**Primary Functions**

* Track scholar grades
* Generate reports on scholar demographics
* Log enrollments
* Notify via email and SMS the system users and school registrar of upcoming financial dates
  + Tuition
  + Stipend
  + Refund
* Track scholar work/employment
* Notify users when scholar grades:
  + Qualify for honors
  + Are below the required maintained grade
* Allow Scholars to submit scanned documents
* Allow Scholars to contact SM Foundation
* Allow Scholars to review historical information
* Allow SM to input/edit scholar information
  + Grades
  + Enrollment information
  + Stipend/Allowance
  + Benefits
  + Remarks
* Allow SM to

**Users**

* Scholar
* SM Foundation

**Assumptions and Functionality**

* All accounts are already created.
  + Module 2 will not handle account creation, modification, or deletion. That is the task of Module 1
* The school registrar will have no direct access to the system
  + The registrar will, however, be notified via email and SMS during certain events
* The scholar account will be able to do the following in Module 2:
  + View current information
  + View historical information
  + View upcoming financial dates on the calendar
    - Date to claim stipend
    - Date to claim benefit
  + Upload enrollment registration form
    - Will be sent to SM Foundation for input into the system
  + Submit work/employment details
  + Contact SM Foundation
* The SM Foundation account, in addition to having administrator privileges, will be able to do the following in Module 2:
  + Search for individual scholar records
  + Search for individual school information
  + View scholar information
  + View school information
  + Generate reports on set parameters
  + Input/edit scholar information
    - Enrollment information
    - Grades
    - Tuition
    - Stipend
    - Allowance
    - Benefit
    - Remarks
  + Input/edit school information
    - School name
    - School acronym
    - School grading system details
  + View important dates on the calendar
    - Date of stipend payment
    - Date of tuition payment
    - Date of grades submission
    - Date of scholar work
    - Etc. (more to be added as necessary)
* The system will re-notify relevant entities if the triggering condition has not been resolved with 10 days.
  + 10 days is an assumed number and is subject to change
* Notifications are always by email
  + Exception: notifications to school registrar are by both email and SMS

**Basic System Behavior**

**SYSTEM**

* **Event notification**
  + System internally detects that an event is upcoming, has completed, or has remained incomplete for 10 days
  + System sends a notification to the relevant entities reminding them of the event
    - Note: the following events trigger a notification in this manner:
      * Tuition payment
        + To SM Foundation: payment amount and due date

TRIGGER: 10 days before due date, on due date, every 10 days after due date until paid

* + - * + To Scholar: payment amount and date paid by SM Foundation

TRIGGER: payment made by SM Foundation

* + - * Stipend payment [Every 10th of the month from July –February]
        + To SM Foundation: payment amount and due date

TRIGGER: 10 days before due date, on due date, every 10 days after due date until paid

* + - * + To Scholar: payment amount and date claimable

TRIGGER: 10 days before claimable date, on claimable date, and upon payment made by SM Foundation

* + - * Refund
        + To SM Foundation: scholar information, amount refunded by school, and amount to pay to scholar

TRIGGER: SM Foundation marks a scholar as an honor student and upon refund paid by school

* + - * + To Scholar: amount refunded by school, amount entitled to claim, and date claimable

TRIGGER: SM Foundation marks a scholar as an honor student and upon refund claimable

* + - * + To School Registrar:

SMS: generic notification that a scholar has qualified for a refund

Email: scholar name, scholar grade, and amount to be refunded

TRIGGER: SM Foundation marks a scholar as an honor student, 10 days before refund due, refund due date, every 10 days until refund paid

* + - * Grades submission
        + To SM Foundation: list of scholars without grades (per school basis)

TRIGGER: 10 days after SM first inputs a scholar’s grade for a school and every 10 days until all scholars are graded

* + - * + To Scholar: own grade and standing or, if missing, reminder that grades are missing

TRIGGER: upon input of own grades into system by SM Foundation or, if missing, 10 days after SM first inputs a scholar’s grade for school and every 10 days until graded

* + - * + To School Registrar:

SMS: generic notification that scholars from their school have missing grades

Email: list of scholars with missing or incomplete grades

TRIGGER: 10 days after SM first inputs a scholar’s grade for a school and every 10 days until the grades are complete

**SCHOLAR**

* **Upload Enrollment Registration Form**
  + Sign-in
    - System: sign-in user
    - System: display home tab
  + Go to Upload tab
    - System: display upload tab
  + Select Enrollment Registration as type of upload
    - Note: scholar may upload enrollment registration or summary of grades forms
  + Click upload button
    - System: display file selection prompt
  + Upload scanned enrollment registration form
  + OPTIONAL: Add a message to your document
    - System: save file to database
      * Note: file is related to the scholar that uploaded it
    - System: notify SM Foundation of the scholar enrollment via email
      * Note: email includes uploaded file and any included message
  + System idle
* **Upload Summary of Grades Form**
  + Sign-in
    - System: sign-in user
    - System: display home tab
  + Go to Upload tab
    - System: display upload tab
  + Select Summary of Grades as type of upload
    - Note: scholar may upload enrollment registration or summary of grades forms
  + Click upload button
    - System: display file selection prompt
  + Upload scanned summary of form
  + OPTIONAL: Add a message to your document
    - System: save file to database
      * Note: file is related to the scholar that uploaded it
    - System: notify SM Foundation of the scholar grades via email
      * Note: email includes uploaded file and any included message
  + System idle
* **View Current or Historical Scholar Information**
  + Sign-in
    - System: sign-in user
    - System: display home tab
  + Select a category of information to view
    - System: display relevant information based on category
      * Note: scholar may select from the following categories:
        + Grades
        + Tuition fee
        + Benefits
        + Employment
  + Select whether to view current or historical information
    - System: display relevant information based on selection
  + System idle
* **View Calendar**
  + Sign-in
    - System: sign-in user
    - System: display home tab
  + Go to calendar tab
    - System: display calendar tab
    - System: display calendar marked with relevant dates
  + Highlight a date on the calendar
    - System: display detailed information on that date
  + System idle
* **Submit Employment Details [PROCESS PENDING]**
  + Sign-in
    - System: sign-in user
    - System: display home tab
  + Go to employment tab
    - System: display work tab
  + Select new employment
    - System: display employment information form
      * Note: only currently unemployed scholars will be able to select new employment; employed scholars will only be able to view their current/historical employment information
  + Fill-up employment information form
    - Note: this includes position, employer, and job description
      * Additional information may be required
  + Click submit
    - System: save information to database
    - System: notify SM Foundation of the scholar employment via email
      * Note: employment information is included in the email
  + System idle
* **Contact SM Foundation**
  + Sign-in
    - System: sign-in user
    - System: display home tab
  + Go to contact tab
    - System: display contact tab
  + Fill-up contact form
    - Note: form is similar to an email; it consists of a subject field and a content field
    - Note: this will be used for all instances where a scholar needs to write a letter to the SM Foundation
  + Click submit
    - System: forward contents of contact form to SM Foundation via email
  + System idle

**SM FOUNDATION**

* **Search For Individual Records (Scholar or School)**
  + Sign-in
    - System: sign-in user
    - System: display home tab
  + Go to records tab
    - System: display records tab
  + Enter search parameters into search function
    - System: search database for records matching search parameters
    - System: display search results
  + System idle
* **View scholar or school information**
  + Sign-in
    - System: sign-in user
    - System: display home tab
  + Go to records tab
    - System: display records tab
  + Select scholar or school records
    - System: display selected type of record
  + Click a record
    - System: display detailed information on record
  + System idle
* **Input or edit record information**
  + Perform – **View scholar or school information**
  + Select a field to modify
  + Click edit
    - System: enable field edit
  + Input new information
  + Click save
    - System: update database with new field values
    - System: update triggers [See above]
  + System idle
* **View Calendar**
  + Sign-in
    - System: sign-in user
    - System: display home tab
  + Go to calendar tab
    - System: display calendar tab
    - System: display calendar marked with relevant dates
  + Highlight a date on the calendar
    - System: display detailed information on that date
  + System idle
* **Generate custom reports**
  + Sign-in
    - System: sign-in user
    - System: display home tab
  + Go to reports tab
    - System: display reports tab
  + Enter custom report parameters
  + Click generate
    - System: search database for records matching parameters
    - System: organize records into report format
    - System: display report
  + System idle