



# **Daffodil** *International* **University**

## **Project Documentation**

Web application for Leave Entry

on behalf of the Employee

## **Supervised By**

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## **Submitted**

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152-35-1251

A project submitted in partial fulfillment of the requirement for the degree of Bachelor of Science in  
Software Engineering.

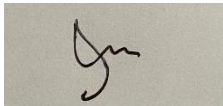
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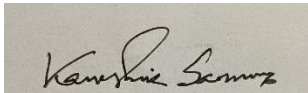
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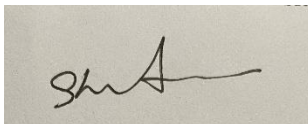
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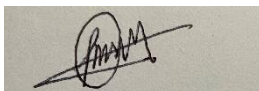
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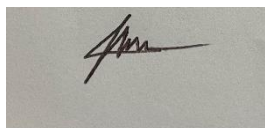


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# Declaration

I hereby declare that I have taken this project under the supervision of **Md. Shohel Arman, Senior Lecturer, Department of Software Engineering, Daffodil International University**. I also declare that neither this project nor any part of this has been submitted elsewhere forward of any degree.



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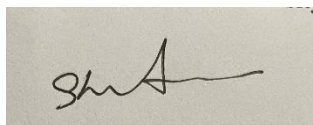
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# Chapter 1

## Requirement Capturing and Scope Define

### 1.1 Introduction

The client is using a comprehensive HRIS(Human Resource Information System) for a long period. Existing HRIS is a Desktop Application, it was developed using Microsoft .Net Tool (C# .Net), and backend RDBMS(Relational Database Management System) is MS SQL Server. The existing system is running within a private LAN. The client initiated a new requirement of the web application that will be an extension and integral part of the existing HRIS. The current requirement is to design and develop a software for the online Leave Apply, Approval, and recording process. The system will be developed basically for the Line Managers of the factory who will apply for leave on behalf of the workers as a lot of them are not competent enough to use the system.

### 1.2 Scope of the Web Application

It is already mentioned that the intended web application will have to integrate with the existing HRIS, therefore, any existing process or information/data capturing will not be expected for the system. The new system would rather have to share already available information/data that would be necessary. Identified scope as per the client's requirement is discussed below.

- a. Analysis of the necessary part of the existing HRIS for integration and sharing of information/data.
- b. Secure Access to the system: Existing HRIS already have the facility of creating Authorized User for the system. Existing HRIS users will access the new system. This system will need a secure option for log in to the system using the existing same Login ID and Password.
- c. Submit Leave Application: This is the required key functionality for the system. Workers of the organization are allowed to avail different types of leave according to the predefined policy of the organization. Usually, they(workers) need to apply for the desired category of leave in advance to get a sanction from the relevant authority. Or to regularize unauthorized absence into authorized leave. Designated Line Manager (and Alternate Line Manager) will be allowed to submit a leave



application on behalf of a Worker for approval. The available balance of the desired category of leave is the prerequisite of the leave application. Submitted leave application will go to the leave Approver Authority.

- d. Leave Approval: Designated Second Line Manager (for the worker) is the leave sanctioning authority. A facility will be required to incorporate for viewing the submitted leave applications. This module has the facility to Approve or Reject the leave application. On approval of the application, the leave will be preserved as relevant workers' leave records. On rejection, the leave application will be available for the Line Manager for information.
- e. View Leave Balance: The First Line Managers/Alt. Line Managers will have the provision to view the Leave Balance of their respective team members
- f. Dashboard: The dashboard of this web application gives the facility to see the overview. The **Upcoming Holiday** helps the employees to plan for their leaves effectively. Whenever a Line Manager applies for a leave, the request forwards to the Second Line Manager and it shows in the **Pending Approval List**. The Second Line Manager can click the link and either Approve or Reject the request. Whatever the action is, the First Line Manager will also receive a notification in his/her dashboard as well under the **Notification** grid. The Line Managers can view the Leave Balance from **Your Team** by clicking the **Leave Balance** option.
- g. Exit from the System – Logout

## 1.3 Stakeholders

As this application is an extension version of the HRIS system, there will be two stakeholders

- a. **First Line Manager(s)/Alternate Line Manager(s)**, who will apply for the leaves on behalf of the factory employees.
- b. **Second Line Manager(s)**, who will approve/decline the requested leaves.

## Chapter 2

### System Requirement Specification

#### 2.1 Functional Requirements

##### 2.1.1 System Log In

<b>Purpose/General Description</b>	With valid credentials, users will be able to log into the self-service.
<b>Pre-Condition</b>	The following information must be present in the system to run this module: <ul style="list-style-type: none"><li>• Employee Details</li></ul>
<b>View &amp; Search Criteria</b>	N/A
<b>Business Rules</b>	The employees will have to be registered as Web Users to use this application.
<b>Work Flow</b>	N/A
<b>Notification</b>	N/A
<b>Test Case Reference</b>	

### 2.1.2 Line Manager's Dashboard

<b>Purpose/General Description</b>	The dashboard will show the overview of the system.
<b>Pre-Condition</b>	<p>The following information must be present in the system to run this module:</p> <ul style="list-style-type: none"><li>• Employee Details</li><li>• Holiday Setup</li><li>• Leave Balance</li></ul>
<b>View &amp; Search Criteria</b>	N/A
<b>Business Rules</b>	The Line Managers will have the facility to view the approval request, notifications, upcoming holiday list, leave balance of their respective team members.
<b>Work Flow</b>	The leave request from the First/Alt. Line Managers will be forwarded into the Second Line Managers dashboard. The actions that were taken against those requests will be redirected to the First/Alt. Line Managers dashboard.
<b>Notification</b>	<p>Second Line Manager: Leave request from the First/Alt. Line managers</p> <p>First/Alt. Line Manager: Notifications will be sent to the dashboard whenever the previously forwarded requests have been approved or rejected by the Second Line Managers.</p>
<b>Test Case Reference</b>	

### 2.1.3 Leave entry on Behalf

<b>Purpose/General Description</b>	The system will facilitate the line managers to apply for leaves on behalf of the employees.
<b>Pre-Condition</b>	<p>The following information must be present in the system to run this module:</p> <ul style="list-style-type: none"> <li>• Leave year,</li> <li>• Leave types, Leave parameter.</li> <li>• Employee Details</li> <li>• Assigned Line Manager</li> </ul>
<b>View &amp; Search Criteria</b>	The system will facilitate the Line Manager/Alt. Line Manager to get employee-wise different leave type, balance, and view in the list.
<b>Business Rules</b>	<ul style="list-style-type: none"> <li>• Casual Leave: <ul style="list-style-type: none"> <li>○ Entitlement 10 days per year</li> <li>○ Leave entitlements to be added in the beginning of a year; days to be prorated for new joiners</li> <li>○ Prefix or suffix holiday/ weekends will <u>not</u> to be considered as leave days</li> <li>○ Holiday/ weekends in between a casual leave period will be considered as leave days</li> <li>○ Max. 3 working days can be taken at a stretch</li> <li>○ Max. 8 days can be encashed at the end of year, the rest will be lapsed</li> <li>○ 0.5 day leave option for casual leave</li> </ul> </li> <li>• Sick Leave: <ul style="list-style-type: none"> <li>○ Entitlement 14 days/year</li> <li>○ Leave entitlements to be added in the beginning of a year; days to be prorated for new joiners</li> <li>○ Holiday/ weekends in between a leave period are not to be considered as leave days</li> <li>○ Max. 8 days can be encashed at the end of year, the rest will be lapsed</li> <li>○ 0.5 day leave option for sick leave</li> </ul> </li> <li>• Annual Leave:</li> </ul>

	<ul style="list-style-type: none"> <li>○ Entitlement 16 days/year</li> <li>○ Leave entitlements to be added at the end of a year; days to be prorated for new joiners</li> <li>○ Holiday/ weekends in between a leave period are not to be considered as leave days</li> <li>○ Max. 8 days can be encashed at the end of the year, the rest will be added to the accumulated leave balance within a limit of 40 days</li> <li>○ Option for applying Half Day Leave</li> <li>● Other Leave Types: <ul style="list-style-type: none"> <li>○ Maternity Leave (120 calendar days, i.e., at a stretch)</li> <li>○ Special Leave (no limit)</li> <li>○ Leave without pay (no limit)</li> </ul> </li> <li>● Employee Picker: <ul style="list-style-type: none"> <li>○ Facility to pick only those employees who are assigned under a certain First/Atl. Line Manager</li> <li>○ Line Managers can select an employee using Name/Employee ID/Designation/Department.</li> </ul> </li> </ul>
<b>Work Flow</b>	The First/Alt. Line Managers will pick the employee from the Employee Picker at first. Then, select the Leave types, From Date-To Date from the date pickers. The system will automatically calculate the total days and check the validations for the leave that has been selected previously. A remark is mandatory for submitting the leave.
<b>Notification</b>	After submitting the leave, a notification will be sent to the Second Line Manager's dashboard.
<b>Test Case Reference</b>	

### 2.1.4 Leave Approval

<b>Purpose/General Description</b>	The system will facilitate the Authority(Second Line Manager in this regard)to take action against the previously applied leaves by the First/Alt. Line Managers.
<b>Pre-Condition</b>	<p>The following information must be present in the system to run this module:</p> <ul style="list-style-type: none"><li>• Leave year,</li><li>• Leave types, Leave parameter.</li><li>• Employee Details</li><li>• Assigned Line Manager</li><li>• Leave Entry</li></ul>
<b>View &amp; Search Criteria</b>	N/A
<b>Business Rules</b>	The Second Line Managers can see the notifications of the previously applied leaves by the First/Alt. Line Managers. There will be two options for each request, Approve and Reject. A Second Line Manager can then take necessary actions based on the situation.
<b>Work Flow</b>	The Second Line manager will be notified whenever the Line Managers apply for any kind of leave on behalf of the employees. He/she can either Approve or Reject the request. Regardless of the action taken by the Second Line Managers, the First/Alt. Line Managers will be notified.
<b>Notification</b>	A notification will be sent to the dashboard of the First/Alt. LM, whenever the Second LM approves or rejects the leave request.
<b>Test Case Reference</b>	

## 2.2 Dependability Requirements

The web application's dependability is based on four dimensions,

### 2.2.1 Availability Requirements

NFR-1	The system is capable of functioning without system errors		
Description	The web application has the potential to see a large number of users at times. And the system should be able to handle them with any major system errors.		
Stakeholders	N/A	Priority	High

### 2.2.2 Reliability Requirements

NFR-2	The system should be accessible all the time		
Description	The web application should be able to function 24/7, every day. The users should have a trouble-free experience. The system should be able to deliver up to its potential.		
Stakeholders	Line Manager(s)	Priority	High

### 2.2.3 Security Requirements

Security requirements of a web application are a functional requirement. A secured software ensures a safe environment for the users to use the web application. The functionalities of software security can be observed and tested. There are some security-related requirements is given below,

- User(s) signing into the system in a proper manner.
- Get full access properly after logging in.
- Leave request sent to the Second Line Managers for approval.
- Second Line Managers receive request notifications.
- Log out properly.

The system features a well-integrated and sophisticated security system. It will ensure the data is stored in the system and will prevent malicious modification or accidental destruction. Privacy is important to users and to ensure the users' privacy, the central database will be protected by the team.

NFR-3	The application provides a safe authentication process		
Description	The web application is designed in a way that it will only provide access to authorized and authenticated users.		
Stakeholders	Line Manager(s)	Priority	High

### 2.2.4 Extensibility or Scalability Requirements

Extensibility or scalability requirements define the ability of a system to grow to its capacity to meet the increasing demand for its service which is offering to the user's demand. The system is capable of avoiding failures and providing fresh data when required.

## 2.3 Human Interface Guidelines

The system is kept very user-friendly and easy to understand as well as easily manageable. There are not any personalization and internationalization requirements. This application is developed by thinking about the client's perceptions and requirements as the major priorities.

## 2.4 Document Requirements

The system does not require any documents from the user. Users need to be the employees of the company.

## 2.5 User Interface Requirements

The system is designed in a way that is easily understandable to the users and it has to be visibly satisfying to the users.

NFR-4	The requirements are precise		
Description	The features on the application are displayed in such a way that the users can find them easily and put their leave requests.		
Stakeholders	First/Alternate Line Manager(s)	Priority	High



NFR-5	The leave requests are shown in the notification grid.		
Description	The leave requests are accumulated in the pending approval grid from where the Second Line Managers can easily access their pending jobs.		
Stakeholders	Second Line Manager(s)	Priority	High

## 2.6 Legal Requirements

The application is off-limits to the employees of COATS Bangladesh.

# Chapter 3

## System Analysis

### 3.1 Use Case Diagram

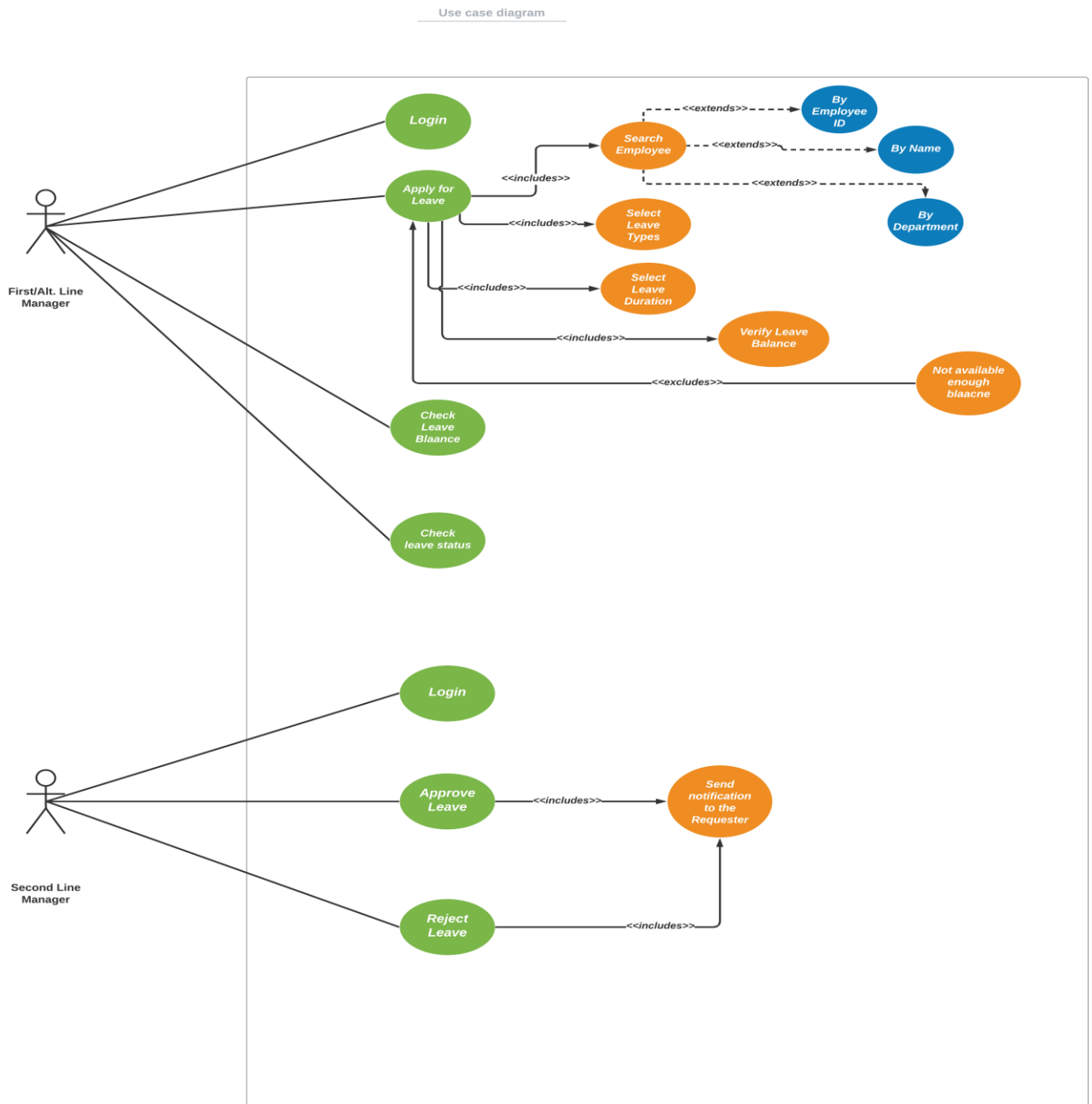


Figure 3.1: Use Case Diagram

## 3.2 Use Case Description

### 3.2.1 Log In

<b>Use Case Title</b>	Line Manager Log In
<b>Goal</b>	Line Managers must be able to sign in to the system successfully
<b>Precondition</b>	Line Managers' information needs to be added to the system.
<b>Success End Condition</b>	Logged in successfully
<b>Failure End condition</b>	Failed to Log In
<b>Primary Actor</b>	Line managers
<b>Secondary Actor</b>	Admin
<b>Main Success Scenario</b>	<ol style="list-style-type: none"> <li>1. The logon window displays username and password fields. It also displays buttons for the Actions- Sign-in</li> <li>2. The user types his/her username and password into the fields. The password field is hidden i.e. it displays '*' in place of each character typed into the field.</li> <li>3. The user clicks the sign-in button. (Request is submitted.)</li> <li>4. If authentication by the host server is successful, the user is allowed to access the system</li> <li>5. Users will get a total of five chances to log on correctly. After the failure of the maximum logon chance, the user will become inactive.</li> <li>6. Admin User will be allowed to make the user active again.</li> </ol>
<b>Alternative Flow</b>	<ol style="list-style-type: none"> <li>1.1 The logon window doesn't display the username and password field. The sign-in button doesn't work.</li> <li>2.1 The password field displays the typed character instead of '*'.</li> <li>3.1 The Sign-in button doesn't work.</li> <li>5.1 The validation for maximum log-on chance fails to execute.</li> </ol>

### 3.2.2 Apply for Leave on Behalf

<b>Use Case Title</b>	Leave Entry on Behalf
<b>Goal</b>	First/Alt. Line Managers will be able to apply for leave on behalf of the employees.
<b>Precondition</b>	<p>The following information must be present in the system to run this module:</p> <ol style="list-style-type: none"> <li>1. Employee information</li> <li>2. Line Manager Information</li> <li>3. Leave Types and Leave Type –wise Yearly Leave Entitlement</li> <li>4. Leave Type-wise Leave Balance of Individual Employee</li> <li>5. Holiday information</li> </ol>
<b>Success End Condition</b>	Apply for leave successfully and send a notification to Approver for Approval of the applied leave
<b>Failure End condition</b>	Failed to apply for the leave
<b>Primary Actor</b>	First/Alt. Line Managers(LM)
<b>Secondary Actor</b>	N/A
<b>Main Success Scenario</b>	<ol style="list-style-type: none"> <li>1. The applier(First/Alt. LM) will search for a certain employee who intends to take a leave using the <b>Employee Picker</b>.</li> <li>2. The applier will search the employee using either <b>Name</b> or <b>Employee ID</b> or <b>Department</b> or <b>Designation</b> from the <b>Employee Picker</b>.</li> <li>3. After the selection of the appropriate employee, the applier will choose the desired leave type from the predefined leave types dropdown list.</li> <li>4. Need to select the leave duration from the date picker, <b>From Date</b>(Leave Start Date), and <b>To Date</b>(Leave End Date). This will calculate the number of days selected and show it in the <b>Total-Days</b>(leave duration) section.</li> <li>5. Applier needs to input a valid reason for applying for leave in the <b>Reason</b> field to complete leave entry before submitting the request.</li> <li>6. Applier will press the <b>Submit</b> button to complete the request.</li> </ol>

<b>Alternative Flow</b>	<p>1.1 When the applier tries to search for an employee who is not under his/her management, the search grid will show, “No record to display.”</p> <p>2.1 If an employee doesn’t have a sufficient leave balance for a certain type of leave, the system will not allow it by showing a warning message when the applier tries to submit the request.</p> <p>3.1 The system will restrict whenever the applier tries to apply for a leave that’s duration is against the company policy. I.E. If an applier applies for Casual leave for more than 3 days at a stretch, the system will show a warning message, “You can not apply for causal leave for more than 3 days.”</p> <p>4.1 Applier can not apply for such leaves for an employee who is not entitled to those. For example, the system will restrict if a male employee tries to apply for Maternity leave.</p> <p>5.1 If the applier forgets to add a reason and tries to submit the request, the system will show a warning message like, “Reason Needed.”</p>
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### 3.2.3 Search Employee

<b>Use Case Title</b>	Search Employee
<b>Goal</b>	Fetch the information of the employee who is about to apply for the leave
<b>Precondition</b>	<p>The following information must be present in the system to run this module:</p> <ol style="list-style-type: none"> <li>1. Employee Basic Information</li> <li>2. Line Manager Information</li> </ol>
<b>Success End Condition</b>	Successfully find the employee
<b>Failure End condition</b>	Failed to find the employee
<b>Primary Actor</b>	First/Alt. Line Manager
<b>Secondary Actor</b>	

<b>Main Success Scenario</b>	<ol style="list-style-type: none"> <li>1. The applier will open the Employee Picker by clicking it.</li> <li>2. The Employee Picker will show the options of picking an employee using searching parameters - Name, Employee ID, Department, and Designation.</li> <li>3. The applier can search for an employee using any of the search parameters or a combination of search parameters (Name/ID/Department/Designation)</li> <li>4. The searched employee will be shown into a grid along with necessary employee information- <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Employee Name</li> <li><input checked="" type="checkbox"/> Employee ID</li> <li><input checked="" type="checkbox"/> Department</li> <li><input checked="" type="checkbox"/> Designation</li> </ul> </li> <li>5. The applier needs to select the employee from the grid.</li> <li>6. The selected employee will be picked and shown on the leave entry screen.</li> </ol>
<b>Alternative Flow</b>	<ol style="list-style-type: none"> <li>3.1 If the applier(first/Alt. LM) gives input to a wrong Name/ID, the search grid will show the message, "No record to display." This scenario will also occur if the applier tries to find an employee who is not in his/her team. This means the applier is not that employee's First/Alt. Line Manager.</li> </ol>

### 3.2.4 Leave Approve/Reject

<b>Use Case Title</b>	Leave Approve/Reject
<b>Goal</b>	User (Second Line Manager) Approves/Rejects the leave request submitted by the First/Alt. Line Managers
<b>Precondition</b>	<p>The following information must be present in the system to run this module:</p> <ol style="list-style-type: none"> <li>1. Login User must be a Valid Approver(Second Line Manager)</li> <li>2. Leave request submitted (by First/Alt. Line Manager) for approval</li> </ol>

<b>Success End Condition</b>	<p>Successfully approve the requested leave and store the approved leave record against the employee who applied for leave.</p> <p>Reject the requested leave.</p>
<b>Failure End condition</b>	Failed to approve/reject the requested leave
<b>Primary Actor</b>	Second Line Manager
<b>Secondary Actor</b>	
<b>Main Success Scenario</b>	<ol style="list-style-type: none"> <li>On Logon (by Second Line Manager/Approver) into the system - Pending Approval Notification of the submitted leave request count will be shown on the dashboard.</li> <li>When the User(the Second Line Manager) clicks on the leave request notification, it will redirect him/her to the Leave Approval module.</li> <li>In the Leave Approval module, the User (Approver - Second LM) will see the list of leave requests pending approval in the grid. There will be options of Approval or Reject the individual leave request. The following information will be in the column of the grid. <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Employee ID</li> <li><input checked="" type="checkbox"/> Employee Name</li> <li><input checked="" type="checkbox"/> Employee Designation</li> <li><input checked="" type="checkbox"/> Line Manager Name</li> <li><input checked="" type="checkbox"/> Leave Type</li> <li><input checked="" type="checkbox"/> From Date -To Date</li> <li><input checked="" type="checkbox"/> Total Days</li> </ul> </li> <li>The User(Second LM/Approver) will click the Approve option(button) to approve the requested leave one by one. The User may also click the reject button if he/she wishes not to approve the requested leave.</li> <li>After approving/rejecting the leave request, a notification will be sent to the First/Alt. LM's dashboard.</li> </ol>
<b>Alternative Flow</b>	N/A

### 3.3 Activity Diagram

#### 3.3.1 User Login

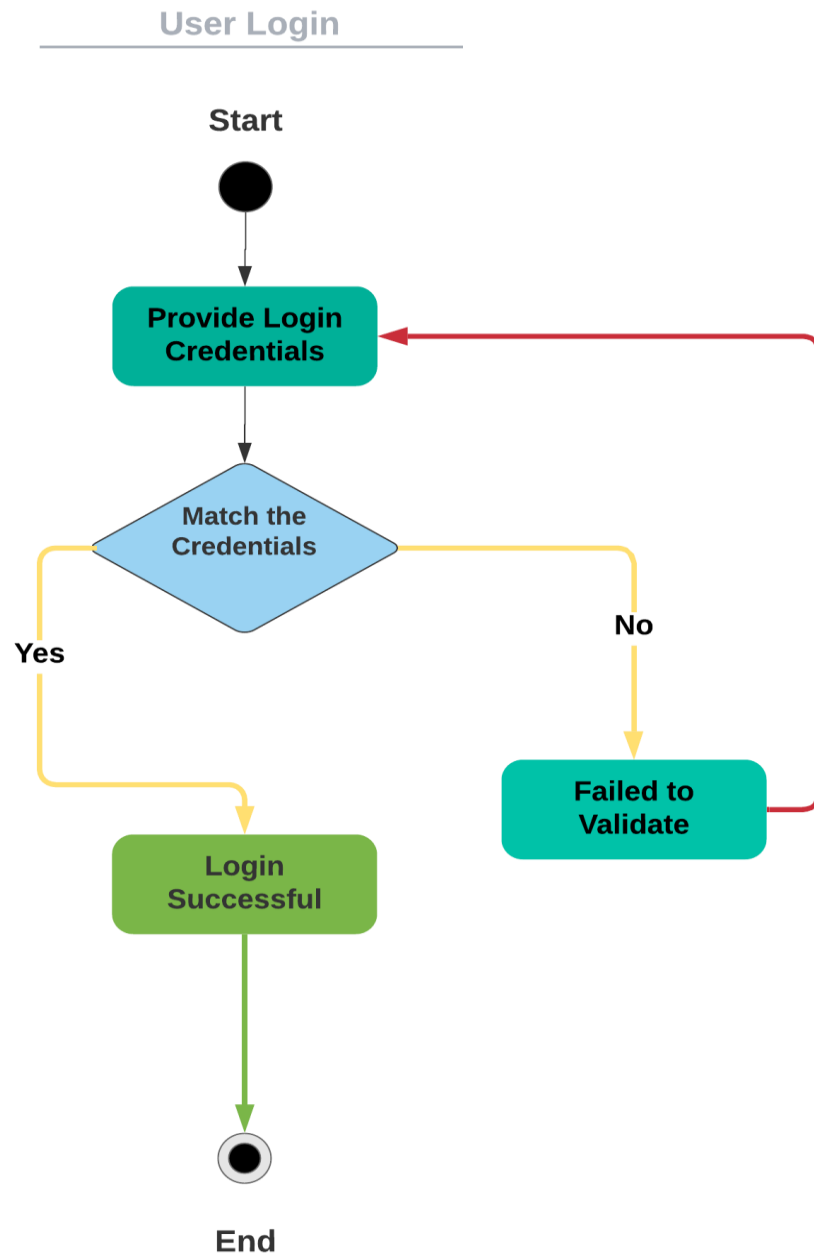


Figure 4.1: Activity Diagram(User Login)



### 3.3.2 Leave entry on behalf

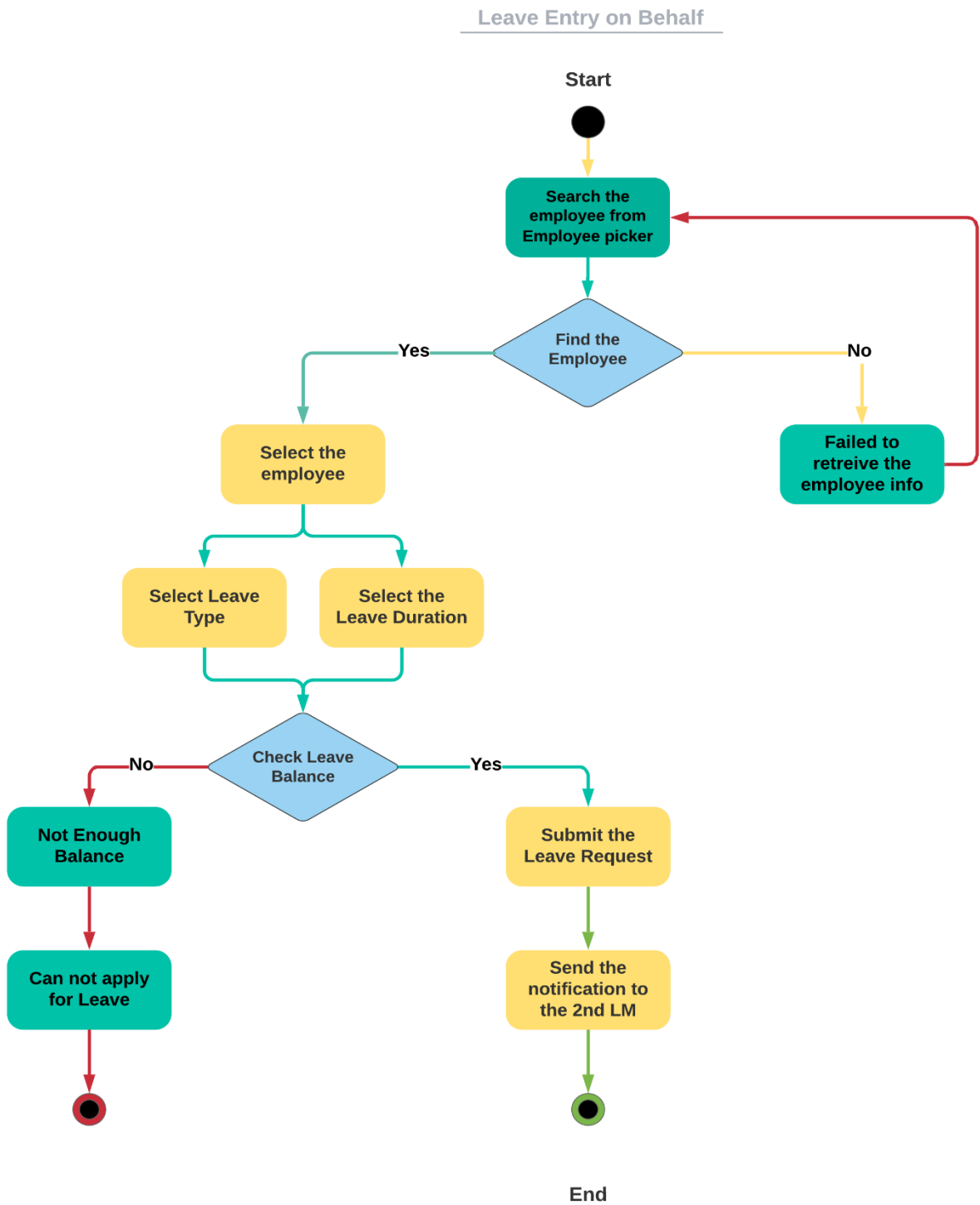


Figure 4.2: Activity Diagram(Leave Entry on behalf)

### 3.3.3 Search Employee

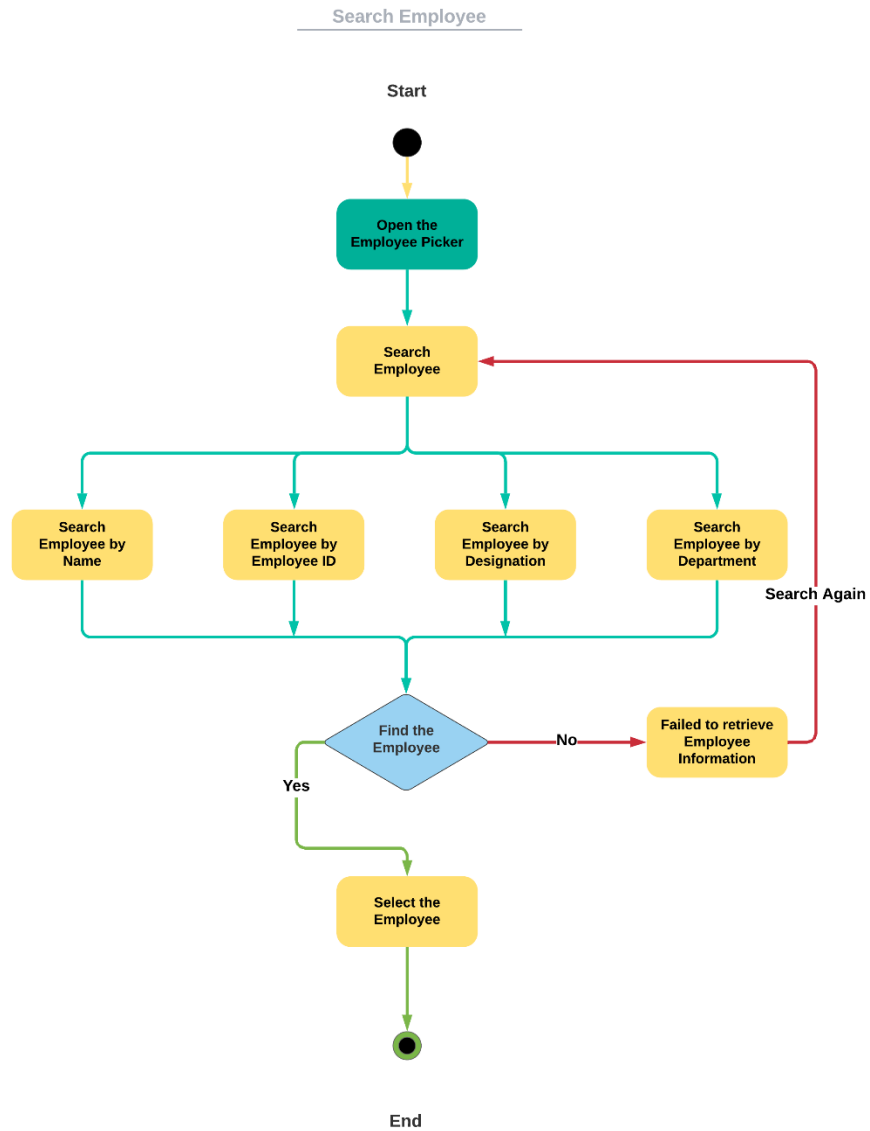


Figure 4.3: Activity Diagram(Search Employee)

### 3.3.4 Leave Approve/Reject

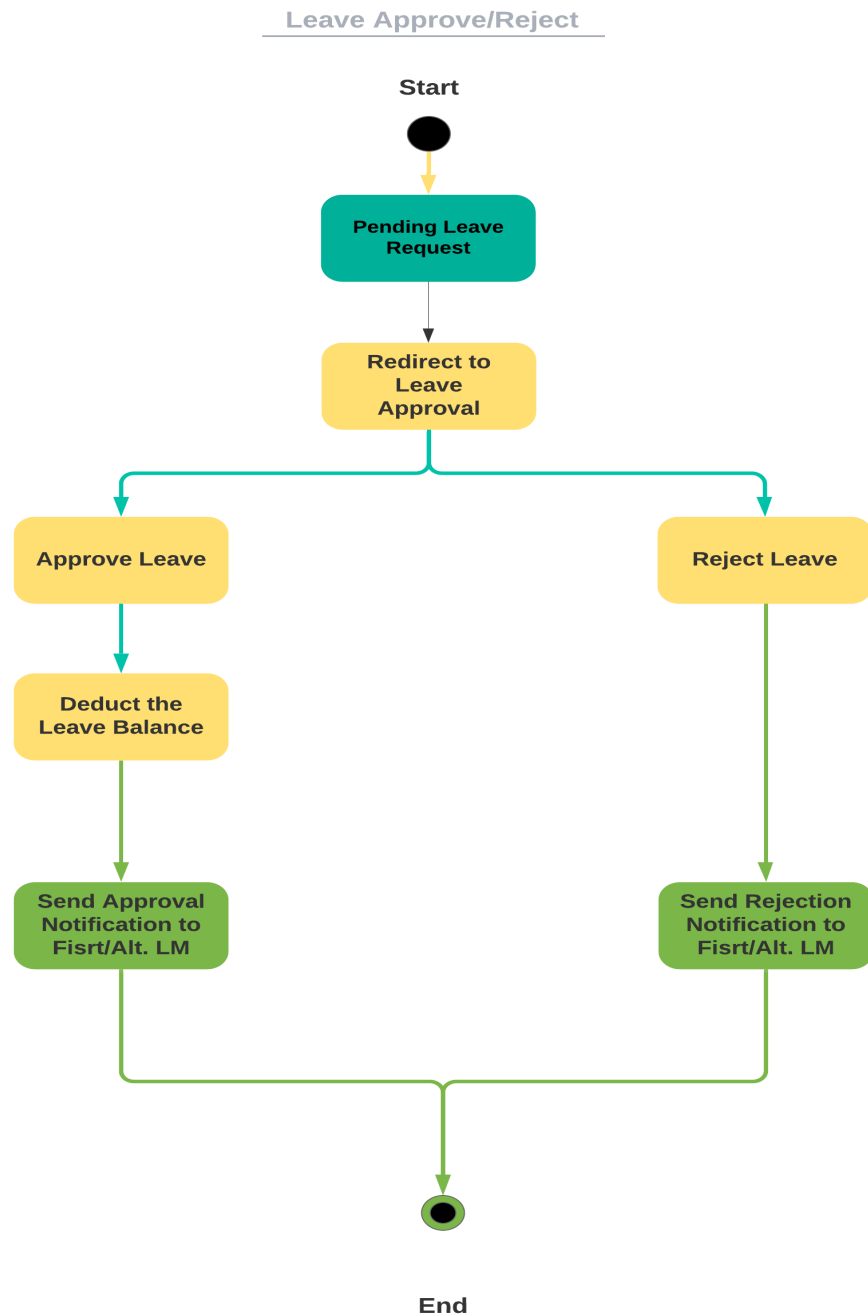
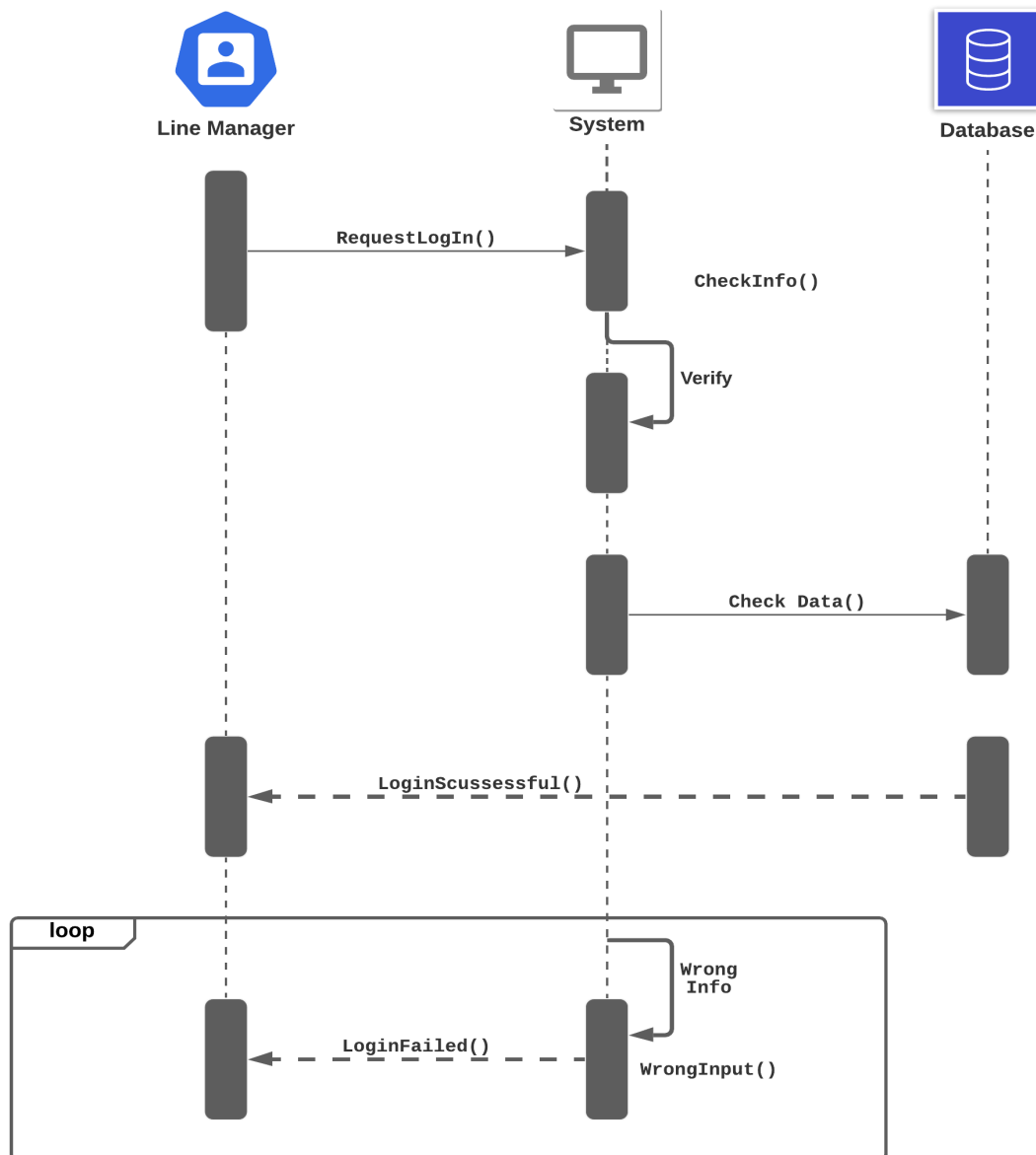


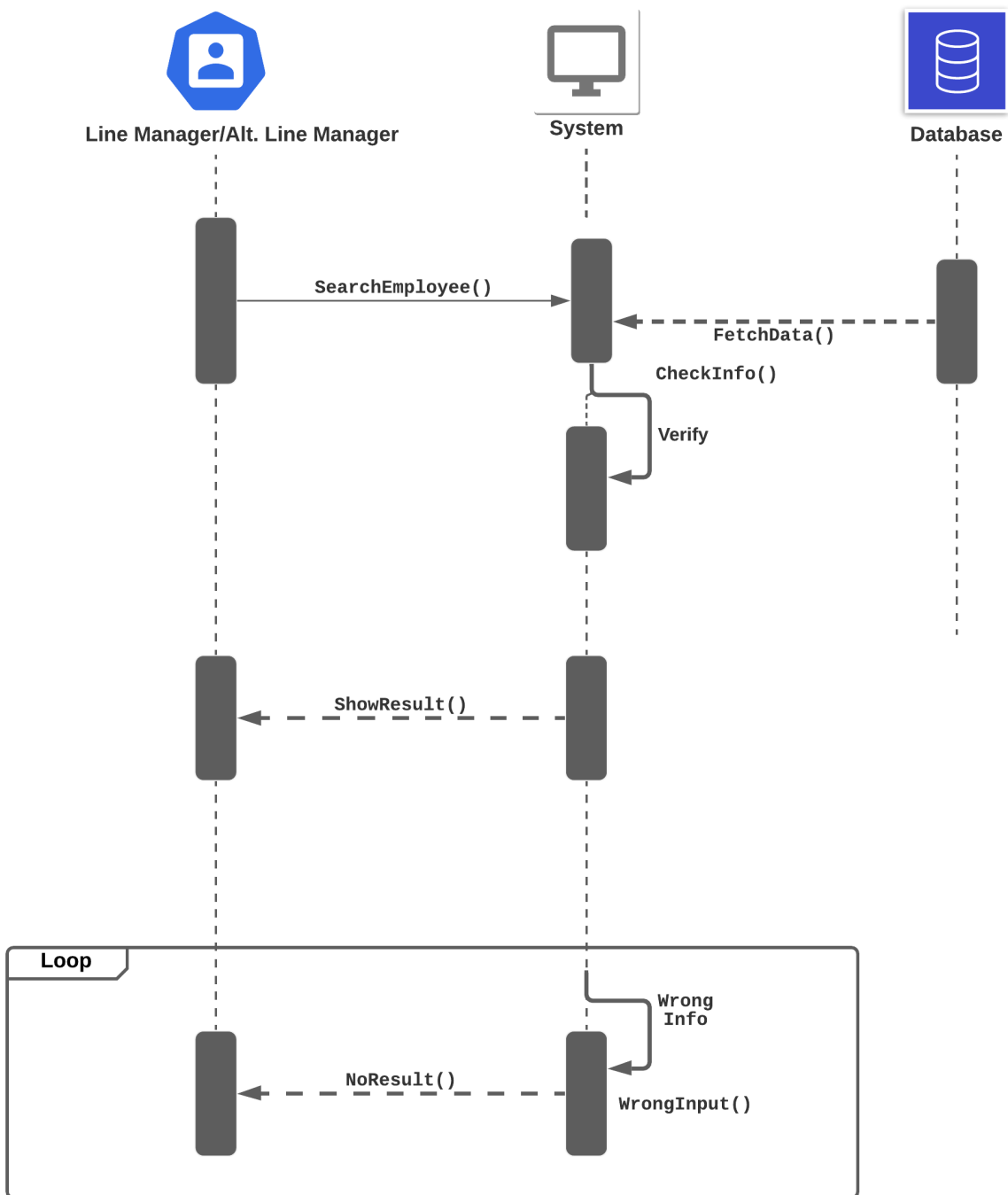
Figure 4.4: Activity Diagram(Leave Approve/Reject)

## 3.4 Sequence Daigram

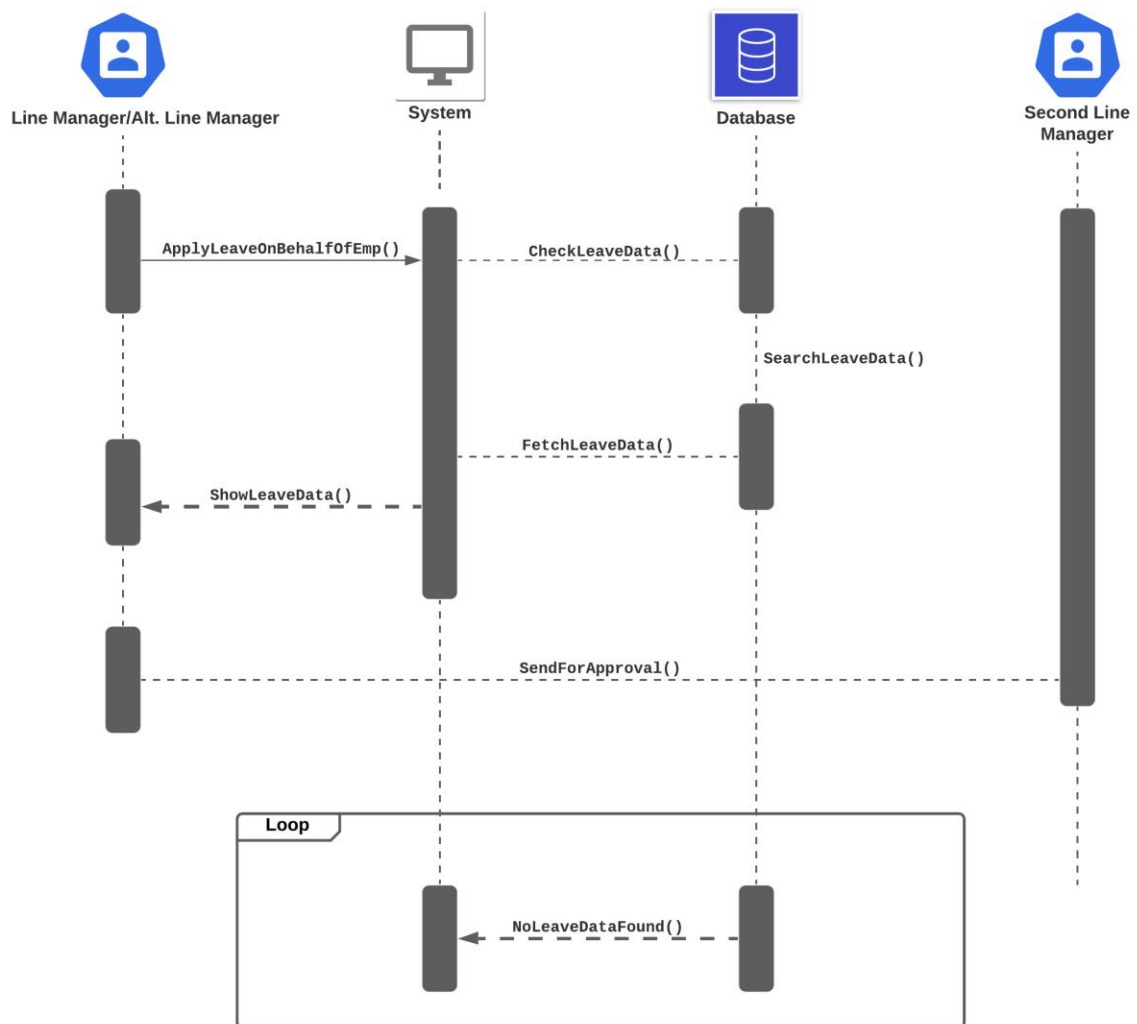
### 3.4.1 Line Manager Login



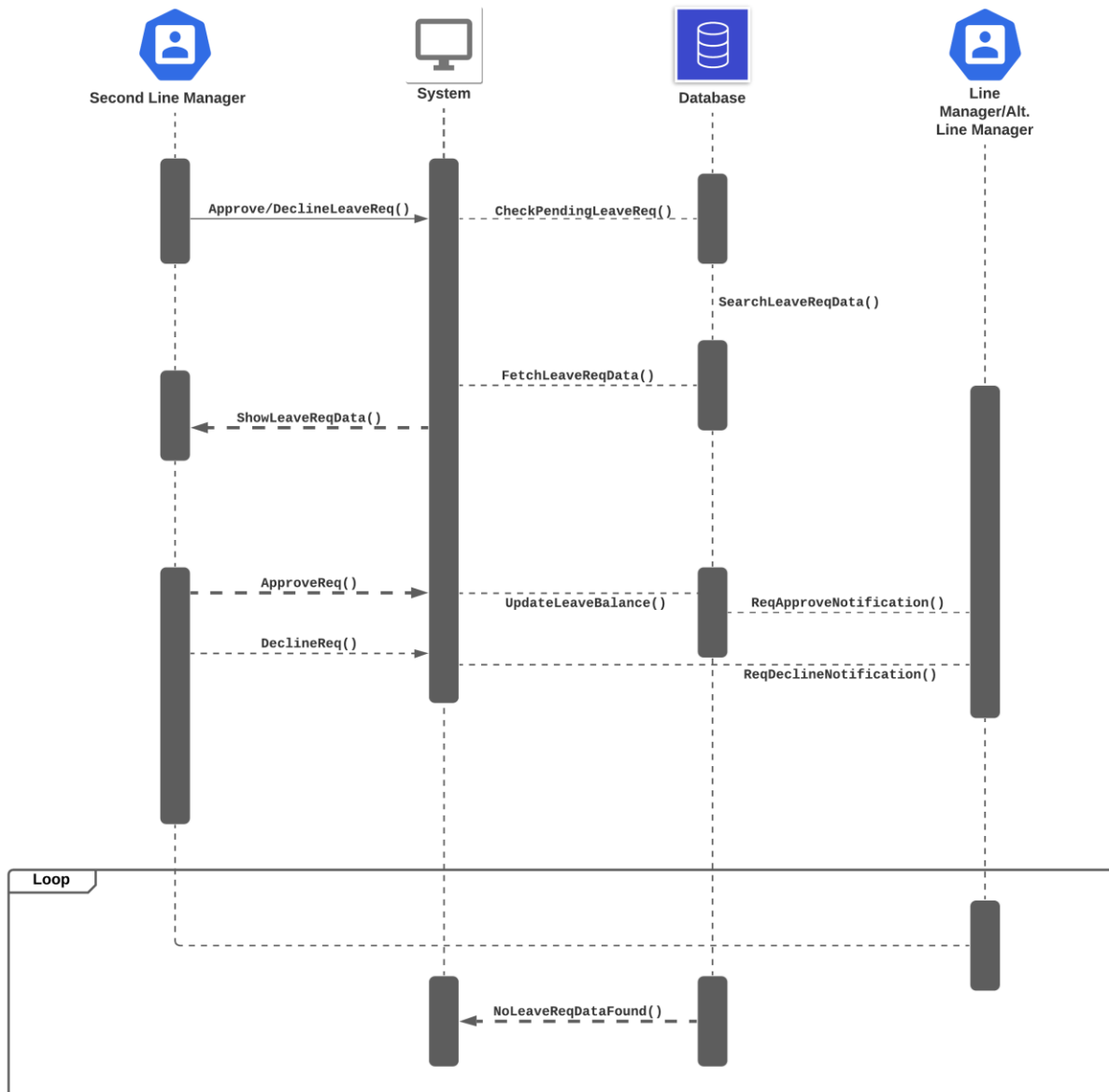
### 3.4.2 Search Employee



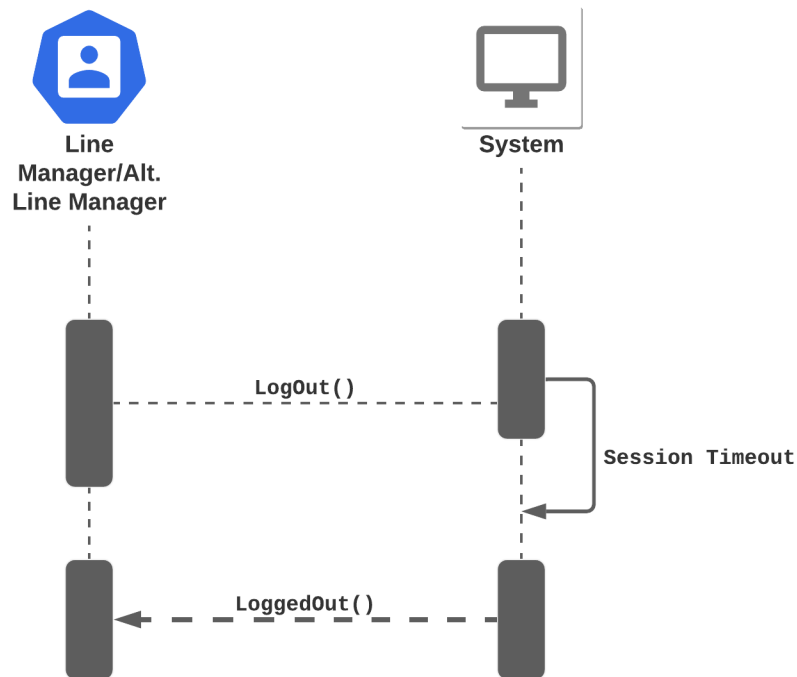
### 3.4.3 Apply for Leave on Behalf



### 3.4.4 Leave Approval Process



### 3.4.5 Line Manager Logout





# **Chapter 4**

## **System Design Specification**

### **4.1 Development Tools and Technologies**

Development tools and technology are the primary and compulsory resources required to make and create a successful application. Development tools such as IDE and technologies like programming language and framework etc are needed for a team to create an application.

#### **4.1.1 User Interface Technology**

User interface refers to the parts which are visible to the user. A better user interface makes an application more appealing to the users to use and view the application.

##### **4.1.1.1 HTML**

HTML, in full hypertext markup language, a formatting system for displaying material retrieved over the Internet. Each retrieval unit is known as a Web page (from World Wide Web), and such pages frequently contain hypertext links that allow related pages to be retrieved. HTML is the markup language for encoding Web pages.

##### **4.1.1.2 CSS**

CSS refers to Cascading Style Sheets. It describes how web elements are going to be displayed on screen paper or in other platform. CSS is responsible for the appearance of an application. CSS can be used internally, externally and inline.

##### **4.1.1.3 Ajax**

Ajax is short for Asynchronous JavaScript and XML, which refers to a set of web development techniques rather than an actual programming language. Ajax however, is widely used in client side programming (e.g. JavaScript) to allow for data to be sent and received to and from a database / server. What's special about

using Ajax programming is that you can exchange data in the background without actually disturbing the user experience.

#### **4.1.1.4 Telerik Web UI**

The Telerik® UI for ASP.NET AJAX controls suite includes more than 120 versatile and performance-optimized ASP.NET Web Forms components that help to build high-quality, professional line-of-business projects. This controls suite was formerly known as RadControls for ASP.NET AJAX, where RAD stands for Rapid Application Development. From the leading AJAX data grid to the full-featured HTML editor used by Microsoft on sites like MSDN, Telerik UI for ASP.NET AJAX provides all the building blocks to maximize productivity and build richer, slicker, and better-performing applications with ease.

### **4.1.2 Language and Framework**

For developing a robust business application the choice of programming language and the framework are very instrumental. In this regard, C# has been chosen as the programming language, and Asp .NET is used as the framework.

C# is a modern, innovative, open-source, cross-platform object-oriented programming language and one of the top 5 programming languages currently used in the industry. Hundreds of thousands of companies worldwide use C# to power their business across a vast array of industries including media, finance, healthcare, gaming, and more.

ASP.NET is an open-source, server-side web application framework designed for web development to produce dynamic web pages. It was developed by Microsoft to allow programmers to build dynamic websites, applications, and services.

### **4.1.3 Integrated Development Environment**

An integrated development environment (IDE) is a software application that provides comprehensive facilities to computer programmers for software development. An IDE normally consists of a source code editor, build automation tools, debugger and compiler. Most modern IDEs have intelligent code completion, syntax highlighting, refactoring, debugging features.

For this application Visual Studio 2015 has been used as the IDE for managing the project.

#### **4.1.4 Database Server**

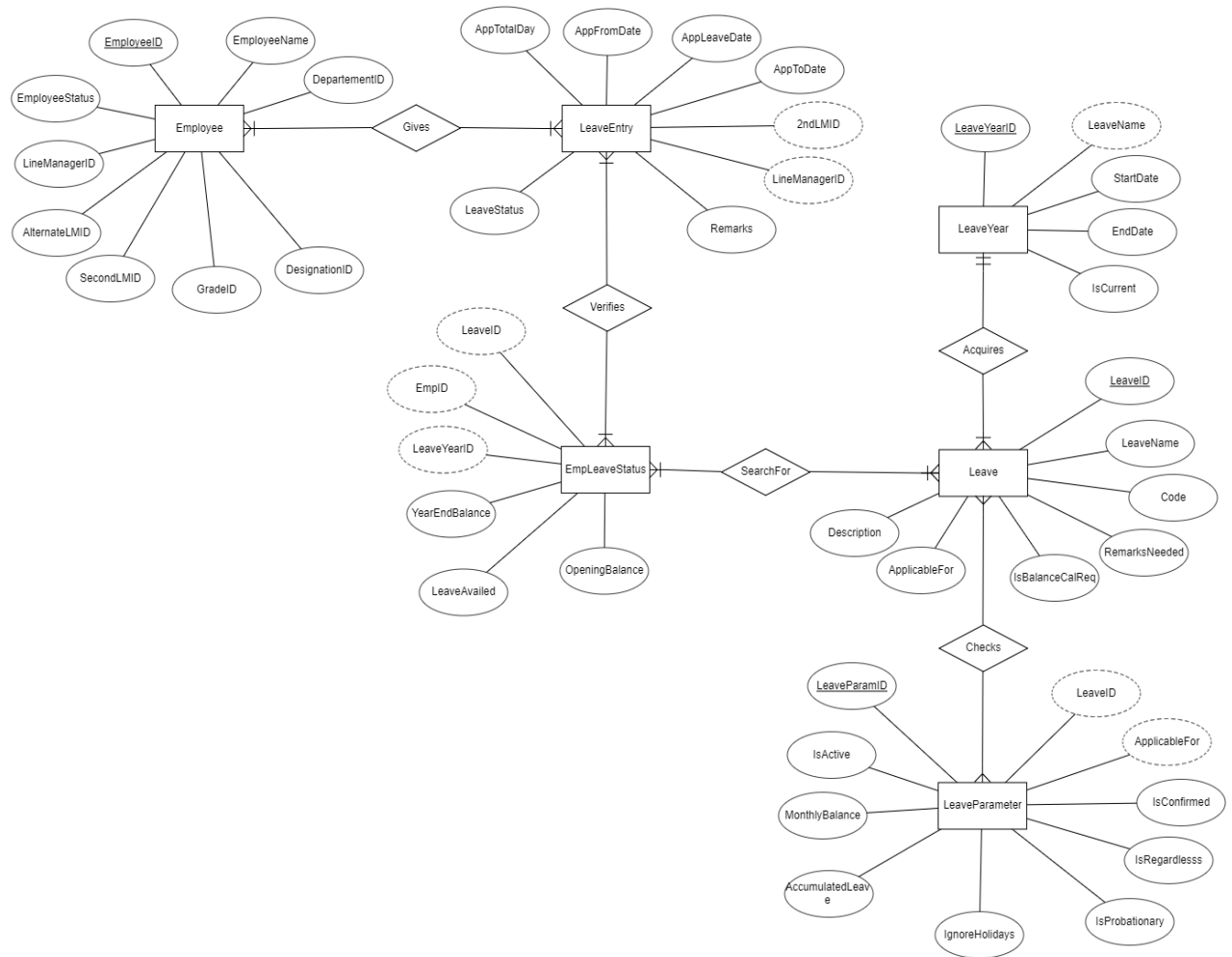
Database server refers to the backend system for a database application using server architecture dedicated to providing database services. The system data structure is actually based on Relational Database Management System(RDBMS), so Microsoft SQL Server is used for this application.

#### **4.1.5 Web-Server**

The web server is a computer that runs websites. It's a computer program that distributes web pages as they are requisitioned. The basic objective of the web-server is to store, process, and deliver web pages to the users. This intercommunication is done using Hypertext Transfer Protocol (HTTP). These web pages are mostly static content that includes HTML documents, images, style sheets, tests, etc. Apart from HTTP, a web server also supports SMTP (Simple Mail Transfer Protocol) and FTP (File Transfer Protocol) protocol for emailing and for file transfer and storage.

Internet Information Service(IIS) has been used as the web-server for hosting the application. Internet Information Services (IIS) for Windows Server is a flexible, secure, and manageable Web server for hosting anything on the Web. From media streaming to web applications, IIS's scalable and open architecture is ready to handle the most demanding tasks.

## 4.2 Entity Relationship Diagram



# Chapter 5

## System Test Scripts

### 5.1 Log In

**Purpose:** The login screen will facilitate the Line Managers to enter the system after providing valid credentials.

Test Case	Pass	Fail	Comment
The User ID field is taking the input when the user is giving input.	<input type="checkbox"/>	<input type="checkbox"/>	
The Password field is taking the input when the user is giving input.	<input type="checkbox"/>	<input type="checkbox"/>	
The Password field is masking the characters when some input is given.	<input type="checkbox"/>	<input type="checkbox"/>	
The request will submit after clicking the <b>Log In</b> button.	<input type="checkbox"/>	<input type="checkbox"/>	
The system will allow entering the users if they give input to the valid credentials in User ID and Password fields respectively.	<input type="checkbox"/>	<input type="checkbox"/>	
The system will restrict the users and show a message, “Invalid User ID or Password” if they give any wrong input.	<input type="checkbox"/>	<input type="checkbox"/>	

## 5.2 Line Manager's Dashboard

**Purpose:** The system will provide at-a-glance views of the Leave related information to the Line Managers.

Test Case	Pass	Fail	Comment
The Line Managers will be able to view the dashboard after logging into the system.	<input type="checkbox"/>	<input type="checkbox"/>	
The upcoming holiday list will be available in the dashboard.	<input type="checkbox"/>	<input type="checkbox"/>	
The leave application requests will be accumulated on the <b>Pending Approval List</b> section. The 2 <sup>nd</sup> Line Managers will be able to view the requests.	<input type="checkbox"/>	<input type="checkbox"/>	
The First/Alt. Line Managers will receive notifications on the <b>Notification</b> section after the approval/rejection of a leave request.	<input type="checkbox"/>	<input type="checkbox"/>	
The Line Managers will be able to access the leave balance of their teams by clicking the <b>Leave Balance</b> button.	<input type="checkbox"/>	<input type="checkbox"/>	

### 5.3 Leave Entry on behalf

**Purpose:** The First/Alt. Line Managers will be able to apply for leave on behalf of their team.

Test Case	Pass	Fail	Comment
Clicking the <b>Leave Entry on behalf</b> menu will redirect the LMs to the Leave application screen.	<input type="checkbox"/>	<input type="checkbox"/>	
LMs can select the employees by clicking the <b>Employee Picker</b> option.	<input type="checkbox"/>	<input type="checkbox"/>	
The selected employee will be shown in a read-only text field under the Employee label.	<input type="checkbox"/>	<input type="checkbox"/>	
The leave balance of the selected employee will be shown in the <b>Leave Balance</b> section	<input type="checkbox"/>	<input type="checkbox"/>	
Various types of leaves will be shown when the <b>Leave Type</b> is expanded.	<input type="checkbox"/>	<input type="checkbox"/>	
Clicking the calendar icons in <b>From Date</b> and <b>To Date</b> will popup the calendar from where the users can pick dates. The picked dates will be shown.	<input type="checkbox"/>	<input type="checkbox"/>	
The total number of picked days will be shown in Total Days.			

The system will give a warning message if all the mandatory fields are not filled when the user clicks the submit button. I.E. if the user tries to apply for a leave without giving a reason, the system will show a message, Reason needed.”	<input type="checkbox"/>	<input type="checkbox"/>	
The system will restrict whenever the applier tries to apply for a leave that’s duration is against the company policy. I.E. If an applier applies for Casual leave for more than 3 days at a stretch, the system will show a warning message, “You can not apply for casual leave for more than 3 days.”	<input type="checkbox"/>	<input type="checkbox"/>	

## 5.4 Leave Approve/Decline

**Purpose: The Second Line Managers will be able to approve/decline the pending leave requests which have been forwarded from the First/Alt. Line Managers.**

Test Case	Pass	Fail	Comment
The pending leave requests will be accumulated in the <b>Your pending Approval List</b> grid in the dashboard	<input type="checkbox"/>	<input type="checkbox"/>	

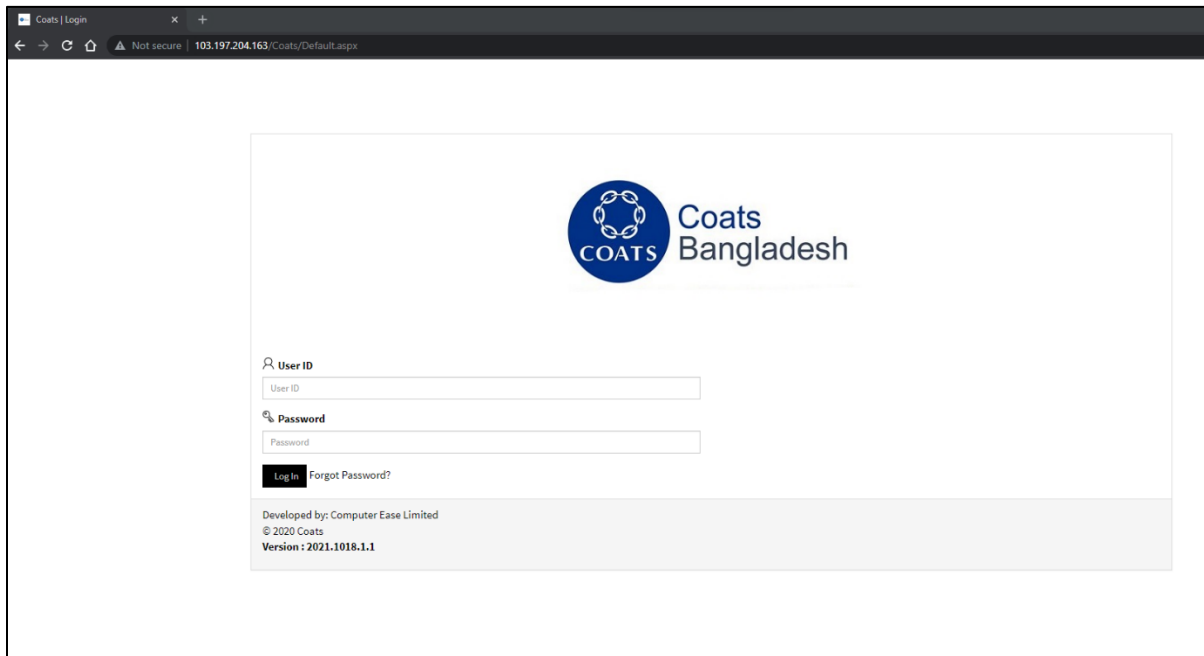


Clicking upon the notification will redirect the 2 <sup>nd</sup> LM(s) to the Leave Approval Page.	<input type="checkbox"/>	<input type="checkbox"/>	
The approval page can be visited from the <b>Menu→Leave Approval</b> as well.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Approve</b> button will approve the leave request	<input type="checkbox"/>	<input type="checkbox"/>	
After the leave is approved a notification will be sent to the requestee.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Decline</b> button will the leave request	<input type="checkbox"/>	<input type="checkbox"/>	
If the leave has been declined a notification will be sent to the requestee.			
<b>The Approve All</b> button will approve all the leave requests from the grid.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>The Approve Selected</b> button will approve only the selected requests from the grid	<input type="checkbox"/>	<input type="checkbox"/>	
<b>The decline All</b> button will decline all the leave requests from the grid.			

# Chapter 6

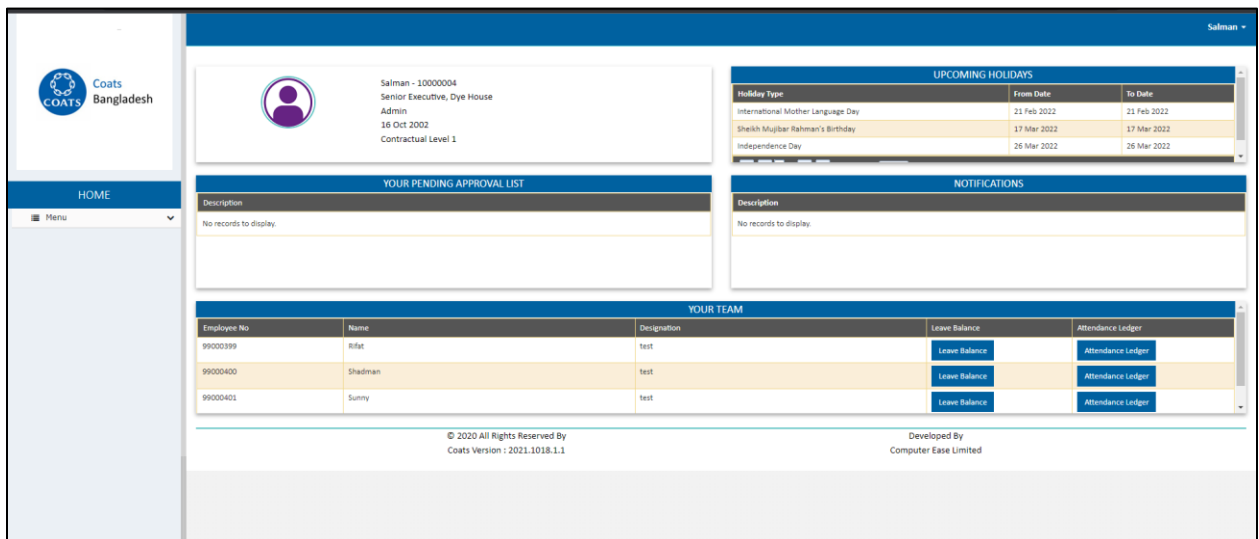
## User Interface

### 6.1 First Line Manager/Alternative Line Manager



The screenshot shows a web browser window with the address bar displaying "Coats | Login" and the URL "103.197.204.163/Coats/Default.aspx". The page features the Coats Bangladesh logo at the top center. Below the logo, there are two input fields: "User ID" and "Password". A "Log In" button is positioned below the password field, and a link for "Forgot Password?" is located to its right. At the bottom of the login area, the text reads: "Developed by: Computer Ease Limited", "© 2020 Coats", and "Version : 2021.1018.1.1".

Figure 6.1.1: Login Page



The screenshot displays the Coats Bangladesh dashboard for a user named Salman. The dashboard includes a sidebar with a "HOME" menu and a "Menu" dropdown. The main content area is divided into several sections:

- UPCOMING HOLIDAYS:** A table listing holidays with columns for Holiday Type, From Date, and To Date.
- YOUR PENDING APPROVAL LIST:** A section indicating "No records to display."
- NOTIFICATIONS:** A section indicating "No records to display."
- YOUR TEAM:** A table listing team members with columns for Employee No, Name, Designation, Leave Balance, and Attendance Ledger.

The footer of the dashboard contains the text: "© 2020 All Rights Reserved By Coats Version : 2021.1018.1.1" and "Developed By Computer Ease Limited".

Holiday Type	From Date	To Date
International Mother Language Day	21 Feb 2022	21 Feb 2022
Sheikh Mujibur Rahman's Birthday	17 Mar 2022	17 Mar 2022
Independence Day	26 Mar 2022	26 Mar 2022

Employee No	Name	Designation	Leave Balance	Attendance Ledger
99000399	Rifat	test	Leave Balance	Attendance Ledger
99000400	Shadman	test	Leave Balance	Attendance Ledger
99000401	Sunny	test	Leave Balance	Attendance Ledger

Figure 6.1.2: First/Alternate Line Manager's Dashboard

The screenshot displays the 'Leave Application' form with an 'Employee Picker' modal open. The modal contains search criteria for finding an employee.

**Employee Picker Search Criteria:**

- Name(Partial):
- Employee No:
- Department: --Select a Department--
- Designation: --Select a Designation--
- ☐ Alternative LM
- Search button

**Background Form Fields:**

- Employee \*
- Leave Type \*
- From Date \* (16 Jan 2022)
- Address While on Leave (Address (Max 100 chars))
- Leave Balance

**Footer:**

- © 2020 All Rights Reserved By Coats Version : 2021.1018.1.1
- Developed By Computer Ease Limited

Figure 6.1.3: Employee Picker

The screenshot shows the 'Leave Application' form with the 'Leave Balance' section expanded, displaying a table of leave balances.

**Leave Application Form Fields:**

- Employee \* (10000006) | Subir
- Leave Type \* (Annual Leave)
- From Date \* (16 Jan 2022)
- To Date \* (16 Jan 2022)
- Address While on Leave (Address (Max 100 chars))
- Reason \* (Reason (Max 200 chars))
- ☐ Half Day
- Submit button

**Leave Balance Table:**

Type	Opening Leave Balance	Leave Availed	Remaining Leave Balance
Casual Leave	10	0	10
Annual Leave	16	1	15
Sick Leave	14	1	13

**Footer:**

- © 2020 All Rights Reserved By Coats Version : 2021.1018.1.1
- Developed By Computer Ease Limited
- Print Date : 1/16/2022 3:16:13 PM

Figure 6.1.4: Leave Application

## 6.2 Second Line Manager

**Coats Bangladesh**

**HOME**

- Menu
- Leave Entry On Behalf
- Attendance Regularization On Behalf
- Overtime Claim On Behalf
- Leave Approval
- Attendance Approval
- Overtime Approval

**YOUR PENDING APPROVAL LIST**

Description

You have 2 leave approval pending

You have 1 attendance approval pending

**UPCOMING HOLIDAYS**

Holiday Type	From Date	To Date
International Mother Language Day	21 Feb 2022	21 Feb 2022
Sheikh Mujibur Rahman's Birthday	17 Mar 2022	17 Mar 2022
Independence Day	26 Mar 2022	26 Mar 2022

**NOTIFICATIONS**

Description

No records to display.

**YOUR TEAM**

Employee No	Name	Designation	Leave Balance	Attendance Ledger
10000004	Salman	Senior Executive, Dye House	<a href="#">Leave Balance</a>	<a href="#">Attendance Ledger</a>

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Coats Version : 2021.1018.1.1

Developed By  
Computer Ease Limited

Figure 6.2.1: Second Line Manager's Dashboard

**Coats Bangladesh**

**HOME**

- Menu

**Leave Approval**

Approve Selected Approve All Decline All

Emp ID	Name	Designation	Line Manager	Leave Type	From Date	To Date	Total Days	Approve	Decline
<input type="checkbox"/> 10000001	Saju	Machine Operator	Salman	Annual Leave	16 Jan 2022	16 Jan 2022	1	<a href="#">Approve</a>	<a href="#">Decline</a>
<input type="checkbox"/> 10000006	Sabbir	Machine Operator	Salman	Annual Leave	16 Jan 2022	16 Jan 2022	1	<a href="#">Approve</a>	<a href="#">Decline</a>

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Coats Version : 2021.1018.1.1

Developed By  
Computer Ease Limited

Figure 6.2.2: Leave Approval

# Chapter 7

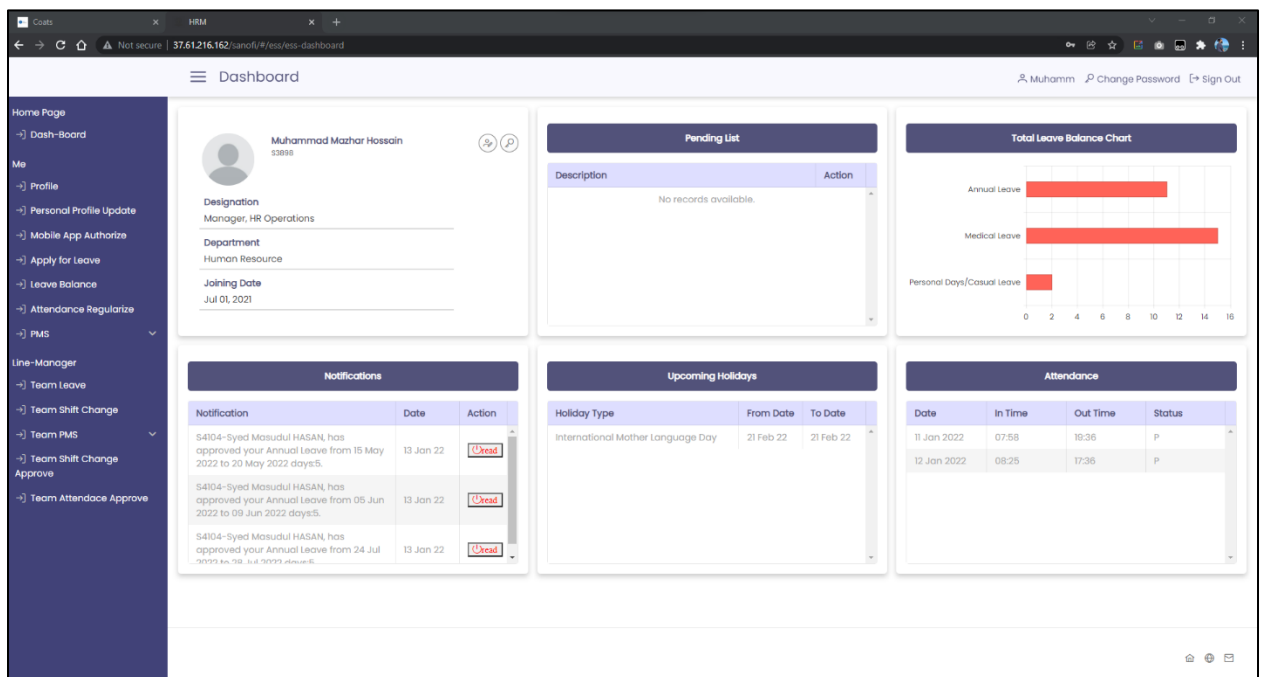
## Project Summary and Conclusion

### 7.1 Limitations

Although the system is live and running in the COATS Bangladesh environment there is still room more for improvements.

### 7.2 Future Scope

The system is still evolving and the new features are incorporating gradually. The upcoming features are **Overtime Claim on Behalf** and **Attendance Regularize on Behalf**. This application is now based on a desktop application but soon it will fully emerge as a standalone web application. The work is in progress. There is a glimpse of the ongoing work is given below-



# Appendix

## Plagiarism Report:

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