# Project name: Simulating operations of High court bar association

# Users:

1. General Member
2. Employee
3. Executive Committee
4. Finance Committee
5. Human Rights & Legal Aid Committee

# Global Action and Home Scene:

All users will have to login to the application using a valid username and password set by the Executive Committee in the home scene. If login is successful, then that user can access the application and there will be options specific to that user type. If login is unsuccessful after 3 tries, then their account would be locked and an information alert box will pop up which will say “Failed to login, please contact support”. There will also be a **Help and Support** button on the login screen to access the FAQ (Frequently Asked Questions) and contact support using the **Forgot Password?** button if their account is locked or if they forgot their password. Then they will be asked to verify their identity and type their OTP from their registered phone number. Once the user has completed his/her necessary task, the user can logout.

## User 1: General Member

### Send messages to employees and other members.

### Click on the Message button.

### A list of employees and other members will be shown in a table.

### Options will be there to choose between the type of message, either ‘Individual’ or ‘Group’.

### If ‘Individual’ is selected, choose a member from the list to send a message.

### If ‘Group’ is selected, select multiple employees and members to send the same message.

### Write the message to send in a text box.

### Click on the Send button to send that message to the recipients.

### Click on the Back button to go back to the home screen.

### Access information about the executive committee.

### Click on the Information button.

### A list of executive committee members is shown in a table.

### If we click on an executive committee member in the table, the contact information and other related information will be shown.

### There will be a Save Information button which will generate a file using that information.

### Click on the Back button to go back to the home screen.

### File a complaint against other users in the association.

### Click on the Complaint button.

### A list of members will be shown.

### Click on the member to complain against.

### Write the complaint in a text box.

### Click on the Send Complaint button to send the complaint to the executive committee and a token will be shown for follow-up.

### Click on the Back button to go back to the home screen.

### Get follow-up about the complaint.

### Click on the Follow-up Complaint button.

### A text box will be there to enter a token which was obtained after filing a complaint.

### Click on the Check Status to check for a follow-up.

### An information alert box will then be shown that will show the status of the complaint whether the complaint was sent to the executive committee or rejected.

### Click on the Back button to go back to the home screen.

### Participate in meetings.

### Click on the Join Meeting button.

### It will be shown which meeting type is set by the executive committee, either “Online Meeting”, “Offline Meeting” or “No meeting set”.

### The meeting info will be shown.

### If the meeting is set up as an online meeting, a Google Meet link will be shown which is set up by the executive committee.

### If the meeting is set up as an offline meeting, it will be shown the date, time, and location of the meeting set up by the executive committee.

### If no meeting is set up, then then there will be an information alert box that will say “There is no meeting today”.

### Click on the Back button and go back to the home screen.

### Provide Funds.

### Click on the Give Funds button.

### A table will be shown where the request for funds by the Finance Committee is there.

### Select on one of the fund requests to send money to.

### Click on the Send Money button to transfer money to that fund request.

### Click on the Back button to go back to the home screen.

## User 2: Employee

### View committee related data.

### Click on the View Committee Info button.

### The user will be presented with a table containing the user info of the committee members such as ‘ID’, ‘Name’, ‘Address’ and ‘Phone Number’.

### Click on the Back button and go back to the home screen.

### View ongoing and upcoming works.

### Click on the Works Due button.

### It will be shown which tasks are currently going on in the “Ongoing Works” section and the tasks that will need to be done within the next week in the “Upcoming Works” section.

### After completing tasks, they can be selected and clicking on the Mark as done button will mark the tasks as completed.

### Click on the Back button and go back to the home screen.

### Receive salary.

### Click on the Salary button.

### Employees can check if salary of previous months is due by checking the status of the salary in previous months represented in a table, also if paid then the transaction method, paid amount, and bonus amount.

### There will be an option to transfer the current month’s salary (if paid) from his/her bank account to bKash by clicking on Transfer Money to bKash button or to Nagad by clicking on the Transfer Money to Nagad button.

### Click on the Back button to go back to the home screen.

### File a complaint against other users in the association.

### Click on the Complaint button.

### A list of members will be shown.

### Click on the member to complain against.

### Write the complaint in a text box.

### Click on the Complain button to send the complaint to the executive committee and a dialog box will be shown with a token for follow-up.

### Click on the Back button to go back to the home screen.

### Request for leave to the executive committee.

### Click on the Request Leave button.

### There will be a ‘Summary’ text field to type in the summary of the reason for taking leave.

### In the ‘Body’ text field, the details regarding leave are to be typed in.

### Click on the Send Request button to send the leave request to the executive committee.

### Click on the Back button to go back to the home screen.

**User 3: Executive Committee**

### Access and Send filed complaints made by members and employees to the Human Rights and Legal Aid Committee.

### Click on the Access and Send Complaints button.

### A list of members and employees having complaints will be shown.

### Click on an item on the list to show details of a complaint.

### Type on ‘Comments’ field to comment on the complaint.

### Click on Set Complaint Priority button to set the importance of the complaints.

### Select the complaints one by one which are needed to be sent.

### Click on the Send button to send the selected complaints with their associated priorities to the Human Rights and Legal Aid Committee.

### Click on the Back button to go back to the home screen.

### Enroll members and employees and set info.

### Click on Enroll and Set Info button

### The ‘Create Account’ section will be opened where there will be an option to choose the type of user, such as, ‘General Member’, ‘Executive Committee’, ‘Financial Committee’, ‘Human Rights and Legal Aid Committee’ etc.

### There will be fields to enter information such as Account Username’ and ‘Account Password’.

### Click on the Set User Info button to set other information such as ‘ID’, ‘Name’, ‘Phone Number’ and ‘Email Address’.

### Click on the Save button to save enrollment information and make an account into the system.

### Click on the Back button to go back to the home screen.

### Get a request for leave from the employee and validate it.

### Click on the Access and Validate Leave Request button.

### A list of members and employees having leave requests will be shown.

### Click on an item on the list to show details of a complaint.

### Click on the Send Message button to message the complainant.

### Click on the Back button to go back to the home screen.

### Set up a meeting.

### Click on the Set Meeting button.

### There will be an option to choose the meeting date and time through the ‘Meeting Date’ and ‘Meeting Time’ fields.

### Set the location of the meeting through the ‘Meeting Location’ field and the meeting link (if applicable) on the ‘Meeting Link’ field.

### Click on the Save button to store the meeting information in the database.

### Click on the Back button to go back to the home screen.

### Participate in an Emergency Meeting set by the Human Rights and Legal Aid Committee

### Click on the Join Emergency Meeting button.

### It will be shown which meeting type is set by the Human Rights and Legal Aid Committee, either “Online Meeting”, “Offline Meeting” or “No emergency meeting set”.

### If the meeting is set up as an online meeting, a Google Meet link will be opened which is set up by the human rights and legal aid committee.

### If the meeting is set up as an offline meeting, it will be shown the date, time, and location of the meeting set up by the human rights and legal aid committee.

### If no meeting is set up, then then there will be an information alert box that will say “There is no emergency meeting set up”.

### Click on the Back button and go back to the home screen.

**User 4: Finance Committee**

### Check if the employee's payment is due.

### Click on Payment Due button.

### There will be a table showing the name of the employees and the payment status of the employees, either ‘Paid’ or ‘Due’.

### Click on the Export to CSV button to save the information in the table in a CSV file.

### Click on the Back button to go back to the home screen.

### Make a report of expenditure in a given month or year (with charts/graphs).

### Click on the Expenditure button.

### There will be options ‘Monthly Expenditure’ and ‘Yearly Expenditure’ to show expenditures monthly and yearly basis on a table.

### If ‘Monthly Expenditure’ is selected, then there will be an option to choose the year the monthly expenditures to be shown.

### If ‘Yearly Expenditure’ is selected, then there will be an option to choose to range from which year to which year the yearly expenditures are to be shown.

### A table will be shown which shows the amount of money spend in each month in a specific year or the year in the specified range based on the chosen option.

### A Bar Chart will be shown which will show the month or year along the X-axis and the expenditures along the Y-axis.

### Click on the Back button to go back to the home screen.

### Plan of salaries for employees and other workers.

### Click on the Arrange Salaries button.

### There will be a label showing the amount of money currently in the treasury.

### There will be a table showing the name of the employees whose payments are due and there will be other columns which are ‘Salary’, ‘Bonus Percentage’, ‘Bonus Amount’ and ‘Payable Amount’.

### Select the employees whose payments are to be cleared. There will also be a Select All button to select all employees in the table.

### There will be text boxes to type in the salary of each employee and bonus percentage (if applicable) in ‘Salary’ and ‘Bonus’ fields.

### Click on the Distribute Salary button to distribute salaries among the selected employees.

### If the total amount of distributed salaries exceeds the amount in treasury, then there will be a warning alert box showing that “Not enough money”.

### Click on the Send button and transfer the salary of the employees to their respective accounts.

### Click on the Back button to go back to the home screen.

* **Create and update financial records.**

### Click on the Financial Records button.

### It will be shown which the user wants to do, either Create Records or Update Records

### If Create Records is clicked, then the user will be presented with a blank table where new entries can be added or can upload a CSV file containing the information related to financial records by clicking on the Upload CSV File button and click the Save button to save it in the database.

### If Update Records is clicked, then the user will be presented with a table with existing data where he can enter the information related to financial records and click on the Save as CSV to save it as a CSV file or click on Save to database to save it in the database.

### Click on the Back button and go back to the home screen.

### Provide funds.

### Click on the Fund Collection button.

### There will be a text box to type in the summary, details, and amount of money to be collected from the employees.

### Click on the Send button and send the message of collecting funds from the employees.

### Click on the Back button to go back to the home screen.

**User 5: Human Rights & Legal Aid Committee**

* **Set up an emergency meeting with the executive committee.**

### Click on Set Emergency Meeting button.

### There will be an option to choose the meeting date, time and duration through the Start Time and Meeting Duration fields.

### There will be an option to choose the type of meeting, either Online Meeting or Offline Meeting.

### If the meeting is online, then generate a meeting link through the Generate Meet Link button and

### If the meeting is offline, then set the location of the meeting through the ‘Meeting Location’ field.

### Click on the Save button to store the meeting information in the database.

### Click on the Back button to go back to the home screen.

* **Set up voting (with charts/graphs).**

### Click on the Set Voting button.

### There will be a text field to make a poll by typing in the opinion to vote on and predefined responses.

### Click on the Send button to send the poll to other users.

### Click on the Show Results button to show the results of the poll through a table and a pie chart.

### Click on the Export button to export the table in a file.

### Click on the Back button to go back to the home screen.

* **File a case to court if human rights are violated.**

### Click on the File a Case button.

### A list of complaints will be shown.

### Click on an item on the list to show details of a complaint.

### Click on the Send Message button to message the complainant if needed.

### Select the complaints one by one which are needed to be taken to court.

### Click on the Send to Court button to send the complaints to the court ruling system which are needed to be taken care of.

### A token number will be generated for tracking the progress of the case.

### Click on the Back button to go back to the home screen.

* **Get filed complaints from executive committee.**

### Click on the Complaints Filed button.

### There will be a table containing ‘Date’, ‘Subject’ and ‘Complaint Details’.

### Click on View Complaint button to read details of the complaint.

### There will be a text area to add feedback.

### Click on Feedback button to provide feedback of the complaint.

### Click on the Back button to go back to the home screen.

* **Know the progress about the case.**

### Click on the Progress button.

### There will be a text box to type in the token number generated after filing a case.

### The subject and status of the complaint will be shown. Status will be either ‘Resolved’ or ‘Not Resolved’.

### Click on the Back button to go back to the home screen.