



1 Scope of the Document

Das Dokument soll die funktionalen und technischen Anforderungen an eine vom Individual Software Lösung beschreiben.

Die Lösung wird auf Basis einer Kundenanfrage und dessen Anforderungen entwickelt, soll dann aber als Standardsoftware für unterschiedlichste Dienstleistungsunternehmen vermarktet werden.

2 Requirements

This chapter lists the requirements for the software solution. It is intended to be a rough description of the requirements, but does not represent a complete set of specifications.

2.1 Product Scope/Description

The customer currently uses different solutions for time recording (www.timetac.com), resource/shift planning (www.planday.com) and invoicing and salary calculation (www.lexoffice.de). It should be the goal to have The resource planning and time tracking in an integrated software environment, from which a .csv export can be generated, which can then be read into Lexoffice. Resource scheduling is done by the administrator in the office. Employees should be able to see both their schedules on their mobile devices (iOS / Android) and have the ability to enter their daily work hours as well as comments.

The administrator should be able to generate a report after the employee has completed his assignment/shift, to be imported as a csv file directly into his accounting system (Lexoffice).

Functional requirements

1. Create employee master data

- Name, address
- Address, phone, email
- Date of birth
- Salary related data (bank data, tax ID, etc...)
- Qualifications
- Medical fitness certificate with expiration date (is always valid for 3 years only)
- Eventually any additional fields

Important: 6 months before the expiration of the medical fitness check a message should appear (e.g. red exclamation mark next to the employee's name in the system)

2. Create customer master data

- Company name
- Address, Phone, email, VAT, usw...
- Contact person
- Business Unit
- Invoice address
- Comment field
- Eventually any additional fields



3. Ressource planning

The administrator should have a simple and user-friendly tool to schedule his resource. He must be able to make the following entries, which are then visually displayed in calendar view:

- Travel time (from home/hotel to work), Start time work, End time work, travel time (back to home/hotel), eventually (paid) idle-time in case of disturbance
- Customer name (comes from the system)
- Train name/order sign (free text field)
- Eventually any additional fields

Important: the shift plan with the planned times should then be assigned to the respective employee and then displayed to him in his app. It is important that the employee does not have the same view as the administrator. The employee may only see his schedule, but not the shift planning of other employees!

4. Mobile app for employees

Each employee should have the application on their cell phone with the following view:

Calendar/Scheduling

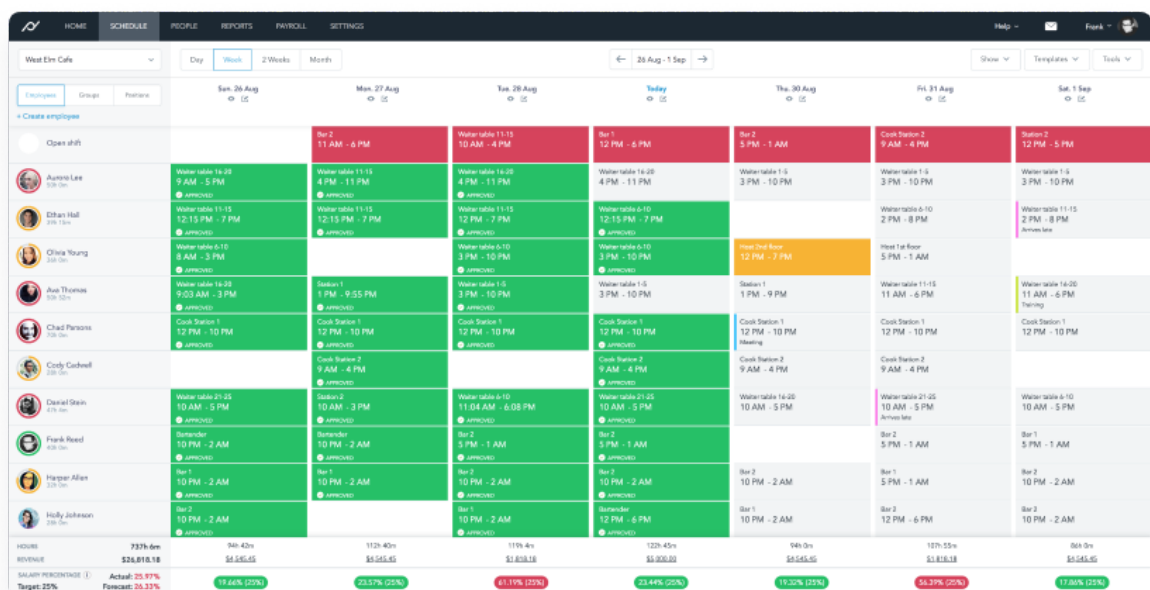
Details of the appointment and planned times (gray field). These fields are not editable for the employee!

But he should be able to make an entry in the respective task field (green field) how the actual time was.

Example: employee view on mobile app

| |
|---------------------------|
| Customer: ABC |
| Travel time: 06:40-08:00 |
| Time actuals |
| Work time: 08:00 – 17.25h |
| Time actuals |
| Travel time: 17.25-19:00h |
| Time actuals |

This is how “planday” (SW the customer is using today) looks like:





5. Report generation/csv export

It should be possible for the admin to generate daily, weekly and monthly reports (Word/PDF) with a few clicks and to export information relevant for invoicing and payroll as a csv file. This information can then be read into third party systems for payroll and invoicing by csv import.

2.2 Non-functional requirements

The solution is to be developed exclusively as a cloud-based web application with a mobile application (both for iOS and Android). The solution should be hosted on an AWS server located within the EU, preferably on an instance in Germany.

It should be possible to configure additional fields (e.g. additional properties/characteristics for the employee master or additional fields for the customer...).

