**ATTENDANCE MANAGEMENT SYSTEM**

**OBJECTIVE:**

The main objective of attendance management system

Is to reduce errors and save time.

**USERS OF THE SYSTEM:**

* School management or college management

**FUNCTION REQUIRMENTS**:

1. These reports should be completely customizable, allowing you to filter by employee or student, date period, and other criteria.
2. It should also contain roles and permissions that regulate who has access to, modifies, or deletes attendance data.
3. Managers or administrators should be allowed to approve or reject leave requests as well.
4. Scheduling: The system should allow managers or administrators to plan shifts or courses, as well as alert employees or students of their future schedules.
5. Time and attendance reporting: The system should generate attendance data such as attendance records, attendance percentages, and tardiness statistics.
6. Mobile access: The system should be accessible through mobile devices such as smartphones or tablets, enabling employees or students to remotely check their attendance or request time off.
7. Data backup and recovery: A solid data backup and recovery solution should be included in the system to ensure that attendance data is not lost in the event of a system failure.
8. Attendance tracking: The system should be able to track attendance for both individual employees or students as well as groups or courses.
9. This might involve writing down the dates and hours of arrival and departure, as well as the duration of stay.
10. Payroll integration: The system should be able to connect to payroll systems in order to calculate and monitor employee or student pay based on attendance data automatically.
11. Access control: The system should include a secure login mechanism to ensure that only authorised users may access attendance data.
12. Employees or students should be able to use the system to request and track leave, such as vacation or sick time.

**Attendance management system non-functional requirements:**

They describe the over

1. Usability: The system should be simple to use and understand, with a basic interface.
2. Maintainability: The system should be easy to maintain and update, enabling you to add new features or fix problems without disturbing the system.
3. Accessibility: The system should be accessible to all employees, regardless of physical location or device.
4. Performance: The system should be able to process a large number of employees’ attendance data in a timely and error-free way.
5. Scalability refers to the system’s capacity to accept an increasing number of employees or attendance records without deteriorating performance.
6. Compatibility: The system should be compatible with other systems or tools used by the company, such as payroll or human resources.
7. Reliability: The system should be reliable and capable of working without defects or malfunctions even when exposed to heavy usage or unexpected circumstances.
8. Security: The system should be protected against unauthorised access and modification of attendance data.
9. Integration entails the system’s ability to interact with other systems or tools, such as time management or scheduling software.