

# Scope of Work

## Basic Portal Configuration

- Master Admin
- Login
- Forgot Password
- Update Profile
- Create User (Send password to mail) – (Add/Update/Delete) using Active Directory Domain Services used by Imminent Labs.
- Calendar & Event Feature
  - Admin
    - Add/Delete/Update Holiday
      - Title, Description, Start date, End date, Start Time, End Time
    - Add/Delete/Update Meeting/workshop conference events
      - Title, Description, Start date, End date, Start Time, End Time People, location
      - People who received email cannot reply back to the system
  - Non Admin
    - View Holiday, Imminent Labs, events in calendar view
      - On click display detail
    - View Meeting/Workshop/conference events
      - On click display detail
    - Calendar view on homepage
    - Display different events with different color
    - Each event clickable to view details
    - Online calendar is linked to a company email account to auto sync items
    - Each employee will have their own calendar separately besides the company calendar. Further those calendars will be linked to their email account using Kerio Connect.
- Calendar & Event Feature
  - Admin
    - View all employee.
    - Add/Delete/Update employee Privileges.
    - Filters & Sorting based on different fields/roles.
    - Call, Chat link across users.
  - Non Admin
    - Search functionality via name, email, department, location.
    - Each employee shall have access to add/update their own profile.

- Updated employee profile data will be saved into the database.
- View employee list across the whole employee directories
- List or Chart view selectable
- List view: Simple Tabular view with sorting and filtering
- Chart view: Tiles with Hierarchy format include a photo if it exists otherwise display the default image.
  - The Chart view should be dynamically changed to display X Layer above and X Layer Below.
  - Above and Below X Layer show icon view with Clickable.

#### □ Newsletter

- Admin
  - Add/Update/Delete newsletter
- Non Admin
  - Download and View the Newsletter
- Edit the newsletter offline then upload them into this section.
- Templates can be downloaded and uploaded offline. By uploading on this portal it should be updated automatically for viewers so they can manage and admin.
- The attached documents or images should be displayed inline in the same document.
- The attached documents or images should be view with the preview page

#### □ Forums & Discussion

- Admin
  - Add/Update/Delete Forum/Discussion created by other user
  - Show/Hide Forum/Discussion or comment
- Non-Admin
  - Add/Update Forum/Discussion on category and own message
  - Add Tags
  - User rights/invitation based on list of employee/management team.
  - Create Forum/Discussion and send invitations to specific groups of users who can participate.
  - Private Forum and Discussion.
- List all Forum and Discussion
- Filter or Sort based on tags/title
- Add to Favorite list
- Add/Update/Delete Comment/Reply

#### □ Document Management

- Admin
  - Private & Public sharing of documents (send invitation in case of Private message).
  - Enable default directory creation based on user-created

- Change directory/File for any other user.
- Add/Update/Delete Groups
- Add/Update/Delete Based Structures
- Non Admin
  - Public & Private viewing option
  - Add/Update/Delete directory of their own documents.
  - Add/Delete Files or documents.
- User can share with other users/groups/project.
- The Document Management System should enable sharing by group projects.
- User can download.
- User can add to a favorite.

#### □ Forms

- Admin
  - Add/Update/Delete from template.
  - Add/Update/Delete category
- Non-Admin
  - Fill and Submit the forms.
- Add documents/images as an attachment.
- Verify and Submit.
- Email notification and filled form with details on successful submission.
- Enable/Disable Notifications.

#### □ Training

- Admin
  - Creation of Training and Registration same as Imminent Labs Asia Project.
  - Add/Update/Delete training.
  - Create Training as per the type of Training like Introductory & Certification (includes Mandatory or Departmental Training).
  - Based on Type of Training page will be loaded and training will be designed and published on portal.
  - Subject, Description, Department, Training Type, Start Date, End Date, Start Time, End Time.
- Non Admin
  - View all training
  - Registration for training and acknowledged via email with all filled details.
- Filter & Sorting of Training
- Add to Favorite list
- Like and Comment for feedback.
- Free/Paid Training (If paid Payment option should be available)
- Start & Rating feedback.

- Who is Online
  - Display online user who are logged in.
  - Display Offline users under company directory
- Chat
  - Admin
    - Add/Update/Delete group
  - Non Admin
    - One to One Chat
    - Group Chat
  - Search user by Name, ID
  - Change One to One
  - Group Chat
  - Attach Document
- Department Information (Integrated with Company wise forms)
  - Admin
    - Add/Update/Delete Departments
    - Add/Update/Delete Policy Documents
    - Add Attachments/Images
    - LDAP, Kerio or Local Exchange Directory
  - Non Admin
    - View Department Info
  - List or Grid View
  - Download documents
  - View Inline documents
- News & Announcements
  - Admin
    - Add/Update/Delete News or Announcements
    - Add Attachment if needed
  - Non Admin
    - View News & Announcements
  - Show on the homepage of Employee
  - Add to Favorite
- Media Gallery
  - Like Document Management/sharing (Photos, Videos)
  - Non Admin can view and download
  - Add/Update/Delete media documents (Admin Only)
  - Add/Update/Delete Category/ Subject/Description
  - Sorting & Filtering

## □ Blog

- Admin
  - Add/Update/Delete blog template
- Non Admin
  - Add Blog
  - Update/Delete once approved by Admin
  - Add likes, comments
  - Add Favorites
  - Add Attachments
  - Add Tags & Keywords

## □ Analytics

- Track each employee (Non Admin) who spends time in various section of the portal.
- Give a rich meaningful dashboard like Time Spent Vs Feature, Weekly traffic, likes & comments, various types of informative charts and graphs with filtration option.

## □ Survey, Poll & SSO

- Non logic flow basic features and reporting
- End to End SSO Integration with Linux and Kerion Server.