

	User Requirements Specification	Group IT
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Document Control Information

Effective from	Amendment	Version Number	Modified By
2014/12/01		Rev 0.1	Johan Scholtz

Glossary of Terms

Abbreviations

Abbreviation	Description
RFS	Request for service
URS	User requirements specification
BAU	Business as usual
FAQ	Frequently asked questions
N/A	Not Applicable

Definitions

Definitions	Description
System	It can be application, or middleware

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1. Introduction

Eskom uses an electronic form system with K2 workflow to approve various requests from business. Current eForms utilises the K2 Workflow tool to automate business processes and tracking their status. The tool enables forms to be assigned, routed, approved, acted upon and managed electronically through system controlled rules.

The Workflow tool also automates information routing, task processing and work-in progress reporting.

This current electronic form system has not been upgraded for more than ten years. This current BAU (business as usual) project will look at all current eForms used in the business and go through an exercise of cleaning up all, if any, duplications or forms with similar titles and migrate it to the new SmartForms solution.

Infrastructure upgrade and installation of K2 Blackpearl and SmartForms have been done as part of another BAU project.

As part of a total migration the current eForm portal will also be replaced by a new eForm portal which will be hosted on SmartForms instead of SharePoint to cater for mobility in the future as part of the new architectural design.

1.1 Purpose

Replacing the current eForms portal on the Eskom Intranet with a new eForms landing page. The hosting of the new eForms portal will be done on SmartForms. All actual eForms will still be maintained in the K2 production environment.

1.2 Scope

Replacement of current eForm portal on Eskom Intranet with new eForm portal on SmartForms.

2. Business Requirements

No business requirements on the upgrade of the eForm portal.

2.1 Information Requirements

Eskom's current eForm system has not been upgraded for more than 10 years and will soon not be supported. Eskom has upgraded its K2 platform, where eForms operate on, to the latest version – K2 BlackPearl and has also implemented SmartForms one of the suites offered by K2. SmartForms will replace the current eForm technology used in Eskom.

Thus the eForm portal will also be upgraded to the SmartForms environment as to improve the current eForm portal to be in line with the eForms upgrade to the new platform.

SmartForms has been approved as the landing page for any future use on mobility.

2.2 Reporting

No reporting will be done on the eForm portal.

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2.3 User Interface Requirements

Current User Interface

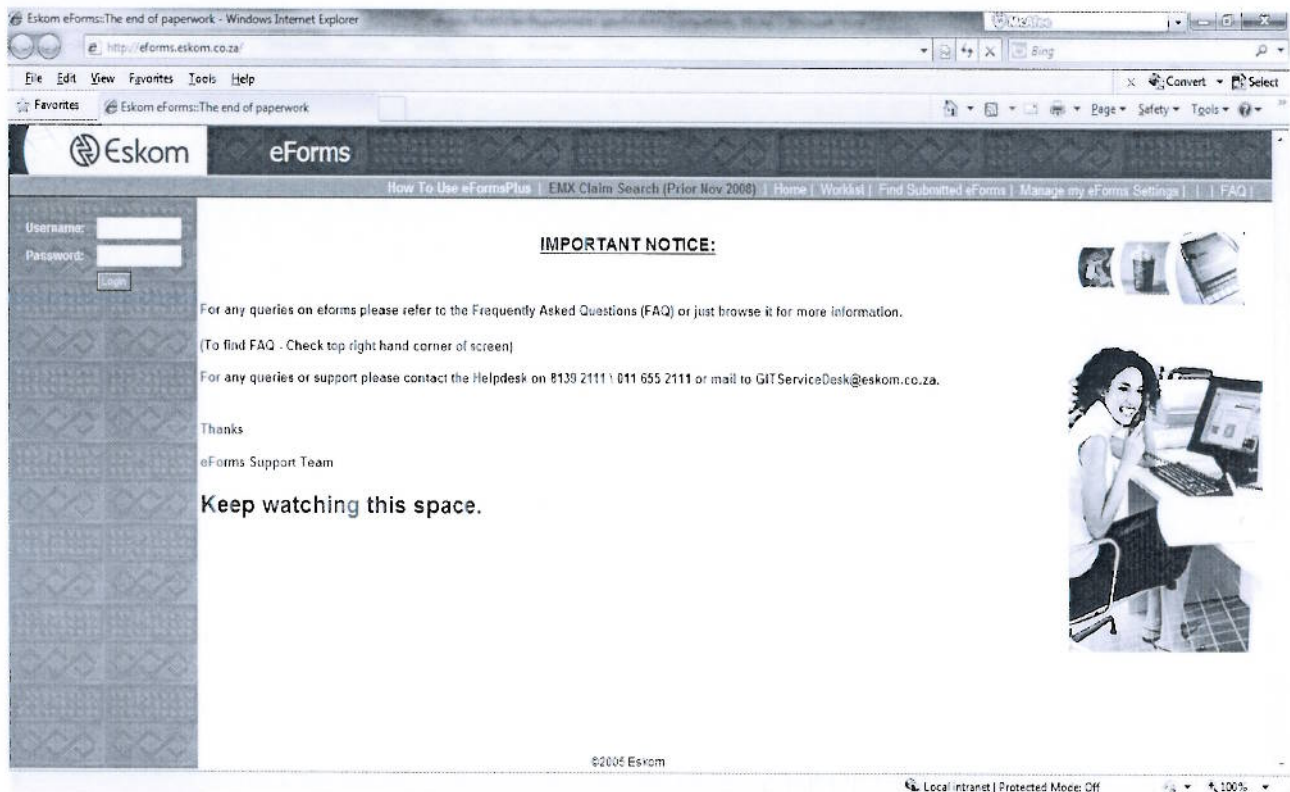


Figure 1 – Current eForm Portal

Proposed User Interface

Proposed eForms landing page hosted on SmartForms should cater for the following:

- new eForms created on the SmartForms environment.
- current eForms on old eForms environment.
- any submitted eForms
- worklist – both from new and old environments.

2.4 Performance Requirements

N/A

2.5 Security Requirements

New eForms portal via SmartForms will authenticate users via Windows authentication. It is important to note that the release of eForms to new SmartForms will be done in stages, thus it will mean some of the eForms will still be on the old platform and users must be able to access those eForms via the new portal, they will unfortunately have to log into those eForms via the old eForms portal because of how the system has been designed with regards to authentication. Old eForms environment has been designed to authenticate against the user and not on Windows authentication.

2.6 Training Requirements

No training on the use of the new eForms will be required.

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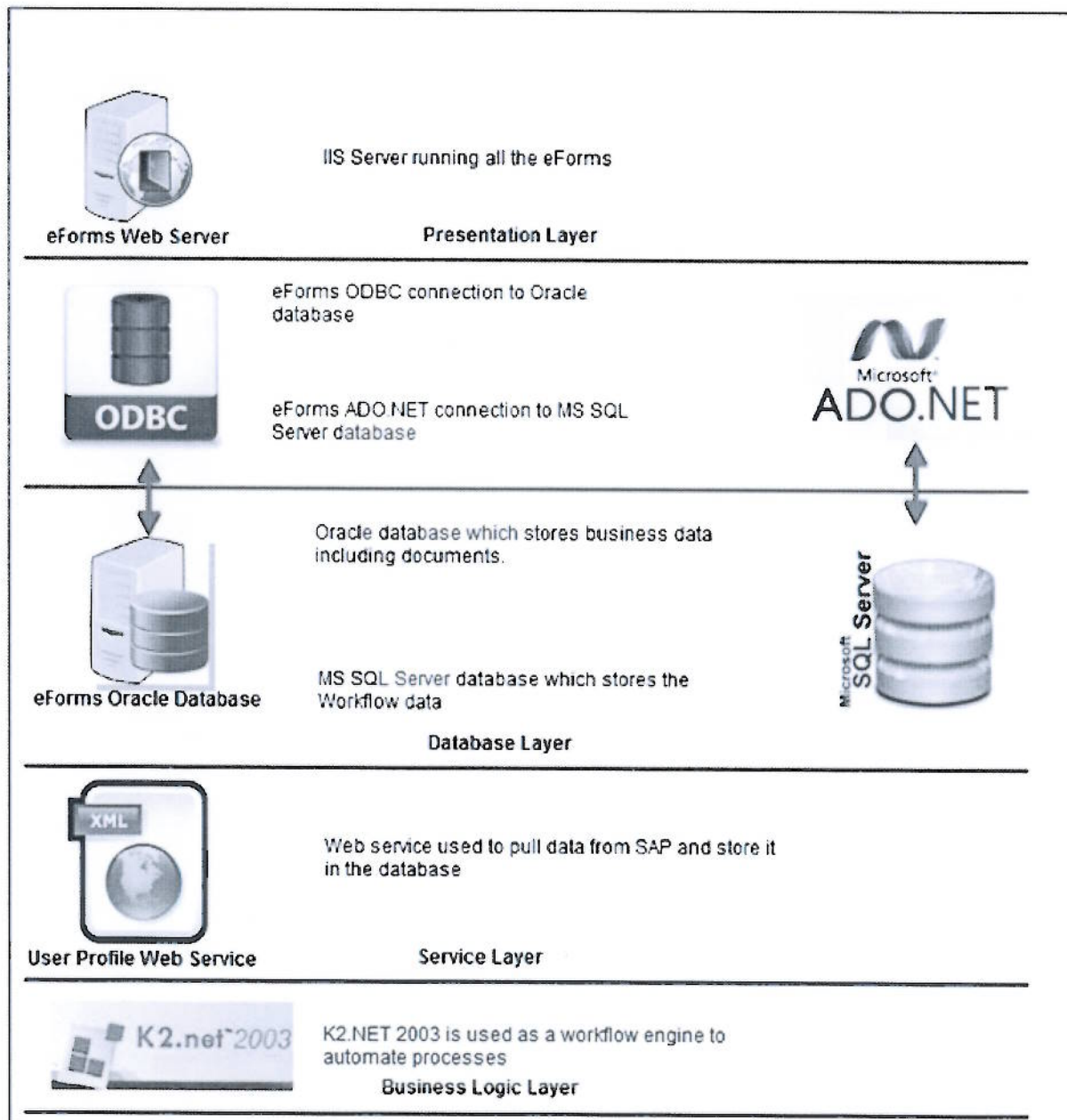
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2.7 Other Requirements

Forms displayed on the new eForms landing page via SmartForms will be both on the old K2 environment and on the new K2 environment. Once logged into the new eForms portal hosted on SmartForms users would need to login again on the old eForms portal because of the system design.

3. Process

3.1 AS-IS Process



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3.2 TO-BE Process

To be determined by the Analysis and Design team. Also refer to point 2.3 - User Interface Requirements.

4. Dependencies

N/A

5. Assumptions and Constraints

5.1 Assumptions

N/A

5.2 Constraints

Current constraint on this BAU project is the design of the old eForms environment. Authentication has been done on user authentication and not Windows authentication. Thus any eForms displayed on the new SmartForms landing page that a user would want to access would need to use the old eForms login environment.

6. Documents to be updated

N/A

7. References

7.1 Reference Documentation

No reference documents for the new eForms portal.

7.2 User Requirement Specification Signoff

This document was reviewed and approved in terms of accuracy and completeness by the following stakeholders:

Role	Name	Signature	Date
Functional Specialist	Marietjie Young		8/12/2014
Functional / Cell Lead	Riana van Dyk		8/12/2014
Requester	Johan Scholtz		8/12/2014

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