Web-based timesheet management system – User Stories

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| **Number** | **Story Name** | **Story Description** | **Action by** |
| 1 | Student login | 1. Students will go to the website and login in using the Computing credentials. | Student |
| 2 | Submit timesheet | 1. Once the student login into the website, the student will have three options to choose from.  2. The student will have to choose the first option which is submit timesheet.  3. After that a page will load where there will be a timesheet form.  4. The student can fill up the form with his/her details.  5. Then the student can click the button submit to send the timesheet form for verification. | Student |
| 3 | Timesheet statistics | 1. Once the student login into the website, the student will have three options to choose from.  2. The student will have to choose the second option which is see statistics.  3. After that a page will load where there will be a bar chart showing the number of hours worked for that particular student. | Student |
| 4 | Timesheet records | 1. Once the student login into the website, the student will have three options to choose from.  2. The student will have to choose the third option which is see timesheet records.  3. After that a page will load where there will be a table of records which are related to that particular student.  4. In the table there will be six columns. First column is the name of the module and the second column is the role in the module. While the third column is date of submission and the fourth column is date of verification. The fifth column is the status of the timesheet form. The status of the timesheet form can either be pending or verified. The sixth column is a link to a page which will have all of the student details related to the individual record.  5. The student can then click the link of any record which is present in the sixth column. | Student |
| 5 | Timesheet deadline | 1. Once the student login into the website, the student will be able to see the deadline which is the last day to submit the timesheet.  2. The deadline will be above the three options that are present when you login into the website.  3. The deadline will change over time automatically. | Student |
| 6 | Staff login | 1. Staff will go to the website and login in using the Computing credentials. | Staff |
| 7 | Verify timesheet | 1. Once the staff login into the website, the staff will have three options to choose from.  2. The staff will have to choose the first option which is verify timesheet.  3. After that a page will load where there will be a list of timesheet forms that needs to be verified.  4. The staff can choose one timesheet from the list.  5. Then a page will load showing the details inside the timesheet and the staff can go through the form. The staff can then click the button verified if all the details in the form are accurate. | Staff |
| 8 | Timesheet statistics | 1. Once staff login into the website, the student will have three options to choose from.  2. The staff will have to choose the second option which is see statistics.  3. After that a page will load where there will be a bar chart showing the number of hours worked for all of the students who are enrolled in the module. | Staff |
| 9 | Timesheet records | 1. Once the staff login into the website, the student will have three options to choose from.  2. The staff will have to choose the third option which is see timesheet records.  3. After that a page will load where there will be a table of records which are related to all of the students who are enrolled in the module.  4. In the table there will be seven columns. First column is the name of the student and the second column is the name of the module. While the third column is the role in the module and the fourth column is date of submission. The fifth column is date of verification and the sixth column is the status of the timesheet form. The status of the timesheet form can either be pending or verified. The seventh column is a link to a page which will have all of the student details related to the individual record.  5. The staff can then click the link of any record which is present in the seventh column. | Staff |
| 10 | Timesheet deadline | 1. Once the staff login into the website, the staff will be able to see the deadline which is the last day to verify the timesheet.  2. The deadline will be above the three options that are present when you login into the website.  3. The deadline will change over time automatically. | Staff |
| 11 | Admin login | 1. Admin will go to the website and login in using the Computing credentials. | Admin |
| 12 | Timesheet records | 1. Once the admin login into the website, the admin will have five options to choose from.  2. The admin will have to choose the first option which is see timesheet records.  3. After that a page will load where there will be a table of records which are related to all of the students who are enrolled in the different modules.  4. In the table there will be seven columns. First column is the name of the student and the second column is the name of the module. While the third column is the role in the module and the fourth column is date of submission. The fifth column is date of verification and the sixth column is the status of the timesheet form. The status of the timesheet form can either be pending or verified. The seventh column is a link to a page which will have all of the student details related to the individual record.  5. The admin can then click the link of any record which is present in the seventh column. | Admin |
| 13 | Set timesheet deadline | 1. Once the admin login into the website, the admin will have five options to choose from.  2. The admin will have to choose the second option which is set timesheet deadline.  3. After that a page will load where there will be a textbox.  4. The admin can fill up the textbox with the deadline date for submission and verification of timesheet form.  5. Then the admin can click the button set. This will display the deadline date in the students and staff portal. | Admin |
| 14 | Set timesheet reminder | 1. Once the admin login into the website, the admin will have five options to choose from.  2. The admin will have to choose the third option which is set timesheet reminder.  3. After that a page will load where there will be a textbox.  4. The admin can fill up the textbox with the reminder date. The reminder date has to be before the deadline date.  5. Then the admin can click the button set. This will send a reminder to students and staff at the date which has been set. | Admin |
| 15 | Set access | 1. Once the admin login into the website, the admin will have five options to choose from.  2. The admin will have to choose the fourth option which is set access.  3. After that a page will load where there will be a textbox.  4. The admin can fill up the textbox with names of staff and the module they have been assigned. Apart from that, the admin can authorize students who are enrolled in the different modules.  5. Then the admin can click the button set. This will notify the students and staff that they can access their portal. | Admin |
| 16 | Exporting timesheet | 1. 1. Once the admin login into the website, the admin will have five options to choose from.  2. The admin will have to choose the fifth option which is exporting timesheet.  3. After that a page will load where there will be a table of records which are related to all of the timesheets forms that have been verified.  4. The admin can select all the records that are present in the page or can select any record the admin wants.  5. Once the admin has selected the records, the admin can click the button export. This will send the timesheet forms that are present in the records to the University Human Resource Department. | Admin |