System Requirement Specification
Interview Management System

Security Classification: **Confidential**

Approval Page

Decision   ☐   Approved   ☐   Rejected

Name: _____

Signature/Date: _____

Revision History

Date	Version	Author	Change Description
02/08/2022	0.1	AnhLM8	First Creation
	0.2	AnhLM8	Update
	0.3	AnhLM8	Update
19/09/2022	0.4	ThuTH3	Update comments from FA
12/10/2022	0.5	ThuTH3	Update comments from FA
28/10/2022	0.5	ThuTH3	Update format Add UC02: Login. Update UC03: Forgot Password

Table of Contents

1. INTRODUCTION

1.1   Purpose

The Software Requirement Specifications will:

❖ Define the scope of business objectives, business functions, and organizational units covered,

❖ Identify the business processes that the solution must facilitate,

❖ Facilitate a common understanding of what the functional requirements are for all parties involved,

❖ Establish a basis for defining the acceptance tests for the solution to confirm that what is delivered meets requirements.

The purpose of the document is to collect and analyze all assorted ideas that have come up to define the system, its requirements with respect to consumers. Also, we shall predict and sort out how we hope this product will be used in order to gain a better understanding of the project, outline concepts that may be developed later, and document ideas that are being considered, but may be discarded as the product develops.

1.2   Glossary and Abbreviations

Acronym	Reference
SRS	System Requirement Specification
UC	Use Case
BRL	Business Rules
CBR	Common Business Rules
ET	Email Template
N/A	Not Applicable or Not Available
MSG	Message
[Field]	Convention for mentioning a field
<<Field>>	Convention for value of this field, specifically use in the context of Email Template
"Text Value"	Convention for mentioning a value
<Value>	Convention for mentioning special value, i.e. <Today>, <Current User>
TBU	To be Updated
NRF	National Research Foundation
OOE	Other Operating Expenditure
N/A	Not Available

1.3   Document Referenced

Attachment	Document Name / Title
	High Level Requirement Slide
	High Level Wireframes

2. HIGH LEVEL REQUIREMENTS

This section describes the general overview of the system functions or business processes which are depicted in different diagrams. It shows the types of users, their granted permissions to perform specific system functions and the sequence required to complete a business workflow (if any). As the section name implies, it is high-level which means not detailed enough. For detailed requirement specification, please see Use Case Specifications section below.

2.1.1 High Level Business ProcessGeneral Flowchart
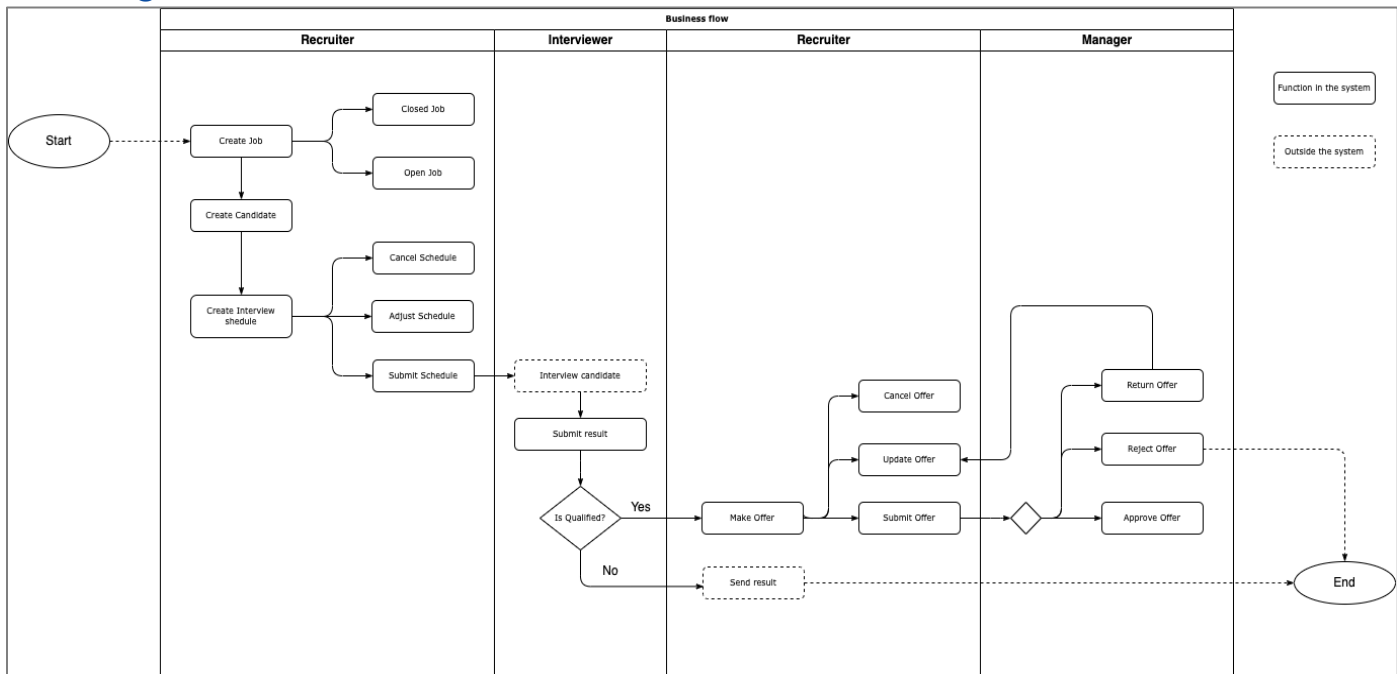
2.1.2 Flowchart for Recruiter
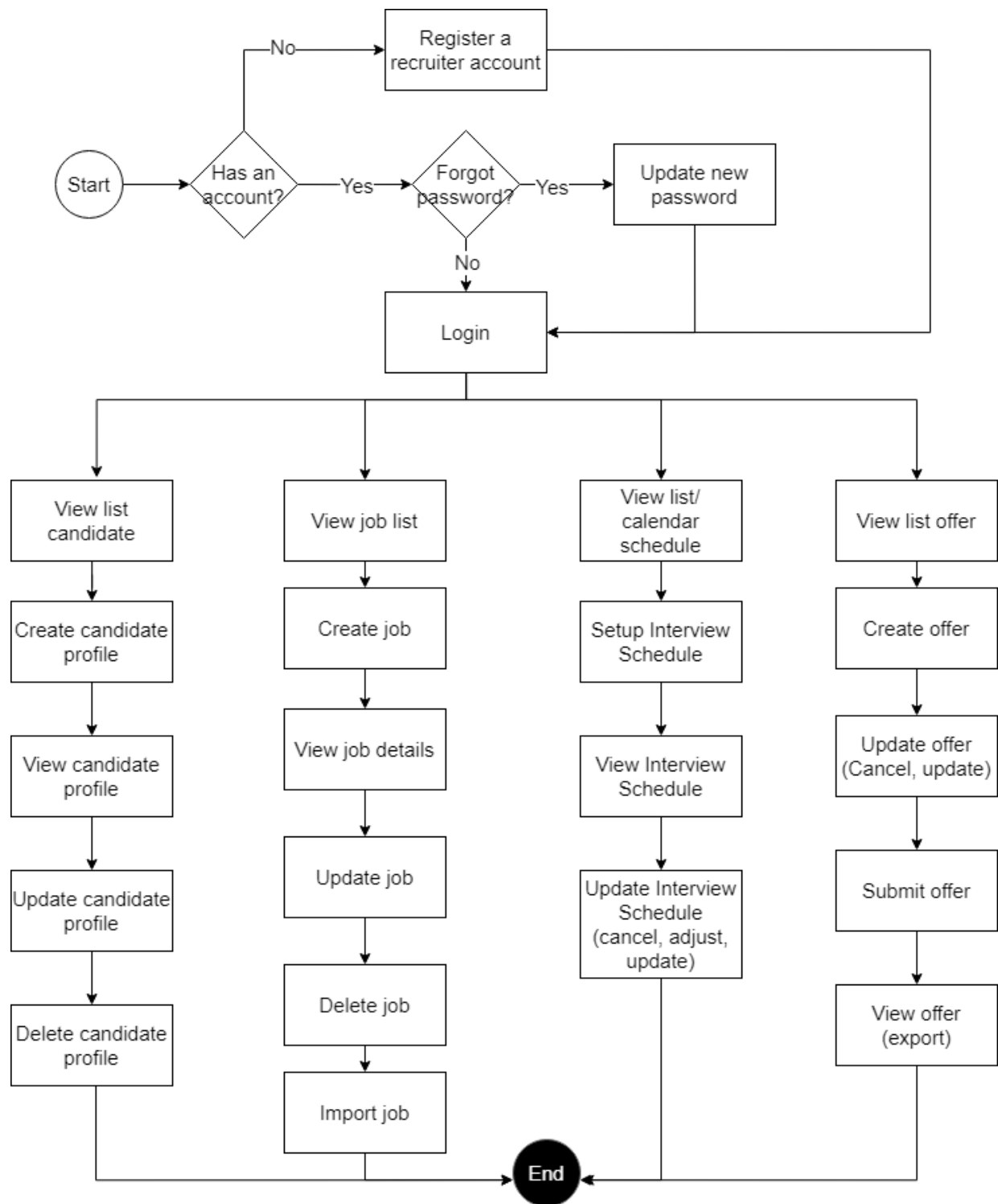
2.1.3 Flowchart for Manager
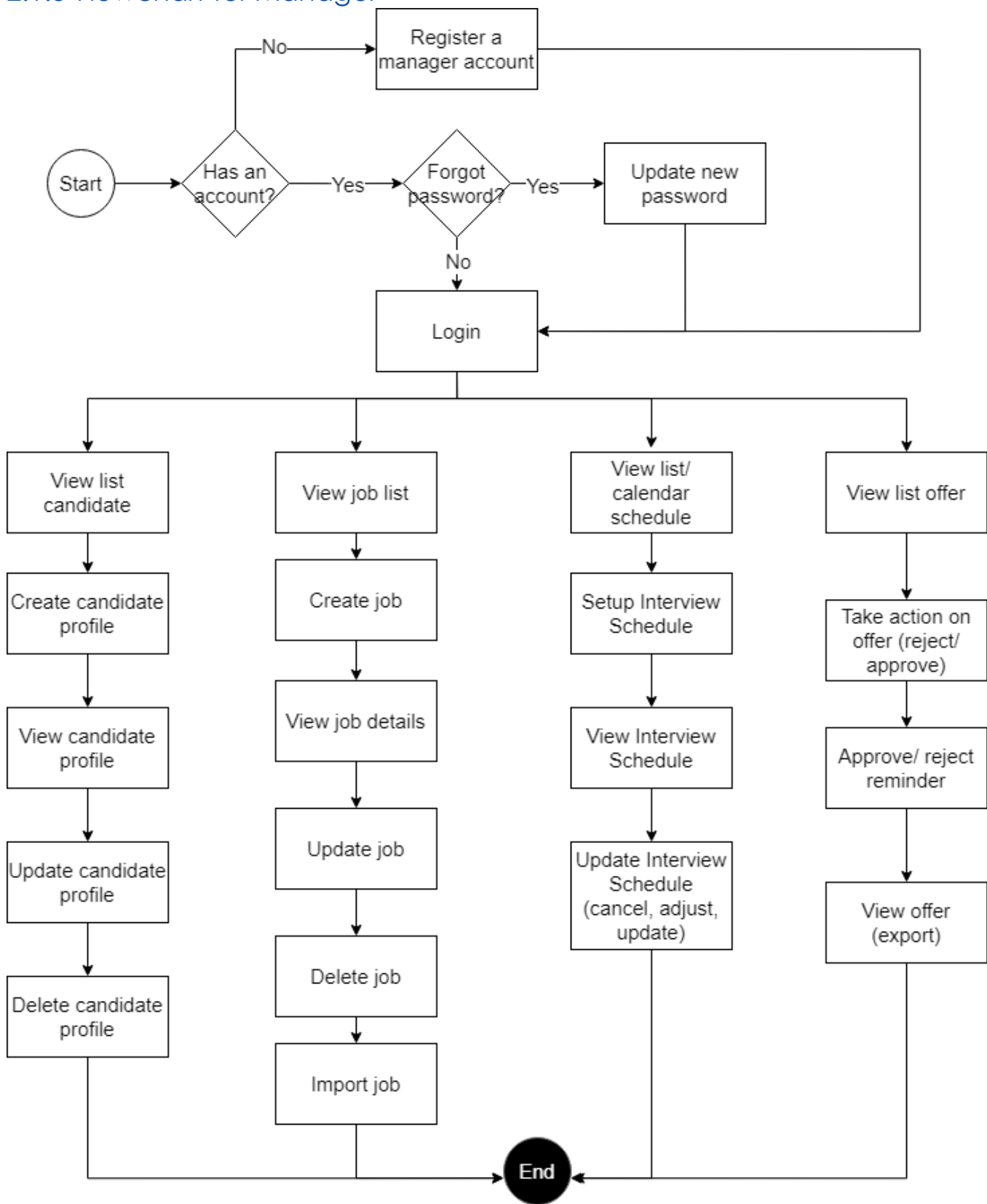
2.1.4 Flowchart for interviewer
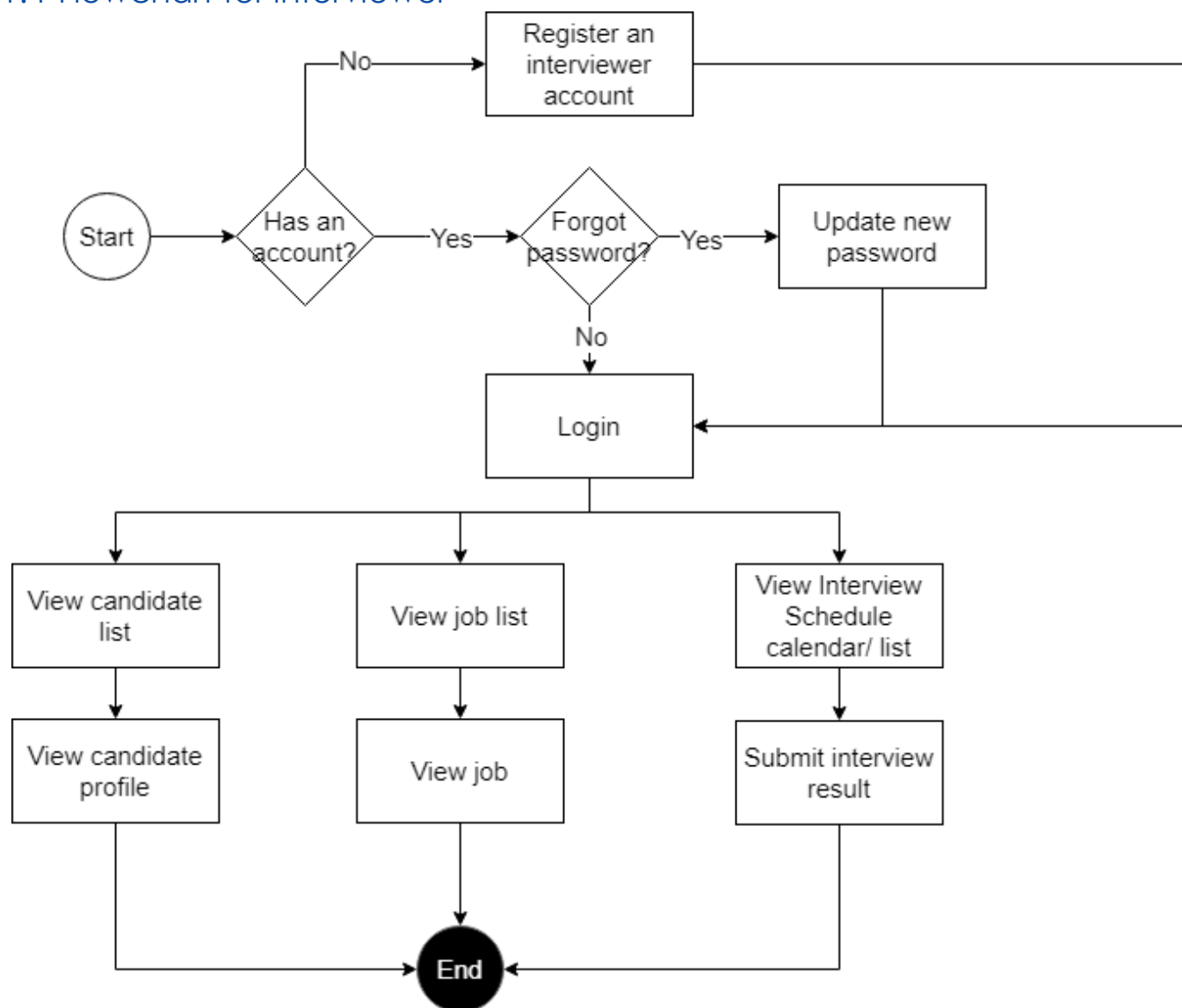
2.2 Use Case Diagram

2.2.1 User management
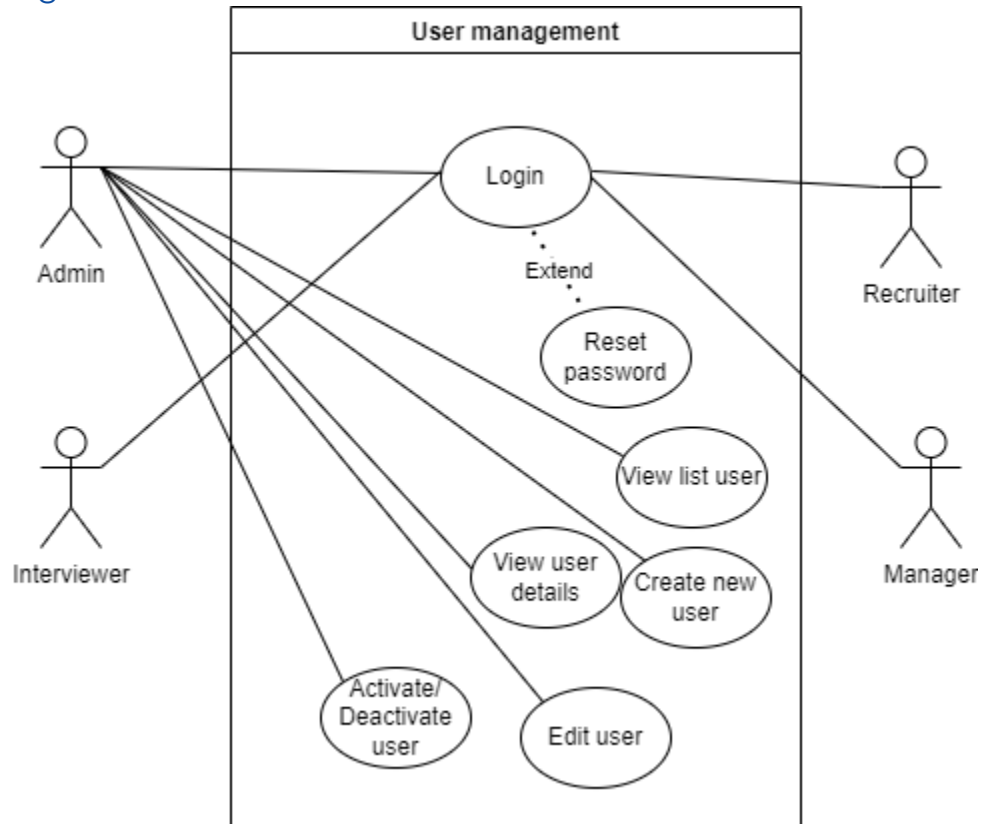
2.2.2 Candidate management
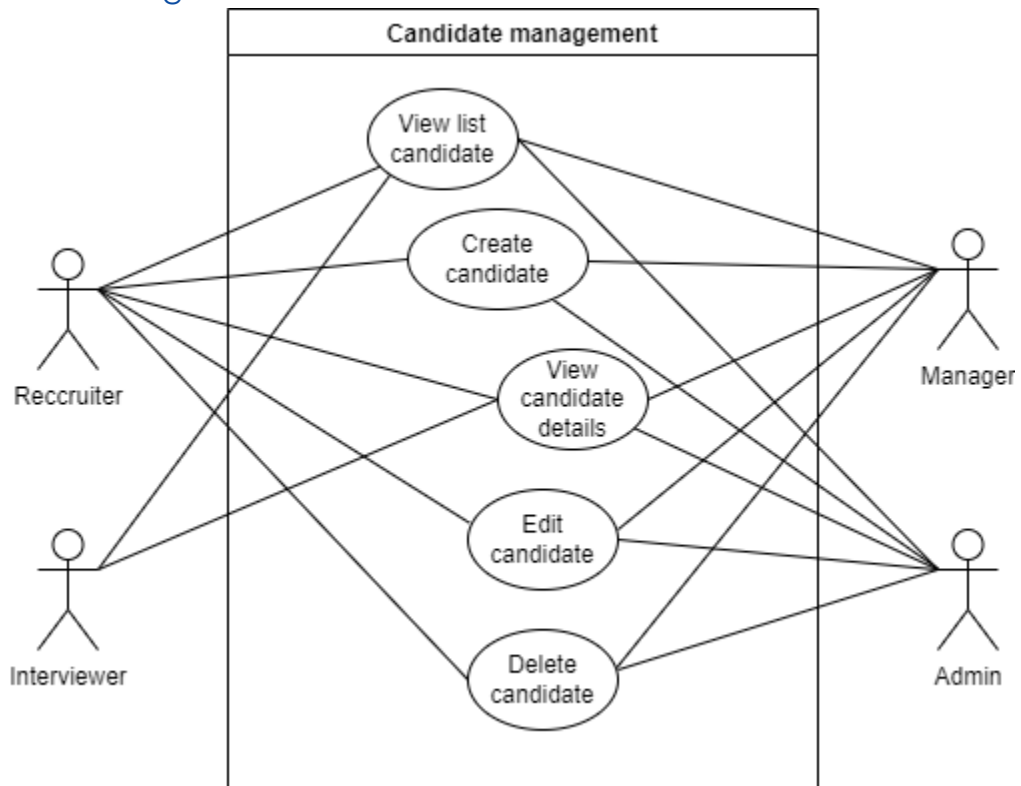
2.2.3 Job management
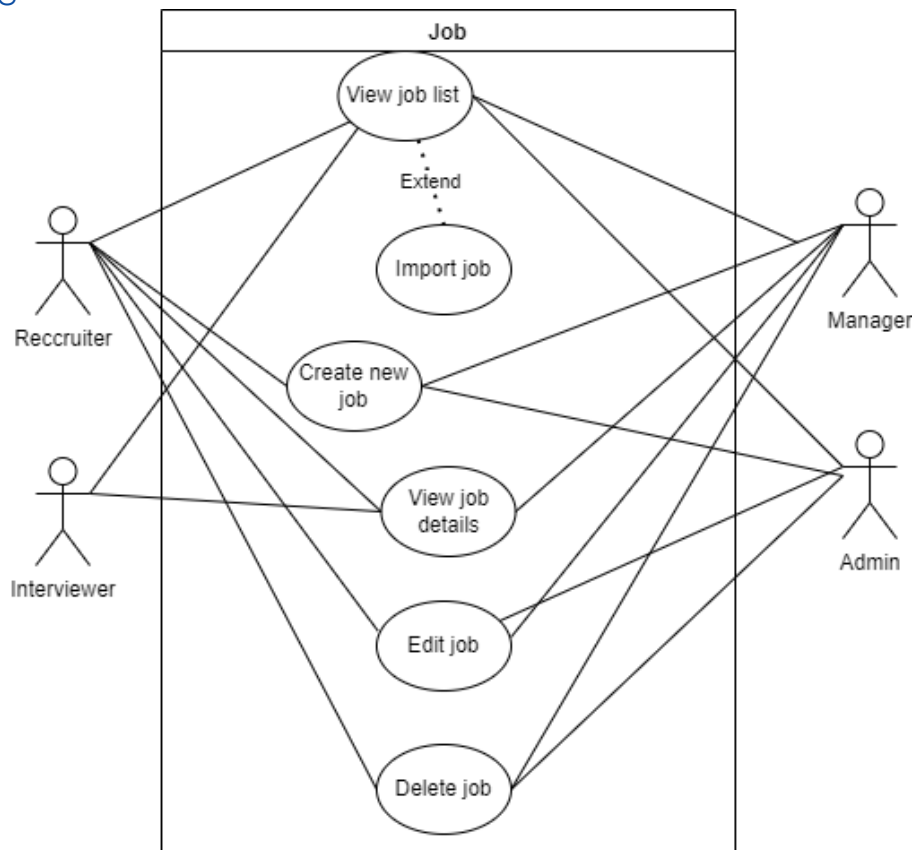
2.2.4 Interview management
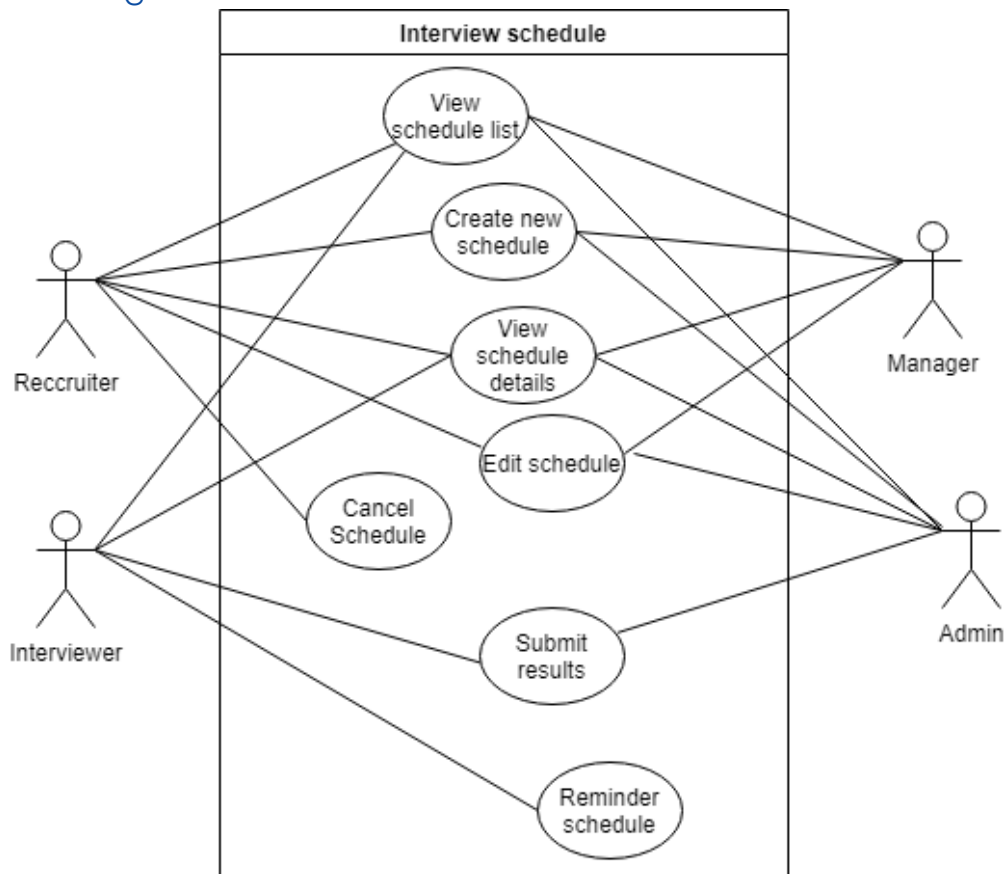
2.2.5 Offer management
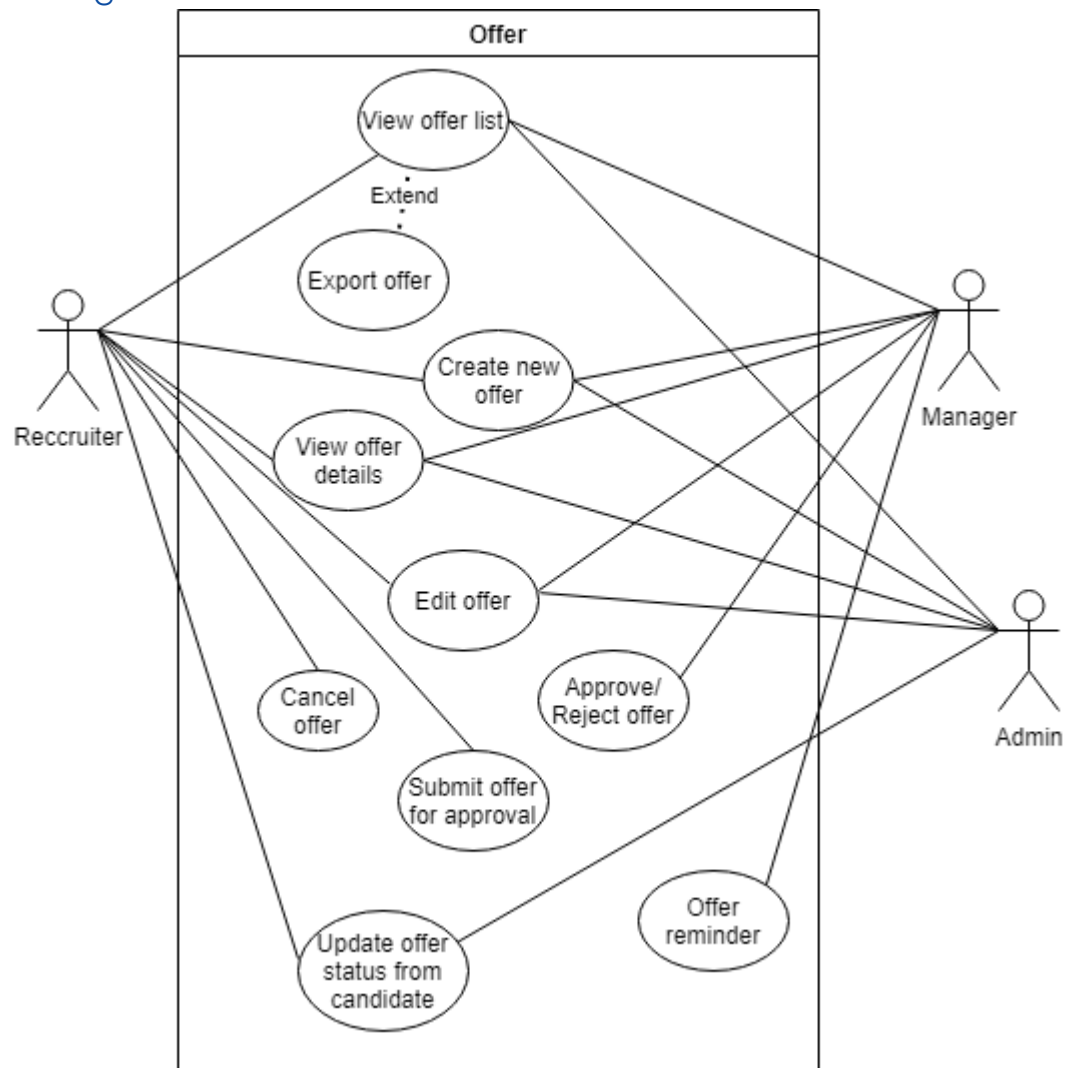
2.3   State diagram
2.3.1   Candidate status
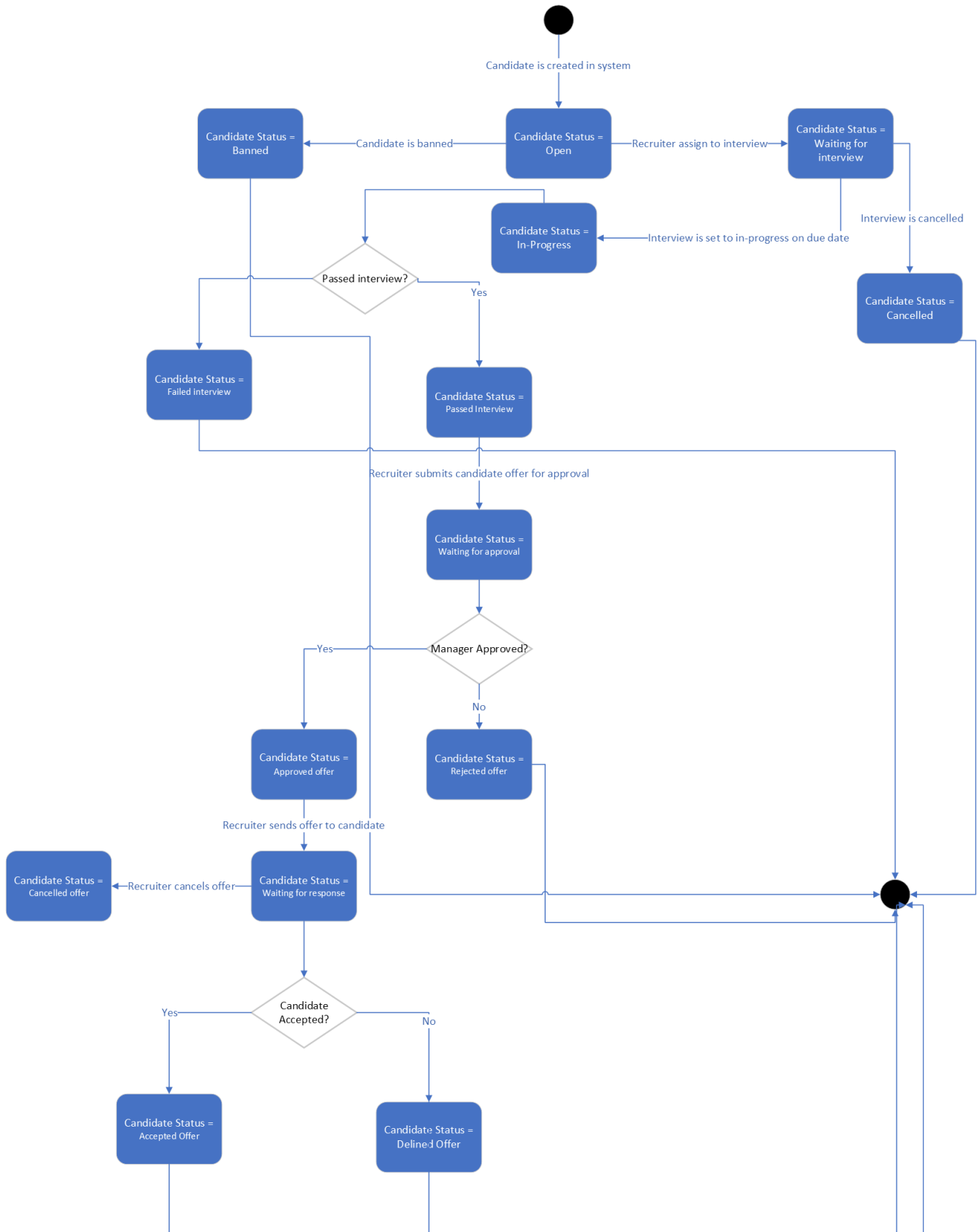
2.3.2 Interview Status
2.3.3 Offer Status

Offer is created in system

Offer Status = Waiting for Approval

Manager Approved?

No — Offer Status = Rejected

Yes — Offer Status = Approved

Recruiter sends offer to candidate

Offer Status = Waiting for response

Recruiter cancels offer — Offer Status = Cancelled offer

Candidate Accepted?

Offer Status = Accepted

Offer Status = Declined

2.3.4 Job Status

Job is created in system

Job Status = Draft

Recruiter sets job to Open

Recruiter set job to Open — Job Status = Open

Job Status = Closed

Recruiter set job to Closed

2.4   Actor

Actors	Description
Recruiter	User who is in charge of managing the candidate, interview schedule and offer
Manager	User who is in charge of approve/reject the offer. Can also acts as a recruiter with all of recruiter's permissions
Interviewer	User who has the permission to view interview schedule and submit interview results
Admin	User who is in charge of user management. Can also acts as Recruiter and Manager with all of the permissions.

2.5   Use Case Catalogue

UC ID	UC Name	Description
UC01	Login	This use case allows users to log in.
UC02	Logout	This use case allows users to log out.
UC03	Forgot password	This use case allows users to reset password
UC04	Navigation bar	This use case allows recruiter, interviewer, manager and admin to view and select options on navigation bar
Candidate management		
UC05	View Candidate list	This use case allow user to view candidate list in the system
UC06	Create Candidate information	This use case allows user to create a candidate profile in the system
UC07	View Candidate information	This use case allows user to view a candidate profile detail in the system
UC08	Edit Candidate information	This use case allows user to edit a candidate profile in the system
UC09	Delete Candidate information	This use case allows user to delete a candidate profile in the system
UC10	Ban candidate	This use case allows user to ban a candidate in the system
Job management		
UC11	View job list	This use case allows user to view job list in the system
UC12	Create Job	This use case allows user to create a job in the system
UC13	View job details	This use case allows user to view a job in the system
UC14	Edit job	This use case allows user to update a job in the system
UC15	Delete job	This use case allows user to delete a job in the system
Interview management		
UC16	View interview schedule	This use case allows user to view an interview schedule
UC17	Create interview schedule	This use case allows user to setup an interview schedule
UC18	View interview schedule details	This use case allows user to view an interview schedule
UC19	Submit interview result	This use case allows interviewer to submit result interview
UC20	Edit interview	This use case allows user to update an interview schedule
UC21	Cancel interview	This use case allow user to cancel the interview schedule
UC22	Reminder for upcoming interview	This use case allows user to receive the Interview reminder notification from the system
Offer management		
UC23	View offer list	This use case allows user to view offer list in the system
UC24	Create new offer	This use case allows user to create an offer in the system
UC25	Edit offer	This use case allows user to edit offer in the system
UC26	View offer details	This use case allows user to view offer details in the system
UC27	Approve/ Reject offer	This use case allows user to approve/ reject offer in the system
UC28	Update offer status from Candidate	This use case allow user to update offer status on behalf of the Candidate after the offer is sent to the candidate
UC29	Cancel Offer	This use case allow user to cancel an offer
UC30	Reminder to take action on offer	This use case allow user to receive the Offer reminder notification from the system

UC31	Export Offer	This use case allows user to export the list of offers from the system
User management		
UC32	View user list	This use case allows admin to view list of users
UC33	Create new user	This use case allows admin to create new user
UC34	View user details	This use case allows admin to view user's information
UC35	Edit user	This use case allows admin to edit user's information
UC36	Activate/Deactivate user	This use case allows admin to activate/ de-activate user

3.   USE CASE SPECIFICATIONS

This section covers the system's functional requirements which details what the system must do in terms of input, behavior and the expected output. It elicits the interaction between the actor(s) and the system, the system's behavior and the results of their interactions.

3.1   UC01: Log in

3.1.1   Overview

ID and Name	Log in
Description	This use case allows users to log in.
Actor	Recruiter, manager, Admin and interviewer
Trigger	Users click on the Log in button
Pre-condition	Users have valid account in the system
Post-condition	Users can logged into the system

3.1.2   Flow of Events

3.1.2.1   Basic Flow

Step	Description
1	Users access the system
2	The system displays the Log in screen
3	Users fill in the provided account information and click the Log in button
4	The system validates the account credentials successfully and allows the user to access the system
5	Users log in successfully
6	The flow ends
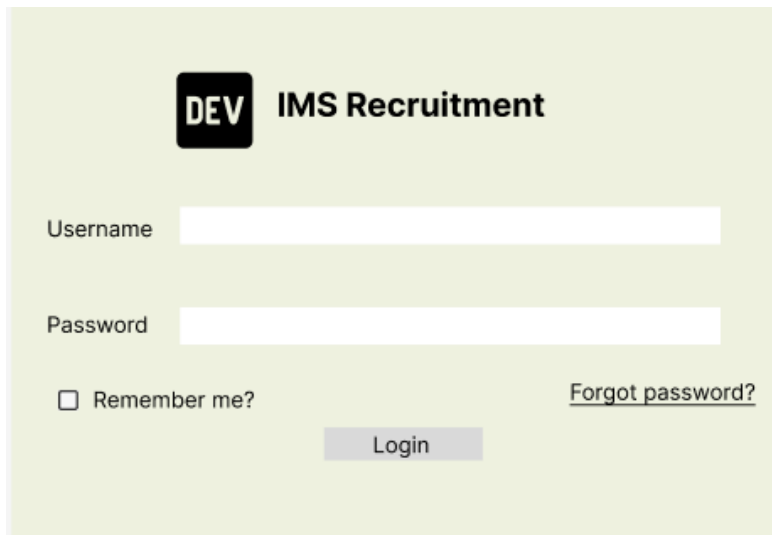
3.1.2.2   Exception flow - Librarian, User fill incorrect password and/or ID

Step	Description
1	The system fails to validate the credentials and return an error message ME001: "Invalid username/ password. Please try again"

3.1.2.3   Alternative flow - User forgot password

Step	Description
1.	User chooses Forgot password
2.	The System trigger UC03

3.1.3   Mock-up Screen

Pic.01 - Login screen

3.1.4   Screen Description

3.1.4.1   Login Screen

REF	Field Name	Control Type	Data Type	Description

1	User name	Text box	Text	Input User Name. Mandatory. Default to blank.
2	Password	Password	Text	Input password of user. Mandatory. Default to blank.
3	Remember me	Check box	NA	User check the box to save login information Optional. Default to uncheck
4	Forgot password	Hypertext	NA	Click when user forgot Password
5	Log In	Button	NA	Action to log in
6	Logo	Image	N/A	Display IMS logo
6	IMS recruitment	Label	N/A	Display system name

3.1.5 Business Rules

Business Rule ID	Business Rule Description
BRL-01-01	Must have User name and Password if not, show ME002: "Required field"
BRL-01-02	If user enter wrong username/password, system shows ME001: "Invalid username/ password. Please try again"

3.2   UC02: Log out
3.2.1 Overview.

ID and Name	Log out
Description	This use case allows users to log out
Actor	Recruiter, manager, Admin and interviewer
Trigger	Users click on the Log out
Pre-condition	Users have already logged in
Post-condition	Users can log out of the system

3.2.2 Flow of Events
3.2.2.1   Basic Flow

Step	Description
1	Logged-in users click on Logout link on header
2	The system displays the confirmation dialog: "Are you sure you want to log out?"
3	Users click OK to confirm
4	User is logged out of the system
5	System display Login screen.
6	The flow ends

3.2.2.2   Exception flow 1 - User cancel when log out

Step	Description
1	At step 3, users click Cancel to discard the flow
1. 2	System closes the dialog and no changes are made

3.2.3 Mock-up Screen

Screen 2. Log out dialog

3.2.4 Screen Description
3.2.4.1   Header / Log out link

REF	Field Name	Control Type	Data Type	Description
1.	Log out link	Text link	Text	Click to log out of the system

3.3   UC03 Forgot password
3.3.1 Overview.

ID and Name	Forgot password
Description	This use case allows users to reset password

Actor	Recruiter, Manager, Interviewer, Admin
Trigger	User clicks on "Forgot password" link on login screen
Pre-condition	User forget his/her password to access to system
Post-condition	User is backed to login screen

3.3.2 Flow of Events

3.3.2.1 Basic Flow

Step	Description
1.	From Log in screen, users click Forgot password
2.	The system displays the Forgot password screen
3.	Users enter email address and click Send
4.	The system validate that email address exists in the system and send an email with a reset password links to user (Email template EM04) System displays success message ME003: "We've sent an email with the link to reset your password."
5.	Users click in the link in the email
6.	The system displays a screen for user to reset password
7.	Users enter new password and confirm password
8.	The system update the new password for users
9.	User can use the new password to login
10.	The flow ends

3.3.2.2 Exceptional Flow 1 – Users cancel the Forgot password flow

Step	Description
1.	At step 3, user doesn't enter email address and click Cancel
2.	The system direct back to Login screen
3.	The flow ends

3.3.2.3 Exceptional Flow 2 – The reset password link has expired or has been used

Step	Description
1.	At step 5, the link in the email address has expired or has been used
2.	The system displays an error message ME004 "This link has expired. Please go back to Homepage and try again." to inform user
3.	The flow ends

1.1.1.1 Exceptional Flow 3 – The email address user enters doesn't exist in the system

Step	Description
1.	At step 3, the system validates that email address doesn't exist in the system
2.	System display error message ME005: "The email address doesn't exist. Please try again."
3.	The flow ends
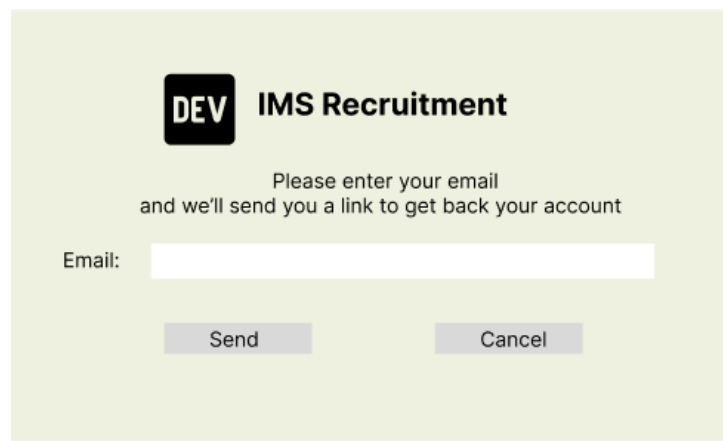
1.1.1.2 Exceptional Flow 4 – New password and confirm password doesn't match

Step	Description
1.	At step 7, new password and confirm password don't match
2.	The system displays an error message ME006: "Password and Confirm password don't match. Please try again." to inform user
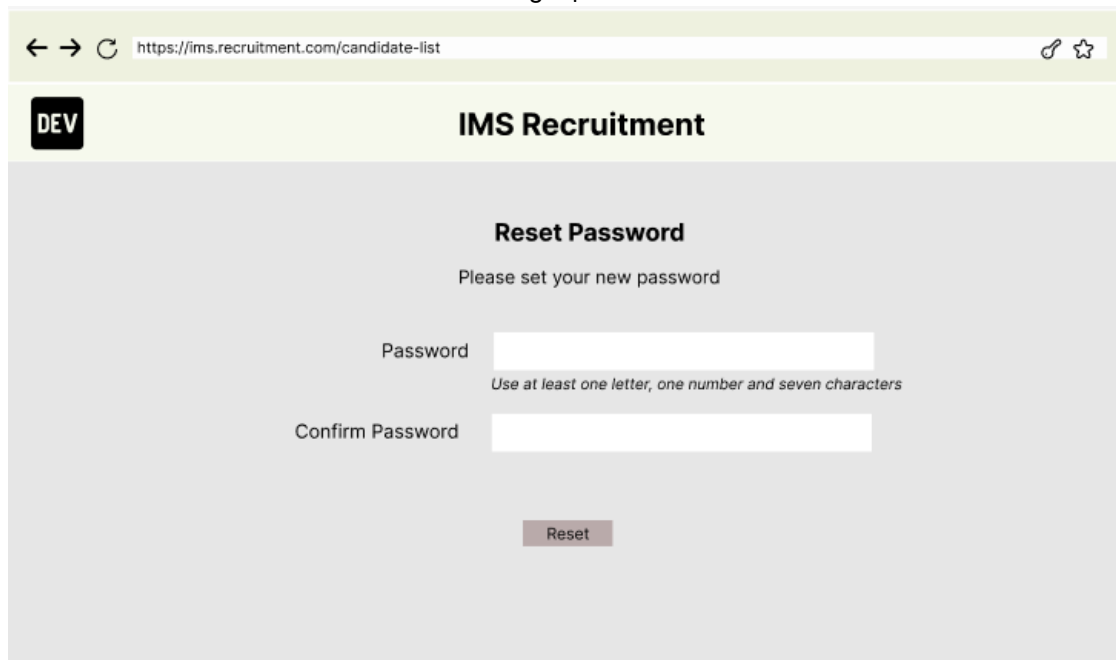
1.1.1.3 Exceptional Flow 5 – New password or confirm password doesn't meet the password requirement

Step	Description
1.	At step 7, new password or confirm password doesn't meet password requirement.
2.	The system displays an error message ME007: "Password must contain at least one number, one numeral, and seven characters." to inform user
3.	The flow ends

3.3.3 Mock-up Screen

Pic.02.1 - Forgot password screen

Pic 2.2: Reset password screen

3.3.4 Screen Description

3.3.4.1 Forgot Password / Step 1: Enter email dialog

REF	Field Name	Control Type	Data Type	Description
1.	Dialog's title	Label	N/A	Display "Forgot password"
2.	Instruction	Label	Text	Display "Please enter your email and we'll send you a link to get back your account."
3.	Email address	Text field	All characters	Mandatory. Default to blank. Allow to enter user's email address Must be email address format
4.	Send	Button	N/A	Click to submit the email address
5.	Cancel	Button	N/A	Click to close dialog

3.3.4.2 Reset Password screen / Step: Enter password

REF	Field Name	Control Type	Data Type	Description
1.	Password	Text field	All characters	Mandatory. Default to blank. Allow to enter password. Password will be masked when user types
2.	Instruction	Label	Text	Display "Use at least one letter, one number and seven characters."

25

3.	Confirm password	Text field	All characters	Mandatory. Default to blank. Allow to enter confirm password. Password will be masked when user types
4.	Reset	Button	N/A	Click to reset the password

3.3.5 Business Rules

Business Rule ID	Business Rule Description
BRL-03-01	User must input email correctly
BRL-03-02	The reset password link can only be used 1 time. Afterwards it will be invalid
BRL-03-03	The reset password link is only valid for 24 hours. Afterwards it will expire
BRL-03-04	System only send reset password email to valid email address that already tied to an existing and active account in the system.
BRL-03-05	Password needs to be encrypted. Password needs to have at least one letter, one number and seven characters.

3.4 UC04: Navigation bar

3.4.1 Overview

ID and Name	Navigation bar
Description	This use case allows recruiter, interviewer, manager and admin to view and select options on navigation bar
Actor	Recruiter, Manager, Interviewer, Admin
Trigger	User clicks on any menu on the navigation bar
Pre-condition	User logs in to the system successfully
Post-condition	User can open

3.3.2 Flow of events

3.4.1.1 Basic Flow

Step	Description
1.	User clicks on options on navigation bar
2.	System displays the

3.4.2 Mock-up Screen
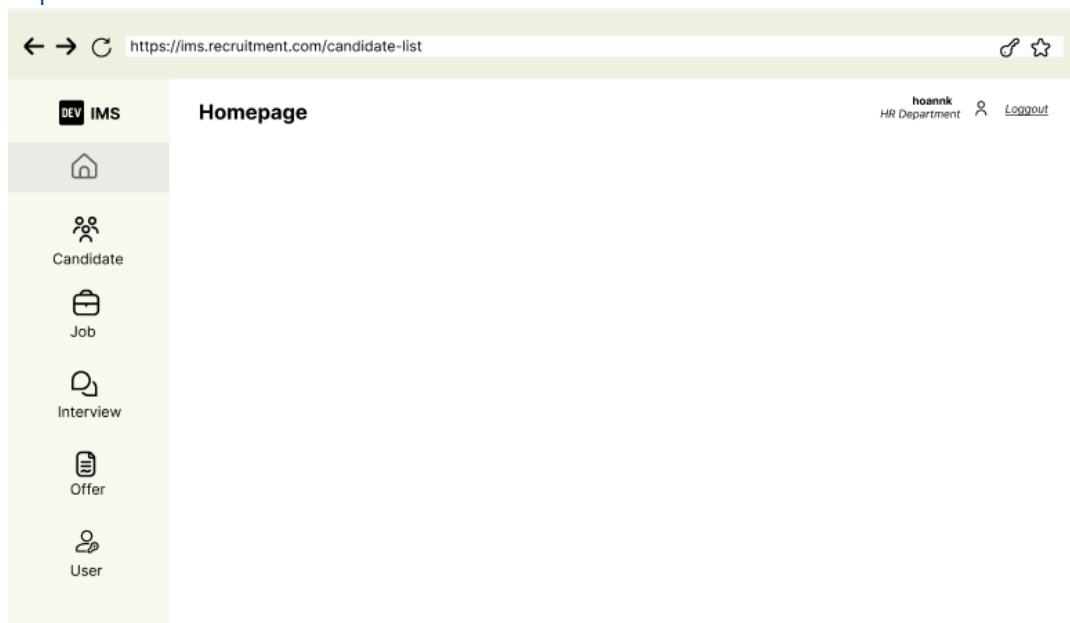
Pic-03: Homepage screen

3.4.3 Screen Description
3.4.3.1 Horizontal navigation bar

REF	Field Name	Control Type	Data Type	Description
1	Logo	Image	N/A	Display IMS logo
2	System Name	Label	N/A	Display system name
4	Page Name	Label	N/A	Display current page's name
5	User Information	Picture	N/A	Display User Icon, User Name and Department
6	Logout	Text link	N/A	Allow user to click to log out

3.4.3.2 Vertical navigation bar

REF	Field Name	Control Type	Data Type	Description
8	Homepage	Icon	N/A	- User clicks "Homepage", system show homepage screen - Available for all roles
9	Candidate	Icon and text	N/A	- User clicks "Candidate", system show candidate list screen - Available for all roles
10	Job	Icon and text	N/A	- User clicks "Job", system show job list screen - Available for all roles
11	Interview	Icon and text	N/A	- User clicks "Interview", system show interview schedule calendar - Available for all roles
12	Offer	Icon and text	N/A	- User clicks "Offer", system show offers list screen - Available for Recruiter, HR, Admin - Hide for Interviewer
13	User	Icon and text	N/A	- User clicks "User", system show user list screen - Available for Admin Only

3.4.4 Business Rules

BR ID	Business Rule Description
BRL-04-01	The horizontal navigation bar includes: Logo and Name, User's info, Log out link The vertical navigation bar shows 6 modules including homepage, candidate, job, interview, offer and user.
BRL-04-02	When user hover mouse to the left menu bar, the menu bar opens to show fully. When user move the mouse to the other area, it is dragged back and show icon of module only

3.5 UC05: View Candidate list
3.5.1 Overview

ID and Name	View Candidate list
Description	This use case allow user to view candidate list in the system
Actor	Recruiter, Manager, Interviewer, Admin
Trigger	User clicks "Candidate" on left menu bar
Pre-condition	User login in the system successfully
Post-condition	System shows candidate list

3.5.2 Flow of events
3.4.2.1 Basic Flow

Step	Description
1	User clicks "Candidate" menu
2	System shows candidate list

3	The flow ends

3.5.3 Mock-up Screen

Pic.04 - The picture shows Candidate List for Recruiter and HR Manager

Pic.05 - The picture shows Candidate list for Interviewer

3.5.4 Screen Description
3.5.4.1 Candidate list screen

REF	Field Name	Control Type	Data Type	Description
1	Name of module	Label	N/A	Show the name of module "Candidate"
2	Name of sub-module	Label	N/A	Show the name of sub-module "Candidate list
3	Search box	Textbox	N/A	Allow to enter keyword to search. Allow to search for any columns. Allow partial match.
4	Status	Combo-box	N/A	Optional. Default to All User select a status to search. Allow to type and system suggest status. List of status: Refer to BRL-5-05
5	Search button	Button	N/A	Click to start to search. If no data match, show ME008: "No item matches with your search data. Please try again"
6	Add	Icon	N/A	User clicks on icon Add, system shows "Create candidate" Only show on Manager and recruiter screen. Not available for Interviewer. Trigger UC06
8	Name	Label	N/A	Name shows candidate's name
9	Email	Label	N/A	Email shows candidate's email
10	Phone number	Label	N/A	Phone number shows candidate's phone number
11	Current Position	Label	N/A	Display candidate current position
12	Owner HR	Label	N/A	Display HR who responsible for recruitment process of this candidate
13	Status	Label	N/A	Display status of the candidate in the system List of status: Refer to BRL-5-05
14	View	Icon button	N/A	When click, display Candidate information screen. Available for all roles. Trigger UC07.
15	Edit	Icon button	N/A	When click, display Edit Candidate screen. Not available for interviewer. Trigger UC08.
16	Delete	Icon button	N/A	When click, display Delete popup to confirm. Not available for interviewer. Trigger UC09.
17	Pagination	Buttons	N/A	Refer to Common Component

3.5.5 Business Rules

Business Rule ID	Business Rule Description
BRL-5-01	Recruiter, manager and Admin can view, edit and delete candidate while interviewer can only view
BRL-5-02	Interviewer can only view the list of candidate that he/she has been assigned to (There's an interview schedule exists for the interviewer and the candidate) and cannot view all candidates.
BRL-5-03	All search fields are not required to input
BRL-5-04	List of Candidate status: • Open: When the candidate is created and not assigned to any interview • Waiting for interview: When the interview schedule is set up for the candidate • Cancelled interview: When the interview is cancelled

- Passed Interview: When the candidate passes the interview
- Failed interview: When the candidate fails the interview
- Waiting for approval: When the offer is created for the candidate and wait for manager to review
- Approved offer: When manager approves the offer for the candidate
- Rejected offer: When manager rejects the offer for the candidate
- Waiting for response: When the offer is sent and wait for candidate to respond
- Accepted offer: When the candidate accepted the offer
- Declined offer: When the candidate declined the offer
- Cancelled offer: When the offer is cancelled by recruiter
- Banned: When the candidate is banned by the recruiter

		Rule to set candidate status			
	No.	Status	Trigger	Manual/Auto	UC to refer
BRL-5-05	1	Open	Recruiter create the candidate	Manual	UC06: Create new Candidate
	2	Banned	Recruiter click button to ban candidate	Manual	UC10: Ban Candidate
	3	Waiting for interview	Recruiter create an interview schedule for the candidate	Automatically updated accordingly	UC17: Create interview schedule
	4	Cancelled interview	Interviewer cancels Interview	Automatically updated accordingly	UC21: Cancel interview
	5	Passed Interview	Interviewer sets interview result to Passed interview	Automatically updated accordingly	UC19: Submit interview result
	6	Failed interview	Interviewer sets Interview result to Failed interview	Automatically updated accordingly	UC19: Submit interview result
	7	Waiting for approval	Recruiter creates an offer for the candidate	Automatically updated accordingly	UC24: Create new offer
	8	Approved offer	Manager approves the offer	Automatically updated accordingly	UC27: Approve/Reject offer
	9	Rejected offer	Manager rejects the offer	Automatically updated accordingly	UC27: Approve/Reject offer
	10	Waiting for response	Recruiter update click button Mark as sent to candidate	Automatically updated accordingly	UC28: Update offer status from Candidate
	11	Accepted offer	Recruiter click button Accept offer	Automatically updated accordingly	UC28: Update offer status from Candidate
	12	Declined offer	Recruiter click button Declined offer	Automatically updated accordingly	UC28: Update offer status from Candidate
	13	Cancelled offer	Recruiter click button to Cancel offer	Automatically updated accordingly	UC29: Cancel offer

BRL-5-06	Rule to sort:
	1. 1st rule: Sort by status in the following order
	    1. Waiting for interview
	    2. Waiting for approval
	    3. Waiting for response
	    4. Open
	    5. Passed Interview
	    6. Approved Offer
	    7. Rejected Offer
	    8. Accepted offer
	    9. Declined offer
	    10. Cancelled offer
	    11. Failed interview
	    12. Cancelled interview
	    13. Banned
	2. 2nd rule: Within each status: Sort by time: by Created date of the candidate, from Newest to Oldest

3.6 UC06: Create new candidate

3.6.1 Overview

ID and Name	Create new candidate
Description	This use case allows user to create a candidate profile in the system
Actor	Recruiter, Manager, Admin
Trigger	User clicks "Add" button in the Candidate list
Pre-condition	User has logged into system as Recruiter, Manager, Admin
Post-condition	System shows Create candidate profile

3.6.2 Flow of events

3.6.2.1 Basic Flow

Step	Description
1	User clicks "Add" button in the Candidate list
2	System display Create new candidate screen
3	User enter information and click Submit
4	System save the candidate in the system and automatically set status to Open
5	The flow ends

3.6.3 Mock-up Screen

Pic.05 - The picture shows create new candidate screen

3.6.4 Screen Description

3.6.4.1 Create new candidate screen

REF	Field Name	Control Type	Data Type	Description

1	Name of module	Label	N/A	Display "Candidate"
2	Name of sub-module	Breadcrumb	N/A	Display "Candidate list". When click, go back to candidate list screen
3	Name of function	Label	N/A	Display "Create candidate"
4	Personal information	Label	N/A	Show the general information
5	Full name	Textbox	Text	Mandatory. Default to blank. User input Candidate name in the text box
6	Email	Textbox	Text	Mandatory. Default to blank. User input candidate's email with email address format (Localpart@domainpart)
7	Gender	Combo-box	Text	Mandatory. Default to blank. User clicks on down arrow, system shows dropdown list with value: Male, Female, Others
8	D.O.B	Icon with textbox	Date	Mandatory. Default to blank. When user clicks on calendar icon or input date, system display calendar for user to pick a date. Must be a past date
9	Address	Textbox	Text	Mandatory. Default to blank. User input candidate's address
10	Phone number	Textbox	Number	Mandatory. Default to blank. User input candidate's phone number
12	Professional information	Label	Text	Show professional information of candidate
13	CV Attachment	Textbox with file attachment	N/A	Mandatory. User can click on icon attachment to select a PDF or Word file from browser or PC
15	Current position	Combo-box	Text	Mandatory. Default to blank. Allow single selection. Refer to common component for behavior List of values: refer to common component
16	Skills	Combo-box	Text	Mandatory. Default to blank. Allow multiple select. Refer to common component for behavior List of values: refer to common component
17	Years of experience	Text field	Number	Allow to enter the years of experience
18	Highest level	Combo-box	Text	Mandatory. Default to blank Allow single selection. Refer to common component for behavior. List of value: refer to BR.
19	Recruiter owner	Combo-box	Text	Mandatory. Default to blank Allow single selection. Refer to common component for behavior List of value: List Recruiter's name and account name. E.g. Hoang Tuan Anh (AnhHT7)
20	Assign me	Button link	Icon	User clicks on "Assign me", system automatically fill the account of current user to be recruiter
21	Note	Textbox	Text	User can input note with maximum 500 characters

22	Submit	Button	N/A	When user clicks on "Submit", system create new candidate and go back to Candidate list screen with new candidate. - If failed -> Show error message ME011 "Failed to created candidate" - If succeed -> Show message ME012: "Successfully created candidate"
23	Cancel	Button	N/A	When click, go back to previous screen

3.6.5 Business Rules

Business Rule ID	Business Rule Description
BRL-6-01	- User has to fill in all required field. If not, show error message ME002: "Required field"
BRL-6-02	- Status of candidate is default set as Open, - For newly created candidate, user can set status to the following values: • Open • Banned Other status as mentioned in BRL-4-04 will need to be auto-updated based on the interview and offer
BRL-6-03	Email address must be in correct format. If not, display error message ME009: "Invalid email address"
BRL-6-04	D.O.B must be a past date (earlier than current date). If not, display error message ME010: "Date of Birth must be in the past"

3.7 UC07: View candidate information

3.7.1 Overview

ID and Name	View Candidate information
Description	This use case allows user to view a candidate profile detail in the system
Actor	Recruiter, Manager, Interviewer, Admin
Trigger	User clicks View icon on the action of Candidate list screen
Pre-condition	User login in the system successfully and go to Candidate list
Post-condition	System shows candidate information

3.7.2 Flow of events

3.7.2.1 Basic Flow

Step	Description
4	User clicks on View icon each candidate ID's action
5	System shows candidate information screen
6	The flow ends

3.7.3 Mock-up Screen

Pic.06.1 – View candidate details – HR, Manager, Recruiter

Pic.06.2 – View candidate details – Interviewer

3.7.4 Screen Description
3.7.4.1 Candidate information screen

REF	Field Name	Control Type	Data Type	Description
1	Name of module	Label	N/A	Display "Candidate"
2	Name of sub-module	Breadcrumb	N/A	Display "Candidate list". When click, go back to candidate list screen
3	Name of function	Label	N/A	Display "Candidate information"
4	Section title	Label	N/A	Display "Personal information"
5	Full name	Label	N/A	Display Candidate's name as entered by user.
6	Email	Label	N/A	Display Candidate's email as entered by user.
7	Gender	Label	N/A	Display Candidate's gender as entered by user.
8	D.O.B	Label	N/A	Display Candidate's date of birth as entered by user.
9	Address	Label	N/A	Display Candidate's address as entered by user.
10	Phone number	Label	N/A	Display Candidate's phone number as entered by user.
11	Section title	Label	N/A	Display "Professional information"
12	CV Attachment	Label	N/A	Display Candidate's CV that attached before User click on link of CV, system auto download CV
13	Status	Label	N/A	Display Candidate's status.
14	Position	Label	N/A	Display Candidate's position
15	Skills	Label	N/A	Display Candidate's skills
16	Years of experience	Label	N/A	Display Candidate's years of experience
17	Highest level	Label	N/A	Display Candidate's highest educational level
18	Recruiter	Label	N/A	Display Candidate's HR owner
19	Note	Label	N/A	Display note from HR when created this candidate
20	Edit	Button	N/A	- When user clicks on "Edit", system shows "Edit candidate information" screen. - Available for manager, recruiter and Admin
21	Cancel	Button	N/A	When click, go back to previous screen
23	Created on	Label	N/A	Show the created date If created date = today -> system shows "today" If created date # today -> system shows DD/MM/YYYY
24	Last updated by	Label	N/A	Display the account and the date and time of the update - For last updated account -> system shows full name of the account - For last updated date: If last updated date = today -> system shows "today" If last updated # today -> system shows DD/MM/YYYY

35

25	Ban Candidate	Button	N/A	Trigger UC10

3.7.5 Business Rules

Business Rule ID	Business Rule Description
BRL-7-01	User as a role interviewer only view candidate. System do not show "edit" function for this type of user

3.8   UC08: Edit Candidate information

3.8.1 Overview

ID and Name	Edit Candidate information
Description	This use case allows user to edit a candidate profile in the system
Actor	Recruiter, Manager, Admin
Trigger	User clicks "edit" icon in the each action of Candidate list
Pre-condition	User has logged into system as Recruiter, Manager, Admin
Post-condition	System shows Edit candidate information

3.8.2 Flow of events

3.8.2.1   Basic Flow

Step	Description
1	User login in the system successfully
2	User clicks "Candidate" on the horizontal left menu bar and system shows candidate list
3	User clicks icon "Edit" in the each action of Candidate list
4	System shows Edit candidate profile information

3.8.2.2   Alternative Flow

Step	Description
1	User login in the system successfully
2	User clicks "Candidate" on the horizontal left menu bar and system shows candidate list
3	User clicks View icon in the each action of Candidate list
4	System shows Candidate information details
5	User clicks on button "Edit" in Candidate information screen
6	System shows Edit candidate profile information

3.8.3 Mock-up Screen

Pic.07 - The picture shows Edit candidate profile information screen

3.8.4 Screen Description
3.8.4.1 Edit candidate profile information screen

REF	Field Name	Control Type	Data Type	Description
1	Name of module	Label	N/A	Display "Candidate"
2	Name of sub-module	Breadcrumb	N/A	- Display "Candidate list" if user go from candidate list screen - Display "View Candidate information" if user go from candidate information screen
3	Name of function	Label	N/A	Display "Edit candidate information"
4	Section title	Label	N/A	Display "Personal information"
5	Full name	Textbox	Text	Display data entered by user, allow to edit
6	Email	Textbox	Text	Display data entered by user, allow to edit
7	Gender	Combo-box	Text	Display data entered by user, allow to edit
8	D.O.B	Icon with textbox	Date time	Display data entered by user, allow to edit
9	Address	Textbox	Text	Display data entered by user, allow to edit
10	Phone number	Textbox	Number	Display data entered by user, allow to edit
11	Section title	Label	N/A	Display "Professional information"

37

12	CV Attachment	Textbox with file attachment	N/A	Display data entered by user, allow to edit
13	Status	Label	Text	Display status and do not allow to edit
14	Current position	Combo-box	Text	Display data entered by user, allow to edit
15	Skills	Combo-box	Text	Display data entered by user, allow to edit
16	Years of experience	Text box	Number	Display data entered by user, allow to edit
17	Highest level	Combo-box	Text	Display data entered by user, allow to edit
18	Recruiter	Combo-box	Text	Display data entered by user, allow to edit
19	Assign me	Button link	Icon	Display data entered by user, allow to edit
20	Note	Textbox	Text	Display data entered by user, allow to edit
21	Submit	Button	N/A	When user clicks on "Submit", system update candidate information and go back to Candidate list screen with updated information - If failed -> Show error message ME013 "Failed to updated change" - If succeed, show success message ME014: "Change has been successfully updated"
22	Cancel	Button	N/A	When click, go back to previous screen

3.8.5 Business Rules

Business Rule ID	Business Rule Description
BRL-8-01	User has to fill in all required field. If not, show error message ME002: "Required field"
BRL-8-02	Status will not be editable to user. System will automatically change the status once the interview schedule or the offer is updated. Refer to BRL-5-05 in UC05

3.9   UC09: Delete Candidate

3.9.1 Overview

ID and Name	Delete Candidate
Description	This use case allows user to delete a candidate profile in the system
Actor	Recruiter, Manager, Admin
Trigger	User clicks "delete" icon in Candidate list
Pre-condition	User has logged into system as Recruiter, Manager, Admin
Post-condition	Candidate is deleted

3.9.2 Flow of events

3.9.2.1   Basic Flow

Step	Description
1	User clicks "delete" icon in Candidate list
2	System display the confirmation dialog
3	User confirm to delete the candidate
4	System delete and remove candidate from the list
5	The flow ends

3.9.2.2　　Exception flow – User cancels the flow

Step	Description
1	At step 3, user clicks No button
2	System closes the pop-up and no changes are made
3	The flow ends

3.9.3　Mock-up Screen

Pic.08 - The picture shows popup Delete candidate

3.9.4　Screen Description

3.9.4.1　　Delete candidate popup

REF	Field Name	Control Type	Data Type	Description
1	Instruction	Label	Text	Display "Are you sure you want to delete this candidate?"
2	Yes	Button	Text	- If user click yes and system delete successfully
3	No	Button	Text	- If user click "No" -> System closes the dialog

3.9.5　Business Rules

Business Rule ID	Business Rule Description
BRL-9-01	Only user with role Recruiter and Manager and Admin can take action Delete
BRL-9-02	Candidate only can be deleted when in status "Open". If it is in another status, do not show "Delete" button in the list of candidate

3.10　UC10: Ban Candidate

3.10.1 Overview

ID and Name	Ban Candidate
Description	This use case allows user to ban a candidate in the system
Actor	Recruiter, Manager, Admin
Trigger	User clicks Ban Candidate button in the View Candidate details screen
Pre-condition	User has logged into system as Recruiter, Manager, Admin
Post-condition	Candidate is banned

3.10.2 Flow of events

3.10.2.1　　Basic Flow

Step	Description
1	User clicks Ban Candidate button in the View Candidate details screen

2	System display the confirmation dialog
3	User confirm to ban the candidate
4	System update the candidate status to Banned
5	The flow ends

3.10.2.2 Exception flow – User cancels the flow

Step	Description
1	At step 3, user cancels the flow
2	System closes the pop-up and no changes are made
3	The flow ends

3.10.3 Mock-up Screen

Pic.09 - The picture shows popup Ban candidate

3.10.4 Screen Description

3.10.4.1 Ban candidate popup

REF	Field Name	Control Type	Data Type	Description
1	Instruction	Label	Text	Display "Are you sure you want to ban this candidate?"
2	Yes	Button	Text	- If user click yes and system update candidate status to Banned
3	No	Button	Text	- If user click "No" -> closes the dialog

3.10.5 Business Rules

Business Rule ID	Business Rule Description
BRL-10-01	Only user with role Recruiter, Manager and Admin can take action Ban
BRL-10-02	Candidate can be banned at any time. Even after the offer is created
BRL-10-02	After a candidate is banned, user cannot create interview or offer for the candidate.

3.11 UC10: View Job List

3.11.1 Overview

ID and Name	View job list
Description	This use case allows user to view job list in the system
Actor	Recruiter, Manager, Interviewer, Admin
Trigger	User clicks on icon "Job" on left menu bar
Pre-condition	User has logged in
Post-condition	System shows job list screen

3.11.2 Flow of events
3.11.2.1 Basic Flow

Step	Description
1	User login in the system successfully
2	User clicks "Job" on the horizontal left menu bar
3	System shows job list
4	The flow ends

3.11.3 Mock-up Screen
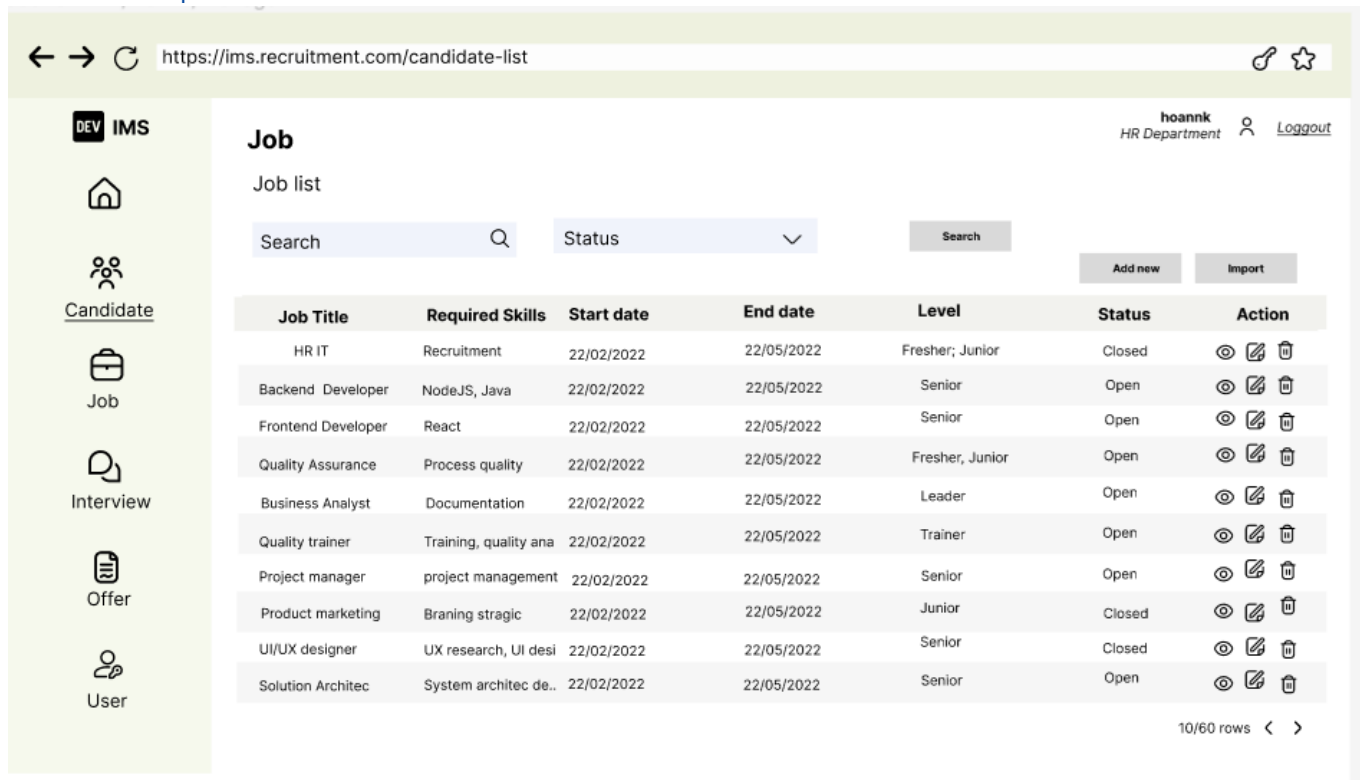
Pic.10.1 - The picture shows Job list for the role Manager and Recruiter
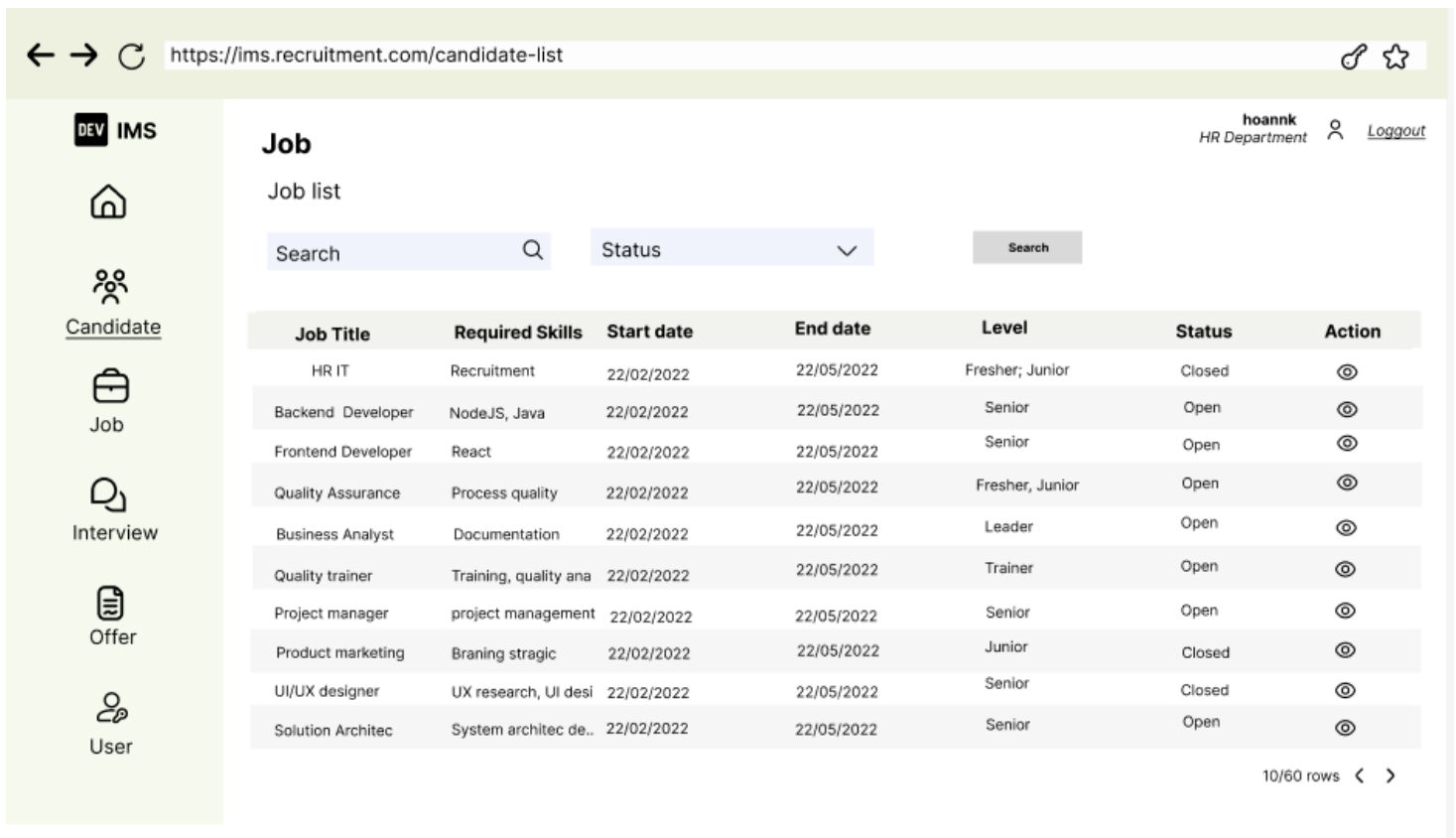
Pic.10.2 - The picture shows Job list for the role interviewer

3.11.4 Screen Description

3.11.4.1   Job list / Search section

REF	Field Name	Control Type	Data Type	Description
1	Name of module	Label	N/A	Display "Job"
2	Name of sub-module	Label	N/A	Display "Job list"
3	Search box	Textbox	Text	User input information in the search box to search. Allow to search partial match on all columns in the result table
4	Status	Combo-box	Text	Allow to select a status to search. Default to all List of job status: Refer to BRL-11-06
5	Search Button	Button	N/A	Click to start to search. If no data match, show ME008: "No item matches with your search data. Please try again"
6	Add	Icon	N/A	User clicks on icon Add, system shows "Create job", only available for Manager, Recruiter and Admin
7	Import	Icon	N/A	User clicks on icon Import, system open browser to select excel file. After import, system insert all the information as the format of Job list data field to database and display to user

3.11.4.2   Job list table

REF	Field Name	Control Type	Data Type	Description
8	Job title	Label	Text	Job title show the title of the job

42

9	Required skills	Label	Text	Display the skills needed to apply
10	Start date	Label	Date time	Start date show the available time the job need recruitment. When the start date is due, status of the job is changed to "Open"
11	End date	Label	Date time	Start date show the available time the job need recruitment. End date is always > Start date When end date is due date, status of the job is changed to "Close"
12	Level	Label	Text	Display Level of the job title need recruited
13	Status	Label	Text	Display status of the job
14	View	Icon	N/A	When click, display view job screen
15	Edit	Icon	N/A	When click, display Edit job screen Hide for Interviewer
16	Delete	Icon	N/A	When click, display Delete popup to confirm Hide for Interviewer

3.11.5 Business Rules

Business Rule ID	Business Rule Description
BRL-11-01	- Recruiter, manager and Admin can view, edit, delete job while interview only can view
BRL-11-02	- The order of the list arranges from the latest to the furthest job that were created
BRL-11-03	All search fields are optional
BRL-11-04	- Job list imported rules: + All the job has been imported with the status "Open" + The system automatically create an ID for a job
BRL-11-05	In case of the number of job is=0, system shows information "No job has been found" In case of the number of job is>0, system shows the below information with description
BRL-11-06	List of job status: • Draft: When the job is created • Open: When the job's start date is due. • Closed: When the job's end date is due
BRL-11-07	Rule to sort: 1st rule: Sort by status in the following order 1. Open 2. Draft 3. Closed 2nd rule: Within each status: Sort by time: by Created date of the Job, from Newest to Oldest

3.12 UC12: Create job

3.12.1 Overview

ID and Name	Create job
Description	This use case allows user to create a job in the system
Actor	Recruiter, Manager, Admin
Trigger	User clicks "add" button in the Job list
Pre-condition	User has logged into system as Recruiter, Manager, Admin
Post-condition	Job is created

3.12.2 Flow of events

3.12.2.1   Basic Flow

Step	Description
1	User clicks "add" button in the Job list

2	System display screen for user to create a new job
3	User enter information and click submit
4	System save the job and set status to Draft
5	The flow ends

3.12.2.2 Alternative flow – Import Job

Step	Description
1	User clicks "add" button in the Job list
2	System display screen for user to create a new job
3	User enter information and click submit
4	System save the job and set status to Draft
5	The flow ends

3.12.3 Mock-up Screen

Pic.11 - The picture shows create job screen

3.12.4 Screen Description

REF	Field Name	Control Type	Data Type	Description
1	Name of module	Label	N/A	Display "Job"
2	Name of sub-module	Breadcrumb	N/A	Display "Job list". When click, go back to job list screen

3	Name of function	Label	N/A	Display "Create job"
4	Job title	Text box	Text	Mandatory. Default to blank User input the job title in textbox
5	Skills	Combo-box	Text	Mandatory. Default to blank. Allow multiple select. Refer to common component for behavior List of values: refer to common component
6	Start date	Textbox	Date	User clicks icon or input date in the textbox, system show small calendar to allow selection Start date >= current date Format: DD/MM/YYYY
7	End date	Textbox	Date	User clicks icon or input date in the textbox, system show small calendar to allow selection End date >= Start date Format: DD/MM/YYYY
8	Salary range From	Textbox	Number	Optional. Allow to enter a value.
9	Salary range To	Textbox	Number	Mandatory. Allow to enter a value.
10	Working address	Textbox	Text	User input working address
11	Benefits	Textbox	Text	Mandatory. Default to blank. Allow multiple select. Refer to common component for behavior List of values: refer to common component
12	Levels	Textbox	Text	Mandatory. Default to blank. Allow multiple select. Refer to common component for behavior List of values: refer to common component
13	Description	Text area	Text	Optional, Allow maximum of 500 characters
14	Submit	Button	N/A	When user clicks on "Submit", system create new job and go back to job list screen with new job - If failed -> Show error message ME015: "Failed to created job" - If succeed, show ME016: "Successfully created job"
15	Cancel	Button	N/A	When click, go back to previous screen

3.12.5 Business Rules

Business Rule ID	Business Rule Description
BRL-12-01	User has to fill in all required field. If not, show error message ME002: "Required field"
BRL-12-02	After created, job status is defaulted to Draft
BRL-12-03	When the start date is due job status is set to Open. Allowing user to create Interview Schedule for the job
BRL-12-04	When the start date is due job status is set to Closed. After a job is closed, do not allow to create Interview Schedule for the job
BRL-12-05	Job Start Date need to be later than current date -> If not, display error message ME017: "Start date must be later than current date"
BRL-12-06	Job End Date need to be later than Start Date -> if not, display error message ME018 "End date must be later than Start date"

3.13 UC13: View job details

3.13.1 Overview

ID and Name	View job details
Description	This use case allows user to view a job in the system
Actor	Recruiter, Manager, Interviewer, Admin

Trigger	User clicks View icon in job list screen
Pre-condition	User login in the system successfully and go to job list
Post-condition	System shows job details

3.13.2 Flow of events
3.13.2.1 Basic Flow

Step	Description
1.	User clicks View icon in job list screen
2.	System display Job details page
3.	The flow ends

3.13.3 Mock-up Screen
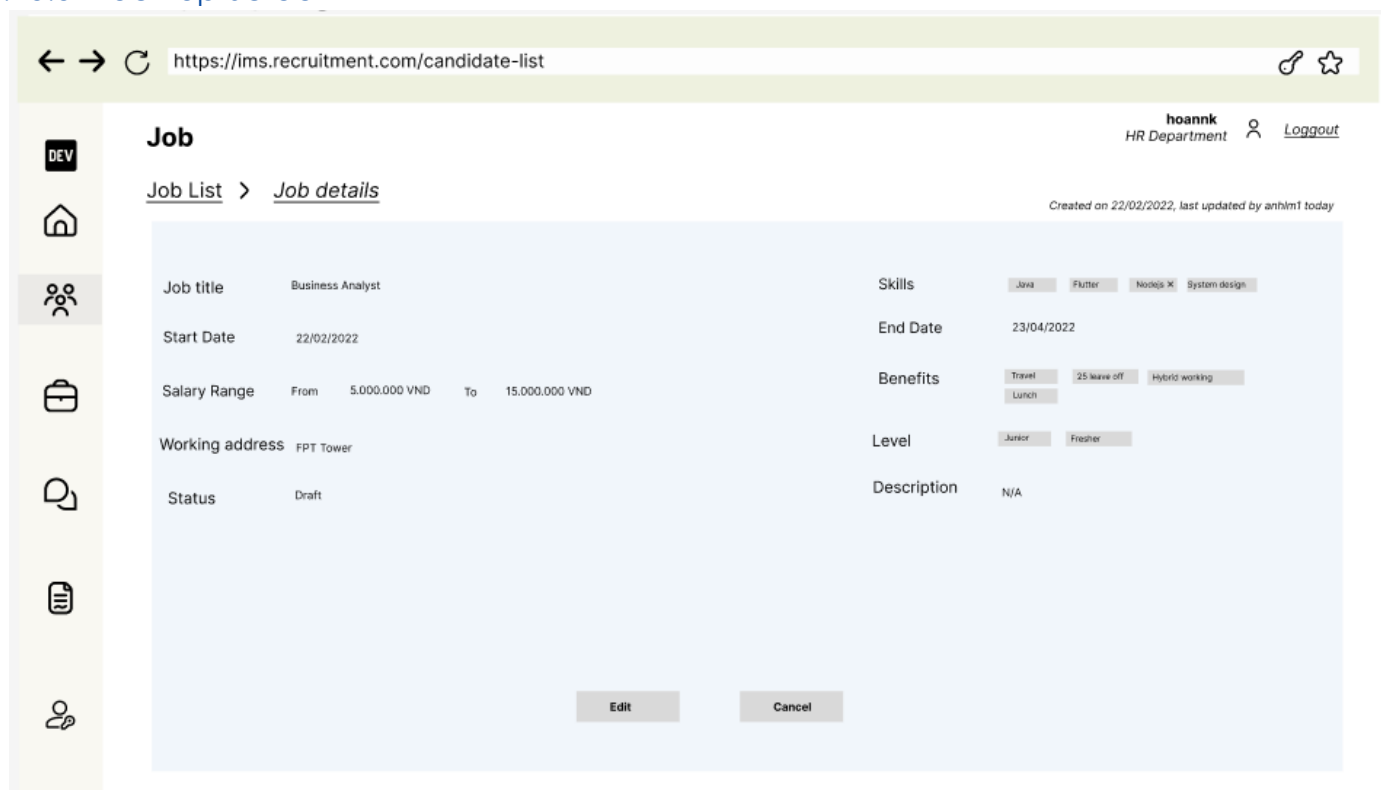
Pic.12.1 – Job details screen – HR, Manager, Admin

Pic.12.2 – Job details screen – Interviewer

3.13.4 Screen Description
3.13.4.1 Job details screen

REF	Field Name	Control Type	Data Type	Description
1	Name of module	Label	N/A	Display "Job"
2	Name of sub-module	Breadcrumb	N/A	Display "Job list". When click, go back to job list screen
3	Name of function	Label	N/A	Display "Job Details"
4	Job title	Label	N/A	Display job title as entered by user.
5	Skills	Label	N/A	Display job skills as entered by user.
6	Start date	Label	N/A	Display Start date of the job as entered by user.
7	End date	Label	N/A	Display End date of the job as entered by user.
8	Salary range From	Label	N/A	Display salary range as entered by user.
9	Salary range To	Label	N/A	Display salary range as entered by user.
8	Working Address	Label	N/A	Display working address as entered by user.
9	Benefits	Label	N/A	Display job benefits as entered by user.
10	Level	Label	N/A	Display level as entered by user.
11	Description	Label	N/A	Display job description as entered by user.
12	Status	Label	N/A	Display status of job. Refer to BRL-9-06
14	Cancel	Button	N/A	When click, go back to previous screen

15	Edit	Button	N/A	When user clicks on "Edit", system shows Edit job screen Not available for Interviewer
16	Created on	Label	N/A	Show the created date If created date = today -> system shows "today" If created date # today -> system shows DD/MM/YYYY
17	Last updated by	Label	N/A	Display the account and the date and time of the update - For last updated account -> display full name - For last updated date: If last updated date = today -> system shows "today" If last updated # today -> system shows DD/MM/YYYY

3.13.5 Business Rules

Business Rule ID	Business Rule Description
BRL-13-01	User as a role interviewer only view job. System do not show "edit" option for this type of user

3.14 UC14: Edit job details

3.14.1 Overview

ID and Name	Edit job details
Description	This use case allows user to update a job in the system
Actor	Recruiter, Manager, Admin
Trigger	User clicks "edit" icon in job list
Pre-condition	User has logged into system as Recruiter, Manager, Admin
Post-condition	System shows Edit job details

3.14.2 Flow of events

3.14.2.1   Basic Flow

Step	Description
1.	User clicks "edit" icon in job list
2.	System shows Edit job details screen
3.	User edit information and submit
4.	The flow ends

3.14.2.2   Alternative Flow – Edit from job detail page

Step	Description
1.	User clicks on button "Edit" in job details screen
2.	Continue from Step 2 in Basic flow

3.14.3 Mock-up Screen

Pic.13 - The picture shows Edit job details screen

3.14.4 Screen Description

REF	Field Name	Control Type	Data Type	Description
1	Name of module	Label	N/A	Show the name of module "Job"
2	Name of sub-module	Breadcrumb	N/A	- Display "Job list" if user goes from Job list screen - Display "View job details" if user from job details screen
3	Name of function	Label	N/A	Show the name of sub-function "Edit job details"
4	Job title	Text box	Text	Display data entered by user, allow to edit
5	Skills	Combo-box	Text	Display data entered by user, allow to edit
6	Start date	Textbox	Date	Display data entered by user, allow to edit
7	End date	Textbox	Date	Display data entered by user, allow to edit
8	Salary range From	Textbox	Number	Display data entered by user, allow to edit
9	Salary range To	Textbox	Number	Display data entered by user, allow to edit
10	Working address	Textbox	Text	Display data entered by user, allow to edit
11	Benefits	Combo-box	Text	Display data entered by user, allow to edit
12	Level	Combo-box	Text	Display data entered by user, allow to edit
13	Status	Label	Text	Display job status, do not allow to edit
14	Submit	Button	N/A	When user clicks on "Submit", system update job and go back to job list screen updated information - If failed -> Show error message ME013: "Failed to updated change"

				- If succeed, show ME014: "Change has been successfully updated"
15	Cancel	Button	N/A	When click, system go back to previous screen
16	Created on	Label	N/A	Show the created date If created date = today -> system shows "today" If created date # today -> system shows DD/MM/YYYY
17	Last updated by	Label	N/A	Display the account and the date and time of the update - For last updated account -> system shows full name of the account - For last updated date: If last updated date = today -> system shows "today" If last updated # today -> system shows DD/MM/YYYY

3.14.5 Business Rules

Business Rule ID	Business Rule Description
BRL-14-01	User has to fill in all required field. If not, show error message: ME002: "Required field"

3.15 UC15: Delete Job

3.15.1 Overview

ID and Name	Delete job
Description	This use case allows user to delete a job in the system
Actor	Recruiter, Manager, Admin
Trigger	User clicks "delete" icon in job list
Pre-condition	User has logged into system as Recruiter, Manager, Admin
Post-condition	Job is deleted from the system

3.15.2 Flow of events

3.15.2.1   Basic Flow

Step	Description
1	User clicks icon "Delete" in the each action of job list
2	System shows Delete job popup
3	User click Yes button to confirm deleting the job
4	The flow ends

3.15.2.2   Exception flow – User cancels the flow

Step	Description
1	At step 3, user clicks No button
2	System closes the pop-up and no changes are made
3	The flow ends

3.15.3 Mock-up Screen
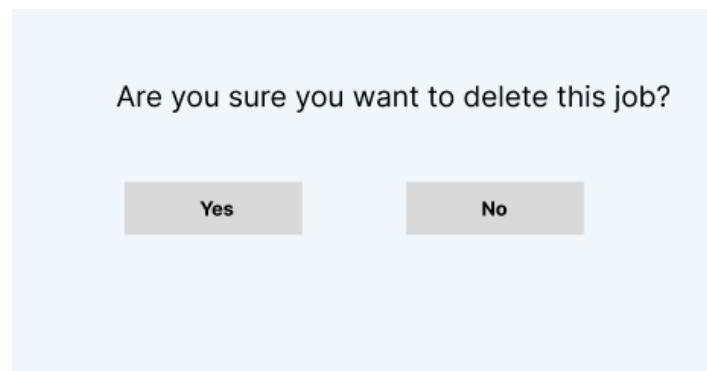
Pic.14 - The picture shows popup Delete job

3.13.4 Screen Description

REF	Field Name	Control Type	Data Type	Description
1	Instruction	Label	Text	Display "Are you sure you want to delete this job?"
2	Yes	Button	Text	- If user click yes and system delete successfully, go back to job list and display ME019 "Successfully delete job" - If delete failed: Display ME020: "Failed to delete job"
3	No	Button	Text	- If user click "No" -> System closes the dialog

3.13.5 Business Rules

Business Rule ID	Business Rule Description
BRL-15-01	Only user with role Recruiter, Manager and Admin can take action Delete

3.16   UC16: View Interview schedule

3.16.1 Overview

ID and Name	View interview schedule list
Description	This use case allows user to view interview schedule list
Actor	Recruiter, Manager, Interviewer, Admin
Trigger	User clicks "Interview" icon on the horizontal left menu bar
Pre-condition	System is available
Post-condition	System shows interview schedule calendar

3.16.2 Flow of events

3.16.2.1   Basic Flow

Step	Description
1	User clicks "Interview" on the horizontal left menu bar
2	System shows interview schedule calendar

3.16.3 Mock-up Screen

Pic.15 – The picture show interview schedule list for admin, manager and recruiter

Pic.25 – The picture show interview schedule for interviewer

3.16.4 Screen Description
3.16.4.1 Interview schedule list / Search section

REF	Field Name	Control Type	Data Type	Description
1	Name of module	Label	N/A	Show the name of module "Interview Schedule"
2	Name of sub-module	Label	N/A	Show the name of sub-module "Interview Schedule list"
3	Search box	Textbox	Text	User input information in the search box to search. Allow to search partial match on all columns in the result table
4	Interviewer	Combo-box	Text	Allow to select an interviewer to search. If blank, search all interviewer
5	Status	Combo-box	Text	Allow to select a status to search. Default to all List of Interview Schedule status: Refer to BRL-16-02
6	Search Button	Button	N/A	Click to start to search. If no data match, show ME008: "No item matches with your search data. Please try again"
7	Add	Icon	N/A	User clicks on icon Add, system shows "Create job", only available for Manager, Recruiter and Admin

3.16.4.2 Interview schedule list

REF	Field Name	Control Type	Data Type	Description
8	Interview title	Label	Text	Interview title show the title of the schedule
9	Candidate	Label	Text	Display candidate's name
10	Interviewer	Label	Text	Display candidate's name
11	Result	Label	Text	Display the interview result: Passed or Failed • If no result yet, display as N/A
12	Schedule	Label	Date time	Display the Schedule time in format: DD/MM/YYYY HH:MM – HH:MM
13	Status	Label	Text	Display the Interview Status: Refer to BRL-16-02
14	Icon view	Button	Icon	When click, display view interview details schedule screen. Available for all roles
15	Icon Edit	Button	Icon	When click, display Edit schedule screen Not available for Interviewer
16	Icon Submit result	Button	Icon	When click, display Submit result screen for interviewer Not available for Manager, HR and Admin

3.16.5 Business Rules

Business Rule ID	Business Rule Description
BRL-16-01	Only user with role Recruiter, Manager and Admin can edit the interview. Interviewer can view and submit result in schedule details
BRL-16-02	There're 4 statuses of the Interview Schedule: - New when the interview schedule is created - Invited: When the reminder is sent to Interviewer - Interviewed when Interviewer has submitted the result for the interview schedule - Cancelled when the Interview is Cancelled

3.17 UC17: Create new interview schedule

3.17.1 Overview

ID and Name	Create new interview schedule
Description	This use case allows user to setup an interview schedule
Actor	Recruiter, Manager, Admin
Trigger	User click Add new button in the interview schedule list
Pre-condition	User has logged into system as Recruiter, Manager, Admin
Post-condition	A new schedule is created

3.17.2 Flow of events

3.17.2.1 Basic Flow

Step	Description
1	User clicks Add new button in the interview schedule list
2	System display screens to create a new schedule
3	User enters information and submit
4	System creates the interview schedule and set status to New
5	The flow ends

3.17.3 Mock-up Screen

Pic.16 - The picture shows create interview schedule screen

3.17.4 Screen Description

REF	Field Name	Control Type	Data Type	Description
1	Name of module	Label	N/A	Display "Interview Schedule"

2	Name of sub-module	Breadcrumb	N/A	Display "Interview Schedule list".
3	Name of function	Label	N/A	Display "New interview schedule"
4	Schedule title	Text box	Text	User input the interview schedule title in textbox
5	Interviewer	Combo-box	Text	Mandatory. Default to blank. Allow multiple select. Refer to common component for behavior List of values: refer to common component
6	Schedule	Textbox	Date	User clicks icon or input date in the textbox, system show small calendar to allow selection Schedule >= current date
7	Schedule From	Textbox	Time	User input hour and minute in the textbox From <= To
8	Schedule To	Textbox	Time	User input hour and minute in the textbox To >= From
9	Job	Combo-box	Text	Mandatory. Default to blank Allow single selection. Refer to common component for behavior. List of value: List of Open Jobs in the system
10	Location	Textbox		User can input a location
11	Recruiter owner	Combo-box	Text	Mandatory. Default to blank Allow single selection. Refer to common component for behavior List of value: List Recruiter's name and account name. E.g. Hoang Tuan Anh (AnhHT7)
12	Meeting ID	Textbox	Text	Optional. Allow to enter Meeting ID
13	Notes	Textbox	Text	Optional. Allow to enter Notes. Maximum of 500 characters
14	Submit	Button	N/A	When user clicks on "Submit", system create new interview schedule and go back to interview schedule list - If failed -> Show error message ME021: "Failed to created interview schedule" - If succeed, show ME022: "Successfully created interview schedule"
15	Cancel	Button	N/A	When click, go back to previous screen

3.17.5 Business Rules

Business Rule ID	Business Rule Description
BRL-17-01	Schedule From Time need to be earlier than Schedule To Time, if not, display error message
BRL-17-02	When a new schedule created - System set status of interview schedule to Open - System set the status of candidate to "Waiting to interview"
BRL-17-03	When creating a new schedule, only load the Job with Open status for user to select

3.18 UC18: View interview schedule details

3.18.1 Overview

Name	View interview schedule details
Description	This use case allows user to view an interview schedule
Actor	Recruiter, Manager, Admin, Interviewer

Trigger	User clicks View in the interview schedule screen
Pre-condition	User has logged into system as Recruiter, Manager, Admin
Post-condition	System shows interview schedule details

3.18.2 Flow of events
3.18.2.1 Basic Flow

Step	Description
6	User clicks on View icon in the interview schedule list
7	System shows interview schedule details
8	The flow ends

3.18.3 Mock-up Screen
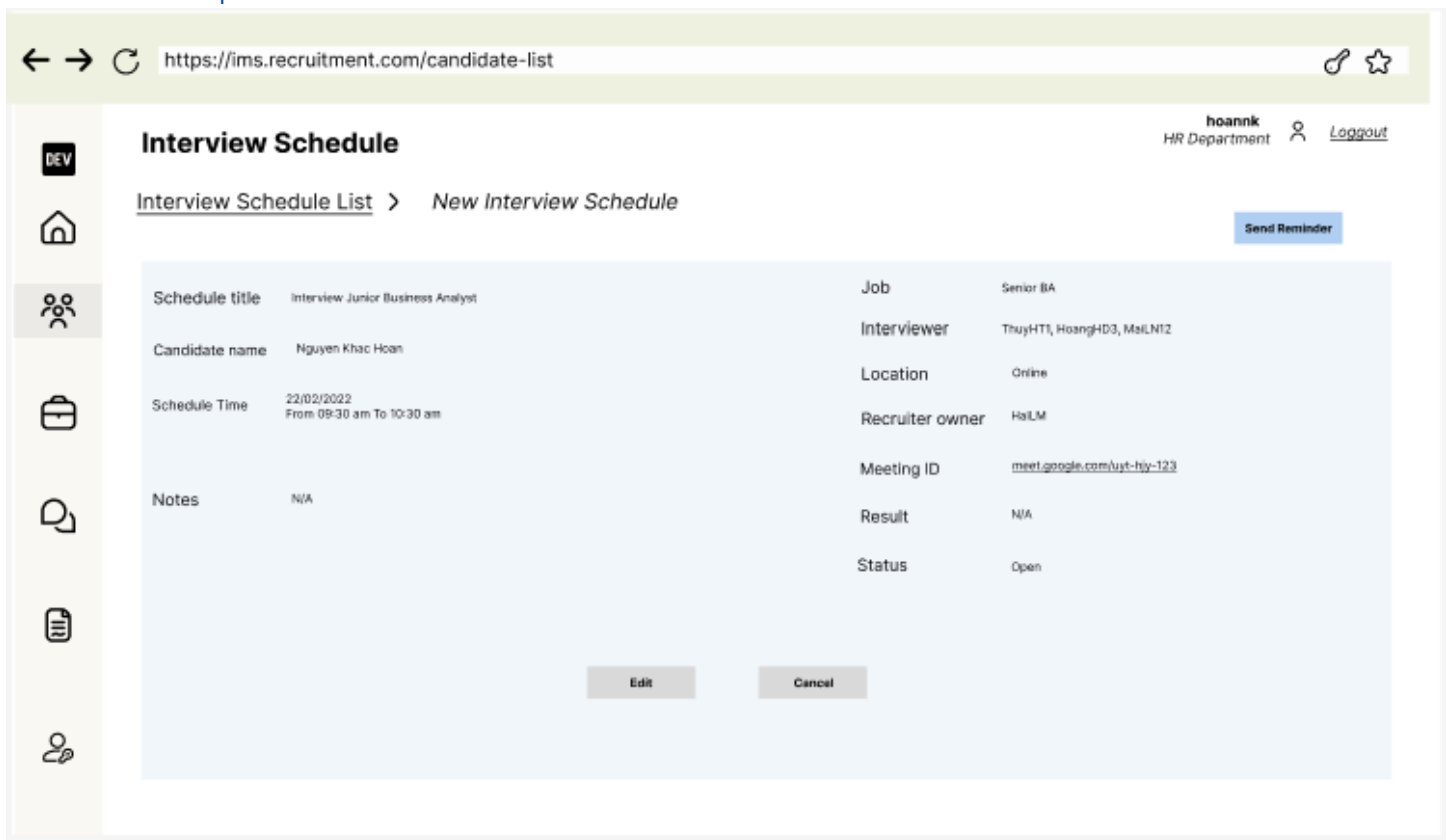
Pic.17.1 - The picture shows interview schedule details screen for Recruiter and Manager
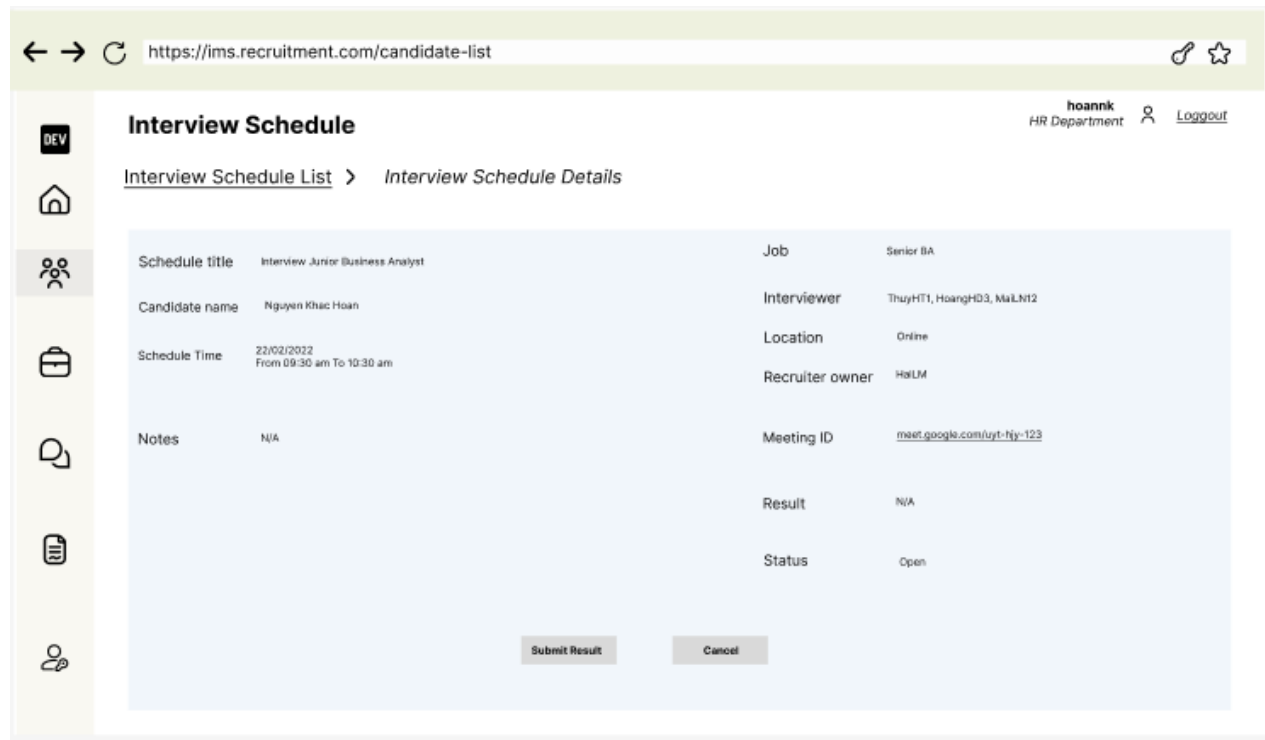
Pic.17.2 - The picture shows interview schedule details screen for Interviewer

3.18.4 Screen Description

REF	Field Name	Control Type	Data Type	Description
1	Name of module	Label	N/A	Show the name of module "interview schedule"
2	Name of sub-module	Breadcrumb	N/A	Show the name of sub-module "Interview schedule list".
3	Name of function	Label	N/A	Show the name of sub-function "interview schedule details"
4	Schedule title	Label	Text	Display schedule title
5	Interviewer	Label	Box	Display interviewers as entered by user
6	Interview Schedule	Label	Date time	Show date and time of interview schedule in format: DD/MM/YYYY From HH:MM To HH:MM
9	Location	Label	Text	Display data entered by user
10	Job	Label	Text	Display data entered by user
11	Recruiter owner	Label	Text	Display data entered by user
13	Notes	Label	Text	Display data entered by user
14	Status	Label	Text	Display Interview Schedule status
16	Results	Label	Text	Display the result entered by Interviewer, if not result yet display "N/A"
18	Edit	Button	N/A	When user clicks button "Edit", system shows Edit interview schedule screen. Trigger UC20 Available for HR, Manager and Admin

19	Cancel	Button	N/A	When click, go back to previous screen
20	Submit result	Button	N/A	Available for Interviewer only. Click to go to Submit result screen to submit. Trigger UC19
21	Created on	Label	N/A	Show the created date If created date = today -> system shows "today" If created date # today -> system shows DD/MM/YYYY
22	Last updated by	Label	N/A	Display the account and the date and time of the update - For last updated account -> system shows full name of the account - For last updated date: If last updated date = today -> system shows "today" If last updated # today -> system shows DD/MM/YYYY
23	Send Reminder	Button	N/A	Click to trigger UC22. Available for HR, Manager and Admin

3.18.5 Business Rules

Business Rule ID	Business Rule Description
N/A	N/A

3.19 UC19: Submit interview result

3.19.1 Overview

ID and Name	Submit interview result
Description	This use case allows interviewer to submit result interview
Actor	Interviewer
Trigger	User clicks Submit result icon in the Interview Schedule list
Pre-condition	User is at Interview Schedule list
Post-condition	System shows interview schedule details to submit result

3.19.2 Flow of events

3.19.2.1   Basic Flow

Step	Description
1	User clicks Submit result icon in the Interview Schedule list
2	System display the screen for user to submit the results

3.19.2.2   Alternative Flow

Step	Description
4	User clicks Submit result button in Interview Schedule Details screen
5	System display the screen for user to submit the results

3.19.3 Mock-up Screen

Pic.18 – The picture shows interview schedule to submit from Interviewer

3.19.4 Screen Description

REF	Field Name	Control Type	Data Type	Description
1	Name of module	Label	N/A	Show the name of module "interview schedule"
2	Name of sub-module	Breadcrumb	N/A	Show the name of sub-module "Interview schedule list".
3	Name of function	Label	N/A	Show the name of sub-function "interview schedule details"
4	Schedule title	Label	Text	Display schedule title
5	Interviewer	Label	Box	Display interviewers as entered by user
6	Interview Schedule	Label	Date time	Show date and time of interview schedule in format: DD/MM/YYYY From HH:MM To HH:MM
9	Location	Label	Text	Display data entered by user. Do not allow to edit
10	Job	Label	Text	Display data entered by user. Do not allow to edit
11	Recruiter owner	Label	Text	Display data entered by user. Do not allow to edit
13	Notes	Label	Text	Display data entered by user. Allow interviewer to edit
14	Status	Label	Text	Display Interview Schedule status. Do not allow to edit
16	Results	Combo-box	Text	Allow interviewer to update. Mandatory. Default to blank 2 options: Passed or Failed.

59

19	Cancel	Button	N/A	When click, go back to previous screen
20	Submit	Button	N/A	When user clicks on "Submit", system saves the interview result - If failed -> Show error message ME013: "Failed to updated change" - If succeed, show ME014: "Change has been successfully updated"
21	Created on	Label	N/A	Show the created date If created date = today -> system shows "today" If created date # today -> system shows DD/MM/YYYY
22	Last updated by	Label	N/A	Display the account and the date and time of the update - For last updated account -> system shows full name of the account - For last updated date: If last updated date = today -> system shows "today" If last updated # today -> system shows DD/MM/YYYY

3.19.5 Business Rules

Business Rule ID	Business Rule Description
BRL-19-01	After the result is updated, system will update the Candidate's status accordingly. - If the Result = Passed, -> Display Candidate's Status to Passed Interview - If the Result = Failed, -> Display Candidate's Status to Failed Interview
BRL-19-02	After the result is updated, system will update the Interview Schedule's status to Closed

3.20 UC20: Edit interview details

3.20.1 Overview

Name	Edit interview schedule details
Description	This use case allows user to update an interview schedule
Actor	Recruiter, Manager, Admin
Trigger	User clicks "edit" icon in Edit interview schedule details
Pre-condition	User has logged into system as Recruiter, Manager, Admin
Post-condition	System shows Edit interview schedule details

3.20.1.1 Basic Flow

Step	Description
1	User clicks Edit icon in the Interview Schedule list
2	System shows interview schedule to edit

3.20.1.2 Alternative Flow

Step	Description
4	User clicks Edit button in Interview Schedule Details screen
5	System display the screen for user to edit

3.20.2 Mock-up Screen

Pic.19 - The picture shows Edit interview schedule screen for manager and recruiter

3.20.3 Screen Description
3.20.3.1   Edit Interview Schedule

REF	Field Name	Control Type	Data Type	Description
1	Name of module	Label	N/A	Display "Interview schedule"
2	Name of sub-module	Breadcrumb	N/A	- Display "Interview schedule list" if user goes from Interview schedule list screen - Display "View Interview schedule details" if user When user click on "View Interview schedule details", system shows back to Interview schedule details screen
3	Name of function	Label	N/A	Display "Edit Interview schedule details"
4	Schedule title	Textbox	Text	User input the interview schedule title in textbox
5	Interviewer	Combo-box	Text	Display data entered by user, allow to edit
6	Schedule	Textbox	Date	Display data entered by user, allow to edit
8	Schedule From	Textbox	Time	Display data entered by user, allow to edit
9	Schedule To	Textbox	Time	Display data entered by user, allow to edit
10	Location	Textbox	Text	Display data entered by user, allow to edit
11	Recruiter owner	Combobox	Text	Display data entered by user, allow to edit
12	Assign me	Button link	Text	User clicks on "Assign me", system automatically fill the account of current user on the upper combo-box
13	Status	Label	Text	Display the status, do not allow to edit

14	Results	Label	Text	Display data entered by user, allow to edit
15	Submit	Button	N/A	When user clicks on "Submit" to submit the change - If failed -> Show error message ME013: "Failed to updated change" - If succeed, show ME014: "Change has been successfully updated"
16	Cancel	Button	N/A	When click, go back to previous screen
17	Cancel Schedule	Button	N/A	Click to cancel he schedule, trigger UC21

3.20.4 Business Rules

Business Rule ID	Business Rule Description
BRL-20-01	- User has to fill in all required field. If not, show error message ME002: "Required field"
BRL-20-03	When edit a schedule, only load the Job with Open status for user to select

3.21 UC21: Cancel interview schedule

3.21.1 Overview

ID and Name	Cancel interview schedule
Description	This use case allow user to cancel the interview schedule
Actor	Recruiter, Manager, Admin
Trigger	User clicks Cancel Schedule in Edit interview schedule details screen
Pre-condition	User has logged into system as Recruiter, Manager, Admin
Post-condition	The interview schedule status is updated to Cancelled Candidate's status is updated to Cancelled Interview

3.21.2 Flow of events

3.12.2.1 Basic Flow

Step	Description
1	User clicks Cancel Schedule in Edit interview schedule details screen
2	System display confirmation dialog for user to confirm
3	User click Yes to confirm
4	System update interview schedule status to Cancelled
5	Candidate's status is updated to Cancelled Interview

3.12.2.2 Exception Flow – User cancels the flow

Step	Description
1	At step 3, user click No button
2	System closes the dialog and no changes are made
3	The flow ends

3.21.3 Mock-up Screen

Pic.20 - The picture shows popup to Cancel interview

3.21.4 Screen Description
3.21.4.1   Cancel Interview Pop-up

REF	Field Name	Control Type	Data Type	Description
1	Instruction	Label	Text	Display "Are you sure you want to cancel this interview?"
2	Yes	Button	Text	- If user click yes and system update interview status to Cancelled
3	No	Button	Text	- If user click "No" -> closes the dialog

3.21.5 Business Rules

Business Rule ID	Business Rule Description
BRL-21-01	Only user with role Recruiter, Manager and Admin can take action Cancel Interview
BRL-21-02	Interview can only be cancelled if the status is Open If the Interview's status is Closed, hide the button.
BRL-21-03	If the interview is cancelled, system will not sent Reminder to interviewer

3.22 UC22: Reminder for upcoming schedule
3.22.1 Overview

ID and Name	Reminder for upcoming schedule
Description	This use case allows user to receive the Interview reminder notification from the system
Actor	Interviewer
Trigger	The due date has been reached
Pre-condition	User has upcoming interview schedule
Post-condition	A reminder email is automatically sent to user

3.22.2 Flow of events
#### 3.22.2.1   Basic Flow

Step	Description
1	Interviewer has upcoming interview schedule and the due date has been reached
2	System sends an email reminder to user (EM01) and update Interview's Status to Invited
3	Interviewer clicks on the link in email

4	System shows interview details

3.22.2.2   Alternative flow – Admin, HR, Manager click Send Reminder button in Interview Schedule detail page

Step	Description
1	Admin, HR, Manager click Send Reminder button in Interview Schedule detail page
2	System sends an email reminder all of the interviewers in the schedule (EM01) and update Interview's Status to Invited
3	Interviewer clicks on the link in email
4	System shows interview details

3.22.3 Mock-up Screen
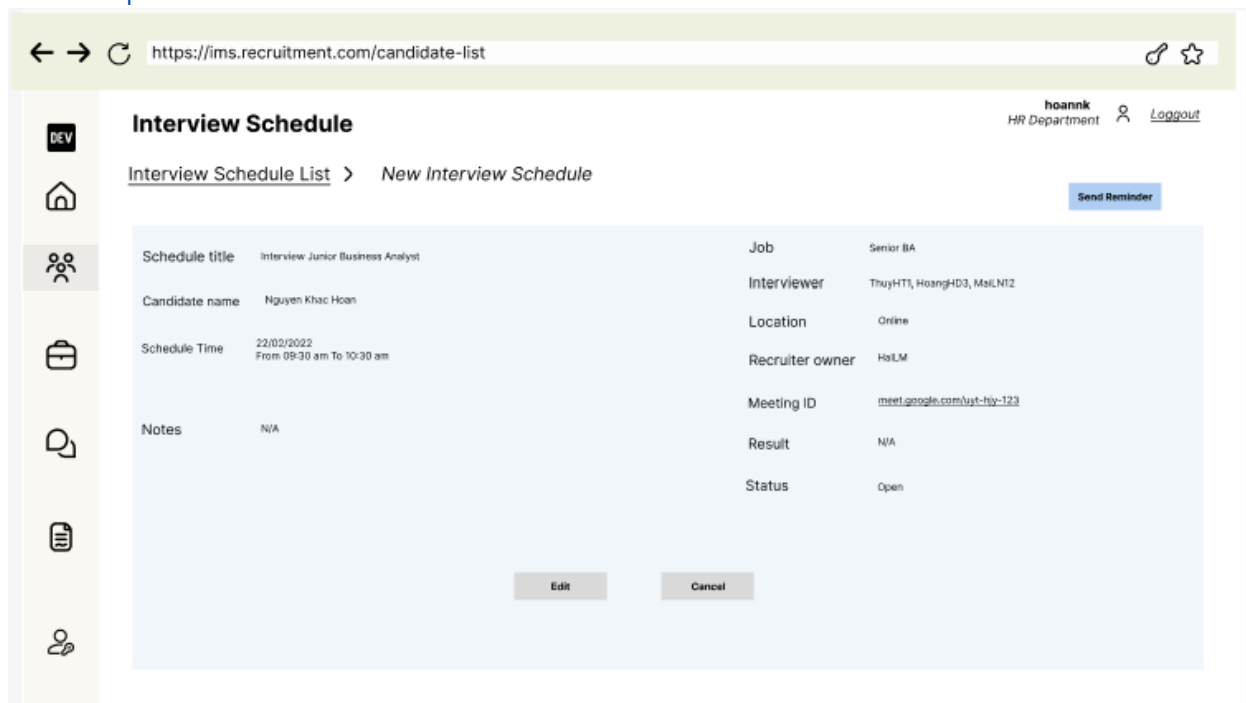
Pic 21. Send reminder button

3.22.4 Screen Description

3.22.4.1   Send Reminder button

REF	Field Name	Control Type	Data Type	Description
1	Send Reminder	Button	Text	Click to send the reminder email to Interviewer

3.22.5 Business Rules

Business Rule ID	Business Rule Description
BRL-22-01	- The system auto send reminder for a single interview schedule to interviewer at 08:00 A.M
BRL-22-02	- When user clicks on the URL in the email, if user login before, system shows offer details UC role interviewer. If not yet login, system shows login screen, after login, it is navigated to offer details screen

3.23 UC23: View Offer List
3.23.1 Overview

ID and Name	View offer list
Description	This use case allows user to view offer list in the system
Actor	Recruiter, Manager, Admin
Trigger	User select "Offer" on left menu bar
Pre-condition	User has logged in as Recruiter, Manager or Admin
Post-condition	System shows offer list screen

3.23.2 Flow of events
3.23.2.1   Basic Flow

Step	Description
1	User select "Offer" on left menu bar
2	System shows offer list
3	The flow ends

3.23.3 Mock-up Screen
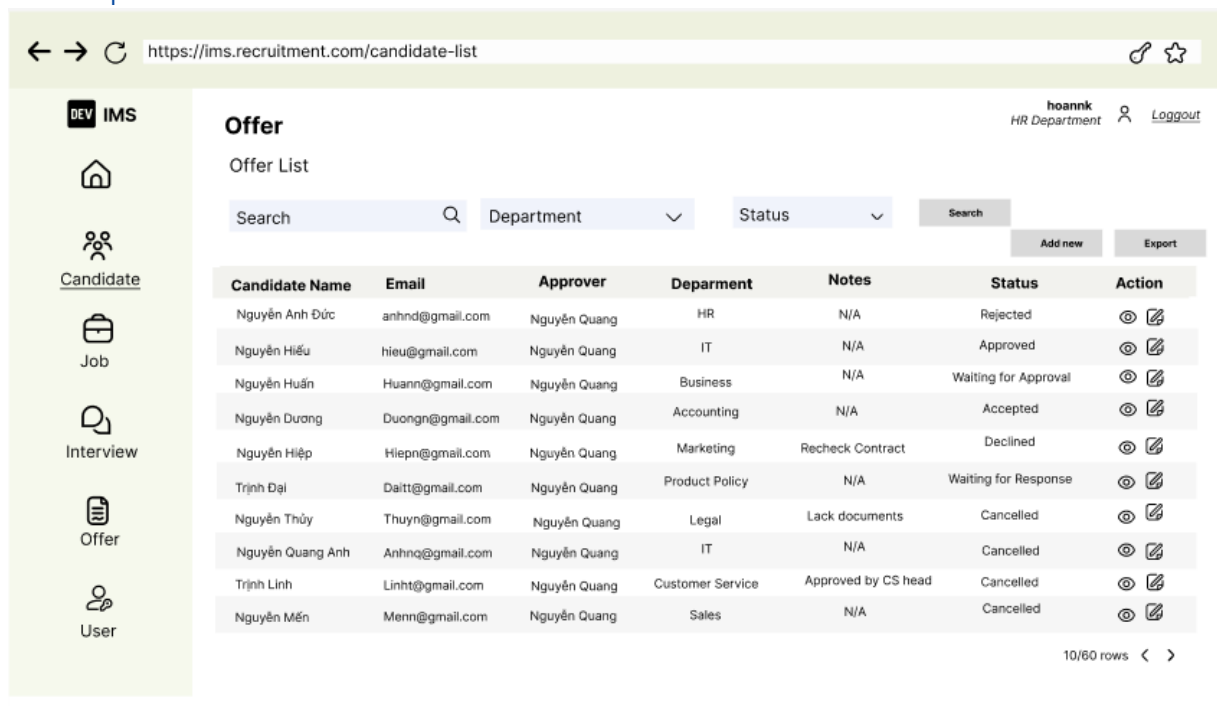
Pic.22 - The picture shows offer list

3.23.4 Screen Description
3.23.4.1   Offer List

REF	Field Name	Control Type	Data Type	Description
1	Name of module	Label	N/A	Show the name of module "Offer"
2	Name of sub-module	Label	N/A	Show the name of sub-module "Offer list"
3	Search box	Textbox	Text	User input information in the search box to search
4	Department	Combo-box	Text	User select department to search. Display dropdown list of department in order from A-Z List of department: Refer to Common Component

5	Candidate Status	Combo-box	Text	User select a candidate status to search. List of status: Refer to BRL-5-04
6	Search button	Button	N/A	Click to start to search. If no data match, show ME008: "No item matches with your search data. Please try again"
7	Add	Button	N/A	Click to create a new offer. Trigger UC24.
8	Export	Button	N/A	Click to export open the Export dialog. Trigger UC31
9	Candidate name	Column in table	N/A	Display Candidate name
10	Email	Column in table	N/A	Display Candidate's email
11	Approved by	Column in table	N/A	Display manager who approve the offer. If not available, display N/A
12	Department	Column in table	N/A	Display department of the offer
14	Notes	Column in table	N/A	Display notes of the offer by recruiter
15	Status	Column in table	N/A	Display status of the offer. Refer to BRL-22-07
16	Icon view	Icon button	N/A	When click, display View offer details screen
17	Icon Edit	Icon button	N/A	When click, display Edit offer screen

3.23.5 Business Rules

Business Rule ID	Business Rule Description
BRL-23-01	Interviewer is not allowed to view this module on the system. Left menu is hidden completely
BRL-23-02	List of offer status 1. Waiting for approval: When the offer is created 2. Approved offer: When Manager or Admin approves the offer 3. Rejected offer: When Manager or Admin rejects the offer 4. Waiting for response: When the offer is sent and waiting candidate to response 5. Accepted offer: When candidate accepts the offer 6. Declined offer: When candidate declines the offer 7. Cancelled: When the offer is cancelled

3.24 UC24: Create new offer

3.24.1 Overview

Name	Create new offer
Description	This use case allows user to create an offer in the system
Actor	Recruiter, Manager, Admin
Trigger	User click on Add button in the Offer List
Pre-condition	User has logged in as Recruiter, Manager or Admin
Post-condition	Offer is created in the system

3.24.2 Flow of events

3.24.2.1   Basic Flow

Step	Description
1	User click on Add button in the Offer List
2	System display Create Offer screen

3	User enters information and submits
4	System saves the offer and set status to Waiting for Approval

3.24.3 Mock-up Screen

Pic.23 - The picture shows create offer screen

3.24.4 Screen Description

REF	Field Name	Control Type	Data Type	Description
1	Name of module	Label	N/A	Show the name of module "Offer"
2	Name of sub-module	Breadcrumb	N/A	Show the name of sub-module "Offer list". When user click on "Offer list", system shows back to Offer list screen
3	Name of function	Label	N/A	Show the name of sub-function "Create offer"
4	Candidate	Combo-box	Text	Mandatory. Allow to select a Candidate Name List of values will not include the full name of the candidate that has been Banned (Candidate status = Banned)
5	Position	Combo-box	Text	Mandatory. Allow to select a Position List of values: Refer to Common Component
6	Approved by	Combo-box	Text	Mandatory. Allow to select the manager name List of values: List of full name of user with Manager roles
8	Interview Info	Label	Text	Allow to select the Interview Schedule title. After the Interview Schedule is selected, display <Interview Schedule><List of interviewers>

67

9	Interview notes	Label	Text	Default to blank. After the interview schedule is selected, display the notes of the interview schedule
10	Contract type	Combo-box	Text	Mandatory. Allow to select one Contract type. List of values: Refer to Common Component
11	Level	Combo-box	Text	Mandatory. Allow to select one Level List of values: Refer to Common Component
12	Department	Combo-box	Text	Mandatory. Allow to select one Department List of values: Refer to Common Component
13	Recruiter owner	Combo-box	Text	Mandatory. Default to blank Allow single selection. Refer to common component for behavior List of value: List Recruiter's name and account name. E.g. Hoang Tuan Anh (AnhHT7)
14	Assign me	Button link	Icon	User clicks on "Assign me", system automatically fill the account of current user on the upper combo-box
15	Due date	Icon with textbox	Date	When user clicks on calendar icon or input value, system show small calendar allowing user to pick a date Due date >= current date
16	Contract Period From	Icon with textbox	Date	User can select start date of the contract
17	Contract Period To	Icon with textbox	Date	User can select end date of the contract End Date must be later than Start Date
18	Basic salary	Textbox	Number	Mandatory. Allow to input basic salary
19	Note	Text Area	Text	Allow to enter note. Maximum of 500 characters
20	Submit	Button	N/A	When user clicks on "Submit", system create new offer and go back to offer list screen - If failed, show message ME023 "Failed to created offer" - If succeed, show ME024: "Sucessfully created offer"
21	Cancel	Button	N/A	When click, go back to previous screen

3.24.5 Business Rules

Business Rule ID	Business Rule Description
BRL-24-01	After the offer is created, system sets offer status to Waiting for Approval
BRL-24-02	After the offer is created, system sets the Candidate's status to Waiting for Approval

3.25 UC25: Edit offer
3.25.1 Overview

Name	Edit offer
Description	This use case allows user to edit offer in the system
Actor	Recruiter, Manager, Admin
Trigger	User clicks on icon "edit" in the offer list
Pre-condition	User has logged into system as Recruiter, Manager, Admin
Post-condition	Offer is updated

3.25.2 Flow of events
3.25.2.1   Basic Flow

Step	Description
1.	User click icon "edit" in the action table

2.	System show edit offer screen
3.	User updates the offer information and submit
4.	System saves the changes
5.	The flow ends

3.25.2.2 Alternative Flow

Step	Description
1.	User clicks on "edit" button on details screen
2.	System shows edit offer screen
3.	Continue from step 3 in the basic flow

3.25.3 Mock-up Screen

Pic.24 - The picture shows edit offer screen

3.25.4 Screen Description

REF	Field Name	Control Type	Data Type	Description
1	Name of module	Label	N/A	Show the name of module "Offer"
2	Name of sub-module	Breadcrumb	N/A	Show the name of sub-module "Offer list". When user click on "Offer list", system shows back to Offer list screen
3	Name of function	Label	N/A	Show the name of sub-function "Edit offer"
4	Candidate	Combo-box	Text	Display data entered by user, allow to edit

69

5	Position	Combo-box	Text	Display data entered by user, allow to edit
6	Approved by	Combo-box	Text	Display data entered by user, allow to edit
8	Status	Label	Text	Display the status of the offer. Do not allow to edit
9	Interview Info	Label	Text	Display <Interview Schedule><List of interviewers>, allow to edit by selecting another Interview Schedule
10	Interview notes	Label	Text	Display the notes of the interview schedule, do not allow to edit
11	Contract type	Combo-box	Text	Display data entered by user, allow to edit
12	Level	Combo-box	Text	Display data entered by user, allow to edit
13	Department	Combo-box	Text	Display data entered by user, allow to edit
14	Recruiter owner	Combo-box	Text	Display data entered by user, allow to edit
15	Assign me	Button link	Icon	If this offer already assigned for current user, system do not show button link "assign me" User clicks on "Assign me", system automatically fill the account of current user on the upper combo-box
16	Due date	Icon with textbox	Date	Display data entered by user, allow to edit
17	Notes	Textbox	Text	Display data entered by user, allow to edit
18	Contract Period From	Icon with textbox	Date	Display data entered by user, allow to edit
19	Contract Period To	Icon with textbox	Date	Display data entered by user, allow to edit
20	Basic salary	Textbox	Number	Display data entered by user, allow to edit
21	Submit	Button	N/A	When user clicks on Submit, system update the offer and go back to offer list screen - If failed -> Show error message ME013 "Failed to updated change" - If succeed, show success message ME014: "Change has been successfully updated"
22	Cancel	Button	N/A	When click, go back to previous screen

3.25.5 Business Rules

Business Rule ID	Business Rule Description
BRL-25-01	If manager already take action Approve/ Reject the offer, button "Edit" will be disable on recruiter screen

3.26   UC26: View offer details

3.26.1 Overview

Name	View offer details
Description	This use case allows user to view offer details in the system
Actor	Recruiter, Manager, Admin
Trigger	User click View icon on offer list screen
Pre-condition	User has logged in as Recruiter, Manager, or Admin
Post-condition	System shows offer details screen

3.26.2 Flow of events

3.26.2.1   Basic Flow for role Recruiter

Step	Description

1.	User click View icon on the action of grid-view table
2.	System show offer details screen

3.26.3 Mock-up Screen

Pic.25 – The picture shows offer details

3.26.4 Screen Description

REF	Field Name	Control Type	Data Type	Description
1	Name of module	Label	N/A	Show the name of module "Offer"
2	Name of sub-module	Breadcrumb	N/A	Show the name of sub-module "Offer list". When user click on "Offer list", system shows back to Offer list screen
4	Candidate	Label	Text	Display candidate name
5	Position	Label	Text	Display position
6	Approved by	Label	Text	Display <manager account>
7	Status	Label	Text	Display status of the candidate in the system.
8	Interview Info	Label	Text	Display <Interview Schedule><List of interviewers>
9	Contract Period From	Label	Text	Display the data entered by user
10	Contract Period To	Label	Text	Display the data entered by user
11	Interview notes	Label	Text	Display the notes of the interview schedule
12	Contract type	Label	Text	Display the selected contract type
13	Level	Label	Text	Display the selected level

71

14	Department	Label	Text	Display the selected department
15	Recruiter owner	Label	Text	Display the data entered by user
16	Due date	Label	Date time	Display the data entered by user
17	Basic salary	Label	Number	Display the data entered by user
18	Notes	Label	Text	Display the data entered by user
19	Created on	Label	N/A	Show the created date If created date = today -> system shows "today" If created date # today -> system shows DD/MM/YYYY
20	Last updated by	Label	N/A	Display the account and the date and time of the update - For last updated account -> system shows full name of the account - For last updated date: If last updated date = today -> system shows "today" If last updated # today -> system shows DD/MM/YYYY
21	Edit	Button	N/A	When recruiter clicks on "Edit", system go to "Edit offer" screen. Trigger UC25. Rule to display: Refer to business rules BRL-26-01
22	Cancel	Button	N/A	When click, go back to previous screen
23	Cancel Offer	Button	N/A	Trigger UC29. Rule to display: Refer to business rules BRL-26-01
24	Approve	Button	N/A	Trigger UC27. Rule to display: Refer to business rules BRL-26-01
25	Reject	Button	N/A	Trigger UC27. Rule to display: Refer to business rules BRL-26-01
26	Mark as sent to candidate	Button	N/A	Trigger UC28. Rule to display: Refer to business rules BRL-26-01
27	Accepted Offer	Button	N/A	Trigger UC28. Rule to display: Refer to business rules BRL-26-01
28	Declined Offer	Button	N/A	Trigger UC28. Rule to display: Refer to business rules BRL-26-01

3.26.5 Business Rules

Business Rule ID	Business Rule Description			
BRL-26-01	Rule to display buttons in Offer details screen based on status:			
	No.	Offer Status	Button to display	Roles
	1	Waiting for Approval	Edit button	Recruiter, HR Manager, Admin
			Approve button	HR Manager, Admin
			Reject button	HR Manager, Admin
			Cancel Offer	Recruiter, HR Manager, Admin
	2	Approved	Mark as sent to candidate	Recruiter, HR Manager, Admin
			Cancel Offer	Recruiter, HR Manager, Admin
	3	Rejected	No buttons	N/A
	4		Accepted Offer	Recruiter, HR Manager, Admin

		Waiting for Response	Declined Offer	Recruiter, HR Manager, Admin
			Cancel Offer	Recruiter, HR Manager, Admin
	5	Accepted offer	Cancel Offer	Recruiter, HR Manager, Admin
	6	Declined Offer	No buttons	N/A
	7	Cancelled	No buttons	N/A

3.27 UC27: Approve/ Reject offer

3.27.1 Overview

ID and Name	Approve/ reject offer
Description	This use case allows user to approve/ reject offer in the system
Actor	Manager and Admin
Trigger	User clicks on Accept button in the Offer detail screen
Pre-condition	User has logged into system as Manager or Admin
Post-condition	Offer is Approved and Candidate's status is changed to Approved Offer

3.27.2 Flow of events

3.27.2.1 Basic Flow – Manager Approves offer

Step	Description
1	Manager clicks on Accept button in the Offer detail screen
2	System sets offer's status to Approved
3	System sets candidate's status to Approved Offer
4	The flows end

3.27.2.2 Alternative Flow – Manager Rejects offer

Step	Description
1	Manager clicks on Reject button in the Offer detail screen
2	System sets offer's status to Rejected
3	System sets candidate's status to Rejected Offer
4	The flows end

3.27.3 Mock-up Screen

Pic.26 – The picture shows offer details for manager to take action approve/reject

3.27.4 Screen Description

REF	Field Name	Control Type	Data Type	Description
1	Approve	Button	N/A	Click to Approve the Offer
2	Reject	Button	N/A	Click to Reject the Offer

3.27.5 Business Rules

Business Rule ID	Business Rule Description
BRL-27-01	Only Manager and Admin Can Approve/Reject Offer. Buttons only display when offer status is waiting for Approval. Buttons only display in View Offer details screen and not in Edit Offer screen
BRL-27-02	If status marked as <approved offer>, Recruiter cannot edit offer details, button edit is disable If status marked as <rejected offer>, no more action can be taken on the offer. Recruiter will need to create another offer and submit for approval

3.28 UC28: Update offer status from Candidate

3.28.1 Overview

ID and Name	Update offer status from Candidate
Description	This use case allow user to update offer status on behalf of the Candidate after the offer is sent to the candidate
Actor	Recruiter, Manager, Admin
Trigger	User clicks on "Mark offer as sent to candidate" button in the Offer detail screen
Pre-condition	User has logged into system as Recruiter, Manager, Admin
Post-condition	Offer status and Candidate status is updated accordingly

3.28.2 Flow of events

3.28.2.1 Basic Flow – Marks the offer as sent to candidate

Step	Description
1	User clicks on "Mark offer as sent to candidate" button in the Offer detail screen
2	System sets offer's status to Waiting for Response
3	System sets candidate's status to Waiting for Response
4	The flows end

3.28.2.2 Alternative Flow 1 – Mark offer as Accepted by Candidate

Step	Description
1	Manager clicks on Accepted Offer button in the Offer detail screen
2	System sets offer's status to Accepted
3	System sets candidate's status to Accepted Offer
4	The flows end

3.28.2.3 Alternative Flow 2 – Mark offer as Declined by Candidate

Step	Description
1	Manager clicks on Declined Offer button in the Offer detail screen
2	System sets offer's status to Declined
3	System sets candidate's status to Declined Offer
4	The flows end

3.28.3 Mock-up Screen

Pic.27.1 – The picture shows offer details for user to Mark offer as sent to Candidate

Pic.27.2 – The picture shows offer details for user to mark offer as Accepted or Declined by Candidate

3.28.4 Screen Description

REF	Field Name	Control Type	Data Type	Description
1	Mark as sent to candidate	Button	N/A	Click to change offer status to "Waiting for response". Refer to BRL-26-01 for rule to display
2	Accepted Offer	Button	N/A	Click to change offer status to "Accepted Offer" Refer to BRL-26-01 for rule to display
3	Declined Offer	Button	N/A	Click to change offer status to "Declined Offer" Refer to BRL-26-01 for rule to display

3.28.5 Business Rules

Business Rule ID	Business Rule Description
BRL-28-01	Recruiter will send the offer to candidate outside of the system. They will need to click "Mark as sent to candidate" after the offer has been sent.
BRL-28-02	Once the feedback is received from the candidate, recruiter will need to go to Offer details screen and marked the offer as Accepted or Declined by candidate.
BRL-28-03	These action is also available for Admin and HR Manager
BRL-28-04	Candidate's statuses will be updated accordingly as specified in the flows.

3.29 UC29: Cancel offer

3.29.1 Overview

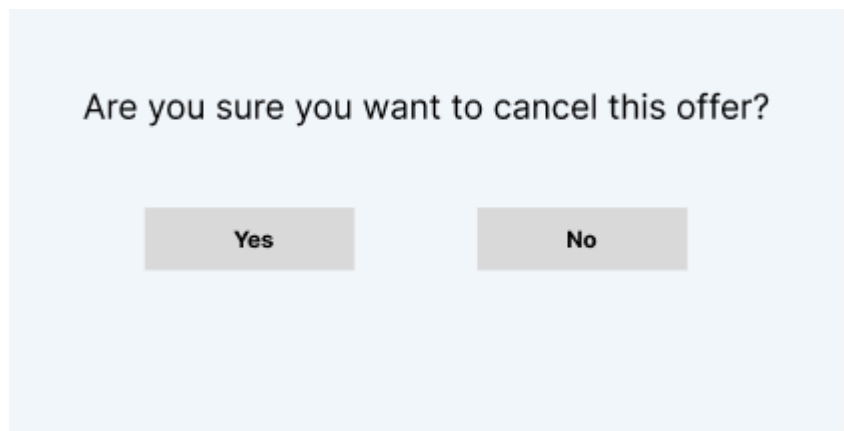| ID and Name	Cancel offer
Description	This use case allow user to cancel offer
Actor	Recruiter, Manager, Admin
Trigger	User clicks Cancel Offer in Offer details screen
Pre-condition	User has logged into system as Recruiter, Manager, Admin
Post-condition	The interview schedule status is updated to Cancelled and candidate status is updated to Cancelled Offer

3.29.2 Flow of events

3.12.2.1   Basic Flow

Step	Description
1	User clicks Cancel Offer in Offer details screen
2	System display confirmation dialog for user to confirm
3	User click Yes to confirm
4	System update Offer status to Cancelled
5	System update candidate status to Cancelled Offer

3.12.2.2   Exception Flow – User cancels the flow

Step	Description
1	At step 3, user click No button
2	System closes the dialog and no changes are made
3	The flow ends

3.29.3 Mock-up Screen

Pic29 - The picture shows popup to Cancel Offer

3.29.4 Screen Description

3.29.4.1 Cancel Interview Pop-up

REF	Field Name	Control Type	Data Type	Description
1	Instruction	Label	Text	Display "Are you sure you want to cancel this offer?"
2	Yes	Button	Text	- If user click yes and system update interview status to Cancelled
3	No	Button	Text	- If user click "No" -> closes the dialog

3.29.5 Business Rules

Business Rule ID	Business Rule Description
BRL-29-01	Recruiter, Manager and Admin can cancel offer at any time, even if candidate has accepted the offer
BRL-29-02	After the offer is cancelled, no more action can be taken on the offer (including edit).

3.30 UC30: Reminder to take action on the offer

3.30.1 Overview

ID and Name	Reminder to take action on the offer
Description	Reminder to take action on the offer
Actor	Manager
Trigger	The due date has been reached
Pre-condition	Manager has offer to review
Post-condition	A reminder email is sent to user

3.30.2 Flow of events

3.30.2.1 Basic Flow

Step	Description
1	User has offer to review and the due date has been reached
2	System sends an email reminder to user (EM02)
3	User clicks on the link in email
4	System shows offer details

3.30.3 Mock-up Screen
N/A

3.30.4 Screen Description
N/A

3.30.5 Business Rules

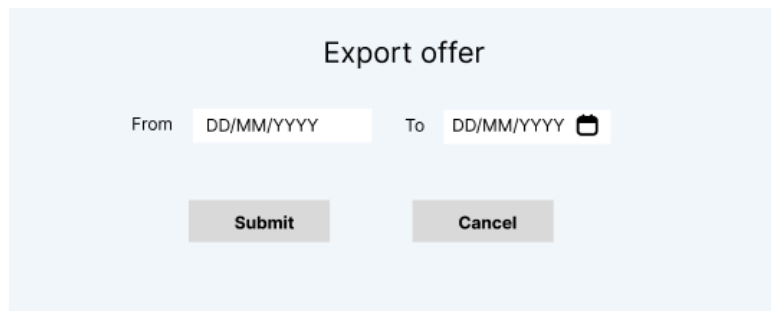| Business Rule ID	Business Rule Description
BRL-30-01	- The system auto send reminder for a <waiting for offer approval> status to manager every day at 08:00 A.M
BRL-30-02	- When user clicks on the URL, if user login before, system shows Approve/ Reject offer UC. If not yet login, system shows login screen, after login, it is navigated to Approve/ Reject offer screen

3.31 UC31: Export offer

3.31.1 Overview

ID and Name	Export offer
Description	This use case allow user to Export the list of offer
Actor	Recruiter, Manager, Admin
Trigger	User clicks "Export" button in the Offer List
Pre-condition	User has logged into system as Recruiter, Manager, Admin
Post-condition	List of offer can be exported

3.31.2 Flow of events

3.12.2.1 Basic Flow

Step	Description
1	User clicks "Export" button in the Offer List
2	System display dialog
3	User enter From and To date to export
4	System generate the excel file and automatically downloads to user's device
5	The flow ends

3.31.3 Mock-up Screen

Pic 30 – Popup export offer

3.31.4 Screen Description

3.31.4.1 Export offer Pop-up

REF	Field Name	Control Type	Data Type	Description
1	Title	Label	Text	Display "Export"
2	From	Text box	Date	Allow to enter a date. Mandatory field
3	To	Text box	Date	Allow to enter a date. Mandatory field.
4	Submit	Button	Text	When user click "submit", system download data as selected date with the template Excel. If there is no data in the selected date, system show message ME025: "No offer on the selected date"

| 5 | Cancel | Button | Text | - When user clicks "Cancel", system back to offer list |

3.31.5 Business Rules

Business Rule ID	Business Rule Description
BRL-31-01	- From Date needs to be earlier than To date
BRL-31-02	- For exporting file, system automatically generate an excel file and download to user's device -> File name format: "Offerlist-<FromDate>_<ToDate>

3.32   UC32: View user list

3.32.1 Overview

ID and Name	View user list
Description	This use case allows admin to view list of users
Actor	Admin
Trigger	Admin clicks on User link on left menu
Pre-condition	Admin has logged in
Post-condition	Admin can view the list of user

3.32.2 Flow of events

3.32.2.1   Basic Flow

Step	Description
1	Admin login in the system successfully
2	User clicks "User" on the horizontal left menu bar
3	System shows user list

3.32.3 Mock-up Screen

Pic.31 – User List

3.32.4 Screen Description

RE F	Field Name	Control Type	Data Type	Description
1	Name of module	Label	N/A	Show the name of module "User Management"
2	Name of sub-module	Label	N/A	Show the name of sub-function "User List"
3	Search box	Textbox	Text	User input information in the search box to search
4	Role	Combo-box	Text	User select role to search. List of role: Admin, Recruiter, Manager, Interviewer
6	Add	Icon	N/A	User clicks on icon Add, system shows "Create user",
8	User name	Column in table	Text	Display username
9	Email	Column in table	Text	Display email
10	Phone number	Column in table	Text	Display Phone number
11	Role	Column in table	Text	Display role
12	Status	Column in table	Text	Display status of the user
13	Icon view	Icon button	N/A	When click, display User details screen
14	Icon Edit	Icon button	N/A	When click, display Edit user screen

3.32.5 Business Rules

Business Rule ID	Business Rule Description
BRL-32-01	Only admin can view user list
BRL-32-02	List of user status: - Active - Inactive
BRL-32-03	List of roles are fixed - Admin - Recruiter - Interviewer - Manager

3.33 UC33: Create new user account

3.33.1 Overview

Name	Create new user account
Description	This use case allows admin to create new user
Actor	Admin
Trigger	User clicks on button to create new user
Pre-condition	User has logged in as Admin
Post-condition	New account is created

3.33.2 Flow of events

3.33.2.1   Basic Flow

Step	Description
1	Admin go to User list

2	User click icon "Add" in the User list
3	System show Create user screen
4	User enter information and click submit
5	System create new user account and send email (EM03) to user

3.33.3 Mock-up Screen

Pic.32 – Create user

3.33.4 Screen Description

REF	Field Name	Control Type	Data Type	Description
1	Name of module	Label	N/A	Display "User Management"
2	Name of sub-module	Breadcrumb	N/A	Display "User list". When click, go back to User List
3	Name of function	Label	N/A	Show the name of sub-function "Create offer"
4	Full Name	Textbox	Text	Required. Allow to enter full name.
5	Email	Textbox	Text	Required, allow to enter email address
6	D.O.B	Icon with textbox	Date	Mandatory. Default to blank. When user clicks on calendar icon or input date, system show small calendar allowing user to pick a date
8	Address	Textbox	Text	Mandatory. Default to blank. User input candidate's address

9	Phone number	Textbox	Number	Mandatory. Default to blank. User input candidate's phone number
10	Gender	Combo-box	Text	User clicks on down arrow, system shows dropdown list with value: Male/ Female
11	Role	Combo-box	Text	Allow to select a role. List of role: Refer to BRL-32-03
12	Department	Combo-box	Text	User clicks on down arrow icon or input department in the textbox, system show result. Can select 1 department only. List of department: Refer to Common Component
13	Status	Combo-box	Text	Default at Active when the user's account is created.
14	Note	Text box	Text	Allow to enter note. Optional
22	Submit	Button	N/A	When user clicks on "Submit", system create new user in the system and send email to user. Refer to BR - If failed -> Show ME026: "Failed to created user" - If succeed, show ME027: "Successfully created user"
23	Cancel	Button	N/A	When click, go back to previous screen

3.33.5 Business Rules

Business Rule ID	Business Rule Description
BRL-33-01	Rule to generate user name: • <First Name><Initials of Middle&LastName><Incremental number> • E.g: Hoang Tuan Anh number 5 will have user name as: AnhHT5
BRL-33-02	Rule to send email: System will send email with account and password to user. Refer to EM03
BRL-33-03	Rule to generate password: Password is auto-generated by system
BRL-33-04	Account status: There're 2 statuses: Active and Inactive. When the user is created, default to Activated.

3.34 UC34: View user details

3.34.1 Overview

Name	View User Details
Description	This use case allows admin to view user details page
Actor	Admin
Trigger	User clicks on View button in the User list
Pre-condition	User has logged in as Admin
Post-condition	Admin can view user details page

3.34.2 Flow of events

3.34.2.1   Basic Flow

Step	Description
1	Admin go to User list
2	User click icon "View" button in the User list
3	System display user details screen for user to view
4	The flow ends

3.34.3 Mock-up Screen

Pic.34 – User details

3.34.4 Screen Description

REF	Field Name	Control Type	Data Type	Description
1	Name of module	Label	N/A	Display "User Management"
2	Name of sub-module	Breadcrumb	N/A	Display "User list". When click, go back to User list screen
3	Name of function	Label	N/A	Display "Create offer"
4	Full Name	Textbox	Text	Display the data entered by user. Do not allow to edit.
5	Email	Textbox	Text	Display the data entered by user. Do not allow to edit
6	D.O.B	Icon with textbox	Date	Display the data entered by user. Do not allow to edit
8	Address	Textbox	Text	Display the data entered by user. Do not allow to edit
9	Phone number	Textbox	Number	Display the data entered by user. Do not allow to edit
10	Gender	Combo-box	Text	Display the data entered by user. Do not allow to edit
11	Role	Combo-box	Text	Display the data entered by user. Do not allow to edit
12	Department	Combo-box	Text	Display the data entered by user. Do not allow to edit
13	Status	Combo-box	Text	Display the status of user. Do not allow to edit
14	Note	Text box	Text	Display the data entered by user. Do not allow to edit
22	Edit	Button	N/A	Click to open Edit user screen
23	Cancel	Button	N/A	When click, go back to previous screen

84

24	Activate	Button	N/A	Trigger UC36. Rule to display: Refer to BRL-36-01
25	De-Activate	Button	N/A	Trigger UC36. Rule to display: Refer to BRL-36-02

3.34.5 Business Rules

Business Rule ID	Business Rule Description
N/A	N/A

3.35 UC35: Edit user

3.35.1 Overview

Name	Edit user
Description	This use case allows admin to edit user
Actor	Admin
Trigger	User clicks on button to edit user
Pre-condition	User has logged in as Admin
Post-condition	User account is updated

3.35.2 Flow of events

3.35.2.1 Basic Flow

Step	Description
1	Admin go to User list
2	User click icon "Edit" icon in the user list
3	System show Edit user screen
4	User change information and click submit
5	System save the changes

3.35.3 Mock-up Screen

Pic.35 – Edit user

85

3.35.4 Screen Description

REF	Field Name	Control Type	Data Type	Description
1	Name of module	Label	N/A	Display "User Management"
2	Name of sub-module	Breadcrumb	N/A	Display "User list". When click, go to User list screen
3	Name of function	Label	N/A	Display "Create offer"
4	Full Name	Textbox	Text	Display the data entered by user. Allow to edit
5	Email	Textbox	Text	Display the data entered by user. Allow to edit
6	D.O.B	Icon with textbox	Date	Display the data entered by user. Allow to edit
8	Address	Textbox	Text	Display the data entered by user. Allow to edit
9	Phone number	Textbox	Number	Display the data entered by user. Allow to edit
10	Gender	Combo-box	Text	Display the data entered by user. Allow to edit
11	Role	Combo-box	Text	Display the data entered by user. Allow to edit
12	Department	Combo-box	Text	Display the data entered by user. Allow to edit
13	Status	Combo-box	Text	Display the status of user. Allow to edit
14	Note	Text box	Text	Display the data entered by user. Allow to edit
22	Submit	Button	N/A	When user clicks on "Submit", system save the change If failed -> Show ME013: "Failed to updated change" - If succeed, show ME014: "Change has been successfully updated"
23	Cancel	Button	N/A	When click, go back to previous screen

3.35.5 Business Rules

Business Rule ID	Business Rule Description
N/A	N/A

3.36   UC36: Activate/De-activate user

3.36.1 Overview

Name	Activate/De-activate user
Description	This use case allows admin to Activate/De-activate user
Actor	Admin
Trigger	User clicks on Activate/Deactivate button in user details page
Pre-condition	User has logged in as Admin
Post-condition	User account is activated/de-activated

3.36.2 Flow of events

3.36.2.1   Basic Flow – Deactivate user

Step	Description
1	Admin go to User details page
2	User click icon Deactivate button
3	System sets user's status to Inactive
4	The flow ends

3.36.2.2   Alternative Flow – Activate user

Step	Description
1	Admin go to User details page with status "Inactive"
2	User click icon Activate button
3	System sets user's status to Active
4	The flow ends

3.36.3 Mock-up Screen

Pic.35.1 – Activate Button

Pic 35.2 – De-activate Button

3.36.4 Screen Description

REF	Field Name	Control Type	Data Type	Description
1	Activate	Button	N/A	Click to activate user
2	Deactivate	Button	N/A	Click to de-activate user

3.36.5 Business Rules

Business Rule ID	Business Rule Description
BRL-36-01	When the user's status is Inactive, display Activate button
BRL-36-02	When the user's status is Active, display De-activate button

4. NON-FUNCTIONAL REQUIREMENT

4.1 Performance

No.	Type of Transaction	Response Time
1	Login, Logout - From submission of request to the completion of the response.	Will not exceed 2 seconds for 95% of the time.
2	Query transaction to get data	Will not exceed 2 seconds for 95% of the time.
3	Update transaction to update data	Will not exceed 2 seconds for 95% of the time.
4	Report generation	Will not exceed 2 seconds for 95% of the time.

4.2 System Availability

The system service available hours are as follows
1. Production: 24 hours (including Sundays and public holidays);
2. Development, SIT, User Acceptance Testing (UAT) and training: Monday - Friday (0800-1800 hours, after 1800 hours upon request);

Vendor will work out a process to inform the company immediately of any downtime and take the necessary action to resume the services immediately.

Vendor will send weekly and monthly report on the system's availability and performance

4.3 Audit Logging and monitoring

Any events that hold a security risk will be recorded in the system logs and audit trails. The following events will be recorded:
1. All successful and unsuccessful login attempts;
2. All successful and failed access to personally identifiable data;
3. All successful and failed access to sensitive/restricted data;
4. Changes to all records;
5. Changes to all system configurations;
6. Security events generated by operating systems;
7. Security events generated by security devices (such as firewalls, IPSes, WAF, anti-malware, etc.).

4.4 Security

1. Vendor will be responsible to protect all data and make sure that it is not used for other purposes
2. All members from the Vendor that involve in the system will need to sign a confidentiality agreement to prevent any unauthorized disclosures of restricted information
3. Vendor will need to ensure that during data migration, no data is copied to any media, including hard drives, flash drives, or other electronic device, unless expressly approved in advance.
4. Vendor will make sure that restricted data sent over the network is in an encrypted format. When restricted data are backed up to backup media, it will also be in an encrypted format to protect their confidentiality

5. APPENDICES

5.1 Message List

UC	Message ID
General	ME002: "Required field"
UC01 - Login	ME001: "Invalid username/ password. Please try again"
UC03 – Forgot Password	ME003: "We've sent an email with the link to reset your password."
UC003 – Forgot Password	ME004 "This link has expired. Please go back to Homepage and try again."
UC003 – Forgot Password	ME005: "The email address doesn't exist. Please try again."
UC003 – Forgot Password	ME006: "Password and Confirm password don't match. Please try again."
UC003 – Forgot Password	ME007: "Password must contain at least one number, one numeral, and seven characters."
UC05 - View Candidate list	ME008: "No item matches with your search data. Please try again"
UC06 - Create Candidate profile	ME009: "Invalid email address"
UC06 - Create Candidate profile	ME010: "Date of Birth must be in the past"
UC06 - Create Candidate profile	ME011 "Failed to created candidate"
UC06 - Create Candidate profile	ME012: "Successfully created candidate"
UC08 - Edit Candidate information UC14 - Edit job UC19 - Submit interview result UC20 - Edit interview UC25 - Edit offer UC35 - Edit user	ME013 "Failed to updated change" ME014: "Change has been successfully updated"
UC12 - Create Job	ME015: "Failed to created job"
UC12 - Create Job	ME016: "Successfully created job"
UC12 - Create Job	ME017: "Start date must be later than current date"
UC12 - Create Job	ME018 "End date must be later than Start date"
UC15 - Delete job	ME019 "Successfully delete job"
UC15 - Delete job	ME020: "Failed to delete job"
UC17 - Create interview schedule	ME021: "Failed to created interview schedule"
UC17 - Create interview schedule	ME022: "Successfully created interview schedule"
UC24 - Create new offer	ME023 "Failed to created offer"
UC24 - Create new offer	ME024: "Successfully created offer"
UC31 - Export Offer	ME025: "No offer on the selected date"
UC33 - Create new user	ME026: "Failed to created user"
UC33 - Create new user	ME027: "Successfully created user"

5.2 Email List

UC	Email code	Email Content
UC22: Reminder for upcoming schedule	EM01	Subject: "no-reply-email-IMS-system <Interview schedule title>" Body: "This email is from IMS system, You have an interview schedule TODAY at <HH:MM> a.m/p.m to <HH:MM> a.m/p.m With Candidate <candidate name> position <candidate position>, the CV is attached with this no-reply-email If anything wrong, please refer recruiter <Recruiter account>@... or visit our website <Interview schedule details URL> Please join interview room ID: <Meeting ID>

		Thanks & Regards! IMS Team" Attachment: Attach the CV of the candidate
UC30: Reminder to take action on the offer	EM02	Subject: "no-reply-email-IMS-system <Take action on Job offer>" Body: "This email is from IMS system, You have an offer to take action For Candidate <candidate name> position <candidate position> before <offer due date>, the contract is attached with this no-reply-email Please refer this link to take action <u><offer detail URL></u> If anything wrong, please reach-out recruiter <offer recruiter owner account>. We are so sorry for this inconvenience. Thanks & Regards! IMS Team." Attachment: Attach the CV of the candidate
UC33 Create new user	EM03	Subject: "no-reply-email-IMS-system <Account created>" Body: "This email is from IMS system, Your account has been created. Please use the following credential to login: • User name: <Email address> • Password: <Auto-generated password> If anything wrong, please reach-out recruiter <offer recruiter owner account>. We are so sorry for this inconvenience. Thanks & Regards! IMS Team."
UC03 Forgot password	EM04	Subject Password Reset Body: We have just received a password reset request for <user's email address>. Please click <u>here</u> to reset your password. For your security, the link will expire in 24 hours or immediately after you reset your password. Thanks & Regards! IMS Team."

5.3   Common Component
5.3.1 Pagination
Display for all lists

1	Paging	The number of candidate listing per total in which maximum 10 candidates per page
2	Next arrow	Navigation through pages of results. Only displayed if multiple pages of results are retrieved. Disabled on final page display of results
3	Previous arrow	Navigation through pages of results. Only displayed if multiple pages of results are retrieved. Disabled on final page display of results

5.3.2 Combo-box behaviour
1. Multi-selection:
   o User can type in the text box to search and system will suggest
   o User can click on down arrow and system show dropdown list to select
   o After selecting, system show skills as a small button and click on "x" to remove it
2. Single selection
   - User can type in the text box to search and system will suggest
   - User can click on down arrow and system show dropdown list to select

- The selection will display in the box as text. (not as button as in multiple selection text box)

4.4. File template to export

UC	File Name	File code	File template
UC11 – Create Job	Job list to import	FL01	Joblist-T8-2022.xlsx
UC30- Export Offer	Offer list to export	FL02	Offerlist-T8-2022.xlsx

4.5. List of values

Dropdown	Values
Contract type	Trial 2 months, Trainee 3 months, 1 year, 3 years and Unlimited
Highest level	o High school, o Bachelor's Degree, o Master Degree, PhD
Level	o Fresher o Junior o Senior o Leader o Manager o Vice Head
Department	o IT o HR o Finance o Communication o Marketing o Accounting
Position/ Current Position	o Backend Developer, o Business Analyst, o Tester, o HR, o Project manager o Not available
Skills	o Java o Nodejs o .net o C++ o Business analysis o Communication
Benefit	o Lunch o 25-day leave o Healthcare insurance o Hybrid working o Travel