

SOFTWARE REQUIREMENT SPECIFICATION FOR APEX APPROVAL

Name	DHARANEEDHARAN V
Roll no	7376222AL124
Seat no	151
Project ID	31
Problem Statement	APEX APPROVAL
Stack	LAMP

1. INTRODUCTION:

1.1 Problem Statement:

To build an Apex approval process where faculty and students can submit requests for camps, external events, or special lab requirements. The primary objective is to automate approval workflows for higher officials and segregate allocated amounts accordingly.

1.2 Requirements :

- Students or faculty can raise an Apex request for special labs, projects, external events, or external travel allowances based on their category.
- Once the Apex request is raised, it should not be visible to other faculty. If raised from a lab, it should be routed to the respective department heads.

- Once the request reaches the HOD, they can verify its necessity. If deemed valid, it proceeds to higher officials.
- After approval by the HOD, the request is categorized and forwarded to the principal, dean, or MTeam. Once approved by them, it moves to the chairman.
- Once the request reaches the chairman, they have the authority to approve the requested finance amount or reject it.

2. OVERVIEW :

1. User Management and Roles:

Define user roles: Establish roles such as students, faculty, department heads, higher officials, and the chairman.

Role-based permissions: Determine access levels and permissions for each role to ensure appropriate visibility and actions within the system.

2. Request Submission Interface:

User-friendly form: Design an intuitive interface for users to submit Apex requests, with fields for specifying request type (e.g., special labs, projects, events, travel allowances) and relevant details.

Attachments and documentation: Allow users to attach supporting documents or justification for their requests.

3. Automated Routing and Approval Workflow:

Request routing: Configure automated routing of requests to respective department heads based on request type or origin (e.g., lab requests to department heads).

Sequential approval workflow: Implement a workflow for department heads, higher officials, and the chairman to review and approve requests in a sequential manner.

4. Decision Support and Notification:

Information presentation: Provide relevant information about each request to higher officials and the chairman for informed decision-making (e.g., request details, justification, budget implications).

Notification system: Set up notifications to alert users about the status of their requests and any required actions at each stage of the approval process.

5. Transparency and Confidentiality:

Visibility control: Ensure that submitted requests are visible only to relevant stakeholders to maintain confidentiality and privacy.

Audit trail: Maintain a record of all actions taken within the system for transparency and accountability purposes.

6. Reporting and Analytics:

Reporting tools: Develop reporting capabilities to generate insights into request volumes, approval timelines, and resource allocations.

Analytics dashboard: Create a dashboard for stakeholders to monitor key metrics and performance indicators of the approval process.

2.2 Features:

- **Login page:**

This page serves as the gateway to the platform, enabling users to distinguish between students, mentors, and authorized members of the community. Unauthorized outsiders are restricted from accessing the platform.

- **Dashboard:**

The dashboard provides a summary of pending and approved requests, quick access links for common actions such as submitting requests, viewing profiles, and logging out, visual charts/graphs for displaying request status or analytics, and a recent activity feed showing updates and notifications.

- **Request Submission Form:**

The request submission form includes fields for inputting a request title, description, selecting request type and department from dropdown menus, providing justification in a text area, attaching files, and a button to submit the request.

- **Request Management Dashboard:**

The request management dashboard lists submitted requests with summary information such as title, requester, and status, provides filters or search functionality for finding specific requests, sorting options for

arranging requests by date, status, or category, and navigation controls such as pagination or infinite scrolling.

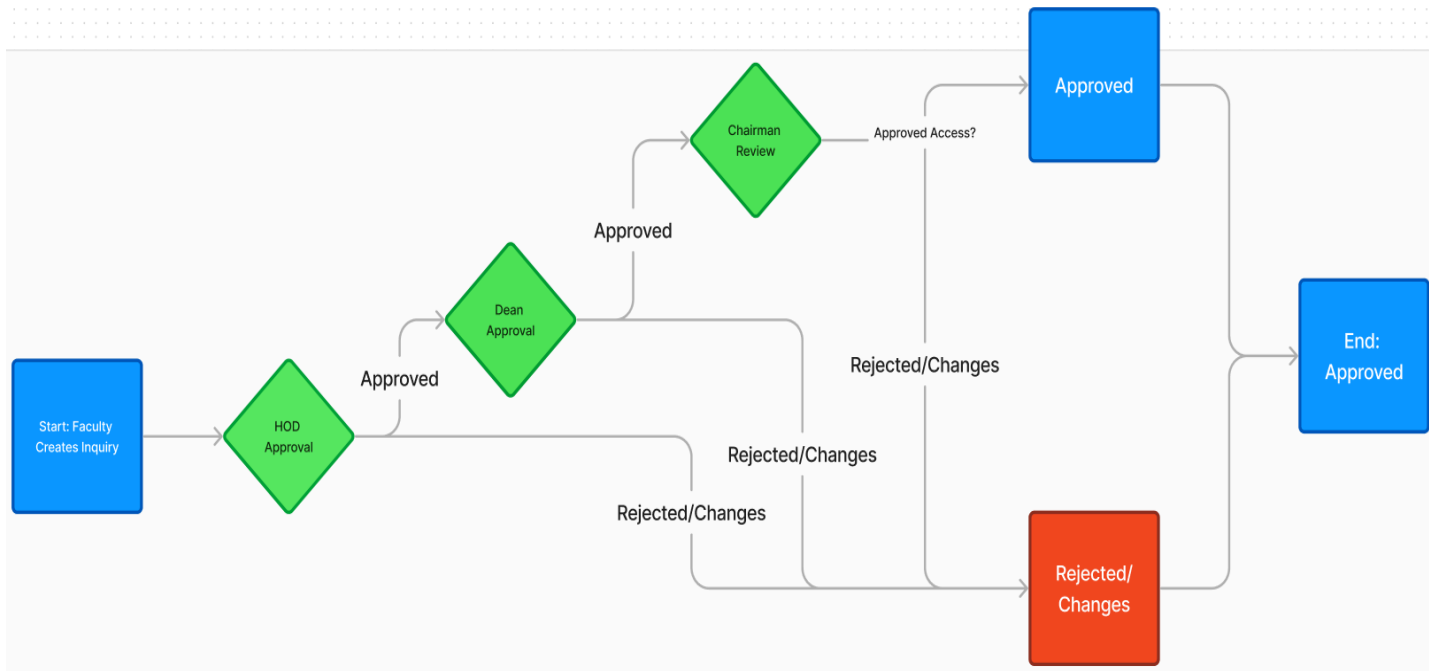
- **Profile Page:**

The profile page features a user's profile picture or avatar, personal details including name, email, role, department, and contact information, an edit profile button, an activity feed showing recent interactions or updates, and a connections or network list displaying other users or contacts.

- **Notification Panel:**

The notification panel includes a dropdown or sidebar displaying notifications in card format, details of new messages, approvals, or updates, options to mark as read or dismiss notifications, and a "Clear all" button to remove all notifications at once.

2.3 Project - Workflow:



2.4 STACK:

FRONTEND	HTML,CSS,JS,REACT
BACKEND	LARAVEL
DATABASE	MYSQL

2.5 STAKEHOLDER PRESENT:

The INFRA team are the Stakeholders of this project.

2.6 DESIGN:

To design a web application to automate the manual process of reviewing and creating the graphs based on the apex approval.

2.7 PROBLEM IT WILL SOLVE:

This system is designed to manage and automate the approval processes for faculty and students who need to submit requests for camps, external events, or special lab requirements. The system streamlines how these requests are submitted,

reviewed, and approved by different levels of authority within an educational institution. This includes an automated workflow that routes requests from students and faculty to department heads, higher officials, and potentially up to the chairman, who can approve funding or other resources. The system also includes features for managing and segregating allocated budgets and resources efficiently.