Software Requirement Specification

- HCM City , February 2022 -

RECORD OF CHANGE

*A - Added M - Modified D - Deleted

Effective Date	Changed Items	A* M, D	Change Description	New Version
02/09/2022	Initial	A	Add project overview	1.0

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1. INTRODUCTION

1.1. Purpose

This application is used for Fresher Academy to support create and management classes easily.

This website helps the operation staff of FA in managing and scheduling classes, with features as follow:

● Create and manage the syllabus's content.

● Create and manage training program.

● Plan and manage classes.

1.2. Scope

The scope of this SRS defines the action of the operation staff of FA in managing and scheduling classes. The experiencing flow start at:

1. Create and manage the syllabus's content.
2. Create and manage training program.
3. Plan and manage classes.

1.3. Definitions, Acronyms, and Abbreviations

This subsection provides the definitions of all terms, acronyms and abbreviations required to properly interpret the document.

Definitions, Acronyms, and Abbreviations	***Description***
BR	*Business Rule*
UC	*Use Case*
N/A	*Not Available*
FA	*Fresher Academy*

1.3.1 Menu Name Definitions

1.4. References

2. OVERALL DESCRIPTION

2.1. Business Rules

Code	Description
BR-1	Users must have an FPT email account.
BR-2	Users must log in to use the platform.
BR-3	Students' and lecturers' comments are sent through feedback.
BR-4	Admin can view all feedback of students and lecturers.
BR-5	Admin can view, edit all information of students and lecturers.
BR-6	Admin cannot edit or delete feedback from students and lecturers.
BR-7	Class, subject and syllabus are managed by admin.
BR-8	Lecturers can manage lessons and homework for each subject.
BR-9	Students can only upload files when lecturers create a place to submit.
BR-10	Students can download material files on each subject.
BR-11	Admin can view all kinds of reports such as mentor salary, student mark, feedback and attendant of both student and lecturer.
BR-12	After submitted file, students are free to adjust uploaded file if submit time is not over
BR-13	Lecturers download uploaded files from students to review. Then report marks through files.

BR-14	Exam is managed by admin.
BR-15	Exam is marked by the lecturer but published by the admin.

BR-15	Moderators are responsible for approval question, document contribution
BR-16	The reasons are needed when reject a question
BR-17	Moderator can ban user but can’t deactivate their account
BR-18	When user is banned, they can’t make question or answer
BR-19	Restriction must include the reason.
BR-20	If users are restricted, they can submit the appeal
BR-21	Only admin can create/edit/remove the badge
BR-22	Only admin can deactivate user account
BR-23	Only admin can assign role
BR-24	Users can not delete or edit other users’ document contribution
BR-25	Users can not delete or edit other users’ sharing post
BR-26	Sharing posts do not need to be approved but can be reported
BR-27	Each course in FPT’s syllabus has its own sharing thread
BR-28	Contributed documents need to be approved before being used
BR-29	Rejecting a contribution need to have a reason
BR-30	While resolving a reported, removing it need to have a reason

2.2 Product function

No.	Feature	Development Scope
Common Function		
1	Upload file function	Upload training material
2	Create object function	Create includes syllabus, training program, training class
3	Edit object function	Edit includes syllabus, training program, training class
4	Delete object function	Delete includes syllabus, training program, training class
5	Change status of object function	Status of syllabus, training program, training class
6	Import object function	Import list of syllabuses, training program, training class
Main function		
1	Create syllabus	By specific training topic, users can create detailed training program contents. Syllabus is a master data to create a training program.
2	Update syllabus	In lists of created syllabuses, users choose the syllabus that they want to update, then users move to screen with detailed information related. Because the syllabus is a master data of training program, be careful to update it, it will affect all programs using it.
3	Create training program	Training program is created by combining many syllabuses.
4	Update training program	Allow users to update created training programs.
5	Create training class	Training program is a meta data to create a training class. Depending on different learners, users can easily edit training content to create a different class.
6	Update training class	Allow users to update the created training class.
7	Filter function in calendar	Filter date, time frame, class location, class status
8	Allocation calculation	Automatically calculate the allocation of the syllabus

9	*Training class code*	*Automatically generate based on class location, created year, attendee, class name, class number* *Format: HCM22_FR.O_DevOps_01* *HCM: data from Location field* *22: current year of system* *FR: data from Program Content column* *O: data from Format type column* *01: sequence number auto generated from the system from 01 to 99 of 1 course name*

Table 2.2_1: Function list

2.3 Actor

2.3.1 Guest

- **Login**
- **Recover password**

2.3.2 Trainer/Mentor

- **Manage training program (create & update)**
- **Manage syllabus (create & update)**
- **Manage Module (create & update)**
- **Manage Unit (create & update)**
- **Manage Lecture (create & update)**
- **Manage Quizz (create & update)**
- **Manage Practice (create & update)**
- **Manage Assignment (create & update)**

2.3.3 Admin

- **Manage class (create & update & view)**
- **Attendance**

2.3.4 Auditor

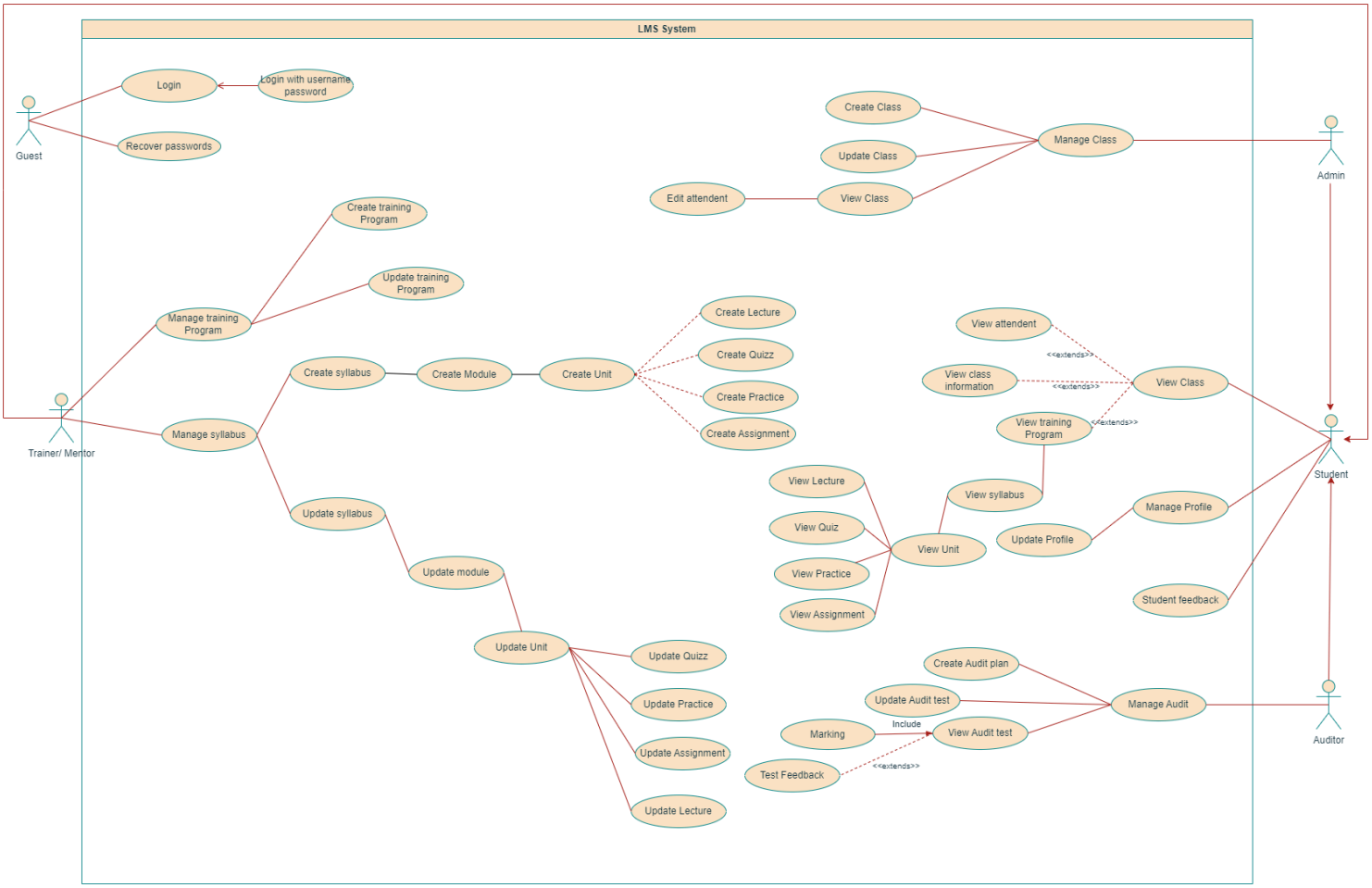
- **Manage audit (create & update & view)**

2.3.5 Student

- **View class**
    - **View attendance**
    - **view class information (trainer, admin, mentor,...)**
    - **view training program (syllabus)**
- **Manage profile (view & update)**

3. FUNCTIONAL REQUIREMENTS

3.1. Use case



3.2. Functionality

Icons in table Item definition:

Type: Link, Button, Textbox, Textrea, Combobox, Listbox, Label, Radio Button, CheckBox, Table, Password, hidden, Calendar, Tooltip
Attribute: 9 (Numeric), X (Alphanumeric), — (None)

Display Yes/No: ○ (Displayed), △ (Displayed with condition), × (Not displayed)
Input Yes/No: ○ (Can input), △ (Can input with condition), × (Cannot input)
Required: ○ (Required), △ (Required with condition), × (Not required)

Table 3.2_1: Icon meaning in Table Item definition

3.2.1: Login

Figure 3.2.1_1: Login

Figure 3.2.1_2: EM01

Screen on web	Platform	Function	As a <type of user>	I want to <perform a task>	So that I can <achieve some goals>	Business rule
1	Web	Logni	End user	Login account to access the application.	Login successfully and the system will direct the user to the home page.	User input incorrect information to log in System shows error messages EM01 “Invalid username or password” or EM02 “Required field!”
						User input correct information to log in System directs to Homepage.

Table 3.2.1_1: User story

No	Screen item name	Type	Attribute	Length max	Display Yes/No	Input Yes/ No	Required	Supplementary explanation
1	Enter Email	Textbox	X	Max: 40	○	○	○	Need to have an email domain
2	Password	Textbox	X	Min: 12	○	○	○	Hide/Unhide Password should be password of fsoft account
3	Sign in	Button	-	-	○	x	○	**[[Process Flow]** After inserting email address and password, user clicks Login button, system returns error message (failure) or directs user to Homepage (success) -False: Display error msg "Invalid username or password." -True: Direct user to home page
4	Forgot password?	Link	-	-	○	x	○	**[Process Flow]** Click Forgot password link, system directs

								user to the Forgot password page to reset password
5	If you don't have an account, please contact FA.HCM@fsoft.com.vn	Label/Link	-	-	○	x	○	**[Process Flow]** Step 1: If user has no account, click FA.HCM@fsoft.com.vn link, system will open Outlook to compose a new email Step 2: user fills in all info and send email to FA.HCM@fsoft.com.vn to create a new account
6	FPT Fresh Academy Training Management	Label	-	-	○	x	○	System name

Table 3.2.1_2: Item and event description

3.2.2. Forget password

Figure 3.2.2_1: Email

Figure 3.2.2_2: EM02

Figure 3.2.2_3: Recover password

Figure 3.2.2_4: EM03

Figure 3.2.2_5: New password

Figure 3.2.2_6: EM04

Screen on web	Platform	Function	As a <type of user>	I want to <perform a task>	So that I can <achieve some goals>	Business rule
1	Web	Forget password	End user	change the new password when the user has forgotten the previous password	update new password successfully and the system will direct the user to the login page.	User input incorrect email to log in System shows error messages “Invalid email” or “Required field!”
						User enters the correct email, token, and password to let the system update the new password and redirect to the login page

Table 3.2.2_1: User story

No	Screen item name	Type	Attribute	Length max	Display Yes/No	Input Yes/	Required	Supplementary explanation

						No		
1	Enter Email	Textbox	X	Max: 40	○	○	○	Enter the email for the system to send the token
2	Send	Button	-	-	○	○	○	**[[Process Flow]** After inserting email address, user clicks Send button, system returns error message (failure) or directs user to Recover token(success) -False: Display error msg "Invalid email" -True: Direct user to recover token page
3	Enter Token	Textbox	X	N/A	○	x	○	Tokens will be sent to the email that the user has provided to the system
4	Send	Button	-	-	○	x	○	**[Process Flow]** After enter token, user clicks Send button, system returns error message (failure) or directs user to

								New Password(success) -False: Display error msg "Invalid Tokenl" -True: Direct user to New Password page
5	Enter new password	Textbox	X	Min: 12	○	○	○	Enter the new password you want to change
6	Confirm password	Textbox	X	Min: 12	○	○	○	Re-enter the new password again to make sure that you want to change the password
7	Confirm	Button	-	○	○	x	○	After the user enter new password and confirm, user clicks Confirm button, system returns error message (failure) or directs user to Login page(success) -False: Display error msg "Password do not match" -True: Direct user to Login page

Table 3.2.2_2: Item and event description

3.2.3: List of Syllabus

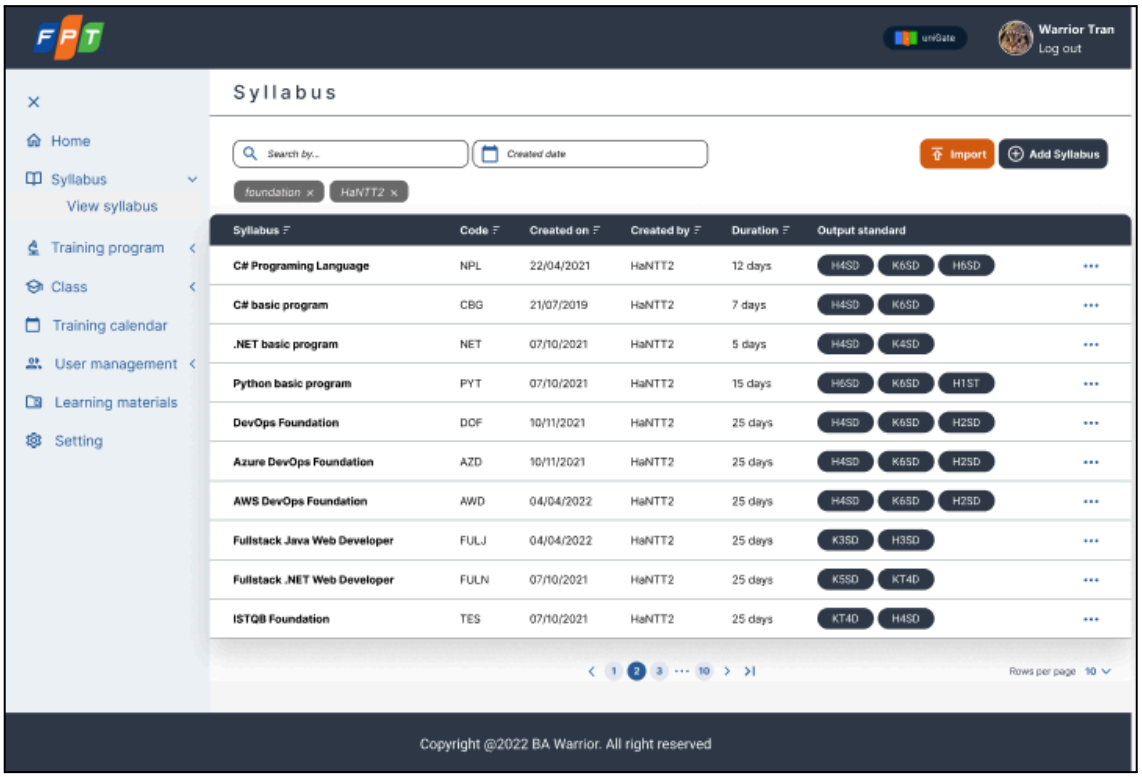


Figure 3.2.3_1: List of Syllabus

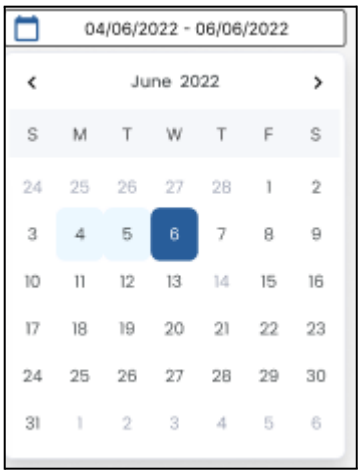


Figure 3.2.3_2: Date picker calendar

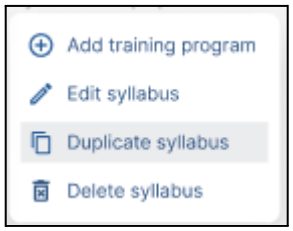


Figure 3.2.3_3: Syllabus popup menu

Screen on web	Platform	Function	As a <type of user>	I want to <perform a task>	So that I can <achieve some goals>	Business rule
2	Web	List of Syllabus	End user	View list of syllabuses	-View all syllabus -Search syllabus -Open form Syllabus details -Open form Create Syllabus	N/A

Table 3.2.3_1: User story

No	Screen item name	Type	Attribute	Length max	Display Yes/No	Input Yes/No	Required	Supplementary explanation
1	Syllabus	Label	-	-	○	x	-	-
2	Search By	Combobox	X	30	○	○	x	Default value: Search by syllabus name, code, creator & output. [Ev01] **[Process Flow]** When users input keywords and press Enter, a list of syllabuses according to keywords will be shown.
3	Keyword	Label	-	-	△	x	x	Shown under field Search By after user input keywords.
4	Created Date	Calendar	-	-	○	○	x	Default value: from today to today + 3 months. **[Process Flow]** When the user selects the range of time from field Created Date, a list of syllabuses according to range of time will be shown.
5	Import	Button	-	-	○	x	-	**[Process Flow]** On click, the system opens the form Import file.
6	Add	Button	-	-	○	x	-	**[Process Flow]**

	Syllabus							On click, the system directs to screen Create Syllabus.
Table List of Syllabus (Figure 3.2.3_1)								
7	Syllabus	Label/Link	-	-	○	x	-	Show name of syllabus. **[Process Flow]** On click, the system directs to screen Syllabus details of this syllabus. **[Process Flow]** On right-click, the system prompts the Syllabus popup menu.
8	Code	Label	-	-	○	x	-	Show code of syllabus.
9	Created on	Label	Format value: dd/mm/yyyy d: day m: month y: year	-	○	x	-	Show creation date of syllabus.
10	Created by	Label	-	-	○	x	-	Show the person who created the syllabus.
11	Duration	Label	Format value: x days x: total days of syllabus	-	○	x	-	Show duration of syllabus.

12	Output standard	Label	-	-	○	x	-	Show output standard code.
13	Syllabus menu	Icon	-	-	○	x	-	**[Process Flow]** On click, the system prompts the Syllabus popup menu.
Syllabus popup menu (Figure 3.2.3_3)								
14	Add training program	Button	-	-	△	x	-	**[Process Flow]** On click, the system directs to screen Create Training Program.
15	Edit syllabus	Button	-	-	△	x	-	**[Process Flow]** On click, the system directs to screen Edit Syllabus.
16	Duplicate syllabus	Button	-	-	△	x	-	**[Process Flow]** On click, the system directs to screen Create Syllabus of new syllabus with same data of this syllabus. Name of new syllabus: Copy of [Syllabus name]
17	Delete syllabus	Button	-	-	△	x	-	Disable or enable buttons based on role permission of the system. **[Process Flow]** When the button is enabled and the user clicks on the button, the system

								prompts Confirmation popup.

Table 3.2.3_2: Item and event description

3.2.4: Syllabus details

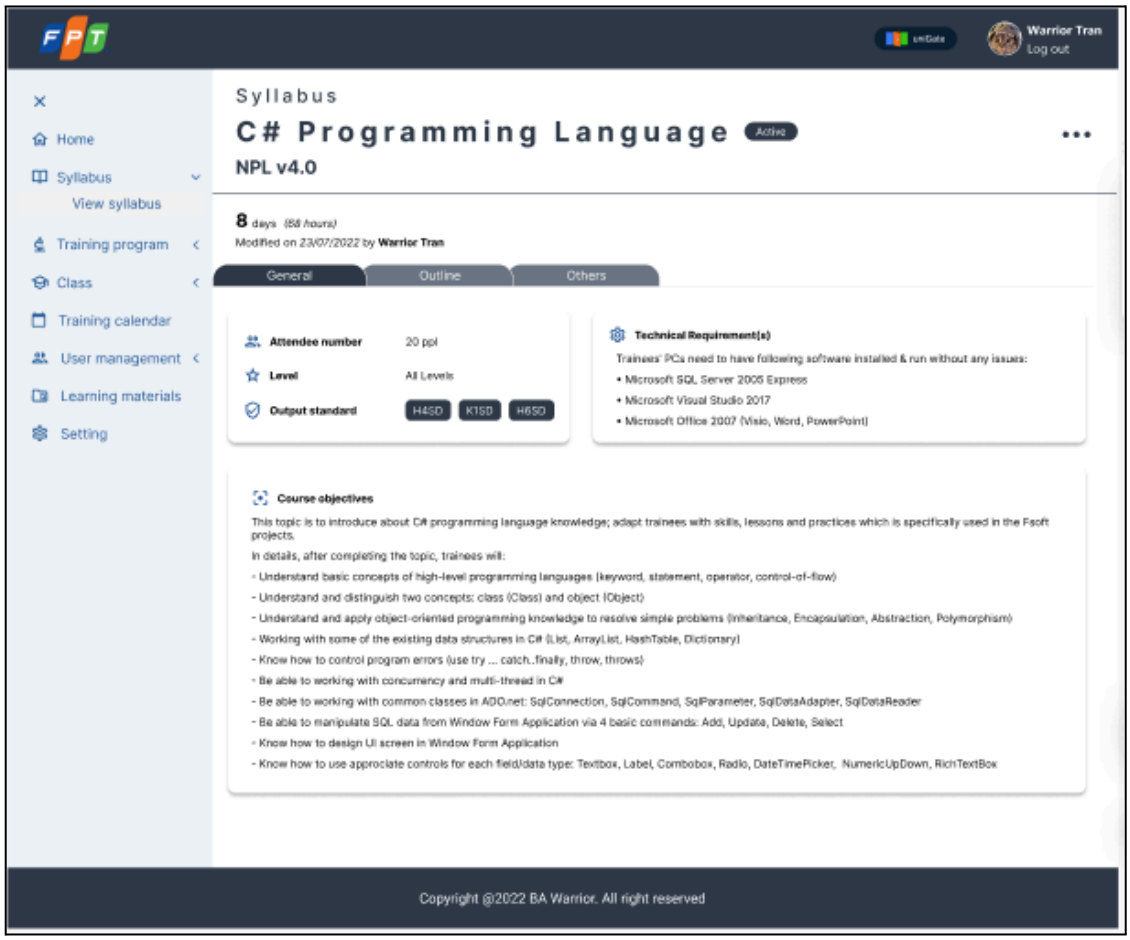


Figure 3.2.4_1: Syllabus details - tab General

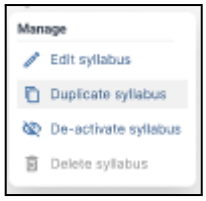


Figure 3.2.4_2: Syllabus manage popup

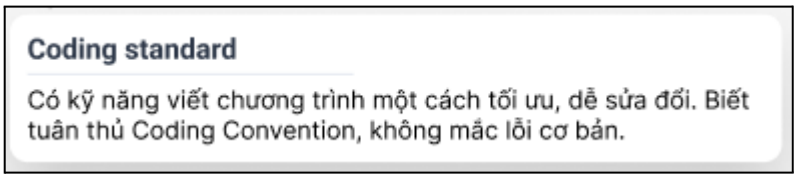


Figure 3.2.4_3: Output standard tooltip

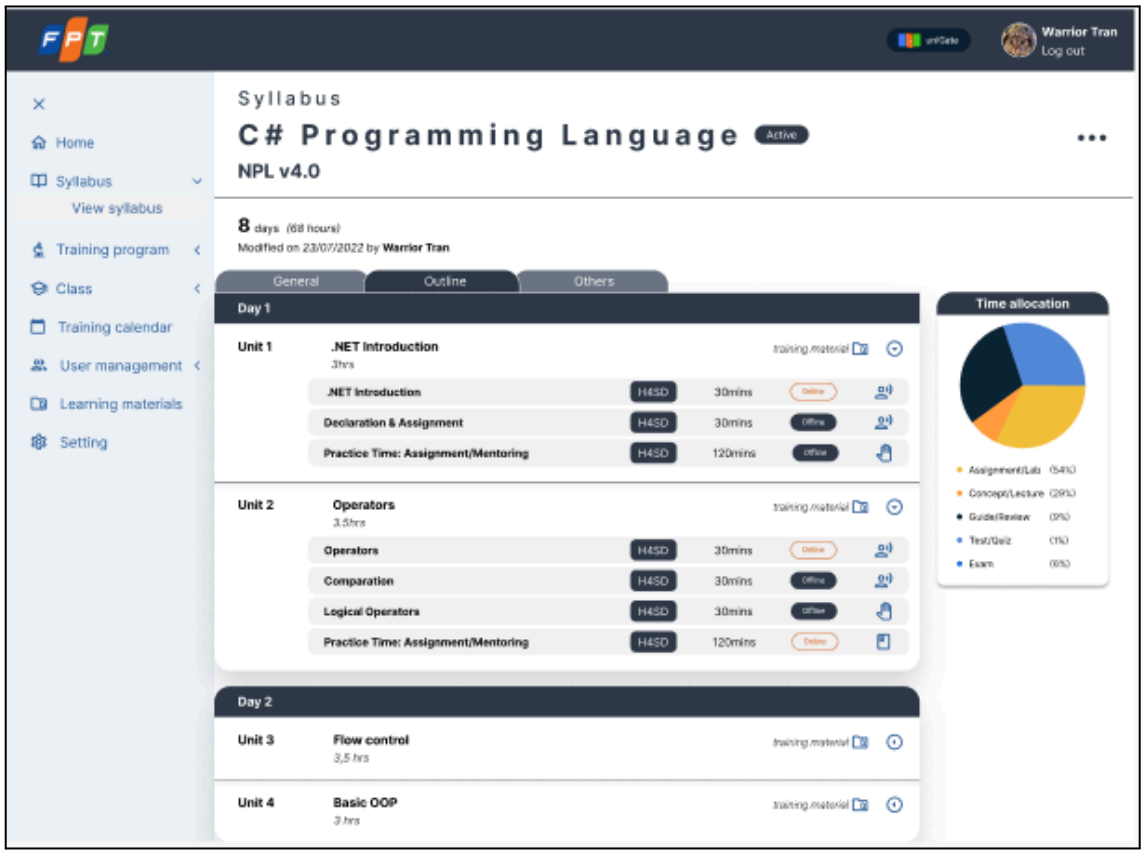


Figure 3.2.4_4: Syllabus details - tab Outline

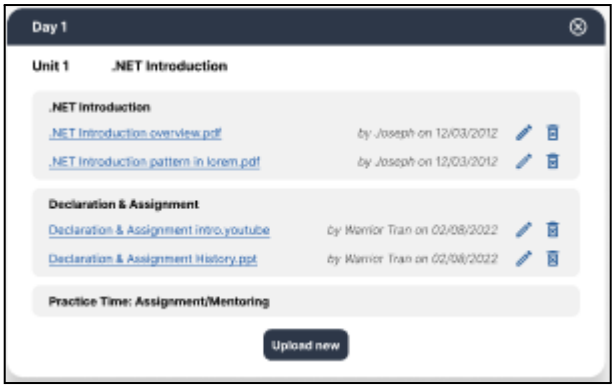


Figure 3.2.4_5: Training material popup

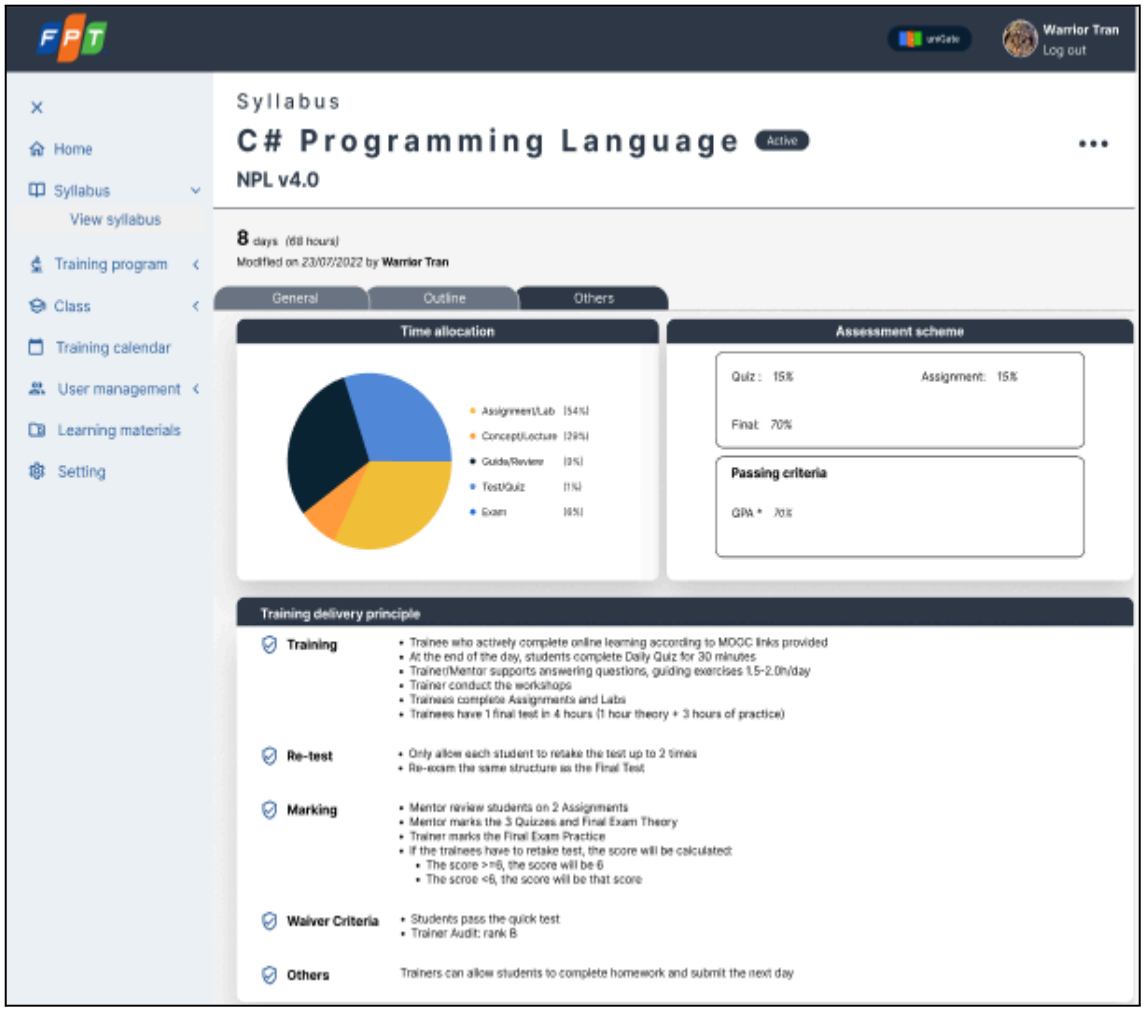


Figure 3.2.4_6: Syllabus details - tab Others

Screen on web	Platform	Function	As a <type of user>	Role	I want to <perform a task>	So that I can <achieve some goals>	Business rule
3	Web	Syllabus details	End user	End user	View syllabus details	-Know the content of a specific syllabus	N/A

Table 3.2.4_1: User story

No	Screen item name	Type	Attribute	Length max	Arrange	Display Yes/No	Input Yes/ No	Required	Supplementary explanation
1	Syllabus	Label	-	-	-	○	x	○	-
2	Syllabus name	Label	-	-	-	○	x	-	Show name of syllabus.
3	Syllabus code	Label	-	-	-	○	x	.	Show code of syllabus.

4	Syllabus manage	Icon	-	-	-	○	x	-	**[Process Flow]** On click, system prompts Syllabus manage popup.
5	Duration	Label	Format value: x days (y hours) x: total days of syllabus y: total hours of syllabus	-	-	○	x	-	Show duration of syllabus.
6	Modify information	Label	Format value: Modified on dd/mm/yyyy by z d: day m: month y: year	-	-	○	x	-	Show modified information of syllabus.

			z: person who created syllabus						
7	Syllabus mode	Label	-	-	-	○	x	-	Value list: Active, Inactive Default value: Active Show mode of syllabus.
8	Navigation bar	Button	-	-	-	○	x	-	Value list: General, Outline, Others. **[Process Flow]** When the user clicks on a tab, this tab is highlighted and shows corresponding information of the syllabus.
Syllabus manage popup (Figure 3.2.4_2)									
9	Manage	Label	-	-	-	△	x	-	-
10	Edit syllabus	Button	-	-	-	△	x	-	**[Process Flow]**

									On click, the system directs to screen Edit Syllabus.
11	Duplicate syllabus	Button	-	-	-	△	x	-	**[Process Flow]** On click, the system directs to screen Create Syllabus of new syllabus with same data of this syllabus. Name of new syllabus: Copy of [Syllabus name]
12	De-active syllabus	Button	-	-	-	△	x	-	**[Process Flow]** On click, Syllabus mode is changed from Active to Inactive.
13	Delete syllabus	Button	-	-	-	△	x	-	Disable or enable buttons based on role permission of the system. **[Process**

									Flow] When the button is enabled and the user clicks on the button, the system prompts Confirmation popup.
Output Standard tooltip (Figure 3.2.4_3)									
14	Title	Label	-	-	-	△	x	-	Data is retrieved from Master Data.
15	Content	Label	-	-	-	△	x	-	Data is retrieved from Master Data.
Tab General (Figure 3.2.4_1)									
16	Attendee number	Label	-	-	-	○	x	-	-
17	Level	Label	-	-	-	○	x	-	-
18	Output standard	Label	-	-	-	○	x	-	-
19	Technical Requirement(s)	Label	-	-	-	○	x	-	-
20	Course objectives	Label	-	-	-	○	x	-	-

Tab Outline (Figure 3.2.4_4)									
21	Time allocation	Chart	Type: pie chart	-	-	○	x	-	Value list: Assignment/ Lab Concept/Lecture Guide/Review Test/Quiz Exam
22	Day	Label	-	-	-	○	x	-	-
23	Unit	Label	-	-	-	○	x	-	-
24	Unit name	Label	-	-	-	○	x	-	-
25	Lesson name	Label	-	-	-	○	x	-	-
26	Output standard	Label	-	-	-	○	x	-	**[Process Flow]** When the user hover mouse on the label, the tooltip will be shown.
27	Time	Label	Format value: x mins X: minutes	-	-	○	x	-	-
28	Lesson type	Label	-	-	-	○	x	-	Value list: Online, Offline
29	Delivery types	Icon	-	-	-	O	x	-	**[Process Flow]**

									When the user hover mouse on the icon, the tooltip will be shown.
30	Training material	Icon	-	-	-	○	x	-	**[Process Flow]** Click on training material tab on side menu
31	Toggle	Icon	-	-	-	○	x	-	**[Process Flow]** On click, expand and collapse form.
Training material page(Figure 3.2.4_5)									
32	Day	Label	-	-	-	△	x	-	-
33	Unit	Label	-	-	-	△	x	-	-
34	Unit name	Label	-	-	-	△	x	-	-
35	Lesson name	Label	-	-	-	△	x	-	-
36	File name	Link	File format: excel, ppt, word, picture, link	-	-	△	x	-	**[Process Flow]** On click, If you type a link, the system will direct to this link.

									Else, files will be downloaded.
37	Modify Information	Label	Format value: by x on dd/mm/yyyy x: person who uploaded file. d: day m: month y: year	-	-	△	x	-	Show modified information. Updated after user edit training material.
38	Edit	Icon	-	-	-	△	x	-	**[Process Flow]** On click, system opens form Open from local system
40	Delete	Icon	-	-	-	△	x	-	Delete file name. **[Process Flow]** On click, system prompts Confirmation popup
41	Upload new	Button	-	-	-	△	x	-	**[Process Flow]** On click, system opens form

									Upload File
Tab Others (Figure 3.2.4_6)									
42	Time allocation	Chart	Type: pie chart	-	-	○	x	-	Value list: Assignment/ Lab Concept/Lecture Guide/Review Test/Quiz Exam
43	Assessment scheme	Label	-	-	-	○	x	-	-
44	Quiz	Label	-	-	-	○	x	-	-
45	Assignment	Label	-	-	-	○	x	-	-
46	Final	Label	-	-	-	○	x	-	-
47	Passing criteria	Label	-	-	-	○	x	-	-
48	GPA	Label	-	-	-	○	x	-	-
49	Training delivery principle	Label	-	-	-	○	x	-	-
50	Training	Label	-	-	-	○	x	-	-
51	Re-test	Label	-	-	-	○	x	-	-
52	Marking	Label	-	-	-	○	x	-	-
53	Waiver Criteria	Label	-	-	-	○	x	-	-
54	Others	Label	-	-	-	○	x	-	-

Table 3.2.4_2: Item and event description

3.2.5: Create New Syllabus

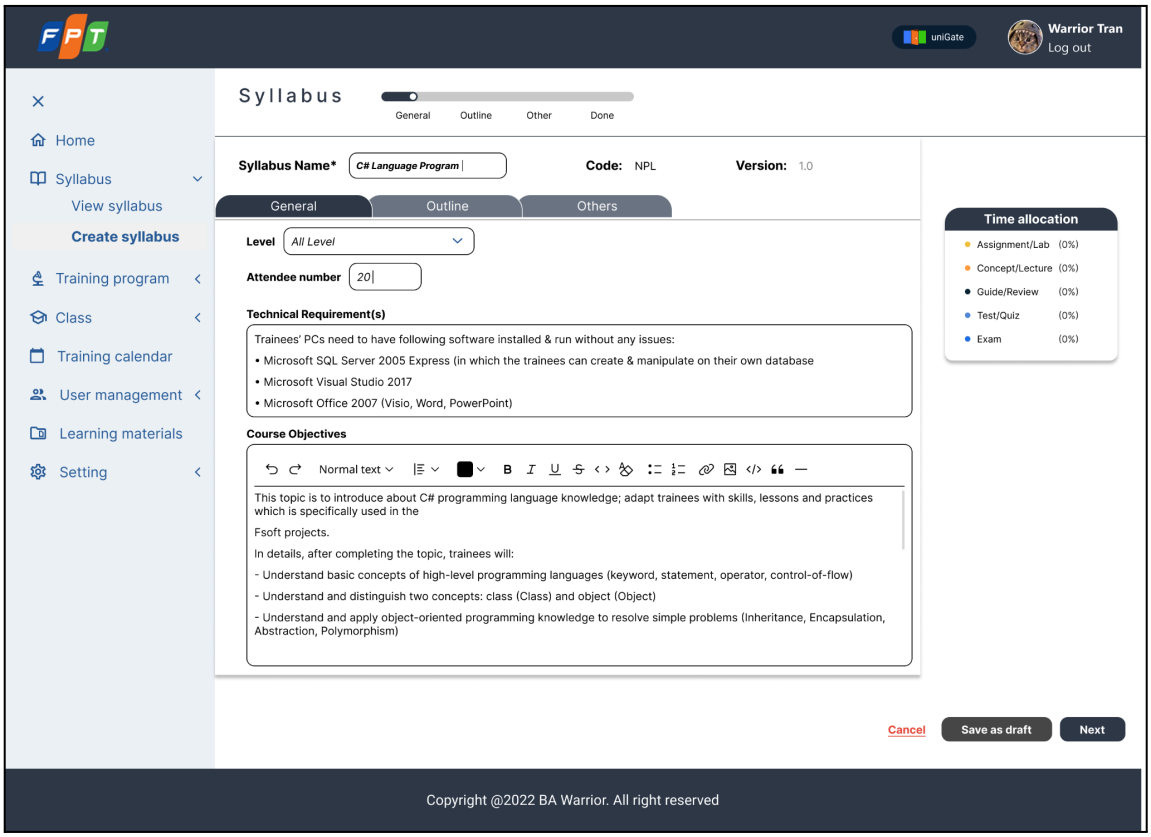


Figure 3.2.5_1: Create Syllabus - tab General

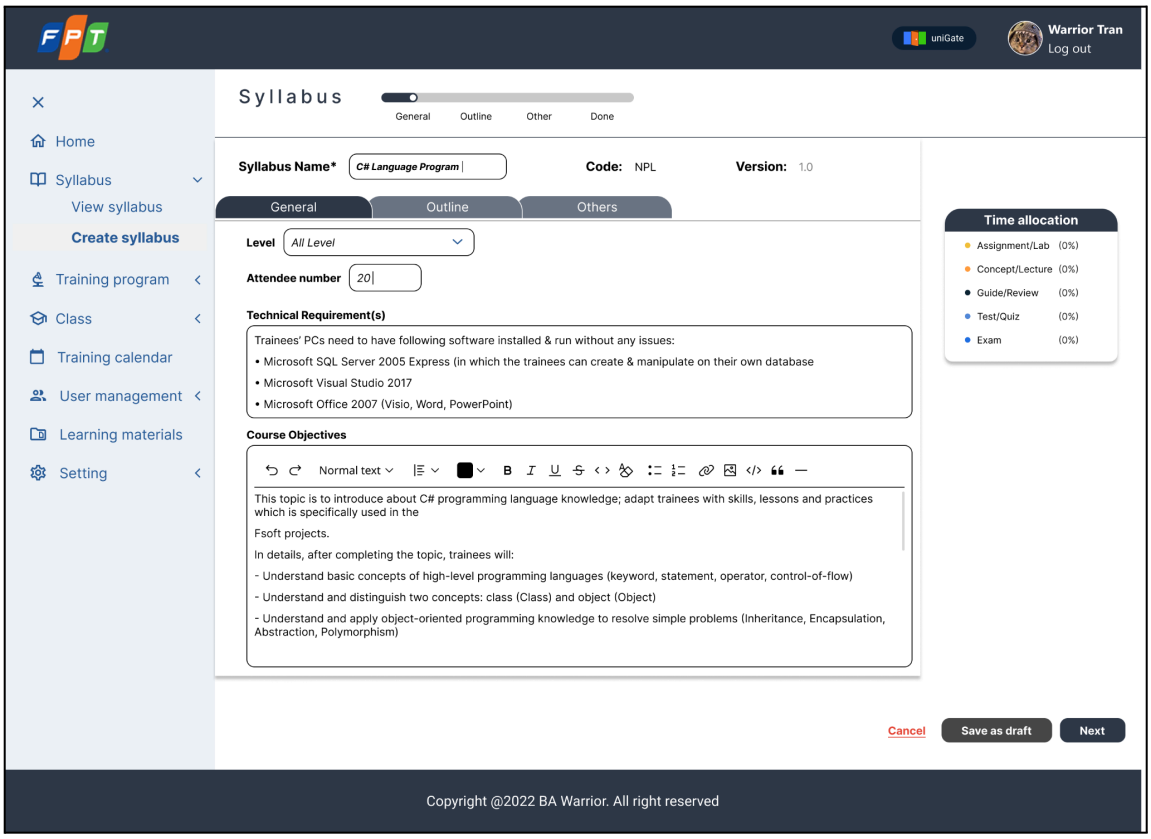


Figure 3.2.5_2: Create Syllabus - tab Outline

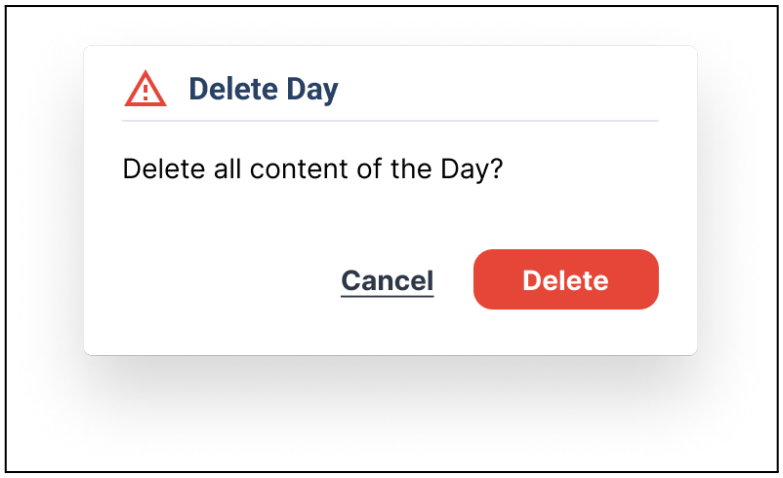


Figure 3.2.5_3: Create Syllabus - Delete day popup

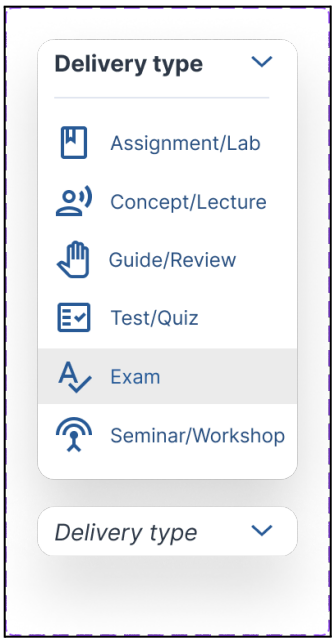


Figure 3.2.5_4: Delivery Type

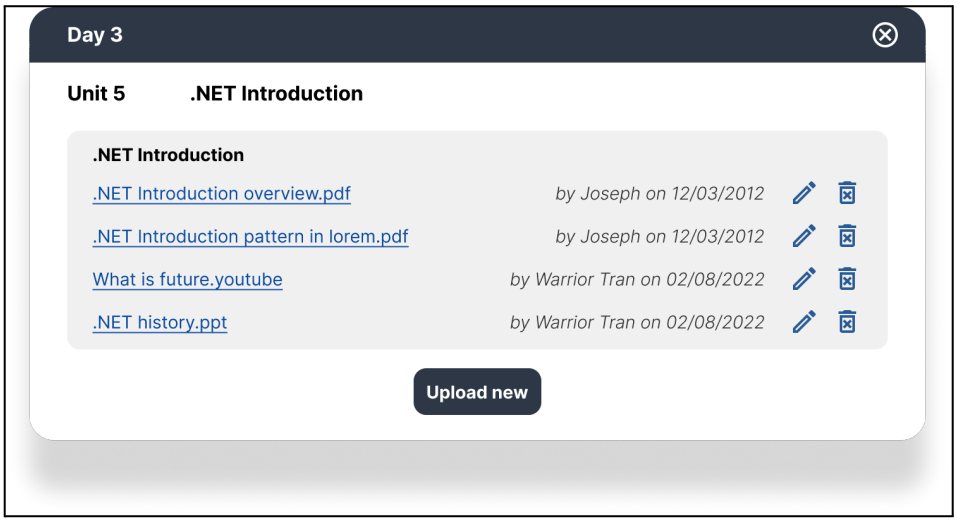


Figure 3.2.5_5: Training Material

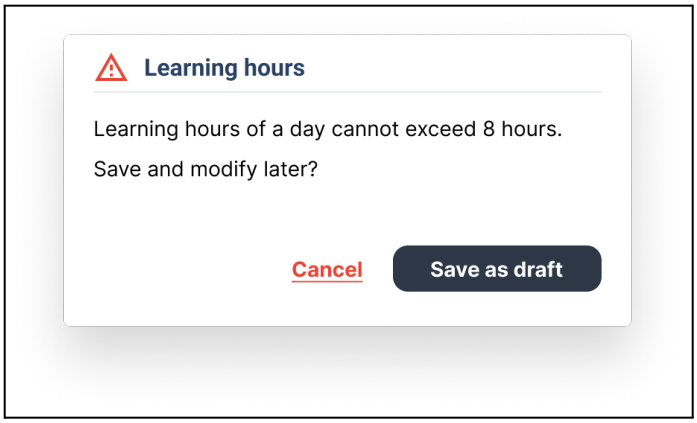


Figure 3.2.5_6: Alert popup

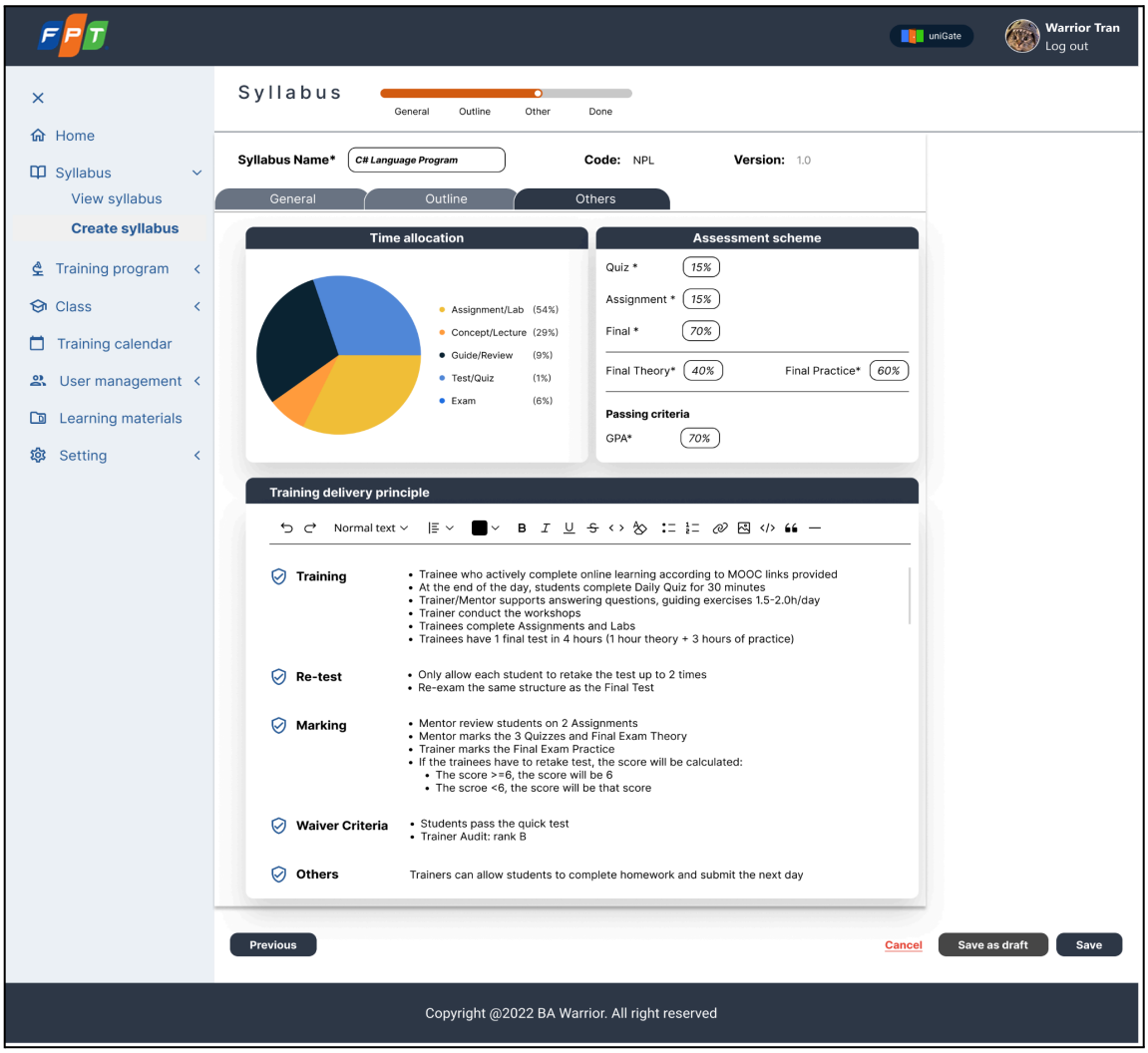


Figure 3.2.5_7: Create Syllabus - tab Others

Screen on web	Platform	Function	As a <type of user>	I want to <perform a task>	So that I can <achieve some goals>	Business rule
4	Web	Create Syllabus	End user	Create New Syllabus	Create a new Syllabus.	-Define Outputs for syllabus. -Define Assessment scheme for syllabus. -Add Training Materials for each created syllabus

Table 3.2.5_1: User story

No	Screen item name	Type	Attribute	Length max	Display Yes/No	Input Yes/ No	Required	Supplementary explanation
Create Syllabus (Figure 3.2.5_1)								
1	Syllabus	Label	-	-	o	x	x	Display the Module name: “Syllabus”
2	Progress Status	Table	-	-	o	x	x	Show the input progress: - The black bar represents that user is inputting General Information. - The blue bar represents that the user is inputting outline information. - The orange bar

								represents that user is inputting others information. - The green bar represents the Done status. - The gray bar represents the Not Yet status.
3	Syllabus Name	Textbox	x	-	o	o	o	Display Syllabus Name **[Process flow]** Step 1: If the user does not fill in the blank, the border will turn red if left blank. Step 2: User fills in information to the blank.
4	Syllabus Code	Textbox	x	-	o	x	x	Automatically created with the Syllabus Name.
5	Syllabus Version	Textbox	x	-	o	o	o	Automatically created with “1.0” **[Process flow]** Step 1: If the user does not fill in the blank, the border will turn red if left blank. Step 2: User fills in information to the blank.
6	Time Allocation	Table	-	-	o	x	x	Default value: - Assignment/Lab - Concept/Lecture

								- Guide/Review - Test/Quiz - Exam Time Allocation is automatically calculated based on the Syllabus Outline data. Training Delivery Principle is uploaded from the same Principle for all Syllabuses.
7	Navigation Bar	Button	-	-	△	x	x	Only when all the required fields are populated will the user move to the next tab. **[Process flow]** Step 1: User clicks the tab and wants to see information on the navigation bar. Step 2: Highlight tab information. **[Process flow]** Step 1: User clicks the tab and wants to see information on the navigation bar. Step 2: Display all the information in the Syllabus tab.
General (Figure 3.2.5_1)								

8	Level	Drop Down-list	-	-	o	o	o	Click to select level
9	Attendee Number	Textbox	x	-	o	o	o	**[Process flow]** Step 1: If the user does not fill in the blank, the border will turn red if left blank. Step 2: User fills in information to the blank.
10	Technical Requirement (s)	Text area	x	Max	o	o	o	**[Process flow]** Step 1: If the user does not fill in the blank, the border will turn red if left blank. Step 2: User fills in information to the blank.
11	Course Objectives	Text area	x	Max	o	o	o	**[Process flow]** Step 1: If the user does not fill in the blank, the border will turn red if left blank. Step 2: User fills in information to the blank.
Outline (Figure 3.2.5_2)								
12	Day	Label	-	-	o	x	x	Display Day information
13	Unit	Label	-	-	o	x	x	Display unit information
14	Unit Name	Label	-	-	o	x	x	Display unit name information

15	Content Name	Label	-	-	o	x	x	Display lesson name information
16	Content Type	Button	-	-	o	x	x	Value list: Online, Offline **[Process flow]** Step 1: If the user wants to switch status, click the button online/offline. Step 2: The status will automatically switch Online or Offline.
17	Output standard	Drop Down-list	-	-	o	x	x	Click to select output standard
18	Unit Duration	Textbox	Format value: x mins X: minutes	-	o	x	x	Display Unit Duration
20	Delivery Type	Drop Down-list	-	-	o	o	o	Click to select delivery type. There are 6 types: - Assignment/ Task - Concept/ Lecture - Guide/ Review - Test/ Quiz - Exam - Seminar/ Workshop
21	Training Material	Button	-	-	o	x	x	**[Process flow]** Step 1: When

								the user clicks on the training material icon, the information will be displayed corresponding to the unit. Step 2: Display Training Material Information related to the unit.
22	Add Content	Button	-	-	△	o	x	Active when one content has been entered with all information **[Process flow]** Step 1: Users want to add more content in the unit, click on the Add Content icon. Step 2: The system will display a new input row with the required fields: - Content name - Output - Duration - Delivery Type - Online/Offline
23	Content	Table	-	-	△	o	o	Default value: - Content name: "Content Name" - Output: as the adjacent content above - Duration: as the adjacent content

								above - Delivery Type: as the adjacent content above - Online/Offline: as the adjacent content above **[Process flow]** Step 1: If the user does not fill in the blank, the border will turn red if left blank. Step 2: User update information to create content.
24	Add Unit	Button	-	-	△	o	x	**[Process flow]** Step 1: Users want to add more units in the day, click on the Add Unit icon. Step 2: The system will display the fields that need to be input.
25	Add Day	Button	-	-	△	o	x	**[Process flow]** Step 1: Users want to add Day, click on the Add Day icon. Step 2: The system will display the fields that need to be input.
26	Upload training material	Table	-	-	o	x	x	**[Process Flow]** On click, system prompts Training

								material popup.
13	Collapse button	Button	-	-	o	x	x	**[Process flow]** Step 1: User clicks on the "Collapse" icon. Step 2: The content of that day/chapter/post will be collapsed by the corresponding level.
Others (Figure 3.2.5_7)								
27	Assessment schema	Label	-	-	o	x	x	Display the text: “Assessment Schema”
28	Quiz	Textbox	x	-	o	o	o	**[Process flow]** Step 1: If the user does not fill in the blank, the border will turn red if left blank. Step 2: User fills in information to the blank.
29	Assignment	Textbox	x	-	o	o	o	**[Process flow]** Step 1: If the user does not fill in the blank, the border will turn red if left blank. Step 2: User fills in information to the blank.
30	Final	Textbox	x	-	o	o	o	**[Process flow]** Step 1: If the user does not fill in the blank, the border will turn

								red if left blank. Step 2: User fills in information to the blank.
31	Final Theory	Textbox	x	-	o	o	o	**[Process flow]** Step 1: If the user does not fill in the blank, the border will turn red if left blank. Step 2: User fills in information to the blank.
32	Final Practice	Textbox	x	-	o	o	o	**[Process flow]** Step 1: If the user does not fill in the blank, the border will turn red if left blank. Step 2: User fills in information to the blank.
33	Passing criteria	Label	-	-	o	x	x	Display the text: “Passing criteria”
34	GPA	Textbox	x	-	o	o	o	**[Process flow]** Step 1: If the user does not fill in the blank, the border will turn red if left blank. Step 2: User fills in information to the blank.
35	Training delivery principle	Textbox	x	-	o	o	o	**[Process flow]** Step 1: If the user does not fill in the blank, the border will turn red if left blank.

								Step 2: User fills in information to the blank.
36	Action Buttons	Button	-	-	△	x	x	Create button is only displayed when all the necessary information has been entered. **[Process flow]** Step 1: When the user wants to cancel, click on the Cancel button. Step 2: The system will navigate the user to the Syllabus Screen. **[Process flow]** Step 1: When the user wants to Save file as Draft, click on Save as Draft button. Step 2: The system will save all the current information as draft and only the creator can view. **[Process flow]** Step 1: When the user wants to finish creating the syllabus, click on the Done button. Step 2: Syllabus status will switch to Done.

Training Material (Figure 3.2.5_5)								
37	Day	Label	-	-	△	x	-	Display Day information
38	Unit	Label	-	-	△	x	-	Display Unit information
39	Unit name	Label	-	-	△	x	-	Display Unit Name
40	Close	Icon	-		△	x	-	**[Process Flow]** Step 1: When the user wants to close training material popup, click on Close icon. Step 2: Training material popup will be closed.
41	Lesson name	Label	-	-	△	x	-	Display Lesson name information
42	File name	Link	File format: excel, ppt, word, picture, link	-	△	x	-	**[Process Flow]** On click, If you type a link, the system will direct to this link. Else, files will be downloaded.
43	Modify Information	Label	Format value: by x on dd/mm /yyyy x: person who uploaded file. d: day m:	-	△	x	-	Show modified information. Updated after user edit training material.

			month y: year					
44	Edit	Icon	-	-	△	x	-	**[Process flow]** Step 1: When the user wants to edit the document, click on the pencil icon. Step 2: The system will allow the user to edit documents.
45	Delete	Icon	-	-	△	x	-	**[Process flow]** Step1: When the user wants to delete a file, click on the trash bin icon. Step 2: The system will delete uploaded files.
46	Upload new	Button	-	-	△	x	-	**[Process Flow]** Step 1: When the user wants to upload new training material, click on Upload New. Step 2: The system opens from the Upload File.
Delivery Type popup (Figure 3.2.5_6)								
47	Assignment/ Task	Label	-	-	o	x	x	Display the text: “Assignment/ Task”
48	Concept/	Label	-	-	o	x	x	Display the text:

	Lecture							“Concept/ Lecture”
49	Guide/ Review	Label	-	-	o	x	x	Display the text: “Guide/ Review”
50	Test/ Quiz	Label	-	-	o	x	x	Display the text: “Test/ Quiz”
51	Exam	Label	x	-	o	x	x	Display the text: “Exam”
52	Seminar/ Workshop	Label	x	-	o	x	x	Display the text: “Seminar/ Workshop”

Table 3.2.5_2: Item and event description

3.2.6. List of Training Program

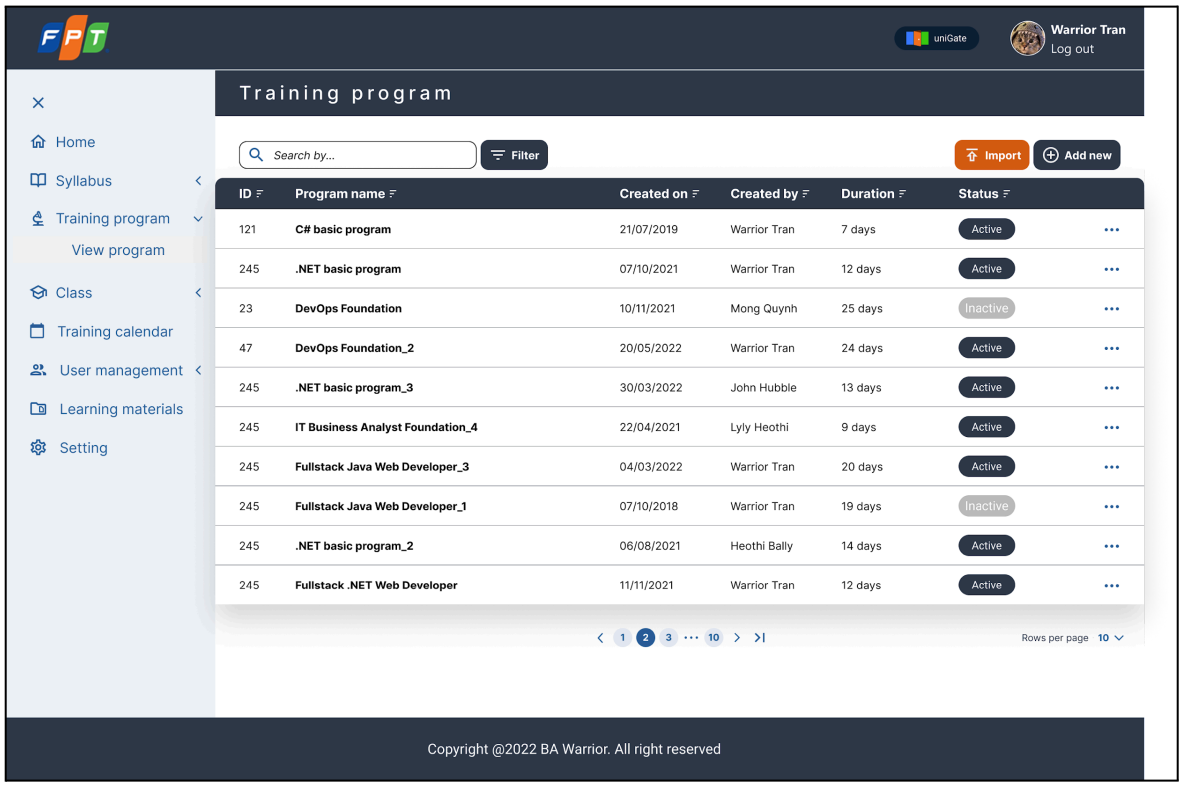


Figure 3.2.6_1: List of Training Program

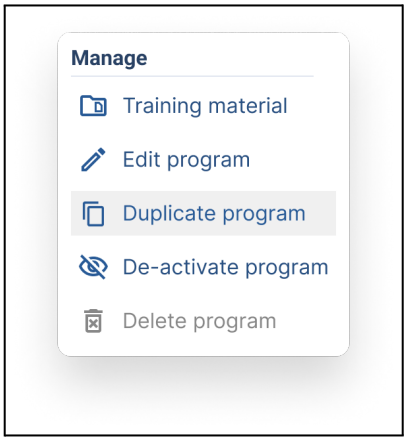


Figure 3.2.6_2: Pop-up functions

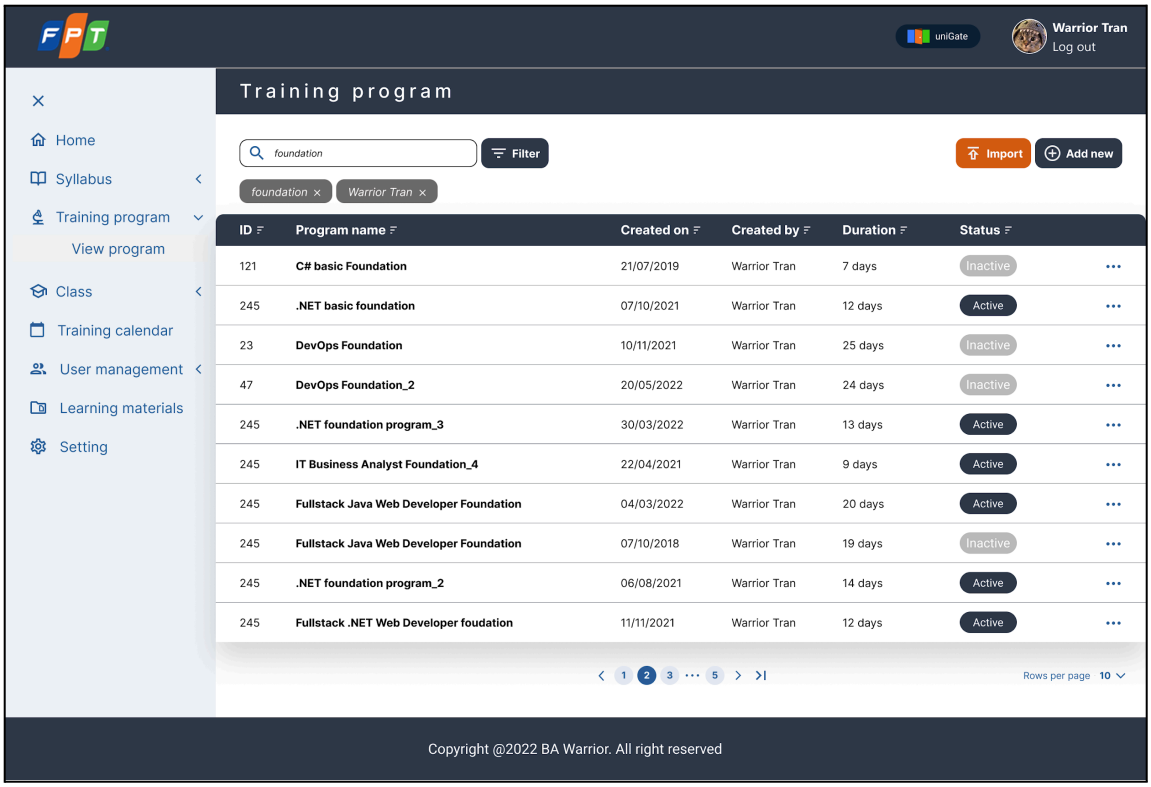


Figure 3.2.6_3: List of Training Program (filtered)

Screen on web	Platform	Function	As a <type of user>	I want to <perform a task>	So that I can <achieve some goals>	Business rule
5	Web	View training program list	-System Admin -Admin Lead -Delivery Manager -Trainer	View Training Program List	View all Training Programs Search for training Program View details of a single training program Open training program creation form	N/A

Table 3.2.6_1: User story

No	Screen item name	Type	Attribute	Length max	Arrange	Display Yes/No	Input Yes/ No	Required	Supplementary explanation
1	Training Program	Label	X	-	-	○	×		Training Program screen
2	Search box	Combobox	X	-	-	○	○	×	**[Process Flow]** Search training program by keyword
3	Filter	Button	X	-	-	○	○	×	**[Process Flow]** Filter training program
4	Import	Button	X	-	-	△	△	×	**[Process Flow]** Import training program The template and file type has been

									defined
5	Add new	Button	X	-	-	△	△	×	**[Process Flow]** Create new training program
6	ID	Label	X	-	-	○	×	×	Training Program ID will be auto generated when creating new one
7	Program name	Label	X	-	-	○	×	×	**[Process Flow]** Click on field name can see the detailed training program
8	Created on	Calendar	Format : dd/mm/yyy	-	-	○	×	×	This field displays Created Time
9	Created by	Label	X	-	-	○	×	×	This field displays Created user
10	Duration	Label	X	-	-	○	×	×	The duration of training program
11	Status	Label	X	-	-	○	×	×	The status of the training program. There are 2 values: active and inactive. Active by default.

12	Sort	Button	-	-	-	○	○	×	**[Process Flow]** Sorting
13	More	Button	-	-	-	○	○	×	**[Process Flow]** Show more features to modify training program
14	Page number	Button	-	-	-	△	○	×	Paging of training program screen
15	<	Button	-	-	-	△	○	×	**[Process Flow]** Back to the previous page Only show when there is more than 1 page and the User is not at 1st page
16	>	Button	-	-	-	△	○	×	**[Process Flow]** Go to the next page Only show when there is more than 1 page and the User is not at the final page
17	>||	Button	-	-	-	△	○	×	**[Process Flow]** Go to the final page
18	Rows per page	Button	-	-	-	○	○	×	**[Process Flow]**

									Change number of Training Program in a screen
19	searching Tag	Button	-	-	-	△	○	×	**[Process Flow]** Delete the tag
20	Training material	Button	-	-	-	△	○	×	**[Process Flow]** Open Training Material popup
21	Edit program	Button	-	-	-	△	○	×	**[Process Flow]** Edit training program Base on User's permission
22	Duplicate program	Button	-	-	-	△	○	×	**[Process Flow]** Duplicate training program Base on User's permission
23	De-active program/ Active program	Button	-	-	-	△	○	×	**[Process Flow]** Change status of training program Base on User's permission
24	List of training program	Label	X	-	-	△	○	×	Show all training program or show records corresponding to search tag

Table 3.2.6_2: Item and event description

3.2.7: Training Program Details

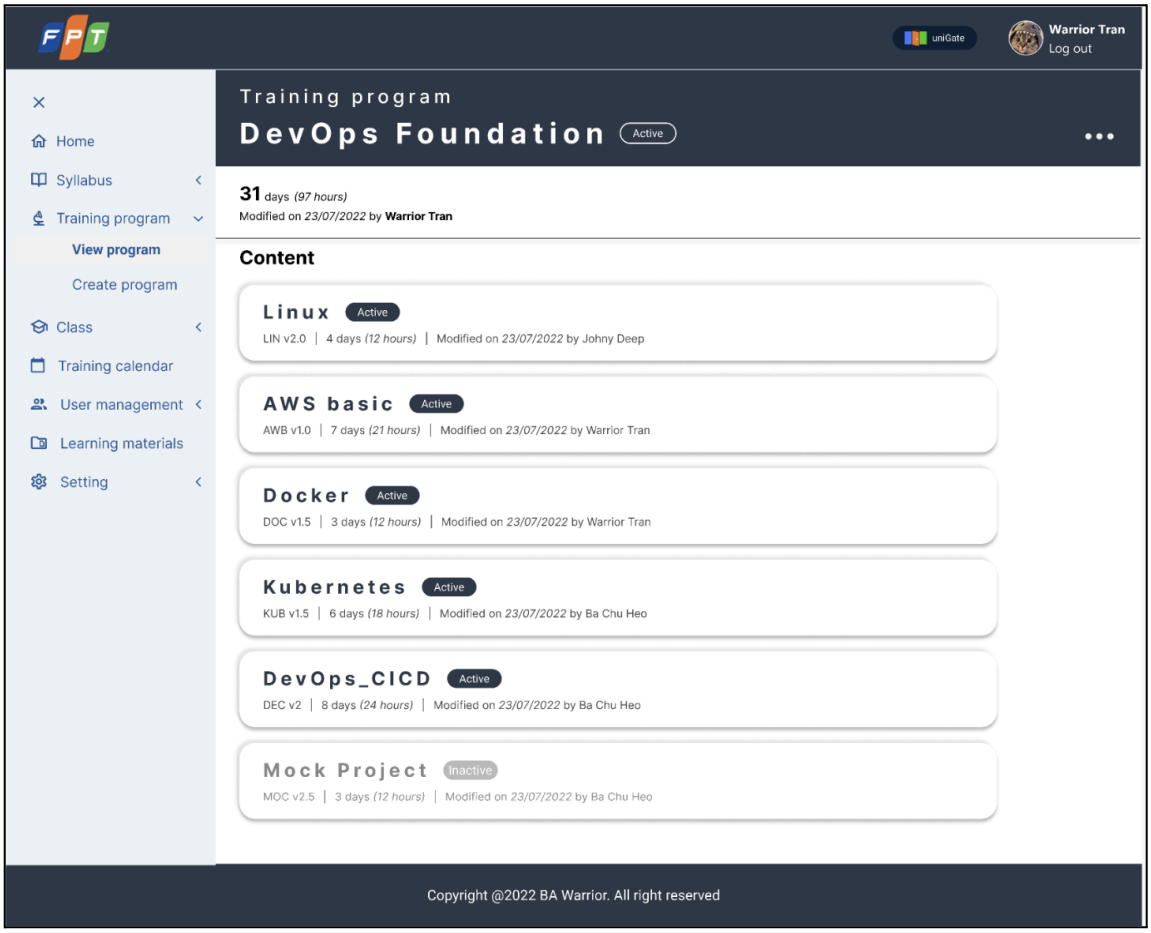


Figure 3.2.7_1: Training Program Detail

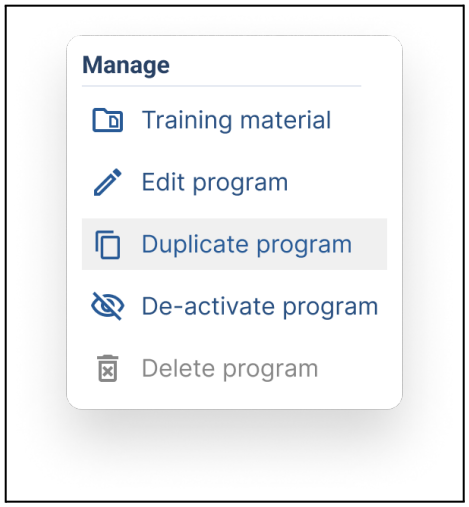


Figure 3.2.7_2: Manage Training Program

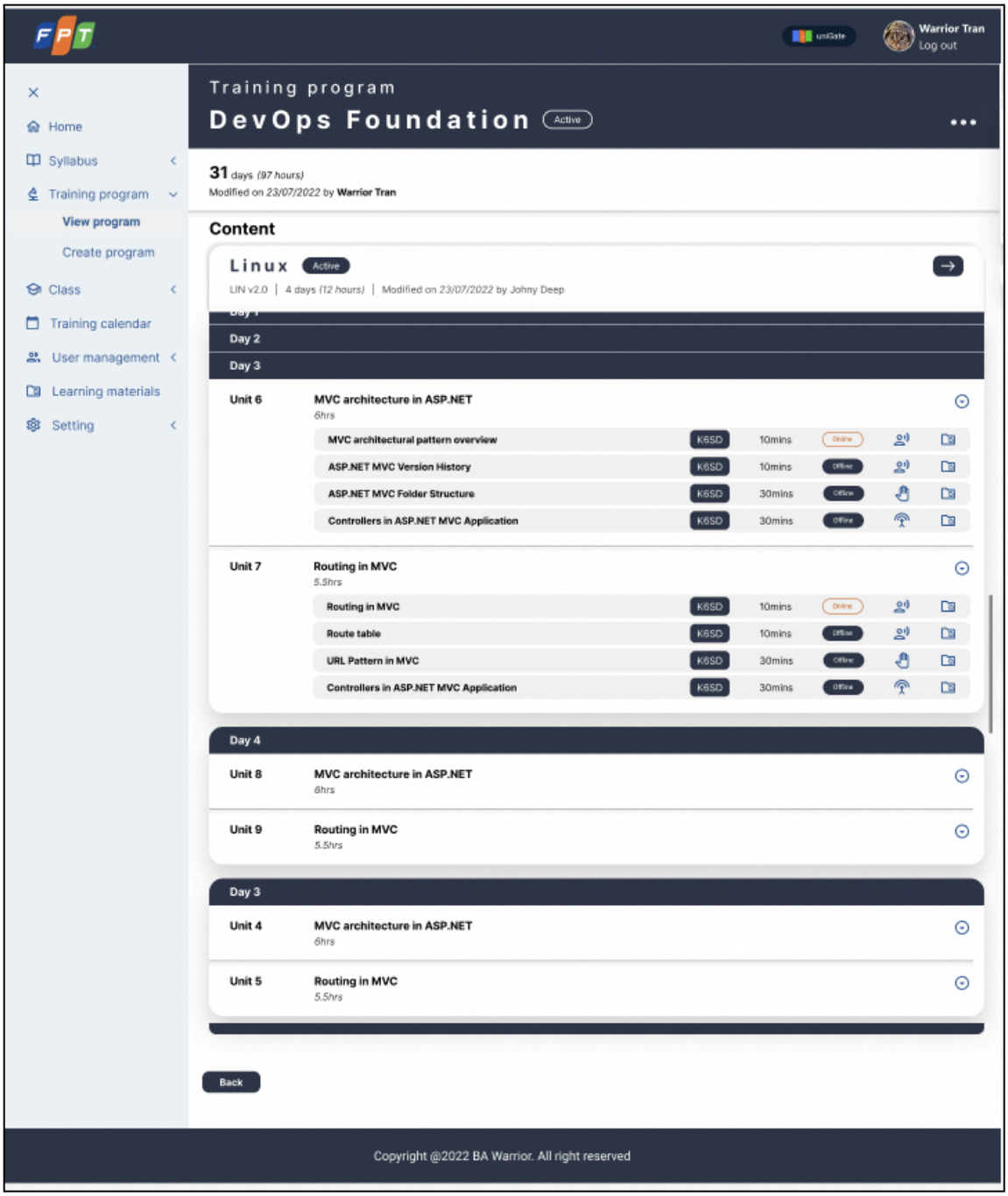


Figure 3.2.7_3: Syllabus Detail

Figure 3.2.7_4: Go to Syllabus button

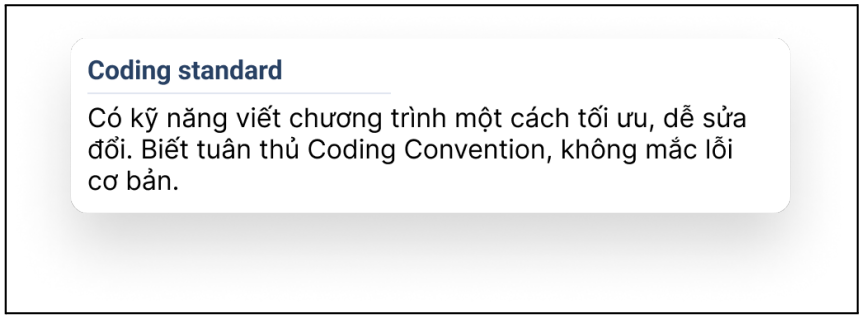


Figure 3.2.7_5: Output Standard

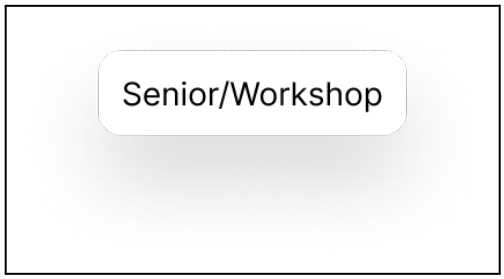


Figure 3.2.7_6: Tooltips for Delivery Type

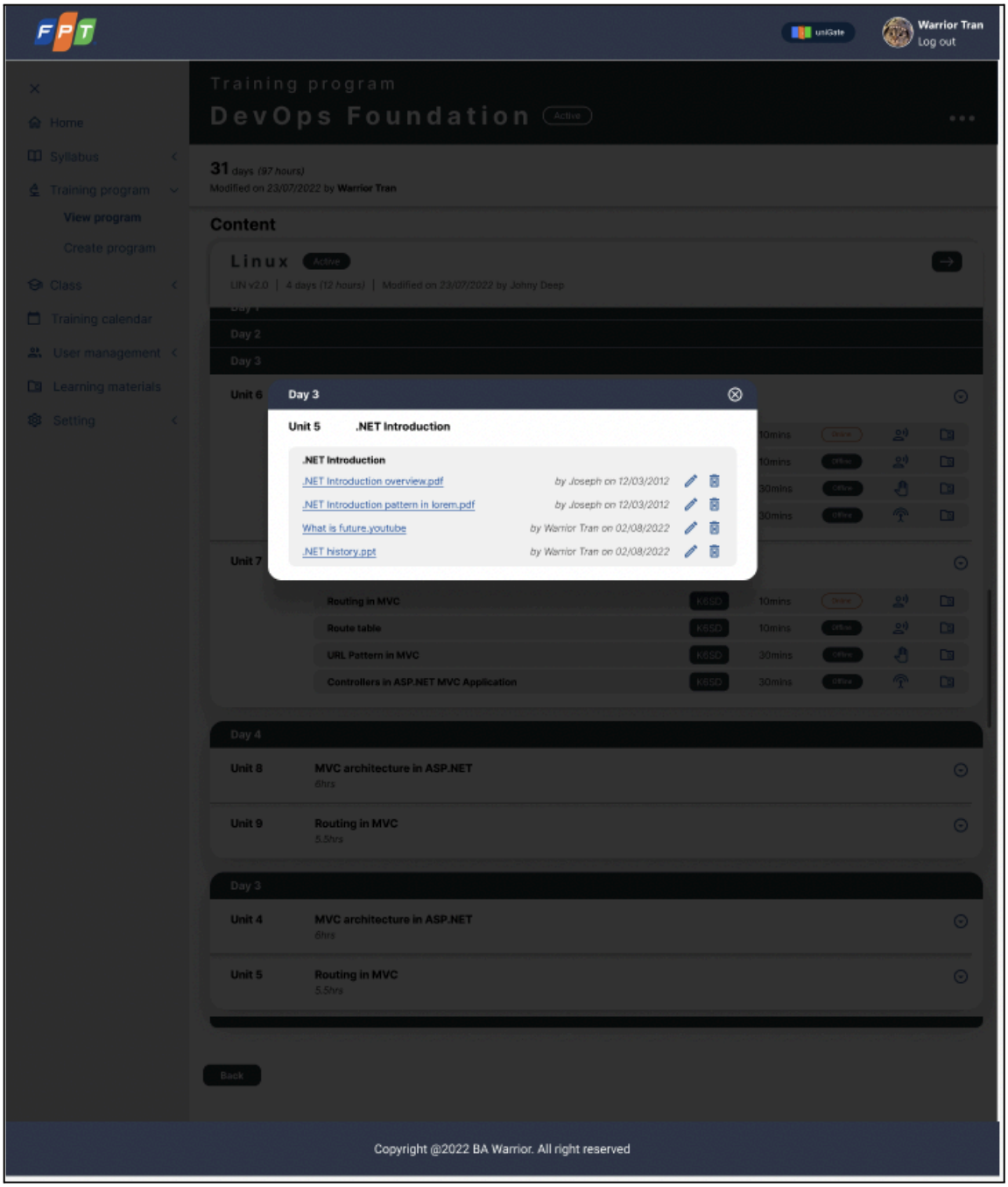


Figure 3.2.7_7: Training Material popup

Screen on web	Platform	Function	As a <type of user>	I want to <perform a task>	So that I can <achieve some goals>	Business rule
6	Web	View Training Program Detail	End user	View details of a Training Program	- View Detailed Information of a Training Program - View and download Training Materials of a Training Program - Know the syllabus content of a Training Program - View details of the included Syllabus	N/A

Table 3.2.7_1: User story

No	Screen item name	Type	Attribute	Length max	Arrange	Display Yes/No	Input Yes/ No	Required	Supplementary explanation
Figure 3.5.1: Training Program Detail									
1	Training program name	Label	X	-	-	○	×	○	Name of training program
2	More icon	Button	-	-	-	○	○	×	More options
3	"Active/Inactive" field	Label	X	-	-	○	×	○	The status of the training program.
4	"31" in days field	Label	9	-	-	△	×	×	Total duration of training program in days
5	"97" in hours field	Label	9	-	-	△	×	×	Total duration of training program in hours
6	"Modified on	Calendar	Format:	-	-	△	×	×	The latest

	23/07/2022" field		dd/mm/yyyy						modified date of training Program
7	"By Warrior Tran" field	Label	X	-	-	○	×	○	The user who modified the training program
8	Syllabus name	Label	X	-	-	△	×	×	The name of the syllabus. Automatically show syllabus corresponding
9	"Active/Inactive" field	Label	X	-	-	△	×	×	The status of the syllabus
10	"LIN v2.0" field	Label	X	-	-	△	×	×	The code and version of each syllabus
11	"4" in days field	Label	9	-	-	△	×	×	Time duration of each syllabus in days
12	"12" in hours field	Label	9	-	-	△	×	×	Time duration of each syllabus in hours
13	"Modified on 23/07/2022" field	Calendar	Format: dd/mm/yyyy	-	-	△	×	×	The latest modified date of each syllabus
14	"by Johny Deep" field	Label	X	-	-	△	×	×	The user who modified each syllabus
Figure 3.1.6.2: Manage Training Program									
15	Training Material button	Button	-	-	-	△	○	×	**[Process Flow]** System shows the Training Material popup

16	Edit training program button	Button	-	-	-	△	○	×	**[Process Flow]** Show modifying options base on the permission of User
17	Duplicate training program button	Button	-	-	-	△	○	×	**[Process Flow]** Step 1: The system makes a copy of <training program name> Step 2: Go to "Edit Training Program" screen
18	De-activate/Activate training program button	Button	-	-	-	△	○	×	**[Process Flow]** The system changes the status of the selected program from "Active" to "Inactive" or "Inactive" to "Active"
Figure 3.1.6.3: Syllabus Detail									
19	Training program name	Label	X	-	-	○	×	○	Name of training program
20	"Active/Inactive" field	Label	X	-	-	○	×	○	The status of the training program.
21	"31" in days field	Label	9	-	-	△	×	×	Total duration of training program in

									days
22	"97" in hours field	Label	9	-	-	△	×	×	Total duration of training program in hours
23	"Modified on 23/07/2022" field	Calendar	Format: dd/mm/yyyy	-	-	△	×	×	The latest modified date of training Program
24	"By Warrior Tran" field	Label	X	-	-	○	×	○	The user who modified the training program
25	Syllabus name	Label	X	-	-	△	×	×	The name of the syllabus. Automatically show syllabus corresponding
26	"Active/Inactive" field	Label	X	-	-	△	×	×	The status of the syllabus
27	"LIN v2.0" field	Label	X	-	-	△	×	×	The code and version of the syllabus
28	"4" in days field	Label	9	-	-	△	×	×	Time duration of the syllabus in days
29	"12" in hours field	Label	-	-	-	△	×	×	Time duration of the syllabus in hours
30	"Modified on 23/07/2022" field	Calendar	Format: dd/mm/yyyy	-	-	△	×	×	The latest modified date of the syllabus
31	"by Johny Deep" field	Label	X	-	-	△	×	×	The user who modified the syllabus
32	Arrow button	Button	-	-	-	△	○	×	**[Process Flow]** Go to Syllabus

									Detail Screen [Figure 3.1.6.4: Go to Syllabus button]. The system shows the Syllabus Detail Screen of the current syllabus
33	Day	Label	X	-	-	△	×	×	Ascending by default
34	Collapse button	Button	-	-	-	△	○	×	**[Process Flow]** Collapse the content of unit At the Unit which button User clicks Step 1: Hide item 36 to 43 Step 2: Item 34 is switched to item 35
35	Extend button	Button	-	-	-	△	○	×	**[Process Flow]** At the Unit which button User clicks Step 1: Show item 36 to 43 Step 2: Item 35 is switched to item 34
36	Unit	Label	-	-	-	△	×	×	The order number of unit in a training program, ascending by default
37	Unit Name	Label	-	-	-	△	×	×	The name of

									unit
38	Unit hours	Label	-	-	-	△	×	×	Time duration of the unit in hours
39	Output standard	Label	-	-	-	△	×	×	**[Process Flow]** Step 1: Use hover at item 39 Step 2: The system shows corresponding item 40
40	Output standard popup	Textarea	-	-	-	△	×	○	Show the detail of output standing [Figure: 3.1.6.5: Output Standard]
41	Specific unit duration	Label	-	-	-	△	×	×	The duration of each topic in a unit
42	Delivery type icon		-	-	-	△	×	×	Delivery type of unit [Figure 3.1.6.6: Tooltip for Delivery Types]
43	"Training material" button	Button	-	-	-	△	○	×	**[Process Flow]** The system shows the Training material popup at the center of the screen and clay background in the back
44	Back button	Button	-	-	-	○	○	×	**[Process Flow]**

									Go back to the previous screen. The system shows the Training Program details screen
Figure 3.1.6.7: Training Material Popup									
45	Material name	Link	-	-	-	△	○	△	**[Process Flow]** Download training material and show as the name of the document and it's type - If the Training Material is document type (pdf, word, xlsx), it is downloaded to User device - If the Training Material is URL type, the system opens it in the new tab of current User's web browser
46	by <user_name>	Label	-	-	-	△	×	△	The user who uploaded training material Format: Full name
47	on <upload_date	Calendar	Format: dd/mm/y	-	-	△	×	△	Uploaded date of training

	>		yyy						material
48	Edit training material	Button	-	-	-	△	△	△	**[Process Flow]** Step 1: The system shows choose popup for User to select 01 document in User's device Step 2: The system replaces new one Step 3: The system changes item 45, 46, 47 based on User's information
49	Delete training material	Button	-	-	-	△	△	△	**[Process Flow]** The system soft-deletes the Training Material Delete training material, the user who has permission can do this action
50	Close button	Button	-	-	-	△	△	○	**[Process Flow]** The system closes the Training Material popup

Table 3.2.7_2: Item and event description

3.2.8: Create Training Program

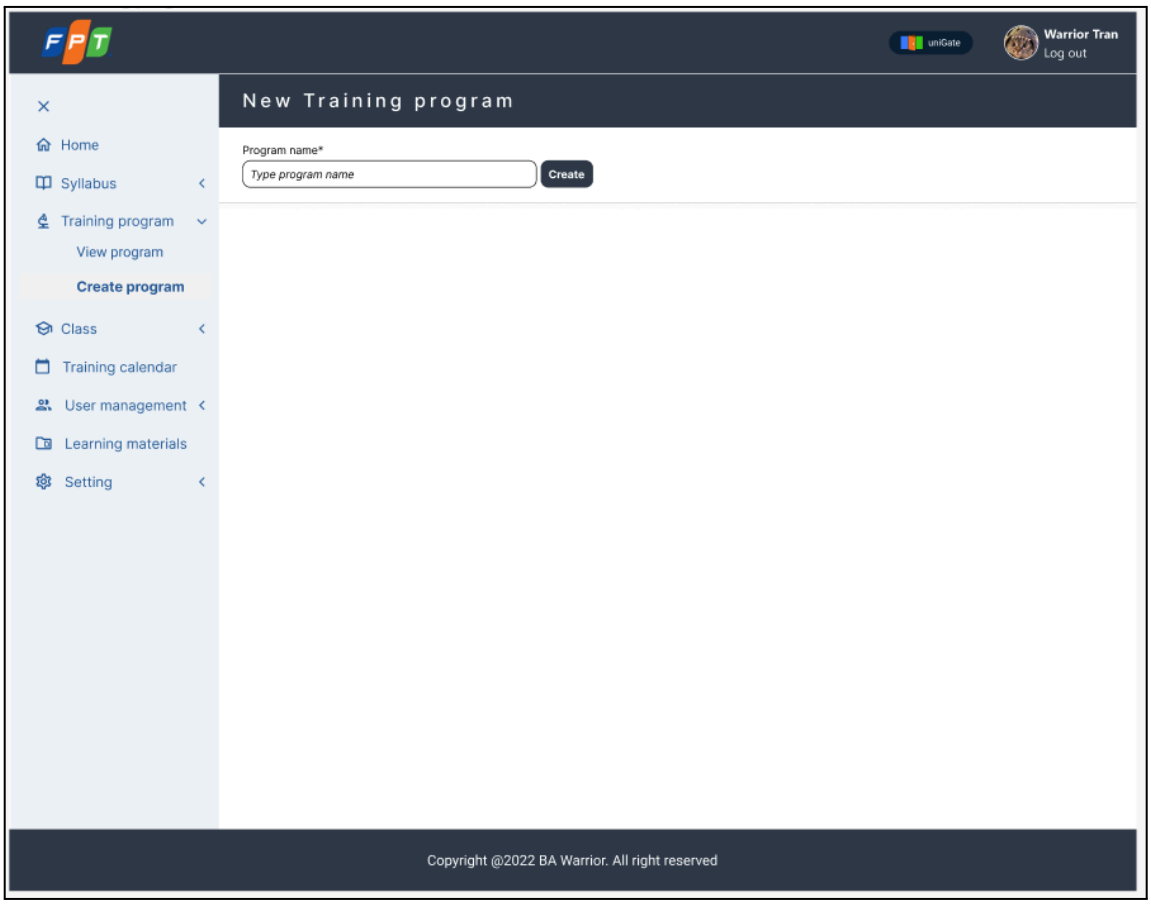


Figure 3.2.8_1: Create Training Program

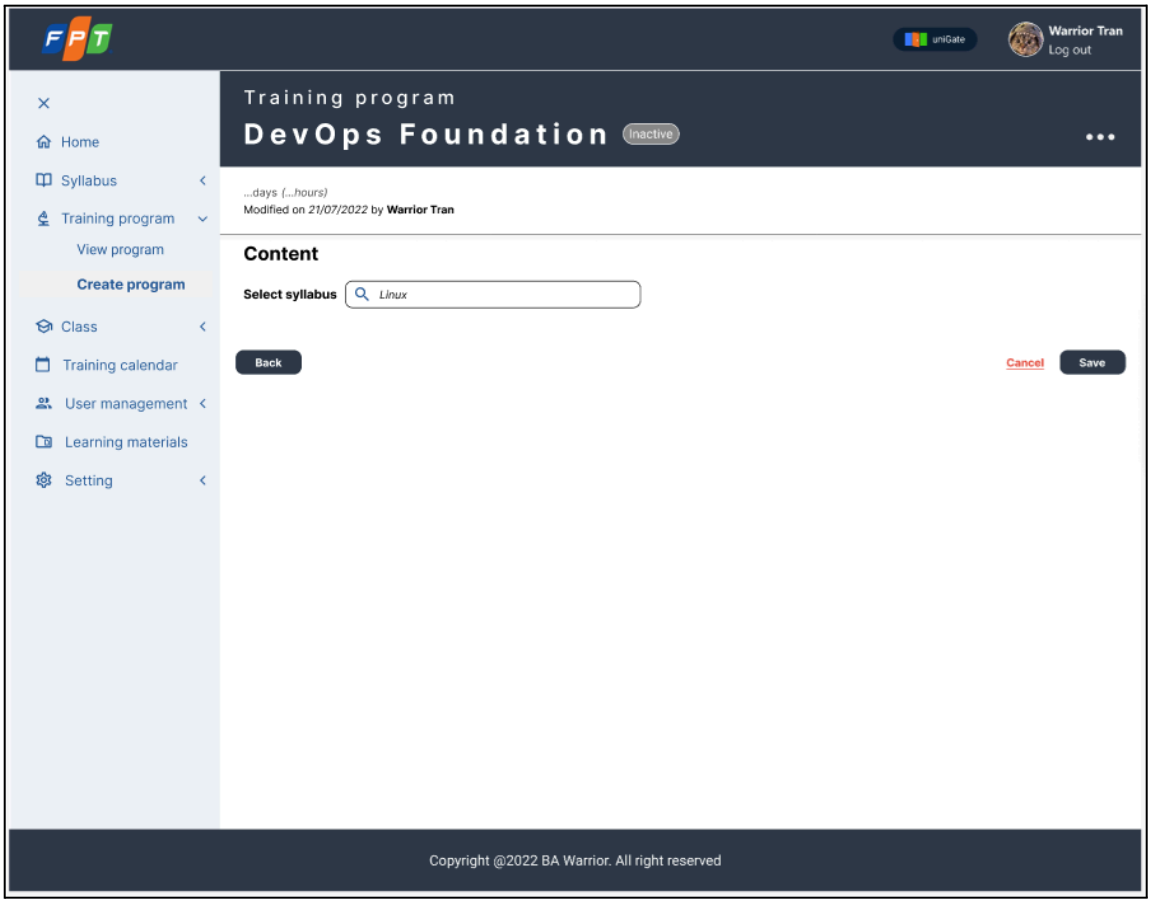


Figure 3.2.8_2: Create Training Program_Add syllabus 1

Figure 3.2.8_3: Training Program_Syllabus popup

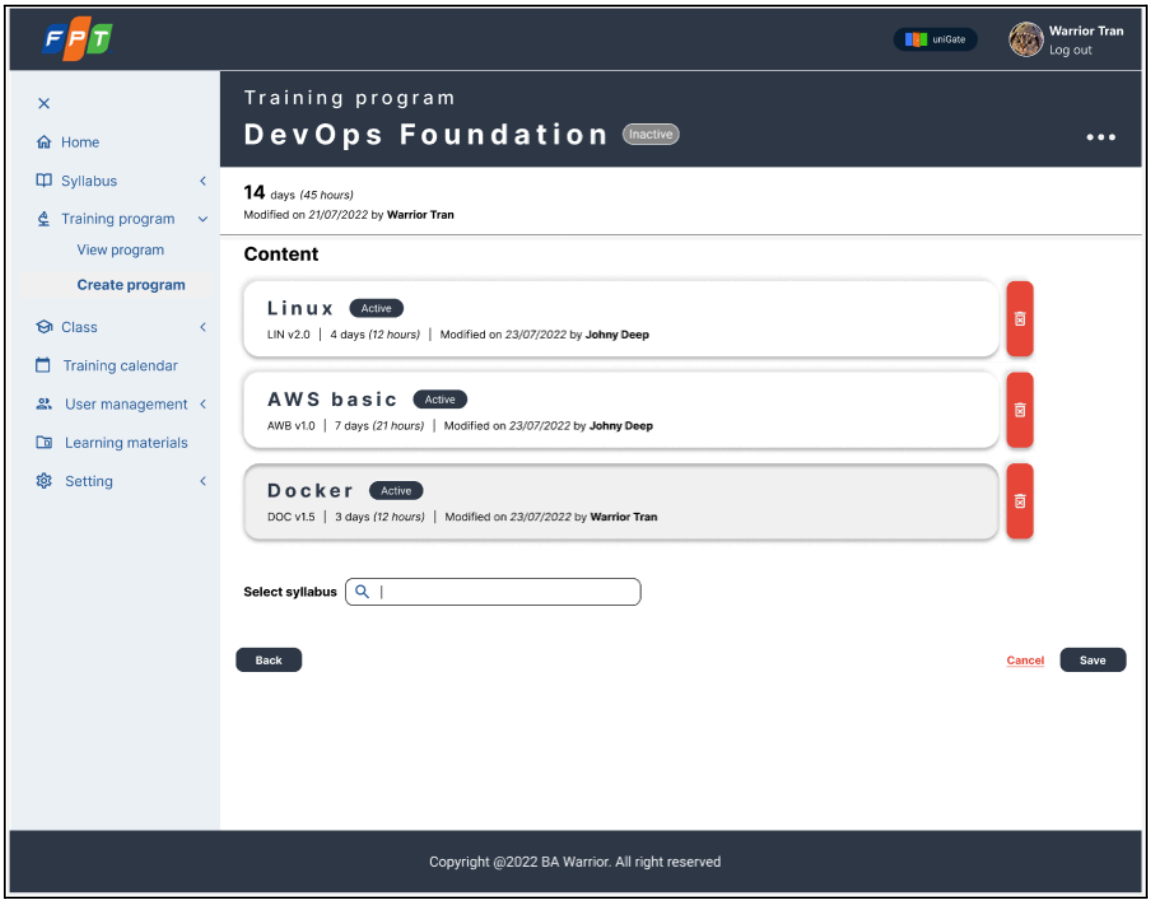


Figure 3.2.8_4: Create Training Program_Add syllabus 2

Screen on web	Platform	Function	As a <type of user>	I want to <perform a task>	So that I can <achieve some goals>	Business rule
7	Web	Create new Training Program	End User	Create Training Program	Create new Training Programs Search Syllabus Drag & Drop Syllabus for Training Program	N/A

Table 3.2.8_1: User story

No	Screen item name	Type	Attribute	Length max	Display Yes/No	Input Yes/ No	Required	Supplementary explanation
1	Type program name box	Textbox	-	×	○	○	○	-
2	Create button	Button	—	×	○	△	○	**[Process Flow]** -The system shows item 3 with the name's typed -The system shows item 4 with "Inactive" state -The system shows item 6 with current date -The system shows item 7 with current User's name
3	DevOps Foundation	Label	-	×	△	×	△	Show training program name
4	Active/Inactive	Tag	X	○	○	×	△	Show training program status
5	Duration	Label	-	×	△	×	△	Total duration from total duration of selected syllabus
6	Modified on <create_date>	Calendar	9	○	△	×	△	Show created date

7	by <user_name>	Label	X	×	△	×	△	Show the user's name who creates the Training Program
8	Select syllabus	Textbox	-	×	○	○	△	**[Process Flow]** The system shows the syllabus corresponding to user typing
9	Back button	Button	—	×	△	△	△	**[Process Flow]** The system back to the previous step in the screen
10	Save button	Button	—	×	△	△	△	**[Process Flow]** The system creates Training Program with "inactive" status
11	Cancel button	button	—	×	△	△	△	**[Process Flow]** Back to "List of Training Program" screen
12	Syllabus popup	Popup	-	×	△	△	△	**[Process Flow]** Step 1: User click on 1 syllabus Step 2: The system shows item 5 as total duration of selected syllabus Step 3: The system shows content of a syllabus

13	Syllabus name	Label	-	×	○	×	○	Name of syllabus
14	Duration	Label	-	×	△	×	△	The duration of syllabus
15	Modified on <create_date>	Calendar	9	○	△	×	△	Show created date of Syllabus
16	by <user_name>	Label	X	×	△	×	△	Show the user's name who created the syllabus
17	DevOps Foundation	Label	-	×	△	×	△	Show training program name
18	Active/Inactive	Tag	X	○	○	×	△	Show training program status
19	Duration	Label	-	×	△	×	△	Total duration from total duration of selected syllabus
20	Modified on <create_date>	Calendar	9	○	△	×	△	Show created date
21	by <user_name>	Label	X	×	△	×	△	Show the user's name who creates the Training Program
22	Select syllabus	Textbox	-	×	○	○	△	**[Process Flow]** The system shows the syllabus corresponding to user typing
23	Syllabus name	Label	-	×	○	×	○	Name of syllabus

24	Duration	Label	-	×	△	×	△	The duration of syllabus
25	Modified on <create_date>	Calendar	9	○	△	×	△	Show created date of Syllabus
26	by <user_name>	Label	X	×	△	×	△	Show the user's name who created the syllabus
27	Trash icon	Icon	-	x	△	△	△	**[Process Flow]** Step 1: User click on the button Step 2: The system deletes the selected syllabus
28	Back button	Button	—	×	△	△	△	**[Process Flow]** The system back to the previous step in the screen
29	Save button	Button	—	×	△	△	△	**[Process Flow]** The system creates Training Program with "inactive" status
39	Cancel button	button	—	×	△	△	△	**[Process Flow]** Back to "List of Training Program" screen

Table 3.2.8_2: Item and event description

3.2.9: List of Class

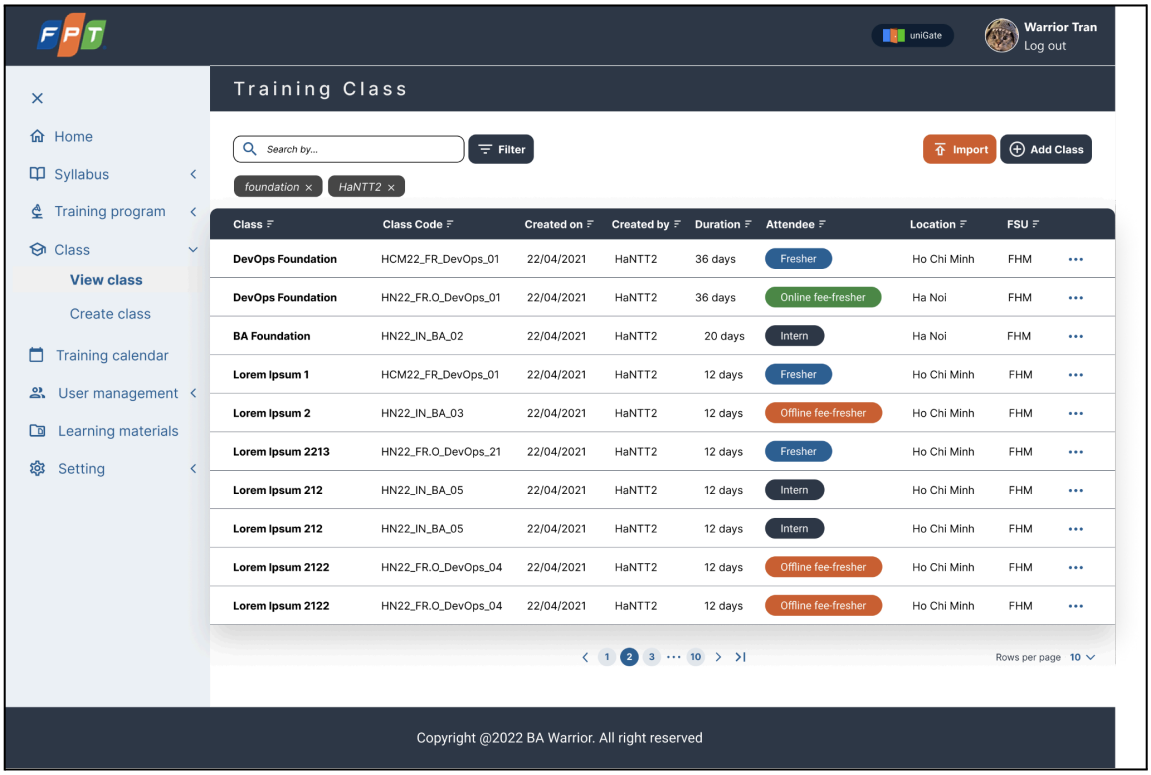


Figure 3.2.9_1: List of Class

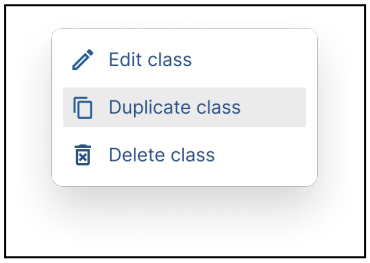


Figure 3.2.9_2: Pop up Management of List of Class

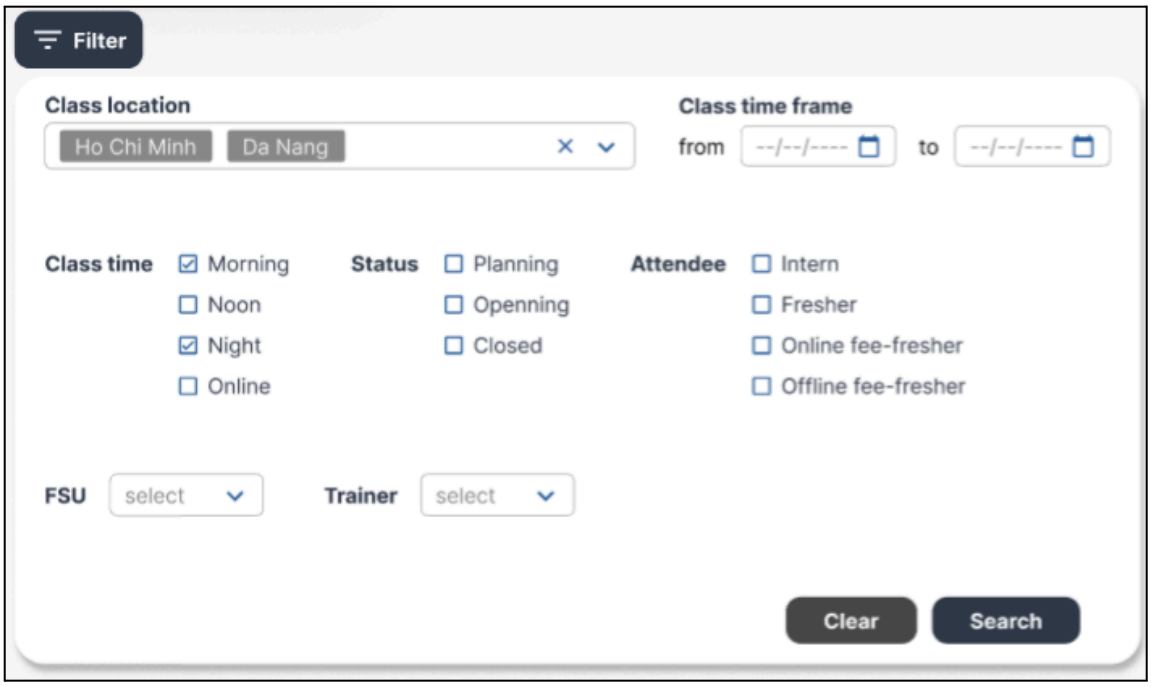


Figure 3.2.9_3: Filter screen of List of Class

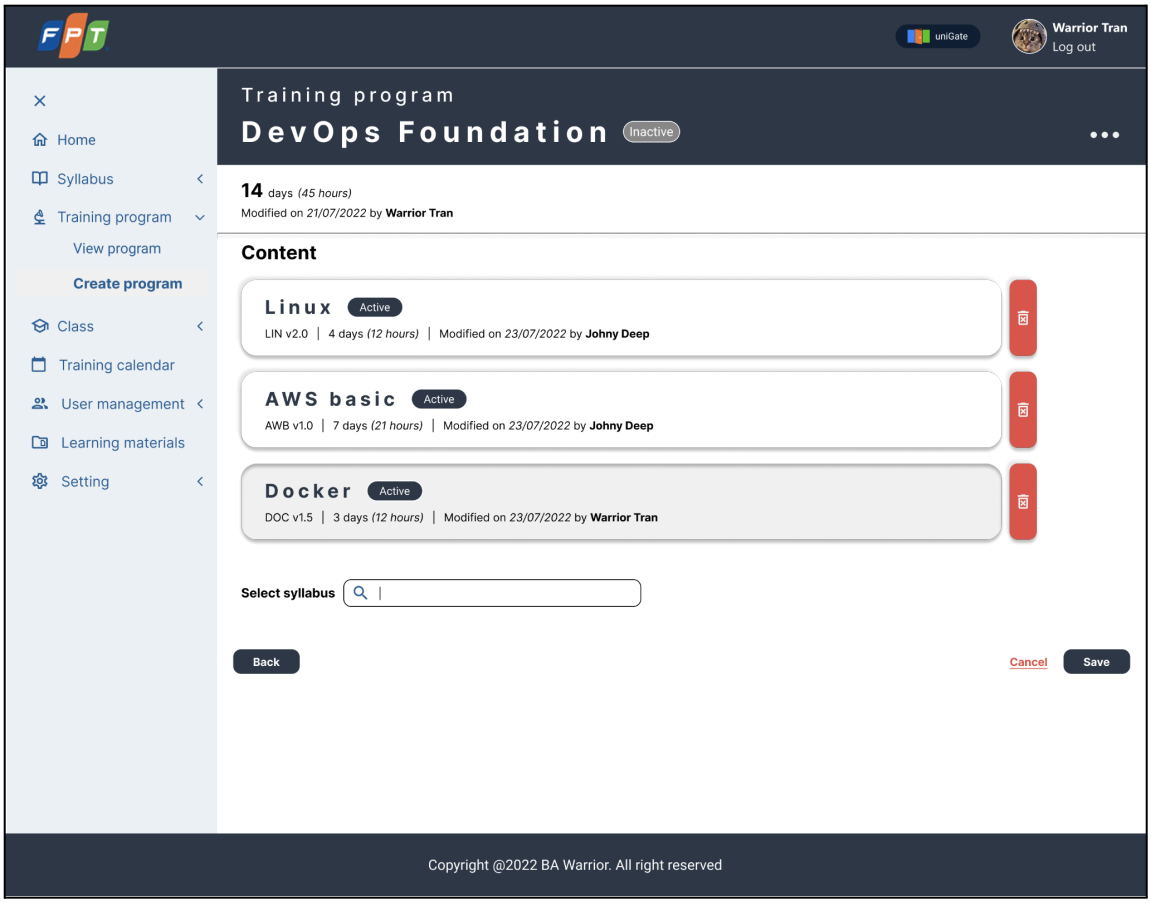


Figure 3.2.9_4: Screen Edit of List of Class

Screen on web	Platform	Function	As a <type of user>	I want to <perform a task>	So that I can <achieve some goals>	Business rule
1	Web	View List of Class	End user	View details of List of Class	- Search class by Filter - Duplicate class - Edit Class - Delete Class	N/A

Table 3.2.9_1: User story

No	Screen item name	Type	Attribute	Length max	Display Yes/No	Input Yes/ No	Required	Supplementary explanation
Filter feature & List of Training Class								
1	Search by...	Textbox	×	100	○	○	×	Show up text for user input
2	Filter	Tooltip	-	-	○	×	×	Show up table filter
3	Class location	Combobox	-	-	○	×	△	Just show default location
4	Supplier	Listbox	-	-	○	×	△	Just show default supplier
5	Trainer	Listbox	-	-	○	×	△	Just show trainer from database trainer
6	Class time frame	Label	-	-	○	×	×	Choose time frame
7	From	Calendar	dd/mm/yyyy	-	○	○	×	-
8	To	Calendar	dd/mm/yyyy	-	○	○	△	-
9	Class time	Checkbox	-	-	○	×	△	Just show 4 options: Morning, Noon, Night, Online
10	Status	Checkbox	-	-	○	×	△	Just show 3 options: Planning, Opening, Closed
11	Clear	Button	-	-	○	×	×	**[Process Flow]** Click on will clear all input data in table filter
12	Search	Button	-	-	○	×	×	**[Process Flow]** Click on will search for suggestions from input

								data. After searching will show up in class according to searching + on July 2022. Show up arrow down icon for choosing row per page will show up
13	Previous, Next < >	Button	-	-	○	×	△	**[Process Flow]** Click on for moving next page of searching result
14	Import	Button	-	-	○	×	×	Import list of class in default format form
15	Add Class	Button	-	-	○	×	×	**[Process Flow]** Click on the Add Class button will go to screen Add new
16	Attendee	Checkbox	-	-	○	×	△	Just show 4 options of attendee type to choose
Training Class Detail Pop up Management								
17	Edit Class	Button	-	-	○	×	×	**[Process Flow]** Click on the Edit Class button will go to screen Edit
18	Duplicate	Button	-	-	○	×	×	**[Process Flow]** Click on the Duplicate button, user will go to screen Edit BUT Class name change with the title: “Copy of…….”
19	Delete	Button	-	-	○	×	×	**[Process Flow]** Click on the Delete button, user will delete the syllabus

Table 3.2.9_2: Item and event description

3.2.10: Training Class Details

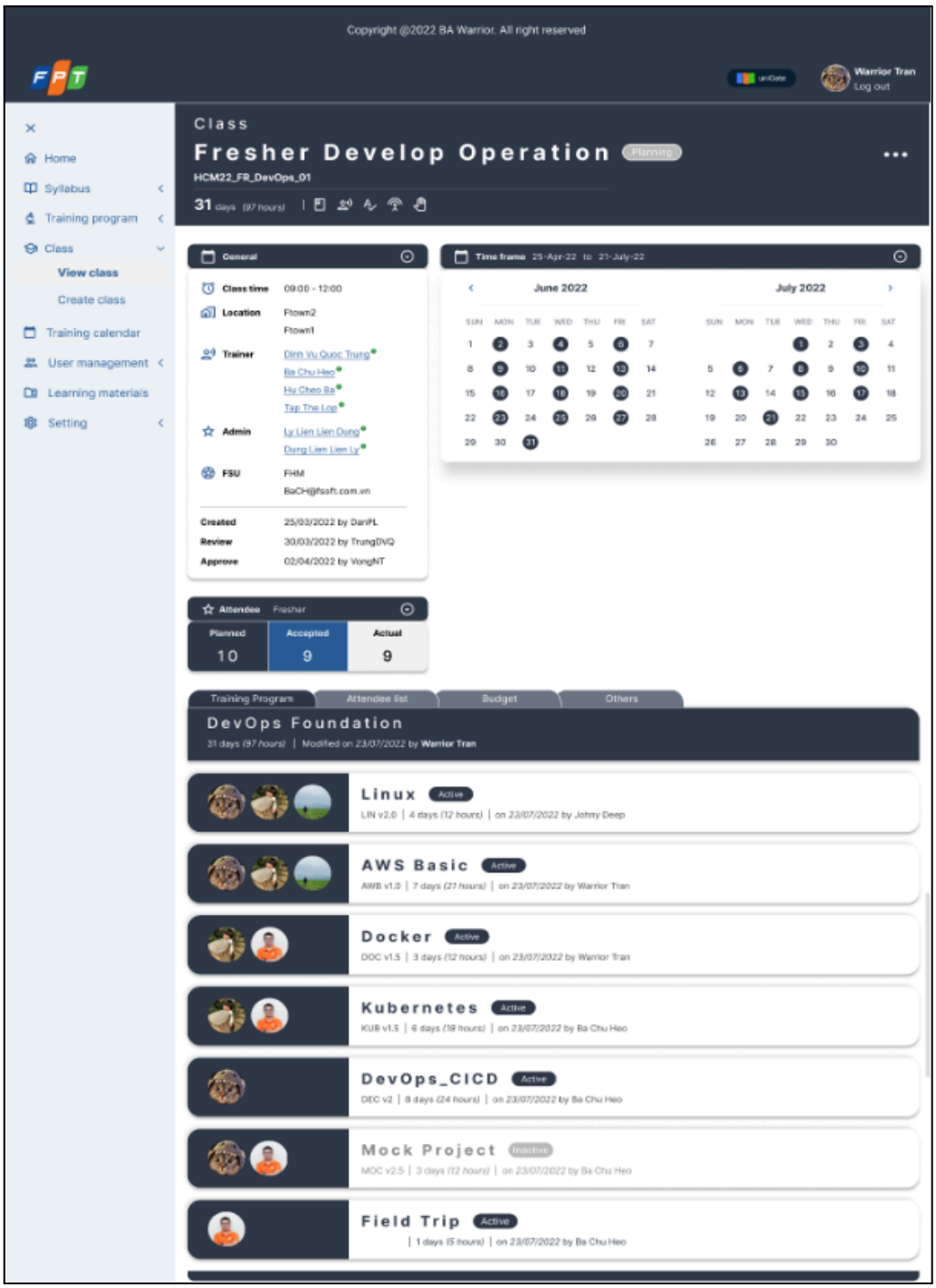


Figure 3.2.10_1: Training Class Details

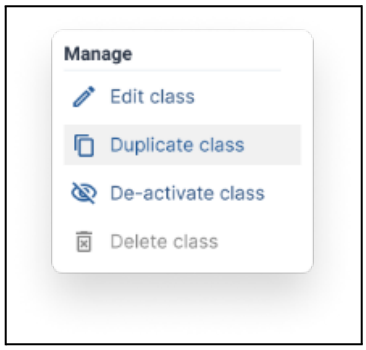


Figure 3.2.10_2: Manage a Training Class

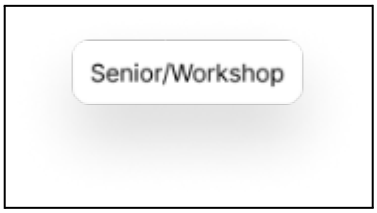


Figure 3.2.10_3: Delivery Type Tooltip

Figure 3.2.10_4: Trainer Information Tooltip

Figure 3.2.10_5: Class Detail Tooltip

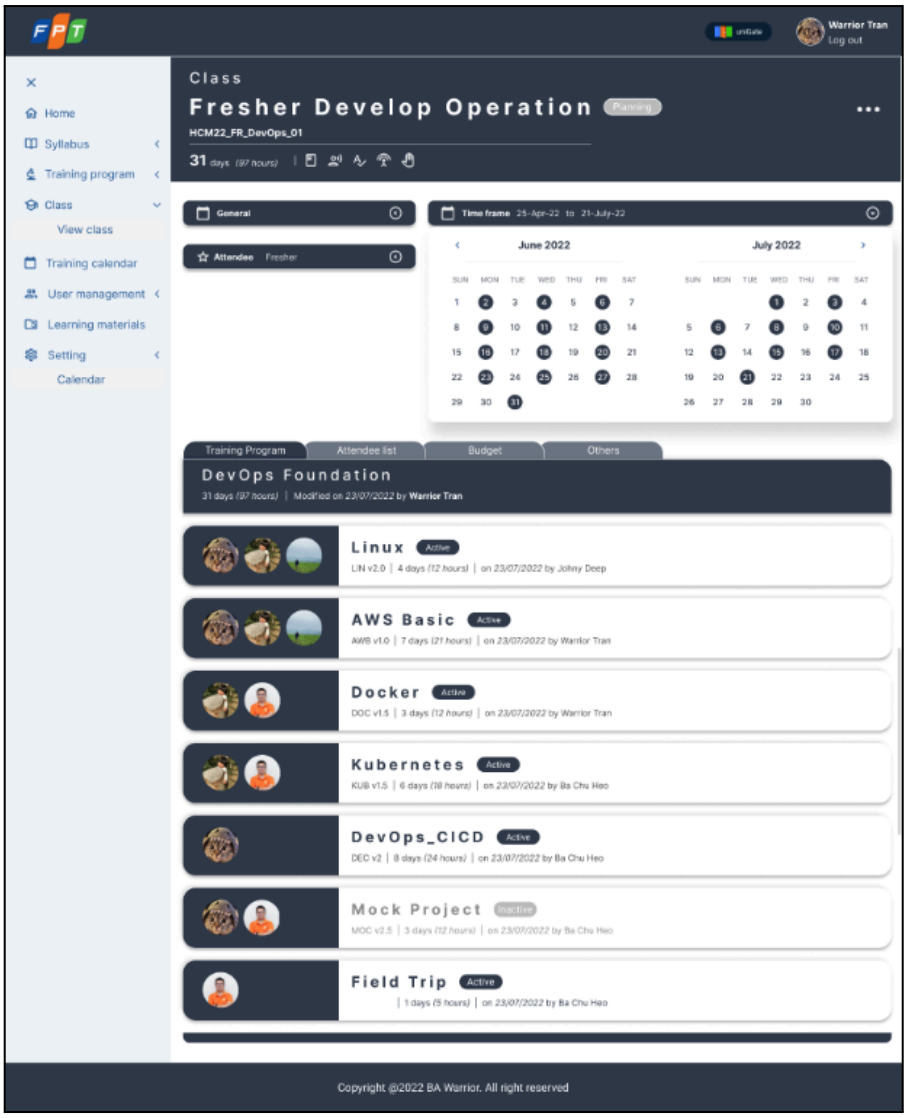


Figure 3.2.10_6: Class Detail Collapse

Screen on web	Platform	Function	As a <type of user>	I want to <perform a task>	So that I can <achieve some goals>	Business rule
8	Web	Training Class details	End user	View Training Class details	-View Training Class details -Edit Training Class -Duplicate Training Class -De-active syllabus -Delete Training Class	N/A

Table 3.2.10_1: User story

No	Screen item name	Type	Attribute	Length Max	Display Yes/ No	Input Yes/ No	Required	Supplementary explanation
1	Class	Label	X	5	○	x	x	Display the Module name
2	Class name	Label	X	80	○	x	x	Display Class name.
3	Class code	Label	X	40	○	x	x	Display Class code.
4	Class Status	Label	X	20	○	x	x	Display Class Status. Value list: Planning, Opening, Closed Default value: Planning
5	Class Manage	Dropdown-list	-	-	○	x	x	**[Process Flow]** Step 1: User clicks on the "Class manage" Step 2: System shows a list of options

6	Class Duration	Label	Format value: x days (y hours) x: total days of Class y: total hours of Class	20	○	x	x	Display duration of a Class.
7	Delivery Type	Icon	-	-	○	x	x	**[Process Flow]** Step 1: Hover the mouse to a certain Delivery Type Icon Step 2: The system shows The Delivery Type Detail Tooltip (Level/ Program Type)
Class manage popup (Figure 3.2.10_2)								
8	Manage	Label	-	-	△	x	x	Display the pop-up name
9	Edit Class	Button	-	-	△	x	x	**[Process Flow]** Step 1: User clicks on the "Edit class" feature appearing on the list Step 2: System navigate to Edit Class screen
10	Duplicate Class	Button	-	-	△	x	x	**[Process Flow]** Step 1: The user clicks on the "Duplicate Class" feature appearing on the list Step 2: System shows screen Class Detail with Class name duplicate with a New Name Name of new Class:

								Copy of [Class name]
11	De-active Class	Button	-	-	△	x	x	**[Process Flow]** Step 1: On click, Class status is changed from Planning to Closed.
12	Delete Class	Button	-	-	△	x	x	Button only available for users with certain role permissions. **[Process Flow]** Step 1: User clicks on the "Delete Class" feature appearing on the list Step 2: The screen appears as a confirmation box. Step 3: If the User selects Yes, the system will soft-delete the Class. If the User select No, the box will disappear and the user will return to Class Detail Screen
Delivery Type tooltip (Figure 3.2.10_3)								
13	Level/ Program Type	Label	X	20	△	x	x	**[Process Flow]** Step 1: Hover the mouse to a certain Delivery Type Icon Step 2: The system shows The Delivery Type Detail Tooltip (Level/ Program Type) Data is retrieved from Master Data.
Tab General								

14	General	Label	-	-	○	x	x	Display the Tab name
15	Collapse	Button	-	-	○	x	x	**[Process Flow]** Step 1: The user clicks on the collapse button of the tabs they want to hide detailed information Step 2: Depending on which button the user clicks, the field containing that button will be collapsed
16	Class Time	Label	Format: hh:mm h: hour m: minute	20	○	x	x	Display the Start time and End time of a Class
17	Location	Label	X	20	○	x	x	Display where the class takes place
18	Trainer	Tooltip	X	80	○	x	x	Display the trainers' names responsible for a class. There can be more than one trainer for a class **[Process Flow]** Step 1: Hover the mouse to a trainer's name Step 2: The system shows Trainer Information Tooltip for that trainer
19	Admin	Label	X	80	○	x	x	Display the admins' names responsible for a class. There can be more than one admin for a class
20	FSU	Label	X	-	○	x	x	Display the FSU

								organizing a class
21	Created	Label	X	80	○	x	x	Display the Class Creator's name
22	Review	Label	X	80	△	x	x	Display the Class Reviewer's name Only display when the class has been reviewed
23	Approved	Label	X	80	△	x	x	Display the Class Approver's name Only display when the class has been approved
Trainer information Tooltip (Figure 3.2.10_4)								
24	Mobile phone	Label	9	10	△	x	x	Display trainer's mobile phone
25	Email	Label	X	40	△	x	x	Display trainer's email
Tab Time Frame								
26	Time Frame	Label	X	20	○	x	x	Display the Tab name
27	Class Start and End Date	Label	Format: dd-mmm-yy d: Date m: Month y: Year	80	○	x	x	Display the Start Date and End Date of a Class
28	Collapse	Button	-	-	-	-	-	**[Process Flow]** Step 1: The user clicks on the collapse button of the tabs they want to hide detailed information Step 2: Depending on which button the user clicks, the field containing that button will be collapsed

29	Calendar	Calendar	-	-	○	x	x	Highlight all the dates a class occurring
30	Month Year	Label	X	20	○	x	x	
31	Normal Date	Label	X	2	○	x	x	
32	Highlighted date	Tooltip	X	2	△	x	x	**[Process Flow]** Step 1: hover the mouse to a highlighted date in the Calendar Step 2: System displays the Class detail tooltip for that date
Class Detail Tooltip (Figure 3.2.10_5)								
33	Class Name	Label	X	80	△	x	x	Display the Class name
34	Date order	Label	Format: Day X of Y X: Current Date order Y: total dates of the class	-	△	x	x	Display the Date order out of the total dates of the class
35	Training Program Unit	Label	X	-	△	x	x	Display the Unit taught on that date
36	Location	Label	X	-	△	x	x	Display where the class takes place
37	Trainer	Label	X	-	△	x	x	Display the trainer's name
38	Admin	Label	X	-	△	x	x	Display the admin's name
Tab Attendee								
39	Attendee	Label	X	20	○	x	x	Display the Tab name

40	Fresher	Label	X	20	○	x	x	Display the Student Type
41	Planned	Label	9	3	○	x	x	Display the number of planned students joining a class
42	Accepted	Label	9	3	○	x	x	Display the number of accepted students for a class
43	Actual	Label	9	3	○	x	x	Display the number of actual students joining a class
Tab Training Program								
44	Training Program	Label	X	20	○	x	x	Display the Tab name
45	Training Program Name	Label	X	80	○	x	x	Display the Training Program name
46	Training Program Duration	Label	Format value: x days (y hours) x: total days of Class y: total hours of Class	20	○	x	x	Display duration of a Training Program.
47	Last edit Date	Label	Format: dd/mm/yyyy	-	○	x	x	Display the last edit date of a Training Program
48	Editor	Label	Format: By X X: User name	-	○	x	x	Display the last editor's name
Syllabus Detail								
49	Trainer's avatar	Picture	-	-	○	x	x	Display the trainer's profile picture There can be more than one picture

50	Syllabus's name	Label	X	80	○	x	x	Display the syllabus's name
51	Syllabus's status	Label	X	20	○	x	x	Display the syllabus's status Value: Active/ Inactive
52	Syllabus's short name	Label	X	10	○	x	x	Display syllabus's short name
53	Syllabus Duration	Label	Format value: x days (y hours) x: total days of Class y: total hours of Class	20	○	x	x	Display the duration of a Syllabus.
54	Last edit Date	Label	Format: dd/mm/yyyy	-	○	x	x	Display the last edit date of a Syllabus
55	Editor	Label	Format: By X X: User name	-	○	x	x	Display the last editor's name

Table 3.2.10_2: Item and event description

3.2.11: Create new training class

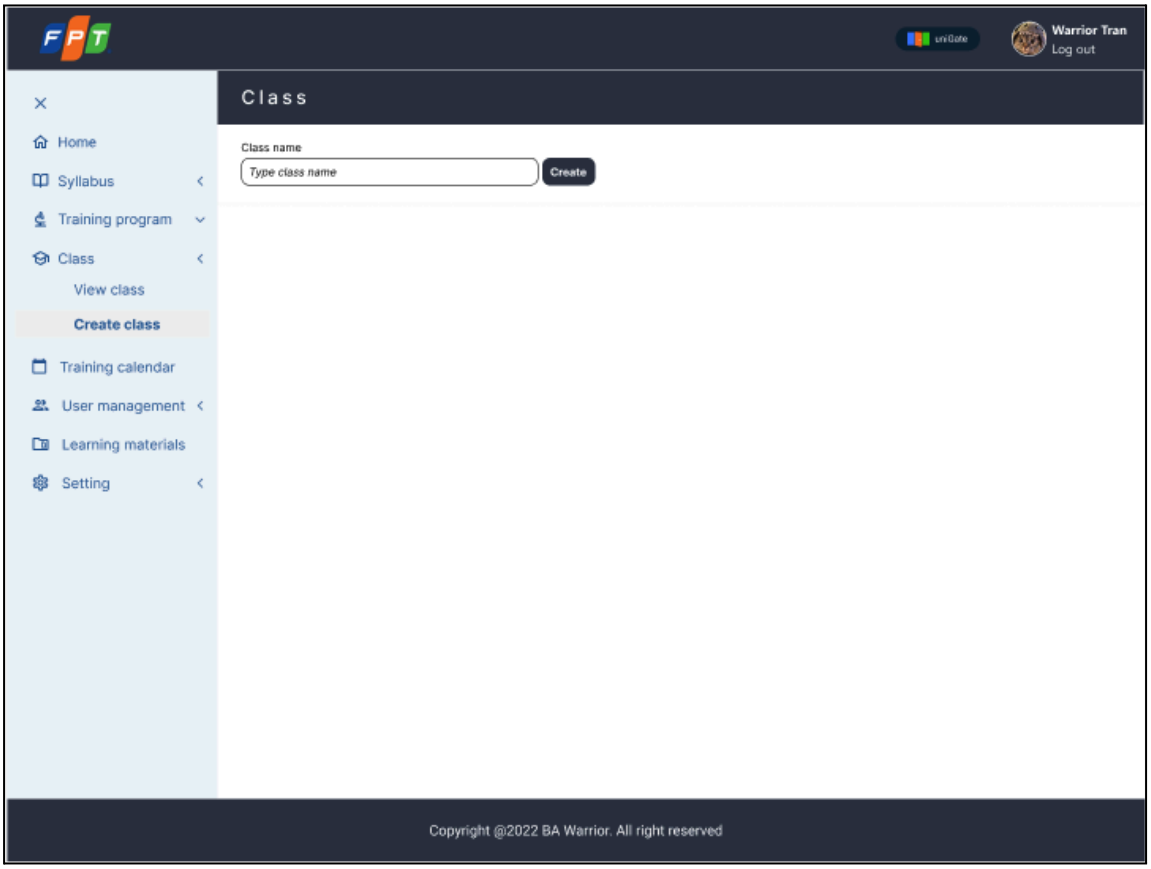


Figure 3.2.11_1: Create class name

Screen on web	Platform	Function	As a <type of user>	I want to <perform a task>	So that I can <achieve some goals>	Business rule
9	Web	Add new class	End user	Create new class	Start add detail and information	N/A

Table 3.2.11_1: User story

No	Screen item name	Type	Attribute	Length max	Display Yes/No	Input Yes/ No	Required	Supplementary explanation
1	Class	Label	x	5	○	x	x	Module name
2	Class name	Label	x	80	○	x	x	Class name
3	Text box	Text box	x	80	○	○	○	Default value: “Type class name”
4	Create	Button	x	x	○	x	x	After user selects Create button, system shows Add training program

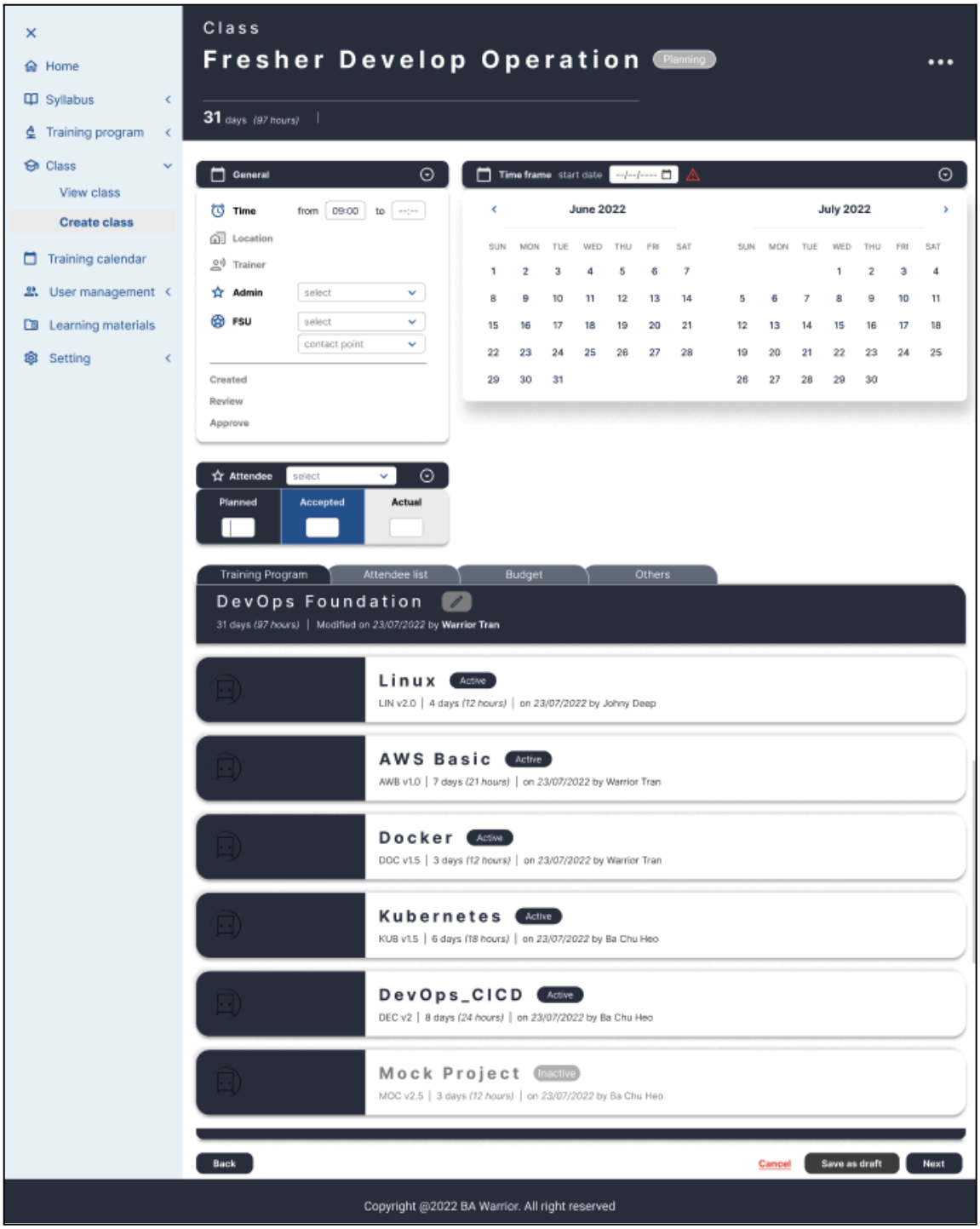


Figure 3.2.11_2: Add training program general information

No	Screen item name	Type	Attribute	Length max	Display Yes/No	Input Yes/ No	Required	Supplementary explanation
1	Class	Label	x	5	○	x	x	Module name
2	Class name	Label	x	80	○	x	x	Display the value user input in Create class
3	Class Status	Label	x	15	○	x	x	Display current status of class “Planning, Opening, Closed”
4	Days	Label	x	5	○	x	x	Total duration in day of that class
5	hours	Label	x	5	○	x	x	Total duration in hours of that class
General								
6	Class time	Label	Format: hh:mm – hh:mm h: hour m: minute	20	○	x	x	Display the Start time and End time of a Class
7	From	Time picker	h: hour m: minute	20	○	x	x	Display in hours and minutes
8	To	Time picker	h: hour m: minute	20	○	x	x	Display in hours and minutes
9	Location	Label	x	20	○	x	x	Display where the class takes place
10	Trainer	Tooltip	x	80	○	x	x	Display the trainers' names responsible for a class. There can be more than one trainer for a class **[Process Flow]** Step 1: Hover the mouse to a trainer's name Step 2: The system shows Trainer Information Tooltip

								for that trainer
11	Admin	Combobox	x	80	○	x	x	Display the admins' names responsible for a class. There can be more than one admin for a class
12	FSU	Combobox	x	-	○	x	x	Display the FSU organizing a class
13	Contact Point	Combobox	x	-	○	x	x	Choose contact point
14	Created	Label	x	80	○	x	x	Display the Class Creator's name
15	Review	Label	x	80	△	x	x	Display the Class Reviewer's name Only display when the class has been reviewed
16	Approve	Label	x	80	△	x	x	Display the Class Approver's name Only display when the class has been approved
Time Frame								
17	Start date	Label	Format: dd-mmm-yyyy d: Date m: Month y: Year	80	○	x	x	Display the Start Date and End Date of a Class
18	End date	Label	Format: dd-mmm-yyyy d: Date m: Month y: Year	80	○	x	x	Display the Start Date and End Date of a Class
19	Calendar	Calendar	-	-	Yes	x	x	Highlight all the dates a class occurring
Attendee								

20	Level	Dropdown list	X	20	○	x	x	Display the Student Type
21	Planned	Textbox	9	3	○	x	x	Display the number of planned students joining a class
22	Accepted	Textbox	9	3	○	x	x	Display the number of accepted students for a class
23	Actual	Textbox	9	3	○	x	x	Display the number of actual students joining a class
24	Training Program	Tab	X	x	○	x	x	Expand the selected tab
25	Edit	Button	-	x	○	x	x	Edit training program name
26	Attendee list	Tab	X	x	○	x	x	Expand the selected tab
27	Budget	Tab	X	x	○	x	x	Expand the selected tab
28	Others	Tab	X	x	○	x	x	Expand the selected tab
29	Cancel	Button	X	x	○	x	x	Back to List of Class
30	Save as draft	Button	X	x	○	x	x	Save
31	Next	Button	X	x	○	x	x	Move to Add training program details

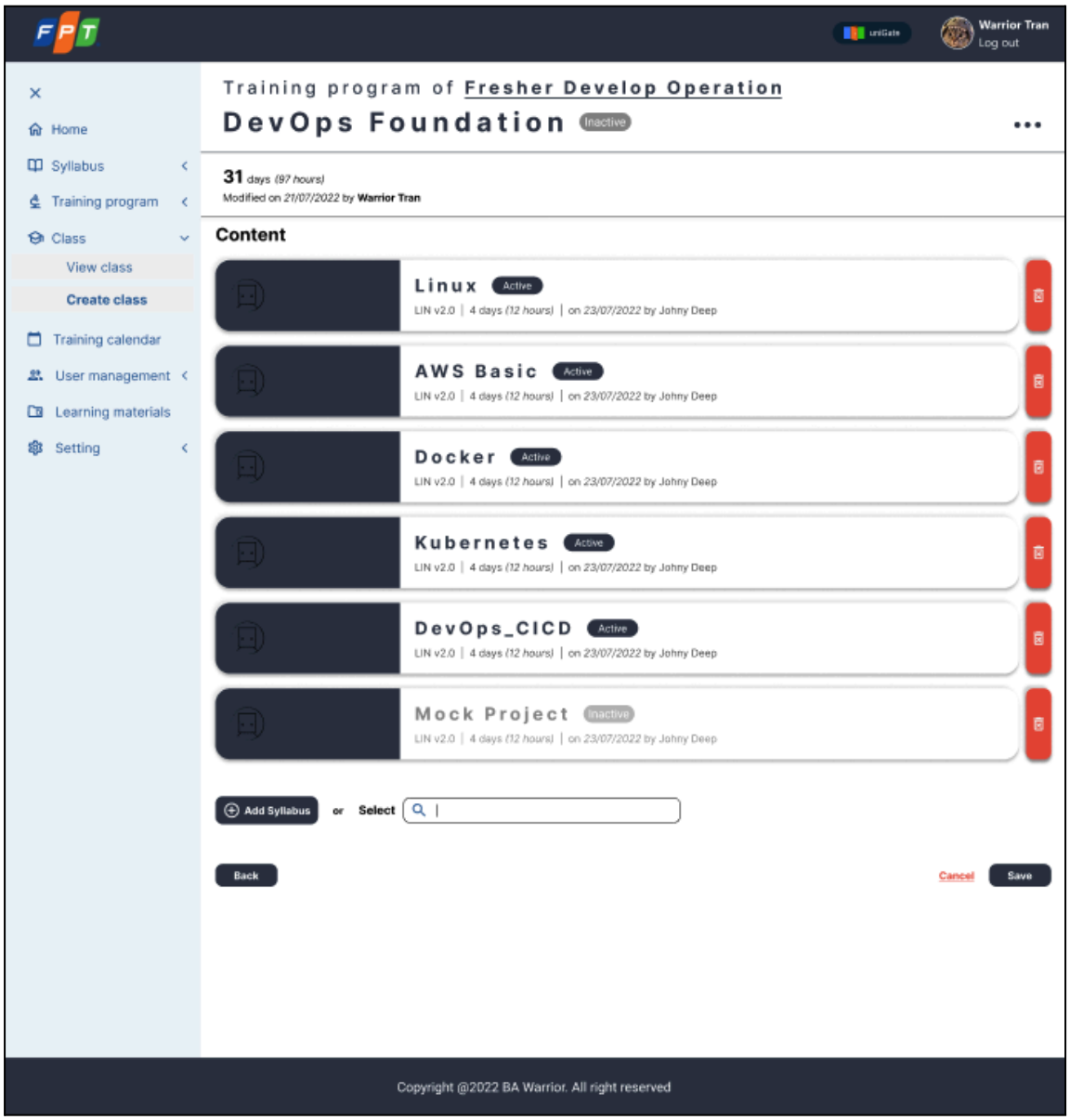


Figure 3.2.11_3: Add training program details

No	Screen item name	Type	Attribute	Length max	Display Yes/No	Input Yes/ No	Required	Supplementary explanation

1	Last edit Date	Label	Format: dd/mm/yyyy	-	Yes	No	No	Display the last edit date of a Training Program
2	Editor	Label	Format: By X X: User name	-	Yes	No	No	Display the last editor's name
Add syllabus								
3	Trainer's avatar	Picture	-	-	Yes	No	No	Display the trainer's profile picture There can be more than one picture
4	Syllabus's name	Label	X	80	Yes	No	No	Display the syllabus's name
5	Syllabus's status	Label	X	20	Yes	No	No	Display the syllabus's status Value: Active/ Inactive
6	Syllabus's short name	Label	X	10	Yes	No	No	Display syllabus's short name
7	Syllabus Duration	Label	Format value: x days (y hours) x: total days of Class y: total hours of Class	20	Yes	No	No	Display the duration of a Syllabus.
8	Last edit Date	Label	Format: dd/mm/yyyy	-	Yes	No	No	Display the last edit date of a Syllabus
9	Editor	Label	Format: By X X: User name	-	Yes	No	No	Display the last editor's name
10	Delete	Button	x	x	Yes	No	No	Delete one syllabus
11	Add Syllabus	Button	x	x	Yes	No	No	Add new
12	Select	Textbox	x	x	Yes	No	No	User can input to search available syllabus
13	Back	Button	x	x	Yes	No	No	Previous step with

								saving new changes
14	Cancel	Button	x	x	Yes	No	No	Previous step without saving.
15	Save	Button	x	x	Yes	No	No	Display **Add training program details for each Day**

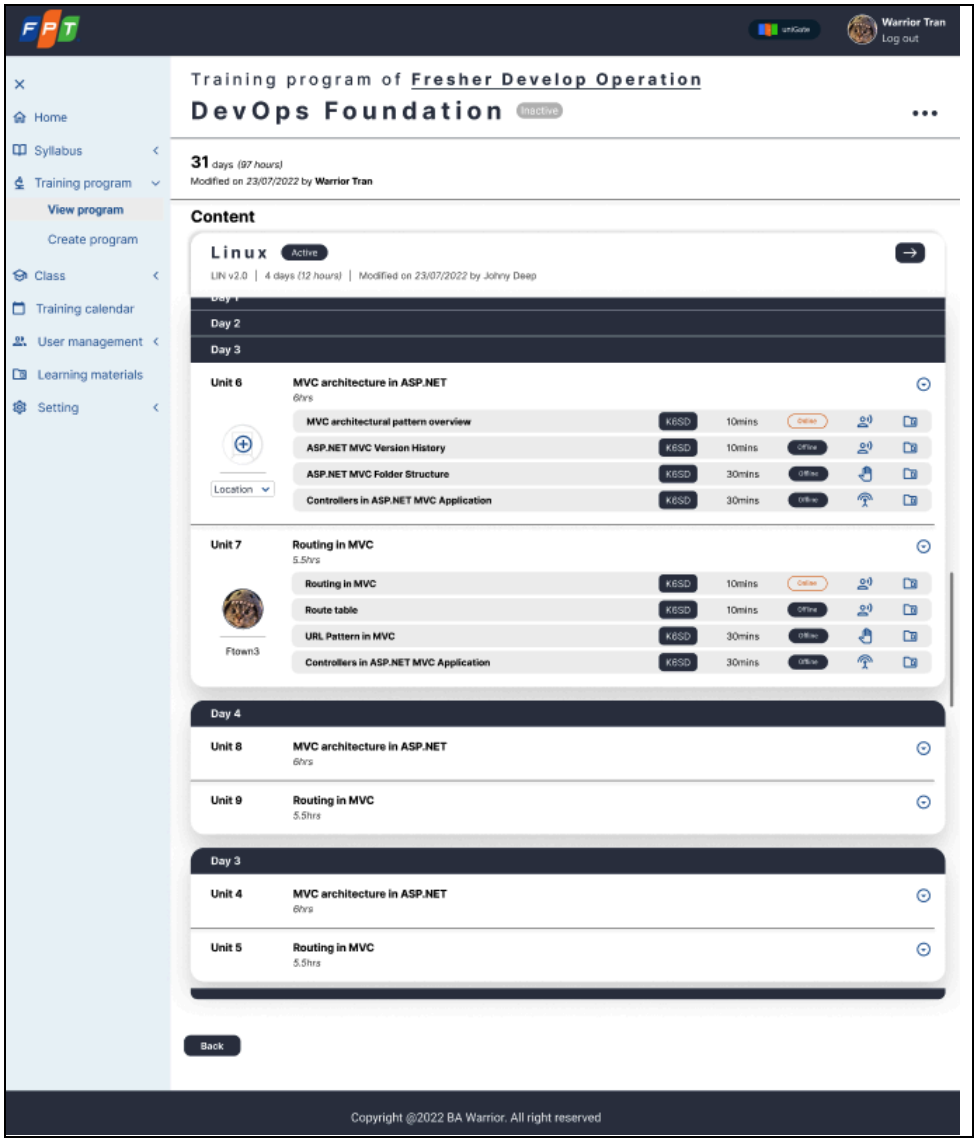


Figure 3.2.11_4: Add training program details for each Day (Content)

No	Screen item name	Type	Attribute	Length max	Display Yes/No	Input Yes/No	Required	Supplementary explanation
1	Syllabus name	Label	X	80	○	×	○	Display the syllabus's name
2	Day number	Label	X	5	○	×	○	Display the day number
3	Unit number	Label	X	3	○	×	○	Display the unit number
4	Name of the unit	Label	X	50	○	×	○	Display the name of the unit
5	Duration of that unit	Label	X	5	○	×	○	Display the duration of that unit
6	Topic for training name	Label	X	80	○	×	○	Display the topic for training name
7	Duration for each topic	Label	X	5	○	×	○	Display the duration for each topic
8	Status (online/offline)	Label	X	20	○	×	○	Display the status of the class
9	Trainer account	Label	X	30	○	×	○	Display the trainer account
10	Location for each unit	Label	X	30	○	×	○	Display the location for each unit

3.2.12: Training Calendar

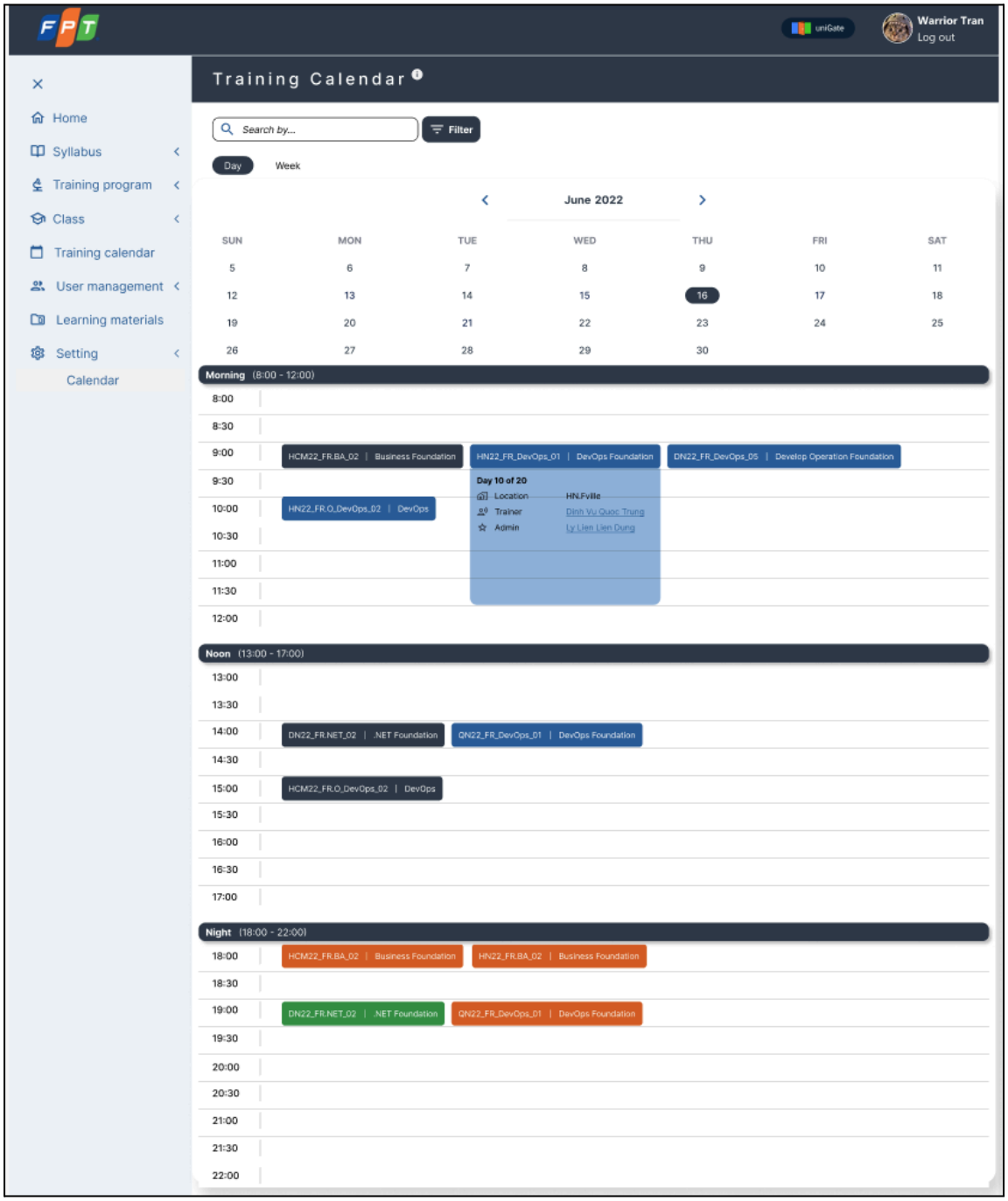


Figure 3.2.12_1: Training Calendar main view

Screen on web	Platform	Function	As a <type of user>	I want to <perform a task>	So that I can <achieve some goals>	Business rule
10	Web	Calendar	End user	See the training Calendar	Manage, tracking and follow up all classes that be added on in created class	N/A

Table 3.2.12_1: User story

No	Screen item name	Type	Attribute	Length max	Display Yes/No	Input Yes/No	Required	Supplementary explanation
Training Calendar main view								
1	Search by...	Textbox	-	100	○	○	×	**[Process Flow]** Step 1: User input information that they want to search Step 2: Search all the class according to the input information
2	Filter	Tooltip	-	-	○	×	×	**[Process Flow]** Step 1: Click on Filter Step 2: Show up the table filter
3	Day	Button	-	-	○	×	×	A tab to search class by day
4	Week	Button	-	-	○	×	×	A tab to search class by week
5	June 2022	Button	-	-	○	×	△	Month and Year user want to search, User can input and choose the time they want
6	Previous,	Button	-	-	○	×	△	**[Process Flow]**

	Next < >							Step 1: Click on to <> Step 2: Search move backward or forward 1 click is 1 month move
7	Calendar Base	Table	-	-	○	×	○	Show the day in month When user click on 1 day, will show all class based on which tab they choose **[Process Flow]** Step 1: Choose Tab Day, Click on 1 day Step 2: Will show all classes on this day. **[Process Flow]** Step 1: Choose Tab Week - Click on 1 day Step 2: Will show all class in the week contains this day
8	Session Time Morning/ Noon/Night	Label	-	-	○	×	△	Show up the class's session which is based on the user's search. Morning: (8:00-12:00) Noon: (13:00-17:00) Night: (18:00-22:00) When user roll down, the session time will short up (just keep the bar Morning/ Noon/ Night)

Table 3.2.12_2: Item and event description

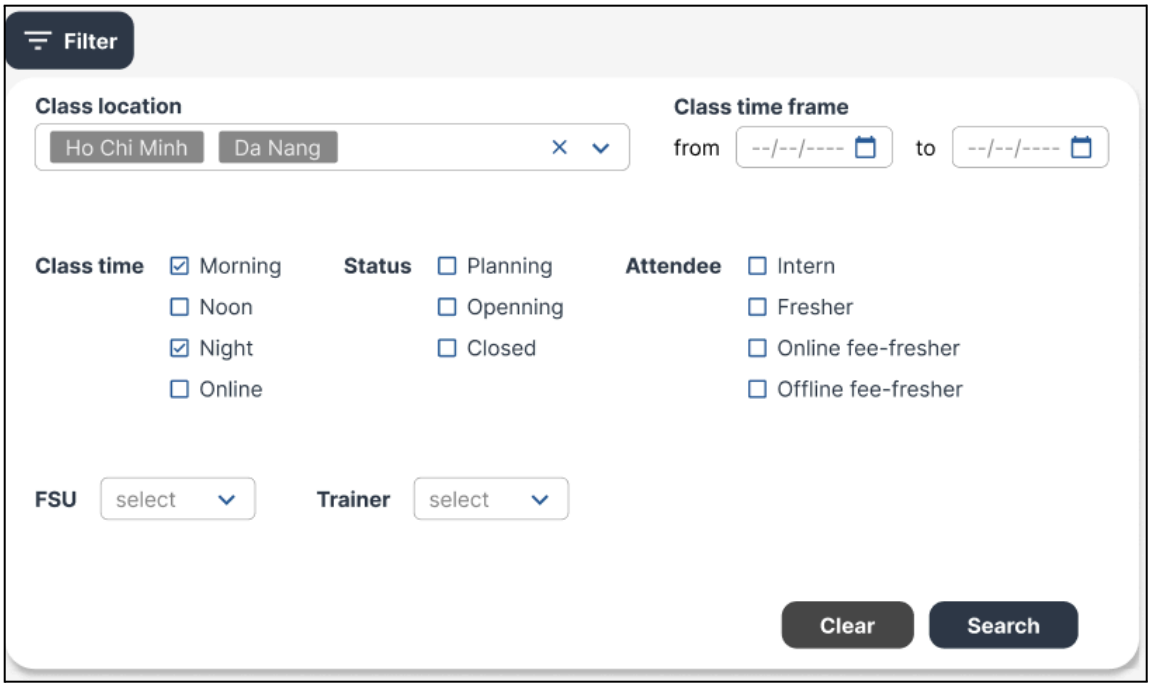


Figure 3.2.12_2: Table Filter

No	Screen item name	Type	Attribute	Length max	Display Yes/No	Input Yes/ No	Required	Supplementary explanation
Table Filter								
1	Class location (In table Filter)	Combobox	-	-	○	×	△	**[Process Flow]** Step 1: Input the location information Step 2: Show up suggestion location that be input already such as HCM, DN, HN
2	FSU	Listbox	-	-	○	×	△	**[Process Flow]** Step 1: Input the Supplier information Step 2: Show up suggestion supplier which be input

								before
3	Trainer	Listbox	-	-	○	×	△	**[Process Flow]** Step 1: Input the trainer information Step 2: Show up suggestion trainer which be input before
4	Class time frame	Label	-	-	○	×	×	Display the information that it's time frame
5	From	Calendar	dd/mm/yyyy	-	○	○	×	User choose the date to start the class.
6	To	Calendar	dd/mm/yyyy	-	○	○	△	User choose the date to end the class.
7	Class time	Checkbox	-	-	○	×	△	**[Process Flow]** Step 1: User can choose the class time in morning, afternoon, evening, online Step 2: Show the tick on chosen time
8	Status	Checkbox	-	-	○	×	△	**[Process Flow]** Step 1: User can choose the status Step 2: Show the tick on chosen time
9	Attendee	Checkbox	-	-	○	×	△	**[Process Flow]** Step 1: User can choose the attendee Step 2: Show the tick on chosen time
10	Clear	Button	-	-	○	×	×	**[Process Flow]** User click on and clear all information that be input before in table filer

11	Search	Button	-	-	○	×	×	**[Process Flow]** User click on and search all classes that match these input information

Table 3.2.12_3: Item and event description

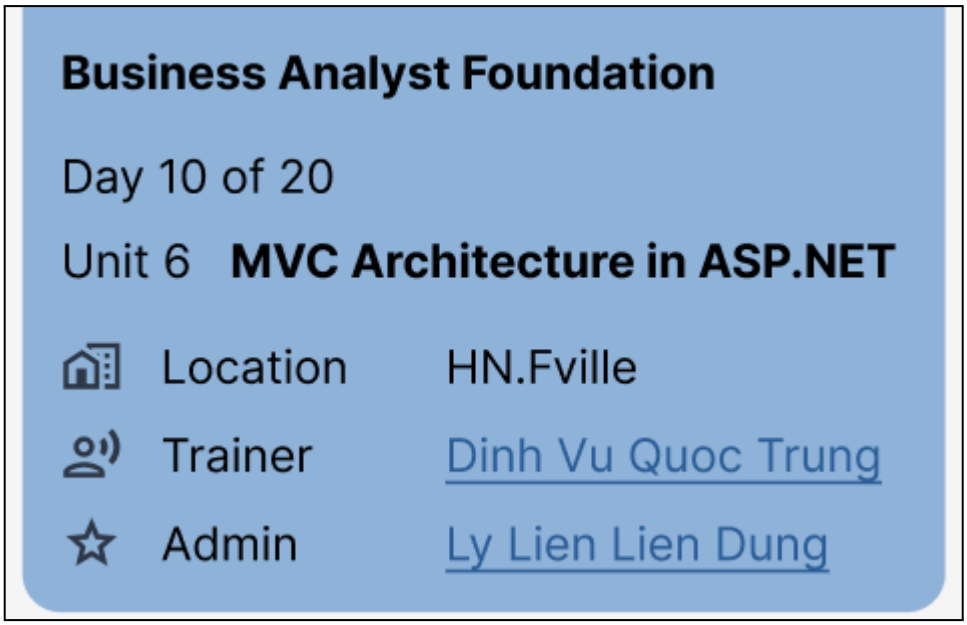


Figure 3.2.12_3: Class info - view

No	Screen item name	Type	Attribute	Length max	Display Yes/No	Input Yes/No	Required	Supplementary explanation
Class info - view								
1	Business Analyst Foundation	Label	-	-	○	×	×	Display the class name which format: Class code | Class name
2	Order of class session in	Label	-	-	○	×	△	Display the order of the day that class is running

	total							per total number of days that class may happen. Example: “Day 10 of 20” (the day 10th out of the total number day in class which is 20) Min: 0 max: 100
3	Course Unit	Label	-	-	○	×	△	Display the course’s unit in this day that be input in create class
4	Location	Label	-	-	○	×	△	Display the Location that be input in create class
5	Trainer	Label	-	-	○	×	△	Display the Trainer that be input in create class
6	Admin	Label	-	-	○	×	△	Display the Admin that be input in create class

Table 3.2.12_4: Item and event description

3.2.13. User Profile

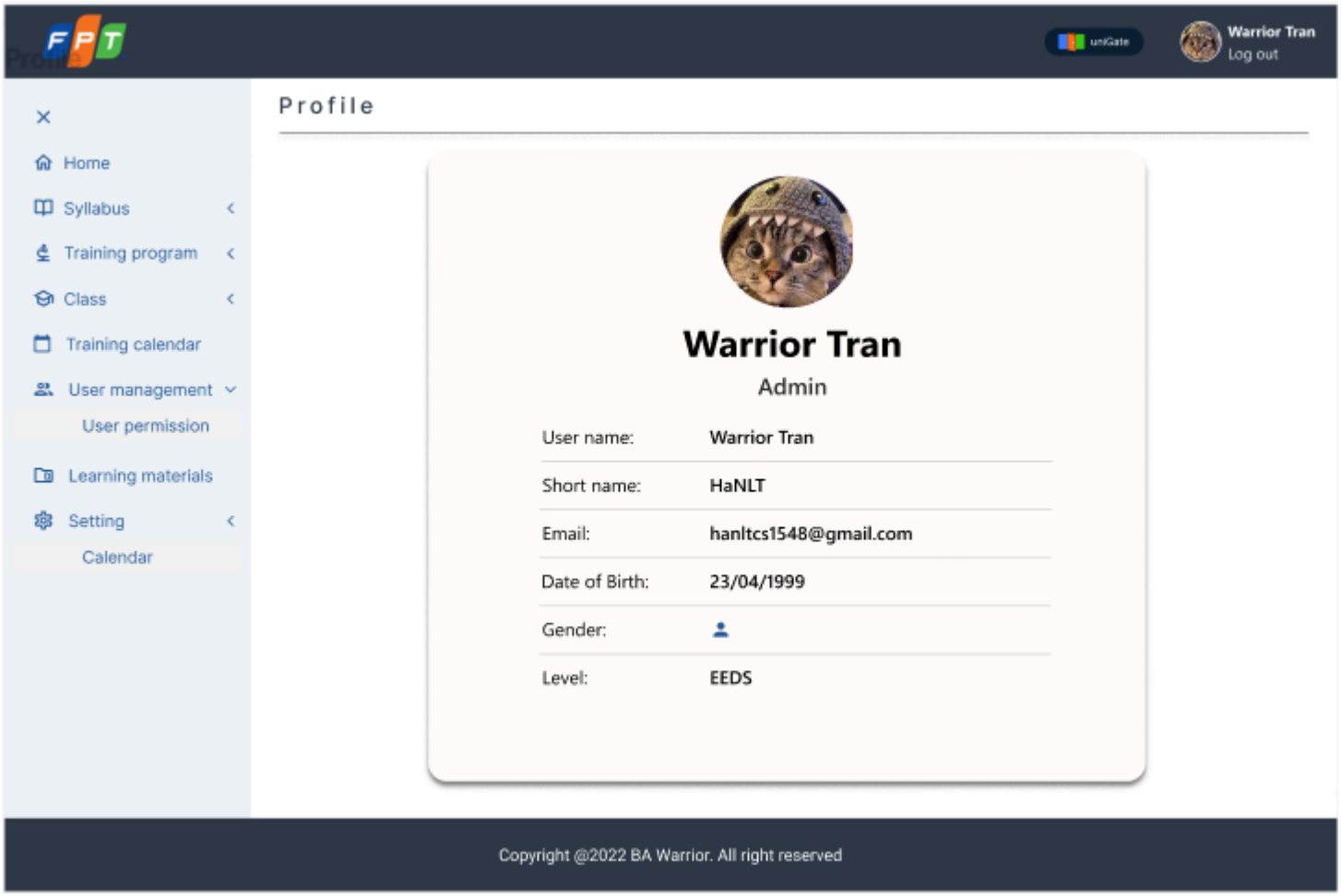


Figure 3.2.13_1: View User Profile

Screen on web	Platform	Function	As a <type of user>	I want to <perform a task>	So that I can <achieve some goals>	Business rule
11	Web	User profile	End user	See information of user	Tracking information of user such as name,role,..	N/A

Table 3.2.13_1: User story

No	Screen item name	Type	Attribute	Length max	Display Yes/No	Input Yes/ No	Required	Supplementary explanation
1	Username	Label	x	30	○	x	○	Name of user
2	Email	Label	x	30	○	x	○	Email of user
3	DOB	Label	x	10	○	x	○	Day of birth of user
4	Gender	Label	x	x	○	x	○	Male or female
5	Level	Label	x	10	○	x	○	Level of user
6	Role	Label	x	30	○	x	○	Role of user on system
7	Img	Img	x	x	○	x	○	Avatar of user

Table 3.2.13_2: Item and event description

3.2.14. User management

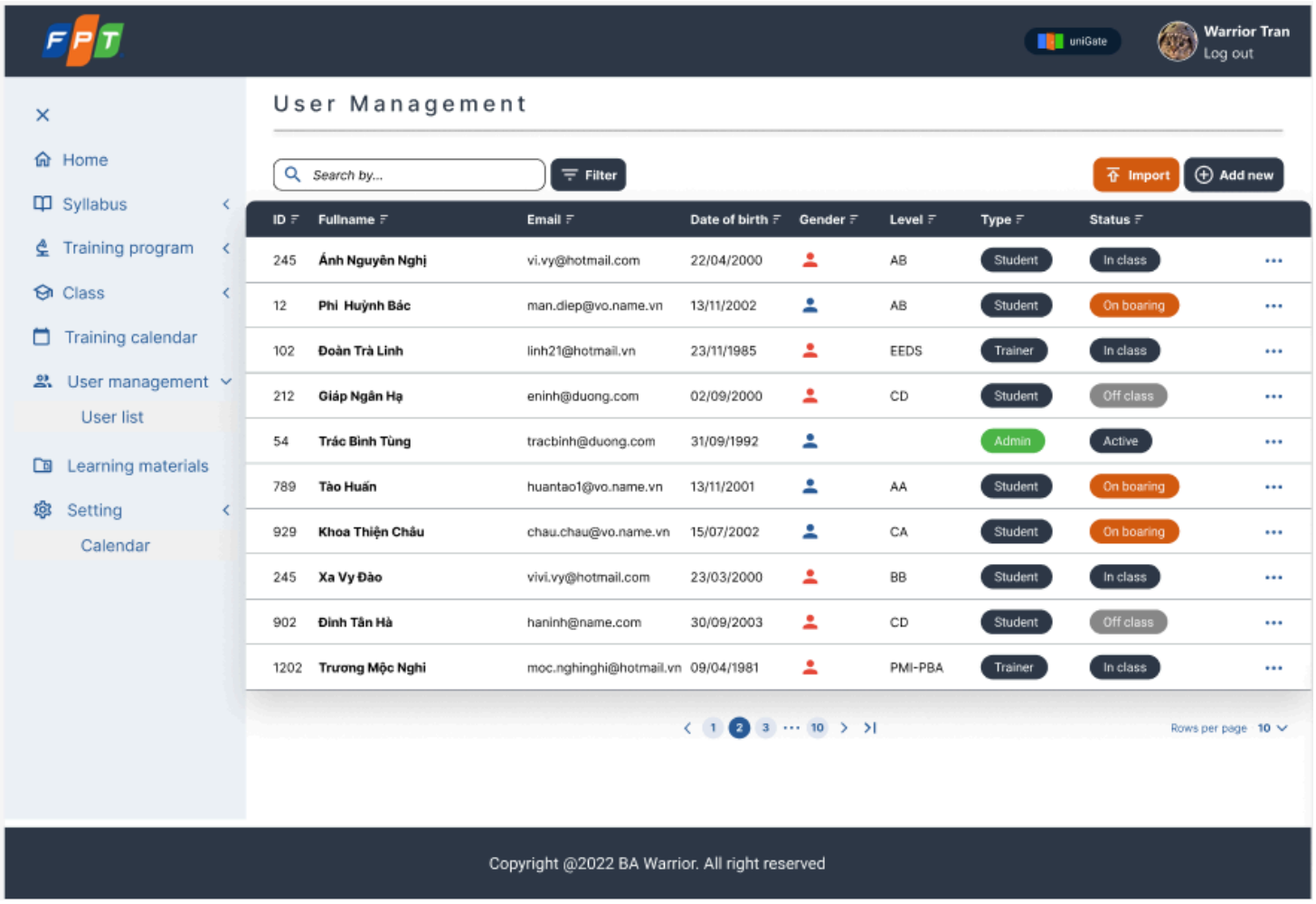


Figure 3.2.14_1: User Management- User list

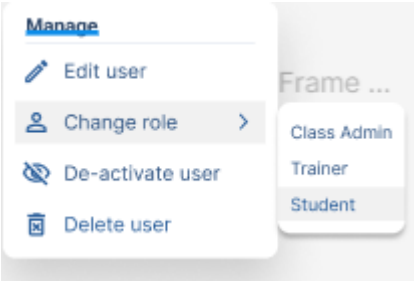


Figure 3.2.14_2: Table-User manage popup

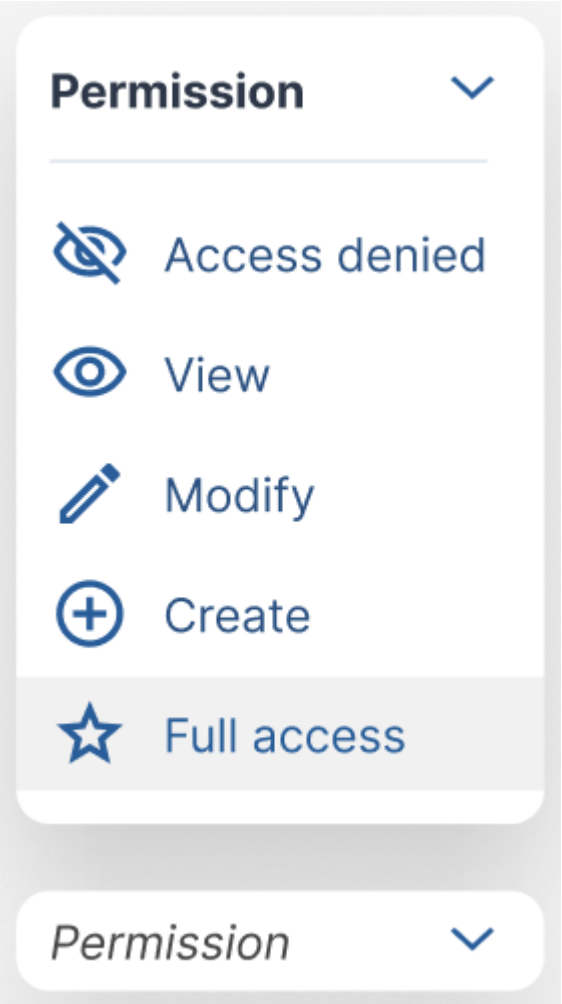


Figure 3.2.14_3: Permission

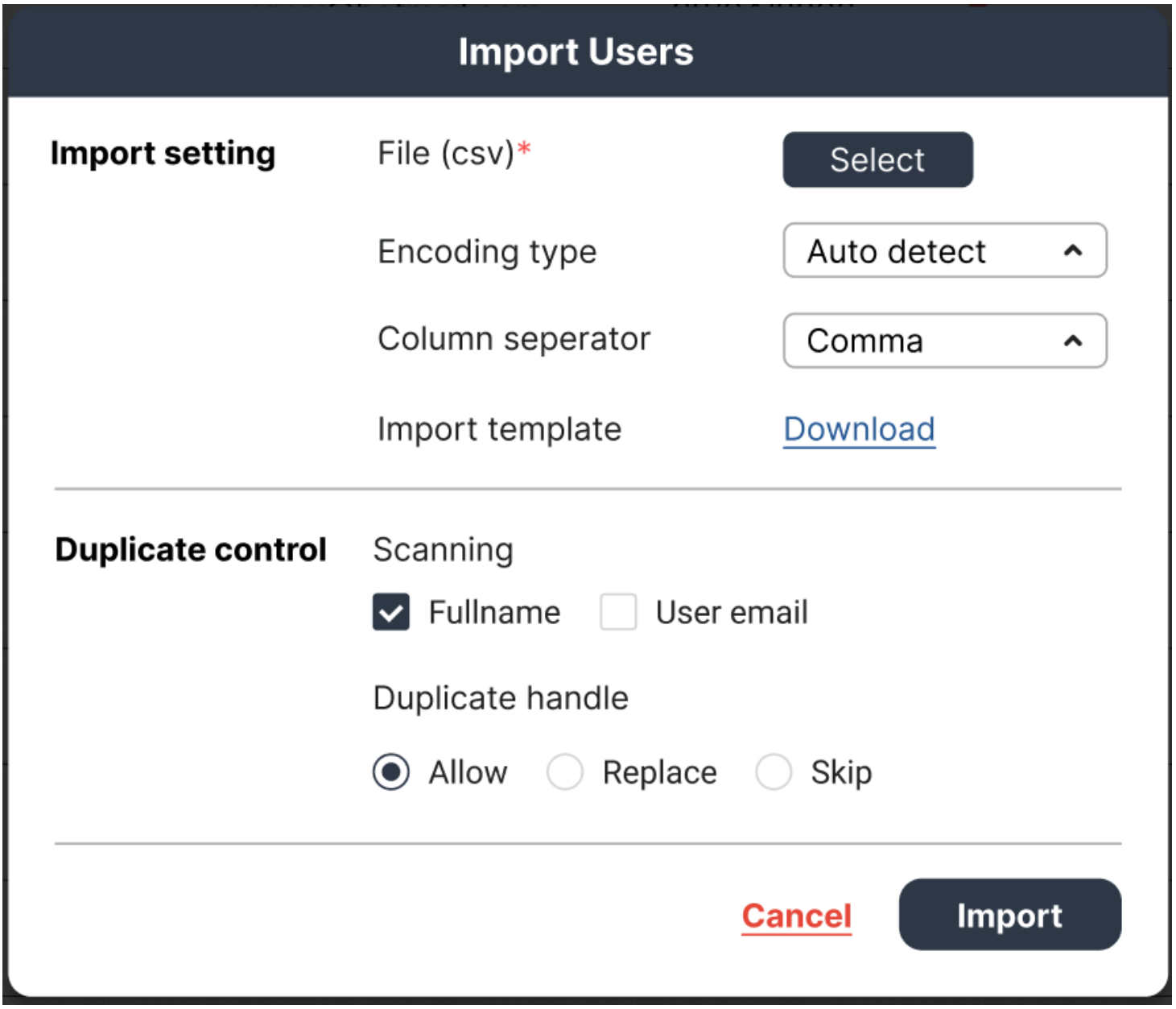


Figure 3.2.14_4: Import Users form

No	Screen item name	Type	Attribute	Length max	Display Yes/No	Input Yes/No	Required	Supplementary explanation
User Management User list								
1	Search by	textBox	x	100	○	○	×	**[Process Flow]** Step 1: User input information that they want to search Step 2: Search all the class according to the input information
2	Filter	Tooltip	x	-	○	×	×	**[Process Flow]** Step 1: Click on Filter Step 2: Show up the table filter
3	Import	Button	-	-	○	×	×	**[Process Flow]** Click on button will display screen import users
4	Add new	Button	-	-	○	×	×	**[Process Flow]** Click on button will open form
User manage popup								
5	...	Popup	x	-	○	×	×	**[Process Flow]** Click on popup will open window popup user manage
6	Edit user	Button	-	-	○	x	x	**[Process Flow]** Click on will open form edit
7	Change role	Select	- Class Admin - Trainer -	-	○	x	x	**[Process Flow]** Click on will allow to choosen and change type of object

			Student					
8	De-active user	Button	-	-	○	x	x	**[Process Flow]** Click on will open
User permission								
9	Add new	Button	-	-	○	x	x	**[Process Flow]** Click on button will open form
10	Cancel	Button	-	-	○	x	x	**[Process Flow]** Click on button will come back page user management
11	Save	Button	-	-	○	x	x	**[Process Flow]** Click on button will save information and display screen
12	Permission	Listbox	x	-	○	x	x	**[Process Flow]** Click on will open table listbox allow choose a lot of option
Permission								
13	Access denied	Button	-	-	○	x	x	**[Process Flow]** Click on will hide information of properties
14	View	Button	-	-	○	x	x	**[Process Flow]** Click on will allow view information of properties
15	Modify	Button	-	-	○	x	x	**[Process Flow]** Click on will edit information of properties
16	Create	Button	-	-	○	x	x	**[Process Flow]** Click on will create properties
17	Full Access	Button	-	-	○	x	x	**[Process Flow]** Click on will create mark that properties

Import User								
18	Select	Button	-	-	○	x	x	**[Process Flow]** Click on will open folder allow we can select file
19	Auto detect	select	x	-	○	x	x	**[Process Flow]** Click on will allow select some encoding type
20	Comma	select	x	-	○	x	x	**[Process Flow]** Click on will allow select some column separator
21	Download	Button	-	-	○	x	x	**[Process Flow]** Click on will allow user download file
22	Fullname	checkbox	x	-	○	x	x	**[Process Flow]** Click on will allow user click choose type scanning
23	User email	checkbox	x	-	○	x	x	**[Process Flow]** Click on will allow user click choose type scanning
24	Allow	Radio button	x	-	○	x	x	**[Process Flow]** Click on will allow user choose duplicate handle
25	Replace	Radio button	x	-	○	x	x	**[Process Flow]** Click on will allow user replace duplicate handle
26	Skip	Radio button	x	-	○	x	x	**[Process Flow]** Click on will allow user skip duplicate handle
27	Cancel	Button	-	-	○	x	x	**[Process Flow]** Click on button will come back page user list

28	Import	Button	-	-	○	×	×	**[Process Flow]** Click on button will import information just entered

3.2.15. Error message

No.	Screen	Error message
EM01	Login	Invalid email or password
EM02		Required field!
EM03	Forgot password	Required field!
EM04		Matched new password and confirm password
EM05	Send email to FA HCM	Existed email
EM06		Required field!
EM07	Import	Unsupported file type
EM08		Incorrect file size
EM09	Create Syllabus	Required field!
EM10		Sudden exit
EM11		Warning message - delete unit
EM12	Add Training Program	Required field!
EM13		Modified program alert
EM14		Sudden exit
EM15		Warning message - delete day
EM16		Warning message - deactivate program

EM17	Create class	Required field!
EM18		Sudden exit
EM19		Warning message - deactivate class
EM20	User management	Unsupported file type
EM21		Incorrect file size
EM22		Required field!
EM23		Warning message - delete user
EM24		Warning message - deactivate user

3.3. Usability

Followed by UI/UX rules to design the system. Make sure users can easily use the system without any training before.

3.4. Reliability

System should provide reliable and relevant search results 100% of times

3.5. Performance

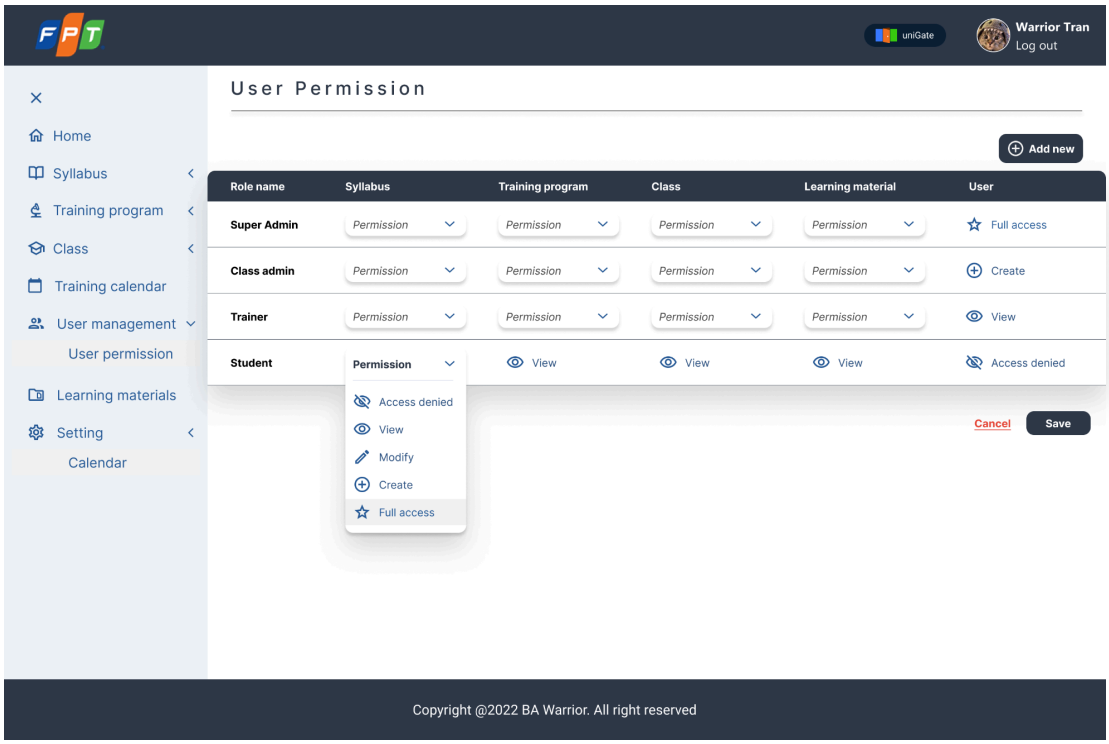
For the number of users increase or decrease, it still does not affect the tasks (performance) of the application. It has maximum 8s to load a page and search a result displayed within 5s.

3.6. Supportability

This system supports interface interaction with Fsoft authentication. It’s also supported to import and export files in excel, doc, pdf, and attach the other website links.

3.7. Permission Management

The application should provide the permission setting tool. This allows users with high permission to add roles and permission by themselves. If were developed, it should be as those screens below:



3.8. Legal, Copyright, and Other Notices

The application's legal, copyright and other notices belong to Fresher Academy.

3.9. Non-functional requirements

Response Time and Net Processing Time	Response within 5s
Operation time	24/7
Business continuity requirements	In disaster case, system can recover data
Data recovery range	Can recover data up to 24h ago
Number of concurrent users	1000
Secure coding, web server setting	Implement measures against threats and vulnerabilities specific to web applications

Session timeout	30 mins

4.0 Out of scope