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| Use Case ID: | iTracks Productivity Report | | |
| Use Case Name: | Productivity report | | |
| Created By: | Priya Dharshni | Last Updated By: |  |
| Date Created: |  | Date Last Updated: | 2-1-2025 |

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| Actor: | User (role Based) |
| Description: | The productivity report summary displays the cumulative quantum of work done by employees in a DU for a selected date range  Report will be displayed based on role of user.  Appraisers will be able to view the report for themselves and their team.  Appraisees will be able to view the report for themselves alone. |
| Preconditions: |  |
| Postconditions: |  |
| Priority: | 1 |
| Frequency of Use: | High |
| Normal Course of Events: | The productivity report summary of employees will be displayed in the below table format,  By default, the current month’s cumulative data will be displayed. (starting from day 1 of the month to current date). User should be able to change date ranges as per his need.   |  |  |  | | --- | --- | --- | | Column name | Details | Comments | | Employee name | Name of employee (ISNO) | Should be given as hyperlink which when clicked will display the individual user’s productivity report for the selected dates in detail | | iTracks entry days | Total days in which itracks entry is logged |  | | Holidays | Total holidays in selected date range |  | | Weekends | Total weekend days in selected date range |  | | Leave days | Total leaves taken by employee in selected date range |  | | Total hours logged | Total working time of the user | Total hours for selected date range. Include only the time the user has worked on the task (time during WIP status alone) | | Productivity score | Calculated productivity score |  |   Filters section   |  |  | | --- | --- | | Employee Name | Employee name, allows user to filter report based on employee name. filtered data will be displayed in the drop down itself. Applicable only for Appraiser role. | | Date | Date range- allows user to filter report for a selected date range or specific date. Only past dates should be allowed to be selected, future dates not applicable. filtered data will be displayed in the drop down itself |   The pagination option should be provided.  Export option to export the report data should be available  Reset button should be provided. Reset will only clear the filters applied.  The individual productivity report summary for an employee will be displayed in the below table format,  The name of employee and the date range selected should be displayed above the table.   |  |  |  | | --- | --- | --- | | Column name | Details | Comments | | Date | Date- will be provided as a hyperlink and when clicked will display the task details done by that employee on that date | If date range is selected from Sep 1 to Sep 13, each date will be a separate row item | | Total hours logged | Total hours logged in that particular date (actual working hours) |  | | Productivity score | Calculated productivity score |  |   On click of the specific date (provided as hyperlink), the screen will display the task details done by that employee on that date.  This report will provide information related to the total time spent by an individual user against a task for a given time period.  Every task that is being worked by a user within the WMS application captures the start time and end time. This time calculation captures the total time spent on a particular Task (pertaining to a Book or Journal).  User will be able to apply multiple combination of filters and view the reports as indicated in the Filter Details Section   |  |  |  | | --- | --- | --- | | Column name | Details | Comments | | S.no | Row index |  | | Book code | Work order job id |  | | Subjob | Chapter name |  | | Software | Software name |  | | Stage | Stage working on | Stage iterations should be included | | Activity | Activity working on |  | | Complexity | Complexity working on |  | | Worked on | Date |  | | Start time |  |  | | End time |  |  | | Total hours | Total time spend by user on that activity (hh:mm) | The start time, end time and of a task for a user will be the actual working time. Time during WIP status. | | UOM | UOM Measure worked by the user |  | | Target UOM | Target UOM for the user |  | | Actual UOM | Actual UOM worked by user |  | | Productivity score | Calculated productivity score |  |   Option to export the data should be available  Reset button should be provided. Reset will only clear the filters applied. The pagination option should be provided  Back button to go to previous page should be provided. |
| Alternative Courses: | N/A |
| Exceptions: |  |
| Includes: |  |
| Special Requirements: | - |
| Assumptions: |  |
| Notes and Issues: | - |