

OrangeHRM – My Info Module(PMI) Live Project

Project Functional Requirement Specification Version 1

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This is a sample SRS document for the live project training on www.pavanoltraining.blogspot.com Please read this document and use it as a reference for our live software testing project.

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1. Purpose of the document:

This is **not** a project plan. It is a guide for system architecture and development, not for phasing, timelines or deliverables.

This document is divided into three sections:

- Project Overview
- Information Architecture
- Site Design

2. Project Overview:

2.1 Audience:

This document is intended as a complete guide for ESS-User in using OrangeHRM 3.0. This document is specially designed for non-specialists; specialists may find the document a useful point of reference. By reading this guide, you will learn how to use OrangeHRM through the elements of the graphical user interface and what's behind some of the advanced features that are not always obvious at first sight. It will hopefully guide you around some common problems that frequently appear for users of OrangeHRM.

2.2 Hardware and Hosting:

OrangeHRM's servers will be hosted at X company's site.

OrangeHRM will be hosted on two servers: One to host the actual website and (language)code, and the other to host the (database name)database.

3. Information Architecture

Log in to the OrangeHRM System using your ESS-User account that has been created by the HR Admin as shown in Figure 1.0.



3.1 My info Module

My Info Module is a powerful tool providing employees of the company with the ability to view relevant information such as personal information and updating personal information with an internet enabled PC without having to involve the HR department.

The functionality of this module spans through the entire system, making information available anywhere, anytime. All information is subject to company's defined security policy, where he/she can only view the information he/she is authorized to. An ESS-User can only edit certain fields in the ESS Module, maintaining the security and confidentiality of employee information

3.1.1 My Info Module

When an ESS-User logs into the system for the first time, the first thing they will see is the "Personal Details" screen as shown in Figure 1.1. They are able to edit and enter certain fields.

Figure 1.1:

James Olsen

Personal Details

Full Name: * First Name: James Middle Name: Last Name: Olsen

Employee Id: 0003 Other Id:

Driver's License Number: License Expiry Date:

Gender: ☒ Male ☐ Female Marital Status: Single

Nationality: American Date of Birth: yyyy-mm-dd

Nick Name: Jimmy Smoker: ☐

Military Service:

* Required field

Save

Attachments

Add **Delete**

The following are restricted fields where an ESS-User cannot make changes to the following details and need to be populated by the HR Admin and the respective ESS-Supervisor.

Personal Details

- Employee ID
- SSN No
- SIN No
- Driver License No
- Date of Birth

3.1.2 Photograph

The ESS-User can add a photograph of himself/herself by clicking on the photograph at corner of the screen and the screen as shown in Figure 1.2 will appear.

James Olsen

Photograph

Select a Photograph: **Choose File** Image.jpg

Accepts jpg, .png, .gif up to 1MB. Recommended dimensions: 200px X 200px

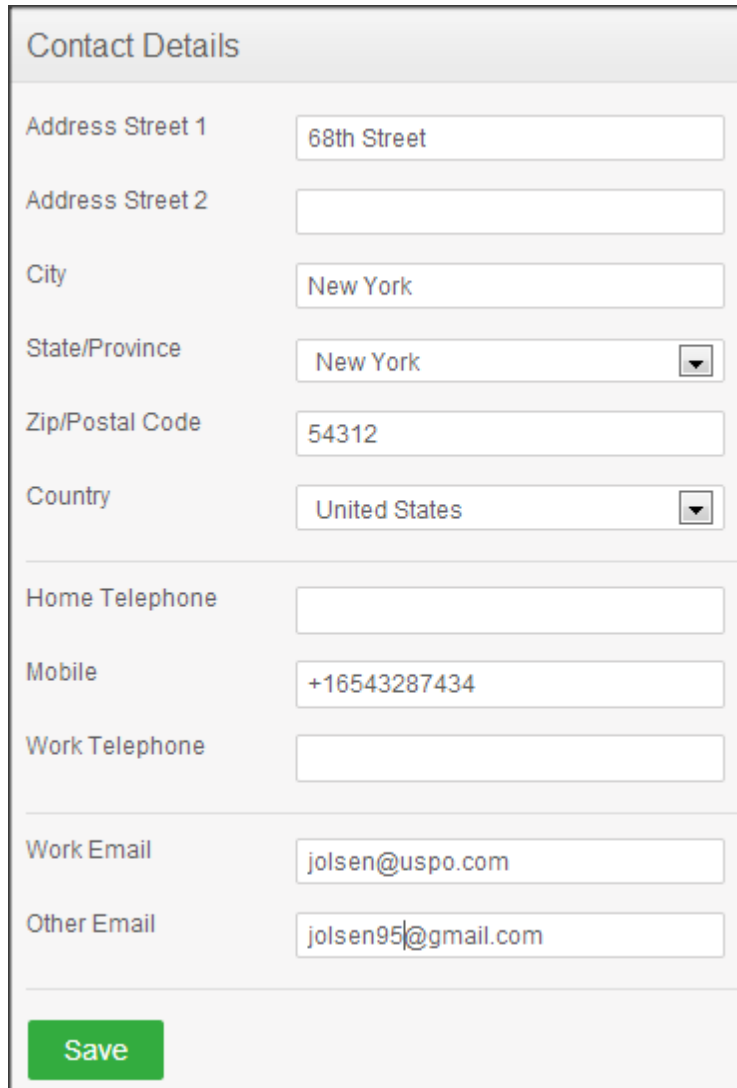
Upload **Delete**

Click "Browse" and then select a photograph from the relevant path. Click "Upload" once you have selected the picture. The picture selected will be populated on the photograph section.

*Note: You may only upload a maximum size of 1 Megabyte in jpg, png, gif format.

3.1.3 Contact Details

Contact information can be entered from here. Click on “Contact Details” under the Employee Details column and the screen as shown in Figure 1.3 will appear.



The screenshot displays a web form titled "Contact Details". The form is organized into several sections. The first section contains address fields: "Address Street 1" (with "68th Street" entered), "Address Street 2" (empty), "City" (with "New York" entered), "State/Province" (a dropdown menu with "New York" selected), "Zip/Postal Code" (with "54312" entered), and "Country" (a dropdown menu with "United States" selected). The second section contains telephone fields: "Home Telephone" (empty), "Mobile" (with "+16543287434" entered), and "Work Telephone" (empty). The third section contains email fields: "Work Email" (with "jolsen@uspo.com" entered) and "Other Email" (with "jolsen95@gmail.com" entered). At the bottom left of the form is a green "Save" button.

Click “Edit” to enter the information.

You can edit the following:

- ❑ Country- Select the country from the drop down
- ❑ Stret 1
- ❑ Street 2
- ❑ City/Town

🔗 State/Province- If the country is United States you can select from the drop down or you need to enter it manually

🔗 ZIP Code

🔗 Home Telephone

🔗 Mobile

🔗 Work Telephone

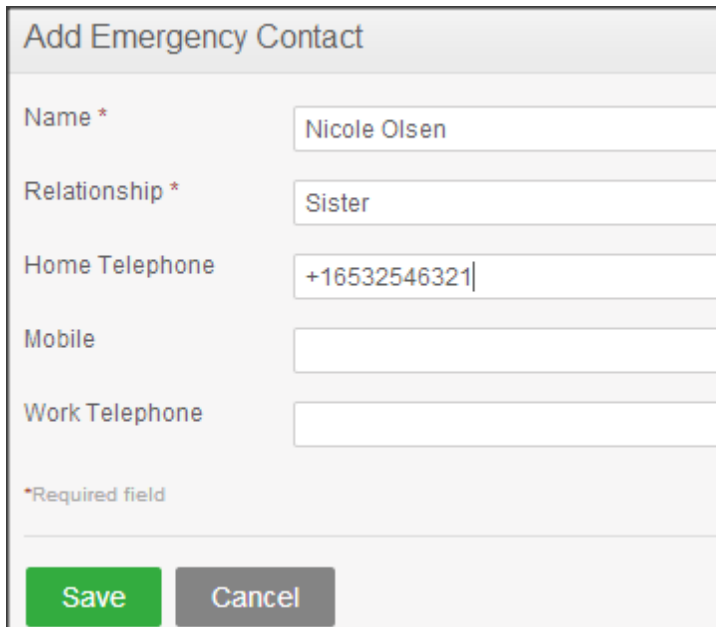
🔗 Work Email

🔗 Other Email

Once you have completed this form click “Save”.

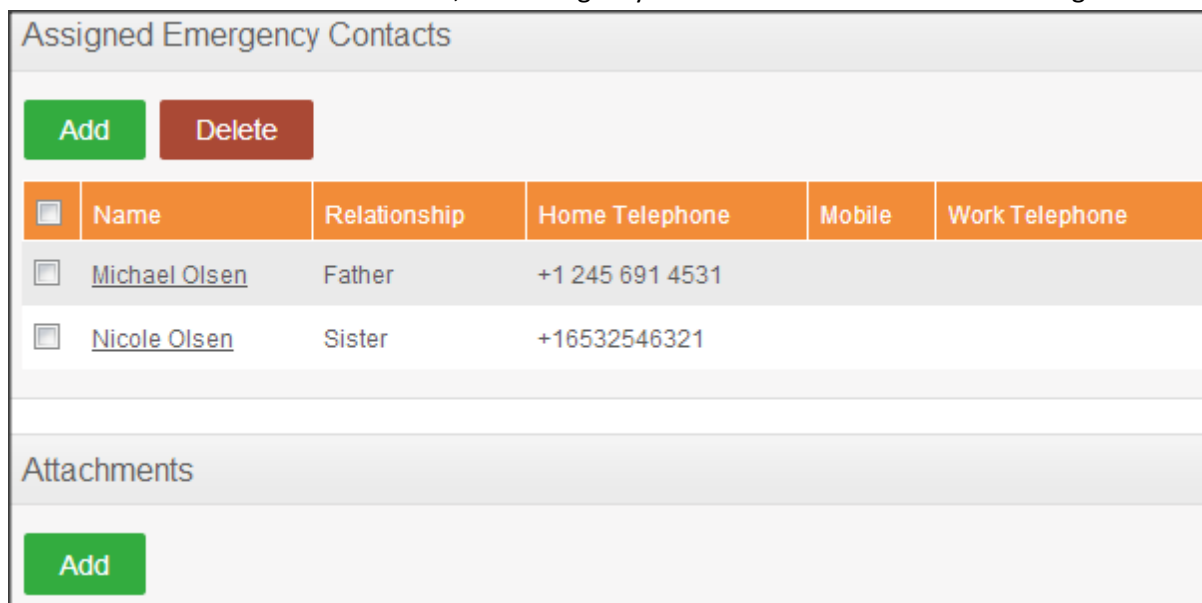
3.1.4Emergency Contact

Contact details which will be needed during an emergency can be entered here. Select “Emergency Contacts” on the “Personal” column and the screen as shown in Figure 1.4 will appear.



Enter the “Name” of the person you wish the company to contact in case of emergency, your “Relationship” with the contact person provided and a “Home Telephone” or “Mobile Number” the company can reach him/her.

Click “Save” once the fields are added, the emergency contact will be listed as shown in Figure 1.5.



The interface shows a section titled "Assigned Emergency Contacts". Below the title are two buttons: "Add" (green) and "Delete" (red). Below these is a table with columns: Name, Relationship, Home Telephone, Mobile, and Work Telephone. The table contains two entries: Michael Olsen (Father, +1 245 691 4531) and Nicole Olsen (Sister, +16532546321). Below the table is an "Attachments" section with an "Add" button.

<input type="checkbox"/>	Name	Relationship	Home Telephone	Mobile	Work Telephone
<input type="checkbox"/>	Michael Olsen	Father	+1 245 691 4531		
<input type="checkbox"/>	Nicole Olsen	Sister	+16532546321		

Attachments

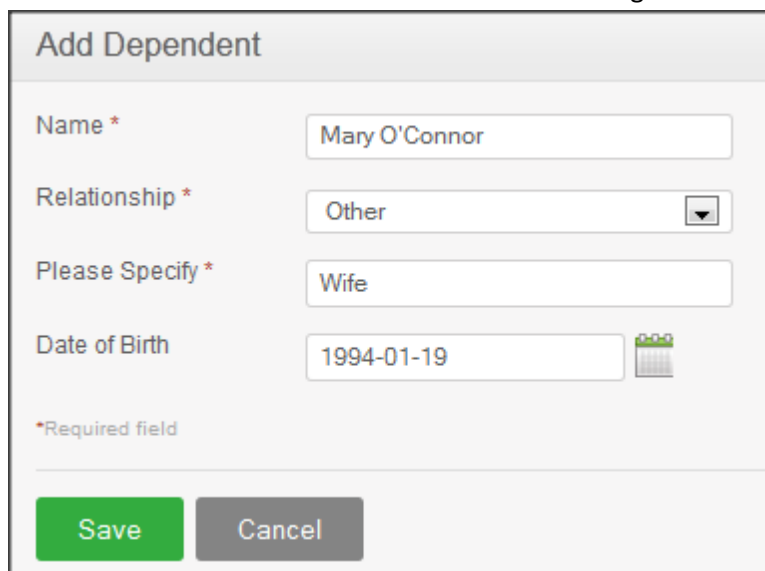
You may add multiple entries of emergency contacts.

To delete an entry, click on the check box next to particular entry. It is also possible to delete multiple entries at the same time by clicking the check box entries you wish to delete and simply clicking “Delete”.

You may also upload any attachment that would support the details you have entered on the form by clicking “Add” under the “Attachment” and selecting a file from a relevant path and upload the following file by clicking “Upload”.

3.1.5 Dependants


If you have any dependents you can enter them here. To add a dependent, click on “Dependents” under the “Personal” column and the screen as shown in Figure 1.6 will appear.




The form is titled "Add Dependent". It contains four required fields: Name (text input with "Mary O'Connor"), Relationship (dropdown menu with "Other" selected), Please Specify (text input with "Wife"), and Date of Birth (text input with "1994-01-19" and a calendar icon). A legend indicates that an asterisk (*) denotes a required field. At the bottom are "Save" (green) and "Cancel" (grey) buttons.

Add Dependent

Name *

Relationship * 

Please Specify *

Date of Birth 

*Required field

Enter the “Name” of your dependent, the “Relationship” of the dependent to you and his/her “Date of Birth”.

Click “Save” once you have entered the following fields and your dependent will be listed as shown in Figure 1.7.

Assigned Dependents			
<div><div>Add</div><div>Delete</div></div>			
<input type="checkbox"/>	Name	Relationship	Date of Birth
<input type="checkbox"/>	Mary O'Connor	Wife	1994-01-19
Attachments			
<div>Add</div>			

You may add multiple entries of dependants.

To delete an entry, click on the check box next to particular entry. It is also possible to delete multiple entries at the same time by clicking the check box entries you wish to delete and simply clicking “Delete”.

You may also upload any attachment that would support the details you have entered on the form by clicking “Add” under the “Attachment” and selecting a file from a relevant path and uploading the following file by clicking “Upload”.

3.1.6Immigration

Your immigration information can be entered here. To add your immigration information, select “Immigration” under the “Personal” column and the screen as shown in Figure 1.8 will appear.


Add Immigration

Document *


☒ Passport ☐ Visa

Number *

Issued Date




Expiry Date




Eligible Status


Issued By



Eligible Review Date



Comments



* Required field

Save

Cancel

Select the document type (Passport or Visa) you wish to add details of, the “Number” whether it is a passport number or a visa number, the “ Issued Date” , “Expiry Date”, the “Eligible Status” of your Passport/Visa and the “Eligible Review Date” as to when the eligibility status was reviewed. You may write a comment if necessary.

Click “Save” once the fields are added and the following immigration documents will be listed as shown in Figure 1.9.

Assigned Immigration Records					
<div><input type="button" value="Add"/> <input type="button" value="Delete"/></div>					
<input type="checkbox"/>	Document	Number	Issued By	Issued Date	Expiry Date
<input type="checkbox"/>	Passport	A5745675673	United States	1997-04-01	2020-04-01
Attachments					
<div><input type="button" value="Add"/></div>					

You may add multiple entries of immigration documents.

To delete an entry, click on the check box next to particular entry. It is also possible to delete multiple entries at the same time by clicking the check box entries you wish to delete and simply clicking “Delete”.

You may also upload any attachment that would support the details you have entered on the form by clicking “Add” under the “Attachment” and selecting a file from a relevant path and uploading the following file by clicking “Upload”.

3.1.7 Job

The ESS-User cannot make changes in the job details. You are only able to view your job details that have been pre-defined by the administrator as shown in Figure 2.0. You are restricted from editing the following fields:

- Job Title
- Jobs Specification
- Employment Status
- Job Category
- Joined Date
- Sub Unit
- Location
- Employment Contract Start Date
- Employment Contract End Date
- Attachments

Job	
Job Title	Operations Executive
Job Specification	Not Defined
Employment Status	Full Time Permanent
Job Category	Professionals
Joined Date	2010-04-01
Sub Unit	Operations
Location	New York - Headquarters
Employment Contract	
Start Date	2010-02-09
End Date	2013-04-30
Contract Details	Not Defined
Attachments	

3.1.8 Salary

The salary information field is completely hidden from the ESS-User as shown in Figure 2.1. Only the HR Admin has access to this information and has to be manually communicated to the ESS-User. You are restricted from editing the following fields:

Salary

- Salary Component
- Pay Frequency
- Currency
- Amount
- Comments
- Direct Deposit Details

- Attachments

Assigned Salary Components					
Salary Component	Pay Frequency	Currency	Amount	Comments	Show Direct Deposit Details
Basic	Monthly	United States Dollar	40000		<input checked="" type="checkbox"/>
Direct Deposit Details					
Account Number	Account Type	Routing Number	Amount		
67834248911	Savings	15147	40000.00		
Attachments					

3.1.9 Report To

As an ESS-User, you are only able to view the list of supervisors that you report to and if you are an ESS-Supervisor as well, you will see the list of your subordinates as shown in Figure 2.2.

You are restricted from editing the following fields:

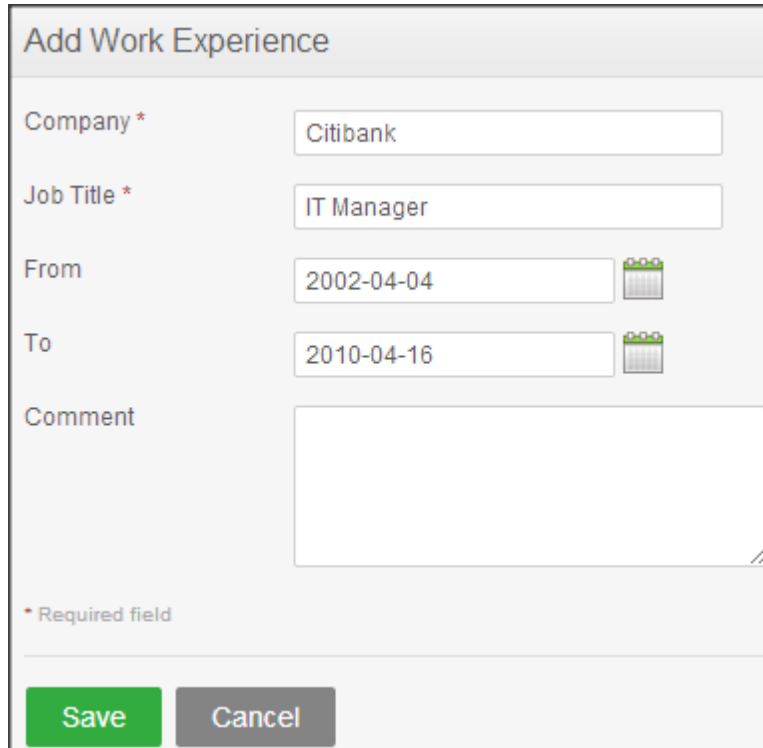
- Assigned Supervisors
- Assigned Subordinates
- Attachments

Assigned Supervisors	
Name	Reporting Method
Kevin Ryan	Direct
Assigned Subordinates	
Name	Reporting Method
No Records Found	

3.1.10 Qualifications

- Work Experience

Your previous work experiences can be entered here. To enter previous work experiences, click “Add” under “Work Experience” and the screen as shown in Figure 2.3 will appear.

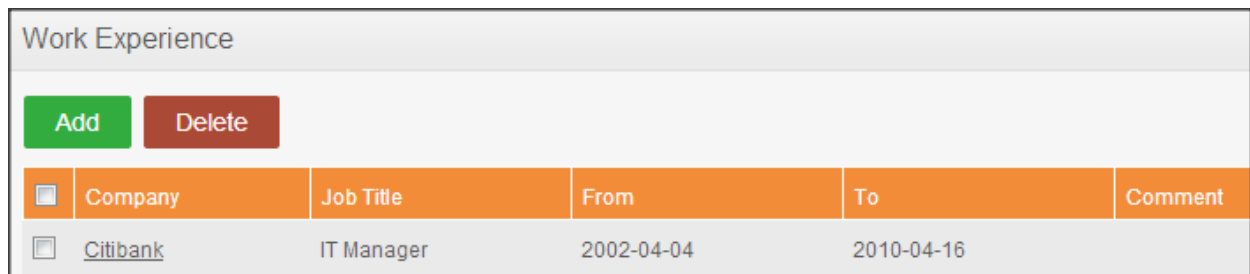


The form is titled "Add Work Experience". It contains the following fields:

- Company ***: A text input field containing "Citibank".
- Job Title ***: A text input field containing "IT Manager".
- From**: A date input field containing "2002-04-04" with a calendar icon to its right.
- To**: A date input field containing "2010-04-16" with a calendar icon to its right.
- Comment**: A large text area for additional information.

At the bottom left, there is a legend: *** Required field**. At the bottom, there are two buttons: a green "Save" button and a grey "Cancel" button.

Click “Save” once all the fields are entered and the particular work experience will be listed as shown in Figure 2.4.



The table is titled "Work Experience". It has a header row with columns: Company, Job Title, From, To, and Comment. There is an "Add" button and a "Delete" button above the table. The first row of data shows "Citibank" as the company, "IT Manager" as the job title, "2002-04-04" as the start date, "2010-04-16" as the end date, and an empty comment field.

	Company	Job Title	From	To	Comment
<input type="checkbox"/>	Citibank	IT Manager	2002-04-04	2010-04-16	

You may enter multiple entries of work experience.

To delete an entry, click on the check box next to a particular entry. It is also possible to delete multiple entries at the same time by clicking the check box entries you wish to delete and simply clicking “Delete”.

- Education

You are able to enter details of your education here. To enter education details, click “Add” under “Education” and the screen as shown in Figure 2.5 will appear.

Add Education

Level *

Bachelor's Degree

Institute

Michigan Institute of Technology

Major/Specialization

IT Forensics

Year

2002

GPA/Score

3.5

Start Date

1998-04-01

End Date

2002-04-27

* Required field

Save

Cancel

Click “Save” once all the fields are entered and the particular education details will be listed as shown in Figure 2.6.

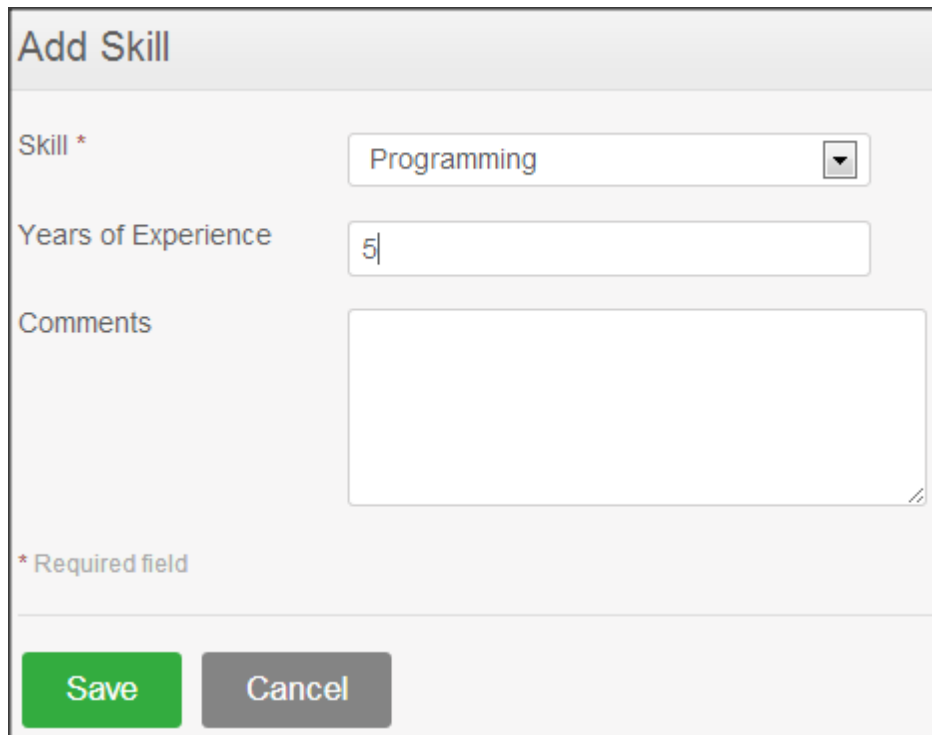
Education			
<div>AddDelete</div>			
<input type="checkbox"/>	Level	Year	GPA/Score
<input type="checkbox"/>	<u>Bachelor's Degree</u>	2002	3.5
<input type="checkbox"/>	<u>PHD</u>		

You may enter multiple entries of education.

To delete an entry, click on the check box next to particular entry. It is also possible to delete multiple entries at the same time by clicking the check box entries you wish to delete and simply clicking “Delete”.

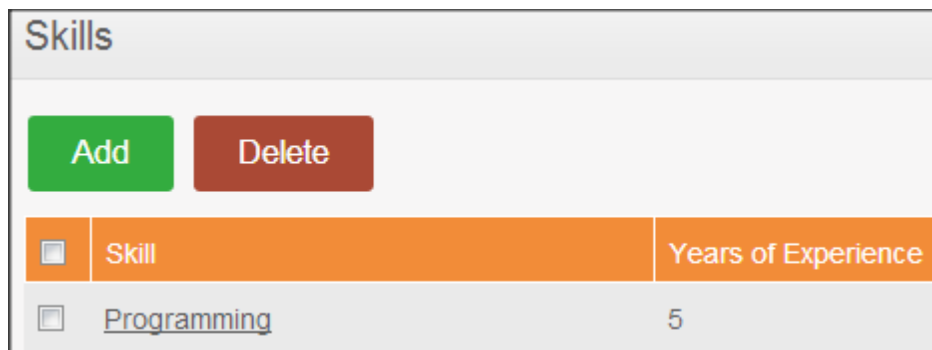
- Skills

If you have any special talents or skills they can be entered here. To enter skills, click “Add” under “Skills” and the screen as shown in Figure 2.7 will appear.



The 'Add Skill' form contains three input fields: a dropdown menu for 'Skill *' with 'Programming' selected, a text box for 'Years of Experience' containing '5', and a large text area for 'Comments'. A legend indicates that the asterisk denotes a required field. At the bottom are 'Save' and 'Cancel' buttons.

Click “Save” once all the fields are entered and the particular skill will be listed as shown in Figure 2.8.



The 'Skills' section features 'Add' and 'Delete' buttons. Below them is a table with two columns: 'Skill' and 'Years of Experience'.

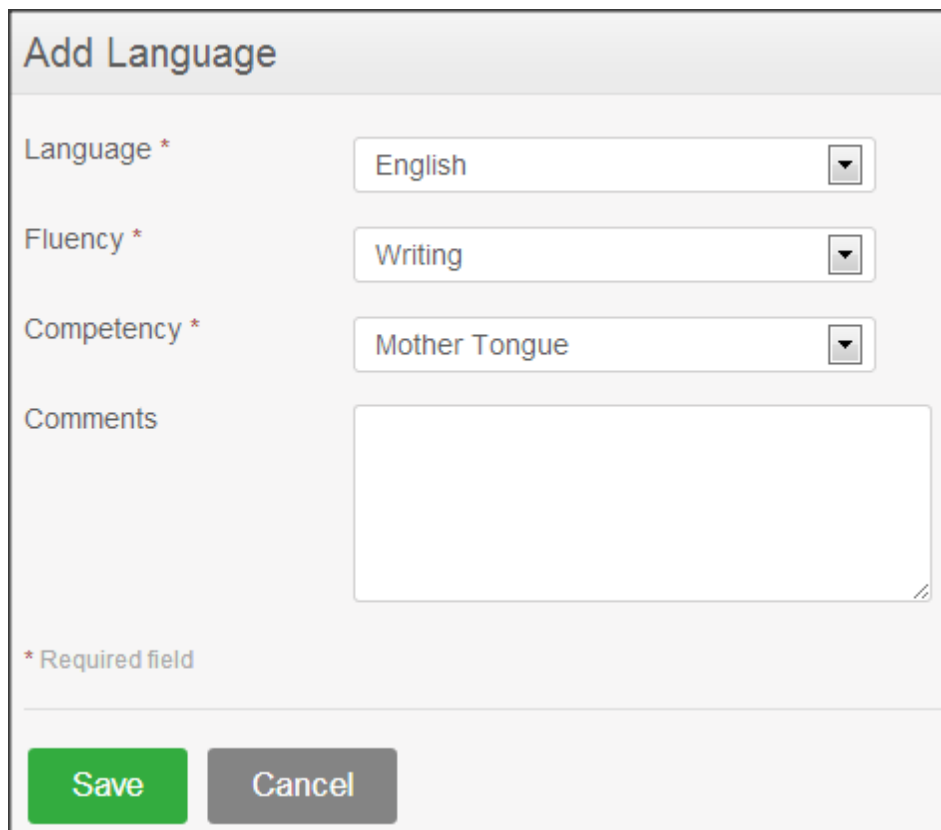
	Skill	Years of Experience
<input type="checkbox"/>	Programming	5

You may enter multiple entries of skills.

To delete an entry, click on the check box next to particular entry. It is also possible to delete multiple entries at the same time by clicking the check box entries you wish to delete and simply clicking “Delete”.

- Languages

You can enter the various languages that you are competent in, with the level of competency. To enter your language of competency, click “Add” under “Language” and the screen as shown in Figure 2.9 will appear.

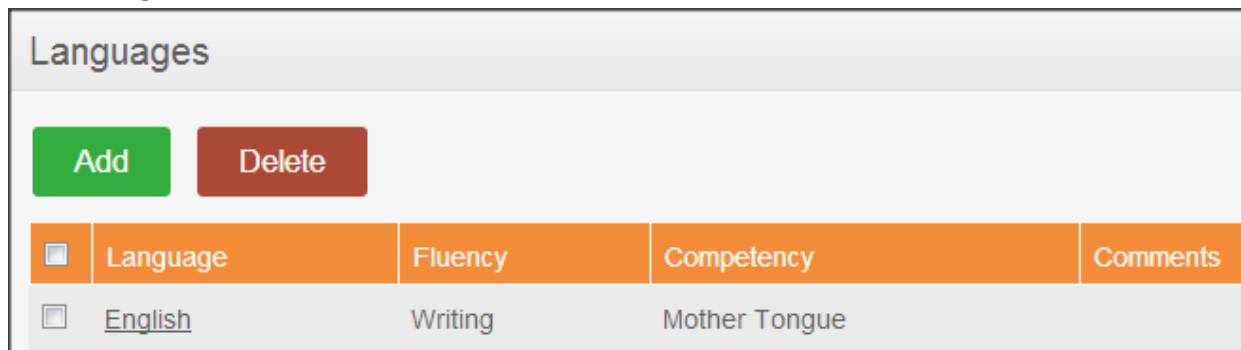


The 'Add Language' form contains the following fields:

- Language ***: A dropdown menu with 'English' selected.
- Fluency ***: A dropdown menu with 'Writing' selected.
- Competency ***: A dropdown menu with 'Mother Tongue' selected.
- Comments**: A large text area for additional notes.

A legend indicates that fields marked with an asterisk (*) are required. At the bottom are 'Save' and 'Cancel' buttons.

Click “Save” once all the fields are entered and the particular language of competency will be listed as shown in Figure 3.0.



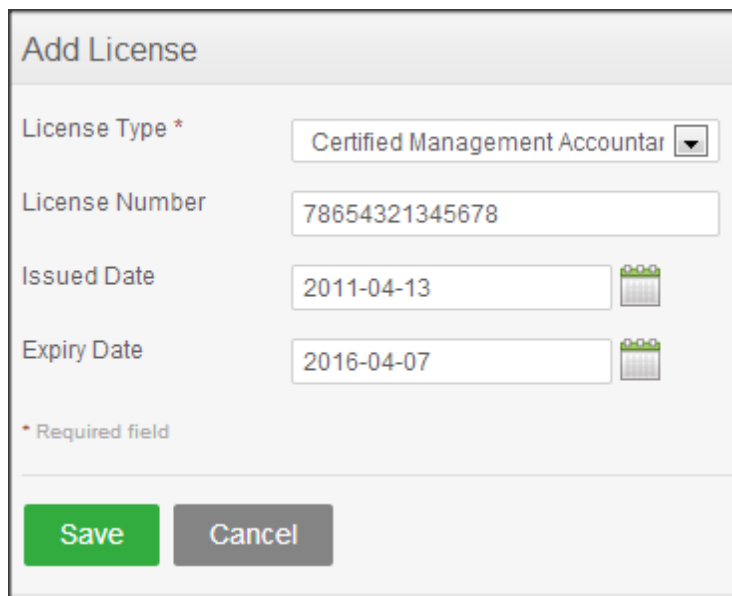
Languages				
<div><div>Add</div><div>Delete</div></div>				
<input type="checkbox"/>	Language	Fluency	Competency	Comments
<input type="checkbox"/>	English	Writing	Mother Tongue	

You may enter multiple entries of languages.

To delete an entry, click on the check box next to particular entry. It is also possible to delete multiple entries at the same time by clicking the check box entries you wish to delete and simply clicking “Delete”.

- License

Here you can enter the licenses that you may have. To enter licenses, click “Add” under “License” and the screen as shown in Figure 3.1 will appear.



The 'Add License' form contains the following fields:

- License Type ***: A dropdown menu with 'Certified Management Accountant' selected.
- License Number**: A text input field containing '78654321345678'.
- Issued Date**: A date input field containing '2011-04-13' with a calendar icon.
- Expiry Date**: A date input field containing '2016-04-07' with a calendar icon.

A red asterisk indicates that the License Type field is required. At the bottom, there are 'Save' and 'Cancel' buttons.

Click “Save” once all the fields are entered and the particular license will be listed as shown in Figure 3.2



License			
<div><input type="button" value="Add"/> <input type="button" value="Delete"/></div>			
<input type="checkbox"/>	License Type	Issued Date	Expiry Date
<input type="checkbox"/>	Certified Management Accountant (CMA)	2011-04-13	2016-04-07
<input type="checkbox"/>	Oracle Certified Professional Java SE Programmer	2013-04-10	2019-04-25

You may enter multiple entries of licenses.

To delete an entry, click on the check box next to particular entry. It is also possible to delete multiple entries at the same time by clicking the check box entries you wish to delete and simply clicking “Delete”.

- **Attachments**

Any supporting documents regarding your qualification that you think is needed by the management can be attached here. Please note that each document cannot exceed 1 megabyte, but you can attach more than one document. To add an attachment, click “Add” under attachment and the screen as shown in Figure 3.3 will appear.

Click “Browse” and select the file from the relevant path and click “Upload” to upload it.

Add Attachment

Select File Certs.docx

Accepts up to 1MB

Comment
Certificates

* Required field

Once you have uploaded the file, the file will be listed as shown in Figure 3.4

Attachments							
<input type="button" value="Add"/>		<input type="button" value="Delete"/>					
<input type="checkbox"/>	File Name	Description	Size	Type	Date Added	Added By	
<input type="checkbox"/>	Certs.docx	Certificates	9.93 k	application/vnd.openxmlformats-officedocument.wordprocessingml.document	2013-04-10	Kevin	Edit

You may upload multiple attachments.

To delete an entry click on the check box next to the particular entry and click “Delete”. Multiple selections can be deleted simultaneously.

3.1.11 Membership

If you are a members of any committee, institute etc. those details can be entered here. To enter membership details, go to My Info>>Personal>>Membership and click “Add” and the screen as shown in Figure 3.5 will appear.

Add Membership

Membership *

Association for Financial Professe

Subscription Paid By

Company

Subscription Amount

5500

Currency

United States Dollar

Subscription Commence Date

2009-01-06

Subscription Renewal Date

2013-04-19

* Required field

Save

Cancel

Click “Save” once all the fields are entered and the particular membership detail will be listed as shown in Figure 3.6.

Assigned Memberships						
<div>Add</div> <div>Delete</div>						
<input type="checkbox"/>	Membership	Subscription Paid By	Subscription Amount	Currency	Subscription Commence Date	Subscription Renewal Date
<input type="checkbox"/>	Association for Financial Professionals (AFP)	Company	5500.00	USD	2009-01-06	2013-04-19

You may enter multiple entries of memberships.

To delete an entry, click on the check box next to particular entry. It is also possible to delete multiple entries at the same time by clicking the check box entries you wish to delete and simply clicking “Delete”.

You may also upload any attachment that would support the details you have entered on the form by clicking “Add” under the “Attachment” and selecting a file from a relevant path and upload the following file by clicking “Upload”.

4. Sign-Off Document

The following parties have read and agree with this Requirements Definition document for the OrangeHRM application account module functionality.

After approval of this Requirements Definition phase, any significant changes in the scope of this project will require validation of existing project costs and schedules.

Name	Date
Business Lead	

Name	Date
Project Manager	

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