**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 typed 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 of other company detail.
* 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.
* It check the expire of client list and first use and after do not renew list.
* 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. (only name cannot be edit).
* 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.
* After username and password Login by finger print if IOS device then login by tag.
* 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 as per dymiaic).
* 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,worker.
* 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 login and display only report.
* 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.
* First Supervisor select worker related to site and send. Only select multiple not finger print.
* It checks the list of workers can also delete and close.
* It deletes if attendance cannot be taken. (if attendance taken only once they cannot be deleting the worker of this site.
* Close if two attendance complete then enable the close option if close then worker cannot be abele to work on this site. And supervisor can abele to re assign.
* If supervisor does not use app for >=10 min, then he should logout. **– NEED TO CONFIRM -YES LOG OUT.**
* 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.
* Supervisor see all the worker list that can be add by admin or any other supervisor.
* 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 2 times in a day. (Morning, Afternoon)
* 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.
* Third attendance take the payer.
* 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.~~
* ~~Front website not need to develop for now .~~
* ~~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.
* If any user submits leave of multiple days, if approved by admin. Then those multiple days will consider as leave and counting after not change.
* 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).
* RFC TAG UNIQUE ID fetch.
* Package wise selling like 100 rs..10 days. 200 rs 30 days. Must be in days
* Office and construction both are individual in package.
* Company name cannot edit.
* Finger print optional if company admin can’t want to take a finger print individual employee then accept without finger print. Not working globally enable disable. Done by individual employee.
* Company code.first two later of company after date and after unique code.and unique code start from 1.(one).

Ex universal infotech then :un/170421/1.

Employee code is :un/emp/1.

* Attendance or login automatic take current date do not give the date selection.
* If attendance pending of the previous date then admin has rights to update attendance as a site wise without any confirmation to anyone.
* Attendance can be taking if supervisor assign the worker otherwise not working.
* And all the worker information working as a site by site.
* Monthly days wise payment calculation if January then 31 days feb 28 or 29 days like this.

**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– Confirm GST number duplication-no. and gst not complasary if enter then check the duplication.
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.
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? Yes
9. Can Employee/Supervisor/Check edit his own profile detail from mobile app? – No only admin has rised
10. Can employee take leave of multiple days? Yes, decided by company and if rejected then not count
11. How finally supervisor/checker/payer can submit his attendance?

-by form same as employee?

-by login in daily?

1. Only supervisors can create workers? – Yes, and counting in admin ad admin can also create.
2. While creating worker by supervisor from mobile app, how fingerprint save for worker?—as per discussion on call.
3. Worker must be of Supervisor? No, Worker will of Company.
4. Can supervisor and Checker see payment detail of worker? - answered
5. Company Admin can see payment detail of worker? - Yes
6. For which type of users, Finger print is required while login? – Supervisor, Checker, Payer
7. For Supervisor, Checker and Payer, Site selection is required or not while login? – Required. – after 10 min will be logout if inactivity.
8. Can payment payer give payment to only workers OR can also to supervisor and checker? – To only worker
9. Is there any Site-specific work required? Report of selected site? - answered
10. Any Leave report needed in any module? - Yes

**Third Party need to use:**

* SMS service
* Fingerprint device
* Payment Gateway
* Location service.

Note : The Charges should be apply based on this requirement if any reports or any of forms will be added that cannot be this document then charge should be paid extra as per new requirement.