FUNCTIONAL REQUIREMENTS

Product Name: Orange HRM (Frontend)

Prepared by: Farheen
Date: Mar 10, 2023

1. Objective of the document

This document does not serve as a project plan; rather, it functions as a manual focusing on system architecture and development, without delving into phases, timelines, or specific deliverables.

The contents are structured into three distinct sections:

- Project Overview
- Information Architecture
- Site Design

2. Project Overview

It is a Human Resource Management (HRM) application

i. Developed on
   1. PHP
   2. MySQL Database
   3. Apache HTTP Servers

ii. Can use in
   1. Linux environments
   2. Microsoft Windows environments

Admin Module

It has various admin modules in the HRM application

- Listing Employees/users
- Adding Employees
- Configure Leaves
- Time Sheets
- Recruitment
- Performance of Employees

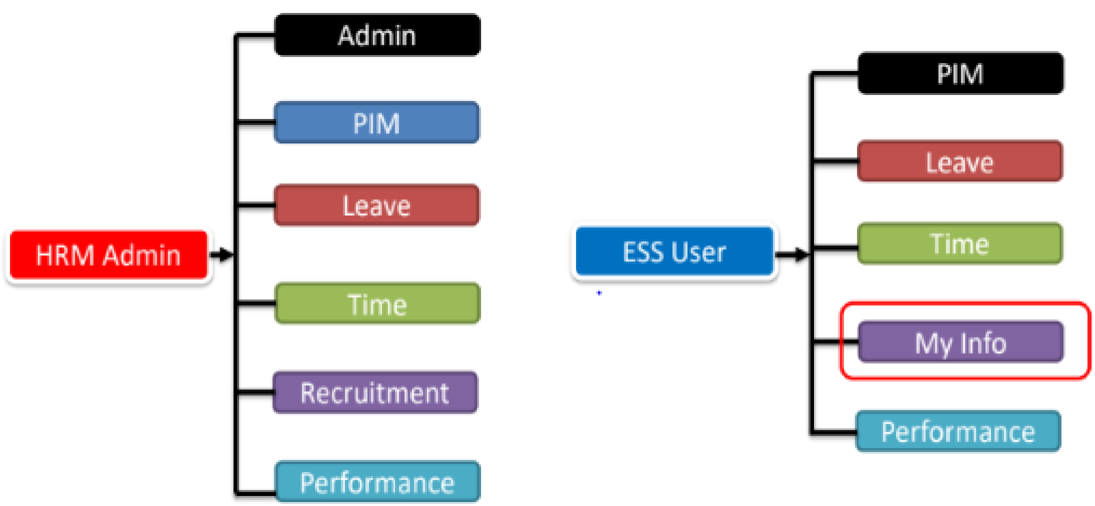
ESS Module

It has various ESS modules in the HRM application

- Leaves (Apply, Entitlements etc...)
- Filling Time sheets
- My Info – maintaining personal details
- Performance tracking

HRM Admin

It has various HRM admin in the application



Audience:

This manual serves as an all-inclusive handbook for ESS-Users aiming to navigate OrangeHRM 3.0 effectively. Geared towards individuals without specialized expertise, this document can also serve as a valuable resource for experts seeking quick references. Through this guide, you'll acquire a comprehensive understanding of OrangeHRM's functionalities via its graphical user interface.

Additionally, it delves into the mechanisms underlying advanced features that might not be immediately apparent.

The objective is to provide assistance with prevalent issues that often arise among OrangeHRM users.
Feel free to let me know if you need further rephrasing or assistance with any other content.

Hardware and Hosting:

The hosting location for OrangeHRM's servers will be Company X's premises.

OrangeHRM is set to operate on a two-server arrangement:
One server will house the active website along with its (language) code, and the second server will be designated for managing the (database name) database.

3. Information Architecture

Access the OrangeHRM System by logging in with your ESS-User account, which was generated by the HR Admin, as illustrated in Figure 1.0.

https://github.com/frmas5pd8

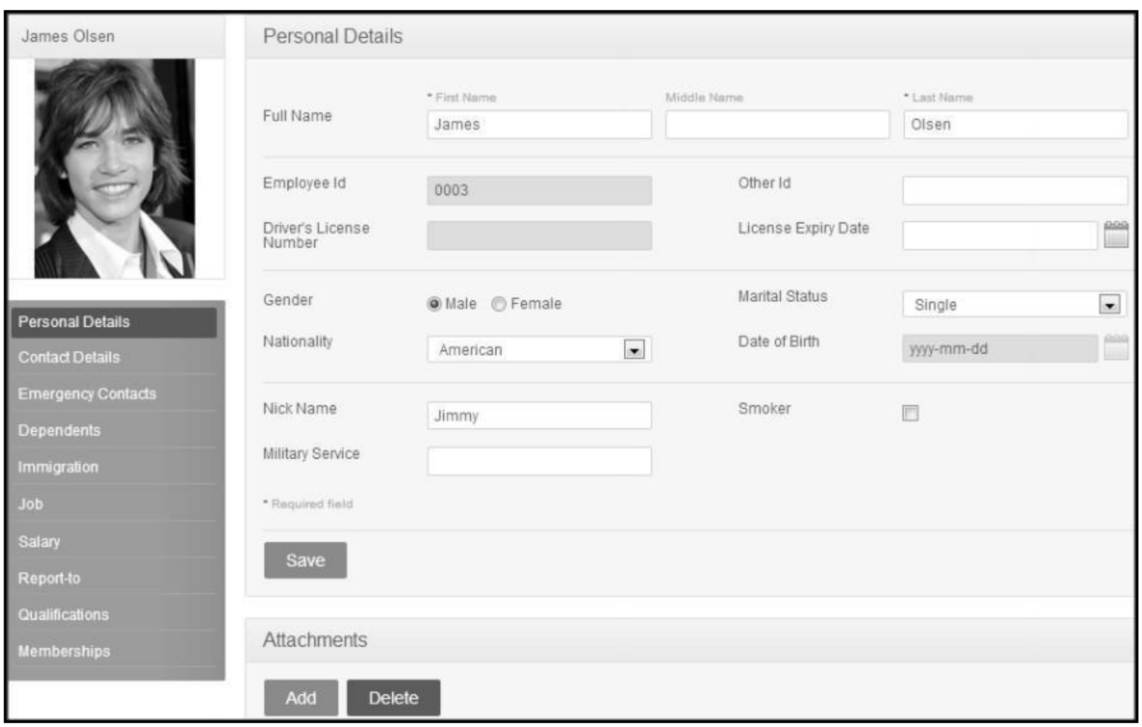
My info Module

The My Info Module serves as a robust tool that empowers company employees to access essential information. This includes personal details and the option to modify them using an internet-enabled PC, all without requiring assistance from the HR department.

This module's capabilities extend across the entirety of the system, ensuring information accessibility regardless of location or time. All data adheres to the company's established security protocol, restricting users to viewing only authorized information. Within the ESS Module, an ESS-User possesses limited editing privileges over specific fields, safeguarding the privacy and confidentiality of employee data.

My Info Module

Upon an ESS-User's initial system login, the primary interface presented is the "Personal Details" screen, as depicted in Figure 1.1.
This screen permits the user to both modify and input specific fields.



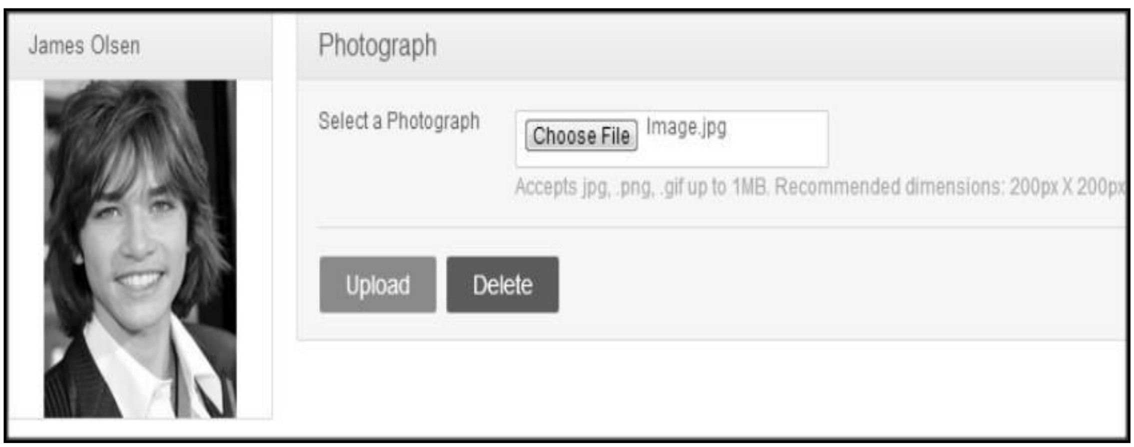
The subsequent fields are considered restricted, indicating that alterations cannot be carried out by an ESS-User. These specific details require input from both the HR Admin and the corresponding ESS Supervisor.

Personal Details

- Employee ID
- SSN No
- SIN No
- Driver License No
- Date of Birth

Photograph

By selecting the photo icon located at the screen's corner, the ESS-User can upload their own photograph. This action will trigger the display of the interface depicted in Figure 1.2.



Press the "Browse" button, followed by the selection of a photograph from the appropriate directory. After selecting the image, click the "Upload" button. The chosen picture will then appear in the designated photograph area.

*Note : The maximum allowable upload size is 1 Megabyte, and only jpg, png, and gif formats are accepted.

Contact Details

This section allows you to input contact information. To access this feature, simply click on “Contact Details” located within the Employee Details column.

This action will lead you to the interface displayed in Figure 1.3

Press “Edit” to enter the information.

You can edit the following:

- Country: Choose the appropriate country from the dropdown menu.
- Street 1
- Street 2
- City/Town
- State/Province: If the chosen country is the United States, you have the option to either select it from the dropdown menu or manually enter the information.
- ZIP Code
- Home Telephone
- Mobile
- Work Telephone
- Work Email
- Other Email

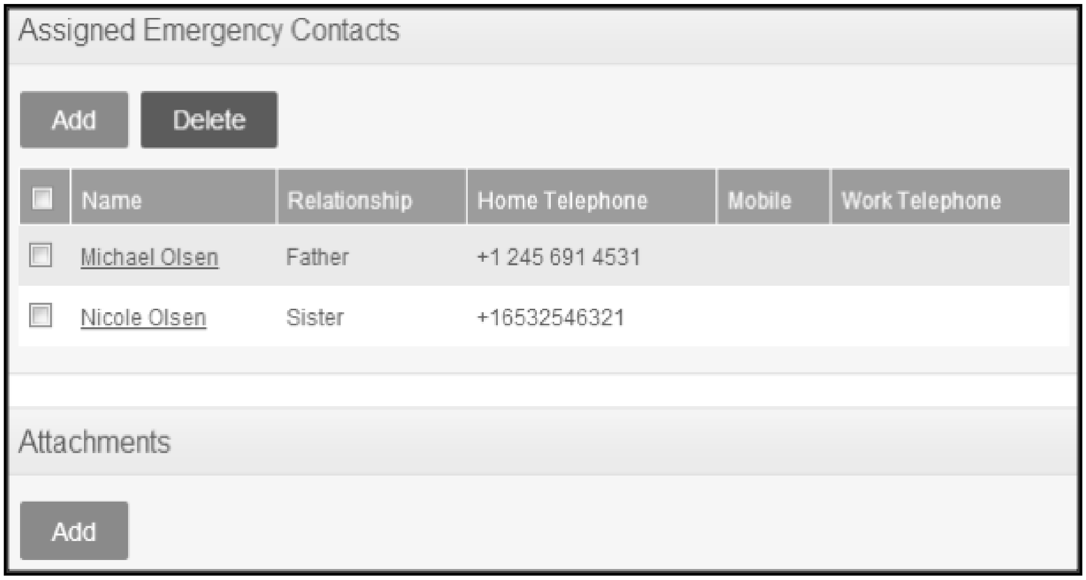
Upon completing the form, click the "Save" button.

Emergency Contact

Input crucial contact information required in emergencies within this section. To access, choose "Emergency Contacts" in the "Personal" column. This will prompt the display of the interface illustrated in Figure 1.4.

Enter the "Name" of the individual you want the company to contact during emergencies, specify your "Relationship" with this contact person, and furnish a reachable "Home Telephone" or "Mobile Number" for communication purposes.

Once you have entered the required fields, click the "Save" button. This action will result in the emergency contact being displayed in the manner depicted in Figure 1.5.



You may add multiple entries of emergency contacts.

To remove an entry, simply click the checkbox adjacent to the specific entry. If you intend to delete multiple entries concurrently, mark the checkboxes of the entries you wish to delete and then click the "Delete" button.

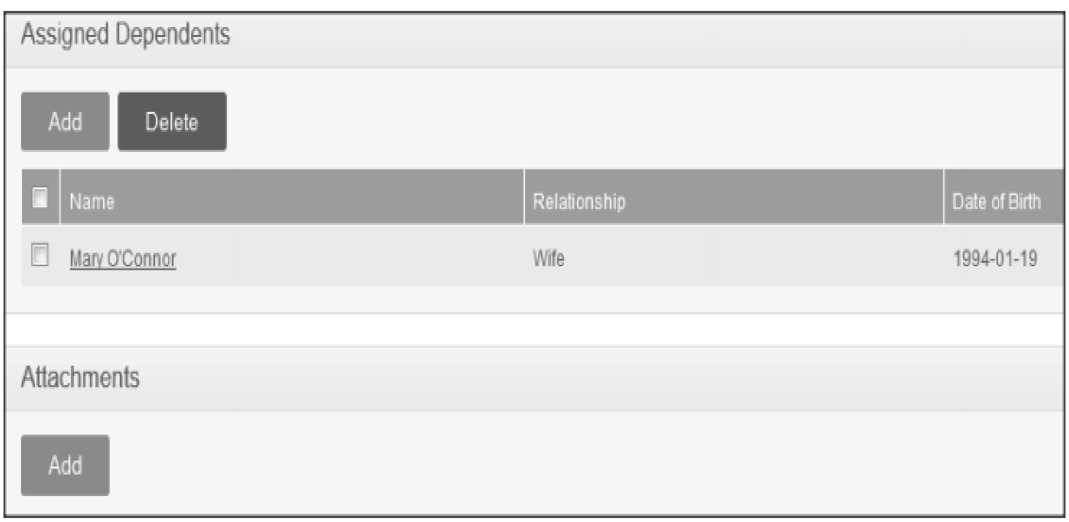
Additionally, you have the option to upload supporting attachments for the information you've entered on the form. To do so, click on "Add" within the "Attachment" section. Then, choose a file from the appropriate directory and proceed to upload it by clicking "Upload".

Dependants

In case you have any dependents, you can input their details in this section. To include a dependent, select "Dependents" within the "Personal" column. This action will prompt the display of the interface depicted in Figure 1.6.

Enter the "Name" of the individual who is your dependent, specify the "Relationship" between you and the dependent, and provide their "Date of Birth."

After entering the designated information, proceed to click the "Save" option. As a result, your dependent's details will be visible in the manner demonstrated in Figure 1.7.



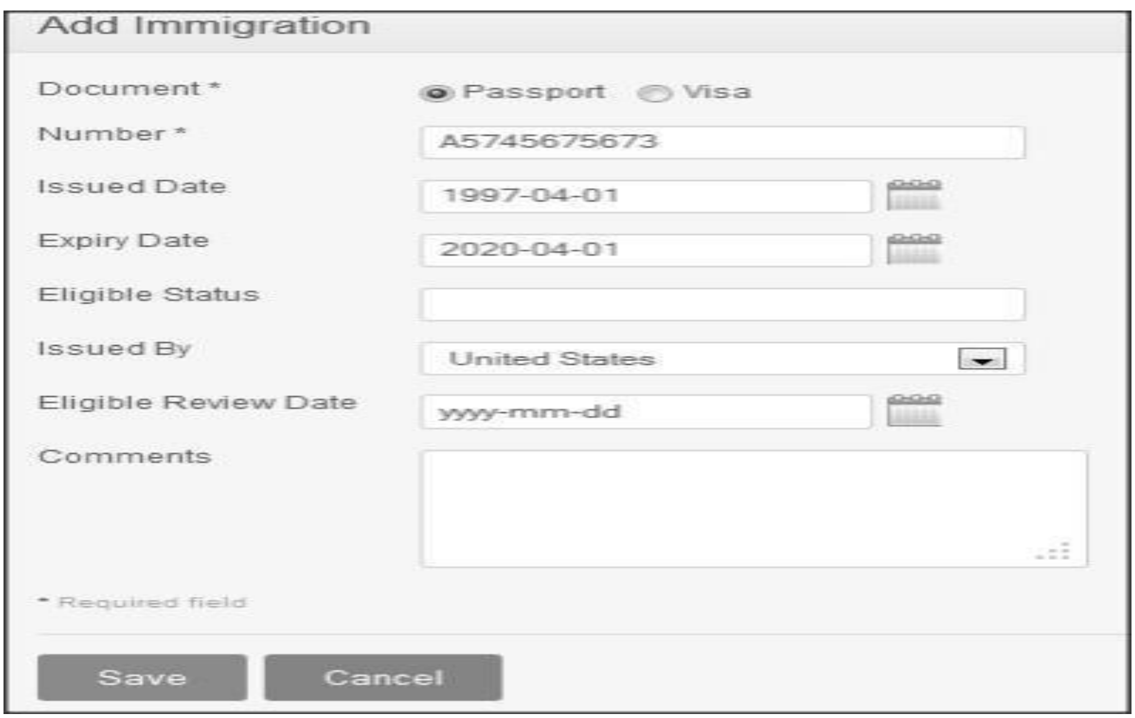
You may add multiple entries of dependants.

To remove an entry, select the checkbox adjacent to the specific item. Alternatively, you can delete multiple entries simultaneously by marking the checkboxes of the entries you intend to remove and then clicking the "Delete" option.

Furthermore, you have the option to attach any necessary documents that substantiate the information you've provided in the form. To do so, click on "Add" within the "Attachment" section. Next, choose a file from the appropriate location and proceed to upload it by clicking the "Upload" button.

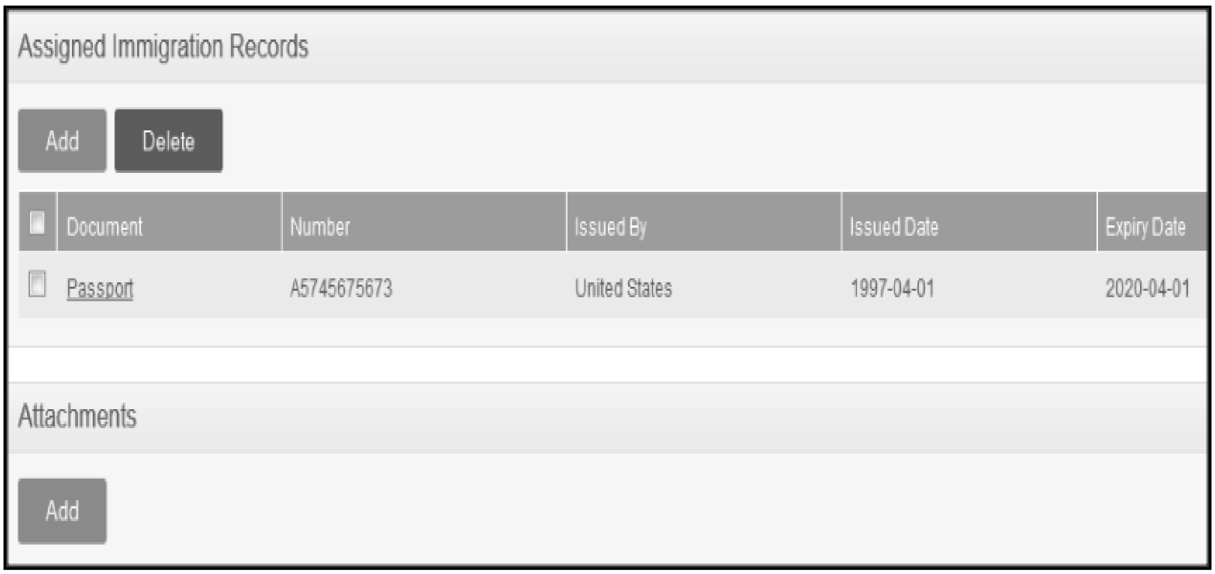
Immigration

You have the option to input your immigration details in this section.
To include your immigration information, navigate to the "Personal" column and choose "Immigration." This action will lead to the presentation of the interface displayed in Figure 1.8.



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 or Visa and the “Eligible Review Date” as to when the eligibility status was reviewed. You may write a comment if necessary. Write this same line in different ways or other words.

After including the fields, ensure to select "Save," resulting in the display of the specified immigration documents within the list, mirroring the configuration illustrated in Figure 1.9.



You may add multiple entries of immigration documents.

To remove an entry, simply click on the checkbox adjacent to the specific entry. Additionally, you can delete multiple entries simultaneously by selecting the checkboxes of the entries you want to delete and then clicking the "Delete" button.

In addition, should you possess any attachments that complement the data you've supplied in the form, you can include them by clicking on "Add" in the "Attachment" section.

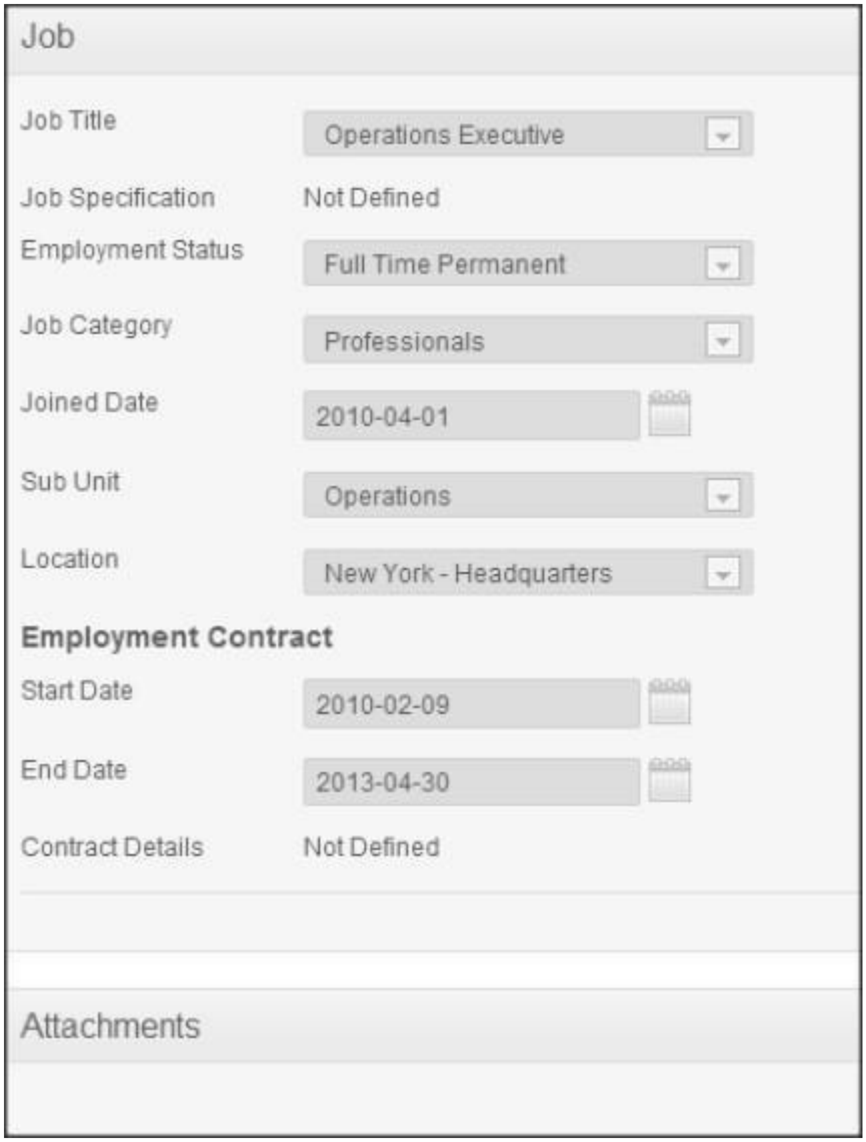
After selecting the fitting file from the pertinent location, complete the process by clicking the "Upload" button.

Job

The ESS-User role does not grant permission for altering job details. Your capabilities are confined to observing job information that has been predefined by the administrator, exemplified in Figure 2.0.

Please be aware that the designated fields listed below are not available for your editing.

- Job Title
- Jobs Specification
- Employment Status
- Job Category
- Joined Date
- Sub Unit
- Location
- Employment Contract Start Date
- Attachments

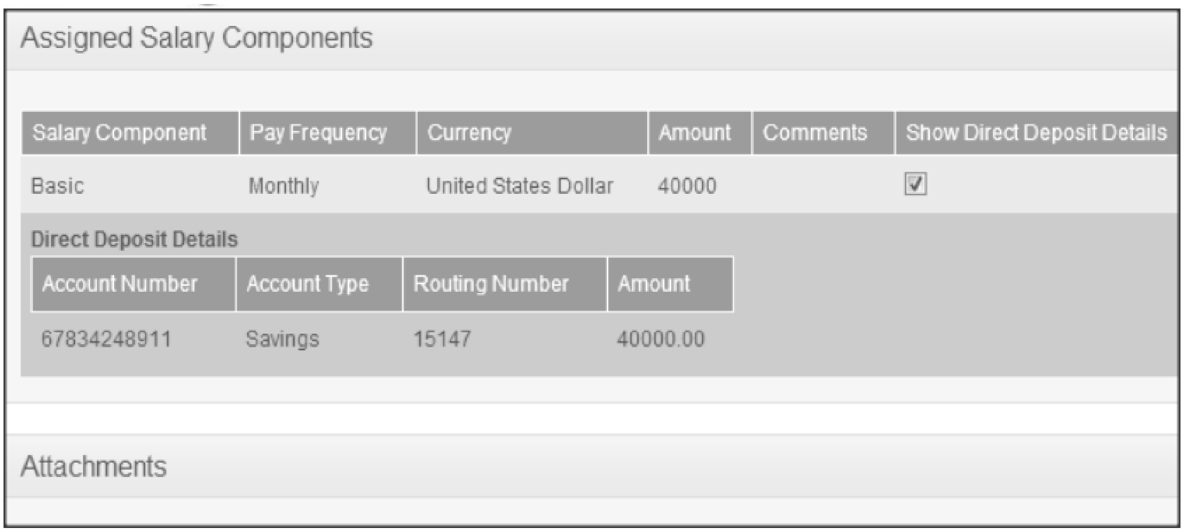


Salary

The salary details section remains entirely concealed from the ESS-User, as evident in Figure 2.1. Sole access to this information lies with the HR Admin, who is responsible for manually sharing it with the ESS-User.

It's important to note that the subsequent fields are not open for editing by you.

- Salary
- Salary Component
- Pay Frequency
- Currency
- Amount
- Comments
- Direct Deposit Details
- Attachments

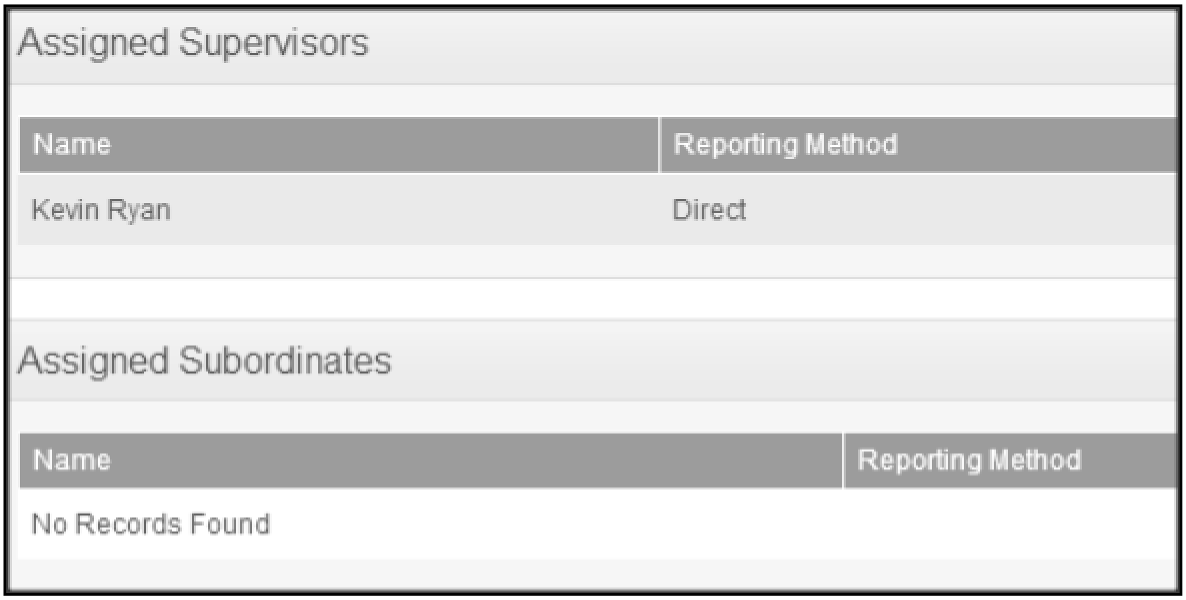


Report To

In your capacity as an ESS-User, your access is limited to observing the roster of supervisors to whom you directly report. If you hold the additional role of an ESS-Supervisor, your visibility expands to include a list of your respective subordinates, depicted in Figure 2.2.

You are restricted from editing the following fields:

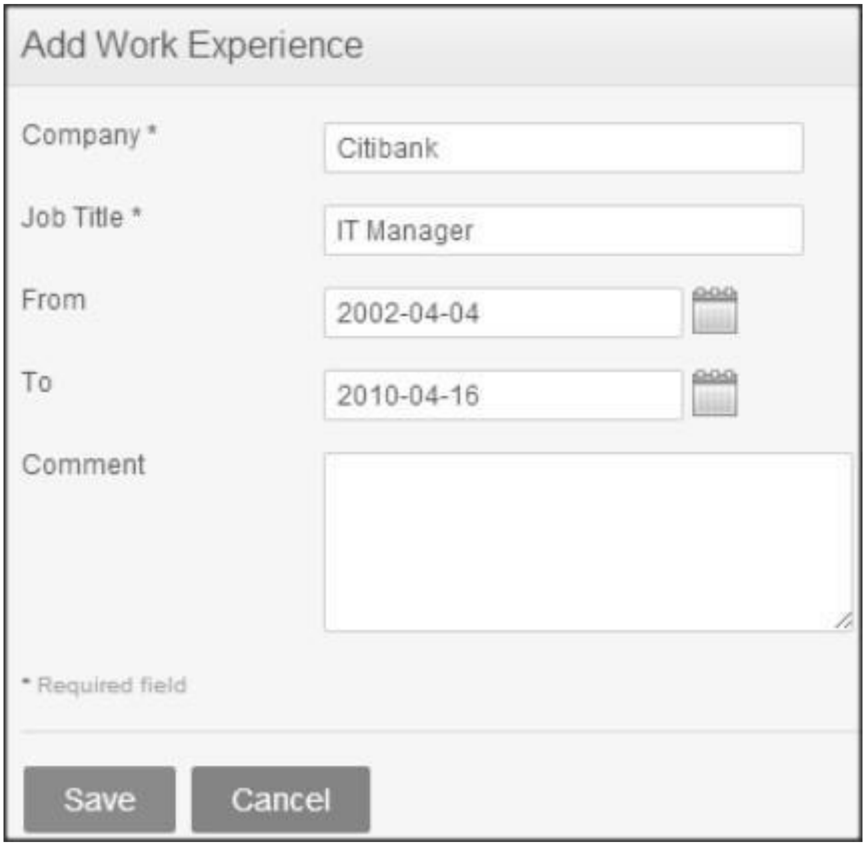
- Assigned Supervisors
- Assigned Subordinates
- Attachments



Qualifications

• Work Experience

This section allows you to input details about your prior work engagements. If you wish to enter previous work experiences, click on the "Add" button located under the "Work Experience" section. This action will lead you to a screen similar to the one illustrated in Figure 2.3.



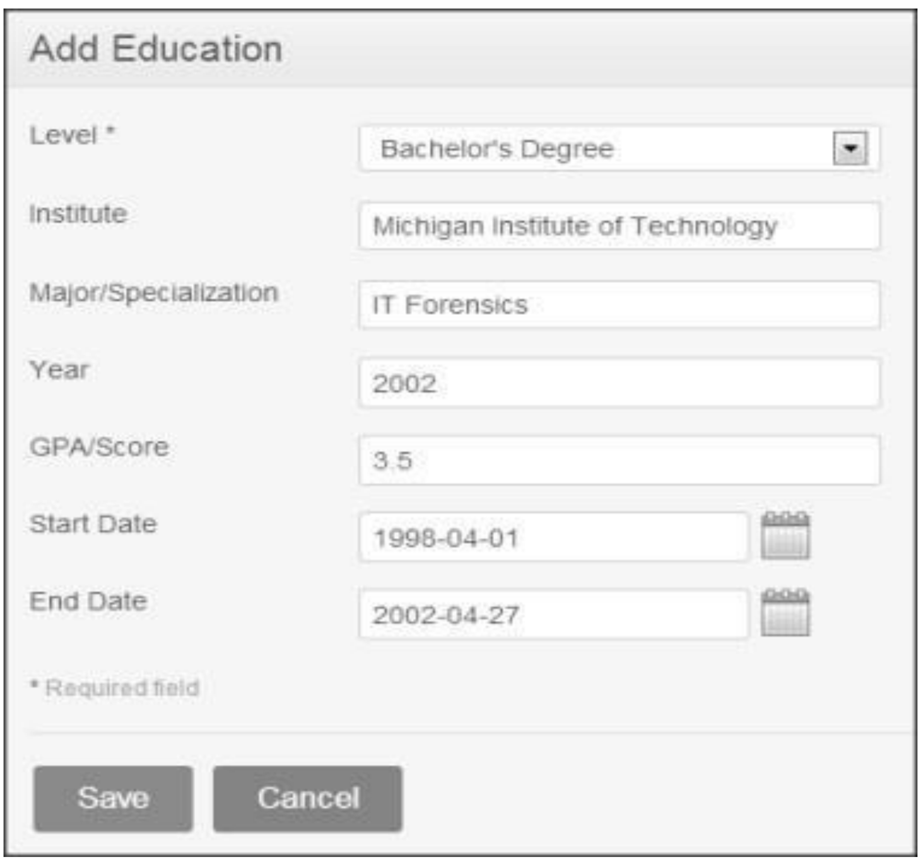
Upon completion of filling in all the fields, select the "Save" button, resulting in the listing of the specific work experience, resembling the layout depicted in Figure 2.4

You have the option to input multiple instances of work experience.

If you want to remove an entry, simply select the checkbox next to the specific entry. You can also delete multiple entries simultaneously by checking the boxes of the entries you wish to delete and then clicking the "Delete" button.

- ## Education

You have the capability to input your educational information within this platform. To provide your education details, click the "Add" button located under the "Education" section. This action will trigger the display of the screen depicted in Figure 2.5.



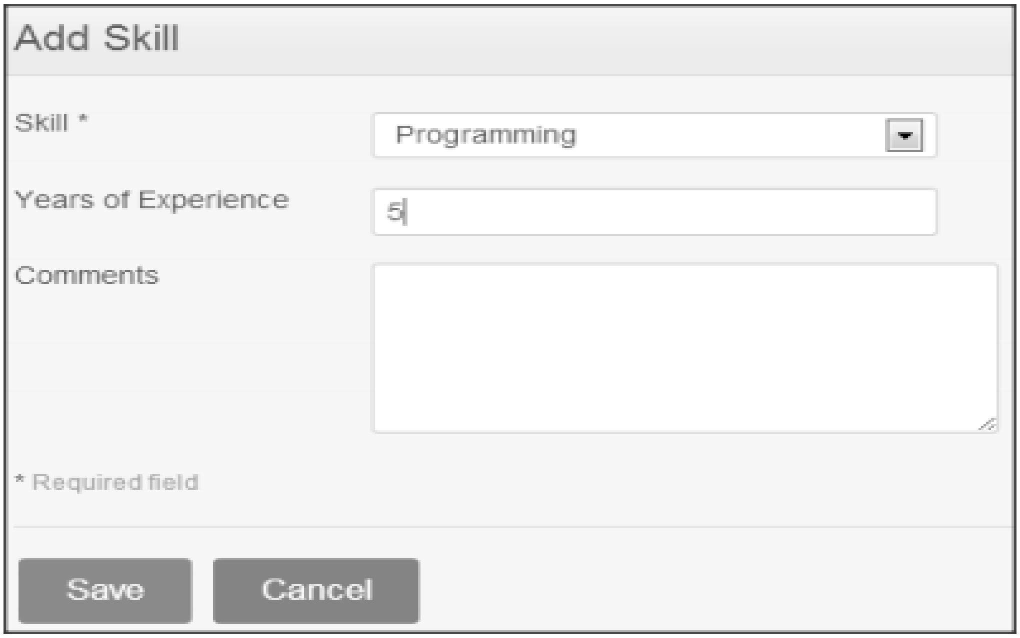
Once you have filled in all the required fields, click the "Save" button, and the specific education information will be displayed in the manner illustrated in Figure 2.6.

You may enter multiple entries of education.

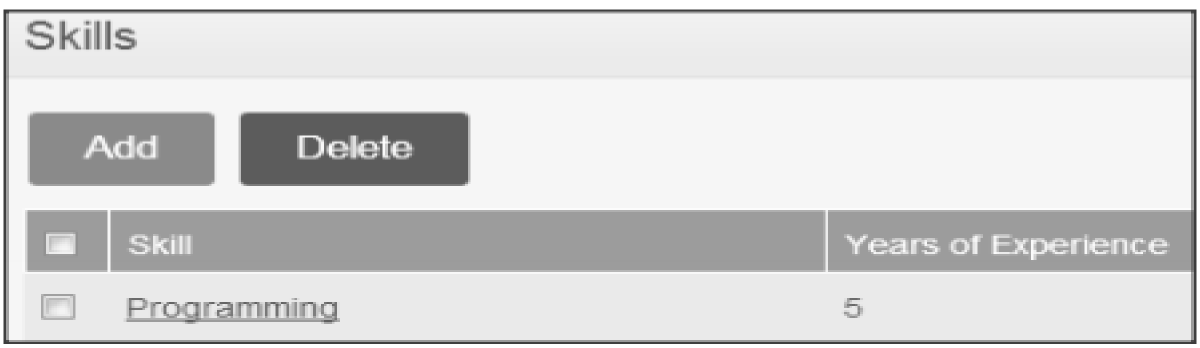
To remove an item, select the checkbox adjacent to the specific entry. You can also delete multiple entries simultaneously by marking the check boxes of the entries you want to delete and then clicking the "Delete" option.

- ## Skills

If you possess any unique talents or skills, you have the opportunity to input them here. To provide details about your skills, select the "Add" option under the "Skills" section and you will be presented with the screen depicted in Figure 2.7.



Once all the fields have been filled in, click the "Save" button, and the specific skill will appear in the listing, mirroring the example in Figure 2.8

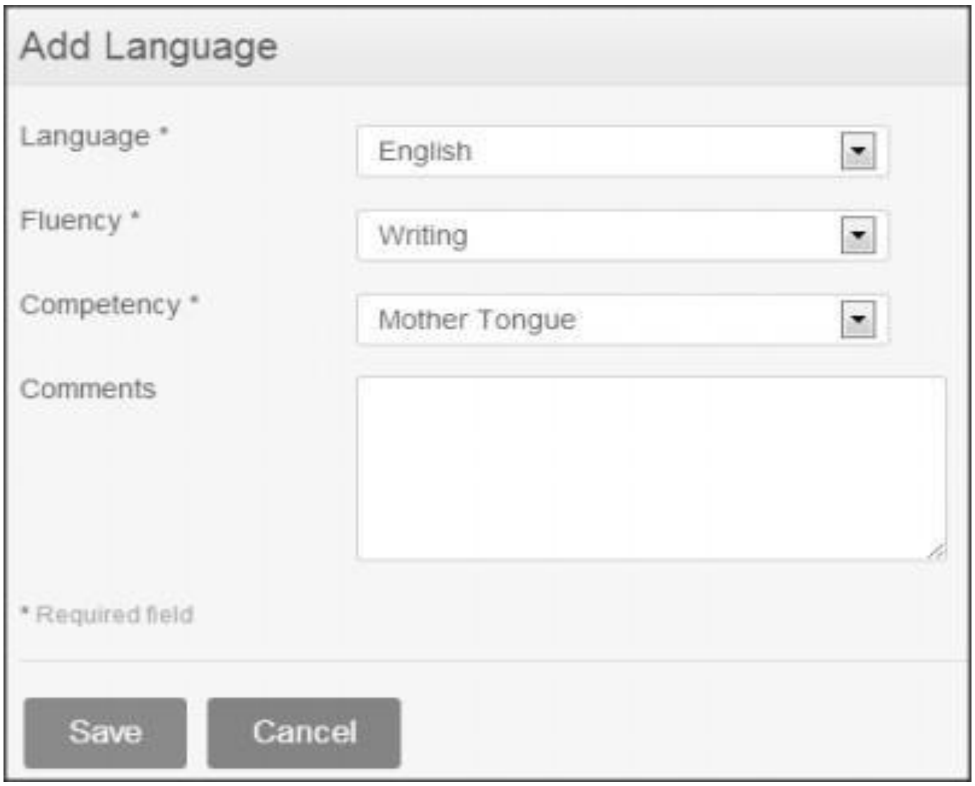


Users have the option to enter more than one skill.

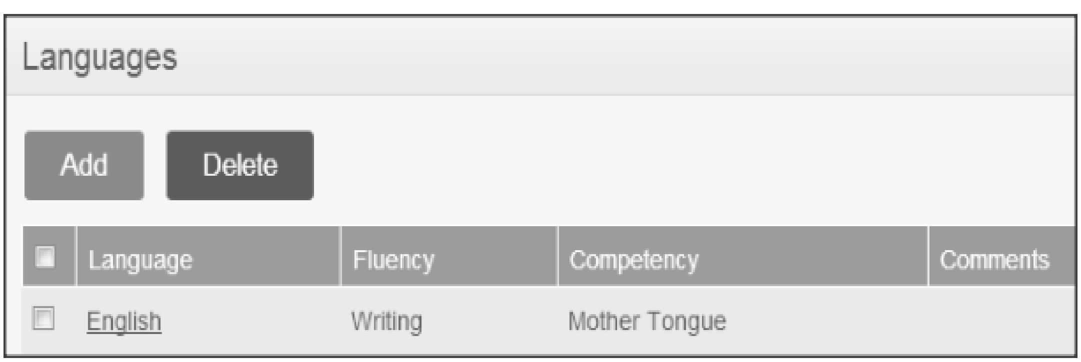
To remove an entry, select the checkbox next to the specific entry. Additionally, you can delete multiple entries simultaneously by marking the checkboxes next to the entries you want to delete and then clicking the "Delete" option.

• Languages

To indicate your language proficiency in various languages, simply click the "Add" button located within the "Language" section. This will trigger the appearance of the screen illustrated in Figure 2.9.



Once all the fields have been filled out, click the "Save" button, and the specific language proficiency will appear in the list, as depicted in Figure 3.0.

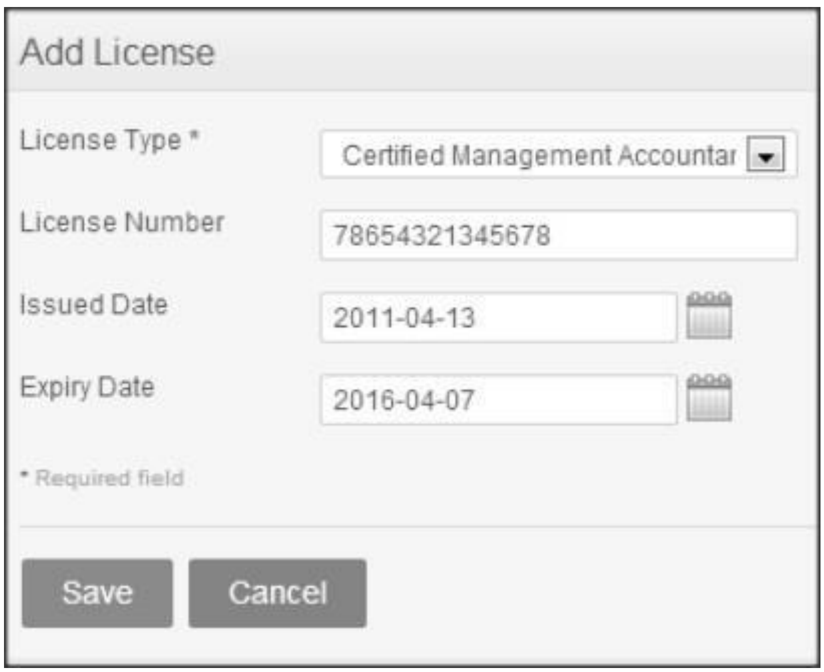


You have the option to input multiple language entries.

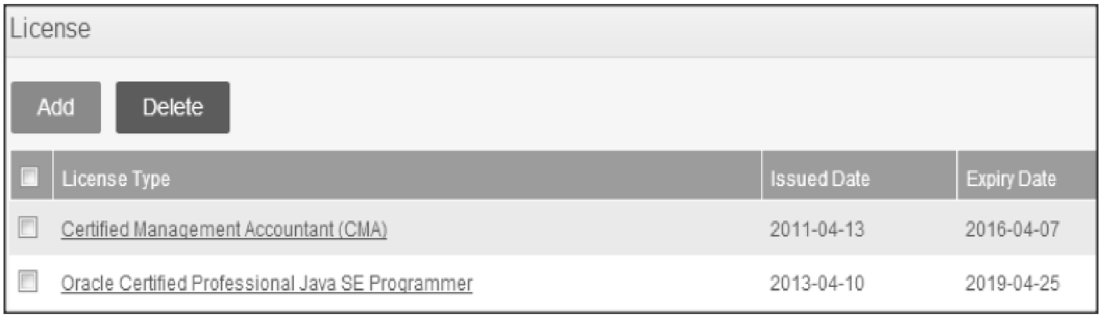
To remove an entry, simply click the checkbox next to the specific entry. You can also delete multiple entries simultaneously by selecting the checkboxes of the entries you want to remove and then clicking the "Delete" button.

- ## License

This is where you can input any licenses you possess. To add licenses, click on the "Add" button located under the "License" section, and the screen illustrated in Figure 3.1 will be displayed.



After completing the entry of all necessary information, select the "Save" option. This action will result in the inclusion of the specific license within the list, mirroring the representation in Figure 3.2.



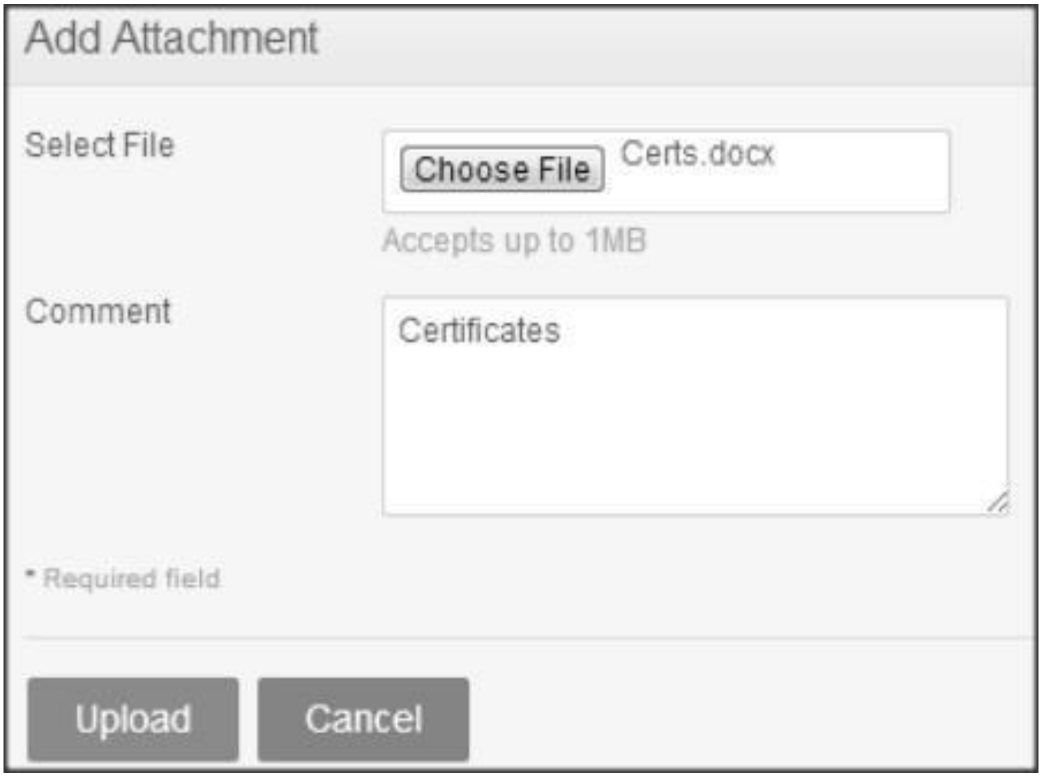
You have the option to add multiple license entries.

To remove an item, simply check the box next to that specific entry. You can also delete multiple entries simultaneously by selecting the checkboxes of the entries you want to remove and then clicking the "Delete" option.

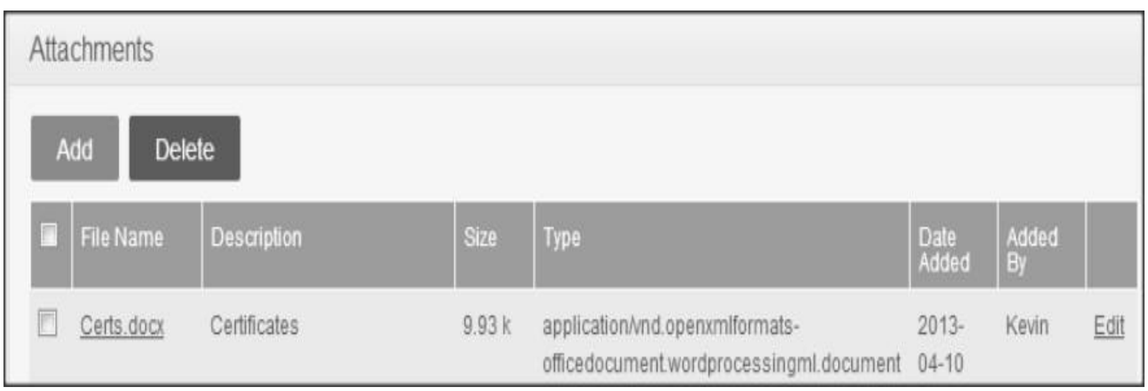
- ## Attachments

Feel free to attach any additional documents related to your qualifications that you believe would be beneficial for the management's review. Please keep in mind that each document must not exceed 1 megabyte in size, although you are welcome to attach multiple documents. To include an attachment, simply click the "Add" option under the attachment section, which will bring up a screen similar to the one depicted in Figure 3.3.

Locate and choose the file from the appropriate directory by clicking on "Browse." Subsequently, initiate the uploading process by clicking the "Upload" button.



After successfully uploading the file, it will appear in the list, mirroring the presentation in Figure 3.4.

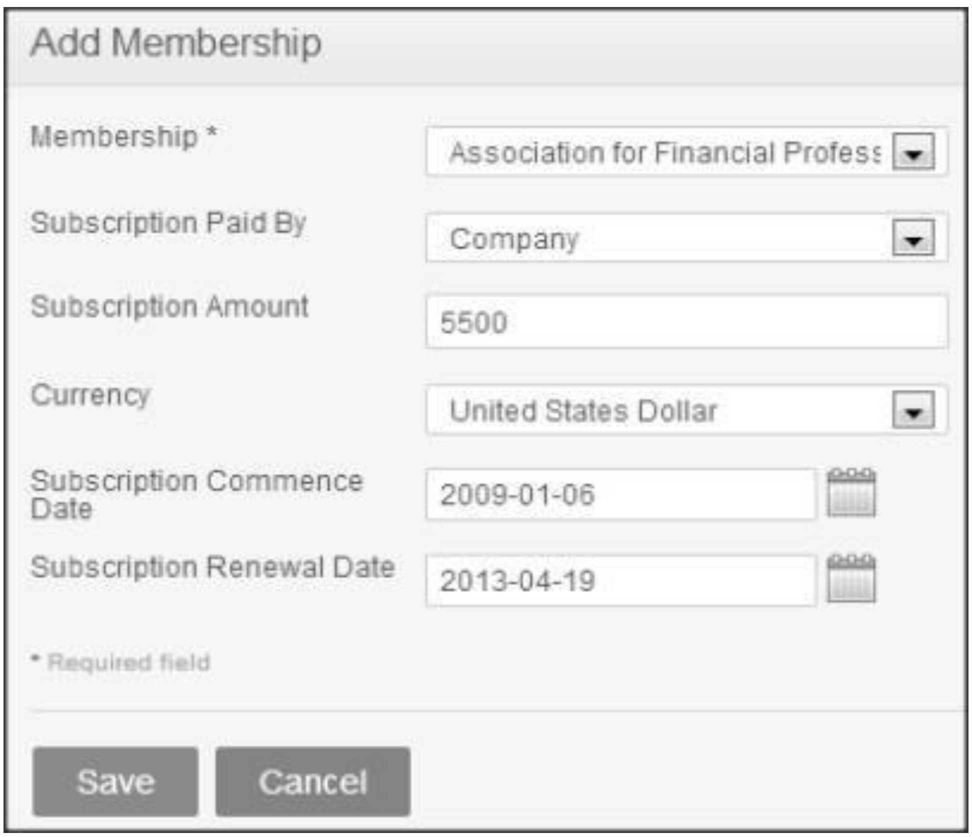


You have the option to upload multiple attachments.

To remove an entry, simply mark the checkbox beside the specific item and then click the "Delete" button. It's also possible to delete multiple selections all at once.

- ## Membership

In case you hold memberships within committees, institutes, or similar organizations, you can record those particulars here. To input membership details, navigate to the "My Info" section, then proceed to "Personal," followed by "Membership." Click on the "Add" button, and the interface resembling the layout depicted in Figure 3.5 will become visible.



After filling in all the fields, click on the "Save" button and the specific membership information will appear in the format illustrated in Figure 3.6.

You have the option to include multiple membership entries.

To remove an entry, simply mark the checkbox beside the specific item. You can also delete multiple entries simultaneously by selecting the checkboxes of the entries you want to remove and then clicking the "Delete" option.

You can also enhance the information provided in the form by selecting "Add" under the "Attachment" section and attaching a file from the appropriate location. Please proceed to upload the desired file by clicking on the "Upload" option.

2. Site Design

1. Aesthetic/HTML Requirements and Guidelines

The OrangeHRM platform should create an appealing visitor experience, while still upholding usability and accessibility standards.

The 'look' of the website needs to meet the following specifications:

- The website's HTML code should adhere to the HTML 4.0 standard.
- Each page's download time should not exceed 10 seconds on a 56k modem connection – Performance benchmark
- All web pages should be viewable within a web browser window set to 640 x 480 pixels.

- Compatibility is required with Internet Explorer versions 4, 5, and 5.5, as well as Firefox versions 4-6, and Google Chrome 4.0 and later.
- A web-safe color palette must be utilized for all page elements.
- The website's pages should be accessible to search engine crawlers.
- Proper rendering of static images is essential for all relevant pages.

Sign-Off Document

The listed entities have reviewed and expressed their concurrence with the outlined content in the Requirements Definition document pertaining to the account module functionality of the OrangeHRM application.

Upon endorsement of this Requirements Definition phase, any substantial alterations to the project scope will necessitate a reassessment of the current project expenditures and timelines.

Name	Date
Business Lead	

Name	Date
Project Manager	