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Organic Angels

Software Requirement Specification

Table of Contents

[Table of Contents 2](#_Toc456263350)

[Version Control 4](#_Toc456263351)

[General Details 5](#_Toc456263352)

[Business name 5](#_Toc456263353)

[Primary Contact 5](#_Toc456263354)

[Project Type 5](#_Toc456263355)

[Project Description / Summary 5](#_Toc456263356)

[Prerequisites 6](#_Toc456263357)

[Design Specifications 7](#_Toc456263358)

[Website Layout requirments 7](#_Toc456263359)

[Reference Links 7](#_Toc456263360)

[Navigation Menus 7](#_Toc456263361)

[Frontend Features 9](#_Toc456263362)

[Home Page 9](#_Toc456263363)

[Suggestive Search 9](#_Toc456263364)

[Do You Deliver To Me? 9](#_Toc456263365)

[Shop Here 10](#_Toc456263366)

[Product Listing / Browse by Category Page 11](#_Toc456263367)

[Product Details 11](#_Toc456263368)

[Shopping Cart 12](#_Toc456263369)

[Checkout 13](#_Toc456263370)

[Login / Register 14](#_Toc456263371)

[My Account 15](#_Toc456263372)

[1. Account Dashboard 15](#_Toc456263373)

[2. Account Information 15](#_Toc456263374)

[3. Address Book 15](#_Toc456263375)

[4. My Orders 16](#_Toc456263376)

[5. My Subscriptions 16](#_Toc456263377)

[CMS Pages 16](#_Toc456263378)

[Contact Us Page 17](#_Toc456263379)

[Website Backend 18](#_Toc456263380)

[Manage Customers 18](#_Toc456263381)

[a. Customer View 18](#_Toc456263382)

[b. Account Information 19](#_Toc456263383)

[c. Addresses 19](#_Toc456263384)

[d. Orders 20](#_Toc456263385)

[e. Billing Agreements 20](#_Toc456263386)

[f. Recurring Profiles 20](#_Toc456263387)

[g. Shopping Cart 20](#_Toc456263388)

[h. Newsletter 20](#_Toc456263389)

[Manage Categories / Sub Categories 20](#_Toc456263390)

[Manage Products 21](#_Toc456263391)

[Manage Sales (Orders, Invoices, Shipments, Credit Memos) 23](#_Toc456263392)

[Manage Contact Enquiries 23](#_Toc456263393)

[Shipping Management 24](#_Toc456263394)

[Payment Gateway 25](#_Toc456263395)

[Manage Promotions 25](#_Toc456263396)

[Magento Reports 25](#_Toc456263397)

[Custom Reports 25](#_Toc456263398)

[Manage Banners 28](#_Toc456263399)

[Manage Mini Banners 28](#_Toc456263400)

[Manage Exclusions and Favorites 29](#_Toc456263401)

[Subscriptions 29](#_Toc456263402)

[PRODUCTION PROCESS 30](#_Toc456263403)

[PROJECT ACQUISITION & PLANNING 30](#_Toc456263404)

[REQUIREMENT DEFINITION MEETING 30](#_Toc456263405)

[DESIGN 30](#_Toc456263406)

[DEVELOPMENT 31](#_Toc456263407)

[TESTING 31](#_Toc456263408)

[DEPLOYMENT AND ACCEPTANCE 32](#_Toc456263409)

[Additional Comments 33](#_Toc456263410)

Version Control

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Document Version History | | | | |
| **Version** | **Date** | **Changes Made** | **Approved 23 Digital** | **Approved Client** |
| V1.0 | 29/06/16 | Initial Document produced by S Ahmad. Client attention required on highlight. |  |  |
| V1.0 | 05/07/16 | Feedback provided by Scott Butler in red. |  |  |
| V1.1 | 07/07/16 | Changed made by S Ahmad after discussing all feedback points. New points are in blue and underlined, exclusions are in red with strikethrough. |  |  |
| V1.1 | 10/07/16 | Feedback provided by Scott Butler in red. |  |  |
| V1.2 | 14/07/16 | Changed made by S Ahmad after receiving second feedback from S Butler. New points are in blue and underlined, exclusions are in red with strikethrough. |  |  |

General Details

Business name

Organic Angels

Primary Contact

Scott Butler – [scott@organicangels.com.au](mailto:scott@organicangels.com.au)

Mobile – 0425 776 526

Project Type

Responsive Magento eCommerce

Project Description / Summary

As per the client’s requirements, a new eCommerce website needs to be designed with fresh look & feel. The website design should use SEO related Best Practice standards to ensure it can be marketed easily. The website will showcase all products from the client’s business and present them in a manner that is easy to purchase.

The website will allow users to register or place orders as guest. When a new customer registers with the website, the website will send an automated email to the customer ~~as well as the site admin~~.

Admin will be able to manage categories and products from the admin side (back-end). Admin will also be able to manage user accounts & orders from the same backend. Admin will have an option to create any number of categories/sub-categories and add any number of products within these categories.

Customized reports will be available in the backend for admin to process food deliveries.

All products placed on the website can be ordered as a one time delivery or regular delivery (weekly or fortnightly). Custom module to manage subscription will be used to achieve this functionality. Customers will be able to cancel or suspend subscriptions through My Account section after logging in.

Prerequisites

Below are the primary requirements to start the project. It is the client’s responsibility to provide this information as agreed during the requirement gathering meeting. It is important to note that failing to provide below information may result in the delay of the project.

|  |  |  |  |
| --- | --- | --- | --- |
| Prerequisites Checklist | | | |
| **Element** | **Provided by client?** | **Need this to start layout** | **Comments & delivery dates** |
| High resolution logo | Yes | Yes | Logo requirements: Logo needs to be provided by client in high resolution vector format (e.g. AI or PSD). Alternatively, high resolution PNG or JPEG will work. |
| Website Colors | Yes | Yes | * Green * Blue * Brown * White |
| Content for the CMS Pages | No | No | Will be copied from the current website. |
| Categories/Sub Categories structure. | Yes | Yes | Will be copied from the current website. |
| Products and images | No | Yes | Products and their images will be |
| Shipping Details | Yes | No |  |
| Payment Details | No | No | Braintree  PayPal  EFT (will be displayed to only members) |

Design Specifications

Website Layout requirments

* Responsive
* Modern
* Full width header (sticky) and footer
* Professional and stylish looking
* Clear, crisp, focused images
* Colourful, but not too many colours
* Simple and uncluttered
* Easy to manage/maintain

Reference Links

List of websites client likes, with some details about what they like most.

|  |  |  |
| --- | --- | --- |
| Website Link | Things client likes | Dislikes if any |
| <http://www.abelandcole.co.uk/> | Overall layout |  |
| <http://www.convenientkitchen.com.au/> | Overall layout |  |

Navigation Menus

**Mini Header Menu (right)**

* Home
* Phone No.
* My Account / Login / Logout

**Main Menu (This menu will be sticky as you scroll down the page)**

* ~~Home~~
* ~~Shop Here~~
* ~~Browse by Category~~ Shop Here (~~Mega~~ Simple menu dropdown) – All menu items will be dynamic and changeable from the backend.
  + Mixed Boxes
  + Fruit Boxes
  + Veggie Boxes
  + Juicing Boxes
  + Pick Your Own Fruit
  + Pick Your Own Veggies
  + Juicing/Smoothie Produce
  + Bulk Produce
  + Gift Boxes & Gift Vouchers
  + Refrigerated Products & Eggs
  + La Madre Bakery
  + GF Precinct (Gluten Free) Bakery
  + Loving Earth
  + Superfoods
  + Nuts, Seeds & Dried Fruit
  + Kitchen Pantry
  + Coffee & Tea
  + Chocolate
  + Specials!
  + Water Filters
* About Us
* Delivery Info
* ~~Contact Us~~

**Footer Menu – Manageable from the backend**

* Quick Links
  + Home
  + About Us
  + Contact Us
  + FAQs
  + Testimonials
  + Sustainable Practices
  + Office Fruit Box
* Products / Browse our Store
  + List of all the products
* Useful Links
  + Become a VIP Member
  + Terms & Conditions
  + Privacy & Security
* Social media icons
* Newsletter subscription
* Certification logo
* SSL and accepted payment method icons
* Copyright text

Frontend Features

Home Page

Below lists all primary components required on the home page, based on the initial design meeting:

1. Full width header and footer
2. Logo / company name ~~on LHS~~ in center
3. ~~Mini header bar with some links on the LHS and RHS~~
4. Suggestive search field
5. Primary Navigation mega menu with mini shopping cart on the RHS (sticky)
6. Rotating Banners
7. “Do you deliver to me?” section
8. Mini banners module to display three banners
9. How it works section (to display products with a slider)
10. ~~About Organic Angels section to display some content~~
11. Welcome to Organic Angels and Testimonials slider
12. Stay always in touch section for newsletter subscription
13. Social media icons
14. Footer
    1. Browse our Store
       1. List of all the products
    2. Quick Links
       1. Home
       2. About Us
       3. Contact Us
       4. FAQs
       5. Testimonials
       6. Sustainable Practices
       7. Office Fruit Box
    3. Other Stuff
    4. Useful Links
       1. Become a VIP Member (similar to the current website)
       2. Terms & Conditions
       3. Privacy & Security
    5. ~~Social media icons~~
    6. ~~Newsletter Subscription section~~
    7. Certification logo
    8. SSL and accepted payment method icons
    9. Copyright information

A newsletter pop up will appear after 8 to 10 seconds on the screen if the visitor is browsing a website for the first time. If clicked close on the pop up, it will only appear if the browser’s cookie is refreshed.

Suggestive Search

1. Search field will search products on the basis of following information
   1. Product Name
   2. Product Description
2. Suggestions will be displayed after inserting two or more characters with following product information
   1. Product Name
   2. Product Image

Do You Deliver To Me?

1. This section will be linked with the delivery/shipping information saved in the website.
2. User will be putting his/her postcode to check if Organic Angels deliver items to that postcode or not.
3. A pop up or an extendable box (will be decided in the design phase) should appear displaying the suburb name and the delivery information. For example,

We deliver to St Kilda, St Kilda South, St Kilda West on

Tuesday between 9am and 5pm (by External Courier, for details see our delivery info page)

Please ensure your orders are in by 12pm the previous Friday.

Thursday between 10am and 3pm

Please ensure your orders are in by 9:30am the previous Wednesday.

1. “delivery info page” should be link taking users to the Delivery Information page.

Shop Here

1. This page will be divided into three sections
   1. Fruit & Veggie Boxes
      * All the available boxes and sizes will be displayed in this section with their prices.
   2. Make Your Own Box (this will just be a category page with products listed on it)
      * + Pick Your Own Fruit
        + Pick Your Own Veggies
        + Juicing/Smoothie Produce
        + Bulk Produce
   3. Other Groceries and Individual Product Items
      * All other sub-categories will be displayed in the section
        + Pick Your Own Fruit
        + Pick Your Own Veggies
        + Juicing/Smoothie Produce
        + Bulk Produce
        + Gift Boxes & Gift Vouchers (similar to <http://www.tension24.com.au/online-gift-voucher.html>)
        + Refrigerated Products & Eggs
        + Loving Earth
        + Superfoods
        + Nuts, Seeds & Dried Fruit
        + Kitchen Pantry
        + Coffee & Tea
        + Chocolate
        + Specials!
        + Water Filters

Product Listing / Shop Here

1. User can reach the product listing page by clicking on one of the category or subcategory headings from the navigation menu; or through the search function.
2. The product listing/category page will have an optional banner at the top which will be managed from the site backend.
3. The product listing page will also show optional text/CMS area at the bottom of the page.
4. The product listing page will display all the products in a selected category, with following options on top of the products
   1. ~~Items x to x of x total (18 products will be displayed by default)~~
   2. All products on a category page will be displayed without pagination.
   3. ~~Pagination~~
   4. Sort by options (Position, Name and Price with an option to select ascending or descending order)
   5. Grid view for products
5. The product listing page will have “Product Range/Category” in the LHS of this page.
6. Static block in the left column under product range section to display any promotional banner.
7. Following information for each product will be displayed on the product listing page
   1. Product image
   2. Product name
   3. Price (Incl. GST)
   4. View Details link/button
   5. Quantity field and Add to Cart button
8. New and Special labels will be displayed on the top LHS of the product images and will be displayed on the basis of “new date from date”, “new date to date”, “special price from date” and “special price to date”.

Product Details

This lists all feature/information required on the product details page along with its functionality:

1. Clicking on the product name or image from the listing page will take users to product details page.

Product details page will be divided in to two columns and will display following information:

1. Breadcrumb
2. Product images
   1. Default image in the left column
   2. All other images will be displayed as thumbnails under the main image (with/without slider) – if more than one image is uploaded from the backend.
   3. New and Special labels will be displayed on the top LHS of the product images.
3. Product Name
4. Product Code – List of product codes will be supplied
5. Short description – to display what’s in the box
6. Detailed Description – to display content under short description
7. Australian Certified Organic logo only on boxes page – Enable/Disable from the backend of the website.
8. “Box comes with recipe ideas” text or icon
9. Social sharing icons [Facebook, Twitter, Google+, Pinterest]
10. Price (Incl. GST)
11. Add to Basket button
12. “Suggested Add-Ons” at the end of the page.

Shopping Cart

1. The shopping cart will be a dynamic page which will show list of items along with the following information
   1. Product image
   2. Product name and Product code
   3. Delivery Type
      1. One Time Delivery
      2. Regular Delivery (with a ? icon and tooltip to show some text and a link to a CMS page)
         1. Every Week
         2. Every Fortnight
   4. Quantity in editable text field
   5. Price Each
   6. Subtotal incl. GST
2. All displayed prices will be inclusive of GST on the shopping cart and GST (10%) will be displayed separately. For example

Subtotal $100.00

GST Included in Total $10.00

Grand Total (Inc. GST) $100.00

1. There will be options available to update quantity, edit product, remove product from the cart, update shopping cart, clear/empty cart as well as proceed to checkout.
2. “Proceed to Checkout” button will only be displayed if the items added in the cart is making a total of at least $46.50 else a text “The minimum order value is $46.50” will replace this button.
3. There will be a section to enter a promo/discount codes and gift vouchers.
4. There will be a section to calculate shipping estimate on this page by putting ~~the country, state and~~ postcode.

Checkout

1. Checkout will be a one-page process having following sections
   1. Billing Address
      1. Customer will be able to see all available billing addresses saved against their account in a dropdown.
      2. Customers will be able to edit and add new billing addresses
      3. Customer will have an option/a checkbox to select if he/she wants to ship on the same address or different address. If ship to same address is selected, shipping information step will not be displayed.
   2. Shipping Address
      1. Customer will be able to see all available shipping addresses saved against their account in a dropdown.
      2. Default shipping address will be selected by default but customers will be able to select any other shipping address from the dropdown.
      3. Customers will be able to edit and add new shipping addresses
   3. Shipping Method
      1. Shipping method(s) with a cost will be displayed
   4. Payment Method
      1. Braintree
      2. EFT – will only be displayed to the registered customers who have already placed at least one order online in the past.
   5. Order Review
      1. This section will display the list of the products with their price, quantity and subtotal with the grand total at the end.
      2. This section will also display multiple select and suggestive result fields for Exclusions and Favorites. This information should get saved with order details in the backend. (Please provide the list of items/options that needs to be displayed)
   6. Delivery Instructions
      1. A free text area that will be saved with orders in the backend
2. Option to checkout as guest
3. Option to apply promo/coupon code and add comments
4. There will be an “I accept the Terms & Conditions” checkbox that must be ticked with an optional checkbox for newsletter subscription.

Login / Register

1. This page will be divided into two sections.
   1. Login
      1. Email Address
      2. Password
      3. An option to reset the password using ‘Forgot your password?’ functionality.
   2. Register
      1. On click on “Register” button, a new page will open having following fields
         1. Title
         2. First Name\*
         3. Last Name\*
         4. Email Address\*
         5. ~~Telephone No.\*~~
         6. ~~Mobile No.~~
         7. Best Contact No.\*
         8. Exclusions – multi select suggestive field (Please provide the list of items/options that needs to be displayed)
         9. Favorites – multi select suggestive field (Please provide the list of items/options that needs to be displayed)
         10. If you are not in at time of delivery where should we leave your groceries? (If your house is difficult to find please provide any useful info here)\* [text area]
         11. How did you hear about us [drop down]
         12. Password\*
         13. Confirm Password\*
         14. I agree with website terms & privacy policy checkbox \* (terms & privacy policy will be a link)
      2. Users can add / edit multiple billing / shipping addresses after login to their account; and also change their password.

My Account

1. Users must have to login to access their account page.
2. My Account page will have following tabs/sections in the left column
3. Account Dashboard
   * 1. After logging in, users will always remain on the same page from where they logged in except if they are logging in through the Login/Register page.
     2. My Account link in the header will bring this page to the users as a first/default page.
     3. This page will display Magento’s default content with some basic account information e.g. recent orders, contact information, newsletter subscription and address book.
4. Account Information
   * 1. This section will display following fields in editable mode
   1. Title
   2. First Name\*
   3. Last Name\*
   4. ~~Telephone No.\*~~
   5. ~~Mobile No.~~
   6. Best Contact No.\*
   7. Email Address\*
   8. Option to change password
   9. Exclusions – multi select suggestive field
   10. Favorites – multi select suggestive field
   11. If you are not in at time of delivery where should we leave your groceries? (If your house is difficult to find please provide any useful info here)\* [text area]
   12. How did you hear about us [drop down]
5. Address Book
   * 1. This section will display billing and shipping addresses saved against customer accounts.
     2. Users will be able to view, edit and delete their billing addresses.
     3. Users will be able to add, edit and delate shipping addresses. One address has to be selected as a default shipping address.
     4. Each address contain
   1. Title
   2. First Name\*
   3. Last Name\*
   4. Street Address\*
   5. Suburb\*
   6. State\*
   7. Postcode\*
   8. ~~Country\* - Only Australia will be displayed~~
   9. ~~Telephone No.\*~~
   10. ~~Mobile No.~~
   11. Best Contact no.\*
6. My Orders
7. This section/page will display a record of all past orders in a list view having following information for each order
   1. Online Order #
   2. Invoice #
   3. Date
   4. Ship To Name
   5. Order Total
   6. Order Status
8. View order details link
   1. Customer will be able to see full detail of their orders including order #, products, quantities, amounts etc.
9. My Subscriptions
10. Customers will be able to see the list and details of their subscriptions in this section and will be able to cancel or suspend them.
11. There will be a form displayed in this section to let admin know if any customer is going for holidays and don’t want the delivery for some time. There will be some content on top of this form that will be manageable from the backend. Below will be the list of fields
    1. Date From [calendar]
    2. Date To [calendar]
    3. Message [text area]

CMS Pages

1. CMS pages are the pages with dynamic text/image and without any special functionality. About us, Terms & Conditions, Privacy Policy, FAQs etc. are example of CMS pages.
2. Admin will be able to update text/images/videos/links of the CMS pages from backend using WYSIWYG editor.
3. New CMS pages can be also created and linked on the front side of the website

Contact Us Page

1. ~~The following fields will be placed in the contact us form which users will fill out to send email enquiry:~~ 
   1. ~~Full Name \*~~
   2. ~~Email~~
   3. ~~Phone No. \*~~
   4. ~~Message~~
   5. ~~CAPTCHA code~~
2. ~~An email will be sent to the admin for each submission and will also get saved in the backend in a separate section/tab.~~
3. Following contact details of the business will also be displayed on this page with a map

895a Canterbury Road,

Box Hill

Victoria 3128

Australia

ABN: 33 203 274 419

Phone: 03 9890 0776

Email: [enquiries@organicangels.com.au](mailto:enquiries@organicangels.com.au)

Optional content area manageable from the backend.

Website Backend

The Magento backend installed and configured by 23 Digital will have all the backend features provided by Magento Community Edition V 1.9. However, in the frontend of the website only those features will be active which are required by the business as listed in the requirements document.

All other features will be in disabled mode in backend. These will be visible to administrators but may require the assistance of a Magento developer to enable on the front end of the website or to be allowed for in the design.

Manage Customers

1. Lists all the customers registered on the website
2. Admin can search users by name or email and edit/delete users information
3. Each customer will have following information in the main grid (filterable):
   1. ID
   2. Name
   3. Email
   4. Group
   5. ~~Telephone~~
   6. ~~Mobile~~
   7. Best Contact No.
   8. Post Code
   9. Country
   10. State/Province
   11. Customer Since
   12. Action
4. Admin will be able to create different user groups to provide any special prices or discounts to selected groups.
5. All customer groups will be assigned to the same tax class “Taxable Goods” - GST 10%. All the prices will be GST inclusive. On the checkout page, we’ll be displaying how much is the GST included in the order in a separate row under the sub total value.
6. Admin will be able to edit/delete customer accounts
7. While adding a new customer or editing an existing customer, each account will have following information:
   1. Customer View
8. Magento’s default customer view to display following information
   1. Personal Information
   2. Sales Statistics
   3. Recent Orders
   4. Shopping Cart
   5. Wishlist
   6. Account Information
9. This section will be further divided into two sub-sections
   1. Account Information
      1. This section will list
         1. Associate to Website \* [dropdown]
         2. Created From [will always remain in disabled mode]
         3. Group \* [dropdown]
         4. Title
         5. First Name \*
         6. ~~Middle Name~~
         7. Last Name \*
         8. Email Address \*
         9. Date of Birth
         10. Gender [dropdown]
             1. Male
             2. Female
         11. Telephone No. \*
         12. Mobile No. \*
         13. Exclusions
         14. Favorites
         15. If you are not in at time of delivery where should we leave your groceries? (If your house is difficult to find please provide any useful info here) [text area]
         16. How did you hear about us
   2. Password Management
      1. There will be an option for the admin here to set a new password or send an auto-generated password to the customer.
   3. Addresses
10. Magento’s default address view to display following fields with each address entry
    1. Title
    2. First Name \*
    3. Last Name \*
    4. Street Address \*
    5. Suburb
    6. Country [dropdown] \*
    7. State \*
    8. Postcode \*
    9. Telephone No. \*
    10. Mobile No.
    11. Add new address button
    12. Orders

Magento’s default order view displaying all previous online orders placed by the customer.

* 1. Billing Agreements

Magento’s default billing agreements section.

* 1. Recurring Profiles

Magento’s default recurring profiles section.

* 1. Shopping Cart

Magento’s default shopping cart section to display products added by customers in their cart.

* 1. Newsletter

Magento’s default newsletter section with a checkbox “Subscribed to Newsletter?”

1. All customers will be assigned to the same tax class “Taxable Goods” (GST)
   1. GST AU – 10% - this will be included in all the items including shipping and we just need to display how much GST is included in the order total.
2. There will be an option in the backend to send auto generated password to customers after activating their accounts.

Manage Categories / Sub Categories

1. Any number of categories / sub - categories can be created from the website backend but as per the requirements, design will support up to three levels.
2. Each category will have following fields
   1. Category Name \*
   2. Is Active \* [Yes/No]
   3. Category Banner [Optional] – will be displayed on the top of the category page
   4. Description [Optional] – will be displayed at the bottom of the page
   5. SEO related fields [Meta/Page Title, Meta Keywords, Meta Description]
3. Admin will be able to assign any number of products to any category.

Manage Products

1. Each product can be added into multiple categories from the backend.
2. All Magento’s default product types will be available in the backend but as per the business requirement, only simple products will be created.
3. Products (depending on its type) will have following tabs in the left column in an edit view:
   1. General
      1. Product Name \*
      2. Description \*
      3. Short Description [WYSIWYG] \*
      4. Description [WYSIWYG] \*
      5. SKU / Product Code \*
      6. Item type [Multi select]
         1. Bakery
         2. Cold
         3. Bread
         4. Egg
         5. Refrigerated
         6. Fresh Produce
         7. Box
      7. Set Product as New from Date
      8. Set Product as New to Date
      9. Status [Enabled/Disabled] \*
      10. URL Key
      11. Weight \*
      12. Visibility [Not Visible Individually, Catalog, Search, Catalog + Search] \*
   2. Prices
      1. Price \*
      2. Group Price
      3. Special Price
      4. Special Price From Date
      5. Special Price To Date
      6. Tier Price
      7. Apply MAP [Yes/No/use config]
      8. Display Actual Price [In Cart/Before Order Confirmation/On Gesture/use config]
      9. Tax Class [dropdown]
   3. Meta Information
      1. Meta Title
      2. Meta Keywords
      3. Meta Description
   4. Images
      1. Magento’s default functionality to upload images
      2. Admin will be able to upload unlimited number of images
      3. A feature to set base/primary and thumbnail/secondary images with their sort order
      4. Option to delete images
   5. Recurring Profile (only for simple products)
      1. Magento’s default functionality
   6. Design
      1. Magento’s default functionality
   7. Gift Options
      1. Magento’s default functionality
   8. Inventory
      1. Magento’s default functionality
   9. Categories
      1. A list of all the categories will be displayed with checkboxes to assign categories.
   10. Related Product(s)
       1. Admin will be able to select from all the available products in the backend to show them in this section on the frontend (product detail page).
   11. Up-sells
       1. Magento’s default functionality
   12. Cross-sells
       1. Magento’s default functionality
   13. Product Reviews
       1. Magento’s default functionality
   14. Product Tags
       1. Magento’s default functionality
   15. Customers Tagged Products
       1. Magento’s default functionality
   16. Custom Options
       1. Magento’s default custom options functionality
   17. Associated Products (only for configurable/grouped products)
       1. Magento’s default functionality

Manage Sales (Orders, Invoices, Shipments, Credit Memos)

1. All orders placed online from frontend pf the website will be listed here which admin can search by order number, date, bill to name, ship to name, order value and status for further processing.
2. Magento allows admin to put comments for each order status as well as allows sending copy of the status update email to buyers.
3. All Magento’s default features (for example invoices, shipments, credit memos, order statuses etc.) will be available.
4. Admin will be able to add and delete tracking numbers for the shipments.
5. Need to install Amasty Mass Order Actions extension (<https://amasty.com/mass-order-actions.html>) to make the order processing easier.

Manage Contact Enquiries

1. Lists all the contact enquiries submitted on the website
2. Each enquiry will have following details in the main grid (filterable):
   1. ID
   2. Name
   3. Email
   4. Phone No.
   5. Status
   6. Action
3. Admin will be able to view/delete enquiries
4. While viewing an enquiry, each enquiry will have following information:
   1. Name
   2. Email
   3. Phone
   4. Message
   5. Status [drop down]
      1. Pending
      2. Completed

Shipping Management

Delivery logic will be developed similar to the current website. Below is the list tables/information available in the current website’s database and will be copied through to the new website. This information will be changeable from backend of the new website.

* + - 1. **Delivery Days**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Day ID** | **Day Name** | **Cut-off Day** | **Cut-off Time** | **Next Delivery Date\*** |
| 1 | Monday | Friday | 12pm | 2016-07-04 |
| 2 | Tuesday | Monday | 9:30am | 2016-07-05 |
| 3 | Thursday | Wednesday | 9:30am | 2016-06-30 |
| 4 | Friday | Wednesday | 9:30am | 2016-07-01 |
| 5 | Tuesday | Friday | 12pm | 2016-07-05 |

\*Next Delivery Date should remain up-to-date on the basis of cut-off day and time.

* + - 1. **Delivery Providers**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ID** | **Code** | **Name** | **Base Rate** | **Discount Rate** | **Discount Threshold** | **Type** |
| 1 | OA | Organic Angels | 8.14 | 0.00 | 100.00 | organic\_angels |
| 2 | PC | Pro Carriers (Standard) | 8.14 | 4.07 | 150.00 | courier |
| 3 | PCC | Pro Carriers (Country) | 8.14 | 4.07 | 150.00 | courier |
| 4 | PU | Pickup | 0.00 | 0.00 | 0.00 | pick\_up |

* + - 1. **Delivery Shipments**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ID** | **Delivery Day ID** | **Delivery Provider ID** | **Delivery Start** | **Delivery End** |
| 1 | 3 | 1 | 10am | 3pm |
| 2 | 2 | 1 | 10am | 3pm |
| 3 | 2 | 1 | 1pm | 5pm |
| 4 | 3 | 1 | 1pm | 5pm |
| 5 | 1 | 1 | 10am | 3pm |
| 6 | 1 | 1 | 1pm | 5pm |
| 7 | 4 | 2 | 9am | 5pm |
| 8 | 4 | 3 | 9am | 5pm |
| 9 | 1 | 4 | 11am | 2pm |
| 10 | 3 | 4 | 11am | 2pm |
| 11 | 2 | 4 | 11am | 2pm |
| 12 | 4 | 4 | 11am | 2pm |
| 13 | 5 | 3 | 9am | 5pm |
| 14 | 5 | 2 | 9am | 5pm |

* + - 1. **Delivery Suburbs**

Data copied from the current website.

* + - 1. **Delivery Suburbs Shipments**

Data copied from the current website.

Payment Gateway

Following are payment methods required by the business:

1. Braintree
2. PayPal
3. EFT – will only be displayed to the registered customers who have already placed at least one online order in the past.

Manage Promotions

1. Magento’s default promotions functionality will be available in the backend.
2. Magento allows two type of promotions on the website:
3. Catalog Price Rules: Using this, admin can give an automated discount to certain products or categories. End users don’t need any promo code to get this discount. Admin can set percentage or fixed amount discounts through these price rules.
4. Shopping Cart Price Rules: Using this, admin can generate discount/promo codes which need to be validated by users on the cart page to receive a certain discount. Some other rules, selecting conditions on the basis of cart value, product quantity and product SKU can also be created through this section.
5. Both options will have start and end date

Magento Reports

Magento community edition comes with many in built reports as listed on <http://www.magentocommerce.com/wiki/welcome_to_the_magento_user_s_guide/chapter_7>

Custom Reports

Admin should be able to export any of the below reports by selecting Delivery Day (Monday, Tuesday, Wednesday etc.) and Delivery Provider (Organic Angels, Pro Carriers (Standard), Pro Carriers (Country) and Pickup).

1. **Sum of Items Order Reports**
   1. **Bakery Order Report** (A total sum for each of the bread items ordered)
      1. Item/Attribute Name
      2. Total
   2. **Ordered Items Report** (A total sum of each item ordered for the delivery day)
      1. Item/Attribute Name
      2. Total
   3. **Add-ons Report**
      1. Same as above but will just show the produce add-ons. Must include the whole list including products with zero ordered.
   4. **~~Customer Gifts Report~~** ~~(Customers who have reach their 5~~~~th~~ ~~and 10~~~~th~~ ~~orders)~~
      1. ~~Customer Name~~
      2. ~~Customer Email~~
      3. ~~Total No. of Orders~~
2. **Exclusions Report**
   1. Name of all the boxes in a single row
   2. Name of all the exclusions in a single column
   3. Grid will display the sum of exclusions
3. **Customers and Items Ordered Reports**
   1. **Customer Bread Report** (A list of all the customers that have ordered bread and the bread item they have ordered)
      1. Customer Surname
      2. Customer First name
      3. Delivery Suburb
      4. ~~Customer Email~~
      5. Product Name
      6. Quantity
      7. Shipping Type (Pickup/Pro Carriers (Standard)/Pro Carriers (Country)/ Organic Angels)
   2. **Customer Eggs List** (A list of all the customers that have ordered eggs)
      1. Customer Surname
      2. Customer First name
      3. Delivery Suburb
      4. ~~Customer Email~~
      5. Product Name
      6. Quantity
      7. Shipping Type (Pickup/Pro Carriers (Standard)/Pro Carriers (Country)/ Organic Angels)
   3. **Cold Items List** (A list of all the customers that have ordered refrigerated items)
      1. Customer Surname
      2. Customer First name
      3. Delivery Suburb
      4. ~~Customer Email~~
      5. Product Name
      6. Quantity
      7. Shipping Type (Pickup/Pro Carriers (Standard)/Pro Carriers (Country)/ Organic Angels)
   4. **All Groceries Report** (A list of all the customers that have ordered any and the bakery item they have ordered)
      1. Customer Surname
      2. Customer First name
      3. Delivery Suburb
      4. ~~Customer Email~~
      5. Product Name
      6. Quantity
      7. Shipping Type (Pickup/Pro Carriers (Standard)/Pro Carriers (Country)/ Organic Angels)
4. **Customer Lists Reports**
   1. **Box Labels Report** (The names and addresses of every customer that has ordered a box.)
      1. Customer Surname
      2. Customer First name
      3. ~~Customer Email~~
      4. Customer Address
      5. Box Name (if applicable)
   2. **Add-ons Labels Report** (The names and addresses of every customer that has ordered a fresh produce item)
      1. Customer Surname
      2. Customer First name
      3. Add-on Label Description (We give a slightly different name for the label)
      4. Product Name
      5. Shipping Type (Pickup/Pro Carriers (Standard)/Pro Carriers (Country)/ Organic Angels)
   3. **Delivery List Export** (Names and addresses of customers that have made an order)
      1. Customer Surname
      2. Customer First name
      3. Customer Email
      4. Customer Type (New/Member/VIP)
      5. Customer Address
      6. Order #
      7. Order Total $ (excluding shipping)
      8. Shipping Type (Pickup/Pro Carriers (Standard)/Pro Carriers (Country)/ Organic Angels)
      9. Delivery Instructions
      10. Phone Number
      11. Total No. of Orders

Manage Banners

1. Banners module will be accessible from the backend so that admin can manage the banners shown on the website home page.
2. Admin has to upload separate images to display as banners on mobile devices – different proportion to desktop.
3. If admin wants to display some textual information on the banner image, it has to be written directly into the banner image prior to upload.
4. Each banner will have following fields
   1. Banner title [Backend name only]
   2. Image [Browse button]
   3. Link [optional]
   4. Order/Position
   5. Publish [Yes/No]

Manage Mini Banners

1. This module will be accessible from the backend so that admin can manage mini banners shown under the main banner.
2. If admin wants to display some textual information on the banner image, it has to be written directly into the banner image prior to upload.
3. Each banner will have following fields
   1. Banner title [Backend name only]
   2. Image [Browse button]
   3. Link [optional]
   4. Order/Position
   5. Publish [Yes/No]

Manage Exclusions and Favorites

1. This module will be accessible from the backend so that admin can add/edit/remove exclusions and favorites.

Subscriptions

Subscription module should be able to easily and efficiently manage recurring orders. Admin should be able to create any kind of products. Should takes care of the debiting of the customer's registered payment method (Braintree).

When reaching the due date, the module automatically creates a new order. The customer's credit card will be charged by default. Should the payment fail (e.g. due to an expired credit card), an order will be created and assigned the status pending. The customer receives a reminder and can update the payment information by the deadline. If the customer misses the deadline, the subscription is cancelled.

In addition to recurring payments, the module should take care of the payments. In case a credit card has expired, the module should send automated e-mail reminding the customer to update his or her credit card information.

Customers will be able to see the list of their subscriptions in My Account section and will be able to cancel or suspend them.

Below is the list of other major features provided with this custom module

1. Any product can be purchased as a one time delivery, weekly delivery of fortnightly delivery.
2. Admin should be able to freely define subscription intervals and cancellation periods
3. Admin should be able to freely define reminder e-mail templates for payment as well as payment information updates
4. Admin should be able to freely define period for the debiting of the cart
5. Admin should be able to see indications in the back-end concerning failed subscriptions
6. Admin should be able to exclude certain products from the subscription feature
7. Admin should be able to set minimal and maximal order totals

PRODUCTION PROCESS

PROJECT ACQUISITION & PLANNING

This is the first stage of the project execution and overlaps with the project acquisition stage. It includes the following.

1. Business Analysis, Requirements gathering, understanding, feature list and estimation
2. Contract Signoff & Project kick-off.
3. A Project manager goes through the brief and proposal and forms a team

Expected time frame: **3-6 Business Days** after you clear the first invoice

REQUIREMENT DEFINITION MEETING

This is second stage in which requirements are discussed with you. The deliverable of this process is system requirement specification document, which includes all the business and technical requirements. From this point onwards your project manager will use this document as the primary reference for the rest of the project. This stage has the following steps:

1. Requirements Analysis
2. Validation of the Scope and estimates against the contract and revisions made if necessary

Expected time frame to receive SRS document will be **10-15 Business Days** depending on complexity of the project. Client to supply all content and images before design work commences.

DESIGN

This stage develops the graphic design of the known content and architecture, while applying the look-and-feel of your business visual identity. Using Photoshop, these visual concepts take the form of digital graphics and are not yet actual web code.

There are usually two designs to view — one for the home page, and one for the secondary (non-home) pages. These visual concepts will be modified with you until we reach an approved visual design as per the plan outlined in proposal. For all projects where a proposal does not specify otherwise, the client will be supplied with an initial layout, with 2 revisions, or a second layout if the first is unsatisfactory, with 2 revision cycles made to the second layout.

Expected Time frame: **10-15 Business Days** (after providing logo and other required images). Design can be produced parallel to the SRS documentation depending on the nature of the project.

***Please be aware if the client does not supply full feedback regarding design within ~~72~~ 120 hours of its request this will be considered tacit approval of the design. Further design changes after completion of the design phase will be charged based on the hours required for the additional work to be undertaken.***

DEVELOPMENT

Development will begin with the integration of the approved graphic design via web coding practices into the Magento Community Edition system. We’ll also input up to 15 pages of your content. This involves making each web page, typesetting of content, optimization and placement of images, linking to PDFs and such.

Expected Time frame: **50-60 Business Days** after signing off design and the SRS document.

TESTING

At this point, our Quality Assurance team will attend to the final details and test your website. We will test things such as the complete functionality of forms or other scripts, as well last testing for last minute compatibility issues (viewing differences between different web browsers), ensuring that your web site is optimized to be viewed properly in the most recent browser versions. The QA team will be held accountable to this SRS document, so it is important that all functional requirements are considered here.

After the QA approval the website will be delivered to the client for User Acceptance Testing (UAT). This will give a chance for the client to go through the website from their perspective and identify any issues or bugs. This will give the client an opportunity to identify anything that is missing from the original requirements and specifications. At this stage of the project, unless major unexpected issues are brought about during UAT, the final 50% invoice of the development contract will be raised and due, **10 business days** after submission to the client for UAT.

The website will be successfully tested in the following platforms:

1. Microsoft Internet Explorer 9/10/11 (Compatibility issues with IE v9 or older)
2. Firefox (Latest Stable Version)
3. Safari for Mac OSX (Latest Stable Version)
4. Chrome (Latest Stable Version)
5. Selected iPad and Android tablets for device compatibility
6. Selected iPhone and Android mobile devices

Expected Time frame: **12-15 Business Day**

DEPLOYMENT AND ACCEPTANCE

Along with final details for your testing, a Project Acceptance Letter will be supplied for you to sign off on the final delivery and allow us to publish the website on your preferred domain name.

It is generally recommended that a site is pushed live early in the week (Monday – Wednesday) to ensure 23 Digital staff are available to tend to any launch related issues in the following days, rather than a Thursday or Friday where issues may be encountered on a weekend with staff unavailable.

Expected Time frame: **3-5 Business Days** after signing off and receipt of the final payment.

Additional Comments