User Profile Section

1. **User Profile Section**:
    a. **No changes required** in this section.

User Details Section: (Pending)

2. **User Details Add Form**:
    a. **Remove the following fields** from the form:
        i. Digital Signature User with Date
        ii. Digital Signature Verified By
        iii. Last Information Check by Date
        iv. Post Name
3. **User Details Edit Form**:
    a. **Remove the following fields** from both the display and upload functionality:
        i. Digital Signature User with Date
        ii. Digital Signature Verified By
        iii. Last Information Check by Date
        iv. Post Name
4. **User Details View Section**:
    a. **Remove the display and upload functionality** for the following fields:
        i. Digital Signature User with Date
        ii. Digital Signature Verified By
        iii. Last Information Check by Date
        iv. Post Name
    b. **Verify the digital signature** of user details using an OTP sent to the user's registered mobile number.
    c. Once the digital signature of user details is verified:
        i. Display the user details in the **pending section** of the related area clerk or staff.
5. **Clerk Digital Signature Verification**:
    a. After the **clerk** verifies the digital signature of user details:
        i. The user details should appear in the **pending section** of the related area.
        ii. The forwarded staff or HOD should have the ability to **view** the details and be provided with **Approve** and **Reject** buttons for digital verification.

6. **Forwarded Staff/HOD Verification**:
    a. Upon clicking the **Approve** button, an OTP modal should appear:
        i. If the role is HOD, the OTP should be verified before approving.
        ii. If the role is staff, the user details should be **forwarded** to the HOD or the next staff in line, along with an OTP field.
        iii. If the OTP is successfully verified, the status of the user details should be updated to **Approved**.
        iv. If the OTP verification fails, no changes should be made to the status.
7. **HOD Verification Process**:
    a. If the verification is done by the **HOD**:
        i. The user details should be displayed on the **index page** with a **checkmark** indicating the status of the clerk and HOD.
        ii. The status should change to **Approved**.
    b. If the details are **Rejected**, a modal should appear for the user to enter the **rejection description**. Once submitted, the status will change to **Rejected**, and this will be reflected on the index page.

Transfer and Joining Workflow (Pending):

1. **Transfer and Joining Add Form**:
    a. **Remove the following fields**:
        i. Digital Signature User
        ii. Digital Signature HOD
        iii. Digital Signature Clerk
2. **Transfer and Joining Edit Form**:
    a. **Remove the display and upload functionality for the following fields**:
        i. Digital Signature User
        ii. Digital Signature HOD
        iii. Digital Signature Clerk
3. **Transfer and Joining View Section**:
    a. **Remove the display and upload functionality for the following fields**:
        i. Digital Signature User
        ii. Digital Signature HOD
        iii. Digital Signature Clerk
4. **Digital Signature Verification using OTP**:
    a. **Verify the digital signature** of the transfer or joining details using an OTP sent to the **user's registered mobile number**.
5. **Post Verification**:

   a. **After verifying the digital signature**:
      i. The transfer/joining details will be moved to the **pending section** of the **related area clerk** or **staff**.
6. **Clerk Digital Signature Verification**:
   a. After the **clerk verifies the digital signature** of the transfer or joining details:
      i. The transfer/joining request should appear in the **pending section** of the **related area staff** or **HOD**.
      ii. The **forwarded staff or HOD** will have the ability to view the details with **Approve** and **Reject** buttons.
7. **Forwarded Staff/HOD Verification**:
   a. When the **Approve** button is clicked:
      i. A **modal** will appear to verify the **OTP**.
      ii. If the role is **HOD**, the OTP must be verified before approval.
      iii. If the role is **Staff**, the details will be **forwarded to the HOD** or the **next staff** in the line for approval, along with an **OTP field**.
      iv. If the OTP is successfully verified, the status of the **transfer/joining** details will be updated to **Approved**.
      v. If OTP verification fails, no changes will be made to the status.
8. **HOD Verification Process**:
   a. If the **HOD** verifies the transfer or joining details:
      i. The details will be displayed on the **index page** with a **checkmark** showing both **Clerk** and **HOD status**.
      ii. The **status** will change to **Approved**.
9. **Rejection Process**:
   a. If the details are **Rejected**:
      i. A **modal** will appear prompting the user to enter a **rejection description**.
      ii. Once the reason is submitted, the status will change to **Rejected** and this will be reflected on the **index page**.

Other Receipt Section: Button Functionality Implementation:

1. **Change Dropdown to Buttons**:
   a. Replace the dropdown that currently holds the actions (**Send**, **Send & Sign**, and **Reject**) with three separate buttons for each action.
2. **Send Button Functionality**:
   a. **Button**: "Send"

   b. **Action**: When the **Send** button is clicked, the receipt application should be forwarded to the selected **staff** or **HOD** without verifying any signature.
   c. The application status should be updated to **Forwarded**.
   d. The application should now appear in the **Pending Request** section of the selected **staff** or **HOD**.
3. **Send & Sign Button Functionality**:
   a. **Button**: "Send & Sign"
   b. **Action**: When the **Send & Sign** button is clicked:
      i. A modal should appear with a list of **Staff/HOD** options and an **OTP field**.
      ii. Upon entering and verifying the OTP:
         1. The **digital signature** will be verified.
         2. The application should be forwarded to the selected **staff** or **HOD** with a verified signature.
         3. The application status should be updated to **Verified & Forwarded**.
         4. The application should now appear in the **Pending Request** section of the selected **staff** or **HOD**.
4. **Reject Button Functionality**:
   a. **Button**: "Reject"
   b. **Action**: When the **Reject** button is clicked:
      i. A modal should appear asking for a **rejection reason**.
      ii. Once the rejection reason is submitted, the application status should be updated to **Rejected**.
      iii. The application should now be visible in the index page with the **Rejected** status.
5. **Pending Request Section**:
   a. The **Pending Request** section for both the **staff** and **HOD** should now show the respective **receipt applications** forwarded to them based on whether the action was **Send** or **Send & Sign**.
   b. The status of the receipt should update accordingly (e.g., **Forwarded** or **Verified & Forwarded**) depending on whether the signature was verified or not.

Affidavit Section: Workflow and Field Modifications (Pending)

1. **Remove Fields from Affidavit Forms**:
   a. **Affidavit Add Form**:
      i. Remove the following fields:

        1. **Witness Signature**
        2. **HOD Signature**
        3. **Clerk Signature**
   b. **Affidavit Edit Form**:
      i. Remove the display and upload functionality for the following fields:
         1. **Witness Signature**
         2. **HOD Signature**
         3. **Clerk Signature**
   c. **Affidavit View Section**:
      i. Remove the display of the following fields:
         1. **Witness Signature**
         2. **HOD Signature**
         3. **Clerk Signature**
      ii. Instead of showing these fields, add buttons for the respective actions: **Send**, **Send & Sign**, and **Reject**.

Button Functionality for Affidavit Section

1. **Send Button**:
   a. **Button**: "Send"
   b. **Action**: When the **Send** button is clicked, the affidavit application should be forwarded to the selected **staff** or **HOD** without verifying any signature.
   c. The application status should be updated to **Forwarded**.
   d. The affidavit application should now appear in the **Pending Request** section of the selected **staff** or **HOD**.
2. **Send & Sign Button**:
   a. **Button**: "Send & Sign"
   b. **Action**: When the **Send & Sign** button is clicked:
      i. A modal should appear with the following fields:
         1. **Select Staff or HOD** (Dropdown for forwarding)
         2. **OTP Field**
      ii. Once the OTP is verified:
         1. The **digital signature** should be verified.
         2. The application should be forwarded to the selected **staff** or **HOD** with the verified signature.
         3. The application status should be updated to **Verified & Forwarded**.

    4. The affidavit application should now appear in the **Pending Request** section of the selected **staff** or **HOD**.
3. **Reject Button**:
    a. **Button**: "Reject"
    b. **Action**: When the **Reject** button is clicked:
        i. A modal should appear asking for a **rejection reason**.
        ii. Once the reason is provided and submitted, the application status should be updated to **Rejected**.
        iii. The affidavit application should be visible on the index page with the **Rejected** status.

Witness OTP Verification Workflow

1. **Witness Verify Button**:
    a. **Button**: "Witness Verify"
    b. **Action**: When the **Witness Verify** button is clicked:
        i. A modal should appear with the following fields:
            1. **Mobile Number Field**: Enter the mobile number of the witness.
        ii. Upon clicking **Submit**:
            1. An OTP should be sent to the provided mobile number.
        iii. **OTP Verification**:
            1. If the OTP is verified successfully:
                a. The **Witness Signature** will be marked as verified.
                b. The affidavit application status will be updated to **Witness Verified**.
            2. If the OTP verification fails, no changes should be made, and the user should be prompted to re-enter the correct OTP.

Clerk and HOD Digital Signature Verification:

1. **Clerk Verify**:
    a. Once the affidavit is **witness verified**, the clerk will have the option to **Send**, **Send & Sign**, or **Reject** the application.
    b. If **Send & Sign** is selected, an OTP should be verified for the **Clerk**'s digital signature.

2. **HOD Verify**:
    a. Once the clerk has processed the application, the **HOD** will receive the affidavit in their **Pending Request** section.
    b. The **HOD** can choose to **Send**, **Send & Sign**, or **Reject**.
    c. If the **Send & Sign** option is selected, an OTP should be verified for the **HOD**'s digital signature.

Achievement Section: Workflow ((Pending))

1. **Achievement Add Form**:
    a. No fields should be removed.
    b. The clerk will verify the achievement, and it will be forwarded to the HOD for approval.
2. **Achievement Edit Form**:
    a. The form remains unchanged, with no fields removed.
    b. Achievements can still be edited as usual, and any necessary data can be updated.
3. **Achievement View Section**:
    a. This section will show the achievement details, along with the following buttons:
        i. **Send**
        ii. **Send & Sign**
        iii. **Reject**

Audit Section Workflow ((Pending))

1. **Audit Add Form**:
    a. **Removed Fields**:
        i. **Clerk Signature**
        ii. **Auditor Signature**
    b. No digital signatures for **Clerk** or **Auditor** are collected at the add form level.
    c. The audit data will be submitted for further verification and processing by the **Clerk** and **Auditor** through the workflow.
2. **Audit Edit Form**:
    a. **Removed Fields**:
        i. **Clerk Signature**
        ii. **Auditor Signature**

    b. The form allows editing of audit details, but no signature fields for the **Clerk** or **Auditor** should be included.
3. **Audit View Section**:
    a. This section will display audit details along with the buttons:
        i. **Send**
        ii. **Send & Sign**
        iii. **Reject**

Document Approval Workflow: (Done)

1. **Document Addition for Selected User**:
    a. When a document is added for any selected user, the related **Clerk** and **Staff** will see this document in their **Pending Request** section.
2. **Document View Page**:
    a. The **View Page** will display two buttons:
        i. **Approve**
        ii. **Reject**
3. **Approve Button (Clerk Action)**:
    a. When the **Clerk** clicks the **Approve** button:
        i. A **modal** will appear with the following fields:
            1. **Select Staff/HOD**: Dropdown to select the staff or HOD to whom the document will be forwarded.
            2. **OTP Field**: Input field for verifying the OTP to confirm the action.
        ii. If the **OTP** is successfully verified:
            1. The document will be verified from the **Clerk's end**.
            2. The document request will be forwarded to the selected **Staff/HOD** for further action.
        iii. The selected **Staff/HOD** will see the document request in their **Pending Request** section.
4. **Staff/HOD Action on Document**:
    a. The **Staff** or **HOD** who receives the document request will have the following options on the document's **View Page**:

i. **Approve**
ii. **Reject**

5. **Approve Button for Staff/HOD**:
   a. When the **Staff/HOD** clicks the **Approve** button:
      i. A **modal** will appear to verify the **OTP**.
      ii. The **OTP** will be used to confirm the approval action.
      iii. If the OTP is verified successfully:
         1. The document status will be updated to **Approved**.
         2. The document will be marked as **Approved** from the **HOD's or Staff's end**.
         3. The document's status will be updated across the system.
6. **Reject Button**:
   a. If the **Reject** button is clicked (by either **Clerk**, **Staff**, or **HOD**):
      i. A **modal** will appear to input a **Rejection Reason**.
      ii. The user will need to submit the rejection reason.
      iii. Once the reason is submitted, the document status will be updated to **Rejected**.
7. **Document Status Update**:
   a. After the **Approve** or **Reject** actions:
      i. If **Approved**: The document status will be marked as **Approved** in the system and will be shown in the index page with the approved status.
      ii. If **Rejected**: The document status will be marked as **Rejected**, and the rejection reason will be saved and shown in the document view.
      iii. Both actions will reflect in the respective user's request section.
8. **Index Page Status Display**:
   a. The document, after being **approved** or **rejected**, will appear in the index page with a corresponding **Approved** or **Rejected** status, including any associated notes or reasons.

Leave Application Workflow: (Done)

1. **Leave Application Submission**:
   a. When any leave is added by a user, the **related clerk and staff** will see the leave request in the **Pending Request** section of their login.
2. **Leave View Page**:
   a. The **Leave View Page** will display three main buttons:
      i. **Send**

   ii. **Send & Sign**
   iii. **Reject**
3. **Send Button** (Without Signature Verification):
   a. When the user clicks the **Send** button:
      i. If the **Green Note** has a value and a **Forward User** is selected, the leave application will be forwarded to the selected staff **without verifying the digital signature**.
      ii. The forwarded staff will see this leave application in their **Pending Request** section.
      iii. The **Send**, **Send & Sign**, and **Reject** buttons will be available for the forwarded staff on the leave view page.
4. **Send & Sign Button** (With Signature Verification):
   a. When the user clicks the **Send & Sign** button:
      i. A **modal** will appear to:
         1. Select the **HOD** or **Staff** from the list for forwarding.
         2. Enter the **OTP** field for digital signature verification.
      ii. If the OTP is successfully verified, the leave application is forwarded with a verified digital signature to the selected **HOD** or **Staff**.
      iii. The forwarded **HOD/Staff** will see this application in their **Pending Request** section.
5. **Staff/HOD Action on Leave Application**:
   a. The staff or HOD who receives the leave application will have the following options on the leave view page:
      i. **Send** (Forward Without Signature Verification)
      ii. **Send & Sign** (Forward With Signature Verification)
      iii. **Reject**
6. **Send Button for Staff/HOD** (Without Signature Verification):
   a. When the **Send** button is clicked:
      i. The leave application will be forwarded **with the Green Note**, but without verifying the digital signature.
7. **Send & Sign for Staff/HOD** (With Signature Verification):
   a. When the **Send & Sign** button is clicked:
      i. A modal will appear to verify the **OTP**.
      ii. If the OTP is verified:
         1. The leave application will be forwarded **with the Green Note** and marked as **digitally signed and verified**.
         2. The status of the application will be updated to **Approved**.
8. **Reject Button**:

    a. If the **Reject** button is clicked:
        i. A modal will appear prompting the user to add a **rejection description**.
        ii. After submitting the rejection reason, the application status will be updated to **Rejected**.
9. **Approved Leave Application**:
    a. Once the HOD or staff approves the leave application:
        i. The application will appear with a **Verified Green Note** and will be marked as **Approved** in the system.
        ii. The application status in the index page will reflect the change.
10. **Rejected Leave Application**:
    a. If the application is rejected by any staff or HOD:
        i. The leave application status will change to **Rejected** in the system.
        ii. The reason for rejection will be stored and displayed on the leave view page.

Salary Approval Workflow: (Done)

1. **Salary Addition for Selected User**:
    a. When a **salary record** is added for any selected user, the related **Clerk** and **Staff** will see this salary request in their **Pending Request** section.
2. **Salary View Page**:
    a. The **View Page** will display two buttons:
        i. Approve
        ii. Reject
3. **Approve Button (Clerk Action)**:
    a. When the **Clerk** clicks the **Approve** button:
        i. A **modal** will appear with the following fields:
            1. **Select Staff/HOD**: Dropdown to select the staff or HOD to whom the salary request will be forwarded.
            2. **OTP Field**: Input field for verifying the OTP to confirm the action.
        ii. If the **OTP** is successfully verified:
            1. The salary record will be verified from the **Clerk's end**.
            2. The salary request will be forwarded to the selected **Staff/HOD** for further action.
        iii. The selected **Staff/HOD** will see the salary request in their **Pending Request** section.

4. **Staff/HOD Action on Salary Record**:
    a. The **Staff** or **HOD** who receives the salary request will have the following options on the salary's **View Page**:
        i. **Approve**
        ii. **Reject**
5. **Approve Button for Staff/HOD**:
    a. When the **Staff/HOD** clicks the **Approve** button:
        i. A **modal** will appear to verify the **OTP**.
        ii. The **OTP** will be used to confirm the approval action.
        iii. If the OTP is verified successfully:
            1. The salary record status will be updated to **Approved**.
            2. The salary record will be marked as **Approved** from the **HOD's or Staff's end**.
            3. The salary record's status will be updated across the system.
6. **Reject Button**:
    a. If the **Reject** button is clicked (by either **Clerk**, **Staff**, or **HOD**):
        i. A **modal** will appear to input a **Rejection Reason**.
        ii. The user will need to submit the rejection reason.
        iii. Once the reason is submitted, the salary record status will be updated to **Rejected**.
7. **Salary Status Update**:
    a. After the **Approve** or **Reject** actions:
        i. If **Approved**: The salary status will be marked as **Approved** in the system and will be shown in the index page with the approved status.
        ii. If **Rejected**: The salary status will be marked as **Rejected**, and the rejection reason will be saved and shown in the salary view.
        iii. Both actions will reflect in the respective user's request section.
8. **Index Page Status Display**:
    a. The salary record, after being **approved** or **rejected**, will appear in the index page with a corresponding **Approved** or **Rejected** status, including any associated notes or reasons.

Summary Implementation Steps for all pending pages:

- **User Interaction**:
    - Users will see the **Send**, **Send & Sign**, and **Reject** buttons in the Pending View Section of the application.
- **Forwarding Process**:

- **Send**: Application forwarded without status change.
- **Send & Sign**: Requires OTP verification, changes status to Approved upon verification.
- **Reject**: Requires rejection reason and updates status to Rejected.