

Incident Report Automation Acceptance Criteria Documentation

User Authentication & Authorization

Login:

1. Management team members can log in through both web and mobile apps.
2. Ensure secure data transmission..

Role-Based Access:

1. Assign roles and permissions based on job responsibilities.
2. Restrict access to certain features and data according to these roles.

Admin Management:

1. Admins can manage all user accounts.
2. Admins can create, update, or deactivate user accounts.
3. Admins have full access to all functionalities and data.

Incident Reporting and Creation

Permissions:

1. Users can only create incident reports for their designated departments.

Incident Report Form:

1. Timestamp: Automatically filled in when the report is created.
2. Location: Where the incident occurred.
3. Description: Details of the incident.
4. Severity Level: Seriousness of the incident (e.g., Low, Medium, High, Critical).
5. Persons Involved: Individuals involved in the incident.
6. Category: Type of incident (e.g., Safety, Security, Compliance).
7. Users receive a confirmation with their report's unique ID.

Incident Review

1. Reviewers can access and review incident reports.
2. Reviewers can add comments and request changes.
3. The reporter is notified if changes are needed and can resubmit the report.
4. Reviewers are notified when the report is resubmitted and can update its status

Sharing Information

1. Users can share reports within the company.
2. Reports can also be securely shared with law enforcement.
3. All sharing actions are logged and controlled.

Audit

1. Maintain a detailed log of all activities related to incident reports.
2. Include details of who performed actions, any changes made, and sharing activities.
3. Admins can review these logs.

User Interface

1. Design a simple and easy-to-use interface for both web and mobile platforms.
2. Provide clear confirmations and feedback for actions such as creating, reviewing, and sharing reports.
3. Include helpful error messages for any issues that arise.