

Requirement	Requirement Description
1	<b>LOGIN</b>
1.1	User login with username and password
1.2	User login credentials are generated via Email by Admin
1.3	Login page contains "Forgot Password" link
1.4	Login page should display failed attempts message
1.5	Pre-login page does not require authentication
2	<b>FORGOT PASSWORD</b>
2.1	Should take email of user and generate password reset link
2.2	The system should check user validation before generating link
2.3	<b>Password Setting Form</b>
2.3.1	Generated link has to redirect the user to a password setting form
2.3.2	Valid user can access this form
2.3.3	Form includes New Password, Confirm Password (with validation rules)
2.3.4	Password setting form should display failure messages
2.3.5	After setting password, users are redirected to login page
3	<b>ADMIN PANEL</b>
3.1	Only Human Resource department has access to the Admin Panel
3.2	HR should be redirected to this view from dashboard
3.3	Admin has administrative access of the application
3.4	Admin panel can manage Department, Designation, Employee Accounts and Hierarchy
3.5	Admin can assign employee roles and permissions
3.6	Admin dashboard shows overall system statistics
3.7	Admin can create, edit and update Employee
3.8	Admin can assign employees to departments and managers
3.9	Admin can set appraisal period
3.1	Admin can configure access levels (employee, manager, HR, CEO)
3.11	Admin can filter employees by department, designation, or performance rating
4	<b>EMPLOYEE PANEL</b>
4.1	Employee has a personal dashboard
4.2	Employee dashboard should view personal information
4.3	Employee can view appraisal forms assigned to them
4.4	Employee can fill up and submit performance appraisal forms

4.5	Employee can see feedback after the review is done
5	<b>REPORTING MANAGER PANEL</b>
5.1	Manager should receive appraisal forms submitted by employees
5.2	Manager reviews employee performance forms
5.3	Manager can provide written feedback
5.4	Manager can rate employees based on predefined criteria
5.5	Manager can forward reviewed forms to next level of the employees' hierarchy
5.6	Manager dashboard shows pending reviews
5.7	Manager can also view his profile
5.8	Manager should able to fill up his own appraisal form
6	<b>HR PANAL</b>
6.1	HR receives appraisal forms reviewed by managers or submitted by employee
6.2	HR verifies and validates manager feedback
6.3	HR can add additional comments on employee performance
6.4	HR should rate employee attendance
6.5	HR must review on employee salary
6.6	HR can forward forms to next level of the employees' hierarchy
6.7	HR dashboard shows all pending reviews
6.8	HR can access admin panal from his dashboard
6.9	HR dashboard also shows profile information
6.1	HR should access his own appraisal form
7	<b>HOD or COO PANAL</b>
7.1	HOD or COO receives appraisal forms reviewed by Hr or submitted by employee
7.2	HOD or COO verifies and validates Hr feedback
7.3	HOD or COO should add additional comments on employee performance
7.4	HOD or COO can add remarks on his decision
7.5	HOD or COO should also fillup his appraisal form
7.6	HOD or COO should access his profile from dashboard
7.7	HOD or COO should forward appraisal form to CEO
8	<b>CEO APPROVAL</b>
8.1	CEO receives appraisal forms forwarded by COO or HOD
8.2	CEO can review employee performance reports
8.3	CEO should provide final approval

8.4	CEO can provide additional comments on employee performance
8.5	CEO dashboard shows summary of all pending appraisals
8.6	CEO can add remarks on his decision
9	<b>SYSTEM NOTIFICATIONS</b>
9.1	System sends email notifications to employees for pending appraisals
9.2	System sends reminders before appraisal deadlines
9.3	System notifies managers when employees submit appraisal forms
9.4	System notifies HR when managers complete reviews
9.5	System notifies CEO when HOD or COO finalizes forms
9.6	System displays in-app notifications for all users
10	<b>AUTHENTICATION &amp; ACCESS CONTROL</b>
10.1	System must enforce role-based access control (RBAC)
10.2	Employee can only view and update their own information
10.3	Manager can only view forms of direct subordinates
10.4	HR can access all employee data but cannot modify performance ratings
10.5	CEO, COO and HOD has read-only access to the form
10.6	Passwords must be encrypted in the database
10.7	System must support session based access
10.8	System should auto-logout inactive sessions
11	<b>GENERAL SYSTEM FEATURES</b>
11.1	System must be mobile responsive
11.2	System must support multiple browsers (Chrome, Edge, Firefox, Safari)
11.3	System should have a clean and user-friendly UI
11.4	All forms should include validation rules
11.5	System should display success and error messages clearly
11.6	System must support English language (multi-language optional)
11.7	System should support optional and additional fields for employee profile and appraisal
11.8	Users can update their profile information
11.9	System should follow hierarchy for performance appraisal in the basis of role
11.1	Users can download appraisal form with or without e-signature
11.11	System should support different view for users with different role
11.12	System can provide different appraisal form for review to users