

OfficeControl

Office Control Technical Specification Overview

1st November 2007

Version 1.1

The purpose of this document is provide a very high level generic technical overview of Office Control (OC).

OC is the second generation of the OC lifecycle methodology which goes back to its conception in 2003.

The current version of OC was released in December 2006.

OC is a zero desktop installation web based service that can be accessed from any location in the world over the internet via a web browser.

It is not intended to be a comprehensive HR system but provides a controlled lifecycle approach to managing absence for small to medium sized businesses.

OS/Apps

- MS Windows 2003 Servers
- MS ASP.Net
- MS SQL Server 2000

Hosted website – All firewalled

- Development/Live (Web/Database)

Data abstraction layered

- All the user accessible web services only have access to SQL stored procedures to request/update data.

Outputs

- Web pages

All servers supporting OC are

- Located at secure sites
- Fully maintained and monitored
- 1 hour hardware replacement service
- Controlled conditions
- UPS
- Managed 24/7/365 by a dedicated managed hosting company.

This is a Tier 1 hosting company with multiple redundant 6 Gbps bandwidth across a number of service providers and provides a fully resilient and redundant network infrastructure.

Been used since 2003 with no known network or unscheduled hardware downtime.

Client Technical Requirements

As OC is a web based absence management application, for each user to access the system, the following technical specifications need to be met the client IT infrastructure and user PC/laptop settings.

Specification – IT Infrastructure	Details
Internet Access (LAN)	Preferably a Tier 1 service provider
Firewall	Allow all traffic on ports 80/443 from *.office-control.co.uk (Live)

Specification – User PC/Laptop	Details
PC / Laptop	PIII600 with 256MB of RAM +
Operating System	Windows 2000, XP, Vista. MAC X (except calendar reports)
Web Browser	Internet Explorer 5.5+, firefox (latest), others TBC
Access through Firewall	Allow all traffic from office-control.co.uk (Live)
JavaScript enabled	
Internet Connection	Preferably via LAN and Broadband. Dial-up is acceptable (but performance will be slower)
Cookies enabled	Security
Pop-ups enabled	Additional screens during operations
Adobe PDF Reader	For reading guides

The current OC version consists of

- Annual Leave and other types of leave requests
- Leave Approval
- Sickness recording
- Sickness tasks
- Sickness alerts notification
- Absence policies
- Reporting

Miscellaneous

- Relationships (Assistant, Manager, Over viewer)
- Permissions (role models, User edited)
- Email notification
- Setup Wizard