



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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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 Manual

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.

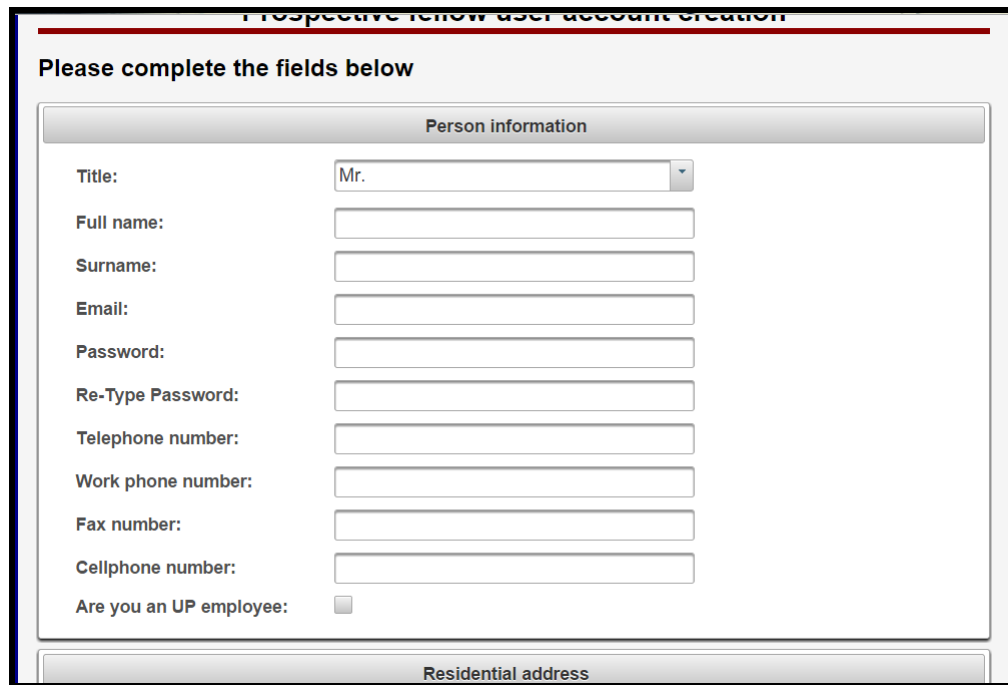
6 System Requirements

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



The screenshot shows a web form titled "Prospective fellow user account creation" with a red header bar. Below the title, it says "Please complete the fields below". The form is divided into two sections: "Person information" and "Residential address". The "Person information" section contains the following fields:

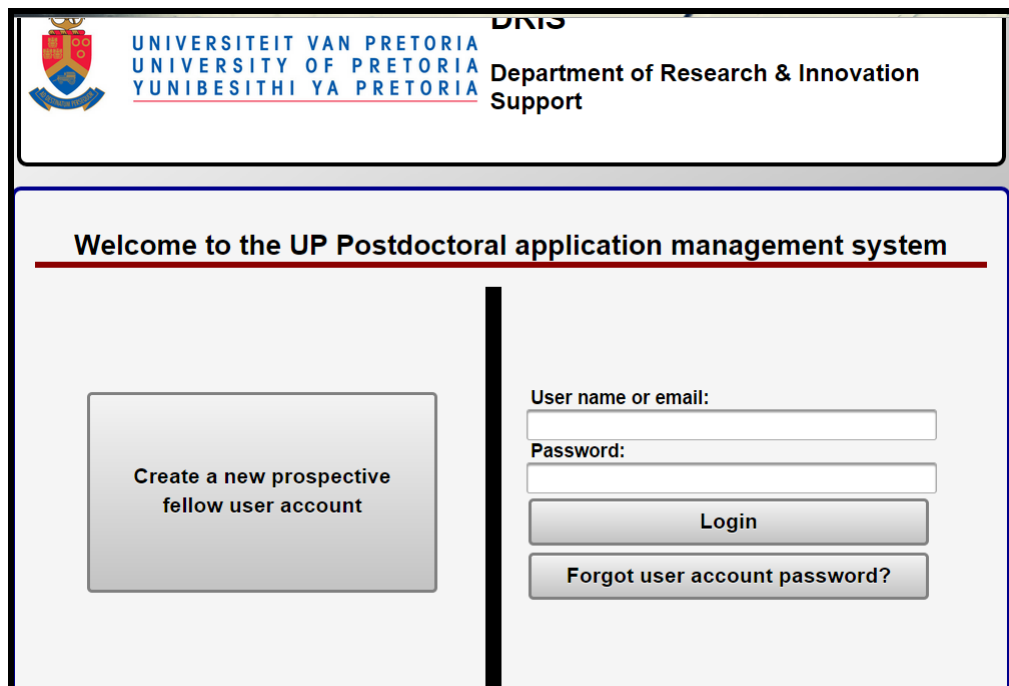
- Title: A dropdown menu with "Mr." selected.
- Full name: A text input field.
- Surname: A text input field.
- Email: A text input field.
- Password: A text input field.
- Re-Type Password: A text input field.
- Telephone number: A text input field.
- Work phone number: A text input field.
- Fax number: A text input field.
- Cellphone number: A text input field.
- Are you an UP employee: A checkbox.

The "Residential address" section is partially visible at the bottom of the form.

Figure 1: Creating a User Account

8 Logging on to the System

Enter your user name and password



The screenshot shows the login interface for the UP Postdoctoral application management system. At the top, there is a header bar containing the University of Pretoria logo and name in three languages (Afrikaans, English, and Zulu), along with the acronym 'DRIS' and the text 'Department of Research & Innovation Support'. Below the header, a red horizontal line separates the title 'Welcome to the UP Postdoctoral application management system'. The main content area is divided into two sections by a vertical black line. On the left, there is a button labeled 'Create a new prospective fellow user account'. On the right, there is a login form with two input fields: 'User name or email:' and 'Password:'. Below these fields are two buttons: 'Login' and 'Forgot user account password?'.

UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

DRIS
Department of Research & Innovation Support

Welcome to the UP Postdoctoral application management system

Create a new prospective fellow user account

User name or email:

Password:

Login

[Forgot user account 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

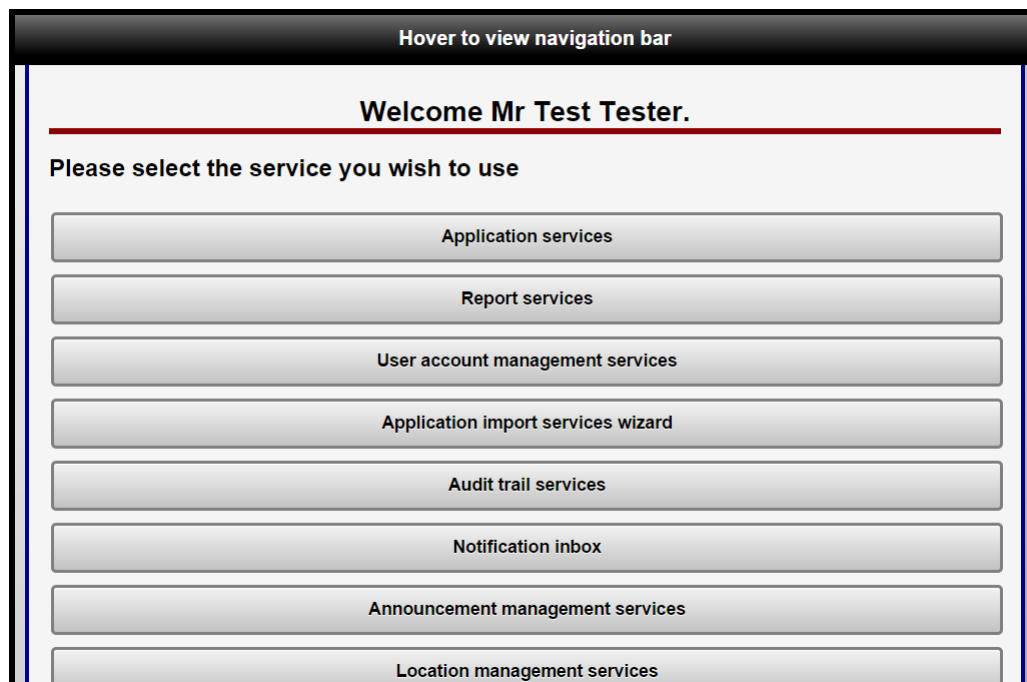


Figure 3: Main Menu

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

Hover to view navigation bar

Application services menu

Please select the service you wish to use

Application progress viewer service

Progress report management service

New application service

Application renewal

Referee report service

Grant holder finalisation service

HOD recommendation service

Dean endorsement service

DRIS approval service

Meeting management service

Forward and rewind application service

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 available at the top of the page. If the user is not comfortable using this, the back button on the web browser works as well

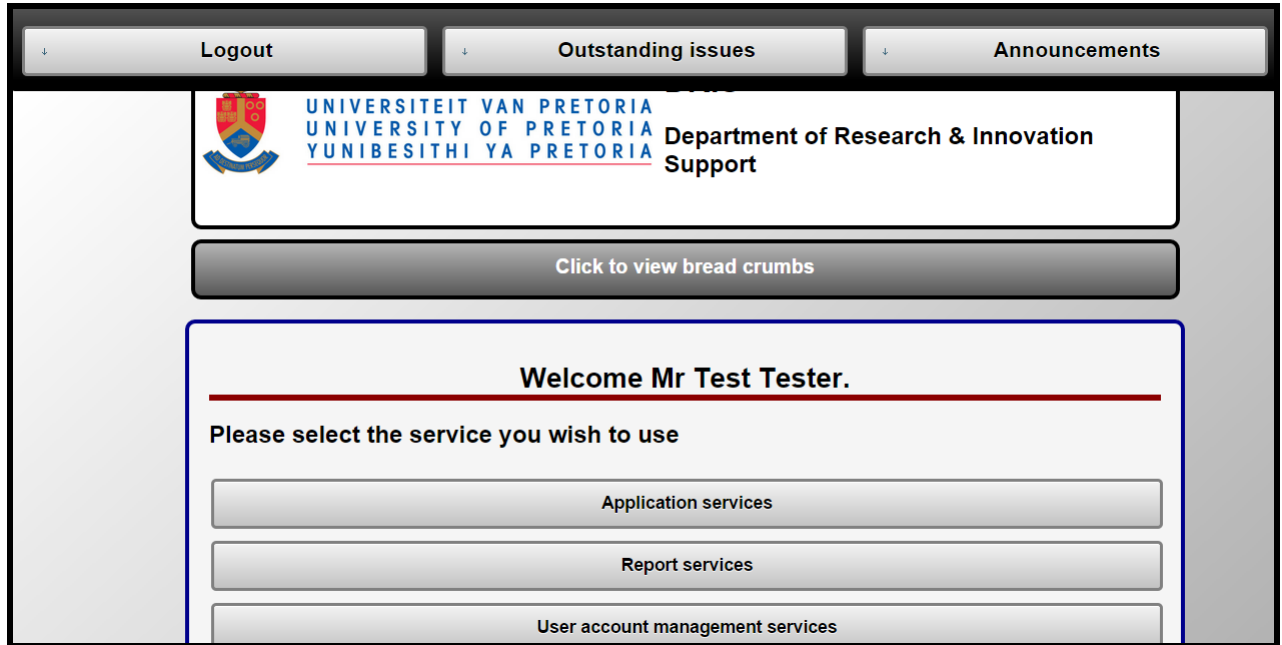


Figure 5: Navigation Bar

12 Bread Crumbs

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

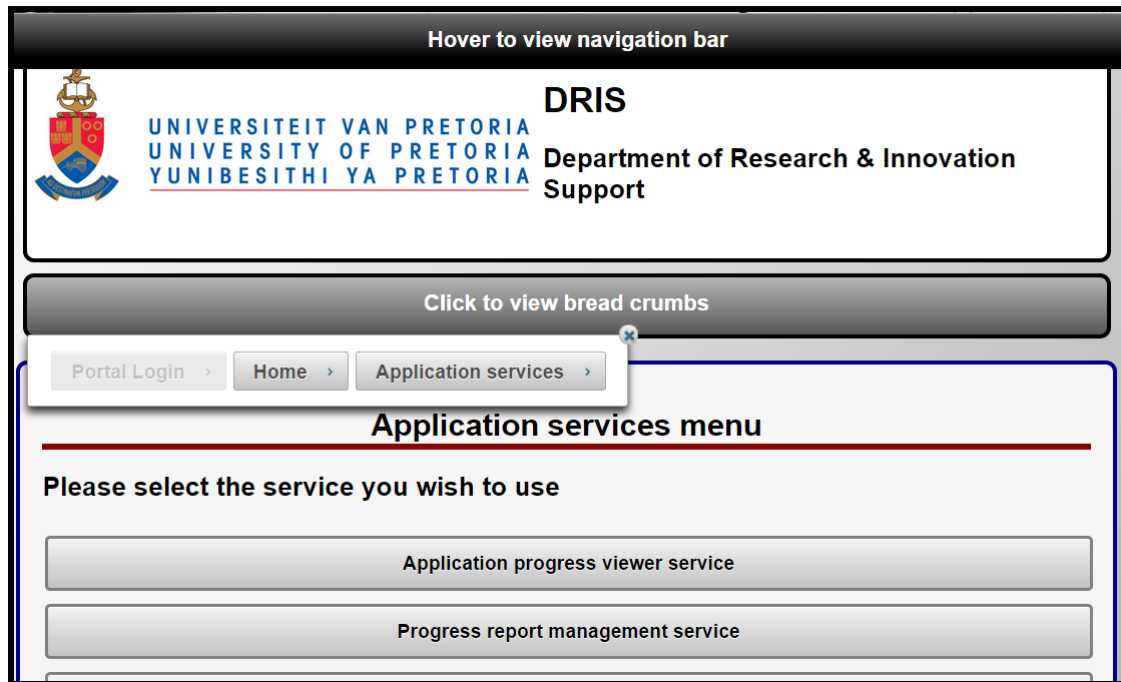


Figure 6: Bread Crumbss