

Service Directory

System Requirements Specification

DOCUMENT HISTORY AND INFORMATION

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Distributed for Review

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Services Directory

System Requirements Specification

1 Introduction

AB currently does not have a central repository for the services that they (and associated) organisations provide. This system requirements specification is part of the project to deliver a central repository called the Services Directory.

2 Purpose

This document details the functional (within Use Case documents) requirements and non-functional requirements for the Services Directory.

NB In early versions of this document many of the requirements are stated as <TBD>, this means To Be Detailed>. At the point of writing the version then this requirement needs further discussion /investigation or analysis before it can be documented.

3 Scope

The scope of this document is for the Services Directory, this will include any interfaces that are required.

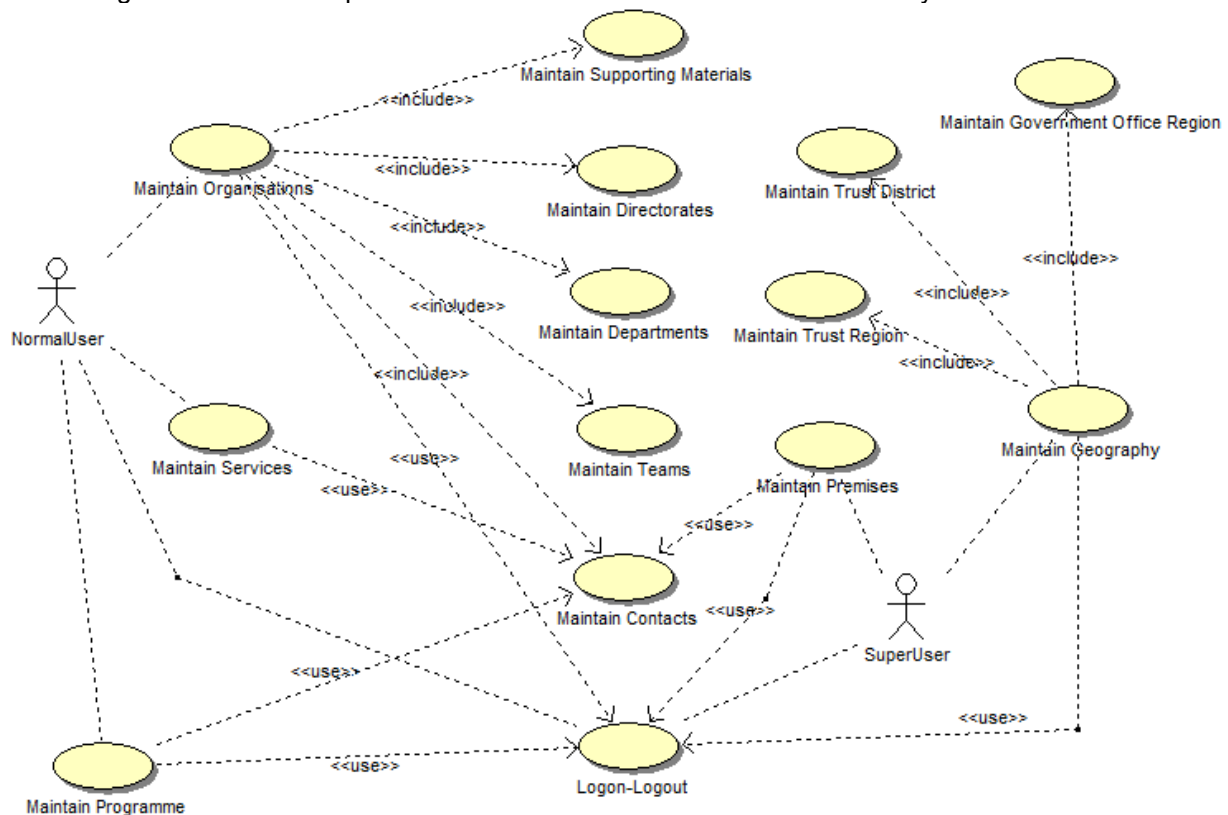
4 Definitions, Acronyms and Abbreviations

<TBD>

5 Overview

5.1 Use case diagram

The following use cases are required to be to be included in the Service Directory



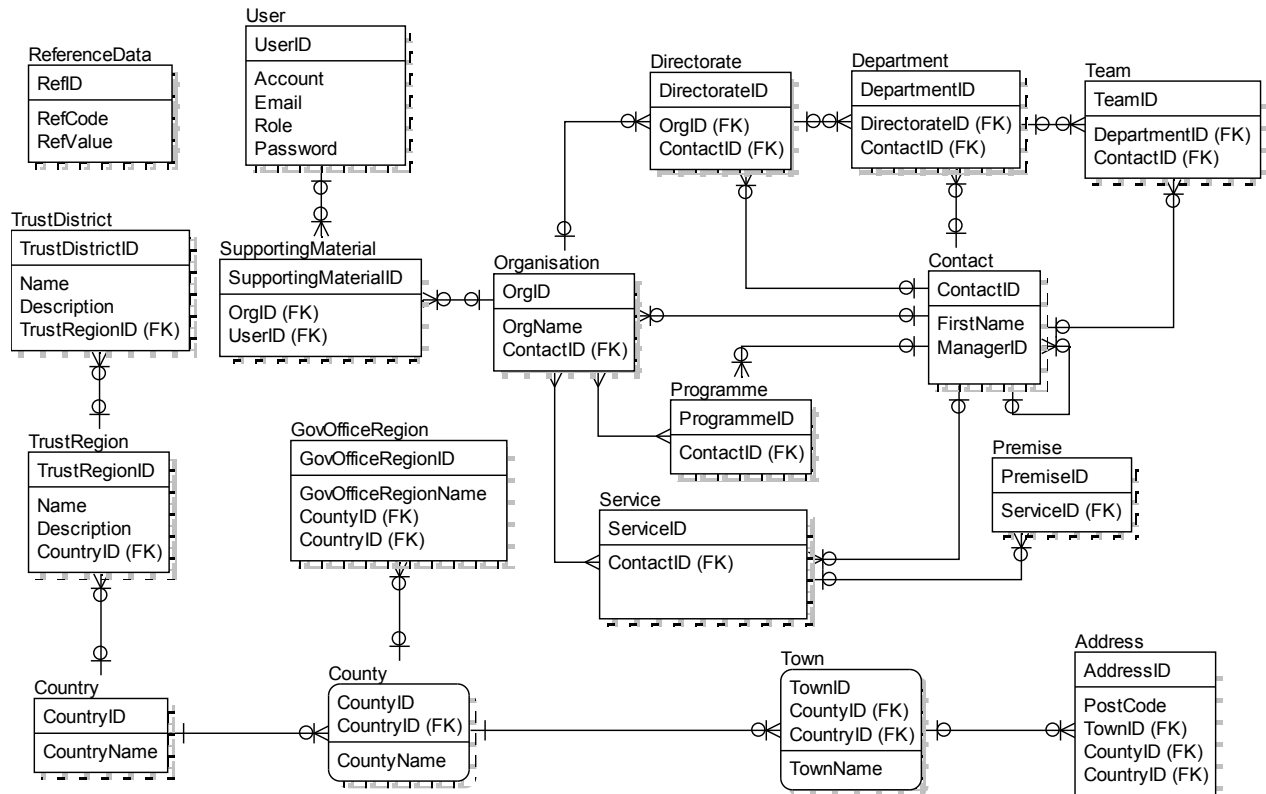
UC	Name	Description
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UC001	Logon & Logout	Allowing a user to logon to the system
UC002	Maintain Organisations	Maintain the data within the Organisation area of the system
UC003	Maintain Services	Maintain the data for Services
UC004	Maintain Programmes	Maintain the data for Programme
UC005	Maintain Premises	Maintain the data for premises, facilities and persons
UC006	Maintain Geographic Data	Maintain the data within the Geography area of the system

5.2 Entity relationship diagram



#	Entity	Description
1	Organisation	List all organizations that involved with AB services
2	Directorate	A unit (which for AB will have a Chief Officer (C.O.) (e.g. Finance, W&I)))
3	Department	A unit run by a direct report of a C.O. (e.g. Health & Well Being, Financial)
4	Team	A unit that reports to a Department Head (e.g. Payroll, Equality & Diversity)
5	Contact	Storing all contacts in the system
6	Service	List all services
7	TrustRegion	An AB-created geographical area covering one or more County and broken down into Trust Districts.
8	TrustDistrict	An AB-created area which is part of a AB Trust Region.

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9	Country	List all Nation Countries in the system
10	County	List all County in the system
11	Town	List all Towns in the system
12	Address	List all addresses used in the system
13	User	List all User of the system
14	ReferenceData	List all reference data used in the system
15	SupportingMaterial	Supporting materials for Organizations
16	Programme	
17	Premise	
18	GovOfficeRegion	

6 Functionality Requirements

6.1 Logon & Logout

User would enter User name and Password to login the system.

If user forgets password, he/she can click on 'Forgot Password' link on the Logon page. The screen will be displayed allowing user to input Username and Email to retrieve password. If Username and Email are not fit, error message will display 'Username and Email do not match'. Otherwise, system will send password to the email input.

Menu

Four first items on the left menu will be in scope of Phase 1:

- Organisation
- In "Services" module, there are two functions:
 - Programme Maintenance
 - Service Maintenance
- In "Geography" module, there are four functions:
 - Trust Regions/Trust Districts Maintenances
 - Government Office Region – List and View
- Premises

6.2 Organisations

6.2.1 List Organisations

By clicking on 'Organisations' from the menu, 'Organisation List' screen is displayed showing all active Organisations by default. The list is paging with 15 records showing in one page.

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Organisation List				
All 0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z				
<input type="button" value="Create"/> <input type="checkbox"/> Include In-active				
Organisation Name	Head Office Address Line 1	Postcode	Contact	Is Active?
000ForTestOnly000-Don't Delete	10 Maurer Court Greenwich Line 1	SE10 0SS	Isax Newton	Yes
1	10 Maurer Court Greenwich Line 1	SE10 0SS	123abc sadgs	Yes
1FPT FU updated	16 Maurer Court Greenwich Line 1d	SE16 0S	Nam123 Nguyen	Yes
2323443242	13 Maurer Court Greenwich Line 1	SE13 0S	Nguyen Xuan Tu	Yes
abc12345	abc12345	abc12345	Barack Abamo	Yes
adadadsa	13 Maurer Court Greenwich Line 1	SE13 0SS	Nam123 Nguyen	Yes
asaasda	14 Maurer Court Greenwich Line 1	SE14 0SS	AAAAAAAAB dfhfg	Yes
asdad23	13 Maurer Court Greenwich Line 1	SE13 0SS	AAAAAAAAB dfhfg	Yes
fg1	11 Maurer Court Greenwich Line 1	SE11 0SS	Contact sdgsdg	Yes
gf1	13 Maurer Court Greenwich Line 1	SE13 0SS	Nam123 Nguyen	Yes
gf2	Pham Hung line 1	PH 2224	Barack Abamo	Yes
gf3	ds sdfs sdf sdf sdf sdf 2	123	Han Doi Vo Doi	Yes
gfjfgj1	13 Maurer Court Greenwich Line 1	SE13 0SS	Isax Newton	Yes
jkhjk	12 Maurer Court Greenwich Line 1	SE12 0SS	Barack Abamo	Yes

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If user clicks on 'Include In-active' checkbox, all of active and in-active Organisations will be displayed in the list.

User can filter Organisations by selecting 'All' or '0-9' or 'ABCDE' or 'FGHIK', etc. in a row above the list. -
> All Organisations that begin with the selected letter will be shown.

User can sort Organisations by clicking on column name.

If user selects an Inactive Organisation in the list to view, the system will display message "Do you want to make this Organization active?" with 2 buttons: OK and Cancel

- If clicking on 'OK' button, 'Organisation Details' screen is opened and system will automatically change status of Organisation from Inactive to Active
- If clicking on 'Cancel' button, it keeps 'Organisation List' screen showing and status of selected Organisation is still inactive.

NOTE: Above listing, filtering, sorting and marking an in-active record to active behaviors are standard features in a list screen in the whole system.

6.2.2 Add Organisation

If user clicks on 'Create' button on the 'Organisation List' screen, 'Organisation Details' screen is displayed including two tabs: Details 1 and Details 2 to allow user to enter Organisation fields for new one.

- Below is illustration of Details 1 tab:

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Organisation Details

Details 1 Details 2 Save Back

Organisation Name * Preferred Organisation ☐

Organisation Short Description * Expression of Interest ☐

Lead Contact Lookup Type of Business * Lookup

Address Line 1 * SIC Code

Address Line 2 Organisation Full Description

Address Line 3 Phone Number *

Postcode * Lookup Fax

City/Town Email

County Web Address

Nation/Country Charity Number

Company Number

By default, all of fields should be blank, all check boxes should be un-ticked.

There are some rules on this screen:

- Mandatory fields
 - Organisation Name
 - Organisation Short Description
 - Type of Business
 - Address Line 1
 - Postcode
 - Phone Number
 - Unique fields
 - Organisation Name
 - Lead Contact lookup will display all contacts in the system in a pop-up window. Refer to [Contacts](#) for more details.
 - Postcode lookup will display all addresses retrieved from database in a pop-up window. Refer to [Address](#) for more details
 - Type of Business lookup will display all SIC Code data that already listed in reference data. Refer to [Type of Business](#) for more details;
- After selecting a Type of Business from pop-up window, related SIC Code will be populated to the text box under Type of Business automatically.
- Nation/Country will list all of Country get from reference data.

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- If user manually enters Postcode value, the system will check whether it is existing in the database or not. If not, prompt message should be displayed as 'Address Details cannot be confirmed - Do you wish to enter Unconfirmed Address Data (Y/N?)'. If user clicks No (Cancel), postcode should be focused again and the previous value should be cleared out.
- 'Details 2' tab should be as below:

The screenshot shows a web application window titled 'Organisation Details'. It has two tabs: 'Details 1' and 'Details 2', with 'Details 2' currently selected. In the top right corner of the window are 'Save' and 'Back' buttons. The form is organized into several sections, each with a list of checkboxes:

- Organisation Specialism:** Blind/Partially Sighted, Deaf/Hard of Hearing, Dyslexia, Learning Disability, Mental Health.
- Service Personal Circumstances Capabilities:** Carer Responsibilities, Lone Parent.
- Service Disabilities Capabilities:** Chest, Breathing problems, Condition restricting mobility/de..., Diabetes, Difficulty in hearing.
- Service Ethnicity Capabilities:** White British, White Irish, Other White, White & Black Caribbean, White & Black African.
- Service Barriers Capabilities:** Lone Parent, ESOL, Refugee, Basic Skills.
- Accreditation:** Two Ticks, Investors In People, ISO 9001, ISO 14001, ISO 27001.
- Service Benefits Capabilities:** Disability Living Allowance, Employment and Support Allowa..., Incapacity Benefit, Income Support.

All of list boxes in this tab get from reference data.

If user clicks on 'Expression of Interest' checkbox in 'Details 1' tab, 'Detail 3' tab is displayed and navigated automatically.

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Organisation Details

Details 1 Details 2 **Details 3** Save Back

EOI Programmes

- ☐ Programme 1
- ☐ Programme 2
- ☐ Programme 3
- ☐ Programme 4
- ☐ Programme 5

EOI Services

- ☐ Service 1
- ☐ Service 2
- ☐ Service 3
- ☐ Service 4
- ☐ Service 5

In this screen, it will list all of active Programmes and Services in the system to link.

To save Organisation record, user should click on 'Save' button on the screen. The system will validate mandatory fields are already input or not and check if Organisation Name is existed in the system.

If some mandatory fields are not input, error message(s) should be displayed and adding is aborted.

Organisation Details

Details 1 Details 2 Details 3 Save Back

Organisation Name * Preferred Organisation ☐

Organisation Short Description * Expression of Interest ☒

Lead Contact Lookup Type of Business * Lookup

Address Line 1 * SIC Code

Address Line 2 Organisation Full Description

Address Line 3 Phone Number *

Postcode * Lookup Fax

City/Town Email

County Web Address

Please input the organisation name
Please input the phone number
Please input the address line 1
Please input the short description
Please input the type of business
Please input the postcode

If the validation is passed, Organisation record will be saved and Organisation details screen is kept to allow user to add Directorates for this Organisation. Message to inform the successful saving should be displayed as well.

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Organisation Details

Details 1 | Details 2 | Details 4 | Details 5 | BU/Directorates

In-active | Save | Back

Organisation Name *	Organisation 2	Preferred Organisation	<input type="checkbox"/>
Organisation Short Description *	1	Expression of Interest	<input type="checkbox"/>
Lead Contact	123abc sadgs Lookup	Type of Business *	abattoir (manufacture) Lookup
Address Line 1 *	10 Maurer Court Greenwich Line 1	SIC Code	10110
Address Line 2	10 Maurer Court Greenwich Line 2	Organisation Full Description	
Address Line 3	10 Maurer Court Greenwich Line 3	Phone Number *	13434334343
Postcode *	SE10 0SS Lookup	Fax	
City/Town	London	Email	
County	Greenwich	Web Address	
Nation/Country	United Kingdom	Charity Number	
		Company Number	

Save organisation successfully.

- If user clicks on 'Back' button, it will come back to the Organisation List screen.

NOTE: It is a standard behavior in the whole system. After user clicks on 'Back' button in a Details screen, the related List screen should be shown.

6.2.3 Amend Organisation

By selecting an active Organisation from the list, the Organisation Details screen is displaying allowing user to amend. User can amend all of fields showing in tabs. In 'Amend' mode, three additional tabs should be shown:

- Details 4:

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Organisation Details

Details 1 Details 2 **Details 4** Details 5 BU/Directorates In-active Save Back

Premise

Premise Name	Address	Primary Location	Phone Number
--------------	---------	------------------	--------------

Located In

Ward: NHS Authority:

Borough: Gov't Office Region:

Local Authority: Trust Region:

Unitary Authority: Trust District:

This tab to show all premises already link to Organisation. The link is created in Premises module.

There are some additional fields which are retrieved from POSTZON system relates to Organisation postcode: Ward, Borough, Local Authority, Unitary Authority and NHS Authority. They all should be read-only.

The Government Office Region (GOR) dropdown list will contain all of GOR already link to Organisation's county (input in Details 1 tab). The screen also displays Trust Region and Trust District to allow user to select for Organisation.

- Details 5:

Organisation Details

Details 1 Details 2 Details 3 Details 4 **Details 5** BU/Directorates In-active Save Back

Current List of Supporting Materials Create

URL	Description	Type	Added By	Added Date
-----	-------------	------	----------	------------

This tab maintains Supporting Materials for the Organisation. User can add, amend, and mark in-active for an external supporting materials.

Refer to [Supporting Materials Maintenance](#) for more details.

- BU/Directorates:

This tab maintains Directorates and its children Department/Team for the Organisation. User can add, amend, and mark in-active for these entities.

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Refer to [Directorate Maintenance](#) for more details.

If user changes an Address field, during the validation after clicking on 'Save' button, a message ("The Address has been changed, do you want to save new Address?") will be displayed to get confirm that user really wants to change Address or not. If not, old Address values will be kept.

6.2.4 Mark In-active Organisation

User can mark an Organisation to in-active by clicking on 'In-active' button on the details screen. If the Organisation already links to a Service or a Premise, the prompt message "This Organization is already in use, do you want to make this in-active?" should be displayed with two buttons "OK" and "Cancel"

If user clicks on 'OK' button, the organisation will be changed status to 'In-active'. Otherwise, it still keeps being 'Active'.

After an Organisation has been changed to 'In-active', all of its Directorates, Departments and Teams still keep their status. The in-active process is not cascade.

6.2.5 Supporting Materials Maintenance

This function includes following screen:

- List Supporting Materials
- Add Supporting Materials
- Amend Supporting Materials
- Mark In-active Supporting Materials

They will be described in more details in sections below

List Supporting Materials

This list should look like as below:

The screenshot shows a web application interface titled "Organisation Details". It has a navigation bar with tabs: "Details 1", "Details 2", "Details 4", "Details 5" (selected), and "BU/Directorates". To the right of the tabs are buttons: "In-active", "Save", and "Back". Below the navigation bar is a section titled "Current List of Supporting Materials". Inside this section, there is a "Create" button and a checkbox labeled "Include In-active". Below these is a table with the following data:

URL	Description	Type	Added By	Added Date
http://www.google.com/d	Google Corp.	Doc	Van Vu	10/26/2009
www.yahoo.com	Yahoo!	Pdf	Van Vu	10/26/2009

At the bottom right of the table area, there is a pagination control showing "Page 1 of 1".

The list should have standard behavior such as:

- Displaying active records by default but user can list in-active records as well
- Sorting
- Paging (15 records in a page)
- Marking in-active record to active. The prompt message should be "Do you want to make this Supporting Materials active?"

Add Supporting Materials

Illustration screen should be:

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Organisation >

Supporting Materials Details

Details Save Back

URL * Added By

Description Added Date

Type

In which:

- URL is mandatory field
- Type could be Doc / PDF / Excel
- Added By and Added Date are read-only fields which showing current user name and current date.

Amend Supporting Materials

In 'Edit' mode of a Supporting Materials, use can edit URL, Description and Type fields.

Mark In-active a Supporting Materials

In Supporting Materials details screen, there is 'In-active' button that enable user to mark a record to in-active.

6.2.6 Directorate Maintenance

This function includes following screen:

- List Directorates
- Add Directorate
- Amend Directorate
- Mark In-active Directorate

They will be described in more details in sections below

List Directorates

Organisation Details

Details 1 Details 2 Details 3 Details 4 Details 5 **BU/Directorates** In-active Save Back

All | 0-9 | **A B C D E** | F G H I J | K L M N | O P Q R | S T U V | W X Y Z Create ☐ Include In-active

BU/Directorate Name	Office Address Line 1	Postcode	Contact	Is Active?
s	16 Maurer Court Greenwich Line 1	SE16 0S	Nam123 Nguyen	Yes
s2	10 Maurer Court Greenwich Line 1	SE10 0SS	AAAAAAAAAABada dfhfgaasd	Yes
Test Insert Directorate	Address Line 1	SL 101	Nam123 Nguyen	Yes
Tu's Directorate	16 Maurer Court Greenwich Line 1	SE16 0S	Nam123 Nguyen	Yes
wwwwwwwww	10 Maurer Court Greenwich Line 1	SE10 0SS	Isax Newton	Yes

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Similar to other list, this should have standard behaviors: displaying active/in-active, filtering, sorting, paging and marking an in-active Directorate to active.

The prompt message when user selecting an inactive record to view should be “Do you want to make this BU/Directorate active?”

Add Directorate

Organisation >

Business Unit/Directorate Details

Details Save Back

BU/Directorate Name *	<input type="text"/>	Type of Business *	man-made fibres spinning c Lookup
BU/Directorate Short Description	<input type="text"/>	SIC Code	13100
Lead Contact	<input type="text"/> Lookup	BU/Directorate Full Description	<input type="text"/>
<input type="checkbox"/> Copy Address from Organisation		Phone Number	<input type="text"/>
Address Line 1 *	<input type="text"/>	Fax	<input type="text"/>
Address Line 2	<input type="text"/>	Email	<input type="text"/>
Address Line 3	<input type="text"/>	Web Address	http://fpt.com.vnd
Postcode *	<input type="text"/> Lookup	Charity Number	<input type="text"/>
Town/Village/City	<input type="text"/>	Company Number	<input type="text"/>
County	<input type="text"/>		
Nation/Country	<input type="text"/>		

In BU/Directorate details screen, following fields should be mandatory:

- BU/Directorate Name
- Type of Business
- Address Line 1
- Postcode

Besides, BU/Directorate Name should be unique.

When creating a Directorate, by default, Type of Business, SIC Code and Web Address fields should have the same values from Organisation that has this Directorate. However, user can change them to other values.

User can tick on 'Copy Address from Organisation' check box and then all Address fields will be populated value from Organisation's address fields.

Three lookups including Type of Business, Lead Contact and Postcode are the same as Organisation's.

The validation of Address fields is the same as in Organisation maintenance.

Amend Directorate

All fields in 'Details' tab can be editable. Validation rules are the same as adding Directorate.

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Besides, there should be 'Departments' tab displaying. Refer to [List Departments](#) for more details.

Mark In-active a Directorate

User can mark a Directorate to 'In-active' by clicking on 'In-active' button on amend Directorate screen.

After a Directorate has been changed to 'In-active', all Departments and Teams belonging to that Directorate still keep their status. The in-active process is not cascade.

6.2.7 Department Maintenance

This function includes following screen:

- List Departments
- Add Department
- Amend Department
- Mark In-active Department

They will be described in more details in sections below

List Departments

Organisation >

Business Unit/Directorate Details

Details Departments In-active Save Back

All | 0-9 | A B C D E | F G H I J | K L M N | O P Q R | S T U V | W X Y Z Create ☐ Include In-active

Department Name	Address Line 1	Postcode	Contact	Is Active ?
department abcd	Address Line 1	SL 101	Truong Gia Binh	Yes
new department name	Co flag	CG 2470	Ha TH	Yes

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All standard behaviors in a List screen should be applied for List Departments.

The prompt message when user selecting an inactive record to view should be "Do you want to make this Department active?"

Add Department

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Organisation > Directorate >

Department Details

Details Save Back

Department Name *	<input type="text"/>	Type of Business	man-made fibres spinning c Lookup
Department Short Description *	<input type="text"/>	SIC Code	13100
Lead Contact	<input type="text"/> Lookup	Department Full Description	<input type="text"/>
Copy Address from	<input type="radio"/> Organisation <input type="radio"/> Parent		
Address Line 1	<input type="text"/>	Phone Number	<input type="text"/>
Address Line 2	<input type="text"/>	Fax	<input type="text"/>
Address Line 3	<input type="text"/>	Email	<input type="text"/>
Postcode	<input type="text"/> Lookup	Web Address	<input type="text"/>
Town/Village/City	<input type="text"/>		
County	<input type="text"/>		
Nation/Country	<input type="text"/>		

Mandatory fields should be: Department Name and Short Description.
Department Name should be unique.

Type of Business, SIC Code and Web Address fields should have defaulted values retrieved from Organisation that it belongs to.

User can enter a new Address for Department (that postcode should be verified) or click on Copy from Organisation or Parent (Directorate) that Dept. belongs to.

Amend Department

All fields in 'Details' tab can be editable. Validation rules are the same as adding Department.

Besides, there should be 'Teams' tab displaying. Refer to [List Teams](#) for more details.

Mark In-active a Department

User can mark a Department to 'In-active' by clicking on 'In-active' button on amend Department screen.

After a Department has been changed to 'In-active', all Teams belonging to that Department still keep their status. The in-active process is not cascade.

6.2.8 Team Maintenance

This function includes following screen:

- List Teams
- Add Team
- Amend Team
- Mark In-active Team

They will be described in more details in sections below

List Teams

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Organisation > Directorate >

Department Details

Details Teams In-active Save Back

All | 0-9 | A B C D E | F G H I J | K L M N | O P Q R | S T U V | W X Y Z Create ☐ Include In-active

Team Name	Address Line 1	Postcode	Contact	Is Active?
Team name 2;,,,,,,,,,,,,,	12 Maurer Court Greenwich Line 1	SE12 0SS		Yes
Team name 3	@@@@@@@@	SE11 0SS	Nguyen Xuan Tu	Yes
Con` Tem	Co flag123456	CG 2470	Truong Gia Binh	Yes
sdg	12 Maurer Court Greenwich Line 1	SE12 0SS		Yes
jhdgig	11 Maurer Court Greenwich Line 1	SE11 0SS	Isax Newton	Yes

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All standard behaviors in a List screen should be applied for List Departments.

The prompt message when user selecting an inactive record to view should be “Do you want to make this Team active?”

Add Team

Organisation > Directorate > Department >

Team Details

Details Save Back

Team Name * Type of Business Lookup

Team Short Description SIC Code

Lead Contact Lookup Team Full Description

Copy Address from ☐ Organisation ☐ Parent

Address Line 1 Phone Number

Address Line 2 Fax

Address Line 3 Email

Postcode Lookup Web Address

Town/Village/City

County

Nation/Country

Mandatory fields should be: Team Name. This field also should be unique.

Type of Business, SIC Code and Web Address fields should have defaulted values retrieved from Organisation that it belongs to.

User can enter a new Address for Team (that postcode should be verified) or click on Copy from Organisation or Parent (Department) that Team belongs to.

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Amend Team

All fields in screen can be editable. Validation rules are the same as adding Team.

Mark In-active a Team

User can mark a Team to 'In-active' by clicking on 'In-active' button on amend Team screen.

6.3 Services

6.3.1 List Service

By clicking on 'Services' item under Services in the menu, 'Service List' screen is displayed showing all active Services by default. The list is paging with 15 records showing in one page.

Service List

All | 0-9 | ABCDE | FGHIJ | KLMN | OPQR | STUV | WXYZ | Copy Create ☐ Include In-active

	Service Name	Description	Service Type	Contact	Is Active?
<input checked="" type="radio"/>	Service Name 1	Service Name test abc	Service	Han Doi Vo Doi	Yes
<input type="radio"/>	service 2	service 3	Programme	Barack Abamo	Yes
<input type="radio"/>	no contact	service with no contact	Project		Yes
<input type="radio"/>	Service DAO Test update 1	ervice DAO Short Des	Programme	Han Doi Vo Doi	Yes
<input type="radio"/>	new Service name test 2	new service short des test 2	Service	a1aaaa8u908 bbbbb	Yes

Page 1 of 1

If user clicks on 'Include In-active' checkbox, all of active and in-active Services will be displayed in the list.

Service List

All | 0-9 | ABCDE | FGHIJ | KLMN | OPQR | STUV | WXYZ | Copy Create ☒ Include In-active

	Service Name	Description	Service Type	Contact	Is Active?
<input checked="" type="radio"/>	Service Name 1	Service Name test abc	Service	Han Doi Vo Doi	Yes
<input type="radio"/>	mat xa tai nha	mat xa sieu re	Project	Nam123 Nguyen	No
<input type="radio"/>	service 2	service 3	Programme	Barack Abamo	No
<input type="radio"/>	no contact	service with no contact	Project		Yes
<input type="radio"/>	Service DAO Test update 1	ervice DAO Short Des	Programme	Han Doi Vo Doi	Yes
<input type="radio"/>	new Service name test 2	new service short des test 2	Service	a1aaaa8u908 bbbbb	Yes

Page 1 of 1

User can filter Services by selecting 'All' or '0-9' or 'ABCDE' or 'FGHIK', etc. in a row above the list. -> All Services that begin with the selected letter will be shown.

User can sort Services by clicking on column name.

If user selects an Inactive Service in the list to view, the system will display a message "Do you want to make this Service active?"

- If clicking on 'OK' button, 'Service Details' screen is opened and system will automatically change status of Service from Inactive to Active

Services Directory

System Requirements Specification

- If clicking on 'Cancel' button, it keeps 'Service List' screen showing and status of selected Service is still inactive.

User can copy a Service by selecting a Service and then clicking on 'Copy' button. After that, 'Service Details' screen is opened with all data of the selected Service except Service Name. Note that, similar to creating new Service, only three tabs: Details 1, Details 2, and Details 3 are showing in this case.

If user does not select a Service but clicks on 'Copy' button, system will display message "Please select a Service to copy".

6.3.2 Add Service

If user clicks on 'Create' button on the 'Service List' screen, 'Service Details' screen is displayed including three tabs: Details 1, Details 2 and Details 3 to allow user to enter Service fields for new one.

Below is illustration of Details 1 tab:

The screenshot shows the 'Service Details' form with the 'Details 1' tab selected. The form contains the following fields and controls:

- Service Name ***: Text input field.
- Service Short Description ***: Text input field.
- Sub Type**: Dropdown menu.
- Lead Contact ***: Text input field with a [Lookup](#) link.
- Client Description**: Text input field.
- Service Attendance**: Dropdown menu.
- Service Start Expected**: Date picker (dd/MM/yyyy) with a calendar icon.
- Service Start Date**: Date picker (dd/MM/yyyy) with a calendar icon.
- Service End Date**: Date picker (dd/MM/yyyy) with a calendar icon.
- Service Extendable**: Check box.
- Service Active**: Check box (checked).
- Service Full Description**: Text input field.
- Dept Code ***: Text input field.
- Service Type ***: Dropdown menu.
- Service Description - Delivery**: Text input field.
- Service Contract Code**: Text input field.
- Service Contract Value**: Text input field.
- Contract Staged Payment**: Check box.
- Referral Process/Method**: Dropdown menu.
- Service Time Limited**: Check box.
- Years**: Spinners for 0 to 15.
- Months**: Spinners for 0 to 15.

Buttons: **Save** and **Back**.

By default, all of text fields should be blank, all check boxes are un-ticked excepting Service Active.

There are some rules on this screen:

- Mandatory fields
 - Service Name
 - Service Short Name
 - Sub Type
- Unique fields
 - Service Name

Services Directory

System Requirements Specification

- Lead Contact lookup will display all contacts in the system in a pop-up window. Refer to [Contacts](#) for more details.
- If checkbox 'Service Extendable' is ticked, 'Years' and 'Months' fields will be enable to user input data
- After Start Date OR End Date OR Extendable month/year text box has lost focus, system will check Current Date with input Start Date, End Date + Extendable month/year values.
 - If Service Start Date <= Current Date <= Service End Date + Extendable Month/Year -> Service Active should be auto ticked; otherwise, it should be auto un-ticked.
 - In case Start Date has not be entered in the screen (NULL value), it already means that Start Date <= Current Date
 - In case End Date has not be entered in the screen (NULL value), it already means that End Date >= Current Date
 - In case Extendable Month/Year have not be entered (NULL values), they should be zero when comparing above
- Is user clicks on checkbox 'Service Time Limited Period', 'Years' and 'Months' fields will be enable to user input data
- Service Sub Type and Service Type are reference data. Refer to the spreadsheet attached in [Reference Data List](#) for more details.

If user select Service Sub Type is Contract, 'Contract' tab is appeared

- Contract Outcome and Contract Obligation are reference data. Refer to the spreadsheet attached in [Reference Data List](#) for more details.
- Participation dropdown list includes 3 items: "Mandatory", "Voluntary", and "Both".

If user selects Service Sub Type is Independently Funded, 'Funding' tab is appeared.

Services Directory

System Requirements Specification

The screenshot shows a web application interface for 'Service Details'. At the top, there are four tabs: 'Details 1', 'Details 2', 'Details 3', and 'Funding'. The 'Funding' tab is currently selected. To the right of the tabs are three buttons: 'In-activate', 'Save', and 'Back'. The form is divided into three main sections: 'General', 'Fundraising For Service Project', and 'Fundraising Donor'. Each section contains various input fields, some with date pickers and checkboxes. The 'General' section includes 'Funding Source' (a dropdown), 'Funding Contact Details' (a text field with a 'Lookup' button), 'Funding Amount' (a text field with an asterisk), 'Funding Start' and 'Funding End' (date pickers), 'Funding Needs' (a text field), 'Funding Continuation Needed' (a checkbox), 'Funding Continuation Amount' (a text field), and 'Funding Continuation Details' (a large text area). The 'Fundraising For Service Project' section includes 'Fundraising For Text' (a text field), 'Fundraising Why' (a text field), 'Fundraising Needs' (a text field), 'Fundraising Required By' (a date picker), 'Fundraising Complete' (a checkbox), 'Fundraising Completed Date' (a date picker), and 'Fundraising Donation Date' (a date picker). The 'Fundraising Donor' section includes 'Fundraising Donor Anonymous' (a checkbox), 'Fundraising Donor Amount' (a text field), and 'Fundraising Donation Incremental' (a checkbox). The date pickers have a '15' in a small box next to them, indicating the current date.

There are some rules on this screen:

- Mandatory fields
 - Funding Contact Details
 - Funding Amount
- Funding Contact Details lookup will display all contacts in the system in a pop-up window. Refer to [Contacts](#) for more details.
- When user tick on check box 'Funding Continuation Needed', 'Funding Continuation Amount' and 'Funding Continuation Detail' fields are enabled. Otherwise, they should be disabled.
- The format of some monetary fields (including Funding Amount, Funding Needs, Fundraising Needs, and Donor Amount) should be '999,999,999.99'.

'Details 2' tab should be as below:

Services Directory

System Requirements Specification

Service Details

Details 1**Details 2**Details 3

In-activateSaveBack

Service Benefits Criterion

- ☐ Disability Living Allowance
- ☐ Employment and Support Allowance
- ☐ Incapacity Benefit
- ☐ Income Support
- ☐ Job Seekers Allowance

Service Disability Criterion

- ☐ Chest, Breathing problems
- ☐ Condition restricting mobility/dexterity
- ☐ Diabetes
- ☐ Difficulty in hearing
- ☐ Difficulty in seeing

Service Barriers Criterion

- ☐ Lone Parent
- ☒ ESOL
- ☒ Refugee
- ☐ Basic Skills

Service Personal Circumstances Criterion

- ☐ Carer Responsibilities
- ☒ Lone Parent

Service Ethnicity Criterion

- ☐ White British
- ☒ White Irish
- ☒ Other White
- ☐ White & Black Caribbean
- ☐ White & Black African

Other Service Participation Criterion

- ☒ Referral to Mainstream Service First
- ☐ Only Access Service Once
- ☒ Only Access Service Once Per Year

All of list boxes in this tab get from reference data. Refer to the spreadsheet attached in [Reference Data List](#) for more details.

‘Details 3’ tab should be as below:

Services Directory

System Requirements Specification

The screenshot shows a web application window titled "Service Details". At the top, there are three tabs: "Details 1", "Details 2", and "Details 3", with "Details 3" being the active tab. To the right of the tabs are two buttons: "Save" and "Back". The main content area is divided into two columns. The left column contains five sections: "Client Support Process" with a list of checkboxes for "Referral", "Initial Contact", "Pre Employment", and "In Work Support"; "Intervention" with a list box containing two items; "Client Journey" with a list box containing two items; "Other Services" with a list box; and "Support Centres" with a list box. The right column contains five sections: "Client Outcome" with a list box containing two items; "Target Client" with a list box containing two items; "Accreditations" with a list box containing two items; "Referral Sources" with a list box; and "Programme" with a dropdown menu. A vertical scrollbar is visible on the right side of the form.

- 'Client Support Process', 'Client Outcome', 'Target Client', 'Referral Sources', 'Support Centres' get from reference data. Refer to the spreadsheet attached in [Reference Data List](#) for more details.
- 'Intervention' includes all active Interventions which have not belonged to other Service.
- 'Other Services' list all other active Services in the system.
- 'Programme' combo box list all active Programmes in the system.

To save Service record, user should click on 'Save' button on the screen. The system will validate mandatory fields are already input or not and check if Service Name is existed in the system.

6.3.3 Amend Service

By selecting an active Service from the list, the Service Details screen is displaying allowing user to amend.

All fields in Details 1, Details 2, Details 3, Contract, Funding tabs can be editable.

Services Directory

System Requirements Specification

When amending a Service, three additional tabs should be shown:

- Organisation tab:

Click on 'Organisations' tab, all active Organisation records in the system will be listed.

Organisation Name	Description	Roles	
fg1	cvcbcvcbvcbv	Lead	edit roles
asaasda	qwq		edit roles
test update			edit roles
Vuong NM org	Vuong NM org TTT	Funder, Auditor	edit roles
adadadsa	adadadsa		edit roles
gfjfgj1	gfjfgjfgj	Lead	edit roles
Minh Nguyen Org	Minh Nguyen Short Desc 1111		edit roles
Organisation - HuongHTT	sfdasfds	Auditor	edit roles
abc12345	abc12345		edit roles
000ForTestOnly000-Don't Delete	H	Delivery, Auditor	edit roles
test	test		edit roles
sfdsf	sfdsf	Lead	edit roles

- By clicking on 'edit roles' link, 'Change Roles of Organisation' pop-up window will be displayed with 4 roles: Funder, Lead, Delivery and Auditor

Change Roles of Organisation

☐ Funder

☒ Lead

☐ Delivery

☐ Auditor

OK Cancel

- Select roles and click on 'OK' button, this pop-up will be closed and selected roles will be populate in the 'Role' field. Each will be separate by comma

- Premises' tab

Click on 'Premises' tab, list of all Premises already linked to the Service is displayed.

Services Directory

System Requirements Specification

Service Details

Details 1 Details 2 Details 3 Organisations **Premises** In-activate Save Back

Premise Name	Address	Phone Number	Project Code	
Cau Giay	16 Maurer Court Greenwich Line 1	2342423		Remove
Xuan Thuy	Pham Hung line 1	0906180081	SE0202	Remove

Associate new premise

- User clicks on 'Associate new Premise' button, a pop-up window is displayed listing all active Premises in the system which have not linked to the Service.
- User select a Premise from the list, enter Project Code then click 'Select' button, the link between selected Premise and Service will be added, pop-up window is closed and the Premise list in the tab will be refreshed automatically.
- If user clicks on 'Remove' link on a row, the link between Premise and Service will be removed.

6.3.4 Mark In-active Service

User can mark a Service to in-active by clicking on 'In-active' button on the details screen. The prompt message should be displayed: "Do you want to mark this Service in-active?"

If user clicks on 'OK' button, the Service will be changed status to 'In-active'. Otherwise, it still keeps being 'Active'.

If the Service already links to an Organisation or a Premise, the prompt message "This Service is already in use, do you want to make this in-active?" should be displayed. If user clicks 'OK', this Service will be marked to 'in-active'.

6.3.5 Programme

List Programmes

By clicking on 'Programmes' item under Services in the menu 'Programme List' screen is displayed showing all active Programmes by default.

Similar to other lists, this should have standard behaviors: displaying active/in-active, filtering, sorting, paging and marking an in-active Programme to active.

Add Programme

If user clicks on 'Create' button on the 'Programme List' screen, 'Programme Details' screen is displayed to allow user to enter Programme fields for new one. The interface of this screen should be below:

Services Directory

System Requirements Specification

Programme Details

Details

Deactivate Save Back

Programme Name * New programme name Test Contact Lookup

Description New Test Programme Description Test

By default, all of fields should be blank. Programme Name field should be mandatory and unique.

Contact lookup will display all contacts in the system in a pop-up window. Refer to [Contacts](#) for more details.

To save Programme record, user should click on 'Save' button on the screen. The system will validate mandatory field are already input or not and check if Programme Name is existed in the system.

If the validation is passed, Programme record will be saved.

Amend Programme

By selecting an active Programme from the list, the Programme Details screen is displaying allowing user to amend. All fields are editable.

When user click on 'Save' button, all changes are saved into database

Mark In-active Programme

User can mark a Programme to in-active by clicking on 'In-active' button on the details screen. The prompt message should be displayed: "Do you want to make this Programme in-active?"

If the Programme already links to a Service, the prompt message should be displayed: "This Programme is already in use, do you want to make this in-active?"

If user clicks on 'OK' button, the Programme will be changed status to 'In-active'. Otherwise, it still keeps being 'Active'.

6.4 Geography

6.4.1 Trust Region Maintenance

List Trust Regions

Trust Region List

All | 0-9 | A B C D E | F G H I J | K L M N | O P Q R | S T U V | W X Y Z

Create ☐ Include In-active

Trust Region Name	Description	Nation/Country	Is Active?
Region Name 1	Region 1	Litva	Yes
Region Name 4	Region 4	United Kingdom	Yes
Region Name 5	Region 5	Latvia	Yes

Page 1 of 1

Services Directory

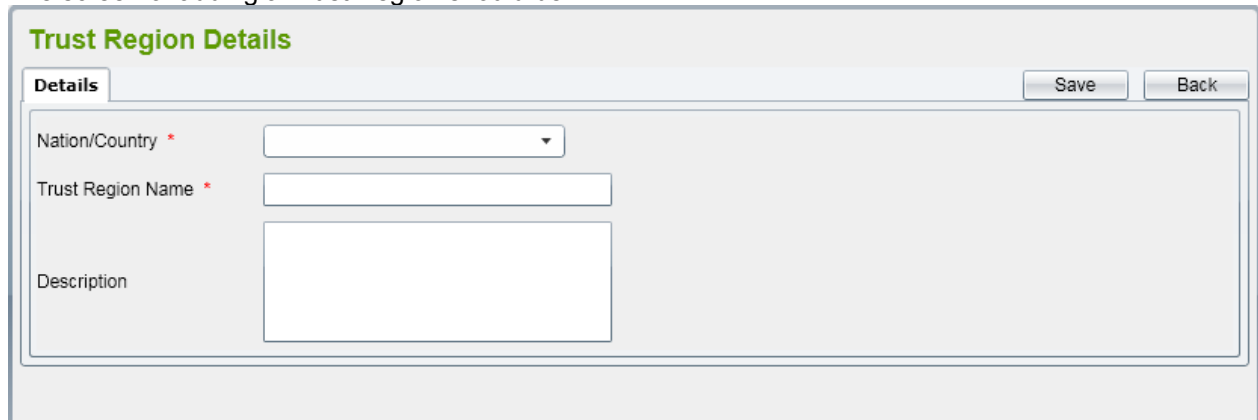
System Requirements Specification

By clicking on 'Trust Region/Trust District' sub item under Geography in the menu, 'Trust Region List' screen is displayed. This list screen has all standard behavior of a list that already mentioned in Organisation module.

The prompt message when user selecting an inactive record to view should be "Do you want to make this Trust Region active?"

Add Trust Region

The screen of adding a Trust Region should be:



In which, Nation/Country is mandatory and user can select one from a dropdown list. Trust Region Name is also mandatory and this field should be unique.

Amend Trust Region

All fields in Details tab can be editable.

Besides, there should be 'Trust Districts' tab into the Trust Region details screen. Refer to [List Trust Districts](#) for more details.

Mark In-active Trust Region

User can mark a Trust Region to 'In-active' by clicking on 'In-active' button on amend Trust Region screen.

After a Trust Region has been changed to 'In-active', all Trust Districts/Trust Areas belonging to that Trust Region still keep their status. The in-active process is not cascade.

6.4.2 Trust District Maintenance

List Trust Districts

Services Directory

System Requirements Specification

The screenshot shows a web application interface for 'Trust Region Details'. It has two tabs: 'Details' and 'Trust Districts', with 'Trust Districts' being the active tab. At the top right of the tab area are three buttons: 'In-active', 'Save', and 'Back'. Below the tabs is a filter bar with the text 'All | 0-9 | A B C D E | F G H I J | K L M N | O P Q R | S T U V | W X Y Z'. To the right of the filter bar are two buttons: 'Create' and 'Include In-active' (which has a checkbox). Below the filter bar is a table with the following data:

District Name	Description	Region	Is Active?
District Name 1	District 1	Region Name 1	Yes
District Name 2	District 2	Region Name 1	Yes
District Name 5	District 5	Region Name 1	Yes

At the bottom right of the screen is a pagination control showing 'Page 1 of 1' with navigation arrows.

The Trust District tab should belong to a Trust Region details screen. It has all behaviors of a standard list in the system.

The prompt message when user selecting an inactive record to view should be “Do you want to make this Trust District active?”

Add Trust District

The screen should be:

The screenshot shows a web application interface for 'Trust District Details'. It has two tabs: 'Details' and 'Trust Districts', with 'Details' being the active tab. At the top right of the tab area are two buttons: 'Save' and 'Back'. Below the tabs is a form with the following fields:

- Trust Region Name: A read-only text field containing 'Trust Region 1'.
- Trust District Name *: A text input field.
- Description: A text input field.

In which, Trust Region Name is read-only and shows the Trust Region that the District belongs to.

Trust District Name is mandatory and unique on each Trust Region.

Amend Trust District

User can change Trust District Name and Description.

Note that Trust District Name should be mandatory and unique on each Trust Region.

Mark In-active Trust District

User can mark a Trust District to 'In-active' by clicking on 'In-active' button on amend Trust District screen.

After a Trust District has been changed to 'In-active', all Trust Areas belonging to that Trust District still keep their status. The in-active process is not cascade.

6.4.3 Government Office Region

List Government Office Region

Services Directory

System Requirements Specification

Government Office Region List

All | 0-9 | A B C D E | F G H I J | K L M N | O P Q R | S T U V | W X Y Z

☐ Include In-active

Govt Office Region Name	Description	County	Is Active?	
Government name 1	Description 1	o	Yes	

Page 1 of 1

By clicking on 'Trust Region/Trust District' sub item under Geography in the menu, 'Government Office Region List' screen is displayed. This list screen has all standard behavior of a list that already mentioned in Organisation module apart from making an in-active to active.

In this phase, only list and view GORs are implemented.

View Government Office Region

Government Office Region Details

Details

Back

Government Office
Region Name

GOR 1

Description

County

County 1
County 2
County 3

All of fields in the screen are read-only. User can clicks on 'Back' button to come back to the list screen.

6.5 Premises

6.5.1 List Premises

By clicking on 'Premises' from the menu, 'Premise List' screen is displayed showing all active Premises by default. The list is paging with 15 records showing in one page.

Premise List

All | 0-9 | A B C D E | F G H I J | K L M N | O P Q R | S T U V | W X Y Z

Create

☐ Include In-active

Location Name	Address Line 1	Postcode	Is Active?	
LocationName 1 NEW	Cau giay	LD 1234	Yes	
LocationName 2	Cau giay	NW 2345	Yes	

Page 1 of 1

Services Directory

System Requirements Specification

For a Premise row that is new Shop (Location Type = Shop and Current Date – Shop Flag Date <= 60 days), there should be a flag **!NEW** next to Location Name field.

If user clicks on 'Include In-active' checkbox, all of active and in-active Premises will be displayed in the list.

User can filter Premises by selecting 'All' or '0-9' or 'ABCDE' or 'FGHIJ', etc. in a row above the list. -> All Premises that begin with the selected letter will be shown.

User can sort Premises by clicking on column name.

If user selects an in-active Premise in the list to view, the system will display a message 'Do you want to make this Premise active' with 2 buttons: OK and Cancel

- If clicking on 'OK' button, 'Premise Details' screen is opened and system will automatically change status of Premise from Inactive to Active
- If clicking on 'Cancel' button, it keeps 'Premise List' screen showing and status of selected Premise is still inactive.

6.5.2 Add Premise

If user clicks on 'Create' button on the 'Premise List' screen, 'Premise Details' screen is displayed including two tabs: Details 1, Details 2 and Details 3 to allow user to enter Premise fields for new one.

- Below is illustration of Details 1 tab:

Premise Details

Details 1 Details 2 Details 3 Save Back

Location Name *	<input type="text"/>	Primary Location	<input type="checkbox"/>
Known As	<input type="text"/>	Location Managed	<input type="checkbox"/>
Location Organisation	<input type="text"/> Lookup	ST Network Connectivity	<input type="checkbox"/>
Location Status *	<input type="text"/>	Location Type *	<input type="checkbox"/> Enterprise
Location Status Date	<input type="text"/> 15		<input type="checkbox"/> Support Centre
Address Line 1	<input type="text"/>	Location Description	<input type="checkbox"/> Project
Address Line 2	<input type="text"/>		
Address Line 3	<input type="text"/>	Phone Number *	<input type="text"/>
Postcode	<input type="text"/> Lookup	General Fax Number	<input type="text"/>
City/Town	<input type="text"/>	Minicomm Number	<input type="text"/>
County	<input type="text"/>	Is New Shop ?	<input type="checkbox"/>
Nation/Country	<input type="text"/>	Shop Flag Date	<input type="text"/> 15
Location Opening Times		Specialist Shop	<input type="checkbox"/>

Services Directory

System Requirements Specification

By default, all of fields should be blank, all check boxes are un-ticked.

There are some rules on this screen:

- Mandatory fields
 - Premise Name
 - Location Name
 - Location Type
 - Location Status
 - Phone Number
- Unique fields
 - Combination of Premise Name AND Address Line 1 AND Postcode
- Location Status should be selected from a combo box including Pending Active, Active, Pending Closure, and Closed items.
- User can select one or more Location Types. They are reference data – refer to the spreadsheet attached in [Reference Data List](#) for more details.
- Location Organisation lookup will display all contacts in the system in a popup window. Refer to [Organisations](#) for more details.
- Postcode lookup will display all addresses retrieved from PAF database in a popup window. Refer to [Address](#) for more details. The verify Address basing on PAF is the same as mentioned in Organisation module.
- Click on 'Location Opening Times' link -> 'Location Open Days' popup is displayed and allow user select day and open time

	Weekend Day	Start Time	End Time
<input type="checkbox"/>	Monday		
<input type="checkbox"/>	Tuesday		
<input type="checkbox"/>	Wednesday		
<input type="checkbox"/>	Thursday		
<input type="checkbox"/>	Friday		
<input type="checkbox"/>	Saturday		
<input type="checkbox"/>	Sunday		

Back

Services Directory

System Requirements Specification

By default, Monday, Tuesday, Wednesday, Thursday and Friday are checked, and Start Times should be 9:00, End Times should be 17:00. User can tick/un-tick and edit time manually then.

- If user selects Location Type = Shop, 'Is New Shop', 'Shop Flag Date' and 'Specialist Shop' fields are enable. If Current Date – Shop Flag Date < = 60 days, the system will be automatically tick on checkbox 'Is New Shop'

- 'Details 2' tab should be as below:

Premise Details

Details 1 **Details 2** Details 3 Details 4 Save Back

<p>Accreditations</p> <ul style="list-style-type: none"> <input type="checkbox"/> Two Ticks <input type="checkbox"/> Investors In People <input type="checkbox"/> ISO 9001 <input type="checkbox"/> ISO 14001 <input type="checkbox"/> ISO 27001 	<p>JCP Offices</p> <div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div>
<p>Media Contact <input type="checkbox"/></p> <p>Media Contact Name <input type="text"/> Lookup</p>	<p>Catering Facilities <input type="checkbox"/></p> <p>Catering Contact <input type="text"/> Lookup</p> <p>Catering Type <input type="text"/></p>
<p>Local Demographic Issues</p> <ul style="list-style-type: none"> <input type="checkbox"/> High Un-employment <input type="checkbox"/> Rural 	<p>IS/Network <input type="text"/></p> <p>Client IT Facilities <input type="checkbox"/></p> <p>Client IT Facilities Details <input type="text"/></p>
<p>Local Demographic Notes <input type="text"/></p>	<p>Room Availability <input type="checkbox"/></p> <p>Volunteering Opportunities <input type="checkbox"/></p>

- By default, all text fields should be blank, all check boxes should be un-ticked.
- Accreditations should be reference data. Refer to the spreadsheet attached in [Reference Data List](#) for more details.
- JSP Offices list all active Premises having Location Type = 'JCP Offices'
- If 'Media Contact' is ticked, 'Media Contact Name' field is enabled. Otherwise, it should be disabled.
- Media Contact Name lookup will display all contacts in the system in a popup window. Refer to [Contacts](#) for more details.
- If 'Catering Facilities' is ticked, 'Catering Contact' and 'Catering Type' fields are enabled. Otherwise, it should be disabled.

Services Directory

System Requirements Specification

- Catering Contact lookup will display all contacts in the system in a popup window. Refer to [Contacts](#) for more details.
- Catering Type is reference data. Refer to the spreadsheet attached in [Reference Data List](#) for more details.
- Local Demographic Issues is reference data. Refer to the spreadsheet attached in [Reference Data List](#) for more details.
- IS/Network is reference data. It should include 'Open', 'Wip', and 'Closed' items.
- If 'Client IT Facilities' is ticked, 'Client IT Facilities Details' field is enabled. Otherwise, it should be disabled.

- 'Details 3' tab should be as below:

Premise Details

Details 1 Details 2 **Details 3** Facilities Volunteering Minor Works

In-activate Save Back

Outreach Location ☐ ☐

Local Hotels ☐ ☐

Travel Details

Travel Nearest - Bus

Travel Nearest - Rail

Travel Nearest - Airport

Host Visits ☐

Hosting Contact Lookup

Visitor Parking Onsite ☐

Visitor Parking Spaces

Visitor Parking Alternative

- Outreach Location list all active Premises having Location Type = 'Outreach Location'.
- Local Hotel list all active Premises having Location Type = 'Hotel'.
- If 'Host Visits' is ticked, 'Hosting Contact' field is enabled. Otherwise, it should be disabled.
- Hosting Contact lookup will display all contacts in the system in a popup window. Refer to [Contacts](#) for more details.
- If 'Visitor Parking Onsite' is ticked, 'Visitor Parking Spaces' field is enabled, 'Visitor Parking Alternative' field is disabled.
If 'Visitor Parking Onsite' is unticked, 'Visitor Parking Alternative' field is enabled, 'Visitor Parking Spaces' field is disabled.

Services Directory

System Requirements Specification

- If in Details 1 tab, user selects Location Type to Venue or Hotel, 'Details 4' tab will be appeared and navigated to.

Premise Details

Details 1 Details 2 Details 3 **Details 4** Save Back

Room Only Rate	<input type="text"/>	Negotiated Room Only Rate	<input type="text"/>
B&B Rate	<input type="text"/>	B&B Negotiated Rate	<input type="text"/>
DBB Rate	<input type="text"/>	DBB Negotiated Rate	<input type="text"/>
DD Rate	<input type="text"/>	DD Negotiated Rate	<input type="text"/>
24hr Rate	<input type="text"/>	24hr Negotiated Rate	<input type="text"/>
Tea and Coffee	<input type="text"/>	Last Negotiated Date	<dd/MM/yyyy> 15
Lunch	<input type="checkbox"/>	Re-negotiate On	<dd/MM/yyyy> 15
No of Meeting Rooms	<input type="text"/>	Preferred Status	<input type="text"/>
Meeting Room Rate Per Day	<input type="text"/>	Comments	<input type="text"/>
Codings	<input type="text"/>		

- In this screen, all of monetary fields (including Rates fields and Tea and Coffee cost) should have format like '99,999.99' (£)

To save Premise record, user should click on 'Save' button on the screen. The system will validate mandatory fields are already input or not and check if Premise Name is existed in the system.

If the validation is passed, Premise record will be saved and Premise details screen is kept to allow user to add Facilities, Volunteering Opportunities, Minor Works Project, and link to Services if necessary. Message to inform the successful saving should be displayed as well.

6.5.3 Amend Premise

By selecting an active Premise from the list, the Premise Details screen is displaying allowing user to amend. All fields in Details tabs are editable.

If user ticks on 'Volunteering Opportunities' in Details 2 tab, it should navigate to Volunteering tab automatically.

In Edit mode, user can see Facilities, Volunteering (if 'Volunteering Opportunities' in Details 2 tab is already ticked), Minor Works, and Services tabs. They will be described in more details below.

After clicking 'Save' button, all changes are saved into database.

6.5.4 Mark In-active Premise

User can mark Premise to in-active by clicking on 'In-active' button on the details screen. The prompt message should be displayed 'Do you want to make this Premise in-active?'

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If user clicks on 'OK' button, the Premise will be changed status to 'In-active'. Otherwise, it still keeps being 'Active'.

6.5.5 Facility Maintenance

List Facilities

In Premise Details screen of an active Premise, user can navigate to Facilities list by clicking on 'Facilities' tab.

The screenshot shows the 'Premise Details' screen with the 'Facilities' tab selected. The screen has a header with tabs: Details 1, Details 2, Details 3, Facilities, Volunteering, Minor Works, and Services. There are buttons for 'In-activate', 'Save', and 'Back'. Below the tabs is a filter bar with 'All', '0-9', and 'A-Z' filters, a 'Create' button, and a checkbox for 'Include In-active'. The main table has columns: Facility Type, Description, Lead Contact, Room Host, and Is Active?. The first row shows 'Room' as the facility type, 'This facility is of type room' as the description, 'CuongDD' as the lead contact, 'KienNT' as the room host, and 'Yes' as the active status. At the bottom, there is a pagination bar showing 'Page 1 of 1'.

Similar to other lists, this should have standard behaviors: displaying active/in-active, filtering, sorting, paging and marking an in-active Facility to active.

Add Facility

If user clicks on 'Create' button on the 'Facilities' tab, 'Facility Details' screen is displayed to allow user to enter Facility fields for new one.

Below is illustration of Facility Details:

The screenshot shows the 'Facility Details' screen. It has a 'Details' tab and buttons for 'Save' and 'Back'. The form contains several fields: 'Facility Type' (a dropdown menu), 'Facility Description' (a text area), 'Room Capacity' (a text input), 'Room Size' (a text input), 'Room Connectivity' (a checkbox), 'Connectivity Type' (a dropdown menu), 'Wireless Access Information' (a text input), 'Lead Contact' (a text input with a 'Lookup' link), 'Room Host' (a text input with a 'Lookup' link), 'Equipment Available' (a checkbox), and 'Room & Equipment Notes' (a text area).

- By default, all of fields should be blank, all check boxes are un-ticked.
- Facility Type is reference data, refer to the spreadsheet attached in [Reference Data List](#) for more details.

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- If Facility Type is 'Room', Room Capacity, Room Size, Room Connectivity, Equipment Available, Room & Equipment Notes fields are enabled. Otherwise, those fields should be disabled.
- If Facility Type is 'Internet Access', Connectivity Type is enabled.
- If Room Connectivity is ticked, Room Connectivity Type field is enabled.
- Lead Contact lookup will display all contacts in the system in a popup window. Refer to [Contacts](#) for more details.
- Room Host lookup will display all contacts in the system in a popup window. Refer to [Contacts](#) for more details.
- If Equipment Available is ticked, a text box next to that field is shown and then user can enter the equipment name there.
- If Room Size and Room Capacity are enabled, they should be numeric and in range from 0 to 9999.

To save Facility record, user should click on 'Save' button on the screen.

If user clicks on 'Back' button, it should come back to 'Facilities' tab.

Amend Facility

By selecting an active Facility from the list, the Facility Details screen is displaying allowing user to amend. After clicking 'Save' button, all changes are saved into database

Mark In-active Facility

User can mark a Facility to in-active by clicking on 'In-active' button on the details screen. The prompt message should be displayed 'Do you want to make this Facility in-active?'

If user clicks on 'OK' button, the Facility will be changed status to 'In-active'. Otherwise, it still keeps being 'Active'.

6.5.6 Volunteering Opportunity

List Volunteering Opportunity

In Premise Details screen of an active Premise that has 'Volunteering Opportunities' in Details 2 tab is already ticked, user can navigate to Volunteering Opportunities list by clicking on 'Volunteering' tab.

Premise Details

Details 1 | Details 2 | Details 3 | Facilities | **Volunteering** | Minor Works | Services

In-activate | Save | Back

All | 0-9 | A-Z | Create | ☐ Include In-active

Contact	Purpose	Number	Start Date	End Date	Is Active?
Contact 1	VolunteerPurpose 1	4	16/09/2009	30/09/2009	Yes

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Similar to other lists, this should have standard behaviors: displaying active/in-active, filtering, sorting, paging and marking an in-active Volunteering Opportunity to active.

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Add Volunteering Opportunity

If user clicks on 'Create' button on the 'Volunteering Opportunity List' screen, 'Volunteering Opportunity Details' screen is to allow user to enter Volunteering Opportunity fields for new one.

Below is illustration of Volunteering Opportunity Details:

The screenshot shows a web application window titled "Volunteering Opportunity Details". At the top right of the window are two buttons: "Active" and "Back". Below the title bar is a tab labeled "Details". The form contains the following fields:

- Volunteering Contact ***: A text input field followed by a "Lookup" button.
- Volunteer Purpose**: A dropdown menu currently displaying "VolunteerPurpose 2".
- Volunteering Opportunity Details**: A large text area for detailed information.
- Start Date**: A date picker showing "<dd/MM/yyyy>" and "13".
- End Date**: A date picker showing "<dd/MM/yyyy>" and "13".
- Volunteer Nos**: A text input field containing the value "12".

There are some rules on this screen:

- By default, all of fields should be blank, all checkboxes are un-ticked.
- Mandatory fields: Volunteering Contact
- Volunteering Contact lookup will display all contacts in the system in a popup window. Refer to [Contacts](#) for more details.
- End Date must not be before Start Date.
- Volunteer Nos: must be numeric and in range from 0 to 9999.

To save Volunteering Opportunity record, user should click on 'Save' button on the screen.
If user clicks on 'Back' button, it should come back to 'Volunteering' tab.

Amend Volunteering Opportunity

By selecting an active Volunteering Opportunity from the list, the Volunteering Opportunity Details screen is displaying allowing user to amend.

After clicking 'Save' button, all changes are saved into database

Mark In-active Volunteering Opportunity

User can set a Volunteering Opportunity to in-active by clicking on 'In-active' button on the details screen.
The prompt message should be displayed 'Do you want to make this Volunteering Opportunity in-active?'

If user clicks on 'OK' button, the Volunteering Opportunity will be changed status to 'In-active'. Otherwise, it still keeps being 'Active'.

6.5.7 Minor Work Projects

List Minor Work Project

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In Premise Details screen of an active Premise, user can navigate to Minor Works Projects list by clicking on 'Minor Works' tab.

The screenshot shows the 'Premise Details' screen with the 'Minor Works' tab selected. The screen displays a table of Minor Works Projects. The table has columns: Description, Enq Received Date, Notes Action, Directorate, Contact, Status, and Is Active?. The table contains three rows of data. Below the table, there is a pagination control showing 'Page 1 of 1'.

Description	Enq Received Date	Notes Action	Directorate	Contact	Status	Is Active?
Description 1	10/10/2009	Note Action 1	Directorate A	Contact A	Completed	Yes
Description 3	10/10/2009	Note Action 3	Directorate C	Contact C	Completed	Yes
Description 4	10/10/2009	Note Action 4	Directorate E	Contact E	Completed	Yes

Similar to other lists, this should have standard behaviors: displaying active/in-active, filtering, sorting, paging and marking an in-active Minor Works Project to active.

Add Minor Works Project

If user clicks on 'Create' button on the 'Minor Works Project List' screen, 'Minor Works Project Details' screen is to allow user to enter Minor Works Project fields for new one.

The screenshot shows the 'Project / Minor Works' screen. The screen has a 'Project / Minor Works' tab and a 'Save' button. The form contains the following fields:

- P/MW Description *
- Project (radio button, checked) / Minor Works (radio button, unchecked)
- Is TBA ? (checkbox, unchecked)
- Notes Actions
- Estimated Cost
- Actual Cost
- Directorate (dropdown menu)
- Contact
- Authorised by Name
- Status
- P/MW Enquiry Received Date *
- Authorised Date
- Actual Start Date
- Anticipated Completion
- Actual Completion Date

There are some rules on this screen:

- By default, all of fields should be blank, all check boxes are un-ticked. Project radio box is checked.
- Mandatory fields
 - P/MW Date Enquiry Received
 - P/MW Description

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- P/MW Contact
- Contact lookup will display all contacts in the system in a popup window. Refer to [Contacts](#) for more details.
- If user ticks on 'Is TBA?', user is forced to enter Notes Actions field and Estimates Cost is disabled. Otherwise, Estimated Cost is enabled.
- User can select a Directorate by clicking on Directorate combo box. This combo box will be displayed all active Directorates that exist in the database
- Status is read-only field. It should be:
 - 'Work Not Started' where there is No Start Date or the Actual Start Date is after the current date
 - 'Work in Progress' if there is an Actual Start Date that is before the current date and there is no Actual Completion date
 - 'Work Completed' where Actual Completion Date has been entered and it is before the current date.
- Authorised Date must be >= Enquiry Received Date
- Actual Start Date must be >= Authorised Date
- Anticipated Completion Date must be >= Enquiry Received Date
- Actual Complete Date must be >= Actual Start Date

To save Minor Work Project record, user should click on 'Save' button on the screen.
If user clicks on 'Back' button, it should come back to 'Minor Works' tab.

Amend Minor Work Project

By selecting an active Minor Works Project from the list, the Minor Works Project Details screen is displaying allowing user to amend.
After clicking 'Save' button, all changes are saved into database

In-active Minor Work Project

User can mark a Minor Works Project to in-active by clicking on 'In-active' button on the details screen.
The prompt message should be displayed 'Do you want to make this Minor Works Project in-active?'

If user clicks on 'OK' button, the Minor Work Project will be changed status to 'In-active'. Otherwise, it still keeps being 'Active'.

6.5.8 Services

The tab will list all Services have already linked to the Premise. It will look like:

The screenshot shows a web application interface for 'Premise Details'. At the top, there are tabs for 'Details 1', 'Details 2', 'Details 3', 'Facilities', 'Volunteering', 'Minor Works', and 'Services'. The 'Services' tab is currently selected. To the right of the tabs are three buttons: 'In-active', 'Save', and 'Back'. Below the tabs is a table with the following columns: 'Service Name', 'Description', 'Service Type', and 'Contact'. The table contains one row with the following data: 'Money' (Service Name), 'description short' (Description), 'Business' (Service Type), and an empty 'Contact' field. To the right of the 'Contact' field is a 'Remove' link. Below the table is a button labeled 'Associate new service'.

Service Name	Description	Service Type	Contact
Money	description short	Business	

[Remove](#)

Associate new service

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- User clicks on 'Associate new Service' button, a pop-up window is displayed listing all active Services in the system which have not linked to the Premise.
- User select a Service from the list, enter Project Code then click 'Select' button, the link between selected Service and Premise will be added, pop-up window is closed and the Service list in the tab will be refreshed automatically.

If user clicks on 'Remove' link on a row, the link between Service and Premise will be removed.

6.6 Contacts

This function is to list, add new or edit a Contact person in the system. Contact Maintenance will be represented in a pop-up window and called from an Organisation, Directorate, etc. the details screen that need to fill a person as its contact.

6.6.1 List Contacts

Below is illustration of List Contacts screen:

	Contact Name	Mobile Phone	Email	Contact Type	Is Active?
<input checked="" type="radio"/>	a1aaaa8u908 bbbbbb			Operational	Yes
<input type="radio"/>	AAAAAAAAAB dfhfg	drh456	dfh	Fire Marshall	Yes

User can enter First Name or Surname to relevant text boxes for filtering the Contacts. The application will search all Contacts records which have Name beginning with input data into First Name or Surname.

By default, the list will include all active Contact but if user ticks on Include in-active contact check box, this will return active and in-active records both.

6.6.2 Add Contacts

User can create new a Contact by clicking on 'Create' button on the pop-up window. The Contact screen should look like below:

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The screenshot shows a web application window titled "Search Contact" with a close button in the top right corner. Below the title bar, there is a green header "Create New Contact". The form is divided into two columns. The left column contains the following fields: "First Name *" (text input), "Surname *" (text input), "Known As" (text input), "Office Phone" (text input), "Mobile Phone" (text input), "ST Home Phone" (text input), and "Email Address" (text input). The right column contains: "Manager Name" (text input) with a "Lookup" link to its right, "Contact Type *" (dropdown menu), "Best Contact Method" (dropdown menu), "Job Role" (text input), "Workbase" (text input), "Job Title" (text input), and "Is Active?" (checkbox). At the bottom right of the form, there are two buttons: "Save" and "Back".

In which, First Name, Surname and Contact Type are mandatory fields.

Contact Type and Best Contact Method are reference data can be get from reference data

User can set Manager of the Contact by click on Lookup link and then it will show another Search Contact pop-up window to select a Contact.

To set a Contact being Active or In-active, user can tick/un-tick the relevant check box in the screen.

6.6.3 Edit Contacts

User can edit a Contact by clicking on 'Edit' below the list. The Contact details screen look like the same as illustration on Add Contact above.

6.7 Address lookup

This function is to list addresses queried from the database for populate an address to Organisation, Directorate, etc. record in SD system. The input criteria can be postcode, street or town. After user select an Address in the result list, all of Address fields: Address lines 1-3, Postcode, Town, County, and Country will populate to the screen which are retrieved.

The Search Address pop-up window should be shown as below:

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Search Postcode

Postcode: Street: Town:

	Address	Post code	Town	County	Country
<input checked="" type="radio"/>	10 Maurer Court Greenwich	SE10 0SS	London	Greenwich	Britain
<input type="radio"/>	11 Maurer Court Greenwich	SE11 0SS	London	Greenwich	Britain
<input type="radio"/>	12 Maurer Court Greenwich	SE12 0SS	London	Greenwich	Britain
<input type="radio"/>	13 Maurer Court Greenwich	SE13 0SS	London	Greenwich	Britain
<input type="radio"/>	14 Maurer Court Greenwich	SE14 0SS	London	Greenwich	Britain
<input type="radio"/>	15 Maurer Court Greenwich	SE15 0SS	London	Greenwich	Britain
<input type="radio"/>	16 Maurer Court Greenwich	SE16 0SS	London	Greenwich	Britain

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If user inputs some criteria such as Postcode, Street, and Town and then clicks on 'Search Address' button, it will list all address in the database mapped with filtered conditions.

If user select' an Address row and then clicks on 'Select' button, the selected Address fields will be populated to related text boxes in the screen that called Search Address.

If user clicks on 'None' button, the pop-up window will be closed and all previous address fields in the calling screen will be blank.

If user clicks on 'Clear' button, the input criteria in the screen will be cleared.

If user clicks on 'Close' button, the pop-up window will be closed.

6.8 Type of Business lookup

This lookup to show SIC code that need to be attached for an Organisation, Directorate, Department or a Team. Data list will be stored in SD database (Reference data) that copied from "SIC2007Indexes.xls"

The screen should be:

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Search Business Type
✕

Business Name:

SIC Code:

	Business Name	SIC Code	
<input checked="" type="radio"/>	abaca and other vegetable textile fibre growing	01160	
<input type="radio"/>	abattoir (manufacture)	10110	
<input type="radio"/>	abrasive base paper (manufacture)	17120	
<input type="radio"/>	abrasive bonded disc, wheel and segment (manufacture)	23910	
<input type="radio"/>	abrasive cloth (manufacture)	23910	
<input type="radio"/>	abrasive grain (manufacture)	23910	
<input type="radio"/>	abrasive grain of aluminium oxide (manufacture)	23910	
<input type="radio"/>	abrasive grain of artificial corundum (manufacture)	23910	
<input type="radio"/>	abrasive grain of boron carbide (manufacture)	23910	
<input type="radio"/>	abrasive grain of silicon carbide (manufacture)	23910	

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User must enter Business Name before searching to limit the returned records.

7 Non-functional requirements

7.1 Performance

Requirements relating to Performance	
No.	Requirement
1.	<p>As FPT practical, with testing environment in offshore as below:</p> <p>Server: CPU – Intel Pentium4 3.0GHz, RAM – 4GB, HDD-160GB, OS-Window Server 2003 SP1 Client: CPU – Intel Pentium4 2.4GHz, RAM – 1GB, HDD-40GB, OS-Window XP SP2</p> <p>Response time for SD system should meet following:</p> <ul style="list-style-type: none"> - For add new functions (assumed that there are average 30 fields need to update to DB), the response time should be in a range of 3-5 seconds. For the first time to query the page, it takes longer than the following ones. It's approximately about 10 seconds. The following calls should be less than 5 seconds - For list/view functions (assumed that there will be around 1000 records displayed), the response time should be in a range of 7-10 seconds. For the first call might take about 15 seconds. The following calls should be less than 10seconds - For all validation data logic, the response time shouldn't take than 2 seconds

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2	With mentioned server above, Service Directory system should cover the load of 20-50 concurrent users.
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7.2 Scalability

Requirements relating to Scalability	
No.	Requirement
1.	It must scale to the expected number of users for SD system

7.3 Security

Requirements relating to Security	
No.	Requirement
1.	Just use standard authentication and authorization mechanism

7.4 Portability

Requirements relating to Security	
No.	Requirement
1.	For the up-coming release, the Service Directory is expected to work with Internet Explorer version 6.0 or later and Firefox.

7.5 Audit

Requirements relating to Audit	
No.	Requirement
1.	None required at present.

7.6 Error handling

Requirements relating to Error handling	
No.	Requirement
1.	Proactive notification of problems. System must provide sufficient context in the notification to assist in the diagnosis and repair of the problem. Varying levels of notification will be needed for different classes of error for instances: logging errors to log files, logging errors to event viewer, sending emails.

7.7 Infrastructure

Requirements relating to Infrastructure	
No.	Requirement
1.	All services inside Service Directory are expected to be hosted under https for security purposes. Shaw-trust to confirm if they can provide an appropriate SSL infrastructure.

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7.8 Look and feel

Requirements relating to Look and feel

No.	Requirement
1.	See section 6. The look and feel should also be similar to the screen mock-ups provided with the FRS for new 'CID' and should have the same feel as MS Dynamics.

7.9 Legal

Requirements relating to Legal issues

No.	Requirement
1.	None required at present.

7.10 Training

Requirements relating to Training

No.	Requirement
1.	None required at present.

7.11 User Documentation & Help Screen Requirements

Requirements relating to User Documentation

No.	Requirement
1.	An icon will be provided in the corner of each screen that can be clicked to load a page of help for that screen. The help text will be maintained by Shawtrust. This is in scope of Phase 2

7.12 Support & Supportability

Requirements relating to Support

No.	Requirement
1.	Fully support during UAT and 3 month warranty support

7.13 Reliability

Requirements relating to Reliability

No.	Requirement
1.	Availability: The Service Directory is expected to run all the time 24 hours a day and 7 day a week without service failing to respond. There should be no un-handled Exception to be occurred inside the Services.

7.14 Design Constraints

Requirements relating to Design

No.	Requirement
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1.	The design must take this requirement into consideration for everything that the system may do and how this could be supported
2.	The design must follow principles for design in CID system

7.15 Purchased Components

Requirements relating to Components	
No.	Requirement
1.	None required at present.

7.16 Interfaces

Requirements relating to Interfaces	
No.	Requirement
1.	None required at present.

7.17 Test

Requirements relating to Testing	
No.	Requirement
1.	None required at present.

7.18 Data

Requirements relating to Data	
No.	Requirement
1.	None required at present.