



Note for Approval – NFA

Minor Project

Disclaimer

This Software Requirements Specification document is a guideline. The document details all the high level requirements. The document also describes the broad scope of the project. While developing the solution if the developer has a valid point to add more details being within the scope specified then it can be accommodated after consultation with IBM designated Mentor.

INTRODUCTION

The purpose of this document is to define scope and requirements of a Simple Note for Approval process – NFA, automated for the employee intranet of a large business house. The proposed tool will allow the employees to create and send their request for approval and view the processing status online. Automation of NFA is expected to provide:

1. A very simple clutter free user interface.
2. Exceptional ease of use for Note entry, formatting and sending for approval.

This document is the primary input to the development team to architect a solution for this project.

System Users

The entire staff of the business house is expected to benefit from this approval tool, NFA.


Assumptions

1. In an organization, NFA is a critical approval process for taking an approval on spending an amount towards departmental goals. NFA approval cycle is normally quite long spanning at least 4 to 5 role players with to and fro for getting clarifications. For the purpose of this project, we have taken only one approval step i.e. Approval from the HOD.
2. NFA will be integrated with the company's intranet and therefore it will leverage the existing Intranet's authentication mechanism.
3. The rich text editor customization is part of the project. The TinyMCE provides very advanced formatting features. To keep the NFA simple, the developer is expected to customize select few features as shown in the header of the NFA Entry Screen as given in this document.
4. The screens provided in the document should be used as a guideline to design and develop the functionality. They may not include all features expected to be part of the project.

REQUIREMENTS

NFA application will allow users to create a NFA request and process it online. The user interface for the same is outlined below.

New NFA

Subject ▾	Created ▾	Status ▾
e-mail upgrade to cloud	Yesterday at 16:00	Draft 
New IBM iSeries Server	Today at 10:35	Pending
Major repair of Xerox Machine	April 27, 2012 at 12:47	Approved

Logged in employees will see a list view of their NFAs created in a chronological order with latest being on top. The NFAs appear in a columnar manner, displaying their Subject, Created, Processing Status. A red color minus sign icon to delete the NFA appears at the end of rows where NFA is in draft state.

NFA Entry

The following screen outlines the rich text editor UI:

B


I


U

ABC

Styles ▾

Paragraph ▾





HTML

Note For Approval

The department is looking to upgrade its exiting mailing infrastructure to a state of the art cloud based collaborative e-mail system.

Recommended Vendors

IBM

Microsoft

Google|

Path: p

A customized rich text editor integrated from TinyMCE will facilitate NFA entry. User will be able to enter title, text, insert a table, and apply formatting from the icons available on the header of rich text editor. The Amount, Title, Save as Draft, Submit buttons are not displayed in the image. Please include while designing the interface. User can save it as draft and submit it later or submit it immediately for processing.

The submitted NFA can be viewed by Reporting HOD of the NFA owner.

Delete NFA

NFA can be deleted only when it is saved as draft. NFA will be removed from the view once the clicks on the minus sign appearing on the right hand side of the list view. A dialogue box will prompt user to accept the deletion step. Deleted notes will not appear in the view.

Process NFA

The approving user views the NFAs' awaiting approval. The user selects one of the entries by clicking on the NFA title. The complete NFA opens up in a new page displaying the Subject, Note and Amount in the edit mode. The user may modify information on the screen. To approve the HOD user clicks on "Approve", the NFA is marked as Approved. In case user clicks on "Reject", the NFA is marked as Rejected. In both the actions an email notification is sent to the owner of NFA.

Saving Changes

User will be able to save all the changes of new entry or any update in the back-end database by clicking on a "Submit" or "Approve" or "Reject" button (not shown in the screen above).

Optional Requirements

All the approved notes of a month will automatically move to Archive at the end of the week.

DEVELOPMENT ENVIRONMENT

Since NFA is expected to use Intranet's authentication, for the purpose of this project, entering user name will take you to the user's NFA screen. You may create sample users directly from the backend database.

NFA will be developed as a web application using Java/JSP and DB2 database. Eclipse will be used as the IDE for the same. You may consider using a JavaScript framework like jQuery/Prototype/ Scriptaculous. We recommend, the developer of this project to use TinyMCE - Javascript WYSIWYG Editor. Details are available on <http://www.tinymce.com/> URL.