**FEATURES**

1. **Document Types**Minutes  
   Contracts (Contract Types)  
   Quotation  
   TOR

Incoming Letters

Outgoing Letters

(Suchi darta)

**Need details for followings as well**

1. **Minutes**
2. **Contracts**
3. **Quotations**
4. **TOR**
5. **Incoming Documents**Upload Incoming Document. Notification of this document should send through email to the particular user or Department ie.Restriction to open the document if the user is not authorized  
     
   Document Reminder
6. **Outgoing Documents**  
   Generate template of the document according to the document type.  
     
   Input all the required field according to the selected template chosen by the user.Example **Date of letter, subject , to whom the document is to be sent, whose signature will be there in the letter**  
   Restrict the use of signature.  
     
   Issue letter and inform to the **particular person** of the company.
7. **Digitization of Old Documents**Store old document for future purpose also receipt and other important document.  
     
   Easy to **search and manage**Document tag
8. **Institution Name**Input company/organization/institution name with multiple staff’s information including **email, mobile number, address  
   Scan** the business card to insert the company record.
9. **Document Security**Track the document access. (**Who and when the document is viewed downloaded and edited**).  
     
   **Restrict the document** from accessing by unauthorized user.
10. **Branding Options**Use of widget in dashboard  
    Allow User to choose color (Primary and Secondary color)  
    Mark actions in calendar such as reminder, in/out letters etc  
    Logo of website customizable

Email Customizable

**Working Standards**

1. Presentation Layer: All CSS/HTML related decisions will be made by Abhi & Sushil.
2. Application Layer: All program related decisions will be made by Shree & Srijan.
3. Database Layer: All DB related decisions will be made by Shree & Shristi. This includes migration, seeding etc.

**Framework**

Laravel 5.4

Bootstrap 4

**Naming Structure**

**Url:** Camel Case. DO NOT USE CONTROLLER IN URL.

For instance:

To go to outgoingEmailReport’s **download** method

The recommended url could be: reports/reportDownload

**Variable:** Camel Case

**UPPER CAMEL CASE**

**Folder:** Upper Camel Case Example: (OutgoingEmailReport)

**Controller:** End name of the file with controller Example: ReportController

**Repository:** End name of the repository with repository. Example: ReportRepository

**Model:** End name of the model with model. Example: Report

**Request:** End name of the request with request. Example: ReportRequest

|  |  |  |  |
| --- | --- | --- | --- |
| S.No. | Responsibilities | Responsible | Deadline |
| 1 | Documentation | Shristi | 17th July, 2017 |
| 2 | Migration/Seeding/Model | Shristi/Shree | 18th July |
| 3 | Model | Santosh/Shree | 19th July |
| 4 | Standard Check | Sunil | 20th July |
| 5 | UI/UX | Sushil/Abhi | 20th July |
| 6 | Git Setup | Shree | 17th July |
| 7 | UI/UX Discussion | Sushil | 19th July |
| **MODULES** | | | |
| 8 | Roles/Access | Santosh/Shree | 26th July/6 days |
| 9 | Menu |
| 10 | User/User Group |
| 11 | Configuration   * Master Settings * Departments * Designation * Document Category * Templates * Fiscal Years * Tag * Widgets | Sunil/Santosh | 26th July/6 days |
| 12 | Institutions   * Name Cards | Sushil | 21st July/1 Days |
| 13 | Incoming Documents | Shristi/Santosh/Sushil | 27th July/7 Days |
| 14 | Outgoing Documents | Shristi/Santosh/Sushil | 27th July/7 Days |
| 15 | Digitized Documents | Shristi/Santosh/Sushil | 27th July/7 Days |
| 16 | Login Module   * Login History | Srijan | 21st July/1 Days |
| 17 | Helper Function   * Notification * Email Log * Document Tracks * Send Email * Generate PDF * Calendar | Shristi/Sushil | 24nd July/3 Days |
| 18 | Dashboard   * User Widgets | Sushil/Shree | 31th July, 3 days |

**Folder Structure**

1. **Model:** Should be placed under app/Models
2. **CSS:** /public/assets/css
3. **JS:** /public/assets/js
4. **Bootstrap:** /public/assets/lib/bootstrap
5. **Any other library:** /public/assets/lib/library\_name
6. **Images:** /public/images
7. **Upload:** storage/app/public/uploads
8. **Language File:** /resources/lang/beedmsEnglish.php
   1. Define language variables in Alphabetical Order

Review Meeting: **23rd July, 2017**

**Dashboard Plan:**

1. Status
   1. HDD Space (Used/Available)
   2. Users
   3. Incoming Documents
   4. Outgoing Documents
   5. Contracts
   6. Minutes
2. Graph as in old DMS
3. Latest Incoming Document
4. Latest Outgoing Documents
5. Latest Contracts
6. Latest Minutes
7. Recent Login
8. Latest Users
9. Latest Activity
10. Latest Notifications
11. Latest Comments on Documents
12. Calendar