


SOFTWARE REQUIREMENTS SPECIFICATION SAMPLE DOCUMENT

OrangeHRM – My Info Module Live Project

Project Functional Requirement Specification ,
Version 1

Prepared by: <http://www.SoftwareTestingHelp.com>

This is a sample SRS document for the live project training on
<http://softwaretestinghelp.com>. Please read this document and use it as a reference for our
live software testing project.

James Olsen


Photograph


Select a Photograph

Image.jpg

Accepts jpg, .png, .gif up to 1MB. Recommended dimensions: 200px X 200px

Contents

1. Purpose of the document:	3
2. Project Overview:	3
2.1 Audience:	3
2.2 Hardware and Hosting:	3
3. Information Architecture	4
3.1 My info Module	4
3.1.1 My Info Module	4
3.1.2 Photograph	5
3.1.3 Contact Details	6
3.1.4 Emergency Contact	7
3.1.5 Dependants	8
3.1.6 Immigration	9
3.1.7 Job	11
3.1.8 Salary	12
3.1.9 Report To	13
3.1.10 Qualifications	13
3.1.11 Membership	19
4. Site Design	20
4.1 Aesthetic/HTML Requirements and Guidelines	20

James Olsen	Photograph
	<p>Select a Photograph <input type="button" value="Choose File"/> Image.jpg</p> <p>Accepts jpg, .png, .gif up to 1MB. Recommended dimensions: 200px X 200px</p> <p><input type="button" value="Upload"/> <input type="button" value="Delete"/></p>

1. Purpose of the document:

This is **not** a project plan. It is a guide for system architecture and development, not for phasing, timelines or deliverables.

This document is divided into three sections:

- Project Overview
- Information Architecture
- Site Design

2. Project Overview:

2.1 Audience:

This document is intended as a complete guide for ESS-User in using OrangeHRM 3.0. This document is specially designed for non-specialists; specialists may find the document a useful point of reference. By reading this guide, you will learn how to use OrangeHRM through the elements of the graphical user interface and what's behind some of the advanced features that are not always obvious at first sight. It will hopefully guide you around some common problems that frequently appear for users of OrangeHRM.

2.2 Hardware and Hosting:


OrangeHRM's servers will be hosted at X company's site.

OrangeHRM will be hosted on two servers: One to host the actual website and (language)code, and the other to host the (database name)database.

3. Information Architecture

Log in to the OrangeHRM System using your ESS-User account that has been created by the HR Admin as shown in Figure 1.0.

F

<div>James Olsen</div> 	<div>Photograph</div> <div>Select a Photograph</div> <div><input type="button" value="Choose File"/> Image.jpg</div> <div>Accepts jpg, .png, .gif up to 1MB. Recommended dimensions: 200px X 200px</div> <div><input type="button" value="Upload"/> <input type="button" value="Delete"/></div>
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3.1 My info Module

My Info Module is a powerful tool providing employees of the company with the ability to view relevant information such as personal information and updating personal information with an internet enabled PC without having to involve the HR department.

The functionality of this module spans through the entire system, making information available anywhere, anytime. All information is subject to the company's defined security policy, where he/she can only view the information he/she is authorized to. An ESS-User can only edit certain fields in the ESS Module, maintaining the security and confidentiality of employee information.

3.1.0 Homepage

The first thing that the user will see when he logs is the homepage with the main menu available in the upper part of the page.

3.1.1 Personal Details

When an ESS-User logs into the system for the first time, the first thing they will see is the "Personal Details" screen as shown in Figure 1.1. They are able to edit and enter certain fields.


Figure 1.1:

The following are restricted fields where an ESS-User cannot make changes to the following details and need to be populated by the HR Admin and the respective ESS-Supervisor.

- Employee ID
- SSN No
- SIN No
- Driver License No
- Date of Birth

3.1.2 Photograph

The ESS-User can access the personal details page from the homepage and add a photograph of himself/herself by clicking on the photograph at the corner of the screen and the window as shown in Figure 1.2 will appear. Click “Browse” and then select a photograph from the relevant path. Click


<div data-bbox="215 115 345 142">James Olsen</div> 	<div data-bbox="540 115 672 142">Photograph</div> <div data-bbox="540 184 721 212">Select a Photograph</div> <div data-bbox="771 195 893 222">Choose File</div> <div data-bbox="906 191 993 216">Image.jpg</div> <div data-bbox="760 239 1438 266">Accepts jpg, .png, .gif up to 1MB. Recommended dimensions: 200px X 200px</div> <div data-bbox="540 310 672 359">Upload</div> <div data-bbox="683 310 807 359">Delete</div>
--	---

“Upload” once you have selected the picture. The picture selected will be populated in the photograph section.

3.1.3 Contact Details

Contact information can be entered from here. Click on “Contact Details” under the Employee Details column and the screen as shown in Figure 1.3 will appear. Everybody should have access to their own contact details and be able to edit all information.

Click “Edit” to enter the information. The following window will appear:

James Olsen	<h3>Photograph</h3> <p>Select a Photograph <input type="button" value="Choose File"/> Image.jpg</p> <p>Accepts jpg, .png, .gif up to 1MB. Recommended dimensions: 200px X 200px</p> <p><input type="button" value="Upload"/> <input type="button" value="Delete"/></p>
	

Contact Details


Address Street 1	<input type="text" value="68th Street"/>
Address Street 2	<input type="text"/>
City	<input type="text" value="New York"/>
State/Province	<input type="text" value="New York"/> ▼
Zip/Postal Code	<input type="text" value="54312"/>
Country	<input type="text" value="United States"/> ▼
<hr/>	
Home Telephone	<input type="text"/>
Mobile	<input type="text" value="+16543287434"/>
Work Telephone	<input type="text"/>
<hr/>	
Work Email	<input type="text" value="jolsen@uspo.com"/>
Other Email	<input type="text" value="jolsen95@gmail.com"/>
<hr/>	
<input type="button" value="Save"/>	

You can edit the following:


🎬 Country – Select the country from the drop down

🎬 Street 1

🎬 Street 2

<p>James Olsen</p> 	<h3>Photograph</h3> <p>Select a Photograph <input type="button" value="Choose File"/> Image.jpg</p> <p>Accepts jpg, .png, .gif up to 1MB. Recommended dimensions: 200px X 200px</p> <p><input type="button" value="Upload"/> <input type="button" value="Delete"/></p>
--	--

 City/Town

 State/Province – If the country is United States you can select from the drop down or you need to enter it manually

 ZIP Code

 Home Telephone

 Mobile


 Work Telephone

 Work Email

 Other Email

Once you have completed this form click “Save”.

Note: The work telephone field should be read only, updatable only via system admin.

James Olsen	Photograph
	<div>Select a Photograph</div> <div><div>Choose File</div>Image.jpg</div> <div>Accepts jpg, .png, .gif up to 1MB. Recommended dimensions: 200px X 200px</div> <div><div>Upload</div><div>Delete</div></div>

3.1.4 Emergency Contact

Contact details which will be needed during an emergency can be entered here. Select “Emergency Contacts” option from the main menu and the screen as shown in Figure 1.4 will appear.

Add Emergency Contact	
Name *	Nicole Olsen
Relationship *	Sister
Home Telephone	+16532546321
Mobile	
Work Telephone	
*Required field	
<div>Save</div>	<div>Cancel</div>

Enter the “Name” of the person you wish the company to contact in case of emergency, your “Relationship” with the contact person provided and a “Home Telephone” or “Mobile Number” the company can reach him/her.

The required fields are Name, Relationship and mobile phone.

James Olsen

Photograph

Select a Photograph

Choose File

Image.jpg

Accepts jpg, .png, .gif up to 1MB. Recommended dimensions: 200px X 200px

Upload

Delete

Click “Save” once the fields are added, the emergency contact will be listed as shown in Figure 1.5.

Assigned Emergency Contacts

Add

Delete

<input type="checkbox"/>	Name	Relationship	Home Telephone	Mobile	Work Telephone
<input type="checkbox"/>	Michael Olsen	Father	+1 245 691 4531		
<input type="checkbox"/>	Nicole Olsen	Sister	+16532546321		


Attachments

Add

You may add multiple entries of emergency contacts.

To delete an entry, click on the check box next to the particular entry. It is also possible to delete multiple entries at the same time by clicking the checkbox entries you wish to delete and simply clicking “Delete”.

You may also upload any attachment that would support the details you have entered on the form by clicking “Add” under the “Attachment” and selecting a file from a relevant path and upload the following file by clicking “Upload”.

James Olsen


Photograph

Select a Photograph

Accepts jpg, .png, .gif up to 1MB. Recommended dimensions: 200px X 200px

3.1.5 Dependants

If you have any dependents you can enter them here. To add a dependent, click on “Dependents” under the “Personal” column and the screen as shown in Figure 1.6 will appear.

Add Dependent

Name *

Relationship *

Please Specify *

Date of Birth

*Required field


Enter the “Name” of your dependent, the “Relationship” of the dependent to you and his/her “Date of Birth”.

Click “Save” once you have entered the following fields and your dependent will be listed as shown in Figure 1.7.

Assigned Dependents

<input type="checkbox"/>	Name	Relationship	Date of Birth
<input type="checkbox"/>	Mary O'Connor	Wife	1994-01-19

Attachments

James Olsen	Photograph
	<p>Select a Photograph <input type="button" value="Choose File"/> Image.jpg</p> <p>Accepts jpg, .png, .gif up to 1MB. Recommended dimensions: 200px X 200px</p> <p><input type="button" value="Upload"/> <input type="button" value="Delete"/></p>

You may add multiple entries of dependants.

To delete an entry, click on the check box next to particular entry. It is also possible to delete multiple entries at the same time by clicking the check box entries you wish to delete and simply clicking "Delete".

You may also upload any attachment that would support the details you have entered on the form by clicking "Add" under the "Attachment" and selecting a file from a relevant path and uploading the following file by clicking "Upload".

3.1.6 Immigration


James Olsen	<h3>Photograph</h3> <p>Select a Photograph <input type="button" value="Choose File"/> Image.jpg</p> <p>Accepts jpg, .png, .gif up to 1MB. Recommended dimensions: 200px X 200px</p> <p> <input type="button" value="Upload"/> <input type="button" value="Delete"/> </p>
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Your immigration information can be entered here. To add your immigration information, select “Immigration” under the “Personal” column and the screen as shown in Figure 1.8 will appear.

Add Immigration


Document * ☒ Passport ☐ Visa


Number *

Issued Date 

Expiry Date 

Eligible Status

Issued By 

Eligible Review Date 

Comments

* Required field

Select the document type (Passport or Visa) you wish to add details of, the “Number” whether it is a passport number or a visa number, the “Issued Date”, “Expiry Date”, the “Eligible Status” and Issued By of your Passport/Visa and the “Eligible Review Date” as to when the eligibility status was reviewed. You may write a comment if necessary. Comments should have a maximum of 500 characters.

James Olsen

Photograph

Select a Photograph

Choose File

Image.jpg

Accepts jpg, .png, .gif up to 1MB. Recommended dimensions: 200px X 200px

Upload

Delete

Click “Save” once the fields are added and the following immigration documents will be listed as shown in Figure 1.9.

Assigned Immigration Records

Add

Delete

<input type="checkbox"/>	Document	Number	Issued By	Issued Date	Expiry Date
<input type="checkbox"/>	Passport	A5745675673	United States	1997-04-01	2020-04-01

Attachments

Add

You may add multiple entries of immigration documents.


To delete an entry, click on the check box next to particular entry. It is also possible to delete multiple entries at the same time by clicking the check box entries you wish to delete and simply clicking “Delete”.

You may also upload any attachment that would support the details you have entered on the form by clicking “Add” under the “Attachment” and selecting a file from a relevant path and uploading the following file by clicking “Upload”.




3.1.7 Job

The ESS-User cannot make changes in the job details. You are only able to view your job details that have been pre-defined by the administrator as shown in Figure 2.0. You are restricted from editing the following fields:

- Job Title
- Jobs Specification
- Employment Status
- Job Category
- Joined Date
- Sub Unit

James Olsen	<h3>Photograph</h3> <p>Select a Photograph <input type="button" value="Choose File"/> Image.jpg</p> <p>Accepts jpg, .png, .gif up to 1MB. Recommended dimensions: 200px X 200px</p> <p> <input type="button" value="Upload"/> <input type="button" value="Delete"/> </p>
	

- Location
- Employment Contract Start Date
- Employment Contract End Date
- Attachments

Job	
Job Title	Operations Executive <input type="button" value="v"/>
Job Specification	Not Defined
Employment Status	Full Time Permanent <input type="button" value="v"/>
Job Category	Professionals <input type="button" value="v"/>
Joined Date	2010-04-01 
Sub Unit	Operations <input type="button" value="v"/>
Location	New York - Headquarters <input type="button" value="v"/>
Employment Contract	
Start Date	2010-02-09 
End Date	2013-04-30 
Contract Details	Not Defined
Attachments	

James Olsen

Photograph

Select a Photograph

Choose File

Image.jpg

Accepts jpg, .png, .gif up to 1MB. Recommended dimensions: 200px X 200px

Upload

Delete

3.1.8 Salary

The salary information field is completely hidden from the ESS-User as shown in Figure 2.1. Only the HR Admin has access to this information and has to be manually communicated to the ESS-User. You are restricted from editing the following fields:

Salary

- Salary Component
- Pay Frequency
- Currency
- Amount
- Comments
- Direct Deposit Details
- Attachments


Assigned Salary Components

Salary Component	Pay Frequency	Currency	Amount	Comments	Show Direct Deposit Details
Basic	Monthly	United States Dollar	40000		<input checked="" type="checkbox"/>

Direct Deposit Details

Account Number	Account Type	Routing Number	Amount
67834248911	Savings	15147	40000.00

Attachments

James Olsen


Photograph

Select a Photograph

Accepts jpg, .png, .gif up to 1MB. Recommended dimensions: 200px X 200px

3.1.9 Report To

As an ESS-User, you are only able to view the list of supervisors that you report to and if you are an ESS-Supervisor as well, you will see the list of your subordinates as shown in Figure 2.2.

You are restricted from editing the following fields:

- Assigned Supervisors
- Assigned Subordinates
- Attachments

Assigned Supervisors	
Name	Reporting Method
Kevin Ryan	Direct
Assigned Subordinates	
Name	Reporting Method
No Records Found	


3.1.10 Qualifications

The following options are available under the Qualifications section:

- Work Experience

Your previous work experiences can be entered here. To enter previous work experiences, click “Add” under “Work Experience” and the screen as shown in Figure 2.3 will appear.

James Olsen



Photograph

Select a Photograph

Accepts jpg, .png, .gif up to 1MB. Recommended dimensions: 200px X 200px

Add Work Experience

Company *

Job Title *

From

To

Comment


* Required field

Click “Save” once all the fields are entered and the particular work experience will be listed as shown in Figure 2.4.

Work Experience					
<input type="button" value="Add"/>		<input type="button" value="Delete"/>			
<input type="checkbox"/>	Company	Job Title	From	To	Comment
<input type="checkbox"/>	Citibank	IT Manager	2002-04-04	2010-04-16	

You may enter multiple entries of work experience.w




To delete an entry, click on the check box next to a particular entry. It is also possible to delete multiple entries at the same time by clicking the check box entries you wish to delete and simply clicking “Delete”.

James Olsen	<h3>Photograph</h3> <p>Select a Photograph <input type="button" value="Choose File"/> Image.jpg</p> <p>Accepts jpg, .png, .gif up to 1MB. Recommended dimensions: 200px X 200px</p> <p><input type="button" value="Upload"/> <input type="button" value="Delete"/></p>
	

- Education

You are able to enter details of your education here. To enter education details, click “Add” under “Education” and the screen as shown in Figure 2.5 will appear.

Add Education

Level *	<input type="text" value="Bachelor's Degree"/>	
Institute	<input type="text" value="Michigan Institute of Technology"/>	
Major/Specialization	<input type="text" value="IT Forensics"/>	
Year	<input type="text" value="2002"/>	
GPA/Score	<input type="text" value="3.5"/>	
Start Date	<input type="text" value="1998-04-01"/>	
End Date	<input type="text" value="2002-04-27"/>	

* Required field

James Olsen

Photograph

Select a Photograph

Choose File

Image.jpg

Accepts jpg, .png, .gif up to 1MB. Recommended dimensions: 200px X 200px

Upload

Delete

Click “Save” once all the fields are entered and the particular education details will be listed as shown in Figure 2.6.

Education

Add

Delete

<input type="checkbox"/>	Level	Year	GPA/Score
<input type="checkbox"/>	Bachelor's Degree	2002	3.5
<input type="checkbox"/>	PHD		

You may enter multiple entries of education.

To delete an entry, click on the check box next to particular entry. It is also possible to delete multiple entries at the same time by clicking the check box entries you wish to delete and simply clicking “Delete”.

- Skills

If you have any special talents or skills they can be entered here. To enter skills, click “Add” under “Skills” and the screen as shown in Figure 2.7 will appear.

James Olsen

Photograph

Select a Photograph

Choose File

Image.jpg

Accepts jpg, .png, .gif up to 1MB. Recommended dimensions: 200px X 200px

Upload

Delete

Add Skill

Skill *

Programming

Years of Experience

5

Comments

* Required field

Save

Cancel

Click “Save” once all the fields are entered and the particular skill will be listed as shown in Figure 2.8.

Skills

Add


Delete

	Skill	Years of Experience
<input type="checkbox"/>	<u>Programming</u>	5

You may enter multiple entries of skills.

To delete an entry, click on the check box next to particular entry. It is also possible to delete multiple entries at the same time by clicking the check box entries you wish to delete and simply clicking “Delete”.

James Olsen



Photograph

Select a Photograph Image.jpg

Accepts jpg, .png, .gif up to 1MB. Recommended dimensions: 200px X 200px

- Languages

You can enter the various languages that you are competent in, with the level of competency. To enter your language of competency, click “Add” under “Language” and the screen as shown in Figure 2.9 will appear.

Add Language

Language *

English

▼

Fluency *

Writing

▼

Competency *

Mother Tongue

▼

Comments

* Required field

Save

Cancel

James Olsen

Photograph

Select a Photograph

Choose File

Image.jpg

Accepts jpg, .png, .gif up to 1MB. Recommended dimensions: 200px X 200px

Upload

Delete

Click “Save” once all the fields are entered and the particular language of competency will be listed as shown in Figure 3.0.

Languages

Add

Delete

<input type="checkbox"/>	Language	Fluency	Competency	Comments
<input type="checkbox"/>	English	Writing	Mother Tongue	


You may enter multiple entries of languages.

To delete an entry, click on the check box next to particular entry. It is also possible to delete multiple entries at the same time by clicking the check box entries you wish to delete and simply clicking “Delete”.

- License

Here you can enter the licenses that you may have. To enter licenses, click “Add” under “License” and the screen as shown in Figure 3.1 will appear.

James Olsen



Photograph


Select a Photograph


Accepts jpg, .png, .gif up to 1MB. Recommended dimensions: 200px X 200px

Add License

License Type *

License Number

Issued Date 

Expiry Date 

* Required field

Click “Save” once all the fields are entered and the particular license will be listed as shown in Figure 3.2


License			
<input type="button" value="Add"/> <input type="button" value="Delete"/>			
<input type="checkbox"/>	License Type	Issued Date	Expiry Date
<input type="checkbox"/>	Certified Management Accountant (CMA)	2011-04-13	2016-04-07
<input type="checkbox"/>	Oracle Certified Professional Java SE Programmer	2013-04-10	2019-04-25

You may enter multiple entries of licenses.

To delete an entry, click on the check box next to particular entry. It is also possible to delete multiple entries at the same time by clicking the check box entries you wish to delete and simply clicking “Delete”.

• Attachments

Any supporting documents regarding your qualification that you think is needed by the management can be attached here. Please note that each document cannot exceed 1 megabyte, but you can attach more

James Olsen


Photograph

Select a Photograph

Accepts jpg, .png, .gif up to 1MB. Recommended dimensions: 200px X 200px

than one document. To add an attachment, click “Add” under attachment and the screen as shown in Figure 3.3 will appear.

Click “Browse” and select the file from the relevant path and click “Upload” to upload it.

Add Attachment

Select File

Accepts up to 1MB

Comment


* Required field

Once you have uploaded the file, the file will be listed as shown in Figure 3.4

Attachments							
<input type="button" value="Add"/>		<input type="button" value="Delete"/>					
<input type="checkbox"/>	File Name	Description	Size	Type	Date Added	Added By	
<input type="checkbox"/>	Certs.docx	Certificates	9.93 k	application/vnd.openxmlformats-officedocument.wordprocessingml.document	2013-04-10	Kevin	Edit

You may upload multiple attachments.

To delete an entry click on the check box next to the particular entry and click “Delete”. Multiple selections can be deleted simultaneously.

James Olsen


Photograph

Select a Photograph

Accepts jpg, .png, .gif up to 1MB. Recommended dimensions: 200px X 200px

3.1.11 Membership

If you are a member of any committee, institute etc. those details can be entered here. To enter membership details, go to My Info>>Personal>>Membership and click “Add” and the screen as shown in Figure 3.5 will appear.

Add Membership

Membership *

Association for Financial Profess

Subscription Paid By

Company

Subscription Amount

5500

Currency

United States Dollar

Subscription Commence Date

2009-01-06

Subscription Renewal Date


2013-04-19

* Required field

Click “Save” once all the fields are entered and the particular membership detail will be listed as shown in Figure 3.6.


Assigned Memberships						
<input type="button" value="Add"/> <input type="button" value="Delete"/>						
<input type="checkbox"/>	Membership	Subscription Paid By	Subscription Amount	Currency	Subscription Commence Date	Subscription Renewal Date
<input type="checkbox"/>	Association for Financial Professionals (AFP)	Company	5500.00	USD	2009-01-06	2013-04-19

You may enter multiple entries of memberships.

<div data-bbox="215 113 345 140">James Olsen</div> 	<div data-bbox="540 113 672 140">Photograph</div> <div data-bbox="540 182 721 207">Select a Photograph</div> <div data-bbox="771 191 893 216"><input type="button" value="Choose File"/></div> <div data-bbox="901 191 993 216">Image.jpg</div> <div data-bbox="758 239 1437 262">Accepts jpg, .png, .gif up to 1MB. Recommended dimensions: 200px X 200px</div> <div data-bbox="540 310 672 359"><input type="button" value="Upload"/></div> <div data-bbox="683 310 807 359"><input type="button" value="Delete"/></div>
--	--

To delete an entry, click on the check box next to the particular entry. It is also possible to delete multiple entries at the same time by clicking the checkbox entries you wish to delete and simply clicking “Delete”.

You may also upload any attachment that would support the details you have entered on the form by clicking “Add” under the “Attachment” and selecting a file from a relevant path and upload the following file by clicking “Upload”.

<p>James Olsen</p> 	<h3>Photograph</h3> <p>Select a Photograph <input type="button" value="Choose File"/> Image.jpg</p> <p>Accepts jpg, .png, .gif up to 1MB. Recommended dimensions: 200px X 200px</p> <p><input type="button" value="Upload"/> <input type="button" value="Delete"/></p>
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4. Site Design

4.1 Aesthetic/HTML Requirements and Guidelines

OrangeHRM must deliver a compelling visitor experience. However, it cannot sacrifice usability and accessibility.

The web site 'look' must conform to the following requirements:

- The site should be HTML 4.0 compliant.
- All pages must download in less than 10 seconds over a 56k modem connection.- Performance req
- All pages must fit in a web browser displayed on a computer set to 640 x 480 pixels.
- All pages must use a web safe color palette.
- The site must be compatible with Internet Explorer 4, 5 and 5.5, and with Firefox 4-6, as well as Google Chrome 4.0 and later.
- The site must conform to the WAI Accessibility Guidelines outlined at <http://www.w3.org/TR/WAI-WEBCONTENT/> , wherever possible.
- All site pages should be available for search engine robots.
- All pages that use static images should be displayed correctly.

James Olsen	Photograph
	Select a Photograph <input type="button" value="Choose File"/> Image.jpg <small>Accepts jpg, .png, .gif up to 1MB. Recommended dimensions: 200px X 200px</small>
	<input type="button" value="Upload"/> <input type="button" value="Delete"/>

5. Sign-Off Document

The following parties have read and agree with this Requirements Definition document for the OrangeHRM application account module functionality.

After approval of this Requirements Definition phase, any significant changes in the scope of this project will require validation of existing project costs and schedules.

Name	Date
Business Lead	

Name	Date
Project Manager	

Prepared by: <http://www.SoftwareTestingHelp.com>