

SOFTWARE REQUIREMENTS SPECIFICATION

OrangeHRM – My Info Module Live Project

Project Functional Requirement Specification

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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 5.0. 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.

Login

Username : Admin
Password : admin123

 Username

Admin

 Password

.....

Login

[Forgot your password?](#)

OrangeHRM OS 5.5
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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: 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

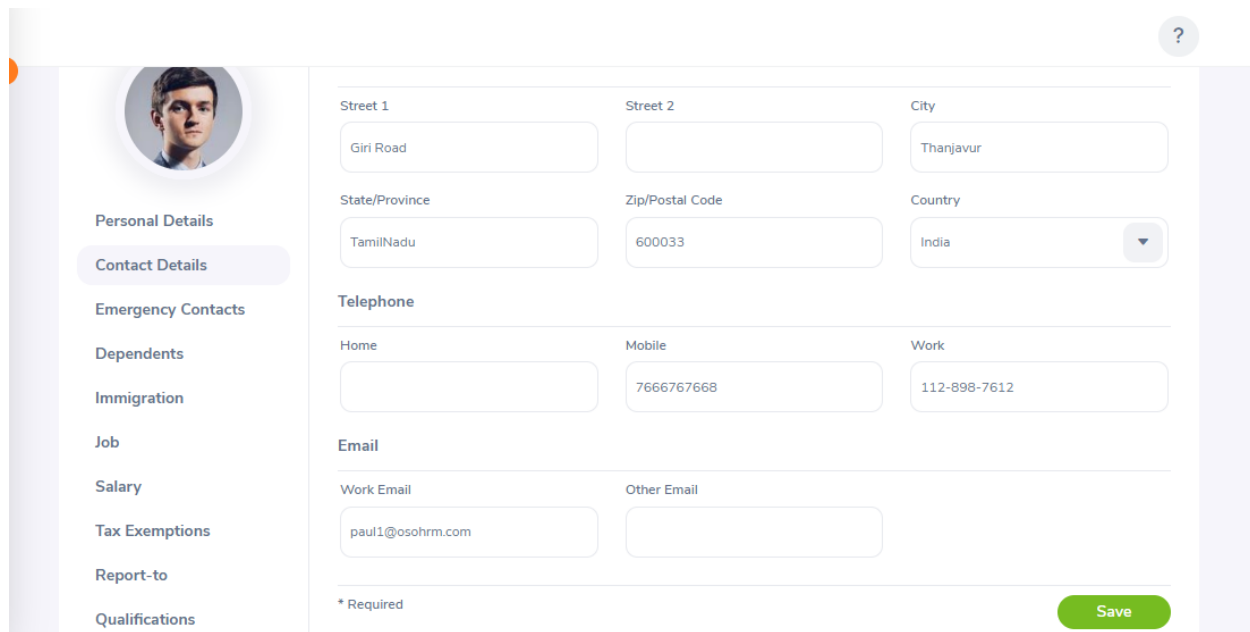
3.1.2 Photograph

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. 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 shows a user profile form. On the left is a sidebar menu with the following items: Personal Details, Contact Details (highlighted), Emergency Contacts, Dependents, Immigration, Job, Salary, Tax Exemptions, Report-to, and Qualifications. The main form area contains the following fields:

- Personal Details:** A circular profile picture of a man.
- Address:**
 - Street 1: Giri Road
 - Street 2: (empty)
 - City: Thanjavur
 - State/Province: TamilNadu
 - Zip/Postal Code: 600033
 - Country: India (dropdown menu)
- Telephone:**
 - Home: (empty)
 - Mobile: 7666767668
 - Work: 112-898-7612
- Email:**
 - Work Email: paul1@osohrm.com
 - Other Email: (empty)

At the bottom right of the form is a green "Save" button. A small asterisk with the text "* Required" is located at the bottom left of the form area.

Click "Edit" to enter the information.

You can edit the following:

1. Country – Select the country from the drop down
2. Street 1
3. Street 2
4. City/Town
 1. State/Province – If the country is United States you can select from the drop down or you need to enter it manually
 2. ZIP Code
 3. Home Telephone
 4. Mobile
 5. Work Telephone
 6. Work Email
 7. Other Email

Once you have completed this form click "Save".

3.1.4 Emergency 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.

Paul Collings

Save Emergency Contact

Name* Relationship*

Home Telephone Mobile Work Telephone

* Required

[Cancel](#) [Save](#)

Assigned Emergency Contacts [+ Add](#)

No Records Found

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.

Paul Collings

Assigned Emergency Contacts [+ Add](#)

(2) Records Found

<input type="checkbox"/>	Name	Relationship	Home Telephone	Mobile	Work Telephone	Actions
<input type="checkbox"/>	Mujeeb	Brother	0436219574	567890123		
<input type="checkbox"/>	Thasnima	Sister	0436218900	9090909091		

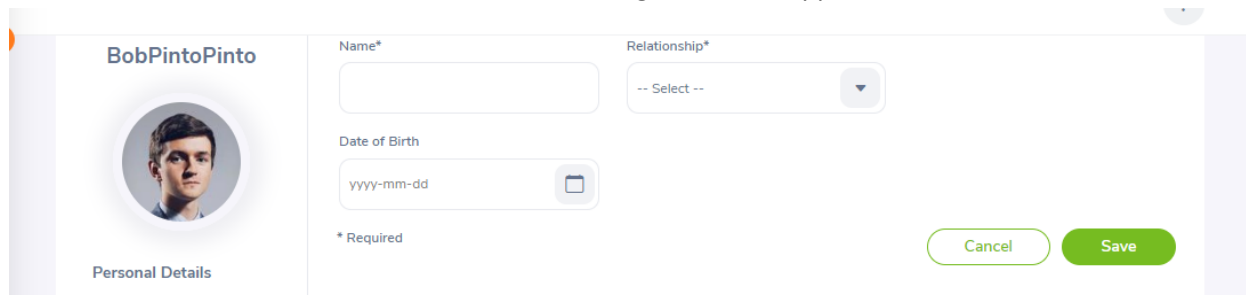
You may add multiple entries of emergency contacts.

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

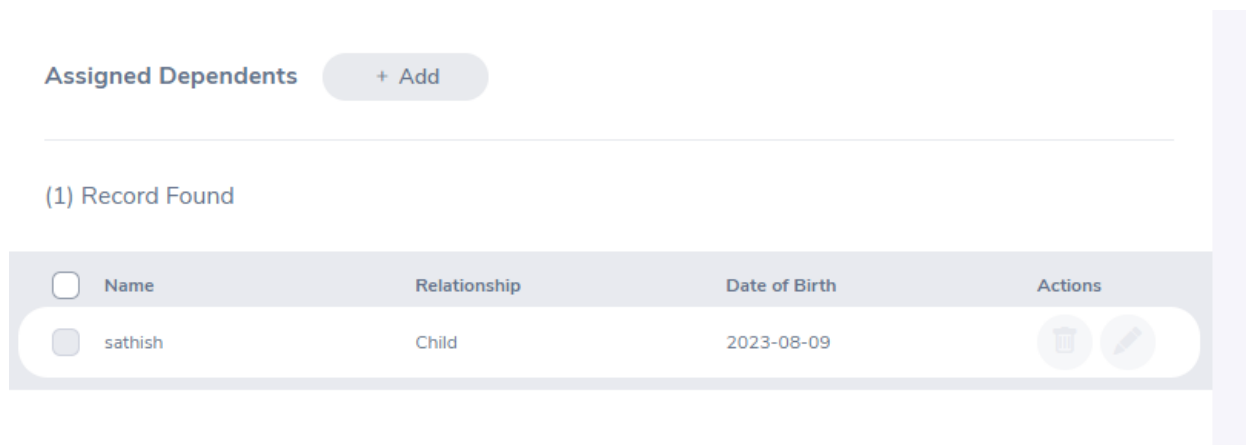
If you have any dependents you can enter them here. To add a dependent, click on “Dependents” under the “Personal” column and the screen as shown in Figure 1.6 will appear.





The screenshot shows a form titled "Personal Details" for a user named "BobPintoPinto". The form has three main input fields: "Name*" (a text box), "Relationship*" (a dropdown menu with "-- Select --" as the current selection), and "Date of Birth" (a text box with the placeholder "yyyy-mm-dd" and a calendar icon). Below these fields is a small asterisk and the word "Required". At the bottom right of the form are two buttons: "Cancel" and "Save".

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.



The screenshot shows a table titled "Assigned Dependents" with a "+ Add" button. Below the title, it says "(1) Record Found". The table has four columns: "Name", "Relationship", "Date of Birth", and "Actions". There is one row of data with the following values: "sathish" for Name, "Child" for Relationship, and "2023-08-09" for Date of Birth. The "Actions" column for this row contains two icons: a trash can (delete) and a pencil (edit).

<input type="checkbox"/>	Name	Relationship	Date of Birth	Actions
<input type="checkbox"/>	sathish	Child	2023-08-09	 

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”.

3.1.6 Immigration

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.

?

Document

Passport

Visa

Number*

Issued Date

Expiry Date

yyyy-mm-dd

yyyy-mm-dd

Eligible Status

Issued By

Eligible Review Date

-- Select --

yyyy-mm-dd

Comments

Type Comments here

* Required

Cancel

Save

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.

(1) Record Found

<input type="checkbox"/>	Document	Number	Issued By	Issued Date	Expiry Date	Actions
<input type="checkbox"/>	Passport	34	Romania	2019-10-10	2029-10-09	<div><div></div><div></div></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

The screenshot displays a 'Job Details' form with a light blue header and a white body. The form is organized into a grid of fields. The 'Joined Date' field shows '1990-10-11' with a calendar icon. The 'Job Title' field shows 'HR Manager'. The 'Job Specification' field shows 'Not Defined'. The 'Job Category' field shows 'Officials and Managers'. The 'Sub Unit' field shows 'Human Resources'. The 'Location' field shows 'Texas R&D'. The 'Employment Status' field shows 'Full-Time Permanent'. At the bottom, there is a toggle switch for 'Include Employment Contract Details' which is currently turned off.

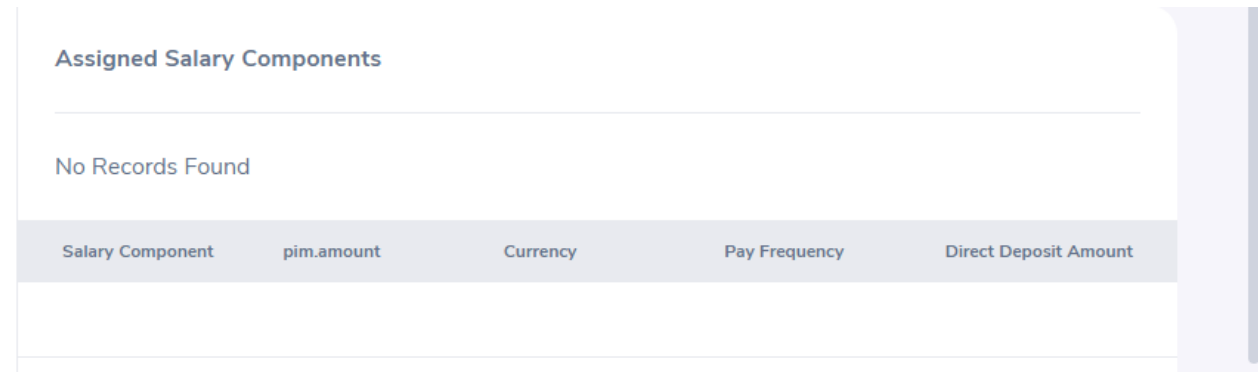
Job Details		
Joined Date	Job Title	Job Specification
1990-10-11	HR Manager	Not Defined
Job Category	Sub Unit	Location
Officials and Managers	Human Resources	Texas R&D
Employment Status		
Full-Time Permanent		
Include Employment Contract Details <input type="checkbox"/>		

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



The screenshot shows a table titled "Assigned Salary Components". Below the title, it states "No Records Found". The table has five columns: "Salary Component", "pim.amount", "Currency", "Pay Frequency", and "Direct Deposit Amount". The table is currently empty.

Salary Component	pim.amount	Currency	Pay Frequency	Direct Deposit Amount
------------------	------------	----------	---------------	-----------------------

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.

Add Work Experience


Company*

Job Title*

From



To



Comment



* Required

Cancel

Save

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

(1) Record Found

<input type="checkbox"/>	Company	Job Title	From	To	Comment	Actions
<input type="checkbox"/>	TCS	TESTER	2020-09-02	2023-07-16	HII HELLO	 

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*	Institute	Major/Specialization
<input type="text" value="-- Select --"/>	<input type="text"/>	<input type="text"/>
Year	GPA/Score	
<input type="text"/>	<input type="text"/>	
Start Date	End Date	
<input type="text" value="yyyy-mm-dd"/>	<input type="text" value="yyyy-mm-dd"/>	
* Required		<input type="button" value="Cancel"/> <input type="button" value="Save"/>

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

(2) Records Found

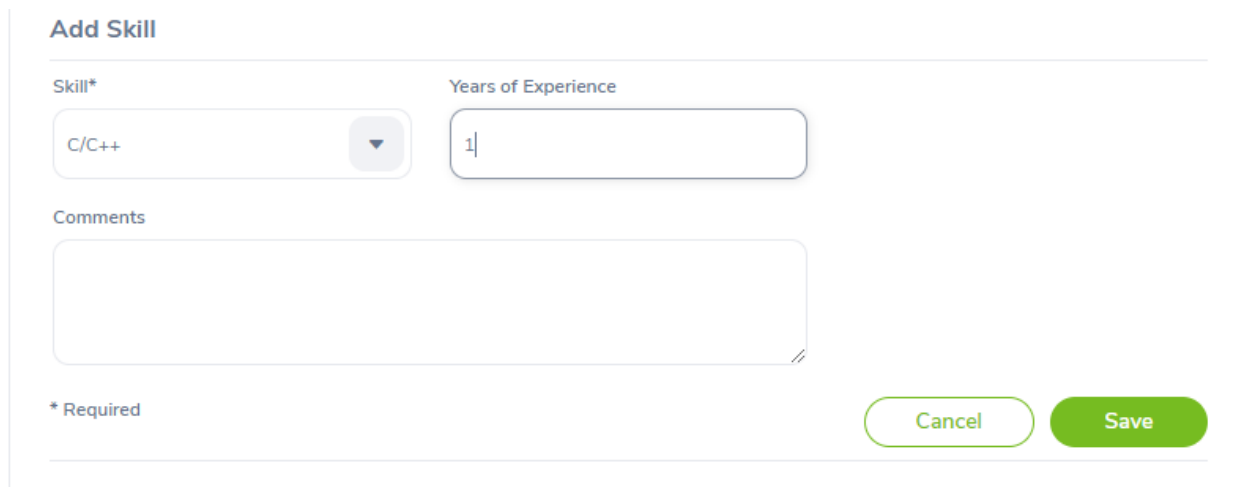
<input type="checkbox"/>	Level	Year	GPA/Score	Actions
<input type="checkbox"/>	Bachelor's Degree	2018	7.45	 

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 the following elements:

- Skill***: A dropdown menu with 'C/C++' selected.
- Years of Experience**: A text input field containing the number '1'.
- Comments**: A large text area for additional notes.
- * Required**: A label indicating that the skill field is mandatory.
- Buttons**: 'Cancel' and 'Save' buttons at the bottom right.

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



<input type="checkbox"/>	Skill	Years of Experience	Actions
<input type="checkbox"/>	C/C++	1	 

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.

Add Language

Language*	Fluency*	Competency*
English ▼	Reading ▼	Mother Tongue ▼
Comments		
<div></div>		
* Required		<div>Cancel</div> <div>Save</div>

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>AddDelete</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.

Add License

License Type*

Microsoft Certified Systems En...

License Number

TN7627280

Issued Date

2006-08-01

Expiry Date

2071-09-01

* Required

Cancel

Save

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

<input type="checkbox"/>	License Type	Issued Date	Expiry Date	Actions
<input type="checkbox"/>	Microsoft Certified Systems Engineer (MCSE)	2006-08-01	2071-09-01	<div> <div></div> <div></div> </div>

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*

Browse

dep1.PNG

Accepts up to 1MB

Comment

Type comment here

* Required

Cancel

Save

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

(1) Record Found

<input type="checkbox"/>	File Name	Description	Size	Type	Date Added	Added By	Actions
<input type="checkbox"/>	dep1.PNG		12.41 kB	image/png	2023-08-28	Admin	<div></div>

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*

-- Select --

Subscription Paid By

-- Select --

Subscription Amount

Currency

-- Select --

Subscription Commence Date

yyyy-mm-dd

Subscription Renewal Date

yyyy-mm-dd




* Required

Cancel

Save

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

(1) Record Found

<input type="checkbox"/>	File Name	Description	Size	Type	Date Added	Added By	Actions
<input type="checkbox"/>	abc.txt	its membership	9.00 B	text/plain	2023-07-17	Admin	<div><div></div><div></div></div>

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. Site Design

4.1 Aesthetic/HTML Requirements and Guidelines

OrageHRM must deliver a compelling visitor experience. However, it cannot sacrifice usability and accessibility.

The web site 'look' must conform to the following requirements:

- The site should be HTML 4.0 compliant.
- All pages must download in less than 10 seconds over a 56k modem connection.- Performance requirements.
- All pages must fit in a web browser displayed on a computer set to 640 x 480 pixels.
- All pages must use a web safe color palette.
- The site must be compatible with Internet Explorer 4, 5 and 5.5, and with Firefox 4-6, as well as Google Chrome 4.0 and later.
- The site must conform to the WAI Accessibility Guidelines outlined at <http://www.w3.org/TR/WAI-WEBCONTENT/> , wherever possible.
- All site pages should be available for search engine robots.
- All pages that use static images should be displayed correctly.

5. 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	

Prepared by: Abdul Lathif M