**Attendance System**

The project requires to develop below things:

1. Admin Panel
2. Website
3. Web API

The project has 2 types of modules for attendance system:

1. Banking/Office Attendance System
2. Construction Attendance System

**Website**

Website will contain below pages:

* Home Page (Dynamic)
* About Us Page
* Contact Us Page (With Google Map)
* Company Request Page
* Privacy Policy Page (Dynamic)
* Terms and Condition Page (Dynamic)
* FAQ Page (Dynamic)

**Banking/Office Attendance System**

This banking/office attendance module has below types of users:

1. Super admin – 1 user only
2. Company Admin – 1 user only of each company
3. Employees – multiple

1. Super Admin:

* He will login with OTP verification in admin panel.
* Forget password feature with OTP verification.
* He can change password with OTP verification and can edit own profile.
* Company list will be display which is already verified by admin. (Filters, Export to Excel).
* Admin can Inactive any company, then all type of user of that company cannot login in app/admin.
* New Company Request list will be display with type of Office company or Site Company. Company admin user creation will be there by sending id/password to company admin by SMS. (Filters, Export to Excel).
* Few general settings that can update anytime that use for all company. **Like?**
* It will not need any reports.
* While creating company, it will set expiry date of free trial or renew date. If expiry date left, then any user of company cannot login.
* There will be Renew button in renewal list. It will display list of paid renewal of company. On click of renew button, He will pay whatever renewal amount online using payment gateway like RazorPay or else.

* ~~Super admin can see details of any selected company like users list, user detail, attendance of user, list of payment given to user etc.~~ **~~(Need to confirm what others details can see).~~**

1. Company Admin:

* Company Admin will login in admin panel with OTP verification.
* Forget password feature with OTP verification.
* He can change password with OTP verification.
* He can only view his own company profile. (Not Edit option).
* He can create multiple employees.
* Company specific settings can be managed by Company Admin (Setting page). **Like?**
* He can see list of attendance which are submitted by employee on daily basis. (Filters, Export to Excel). By default, attendance approval status will be Pending.
* He can Accept/Reject attendance of any employee until it is already accepted or rejected.
* Only accepted attendances will be payable to employee.
* CRUD of payment for employees. (Filters, Export to Excel). If approval by Employee, then Admin cannot edit and delete record.
* Company admin can edit employee profile but OTP verification required from employee.
* See list of Leaves submitted by employee. Admin will accept/reject leave. (Filters, Export to Excel).
* Holiday CRUD – if admin create holiday on any festival or any day, then salary will not deduct.
* Admin can pay extra payment to any employee, and that will not deduct from salary (like as gift or bonus).
* Employee creation: User personal details with photo, monthly leave option in decimal, extra hour work rate per hour, type of employee (Salary based, Regular based, Hourly based).

1. Reports: (1) Payment report of employee. (2) Work report (Filter by All or selected employee with date range. (3) Leave report **(Need to add if any more? - No)**
2. Employees:

* Employee user will have access to only Mobile app, not in admin panel.
* Login, Forget Password, Change Password with OTP verification in mobile app.
* While login, store location of user from where he has login.
* While logout, ask to submit attendance form.
* while create/edit employee, OTP required.
* He can edit his own detail from My Profile. – NO, He cannot edit his detail, can only view.
* He can submit daily attendance from mobile app. (Multiple times in a day).
* Form details of attendance submitting:
* Date
* Half Day / Full Day
* Extra Hours
* Today worked detail
* Tomorrow work detail
* Remarks
* He can see his own list of attendance date wise. (Filter, Export to Excel).
* He can edit and delete any submitted attendance which is in Pending status. Once It is approved/rejected, it cannot be edited or deleted.
* He can see his own payment list which he has received date wise. (Filter, Export to Excel).
* He can see his current balance of the current month. Also, he can see previous +/- amount.
* He can see list of his own submitted Leaves with status date wise. (Filter and Export to Excel)
* He can create request of leave with date range and reason.

**Construction Attendance System**

This module has below types of users:

1. Super admin – 1 user only
2. Company Admin – 1 user only
3. Supervisors – multiple
4. Checker – multiple
5. Payment Payer – multiple
6. Worker – multiple
7. Employee – multiple
8. Super Admin:

* Super admin will be single in admin panel.
* He will login with OTP verification in admin panel.
* He can change password with OTP verification and can edit profile.
* Company list will be display which is already verified by admin with creating company admin user by sending id/password to him. (Filters, Export to Excel).
* Admin can Inactive any company, then all type of user of that company can not login in app/admin.
* New Company Request will be display with type of Office company or Site Company. (Filters, Export to Excel)
* Few general settings that can update anytime that use for all company. Like?
* ~~Super admin can see details of any selected company like users list, user detail, attendance of user, list of payment given to user etc.~~ **~~(Need to confirm what others details can see).~~**

1. Site Company Admin:

* Company admin will login with OTP verification.
* He can only view his own company profile. (Not Edit option).
* Company specific settings can be managed by Company Admin (Setting page). **Like?**
* He can create multiple sites. CRUD. (Filter, Export to Excel)
* He can create multiple Employees, Supervisor, Checker, Payment Payer.
* Employee/ Supervisor/Checker/Payer salary type can be of Monthly, Regular, Daily, Hourly based.
* Login history module of Supervisor, checker & payer.
* He can pay payment to user. He can delete any payment delete (soft delete).
* CRUD of payment for employees. (Filters, Export to Excel). If approval by Employee, then Admin cannot edit and delete record.
* Admin can update Morning, Afternoon, Evening attendance of worker for daily attendance.
* Admin can give payment to any users. (Supervisor/Employee/Checker/Payer/Worker) -Fingerprint not required at this time.
* While creating company, it will set expiry date of free trial or renew date. If expiry date left, then any user of company cannot login.
* There will be Renew button in renewal list. It will display list of paid renewal of company. On click of renew button, He will pay whatever renewal amount online using payment gateway like Razor Pay or else.
* Company admin can edit employee profile but OTP verification required from employee.
* Holiday CRUD – if admin create holiday on any festival or any day, then salary will not deduct.
* Admin can pay extra payment to any employee, and that will not deduct from salary (like as gift or bonus).
* Report:

1. Attendance Report of Supervisor/Checker/Payer/Worker. – Site wise
2. Payment Report of Supervisor/Checker/Payer
3. Login History Report (Necessary Filter)
4. Payment Report of Worker
5. Leave report
6. Supervisor:

* Supervisor will have access to only Mobile app, not in web admin panel.
* He will have same login related feature in app same as employee.
* While logout, ask to submit attendance form.
* while create/edit this user, OTP required.
* He will login with Fingerprint authentication. While login, must take current location and store it in login history, so admin can see from where he has login.
* After successful login, he must select SITE from where he is logged in.
* If supervisor does not use app for >=10 min, then he should logout. **– NEED TO CONFIRM**
* Supervisor attendance – Using form submit daily basis
* He can create their own multiple Workers. CRUD. (Filter, Export to Excel).
* He can see his own salary payment list. (Filter, Export to Excel)
* Supervisor will go to site, and will add worker is in which site daily.
* Report: (1) Own Payment Report (2) Worker Payment Report (3) Worker Attendance Report

1. Checker:

* Checker will have access to only Mobile app, not in web admin panel.
* he will have same login related feature in app same as employee.
* He will login with Fingerprint authentication. While login, must take current location and store it in login history, so admin can see from where he has login.
* While logout, ask to submit attendance form.
* while create/edit this user, OTP required.
* He will take attendance of each workers 3 times in a day. (Morning, Afternoon, Evening)
* Checker attendance – Using form submit daily basis.
* He can see his own attendance list. (Filter, Export to excel)
* See list his own payments. (Filters, Export to Excel). If approval by Employee, then Admin cannot edit and delete record.
* While creating of attendance of worker, Site selection is required.
* He can see attendance of each employee. (Filter)
* He cannot edit and delete attendance of any worker.
* Checker can be different in Morning, Afternoon and Evening in same day for taking attendance of worker.
* Report: (1) Own Payment Report (2) Attendance Report of worker

1. Payment Payer:

* Payment Payer will have access to only Mobile app, not in web admin panel.
* He will have same login related feature in app same as employee.
* He will login with Fingerprint authentication. While login, must take current location and store it in login history, so admin can see from where he has login.
* while create/edit this user, OTP required.
* While logout, ask to submit attendance form.
* He will give payment to any worker of any supervisor.
* While giving payment, need to take fingerprint verification of worker.
* If payer give payment to worker, then he cannot edit/delete that record, but Admin can edit/delete it.
* Payer attendance – Using form submit daily basis.
* He can see his own attendance list. (Filter, Export to excel)
* See list his own payments. (Filters, Export to Excel). If approval by Employee, then Admin cannot edit and delete record.
* Report: (1) Own Payment Report (2) Payment Report of Worker (3) Attendance Report of worker

1. Worker:

* Worker will not have any login system.
* He will be created by Supervisor.
* His attendance will be taken by Checker.
* Payment can be received by Payer or Company Admin.
* Worker will have type like Majur, Chanatar karigar, Plaster karigar etc.

**General Notes:**

* Frontend registration will be only for company registration request, and that is only from mobile application.
* Finder print login will use only in Site attendance module.
* Finder print login will use only for Supervisor, Checker, Payer and worker.
* Worker will not have mobile app to login. Their attendance will be taken by checker or admin.
* No duplication criteria need to define for user of any type. Because while creating new user, unique user code will be generated that will use as username for login.
* Super admin & Company admin will not have access of mobile application. They will use only web admin panel.
* Salary slips not required for now.
* Leave option for all types of users except Worker, Company Admin and Super Admin.
* If any user submits leave of multiple days, if approved by admin. Then those multiple days will consider as leave.
* Payment Gateway integration will be used only in Website for renewal by company.
* While create employee or user - leave forward - checkbox - if ticked, then only can forward.
* Fingerprint can be taken from Web admin panel using Myntra device or whichever final third party will be decided. (If it will work well in Web).

**Query:**

1. Can Remaining Leave carry forward to next month/year? – based on enabled flag in employee
2. Company A is registered as Office Company. Can it register in Site Company with same company details? – Yes
3. Can super admin create new company from admin panel instead from mobile app? - No
4. What type of reports need for super admin? – answered. No any type
5. Office module: Company admin can add attendance of all employees? - No
6. Can salary type employee convert to hourly based employee? - Yes
7. Do we need Employee type of user in Site module? - Yes
8. Worker A of Supervisor A can be of Supervisor B?
9. Can Employee/Supervisor/Check edit his own profile detail from mobile app? - No
10. Can employee take leave of multiple days? Yes, All multiple days will be consider as leave
11. How finally supervisor/checker/payer can submit his attendance? – By Form submit
12. Only supervisors can create workers? – Yes, even admin cannot create worker.
13. While creating worker by supervisor from mobile app, how fingerprint save for worker?
14. Worker must be of Supervisor? No, Worker will of Company.
15. Can supervisor and Checker see payment detail of worker? - answered
16. Company Admin can see payment detail of worker? - Yes
17. For which type of users, Finger print is required while login? – Supervisor, Checker, Payer
18. For Supervisor, Checker and Payer, Site selection is required or not while login? – Required. – after 10 min will be logout if inactivity.
19. Can payment payer give payment to only workers OR can also to supervisor and checker? – To only worker
20. Is there any Site-specific work required? Report of selected site? - answered
21. Any Leave report needed in any module? - Yes

**Third Party need to use:**

* SMS service
* Fingerprint device
* Payment Gateway