User Interface Design Document

Applicant Tracking System

Client
Mosaic Learning - Carol Curley

Team 5 "Agile, Handle with Care"

Arvin Siva
Brian Wilson
Vihar Patel
James Baker
Steven Hargrove
Logan Rites

10/25/2017

Applicant Tracking System
User Interface Design Document

1. Introduction

1.1 Purpose of This Document

This document is designed to explain the features of the applicant tracker application, its functions, and its required conditions to operate. The intended audience is the Mosaic Learning development team as well as the faculty customer, Carol Curley.

1.2 References

SmartDraw for Use Case Diagram

"Flowchart Maker Floor Plan Maker Org Chart Maker Diagram Maker." SmartDraw - Create Flowcharts, Floor Plans, and Other Diagrams, www.smartdraw.com

2. User Interface Standards

This section contains an overview of the design standards used in the Applicant Tracking System. There are multiple features we keep consistent throughout the application. On every page there is a logout button in the top right corner that will log you out and return you to the login page. Also on every page there is a return/cancel button that will return you to the previous page.

When logged in the "Add Applicant" button will appear at the top and the bottom of the home page, which will direct you to a page (Figure 2.3) that lets the user input new applicant information into the applicant database. There are links for each applicant in the table that will allow the user to view and possibly edit applicant information regarding their interview, phone screen, and resume (Figure 2.2). The "Change Password" button will appear at the top of the home page (Figure 2.1) which will direct you to a page that will allow the user to change their password. The "Logout" button will log you out of your account. All the search filters will be available in the box above the applicant table (Figure 2.1), activated by the "Search" button. The searchable fields include first and last name, employer decision, application status, job applying for, recruiting source, resume received date, phone screen completion, in-person interview completion, and location.

Figure 2.1 Home Page

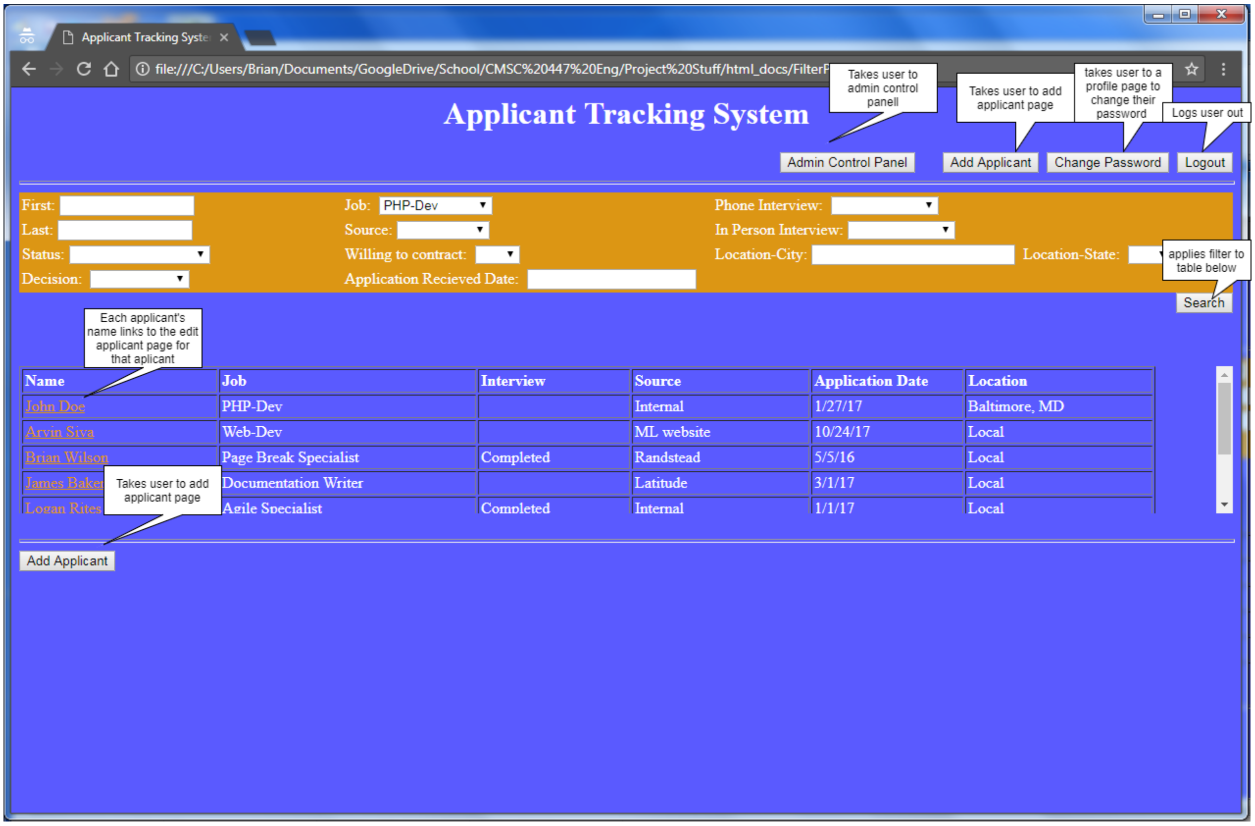
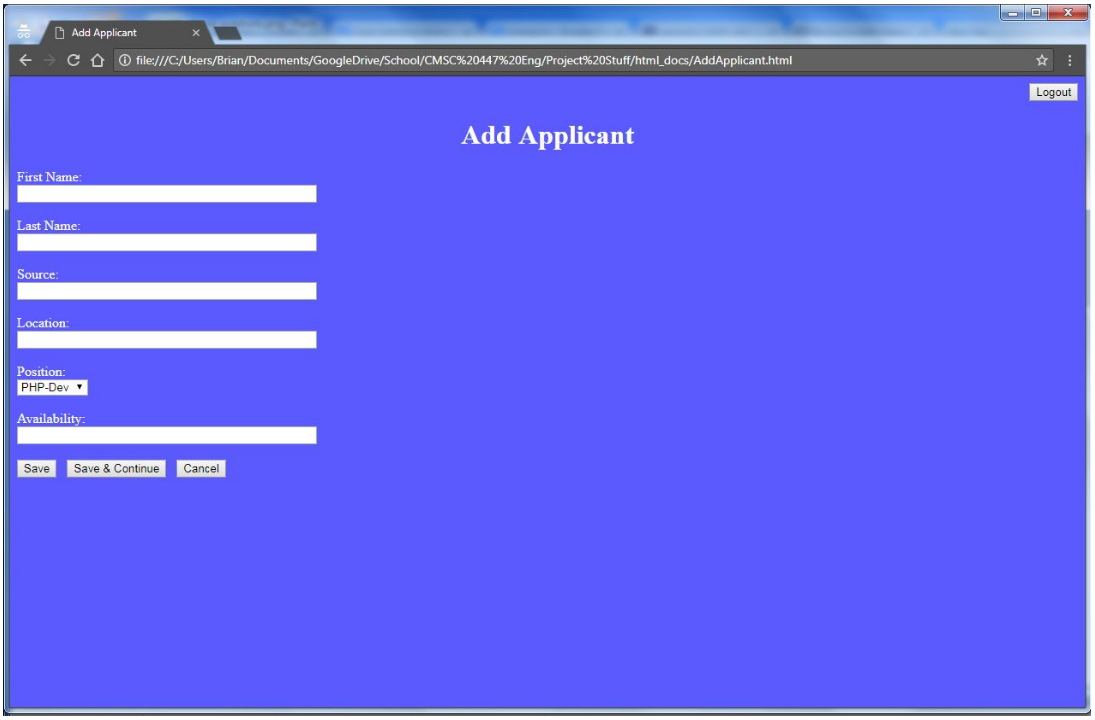


Figure 2.2 View Applicant Page

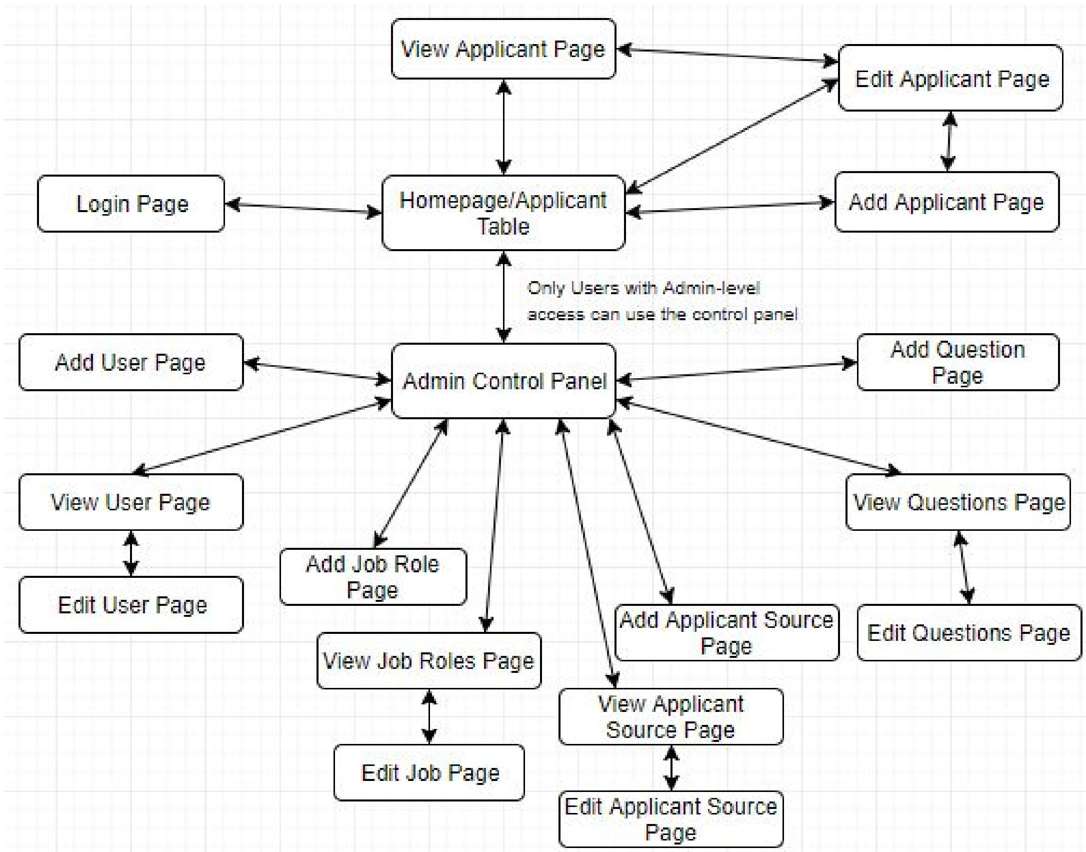
Figure 2.3 Add Applicant Page



3. User Interface Walkthrough

3.1 Applicant Tracker Navigation Diagram

The following navigation diagram or sitemap explains possible user flow through the system



3.2 Profile

The home page (Figure 2.1) allows users to filter and search for a person by entering a query into the Search bar's text field or selecting different fields from the filtering drop down menu. The Name link navigates the user to that corresponding person's View Applicant Page (Figure 2.2). The View Applicant Page shows that person's first name, last name, position, availability, decision, source, location, convenience to Columbia,MD, phone interview status, personal interview status, whether the client is willing to work as a contractor. Salary requested, salary offered, hourly rate requested and hourly rate offered will also be shown but only to HR. The user can then click on Phone Questions, Interview Questions, Assessment (Questions), Assessment Answers, and Resume / Portfolio and be forwarded to the corresponding page.. When clicking on Resume/Portfolio the user will be sent to the a page with either a link or plain text that shows the applicant's resume or portfolio (Figure 3.15). When clicking on Phone Screen the user will be directed to a page that shows all the questions asked during that applicant's phone screen as well as the related answers (Figure 3.16). When clicking on Interview the user will be forwarded to a page that shows all the questions asked during that applicant's interview as well as corresponding answers (Figure 3.16).

3.3 Adding Applicant

From the home page (Figure 2.1) the user is able to click on the "Add Applicant" that will direct the user to the Add Applicant page (Figure 2.3). The user then can input the first name, last name, source, location, specify position and availability. The user can then click "Save" that will add the new applicant to the database and return you to the home page. The use can also click "Save and Continue", which will add the new applicant to the database and return you to the applicant page.

3.4 Search

From the home page (Figure 2.1) the user is able to search and filter through all the applicants in the database. The user is able to search by first name, last name, status, decision, job, source, willing to contract, application received date, phone interview, in person interview, location-city, and location-state. After the user has entered the desired search parameters they can click on the "Search" button on the right side of the screen that will return a list of applicants that match the desired search.

3.5 Admin

From the home page (Figure 2.1) a user with admin level privilege is able to access the admin control panel which can be reached by clicking the "Admin Control Panel" button at the top right. This button will redirect you to the admin control page (Figure 3.17) where you can select various admin commands. The user can click the "Add User" button and be redirected to the "Add User" page (Figure 3.18). On this page, the user will enter the first and last name, user ID, password, and specify permissions and status. The user is then able to save the new user to the database and then will be redirected to the admin control panel. The user can click the "View User List" button and be redirected to the "View User List" page (Figure 3.11). On this page, the user is able see all current users in the database along with their roles. The user is also able to click the "Edit" button for any user and be redirected to the "Edit User" page (Figure 3.7). On this page, the user will enter the first and last name, user ID, password, and specify permissions and status. The user is then able to save the new user to the database and then will be redirected to the "Edit User" page (Figure 3.7). The user can then click the "Return" button to be redirected back to the admin control panel. The user can click the "Add Question" button and be redirected to the "Add Question" page (Figure 3.5). On this page, the user can specify the job role of the question, as well as the content of the question and view permissions (HR/Dev/Admin). The user can then either click the "Save" button which will add the new question to the database and redirect the user to the admin control panel, or the user can click the “Cancel” button which will just redirect the user to the admin control panel. The user can click the “View Questions List” button and be redirected to the “View Questions List” page (Figure 3.10). On this page, the user can see the questions currently in the database along with who it is for. The user can also click the “Edit” button for any question and be redirected to the “Edit Question” page (Figure 3.4). On this page, the user can change the content of the question, view permissions, and which job role the question is for. The user can then either click the “Save” button which will update the database with the changes and redirect the user to the “View Questions List” page, or the user can click the “Cancel” button which will just redirect the user to the “View Questions List” page. The user can click the “Return” button which will redirect them back to the admin control panel. The user can click the “Add Job Role” button and be redirected to the “Add Job Role” page (Figure 3.1). On this page, the user can enter new job roles for the database. The user can then either click the “Save” button which will add the new job to the database and redirect the user to the admin control panel, or the user can click the “Cancel” button which will just redirect the user to the admin control panel. The user can click the “View Job List” button and be redirected to the “View Job List” page (Figure 3.9). On this page, the user can see the jobs currently in the database along with the status of each job. The user can click “Edit” next to any job redirecting them to the edit job page (Figure 3.3) that will allow them to edit the information pertaining to that job. The user can click the “Add Applicant Source” button and be redirected to the “Add Applicant Source” page (Figure 3.2). On this page, the user can enter new sources for the database. The user can then either click the “Save” button which will add the new source to the database and redirect the user to the admin control panel, or the user can click the “Cancel” button which will just redirect the user to the admin control panel. The user can click the “View Source List” button and be redirected to the “View Applicant Source List” page (Figure 3.8). On this page, the user can see the sources currently in the database along with the status of each source. The user can click “Edit” next to any source redirecting them to the “Edit Applicant Source” page (Figure 3.6) that will allow them to edit the information pertaining to that source. The user can click “Return to Search” button and be redirected to the homepage.

3.6 Figures

Figure 3.1 Add Job Page

Figure 3.2 Add Source Page

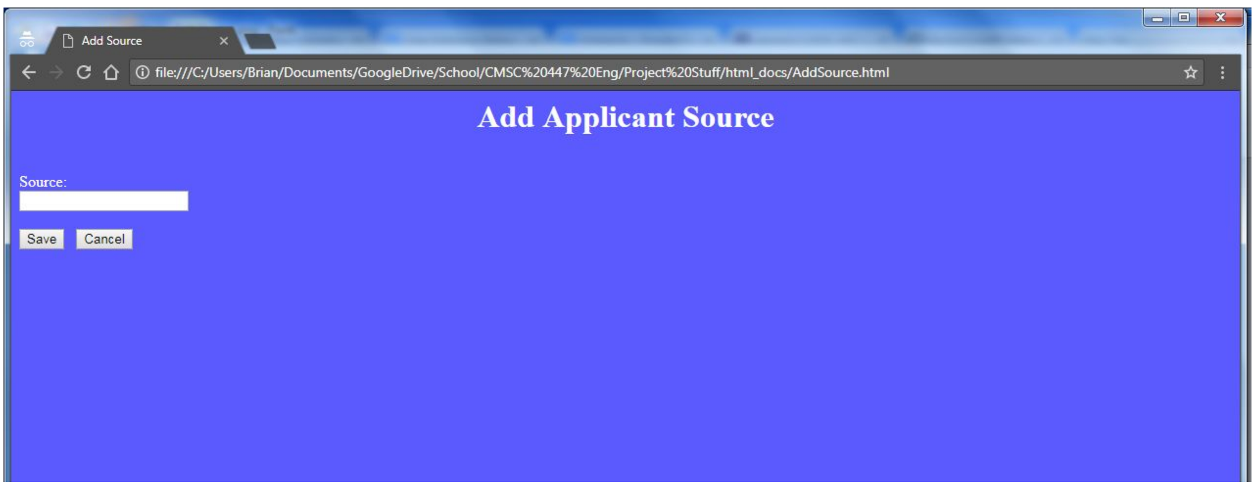


Figure 3.3 Edit Job Page

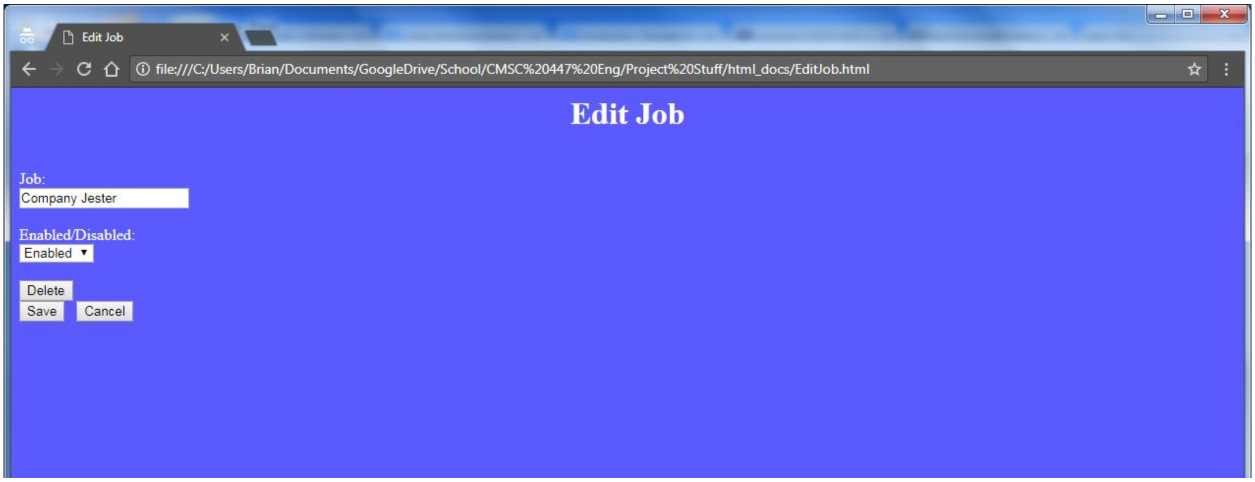


Figure 3.4 Edit Question Page

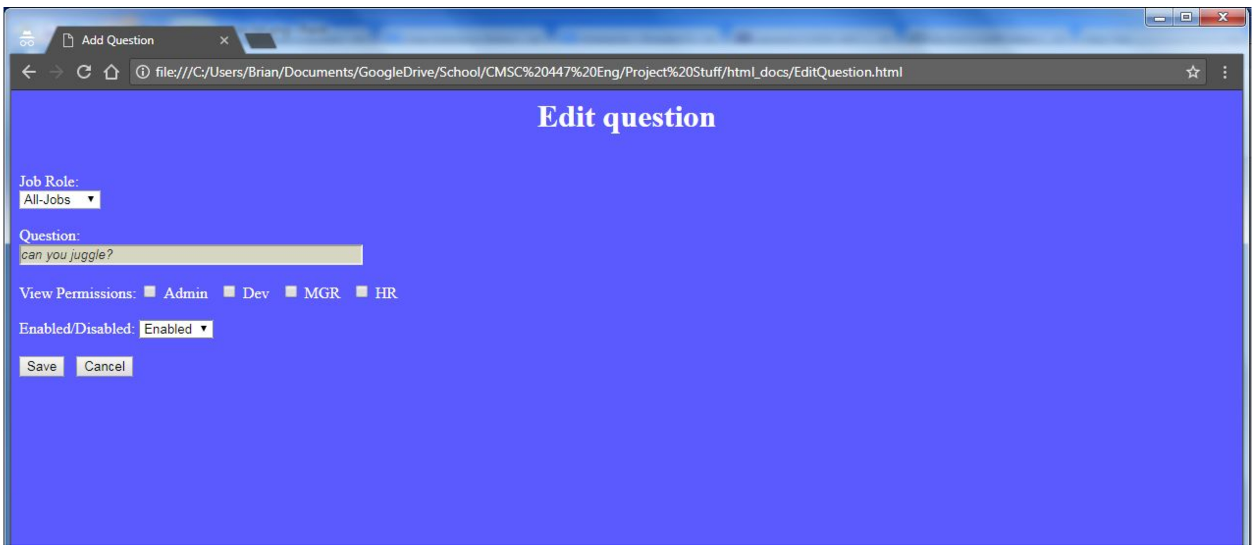


Figure 3.5 Add Question Page

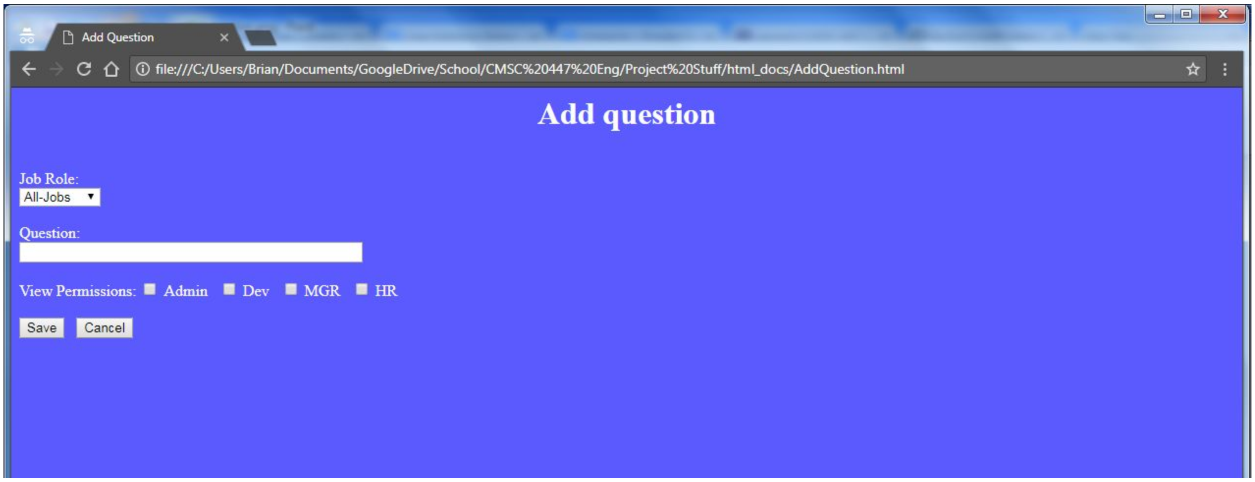


Figure 3.6 Edit Source Page

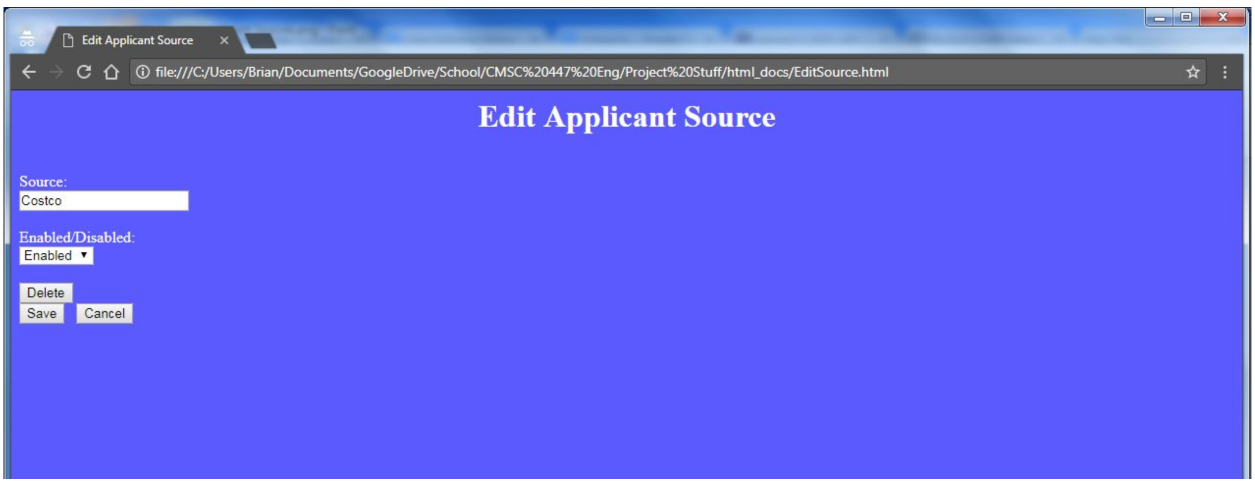


Figure 3.7 Edit User Page

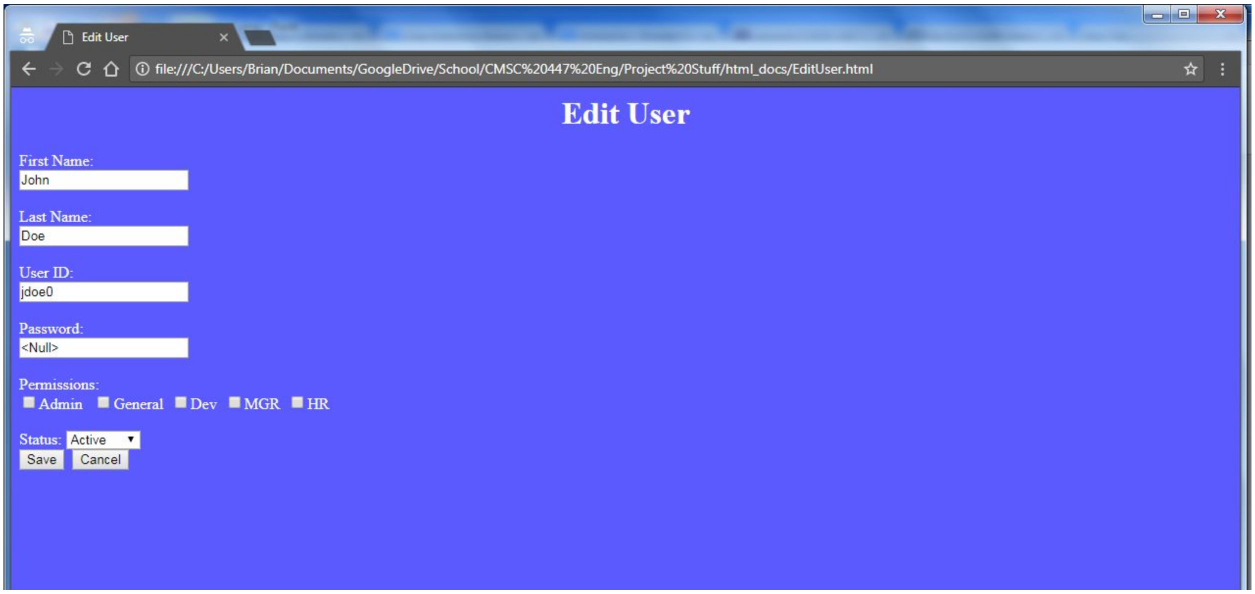


Figure 3.8 View Source Page

Figure 3.9 View Job Page

Figure 3.10 View Question Page

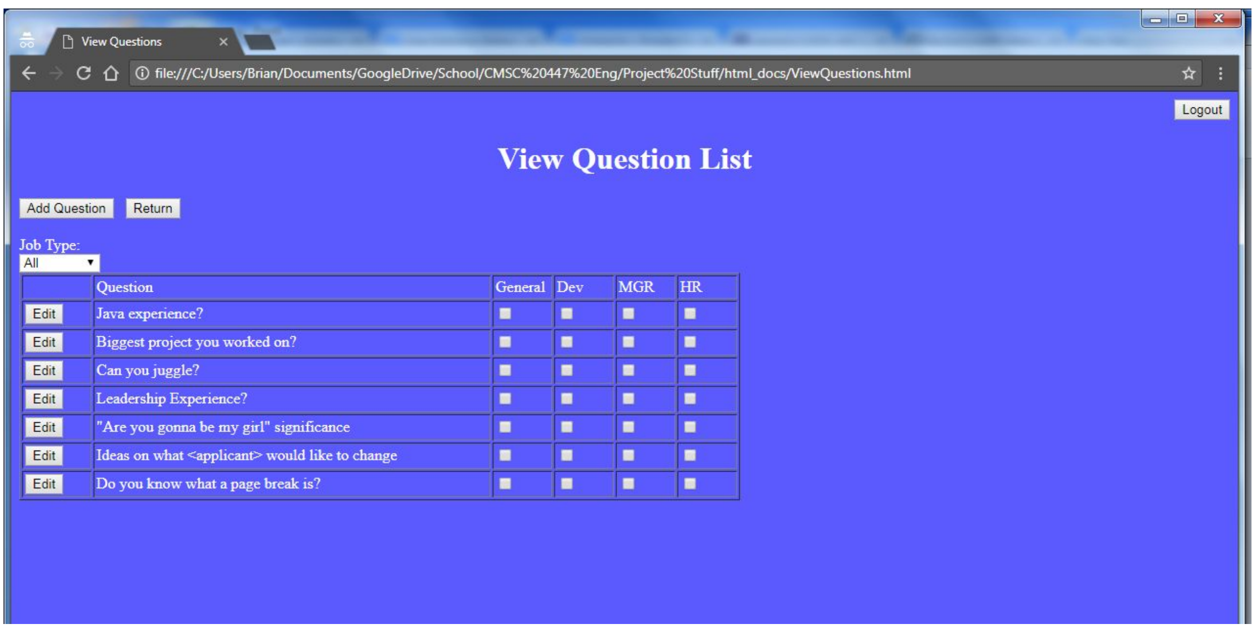


Figure 3.11 View User Page

Figure 3.12 View Applicant Page

Figure 3.13 Login Page

Figure 3.14 Home Page

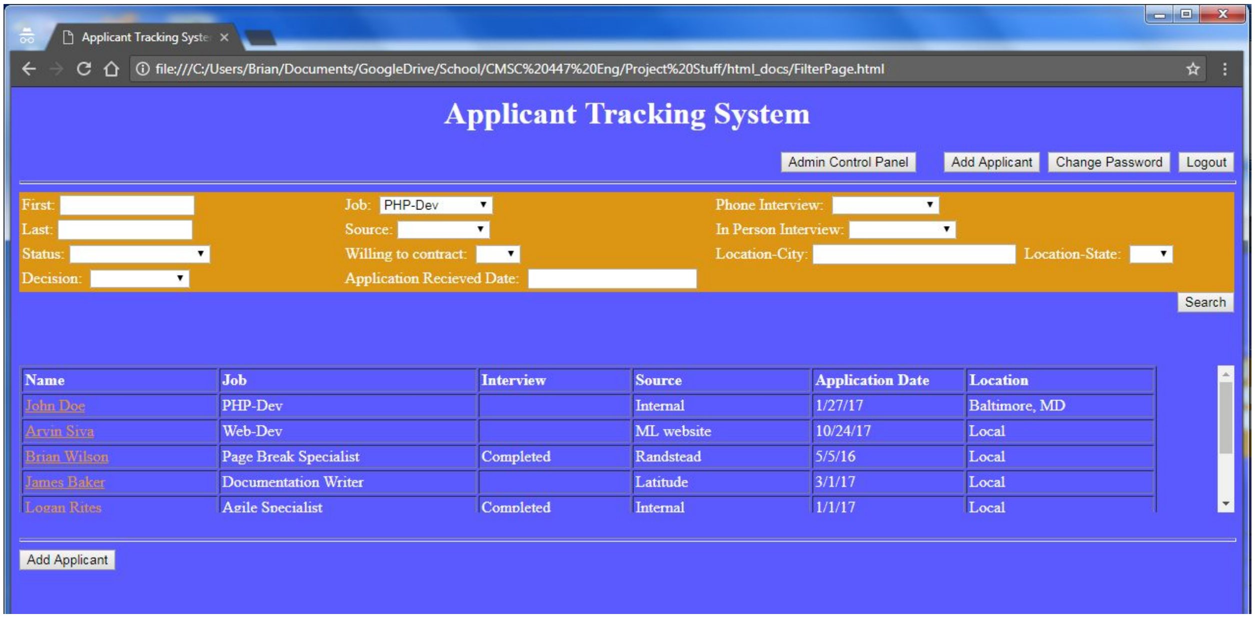


Figure 3.15 View Resume Page

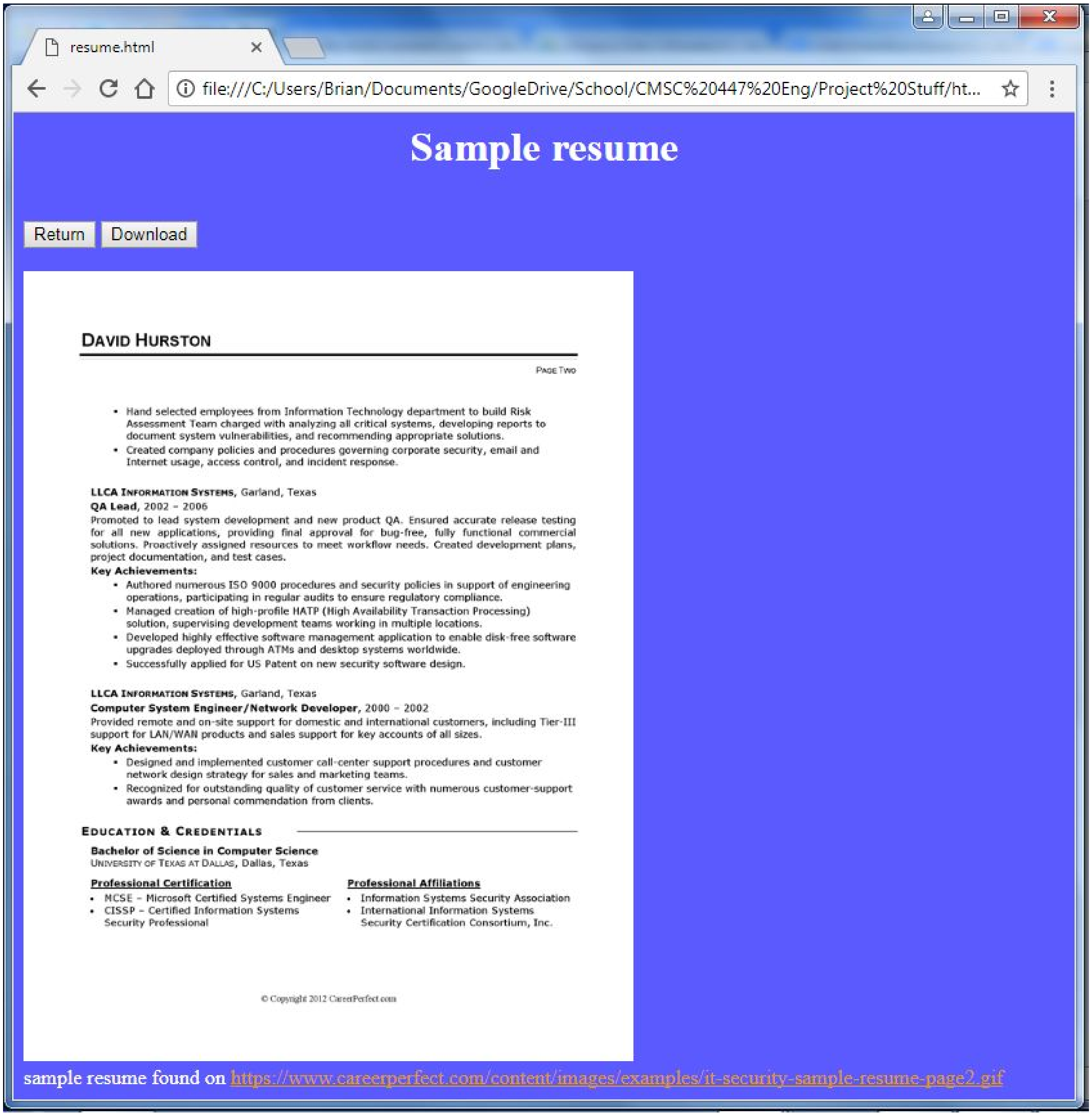


Figure 3.16 Phone Screen / Interview Question Page

Figure 3.17 Admin Control Panel Page

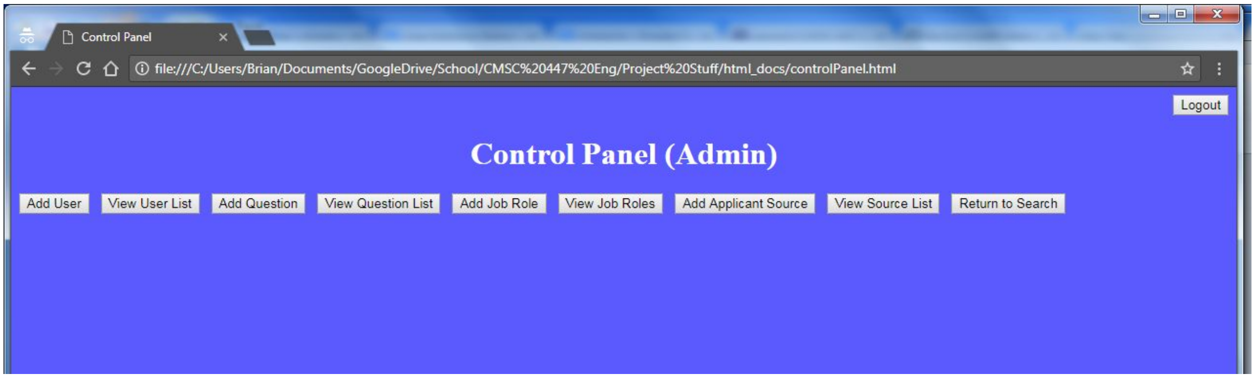
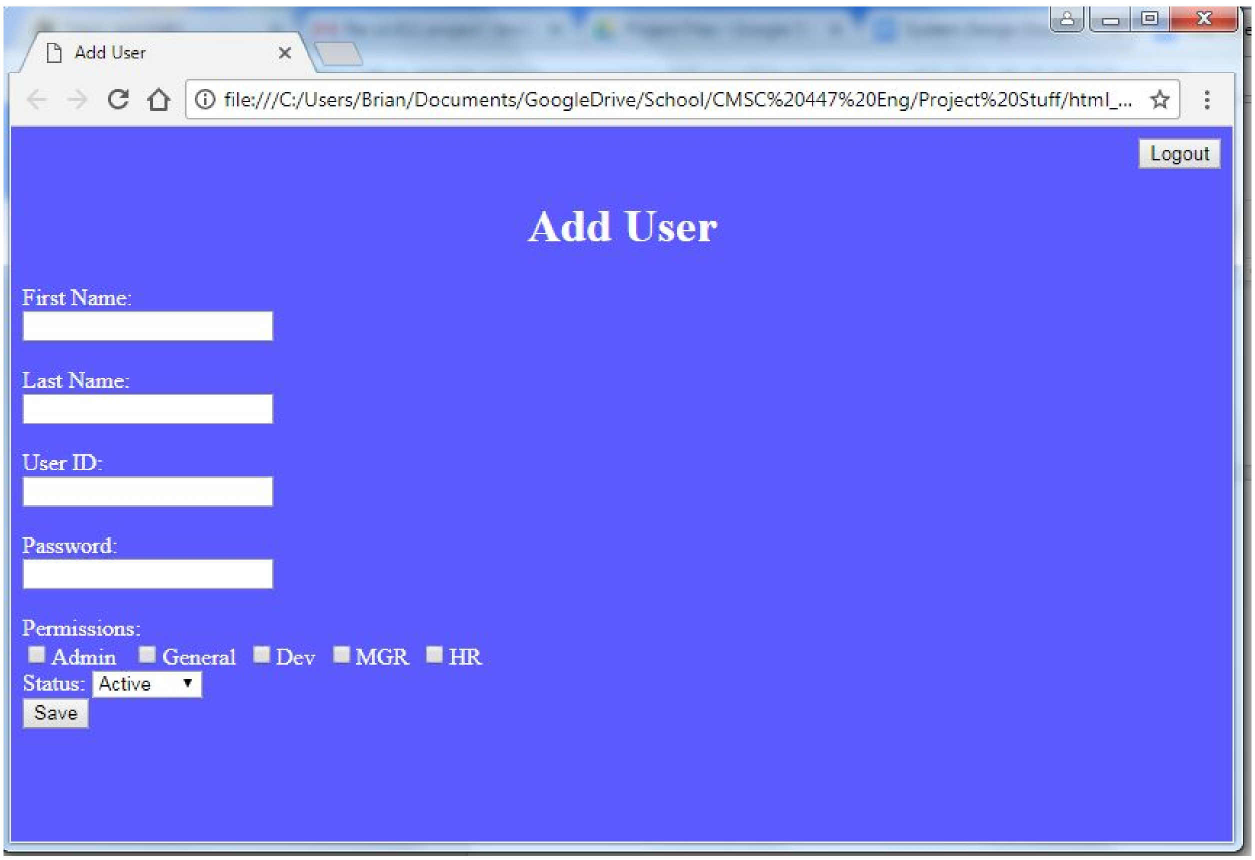


Figure 3.18 Add User Page



4. Data Validation

Entry Location	Data Type	Limits
Username	String	Less than 16 characters
Password	String	Less than 16 characters
Search String	String	Less than 16 characters
Answer Interview Questions/Fields	String	Less than 2000 characters
Location	String	Less than 30 characters

Appendix A – Agreement Between Customer and Contractor

Customer finds this *Applicant Tracker* acceptable and agrees to use our database system to search, review, and edit applicant records. Use cases are included in the functional requirements section above of the behavior between the system and user. Additional features will be provided in further development phases. When and if future changes to this document occur a drafted new document will be created. Both a hard and electronic copy of both versions will be presented to the client for review. Upon approval, the draft will be finalized and signed off by both parties.

Client

Name: Carol Curley

DocuSigned by: Carol Curley
23629990DB54486...

Signature Date: 10/25/2017 | 19:52 PM EDT

Name: ______________________

______________________ Date: ________
Signature

Team

Name: Brian Wilson

DocuSigned by: Br Wil
E82CF307B59D402...

Signature Date: 10/25/2017 | 16:55 PM EDT

Name: Arvin Siva

DocuSigned by: Arvin Siva
A0211A55DE1C41A...

Signature Date: 10/25/2017 | 16:39 PM EDT

Name: Logan Rites

DocuSigned by: Logan Rites
0C5A5B85D7104E1...

Signature Date: 10/25/2017 | 16:55 PM EDT

(continued)

Name: James Baker

DocuSigned by:
James Baker
8ABAA7A6F410402...
Signature

Date: 10/25/2017 | 16:31 PM EDT

Name: Steven Hargrove

DocuSigned by:
Steven Hargrove
E2D6282EE82D4CD...
Signature

Date: 10/25/2017 | 17:01 PM EDT

Name: Vihar Patel

DocuSigned by:
Vihar Patel
946F5B0E51CC49C...
Signature

Date: 10/25/2017 | 16:31 PM EDT

Appendix B – Team Review Sign-off

All team members have reviewed this document and agree on both the content and the format. Any concerns are addressed in team comments below.

Name: Brian Wilson

DocuSigned by: E82CF307B59D402...

Signature

Date: 10/25/2017 | 16:55 PM EDT

Comments:

Name: Arvin Siva

DocuSigned by: Arvin Siva A0211A55DE1C41A...

Signature

Date: 10/25/2017 | 16:39 PM EDT

Comments:

Name: Logan Rites

DocuSigned by: 0C5A5B85D7104E1...

Signature

Date: 10/25/2017 | 16:55 PM EDT

Comments:

(continued)

Name: James Baker

DocuSigned by:
James Baker
8ABAA7A6F410402...

Signature

Date: 10/25/2017 | 16:31 PM EDT

Comments: ______

Name: Steven Hargrove

DocuSigned by:
Steven Hargrove
E2D6282EE82D4CD...

Signature

Date: 10/25/2017 | 17:01 PM EDT

Comments: ______

Name: Vihar Patel

DocuSigned by:
Vihar Patel
946F5B0E51CC49C...

Signature

Date: 10/25/2017 | 16:31 PM EDT

Comments: ______

Appendix C – Document Contributions

This document was written over the course of many group meetings. The graphics were done by Brian Wilson, Vihar Patel, and James Baker. Logan Rites, James Hargrove, and Arvin Siva split up the writing of the document. As the project was modified per suggestions from the client, various team members were consulted on their specific sections in order to produce the sections in this document.