Plan out how to do the video here, maybe we can do by use case

**Main Features**

**1. Login/Logout**

* When wrong username or password is entered, an error message is shown to prompt user to reenter
* Both fields need to be entered
* After logging in, shows a home page with user’s name displayed
* Navigation bar allows user to navigate to the different functions

**2. Submit Leave Application (Employee + Manager)**

* Able to change leave types between annual leave, medical leave, compensation leave by drop down
* Able to fill in leave period
  + Ensures end date is after start date
  + Start date and end date are working days
  + Annual Leave:
    - Leave period is <= 14 calendar days, weekends / public holidays are excluded
    - Otherwise, weekends / public holidays are included
    - Contact field shown
  + Compensation leave:
    - When selected, a half day checkbox appears to reduce the duration by half a day if the employee is planning to take half day leave
* Calculates duration of the leave and compares it to the balance left, shows message if exceeded
* Leave period, reason and leave type are mandatory details
  + Error message when reason is not filled in
* **Email Interaction**
  + When leave is submitted, show that there is an email notification

**3. View Personal Leave History (Employee + Manager)**

* Employees are able to view their leave history by clicking “View Personal Leave History”
* Only shows record of the current year (ordered by leave start date)
* Records are in table form

**4. Manage Leave Application (Employee + Manager)**

* As per statechart diagram
  + “Edit/Delete” links are shown for leaves with status “Applied” or “Updated”
  + “Cancel” link is shown for leaves that are “Approved”
* By clicking “Edit/Delete”, shows the detailed view of the leave and allows user to edit
* Clicking “Delete” will prompt an alert to confirm that user wants to delete
* Same for cancellation

**5. View Application for Approval (Manager)**

* Managers can view the leave applications of the subordinates under them by selecting “View Leave Application for Approval”
* Leave records are in table form
* Leaves are grouped by employee’s name
* Leaves with status “Applied” and “Updated” are displayed here

**6. Approve/Reject Leave (Manager)**

* When manager clicks on “Details”, manager can view the employee’s leave details (which are read only)
* On the right side, displays the list of approved leaves in the same leave period as the current leave application for the manager to decide on approval more easily
* The manager can select to Approve or Reject the leave
* If “Reject” is selected, comments are required
* If “Approve” is selected, comments are not compulsory
* After the Manager confirms the outcome, they are brought back to the “View Application for Approval” page and the leave they have just approved or rejected will not be found here anymore
* **Email Interaction**
  + When leave is processed, show that there is an email notification

**7. View Employee Leave History (Manager)**

* Managers can view the complete leave history of their subordinates by clicking “Subordinate Leave History”
* This works similar to “View Personal Leave History” and lists the leaves of all their subordinates under them for the current year
* The leaves are ordered by start date
* **Pagination**
* Pagination is done on Subordinates’ Leave History and Employees’ Personal Leave History
* Default is 10 results per page and this can be changed by clicking the drop down
* The user can go to previous and next pages by clicking on the links below

**8. Manage Staff & 9. Manage Approval Hierarchy (Admin)**

* Create user
  + Admin are able to create users (admin, employee or manager)
  + The are able to select from the drop down, the user’s role and enter the user’s details such as name, username and password
  + When “Employee” is selected, there is a drop down for the admin to select the new employee’s manager to assign
  + When Manager is selected, a field is shown where admin can select the Manager’s employee
  + After created, user is redirected to the home page
* Edit user
  + To edit a user, select “Edit/Delete User” which shows a search page to search for the admin to edit
  + We can search by name or by role
  + The search results will be shown and admin can click on the “Edit/Delete” hyperlink of the user they would like to work on
  + The details of the user will be shown
  + Things to note:
    - Manager cannot change role to admin or employee unless the employees under them have been assigned to another manager (to maintain referential integrity), but still able to edit other attributes like name and username
    - When new employees are being assigned to the manager, the employee’s manager will be replaced by the current manager
* Delete user
  + Not able to delete manager until the employees under them have been assigned to another manager (to maintain referential integrity)
  + Deleting a user will prompt message to confirm deletion before user is deleted

**10. Manage Leave Types & 11. Manage Leave Entitlement (Admin)**

* Admins can edit the leave quota of the different leave types (namely annual leave and medical leave)
* The can create new leave quotas for the next year or edit current year quotas

**11. REST Controller and Repository**

* (I put CRUD of leave quota as REST controller, not sure about you all)

**12. Public Holidays**

* Admin can create public holidays for the year by clicking “Create Public Holiday”
* After adding the public holidays, we can see the date becomes invalidated in the calendar when adding leave or editing leaves
* Admin can also edit or delete existing public holiday objects

**Optional Features**

**1. Claim Compensation**

* Employees can submit compensation claims when they worked overtime which contributes to the claiming of compensation leaves
* Compensation claims are counted in hours and the duration will be round down to the nearest 15 minutes to keep track of the hours more easily

**2. Approve Compensation Claim**

* Similar to approving leaves, managers can view their subordinates' claims for approval
* A table form showing all the claims with “Applied” status will be shown
* Managers can click on “Details” to view the details of the claim and select “Approve” or “Reject”
* After the approval process, the admin is brought back to the view claims table to continue approving outstanding claims

**3. Reporting**

* Managers are able to produce report views
* Employee on annual/compensation/medical/all leave during a selected period
  + Managers can find all leaves of their employees within a selected period of time by entering the start and end dates and clicking search
  + The list of leaves will be displayed in table format, ordered by leave start date
  + “Export To CSV” button allows managers to download the data in CSV file format
* Compensation claims for all/particular employee
  + Managers can enter the name of an employee to find his/her compensation claims which have been approved
  + Compensation claims are displayed in table form and ordered by claim date
  + Also able to export the data

**4. Movement Register**

* The movement register is accessible from the home page by the navigation bar
* It is available to all employees
* When clicked, it displays a table of approved leaves of all employees for the current month
* Users can navigate to the previous and next month using a dropdown choice list