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## 1. REVISION HISTORY

Date	Version	Prepared By	Authorized By
19 <sup>th</sup> May, 2020	1.0	Ms. Bhagyashree Makwana	Mr. Harshal Karanpuriya
03 <sup>rd</sup> June, 2020	1.1	Ms. Bhagyashree Makwana	Mr. Harshal Karanpuriya
08 <sup>th</sup> June, 2020	1.2	Ms. Bhagyashree Makwana	Mr. Harshal Karanpuriya
08 <sup>th</sup> July, 2020	1.3	Ms. Bhagyashree Makwana	Mr. Harshal Karanpuriya

## 2. ASSUMPTIONS

Topic	Assumption
Design & Development	<p>We will utilize readymade theme for Designs of:</p> <ul style="list-style-type: none"><li>- Web- Page</li><li>- Web Panel for Company HR</li><li>- Web Panel for Super Admin</li></ul> <p><i>For web panels, as suggested by you, we will utilize,</i> <a href="http://www.radixtouch.in/templates/admin/loraxangular/source/angularlight/">http://www.radixtouch.in/templates/admin/loraxangular/source/angularlight/</a> <del>Moreover, in future once the project is on floor and if any kind of custom designs or customization is required in the ready-made theme, our project manager will review the task and provide the updated timeline &amp; cost of the updates. We will then proceed forward according to the mutual decision.</del></p> <p><i>Any functionality or module not covered in the scope and mentioned in proposal report. Any kind of rework done and changes done again and again. Any major designs changes came in the development phase after the finalization of designs.</i></p> <p><del>Even if you provide designs, there may arise a possibility to revise the layout/s in order to ensure better efficiency from UX perspective. Usually in such scenarios we do carry out basic customizations like button placements and modules placement in the theme structure, but if there are any major changes required like change in the page layouts, addition of modules, addition of entire element in the screen/ page or others. In such case, either you can edit/ update the designs according to the development needs or if you want us to carry out the changes, we may enquire the task and quote additionally for that.</del></p> <p>Designs for employee Android App and iPhone App will be done by us.</p>

	<p>Development of the following will be done by us.</p> <ul style="list-style-type: none"> <li>- Android App and iPhone App for Employee</li> <li>- Landing Web- Page</li> <li>- Web Panel for Company HR</li> <li>- Web Panel for Super Admin</li> </ul>
<b>Web Services</b>	we will develop all the required Web Services needed for this mobile application
<b>Mobile App Technology</b>	React Native
<b>Website &amp; Company HR Head, Company HR, Admin Web Panel Technology</b>	Angular, Node, <del>Mongo-DB</del> , <b>MySQL</b>
<b>Application Orientation</b>	Portrait Mode only
<b>Mobile Device Compatibility</b>	<p><b>Android:</b> All Android Smartphone that runs with OS 6.X to 9.X</p> <p><b>iOS:</b> All iPhones that runs with OS 12.X to 13.X</p>
<b>Web Browser Compatibility</b>	Web Page and Web Panel for Panel for Company Head / HR and Super Admin will be responsive and compatible with latest version of browsers (Firefox, Chrome, Safari, Edge)
<b>Navigation Language</b>	English
<b>Logo, Content, Images, and Third-Party APIs</b>	<p>You will provide us with high resolution logo, all the required content, images and third-party APIs for Strip Payment Gateway, Calling, Chat and any other if required.</p> <p><del>Comment: We insist utilizing 3<sup>rd</sup> party chat as it would help us save a hefty amount of development time and hence save the extra development cost.</del></p>

	<p><del>With regards to chat functionality in Employee Mobile App and HR Web Panel, we have below two options for integrating SDK:</del></p> <p><del><a href="https://quickblox.com/">https://quickblox.com/</a></del></p> <p><del><a href="https://www.pubnub.com/">https://www.pubnub.com/</a></del></p> <p><del>We will utilize Mesibo Messenger / Jitsi open source platform/ Linphone SDK as provided by you.</del></p> <p>We make sure that we do not use any third-party API which cost you extra and make us dependable on others. We will use Jitsi Meet for Video Calling which is open source application and for Chatting we will use the opensource Chat or create our own. The yearly Server cost will be around 1500 USD -1800 USD per year as we need high end server for handling group video calling. Amazon AWS server will be used for yearly subscription or you have pay as you go. you can check this link for server <a href="https://aws.amazon.com/ec2/instance-types/">https://aws.amazon.com/ec2/instance-types/</a></p> <p>We will be using Jitsi for the video/audio calling and group video/audio calling, We are open for other recommendations and we will analyze those open source softwares within the BRD phase.</p>
<b>Videos</b>	<p>In order to support different video file extensions, we will need to integrate a 3rd party video player in the system. Only then we can support various video file extensions. On integrating the player, we you can add a video through back-end and then User can play/ view the video in the player. We cannot create the custom player as it would consume a huge amount of timeline and costing.</p>
<b>Server</b>	<p>We suggest to utilize AWS for the proposed platform. Do let us know if you want us to utilize any other services. Client will need to bear the relevant charges.</p>

	Yes, during development it will be on our staging server, while in the final stage of delivery, you will need to provide us with the necessary hosting details in order to host and configure the system on your end.
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>- Android App and iPhone App for Employees</li> <li>- Web- Page for Company Admin to purchase subscriptions</li> <li>- Web Panel for Company HR</li> <li>- Web Panel for Super Admin</li> </ul>

### 3. TEAM

Project Team Size		
Resources	At Initial Stage(count)	Bench Resources(count)
Project Manager	1	0
Team Lead	1	0
UI/UX Designer	1	1
React Native	1	2
Node.js/DB	1	2
Angular	1	2
QA	1	2

### 4. SCOPE OF WORK

#### 4.1. WEB- PAGE FEATURES

##### 1. Home Page

- View home page image banner
- View static description about the website
- Links to download the Employee's Mobile App
- View links to other static pages

## 2. Static Pages

- About Us
- Contact Us
- Privacy Policy
- Terms & Conditions

## ~~3. Subscriptions~~

- ~~• This section will allow the Users to view the list of subscriptions available~~
- ~~• View details of a particular subscription~~
- ~~• Purchase subscription (Payments will be done through 3<sup>rd</sup> party payment gateway integration)~~

## ~~4. Registration~~

- ~~• Company will be able to register through the system by filling up the registration form~~

## 5. Link to Login

- Company HR Web Panel

# 4.2. EMPLOYEE MOBILE APP FEATURES

## 1. Splash Screen

**Note:** A tutorial navigating Users on how to use the application will be there as and when User is launching the application for the first time after installation

## 2. Sign In

- While registering the employee in the application, Company HR will be able to provide the unique code to the Employee

- This code will work as a unique identity of the Employee. Employee will need to provide that code while logging in to the application
- Or QR code in an email. scanning the QR code will lead the user to app store for app download and will also identify the employee.

### 3. Forgot Password

### 4. Reset Password

### 5. User Dashboard

- The User will be able to add / remove below cards:
  - Activity
  - Reward
  - Challenge
  - Goal
  - Punch In/ Punch Out
  - Past x days Attendance History
  - Recent x Notification History
- The Layout or information that will be displayed in these cards discussed and confirmed once the project is on floor
- User will be able to view the upcoming holidays in the current month
- User can view Today's Event (If Any)
- User will receive notifications on dashboard on below events:
  - Document expiry, reminder to complete survey, event, activity reminder, birthday notification, leave approval/ rejection, leave request (managers), chat notification, missed call, etc.
  - The complete list of notifications will be identified during BRD phase

### HRM Features:

### 6. Document Management

- My Documents

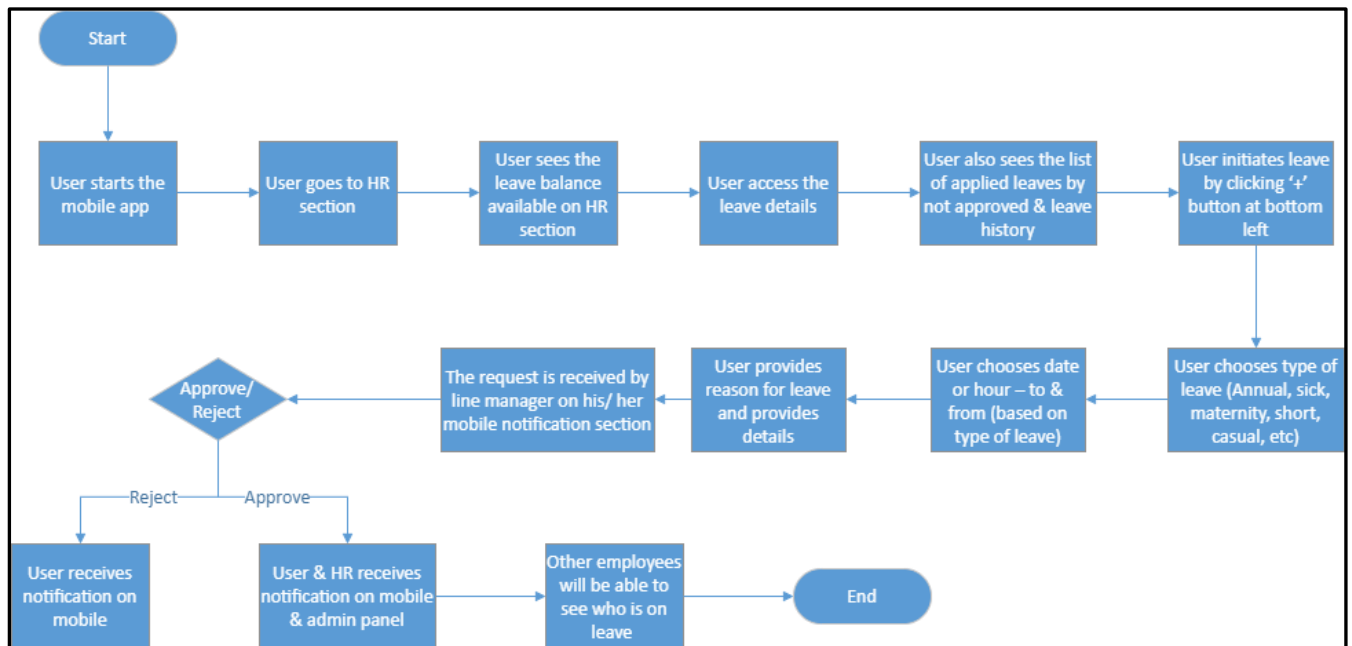


- Add Document
  - Add personal document
    - Employee will be able to upload document in .png/ .jpeg/ .pdf/ .xlsx / .doc formats only
    - The format in which User can upload the document will be limited to above formats only.
    - When uploading, the document will be categories as well
    - Employee will need to add the expiry date while adding the document.
    - Opensource OCR will be used to capture few parameters from the uploaded docs. Yes there are lot of platforms available and we can integrate the OCR within our system
  - Add document for any other family member who works with the company
    - ~~▪ Company HR will be able to give right to the employee only than he/she will be able to add document for other employee~~
- Update Document (Single or multiple)
- Delete Document (Single or multiple)
- Share document (single or multiple)

## 7. Leave Management

- Holiday listing
- My Leave Balance
  - Available leaves along with types of leaves
- Apply for a Leave Request
  - Employee can send requests to HR manager / Line Manager for approval
- View Leave History
- Employee can also view the Leave request status: Pending Approval/ Rejected
- Employee can view the reason if the Leave is rejected.

*Below is the high level workflow for leave application. The workflow will be discussed in detail during development phases*



## 8. Compensation

- Employee will be able to view his/her Basic Salary and allowances breakdown
- View monthly salary slips
- Download Salary Slip (.pdf format)
  - Share via email
  - Native share capabilities such as whatsapp etc.

## 9. Messaging system

- Employee will be able to exchange text messages on one to one basis
- Employee will be able to exchange text messages in group
- Create Group: Enter Group Name, Add Member
- Delete Group (Only if Employee has created that group)
- Leave Group: If Employee has not created the group
- Add Members to the Group
- There will be single admin per group
- Share document in chat
  - Pdf, .jpeg, .png, .doc, .xlsx formats (We can add other format if the integrated 3<sup>rd</sup> party SDK/ Open Source platform supports the respective format.)

Currently we have considered this formats, Right now, but in the BRD phase, you can list out the formats which you want to send via chat. We will mostly allow all type of files to be uploaded.)

- Export Chat History
- Search other employees by Name
- View employee Profile
- Manage their own Profile: Name, Profile Picture
- Make an Audio Call (~~Only applicable for personal chat~~). Employee can initiate 1-1 or 1- many call.
- Video Call (1-1 or –many: Jitsi is supporting 1-1 and 1-many video calls so no issue)

**Notes:**

- ~~We will integrate 3<sup>rd</sup> party SDK/ Open Source platform in order to support the Messaging module in the system. All the feature and functionalities integration will be carried out as per the limitations and scalability of the integrated 3<sup>rd</sup> party open source platform/ SDK.~~
- ~~Apart from the set of functionalities offered by the 3<sup>rd</sup> party SDK, we will not develop extra functions or carry out any customizations on top of that.~~
- For video calls and audio calls we will be using Jitsi as a platform and for chat and file sharing, we will develop our own module or take any existing Github code which works perfectly. We will make sure that all the customizations can be done if required on a later stage.

## 10. Calendar

- View Calendar
  - List, daily, weekly and monthly view
- View events as added by Company HR
- List Events
- View upcoming holidays on calendar
- User will also add personal event to the calendar

## 11. Attendance Punch In / Punch Out

- Employee will be able to Clock In and Clock Out
  - Application will fetch User's GPS location while he/she clock's in / out
  - We have considered to fetch geo-location of Employee as and when Employee marks Punch-in or Punch-out in the system.
  - We can discuss this in BRD phase.
- Employee will be able to view the attendance history

### Notes:

- During on-boarding of the employee, HR will provide the working hours for each employee. No shift management module will be there in system.
- Moreover there will not be any restrictions on punching based on his/her work hours. Employee will be able to punch-in/ punch-out at any given point of time in a day. The HR will be able to view the punching details in back-end.
- Only when requesting short leave (few hours in a day) the working hours will be used to ensure the leave request hours are within working hours.
- We assume that in case of wrong punch or if there is any error in punch, HR will need to manually update the data in back-end. There will not be any mechanism to send the adjustment requests through application.

## 12. Survey

- Employee will be able to view the surveys created by the Company HRs
  - There will be list of questionnaires in survey each having a set of answers from which the Employee can select the answer or opened ended question
- Employee will receive notification as and when a new survey is posted

## Health & Wellness Part:

## 13. Coaching

- To be linked to HRA Goals

- **Healthy Recipes**
  - To be linked to HRA Goals
  - Super Admin will be able to add recipes and videos (~~YouTube-embedded video~~)
  - The Recipes added by Super Admin will be linked to the results of HRA.  
Employee will see the recipes according to their HRA output of the Employee
  - Employee will be able to filter out recipes and view its details
- **Set Goals**
  - Employee will be able to set goals
  - Set target with timeline to achieve target
  - Edit Goal
  - Mark a goal as completed
  - List of completed / achieved goals
  - Delete a Goal
- **Lifestyle Tips**
  - Employee will be able to view the generalized list of Lifestyle Tips as added by the Super Admin
  - The Lifestyle Tips added by Super Admin will be linked to the results of HRA.  
Employee will see the recipes according to their HRA output
  - To be linked to HRA Goals
  - Add to tip to favorites
- **Nutrition Tips**
  - Employee will be able to view the generalized list of Nutrition Tips as added by the Super Admin
  - Add to tip to favorites
- **Health Videos**
  - View health videos as added by the Super Admin (~~YouTube-embedded videos~~)
- **Activities**
  - Create Activity
  - Activity Dashboard

- View his/her Activities
- Enter Start/ End Time of the Activities
- Set reminder for the Activity

**Note:**

- ~~In order to support different video file extensions, we will need to integrate a 3<sup>rd</sup> party video player in the system. Only then we can support various video file extensions. On integrating the player, we you can add a video through back end and then User can play/ view the video in the player. We cannot create the custom player as it would consume a huge amount of timeline and costing.~~
- .mov, .mp4 are considered now. but we can discuss more formats in BRD. The player which we are using for playing the videos might support only mp4, but we will be converting the uploaded format to .mp4 and then player will play that video. we can use this github code for converting the format to mp4  
<https://gist.github.com/dvlden/b9d923cb31775f92fa54eb8c39ccd5a9>
- We will be adding the Videos in Amazon S3 bucket and we will not use any third party tool for video uploading.
- If Ben has a different recommendation for this, we will discuss the same during BRD phase and carry out the task accordingly.

**Suggestion:**

~~Hence according to us integrating YouTube embedded video is the best possible solution in our scenario.~~

#### 14. Calorie Calculator

- This section will allow Employee to view the number of calories for the uncooked item
- Employee will be able to select the item and view the calories of that item

**Notes:**

- ~~• We will integrate 3<sup>rd</sup> party calorie calculator in the system. Currently, we have considered that you have the API for the calculator and we will integrate that in the system. If the API is not available for the purpose defined in the scope, then we will provide you the updated estimates to carry out the customizations. We will share the updated estimates and proceed further based on mutual decision.~~

~~Yes, we can carry out the integration from codecanyon. You can provide us the plugin/ open source code, which we will review and carry out the necessary integrations. The functionality of the calorie calculator will be limited to the provided plugin. We will not carry out any custom development on top of it.~~

- We will search for the same during BRD phase. Its part of BRD . We can suggest the same to you
- Okay, we will match the theme of the application i.e. color and font.
- The calorie calculator section will just allow the Employee to view the calorie available in the selected food item. Moreover, there will not be any dynamic interaction of the calculated calorie with any other module in the application.
- If the Employee wants to add the calorie data in any other module, then he/she will need to manually feed the data in that respective module.

## 15. Health Risk Management

- Employee will be able to carry-out health risk assessment by filling up the form
  - Employee will fill the specific set of questions
    - There will be multiple choice questions only
    - There will be a fixed set of 60 questions, and they will be categorized in different categories
    - All the questions will be linked to lifestyle diseases,
    - Weight age will be given to each question and on answering each category/ section Employee will get the score for that section
    - Also there will be recommendations/ insights linked to each answer

- Example: Employee will input the weight, height and age in the form. Based, on this inputs he/she will be able to view the BMI score and will get know whether its normal, underweight or overweight
- Based on it he/she will get the insight
- Or he has a family history of Diabetes, and have answered that his/her sugar is high since last 6 months, then system will give the Employee suggestions/ insights on what all possible recommendation or measures he/she needs to take
- Based on the answers provided by the Employee, he/she will be able to get the insight on his/her health status
  - Employee will be able to view the report and download (pdf formt). There will be a fixed format of the report.

Note: Employee can share the report in the chat or via email

## 16. Activity Cards

- Employee will able to view the activities as added by him/her
- System will have a predefined set of activities and based on the length of time selected by the Employee he/she will be able to view the approx amount of calories burnt by him/her

## 17. Food

- Employee will be able to click the picture and upload picture in the application
  - Upload for: Breakfast, Lunch, Dinner, Snacks
  - While uploading a food, Employee can upload label for food such as junk, healthy, etc.
  - Employee will be able to see the trends of the food consumed based on labels. The label will show trending tag if other employee are also adding the same tags
- Employee can add the approx calories consumed by him/her for each meal

## 18. Challenges



- Employee will be able to achieve the badges added by the HR
- Badges will be pre-set and non configurable by HR. The badges will be pre-set in Super Admin panel
- ~~HR will be able to declare the winners of the badges based on the entries provided by the Employee~~
- User will earn Badges automatically based on the challenges or task completed.
- View points earned by him/her
- View challenges, track challenges, available points, points for each challenge
- Achieve per-configured badges, earn and burn points. Points earned and burned inÚ period.
- Redeeming of coupon/ vouchers will be automated, system will manage and keep records of points earned and burned

## 19. Vouchers

- User will be able to view the list of vouchers available according to the points earned by him/her
  - Option to redeem the points against the voucher
  - Employee will get the details of the voucher on redemption
  - Employee will just be able to view the details of the voucher, while redemption of the voucher will out of the system
  - History of vouchers redeemed, list of coupon/ voucher available for redeeming and points associated with it

## 20. My Reports

- ~~Upload his/her reports in .pdf format~~
- User will be able to view reports such as HRA, attendance, leaves taken with date range as filter. Reports can be downloaded or shared in pdf.
- Delete Report
  - User will not be able to delete the reports.

## 21. My Recommendations

- Personalized recommendations according to the health risk management questions answered by him/her
  - Or will be based on the goals: We can discuss this functionality in detail during BRD phase and confirm the same during BRD phase
- This recommendations will be fixed as per the answers provided by the employee

### **General:**

## **22. Notification**

- Set personal notification like reminders
  - Employee can set the notification by adding date, time and note
  - Add Notification
  - Edit Notification
  - Delete Notification
- Employee will receive notification as and when
  - HR send request to update a document
  - Receive a new group/ personal message in chat
  - Event is added
  - Get Leave Request response
  - HR creates a new wellness program
  - Employee's birthday
  - Badges earned
  - Survey added

## **23. Employees**

- Search for other Employees
- View Employee details

## **24. Setting**

- Notification settings: can choose to enable for modules - Chat, rewards, activities, etc.

- Location service enabled/ disabled: won't be possible through application, Employee will need to do it manually through device settings. Moreover, if Employee has disabled the service, the location related functionalities won't work.
- Profile: Profile - Theme & night mode, profile picture, select applicable skills, badges earned.
  - We can discuss this functionality in detail during BRD phase and confirm the same during BRD phase
- View/Edit Profile
- Change Password
- Logout

## 25. Static Screens

- About Us
- Contact US
- Help/FAQ
- Terms & Conditions
- Privacy Policy

## 4.3. HR HEAD WEB PANEL FEATURES

*(There will not be a separate panel for HR Head, but HR head will have below additional features on top of those available to the HR. HR Head will have an overall access of the HR side of the respective Company )*

*(HR Head Login will be provided by Super Admin, and there will not be any kind of registration through website)*

### 1. Sign In

### 2. Forgot Password

### **3. Reset Password**

### **4. Dashboard**

- Total number Employees
- Number of Company HR
- Subscription overview

### **5. Company HR Management**

- View list of all the HRs available in the system
- Head HR will be able to add/ edit/ delete HRs of his/her company in the system
  - We assume that the roles of each HR will be same
- Search Company HR by name

### **6. Roles & Access Management**

- This section will allow HR head to provide access to different modules to the Company HR
- Company HR will be able to access the modules only if HR head as given him/her the access to that module
- At any given point of time, HR head can also remove the access to the module

### **7. Subscription Payment Statements**

### **8. Setting**

- Edit Profile
- Company Profile Management: Logo & Name, Brief, Documents related to the company (.pdf)
- Static Content Management: Privacy Policy, FAQ
- Language & Currency: For now we have considered English & AED for Language & currency
- Change Password

## 9. Logout

### 4.4. COMPANY HR WEB PANEL FEATURES

With regards to all the graphical reports displayed in the system for below modules:

- Company HRA score
- Surveys
- Average Score
- Contract Renewal
- Rewards
- Survey Stats
- Salary trend
- Active Employees in 'Employee' module of HR panel
- General report (No of Employees, Redemptions, attendance)

We will achieve the functionality according to the level of customization available in the back-end theme to be utilized. If there are any major customizations needed, our project manager will convey the details to you and share the updated estimates if necessary.

Also, for each of the graph you will need to provide us with the variables and axis to be considered.

#### 1. Sign In

#### 2. Forgot Password

#### 3. Reset Password

#### 4. Dashboard

- HRA score for company
- List of active survey & status

- Total number Employees
- Ongoing challenges
- New Leave Requests
- Attendance Punch Updates
- Birthday
- Notification listing
- Events & Reminders in Calendar
- Rewards (Graphical Representation)

## 5. Employees Management

- View list of all the Employees available in the system
- Total # of employee, late, on leave, list of employee with filter, import employees, export report, salary trends
- Admin can filter the listing
- Export the listing with information (.csv/ .xlsx)
- Search Employee by Name
- Add/ Edit/ Delete Employee
- HR will be able to send the invitation to the Employee via a link and request him/her to install and login in to the app
- HTML email template to be created.: **To be discussed in BRD**
  - While registering a new employee in the system, HR will be able to map a unique code with the Employee. This code will act as a unique identity of the Employee. Employee will need to enter this code while logging in to the application
  - Alternative can use QR code for mapping: **to be discussed in BRD**
- Option to import the Employee (.csv/ .xlsx format only)
  - will send invite to all imported employees: **to be discussed in BRD**
- View all the details available for the selected Employee
  - Profile Details
  - Attendance Details (Punching details): export in .csv/ .xlsx
  - Documents

- Insurance Documents: [edit](#)
- Salary Details: [edit](#)
- Rewards
- Badges
- Leaves taken and available - Export .csv/ .xlsx

## 6. Employees Document Management

- View list of all the documents uploaded by a particular Employee
- View expiry dates of the documents added by the Employee
- Send notification to an Employee to Update a document
- Allow one Employee to add document for another Employee
- View Employee wise documents
  - Company HR can also add document for the employee
  - While adding the document Company HR can also mention the expiry date as well
- Filter documents by employee, expiry date, [document type/ name](#)
- Export info on CSV/.xlsx
- Select multiple documents (after or before filter) for download

## 7. Employee's Punch In / Punch Out Management

- Attendance management - Daily/ weekly/ monthly attendance reports, employee or all attendance.

## 8. Leave Management

- Manage Holiday listing
- View list of Employees on leave on the selected date
- Manage Leave balance of any particular Employee
  - HR will be able to add/ delete the Leaves available to a particular Employee
- Generate leave report - employee, date, weekly, month, [date range](#), [all employees](#).
- Accept/ Reject Leave Request from Employee

## 9. Compensation

- Manage Salary slips of employees
  - HR will be able to use or create salary slip template, used to generate slip for employees
  - ~~○ Company HR will be able to upload the salary slips of the Employees in pdf format~~
- Manage basic salaries and allowances of the Employees

## 10. Calendar Management

- Company HR will be able to add specific Events to the calendar
  - Create events
  - Mark Holidays
- The Events/ Holidays marked by HR will be respectively visible to the Employees
- Company HR can add Events over the calendar
- Company HR will be able to view the Events over the calendar
- Events can be audience specific and should be visible to those audiences only
- Manage Calendar Events
- View List of Events
- Search Events
- Delete Events

## 11. Salary Management

- View Employee wise list of salaries
- Company HR will be able to mention the salary and will be able to mention the breakdown of the salary
  - Travel allowance, health allowance, basic pay, etc
- HR can choose a template that he/she wants to use
  - The design and layout of all the templates available in the system will be similar
  - There will be a section of salary break-down in the template. The company HR will be able to add the fields in this break-down



- Apart from this there will not be any dynamic variation available in the salary template
- Company HR can upload a logo file for displaying the logo in the salary slip. This logo will be placed at the fixed position in the slip
- View Salary Trend
  - In admin panel, the salary graphs and charts are based on the salaries of employees in a department
  - The trends are monthly reflecting changes in salaries for the department.
  - No calculation are included based on leave are part of scope.
  - The salary breakdown will be provided HR while onboarding the employee.

## 12. Health Risk Reports

- HRA company score, insights and recommendation for the company based on score: **To be discussed in BRD**
- This section will allow the Company HR to view the insight on the Health Risk questionnaire filled by the Employee
- HR of the Company can view and filter the reports
  - The report will be in a graphical format (Any one graphical format only)
  - Can filter out the report according to the sections
    - For Examples, HR can see how many males/ females are there in the company
    - Get an idea on age distribution: how many are 40+, 30+, etc
    - How many smokers & non smokers are there, etc.
    - How many % of Employee have diabetes
- For each questionnaire, HR will be able to view the aggregated report
- Company HR will be able to view the report (.pdf) format.
  - The entire content and text in the report will be static, while, the calculated health data according to the category would vary according to the results.
  - Apart from the dynamic data (i.e. health data) everything else would be pre-defined

- The entire report will be bi-furcated in the categories of the health data collected from employee. For example: BMI data, Hyper Tension, etc.
- In each of this section there will be a fixed pre-defined text (as added by the Super Admin)
- Each section will include insights and recommendation for HR as well: **To be discussed in BRD**
- And there will be some calculated data which comes from the answers provided by the Employee through the HRA module of their application. Only this data would vary and will be dynamic in nature
- Company HR can only create the aggregated report for the company.
- View report by demography: employee based on gender, age
  - There will be fixed variables (gender, age) on basis of which the Company HR can view the demography reports. The variables will be confirmed at the time of development

### 13. View Employee's reports

- ~~View reports uploaded by Employees (.pdf format)~~
- Search reports by Employee name
- Customized report based on gender, age range, department, Reports such as attendance, HRA, leaves, demographic, salary, # of redeems with date range

### 14. Wellness Program Management

- **To be discussed in BRD**
- Company HR will be able to create the wellness programs by providing basic details

### 15. Survey Management

- Company HR will be able to manage surveys
- HR manager will be able to create and initiate survey.
  - There will be list of questionnaires in survey each having a set of answers from which the Employee can select the answer
  - The type of answers can be: rating, drop down, radio button

- Type of survey question can be different that rating, drop down and radio button. Not to be limited. Slider, open-ended, multiple choice, Likert, matrix.
- We will integrate 3<sup>rd</sup> party open source framework/ API survey tool for achieve the surveys
- We will check the 3<sup>rd</sup> party framework/ API and only then will carry out the integrations according to the feasibility
- Company HR can send the survey to the selected number of Employee or can send it to all

**Note:**

*The output or survey reports will either PDF, .doc or PPTX with only charts and tables. The feasibility of this feature and in-depth workflow will be discussed once the project is on floor.*

*We will integrate 3<sup>rd</sup> party surevy tool in order to support surveys in the system.*

## 16. Challenges

- ~~Company HR will be able to create the Badges~~
- HR will be able Create challenges, assign points, add vouchers/ coupon to be won with points. View redeeming, edit & delete vouchers. Set up challenge expiry dates.
- HR will be able to create Challenges and provide details and points that can be won
- ~~View entries submitted by the Employees~~
- Choose the winners
- Will not be the case, the challenges win or points will be awarded automatically by the system.
- ~~Manage the badges~~
- Manage the points for challenges. HR will be able to manually provide/ assign points to employee from the back end.

## 17. Voucher Management

- Company HR will be able to manage the vouchers available to the Employee for redemption against the reward points earned by him/her
- Add/ Edit/ Delete vouchers
- View redemptions done by the Employee

## 18. Chat

- The Company HR will be able to initiate the chat with any of the Employee
- Search Employee
- View past chat history
- Company HR can initiate group chat, audio and video call as well
  - ~~This functionality is subject to feasibility according to the third party integration~~
- HR can also carry out video/ audio chat with the employee
  - HR can share attachment(.pdf, .docs, .xlsx, .png, .jpeg)

## 19. Notification

- HR can send notification to any individual for any updates and send to multiple
  - Events on which HR can send the custom notifications will be discussed during BRD
  - Holiday announcement, healthcare screening at office, sports day, bring to children day, Eid, Diwali or Christmas celebration, office party, sponsored event, annual celebration, community service, etc. Web design for creating event and sending notification already created
- Notification with attachments as well, to all or to selected (gender, age, department, few employees)
- Get notified as and when
  - xx days before an Employee's document is going to expire

## 20. Reports

- View below reports
  - Attendance

- No. of Employees
- No. of Redemptions
- On Leave on selected day
  - Specific month or date range
- Filtered by department, gender, age
  - Department. All report can be generated with date range

## 21. Settings

- Edit Profile
- Company Profile Management
- Change Password

## 4.5. SUPER ADMIN WEB PANEL FEATURES

### 1. Sign In

### 2. Forgot Password

### 3. Reset Password

### 4. Dashboard

- # of companies registered, # of employees
- View below details
  - Client information
- Module allocation/ enable
- Customer information (Name, Logo, industry (DDL), contact person, address, contact number, etc.)

### 5. Roles & Access Management

- This section will allow Super Admin to provide access to different modules to the Sub Admins

- Sub Admin will be able to access the modules only if Super Admin as given him/her the access to that module
- At any given point of time, Super Admin can also remove the access to the module

## **6. Sub Admin Management**

- Super Admin will be able to manage all the Sub Admins available in the system
- View list of all the Sub Admin available in the system
- Add/ Edit/ Delete Sub Admin
- Search Sub Admin

## **7. Company Management**

- This section will allow the Super Admin to manage all the Companies in the system
- View/ Add/ Edit Companies in the system
- Search/ Filter Companies
- View list of all the Companies available in the system
- Manage details of the Companies
  - Name, address, industry, contact person, contact details, emails ID, subscription plan, # of employees, Invoicing information such as frequency
- Admin will be able to view the subscription plan of the selected Company
- Delete Company
- Once company is on-boarded, email to be send to registered email to login the HR portal and choose password

## **8. Subscription Plan Management**

- This section will allow Admin to manage the subscription plans available
- Admin will just be able to view the details of the plans, while payments and subscription purchase part will be managed manually out of the system
- We assume that the subscription plans will be based on functionality

- For example: purchase plan for xx\$ and get the system for y module for z months/ year
- The plan will be fixed and non-editable
- The plans and its respective module accessibility will be done manually out of the system
- Super Admin will be able to view the companies and respective subscription plans
- Admin will be able to map the Company with the Subscription Plan

## 9. Badges Management

- There will be fixed badges in the system.
- There will be two types of badges in the system: one that needs manually entry from employee and the other which get automatically verified
- Admin can manage the manual badges through back-end
  - Example: Create a goal: for this, employee will need to manually create the goal and send verification request to the HR. The HR will verify the completion and badge will be allocated to the Employee
  - Will be more than 5-6 badges, list to be provided during implementation
- There will be fixed 5-6 automatic ally verified badges in the system. The task on which automatic verification and allocation of badge will be done will be discussed and confirmed during development
  - Example of automatically verified badge: user logging on app x time in a month gets another badge.
  - Badges/ Achievement management - configure badges. Badges such as super user, Badge for sharing app, completing profile, measuring heart rate, integration with app, completing 1-3 quizzes, update HRA score, creating goals, completing goals, etc. automated badges allocations upon achieving

## 10. Health Risk Questions Management

- Admin will be able to manage the recommendation and possible measures to be shown to the Employees according to the answers selected by them

- There will be a fixed set of 60 questions, and they will be categorized in different categories
- Admin will be able to manage the scores for each one of it
- Admin will be able to add the textual content available on the reports
- Create HRA questionnaire - Create categories with weightages, 40-60 questions (multiple choice, radio button, likert, range, slider,) with answers/ options. Each question to have heightage as well.
  - checkbox, radio, rating, multiple choice, likert scale, open ended question, close ended (demographic), Stapel scale, Matrix table.
- Link insights, recommendations and tips to questions and to category.

#### **11. Recipes Management (Part of coaching module)**

- Super Admin will be able to manage the recipes in the systems
  - Add/ Edit/ Delete recipes
- Add recipe details
- Add video for recipe (YouTube embedded videos)
- Category wise Recipes Management

#### **12. Lifestyle Tips Management (Part of coaching module)**

- Super Admin will be able to manage the Lifestyle Tips in the systems
  - Add/ Edit/ Delete Lifestyle Tips
- Add Lifestyle Tips details
- Add video for Lifestyle Tips (YouTube embedded videos)
- Category wise Lifestyle Tips Management

#### **13. Nutrition Tips Management (Part of coaching module)**

- Super Admin will be able to manage the Nutrition Tips in the systems
  - Add/ Edit/ Delete Nutrition Tips
- Add Nutrition Tips details
- Add video for Nutrition Tips(YouTube embedded videos)
- Category wise Nutrition Tips Management



#### 14. Health Videos Management

- YouTube embedded videos
- .mov and mp4

#### 15. Survey Management

- similar to HR survey
- Super Admin will be able to manage surveys
- Super Admin will be able to create and initiate survey.
  - The audience of the surveys create by the Admin will be the end-users of the Mobile App i.e. Employees
  - There will be list of questionnaires in survey each having a set of answers from which the Employee can select the answer
  - The type of answers can be: rating, drop down, radio button
    - Type of survey question can be different that rating, drop down and radio button. Not to be limited. Slider, open-ended, multiple choice, Likert, matrix.
    - We will integrate 3<sup>rd</sup> party open source framework/ API survey tool for achieve the surveys
    - We will check the 3<sup>rd</sup> party framework/ API and only then will carry out the integrations according to the feasibility
  - Super Admin HR can send the survey to the Employee of the selected Company or can send it to all

**Notes:**

*The output or survey reports will either PDF, .doc or PPTX with only charts and tables. The feasibility of this feature and in-depth workflow will be discussed once the project is on floor.*

*We will integrate 3<sup>rd</sup> party surevy tool in order to support surveys in the system.*

**We can discuss the implementation steps of this module during BRD phase**

#### 16. Reward program - same as HR panel reward

- To be finalized during the BRD

## **17. Reports**

- # of companies, # of employees onboarded, companies per plan, # of active users, HRA scores for specific company, age, gender, etc.

## **18. Settings**

- Static Content Management: FAQ, Privacy Policy
- Edit Profile
- Change Password

## **19. Logout**