* Agent Login
  + Login
    - User can login to the system using the Username / Email and Password. Once the user logs in, user can perform the following actions:
      * Edit profile information.
      * Apply for the leave.
      * View attendance calendar.
      * Add application and compensation for the shift movement.
  + Profile
    - Login > Dashboard > Profile
    - User can update the profile information from this menu.
    - User can also update the password using this menu. If the user wants to change the password, the user has to enter the new password in the “Password” field. If the user does not want to change the password, the user needs to leave the field blank.
  + Leave Form
    - Login > Dashboard > Leave Form
    - User can add an application for the leave, view the list of all leaves previously added leaves, and view the approval status for the leave using this menu.
    - Leave List
      * Login > Dashboard > Leave Form
      * Displays the list of all the leaves previously added by the user
    - Add Leave
      * Login > Dashboard > Leave Form > Add New Leave Form
      * User can add a new leave using this option.
      * Leave added by the user is sent to the team leader and the manager, only the leaves approved by the team leader and the manager will be marked as approved.
      * Manager’s approval / rejection will be the final decision. In case the manager’s approval / rejection for the leave are pending, the team leader’s approval / rejection will be the final decision.
      * If the user has worked on the day of the public holiday. This public holiday can be taken as the leave in the same month.
        + The leave can be marked as a public holiday if the user has a balance of Public Holidays for the current month, by checking the checkbox for Public holiday on the leave form.
        + Checkbox for the public holiday will only be visible if the user has pending counts for the public holiday for the current month.
    - View Leave
      * Login > Dashboard > Leave Form > View Icon in Options column
      * User can view the detailed information for the leave.
      * User can also view the current status if the leave i.e. weather it is approved / rejected by the team leader and the manager and comments for the same.
  + Attendance Calendar
    - Login > Dashboard > Attendance Calendar
    - User can view the current attendance information.
  + Shift Movement
    - Login > Dashboard > Shift Movement
    - User can add an application for the shift movement, view the list of all shift movements previously added, and view the approval status for the shift movements using this menu.
    - User can also add compensation for the shift movement taken.
    - Application
      * Login > Dashboard > Shift Movement > Application
      * User can apply for the shift movement using this menu
      * Shift Movement List
        + Login > Dashboard > Shift Movement > Application
        + It displays the list of shift movement added by the user and the approval status of the team leader and the manager.
        + It also specifies if the shift movement is taken as an emergency shift movement.
      * Add Shift movement
        + Login > Dashboard > Shift Movement > Application > Add new shift Movement
        + User can add the shift movement using this menu.
        + Shift movement for the current date is to be entered with in 1 hour from the shift start.
        + The shift movement added by the user is sent to the team leader and the manager for approval.
        + Manager’s approval / rejection will be the final decision. In case the manager’s approval / rejection for the shift movement are pending, the Team leader’s approval / rejection will be the final decision.
        + If the previous shift movement is not compensated. User can not add another shift movement.
      * View Shift Movement
        + Login > Dashboard > Shift Movement > Application > View Icon in Options column
        + User can view the detailed information for the shift movement.
        + User can also view the current status if the shift movement i.e. weather it is approved / rejected by the team leader and the manager and comments for the same.
    - Compensation
      * Login > Dashboard > Shift Movement > Compensation
      * User can add the compensation for the shift movement taken.
      * Shift Movement Compensation List
        + Login > Dashboard > Shift Movement > Compensation
        + Displays the list of all the shift movement compensations and the approval status of the reporting head.
      * Add shift movement compensation
        + Login > Dashboard > Shift Movement > Compensation > Add new shift movement compensation
        + User can add the compensation for the shift movement using this menu.
        + The shift movement compensation added by the user is sent to the team leader for approval.
      * View Shift movement compensation
        + Login > Dashboard > Shift Movement > Compensation > View Icon in Options column
        + User can view the detailed information for the shift movement compensation.
        + User can also view the current status of the shift movement compensation i.e. weather it is approved / rejected by the team leader and comment for the same.
* Team Leader Login
  + Login
    - User can login to the system using the Username / Email and Password. Once the user logs in, user can perform the following actions:
      * Edit profile information.
      * Apply for the leave.
      * View attendance calendar for self and for the team.
      * Add application and compensation for the shift movement.
      * Manage the approval for the leave and shift movement request and add emergency shift movement.
      * Manage roster
  + Profile
    - Login > Dashboard > Profile
    - User can update the profile information from this menu.
    - User can also update the password using this menu. If the user wants to change the password, the user has to enter the new password in the “Password” field. If the user does not want to change the password, the user needs to leave the field blank.
  + Leave Form
    - Login > Dashboard > Leave Form
    - User can add an application for the leave, view the list of all leaves previously added leaves, and view the approval status for the leave using this menu.
    - Leave List
      * Login > Dashboard > Leave Form
      * Displays the list of all the leaves previously added by the user
    - Add Leave
      * Login > Dashboard > Leave Form > Add New Leave Form
      * User can add a new leave using this option.
      * Leave added by the user is sent to the manager, only the leaves approved by the manager will be marked as approved.
      * If the user has worked on the day of the public holiday. This public holiday can be taken as the leave in the same month.
        + The leave can be marked as a public holiday if the user has a balance of Public Holidays for the current month, by checking the checkbox for Public holiday on the leave form.
        + Checkbox for the public holiday will only be visible if the user has pending counts for the public holiday for the current month.
    - View Leave
      * Login > Dashboard > Leave Form > View Icon in Options column
      * User can view the detailed information for the leave.
      * User can also view the current status of the leave i.e. weather it is approved / rejected by the manager and comment for the same.
  + Attendance Calendar
    - Login > Dashboard > Attendance Calendar
    - User can view the current attendance information for self and his/her team.
    - Self
      * Login > Dashboard > Attendance Calendar > Self
      * User can view his / her current attendance information
    - Team
      * Login > Dashboard > Attendance Calendar > Team
      * User can view his / her team’s current attendance information
  + Leave Requests
    - Login > Dashboard > Leave Requests
    - Displays list of all the leave requests sent for approval by the user’s team
    - Leave Request view and approval
      * Login > Dashboard > Leave Requests > View Leave Requests
      * User can view the detailed information for the leave request.
      * It provides the user the number of members on leave for that particular day from “Overall leave status of your team”.
      * It also provides the information for the last 3 leaves of the team member applying for leave from “Leave history of [EMPLOYEE NAME]”.
      * User can approve / reject the leave request send by their team member and view the approval status and comment of the manager.
  + Shift Movement
    - Login > Dashboard > Shift Movement
    - User can add an application for the shift movement, view the list of all shift movements previously added, and view the approval status for the shift movements using this menu.
    - User can also add compensation for the shift movement taken and emergency shift movement for the team members.
    - User can also approve / reject shift movement and shift movement compensation requests
    - Application
      * Login > Dashboard > Shift Movement > Application
      * User can apply for the shift movement using this menu
      * Shift Movement List
        + Login > Dashboard > Shift Movement > Application
        + It displays the list of shift movement added by the user and the approval status of the manager.
        + It also specifies if the shift movement is taken as an emergency shift movement.
      * Add Shift movement
        + Login > Dashboard > Shift Movement > Application > Add new shift Movement
        + User can add the shift movement using this menu.
        + Shift movement for the current date is to be entered with in 1 hour from the shift start.
        + The shift movement added by the user is sent to the team leader and the manager for approval.
        + If the previous shift movement is not compensated. User can not add another shift movement.
      * View Shift Movement
        + Login > Dashboard > Shift Movement > Application > View Icon in Options column
        + User can view the detailed information for the shift movement.
        + User can also view the current status if the shift movement i.e. weather it is approved / rejected by the manager and comments for the same.
    - Emergency shift movement
      * Login > Dashboard > Shift Movement > Emergency
      * Displays the list of all the emergency shift movement added for the team members
      * Add emergency shift movement
        + Login > Dashboard > Shift Movement > Emergency > Add new emergency shift movement
        + Emergency shift movement can only be added for the current date.
        + Emergency shift movement cannot be added after 2 hours from the shift end of the member for whom the shift movement is added.
      * View emergency shift movement
        + Login > Dashboard > Shift Movement > Emergency > View Icon in Options column
        + Displays the detail information if the emergency shift movement added by the user
    - Shift movement request
      * Login > Dashboard > Shift Movement > Shift Movement Request
      * Displays the list of all the shift movement requests sent to the user
      * View shift movement request view
        + Login > Dashboard > Shift Movement > Shift Movement Request > View Icon in Options column
        + Displays the detailed information for the shift movement requested.
        + It also displays the approval status of the 1st and 2nd reporting head.
    - Compensation
      * Login > Dashboard > Shift Movement > Compensation
      * User can add the compensation for the shift movement taken.
      * Shift Movement Compensation List
        + Login > Dashboard > Shift Movement > Compensation
        + Displays the list of all the shift movement compensations and the approval status of the reporting head.
      * Add shift movement compensation
        + Login > Dashboard > Shift Movement > Compensation > Add new shift movement compensation
        + User can add the compensation for the shift movement using this menu.
        + The shift movement compensation added by the user is sent to the manager for approval.
      * View Shift movement compensation
        + Login > Dashboard > Shift Movement > Compensation > View Icon in Options column
        + User can view the detailed information for the shift movement compensation.
        + User can also view the current status of the shift movement compensation i.e. weather it is approved / rejected by the manager and comment for the same.
    - Compensation request
      * Login > Dashboard > Shift Movement > Compensation request
      * User can approve / reject the shift movement compensation request
      * View compensation request
        + Login > Dashboard > Shift Movement > Compensation request > View Icon in Options column
        + It displays the detail information for the shift movement compensation request
        + User can approve / reject the shift movement compensation request of the team member
  + Roster
    - Login > Dashboard > Roster
    - User can manage the roster of their team.
    - Roster list
      * Login > Dashboard > Roster
      * It displays the list of all the rosters generate for the team
    - Add roster
      * Login > Dashboard > Roster > Add roster
      * Team leader can add the roster of the team for the upcoming week. Roster once added cannot be added again.
      * All leaves, shift movement planned and public holidays will be displayed.
      * User can change the default week off from the dropdown in week off column.
      * If the team has multiple shifts, the user can also have the option to change the shift of the user, by selecting the shift timing dropdown for the particular user and date.
      * If the user is working on the public holiday, User can check the working day checkbox for the particular user and date.
      * If the roster is not added till Sunday noon, the roster is generated automatically for the upcoming week taking Sunday as the default week off.
    - View roster
      * Login > Dashboard > Roster > View Icon in Options column
      * User can view the roster already added
      * User can also print the roster using the print option in the top right header