1. **User: Send Email to HR**
2. **System: Get Email**:
    - Retrieve email from the inbox.
3. **System: Parse Email Body & Subject**:
    - Extract necessary information from the subject and body, such as the compensation request details.
4. **AI Check**:
    - Determine if the email contains a **compensation request**.
        - If **no**, ignore it and forward the email to benefit team
        - If **yes**, proceed to the next step
5. **Extract Attachments**:
    - Identify and extract any attachments (receipts, bank statements, etc.).
6. **OCR Attachments**:
    - Use Optical Character Recognition (OCR) to extract text from image-based attachments (like scanned receipts).
7. **Check if Data Already Uploaded**:
    - Check if similar data (previous request) has already been uploaded in the system.
        - If **yes**, check the state of the record:
            - **Open, Waiting for Clarification, Exceeded Limit:** Parse if additional data was added, request is updated
            - **Approved, Declined, Cancelled**: Do not update the request
        - If **no**, create new record
8. **Upload Recognized Data**:
    - Upload the recognized data from attachments and the parsed email data (e.g., user email, compensation package, category, date, sum, currency, address) into the database.
    - Each attachment should create a separate row in the database and new record for compensation request.
    - **AI Recognition (Match Data to Category, Check Date, Convert Sum)**:
        - AI attempts to match the data to the correct compensation category and check the date.

        - If **recognized successfully**, update the row with the matched data.
        - If **not recognized**, AI will search the database for previous records with a similar category for the same counterparty (using data like address, NIP, account number, etc.).
            - If **found**, update the row.
            - If **not found**, set the state to "**Waiting for Clarification**" (optional: send an email to the user requesting additional information).

9. **User:** Update the email with requested details
    - System returns to the 2nd step
10. **System: Notify HR**
    - Send an email or system notification to HR about
        - "new request added."
        - 'request is updated'
11. **HR: HR Processing**:

- HR processes the table and approves or declines each record:
    - record is created in '**Open**' status
    - If approved, update the remaining sum for the category for the subsequent rows within that category for current user, set the status to **'Approved'**
    - If additional information is required and letter is set to user set the record status to "**Waiting for Clarification**"
    - If declined, send an email to the user with the reason, and set the record status to **Declined**"
    - if record is created by mistake, cancel it with user notification by email and changing the status to **'Cancelled'**
    - If remaining sum for the category is 0, set status of the current record and all subsequent requests within that category for current user to **'Exceeded Limit'**
- **System: Automatically changes the parent request status**
    - if at least 1 record in the list in statuses '**Open', 'Exceeded Limit'** show the request status = **'Open'**
    - if at least 1 record in the list in statuses '**Waiting for Clarification',** show the request status = **'Waiting for Clarification'**

    - if all records in statuses **Approved, Declined, Cancelled,** show the request status = **'Processed'**

1. **System:** Show Alerts

- Mandatory request parameters were not parsed (sum, category and date)

12. **System:** shows the information about requests in the grid view with the following columns (user first name, last name, benefit package, sum, limit, created date)

13. **System:** allow to export data in .xlsx format

14. **System: Monitor Request for 30 Days**:

- If the request is **not updated** for 30 days, send a notification email to the user reminding them to update their request.

14. **System: Cancel Request after 45 Days**:

- If the request is **not updated** after 45 days, set the request status to "Cancelled."

- HR processes the table and approves or declines each record:
    - record is created in '**Open**' status
    - If approved, update the remaining sum for the category for the subsequent rows within that category for current user, set the status to **'Approved'**
    - If additional information is required and letter is set to user set the record status to "**Waiting for Clarification**"
    - If declined, send an email to the user with the reason, and set the record status to **Declined"**
    - if record is created by mistake, cancel it with user notification by email and changing the status to **'Cancelled'**
    - If remaining sum for the category is 0, set status of the current record and all subsequent requests within that category for current user to **'Exceeded Limit'**
- **System: Automatically changes the parent request status**
    - if at least 1 record in the list in statuses '**Open', 'Exceeded Limit'** show the request status = **'Open'**
    - if at least 1 record in the list in statuses '**Waiting for Clarification',** show the request status = **'Waiting for Clarification'**
    - if all records in statuses **Approved, Declined, Cancelled,** show the request status = **'Processed'**