FILE MANAGEMENT SYSTEM

Software Requirements Specification

1.0

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Adesanya Olusegun

Software Engineer

Prepared for

Guaranty Turnkey System Limited Nigeria

# Revision History

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| **Date** | **Description** | **Author** | **Comments** |
| 28-01-2016 | 1.0 | Adesanya Olusegun | First Revision |
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# Document Approval

The following Software Requirements Specification has been accepted and approved by the following:

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| **Signature** | **Printed Name** | **Title** | **Date** |
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## 1.0 File Management System

File Management System has the name implies is a software created to manage and create files for organisations that find the traditional filing system tedious and rigid. It enables easier access to file creation, searching and also ensures to a higher degrees that organisation files to end up with staff that shouldnt have access to them. The file management systems is based on an already existing robust open source application (PROJECTS).

## 1.1 Purpose

*The purpose of this application is not to the traditional filing system, but to extend on it and make for easier accessibitlity and creating of files.*

## 1.2 Use Case

*Documents from an external/internal party is received by the Organisation head. The head acknowledges that a Documents has been recieved, Input it into the system and directs it to the proper Department for it to be worked on( In this App, the individual/indiviuals involved in this Documents are giving follow permision to the file for access). After the Documents works have been completed by this Department, its filed (Its left for the department to file the document under already existing related file or create a new one for it if none exist. It can also be left without a file if the document is a type that doesnt require filing ) and sent to another required department for futher works to be done on the file. Before sending to the next department, comments or notes are left detailing or highlighting what they’ve done and what still need to be done on the file (if required) thus making work relatively easier for the next department. This process continues until works have bee completed on the file.*

## 1.3 Use Case Example 1

*Company/Mr A sends applies for a contract at Company XYZ, The Company’s head/Individual incharge of contract recieves the contract application documents, scan a copy of the file. He/She checks if Mr A already exists in their system. If he/she exists, he create a document under Mr A and if he doesnt exist, he/she creates a Res Partner for Company/Mr A and adds the file under the created Partner and acknowledges it then sends to the appropriate department. On getting to the department it is filed under a particular contract or a contract File is created for the particular contract. The file is sent to another department when the current department finish working on it or send it back to the Company head. This continues until and new document, notes are added until the whole operation is tidied up.*

## 1.4 Use Case Example 2

*Miss B send a document soliciting for funds to Company Almajiri’s head; Mallam Q. Mallam Q recieves, acknowledges and ask his PA Alhaja J to scan the document he creates a Res Partner for Miss B and attached the scan documents the sends it to Alms Department head Alhaji V who does the neccesary thing on it (he doesnt put it under any file but let it stay as a lone document) and the whole documentation process ends there. Miss B recieved the amount she solicited for.*