**Software Requirements**

**Specification**

**for**

**Centralized Workflow System**

**Version 1.0 approved**

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**Revision History**

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| **Name** | **Date** | **Reason for Changes** | **Version** |
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**1. Introduction**

**1.1 Purpose**

The software requirements specified in this document addresses the Centralized Workflow System. The software requirements specification will only cover the functionalities of the system as to Output, Input, Process, Performance, and Control. The software requirements specification describes the system as a whole.

**1.2 Document Conventions**

This Document is arranged on Google Docs with “Arial” as font style and a font size of 12. Each part of the document title is set as “Arial”, a font size of 14, and in bold

**1.3 Intended Audience and Reading Suggestions**

The document is intended for developers, project manager, users, testers, and documentation writers. The system requirements specification serves as a guideline of functions to keep the team on track as to development schedule, a checklist for the project manager to manage the team’s priorities. This Software Requirements Specification consists of the system’s functionalities.

**1.4 Product Scope**

The short description of the software is under the vision and scope document.

**2. Overall Description**

**2.1 Product Perspective**

*The Central Workflow System is developed in order to automate the current business procedure of the client which includes creation, request, submission and approval of form. The system will work within the company using through an intranet or will be hosted on a server.*

**2.2 Product Functions**

Users’ account will be provided by management. Only employees of the company will have access to the system. Users are not allowed to create a new account and modification of the user’s account must be made by the Super Admin. The system may be accessed through desktop or mobile if the device is connected to an available network. The content of the system will be viewed according to the privilege of the user, modification of the user’s privilege should be made by the Super Admin.

**2.3 User Classes and Characteristics**

There are two types of users in Central Workflow System which are Privileged Users and Average Users. The privilege of each user will be verified and modified by the Super Admin. On each department, there must be a Privileged User which may approve the submitted forms from the Average User in the same department. Average User may request form that is made available by the creator.

**2.4 Operating Environment**

The system will run and use programming languages: PHP7, CSS3, HTML5. And the specific software that will be used is User Cake Framework. For the web server Application: XAMPP Control Panel and for the Operating System it will be either Windows7, Windows8, Windows8.1 or Windows10.

**2.5 Design and Implementation Constraints**

The system will only be available within the network; the user must have registered account provided by the Super Admin hired by the management. Users may access the system on their mobile devices if they are connected to the network.

**2.6 User Documentation**

Other than the System Requirements Specification, the developer will also provide a user manual. Soft copy of the documents can be found on GitHub and Projects Wiki.

**2.7 Assumptions and Dependencies**

The System will only be available within the network of the organization. The system is customizable and the organization can add or remove some of the system features according to their business process.

**3. External Interface Requirements**

**3.1 User Interfaces**

The Super Admin must provide registered account for the users. The super admin may modify the privilege of the user. If the user is average, the user can request and submit forms. If the user is privileged, the user can create forms, the creator of the form will modify which departments may access and request for the forms. He/she should also assign approvers whom will be notified one the form was submitted.

**3.2 Hardware Interfaces**

The hardware components used for the product is a “Dual Core CPU 2.0GHz” (Minimum required) processor and a 4GB RAM.

**3.3 Software Interfaces**

The product was created through a PHP framework called User Frosting and, a cross-platform web server XAMPP, MySQL for the database, HTML, CSS, and PHP and all possible web browser that a user may use.

**3.4 Communications Interfaces**

The system will be used to automate the current business procedure of the organization. In order to use the system, the device must be connected to the network where the system was made available. The system will be implemented in different departments of the organization.

**4. System Features**

**4.1 User Management System**

**4.1.1 Description and Priority**

* Priority Level: 9
* The user management system will be used to modify account privileges and manage retrieval of accounts in any cases of forgotten username or password.

**4.1.2 Stimulus/Response Sequences**

* Modify access controls
* Retrieve accounts
* Monitor users

**4.1.3 Functional Requirements**

**REQ-1:** The super admin shall be able to escalate and de-escalate user privileges

**REQ-2:** The super admin shall be able to retrieve user accounts

**REQ-3:** The employees shall be able to register for their own user accounts

**REQ-4:** The super admin shall be able to create user accounts for employees

**REQ-5:** The system shall be able to handle a maximum of 2800 users

**4.2 Form Builder**

**4.2.1 Description and Priority**

* Priority Level: 9
* The Form Builder will be used to create and manage forms using a drag and drop feature.

**4.2.2 Stimulus/Response Sequences**

* Create Form
* Submit Form

**4.2.3 Functional Requirements**

**REQ-1:** The privileged users shall be able to create forms and assign approvers

**REQ-2:** The approvers shall be able to return/approve forms

**REQ-3:** The average users shall be able to request for created forms

**REQ-4:** The creator of the form shall be able to approve/deny requester

**REQ-4:** The average users shall be able to fill-up and submit requested forms

**REQ-6:** The system shall be able to detect if the input is incorrect on required fields

**5. Other Nonfunctional Requirements**

**5.1 Performance Requirements**

All logs from the user, new account, forms, status, requests and maintenance are stored in the database. The system must support a maximum of 2800 users online and it is operational 24/7.

**5.2 Business Rules**

* Each user can create one or more request forms (one or more request form per year for multiple years). Each certain request form is created by only one user.
* Each user can only have one membership. Each membership is associated by one or more users.
* Each user can only have one title. Each title can be associated with one or more user.
* Each user can create one or more forms. Each created forms is created by one or more user.
* Each forms can choose one or more role. Each role can be associated with one or more forms.
* Each role can choose one or more user. Each user can be associated with one or more role.
* All requested forms is stored in the database.
* Each decline request forms are on return. Each returned request forms is stored in the database.
* All approved request forms are stored in the database.
* (Each user assigned with a specified role by another user/s to associate with the request forms will be notified) Each user with a role receives notification. Each notified request forms are associated with one or more user with specified role/s.
* Each action will be recorded to the audit log.