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Visitor Management System

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**Functional Requirement Document**

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1. **TICKET DETAILS**

|  |  |
| --- | --- |
| **Ticket ID** |  |
| **Ticket description** | Visitor Management System |
| **Created by** | Sanika Dewoolkar |
| **Created on** | 9/5/2023 |
| **Priority**  | Very high |

1. **VERSION CONTROL**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No** | **Version no** | **Version Date** | **User name** | **User department** |
| **1.** | **1.0** | **9/6/2023** |  |  |
| **2.** | **1.1** | **9/8/2023** |  |  |
| **3.** | **1.2** | **9/12/2023** |  |  |

1. **APPROVALS**

|  |  |  |
| --- | --- | --- |
| **Field** | **Name of the User** | **Approved date by the user** |
|  |  |  |
| **Assigned BA** |  |  |
| **Assigned Developer** |  |  |
| **Assigned Tester** |  |  |

1. **ESTIMATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Department name** | **Estimated Time (In hr)** | **Scheduled Date (Starting date)** | **Estimated date** | **Actual delivery date** |
| **BA** |  |  |  |  |
| **Development** |  |  |  |  |
| **Testing** |  |  |  |  |
|  |  |  |  |  |

1. **INTRODUCTION**

Visitor Management System is designed to give visitors a digital red carpet experience and modernize the office reception. It replaces the traditional paper- based visitor book, makes the visitor check in much easier and allows employees, admin to view history and reports of all the visits.

The purpose of this document is to outline the requirements for enabling visitors to check in effortlessly, schedule meetings with the person concerned, give feedback and rating on the experience. Also highlights the Employee login, approve, reject or forward the visitor meeting request, and enable instant report extraction for quick and efficient progress tracking.

**BUSINESS REQUIREMENT**

**BUSINESS REQUIREMENT FOR RECEPTION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Requirement ID** | **Requirement Name** | **Short Description** | **Priority** |
| BR002 | Visitor Registration | Visitor should be able to register. Visitor should be able to add Name, Contact Number, Purpose of Meeting, select department, Select Employee to meet, Submit. | High |
| BR003 | Report | Users should be able to download visitor reports.  | High |
| BR004 | Employee Attendance | If the employee is absent, then user should be able to disable the employee. | High |
| BR005 | SMS | SMS should be delivered to visitors upon accept, forward, keep waiting for meeting request. | High |
| BR006 | Feedback form | Visitor should be able to receive feedback form URL on SMS once the meeting is ended by the Employee. | High |
| BR007 | Notifications | Notification should be sent. | High |

**BUSINESS REQUIREMENT FOR EMPLOYEES :**

|  |  |  |  |
| --- | --- | --- | --- |
| **Requirement ID** | **Requirement Name** | **Short Description** | **Priority** |
| BR001 | Login | Users should be able to login with Name, Contact Number. | High |
| BR002 | Forgot password | User should be able to reset his password and log into the application.  | High |
| BR003 | Profile | User’s details should be displayed in profile menu where user can update details.  | High |
| BR004 | Notifications | Notifications should get sent within app to the relevant user related to visitor arrival | High |
| BR005 | Meeting Request | Users should be able to receive request for meeting on visitor arrival and should be able to accept, forward and keep visitor waiting and end meeting | High |
| BR006 | Report | The daily report will present a clear overview of each user's daily total attended visitors, check-in time, check-out time, the total hours dedicated. This report helps understand the analytic of visitor volume and experience. | High |
| BR007 | History | Employee should be able to search the visitor history. | High |

1. **SCOPE**

The primary goal of this Visitor Management System is to enable visitors to check in effortlessly, schedule meetings with the concern person, give feedback and rating on the meeting experience. Also, to smooth en the company’s visitor management by keeping track of Visitors volume, meeting record, time spent and feedback of meeting.

* Visitor Registration- Visitors can register for a meeting with relevant details, such as Name, Mobile Number, Purpose of Meeting, Department, Name of Concerned person to meet.
* Login- Employee should be able to login with contact number in the application.
* Notifications - Employees should be able to receive notifications on visitor meeting requests with details such as Name, Contact Number, Purpose of Meeting.
* Request - Employee's should be able to do the below tasks on visitor arrival -
1. Approve Meeting Request
2. Keep on Waiting – Employee should be able to keep visitor on waiting with specifies time.
3. Forward Meeting Request – Employee should be able to forward the meeting request to another employee.
* Visitor Notification- Visitor should be able to receive notifications with Waiting time, change in host.
* Feedback Form – Visitor should be able to receive feedback form on SMS.
* Reporting and Analytic: The system should offer reporting features that allows Employees to generate reports on Visitor details, check in check out time, total time spent, feedback and total visitors attended for digital record of visitor information for security and compliance purposes.
* User-Friendly Interface: The application should be intuitive and user-friendly, requiring minimal training for users to navigate and operate efficiently.
1. **BUSINESS & SYSTEM RULES**

Example:

* User should be registered in the system.
* User should be logged in.
* System should display error message for incorrect details if entered.
* System should pop up a message, if any issues in the system is detected.
* All forms should have field validations. The system should display field errors in case of incorrect inputs.
1. **ABBREVIATIONS & TERMS**

Enter all the abbreviations used in the document.

1. **EXISTING SYSTEM**

There is no Visitor Management existing application.

1. **GRAPHICAL REPRESENTATION**



1. **PROPOSED SYSTEM**

**For Reception-**

* 1. **Login**

Registered users should be able to login into the mobile application. Login page will have following fields:

* Logo
* Username
* Password
* Remember me check-box
* Forgot password button
* Login button

|  |  |  |  |
| --- | --- | --- | --- |
| **FIELDS** | **INPUT TYPE**  | **MANDATORY/ OPTIONAL** | **DESCRIPTION** |
| User name | text | Mandatory  | User will enter the user name as mentioned in the employee master by the admin.  Validation:- Max limit will be 25 characters. It shouldn’t accept space.  |
| Password | Text  | Mandatory  | User will enter the password as provided by the admin as in employee master.  It will have hide / expose button to view password or display it as encrypted.  Validation:- Maximum limit would be 25 characters. It shouldn’t accept space. |
| Login  | Click  |  | Precondition:- User should be registered. Post condition:- Once user enters valid username and password, it will display successful message and direct user on dashboard page of application. In case of invalid user name and password, user shouldn’t be able to log into the system.  |
| Remember me  | Check box  | Optional  | This is to save the user name and password in the application, so that next time when user logs out and clicks on username then it will pre-fill the +username and password.  |
| Forgot password  | Click  | Optional  | Through forgot password button, code will get sent to the user’s registered number then user can reset his password.Once user clicks on forgot password button, it will direct to next page where user will enter mobile number on which code will be sent to the user. Once the user enters mobile number and clicks on submit, code will be sent to the user. User will mention the correct code and will be able to further set new password. Furthermore, after setting new password, user can log into the application using new password.  |

**11.2 Home Page:**

Home page will have following fields:

* Profile
* Visitor Registration
* Total Visitors Count
* Waiting Visitors Count
* Search

**Profile:**

The profile section will have below fields:

* Profile image
* Name of Employee
* Email address
* Your Profile Action Button
* Log Out

Your Profile >>

Below fields should be displayed after clicking on Your profile button -

* Username
* First Name
* Last Name
* Contact Number
* Email Id
* New Password
* Confirm password
* Designation
* Department
* Profile Picture
* Update

|  |  |  |  |
| --- | --- | --- | --- |
| Profile image  | attachment | - | It will display the user's profile image. Whereas user can change the profile image by camera or by existing image in phone gallery. Validation: Should accept max one image only. It should accept jpg, png, jpeg, heic, webp extensions only.  |
| First Name, Last Name | Text  | Mandatory  | It will display the name of the user as per first name and last name. It will be read only.  |
| Designation  | Text  | Mandatory  | Designation of the user will be displayed as per employee occupation master.It will be read only. |
| Departments  | Text  | Mandatory  | It will display the department name that the user is working on as per department master. It will be read only.  |
| Username  | text | Mandatory  | Username will be displayed as per employee master.It will be read only text field. |
| Email address  | Text  | Mandatory  | Precondition:- Initially it will display the email as entered by admin while creating the employee. Post condition:- If employee edits and changes the email, then the updated email will be displayed in the app next time when tenant visits his profile page. Validation:- It will be unique. It should accept maximum 50 characters. It should accept characters, number. It should not accept space. It should accept @ . \_ and - special characters only. |
| Contact no.  | Text  | Mandatory  | Precondition:- Initially it will display the contact no as entered by admin while creating the employee. Post condition:- If employee edits and changes the contact number, then the updated contact number will be displayed in the app next time when tenant visits his profile page. Validation:- It should accept only 10 numeric digits. |
| New password  | text | Optional  | User can update and enter new password here. Once user updates password, then user can login using the new password and username. Validations: It shouldn’t accept space. It should accept maximum 25 characters.  |
| Confirm password  | text | Optional  | User can update and enter new password here. Once user updates password, then user can login using new password and username. Validations: It shouldn’t accept space. It should accept maximum 25 characters. |
| Update  | click |  | Once user changes any fields in profile and clicks on update button, then changes will be successfully done in profile and will be reflected in user master page as well as in user’s profile. Also, user will be able to login with new password once password is updated. |

* **Visitor Registration:**

Visitor should be able to click on visitor registration and fill details and submit it.The registration page will include below fields:

* Visitor Register
* Visitor Name
* Contact Number
* Purpose of meeting
* Department
* Employee Name
* Submit

|  |  |  |  |
| --- | --- | --- | --- |
| **FIELDS** | **INPUT TYPE**  | **MANDATORY/ OPTIONAL** | **DESCRIPTION** |
| Visitor Registration | Click | Optional | Visitors will click on this field to register. |
| Contact Number | Text | Mandatory | User will enter visitor’s mobile 10-digit mobile no.Consecutive ten zeros shouldn’t be accepted.Condition: Check if the Contact no is already registered1. If the Contact no is already registered then the system should ask only for purpose of meeting, department, employee name and submit. Name, contact No fields should be auto filled and disabled.
2. Else Name, purpose of meeting, department, employee name should be blank.
 |
| Visitor Name | Text | Mandatory | User will enter Visitor name in this field. It should accept characters, numbers and space. It should accept English / Devanagari script. Maximum length of 50 characters should be accepted. |
| Purpose Of Meeting | Text and Dropdown | Mandatory | Users should be able to write the purpose of meetings. It should be a text field. Maximum length of 250 characters should be accepted. Below text dropdown menu for suggestions should be displayed with type of work. |
| Department | Drop Down | Mandatory | It will be a drop-down consisting of a list of departments.[https://techneaipl-my.sharepoint.com/:x:/g/personal/sanika\_dewoolkar\_techneai\_com/ESra-JMYVohCvM1X5RAnLsQB-oKmAXlQDvQiH8GfO3ERyg?e=eixpS7](https://techneaipl-my.sharepoint.com/%3Ax%3A/g/personal/sanika_dewoolkar_techneai_com/ESra-JMYVohCvM1X5RAnLsQB-oKmAXlQDvQiH8GfO3ERyg?e=eixpS7) |
| Employee Name | Drop Down | Mandatory | Users should be able to select an employee in that department for the visit.It will be drop-down consisting of list of Employees. Pre-Condition:1. Employee name should be visible in the dropdown only if the employee is present.

[https://techneaipl-my.sharepoint.com/:x:/g/personal/sanika\_dewoolkar\_techneai\_com/ESra-JMYVohCvM1X5RAnLsQB-oKmAXlQDvQiH8GfO3ERyg?e=eixpS7](https://techneaipl-my.sharepoint.com/%3Ax%3A/g/personal/sanika_dewoolkar_techneai_com/ESra-JMYVohCvM1X5RAnLsQB-oKmAXlQDvQiH8GfO3ERyg?e=eixpS7) |
| Submit | Click | Mandatory | Once details of visitors are added, it should get saved and user should be able to submit the details through submit button. |

* **Total Visitor Count: (Click)**
* It should be able to represent the total number of visitors registered.
* After clicking on this field, it should be able to display a list of all the visitors with Name, Contact No, Purpose of meeting, Department, Employee.
* User should be able to search visitors by visitor name, contact number.

Filter:

User should be able apply custom date filter to view list of visitors

* **Waiting Visitor Count: (Click)**

It should be able to represent the total count of visitors in waiting.

After clicking on this field, it should be able to display a list of waiting visitors with Token No, Name, Employee Name, Department, Purpose of meeting, waiting time.

* Token No
* Name
* Employee Name
* Department
* Purpose of meeting
* Waiting Time
* Hamburger action –Forward, Not available.

 Forward: The user will be able to forward the visitor and change the host.

 Not Available: The user will be able to mark visitor as not available and notify employees.

Post Condition -

1. The Employee status should be highlighted with color if the employee is free or busy now next to employee name.
2. Average waiting time will be calculated for all visitors in line and updated for new registered visitor.

Note – Waiting time will be 7 mins for every department.

1. If the employee has forwarded the meeting request to another employee then updated employee name should be displayed.
2. If the visitor meeting request is accepted and the meeting is started then the record of visitor should be removed from this list.
3. If the visitor request is accepted but meeting is not yet played, then the record should be displayed.
4. Token No count should be increased with every registration.
5. If the tab user forwards the visitor then employee app user should be able to receive notification regarding the same
6. If the tab user marks visitor ‘NOT AVAILABLE’ then employee app user should be able to receive notification regarding the same

**Search:**

User should be able to search the below fields:

1. Visitor Name
2. Visitor Contact Number
3. Employee Name: Allow to search visitors by first name, last name or full name
4. Department

**11.3 Notifications -**

* Notifications should be sent within application.

User should be able to receive the below notifications-

1. User should be able to receive notifications upon accepting the meeting request by the selected employee with text “<Employee Name> has accepted meeting request of <Visitor Name>”
2. User should be able to receive notifications regarding the waiting status and waiting time every time the host updates it. “<Employee Name> is in meeting. Please inform visitor to wait for <waiting time> mins.
3. User should be able to receive notification on change in host/employee if the employee has forwarded the meeting request. “<Visitor Name’s> host has been changed from <Employee Name> to <Employe Name> ”
4. User should be able receive notification if the employee is disables the toggle button. “<Employee Name> is unavailable now”
5. Users should be able receive notification if the employee is enables the toggle button. “<Employee Name> is available now”

Conditions -

1. Unread Notifications should be marked in Bold.
2. Once the user reads the notification it should be unbold.

**SMS:**

Once the visitor has registered, SMS should be delivered to visitor:

1. If the employee is in meeting, SMS with the text “Hi <Visitor Name>, Welcome to Lalit Roongta Group! <Employee Name> is in meeting. Please wait for <waiting time> “should be delivered.
2. If the visitor registers and employee is free then, “ Hi <Visitor Name>, Welcome to Lalit Roongta Group! <Employee Name> is available to meet now.
3. If the employee is free after keeping visitor on waiting and accepts the meeting then SMS with the text “ Hi <Visitor Name>, Welcome to Lalit Roongta Group! <Employee Name> is available to meet now.
4. If the meeting is forwarded by employee and then SMS with text “Hi <Visitor Name> your host has been changed to <Employee Name> Please wait for <waiting time> “ should be delivered.
5. Feedback URL : Once the employee ends the meeting, visitor should be able to receive SMS “Thank you for choosing Lalit Roongta Group, we would love to hear about your experience with us, please click the link to your valuable feedback “

Post Condition:

1. Only first SMS to the visitor should contain text, “Welcome to Lalit Roongta Group!”

**History:**

From tab user can check History and Extract reports of the completed meetings from the calendar button at the top for visitor meetings in this section.

History section will include the below fields:

* **Visitor Details**
* **Report**
* **Search**

**Visitor Details:**

Visitor below details should be displayed

* Name
* Check In time
* Check out time

If we click on these details new screen with displayed with below details

* Name of Visitor
* Contact Number
* Employee Name
* Department
* Purpose of meeting
* Check in time
* Check out time

**Report:**

* Calendar Dropdown

The dropdown will contain filters with below options

* Today
* Last week
* Last Month
* Last 3 month
* Custom period

Employees should be able to download reports day-wise, month-wise and with custom dates.

Once the employe selects the dates and clicks on download, excel should be downloaded.

 The report will consist of the fields below:

1. Number of Visitors attended
2. Name of Visitor
3. Contact Number
4. Purpose of meeting
5. Department
6. Employee Name
7. Check in time
8. Check out time
9. Total time spent
10. No of times the Visitor was forwarded

**Search:**

The employee should be able to search below fields:

1. Visitor Name: Allow to search visitors by First Name, Last name or full name

**Employee Attendance:**

This is to define the status of employee attendance. This will include below fields:

1. Employee Name
2. Department
3. Action

|  |  |
| --- | --- |
| **Field** | **Description** |
| Employee Name | The list of employees is displayed |
| Department | The list of departments is displayed |
| Action | It will include a toggle button. The toggle button is on if the employee is present or else off is selected.  |

**Feedback form -**

1. Once the employee ends the meeting from his end, visitor should be able to receive SMS with the feedback form URL.
2. The URL should be web based.

The feedback form will contain the below fields:

|  |  |  |  |
| --- | --- | --- | --- |
| **FIELDS** | **INPUT TYPE**  | **MANDATORY/ OPTIONAL** | **DESCRIPTION** |
| Name |  | Mandatory | To identify the person providing feedback. This field will be auto filled and read-only. |
| Contact Number |  | Mandatory | To contact the person for further clarification on updates. This field will be auto filled and read-only |
| Date of visit |  | Mandatory | To track when the visit occurred. This fields will be auto filled and read-only.  |
| How was the employee Behavior? |  | Mandatory | It will be a text field. Maximum length of 500 characters should be accepted. |
| Check – In Experience |  | Mandatory | Rate the ease and efficiency of the check in processThis will include a dropdown with below fields * Excellent
* Good
* Average
* Poor
* N/A
 |
| Check –out experience |  | Mandatory | Rate the ease and efficiency of the checkout experience. This will include a dropdown with below fields* Excellent
* Good
* Average
* Poor
* N/A
 |
| Suggestions for Improvement |  | Optional | Ask for any recommendations to enhance the system.Maximum length of 500 characters should be accepted. |
| Would you recommend Lalit Roongta Group to others? |  | Mandatory | Dropdown:* Yes
* No
 |

**For Employees-**

* 1. **Login**

Registered users should be able to login into the mobile application. Login page will have following fields:

* Logo
* Username
* Password
* Remember me check-box
* Forgot password button
* Login button

|  |  |  |  |
| --- | --- | --- | --- |
| **FIELDS** | **INPUT TYPE**  | **MANDATORY/ OPTIONAL** | **DESCRIPTION** |
| User name | text | Mandatory  | Pre Condition: Initially this field will be blank.Employee will enter username as entered by admin while creating the employee. Validation : It should accept maximum 25 characters. It should accept characters and numbers only. It shouldn’t accept space or special characters. |
| Password | Text  | Mandatory  | Pre Condition: Initially this field will be blank.Employee will enter username as entered by admin while creating the employee. Validation : It should accept maximum 25 characters. It should accept characters, numbers, symbols. It should accept space or special characters.  |
| Login  | Click  |  | Precondition:- Employee should be created by admin.Post condition:- Once user enters valid username and password, it will display successful message and direct user on homepage page of application. In case of invalid user name and password, user shouldn’t be able to log into the system.  |
| Remember me  | Check box  | Optional  | This is to save the user name and password in the application, so that next time when user logs out and clicks on username then it will pre-fill the username and password.  |
| Forgot password , Submit  | Click  | Mandatory | Through forgot password button, code will get sent to the user’s registered number then user can reset his password.Once user clicks on forgot password button, it will direct to next page where user will enter mobile number or email id on which code will be sent to the user. Once the user enters mobile number or email id and clicks on submit, code will be sent to the registered contact number or email id. User will mention the correct code and will be able to further set new password. Furthermore, after setting new password, user can log into the application using new password.  |

* 1. **Dashboard**

**Profile:**

The profile section will have below fields:

* Profile image
* Name of Employee
* Email address
* Your Profile Action Button
* Log Out

Your Profile >>

Below fields should be displayed after clicking on Your profile button -

* Profile Image
* Username
* First Name
* Last Name
* Contact Number
* Email Id
* New Password
* Confirm password
* Designation
* Department
* Update

|  |  |  |  |
| --- | --- | --- | --- |
| **FIELDS** | **INPUT TYPE**  | **MANDATORY/ OPTIONAL** | **DESCRIPTION** |
| Profile image  | attachment | - | It will display user's profile image. Whereas, user can change the profile image by camera or by existing image in phone gallery. Validation: Should accept max one image only. It should accept jpg, png, jpeg, heic, webp extensions only.  |
| First Name, Last Name | Text  | Mandatory  | It will display the name of the user as per first name and last name. It will be read only.  |
| Designation  | Text  | Mandatory  | Designation of the user will be displayed as per employee occupation master.It will be read only. |
| Departments  | Text  | Mandatory  | It will display the department name that the user is working on as per department master. It will be read only.  |
| Username  | text | Mandatory  | Username will be displayed as per employee master.It will be read only text field. |
| Email address  | Text  | Mandatory  | Precondition:- Initially it will display the email as entered by admin while creating the employee. Post condition:- If employee edits and changes the email, then the updated email will be displayed in the app next time when tenant visits his profile page. Validation:- It will be unique. It should accept maximum 50 characters. It should accept characters, number. It should not accept space. It should accept @ . \_ and - special characters only. |
| Contact no.  | Text  | Mandatory  | Precondition:- Initially it will display the contact no as entered by admin while creating the employee. Post condition:- If employee edits and changes the contact number, then the updated contact number will be displayed in the app next time when tenant visits his profile page. Validation:- It should accept only 10 numeric digits. |
| New password  | text | Optional  | User can update and enter new password here. Once user updates password, then user can login using the new password and username. Validations: It shouldn’t accept space. It should accept maximum 25 characters.  |
| Confirm password  | text | Optional  | User can update and enter new password here. Once user updates password, then user can login using new password and username. Validations: It shouldn’t accept space. It should accept maximum 25 characters. |
| Update  | click |  | Once user changes any fields in profile and clicks on update button, then changes will be successfully done in profile and will be reflected in user master page as well as in user’s profile. Also, user will be able to login with new password once password is updated.  |

**Home Page -**

Home page will have following fields:

|  |  |  |
| --- | --- | --- |
| Total Visitors | Only View | It should be able to represent the total visitors count of completed meetings. |
| Waiting Visitors | Click | It should be able to represent the total count of visitors in waiting.After clicking on this field, it should be able to display list of waiting visitors in card format with below details:**Name, Purpose of meeting, Meeting time\*** including action buttons **Accept, Forward, Waiting.**\*Meeting Time-This field will display visitor registration time.1. Accept-If the employee clicks on Accept then a pop up with visitor details should be displayed including fields **End button, Play Pause Button, Timer.*** Play Pause : Once the employee clicks on the Play button the timer should be started. After clicking on pause the timer should be paused.
* If the timer is started the waiting button should be disabled.

End: Meeting should be ended by clicking on End button.Post Condition - 1. Visitors should be able to receive SMS once the employee accepts the meeting request.
2. If the employee forwards the visitor then it should be displayed as new entry to the receiver employee
3. The receiver employee in above case should also receive notification for new visitor meeting request.

2. Forward -Employees should be able to forward the meeting request by clicking on the forward button.  If the employee clicks on forward in on going meeting, then pop up with “Do you want to End and Forward this meeting?” should be displayed * if the employee clicks on Yes - dropdown of department should be displayed. Under department employee dropdown should be displayed. Once the employee is selected a forward button should be displayed.
* If the employee clicks on NO -

 It should return to the previous page.Post Condition -1. Once the employee clicks on forward action, dropdown of employees should be displayed.
2. Reception user should be notified about the updated host/employee.
3. The allocated employee should be able to receive forwarded request as new entry of visitor.
4. The history of forwarded requests should be mapped in the reports.
5. In visitor home page new host/employee should be displayed in case of employee forwards the request before accepting. If the employee forwards the request after accepting then it should be a new entry.
 |
| Timer Pop Notification |  | If the employee has started the meeting and the timer is ON and wants to go back, this bar on the top should be displayed with Timer, Play – Pause and End Button. |
|  Visitor Registration |  | Employees should be able to register the visitor.Once the User will enter visitor’s mobile 10 digit mobile no.Condition : Check if the Contact no is already registered1. If the Contact no is already registered then the system should ask only for purpose of meeting, department, employee name and submit. Name, contact No fields should be auto filled and disabled.
2. Else Name, purpose of meeting, department, employee name should be blank.

Post Condition :1. Once the employee registers from application, the registered details of visitor should be reflected in reception tablet in waiting visitors . After employee accepts the request, it should be removed from waiting visitors.
 |

**Notifications:**

User should get notified in the below cases:

1. Employee should get notified upon visitor arrival, with the text, “New visitor ‘NAME’ is requesting to meet you”
2. Employee should receive alert notification with reminder regarding waiting visitors with the visitor name. The text will include, “Reminder: ‘NAME’ is waiting for you!”
3. Employees should receive notification once the meeting is ended with the text “Congratulations! The meeting has ended. Go to history to check detailed report”

**History:**

Employees can check History and Extract reports of completed meetings from the calendar button at the top for visitor meetings in this section.

History section will include the below details:

* Visitor Details

Visitor below details should be displayed

* Name
* Check In time
* Check out time

If we click on these details new screen with displayed with below details

1. Name of Visitor
2. Contact Number
3. Purpose of meeting
4. Check in time
5. Check out time
6. Total time spent
* Calendar Dropdown

The dropdown will contain filters with below options

* Today
* Last week
* Last Month
* Last 3 month
* Custom period

Search:

The employee should be able to search below fields:

1. Visitor Name: Allow to search visitors by First Name, Last name or full name
2. Visitor Contact No

**Report:**

Employees should be able to download reports day-wise, month-wise and with custom dates.

Once the employe selects the dates and clicks on download, Excel should be downloaded.

 The report will consist of the fields below:

* Number of Visitors attended
* Name of Visitor
* Contact Number
* Purpose of meeting
* Department
* Employee Name
* Check in
* Check out
* Total time spent
* No of forwards

**Admin:**

**Employee Master:**

The Employee master belongs to the Employee of the tenants. The tenants can create their Employee based on the Employee type.

The following are the fields in the employee master.

* Search bar
* Add employee button
* Sr
* Name
* Status
* Department
* Updated by
* Updated at
* Action

|  |  |
| --- | --- |
| Fields | Description |
| Search bar | To search the fields |
| Add employeebutton | To add a new employee in the master |
| Sr | The serial count is displayed |
| Name | The name of the tenant displays |
| Status | The status of the employee is displayed |
| Updated by | Last updated by is mentioned |
| Updated at | the time on which it is updated last is displayed |
| Action | The action field consists of the edit button to edit the existing employee |

Add page:

The add page consists of the following

* Employee details
* First Name
* Last Name
* Username
* Employee ID
* Select Department
* Select Designation
* Contact number
* Email ID
* Gender
* Password
* Confirm password
* Is Active
* Is Admin
* Add - To create the Employee
* Cancel – To navigate the employee master main page

Edit page:

The edit page consists of the following and all fields can be edited if required.

* Employee details
* First Name
* Last Name
* Username
* Employee ID
* Select Department
* Select Designation
* Contact number
* Email ID
* Gender
* Password
* Confirm password
* Is Active
* Is Admin
* Update
* Cancel – To navigate the employee master main page

**Department Master:**

The department master refers to various departments in the organization which helps in easy access of the data. The following are the fields in department master.

* Search
* Add Department
* Sr
* Department
* Status
* Updated by
* Updated at
* Action

|  |  |
| --- | --- |
| **Field** | **Description** |
| Search | To search the fields |
| Add department button | To add a new department in the master |
| Sr No | The serial count is displayed |
| Department | The list departments is displayed |
| Status | Whether the department is active or not is displayed |
| Updated by | Last updated by is mentioned |
| Updated at | The time on which it is updated last is displayed |
| Action | The action field consists of the edit button to edit the existing department |

Add data:

The add page consists of the following fields.

* Department
* Is Active
* Status
* Add
* Cancel

Edit page:

The edit page consists of the following and all fields can be edited if required.

* Department
* Status
* Is Active
* Update
* Cancel

Designation Master:

The designation master consists of all the designations available in the organization which helps in easy access of the data. The following are the fields in designation master.

* Search
* Add Designation
* Sr
* Designation
* Status
* Updated by
* Updated at
* Action

|  |  |
| --- | --- |
| Field  | Description |
| Search bar | To search the fields |
| Add Designation button | To add a new designation in the master |
| Sr | The serial count is displayed |
| Designation | The list of designations are displayed |
| Status | Whether the designation is active or not is displayed |
| Updated by | Last updated by is mentioned |
| Updated at | The time on which it is updated last is displayed |
| Action | The action field consists of the edit button to edit the existing designation |

Add data:

The add page consists of the following fields.

* Designation
* Status
* Add
* Cancel

|  |  |  |  |
| --- | --- | --- | --- |
| FIELDS | INPUT TYPE | MANDATORY/ OPTIONAL | DESCRIPTION |
| Designation | Text | Mandatory | The designation name is entered. |
| Select Status | Radio button | Mandatory | The radio button consists of active and de-active. By default, active is selected. Active is selected if the designation is active or else deactive is selected. |
| Add | Button | Optional | To create the designation |
| Cancel | Button | Optional | To navigate to the designation master main page |

Edit page:

The edit page consists of the following and all fields can be edited if required.

* Designation
* Status
* Update
* Cancel

**Query Master:**

The query master refers to the type of work visitors will visit for. The following are the fields in query master.

* Search
* Add Query
* Sr
* Query type
* Status
* Updated by
* Updated at
* Action

|  |  |
| --- | --- |
| **Field** | **Description** |
| Search | To search the fields |
| Add query button | To add a new query in the master |
| Sr No | The serial count is displayed |
| Query type | The list of queries is displayed |
| Status | Whether the query is active or not is displayed |
| Updated by | Last updated by is mentioned |
| Updated at | The time on which it is updated last is displayed |
| Action | The action field consists of the edit button to edit the existing query. |

Add data:

The add page consists of the following fields.

* Query
* Is Active
* Status
* Add
* Cancel

Edit page:

The edit page consists of the following and all fields can be edited if required.

* Query
* Status
* Is Active
* Update
* Cancel
1. **TEST DATA**



1. **ODUS ( Open Discussed Unhanded scenarios )**

ODUS sheet will contain questions raised by team which needs to be confirmed from user, points to be discussed with user, confirmation of points which isn’t given from user yet.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No.** | **Topic**  | **Priority****(High / medium / low)** | **Remark** | **Status****(Open/****Closed)** |
| 1 |  |  |  | Open for queries which are recently asked and which are pending. |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **REFERENCES OF THE USERS**

|  |  |  |  |
| --- | --- | --- | --- |
| **User** | **Name** | **Mail** | **Contact number** |
| **Actual user** |  |  |  |
| **Ticket created by (if any)** | Sanika Dewoolkar | Sanika.dewoolkar@techneai.com |  |
| **Assigned business analyst** | Sanika Dewoolkar | Sanika.dewoolkar@techneai.com |  |
| **Assigned developer** | Jaydeep PatilGowardhan  | Jaydeep.patil@techneai.comGoverdhan.bollu@techneai.com |  |
| **Assigned tester**  | Preeti Bokade | preeti.bokade@techneai.com |  |