



# Functional Specification

## OT Sheet MS-Form Automation

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Project: ***OT Sheet – MS form Automation***

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## 2. Introduction

The purpose of this Functional specification is to document the requirements, design and provide Scope for developing an automated flow to automate the OT sheet in the center. The requirement was identified center's feasibility study on the November 2022 for the print reduction project. After initial discussions followed by requirement gathering sessions with department in personnel, the following report has been, compiled.

### 1.1 Document Version Control

Version	Date	Description	Author
1.0	02/01/2023	Functional Specification	Akila Kasun

*Table 1: Document version control*

### 1.2 Definitions and Abbreviations

Term	Description
MS	Microsoft
HR	Human Resources
HOD	Head of Department
GM	General Manager
OT	Over Time
EPF	Employee Provident Fund
SR	Sample Room

*Table 2: definitions and abbreviation*

### 3. Business Requirement

- **Problem statement**

Currently, there is a traditional file-oriented method of allocating users to OT duties in Sample Room department. The document is using to arrange transportation and catering for concerned users. The cost of A4 and print count is higher due to economic crisis. Furthermore, pollution and high physical storage have affected the company.

- **Business Requirement**

The business requirement is to cater the below points in automated flow.

1. Identify the users that do the OT.
2. Get the user acceptance.
3. Take the approvals
  - Team Leader approval
  - HR approval
  - HOD approval
  - GM approval
4. Share the user details to admin department.

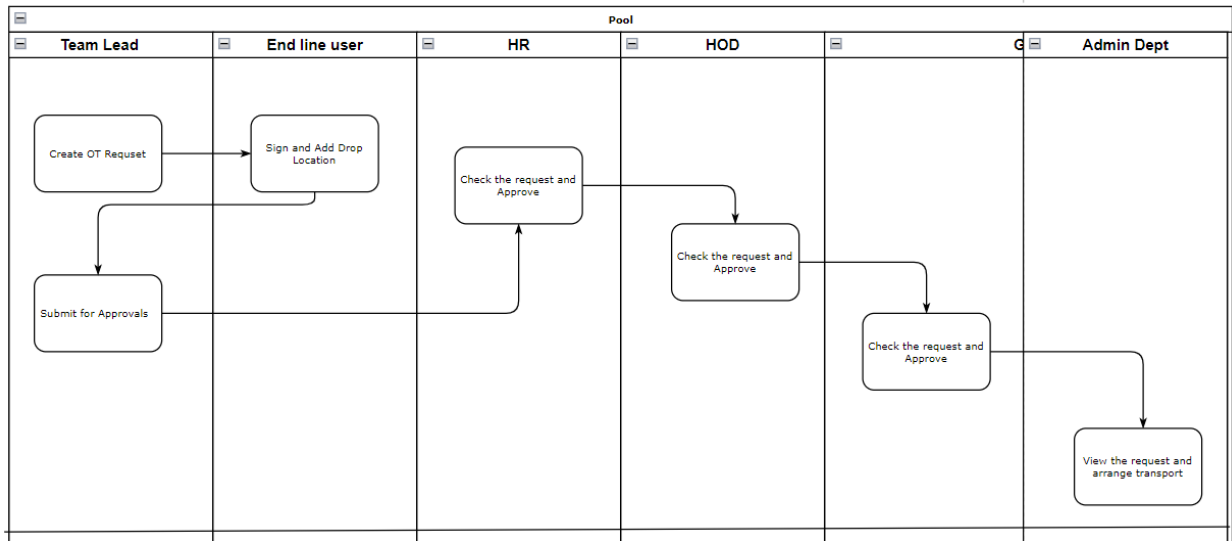
- **Current (manual) process to allocate Fabric**

Currently, this process is carried out manually, with the user signing the document and handing it over to the relevant parties to sign and return to the admin department.

- **Proposed solution**

The requirement is to create a workflow system to meet the above requirements and reduce the manual process.

Please refer to the below diagram for proposed flow chart of the process.



- Data available in OT sheet**

Data	Insert Option
Team	Drop Down
Employee Number	Text Field
EPF#	Text Field
Gender	Radio Button
Calling Name	Text Field
Team Leader	Text Field

Over Time 1. From 2. To	Text Field
Drop Location	Text Field
Reasons for OT	Text Field
Signature	Text Field

- **Objectives**

- Reduce the manual work
- Minimize the paper usage
- Time saving

#### **4. Scope**

The overall scope of the system will be converting manual OT request process to systematic Process

#### **Layout and User Interfaces**

- **User Interfaces**

Request create interface

1. HR Approval
2. HOD Approval
3. GM Approval
4. Admin
5. Notification mail draft

- **Source Documents**

Source Document Name	Document
User wise details sheet	