

NCJS EJETS

REQUIREMENTS GATHERING

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Table of contents

1	INTRODUCTION.....	4
1.1	PURPOSE.....	4
1.2	SCOPE.....	4
1.3	TERMS OF REFERENCES.....	4
2	BUSINESS REQUIREMENTS.....	6
2.1	BUSINESS OVERVIEW.....	6
2.2	SECURITY AND ACCESS RIGHTS MODULE.....	6
2.3	TRACKS /COURSES MANAGEMENT.....	7
2.4	INSTRUCTORS MANAGEMENT.....	8
2.5	MATERIALS MANAGEMENT.....	8
2.6	ROOMS MANAGEMENT.....	8
2.7	EQUIPMENTS MANAGEMENT.....	8
2.8	STUDENTS MANAGEMENT.....	9
2.9	TRACK INSTANCES MANAGEMENT.....	9
2.10	ATTENDANCE LOGGING AND MANAGEMENT.....	11
2.11	DUE TO BE PAID MONEY CALCULATION.....	12
2.12	TRACK PAPERS ARCHIVING.....	13
2.13	MANAGE STUDENT EVALUATION CRITERIA.....	14
2.14	ENGLISH & FRENCH COURSES MANAGEMENT.....	14
2.15	CALCULATE TRACK COST.....	16
2.16	REPORTS.....	16
2.17	HUMAN RESOURCES.....	17
2.18	PUBLIC RELATIONS.....	17
2.19	ACCOUNTING DEPARTMENT.....	19
2.20	COMPUTER DEPARTMENT.....	20
2.21	CARS AND TRANSPORTATION.....	21
2.22	TRAINING NEEDS	23
2.23	TRACK EVALUATION	23
2.24	ARCHIVING SYSTEM.....	23
2.25	CORRESPONDENCES MANAGEMENT.....	23
2.26	SECRETARY DEPARTMENT.....	24
2.27	MANAGEMENT SECRETARY DEPARTMENT.....	24
2.28	INVENTORY AND PURCHASE MANAGEMENT.....	24
2.29	MUSEUM MANAGEMENT.....	25
2.30	PHOTOCOPYING AND PUBLISHING DEPARTMENT.....	25
2.31	HARDWARE MANAGEMENT.....	25

1 Introduction

1.1 Purpose

The purpose of the document is to document the high level requirements we had gathered from the customers in the sessions we held

1.2 Scope

The scope of the document is the high level requirements only

1.3 Terms of References

<u>Term</u>	<u>Description</u>
Track	Group of courses that when passed lead to a achieving certain degree or diploma
Student	Registered course attendees
Instance of track	An occurrence of a Track
Lecture Hall	the Hall reserved for lectures
Section	A Class room that may be used in giving Exercises and revision to a small group of students.
Student Evaluation Criteria	Scoring criteria used to evaluate the registered students' performance in all track courses
Prerequisite	courses/tracks that should be attained before applying to a certain course
L.E.	Egyptian Pounds
Equipment	Tools used during lectures, e.g. Data Shows , Computers and so on
Time Slot	The "From" and "TO" times lectures could be held in

Security & Access Rights

User	System user who belongs to a certain department
Access Right	Is the privilege given on certain data
Role	Is a group of access rights grouped together and granted to users

Training Material

Training Material	Is the document (book) that is user in training of different courses
Instructor	Every training material should have an author (instructor)

Track Paper Archiving

Scan	Scan document is to transfer a document from paper format to electronic format
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Calculate Track Cost

Cost Element	The item is the subject that may affect the cost of track
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Accounting

Loans	The money amount granted to NCJS on yearly basis
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Inventory management

Purchase Order	Is the document in which all the items given to inventory in a certain period of time is logged
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Photocopying Centre

Copied Papers	Course material printed and provided by the centre for courses.
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2 Business Requirements

2.1 Business Overview

The training center of MOJ is responsible for the management of Training tracks, and conferences targeted to judges and all the attorney representatives and judiciary employees.

The center is responsible for receiving the requests of different required training tracks

The main target of NCJS system is to automate the following activities:

- ✓ Document the courses included in every track and the number of credit hours of every course
- ✓ Manage course instructors
- ✓ Register all the students that deal with the center
- ✓ Manage the rooms and time tables of the track
- ✓ Log and document the attendance of each registered student in every track
- ✓ Log and document the evaluation criteria of every registered student in every track
- ✓ Calculate the due to be paid money for both instructors and students
- ✓ File and save all the documents existing for every track
- ✓ Log and save data about the course materials of every courses

In addition to automating the above mentioned activities, the system also aims at generating reports that effectively aid NCJS team and decision makers in doing their job faster and easier.

2.2 Security and Access Rights module

This module allows the application's system Administrator to define the role and privileges to be granted to the application users.

The system administrator is capable of defining new roles. Each constitutes of a set of predefined access rights. (Predefined access rights will be listed in the Analysis document), example of access rights are: (manage student's pool, manage instructors' pool, manage tracks, manage tracks timetable...)

After creating the roles and assigning access rights to every role, the system will enable the administrator to create users and to assign a role (from those already defined above) to the user

An example of how this transaction will be implemented in the system will be:

- ✓ Administrator Add New Role
- ✓ Attach the Role to one or more roles from those already defined in the system
- ✓ Add new user
- ✓ Define user roles

Once the user logs into the system, he/she will only be able to access the functionalities applicable to its role.

2.3 Tracks /Courses management

The system will be responsible for creating categorized tracks with all their courses and the duration of every course.

Each track will have instances with defined timetable, lecture halls, materials, predecessor tracks, students and instructors

The system will enable the administrators to manage the categorization, under which tracks will be created,

The system will give the user the possibility to update track details at any time; as well as the ability to delete tracks as long as it has no running instances

Course will be categorized under categories defined by system users. (Single level categorization) courses

System users will also be able to add, update and delete courses

The admin will have the possibility to manage initial track data, by defining the following:

- Track Category
- Track ID
- Track name
- Track Description
- Track Prerequisites
- Courses Grouping

Once a track is defined the user starts defining courses that belong to this group, (every track has its unique set of groups)

- Course name (to be selected from the list of courses already defined in the system)
- *Course material (Select among materials attached to the selected course)*
- Number of Hours
- Type of room

The system will enable the user to create more than one group and every group should have at least one course

- Student Money Rates (Rate details are as follows:)
 - Rate Type (Daily/Monthly)
 - Cairo &Giza Residents Rate L.E (the residents of cities other than Cairo and Giza are legible for transportation and accommodation allowance)
 - Others Residents L.E
 - Penalty /Day L.E
 - Number of Recognized Students
 - Money given to Every Recognized student
- Instructor Money Rates (Instructor rate details will be defined as follows:)
 - Rate Type (Daily/Monthly)
 - Cairo &Giza Residents Rate L.E
 - Others Residents L.E
 - Penalty /Day L.E

2.4 Instructors Management

The system will enable the user to manage a pool of instructors

- Name
- Address
- Telephone
- Mobile
- General notes
- Qualifications (
- Email address
- Gender
- Number of years experience
- Number of instructed courses at NCJS (by default the system will give the user the possibility to define the number of times and whenever instructor attached with a new course this number will be increased (Counted)
- Other

The system will enable the user to attach instructor with one or more course

2.5 Materials Management

The system will enable the user to manage course content and link between courses and tracks.
Course content attributes are:

- Course name (Selected from list of courses)
- Content name
- Content ID
- Content Description
- Content author (either choose from the pool of instructors or define one)

The system will enable the user to attach content with one or more course

2.6 Rooms Management

The system will enable the user to manage a pool of Rooms with their types; the room will be either Lecture or Section

- Room number
- Room Name
- Room Type (Lecture /Section) (lecture takes more students than section)
- Maximum number of students
- Equipment (Selected from equipment list available and not attached with another room at the same time)

The system will enable the user to de-attach equipment from room at any time

2.7 Equipments Management

The system will enable the user to manage a list of all equipment types (ID, Name and description, for example Data Shows, Printers...)

Then the system will enable the user to define the equipment that exists for every type:

- Equipment Type (Select from the types defined)
- Equipment ID
- Equipment Name
- Equipment Serial
- Description

2.8 Students Management

The system will also give the user the possibility to manage the pool of Students (add/ update and delete students) students data will be

- Student ID
- Name
- Date of birth
- Place of birth (choose from cities lookup)
- Social Status (choose from lookup)
- Religion (choose from lookup)
- Place of Residence (choose from lookup)
- Phone
- Place of residence while attending the courses (choose from lookup)
- Phone
- Graduation date
- Intake (choose from lookup)
- Year (choose from lookup)
- University (choose from lookup)
- Branch
- Grade (choose from lookup)
- Diplomas Acquired
 - Diploma
 - Date
- Place of work (choose from lookup)
- Attained Tracks (here the user can List tracks that he had attained. Listed tracks do not have to exist in the system)
- Schools (Primary School / Preparatory School / Secondary School)
- First foreign language
- Fluency (Fluent / Medium /Strong)
- Second foreign Language
- Fluency (Fluent / Medium /Strong)
- Other

Each change in the registration form will create a new version of the form with the update date. For example if the user updates in at least one field of the registration form, the system will display to the user the last form populated with the data. then the user updates it and gives it a name and saves to the system (the system will save it with the data of update)

2.9 Track instances Management

The system will enable the user to create instances from any of the existing tracks; in order to create an instance from a track the user should define the following:

- Instance ID
- Instance Name
- Instance Start Date
- Instance End Date
- Number of students

- Group: The system will give the user the ability group students or to keep them as individuals. If the user chooses groups, the system will give the user the possibility to create groups and to assign students to created groups.
- Number of students per group
- Group Room (choose room at which this group will use all over the Track ,(in the sections)
- Choose students for group (the system will enable the user to choose students from those registered in the system)

The system will enable the user to create more than one group. The system will validate that the total number of students equal to the sum of students chosen in all the groups created

In order to enroll a student in a track the system will validate that the student had taken all the prerequisite tracks of this track. The system will retrieve attained tracks of the user from both the tracks that user had registered in the system and the tracks defined in the user profile.

Define student number; every student in any track will be given a unique code, for the registered track. It will be composed of track code, instance number, student code

First the system will give the user the possibility to define all the lectures defined for the track

The system will display the name of the Course at the top and then the number of sessions of each course

- Session 1 :
Group /ALL
Date
Slot Number
Room
Instructor
- Session 2 :
Group /ALL
Date
Slot Number
Room
Instructor
- Session 3 :
Group /ALL
Date
Slot Number
Room
Instructor

For every course in the track instance the user defines Course Instructor by selecting it from the list of course instructors defined previously.

In order to determine the number of sessions, the system will divide the Course hours by 2. The resulting number of sessions will be displayed to the user in order to assign an instructor for each one.

The system will give the user the possibility to choose more than one group in the same session, for example Group 1, group 2, group 3 will be in the same session

Every room will have 3 fixed time slots.

Time slot 1 from 9 to 11,
Time slot 2 from 11:15 to 1:14, and
Time slot 3 from 1: 30 to 3:30

Once course lecture information is ready in terms of course sessions location, time and instructors, the user defining session dates hence the schedule of groups,

The system will display the name of the course at the top and then display the number of sessions that this course includes (this will be done for all the existing courses)

Then for every group of students' in a certain room the system will give the user the possibility to define the instructor, date and slot of every session of these sessions

Once the user selects a group/s to attend a certain session, the system will force the user to choose rooms and instructors for all the other groups of this instance. For example if there are 3 groups of students, the user should define the following:

Group 1, Room: 321 third floors.

Course 1: Prosecutors laws

- Session 1 : Date = 12/10/1998 : Slot Number =1 : Instructor =Dr. Ehab
- Session 2 : Date = 12/10/1998 : Slot Number =2 : Instructor =Dr. Khaled
- Session 3 : Date = 12/10/1998 : Slot Number =7 : Instructor =Dr. Morsi

Group 1, Room: 321 third floors.

Course 2: Papers Tracking

- Session 1 : Date = 12/10/1998 : Slot Number =1 : Instructor =Dr. Magdi
- Session 2 : Date = 12/10/1998 : Slot Number =2 : Instructor =Dr. Ali
- Session 3 : Date = 12/10/1998 : Slot Number =7 : Instructor =Dr. Ehab

And so on ...

The system will validate the availability of both instructor and room at the selected point of time. This is to ensure that an instructor or room are not assigned to more than one session at the same time slot,

The system will also validate that the selected room can hold the number of students who will attend the course

2.10 Attendance Logging and management

The system will manage student attendance in different sessions. The Admin will be able to report which student attended which sessions and at what times.

This will be managed through the attendance sheet that is generated for every instance of class

The attendance sheet will be available after the first session of the course have been held, the sheet will be in the form of (all students have to attend all sessions, with no exceptions)

Student Name	Session 1	Session 2	Session 3	Session 4	Session 5	Session 6
Ahmed	√	√	√	√	√	
Ali	√	√		√	√	√
Youssef	√		√		√	

The system will give the user the possibility to update in this sheet at any time

Also there will be an attendance sheet for every instructor in every track instance

2.11 Due to be paid money calculation

The system will give the user the possibility to generate a report of the due to be paid for both the instructor and the student of any of the running or finalized tracks

For generating the Students report, the user starts by selecting a track, then the system will display all open track instances. The system will also give the user the ability to select from and to period.

The report will calculate the student allowance and will be displayed as follows:

Date of Report Generation:

Track:

Track instance name:

Report Period From: To:

Student Name	Total amount of due	Number of Absent Days	Penalty per day	Amount of money to be Paid
Ali	400	5	20

The user can choose a certain report and mark it as "Paid" at that time the report could not be re-run, and any report run for payment of this track instance had to exclude the period that had already been paid before

Also the system will have the possibility to create the amount of money to be paid for instructor for a certain track in a certain period of time.

The system will generate the report in the form of:

Date of Report Generation:

Track:

Track instance name:

Period From: To:

Instructor Name	Course	Total No. Of Hours	Date of Sessions	No of absent hours	Rate per hour	Amount of money to be paid
Ahmed Mohamed	XXXXXXx	8	1/10/2005 - 12/10/2005	2	70	420

2.12 Track papers archiving

The system will give the user the possibility to:

- create folders for every instance of track
- scan papers and archive them in the different folders of the track

2.13 Manage Student Evaluation Criteria

Student evaluation criteria for each track will be managed through the system. It will be defined in the track data (initial track data) as optional fields. This means that there may be tracks without evaluation criteria

The evaluation criteria will be defined in the form of Criteria and sub-Criteria with the following attributes:

- Criteria Name
- Criteria maximum Total Number of Points

For every criteria the user can define sub-criteria's and define the maximum number of points every sub-criteria could have. The system will validate that the sum of points defined in all the sub-criteria equal to the points defined in the parent criteria

At the end of any track instances the administrator will be able to fill the evaluation criteria of every student registered in the track instance.
The system will display it as follows:

Student Name	Behavior	Sections	Written	Concentration	Total
Ahmed Ali	100	34	45	49	XXX

If the criteria have Sub-Criteria, the system will allow the user to define the number of points of every one and then the system will sum them and display this sum in the parent criteria

2.14 English & French Courses Management

The system will enable the user to manage the courses given for students in the English and French languages, the course parameters will be:

- Course ID
- Course name
- Course Description
- Course Pre-Requisites (choose from courses list)
- Course acquiring level
- Others

The course pre-requisites are the courses that the student should have been taken in order to take this course

Course acquiring level is the level the student should have in order to enroll in the course
Students registered in the English courses are from those registered above (students' pool)

The system will allow the user to:

- Create courses and define the time table for every course
- Define list of instructors
- Attach instructor with course
- Define the time table of the courses given in the Training center of the MOJ
- Attach students with courses
- Manage the attendance of students in a certain course
- Evaluate students registered in every course (give them a number and a degree)
- Define a list of training centers they deal with

- Define which student will be sent to which center (defining the level of the student, course taken and duration)
- Generate reports about the different courses given (for example choose student to view all courses he had taken in the either languages (English or French))

Beside the English and French courses given, the English and French departments are responsible for some translation and letters writing tasks, the data of these tasks will be logged as follows

- Task Type
- Task name
- Task Start Date
- Task End date
- Task Description
- Task Path

Also there will be four designed templates (will be designed in the analysis phase), the system will give the user the possibility to print the certificates to the students who had passed a certain course

The system will also log the date and name of all students that had requested to print a certificate

2.15 Calculate Track Cost

The system will give the user the possibility to create the cost elements over which one or more track cost will be calculated. The cost of element will be either for the whole track or for employee by employee

The cost element attributes are as follows:

- Element name
- Element Description

The system will give the user the possibility to create one or more cost element

At any time the user can calculate the cost of either a track instance or a Student in a track instance. All cost elements will be displayed by the system and the user defines values for each element and whether it's for the entire track or per employee.

The system will calculate the total cost of the track, by multiplying the number of students per track * cost per student.

2.16 Reports

The system will give the user the possibility to generate different reports for the different sections (these reports will be explained in details in the analysis documents) examples are:

1. Select a certain student to view all the tracks attained over a period of time
2. Report track instances created over a period of time
3. Choose a certain track to view all its instances over a period of time
4. View student attendance of a certain track instance
5. View lecture hall/Room reserved lectures and sections
6. View instructor assigned courses over a certain period of time
7. Generate a report displaying the total cost paid to either instructors or students for a certain instance of a finalized track

2.17 Human Resources

1. The system will give the user the possibility to Log the data of all the employees:

- Name
- Address
- ID Number
- Date of Birth
- Telephone
- Position/rank
- Department
- Marital status
- Degree Type
- Others

2. The system will give the user the possibility to define the basic total number of leaves permitted to every employee per year (total number of normal leaves, total number of sick leaves...)

3. Log the number of leaves given to every employee in by type of vacations and vacation dates vacation.

4. Log the number of days given to every employee for excuses

5. Log the time of attendance of every employee every day, the system will display employee names, then the user starts filling in the time of attendance of each employee

6. Log all the transactions done on the employee for example: Penalties

7. The list of transactions will be subjected to change, so that user can add, update and delete transactions

8. Report transactions applied on a certain employee over a certain period of time

9. Generate different reports Like:

- Attendance of certain employee over a certain period of time,
 - vacations employee took over a certain period of time
- (these reports will be defined in the analysis about 5 reports)

2.18 Public Relations

The system will give the user the possibility to log the data of Group Visits/delegations; the data of the visits will include the following:

- Name of deriver
- Group Name
- Advisor
- Locations visited
- Date Time
- Duration of Trip
- Others

1. The system will avail the registration of members in opera.

2. The user will define the dates of all the opera show for a certain month , and the number of available spaces in every show

3. The system will give the user the possibility to choose students form those registered in any of the currently running track instances to register in any of the existing shows

4. Every student can reserve a max. of two tickets in the per show
5. The user will be able to log the data of all the checks generated for the Opera, the check data will **include:**

- Date of Check
- Total Amount of Money
- Number of Tickets
- Price per Person
- Paid amount
- Remaining amount
- Date of Show
- Remaining balance
- Others

6. to the system will also log motels assigned to the judicial members, the data of the motel will include:

- Governorate
- City
- Address
- Number of Floors
- Number of Rooms
- Number of Occupied Rooms
- Number of students existing now

And for every interval of time the system will log the following

- Names of existing students
- Time interval

Special offers of Hotels will also be logged by the system. the system will log the following data:

- Governorate
- City
- Address
- Hotel Name
- Offer
- Valid Period

The system will also allow the user to record the data of programs managed by the department; the data of the programs will include the following:

- Program Name
- Program Type
- Period
- Program Details

7. Generate reports for the above logged data for example:

- get all the shows a certain student have attended ,
 - The total amount of money paid for opera over a certain period of time
- (these reports will be explained in details in the analysis (about 10 reports))

2.19 Accounting Department

The system will give the user the possibility to:

1. Log the data of all the **Checks** issued , data will be :
 - Check number
 - Check date
 - Check value
 - Check description
 - Delivered To
 - Scanned image for the Check
2. Log the data of all the invoices issues , the invoice data will be :
 - Invoice Name
 - Name of Center Assigned
 - Date
 - Month of invoice
 - Amount
 - Description
 - Scan of the Invoice
3. Log the data of loans given to employees, the data of the loan include:
 - Date of loan
 - Direction
 - Amount
 - Comments
4. Define different expense items and record the amount spent on each item. These fields will be subjected to update, the fields are:
 - Payment Name
 - Date of payment
 - Amount paid
 - Beneficial
 - Others

2.20 Computer Department

1. The system will enable the user to manage the courses given for students in the Computer skills, the course parameters will be:
 - Course ID
 - Course name
 - Course Description
 - Course Pre-Requisites (choose from courses pool)
2. The course pre-requisites are the courses that the student should have taken in order to enroll in this course
3. Students registered in the computer courses are either from those registered above (students list) or not
4. The user will create courses and define the time table for every course
5. Define list of instructors
6. Attach instructor with course
7. Define the time table of the courses given in the Training center of the MOJ
8. Attach students with courses
9. Manage the attendance of students in a certain course
10. Evaluate student registered in every course (give them a number and a degree)

2.21 Cars and Transportation

This module will allow the user to manage cars and transportation information through the following capabilities:

1. Define list of all the drivers, their Job titles and communication means

2. Define list of all the cars that exist in the NCJS, cars data will include:

- Car type (Own or Rent)
- Model
- Car Numbers
- Number of Passengers

3. Define car Work Order. In order to define a work order of a certain car the user should select a certain car and define the following:

- Date
- Driver name (by default the system will display the name of the driver who was driving the car last time and the user can change it)
- Path- Morning
- Path- Evening
- Meter Reading- Morning
- Meter Reading- Evening

After the user fills in the form and clicks "submit" the system will save the car's work order, A car can't have more than one work order on same day.

4. Manage fuel Coupons: the system will enable the user to define all the fuel coupons given to every driver on every car. This will work as follows:

- The user selects a certain car , and date
- The system displays the work order of selected day ,
- The user attaches one or more coupon to the car's driver.

5. Manage all Car maintenance transactions

- User choose a certain car
- User choose a certain maintenance transaction from those predefined in the system to assign to the car (example of transactions are" oil change ", " Tires change " Battery Change",....)
- Define the date at which this transaction is done
- System display the name of the driver who was assigned to this car on that day
- Record the amount of money paid before and after taxes
- Record the Kilometer Reading before and after the transaction and also write any comment on the transaction

All Maintenance transactions will be saved in the system and the system can be queried to generate more than one report on this data, for example:

- the total amount of money paid to a certain car over a certain period of time, before and after taxes

8. The system will allow users to document the date of renewal of the licenses of all the cars

9. The system should display a list of all the cars that are due to be renewed within the coming month, this list had to be updated daily

Whenever a car have been renewed the system, the system should keep history of all the dates at which the car license have been renewed and the amount of money paid for renewal before and after taxes

2.22 Training Needs

The NCJS collects training needs and feedback through survey which are conducted and analyzed every two years.

These surveys will be then collected and statistics will be generated from the data collected from this data

1. These surveys are subject to change, thus they need to be updated. The surveys will be in the form of questions and multiple answers and every user should choose only one answer for every question
2. The system will create the survey by defining, number of questions and all its available answers
3. The survey will distribute as hard copies and filled in manually by all judges. A data entry person will be responsible for feeding in the survey results into the system
4. The system will avail the generation of statistics and reports on the results of the survey, for example,
 - the percentage of answers of every answer for every question
 - Display the number of users who had chosen a certain answer for a certain question

(about five reports that will be defined in the analysis)

2.23 Track Evaluation

Each track member should fill in an evaluation form of the track. This evaluation form will include categorized topics and every topic could have a rate from 1 to 6, one is the worst and six is the best

The track evaluation forms will be implemented as follows:

1. The system will avail the definition of the categories of the evaluation and define the topics under every category
2. This evaluation form could be customized per track
3. After creating the evaluation forms, the system will allow the user to log the results per section (group of students in a certain room)
4. After logging that data, the system will allow the user to generate reports and statistics of the results of the track (about 5 reports)

2.24 Archiving System

The target of this section is to implement an archiving system that is cable to scan, archive and search for documents

2.25 Correspondences Management

The target of the system is to fully automate the process of correspondences and secretary management; the system should satisfy the following:

- Logging the data of the correspondences either word file or scanned document

- Forward correspondences from one employee to another
- Ability to reply to correspondences
- Ability to track correspondence's status
- Ability to search correspondences
- Ability to archive correspondences into folders

2.26 Secretary Department

Here we will log the data of:

1. The letters that are written by the secretary,
2. The achievements of the center

2.27 Management Secretary Department

The system will give the user the possibility to log the following data:

Manager's Contacts List:

- Name
- Address
- Telephone
- Profession
- Mobile

Also the system will give the user the possibility to log the data of manager appointments, this data will include:

- Appointment Details
- Day
- Date
- Location
- Person

Also the system had to be able to log the data of all faxes and international calls, this data will include:

- Call Type (Phone/Fax)
- Country
- Date
- Telephone number
- Time
- Fax Scanned image

2.28 Inventory and Purchase Management

1. The system will give the user the possibility to log all the Items Payment Request that have been submitted by the NCJS Inventory management department

The header of this request will include:

- Name of Entity
- *Inventory*
- *Date of Request*
- *Name of Requestor*
- *Permanent/depreciated*
- *Request Number*
- Request Date
- Issuance request

The request will include the following data for every item types added:

- Item Number
- Item Name
- Item
- Quantity Requested
- Quantity Allowed
- Quantity Supplied
- Item Status
- Item Price
- Value
- Comments
- Request Scanned image

Also the system will log the data of the receipts signed by employees to order items, the data of the receipt will include:

- Requestor Name
- Item Name
- Number of items requested
- date
- Receipt scanned image

There will be about 5 reports covering this area and will be defined in details in the analysis phase, an example of the reports, is to choose a certain employee to view all requests sent by him

2.29 Museum Management

The system will give the user the possibility to log the data of all precious pieces that exist in the museum:

The data of the pieces will include:

- Piece Type (Currency...)
- Date Piece received
- Piece status
- Piece Details

The system will give the user the possibility to update, add new pieces and change the piece status

2.30 Photocopying and Publishing Department

The system will give the user the log the data of all the papers that enter the copying department

Also the system will give the possibility to log the data of all the training materials that have been copied for every instance of track fro every course in this track. The data of the track instances will be supplied to the system through the tracks management, by defining the number of training materials that are required for a certain course and the date this materials will be required

The system will also log the data of students who received the materials

2.31 Hardware Management

NCJS needs to track all the machines that exist in the building accordingly they require a ready made inventory system.

NCJS also need to log all the machines that need maintenance and fixing, hence they need a help desk system