



## Ministry of social affairs Portal

### System requirements and prototype document

## Revision History

### Approvals

Name	Title	Date	Signature

### Changes Records

Date	Author	Version	Change Reference
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## 1 Introduction

### 1.1 Overview

This document provides a comprehensive description for MOSA portals. This document includes all the features, components and prototype for each of the portals and the requirements for these features and components.

### 1.2 Portals

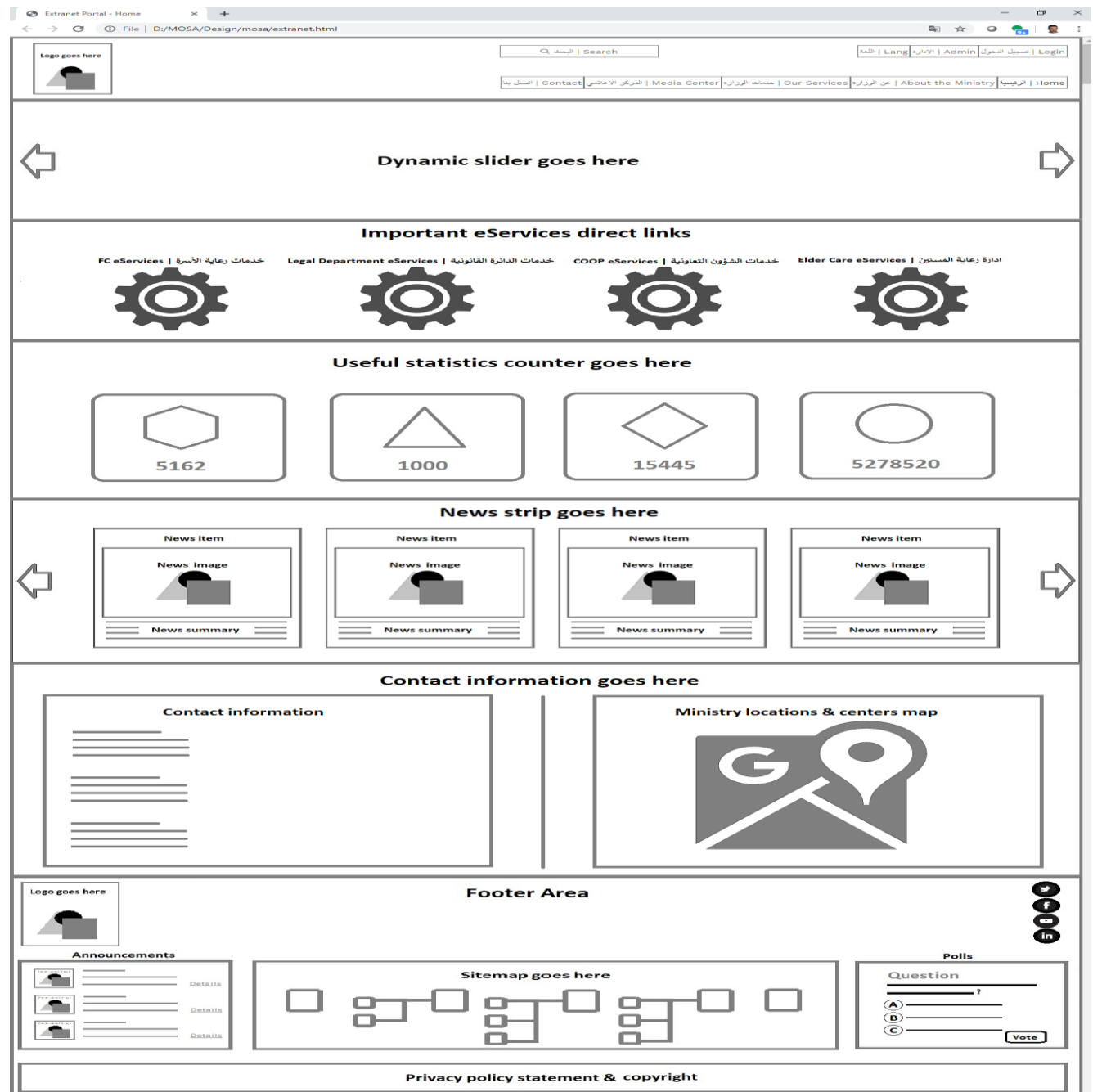
The system consist of two main portals, extranet portal for public and intranet portal for MOSA employees.

#### 1.2.1 Extranet Portal

This portal should provide public users with the ability to easily find information about MOSA like the strategy of the ministry, the organization structure, and the regulations at the ministry.

The portal should be supported with the components and features that allow MOSA of publishing news, announcements, and publications.





### 1.2.2 Intranet Portal

This portal should provide MOSA employees with the ability to easily collaborate and communicate each other.

The portal will allow MOSA departments of controlling and contribute their contents from a unified content repository which provide secured access for data based on employee's roles and accounts.

The portal should be supported with the components and features that allow MOSA of publishing news, events, and announcements.

Intranet Portal - Home
D:\MOSA\Design\mosa\intranet.html
File
D:\MOSA\Design\mosa\intranet.html
Search
البحث
Lang
الإنارة
Admin
weblogic
مرحبا
Welcome
weblogic
Content
المحتويات
Media Center
المركز الاعلامي
Social Networking
المشاركة الاجتماعية
الرئيسية
Home

Logo goes here

**Ministry Central Archive eServices**

- Service1 Link
- Service2 Link
- Service3 Link
- Service4 Link
- Service5 Link
- Service6 Link

**Events**

21 Dec
Event Location
Event Title
23 Dec 2020

21 Dec
Event Location
Event Title
23 Dec 2020

**Message board (timeline)**

Whats in your mind...
Post

**Activity Stream (log)**

**Most Recent Documents**

- 
- 
- 
-

**News strip goes here**

News item

News image

News summary

News item

News image

News summary

News item

News image

News summary

News item

News image

News summary

Logo goes here

**Footer Area**

Announcements

Details

Details

Details

**Sitemap goes here**

**Polls**

Question

?

A

B

C

Vote

Privacy policy statement &amp; copyright

### 1.3 Intended audience

1. MOSA IT team

2.	Project managers
3.	Business analysts

### 1.4 Terms

#	Item	Description
1.	Extranet Portal	Public portal for ministry visitors
2.	Intranet Portal	Private portal for ministry employees
3.	Elastic Search	Highly scalable search engine
4.	Portlet Producer	Provider for Portlets to enable the integration with external applications and services.

### 1.5 Abbreviations

#	Item	Description
1.	MOSA	Ministry of social affairs
2.	RFP	Request for proposal
3.	N/A	Not available

## 2 Extranet Portal Components

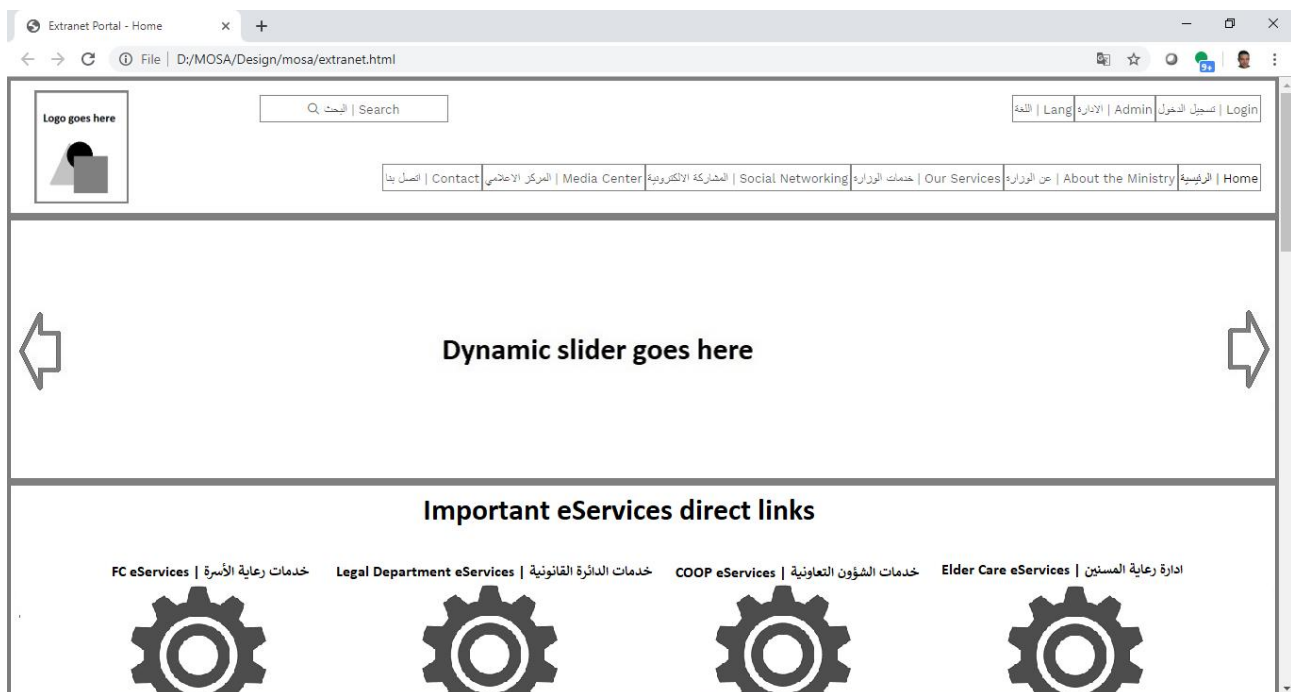
### 2.1 Mega-Menu Navigation

#### 2.1.1 Description

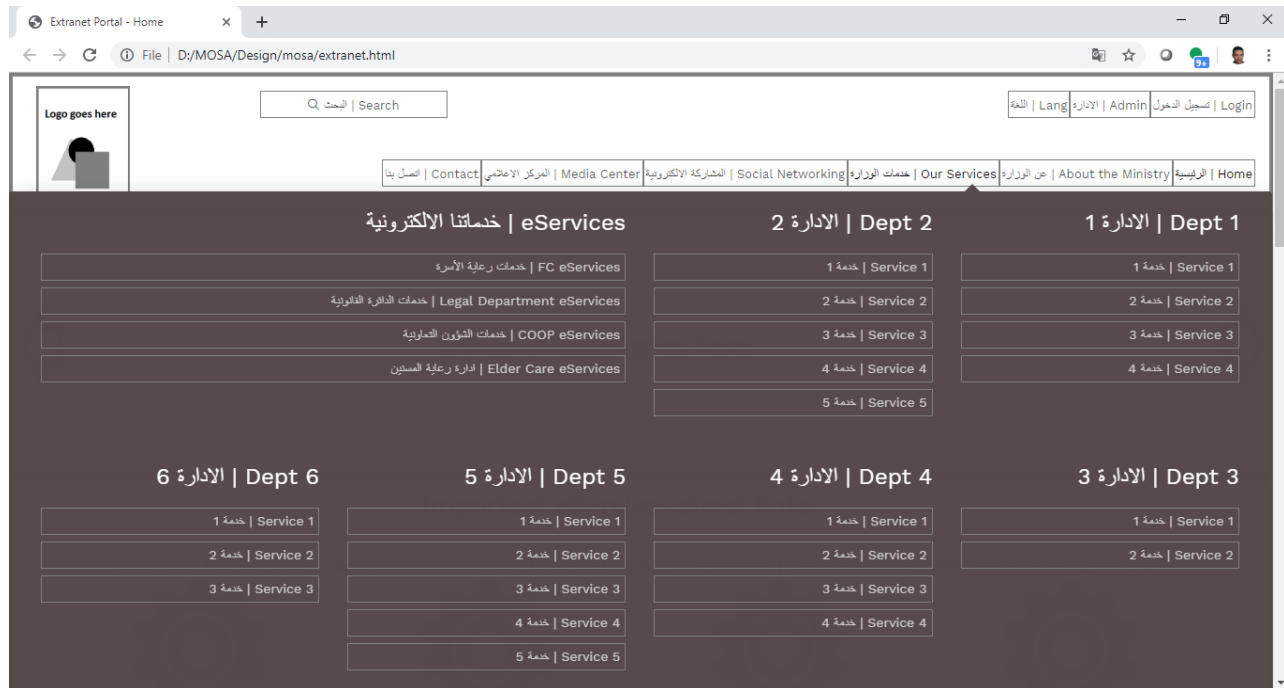
A rich full-width multileveled navigation area that reflects the pages navigation model in Webcenter portal. It is a large panel of content which is displayed below first-level menu item when the user clicks over. Mega Menus can contain sub menu items, images, or maybe widgets.

#### 2.1.2 Mockups

Collapsed (unclicked) mega-menu should look like the following:



When any of the first level menu items that have sub-menus clicked, a full-width sub-menu container will be collapsed. All related sub-menus (all levels) will be displayed.



### 2.1.3 Requirements

- Mega-menu should support displaying all sub-menus in one container.
- Sub-menu containers must fit to page width and contained sub-menu height.

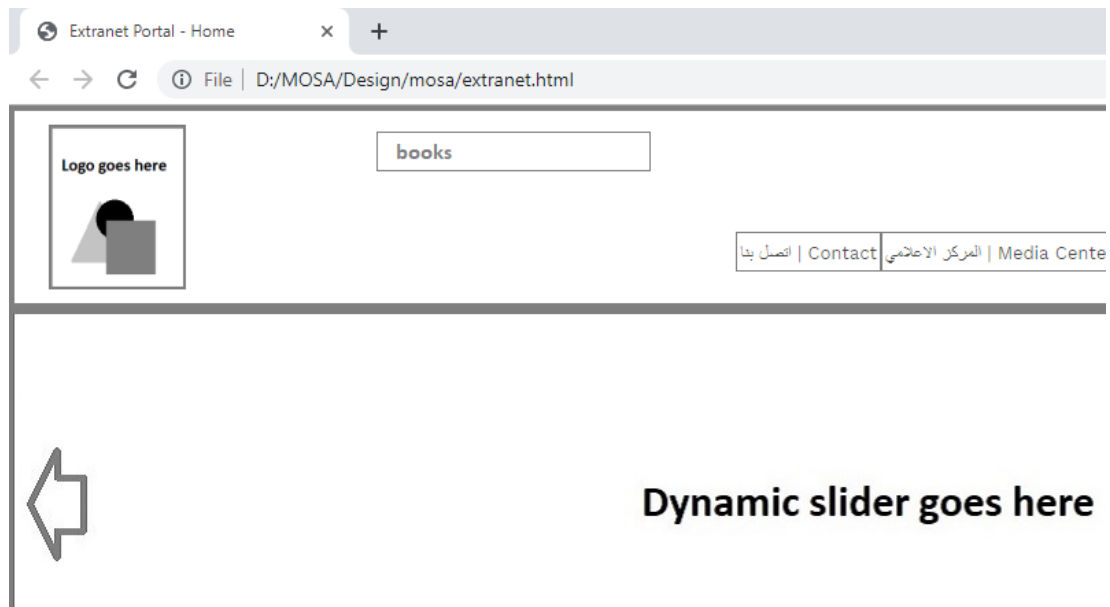
## 2.2 Search

### 2.2.1 Description

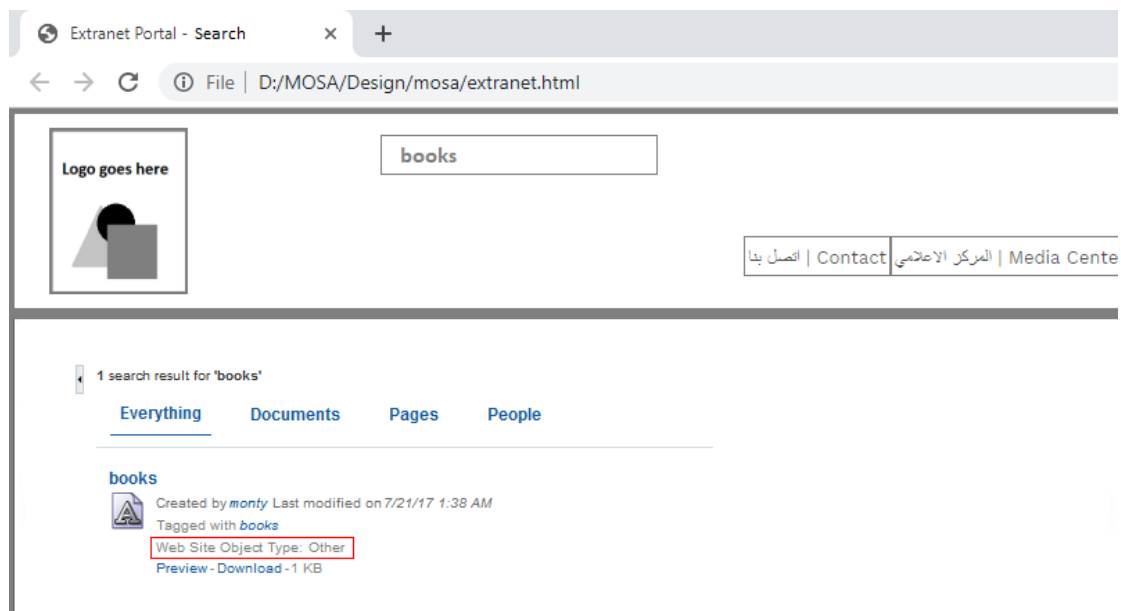
A highly scalable search engine allow searching big volumes of data quickly. Users will be able to filter search results by content type [Documents, Pages, etc...].

### 2.2.2 Mockups

A search box in the header should look like this:



When users perform search by searching keywords in the search box, the system will return search result in search result page that look like the following:



### 2.2.3 Requirements

- Search box must be available across all the pages.
- No exception for searched data, all system components [Content, Pages, People, Tags, etc...] will be searchable.



## 2.3 Services Portlets

### 2.3.1 Description

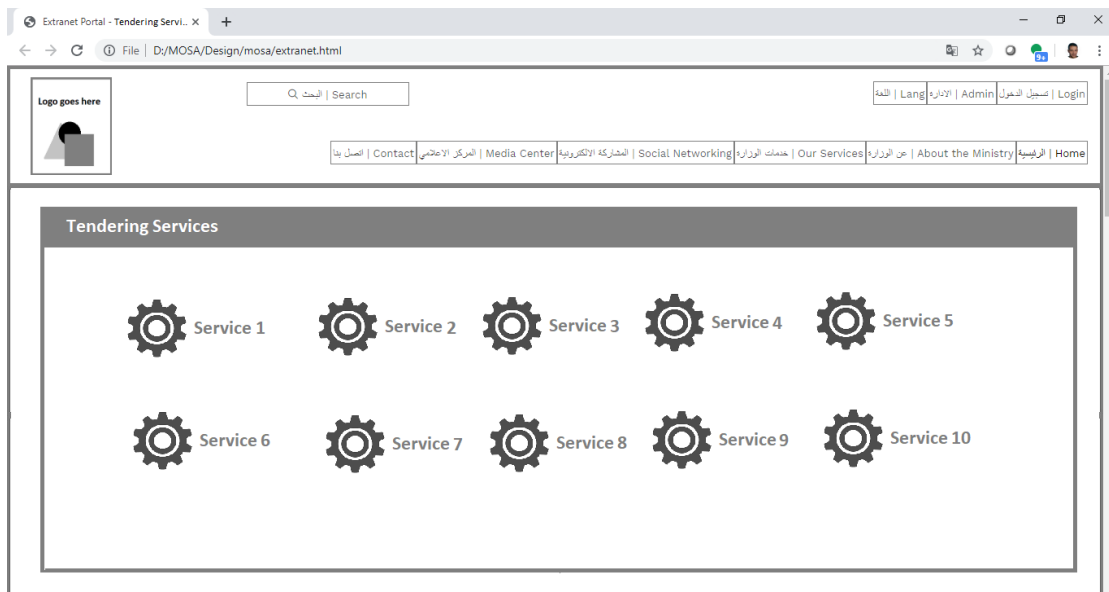
Providing the ability to use external systems and services all in one unified interface, Services Portlets will allow MOSA of using the integrated services like [FC Services, Legal Services, etc...].

### 2.3.2 Mockups

The users will be provided with the ability to reach the service from the main menu navigation, and from the quick access section in the home page. In this section there is a set of links (with icons) redirects to the department's services page.



Department's services page lists all the automated services of this department.



Service page should also show the current location via breadcrumbs on top of this embedded service like the following:

Page 18 of 110

### 2.3.3 Requirements

- A breadcrumbs to show current location (service location in the menu).
- Embedding external services or applications as inline frame is not acceptable.

## 2.4 Services Catalog

### 2.4.1 Description

A full descriptive service information card. Users can find all information about MOSA services in this catalog, it'll be categorized by department in the mega-menu, and it should show the current location via breadcrumbs on top of this information card.

### 2.4.2 Mockups

A content page with all information metadata [service name, department, etc...] about department's services.

Extranet Portal - Service 1
D:/MOSA/Design/mosa/extranet.html
Lang | Admin | تسجيل الدخول | Login
الصفحة | Contact | المركز الاتحادي | Media Center | المشاركة الإلكترونية | Social Networking | خدمات الوزارة | Our Services | عن الوزارة | About the Ministry | الرئيسية | Home

Dept 1 | 1 | الخدمة

Service No  
SER001  
Service Name  
خدمة 1 | Service 1  
Department  
الادارة 1 | Dept 1  
Service Description  
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim.  
Service Conditions  
1. Condition | شرط  
2. Condition | شرط  
3. Condition | شرط  
Service Prerequisites  
1. Prerequisite | متطلب  
2. Prerequisite | متطلب  
3. Prerequisite | متطلب  
Service Related Departments  
1. Dept 5 | الادارة 5  
2. Dept 7 | الادارة 7  
Service Centers & Locations  
1. Center 1 - Kuwait dist.16 [See map](#)  
2. Center 2 - Loc dist.12 [See map](#)  
Service Suggestions  
1. Suggestion 1 | اقتراح 1  
2. Suggestion 2 | اقتراح 2  
3. Suggestion 3 | اقتراح 3

### 2.4.3 Requirements

- A breadcrumbs to show current location (information card location in the menu).
- We need to collect data about services from each department in the ministry, we expect to provide us with these data by filling the suggested template for service information (questionnaire).

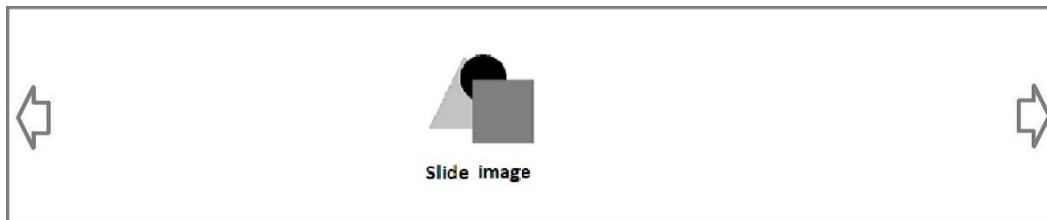
## 2.5 Dynamic Slider

### 2.5.1 Description

A set of content items that slides in the main focus area at the home page. Focus areas in portals always contains essential information about the organization and its strategy.

### 2.5.2 Mockups

Multiple slides will flip or turn in motion inside this slider, a slide might be an absolute image or it can hold some textual information. It will look like this:

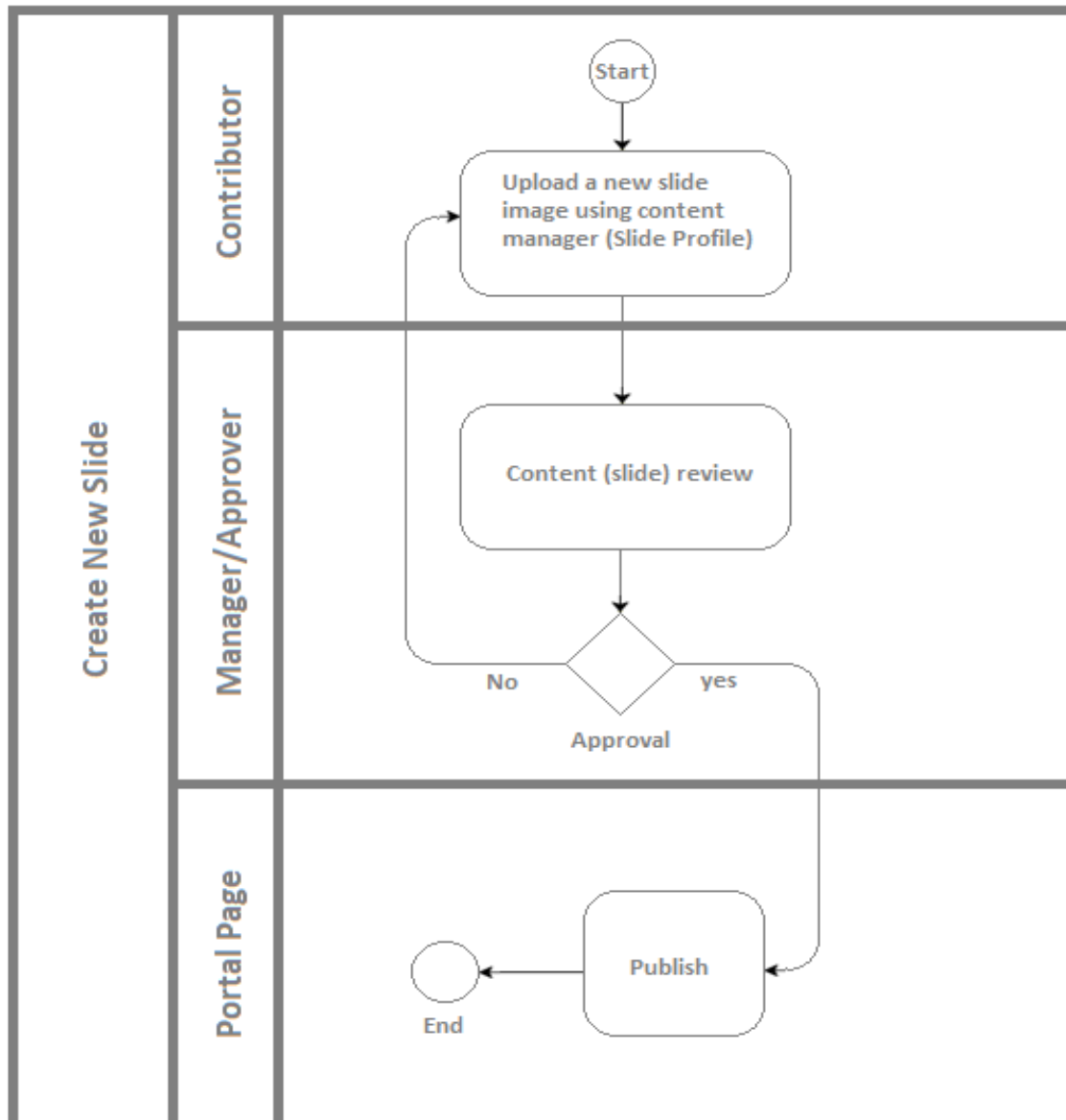


### 2.5.3 Requirements

- Suggested slider will support images slides or images & text slides. There is no specific requirements or extra metadata. Metadata for this content type are:
  - Title
  - Image
  - Text (headline, brief description, summary, or maybe empty).
- A content profile is required for this content type.
- A content presenter is required to present this content type.
- New slides must be verified and approved via one step approval workflow.

### 2.5.4 Workflow

MOSA contributors will manage to create and publish these slides in a verification and approval workflow.



## 2.6 News

### 2.6.1 Description

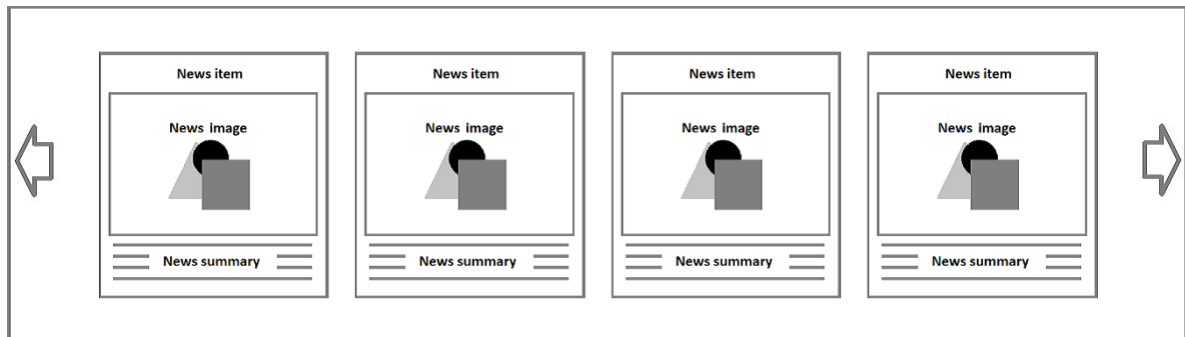
News is used to inform extranet (public) users about the new updates, activities and news of the ministry.

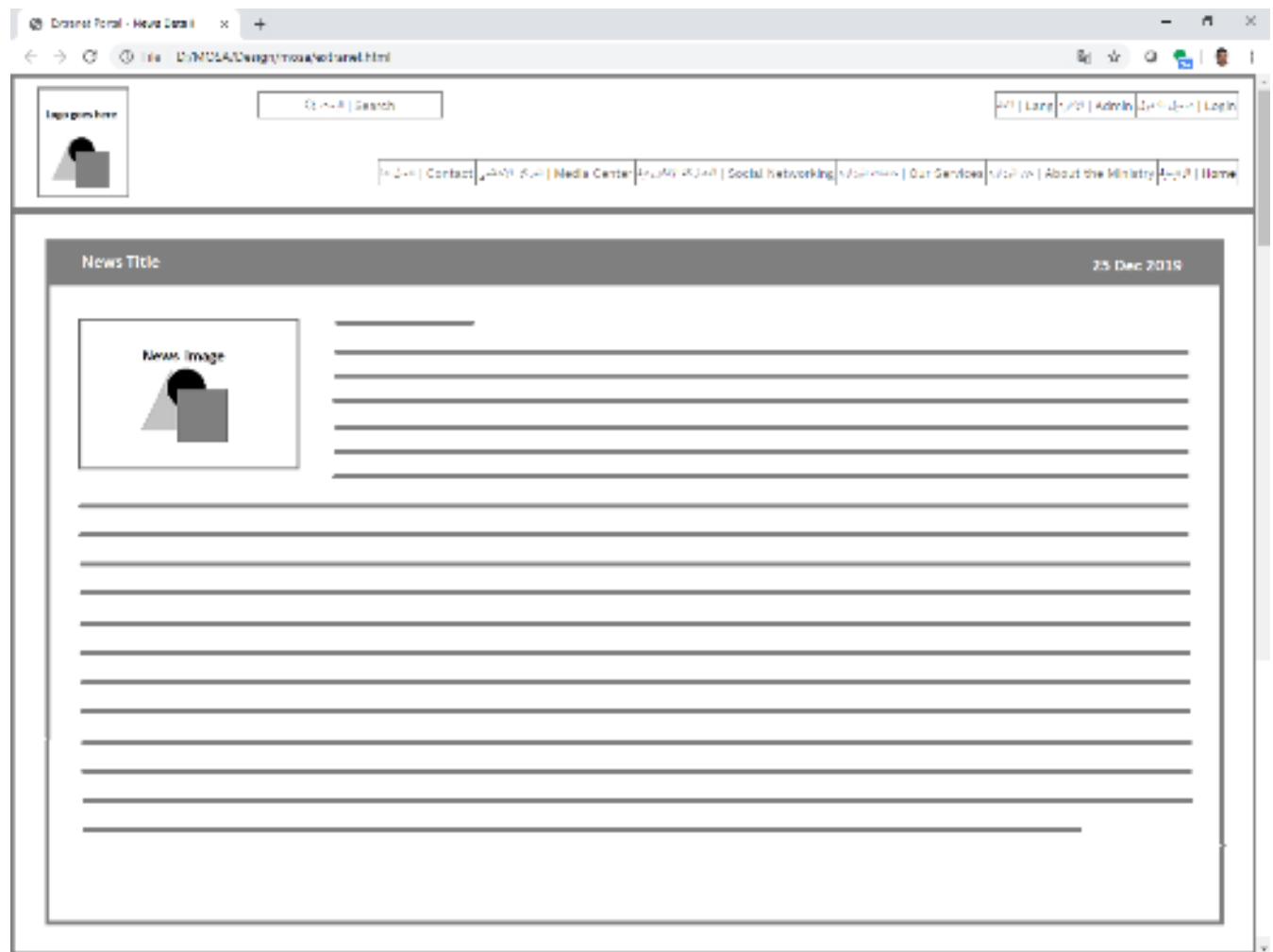
All news about the ministry will be added and verified in the content server through the portal. This type of content will be available for users from the main menu navigation and from the home page.

### 2.6.2 Mockups

A set of news items that display in a strip at the home page. This strip show the most recent news, the users will be able to find more news in the news page. News page provides the users with the ability to find MOSA news, it will be displayed as mini-view news item, which consist of a thumbnail image, a summary about the news, and the date of the news. The users will be also able to sort the news by date and name, as they will be able to search for news from this page.

News detail page show the actual news details, the system display full information about the news (all metadata).





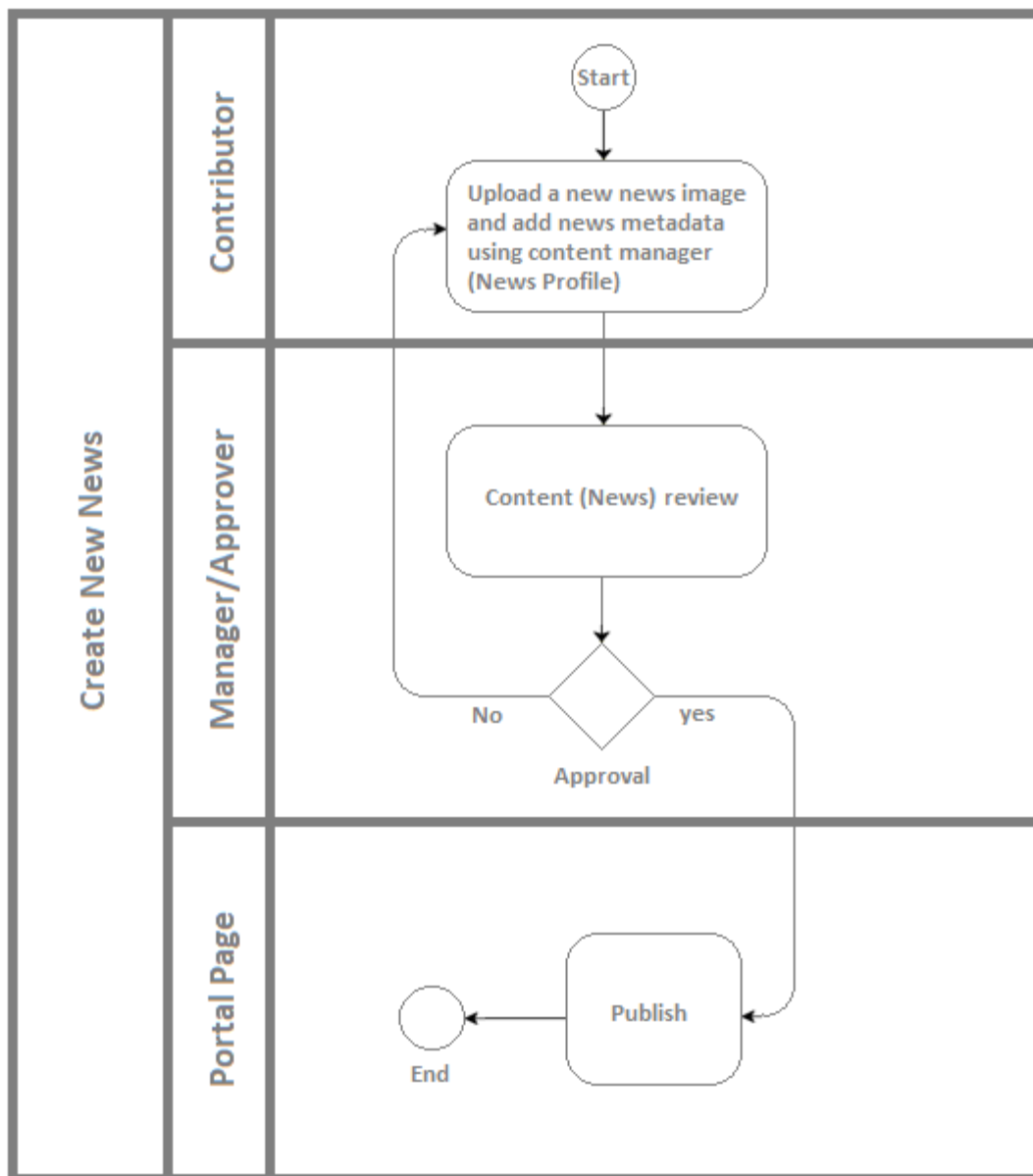
### 2.6.3 Requirements

- News items consist of the following metadata:
  - Title
  - Text (summary)
  - Image
  - Text Paragraphs (for details).
- A content profile is required for this content type.
- A content presenter is required to present this content type.
- New news must be verified and approved via one step approval workflow.
- Define the contributors and approvers.



#### 2.6.4 Workflow

MOSA contributors will manage to create and publish these news in a verification and approval workflow.



## 2.7 Announcements

### 2.7.1 Description

Announcements is used to inform extranet (public) users about opportunities at the ministry.

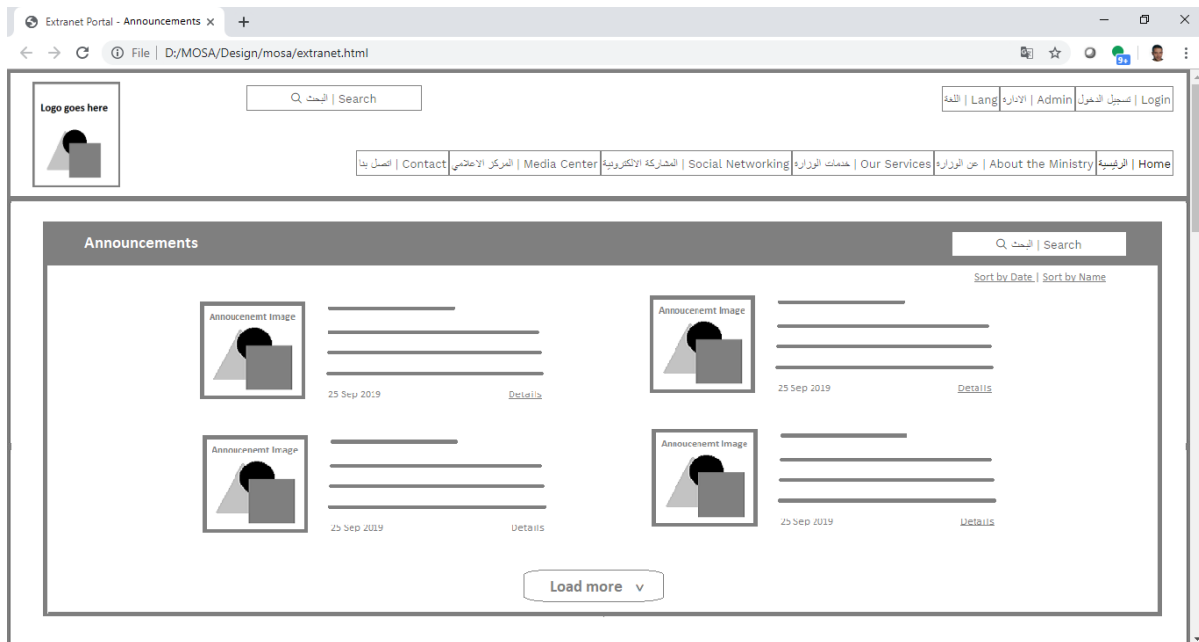
All announcements about the ministry will be added and verified in the content server through the portal. This type of content will be available for users from the main menu navigation and from a widget in the footer across all the pages.

### 2.7.2 Mockups

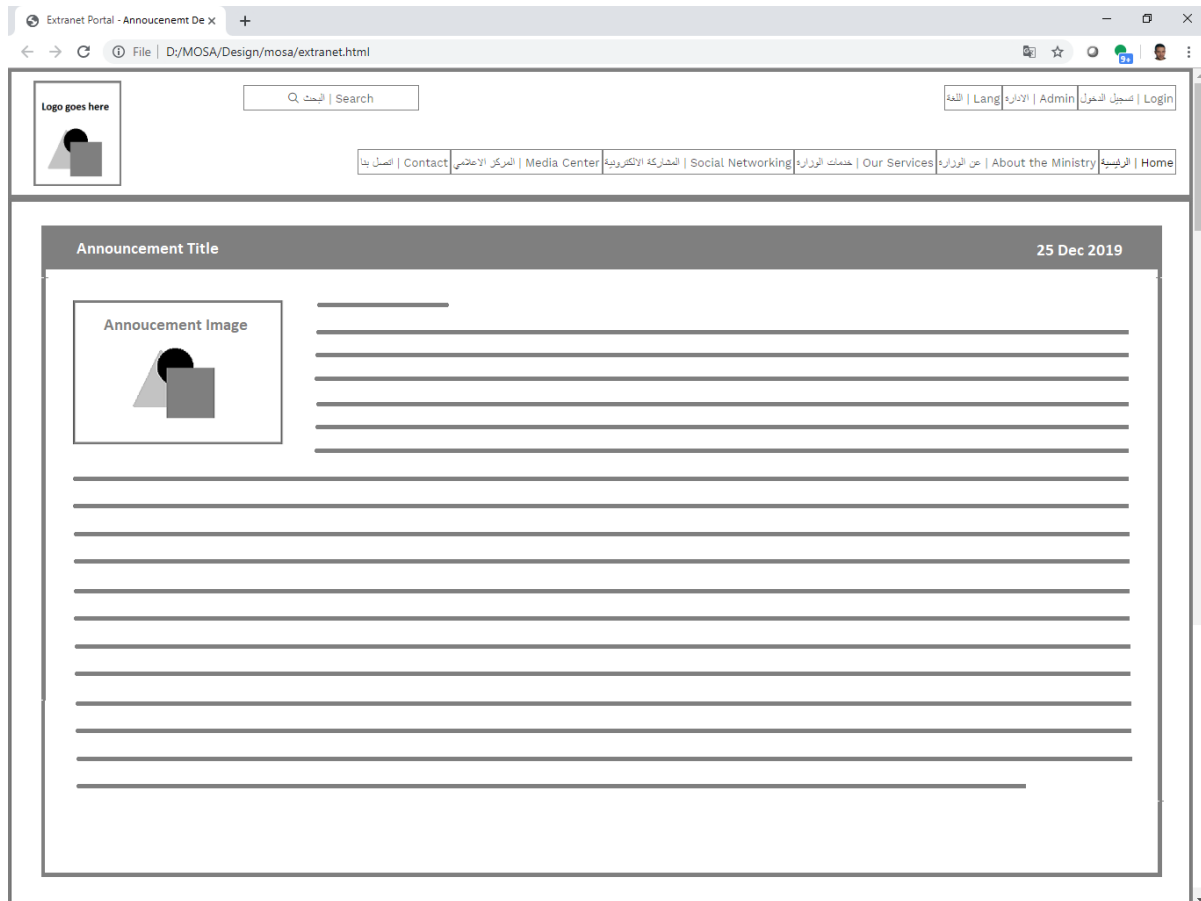
A set of announcements items that display in a widget at the footer. This widget show the most recent announcements, the users will be able to find more announcements in the announcements page.



Announcements page provides the users with the ability to find MOSA announcements, it will be displayed as mini-view announcement item, which consist of a thumbnail image, a summary about the announcement, and the date of the announcement. The users will be also able to sort the announcements by date and name, as they will be able to search for announcements from this page.



Announcements detail page show the actual announcement details, the system display full information about the announcement (all metadata).

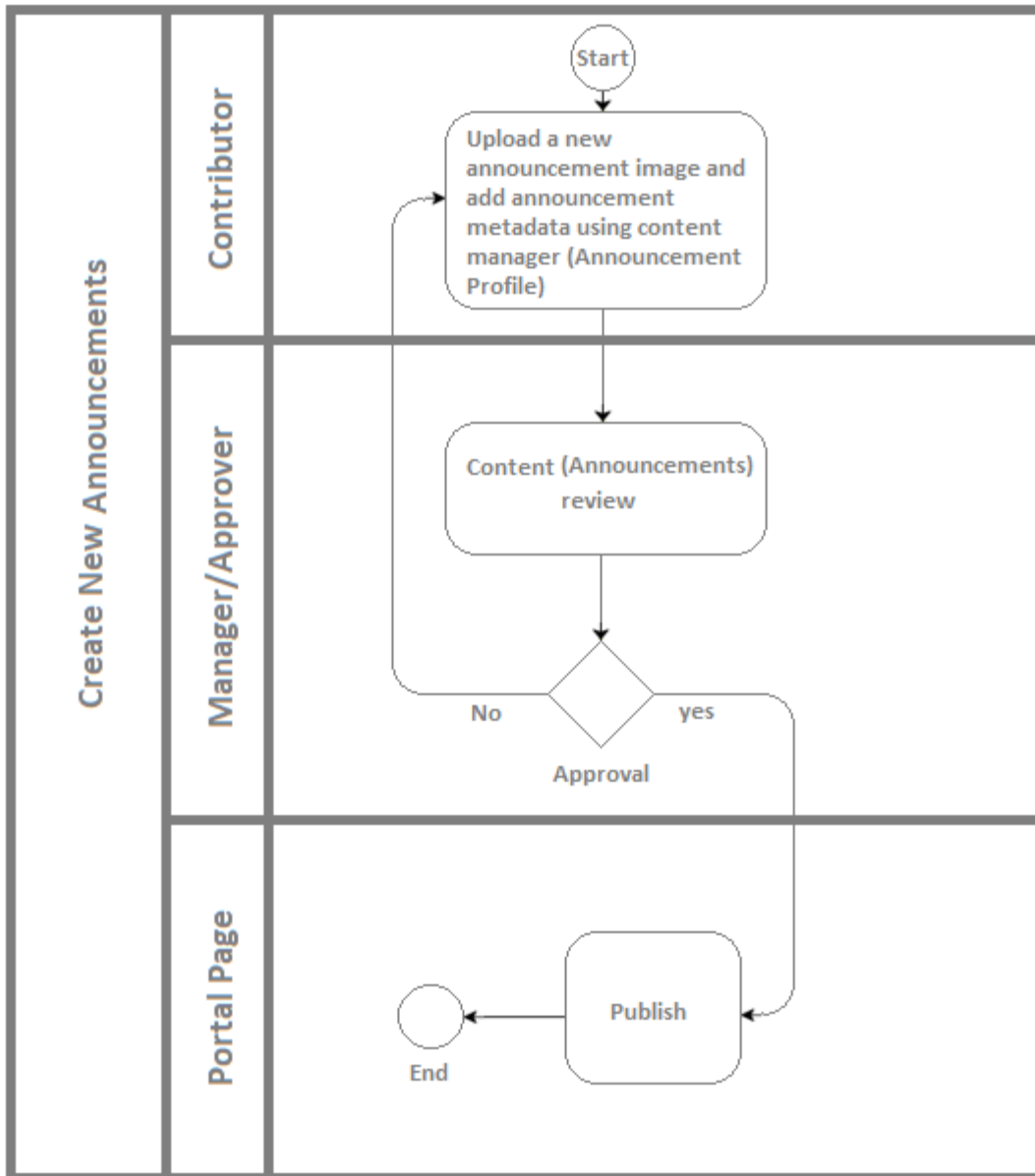


### 2.7.3 Requirements

- Announcements items consist of the following metadata:
  - Title
  - Text (summary)
  - Image
  - Text Paragraphs (for details).
- A content profile is required for this content type.
- A content presenter is required to present this content type.
- New announcements must be verified and approved via one step approval workflow.
- Define the contributors and approvers.

#### 2.7.4 Workflow

MOSA contributors will manage to create and publish these announcements in a verification and approval workflow.



## 2.8 Events

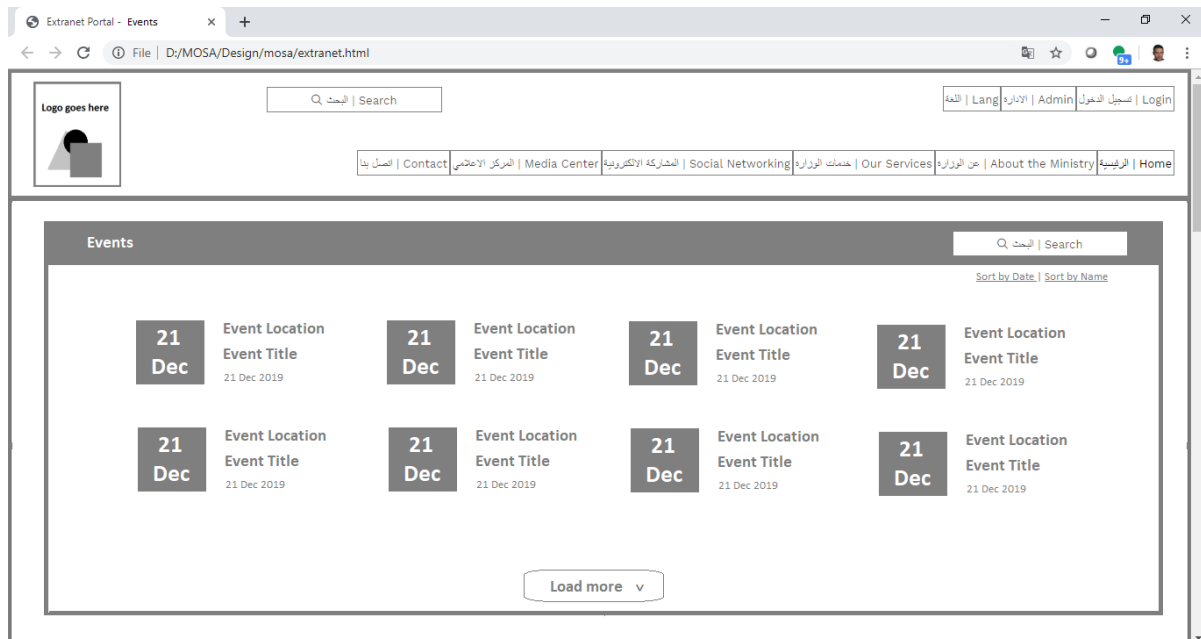
### 2.8.1 Description

Events is used to inform extranet (public) users about the activities of the ministry for specific date, an event is actually a calendar item.

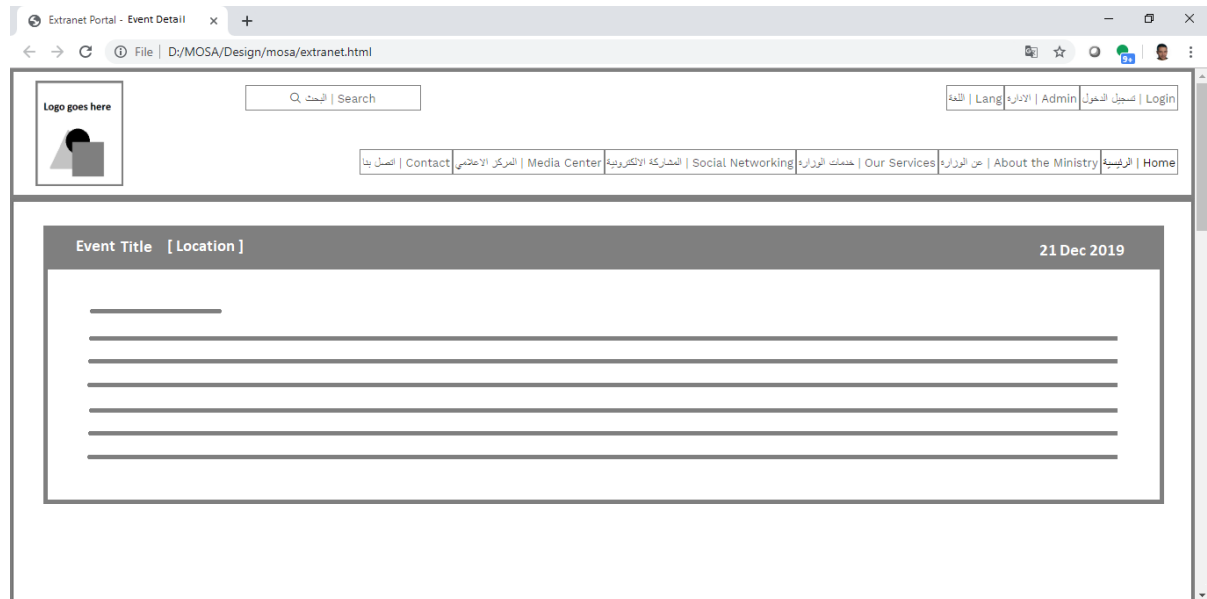
All events of the ministry will be added and verified in the content server through the portal. This type of content will be available for users from the main menu navigation.

### 2.8.2 Mockups

Events page provides the users with the ability to find MOSA events, it will be displayed as mini-view announcement item which consist of a box for date, the location of the event (this might be a sale, area, or a full address), and the title of this event. The users will be also able to sort the events by date and name, as they will be able to search for announcements from this page.



Event detail page show the actual event details, the system display full information about the event (all metadata).



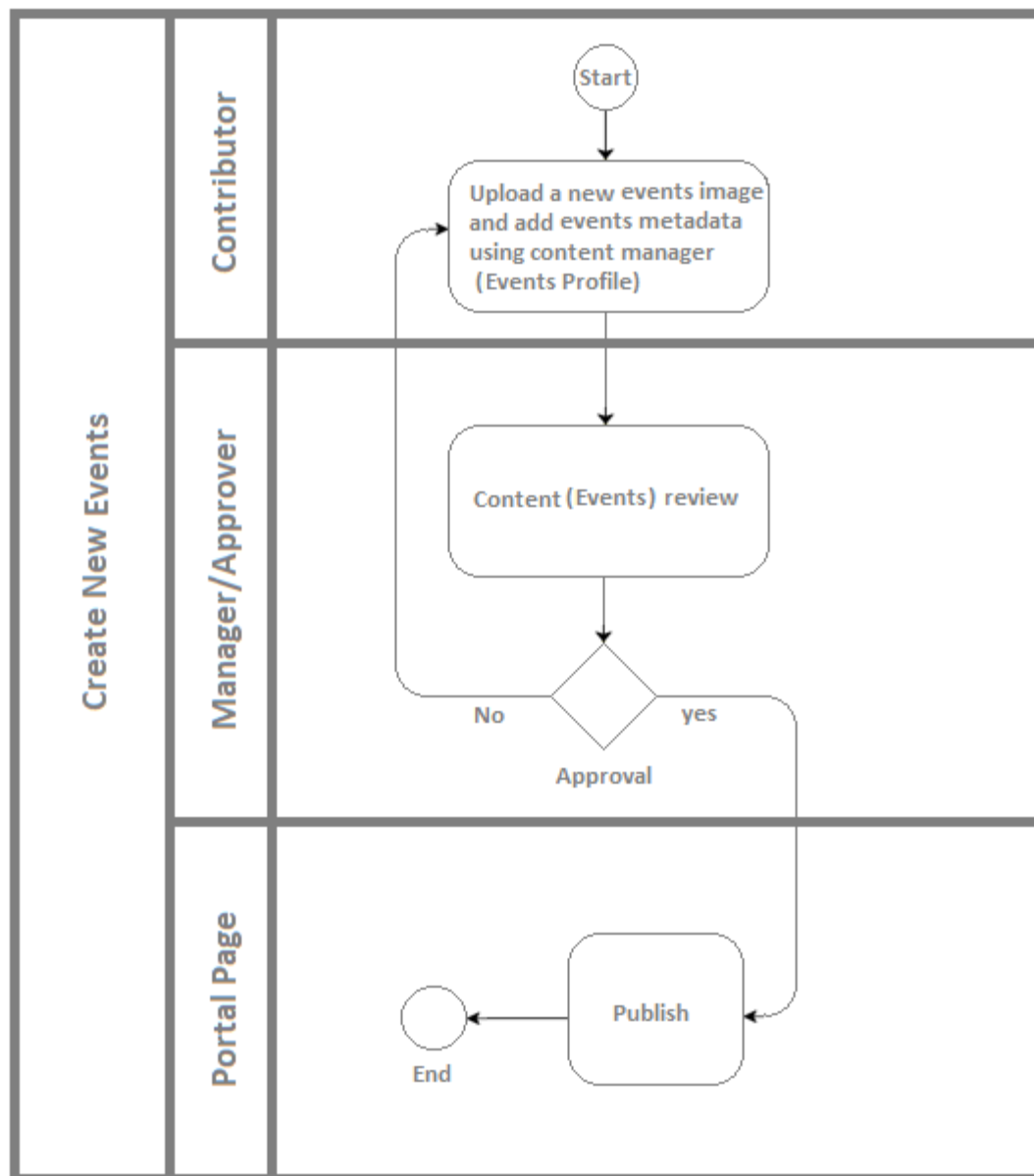
### 2.8.3 Requirements

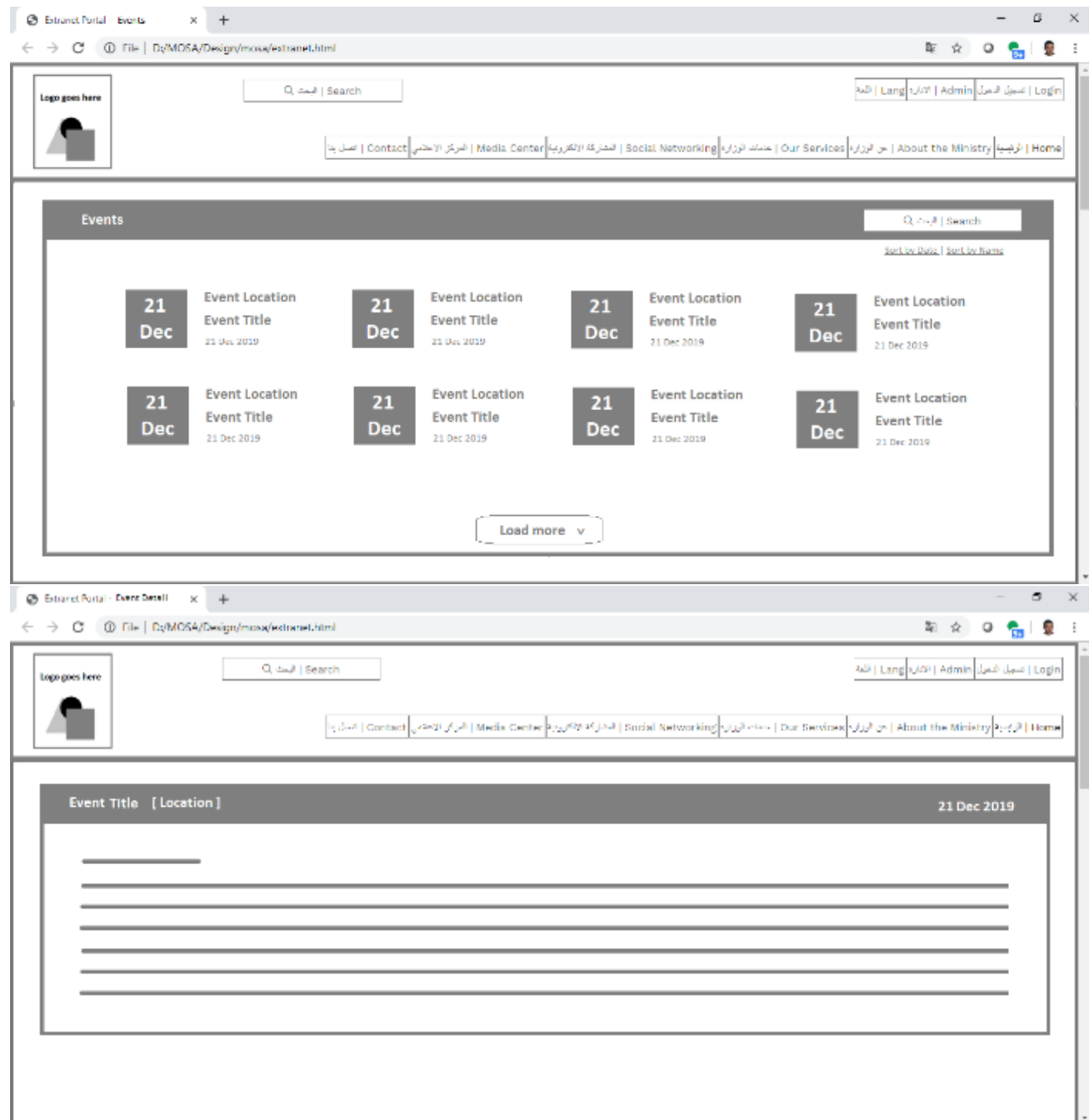
- Events items consist of the following metadata:
  - Title
  - Text (location)
  - Date (start event date)
  - Date (end event date)
  - Text Paragraphs (for details).
- A content profile is required for this content type.
- A content presenter is required to present this content type.
- New event must be verified and approved via one step approval workflow.
- Define the contributors and approvers.



### 2.8.4 Workflow

MOSA contributors will manage to create and publish these events in a verification and approval workflow.





## 2.9 Publications

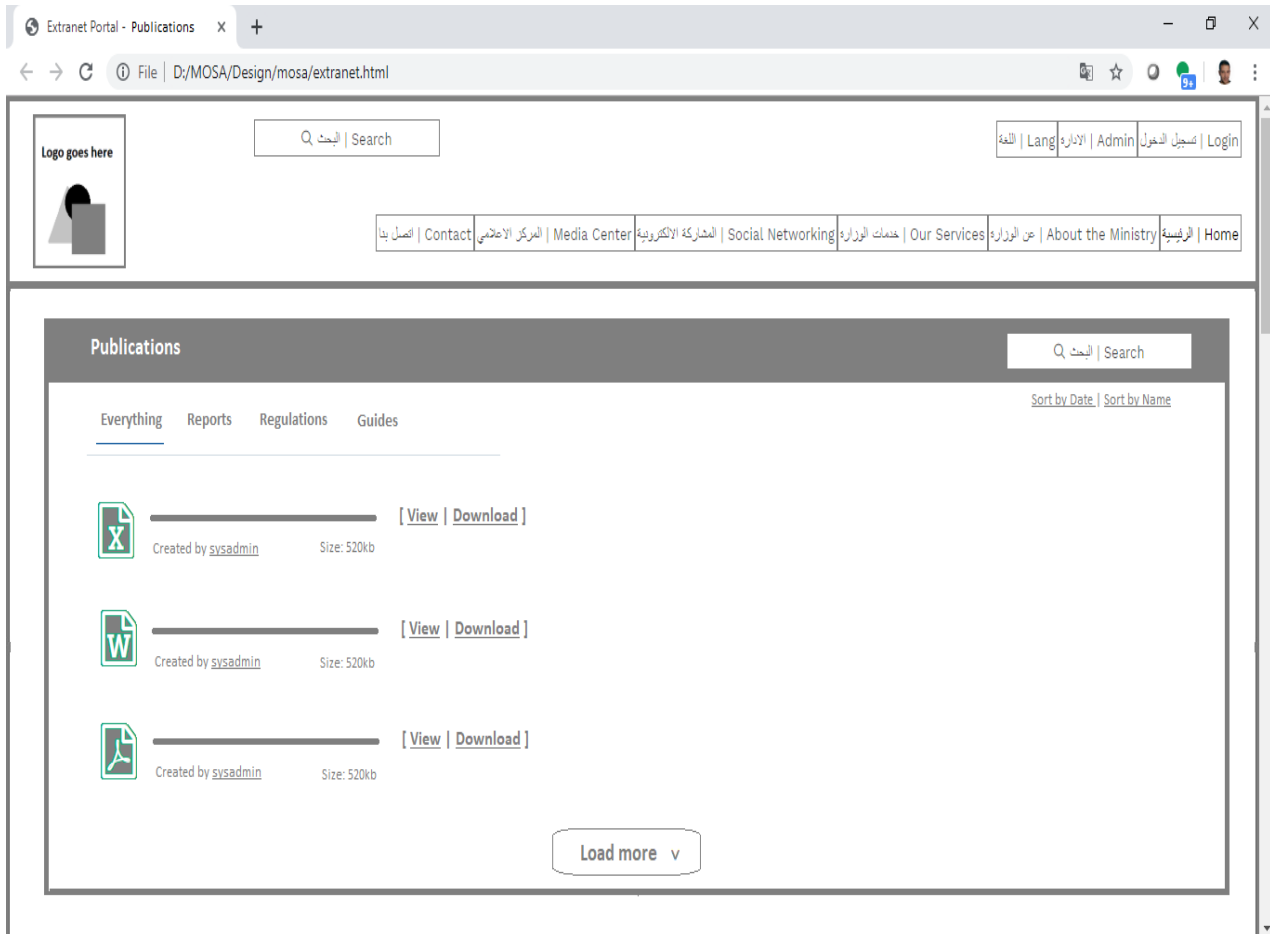
### 2.9.1 Description

Publications are useful documents, reports, sheets, or PDF files for the extranet (public) users of the ministry. Users can find official information about the ministry in these files.

The users can preview the content of these files or download it, it is considered as a media library item.

### 2.9.2 Mockups

Publications page provides the users with the ability to find MOSA publications, it will be displayed as mini-view publication item, which consist of a file type icon, the size of this file, and the name of the owner/creator of this file. Files will be grouped by category; the users will be able to sort the publications by date and name, as they will be able to search for publications from this page.

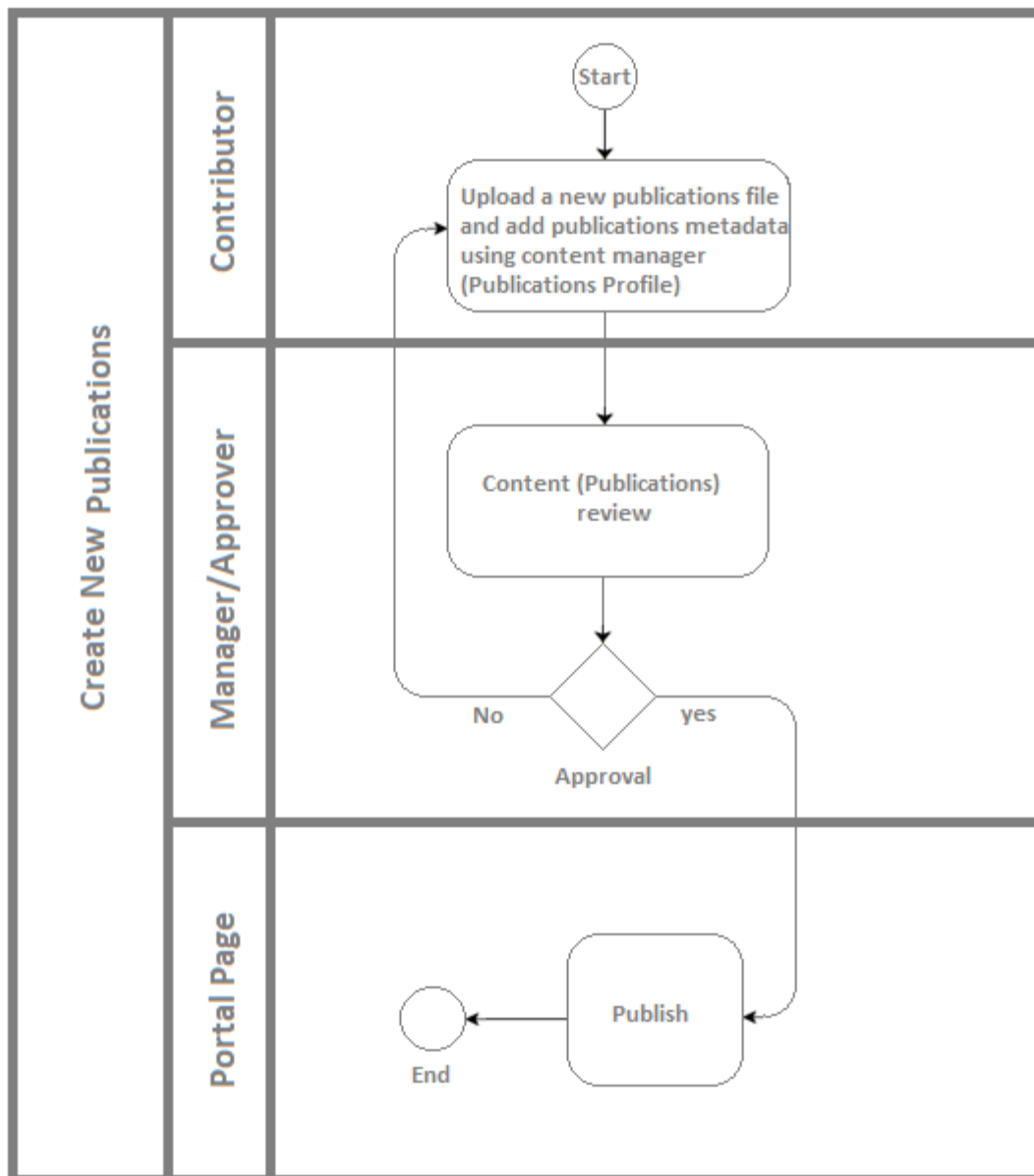


### 2.9.3 Requirements

- Publications items consist of the following metadata:
  - Title
  - File
- A content profile is required for this content type.
- A content presenter is required to present this content type.
- New publication must be verified and approved via one step approval workflow.
- Define the contributors and approvers.

### 2.9.1 Workflow

MOSA contributors will manage to create and publish these publications in a verification and approval workflow.



## 2.10 Wikis

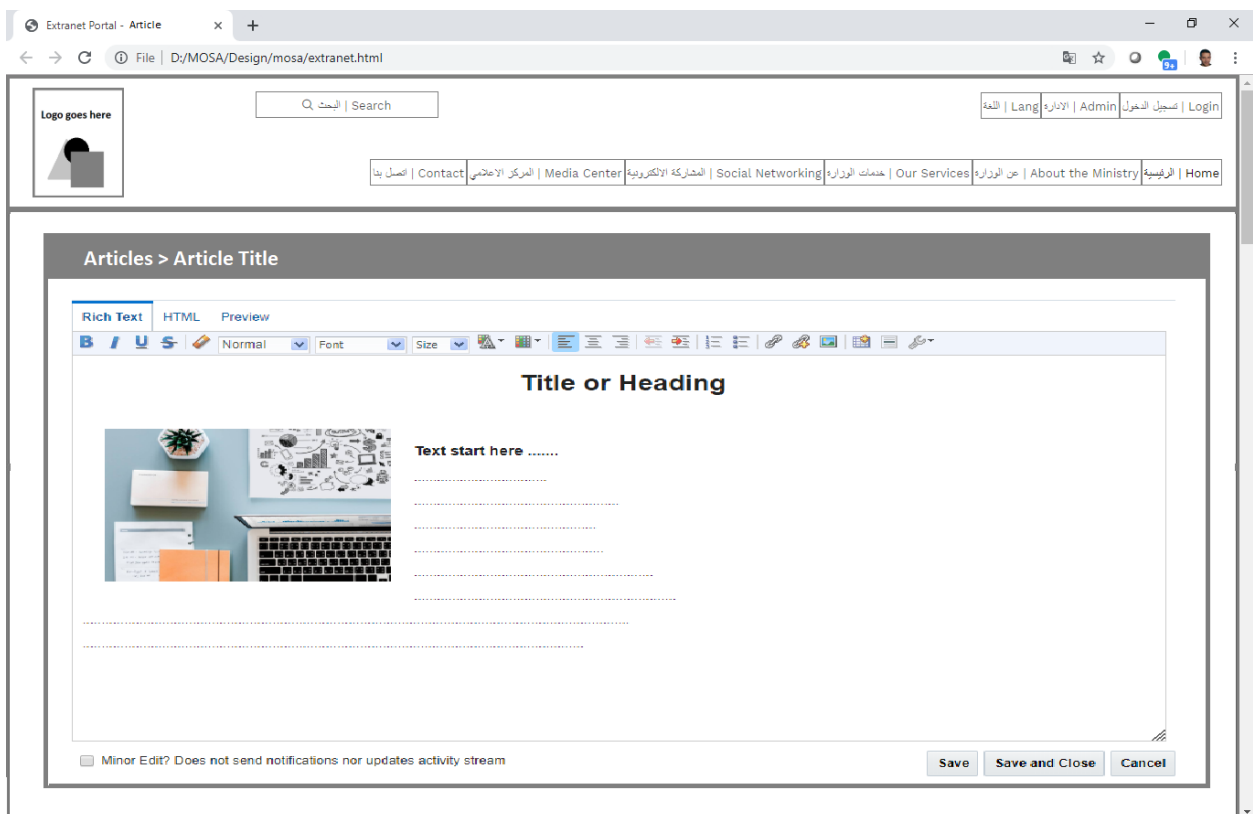
### 2.10.1 Description

Wikis provide the ministry with the power to write about the topics and subjects that relates to the ministry business and services.

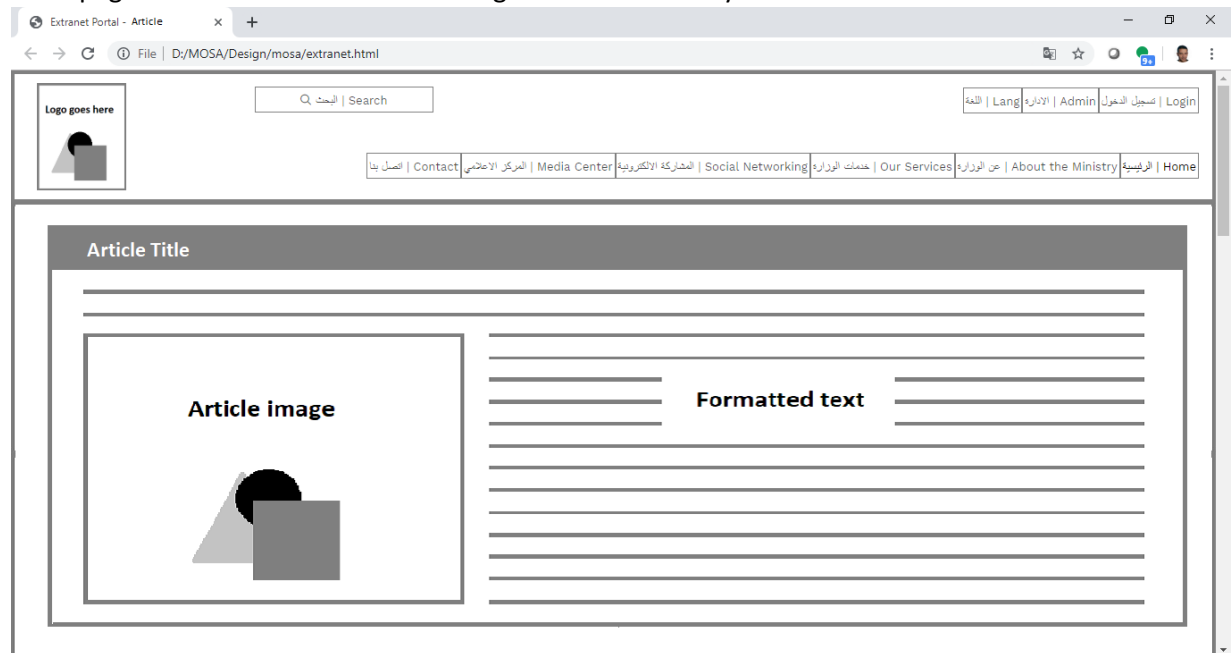
Extranet (public) users will be able to read this type of content without any special privileges as it is public content.

### 2.10.2 Mockups

Wiki documents will be created and edited in a rich text editor which allow content editing in WYSIWYG or HTML modes, as it allow embedding existing resources (ex. images) inside the body of the article.



A full page with the article inside showing all formatted body of the article.

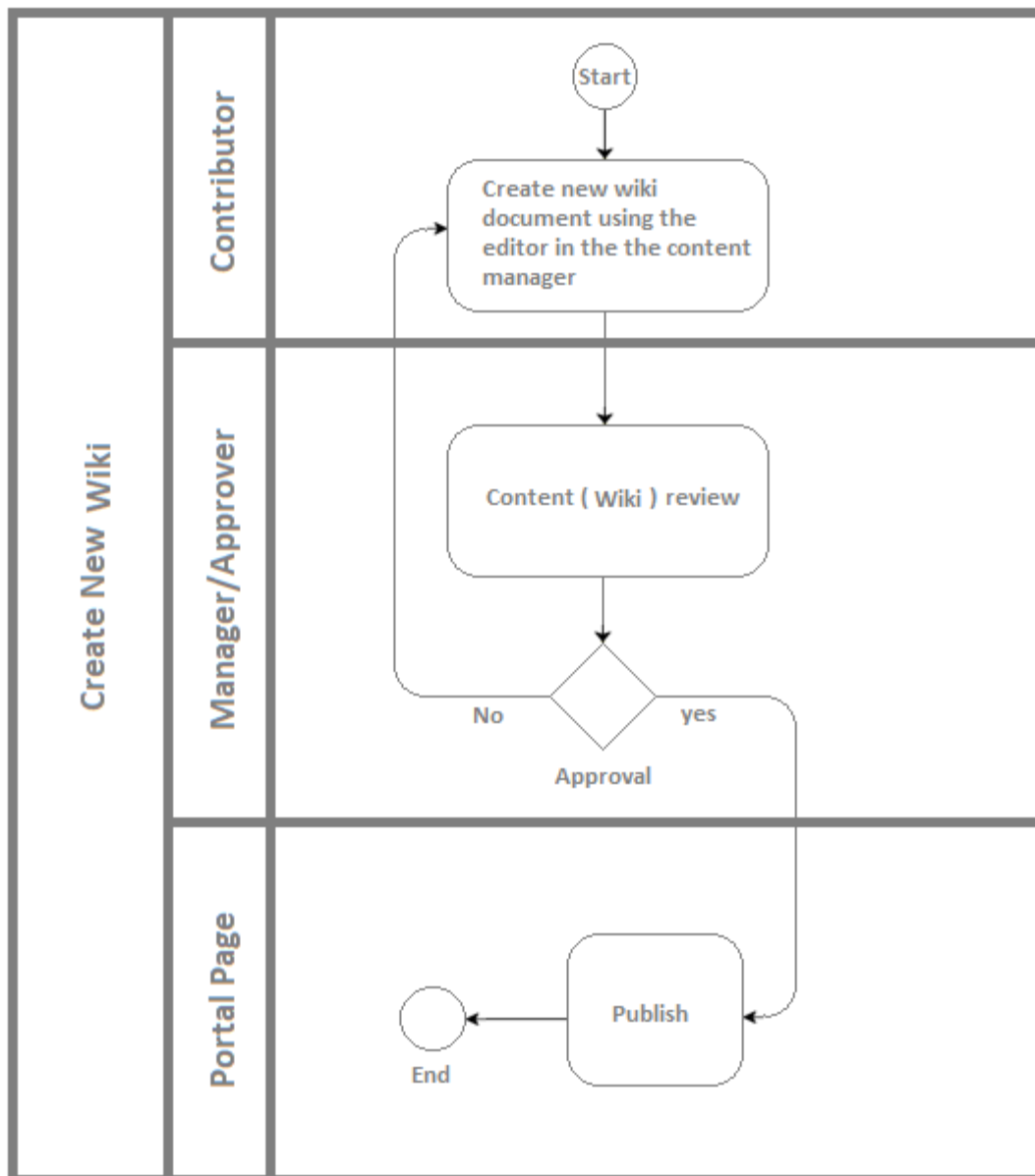


### 2.10.3 Requirements

- To enable wiki for portal we need to connect to the content server and enable related components.
- New Wikis might be verified and approved via one step approval workflow.
- Define the contributors (and approvers if a workflow is needed).

#### 2.10.4 Workflow

MOSA contributors will manage to create and publish these wiki in a verification and approval workflow.





## 2.11 Image Gallery

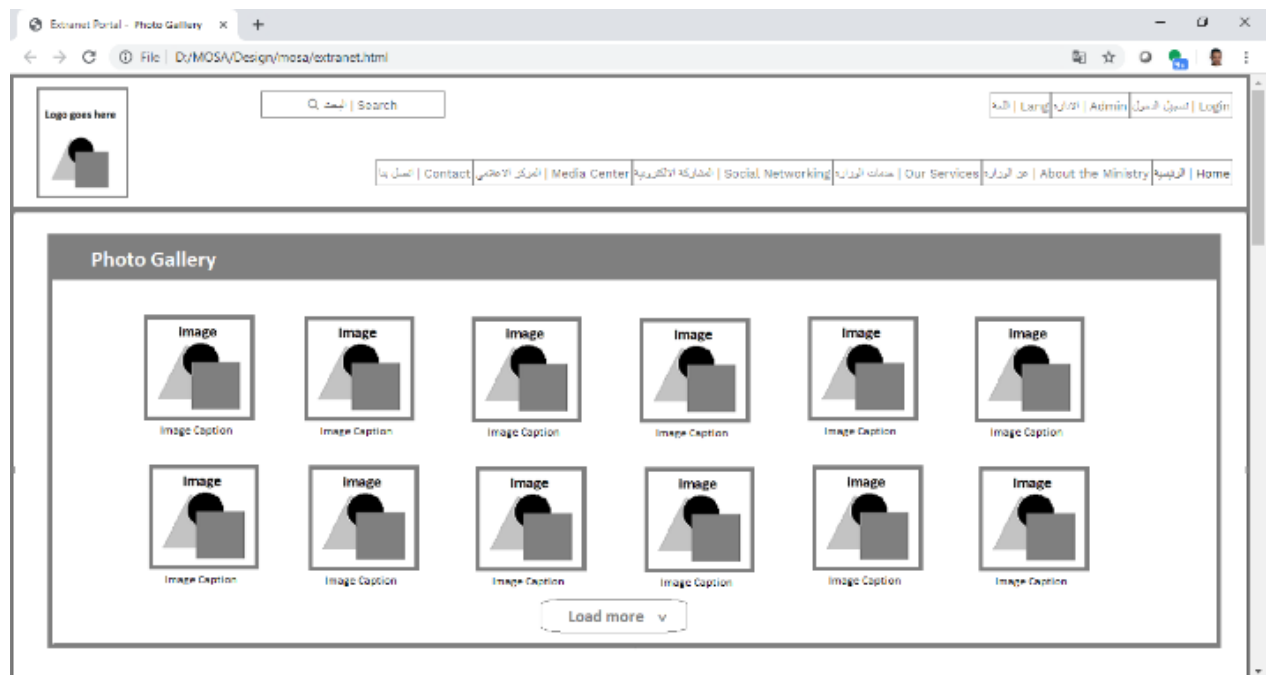
### 2.11.1 Description

Image gallery is considered as the images library of the ministry, extranet (public) users will be provided with the ability of previewing images of the ministry in this gallery (page).

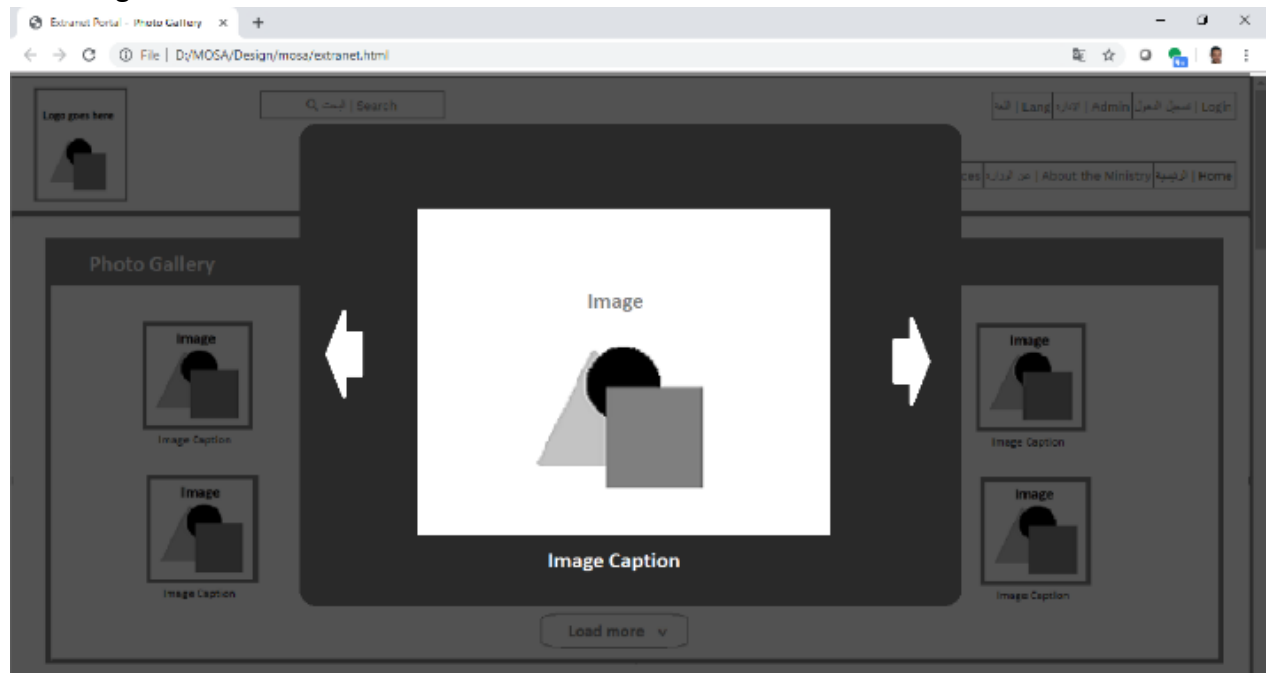
The ministry images will be added and verified in the content server through the portal. This type of content will be available for users from the main menu navigation.

### 2.11.2 Mockups

A set of images that display in a list. This list show the most recent images, the users will be able to load more images in this page.



Users will be able to preview the images with higher resolution in a fancy box like the following:

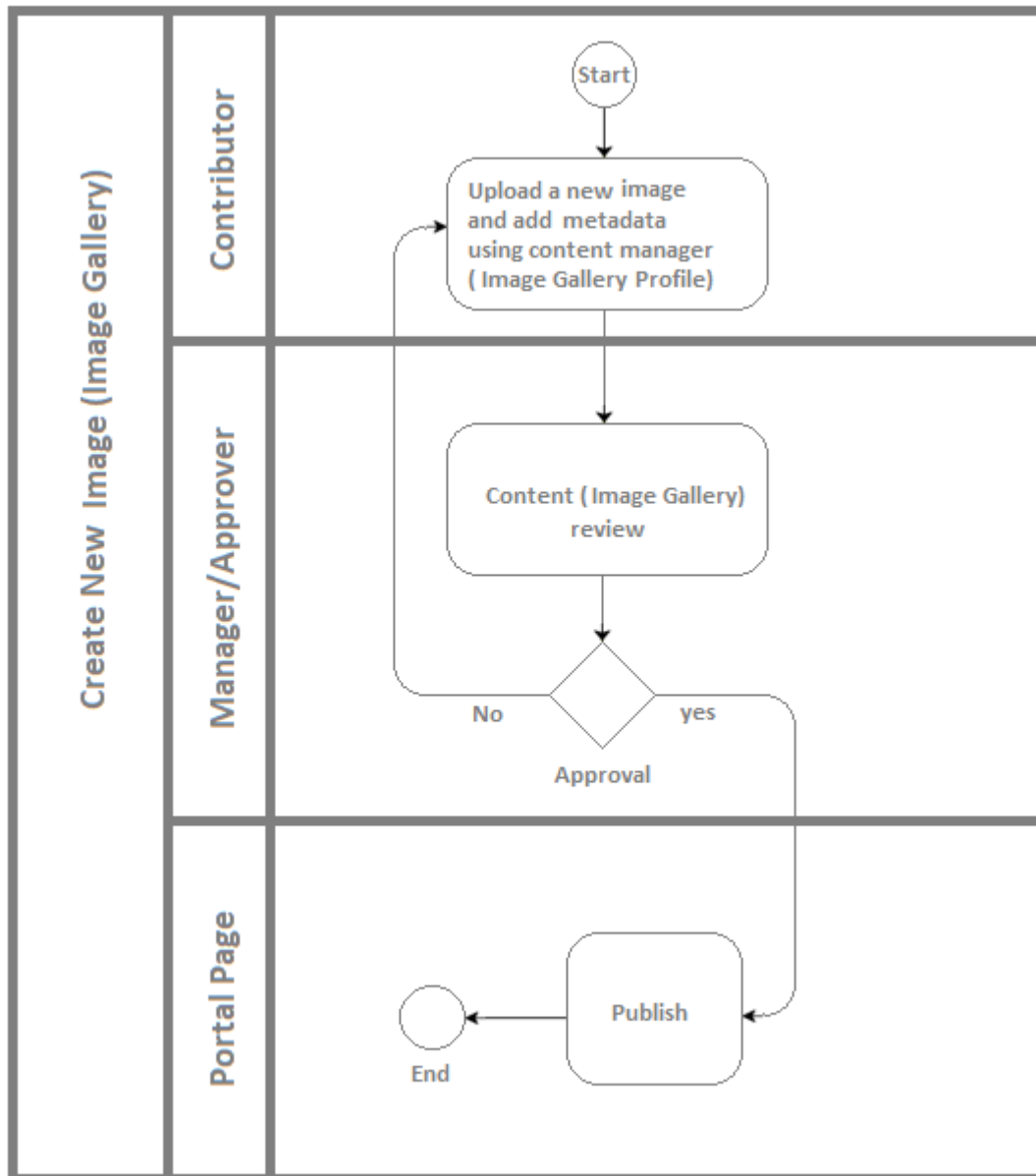


### 2.11.3 Requirements

- Image Gallery items consist of the following metadata:
  - Title
  - Image
- Images must be provided with a high quality to be presented as requested.
- A content profile is required for this content type.
- A content presenter is required to present this content type.
- New images must be verified and approved via one step approval workflow.
- Define the contributors and approvers.

#### 2.11.4 Workflow

MOSA contributors will manage to create and publish these images in a verification and approval workflow.



## 2.12 Video Gallery

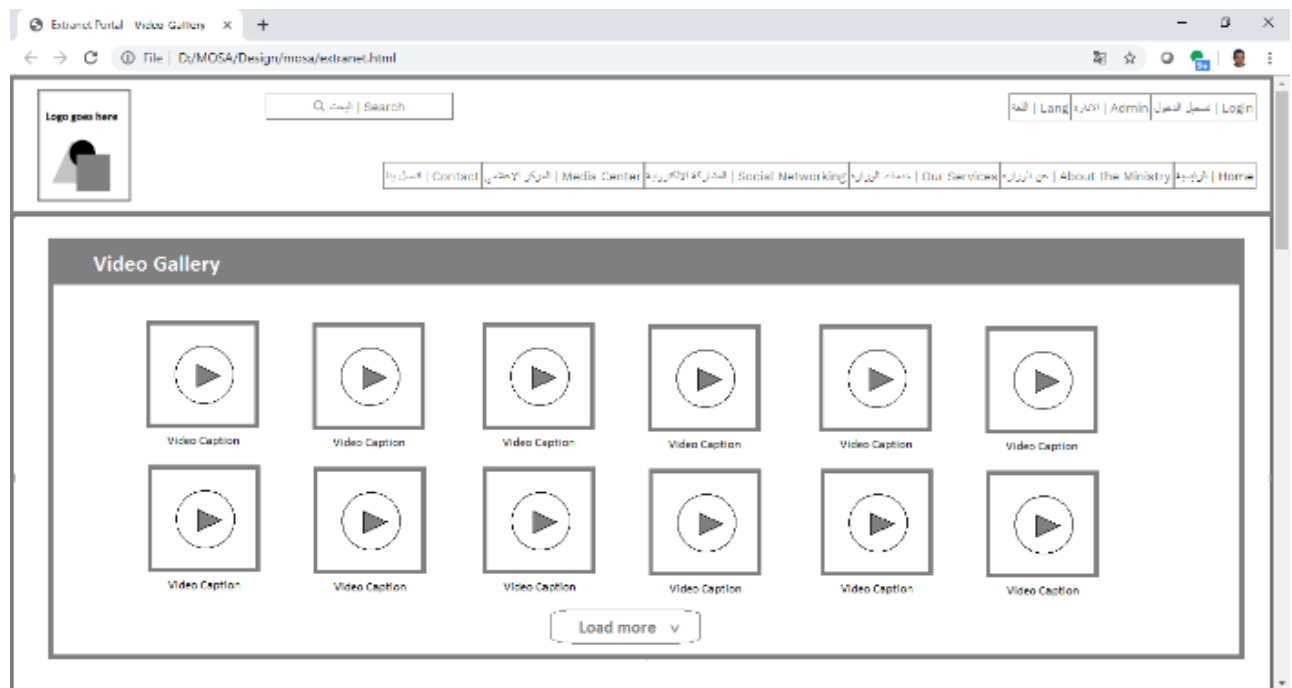
### 2.12.1 Description

Video gallery is considered as the videos library of the ministry, extranet (public) users will be provided with the ability of watching videos of the ministry in this gallery (page).

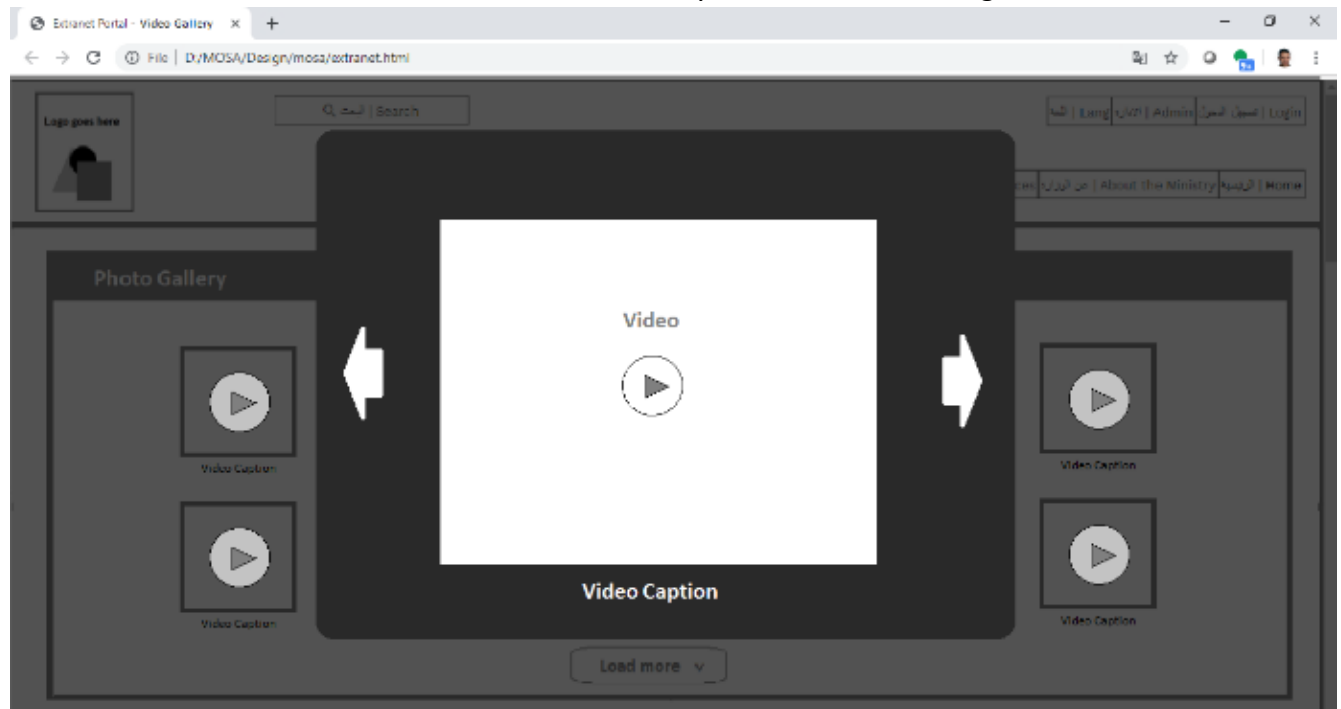
The ministry videos will be added and verified in the content server through the portal. This type of content will be available for users from the main menu navigation.

### 2.12.2 Mockups

A set of videos that display in a list. This list show the most recent videos, the users will be able to load more videos in this page.



Users will be able to watch the videos with in a fancy box like the following:

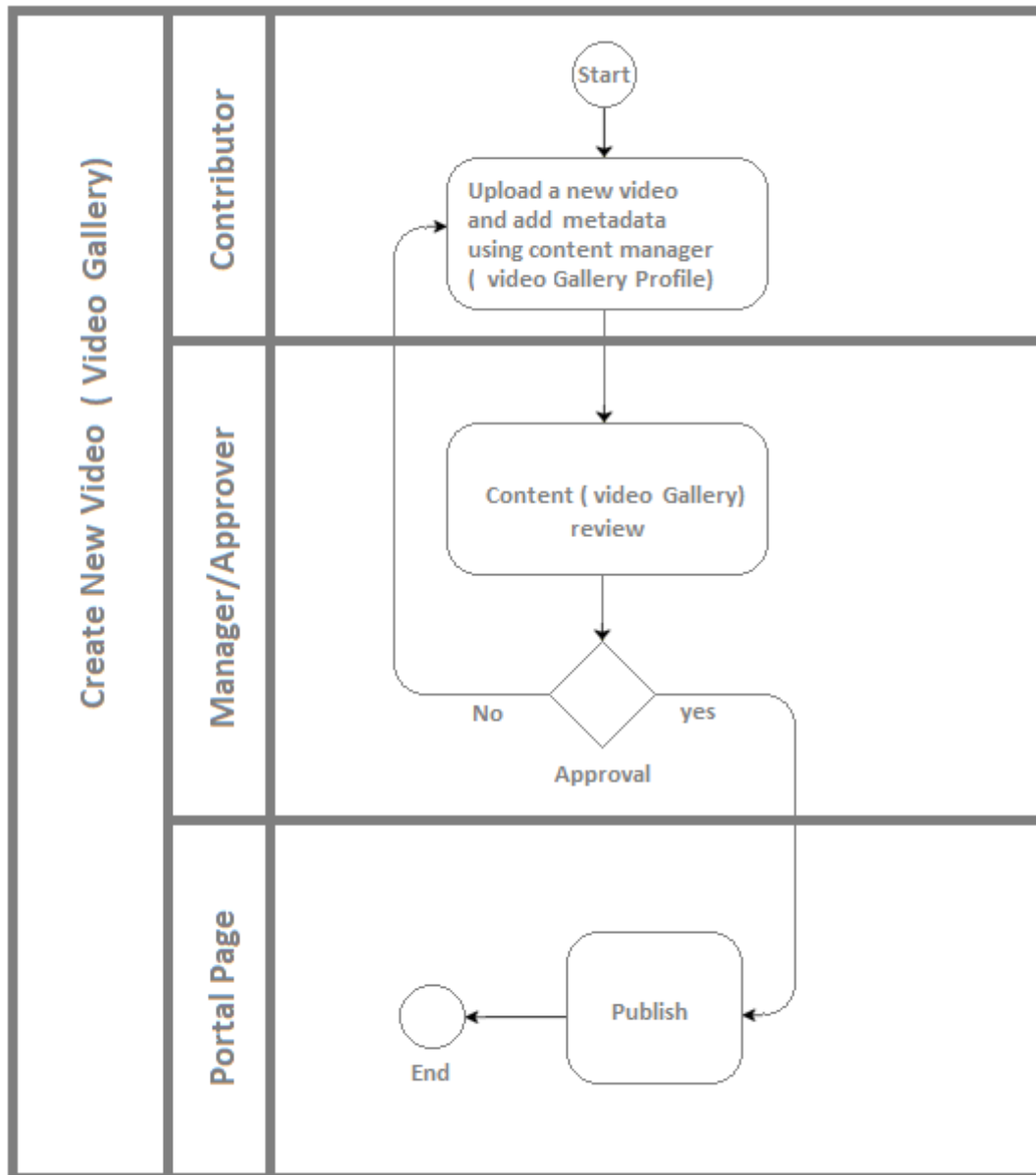


### 2.12.3 Requirements

- Video Gallery items consist of the following metadata:
  - Title
  - Video
- A content profile is required for this content type.
- A content presenter is required to present this content type.
- New videos must be verified and approved via one step approval workflow.
- Define the contributors and approvers.

#### 2.12.4 Workflow

MOSA contributors will manage to create and publish these videos in a verification and approval workflow.



## 2.13 Poll Widget

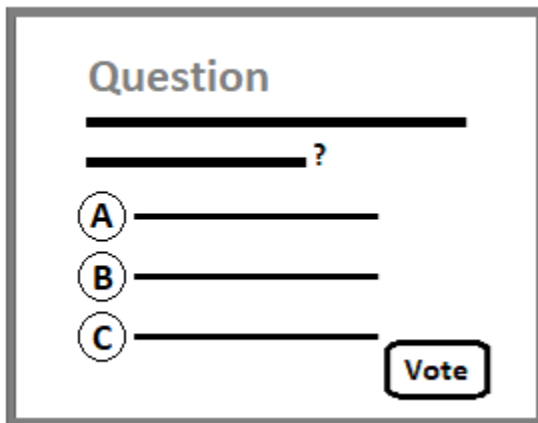
### 2.13.1 Description

Polls allow the ministry of analyzing collected data by surveys, extranet (public) users will take this poll or survey choosing an answer then vote.

Polls manager can choose to redirect participants to polls result or thanks message upon successful vote.

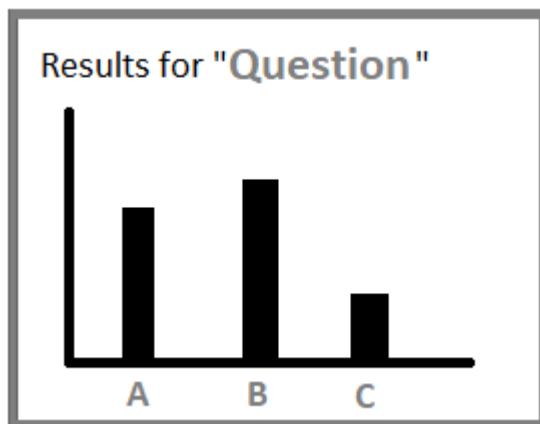
### 2.13.2 Mockups

The poll is a question or topic that has multiple options and choices.



A mockup of a poll widget. It features a title "Question" above a horizontal line for the question text, followed by a question mark. Below the question are three radio button options labeled A, B, and C, each with a corresponding horizontal line for the answer text. A "Vote" button is located at the bottom right of the widget.

Upon successful vote, the users will be redirected to poll result widget or just "thank you" message widget.



### 2.13.3 Requirements

- Polls can be designed, published, and closed via the polls manager. This privilege should be granted by the portal moderator.
- The ministry can choose to restrict this to logged-in users only.

## 2.14 Links

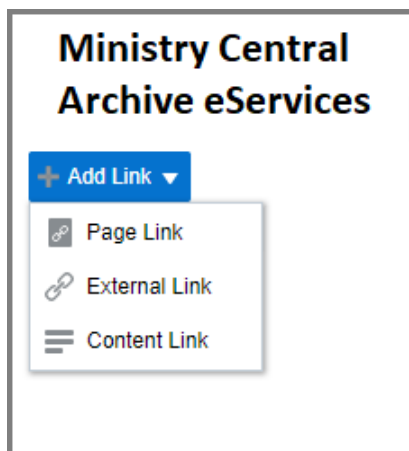
### 2.14.1 Description

Links service allow adding an editable set of links at the page, contributors can add, modify, or delete theses links directly (no need to access admin UI).

Links service is integrated to allow adding links for system pages, content, or external Urls.

### 2.14.2 Mockups

Adding links is only allowed for privileged users, if the user is privileged to button “Add Link” will appear on top of the list of links.



This is a set of links inside a box in the page layout.





### 2.14.3 Requirements

- For an external URL to be found valid by WebCenter Portal, the portal moderator must add it to the list of valid URLs in the valid-link-url.xml file.

### 3 Intranet Portal Components

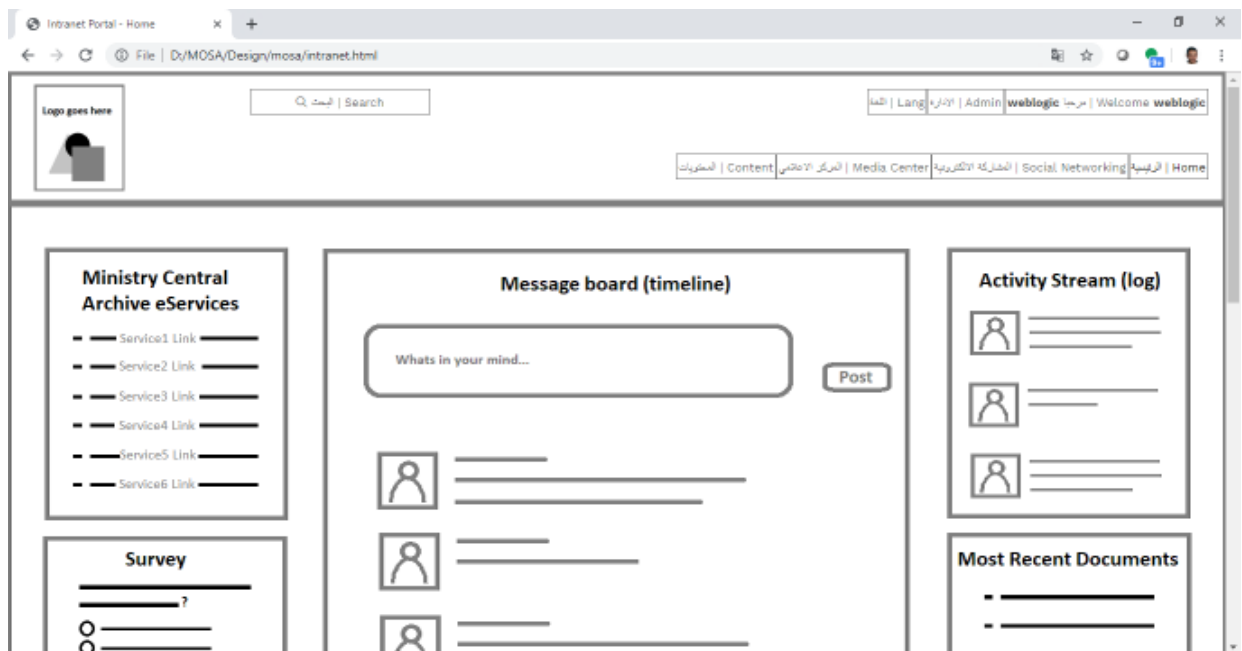
#### 3.1 Menu Navigation

##### 3.1.1 Description

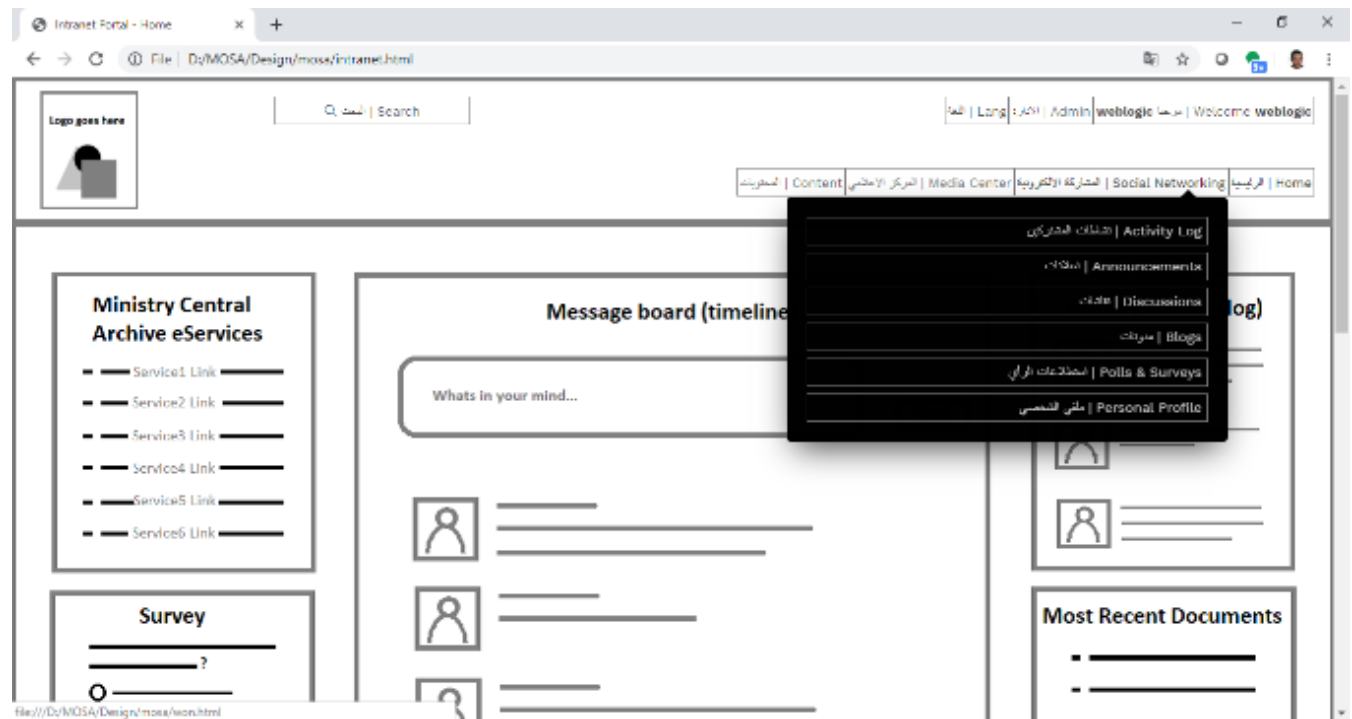
A regular multileveled navigation area that reflects the pages navigation model in Webcenter portal. It is a panel of content which is displayed relatively below the first-level menu item when the user clicks over.

##### 3.1.2 Mockups

Collapsed (unclicked) menu should look like the following:



When any of the first level menu items that have sub-menus clicked, a sub-menu container will be collapsed. All related sub-menus (one level) will be displayed.



## 3.2 Search

### 3.2.1 Description

A highly scalable search engine allow searching a big volumes of data quickly. Users will be able to filter search results by content type [Documents, Pages, etc...].

### 3.2.2 Mockups

A search box in the header should look like this:



When users perform search by searching keywords in the search box, the system will return search result in search result page that look like the following:



### 3.2.3 Requirements

- Search box must be available across all the pages.
- No exception for searched data, all system components [Content, Pages, People, Tags, etc...] will be searchable.

### 3.3 Content Management

#### 3.3.1 Description

Content Management enables MOSA department's members to upload files to their drive in the Content Server (content repository for the portal).

Department's files are organized into document libraries and folders, depending on user's permissions, they can open, edit, delete, copy, rename, move, share, search, view, and manage information about files and work with libraries and folders in the connected content repository.

Content Management offers an easy and intuitive user interface with sophisticated searching capabilities for managing libraries, folders, and documents.

Content Management is organized into two main pages, the **Find Documents** page and the **View Documents** page.

#### 3.3.2 Mockups

**Find Documents** page is the default view of Content Management; it can be personalized to display all libraries, documents, or department's favorite items.

It also provides ways to filter the documents displayed to help department's members to find the required documents more quickly.

Find documents page consist of:

1. Access selection area/side bar: Provides a way to browse through libraries, folders, files, and items which have been marked as favorites by the current member. It includes the following options:
  - Search: Displays the latest revision of all documents to which members have access. In this view, all documents are displayed in a single flat list regardless of the library or folder in which they may be stored.

- Browse: Displays the list of available libraries to which members have access. When browsing within a library, the search box searches only the names of documents within the library or folder they are browsing.
  - Favorites: Provides quick access to all the items which have been marked as favorites by the current member, whether they are libraries, folders, or files.
  - Home: Displays the folders and documents from the current portal (start path).
2. Search box: Provides search and filter options for locating libraries, folders, and documents. Entering text into the search box expands the box to display libraries, folders, or documents whose names are close matches to what members enter. Members can use filters to limit search results. Filters applied to the search are listed in the search box. Clearing a filter from the search box removes the filter and broadens the search to a larger context. Filters predefined by a system administrator based on document properties are available by clicking the arrow next to the search box.
  3. Results list: Displays folders and documents in the main content area based on the filters the current member use when browsing and searching. Members can change how results are sorted and displayed. Selecting one or more documents in the results list displays the results list toolbar that provides a convenient way to do a variety of tasks that vary depending on the permissions of the members. Tasks for which members do not have permissions are either not displayed or grayed out.

Intranet Portal - Content Manage x

File | D:/MOSA/Design/mosa/extranet.html

Logo goes here

البحث | Search

اللغة | Lang | الإدارة | Admin | مرحبا weblogic | Welcome weblogic

المحتويات | Content | المركز الاعلامي | Media Center | المشاركة الالكترونية | Social Networking | الرئيسية | Home

### Department Content

**Browse** 1

avipartner 2

avipartner 3

Upload

Select More Sort By View

	☆ <b>Avi Aura Collaboration Environment</b>
	Owner: weblogic Last Modified: 8/23/2015 12:45 PM
Description:	
	☆ <b>Avi Aura Communication Manager</b>
	Owner: weblogic Last Modified: 8/23/2015 12:45 PM
Description:	
	☆ <b>Avi Aura Conferencing</b>
	Owner: weblogic Last Modified: 8/23/2015 12:45 PM
Description:	
	☆ <b>Avi Aura Experience Plus Manager</b>
	Owner: weblogic Last Modified: 8/23/2015 12:45 PM
Description:	

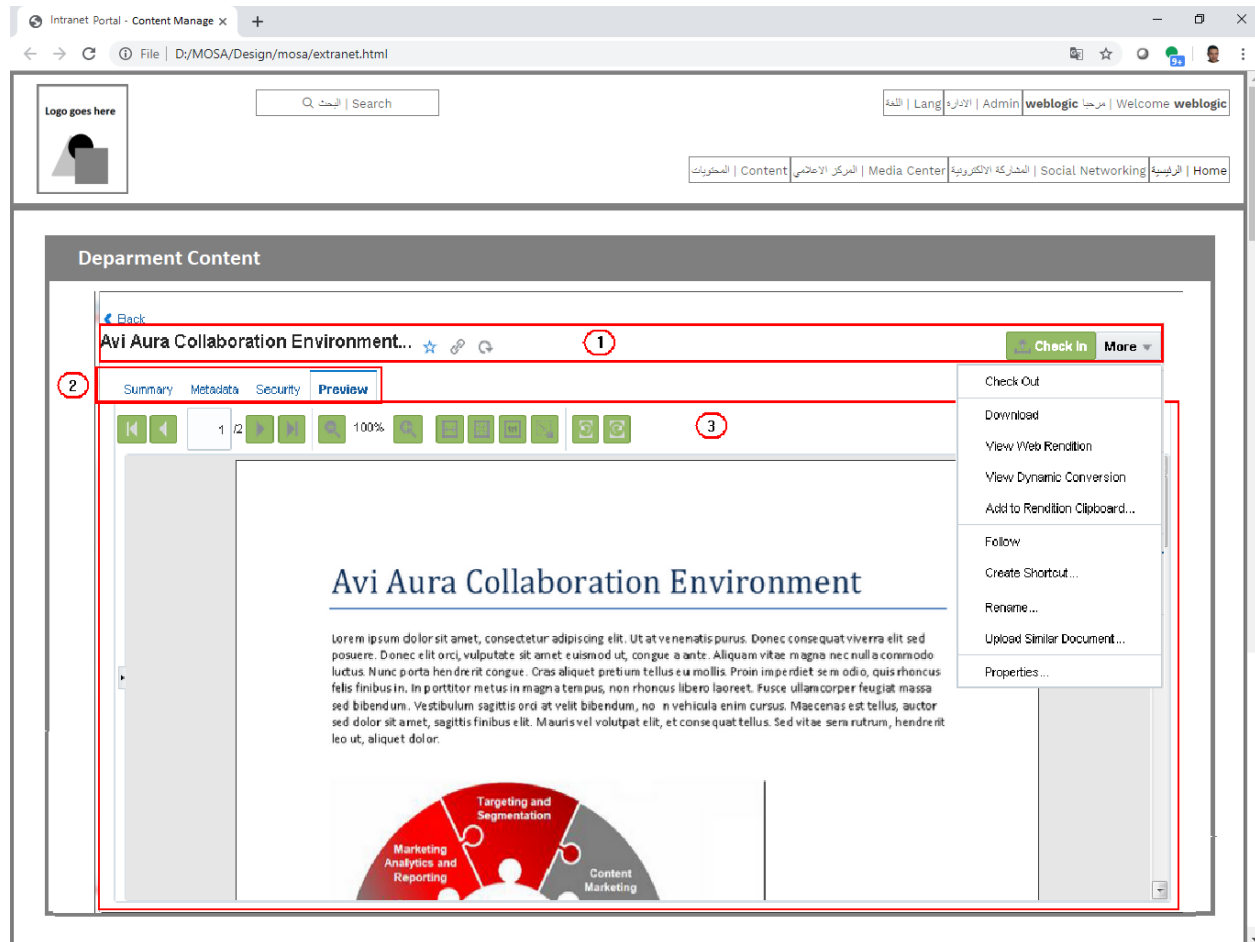


**View Documents** displays when you open a document from a results list, It allow department's members to view the content and metadata properties of the document, and provides ways to perform tasks such as update the document version, edit metadata, or download the document.

View documents page consist of:

1. Banner: Displays the name of the document. Members will use it to mark the document as favorite, get links, refresh, and check in the document. The banner contains **"More"** menu that provides various options for managing the document depending on user's permissions.
2. Properties section: Enables members to edit document properties, metadata, and security, and preview the document by using the following tabs: Summary, Metadata, Security, and Preview.
3. Document view area: Displays the document view or properties depending on the tab selected in the Properties section. When the Preview tab is selected, it displays the

document preview and a toolbar for managing the document view such as navigating the pages and zooming in and out.



### 3.3.3 Requirements

- We need to collect data about department's content management; we expect to provide us with these data by filling the suggested template for content (questionnaire).

### 3.4 Message Board & Publisher

#### 3.4.1 Description

Message Board & publisher is considered as the timeline of the intranet (employee) users.

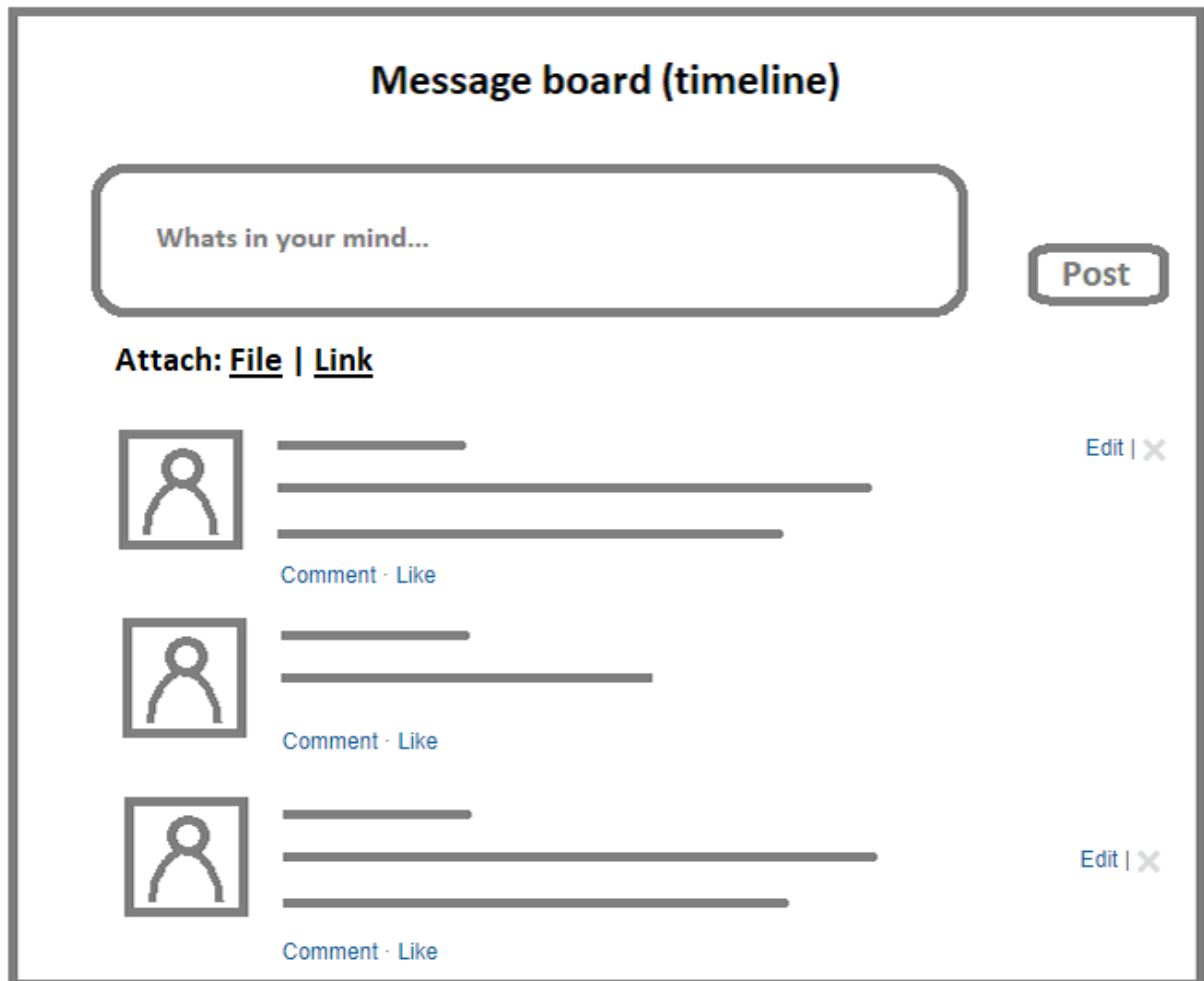
They will be provided with the ability to post a message, attach links and files.

Users can like or comment on messages in the message board, message board show all the messages by user's connections.

#### 3.4.2 Mockups

Message text area where users can add the text they want to post with the option attach files and links to this message (post).

User can delete or edit all post by himself in the same screen.



The mockup shows a 'Message board (timeline)' interface. At the top, there is a text input field with the placeholder 'Whats in your mind...' and a 'Post' button to its right. Below the input field, there is a link 'Attach: [File](#) | [Link](#)'. The main content area displays three message entries. Each entry consists of a user profile picture (represented by a person icon), a text input field, and a 'Comment · Like' link. The first and third entries also have an 'Edit | X' link to their right. The second entry does not have an 'Edit | X' link.

### 3.4.3 Requirements

- User's connections are the only allowed to see posts by this user.
- Users can set their privacy setting unless if the portal moderator override it.

## 3.5 Activity Stream

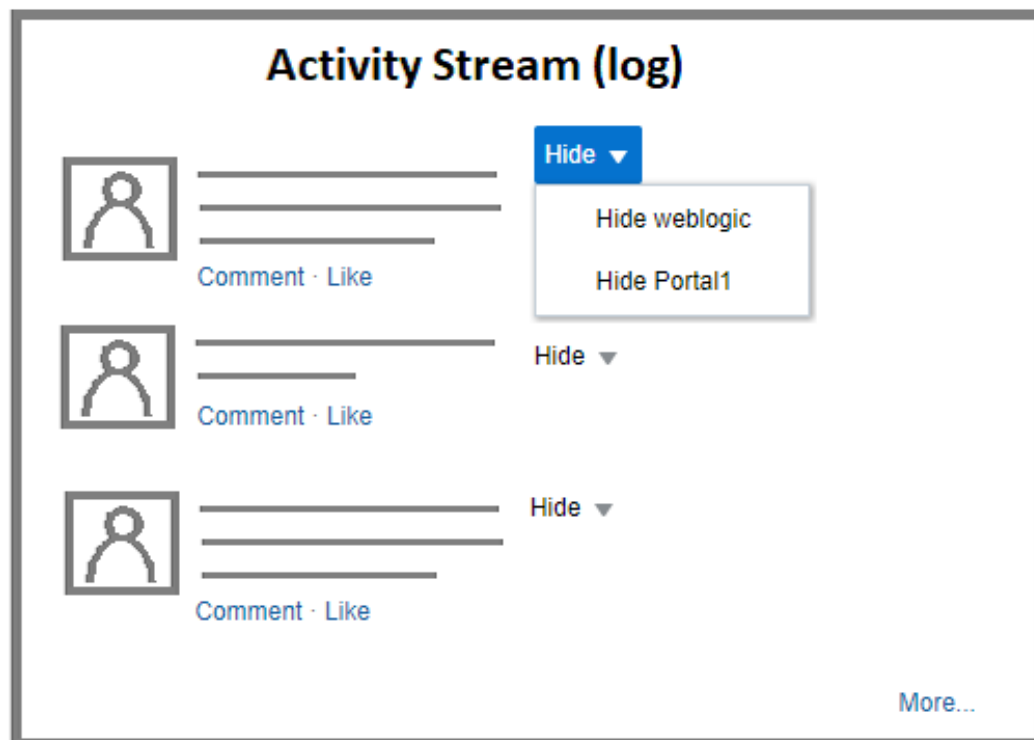
### 3.5.1 Description

Activity stream logs all of the intranet (employee) user's activities about portal services and features, it also show the posts by the Message board & Publisher. Portal moderator can choose to include/exclude activities about services and features, he can also specify the range (date) and the number of activities to be displayed in this log.

Users can like or comment on activities in this log, they can also hide activities by specific portal or user.

### 3.5.2 Mockups

A list of the most recent activities of the intranet (employee) users, users can choose to see older activities by clicking "More" underneath which will fetch more activities and display it in the same screen.



### 3.5.3 Requirements

- Select the services & features that the users can see activities about.
- Set the range of activities to be displayed (ex. 7 days).
- Set the number of activities to be displayed. Note that the users can fetch more.

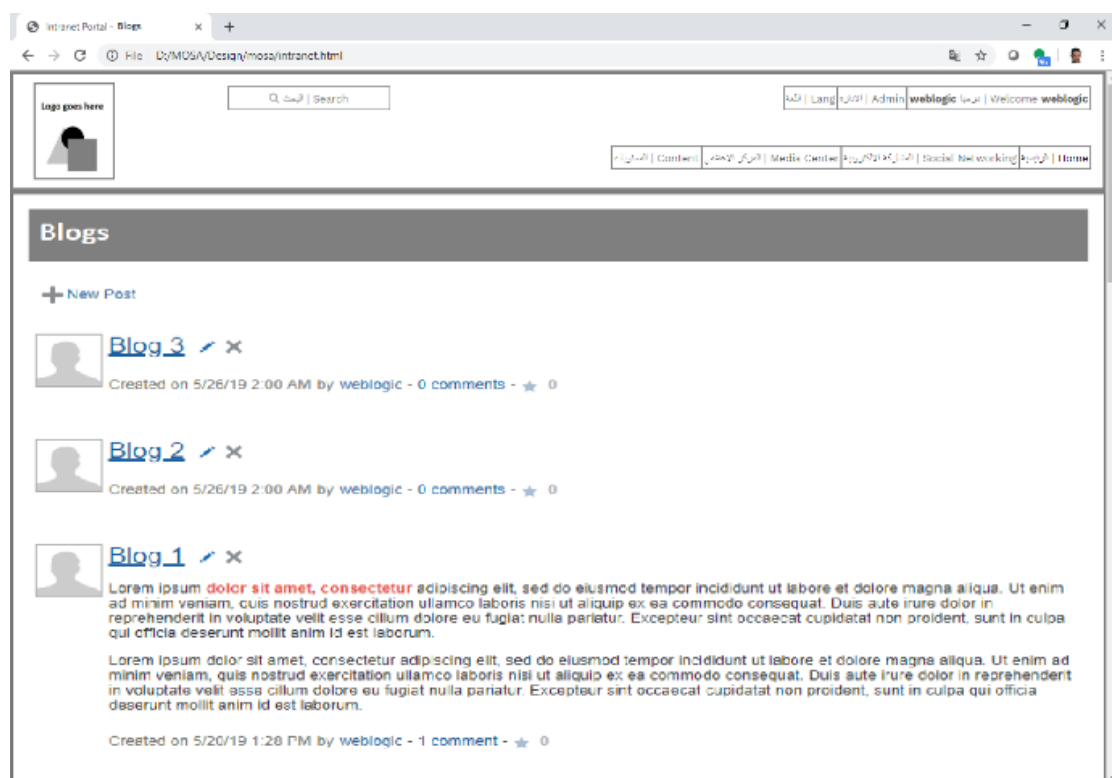
## 3.6 Blogs

### 3.6.1 Description

Blogs provide a useful tool for discussing and/or evangelizing any type of idea, strategy, or point of view.

### 3.6.2 Mockups

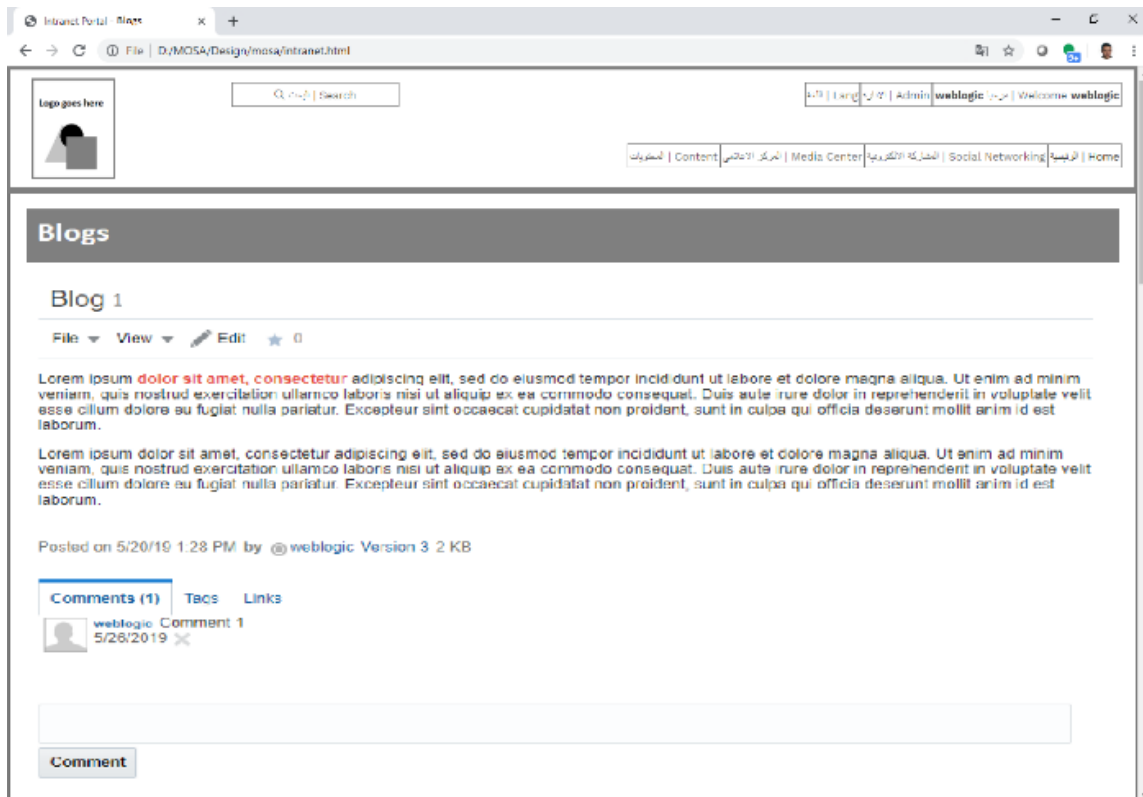
Typically, each blog contains various blog posts, with the most recently added blog post displayed at the top.



Blogs invite readers to comment on the overall concepts.

Intranet (employee) users will be able to tag the posts by keywords that might be useful when they want to directly find and reach these posts in the future.

They can also add links for an existing document in the repository or external links to this documents. Keep in mind that an external URL is only considered valid by WebCenter Portal if add to the list of valid URLs in the valid-link-url.xml file.

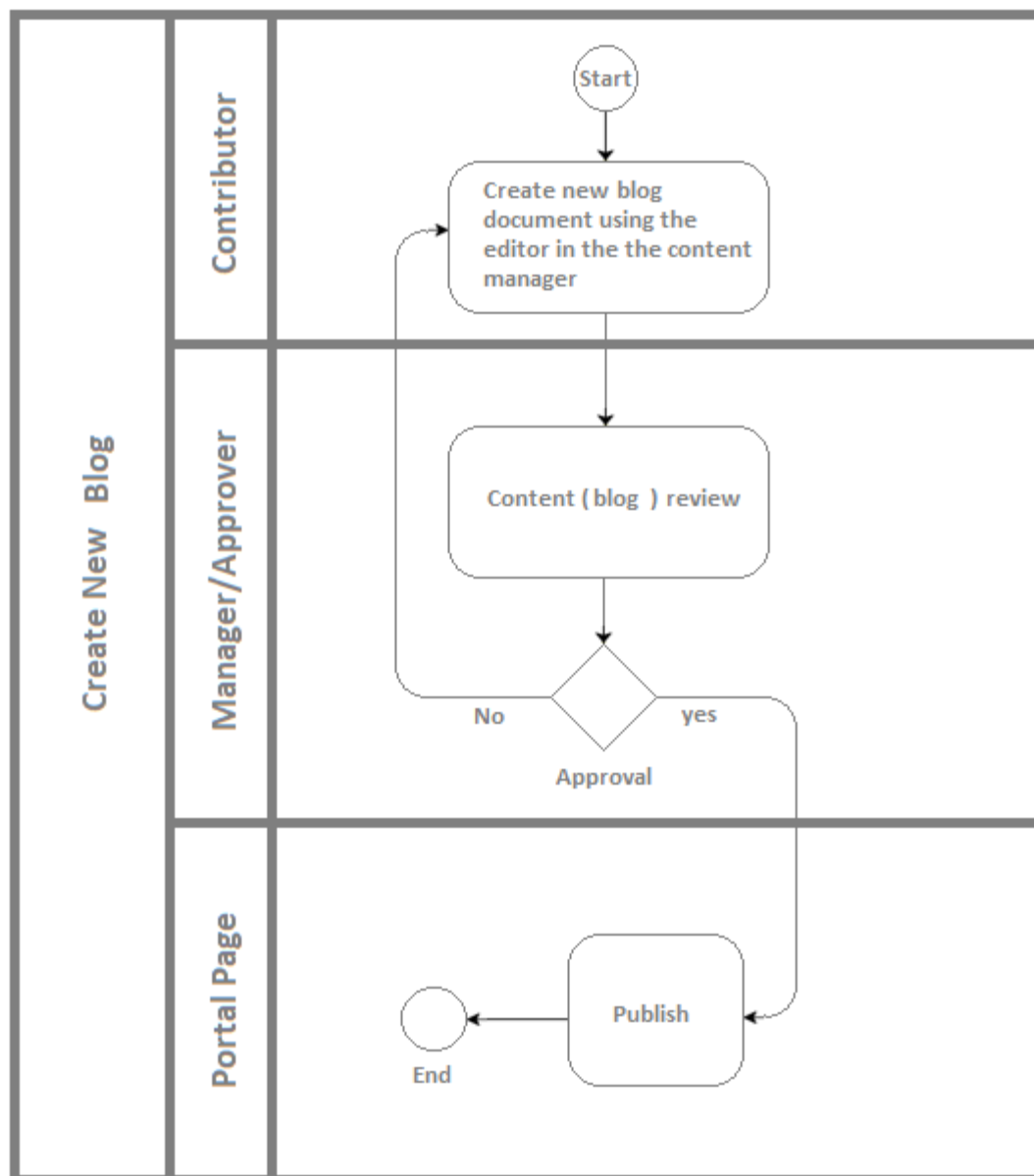


### 3.6.3 Requirements

- To enable blogs for portal we need to connect to the content server and enable related components.
- New blogs might be verified and approved via one step approval workflow.
- Define the bloggers (and approvers if a workflow is needed).

### 3.6.4 Workflow

MOSA contributors will manage to create and publish these blogs in a verification and approval workflow.



## 3.7 Wikis

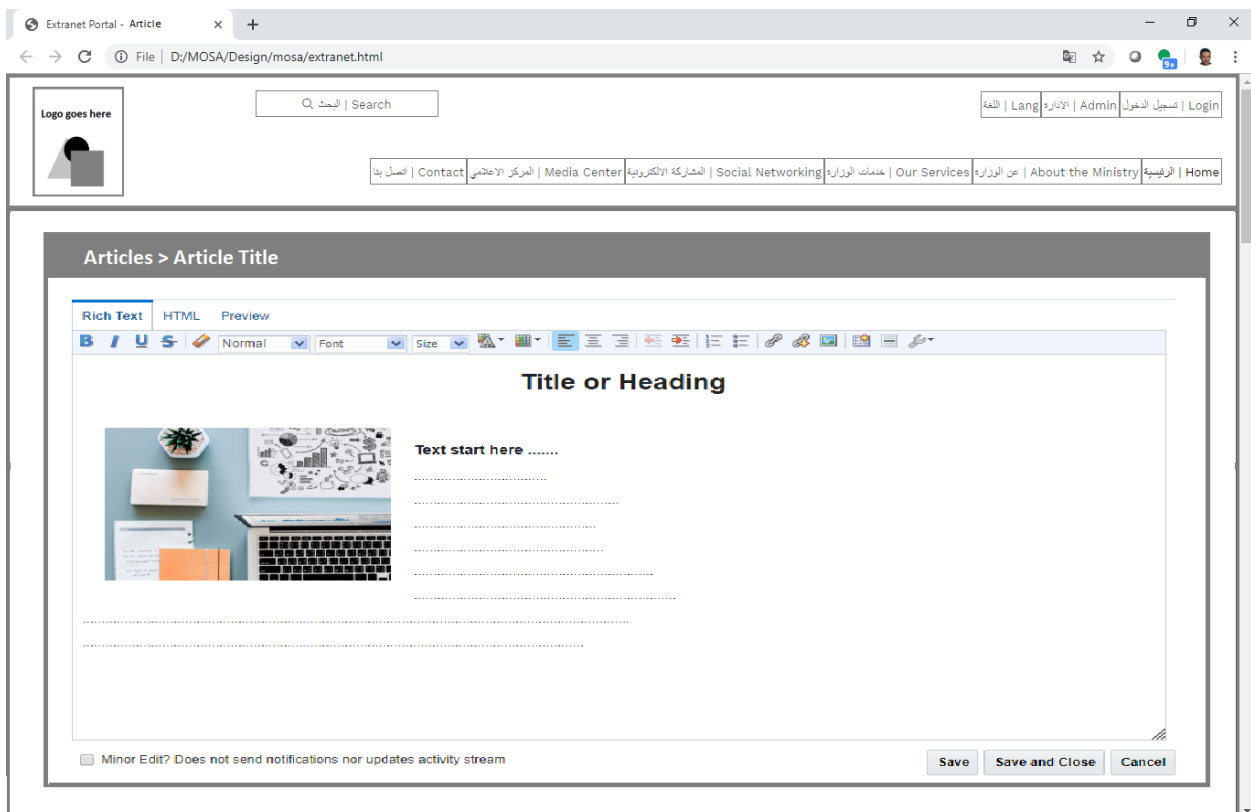
### 3.7.1 Description

Wikis provide the ministry with the power to write about the topics and subjects that relates to the ministry business and services.

Intranet (employee) users will be able to read this type of content without any special privileges as it is public content.

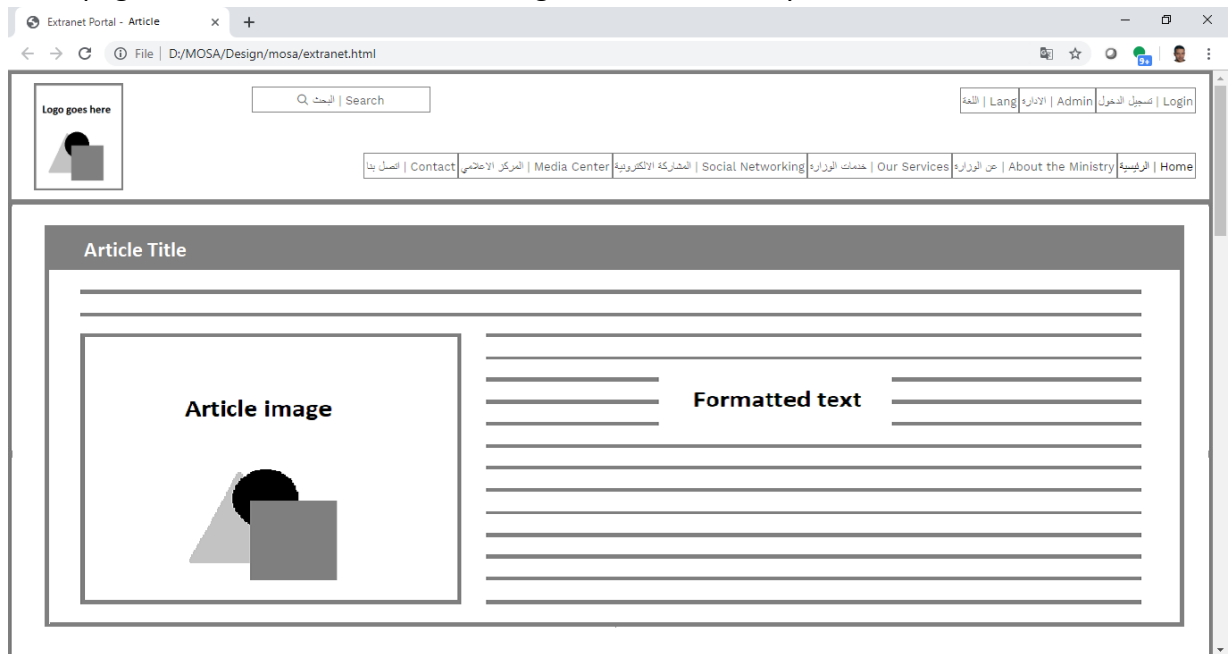
### 3.7.2 Mockups

Wiki documents will be created and edited in a rich text editor which allow content editing in WYSIWYG or HTML modes, as it allow embedding existing resources (ex. images) inside the body of the article.





A full page with the article inside showing all formatted body of the article.

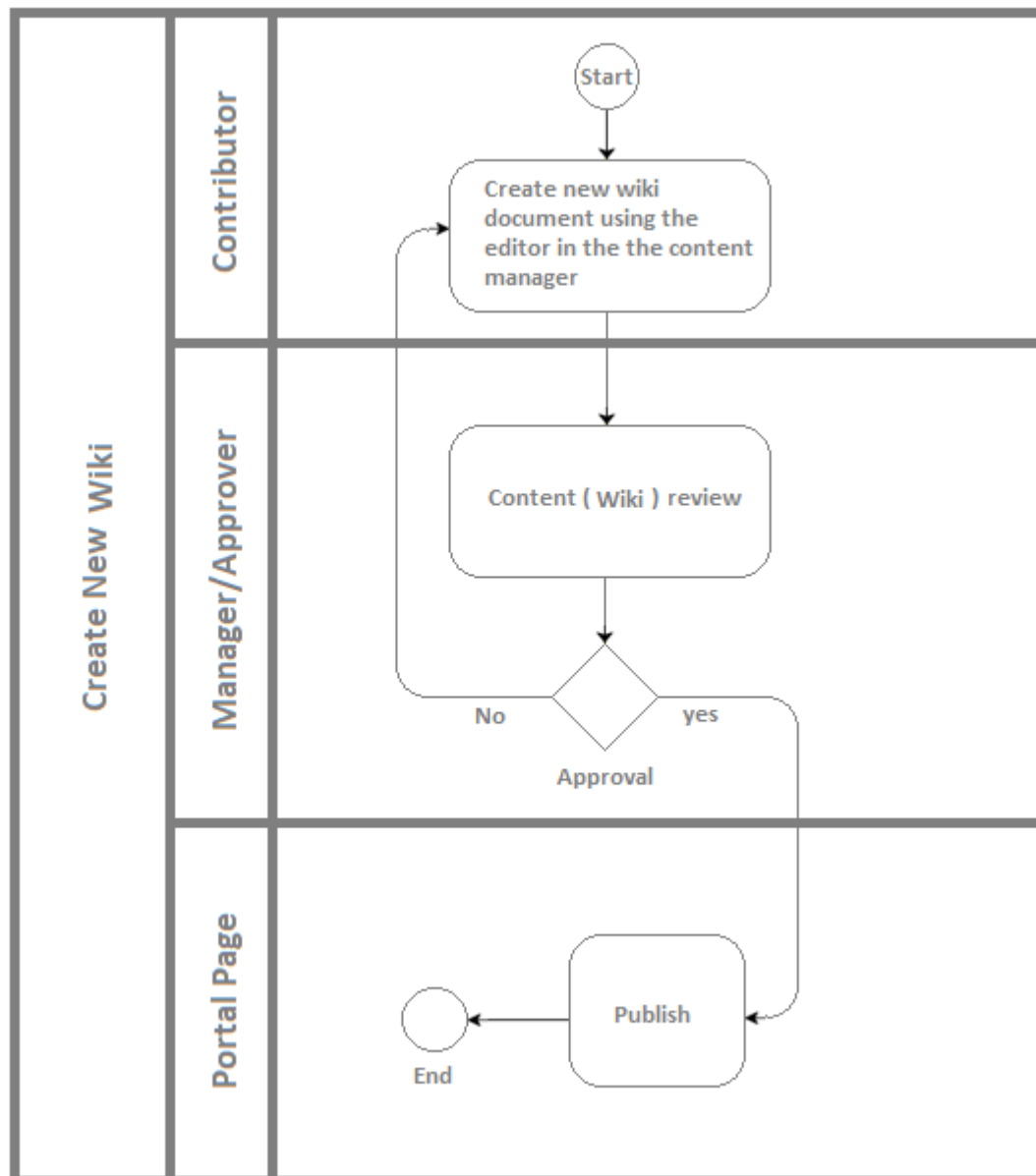


### 3.7.3 Requirements

- To enable wiki for portal we need to connect to the content server and enable related components.
- New Wikis might be verified and approved via one step approval workflow.
- Define the contributors (and approvers if a workflow is needed).

### 3.7.4 Workflow

MOSA contributors will manage to create and publish these wiki in a verification and approval workflow.



## 3.8 News

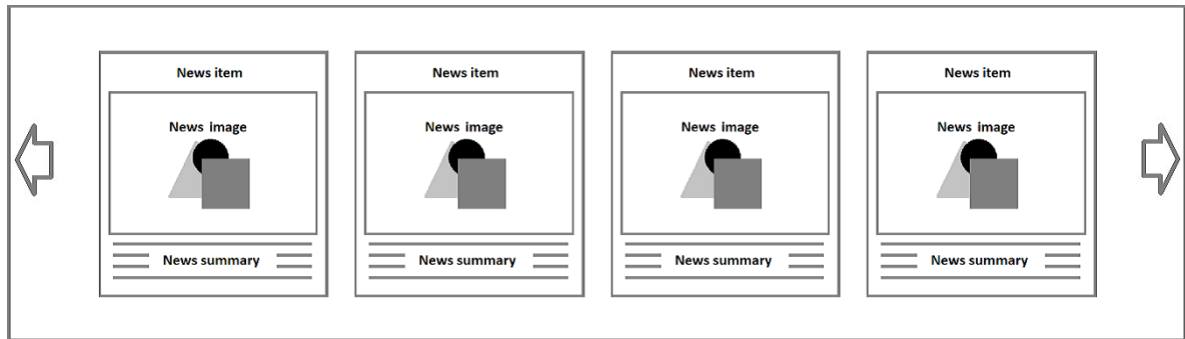
### 3.8.1 Description

News is used to inform intranet (employee) users about the new updates, activities and news of the ministry.

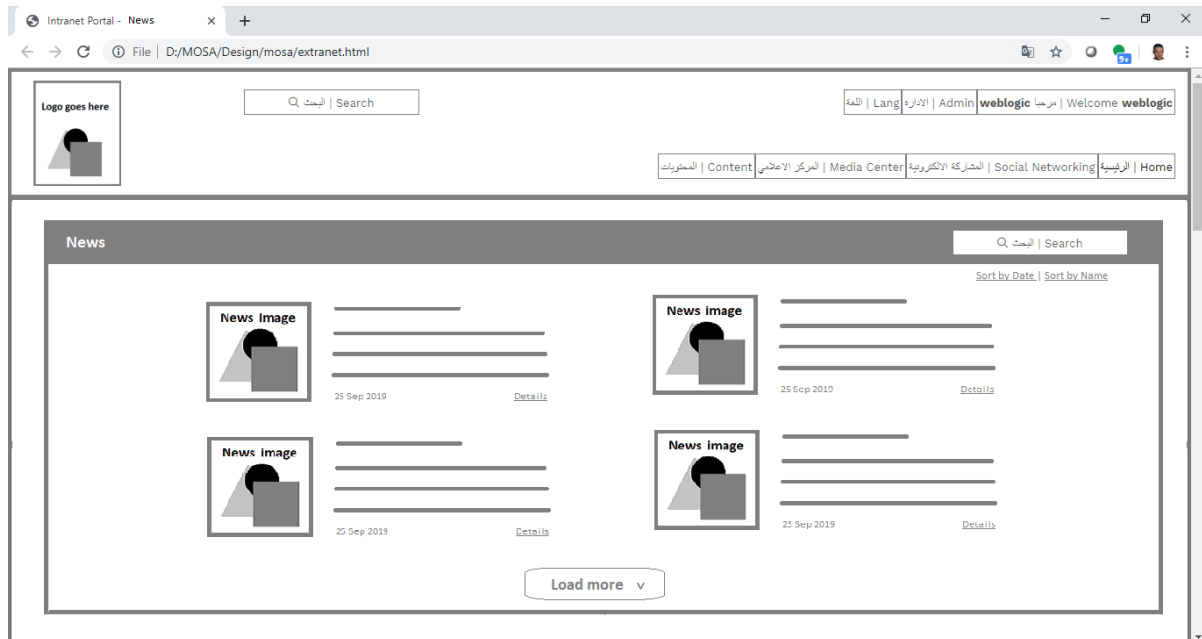
All news about the ministry will be added and verified in the content server through the portal. This type of content will be available for users from the main menu navigation and from the home page.

### 3.8.2 Mockups

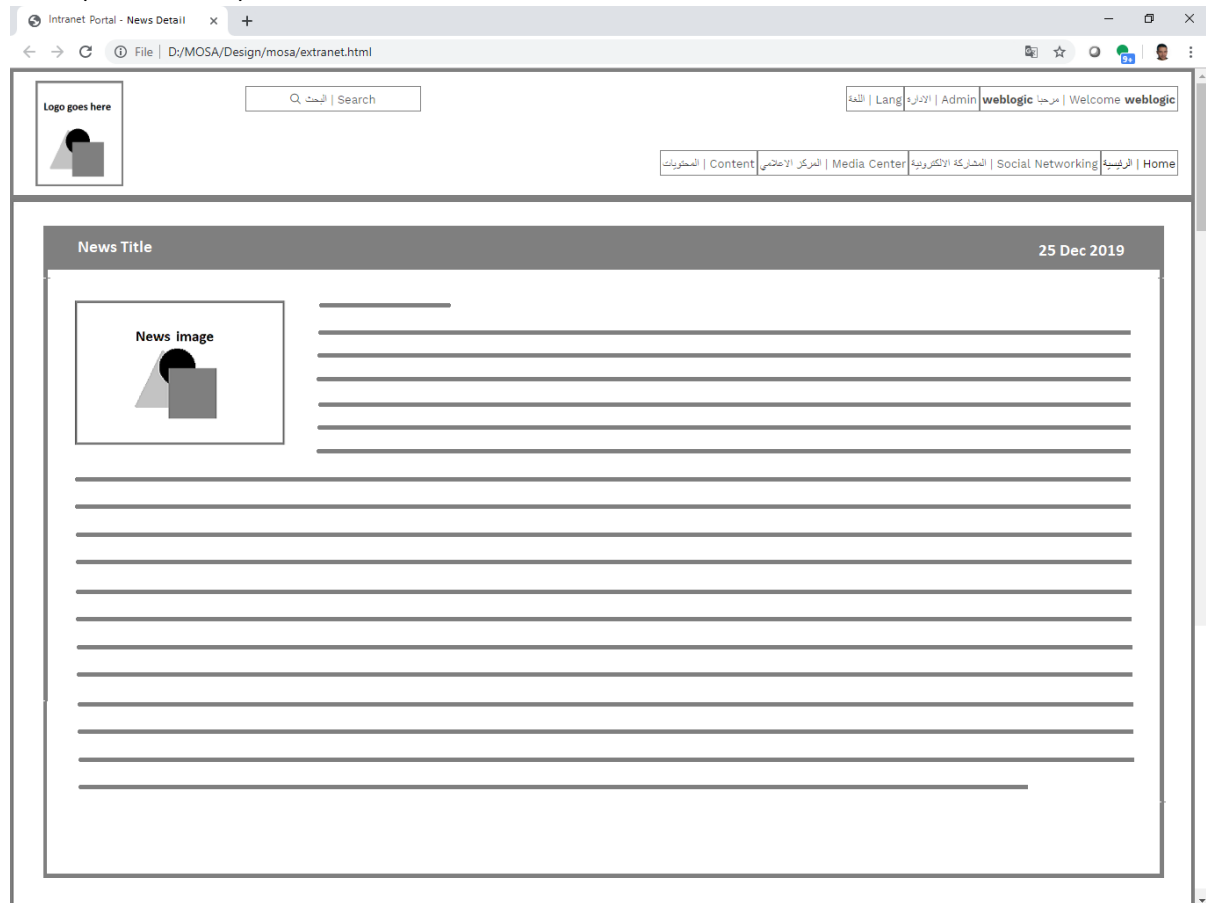
A set of news items that display in a strip at the home page. This strip show the most recent news, the users will be able to find more news in the news page.



News page provides the users with the ability to find MOSA news, it will be displayed as mini-view news item which consist of a thumbnail image, a summary about the news, and the date of the news. The users will be also able to sort the news by date and name, as they will be able to search for news from this page.



News detail page show the actual news details, the system display full information about the news (all metadata).

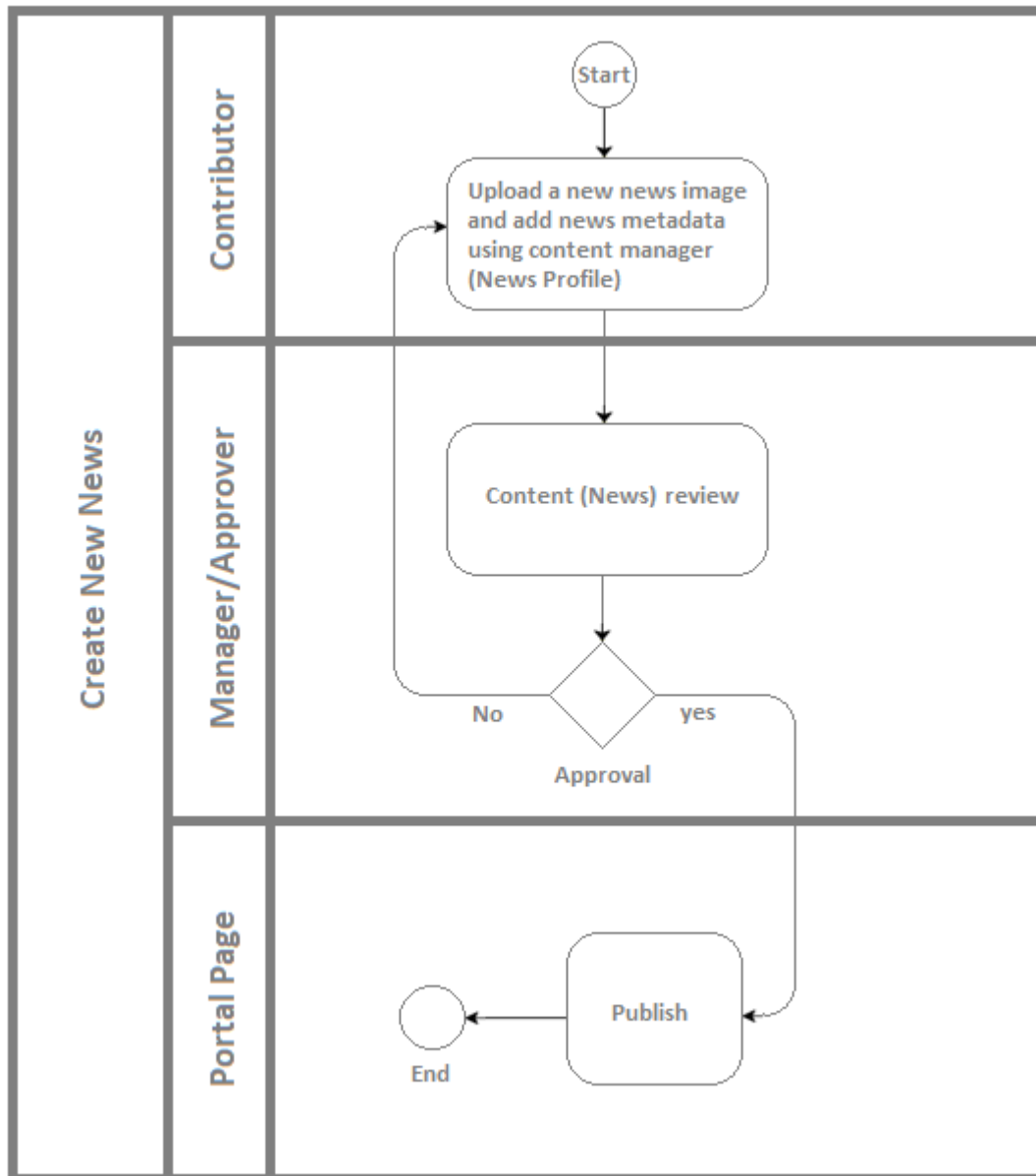


### 3.8.3 Requirements

- News items consist of the following metadata:
  - Title
  - Text (summary)
  - Image
  - Text Paragraphs (for details).
- A content profile is required for this content type.
- A content presenter is required to present this content type.
- New news must be verified and approved via one step approval workflow.
- Define the contributors and approvers.

### 3.8.4 Workflow

MOSA contributors will manage to create and publish these news in a verification and approval workflow.



### 3.9 Events

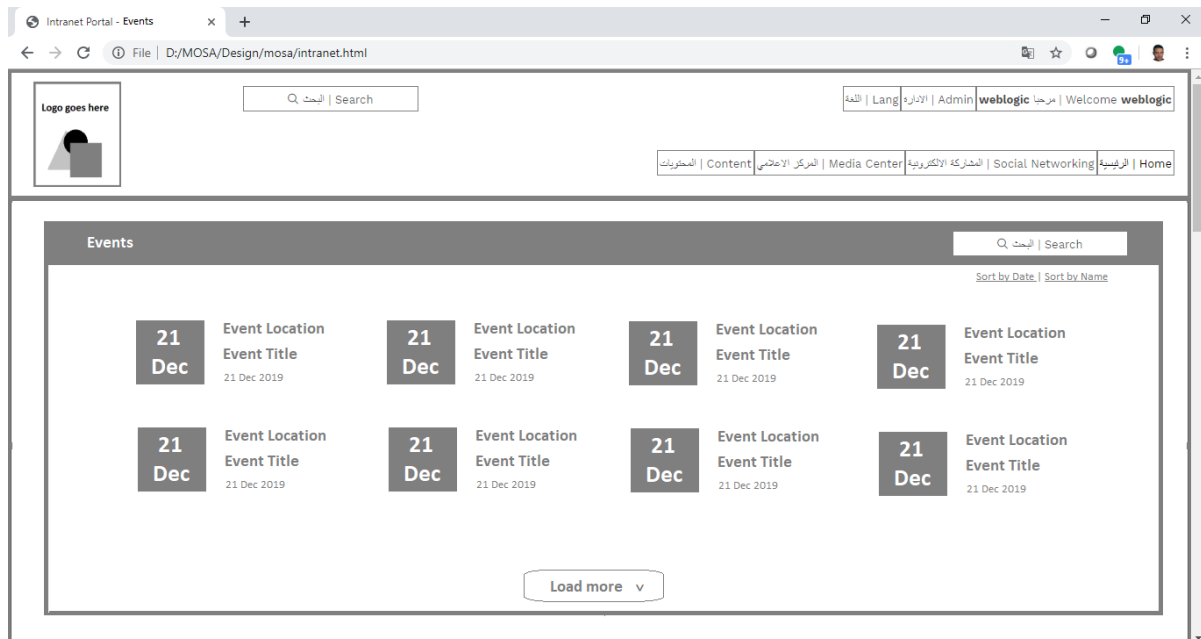
#### 3.9.1 Description

Events is used to inform intranet (employee) users about the activities of the ministry for specific date, an event is actually a calendar item.

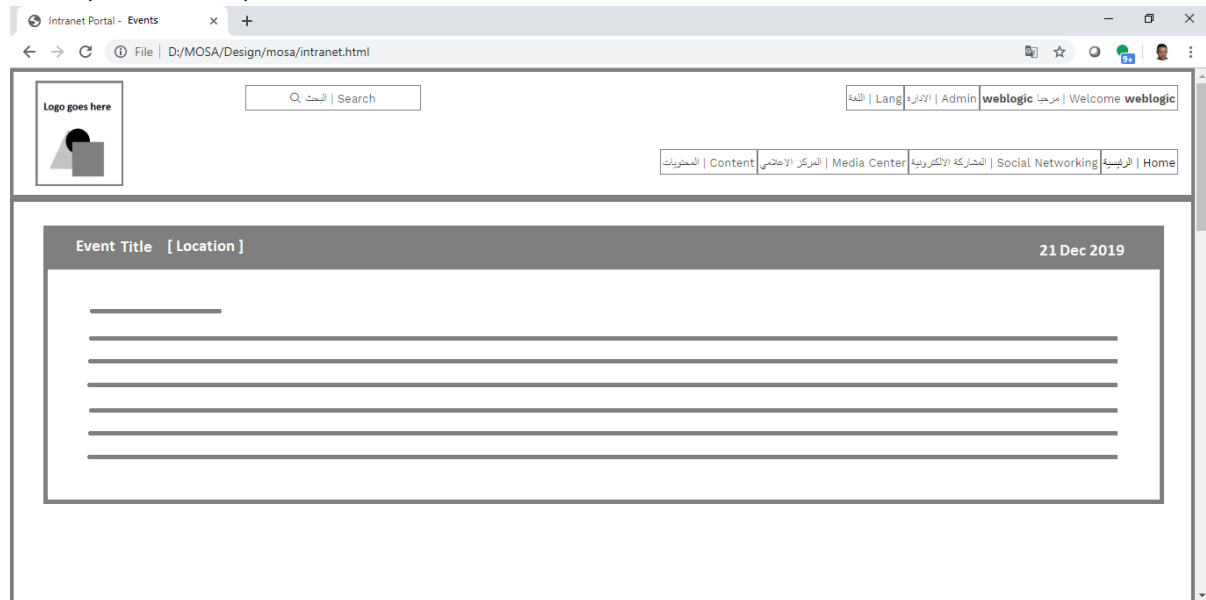
All events of the ministry will be added and verified in the content server through the portal. This type of content will be available for users from the main menu navigation.

#### 3.9.2 Mockups

Events page provides the users with the ability to find MOSA events, it will be displayed as mini-view announcement item which consist of a box for date, the location of the event (this might be a sale, area, or a full address), and the title of this event. The users will be also able to sort the events by date and name, as they will be able to search for announcements from this page.



Event detail page show the actual event details, the system display full information about the event (all metadata).



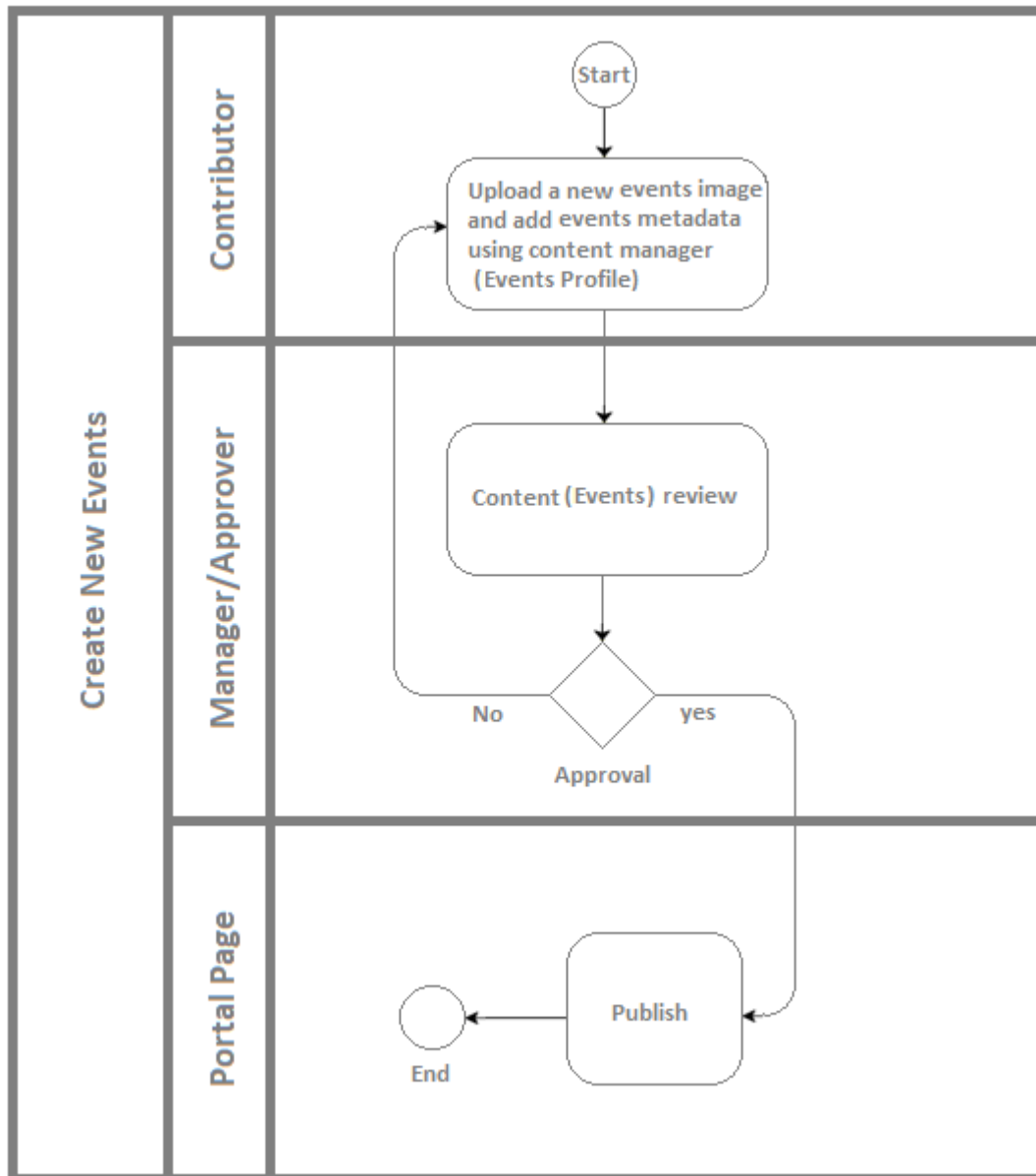
### 3.9.3 Requirements

- Events items consist of the following metadata:
  - Title
  - Text (location)
  - Date (start event date)
  - Date (end event date)
  - Text Paragraphs (for details).
- A content profile is required for this content type.
- A content presenter is required to present this content type.
- New event must be verified and approved via one step approval workflow.
- Define the contributors and approvers.



### 3.9.4 Workflow

MOSA contributors will manage to create and publish these events in a verification and approval workflow.



## 3.10 Announcements

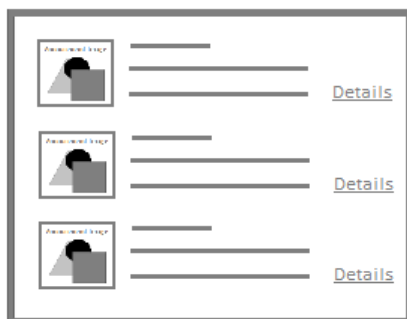
### 3.10.1 Description

Announcements is used to inform intranet (employee) users about opportunities at the ministry.

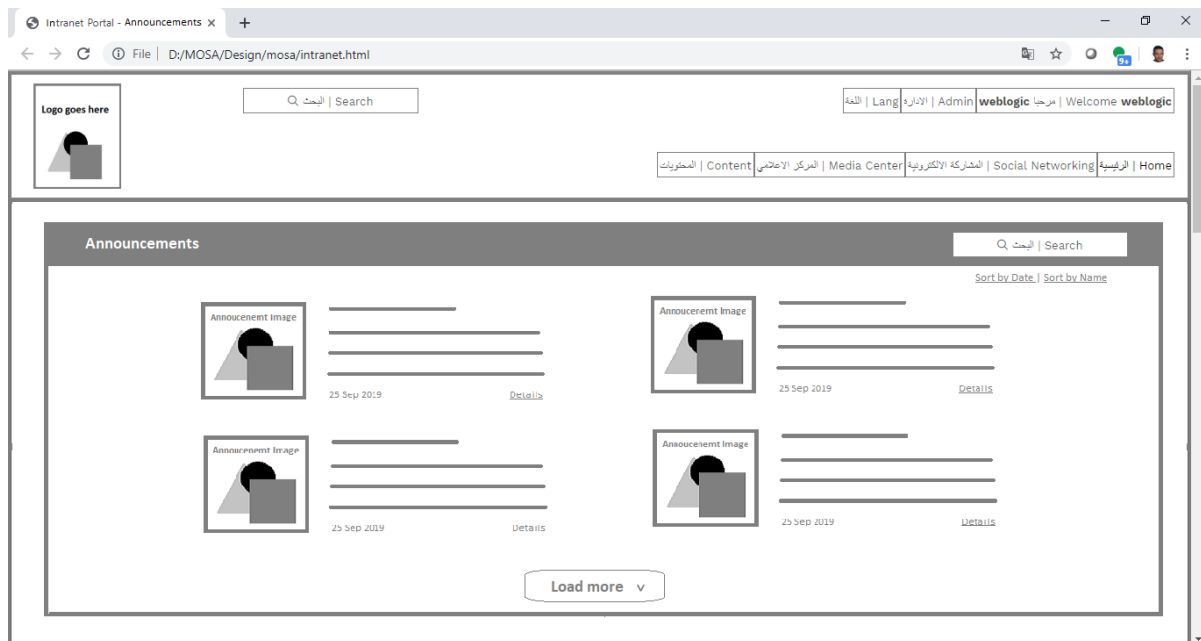
All announcements about the ministry will be added and verified in the content server through the portal. This type of content will be available for users from the main menu navigation and from a widget in the footer across all the pages.

### 3.10.2 Mockups

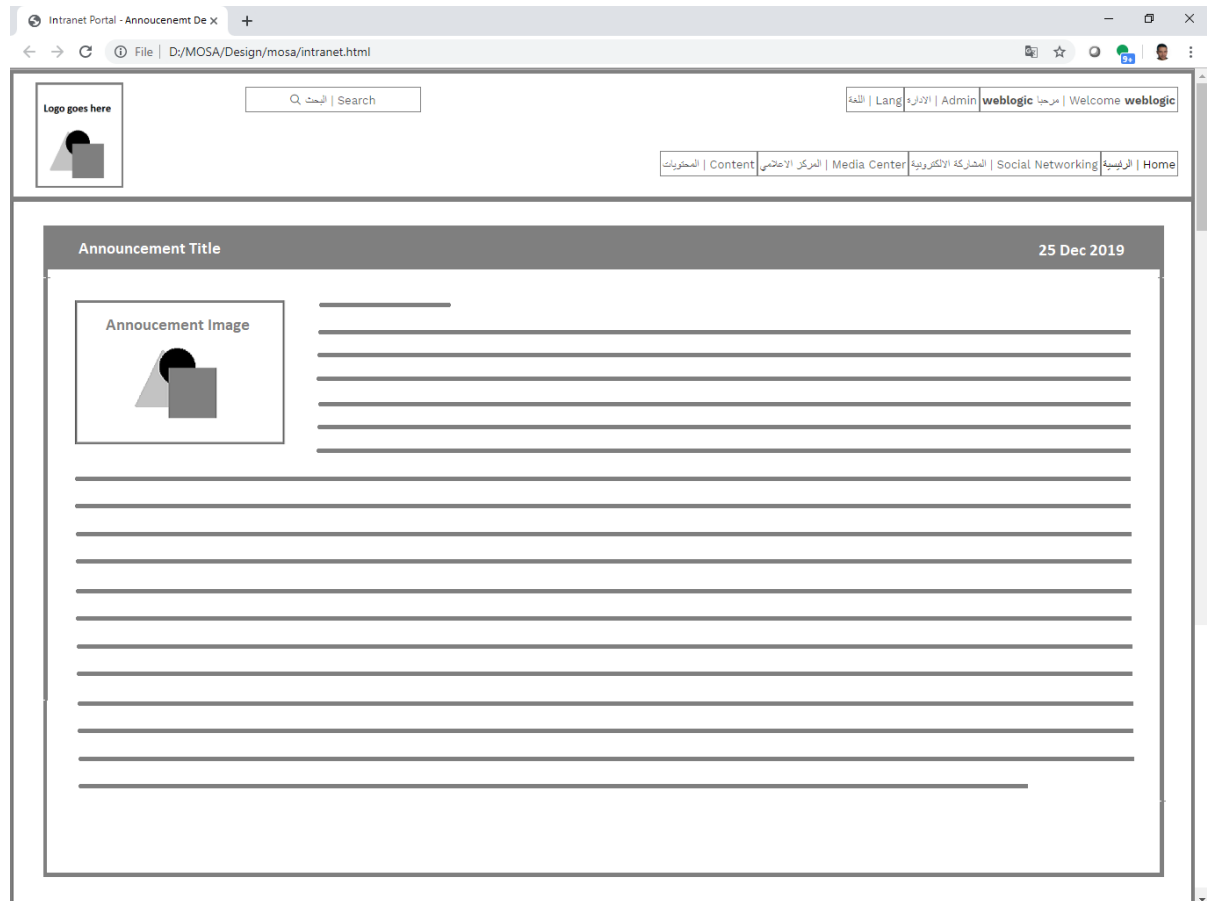
A set of announcements items that display in a widget at the footer. This widget show the most recent announcements, the users will be able to find more announcements in the announcements page.



Announcements page provides the users with the ability to find MOSA announcements, it will be displayed as mini-view announcement item which consist of a thumbnail image, a summary about the announcement, and the date of the announcement. The users will be also able to sort the announcements by date and name, as they will be able to search for announcements from this page.



Announcements detail page show the actual announcement details, the system display full information about the announcement (all metadata).

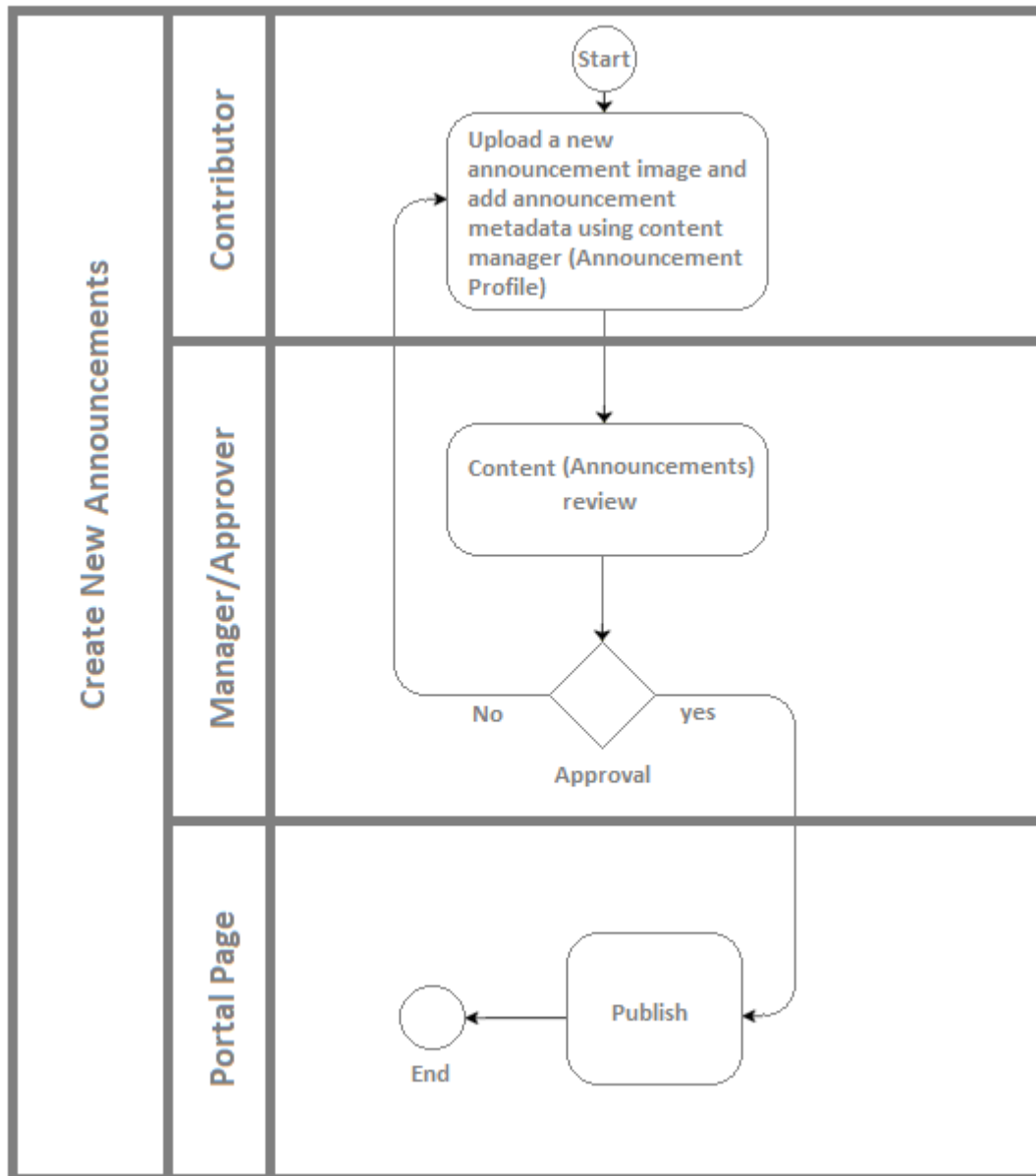


### 3.10.3 Requirements

- Announcements items consist of the following metadata:
  - Title
  - Text (summary)
  - Image
  - Text Paragraphs (for details).
- A content profile is required for this content type.
- A content presenter is required to present this content type.
- New announcements must be verified and approved via one step approval workflow.
- Define the contributors and approvers.

### 3.10.4 Workflow

MOSA contributors will manage to create and publish these announcements in a verification and approval workflow.



### 3.11 Image Gallery

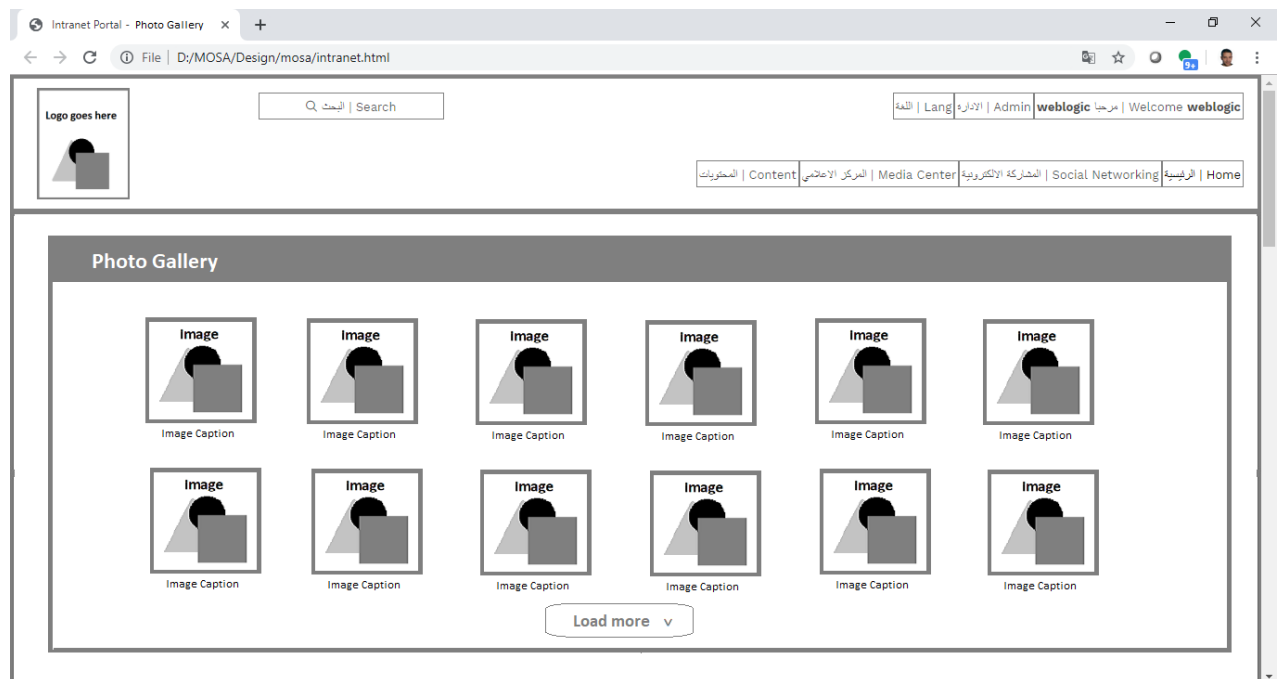
#### 3.11.1 Description

Image gallery is considered as the images library of the ministry, intranet (employee) users will be provided with the ability of previewing images of the ministry in this gallery (page).

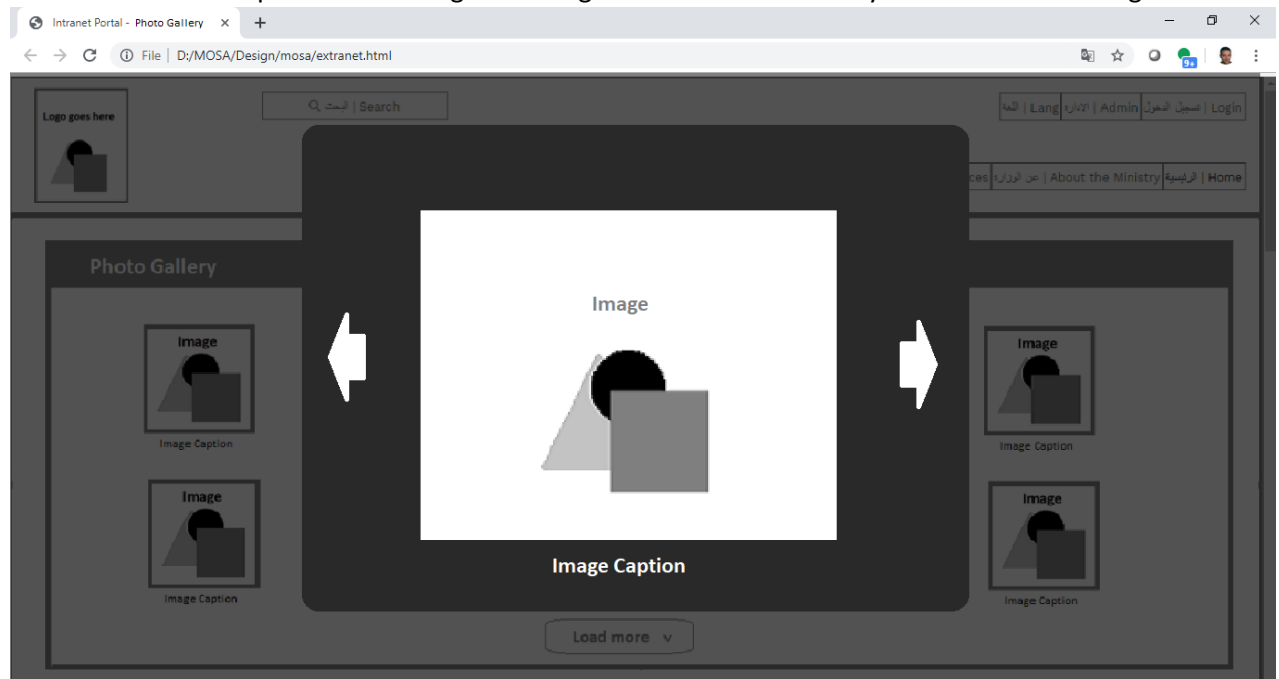
The ministry images will be added and verified in the content server through the portal. This type of content will be available for users from the main menu navigation.

#### 3.11.2 Mockups

A set of images that display in a list. This list show the most recent images, the users will be able to load more images in this page.



Users will be able to preview the images with higher resolution in a fancy box like the following:

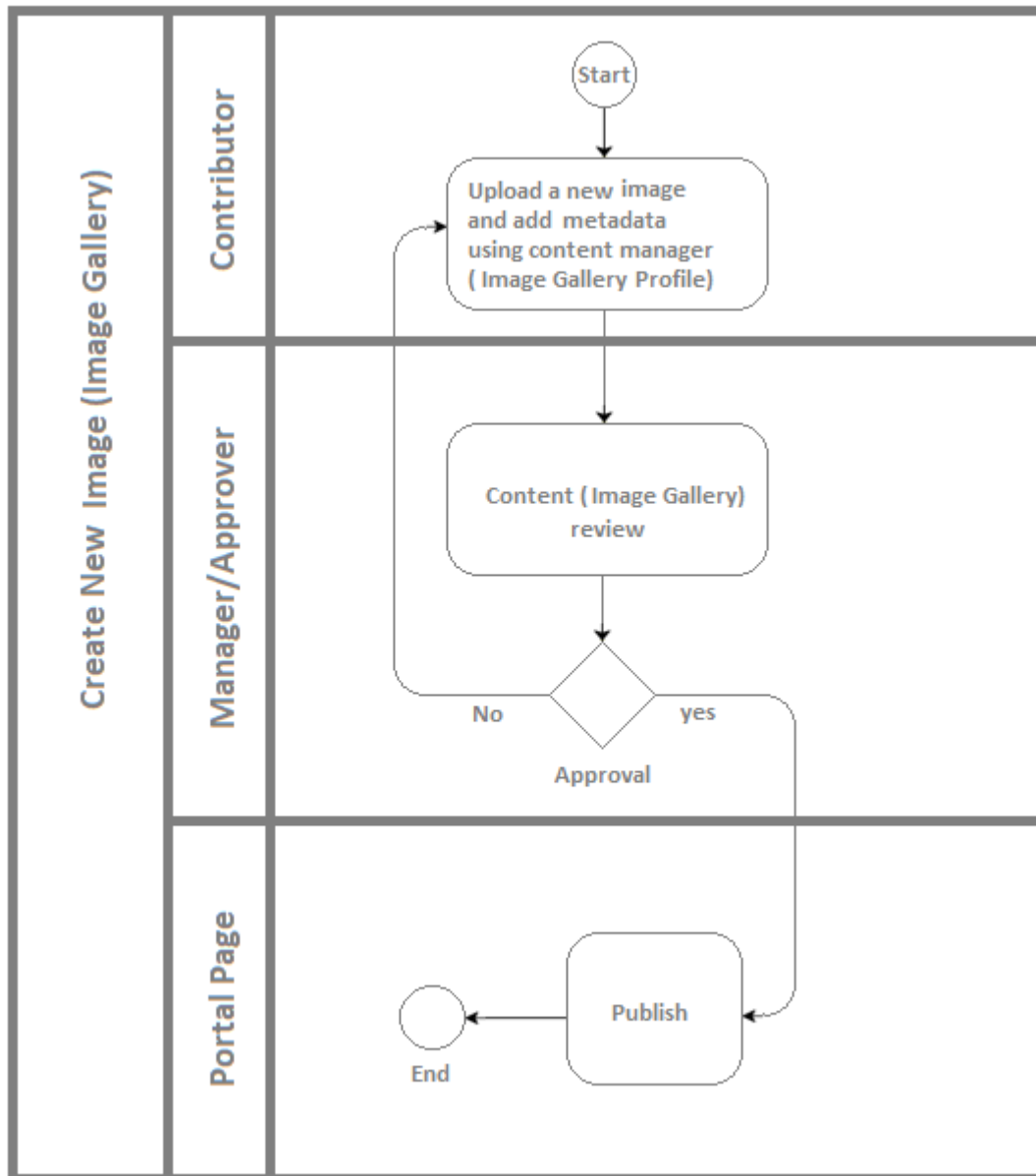


### 3.11.3 Requirements

- Image Gallery items consist of the following metadata:
  - Title
  - Image
- Images must be provided with a high quality to be presented as requested.
- A content profile is required for this content type.
- A content presenter is required to present this content type.
- New images must be verified and approved via one step approval workflow.
- Define the contributors and approvers.

### 3.11.4 Workflow

MOSA contributors will manage to create and publish these images in a verification and approval workflow.





## 3.12 Video Gallery

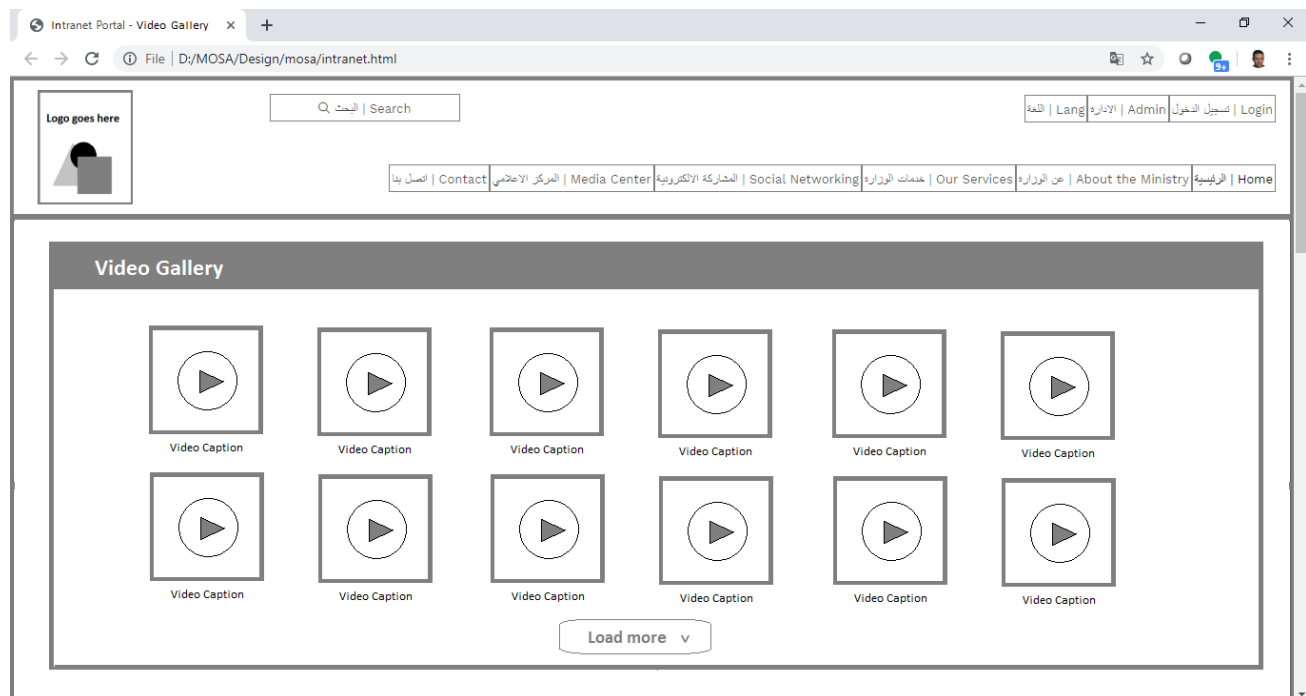
### 3.12.1 Description

Video gallery is considered as the videos library of the ministry, intranet (employee) users will be provided with the ability of watching videos of the ministry in this gallery (page).

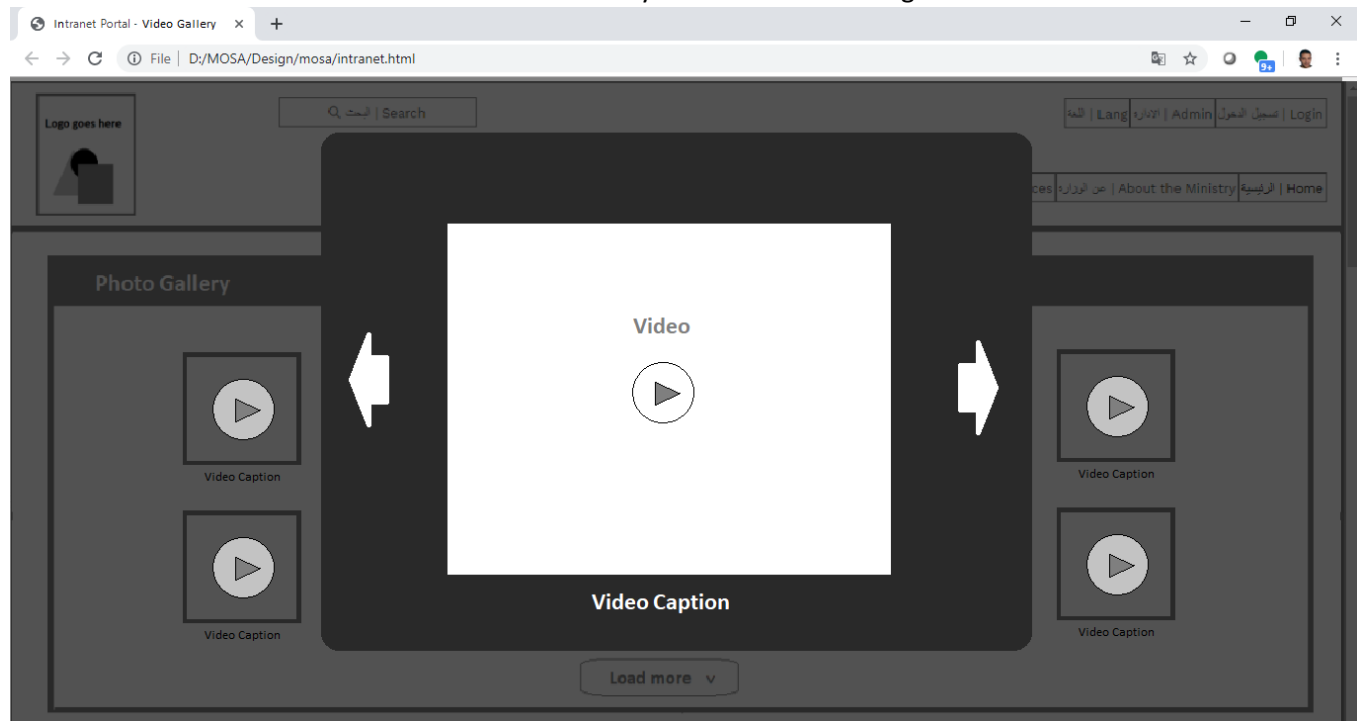
The ministry videos will be added and verified in the content server through the portal. This type of content will be available for users from the main menu navigation.

### 3.12.2 Mockups

A set of videos that display in a list. This list show the most recent videos, the users will be able to load more videos in this page.



Users will be able to watch the videos with in a fancy box like the following:

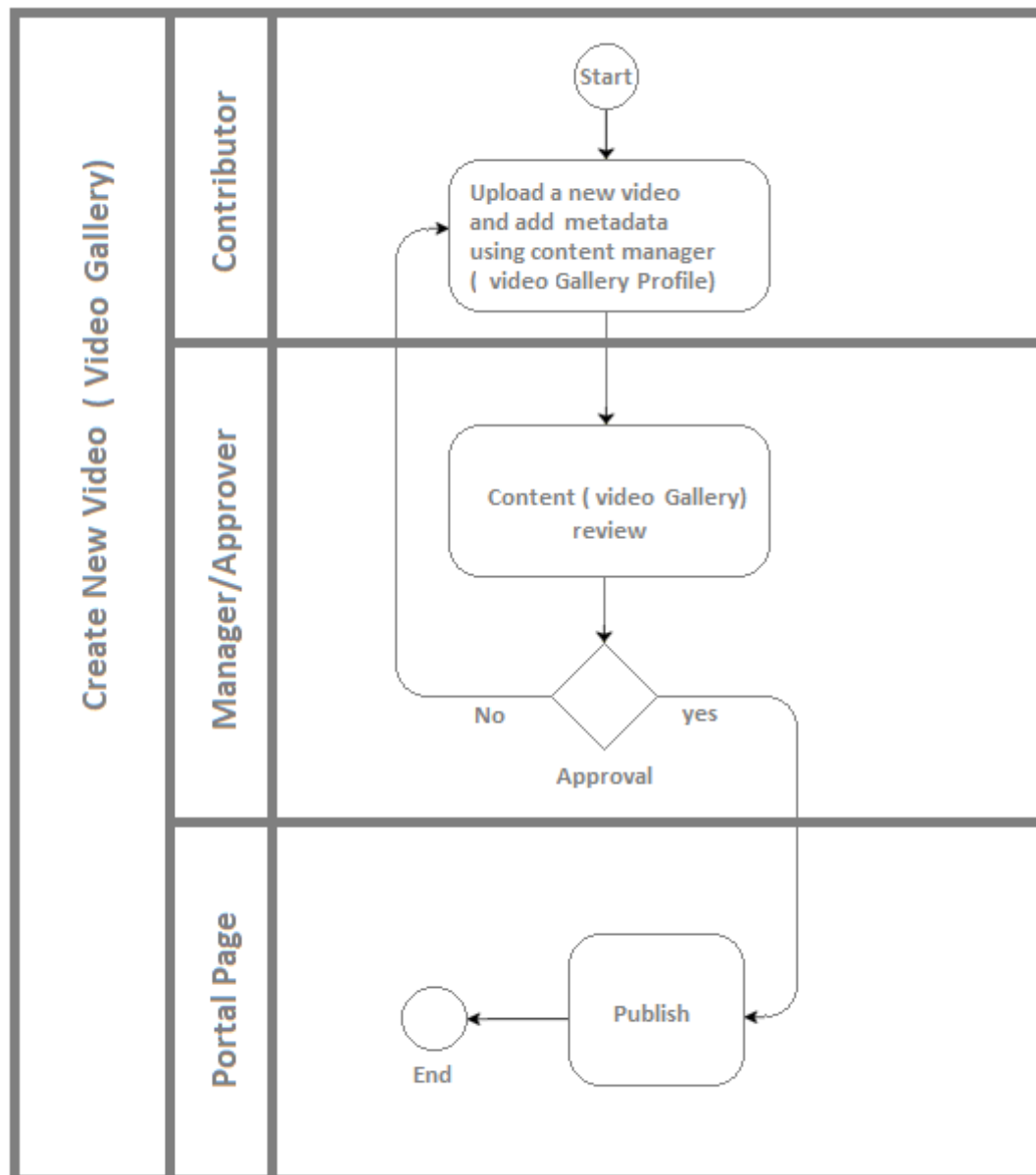


### 3.12.3 Requirements

- Video Gallery items consist of the following metadata:
  - Title
  - Video
- A content profile is required for this content type.
- A content presenter is required to present this content type.
- New videos must be verified and approved via one step approval workflow.
- Define the contributors and approvers.

### 3.12.4 Workflow

MOSA contributors will manage to create and publish these videos in a verification and approval workflow.



### 3.13 Poll Widget

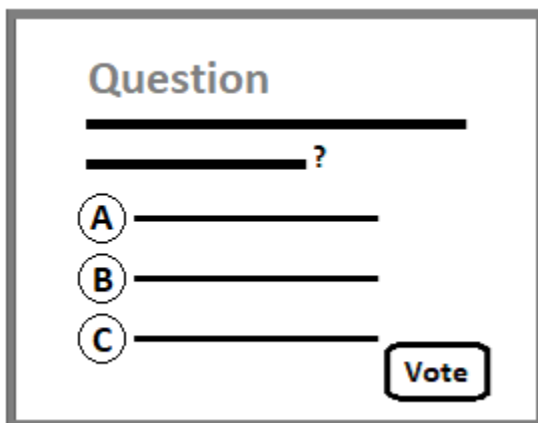
#### 3.13.1 Description

Polls allow the ministry of analyzing collected data by surveys, intranet (employee) users will take this poll or survey choosing an answer then vote.

Polls manager can choose to redirect participants to polls result or thanks message upon successful vote.

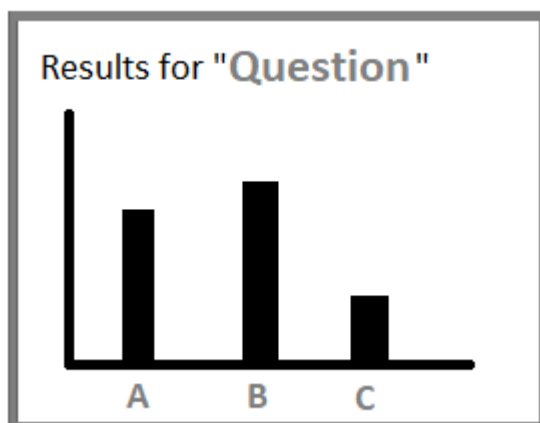
#### 3.13.2 Mockups

The poll is a question or topic that has multiple options and choices.



The mockup shows a poll interface. At the top, the word "Question" is displayed above a horizontal line. Below this line is a question mark "?". Underneath the question mark are three options, each consisting of a letter in a circle followed by a horizontal line: "A", "B", and "C". To the right of these options is a button labeled "Vote".

Upon successful vote, the users will be redirected to poll result widget or just "thank you" message widget.



### 3.13.3 Requirements

- Polls can be designed, published, and closed via the polls manager. This privilege should be granted by the portal moderator.

## 3.14 Mail Box

### 3.14.1 Description

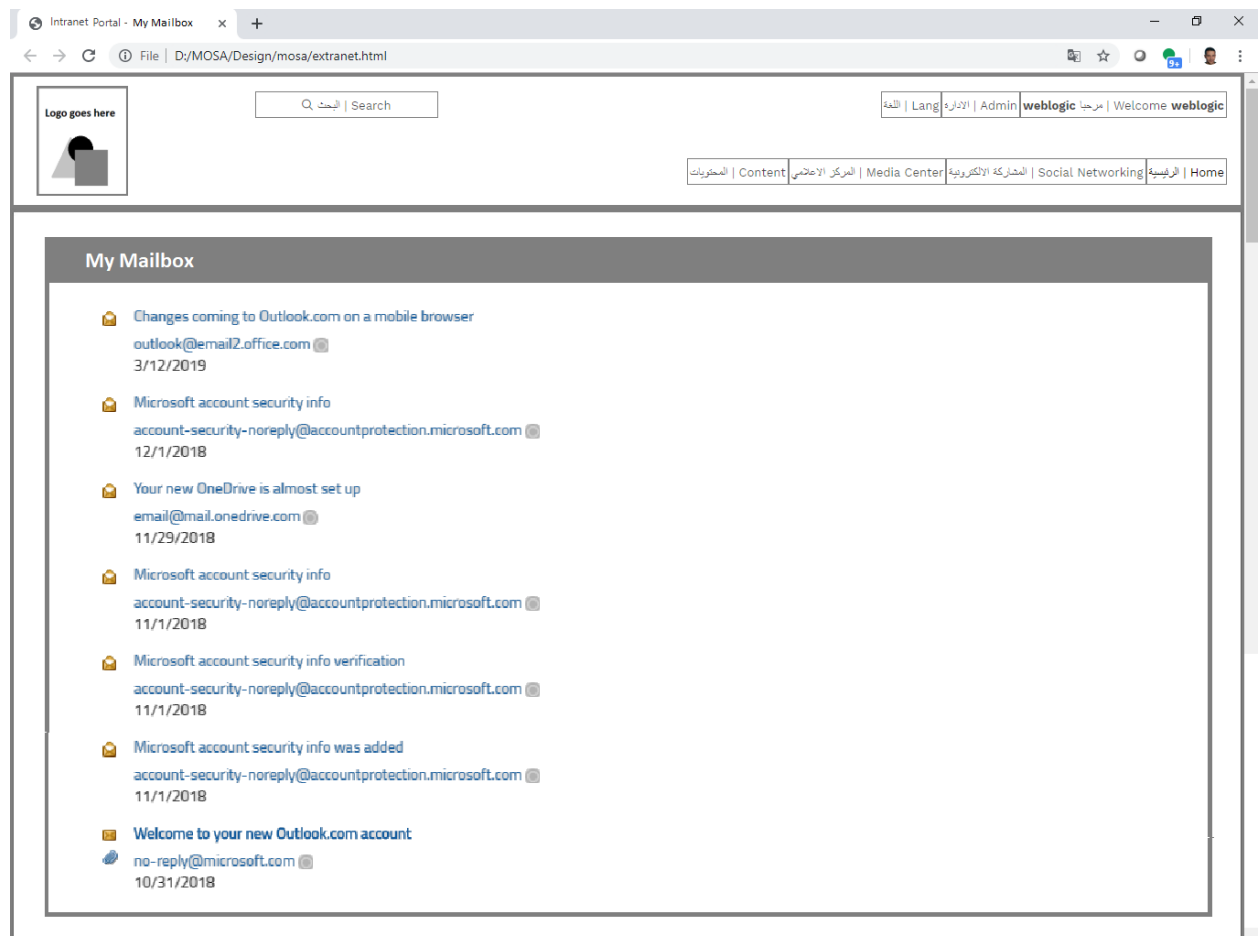
Intranet (employee) users will be provided with the ability to view their mail all from the portal so that they don't need to navigate to a new webpage or use any extra tools.

MOSA will use Office 365 as the mail server for intranet portal.

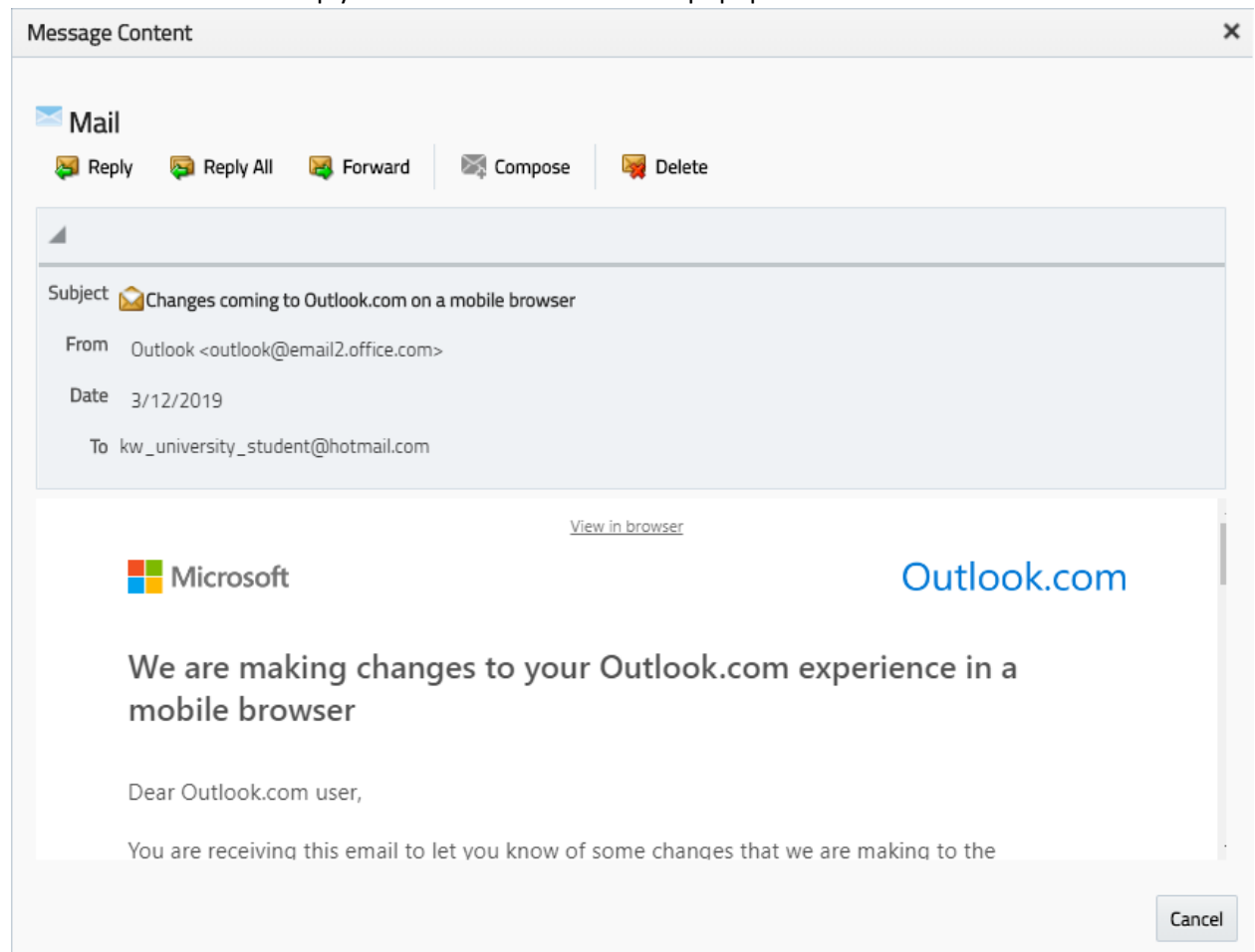
The users will be requested to set their mail and password to be able to view their mails from the portal.

### 3.14.2 Mockups

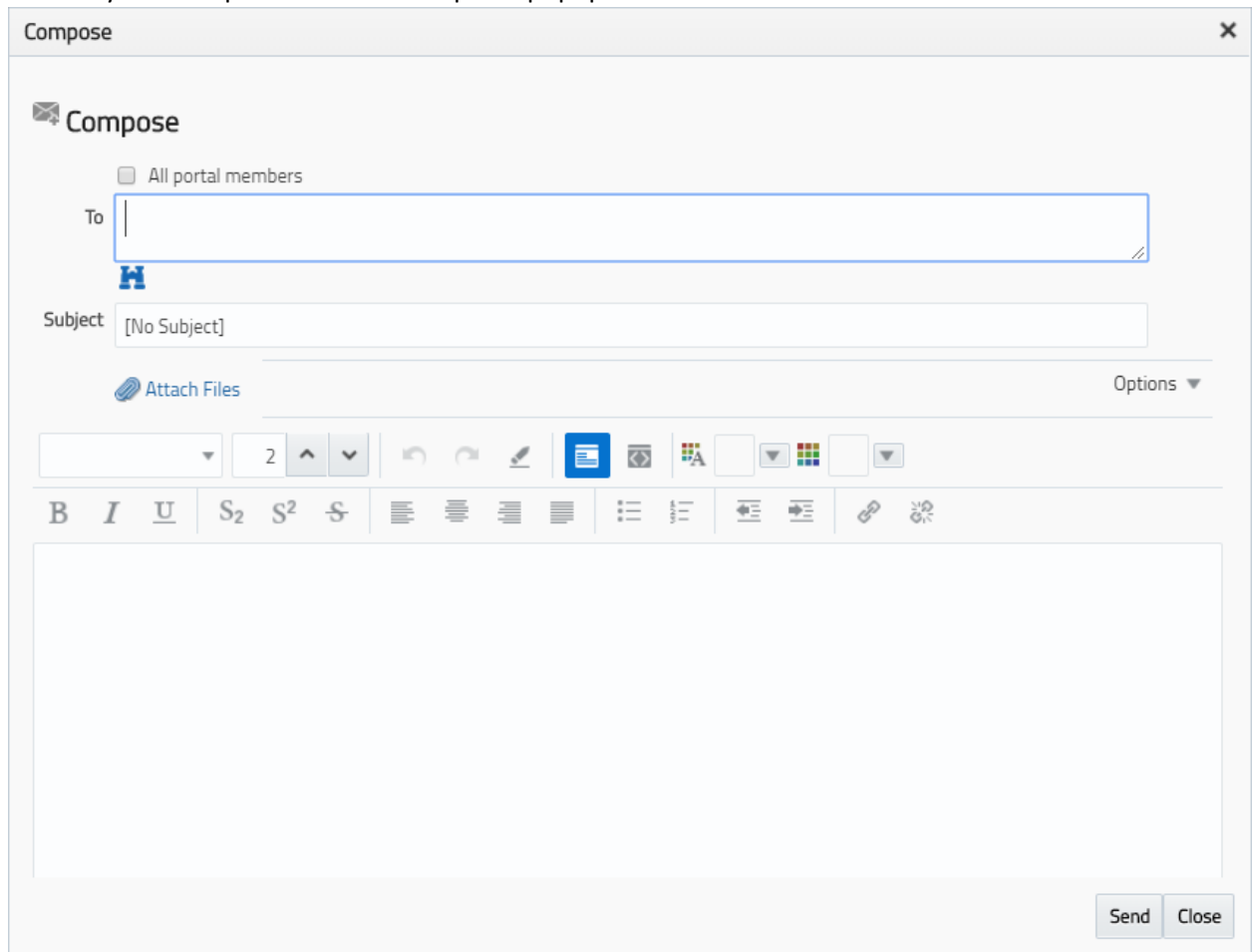
The mailbox lists the most recent received mails.



The users can read and reply to mails via the mail details popup.



Also they can compose new mail composer popup



The screenshot shows a 'Compose' email composer window. At the top, there's a title bar with 'Compose' and a close button. Below the title bar, there's a 'Compose' header with an envelope icon. Underneath, there's a checkbox labeled 'All portal members'. The 'To' field is empty and has a blue border. Below the 'To' field, there's a blue 'H' icon. The 'Subject' field contains the text '[No Subject]'. Below the 'Subject' field, there's an 'Attach Files' button with a paperclip icon and an 'Options' dropdown menu. Below these fields, there's a toolbar with various icons for text formatting (bold, italic, underline, strikethrough, subscript, superscript), alignment (left, center, right, justified), list creation (bulleted, numbered), indentation, link, unlink, and a sun icon. Below the toolbar is a large text area for composing the email body. At the bottom right, there are 'Send' and 'Close' buttons.

### 3.14.3 Requirements

- There must be an active connection to a mail server.
- Users must set their mail address and password (setting mail account, [see User Preferences](#)) to be able to use this service.

## 3.15 User Preferences

### 3.15.1 Description

User preferences provide intranet (employee) users an easy configuration settings for tailoring the portal to their particular working style.

This include settings for their preferred display language, their preferred look & feel, their external accounts passwords, and the like.

Preferences settings are a user-level customization that affect only intranet (employee) user's view.

### 3.15.2 Mockups

User Preferences consist of a set of tabs:

**General preferences tab** provide intranet (employee) users with the ability to set their preferred display language, preferred date & time format, preferred look & feel, and the accessibility setting to optimize the application user interface for use with a screen reader, such as JAWS.



Intranet Portal - User Preference x

File | D:\MOSA\Design\mosa\extranet.html

Logo goes here

البحث | Search

الغة | Lang | الإدارة | Admin | weblogic مرحبا | Welcome weblogic

المحتويات | Content | المركز الاجتماعي | Media Center | المشاركة الإلكترونية | Social Networking | الرئيسية | Home

### User Preferences

- General
- Password
- My Accounts
- Messaging
- People
- Presence
- Subscriptions
- Search
- Mail
- Manage Favorites

#### Preferences - General

Language: No Preference

Time Format: 1:04 AM

Date Format: 5/29/19

Time Zone: No Preference

Accessibility Settings

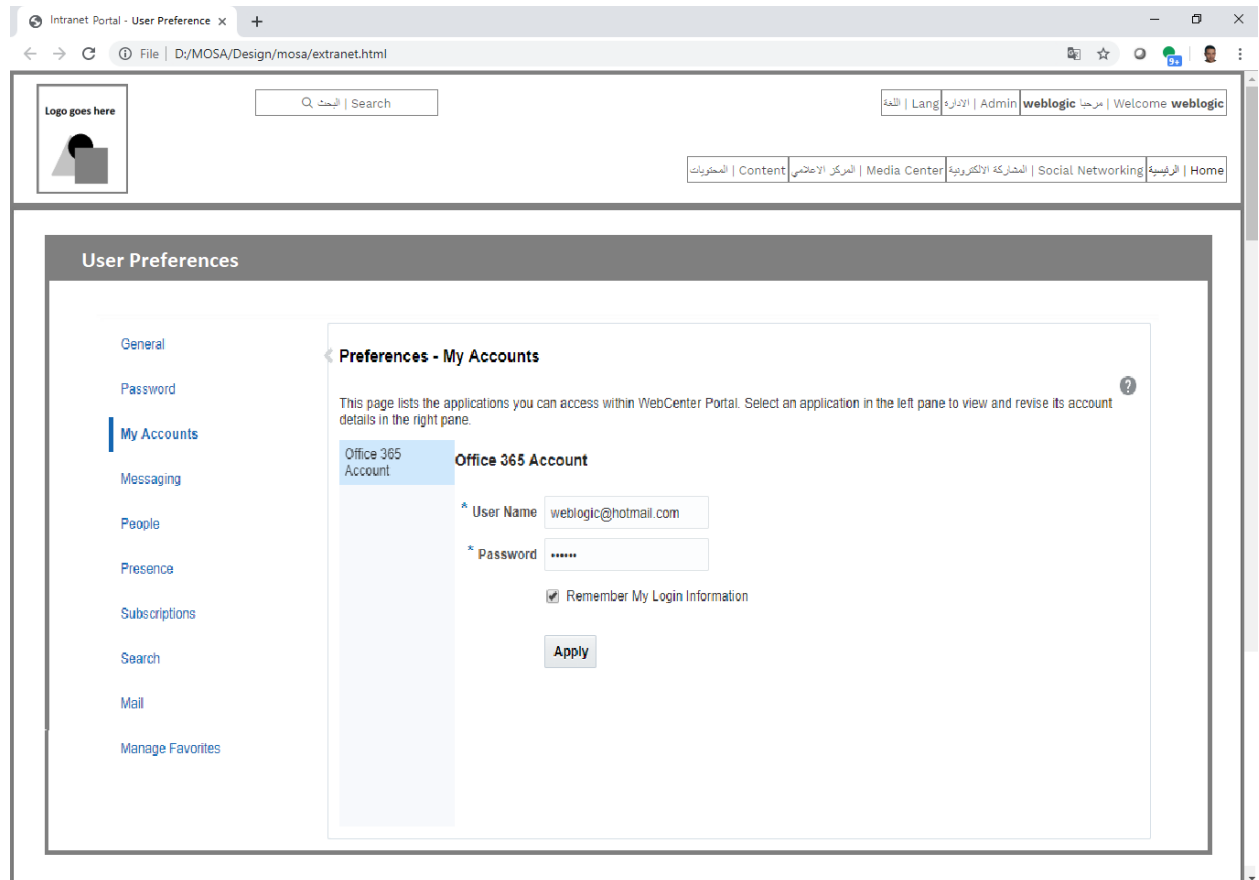
- ☐ I use a screen reader
- ☐ I use high contrast colors
- ☐ I use large fonts

Application Skin: No Preference

**Password preferences tab** provide intranet (employee) users with the ability to change their portal password.

The screenshot shows a web browser window with the address bar displaying "Intranet Portal - User Preference" and the file path "D:/MOSA/Design/mosa/extranet.html". The page header includes a search bar, a language selector (Lang), and a welcome message "Welcome weblogic". The main content area is titled "User Preferences" and features a sidebar with navigation links: General, Password, My Accounts, Messaging, People, Presence, Subscriptions, Search, Mail, and Manage Favorites. The "Password" tab is selected, displaying the "Preferences - Password" form. This form contains three input fields: "Old Password", "New Password", and "Confirm New Password", each preceded by an asterisk. A "Save" button with a help icon is located in the top right corner of the form.

**My Accounts preferences tab** provide intranet (employee) users with the ability to set their external accounts, external accounts used to authenticate to external applications.



**People preferences tab** consist of five sub-tabs, each sub-tab provide intranet (employee) users with the ability to set their security preferences.

From “Activity Stream” sub-tab, intranet (employee) users can choose the users whose personal activities they want to see, the portal’s activities, and the services and features they want to see in the activity log. They can also choose who are allowed to see their activities.

Intranet Portal - User Preference x

File | D:\MOSA\Design\mosa\extranet.html

Logo goes here

البحث | Search

الغة | Lang | الإدارة | Admin | weblogic | مرحبا | Welcome weblogic

المحتويات | Content | المركز الاتحادي | Media Center | المشاركة الإلكترونية | Social Networking | الرئيسية | Home

### User Preferences

- General
- Password
- My Accounts
- Messaging
- People**
- Presence
- Subscriptions
- Search
- Mail
- Manage Favorites

#### Preferences - People

Activity Stream | **Connections** | Profile | Message Board | Feedback

**People**

Select the users whose personal activities you want to see.

Show **Me and My Connections**

**Portals**

Select whether to show portal activities from the portals of which the selected users (under People) are members, the portals of which you are a member or only personal activities (as selected under People).

Show activities from **No Portals**

**Tools and Service Categories**

Select the tools and services to display activities. Contact your administrator about managing tools and services with deselected check boxes.

**Category** **Allow users to override**

- ☒ Announcements
- ☒ Rings
- ☒ Business Object
- ☒ Data Visualization
- ☒ Discussions
- ☒ Documents
- ☒ Events
- ☒ Feedback
- ☒ Layout
- ☒ Lists
- ☒ Message Board
- ☒ Pages
- ☒ Portal Management
- ☒ Profiles
- ☒ REST Data Source
- ☒ SQL Data Source
- ☒ Tagging
- ☒ Visualization Template

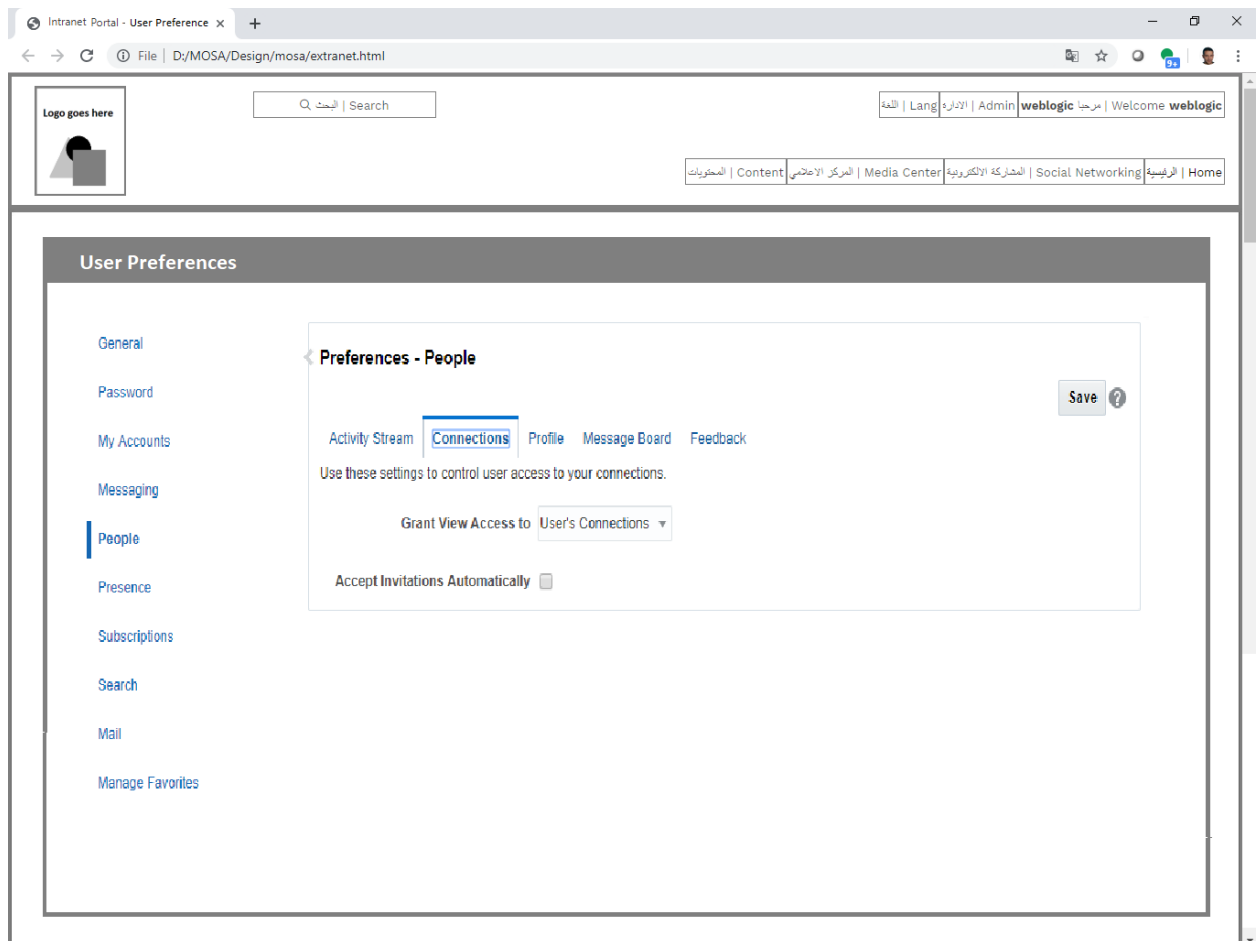
**Privacy**

Select the users who are allowed to see your personal activities.

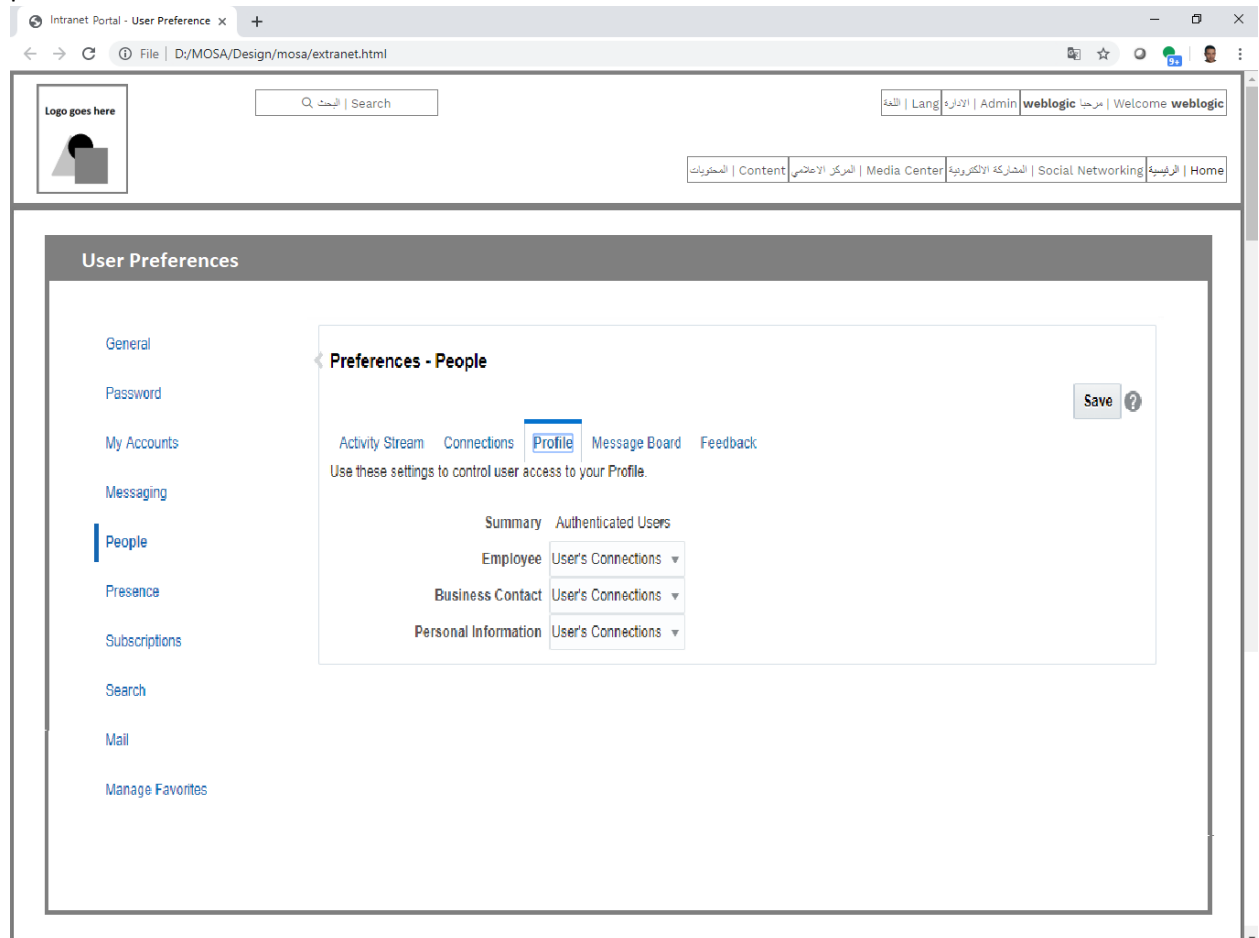
Allow All My Activities To Be Viewed By **My Connections**

From “Connections” sub-tab, intranet (employee) users can choose who are allowed to access their connections, as they can also select to accept invitations automatically from

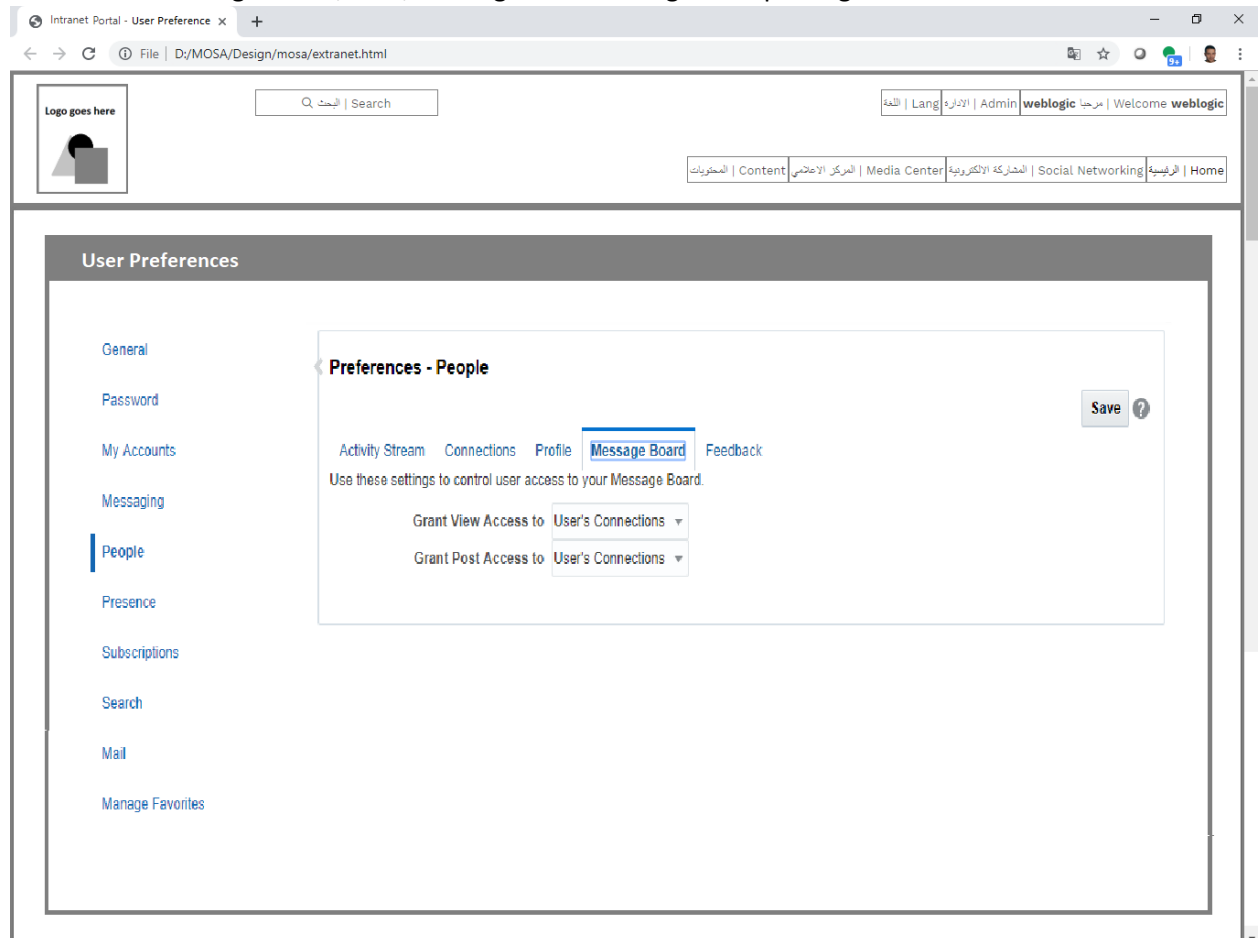
this screen.



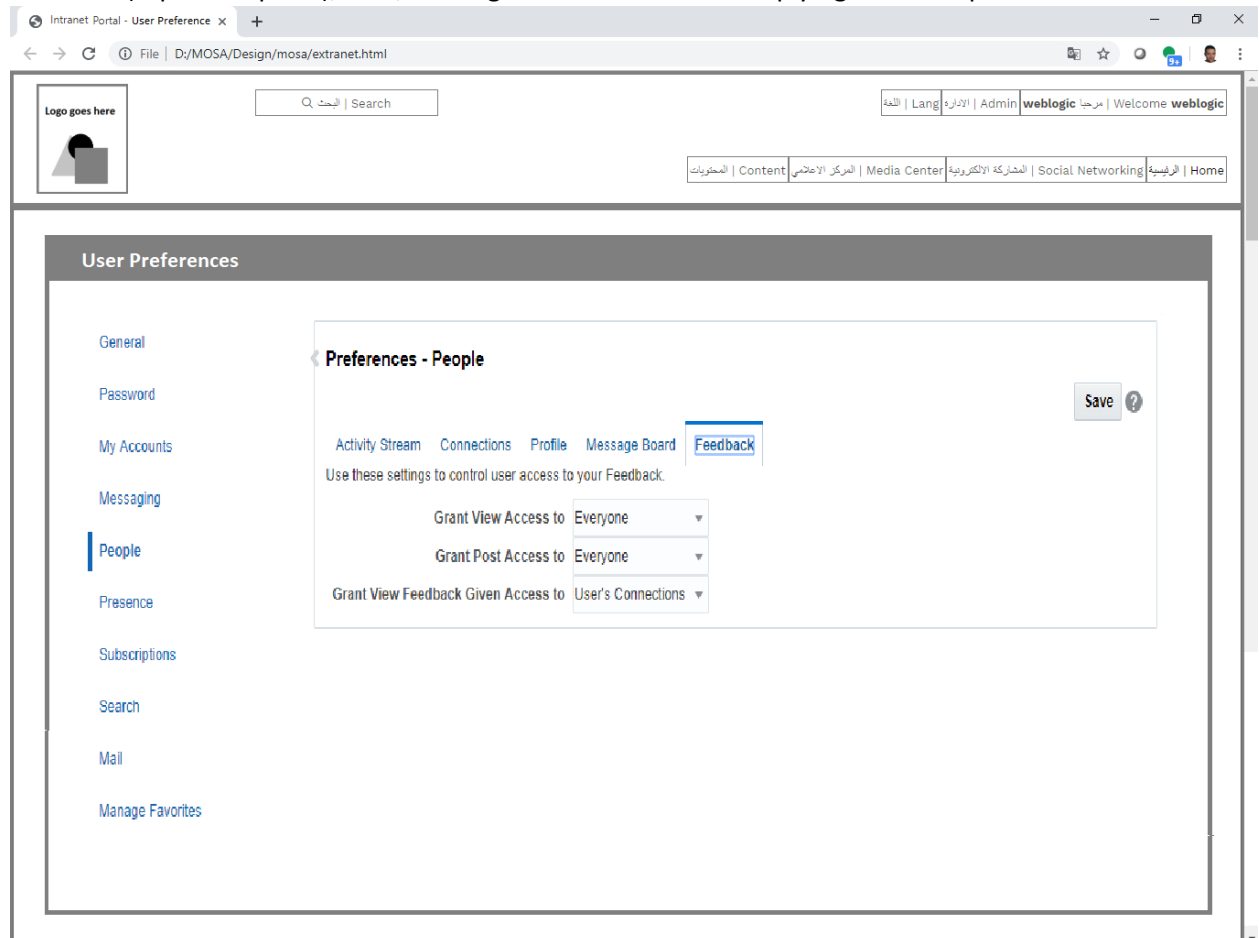
From “Profile” sub-tab, intranet (employee) users can choose who are allowed to access their profile information.



From “Message Board” sub-tab, intranet (employee) users can choose who are allowed to access their message board, thus, reading user’s messages and posting in user’s board.



From “feedback” sub-tab, intranet (employee) users can choose who are allowed to access their feedback (replies on posts), thus, reading user’s feedback and replying on user’s posts.



**Presence preferences tab** provide intranet (employee) users with the ability to set instant messaging (IM) address and display name, with these settings, the portal set the status of availability of the user according to the availability of this address. For example, the user with IM: *user@my-exchange-domain.com* will appear “online” if he is authenticated to



the exchange server “my-exchange-domain.com”.

The screenshot shows a web browser window displaying the 'Intranet Portal - User Preference' page. The browser's address bar shows the file path 'D:/MOSA/Design/mosa/extranet.html'. The page has a header with a search bar, language options, and user information. A sidebar on the left lists various user preferences, with 'Presence' currently selected. The main content area is titled 'Preferences - Presence' and contains two input fields: 'IM Address' and 'Display Name'. A 'Save' button with a help icon is located in the top right corner of the form area.

Logo goes here

البحث | Search

اللغة | Lang | الإدارة | Admin | weblogic | مرحبا | Welcome weblogic

المحتويات | Content | المركز الاعلامي | Media Center | المشاركة الالكترونية | Social Networking | الرئيسية | Home

**User Preferences**

- General
- Password
- My Accounts
- Messaging
- People
- Presence**
- Subscriptions
- Search
- Mail
- Manage Favorites

**Preferences - Presence**

IM Address

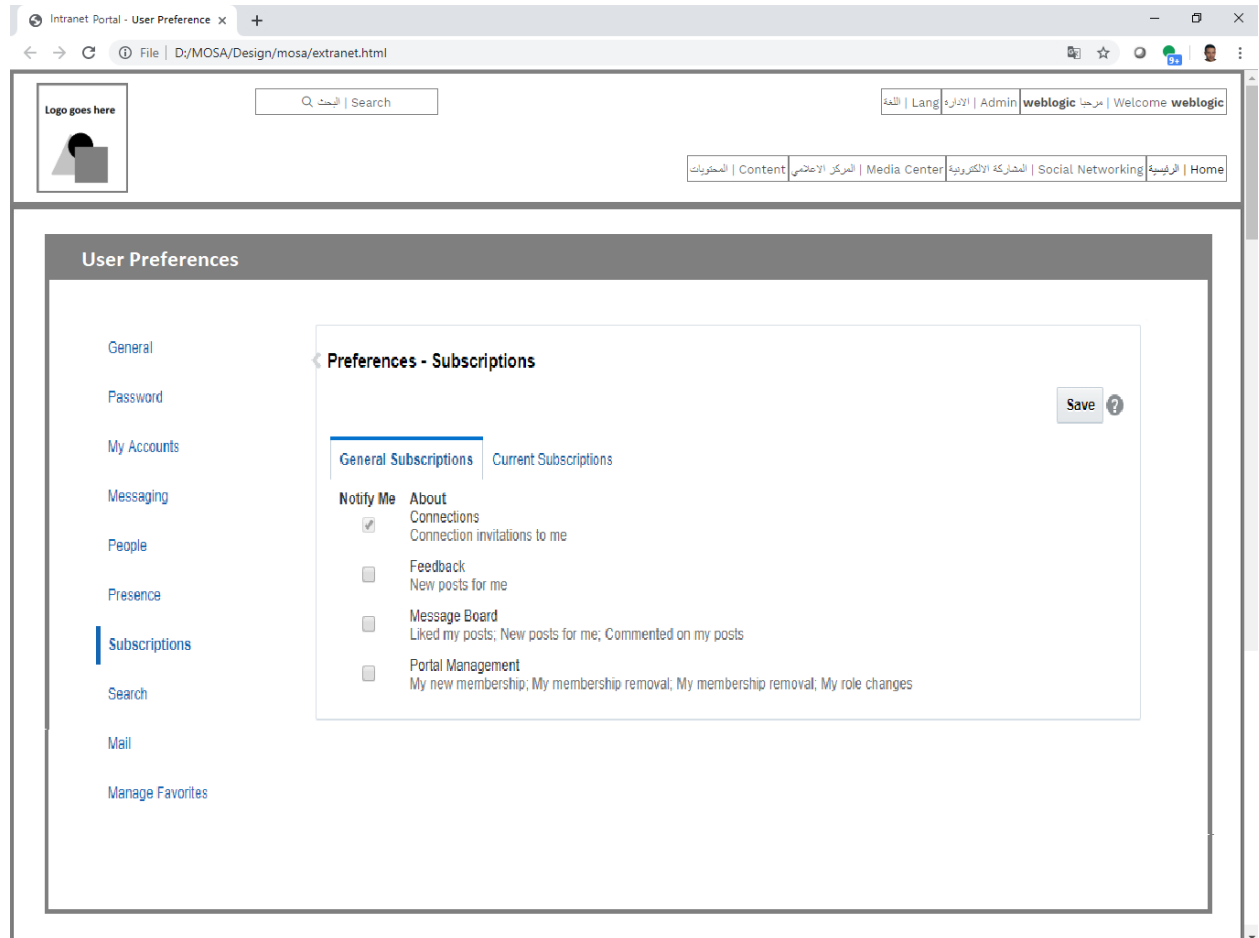
Display Name

Save ?

Hint: Subscription service keep the users up-to-date with the changes or updates on specific service.

**Subscriptions preferences tab** consist of two sub-tabs.

From “General Subscriptions” intranet (employee) users can select the services to be notified about.



The screenshot shows a web browser window displaying the "Intranet Portal - User Preference" page. The page has a header with a search bar, language options, and user information. The main content area is titled "User Preferences" and contains a sidebar with various settings categories. The "Subscriptions" category is selected, and the "General Subscriptions" sub-tab is active. The "Current Subscriptions" sub-tab is also visible. The "General Subscriptions" sub-tab contains a list of services to be notified about, with checkboxes for "Notify Me" and "About".

**User Preferences**

General  
Password  
My Accounts  
Messaging  
People  
Presence  
**Subscriptions**  
Search  
Mail  
Manage Favorites

**Preferences - Subscriptions**

General Subscriptions | Current Subscriptions

**Notify Me** **About**

☒ **Connections**  
Connection invitations to me

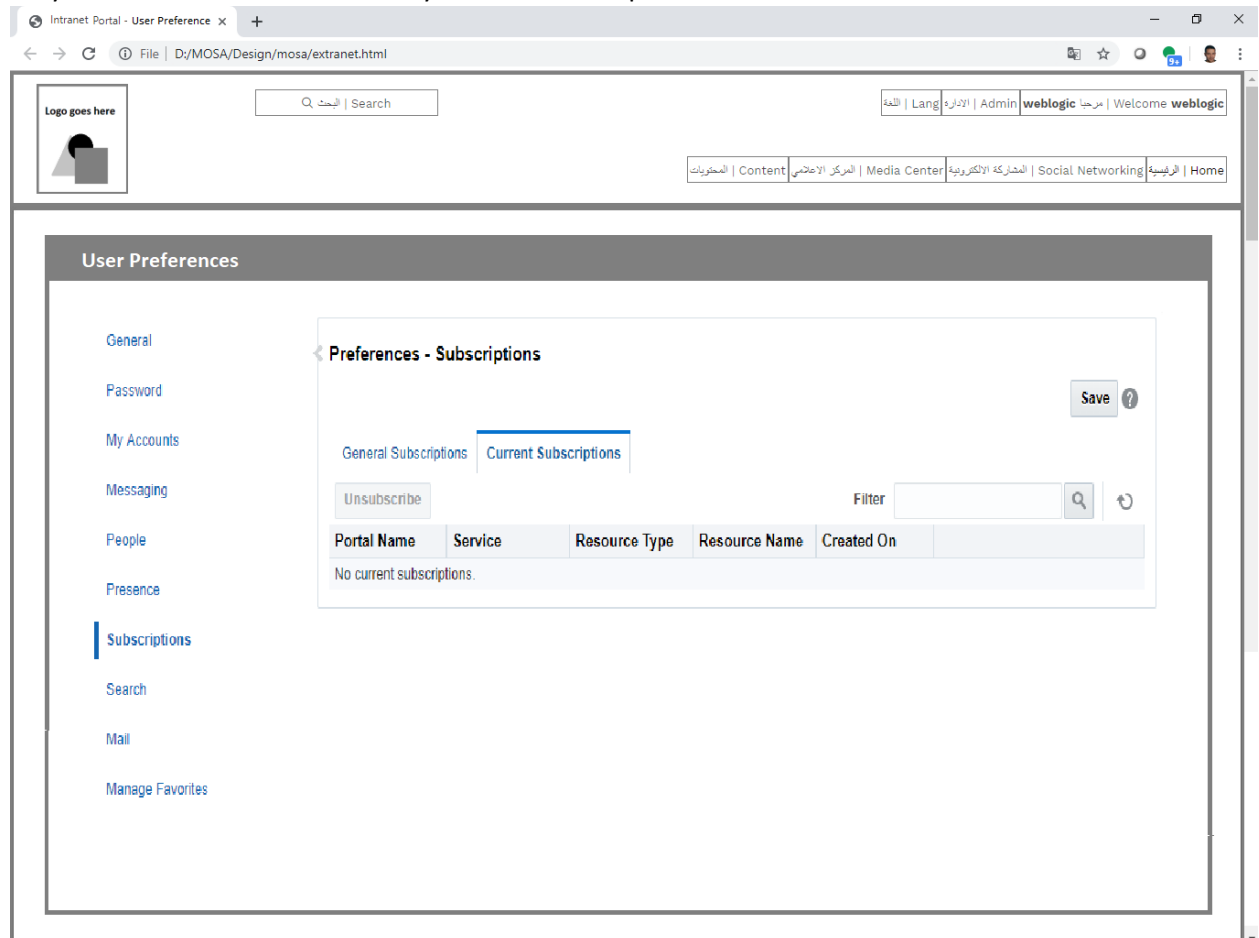
☐ **Feedback**  
New posts for me

☐ **Message Board**  
Liked my posts; New posts for me; Commented on my posts

☐ **Portal Management**  
My new membership; My membership removal; My membership removal; My role changes

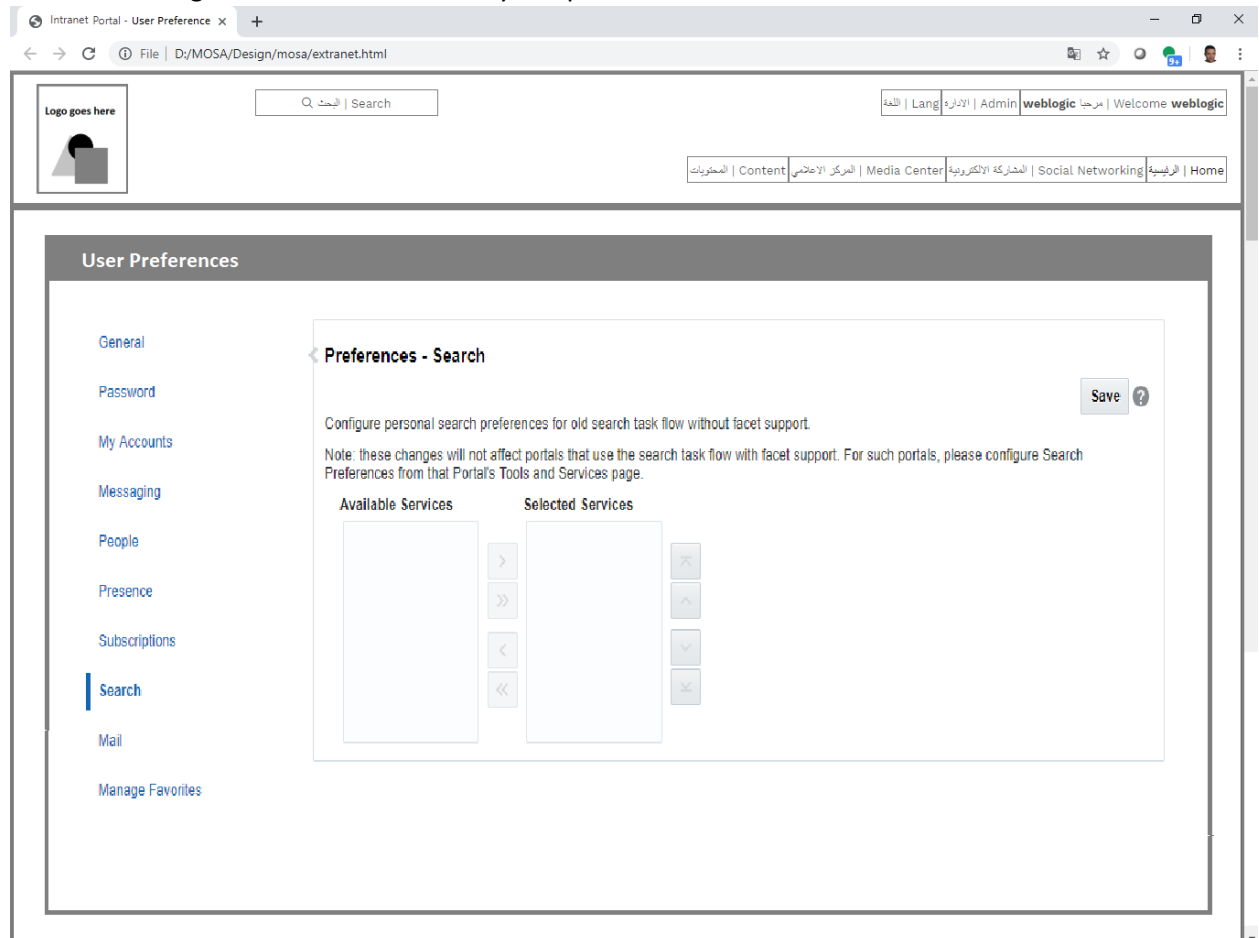
Save ?

From “Current Subscriptions” intranet (employee) users can view their current subscriptions as they can choose to unsubscribe any of these subscriptions.



The screenshot shows a web browser window displaying the "Intranet Portal - User Preference" page. The page has a header with a search bar, navigation links (Lang, Admin, weblogic), and a welcome message. Below the header is a main content area titled "User Preferences". On the left side of this area is a sidebar menu with options: General, Password, My Accounts, Messaging, People, Presence, Subscriptions (highlighted), Search, Mail, and Manage Favorites. The main content area is titled "Preferences - Subscriptions" and contains two tabs: "General Subscriptions" and "Current Subscriptions". The "Current Subscriptions" tab is active, showing a table with columns: Portal Name, Service, Resource Type, Resource Name, and Created On. Below the table, it states "No current subscriptions." There is also an "Unsubscribe" button and a "Filter" input field with a search icon. A "Save" button is located in the top right corner of the preferences section.

**Search preferences tab** provide intranet (employee) users with the ability to select which are the services to get results from when they use portal search service.



The screenshot shows a web browser window displaying the "Intranet Portal - User Preference" page. The browser's address bar shows the file path "D:/MOSA/Design/mosa/extranet.html". The page has a header with a logo placeholder, a search bar, and navigation links for language, admin, and user profile. A secondary navigation bar contains links for content, media center, social networking, and home. The main content area is titled "User Preferences" and features a sidebar with various settings categories. The "Search" category is selected, showing the "Preferences - Search" configuration page. This page includes instructions on how to configure search preferences and a section for moving services between "Available Services" and "Selected Services" lists using arrow buttons. A "Save" button is located in the top right corner of the configuration area.

Logo goes here

البحث | Search

اللغة | Lang | الإدارة | Admin | مرحبا weblogic | Welcome weblogic

المحتويات | Content | المركز الإعلامي | Media Center | المشاركة الإلكترونية | Social Networking | الرئيسية | Home

### User Preferences

- General
- Password
- My Accounts
- Messaging
- People
- Presence
- Subscriptions
- Search**
- Mail
- Manage Favorites

#### Preferences - Search

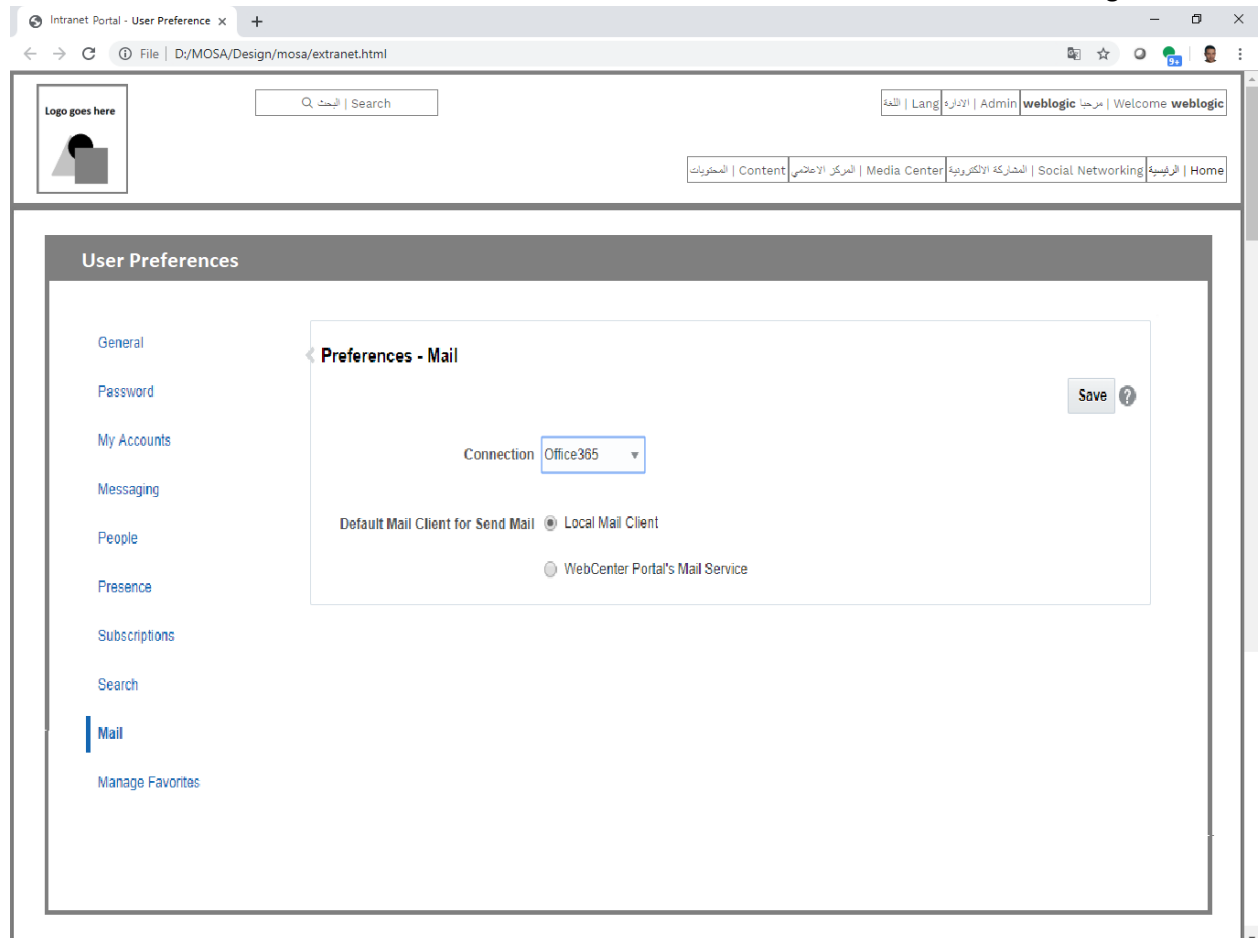
Save ?

Configure personal search preferences for old search task flow without facet support.

Note: these changes will not affect portals that use the search task flow with facet support. For such portals, please configure Search Preferences from that Portal's Tools and Services page.

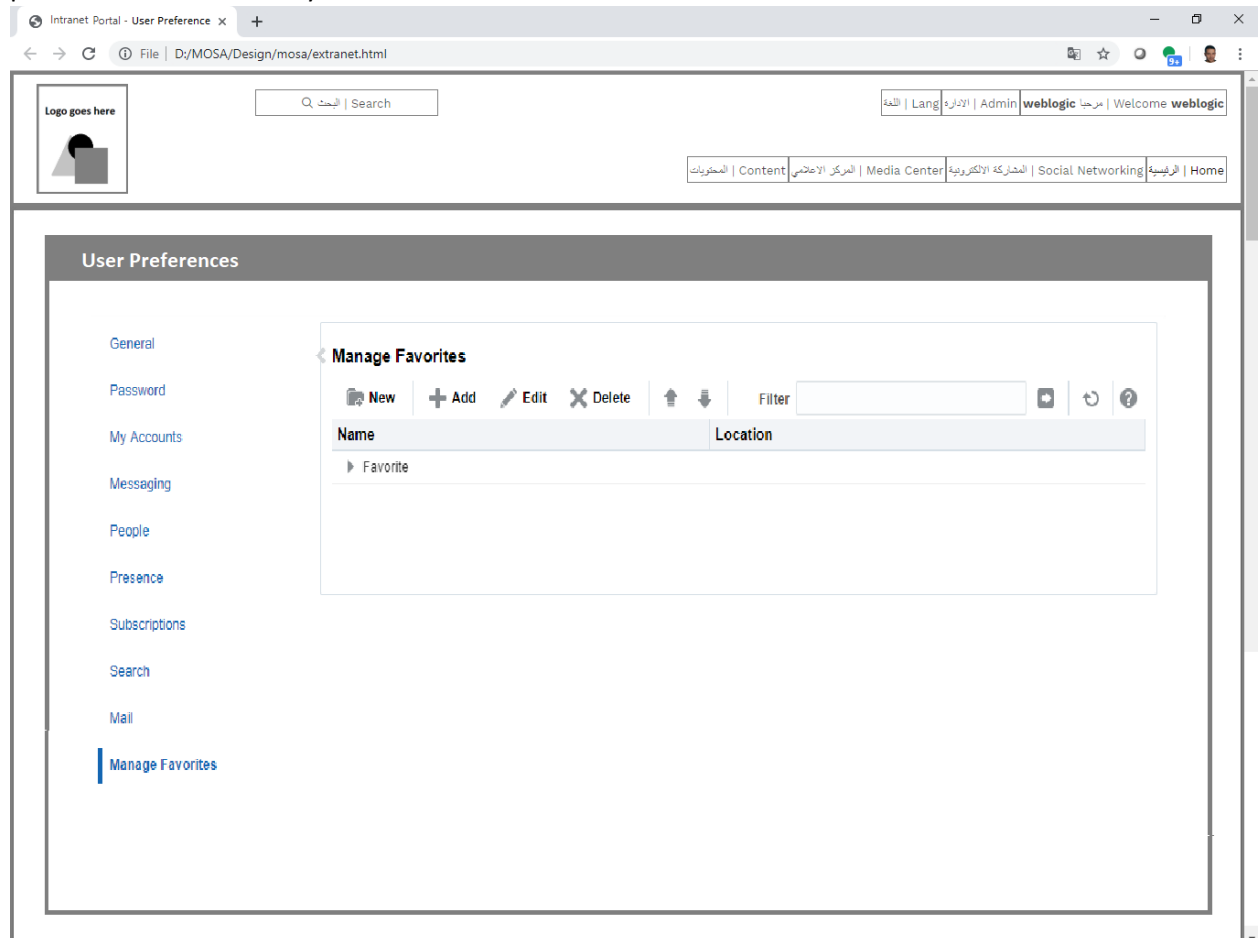
Available Services		Selected Services
	>	
	>>	
	<	
	<<	

**Mail preferences tab** provide intranet (employee) users with the ability to select which mail server to receive mails in their mailbox and which mail server to be used to send new messages.



The screenshot shows a web browser window displaying the "Intranet Portal - User Preference" page. The browser's address bar shows the file path "D:/MOSA/Design/mosa/extranet.html". The page has a header with a search bar, a language selector (Lang), and a welcome message for "weblogic". Below the header is a navigation menu with links: Home, الرئيسية, Social Networking, المشاركة الإلكترونية, Media Center, المركز الإعلامي, Content, and المحتويات. The main content area is titled "User Preferences" and contains a sidebar with links: General, Password, My Accounts, Messaging, People, Presence, Subscriptions, Search, Mail (highlighted), and Manage Favorites. The "Mail" tab is active, showing the "Preferences - Mail" section. This section includes a "Connection" dropdown menu set to "Office365", a "Default Mail Client for Send Mail" section with two radio buttons: "Local Mail Client" (selected) and "WebCenter Portal's Mail Service", and a "Save" button with a help icon.

**Favorites preferences tab** provide intranet (employee) users with the ability to create their preferred services so they can have their own fast-access menu.



### 3.15.3 Requirements

- Choose which of the above preferences should be enabled for users. Note that any disabled preference could be set globally by the portal moderator.
- As the preferences settings are a user-level customization, users should set their preferences for the services to work properly.

## 3.16 Personal Profile

### 3.16.1 Description

Personal Profile is a collection of useful data about intranet (employee) users, it can include contact information, a photo, your location within the company hierarchy, and so on.

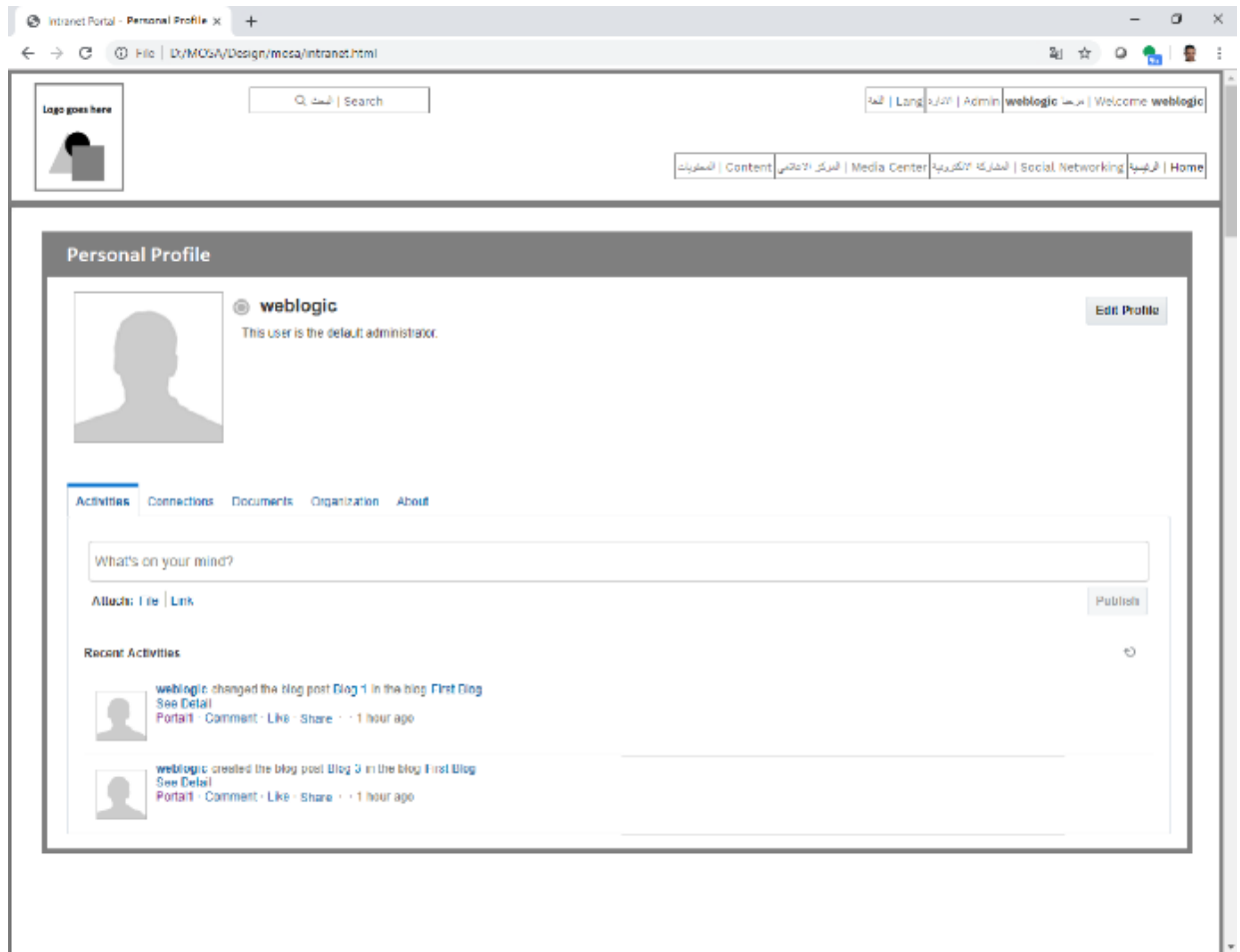
The social networking capabilities enable intranet (employee) users to view and manage their own profiles and to view the profiles of others (if they have made them available, [see User Preferences](#)).

Intranet (employee) users will be provided with the ability to edit their information from this screen.

### 3.16.2 Mockups

Personal Profile consist of five tabs:

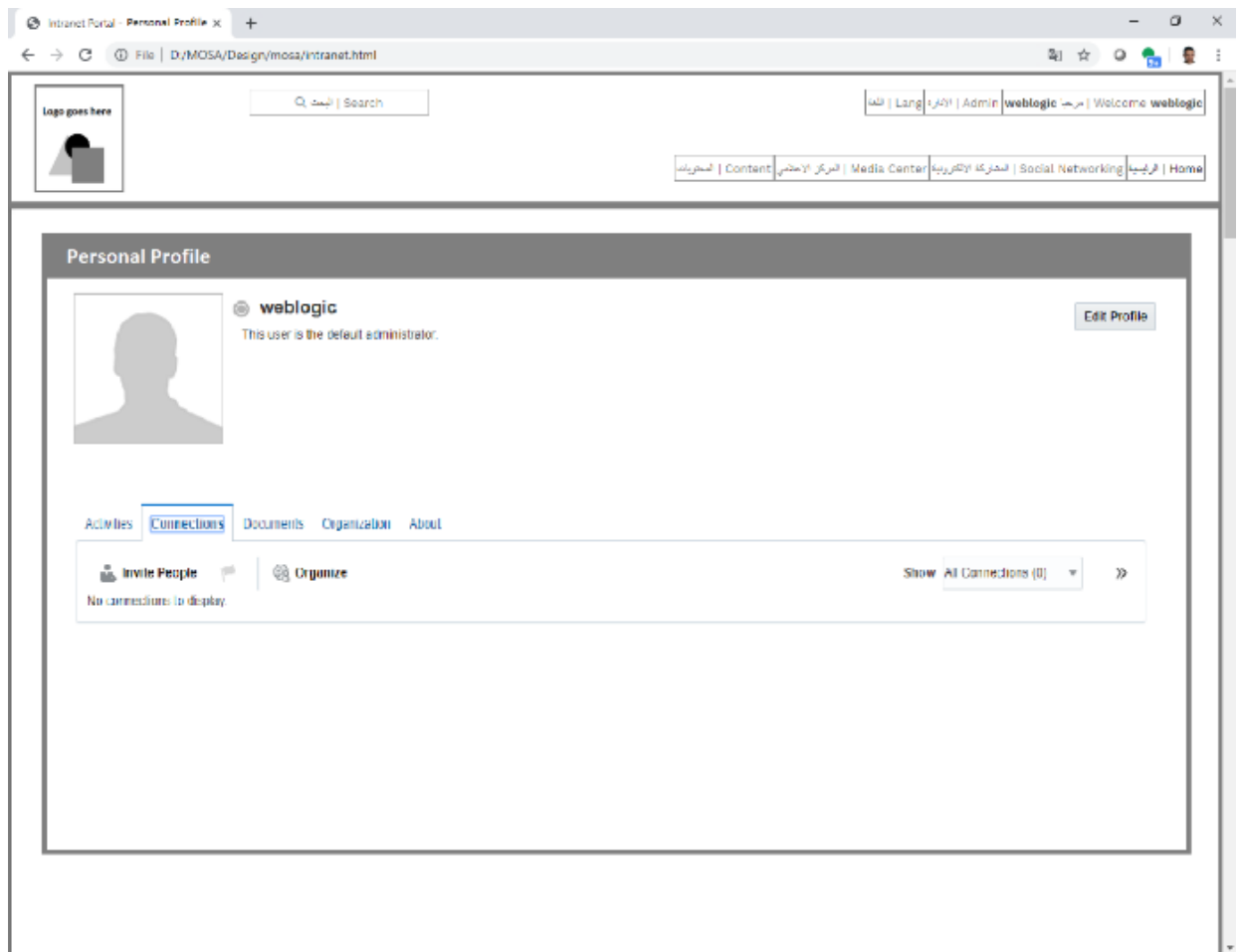
**Activities tab** for Message Board & Publisher which is the considered as the timeline of the intranet (employee) users, [see Message Board & Publisher](#).



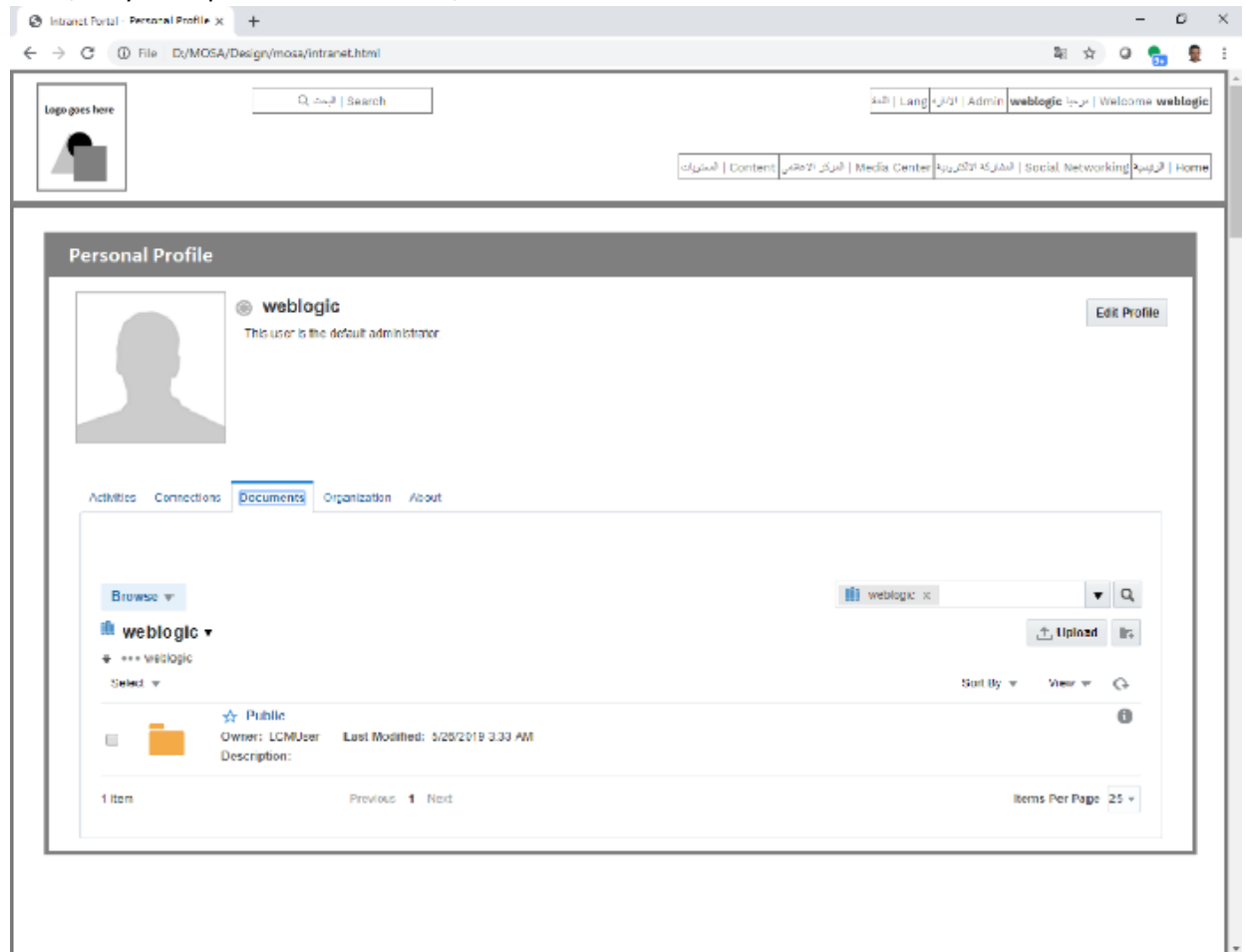
**Connections tab** provide intranet (employee) users with the ability to manage their connections, they can invite new connections and accept invitations from the others



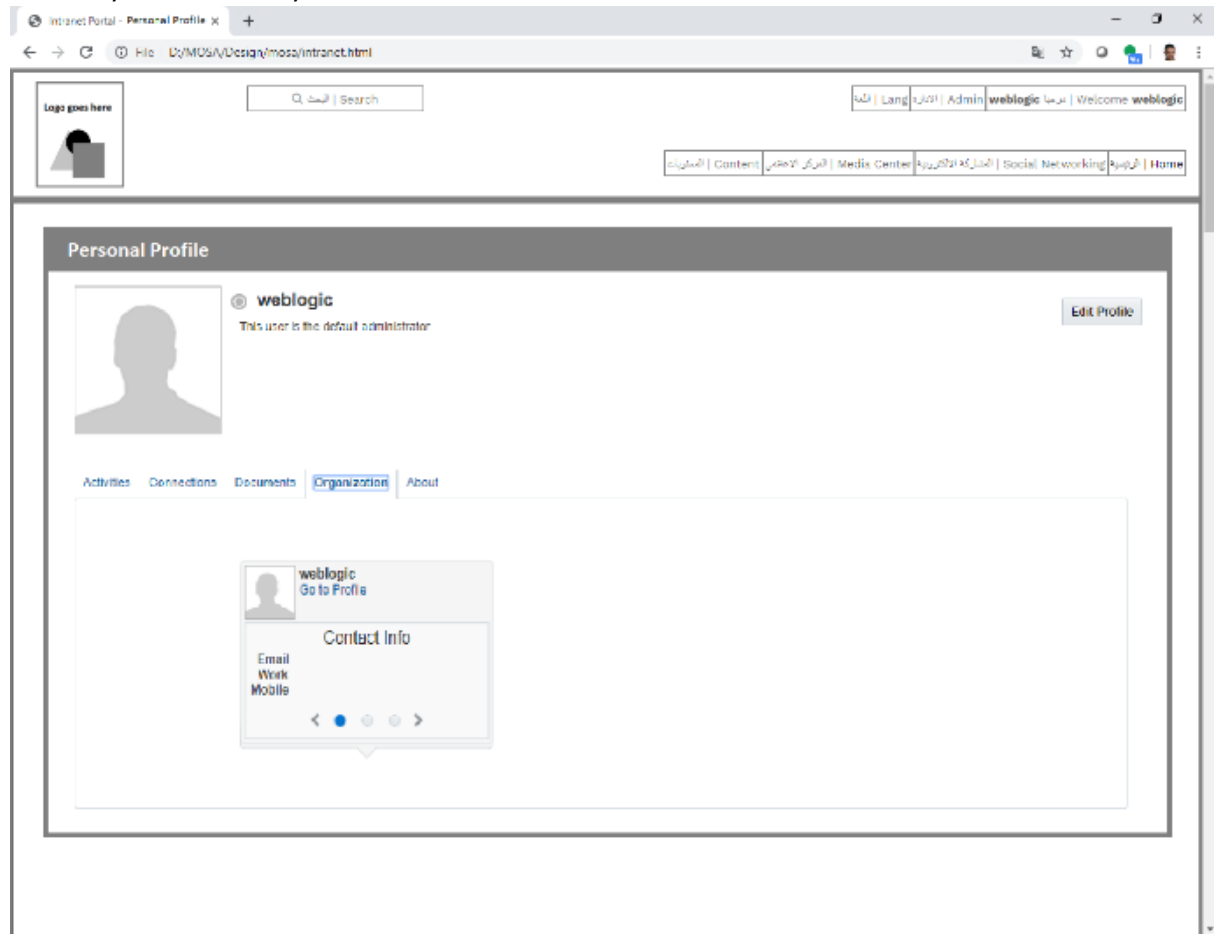
from this screen.



**Documents tab** provide intranet (employee) users with the ability to manage their own content drive, they can upload document and/or assets and share it with the others.



**Organization tab** provide intranet (employee) users with the ability to view their position in the hierarchy of the ministry.



**About tab** show information about the intranet (employee) users, other users can also see these information (if they have made them available, [see User Preferences](#)).

The screenshot displays a web browser window titled 'Intranet Portal - Personal Profile'. The address bar shows the file path 'D:/MOSA/Design/mosa/intranet.html'. The page layout includes a header with a search bar, a language selector, and a navigation menu. The main content area is titled 'Personal Profile' and features a user profile for 'weblogic', identified as the default administrator. Below the profile, there are tabs for 'Activities', 'Connections', 'Documents', 'Organization', and 'About'. The 'About' tab is active, showing two sections: 'Employee Information' and 'Personal Information'. Each section contains several input fields for user details.

**Header:**

- Logo goes here
- Search: البحث | Search
- Language: اللغة | Lang | الإدارة | Admin | weblogic مرحبا | Welcome weblogic
- Navigation: Home | الرئيسية | Social Networking | المشاركة الإلكترونية | Media Center | المركز الإعلامي | Content | المحتويات

**Personal Profile:**

**weblogic**  
This user is the default administrator. [Edit Profile](#)

**Tabs:** Activities | Connections | Documents | Organization | **About**

**Employee Information:**

- Organization: \_\_\_\_\_
- Employee No: \_\_\_\_\_
- Expertise: \_\_\_\_\_
- Preferred Language: \_\_\_\_\_

**Personal Information:**

- Email: \_\_\_\_\_
- Phone: \_\_\_\_\_
- Date of Birth: \_\_\_\_\_
- Hire Date: \_\_\_\_\_

### 3.16.3 Requirements

- Choose which of the above should be enabled for users.
- For “**Organization tab**” the hierarchy is just a mapping of the actual hierarchy in the ministry identity store (ex. Active Directory). An organized identity store is required for this service to work properly.

### 3.17 Links

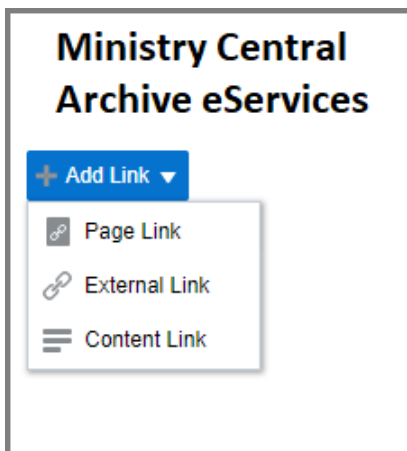
#### 3.17.1 Description

Links service allow adding an editable set of links at the page, contributors can add, modify, or delete theses links directly (no need to access admin UI).

Links service is integrated to allow adding links for system pages, content, or external Urls.

#### 3.17.2 Mockups

Adding links is only allowed for privileged users, if the user is privileged to button “Add Link” will appear on top of the list of links.



This is a set of links inside a box in the page layout.



#### 3.17.3 Requirements

- For an external URL to be found valid by WebCenter Portal, the portal moderator must add it to the list of valid URLs in the valid-link-url.xml file.

