**1. Introduction**

This document outlines the business requirements for five key features in OrangeHRM: Login, Search, Leave, Logout, and Claim. These features are essential for providing a user-friendly and efficient HR experience for both employees and administrators.

**2. Login**

* **Description:** The login system must allow authorized users to securely access the OrangeHRM platform using unique credentials.
* **Criteria:**
  + Users can register for an account with unique usernames and passwords.
  + Passwords are securely stored using industry-standard encryption methods (e.g., bcrypt, SHA-256).
  + Multi-factor authentication (MFA) is optional for enhanced security.
  + Login attempts are limited to prevent unauthorized access.
  + Idle session timeout after a set period of inactivity.
  + Login history tracking for security and auditing purposes.

**3. Search**

* **Description:** The search functionality should enable users to easily find relevant information within the OrangeHRM platform.
* **Criteria:**
  + Comprehensive search across all relevant data fields (e.g., employees, departments, leave requests, claims).
  + Autocomplete suggestions for faster searching.
  + Ability to filter search results based on specific criteria (e.g., department, date range).
  + Search results are displayed clearly and organized.
  + Integration with user roles and permissions to restrict sensitive information access.

**4. Leave**

* **Description:** The leave management system should allow employees to request, track, and manage their leave balances.
* **Criteria:**
  + Employees can submit leave requests with clear details (e.g., leave type, start/end dates, reason).
  + Automated workflows for leave request approvals based on defined rules and manager roles.
  + Integration with employee calendars to avoid scheduling conflicts.
  + Leave balances are accurately tracked and displayed for each employee.
  + Option to attach supporting documents for specific leave types.
  + Notifications for leave request approvals/rejections and upcoming leave.

**5. Logout**

* **Description:** The logout functionality should securely terminate user sessions and protect sensitive data.
* **Criteria:**
  + Clear and easily accessible logout button on every page.
  + Automatic session timeout after inactivity.
  + All user sessions are securely terminated upon logout.
  + Option to clear browsing history and cookies upon logout.

**6. Claim**

* **Description:** The claim management system should allow employees to submit and track expense claims and reimbursements.
* **Criteria:**
  + Employees can submit claims with detailed information (e.g., expense type, amount, date, receipt).
  + Defined workflows for claim approvals based on company policies and manager roles.
  + Ability to attach receipts and other supporting documents to claims.
  + Claim status tracking with clear notifications for each step.
  + Integration with payroll system for automated reimbursements.
  + Reporting tools for management to analyze claim trends and spending patterns.

**7. General Requirements**

* All features should be accessible from a user-friendly and intuitive interface.
* The system should be responsive and accessible on various devices (desktop, laptop, mobile).
* Adherence to relevant data privacy regulations and security standards.
* Comprehensive logging and auditing capabilities for all user activities.
* Integration with existing HR systems and databases (optional).

**8. Conclusion**

These business requirements provide a starting point for the development and implementation of the aforementioned features in OrangeHRM. By fulfilling these requirements, OrangeHRM can provide a valuable and efficient HR management tool for both employees and administrators.