Vacancy Overview – Functionality

1. Vacancy Overview
    1.1. System should have facility display tab bar.
        1.1.1. Tab bar consist with three tabs.
            1.1.1.1. Tabs names: Basic Details, Qualifications, Job Duties.
        1.1.2. Once click the Tab system should have facility to display related panel with related data.
    1.2. System should have facility to display Approval Button, Reject Button, Edit Button, Save Button, Publish Button, Get Response Button, Arrange Interview Button, Close Button. These Buttons are common for all panels.
    1.3. In Basic Details Panel
        1.3.1. System should have facility to display Vacancy Number, Request Number, Vacancy type, Job Grade, No. of Candidates, Validity Date.
        1.3.2. System should have facility to display Location as a topic,
            1.3.2.1. Under Location system should have facility to display Company, Branch, Department.
        1.3.3. System should have facility to display Conditions as a topic,
            1.3.3.1. Under Conditions, system should have facility to display Candidates' Age, Candidates' Gender, Candidates' Location, Other.
    1.4. In Qualification Panel
        1.4.1. System should have facility to display Qualifications as a topic.
        1.4.2. System should have facility to display Education Qualifications.
        1.4.3. System should have facility to display Professional Qualifications.
        1.4.4. System should have facility to display Skills.
    1.5. In Job Duties Panel
        1.5.1. System should have facility to display Job Duties as a topic.
            1.5.1.1. Under Job Duties system should have facility to display Job Duties.
        1.5.2. System should have facility to display Benefits as a topic.
            1.5.2.1. Under Benefits system should have facility to display benefits.

2. When click *"Approve Hyperlink"* in "Search Interface" load Vacancy Overview Interface with all panels with details and Approval Button, Rejected Button, Edit Button, Close Button.
    2.1. Once click the Approval Button system should have facility to change status of vacancy to Approval Vacancy.
    2.2. Once click the Reject Button system should have facility to change status of vacancy to Reject Vacancy.
    2.3. Once click the Edit Button system should have facility to edit details in the all tabs and display Save Button.
        2.3.1. Once click the Save Button system should have facility to save edited details in database.
    2.4. Once click the Close Button system should have facility to redirect to the Search Interface.

3. When click *"Response Hyperlink"* in "Search Interface" load Vacancy Overview Interface with all panels with details and Get Response Button, Close Button.
   3.1. Once click the Get Response Button system should have facility to redirect to the Get Response Interface.
   3.2. Once click the Close Button system should have facility to Redirect to the Search Interface.

4. When click *"Publish Hyperlink"* in "Search Interface" load Vacancy Overview Interface with all panels with details and Publish Button, Close Button.
   4.1. Once click the Publish Button system should have facility to redirect to the Publish Vacancy Interface.
   4.2. Once click the Close Button system should have facility to Redirect to the Search Interface.

5. When click *"View Hyperlink"* in "Search Interface" load Vacancy Overview Interface with all panels with details.
   5.1. Check that view hyperlink related to the Approved Vacancy,
      5.1.1. If that that view hyperlink related to the Approved Vacancy display Close Button Only.
         5.1.1.1. Once click the Close Button system should Redirect to the Search Interface.
      5.1.2. If that that view hyperlink not related to the Approved Vacancy display Close Button and Edit Button.
         5.1.2.1. Once click the Edit Button system should have facility to edit details in the all tabs and display Save Button.
            5.1.2.1.1. Once click the Save Button system should have facility to save edited details in database.
         5.1.2.2. Once click the Close Button system should Redirect to the Search Interface.

6. When click *"Interview Hyperlink"* in "Search Interface" load Vacancy Overview Interface with all panels with details and Arrange Interview Button, Close Button.
   6.1. Once click Arrange Interview Button system should have facility to Redirect to the Arrange Interview Interface.
   6.2. Once click the Close Button system should have facility to Redirect to the Search Interface.

7. When click *"Set Responses Hyperlink"* in "Search Interface" load Vacancy Overview Interface with all panels with details and Set Responses Button, Close Button.
   7.1. Once click Set Responses Button system should have facility to Redirect to the Interviews Interface.
   7.2. Once click the Close Button system should have facility to Redirect to the Search Interface.

Interviews , CS

Manage Publish Methods – Functionality

1. Manage Publish Methods
   1.1 System shall have facility to enter Main Category.
   1.2 System shall have facility to display "Add" button.
      1.2.1   Once click "Add" button System shall have facility to add data to the data grid & save in the database.
   1.3 System shall have facility to display close button.
      1.3.1   Once click the close button System shall have facility to close the interface & redirect to "Vacancy Management" home page.

Publish Vacancy – Functionality

1. Publish Vacancy.
    1.1. System should display relevant vacancy number.
    1.2. System should give facility to select publish date from date time picker.
    1.3. System should give facility to select main category from drop down list.
    1.4. System should give facility to enter sub category.
    1.5. System should give facility to enter cost.
    1.6. System should display a grid.
        1.6.1. Grid should have main category, sub category, cost, from and to columns.
    1.7. System should display an 'Add' button,
        1.7.1. Once click add button; System should check whether user selected the main category, publish date and entered sub category, cost and uploaded the attachment.
            1.7.1.1.   If user selected the main category, Sub category, cost and publish date and uploaded the attachment; System should perform 4 parallel actions.
                1.7.1.1.1.   System should display relevant data record in the grid with remove button and display attachment next to the relevant row.
                    1.7.1.1.1.1.   Once click the attachment, System should show the advertisement.
                1.7.1.1.2.   System should display the sum of the cost column of the grid as total.
                1.7.1.1.3.   System should save data in the database.
                1.7.1.1.4.   Clear the main category, publish dates, sub category, cost and attachment fields.
            1.7.1.2.   If user not selected the main category, publish date and entered sub category, cost and not uploaded the attachment; System should display a message "Please fill required fields".
    1.8. System should display remove buttons before every data record in the grid.
        1.8.1. Once click remove button; System should perform two parallel actions.
            1.8.1.1.   System should remove the relevant data record from the grid.
            1.8.1.2.   System should reduce the relevant value from the sum of the cost column in the grid.
    1.9. System should display a browse button.
        1.9.1. Once click the browse button; System should give facility to browse and upload the advertisement.
    1.10. System should display a close button.
        1.10.1. Once click close button; System should redirect to the 'Search publish vacancy' interface.

Get Responses - Functionality

1. Get Response
   1.1 System shall have facility to auto generate "Response Number".
      1.1.1 Response number should contain six characters.
         1.1.1.1 First three characters should be "Res" & last three characters should be numeric.
   1.2 System shall have facility to generate "Vacancy Number" from Vacancy Overview interface.
   1.3 System shall have facility to display system date.
   1.4 System shall have facility to enter "Response Type"
   1.5 System shall have facility to upload "Attachment".
   1.6 System shall have facility to display "Browse" button.
      1.6.1 Once click the Browse button, upload the selected file.
   1.7 System shall have facility to display "Open" button.
      1.7.1 Once click the open button, system shall have facility to open the uploaded image in a new window.
   1.8 System shall have facility to display "Basic Details" tab & "Qualifications" tab.
      1.8.1 Once the page is loaded, System shall have facility to display "Basic Details" tab.
         1.8.1.1 System shall have facility to enter "First Name:", "Last Name:", "NIC No." And are required fields.
         1.8.1.2 System shall have facility to select "Date of Birth(dd/mm/yyyy):" by date time picker. And is a required field.
         1.8.1.3 System shall have facility to select "Gender" from "Female" or "Male" And system shall have facility to select "Marital Status" from "Married" or "Single" from Radio buttons. And are required fields.
         1.8.1.4 System shall have facility to enter "Nationality:".
         1.8.1.5 System shall have facility to enter "Permanent Address:" [Required field], "Alternate Address:", "Phone No (Res):" [Required field], "Office:", "Mobile:" [Required field], "E-mail:" [Required field].
         1.8.1.6 System shall have facility to display "Next" button.
            1.8.1.6.1 Once click next button check if the required fields are filled,
               1.8.1.6.1.1 If the required fields are not filled, display a message *"Please Enter Required Fields"*.
               1.8.1.6.1.2 If required fields are filled, check if the entered NIC No. is already existing in the database.
                  1.8.1.6.1.2.1 If the NIC No is already in the database, Reject the response by displaying a message *"The response is already existing"*.
                  1.8.1.6.1.2.2 If the NIC No. is not in the database, save the data in database & move to the "Qualifications" tab.
      1.8.2 Once click the "Qualifications" tab,

      1.8.2.1 System shall have facility to display "Education Qualifications". Under Education Qualifications, system shall have facility to select type of qualification from a dropdown list.

         1.8.2.1.1 The list contains "Degree", "Diploma" "Certificate Courses" & "Other" qualifications.

      1.8.2.2 System shall have facility to enter candidate's qualification under the above selected type.

      1.8.2.3 System shall have facility to display "Professional Qualifications". Under Professional Qualifications, system shall have facility to select type of qualification from a dropdown list.

         1.8.2.3.1 The list contains "Experience" & "Other".

      1.8.2.4 System shall have facility to enter candidate's qualification under the above selected type.

      1.8.2.5 System shall have facility to display "Skills". Under Skills, system shall have facility to select type of Skill from a dropdown list.

         1.8.2.5.1 The list contains "Technical Skills", "Professional Skills" & "Communication Skills".

      1.8.2.6 System shall have facility to enter candidate's Skill under the above selected type.

         1.8.2.6.1 System shall have facility to display an "add icon", once enter the qualification/skill.

           1.8.2.6.1.1 Once click the add icon, display both the **selected** qualification/skill & the **entered** qualification/skill in relevant columns in the data grid. And clear the field.

      1.8.2.7 System shall have facility to display a data grid with three columns witch are, "Education Qualifications", "Professional Qualifications" & "Skills".

         1.8.2.7.1 System shall have facility to display a remove icon, for each and every added detail record in the data grid.

         1.8.2.7.2 Once click the remove icon, display a message "Are you sure you want to remove this information?"

           1.8.2.7.2.1 If click "Yes" remove the entered information.

           1.8.2.7.2.2 If click "No" remove the message & stay in the current location.

1.9 System shall have facility to display "Save" button.

    1.9.1 Once click the save button, check if all the required fields are filled.

      1.9.1.1 If fields are not filled, display a message *"Please fill all the required fields"*.

      1.9.1.2 If filled, save the data in database.

1.10 System shall have facility to display close button.

    1.10.1 Once click the close button, close the interface & redirect to "Search" interface.

Manage Interview Levels - Functionality

1. Manage Interview Levels.
    1.1 System shall have facility to select "Interview No." from an editable dropdown list. This is a required field.
    1.2 System shall have facility to enter "Interview Level". This is a required field.
    1.3 System shall have facility to select "Mark as" from "%" & "Fixed".
    1.4 System shall have facility to enter "Marking Criteria" & "Allocated Mark" & are required fields.
    1.5 System shall have facility to display "Add" button.
        1.5.1   Once click Add button, check if the required fields are filled,
            1.5.1.1 If not filled, display a message "Please enter required fields".
            1.5.1.2 If filled, display the entered data in data grid & save the data in database.
    1.6 System shall have facility to display close button.
        1.6.1   Once click the close button, close the interface & redirect to "Vacancy Management" home page.

Arrange Interviews – Functionality

1. Arrange Interview
   1.1. System should generate an interview number automatically.
      1.1.1. Interview number should start with 'I'. Interview number should be like (I001).
   1.2. System should display the vacancy number, vacancy type of the related vacancy.
   1.3. System shall have facility to set interview date from date time picker.
   1.4. System should give facility to set interview start time from spinners.
   1.5. System should give facility to select employee number from drop down list.
   1.6. System should give facility to select interview level from drop down list.
   1.7. System should display an add button.
      1.7.1. Once click add button; System should check whether user selected the employee number, date, start time and interview level.
         1.7.1.1. If user selected employee number interview date, start time and Interview level; System should display employee name relevant to the employee number, dates and start time in the grid.
         1.7.1.2. If user not selected employee number, interview date, start time and Interview level; System should display message *"Please fill required fields"*
   1.8. System should display check boxes before every data record in the grid.
      1.8.1. Once check a check box; System should display remove button.
         1.8.1.1. If user click the remove button before click save button; System should remove that selected row.
         1.8.1.2. If user click the remove button after click save button; System should perform two parallel actions.
            1.8.1.2.1. System should remove that selected row.
            1.8.1.2.2. System should send email by informing it is a mistake.
   1.9. System should display a save button.
      1.9.1. Once click save button; System should check whether data is in the grid.
         1.9.1.1. If data is in the grid; System should perform four parallel actions.
            1.9.1.1.1. System should give facility to send E-mails to the added employees with relevant information.
            1.9.1.1.2. System should save data in the grid, interview level, interview number, vacancy number and vacancy type in the database.
            1.9.1.1.3. System should update the interview calendar.
            1.9.1.1.4. System should update interview summary interface.
         1.9.1.2. If data is not in the grid; System should display message *"There is no data"*
   1.10. System should display a close button.
      1.10.1. Once click close button; System should redirect to the 'Set interviews' interface.

Interviews – Functionality

1. Interviews
   1.1. System should have facility to display Vacancy Number, Vacancy Type.
   1.2. Data grid view with arranged interview details,
       1.2.1. Data grid view consist with four columns and Manage Responses Hyperlink,
           1.2.1.1. Columns Names: Interview Date, Interview Number, Interview Level, Status.
       1.2.2. Once click the Manage Responses Hyperlink system should have facility to check if the status is "completed",
           1.2.2.1. If "completed", system should have facility to display message *"This Interview is completed"*.
           1.2.2.2. If not, system should have facility to Redirect to the Manage Responses Interfaces.
   1.3. System should have facility to display Print Button,
       1.3.1. Once click the Print Button system should have facility to check if data is available in data grid.
           1.3.1.1. If data is available, system should have facility to print data grid view without Manage Responses Hyperlink.
           1.3.1.2. If data is not available, system should have facility to display message *"Data is not Available"*.
   1.4. System should have facility to display Close Button,
       1.4.1. Once click the Close Button system should have facility to redirect to the vacancy overview interface.

Manage Responses – Functionality

1. Manage responses.
    1.1 System shall have facility to display "Vacancy number", "Interview Number", "Vacancy Type" from Interviews interface.
    1.2 System shall have facility to display data grid with three columns with "Name of the Candidate" & "Response Number".
    1.3 System shall have facility to display checkboxes for each and every record & facility to display a checkbox to select "all" check boxes at once.
    1.4 System shall have facility to display "Filter" button.
        1.4.1 Once click the filter button, check if at least one checkbox is checked,
            1.4.1.1 If not checked, display a message "Select a record to Filter".
            1.4.1.2 If checked, redirect the selected record(s) to filter responses interface.
    1.5 System shall have facility to display close button.
        1.5.1 Once click the close button system shall have facility to close the interface & redirect to "Interviews" interface.

Filter Responses – Functionality

1. Filter Responses.
   1.1 System shall have facility to display "Vacancy Number" & "Interview Number".
   1.2 System shall have facility to display data grid with four columns, "Response Number", "Name of the candidate", "Conditions" & "Marks Obtain". A checkbox should be displayed in front of each & every record.
      1.2.1 Conditions column has sub columns; these sub columns are come from database.
      1.2.2 System shall have facility to give one point to each and every sub column, if the conditions are satisfied.
      1.2.3 System shall have facility to get the sum of the given points & display in "Marks Obtain" column.
   1.3 System shall have facility to display "Assign candidates" button.
      1.3.1 Once click the "Assign candidates" button., check if at least one record is checked,
         1.3.1.1 If not checked, display a message "Select a record to assign"
         1.3.1.2 If checked, redirect to "Assign Candidates" interface.
   1.4 System shall have facility to display close button.
      1.4.1 Once click the close button system shall have facility to close the interface & redirect to "Manage responses" interface.