# Boomerang – Functional Specification

## Introduction

The old database which was designed in access needs to be updated and converted into newer technologies.  
The new database needs to do the same as the old one, but also needs to have a few more features included and also needs to focus on usability.  
The other need is that it needs to be accessible from multiple machines.

The old system is split up into 2 main sections:

* Clients – These are the companies that require employees or have done in the past. Their details are stored within the system.
* Candidates – These are the potential employees. Their details are also stored within the system along with any documents.

All Clients/Candidates must be searchable.

Note: Candidates and Clients can both become in-active. In that event, they must be marked as such, but still reside in the database and be searchable too.

## Registration and Account management

The one thing that is missing currently from the system is a log on area.

The system should be secured, so registration needs to be handled.  
I will create the default user with permissions to allow approval of following registration.  
Each user will be disabled by default and will have to be enabled by Nicky when they register.

Another aspect is to allow for password changing if necessary and reset password if passwords are forgotten.

## Home page

The home page needs to show the current reminders and the search system.  
From here you need to be able to access System settings, Searching, Account settings and User administration.

## Search system

The current search system is very basic and doesn’t actually search properly.  
I propose to change this dramatically so that it actually serves a purpose and becomes useful.

I intend to create a search page that allows you to type in anything from the candidate’s name, to their telephone number, a qualification, a work title, creation date or client company name, client URL, address or anything else that is stored in the database.  
There will be an advanced search that will allow you to specify the columns and show just inactive candidates/clients or include inactive candidates/clients or (by default) exclude inactive candidates/clients.

This will mean that pulling up a record should be really easy.

## Clients

Clients are companies that are searching or have searched for possible employees.  
Currently the details stored for Clients are as follows:

* Name – The name of the Company/Client
* Address
* Invoice Address
* URL – The Clients website address
* Setup Date – The date the account was created
* Account manager – The person responsible for the Client (in Boomerang)
* Inactive – A checkbox stating if the Client is inactive or not
* Primary contact name
* Primary contact telephone
* Primary contact mobile
* Primary contact fax
* Primary contact email
* Secondary contact name
* Secondary contact telephone
* Secondary contact email
* Third contact name
* Third contact telephone
* Third contact email
* History – A text field with the history of the client
* Diary next check date – A date field that states the next time the client should be contacted

Additional fields that are requested are:

* A description – to describe the clients sector and what they do.
* More detailed contacts with job titles, etc.
* A call back reminder.

### Client proposal

With the information above, there are a few things I would change to make them more useful.

#### Creation Date

The creation date should be populated as soon as a new client is created and saved.

#### Addresses

For addresses, a post code lookup system could be implemented.  
This would incur separate monthly costs based on the web service chosen.

##### Full Address Information

* £80 for 500 (15p) Postcode Look Up.
* £720 for 5,000 (14p) Postcode Look Up.
* £6,500 for 50,000 (13p) Postcode Look Up.

##### Thoroughfare Address Information  (Street Level)

* £80 for 1,000 (7.5p) Postcode Look Up.
* £720 for 10,000 (7p) Postcode Look Up.
* £6,500 for 100,000 (6.5p) Postcode Look Up.

Information gathered from (<http://www.simply-postcode-lookup.com/pricing_for_internal_use.htm>) prices may vary.

#### Account managers

A system needs to be in place to create/edit and delete account managers.

#### Contacts

Contacts are stored incorrectly currently.   
What needs to happen is to allow contacts to be created as necessary; that would mean clients can have an unspecified amount of contacts and one can be set as default (which can be changed if necessary).   
Also, more fields would be added to allow a more detailed description of the contact, for example, their job title and any other bits of information that might be useful.  
Contacts can also be deleted or edited.

#### Inactive clients

Inactive clients are set within their own records. Perhaps this should be a global setting stating that if a client is not updated (in any way) for a set period of time; which can be changeable in global options, will mark the client as inactive.  
Simply looking at a client will mark them active again.  
We could also have the flag set in the account which will allow a manual override setting the client to inactive.

#### History

At the moment the history is a text field that can be edited.  
Perhaps this could be changed to a list of candidates that have been placed with the client in the past.

#### Diary next check date

A date field that allows you to specify when the client should be next contacted.  
This will populate the main screen with a reminder, along with all other clients.  
Whether this shows up prior to the date (i.e. a week before) could be changed in the global settings.

## Candidates

Candidates currently have a lot more information stored about them.

Currently we have:

* Forename
* Surname
* Date of birth
* Age
* Setup date
* Inactive
* Contact details
  + Telephone Number
  + Alternate number
  + Mobile
  + Email
  + Address
  + Transport – A text field which is manually populated
* Qualifications
  + Qualification - 8 static textboxes with the qualification name
* Work
  + Temp work – A checkbox stating if they are looking for temp
  + Perm work – similar to temp work
  + Temp wage – A textbox with the hourly temp wage
  + Perm wage – same as above
  + Position – A dropdown list with
    - Part time
    - Full time
    - Days
    - Nights
    - Shifts
  + Work desired – 9 static textboxes for the work desired names
* Interview/History
  + Interview comments – A text area with comments made from the interview with the candidate
  + History – A text area with comments made about the candidate history (with Boomerang)
* Diary System
  + Next check date – Formatted textbox for the next check date

The additional requirements are:

* Access the candidates CV directly from their record.
* A picture area for the candidate
* More space to write information
* Keyword search – To allow searching the work/qualification sections of a candidate
* When they are available
* A checkbox to state if they are signing on
* Some way to define where they are willing to work from (perhaps a dropdown for Towns and then a +- miles radius

### Candidate proposal

There are quite a few things that need changing for candidates.

#### Candidate picture

We need an area to allow uploading of candidate pictures, with the option of setting a default image to be displayed for the candidate record.

#### Transport

This should be changed to a drop down that has the most popular methods of transport, plus an “**other** “option which shows a textbox for writing the other mode of transport if necessary.

#### Inactive

To work in the same way as Clients

#### Qualifications and Work

These should be autocompleted and also allow you to add/remove as necessary. Currently the static fields pose no purpose and are not very user friendly.  
I propose a system that remembers qualifications and work that you save previously for other candidates and when you start typing for a new candidate, a list of suggestions appear allowing you to select from the existing list or to create a new record.  
This will allow for easier data entry and also these will be searchable…

#### Interview/History

The current system is not very user friendly.  
The system needs to be redesigned.

History can be like a comments tab that allows you to add comments in a list format. This will allow other managers to be able to add history and also means there is no limit on the amount of history that is stored.  
Perhaps some sort of “jump to date” function can be added to allow you to go back through their history based on date if there is a lot of history for the client.

For interview comments, the way this currently works is probably acceptable.  
More control could be given to the manager to allow easier editing of the comments.

#### Diary system

This should be removed.  
Nicky has asked that it be replaced with an Availability tab, but I do not think that is necessary because of how the search will work.