

## Requirements :

We have Create modules and Admin will assign user rights

Admin have all rights to create, modify and delete any thing in the application

### 1. Office Branches :

- Creating Branch locations
- Managing holidays and weekends by admin for specific location

### 2. Projects Module:

- Creating Project
  - \* Project Name
  - \* Project Code
- Creating Sub Projects
  - \* Sub Project Name
  - \* Sub Project Code
- Creating Milestones
  - \* For Projects or Sub Projects

### 3. Budget Module :

- Creating Budget for a project
- Adding like Manpower, Stationery, Transport, working days, Price and some other within the budget.

### 4. Employee Module :

- Adding staff with their details
- Every Employee at any level have to fill their **Timesheet**
- One tier verification for approval
- Every Employee able to apply for leave, OnDuty, Tour, Attendance Regularisation

\* Every Timesheet, Tour, OnDuty, Leave, attendance Regularisation must be sent for the approval to the higher officer

\* Admin can able to manage roles and permissions to the Employees

### Employee form

ID  
Profile Picture  
Name – First name  
Last Name  
Designation  
Grade  
Date Of Birth  
Date Of Joining  
Date Of Leaving  
Salary  
Location  
Department  
Biometric ID  
Reporting Officer  
Type - On Role  
Contract Role  
Marital Status  
Gender  
Mobile Number (upto 2)  
Email ID (upto 2)  
Aadhar Number  
PAN Number  
Bank Details - Bank Name  
Account number  
IFSC code

### Budget Form

Project Name  
Estimated Budget  
Estimated Days  
Expenses

### Project form

Project Code  
Project Name

### Sub Project Form

Project Name(Dropdown)  
Sub Project Name  
sub project Code (not mandatory)

### TimeSheet Form

Project Name  
Project Code  
Sub Project Name (not mandatory)  
Mile stone Name  
Hours worked (in %)  
Activity (text) (not mandatory)

### Milestones

Project Name  
Sub Project Name (not mandatory)  
Mile stone Name  
Estimation Days

Allocation fields, Consumed fields  
Will be reported from Budget & Timesheet input fields

Example for reporting hours for a project:

