<center>**Triton Work Box Software:**</center>

Desktop Application for Employees:

Dashboard - Updates on the current on going task and their details

Weekly deliverables - Tasks and Sub tasks for the week.

Current Active task and its details like the Project details, task details, Estimated hours, No of hours logged so far, etc.

Application should pop-up every one hour for collecting the inputs from the person.

The person using the application will have options to Pause the task & continue the task after sometime but the person has to give a reason for pausing the task in the paragraph box. If the task is paused, the time calculation for the no of hours for this task will be paused till continue is clicked to resume the work.

If the person is taking a break, there should be a option to make an entry. It has be available in the summary of the report.

Also the person once the work is over, it can be marked as complete in the software, any comments if the person wants to leave, he can leave in a paragraph box.

If the actual work hours spent is more than the allotted hours, the person has to give reason for that in the paragraph box when they click on complete task.

Then the person can move to the next task by selecting the task from the weekly deliverables sheet.

Weekly deliverables sheet will be filled based on the entries made by the person like the Start time and end time, Pending, incomplete, pending reason, actual start date , end date, task status - Not worked, pending, incomplete, Paused, etc.

Pending tasks for the day has to be summarised for each person.
Pending reason should be given by the person

End of the report has to be notified for both the person and the admin for each employee like the below image

Employee :Tamilarasan(TRI00013)

PROJECT	TASK	SUB TASK	TIMING
Break	Break/Lunch	Loged in	10:54:04 - 10:54:43
INTERNAL	General	Estipro jira issues	10:54:43 - 12:54:18
INTERNAL	General	Estipro jira issues	12:54:18 - 15:55:47
INTERNAL	General	Propmall UI fixed	15:55:47 - 16:54:09
INTERNAL	General	Propmall UI fixed	16:54:09 - 18:04:29
INTERNAL	General	Estipro UI Design	18:04:29 - 18:54:09
INTERNAL	General	Estipro UI Design	18:54:09 - 19:54:56
INTERNAL	General	Estipro UI Design	19:54:56 - 20:54:08

WorkBox auto generated Mail. **Daily Report of** Tamilarasan(TRI00013)

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For admin Panel:

Side menu:

Dashboard. - Report which we can focus after completing other things.

Master.
   Designation / Role - Create, edit, delete, Permissions
   Projects - Create, Edit, delete
   Create Tasks - Create, Edit, delete.
   Create Sub Tasks - Create, Edit, delete.
   Employee Management - Create, Edit, Delete.

Daily report - Employee wise & date wise.
Attendance report.

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Designation/Role:
Designation Name.
Permission for access different modules.
 A) Designation.
 B) Projects, Task & Sub Task, WBS upload
 D) Attendance report
 E) Daily Report
 D) Employee Management

Employee management:
Employee Name
Contact No
Employee No
Designation
Reporting to - Should be select option of the list of employees
Passport No
Address
Documents of the employee to be updated by HR.

View employees - Details of the employee along with the list of projects in which he/she is assigned,

Later point of time, we should be able to split the employees into teams. Should have the ability to create a team, assign the employee to the team, assign a reporting person etc. (This is in the future not necessary now).

Project:
Name of the company
Contact person
Contact No
Emergency Contact no
Brief of the project.
Attachments - Project requirement document, WBS, Solution document, UI Screens,
                    Sketches, etc.
Testing deadline:
Delivery Deadline:
Project completion date:
Employee Mapping - Should be able to multi select the employees for a project.

View Project details table will have the information about the projects, documents, etc.
Should have information on the no of pending tasks and the associated team assigned to
that tasks, pending reason given by the person should also be available.

Daily EOD report:
Should have the information about the daily report.

End of the report has to be notified for both the person and the admin for each employee like the
below image including the login time, logout time, break time, etc.

Employee :Tamilarasan(TRI00013)

PROJECT	TASK	SUB TASK	TIMING
Break	Break/Lunch	Loged in	10:54:04 - 10:54:43
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WorkBox auto generated Mail. **Daily Report of** Tamilarasan(TRI00013)

Attendance report - Should mark attendance at the EOD once the person logs in to the system for
the day and logs out for the day. Can use similar one like the one used for DCS Application (BSS
clone) Attendance.