BRD – APPROVED REQUIREMENTS AMENDMENTS

AMC LAW – Website, Partners Portal, Time Logging & Legal Document Generation System

These requirements supersede any conflicting statements in the previous BRD.

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3. AUTHENTICATION AND ACCOUNT MANAGEMENT

3.1 User Registration and Account Creation

The system shall support two methods of user account creation:

A. Self-Registration

- Users may register through the registration interface.
- Registration shall require the user's full name, initials where applicable, username, password, and requested professional position.
- Self-registered accounts shall have a Pending status until reviewed and approved by a Super Admin.
- Pending users shall not have access to protected system functionality.

B. Administrator-Created Accounts

- Super Admins shall be able to create user accounts directly through the administrative portal.
- Accounts created by a Super Admin shall be automatically approved and activated.
- The administrator shall provide the initial account credentials or initiate the account setup process.
- Users created by an administrator shall be required to change their temporary password upon their first successful login.
- The system shall prevent access to normal application functionality until the required password change is completed.

3.2 User Information

The system shall follow standard user account management practices and maintain sufficient information to identify and manage each user.

User records shall support, at minimum:

- Full Name
- First Name
- Middle Name (optional)
- Last Name
- Initials
- Username
- Password Hash
- Professional Position
- Administrative Privileges
- Account Status
- Must Change Password flag
- Created Date
- Updated Date
- Last Login Date, where applicable

Additional account information may be accommodated where required by the implementation.

3.3 Account Administration

Super Admins shall be able to:

- Create user accounts.
- View all registered users.
- Review and approve pending registrations.
- Change a user's professional position.
- Grant or revoke administrative privileges.
- Activate or deactivate accounts.
- Initiate password resets.
- Review relevant account information.

The system shall enforce the requirement that at least one active administrator must always exist.

An administrator shall not be allowed to deactivate or revoke administrative privileges from the last remaining active administrator.

Password resets shall invalidate existing sessions for the affected account.

4. PARTNERS PORTAL AND TIME LOGGING

4.1 User Information and Time Entries

Each time entry shall be associated with the system User who created it.

The system shall use the user's registered account information, including full name, when identifying the person responsible for a time entry.

Users shall only be able to create time entries for themselves. Creating entries on behalf of another user shall not be permitted through the regular Partners Portal.

4.2 Time Entry Creation

Users shall provide the following information when recording time:

Field	Description	Requirement
Date	Date when the activity occurred	Required
Duration	Time spent on the activity	Required
Category	Type of activity	Required
Subcategory	Specific classification of the activity	Required
Client / Matter	Associated client and matter	Required for Client category

Description	Additional details about the activity	Optional
Billable	Indicates whether the entry is billable	Applicable to Client and Admin

Duration shall be selectable in 15-minute increments, from 0.25 hours up to a maximum of 12 hours per entry.

4.3 Billable and Non-Billable Classification

The system shall allow users to select whether applicable time entries are billable or non-billable.

- Client entries shall support billable and non-billable classification.
- Admin entries shall support billable and non-billable classification.
- Time Off entries shall always be non-billable.
- The frontend shall provide a default billable value based on the configured application behavior.
- Users shall be allowed to change the default value before submitting an entry.
- The selected value shall be saved with the time entry.

The frontend default shall serve as a convenience and shall not prevent users from selecting the appropriate classification.

4.4 Time Off Details

Time Off entries shall support optional descriptions or additional details.

The system shall allow users to record relevant information without requiring a description for every Time Off entry.

Time Off shall remain a time-recording category and shall not automatically introduce leave balances, leave credits, approval workflows, or entitlement calculations.

4.5 Time Entry Attachments

The system shall support optional attachments for time entries where applicable.

- Attachments shall not be mandatory.
- Users may submit time entries without uploading files.
- The system shall support appropriate file validation and storage.

- Attachment access shall follow the permissions of the associated time entry.
- The system shall support future expansion of supported file types and attachment handling.

4.6 Time Entry Deletion and Administrative Corrections

Regular users shall not be allowed to edit existing time entries.

Users may delete their own time entries only.

Deletion shall be implemented using **soft deletion**, meaning the record shall be marked as deleted rather than permanently removed from the database.

Soft-deleted entries shall be excluded from normal dashboards, reports, and time calculations.

The system shall retain deleted records for administrative review and audit purposes.

Super Admins shall have unrestricted administrative access to time records, including the ability to:

- View all time entries.
- Correct or modify time entry information.
- Delete or restore applicable records.
- Review deleted entries.
- Manage time records regardless of the user's professional position.

Administrative modifications and deletions shall be recorded in an audit history, including the administrator responsible and the date and time of the action.

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5. SUPER ADMIN PORTAL

5.1 User and Position Management

The Super Admin Portal shall support complete user account administration.

In addition to managing account statuses and positions, Super Admins shall be able to create accounts directly.

Administrator-created accounts shall be automatically approved and shall require the user to change their initial password on first login.

The system shall distinguish between professional positions and administrative privileges.

5.2 Time Log Management

Super Admins shall have unrestricted access to time records.

Unlike regular users, Super Admins shall not be restricted from modifying or correcting time entries.

Administrative changes shall be recorded in the audit history to maintain accountability and traceability.

5.3 Client and Matter Management

The Super Admin Portal shall include a dedicated **Client and Matter Management** module.

The module shall maintain centralized records of clients and their associated matters for use in time logging and reporting.

Client Management

Authorized administrators shall be able to:

- Create client records.
- View client records.
- Edit client information.
- Activate or deactivate client records.
- Search and filter clients.
- View matters associated with a client.

Client records shall support standard information such as:

- Client Name
- Client Reference or Code, where applicable
- Contact Information, where applicable
- Address, where applicable
- Status
- Created Date
- Updated Date

Matter Management

Each client may have one or more associated matters.

Authorized administrators shall be able to:

- Create matters under a client.
- View matters.
- Edit matter information.
- Activate or deactivate matters.
- Search and filter matters.
- Associate matters with the appropriate client.

Matter records shall support standard information such as:

- Matter Name
- Matter Reference or Code, where applicable
- Associated Client
- Description, where applicable
- Status
- Created Date
- Updated Date

Integration with Time Logging

When a user selects the Client category, the system shall require the selection of a Client and an associated Matter from the centralized records.

The Matter selection shall be filtered based on the selected Client.

Only active clients and matters shall be available for new time entries.

Existing time entries shall retain their historical client and matter references even if the corresponding records are later deactivated.

The system shall avoid duplicate client and matter records through appropriate validation and administrative controls.

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6. REPORTS AND ANALYTICS

6.1 Reporting Calculations

The reporting module shall calculate statistics using valid, non-deleted time entries.

Soft-deleted entries shall not be included in normal reporting calculations.

Time Off shall be excluded from worked-hour calculations.

Billable Percentage

Billable Percentage shall be calculated as:

Billable Work Hours ÷ Total Work Hours × 100

Total Work Hours shall exclude Time Off and soft-deleted entries.

6.2 Client and Matter Reporting

Reports shall use the centralized Client and Matter records associated with time entries.

The system shall support grouping and filtering time records by Client and Matter.

Client and Matter names shall be displayed consistently across dashboards, charts, detailed reports, and CSV exports.

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7. WEBSITE CMS MANAGEMENT

7.1 General CMS Requirements

The CMS shall follow standard content management practices.

Each supported content type shall provide appropriate content creation, viewing, editing, publishing, unpublishing, and deletion functionality.

CMS-managed website content shall include:

- Attorneys
- Articles
- Events
- Resources
- Cases & Rulings
- Estate Planning Tools, where applicable
- Other agreed website content

The management of these content types shall be accessible through the Super Admin Portal.

7.2 Website Attorney Management

Website Attorney profiles shall remain separate from internal system User accounts.

The CMS shall support:

- Attorney Name
- Position / Title
- Description / Biography
- Optional Profile Picture
- Publishing Status
- Display Order

Only published Attorney records shall appear on the public website.

Attorney Display Ordering

The default display order shall be alphabetical by the attorney's last name.

Super Admins shall also be able to manually arrange the display order through a drag-and-drop interface in the CMS.

When a manual display order is configured, the website shall follow the manually arranged order instead of the default alphabetical order.

The system shall maintain the distinction between System Users and Website Attorneys.

Creating, updating, or deactivating a system User shall not automatically create, update, or remove a Website Attorney profile.

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8. LEGAL DOCUMENT GENERATION MODULE

8.1 Document Template Management

The system shall support multiple legal document templates.

Each document template shall define its own fields, validations, and configurable options based on the requirements of that specific document.

The system shall not require all templates to share identical input fields.

Template-specific fields may include:

- Names and personal information.
- Addresses and contact information.
- Parties involved.
- Property details.
- Transaction information.
- Signatories.
- Dates.
- Other document-specific information.

The exact fields shall depend on the selected template.

8.2 Document Generation Workflow

The document generation process shall follow this general workflow:

1. The user selects a document template.
2. The system loads the fields and options associated with the selected template.
3. The user completes the required information.
4. The system validates the submitted data.
5. The system generates the document using the selected template.
6. The user selects the desired output format.
7. The system generates the document in the selected format.
8. The user previews and downloads the generated document.

8.3 Document Output Formats

The system shall support the following output formats:

- Microsoft Word-compatible document (.docx)
- PDF (.pdf)

Users shall be able to select their preferred output format for each document generation request.

The system shall maintain the document's intended structure and formatting across supported output formats.

8.4 Document Generation Access

All professional positions shall have access to the document generation module.

This includes:

- Partner
- Senior Associate
- Associate
- Junior Associate
- Trainee / Paralegal

Access shall still require an active and authenticated account.

Super Admins shall also have access to the module.

8.5 Template Expansion

The system shall be designed to accommodate additional document templates using the same general template-driven workflow.

Additional templates that follow the established architecture and reasonable complexity shall be accommodated within the agreed scope.

Templates requiring substantially different workflows, advanced logic, or significant additional development shall be assessed separately.

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9. DATABASE AND DATA MANAGEMENT REQUIREMENTS

9.1 Core Data Entities

The application database shall support the following logical entities:

User

Stores internal system account information, including full name, initials, username, password hash, professional position, administrative privileges, account status, and relevant timestamps.

Time Entry

Stores the user reference, date, duration, category, subcategory, client, matter, description, billable status, attachments, creation information, and deletion status.

Client

Stores centralized client information.

Matter

Stores matters associated with a specific client.

Category and Subcategory

Stores or defines available time entry classifications.

Document Template

Stores or references document templates and their corresponding field configurations.

Document Generation Record

Stores relevant document generation information and references to generated files, subject to the agreed retention implementation.

Website Attorney

Represents the independent CMS content record for public-facing attorney profiles.

Website Attorney records shall not be treated as system User accounts.

9.2 Soft Deletion and Audit History

Time entries shall support soft deletion.

The database shall retain deleted records with the appropriate deletion metadata, including:

- Deletion status.
- Deletion date and time.
- Deleted by.
- Relevant administrative action information.

Administrative corrections shall also be recorded in an audit history.

The system shall preserve sufficient information to identify the original and updated values of administratively modified records where applicable.

9.3 Data Relationships

- Each Time Entry shall reference the User who created it.
- Client time entries shall reference the corresponding Client and Matter.
- Each Matter shall be associated with a Client.
- Document generation records shall reference the applicable template and generating user where applicable.
- Website Attorney records shall remain independent of the User entity.
- Attachments shall be associated with the appropriate parent record.

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10. FILE STORAGE AND DOCUMENT HANDLING

10.1 Cloudflare R2

Cloudflare R2 shall be used for file and object storage.

It shall support:

- Website images.
- Attorney profile pictures.
- Article and resource images.
- Cases and Rulings PDF files.
- Optional time entry attachments.
- Generated legal documents.
- Other approved application files.

10.2 File Access and Security

The system shall implement appropriate file validation and access controls.

Private or restricted files shall not be publicly accessible without authorization.

The backend shall manage authorized file uploads, downloads, and access to private files.

The system shall be structured to support additional file types and storage requirements in the future.

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11. TECHNICAL ARCHITECTURE AND TECHNOLOGY STACK

The approved technology stack shall be:

Component	Technology
Frontend	React
Programming Language	TypeScript
UI Component Library	shadcn/ui
Backend	NestJS
Database	MongoDB
Website CMS	WordPress
CMS Integration	WordPress REST API
Frontend Hosting	Cloudflare Pages
File Storage	Cloudflare R2

Backend Hosting	Existing Hostinger VPS
Application Type	Progressive Web App (PWA)

11.1 Timezone

The system shall use **Asia/Manila (UTC+08:00)** as its default timezone.

Time entry dates, timestamps, reporting periods, and relevant date-based operations shall follow this timezone.

The system shall consistently handle date and time values between the frontend, backend, and database.

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12. SECURITY AND AUDIT REQUIREMENTS

In addition to the previously defined security requirements, the system shall implement:

- Mandatory password change for administrator-created accounts upon first login.
- Backend-enforced access restrictions.
- Administrative override for time record management.
- Soft deletion for time entries.
- Audit history for administrative corrections and deletions.
- Appropriate access restrictions for attachments and generated documents.
- Protection against unauthorized access to client and matter information.

The system shall preserve accountability for important administrative operations.

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14. ACCEPTANCE CRITERIA – ADDITIONAL REQUIREMENTS

The following shall be included in the project's acceptance criteria:

14.1 Account Management

- Super Admins can create accounts directly.
- Administrator-created accounts are automatically approved.
- Administrator-created accounts require a password change on first login.
- Self-registered accounts require administrative approval.
- User records support full name and other standard account information.

14.2 Client and Matter Management

- Super Admins can create and manage centralized Client records.
- Super Admins can create and manage Matters associated with Clients.
- Client time entries require selection of an existing Client and Matter.
- Matter options are filtered according to the selected Client.
- Deactivated records remain available for historical reference.

14.3 Time Logging

- Users can select and change the billable default before submitting an entry.
- Time Off descriptions and attachments are optional.
- Time entry attachments are optional.
- Regular users cannot edit existing time entries.
- Regular users can delete their own entries only.
- Deleted entries are retained through soft deletion.
- Super Admins can correct, modify, delete, and restore applicable time records.
- Administrative changes are recorded in audit history.

14.4 Website Attorney Management

- Attorney profiles are independent of system User accounts.
- Attorney profiles are sorted alphabetically by last name by default.
- Super Admins can manually rearrange profiles using drag and drop.
- Manual ordering overrides the default alphabetical order.
- Only published Attorney profiles are displayed publicly.

14.5 Document Generation

- Each template can define its own fields and validation rules.
- All professional positions have access to document generation.

- Users can choose between DOCX and PDF output.
- Generated documents preserve the intended content and formatting.

14.6 Timezone

- The system uses Asia/Manila as its default timezone.
- Time entry records and reporting periods follow the configured timezone.

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15. OUT OF SCOPE

Unless separately agreed upon, the following remain outside the initial project scope:

- Full leave management with leave balances, credits, entitlements, and approval workflows.
- Offline time logging and synchronization.
- Electronic signatures or e-signature provider integration.
- Court system or government platform integrations.
- Advanced billing, invoicing, and accounting functionality.
- Full legal case management.
- Automated legal review or validation of generated documents.
- Third-party integrations not identified in the agreed scope.
- Paid subscriptions, licenses, hosting fees, and domain renewal costs.
- Features that introduce substantially different workflows or significant additional development.

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16. SCOPE AND CHANGE MANAGEMENT

This BRD establishes the functional and technical requirements for the initial implementation.

Requirements defined in this document shall serve as the baseline for development, testing, and acceptance.

The system shall be implemented using standard development practices that prioritize security, maintainability, scalability, and avoidance of unnecessary duplicate functionality.

Where a requirement allows flexibility in implementation, the development shall follow established software engineering practices while preserving the specified business behavior.

Requests that introduce substantially different workflows, advanced business logic, third-party integrations, or significant additional development shall be evaluated separately.

Any approved scope changes shall be documented to maintain a clear understanding of the project's requirements, timeline, and deliverables.

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17. REQUIREMENTS BASELINE

This document serves as the consolidated requirements baseline for the AMC LAW Website, Partners Portal, Time Logging, CMS, and Legal Document Generation System.

The requirements incorporate the agreed prototype behavior and the additional operational decisions for:

- User registration and administrator-created accounts.
- Mandatory first-login password changes.
- Professional position hierarchy and administrative privileges.
- Centralized Client and Matter Management.
- Billable and non-billable time classification.
- Time Off recording.
- Soft deletion and administrative time entry corrections.
- Optional time entry descriptions and attachments.
- Website Attorney management independent of system Users.
- Alphabetical and manual Attorney profile ordering.
- Dynamic legal document templates.
- DOCX and PDF document output selection.
- Asia/Manila timezone configuration.
- Access to document generation for all professional positions.

The confirmed technology stack is:

- **Frontend:** React, TypeScript, shadcn/ui
- **Backend:** NestJS
- **Database:** MongoDB
- **Website CMS:** WordPress with REST API integration
- **Frontend Hosting:** Cloudflare Pages
- **File Storage:** Cloudflare R2
- **Backend Hosting:** Existing Hostinger VPS
- **Application Type:** Progressive Web App (PWA)

All requirements shall be implemented according to this baseline, subject to the agreed project scope and change management process.

END OF DOCUMENT