



## Functional Specification (the "Specification")

### HR Database Management Solution (the "Solution")

The function of the solution will consist of 3 modules, Search, LinkedIn database and CV database. The purpose of this solution is to help ease the work load of the consultants having to search/update their database in Excel. An export function will be implemented for their search results to CSV. As well as allowing the consultants to have ownership of their candidates.

### Access Rights

- Access can be given or removed by Administrator

| Rights                     | Administrator <sup>5</sup> | Supervisor <sup>4</sup> | Consultants    | Assistant |
|----------------------------|----------------------------|-------------------------|----------------|-----------|
| Create/Delete Accounts     | X                          |                         |                |           |
| Reassign data <sup>3</sup> | X                          |                         |                |           |
| Supervisor                 |                            | X                       |                |           |
| View data                  | X                          | X <sup>1</sup>          | X <sup>1</sup> |           |
| Edit data (Owner)          | X                          | X                       | X              |           |
| Search data                | X                          | X <sup>1</sup>          | X <sup>1</sup> |           |
| Export data                | X <sup>2</sup>             | X                       | X              |           |
| Manual Entry               | X                          | X                       | X              |           |
| Upload database            | X                          | X                       | X              | X         |
| Assistant Manual Entry     |                            |                         |                | X         |

<sup>1</sup> Limited: Email, contact no. and CV will be hidden for consultants that do not own the data

<sup>2</sup> Administrator only option to export all data for back up

<sup>3</sup> Administrator can reassign or add consultant to the ownership of the data

<sup>4</sup> Consultants may have a supervisor tagged in their profile, tagged supervisor will be able to view, edit, search and export the consultant's data.

<sup>5</sup> Administrator can view/edit/search ALL data

### Candidates' Data

- Ownership
  - Administrator's data ownership is for all (common database)
  - Consultant's data ownership belongs to consultant
  - Assistant's data ownership to be selected when entering the data
    - > Selecting of consultant(s) or common database
- Each data has its owned data ID
  - > LT-AA00001 and so on, running number after LT-



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#### Main/Search

- Users can search (each option to have a separate check, default common and personal):
  - Common database (Uploaded by the Assistant/Administrator)
  - Personal database
  - Other consultants database (Contact number, email and CV will be blocked)
    - > An option will be given to non candidate holder (ABC) to unblock email, contact number and CV backend will send an email to inform candidate holder that ABC selected the view option
- Search tags will be implemented
  - Once a keyword is keyed, the keyword will retain to allow multiple keyword search
  - A "remove (x)" option will be added beside the keyword to allow removal of keyword
- Unwanted results can be removed manually
- Once results are shown, an option to export data to CSV will be available

#### Duplicate to sharing function

- Duplicate checks will be implemented to prevent overriding of self updated information
  - Check according to email:
    1. **Email:** Main duplicate check, once duplicate check hit on email, proceed this flow
    2. **Name:** If differs, store new name (maximum of 2), prompt both new and original consultants
    3. **Phone Number:** If differs, store new number (maximum of 2), prompt both new and original consultants. If blank, limited view for new consultant or vice versa.
    4. **CV (Check by value, not file name):** If differs, store new number (maximum of 2), prompt both new and original consultants. If blank, limited view for new consultant or vice versa.
  - If ALL duplicate hits, share ownership with new consultant (Prompt original consultant)
  - Note: Scenario 1: New consultant upload LinkedIn, hits duplicate check.
    - > Share candidate information but BLOCK Phone number and CV access if information exist (Prompt original consultant)
  - Note: Scenario 2: New consultant did a manual entry, hits duplicate check
    - > Share candidate information but BLOCK either Phone number, CV or both if original data already contains the information (Prompt original consultant)
    - > Reverse scenario, original consultant will be prompted, newly added Phone number, CV or both will be blocked



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#### LinkedIn Database Management

- Allows upload of CSV exported from LinkedIn (Consultants to amend LinkedIn export)
- **Details:**
  - First Name
  - Last Name
  - Email / Contact number (Either or)
  - Company Name (Current + 3\*)
  - Job Title (To be replaced with latest upload)
  - \*Non mandatory
- Able to upload/download of CV of candidate (view option)
- Able to include Tags to candidates

#### CV Database Management

- Able to upload/download of CV of candidate
- Manual data entry
  - **Profile:**
    - > Email / Contact number (Either or)
    - > First Name
    - > Last Name
    - > Nationality \*
    - > Gender \*
    - > Address \*
    - > Age \*
    - > Highest Qualification \*
  - **Work Experience**
    - > Job Title
    - > Company Name (Current + 3\*)
    - > Duration \*
    - > Salary \*
    - > Total years of experience \*
  - \*Non mandatory
- Able to include Tags to candidates