**Functional Requirements**

**User Roles & Permissions**

The system supports four user roles:

* **Super Admin**: Manages the entire system, including users, departments, and settings.
* **Admin**: HR or department heads who assign onboarding tasks and manage employee queries.
* **Dept\_User (Department Representative)**: Assists with onboarding by handling department-specific tasks.
* **Employee (Onboarding Employee)**: A new employee undergoing onboarding. Can only view their assigned tasks and raise queries.

**Role-Based Access to Menus & Features**

1. **Dashboard**
   * Super Admin: Full access to all data and reports.
   * Admin: View onboarding statistics and pending/completed tasks.
   * Dept\_User: View department-specific onboarding tasks.
   * Employee: No access.
2. **Employees Management**
   * Super Admin: Add, update, and delete employees. Assign supervisors and departments.
   * Admin: Manage employees within their department.
   * Dept\_User: Can only view employees in their department.
   * Employee: No access.
3. **Onboarding Tasks Management**
   * Super Admin/Admin: Assign onboarding tasks, track progress, and mark tasks as completed.
   * Dept\_User: View tasks related to their department and complete them.
   * Employee: Read-only access to their own onboarding tasks. Cannot mark tasks as completed.
4. **Help (Employee Queries)**
   * Super Admin/Admin: View and resolve all employee queries.
   * Dept\_User: Respond to assigned queries from onboarding employees.
   * Employee: Can raise queries related to onboarding but cannot see other employees’ queries.
5. **Profile Management**
   * All users can view and update their profile details.
   * Users cannot modify their role or department.

**UI & Backend Validations**

1. **Login & Authentication**
   * UI: Email should be required and in a valid format. Password must meet security requirements.
   * Backend: Email should be unique in the database. Password should be securely hashed.
2. **Employee Management**
   * UI: Name should only contain alphabets. Email should be unique.
   * Backend: Email should be checked for uniqueness. Supervisor should belong to the same department.
3. **Onboarding Tasks**
   * UI: Task name should have a minimum length, and due date should not be in the past.
   * Backend: Task assignment should be validated against employee status.
4. **Help (Employee Queries)**
   * UI: Query text should have a minimum character limit.
   * Backend: Assigned users should be verified before updating the query status.
5. **Profile Management**
   * UI: Users should not be able to edit their role or department.
   * Backend: Profile updates should be limited to certain fields.
6. **Task Completion**
   * UI: Employees cannot manually mark tasks as completed.
   * Backend: Completion should be automatic when all tasks are done.

**Backend Security Validations**

1. Authentication and authorization.