

Software Requirements Specification

for

Leave Management System

Version 1.0 approved

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1 Introduction

1.1 Purpose

The main purpose of this proposed system is to decrease paper work and easier record maintenance by having a particular website for leaves maintenance. The Leave Management System is an Internet based application (web application). It can be accessed throughout the organization or a company. This system can update employee details, leave applications, leave details of employee and their approvals. There are features like employee profile, requesting leaves, leave balance. Manager gets notifications of leave requests. After that checking leave balance of that employee and approve or reject that leave request. Employee can know about his/her leave approve or not by email notifications in this system.

1.2. Document Convention

We are using MS office word 2016 version for create this report

- Font face – Calibri(body)
- Font size
 - Heading – 20
 - Sub Heading - 14
 - Description – 12
- ❖ Figma Application for draw interfaces
- ❖ Draw Express Lite Mobile App for draw diagrams

1.3. Intended Audience and Reading Suggestions

This srs is intended for such as developers, project managers, marketing staff, users an testers . The rest of the document contains the functional and non-functional requirements of Leave Management System.

1.4 Project Scope

- ✓ This system automates the functionalities of the leave management.
- ✓ In this system, we are targeting Managers and Employees.
- ✓ The main objective of this system is to automate the current leave management process.
- ✓ In this leave management system first, user can create his/her own profile.
- ✓ Those databases are linked to operational managers and they can only view user profiles.

- ✓ User can request leaves through the web site and managers can approve or reject request by referring leave balance of requester.
- ✓ Operational manager inform user to approved or rejected status through E-mails.
- ✓ User also can view their leave balances and get to know about it.

1.5 References

Books:

- ❖ Jeffery A. Hoffer, Joey F. Geroge and Joseph S. Valacich, “Modern System Analysis And Design”, Ed. 3rd. India: Pearson Education (Singapore) Pte. Ltd, 2002.
- ❖ Craig Larman, “Applying UML And Patterns”, Ed. 2nd. India: Pearson Education (Singapore) Pte. Ltd, 2002.
- ❖ <https://www.slideshare.net/abhilashalahigude/srsforleavemgmtfinalprint>
- ❖ <http://docshare.tips/download/574e73bbb6d87f411f8b6203>

2 Overall Description

2.1. Product perspective

Leave Management System helps to continue leave management process effectively and easily. Operational managers can always be up to date with employees leave management. With this web-based application. This system helps the complete leave process, from requesting leave applications by employees, leave application approval or reject by Operational management.

Administrative Settings

- ✓ Select the leave type that user desired due to medical issues, Business Trips, Study, Unpaid, etc.
- ✓ Select the number of days that user requested for each of the types.

Employee

- ✓ A leave balance shows the leave details as how many leaves are available, how many they have taken, what are the reasons behind their leaves, what are the dates that employee requested to a leave, the status of their leave applications.
- ✓ Easily they can apply for leave selecting the required leave type as full day or half day.

- ✓ Employees can upload relevant documentation, like employees sick notes when they apply for leave.
- ✓ This Leave Management System is high secure, thus employees can't view each other's leave statuses.

Leave Processing and Reporting

- ✓ In First user can log into the system by entering username, password and e-mail
- ✓ If user forget password then user can reset password by entering mail address, new password and again confirming new password
- ✓ Then user can create his/her own profile by entering his/her personnel details such as First name, Last name, Gender, DOB, Marital status, Medical Issues etc.
- ✓ Those databases are linked to operational managers and they can only view user profiles.
- ✓ User can request leaves through the web site by entering Employee ID, Full Name, leave type, leave seeking dates reasons and Tel no and managers can approve or reject request by referring leave balance of requester.
- ✓ Operational manager inform user to approved or rejected status through E-mails.
- ✓ User also can view their leave balances and get to know about it.

2.2. Product Functions

- ✓ On-line application for leave without the need for paperwork.
- ✓ Email notifications to approving manager and employee.
- ✓ Employee and manager can see complete leave records and leave balance.
- ✓ Leave balance is updated automatically once requests are approved.
- ✓ Leave records may be printed out or generated into reports.

2.3. User Classes and Characteristics

Type of User	Privilege Level	Experience Level
Manager	High (Can access the whole system)	High (should have the knowledge of system management)
Employee	Low (Will be able to access data under limit)	Low (No prior experience required)

2.4. Operating Environment

Web Interface	
Operating Systems:	Windows XP
Hardware Platform:	Pentium IV and later
Software (Web Browsers):	Mozilla Fire Fox, Google Chrome

2.5. Design and Implementation Constraints

For Web Interface:

- ✓ Browser must be allowed to access file system.
- ✓ System must allow JVM to run the applet under the browser memory.
- ✓ Employee must have his private key available on the local file system.

2.6. User Documentation

Documents	Description	Format
User Manual	This document describes the how to use system features.	PDF, EPUB
On-Line Help	Online help will contain the information about how to control system.	Web pages
Tutorials	A document with descriptions of each function of the system and it describes how to perform them.	PDF

2.7. Assumptions and Dependencies

- ✓ User has the basic knowledge of computer.
- ✓ Internet connectivity is intermittent in system.

3 External Interface Requirements

3.1. User Interfaces

User Interface 1 – This interface displays login to the system by using username, email & password of the user.

User Interface 2 – If user forget password can reset password by entering email & new password.

User Interface 3 – User can create his/her own profile by entering requested information. Then system automatically generate user ID. He must provide First Name, Last Name, DOB, Tel No, Gender, Medical Status, Position, Salary & Medical Issues. Finally user can submit it & system automatically creates user profile.

User Interface 4 – User can request his/her as their desire. He/She must provide leave details of Employee ID, Full Name, Date, Type of Leave, Leave Dates, Reason, Tel No and submit it.

User Interface 5– He/She can get to know about their leave details including Date, Leave Type, Reason, Count that already taken. Also it displays leave balance.

3.2. Hardware Interfaces

Not yet identified.

3.3. Software Interfaces

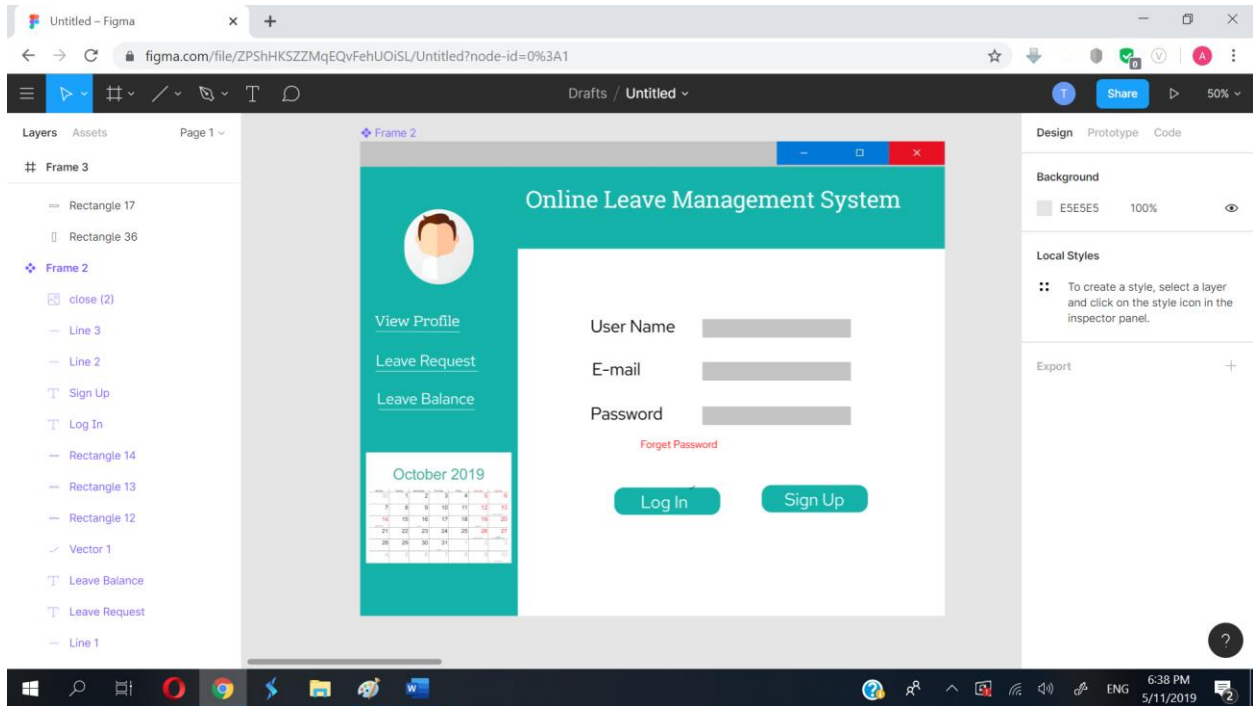
Operating System	Windows XP
Software Tools:	Visual studio
Database:	Not yet identified
Application Server:	Not yet identified
Open Source Libraries:	Not yet identified

3.4. Communications Interfaces

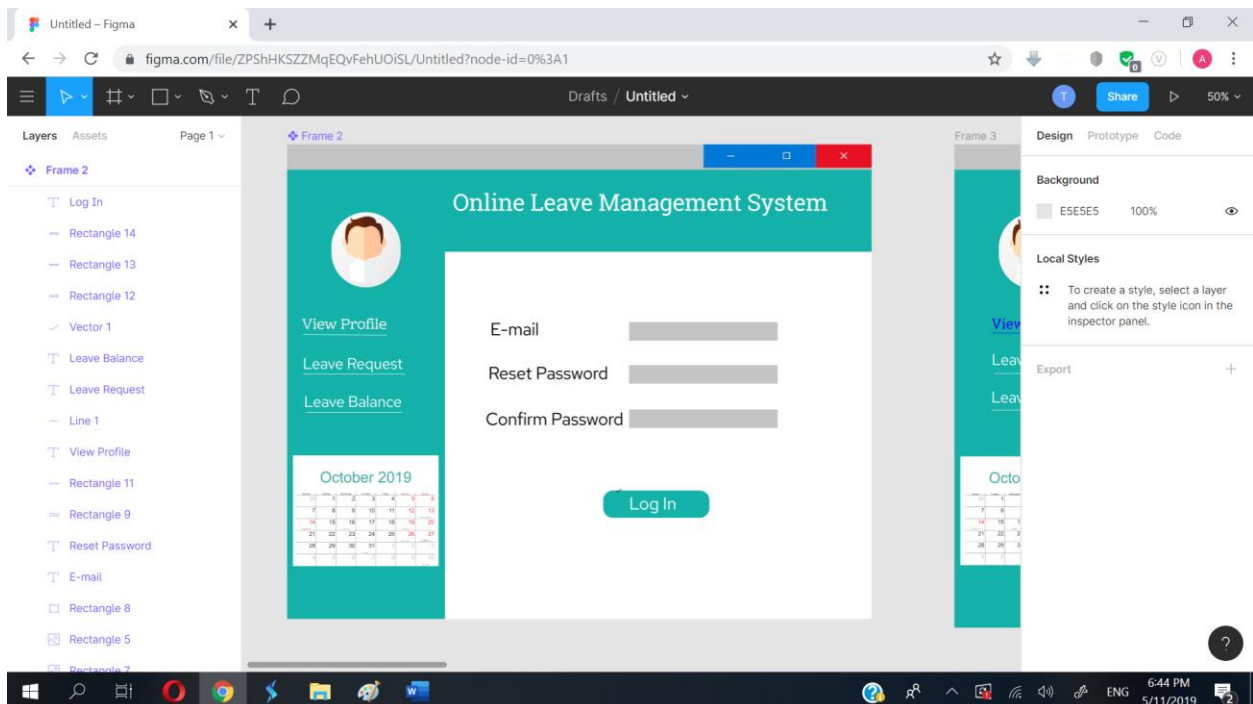
Not yet designed.

4 System Features

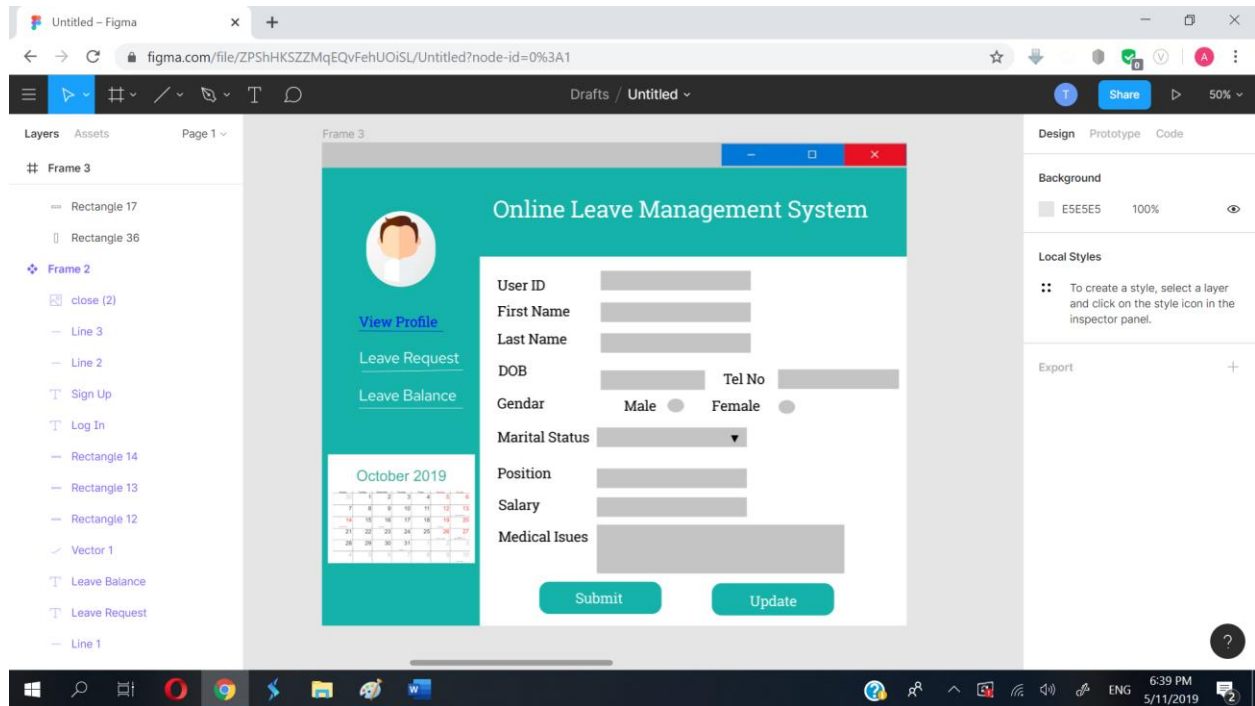
User Interface – 1



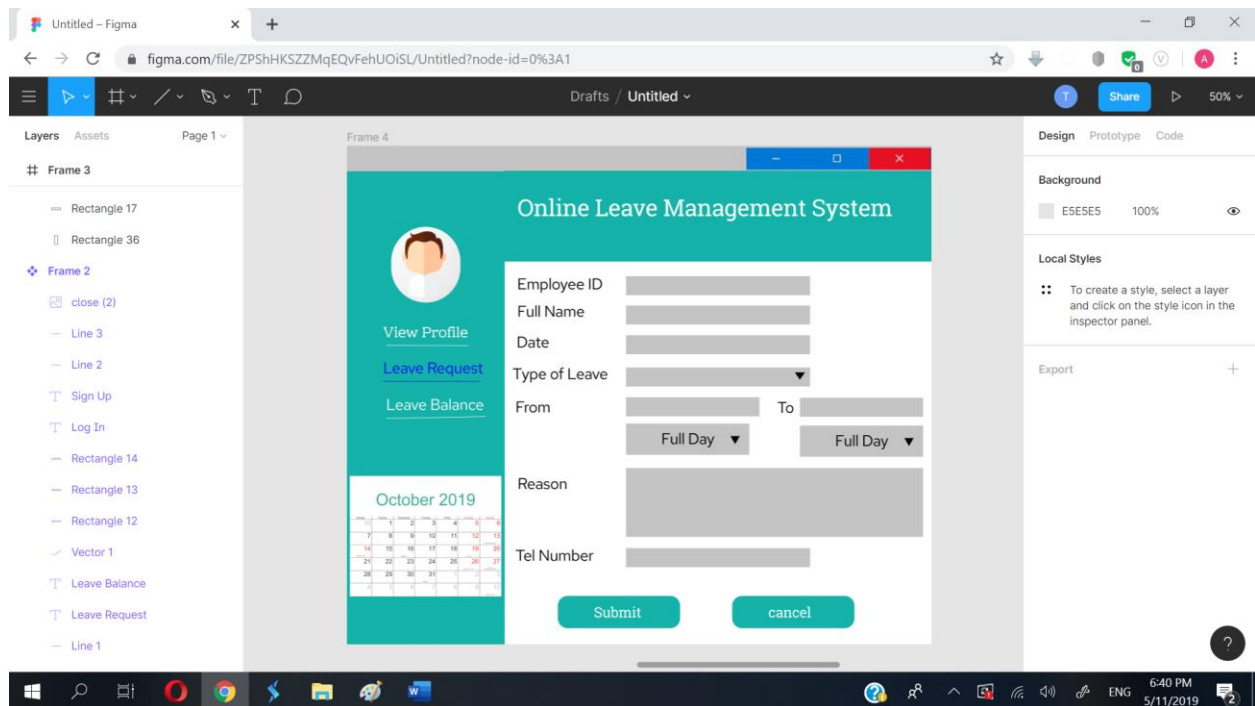
User Interface – 2



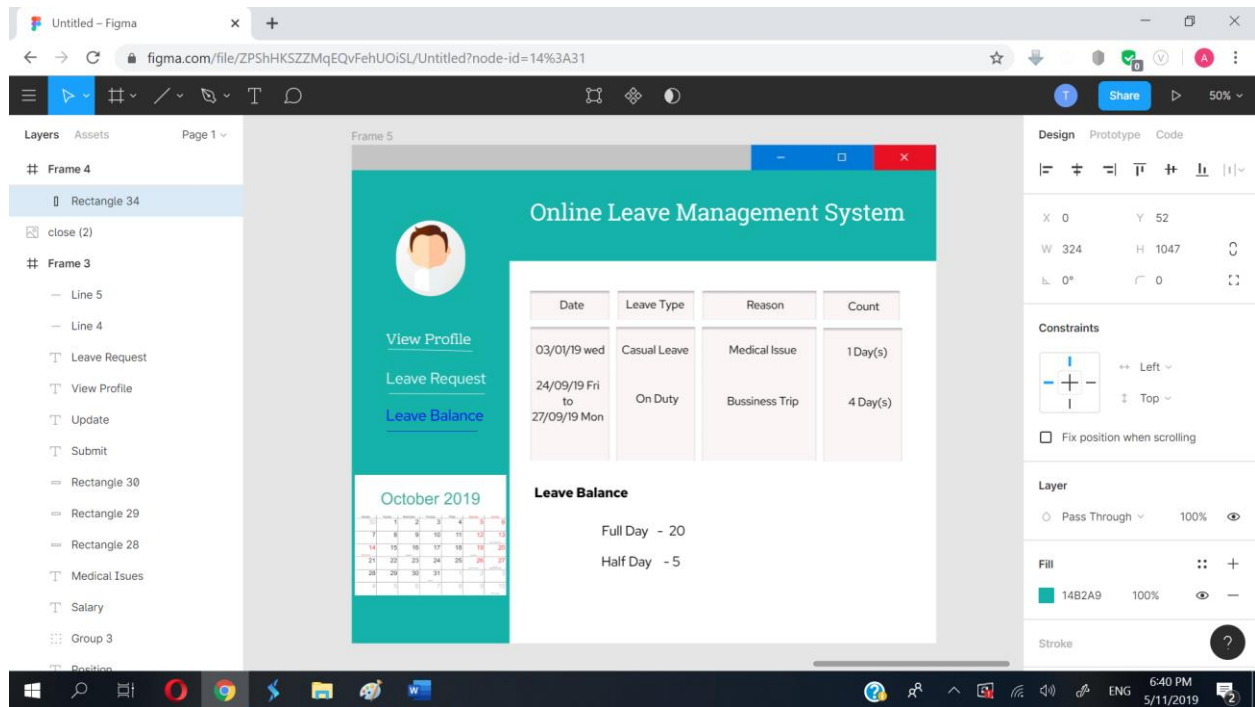
User Interface – 3



User Interface – 4



User Interface – 5



5 Other Nonfunctional Requirements

5.1 Performance Requirements

This is a web application and it can run on every computer. Its features are not complexity. It does not need a powerful processor, much RAM, or disk space. It only requires a latest browser.

5.2 Safety Requirements

If someone want to enter to our web application he/she should have internet facility. Also system keep user user Id, secure and the same should not be shared with any one.

5.3 Security Requirements

The system where the key is stored should not be public.

5.4 Software Quality Attributes

Client-Side Quality Attributes:

The web application is user-friendly interface. System is free from errors when it is running.

Server-Side Quality Attributes:

System is upgrade for any future requirements easily. If system face any failure or damage can be restored easily.

5.5 Business Rules

Manager Tasks:

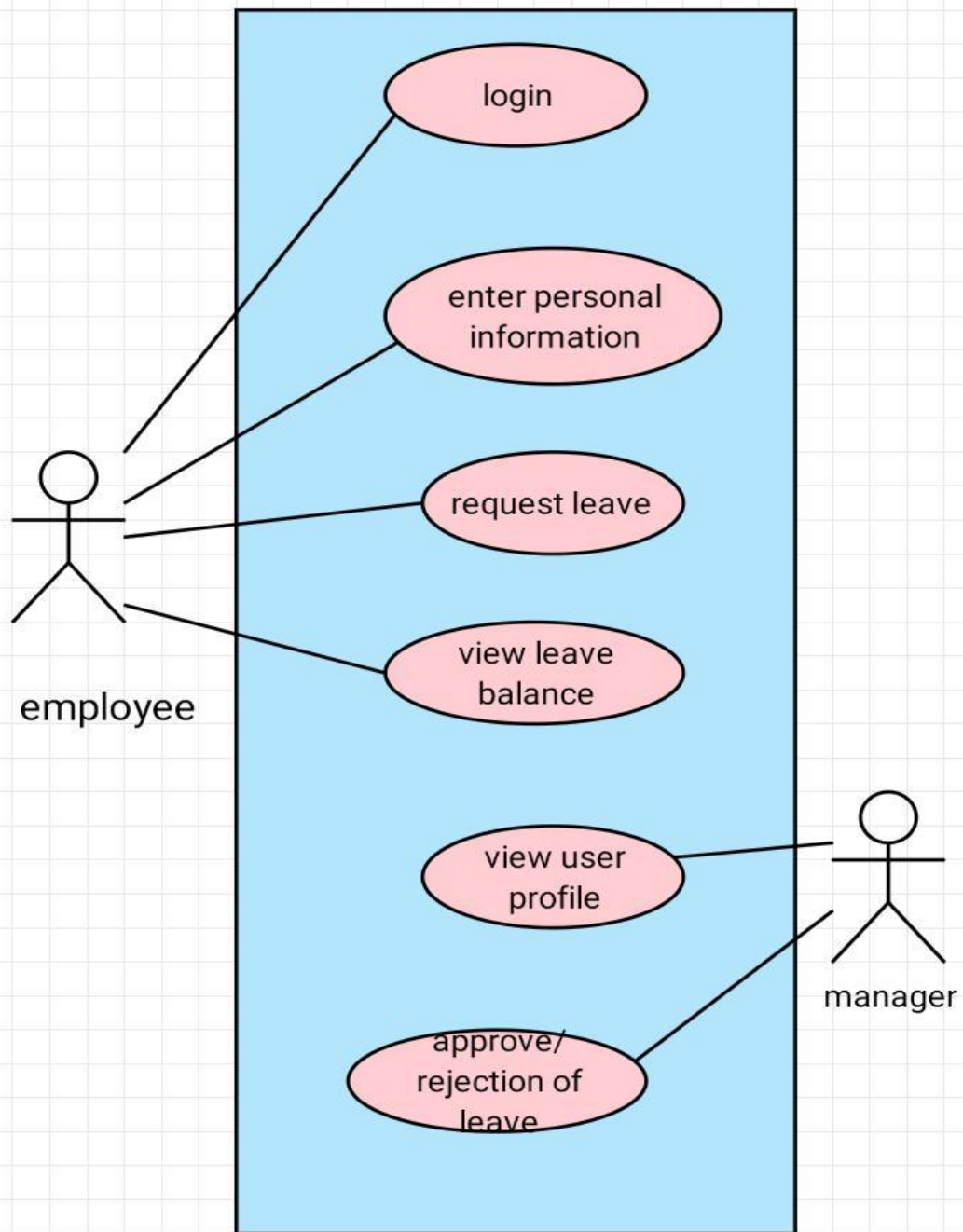
- ✓ Can approve or reject the leave applications of the employee's requests.
- ✓ Can see the leave history of employee.
- ✓ Can see the leave request of employee

Employee Tasks:

- ✓ Can view his leave balance.
- ✓ Can apply for new leave.
- ✓ Can know whether approve or reject the leave request.

6 Other Requirements

Use Case Diagram



Data Flow Diagram – Context Level Diagram

