**INTRODUCTION**

**Objectives [What]**

1. Employee’s health matters the most. - Improve Strategies to maintain Employee Health.

2. Developing effective coordination and communication within the Organization.

3. HR Administration and HR Management which included Management of all the Employees in the company.

**Purpose [Why]**

The Main purpose of this **HRM APP** is to promote a healthy lifestyle and encourage employees to take care of their health. Help them to keep healthy eating habits and exercise which will help them to generate the positive energy and improved concentration.

**Background**

We are living in a 21st Century where human resources are considered an important role in achieving the targets. Healthy employees take less leave and if employees are absent from work and thus the work suffers. Absenteeism of employees from work leads to back logs, piling of work and thus work delay.

Our goal is to encourage employees to keep healthy eating habits and exercise regularly which will help them to maintain a positive work environment within the organization. A healthy employee works more and brings better productivity.

Thus we are developing an HRM app which not only calculates the salary, punch in and punch out but it encourages employees to track their health Data like BMI index, health activities like Diet chart and Sports Activities

**Modules**

1. **Onboarding Process:**

## **System User/Actor Characteristics**

i Admin:

Admin can allocate the HR product to the company owner/Customer and explain the process of implementation to the company owner or respective concerned person.

ii. Company Owner:

The company owner needs to select the plan and make the payment for the plan. Based on the selected plan the company owner will get access to the Dashboard.

Jivr will create the HR Head and the HR Head will assign roles to other HRs.

iii.HR:

HR can onboard the employees in 2 ways

1. By importing a user list and clicking on onboard.
2. By adding a employee manually and click on onboard

iv. Employees:

1. Employees are end users who will use the app to maintain their health and access the health activities, attendance, calendar, sports activities and much more.

For detailed information on roles of users, please refer to this link below:

<https://docs.google.com/spreadsheets/d/1YNV3RkE5pohvhZjuYvFFq2BhVl7bdXhCH1YfTVl0Tsk/edit#gid=1173775436>

**Use Cases:**

1. **Employee Registration - Quick Add**
2. HR can quickly add employees manually using the HR panel.
3. Employees will receive **QR Code** and login details in their email.
4. Once the employee scans on QR code, the concerned app store/ play store link will be opened and he will be able to download the app.
5. User can enter the login details which he received on his email and logged in to app
6. After successful login, he will redirected to onboarding screens

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| --- | --- |
| **Use Case id:** | 1 |
| **Use Case Name:** | Employee Registration |
| **Created by:** | Rajesh |
| **Last updated by:** | 21-8-2020 |

|  |  |
| --- | --- |
| **Actor** | Employee, HR |
| **Description:** | HR will create employee registration by entering the mandatory details like email address, employee id in the HR panel. |
| **Preconditions** | HR has already created the employee id, employee address and allocated it to the respective employee. |
| **Post-conditions** | On completing registration, QR Code and login details will be sent to the email address provided at the time of registration. |
| **Normal course of events** | HR will add employee by entering the email address and other details  User will receive the email  He will Scan the QR code and install the app  Log in into the app using provided details |
| **Assumptions** | User has a verified company email address where he receives the email verification.  The email will be sent from the particular company. |
| **Fields for Employee** | DOB (Date)  Gender (Text)  Contact (Number)  Marital Status (Text)  Nationality (Text)  National ID (Number)  Visa #  Passport #  Work Location (Text)  Home Location (Text) |
| **Fields for HR** | Employee First Name (Text)  Employee Last Name (Text)  Email ID (Text)  Reporting Manager |
| **Screens for Employee Mobile Application** | Sign Up Screen with overlapping Pop - Up Terms and Conditions Pop - Up |

**Design UI Screenshots: to be added later**

1. **Employee Registration - Add Button**
2. HR can add employees manually using the HR panel. HR will add all the 20 fields for the employee and then the employee will receive **QR Code** and login details in their email.
3. Once the employee scans on QR code, the concerned app store/ play store link will be opened and he will be able to download the app.
4. User can enter the login details which he received on his email and logged in to app
5. After successful login, he will redirected to onboarding screens

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| --- | --- |
| **Use Case id:** | 2 |
| **Use Case Name:** | Employee Registration |
| **Created by:** | Rajesh |
| **Last updated by:** | 21-8-2020 |

|  |  |
| --- | --- |
| **Actor** | Employee, HR |
| **Description:** | HR will create employee registration by entering the 20 fields in the HR panel. |
| **Preconditions** | HR has already created the employee id, employee address and allocated it to the respective employee. |
| **Post-conditions** | On completing registration, QR Code and login details will be sent to the email address provided at the time of registration. |
| **Normal course of events** | HR will add employee by entering the email address and other details  User will receive the email  He will Scan the QR code and install the app  Log in into the app using provided details |
| **Assumptions** | User has a verified company email address where he receives the email verification.  The email will be sent from the particular company. |
| **Fields for Employee** | DOB (Date)  Gender (Text)  Contact (Number)  Marital Status (Text)  Nationality (Text)  National ID  Visa #  Passport #  Work Location (Text)  Home Location (Text) |
| **Fields for HR** | Employee First Name (Text)  Employee Last Name (Text)  Email ID (Text)  Department (Text)  Designation (Text)  Reporting Manager (Text)  Employment Date (Date)  Insurance Plan Name (Text)  TOTAL  Basic  Home Allowance (Number)  Transportation Allowance (Number)  Other Allowance (Number)  Maternity  Medical  Annual  Unpaid Leaves  Others  To  From |
| **Screens for Employee Mobile Application** | Sign Up Screen  Terms and Conditions Screen |

**Design UI Screenshots: to be added later**

1. **Employee Registration - Import**

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| --- | --- |
| **Use Case id:** | 3 |
| **Use Case Name:** | Employee Registration |
| **Created by:** | Rajesh |
| **Last updated by:** | 21-8-2020 |

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| --- | --- |
| **Actor** | Employee, HR |
| **Description:** | HR will perform the bulk upload of employees by importing the CSV or Excel file. |
| **Preconditions** | The template has been filled correctly. If Error then the employee won’t get registered. |
| **Post-conditions** | On completing registration, QR Code and login details will be sent to the email address provided at the time of registration. |
| **Normal course of events** | HR will just upload the CSV or Excel file.  The Employee can log in and then can have access to the Mobile Application.  Update Existing Employee Data  More than one time import is allowed |
| **Assumptions** | User has a verified company email address where he receives the email verification.  The email will be sent from the particular company.  The Email ID should be valid. |
| **Fields for Employee** | DOB (Date)  Gender (Text)  Contact (Number)  Marital Status (Text)  Nationality (Text)  National ID  Visa #  Passport #  Work Location (Text)  Home Location (Text) |
| **Fields for HR** | Employee First Name (Text)  Employee Last Name (Text)  Email ID (Text)  Department (Text)  Designation (Text)  Reporting Manager (Text)  Employment Date (Date)  Insurance Plan Name (Text)  TOTAL  Basic  Home Allowance (Number)  Transportation Allowance (Number)  Other Allowance (Number)  Maternity  Medical  Annual  Unpaid Leaves  Others  To  From |
| **Screens for Employee Mobile Application** | Sign Up Screen  Terms and Conditions Screen |

**Design UI Screenshots: To Be Added Later**

1. **Employee Login:**

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| **Use Case id:** | 4 |
| **Use Case Name:** | Login |
| **Created by:** | Rajesh |
| **Last updated by:** | 21-8-2020 |

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| --- | --- |
| **Actor** | Employee |
| **Description:** | Users can login to the application by entering the email and Password. |
| **Preconditions** | User has scanned the QR code and installed the app, applicable to only the first time login.  The QR Code will be standard.  The Credentials should be valid if the user is entering for the second time. |
| **Post-conditions** | On successful login users will be redirected to Introduction (Tutorial) Screens if they are the first time users. |
| **Normal course of events** | **Login:** Enter Email address, Password and click Login. If entered credentials are correct and verified against the database record, Employee will be taken to **Introduction screens, else** an alert message will be displayed asking him to re-enter the credentials.  Terms and Conditions should be checked.  The Employee should agree to the “Terms and Conditions” check  box. The Employee can’t move forward without agreeing to “Terms and Conditions”. By clicking on Terms and Conditions, the Terms and Conditions screen will Pop - Up.   In Email the employee will receive login credentials, change password recommendation along with the change password link |
| **Assumptions** | Incorrect credentials that do not match DB records will throw an exception. |
| **Fields of Employee** | Email ID Password |
| **Screens** | Sign In Screen Terms and conditions pop - up |

**Design UI Screenshots: To Be Added Later**

1. **Forget Password**

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| **Use Case id:** | 5 |
| **Use Case Name:** | Forget Password |
| **Created by:** | Rajesh |
| **Last updated by:** | 20-8-2020 |

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| --- | --- |
| **Actor** | Employee |
| **Description:** | If a user has forgotten the password for logging into the application, he can reset the password by choosing this option. |
| **Preconditions** | User is already registered in the application.  The email id entered for resetting password is present in the database. |
| **Post-conditions** | He will receive the change password link within the forget password email.  Clicking on the change password link will allow the employee to enter the password and confirm password to set the new password. |
| **Normal course of events** | Employees will click on the forgot password button. He/she will enter a registered email which is already linked with DB. Once the employee clicks on send, the OTP to the particular email address will be sent.  Then the employee will be redirected to the OTP screen where the employee will enter OTP. If the OTP is correct then the employee will be redirected to the password screen.  In the Password screen the employee will enter a new password and confirm password. New password gets saved in the database.  The employee needs to enter the strong password. Here strong password means: Combination of One capital alphabet, alphabets, One number and one special character. The password should be of at least 8 characters. So, this password will be an alphanumeric password. |
| **Assumptions** | If Email Id is not registered in the database it will throw an exception. |
| **Fields for Employee** | New Password Confirm New Password |
| **Screens** | Reset Password  Email Template  Forgot Password: Button/Link |

**Design UI Screenshots: To Be Added Later**

1. **One Time Password (OTP)**

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| **Use Case id:** | 6 |
| **Use Case Name:** | One Time Password |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 21-8-2020 |

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| --- | --- |
| **Actor** | Employee,HR |
| **Description:** | The OTP flow will be the same for the Employee and HR. The OTP verification is done when the Employee and HR forgets the Password. |
| **Preconditions** | The Employee and HR have forgotten their password so they need to reset their new password. |
| **Post-conditions** | Once the Employee and HR have set a new password they will be redirected to Sign In Screen. |
| **Normal course of events** | The Employee and HR needs to go through the OTP Verification if they have forgotten the password.  The OTP will be valid for 30 Seconds only.  Employees and HR can request to “Resend OTP”, if they have not received the OTP.  Along with the Email ID, the device information will be sent to recognise the device. |
| **Assumptions** | The Employee and HR will receive OTP on their registered Email ID. |
| **Fields for Employee** | Enter OTP |
| **Screens** | OTP Screen  Resend OTP Button  Incorrect OTP Error |

**Design UI Screenshots: To Be Added Later**

1. **Change Password**

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| --- | --- |
| **Use Case id:** | 7 |
| **Use Case Name:** | Change Password |
| **Created by:** | Rajesh |
| **Last updated by:** | 20-8-2020 |

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| --- | --- |
| **Actor** | Employee |
| **Description** | User can change the password for login |
| **Preconditions** | User is a logged in user  User has entered the old password and the new password both The old password entered is correct  The New Password entered is confirmed by the user |
| **Post-conditions** | The new password will be updated in the database of this user |
| **Normal course of events** | User comes to the change password screen  User enters the old password and the new password, Confirm New Password  User clicks on “Update”  In settings change password section will be displayed |
| **Assumptions** | 1) If the old password is wrong and does not match the database, then the respective error will be thrown  2)If “New Password” and the Confirm Password” do not match, then also an error will be thrown |
| **Fields** | Old Password New Password Confirm New Password |
| **Screens** | Change Password Screen  Error Notification |

**Design UI Screenshots: To Be Added Later**

1. **Introduction (Tutorial) Screens**

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| **Use Case id:** | 8 |
| **Use Case Name:** | Introduction (Tutorial) Screens |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 20-8-2020 |

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| --- | --- |
| **Actor** | Employee |
| **Description:** | There will be 3 - 4 Introductory screens. These screens will help employees to understand the working of the application. |
| **Preconditions** | Employee is a logged in Employee. |
| **Post-conditions** | Once the employee understands the application they will be redirected to Edit Profile Screen. |
| **Normal course of events** | These screens will educate the employees about the application. The employees can skip these screens. |
| **Assumptions** | These screens will be just the informative screens i.e. Images and Content. |
| **Fields** | No fields will be here |
| **Screens** | 3 - 4 Tutorial Screens based on plan |

**Design UI Screenshots: To Be Added Later**

1. **Edit Profile Screen**

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| --- | --- |
| **Use Case id:** | 9 |
| **Use Case Name:** | Edit Profile Screen |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 21-8-2020 |

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| --- | --- |
| **Actor** | Employee |
| **Description** | The Employee needs to complete their profile by entering necessary details. |
| **Preconditions** | The HR has already entered some details of the employee. |
| **Post-conditions** | Once the user has successfully entered these details the users will be redirected to Home Screen. |
| **Normal course of events** | The employees need to complete their profile. The employees can skip this section and can add later as well. |
| **Assumptions** | The fields added by HR will not be editable. |
| **Fields** | DOB (Date)  Gender (Text)  Contact (Number)  Marital Status (Text)  Nationality (Text)  National ID  Visa #  Passport #  Work Location (Text)  Home Location (Text) |
| **Screen** | Edit Profile Screen  Validation Error |

**Design UI Screenshots: To Be Added Later**

1. **HR Admin Registration**

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| **Use Case id:** | 10 |
| **Use Case Name:** | HR Admin Registration |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 21-8-2020 |

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| **Actor** | HR Admin |
| **Description:** | The Product Owner will create HR registration by entering the mandatory details like email address, Company Logo in their Panel. |
| **Preconditions** | The Product Owner has already created the HR Admin |
| **Post-conditions** | Once the HR Admin is Registered they will get the access to the dashboard and they can add the necessary information. I.e. manage the whole system |
| **Normal course of events** | Based on the selected plan the HR Admin will get the Dashboard access. The Product Owner will register the HR Admin by adding the necessary details.  The HR will receive automated email with portal link and credentials.  The Email Address and Password for HR Admin in Mobile Application and Website Will be Same. |
| **Assumptions** | The HR Admin needs to select the plan. There will be three plans: The selection of the plan and payment will be taken care of manually i.e. Out of the System |
| **Fields for Product Owner** | Plan Name (Text) Plan Start Date (Date) Plan End Date (Date) Primary Contact Name (Text) Primary Contact Email (Text) Primary Contact Number (Number) Primary Designation (Text)  Leave Reset Date  Insurance Plan Details  SMTP Details |
| **Fields for HR Admin** | Company Name  Logo  Address – (Building name, street, office number, Po Box, Emirates & City)  Corporate Email ID – Invoice  Website  Parent Company Name  # of Locations  Year Established  Type of Business  Industry/ Sector  Add Contact(s)  Upload copy of Contract Working Hours Working Days Leave Types Salary Breakdown |
| **Screens** | Sign Up Screen Complete Profile Screen |

**Design UI Screenshots: To Be Added Later**

1. **HR Admin Login:**

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| --- | --- |
| **Use Case id:** | 11 |
| **Use Case Name:** | Login |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 21-8-2020 |

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| --- | --- |
| **Actor** | HR Admin |
| **Description** | The HR Admin can access the dashboard once they are logged in. |
| **Preconditions** | The HR Admin has already paid for the plan and has got credentials on the Registered Email. |
| **Post-conditions** | The HR Admin can change the password or they can directly have access to the dashboard. |
| **Normal course of events** | **Login:** Enter Email address, Password and click Login. If entered credentials are correct and verified against the database record, HR Admin will be taken to Dashboard, else an alert message will be displayed asking him to re-enter the credentials.  The HR Admin should agree to the “Terms and Conditions” check  box. The HR Admon can’t move forward without agreeing to “Terms and Conditions”. By clicking on Terms and Conditions, the Terms and Conditions screen will Pop - Up. |
| **Assumptions** | Incorrect credentials that do not match DB records will throw an exception. |
| **Fields of Employee** | Email ID Password |
| **Screens** | Sign In Screen Terms and Conditions |

**Design UI Screenshots: To Be Added Later**

1. **Change Password for HR Admin**

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| **Use Case id:** | 12 |
| **Use Case Name:** | Change Password for HR Admin |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 21-8-2020 |

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| --- | --- |
| **Actor** | HR Admin |
| **Description** | HR Admin can change the password for login |
| **Preconditions** | User is a logged in user  User has entered the old password and the new password both The old password entered is correct  The New Password entered is confirmed by the user |
| **Post-conditions** | The new password will be updated in the database of this user |
| **Normal course of events** | As soon as the user enters for the first time, the system will prompt the user to change the password. By prompt we mean notification. The user will receive notification for changing the password.  User comes to the change password screen  User enters the old password and the new password, Confirm New Password  User clicks on “Update”  In settings change password section will be displayed  The employee needs to enter the strong password. Here strong password means: Combination of One capital alphabet, alphabets, One number and one special character. The password should be of at least 8 characters. So, this password will be an alphanumeric password. |
| **Assumptions** | 1) If the old password is wrong and does not match the database, then the respective error will be thrown  2)If “New Password” and the Confirm Password” do not match, then also an error will be thrown |
| **Fields** | Old Password New Password Confirm New Password |
| **Screens** | Change Password Screen  Errors |

**Design UI Screenshots: To Be Added Later**

1. **Forget Password for HR Admin**

|  |  |
| --- | --- |
| **Use Case id:** | 13 |
| **Use Case Name:** | Forget Password |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 21-8-2020 |

|  |  |
| --- | --- |
| **Actor** | HR Admin |
| **Description:** | If a user has forgotten the password for logging into the application, he can reset the password by choosing this option. |
| **Preconditions** | User is already registered in the application.  The email id entered for resetting password is present in the database. |
| **Post-conditions** | He will receive the change password link within the forget password email.  Clicking on the change password link will allow the employee to enter the password and confirm password to set the new password. |
| **Normal course of events** | HR Admin will click on the forgot password button. He/she will enter a registered email which is already linked with DB. Once the HR Admin clicks on send, the OTP to the particular email address will be sent.  Then the HR Admin will be redirected to the OTP screen where the HR Admin will enter OTP. If the OTP is correct then the HR Admin will be redirected to the password screen.  In the Password screen the employee will enter a new password and confirm password. New password gets saved in the database.  The employee needs to enter the strong password. Here strong password means: Combination of One capital alphabet, alphabets, One number and one special character. The password should be of at least 8 characters. So, this password will be an alphanumeric password. |
| **Assumptions** | If Email Id is not registered in the database it will throw an exception.  SMTP |
| **Fields for Employee** | New Password Confirm New Password |
| **Screens** | Reset Password |

**Design UI Screenshots: To Be Added Later**

1. **Employee Profile**

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| --- | --- |
| **Use Case id:** | 14 |
| **Use Case Name:** | Employee Profile |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 20-8-2020 |

|  |  |
| --- | --- |
| **Actor** | Employee |
| **Description** | The Employees can view their profile and manage the same. |
| **Preconditions** | Employees are already registered |
| **Post-conditions** | Employees can edit their profile |
| **Normal course of events** | The Employees can view their profile information. They can find a Colleague in the search tab. Badges received and Professional skills. An option to choose Night/Day Theme will be present. |
| **Assumptions** | If the employee has not completed their profile they can fill all the information in this section. |
| **Fields for Employee** | Image or default avatar of employee – As per gender  Name – As per onboarding  Designation – as per onboarding  Email ID – as per onboarding  Contact Number – As per onboarding  Office – As per onboarding Status  Top 6 recently messaged/ called colleague  Badges achieved/ unlocked - Only two badges will be displayed. Clicking on any badge the user will be redirected to badges screen.  Need to discuss profile information placements |
| **Screens** | Profile Screen |

**Design UI Screenshots: To Be Added Later**

1. **Employee Edit Profile**

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| --- | --- |
| **Use Case id:** | 15 |
| **Use Case Name:** | Employee Edit Profile |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 20-8-2020 |

|  |  |
| --- | --- |
| **Actor** | Employee |
| **Description** | The Employees can edit their profile |
| **Preconditions** | Employees are already registered |
| **Post-conditions** | Employees can edit their profile |
| **Normal course of events** | The Employees can edit their details. |
| **Assumptions** | The employee cannot edit all the details |
| **Fields for Employee** | Editable Fields:  Picture or Avatar (Note: Avatar will be pre - defined) DOB  Gender  Contact #  Marital Status  Nationality  National ID #  Visa #  Passport #  Work Location  Home Location |
| **Screens** | Edit Profile Screen |

**Design UI Screenshots: To Be Added Later**

1. **HR Admin Profile**

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| --- | --- |
| **Use Case id:** | 16 |
| **Use Case Name:** | HR Admin Profile |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 20-8-2020 |

|  |  |
| --- | --- |
| **Actor** | HR Admin |
| **Description** | HR Admin can view their profile and manage the same. |
| **Preconditions** | HR Admin are already registered |
| **Post-conditions** | HR Admin can edit their profile |
| **Normal course of events** | HR Admin can view their details and can choose the Day/Night Theme. |
| **Assumptions** | All the details are pre - filled |
| **Fields for Employee** | Image or default avatar of employee – As Per gender  Name – As per onboarding  Designation – as per onboarding  Email ID – as per onboarding  Contact Number – As per onboarding  Office – As per onboarding  Night/ Day theme |
| **Screens** | Profile Screen |

**Design UI Screenshots: To Be Added Later**

1. **HR Admin Edit Profile**

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| --- | --- |
| **Use Case id:** | 17 |
| **Use Case Name:** | HR Admin Edit Profile |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 20-8-2020 |

|  |  |
| --- | --- |
| **Actor** | HR Admin |
| **Description** | HR Admin can edit their profile |
| **Preconditions** | HR Admin are already registered |
| **Post-conditions** | HR Admin can view their profile i.e. they will be able to view updated profiles. The information will be saved in the Super Admin Panel and in the Database. |
| **Normal course of events** | The HR Admin can edit their profile details |
| **Assumptions** | The HR Admin cannot edit all the details |
| **Fields for Employee** | Editable Fields: **Company Name**  **Logo**  **Address – (Building name, street, office number, Po Box, Emirates & City)**  Corporate Email ID – Invoice  **Website**  Parent Company Name  # of Locations  Year Established  Type of Business -Industry/ Sector  Add Contact(s) |
| **Screens** | Edit Profile Screen |

**Design UI Screenshots: To Be Added Later**

1. **Employee Punch In**

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| --- | --- |
| **Use Case id:** | 18 |
| **Use Case Name:** | Employee Punch In |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 21-8-2020 |

|  |  |
| --- | --- |
| **Actor** | Employee |
| **Description** | The Employees can Punch In from their Mobile Application to mark their attendance. |
| **Preconditions** | The Employee is already registered. |
| **Post-conditions** | The Employee will be redirected to the Dashboard once they are punched In. |
| **Normal course of events** | Punch In/Out for Employees  Click Punch In Button  - Location (Geo - Location)  - Time  - Date  Punch In and Punch Out Time will be pre - defined from the HR Admin  Based on Punch In and Punch Out Time:  Late Marks and Working Hours will be calculated  Reverse Counter for the working hours calculation  When the Employee clicks on “Punch In - Button” the application will fetch the employee's GPS location while he/she clock’s in.  We have considered to fetch geo-location of Employee as and when Employee marks Punch-in in the system.  Moreover there will not be any restrictions on punching based on his/her work hours. Employees will be able to punch-in/ punch-out at any given point of time in a day. The HR will be able to view the punching details in the back-end. |
| **Assumptions** | We assume that in case of wrong punch or if there is any error in punch, HR will need to manually update the data in the back-end. There will not be any mechanism to send the adjustment requests through application. |
| **Fields** | No Fields |
| **Screens** | Punch In Screen |

**Design UI Screenshots: To Be Added Later**

1. **Employee Punch Out**

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| --- | --- |
| **Use Case id:** | 19 |
| **Use Case Name:** | Employee Punch Out |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 24-8-2020 |

|  |  |
| --- | --- |
| **Actor** | Employee |
| **Description** | The Employees can Punch Out from their Mobile Application when they are done with their work. |
| **Preconditions** | The Employee is already Punched In. |
| **Post-conditions** | The Employee will be redirected to the Dashboard once they are punched In. |
| **Normal course of events** | Punch In/Out for Employees  Click Punch In Button  - Location (Geo - Location)  - Time  - Date  Punch In and Punch Out Time will be pre - defined from the HR Admin  Based on Punch In and Punch Out Time:  Late Marks and Working Hours will be calculated  When the Employee clicks on “Punch Out - Button” the application will fetch the employee's GPS location while he/she clock’s in.  We have considered to fetch geo-location of Employee as and when Employee marks Punch-in in the system.  Moreover there will not be any restrictions on punching based on his/her work hours. Employees will be able to punch-in/ punch-out at any given point of time in a day. The HR will be able to view the punching details in the back-end. |
| **Assumptions** | We assume that in case of wrong punch or if there is any error in punch, HR will need to manually update the data in the back-end. There will not be any mechanism to send the adjustment requests through application. |
| **Fields** | No Fields |
| **Screens** | Punch Out Screen |

**Design UI Screenshots: To Be Added Later**

1. **Attendance - HR**

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| --- | --- |
| **Use Case id:** | 20 |
| **Use Case Name:** | Attendance - HR |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 24-8-2020 |

|  |  |
| --- | --- |
| **Actor** | HR |
| **Description** | The HR can view attendance details of all the employees. |
| **Preconditions** | The HR has got rights to view the attendance details of the employees. |
| **Post-conditions** | By clicking on any of the Employee, the HR will be redirected to Particular Employee's Attendance Screen |
| **Normal course of events** | The HR can view all the attendance details of all the employees. The HR will be able to view some Charts/Figures. The HR can view the list of all employees in the Table Format. The HR can apply various filters to view Employees Attendance. |
| **Assumptions** | The HR admin can export Employees Attendance. |
| **Charts and Figures** | Pie Chart: % of Late Employee and On Time Employee  Trend: Weekly and Monthly Trend of On Time and Late Comers  Average Working Hours (Today/Weekly/Monthly) |
| **Table Details** | Image/Avatar  Name  Email Address  Designation  Punch In Time  Punch Out Time  Average Work Hours  Late or Not |
| **Filters and Export** | By Date Range  By Department  By Weekly  By Monthly  Particular Employee  Late Comers |
| **Screens** | Attendance Screen |

**Design UI Screenshots: To Be Added Later**

1. **Particular Employee Attendance - HR**

|  |  |
| --- | --- |
| **Use Case id:** | 21 |
| **Use Case Name:** | Particular Employee Attendance - HR |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 24-8-2020 |

|  |  |
| --- | --- |
| **Actor** | HR |
| **Description** | The HR can view attendance details of the Particular Employee |
| **Preconditions** | The HR has got rights to view the attendance details of the employees. |
| **Post-conditions** | The HR can message the Employee |
| **Normal course of events** | The HR can view attendance details of the Particular Employee. The HR can view Punch Ins and Punch Outs. The HR can also view the Employee’s Today’s Activity.The HR will be able to view some Stats. The HR can select the particular date and can view attendance details of that particular date.  The HR can also view monthly and weekly the employees attendance. |
| **Assumptions** | The HR admin can export Employee’s Attendance (Daily/Weekly/Monthly). |
| **Stats** | Today’s Average Work Hours  This Week Average Work Hours This Month Average Work Hours Remaining Work Hours Overtime Work Hours |
| **Employee’s Details** | Date and Day (If it is weekly or monthly)  Punch In  Punch Out  Overtime  Late or Not  Location (Area Name and City) - Show on Map Button |
| **Today’s Activity** | Punch In  Punch Out  Overtime  Late or Not  Location (Area Name and City) - Show on Map Button |
| **Screens** | Employee Attendance Detail Screen |

**Design UI Screenshots: To Be Added Later**

1. **Employee Attendance and History**

|  |  |
| --- | --- |
| **Use Case id:** | 22 |
| **Use Case Name:** | Employee Attendance and History |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 24-8-2020 |

|  |  |
| --- | --- |
| **Actor** | Employee |
| **Description** | Employee can view their Attendance History |
| **Preconditions** | The Employee is registered in an application |
| **Post-conditions** | The Employee will be redirected to Dashboard |
| **Normal course of events** | The Employee can view theirAttendance Summary along with the Attendance Logs |
| **Assumptions** | Information according to the Keka and design according to Jivr Application |
| **Summary** | Today’s Date Work Timings  Average Work Hours  Late or Not  Any Leave in this week |
| **Logs** | All the Logs along with the Average Working Hours |
| **Screens** | Employee Attendance and History  Logs Screen  Logs Detail Screen |

**Design UI Screenshots: To Be Added Later**

1. **Survey Management**

|  |  |
| --- | --- |
| **Use Case id:** | 23 |
| **Use Case Name:** | Survey Management |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 02-09-2020 |

|  |  |
| --- | --- |
| **Actor** | Super Admin, HR Admin, HR |
| **Description** | The User can create Surveys and manage surveys created by themselves. |
| **Preconditions** | The User is already registered in the Portal |
| **Post-conditions** | The User can view the answers of the surveys |
| **Normal course of events** | Users will be able to manage surveys. Users will be able to create and initiate surveys. The audience of the surveys create by the Admin will be the end-users of the Mobile App i.e. Employees. The HR Admin and HR can send surveys to only their company employees. Super Admin can send the survey to the Employee of the selected Company or can send it to all.  There will be a list of questionnaires in survey each having a set of answers from which the Employee can select the answer. The user can also view the list of Active Surveys. The user will be able to view the Charts and Trends.  The User can select from the following options:  Active Survey  Create New Survey  Initiate Survey  History – Responses & Status  The Users can view the list of sample Surveys. |
| **Charts and Trends** | Number of active surveys  Number of completed surveys  Average % response rate  Surveys initiated trends: Number of Surveys done every month, Average Time to Complete the Survey(Optional) |
| **Sample Surveys** | Employee Satisfaction Survey  Employee Engagement Survey  Work Environment Survey  Culture, Relationship and Learning Survey  Pulse Survey |
| **Assumptions** | We need to use libraries provided by Open Source Application. The output or survey reports will be either PDF, .doc or PPTX with only charts and tables for each question in the survey. |
| **Screens** | Survey Management Screen Survey List Screen  Survey Detail Screen (Survey Results in the graphical format - Pie Chart and Bar Chart - Open Ended Answers will not be displayed)  Create Survey Screen - Scratch  Initiate Survey Screen  Copy Survey Screen  Use Template screen |

**Design UI Screenshots: To Be Added Later**

1. **Create New Survey - Start From Scratch**

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| --- | --- |
| **Use Case id:** | 24 |
| **Use Case Name:** | Create New Survey - Start From Scratch |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 01-09-2020 |

|  |  |
| --- | --- |
| **Actor** | Super Admin, HR Admin, HR |
| **Description** | The Users can create Surveys by various ways |
| **Preconditions** | The User is already registered in the Portal |
| **Post-conditions** | The User can view the answers of the surveys |
| **Normal course of events** | User can Create New Surveys by the following ways: Start from scratch  Copy survey  Use Template |
| **Start From Scratch** | Step 1: Survey Name  Step 2: Choose Survey Category  Step 3: Create Survey - Button  Step 4: Enter Question and Select Question Type  Step 5: Based on the question choose the Answer Type  Step 6: Select the Question Setting  Step 7: After entering each question the user needs to select from the three options: Save, Cancel and Done. If the user selects ‘Cancel’ then the system goes back to the previous question created or blank question creation page with option of ‘Add Question’ and ‘Done’. If ‘Save’ then the system shows the new question and answer option created with ‘Add Question’ and ‘Done’ option.  Step 8: When the user clicks ‘Done’, the user will see the Preview of the Survey created  Step 9: Preview Question - User can perform: Edited, Deleted, Moved, Copy, and Use Settings tasks when they preview the question.  Step 10: Initiate Survey - The saved survey will also be seen under ‘Initiate survey’.  Step 11: Once the Survey is Initiated, the survey will be made available under Active Survey subtab in the menu. In case the survey is not initiated, the designed survey will be made available under Initiate Survey as draft.  Step 12: Send Survey |
| **Start From Scratch - Survey Categories** | Feedback  Evaluation  Application/ Form  Voting |
| **Type of Survey Questions** | Minimum we need the following type of Questions: Rating  Drop Down  Radio Button  Slider  Open Ended  Multiple Choice  Likert  Matrix  Text Box |
| **Based on Questions - Types of Answers** | Multiple choice – ‘Enter an answer option’ text box – 3 with possibility to add more  Check Box – ‘Enter an answer option’ text box – 3 with possibility to add more.  Single Text Box – No option to provide answers as it just blank text box  Multiple text box – ‘Enter a row Label’ – 3 with possibility to add more  Ranking – ‘Enter a row Label’ – 3 with possibility to add more  Drop Down List – ‘Enter an answer option’ text box – 3 with possibility to add more  Slider – ‘Left side – field, Center – field and Right side – field)  Likert/ Matrix – ‘Enter a row label’ – 3 with possibility to add more. Another segment to include Column – ‘Enter a Column Label’ – 3 with possibility to add more |
| **Question Setting** | i. Mandatory or Non-Mandatory (will make the question mandatory or mandatory for employee to answer)  ii. Add dependent question – Incase the answer is, then  iii. Copy – will copy other already questions, when choosing this option the system to prompt ‘Copy this question and paste after…’ with drop down of questions already created.  iv. Move after to before question - will move the question into a different sequence, when choosing this option the system to prompt ‘Move this question before or after …’ with drop down of questions already created |
| **Initiate Survey Options** | i.Target audience – an option to user to choose audience with filters of Department (All, based on onboarding data), Gender (All, Male, Female), Age (All, 18-24, 24-34, 35-50, Over 50) Office Location (All, based on onboarding data). System will also show the number of target audiences the user has chosen (based on all options).  ii.Description – Free text that will be used in notification.  iii.Expiry date of survey – Will choose date where upon the survey will be closed to participants  iv.Anonymous responses – Yes/ No – Choose  v.Initiate Survey. |
| **Target Audience can be filtered by** | Gender  Age Range  Company  Send it to All |
| **Assumptions** | We need to use libraries provided by Open Source Application. The output or survey reports will be either PDF, .doc or PPTX with only charts and tables for each question in the survey. User will be able to see the number of question and progress done  Logo uploaded in settings to be shown in the report exported. |
| **Screens** | Create Survey Screen (3 - 4 Screens)  Initiate Survey Screen  Survey Detail Screen |

**Design UI Screenshots: To Be Added Later**

1. **Create New Survey - Copy Survey**

|  |  |
| --- | --- |
| **Use Case id:** | 25 |
| **Use Case Name:** | Create New Survey - Copy Survey |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 02-09-2020 |

|  |  |
| --- | --- |
| **Actor** | Super Admin, HR Admin, HR |
| **Description** | The Users can create Surveys by copying the existing Survey. |
| **Preconditions** | The User is already registered in the Portal |
| **Post-conditions** | The User can view the answers of the surveys |
| **Normal course of events** | The user will be able to view all names of all active surveys, initiated surveys, or Historical surveys created as a list for the user to choose. (Name and Number of Questions are displayed)  The user chooses any one of the ready surveys and then they can create Surveys. |
| **Copy Survey Process** | Step 1: Survey Name  Step 2: Choose Survey Category  Step 3: Create Survey - Button  Step 4: The selected survey will be loaded with the new name chosen. Users will be able to edit questions and answer options that are available.  Step 5: The user will be able to Edit, delete, make a copy and move options will be made available for all questions from the copied.  Step 6: When the user clicks ‘Done’, the user will see the Preview of the Survey created  Step 7: Preview Question - User can perform: Edited, Deleted, Moved, Copy, and Use Settings tasks when they preview the question.  Step 8: Initiate Survey - The saved survey will also be seen under ‘Initiate survey’.  Step 9: Once the Survey is Initiated, the survey will be made available under Active Survey subtab in the menu. In case the survey is not initiated, the designed survey will be made available under Initiate Survey as draft.  Step 10: Send Survey |
| **Survey Categories** | Feedback  Evaluation  Application/ Form  Voting |
| **Initiate Survey Options** | i.Target audience – an option to user to choose audience with filters of Department (All, based on onboarding data), Gender (All, Male, Female), Age (All, 18-24, 24-34, 35-50, Over 50) Office Location (All, based on onboarding data). System will also show the number of target audiences the user has chosen (based on all options).  ii.Description – Free text that will be used in notification.  iii.Expiry date of survey – Will choose date where upon the survey will be closed to participants  iv.Anonymous responses – Yes/ No – Choose  v.Initiate Survey. |
| **Target Audience can be filtered by** | Gender  Age Range  Company  Send it to All |
| **Assumptions** | We need to use libraries provided by Open Source Application. The output or survey reports will be either PDF, .doc or PPTX with only charts and tables for each question. User will be able to see the number of question and progress done  Logo uploaded in settings to be shown in the report exported. |
| **Screens** | List of Surveys Screen (All Active Surveys, Initiated Survey and Historical Surveys) Create Survey Screen (3 - 4 Screens)  Initiate Survey Screen  Survey Details Screen |

**Design UI Screenshots: To Be Added Later**

1. **Create New Survey - Use Template**

|  |  |
| --- | --- |
| **Use Case id:** | 26 |
| **Use Case Name:** | Create New Survey - Use Template |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 02-09-2020 |

|  |  |
| --- | --- |
| **Actor** | Super Admin, HR Admin, HR |
| **Description** | The Users can create Surveys by using Templates. |
| **Preconditions** | The User is already registered in the Portal. |
| **Post-conditions** | The User can view the answers of the surveys. |
| **Normal course of events** | The User will be able to view all sample templates available in the system for the user to choose from. (Name and Number of Questions are displayed) The User chooses any one of the template surveys and then they can create Surveys. |
| **Survey Creating using Templates Process** | Step 1: Survey Name  Step 2: Choose Survey Category  Step 3: Create Survey - Button  Step 4: The selected survey will be loaded with the new name chosen. Users will be able to edit questions and answer options that are available.  Step 5: The user will be able to Edit, delete, make a copy and move options will be made available for all questions from the copied.  Step 6: When the user clicks ‘Done’, the user will see the Preview of the Survey created  Step 7: Preview Survey - User can perform: Edited, Deleted, Moved, Copy, and Use Settings tasks when they preview the question.  Step 8: Initiate Survey - The saved survey will also be seen under ‘Initiate survey’.  Step 9: Once the Survey is Initiated, the survey will be made available under Active Survey subtab in the menu. In case the survey is not initiated, the designed survey will be made available under Initiate Survey as draft.  Step 10: Send Survey |
| **Survey Categories** | Feedback  Evaluation  Application/ Form  Voting |
| **Initiate Survey Options** | i.Target audience – an option to user to choose audience with filters of Department (All, based on onboarding data), Gender (All, Male, Female), Age (All, 18-24, 24-34, 35-50, Over 50) Office Location (All, based on onboarding data). System will also show the number of target audiences the user has chosen (based on all options).  ii.Description – Free text that will be used in notification.  iii.Expiry date of survey – Will choose date where upon the survey will be closed to participants  iv.Anonymous responses – Yes/ No – Choose  v.Initiate Survey. |
| **Target Audience can be filtered by** | Gender Age Range  Company  Send it to All |
| **Assumptions** | We need to use libraries provided by Open Source Application. The output or survey reports will be either PDF, .doc or PPTX with only charts and tables. User will be able to see the number of question and progress done  Logo uploaded in settings to be shown in the report exported. |
| **Screens** | List of Template Surveys Screen  Create Survey Screen (3 - 4 Screens)  Initiate Survey Screen  Results Screen |

**Design UI Screenshots: To Be Added Later**

1. **Active Survey**

|  |  |
| --- | --- |
| **Use Case id:** | 27 |
| **Use Case Name:** | Active Survey |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 02-09-2020 |

|  |  |
| --- | --- |
| **Actor** | Super Admin, HR Admin, Admin |
| **Description** | The User can view details of the Active Surveys created by them. |
| **Preconditions** | The User is already registered in the Portal. |
| **Post-conditions** | The User can view the answers of the surveys. |
| **Normal course of events** | The Dashboard will be there. The following will be displayed in the Dashboard: Number of Active Surveys  Total Number of response (all active survey)  Average completion rate  Average time spend on survey (if possible)  Also, the user will be able to view the Table for Active Surveys and the Table will contain the following details:  Name of Active Survey  Number of Responses/ Total number of invites  Completion rate  Typical time spends on survey Survey Start Date Survey Expiry Date  Options: Analyze results, Delete, Make a Copy and Send Reminders |
| **Assumptions** | By clicking on any active survey the user will be able to view the Details of the Survey. |
| **Screens** | Dashboard Screen  Active Survey List Screen  Survey Details Screen |

**Design UI Screenshots: To Be Added Later**

1. **History of Surveys**

|  |  |
| --- | --- |
| **Use Case id:** | 28 |
| **Use Case Name:** | Active Survey |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 02-09-2020 |

|  |  |
| --- | --- |
| **Actor** | Super Admin, HR Admin, HR |
| **Description** | The user can view History of the Surveys. |
| **Preconditions** | User is already registered in the Portal. |
| **Post-conditions** | The User can view the answers of the surveys. |
| **Normal course of events** | The user will be able to view the History Table. The History Table will contain the following: Employee Satisfaction Survey – Name of survey  Date started  Date completed  Number of questions  Number of responses/ Number of participants  View Insights - Charts and Trends |
| **Assumptions** | By clicking on any survey in the table, the user will be able to view the Details of the Survey. |
| **Screens** | Survey History List Screen  Survey Details Screen |

**Design UI Screenshots: To Be Added Later**

1. **Initiate Survey - Super Admin, HR Admin, HR**

|  |  |
| --- | --- |
| **Use Case id:** | 29 |
| **Use Case Name:** | Initiate Survey |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 02-09-2020 |

|  |  |
| --- | --- |
| **Actor** | Super Admin, HR Admin, HR |
| **Description** | The users can save their survey in the Initiate Survey Section. |
| **Preconditions** | The user is already registered in the Portal. |
| **Post-conditions** | The user can view the answers of the surveys. |
| **Normal course of events** | The saved survey will also be seen under ‘Initiate survey’ in case the user decides not to initiate the survey at this point of time.  Upon choosing to ‘initiate survey’ the users needs to select one from the options  Once the Survey is Initiated, the survey will be made available under Active Survey subtab in the menu. In case the survey is not initiated, the designed survey will be made available under Initiate Survey as draft. |
| **Initiate Survey Options** | i.Target audience – an option to user to choose audience with filters of Department (All, based on onboarding data), Gender (All, Male, Female), Age (All, 18-24, 24-34, 35-50, Over 50) Office Location (All, based on onboarding data). System will also show the number of target audiences the user has chosen (based on all options).  ii.Description – Free text that will be used in notification.  iii.Expiry date of survey – Will choose date where upon the survey will be closed to participants  iv.Anonymous responses – Yes/ No – Choose  v.Initiate Survey. |
| **Assumptions** | By clicking on any survey, the User will be able to view the Details of the Survey. |
| **Screens** | Initiate Survey Screen  Survey Details Screen |

**Design UI Screenshots: To Be Added Later**

1. **Surveys - Employee**

|  |  |
| --- | --- |
| **Use Case id:** | 30 |
| **Use Case Name:** | Surveys - Employee |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 25-8-2020 |

|  |  |
| --- | --- |
| **Actor** | Employee |
| **Description** | Employees will receive surveys and they need to answer them. |
| **Preconditions** | Employees must be registered. |
| **Post-conditions** | Employees need to answer the surveys they have received. |
| **Normal course of events** | Employees will be able to view the surveys created by the Company HRs and Super Admin. There will be a list of questionnaires in the survey. The Employee needs to enter the answer.  Employees will receive notification as and when a new survey is posted.  Employees will be able to view the list of pending and completed surveys, but employees will not be able to edit the survey. Employees can view the details of the survey.  If the employees have half completed the survey, then they can edit and submit the survey.   Employees will also be able to delete the survey.  If HR or Super Admin deletes the survey from their portal, then that deleted survey will also get deleted from the Employee Mobile Application. |
| **Notifications** | Employees will be able to view the survey notifications in the notification section. Employees will receive notification when the survey is initiated. Once the employee has completed the survey, the notification will be removed from the notification section. |
| **Assumptions** | If Employee does not complete the survey, then after some time they will be notified that they need to complete the survey.  We will use the Open Source Application API. |
| **Screens** | Screen depending upon the questions (Every screen will have one question) Survey List Screen Survey Detail Screen |

**Design UI Screenshots: To Be Added Later**

1. **Leaves - Employee**

|  |  |
| --- | --- |
| **Use Case id:** | 31 |
| **Use Case Name:** | Leaves - Employee |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 26-8-2020 |

|  |  |
| --- | --- |
| **Actor** | Employee |
| **Description** | Employees can manage their leaves. |
| **Preconditions** | Employees must be registered. |
| **Post-conditions** | Employees will be redirected to the Dashboard. |
| **Normal course of events** | Employees can view the following:   * Holiday listing which will be added by the HR Admin. * My Leave Balance: Available leaves along with types of leaves * Apply for a Leave Request: Employees can send requests to HR manager / Line Manager for approval. * View Leave History * Employee can also view the Leave request status: Pending Approval/ Rejected * Employees can view the reason if the Leave is rejected. * Employees can also view who other employees are on leave. |
| **Cancel Leave** | Employees can request for cancelling their leaves |
| **Assumptions** | The leaves should be approved by the HR or the Line Manager. |
| **Leave Types** | Paid Leave  Unpaid/Casual Leave  Half Day Leave  Full Day Leave  Annual Leave  Short (Hourly) Leave  Maternity Leave  Paternity Leave  Sick Leave  2 Year Army Leave |
| **Screens** | Leave History Screen  Leave Balance Screen  Apply Leave Screen  Holiday List Screen |

**Design UI Screenshots: To Be Added Later**

1. **Leave Management - HR Admin,HR**

|  |  |
| --- | --- |
| **Use Case id:** | 32 |
| **Use Case Name:** | Leave Management - HR Admin, HR |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 26-8-2020 |

|  |  |
| --- | --- |
| **Actor** | HR Admin, HR |
| **Description** | The HR Admin can create Holiday Leaves and manage leaves applied by the Employees. |
| **Preconditions** | The HR has got the rights to manage leaves. |
| **Post-conditions** | The HR needs to accept/reject the leaves applied by the Employees. |
| **Normal course of events** | Manage Holiday listing.  Add Leave and assign it to the calendar.  View list of Employees on leave on the selected date.  Manage Leave balance of any particular Employee: HR will be able to add/ delete the Leaves available to a particular Employee.  Generate leave report - employee, date, weekly, month, date range, all employees, department.  Accept/ Reject Leave Request from Employee.  HR Admin can set if their company follows Sandwich Leave or not.(In the Settings Screen) |
| **Cancel Leave** | The HR can cancel the leaves of the employees after the approval by giving employees the reasons.  The HR can also modify the leaves of the employees. |
| **Assumptions** | If an employee does not show up in the office and hasn't applied for leaves as well. In this case HR will update the Leave for the employee. |
| **Leave Reports** | Number of Leaves Taken per category - Monthly/Yearly  Number of Employees on leave Today Number of Leaves Taken for each department  Monthly Leaves of whole organisation and particular employee Leave Balance of particular employee |
| **Leave Approval Fields** | Date  Name of the Employee Approved by: Name  Leave Request Reason |
| **Screens** | Leave Screen Manage Holiday Listing Screen Leave Request Screen/Assign Leave Each Employee Leave History Screen  Cancel/Modify Leave Screen  Approve/Reject Leave Request Screen |

**Design UI Screenshots: To Be Added Later**

1. **Document Management - Employee**

|  |  |
| --- | --- |
| **Use Case id:** | 33 |
| **Use Case Name:** | Document Management - Employee |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 27-8-2020 |

|  |  |
| --- | --- |
| **Actor** | Employee |
| **Description** | Employees can manage their Documents. |
| **Preconditions** | Employees must be registered. |
| **Post-conditions** | Employees will be redirected to the Dashboard. |
| **Normal course of events** | Employees can upload the Documents. Employees can upload documents for their family as well.  Employees need to upload documents in the particular Category. Employees will need to add the expiry date while adding the document.  Employees can Edit the Document.  Employees can Delete the Document. Native Sharing of the Document. |
| **Assumptions** | Employees can upload Documents in the pre-defined format only. |
| **Document Format** | .png  .jpeg  .pdf  .xlsx  .doc |
| **Document Types** | Legal Documents  Personal Documents  Financial Documents  Work Related Documents  Educational Documents  Travel Documents  Documents of the Family |
| **Screens** | Upload Document Screen  Document List Screen  Update Document Screen  Document Detail Screen |
| **To Be Discussed** | OCR |

**Design UI Screenshots: To Be Added Later**

1. **Document Management - HR Admin, HR**

|  |  |
| --- | --- |
| **Use Case id:** | 34 |
| **Use Case Name:** | Document Management - HR Admin, HR |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 27-8-2020 |

|  |  |
| --- | --- |
| **Actor** | HR Admin, HR |
| **Description** | HR can manage the company employees documents. |
| **Preconditions** | The HR has got the rights to manage documents. |
| **Post-conditions** | HR will be redirected to the Dashboard. |
| **Normal course of events** | The HR Admin will create the document types for their Employees and dependents. The HR Admin needs to mention if the document will expire or not.  View list of all the documents uploaded by a particular Employee.  View expiry dates of the documents added by the Employee.  Send notification to an Employee to Update a document(Automatic and Manually)..  View Employee wise documents: Company HR can also add documents for the employee. While adding the document Company HR can also mention the expiry date as well.  The HR can view the list of missing documents of every employee.  Filter documents by employee, expiry date, document type/ name  Export info on CSV/.xlsx  Select multiple documents (after or before filter) for download.  HR can search the Employees by adding the Employees Name. |
| **Assumptions** | Employees can upload Documents in the pre-defined format only. |
| **Document Format** | .png  .jpeg  .pdf  .xlsx  .doc |
| **Filters** | Department  Document Name  Expiry Date |
| **Screens** | Upload Document Screen  Document List Screen  Update Document Screen  Document Detail Screen  Particular Employees Document Screen  Filter the Documents |

**Design UI Screenshots: To Be Added Later**

1. **Calendar Management - HR Admin, HR**

|  |  |
| --- | --- |
| **Use Case id:** | 35 |
| **Use Case Name:** | Calendar Management - HR Admin, HR |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 03-09-2020 |

|  |  |
| --- | --- |
| **Actor** | HR Admin, HR |
| **Description** | HR can manage the company events and holidays. |
| **Preconditions** | The company is registered already. |
| **Post-conditions** | HR will be redirected to the Dashboard. |
| **Normal course of events** | HR will be able to add specific Events to the calendar:  Create events  Mark Holidays  Search Events  The Events/ Holidays marked by HR will be respectively visible to the Employees  Manage Calendar Events: Add Events, View List of Events, View Event Details, Edit Events, Delete Events  The HR can view the calendar view as well. |
| **Assumptions** | Events can be audience specific and should be visible to those audiences only. |
| **Screens** | Event List Screen  Event Details Screen  Create Event Screen  Edit Events Screen  Mark Holidays Screen  Calendar View and List View |

**Design UI Screenshots: To Be Added Later**

1. **Calendar- Employee**

|  |  |
| --- | --- |
| **Use Case id:** | 36 |
| **Use Case Name:** | Calendar - Employee |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 03-09-2020 |

|  |  |
| --- | --- |
| **Actor** | Employee |
| **Description** | Employees can view events in the calendar |
| **Preconditions** | Employees must be registered. |
| **Post-conditions** | Employees will be redirected to the Dashboard. |
| **Normal course of events** | View Calendar: List, daily, weekly and monthly view  Events:  View events as added by Company HR  List Events  View upcoming holidays on calendar  Users will also add personal events to the calendar.  The employee can choose if the calendar should be displayed on the Dashboard or not. |
| **Assumptions** | Employees will get reminders about the Events (Company Events and Personal Events) |
| **Screens** | Calendar Screen  List of Events Screen  Add Personal Event Screen |

**Design UI Screenshots: To Be Added Later**

1. **Messaging System - Employee**

|  |  |
| --- | --- |
| **Use Case id:** | 37 |
| **Use Case Name:** | Messaging System - Employee |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 03-09-2020 |

|  |  |
| --- | --- |
| **Actor** | Employee |
| **Description** | Employees can message each other from their Mobile Application |
| **Preconditions** | Employees must be registered. |
| **Post-conditions** | Employees will be redirected to the Dashboard. |
| **Normal course of events** | One on One  Employees will be able to exchange text messages on a one to one basis.  Share document in chat  Groups  Employees will be able to exchange text messages in groups. Employees can perform following actions:  Create Group: Enter Group Name, Add Member  Delete Group (Only if Employee has created that group)  Leave Group: If Employee has not created the group  Search Add Members to the Group  There will be single admin per group  Share document in chat  Employees can send Default Emojis to each other as well Employees can export Chat History  Search other employees by Name  Make an Audio Call: Employees can initiate 1-1 or 1- many calls.  Video Call (1-1 or –many: Jitsi is supporting 1-1 and 1-many video calls so no issue) |
| **Document Format** | Pdf  .jpeg  .png  .doc  .xlsx |
| **Assumptions** | For video calls and audio calls we will be using Jitsi as a platform. For chat and file sharing, we will develop our own module. |
| **Screens** | Recent Chat Screen (Listing)  Chat Screen (One on One and Group)  Create Group Screen  Add Member in the Group Screen  Search Employee Screen  Search Result Screen  History Export Screen  Group Members Screen  Audio Calling Screen(Jitsi Default)  Video Calling Screen(Jitsi Default) |

**Design UI Screenshots: To Be Added Later**

1. **Messaging System - HR Admin, HR**

|  |  |
| --- | --- |
| **Use Case id:** | 38 |
| **Use Case Name:** | Messaging System - HR Admin, HR |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 03-09-2020 |

|  |  |
| --- | --- |
| **Actor** | HR Admin, HR |
| **Description** | The Company HR will be able to initiate the chat with any of the Employees. |
| **Preconditions** | HR must be registered. |
| **Post-conditions** | HR can reply to the chats. |
| **Normal course of events** | HR can Search Employee  HR can View past chat history  Company HR can initiate group chat, audio and video call as well  HR can also carry out video/ audio chat with the employee  HR can share attachment(.pdf, .docs, .xlsx, .png, .jpeg) |
| **Assumptions** | For video calls and audio calls we will be using Jitsi as a platform. For chat and file sharing, we will develop our own module. |
| **Screens** | Chat Screen (One on One and Group)  Search Employee Screen  Audio Calling Screen  Video Calling Screen |

**Design UI Screenshots: To Be Added Later**

1. **Compensation - Employee**

|  |  |
| --- | --- |
| **Use Case id:** | 39 |
| **Use Case Name:** | Compensation - Employee |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 03-09-2020 |

|  |  |
| --- | --- |
| **Actor** | Employee |
| **Description** | Employees can manage their Salary Slips |
| **Preconditions** | Employees must be registered. |
| **Post-conditions** | Employees will be redirected to the Dashboard. |
| **Normal course of events** | Employees will be able to view his/her Basic Salary and allowances breakdown.  Employee View monthly salary slips, Download Salary Slip (.pdf format), they can also share their Salary Slips. |
| **Assumptions** | Sharing can be done via email and Native share capabilities |
| **Screens** | Salary Slip List Screen  Salary Slip Detail Screen |

**Design UI Screenshots: To Be Added Later**

1. **Compensation - HR Admin, HR**

|  |  |
| --- | --- |
| **Use Case id:** | 40 |
| **Use Case Name:** | Compensation - HR Admin, HR |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 03-09-2020 |

|  |  |
| --- | --- |
| **Actor** | HR Admin, HR |
| **Description** | HR can manage Salary Slips of all the employees |
| **Preconditions** | HR must be registered |
| **Post-conditions** | HR will share the Salary Slips to the Employees |
| **Normal course of events** | HR will be able to choose from the pre - defined templates. The HR can edit and preview the pre - defined template. HR can edit only a few fields.  This template is used to generate slips for employees.  HR can make the Salary Template as default  Manage basic salaries and allowances of the Employees.  HR will be able to download the employees salary slips.. HR will be able to view the list of employees in the table format, by clicking on any employee the HR will be able to view the salary slip of the employee. HR can also search the employee. HR can edit the salary slip of the employees as well.  The HR will be able to view reports and trends as well. |
| **Reports and Trends** | Salary Trend of Last 6 months - Increase, Decrease or Same salary of the whole organisation.  Pie Chart - Departments Salaries Department wise breakdown and trends in each department  By Trends we mean - Increase, Decrease or Same salary of the whole department.  Filters on reports: Monthly, Yearly and 6 Months. |
| **Table** | Avatar Name  Department  Designation  Gross Salary Action: View, Edit, Delete, Share **Note:** The HR can also customise columns of the table i.e. they can add as many columns they want to edit and can delete as many they want to. |
| **Assumptions** | Sharing can be done via email  CSV upload of the salaries or HR can manually add the salaries |
| **Screens** | Salary Slip List Screen  Salary Slip Detail Screen Edit Salary Slip Screen Preview Salary Slip Screen Select Salary Template Screen 6 Salary Slip Templates |

**Design UI Screenshots: To Be Added Later**

1. **Health Risk Management - Employees**

|  |  |
| --- | --- |
| **Use Case id:** | 41 |
| **Use Case Name:** | Health Risk Management - Employees |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 10-09-2020 |

|  |  |
| --- | --- |
| **Actor** | Employee |
| **Description** | Employees will be able to carry-out health risk assessment by filling up the questions. |
| **Preconditions** | Employee must be registered |
| **Post-conditions** | Redirection to the HRA Report Screen and Employees can unlock the wellness section only after filling the HRA. |
| **Normal course of events** | Employees need to answer a specific set of questions. There will be a fixed set of 52 questions, and they will be categorized in different categories (Three Categories: My Body, My Lifestyle and My Mind). All the questions will be linked to lifestyle diseases. Weight age will be given to each question and on answering each category/ section. Employees will get the score for each question. Also there will be recommendations/ insights linked to each answer. Based on the answers provided by the Employee, he/she will be able to get the insight on his/her health status.  That the report will have individual scores of each category and the summation as well.  Employees can retake the HRA. |
| **Question Types** | Multiple Choice  Radio Button  Likert  Range  Slider  Checkbox  Rating  Open Ended Question  Close Ended (Demographic)  Stapel Scale  Matrix table |
| **Example** | Employees will input the weight, height and age in the form. Based on these inputs he/she will be able to view the BMI score and will get to know whether it's normal, underweight or overweight. |
| **Assumptions** | Employees will be able to view the report and download (pdf format). There will be a fixed format of the report. Employees can share the report in the via official email. |
| **Screens** | HRA Questions Screens (Each question on one screen) - To be Decided  HRA Report Screen (Body, Mind and Lifestyle) |

**Design UI Screenshots: To Be Added Later**

1. **Health Risk Reports - HR Admin, HR**

|  |  |
| --- | --- |
| **Use Case id:** | 42 |
| **Use Case Name:** | Health Risk Reports - HR Admin, HR |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 10-09-2020 |

|  |  |
| --- | --- |
| **Actor** | HR Admin, HR |
| **Description** | This section will allow the Company HR to view the aggregated report of the Health Risk questionnaire filled by all the Employees of their company. |
| **Preconditions** | All Employees should have got their Report. |
| **Post-conditions** | The HR will be able to view the functional dashboard (Report of the company). |
| **Normal course of events** | HR of the Company can view the report and they can also filter the report. The report will be in a graphical format (Any one graphical format only). |
| **Filters** | Gender  Age |
| **Reports and Insights for whole Company (Dashboard)** | Aggregated COMPANY score per category with participant analytics-age group, gender , response rate,bmi , preventive health analytics, disease risk- diabetes, cvd. Work risks ergonomics and pain. Lifestyle- smoking, activity, sleep, stress, etc |
| **Assumptions** | Identities of the employees will not be revealed. |
| **Screens** | Dashboard |

**Design UI Screenshots: To Be Added Later**

1. **Health Risk Questions Management - Super Admin**

|  |  |
| --- | --- |
| **Use Case id:** | 43 |
| **Use Case Name:** | Health Risk Questions Management - Super Admin |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 10-09-2020 |

|  |  |
| --- | --- |
| **Actor** | Super Admin |
| **Description** | Super Admin will be able to manage the questions |
| **Preconditions** | Super Admin must be registered |
| **Post-conditions** | Super Admin will be redirected to the Dashboard |
| **Normal course of events** | Super Admin can create 52 questions.The questions will be categorized in three categories. Super Admin will be able to manage the scores for each question.  The questions will be editable. The super Admin can send follow up questions to the employees of any company, if they feel that the employees need to answer those follow up questions. The reminder of filling up the HRA will be sent by the Super Admin but the questions will be sent automatically. |
| **Questions** | Multiple Choice  Radio Button  Likert  Range  Slider  Checkbox  Rating  Open Ended Question  Close Ended (Demographic)  Stapel Scale  Matrix table |
| **Reports and Insights** | Aggregated COMPANY score per category with participant analytics-age group, gender , response rate,bmi , preventive health analytics, disease risk- diabetes, cvd. Work risks ergonomics and pain. Lifestyle- smoking, activity, sleep, stress, etc  Super Admin can also view reports and insights for each employee. Super Admin can filter the report by Age,Gender and Specific Company. |
| **Assumptions** | There will be dependent questions as well. |
| **Screens** | List of Employees Answers  Detail of Employees Answers Create Question Screen  Reports Screen |

**Design UI Screenshots: To Be Added Later**

1. **Coaching - Employees**

|  |  |
| --- | --- |
| **Use Case id:** | 44 |
| **Use Case Name:** | Coaching - Employees |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 06-10-2020 |

|  |  |
| --- | --- |
| **Actor** | Employee |
| **Description** | Employees can join programs and can educate themselves about the health |
| **Preconditions** | Employees must be registered and they should have completed the HRA. The reports are generated. |
| **Post-conditions** | Employees will be redirected to Dashboard. |
| **Normal course of events** | There will be the following Sub Section for this section: Programs  Be Your Own Nutritionist |
| **Assumptions** | There will be only two subsections in the coaching module. Coaching Module will be only managed by the Super Admin. Companies have nothing to do with it. |
| **Screens** | Coaching Dashboard |

**Design UI Screenshots: To Be Added Later**

1. **Coaching - Programs - Employees**

|  |  |
| --- | --- |
| **Use Case id:** | 45 |
| **Use Case Name:** | Programs - Employees |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 06-10-2020 |

|  |  |
| --- | --- |
| **Actor** | Employee |
| **Description** | Employees can join programs. These programs will help employees to improve their health problems. |
| **Preconditions** | Employees must be registered and they should have completed the HRA. The reports are generated. |
| **Post-conditions** | Employees will be redirected to Coaching Dashboard. |
| **Normal course of events** | There will be a total 6 Programs. The flow and template of all the programs will be the same. Employees can also choose 2 programs.  For Now, the list of programs is: Lose weight  Control Sugar  Improve heart  Improve energy & metabolism  Improve sleep  Improve stress  The user can also track their program success. The user needs to answer the set of questions before starting the program. After completion of some objectives and time, the employees need to again answer the set of questions. Based on the before and after answer the success will be tracked and the report will be shared.  Report will include the comparison based on the set of questions.  The employees will receive a feedback form after the completion of the program. The feedback will have only 3 - 4 questions. |
| **Flow of the Program** | Step 1: Educate user about the Program Step 2: Collect Information (5 to 6) Questions Step 3: Calculate BMI and Provide Ideal Weight  Step 4: Provide user Steps and Instructions Step 5: Choose Goals |
| **Goals** | Employees will be given 3 goals in the first week. They can choose any 2 goals from the given goals. In the next week they will be given 3 new goals again and they need to choose 2 goals from the new goals or from the old goals. They can unlock any combination.  The condition here is that the employee needs to unlock 2 goals every week. Also, the new goals will be unlocked if the employee has achieved 50% of the goal. The goal % achieved will be displayed on the chart.  The goal % will be calculated by the logs of the goals. Some of the logs will be entered manually by the employee and some of them will be monitored from the wearable devices.  For the Sleep & stress program, there will not be any sequence but users can choose any of the 2 goals for the first 2 weeks and 2 additional for week 3 & 4. There will be the list of goals.  Employees can set reminders. The Reminders should be two times a day and the notification should be sent on the employees Mobile Phone. |
| **Assumptions** | All the programs and goals will be pre - defined. |
| **Screens** | Program Detail Screen - All the 5 steps Question Screen - Before Program Result Screen or Success Screen |

**Design UI Screenshots: To Be Added Later**

1. **Coaching - Be Your Own Nutritionist - Employees**

|  |  |
| --- | --- |
| **Use Case id:** | 46 |
| **Use Case Name:** | Be Your Own Nutritionist - Employees |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 06-10-2020 |

|  |  |
| --- | --- |
| **Actor** | Employee |
| **Description** | This section will be informative section which will be displayed in the card format where employees will educate themselves regarding the meal plans and nutritional facts |
| **Preconditions** | Employees must be registered and they should have completed the HRA. The reports are generated. |
| **Post-conditions** | Employees will be redirected to Coaching Dashboard. |
| **Normal course of events** | This section will contain the following information: Nutritional Facts - Informative Section with the feedback form  Smart Tips - Informative Section Food Group - Informative Section  Food Plate Method - Informative Section  Food to avoid - Informative Section Meal Plans - List of Meal Plans |
| **Meal Plans** | The employees can view a list of meal plans. Also they can view the details of each plan. Plan details will include the food ideas and recipes as well. The employee can search from the recipes using certain keywords.  Employees can also add meal plans on their cards, which will be displayed on their dashboard.  The employees can provide feedback on the recipes as well. The feedback options will be pre defined. |
| **Assumptions** | The Super Admin can Add and Update this section. All the videos in this section can be the YouTube embedded Videos or the Super Admin can upload videos from his/her panel. |
| **Screens** | Be Your Own Nutritionist Screen  Meal Plan Details Screen  Recipies Screen  Search Screen |

**Design UI Screenshots: To Be Added Later**

1. **Coaching - Super Admin**

|  |  |
| --- | --- |
| **Use Case id:** | 47 |
| **Use Case Name:** | Coaching - Super Admin |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 06-10-2020 |

|  |  |
| --- | --- |
| **Actor** | Super Admin |
| **Description** | Super Admin can manage coaching module |
| **Preconditions** | Super Admin must be registered |
| **Post-conditions** | Super Admin will be redirected to Dashboard |
| **Normal course of events** | There Super Admin can view programs and can view the results of the programs. They can manage Be your Own Nutritionist Sections. |
| **Programs** | Super Admin will be able to view the programs in the system. Super Admin can view the feedback of all the employees as well.  Super Admin can also view reports of the programs. The Reports will be: What program is chosen by every user  Completion % of every program for every user Most Chosen Program  Comparison Report for every user |
| **Be Your Own Nutritionist** | Super Admin will be able to manage all the content of the Be Your Own Nutritionist Section. They can also manage the Meal Plans in the systems: Add/ Edit/ Delete Meal Plans. Super Admin can also manage recipes: Add/Edit/Delete.  For Recipe the videos will be: YouTube embedded videos and Super Admin can upload video from the Super Admin Panel.  The Super Admin can also view feedback given by the employees. |
| **Assumptions** | We will be adding the Videos in Amazon S3 bucket and we will not use any third party tool for video uploading. The video formats: .mov, .mp4 are considered now. |
| **Screens** | Programs Dashboard Screen (List, Table and Charts)  Program Detail Screen Be Your Own Nutritionist Screen (Content and Meal Plans) |

**Design UI Screenshots: To Be Added Later**

1. **Challenges - Employees**

|  |  |
| --- | --- |
| **Use Case id:** | 48 |
| **Use Case Name:** | Challenges - Employees |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 09-10-2020 |

|  |  |
| --- | --- |
| **Actor** | Employee |
| **Description** | Employees will be able to Earn the points by completing the challenges. |
| **Preconditions** | Employees must be registered. |
| **Post-conditions** | Employees will be redirected to the Dashboards. |
| **Normal course of events** | Users will earn points by completing the challenges. The employees will be able to participate in the challenge. The users can view Points earned by them. The users can also view badges and points earned by each challenge. The users can view their Rank in the particular challenge.  The users can redeem coupons/vouchers by the earned points. The users can also view the redemption history of the points. |
| **Assumptions** | The challenges will be predefined by the Super Admin and HR. |
| **Challenges List** | X Steps – integration Walking + Running Distance – integration Stress Level – Integration Blood pressure – Integration Food log – images & logging  Sleep – integration  Attendance – integration/ native Leaves – integration/ native Competing Survey/ HRA – integration/ native Adding Goals – Integration/ native Achieving Goals (x number) – Integration/ native Feedback on recipes in Meal Plan– integration/ native Information & Data completion on App – Profile– integration/ native Document completion on App– integration/ native Regular user of App – integration/ native Time spent on App – integration/ native # of Session – integration/ native |
| **Screens** | Challenge List Screen  Challenge Detail Screen (Status, trends and Challenge Information)  Challenge Leaderboard Screen Challenge Completed Screen (Congratulations) |

**Design UI Screenshots: To Be Added Later**

1. **Challenges - HR, HR Admin, Super Admin**

|  |  |
| --- | --- |
| **Use Case id:** | 49 |
| **Use Case Name:** | Challenges - HR, HR Admin, Super Admin |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 12-10-2020 |

|  |  |
| --- | --- |
| **Actor** | HR, HR Admin, Super Admin |
| **Description** | Users will be able Enable and Disable challenges and assign points to each challenge. |
| **Preconditions** | Users must be registered. |
| **Post-conditions** | Users will be redirected to the Dashboards. |
| **Normal course of events** | Users will be able to Enable and Disable Challenges from the pre - defined list of challenges. Users cannot create their own challenge. Only the fields of challenges can be entered by the user.  Once the challenge is started, the user cannot edit and delete the challenge.. |
| **Steps for Creating Challenge** | Challenge Name (Default)  Description (HR or Super Admin) (Mandatory)  Upload image/ icon/ logo (Default)  Challenge configuration (HR or Super Admin)   * Condition – Equals/ less than/ more than * Value - # of step per day * Value - # of days   Rewards points awarded – Number (HR or Super Admin)  Expiry Date – date (HR or Super Admin)  Applicable to/ Filter – Gender/ Age/ Company (HR or Super Admin)  Created by – HR or Super Admin - Will get displayed automatically. |
| **Challenge Configuration for X Steps (HR & Super)** | Condition – Equals/ less than/ more than  Value - # of step per day  Value - # of days |
| **Challenge Configuration for Walking + Running Distance (HR & Super)** | Condition – Equals/ less than/ more than – example 20 Km  Value - # of KM per days – 2 KMs  Value - # of days – example – 10 days |
| **Challenge Configuration for Stress Level (HR & Super)** | Condition – # of days stress level measured – example 30 days  Condition – continuous or non-continuous **Note:** Stress will be measured with the wearable |
| **Challenge Configuration for Blood Pressure (HR & Super)** | Condition – # of days Blood Pressure measured – example 30 days  continuous or non-continuous **Note:** Blood Pressure will be measured with the wearable |
| **Challenge Configuration for Food log/ Calories (HR & Super)** | Value - # of days food log updated/ entered  Condition – continuous or non-continuous |
| **Challenge Configuration for Sleep (HR & Super)** | Condition - Equals/ less than/ more than/ between – 8 hours  Value - # of days – example 15 days  Condition – continuous or non-continuous **Note:** Sleep will be measured with the wearable |
| **Challenge Configuration for Attendance (HR)** | Condition –Late/ early – Yes/ No  Value - # of days – example 15 days  Condition – continuous or non-continuous |
| **Challenge Configuration for Leaves (HR)** | Type of Leave – Sick Leave – Default  Value - # of leaves – Equals/ Less than/ More than/ Between - 2 days  Value – Duration – Monthly/ Yearly  Condition – continuous or non-continuous |
| **Challenge Configuration for Competing Survey (HR & Super)** | Value - # of survey completed – Equals/ Less than/ More than/ Between - 5  Value – Duration – Monthly/ Yearly |
| **Challenge Configuration for HRA (HR & Super)** | Condition – Completed – Yes/ No |
| **Challenge Configuration for Achieving Goals (x number) (HR & Super)** | Value - # of goals completed  Value – Duration – Monthly/ Yearly  Condition – continuous or non-continuous |
| **Challenge Configuration for Feedback on recipes in Meal Plan (Super)** | Value - # of feedback given  Value – Duration – Monthly/ Yearly  Condition – continuous or non-continuous |
| **Challenge Configuration for Information & Data completion on App – Profile (HR & Super)** | Condition – Completed – Yes/ No |
| **Challenge Configuration for Regular user of App (HR & Super)** | Value – # of logins/ day  Value – Duration – Daily/ Weekly/ Monthly/ Yearly  Condition – continuous or non-continuous |
| **Challenge Configuration for Time Spent on the App (HR & Super)** | Value - # of minutes spend/ day  Value – Duration – Daily/ Weekly/ Monthly/ Yearly  Condition – continuous or non-continuous |
| **Challenge Configuration for Mobile usage/ screen time during night (HR & Super)** | Condition - Equals/ less than/ more than (a day) – 30 Minutes  Condition – after/ before (time) – 11 PM  Value - # of days – example 15 days  Condition – continuous or non-continuous |
| **Assumptions** | The challenges will be pre - defined. Super Admin cannot create or edit the challenge. Only HR can manually allocate points to employees for their good work. |
| **Screens** | Challenge Dashboard (List) (Enable and Disable)  Challenge Detail Screen  Edit Challenge Screen Allocate points to Employee (Only for HR and HR Admin) (From Employee Profile) |

**Design UI Screenshots: To Be Added Later**

1. **Rewards/Vouchers - Employees**

|  |  |
| --- | --- |
| **Use Case id:** | 50 |
| **Use Case Name:** | Rewards/Vouchers - Employees |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 09-10-2020 |

|  |  |
| --- | --- |
| **Actor** | Employee |
| **Description** | Employees will be able to view and redeem the vouchers and Rewards added by the HR or Super Admin. |
| **Preconditions** | Vouchers and Rewards should be entered by the HR or Super Admin. |
| **Post-conditions** | Employees will be redirected to the Dashboards. |
| **Normal course of events** | Employees will be able to list the vouchers and rewards. Employees can redeem vouchers and rewards with the points which they have earned. Employees can also view the redemption history of the vouchers and rewards.  The employees will be able to buy vouchers that are only applicable to them i.e. which they can redeem according to their points.  Vouchers and gifts will be delivered from out of the system. When the employees redeem points, their point balance will be updated. |
| **Assumptions** | Vouchers and Rewards will be dynamic. |
| **Example of Rewards** | 2 Days paid Leave: In such kind of rewards the HR will add the type of leave In leave section naming: leave type = reward leave  The vouchers will be like amazon voucher or any other shop voucher, etc |
| **Screens** | Voucher List Screen  Voucher Detail Screen  Redemption History Screen  After redemption Screen |

**Design UI Screenshots: To Be Added Later**

1. **Vouchers - HR, HR Admin and Super Admin**

|  |  |
| --- | --- |
| **Use Case id:** | 51 |
| **Use Case Name:** | Vouchers - HR, HR Admin and Super Admin |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 09-10-2020 |

|  |  |
| --- | --- |
| **Actor** | HR, HR Admin and Super Admin |
| **Description** | Users will be able to manage the rewards. |
| **Preconditions** | Users should be registered. |
| **Post-conditions** | Users will be redirected to the Dashboards. |
| **Normal course of events** | Users will be able to Add/Edit/Delete the rewards. The users can view the employee redemption history. The user can filter the Voucher List. The user can search the vouchers and rewards by their name. The user will be able to view the list of vouchers and rewards. The table will contain the following details:  Voucher Name/Rewards Name  Voucher Status/Reward Status  Points Value  Number of people who have achieved vouchers/Rewards  Action: View/Edit/Delete/Activate/Inactivate |
| **Filters** | Create Date  Expire Date  Status |
| **Assumptions** | The HR cannot edit the vouchers if anyone has redeemed the voucher. |
| **Fields to Add Rewards** | Name of the Reward  Description of Reward  # of Points  Upload image/ icon/ logo Start Date  Expiry Date  Terms & Condition  Created by – HR or Super Admin  Reward Limit – Number  Applicable to/ Filter – Gender/ Age/ (HR and Super Admin)  Filter - Company (super admin) |
| **Screens** | Add Voucher/Reward Screen Edit Voucher/Reward Screen Voucher List Screen (Delete voucher option)  Voucher Detail Screen ( Trends, Particular voucher detail and Redemption History of the vouchers/rewards) |

**Design UI Screenshots: To Be Added Later**

1. **Badges - Employee**

|  |  |
| --- | --- |
| **Use Case id:** | 52 |
| **Use Case Name:** | Badges - Employee |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 09-10-2020 |

|  |  |
| --- | --- |
| **Actor** | Employee |
| **Description** | Employees will be able to view unlock badges which will be unlocked automatically |
| **Preconditions** | Employees must be registered |
| **Post-conditions** | Employees will be redirected to the Dashboards |
| **Normal course of events** | By doing various activities, the employees will be able to view unlocked badges. |
| **Example of Badges** | Mile Chaser - # of KM in a month: Example: 150 KMs in one Month  Communicator – chat or video calls  Contributor – surveys  Completing HRA  Update HRA answers  Attendance – Early riser - Example: User coming 60 Days before time.  Health data entry – BP, heart rate, stress  Integrator – Wearable - Any user integrates with any wearable device then this badge will be unlocked.  Super User – Regular user - Example: User uses application for 30 Days continuously  Learner/ Reader – Reading Articles in ‘Be your own Nutritionist’  Adding Goals – Integration/ native  Achieving Goals (x number) – Integration/ native  Challenger - # of challenger enrolled  Champion - # of challenger won/ achieved |
| **Assumptions** | The Badges will be pre - defined. Nobody will activate these badges. These badges will be unlocked automatically according to the condition pre - defined at the time of development. |
| **Screens** | Badge List Screen  Badge Detail Screen Badge Unlocked Screen (Pop - up) (Congratulations) |

**Design UI Screenshots: To Be Added Later**

1. **Badges Management - Super Admin**

|  |  |
| --- | --- |
| **Use Case id:** | 53 |
| **Use Case Name:** | Badges Management - Super Admin |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 12-10-2020 |

|  |  |
| --- | --- |
| **Actor** | Super Admin |
| **Description** | Super Admin will be able to view the badges and their details |
| **Preconditions** | Super Admin must be registered |
| **Post-conditions** | Super Admin will be redirected to the Dashboards |
| **Normal course of events** | Super Admin will be able to view the list of badges and their details. Super Admin can also view the list of users who have unlocked the badges |
| **Assumptions** | HR and HR Admin will have no control on the badges. |
| **Screens** | Badge List Screen (Dashboard)  Badge Detail Screen (Description of badge, no of employees who have unlocked the badges and trends) |

**Design UI Screenshots: To Be Added Later**

1. **Calorie Calculator - Employees**

|  |  |
| --- | --- |
| **Use Case id:** | 54 |
| **Use Case Name:** | Calorie Calculator - Employees |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 10-09-2020 |

|  |  |
| --- | --- |
| **Actor** | Employee |
| **Description** | This section will allow Employee to view the number of calories for every food item. |
| **Preconditions** | Employees have already generated HRA reports |
| **Post-conditions** | Employees will be redirected to the Dashboards |
| **Normal course of events** | Employees will be able to select the item and view the calories of that item. There will not be any dynamic interaction of the calculated calorie with any other module in the application.  Calorie Calculator will be present under every program. |
| **Assumptions** | The Employee cannot manually add items. They need to select from the Database. This section will be only the part of programs, there will be no different section for calorie calculator. |
| **Screens** | Calorie Calculator Screen |

**Design UI Screenshots: To Be Added Later**

1. **Activity Cards - Employees**

|  |  |
| --- | --- |
| **Use Case id:** | 55 |
| **Use Case Name:** | Activity Cards - Employees |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 11-09-2020 |

|  |  |
| --- | --- |
| **Actor** | Employee |
| **Description** | Employees can start activity for their well being |
| **Preconditions** | Employees must be registered. Employees must have completed HRA and the reports should have been generated. |
| **Post-conditions** | Employees will be redirected to the Dashboards |
| **Normal course of events** | System will have a predefined set of activities, the employees need to select an activity and they can add the activity card to the dashboard. Employee he/she will be able to view the approx amount of calories burnt by him/her.  Employees can log their activity track. Employees will manually log the time of some activities and based on the time the calories will be displayed. Employees will be able to view the activity history.  Some of the activities will be linked to the wearables or any other native app and based on the wearables result, the activity result will be displayed. |
| **Assumptions** | HR will be able to view the activity history. HR will only be able to view the number of steps or the aggregated number just to see how active their employees are. Identities of the employees will not be revealed.  Super Admin have no concerns with the activity. |
| **Screens** | Activities List Screen Activities Detail Screen  Activities Results Screen Activities History Screen |

**Design UI Screenshots: To Be Added Later**

1. **Food - Employees**

|  |  |
| --- | --- |
| **Use Case id:** | 56 |
| **Use Case Name:** | Food - Employees |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 11-09-2020 |

|  |  |
| --- | --- |
| **Actor** | Employee |
| **Description** | Employees will be able to click the picture and upload pictures in the application. |
| **Preconditions** | Employees HRA reports should be generated. |
| **Post-conditions** | Employees will be redirected to the Dashboards. |
| **Normal course of events** | Employee will be able to create folders - The folder will be pre- defined, the employee needs to choose from the pre - defined folder.  First the employee will select the food and can view the calorie count which will be pre - defined, then Click picture and swipe picture in the folder. Employees can select quantities as well.  Any food - show calorie count  If the employee has added a food tracker in the activity cards, then only they will get the reminders/notifications.  All the food will be pre - defined |
| **Graphs** | Graphs will be generated based on their eating pattern - graphs will be generated on the basis of number of images but not the image detection. - Graph will be generated weekly. |
| **Assumptions** | Employees can view today’s food track and they can view history as well. Folders and Calories will be pre - defined. |
| **Screens** | Today’s Food Screen  History Screen  Add Food Screen |

**Design UI Screenshots: To Be Added Later**

1. **HRA Reports - Employees**

|  |  |
| --- | --- |
| **Use Case id:** | 57 |
| **Use Case Name:** | HRA Reports - Employees |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 14-09-2020 |

|  |  |
| --- | --- |
| **Actor** | Employee |
| **Description** | Employees will be able to view their HRA Reports. |
| **Preconditions** | Employees will be registered. |
| **Post-conditions** | Employees will be redirected to the Dashboards. |
| **Normal course of events** | Users will be able to view HRA reports such as HRA.Reports can be downloaded or shared in pdf. Native sharing will be possible |
| **Assumptions** | Employees will not be able to delete their reports. Based on the HRA reports the employees will be able to view recommendations which will be displayed in the insight section of the reports screen. |
| **Screens** | My Reports Screen |

**Design UI Screenshots: To Be Added Later**

1. **My Recommendations - Employees**

|  |  |
| --- | --- |
| **Use Case id:** | 58 |
| **Use Case Name:** | My Recommendations - Employee |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 15-09-2020 |

|  |  |
| --- | --- |
| **Actor** | Employees |
| **Description** | Employees will be able to view the personalised recommendations. |
| **Preconditions** | The Employees reports are generated. |
| **Post-conditions** | Employees will be redirected to the Dashboards. |
| **Normal course of events** | Based on the HRA reports the employees will be able to see personalised recommendations. |
| **Assumptions** | These recommendations will be fixed as per the answers provided by the employee. |
| **Screens** | Recommendations Screen |

**Design UI Screenshots: To Be Added Later**

1. **Insurance - Employees**

|  |  |
| --- | --- |
| **Use Case id:** | 59 |
| **Use Case Name:** | Insurance - Employees |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 13-10-2020 |

|  |  |
| --- | --- |
| **Actor** | Employees |
| **Description** | Employees will be able to view the insurances offered by the company. |
| **Preconditions** | The insurances should be already entered by the companies |
| **Post-conditions** | Employees will be redirected to the Dashboards. |
| **Normal course of events** | Employees will be able to view the insurances offered by the company. Employees can also view the insurance details. Employees can also view the document for the benefits and the link/document for their network.  The employees cannot buy the insurance from the application, their company will just offer them insurance.  The employees can download the insurance document in the PDF format. |
| **Assumptions** | Super Admin has nothing to do with the insurance. This section will be just informative for the employees. |
| **Screens** | Insurance List Screen |

**Design UI Screenshots: To Be Added Later**

1. **Insurance - HR, HR Admin**

|  |  |
| --- | --- |
| **Use Case id:** | 60 |
| **Use Case Name:** | Insurance - HR, HR Admin |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 13-10-2020 |

|  |  |
| --- | --- |
| **Actor** | HR, HR Admin |
| **Description** | Companies will add insurances and their details |
| **Preconditions** | HR should be registered. Every company should have the insurance plans bought from out of the system. |
| **Post-conditions** | HR will be redirected to the Dashboards. |
| **Normal course of events** | HR will be able to view the list of insurances added by them. They can also view the details of specific insurance. HR can also view the benefits of the particular insurance.   First the HR will add the company name and the expiry date then HR will add the Insurance plan and at the time of onboarding an employee, the HR will select the insurance plan for every employee.  In every company there will be maximum 3 plans. Each plan will have 2 documents or 1 document and link or just the link. HR can also update the insurance for every employee. HR can view the total number of members for every insurance plan. HR can delete the insurance plans as well. |
| **Assumptions** | Super Admin has nothing to do with the insurance |
| **Screens** | Insurance List Screen Add/Update/Delete Insurance Plan Screen |

**Design UI Screenshots: To Be Added Later**

1. **Settings - Employees**

|  |  |
| --- | --- |
| **Use Case id:** | 61 |
| **Use Case Name:** | Settings - Employees |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 13-10-2020 |

|  |  |
| --- | --- |
| **Actor** | Employees |
| **Description** | Employees will be able to manage the application settings from this section |
| **Preconditions** | Employees should be registered |
| **Post-conditions** | Employees will be redirected to the Dashboards. |
| **Normal course of events** | Employees can manage their Notification settings. They can also manage their profile. Employees can change the application password. They can also logout from this section.  Employees can also change the theme i.e. mode of the application. Employees can change themes from the profile section. |
| **Notifications Settings** | Employees can choose to enable or disable notifications for particular modules. Modules like - Chat, rewards, activities, etc. |
| **Assumptions** | There will be only two themes i.e. Light(Day) Mode and Dark (Night)Mode. There will be no feedback kind of functionality present in the system. |
| **Screens** | Settings Screen |

**Design UI Screenshots: To Be Added Later**

1. **Subscription Plan Management - HR Admin**

|  |  |
| --- | --- |
| **Use Case id:** | 62 |
| **Use Case Name:** | Subscription Plan Management - HR Admin |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 13-10-2020 |

|  |  |
| --- | --- |
| **Actor** | HR Admin |
| **Description** | The companies will get access to functionalities as per the subscription plan they choose. |
| **Preconditions** | The Subscription plans should be pre defined by the Super Admin and have to be assigned to the company. |
| **Post-conditions** | HR Admin will be able to access the functionalities according to their chosen plan |
| **Normal course of events** | HR Admin will just be able to view the details of the plans, while payments and subscription purchase part will be managed manually out of the system.  HR Admin will be able to view their purchased plan details as well. |
| **Assumptions** | Subscription Plans will be based on functionality. |
| **Screens** | Subscription List Screen Subscription Detail Screen |

**Design UI Screenshots: To Be Added Later**

1. **Subscription Plan Management - Super Admin**

|  |  |
| --- | --- |
| **Use Case id:** | 63 |
| **Use Case Name:** | Subscription Plan Management - Super Admin |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 13-10-2020 |

|  |  |
| --- | --- |
| **Actor** | Super Admin |
| **Description** | The Super Admin will define the Subscription Plans |
| **Preconditions** | For assigning any plan, the super admin should have added the company details. |
| **Post-conditions** | Once the plan is assigned by the super admin, the company can access the functionality based on their assigned plan. |
| **Normal course of events** | Super Admin will be able to view the companies and respective subscription plans. The plan will be fixed and non-editable. The plans and its respective module accessibility will be done manually out of the system.  The Super Admin can allocate the trial plan to any company as well. This will also be done from out of the system. Trial plan is nothing but another type of plan.  Upgrade and Downgrade plan |
| **Subscription Plan List** | https://www.dropbox.com/s/96rck9f4r4veg39/Subscription%20Plans%20-%20Modules.xlsx?dl=0 |
| **Assumptions** | The payment will be handled from out of the system. |
| **Screens** | Subscription List Screen Subscription Detail Screen |

**Design UI Screenshots: To Be Added Later**

1. **Role and Access Management - HR Admin**

|  |  |
| --- | --- |
| **Use Case id:** | 64 |
| **Use Case Name:** | Role and Access Management - HR Admin |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 13-10-2020 |

|  |  |
| --- | --- |
| **Actor** | HR Admin |
| **Description** | HR Admin can assign Roles and Responsibilities to other HRs of their company. |
| **Preconditions** | There should be HRs present in the company other than the HR Head. |
| **Post-conditions** | HR Admin will be redirected to the dashboard. |
| **Normal course of events** | This section will allow the HR head to provide access to different modules of the Company. Company HR will be able to access the modules only if the HR head has given him/her the access to that module.   The HR Admin can create access and then the Admin can give access to the users. The HR Admin will be able to view the statuses as well i.e. Active and Inactive. |
| **Modules** | Attendance  Notifications/ Announcement  Salary Management  Calendar  Insurance Management  HRA  Document Management  Leave Management  Challenges & Reward Program  Survey  Messaging  Reporting |
| **Actions** | Read Write Edit |
| **Assumptions** | The HR head can also remove and edit the access to the module. There will be only one HR Admin (Account Holder) |
| **Screens** | Role and Access Screen (Table) Particular HR Detail Screen Assign Access and Roles **Note:** Redesign screens and new screens for assigning roles |

**Design UI Screenshots: To Be Added Later**

1. **Role and Access Management - Super Admin - For Jivr**

|  |  |
| --- | --- |
| **Use Case id:** | 65 |
| **Use Case Name:** | Role and Access Management - Super Admin |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 15-10-2020 |

|  |  |
| --- | --- |
| **Actor** | Super Admin |
| **Description** | This section will allow Super Admin to provide access to different modules to the Sub Admins |
| **Preconditions** | Super Admin should be registered |
| **Post-conditions** | Super Admin will be redirected to the dashboard |
| **Normal course of events** | Super Admin will be able to manage all the Sub Admins available in the system. View list of all the Sub Admin available in the system. Add/ Edit/ Delete Sub Admin. Super Admin will be able to search Sub Admin.  Sub Admin will be able to access the modules only if Super Admin has given him/her the access to that module.  The Super Admin can create access and then the Admin can give access to the users. The Super Admin will be able to view the statuses as well i.e. Active and Inactive. |
| **Assumptions** | Super Admin can also remove the access to the module. Super Admin cannot give access to Sub Admins of the company.  There will be only one Super Admin(Priyanka Ji). |
| **Screens** | Role and Access Screen (Table) Particular User Detail Screen Assign Access and Roles **Note:** Redesign screens and new screens for assigning roles |

**Design UI Screenshots: To Be Added Later**

1. **Settings - HR Admin, HR**

|  |  |
| --- | --- |
| **Use Case id:** | 66 |
| **Use Case Name:** | Settings - HR Admin |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 14-10-2020 |

|  |  |
| --- | --- |
| **Actor** | HR Admin, HR |
| **Description** | HR will be able to manage their portal settings from this section |
| **Preconditions** | HR should be registered |
| **Post-conditions** | HR will be redirected to the Dashboards. |
| **Normal course of events** | HR can manage the following settings:  Theme Settings Salary Breakdown Leaves Settings - Leave Type  Department list/ setting Holiday List SMTP Settings Working Hours Insurance Plan Settings  Notifications  Security Setting  FAQ - Super Admin will create these. These will not be editable.  Privacy Policy - Super Admin will create these. These will not be editable.  Logout |
| **Theme Settings** | HR Admin can manage the following: Label Website Name  Company Brand  Logo and Iconography |
| **Notification Settings** | HR can enable or disable for notifications for themselves |
| **Security Setting** | HR can change their password from this section |
| **Assumptions** | HR needs to complete some settings before onboarding. If HR has not completed they will be prompted to complete it. |
| **Screens** | Settings Screen (Each Tab Screen) |

**Design UI Screenshots: To Be Added Later**

1. **Settings - Super Admin**

|  |  |
| --- | --- |
| **Use Case id:** | 67 |
| **Use Case Name:** | Settings - Super Admin |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 15-10-2020 |

|  |  |
| --- | --- |
| **Actor** | Super Admin |
| **Description** | Super Admin will be able to manage their portal settings from this section |
| **Preconditions** | Super Admin should be registered |
| **Post-conditions** | Super Admin will be redirected to the Dashboards. |
| **Normal course of events** | Super Admin will be able to manage Static Content Management: FAQ, Privacy Policy for employees and HR Admin. He/She will also have an option to Edit Profile. Super Admin can also Change Passwords. |
| **Assumptions** | Super Admin can anytime change the settings |
| **Screens** | Settings Screen |

**Design UI Screenshots: To Be Added Later**

1. **Employees Management - HR, HR Admin**

|  |  |
| --- | --- |
| **Use Case id:** | 68 |
| **Use Case Name:** | Employees Management - HR, HR Admin |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 14-10-2020 |

|  |  |
| --- | --- |
| **Actor** | HR, HR Admin |
| **Description** | HR will be able to view their company employees details and manage those details |
| **Preconditions** | HR should be registered |
| **Post-conditions** | HR will be redirected to the Dashboards. |
| **Normal course of events** | **Trends and Reports:** Total # of employees, Employees who are late, Employees who are on leave, import employees, export report, salary trends.  **Table:** View list of all the Employees available in the system. HR can filter the listing. HR can export the listing with information (.csv/ .xlsx). HR can search Employees by Name.  HR can Add/ Edit/ Delete Employee. HR will be able to send the invitation to the Employee via a link and request him/her to install and login in to the app.  By clicking on any employee the HR will be able to view the employee details. |
| **Employee Details** | Profile Details  Attendance Details (Punching details): export in .csv/ .xlsx  Documents  Insurance Documents: HR can edit  Salary Details: HR can edit  Rewards  Badges  Leaves taken and available - Export .csv/ .xlsx |
| **Import** | The HR can download the template. This template will be defined by super admin. The HR will import the CSV or excel file in the template. The employees whose information is imported in the template will receive an invitation email. |
| **Assumptions** | The invitation email will be pre defined |
| **Screens** | Employees List Screen (Dashboard) Employees Detail Screen Add Employee Screen |

**Design UI Screenshots: To Be Added Later**

1. **Company Management - Super Admin**

|  |  |
| --- | --- |
| **Use Case id:** | 69 |
| **Use Case Name:** | Company Management - Super Admin |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 15-10-2020 |

|  |  |
| --- | --- |
| **Actor** | Super Admin |
| **Description** | This section will allow the Super Admin to manage all the Companies in the system. |
| **Preconditions** | Super Admin should be registered |
| **Post-conditions** | Super Admin will be redirected to the Dashboards. |
| **Normal course of events** | Super Admin can View/ Add/ Edit Companies in the system. View list of all the Companies available in the system. They can also Search/ Filter Companies.Super Admin will be able to view the subscription plan of the selected Company. He/She can Delete(Diable) Company as well.  One of the menu items will be companies. |
| **Trends and Charts** | Monthly Trends of companies and their employees Active Companies Total Number of Employees of the Company  Companies based on subscription plans |
| **Table** | Sr. No Name Industry Subscription Plan Plan Expiry Date Number of Employees Contact Person: Name and Email Action |
| **Fields which are to be added by Super Admin while adding the company** | Company Name  Logo  Address – (Building name, street, office number, Po Box, Emirates & City)  Corporate Email ID – Invoice  Website  Parent Company Name  # of Locations  Year Established  Type of Business  Industry/ Sector  Primary Contact Name  Primary Contact Email  Primary Contact #  Primary Contact Designation  Add Contact(s)  Plan Name  Plan start date & end Date  Upload copy of Contract  SMTP details Number of Employees |
| **Assumptions** | Once company is on-boarded, email to be sent to registered email to login the HR portal and choose password |
| **Screens** | Company List Screen (Dashboard) Company Detail Screen Add Company Screen |

**Design UI Screenshots: To Be Added Later**

1. **Notifications - Employee**

|  |  |
| --- | --- |
| **Use Case id:** | 70 |
| **Use Case Name:** | Notifications - Employee |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 15-10-2020 |

|  |  |
| --- | --- |
| **Actor** | Employee |
| **Description** | Employee will be able to view notifications |
| **Preconditions** | Employee should be registered |
| **Post-conditions** | Employees will be redirected to the Dashboards. |
| **Normal course of events** | User will receive notifications on dashboard on below events:  Document expiry  Reminder to complete survey  Activity reminder  Birthday  Work Anniversary  leave approval/ rejection  Message received  Call received User added to group  Badge unlocked Points allocated  Program Reminder  Challenge Completed  Challenge Started  Reward/Voucher redeemed HR send request to update a document  Event is added  Survey added  Wellness Section unlocked HR Notification Super Admin Notification Retake HRA |
| **Assumptions** | Set personal notification like reminders:  Employee can set the notification by adding date, time and note  Add Notification  Edit Notification  Delete Notification **Note:** Linked with calendar |
| **Screens** | Notification List Screen Notification Detail Screen |

**Design UI Screenshots: To Be Added Later**

1. **Notifications - HR, HR Admin**

|  |  |
| --- | --- |
| **Use Case id:** | 71 |
| **Use Case Name:** | Notifications - HR, HR Admin |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 15-10-2020 |

|  |  |
| --- | --- |
| **Actor** | HR, HR Admin |
| **Description** | User will be able to receive notifications and also will be able to send the notifications |
| **Preconditions** | Users should be registered |
| **Post-conditions** | Users will be redirected to the Dashboards. |
| **Normal course of events** | Users can send notifications to any individual for any updates and send to multiple. Users can send notification to all or to selected (gender, age, department or all)  User will receive notifications on dashboard on below events:  Document expiry of every employee  Birthday of every employee  Work Anniversary of every employee  leave Request of every employee  Message received  Call received |
| **Assumptions** | Users can customise notifications for themselves via calendar. |
| **Screens** | Notification List Screen Notification Detail Screen Add Notification Screen |

**Design UI Screenshots: To Be Added Later**

1. **Notifications - Super Admin**

|  |  |
| --- | --- |
| **Use Case id:** | 72 |
| **Use Case Name:** | Notifications - Super Admin |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 15-10-2020 |

|  |  |
| --- | --- |
| **Actor** | Super Admin |
| **Description** | Super Admin will be able to receive notifications and also will be able to send the notifications |
| **Preconditions** | Super Admin should be registered |
| **Post-conditions** | Super Admin will be redirected to the Dashboards. |
| **Normal course of events** | Super Admin can send notifications to any individual for any updates and send to multiple. Users can send notification to all or to selected using filter (gender, age, company)  Super Admin will receive notifications on dashboard on below events: Company Plan Expiring |
| **Assumptions** | Super Admin can send notifications to companies as well as employees. They can send notifications to any employees and can make custom groups. |
| **Screens** | Notification List Screen Notification Detail Screen Add Notification Screen |

**Design UI Screenshots: To Be Added Later**

1. **Reports - HR, HR Admin**

|  |  |
| --- | --- |
| **Use Case id:** | 73 |
| **Use Case Name:** | Reports - HR, HR Admin |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 15-10-2020 |

|  |  |
| --- | --- |
| **Actor** | HR, HR Admin |
| **Description** | HR will be able to view the reports and can apply filters on the reports |
| **Preconditions** | HR should be registered |
| **Post-conditions** | HR will be redirected to the Dashboards. |
| **Normal course of events** | HR can view multiple reports of their company |
| **Growth of employee month on month/ New employees** | HR can apply the following filters: Company - filter Department - filter Trend based on the time i.e. month |
| **Employee/ Headcount** | HR can apply the following filters:  In Company By department  Gender  Age range  By manager  Nationality  By Work location  By Home location  Insurance Plan |
| **Attendance** | # of hour worked per employee this week/ month  # of hours worked by employee by department HR can apply the following filters on the above mentioned reports: By Employee By Department Date range |
| **Leaves and Holidays** | # of holidays  HR can apply the following filters on the above mentioned reports: By Month By Year  List of absent employees by  HR can apply the following filters on the above mentioned reports: Department Date/ month Gender Type of leave  Leave Balance HR can apply the following filters on the above mentioned reports: Department Employee Type of leave  Duration of absence in days each employee (from - to days of leave) HR can apply the following filters on the above mentioned reports: Department Employee Type of leave  # of employee on leave this today, week, month |
| **Document** | List of missing documents Expiring document HR can apply the following filters on the above mentioned reports: Date range By Employee By Department By Document name/ type |
| **Salary** | Average gross salary per employee Complete Salaries and breakdown  HR can apply the following filters on the above mentioned reports: By Employee By Department |
| **HRA** | Company HRA report |
| **Survey** | Survey completed & status report (Survey name, start date, end date, status, # of questions, # of participants, # of responses)  All survey reports (name of survey, start date, end date, # of questions, # of participants, # of responses) - Filter by Date range  Completed survey report (name of survey, start date, end date, # of questions, # of participants, # of responses) - Filter by Date range  Open survey report (start date, end date, # of questions, # of participants, # of responses) - Filter by Date range |
| **Rewards and Challenges** | Points earned # of employee participated per challenge # of employees completing each challenge # of rewards redeemed HR can apply the following filters on the above mentioned reports: Department Employee Gender  Date |
| **Assumptions** | HR can apply multiple filters |
| **Screens** | Reports Screen |

**Design UI Screenshots: To Be Added Later**

1. **Reports - Super Admin**

|  |  |
| --- | --- |
| **Use Case id:** | 74 |
| **Use Case Name:** | Reports - Super Admin |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 15-10-2020 |

|  |  |
| --- | --- |
| **Actor** | Super Admin |
| **Description** | Super Admin will be able to view the reports and can apply filters on the reports |
| **Preconditions** | Super Admin should be registered |
| **Post-conditions** | Super Admin will be redirected to the Dashboards. |
| **Normal course of events** | Super Admin can view multiple reports of all the companies |
| **Users – only numbers, the identity will be not revealed** | HR can apply the following filters: Active users - Logging in at least once a month (or any other definition) Gender Age range Platform – Android or iOS Office Location Home Location Nationality Company Date |
| **HRA report - Identity will not be revealed** | Aggregated for all user Specific company  HR can apply the following filters on the above reports: Gender Age range Specific company |
| **Company/ client report** | HR can apply the following filters: Subscription Plan type Subscription Plan expiry date range By location By Industry By employee size |
| **Challenges & Reward Report** | # of employee participated per challenge # of employees completing each challenge # of rewards redeemed HR can apply the following filters on the above mentioned reports: Company Gender Date |
| **Document** | List of missing documents Expiring document HR can apply the following filters on the above mentioned reports: Date range By Employee By Department By Document name/ type |
| **Salary** | Average gross salary per employee Complete Salaries and breakdown  HR can apply the following filters on the above mentioned reports: By Employee By Department |
| **Survey – surveys created by company will not be displayed** | Survey complication & status report (Survey name, start date, end date, status, # of questions, # of participants, # of responses)  All survey reports (name of survey, start date, end date, # of questions, # of participants, # of responses) - Filter by Date range  Completed survey report (name of survey, start date, end date, # of questions, # of participants, # of responses) - Filter by Date range    Open survey report (start date, end date, # of questions, # of participants, # of responses) - Filter by Date range |
| **Assumptions** | Super Admin can apply multiple filters |
| **Screens** | Reports Screen |

**Design UI Screenshots: To Be Added Later**

1. **Dashboard - Employee**

|  |  |
| --- | --- |
| **Use Case id:** | 75 |
| **Use Case Name:** | Dashboard - Employee |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 15-10-2020 |

|  |  |
| --- | --- |
| **Actor** | Employee |
| **Description** | Employees can easily navigate through the application from the dashboard |
| **Preconditions** | Employees should be registered |
| **Post-conditions** | Employees will be redirected to the Dashboards. |
| **Normal course of events** | Punch in: Punch out and Timer Card of notification Card of activities Menu Profile Quick Menu |
| **Assumptions** | Employees can add multiple cards on the dashboard |
| **Screens** | Dashboard Screen |

**Design UI Screenshots: To Be Added Later**

1. **Dashboard - HR and HR Admin**

|  |  |
| --- | --- |
| **Use Case id:** | 76 |
| **Use Case Name:** | Dashboard - HR and HR Admin |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 15-10-2020 |

|  |  |
| --- | --- |
| **Actor** | HR, HR Admin |
| **Description** | HR can easily navigate through the website from the dashboard |
| **Preconditions** | HR should be registered |
| **Post-conditions** | HR will be redirected to the Dashboards. |
| **Normal course of events** | # of employees card # of employees on leave card # of employee late to office card Open survey – Name – End date & % completion List of Notification (document to expiry, chat, request for leave, reward redeemed, etc.) Upcoming birthdays & work anniversaries Calendar Challenges & Rewards - # of active challenges, # of rewards redeemed (30 days) |
| **Assumptions** | HR cannot customise their dashboard |
| **Screens** | Dashboard Screen |

**Design UI Screenshots: To Be Added Later**

1. **Dashboard - Super Admin**

|  |  |
| --- | --- |
| **Use Case id:** | 77 |
| **Use Case Name:** | Dashboard - Super Admin |
| **Created by:** | Sakshi Mangwani |
| **Last updated by:** | 15-10-2020 |

|  |  |
| --- | --- |
| **Actor** | Super Admin |
| **Description** | Super Admin can easily navigate through the website from the dashboard |
| **Preconditions** | Super Admin should be registered |
| **Post-conditions** | Super Admin will be redirected to the Dashboards. |
| **Normal course of events** | # of active users card # of active customer # of active trial customers Customer table – Name, Plan name, # of employee, industry, plan expiry date Calendar view Challenges & Rewards - # of active challenges, # of rewards redeemed (30 days) (initiated by Super Admin) Open survey – Name – End date & % completion – (Initiated by Super Admin) |
| **Assumptions** | Super Admin cannot customise their dashboard |
| **Screens** | Dashboard Screen |

**Design UI Screenshots: To Be Added Later  
  
Assumptions**

* Application will be developed in English Language only.
* It will support Portrait mode only.
* Company Logo creation/development will not be a part of Project development unless agreed as a part of scope section.
* All data or Content which we need to display on the application will be fetched from the server at the time of application running. No data will be stored on the device locally.
* Application data will be managed through Web Based Admin Panel (CMS) by Application Admin and for that Yudiz Solutions will develop required Database.
* Web Service will be developed by Yudiz to fetch data from the Database and Application.
* Application will have predefined Push Notifications which will be fixed at the time of development.
* Clients need to provide Root Access for the database when they choose Yudiz Solutions to set up a site on Live Server with all required access on Server. Alternatively Yudiz Solutions can upload source code on the requested location of the client server where the client will take care of the set up part directly on their own.

## 

## **Dependencies**

* Available Application designs in PSD/AI format.
* On confirmation & formal sign off of Wireframe (With business logic) & Graphics, Development will be started.

## **Constraints**

* The internet connection is a constraint for the application since it fetches data from the database over the internet.
* Application must run in the foreground to transmit/Get current position Data. Accuracy of GPS Position will be depending on GPS signals supported by the country