

SOFTWARE REQUIREMENTS SPECIFICATION

Project Functional Requirement Specification, Version 1

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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.

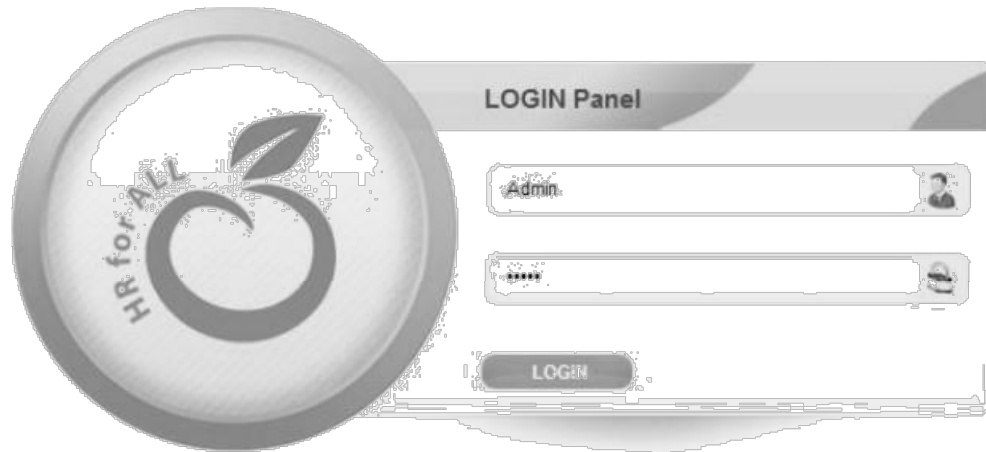
2.2 Hardware and Hosting:

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.



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 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

3.1.1 My Info Module

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.

James Olsen



Personal Details

Full Name

First Name

Middle Name

Last Name

James

Olsen

Employee ID

0003

Other ID

Driver License Number

License Expiry Date

Gender

☒ Male
 ☐ Female

Marital Status

Single

Nationality

American

Date of Birth

yyyy-mm-dd

Nickname

Jimmy

Smoker

Military Service

Registered Date

Save

Attachments

Add

Delete

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.


Personal Details

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

3.1.2 Photograph

The ESS-User can add a photograph of himself/herself by clicking on the photograph at corner of the screen and the screen as shown in Figure 1.2 will appear.

James Olsen



Photograph

Select a Photograph

Choose File

Image.jpg

Accepts jpg, .png, .gif up to 1M

Upload

Delete

Click “Browse” and then select a photograph from the relevant path. Click “Upload” once you have selected the picture. The picture selected will be populated on the photograph section.

*Note: You may only upload a maximum size of 1 Megabyte in jpg, png, gif format.

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.



The screenshot shows a web form titled "Contact Details". It contains several input fields with the following values:

Field Label	Value
Address Street 1	68th Street
Address Street 2	
City	New York
State/Province	New York
Zip/Postal Code	54312
Country	United States
Home Telephone	
Mobile	+16543287434

Click “Edit” to enter the information.

You can edit the following:

Country – Select the country from the drop down

Street 1

Street 2

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

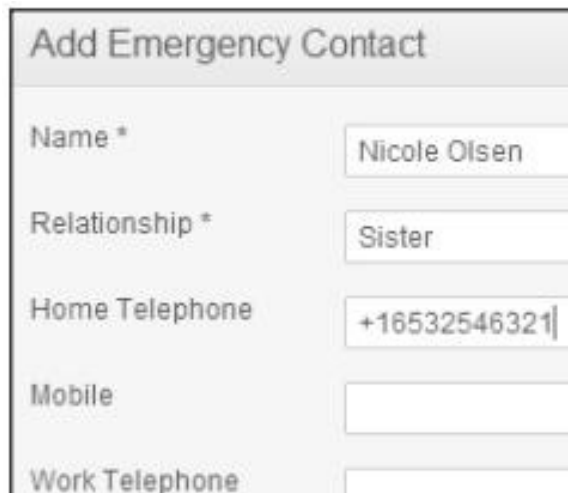
Other Email

Once you have completed this form click "Save".

3.1.4 Emergency Contact

Contact details which will be needed during an emergency can be entered here.

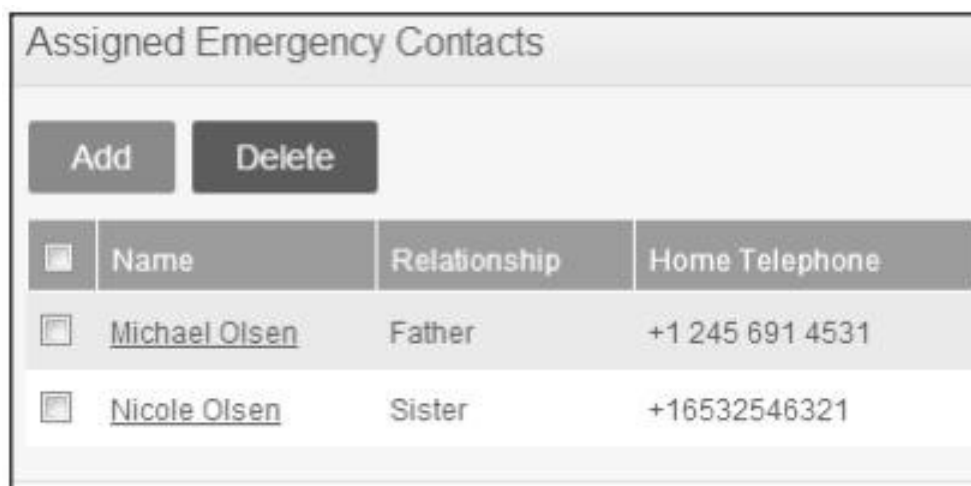
Select "Emergency Contacts" on the "Personal" column and the screen as shown in Figure 1.4 will appear.



The screenshot shows a form titled "Add Emergency Contact". It contains five input fields: "Name *" with the value "Nicole Olsen", "Relationship *" with the value "Sister", "Home Telephone" with the value "+16532546321", "Mobile" (empty), and "Work Telephone" (empty).

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.

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



The screenshot shows a table titled "Assigned Emergency Contacts". At the top are "Add" and "Delete" buttons. The table has four columns: a checkbox, "Name", "Relationship", and "Home Telephone". It contains two entries: Michael Olsen (Father, +1 245 691 4531) and Nicole Olsen (Sister, +16532546321).

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

You may add multiple entries of emergency contacts.

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 upload the following file by clicking “Upload”.

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.



The screenshot shows a form titled "Add Dependent". It contains four input fields with the following values: "Name *" is "Mary O'Connor", "Relationship *" is "Other", "Please Specify *" is "Wife", and "Date of Birth" is "1994-01-19".

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.



The screenshot shows a table titled "Assigned Dependents". At the top, there are "Add" and "Delete" buttons. Below the buttons is a table with two columns: "Name" and "Relationship". The first row of data shows "Mary O'Connor" under "Name" and "Wife" under "Relationship". There is a checkbox next to the "Name" column header and another checkbox next to the "Mary O'Connor" entry.

	Name	Relationship
<input type="checkbox"/>	Mary O'Connor	Wife

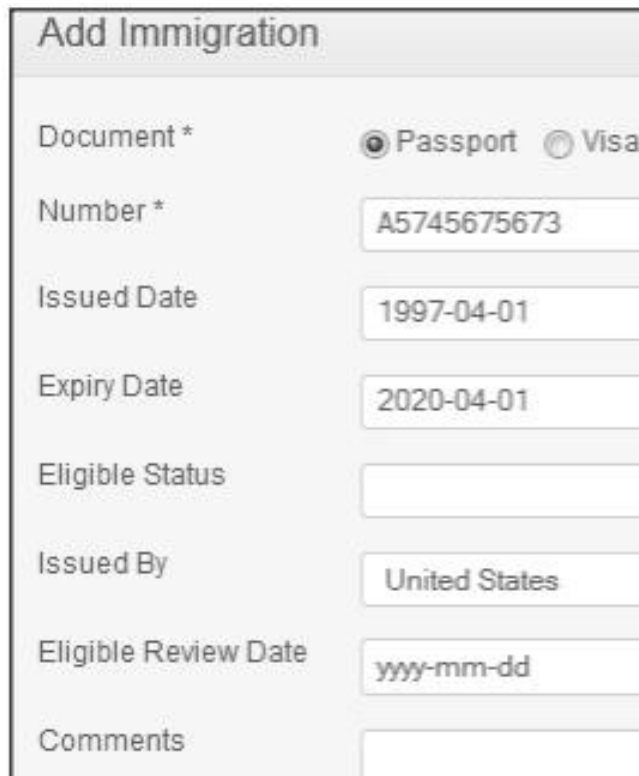
You may add multiple entries of dependants.

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

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.

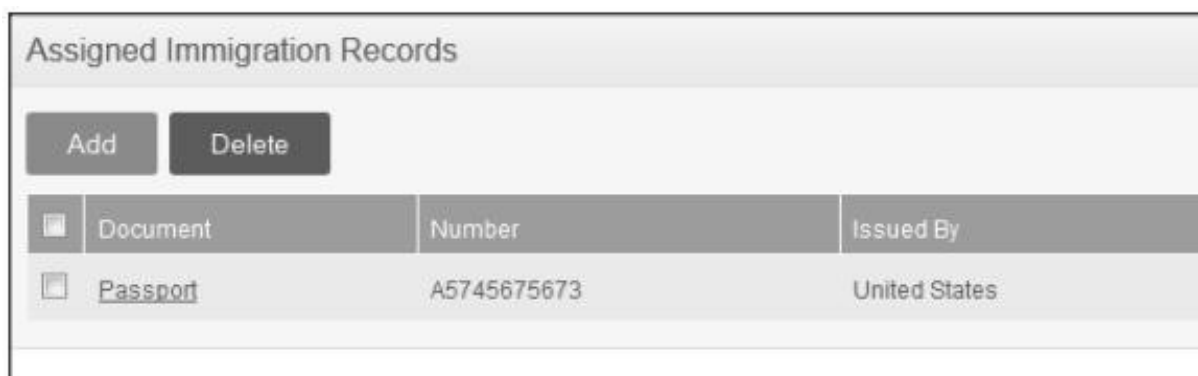


The 'Add Immigration' form contains the following fields:

- Document ***: Radio buttons for **Passport** (selected) and **Visa**.
- Number ***: Text input with value **A5745675673**.
- Issued Date**: Text input with value **1997-04-01**.
- Expiry Date**: Text input with value **2020-04-01**.
- Eligible Status**: Empty text input.
- Issued By**: Text input with value **United States**.
- Eligible Review Date**: Text input with placeholder **yyyy-mm-dd**.
- Comments**: Empty text area.

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” of your Passport/Visa and the “Eligible Review Date” as to when the eligibility status was reviewed. You may write a comment if necessary.

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



Assigned Immigration Records			
<div>Add Delete</div>			
	Document	Number	Issued By
<input type="checkbox"/>	Passport	A5745675673	United States

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
- Location
- Employment Contract Start Date

- Employment Contract End Date
- Attachments

Job	
Job Title	Operations Executive
Job Specification	Not Defined
Employment Status	Full Time Permanent
Job Category	Professionals
Joined Date	2010-04-01
Sub Unit	Operations
Location	New York - Headquarters
Employment Contract	
Start Date	2010-02-09
End Date	2013-04-30
Contract Details	Not Defined
Attachments	

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					

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
Kevin Ryan	Direct
Assigned Subordinates	

3.1.10 Qualifications

- 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.

The screenshot shows a web form titled "Add Work Experience". It contains the following fields: "Company*" with the value "Citibank", "Job Title*" with the value "IT Manager", "From" with the date "2002-04-04", and "To" with the date "2010-04-15". Each date field has a small calendar icon to its right. There is a large text area for "Comment" which is currently empty. At the bottom left, there is a small text label "* Required field". At the bottom right, there are two buttons: "Save" and "Cancel".

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

The screenshot shows a web interface titled "Work Experience". Below the title, there are two buttons: "Add" and "Delete". Below these buttons is a table with several columns. The first column contains checkboxes, and the subsequent columns contain text entries representing work experience details.

You may enter multiple entries of work experience.

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".

- 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* Bachelor's Degree

Institute Michigan Institute of Technology

Major/Specialization IT Forensics

Year 2002

GPA Score 3.5

Start Date 1998-04-01

End Date 2002-04-27

* Required field

Save Cancel

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

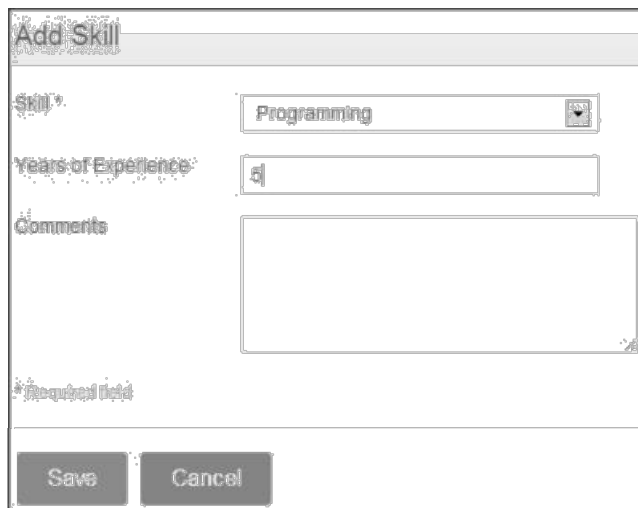
<input type="checkbox"/>	Level	Ye
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You may enter multiple entries of education.

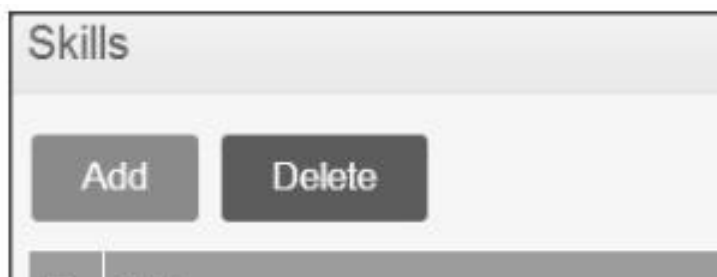
To delete an entry, click on the check box next to particular entry. It is also possible to delete multiple entries at the same time by clicking the check box entries you wish to delete and simply clicking “Delete”.

- 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.

A screenshot of a web form titled "Add Skill". The form has three main input fields: "Skill" with a dropdown menu showing "Programming", "Years of Experience" with a text input containing "5", and "Comments" with a large text area. A red asterisk and the text "Required field" are located below the "Comments" field. At the bottom of the form are two buttons: "Save" and "Cancel".

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




You may enter multiple entries of skills.

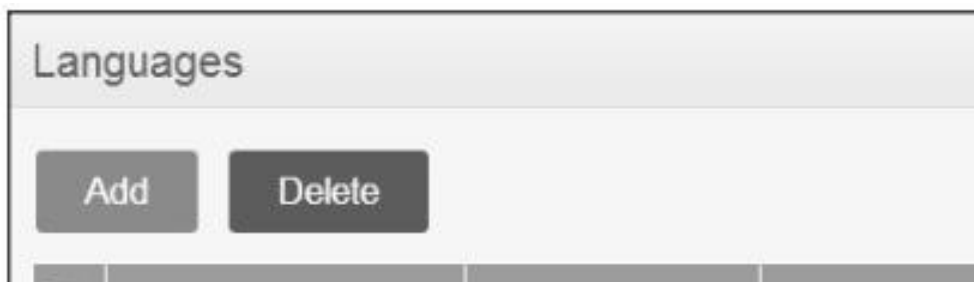
To delete an entry, click on the check box next to particular entry. It is also possible to delete multiple entries at the same time by clicking the check box entries you wish to delete and simply clicking "Delete".

- 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.

A dialog box titled "Add Language" with a light gray header. It contains four labeled fields: "Language*" with a dropdown menu showing "English", "Fluency*" with a dropdown menu showing "Writing", "Competency*" with a dropdown menu showing "Mother Tongue", and "Comments" with a large empty text area. A small asterisk icon is next to the first three labels. At the bottom left, there is a legend: "* Required Field". At the bottom right, there are two buttons: "Save" and "Cancel".

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

A screenshot of a web interface titled "Languages" in a light gray header. Below the header, there are two buttons: "Add" and "Delete". Below the buttons is a table with four columns. The first column contains a check box, and the other three columns are empty.

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.

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

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 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.



The 'Add Attachment' dialog box features a 'Select File' section with a 'Choose File' button and the text 'Certs.docx'. Below this is a note 'Accepts up to 1MB'. A 'Comment' section contains a text area with the word 'Certificates'. At the bottom left, there is a '* Required field' label. At the bottom right, there are 'Upload' and 'Cancel' buttons.

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



The 'Attachments' section includes 'Add' and 'Delete' buttons above a table. The table has columns for a checkbox, File Name, Description, Size, and Type.

	File Name	Description	Size	Type
<input type="checkbox"/>				

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.

3.1.11 Membership

If you are a members 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 Professe

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

Save Cancel

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

Figure 3.6.

Assigned Memberships

Add Delete

	Membership	Subscription Paid By	Subscription Amount	Currency
<input type="checkbox"/>				

You may enter multiple entries of memberships.

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 upload the following file by clicking “Upload”.

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 requirement
- 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.
- All site pages should be available for search engine robots.
- All pages that use static images should be displayed correctly

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