

Requirements Document For:
Georgia Department of Revenue, Compliance Division

Prepared For:

Henry Rutherford III
Compliance Division
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Submitted By:

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Project Goal:

Georgia Palm Team will provide auditor's with a PDA application that allows for the creation of time sheets and itineraries. The application will display a calendar itinerary to schedule appointments and audits and to enter flight, car rental, and hotel information. Then the application should take the scheduled information and create a time sheet based on the itinerary. The system will incorporate two levels of user ability: Auditor and Supervisor with appropriate function for both users.

Customer Information:

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Team Members:

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Technical Requirements:

Use Case Scenarios:

Things that a user will do in a session of Gretta [Georgia Region Employee Time Tracking Application]

Definitions:

Itinerary - the collection of events that the user expects to engage in, (or may already have engaged in).

Timesheet - the finished exported product of the completed itinerary

Log in [assumes the application is running]

New User - During the very first login, the user will have to enter their personal information. After subsequent logins, they will be able to pull their name from a drop down box.

Returning User - To log in, the user will select their name from a drop down box

Create new Itinerary

Enter Appointment Information - User will enter the dates and times of meetings they attended or will attend in the future. Expected fields: [Meeting Location/Time Start/Time Finish]

Enter Hotel Information - User will enter the Hotel Information for where they stayed. Expected fields: [Hotel Name/Hotel Address/Hotel Phone]

Enter Car Rental Information - User will enter the Car Rental information for the car they rented. Expected fields: [Rental Company/Rental location/Drop off location if different than pickup location/Car type/Pickup date/Pickup time/Drop off date/Drop off time]

Enter Flight Information - User will enter the Flight Information they received from the airline. Expected fields: [Airline/Flight Number/Departure date/Departure time/Arrival date/Arrival time]

Edit Itinerary

Export Timesheet

The user will link to database and transmit data

Glossary: