APPENDIX A – System Requirement

(A) Attendance System

Req.ID	Description	Remark
A.1	System Interface Overview 1. Staff Information 2. Attendance Sheet 3. Reports: 3.1 Daily Attendance Summary & Percentage by Dept. 3.2 Daily Attendance Summary & Percentage by Section. 3.3 Daily Attendance Summary & Percentage by Individual.	
A.2	System Dashboard 1. Attendance summary in dashboard 2. Attendance summary by department 3. Attendance percentage by department – table 4. Attendance percentage by department – bar graph 5. Overall Attendance – Pie 6. Percentage each month – Bar Graph	
A.2.1	Others function in System Dashboard 1. The graph auto update in Daily Dash Board 2. Click at any graph to get full screen 3. In table no3 – System will show graph for section Technical Administration 3.1 Section Eng. Doc 3.2 Section Enhancement 3.3 Section She 3.4 Section El	
A.3	System Attendance Sheet	
A.3.1	The Attendance Sheet System content will be same as current sheet. - Department Information - Leave ot Out of Office Legend - Perodua Announcement - Staff List with Picture, Staff no, Section, Grade, and Designation P Daily Attendance Sheet - Individual attendance summary - Daily Attendance summary & percentage by section - Daily Attendance summary & percentage by department	
A.3.2	Daily Attendance Sheet cell - The attendance cell will change the color upon update. Example: The cell will be changed to green when the attendance status 'AL'.	
A.4	Reports	
A.4.1	Daily Report a. Daily Report by Department b. Detail Daily Report for department	
A.4.1a	Detail Daily Report for department	
A.4.1b.	Detail Daily Report for department	
A.4.2	Monthly Report a. Detail Attendance Report for department b. Average Monthly Report for Divisional c. Daily Report by Division	
A.4.2a.	Detail Monthly Report for department	
A.4.2b	Average Monthly Report for Divisional	
A.4.3	Access Permission	

(B) Manhour System

Req.ID	Description	Remark
B.1	System Process Flow : Staff - Create Task - Create Actual Task - Create Plan Task - Accept - Task Shounitte Leader - Task Comment - Assign - Check / Approve - Generate summary / report	
B.2 (i)	Task Record (i) System Input View Staff can input and view task in 3 ways: 1) Day View 2) Week View 3) Month View	
B.2 (ii)	Task Record (ii) System Operation ● Main page ● Add Task Page (Plan & Actual)	
B.2 (iii)	Task Record (iii) Task Shounitte	
B.3	Summary Report	
B.4	Graph Analysis ● Summary graph - Plan VS Actual Individual ● Summary graph - Plan VS Actual Section ● Summary graph - Plan VS Actual - Dept ● Summary graph - Plan VS Actual - Division ● Summary graph - Plan VS Actual Project - Individual ● Summary graph - Plan VS Actual Project - Section ● Summary graph - Plan VS Actual Project - Dept ● Summary graph - Plan VS Actual Project - Division ● Summary graph - Project (Selection by department)	

(C) HR Attendance System Integration

Req.ID	Description	Remark
C.1	HR (PEOPLESOFT) Data Pull 1.Leave Status 2.Remark	
C.2	Door Access (ELID) Data Pull 1. Clock-in 2. Clock-out	

Others Requirement

Req.ID	Description	Remark
1	First time implementation process, proposed: a) Upload using XLS b) Direct pull from HR c) Enter Manually into i3TW system	Integration with Peoplesoft DB server.
2	Manager check staff attendance – 9AM Daily	
3	Manager update staff attendance to management – 10AM Daily	
4	Setting Daily / monthly task - Auto generate	