**SOFTWARE REQUIREMENTS SPECIFICATIONS**

**ClockWork: Office Management and Productivity System**

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**BET-CPET-2A**

**PURPOSE:**

This system promotes productivity in an office, by providing a calendar, that supervisor tracks the activities and requirements set by the manager, and then the employee must comply about those requirements before the deadline.

**INTENDED USERS:**

1. Supervisor
2. Manager
3. Employees

**USER NEEDS:**

1. Supervisor

The supervisor oversees the status of the submission of requirements from the employees.

1. Manager

Managers can use this program to set activities and requirements on a due date in a calendar for the employees to comply and can also handle the files submitted by the employees.

1. Employees

Employees must comply to the submission of the requirements that has been set by the manager to their calendar, and they can submit using a web browser to complete the task.

**SYSTEM REQUIREMENTS:**

**Interpreter:** Python 3.11-3.12

**Python Libraries:** PySide6, OpenCV

**Operating System:** Windows 10 or 11

**Database:** MySQL

**Non-Database:** MongoDB

**Minimum RAM:** 4 GB

**Devices:** Desktop/Laptop, Speakers, Monitor, Mouse, Keyboard, Ethernet Cable, Fingerprint Scanner

**Internet:** Broadband

**Browser:** Google Chrome

**FUNCTIONAL REQUIREMENTS**

1. **Supervisor**

* A calendar that tracks the manager’s tasks
* Activity log of the interaction of submission of requirements from employees.
* Ability to contact through e-mail to get notified when the employee has finished on the requirements and when the employee has missing requirements after the deadline.
* Fingerprint-protected validation of the submitted tasks from employees
* Dashboard that can visualize the data of the employees’ record of performance in finishing requirements.
* Ability to search users using search bar when adding/removing a group member
* Search bar of users for creation/deletion of a group.
* Fingerprint-protected authentication of action for adding and removal of employees in a group.
* Can create and log-in their account.
* Can log-in using fingerprint
* Can change role and access of a user

1. **Manager**

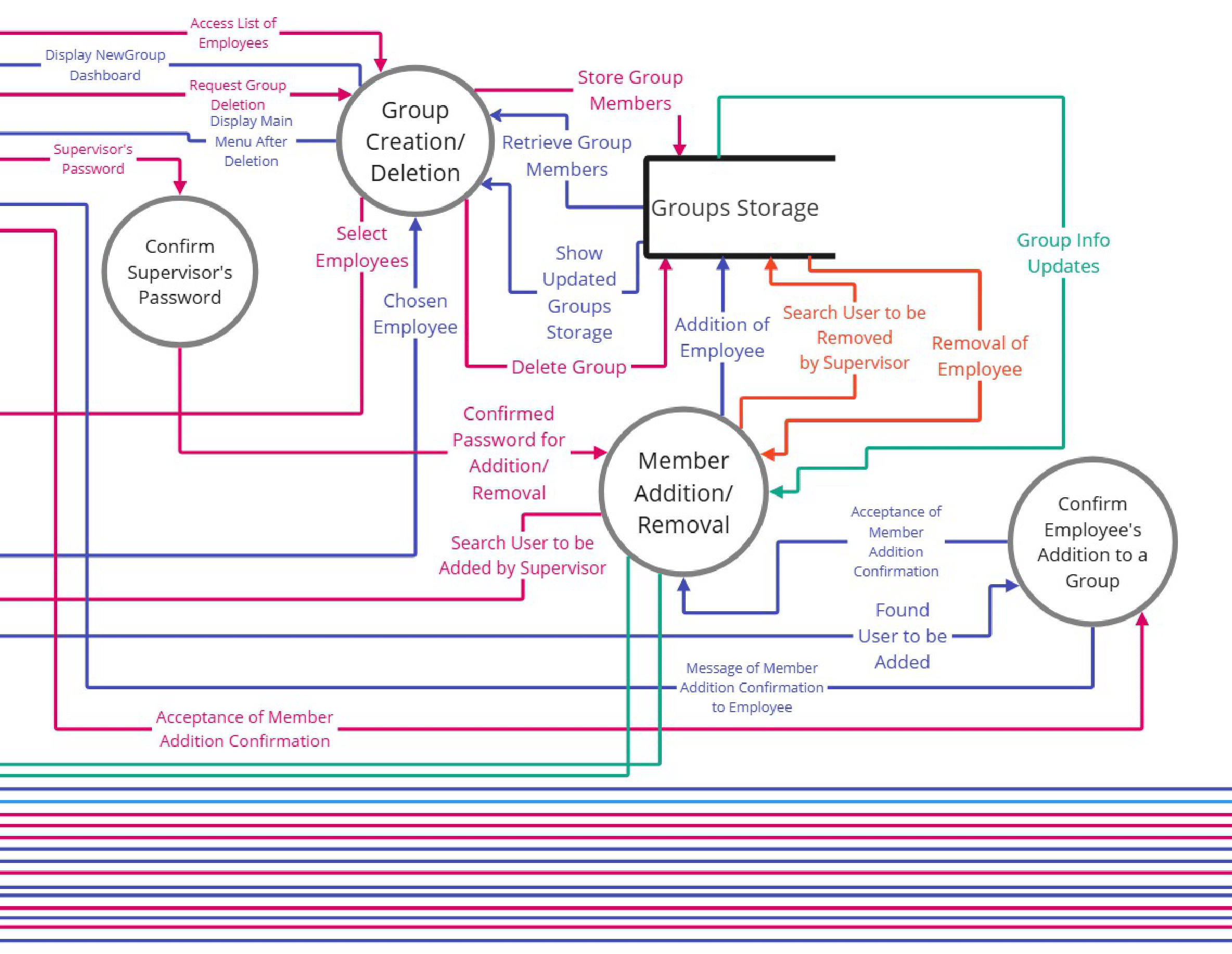
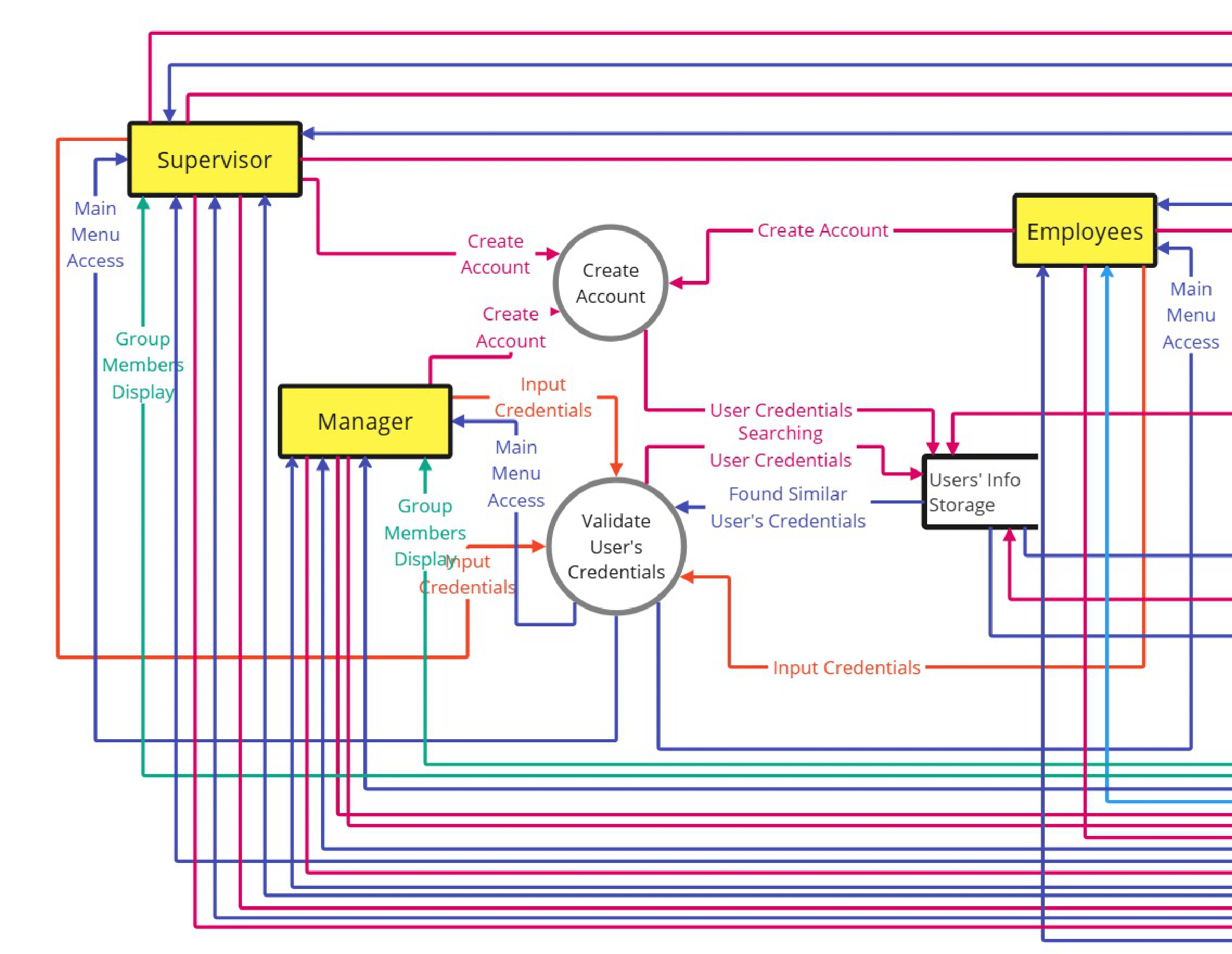
* Ability to assign and remove tasks on a calendar that need to be submitted by the employees.
* Search bar for finding employees’ task
* Activity log of the interaction of submission of requirements from employees
* Ability to contact through e-mail to get notified when the employee has finished on the requirements and when the employee has missing requirements after the deadline.
* Can create and log-in their account.
* Can log-in using fingerprint

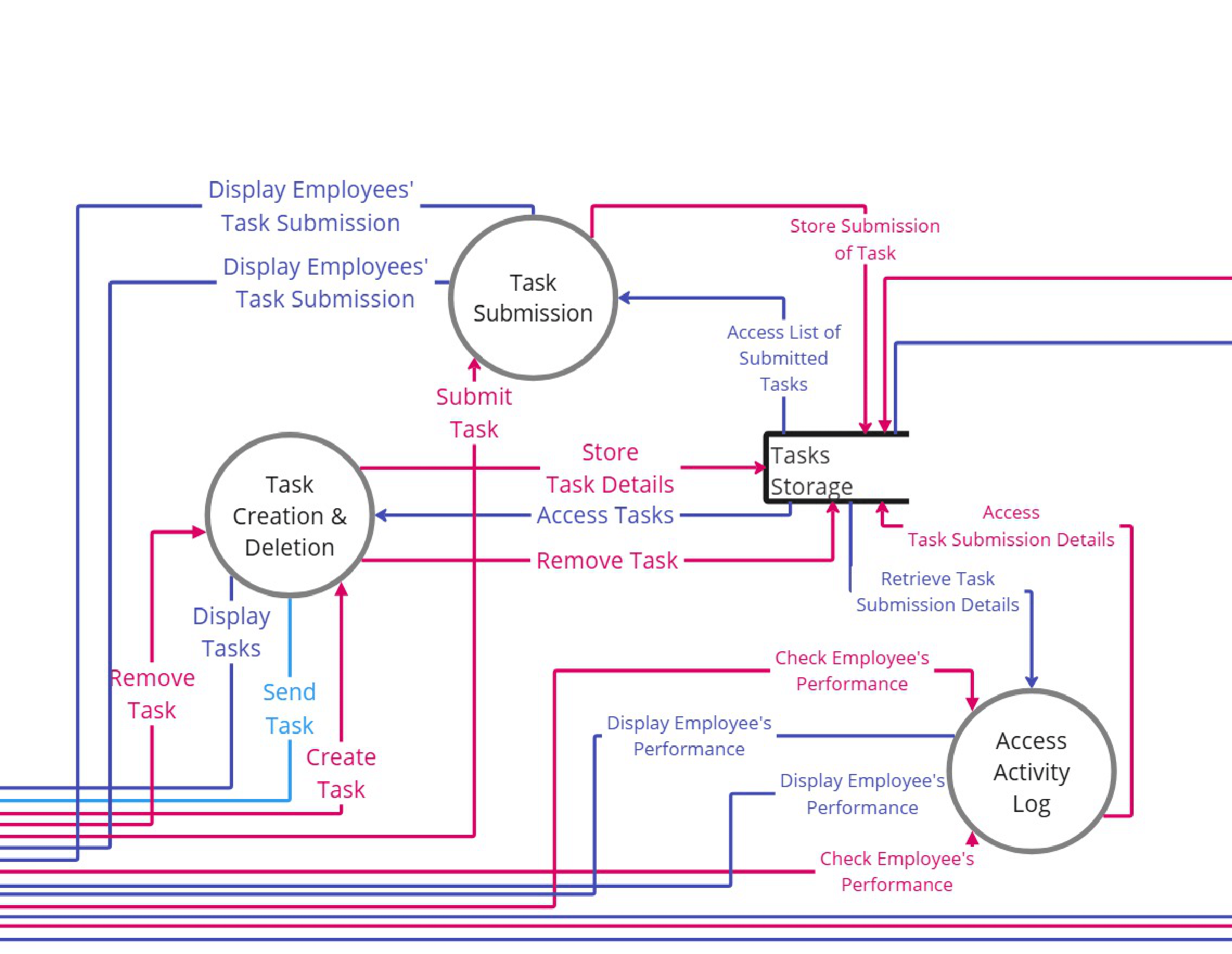
1. **Employees**

* A calendar to take note of the manager’s tasks
* Task indicator on the calendar when the task is pending or submitted
* The ability to add reminders for when the time comes, it notifies you via message box.
* Due dates of tasks before 24 hours notify you via message box.
* Task window that shows task assigned by the manager per day.
* Ability to connect to the e-mail to get notified before the deadline.
* Can create and log-in their account.
* Can log-in using fingerprint
* Can join group using a code sent by supervisor

**DATA FLOW DIAGRAM**

**LEVEL 1**



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