

Community App

Backup System

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**Quick Spec – Backup System**

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This document is intended to be used as part of the SLERATE spec Development and Review Process.

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1. Overview

Enable administrators to easily configure and monitor automated data backups, as well as manage backup destinations via a concise, intuitive interface in the admin panel. This helps safeguard community app data against accidental loss and streamlines recovery processes.

1. Scenarios

|  |  |
| --- | --- |
| **Scenario Name** | **Configure Automatic Backup** |
| Background | Adam wants to set auto backup in admin panel to prevent data loss. Routine, scheduled data backups are vital in mitigating risks of data loss due to errors, outages, or cyberattacks. |
| Objective | Let administrators activate or deactivate auto-backup functionality efficiently with clear confirmation and error feedback. |
| Persona(s) | Adam – Administrator |
| Scenario Steps | 1. Adam logs into the admin panel and goes to the "Backup Settings" screen. 2. On the screen, a toggle labeled “Enable Automatic Backup” is displayed (ON/OFF). 3. Adam sets the toggle to ON. 4. System confirms auto-backup schedule with details (e.g., “Backups will run daily at 2 AM”). 5. Adam may set to OFF at any time; system confirms deactivation and retains prior backups. 6. Error Handling:    1. If user is unauthorized, system prevents access and shows: “You do not have permission to access backup settings.”    2. If system fails to apply changes (e.g., service error), display: “Failed to update backup settings. Please try again.” |

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| **Scenario Name** | **Select and Update Backup Destination** |
| Background | To accommodate storage requirements and compliance, Adam may need to change where backups are stored (e.g., from local disk to cloud). |
| Objective | Allow authorized users to select or update the backup destination reliably, with instant feedback. |
| Persona(s) | Adam – Administrator |
| Scenario Steps | 1. On the "Backup Settings" screen, a dropdown shows available backup destinations (Local Storage, Cloud Storage, etc.). 2. Adam selects the desired backup destination. 3. System validates the new destination’s connectivity and permissions (e.g., credentials, available space). 4. If valid, system saves and applies the new destination, updating the status display. 5. System shows a success message: “Backup destination updated successfully.” 6. Error Handling:    1. If validation fails (e.g., cannot connect to cloud), system displays: “Selected destination is unreachable. Please check configuration.”    2. If saving destination fails due to system error, show: “Unable to update backup destination. Please try again later.” |

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| **Scenario Name** | **Monitor and Review Backup Status** |
| Background | Adam needs to know if backups are occurring as planned, where they are saved, and whether the last backup succeeded. |
| Objective | Provide a live status overview of backup activity and outcomes on the same settings screen. |
| Persona(s) | Adam – Administrator |
| Scenario Steps | 1. Adam opens the "Backup Settings" screen. 2. Status fields show:    1. Last Backup: date and time    2. Destination: current backup storage location    3. Status: Success, Failed (with brief reason or link to logs)    4. Next Scheduled Backup: date and time 3. If the last backup fails, an info or error icon appears, with details and options to view logs. 4. If status cannot be loaded (server issue), system shows: “Unable to retrieve backup status. Please refresh or try again.” |

1. Business Requirements

|  |  |  |
| --- | --- | --- |
|  | **Business Requirement** | **Priority** |
| 1 | The system must support scheduled (auto) backups to a selected destination. | High |
| 2 | Admins must be able to review and update backup destination options via the admin panel screen. | High |
| 3 | The UI must display backup status, last successful backup, and upcoming scheduled backup. | Medium |
| 4 | Admins must receive clear feedback on backup settings changes and errors. | High |

1. Functional Requirements

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| --- | --- | --- |
|  | **Functional Requirement** | **Business Requirement(s)** |
| 1 | Provide a simple screen with switches/toggles for enabling/disabling automatic backup. | 1 |
| 2 | Allow admins to select a backup destination from a dropdown (e.g., Local, Cloud Storage, etc.). | 2 |
| 3 | Display status: last backup date/time, backup destination, backup status (success/failure), and next scheduled backup. | 3 |
| 4 | Validate and save changes immediately, with success/error notifications. | 4 |
| 5 | If backup fails, display failure reason and backup log. | 3 |
| 6 | Only authorized users (admins) may configure backup settings. | All |

1. Dependencies

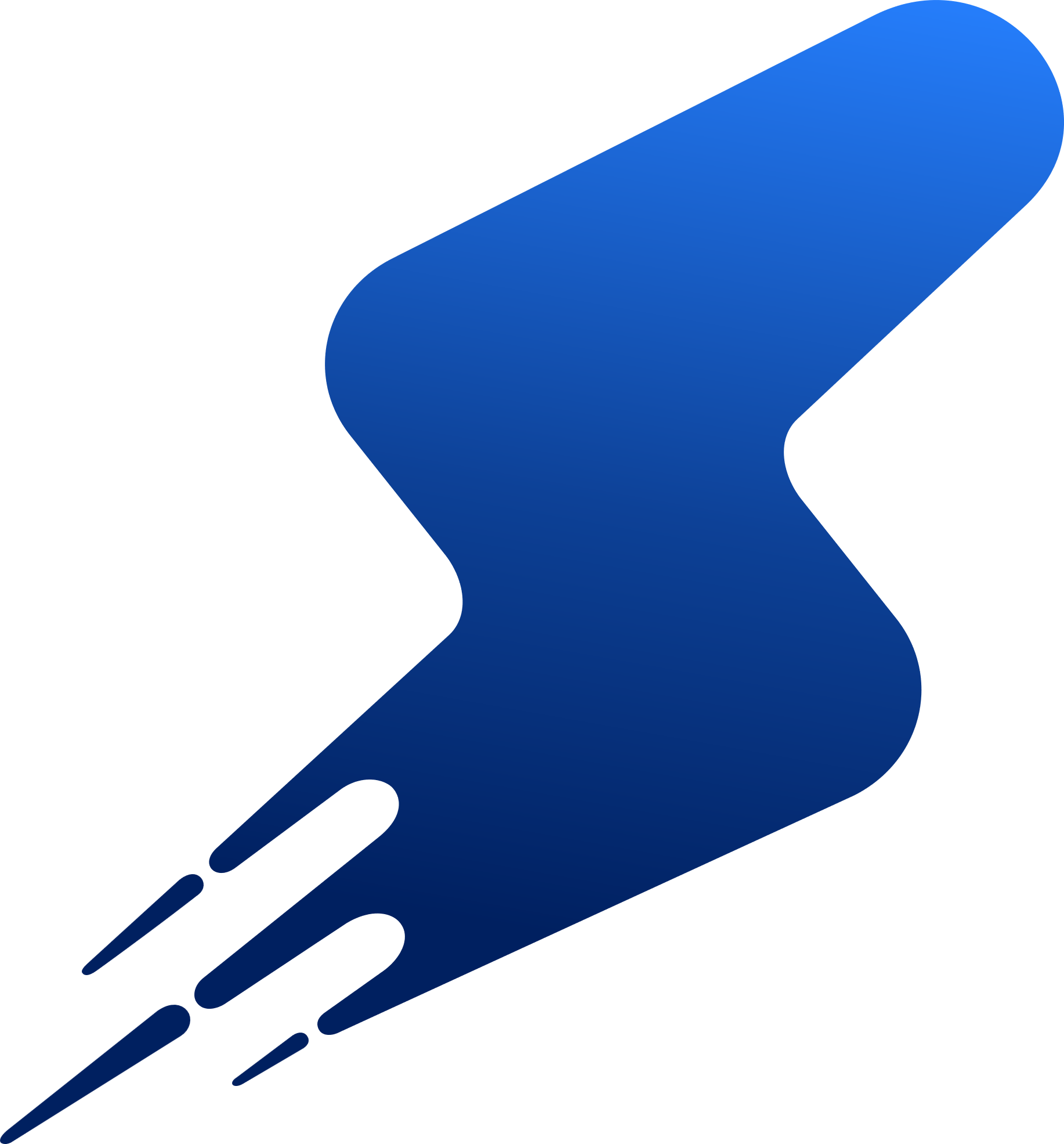
|  |  |  |  |
| --- | --- | --- | --- |
|  | **Team/Contact** | **Type** | **Description** |
| 1 | Backend Developer | Technical | Implements scheduled backup logic and file generation |
| 2 | Frontend Developer | Technical | Builds simple admin screen to view/trigger/export backup and destination setup |

1. Checklist

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| --- | --- | --- |
|  | **Checklist Item** | **Response** |
| 1 | Has this functional spec been reviewed by Dev? | No |
| 2 | Has this functional spec been reviewed by UI? | No |
| 3 | Has this functional spec been reviewed by Manager? | No |
| 4 | Admin panel includes backup overview screen (timestamp, status, action) | Pending |
| 5 | Auto-backup is scheduled (e.g., daily at midnight) | Pending |
|  | Backup files include critical member data, content data, and audit logs | Pending |
|  | Admin can manually trigger a full backup | Pending |
|  | Admin can define or change cloud destination (e.g., AWS, Drive, etc.) | Pending |
|  | Success and failure logs for each backup are stored and displayed | Pending |
|  | Backup file naming convention includes timestamp | Pending |
|  | Access to backup screen is limited to authorized roles (Admin/Manager) | Pending |
|  | Backup files are encrypted before being stored | Pending |

1. Change and Review history

| **Date** | **Author, editor, or Reviewer** | **Description of change(s)/Comments on review** |
| --- | --- | --- |
| 4/8/2025 | Tahta (Author) | Create this quick specs document |
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