

LEAVE MANAGEMENT SYSTEM HORIZONTAL PROTOTYPING DOCUMENT 2

FEATURES OF THE SOFTWARE

Based on our knowledge and understanding of the system through the interaction with users, we were able to list out the needs of the users and accordingly started working on deciding the features that we are going to implement in our software.

It is important to understand that any software design has 2 stages. First the **essential** features are implemented and tested. Next the **desired** features are implemented and tested. It is important for the designer to categorize the features accordingly.

The **essential features** of our software are listed below:

FOR FACULTY


- Faculty is now able to apply for leave through a single form. The form is dynamic in nature and changes according to the type of leave application. This is because we know that different types of leaves require different information to be given. For example: If you are applying for a work leave and you want to upload the invitation letter then you would get a feature to upload a file. However this feature would not be available in case you have applied for a casual leave.
- The faculty is able to view the status of their present request as well as check their past records of leave. That is they would be able to track their application. They would get automatic notification if any change. Example: If they have applied for the leave then it would show up on their home screen as Pending. Now, if the leave is forwarded to the Director by the POC then it would show up as In Progress. If approved/rejected by the Director it would show up accordingly. We have designed the icons for them.



- There is a counter also that tells them the no. of leaves remaining/ taken under the different types of leaves. Example: If Dr. Ashish has taken a leave of 5 days under the category of Earned leave then the counter would show 25 days remaining from his entitlement of 30 days.

- Also while filling the form the faculty can check the calendar and select dates.
- The no. of days for which leave has been applied would be calculated automatically. Example: If Dr. Ashish has applied for an Earned Leave from 10.09.2012 – 16.09.2012 then no. of days would get calculated to 5 working days that is excluding Saturday and Sunday.
- They would also be able to upload supporting documents while applying for Work leave.

FOR POC AM (HRSS):

- The POC gets all the requests for leave from different faculty in one place.
 - He/she has a clickable icon named Forward provided against each request. When they click it the request is directly forwarded to the Director. Icon also designed for that.
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- They have also been provided with a feature to add/delete faculty members from the system.
 - They also have a search feature where they can easily view the history of leaves as taken by any faculty till date.
 - There is automatic record maintenance and admin need not have to update it every time a leave is sanctioned.

FOR DIRECTOR:

- The Directors home page shows up all the requests that have been forwarded to him by the POC. He also has been provided with clickable icons of Approve / Reject against each application.
- When he clicks any button, the decision is notified to the faculty immediately.



Next the desired features: These would change as we move along.

For Faculty:

- The faculty would have an option to cancel their request as well as modify a current request.
- Provision to combine multiple types of leaves.

For Admin:

- Provision to make remarks on the request while forwarding it to the director.