

WEBSITE REQUIREMENTS DOCUMENT

Client: SOF Intelligence Solutions

Website: <https://www.sofisllc.com/>

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Project Overview

This document outlines the website requirements for SOF Intelligence Solutions, focusing on the development of an Employee Portal and general website optimization.

1. Employee Portal

Access Point

- Add a new tab labeled "**Employee Portal**" next to or before the "Contact Us" tab on the website.

Restricted Login

- Implement a login functionality where employees must log in with credentials to access the portal.
- New users must request access to register for the portal.
- The admin will authorize new accounts before granting access.

Functionalities Within the Portal

1. Links:

- Provide access to two specific links (shared previously) for timekeeping and other purposes.
- Employees will log in to their existing accounts on these external portals after accessing the links through the employee portal.

2. Company Blog:

- Add a blog section to share company-related updates and announcements.

3. Documents:

- Create a section to upload and manage important documents such as handbooks and other relevant files for employee access.

2. General Website Maintenance

1. **Error Resolution:**

- Identify and resolve any existing errors on the website.

2. **SEO and Optimization:**

- Ensure the website is fully optimized according to the latest Google standards.
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Approval

Kindly review this document and provide confirmation or feedback to proceed with the outlined tasks.