HOLISTART

Mobile Approval System

Business Requirements Document

Holisol Logistics

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Contents

1 Executive Summary

The Holistart Mobile Approval System is a streamlined mobile application designed specifically for LOB Heads and Directors to efficiently process manpower requisition forms (MRF) and new joiner onboarding approvals. This mobile-first solution complements the existing web application by focusing exclusively on approval workflows with a minimalistic, task-oriented interface.

1.1 Key Features

- Mobile-optimized approval interface for LOB Heads and Directors

- Dual-task dashboard: MRF Approvals and Onboarding Approvals

- Automatic salary-based escalation (Rs. 35,000+ to Director)

- Quick approval actions with minimal clicks

- Real-time notification system for pending approvals

2 Simplified Approval Workflows

2.1 MRF Approval Workflow
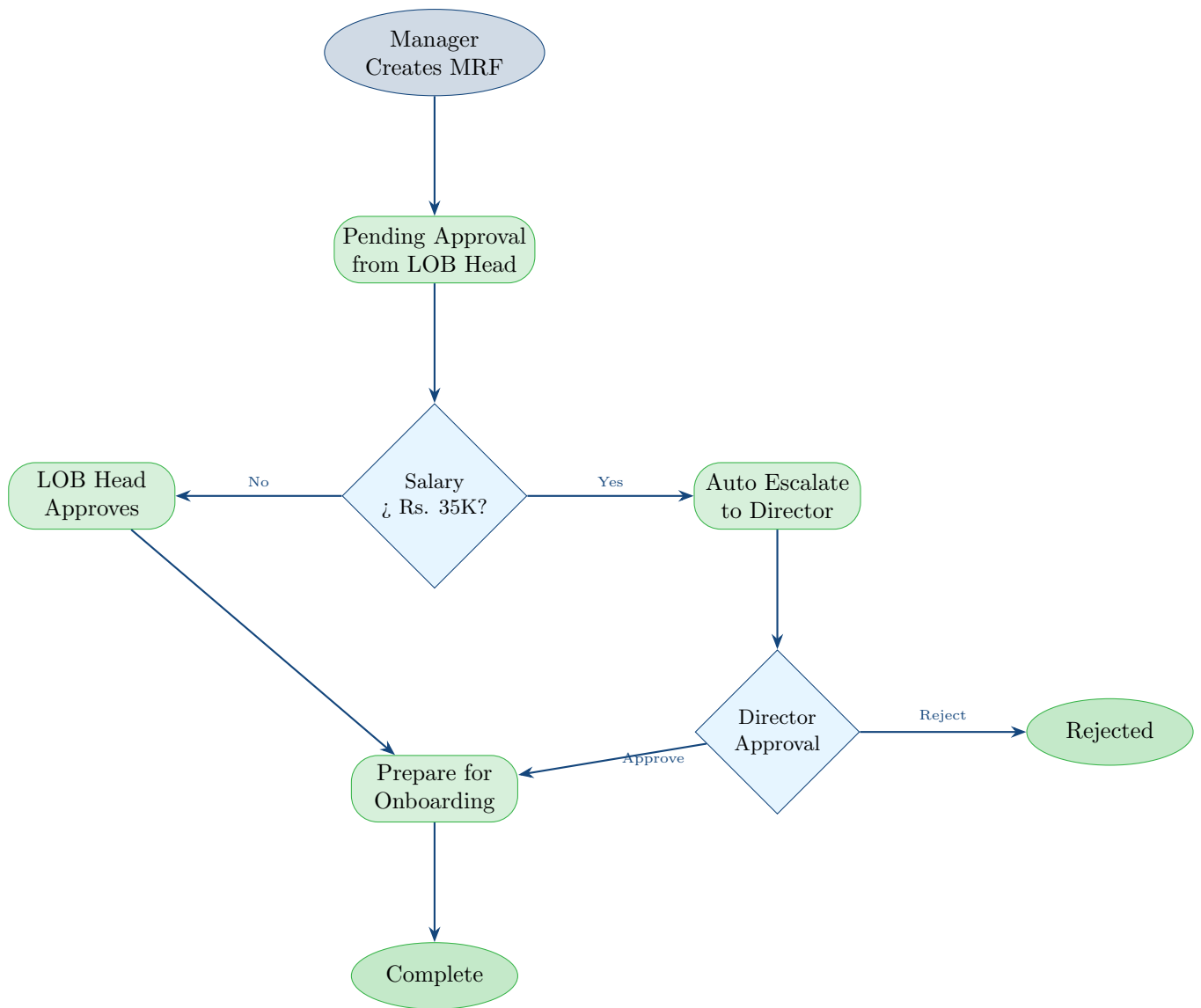
2.2 Onboarding Approval Workflow

```
        ┌─────────────┐
        │     MRF     │
        │  Approved   │
        └─────────────┘
               │
               ▼
        ┌─────────────┐
        │ Joiner Details │
        │  Submitted   │
        └─────────────┘
               │
               ▼
                ◇
    Reject   ╱ LOB Head ╲   Approve
  ◄─────────  Onboarding  ─────────►
            ╲  Approval  ╱
                ◇
  ┌─────────────┐        ┌─────────────┐
  │  Onboarding │        │ Successfully │
  │   Rejected  │        │  Onboarded  │
  └─────────────┘        └─────────────┘
```
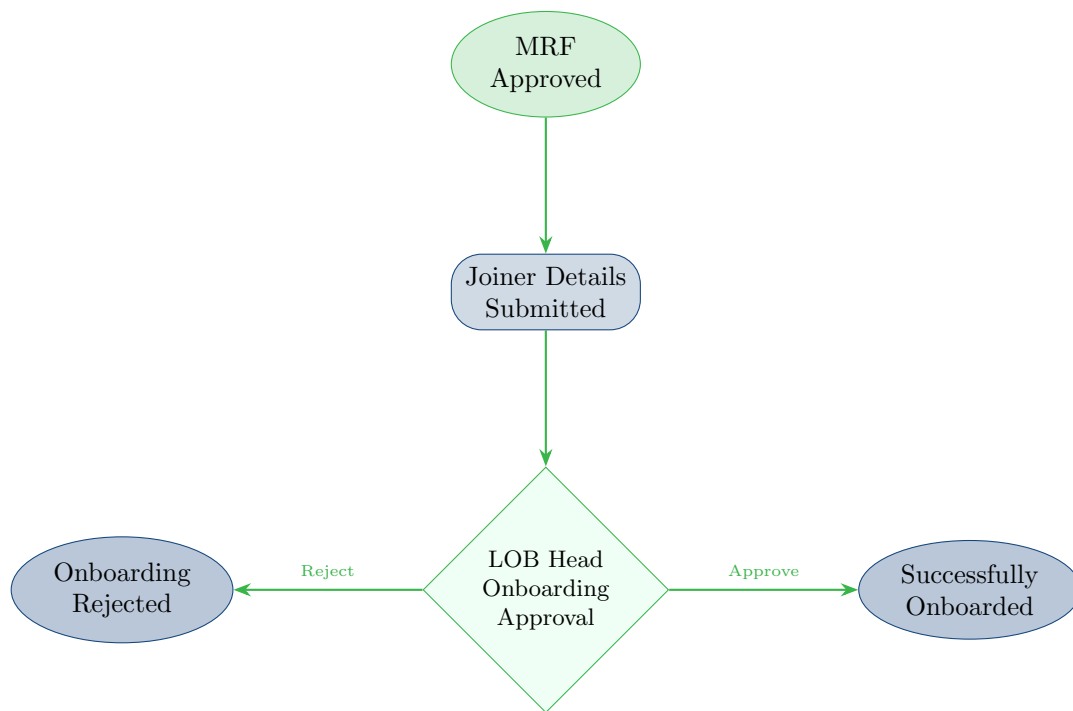
3 Mobile Application Architecture

3.1 Application Purpose

- **Primary Focus:** Mobile approval interface for LOB Heads and Directors

- **Complementary System:** Works alongside existing web application

- **Core Function:** Streamline approval processes on mobile devices

- **Target Users:** Decision makers who need quick approval capabilities

3.2 Dashboard Priority Structure

Priority Level	Task Type	Dashboard Placement
Primary (Top)	MRF Approvals Pending	Large cards with count and quick access
Primary (Top)	Onboarding Approvals Pending	Large cards with count and quick access
Secondary	Analytics & Reports	Secondary tabs or bottom navigation
Secondary	Historical Data	Separate menu or settings

4 MRF Approval Details Specification

4.1 Required Information Display

- **Department:** Requesting department (e.g., IT, HR, Operations)

- **Entity:** Business unit classification

  - HLPL/White Collar

   – HTSPL/Blue Collar

- **Cost Center:** Location-based allocation

   – Gurgaon

   – Corporate

   – Mumbai, Delhi, etc.

- **Created By:** Manager name (e.g., John Manager)

- **Positions:** Number of vacancies (e.g., 1, 2, 5)

- **Salary Range:** Monthly compensation display rules

4.2 Salary Display Logic

Salary Range	Display Rule	Action
Rs. 25,000 - Rs. 34,000	Show full range	LOB Head can approve
Rs. 35,000 - Rs. 45,000+	Hide salary range	Auto-escalate to Director

5 Onboarding Approval Details Specification

5.1 Candidate Information Display

- **Personal Details:** Name, contact information, address

- **Position Information:** Designation, department, reporting manager

- **Documentation:** Aadhaar, PAN, educational certificates

- **Experience:** Previous employment details (if applicable)

- **Salary Structure:** Final CTC breakdown and benefits

- **Assets Required:** Laptop, mobile, other equipment needs

- **Joining Date:** Proposed start date

5.2 Approval Actions

- **Approve:** Complete onboarding approval

- **Reject:** Deny onboarding with mandatory reason

- **Request Changes:** Ask for additional documentation or corrections

6 Automatic Escalation System

6.1 Backend Logic

- **Salary Threshold Detection:** System automatically checks maximum salary

- **LOB Head Interface:** High-salary requests not visible in approval queue

- **Director Notification:** Automatic notification for escalated requests

- **Audit Trail:** Complete log of escalation reasoning and timing

6.2 User Experience

- **LOB Head View:** Only sees requests within approval authority

- **Director View:** Receives all escalated high-value requests

- **Transparent Process:** Clear indication of escalation reason

- **Status Updates:** Real-time notifications to all stakeholders

7 Mobile UI Design Patterns

7.1 Dashboard Design Principles

- **Card-Based Layout:** Large, touch-friendly cards for main tasks

- **Badge Notifications:** Clear count indicators for pending items

- **Color Coding:** Brand colors to indicate priority and status

- **Minimal Navigation:** Maximum 2-3 taps to complete any approval

- **Swipe Actions:** Quick approve/reject gestures where appropriate

7.2 Detail Page Components

- **Information Hierarchy:** Most important details at top

- **Scannable Format:** Easy-to-read key-value pairs

- **Action Buttons:** Prominent, clearly labeled approval buttons

- **Progressive Disclosure:** Additional details in expandable sections

- **Status Indicators:** Visual feedback for all user actions

7.3 Responsive Considerations

- **Touch Targets:** Minimum 44px for all interactive elements

- **Typography:** Minimum 16px font size for body text

- **Contrast:** WCAG AA compliant color contrast ratios

- **Loading States:** Clear feedback during API calls

- **Error Handling:** User-friendly error messages with recovery options

8 Technical Implementation Notes

8.1 Mobile-Web Hybrid Approach

- **Progressive Web App (PWA):** Installable mobile web application

- **Offline Capability:** Basic functionality without internet connection

- **Push Notifications:** Real-time alerts for new approvals

- **App-like Experience:** Full-screen mode with native feel

8.2   Integration with Web System

- **Shared Database:** Same backend as web application

- **Real-time Sync:** Instant updates across all platforms

- **Single Sign-On:** Unified authentication system

- **API-First Design:** RESTful APIs for all mobile interactions

9   User Experience Flow

9.1   LOB Head Daily Workflow

1. Open mobile app and view dashboard

2. Check MRF approvals pending (primary card)

3. Tap on MRF approval card to view list

4. Select individual MRF to view details

5. Review: Department, Entity, Cost Center, Creator, Positions, Salary

6. Approve or reject with single tap

7. Return to dashboard to check onboarding approvals

8. Review joiner details and approve/reject onboarding

9.2   Director Workflow

1. Receive notification for escalated high-value MRF

2. Open mobile app to view escalated requests

3. Review MRF details with LOB Head's recommendation

4. Make final approval decision

5. System automatically notifies all stakeholders

10   Success Metrics

10.1   Mobile App KPIs

- **Approval Speed:** Average time from notification to decision

- **Mobile Adoption:** Percentage of approvals done via mobile

- **User Satisfaction:** App store ratings and feedback scores

- **Task Completion:** Percentage of approvals completed within SLA

- **Error Rate:** Frequency of approval mistakes or reversals

11   Implementation Recommendations

11.1   Phase 1: Core Mobile Interface (4 weeks)

- Dashboard with dual-task priority layout

- MRF approval details and actions

- Onboarding approval interface

- Basic authentication and navigation

11.2   Phase 2: Advanced Features (3 weeks)

- Push notifications for new approvals

- Automatic salary-based escalation

- Offline capability and sync

- Performance optimization

11.3   Phase 3: Enhancement (2 weeks)

- Advanced analytics dashboard

- Batch approval capabilities

- Enhanced search and filtering

- User onboarding and help system