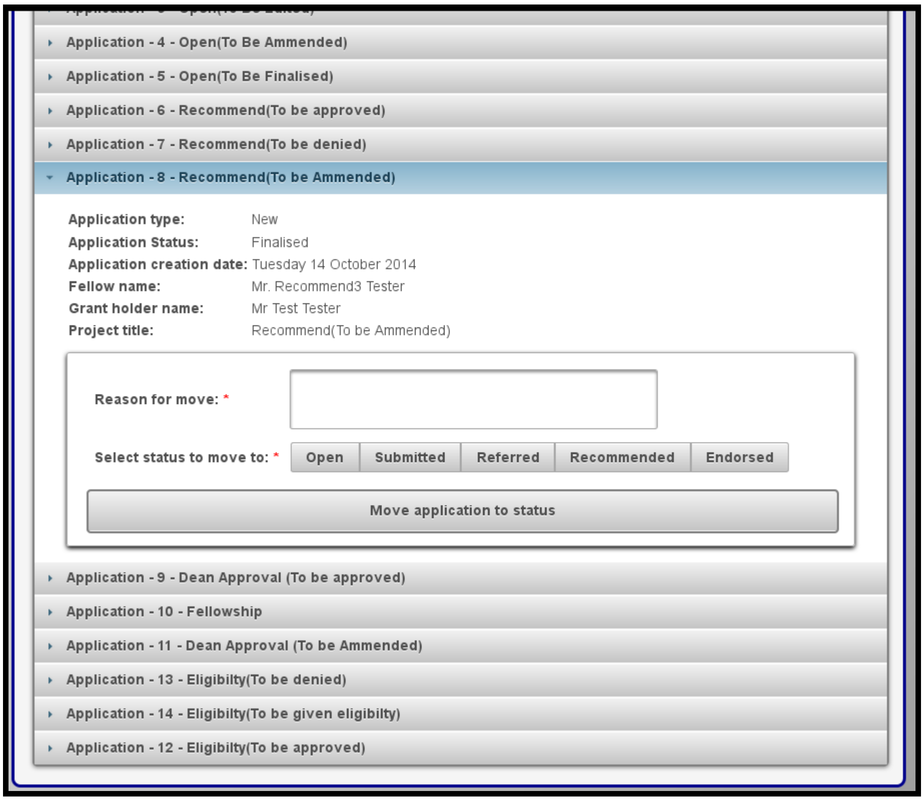


Figure 10: Forward or Rewind An Application

16 Location Management Service

The user will navigate through to the required location by double clicking on the appropriate button. At the bottom of the screen the user will be able to change the name of the location or create a new location.

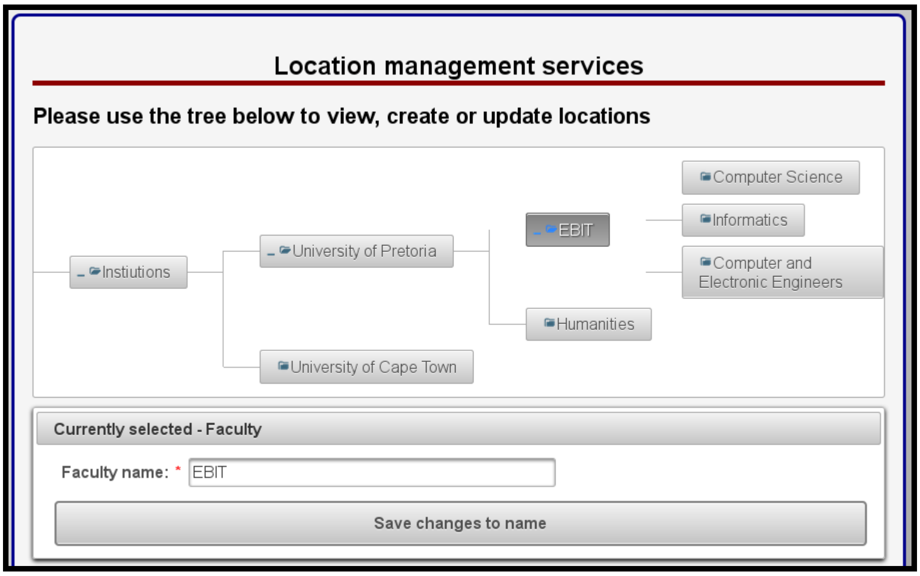


Figure 11: Forward or Rewind An Application

17 Meeting Management

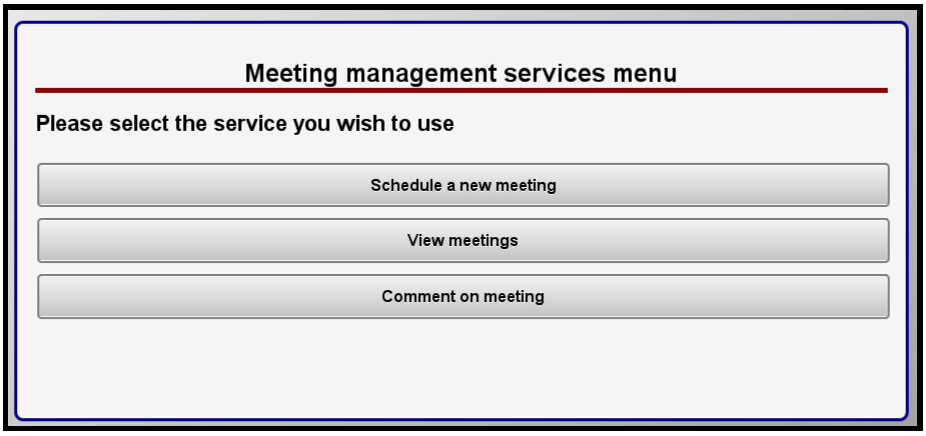


Figure 12: Meeting Management Menu

The user will select the option they want from the menu above.

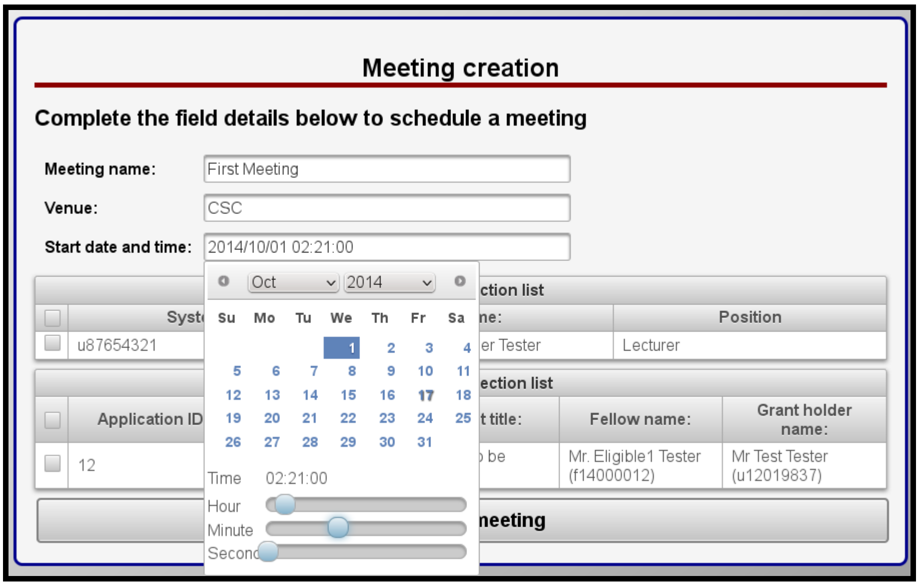


Figure 13: Meeting Creation

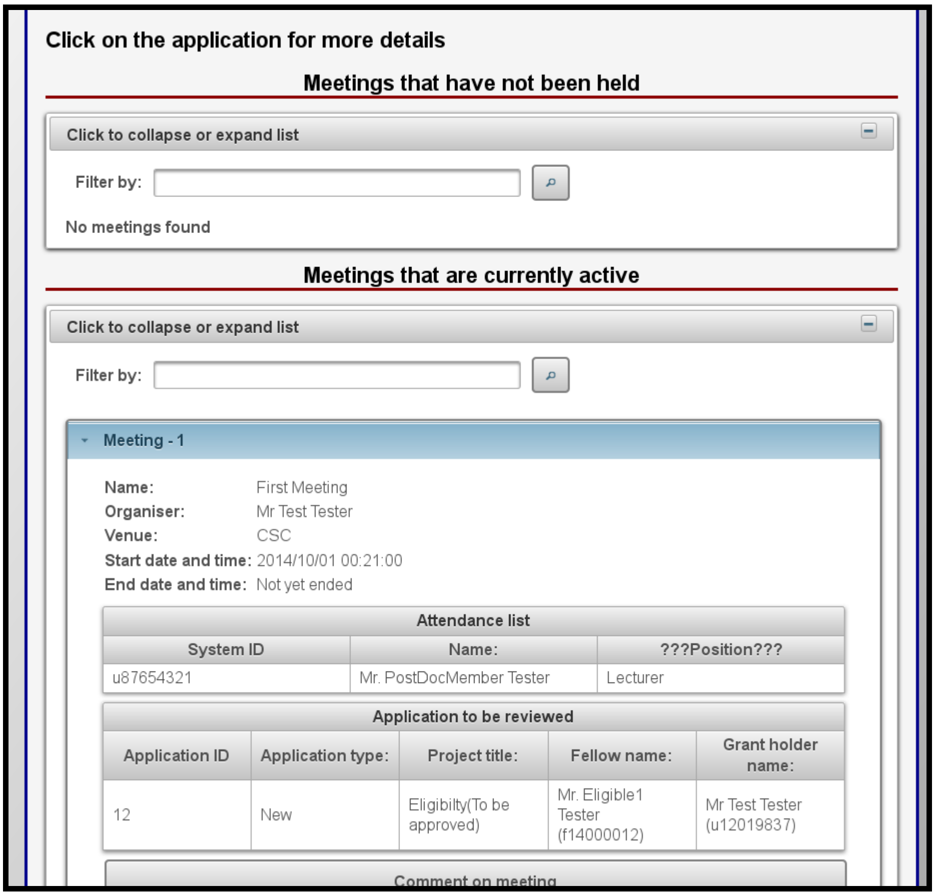


Figure 14: View Meetings

18 Notification

The user will use the filters to find the notifications they require.

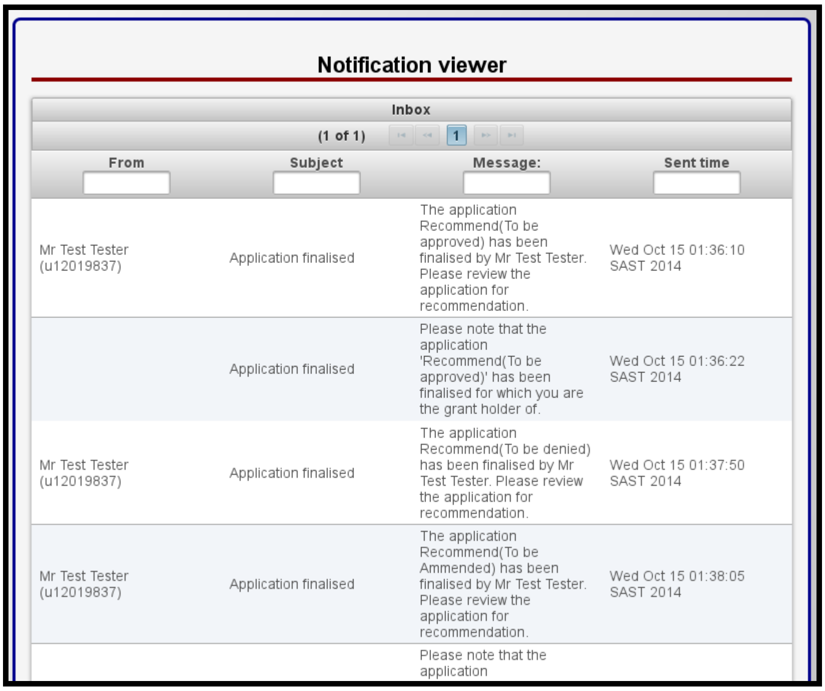


Figure 15: View Notifications

19 Reporting Service

The process of generating is this:

- Click on the Report wizard and select a query type

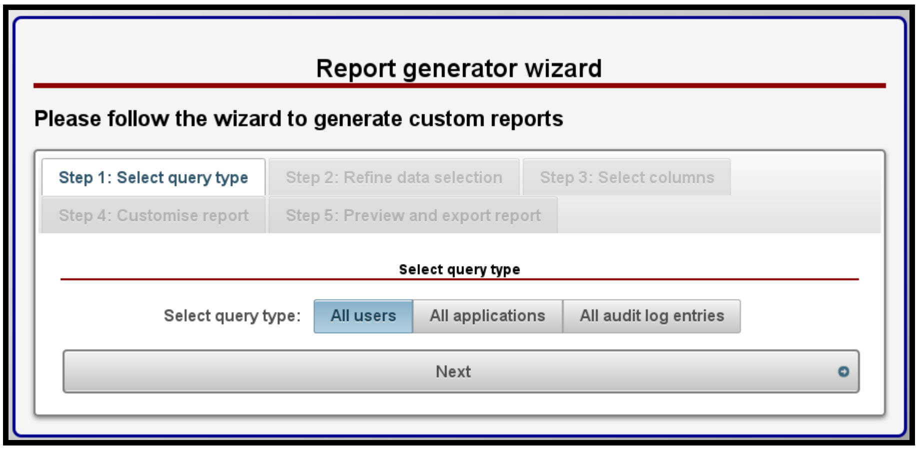


Figure 16: View Notifications

- Refine the selection as they see fit

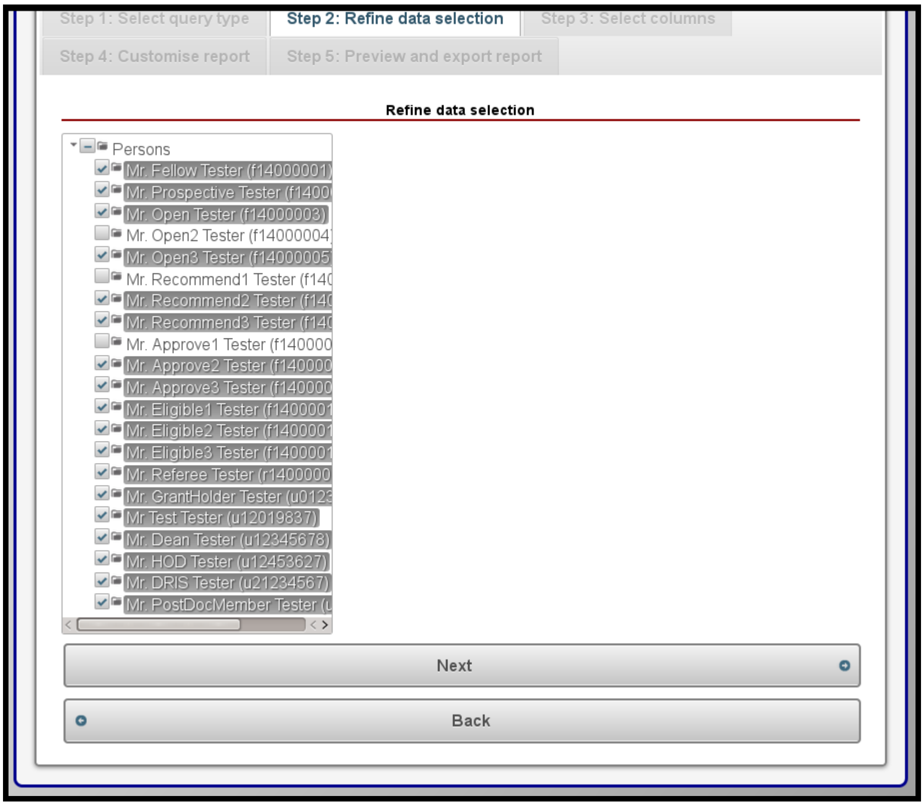


Figure 17: View Notifications

- Select the columns they want to be displayed in the report.

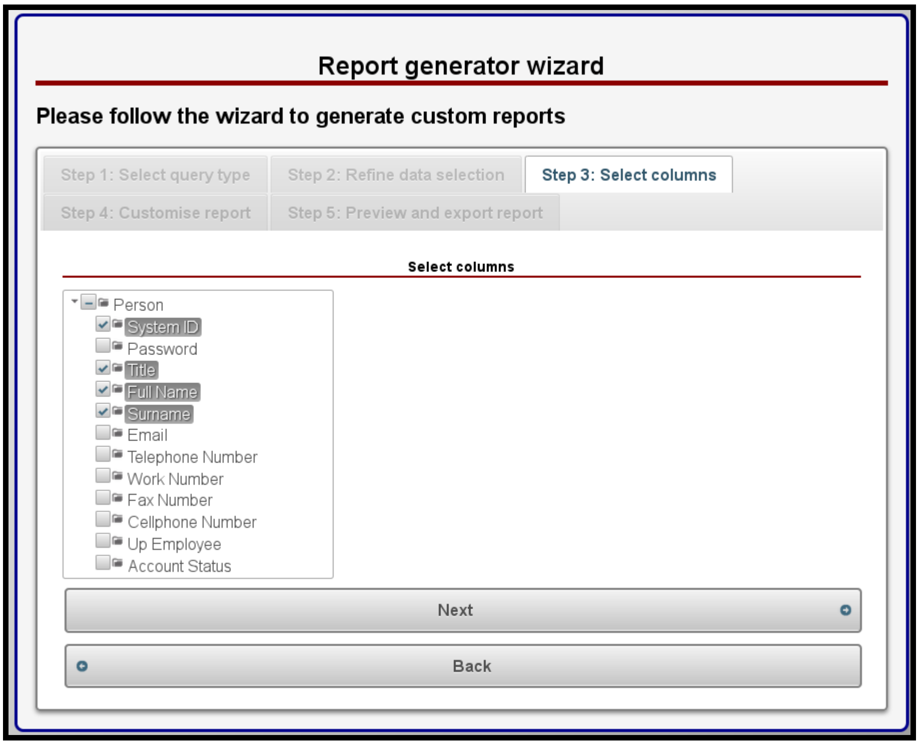


Figure 18: View Notifications

- Customize the report by adding the header and name.

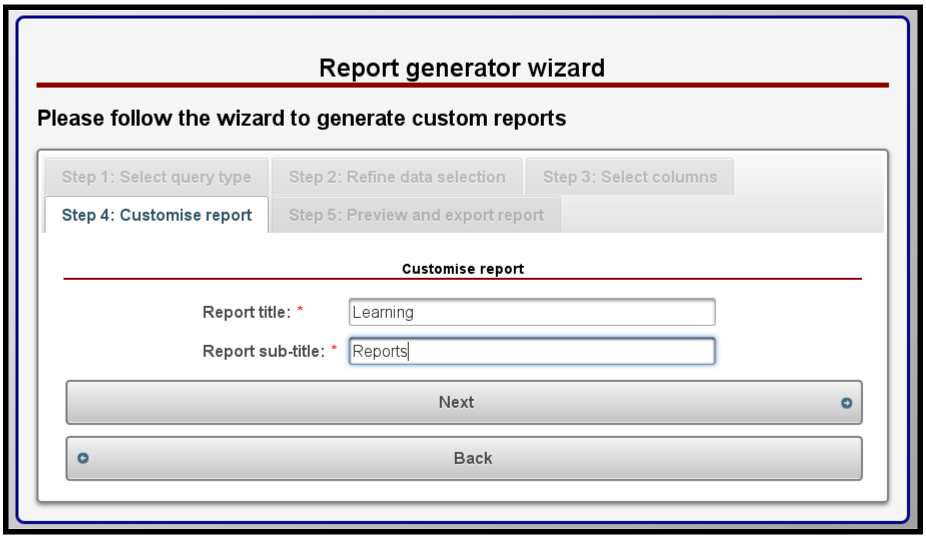
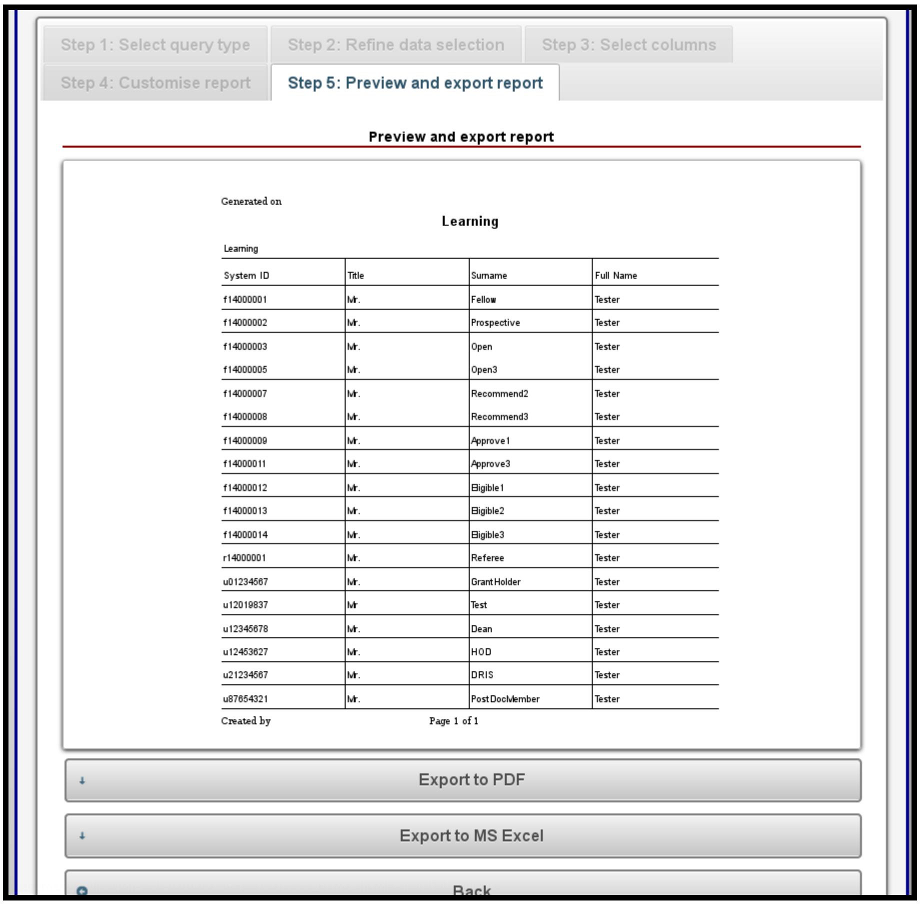


Figure 19: View Notifications

- See the preview of the report and export it into the required format



System ID	Title	Surname	Full Name
f14000001	Mr.	Fellow	Tester
f14000002	Mr.	Prospective	Tester
f14000003	Mr.	Open	Tester
f14000005	Mr.	Open3	Tester
f14000007	Mr.	Recommend2	Tester
f14000008	Mr.	Recommend3	Tester
f14000009	Mr.	Approve1	Tester
f14000011	Mr.	Approve3	Tester
f14000012	Mr.	Eligible1	Tester
f14000013	Mr.	Eligible2	Tester
f14000014	Mr.	Eligible3	Tester
r14000001	Mr.	Referee	Tester
u01234567	Mr.	GrantHolder	Tester
u12019837	Mr	Test	Tester
u12345678	Mr.	Dean	Tester
u12453627	Mr.	HOD	Tester
u21234567	Mr.	DRIS	Tester
u87654321	Mr.	PostDocMember	Tester

Figure 20: View Notifications

- Save the report in the preferred location

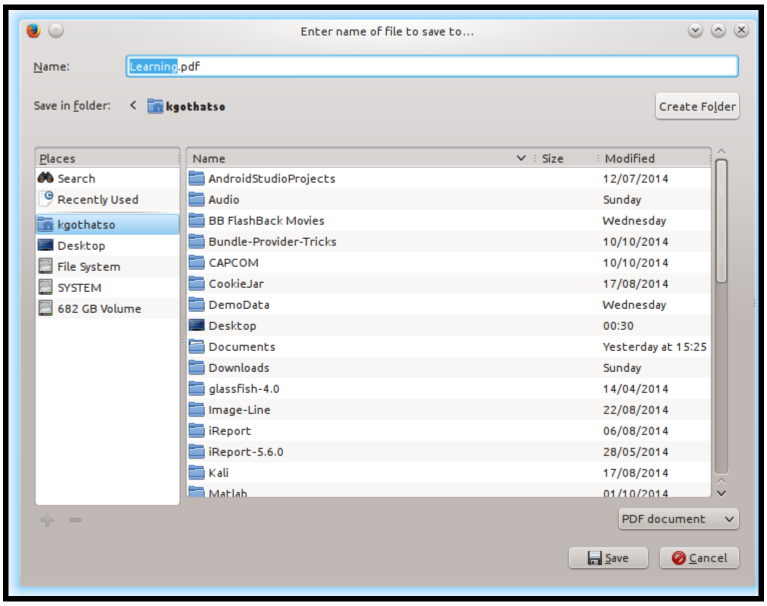


Figure 21: View Notifications

20 User Account Management

The user will be able to edit their user information.

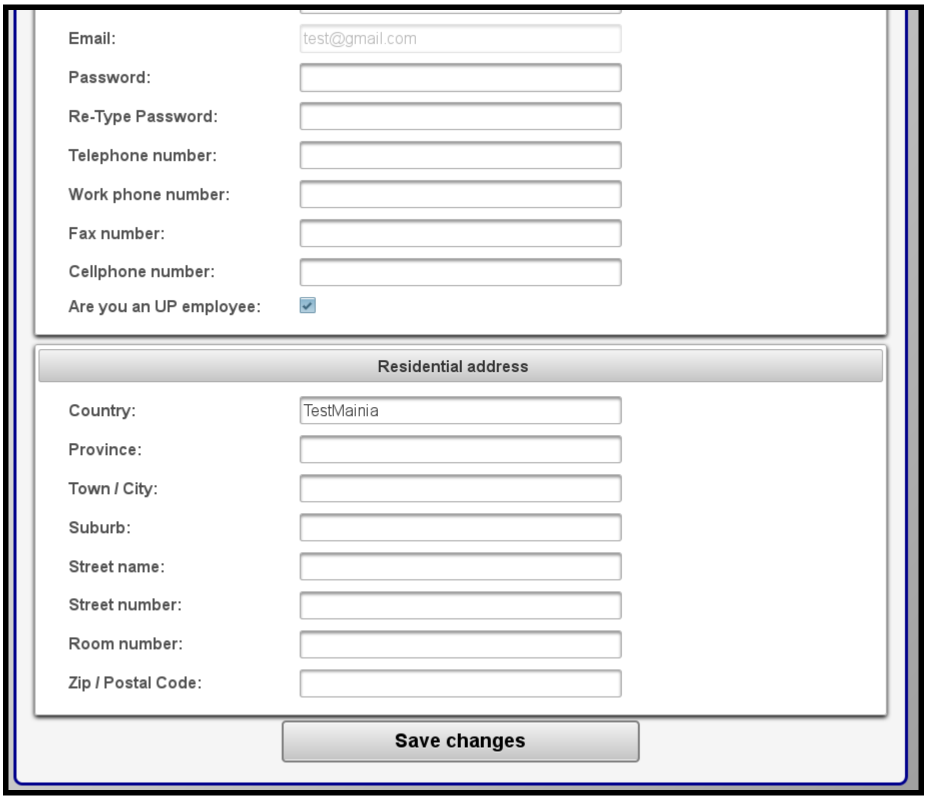


Figure 22: Edit User Account

The system administrator will be able to edit user accounts, by selecting an account and doing the appropriate action.

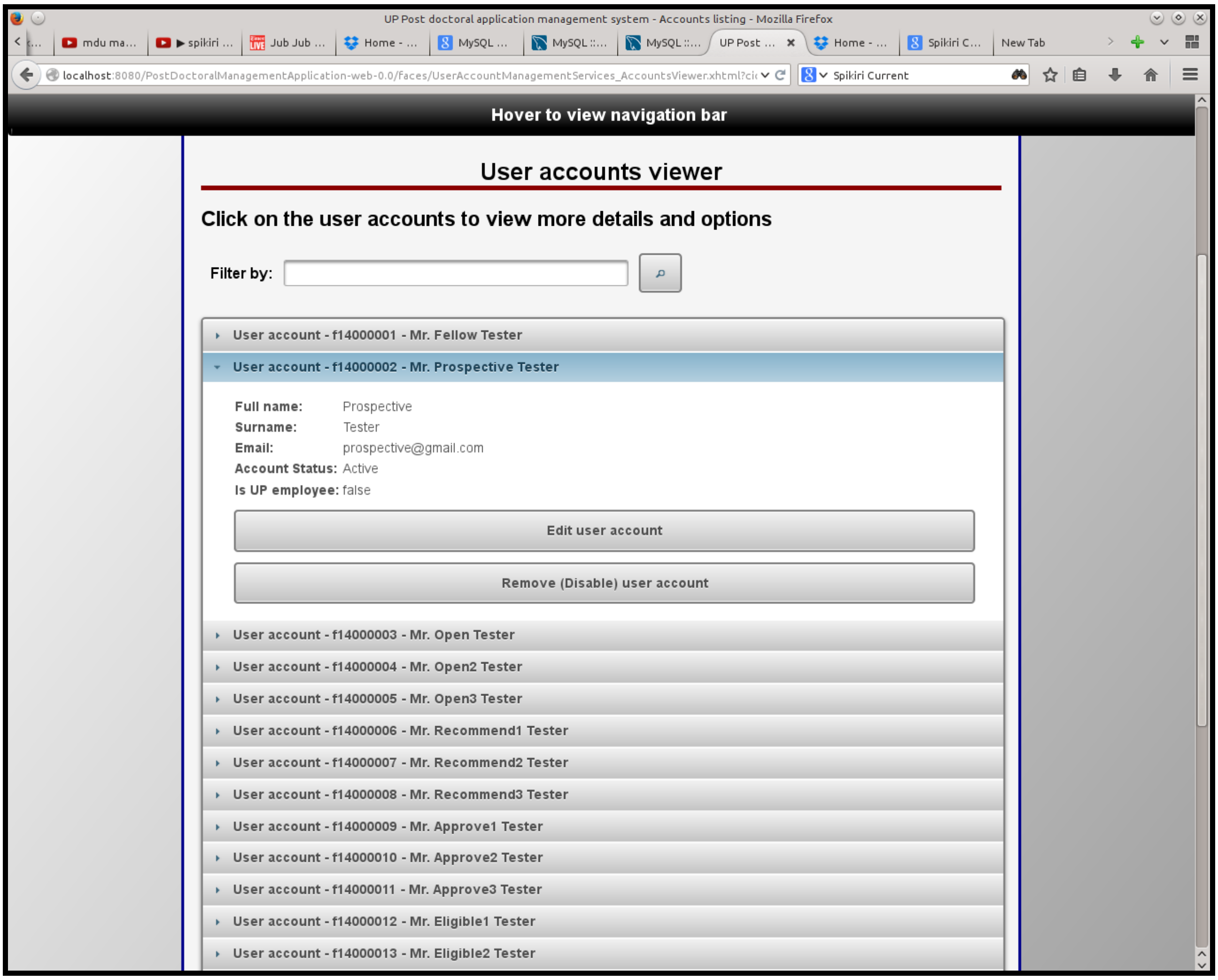


Figure 23: Edit other User Accounts

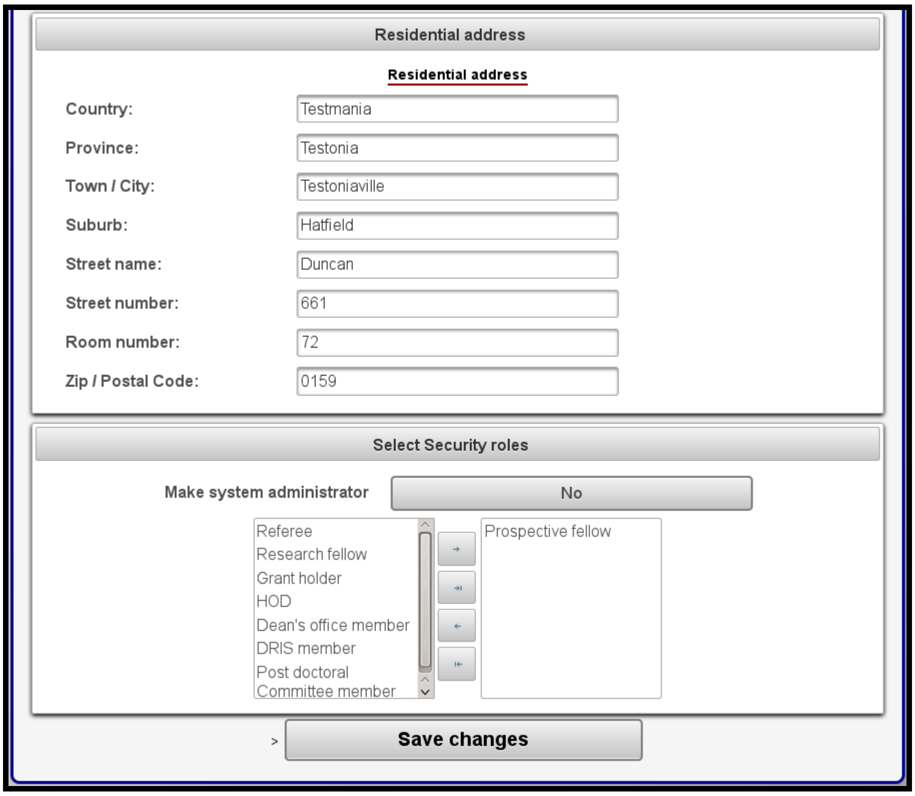


Figure 24: Editting