Software Requirement Specification

Leave Management System

STATE MORTGAGE & INVESTMENT BANK,

Colombo 03

Software Requirement Specification

for

Leave Management System,

of

STATE MORTGAGE & INVESTMENT BANK

HDBIS 16.2

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Introduction

Purpose

This document describes the main requirements related to the computerized system which is being developed for the **STATE MORTGAGE & INVESTMENT BANK, Colombo 03**.

It is a sub system which covers the process of handling bank employee leaves. It also generates custom and monthly status reports about the employee leaves.

Since the existing system is a manual system, proposed should be developed to computerize the major functions and increase the security and efficiency of the system.

The system should provide attractive and user friendly interfaces for the users' of the system, so that the complex logic behind the screens will be hidden.

Overview of the company

The State Mortgage & Investment Bank being one of the oldest banks of the nation was inaugurated as the Ceylon State Mortgage Bank (CSMB) on 6th December 1931 by Ordinance No. 16 of 1931. State Mortgage & Investment Bank formed by the State Mortgage & Investment Bank Law No. 13 of 1975, amalgamating the Ceylon State Mortgage Bank and the Agricultural and Industrial Credit Corporation, established in 1943. The Bank commenced its operation on 1st January 1979. The Bank was recognized as a Licensed Specialized Bank and the license was issued by the Central Bank of Sri Lanka on 27th April 1998 in terms of the Banking Act No. 30 of 1998.

Since then, deviating from the former lines of business, while paying much attention to the housing needs of the country, the Bank throughout its over eighty years of service, has evolved to become the Housing Bank to the Nation. With the expansion of the Banks activities, the Bank strengthened its resource base by venturing in to various other products. Thus in 1991, the Bank started accepting deposits. In October 2001, Pass-Book Savings product was introduced. The Bank extended its business networks by opening new branches in key locations (at present 24 branches are existence). By spreading its services through branches and facing the challenges and competition of the banking industry the Bank has been able to maintain its position as the "Housing Bank to the Nation"..

The company has more than 500 employees and more than 10 branches island wide.

The bank has separate departments and for each a manager is assigned. Each employee work under only one manager. And all the managers are being supervised by the chairman.

Functions of the system

- **Main Function 1**

The software should be loaded with the logo of the STATE MORTGAGE & INVESTMENT BANK, Colombo 03.

- **Main Function 2**

There should be a login screen to navigate different users into different screens. There are three   types of users: employee, Manager, Chairman

  - ➢ Sub Function 1
    - ✓ User should be able to enter the user name and the password
    - ✓ Both fields should be validated
  - ➢ Sub Function 2
    - ✓ The user should be able to navigate to the signin window from here if he has no account.

- **Main Function 3**

Sign in screen - The user should be able to create a new user account in order to login to the system.

  - ➢ Sub Function 1
    - ✓ By choosing employee id, the pre-registered users personal details will be auto fetched.
    - ✓ User should be able to create a new user name and password. And both fields should be validated. And they should be validated if there are any duplicate user names.
    - ✓ An error message should be displayed if the employee is already signed in.

- **Main Function 4**

  Employee Home screen should be displayed for an employee if successfully logged in.
  - ➢ Sub Function 1
    - ✓ Navigate to Create a new leave screen
  - ➢ Sub Function 2
    - ✓ Navigate to Manage leave History screen
  - ➢ Sub Function 3
    - ✓ Navigate to Help page
  - ➢ Sub Function 4
    - ✓ Navigate to bank website
    - ✓ Opens the website in a web browser

- **Main Function 5**

  Manager Home screen should be displayed for a manager of the bank if successfully logged in.
  - ➢ Sub Function 1
    - ✓ Navigate to Create a new leave screen
  - ➢ Sub Function 2
    - ✓ Navigate to Manage leave History screen
  - ➢ Sub Function 3
    - ✓ Navigate to Help page
  - ➢ Sub Function 4
    - ✓ Navigate to Authorize employee leaves screen
  - ➢ Sub Function 5
    - ✓ Navigate to View employees leave History screen
  - ➢ Sub Function 6
    - ✓ Navigate to bank website
    - ✓ Opens the website in a web browser
  - ➢ Sub Function 7
    - ✓ Navigate to Create reports
  - ➢ Sub Function 8
    - ✓ Navigate to employee details screen

- **Main Function 6**

Chairmen Home screen should be displayed for the chairman of the bank if successfully logged in.

- ➢ Sub Function 1
  - ✓ Navigate to Create reports screen
- ➢ Sub Function 2
  - ✓ Navigate to employee & manager leave History screen
- ➢ Sub Function 3
  - ✓ Navigate to Help page
- ➢ Sub Function 4
  - ✓ Navigate to Authorize managers leaves screen
- ➢ Sub Function 5
  - ✓ Navigate to View employee's details screen
- ➢ Sub Function 6
  - ✓ Navigate to bank website
  - ✓ Opens the website in a web browser

- **Main Function 7**

Create new leave screen

- ➢ Sub Function 1
  - ✓ By choosing employee id, the pre-registered users personal details will be auto fetched.
  - ✓ All the employee's available leaves will be calculated and displayed
  - ✓ A message will be displayed if there aren't any leaves left. But the user will be able to create a leave.
  - ✓ The user should input all the general leave details in to the fields to confirm the leave.
  - ✓ A message will be displayed after validating the fields whether the leave has been confirmed or not.
- ➢ Sub Function 2
  - ✓ The user can navigate to his leave history screen from here to find relevant details.

- **Main Function 8**

  Manage leave History screen
  - ➢ Sub Function 1
    - ✓ All the leave history of the logged in user will be displayed here in a table.
    - ✓ The user can also check whether his leaves are authorized by the manager.
    - ✓ The user gets a notification when his leave has been authorized. The notification will be displayed as blue dot near the table row and also in the home page.

  - ➢ Sub Function 2
    - ✓ The user can modify non authorized leaves.
  - ➢ Sub Function 3
    - ✓ The user can also delete a leave.
    - ✓ If the deleted leave is a authorized one, the manager will get a notification that the leave has been cancelled.

- **Main Function 9**

  Help screen is a documentation which holds all the details and functionality about this system. It also contains the product manufacturers contact details.

- **Main Function 10**

  Authorize employee leaves screen can be only accessed by a manager account. This screen is used to authorize all the employee leaves. Only the employees under the relevant logged in manager are displayed.

  - ➢ Sub Function 1
    - ✓ All the leaves are displayed in a table.
    - ✓ From the drop down box the manager can select whether to display not authorized leaves and authorized leaves.
    - ✓ Selecting the a not authorized row and clicking the authorize button will change the row field value to authorized.
  - ➢ Sub Function 2
    - ✓ The manager can view employee details from here in order to find his available leaves.
  - ➢ Sub Function 3

✓ Employee leave history can also be seen by clicking the employee id in a row.

➢ Sub Function 4
✓ The manager can also make a authorized leave back to non-authorize by clicking the non-authorize button.

- **Main Function 11**

Authorize manager leaves screen can be only accessed by the chairman account. This screen is used to authorize all the manager's leaves. All the managers confirmed leaves are listed in here.

➢ Sub Function 1
✓ All the leaves are displayed in a table.
✓ From the drop down box the user can select whether to display not authorized leaves and authorized leaves.
✓ Selecting the a not authorized row and clicking the authorize button will change the row field value to authorized.

➢ Sub Function 2
✓ The user can view manager details from here in order to find his available leaves.

➢ Sub Function 3
✓ Manager's leave history can also be seen by clicking the employee id in a row.

➢ Sub Function 4
✓ The user can also make a authorized leave back to non-authorize by clicking the non-authorize button.

- **Main Function 12**
View employees leave History screen is accessed by the manager account.

➢ Sub Function 1
✓ All the leave history of the employees who are under the logged in user will be displayed here in a table.
✓ The user can also check whether his leaves are authorized by the manager.

➢ Sub Function 2
✓ There are two date pickers to list all the leaves from a relevant time period
✓ The leaves can also be listed by leave type.

➢ Sub Function 3
✓ The user can also navigate to employee details screen

- **Main Function 13**

  View employees and manager leave History screen

    - Sub Function 1
      - ✓ All the leave history of the employees and managers who are under the logged in user will be displayed here in a table.
      - ✓ The user can also check whether his leaves are authorized by the manager.
    - Sub Function 2
      - ✓ There are two date pickers to list all the leaves from a relevant time period
      - ✓ The leaves can also be listed by leave type.
    - Sub Function 3
      - ✓ The user can also navigate to employee details screen.

- **Main Function 14**

  Create reports screen will generate printable reports about the status of employee leaves. Only the manager and Chairman can access this screen.

    - Sub Function 1
      - ✓ The reports are customizable by the time
    - Sub Function 2
      - ✓ The user can pre view the reports here and save it as a soft copy or hard copy.

- **Main Function 15**

  employee details screen can be accessed by any user. But the employee can only see his details. The manager can only view the employees under his department. And the chairman can view all the employee details of the company.

    - Sub Function 1
      - ✓ Pre registered employee details are displayed here.
      - ✓ The manager or the chairman is able to find an employee by employee id or can list all the employee details in a table.
    - Sub Function 2
      - ✓ They can also navigate to the leave history screen of a selected employee.

Normal Employee

Manager

Leave Request
Of Normal
Employees

Leave
Request

Approval Of
Normal
Employees

Leave Request

Leave Management System

Notification

Notification

Approval Of
Managers

Leave Request
Of Managers

Leave Report

General Manager