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# USAID PAKISTAN TRADE PROJECT (PTP) TECHNICAL DESIGN SPECIFICATION

September 26, 2011

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# **USAID PAKISTAN TRADE PROJECT (PTP) TECHNICAL DESIGN SPECIFICATIONS**

USAID PAKISTAN TRADE PROJECT  
CONTRACT NUMBER: EEM-I-00-07-00005  
DELOITTE CONSULTING, LLP  
USAID/PAKISTAN, ECONOMIC GROWTH OFFICE  
September 26, 2011

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# CONTENTS

1. Acronyms.....	iv
2. Introduction .....	5
2.1. Purpose.....	5
2.2. Scope.....	5
2.3. Document Organization .....	5
3. Design Overview .....	7
3.1. Approach.....	7
3.2. Architecture Goal and Constraint .....	7
3.3. Guiding Principles .....	7
3.4. Design Principles .....	8
4. Solution Architecture.....	9
5. Application Architecture .....	11
5.1. Presentation Layer .....	12
5.2. Business Layer .....	12
6. Application Implementation .....	13
6.1. Domain Model .....	14
6.2. System Components.....	18
6.3. Presentation Layer Components .....	20
6.4. Business Layer Components.....	25
6.5. Class Diagram of Business Layer .....	25
7. Database Architecture.....	27
7.1. Data Model.....	27
7.2. TDAP Complete ERD.....	27
7.3. TDAP Module Wise ERD .....	28
8. Assumptions & Constraints .....	37
9. Modular Design Specification .....	38
9.1. Home Page .....	40
9.2. Dashboard .....	47
9.3. User Management (Front End) .....	62
9.4. User Management (Admin Module).....	76
9.5. Location Setup Module.....	88
9.6. Goods and Services Management.....	97
9.7. News & Announcements .....	103
9.8. Testimonials.....	109
9.9. FAQs .....	112
9.10. Importer Management (Importer Database).....	118
9.11. Exporters Management .....	121
9.12. Event Management.....	149
10. Appendices .....	171
10.1. Appendix A: Products & Tools.....	171

10.2.	Appendix B: Configuration files .....	172
10.3.	Appendix C: Data Dictionary.....	173

<b>TABLES.....</b>	<b>6</b>
Table 1 Document Organization.....	6
Table 2 Application Architecture .....	11
Table 3 Domain Model.....	18
Table 4 Presentaion Layer Components .....	25
Table 5 Assumptions & Constraints.....	37
Table 6 Products & Tools.....	171
Table 7 Data Dictionary .....	192

<b>Figures.....</b>	<b>9</b>
Figure 1 Solution Architecture .....	9
Figure 2 Architecture Diagram.....	10
Figure 3 Application Architecture Diagram.....	11
Figure 4 Application Implementation.....	13
Figure 5 Class Diagram .....	26
Figure 6 TDAP Complete ERD.....	27
Figure 7 ERD User Management .....	28
Figure 8 ERD Exporter.....	29
Figure 9 ERD Event Management.....	30
Figure 10 ERD Importer.....	31
Figure 11 ERD Home Page .....	32
Figure 12 ERD Trade Opportunity .....	33
Figure 13 ERD FAQs .....	34
Figure 14 ERD News.....	35
Figure 14 ERD Testimonials .....	36

# I. ACRONYMS

<b>TDAP</b>	Trade and Development Authority of Pakistan
<b>MoC</b>	Ministry of Commerce
<b>DAO</b>	Data Access Object
<b>DHTML</b>	Dynamic Hypertext Markup Language
<b>GUI</b>	Graphical User Interface
<b>HTML</b>	Hypertext Markup Language
<b>HTTP</b>	Hypertext Transfer Protocol
<b>LAN</b>	Local Area Network – Communications network confined to the same physical building
<b>JSP</b>	Java Server Pages
<b>JSF</b>	Java Server Faces
<b>SQL</b>	Structured Query Language
<b>UML</b>	Unified Modeling Language
<b>XML</b>	Extensible Markup Language
<b>XSLT</b>	Extensible Style Language Transformation
<b>AJAX</b>	Asynchronous JavaScript and XML

# 2. INTRODUCTION

## 2.1. PURPOSE

The purpose of this document is to outline the technical design of the MoC/TDAP Portal and provide an overview for the system implementation.

Its main purpose is to -

- Provide the link between the Functional Specification and the detailed Technical Design documents
- Detail the functionality which will be provided by each component or group of components and show how the various components interact in the design
- Provide a basis for the MoC/TDAP Portal detailed design and development

This document is not intended to address installation and configuration details of the actual implementation but gives an idea about integration of conceptual and technical design of MoC/TDAP Portal. As is true with any high level design, this document will be updated and refined based on changing requirements.

## 2.2. SCOPE

The Application Design outlined in this document builds upon the scope defined in the Requirements phase.

## 2.3. DOCUMENT ORGANIZATION

This document organized into following sections:

Section	Description
<b>Introduction</b>	Provides information related to this document (e.g. purpose, term definitions etc.)
<b>Design Overview</b>	Describes the approach, architectural goals and constraints, Guiding principles used in design and development
<b>Solution Architecture</b>	Describes the various system components and the integration between them
<b>Application Architecture</b>	Describe the application architecture in terms of different layers of application. Description of the presentation layer, business layer, data access layer and resource layer and their relationship to each

<b>Section</b>	<b>Description</b>
	other
<b>Application Implementation</b>	Describes the application deployment structure in folder/directory view (From ROOT to LEAF), Domain model and other important Application Technicalities
<b>Database Architecture</b>	Describes the overall Data model for the MoC/TDAP Portal
<b>Assumptions and Constraints</b>	Details various assumptions made during design and development of the MoC/TDAP Portal
<b>Modular Design Specification</b>	Describes the Technical details of each of the module present in the system
<b>Appendix A</b>	Lists all products and tools used in design and development
<b>Appendix B</b>	Lists all the configuration files used in implementation
<b>Appendix C</b>	Describes the data dictionary

**Table I Document Organization**

# 3. DESIGN OVERVIEW

## 3.1. APPROACH

This document is created and extended in multiple phases over the course of the project –

- Requirements Phase - During the Requirements Phase, the initial version of this document is created, describing the candidate architecture to be validated in the System Design Phase.
- System Design Phase - During the System Design phase, the Wire Frames are created and this document is finalized by establishing a sound architectural foundation for the Construction Phase.
- Development Phase – During the Development Phase, no further additions or modifications are made to this document

## 3.2. ARCHITECTURE GOAL AND CONSTRAINT

The overall architecture goals of the portal should therefore serve as a comprehensive tool for the Ministry of Commerce as it should help them improve their management of importers and exporters and maintain adequate data to facilitate collaboration while also acting as the point for information dissemination regarding trade. The portal should act as a hub for dissemination of information that should include, but not limited to trading requirements to and from Pakistan, rules and regulations, opportunities, trends and analysis, authorities and their procedures and publications.

A key architectural goal is to leverage industry best practices for designing and developing a reliable and scalable application. To meet this goal, the design of the MoC/TDAP Portal will be based on core MVC layered architecture as well as the industry standard development guidelines.

## 3.3. GUIDING PRINCIPLES

Guiding principles provide a foundation upon which to develop the target architecture for the MoC/TDAP Portal, in part by setting the standards and measures that the tool must satisfy. These in turn drive design principles that can be used to validate the design and ensure that it is aligned with TDAP overall Architecture, Design Principles and Standards. Some of the guiding principles that will be followed during the MoC/TDAP Portal design and development are outlined below.

### i. Scalable

Scalability is the ability of the platform to scale both up and down to support varying numbers of users or transaction volumes. The application should be able to scale horizontally (by adding more servers) or vertically (by increasing hardware capacity or software efficiency). The persistent layer provides a mechanism to define procedures for all I/O operations depending on the application usage and requirements.

### ii. Flexible

Flexibility is the ability of the application to adapt and evolve to accommodate new requirements without affecting the existing operations. This relies on a modular architecture, which isolates the complexity of integration, presentation, and business logic from each other

in order to allow for the easy integration of new technologies and processes within the application.

**iii. Standards-Based**

The standards-compliance will not only apply to application development but also to design, platform/infrastructure and other parts of the MoC/TDAP Portal. Examples of standards include HTML, JSF, and XML.

### 3.4. DESIGN PRINCIPLES

Best practices and design principles will be applied in two main areas –

- 1) Presentation Services to individual desktops should be uncoupled
  - i. Presentation services are delivered to a web browser rather than to custom client software. A range of modern browsers that support HTML, DHTML, and XML are required
  - ii. A common look and feel for MoC/TDAP Portal
  - iii. Client side JavaScript should be used for validating user input and prevents round trips between the browser and the server
  - iv. The TDAP user interface will be designed in such a way that common user interface functionality will be implemented in a similar manner across the board. Examples of this include:
    - A consistent way of capturing date inputs
    - A uniform way of displaying informational and error messages to the users
    - A uniform way of displaying required and optional fields in the screens.
- 2) Business Rules should be encoded within the application development framework
  - i. Business rules will need to be separated from the presentation and database frameworks
  - ii. Server applications are based on action-based systems.
  - iii. Adoption of a component based framework needs to be considered to promote reuse of information objects.

# 4. SOLUTION ARCHITECTURE

The diagram below provides an illustration of the System Architecture along with various system components that will be used in architecting the MoC/TDAP Portal.

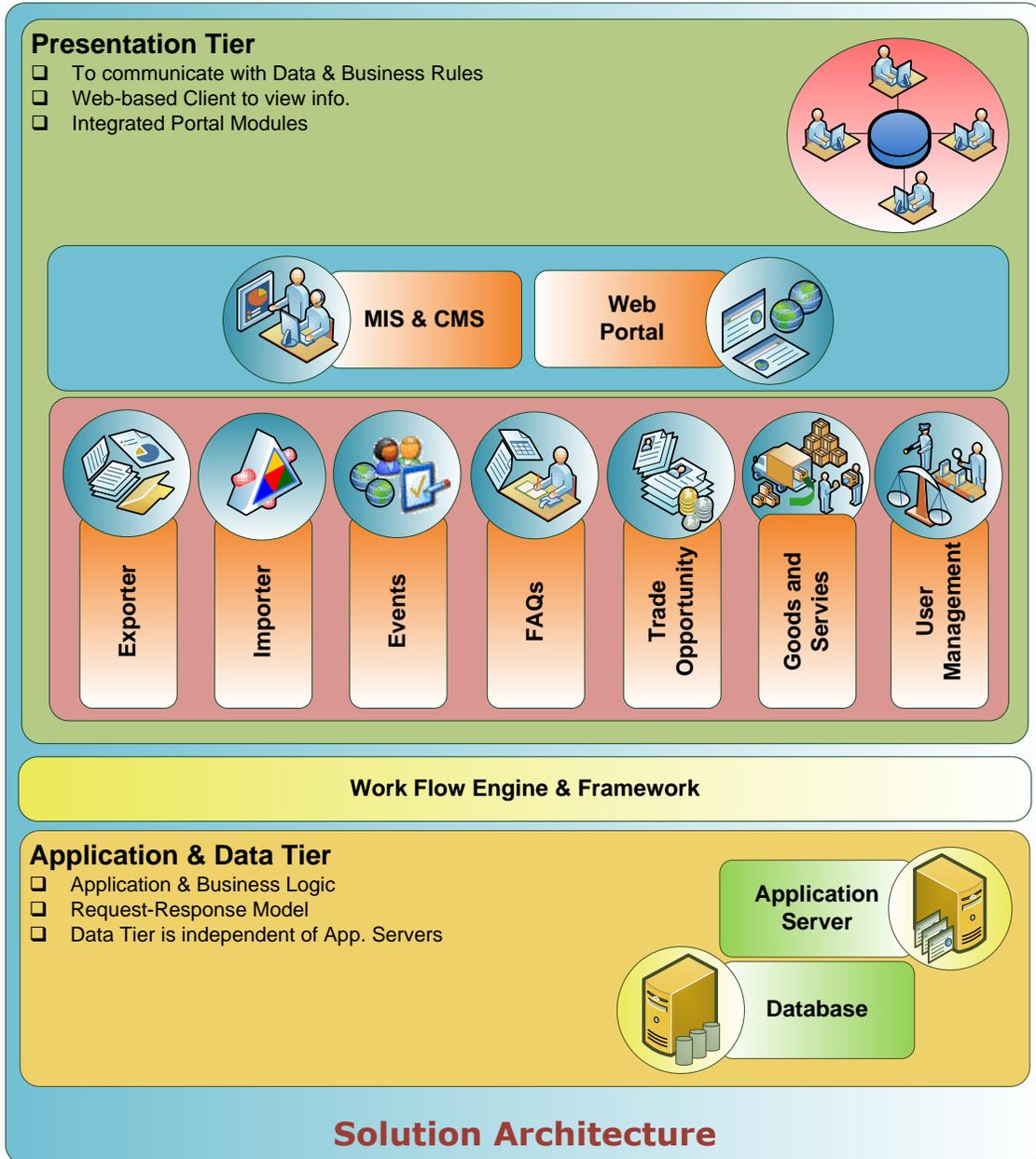
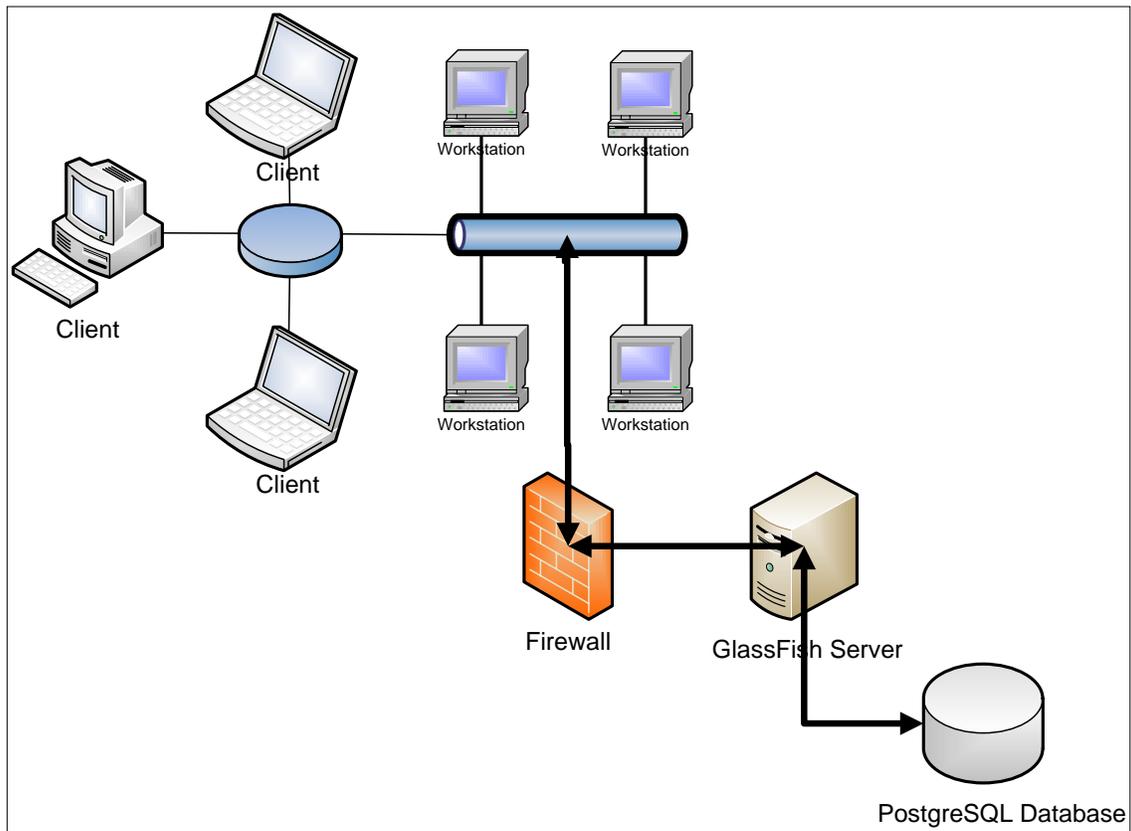


Figure I Solution Architecture



**Figure 2 Architecture Diagram**

Interaction of software components along with the details of each component is explained below –

**GlassFish Server** – GlassFish Web server is responsible for serving web pages, mostly HTML/JSP pages, via the HTTP protocol to clients. The Web server sends out web pages in response to requests from browsers. A page request is generated when a client clicks a link on a web page in the browser.

**PostgreSQL 9.0 Database** – TDAP database stores the information in relational format.

**HTTP** - Hyper Text Transport Protocol is the communication protocol used to connect to servers on the World Wide Web. The primary function of HTTP is to establish a connection with a Web server and transmit HTML/JSP pages to the user's browser.

**XML** - A programming language/specification developed by the W3C, for organizing and tagging elements of a document so that the document can be transmitted and interpreted between applications and organizations.

# 5. APPLICATION ARCHITECTURE

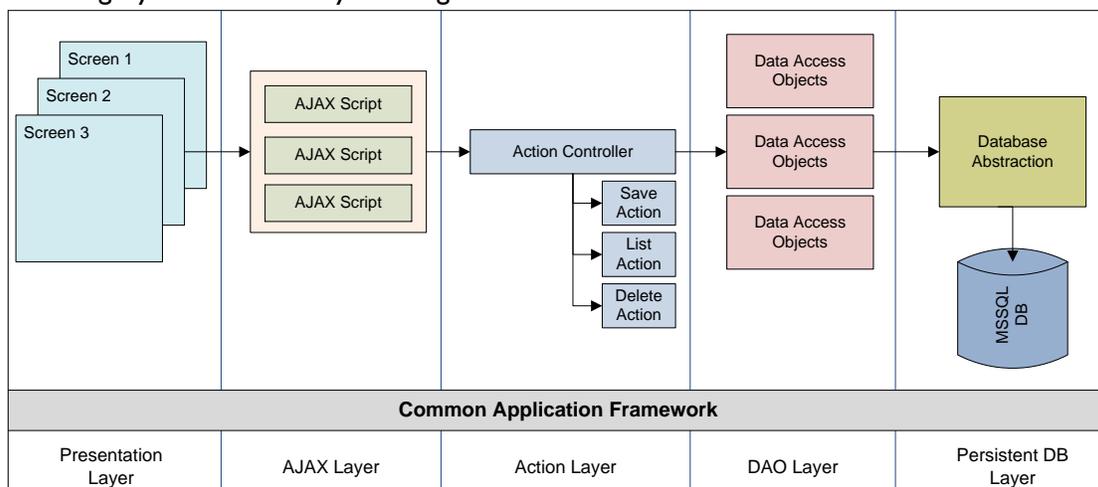
Application architecture defines the various components and their interactions in context of a whole system. Application architecture is the critical software that bridges the architectural gap between the application server and the application’s business logic, thereby eliminating the complexities and excessive costs of constructing, deploying and managing enterprise applications.

The MoC/TDAP Portal will have a layered application architecture which provides some of the key features below –

Feature	Description
<b>STRUCTURE</b>	Organizing applications along business-level boundaries and not technical boundaries.
<b>CONTROL</b>	Modifying, extending or overwriting any architectural element.
<b>REUSE</b>	Achieving greater reusability and integration by loosely coupling application logic to infrastructure.

**Table 2 Application Architecture**

At a *conceptual* level, they represent distinct and cohesive aggregations of functionality. The MoC/TDAP Portal design is based on a tiered approach. “A tier is a logical partition of the separation of concerns of the system. Each tier is assigned its unique responsibility in the system. We view each tier as logically separated from one another. Each tier is loosely coupled with the adjacent tier.” The MoC/TDAP Portal architecture can be represented in the following layers illustrated by the diagram below:



**Figure 3 Application Architecture Diagram**

## 5.1. PRESENTATION LAYER

A standard Internet Browser such as Internet Explorer is the primary client for the MoC/TDAP Portal. JSP pages are delivered to the client browser by the tracking application upon a user request. The Web Pages also include JavaScript functions where applicable.

## 5.2. BUSINESS LAYER

### i. AJAX Layer

A separate AJAX layer is used to update the screen area in different programs where data requires auto refresh feature. The web-browser sends an XML request to the web-server for updating the contents of the page. As a result of XML request, the web-browser sends an XML response containing the required information through HTTP protocol.

AJAX brings to web applications new characteristics that are not available as a standard in traditional web applications.

- Continuous uploading - time is not wasted while waiting for page redraws and reloads
- Real-time updates - certain parts of the web pages are directly updated without requiring the whole page to update
- Greater graphical interaction similar to desktop applications – drag and drop
- Standard mechanism for the client to interact with the server and only send small xml fragments

### ii. Action Layer

Each program/module has a separate Action Controller for routing page control on a specific action invoked by user. For e.g. when user clicks a save/submit button, the page sends Save Action to the Controller for persisting data into database.

### iii. DAO Layer

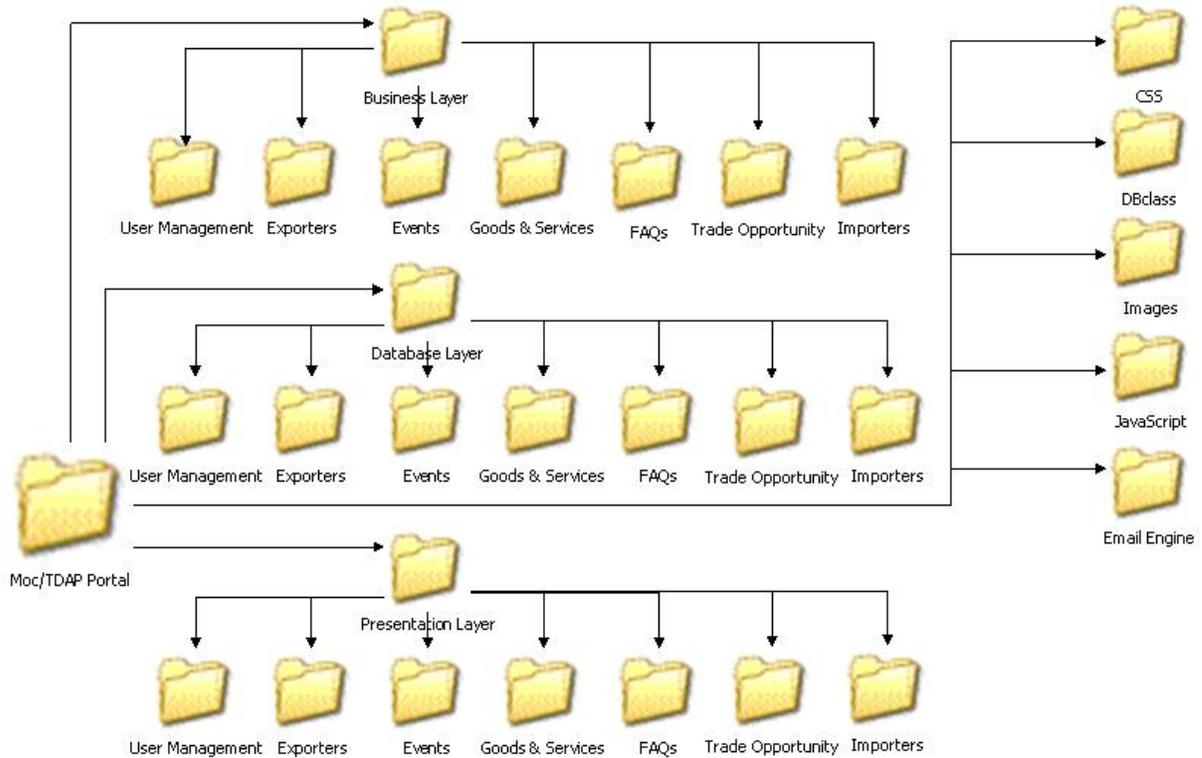
TDAP Program is designed on an object-oriented approach in which persistence layer is mapped by a class to create Data Access Object for updating/retrieving data from the particular database table. The class contains method and attributes for insertion, updating and retrieving records on a particular action performed by the user.

### iv. Persistent DB Layer

To maintain scalability, the application architecture contains a persistent database layer for defining the functions/procedures for all I/O operations for better performance.

# 6. APPLICATION IMPLEMENTATION

The Application folder structure should be present to elaborate the actual directory hierarchy in the system (WAR file contains different folders just show that directory structure) -



**Figure 4 Application Implementation**

## 6.1. DOMAIN MODEL

Sr No	Module Name	Object Name	Dependant Module	Description
1)	<b>User Management</b>	Role User UserRole Portal	Location Setup	<p><b>Role</b> – MoC/TDAP Roles are to be defined in this table.</p> <p><b>User</b> – This table handles the information of the system users and their associations with the entities. All the system users are to be defined in this table before they get to use the system.</p> <p><b>UserRole</b> – The role of the user is maintained in this table.</p> <p><b>Portal</b> – All portals will be maintained in this table before use.</p>
2)	<b>Exporter</b>	Exporter UserExporter ExporterCategory ExporterCountryTrade ExporterProfileUpdate	User management, Goods & Services, Location Setup	<p><b>Exporter</b> – Exporter table contain the overall information that is required to add the Exporter profile into the system.</p> <p><b>UserExporter</b> – UserExporter table will maintain the relationship between Exporter and its User Info.</p> <p><b>ExporterCategory</b> –</p>

Sr No	Module Name	Object Name	Dependant Module	Description
				<p>ExporterCategory table will maintain all categories linked with each Exporter.</p> <p><b>ExporterCountryTrade –</b> ExporterCountryTrade table will maintain all counties, against each Exporter Trade in.</p> <p><b>ExporterProfileUpdateRequest –</b> ExporterProfileUpdateRequest table will maintain all Edit requests of each Exporter.</p>
3)	<b>Event</b>	<p>Event</p> <p>EventCategory</p> <p>EventContactPerson</p> <p>EventOrganizer</p> <p>EventParticipant</p>	<p>Location Setup,</p> <p>Goods &amp; services</p>	<p><b>Event –</b> Event table will maintain the detail Information of each Event.</p> <p><b>EventCategory –</b> EventCategory table will maintain all categories linked with each Event.</p> <p><b>EventContactPerson –</b> EventContactPerson table will maintain the Contact Person information against each Event.</p> <p><b>EventOrganizer –</b> EventOrganizer table will maintain Organizers</p>

Sr No	Module Name	Object Name	Dependant Module	Description
				<p>Information against each Event.</p> <p><b>EventParticipants –</b> EventParticipants table will maintain Participants Information against each Event.</p>
4)	<b>Trade Opportunity</b>	TradeOpportunity TradeOpportunityCategory TradeOpportunityRequest	Goods & Services	<p><b>TradeOpportunity –</b> TradeOpportunity table will maintain the detail of each Trade Opportunity.</p> <p><b>TradeOpportunityCategory –</b> TradeOpportunityCategory table will maintain all categories linked with each TradeOpportunity.</p> <p><b>TradeOpportunityRequest –</b> TradeOpportunityRequest table will maintain all Requests to initiate new Trade Opportunities.</p>
5)	<b>Location Setup</b>	Country Province City		<p>Country - Country table will maintain the list of countries in the system.</p> <p>Province - Province table will maintain the list of Provinces under each Country already defined in the system.</p>

Sr No	Module Name	Object Name	Dependant Module	Description
				City - City table will maintain the list of Cities under each Province already defined in the system.
6)	<b>Goods &amp; Services</b>	Category		Broad category of Goods and Services will maintain Broad categories in the system, under which sub-category of goods and services are managed.
7)	<b>Importer</b>	Importer		Importer table will maintain the list of documents related to each importer defined in the system.
8)	<b>HomePage</b>	News Testimonial Events		<p><b>News</b> – News &amp; Announcements table will maintain the list of news items, published on the system.</p> <p><b>Events</b> – Events table will maintain the list of events items, published on the system.</p> <p><b>Testimonial</b> – Testimonial table will maintain the list of testimonials, required on Homepage</p>
9)	<b>FAQ</b>	FAQ		<b>FAQ</b> - FAQ table will

Sr No	Module Name	Object Name	Dependant Module	Description
		FAQCategory		maintain list of defined FAQs in the system.  <b>FAQCategory –</b> FAQCategory table will maintain all categories linked with each defined FAQ.
10)	<b>SystemLog</b>	SystemLog		<b>SystemLog -</b> table will maintain all errors/exceptions Log of the application.
11)	<b>Email</b>	EmailAddress EmailContent EmailEvent EmailJob EmailSmsLog	Event Management, Exporter	<b>EmailAddress –</b> This table all system sent email addresses. <b>EmailEvent –</b> This table will maintain the all Email Events. <b>EmailContent –</b> This table will maintain the relationship between Event and Email Content. <b>EmailJob –</b> This table will maintain all Email Jobs. <b>EmailSMSLog –</b> This table will maintain Email and SMS Log of the system.

**Table 3 Domain Model**

## 6.2.SYSTEM COMPONENTS

### 6.1.1 EMAIL ENGINE

The system caters the functionality for sending and receiving emails by Apache JAMES, a cutting edge email engine for bulk emailing.

## 6.1.2 JAMES INTRODUCTION

James is a 100% pure Java SMTP, POP3 Mail server, IMAP (James V3) and NNTP News (James V2) server designed to be a complete and portable enterprise mail/messaging engine solution based on currently available open messaging protocols.

Amongst the benefits of James over other mail platforms is its support for building custom mail handling applications.

The James Project hosts the Apache Mailet API, and James provides an implementation of this mail application platform API.

## 6.1.3 DASHBOARD AND KPIS TOOLS

For viewing the overall performance on HomePage and system reports with drill down capabilities, the application is using a Flash based interacting graphs and charts.

## 6.1.4 FUSIONCHARTS V3 INTRODUCTION

FusionCharts v3 helps you create **animated & interactive charts** for web & enterprise applications. It is the industry's leading enterprise-grade charting component that functions seamlessly on **PCs, Macs, iPads, iPhones** and a majority of other mobile devices.

FusionCharts leverages **Flash and JavaScript (HTML5)** to create stunning charts, and works with both **XML and JSON data**. It can be integrated with any server-side technology (ASP, ASP.NET, PHP, JSP, ColdFusion, Ruby on Rails etc.) and database. FusionCharts is **used by 19,000 customers and 400,000 users** in over 110 countries to add "wow" to their applications.

## 6.1.5 CONTENT MANAGEMENT EDITOR & FILE UP LOADER

To add and update HTML/XML content the system is using CKEditor with an open source integrated component "File Up loader" to upload image/flash files on web server.

## 6.1.6 AN OPEN FILE MANAGER FOR CKEDITOR 3.0 INTRODUCTION

For picture upload feature File Manager integrates with CKEditor 3.x (HTML editor), so that user can upload and use those pictures in user friendly manner. With help of File Manager now it's possible to upload images to the server and then referring back those images in HTML content. File Manager provides a simple javascript API which you can use to write a connector for your preferred server-side language.

### 6.3. PRESENTATION LAYER COMPONENTS

Sr No	Module Name	Object Name	Description	Accessibility
1)	<b>User Management</b>	Role User UserRole Portal	<p><b>Role – MoC/TDAP</b> Roles are to be defined from this Screen.</p> <p><b>User –</b> This Screen handles the information of the system users and their associations with the entities. All the system users are to be defined from this Screen before they get to use the system.</p> <p><b>UserRole –</b> The role of the user is maintained from this Screen.</p> <p><b>Portal –</b> All portals will maintain from this Screen before use.</p>	<b>Administrator</b>
2)	<b>Exporter</b>	Exporter UserExporter ExporterCategory ExporterCountryTrade ExporterProfileUpdate	<p><b>Exporter –</b> Exporter Screen Maintain the overall information that is required to add the Exporter profile into the system.</p> <p><b>UserExporter –</b> Exporter Screen will maintain the relationship between</p>	<p><b>Only Authorized Administrator can Add, Edit and approve Edit Request.</b></p> <p><b>All Users can View Exporter Page</b></p>

Sr No	Module Name	Object Name	Description	Accessibility
			<p>Exporter and its User Info.</p> <p><b>ExporterCategory –</b> Exporter Screen will maintain all categories linked with each Exporter.</p> <p><b>ExporterCountryTrade –</b> Exporter Screen will maintain all counties, against each Exporter Trade in.</p> <p><b>ExporterProfileUpdateRequest –</b> ExporterProfileUpdate Request Screen will maintain all Edit requests of each Exporter.</p>	<p><b>Exporter can send Edit Request to the Administrator</b></p>
3)	<b>Event</b>	<p>Event</p> <p>EventCategory</p> <p>EventContactPerson</p> <p>EventOrganizer</p> <p>EventParticipant</p>	<p><b>Event –</b> Event Screen will maintain the detail Information of each Event.</p> <p><b>EventCategory –</b> Event Screen will maintain all categories linked with each Event.</p> <p><b>EventContactPerson –</b>Event Screen will</p>	<p><b>All users, but only Administrator will have the option to edit, delete the events and only Foreign buyers, Exporters and non-registered visitors would be able to submit the applications against any event.</b></p>

Sr No	Module Name	Object Name	Description	Accessibility
			<p>maintain the Contact Person information against each Event.</p> <p><b>EventOrganizer –</b> Event Screen will maintain Organizers Information against each Event.</p> <p><b>EventParticipants –</b> Event Screen will maintain Participants Information against each Event.</p>	
4)	<b>Trade Opportunity</b>	TradeOpportunity TradeOpportunityCategory TradeOpportunityRequest	<p><b>TradeOpportunity –</b> TradeOpportunity Screen will maintain the detail of each Trade Opportunity.</p> <p><b>TradeOpportunityCategory –</b> TradeOpportunity Screen will maintain all categories linked with each TradeOpportunity.</p> <p><b>TradeOpportunityRequest –</b> TradeOpportunityRequest Screen will maintain</p>	<p><b>Administrator will have the option to edit, delete and approve the trade opportunities.</b></p> <p><b>Foreign buyers can view/edit their own posted opportunities</b></p> <p><b>Exporters can view only relevant opportunities</b></p> <p><b>Non-registered visitors cannot view any opportunity</b></p>

<b>Sr No</b>	<b>Module Name</b>	<b>Object Name</b>	<b>Description</b>	<b>Accessibility</b>
			all Requests to initiate new Trade Opportunities.	
5)	<b>Location Setup</b>	Country Province City	Country - Country Screen will maintain the list of countries in the system.  Province - Province Screen will maintain the list of Provinces under each Country already defined in the system.  City - City Screen will maintain the list of Cities under each Province already defined in the system.	<b>Administrator</b>
6)	<b>Goods &amp; Services</b>	Category	Broad category of Goods and Services will maintain Broad categories in the system, under which sub-category of goods and services are managed.	<b>Administrator</b>
7)	<b>Importer</b>	Importer	Importer Screen will maintain the list of documents related to	<b>Administrator</b>

Sr No	Module Name	Object Name	Description	Accessibility
			each importer defined in the system.	
8)	<b>HomePage</b>	News Testimonial	<p><b>News – News &amp; Announcements Screen</b> will maintain the list of news items, published on the system.</p> <p><b>Testimonial –</b> Testimonial Screen will maintain the list of testimonials, required on Homepage.</p> <p><b>Events- Events Screen</b> will maintain the list of events items, published on the system.</p>	<b>Administrator</b>
9)	<b>FAQ</b>	FAQ FAQCategory	<p><b>FAQ - FAQ Screen</b> will maintain list of defined FAQs in the system.</p> <p><b>FAQCategory –</b> FAQCategory Screen will maintain all categories linked with each defined FAQ.</p>	<b>Administrator</b>
10)	<b>News &amp; Announcements</b>	News	<b>News and Announcement –</b> News & Announcement Screen	<b>Administrator</b>

Sr No	Module Name	Object Name	Description	Accessibility
			will maintain list of defined News in the system	
11)	<b>Testimonials</b>	Testimonials	<b>Testimonials –</b> Testimonials Screen will maintain list of defined Testimonials in the system	<b>Administrator</b>

**Table 4 Presentaion Layer Components**

## 6.4. BUSINESS LAYER COMPONENTS

Business Layer Components mainly consist of Java APIs and connectors to provide external programmatic access.

### **Java API**

The Content Java API and the Process Java API provide programmatic access to business object stores and system modules.

### **Email Avalon API**

The Java Avalon API for email allows a developer to send bulk emails from application that access Apache JAMES email engine, and provides networked, Java-based access to commonly used objects and methods within the System COM API.

### **Process Java API**

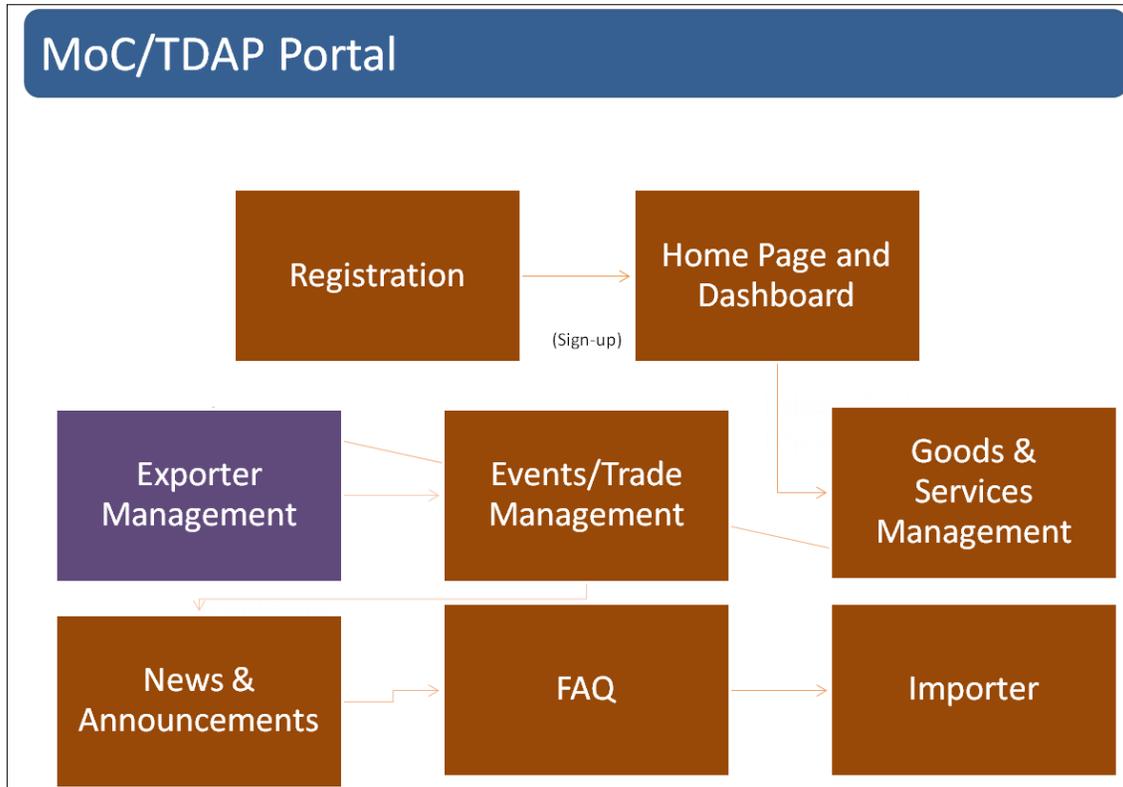
The Process Java API provides access to the runtime, administration, configuration, and workflow functionality supported in the Process Engine. It provides the means to create, validate, and modify workflow definitions.

### **Java DB Connector**

PostgreSQL provides “Java Connectors” in order to enable communication with database server.

## 6.5. CLASS DIAGRAM OF BUSINESS LAYER

In software engineering, a class diagram in the Unified Modelling Language (UML) is a type of static structure diagram that describes the structure of a system by showing the system's classes, their attributes, operations (or methods), and the relationships among the classes.



**Figure 5 Class Diagram**

# 7. DATABASE ARCHITECTURE

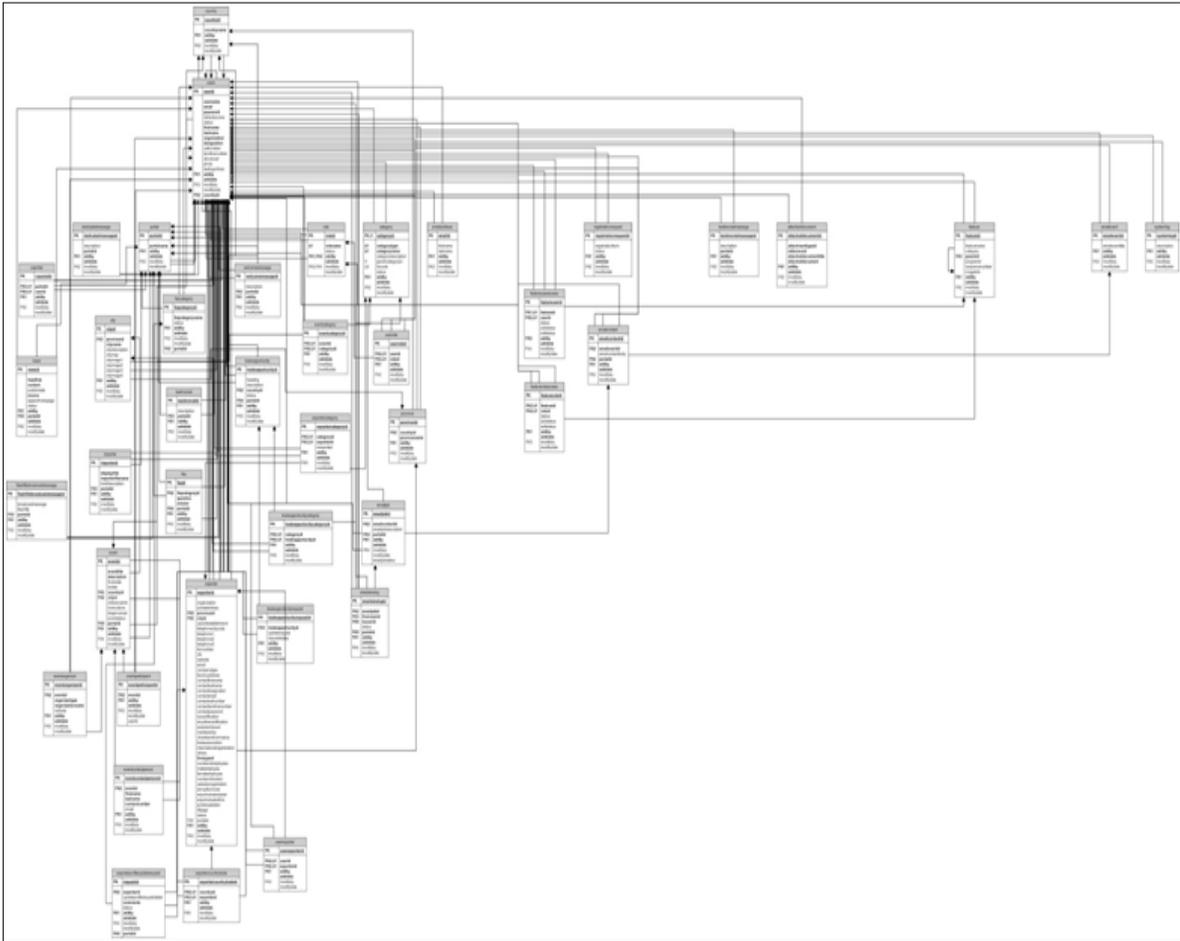
The MoC/TDAP Portal will use PostgreSQL 9.0 Database as its repository.

## 7.1. DATA MODEL

**Database Name:** TDAP

Data Model is a method for describing data structures and a set of operations used to manipulate and validate that data. Data Model for the MoC/TDAP Trade Portal is as shown below

## 7.2. TDAP COMPLETE ERD



**Figure 6 TDAP Complete ERD**

## 7.3.TDAP MODULE WISE ERD

### 7.3.1 ERD-USER MANAGEMENT

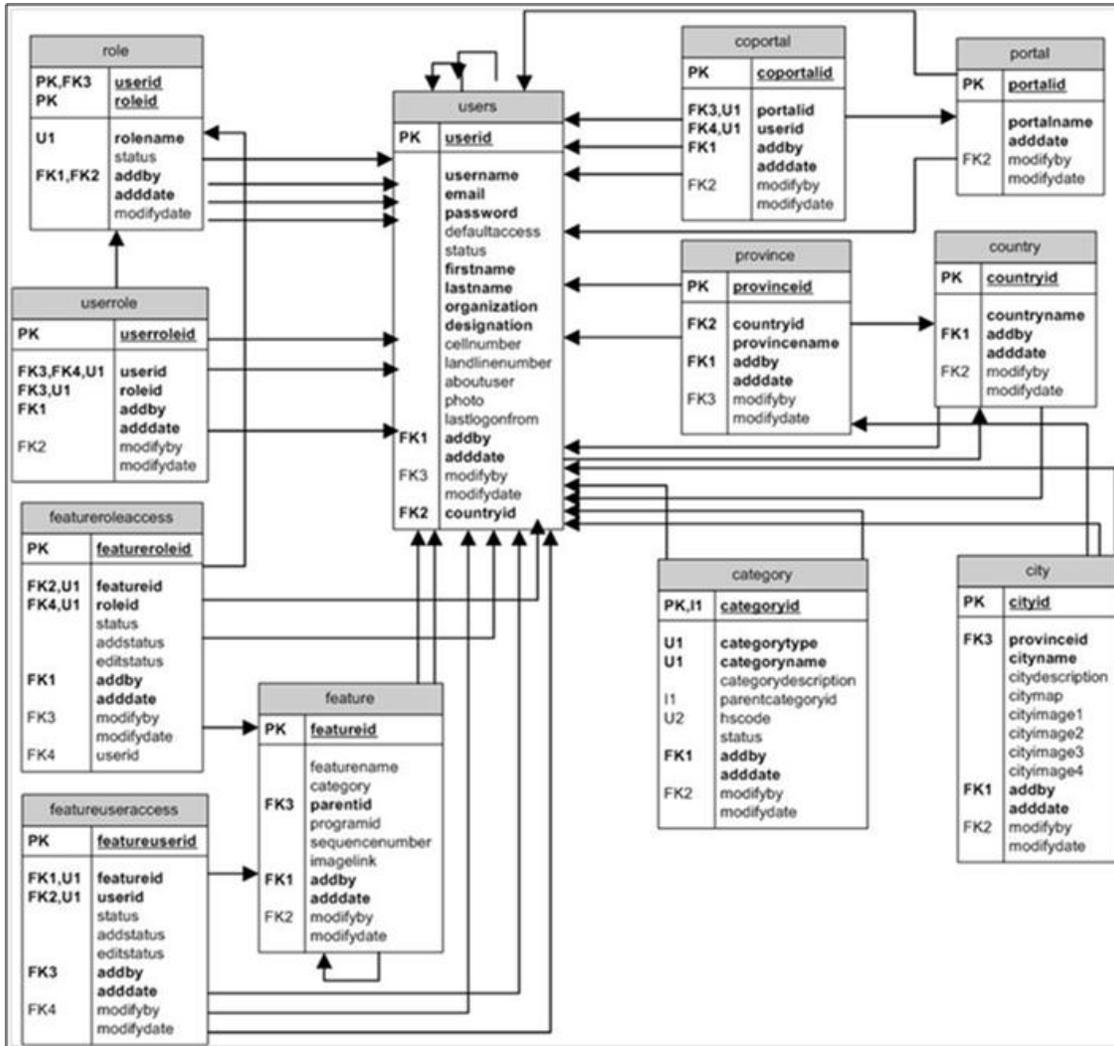


Figure 7 ERD User Management

### 7.3.2 ERD-EXPORTER

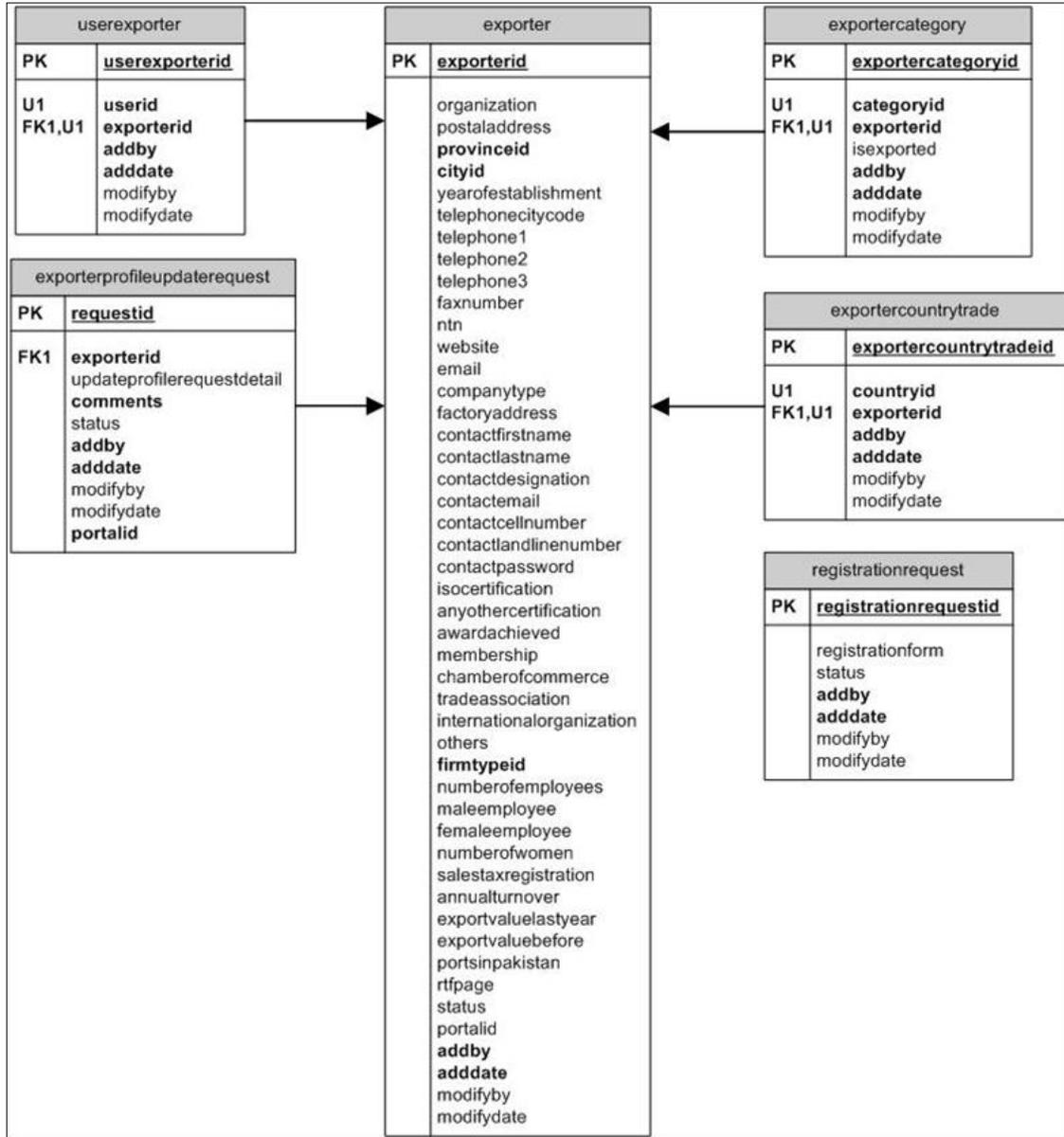


Figure 8 ERD Exporter

### 7.3.3 ERD-EVENTMANAGEMENT

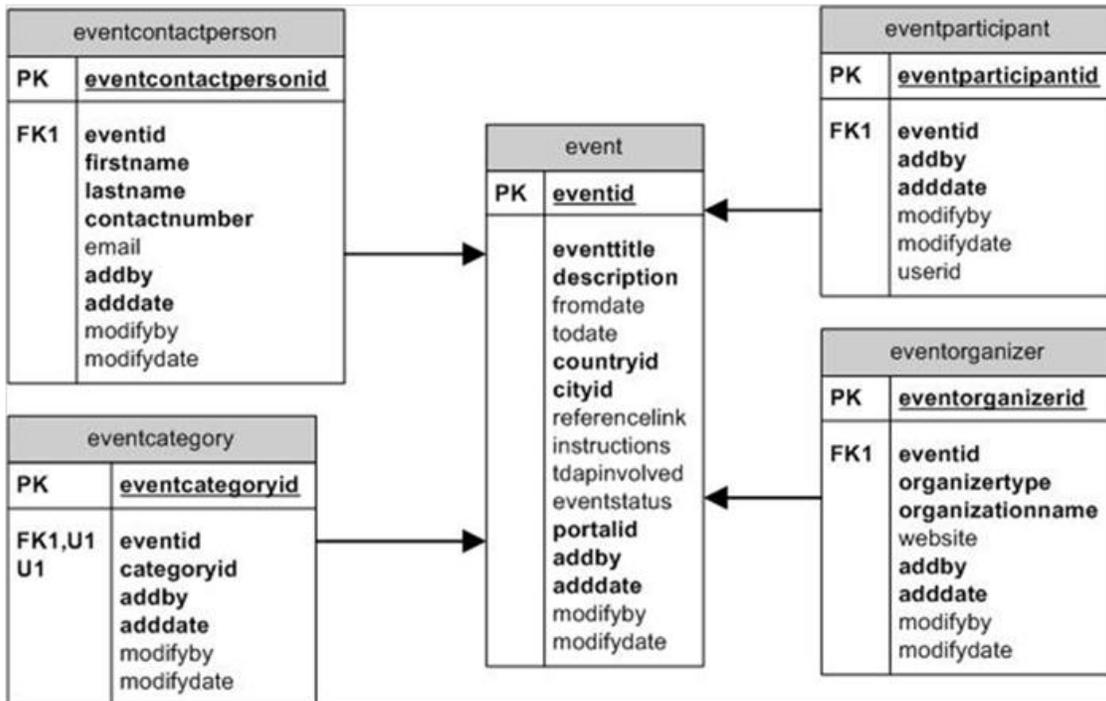


Figure 9 ERD Event Management

### 7.3.4 ERD-IMPORTER

importer	
<b>PK</b>	<b><u>importerid</u></b>
	<b>displaytitle</b> <b>importerfilename</b> briefdescription <b>portalid</b> <b>addby</b> <b>adddate</b> modifyby modifydate

**Figure 10 ERD Importer**

### 7.3.5 ERD-HOMEPAGE

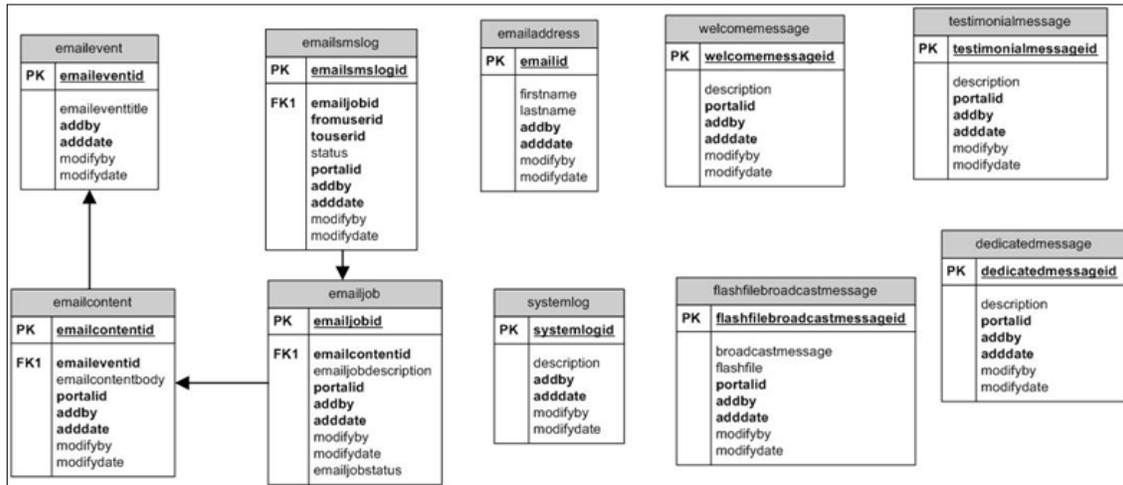


Figure 11 ERD Home Page

### 7.3.6 ERD-TRADEOPPORTUNITY

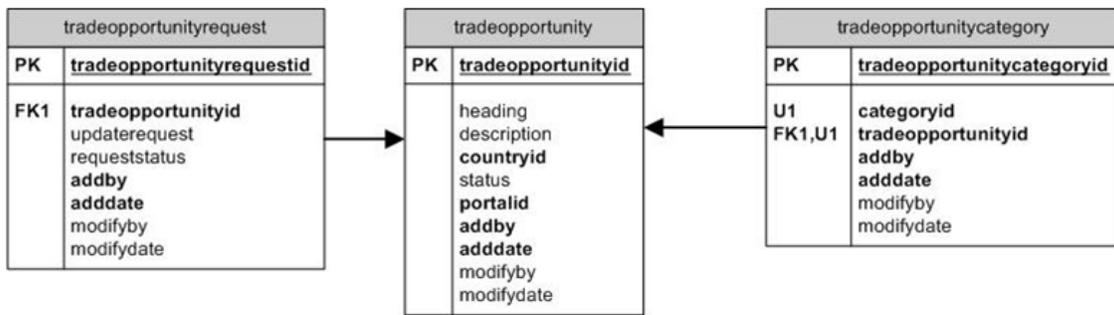


Figure I2 ERD Trade Opportunity

### 7.3.7 ERD-FAQ

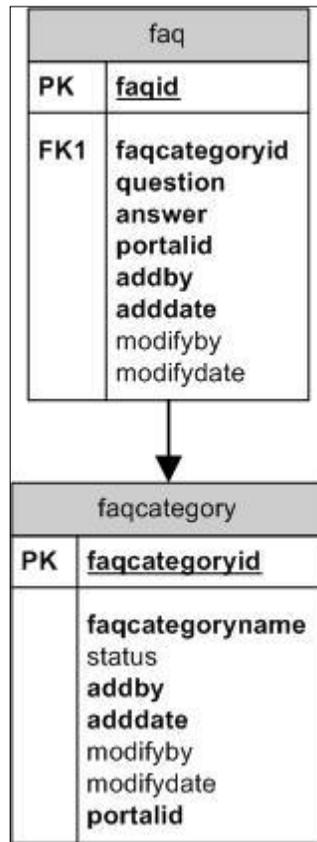


Figure 13 ERD FAQs

### 7.3.8 ERD-NEWS

news	
PK	<u>newsid</u>
	<b>headline</b> <b>content</b> publishdate <b>source</b> appearhomepage status <b>addby</b> <b>portalid</b> <b>adddate</b> modifyby modifydate

Figure 14 ERD News

### 7.3.9 ERD-TESTIMONIALS

testimonial	
<b>PK</b>	<b><u>testimonialid</u></b>
	description source <b>portalid</b> <b>addby</b> <b>adddate</b> modifyby modifydate

**Figure 15 ERD Testimonials**

# 8. ASSUMPTIONS & CONSTRAINTS

While the guiding principles establish the general values that the target architecture should consider, a number of assumptions were made about both the infrastructure and general direction for technology.

<b>Assumption and Constraints</b>
User Acceptance Test / System Acceptance Test Environment will be available for performing Usability testing, User Acceptance testing, Installation & Configuration testing and Performance Testing
General Architecture principles based on past experiences and BearingPoint Best practices & methodologies will be used in designing the solution
The basic TCP/IP (HTTP) protocol will be the only one used to access the application
The web browser will be the primary client used by employees and public users

**Table 5 Assumptions & Constraints**

# 9. MODULAR DESIGN SPECIFICATION

The section provides detail technical and design level specifications for each and every module under the scope of this phase. These design specifications serves as a guidelines for the development activity. Following are the details of modules under the scope of this phase followed by the design specifications for each module:

## Iteration-1

- **User Registration Module:** This Module will manage all the registrations of users in the system. Users will be allowed to register themselves online and the administrator will also have the right to register users based on the information collected from different sources.
- **User Management:** System will allow the administrators of the main portal to add, edit, delete, and disable users in the system.
- **Exporter's Management:** System will maintain and manage the exporters, manufacturers and service providers' data. System administrators will be responsible for maintaining the database. There will be search available in the system based on the attributes of an Exporter's profile.
- **Goods and Services Management:** System will allow the authorized users to manage the goods & services in the system. Goods and services will contain industry and product within them and will be tied with the exporters as attributes.
- **Location Setup:** This module help administrators mange the information related to locations specially Pakistani Cities.

## Iteration-2

- **Home Page:** The homepage module deals with all the management of all gadgets available on the home page of the main portal. It will allow administrators to create new links add and modify the features like news, events, testimonials, also updated to the textual information like messages and introduction, and the updates to the graphic sections like flash files will be available for the administrators.
- **Importer's Database:** A separate section on the main portal that will allow the administrators to upload files containing information related to potential importers.
- **News and Announcements:** News and announcements relevant to the trade will be posted on the Portal by the administrators. Selected news will also be viewable on the news gadget on the homepage.

- **Testimonials:** Testimonials to the services of Trader portal will be posted on the Portal by the administrators. Selected testimonials will also be viewable on the Testimonials panel on the homepage.
- **FAQs:** A separate section for FAQ will be available where administrators of the portal will create sections and add/update FAQ's under it.
- **Alerts and Reminders:** System will send automated alerts and notifications in the form of emails on specific events (system events) on the portal.

### Iteration-3

- **Dashboard and Profile Management:** Each type of users will have specific dashboards depending on their role and access rights. For instance, Administrators will have the dashboard with options to perform administrative tasks like send alerts & notifications; other users will have the view as per their rights on the system. It will be like a profile page for each user.
- **Trade Opportunities:** System will allow the users to post opportunities on the portal. Opportunities or leads contain the specific order details that an importer or buyer is willing to acquire from Pakistan. Respective administrators will be responsible for management and collaboration regarding the opportunities. Opportunities are also available on the dashboard page of users.
- **Event Management:** Information related to events and trade shows will be available on the main portal. These events will be created by the respective administrators of the portal using a specified template. Information display may vary on event to event basis and based on the selection of the template. The main page will also display some basic details of the events/trade shows. Administrators are allowed to update information in the specific events page based on the latest development like list of finalized participants etc.

## 9.1.HOME PAGE

### 9.1.1 MAIN HOME PAGE SETUP

Home Page	
Main Home Page Setup	
Definition	Main Home Page Setup screen is provided to define Main Portal Home Page in the system.
Purpose	Main Home Page Setup will maintain the Main Portal Home Page.
Access Rights	Admin Users only.
Main Home Page Setup – Screen Description	
<b>Screen Description</b>	<ul style="list-style-type: none"> <li>▪ This screen will appear upon clicking on Home Page link available throughout the portal.</li> </ul> <p><b>General Links:</b></p> <ul style="list-style-type: none"> <li>▪ This screen will have following links;               <ul style="list-style-type: none"> <li>○ Login (open the form containing User Name, Password and Forget password links)</li> <li>○ Register (take the user to Registration screen. Link will only</li> <li>○ &lt;User Name&gt; (will be displayed after logging into the system, link to logged-in User dashboard)</li> <li>○ Logout (Will logout logged-in user)</li> <li>○ Main TDAP Portal link/icon/image (link to the Main Portal Home Page)</li> </ul> </li> </ul> <p><b>Top Menu (Fixed) Panel:</b></p> <ul style="list-style-type: none"> <li>▪ This screen will have following links in the Top Menu panel;               <ul style="list-style-type: none"> <li>○ Pakistan's Trade Missions Abroad</li> <li>○ Exporters</li> <li>○ Events</li> <li>○ Trade opportunities</li> <li>○ Miscellaneous Information</li> <li>○ FAQs</li> </ul> </li> </ul> <p><b>Footer Menu (Fixed)Panel:</b></p>

## Home Page

### Main Home Page Setup

- This screen will have following links in the Top Menu panel;
  - Home (link to User home page)
  - Pakistan's Trade Missions Abroad
  - Exporters (link to Exporter list screen)
  - Events (link to Event list screen)
  - Trade Opportunities (link to Trade Opportunities list screen)
  - Miscellaneous Information (link to Dynamic Content screen)
  - Disclaimer (Link to Disclaimer page)
  - FAQs (link to F.A.Q screen)
  - Contact Us (link to Contact Us Page)

#### Customized menu Panel:

- This screen will have following possible links available in the customized Menu panel; each link is hyperlinked with particular page defined in the system. Add Menu screen and has edit and delete options from dashboard;
  - About TDAP
  - About Pakistan
  - Pakistan trade missions abroad
  - Pakistan exporters' directory
  - Pakistan's trade policy
  - Pakistan and WTO
  - Statistical data
  - Important links
  - Picture/video archive
  - Advertisements
  - Contact us

## Home Page

### Main Home Page Setup

#### News and Announcement Panel:

- The screen will have News and Announcement Panel which will display News Headlines selected in 'News & Announcements Setup' Screen.
- Each News item will linked to its detail page.
- News and Announcement Panel will have 'See All' link which will leads to News and Announcement view screen.

#### Events Panel

- The screen will have Events Panel which will display top events define in 'Events Setup' Screen.
- Each Event will link to its detail page.
- Event Panel will have 'See All' link which leads to Event list screen.

#### Testimonials Panel:

- The screen will have Testimonials Panel which will display top testimonials based on selection made by the Administrators.
- Each Testimonial item will linked to its detail page.
- Testimonials will have 'See All' link which will leads to News and Announcement view screen.

#### Graphs Panel:

- The screen will have Graphs Panel which will display Graphs defined in 'Testimonials Setup' Screen.
- System should show active graphs presents in the system

#### Banners Panel:

- The screen will have Banners Panel which will display Banners defined in 'Banners Setup' Screen.

#### System Messages

-

## 9.1.2 HOME PAGE (VIEW SCREEN)

Home Page	
Home Page (View Screen)	
Definition	Home Page view screen is provided to browse Main Portal Home Page in the system.
Purpose	Home Page Setup will be the welcome page Main Portal.
Access Rights	Global, partially different on the basis of user role.
Home Page (View Screen)	
<b>Screen Description</b>	<ul style="list-style-type: none"> <li>▪ This screen is the first page of portal, will appear upon clicking on Home Page link available throughout the portal or by default this screen will appear on loading of portal.</li> </ul> <p><b>General Links:</b></p> <p><b>Top Menu (Fixed) Panel:</b></p> <ul style="list-style-type: none"> <li>▪ This screen will have following links in the Top Menu panel;               <ul style="list-style-type: none"> <li>○ Pakistan's Trade Missions Abroad</li> <li>○ Exporters</li> <li>○ Events</li> <li>○ Trade opportunities</li> <li>○ Miscellaneous Information</li> <li>○ FAQs</li> </ul> </li> </ul> <p><b>Footer Menu (Fixed) Panel:</b></p> <ul style="list-style-type: none"> <li>▪ This screen will have following links in the Top Menu panel;               <ul style="list-style-type: none"> <li>○ Home (link to User home page)</li> <li>○ Pakistan's Trade Missions Abroad</li> <li>○ Exporters (link to Exporter list screen)</li> <li>○ Events (link to Event list screen)</li> <li>○ Trade Opportunities (link to Trade Opportunities list screen)</li> <li>○ Miscellaneous Information (link to Dynamic Content screen)</li> </ul> </li> </ul>

## Home Page

### Home Page (View Screen)

- Disclaimer (Link to Disclaimer page)
- FAQs (link to F.A.Q screen)
- Contact Us (link to Contact Us Page)

#### Customized menu Panel:

- This screen will have following possible links available in the customized Menu panel, each link is hyperlinked with particular page defined in the system. Examples of these pages can be:
  - About TDAP
  - About Pakistan
  - Pakistan trade missions abroad
  - Pakistan exporters' directory
  - Pakistan's trade policy
  - Pakistan and WTO
  - Statistical data
  - Important links
  - Picture/video archive
  - Advertisements

#### General Links:

- This screen will have following links;
  - Login (open the form containing User Name, Password and Forget password links)
  - Register (take the user to Registration screen. Link will only

#### In case of logged-in Exporters Or Foreign Buyers

- <User Name> (will be displayed after logging into the system, link to logged-in User dashboard)

## Home Page

### Home Page (View Screen)

- Logout (Will logout logged-in user)
- Main TDAP Portal link/icon/image (link to the Main Portal Home Page)
- <User Name> (link link to logged-in User dashboard)
- Logout (Will logout logged-in user)
- Back to Main TDAP Portal (link to the Main Portal Home Page)

#### **News and Updates Panel:**

- The screen will have News and Updates Panel which will display News Headlines selected in 'News & Announcements Setup' Screen.
- Each News item will linked to its detail page.
- News and Updates Panel will have 'See All' link which will leads to News and Announcement view screen.
- Selected set of News must be shown revolving (Marquee).

#### **Top Events Panel**

- The screen will have Events Panel which will display top events defined in 'Events Setup' Screen.
- Each Event will link to its detail page.
- At any given time system must display at most three events.
- Event Panel will have 'See All' link which leads to Event list screen.

#### **Testimonials Panel:**

- The screen will have Testimonials Panel which will display top testimonials based on selection made by the Administrators.
- Each Testimonial item will linked to its detail page.
- System must display two testimonials at once randomly from the list of Testimonials marked to be displayed on the Home page.
- Testimonials will have 'See All' link which will leads to News and

## Home Page

### Home Page (View Screen)

Announcement view screen.

#### **Graphs Panel:**

- The screen will have Graphs Panel which will display Graphs defined in 'Testimonials Setup' Screen.
- System should show active graphs presents in the system

#### **Banners Panel:**

- The screen will have Banners Panel which will display Banners defined in 'Banners Setup' Screen.

## 9.2.DASHBOARD

### 9.2.1 ADMIN DASHBOARD

Dashboard	
Admin Dashboard	
Definition	Admin Dashboard screen is provided to manage and maintain portal.
Purpose	Admin Dashboard screen will maintain and monitor the system entities.
Access Rights	Admin Users only.
Admin Dashboard – Screen Description	
Screen Description	<ul style="list-style-type: none"> <li>▪ This screen will appear upon clicking on My Dashboard link available throughout the portal or after successful login in the system.</li> <li>▪ This screen will have following links which will display on the basis of rights defined in System Admin Role Setup screen;               <ul style="list-style-type: none"> <li>○ Manage Exporters (link to Exporter List Screen)                   <ul style="list-style-type: none"> <li>▪ Add New Exporters (link to Add Exporter Screen)</li> <li>▪ Manage broad-categories of Goods and Services (link to Broad-Categories of Goods and Services Review Grid Screen)</li> <li>▪ Manage sub-categories of Goods and Services (link to Sub-Categories of Goods and Services Review Grid Screen)</li> <li>▪ Manage Profile Update Requests (link to Exporter Profile Update Requests Review Grid Screen)</li> <li>▪ View Exporter application forms (link to Exporter Profile Creation Request Review Grid Screen)</li> </ul> </li> <li>○ Manage Users (link to Users Review Grid Screen)                   <ul style="list-style-type: none"> <li>▪ Add New Users (link to Add User Screen)</li> </ul> </li> <li>○ Manage User Role (link to User Role Review Grid Screen)                   <ul style="list-style-type: none"> <li>▪ Add New Role (link to Add User Role Screen)</li> </ul> </li> <li>○ Manage News (link to News and Announcements List Screen)                   <ul style="list-style-type: none"> <li>▪ Add New News (link to Add News Screen)</li> </ul> </li> <li>○ Manage Events (link to Event Review Grid Screen)</li> </ul> </li> </ul>

## Dashboard

### Admin Dashboard

- Add New Events (link to Add New Event Screen)
- View Event Application Forms (link to View Event Application Forms Screen)
- Manage Delegations Visits (link to Delegations Visits Review Grid Screen)
  - Add New Delegations Visits (link to Add New Delegations Visits Screen)
  - View Delegations Visits Application Forms (link to View Delegations Visits Application Forms Screen)
- Manage Trade Opportunities (link to Trade Opportunities Review Grid Screen)
  - Add New Opportunities (link to Add Trade Opportunities Screen)
- Manage Graphs (link to Graphs menu List Screen)
  - Manage Graphs (link to Update Graphs Settings)
- Manage Banners (link to Banners List Screen)
  - Add New Banner (link to Add Banner Screen)
- Manage Testimonial (link to Testimonial List Screen)
  - Add New Testimonial (link to Add News Screen)
- Manage Customized menu
  - Add new menu
- Manage Contact Us Page
  - Update Contact Us Page
- Manage Privacy Policy
  - Update Privacy Policy Page
- Manage Terms of Use

## Dashboard

### Admin Dashboard

- Update Term of Use Page
- Manage Disclaimer
  - Update Disclaimer Page
- Collaboration (link to Collaboration main Screen) [not available in this iteration]
  - My Collaboration (link to Collaboration main Screen)
  - Send Email Notifications (link to Send Email Notifications Screen)
  - Send SMS Notifications (link to Send SMS Notifications Screen)
- Manage Foreign Importers (link to Importer's Database list screen)
- MIS Reports (link to MIS Reports main Screen) [Not active in this iteration]
- Setups
  - Manage Country (link to Country Setup Review Grid Screen)
  - Manage Province (link to Province Setup Review Grid Screen)
  - Manage City (link to City Setup Review Grid Screen)
  - Exporter Registration Form (link to Upload Exporter Registration Form Screen)
- Personal Settings
  - Update Profile (link to Edit User Profile Screen)
  - Change Password (link to Change Password Screen)

## 9.2.1.1 HOME PAGE CUSTOMIZED MENU SETUP

Home Page			
Home Page Menu Setup			
Definition	Home Page customized Menu Setup screen is provided to define Home Page customizer Menu in the system.		
Purpose	Home Page customized Menu setup will maintain the Home Page customized Menu.		
Access Rights	Admin Users.		
Home Page Menu Setup			
Home Page Menu Setup Screen Fields	Home Page Menu Setup Screen fields are: Menu Title URL		
S.No.	Field	Type	Business Logic / Constraints
1.	Menu Title	<ul style="list-style-type: none"> <li>▪ Editable Text Field with Maximum limit of 100 Characters.</li> <li>▪ Mandatory Field</li> </ul>	-
2.	URL	<ul style="list-style-type: none"> <li>▪ Editable Text Field with Maximum limit of 250 Characters.</li> <li>▪ Mandatory Field</li> </ul>	Link of the dynamic page from the content library.
Home Page Menu Setup			
Add Menu Screen			
Screen Description	<ul style="list-style-type: none"> <li>▪ This screen will appear upon clicking “Add New Menu” link available on the Main Portal dashboard.</li> <li>▪ The screen will have all fields defined in Home Page Menu Setup Screen Fields section.</li> <li>▪ “Save” button will add new Menu link in the relevant portal. <ul style="list-style-type: none"> <li>▪ “Cancel” button will close the screen without performing any function.</li> </ul> </li> </ul>		
System Messages	<ul style="list-style-type: none"> <li>▪ Error message should appear if the user has not selected any Mandatory field (Please provide values in all mandatory fields)</li> <li>▪ Error message should appear if the Menu is already exists in the system (Menu &lt; Menu Title &gt;is already exists in this Portal)</li> <li>▪ Message should appear on successful creation (Menu &lt; Menu Title &gt; is successfully Created.)</li> </ul>		
Edit Menu Screen			

## Home Page

### Home Page Menu Setup

<b>Screen Description</b>	<ul style="list-style-type: none"><li>▪ This screen will appear upon clicking “Edit Menu” link / Icon available on the Main Portal dashboard.<ul style="list-style-type: none"><li>▪ All fields will be auto populated and editable from selected data.</li></ul></li><li>▪ “Save” button will edit menu link in the relevant portal.<ul style="list-style-type: none"><li>▪ “Cancel” button will close the screen without performing any function.</li></ul></li></ul>
<b>System Messages</b>	<ul style="list-style-type: none"><li>▪ Error message should appear if the user has not selected any Mandatory field (Please provide values in all mandatory fields)</li><li>▪ Error message should appear if the Menu is already exists in the system (Menu &lt; <i>Menu Title</i> &gt;is already exists in this Portal)</li><li>▪ Message should appear on successful update (Menu &lt; <i>Menu Title</i> &gt; is successfully Updated.)</li></ul>

## 9.2.1.2 HOME PAGE GRAPHS SETUP

Home Page			
Home Page Graphs Setup			
Definition	Home Page graphs Setup screen is provided to identify the list of graphs to be displayed on the home page randomly.		
Purpose	Home Page graphs Setup will maintain the graphs settings.		
Access Rights	Admin Users.		
Home Page Graphs Setup			
Home Page Graphs Setup Screen Fields	Home Page graphs Setup Screen fields are: <ul style="list-style-type: none"> <li>Graph Name</li> <li>To be displayed on Home Page</li> </ul>		
S. No.	Field	Type	Business Logic / Constraints
1.	Graph Name	<ul style="list-style-type: none"> <li>Non-Editable Text Field with Maximum limit of 100 Characters.</li> <li>Frozen field</li> </ul>	
2.	To be displayed on Home page	<ul style="list-style-type: none"> <li>Editable Checkbox.</li> <li>Mandatory Field</li> </ul>	<ul style="list-style-type: none"> <li>At least one graph must be selected to be displayed on the main page.</li> </ul>
Home Page Menu Setup			
Edit Menu Screen			
Screen Description	<ul style="list-style-type: none"> <li>This screen will appear upon clicking “Edit Menu” link / Icon available on the Main Portal dashboard.</li> <li>All fields will be auto populated and from selected data.</li> <li>List of graphs existing in the system will be displayed with a check box named “To be displayed on Home page”</li> <li>Administrators will have the option to check or uncheck the check box value against any graph.</li> <li>If a graph is checked, it will be displayed randomly on the home page.</li> <li>If a graph is unchecked, it will not be displayed on the home page.</li> <li>“Save” button will edit the current settings.</li> <li>“Cancel” button will close the screen without performing any function.</li> </ul>		
System Messages	<ul style="list-style-type: none"> <li>Error message should appear if the user has not checked at least one graph. (Please check at least one graph)</li> <li>Message should appear on successful update (Graph settings is successfully Updated.)</li> </ul>		

### 9.2.1.3 HOME PAGE BANNERS SETUP

Home Page			
Home Page Banners Setup			
Definition	Home Page Banners Setup screen is provided to identify the list of Banners to be displayed on the home page randomly.		
Purpose	Home Page Banners Setup will maintain the Portal Banners settings.		
Access Rights	Admin Users.		
Home Page Banners Setup			
Home Page Banners Setup Screen Fields	Home Page Banners Setup Screen fields are: <ul style="list-style-type: none"> <li>▪ Banners Name</li> <li>▪ To be displayed on Home Page</li> </ul>		
S. No.	Field	Type	Business Logic / Constraints
1.	Banner Name	<ul style="list-style-type: none"> <li>▪ Non-Editable Text Field with Maximum limit of 100 Characters.</li> <li>▪ Frozen field</li> </ul>	
2.	To be displayed on Home page	<ul style="list-style-type: none"> <li>▪ Editable Checkbox.</li> <li>▪ Mandatory Field</li> </ul>	<ul style="list-style-type: none"> <li>▪ At least one Banner must be selected to be displayed on the main page.</li> </ul>
Home Page Banners Setup			
Edit Menu Screen			
Screen Description	<ul style="list-style-type: none"> <li>▪ This screen will appear upon clicking “Edit Menu” link / Icon available on the Main Portal dashboard.</li> <li>▪ All fields will be auto populated and from selected data.</li> <li>▪ List of Banners existing in the system will be displayed with a check box named “To be displayed on Home page”</li> <li>▪ Administrators will have the option to check or uncheck the check box value against any Banners.</li> <li>▪ If a Banner is checked, it will be displayed randomly on the home page.</li> <li>▪ If a Banner is unchecked, it will not be displayed on the home page.</li> <li>▪ “Save” button will edit the current settings.</li> <li>▪ “Cancel” button will close the screen without performing any function.</li> </ul>		
System Messages	<ul style="list-style-type: none"> <li>▪ Error message should appear if the user has not checked at least one Banner. (Please check at least one Banner)</li> <li>▪ Message should appear on successful update (Banners setting is successfully Updated.)</li> </ul>		

## 9.2.1.4 HOME PAGE DISCLAIMER UPDATE

Home Page			
Home Page Disclaimer Setup			
Definition	Home Page Disclaimer update screen is provided to update the content of Disclaimer page to be appeared on the home page.		
Purpose	Home Page Banners Setup will maintain the Portal Disclaimer settings.		
Access Rights	Admin		
Home Page Disclaimer Update			
Home Page Disclaimer Update Screen Fields	Home Page Disclaimer update Screen fields are: <ul style="list-style-type: none"> <li>Content Area</li> </ul>		
S. No.	Field	Type	Business Logic / Constraints
I.	Content Area	<ul style="list-style-type: none"> <li>Editable Text Field with Maximum limit of 5000 words.</li> <li>Mandatory</li> </ul>	
Home Page Disclaimer Update			
Edit Menu Screen			
Screen Description	<ul style="list-style-type: none"> <li>This screen will appear upon clicking “Edit Menu” link / Icon available on the Main Portal dashboard.</li> <li>All fields will be auto populated and from selected data.</li> <li>Existing content of the Disclaimer should appear.</li> <li>System must give the option to Administrator to alter the text.</li> <li>“Save” button will edit the current settings.</li> <li>“Cancel” button will close the screen without performing any function.</li> </ul>		
System Messages	<ul style="list-style-type: none"> <li>Error message should appear if the empty page is attempted to be saved. (Please provide some value)</li> <li>Message should appear on successful update (Banners setting is successfully Updated.)</li> </ul>		

## 9.2.1.5 HOME PAGE TERMS OF USE UPDATE

Home Page			
Home Page Terms of Use Setup			
Definition	Home Page Terms of Use update screen is provided to update the content of Disclaimer page to be appeared on the home page.		
Purpose	Home Page Banners Setup will maintain the Main page's Terms of Use settings.		
Access Rights	Admin		
Home Page Terms of Use Update			
Home Page Terms of Use Update Screen Fields	Home Page Terms of Use update Screen fields are: <ul style="list-style-type: none"> <li>Content Area</li> </ul>		
S. No.	Field	Type	Business Logic / Constraints
I.	Content Area	<ul style="list-style-type: none"> <li>Editable Text Field with Maximum limit of 5000 words.</li> <li>Mandatory</li> </ul>	
Home Page Terms of Use Update			
Edit Menu Screen			
Screen Description	<ul style="list-style-type: none"> <li>This screen will appear upon clicking "Edit Menu" link / Icon available on the Main Portal dashboard.</li> <li>All fields will be auto populated and from selected data.</li> <li>Existing content of the Terms of Use should appear.</li> <li>System must give the option to Administrator to alter the text.</li> <li>"Save" button will edit the current settings.</li> <li>"Cancel" button will close the screen without performing any function.</li> </ul>		
System Messages	<ul style="list-style-type: none"> <li>Error message should appear if the empty page is attempted to be saved. (Please provide some value)</li> <li>Message should appear on successful update (Banners setting is successfully Updated.)</li> </ul>		

## 9.2.1.6 HOME PAGE PRIVACY POLICY UPDATE

Home Page			
Home Page Privacy Policy Setup			
Definition	Home Page Privacy Policy update screen is provided to update the content of Privacy Policy page to be appeared on the home page.		
Purpose	Home Page Banners Setup will maintain the Main page's Privacy Policy settings.		
Access Rights	Admin		
Home Page Privacy Policy Update			
Home Page Privacy Policy Update Screen Fields	Home Page Privacy Policy update Screen fields are: <ul style="list-style-type: none"> <li>Content Area</li> </ul>		
S. No.	Field	Type	Business Logic / Constraints
I.	Content Area	<ul style="list-style-type: none"> <li>Editable Text Field with Maximum limit of 5000 words.</li> <li>Mandatory</li> </ul>	
Home Page Privacy Policy Update			
Edit Menu Screen			
Screen Description	<ul style="list-style-type: none"> <li>This screen will appear upon clicking "Edit Menu" link / Icon available on the Main Portal dashboard.</li> <li>All fields will be auto populated and from selected data.</li> <li>Existing content of the Privacy Policy should appear.</li> <li>System must give the option to Administrator to alter the text.</li> <li>"Save" button will edit the current settings.</li> <li>"Cancel" button will close the screen without performing any function.</li> </ul>		
System Messages	<ul style="list-style-type: none"> <li>Error message should appear if the empty page is attempted to be saved. (Please provide some value)</li> <li>Message should appear on successful update (Banners setting is successfully Updated.)</li> </ul>		

## 9.2.2 FOREIGN BUYERS DASHBOARD

Dashboard	
Foreign Buyers Dashboard	
Definition	Foreign Buyers Dashboard screen is provided to manage and maintain Foreign Buyers activities on the portal.
Purpose	Foreign Buyers Dashboard screen will maintain his/her activities on the portal.
Access Rights	Foreign Buyers only.
Foreign Buyers Dashboard – Screen Description	
Screen Description	<ul style="list-style-type: none"> <li>▪ This screen will appear upon clicking on My Dashboard link available throughout the portal or after successful login in the system.</li> <li>▪ The screen will have Change Password link which will leads to Change Password screen.</li> </ul> <p><b>General Info Panel:</b></p> <ul style="list-style-type: none"> <li>▪ General Info Panel will have following read only information;               <ul style="list-style-type: none"> <li>○ Name</li> <li>○ Organization</li> <li>○ Designation</li> <li>○ Email</li> <li>○ Mobile Phone Number</li> <li>○ Land line Phone Number</li> <li>○ Picture</li> </ul> </li> <li>▪ General Info Panel will have ‘Edit’ option which will lead to ‘Edit User Profile’ Screen.</li> </ul> <p><b>Recent Discussion Threads Panel: [not active in this iteration]</b></p> <ul style="list-style-type: none"> <li>▪ The screen will have ‘Recent Discussion Threads’ Panel which will display 5-6 recent discussion threads of logged-in user.</li> <li>▪ Each discussion thread will have following information.               <ul style="list-style-type: none"> <li>○ &lt;Message Tile&gt; (link to particular Message Thread)</li> <li>○ &lt;Message Content&gt; (latest two lines)</li> <li>○ &lt;Number of Replies&gt;</li> <li>○ With (display Role of Other recipient/sender)</li> <li>○ Last Activity on (display last mail date and time)</li> </ul> </li> <li>▪ Recent Discussion Threads Panel will have ‘See All’ link which will leads to Collaboration list screen.</li> </ul> <p><b>My Posted Opportunities Panel:</b></p> <ul style="list-style-type: none"> <li>▪ The screen will have ‘My Posted Opportunities’ Panel which will display 2-3 recent Trade Opportunities posted by logged-in user.</li> <li>▪ Each Trade Opportunity will have following information.               <ul style="list-style-type: none"> <li>○ &lt; Opportunity Tile&gt; (link to particular Trade Opportunity detail screen)</li> <li>○ &lt; Opportunity Content&gt; (First two lines)</li> <li>○ Status</li> </ul> </li> </ul>

<b>Dashboard</b>	
<b>Foreign Buyers Dashboard</b>	
	<ul style="list-style-type: none"> <li>○ Posted on (display posting date and time)</li> <li>○ Products/Services (display Broad-Categories of Goods and Services and Sub-Categories of Goods and Services )</li> <li>▪ My Posted Opportunities Panel will have 'See All' link which will leads to Trade Opportunity Review Grid screen.</li> </ul>
<b>System Messages</b>	<ul style="list-style-type: none"> <li>▪ Message should appear if there is no discussion thread available (You have no inquiries)</li> <li>▪ Message should appear if there is no posted Opportunity available (You have not posted any opportunity)</li> </ul>

## 9.2.3 EXPORTERS DASHBOARD

Dashboard	
Exporters Dashboard	
Definition	Exporters Dashboard screen is provided to manage exporter activities on the portal.
Purpose	Exporters Dashboard screen will maintain his/her activities on the portal.
Access Rights	Exporters only.
Exporters Dashboard – Screen Description	
Screen Description	<ul style="list-style-type: none"> <li>▪ This screen will appear upon clicking on My Dashboard link available throughout the portal or after successful login in the system.</li> <li>▪ The screen will have ‘Change Password’ link which will leads to Change Password screen.</li> <li>▪ The screen will have ‘Foreign Importer Database’ link which will leads to Importer Database list screen.</li> </ul> <p><b>General Info Panel:</b></p> <ul style="list-style-type: none"> <li>▪ General Info Panel will have following read only information;               <ul style="list-style-type: none"> <li>○ Exporter Name (link to View Exporter Profile screen)</li> <li>○ Company Status</li> <li>○ City</li> <li>○ Province</li> <li>○ Postal Address</li> <li>○ Phone Number</li> <li>○ Picture</li> </ul> </li> <li>▪ General Info Panel will have ‘Request Update’ option which will lead to ‘Exporter Profile Update Request’ Screen.</li> </ul> <p><b>Recent Discussion Threads Panel: [Not active in first iteration]</b></p> <ul style="list-style-type: none"> <li>▪ The screen will have ‘Recent Discussion Threads’ Panel which will display 5-6 recent discussion threads of logged-in user.</li> <li>▪ Each discussion thread will have following information.               <ul style="list-style-type: none"> <li>○ &lt;Message Tile&gt; (link to the particular Message Thread)</li> <li>○ &lt;Message Content&gt; (latest two lines)</li> <li>○ &lt;Number of Replies&gt;</li> <li>○ With (display Role of Other recipient/sender)</li> <li>○ Last Activity on (display last mail date and time)</li> </ul> </li> <li>▪ Recent Discussion Threads Panel will have ‘See All’ link which will leads to Collaboration list screen.</li> </ul> <p><b>Relevant Opportunities Panel:</b></p> <ul style="list-style-type: none"> <li>▪ The screen will have ‘Relevant Opportunities’ Panel which will display 2-3 recent relevant Trade Opportunities of logged-in user.</li> <li>▪ Each Trade Opportunity will have following information.               <ul style="list-style-type: none"> <li>○ &lt; Opportunity Tile&gt; (link to Trade Opportunity detail screen)</li> <li>○ &lt; Opportunity Content&gt; (First two lines)</li> <li>○ Status</li> <li>○ Posted on (display posting date and time)</li> </ul> </li> </ul>

Dashboard	
Exporters Dashboard	
	<ul style="list-style-type: none"> <li>○ Products/Services (display Broad-Categories of Goods and Services and Sub-Categories of Goods and Services )</li> <li>▪ Relevant Opportunities Panel will have ‘See All’ link which will leads to Trade Opportunity Review Grid screen.</li> </ul>
<b>System Messages</b>	<ul style="list-style-type: none"> <li>▪ Message should appear if there is no discussion thread available (You have no inquiries)</li> <li>▪ Message should appear if there is no posted Opportunity available (There is no Relevant Trade Opportunity posted)</li> </ul>

## 9.2.4 UPLOAD EXPORTER REGISTRATION FORM

Dashboard			
Upload Exporter Registration Form			
Definition	Upload Exporter Registration Form screen is provided to define Exporter Registration Form in the system.		
Purpose	Upload Exporter Registration Form will Upload New Form in the system.		
Access Rights	Admin Users only.		
Upload Exporter Registration Form			
Upload Exporter Registration Form Screen Field	Upload Exporter Registration Form Screen field is: <ul style="list-style-type: none"> <li>▪ File Name</li> </ul>		
S. No.	Field	Type	Business Logic / Constraints
I.	File Name	<ul style="list-style-type: none"> <li>▪ Browse able field to upload file</li> <li>▪ Mandatory Field</li> </ul>	<ul style="list-style-type: none"> <li>▪ Doc, Docx, Xlx and PDF format with maximum size of 3 MB will be allowed.</li> </ul>
Upload Exporter Registration Form			
<b>Screen Description</b>	<ul style="list-style-type: none"> <li>▪ This screen will appear upon clicking “Exporter Registration Form” link available on the Admin Dashboard.</li> <li>▪ Field ‘File Name’ will available on the screen.</li> <li>▪ “Save” button will upload new form in the system.</li> <li>▪ “Cancel” button will close the screen without performing any function.</li> </ul>		
<b>System Messages</b>	<ul style="list-style-type: none"> <li>▪ Error message should appear if the user has not selected Mandatory field (Please provide values in all mandatory fields)</li> <li>▪ Error message should appear if the User attempts to upload wrong document format (Please upload the correct file)</li> <li>▪ Message should appear on successful upload (Exporter Registration Form is successfully Uploaded.)</li> </ul>		

## 9.3.USER MANAGEMENT (FRONT END)

### 9.3.1 LOGIN

User Registration Module			
Login			
Definition	Login screen is provided to all the users who want to log into the system.		
Purpose	Capture the Login screen information, to make sure only the authorized user accesses the system.		
Access Rights	Any user registered with the system (Administrators, COs, Exporters and Foreign buyers)		
Login			
Login Screen fields	Login screen fields are : <ul style="list-style-type: none"> <li>▪ Username</li> <li>▪ Password</li> </ul>		
S. No.	Field	Type	Business Logic / Constraints
1.	Username	<ul style="list-style-type: none"> <li>▪ Editable</li> <li>▪ Alphanumeric field Numeric Field with Maximum 100 characters.</li> </ul>	For Registered visitors, email address provided at the time of the registration will act as the username.
2.	Password	<ul style="list-style-type: none"> <li>▪ Editable</li> <li>▪ Alphanumeric field Numeric Field with Maximum 100 characters.</li> <li>▪ Should be displayed with '*' or '.', instead of the real characters typed.</li> </ul>	
Login – Screen Descriptions			
Login Screen			
Screen Description	<ul style="list-style-type: none"> <li>▪ System must have a login mechanism, through which only authorized users (Administrators, COs, Foreign buyers and Exporters) should be able to access the system. Anonymous visitors will be able to access the system but not login into the system till they get registered.</li> <li>▪ Login screen will appear, if a visitor clicks Login link provided on each screen in the system, if he or she is not already logged into the system.</li> <li>▪ System must allow the user to login into the system upon providing the correct credentials.</li> <li>▪ On login page, system must ask user for the User name.</li> </ul>		

## User Registration Module

### Login

	<ul style="list-style-type: none"> <li>▪ Username for non-admin users would be the email address that they have provided for registration.</li> <li>▪ User name should not be case sensitive.</li> <li>▪ System must allow the user to provide the password against the user name.</li> <li>▪ Password must be case sensitive.</li> <li>▪ System must prompt the user if the Caps lock is on.</li> <li>▪ System must allow the user access to the portal upon pressing Login option, if correct username &amp; password is provided.</li> <li>▪ If incorrect username or password is provided system must display the following error message, “You have entered an invalid ID or password, Please try again with valid ID or password”</li> <li>▪ If user account is inactive or blocked, then system must display the following error message, “Your account is not accessible; please contact your system Administrator by clicking here”</li> <li>▪ System must display the link on Login page for the creation of new account or generate an Exporter Registration Request.</li> <li>▪ System must also provide a link to forget password functionality.</li> <li>▪ Upon login system should take the users to the page where they were before the login process. For instance, if a user is on View Exporter page and chose to login into the system, then the user should remain on that page (with revised privileges, if applicable).</li> </ul>
<b>System Messages</b>	<ul style="list-style-type: none"> <li>▪ Incorrect Username or Password : Invalid ID or password, Please try again with valid credentials</li> <li>▪ Incorrect Username or Password and Caps Lock key is on: Invalid ID or password. Please try again with valid credentials, Please check the Caps Lock</li> <li>▪ Login attempt on locked account: Your account has been locked by Administrator. Please contact System Administrator [hyperlinked email address].</li> </ul>
<b>Email Alerts</b>	<ul style="list-style-type: none"> <li>▪ None</li> </ul>

## 9.3.2 LOGOUT

User Registration Module			
Logout			
Definition	Logout functionality is provided to sign out from the system.		
Purpose	Capture the mechanism and afterward accessibility of the system.		
Access Rights	Any registered users of the system (Administrator, CO, Foreign Buyer and Exporter Contact person).		
Logout			
Logout fields	<u><a href="#">Logout screen fields are :</a></u> <ul style="list-style-type: none"> <li>Logout</li> </ul>		
S. No.	Field	Type	Business Logic / Constraints
1.	Logout	<ul style="list-style-type: none"> <li>Hyperlink to sign the user out of the system</li> </ul>	
Logout – Screen Descriptions			
Logout Screen			
Screen Description	<ul style="list-style-type: none"> <li>There is no such screen for Logout, but the logout link will be available to every logged in user on every page of the system.</li> <li>Pressing Logout should sign the user out of the system and all the privileges that were available during the login should cease to exist for that user.</li> <li>Logged in user should have the same accessibilities as the non-registered visitors.</li> <li>User should remain on the page after they logged out of the system, albeit with no privileges.</li> <li>However, if a page was supposed to be accessible to only registered users, then pressing the logout link should take the user to Home page of the portal.</li> </ul>		
System Messages	<ul style="list-style-type: none"> <li>NA</li> </ul>		
Email Alerts	<ul style="list-style-type: none"> <li>NA</li> </ul>		

### 9.3.3 FORGET PASSWORD

User Registration			
Forget Password			
Definition	Forget Password screen is provided to the users who forgot their passwords and system send them the password to their email address.		
Purpose	Capture the user name and send the password to the email address associated with the account.		
Access Rights	Any registered visitor can request for the password retrieval.		
Forget Password			
Forget Password Screen	Forget Password field is: <ul style="list-style-type: none"> <li>▪ Username</li> </ul>		
S. No.	Field	Type	Business Logic / Constraints
1.	Username	<ul style="list-style-type: none"> <li>▪ Editable</li> <li>▪ Alphanumeric field Numeric Field with Maximum 100 characters.</li> </ul>	Email address will act as Username field for the Foreign buyers and Exporters' contact persons.
Forget Password– Screen Descriptions			
Forget Password Screen			
Screen Description	<ul style="list-style-type: none"> <li>▪ System must allow the user to retrieve the forgotten password by providing the username.</li> <li>▪ System must have an option on login page titled “Forgot Password”</li> <li>▪ Upon clicking the Forgot Password option, system must take the user to Forget Password page</li> <li>▪ System must prompt the user if username (email address) is not associated with any existing user, “Incorrect Username, please provide a valid username”</li> <li>▪ If correct Username is provided against the user, then system must send an automated email containing the password.</li> <li>▪ System must show a confirmation message on screen, if the email address found is valid and email is sent. The message should read,” Email containing details of your profile sent to your email address”.</li> <li>▪ Email should be sent to the email address mentioned in the profile of the particular user.</li> </ul>		
System Messages	<ul style="list-style-type: none"> <li>▪ If the username is not found in the database, then system must show the error message “Incorrect Username, please provide a valid username”.</li> <li>▪ If the username is found and email is sent, then system show the confirmation message “Email containing details of your profile sent to your email address”.</li> </ul>		

## User Registration

### Forget Password

#### Email Alerts

Dear [First Name] [Last Name],  
Your password retrieval registration request at TDAP Trade portal has been received.

The username you registered with us is [username]. Your password to access the portal is [password]

For accessing the portal please click [here](#).

For direct login use [this](#) link

Regards,  
Administrator,  
TDAP Portal

## 9.3.4 FOREIGN BUYER REGISTRATION

### 9.3.4.1 ADD FOREIGN BUYER

Foreign buyer Registration			
Add Foreign buyers			
Definition	Add Foreign buyer screen is provided to the Foreign buyers who want to get them registered with the system and mainly post the Trade opportunities for the Pakistani Exporters.		
Purpose	Capture the overall information that is required to open the account as Registered Foreign buyer with the system.		
Access Rights	Any anonymous person visiting the portal can become a Registered Foreign buyer by filling a simple registration form.		
Add Foreign buyer			
Add Foreign Buyer Screen	<p>Add Foreign Buyer fields are:</p> <ul style="list-style-type: none"> <li>▪ Email</li> <li>▪ First Name</li> <li>▪ Last Name</li> <li>▪ Country</li> <li>▪ Organization</li> </ul> <p>Note: Number of fields in the Foreign buyer profiles are more than the ones mentioned above.</p>		
S. No.	Field	Type	Business Logic / Constraints
1.	Email	<ul style="list-style-type: none"> <li>▪ Editable</li> <li>▪ Alphanumeric field Numeric Field with Maximum 100 characters.</li> <li>▪ Unique</li> </ul>	Email address will act as Username field for the added Foreign buyers.
2.	First Name	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ System populated field</li> <li>▪ Alphanumeric field Numeric Field with Maximum 50 characters.</li> </ul>	-
3.	Last Name	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ System populated field</li> <li>▪ Alphanumeric field Numeric Field with Maximum 100 characters.</li> </ul>	-
4.	Country	<p>Non-editable System populated field Alphanumeric field with Maximum 255 characters.</p>	-

Foreign buyer Registration			
Add Foreign buyers			
5.	Organization	<ul style="list-style-type: none"> <li>▪ Editable</li> <li>▪ Alphanumeric field Numeric Field with Maximum 100 characters.</li> </ul>	-
Add Foreign buyer Screen – Screen Descriptions			
Review Grid Screen			
<b>Screen Description</b>	<ul style="list-style-type: none"> <li>▪ Clicking the Sign Up link must take user to the new user registration screen.</li> <li>▪ New user registration screen should contain two options, either to get registered as a foreign buyer or submit a form for Exporter registration.</li> <li>▪ The initial form for the registration as a Foreign buyer should show the following fields:               <ul style="list-style-type: none"> <li>○ Email (mandatory, 100 characters, standard email validation must be applied)</li> <li>○ First Name (mandatory, 100 characters)</li> <li>○ Last Name (mandatory, 100 characters)</li> <li>○ Country (mandatory, from the dropdown of the countries)</li> <li>○ Organization (mandatory, 100 characters)</li> </ul> </li> <li>▪ On new user registration form, all the mandatory fields must be marked with an Asterisk.</li> <li>▪ If user fails to provide any mandatory information, system must display an alert message “Please fill all the mandatory fields” and it must not create the user.</li> <li>▪ On providing complete information system must create the user as Foreign buyer and the system should send an email to the provided email address containing the user credentials.</li> </ul>		
<b>System Messages</b>	<ul style="list-style-type: none"> <li>▪ If user fails to provide any mandatory information, system must display an alert message “Please fill all the mandatory fields” and it must not create the user.</li> <li>▪ If user is created successfully, system must show the message, “User created successfully and the password is sent to your email”.</li> </ul>		
<b>Email Alerts</b>	<ul style="list-style-type: none"> <li>▪ Upon successful creation of Foreign buyer: Dear [First Name] [Last Name], Your registration request at TDAP Trade portal has been received.</li> </ul> <p>The username you registered with us is [[username]]. Your password to access the portal is [password]</p> <p>For accessing the portal please click <a href="#">here</a>.</p> <p>For direct login use <a href="#">this</a> link</p> <p>Regards, Administrator, TDAP Portal</p>		

### 9.3.4.2 VIEW FOREIGN BUYER PROFILE

Foreign Buyer Management			
View Foreign Buyer			
Definition	View Foreign screen is provided for viewing the foreign buyers' profiles in the system.		
Purpose	Show the foreign buyer's details in Read only mode.		
Access Rights	All users on their profile.		
View Foreign Buyer			
S. No.	Field	Type	Business Logic / Constraints
1.	Foreign buyer image	<ul style="list-style-type: none"> <li>Non-editable, image file</li> </ul>	-
2.	Foreign buyer Name	<ul style="list-style-type: none"> <li>Non-editable</li> <li>System populated field</li> <li>Alphanumeric field Numeric Field with Maximum 100 characters.</li> </ul>	-
3.	Organization	<ul style="list-style-type: none"> <li>Non-editable</li> <li>System populated field, containing the name of organization</li> </ul>	Field should not be displayed, if it does not contain any data.
4.	Designation	<ul style="list-style-type: none"> <li>Non-editable</li> <li>System populated field, containing the designation of the foreign buyer</li> </ul>	Field should not be displayed, if it does not contain any data.
5.	Country	<ul style="list-style-type: none"> <li>Non-editable</li> <li>System populated field, containing the name of Foreign buyer's country</li> </ul>	Field should not be displayed, if it does not contain any data.
6.	About User	<ul style="list-style-type: none"> <li>Non-editable</li> <li>System populated field, containing the list of goods manufactured, separated with commas</li> </ul>	Field should not be displayed, if it does not contain any data.
7.	Email	<ul style="list-style-type: none"> <li>Non-editable</li> <li>System populated field, containing the email address of the user</li> </ul>	-
8.	Mobile Phone #	<ul style="list-style-type: none"> <li>Non-editable</li> <li>System populated field, containing the email address of the user</li> </ul>	-

Foreign Buyer Management			
View Foreign Buyer			
9.	Landline Phone #	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ System populated field, containing the email address of the user</li> </ul>	-
View Foreign Buyer Screen – Screen Descriptions			
<b>Screen Description</b>		<ul style="list-style-type: none"> <li>▪ Upon clicking the named link from any screen on the system a Foreign buyer should be directed to a page containing the following read only information: <ul style="list-style-type: none"> <li>○ Foreign buyer image</li> <li>○ Foreign buyer Name</li> <li>○ Organization</li> <li>○ Designation</li> <li>○ Country</li> <li>○ About User</li> <li>○ Email</li> <li>○ Mobile Phone Number</li> <li>○ Land line Phone Number</li> </ul> </li> <li>▪ Although all the information on View foreign buyer’s Profile shall be read only, there must be an option to edit the foreign buyer information (from Update Profile link in Dashboard).</li> <li>▪ Details of Update profile is discussed in “User Management FSD”.</li> <li>▪ If any field in the View Foreign buyer profile is missing and left blank by the foreign buyer, then that field must not be displayed in the View Foreign buyer profile screen.</li> <li>▪ There should be a button provided in the form titled, close or OK, pressing this button should close the page and take the user back to the previous page.</li> </ul>	
<b>System Messages</b>		<ul style="list-style-type: none"> <li>▪ None</li> </ul>	
<b>Email Messages</b>		<ul style="list-style-type: none"> <li>▪ None</li> </ul>	

### 9.3.5 VIEW ADMIN PROFILE

User Management			
View Admin Profile			
Definition	View Admin screen is provided for viewing the Admin profile in the system.		
Purpose	Show the Administrator's details in Read only mode.		
Access Rights	All admin users on their profile.		
View Admin Profile			
S. No.	Field	Type	Business Logic / Constraints
1.	Administrator image	<ul style="list-style-type: none"> <li>▪ Non-editable, image file</li> </ul>	-
2.	Administrator Name	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ System populated field</li> <li>▪ Alphanumeric field Numeric Field with Maximum 100 characters.</li> </ul>	-
3.	Organization	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ System populated field, containing the name of organization</li> </ul>	Field should not be displayed, if it does not contain any data.
4.	Designation	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ System populated field, containing the designation of the Administrator</li> </ul>	Field should not be displayed, if it does not contain any data.
5.	Country	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ System populated field, containing the name of Administrator's country</li> </ul>	Field should not be displayed, if it does not contain any data.
6.	About User	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ Simple text area to enter some description about the user</li> </ul>	Field should not be displayed, if it does not contain any data.
7.	Email	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ System populated field, containing the email address of the user</li> </ul>	-
8.	Mobile Phone #	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ System populated field, containing the phone of the user</li> </ul>	-
9.	Landline Phone #	<ul style="list-style-type: none"> <li>▪ Non-editable</li> </ul>	-

User Management	
View Admin Profile	
	System populated field, containing the landline phone of the user
View Admin Screen – Screen Descriptions	
<b>Screen Description</b>	<ul style="list-style-type: none"> <li>▪ Upon clicking the Admin name link from any screen on the system should redirect to a page containing the following read only information:               <ul style="list-style-type: none"> <li>○ Administrator image</li> <li>○ Administrator Name</li> <li>○ Organization</li> <li>○ Designation</li> <li>○ Country</li> <li>○ About User</li> <li>○ Email</li> <li>○ Mobile Phone Number</li> <li>○ Land line Phone Number</li> </ul> </li> <li>▪ Although all the information on View Administrator Profile shall be read only, there must be an option to edit the Administrator information (from Update Profile link in Dashboard).</li> <li>▪ Details of Update profile is discussed in “User Management FSD”.</li> <li>▪ If any field in the View Administrator profile is missing and left blank by the Administrator, then that field must not be displayed in the View Administrator profile screen.</li> <li>▪ There should be a button provided in the form titled, close or OK, pressing this button should close the page and take the user back to the previous page.</li> </ul>
<b>System Messages</b>	<ul style="list-style-type: none"> <li>▪ None</li> </ul>
<b>Email Messages</b>	<ul style="list-style-type: none"> <li>▪ None</li> </ul>

## 9.3.6 EXPORTER PROFILE CREATION

### 9.3.6.1 EXPORTER PROFILE CREATION REQUEST

Exporter Profile Creation			
Exporter Profile Creation Request			
Definition	Exporter Profile Creation Request screen is used by the users, who want to get themselves register with the Trade portal as Exporters.		
Purpose	Takes in the exporter profile creation request in form of a filled form from the interested exporters. However, the entry of the exporter information remains the responsibility of the Portal administrator.		
Access Rights	All users		
Exporter Profile Creation Request			
S. No.	Field	Type	Business Logic / Constraints
1.	Download application form	<ul style="list-style-type: none"> <li>Non-editable, hyperlink to download file</li> </ul>	System must allow the user to download the Exporter's registration form
2.	Upload	<ul style="list-style-type: none"> <li>Non-editable, Browse option to upload the file</li> </ul>	
Exporter Profile Creation Request – Screen Descriptions			
Screen Description	<ul style="list-style-type: none"> <li>Upon clicking the Register link, the system must show an option to the user to register himself/herself as foreign buyer or register as a Pakistani Exporter.</li> <li>On clicking the Download application form link, user should be able to download the Registration form.</li> <li>The downloading mechanism should be handled by the browser.</li> <li>The form then should be submitted by using the same screen's Upload option.</li> <li>System must show the error message, if user presses the upload button without providing the link to the file to be uploaded.</li> <li>System must show the error message, if user presses the upload button but does not provide a correct format file.</li> <li>If the file uploaded is more than specified limit, then system must show the error message.</li> <li>System must show a confirmation message, if the file is uploaded successfully to the portal.</li> </ul>		
System Messages	<ul style="list-style-type: none"> <li>If wrong format file is attempted to be uploaded on the portal, then system must show the message "Wrong format file, please upload the correct file".</li> <li>If no link is provided before uploading, then system must show the error message that "No link provided, please choose the correct path by pressing Browse button"</li> <li>If file is too large, then system must show the error message "File too large, please upload the correct file"</li> <li>If file is uploaded successfully, then system must show a confirmation message, "Profile creation request uploaded successfully. System administrator will contact you soon".</li> </ul>		

**Exporter Profile Creation**

**Exporter Profile Creation Request**

**Email Messages**

▪ None

## 9.3.6.2 VIEW EXPORTER APPLICATION FORMS

Exporter Profile Creation			
View Exporter Application Forms			
Definition	View Exporter application forms screen is populated with the application request from the exporters for their profile to be viewed on the trade portal.		
Purpose	The purpose of this screen is to maintain the list of profile creation request from the potential system exporters.		
Access Rights	Only authorized administrators would be allowed to view this page.		
View Exporter Application Forms			
S. No.	Field	Type	Business Logic / Constraints
1.	Download	<ul style="list-style-type: none"> <li>Non-editable, hyperlink to download file</li> </ul>	System must allow to download the file based on the
2.	Delete	<ul style="list-style-type: none"> <li>Non-editable link to delete the file</li> </ul>	System should ask the user for confirmation to delete the request
View Exporter Application Forms – Screen Descriptions			
Screen Description	<ul style="list-style-type: none"> <li>Upon clicking the View “Exporter application forms” link from the dashboard, the administrators must be taken to Exporter profile registration application forms screen.</li> <li>If there are no requests, then system must show the inline message on the screen, “No profile registration requests”</li> <li>Upon clicking the Download application form link, user should be able to download the Registration form submitted by the exporter.</li> <li>The downloading mechanism should be handled by the browser.</li> <li>System must also show the timestamp according to the server time of the file upload by the potential exporter.</li> <li>System must allow the administrator to delete the submitted application by pressing the Delete link.</li> <li>Upon pressing the delete link, system must ask for the confirmation before actually deleting the file.</li> <li>The files on the page must be shown in the stock order, i.e. the latest submitted file should appear on top.</li> </ul>		
System Messages	<ul style="list-style-type: none"> <li>Upon pressing the delete link, system must ask for the confirmation before actually deleting the file, “Are you sure you want to delete the file?”</li> </ul>		
Email Messages	<ul style="list-style-type: none"> <li>None</li> </ul>		

## 9.4.USER MANAGEMENT (ADMIN MODULE)

### 9.4.1 SYSTEM ADMIN ROLE SETUP

User Management			
System Admin Role Setup			
Definition	System Admin Role Setup screen is provided to define User Role and their rights in the system.		
Purpose	System Admin Role Setup will maintain the Admin users group and their rights in the system		
Access Rights	Admin Users only.		
System Admin Role Setup			
System Admin Role Setup Screen Fields	System Admin Role Setup Screen fields are: <ul style="list-style-type: none"> <li>▪ Role Id</li> <li>▪ Role Name</li> <li>▪ Role Rights Grid</li> </ul>		
S. No.	Field	Type	Business Logic / Constraints
1.	Role Id	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ System populated field</li> <li>▪ Numeric Field with Maximum 3 digit length.</li> </ul>	<ul style="list-style-type: none"> <li>▪ This field will be populated on creation of new role.</li> </ul>
2.	Role Name	<ul style="list-style-type: none"> <li>▪ Editable Text Field with Maximum limit of 50 Characters.</li> <li>▪ Mandatory Field</li> </ul>	<ul style="list-style-type: none"> <li>▪ It must be unique in the system.</li> </ul>
3.	Role Rights Grid	<ul style="list-style-type: none"> <li>▪ A grid comprising of the following columns:               <ul style="list-style-type: none"> <li>○ Module Name (Non-editable)</li> <li>○ Modify Option (Check Box)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Column Module Name will list all modules available in the system.</li> <li>▪ By default all Modify Option Check box will be Checked.</li> </ul>
System Admin Role Setup – Screen Descriptions			
View Grid Screen			
Screen Description	<ul style="list-style-type: none"> <li>▪ This screen will appear upon clicking on Manage User Role link available on Admin’s Dashboard.</li> <li>▪ A View grid will appear with all the Admin Role available in the system.</li> <li>▪ The View Grid should display the recently added/updated record as the first record and the oldest added / updated as the last record</li> <li>▪ Pagination will be applied with maximum of ten records per page.</li> <li>▪ The view grid will have the following non-editable columns appearing in the grid for every Role.</li> </ul>		

User Management	
System Admin Role Setup	
	<ul style="list-style-type: none"> <li>○ Select (Radio buttons)</li> <li>○ Role ID</li> <li>○ Role Name</li> </ul> <ul style="list-style-type: none"> <li>▪ The view grid will have Filter Role option (by Role Name).</li> <li>▪ The following buttons will be available on this screen.               <ul style="list-style-type: none"> <li>○ “Add” button will open ‘Role Setup’ Screen.</li> <li>○ “Edit” button will open selected Role detail in edit mode.</li> </ul> </li> </ul>
<b>System Messages</b>	<ul style="list-style-type: none"> <li>▪ No records found message should come if the Filter results in no records.</li> </ul>
Add System Admin Role Setup Screen	
<b>Screen Description</b>	<ul style="list-style-type: none"> <li>▪ This screen will appear upon clicking “Add” button on the View Grid Screen.</li> <li>▪ The screen will have only two fields and a grid i.e. Role Id, its Name and Role Rights Grid.</li> <li>▪ “Save” button will add a System Admin Role.</li> <li>▪ “Cancel” button will close the screen without performing any function.</li> </ul>
<b>System Messages</b>	<ul style="list-style-type: none"> <li>▪ Error message should appear if the user has not selected any Mandatory field (Please provide values in all mandatory fields)</li> <li>▪ Error message should appear if the Role Name already exists in the system (Role &lt;Role Name&gt; already exists in the system )</li> <li>▪ Message should appear on successful creation of Role (Role &lt;Role Name &gt; is successfully created)</li> </ul>
Edit System Admin Role Setup Screen	
<b>Screen Description</b>	<ul style="list-style-type: none"> <li>▪ This screen will appear upon selecting desired Role and clicking “Edit” button on the Review Grid Screen.</li> <li>▪ All fields will be auto populated and editable from selected data except Role Id.</li> <li>▪ “Save” button will save the changes in the System Admin Role.</li> <li>▪ “Cancel” button will close the screen without performing any function.</li> </ul>
<b>System Messages</b>	<ul style="list-style-type: none"> <li>▪ Error message should appear if the user has not selected / entered any Mandatory field (Please provide values in all mandatory fields)</li> <li>▪ Error message should appear if the Role description is already exists in the system (Role &lt;Role Name&gt; already exists in the system )</li> <li>▪ Message should appear on successful Update (Role &lt;Role Name &gt; is successfully Updated)</li> </ul>

## 9.4.2 ADD SYSTEM USER

User Management			
Add System User			
Definition	Add System User screen is provided to define users of the application in the system.		
Purpose	Add System User will be used to create the users (Admin, Co's) and their details in the system.		
Access Rights	Admin Users only.		
Add System User			
Add System User Screen Fields	Add System User Screen fields are: <ul style="list-style-type: none"> <li>▪ User Name</li> <li>▪ Password</li> <li>▪ Confirm Password</li> <li>▪ First Name</li> <li>▪ Last Name</li> <li>▪ Organization</li> <li>▪ Designation</li> <li>▪ Email</li> <li>▪ Mobile Phone</li> <li>▪ Landline phone</li> <li>▪ Role Type</li> <li>▪ Role Grid</li> <li>▪ Photo</li> <li>▪ Status</li> <li>▪ About User</li> </ul>		
S. No.	Field	Type	Business Logic / Constraints
1.	User Name	<ul style="list-style-type: none"> <li>▪ Editable Text Field with Maximum limit of 100 Characters.</li> <li>▪ Mandatory Field</li> </ul>	<ul style="list-style-type: none"> <li>▪ It must be unique in the system.</li> <li>▪ It must not case sensitive.</li> </ul>
2.	Password	<ul style="list-style-type: none"> <li>▪ Editable Password Field with Maximum limit of 50 Characters.</li> <li>▪ Mandatory Field</li> </ul>	<ul style="list-style-type: none"> <li>▪ Password and Confirm Password must be same.</li> </ul>
3.	Confirm Password	<ul style="list-style-type: none"> <li>▪ Editable Password Field with Maximum limit of 50 Characters.</li> <li>▪ Mandatory Field</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
4.	First Name	<ul style="list-style-type: none"> <li>▪ Editable Text Field with Maximum limit of 100 Characters.</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>

## User Management

### Add System User

		<ul style="list-style-type: none"> <li>▪ Mandatory Field</li> </ul>	
5.	Last Name	<ul style="list-style-type: none"> <li>▪ Editable Text Field with Maximum limit of 100 Characters.</li> <li>▪ Mandatory Field</li> </ul>	▪
6.	Organization	<ul style="list-style-type: none"> <li>▪ Editable Text Field with Maximum limit of 100 Characters.</li> </ul>	▪
7.	Designation	<ul style="list-style-type: none"> <li>▪ Editable Text Field with Maximum limit of 100 Characters.</li> </ul>	▪
8.	Email	<ul style="list-style-type: none"> <li>▪ Editable Text Field with Maximum limit of 100 Characters.</li> <li>▪ Mandatory Field</li> </ul>	<ul style="list-style-type: none"> <li>▪ Standard email validation must be applied.</li> </ul>
9.	Mobile Phone	<ul style="list-style-type: none"> <li>▪ Editable Numeric Field with Maximum limit of 50 Characters.</li> </ul>	▪
10.	Landline phone	<ul style="list-style-type: none"> <li>▪ Editable Numeric Field with Maximum limit of 50 Characters.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Special characters ‘ – ‘and ‘()’ are allowed.</li> </ul>
11.	Role Type	<ul style="list-style-type: none"> <li>▪ Editable Drop down Field with following values;                             <ul style="list-style-type: none"> <li>○ Admin</li> <li>○ Registered Visitor</li> </ul> </li> <li>▪ Mandatory Field</li> </ul>	<ul style="list-style-type: none"> <li>▪ On selection of Admin Role Grid will enable.</li> </ul>
12.	Role Grid	<ul style="list-style-type: none"> <li>▪ A grid comprising of the following columns:                             <ul style="list-style-type: none"> <li>○ System Admin Role Name (Non-editable)</li> <li>○ Assigned ( Check Box)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ System Admin Role Name Column will list all Roles define through System Admin Role screen.</li> <li>▪ User can be assigned multiple roles.</li> </ul>
13.	Photo	<ul style="list-style-type: none"> <li>▪ Browse able field to upload image</li> </ul>	<ul style="list-style-type: none"> <li>▪ BMP, JPG, GIF and PNG format with maximum size of 500 KB will be allowed.</li> <li>▪ Image will display on successful upload.</li> </ul>
14.	Status	<ul style="list-style-type: none"> <li>▪ Editable Drop down Field with following values;                             <ul style="list-style-type: none"> <li>○ Active</li> <li>○ Inactive</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ By default the Active field is selected</li> </ul>

User Management			
Add System User			
		<ul style="list-style-type: none"> <li>▪ Mandatory Field</li> </ul>	
15.	Country	<ul style="list-style-type: none"> <li>▪ Editable Drop down Field.</li> <li>▪ Mandatory Field</li> </ul>	<ul style="list-style-type: none"> <li>▪ Country drop down will list all Country define through Country setup screen.</li> </ul>
16.	About User	<ul style="list-style-type: none"> <li>▪ Editable Text Area with Maximum limit of 500 Characters.</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
Add System Users– Screen Descriptions			
<b>Screen Description</b>		<ul style="list-style-type: none"> <li>▪ This screen will appear upon clicking on Add User link available at Admin Dashboard or Edit User Profile Grid Screen.</li> <li>▪ The screen will have all fields defined in Add System User Screen Fields section.</li> <li>▪ “Save” button will add new System User in the system.</li> <li>▪ “Cancel” button will close the screen without performing any function.</li> </ul>	
<b>System Messages</b>		<ul style="list-style-type: none"> <li>▪ Error message should appear if the user has not selected / entered any Mandatory field (Please provide values in all mandatory fields)</li> <li>▪ Error message should appear if the User Name already exists in the system (User Name &lt;User Name&gt; already exists in the system )</li> <li>▪ Error message should appear if the values of Password and Confirm Password is not same (Password and Confirm Password must be same.)</li> <li>▪ Error message should appear if the User attempts to upload wrong format image file (Please upload the correct file)</li> <li>▪ Error message should appear if the User try to enter invalid email format (Please enter correct Email Address)</li> <li>▪ Message should appear on successful creation of User (User &lt;User Name &gt; is successfully created)</li> </ul>	
<b>Email Notification</b>		<ul style="list-style-type: none"> <li>▪ System will generate following email notification;</li> <li>▪ <b>Sender:</b>&lt;default Portal admin’s email address&gt;</li> <li>▪ <b>Recipient:</b> &lt;User Email Address&gt;</li> <li>▪ <b>Subject:</b> Your User created on TDAP Trade Portal</li> <li>▪ <b>Body :</b> Dear &lt;First Name&gt; &lt;Last Name&gt;,  Your registration request at TDAP Trade portal has been received.  The user name you registered with us is [&lt;User Name&gt;]. Your password to access the portal is [&lt;Password&gt;]  For accessing the portal please click <a href="#">here</a>. &lt; Link to the home page &gt;  For direct login use <a href="#">this</a> link &lt; Link to the login home page &gt;  Regards, Administrator,</li> </ul>	

**User Management**

**Add System User**

TDAP Portal

### 9.4.3 EDIT USER PROFILE

User Management			
Edit User Profile			
Definition	Edit User Profile screen is provided to maintain users of the application in the system.		
Purpose	Edit User Profile will be used to edit the users (Admin, Registered Users) and their details in the system.		
Access Rights	Admin Users can edit all User profiles and every user can edit his / her own profile.		
Edit User Profile			
Edit User Profile Screen Fields	Edit User Profile Screen fields are: <ul style="list-style-type: none"> <li>▪ User Name</li> <li>▪ First Name</li> <li>▪ Last Name</li> <li>▪ Organization</li> <li>▪ Designation</li> <li>▪ Email</li> <li>▪ Mobile Phone</li> <li>▪ Landline phone</li> <li>▪ Role Type</li> <li>▪ Role Grid</li> <li>▪ Photo</li> <li>▪ Status</li> <li>▪ About User</li> </ul>		
S. No.	Field	Type	Business Logic / Constraints
1.	User Name	<ul style="list-style-type: none"> <li>▪ Disable/non-editable Text Field with Maximum limit of 100 Characters.</li> <li>▪ Auto populated</li> </ul>	▪
2.	First Name	<ul style="list-style-type: none"> <li>▪ Editable Text Field with Maximum limit of 100 Characters.</li> <li>▪ Mandatory Field</li> <li>▪ Auto populated</li> </ul>	▪
3.	Last Name	<ul style="list-style-type: none"> <li>▪ Editable Text Field with Maximum limit of 100 Characters.</li> <li>▪ Mandatory Field</li> <li>▪ Auto populated</li> </ul>	▪
4.	Organization	<ul style="list-style-type: none"> <li>▪ Editable Text Field with</li> </ul>	▪

## User Management

### Edit User Profile

		<ul style="list-style-type: none"> <li>Maximum limit of 100 Characters.</li> <li>▪ Auto populated</li> </ul>	
5.	Designation	<ul style="list-style-type: none"> <li>▪ Editable Text Field with Maximum limit of 100 Characters.</li> <li>▪ Auto populated</li> </ul>	▪
6.	Email	<ul style="list-style-type: none"> <li>▪ Editable Text Field with Maximum limit of 100 Characters.</li> <li>▪ Mandatory Field</li> <li>▪ Auto populated</li> </ul>	▪ Standard email validation must be applied.
7.	Mobile Phone	<ul style="list-style-type: none"> <li>▪ Editable Numeric Field with Maximum limit of 50 Characters.</li> <li>▪ Auto populated</li> </ul>	▪ Format will be specified on the screen
8.	Landline phone	<ul style="list-style-type: none"> <li>▪ Editable Numeric Field with Maximum limit of 50 Characters.</li> <li>▪ Auto populated</li> </ul>	▪ Special characters ‘ – ‘and ‘()’ are allowed.
9.	Role Type	<ul style="list-style-type: none"> <li>▪ Editable Drop down Field with following values;                             <ul style="list-style-type: none"> <li>○ Admin</li> <li>○ Registered Visitor</li> </ul> </li> <li>▪ Mandatory Field</li> <li>▪ Auto populated</li> </ul>	<ul style="list-style-type: none"> <li>▪ On selection of Admin Role Grid will enable.</li> <li>▪ Non-Editable incase logged-in user is Non-Admin User.</li> </ul>
10.	Role Grid	<ul style="list-style-type: none"> <li>▪ A grid comprising of the following columns:                             <ul style="list-style-type: none"> <li>○ System Admin Role Name (Non-editable)</li> <li>○ Assigned ( Check Box)</li> </ul> </li> <li>▪ Auto populated</li> </ul>	<ul style="list-style-type: none"> <li>▪ System Admin Role Name Column will list all Roles define through System Admin Role screen.</li> <li>▪ User can be assigned multiple roles.</li> <li>▪ Non-Editable incase logged-in user is Non-Admin User.</li> </ul>
11.	Photo	<ul style="list-style-type: none"> <li>▪ Browse able field to upload image</li> <li>▪ Image Auto populated</li> </ul>	<ul style="list-style-type: none"> <li>▪ BMP, JPG, GIF and PNG format with maximum size of 500 KB will be allowed.</li> <li>▪ Image will display on successful upload.</li> </ul>
12.	Status	<ul style="list-style-type: none"> <li>▪ Editable Drop down Field with following values;                             <ul style="list-style-type: none"> <li>○ Active</li> </ul> </li> </ul>	▪ Will display the last saved option

## User Management

### Edit User Profile

		<ul style="list-style-type: none"> <li>○ Inactive</li> <li>▪ Mandatory Field</li> <li>▪ Auto populated</li> </ul>	
13.	Country	<ul style="list-style-type: none"> <li>▪ Editable Drop down Field.</li> <li>▪ Mandatory Field</li> <li>▪ Auto populated</li> </ul>	<ul style="list-style-type: none"> <li>▪ Country drop down will list all Country define through Country setup screen.</li> </ul>
14.	About User	<ul style="list-style-type: none"> <li>▪ Editable Text Area with Maximum limit of 500 Characters.</li> <li>▪ Auto populated</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>

### Edit User Profile – Screen Descriptions

#### Edit User Profile Screen

<b>Screen Description</b>	<ul style="list-style-type: none"> <li>▪ This screen will appear upon clicking on First Name of selected User on the view Grid Screen OR upon clicking on Update Profile link available on the User Dashboard.</li> <li>▪ The screen will have all fields defined in Edit User Profile Screen Fields section.</li> <li>▪ ‘Change Password’ link will available adjacent to User Name filed which leads to Change Password Screen.</li> <li>▪ “Save” button will update User Profile.</li> <li>▪ “Cancel” button will close the screen without performing any function.</li> </ul>
<b>System Messages</b>	<ul style="list-style-type: none"> <li>▪ Error message should appear if the user has not selected / entered any Mandatory field (Please provide values in all mandatory fields)</li> <li>▪ Error message should appear if the User attempts to upload wrong format image file (Please upload the file in correct format)</li> <li>▪ Error message should appear if the User tries to enter invalid email format (Please enter correct Email Address)</li> <li>▪ Message should appear on successful update (User Profile of &lt;User Name &gt; is successfully updated )</li> </ul>
<b>Email Notification</b>	<ul style="list-style-type: none"> <li>▪ System will generate following email notification if Admin changes the user profile;</li> <li>▪ <b>Sender:</b> &lt;default Portal admin’s email address&gt;</li> <li>▪ <b>Recipient:</b> &lt;User Email Address&gt;</li> <li>▪ <b>Subject:</b> TDAP trade portal Profile Update</li> </ul> <p>▪ <b>Body :</b> Dear &lt;First Name&gt; &lt;Last Name&gt;,  Your TDAP Trade portal profile has been updated.  For accessing the portal please click <a href="#">here</a>. &lt; Link to the home page &gt;</p>

## User Management

### Edit User Profile

For direct login use [this](#) link < Link to the login home page >

Regards,  
Administrator,  
TDAP Portal

## 9.4.4 CHANGE PASSWORD

User Management			
Change Password			
Definition	Change Password screen is provided to update user login password.		
Purpose	Change Password screen will use to edit the Users Login Password in the system.		
Access Rights	Admin Users can edit all User passwords and every user can edit his / her own password.		
Change Password			
Change Password Screen Fields	Change Password Screen fields are: <ul style="list-style-type: none"> <li>▪ User Name</li> <li>▪ Password</li> <li>▪ Confirm Password</li> </ul>		
S. No.	Field	Type	Business Logic / Constraints
1.	User Name	<ul style="list-style-type: none"> <li>▪ Disable Text Field with Maximum limit of 100 Characters.</li> <li>▪ Auto populated</li> </ul>	▪
2.	Password	<ul style="list-style-type: none"> <li>▪ Editable Password Field with Maximum limit of 20 Characters.</li> <li>▪ Mandatory Field</li> </ul>	<ul style="list-style-type: none"> <li>▪ Password and Confirm Password must be same.</li> <li>▪ Minimum length of 8 characters</li> </ul>
3.	Confirm Password	<ul style="list-style-type: none"> <li>▪ Editable Password Field with Maximum limit of 20 Characters.</li> <li>▪ Mandatory Field</li> </ul>	
Change Password – Screen Descriptions			
Screen Description	<ul style="list-style-type: none"> <li>▪ This screen will appear upon clicking on Change Password link available on Edit User Profile Screen OR upon clicking on Change Password link available on the User Dashboard.</li> <li>▪ The screen will have all fields defined in Change Password Screen Fields section.</li> <li>▪ “Save” button will update User Login Password.</li> <li>▪ “Cancel” button will close the screen without performing any function.</li> </ul>		
System Messages	<ul style="list-style-type: none"> <li>▪ Error message should appear if the user has not selected / entered any Mandatory field (Please provide values in all mandatory fields)</li> <li>▪ Error message should appear if Password and Confirm Password is not same (Password and Confirm Password must be same.)</li> <li>▪ Message should appear on successful Update (Password is successfully Updated)</li> </ul>		
Email Notification	<ul style="list-style-type: none"> <li>▪ System will generate following email notification if Admin changes the</li> </ul>		

## User Management

### Change Password

password;

- **Sender:** <default Portal admin's email address>
- **Recipient:** <User Email Address>
- **Subject:** Password for TDAP trade portal

- **Body :**

Dear <First Name> <Last Name>,

Your TDAP Trade portal password has been updated.

Your new password to access the portal is [<Password>]

For accessing the portal please click [here](#). < Link to the home page >

For direct login use [this](#) link < Link to the login home page >

Regards,  
Administrator,  
TDAP Portal

## 9.5.LOCATION SETUP MODULE

### 9.5.1 COUNTRY SETUP

Location Setup			
Country Setup			
Definition	Country Setup screen is provided to define countries in the system.		
Purpose	Country Setup will maintain the list of countries in the system		
Access Rights	Admin Users only.		
Country Setup			
Country Setup Screen Fields	Country Setup Screen fields are: <ul style="list-style-type: none"> <li>▪ Country ID</li> <li>▪ Country Name</li> </ul>		
S. No.	Field	Type	Business Logic / Constraints
4.	Country ID	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ System populated field</li> <li>▪ Numeric Field with Maximum 3 digit length.</li> </ul>	<ul style="list-style-type: none"> <li>▪ This field will be populated on creation of new country.</li> </ul>
5.	Country Name	<ul style="list-style-type: none"> <li>▪ Editable Text Field with Maximum limit of 100 Characters.</li> <li>▪ Mandatory Field</li> </ul>	<ul style="list-style-type: none"> <li>▪ It must be unique in the system.</li> </ul>
Country Setup – Screen Descriptions			
View Grid Screen			
<b>Screen Description</b>	<ul style="list-style-type: none"> <li>▪ This screen will appear upon clicking on Manage Country link available at Admin Dashboard.</li> <li>▪ A view grid will appear with all the Countries defined in the system.</li> <li>▪ The View Grid should display the records in alphabetic order</li> <li>▪ The view grid will have the following columns appearing in the grid for every Country. <ul style="list-style-type: none"> <li>○ Select (Radio buttons)</li> <li>○ Country ID</li> <li>○ Country Name</li> </ul> </li> <li>▪ The view grid will have Filter option (by Country Name).</li> <li>▪ The following buttons will be available on this screen. <ul style="list-style-type: none"> <li>○ “Add” button will open ‘Country Setup’ Screen.</li> <li>○ “Edit” button will open selected Country details in edit mode.</li> </ul> </li> </ul>		
<b>System Messages</b>	<ul style="list-style-type: none"> <li>▪ No records found message should come if the Filter results in no records.</li> </ul>		
Add Country Setup Screen			

<b>Location Setup</b>	
<b>Country Setup</b>	
<b>Screen Description</b>	<ul style="list-style-type: none"> <li>▪ This screen will appear upon clicking “Add” button on the Review Grid Screen.</li> <li>▪ The screen will have only two fields and a grid i.e Country Id and Country Name.</li> <li>▪ “Save” button will add new Country in the system.</li> <li>▪ “Cancel” button will close the screen without performing any function.</li> </ul>
<b>System Messages</b>	<ul style="list-style-type: none"> <li>▪ Error message should appear if the user has not selected any Mandatory field (Please provide values in all mandatory fields)</li> <li>▪ Error message should appear if the Country Name is already exists in the system (Country &lt; Country Name&gt; is already exists in the system )</li> <li>▪ Message should appear on successful creation of Country (Country &lt; Country Name &gt; is successfully created)</li> </ul>
<b>Edit Country Setup Screen</b>	
<b>Screen Description</b>	<ul style="list-style-type: none"> <li>▪ This screen will appear upon selecting desired Country and clicking “Edit” button on the Review Grid Screen.</li> <li>▪ All fields will be auto populated and editable from selected data except Country Id.</li> <li>▪ “Save” button will save the changes in the Country Name.</li> <li>▪ “Cancel” button will close the screen without performing any function.</li> </ul>
<b>System Messages</b>	<ul style="list-style-type: none"> <li>▪ Error message should appear if the user has not selected / entered any Mandatory field (Please provide values in all mandatory fields)</li> <li>▪ Error message should appear if the Country Name is already exists in the system (Country &lt; Country Name&gt; is already exists in the system )</li> <li>▪ Message should appear on successful Update (Country &lt; Country Name &gt; is successfully Updated)</li> </ul>

## 9.5.2 PROVINCE SETUP

Location Setup			
Province Setup			
Definition	Province Setup screen is provided to define Province in the system.		
Purpose	Province Setup will maintain the list of Pakistani Provinces in the system		
Access Rights	Admin Users only.		
Province Setup			
Province Setup Screen Fields	Province Setup Screen fields are: <ul style="list-style-type: none"> <li>▪ Province ID</li> <li>▪ Country Name</li> <li>▪ Province Name</li> </ul>		
S. No.	Field	Type	Business Logic / Constraints
1.	Province ID	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ System populated field</li> <li>▪ Numeric Field with Maximum 3 digit length.</li> </ul>	<ul style="list-style-type: none"> <li>▪ This field will be populated on creation of new Province.</li> </ul>
2.	Country Name	<ul style="list-style-type: none"> <li>▪ Non-editable dropdown</li> <li>▪ System populated field</li> </ul>	<ul style="list-style-type: none"> <li>▪ By default Pakistan is populated.</li> </ul>
3.	Province Name	<ul style="list-style-type: none"> <li>▪ Editable Text Field with Maximum limit of 100 Characters.</li> <li>▪ Mandatory Field</li> </ul>	<ul style="list-style-type: none"> <li>▪ It must be unique in the system.</li> </ul>
Province Setup– Screen Descriptions			
View Grid Screen			
Screen Description	<ul style="list-style-type: none"> <li>▪ This screen will appear upon clicking on Manage Province link available at Admin Dashboard.</li> <li>▪ A view grid will appear with all the Provinces defined in the system.</li> <li>▪ The View Grid should display the records in alphabetic order.</li> <li>▪ The view grid will have the following columns appearing in the grid for every Province.               <ul style="list-style-type: none"> <li>○ Select (Radio buttons)</li> <li>○ Province ID</li> <li>○ Country Name</li> <li>○ Province Name</li> </ul> </li> <li>▪ The view grid will have Filter option (by Province Name).</li> <li>▪ The following buttons will be available on this screen.               <ul style="list-style-type: none"> <li>○ “Add” button will open ‘Province Setup’ Screen.</li> <li>○ “Edit” button will open selected Province details in edit mode.</li> </ul> </li> </ul>		

Location Setup	
Province Setup	
<b>System Messages</b>	<ul style="list-style-type: none"> <li>▪ No records found message should come if the Filter results in no records.</li> </ul>
<b>Add Province Setup Screen</b>	
<b>Screen Description</b>	<ul style="list-style-type: none"> <li>▪ This screen will appear upon clicking “Add” button on the Review Grid Screen.</li> <li>▪ The screen will have all fields defined in Province Setup Screen Fields section.</li> <li>▪ “Save” button will add new Province in the system.</li> <li>▪ “Cancel” button will close the screen without performing any function.</li> </ul>
<b>System Messages</b>	<ul style="list-style-type: none"> <li>▪ Error message should appear if the user has not selected any Mandatory field (Please provide values in all mandatory fields)</li> <li>▪ Error message should appear if the Province Name is already exists in the system (Province &lt; Province Name&gt; is already exists in the system )</li> <li>▪ Message should appear on successful creation of Province (Province &lt; Province Name &gt; is successfully created)</li> </ul>
<b>Edit Province Setup Screen</b>	
<b>Screen Description</b>	<ul style="list-style-type: none"> <li>▪ This screen will appear upon selecting desired Province and clicking “Edit” button on the Review Grid Screen.</li> <li>▪ All fields will be auto populated and non-editable from selected data except Province Name.</li> <li>▪ “Save” button will save the changes in the Province Name.</li> <li>▪ “Cancel” button will close the screen without performing any function.</li> </ul>
<b>System Messages</b>	<ul style="list-style-type: none"> <li>▪ Error message should appear if the user has not selected / entered any Mandatory field (Please provide values in all mandatory fields)</li> <li>▪ Error message should appear if the Province Name is already exists in the system (Province &lt; Province Name&gt; is already exists in the system )</li> <li>▪ Message should appear on successful Update (Province &lt; Province Name &gt; is successfully Updated)</li> </ul>

## 9.5.3 CITY SETUP

Location Setup			
City Setup			
Definition	City Setup screen is provided to define Cities in the system.		
Purpose	City Setup will maintain the list of Pakistani Cities in the system		
Access Rights	Admin Users only.		
City Setup			
City Setup Screen Fields	City Setup Screen fields are: <ul style="list-style-type: none"> <li>▪ City ID</li> <li>▪ Country Name</li> <li>▪ Province Name</li> <li>▪ City Name</li> <li>▪ City Map</li> <li>▪ City Detail</li> <li>▪ City Postal Code</li> </ul>		
S. No.	Field	Type	Business Logic / Constraints
1.	City ID	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ System populated field</li> <li>▪ Numeric Field with Maximum 5 digit length.</li> </ul>	<ul style="list-style-type: none"> <li>▪ This field will be populated on creation of new City.</li> </ul>
2.	Country Name	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ System populated field</li> </ul>	<ul style="list-style-type: none"> <li>▪ By default Pakistan is populated.</li> </ul>
3.	Province Name	<ul style="list-style-type: none"> <li>▪ Editable dropdown</li> <li>▪ System populated field</li> </ul>	<ul style="list-style-type: none"> <li>▪ By default populated with all Pakistani Provinces define in the system.</li> </ul>
4.	City Name	<ul style="list-style-type: none"> <li>▪ Editable Text Field with Maximum limit of 100 Characters.</li> <li>▪ Mandatory Field</li> </ul>	<ul style="list-style-type: none"> <li>▪ It must be unique in the system.</li> </ul>
5.	City Map	<ul style="list-style-type: none"> <li>▪ Browse able field to upload image.</li> </ul>	<ul style="list-style-type: none"> <li>▪ BMP, JPG, GIF and PNG format with maximum size of 500 KB will be allowed.</li> </ul>
6.	City Detail	<ul style="list-style-type: none"> <li>▪ Editable RTF Text Area with Maximum limit of 5000 Characters.</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
City Setup– Screen Descriptions			
View Grid Screen			
Screen Description	<ul style="list-style-type: none"> <li>▪ This screen will appear upon clicking on Manage City link available at Admin Dashboard.</li> </ul>		

Location Setup	
City Setup	
	<ul style="list-style-type: none"> <li>▪ A view grid will appear with all the Pakistani Cities defined in the system.</li> <li>▪ The view Grid should display the records in alphabetic order.</li> <li>▪ The view grid will have the following columns appearing in the grid for every City.               <ul style="list-style-type: none"> <li>○ Select (Radio buttons)</li> <li>○ City ID</li> <li>○ Province Name</li> <li>○ City Name</li> </ul> </li> <li>▪ The view grid will have Filter option (by Province Name and City Name).</li> <li>▪ The following buttons will be available on this screen.               <ul style="list-style-type: none"> <li>○ “Add” button will open ‘City Setup’ Screen.</li> <li>○ “Edit” button will open selected City details in edit mode.</li> </ul> </li> </ul>
<b>System Messages</b>	<ul style="list-style-type: none"> <li>▪ NA</li> </ul>
Add City Setup Screen	
<b>Screen Description</b>	<ul style="list-style-type: none"> <li>▪ This screen will appear upon clicking “Add” button on the View Grid Screen.</li> <li>▪ The screen will have all fields defined in City Setup Screen Fields section.</li> <li>▪ ‘Add City Image Gallery’ link will available on the screen which leads to Add City Image Gallery Screen.</li> <li>▪ “Save” button will add new City in the system.</li> <li>▪ “Cancel” button will close the screen without performing any function.</li> </ul>
<b>System Messages</b>	<ul style="list-style-type: none"> <li>▪ Error message should appear if the user has not selected any Mandatory field (Please provide values in all mandatory fields)</li> <li>▪ Error message should appear if the User attempts to upload wrong format image file (Please upload the correct file)</li> <li>▪ Error message should appear if the City Name is already exists in the system (City &lt; City Name&gt; is already exists in the system )</li> <li>▪ Message should appear on successful creation of City (City &lt; City Name &gt; is successfully created)</li> </ul>
Edit City Setup Screen	
<b>Screen Description</b>	<ul style="list-style-type: none"> <li>▪ This screen will appear upon selecting desired City and clicking “Edit” button on the View Grid Screen.</li> <li>▪ All fields will be auto populated and editable from selected data except City Id and Country Name.</li> <li>▪ Add / Edit City Image Gallery’ link will be available on the screen which leads to Add / Edit City Image Gallery Screen. (If images are previously uploaded in associated gallery than system will display ‘Edit City Image Gallery’)</li> <li>▪ “Save” button will save the changes in the City information.</li> <li>▪ “Cancel” button will close the screen without performing any function.</li> </ul>
<b>System Messages</b>	<ul style="list-style-type: none"> <li>▪ Error message should appear if the user has not selected / entered any Mandatory field (Please provide values in all mandatory fields)</li> <li>▪ Error message should appear if the User attempts to upload wrong format image file (Please upload the correct file)</li> </ul>

Location Setup	
City Setup	
	<ul style="list-style-type: none"> <li>▪ Error message should appear if the City Name is already exists in the system (City &lt; City Name&gt; is already exists in the system )</li> <li>▪ Message should appear on successful Update (City &lt; City Name &gt; is successfully Updated)</li> </ul>
View City Screen	
Screen Description	<ul style="list-style-type: none"> <li>▪ This screen will appear upon clicking City Link available on the Exporter Profile in a New Window/Tab.</li> <li>▪ This screen will be view only screen with following information. <ul style="list-style-type: none"> <li>○ Country Name</li> <li>○ Province Name</li> <li>○ City Name</li> <li>○ City Map</li> <li>○ City Detail</li> <li>○ City Postal Code</li> <li>○ Image Gallery with multiple image thumbnails. (Zooming option on Clicking/ Mouse Over)</li> </ul> </li> <li>▪ “Close” button will close the screen.</li> <li>▪ System should not display the field / Information if its information is missing.</li> </ul>

### 9.5.3.1 CITY IMAGE GALLERY

Location Setup			
City Image Gallery Setup			
Definition	City Image Gallery setup screen is provided to upload cities images in the system.		
Purpose	City Image Gallery setup will maintain images associated with different Pakistani cities.		
Access Rights	Admin Users only.		
City Image Gallery Setup			
City Image Gallery Setup Screen Fields	City Image Gallery Setup Screen fields are: <ul style="list-style-type: none"> <li>▪ City ID</li> <li>▪ Province Name</li> <li>▪ City Name</li> <li>▪ Image</li> <li>▪ Caption</li> </ul>		
S. No.	Field	Type	Business Logic / Constraints
1.	City ID	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ System populated field</li> <li>▪ Numeric Field with Maximum 5 digit length.</li> </ul>	<ul style="list-style-type: none"> <li>▪ This field will be populated on the basis of information provided in Add/ Edit City screen.</li> </ul>
2.	Province Name	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ System populated field</li> </ul>	<ul style="list-style-type: none"> <li>▪ This field will be populated on the basis of information provided in Add/ Edit City screen.</li> </ul>
3.	City Name	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ System populated field</li> </ul>	<ul style="list-style-type: none"> <li>▪ This field will be populated on the basis of information provided in Add/ Edit City screen.</li> </ul>
4.	Image	<ul style="list-style-type: none"> <li>▪ Browse able field to upload image</li> <li>▪ Mandatory Field</li> </ul>	<ul style="list-style-type: none"> <li>▪ BMP, JPG, GIF and PNG format with maximum size of 500 KB will be allowed.</li> </ul>
5.	Caption	<ul style="list-style-type: none"> <li>▪ Editable Text field with Maximum limit of 500 Characters.</li> <li>▪ Mandatory Field</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
City Image Gallery Setup– Screen Descriptions			
Add City Image Gallery Screen			
Screen Description	<ul style="list-style-type: none"> <li>▪ This screen will appear upon clicking “Add City Image Gallery” link available on Add/ Edit City screen.</li> <li>▪ The screen will have all fields defined in City Image Gallery Setup Screen Fields section.</li> <li>▪ “Save” button will add new image in the system and image thumbnail will display on the screen.</li> </ul>		

Location Setup	
City Image Gallery Setup	
	<ul style="list-style-type: none"> <li>▪ “Cancel” button will close the screen without performing any function.</li> </ul>
<b>System Messages</b>	<ul style="list-style-type: none"> <li>▪ Error message should appear if the user has not selected any Mandatory field (Please provide values in all mandatory fields)</li> <li>▪ Error message should appear if the User attempts to upload wrong format image file (Please upload the correct file)</li> <li>▪ Message should appear on successful Uploading (City Image &lt; Caption &gt; is successfully uploaded)</li> </ul>
Edit City Image Gallery Screen	
<b>Screen Description</b>	<ul style="list-style-type: none"> <li>▪ This screen will appear upon clicking “Edit City Image Gallery” link available on Add/ Edit City screen.</li> <li>▪ The screen will have all fields defined in City Image Gallery Setup Screen Fields section and thumbnail with their caption of already available images.</li> <li>▪ Image and caption field will populate on clicking on the image thumbnail.</li> <li>▪ “Save” button will add/ update new image in the system and image thumbnail will display on the screen.</li> <li>▪ “Cancel” button will close the screen without performing any function.</li> </ul>
<b>System Messages</b>	<ul style="list-style-type: none"> <li>▪ Error message should appear if the user has not selected any Mandatory field (Please provide values in all mandatory fields)</li> <li>▪ Error message should appear if the User attempts to upload wrong format image file (Please upload the correct file)</li> <li>▪ Message should appear on successful Uploading (City Image &lt; Caption &gt; is successfully updated)</li> </ul>

## 9.6. GOODS AND SERVICES MANAGEMENT

### 9.6.1 BROAD CATEGORY OF GOODS AND SERVICES

Goods and Services Management			
Broad Category of Goods and Services			
Definition	Broad category of Goods and screen is provided to define Broad category in the system, under which sub-category of goods and services are managed.		
Purpose	Broad categories will be used to manage the Goods and Services in the system according to Internationally acceptable codes.		
Access Rights	Admin Users only.		
Broad Category of Goods and Services Setup			
Broad Category of Goods and Services Screen Fields	Broad Category of Goods and Services Screen fields are: <ul style="list-style-type: none"> <li>▪ Goods or Service</li> <li>▪ Broad Category Name</li> <li>▪ HS Code for goods/ GATS Code for services</li> <li>▪ Broad Category Description</li> </ul>		
S. No.	Field	Type	Business Logic / Constraints
1.	Goods or Service	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ Radio button</li> <li>▪ Mandatory</li> </ul>	-
2.	Broad Category Name	<ul style="list-style-type: none"> <li>▪ Editable Text field</li> <li>▪ Mandatory</li> <li>▪ 100 characters</li> </ul>	<ul style="list-style-type: none"> <li>▪ It must be unique within the system.</li> </ul>
3.	HS Code for goods/ GATS Code for services	<ul style="list-style-type: none"> <li>▪ Editable codes for broad categories of Goods and Services</li> <li>▪ Text field</li> </ul>	<ul style="list-style-type: none"> <li>▪ It must be unique within the system.</li> </ul>
4.	Broad Category Description	<ul style="list-style-type: none"> <li>▪ Editable, description of the category</li> <li>▪ Optional</li> <li>▪ Text field</li> <li>▪ 250 characters</li> </ul>	-
Broad Category of Goods and Services Setup – Screen Descriptions			
Review Grid Screen			
Screen Description	<ul style="list-style-type: none"> <li>▪ This screen will appear upon clicking on Manage Broad Categories of Goods and Services link available at Admin Dashboard.</li> <li>▪ A review grid will appear with all the Broad categories available in the system</li> <li>▪ The Review Grid should display the records in Alphabetical order</li> <li>▪ Pagination will be applied with maximum of twenty (20) records per Page.</li> <li>▪ The review grid will have the following non-editable columns appearing in</li> </ul>		

## Goods and Services Management

### Broad Category of Goods and Services

	<ul style="list-style-type: none"> <li>the grid for every Category.                             <ul style="list-style-type: none"> <li>○ Goods or Services</li> <li>○ Broad Category Name</li> <li>○ HS/GATS code</li> </ul> </li> <li>▪ The review grid will have Filter Broad Category name (by broad category name).</li> <li>▪ The following buttons will be available on this screen.                             <ul style="list-style-type: none"> <li>○ “Add” button will open ‘Broad Category Setup’ Screen.</li> <li>○ “Edit” button will open selected Broad category in edit mode.</li> <li>○ “Delete” button will delete (deactivate) the selected broad category.</li> </ul> </li> <li>▪ MOC/TDAP Administrator would be able to remove the existing broad categories, however if the category is associated with any existing record in the system it should not be allowed to delete rather deactivate it. By deactivating it the category will not be available for the exporters registration</li> <li>▪ If the broad category has any active sub-categories, then system must not allow deleting it and showing the appropriate error message.</li> </ul>
<b>System Messages</b>	<ul style="list-style-type: none"> <li>▪ If administrator attempts to delete any broad category, then system must show a confirmation message, “Are you sure, you want to delete the broad category”.</li> <li>▪ If the broad category has any active sub-categories, then system must not allow deleting it and showing the appropriate error message, “This category cannot be deleted, as there are child records associated with it”.</li> </ul>
<b>Add Broad Category of Goods and Services Setup</b>	
<b>Screen Description</b>	<ul style="list-style-type: none"> <li>▪ This screen will appear upon clicking “Add” button on the Review Grid Screen.</li> <li>▪ The screen will have the following fields,                             <ul style="list-style-type: none"> <li>○ Goods or Services</li> <li>○ Broad Category Name</li> <li>○ HS/GATS code</li> </ul> </li> <li>▪ “Save” button will add/create a new Broad Category in the system.</li> <li>▪ “Cancel” button will close the screen without performing any function.</li> </ul>
<b>System Messages</b>	<ul style="list-style-type: none"> <li>▪ Error message should appear if the user has not selected any Mandatory field (Please provide values in all mandatory fields)</li> <li>▪ Error message should appear if the Broad Category already exists in the system (Broad Category already exists in the system )</li> <li>▪ Message should appear on successful creation of Broad Category, “Broad Category &lt;Broad Category Name&gt; is successfully created)</li> </ul>
<b>Edit Broad Category of Goods and Services Setup</b>	
<b>Screen Description</b>	<ul style="list-style-type: none"> <li>▪ This screen will appear upon selecting desired Broad Category and clicking “Edit” button on the Review Grid Screen.</li> <li>▪ All fields will be auto populated in editable from selected data except any</li> </ul>

## Goods and Services Management

### Broad Category of Goods and Services

	<p>backend primary key id.</p> <ul style="list-style-type: none"><li>▪ “Save” button will save the changes in the Broad Category.</li><li>▪ “Cancel” button will close the screen without performing any function.</li></ul>
<b>System Messages</b>	<ul style="list-style-type: none"><li>▪ Error message should appear if the user has not selected / entered any Mandatory field (Please provide values in all mandatory fields)</li><li>▪ Error message should appear if the broad category already exists in the system (Broad Category already exists in the system )</li><li>▪ Message should appear on successful Update (Broad Category &lt;Broad Category Name&gt; is successfully Updated)</li></ul>

## 9.6.2 SUB-CATEGORY OF GOODS AND SERVICES

Goods and Services Management			
Sub-Category of Goods and Services			
Definition	Sub category of Goods and screen is provided to define sub category in the system, under broad category of goods and services.		
Purpose	Sub categories will be used to manage the Goods and Services in the system according to Internationally acceptable codes.		
Access Rights	Admin Users only.		
Sub-Category of Goods and Services			
Sub-Category of Goods and Services Screen Fields	Add Sub-Category Screen fields are: <ul style="list-style-type: none"> <li>▪ Broad Category (mandatory, from the dropdown of existing broad categories present in the system)</li> <li>▪ Sub Category Name (mandatory 250 characters)</li> <li>▪ HS Code for goods/ GATS Code for services (Mandatory 50 characters)</li> <li>▪ Sub Category Description (optional 250 characters)</li> </ul>		
S. No.	Field	Type	Business Logic / Constraints
1.	Broad category	<ul style="list-style-type: none"> <li>▪ Editable dropdown field from the dropdown of existing broad categories present in the system</li> <li>▪ Mandatory Field</li> </ul>	-
2.	Sub Category Name	<ul style="list-style-type: none"> <li>▪ Editable Text field</li> <li>▪ Mandatory</li> <li>▪ 100 characters</li> </ul>	-
3.	HS Code for goods/ GATS Code for services	<ul style="list-style-type: none"> <li>▪ Editable codes for broad categories of Goods and Services</li> <li>▪ Text field</li> <li>▪ 50 characters</li> </ul>	<ul style="list-style-type: none"> <li>▪ The label of the field should be changed, if selected broad category is of Services, otherwise it should remain HS code</li> </ul>
4.	Sub Category Description	<ul style="list-style-type: none"> <li>▪ Editable, description of the category</li> <li>▪ Optional</li> <li>▪ Text field</li> <li>▪ 250 characters</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
Sub-Category of Goods and Services Setup – Screen Descriptions			
Review Grid Screen			
<b>Screen Description</b>	<ul style="list-style-type: none"> <li>▪ This screen will appear upon clicking on Manage Sub Categories of Goods and Services link available at Admin Dashboard.</li> <li>▪ A review grid will appear with all the sub categories available in the system</li> </ul>		

## Goods and Services Management

### Sub-Category of Goods and Services

	<p>(with pagination, if required)</p> <ul style="list-style-type: none"><li>▪ The Review Grid should display the recently added/updated record as the first record and the oldest added / updated as the last record</li><li>▪ Pagination will be applied with maximum of ten records per Page.</li><li>▪ The review grid will have the following non-editable columns appearing in the grid for every Role.<ul style="list-style-type: none"><li>○ Sub-Category Name</li><li>○ Broad Category Name</li><li>○ HS/GATS code</li><li>○ Sub-category description</li></ul></li><li>▪ The review grid will have Filter sub Category name (by broad category name).</li><li>▪ The following buttons will be available on this screen.<ul style="list-style-type: none"><li>○ “Add” button will open ‘sub-Category Setup’ Screen.</li><li>○ “Edit” button will open selected Sub-Category in edit mode.</li><li>○ Delete link will delete (inactive) the sub-category from the system.</li></ul></li><li>▪ MOC/TDAP Administrator would be able to remove the existing sub categories, however if the sub category is associated with any existing record in the system it should not be allowed to be deleted rather deactivate it. By deactivating it the category will not be available for the exporters registration</li><li>▪ If the sub-category has any been associated with any record in the system, then system must not allow deleting it and show the appropriate error message.</li></ul>
<b>System Messages</b>	<ul style="list-style-type: none"><li>▪ No records found message should come if the Filter results in no records.</li><li>▪ If administrator attempts to delete any sub-category, then system must show a confirmation message, “Are you sure, you want to delete the sub category”.</li><li>▪ If the sub category has any Child record (for instance, associated with an exporter or used in a Trade opportunity), then system must not allow deleting it and show the appropriate error message, “This sub-category cannot be deleted, as there are child records associated with it”.</li></ul>
<b>Add Sub-Category of Goods and Services Setup</b>	
<b>Screen Description</b>	<ul style="list-style-type: none"><li>▪ This screen will appear upon clicking on Add sub-category link available at Admin Dashboard.</li><li>▪ System must allow the MOC/TDAP Administrator to define sub-category of goods and services under a Broad Category.</li><li>▪ Mandatory fields should be marked with an Asterisk.</li><li>▪ System must prompt the Administrator if any mandatory information is not provided and an attempt to save the data is made.</li><li>▪ “Save” button will add new sub-category.</li><li>▪ “Cancel” button will close the screen without performing any function.</li></ul>

<b>Goods and Services Management</b>	
<b>Sub-Category of Goods and Services</b>	
<b>System Messages</b>	<ul style="list-style-type: none"> <li>▪ Error message should appear if the user has not selected / entered any Mandatory field (Please provide values in all mandatory fields)</li> <li>▪ Error message should appear if the sub-category Name already exists in the system (Sub-category name already exists in the system )</li> <li>▪ Message should appear on successful creation of sub-category (sub-category &lt;sub-category&gt; is successfully created)</li> </ul>
<b>Edit Sub-Category of Goods and Services Setup</b>	
<b>Screen Description</b>	<ul style="list-style-type: none"> <li>▪ This screen will appear upon selecting desired Sub-Category and clicking “Edit” button on the Review Grid Screen. System must allow the MOC/TDAP Administrator to define sub-category of goods and services under a Broad Category.</li> <li>▪ Mandatory fields should be marked with an Asterisk.</li> <li>▪ System must prompt the Administrator if any mandatory information is not provided and an attempt to save the data is made.</li> <li>▪ “Save” button will update sub-category.</li> <li>▪ “Cancel” button will close the screen without performing any function.</li> </ul>
<b>System Messages</b>	<ul style="list-style-type: none"> <li>▪ Error message should appear if the user has not selected / entered any Mandatory field (Please provide values in all mandatory fields)</li> <li>▪ Error message should appear if the sub-category Name already exists in the system (Sub-category name already exists in the system )</li> <li>▪ Message should appear on successful creation of sub-category (sub-category &lt;sub-category&gt; is successfully created)</li> </ul>

## 9.7. NEWS & ANNOUNCEMENTS

### 9.7.1 NEWS & ANNOUNCEMENTS SETUP

News & Announcements			
News & Announcements Setup			
Definition	News & Announcements setup screen is provided to define news in the system.		
Purpose	News & Announcements Setup will maintain the list of news item published on the system		
Access Rights	Admin Users.		
News & Announcements Setup			
News & Announcements Setup Screen Fields	News & Announcements Setup Screen fields are: <ul style="list-style-type: none"> <li>▪ Headline</li> <li>▪ Content</li> <li>▪ Publish date</li> <li>▪ Source</li> <li>▪ To Appear on Home Page</li> </ul>		
S. No.	Field	Type	Business Logic / Constraints
1.	Headline	<ul style="list-style-type: none"> <li>▪ Editable Text Field with Maximum limit of 250 Characters.</li> <li>▪ Mandatory Field</li> </ul>	
2.	Content	<ul style="list-style-type: none"> <li>▪ Editable Text Area with Maximum limit of 5000 Characters.</li> <li>▪ Mandatory Field</li> </ul>	
3.	Publish date	<ul style="list-style-type: none"> <li>▪ Editable Date field</li> <li>▪ System populated field</li> <li>▪ Mandatory Field</li> </ul>	<ul style="list-style-type: none"> <li>▪ By default populated with current date and time.</li> <li>▪ Date can be selected from the calendar available with field.</li> <li>▪ Publish date will be defined in the system as DD/MM/YYYY</li> </ul>
4.	Source	<ul style="list-style-type: none"> <li>▪ Editable Text Field with Maximum limit of 250 Characters</li> </ul>	
5.	To Appear on Home Page	<ul style="list-style-type: none"> <li>▪ Editable Check box field</li> </ul>	Checked news will display in the News and Announcements section on the Home Page.
News & Announcements Setup – Screen Descriptions			
List Screen			

## News & Announcements

### News & Announcements Setup

#### Screen Description

- This screen will appear upon clicking on Manage News and Announcements link available at Admin's Dashboard.
- A list screen will appear with all the News and Announcements defined in the Portal.
- The List screen should display the recently added/updated record as the first record and the oldest added / updated as the last record
- Pagination will be applied with maximum of ten records per Page.
- The list screen will have the following content with every News item.
  - Headline (Hyperlinked to View News Item Screen)
  - First two lines from Content
  - Publish date
  - Edit option
  - Delete option
- The list will have Filter option (by To and From Date) using calendar input and standard Filter option through following links.
  - Today
  - This Week
  - Last 3 Week
  - This Month
  - Last 3 Months
  - This Quarter
  - This Year
- 'Post News' link will be available on the screen which leads to Add News Screen.
- 'Edit' link will open selected news item in editable mode.
- 'Delete' link will delete news item after Confirmation prompt.

News & Announcements	
News & Announcements Setup	
<b>System Messages</b>	<ul style="list-style-type: none"> <li>▪ No records found message should come if the Filter results in no records.</li> </ul>
<b>Add News Screen</b>	
<b>Screen Description</b>	<ul style="list-style-type: none"> <li>▪ This screen will appear upon clicking “Post News” link available on the list Screen.</li> <li>▪ The screen will have all fields defined in News &amp; Announcements Setup Screen Fields section.</li> <li>▪ “Post” button will add new News Item in the system.</li> <li>▪ System must not allow to publish a News if “To Appear on Home Page” field is marked, but there are already five news items marked similarly too.</li> <li>▪ “Cancel” button will close the screen without performing any function.</li> </ul>
<b>System Messages</b>	<ul style="list-style-type: none"> <li>▪ Error message should appear if the user has not selected any Mandatory field (Please provide values in all mandatory fields)</li> <li>▪ Error message should appear if the News Headline already exist in the system (News &lt; <i>Headline</i> &gt; is already exists in the system )</li> <li>▪ Error message should appear if the News is attempted to be appeared on Main Home Page but there are already 5 news published to be appeared on home page (Already 5 News Items are published to be displayed on Home page, please uncheck one news item for this to be published on Home page)</li> <li>▪ Message should appear on successful posting (1 News entry is successfully posted.)</li> </ul>
<b>Edit News Screen</b>	
<b>Screen Description</b>	<ul style="list-style-type: none"> <li>▪ This screen will appear upon clicking “Edit” link.</li> <li>▪ All fields will be auto populated and editable from selected data.</li> <li>▪ System must not allow to publish a News if “To Appear on Home Page” field is marked, but there are already five news items marked similarly too.</li> <li>▪ “Post” button will edit the selected News Item in the system.</li> <li>▪ “Cancel” button will close the screen without performing any function.</li> </ul>
<b>System Messages</b>	<ul style="list-style-type: none"> <li>▪ Error message should appear if the user has not selected / entered any Mandatory field (Please provide values in all mandatory fields)</li> </ul>

## News & Announcements

### News & Announcements Setup

- Error message should appear if the News Headline is already exists in the system (News < *Headline* > already exists in the system )
- Error message should appear if the News is attempted to be appeared on Main Home Page but there are already 5 news published to be appeared on home page (Already 5 News Items are published to be displayed on Home page, please uncheck one news item for this to be published on Home page)
- Message should appear on successful editing (1 News item is successfully Edited.)

## 9.7.1.1 VIEW NEWS & ANNOUNCEMENTS

News & Announcements	
News & Announcements	
Definition	News & Announcements screen is provided to View news in the system.
Purpose	News & Announcements will maintain the list of News Items in the system
Access Rights	Global.
News & Announcements	
News & Announcements Screen Fields	<p>News &amp; Announcements Screen fields are:</p> <ul style="list-style-type: none"> <li>▪ Headline</li> <li>▪ Content</li> <li>▪ Publish date</li> </ul>
News & Announcements – Screen Descriptions	
List Screen	
Screen Description	<ul style="list-style-type: none"> <li>▪ This screen will appear upon clicking on News section link available on Home Page and menu.</li> <li>▪ The List screen should display the News and Announcements in the chronological manner.</li> <li>▪ Pagination will be applied with maximum of ten records per Page.</li> <li>▪ The list screen will have the following content with every News item. <ul style="list-style-type: none"> <li>○ Headline (Hyperlinked to View News Item Screen)</li> <li>○ First two lines from Content</li> <li>○ Publish date</li> </ul> </li> <li>▪ The list will have Filter option (by To and From Date) using calendar input and standard Filter option through following links. <ul style="list-style-type: none"> <li>○ Today</li> <li>○ This Week</li> <li>○ Last 3 Week</li> <li>○ This Month</li> <li>○ Last 3 Months</li> <li>○ This Quarter</li> </ul> </li> </ul>

News & Announcements	
News & Announcements	
	<ul style="list-style-type: none"> <li>○ This Year</li> </ul>
<b>System Messages</b>	<ul style="list-style-type: none"> <li>▪ No records found message should come if the Filter results in no records.</li> </ul>
View News Item Screen	
<b>Screen Description</b>	<ul style="list-style-type: none"> <li>▪ This screen will appear upon clicking “&lt;Headline&gt;” link available on the list Screen.</li> <li>▪ The screen will have all fields defined in News &amp; Announcements Screen Fields section.</li> </ul>

## 9.8. TESTIMONIALS

### 9.8.1 TESTIMONIALS SETUP

Testimonials			
Testimonials Setup			
Definition	Testimonials setup screen is provided to define news in the system.		
Purpose	Testimonials Setup will maintain the list of testimonials items to be published on the system		
Access Rights	Admin Users.		
Testimonials Setup			
Testimonials Setup Screen Fields	Testimonials Setup Screen fields are: <ul style="list-style-type: none"> <li>▪ Content</li> <li>▪ Publish date</li> <li>▪ Source</li> <li>▪ To Appear on Home Page</li> </ul>		
S. No.	Field	Type	Business Logic / Constraints
1.	Content	<ul style="list-style-type: none"> <li>▪ Editable Text Area with Maximum limit of 5000 Characters.</li> <li>▪ Mandatory Field</li> </ul>	-
2.	Publish date	<ul style="list-style-type: none"> <li>▪ Editable Date field</li> <li>▪ System populated field</li> <li>▪ Mandatory Field</li> </ul>	<ul style="list-style-type: none"> <li>▪ By default populated with current date and time.</li> <li>▪ Date can be selected from the calendar available with field.</li> <li>▪ Publish date will be defined in the system as DD/MM/YYYY</li> </ul>
3.	Source	<ul style="list-style-type: none"> <li>▪ Editable Text Field with Maximum limit of 250 Characters</li> </ul>	<ul style="list-style-type: none"> <li>▪ -</li> </ul>
4.	To Appear on Home Page	<ul style="list-style-type: none"> <li>▪ Editable Check box field</li> </ul>	<ul style="list-style-type: none"> <li>▪ Checked news will display in the News and Announcements section on the Home Page.</li> </ul>
Testimonials Setup – Screen Descriptions			
List Screen			
Screen Description	<ul style="list-style-type: none"> <li>▪ This screen will appear upon clicking on Manage Testimonials link available at Admin Dashboard.</li> <li>▪ A list screen will appear with all the Testimonials defined in the Portal.</li> <li>▪ The List screen should display the recently added/updated record as the first record and the oldest added / updated as the last record</li> <li>▪ Pagination will be applied with maximum of ten records per Page.</li> <li>▪ The list screen will have the following content with every testimonials item.</li> </ul>		

Testimonials	
Testimonials Setup	
	<ul style="list-style-type: none"> <li>○ First two lines from Content</li> <li>○ Publish date</li> <li>○ Edit option</li> <li>○ Delete option</li> </ul> <ul style="list-style-type: none"> <li>▪ 'Post Testimonials link will be available on the screen which leads to Add Testimonials Screen.</li> <li>▪ 'Edit' link will open selected Testimonials item in editable mode.</li> <li>▪ 'Delete' link will delete Testimonials item after Confirmation.</li> </ul>
<b>System Messages</b>	<ul style="list-style-type: none"> <li>▪ No records found message should come if the Filter results in no records.</li> </ul>
Add Testimonials Screen	
<b>Screen Description</b>	<ul style="list-style-type: none"> <li>▪ This screen will appear upon clicking “Post Testimonials” link available on the list Screen.</li> <li>▪ The screen will have all fields defined in Testimonials Setup Screen Fields section.</li> <li>▪ “Post” button will add new Testimonials Item in the system.</li> <li>▪ “Cancel” button will close the screen without performing any function.</li> </ul>
<b>System Messages</b>	<ul style="list-style-type: none"> <li>▪ Error message should appear if the user has not selected any Mandatory field (Please provide values in all mandatory fields)</li> <li>▪ Message should appear on successful posting (I News entry is successfully posted.)</li> </ul>
Edit Testimonials Screen	
<b>Screen Description</b>	<ul style="list-style-type: none"> <li>▪ This screen will appear upon clicking “Edit” link.</li> <li>▪ All fields will be auto populated and editable from selected data.</li> <li>▪ “Post” button will edit the selected News Item in the system.</li> <li>▪ “Cancel” button will close the screen without performing any function.</li> </ul>
<b>System Messages</b>	<ul style="list-style-type: none"> <li>▪ Error message should appear if the user has not selected / entered any Mandatory field (Please provide values in all mandatory fields)</li> <li>▪ Message should appear on successful editing (I News item is successfully Edited.)</li> </ul>

Table 1.

## 9.8.2 VIEW TESTIMONIALS

Testimonials	
Testimonials	
Definition	View Testimonials screen is provided to View Testimonials in the system.
Purpose	View Testimonials will maintain the list of Testimonials Items in the system
Access Rights	Global.
Testimonials	
Testimonials Screen Fields	Testimonials Screen fields are: <ul style="list-style-type: none"> <li>▪ Content</li> <li>▪ Source</li> <li>▪ Publish date</li> </ul>
Testimonials – Screen Descriptions	
List Screen	
Screen Description	<ul style="list-style-type: none"> <li>▪ This screen will appear upon clicking on Testimonials section link available on Home Page and menu.</li> <li>▪ The List screen should display the Testimonials in the chronological manner.</li> <li>▪ Pagination will be applied with maximum of ten records per Page.               <ul style="list-style-type: none"> <li>▪ The list screen will have the following content with every News item.                   <ul style="list-style-type: none"> <li>○ First two lines from Content</li> <li>○ Source</li> <li>○ Publish date</li> </ul> </li> </ul> </li> </ul>
System Messages	<ul style="list-style-type: none"> <li>▪ No records found message should come if the Filter results in no records.</li> </ul>
View Testimonials Item Screen	
Screen Description	<ul style="list-style-type: none"> <li>▪ The screen will have all fields defined in Testimonials Screen Fields section.</li> </ul>

## 9.9.FAQs

### 9.9.1 FAQS SETUP

FAQs			
FAQs Setup			
Definition		FAQs setup screen is provided to define FAQs in the system.	
Purpose		FAQs Setup will maintain the list of FAQs in the system	
Access Rights		Admin Users.	
FAQs Setup			
FAQs Setup Screen Fields		FAQs Setup Screen fields are: <ul style="list-style-type: none"> <li>▪ Question</li> <li>▪ Answer</li> </ul>	
S. No.	Field	Type	Business Logic / Constraints
1.	Question	<ul style="list-style-type: none"> <li>▪ Editable Text Field with Maximum limit of 1000 Characters.</li> <li>▪ Mandatory Field</li> </ul>	
2.	Answer	<ul style="list-style-type: none"> <li>▪ Editable RTF Text Area with Maximum limit of 2500 Characters.</li> <li>▪ Mandatory Field</li> </ul>	
FAQs Setup – Screen Descriptions			
List Screen			
Screen Description		<ul style="list-style-type: none"> <li>▪ This screen will appear upon clicking on Manage FAQs link available at Admin Dashboard.</li> <li>▪ A list screen will appear with all the FAQs defined in the Portal.</li> <li>▪ The List screen should display links of all FAQs category defined in the system sorted on the basis of sequence number (if available) otherwise on the basis of entry.</li> <li>▪ The List screen should display FAQs in the ascending order under each category in the chronological order of the questions posted.</li> <li>▪ Pagination will be applied with maximum of ten records per Page.</li> <li>▪ The list screen will have the following content with every FAQ.               <ul style="list-style-type: none"> <li>○ Question (Bold and Hyperlinked to View FAQ Answer Screen)</li> </ul> </li> </ul>	

FAQs	
FAQs Setup	
	<ul style="list-style-type: none"> <li>○ Edit (will open selected FAQ in edit mode)</li> <li>○ Delete (will delete FAQ after Confirmation alert)</li> </ul> <ul style="list-style-type: none"> <li>▪ 'Add New FAQ' link/button will available on the screen which leads to Add FAQ Screen.</li> <li>▪ 'Add Category' link/button will be available on the screen which leads to Add Category Screen.</li> <li>▪ 'Edit Category' link/button will be available on the screen which will open Category Screen in edit mode.</li> <li>▪ 'Delete Category' link/button will delete empty Category after Confirmation alert</li> </ul>
<b>System Messages</b>	<ul style="list-style-type: none"> <li>▪ Error message should appear if user try to delete category with FAQs (the selected category is not empty)</li> <li>▪ Message should appear on successful deletion of FAQ (Selected FAQ is successfully Deleted)</li> <li>▪ Message should appear on successful deletion of Category (Category &lt; Category Name&gt; is successfully Deleted)</li> </ul>
Add FAQ Screen	
<b>Screen Description</b>	<ul style="list-style-type: none"> <li>▪ This screen will appear upon clicking "Add New FAQ" link available on the list Screen of particular category.</li> <li>▪ The screen will have all fields defined in FAQs Setup Screen Fields section.</li> <li>▪ "Save" button will add new FAQ under parent category in the system.</li> <li>▪ "Cancel" button will close the screen without performing any function.</li> </ul>
<b>System Messages</b>	<ul style="list-style-type: none"> <li>▪ Error message should appear if the user has not selected any Mandatory field (Please provide values in all mandatory fields)</li> <li>▪ Message should appear on successful posting (FAQ is successfully added.)</li> </ul>
Edit FAQ Screen	
<b>Screen Description</b>	<ul style="list-style-type: none"> <li>▪ This screen will appear upon clicking "Edit" link on the list Screen.</li> <li>▪ All fields will be auto populated and editable from selected data.</li> </ul>

## FAQs

### FAQs Setup

	<ul style="list-style-type: none"><li>▪ “Save” button will save the edited FAQ in the system.</li><li>▪ “Cancel” button will close the screen without performing any function.</li></ul>
<b>System Messages</b>	<ul style="list-style-type: none"><li>▪ Error message should appear if the user has not selected / entered any Mandatory field (Please provide values in all mandatory fields)</li><li>▪ Message should appear on successful editing (FAQ is successfully Edited.)</li></ul>

## 9.9.2 VIEW FAQs

FAQs	
View FAQs	
Definition	View FAQs screen is provided to View FAQs in the system.
Purpose	View FAQs will maintain the list of FAQs define in the system
Access Rights	Global.
View FAQs	
View FAQs Screen Fields	View FAQs Screen fields are: <ul style="list-style-type: none"> <li>▪ Question</li> <li>▪ Answer</li> </ul>
View FAQs – Screen Descriptions	
List Screen	
Screen Description	<ul style="list-style-type: none"> <li>▪ This screen will appear upon clicking on FAQ link available on Home Page and menu for each of the portal.</li> <li>▪ The List screen should display links of all FAQs category defined in the system sorted on the basis of sequence number (if available) otherwise on the basis of database entry.</li> <li>▪ The List screen should display FAQs in the ascending order under each category in the chronological order of the questions posted.</li> <li>▪ Pagination will be applied with maximum of ten records per Page.</li> <li>▪ The list screen will have the following content with every FAQ. <ul style="list-style-type: none"> <li>○ Clickable question (Bold and Hyperlinked to View FAQ Answer Screen)</li> </ul> </li> </ul>
View FAQ Answer Screen	
Screen Description	<ul style="list-style-type: none"> <li>▪ This screen will appear upon clicking “&lt;Question &gt;” link available on the list Screen.</li> <li>▪ The screen will have all fields defined in View FAQs Screen Fields section.</li> <li>▪ “Cancel” button will close the screen without performing any function.</li> </ul>

## 9.9.3 CATEGORY SETUP

FAQs			
Category Setup			
Definition	Category setup screen is provided to define FAQs Category in the system.		
Purpose	Category Setup will maintain the list of FAQs Categories define in the system		
Access Rights	Admin Users.		
Category Setup			
Category Setup Screen Fields	<ul style="list-style-type: none"> <li>Category Setup Screen fields are:</li> <li>Sequence Number</li> <li>Category Name</li> </ul>		
S. No.	Field	Type	Business Logic / Constraints
1.	Sequence Number	<ul style="list-style-type: none"> <li>Editable Numeric Field with Maximum limit of 3 Characters.</li> <li>Mandatory Field</li> </ul>	Category Name will be sorted on the basis of Sequence Number.
2.	Category Name	<ul style="list-style-type: none"> <li>Editable Text Field with Maximum limit of 100 Characters.</li> <li>Mandatory Field</li> </ul>	
Category Setup – Screen Descriptions			
Add Category Screen			
Screen Description	<ul style="list-style-type: none"> <li>This screen will appear upon clicking “Add Category” link available on the FAQs list Screen.</li> <li>The screen will have all fields defined in Category Setup Screen Fields section.</li> <li>“Save” button will add new Category in the system under FAQ’s section.</li> <li>“Cancel” button will close the screen without performing any function.</li> </ul>		
System Messages	<ul style="list-style-type: none"> <li>Error message should appear if the user has not selected any Mandatory field (Please provide values in all mandatory fields)</li> <li>Error message should appear if the Category already exists in the system (Category &lt; Category Name&gt; is already exists in the system )</li> <li>Message should appear on successful posting (Category &lt; Category Name&gt; is successfully added.)</li> </ul>		
Edit Category Screen			

## FAQs

### Category Setup

<b>Screen Description</b>	<ul style="list-style-type: none"><li>▪ This screen will appear upon clicking “Edit Category” link on the particular category in the FAQs list Screen.</li><li>▪ All fields will be auto populated and editable from selected data.</li><li>▪ “Save” button will edit the selected Category in the system.</li><li>▪ “Cancel” button will close the screen without performing any function.</li></ul>
<b>System Messages</b>	<ul style="list-style-type: none"><li>▪ Error message should appear if the user has not selected / entered any Mandatory field (Please provide values in all mandatory fields)</li><li>▪ Error message should appear if the Category already exists in the system (Category &lt; Category Name&gt;is already exists in the system )</li><li>▪ Message should appear on successful editing (Category &lt; Category Name&gt;is successfully Edited.)</li></ul>

## 9.10. IMPORTER MANAGEMENT (IMPORTER DATABASE)

### 9.10.1 IMPORTER DATABASE SETUP

Importer Management			
Importer Database Setup			
Definition	Importer Database setup screen is provided to define List of importer documents in the system.		
Purpose	Importer Database setup will maintain the list of documents related to potential importers in the system		
Access Rights	Admin Users.		
Importer Database Setup			
Importer Database Setup Screen Fields	Importer Database Setup Screen fields are: <ul style="list-style-type: none"> <li>▪ File</li> <li>▪ Display Title</li> <li>▪ Brief Description</li> <li>▪ Uploaded by</li> <li>▪ Uploaded on</li> </ul>		
S. No.	Field	Type	Business Logic / Constraints
1.	File	<ul style="list-style-type: none"> <li>▪ Browse able field to upload file</li> <li>▪ Mandatory Field</li> </ul>	<ul style="list-style-type: none"> <li>▪ Doc, Docx, xls and PDF format with maximum size of 3 MB will be allowed.</li> </ul>
2.	Display Title	<ul style="list-style-type: none"> <li>▪ Editable Text Field with Maximum limit of 100 Characters.</li> <li>▪ Mandatory Field</li> </ul>	
3.	Brief Description	<ul style="list-style-type: none"> <li>▪ Editable Text Field with Maximum limit of 250 Characters.</li> <li>▪ Non-Mandatory Field</li> </ul>	
4.	Uploaded by	<ul style="list-style-type: none"> <li>▪ Non-Editable Text Field with Maximum limit of 100 Characters.</li> <li>▪ Auto populated</li> <li>▪ Mandatory Field</li> </ul>	<ul style="list-style-type: none"> <li>▪ Auto populated with current logged-in user name in case of Add Importer Database screen Otherwise populated from database.</li> </ul>
5.	Uploaded on	<ul style="list-style-type: none"> <li>▪ Non-Editable Date Field with timestamp.</li> <li>▪ Auto populated</li> <li>▪ Mandatory Field</li> </ul>	<ul style="list-style-type: none"> <li>▪ Auto populated with current date in case of Add Importer Database screen Otherwise populated from database.</li> </ul>
Importer Database Setup – Screen Descriptions			
List Screen			

Importer Management	
Importer Database Setup	
<b>Screen Description</b>	<ul style="list-style-type: none"> <li>▪ This screen will appear upon clicking on Manage Importers link available at Admin Dashboard.</li> <li>▪ A list screen will appear with all the Importer's documents defined in the Portal.</li> <li>▪ Pagination will be applied with maximum of ten records per Page.</li> <li>▪ The list screen will have the following content with every Document. <ul style="list-style-type: none"> <li>○ Display Title (Bold and Hyperlinked to download Importer Document)</li> <li>○ Brief Description</li> <li>○ Uploaded by</li> <li>○ Uploaded on</li> <li>○ Delete (will delete the document/record after Confirmation alert)</li> </ul> </li> <li>▪ 'Upload New Document' link/button will available on the screen which leads Add Importer Database Screen.</li> <li>▪ 'Delete' link/button will delete document/record after Confirmation alert</li> </ul>
<b>System Messages</b>	<ul style="list-style-type: none"> <li>▪ Message should appear on successful deletion of Document (Document &lt; <i>Display Title</i> &gt; is successfully Deleted)</li> </ul>
Add Importer Database Screen	
<b>Screen Description</b>	<ul style="list-style-type: none"> <li>▪ This screen will appear upon clicking "Upload New Document" link/button available on the list Screen.</li> <li>▪ The screen will have all fields defined in Importer Database Setup Screen Fields section.</li> <li>▪ "Save" button will add new document in the system.</li> <li>▪ "Cancel" button will close the screen without performing any function.</li> </ul>
<b>System Messages</b>	<ul style="list-style-type: none"> <li>▪ Error message should appear if the user has not selected any Mandatory field (Please provide values in all mandatory fields)</li> <li>▪ Error message should appear if the User attempts to upload wrong document format (Please upload the correct file)</li> <li>▪ Error message should appear if the record already exists in the system (Document &lt; <i>Display Title</i> &gt; already exists in this System)</li> <li>▪ Message should appear on successful upload (Document &lt; <i>Display Title</i> &gt; is successfully uploaded.)</li> </ul>

## 9.10.2 VIEW IMPORTERS

Importer Management	
View Importers	
Definition	View Importers screen is provided to View importer's document in the system.
Purpose	View Importers will maintain the list of documents related to importer define in the system
Access Rights	Exporters and Admin(s)
View Importers	
View Importers Screen Fields	<p>View Importers Screen fields are:</p> <ul style="list-style-type: none"> <li>▪ Display Title</li> <li>▪ Brief Description</li> <li>▪ Uploaded by</li> <li>▪ Uploaded on</li> </ul>
View Importers – Screen Descriptions	
List Screen	
Screen Description	<ul style="list-style-type: none"> <li>▪ This screen will appear upon clicking on Go to Importer's Database link available on Exporter dashboard.</li> <li>▪ A list screen will appear with all the Importer's documents defined in the Portal.</li> <li>▪ Pagination will be applied with maximum of ten records per Page.</li> <li>▪ The list screen will have the following content with every Document. <ul style="list-style-type: none"> <li>○ Display Title (Bold and Hyperlinked to download Importer Document)</li> <li>○ Brief Description</li> <li>○ Uploaded by</li> <li>○ Uploaded on</li> </ul> </li> </ul>

## 9.11. EXPORTERS MANAGEMENT

### 9.11.1 SEARCH EXPORTER

Exporters Management			
Search Exporters			
Definition	Search Exporter screen is provided to all kind of system users, including the non-registered visitors.		
Purpose	To list all the exporters (under criteria) stored in the system.		
Access Rights	All users, but only Administrator will have the option to perform Advanced search		
Search Exporter			
Exporter Search Screen	Exporter Search criteria will be based on the type of users and options like: <ul style="list-style-type: none"> <li>▪ Simple Search</li> <li>▪ Advance Search</li> <li>▪ Administrator Advance search</li> </ul> * Details are available in the later sections		
S. No.	Field	Type	Business Logic / Constraints
1.	Exporter Name	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ System populated field</li> <li>▪ Alphanumeric field Numeric Field with Maximum 100 characters.</li> </ul>	Hyperlink that takes user to Exporter Profile page.
2.	City	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ System populated field</li> <li>▪ Alphanumeric field Numeric Field with Maximum 50 characters.</li> </ul>	-
3.	Email Address	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ System populated field</li> <li>▪ Alphanumeric field Numeric Field with Maximum 250 characters.</li> </ul>	-
4.	Deals in (List of Goods and Services offered by the Exporter)	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ System populated field</li> <li>▪ Alphanumeric field with Maximum 255 characters.</li> </ul>	(If Exporter search is based on any Goods and Services, that very Good or Services should preferably be highlighted).
Exporters Search Screen – Screen Descriptions			
Review Grid Screen			

## Exporters Management

### Search Exporters

#### Screen Description

- This screen will appear upon clicking on Exporter Menu from the top menu available throughout the site.
  - This screen could also be reached when Administrators click Exporter Management from their respective dashboards
  - In the list each exporter will display the following information, Exporter Name, City, Address and Primary Phone Number
  - System must show the list of exporters sorted by the Exporter's name, in alphabetic order with numbers coming before Alphabets (example 5 star technologies will come before Alpha Beta Corporation).
  - On each page the exporters must be displayed according to the page size (10 per page), and rest will be accessible through pagination.
  - A breadcrumb should be displayed on top showing the path from main menu, in the case of Exporters Management landing page, the breadcrumb should be readable as,  
Home → Exporters
  - For exporters, system must display the link/button to Edit and Delete the exporter. These buttons should only be displayed to authorized administrators. For rest of the users, the link/button must not be displayed.
  - If user presses the delete link/button, system must show a warning message to confirm the deletion, if user chooses yes, only then the exporter should be deleted from the system.
  - Pressing Edit link/button must take the administrators to the edit exporter menu, complete functionality of edit will be discussed in Edit Exporter menu.
  - On the listing page system must provide a note for end user's convenience, the text could be something to that effect "Note: If you are unable to find appropriate exporter you may apply another search criteria or use advanced search"
- Simple Search:**
- System should allow the user to filter the exporters list based on any or combinations of the given simple search criteria/filters,
    - Name of Organization ('like' search)
    - Providing Services or Goods (selection from one of the options would let the subsequent Broad category and sub category filters to be filled with the service type or Goods type categories)
    - Broad Category (dropdown)
    - Subcategory (filtered dropdown, on the basis of Broad Category)
    - Membership of chambers/ associations
  - By Memberships, By Exporter Ref. # and By Exporter Name should search for the record irrespective of the values provided in other search fields.
- Advanced Search:** (for all users)
- System should allow the user to filter the exporters list based on any or combinations of the given simple advanced search criteria,

## Exporters Management

### Search Exporters

- By City (from the dropdown of Pakistani cities)
- Certification (text field)
- Trading with Countries (Multiple selection list of countries)
- Women owned businesses (check boxes to mention, women working as, owners and Employees)

#### **Administrator Advanced Search:**

- Administrators should be able to perform even more advanced search on the basis of following fields:
  - Name of the organization
  - Address (any word in the address)
  - City (from the dropdown containing Pakistani cities)
  - Provinces (from the dropdown containing Pakistani provinces)
  - Landline telephone number
  - Year of establishment (before/after) (from the years dropdown)
  - National Tax Number
  - Website
  - Company status (multiple selection option from manufacturer, manufacturer cum exporter, commercial exporter and service providers)
  - Factory Address (any word in the address)
  - Contact person First Name
  - Contact person Last Name
  - Email address
  - ISO certification
  - Any other certification (any word)
  - Awards achieved (any word)
  - Membership (chamber of commerce, trade associations, international organizations, others)
  - Type of firms (public limited company, private limited company, others)
  - Total number of employees (From and To ranges, each could be open ended)
  - Number of employees M/F (male/ female) (From To ranges, each could be open ended)
  - Number of women in the organization (board of directors,

## Exporters Management

### Search Exporters

	<p>owners, and managerial positions)( From To ranges, each could be open ended)</p> <ul style="list-style-type: none"> <li>○ Sales tax registration number</li> <li>○ Annual turnover (From To ranges, each could be open ended)</li> <li>○ Export value (From To ranges, each could be open ended)</li> <li>○ Trading countries (multiple selection from the list of countries)</li> <li>○ Ports in Pakistan through which exports are made (any word)</li> </ul> <ul style="list-style-type: none"> <li>▪ System must provide an option to the user to “Reset All Filters”, this will put all the fields back to their original positions.</li> <li>▪ If any of the search (simple, advance, and Admin advanced search) fits any criteria, then system must display the exporters fulfilling that criteria on the same screen.</li> <li>▪ If Search does not display any result, then system must display the message “No Exporters found matching your criteria”</li> <li>▪ A “Print” button should be provided to Print specific information of any particular/all exporter’s profile information returned in the search criteria.</li> <li>▪ Upon Print request of an Exporter profile, user must be allowed to select one of the following options: <ul style="list-style-type: none"> <li>○ Exporter's Name, Postal Address &amp; Phone Numbers</li> <li>○ Exporter's Name &amp; Phone Numbers</li> </ul> </li> <li>▪ If a user chooses “Exporter's Name, Postal Address &amp; Phone Numbers” for printing then system must create a print friendly version of the Exporter’s Name, Postal Address &amp; Phone numbers only.</li> <li>▪ If a user chooses “Exporter's Name &amp; Phone Numbers” for printing then system must create a print friendly version of the Exporter’s Name &amp; Phone numbers only.</li> <li>▪ If the search results has returned multiple results, then system should print the record of the all the filtered records.</li> </ul>
<b>System Messages</b>	<ul style="list-style-type: none"> <li>▪ No Exporters found matching your criteria, if Exporter Simple, Advanced and Admin Advanced Search do not return any results. “No result matching your criteria, please change the criteria for results”.</li> </ul>
<b>Email Alerts</b>	<ul style="list-style-type: none"> <li>▪ None</li> </ul>

## 9.11.2 VIEW EXPORTER

Exporters Management			
View Exporter			
Definition	View Exporter screen is provided to all kind of system users, including the non-registered visitors.		
Purpose	Show the exporter's details in Read only mode.		
Access Rights	All users, but only Administrator will have the additional option of editing on View screen.		
View Exporter			
S. No.	Field	Type	Business Logic / Constraints
General Information			
1.	Exporter Logo	<ul style="list-style-type: none"> <li>Non-editable, image file</li> </ul>	-
2.	Exporter Name	<ul style="list-style-type: none"> <li>Non-editable</li> <li>System populated field</li> <li>Alphanumeric field Numeric Field with Maximum 100 characters.</li> </ul>	-
3.	Goods Manufactured	<ul style="list-style-type: none"> <li>Non-editable</li> <li>System populated field, containing the list of goods manufactured, separated with commas</li> </ul>	-
4.	Goods Exported	<ul style="list-style-type: none"> <li>Non-editable</li> <li>System populated field, containing the list of goods manufactured, separated with commas</li> </ul>	-
5.	Services Provided	<ul style="list-style-type: none"> <li>Non-editable</li> <li>System populated field, containing the list of goods manufactured, separated with commas</li> </ul>	-
6.	Services Exported	<ul style="list-style-type: none"> <li>Non-editable</li> <li>System populated field, containing the list of goods manufactured, separated with commas</li> </ul>	-
Contact Person			

## Exporters Management

### View Exporter

7.	Contact Person Name	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ System populated field</li> </ul>	-
8.	Contact Person Designation	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ System populated field</li> </ul>	-
9.	Contact person Email	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ System populated field</li> </ul>	-
10.	Contact person Phone #	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ System populated field</li> </ul>	-
11.	Contact person Mobile Phone #	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ System populated field</li> </ul>	-

### Basic Information

12.	Company Status	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ System populated field</li> </ul>	-
13.	City	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ System populated field</li> </ul>	Should be clickable, if the write-up is provided for the city via City profile, and open a City details page.
14.	Province	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ System populated field</li> </ul>	-
15.	NTN Number	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ System populated field</li> </ul>	-
16.	Postal Address	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ System populated field</li> </ul>	-
17.	Phone number(s)	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ System populated field</li> </ul>	Should display multiple phone numbers if provided in the profile, by separating each with comma.
18.	Fax number	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ System populated field</li> </ul>	-
19.	Email	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ System populated field</li> </ul>	Must be clickable to open the default email server of the client side
20.	Factory Address	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ System populated field</li> </ul>	-
21.	Year of Establishment	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ System populated field</li> </ul>	-

### Miscellaneous Information

22.	Type of firm	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ System populated field</li> </ul>	-
23.	Number of	<ul style="list-style-type: none"> <li>▪ Non-editable</li> </ul>	-

## Exporters Management

### View Exporter

	Employees	<ul style="list-style-type: none"> <li>▪ System populated field</li> </ul>	
24.	Number of Women in Organization as	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ System populated field</li> </ul>	-
25.	NTN	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ System populated field</li> </ul>	-
26.	Sales Tax Registration #	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ System populated field</li> </ul>	-
27.	Approximate total annual turnover	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ System populated field</li> </ul>	-
28.	Approximate Exporter Value: (in 2008-09) & (in 2009-10)	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ System populated field</li> </ul>	Should be updated to provide last two years financial worth.
29.	Trade Countries	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ System populated field</li> </ul>	-
30.	Port in Pakistan through which exports are made	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ System populated field</li> </ul>	-

### Membership & Certification Information

31.	ISO Certification (if any):	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ System populated field</li> </ul>	-
32.	Any Other Certification	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ System populated field</li> </ul>	-
33.	Awards Achieved	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ System populated field</li> </ul>	-
34.	Membership	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ System populated field</li> </ul>	-
35.	Chamber of Commerce & Industry	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ System populated field</li> </ul>	-
36.	Trade Associations	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ System populated field</li> </ul>	-
37.	International Organizations	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ System populated field</li> </ul>	-
38.	Others	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ System populated field</li> </ul>	-

### Additional Information

39.	Dynamic content	<ul style="list-style-type: none"> <li>▪ Non-editable</li> </ul>	-
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## Exporters Management

### View Exporter

space

- System populated field

### Exporters Search Screen – Screen Descriptions

#### Review Grid Screen

#### Screen Description

- This screen will appear upon clicking on.
- Exporter information must be displayed within the separate area-wise blocks.
- If there is any field which is blank in the Exporter's profile, that field must not be displayed, neither label, nor any sentinel value.
- If the entire block of information is missing, then the whole box of information need not be displayed on the screen.
- System must show a disclaimer message on the View Exporter Profile screen, the content should be "The profile shown above contains the data submitted by Pakistani exporters and further verified by Ministry of Commerce, Govt. of Pakistan."
- System must provide the Print option, which should print the View profile screen's content of the exporter in printer friendly version.
- Only administrators and Exporter contact person, should be shown the Edit option, so that Administrator can edit the exporter profile, whereas Exporter can request the profile edit.
- A breadcrumb should be displayed on top showing the path from main menu, in the case of Exporters view page, the breadcrumb should be readable as,  
Home → Exporters → Exporter Name
- System must show the Additional information link, if in the original profile the Additional information dynamic content was provided.
- Clicking the Additional information link should open the dynamic content in the bottom of the screen.
- System must display the information in the blocks as follows:
  - **General Information**
    - Exporter Logo
    - Exporter Name
    - Goods Manufactured
    - Goods Exported
    - Services Provided
    - Services Exported
  - **Contact Person**
    - Contact Person Name
    - Contact Person Designation
    - Contact person Email
    - Contact person Mobile Phone #
    - Contact person Mobile Phone #
  - **Basic Information**
    - Company Status
    - City
    - Province

## Exporters Management

### View Exporter

	<ul style="list-style-type: none"> <li>▪ NTN Number</li> <li>▪ Postal Address</li> <li>▪ Phone number(s)</li> <li>▪ Fax number</li> <li>▪ Email</li> <li>▪ Factory Address</li> <li>▪ Year of Establishment</li> <li>○ <b>Miscellaneous Information</b> <ul style="list-style-type: none"> <li>▪ Type of firm</li> <li>▪ Number of Employees</li> <li>▪ Number of Women in Organization as</li> <li>▪ NTN</li> <li>▪ Sales Tax Registration #</li> <li>▪ Approximate total annual turnover</li> <li>▪ Approximate Exporter Value: (in 2008-09) &amp; (in 2009-10)</li> <li>▪ Trade Countries</li> <li>▪ Port in Pakistan through which exports are made</li> </ul> </li> <li>○ <b>Membership &amp; Certification Information</b> <ul style="list-style-type: none"> <li>▪ ISO Certification (if any):</li> <li>▪ Any Other Certification</li> <li>▪ Awards Achieved</li> <li>▪ Membership</li> <li>▪ Chamber of Commerce &amp; Industry</li> <li>▪ Trade Associations</li> <li>▪ International Organizations</li> <li>▪ Others</li> </ul> </li> <li>○ <b>Additional Information</b> <ul style="list-style-type: none"> <li>▪ Dynamic content</li> </ul> </li> </ul>
<b>System Messages</b>	<ul style="list-style-type: none"> <li>▪ NA</li> </ul>
<b>Email Messages</b>	<ul style="list-style-type: none"> <li>▪ None</li> </ul>

### 9.11.3 ADD EXPORTER

Exporter Management			
Add Exporter			
Definition	Add Exporter Screen is used for adding the Exporter profile by authorized Administrators only.		
Purpose	Captures the overall information that is required to add the Exporter profile into the system.		
Add Exporter Tabs (or blocks)	Add Exporters Screen tabs (or blocks) are: <ul style="list-style-type: none"> <li>▪ Basic Info</li> <li>▪ Contact Info</li> <li>▪ Product Info</li> <li>▪ Membership &amp; Certification Info</li> <li>▪ Miscellaneous Info</li> <li>▪ Additional Info</li> </ul>		
Add Exporter – Tabs (blocks)			
1.	Basic Info	<ul style="list-style-type: none"> <li>▪ This blocks captures the information about the basic parameters that will be required for adding an exporter</li> </ul>	
2.	Contact Info	<ul style="list-style-type: none"> <li>▪ This tab captures the contact information of the contact person of the exporter.</li> </ul>	
3.	Product Info	<ul style="list-style-type: none"> <li>▪ This tab captures the products and services that the exporters manufacturers/provides and export.</li> </ul>	
4.	Membership & Certification Info	<ul style="list-style-type: none"> <li>▪ This tab captures the overall membership information of the exporter.</li> </ul>	
5.	Miscellaneous Info	<ul style="list-style-type: none"> <li>▪ This tab covers the different organization data like female representation, NTN, Sales Tax number etc.</li> </ul>	
6.	Additional Info	<ul style="list-style-type: none"> <li>▪ This area is provided to provide the dynamic content of the exporter. The dynamic content may include textual write up, images, URL, links to videos etc.</li> </ul>	
Basic Info Fields			
1.	Exporter Logo	<ul style="list-style-type: none"> <li>▪ Editable, image file.</li> <li>▪ Optional</li> <li>▪ Only JPG / jpeg, bmp, PNG, GIF should be allowed</li> </ul>	-
2.	Organization Name	<ul style="list-style-type: none"> <li>▪ Editable, text field</li> <li>▪ Mandatory</li> <li>▪ 100 characters</li> </ul>	-
3.	Postal Address	<ul style="list-style-type: none"> <li>▪ Editable, text field</li> <li>▪ Mandatory</li> <li>▪ 250 characters</li> </ul>	-
4.	Province	<ul style="list-style-type: none"> <li>▪ Province(From the dropdown of Pakistani provinces)</li> </ul>	-
5.	City	<ul style="list-style-type: none"> <li>▪ Editable</li> </ul>	Should only display the cities of

## Exporter Management

### Add Exporter

		<ul style="list-style-type: none"> <li>▪ Mandatory (from the dropdown of Pakistani cities)</li> </ul>	the province selected above.
6.	Landline Telephone #City Code	<ul style="list-style-type: none"> <li>▪ Editable, text field</li> <li>▪ Mandatory</li> <li>▪ 5 numbers</li> </ul>	-
7.	(Landline Telephone ) Number 1	<ul style="list-style-type: none"> <li>▪ Editable, text field</li> <li>▪ Mandatory</li> <li>▪ 50 alphanumeric</li> <li>▪ Should only consist of numbers, only characters allowed should be -, ( and ).</li> </ul>	-
8.	(Landline Telephone ) Number 2	<ul style="list-style-type: none"> <li>▪ Editable, text field</li> <li>▪ Optional</li> <li>▪ 50 alphanumeric</li> <li>▪ Should only consist of numbers, only characters allowed should be -, ( and ).</li> </ul>	-
9.	(Landline Telephone ) Number 3	<ul style="list-style-type: none"> <li>▪ Editable, text field</li> <li>▪ Optional</li> <li>▪ 50 alphanumeric</li> <li>▪ Should only consist of numbers, only characters allowed should be -, ( and )</li> </ul>	-
10.	Fax #	<ul style="list-style-type: none"> <li>▪ Editable, text field</li> <li>▪ Mandatory</li> <li>▪ 50 alphanumeric</li> <li>▪ Should only consist of numbers, only characters allowed should be -, (and).</li> </ul>	-
11.	NTN #	<ul style="list-style-type: none"> <li>▪ Editable, text field</li> <li>▪ 50 alphanumeric</li> <li>▪ Mandatory</li> </ul>	-
12.	Website (if any)	<ul style="list-style-type: none"> <li>▪ Editable, text field</li> <li>▪ 50 alphanumeric</li> <li>▪ Optional</li> </ul>	Validation to be applied to make sure that only correct format of URL is provided
13.	Email Address:	<ul style="list-style-type: none"> <li>▪ Editable, text field</li> <li>▪ 50 alphanumeric</li> <li>▪ Optional</li> </ul>	Validation to be applied to make sure that only correct format of email is provided
14.	Company Status: Manufacturer, Manufacturer cum Exporter, Commercial Exporter, Service Provider	<ul style="list-style-type: none"> <li>▪ Editable, check boxes with values Manufacturer, Manufacturer cum Exporter, Commercial Export and Service Provider</li> <li>▪ Mandatory</li> </ul>	Checking at least one check box is mandatory.
15.	Factory Address	<ul style="list-style-type: none"> <li>▪ Editable, text field</li> <li>▪ Non-Mandatory</li> </ul>	-

Exporter Management			
Add Exporter			
		<ul style="list-style-type: none"> <li>250 characters</li> </ul>	
Contact Person			
16.	Contact Person First Name	<ul style="list-style-type: none"> <li>Editable, text field</li> <li>100 characters</li> <li>Mandatory</li> </ul>	
17.	Contact Person Last Name	<ul style="list-style-type: none"> <li>Editable, text field</li> <li>100 characters</li> <li>Mandatory</li> </ul>	
18.	Designation:	<ul style="list-style-type: none"> <li>Editable, text field</li> <li>100 characters</li> <li>Optional</li> </ul>	
19.	Email Address:	<ul style="list-style-type: none"> <li>Editable, text field</li> <li>50 alphanumeric</li> <li>Optional</li> </ul>	Validation to be applied to make sure that only correct format of email is provided
20.	Mobile Phone #:	<ul style="list-style-type: none"> <li>Editable, text field</li> <li>Mandatory</li> <li>50 numeric</li> <li>Should only consist of numbers.</li> </ul>	
21.	Landline Phone #:	<ul style="list-style-type: none"> <li>Editable, text field</li> <li>Optional</li> <li>50 alphanumeric</li> <li>Should only consist of numbers, only characters allowed should be -, ( and ).</li> </ul>	
22.	Password	<ul style="list-style-type: none"> <li>Editable, text field</li> <li>Mandatory</li> <li>50 alphanumeric</li> </ul>	Should appear in add form only to set the initial password of the exporter's contact person.
Product Info			
23.	Goods Manufactured	<ul style="list-style-type: none"> <li>Multiple selection</li> <li>Optional</li> </ul>	At least one of the fields must have at least one value. So not one field is mandatory, but overall, the block is mandatory.
24.	Goods Exported	<ul style="list-style-type: none"> <li>Multiple selection</li> <li>Optional</li> </ul>	
25.	Services Provided	<ul style="list-style-type: none"> <li>Multiple selection</li> <li>Optional</li> </ul>	
26.	Services Exported	<ul style="list-style-type: none"> <li>Multiple selection</li> <li>Optional</li> </ul>	
Membership & Certification Info			
27.	ISO Certification (if any)	<ul style="list-style-type: none"> <li>Text Field</li> <li>250 characters</li> <li>Optional</li> </ul>	-
28.	Any Other Certification (if any)	<ul style="list-style-type: none"> <li>Text Field</li> <li>250 characters</li> <li>Optional</li> </ul>	-

Exporter Management			
Add Exporter			
29.	Awards Achieved (if any)	<ul style="list-style-type: none"> <li>▪ Text Field</li> <li>▪ 250 characters</li> <li>▪ Optional</li> </ul>	-
30.	Membership (if any)	<ul style="list-style-type: none"> <li>▪ Text Field</li> <li>▪ 250 characters</li> <li>▪ Optional</li> </ul>	-
31.	Chamber of Commerce & Industry	<ul style="list-style-type: none"> <li>▪ Text Field</li> <li>▪ 250 characters</li> <li>▪ Optional</li> </ul>	-
32.	Trade Associations	<ul style="list-style-type: none"> <li>▪ Text Field</li> <li>▪ 250 characters</li> <li>▪ Optional</li> </ul>	-
33.	International Organizations (if any)	<ul style="list-style-type: none"> <li>▪ Text Field</li> <li>▪ 250 characters</li> <li>▪ Optional</li> </ul>	-
34.	Others	<ul style="list-style-type: none"> <li>▪ Text Field</li> <li>▪ 250 characters</li> <li>▪ Optional</li> </ul>	-
Miscellaneous Info			
35.	<b>Type of firm</b> Public Limited Company, Private Limited Company	<ul style="list-style-type: none"> <li>▪ Editable, radio button</li> <li>▪ Mandatory</li> </ul>	User will either have to select the value from the radio button, if the “Other” option is selected, then the Text box will become active and user will be able to enter the type of firm.
36.	<b>Type of firm</b> Other Specify here	<ul style="list-style-type: none"> <li>▪ Editable, text field</li> <li>▪ 100 characters</li> <li>▪ Optional</li> </ul>	
37.	Number of Employees Males	<ul style="list-style-type: none"> <li>▪ Editable, numeric field</li> <li>▪ Maximum 5 length positive integer (0 acceptable)</li> <li>▪ Optional</li> </ul>	-
38.	Number of Employees female	<ul style="list-style-type: none"> <li>▪ Editable, numeric field</li> <li>▪ Maximum 5 length positive integer (0 acceptable)</li> <li>▪ Optional</li> </ul>	-
39.	Number of Women in Organization as Board of director(s)	<ul style="list-style-type: none"> <li>▪ Editable, numeric field</li> <li>▪ Maximum 5 length positive integer (0 acceptable)</li> <li>▪ Optional</li> </ul>	-
40.	Number of Women in Organization as Owner(s)	<ul style="list-style-type: none"> <li>▪ Editable, numeric field</li> <li>▪ Maximum 5 length positive integer (0 acceptable)</li> <li>▪ Optional</li> </ul>	-

Exporter Management			
Add Exporter			
41.	Number of Women in Organization on Managerial Position(s)	<ul style="list-style-type: none"> <li>▪ Editable, numeric field</li> <li>▪ Maximum 5 length positive integer (0 acceptable)</li> <li>▪ Optional</li> </ul>	-
42.	Sales Tax Registration #	<ul style="list-style-type: none"> <li>▪ Editable, text field</li> <li>▪ 50 characters</li> <li>▪ Optional</li> </ul>	-
43.	Approx. Total Annual Turnover Pak Rupee(s)	<ul style="list-style-type: none"> <li>▪ Editable, numeric field</li> <li>▪ 10 characters, float values</li> <li>▪ Optional</li> </ul>	-
44.	Approx. Export Value in this year US \$	<ul style="list-style-type: none"> <li>▪ Editable, numeric field</li> <li>▪ 10 characters, float values</li> <li>▪ Optional</li> </ul>	-
45.	Approx. Export Value in last year US \$	<ul style="list-style-type: none"> <li>▪ Editable, numeric field</li> <li>▪ 10 characters, float values</li> <li>▪ Optional</li> </ul>	-
46.	Trading Countries	<ul style="list-style-type: none"> <li>▪ Multiple Selection box showing the list of countries.</li> <li>▪ Optional</li> </ul>	-
47.	Ports in Pakistan through which exports are made	<ul style="list-style-type: none"> <li>▪ Editable, Text field</li> <li>▪ 250 characters</li> <li>▪ Optional</li> </ul>	-
Additional Info			
48.	Dynamic content field	<ul style="list-style-type: none"> <li>▪ Editable, dynamic content area</li> <li>▪ Optional</li> <li>▪ Length and size of the area should be according to the tool/component that will be used.</li> </ul>	-
Add Exporter – Screen Descriptions			
Review Grid Screen			
<b>Screen Description</b>		<ul style="list-style-type: none"> <li>▪ Administrator should be able to add an Exporter into the system by choosing Add Exporter option.</li> <li>▪ Field specifications are provided in the Fields table above.</li> <li>▪ In case Administrator fails to provide data in any of the mandatory field or the data does not meet the field specification (non-numeric data in numeric field) then system must prompt with message “[Field name] is mandatory”, “Check format of [Field Name]” respectively. Exporter’s profile must not be saved if any of the above mentioned issues are there in the entered profile.</li> <li>▪ System must prompt the user if any of the fields given below contains</li> </ul>	

## Exporter Management

### Add Exporter

value that already exists in the system with some other profile.

- Company's Name
  - Phone Number
  - Fax Number
  - Sales Tax Registration
  - NTN
  - Email
  - Website
- Administrator should still have the option to add the profile with duplicate values, if desired. It is allowed to cater the scenario if a single person is the owner of more than one company.
  - To add the Goods and Services in any field under “GOODS INFORMATION”, system should provide an Add link in the exporter’s profile entry/edit forms.
  - Add link should take to a page where Administrator user should be shown the list of products and services associated with the exporter so far.
  - Administrator should have the option to either remove the existing goods and services or add new ones.
  - Upon successful creation of the Exporter’s profile, system should send an email alert to the exporter. The contact details should be picked from the profile that has just been entered.
  - If the sub category of goods and services does not exist The administrators should be allowed to access the Add Broad category and sub-category areas from the exporter’s profile
  - System must apply duplication check on Company's Name, Phone Number, Fax Number, Sales Tax Registration, NTN, Email, Website and display the warning message that, [Value name] is already used with some other exporter, are you sure you want to save?
  - System must check the validation for the following fields, while adding an exporter
    - Year of establishment
    - Website (if any) (standard web address validation)
    - Email Address (standard email address validation)
    - Email Address (Contact person) (standard email address validation)
    - Number of Employees (numeric)
    - Number of Women in Organization (numeric)
    - Approx. Total Annual Turnover: (currency)
    - Approx. Export Value (this year) (currency)
    - Approx. Export Value (previous year) (currency)
  - System must display an error message, if the validation format is not followed for any of the fields.
  - System must send an email to the Exporter Contact person address containing the details of the new account and Exporter profile create.
  - On successful addition of the Exporter profile, system must show a

Exporter Management	
Add Exporter	
	<p>confirmation message inline that “Exporter profile saved successfully”.</p> <ul style="list-style-type: none"> <li>▪ System must mark the mandatory fields with an Asterisk in both Add and Update (including Update Request) mode.</li> </ul>
<b>System Messages</b>	<ul style="list-style-type: none"> <li>▪ If mandatory field is missing, then system must show a message “[Field Name] is mandatory, please provide the value”.</li> <li>▪ If format is not provided correctly in the fields, then system must show a message “[Field Name], format is not correct, please provide the information in correct format”.</li> <li>▪ If the duplicate values in fields (Company's Name, Phone Number, Fax Number, Sales Tax Registration, NTN, Email, Website) are provided for then system must show an error message, “[Field Name] already used in the system, do you want to proceed with this duplicate value”</li> <li>▪ On successful addition of the Exporter profile, system must show a confirmation message inline, “Exporter profile saved successfully”.</li> </ul>
<b>Email Messages</b>	<ul style="list-style-type: none"> <li>▪ An email must be sent to the Exporter Contact person email address, confirming the creation of the Exporter Profile: Dear [First Name] [Last Name], Your company [Exporter Name] has been registered with the MOC/TDAP Trade Portal. Trade portal provides you opportunity to interact with importers around the world. Your user name for the login is [User Name] and Password is [Password].</li> </ul> <p>For accessing the portal please click <a href="#">here</a>.</p> <p>For direct login use <a href="#">this</a> link</p> <p>Regards, Administrator, TDAP Portal</p>

## 9.11.4 UPDATE EXPORTER

### 9.11.4.1 UPDATE EXPORTER, UPDATE EXPORTER REQUEST & DELETE EXPORTER

Exporter Management			
Update Exporter, Update Exporter Request and Delete Exporter			
Definition	Update Exporter Screen is used for updating the Exporter profile by authorized Administrator only. However, Exporter contact person can also request an update in the profile, which can either be accepted or denied by the authorized administrator.		
Purpose	This screen is used to modify the information of exporters in the exporters database		
Update Exporter Tabs (or blocks)	Update Exporters Screen tabs (or blocks) are: <ul style="list-style-type: none"> <li>▪ Basic Info</li> <li>▪ Contact Info</li> <li>▪ Product Info</li> <li>▪ Membership &amp; Certification Info</li> <li>▪ Miscellaneous Info</li> <li>▪ Additional Info</li> </ul>		
Update Exporter – Tabs (blocks)			
1.	Basic Info	<ul style="list-style-type: none"> <li>▪ This block captures the information about the basic parameters that will be required for updating exporter profile.</li> </ul>	
2.	Contact Info	<ul style="list-style-type: none"> <li>▪ This tab captures the contact information of the contact person of the exporter.</li> </ul>	
3.	Product Info	<ul style="list-style-type: none"> <li>▪ This tab captures the products and services that the exporters manufacturers/provides and export.</li> </ul>	
4.	Membership & Certification Info	<ul style="list-style-type: none"> <li>▪ This tab captures the overall membership information of the exporter.</li> </ul>	
5.	Miscellaneous Info	<ul style="list-style-type: none"> <li>▪ This tab covers the different organization data like female representation, NTN, Sales Tax number etc.</li> </ul>	
6.	Additional Info	<ul style="list-style-type: none"> <li>▪ This area is provided to provide the dynamic content of the exporter. The dynamic content may include tabbed write up, images, URL, links to videos etc.</li> </ul>	
Basic Info Fields			
1.	Exporter Logo	<ul style="list-style-type: none"> <li>▪ Editable, image file.</li> <li>▪ Optional</li> <li>▪ Only JPG / jpeg, bmp, PNG, GIF should be allowed</li> </ul>	-
2.	Organization Name	<ul style="list-style-type: none"> <li>▪ Editable, text field</li> <li>▪ Mandatory</li> <li>▪ 100 characters</li> </ul>	-

## Exporter Management

### Update Exporter, Update Exporter Request and Delete Exporter

3.	Postal Address	<ul style="list-style-type: none"> <li>▪ Editable, text field</li> <li>▪ Mandatory</li> <li>▪ 250 characters</li> </ul>	-
4.	Province	<ul style="list-style-type: none"> <li>▪ Province(From the dropdown of Pakistani provinces)</li> </ul>	-
5.	City	<ul style="list-style-type: none"> <li>▪ Editable</li> <li>▪ Mandatory (from the dropdown of Pakistani cities)</li> </ul>	Should only display the cities of the province selected above.
6.	Landline Telephone #City Code	<ul style="list-style-type: none"> <li>▪ Editable, text field</li> <li>▪ Mandatory</li> <li>▪ 5 numbers</li> </ul>	-
7.	(Landline Telephone ) Number 1	<ul style="list-style-type: none"> <li>▪ Editable, text field</li> <li>▪ Mandatory</li> <li>▪ 50 alphanumeric</li> <li>▪ Should only consist of numbers, only characters allowed should be ‘-’.</li> </ul>	-
8.	(Landline Telephone ) Number 2	<ul style="list-style-type: none"> <li>▪ Editable, text field</li> <li>▪ Optional</li> <li>▪ 50 alphanumeric</li> <li>▪ Should only consist of numbers, only characters allowed should be ‘-’.</li> </ul>	-
9.	(Landline Telephone ) Number 3	<ul style="list-style-type: none"> <li>▪ Editable, text field</li> <li>▪ Optional</li> <li>▪ 50 alphanumeric</li> <li>▪ Should only consist of numbers, only characters allowed should be ‘-’</li> </ul>	-
10.	Fax #	<ul style="list-style-type: none"> <li>▪ Editable, text field</li> <li>▪ Mandatory</li> <li>▪ 50 alphanumeric</li> <li>▪ Should only consist of numbers, only characters allowed should be ‘-’.</li> </ul>	-
11.	NTN #	<ul style="list-style-type: none"> <li>▪ Editable, text field</li> <li>▪ 50 alphanumeric</li> <li>▪ Mandatory</li> </ul>	-
12.	Website (if any)	<ul style="list-style-type: none"> <li>▪ Editable, text field</li> <li>▪ 50 alphanumeric</li> <li>▪ Optional</li> </ul>	Validation to be applied to make sure that only correct format of URL is provided
13.	Email Address:	<ul style="list-style-type: none"> <li>▪ Editable, text field</li> <li>▪ 50 alphanumeric</li> <li>▪ Optional</li> </ul>	Validation to be applied to make sure that only correct format of email is provided
14.	Company Status: Manufacturer,	<ul style="list-style-type: none"> <li>▪ Editable, check boxes with values Manufacturer, Manufacturer cum Exporter, Commercial Export and</li> </ul>	Checking at least one check box is mandatory.

## Exporter Management

### Update Exporter, Update Exporter Request and Delete Exporter

	Manufacturer cum Exporter, Commercial Exporter, Service Provider	<ul style="list-style-type: none"> <li>▪ Service Provider</li> <li>▪ Mandatory</li> </ul>	
15.	Factory Address	<ul style="list-style-type: none"> <li>▪ Editable, text field</li> <li>▪ Non-Mandatory</li> <li>▪ 250 characters</li> </ul>	-
<b>Contact Person</b>			
16.	Contact Person First Name	<ul style="list-style-type: none"> <li>▪ Editable, text field</li> <li>▪ 100 characters</li> <li>▪ Mandatory</li> </ul>	
17.	Contact Person Last Name	<ul style="list-style-type: none"> <li>▪ Editable, text field</li> <li>▪ 100 characters</li> <li>▪ Mandatory</li> </ul>	
18.	Designation:	<ul style="list-style-type: none"> <li>▪ Editable, text field</li> <li>▪ 100 characters</li> <li>▪ Optional</li> </ul>	
19.	Email Address:	<ul style="list-style-type: none"> <li>▪ Editable, text field</li> <li>▪ 50 alphanumeric</li> <li>▪ Optional</li> </ul>	Validation to be applied to make sure that only correct format of email is provided
20.	Mobile Phone #:	<ul style="list-style-type: none"> <li>▪ Editable, text field</li> <li>▪ Mandatory</li> <li>▪ 50 alphanumeric</li> <li>▪ Should only consist of numbers</li> </ul>	
21.	Landline Phone #:	<ul style="list-style-type: none"> <li>▪ Editable, text field</li> <li>▪ Optional</li> <li>▪ 50 alphanumeric</li> <li>▪ Should only consist of numbers, only characters allowed should be ‘-’.</li> </ul>	
22.	Password	<ul style="list-style-type: none"> <li>▪ Editable, text field</li> <li>▪ Mandatory</li> <li>▪ 50 alphanumeric</li> </ul>	Should appear in Update form only to set the initial password of the exporter’s contact person.
<b>Product Info</b>			
23.	Goods Manufactured	<ul style="list-style-type: none"> <li>▪ Multiple selection</li> <li>▪ Optional</li> </ul>	At least one of the fields must have at least one value. So not one field is mandatory, but overall, the block is mandatory.
24.	Goods Exported	<ul style="list-style-type: none"> <li>▪ Multiple selection</li> <li>▪ Optional</li> </ul>	
25.	Services Provided	<ul style="list-style-type: none"> <li>▪ Multiple selection</li> </ul>	

## Exporter Management

### Update Exporter, Update Exporter Request and Delete Exporter

		<ul style="list-style-type: none"> <li>▪ Optional</li> </ul>	
26.	Services Exported	<ul style="list-style-type: none"> <li>▪ Multiple selection</li> <li>▪ Optional</li> </ul>	
<b>Membership &amp; Certification Info</b>			
27.	ISO Certification (if any)	<ul style="list-style-type: none"> <li>▪ Text Field</li> <li>▪ 250 characters</li> <li>▪ Optional</li> </ul>	-
28.	Any Other Certification (if any)	<ul style="list-style-type: none"> <li>▪ Text Field</li> <li>▪ 250 characters</li> <li>▪ Optional</li> </ul>	-
29.	Awards Achieved (if any)	<ul style="list-style-type: none"> <li>▪ Text Field</li> <li>▪ 250 characters</li> <li>▪ Optional</li> </ul>	-
30.	Membership (if any)	<ul style="list-style-type: none"> <li>▪ Text Field</li> <li>▪ 250 characters</li> <li>▪ Optional</li> </ul>	-
31.	Chamber of Commerce & Industry	<ul style="list-style-type: none"> <li>▪ Text Field</li> <li>▪ 250 characters</li> <li>▪ Optional</li> </ul>	-
32.	Trade Associations	<ul style="list-style-type: none"> <li>▪ Text Field</li> <li>▪ 250 characters</li> <li>▪ Optional</li> </ul>	-
33.	International Organizations (if any)	<ul style="list-style-type: none"> <li>▪ Text Field</li> <li>▪ 250 characters</li> <li>▪ Optional</li> </ul>	-
34.	Others	<ul style="list-style-type: none"> <li>▪ Text Field</li> <li>▪ 250 characters</li> <li>▪ Optional</li> </ul>	-
<b>Miscellaneous Info</b>			
35.	<b>Type of firm</b> Public Limited Company, Private Limited Company	<ul style="list-style-type: none"> <li>▪ Editable, radio button</li> <li>▪ Mandatory</li> </ul>	User will either have to select the value from the radio button, if the “Other” option is selected, then the Text box will become active and user will be able to enter the type of firm.
36.	<b>Type of firm</b> Other Specify here	<ul style="list-style-type: none"> <li>▪ Editable, text field</li> <li>▪ 100 characters</li> <li>▪ Optional</li> </ul>	
37.	Number of Employees	<ul style="list-style-type: none"> <li>▪ Editable, numeric field</li> <li>▪ Maximum 5 length positive integer (0 acceptable)</li> </ul>	-

## Exporter Management

### Update Exporter, Update Exporter Request and Delete Exporter

	(Males)	<ul style="list-style-type: none"> <li>▪ Optional</li> </ul>	
38.	Number of Employees (Females)	<ul style="list-style-type: none"> <li>▪ Editable, numeric field</li> <li>▪ Maximum 5 length positive integer (0 acceptable)</li> <li>▪ Optional</li> </ul>	-
39.	Number of Women in Organization as Board of director(s)	<ul style="list-style-type: none"> <li>▪ Editable, numeric field</li> <li>▪ Maximum 5 length positive integer (0 acceptable)</li> <li>▪ Optional</li> </ul>	-
40.	Number of Women in Organization as Owner(s)	<ul style="list-style-type: none"> <li>▪ Editable, numeric field</li> <li>▪ Maximum 5 length positive integer (0 acceptable)</li> <li>▪ Optional</li> </ul>	-
41.	Number of Women in Organization on Managerial Position(s)	<ul style="list-style-type: none"> <li>▪ Editable, numeric field</li> <li>▪ Maximum 5 length positive integer (0 acceptable)</li> <li>▪ Optional</li> </ul>	-
42.	Sales Tax Registration #	<ul style="list-style-type: none"> <li>▪ Editable, text field</li> <li>▪ 50 characters</li> <li>▪ Optional</li> </ul>	-
43.	Approx. Total Annual Turnover Pak Rupee(s)	<ul style="list-style-type: none"> <li>▪ Editable, numeric field</li> <li>▪ 10 characters, float values</li> <li>▪ Optional</li> </ul>	-
44.	Approx. Export Value in this year US \$	<ul style="list-style-type: none"> <li>▪ Editable, numeric field</li> <li>▪ 10 characters, float values</li> <li>▪ Optional</li> </ul>	-
45.	Approx. Export Value in last year US \$	<ul style="list-style-type: none"> <li>▪ Editable, numeric field</li> <li>▪ 10 characters, float values</li> <li>▪ Optional</li> </ul>	-

## Exporter Management

### Update Exporter, Update Exporter Request and Delete Exporter

46.	Trading Countries	<ul style="list-style-type: none"> <li>▪ Multiple Selection box showing the list of countries.</li> <li>▪ Optional</li> </ul>	-
47.	Ports in Pakistan through which export is made	<ul style="list-style-type: none"> <li>▪ Editable, Text field</li> <li>▪ 250 characters</li> <li>▪ Optional</li> </ul>	-

### Additional Info

48.	Dynamic content field	<ul style="list-style-type: none"> <li>▪ Editable, dynamic content area</li> <li>▪ Optional</li> <li>▪ Length and size of the area should be according to the tool that will be used.</li> </ul>	-
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### Saving Account Opening Request – Screen Descriptions

#### Review Grid Screen

<b>Screen Description</b>	<ul style="list-style-type: none"> <li>▪ Administrator should be able to update an Exporter into the system by choosing Update Exporter option.</li> <li>▪ Field specifications are provided in the Fields table above.</li> <li>▪ In case Administrator fails to provide data in any of the mandatory field or the data does not meet the field specification (non-numeric data in numeric field) then system must prompt with message “[Field name] is mandatory”, “Check format of [Field Name]” respectively. Exporter’s profile must not be saved if any of the above mentioned issues are there in the entered profile.</li> <li>▪ System must prompt the user if any of the fields given below contains value that already exists in the system with some other profile.             <ul style="list-style-type: none"> <li>○ Company's Name</li> <li>○ Phone Number</li> <li>○ Fax Number</li> <li>○ Sales Tax Registration</li> <li>○ NTN</li> <li>○ Email</li> <li>○ Website</li> </ul> </li> <li>▪ Administrator should still have the option to update the profile with duplicate values, if desired. It is allowed to cater the scenarios like; a single person is the owner of more than one company.</li> <li>▪ To update the Goods and Services in any field under “GOODS INFORMATION”, system should provide an Add link in the exporter’s profile entry/edit forms.</li> <li>▪ Add link should take to a page where Administrator user should be shown the list of products and services associated with the exporter so far.</li> <li>▪ Administrator should have the option to either remove the existing goods and services or add new ones to this list.</li> <li>▪ Upon successful creation of the Exporter’s profile, system should send an email alert to the exporter. The contact details should be picked from the</li> </ul>
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## Exporter Management

### Update Exporter, Update Exporter Request and Delete Exporter

profile that has just been entered.

- If the sub category of goods and services does not exist The administrators should be allowed to access the Add Broad category and sub-category areas from the exporter's profile
- System must apply duplication check on Company's Name, Phone Number, Fax Number, Sales Tax Registration, NTN, Email, Website and display the warning message that, [Value name] is already used with some other exporter, are you sure you want to proceed with this value?
- System must check the validation for the following fields, while adding an exporter
  - Year of establishment
  - Website (if any) (standard web address validation)
  - Email Address (standard email address validation)
  - Email Address (Contact person) (standard email address validation)
  - Number of Employees (numeric)
  - Number of Women in Organization (numeric)
  - Approx. Total Annual Turnover: (currency)
  - Approx. Export Value (this year) (currency)
  - Approx. Export Value (previous year) (currency)
- System must display an error message, if the validation format is not followed for any of the fields.
- System must send an email to the Exporter Contact person address containing the details of the updates in the Exporter profile create.
- On successful update of the Exporter profile, system must show a confirmation message inline that "Exporter profile updated successfully".
- Exporter can request his or her profile to be updated.
- Exporter if choose to update the exporter profile information, then he/she should be shown the Profile in edit mode.
- Exporter should add or update the existing information and should send the update request to be approved by Administrator.
- Same validations should be applied on Exporter's field during Edit as was the case in Add Exporter profile.
- System must send an email to the System administrator that a new Profile update request has been received.
- System must mark the mandatory fields with an Asterisk in both Add and Update (including Update Request) mode.
- System should allow the Administrator to delete an Exporter.
- System must prompt the administrator before actually deleting the exporter profile.
- Upon successful deletion a message must be sent to the exporter profile.
- Upon successful deletion system should show an inline message that "Exporter Profile deleted successfully".

## Exporter Management

### Update Exporter, Update Exporter Request and Delete Exporter

#### System Messages

- If mandatory field is missing, then system must show a message “[Field Name] is mandatory, please provide the value”.
- If format is not provided correctly in the fields, then system must show a message “[Field Name], format is not correct, please provide the correct format”.
- If the duplicate values in fields (Company's Name, Phone Number, Fax Number, Sales Tax Registration, NTN, Email, Website) are provided for then system must show an error message, “[Field Name] already used in the system, are you sure you want to save this”
- On successful update of the Exporter profile, system must show a confirmation message inline, “Exporter profile updated successfully”.
- If Administrator attempts to delete an Exporter then system must show the following confirmation message, “Are you sure you want to delete the Exporter?”
- In case of successful exporter deletion, system must show a confirmation message, “Exporter deleted successfully”.
- If exporter sends a request, then system must show a confirmation message, “Your request has been sent to Administrator for approval”.

#### Email Messages

- An email must be sent to the Exporter Contact person email address, confirming the update of the Exporter Profile, by Administrator.  
Dear [First Name] [Last Name],  
  
Your company [Exporter Name] profile has been updated by the System administrator on the MOC/TDAP Trade Portal.  
  
For accessing the portal please click [here](#).  
  
For direct login use [this](#) link  
  
Regards,  
Administrator,  
  
TDAP Portal
- If an Exporter chooses to update company's profile, then system must send the following email to the system administrator.

## Exporter Management

### Update Exporter, Update Exporter Request and Delete Exporter

Dear Data Entry Administrator,

An update request has been received by an exporter [Exporter Name]. You can approve or decline the changes by visiting the following link. [Link to the Exporter Request page]]. To see the all request please visit the following link [Link to the Requests listing page]

For accessing the portal please click [here](#).

For direct login use [this](#) link

Regards,

System Administrator

- If an administrator deletes the Exporter profile, then an email must be sent to the Exporter.

Dear [First Name][Last Name],

We regret to inform you that the profile of your company [Exporter Name] has been removed from our Exporter database.

If you have any objections, you may contact the system administrator on this email address [Administrators Email address].

You may file a new request by requesting for registration again by downloading and submitting the Exporter Registration form from this link [Link to Exporter Registration Form]

Regards,

TDAP Administrator

## 9.11.4.2 UPDATE EXPORTER APPROVAL/REJECTION

Exporter Profile Management	
Update Exporter Approval/Rejection	
Definition	Update Exporter Profile Acceptance or Rejection screen is used by the system administrator to accept or reject the update request sent by the Exporter's contact person.
Purpose	Verify the information provided by the exporter is correct or not?
Access	Only Authorized Administrators.
Update Exporter Approval/Rejection screen Fields	
1. Update	<ul style="list-style-type: none"> <li>▪ This button or link is used to accept the changes requested by the exporter. -</li> </ul>
2. Decline Request	<ul style="list-style-type: none"> <li>▪ This button or link is used to reject the changes requested by the exporter. -</li> </ul>
3. Decline Request Reason	<ul style="list-style-type: none"> <li>▪ If an update request is rejected, then this field will be used to mention the reason of rejection.                             <ul style="list-style-type: none"> <li>▪ Text, 1500 characters.</li> <li>▪ Mandatory</li> </ul> </li> <li>▪ Mandatory, if the request is declined</li> </ul>
Update Exporter Approval/Rejection – Screen Descriptions	
Review Grid Screen	
<b>Screen Description</b>	<ul style="list-style-type: none"> <li>▪ Administrator should have the option to approve or Reject the changes requested by the Exporter.</li> <li>▪ Administrator should have the option to reach to the Exporter Update request page from the link provided in the Dashboard.</li> <li>▪ System must show the update requests in a table with the most recent update request appearing on top.</li> <li>▪ If required, then system must show the update request with pagination.</li> <li>▪ On the main page, system show the Exporter names and time stamp of the request (According to the server time)</li> <li>▪ Exporter name should be clickable so that the Administrator can reach to the Profile.</li> <li>▪ System must allow the user to filter the requests by choosing a value in Date of Request filter provided.</li> <li>▪ In the form system must highlight the fields that are edited/modified by the Exporter.</li> <li>▪ Upon verification of the information, if administrator does not have any issues, he or she can accept the exporter update request.</li> <li>▪ System must prompt the administrator before accepting the changes.</li> <li>▪ If Administrator is not satisfied with the changes, he or she can reject the update request.</li> <li>▪ System must prompt the administrator for confirmation for rejection the update request.</li> <li>▪ If administrator chooses to reject the request then he or she must mention the reason for rejection.</li> </ul>

## Exporter Profile Management

### Update Exporter Approval/Rejection

	<ul style="list-style-type: none"><li>▪ In case of both acceptance and rejection, system must send an email alert to the Exporter contact person and the request should be removed from the list.</li><li>▪ If exporter attempts to send another request for updates in the profile, where a previous request of the same exporter is already pending, then system must show an error message.</li></ul>
<b>System Messages</b>	<ul style="list-style-type: none"><li>▪ If administrator accepts the update request, then system must show a message, “Are you sure, you want to accept the changes?”</li><li>▪ If administrator confirms the changes an inline message must be shown, “Exporter profile updated successfully”.</li><li>▪ If administrator chooses to reject a profile update request, then system must ask for confirmation, “Are you sure, you want to reject the update request?”</li><li>▪ If administrator confirms the rejection request and provides the reason, then system must show a message, “Profile update request rejected successfully”</li><li>▪ If exporter attempts to update a profile, where a previous request is already pending, then system must show an error message, “Your one update request is already pending, please send another after previous one is approved”</li></ul>
<b>Email Alerts</b>	<ul style="list-style-type: none"><li>▪ If an update request is decline by the administrator, then system must send an email alert to the exporter contact person, Dear [First name] [Last Name], We regret to inform you that Your request has been declined by the system administrator. Reason for the decline of your company [Exporter Name] update request is [Decline reason]  You can log a new request by visiting your profile again from this link [Link to exporter profile]  For accessing the portal please click <a href="#">here</a>.  For direct login use <a href="#">this</a> link  Regards, Administrator, TDAP Portal</li><li>▪ If an update request is accepted by the administrator, then system must send an email alert to the exporter contact person, Dear [First name] [Last Name], We are glad to inform you that Your request has been approved by the system administrator. Administrator has shared the following comment for the approval of your company [Exporter Name] update request is [Approval Comments]  You can log a new request by visiting your profile again from this link [Link to exporter profile]</li></ul>

## Exporter Profile Management

### Update Exporter Approval/Rejection

For accessing the portal please click [here](#).

For direct login use [this](#) link

Regards,  
Administrator,  
TDAP Portal

## 9.12. EVENT MANAGEMENT

### 9.12.1 SCUD EVENT MANAGEMENT

Event Management			
Search Create Update Delete (SCUD) Event Management			
Definition	Event Management screens is provided to all the users in the system, even the non-registered users (Anonymous Visitors).		
Purpose	Capture/displays the information of Event Management from every user's perspective.		
Access Rights	All users, but only Administrator will have the option to edit, delete the events and only Foreign buyers and Exporters would be able to submit the applications against any event.		
Search Event			
Search Event Screen	<p>Event Search Page should comprise of two portions, Current events and Past events.</p> <p>Display fields against each event are :</p> <ul style="list-style-type: none"> <li>▪ Event Name (hyperlink to event details page)</li> <li>▪ Event Description (Brief description about the Event)</li> <li>▪ Location (Venue, city and country of the Event)</li> <li>▪ Period (Start and End date of the event)</li> </ul> <p>On the Event's list page, Events should be searchable by providing the values in the following filters:</p> <ul style="list-style-type: none"> <li>▪ By Period (Start date and End date)</li> <li>▪ Country</li> <li>▪ Broad Categories of Goods and Services</li> </ul>		
S. No.	Field	Type	Business Logic / Constraints
With each Event			
1.	Event Name	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ System populated field</li> <li>▪ Alphanumeric field with Maximum 250 characters.</li> </ul>	Hyperlink to event details page
2.	Event Description	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ System populated field</li> <li>▪ Alphanumeric field with Maximum 255 characters.</li> </ul>	-
3.	Location	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ System populated fields combining city and Country (if</li> </ul>	If city is not available, then system must show country only.

## Event Management

### Search Create Update Delete (SCUD) Event Management

		available)	
4.	Period	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ System populated combination field of start and end date of the event.</li> </ul>	If the complete date is not provided, then whatever the way it is mentioned in the events page, should be displayed here. For instance, Jan-2011 to 15-Feb-2011.
5.	Status	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ Field containing Current or Past values.</li> </ul>	-

#### Search Filter

1.	By Period (Starting year, month and day & Ending year, month and day)	<ul style="list-style-type: none"> <li>▪ Separate Dropdowns for Starting year, month and date &amp; ending year, month and date.</li> </ul>	Selection of at least starting month and year is mandatory. Start date cannot be less than end date.
2.	Country	<ul style="list-style-type: none"> <li>▪ Dropdown list of countries</li> </ul>	Should display the country where the event is being held.
3.	Broad Categories of Goods and Services	<ul style="list-style-type: none"> <li>▪ Separate dropdowns for Broad and sub-categories Dropdown list of sub-categories of goods and services.</li> </ul>	Sub-category dropdown should be populated based on the selection made in Broad category.

#### Event Management Search Screen – Screen Descriptions

##### View Grid Screen

<b>Screen Description</b>	<ul style="list-style-type: none"> <li>▪ System should allow the user to view an event from either the link provided on main page showing latest events or from the Events menu bar.</li> <li>▪ Each event displayed on the event’s list page should have the following information: <ul style="list-style-type: none"> <li>○ Event Name (hyperlink to event details page)</li> <li>○ Event Description (Brief description about the Event)</li> <li>○ Location (Venue, city and country of the Event)</li> <li>○ Period (Start and End date of the event)</li> </ul> </li> <li>▪ Current events should contain all the events which are open (irrespective of their dates); Open basically means the ones that are not closed explicitly by the Administrator.</li> <li>▪ There should be search filter provided to search for the event. Search would be based on following criteria: <ul style="list-style-type: none"> <li>○ By Period (Start date and End date)</li> </ul> </li> </ul>
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## Event Management

### Search Create Update Delete (SCUD) Event Management

	<ul style="list-style-type: none"> <li>○ Country</li> <li>○ Broad Categories of Goods and Services</li> <li>▪ Search would display all the events matching the criteria from the selected option of current and past events.</li> <li>▪ If date is chosen as search criteria, then selection of at least starting month and year is mandatory.</li> <li>▪ System must show an error message if Start date (or partial part of it) is less than end date (or partial part of it) as start date cannot be less than end date</li> <li>▪ If criteria does not match any event, then system must display the appropriate message “No events found, please apply revised search filters”</li> <li>▪ Clicking on Event name should take the user to Event’s details page.</li> <li>▪ On the Event’s list page, Events should be basically categorized under Current Events and Past Event.</li> <li>▪ Past events list would be similar to current events, however only those events should be published here that have passed the event dates and are marked as closed by the respective Administrator of that portal.</li> <li>▪ System must take the user to View Event (event details) page upon clicking Event name.</li> <li>▪ Only to authorized administrators, system show options to delete, Edit and Close an event.</li> <li>▪ Only to authorized administrators, system show option to add a new event.</li> <li>▪ System must also provide an option to reset the search filters to all users.</li> <li>▪ Pressing the reset filter link should change all the filter values to their respective default values.</li> </ul>
<b>System Messages</b>	<ul style="list-style-type: none"> <li>▪ If the provided search does not match any criteria, system must show an error message. “No event found matching your criteria”.</li> <li>▪ If no events are published in the system then a message must be shown, “No events in the system”.</li> <li>▪ If start month and date is not provided, while searching by date, then system must display an error message “Please select starting year and month at least”.</li> </ul>
<b>Email Alerts</b>	<ul style="list-style-type: none"> <li>▪ None</li> </ul>
<b>Add Event</b>	

## Event Management

### Search Create Update Delete (SCUD) Event Management

Add Event Fields	<p>Add Events fields are:</p> <p><b>Basic Information</b></p> <ul style="list-style-type: none"> <li>▪ Event Title</li> <li>▪ Description</li> <li>▪ Duration</li> <li>▪ Country</li> <li>▪ City</li> <li>▪ Organization Name</li> <li>▪ Co-organizers/ sponsors name</li> <li>▪ Website</li> <li>▪ Contact Person First Name</li> <li>▪ Contact Person Last Name</li> <li>▪ Contact #</li> <li>▪ Contact Person' Organization</li> <li>▪ Email Address</li> <li>▪ TDAP's involvement in the event is probable</li> <li>▪ Broad Categories</li> <li>▪ Sub Categories of Goods and Services</li> </ul> <p><b>Application Forms</b></p> <ul style="list-style-type: none"> <li>▪ Application Forms</li> </ul> <p><b>Event Documents</b></p> <ul style="list-style-type: none"> <li>▪ Event Documents</li> </ul> <p><b>Reference Links</b></p> <ul style="list-style-type: none"> <li>▪ Reference Links</li> </ul> <p><b>Instructions</b></p> <ul style="list-style-type: none"> <li>▪ Instructions</li> </ul>
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S. No.	Field	Type	Business Logic / Constraints
<b>Basic Information</b>			
1.	Event Title	<ul style="list-style-type: none"> <li>▪ Editable</li> <li>▪ Mandatory</li> <li>▪ Alphanumeric field with maximum length 255 characters</li> <li>▪ Mandatory</li> </ul>	-
2.	Description	<ul style="list-style-type: none"> <li>▪ Editable</li> <li>▪ Mandatory</li> <li>▪ 1000 characters Alphanumeric field</li> </ul>	This description should be shown on the main Event page against the event
3.	From Year	<ul style="list-style-type: none"> <li>▪ Editable</li> <li>▪ Dropdown containing values from 2010 to 2050</li> <li>▪ Mandatory</li> </ul>	Optional, should be a filtered list based on the selection in the broad category.

## Event Management

### Search Create Update Delete (SCUD) Event Management

4.	From Month	<ul style="list-style-type: none"> <li>▪ Editable</li> <li>▪ Dropdown containing values from January to December</li> <li>▪ Mandatory</li> </ul>	-
5.	From Day	<ul style="list-style-type: none"> <li>▪ Editable</li> <li>▪ Dropdown containing values from 1 to 31</li> <li>▪ Optional</li> </ul>	
6.	To Year	<ul style="list-style-type: none"> <li>▪ Editable</li> <li>▪ Dropdown containing values from 2010 to 2050</li> <li>▪ Optional</li> </ul>	
7.	To Month	<ul style="list-style-type: none"> <li>▪ Editable</li> <li>▪ Dropdown containing values from January to December</li> <li>▪ Mandatory</li> </ul>	
8.	To Day	<ul style="list-style-type: none"> <li>▪ Editable</li> <li>▪ Dropdown containing values from 1 to 31</li> <li>▪ Optional</li> </ul>	
9.	Country	<ul style="list-style-type: none"> <li>▪ Editable</li> <li>▪ Mandatory</li> <li>▪ From the Country dropdown)</li> </ul>	
10.	City	<ul style="list-style-type: none"> <li>▪ Editable</li> <li>▪ optional</li> <li>▪ Text field, 100 characters</li> </ul>	
11.	Organization Name	<ul style="list-style-type: none"> <li>▪ Editable</li> <li>▪ optional</li> <li>▪ Text field, 100 characters</li> </ul>	There can be as many as 10 Organizations, accessible through pressing Add more.
12.	Co-organizers/ sponsors name	<ul style="list-style-type: none"> <li>▪ Editable</li> <li>▪ optional</li> <li>▪ Text field, 100 characters</li> </ul>	There can be as many as 10 Organizations, accessible through pressing Add more.
13.	Website	<ul style="list-style-type: none"> <li>▪ Editable</li> <li>▪ Optional</li> <li>▪ 100 length alphanumeric field</li> </ul>	Standard website validation must be applied.
14.	Contact Person First Name	<ul style="list-style-type: none"> <li>▪ Editable</li> <li>▪ Mandatory</li> <li>▪ 100 characters Alphanumeric field</li> </ul>	Upon pressing Add More, system must allow the user to provide contact information (Contact Person First Name, Contact Person Last Name, Contact #, Organization

## Event Management

### Search Create Update Delete (SCUD) Event Management

15.	Contact Person Last Name	<ul style="list-style-type: none"> <li>▪ Editable</li> <li>▪ Mandatory</li> <li>▪ 100 characters Alphanumeric field</li> </ul>	and Email Address) of up to 10 contact persons. Providing information of at least one contact person in mandatory.
16.	Contact #	<ul style="list-style-type: none"> <li>▪ Editable</li> <li>▪ Mandatory</li> <li>▪ 50 characters Alphanumeric</li> </ul>	
17.	Email Address	<ul style="list-style-type: none"> <li>▪ Editable</li> <li>▪ Optional</li> <li>▪ 100 characters</li> <li>▪ Standard email address validation must be applied</li> </ul>	
18.	Contact Person's Organization	<ul style="list-style-type: none"> <li>▪ Editable</li> <li>▪ Optional</li> <li>▪ Text field, 100 characters</li> </ul>	
19.	Add More	<ul style="list-style-type: none"> <li>▪ Link to add more contact information.</li> </ul>	
20.	TDAP's involvement in the event is probable	<ul style="list-style-type: none"> <li>▪ Mandatory</li> <li>▪ Checkbox</li> <li>▪ By default, unchecked</li> </ul>	Checking this check box should enable the Application Forms tab.
21.	Broad Categories	<ul style="list-style-type: none"> <li>▪ Mandatory</li> <li>▪ Multiple Selection</li> </ul>	-
22.	Sub Categories of Goods and Services	<ul style="list-style-type: none"> <li>▪ Optional</li> <li>▪ Multiple selection from the list of sub-categories populated based on the Broad categories selected</li> </ul>	Administrators must be allowed to attach as many sub categories of Goods and Services under the Broad categories selected

### Application Forms

23.	Application Forms	<ul style="list-style-type: none"> <li>▪ Optional</li> <li>▪ Area to upload Applications forms.</li> <li>▪ Browse link should be provided to add the document.</li> <li>▪ All the documents uploaded in this section so far must appear with a Remove link.</li> <li>▪ Whole portion would only be accessible if "TDAP's involvement in the event is</li> </ul>	Optional area where Administrator would be allowed to upload as many application forms by giving them the title of their choice. Application Forms would only be available if "TDAP's involvement in the event is sure" field is selected) this option should not be available for events with just basic information
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Event Management			
Search Create Update Delete (SCUD) Event Management			
		probable” field is selected as Yes.	
24.	Add	<ul style="list-style-type: none"> <li>Optional</li> <li>Link to activate the browsing functionality for upload of documents/forms</li> </ul>	-
25.	Remove	<ul style="list-style-type: none"> <li>Optional</li> <li>Link to remove the existing files/forms added</li> </ul>	-
Event Documents			
26.	Event Documents	<ul style="list-style-type: none"> <li>Optional</li> <li>Area to upload Event Documents.</li> <li>Browse link should be provided to add the document.</li> <li>All the documents uploaded in this section so far must appear with a Remove link.</li> <li>Whole portion would only be accessible if “TDAP's involvement in the event is probable” field is selected as Yes.</li> </ul>	Optional area where Administrator would be allowed to upload as many documents by giving them the title of their choice.
27.	Add	<ul style="list-style-type: none"> <li>Optional</li> <li>Link to activate the browsing functionality to upload documents/forms</li> </ul>	-
28.	Remove	<ul style="list-style-type: none"> <li>Optional</li> <li>Link to remove the existing files/forms added</li> </ul>	-
Reference Links			
29.	Reference Links	<ul style="list-style-type: none"> <li>Optional</li> <li>RTF based 1000 characters long field</li> </ul>	RTF based area, where administrators would be allowed to provide free text as per the requirements
Instructions			
30.	Instructions	<ul style="list-style-type: none"> <li>Optional</li> <li>RTF based 1000 characters long field</li> </ul>	RTF based area, where user would be allowed to provide free text as per the requirements).
Add Event– Screen Descriptions			
Add Event Screen			

## Event Management

### Search Create Update Delete (SCUD) Event Management

#### Screen Description

- System must allow the Administrators to Add an Event, either by clicking the Add link from the Search page or from the link provided in the dashboard.
- By default Administrators should be able to post an event on Portal
- Adding an Event should open the blank Event creation template page.
- Adding any event should allow the Administrators to create an Event, by providing the following information.

#### Basic Information

- Event Title (mandatory 250 characters)
- Description (mandatory 1500 characters, this description should be shown on the main Event page against the event)
- Duration: (mandatory, to mention the start date and end date of the event, if Administrator is not sure about the exact date, then system must allow to provide only year and month)  
following fields will be available for the selection of duration
  - From Year
  - From Month
  - From Day
  - To Year
  - To Month
  - To Day
- Country (mandatory, from the Country dropdown)
- City (optional, 100 characters)
- Organization Name (multiple, up to 10)
- Co-organizers/ sponsors name (multiple, up to 10)
- Website (optional, 100 characters, standard website validation must be applied)
- Contact Person First Name (mandatory 100 characters)
- Contact Person Last Name (mandatory 100 characters)
- Contact #: (mandatory, 50 characters)
- Contact Person's Organization: (mandatory, 50 characters)
- Email Address (optional, 100 characters, standard email address validation must be applied)  
Note: System should provide to add more than one Contact person's information)

#### Others

- Broad Categories (to append as many Broad categories with the event as required)
- Sub Categories of Goods and Services (to attach as many sub categories of Goods and Services as user wants, Only those sub categories would be allowed to be tagged with an event, whose Broad category is already selected).

#### Application Forms

- Application Forms (optional area where Administrator would

## Event Management

### Search Create Update Delete (SCUD) Event Management

	<p>be allowed to upload as many application forms by giving them the title of his or her choice. Application Forms would only be available if “TDAP’s involvement in the event is sure” field is selected) this option should not be available for events with just basic information</p> <p><b>Event Documents</b></p> <ul style="list-style-type: none"> <li>○ Event Documents (optional area, where Administrator would be allowed to upload as many Events documents by giving them the title of his or her choice).</li> </ul> <p><b>Reference Links</b></p> <ul style="list-style-type: none"> <li>○ Reference Links (optional, RTF based area, where administrators would be allowed to provide free text as per the requirements).</li> </ul> <p><b>Instructions</b></p> <ul style="list-style-type: none"> <li>○ Instructions (optional, RTF based area, where user would be allowed to provide free text as per the requirements).</li> <li>▪ System should allow uploading new documents during the event creation to the event’s document section.</li> <li>▪ System must prompt the Administrators for confirmation upon pressing save option after the fields are entered.</li> <li>▪ System must prompt the Administrators, if any mandatory field is not filled, and obviously the Event should not be saved.</li> <li>▪ System must allow the Administrators or COs to remove any already added contact person details, Application forms, Event documents.</li> <li>▪ While adding the event Mandatory fields must be marked with an Asterisk.</li> <li>▪ Pressing Cancel button should take the user back to previous screen without saving event.</li> </ul>
<b>System Messages</b>	<ul style="list-style-type: none"> <li>▪ If any mandatory field is not provided, then system must display an error message, “Please provide value in all mandatory fields”.</li> <li>▪ System must confirm before adding the event, “Are you sure you want to add the event”.</li> <li>▪ System must prompt the user, if the added contact person is attempted to be removed, “Are you sure you want to remove the contact person”</li> <li>▪ System must prompt the user, if the event document is attempted to be removed, “Are you sure you want to remove the event document”</li> <li>▪ System must prompt the user, if the added application form is attempted to be removed, “Are you sure you want to remove the application form”.</li> </ul>
<b>Email Alerts</b>	-
<b>Edit Event</b>	

## Event Management

### Search Create Update Delete (SCUD) Event Management

Edit Event Fields	<p>Edit Event fields are:</p> <p><b>Basic Information</b></p> <ul style="list-style-type: none"> <li>▪ Event Title</li> <li>▪ Description</li> <li>▪ Duration</li> <li>▪ Country</li> <li>▪ City</li> <li>▪ Organization Name</li> <li>▪ Co-organizers/ sponsors name</li> <li>▪ Website</li> <li>▪ Contact Person First Name</li> <li>▪ Contact Person Last Name</li> <li>▪ Contact #</li> <li>▪ Email Address</li> <li>▪ TDAP's involvement in the event is probable</li> <li>▪ Broad Categories</li> <li>▪ Sub Categories of Goods and Services</li> </ul> <p><b>Application Forms</b></p> <ul style="list-style-type: none"> <li>▪ Application Forms</li> </ul> <p><b>Event Documents</b></p> <ul style="list-style-type: none"> <li>▪ Event Documents</li> </ul> <p><b>Reference Links</b></p> <ul style="list-style-type: none"> <li>▪ Reference Links</li> </ul> <p><b>Instructions</b></p> <ul style="list-style-type: none"> <li>▪ Instructions</li> </ul>
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S. No.	Field	Type	Business Logic / Constraints
<b>Basic Information</b>			
1.	Event Title	<ul style="list-style-type: none"> <li>▪ Editable</li> <li>▪ Mandatory</li> <li>▪ Alphanumeric field with maximum length 255 characters</li> <li>▪ Mandatory</li> </ul>	-
2.	Description	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ Mandatory</li> <li>▪ 1000 characters</li> <li>▪ Alphanumeric field</li> </ul>	This description should be shown on the main Event page against the event
3.	From Year	<ul style="list-style-type: none"> <li>▪ Editable</li> <li>▪ Dropdown containing values from 2010 to 2050</li> <li>▪ Mandatory</li> </ul>	Optional, should be a filtered list based on the selection in the broad category.

## Event Management

### Search Create Update Delete (SCUD) Event Management

4.	From Month	<ul style="list-style-type: none"> <li>▪ Editable</li> <li>▪ Dropdown containing values from January to December</li> <li>▪ Mandatory</li> </ul>	-
5.	From Day	<ul style="list-style-type: none"> <li>▪ Editable</li> <li>▪ Dropdown containing values from 1 to 31</li> <li>▪ Optional</li> </ul>	
6.	To Year	<ul style="list-style-type: none"> <li>▪ Editable</li> <li>▪ Dropdown containing values from 2010 to 2050</li> <li>▪ Optional</li> </ul>	
7.	To Month	<ul style="list-style-type: none"> <li>▪ Editable</li> <li>▪ Dropdown containing values from January to December</li> <li>▪ Mandatory</li> </ul>	
8.	To Day	<ul style="list-style-type: none"> <li>▪ Editable</li> <li>▪ Dropdown containing values from 1 to 31</li> <li>▪ Optional</li> </ul>	
9.	Country	<ul style="list-style-type: none"> <li>▪ Editable</li> <li>▪ Mandatory</li> <li>▪ From the Country dropdown)</li> </ul>	
10.	City	<ul style="list-style-type: none"> <li>▪ Editable</li> <li>▪ optional</li> <li>▪ Text field, 100 characters</li> </ul>	
11.	Organization Name	<ul style="list-style-type: none"> <li>▪ Editable</li> <li>▪ optional</li> <li>▪ Text field, 100 characters</li> </ul>	There can be as many as 10 Organizations, accessible through pressing Add more.
12.	Co-organizers/ sponsors name	<ul style="list-style-type: none"> <li>▪ Editable</li> <li>▪ optional</li> <li>▪ Text field, 100 characters</li> </ul>	There can be as many as 10 Organizations, accessible through pressing Add more.
13.	Website	<ul style="list-style-type: none"> <li>▪ Editable</li> <li>▪ Optional</li> <li>▪ 100 length alphanumeric field</li> </ul>	Standard website validation must be applied.
14.	Contact Person First Name	<ul style="list-style-type: none"> <li>▪ Editable</li> <li>▪ Mandatory</li> <li>▪ 100 characters Alphanumeric field</li> </ul>	Upon pressing Add More, system must allow to must allow providing contact information (Contact Person First Name, Contact Person Last Name, Contact #, Organization

## Event Management

### Search Create Update Delete (SCUD) Event Management

15.	Contact Person Last Name	<ul style="list-style-type: none"> <li>▪ Editable</li> <li>▪ Mandatory</li> <li>▪ 100 characters Alphanumeric field</li> </ul>	and Email Address) of up to 10 contact persons. Providing information of at least one contact person in mandatory.
16.	Contact #	<ul style="list-style-type: none"> <li>▪ Editable</li> <li>▪ Mandatory</li> <li>▪ 50 characters Alphanumeric</li> </ul>	
17.	Contact Person's Organization	<ul style="list-style-type: none"> <li>▪ Editable</li> <li>▪ optional</li> <li>▪ Text field, 100 characters</li> </ul>	
18.	Email Address	<ul style="list-style-type: none"> <li>▪ Editable</li> <li>▪ Optional</li> <li>▪ 100 characters</li> <li>▪ Standard email address validation must be applied</li> </ul>	
19.	Add More	<ul style="list-style-type: none"> <li>▪ Link to add more contact information.</li> </ul>	
20.	TDAP's involvement in the event is probable	<ul style="list-style-type: none"> <li>▪ Mandatory</li> <li>▪ Checkbox</li> <li>▪ By default, checked</li> </ul>	Checking this check box should enable the Application Forms tab.
21.	Broad Categories	<ul style="list-style-type: none"> <li>▪ Mandatory</li> <li>▪ Multiple Selection</li> </ul>	-
22.	Sub Categories of Goods and	<ul style="list-style-type: none"> <li>▪ Optional</li> <li>▪ Multiple selection from the list of sub-categories populated based on the Broad categories selected</li> </ul>	Administrators must be allowed to attach as many sub categories of Goods and Services under the Broad categories selected

### Application Forms

23.	Application Forms	<ul style="list-style-type: none"> <li>▪ Optional</li> <li>▪ Area to upload Applications forms.</li> <li>▪ Browse link should be provided to add the document.</li> <li>▪ All the documents uploaded in this section so far must appear with a Remove link.</li> <li>▪ Whole portion would only be accessible if "TDAP's involvement in the event is</li> </ul>	Optional area where Administrator would be allowed to upload as many application forms by giving them the title of their choice. Application Forms would only be available if "TDAP's involvement in the event is sure" field is selected) this option should not be available for events with just basic information
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## Event Management

### Search Create Update Delete (SCUD) Event Management

		probable” field is selected as Yes.	
24.	Add	<ul style="list-style-type: none"> <li>▪ Optional</li> <li>▪ Link to activate the browsing functionality to add a new file/form</li> </ul>	-
25.	Remove	<ul style="list-style-type: none"> <li>▪ Optional</li> <li>▪ Link to remove the existing files/form added</li> </ul>	-

### Event Documents

		<ul style="list-style-type: none"> <li>▪ Optional</li> <li>▪ Area to upload Event Documents.</li> <li>▪ Browse link should be provided to add the document.</li> <li>▪ All the documents uploaded in this section so far must appear with a Remove link.</li> <li>▪ Whole portion would only be accessible if “TDAP's involvement in the event is probable” field is selected as Yes.</li> </ul>	Optional area where Administrator would be allowed to upload as many documents by giving them the title of their choice.
26.	Event Documents		
27.	Add	<ul style="list-style-type: none"> <li>▪ Optional</li> <li>▪ Link to activate the browsing functionality</li> </ul>	-
28.	Remove	<ul style="list-style-type: none"> <li>▪ Optional</li> <li>▪ Link to remove the existing files added</li> </ul>	-

### Reference Links

		<ul style="list-style-type: none"> <li>▪ Optional</li> <li>▪ RTF based 1000 characters long field</li> </ul>	RTF based area, where administrators would be allowed to provide free text as per the requirements
29.	Reference Links		

### Instructions

		<ul style="list-style-type: none"> <li>▪ Optional</li> <li>▪ RTF based 1000 characters long field</li> </ul>	RTF based area, where user would be allowed to provide free text as per the requirements).
30.	Instructions		
31.	Mark as closed	<ul style="list-style-type: none"> <li>▪ Editable</li> <li>▪ Checkbox</li> </ul>	Should be unchecked by default.

### Edit Event– Screen Descriptions

## Event Management

### Search Create Update Delete (SCUD) Event Management

#### Edit Event Screen

- System must allow the Administrators to edit an existing Event, either by clicking the Edit link from the Search page or by clicking the Edit link provided in View mode.
- By default Administrators should be able to edit an event on Portal.
- Editing an Event should open the Event page, with the last updated information.
- Editing any event should allow the Administrators to update an Event, by providing or altering the existing information in the following fields in the information blocks:

#### Basic Information

- Event Title (mandatory 250 characters)
- Description (mandatory 1000 characters, this description should be shown on the main Event page against the event)
- Duration: (mandatory, to mention the start date and end date of the event, if Administrator is not sure about the exact date, then system must allow to provide only year and month)  
following fields will be available for the selection of duration
  - From Year
  - From Month
  - From Day
  - To Year
  - To Month
  - To Day
- Country (mandatory, from the Country dropdown)
- City (optional, 100 characters)
- Organization Name (multiple, up to 10)
- Co-organizers/ sponsors name (multiple, up to 10)
- Website (optional, 100 characters, standard website validation must be applied)
- Contact Person First Name (mandatory 100 characters) (with the option to Add more)
- Contact Person Last Name (mandatory 100 characters) (with the option to Add more)
- Contact #: (mandatory, 50 characters) (with the option to Add more)
- Contact Person's Organization: (non mandatory, 100 Characters)
- Email Address (optional, 100 characters, standard email address validation must be applied) (with the option to Add more)  
Note: System should provide to add more than one Contact person's information)

#### Others

#### Screen Description

## Event Management

### Search Create Update Delete (SCUD) Event Management

- Broad Categories (to append as many Broad categories with the event as required)
- Sub Categories of Goods and Services (to attach as many sub categories of Goods and Services as user wants, only those sub categories would be allowed to be tagged with an event, whose Broad category is already selected).

#### Application Forms

- Application Forms (optional area where Administrator would be allowed to upload as many application forms by giving them the title of his or her choice. Application Forms would only be available if “TDAP’s involvement in the event is sure” field is selected) this option should not be available for events with just basic information

#### Event Documents

- Event Documents (optional area, where Administrator would be allowed to upload as many Events documents by giving them the title of his or her choice).

#### Reference Links

- Reference Links (optional, RTF based area, where administrators would be allowed to provide free text as per the requirements).

#### Instructions

- Instructions (optional, RTF based area, where user would be allowed to provide free text as per the requirements).
- Mark as Closed (optional, checkbox)
- System should allow uploading new documents during the event update to the event’s document section.
- System must prompt the Administrators for confirmation upon pressing save option after the fields are entered.
- System must prompt the Administrators, if any mandatory field is not filled, and obviously the changes in the Event should not be saved.
- System must allow the Administrators to remove the already added contact person details, Application forms, Event documents.
- While adding the event Mandatory fields must be marked with an Asterisk.
- System must prompt the Administrators before marking the event as Closed.

#### System Messages

- If any mandatory field is not provided, then system must display an error message, “Please provide value in all mandatory fields”.
- System must confirm before committing the edits in the event, “Are you sure you want to update the event”.
- System must prompt the user, if the added contact person is attempted to be removed, “Are you sure you want to remove the contact person”
- System must prompt the user, if the event document is attempted to be

Event Management			
Search Create Update Delete (SCUD) Event Management			
		<p>removed, “Are you sure you want to remove the event document”</p> <ul style="list-style-type: none"> <li>System must prompt the user, if the added application form is attempted to be removed, “Are you sure you want to remove the application form”.</li> <li>System must prompt the user, if the user attempts to close the existing event, “Are you sure you want to mark the event as Closed?”</li> </ul>	
<b>Email Alerts</b>		-	
Close Event			
Close Events Fields		-	
S. No.	Field	S. No.	Field
1.	-	1.	-
Close Event– Screen Descriptions			
<b>Screen Description</b>		<ul style="list-style-type: none"> <li>System should allow the Administrators to close any Event.</li> <li>Event can be closed from the main event’s search by pressing the Close link provided against each event.</li> <li>Event can also be closed in Edit mode of the event (already discussed in Edit event section).</li> <li>Closing an event should push the Event from current event to the Past event.</li> <li>System must prompt the Administrators for Confirmation before actually closing the Event</li> </ul>	
<b>System Messages</b>		<ul style="list-style-type: none"> <li>System must prompt the user, if the user attempts to close the existing event, “Are you sure you want to mark the event as Closed?”</li> </ul>	
<b>Email Alerts</b>		-	
View Event			
View Event Fields		<p>View Event fields are:</p> <p><b>Basic Information</b></p> <ul style="list-style-type: none"> <li>Event Title</li> <li>Description</li> <li>Duration</li> <li>Country</li> <li>City</li> <li>Organization Name</li> <li>Co-organizers/ sponsors name</li> <li>Website</li> </ul>	

## Event Management

### Search Create Update Delete (SCUD) Event Management

- Contact Person First Name
- Contact Person Last Name
- Contact #
- Contact Person's Organization
- Email Address
- TDAP's involvement in the event is probable
- Broad Categories
- Sub Categories of Goods and Services

#### **Application Forms**

- Application Forms

#### **Event Documents**

- Event Documents

#### **Reference Links**

- Reference Links

#### **Instructions**

- Instructions

S. No.	Field	Type	Business Logic / Constraints
<b>Basic Information</b>			
1.	Event Title	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ Alphanumeric field with maximum length 255 characters</li> </ul>	-
2.	Description	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ 1000 characters Alphanumeric field</li> </ul>	-
3.	From Year	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ Frozen field containing starting year of the event.</li> </ul>	-
4.	From Month	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ Dropdown containing starting month of the event.</li> </ul>	-
5.	From Day	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ Dropdown containing starting date of the event</li> </ul>	If not provided, this field should not be displayed.
6.	To Year	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ Frozen field containing concluding year of the event.</li> </ul>	
7.	To Month	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ Dropdown containing concluding month of the event.</li> </ul>	

## Event Management

### Search Create Update Delete (SCUD) Event Management

8.	To Day	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ Dropdown containing concluding date of the event</li> </ul>	If not provided, this field should not be displayed.
9.	Country	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ Display the country of the event</li> </ul>	
10.	City	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ Display the city of the event</li> </ul>	If not provided, this field should not be displayed.
11.	Organization Name	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ Display the organizations name of the event</li> </ul>	There can be as many as 10 Organizations.
12.	Co-organizers/ sponsors name	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ Display the co-organizations/sponsors name of the event</li> </ul>	There can be as many as 10 Organizations.
13.	Website	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ Display the organizations websites</li> </ul>	-
14.	Contact Person First Name	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ Display the contact person's first name</li> </ul>	There could be up to 10 contact persons.
15.	Contact Person Last Name	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ Display the contact person's first name</li> </ul>	
16.	Contact #	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ Display the contact person's first name</li> </ul>	
17.	Contact Person's Organization	<ul style="list-style-type: none"> <li>▪ Editable</li> <li>▪ optional</li> <li>▪ Text field, 100 characters</li> </ul>	
18.	Email Address	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ Display the contact person's first name</li> </ul>	
19.	Broad Categories	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ Display the broad categories of goods and services related to the event</li> </ul>	-
20.	Sub Categories of Goods and	<ul style="list-style-type: none"> <li>▪ Non-editable</li> <li>▪ Display the sub categories of goods and services related to</li> </ul>	-

Event Management			
Search Create Update Delete (SCUD) Event Management			
		the event	
Applying for this Event			
21.	Application Forms	<ul style="list-style-type: none"> <li>List of application forms uploaded by the administrator.</li> </ul>	Downloading of the forms should be governed by the browser. This panel should be enabled for the open projects where TDAP involvement is probable field is checked and application forms are provided.
22.	Browse	<ul style="list-style-type: none"> <li>Optional</li> <li>Link to search for the file to be uploaded in the local directory.</li> </ul>	
23.	Upload	<ul style="list-style-type: none"> <li>Optional</li> <li>Button to upload the selected application form.</li> </ul>	
Event Documents			
24.	Event Documents	<ul style="list-style-type: none"> <li>List of event documents uploaded by Administrators against the event.</li> </ul>	Downloading of the forms should be governed by the browser.
Reference Links			
25.	Reference Links	<ul style="list-style-type: none"> <li>Non-editable</li> <li>Display the reference links related to the event</li> </ul>	RTF based area, where administrators would be allowed to provide free text as per the requirements
Instructions			
26.	Instructions	<ul style="list-style-type: none"> <li>Non-editable</li> <li>Display the Instructions</li> </ul>	RTF based area, where user would be allowed to provide free text as per the requirements).
27.	Status	<ul style="list-style-type: none"> <li>Non-editable</li> </ul>	To show the status of the event (Open or Past)
28.	View Applications	<ul style="list-style-type: none"> <li>A link only visible to administrators</li> </ul>	This link should take the Administrators to the page where the uploaded applications against the events are provided.
View Event– Screen Descriptions			
View Event			
	<b>Screen Description</b>	<ul style="list-style-type: none"> <li>Upon clicking the event link from the Home page of the Portal or by choosing the Event name from event search page.</li> <li>Event information entered should be shown in the read only mode on the event details page.</li> <li>For Administrator, the system should contain the link to Edit and View Applications pages.</li> <li>For all users system should display the details, including the non-registered visitors of the portal.</li> <li>In the documents sections and applications forms, the documents should</li> </ul>	

## Event Management

### Search Create Update Delete (SCUD) Event Management

	<p>be shown and should be downloadable based on the browser’s mechanism.</p> <ul style="list-style-type: none"> <li>▪ For the events where application forms are provided, system must show the option to the foreign buyers and exporters to upload the form.</li> <li>▪ System must prompt the users before uploading the document.</li> <li>▪ Only specified formatted files of reasonable size should be allowed to be uploaded on the system.</li> <li>▪ System must show the confirmation message upon successful upload.</li> <li>▪ System must show the error message if the upload is unsuccessful.</li> <li>▪ System must send a message to Administrator, if a file is uploaded against an event.</li> <li>▪ Upon Pressing OK button, system must take the user back to the previous page.</li> </ul>
<b>System Messages</b>	<ul style="list-style-type: none"> <li>▪ If user attempts to upload a file, then system must prompt the user for confirmation, “Are you sure you want to upload the file”</li> <li>▪ If the file is not of the correct/specified format, then system must show the message, “Invalid file please upload the correct file”.</li> <li>▪ If file is too large in size, then system must show the message, “File size too large, please upload the correct file”</li> <li>▪ If user successfully uploads the file, then system must show a confirmation message, “File uploaded successfully, System administrator will contact you soon”.</li> <li>▪ If user attempt to upload the file is unsuccessful, then system must show an error message, “File could not be uploaded, please try again”.</li> </ul>
<b>Email Alerts</b>	<ul style="list-style-type: none"> <li>▪ Upon successful upload of a file against an event, system must send an email to the system administrator: A new application is uploaded against the [Event name]. You can access the application directly from this link [Link to the Event application]. To view all the applications you can visit this link [Link to the Event applications page].</li> </ul> <p style="margin-left: 40px;">Regards,</p> <p style="margin-left: 40px;">System Administrator</p>
<b>Delete Event</b>	
Delete Event Screen	-
<b>Delete Event– Screen Descriptions</b>	
<b>Delete Event</b>	
<b>Screen Description</b>	<ul style="list-style-type: none"> <li>▪ On the Search screen of events, system must show the link named “Delete” for Event only to Administrators</li> </ul>

## Event Management

### Search Create Update Delete (SCUD) Event Management

	<ul style="list-style-type: none"> <li>▪ System must prompt the Administrator before actually deleting the event.</li> <li>▪ System must show a message upon successful deletion.</li> <li>▪ System must not allow deleting an event, if there is a child record exists against the event.</li> </ul>
<b>System Messages</b>	<ul style="list-style-type: none"> <li>▪ System must prompt the Administrator before deleting the event, “Are you sure, you want to delete the event”.</li> <li>▪ System must show a confirmation message upon successful deletion, “Event deleted successfully”</li> <li>▪ If there is a child record exists against the event, then system must not allow deleting it, “Event cannot be deleted due to existence of data within”.</li> </ul>
<b>Email Alerts</b>	-

### View Event Application Forms

### View Event Application Forms

S. No.	Field	Type	Business Logic / Constraints
1.	Event Name	<ul style="list-style-type: none"> <li>▪ Non-editable, event name</li> </ul>	All the applications against an event should be provided (or grouped by) under an event.
2.	Download	<ul style="list-style-type: none"> <li>▪ Non-editable, hyperlink to download file</li> </ul>	System must allow to download the file based on the browser
3.	Delete	<ul style="list-style-type: none"> <li>▪ Non-editable link to delete the file</li> </ul>	-
<b>Screen Description</b>		<ul style="list-style-type: none"> <li>▪ Upon clicking the “View Event documents” link from the dashboard, the Administrators must be taken to screen with event applications submitted by the users. .</li> <li>▪ All the documents must be grouped by the event name.</li> <li>▪ If there are no requests, then system must show the inline message on the screen, “No applications against the event received”</li> <li>▪ An event must only be listed on this screen, if at least one application is received against it.</li> <li>▪ Upon clicking of right clicking and choosing the Download application form link, user should be able to download the document.</li> <li>▪ The downloading mechanism should be handled by the browser.</li> <li>▪ System must also show the timestamp according to the server time of the file upload by the exporter or foreign buyer.</li> <li>▪ System must also show the name of the user who uploaded the file.</li> <li>▪ System must allow the administrator to delete the submitted application by pressing the Delete link/button.</li> <li>▪ Upon pressing the delete link/button, system must ask for the confirmation before actually deleting the file.</li> <li>▪ The files on the page must be shown in the stack order, i.e. the latest submitted file should appear on top.</li> </ul>	

## Event Management

### Search Create Update Delete (SCUD) Event Management

<b>System Messages</b>	<ul style="list-style-type: none"><li>▪ Upon pressing the delete link, system must ask for the confirmation before actually deleting the file, "Are you sure you want to delete the file?"</li></ul>
<b>Email Messages</b>	<ul style="list-style-type: none"><li>▪ None</li></ul>

# 10. APPENDICES

## 10.1. APPENDIX A: PRODUCTS & TOOLS

The following software components will be utilized in the MoC/TDAP Trade Portal architecture. New versions of software may be released during the development of the system. The implementation of these new versions will be evaluated on an individual basis in determining if and when they will be implemented. Cross compatibility issues must be addressed before implementing any new versions of software products.

Software/Tool	Version	Description
<b>JavaServer Faces (JSF)</b>	<b>2.0</b>	The JavaServer Faces (JSF) 2.0 is the newest Java presentation technology, which is a Web app UI framework that works well for JEE-based (actually, servlet-based) Web apps. JSF, unlike most other Web UI frameworks, is based on solid Model-View-Controller (MVC) architecture and driven by events and make reusable UI component easy to implement.
<b>GlassFish Server</b>	<b>3.0</b>	GlassFish Server is an open source application server, the industry's first application server to support the Java Platform, Enterprise Edition 6 (Java EE 6) standard with production-ready features such as clustering and centralized administration. Its overall flexibility and ease of use reduce cost by providing improved developer productivity, simplified application architecture, and dynamic upgrade support.
<b>PostgreSQL Database</b>	<b>9.0</b>	PostgreSQL is a powerful, open source object-relational database system. It has more than 15 years of active development and a proven architecture that has earned it a strong reputation for reliability, data integrity, and correctness. PostgreSQL handles virtually all the standard SQL constructs. It is easy (relatively speaking) to administer, it is fast, it is efficient, it has a great API, and it supports ODBC.

**Table 6 Products & Tools**

## 10.2. APPENDIX B: CONFIGURATION FILES

Sun-resources.xml – contains database connection information User ID, Password and Database Name with host

### 10.3. APPENDIX C: DATA DICTIONARY

TABLE NAME	TABLE COLUMN	DATA TYPE	DATA LENGTH	PRIMARY KEY
attacheddocument	attacheddocumentid	integer		attacheddocumentid
attacheddocument	attachmenttypeid	integer		
attacheddocument	referenceid	integer		
attacheddocument	modifydate	timestamp with time zone		
attacheddocument	modifyby	integer		
attacheddocument	adddate	timestamp with time zone		
attacheddocument	addby	integer		
attacheddocument	attacheddocument	bytea		
attacheddocument	attacheddocumenttitle	character varying	100	
category	categoryid	integer		categoryid
category	hcode	character varying	50	
category	categorydescription	character varying	250	
category	addby	integer		
category	status	integer		
category	categorytype	integer		
category	categoryname	character varying	250	
category	parentcategoryid	integer		
category	modifydate	timestamp with time zone		
category	modifyby	integer		
category	adddate	timestamp with time zone		

TABLE NAME	TABLE COLUMN	DATA TYPE	DATA LENGTH	PRIMARY KEY
city	cityid	integer		cityid
city	provinceid	integer		provinceid
city	citydescription	character varying	1000	
city	cityimage1	bytea		
city	cityimage2	bytea		
city	cityimage3	bytea		
city	cityimage4	bytea		
city	addby	integer		
city	adddate	timestamp with time zone		
city	modifyby	integer		
city	citymap	bytea		
city	cityname	character varying	100	
city	modifydate	timestamp with time zone		
coportal	coportalid	integer		coportalid
coportal	portalid	integer		portalid
coportal	userid	integer		userid
coportal	addby	integer		
coportal	modifydate	timestamp with time zone		
coportal	modifyby	integer		
coportal	adddate	timestamp with time zone		
country	countryid	integer		countryid

TABLE NAME	TABLE COLUMN	DATA TYPE	DATA LENGTH	PRIMARY KEY
country	modifydate	timestamp with time zone		
country	modifyby	integer		
country	addby	integer		
country	countryname	character varying	100	
country	adddate	timestamp with time zone		
dedicatedmessage	dedicatedmessageid	integer		dedicatedmessageid
dedicatedmessage	portalid	integer		portalid
dedicatedmessage	adddate	timestamp with time zone		
dedicatedmessage	addby	integer		
dedicatedmessage	description	text		
dedicatedmessage	modifydate	timestamp with time zone		
dedicatedmessage	modifyby	integer		
emailaddress	emailid	integer		emailid
emailaddress	adddate	timestamp with time zone		
emailaddress	modifydate	timestamp with time zone		
emailaddress	modifyby	integer		
emailaddress	addby	integer		
emailaddress	lastname	character varying	100	
emailaddress	firstname	character varying	100	
emailcontent	emailcontentid	integer		emailcontentid

TABLE NAME	TABLE COLUMN	DATA TYPE	DATA LENGTH	PRIMARY KEY
emailcontent	emaileventid	integer		emaileventid
emailcontent	portalid	integer		portalid
emailcontent	modifyby	integer		
emailcontent	modifydate	timestamp with time zone		
emailcontent	addby	integer		
emailcontent	emailcontentbody	text		
emailcontent	adddate	timestamp with time zone		
emailevent	emaileventid	integer		emaileventid
emailevent	modifydate	timestamp with time zone		
emailevent	modifyby	integer		
emailevent	adddate	timestamp with time zone		
emailevent	addby	integer		
emailevent	emaileventtitle	text		
emailjob	emailcontentid	integer		emailcontentid
emailjob	emailjobid	integer		emailjobid
emailjob	portalid	integer		portalid
emailjob	modifyby	integer		
emailjob	emailjobstatus	integer		
emailjob	modifydate	timestamp with time zone		
emailjob	adddate	timestamp with time zone		

TABLE NAME	TABLE COLUMN	DATA TYPE	DATA LENGTH	PRIMARY KEY
emailjob	addby	integer		
emailjob	emailjobdescription	text		
emailsmslog	emailjobid	integer		emailjobid
emailsmslog	emailsmslogid	integer		emailsmslogid
emailsmslog	portalid	integer		portalid
emailsmslog	modifyby	integer		
emailsmslog	adddate	timestamp with time zone		
emailsmslog	addby	integer		
emailsmslog	status	integer		
emailsmslog	touserid	integer		
emailsmslog	fromuserid	integer		
emailsmslog	modifydate	timestamp with time zone		
event	cityid	integer		cityid
event	countryid	integer		countryid
event	eventid	integer		eventid
event	portalid	integer		portalid
event	addby	integer		
event	eventtitle	character varying	100	
event	adddate	timestamp with time zone		
event	modifyby	integer		
event	modifydate	timestamp with time zone		

TABLE NAME	TABLE COLUMN	DATA TYPE	DATA LENGTH	PRIMARY KEY
event	todate	date		
event	description	character varying	5000	
event	fromdate	date		
event	eventstatus	integer		
event	tdapinvolved	integer		
event	instructions	character varying	1000	
event	referencelink	character varying	100	
eventcategory	categoryid	integer		categoryid
eventcategory	eventcategoryid	integer		eventcategoryid
eventcategory	eventid	integer		eventid
eventcategory	addby	integer		
eventcategory	modifydate	timestamp with time zone		
eventcategory	modifyby	integer		
eventcategory	adddate	timestamp with time zone		
eventcontactperson	eventcontactpersonid	integer		eventcontactpersonid
eventcontactperson	eventid	integer		eventid
eventcontactperson	lastname	character varying	250	
eventcontactperson	contactnumber	character varying	20	
eventcontactperson	firstname	character varying	250	
eventcontactperson	addby	integer		
eventcontactperson	adddate	timestamp with time zone		
eventcontactperson	modifyby	integer		

TABLE NAME	TABLE COLUMN	DATA TYPE	DATA LENGTH	PRIMARY KEY
eventcontactperson	email	character varying	100	
eventcontactperson	modifydate	timestamp with time zone		
eventorganizer	eventid	integer		eventid
eventorganizer	eventorganizerid	integer		eventorganizerid
eventorganizer	modifydate	timestamp with time zone		
eventorganizer	organizertype	integer		
eventorganizer	organizationname	character varying	100	
eventorganizer	website	character varying	100	
eventorganizer	addby	integer		
eventorganizer	adddate	timestamp with time zone		
eventorganizer	modifyby	integer		
eventparticipant	eventid	integer		eventid
eventparticipant	eventparticipantid	integer		eventparticipantid
eventparticipant	userid	integer		userid
eventparticipant	modifydate	timestamp with time zone		
eventparticipant	modifyby	integer		
eventparticipant	adddate	timestamp with time zone		
eventparticipant	addby	integer		
exporter	cityid	integer		cityid
exporter	exporterid	integer		exporterid

TABLE NAME	TABLE COLUMN	DATA TYPE	DATA LENGTH	PRIMARY KEY
exporter	portalid	integer		portalid
exporter	provinceid	integer		provinceid
exporter	awardachieved	character varying	250	
exporter	membership	character varying	250	
exporter	chamberofcommerce	character varying	250	
exporter	tradeassociation	character varying	250	
exporter	internationalorganization	character varying	250	
exporter	others	character varying	250	
exporter	firmtypeid	numeric		
exporter	numberofemployees	numeric		
exporter	maleemployee	numeric		
exporter	numberofwomen	numeric		
exporter	salestaxregistration	character varying	50	
exporter	annualturnover	numeric		
exporter	exportvaluelastyear	character varying	50	
exporter	exportvaluebefore	character varying	50	
exporter	portsinpakistan	character varying	250	
exporter	rtfpage	text		
exporter	status	integer		
exporter	addby	integer		
exporter	adddate	timestamp with time zone		
exporter	modifyby	integer		
exporter	modifydate	timestamp with time		

TABLE NAME	TABLE COLUMN	DATA TYPE	DATA LENGTH	PRIMARY KEY
		zone		
exporter	email	character varying	100	
exporter	website	character varying	100	
exporter	telephone1	character varying	20	
exporter	telephonecitycode	character varying	10	
exporter	yearofestablishment	integer		
exporter	postaladdress	character varying	250	
exporter	organization	character varying	100	
exporter	femaleemployee	numeric		
exporter	factoryaddress	character varying	100	
exporter	contactfirstname	character varying	50	
exporter	contactlastname	character varying	50	
exporter	contactdesignation	character varying	100	
exporter	contactemail	character varying	100	
exporter	contactcellnumber	character varying	50	
exporter	contactlandlinenumber	character varying	20	
exporter	contactpassword	character varying	100	
exporter	isocertification	character varying	250	
exporter	anyothercertification	character varying	250	
exporter	ntn	character varying	20	
exporter	faxnumber	character varying	20	
exporter	telephone3	character varying	20	
exporter	telephone2	character varying	20	

TABLE NAME	TABLE COLUMN	DATA TYPE	DATA LENGTH	PRIMARY KEY
exporter	companytype	character varying	20	
exportercategory	categoryid	integer		categoryid
exportercategory	exportercategoryid	integer		exportercategoryid
exportercategory	exporterid	integer		exporterid
exportercategory	adddate	timestamp without time zone		
exportercategory	modifyby	integer		
exportercategory	modifydate	timestamp without time zone		
exportercategory	addby	integer		
exportercategory	isexported	boolean		
exportercountrytrade	countryid	integer		countryid
exportercountrytrade	exportercountrytradeid	integer		exportercountrytradeid
exportercountrytrade	exporterid	integer		exporterid
exportercountrytrade	modifyby	integer		
exportercountrytrade	modifydate	timestamp without time zone		
exportercountrytrade	adddate	timestamp without time zone		
exportercountrytrade	addby	integer		
exporterprofileupdaterequest	exporterid	integer		exporterid
exporterprofileupdaterequest	portalid	integer		portalid
exporterprofileupdaterequest	requestid	integer		requestid
exporterprofileupdaterequest	status	integer		
exporterprofileupdaterequest	addby	integer		

TABLE NAME	TABLE COLUMN	DATA TYPE	DATA LENGTH	PRIMARY KEY
exporterprofileupdaterequest	adddate	timestamp without time zone		
exporterprofileupdaterequest	modifyby	integer		
exporterprofileupdaterequest	modifydate	timestamp without time zone		
exporterprofileupdaterequest	updateprofilerequestdetail	text		
exporterprofileupdaterequest	comments	text		
faq	faqcategoryid	integer		faqcategoryid
faq	faqid	integer		faqid
faq	portalid	integer		portalid
faq	modifyby	integer		
faq	modifydate	timestamp with time zone		
faq	answer	character varying	1000	
faq	addby	integer		
faq	question	character varying	1000	
faq	adddate	timestamp with time zone		
faqcategory	faqcategoryid	integer		faqcategoryid
faqcategory	portalid	integer		portalid
faqcategory	status	integer		
faqcategory	modifydate	timestamp with time zone		
faqcategory	modifyby	integer		
faqcategory	adddate	timestamp with time zone		

TABLE NAME	TABLE COLUMN	DATA TYPE	DATA LENGTH	PRIMARY KEY
faqcategory	addby	integer		
faqcategory	faqcategoryname	character varying	50	
feature	featureid	integer		featureid
feature	category	character varying	10	
feature	parentid	integer		
feature	programid	character varying	50	
feature	sequencenumber	integer		
feature	modifydate	timestamp with time zone		
feature	imagelink	character varying	25	
feature	adddate	timestamp with time zone		
feature	modifyby	integer		
feature	addby	integer		
feature	featurename	character varying	50	
featureroleaccess	featureid	integer		featureid
featureroleaccess	featureroleid	integer		featureroleid
featureroleaccess	roleid	integer		roleid
featureroleaccess	modifyby	integer		
featureroleaccess	adddate	timestamp with time zone		
featureroleaccess	editstatus	integer		
featureroleaccess	addstatus	integer		
featureroleaccess	status	integer		
featureroleaccess	addby	integer		

TABLE NAME	TABLE COLUMN	DATA TYPE	DATA LENGTH	PRIMARY KEY
featureroleaccess	modifydate	timestamp with time zone		
featureuseraccess	featureid	integer		featureid
featureuseraccess	featureuserid	integer		featureuserid
featureuseraccess	userid	integer		userid
featureuseraccess	modifyby	integer		
featureuseraccess	addstatus	integer		
featureuseraccess	status	integer		
featureuseraccess	modifydate	timestamp with time zone		
featureuseraccess	editstatus	integer		
featureuseraccess	addby	integer		
featureuseraccess	adddate	timestamp with time zone		
flashfilebroadcastmessage	flashfilebroadcastmessageid	integer		flashfilebroadcastmessageid
flashfilebroadcastmessage	portalid	integer		portalid
flashfilebroadcastmessage	modifydate	timestamp with time zone		
flashfilebroadcastmessage	modifyby	integer		
flashfilebroadcastmessage	broadcastmessage	text		
flashfilebroadcastmessage	adddate	timestamp with time zone		
flashfilebroadcastmessage	addby	integer		
flashfilebroadcastmessage	flashfile	bytea		
importer	importerid	integer		importerid

TABLE NAME	TABLE COLUMN	DATA TYPE	DATA LENGTH	PRIMARY KEY
importer	portalid	integer		portalid
importer	briefdescription	character varying	5000	
importer	modifyby	integer		
importer	adddate	timestamp with time zone		
importer	modifydate	timestamp with time zone		
importer	importerfilename	bytea		
importer	displaytitle	character varying	100	
importer	addby	integer		
news	newsid	integer		newsid
news	portalid	integer		portalid
news	status	integer		
news	headline	character varying	250	
news	content	character varying	250	
news	publishdate	date		
news	source	character varying	250	
news	appearhomepage	integer		
news	addby	integer		
news	adddate	timestamp with time zone		
news	modifyby	integer		
news	modifydate	timestamp with time zone		
parameter	parametercode	integer		parametercode

TABLE NAME	TABLE COLUMN	DATA TYPE	DATA LENGTH	PRIMARY KEY
parameter	parametertype	character varying	20	parametertype
parameter	parabbr	character varying	25	
parameter	modifyby	integer		
parameter	parameterdesc	character varying	100	
parameter	moddat	timestamp with time zone		
parameter	adddat	timestamp with time zone		
parameter	addby	integer		
portal	portalid	integer		portalid
portal	portalname	character varying	50	
portal	modifyby	integer		
portal	modifydate	timestamp with time zone		
portal	adddate	timestamp with time zone		
portal	addby	integer		
province	countryid	integer		countryid
province	provinceid	integer		provinceid
province	modifyby	integer		
province	modifydate	timestamp with time zone		
province	addby	integer		
province	provincename	character varying	100	
province	adddate	timestamp with time zone		

TABLE NAME	TABLE COLUMN	DATA TYPE	DATA LENGTH	PRIMARY KEY
registrationrequest	registrationrequestid	integer		registrationrequestid
registrationrequest	modifydate	timestamp without time zone		
registrationrequest	registrationform	bytea		
registrationrequest	status	integer		
registrationrequest	addby	integer		
registrationrequest	adddate	timestamp without time zone		
registrationrequest	modifyby	integer		
role	roleid	integer		roleid
role	rolename	character varying	50	
role	modifydate	timestamp with time zone		
role	modifyby	integer		
role	adddate	timestamp with time zone		
role	addby	integer		
role	status	integer		
systemlog	systemlogid	integer		systemlogid
systemlog	description	text		
systemlog	adddate	timestamp with time zone		
systemlog	addby	integer		
systemlog	modifydate	timestamp with time zone		
systemlog	modifyby	integer		

TABLE NAME	TABLE COLUMN	DATA TYPE	DATA LENGTH	PRIMARY KEY
testimonial	portalid	integer		portalid
testimonial	testimonialid	integer		testimonialid
testimonial	adddate	timestamp with time zone		
testimonial	addby	integer		
testimonial	description	text		
testimonial	modifydate	timestamp with time zone		
testimonial	modifyby	integer		
testimonialmessage	portalid	integer		portalid
testimonialmessage	testimonialmessageid	integer		testimonialmessageid
testimonialmessage	description	text		
testimonialmessage	modifydate	timestamp with time zone		
testimonialmessage	modifyby	integer		
testimonialmessage	adddate	timestamp with time zone		
testimonialmessage	addby	integer		
tradeopportunity	countryid	integer		countryid
tradeopportunity	portalid	integer		portalid
tradeopportunity	tradeopportunityid	integer		tradeopportunityid
tradeopportunity	adddate	timestamp with time zone		
tradeopportunity	addby	integer		
tradeopportunity	heading	character varying	5000	

TABLE NAME	TABLE COLUMN	DATA TYPE	DATA LENGTH	PRIMARY KEY
tradeopportunity	modifydate	timestamp with time zone		
tradeopportunity	modifyby	integer		
tradeopportunity	status	integer		
tradeopportunity	description	character varying	250	
tradeopportunitycategory	categoryid	integer		categoryid
tradeopportunitycategory	tradeopportunitycategoryid	integer		tradeopportunitycategoryid
tradeopportunitycategory	tradeopportunityid	integer		tradeopportunityid
tradeopportunitycategory	addby	integer		
tradeopportunitycategory	adddate	timestamp with time zone		
tradeopportunitycategory	modifyby	integer		
tradeopportunitycategory	modifydate	timestamp without time zone		
tradeopportunityrequest	tradeopportunityid	integer		tradeopportunityid
tradeopportunityrequest	tradeopportunityrequestid	integer		tradeopportunityrequestid
tradeopportunityrequest	requeststatus	integer		
tradeopportunityrequest	adddate	timestamp with time zone		
tradeopportunityrequest	modifyby	integer		
tradeopportunityrequest	modifydate	timestamp with time zone		
tradeopportunityrequest	updaterequest	text		
tradeopportunityrequest	addby	integer		
userexporter	exporterid	integer		exporterid

TABLE NAME	TABLE COLUMN	DATA TYPE	DATA LENGTH	PRIMARY KEY
userexporter	userexporterid	integer		userexporterid
userexporter	userid	integer		userid
userexporter	modifydate	timestamp without time zone		
userexporter	modifyby	integer		
userexporter	adddate	timestamp without time zone		
userexporter	addby	integer		
userrole	roleid	integer		roleid
userrole	userid	integer		userid
userrole	userroleid	integer		userroleid
userrole	adddate	timestamp with time zone		
userrole	addby	integer		
userrole	modifyby	integer		
userrole	modifydate	timestamp with time zone		
users	countryid	integer		countryid
users	userid	integer		userid
users	username	character varying	100	username
users	addby	integer		
users	email	character varying	100	
users	password	character varying	100	
users	defaultaccess	integer		
users	status	integer		

TABLE NAME	TABLE COLUMN	DATA TYPE	DATA LENGTH	PRIMARY KEY
users	firstname	character varying	100	
users	lastname	character varying	100	
users	organization	character varying	100	
users	designation	character varying	100	
users	cellnumber	character varying	50	
users	landlinenumber	character varying	50	
users	aboutuser	character varying	1000	
users	photo	bytea		
users	lastlogonfrom	character varying	15	
users	adddate	timestamp with time zone		
users	modifyby	integer		
users	modifydate	timestamp with time zone		
welcomemessage	portalid	integer		portalid
welcomemessage	welcomemessageid	integer		welcomemessageid
welcomemessage	adddate	timestamp with time zone		
welcomemessage	modifyby	integer		
welcomemessage	modifydate	timestamp with time zone		
welcomemessage	addby	integer		
welcomemessage	description	text		

**Table 7 Data Dictionary**

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