**New Lab System**

**Functional Specifications**

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**Summary**

**The New Lab System will allow the IT Manager to have access to bi-weekly reports containing employees accumulated hours and times in and out. The New Lab System will even have notifications to notify the IT Manager of an employee clocking in/out. Also if an employee is running late and the lab has not been open yet a she will be alerted of this through a text message directly to her phone.**

**Integration with existing system**

**What is now bring implemented requires the IT Manager to access payroll hours through another interface on a computer. She does not have access to this through her smartphone. She also does not receive notification or alerts to her phone as previously mentioned above.**

**This New Lab System will have to operate with the existing system that tallies employees’ hours and send a detailed summarization of hours accumulated bi-weekly directly to the IT Manager’s phone.**

**The New Lab System will have to also be integrated with the fingerprint reader used by employees to clock in/out, in order to send notifications of an employee’s arrival or departure, and alerts of an employees negligence to show up.**

**Summary Report**

**Once the pay period has ended the IT Manager will receive a text message indicating that a summary report of employees hours is prepared to view. The text message will include a hyperlink that needs to clicked or touched upon to take her to an online interface where she will be prompted to enter a password and username to gain access. This is necessary if the IT Manager’s phone were to be stolen or misplaced.**

**The system will lock out for 24 hours if the wrong credentials is entered more than four times. To avoid a lock out the IT Manager can click on the “Forgot password” or “Forgot username” hyperlink to gain access. Once one of these is clicked she will be asked a series of security questions, that were answered during the setup of the system, to allow entry.**

**Once she enters the correct credentials, a summary report will popup of all employees names, hours, clock in/out times, and dates that were worked. She will have the option to print the summary report with a “Print this page” hyperlink available.**

**Notifications**

**The notifications will be received as a text message to the IT Manager’s phone. The notifications received will either be a message stating “(Employee’s name here) has clocked in at (time of clock in)”, or “(Employee’s name here) has clocked out at (time of clock out)”.**

**Alerts**

**Alerts will be to notify the IT Manager if there has not been an employee clock in 5 minutes after opening Lab hours. This alert will state, “The lab has not been open yet.” This alert will be sent in a text message to her phone if it has been 5 minutes after opening hours of the lab and no employee has clocked in yet.**