PROJECT REQUIREMENT SPECIFICATIONS

60% Expected/ Working Requirements

| User Group | Requirement(s) | Requirement Description |
| --- | --- | --- |
| 1. Head Admin of RMO,   Juvenal Oriondo | * Dashboard | view the number of Documents, document nearing retention, documents in category, number of users |
| * Add User/Staff | the head admin can add user or staff account ( only the head admin can create the staff account) |
| * View User / Staff | the head admin can view all the staff accounts and delete them. |
| * Add Instructor | the head admin can add instructor account ( only the head admin can create the staff account) |
| * View Instructor | the head admin can view all the instructor accounts and delete them. |
| * Documents | view the list of uploaded documents or files |
| * View User Files | can view the uploader of the documents or files |
| * Document Request | can view all requested documents from instructors |
| * Retention Period | can view the retention period |
| * Directory | can create directory of each document to upload documents |
| * Login | login with the use of registered email in system and password |
| * Forgot password | the password can be reset with the use of email |
| * User Profile | can view the user profile and edit |
| * Search Document | search document using key words, document title and document name |
| * Download document with QR code | Download documents with qr code to verify the authenticity of every document |
| * Delete Document | delete the document that reach the retention period |
| * Upload Document | upload document, it will require to input the document title, name, retention period, date of issuance |
| * Delete Users | the admin is the only one who can delete the user account |
| * Create directory/folder | users can create folder or directory for documents ( to ensure that the documents is properly organize) |
| * View Document | View the uploaded document |
| 1. Staff / Personnel | * Documents | can view list of uploaded documents or files |
| * View User Files | can view the uploader of the documents or files |
| * Document Request | can view all requested documents from instructors |
| * Retention Period | can view the retention period |
| * Directory | can create directory of each document to upload documents |
| * User Profile | can view the user profile |
| * Login | login with the use of registered email in system and password |
| * Forgot Password | the password can be reset with the use of email |
| * Search Document | search document using keywords, document title and document name |
| * Download document with QR code | Download documents with qr code to verify the authenticity of every document |
| * Delete documents | Delete the document that reach the retention period |
| * Upload Documents | upload document, it will require to input the document title, name, retention period, date of issuance, directory |
| * Create Directory/Folder | users can create folder or directory for documents ( to ensure that the documents is properly organize) |
| * View Documents | view the uploaded document |
| 1. Instructor / Other Users | * User Profile | can view the user profile |
| * Request History | can view the request history |
| * Request Status | Instructor can identify the status of his request (e.g preparing, for pick up) |
| * Request | can send specific requests of documents to admin |
| * Log in | login with the use of registered email in system and password |
| * Forgot Password | the password can be reset with the use of email |

PROJECT REQUIREMENT SPECIFICATIONS

40% Remaining Requirements

| User Group | Requirement(s) | Requirement Description |
| --- | --- | --- |
| 1. Head Admin of RMO,   Juvenal Oriondo |  |  |
| 1. Staff / Personnel |  |  |
| 1. Instructor / Other Users |  |  |