Export Development Bank of Egypt – Internet Portal

Requirements Records

Submission Date 5/29/2018

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1 MEETINGS LOG

Date and Time	Meeting Topic	Attendees	Discussed Items
29th of May 2018 **11:00 am – 03:00 pm**	Exchange Mobile Application	**EBE:** • Yousra Taha • Mohamed Nada • Ghada El-Sayed **Link Development:** • Nael Osman • Karim Saleh	1- Sitemap 2- Homepage Designs 3- News 4- Products 5- Contact Us 6- Downloadable Reports 7- Branch & ATM Locator 8- Banner Management 9- Links Management (Related Links) 10- Market Update 11- Careers 12- Search 13- Facebook Homepage Control 14- Editorial Workflow

2 REQUIREMENTS

Serial	Requirement	Details
01	Sitemap	1- The Portal shall follow the following subdomains: a. Personal.ebe.com b. Corporate.ebe.com Personal Sitemap shall be: - **Home** - **About Us** o Profile (Content Page) o Legal Status (Content Page) o Board of Directors (Content Page) o Capital and Shareholders (Content Page) o Subsidiaries & Associated Companies (Content Page) o Social Responsibility and Business Community Support (Content Page) o Mission, vision and values (Content Page) o Governance (Content Page) - **Products (Redirects to list of products)** - **Investment (Redirects to list of products)** - **Investor Relations** o Financial Statement & Auditors Report o Annual Reports o Bank Rating (Content Page) o Financial Market Information (Content Page) o Stock information (Content Page) - **Treasury (Content Page)** - **Market Update** o Correspondent Banks o Interest, FX, and mutual fund rates - **Contact Us** o Branches & ATM Locator o Related Links o Call Center Corporate Sitemap shall be: - **Home** - **About Us** o Profile (Content Page) o Legal Status (Content Page) o Board of Directors (photos) (Content Page) o Capital and Shareholders (Content Page) o Subsidiaries & Associated Companies (Content Page)

		o Social Responsibility and Business Community Support (Content Page)
		    o Mission, vision and values (Content Page)
		    o Governance (Content Page)
		- **Corporate Banking (Redirects to list of products)**
		- **Investment (Redirects to list of products)**
		- **Investor Relations**
		    o Financial Statement & Auditors Report
		    o Annual Reports
		    o Bank Rating (Content Page)
		    o Financial Market Information (Content Page)
		    o Stock information (Content Page)
		- **Treasury (Content Page)**
		- **Market Update**
		    o Correspondent Banks
		    o Interest, FX, and mutual fund rates
		- **Contact Us**
		    o Branches & ATM Locator
		    o Related Links
		    o Call Center
		
		2- Organizational Charts and Board of Directors shall be grouped in one page within the About Us Section, and it will contain the following information:
		    a. Name, Image and Position for each member of the Board
		    b. Link to download the organizational chart pdf file

02	Homepage Design Comments	1- Remove the Wealth segment, and to be postponed to release 2
		2- Add the following components to the Main Banner:
		    a. Wallet
		    b. Online Banking
		3- Create a landing page that consists of:
		    a. EBE Message
		    b. Links to redirect the user to the personal portal segment or to the corporate portal segment
		4- The Cards section will NOT be removed

03	News	1- News homepage component shall contain for each news item the following:
		    a. Title
		    b. Date
		    c. Description
		    d. Number/ Total Count of News
		    e. More, Redirects to news listing page
		2- The News Item consists of:

		a. Date b. Title c. Description d. Image (If available. If not, a default image is used) 3- News are sorted by the date 4- Administrator can define an expiry date for the news item 5- Administrator can select more than one news item to be displayed on the homepage 6- Number of news items in the page is based on the graphics design

04	Products	1- Products homepage component shall contain for each product the following:
		    a. Title
		    b. Description
		    c. Image
		2- The News Item consists of:
		    a. Title
		    b. Description
		    c. Image (If available. If not, a default image is used)
		3- Products are sorted by the date
		4- Administrator can select more than one product item to be displayed on the homepage
		5- Number of products in the page is based on the graphics design

05	Contact Us	1- Call Center Page, shall contain the following:
		    a. Headquarters office location on a map control
		    b. Phone Numbers
		    c. Email Addresses
		2- Portal Visitor can submit a complaint or suggestion by filling the following form:
		    a. Name
		    b. Email
		    c. Suggestion or Complaint
		    d. Message
		3- After submitting the form the, an email should be delivered to one or more person.
		4- Emails can be configured by the administrator

06	Downloadable Reports	1- Downloadable Reports are divided into:
		    a. Financial Statements and Auditors Report
		    b. Annual Report

		2- For each report the administrator shall enter the following:
		    a. Report Type (Annual Report or Auditor Report)
		    b. Report Year
		    c. Title
		    d. Pdf Report File
		3- Reports are listed and grouped by the Report Year
		4- Each Year can have more than one report

07	Branch & ATM Locator	1- A Map shall be present on the Homepage showing all the branches and ATMs
		2- Branch Pin Icon and ATM Pin Icon shall be different
		3- Portal visitor can filter the branches and ATMs by the following:
		    a. Governorate
		    b. Area (Filtered by selected Governorate)
		4- To check the results the user is redirected to a details page containing the map and the following filters:
		    a. Governorate
		    b. Area (Filtered by selected Governorate)
		    c. Branch or ATM
		5- On selecting a branch the following information shall be displayed:
		    a. Branch Name
		    b. Governorate
		    c. Area
		    d. Address
		    e. Phone
		    f. Fax
		    g. Mailing Address
		    h. Working Hours
		6- On selecting an ATM the following information shall be displayed:
		    a. Governorate
		    b. Area
		    c. Address
		7- Administrator shall be able to add, update or delete a branch or an ATM
		8- Administrator shall enter all the Branch or ATM Information moreover to enter the longitude and the latitude of the Branch or the ATM

08	Banner Management	1- The Homepage main banner can be used to highlight any product or a piece of news 2- Administrator shall enter the following to add an item to the banner:

		a. Title b. Description c. Image d. URL

09	Links Management (Related Links)	1- The related links page shall contain a list of links where the administrator can add, modify or delete any of them
		 2- Administrator shall enter for each link:
		   a. Link Label
		   b. URL

10	Market Updates	1- This section shall consists of two sections:
		   a. Correspondent Banks
		   b. Interest, FX and Mutual Fund Rates
		 2- Correspondent Banks shall be managed by the Administrator, where the Administrator shall be able to add, modify or delete a bank, and for each bank the administrator shall enter:
		   a. Bank Name
		   b. Bank Flag Image
		   c. Currency
		 3- The Interest, FX and Mutual Funds shall be available on the Homepage as well
		 4- To enter its relevant information an excel sheet shall be uploaded to the system containing all of this section information

11	Careers	1- The portal shall display a content page about careers in EBE 2- A URL shall be displayed in the page to redirect to the Careers External System 3- This section shall be postponed to release 2
12	Search	1- The portal shall provide full text search on all portal content 2- A search box shall be placed on the top of most pages of the portal 3- By default, search results are displayed by relevance. 4- To sort the list of results by the date, when the items were last modified, users can click on View by "Modified Date".
13	Facebook Homepage Control	1- Facebook Component to be displayed on the Homepage 2- Portal Visitor shall be able to like, share and comment on posts

14	Editorial Workflow	1- To create a content on the portal the following workflow shall be followed:
		a. Content Editor enter the content and submits it for review
		b. An email notification is sent to the Publisher stating that a new content needs to be reviewed
		c. The Publisher reviews the content can edit in the content and can approve the content to be published on the portal, asks the Content Editor to modify the content and can enter comments or can reject the content
		d. If content is asked to be modified an email notification is sent to the Content Editor with the comments to modify the content then is sent once again for the Publisher approval
15	Non-Functional Requirements	1- Default portal language is English 2- Integration with the email server to send notifications 3- Integration with the Active Directory to authenticate the administrator

3 ACTION ITEMS

Action Item	Owner	Date	Status
Each product has نشرة الاكتتاب. **Shall We leave it as it is, please advise**	EBE	29/5/2018	Open