WISDOM AI

ISLAND BOARDING PASS SCREEN: APP DESIGNER GUIDELINES

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Prepared By: Amey Tamshetti

The "**Island Boarding Pass**" is an essential part of the leave and movement process within the resort. Here's the flow and feature requirements:

1. Employee Request:

- o Employees initiate the request for an "Exit Pass" or "Entry Pass" via the App.
- o The request includes key details:
- o Departure Date & Time.
- o Arrival Date & Time.
- o Mode of Transportation.
- o Reason for Exit/Entry (e.g., annual leave, visiting a nearby island).

2. Approval Workflow:

- o **Step 1:** Request goes to the **HOD** for approval.
- o **Step 2:** Upon HOD approval, the request moves to **HR** for verification and approval.
- o **Step 3:** After HR approval, it is sent to the **Security Manager**.
- o **Step 4:** The Security Manager notifies the respective **Security Officers** in the department, ensuring they are aware of all approved passes for entry and exit.
- o Show all security officers' names, and the security manager will have the option to select all employees or a few security officers.

At the security post, the staff does not need to present physical approval as the security team already has digital access to the approved passes.

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3. Design Considerations:

1. Separate Section for Island Boarding Pass:
   - o Create a dedicated section titled "Island Boarding Pass" accessible from the menu.

o   Employees can apply for and track their exit and entry pass requests here.
2. **Integration with Leave Module:**
    o   If the leave type requires exiting the island, ensure the "Exit and Entry Pass" request is integrated within the leave application process.
    o   Approved leave automatically prompts the option to ***request passes***.
3. **Interactive Mobile App Design:**
    o   Design the passes to appear visually appealing, like a real boarding pass.
    o   Use playful and intuitive UI elements to make the process engaging while maintaining professionalism.

4. Required Details for Pass:

o   Employee Name.
o   Departure Date & Time.
o   Arrival Date & Time.
o   Transportation Mode.
o   Reason for Exit/Entry.
o   Status (e.g., Pending, Approved, Rejected).

5. Notifications:

o   **For Employees:**
    o   Receive real-time updates on pass status.
    o   Notifications when HOD, HR, or Security approves/rejects the request.
o   **For Security:**
    o   Security officers are notified of all approved passes relevant to their role.

6. Entry/Exit Confirmation by Security

1. ## Security's Role:

   o Security personnel at the hut will serve as the first and last point of contact for employees exiting or entering the island.

   o They will verify the employee's digital approval pass (for both exit and entry).

2. ## Action Button for Security:

   o **Exit Confirmation Button:**

      o Displays once the employee's exit pass is verified.

      o Upon clicking, updates the system to record the employee as "Exited."

   o **Sends a real-time notification to:**

      o Security Manager.

      o HOD of the department.

      o HR.

   o Arrival Confirmation Button:

      o Displays once the employee's entry pass is verified.

      o Upon clicking, update the system to record the employee as "Arrived."

   o **Sends a real-time notification to:**

      o Security Manager.

      o HOD of the department.

      o HR.

3. ## Notifications Format:

   o **Example for Exit**: "John has Departed the island successfully on [Date & Time]."

   o **Example for Arrival**: "John has arrived at the island successfully on [Date & Time]."

4. ## UI for Security:

   o **A simple interface for security personnel:**

      o List of scheduled arrivals and departures for the day.

- o **Confirmation buttons** next to each entry ("Departed" or "Arrived").
- o Real-time status updates are visible upon action.

7. Dashboard

5. Employee Dashboard:

- o **Status of current requests:**
  - o Pending
  - o Approved by HOD
  - o Approved by HR
  - o Notified to Security Manager
  - o Assigned Security Officer/All
  - o Status like Departed/Arrived when the Security officer change the status
  - o Number of previously approved passes (entry and exit).
  - o Total Exits and Entries in the current year (e.g., "2024: 15 Departures | 14 Arrivals").
- o **Features:**
  - o View all current and past passes with details.
  - o Notifications for any updates to their requests.
  - o Action buttons to cancel or modify requests (subject to approval).
  - o Ability to see remarks or comments from approvers.

6. HOD Dashboard:

- **Number of boarding pass requests**:
  - o Pending approvals (entry and exit).
  - o Approved/Rejected passes.
  - o Number of employees currently outside the island.
  - o Arrival schedules for returning employees.
  - o Total Exits and Entries for the specific employee in the current year (e.g., "2024: 15 Departures | 14 Arrivals").
  - o Status like Departed/Arrived when the Security officer change the status

- **Features:**
  - Ability to approve or reject requests.
  - View detailed information on each request.
  - A summary of employees leaving or arriving today or this week.
  - Notifications for pending tasks or actions.

7. HR Dashboard

- **Key Stats:**
  - Total number of requests (entry and exit).
  - Employees currently outside or scheduled to leave/arrive.
  - Pending approvals at HOD or HR level.
  - Total Exits and Entries for the specific employee in the current year (e.g., "2024: 15 Departures | 14 Arrivals").
  - Status like Departed/Arrived when the Security officer change the status
  - Status like Departed/Arrived when the Security officer change the status
- **Features:**
  - View all requests across departments.
  - Approval/Rejections.
  - Insights into trends (e.g., peak travel periods).
  - Notifications for tasks requiring HR action.

8. Security Manager Dashboard:

- **Key Stats:**
  - Total entry and exit passes (approved only).
- **Assignments to security officers:**
  - Assigned.
  - Pending assignment.
  - Employees scheduled to leave or arrive today and this week and all other.
  - Total Exits and Entries for the specific employee in the current year (e.g., "2024: 15 Departures | 14 Arrivals").

- o Status like Departed/Arrived when the Security officer change the status
- o **Features**:
  - o Assign passes to specific or all security officers.
  - o Notifications for new approvals requiring action.
  - o View detailed employee information for each pass.
  - o Ability to track passes already processed by security officers.

9. Security Officer Dashboard:

- o **Key Stats**:
  - o List of today's departures and arrivals.
- o **Pass status for each employee**:
  - o Approved.
  - o Pending action.
  - o Status like Departed/Arrived when the Security officer change the status
- o **Features**:
  - o View detailed information for each pass.
  - o Notifications for any updates or changes to assignments.
  - o Ability to confirm if a pass has been processed at the security checkpoint.

8. Emergency Cancellation

1. Emergency Button

Displayed prominently on the dashboards & somewhere on the Boarding Pass of HOD, HR, and Security Manager.

2. Functionality:

- o **When pressed, it**:
  - o Instantly **cancels** the Exit or Entry Pass.
  - o Updates the **status** of the pass to:

- - **"Canceled"** in red text.
  - **Reason:** "Emergency."
  - Sends an immediate **notification** to:
    - Security Officers.
    - Security Manager.
- User Feedback:
  - A confirmation dialog box appears to confirm the action:
  - "Are you sure you want to cancel this pass due to an emergency?"
  - After confirmation, the system updates all related records and stakeholders.
    - HR.
    - HOD.
    - Security Manager
    - Security Officers

3. Notifications

- **Real-time notification example**:
  - "Emergency Action: John's Exit Pass for [Date & Time] has been canceled by HR due to an emergency."
- **Recipients:** All relevant parties including the requesting employee.

4. UI Updates:

- **Change the status of the pass to:**
  - "Canceled (Emergency)" in bold, red text.
  - If the employee tries to present the pass to security after cancellation, the digital pass will display as invalid with a clear "Canceled" message.

5. Integration

- **Island Boarding Pass Module**:
  - Add the emergency button on relevant user dashboards and Boarding Pass (HOD, HR, Security Manager).
- **Security Workflow:**

- o Automatically update the security officers' view to reflect the canceled status to prevent accidental approvals.

9. Emergency Travel

1. Emergency Travel Status Toggle

- o **Purpose**: Enable or disable travel requests during emergencies.
- o **Implementation**:
    - o Add a simple toggle in the Super Admin panel to activate "Emergency Travel Mode."
- o **When enabled**:
    - o Only allow essential travel (with a predefined list of reasons such as "medical," "official duty," or "family emergency").
    - o Show a disclaimer on the travel request screen: "Travel restricted to essential purposes only during the current emergency."
    - o Automatically notify all employees about the activated restrictions.

2. Basic Compliance Requirements

- o **Purpose**: Ensure health and safety during emergencies.
- o **Implementation**:
    - o Add a checkbox on the travel request form: "I have read and agree to the emergency travel guidelines."
    - o Allow HR to upload a PDF or a web link with emergency travel guidelines.
    - o Optional upload field for documents like a health certificate or vaccination record.

3. Emergency-Specific Travel Approval

- o **Purpose**: Add an extra layer of approval for emergency travel requests.
- o **Implementation**:
    - o Include an additional approval step by HR or GM for all travel requests during emergencies.
    - o Show a clear label on requests: [Emergency Travel Request].

- o **Simplify the flow:**
  - o Employee submits the request.
  - o HOD approves.
  - o In-house clinic
  - o HR or GM provides final approval.

4. Dashboard Updates

- o **Purpose**: Keep stakeholders informed.
- o **Implementation**:
  - o Add a small "Emergency Travel" section on dashboards:
  - o Count of approved, pending, and rejected emergency travel requests.
  - o Quick view of the latest approvals and denials.

10. Additional Features:

- o Integration with the **Leave Module** to automate pass generation.
- o Option to display approved passes in a list or card format for easy navigation.
- o Security officers can view passes on their mobile devices without requiring the employee to present them manually.
- o HOD/HR and the Security Manager will see the total "**2024: 15 Departures | 14 Arrivals**" on each pass, somewhere on the bottom, and not attention-grabbing style

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