



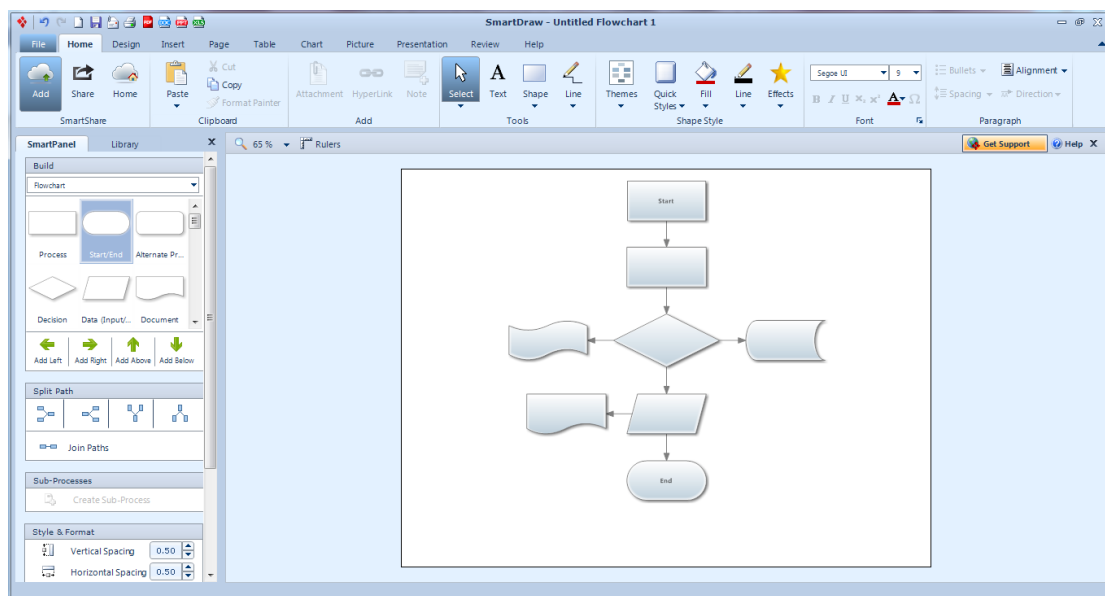
# Work Flow Diagram

Presented on  
12/08/2014

## Tool for Work Flow Diagram



Vincito crew has decided to use SmartDraw tool for Work Flow Diagram. This tool is a visual processor used to create flowcharts, organization charts, mind maps, project charts and other visuals. Developers of the SmartDraw tool are SmartDraw and LLC. As developers say this is a diagramming type software and support for Windows 2000, XP, Vista and Windows 7. There are various templates that can be used for diagrams and therefore it is known as user friendly tool.



The relevant WFDs will be same as above figure.

SmartDraw is fully integrated with Microsoft Office. Drawings can be sent to Word, Excel, PowerPoint and Outlook applications for relevant requirements. As well as adding tables, images, photos, notes, comments and etc. can be done easily when creating a new file.

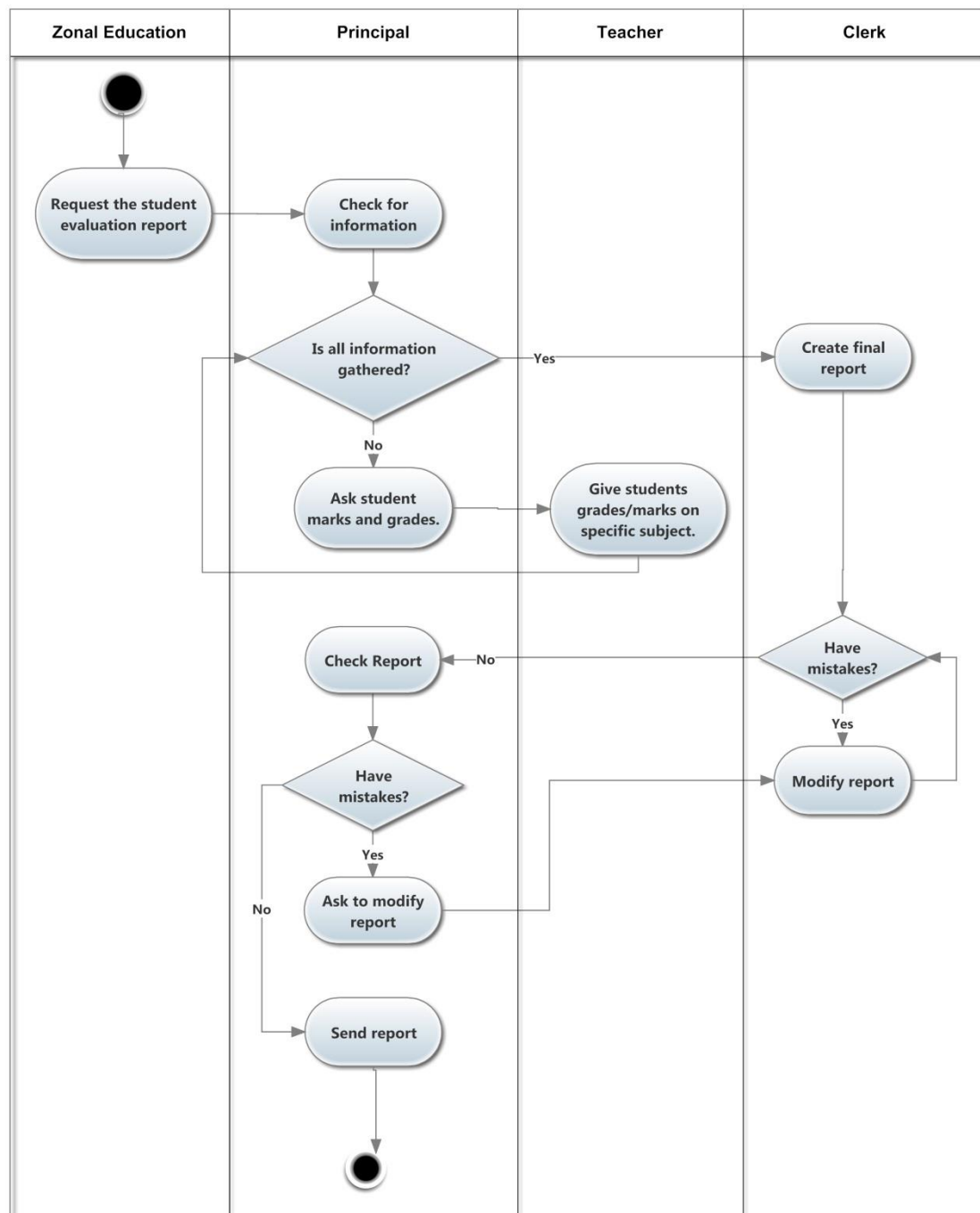
## Main Work Flows of the Project

When analyze the requirements there are four main work flows could be found as follows.

1. Report Generation
2. Leave Management of the Staff
3. Finance Management for Annual Service Charges of School
4. Covering Relief Periods

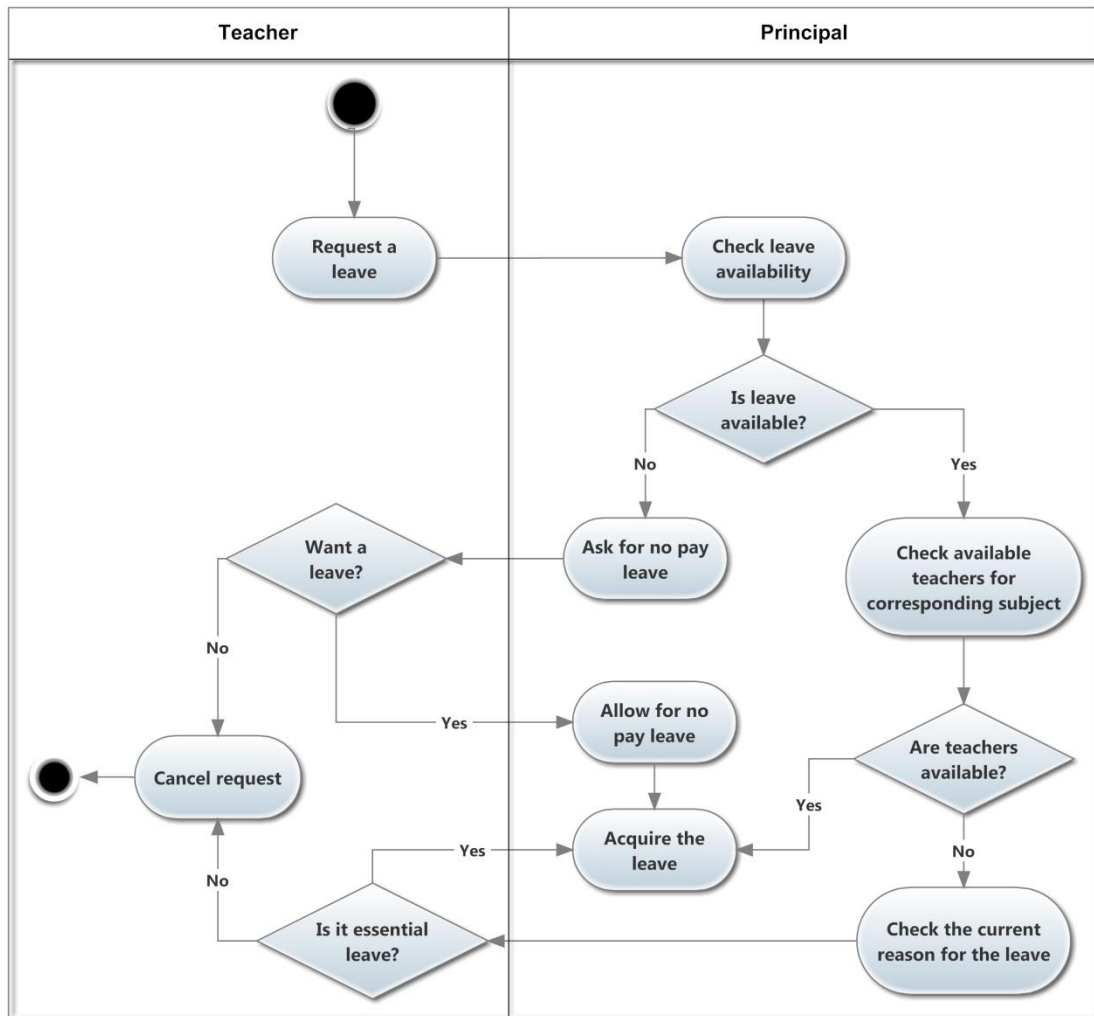
### 1. Report Generation.

Currently this process is done in manually and it consumes lot of time to get completed. So, the client asked us to developing this process by this system and it will reduce the time consuming than present.



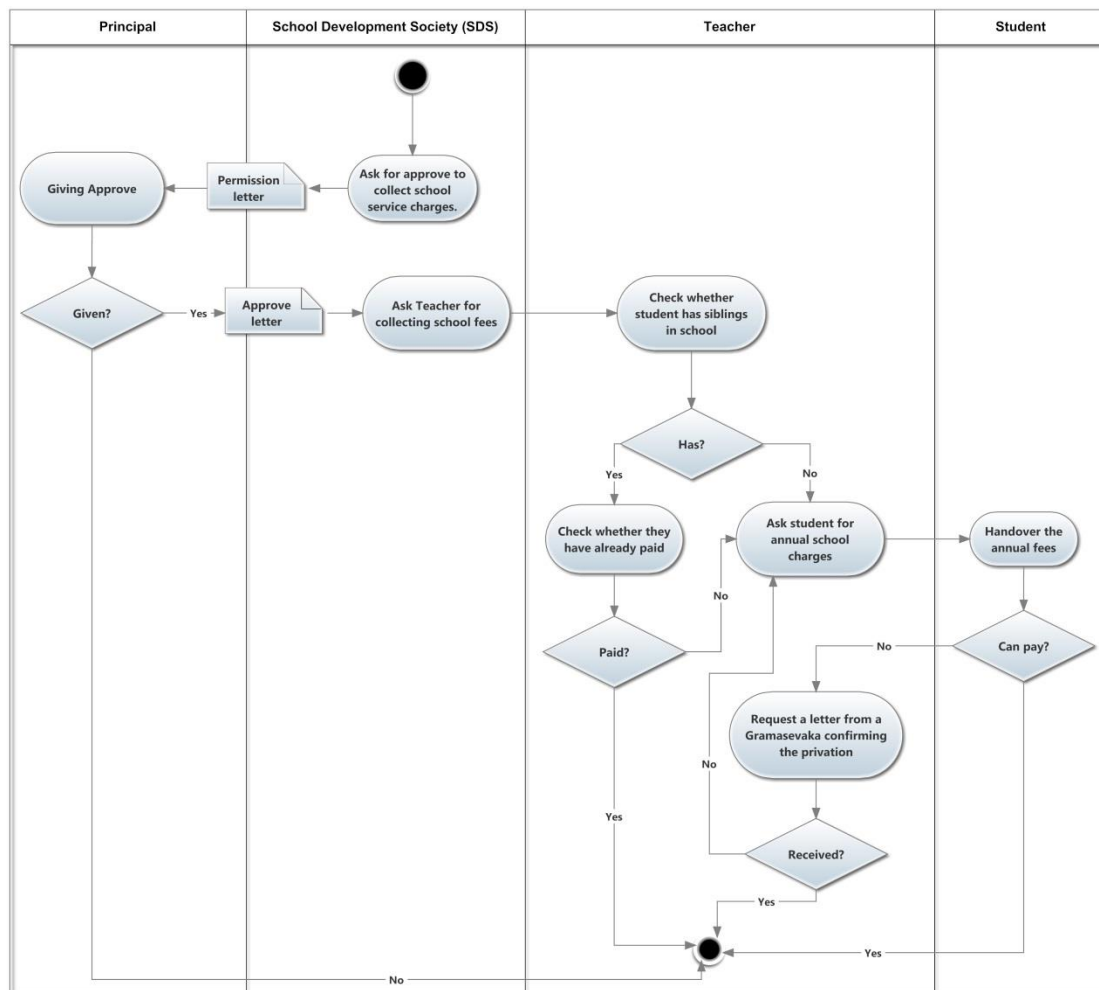
## 2. Leave Management of Staff

Managing the leave of teacher is another difficult task. The main sub process is the checking the availability of leave for each teacher. Therefore this task become as a main work flow to handle this checking in efficient manner.



### 3. Finance Management for Annual Service Charges of School

When collecting annual service charges it is essential to make sure, whether all the students have paid their annual school fees. If there are more than one student from one family, fee needed to be paid only by one. It should not be collected from siblings.



#### 4. Covering Relief Periods

