



NCHR PLATFORM

VERSION 1.3

Ministry of Health & Prevention
United Arab Emirates



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1. Document Management & Version Control

1.1 Document Version Control

Document Title:	NCHR website business requirement document
Document File Name:	NCHR website business requirement document
Client:	Future Internet
Issued By:	IT Department – Business Analysis team
Issue Date:	24-August-2023
Status:	Under Reviewal

1.2 Document History

Version	Date	Author	Revision Notes
1.0	22-June-23	Suhaila Waleed	Document creation
1.1	08-August-23	Suhaila Waleed	Updating the scope
1.2	17-August-23	Suhaila Waleed	Updating the scope
1.3	11-September-23	Suhaila Waleed	Updating the scope

1.3 Document Approval List

Name	Title	Comments	Signature
Dr. Ahmed Alosi			

2. Executive Summary

2.1 Background

NCHR aims to design and develop a new website for public users. The platform will provide up-to-date information about the health research regulations, policies and legislation, funding institutions in UAE, national research projects, conferences, forums, programs and much more. The website will follow the guidelines of the federal government entities' visual identity.

The website front-end will be developed in both Arabic & English language. The administrator back-end will be in English language.

FI will deliver a solution based on Microsoft .NET technology (iCMS – FI proprietary CMS). FI will follow the federal government entities' visual identity guidelines and latest trends in order to come up with an innovative design concept.

2.2 Objectives

The following are the main project goals and objectives to be achieved:

- Design and development of NCHR website.
- Provide a user-friendly platform.
- Follow the guidelines of the federal government entities' visual identity
- Web content management system (WCMS) to create, store, manage, and present website content

2.3 Standards and Technologies





3. Definitions & Abbreviations

Item	Description
MOHAP	Ministry of Health and Prevention, United Arab Emirates
IT	MOHAP Information Technology Department
NCHR	National Center for Health Research
FI	Future Internet
BRD	Business Requirement Documents
KPIs	key performance indicators
UX/UI	User Experience/ User Interface
UAT	User Acceptance Test

4. Business & System Overview

4.1. Document purpose

To collect user requirements in an easy way for the development team to understand and develop the required system.

5. Current Situation Overview

The NCHR does not have a separate website to upload their up-to-date information about the health research regulations, policies, funding institutions, and projects.

6. Project Scope

Design and develop a website for the National Center for Health Research. The website front end will be developed in Arabic and English, and backend will be in English language only.



7. Users Roles

[RE-3.20.1] Super admin (NCHR) will be able to manage the iCMS users.

[RE-3.20.2] Admin will be able to restrict permission and manage users and assign different features of the system to different users depending on their role.

[RE-3.20.3] There will be 2 main types of roles in the system as following:

- Admin
- Content managers

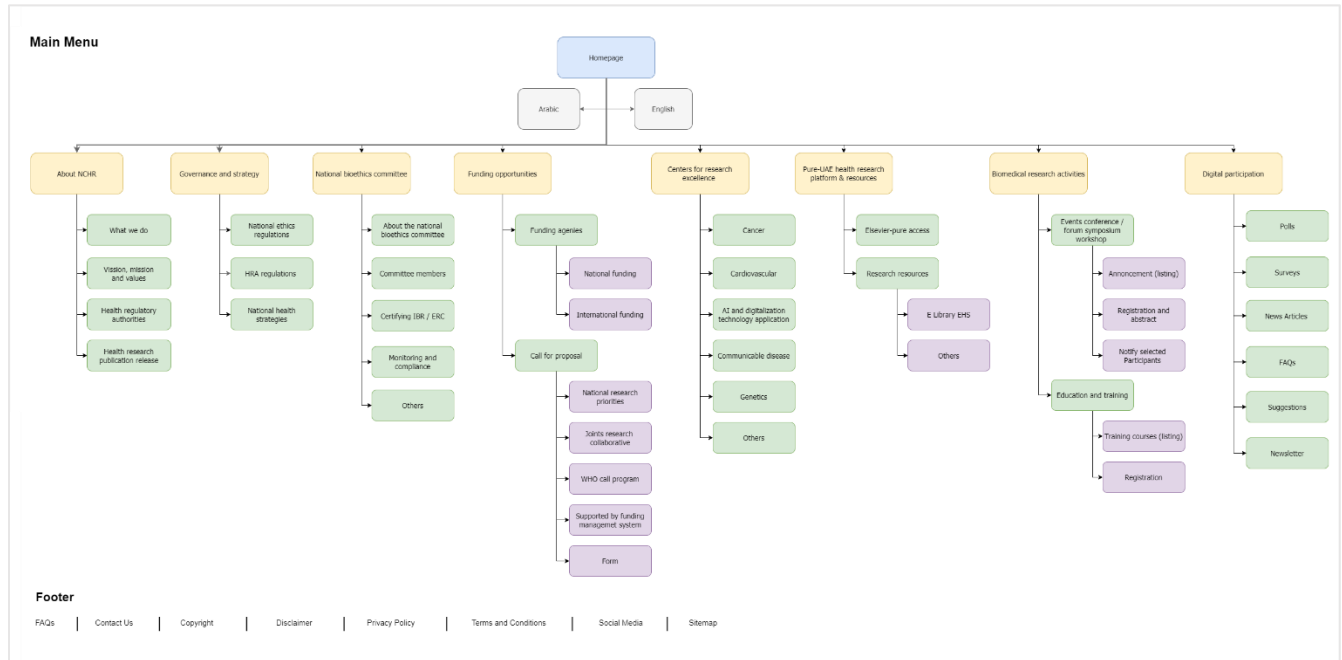
[RE-3.20.4] Below explains the user roles and responsibility matrix:

User group	Description
System administrator	<ul style="list-style-type: none"> • Create Users • Manage Users Accounts and registrations • Manage and update templates, widgets, permissions, user roles • Manage menus • Generate and View Reports • View Recent Updates • Manage pages • Manage funded research projects • Manage research funding institutions • Manage Surveys/polls/ news articles • Manage training programs • Manage events • Manage FAQs • Manage Email Notifications templates
Content managers	<ul style="list-style-type: none"> • Manage pages • Manage funded research projects • Manage research funding institutions • Manage Surveys/polls/news articles • Manage training programs • Manage events • Manage FAQs • Manage Email Notifications templates

8. Business Rules

8.1. Sitemap

[RE-8.1.1] Below is the proposed sitemap:



Click here to view the
sitemap.png

Note: Any other requirements should be mentioned and discussed in detail before approval.

8.2. Informational Pages

[RE-8.2.1] Admin should be able to create informational pages from back-end.

[RE-8.2.2] Below are the informational pages that will be designed and developed by FI:

- Who we are
- What we do
- Vision, mission & values
- National bioethics committee
- Call for proposal
- Centers for research excellence
- Pure-UAE health research platform resources
- Privacy policy, copyright, terms and conditions



[RE-8.2.3] The below form will be provided to admin in the backend for adding informational pages:

ENGLISH FIELD	FIELD TYPE	MANDATORY	VALUES	BUSINESS RULES
Title	Text field	yes	-	-
Page content	Text editor – HTML editor	yes	-	Below elements will be considered in the HTML editor: texts, images, tables, URLs, video embed code, preview option, media
Language	Dropdown	yes	English Arabic	-
Parent	Choose (Dropdown)	yes	Will show system menu in hierarchy format	Single selection
Status	Dropdown	yes	Published, Deleted, Invisible	-

[RE-8.2.4] Admin should be able to create unlimited pages.

[RE-8.2.5] Admin will be able to add the page content in Arabic and English under the same URL.

[RE-8.2.6] FI will design one informational page, and its template will be used for other informational pages.

Note: Any other requirements should be mentioned and discussed in detail before approval.

Note: Fields to be confirmed by NCHR team

8.3. User Registration and login

[RE-8.3.1] Users will be able to register in-order to access the various features of NCHR platform.

[RE-8.3.2] Below are the registration form fields. Google CAPTCHA will be used for form filling:

ENGLISH FIELD	FIELD TYPE	MANDATORY	VALUES	BUSINESS RULES
Full Name	Text field	yes	-	-
Contact number	Text field	yes	-	-
Email	Text field	yes	-	Email format
Gender	Dropdown	yes	Male, Female	Single selection



ENGLISH FIELD	FIELD TYPE	MANDATORY	VALUES	BUSINESS RULES
Date of Birth	Date picker	yes	-	-
Position	Text field	yes	-	-
Organization	Text field	yes	-	-

[RE-8.3.3] Up on successful registration. an Email will be sent to the registered user's email for verification. User has to click on the verification link in order to verify.

[RE-8.3.4] Admin will receive notification about the new user registration.

[RE-8.3.5] Admin will be able to view all submissions from backend and take actions:

- Approve
- Reject

[RE-8.3.6] Once user approved/rejected, will receive an email notification with the registration request status.

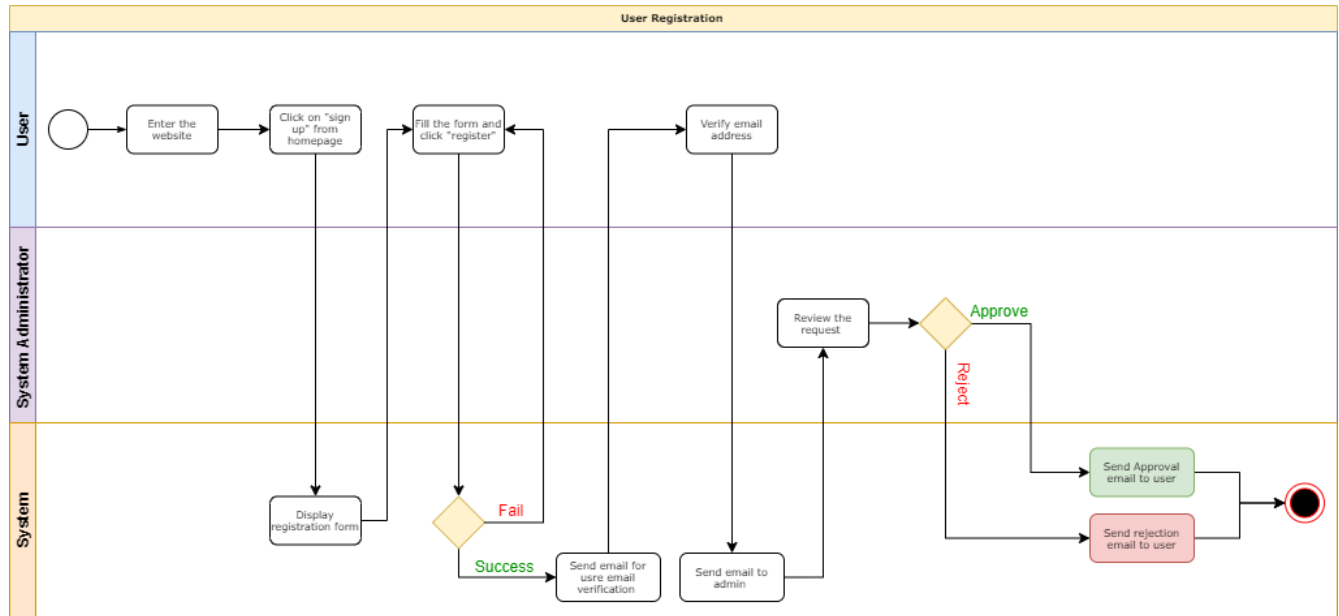
[RE-8.3.7] Below features will be implemented:

- Forgot password
- Edit profile
- Logout and login

[RE-8.3.8] Email notification will be sent to the approved.

[RE-8.3.9] Email templates will be designed by FI based on the DLS. Content of the email template could be managed through the backend.

[RE-8.3.10] Below is the registration process workflow:



Note: Any other requirements should be mentioned and discussed in detail before approval.

Note: Form fields to be confirmed by NCHR team

8.4. Health Regulatory authorities

[RE-8.4.1] This module allows the admin to add all health regulatory authorities to the website.

[RE-8.4.2] The below form will be provided to admin in the backend for adding health regulatory authorities:

ENGLISH FIELD	FIELD TYPE	MANDATORY	VALUES	BUSINESS RULES
Name	Text field	yes	-	-
Description	HTML editor	yes	-	-
Logo	File uploader	yes	-	Single image file
Website URL	Text field	-	-	-

[RE-8.4.3] General description will be added to the health regulatory authority's page. And should be managed from the backend by the system admin.

[RE-8.4.4] The list of health regulatory authorities will be shown for public users below the description and each item will have the following:

- Name
- Logo



- View more button.

[RE-8.4.5] The details page of health regulatory authorities will be shown for public users and will have the following:

- Name
- Logo
- Description
- Website URL

[RE-8.4.6] Admin will have the ability to add an unlimited number of health regulatory authorities.

[RE-8.4.7] Users will have the ability to filter the health regulatory authorities listing using the filtration options below:

- By keyword

Note: Any other requirements should be mentioned and discussed in detail before approval.

Note: Fields to be confirmed by NCHR team

8.5. Health Research Publication Release

[RE-8.5.1] This module allows the admin to upload health research publication releases files in the form of PDF or MS Word to the website.

[RE-8.5.2] The below form will be provided to admin in the backend for adding health research report releases:

ENGLISH FIELD	FIELD TYPE	MANDATORY	VALUES	BUSINESS RULES
Title	Text field	yes	-	-
Category	Dropdown	yes	Categories will be provided by NCHR team	Single selection
Date	Date picker	yes	-	-
Publication	File uploader	yes	-	Single file PDF, MS word only

[RE-8.5.3] Health research report releases listing will be shown for public users and each document will have the following:

- Title
- Type
- Date Published

- Downloadable File Type
- Category

[RE-8.5.4] Admin will have the ability to upload an unlimited number of health research report releases files.

[RE-8.5.5] Public users will be able to download the files from the website.

[RE-8.5.6] Admin will have the ability to manage health research report releases categories from backend.

[RE-8.5.7] Users will have the ability to filter the health research report releases using the filtration options below:

- By keyword
- Date range
- Category

Note: Any other requirements should be mentioned and discussed in detail before approval.

Note: Fields to be confirmed by NCHR team

8.6. National Ethics Regulations

[RE-8.6.1] This module allows the admin to upload national ethics regulations files to the website.

[RE-8.6.2] The below form will be provided to admin in the backend for adding national ethics regulations:

ENGLISH FIELD	FIELD TYPE	MANDATORY	VALUES	BUSINESS RULES
Title	Text field	yes	-	-
Category	Dropdown	yes	Categories will be provided by NCHR team	Single selection
Date	Date picker	yes	-	-
File	File uploader	yes	-	Single file PDF, MS word only
Status	Dropdown	Yes	Published, Deleted, Invisible	Single selection

[RE-8.6.3] National ethics regulations listing will be shown for public users and each item will have the following:

- Title
- Date Published
- Downloadable File Type



- Category

[RE-8.6.4] Admin will have the ability to add an unlimited number of national ethics regulations files.

[RE-8.6.5] Public users will be able to download the files from the website.

[RE-8.6.6] Admin will have the ability to manage national ethics regulations categories from backend.

[RE-8.6.7] Users will have the ability to filter the national ethics regulations using the filtration options below:

- By keyword
- Date range
- Category

Note: Any other requirements should be mentioned and discussed in detail before approval.

Note: Fields to be confirmed by NCHR team

8.7. HRA Regulations

[RE-8.7.1] This module allows the admin to upload/add HRA regulations files/links to the website.

[RE-8.7.2] The below form will be provided to admin in the backend for adding HRA regulations:

ENGLISH FIELD	FIELD TYPE	MANDATORY	VALUES	BUSINESS RULES
Title	Text field	yes	-	-
Category	Dropdown	yes	Categories will be provided by NCHR team	Single selection
Date	Date picker	yes	-	-
File	File uploader	-	-	Single file PDF, MS word only
URL	Text field	-	-	-
Status	Dropdown	Yes	Published, Deleted, Invisible	Single selection

[RE-8.7.3] HRA regulations listing will be shown for public users and each item will have the following:

- Title
- Date Published
- Downloadable File Type / link
- Category



[RE-8.7.4] Admin will have the ability to add an unlimited number of HRA regulations files/links.

[RE-8.7.5] Public users will be able to download the files from the website.

[RE-8.7.6] Admin will have the ability to manage HRA regulations categories from backend.

[RE-8.7.7] Users will have the ability to filter the HRA regulations using the filtration options below:

- By keyword
- Date range
- Category

Note: Any other requirements should be mentioned and discussed in detail before approval.

Note: Fields to be confirmed by NCHR team

8.8. National Health Strategies

[RE-8.8.1] This module allows the admin to upload national health strategies files to the website.

[RE-8.8.2] The below form will be provided to admin in the backend for adding national health strategies:

ENGLISH FIELD	FIELD TYPE	MANDATORY	VALUES	BUSINESS RULES
Title	Text field	yes	-	-
Category	Dropdown	yes	Categories will be provided by NCHR team	Single selection
Date	Date picker	yes	-	-
File	File uploader	yes	-	Single file PDF, MS word only
Status	Dropdown	Yes	Published, Deleted, Invisible	Single selection

[RE-8.8.3] National health strategies listing will be shown for public users and each item will have the following:

- Title
- Date Published
- Downloadable File Type
- Category

[RE-8.8.4] Admin will have the ability to add an unlimited number of national health strategies files.

[RE-8.8.5] Public users will be able to download the files from the website.



[RE-8.8.6] Admin will have the ability to manage national health strategies categories from backend.

[RE-8.8.7] Users will have the ability to filter the national health strategies using the filtration options below:

- By keyword
- Date range
- Category

Note: Any other requirements should be mentioned and discussed in detail before approval.

Note: Fields to be confirmed by NCHR team

8.9. Certifying IBR/ERC (Form)

[RE-8.9.1] Only logged in users will be able to submit for certifying IBR/ERC application.

[RE-8.9.2] Forms will be available for logged in users and they can download, fill them and upload under attachments field.

[RE-8.9.3] Users will be able to apply by filling in the below form fields:

ENGLISH FIELD	FIELD TYPE	MANDATORY	VALUES	BUSINESS RULES
Name	Text field	yes	-	-
Institution Profile	File uploader	yes	-	-
Email	Text field	yes	-	Email format
Contact details	Text box	yes	-	-
Attachments (Filled forms)	File uploader	yes	-	Multiple files can be uploaded as filled forms

[RE-8.9.4] Admin will receive an email notification up-on any new certifying request.

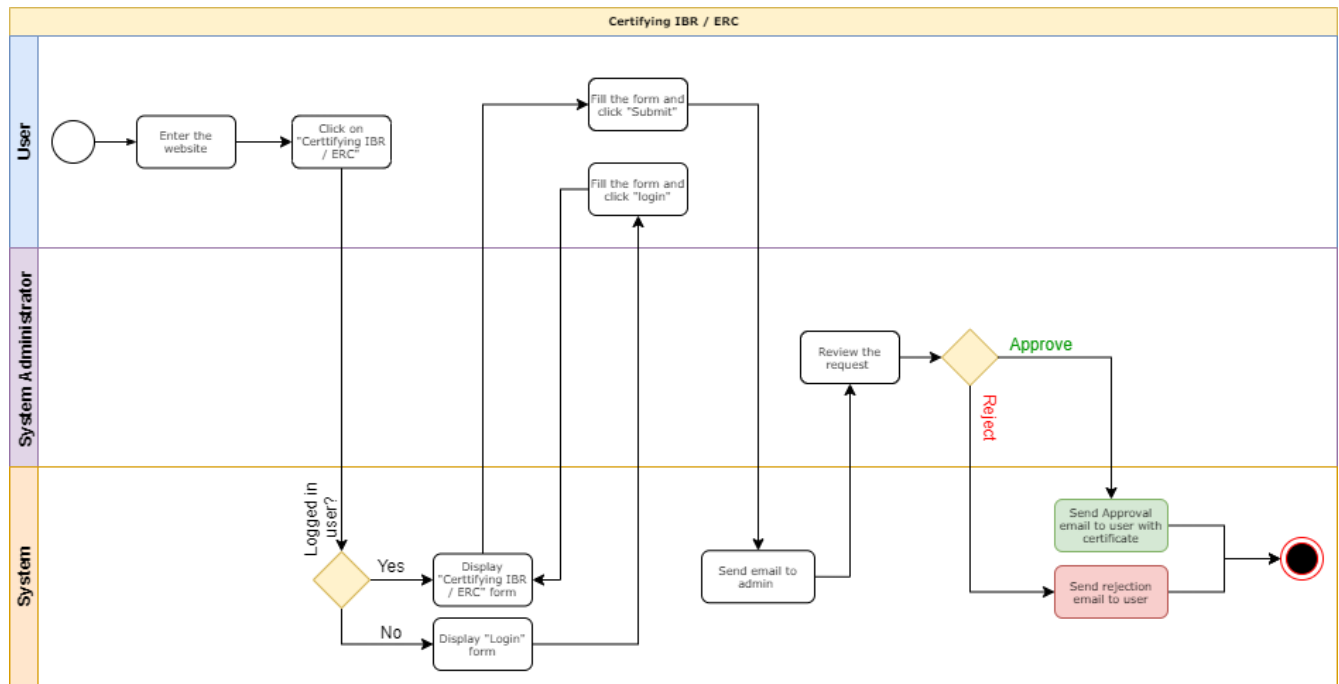
[RE-8.9.5] Admin will be able to view all submissions from backend and take actions:

- Approve
- Reject

[RE-8.9.6] Email notification will be sent to the approved user with certificate.

[RE-8.9.7] Email templates will be designed by FI based on the DLS. Content of the email template could be managed through the backend.

[RE-8.9.8] Below is submitting certifying IBR / ERC form process workflow:



Note: Any other requirements should be mentioned and discussed in detail before approval.

Note: Form fields to be confirmed by NCHR team

8.10. Funding Agencies

[RE-8.10.1] Separate module will be implemented to allow the admin to add the funding agencies to the website.

[RE-8.10.2] Admin should be able to add an unlimited number of funding agencies through the backend.

[RE-8.10.3] The below form will be provided to admin in the backend for adding funding agencies:

ENGLISH FIELD	FIELD TYPE	MANDATORY	VALUES	BUSINESS RULES
Agency name	Text field	yes	-	-
Category	Dropdown list	yes	National funding, international funding	Single selection
Description	Text area	yes	-	-
Featured image	File uploader	yes	-	Single file
Email address	Text field	-	-	-
Contact number	Text field	-	-	-



ENGLISH FIELD	FIELD TYPE	MANDATORY	VALUES	BUSINESS RULES
Address	Text field	-	-	-
Status	Dropdown	Yes	Published, Deleted, Invisible	Single selection

[RE-8.10.4] Funding agencies list will be available for everyone to view on the website.

[RE-8.10.5] Below will be shown within funding agencies listing:

- Agency name
- Featured image
- View more button.

[RE-8.10.6] Funding agency details will be shown in a dedicated page, including the following:

- Agency name
- Description
- Category
- Featured image
- Institutions contact details (email address, contact number, address)

[RE-8.10.7] Search and filtration options will be provided to users in the listing page:

- By keyword
- By category

Note: Any other requirements should be mentioned and discussed in detail before approval.

Note: Fields to be confirmed by NCHR team

8.11. Call For Proposal / Funding Opportunity (Form)

[RE-8.11.1] Only registered and logged in users will be able to apply for research projects/ programs by clicking on “Apply high priority research” from the announcement’s details page.

[RE-8.11.2] An informational page will be designed as an announcement details page will include all the details and eligibility.

[RE-8.11.3] Users will be able to apply by filling in the below form fields:

ENGLISH FIELD	FIELD TYPE	MANDATORY	VALUES	BUSINESS RULES
Individual / organization name	Text field	yes	-	-
Contact number	Text field	yes	-	-



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ENGLISH FIELD	FIELD TYPE	MANDATORY	VALUES	BUSINESS RULES
Email	Text field	yes	-	Email format
Details	Text box	yes	-	Single file
Proposal / Supported documents	File uploaders	Yes	-	Multiple files
Status	Dropdown	Yes	Published, Deleted, Invisible	Single selection



[RE-8.11.4] An email will be sent on successful submission to the user.

[RE-8.11.5] Admin will receive an email notification up-on new submission on call for proposal.

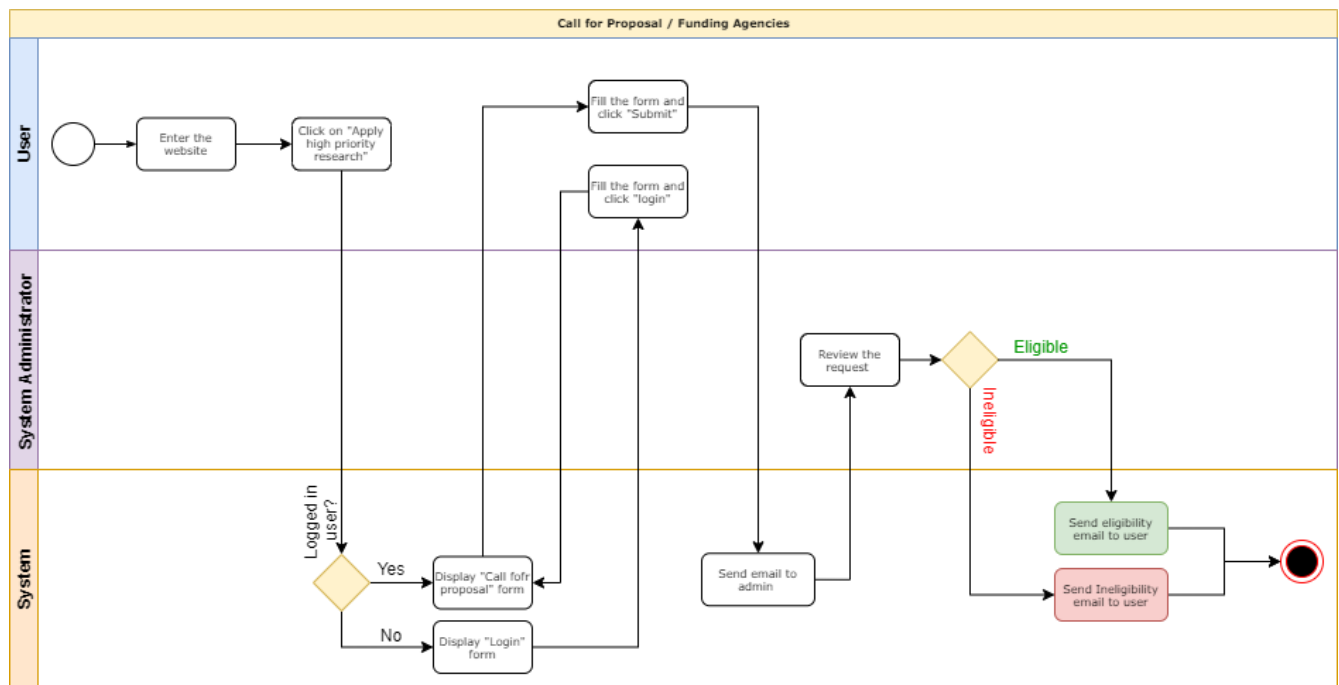
[RE-8.11.6] Admin will be able to view all submissions from the backend, and take actions:

- Eligible
- Ineligible

[RE-8.11.7] An email will be sent to the user after the admin take action.

[RE-8.11.8] Email templates will be designed by FI based on the DLS. Content of the email template could be managed through the backend.

[RE-8.11.9] Below is submitting call for proposal form process workflow:



Note: Any other requirements should be mentioned and discussed in detail before approval.

Note: Form fields to be confirmed by NCHR team

8.12. Biomedical Professional Network

[RE-8.12.1] Only registered and logged in users will be able to register to be part of the biomedical professional network.

[RE-8.12.2] Below are the request form fields for becoming a member in NCHR biomedical professional network. Google CAPTCHA will be used for form filling:

ENGLISH FIELD	FIELD TYPE	MANDATORY	VALUES	BUSINESS RULES
Full Name	Text field	yes	-	-
Contact number	Text field	yes	-	-
Email	Text field	yes	-	Email format
Gender	Dropdown	yes	Male, Female	Single selection
Date of Birth	Date picker	yes	-	-
Profession	Text field	yes	-	-
Organization Position	Text field	yes	-	-
Biodata Attachment	File Uploader	yes	-	-

Note: Form fields to be confirmed by NCHR team

[RE-8.12.3] Admin will receive an email notification up-on new request for joining in biomedical professional network.

[RE-8.12.4] Admin will be able to view all submissions from backend and take actions:

- Approve
- Reject



[RE-8.12.5] Below is submitting request for becoming a member in NCHR biomedical professional network process workflow:

8.12.1. Articles



[RE-8.12.1.1] Approved users (Biomedical professional network users) will be able to publish articles/content and comment, view others comments and profiles.

[RE-8.12.1.2] Admin will receive an email notification up-on adding new articles/contents by biomedical professional network users.

[RE-8.12.1.3] Admin will be able to review the published articles/content and take one of the below actions:

- Approve



- Reject

[RE-8.12.1.4] Approved articles/contents will be published for other network users only.

[RE-8.12.1.5] Admin can delete published articles/ contents and comments added by network users

[RE-8.12.1.6] The below form will be provided to admin & network users for adding articles/contents:

ENGLISH FIELD	FIELD TYPE	MANDATORY	VALUES	BUSINESS RULES
Article title	Text field	yes	-	-
Date	Date picker	yes	-	-
Abstract	HTML editor	yes	-	-
Full Text	HTML editor	yes	-	-

[RE-8.12.1.7] Below will be shown within articles/contents listing:

- Title
- Date
- View more button.

[RE-8.12.1.8] Article/content details will be shown in a dedicated page, including the following:

- Title
- Date
- Abstract
- Full text

[RE-8.12.1.9] Search and filtration options will be provided to users in the listing page:

- By keyword

Note: Fields to be confirmed by NCHR team

Note: Any other requirements should be mentioned and discussed in detail before approval.

Note: Internal communications between members is out of scope.

8.13. Events Conference Forum Symposium and Workshop Management

[RE-8.13.1] Admin will be able to add unlimited number of events through the backend.

[RE-8.13.2] Events will be available for everyone to view on the website. Below are the details that will be shown:

- Event title
- Description
- Topics

- Agenda
- Category
 - Event
 - Conference
 - Forum
 - Symposium
 - Workshop
 - Meeting
- Date Range (From – To)
- Register button (will show if the event is open for registration only)
- Add to calendar button
- Venue
- Speakers (Name, photo, time, type)
- Organizing committee (Name, photo, about, position)
- Scientific committee (Name, photo, about, position)
- Logistic committee (Name, photo, about, position)

[RE-8.13.3] Users will be able to search or filter the events list using the below:

- By keyword
- Category
- Date range

[RE-8.13.4] The below form will be provided to admin in the backend for adding events:

ENGLISH FIELD	FIELD TYPE	MANDATORY	VALUES	BUSINESS RULES
Event title	Text field	Yes	-	-
Event topics	Multiple text fields	Yes	-	Users will select from these topics in the registration
Category	Dropdown list	Yes	Event, Conference, Forum, Symposium, Workshop, Meeting	Single selection
Date (From)	Date picker	Yes	-	Should not be previous date
Date (To)	Date picker	Yes	-	Should not be before the (from) date
Description	HTML editor	Yes	-	-
Agenda	HTML editor	Yes	-	-





ENGLISH FIELD	FIELD TYPE	MANDATORY	VALUES	BUSINESS RULES
Speakers				
<ul style="list-style-type: none"> Below fields could be added multiple times Below 4 fields will be shown whenever the admin adds (speaker) 				
Speaker name	Text field	Yes	-	-
Speaker type	Dropdown	Yes	Will be provided by NCHR	Single selection
Speaker photo	File uploader	-	-	Single image
Speaker time	Text field	Yes	-	-
Organizing committee (Optional)				
<ul style="list-style-type: none"> Below fields could be added multiple times Below 4 fields will be shown whenever the admin adds (Organizing committee) 				
Name	Text field	Yes	-	-
Position	Text field	Yes	-	-
About	Text area	-	-	-
Photo	File uploader	-	-	Single image
Scientific committee (Optional)				
<ul style="list-style-type: none"> Below fields could be added multiple times Below 4 fields will be shown whenever the admin adds (Scientific committee) 				
Name	Text field	Yes	-	-
Position	Text field	Yes	-	-
About	Text area	-	-	-
Photo	File uploader	-	-	Single image
Logistic committee (Optional)				
<ul style="list-style-type: none"> Below fields could be added multiple times Below 4 fields will be shown whenever the admin adds (Logistic committee) 				
Name	Text field	Yes	-	-
Position	Text field	Yes	-	-
About	Text area	-	-	-



ENGLISH FIELD	FIELD TYPE	MANDATORY	VALUES	BUSINESS RULES
Photo	File uploader	-	-	Single image
Venue	Text field	Yes	-	-
Open for registration	Check box	Yes	-	If checked, register button will be shown.
Status	Dropdown	Yes	Published, Deleted, Invisible	Single selection

Note: Fields to be confirmed by NCHR team

 [RE-8.13.5] Documents will be available to users to download, fill and upload in attachments field based on the type of participation.

 [RE-8.13.6] Users will be able to register for an event by filling the below form fields.

ENGLISH FIELD	FIELD TYPE	MANDATORY	VALUES	BUSINESS RULES
Event name	Text field	Yes	-	Auto filled
Event date	Date picker	Yes	-	Auto filled
Name	Text field	Yes	-	Auto filled
Phone number	Text field	Yes	-	-
Email	Text field	Yes	-	Auto filled
Date of birth	Date picker	Yes	-	Auto filled
Organization	Text field	Yes	-	-
Position	Text field	Yes	-	-
Participate as	Dropdown	Yes	Keynote speaker, oral presentation, poster presentation	Single selection Some fields will be shown based on the selection. All required fields will be provided by NCHR



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ENGLISH FIELD	FIELD TYPE	MANDATORY	VALUES	BUSINESS RULES
Topic	Dropdown	Yes	Will show the list of event topics added by admin	Single selection
Attachments	File uploader	yes	-	Multiple files to upload pre downloaded and filled documents

Note: Form fields to be confirmed by NCHR team

[RE-8.13.7] An email will be sent on successful submission to the user.

[RE-8.13.8] Admin will receive an email once any user has registered to participate on the event.

[RE-8.13.9] Admin will be able to view all submissions from backend and take actions:

- Approve
- Reject

[RE-8.13.10] An email will be sent to the user with a badge after the admin take action.

[RE-8.13.11] Barcode will be auto generated for each badge on registration approval.

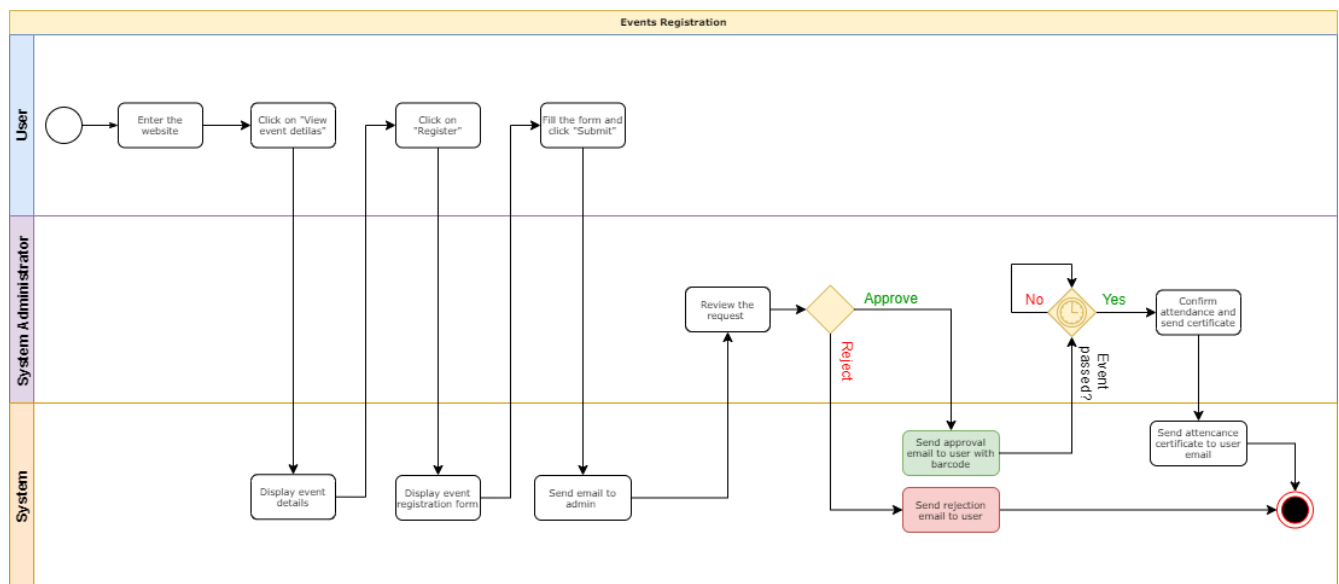
[RE-8.13.12] Email templates will be designed by FI based on the DLS. Content of the email template could be managed through the backend.

[RE-8.13.13] Admin will be able to confirm user's attendance and generate certificates for attended users.

[RE-8.13.14] An email will be sent to the user with the certificate after the admin confirms attendance.

[RE-8.13.15] Certificate template will be provided by NCHR team.

[RE-8.13.16] Below is event registration process workflow:



Note: Any other requirements should be mentioned and discussed in detail before approval.

Note: Evaluation of submitted requests/abstract and evaluation report are out of scope.

8.14. Announcements

[RE-8.14.1] A dedicated page within the website to display the list of announcements added by admin from the backend.

[RE-8.14.2] The below form will be provided to admin in the backend for adding announcements:



ENGLISH FIELD	FIELD TYPE	MANDATORY	VALUES	BUSINESS RULES
Title	Text field	yes	-	-
Description	HTML editor	yes	-	-
Category	Dropdown	yes	Will be provided by NCHR	Multiple selections
Status	Dropdown	Yes	Published, Deleted, Invisible	Single selection

[RE-8.143] Admin will have the ability to manage announcements categories from backend.

[RE-8.14.4] A listing view will be designed to display the list of announcements. And will include the following:

- Title
- Short description
- Date
- View more

[RE-8.14.5] Announcement details will be shown in a dedicated page, including the following:

- Title
- Full description
- Date
- Category
- Call to action buttons

[RE-8.14.6] Admin will have the ability to add an unlimited number of announcements.

[RE-8.14.7] Users will have the ability to filter announcements list using the filtration options below:

- Keyword
- Date
- Category

Note: Any other requirements should be mentioned and discussed in detail before approval.

Note: Fields to be confirmed by NCHR team



8.15. Education and Training

[RE-8.15.1] Admin will be able to add an unlimited number of training programs through the backend.

[RE-8.15.2] Upcoming and old training programs will be available for everyone to view on the website.

Below are the details that will be shown:

- Program title
- Start date
- End date
- Image
- Description
- Location or training URL
- Register button (will be shown for upcoming programs only)

[RE-8.15.3] Users should be logged in to the system to be able to register in the training.

[RE-8.15.4] Users will be able to search or filter the programs list using the below:

- By keyword
- Date range

[RE-8.15.5] The below form will be provided to admin in the backend for adding training programs:

ENGLISH FIELD	FIELD TYPE	MANDATORY	VALUES	BUSINESS RULES
Program title	Text field	Yes	-	-
Start date	Date picker	Yes	-	-
End date	Date picker	Yes	-	Should not be before the start date
Description	HTML editor	Yes	-	-
Location	Text field	-	-	One of them is mandatory
Training URL	Text field	-	-	
Open for registration	Check box	Yes	-	-
Status	Dropdown	Yes	Published, Deleted, Invisible	Single selection

Note: Fields to be confirmed by NCHR team

[RE-8.15.6] Documents will be available to users to download, fill and upload again under attachments filed.



[RE-8.15.7] Logged in users will be able to register for a program by filling the below form fields:

ENGLISH FIELD	FIELD TYPE	MANDATORY	VALUES	BUSINESS RULES
Full name	Text field	Yes	-	-
Phone number	Text field	Yes	-	-
Email	Text field	Yes	-	-
Date of birth	Date picker	Yes	-	-
Organization	Text field	Yes	-	-
Position	Text field	Yes	-	-
Attachments	File uploader	yes	-	Multiple files to upload pre downloaded and filled documents

Note: Form fields to be confirmed by NCHR team

[RE-8.15.8] An email will be sent on successful submission to the user.

[RE-8.15.9] Admin will receive an email upon new registration for training programs.

[RE-8.15.10] Admin will be able to view all submissions from backend and take actions:

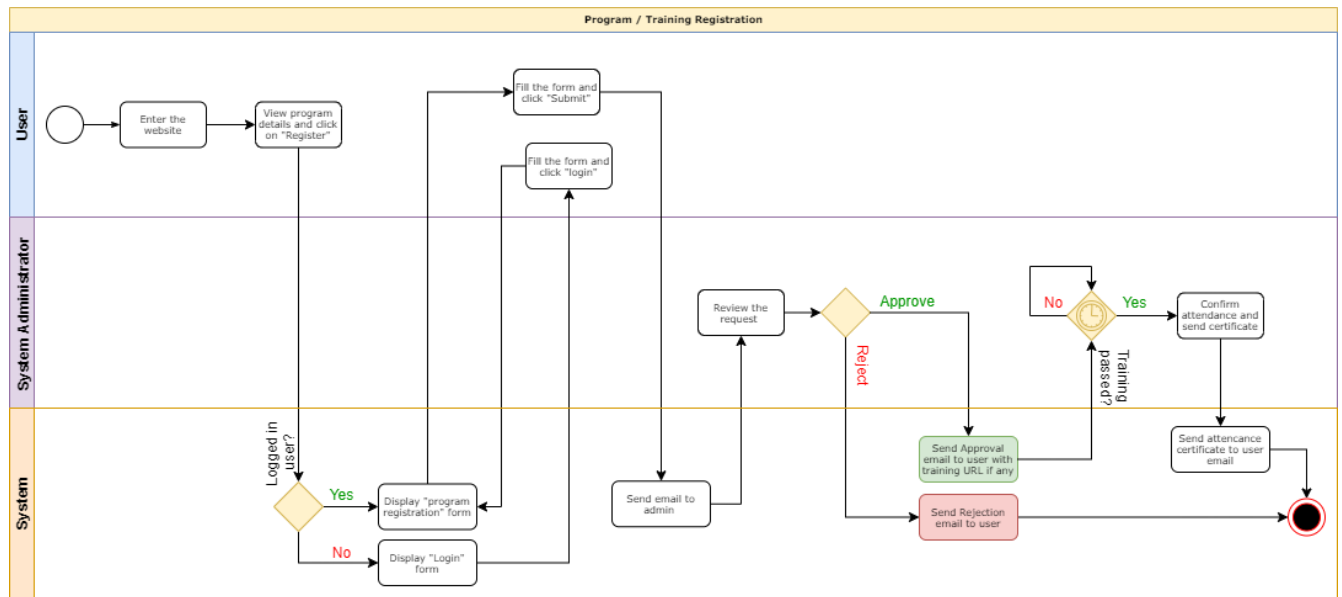
- Approve
- Reject

[RE-8.15.11] An email will be sent to the user after the admin take action.

[RE-8.15.12] Email templates will be designed by FI based on the DLS. Content of the email template could be managed through the backend.

[RE-8.15.13] Admin will be able to confirm user's attendance and generate certificates for attended users.

[RE-8.15.14] Below is training registration process workflow:



Note: Any other requirements should be mentioned and discussed in detail before approval.

8.16. Participation and feedback

8.16.1. Polls

[RE-8.16.1.1] Polls will be available under participation and feedback for public users to view and interact with.

[RE-8.16.1.2] The below form will be provided to admin in the backend for adding polls:

ENGLISH FIELD	FIELD TYPE	MANDATORY	VALUES	BUSINESS RULES
Question	Text field	yes	-	-



ENGLISH FIELD	FIELD TYPE	MANDATORY	VALUES	BUSINESS RULES
Date	Date picker	-	-	-
Answers	Dropdown	yes	-	-
Status	Dropdown	Yes	Published, Deleted, Invisible	Single selection

[RE-8.16.1.3] Users can respond to the polls and poll results will be displayed on the website.

[RE-8.16.1.4] Admin can view the results of the poll and export the results from the website backend.

Note: Any other requirements should be mentioned and discussed in detail before approval.

Note: Fields to be confirmed by NCHR team

8.16.2. News Articles

[RE-8.16.2.1] News articles section will be available under participation and feedbacks for public users to view and interact with.

[RE-8.16.2.2] Admin will be able to add an unlimited number of articles through the backend.

[RE-8.16.2.3] The below form will be provided to admin in the backend for adding articles:

ENGLISH FIELD	FIELD TYPE	MANDATORY	VALUES	BUSINESS RULES
Title	Text field	yes	-	-
Body	HTML editor	yes	-	-
Images	File uploader	-	-	Multiple images
Date	Date picker	yes	-	-
Status	Dropdown	Yes	Published, Deleted, Invisible	Single selection

[RE-8.16.2.4] Below will be shown in articles details page:

- Title
- Body
- Images
- Date

Note: Any other requirements should be mentioned and discussed in detail before approval.

Note: Fields to be confirmed by NCHR team

8.16.3. FAQs

[RE-8.16.3.1] Admin will be able to manage FAQs from the backend and can add unlimited number of FAQs.

[RE-8.16.3.2] Search and filtration options will be provided on the FAQs page:

- By keyword
- By category

[RE-8.16.3.3] Users can view all published FAQs.

[RE-8.16.3.4] The below form will be provided to admin in the backend for adding FAQs:

ENGLISH FIELD	FIELD TYPE	MANDATORY	VALUES	BUSINESS RULES
Question	Text field	yes	-	-
Answer	HTML editor	yes	-	Email format
Category	Dropdown	yes	To be provided by NCHR	Multiple selection
Status	Dropdown	Yes	Published, Deleted, Invisible	Single selection

[RE-8.16.3.5] Admin will have the ability to manage FAQs categories from backend.

[RE-8.16.3.6] FAQ components can be reused in other pages.

Note: Any other requirements should be mentioned and discussed in detail before approval.

Note: Fields to be confirmed by NCHR team

8.16.4. Newsletter

[RE-8.16.4.1] Users will be able to enter their email to subscribe to the newsletter.

[RE-8.16.4.2] Users can unsubscribe anytime.

[RE-8.16.4.2] System admin will be able to view all the subscribers email address on the backend. The subscription list can be exported to MS-Excel.

Note: Any email broadcasting is not part of the scope and it should be externally.

8.16.5. Suggestions

[RE-8.16.5.1] Feedback and suggestion section will be displayed in all website pages to allow users to submit their feedback and suggestions.

[RE-8.16.5.1] Admin will be able to view all submissions from the backend.



8.17. Accessibility Options

[RE-8.17.1] Accessibility options will guide the visitors with technical or physical disabilities, to customize the website and use it. Simple and user-friendly instructions will be listed on this page.

[RE-8.17.2] Below are some options that will be provided:

- Changing text font size
- Night reading
- Color blindness

8.18. Contact Us

[RE-8.18.1] Contact us page will contain below information:

- **Contact Details**
 - Contact number.
 - Fax
 - Email
 - P.O. Box
 - Offices Address
 - GPS Coordinates
 - Working time
- Contact Form
- **Location Map:** linked with google map.

[RE-8.18.2] A contact us form will be developed which will allow users to send enquiries.

[RE-8.18.3] Google CAPTCHA will be used for form filling.

[RE-8.18.4] All users submissions will be stored, and admin can view from the backend.

[RE-8.18.5] Submission will also be sent to an authorized person email provided by NCHR.

[RE-8.18.6] Once the form is submitted, email notification will be sent to the user email with successful submission.

[RE-8.18.7] Email templates will be designed by FI based on the DLS. Content of the email template could be managed through the backend.

[RE-8.18.8] The below form fields will be provided to the website users. Google CAPTCHA will be used for form filling:

ENGLISH FIELD	FIELD TYPE	MANDATORY	VALUES	BUSINESS RULES
Full Name	Text Field	yes	-	-



ENGLISH FIELD	FIELD TYPE	MANDATORY	VALUES	BUSINESS RULES
Email	Text Field	yes	-	Should be email format
Phone	Numeric Field	yes	-	-
Message	Text Box	yes	-	-

Note: Any other requirements should be mentioned and discussed in detail before approval.

Note: Fields to be confirmed by NCHR team

8.19. Advanced Search

[RE-8.19.1] Comprehensive search module will be implemented on the website which will help the users to find the content which they are looking for. User can filter search by:

- Pages
- Health regulatory authorities
- Health research publication release
- National ethics regulations
- HRA regulations
- National health strategies
- Funding agencies
- Biomedical professional network articles / content
- Events
- Training programs
- FAQs

[RE-8.19.2] Search features will be implemented on the search module such as:

- Auto Complete - Suggesting a search scope in autocomplete suggestions is ideal timing and help them finding the required products/groups easily.
- Suggested Keyword
- Quick Links

[RE-8.19.3] The search module will generate direct and related results.

Note: Any other requirements should be mentioned and discussed in detail before approval.

8.20. Google Analytics

[RE-8.20.1] Google Analytics will be implemented on the website to generate statistical reports.

[RE-8.20.2] Following features can be provided as part of google analytics:



- Users' personas & common user's behaviors
- User journey maps
- Number of clicks

8.21. SEO Friendly Features

[RE-8.21.1] The website will be developed as SEO friendly based on the standards and guidelines.

[RE-8.21.2] Admin can add the below details on each page/module to enhance the website performance:

- **Tags** – used to find related items automatically.
- **Related Items** – Admin can manually select related items and attach with the page which will be a helpful tool to group the content and boost the search engines visibility.
- **Meta Keywords** –used by search engines to index the page.
- **Meta Description** – Brief description about the page that will be used by search engines and will be displayed in search results.

[RE-8.21.3] XML Sitemap – will be uploaded to Google search engines to help make NCHR website rankings.

8.22. Menu Management

[RE-8.22.1] Admin will be able to see the website menus (main menu, footer menu, copyright menu).

[RE-8.22.2] Admin will be able to manage the hierarchy and re-order the menu items.

[RE-8.22.3] Admin will be able to filter the menu from the back end by:

- Keyword
- Language
- Status (Published, unpublished, active, deleted, all)

[RE-8.22.4] Admin will be able to select and delete, publish, unpublish, restore page form the menu.

8.23. User Dashboard & Profile

[RE-8.23.1] CMS dashboard will include the following:

- Statistics
- Most active/visited pages.
- Recent activity logs

[RE-8.23.2] Customized dashboard will be designed for different user types:

- Registered
- Biomedical professional network users

[RE-8.23.3] User profile will be implemented and includes their data. With the ability to update some data.