# Online certificate generator Business requirements  documentation

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# 1.Introduction:

## 1.1 Purpose of the Document

It outlines the system's features, functionality, and processes, focusing on generating documents such as Non-Disclosure Agreements (NDA), Offer Letters, and Cover Letters. The document also details how the system automates and simplifies document creation while ensuring accuracy, legal compliance, and data security.This documentation serves as a guide for understanding how the system works, its technical requirements, and its usage by various stakeholders.

## 1.2 Scope

### In-Scope:

- Generation of customizable certificates, offer letters, cover letters, and NDA forms for businesses and individuals.
- Automated templates for certificates (e.g., participation, completion) and letters, allowing customization with company logos, user details, and signatures.
- Secure download and email delivery of generated documents.
- Integration with email services for sending documents directly to users.
- Web-based interface with a user-friendly dashboard for document creation, modification, and tracking.
- Basic user authentication for document access and personalization.
- Analytics dashboard for tracking the number of documents generated and sent.

### Out-of-Scope:

- Advanced document editing features beyond simple text and logo placement (e.g., complex formatting or design tools).
- Integration with external HR or employee management systems for automatic document generation (requires manual upload of user data).
- Legal validation of NDA forms or offer letters (users will be responsible for ensuring the legal adequacy of generated documents).
- Offline functionalities such as downloadable software.

## 1.3 Definitions, Acronyms, and Abbreviations

**Definitions:**

- **Certificate**: A formal document attesting to a fact, such as employment or completion of a course.
- **Document Generation**: The automated creation of documents based on predefined templates and user input.
- **E-Signature:** A digital version of a traditional handwritten signature used to authenticate documents electronically.
- **Legal Compliance**: Adherence to laws and regulations governing document validity and requirements.
- **User Authentication:** The process of verifying a user's identity before granting access to a system.

**Acronyms:**

- **NDA:** Non-Disclosure Agreement
- **HR:** Human Resources
- **PDF**: Portable Document Format
- **UI:** User Interface

**Abbreviations:**

- **DB:** Database
- **SaaS:** Software as a Service
- **API**: Application Programming Interface
- **OS:** Operating System
- **KPI**: Key Performance Indicator

## 1.4 References

1. Here you can find more details about the **Non-Disclosure Agreement (NDA).**

2. Here you can find the details and process of generating the **Offer letters.**

3. Here you can find more details about the **Cover letter.**

4. **This is the sample website**

## 2. Overall Description:

### 2.1 Problem Statement

Streamlining Certificate Generation and Issuance for Organizations and Individuals.Many organizations struggle with efficiently generating and issuing certificates such as Offer letters,NDA forms,Cover letters and facing issues with manual design, printing, distribution, tracking, and verification, resulting in wasted time,resources, and compromised authenticity.

### 2.2 Product Perspective

The Online Certificate Generator is a cloud-based platform that enables users to generate, manage, and distribute customizable certificates, offer letters, cover letters, and NDA forms efficiently and securely. The platform automates the certificate generation process, reducing manual design, printing, distribution, tracking, and verification efforts.

### 2.3 Product Features

1. User Authentication

- **Sign Up/Login:** User registration and login system (email/password, social media login).
- **Password Recovery:** Option to reset forgotten passwords.

2. User Dashboard

- **Overview:** Summary of generated documents.
- **Recent Documents:** Quick access to recently created letters/forms.
- **Document Management:** Options to view, edit, delete, or download documents.

3. Document Generation Features

- **Template Selection:**
  - Predefined templates for offer letters, cover letters, and NDAs.
  - Option to create custom templates.
- **Dynamic Fields:**
  - Input fields for names, dates, positions, company details, etc.
  - Drop-downs for predefined options (e.g., job title, company name).
- **Formatting Options:**
  - Font styles, sizes, and colors.
  - Alignment and spacing adjustments.
  - Initial support for English with plans for additional languages
- **Preview Functionality:**
  - Real-time preview of the document as it is being created.

- **Download Options:**
  - Download in various formats (PDF, Word, etc.).

## 4. Content Customization

- **Text Editing:** Rich text editor for customized text.
- **Signatures:**
  - Option to add electronic signatures.
  - Upload functionality for scanned signatures.

## 5. User Support

- **FAQs:** Frequently asked questions section.
- **Help Center:** Guides and tutorials on using the platform.
- **Contact Support:** Form for direct inquiries or chat support.

## 6. Admin Panel (for administrators/HR)

- **User Management:** View, edit, or delete user accounts.
- **Template Management:** Add or modify templates available to users.
- **Analytics Dashboard:** Monitor user activity and document generation statistics.

## 7. Integration Features

- **Third-Party Integrations:**
  - Integration with cloud storage (Google Drive, Dropbox).
  - Email integration for sending documents directly from the platform.
- **Payment Gateway:** If charging for premium features or additional templates.
- **Responsive Design:** Ensure that the website is mobile-friendly.

## 8. Security Features

- **Data Encryption:** Protect user data with encryption protocols.
- **Backup and Recovery:** Regular backups to prevent data loss.
- **User Ratings:** Allow users to rate templates and provide feedback.
- **Testimonials:** Showcase user reviews and success stories.

## 9. Search and Filtering

- **Document Search:** Search functionality to find specific documents quickly.
- **Filter Options:** Sort documents by date, type, or status.

10. Additional Elements

- Blog/Resources Section: Articles related to job applications, legal documents, etc.
- Newsletter Subscription: Option for users to subscribe for updates and tips.
- Social Media Links: Promote sharing of documents via social media platforms.

## 2.4 User needs

1. **Ease of Use**: Users need an intuitive and user-friendly interface that simplifies the document creation process without requiring extensive training.
2. **Customization Options**: Users need the ability to customize templates to reflect their branding, including adding logos, colors, and specific content relevant to each document type.
3. **Automation**: Users need automated features to streamline the generation of documents, minimizing manual entry and reducing time spent on document preparation.
4. **Document Security**: Users need secure storage and access controls to protect sensitive information and ensure that only authorized personnel can view or edit documents.
5. **Integration with Existing Systems**: Users need the generator to seamlessly integrate with other systems (e.g., HR software, email platforms) to facilitate efficient workflows and data management.
6. **Multi-Format Output**: Users need the ability to generate documents in multiple formats (e.g., PDF, Word) to accommodate various use cases and preferences.
7. **Collaboration Features**: Users need the capability to collaborate with team members on document creation, including sharing drafts and providing feedback.
8. **Real-Time Verification**: Users need real-time verification features to ensure the authenticity and validity of generated documents, especially for legal purposes.
9. **Accessibility**: Users need access to the platform from various devices (desktops, tablets, smartphones) to accommodate remote work and on-the-go usage.
10. **Analytics and Tracking**: Users need analytics tools to monitor the usage of generated documents, including tracking who has accessed or signed them.
11. **Legal Compliance**: Users need assurance that the templates and generated documents comply with relevant legal standards and regulations.

12. **Customer Support**: Users need access to support resources, including tutorials, FAQs, and responsive customer service, to assist with any issues or questions.

13. **Cost-Effectiveness**: Users need a pricing model that provides good value for the features offered, possibly including freemium options for basic use.

# 3. Specific Requirements:

## 3.1 Functional Requirements

| Requirements | Description |
|---|---|
| **User authentication and Authorization** | 1.Users must be able to login and authenticate using a secure method.<br><br>2.Access levels should be defined for different types of users (e.g., administrators, regular users). |
| **Form Creation and Management** | 1.Users should be able to create and manage templates for offer letters, cover letters, and NDA forms.<br><br>2.Templates should be customizable with placeholders for dynamic data. |
| **Data Input and Integration** | 1.Users should be able to input or import data needed for the documents (e.g., names, dates, terms).<br><br>2. Integration with databases or external systems for data retrieval. |
| **Document Generation** | 1.The system should generate documents based on selected templates and provided data.<br><br>2.Output should be in various formats (e.g., PDF, Word). |
| **Document Storage and Retrieval** | 1.Generated documents should be stored securely and be retrievable for future use.<br><br>2.Users should have the ability to view, download, or print the documents. |
| **Audit and Tracking** | 1.Track document creation and modification history.<br><br>2.Maintain logs for security and auditing purposes. |

## 3.2 Non-Functional Requirements

| Requirements | Description |
|---|---|
| **Performance** | Scalability: The application must handle an increasing number of users and documents efficiently.<br>Response Time: Document generation and user actions should have a minimal response time. |
| **Security** | Data Encryption: All sensitive data, including user credentials and document contents, must be encrypted.<br>Access Controls: Implement strict access controls to protect user data and documents. |
| **Usability** | User Interface: The application must have an intuitive and user-friendly interface that is easy to navigate. |
| **Compatibility** | Cross-Platform: Ensure compatibility across various operating systems (e.g., Windows, macOS) and devices (e.g., desktops, tablets).<br>Browser Support: The application should be compatible with major web browsers (e.g., Chrome, Firefox, Safari). |
| **Reliability** | Uptime: Ensure high availability and reliability with minimal downtime.<br>Backup and Recovery: Implement backup and recovery procedures to protect against data loss. |
| **Maintainability** | Code Quality: Follow best practices for coding and documentation to facilitate maintenance and updates.<br>Modularity: Design the application in a modular way to ease future enhancements and changes.<br><br>2.Maintain logs for security and auditing purposes. |

## 3.3 External Interface Requirements

### 1. User Interface (UI):

❖ The application should provide a web-based interface that is user-friendly, intuitive, and accessible across various devices (desktops, tablets, smartphones).

❖ Navigation should be clear, with well-defined sections for document creation, management, and retrieval.

### 2. API Integrations:

❖ The system must offer APIs for integration with external services, such as:

❖ E-signature Services: Allowing users to send documents for electronic signatures (e.g., DocuSign).

❖ Database Management Systems: For data retrieval and storage of user information and templates.

**3. Document Formats:** The system must support exporting generated documents in various formats, including,PDF,Word,Other popular formats as needed.

**4. Reporting and Analytics Dashboard:**

❖ A dashboard that provides analytics on document generation, user engagement, and system performance.

❖ Users should be able to access reports and metrics easily through the interface.

**5. Security Interfaces:** Security features to enable users to manage account settings, including password changes and two-factor authentication.

**6. Notifications and Alerts:** A notification system that informs users of important actions, such as successful document generation, pending e-signatures, or document expirations.

## 4. Use Cases Diagrams

Detailed Use Cases Diagrams (Flowchart)

**Click here for flow chart**

## 5. Appendix

1.For sample NDA form **Click here.**

2. For sample Offer letter **Click here.**

3.For sample Cover letter **Click here.**