

# Clearance Management System

Developed by Habtamu Bitew at Bahir Dar University

# Overview

- Clearance Management System facilitates the process of managing clearance requests within an organization.
- It involves several roles: Admin, Bosses, Employees, Stakeholders, and Sub-stakeholders, each with specific permissions and responsibilities.

# Actors and Permissions

## 1. Admin

Create, Read, Update, Delete:

- Admins
- Bosses
- Employees
- Stakeholders
- Locations
- Assign:
- Stakeholder locations

# Actors and Permissions

## 2. Bosses

- Profile Management:
  - View and update their own profile
  - Change password
- Clearance Management:
  - Read and view employee requests for clearance
  - Approve or deny clearance requests from employees

# Actors and Permissions

## 3. Employees

- Profile Management:
  - View and update their own profile
  - Change password
- Clearance Requests:
  - Submit clearance requests to bosses
  - If approved, receive a clearance page and submit clearance check request for stakeholder
  - After all stakeholder approvals, submit request for final approval for high-priority stakeholders
  - Upon final approval, receive a certificate to leave the organization

# Actors and Permissions

## 4. Stakeholders

- Types:
  - High-priority
  - Low-priority
- Profile Management:
  - View and update their own profile
  - Change password
- Clearance Management:
  - Low-priority: Receive and approve/deny employee clearance checks
  - Create sub-stakeholders to manage requests
  - View sub-stakeholder decisions
- Final Approval
  - High-priority stakeholders review and approve final clearance requests

# Actors and Permissions

## 5. Sub-stakeholders

- Profile Management:
  - View and update their own profile
  - Change password
- Clearance Management:
  - Approve or deny clearance requests from employees as assigned by stakeholders

# Workflow Summary

1. Employee Initiates Request: Employees submit clearance requests to their bosses.
2. Boss Approval: Bosses review and approve or deny the requests.
3. Stakeholder Review:
  - Low-priority stakeholders review requests.
  - Sub-stakeholders can assist in this process.
4. Final Approval: High-priority stakeholders(HR) conduct the final review and approval.
5. Completion: Once approved, employees receive a certificate indicating clearance to exit the organization.





Clear

No data

 New Request

New request for clearance form

EmployeeID

5

BossID

2-> hab

Reason for Departure

i just got another good job

Cancel

Request

Employees submit clearance requests to their managers.



habtamu bitew  
BOSS 2



Home



My profile



Requested Form



Logout

## Clearance Form Requested Status

Employee	Leaving Case	Request Date	Status	Actions
 View	i just got another good job	2024-08-01 12:33:29	pending	
 View	retired	2024-08-01 12:39:12	pending	

Managers review the requests and either approve or reject them.



habtamu bitew  
Employee 5



Home



My profile



Request Form



My Clearance 1



Requirements



Logout

## Clearance Form Request Status

Your boss approves your requests 🙌. See the clearance page, please 📄.

Employees check their manager's approval status.



habtamu bitew  
Employee 5



Home



My profile



Request Form



My Clearance



Requirements



Logout

## Clearance Status

+ Apply

Departmental Clearances	Location	Status
Property Registration and Control	ማሪያታዊ ገበያ	Pending

Waiting for Generate Certificate



ODS → All about crypto → F...

Blockchain: new paradigm available  
for digital signature and document storage

Employees submit clearance requests for stakeholder review and await approval.



habtamu bitew  
> Stakeholder id 8  
location id 17



Home



My profile



Requested Form



Substake



Logout

## Clearance Approval Requested Status

ClearanceFormID	RequestDate	Substake status	ApprovalStatus	Comments	Actions
<a href="#">View</a>	2024-08-01 12:41:21		Pending		<a href="#">Send for Review</a>
<a href="#">View</a>	2024-08-01 12:43:22		Pending		<a href="#">Send for Review</a>

Stakeholders review the clearance requests and forward them to their sub-stakeholders for further review.



habtamu bitew  
Sub Employee



Home



My profile







Requested Form







Logout

## Clearance Form Requested Status

ClearanceForm	Review	Request Date	Status	Actions
 View	new review	2024-08-01 12:44:50	Pending	
 View	new review	2024-08-01 12:44:53	Pending	

Sub-stakeholders review the requests and provide their approval.



-  Home
-  My profile
-  Requested Form
-  Substake

 Logout

## Clearance Approval Requested Status

ClearanceFormID	RequestDate	Substake status	ApprovalStatus	Comments	Actions
<a href="#">View</a>	2024-08-01 12:41:21	Approved	Pending		<a href="#">Update Review</a>
<a href="#">View</a>	2024-08-01 12:43:22	Approved	Pending		<a href="#">Update Review</a>

Stakeholders receive approvals from their sub-stakeholders and make the final decision on the employee's clearance.



Home

My profile

Request Form

My Clearance

Requirements

Logout

## Clearance Status

+ Apply

Departmental Clearances	Location	Status
Property Registration and Control	ሚኒስቴር ጽ/ቤት	Approved

Send for Review

Send for Final approval

Employees can see that their request has been approved by the stakeholders.





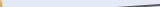
- Home
- My profile
- Request Form
- My Clearance
- Requirements
  
- Logout

# Clearance Status

+ Apply

Departmental Clearances	Location	Status
Property Registration and Control	ማሪያገዳ ገበያ	Approved

Waiting for Review





Home

My profile

Requested Form

Substake

Logout

## Clearance Approval Requested Status

ClearanceForm	Requester	Check
 View	 View	 View Request
 View	 View	 View Request

Human Resources (HR) receives the final review for approval.

habtamu bitew

> Stakeholder id 12

location id 16

<

Home

My profile

Requested Form

Substake

Logout

Following Departmental Clearance Approved in order of Requester

MAKE FINAL APPROVE

Departmental Clearances	Location	Status
Property Registration and Control	ማረጋገጫ ገበያ	Approved

HR receives the final review and makes the ultimate approval.



habtamu bitew  
Employee 5



## Clearance Status

No need to Apply

Departmental Clearances	Location	Status
Property Registration and Control	ማረጋገጫ ገበያ	Approved

Congrats, you can leave now and get certificate!



Home



My profile



Request Form



My Clearance




Requirements



Logout

The employee views the hr review and approves

Clearance and Final Settlement



**About Employee**


Name: habtamu bitew  
File Number: 21212  
Department: administrator  
Position Title: admin  
Reason for Departure: I just got another good job

**Approving Authority**

Authority ID Number: 2  
Full Name: hab  
Responsibility: admin

Dear habtamu bitew,  
We confirm that all necessary clearance procedures have been completed as of your final working day. We have received all company property and settled any outstanding dues.  
Thank you for your contributions to Bahir Dar University. We wish you the best in your future endeavors.  
If you have any questions or need further assistance, please feel free to contact the HR department.

Best regards,


Destination  Save as PDF

Pages All

Pages per sheet 1

Margins Default

Options ☐ Headers and footers ☐ Background graphics

Print using system dialog... (Ctrl+Shift+P) 

Cancel Save

And finally the employee can get certificate and leave the organization

Thank You