

## **Business Rule for Report Entity**

### **1. Report Generation Frequency**

The reports can only be generated once a day for each user to prevent redundancy and have meaningful tracking.

### **2. Automatic Report Generation**

The system will automatically generate a report at a prearranged time (e.g., midnight daily) displaying the user's task completion performance.

### **3. Completion Rate Calculation**

Completion rate is the percentage of reported tasks as "Done" relative to the total number of tasks assigned to the user when the report was generated.

### **4. Overdue Count Calculation**

Overdue count has all tasks that are not "Done" and due date < generated date.

### **5. User Report Access**

The report can only be viewed or downloaded by the user to whom the report belongs (via user id) or by an Admin (role = Admin).

### **6. Data Consistency**

On deletion of a task, historical reports will retain their original values to ensure historical accuracy.

### **7. No Duplicate Reports**

A user is not able to have more than one report on the same generated date.

### **8. Report Retention**

Reports will be stored for a minimum of 30 days. Auto-deletion or archival configurations can be set up by admins based on storage constraints.

### **9. Admin Oversight**

Custom reports for any user or for the system as a whole (e.g., team-wide completions) can be created by admin users for analytics purposes.

### **10. UI Integration**

Reports are displayed on the dashboard as graphical summaries with the ability to download in PDF/CSV format.