

SOFTWARE REQUIREMENTS SPECIFICATION

OrangeHRM – My Info Module Live Project

Project Functional Requirement Specification,
Version 1

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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.

Figure1.1:

James Olsen



Personal Details

Contact Details

Emergency Contacts

Dependents

Immigration

Job

Salary

Report-to

Qualifications

Memberships

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 ESSSupervisor.

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 Image.jpg

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

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.

| Contact Details | |
|-------------------------------------|---|
| Address Street 1 | <input type="text" value="68th Street"/> |
| Address Street 2 | <input type="text"/> |
| City | <input type="text" value="New York"/> |
| State/Province | <input type="text" value="New York"/> ▼ |
| Zip/Postal Code | <input type="text" value="54312"/> |
| Country | <input type="text" value="United States"/> ▼ |
| <hr/> | |
| Home Telephone | <input type="text"/> |
| Mobile | <input type="text" value="+16543287434"/> |
| Work Telephone | <input type="text"/> |
| <hr/> | |
| Work Email | <input type="text" value="jolsen@uspo.com"/> |
| Other Email | <input type="text" value="jolsen95@gmail.com"/> |
| <hr/> | |
| <input type="button" value="Save"/> | |

Click “Edit” to enter the information.

You can edit the following:

- Country – Select the country from the drop down
- Street 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

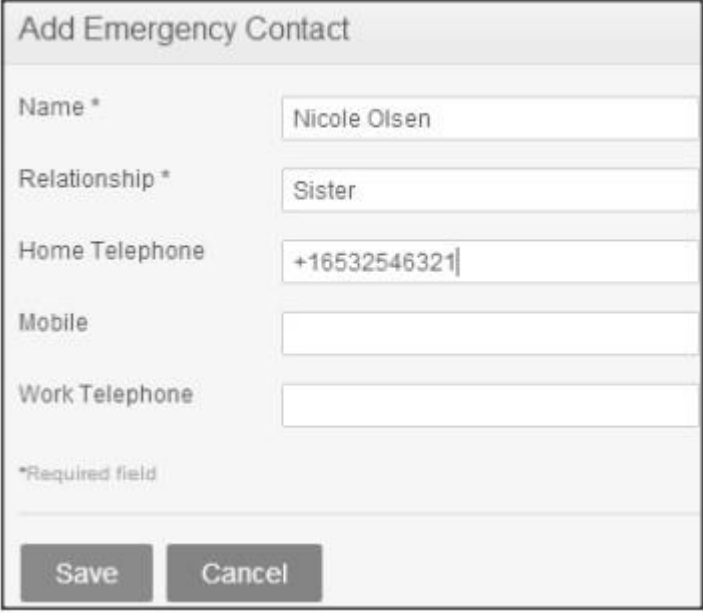
☐ Work Email

☐ Other Email

Once you have completed this form click “Save”.

3.1.4 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.



| Add Emergency Contact | |
|-----------------------|--------------|
| Name * | Nicole Olsen |
| Relationship * | Sister |
| Home Telephone | +16532546321 |
| Mobile | |
| Work Telephone | |
| *Required field | |
| Save | Cancel |

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 screenshot shows a web interface for managing emergency contacts. At the top is a header 'Assigned Emergency Contacts'. Below it are two buttons: 'Add' and 'Delete'. A table follows with columns: Name, Relationship, Home Telephone, Mobile, and Work Telephone. There are two rows of data: Michael Olsen (Father) with Home Telephone +1 245 691 4531, and Nicole Olsen (Sister) with Home Telephone +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

Add

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.

Add Dependent

Name *

Relationship *

Other

Please Specify *

Date of Birth

*Required field

Save

Cancel

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

Add

Delete

| <input type="checkbox"/> | Name | Relationship | Date of Birth |
|--------------------------|---------------|--------------|---------------|
| <input type="checkbox"/> | Mary O'Connor | Wife | 1994-01-19 |

Attachments

Add

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.

Add Immigration

Document *


☒ Passport ☐ Visa

Number *

A5745675673


Issued Date

1997-04-01



Expiry Date


2020-04-01



Eligible Status


Issued By

United States




Eligible Review Date

yyyy-mm-dd



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 | | | | | |
|--|----------|-------------|---------------|-------------|-------------|
| <input type="button" value="Add"/> <input type="button" value="Delete"/> | | | | | |
| <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 | | | | | |
| <input type="button" value="Add"/> | | | | | |

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:

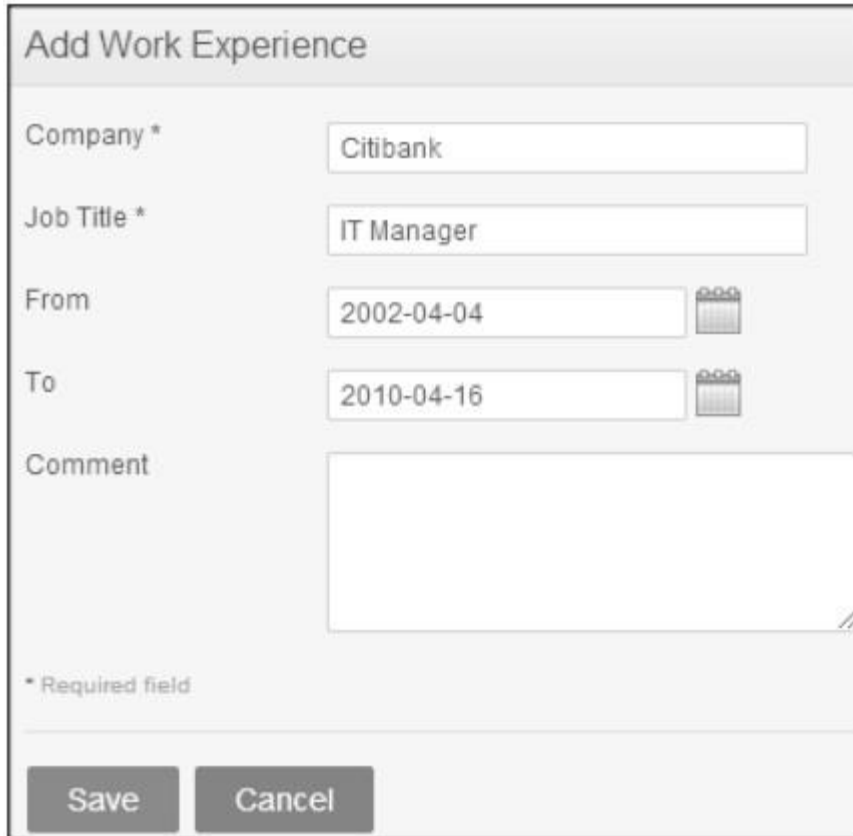
- Assigned Supervisors
- Assigned Subordinates
- Attachments

| 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.

Below the fields is a legend: *** Required field**. At the bottom are two buttons: **Save** and **Cancel**.

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.

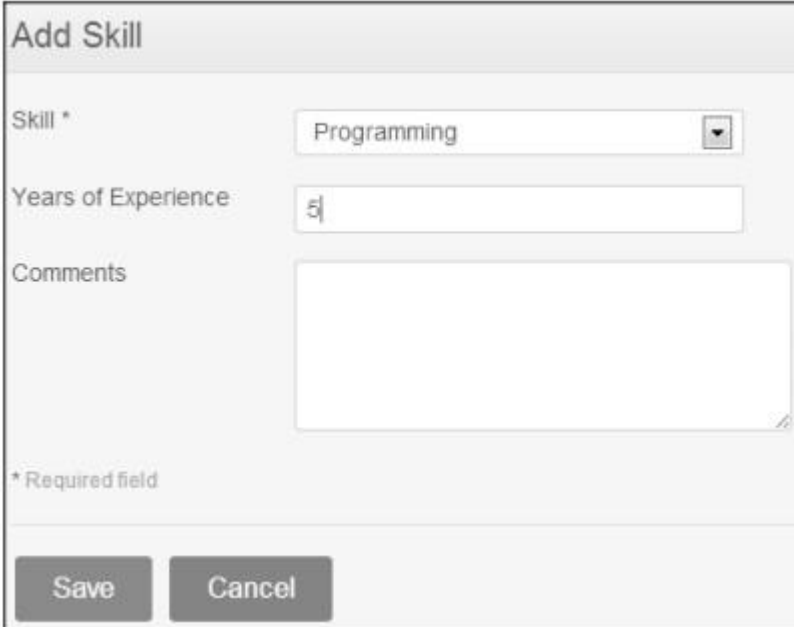
| Education | | | |
|--------------------------|-------------------|------|-----------|
| <div>AddDelete</div> | | | |
| <input type="checkbox"/> | Level | Year | GPA/Score |
| <input type="checkbox"/> | Bachelor's Degree | 2002 | 3.5 |
| <input type="checkbox"/> | PHD | | |

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 fields:

- Skill ***: A dropdown menu with 'Programming' selected.
- Years of Experience**: A text input field containing the number '5'.
- Comments**: A large, empty text area.
- * Required field**: A small text label indicating that the Skill field is mandatory.
- Buttons**: 'Save' and 'Cancel' buttons at the bottom.

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



The 'Skills' section displays a table with the following data:

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

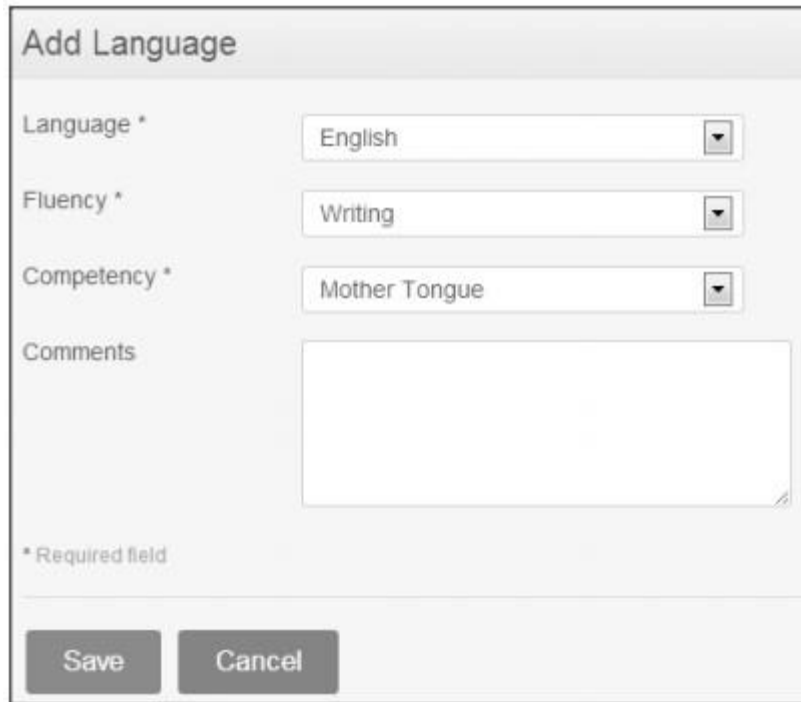
Buttons for 'Add' and 'Delete' are located above the table.

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 *

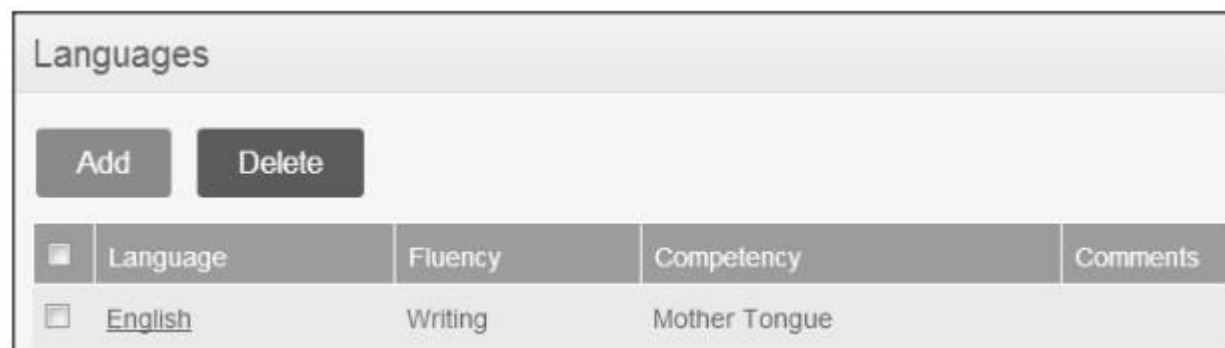
Fluency *

Competency *

Comments

* Required field

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



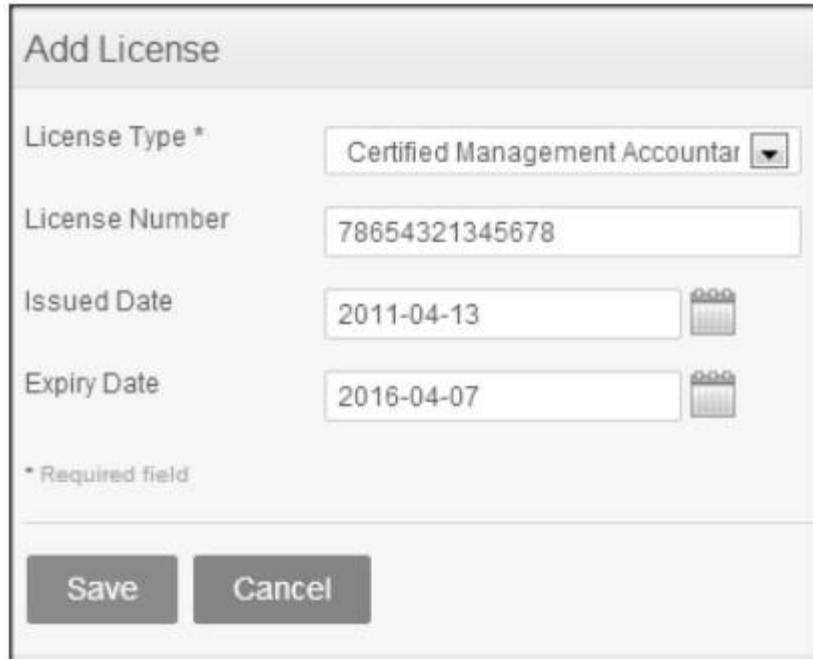
| Languages | | | | |
|--|----------------|---------|---------------|----------|
| <input type="button" value="Add"/> <input type="button" value="Delete"/> | | | | |
| <input type="checkbox"/> | Language | Fluency | Competency | Comments |
| <input type="checkbox"/> | <u>English</u> | Writing | Mother 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 * Certified Management Accountant ▼

License Number 78654321345678

Issued Date 2011-04-13 

Expiry Date 2016-04-07 

* Required field

Save Cancel

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

| License | | | |
|--------------------------------------|--|-------------|-------------|
| Add Delete | | | |
| <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 |

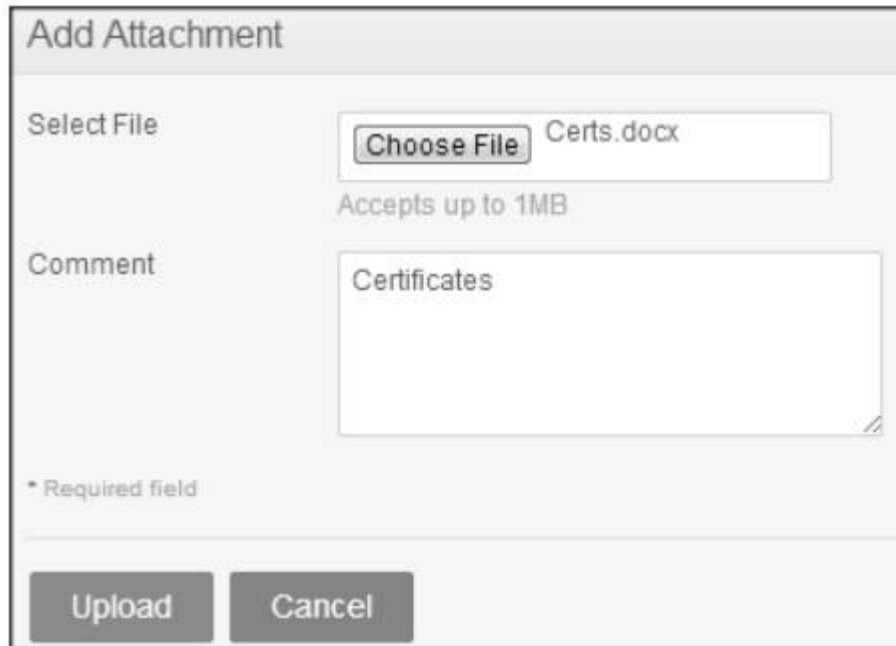
You may enter multiple entries of licenses.

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. Site Design

4.1 Aesthetic/HTML Requirements and Guidelines

OrangeHRM 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 requirement
- 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.
- 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

