Project Requirement Document

Project Title: Attendance Web App

Technology Stack

• Frontend: React.js
• Backend: Python Flask
• Database: MongoDB

Project Overview

The Attendance Web App is designed to streamline and automate employee attendance and leave management. It includes separate dashboards for Admin and Employees to enable smooth monitoring and updates.

Functional Requirements

Role-Based Secure Login

The system will feature a secure Login Page with role-based access control for Admin and Employee roles.

Admin Dashboard Features

• Add employees with name, email, department, and designation.
• Send login credentials directly to employee email.
• View, edit, update, or delete employee details.
• View and manage employee attendance (daily/weekly/monthly).
• Approve or reject leave requests.
• Export attendance data to Excel/PDF.
• View late check-in alerts and approve them.

Employee Dashboard Features

• Check-in and Check-out with real-time location tracking.
• Capture and upload a selfie during Check-in and Check-out.
• Apply for leave (Half-day or Full-day) with document attachment.
• View attendance and leave history.
• Receive digital announcements from Notice Board.

Additional Automated Rules

• A late check-in will require approval from Admin.
• On 3 late check-ins within a month, an automated email alert will be sent to the employee.

Additional Features (Recommended)

• Responsive UI for desktop and mobile.
• Secure password encryption.
• Admin activity log tracking.
• Analytics dashboard with attendance insights.

Expected Outcomes

• Accurate and transparent attendance tracking.
• Automated workflows reduce manual effort.
• Improved leave and approval management.
• Better communication between Admin and Employees.

Prepared By: Project Owner / Business Analyst
Date: October 2025