EBOS

Software Requirements Specification

V2.0

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Contents

1.Introduction

1.1 Purpose

Ebos is an innovative online platform designed to revolutionize operational efficiency for small to medium businesses across diverse industries. Many small business owners struggle with operational inefficiencies, leading to poor store management and staff performance, ultimately impacting sales and reputation. Currently, a fraction of retailers utilize offline methods like manual bookkeeping and Excel sheets, tethering owners to their stores and hindering scalability, especially for those with multiple locations.

Ebos aims to address these challenges by providing a comprehensive solution accessible anytime, anywhere, empowering businesses to streamline and automate operations online, enhance performance, and foster growth whilst enabling owners to manage multiple stores from a single centralized platform. By utilizing this application, the business owners can monitor their stores remotely without the need to be physically present. This not only results in cost savings but also allows businesses to achieve services more promptly such as, tracking of inventory sales made vs the total payouts completed, allowing for effective reconciliation of these sales and payouts, ensuring every other aspect of data is captured that a particular store manages within a day.

The application is equipped with two portals : the super admin, & the partner portal that will facilitate the seamless functionalities for the operational management of the relevant target industry accordingly. Utilizing the Super Admin portal empowers us to oversee the approval process of partner onboarding, configure billing setups, payment methods, pricing tiers, and crucial sales data. The partners are defined as small businesses, including grocery stores, restaurants, builders, software development firms, as well as individual users seeking to streamline their daily routines through our platform. Partners can control access by creating user privileges {e.g., Level 1 - owner, Level 2 - Store Manager, Level 3 - Shift Manager, Level 4 - Staff}, varies from store to store, to delegate tasks, monitor sales and payouts, ensure compliance, assess performance metrics, generate reports and reconcile any staff entered details on the same report itself.

Furthermore, Ebos not only prioritizes business solutions but also serves as a comprehensive platform for individual users to organize their personal tasks through the dedicated application. This facet will constitute the focal point of the second phase of our strategic business development. Moving forward with the SRS, partner or store manager or store admin means the client who is subscribed to Ebos, using it to streamline operation of their stores.

1.2 Scope

Ebos caters to the holistic organization of personal tasks and the management of daily life or business commitments to revolutionize the operational landscape for individuals and industrial-based businesses through the implementation of seamless automation. This dual focus aims to elevate customer satisfaction levels while simultaneously optimizing business processes. Its core objective is to streamline the relevant operational, finance, reports, HR & skill processes providing a user-friendly interface with a user convenience management center.

The project aims to address key challenges faced by industrial businesses, including operational inefficiencies and complex workflows. Through the Ebos platform:

- Allow partners to set up their account according to the relevant industry selection, feature customization, and providing business information to access the trial period.
- Allow managers to securely sign up to the system to access the Ebos platform using 2FA.
- Users are redirected to their dashboard after successfully logins to the system, displaying KPIs in visual representation by selecting a calendar range with news & update notifications, and other key information.
- Allow super admin to manage onboarded stores, billing set up along with subscriptions, and being able to manage super admin user privileges.
- Super admins can share relevant news and articles, fostering a well-informed and connected community within the portal.
- Capability of managing multiple branches within the same system by the owner.
- Partners can set user privileges for their staff members after onboarding their details into the system. {e.g., Level 1-Level 4 (Owner, Manager, Shift Manager & Staff)}
- Able to clock-in and clock out to manage staff attendance consistently and able to recorrect wrongly timed attendance according to staff comments/ reasons.
- Managers automate tasks, set alarms, and assign them to multiple employees. Tasks can be monitored for timely completion, with staff updating progress statuses by drag and drop and members can manage daily tasks within the availability of the team.

- A comprehensive calendar overview displaying employee shift breakdowns, for a particular week with total wage covered per each hour.
- It enables secure and efficient inventory management that manages cash withdrawals & cash deposits from various safes within a store.
- The system enables users to perform scratch card sales declaration when opening & closing and stock management within the system, ensuring to search what scratch cards are in stock/ out of stock, access their price, game name, quantity left and upload image.
- The system streamline opening and closing declarations of sales & payouts made within a store by each employee working shift wise or day wise considering POS reports and terminal reports of available commonly shared stock between two or more tills / cashiers such as scratch card, paypoint, payzone or lottery and etc (these available stock can be declared by the store manager according to their store).
    - *Note* that two or more cashiers can share the same scratch card dispenser, paypoint, payzone and lottery machine, hence the system must be able to track the relevant sales made by each individual during their shift for each stock.
    - *Note* that scratch card dispenser does not generate any terminal reports from a device but must be entered to the system by manually acquiring the last card number (last digits from the barcode) left in the dispenser.
    - *Note* that the lottery machine, paypoint and payzone produce invoice reports.

- The system must be able to identify the total sales made during each shift or day end by using the relevant numbers entered during opening declaration and closing declaration.

- The system enables the calculation of shortage in total sales and payouts at the end of each day, broken down by individual shifts where managers can reconcile any errors within the same report comparing two commonly shared tills during a particular shift.

- By managing supplier and expenses management, the platform enables managers to maintain thorough records of staff-entered details during their visits. This ensures seamless monitoring of payouts between stores and them.

- The system must calculate short for each sector in the store for reconciliation such as supplier payout, expenses payout, salary payout, timeclock and categorize these into daily, weekly, monthly, annually, quarterly.

- The system generates compliance logs for monitoring and documenting units like chillers under temperature logs. It also manages incident, visitor, and cleaning logs, depending on the store.

- The system is able to manage a history log of the amendments made by the staff with timestamp & reason, in time clock, sales, compliance logs, and in reconciliation.

- Allow store managers to make informed decisions by displaying insightful visual representations in profits & loss, income & expenses, supplier payouts, salary, and other expenses by selecting a calendar range.

- A dedicated module for holiday & leave management simplifies the process of submitting leave requests, updates the status of requests & is able to view leave summary for employees.
- Foresee payrolls for hourly employees, monthly employees considering bonuses, incentives and unpaid leaves along with respective attendance records.
- Training materials and resources support staff in ongoing skill development and knowledge enhancement ensuring the manager can track the completion confirmation of the training resources by each employee.
- Generation of detailed reports summarizing shift-end, day-end activities, holiday, leave management, payroll reports, training completion reports, etc for analysis and decision-making, allow users to download these in multiple formats, including Excel CSV or PDF(only if alignment is possible).
- Seamless communication between the platform users ensures efficient collaboration among team members and store managers.
- Allow store managers to customize the existing templates for modules in the system according to their needs, such as task templates, checklist pages in supplier, expenses, compliances and sales declarations, ensuring managers are able to change the structure completely, add/ delete fields, or customize existing fields.
- Allow managers to declare the hierarchical order organized in compliance with names and pictures for easy oversight, able to declare the cash safes available in the store along with scratch card layout such as box number (which

differentiates the games of each scratch card bundle, meaning 16 box numbers mean 16 different games), image, & price.

- Capability of managers to configure the settings for POS integrations within Ebos which vary from store to store for example, in closing declaration for day end the manager is able to choose from whether the staff member needs to feed the system for each till individually or has a pos configuration that automatically calculates the total POS sales or manually calculate for each till & add the total sales into the system. According to the managers configurations the system will allocate the relevant options to the drop down menu.

1.3 Definitions, Acronyms, and Abbreviations

Acronym or Abbreviations	Definition
SRS	Software Requirement Specification
SME	Small and Medium sized Enterprises
KPI	Key Performance Indicators
Safe Drop	The process of withdrawing money from the tills after it exceeds the threshold and storing the money to the higher available safes in the store (main safe, mini safe, petty cash)
Paypoint / Payzone	A system for paying bills in the United Kingdom such as electricity bills, water bills, phone bills using credit card or online payment.

Scratch Card	Scratch cards are the games that give you the chance to scratch, play and win prizes in the UK mostly available in big retail businesses, where these are maintained in dispensers.
Lottery	Lottery is the same as scratch cards where customers can win instantly or later by inserting it into the lottery machine to check if the lottery card has won any prize or not.
Float Start	The cash available in each tills when starting a shift or day.
Float End	The cash available in each tills when closing a shift or day.
Checklist	A list of items required, things to be declared, or points to be considered when performing compliance, supplier or expenses data fulfillment.
Terminal reports	Invoice reports generated from individual terminals such as paypoint, payzone, or lottery machine which includes total payouts made, total sales made, etc.
Z Report	Z Reports is the POS report generated for the interconnected detail with a lot of helpful information and may include sales, returns, times the POS register was opened without sales, the payment methods used, and more.

1.4 Overview

This document outlines the functional requirements for developing a sophisticated and versatile solution tailored to address the evolving demands of operational management within the realm of small to medium-sized enterprises. Encompassing a wide array of functionalities, the holistic system aims to be realized through distinct portal-based strategies. In particular, this document explores the functional requirements pertinent to the super admin portal, and partner portal, elucidating essential features spanning operational oversight, human resources and skills administration, financial management, and facilitating seamless communication among portal users.

The Ebos application represents a sophisticated and versatile solution designed to meet the dynamic needs of industry business operations. Features include sales & payout operations, financial reconciliation tools, efficient staff management includes task delegation, performance oversight, the establishment of detailed staff profiles, cash and scratch card management, generating reports, managing store settings, capability to customize fields in each form within the system. The system is able to demonstrate these features across multiple store locations successfully within a subscription module. It emphasizes user-friendly design to accommodate individuals from diverse industry-related businesses and experience levels, ensuring accessibility and ease of use across the board.

2. General Description

2.1 Product Perspective

The system will be build as follows for the two portals:

- **Super Admin:** Web Portal
- **Store Manager/ Partner:** Web Portal (Second Phase), iOS & Android apps in tablet mode & mobile mode.

Ebos is an online solution to streamline the operational inefficiencies faced by entrepreneurs and business enthusiasts by offering a streamlined avenue for monitoring daily sales & payouts with their available stock (which varies from industry to industry), meticulously calculating shortages and facilitating seamless reconciliation processes. Ebos excels in its ability to pinpoint discrepancies and inefficiencies within the operational framework. Through meticulous comparison of reports entered by employees with tangible POS records and other relevant data, Ebos enables managers to identify precisely where things went wrong during each shift. With this comprehensive understanding in hand, users can strategize effectively, implementing targeted solutions to bolster efficiency and drive sustainable growth.

Ebos consists of two primary portals where the Super Admin portal provides administrators with comprehensive control to onboard partners, configure subscriptions and manage the overall Ebos platform. Partners can access the application with distinctive credentials using the Partner portal and customize the Ebos system according to their store's requirements prior to the subscription module. The rest of the staff members can be boarded by manager/ partner according to their privilege and access the application successfully.

Ebos further helps business owners to navigate their busy life commitments whilst managing their workforce, delegate tasks for employees, and track their completion. It shines by providing comprehensive insights into employee performance across multiple locations including effortlessly monitoring total hours worked, overseeing the payment wages, identifying top performers, and addressing areas of improvement such as most unpaid leaves, most leaves, most engaged to least engaged. Through these detailed analytics, Ebos facilitates informed decision-making, enabling owners to allocate bonuses to deserving staff members.

Managers can meticulously reconcile data entered by staff during opening and closing declarations across various touch points – be it scratch card sales, lottery transactions, supplier interactions, expense entries or compliance entries. Ebos acts as a central hub for all HR & skills from managing time clock corrections to processing leave requests and creating holiday schedules, simplifying the complexities of workforce management. With intuitive tools for training and resource allocation, managers can nurture employee development and ensure completion. Ebos also allows its users to generate detailed reports with regards to shift, HR, finance and offers users the option to download these reports in multiple formats, including Excel CSV or PDF(if possible with the right alignment), for further analysis. Furthermore, when it comes to assessing business performance, Ebos delivers unparalleled clarity through graphical representations, and managers gain insights into total income, expenses, profits, and net income over defined calendar ranges. Armed with this knowledge, owners can chart a course towards sustained growth and prosperity.

2.2 Product Functions

01. Super Admin

a. **Login:** The Super admin must be able to log into the system using the valid credentials given by the backend.

b. **Dashboard:** Be able to view comprehensive details of the overall platform performance in sales (in graphical representation) over a defined calendar range.

c. **Partners:** Facilitate the establishment and integration of new stores into the application through a streamlined onboarding process by approving uploaded address proof records of the relevant stores. Oversee each store's subscribed module, store details, store owner details and payment invoice according to the billing schedule subscribed for. Should be able to send a reset password link if requested by the manager.

d. **Industry & Features:** Able to define the diverse industries the system supports and able to recommend features / modules to the predefined industries.

e. **Subscription Management:** Offers configuration of billing options, multiple payment methods, integration of pricing tiers, and free trial options for subscription modules. Able to send notifications to partners if payments are pending or incorrect.

f. **News & Articles:** Publish news and articles about store operations for informative and professional engagement.

g. **User Privileges:** The super admin can set and manage user privileges, controlling access to system functions and sensitive information. This includes defining role-specific privileges (e.g., Super Admin, Finance Team) and user-specific access rights (view, add, edit, or delete), ensuring security and efficient resource management.

h. **Notifications:** To receive and send relevant notifications regarding subscription modules, billing schedules, payment invoices and support.

i. **Support:** To help for support from clients regarding any issues or inconsistencies faced when using the Ebos platform.

02.

03. Partner / Store Manager (Store Owner)

a. **Account setup/ Signup:** Initially store managers gain access to the application by entering their email address and then entering the OTP verification (2FA). To create the account, they should be able to enter their name, password,and mobile number.

b. **Subscription:** Managers can enter their store basic information, upload business proof documentation, select the industry related to their store, customize the recommended features accordingly, and enter the number of businesses or stores, employee counts and get access to the account/ free trial.

c. **Login:** Able to login to the Ebos system using the valid email address and password where the user will be logged out after 3-4 minutes of inactivity. If the staff enters an invalid password more than three times, their account will be blocked until the manager has to unlock them from their side.

d. **Forgot password:** If I forgot the password I should be able to change the password by using the reset password link .

e. **Dashboard:** Visual summary of store activities includes upcoming shifts, tasks, staff notifications, reconciled sales graphical representation, and key staff engagement metrics.

f. **Timeclock:** Ensures that the member is present in the store or during the designated shift by real time tracking and to verify the location we need to ensure that GPS is turned on automatically while clocking in, pause real-time during breaks, resume again and add any comments before submitting. Must be able to capture the image of the user and be saved to be manually verified by the manager.

- **Employee Timesheet:** Be able to track my own times in a tabular format, and the available employees timesheets. The system must be able to keep track of each user's clock in time, break time, resume time, & clock out time for each shift/ day to be used for employee engagement performance & payroll calculation.

- **Comment/ Timesheet correction :** Be able to comment multiple times and view comments prior to clicking the end button as a staff, where the manager should be able to view these comments and reconcile if necessary in the same document.

- **External clock in:** Able to clock in/ clock out without entering login credentials but entering valid PIN code along with store ID.

g. **Shift:** Able to create, delete, search, update shifts & tasks in calendar overview.

- **Workschedule:** Firstly, have access to a calendar overview of the employees available, delegate shifts to the demands of the store, and employee’s availability. States the start & end time, interval time, and a recurrence type when creating a shift for that particular user, where automatically on each shift creation, the manager is able to view comprehensive details of each member's work hours, total wages. Ability to copy the schedule to future weeks and publish to be notified to employees.

- **Task Management:** Create tasks in a calendar overview showcasing the user’s available time off during particular shifts, add descriptions, custom fields, with start date, end date, end time, allocate them to multiple workers, add priority from (highest, high, middle, low, lowest priority), and department. Within this same task, managers can create subtasks using this same template. Further, the managers are able to configure the recurrence type, alarms, notify multiple employees & monitor each task's completion. Managers are able to save these templates, search for existing templates and amend them.

  The users must be able to communicate within the task comment section itself by tagging each other and managers must be able to access these along with the status for each task.

h. HR & Skills Management:

1. **Staff Management:** Establish staff onboarding, add staff details, such as their name, email, mobile number, employee type, joined date, locations, departments, roles, wage type, & wage amount, along with

relevant right to work documents, & setting user privileges within the staff employees.

2. **Team:** An overview of the team members in the store with their status of availability during the shift and maintaining proper communication with them. Ability to create team member cards with their name, and profile.

    - **Employee Engagement:** Ability to comprehensively oversee the employee performance across multiple locations including total worked hours, payment wages, most leaves, most unpaid leaves, most engaged to least engaged to have an idea of who worked over hours to give them promotions.

3. **Holiday & Leave Management:** Be able to successfully view leave summary of the holidays taken by each individual employee, review and respond to staff leave requests by either approving or declining and further view leave summary in a visual representation.

4. **Payroll:** Calculate compensation for staff members based on the total hours worked considering bonus, unpaid leaves, attendance tracking and incentives, ensuring payment confirmation.

5. **Training & Resources Management:** Provide instructional materials and resources for store staff by being able to upload documents or videos. They must be able to track that the training resources were completed by each employee.

i. **Finance Management:**

1. **Sales & Payout:** Manage day-to-day sales and payout operations along with ability to view sales overviews in graphical representation. Capability for the manager to oversee the day end and shift end sales & payout (payment made from the store) based entries made by the staff and respective shortages if any.

    - **Sales Management:** Able to view sales declarations completed for sales opening and closing to keep track of all the sales made on the stock available in the store and the payouts for each stock. These stocks can be defined by the manager accordingly such as scratch card, lottery, paypoint, payzone or anything else.

Remember: consider only the scratch card management section where the system should accurately calculate total sales for each staff member considering the number of tills being shared, and shift clashing/time frames between each member.

Note: The total sales & payouts are calculated for day end where day end is extended to shift wise which will depend on the stores. When considering scratch card declarations, the staff must be able to manually enter the card number left on the dispenser as it does not generate any terminal reports. The manager is able to define the number of tills available in the store, hence there could be scenarios where two cahiers/ tills can use the same scratch card dispenser and share clashing shifts.

For example: Staff A covers Morning shift - 6am to 2pm

Staff B covers Morning shift - 9am to 5pm

Staff C covers Evening shift - 2pm to 10pm

Staff D covers Evening shift - 5pm to 10pm

In here, the staff A can view the previous float end, coin safe and main safe values. They can define the opening declaration at 6am for scratch card, coin safe, petty cash and more fields defined by the manager. At 2pm before ending the shift, they can do closing declaration for sales & payouts using POS 1 report and terminal reports for the tills they opened with and be redirected to the next page to enter the next till POS reports that were shared with staff B/ any other staff. If total sales achieved for morning is 100 pounds and POS 1 reads 80 pounds then we know that 20 pounds of sales should be made for scratch cards in till 2.

Staff C starts his shift at 2pm but staff B has already started his shift at 9am, hence staff B only has to do closing declaration at 5pm for the tills he used as opening declaration was completed by staff A. The system must be able to calculate the accurate total sales of scratch cards made by Staff B by taking into account his time frames covered, we can conclude that from 9am to 2pm he made 20 pounds from till 2 (assuming no one stole or misplaced any cards), but from 2pm to 5pm he shared the till 1 with Staff C hence some sales were done by C and some were completed by B between 2pm and 5pm. The system must be able to calculate the total sales made by staff B by using Staff A's opening declaration added with staff C's 2pm - 5pm POS (till 1) report. With this calculation we can conclude the total sales made from 6am to 5pm.

In staff C, as they perform opening declarations at 2pm and closing at 10pm, the system must take into account that staff C's total sales are shared by staff B and D, B from 2pm to 5pm and D from 5pm to 10pm, Here, we can calculated total sales of scratch cards of C by using B's POS (till 2) report from 2pm to 5pm added with staff D's POS (till 1) report from 5pm to 10pm. To calculate total sales made from 2pm to 5pm by staff B, we minus the total sales made by A with the total sales made by B. Staff D's total scratch card sales are B’s 2pm-5pm total sales plus C’s 2pm to 10pm total sales minus total sales made by evening shift.

In conclusion, staff A’s opening and closing declarations made for scratch card are the total sales covered for the time period 6am to 2pm (Morning shift) where staff C’s opening and closing declarations made for scratch card are the total sales covered for the time period 2pm to 10pm (Evening period). In the total day sales, opening declaration at 6am done by staff A and closing declaration at 10pm done by staff C is taken into account for the calculation.

2. **Purchase:** Dealing with anyone who delivers services to the business and the payouts done from the store.

   Note: Within the system, there are two types of purchases: paid and non-paid. Paid purchases involve instant payment associated with payouts (e.g., expenses or suppliers), whereas non-paid purchases require payment at a later time. Both types of expenses are accounted for in the system's total expenses for reconciliation in graphs, allowing separate representation of the total amounts for paid and non-paid expenses.

   i. Suppliers: Access to supplier payouts made during the particular day and be able to customize/ declare the hierarchical order of the suppliers and each checklist template.

   - **Supplier Checklist Management:** To declare the template/ checklist for each and every supplier.
   - **Settings / Departments:** Able to add departments associated and customize each hierarchical order’s button color, icon and name.

ii. **Expenses:** Access to expense's payouts from the completed list during the particular day and be able to customize/declare the hierarchical order of the expenses and each checklist template.

- **Expense Checklist Management:** To declare the template/ checklist for each and every expense.
- **Settings / Departments:** Able to add departments associated and customize each hierarchical order's button color, icon and name.

3. **Settings:** Store manager is able to declare the relevant payout options available within the store other than suppliers / expenses.

j. **Reconciliation:** Allow store managers to compare real sale values with POS reports, re-correct any wrong data entered by the staff, reconcile any requests from staff, and be able to update the status from pending to reviewed. The manager can customize the way the main page would look like in reconciliation by adding customized widgets. With these widgets the manager is able to view the sales shortage and be redirected to that page to reconcile on the same report.

Reconciliation can happen daily, weekly, monthly, quarterly, and annually. Able to calculate the shortage in total sales & payouts at day end which is broken down into shift wise, once a shift widget is clicked, shows the two relevant tills POS reports (till 1 and till 2 shared by staff A) during sales declaration for that shift. With this breakdown in available shift wise {eg, shift 1 total sales and short, shift 2 total sales and short}, the manager is able to know which shifts have the highest shortage. The manager has the capability to reconcile data directly within the report itself, either to rectify errors discovered or to accommodate change requests initiated by staff members (for example: attendance correction requests)

k. **Inventory Management:**

1. **Cash Management:** Maintain a record of cash register balances and monitor transactions associated with the cash in available safes. Be able to declare the cash managements available in the store (ex, main safe, mini safe, or cash machine), and the template form for each cash register.

2. **Scratch Card Management:** Maintain sales declarations for opening & closing declarations, monitoring stock management for stock in and stock out inputted by the staff. Able to view image, price, game name, quantity, stock available and search scratch cards by game name. Be able to customize the stock in and out predefined fields & to declare the scratch card layout, like how many games available, image field, and price field.

- In scratch card management, the system must be able to know when the scratch card bundle needs to be refilled by comparing with the previous closing declaration (if one card from the bundle is left) and the quantity of that bundle. If it is the last card left in the dispenser, then a popup should appear asking the user to refill the bundle as a remainder. Hence, **the system must be automatically reset when a new bundle is entered** in order to avoid sales from being negative that conclude errors.

3. **Cash & Carry (stock):** Able to declare the various inventories involved with the store except cash or scratch card according to the store manager. Also be able to declare the template list for each inventory unit, & their inventory fields.

l. **Compliance Management:** Acquire logs that happen within the store for the manager to consider, such as temperature logs, incident logs, cleaning, etc. depending on the store. The manager is given the ability to define the hierarchy within compliance logs (eg, temperature logs have various storage units, including chillers, and freezers where once clicked gets redirected to the relevant checklist page). The fields in checklist pages can also be customized by the managers accordingly.

  - **Compliance Checklist Management:** to declare the template/ checklist for each and every compliance log.
  - **Settings / Departments:** Able to declare the hierarchical order & customize each hierarchical button color, icon and name.

m. **User Control:** Establishing user control based on roles, department control for the specific employee, and managing specific locations/ branches based on the industry/ store.

n. **Communication:**

  1. **Chat:** Real-time communication between staff and managers, allows for messaging, updates sharing, and work-related discussions. Effective collaboration is fostered through group chats and direct messages.

  2. **News & Articles:** Can view posts with news and updates regarding industrial specific aspects on the app published by the super admin.

o. Forms: Be able to access templates for the fields to be declared in each module according to the store manager. The system should have the capability to customize for different components, such as:

- Sales declaration fields (opening & closing)
- Checklists in each and every compliance log, expenses and suppliers.
- Scratch card layout fields such as game/box no, price, image, etc.
- Cash / safe registers declarations fields
- Tasks templates & shift templates.
- Reconciliation widget options in the overview section of reconciliation.

p. Reports : Capability of the store manager to be able to generate reports in the following modules and download them in excel sheet csv files.

- Shift Report
- Schedule Report
- Task Report
- Team Report
- Engage Report
- Holiday & Leave Report
- Payroll Report
- Training Completion Report
- Finance Overview Report
- Sales Report
- Payout Report
- Expenses Report

The store manager has the ability to determine whether the staff has access to generate reports this way when setting user privileges for them during staff onboarding.

q. **Store Settings:** Ability for the store managers to manage the following settings for their store:
   - **Basic Store Settings:** This setting includes fundamental configurations for the store, such as store name, address, contact information, operating hours, and owner details.
   - **Multi-Store Settings:** Multiple stores access under the same platform, this setting allows to manage and configure settings that apply to all stores collectively.
   - **Shift Settings:** Able to perform shift based settings such as setting particular break types, & able to perform tasks based settings.
   - **POS Settings (Point of Sale):** POS settings refer to configurations related to the point-of-sale systems involved with the stores such as
     - In sales, how many tills in the store are presented to integrate these to the dropdowns available in sales declaration.
     - For closing declaration day end, the manager is able to choose from whether the staff member needs to feed the system for each till individually or has a POS configuration that automatically calculates the total interconnected POS sales (known as Z report) or manually calculate for each till & add the total sales into the system. According to the managers configurations the system will allocate the relevant options to the drop down menu.

- How many terminals are involved in the store according to stock available such as (paypoint, payzone, lottery).

- **Subscription & Modules:** This setting allows partners to manage their subscription plan and any additional modules or features required for their store. It's where they can upgrade, downgrade, or change their subscription module, & billing schedules.
- **Payment Settings:** Involve the setup and management of payment processing methods within the store & super admin. This includes integrating with third-party payment such as paypal, allowing for a direct debit payment system based on the country with automatic billing schedule (monthly, weekly or annually) to ensure secure payment transactions. The system should notify the managers when the billing schedule is close (prior to 1 week of due date) and ability to generate invoices within the system for payment confirmation.
- **Support:** To ask for support from the super admins regarding any issues or inconsistencies.

r. **Notifications:** Receive notifications from super admin when subscription modules are due to be paid 1 week prior to deadline, any news, posts or announcements from super admins. Able to receive notifications from staff members regarding task related status updates, leave requests, and about any messages.

04. Store Staff

a. **Account setup /Sign up:** Staff are to verify their relevant email ID provided to the store manager to have access to the login credentials. This is to verify the user and make sure the system recognizes one-time users.

b. **Login:** Able to login to the system using user ID and password provided by the manager.

   - Staff members login to the application through unique individual credentials provided by the store manager where the user will be logged out after 3-4 minutes of inactivity.

   - If the user enters an invalid password more than three times, they will be blocked and the manager has to unlock them from their side.

c. **Forgot Password:** The staff is able to reset their password if they have forgotten their pin number prior to login.

d. **Timeclock:** Ensures that the member is present in the store or during the designated shift by real time tracking and to verify the location we need to ensure that GPS is turned on automatically while clocking in, pause real-time during breaks, resume again and add any comments before submitting. Must be able to capture the image of the user and be saved to be manually verified by the manager. Able to oversee shift details set by the manager, such as start time, end time, break time, total hours worked.
   - **Employee Timesheet:** Be able to track my own times in a tabular format. The system must be able to keep track of each user's clock

in time, break time, resume time, & clock out time for each shift/ day to be used for employee engagement performance & payroll calculation.

- **Attendance Correction:** Be able to comment multiple times and view comments prior to clicking end.
- **External clock in:** Able to clock in without entering login credentials.

e. **Dashboard:** Gain insights into allocated tasks, upcoming shifts,and essential information such as any notifications from store manager, key performance visual diagrams & overview of the team members working on the day.

f. **Shift:** Have access to a calendar overview, able to view my shifts, tasks, designated intervals for breaks, and allocated days of work.

- **Workschedule:** Initially, I can access a calendar overview detailing my scheduled shifts aligned with the store's requirements and my availability. Each shift displays its start and end times, along with interval durations and recurrence types, allowing for a comprehensive view of my work hours and total wages.

- **Task Management:** Access, update, and engage on assigned tasks, & daily tasks with comprehensive details such as start date, end date, due time, assigned by, assigned to (can be assigned to multiple staff members, hence ability to view this), sub tasks, and change status on each tasks by being able to drag tasks from open status to in-progress status to complete status. The users must be able to communicate within the task comment section itself by tagging each other and the activities should be displayed promptly.

g. **HR & Skills Management:**

1. **Team:** An overview of the other team members in the store with their status of availability during the shift.
2. **Holiday & Leave Management:** Be able to successfully view leave summary of the holidays taken, able to put leave requests, and further view leave summary in a visual representation.
3. **Training & Resources:** Utilize training materials and resources by having the ability to complete the assigned resources by the manager successfully.
4. **Payroll:** Able to view my total wage by monthly, or hourly calculated by the system with the total hours worked (weekly, monthly), taking into consideration any unpaid leaves, attendance tracking and bonuses given by the manager.

h. **Inventory Management:**

1. **Cash Management:** Enables the staff to enter both deposits and withdrawals of funds from multiple safes within the system.
2. **Scratch Card Management:** Input data for the initiation of the opening scratch card declaration, the conclusion of the closing declaration, hence the overall management of scratch card stock for tills that were used by the staff. They

are also able to perform stock management for scratch cards for stock in and stock out, ensuring that they can view and search for game cards to see if they are in stock or out of stock with other information such as prize, image, or quantity.

i. **Finance Management:**

1. **Sales Management:** Manage sales & payouts related to the sales declaration for opening and closing declarations in each stock defined by the manager (such as scratch card, paypoint, payzone, safe drop). In closing declaration, they can either do shift end or day end, where during shifts stock can be shared between two cashiers/ tills, then the staff must be allowed to enter for the relevant tills.
2. **Supplier:** Input comprehensive details about suppliers, encompassing activities such as supplier visits, payouts, and reasons for each supplier associated with the store (defined by the manager).
3. **Expenses:** Input comprehensive details about expenses, encompassing activities such as supplier visits, payouts, and reasons for each expense associated with the store (defined by the manager).

j. **Compliance Logs:** Enter data associated with compliance related concerns within a particular store, including Temperature Logs, Incident Logs, Cleaning Logs, etc depending on the store.

k. **Communication:**
   1. **Chat:** Real-time communication between staff itself and managers, allows for messaging, updates sharing, and work-related discussions. Effective collaboration is fostered through group chats and direct messages.
   2. **News & Articles:** Can view posts with news and updates regarding industrial specific aspects on the app published by the super admin.

l. **Reports:** Capability to generate reports in a few modules as shown in manager portal and download them in multiple formats if a particular staff employee is given the user privilege to access these reports.

m. **Notifications:** Able to receive status regarding leave requests submitted & news feed notifications, to send notifications to managers regarding tasks related status updates.

2.3 User Characteristics

The Ebos system is designed to be used by the following customers:

- **Super admin:** The super admin should be able to onboard stores successfully by approving them and setting up billing schedule models, pricing tiers, feature list declaration, and payment methods. They will not be responsible for maintaining store activities or anything related to shop performance. Instead, the super admin will publish news and articles on the blogs, sending them to the store owners/managers' applications and being able to view total sales made by stores using the platform.

- **Store Manager / Partners :** Store managers oversee multiple retail locations, if any, managing diverse responsibilities such as overseeing operations, finance, inventory, HR & skills management, reconciliation, managing user privileges, and seamless communication. They also have the capability to create hierarchical layouts within each sector. Detailed reports generated by the system enable managers to analyze store performance and make informed decisions based on data. Additionally, the platform provides partners with the flexibility to customize forms within each module and adjust store settings such as sales, point of sale (POS), and payment settings to suit their specific requirements. Ebos offers a holistic solution to improve efficiency and productivity.

The store owner could be the store manager itself or the owner of the relevant store branches, who would delegate the store manager portal respectively to the amount of store managers at each location setting the privilege accordingly (eg, level 2 for managers).

- **Staff Members:** The employees involved in daily store operations. They can manage their time clocking, oversee the tasks assigned to them for completion, can access tasks/ shifts for particular weeks, and be able to perform compliance logs, cash, scratch card management, view team, access communication and maintain sales & payouts accordingly.

Each user category possesses distinct roles, responsibilities, and access levels within the Ebos application. The design ensures that the functionalities provided align with the specific needs of each user group, contributing to a seamless and efficient user experience.

2.4 General Constraints

1. **Security Standards:** The application must adhere to industry-standard security protocols and encryption mechanisms to safeguard sensitive data, including user credentials, financial transactions, and adherence to privacy laws, regulatory compliance, and any other applicable legal frameworks.
2. **Scalability Requirements:** The application should be designed with scalability in mind, accommodating potential growth in the number of users, and data volume. The architecture must support increased demands without compromising performance.
3. **Data Backup and Recovery:** Regular automated backups of the application data must be implemented to facilitate data recovery in the event of system failures, data corruption, or other unforeseen incidents.
4. **Performance:** The system should deliver fast response times, ensuring a seamless user experience during transaction processing and tracking. The system should efficiently handle multiple concurrent users without performance degradation.
5. **Availability and Reliability:** The system should ensure high availability and reliability, minimizing downtime and guarantee user accessibility for routine maintenance and updates.

6. **User Experience :** It should prioritize usability, offering an intuitive, user-friendly interface that requires minimal training for users to navigate and be compatible across various devices, including desktops, tablets, and mobile phones.

7. **Interoperability:** The Ebos application should be interoperable with other relevant systems and technologies, ensuring seamless integration with existing tools, databases, or third-party applications utilized by retail establishments.

2.5 Assumptions and Dependencies

- It is assumed that store managers have access to the application through tablets and staff members will use and have access to Ebos with this same device during the day until their designated shift is over.

- The successful operation of Ebos portals depends on the availability and reliability of internet connectivity for both clients and administrators.

- The effectiveness of the system's features, such as stock management and financial reporting, relies on the accuracy of the data entered by users. Assumptions about the reliability of user-generated data need to be considered & relevant error checking for fields should be carried out.

- The platform may depend on integrating with third-party services for functionalities such as payment processing using paypal and direct debit.

- The detailed reports should be displayed within the system itself and should be able to be downloaded in excel csv files and pdf format (if alignment can be achieved accurately)

- The security and data protection measures of the system are dependent on the effectiveness and proper configuration of the underlying security infrastructure and tools.
- The application assumes that users have devices with adequate processing power and memory to run the system smoothly.
- The system is dependent on the stability of regulatory standards governing the retail industry, data protection, and financial transactions.

3. Specific Requirements

3.1 External Interface Requirements

3.1.1 User Interfaces for Partner/ Store Owner Portal

3.1.1.1. Account Setup / SignUp

1. Landing page/ Get Started Page
2. Login
3. Sign up wit
4. OTP Verification
5. Sign up details
6.

3.2 Functional Requirements

3.2.1 User Story: Super Admin Portal

User story name	Login	**User story ID**	EBOS_01
Priority	High Medium Low		
Estimate	Estimated effort to build this user story.		

<table>
<tr>
<td>User story</td>
<td>

As a super admin,
I want to be able to login to the system,
So that I can access the platform successfully without any issues.

</td>
</tr>
<tr>
<td>Acceptance criteria</td>
<td>
<u>Acceptance Criteria01:</u>

Given that I want to access the platform
When I access the dashboard, I should be able to login into the system

❖ I should be able to login to the system using the below mentioned fields:

- The email address
- Password

<table>
<tr><th>Fields</th><th>Mandatory</th><th>Validations</th></tr>
<tr><td>Email Address</td><td>yes</td><td>Relevant email with @sign</td></tr>
<tr><td>Password</td><td>yes</td><td>- At least 8 characteristics long.
- At least contain one Uppercase letter
- At least contain one digit
- At least contains one symbol</td></tr>
</table>
</td>
</tr>
</table>

	<table><tr><td></td><td></td><td>(predefined by backend)</td></tr></table> ❖ The password is encrypted and pre-defined by the backend. ❖ I should be able to see promptly displayed error messages if anything incorrectly was entered. ❖ After successful login, I should be prompted to the dashboard. • **Then** I can have access to the dashboard and view the relevant details.
Definition of Done	• **Unit Tests Passed** • **Acceptance Criteria Met** • **Code Reviewed** • **Functional Tests Passed** • **Non-Functional Requirements Met**

User story name	DashBoard	**User story ID**	EBOS_02
Priority	High Medium Low		

Estimate	Estimated effort to build this user story.
User story	● **As a** super admin, ● **I want to** be able to view comprehensive details of the overall platform performance in sales ● **So that** I can efficiently make decisions based on business point of view, and take strategic movements going forward.
Acceptance criteria	**<u>Acceptance Criteria01:</u>** ● **Given that** logged to the system as a super admin, ● **When** I access the dashboard, I should be able to, ❖ I should be able to view the navigation bar, in which when clicked I should be redirected to that relevant page. - Dashboard - Partners - Subscription Module (list a drop down of) : ● Payment setups ● Billing schedules ● Pricing tiers - News Feed - User privilege ❖ Able to change the layout & data of the visual diagrams by selecting a range from the calendar:

	❖ I should have a clear and concise overview of the overall sales performance in a visual representation such as in a bar graph/ pie chart. - Able to view the sales in visual representation made by each subscribed store for a period of time. ● **Then** I should be able to make business strategic decisions and navigate properly to other functions through the dashboard **Acceptance Criteria02:** ● **Given that** logged to the system as a super admin, ● **When** I access the dashboard, I should be able to view ❖ Able to change the layout & data of the visual diagrams by selecting a range from the calendar: ❖ The key metrics of the number of total registered customers. ❖ Key metrics regarding the application's usage with the subscribed customers ❖ Monitoring the percentage of subscribers renewing their subscriptions at the end of each billing cycle through key metrics and visual diagrams. ❖ Visualizing the rate at which customers are canceling subscriptions or discontinuing services. ● **Then** I should be able to view comprehensive details about the user's intention with the system.

Definition of Done	• **Unit Tests Passed** • **Acceptance Criteria Met** • **Code Reviewed** • **Functional Tests Passed** • **Non-Functional Requirements Met**

User story name	Partners	**User story ID**	EBOS_001
Priority	High Medium Low		
Estimate	Estimated effort to build this user story.		

User story	● **As a** super admin, ● **I want** to seamlessly onboard new stores ● **So that** the stores can start using their subscription application without any issues.
Acceptance criteria	**Acceptance Criteria01:** ● **Given that** to onboard existing stores ● **When I click on** the onboarding stores page, I should be able to seamlessly edit existing stores ❖ Retailers can sign up through the frontend website. ❖ The onboarding process should be presented through a user-friendly interface in the admin panel, guiding the super admin through each step of gathering information. ❖ I should be able to view the existing store list that is subscribed to my platform. ❖ I should be able to click on a particular store from the list and edit the relevant details such as - Store details - Store category - Store owner details - Subscribed Module (if any) ❖ I should have the authority to approve or decline their

access to the application if there are any issues with the payment invoices, store information or owner details.

- ❖ If corrections are made to the information, the system should generate a notification indicating that the details have been updated.

- **Then** I should be able to submit any changes.

Acceptance Criteria02:

- **Given that** to onboard new stores / new registered customers,
- **When I click on** the onboarding stores page,
  - ❖ I should be able to add new stores by entering the relevant store details such as :
    - ☐ Store Name
    - ☐ Store Address
      - ➔ Building No
      - ➔ Postcode
      - ➔ Town
      - ➔ State/ Country
    - ☐ View business Address Proof
      - The super admin should be able to visibly acknowledge & verify the address proof to accept the store is legitimate & the store doesn't have to wait by by ticking a checkbox with title as “Approved”

	☐ Business Email Address ☐ Business registration ID ☐ Telephone number ☐ View invoice payment (for the subscription module uploaded by owner)

Fields	Mandatory	Validations
Store Name	yes	Minimum 0 to maximum 200 characteristics
Store Address	yes	Minimum 0 to maximum 200 characteristics
Telephone number	yes	Should be maximum 10 digits
Business Email	yes	Relevant email with @sign

- I should be able to configure the number of multiple store locations by user input to the question "How many multiple store locations/ branches?"
  - According to the owner's answer, I should be able to offer discounts for them accordingly.
  - Should be able to notify the discount module to the relevant store.

	❖ The system must generate error messages promptly if validations are incorrect for each field indicating the issue. ❖ I should have the authority to approve or decline their access to the application if there are any issues with the invoices. - If there is any issue with the invoice, store managers should be able to send reminders to the relevant store owner to communicate on it. ❖ I should be able to have a view of the subscription module they subscribed to after the trial period, and configure the billing schedule. - The system should be able to notify the relevant store managers with regards to any changes in the subscribe module. ● **Then** I should be able to click the next button to onboard the other details of the store. **<u>Acceptance Criteria02:</u>** ● **Given that** to select the store categories that are predefined, ● **When** I select the relevant store to add to a category, ❖ The super admin should be able to assign the new store to specific categories that are promptly displayed in a dropdown, ➔ Convenience store

	➔ Petroleum ➔ Food business ➔ Restaurant ➔ Supermarket ➔ Clothing ➔ Automobile ➔ Warehouse ➔ Agency ➔ Other business ❖ I would be able to successfully select one from the category and assign it to a store. ❖ I should be able to add new categories to the list of categories by clicking the “Add” button and state the name and submit. This newly added category will appear at the end of the list category. ● **Then** I should be able to click the next button to onboard / approve the next details. **<u>Acceptance Criteria03:</u>** ● **Given that** to fill store owner details ● **When** I visit the onboarding page, I should be able to enter the following details, ❖ The super admin should have the capability to input store owner’s ➔ First name

- ➔ Surname
- ➔ Mobile contact
- ➔ Email ID

❖ The system must provide error messages promptly if validations are incorrect for each field indicating the issue accurately.

Fields	**Mandatory**	**validations**
First name	Yes	Minimum 0 to maximum 50 characteristics
Last name	Yes	Minimum 0 to maximum 50 characteristics
Mobile contact	yes	Should be maximum 10 digits
Email ID	yes	Relevant email with @sign

❖ The system should continue reviewing other provided information even if a discrepancy is found in one field, preventing incomplete approvals.

❖ If corrections are made to the information, the system should generate a notification indicating that the details have been updated.

❖ Once all required information is provided, a new store

	profile should be created within the application, making it accessible to users. ❖ The created store profile should accurately reflect on the list of the stores after submitting. • **Then** I should be able to click the submit button and publish that store into the list. • **Then** approved stores are integrated into the app, making them accessible to subscribed users.
Definition of Done	• **Unit Tests Passed** • **Acceptance Criteria Met** • **Code Reviewed** • **Functional Tests Passed** • **Non-Functional Requirements Met**

User story name	Subscription Module	**User story ID**	EBOS_002
Priority	High Medium Low		
Estimate	Estimated effort to build this user story.		

User story,	● **As a** super admin ● **I want to** be able to configure billing options, subscription modules, and payment methods, ● **So that** the billing and payment processes align with each store's unique business model.
Acceptance Criteria	**<u>Acceptance Criteria01:</u>** ● **Given that** to configure the payment setup module, ● **When** I click on billing set up module, **I** should be able to view, ❖ There is a clear interface to specify and manage payment methods. ❖ Options for : ➔ Credit cards, ➔ Direct debit ➔ PayPal ➔ Online Pay (Other relevant method) ● **Then** I can save the selected payment method where the store managers can use these payment methods. **<u>Acceptance Criteria02:</u>** ● **Given that** I want to configure the billing schedules ● **When I** visit the billing section, I can access,

	❖ Billing configuration section includes options for setting up billing schedules for specific categories of business as the store admins wants. ❖ Super Admin can choose and modify existing billing cycles, such as weekly, monthly, or annually for subscribed stores. - The system should notify the relevant managers promptly if there are any changes to the billing setup. ❖ The system allows the super admins to specify different billing schedules for different industries accordingly. ❖ The system must be able to assign billing schedules when onboarding new stores by a drop down list of: - Monthly - Weekly - Annually ● **Then** I can save the changes and continue. **<u>Acceptance Criteria03:</u>** ● **Given that** to configure pricing tiers ● **When** I access Pricing Tiers page, I should be able to, ❖ View the existing stores list of the stores signed up for each subscription module. ❖ When clicked on an existing store from the list to view their tiers:

	- Able to view how many days are left for their trial period .
	- Allows for downgrades or upgrades of the tiers for customization based on the existing store's specific needs and preferences.
	   ● The system should be able to calculate and configure this downgrade pricing to the next billing cycle.
	   ● The system should be able to calculate and configure this upgrade pricing to the next billing cycle.
	- The system should be able to notify the relevant store managers with regards to any changes in the existing subscribe modules.
	- The system should be able to view paid customers' invoices uploaded for confirmation and be able to download these invoices.
	- Error checking if the payment is not made/ pending, send notifications for the relevant stores.
	❖ Within the "Pricing Tiers" configuration, I can define various pricing tiers with corresponding features and limits.
	   ➢ I have the flexibility to create custom pricing tiers tailored to the industrial aspect / business strategy. .
	   ➢ For each tier, I can specify :
	   - The tier name
	   - Description

<table>
<tr>
<td></td>
<td>
- Best for
- Features
- Limits
- Pricing
- Able to define the trial period
- and any other relevant details accordingly
<table>
<tr><th>Fields</th><th>Mandatory</th><th>Validations</th></tr>
<tr><td>Tier name</td><td>Yes</td><td>Minimum 0 to maximum 30 characteristics</td></tr>
<tr><td>Description</td><td>No</td><td>Minimum 0 to maximum 100 characteristics</td></tr>
<tr><td>Pricing</td><td>Yes</td><td>Should be a maximum of 10 digits.</td></tr>
<tr><td>Trial period</td><td>Yes</td><td>A calendar option to choose from</td></tr>
</table>
● Then I can save the details and click the publish button to update these details on the store manager portal.
</td>
</tr>
<tr>
<td>Definition of Done</td>
<td>
● Unit Tests Passed
● Acceptance Criteria Met
● Code Reviewed
● Functional Tests Passed
</td>
</tr>
</table>

	• **Non-Functional Requirements Met**

User story name	Publish News and Feed	**User story ID**	EBOS_003
Priority	High Medium Low		
Estimate	Estimated effort to build this user story.		

User story,	● **As a** super admin, ● **I want to** share news, articles, and updates related to store operations, industry trends, or app-related announcements, ● **So that** I can keep store owners and users informed about important updates and insights.
Acceptance Criteria	**<u>Acceptance Criteria01:</u>** ● **Given that** to create content ● **When** I click on “News and Feed”, I should be able to, ❖ I should be able to upload content for news or articles, including: - text, - images, - videos, - and other media. ❖ The system should support image uploading and selection with the ability to crop or adjust images for optimal display. ❖ If incorrect images are uploaded we should be able to view relevant error messages if corrupted images are uploaded. ❖ I can upload documents straight from my local device, my drive or onedrive, where the system supports any format.

	❖ I can assign relevant tags and categories to the content for easy organization and searchability. ❖ The system should support a flexible tagging system that allows me to categorize information from a drop down list of: - industry trends - App-related announcements - Store operations - Invoices & payment - Social media content - Store & Menu Administration - Feedback form - Getting started - Christmas campaigns. ❖ Able to choose whether the user can like, or comment. ❖ I can decide when the content should be published, immediately, or schedule a specific date and time, or regularly. ❖ The publication scheduling feature should provide options for one-time or recurring posts. ❖ I should be prompted with a message asking to confirm publish after clicking the publish button. ❖ Upon publishing, the system should notify users about the new content

	● **Then** I can manage the news feed successfully. **Acceptance Criteria02:** ● **Given that** I want to edit or update previously published content, ● **When I** click on previous content I should be able to, ❖ Able to view relevant articles under the predefined categories of : - industry trends - App-related announcements - Store operations - Invoices & payment - Social media content - Store & Menu Administration - Feedback form - Getting started - Christmas campaigns. ❖ Able to view existing / previous posts with how many views, likes and comments for that post. ❖ After clicking edit, I can edit the same post and update the content before clicking publish. ❖ Publish confirmation message should be displayed before confirming publish. ❖ The system should notify the store managers of any newly uploaded news feed.

	• **Then** I can manage existing news feeds.
Definition of Done	• **Unit Tests Passed** • **Acceptance Criteria Met** • **Code Reviewed** • **Functional Tests Passed** • **Non-Functional Requirements Met**

User story name	User Privilege	**User story ID**	EBOS_003
Priority	High Medium Low		
Estimate	Estimated effort to build this user story.		
User story,	• **As a** super admin, • **I want to** be able to add user privileges within the super admin • **So that** I can manage my staff and set privileges.		

Acceptance Criteria	<u>**Acceptance Criteria01:**</u> ● **Given that** I want to manage my employee profiles, ● **When** I click on user privileges, I should be, ❖ Able to view two tabs with names “Users” & “Roles”. ❖ Under the Users tab I should see a list of the existing employees in a tabular format. - The number - Username - Assigned Role - Email - Actions (Able to view relevant icon buttons of add, edit or delete) ❖ I can edit existing employee details by clicking on the employee number, where a pop up appears to change the details. - After clicking the save button, the system will notify the users and it will reset the system to support the new login credentials. ❖ Under the Roles tab I should be able to view a list of roles for each employee in a tabular format - The number - Role name which equals to the user name - Assess rights (able to view relevant icon button of add, edit or delete)

Acceptance Criteria01:

- **Given that** I want to create / add staff employees
- **When** I click on user privileges, I should be able to create the account for my staff,
    - ❖ I should be able to add employee details by clicking add button and filing in the relevant details
        - User name
        - Role from a drop down list of (Super Admin Team, Finance Team, Digital Team, Developer Team,)
        - Email
        - Password

Fields	**Mandatory**	**Validations**
Name	Yes	Minimum 0 to maximum 100 characteristics
Email	Yes	Relevant email with @ sign
Password	Yes	- At least 8 characteristics long. - At least contain one Uppercase letter - At least contain one digit - At least contains one symbol

	❖ After adding the relevant employees to the system, the system should be able to login the relevant employees according to the matched email and password. ❖ If my login information is incorrect, I should see an error message indicating that my credentials are invalid and allow me to enter again. ● **Then** I can create staff accounts for my employees. **Acceptance Criteria02:** ● **Given that** I want to set user privileges ● **When** I click on the roles tab, I should be able to configure the access rights for each role, ❖ The super admin can set user privileges within the super admin interface, determining the actions a user can perform and the resources they can access. ❖ Able to set access rights for roles by providing the role field from a drop down list. - Able to set access rights by ticking the checkbox under view, add, edit, delete privileges. ❖ The newly added role will appear under the role list in the tabular format. ● **Then** I can manage my staff user privileges accordingly.
Definition of Done	● **Unit Tests Passed** ● **Acceptance Criteria Met**

	• **Code Reviewed** • **Functional Tests Passed** • **Non-Functional Requirements Met**

3.2.2 User Story: Store Manager Portal

User story name	Account Setup/ Signup	**User story ID**	EBOS_001
Priority	High Medium Low		
Estimate	Estimated effort to build this user story.		
User story	• **As a** user (ideally a store owner/ manager), • **I want to** to create my account as a valid store manager member to the Ebos application, • **So that** I can sign up for the Ebos application & use the application to streamline operations		
Acceptance Criteria	**Acceptance Criteria01:** • **Given that** to sign up for Ebos		

	• **When I** visit the Ebos web browser/ corporate website, I should be able to be redirected to the download link ❖ I should clearly see the sign up button on the website. ❖ I should be able to access the Signup button, and ■ If the Ebos app is not installed on the device, users should be seamlessly directed to the appropriate app store (e.g., Play Store, App Store) for downloading. ■ If the device already have the Ebos app downloaded and installed, I should be able to be redirected to the • Upon opening the app for the first time, users should be directed to the "Splash screen" before proceeding to the login screen. • As a next time user, I will be redirected to the login screen where, ◆ I can either login using my valid credentials. ◆ I can sign up to create an account with Ebos. • **Then** I can install the app and use it to streamline operations. **Acceptance Criteria02:** • **Given that** I downloaded the Ebos application • **When I** (as a first time user) opens the app right after its installed, I should land on the splash screen / landing page, ❖ I should have landed on an intuitive user-friendly and easily navigable splash screen design.

	❖ On the Top Left side of the screen, the Ebos logo should be displayed promptly and within the logo, there's a quote as "Streamline Business Operations". **This should be repeated in each and every screen further on.** ❖ There is a statement in the middle of the screen as "**One App to Manage All Your Business Operations**" in bold. ❖ Under this, there is a small descriptive sentence as follows: "Streamline your operations effortlessly with our comprehensive all-in-one solution, simplifying tasks, finance, inventory management and boosting productivity". ❖ Under this descriptive sentence and the image, there is a button called "Get Started". ❖ An image of a dashboard is available in the middle under the "Get Started" button. ● **Then** I can click the "Get Started" button and it should be directed to the login page. **<u>Acceptance Criteria03:</u>** ● **Given that** I want to be redirected to the login page ● **When I** click the "Get Started" button, ❖ Each time I open the Ebos application I should be redirected to the login page. And remember that the user will be automatically logged out after 3-4 minutes of inactivity. ❖ There should be a pop-up screen for me to enter my login details.

	❖ Inside the middle of the pop-up screen, there is a circular clickable button stated as “Clock in” with a clock icon inside it, which is a faster way of clocking in, acquiring breaks, resuming work or clocking out. - Once this icon is tapped, I should be redirected to the external clock interface to simply start my real time tracking without having to login to access this functionality. ❖ Inside the middle of the pop-up screen, there is a sentence in bold as “Enter your login details”. ❖ Under this, it should say “Welcome!” ❖ Under this sentence, there should be a field for me to enter my “User ID” and “Password” and the screen should provide me with the normal keyboard when trying to enter details for the fields. - The credentials for logging in, including the User ID and password, should match those chosen by the user during the signup process. - This User ID & Password should be used at all times during every login. ❖ Under the password field there should be a “Forgot Password” link where once clicked should be redirected to the process of changing the password. ❖ There should be a “Sign In” button under these fields to successfully login to the system if user credentials are valid.

	❖ There should be a "Don't have an Account? Sign up" link under this for users to sign up with Ebos successfully. - When users click on the sign up button they should be redirected to the Manager's/ Partner portal's sign up process. ● **Then** I can click the "Sign Up" link and complete the process of creating an account with Ebos. **Acceptance Criteria04:** ● **Given that** I want to create an account, ● **When** I click on the "Sign Up" link, ❖ I should be redirected to the screen to enter my business email address. ❖ There should be a pop-up with the email icon within the top of the pop-up screen, for me to enter my business email address. ❖ Under the email icon, inside the middle of the pop-up screen, there is a sentence in bold as "**Enter your email**". ❖ Under this, it should say "Let's create your account" ❖ Under this sentence, there should be a field for me to enter my "Business Email". ❖ There should be a checkbox for me to tick to confirm with "I agree to the EBOS **Terms** & **Privacy Policy.**" ❖ Terms & Privacy Policy once clicked, should be redirected to the necessary pages for users to view the guidelines regarding these sections before agreeing.

- ❖ There should be a “Submit” button to save my email address and get redirected to the next page.

Fields	Validations	Mandatory
Business email	Relevant email with @sign	Yes

- ❖ The email address should be accurate and should contain the relevant email with the @ sign.
- ❖ If an existing business email is entered, the system should be able to promptly display an error message as “Please enter a different email address, as the one provided is already in use.”
- ❖ After I click on the “Submit” button I should be able to receive the OTP verification code to successfully validate my email address.

- **Then** I can click the “Submit” button and successfully validate my business email address to continue creating my account.
- **Then** I can move on to the next screen to enter my OTP verification.

Acceptance Criteria05:

- **Given that** I want to access the OTP verification code,
- **When** I click the “Submit” button,
  - ❖ I should be capable of receiving an email template containing the OTP verification code sent to the business email previously entered.
  - ❖ The email is sent from the platform, ensuring trust and legitimacy.

- ❖ The email generated should have a subject as “🔃OTP Verification for Your Ebos Account! 🔑”
- ❖ The email contains a heading/ title as follows “Greetings and welcome to Ebos!👋 “
- ❖ The email should contain a brief and friendly message explaining the purpose of this email as follows: “We're delighted to have you join Ebos, where we aim to optimize your operations, boost sales, and ensure seamless continuity. To complete your account validation, please find the OTP code below.”
- ❖ Next the email should display a sentence as “Here is your one time OTP Password to validate your email address!” and the email should present the user with the 4 digit OTP Password that can be found easily within the email body.
  - ■ This OTP verification is auto generated by the system and must be 4 digits.
- ❖ The email should state the minutes this OTP verification will be valid for the user as this is important as follows: “This Verification number is only valid for 5 minutes.”
- ❖ Finally the concluding sentence is as follows “We're eagerly looking forward to having you onboard!”
- ❖ The email includes visual cues, such as logo and branding to reinforce its authenticity.
- ❖ The footer of the email should contain the following:
  - “AUTOMATED EMAIL. DO NOT REPLY”
  - Ebos Logo

	- Social media links such as twitter, instagram, facebook & linkedin - Copyrights. ● **Then** I should be able to successfully access the OTP verification to validate my email address before continuing to create my account. **Acceptance Criteria06:** ● **Given that** I want to enter the OTP verification received, ● **When I** access the application again, ❖ There should be a pop-up screen with the email icon within the top. ❖ Inside the middle of the pop-up screen, there is a sentence in bold as “Verify Your Email”. ❖ Under this, it should say “Please enter the 4-digit code we sent to your@mail.com. ” ❖ Under this sentence, there should be a field for me to enter my OTP verification code and the screen should only provide me with the digit keyboard along with an undo button. ❖ Then I should be able to see the real count down from 5 minutes until the timer runs out with the option to resend the code as follows: “Didn’t get a code? **Resend Code in 2.57**” ❖ There is a “submit” button at last to submit the OTP verification.

	❖ If I enter an incorrect OTP verification and try to submit, then I should be able to receive an error message as "Incorrect code, please enter the valid code that was sent to our@mail.com" ● **Then** I can click the "Submit" button & successfully be redirected to the next screen to create the account. **Acceptance Criteria07:** ● **Given that** to create the account details ● **When I** arrive at the create your account screen, ❖ Redirected to the screen/ page to enter my relevant details & create my account. ❖ Initially there should be a pop-up with the heading as "Create your account". ❖ Under this sentence, there should be three fields to enter as: ■ Username ■ Password ■ Confirm Password ■ Mobile number ● Users should have the option to choose from a dropdown menu containing all 195 countries, each accompanied by its respective name and flag. ● Upon selection, the chosen flag should be displayed in the left corner of the field box.

Fields	Mandatory	Validations

Username	Yes	- Minimum 1 to maximum 20 characteristics - Should not be empty or contain any spaces or any special characters.
Password	Yes	- Minimum 4 to maximum 12 characteristics - Must be at least 4 digits - Should not contain any spaces and should not be empty.
Confirm Password	Yes	- Must be the same as the one entered in the Password field.
Mobile Number	Yes	- Maximum number of digits differs from the county code selected. - Cannot be left empty.

❖ If the user enters a password surpassing the above mentioned validation threshold, then an appropriate error message will be displayed as “Please enter a password that follows the below validations:
- Minimum 4 to maximum 12 characteristics
- Must be at least 4 digits
- Should not contain any spaces and should not be empty”

	❖ There should be a "start" button and below this there should be a sentence as "You're almost there just one more step to access the app!" ● **Then** I can click the "start" button, and be redirected to the welcome message to start my subscription process. **Acceptance Criteria08:** ● **Given that** I want view the welcome message, ● **When I** finish creating the account, ❖ I should be redirected to the welcome message screen to start the subscription process. ❖ Initially I should see the headers as follows that will be highlighted as I navigate through that particular section of the completion process: ■ 01 - Select Account ■ 02 - Select Industry ■ 03 - Business Details ■ 04 - Select Features ■ 05 - Upload Documents ■ 06 - Start Free Trial ➢ **Remember this header will be repeated at every screen under the subscription process.** ❖ There is a heading as "Welcome to EBOS 🎉" in bold where under this there is a message to welcome the users as "We're thrilled to welcome you aboard and grateful for the opportunity to streamline your business operations. Our quick setup

	wizard is user-friendly and will have your business account ready in no time – just 2 minutes!Before we begin, make sure to have your business verification document ready, such as recent utility bills or address proof.Let's dive in and get started! 🚀" ❖ There is a "Start" button at the end to initiate the process. ● **Then** I should be able to click on the "Start" button & initiate the subscription process.
Definition of Done	● **Unit Tests Passed** ● **Acceptance Criteria Met** ● **Code Reviewed** ● **Functional Tests Passed** ● **Non-Functional Requirements Met**

User story name	Subscription	**User story ID**	EBOS_002
Priority	High Medium Low		
Estimate	Estimated effort to build this user story.		

<table>
<tr><td>User story</td><td>

As a user (ideally as a store manager),
I want to have the capability to select the module subscriptions tailored to my industry’s specific needs in a wizard setup
So that I can easily customize it further to align my store’s unique operational requirements.

</td></tr>
<tr><td>Acceptance criteria</td><td>
<u>Acceptance Criteria01:</u>

Given that to choose the type of account
When I click on the “start” button,

❖ The header should emphasize the "01 Select Account" section in a wizard setup, with the number encircled by a dotted circle to enhance precision.
❖ There are only two types of accounts that Ebos supports and I should be able to choose the account by performing a checkbox option:

Business
Personal (which will be covered during 2nd phase)

❖ Towards the bottom, there's a backward arrow key for navigating to previous screens, and a forward "Next" button to proceed to subsequent screens.

Remember this will be repeated at every screen under the subscription process.
Remember I should be able to save the previous screen records as I move forward or backwards.

</td></tr>
</table>

	● **Then** I should be able to successfully select the account I prefer and continue. **<u>Acceptance Criteria02:</u>** ● **Given that** I want to subscribe to my industry ● **When** I click on the “Next” button, ❖ The header should emphasize the "02 Select Industry" section in a wizard setup, with the number encircled by a dotted circle to enhance precision. ❖ Under the heading "Choose Your Industry," users can peruse a list of industries and select one by simply clicking to check the box. ❖ The application should display a variety of industry-specific module subscriptions, initially presenting users with the first ten options accompanied by icons and their corresponding names for easy selection, such as: - Retail - Gas stations - Restaurants - Salon - Law firms - Motor & car service - Property management - Catering - Agencies

	- Trade services ❖ There is a "+ More" button to display the rest of the industries listed if any. ❖ Towards the bottom, there's a backward arrow key for navigating to previous screens, and a forward "Next" button to proceed to subsequent screens. ● **Then** Upon confirming the industry selection, I should proceed to the next screen where I will receive tailored recommendations for features relevant to the chosen industry-specific module. **<u>Acceptance Criteria03:</u>** ● **Given that** I want to enter my business details ● **When** I click the "Next" button, I should have access to the screen to enter my business related details, ❖ The header should emphasize the "03 Business Details" section, with the number encircled by a dotted circle to enhance precision. ❖ Under this I should see a "Business Details" heading in bold. ❖ I should be able to fill the following details/ fields in the initial screen: ■ Business Name ■ Country ● A drop down list of 195 country names.

- Address line 1
- Address line 2
- Town or city
- Postcode

Fields	Mandatory	Validations
Business Name	Yes	- Must be a minimum of 0 to a maximum of 50 letters. - Cannot have empty spaces.
Country	Yes	- Able to select from a drop down list of country names.
Address Line 1	Yes	- Must be a minimum of 10 to a maximum of 100 characteristics.
Address Line 2	Yes	- Must be a minimum of 10 to a maximum of 100 characteristics.
Town or city	Yes	- Must be a minimum of 5 to a maximum of 20 characteristics.
Postcode	Yes	- Must be a minimum of 5 & a maximum of 10 characters.

		- Must match the particular town/ city.

- ❖ "If an error occurs or if the aforementioned validations are not adhered to while entering the specified fields, an appropriate error message should be displayed: 'Invalid entry, please try again.'"
- ❖ Towards the bottom, there's a backward arrow key for navigating to previous screens, and a forward "Next" button to proceed to subsequent screens.
- ❖ In the next screen I should be able to select the:
  - ➢ Number of stores/business
    - ■ A drop down list of the numbers as:
      - ● 1, 2, 3, 4, 5+
    - ■ This is mandatory as I will be able to set up the number of total locations/ branches for the store.
  - ➢ Number of Employees
    - ■ A drop down list of a range of numbers as:
      - ● 0-5, 5-10, 10-20, 20-30,30-40, 40-50, 50+
    - ■ This is mandatory as I will be able to set up the number of tidal employees for my store.
- ❖ Towards the bottom, there's a backward arrow key for navigating to previous screens, and a forward "Next" button to proceed to subsequent screens.

- **Then** I should be able to successfully confirm my business details &

	proceed with the next steps. **Acceptance Criteria04:** ● **Given that** after I selected my industry, ● **When** I click the “Next” button, I should have access to the features / module wise customization process. ❖ The header should emphasize the "04 Select Features" section in a wizard setup, with the number encircled by a dotted circle to enhance precision. ❖ The user should have the capability to choose from a curated list of suggested features within each primary module tailored to the industry. These selections can be customizable to accommodate the specific requirements of the individual store. - Under **Operations** (3 columns for each row): ☐ TimeClock ☐ Work Schedule ☐ Tasks ☐ Sales ☐ Inventory ☐ Finance ☐ Compliance ☐ Reconciliation ☐ Reports - Under **Human Resources** (3 columns for each row):

	☐ Leave Management ☐ Training & Resources ☐ Team ☐ Payroll - Under **Communication:** ☐ Chat ☐ News Feed ❖ Towards the bottom, there's a backward arrow key for navigating to previous screens, and a forward "Next" button to proceed to subsequent screens. ● **Then I am** able to customize the features and be redirected to the next page. **<u>Acceptance Criteria05:</u>** ● **Given that** I want to upload my business related documents ● **When I** click “Next” button, ❖ The header should emphasize the "05 Upload Documents" section in a wizard setup, with the number encircled by a dotted circle to enhance precision. ❖ There is a heading titled “Upload documents” where under this there is a sentence as follows “Please upload your business verification document, such as a recent utility bill or address proof. Thank you for your cooperation.” ❖ A designated box should be available for document management, featuring an arrow icon to indicate the option to

	upload files as “Drag and drop file here to upload” & display the supported file formats, including "*.jpeg, *.jpg, *.png, *.bmp, *.pdf, *.doc". ❖ There is a “upload” button at the right corner to upload files from the local storage rather than drag & drop. ➢ Once the upload button is clicked the local storage should be opened and once I click on a file it should be uploaded successfully & shown inside the box. ➢ I should be able to upload multiple documents if I need to. ❖ Once uploaded, the designated box will showcase the uploaded documents in each format. ➢ And I should be able to select as a checkbox option and be able to delete as the “Delete” button option will promptly appear next to the “Upload” button. ➢ I should be able to select multiple uploaded documents and delete them by clicking the delete button ➢ I should be able to upload files again by clicking the “Upload” button. ❖ I can upload files with the maximum size of 16MB in which if I try to upload a file with a greater capacity than 16MB, then the system should display an error message as "Submission failed due to the file size exceeding 16MB. Please attempt to submit an alternative document." ❖ If the user tries to upload a corrupted or unsupported sized

	documentation, then the system should display an appropriate message as “Unsupported file, please upload a valid file again!” ❖ The user cannot move forward without uploading at least one valid document at this stage and the system should display an error message as “Please upload your valid business proof documentation”. ❖ Towards the bottom, there's a backward arrow key for navigating to previous screens, and a forward "Next" button to proceed to subsequent screens. ● **Then** I should be able to successfully upload files to complete the subscription process. **<u>Acceptance Criteria06:</u>** ● **Given that** to received confirmation , ● **When I** click “Next” button, ❖ The header should emphasize the "06 Start Free Trial" section in a wizard setup, with the number encircled by a dotted circle to enhance precision. ❖ There is a heading titled “You are all set ✅” where under this there is a sentence as follows: ➢ “Congratulations on successfully completing the wizard!Your document is currently under review by our team. Meanwhile,why not kick off your journey with a 1-month free trial starting now? Explore our

	comprehensive guidance and support documents, along with video tutorials, conveniently located under the 'Help' section. We're here to assist you every step of the way!" ➢ **Remember the length of the trial period will vary with super admin sides configuration.** ❖ Towards the bottom, there's a "Start Free Trial" button to finalize the Ebos account subscription module. ❖ Once "Start Free Trial" is clicked, I am redirected to the status loading screen as follows: ➢ Loading icon in the middle ➢ Sentence at the bottom as "We're setting up your portal with all the good stuff 🌟" ➢ Progress bar at the end showcasing the completion of the process. ❖ Once loading is completed, I am redirected to the dashboard. ● **Then** I can click on the "Start Free Trial" button and be redirected to the dashboard. ● **Then** I can receive the email confirmation with the clocking in/out details to my business email address that was provided earlier.
Definition of Done	● **Unit Tests Passed** ● **Acceptance Criteria Met** ● **Code Reviewed** ● **Functional Tests Passed** ● **Non-Functional Requirements Met**

User story name	Login	**User story ID**	EBOS_003
Priority	High Medium Low		
Estimate	Estimated effort to build this user story.		
User story	• **As a** store owner/ user, • **I want** to log in to the Ebos application with my relevant credentials, • **So that I** can access my portal and manage my store activities successfully.		
Acceptance Criteria	**Acceptance Criteria01:** • **Given that** to receive a confirmation & the clocking in/ out PIN credential • **When I** finalize my subscription process and successfully start my free trial, ❖ The system should be able to generate an email ensuring trust and legitimacy with the following mentioned context: ❖ The email generated should have a subject as “Your Account is now completed! 📧🔑”		

- The email contains a heading/ title as follows "Congratulations! 🎉Your <<relevant store name>> Ebos Account has been successfully created! 🔐"
- The email should contain a brief and friendly message welcoming the user as: "We are delighted to have you join Ebos, where operational efficiency is paramount. Rest assured, our team will review your uploaded documents promptly, aiming to provide approval or rejection confirmation within two weeks via this email address."
- Next part explains the purpose of this email as follows: "To perform external clock in/out using your account, please find your credentials below:"
- The following detail is promptly displayed to be easily found and used.
  - Clocking in/out PIN: [Unique PIN Number]
- Under the credentials, there is a message in brackets to ensure why we need the clocking in/out PIN code as follows: "(You must use the provided PIN Number when clocking in/out.)"
- The Clocking in/out PIN is auto generated securely by the system and is an appropriate length for enhanced security and uniqueness as it should be maximum of 4-6 digits.
  - Remember that this Clocking in/out PIN cannot be altered by the staff at all times & can be used when a staff wants to clock in externally without having to login to the app.

Fields	Mandatory	Validation
Clocking in/out PIN	Yes (in external clock-in page)	- Should be a minimum of 4 digits and maximum of 6 digits. - Must be at least 4 digits. - Cannot be empty spaces

- ❖ The users must be able to find the link to be redirected to the Ebos app's login interface by a click of a link as follows: "To access the Staff Portal, simply click the following link to log in: CLICK LINK"
  - I can be redirected to the download link in Android or iOS stores if the app is not already installed on the device. (This is not the case for most scenarios as the store manager would have already set up the app in the common device that is the tablet or mobile)
  - If the app is already available on the device, I can be redirected to the login interface once the link is clicked, and this is the most valid scenario as a staff member.
- ❖ The email must next display the help section as follows: "If you have any questions or concerns regarding your Ebos account, please feel free to contact our team by using the link here."
  - Once this link is clicked, I should be redirected to the support section in the Ebos Application/ corporate website to request help from the super admins.

	❖ The email concludes with “Thank you for joining us on this journey! We look forward to working together.” ❖ The email includes visual cues, such as logo and branding to reinforce its authenticity. ❖ The footer of the email should contain the following: - “AUTOMATED EMAIL. DO NOT REPLY” - Ebos Logo - Social media links such as twitter, instagram, facebook & linkedin - Copyrights ● **Then I** should be able to click the link and be redirected to the login interface to enter the valid credentials or redirected to the splash screen. **<u>Acceptance Criteria02:</u>** ● **Given that I** downloaded the Ebos application ● **When I** (as a first time user) opens the app right after its installed, I should land on the splash screen / landing page, ❖ I should have landed on an intuitive user-friendly and easily navigable splash screen design. ❖ On the Top Left side of the screen, the Ebos logo should be displayed promptly and within the logo, there's a quote as “Streamline Business Operations”. **This should be repeated in each and every screen further on.** ❖ There is a statement in the middle of the screen as “**One App to Manage All Your Business Operations**” in bold.

	❖ Under this, there is a small descriptive sentence as follows: “Streamline your operations effortlessly with our comprehensive all-in-one solution, simplifying tasks, finance, inventory management and boosting productivity”. ❖ Under this descriptive sentence and the image, there is a button called “Get Started”. ❖ An image of a dashboard is available in the middle under the “Get Started” button. ● **Then** I can click the “Get Started“ button and it should be directed to the login page. **<u>Acceptance Criteria03:</u>** ● **Given that** I want to log into the app, ● **When I** get redirected to the login page, ❖ Each time I open the Ebos application I should be redirected to the login page. And remember that the user will be automatically logged out after 3-4 minutes of inactivity. ❖ There should be a pop-up screen for me to enter my login details. ❖ Inside the middle of the pop-up screen, there is a circular clickable button stated as “Clock in” with a clock icon inside it, which is a faster way of clocking in, acquiring breaks, resuming work or clocking out. - Once this icon is tapped, I should be redirected to the external clock interface to simply start my real time

	tracking without having to login to access this functionality. ❖ Inside the middle of the pop-up screen, there is a sentence in bold as "Enter your login details". ❖ Under this, it should say "Welcome!" ❖ Under this sentence, there should be a field for me to enter my "User ID" and "Password" and the screen should provide me with the normal keyboard when trying to enter details for the fields. - The User ID is the username that was set up during my account setup process. - The password is the same password that was set up during my account setup process. - This User ID & Password should be used at all times during every login. - Along with these two credentials, the clocking in/out PIN is also available to be used by the users when they tap the clock in button at the top and try to time their arrivals, breaks, and departures easily. - The store ID can be set by the store manager itself. ❖ The User ID should be visible when entering however the Password should be encrypted and should not be visible to me while entering. ❖ The system will be able to validate the staff's login credentials by considering the User ID & corresponding Password.

Fields	Mandatory	Validation
User ID	Yes	- Minimum 1 to maximum 20 characteristics - Should not be empty or contain any spaces or any special characters.
Password	Yes	- Should be a minimum of 4 characters and maximum of 12 characters. - Must be at least 4 digits - Should not contain any special characters or spaces or be empty.
Clocking in/out PIN	No	- Should be a minimum of 4 digits and maximum of 6 digits. - Must be at least 4 digits.

- ❖ If the user ID entered is incorrect from the user ID created at account setup process, the system should display an appropriate error message as “Invalid User ID. Please ensure you enter the correct User ID.”
- ❖ If the entered password is incorrect from the password sent via email, the system should display an appropriate error message as “Invalid Password. Please ensure you enter the correct password.”
- ❖ Under the password field there should be a “Forgot Password” link where once clicked should be redirected to the process of resetting the password.

	❖ There should be a “Sign In” button under these fields to successfully login to the system if user credentials are valid. ❖ There should be a “Don’t have an Account? Sign up” link under this for users to sign up with Ebos successfully. - When users click on the sign up button they should be redirected to the Manager’s/ Partner portal’s sign up process. ● **Then** I can click the “Sign In“ button and I should be redirected to the dashboard page upon successful login. **<u>Acceptance Criteria04:</u>** ● **Given that** I want to be able lo lock my account ● **When I** enter my password/ User ID three consecutive times, my account is automatically locked, ❖ Upon the third consecutive incorrect entry, the system displays an error message: - "The Credentials you entered are invalid. Your account will be blocked due to three invalid login attempts, and you will not have access to the account again." ❖ Upon the display of the error message, the system initiates the account locking process. ❖ The account is locked immediately, preventing any further login attempts by the user, until the admin from their side unlocks the particular user.

	❖ To unlock the account, the user must contact the super admin from their side either using the support section or hotline number. ❖ They cannot reset the password at this stage until the admin unlocks their account. ❖ The manager or administrator verifies the user's identity and reasons for the lockout. ❖ Once verified, the admin initiates the unlocking process from their side. ❖ After they unlock the user’s particular account only the manager is able to login again using the valid credentials. ● **Then I** should be able to get access to my account and login successfully.
Definition of Done	● **Unit Tests Passed** ● **Acceptance Criteria Met** ● **Code Reviewed** ● **Functional Tests Passed** ● **Non-Functional Requirements Met**

User story name	Forgot Password	**User story ID**	EBOS_003
Priority	High Medium Low		
Estimate	Estimated effort to build this user story.		
User story	• **As a** staff member, • **I want** to be able to reset my password if I have forgotten the pin number during my login process, • **So that** I can have secure access to my application even though I have forgotten my pin number.		
Acceptance Criteria	<u>**Acceptance Criteria01:**</u> • **Given that** I land on the login page, • **When I** click the “Forgot Password” link, ❖ I should be promptly redirected to a pop-up screen with the email icon within the top of the screen to enter my business email address. ❖ Under the email icon, inside the middle of the pop-up screen, there is a sentence in bold as “**Enter your email**”. ❖ Under this, it should say “Please provide your linked business email." ❖ Under this sentence, there should be a field for me to enter my “Business Email”.		

	- This Business email address should be the same business email address the store manager used to onboard/ add the employee from the store manager's side. ❖ There should be a "Submit" button to save my email address and get redirected to the next page to enter the OTP verification. ❖ The email address should be accurate and should contain the relevant email with the @ sign.

Fields	Mandatory	Validations
Business email	Yes	Relevant email with @sign

	❖ If an incorrect address is entered without @sign or an email that's not the same business email address given to the manager, I should be able to promptly view the error message as "Invalid email address, please enter the valid business email address" and be able to enter again. ● **Then** I can click the "submit" button to move on to the next screen to enter my OTP verification. **<u>Acceptance Criteria02:</u>** ● **Given that** I have successfully entered my valid business email address,

- **When I** have access to the email, I should be able to receive the OTP verification via my business email
  - The email is sent from the platform, ensuring trust and legitimacy.
  - The email generated should have a subject as "🔃Reset Password - OTP Verification for Your Ebos Account! 🔑"
  - The email contains a heading/ title as follows "Hello 👋 <<relevant staff name>>! "
  - The email should contain a brief and friendly message explaining the purpose of this email as follows: "Here is your one time OTP Password to validate your email address!"
  - Next the email should present the user with the 4 digit OTP Password that can be found easily within the email body.
    - This OTP verification is auto generated by the system and must be 4 digits.
  - The email should state the minutes this OTP verification will be valid for the user as this is important as follows: "This Verification number is only valid for 5 minutes."
  - The email includes visual cues, such as logo and branding to reinforce its authenticity.
  - The footer of the email should contain the following:
    - "AUTOMATED EMAIL. DO NOT REPLY"
    - Ebos Logo
    - Social media links such as twitter, instagram, facebook & linkedin.
    - Copyrights

	• **Then I** should be able to successfully receive the OTP verification to validate my email address before resetting my password. **Acceptance Criteria03:** • **Given that** I want to enter the OTP verification received, • **When I** access the application again or when I click the link in the email template, ❖ There should be a pop-up screen with the email icon within the top. ❖ Inside the middle of the pop-up screen, there is a sentence in bold as “Verify Your Email”. ❖ Under this, it should say “Please enter the 4-digit code we sent to your@mail.com. ” ❖ Under this sentence, there should be a field for me to enter my OTP verification code and the screen should only provide me with the digit keyboard along with an undo button. ❖ Then I should be able to see the real count down from 5 minutes until the timer runs out with the option to resend the code as follows: “Didn’t get a code? **Resend Code in 2.57**” ❖ There is a “submit” button at last to submit the OTP verification. • **Then** after I click the “Submit” button I should be able to successfully be redirected to the password change page. **Acceptance Criteria04:** • **Given that** I have successfully entered the OTP verification code,

- **When I** land on the password change interface,
    - There should be a pop-up screen with lock icon to enter the relevant details
    - Inside the middle of the pop-up screen, there is a sentence in bold as “Change your password”.
    - Under this, it should say “Please enter the new password”.
    - I should be able to view two fields to enter the following details:
        - New Password : securely being able to enter the new password
        - Confirm Password: confirm the same password as a confirmation requirement

Fields	**Validation**	**Mandatory**
New Password	- Should be a minimum of 4 characters and maximum of 12 characters. - Must be at least 4 digits - Should not contain any spaces and should not be empty.	Yes
Confirm Password	- This field should be the same as the “New Password” field	Yes

	❖ The two fields should be encrypted and should not be visible to me while entering. ❖ If the new password entered does not correspond with the validations mentioned above, the system should promptly display an appropriate error message as "Incorrect Password. Kindly adhere to the specified criteria when setting the new password." ❖ In the confirm password field, if I enter a password that is not the same as the previous password entered, the system should promptly display an appropriate error message as "Invalid password, please enter the same password as entered in the new password field." ❖ The unique User ID & New Password should be used at all times during every login. ❖ There should be a "submit" button to save the new credentials associated with this user ID and be redirected to the login page. ● **Then** after I click the "Submit" button I should be able to receive the reset password confirmation email to my business email and be redirected to the login page. **<u>Acceptance Criteria05:</u>** ● **Given that** I have successfully changed my password, ● **When I** click the "submit" button, i should receive the confirmation email to my business email,

- ❖ The email is sent from the platform, ensuring trust and legitimacy.
- ❖ The email generated should have a subject as “🔒Your Ebos Account Password Changed Successfully ✅”
- ❖ The email contains a heading/ title as follows “Hi 😊 <<relevant staff member's name>> Password Change Confirmation! 🔐 ”
- ❖ The email should contain a brief and friendly message explaining the purpose of this email as follows: “This is a confirmation email regarding the recent password change on your Staff Account.”
- ❖ Next the email should state “If you have successfully changed your password, you can disregard this message”
- ❖ The email should contain a shortcut to redirect the users to the login page with the click of the login button as follows: “Click the button below to log in to your account.”
- ❖ The email includes visual cues, such as logo and branding to reinforce its authenticity.
- ❖ The footer of the email should contain the following:
  - “AUTOMATED EMAIL. DO NOT REPLY”
  - Ebos Logo
  - Social media links such as twitter, instagram, facebook & linkedin.
  - Copyrights

- **Then** I should be able to confirm that my pin number was changed successfully considering security purposes.

	• **Unit Tests Passed** • **Acceptance Criteria Met** • **Code Reviewed** • **Functional Tests Passed** • **Non-Functional Requirements Met**

User story name	Dashboard	**User story ID**	EBOS_004
Priority	High Medium Low		
Estimate	Estimated effort to build this user story.		
User story	• **As a** store manager, • **I want** to be able to view and manage essential information • **So that** I can efficiently monitor and manage various aspects of store operations/ activities.		
Acceptance criteria	<u>**Acceptance Criteria01:**</u> • **Given** that logged to the system as a staff member, • **When** I access the dashboard, I should be able to view the menu navigation bar on the left side of the screen, ❖ Firstly I can access the **Dashboard tab**.		

	❖ Then I can access the **Time Clock tab**, which consists of clock in & employee timesheets. ❖ **Shift tab** composes the following drop down options: - **Workschedule**: which consists of the work schedule calendar with shift based information for a particular calendar range. - **Task**: which consists of all tasks, daily tasks, assigned tasks that can be viewed like a jira board overview where tasks can be dragged and dropped under open, in progress and completed status. ❖ **Human Resources tab:** composes the following drop down options: - **Team:** composes a dashboard of employees that are available during that day and employees who are on day off. - **Leave management:** consists of drop-down option of: i. **Leave Summary:** able to view leave summary ii. **Leave Requests:** submit a leave request and view leave summary. - **Training & resources:** consists of training resources that can be accessed by each member. - **Payroll:** consists of employee salary, and payroll summary monthly or weekly.

	❖ **Finance tab** composes of the following drop down options: - **Sales**: consists of: i. **Sales opening:** to provide opening declarations ii. **Sales closing:** to provide closing declarations in day end or shift end - **Purchase:** which consists of payouts involved within the system such as: i. **Suppliers:** able to view the suppliers hierarchy ii. **Expenses:** able to view the expenses hierarchy ❖ **Inventory tab** composes of the following drop down options: - **Scratch Card Management:** consists of drop down options: the system such as: i. **Stock management:** Management of stock in & stock out ii. **Sales Declarations:** Management of sales declaration for opening & closing - **Cash Management**: Should be able to select from

	various cash safes / registers to enter the withdrawals and deposits. ❖ **Compliance Logs tab:** to enter relevant data with regards to compliances, where the drop down options vary from store to store, - **Temperature logs**, **Visitor logs, Incident logs, IT logs, Harassment logs, Cleaning logs,** other logs depending on the store manager declarations ❖ **Communication tab** composes the following drop down options: - **Chat**: consists of the following drop down such as Group chats tab, and directed messages tab. - **Newsfeed:** To view announcements or posts made by store managers. ❖ The dropdown options under each main tab should be dynamic as managers can define the options that go under each section (for example, compliance logs can have the hierarchy of temperature logs, incident logs etc.) ❖ **Remember: This left navigation menu bar will be repeated in every screen in the Ebos system once the user successfully logins.** ● **Then** I should be able to easily access the applications main components successfully with ease.

	<u>Acceptance Criteria02:</u> ● **Given** that logged to the system, ● **When** I gets redirected to the dashboard, I should be able to have access to the header, ❖ On the left top corner, I should be able to view the current date in the format of “[day number] [day name] [month] [year]” as for example, “07 Friday AUG 2024”, and corresponding [week number] as “Week 12”. ❖ There should be a search bar with the magnifier icon, where I should be able to search any terms associated with the system and be redirected to that page directly. ❖ I should be able to view the chat icon next to the search bar, when accessed I can be redirected to the chat screen/ feed. ❖ I should be able to see the announcement icon next to the chat icon with the count icon on top, when clicked I should be redirected to the notification popup that states the notification message with the timestamp. - This count icon automatically decrements when notifications are clicked in the pop-up marked as read by the system. - The count icon automatically increments when new notifications arrive. ❖ I should be able to view the account icon(with my uploaded image if there is any) with my name, and there

	is a drop down option next to my name. ❖ I should be redirected to my account page when the profile icon is clicked. ❖ Once this drop down option is clicked, I should be able to access the change pin number option, my details information? ❖ **Remember: The screen header will be repeated in every screen in the Ebos system after the user successfully logins.** ● **Then** I should be able to have access to important information and be redirected to my account page if the profile icon is clicked. **<u>Acceptance Criteria02:</u>** ● **Given that** after I am logged into the system ● **When I** access the dashboard ❖ The visual line graphs and bar charts showcasing daily, weekly, and monthly sales figures by being able to select from a drop down to change the layout accordingly & within a range of dates to get the appropriate graphs. ❖ Can be used to compare current sales performance with previous periods. ● **Then** I should see visual graphs or charts displaying daily, weekly, and monthly sales figures.

	<u>Acceptance Criteria03:</u> ● **Given that** I am logged into the system ● **When** I access the dashboard ❖ Upcoming shifts with details of assigned employees and their roles. ❖ Ability to edit shift schedules, assign or reassign employees, and manage shift preferences. ❖ Able to see the task completion for each individual task that is being assigned to staff. ❖ Able to see a real-time percentage update of the completed shift based tasks within the day. ❖ Able to view the key staff engagement metrics shown in the dashboard for managers to take relevant decisions. - If all store option is selected from the drop down : ❖ Able to view the relevant KPIs, in section wise of each store and the store address along with the relevant store details such as its address. ❖ And the above mentioned KPIs will be shown under each store. ● **Then** I should see upcoming shifts listed along with assigned employees and their roles. **<u>Acceptance Criteria04:</u>** ● **Given that** I am logged into the system ● **When** I access the dashboard

	❖ A list of pending tasks along with their deadlines. ❖ Overview of completed tasks for reference. ❖ Ability to create new tasks, assign them to specific employees, and set deadlines. ● **Then** I should see a list of pending and completed tasks with their deadlines. **Acceptance Criteria05:** ● **Given that** I am logged into the system ● **When** I access the dashboard, I must be able to view the notifications regarding: ❖ Task related notifications, shift availability & time offs sets. ❖ Leave requests made by the staff members.
Definition of Done	● **Unit Tests Passed** ● **Acceptance Criteria Met** ● **Code Reviewed** ● **Functional Tests Passed** ● **Non-Functional Requirements Met**

User story name	External Time Clock	**User story ID**	EBOS_005
Priority	High		

	Medium Low
Estimate	Estimated effort to build this user story.
User story	● **As a** staff member, ● **I want to** be able to clock in without having to login, ● **So that** I can view shift information, take breaks, and end my shift easily.
Acceptance Criteria	**Acceptance Criteria01:** ● **Given that** after landing on the login page, ● **When** I click on the “Click in” clickable button on the top, ❖ I should be redirected to the external clock in page with number keypad and be able to enter the following details: ➢ “Store ID”: needs to be identified from the email with the subject as “Your Account is now Verified! Login Details Inside! 📧🔑” ○ This only needs to be entered when performing external clocking for the first time, once entered the system will remember it for subsequent entries by the same user, eliminating the need for re-entry. ○ The store ID would be different from each branch for the store if multiple locations are available .

➢ "Clocking in /out PIN": needs to be identified from the email with the subject as "Your Account is now Verified! Login Details Inside! 📧🔑" and this is auto generated by the system securely from the store manager's side and is an appropriate length for enhanced security and uniqueness as it should be maximum of 4-6 digits.

Fields	Mandatory	Validation
Store ID	Yes (in external clock-in page)	- Can be set as any amount of digits by the manager. - Should not be empty, contain any spaces or contain any special characters.
Clocking in/out PIN	Yes (in external clock-in page)	- Should be a minimum of 4 digits and maximum of 6 digits. - Must be at least 4 digits.

❖ The number keypad should be displayed under the above mentioned two fields where it will be digits pad along with:

- clear button on the left side (to clear the whole field)

	- back button on the right side (to undo) - link to redirect to the login page at the below of the keypad as “Back to Sign in” (if by mistake the user was redirect to the external clock in page) ❖ If the entered Store ID is not correctly entered as the one sent in the email, an appropriate error message should be displayed as “Incorrect Store ID, please enter the valid Store ID corresponding to the branch you're working at which is sent to your@mail.com with the email subject of “Your Account is now Verified! Login Details Inside! 📧🔑”.” - Remember only when initially "clocking in", the staff can input the valid Store ID, which the system will thereafter retain as a predefined field for subsequent entries from that same user. ❖ If the entered PIN code is not correctly entered as the one sent in the email, an appropriate error message should be displayed as “Incorrect PIN code, please enter the valid Clocking in/out PIN sent to your@mail.com with the email subject of “Your Account is now Verified! Login Details Inside! 📧🔑”.” ❖ Upon entering the valid store ID and PIN code, the screen automatically transitions to the today's shift information page. Here, users can access relevant details pertaining to their shift and commence the clock-in process. ❖ **Remember each time a user taps the "clock in"**

	button on the login page to perform an external clock-in, they will need to enter these details again when initiating clock in, breaks, resuming work, or successfully ending their shift. ● **Then** I should be able to quickly access the “clock in” option from the login page & start my timer. **<u>Acceptance Criteria02:</u>** ● **Given that** after successfully entered the Store ID & Clocking in/out PIN code, ● **When** I want to view if I have any shift information, ❖ I should be able to transition to the next screen indicating “Today’s Shift Information” or “Not scheduled” information based on my assigned shift. ❖ If no shift is assigned to me on that day then I should see the following details: ➢ An inactive warning icon encircled to indicate deactivation. ➢ Below I can see in bold a sentence as “Not Scheduled” indicating that I currently don't have any shift today. ➢ .A detailed sentence displayed as “You’re not scheduled to work today!” ➢ Finally, there is a link to redirect to the login page at the below of the sentence as “Back to Sign in” (if by mistake the user was redirect to the external

	clock in page) ● **Then** I should be able to view if no shift is assigned to me. **Acceptance Criteria03:** ● **Given that** after successfully entering the initial clock in details (which are store ID & Clocking in/out Pin), ● **When** I get transitioned to the next screen, ❖ Once the valid PIN code is entered by the staff, the screen changes to display the “Today’s Shift Information” to display details as mentioned below: ➢ In the first row, the first button displays the “Shift Start” time in 12-hour format (hh:mm:ss am/pm), while the second button exhibits the “Shift End” time in the same format. ➢ The next row should present the types of breaks associated with this shift either: ■ Unpaid break ■ Paid break ★ **Remember that this row will dynamically change to two columns if both breaks are assigned to the same shift. Hence, the system should be able to identify this and display in the first column the paid break in total minutes and in the second column the unpaid break in total minutes.** ➢ The last row represents the “Regular Hours” the

	particular employee is expected to cover for the assigned shift, considering break times as well, in 12 hour format. ❖ Below the “Today’s Shift Information”, I should be able to view a circular clickable button that reads “Clock in”. Clicking this button will initiate the timer and prompt the camera to open to capture an image of the user successfully. ➢ As a first time user trying to clock in, upon clicking the "Clock in" button for the first time, a prompt should appear requesting access to the camera, stating "Permission required to access the camera feature." Users will then have the option to select "Yes" or "No" promptly. ➢ After the permission is set for the device to capture the image, I should be able to capture the image easily by the click of the camera button. ➢ The system must save the image as PNG/JPEG and showcase them on the manager portal for user verification. ➢ Upon clicking the "End" button, the system will automatically capture another image to verify that the user ending the shift is indeed the same user who clocked in. This additional step ensures accurate tracking of shift durations and personnel activities.

	➢ If the user wants to view the real-time information then they must login to the system using their valid login credentials and navigate to the Time Clock on the left navigation bar. ■ Here the timer has already started and the UI has changed dynamically to support the number of rows, ● In the middle of the top section where it says "Work time on", I can observe the live timer displayed in a 12-hour format in hh:mm:ss. ● Then the first row, first column is "shift start" & second column is "shift end" ● In the second row, (if two types of breaks are assigned), then the system dynamically assigns the first column for "paid break" & second column for "unpaid break". If only one type of break is assigned then only one column will be shown. ◆ In the case of one type of break is assigned then the second row's second column becomes the "Regular hours" ◆ If two breaks are assigned

	then “Regular hours” should move to the third row. ❖ After successfully capturing the image, the user is prompted with a confirmation message with their profile picture on top displaying “Welcome <<Relevant Staff Name>>!” along with an “Ok” button to confirm the message at the bottom. ➢ Then they need to be transitioned to the next screen where a “Break” button & “End” button is available to end the shift along with the same “Today’s Shift Information” layout where once the “End” button is clicked the system must automatically capture the image by opening the camera option and stop the timer. ❖ **The system must be able to recognise and display the appropriate buttons according to the user’s input:** ➢ After “Clock In” then the same button should dynamically change to the “Break” button with “End” button next to it. ➢ After acquiring “Break”, then the same button should dynamically change to the “Resume” ➢ After resuming the work, then the same button should dynamically change to “Break”. ➢ After the end button is clicked, the camera is opened and the user needs to click the capture button where automatically the picture will be

	saved. ● **Then** I should be able to initiate the clocking in process directly without the need to login and be able to view today' shift information successfully. ● **Then** I should be prompted to the dynamically changed UI following the same "Today's Shift Information" along with "Break" & "End" circular buttons. **Acceptance Criteria04:** ● **Given that** after successfully clocking in, ● **When** I want to acquire a break via the external clock in option, ❖ Initially the user is prompted to the login page and once the user clicks the "Clock in" circular button at the top, the users are redirected to the external clock in page to enter their "Clocking in/out PIN" code. - The Store ID will be already pre-defined and I do not have to enter it again (but if I want to I should be able to by using the keypad at the bottom). - If an incorrect store ID is entered I should be able to see an appropriate error message (toast message) that displays as "Incorrect Store ID, please enter the valid Store ID corresponding to the branch you're working at which is sent to your@mail.com with the email subject of "Your Account is now Verified! Login Details Inside! 📧🔑"."

	- If the entered PIN code is not correctly entered as the one sent in the email, an appropriate error message (toast message) should be displayed as "Incorrect PIN code, please enter the valid Clocking in/out PIN sent to your@mail.com with the email subject of "Your Account is now Verified! Login Details Inside! 📧🔑"." ❖ After successfully verifying the user for external clock in, they are redirected to the "Today's Shift Information" page where the layout will be different now as the user is coming back after clocking in as follows: ➢ In the first row, the first button displays the "Shift Start" time in 12-hour format (hh:mm:ss am/pm), while the second button exhibits the "Shift End" time in the same format. ➢ The next row should present the types of breaks associated with this shift either: ■ Unpaid break ■ Paid break ■ **Remember that this row will dynamically change to two columns if both breaks are assigned to the same shift. Hence, the system should be able to identify this and display in the first column the paid break in total minutes and in the second column the unpaid break in total**

	minutes. ➢ The last row represents the “Regular Hours” the particular employee is expected to cover for the assigned shift in a 12 hour format. ❖ Below the “Today’s Shift Information”, I should be able to view two circular clickable buttons that read “Break” & “End”. ❖ Once the “Break” button is clicked, the user will be prompted with a pop-up message displaying “Would you like to take a break now?” ❖ In the pop-up message, I should be able to confirm my choice by clicking the “Yes, I Need A Break” button or decline the break by clicking the “Not Now, I’m Good” button. ❖ If I choose the "Not Now, I'm Good" option, the pop-up message disappears and the timer should remain active, ensuring continuous real-time tracking without interruption. ❖ When I click the “Yes, I Need A Break” button, the timer will pause until I resume my work again. - The pop-up message will disappear and the “Break” button will change as a “Resume” button, signaling the option to recommence work. - The “End” button will remain the same next to the “Break” button. ❖ At the bottom of the circular buttons, a "Back to Sign in"

	link is available for users to return to the login page in case they were inadvertently redirected to the external clock-in page. ❖ At any given moment, users have the option to conclude their shift by selecting the "End" button, which will then successfully capture their image for verification. ● **Then** I should be able to click the circular “break” button and successfully acquire a break. **<u>Acceptance Criteria05:</u>** ● **Given that** after successfully acquiring the break, ● **When** I want to resume my work via the external clock in option, ❖ Firstly, the user is prompted to the login page and once the user clicks the “Clock in” circular button at the top, the users are redirected to the external clock in page to enter their “Clocking in/out PIN” code. - The Store ID will be already pre-defined and I do not have to enter it again (but if I want to I should be able to by using the keypad at the bottom). - If an incorrect store ID is entered I should be able to see an appropriate error message (toast message) that displays as “Incorrect Store ID, please enter the valid Store ID corresponding to the branch you're working at which is sent to your@mail.com with the email subject of “Your Account is now Verified! Login Details Inside!

	📧🔑”.” - If the entered PIN code is not correctly entered as the one sent in the email, an appropriate error message (toast message) should be displayed as “Incorrect PIN code, please enter the valid Clocking in/out PIN sent to your@mail.com with the email subject of “Your Account is now Verified! Login Details Inside! 📧🔑”.” ❖ After successfully verifying the user for external clock in, they are redirected to the “Today’s Shift Information” page where the layout will be different now as the user is coming back after clocking in as follows: ➢ In the first row, the first button displays the “Shift Start” time in 12-hour format (hh:mm:ss am/pm), while the second button exhibits the “Shift End” time in the same format. ➢ The next row should present the types of breaks associated with this shift either: ■ Unpaid break ■ Paid break ■ **Remember that this row will dynamically change to two columns if both breaks are assigned to the same shift. Hence, the system should be able to identify this and display in the first column the paid break in total minutes and in the second**

	column the unpaid break in total minutes. ➢ The last row represents the "Regular Hours" the particular employee is expected to cover for the assigned shift in a 12 hour format. ❖ Below the "Today's Shift Information ", I should be able to view two circular clickable buttons that read "Resume" & "End". ❖ Once I click the "Resume" button, I should be able to get a pop-up message displaying "Are you going to resume your work?" ❖ In the pop-up message, I should be able to confirm my choice by clicking the "Yes, Let's Continue" button or decline the option by clicking the "Not Now, I'm Good" button. ❖ When I click the "Yes, Let's Continue" button, the timer will continue again from the exact point it was paused at. - The pop-up message will disappear and the "Resume" button will change back to as a "Break" button. ❖ If I choose the "Not Now, I'm Good" option, the pop-up message disappears while ensuring the timer remains paused, thereby preventing restarting of the timer until the "Yes, Let's Continue" button is clicked. ❖ At the bottom of the circular buttons, a "Back to Sign in" link is available for users to return to the login page in

	case they were inadvertently redirected to the external clock-in page. ❖ At any given moment, users have the option to conclude their shift by selecting the "End" button, which will then successfully capture their image for verification. ● **Then** I should be able to click the circular “Resume” button and resume the timer from when it stopped. **Acceptance Criteria06:** ● **Given that** to end the shift, ● **When** I click on the “End” button, ❖ Firstly, the user is prompted to the login page and once the user clicks the “Clock in” circular button at the top, the users are redirected to the external clock in page to enter their “Clocking in/out PIN” code. - The Store ID will be already pre-defined and I do not have to enter it again (but if I want to I should be able to by using the keypad at the bottom). - If an incorrect store ID is entered I should be able to see an appropriate error message (toast message) that displays as “Incorrect Store ID, please enter the valid Store ID corresponding to the branch you're working at which is sent to your@mail.com with the email subject of “Your Account is now Verified! Login Details Inside!

	📧🔑"." - If the entered PIN code is not correctly entered as the one sent in the email, an appropriate error message (toast message) should be displayed as "Incorrect PIN code, please enter the valid Clocking in/out PIN sent to your@mail.com with the email subject of "Your Account is now Verified! Login Details Inside! 📧🔑"." ❖ After successfully verifying the user for external clock in, they are redirected to the "Today's Shift Information" page where the layout will be different now as the user is coming back after clocking in as follows: ➢ In the first row, the first button displays the "Shift Start" time in 12-hour format (hh:mm:ss am/pm), while the second button exhibits the "Shift End" time in the same format. ➢ The next row should present the types of breaks associated with this shift either: ■ Unpaid break ■ Paid break ■ **Remember that this row will dynamically change to two columns if both breaks are assigned to the same shift. Hence, the system should be able to identify this and display in the first column the paid break in total minutes and in the second**

	column the unpaid break in total minutes. ➢ The last row represents the "Regular Hours" the particular employee is expected to cover for the assigned shift in 12 hour format. ❖ I should be redirected to a pop-up message promptly displaying "Are you ready to end your shift?" ❖ In the pop-up message, I should be able to confirm my choice by clicking the "Yes, End Shift" button or decline the option by clicking the " Not Yet, Continue Shift" button. - When I click the "Yes, End Shift" button, then the timer will stop from the exact point. And the camera option will open up for the user to capture their image and automatically be saved. - The pop-up message will disappear and the user will be automatically directed to the login page. ❖ If I choose the "Not Yet, Continue Shift" option, the pop-up message disappears with the timer persisting to run until the user confirms their decision by clicking the "Yes, End Shift" button. ● **Then** the user can successfully end the shift or decline the option to continue / stop the timer.
Definition of Done	● **Unit Tests Passed** ● **Acceptance Criteria Met** ● **Code Reviewed**

	• **Functional Tests Passed** • **Non-Functional Requirements Met**

User story name	Time Clock	**User story ID**	EBOS_07
Priority	High Medium Low		
Estimate	Estimated effort to build this user story.		
User story	• **As a** staff member, • **I want to** be able to clock in, view shift information, take breaks, resume, add comments, and end my shift easily, • **So that** my working hours are accurately recorded and I can access necessary information with regards to clocked time in a tabular format.		
Acceptance criteria	**Acceptance Criteria01:** • **Given that** clicking the time clock on the left side navigation bar, • **When** I land on the screen dedicated to clock in, I should be able to view, ❖ In the top of the screen, below the header of the website		

	there should be a text fields that promptly displays as "Today's clock" ❖ Under this text, there should be a section on the left side that displays in a text field "Today's Shift Information", this information is provided by the manager when they are creating shifts to users. - Within this section, the rows will dynamically change where, - In the first row, the first button in the first row displays the "Shift Start" time in 12-hour format (hh:mm:ss am/pm), while the second button exhibits the "Shift End" time in the same format. - The second row dot-outlined button represents the type of breaks associated with their shift in minutes format (for example, 30 minutes). The type of breaks can be defined by the store manager accordingly such as: ● Unpaid break : 30 minutes ● Paid break : 15 minutes ● **Remember that this row will dynamically change to two columns if both breaks are assigned to the same shift. Hence, the system should be able to**

identify this and display in the first column the paid break in total minutes and in the second column the unpaid break in total minutes.

- The last row has a single button that represents the “Regular Hours” the particular employee must cover considering break times as well, in a 12 hour format.

❖ Next to the shift information section, on the right side of the screen there is a button called “Clock in” with a clock icon.

❖ Beneath the clocking feature, there's a "Timesheet" section for reviewing my clocked-in and clocked-out times within a specified calendar range. Adjacent to it, there's a "Date" text field, under which a dropdown calendar function enables filtering by either a specific date or a range of dates.

❖ There is a placeholder to display the “Total Worked Hours” in the 12 hour format of hh:mm (seconds can be neglected) next to the calendar feature. This will be calculated only if a range of dates are selected by the user, if not it remains 0.

❖ The timesheet is demonstrated in a tabular format with 8 columns in total from left to right as:

➢ Date

➢ Start

	➢ End ➢ Comments ➢ Location ➢ Total Break Time ➢ Total Hours ➢ Regular Hours ➢ **Remember in all instances where times are displayed or calculations are performed within the sheet, seconds will be consistently disregarded.** ● **Then I** should be able to successfully access my shift information for the day, and access my timesheets from a calendar dropdown. **<u>Acceptance Criteria02:</u>** ● **Given that** I land on the Timeclock page, ● **When** I click on the “Clock In” button before commencing on my shift, ❖ Clicking this button will initiate the timer and prompt the camera to open to capture an image of the user successfully. ➢ As a first time user using this device, trying to clock in, upon clicking the "Clock in" button for the first time, a prompt should appear requesting access to the camera, stating "Permission required to access the camera feature." Users will

	then have the option to select "Yes" or "No" promptly. ❖ When the “clock in” button is clicked, automatically GPS must be turned on to track the user's location where this needs to be stored so that the manager can track their location. ❖ The timer starts running in the “Today’s shift information” section/ box on the left corner: - In the middle of the top section where it says “Work time on”, I can observe the live timer displayed in a 12-hour format in hh:mm:ss. - The next section is organized into a dynamically changed grid. The top row consists of two columns: the first column indicates the “Start time” of the shift, while the second column denotes the “End time” of that shift. - The bottom row also contains two columns that will be changed dynamically if two types of breaks are specified by the manager: the first column in paid break in total minutes and in the second column the unpaid break in total minutes. - Then the last row represents the “Regular Hours” the particular employee is expected to cover for the assigned shift, considering break times, in 12 hour format. ❖ Adjacent to this box, the clock in button dynamically

disappears while the "comments" rectangle box dynamically appears, displaying real-time comments made by the user along with timestamps, enabling consecutive addition of multiple comments.

- ❖ Below the comment box, there's an input field for users to write comments (up to 600 characters) and a "submit" button to add the comment, which will be displayed in real-time at the top section, allowing users to input and view comments regarding their shift.

Fields	**Mandatory**	**Validations**
Comments	No	Minimum 0 and Maximum 600 characteristics.

- ❖ Under this comment box, there are two buttons: “Break” with hold icon and “End” with clock icon next to each other.

- **Then I** should be able to successfully start my timer for clock in and view relevant shift details submitted by the manager.

Acceptance Criteria03:

- **Given that** I am working and want to take a break for the day/ shift,
- **When** I click on the “Break” button,
  - ❖ I should be redirected to a pop-up message promptly displaying “Would you like to take a break now?”

	❖ In the pop-up message, I should be able to confirm my choice by clicking the “Yes, I Need A Break” button or decline the break by clicking the “Not Now, I’m Good” button. ❖ When I click the “Yes, I Need A Break” button, the timer will pause until I resume my work again. - The pop-up message will disappear and the “Break” button will change as a “Resume” button with a play icon, signaling the option to recommence work. ❖ If I choose the "Not Now, I'm Good" option, the pop-up message disappears and the timer should remain active, ensuring continuous real-time tracking without interruption. ❖ The system must be able to track the time when the confirmation button is clicked as “Break Start” time and when the resume confirmation button is clicked as “Break End” time. ● **Then** I should be able to stop my timer for my associated break given by the manager if I click “Yes, I Need A Break” or prefer not to if I click “Not Now, I’m Good”. **<u>Acceptance Criteria04:</u>** ● **Given that** after my break, I want to resume work again ● **When** I click on the “Resume” button, ❖ I should be redirected to a pop-up message promptly

	displaying “Are you going to resume your work?” ❖ In the pop-up message, I should be able to confirm my choice by clicking the “Yes, Let’s Continue” button or decline the option by clicking the “Not Now, I’m Good” button. ❖ When I click the “Yes, Let’s Continue” button, the timer will continue again from the exact point it was paused at. - The pop-up message will disappear and the “Resume” button will change back to as a “Break” button with a hold icon. ❖ If I choose the "Not Now, I'm Good" option, the pop-up message disappears while ensuring the timer remains paused, thereby preventing restarting of the timer until the “Yes, Let’s Continue” button is clicked. ● **Then** I should be able to continue my work from the exact point where I paused the timer by clicking “Yes, Let’s Continue” or decline the resume option by clicking the “Not Now, I’m Good” button. **Acceptance Criteria05:** ● **Given that** my shift is finished, ● **When** I click on the “End” button, ❖ Prior to Ending the shift, if I want to I should be able to comment anything regarding my shift, (for example, requesting the manager that “I neglected to record my starting time and instead clocked in one hour later,

although my actual start time was 8 a.m. Please change this attendance correction".

Fields	Mandatory	Validations
Comments	No	Minimum 0 and Maximum 600 characteristics.

- ❖ I should be redirected to a pop-up message promptly displaying "Are you ready to end your shift?"
- ❖ In the pop-up message, I should be able to confirm my choice by clicking the "Yes, End Shift" button or decline the option by clicking the " Not Yet, Continue Shift" button.
  - When I click the "Yes, End Shift" button, then the timer will stop from the exact point, for example, if I click the "End" button at 4:00pm but was clocked in at 8:00am, then the timer will be displayed as. "08:00:00", meaning 8 hours & 30 minutes of total hours worked with a 90 minute (1 hour & 30 minutes) break in between.
  - The pop-up message will disappear and the user will be automatically directed to the clock-in page, maintaining the previous layout. Here, the previous "Today's Shift Information" box will be prominently displayed, with a "clock in" button next

	to it as mentioned in Acceptance Criteria01. ❖ If I choose the "Not Yet, Continue Shift" option, the pop-up message disappears with the timer persisting to run until the user confirms their decision by clicking the "Yes, End Shift" button. ● **Then** the user can successfully end the shift or decline the option and continue the timer. **<u>Acceptance Criteria06:</u>** ● **Given that** I want to access the timesheet regarding my clock in/ clock out times, ● **When** I select on the calendar option next to the “Timesheet” option, ❖ The system must be able to keep track of each user’s clock in time, break time, resume time, & clock out time for each shift/ day to be used for employee engagement performance & payroll calculation. ❖ I should be given a drop down option of the calendar to choose a date, ➢ Initial click on the calendar sets it as the start date and if no range is selected or if consecutively the same date is selected then the same date will appear as the end date. ➢ Promptly when the user clicks for the second time on a different date, that's counted as the End date. - The date will be displayed in “MM/DD”

	wise. (for example, start date “To” end date, 02/13 To 02/14) ❖ To select a date range, first the start date is selected from the calendar dropdown option by the initial click then on the second click the end date is selected consecutively to appear as for example, 02/13 To 03/13. ❖ The particular details are able to be viewed in the tabular format with 8 columns in total from left to right as: ➢ Date - start date in the format of “DD/MM/YYYY” ➢ Start - refers to the time when “clock in” button was clicked in 12 hour format as “hh:mm AM/PM” ➢ End Time - refers to the time when “End” button was clicked in 12 hour format as “hh:mm AM/PM” ➢ Notes - refers to any comments that were left after clicking the “End” or “Break” button. ➢ Location - displays the city that the GPS tracks ➢ Total Break Time - refers to the total break time (can be the addition of single break or consecutive breaks) taken by the particular user during that shift in 12 hour format as “hh:mm” ➢ Total Hours - refer to the actual total work hours completed by the user in 12 hour format as “hh:mm” ➢ Regular Hours - refer to the expected total hours that need to be covered for the particular shift in 12 hour format as “hh:mm”.

	❖ If a start date is chosen, values will populate each column, expanding progressively until the end date is selected. The breakdowns will persist upon clicking the "Break" button, “Resume” button and continue until the “End” button is clicked. ❖ The system must be able to keep track of each user’s clock in time, break time, resumed time, & clock out time for each shift/ day to be used for employee engagement performance & payroll calculation. ❖ For the calculation of Total Break Time, we take the breakdown of all individual break starts & resume time for this calculation. ❖ Remember that when calculating “Total Hours”, the system considers the specific type of break associated with the shift. - If the break type is designated as “Paid break” the system will incorporate the allocated break time in the calculation to determine the total hours. - If a user takes an unassigned break or “Unpaid break”, then the system excludes the allocated break time from the total actual hours. - **Remember: that break types may vary from one store to another, as determined by individual store managers when configuring shift settings.** ❖ The “Regular Hours” will remain the same as stated in

“Today’s Shift Information” in every breakdown under the table.

- Next to the calendar option, the placeholder inside “Total Worked Hours” will be calculated and appear inside the box.
  - We use the addition of “Total hours” for the selected range and their breakdowns to get the “Total Worked Hours”.
- The following table shows the example of how to calculate the breakdown when a single date is selected as “01/02 To 01/02”.

Date	Start	End	Total Break Time	Total Hours
01/02/2024	07:36 AM (Indicates the time “clock in” button was clicked)	- AM	-	-
01/02/2024	07:36 AM (Indicates the time “clock in” button was clicked)	09:44 AM (Indicates the time in which the “Break” / “End” button was clicked)	-	02:07 (The difference of Start & End times) (07:36 - 09:43)

	01/02/2024	10:12 AM (Indicates the time in which the “Resume” / “Start” button was clicked)	- AM	00:30 (The difference between last end time and current start time i.e. 09:44 - 10:12)	02:07 (The previous total hours, here we are assuming that the break type is not paid break hence we don't include 30 minutes into our calculation)
	01/02/2024	10:12 AM (Indicates the previous start time)	12:50 PM (Indicates the time in which the “Break” / “End” button was clicked)	00:30 (Indicates the previous total break time)	04:45 (The difference between current start time & current end time, added with previous total hours i.e. [12:50 - 10:12] + 02:07 → [02:38] + 02:07 = 04:45)
	01/02/2024	1:45 PM	- PM	01:25 (Indicates the difference between previous end time & start time added with previous total break time i.e. ([12:50 -	04:45 (Indicates the previous total hours as the end time is not available here)

			1:45] + 00:30 → [00:55 + 00:30] = 00:85 → 01:25)	

❖ The next table shows how to calculate the “Total Worked Hours” using the same example above as “01/02 To 01/02”.

Total Hours	**Total Worked Hours**
-	
02:07	
02:07	
04:45	
04:45	*Placeholder holds* **“04:45”** Which is the final/ last row of the “Total Hours”

- **Then** I should be able to successfully access my timesheets & corresponding Total Worked Hours for a particular date or range.

Definition of Done	• **Unit Tests Passed** • **Acceptance Criteria Met** • **Code Reviewed** • **Functional Tests Passed**

	• **Non-Functional Requirements Met**

User story name	Time Clock2	**User story ID**	EBOS_005
Priority	High Medium Low		
Estimate	Estimated effort to build this user story.		
User story	• **As a** store manager • **I want** a seamless time-tracking solution to accurately record my clock-in, clock-out times and have seamless access to past & current clocked times • **So that** I am aware of my presence within the workspace, ensuring accountability, and effectively managing my working hours.		

<table>
<tr>
<td>Acceptance criteria</td>
<td>
<u>Acceptance Criteria01:</u>

Given that after I am logged into the system
When I access time clock, I should see a clear navigation menu of the flowing details:

❖ A visible navigation bar with the drop down options of clock in, clock out and employee timesheet available.
❖ The clock in / clock out feature can redirect to the QR code system to track the time of the user.
❖ The timesheet showcases the employee’s working hours within a time period.

Then I can be on track with my working hours.

<u>Acceptance Criteria02:</u>

Given that I need to clock in my start time
When I access the clock in option I should be redirected to the clock system

❖ The clock in button should be in the middle of the screen for the user to easily access.
❖ The clock-in button system should automatically capture the time and date when the user clicks on the code, ensuring accurate recording of clock-in times.
❖ The system should verify that the user logs in within the designated working hours specified by the company's policies.

</td>
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</table>

	❖ Upon successful clock-in, the app should provide a confirmation message to the user, indicating that their time has been logged in the system. ● **Then** I should be able to log my clock in time. **<u>Acceptance Criteria03:</u>** ● **Given that** I need to clock out my leave time ● **When** I access the clock out option I should be redirected to the clock system ❖ The clock out button should be in the middle of the screen for the user to easily access. ❖ The clock out button system should automatically record the time and date when the user clicks on the section, accurately capturing their clock-out times. ❖ The system should ensure that the user logs out within the designated working hours specified by the company's policies. ❖ Upon successful clock-out, the app should provide a confirmation message to the user, indicating that their time has been logged out of the system. ● **Then** I should be able to log my clock out. **<u>Acceptance Criteria04:</u>** ● **Given that** I need to access my timesheet ● **When** I click on the timesheet feature, I should be able to view

	my respective clock in and clock out times for a specific period ❖ The app should maintain a record of all clock-in and clock-out times for the user, allowing for easy reference and tracking of working hours. ❖ I should be able to select the date and the month from the calendar option. ❖ I should also be able to select a range as the start date till an end date, weekly, daily, monthly, & yearly. ❖ After selecting a date, I should be able to view a tabular format of the time log with the below columns: - Date (One selected date / range of the dates) - Clock in - Clock out - Total hours ● **Then** I am aware of my total working hours daily, weekly, monthly, or yearly. **<u>Acceptance Criteria05:</u>** ● **Given that** I need to access my employee's attendance records ● **When** I click on the attendance records feature, I should be able to view my employees timesheets for a specific month. ❖ The app should maintain a record of all clock-in and clock-out times for the users, allowing for easy reference and tracking of working hours. ❖ I should be able to select the employee name from a

	drop down list on the employee field. ❖ I should be able to select the month with year from a drop down list on the month field. ❖ After selecting a month, I should be able to view a tabular format of the time logs for that particular employee with the below columns: - Month with year - Clock in - Clock out - Total hours ● **Then** I am aware of my employees total working hours monthly. **<u>Acceptance Criteria06:</u>** ● **Given that** I want to be able to manage the attendance corrections ● **When** I click on the attendance correction feature, I should be able to view the employees who requested for correction. . ❖ The employees details who made the correction request should be promptly visible such as their name, shift schedule, correction requesting date, & reason (with proof uploaded if any) ❖ The manager must be able to either reject, approve, pending from a drop down list and send in-build notifications to the relevant staff members. ❖ The changed data will be included in the log system /

	history where it shows details of who made the amends, date of when data was modified, & by whom it was modified. • **Then** I can correct the attendance successfully.
Definition of Done	• **Unit Tests Passed** • **Acceptance Criteria Met** • **Code Reviewed** • **Functional Tests Passed** • **Non-Functional Requirements Met**

User story name	Workschedule	**User story ID**	EBOS_004
Priority	High Medium Low		
Estimate	Estimated effort to build this user story.		
User story	• **As a** store manager • **I want** to have the ability to conveniently access and manage the work schedule • **So that** I can ensure smooth operations and effective communication with my team.		

Acceptance criteria	**<u>Acceptance Criteria01:</u>** ● **Given that** after I am logged into the system ● **When I** access the work schedule ❖ I should be able to view the calendar overview (preferably be able to choose a start date and end date from the calendar overview, or week wise overview) of the scheduled tasks in shifts based on each employee with details such as employee name. ❖ The assigned tasks will be under the relevant date, within the relevant time frame where it also shows the amount of workers present to cover shifts for each day. ❖ Managers can also view the time off set by the staff considering the availability. ❖ The managers can easily click on the relevant timeframe and create tasks and assign them to employees. ❖ They are also able to swap shifts easily if any prior notice is requested by the staff. ● **Then I** can successfully access the calendar overview and view assigned tasks. **<u>Acceptance Criteria02:</u>** ● **Given that** I want to view the total hours worked by the staff ● **When** I access the calendar overview ❖ I must be able to view the total hours covered for that

	shift in the side for ease by each employee per day. ❖ And a breakdown of the employees who are actually covering the shifts in task wise. - Able to view the total hours covered by each employee. - Able to get the payroll amount for each individual. ● **Then** I should have an overall idea of how much hours are left to cover for the week by each employee.
Definition of Done	● **Unit Tests Passed** ● **Acceptance Criteria Met** ● **Code Reviewed** ● **Functional Tests Passed** ● **Non-Functional Requirements Met**

User story name	Task	**User story ID**	EBOS_007
Priority	High Medium Low		
Estimate	Estimated effort to build this user story.		
User story	● **As a** store manager ● **I want** to have the ability to assign tasks to the respective employees with deadlines on a calendar overview		

	So that I can efficiently manage and delegate responsibilities, monitor task completion, and ensure a smooth workflow in the store.
Acceptance criteria	**<u>Acceptance Criteria 01</u>** **Given that** I have landed on the “Tasks” screen **When** I arrive at screen, I should be able to have a comprehensive overview of tasks assigned to employees by me (as a store manager POV), - There should be three tabs as follows - All Tasks - includes an overview of assigned tasks & daily tasks - Assigned Tasks - includes an overview of only the assigned tasks for that user - Daily Tasks - which is an overview of other tasks available within the team that needs to be completed for that day (if store manager haven't assigned anyone for this kind of tasks, the system automatically assign all employees to this task and displays this under daily tasks) - Once I click on the left navigation bar’s “Task” option under “Shift” tab, I should land on the “All Tasks” tab and be able to clearly see an organized list of all tasks assigned to me categorized based on their status—whether they are: - Open - In progress, or - Completed.

	❖ Users can conveniently drag and drop tasks into one of three categories, and upon manual adjustment of the status via a dropdown menu—offering options "Open," "In progress," or "Completed"—tasks will automatically transition to the corresponding categorization - The numerical count displayed alongside each status will dynamically update, incrementing or decrementing as tasks are shifted / altered between statuses. ❖ Each task card displays: ➢ Title ➢ Description ➢ Start Date - End Date & End Time ➢ Priority level (highest, high, middle, low, or lowest) at the top right corner ➢ Subtask count - shows a numerical value of total subtasks available for that main task ➢ Chat icon - this will appear with a green dot on the top indicating that there are comments under this task ➢ Account profile - shows the assigned multiple staff profiles in the below right corner ❖ I should possess the capability to click on individual task cards to access a detailed pop-up screen, where I can peruse additional information along with the existing details such as: ➢ Title ➢ Date ➢ Time

	➢ Assigned To ➢ Priority ➢ Department ➢ Task Type ➢ Recurrence types ➢ Task description ➢ Activity ➢ Comments ➢ Subtasks ➢ Custom fields ➢ Alter the status of the main task seamlessly within that interface ❖ These tasks will remain if they are still in-progress states in the board; however, if they are completed they will disappear from the board at the end of the day. ● **Then** I can have a comprehensive idea of my assigned & daily tasks while also being able to update the status of each task. **<u>Acceptance Criteria 02:</u>** ● **Given that** I want to access more additional information, ● **When** I click on an individual task card, ❖ Once an individual task card is clicked, I will be redirected to the task detailed pop-up screen for more additional information. ❖ The pop-up shows the overall “status” as open, in progress or completed with a cancel button on the top right corner.

	■ After clicking the cancel button, users are redirected to the task overview page, ensuring that any modifications made are saved and reflected in the current state of the task. ■ The overall status adapts based on the status selected within the pop-up screen or the category under which the status falls. ❖ On the left side of the pop-up, we can see the following details: ● Title ● 2 by 3 grid that is displayed as rectangles: ○ First Row: ➢ Date - within this, I can see the start date & end date in the format of dd/mm/yy ➢ Time - within this, I can see the start time & end time in the format of hh:mm am/pm ➢ Assigned To - shows the multiple staff profiles the task is assigned to ○ Second Row: ➢ Priority - shows the priority in either Highest, High, Middle, Lowest, Low ➢ Department - shows the particular department where this would vary from store to store for example in retail business such as Cashier, Cleaner, Customer Service, or Security ➢ Task Type - shows the particular task type

	where this would vary from store to store for example in retail business such as Inventory Management, Till Area, etc. **Remember: that the store manager will be given the option to customize these.** ● Recurrence type - Able to view my selected recurrence days for this task in “Mon”, “Tue”,“Wed”,“Thur”,“Fri”,“Sat”,“Sun”. ● Description - refers to the description of the particular task ● Two tabs, ○ Custom Fields - able to view the list of custom fields / check lists provided by the store manager within that store to be completed by the staff ■ I am able to view the **title** of the main custom field and under this I am able to view the list of assigned tasks to be completed for this custom field. ■ The actions to complete these custom fields would differ from what the store manager has set (For example,“Declare Petty

	Cash" with a tick box option). These options can vary from Dropdown, Short Text, Description, Number, Image upload, Audio Recording, Rating, Signature, File upload, Currency, Measurements, Temperature. ○ Sub Tasks with total number of sub task count - ■ I am able to access a list of sub tasks for this main task and mark the checkboxes next to each item to confirm their completion. ■ Until these checkboxes are completed the status of that main task should be "In Progress". ■ Once a subtask is clicked from the list I should be redirected to the same task template pop-up screen to view detailed information about the relevant subtask. ● Status button (this is used to change the status of the overall main task) - Able to change the status by clicking the arrow icon inside the button where current status will be changed to next available status, the users can also update the status using the drop down list of

	○ Open - initial status ○ InProgress ○ Completed ○ **Note that the user can only modify the status of the main task itself wherever the status button is located.** ■ Upon changing the status here, the primary status at the top should adjust correspondingly. ❖ On the right side of the pop-up, we can see the Activity (this section is where the assigned employees can tag each other and collaborate), ➢ Which shows the past comments made by the users involved in this task along with the timestamps at the right corner (in the format of “Month Day, Year hh:mm am/pm “ example, “Mar 2, 2024 10:30 am”). ■ Any changes made to the status of the task should be visible in the activity section as who made the change, quote and timestamp as “ “@tagged account” changed status from “previous status” to “current status” “ and on the right corner with the timestamp “Mar 2, 2024 10:30 am.” ■ Should be scrollable to view all the available comments between the assigned users. ➢ They are able to tag each other and communicate

through this section using the comments section.

- ➢ I would like the ability to append comments to main tasks and submit them via the "submit" button, facilitating seamless communication and collaboration with colleagues assigned to the same task. The application should appropriately timestamp and display these comments within the activity section.

Fields	Mandatory	Validations
Comments	Yes	- Minimum 0 and Maximum 600 characteristics. - Should be able to tag each other and collaborate

- ❖ Real-time notifications should be enabled to alert store managers promptly about tasks completion when the status is updated from current status to “Completed”. These notifications should be visible within the app and sent as push notifications.
- ❖ Once the status, or custom fields, or subtasks are altered they get automatically saved and the user can click anywhere on the screen or cancel button and return to the task overview layout.
- ❖ If the status is changed for the task, once the user gets redirected to the task overview screen that particular task

goes under the specific category.

- **Then** I will be able to view comprehensive information about each individual task enabling me to adjust their statuses, fill out custom fields, and mark allocated subtasks as complete where the system automatically saves the changes.

Acceptance Criteria 03:

- **Given that** I want to access the detailed information with regards to sub tasks,
- **When** I click on a sub task from the list, I should be redirected to the detailed pop-up screen
    - ❖ This pop-up screen is the same as the previous detailed task pop-up screen in which I am able to view the following details:
    - ❖ The top right corner shows the overall "status" as open, in progress or completed with a cancel button.
        - ■ After clicking the cancel button, users are redirected to the task-detailed pop-up screen, ensuring that any modifications made are saved and reflected in the current state of the task.
        - ■ The overall status adapts based on the status selected within the pop-up screen or the category under which the status falls.
    - ❖ On the left side of the pop-up, we can see the following details:
        - Title

	• 2 by 3 grid that is displayed as rectangles:
	  ○ First Row:
	    ➢ Date - within this, I can see the start date & end date in the format of dd/mm/yy
	    ➢ Time - within this, I can see the start time & end time in the format of hh:mm am/pm
	    ➢ Assigned To - shows the multiple staff profiles the task is assigned to
	  ○ Second Row:
	    ➢ Priority - shows the priority in either Highest, High, Middle, Lowest, Low
	    ➢ Department - shows the particular department where this would vary from store to store for example in retail business such as Cashier, Cleaner, Customer Service, or Security
	    ➢ Task Type - shows the particular task type where this would vary from store to store for example in retail business such as Inventory Management, Till Area, etc.
	
	Remember: that the store manager will be given the option to customize these.
	
	• Recurrence type - Able to view my selected recurrence days for this sub-task in “Mon”, “Tue”,“Wed”,“Thur”,“Fri”,“Sat”,“Sun”.

	• Description - refers to the description of the particular task
	• One tab as,
	    ○ Custom Fields - able to view the list of custom fields / check lists provided by the store manager within that sub task to be completed by the staff
	        ■ I am able to view the **title** of the main custom field and under this I am able to view the list of assigned tasks to be completed for this custom field.
	        ■ The actions to complete these custom fields would differ from what the store manager has set (For example,“Declare Petty Cash” with a tick box option). These options can vary from Dropdown, Short Text, Description, Number, Image upload, Audio Recording, Rating, Signature, File upload, Currency, Measurements, Temperature.
	• Status button (this is used to change the status of the main task as well as the status at the top of the pop-up screen) - Able to change the status by clicking

	the arrow icon inside the button where current status will be changed to next available status, the users can also update the status using the drop down list of ○ Open - initial status ○ InProgress ○ Completed ○ Note that the user can only modify the status of the main task when the status button is changed from here. ■ Subsequently, the main task's status should seamlessly update to reflect the newly modified status initiated from this point. ■ Upon changing the status here, the primary status at the top should adjust correspondingly. ❖ On the right side of the pop-up, we can see the Activity (this section is where the assigned employees can tag each other and collaborate), ➢ The actions taken here are mirrored in the main task's activity section, ensuring that any updates or comments made are synchronized across both interfaces. ➢ Which shows the past comments made by the users involved in this task along with the timestamps at the right corner (in the format of “Month Day, Year hh:mm

am/pm “ example, “Mar 2, 2024 10:30 am”).

- Any changes made to the status of the task should be visible in the activity section as who made the change, quote and timestamp as “ “@tagged account” changed status from “previous status” to “current status” “ and on the right corner with the timestamp “Mar 2, 2024 10:30 am.”
- Should be scrollable to view all the available comments between the assigned users.

➢ They are able to tag each other and communicate through this section using the comments section.

➢ I would like the ability to append comments to main tasks and submit them via the "submit" button, facilitating seamless communication and collaboration with colleagues assigned to the same task. The application should appropriately timestamp and display these comments within the activity section.

Fields	**Mandatory**	**Validations**
Comments	Yes	- Minimum 0 and Maximum 600 characteristics. - Should be able to tag each other and collaborate

	❖ Once the status, or custom fields, are altered they get automatically saved and if the user clicks anywhere on the screen or the cancel button and returns to the main task pop-up screen. ● **Then I** will be able to view comprehensive information about the sub task enabling me to adjust the main task's status, fill out custom fields, comments & activity sections where the system automatically saves the changes. **<u>Acceptance Criteria 04:</u>** ● **Given that I** want to view the calendar overview ● **When I** click on the "Task Calendar Overview" option under the "Task" tab, ❖ I should be redirected to the screen that has a similar look as a google calendar to create tasks and assign them to relevant employees. ❖ At the top of the screen, the heading is displayed as "Task Calendar Overview". ❖ Underneath this heading I should be able to access the similar functionalities as the google calendar. ❖ ● **Then I** can access the calendar overview to create tasks, create out of office events, and add/view available employees working shift wise.

Definition of Done	• **Unit Tests Passed** • **Acceptance Criteria Met** • **Code Reviewed** • **Functional Tests Passed** • **Non-Functional Requirements Met**

User story name	Task Management	**User story ID**	EBOS_005
Priority	High Medium Low		
Estimate	Estimated effort to build this user story.		
User story	•		
Acceptance criteria	**Acceptance Criteria01:** • **Given that** I need to view the navigation menu under task management • **When** I click task management bar I should be able to view the following options to manage my work ❖ The navigation bar displays the Calendar overview option, task list templates, and the progress Tracking		

	option. ❖ A calendar overview with the respective week, and details of the tasks assigned to the respective members. ❖ To view the employees who are to work in the morning shift and evening shift on that particular day at the side of the calendar. ❖ In the Calendar, the manager is able to view the task cards to be completed for the week. Once it's clicked the manager can view the particular task's template details. ❖ On the task template popup, in the right side of it, ➔ the manager can view: ● Task Name ● Status as open / completed ● Task description ● Start date ● Time frame from start time to end time ● Assigned to which employees ● Priority ● Department ● Task type ● The recurrence type where the manager can choose from mon, tue, wed, thu, fri, sat, sun. ● Checkbox to tick the alarm(to notify the

	manager), and capture live location. ➔ The manager can add a custom field for the employees to view. ➔ Able to view any sub tasks for the main task ➔ Publish task button ➔ On the left side of the template, ● I can view the rest of the existing task cards with the main task heading, start date, time frame with the number of sub tasks available for that task. ● A down arrow to expand the task card and view the available subtasks and their subsequent sub tasks. ● Able to search for task templates with a search bar on the top. ● Create a new task template button below the search bar. ❖ Able to receive in-system auto generated notifications when tasks are completed by the relevant employees. ● **Then** I should be able to easily manage task related aspects of things. **<u>Acceptance Criteria02:</u>** ● **Given that** I need to add or edit task templates ● **When** I access the task list template navigation menu, I should

	see a list of the existing task templates ❖ There is a list of the existing task templates, once clicked, the manager can edit by clicking the edit button and saving the template to update the relevant employees. ❖ Able to create a new task template by clicking the create button. ❖ On the task template popup, - The manager can add the following details: ● Task Name ● Task description ● Start date ● Time frame from start time to end time ● Assigned to which employees selecting by a drop down (these employees will be notified of the tasks once published) ● Priority - drop down menu of high, low, medium. ● Department ● Task type ● The recurrence type where the manager can choose from mon, tue, wed, thu, fri, sat, sun. ● Able to add sub tasks by clicking the subtask button. Once the sub tasks are added, the circle next to the name of the main task changes accordingly to the total number of subtasks that particular task has.

	❖ Once the manager publishes task templates, the relevant assigned employees will be notified. ❖ Staff mark the status of tasks from open as complete within the application, providing a real-time update on task progress which are updated on the managers side. ● **Then** I should be able to assign daily tasks, or unassigned tasks to my employees.
Definition of Done	● **Unit Tests Passed** ● **Acceptance Criteria Met** ● **Code Reviewed** ● **Functional Tests Passed** ● **Non-Functional Requirements Met**

User story name	Cash Management	**User story ID**	EBOS_006
Priority	High Medium Low		
Estimate	Estimated effort to build this user story.		

User story,	● **As a** Store Manager, ● **I want to** Handle cash Management of the store ● **So that** I can effectively manage sales cash flows, and tailor cash-in and cash-out processes
Acceptance Criteria	**<u>Acceptance Criteria01:</u>** ● Given the need to manage cash flows, ● When I access the Cash Management module, ● Then the system should provide a user-friendly interface allowing me to create various cash-ins and cash-outs. Customization options should include defining the purpose or category of each transaction, such as Sales, Expenses, or Petty Cash. Specific parameters for each transaction type, like denominations, amounts, or additional notes, should be configurable. **<u>Acceptance Criteria02:</u>** ● Given the necessity to manage user permissions, ● When I set up user levels, ● Then the system should allow me to assign varying permissions for creating, approving, or viewing cash transactions based on

	roles and responsibilities. The module should offer flexibility to adapt to diverse business models and industries. **Acceptance Criteria03:** ● Given the need to manage cash stocks, ● When I access the Cash Management module, ● Then the system should allow me to define access levels for each cash stock location (Main Safe, Mini Safe, Cash Machine, and Till) based on roles and responsibilities. For every deposit and withdrawal action, the system should record details such as the individual responsible, the amount involved, and the reason for the transaction. This recorded information should be easily accessible for audit purposes and reporting. ● Given unique operations of the Mini Safe, ● When I handle actions like replenishing till coin shortages or small supplier payouts, ● Then the system should record these actions, ensuring a comprehensive log of Mini Safe transactions. ● Given a Cash Machine in the store, ● When I top up the machine from the Main Safe, ● Then the system should allow me to update this transaction. The system should facilitate cross-checking the total cash-out reported by the bank with the total cash-in and out report generated by the system.

	Acceptance Criteria04: ● Given the need to manage till transactions, ● When I access the Cash Management module, ● Then the system should provide options for recording till transactions. These transactions could include actions like adding or removing cash, starting or ending the till shift, or handling change for customer transactions. ● Given the importance of recording till-related details, ● When I input till transaction details (description, cash in, cash out), ● Then the system should update the Till ledger, reflecting the transaction and adjusting the balance accordingly. **Acceptance Criteria05:** ● Given the need for comprehensive reports, ● When I access the Cash Management reports, ● Then the system should provide daily cash reports summarizing all cash transactions and balances for each business day. The report should include details such as total cash-in, total cash-out, starting balance, ending balance, and any discrepancies. ● Given the need for detailed transaction breakdowns, ● When I access the detailed breakdown within the daily cash report,

	• Then the system should display individual cash-ins and cash-outs along with corresponding timestamps. Graphical representations, such as charts and graphs, should be incorporated into reports for visual trend analysis. • Given the necessity for customization, • When I customize analysis parameters like filtering reports based on specific cash-in or cash-out types, user actions, or locations, • Then the system should allow for these customizations. Additionally, the option to download reports in common formats (e.g., CSV, PDF) should be available for further analysis.
Definition of Done	• **Unit Tests Passed** • **Acceptance Criteria Met** • **Code Reviewed** • **Functional Tests Passed** • **Non-Functional Requirements Met**

User story name	Scratch Card Management	User Story ID	EBOS_007
Priority	High Medium Low		
Estimate	Estimated effort to build this user story.		
User story,	• **As a** Store Manager • **I want** to streamline the process of managing scratch card stocks in my store, ensuring accurate tracking, secure storage, and efficient replenishment.		

	• **So that** I can prevent potential staff misuse, and promptly update the stock.
Acceptance Criteria	**<u>Acceptance Criteria01:</u>** • Given the arrival of a new batch of scratch cards from Camelot, • When I access the Scratch Card Management interface, • Then the app should facilitate automated logging, capturing essential details such as barcode, quantity received, shipment date, and game information. This should also include manual input options for reasons like "DELIVERY." **<u>Acceptance Criteria02:</u>** • Given the need to display scratch cards for customers, • When I navigate to the Scratch Card Management interface, • Then the app should allow me to specify the quantity for display, seamlessly recording any surplus stock with reasons like "TO DISPLAY." This surplus storage information should be easily accessible within the app, preventing misuse or uncertainty. **<u>Acceptance Criteria03:</u>** • Given various transactions and the expansion of scratch card offerings, • When I view the Scratch Card Inventory,

	❖ If the bundle was finished, the system should notify the manager promptly. ❖ I should be able to re-declare the bundles successfully. ❖ Option to staff - when they display in the store, they know how many quantities are remaining so we can insert new cards. ❖ ● Then the system should display a detailed record for each barcode, including initial stock, in-stock quantity, out quantity, and net balance. The app should automatically calculate and update the net balance based on reasons like delivery, display, and return. **Acceptance Criteria04:** ● Given the need to initiate supplier game change requests, ● When I access the Scratch Card Management interface, ● Then the app should feature a user-friendly interface allowing store managers to specify the quantity of old cards to return and the expected quantity and types of new cards needed. The app should automatically update inventory levels accordingly, integrating seamlessly with existing stock. **Acceptance Criteria05:** ● Given the decision to return old scratch cards,

	• When I initiate the return in the Scratch Card Management interface, • Then the app should automate the process by recording the returned quantity and adjusting the inventory accordingly. Clear visibility into the return status should be provided, ensuring seamless coordination with Camelot. **Acceptance Criteria06:** • Given the importance of real-time information for decision-making, • When transactions occur, • Then the app should continuously update scratch card inventory levels in real-time, providing accurate and up-to-date information. **Acceptance Criteria07:** • Given the need for comprehensive insights and historical records, • When I access the reporting section of the app, • Then the app should allow me to view detailed reports, including stock levels, transaction history, and any discrepancies, maintaining a comprehensive log accessible through the Scratch Card Management interface.

	<u>Acceptance Criteria08:</u> ● **Given that** to monitor scratch cards ● **When** I access the Scratch Card Management Function, ➢ Within the app, the user should be able to log the retrieval of a scratch card bundle from secure storage when wishing to display a specific scratch card. ➢ The app should prompt to input the scratch card type and bundle details, including the starting and ending card numbers. ➢ The app should employ a sequential numbering system, ranging from 0 to the total number of cards in a bundle, to facilitate tracking of individual scratch cards. ➢ Any subsequent sales or card returns should be reflected in the app, ensuring an accurate and up-to-date card count throughout the day. ➢ Staff members should log the opening and closing card numbers at the beginning and end of their shifts, respectively.

	➢ The app should calculate and display the number of cards sold during the shift, providing a quick and clear summary of daily sales activity. ➢ The app should generate comprehensive sales tracking reports, summarizing scratch card sales for each business day. ➢ The reports should include details such as total cards sold, revenue generated, and any discrepancies between opening and closing card numbers. ➢ The app should feature a user-friendly interface for staff members to easily log card retrieval, opening and closing card numbers, and any other relevant information. ➢ Intuitive prompts and clear instructions should guide staff through the process to minimize errors and ensure consistent data entry. ● **Then** I would be able to monitor scratch cards.
Definition of Done	● **Unit Tests Passed** ● **Acceptance Criteria Met** ● **Code Reviewed** ● **Functional Tests Passed** ● **Non-Functional Requirements Met**

User story name	Sales and declaration Management	**User story ID**	EBOS_008
Priority	High Medium Low		
Estimate	Estimated effort to build this user story.		
User story	• **As a** store manager • **I want** to efficiently manage and declare the necessary stock information at the beginning and end of shift • **So that** the sale records are accurate and the store's financial transactions along with stock management are transparent.		
Acceptance criteria	**Acceptance Criteria01:** • **Given that** I need to declare sales successfully • **When** I access the sales tab, I should be able to view the sales		

	declarations promptly: ❖ I am able to view two modules as - Sales opening for opening declaration after starting the shift: - Sales closing declaration for shift end and day end. ❖ Once the sales opening or sales closing are clicked, it is redirected to the declaration page. ● **Then** I can easily manage sales declarations. **Acceptance Criteria02:** ● **Given that** I need to access for opening declaration after a morning shift ● **When** I click on the sales opening, I should be able to access the opening declarations : ❖ Declare the total scratch cards available. ❖ Ability to select from a drop down menu for: - Shift (Morning or evening shifts) - Available tills ❖ Able to view the previous shifts declarations for the relevant stock such as main safe, coins safe, petty cash, float end. ❖ Able to declare the float start, scratch card declaration, safe declaration such as coin safe, main safe, mini safe, petty cash.

	❖ Able to add comments ❖ A checkbox to tick for “I hereby confirm that all entered data is accurate and correct to the best of my knowledge. I understand that once I submit this information, it cannot be undone or modified.” ❖ A submit button to update the sales declaration. ❖ Produce in-app notifications to the managers when a opening declaration is made successfully **- Then I** should be able to successfully maintain the stock available. **<u>Acceptance Criteria03:</u>** ● **Given that** I need to access for closing declaration after finishing a shift/ day ● **When** I click on the sales closing, I should be able to access the relevant module to input the declarations: ❖ Ability to select from a drop down menu for: - Shift with the time - Till - Day end or shift end - Able to view the morning shift declarations for the relevant stock such as float start, main safe, coins safe, petty cash. ❖ Able to declare the total money in stocks with the

	"MONEY IN" form: - All the fields can be filled by capturing or uploading images: ● Total shop sales ● Pay point from POS report & terminal report ● Lottery from POS report & terminal report ● Scratch card from POS report & terminal report ❖ Able to declare the total money out stocks with the "MONEY OUT" form: ● All the fields can be filled by capturing or uploading images: ● Lottery Pay from POS report & terminal report ● Scratch card pay from POS report & terminal report ● Paypoint pay from POS report & terminal report ● Payzone pay from POS report & terminal report ❖ Able to declare more aspects in a different section: - All the fields can be filled by capturing or uploading images: ● Total safe drop ● Total credits amount ● Total card payments

	● Total vouchers ● Other ❖ Able to add notes / comments being minimum 0 characters and maximum 100 characters: ❖ A checkbox to tick for “I hereby confirm that all entered data is accurate and correct to the best of my knowledge. I understand that once I submit this information, it cannot be undone or modified.” ❖ A submit button to update the sales declaration. ❖ Produce in-app notifications to the managers when a closing declaration is made successfully **Then I** should be able to successfully maintain the stock available. successfully maintain the stock available. **<u>Acceptance Criteria04:</u>** ● **Given that** I need to view sales declarations made by the employees ● **When** I access the sales tab, I should be able to view the sales declarations made by members promptly: ❖ I am able to view the opening declarations in the open declarations page with the relevant employer name and the declaration checklist. ❖ I am able to view the closing declarations in the sales

	closing page with the relevant employer name and the declaration checklist. ❖ I can be redirected to this page once an in-app notification is clicked from the dashboard. **Then I** should be able to successfully check the updates accordingly. **<u>Acceptance Criteria05:</u>** ● **Given that** I need to declare the necessary stock declaration's checklists ● **When** I access the necessary tab, I should be able to declare, ❖ Creation of Cash management hierarchy under another module with the relevant declaration page. ❖ Creation of scratch card management hierarchy under modules with the relevant declaration page. ❖ Creation of the checklist using the template / form for sales, suppliers, cash, scratch card and expenses available accordingly. ❖ Able to easily redirect to the reconciliation page to re-declare the necessary details. ● **Then I** can promptly manage the relevant declarations according to my store.

	Acceptance Criteria06:
	
	• Given the need to declare scratch card stock successfully,
	• When I access the scratch card management module,
	• Then I should be able to view the Scratch Card Declarations module, allowing me to initiate and manage declarations promptly.
	
	Acceptance Criteria07:
	
	• Given the need to declare scratch card stock,
	• When I click on the Scratch Card Declarations module,
	• Then I should be directed to the declaration page, where I can:
	    ○ Select from a drop-down menu for the type of declaration (e.g., Opening, Closing).
	    ○ Specify the quantity and types of scratch cards involved in the declaration.
	    ○ Capture or upload images of scratch cards to verify the declaration.
	    ○ Add any additional comments or notes related to the scratch card stock.
	    ○ Tick a checkbox to confirm the accuracy of the entered data.
	    ○ Submit the scratch card declaration successfully.

	Acceptance Criteria07: ● Given the need to review scratch card declarations, ● When I access the scratch card management module, ● Then I should be able to view a log of scratch card declarations made by employees. Each entry should include details such as the type of declaration, quantity, timestamp, and the employee responsible. **Acceptance Criteria08:** ● Given the importance of timely notifications, ● When a scratch card declaration is successfully submitted, ● Then the system should produce in-app notifications to managers, ensuring prompt awareness of the declaration and allowing for necessary follow-up actions.
Definition of Done	● **Unit Tests Passed** ● **Acceptance Criteria Met** ● **Code Reviewed** ● **Functional Tests Passed** ● **Non-Functional Requirements Met**

User story name	Compliance Management	**User story ID**	EBOS_009
Priority	High Medium Low		
Estimate	Estimated effort to build this user story.		
User story	• **As a** store manager • **I want** to have the ability to add compliance logs accordingly • **So that** I can manage safety regulations and maintain quality standards for smooth operation of the store.		
Acceptance criteria	**<u>Acceptance Criteria01:</u>** • **Given that** I need to view the navigation menu under compliance management • **When** I click compliance management, I should be able to view		

	the following options to report my work: ❖ The logs tab which opens the predefined categorized logs available for the users to report on. ❖ The logs tab expands the following basic logs such as temperature log, cleaning logs, visitor logs, incident logs, IT logs, Harassment logs or other, where other expands for the necessary log based on the store managers declarations. ❖ Managers can generate safety reports based on log data to identify trends and take preventive measures. ❖ The compliance declaration tab allows managers to declare the categorized logs, to customize the specific checklists available for each specific compliance log. ❖ Receive real-time notifications when an employee reports a compliance log. **<u>Acceptance Criteria 02:</u>** ● **Given that** I need to access the compliance logs to view the records made to a particular log in the store ● **When** I click on the specific log in the compliance tab or the notification received, I should be redirected to the checklist page ❖ In the checklist page, the manager is able to view relevant details of the specific log made by an employee such as: → For temperature logs:

	- The valid recording - The current record - Upload Image - Having a dropdown of No/ Yes, to “Confirm that all readings are accurate and meet the requirements” → For Incident logs: - Date & Time - Incident Type - Incident priority - Description - Upload image - Having a dropdown of No/ Yes, to “Confirm that all readings are accurate and meet the requirements” → For Cleaning logs: - A check box to tick for the relevant fields such as dusking field, empty trash, etc. - Having a dropdown of No/ Yes, to “Anything left on the counter?” - Upload an image

	- Having a dropdown of No/ Yes, to "Confirm that all readings are accurate and meet the requirements" ● **Then** I can view the compliance log information. **Acceptance Criteria03:** ● **Given that** I need to declare the compliance log hierarchy accordingly ● **When** I access the declaration tab, I should be able to manage the predefined categories listed under the logs tab ❖ I should be able to declare any predefined log hierarchy according to my needs in the store. ❖ I should be able to declare two hierarchy according to my store. ❖ Able to create the predefined log along with its relevant sub logs if any. ❖ Each sub log's relevant checklist page is also able to be declared by the manager. ● **Then** I should be able to publish them so that my employees can report accordingly making it easier for me to keep track of the records.
Definition of Done	● **Unit Tests Passed** ● **Acceptance Criteria Met** ● **Code Reviewed**

	• **Functional Tests Passed** • **Non-Functional Requirements Met**

User story name	Shift Management	**User story ID**	EBOS_0010
Priority	High Medium Low		
Estimate	Estimated effort to build this user story.		
User story	• **As a** store manager • **I want** to have the ability to • **So that** I can ensure smooth operations and effective communication with my team.		
Acceptance criteria	**Acceptance Criteria01:** • **Given that** I want to manage shift schedules in my store		

	• **When I** have access to the shift management, I should be able to create shifts based on the availability of my employees ❖ Employees have the ability to set their availability within the app, enabling me to view the availability of each staff member when creating schedules, ensuring that shifts are assigned to employees who are available to work during specific time slots. ❖ I can easily create shifts by selecting available employees from the pool of staff members who have indicated their availability. ❖ I have the flexibility to specify start and end times for each shift by a calendar option. ❖ Once the shifts are assigned to the relevant employees, in-app notifications will be sent to them regarding the shifts. ❖ The selected employees for morning shift and evening shift will be showcased on the calendar overview under task management and work schedule. ❖ The relevant shifts can be swapped accordingly from the calendar overview from the availability. • **Then I** can facilitate streamlined communication with my employees regarding shift assignments and updates.
Definition of Done	• **Unit Tests Passed** • **Acceptance Criteria Met** • **Code Reviewed**

	• **Functional Tests Passed** • **Non-Functional Requirements Met**

User story name	Payment Management	**User story ID**	EBOS_0011
Priority	High Medium Low		
Estimate	Estimated effort to build this user story.		
User story	• **As a** store manager • **I want** to have access and manage the supplier payouts along with expenses payouts • **So that** accurate records are maintained efficiently.		
Acceptance criteria	**Acceptance Criteria 01:** • **Given that** I need to enter supplier or expense details		

	● **When I** visit the payment management tab, I should be able to view the following details: ❖ Under the payment management tab I should be able to have two options as suppliers and expenses. ❖ Once suppliers are clicked, there should be a list of the available suppliers that will be involved with the store for easy access. ❖ Once expenses are clicked, there should be a list of the available expenses that will be involved with the store for easy access. ❖ The declaration option to be able to declare the necessary suppliers and expenses. ● **Then I** can properly manage the supplier and expense payments involved directly or indirectly within the store. **<u>Acceptance Criteria 02:</u>** ● **Given that** to access the supplier module ● **When I** select the specific supplier for whom I want to enter information. ❖ I will be redirected to the supplier checklist page. ❖ The system displays the required fields that need to be filled, as determined by the user. ❖ I fill in the necessary information based on the user's checklist for supplier-related entries during the particular shift.

- ❖ The information form includes details such as:
  - Rep Name
  - Visit purpose
  - Date & time, calendar and clock option available
  - Payment type (drop down option with card, cash or other options)
  - Paid from (drop down option with till 1, till2, mini safe, main safe or other)
  - Amount
  - Message to manager
  - Upload image
  - Notify to (drop down option with the relevant managers to notify regarding the update)

Fields	Mandatory	Validations
Rep Name	Yes	Maximum 20 Characteristics
Message to Manager	Yes	Maximum 50 Characteristics
Amount	Yes	Minimum digits 0 to maximum digits 100,000

- **Then** I can submit or view the supplier-related information.

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Acceptance Criteria 03:

- **Given that** to access the expenses module
- **When** I select the specific expense for whom I want to enter information.
  - ❖ I will be redirected to the expense checklist page.
  - ❖ The system displays the required fields that need to be filled, as determined by the user.
  - ❖ I fill in the necessary information based on the user's checklist for expense-related entries during the particular shift.
  - ❖ The information form includes details such as:
    - Rep Name
    - Visit purpose
    - Date & time, calendar and clock option available
    - Payment type (drop down option with card, cash or other options)
    - Paid from (drop down option with till 1, till2, mini safe, main safe or other)
    - Amount
    - Message to manager
    - Upload image
    - Notify to (drop down option with the relevant managers to notify regarding the update)

Fields	**Mandatory**	**Validations**

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Rep Name	Yes	Maximum 20 Characteristics
Message to Manager	Yes	Maximum 50 Characteristics
Amount	Yes	Minimum digits 0 to maximum digits 100,000

- **Then** I can submit or view the expense-related information.

Acceptance Criteria 04:

- **Given that** I need to declare the available suppliers and expenses for my store
- **When** I visit the payment management tab, I should clearly see a declaration menu option
  - ❖ I should be able to declare all the suppliers and expenses associated with the store, with their necessary details such as:
    - The name
    - Address
    - Phone no if any
    - Upload an image

Fields	**Mandatory**	**Validations**
Name	Yes	Minimum characters 0 and maximum characters 100

	<table><tr><td>Address</td><td>No</td><td>Maximum 50 Characteristics</td></tr><tr><td>Phone no</td><td>Yes</td><td>Should be 10 digits</td></tr></table> ● **Then** I can efficiently display the necessary suppliers and expenses to the employees for ease.
Definition of Done	● **Unit Tests Passed** ● **Acceptance Criteria Met** ● **Code Reviewed** ● **Functional Tests Passed** ● **Non-Functional Requirements Met**

User story name	Holiday & Leave Management	**User story ID**	EBOS_0012
Priority	High Medium Low		
Estimate	Estimated effort to build this user story.		
User story	● **As a** store manager ● **I want** to able to manage the leave requests effectively ● **So that** I can ensure smooth operations and effective		

	communication with my team.
Acceptance criteria	**<u>Acceptance Criteria01:</u>** ● **Given that** I need to manage the holidays and events of the store ● **When I** have access to the holiday tab, I should be able to see a calendar overview ❖ I should see a calendar displaying the existing available holidays for the year. ❖ I should be able to add or edit the holidays. A popup will appear where I should be able to fill the the following fields: - Heading Name - Subheading - Date - All day event or half day event - Time (if half day selected) - Attachments

Fields	Mandatory	Validations
Heading Name	Yes	Minimum characters 0 and maximum characters 100
Subheading	Yes	Minimum characters 0 and maximum

		characters 100
Date	Yes	Calendar option
All day event	Yes	Toggle button On
Half day event	Yes	Toggle button Off
Time	Yes	Start time and End time
Attachments	No	Image supported

Acceptance Criteria02:

- **Given that** I need to manage the leave requests
- **When I** access the leave approval tab, I should be able to clearly view the leave requests submitted by the employees
    - ❖ A clear list of the leave requests made by the employees.
    - ❖ Once a request is clocked, the leave request popup appears which includes the following details:
        - Employee name and position
        - Year
        - Leave type: being a drop down menu option such as annual leave, casual, medical, paternity leave, study leave, maternity leave, and other options available.
        - Start date being a calendar option to select from and an option for either first half or second half selection.

	- End date being a calendar option - Reason being a minimum of 0 characters and maximum of 100 characters - A status field to either approve or reject the request by the manager with a submit button, including a comment section that's not compulsory to fill. ❖ Short leave requests can also be submitted, where managers can view the following details: - Date being a calendar option - Leave session being a drop down menu of either IN or OUT. - Start time: meaning the time the user clocked in - End time: meaning the time the user wants to leave early at - Reason being a minimum of 0 characters and maximum of 100 characters - A status field to either approve or reject the request by the manager with a submit button, including a comment section that's not compulsory to fill. ❖ In app real-time notifications are sent to the relevant employees once the manager updates the status of the requests. ● **Then** I can update the status of the requests as approved or

	rejected. **Acceptance Criteria03:** ● **Given that** I need to view the leave summary of my employees ● **When I** access the leave summary tab, **I** should be able to access graphical visual representation charts ❖ Able to select the employee from a drop down list for the employee field and able to select month corresponding to the year from the drop down list in period field. ❖ Able to generate a full bar chart with the allocated, used and pending amount of leaves for each of the predefined leave types. ● **Then** I can view each individual employee to get an overall picture.
Definition of Done	● **Unit Tests Passed** ● **Acceptance Criteria Met** ● **Code Reviewed** ● **Functional Tests Passed** ● **Non-Functional Requirements Met**

User story name	Staff Management	**User story ID**	EBOS_0013
Priority	High Medium Low		
Estimate	Estimated effort to build this user story.		
User story,	● **As a** Store Manager, ● **I want to** be able to create comprehensive staff profiles, ● **So that** I can effectively manage my team and ensure smooth operations within the store.		
Acceptance Criteria	**Acceptance Criteria01:** ● **Given that** after accessing the EBOS application ● **When** I am going to create a profile for the staff ❖ I should be able to enter below details of the staff member. ★ Basic Staff Details:		

	➔ First Name ➔ Surname ➔ Address Details(Door no, Street, State, Postcode, Country) ➔ Mobile Number ➔ Email ID ➔ Date of birth ➔ NI or Government tax identification ➔ Position (Manager, Supervisor, Cashier, floor staff) ➔ Any relevant document ● **Then** I can click the "SAVE" button to save the above details. ● **Then** create the profile. **Acceptance Criteria02:** ● **Given that** to enter employee details ● **When** adding employment details to a staff profile, ➔ I should be able to specify the start date, ➔ contract type (Permanent, Temporary, Trainee, Other), ➔ salary (Hourly pay, monthly wage), ➔ pay method (Cash and bank), ➔ pay type (Weekly, Monthly), ➔ department (Floor, Bakery, Delivery, Sales), ➔ working hours

	➔ Holiday entitlement. ● **Then** I click "SAVE". **Acceptance Criteria03:** ● **Given that** to add Emergency Contact Details ● **When** entering emergency contact details for a staff member, ❖ I should be able to input, ➔ Contact Person's First Name ➔ Contact Person's Last Name ➔ Contact Person's Telephone ➔ Contact Person's Address

Fields	mandatory	validations
Contact person's first name	yes	50 characteristics
Contact person's last name	yes	50 characteristics
Contact person,s address	yes	200 characteristics
Contact peron's telephone	yes	20 characteristics

● **Then** I click "SAVE".

Definition of Done	• **Unit Tests Passed** • **Acceptance Criteria Met** • **Code Reviewed** • **Functional Tests Passed** • **Non-Functional Requirements Met**

User story name	Payroll Management	**User story ID**	EBOS_0014
Priority	High Medium Low		
Estimate	Estimated effort to build this user story.		
User story,	• **As a** Store Manager, • **I want to** manage and review payroll information for my team effectively, • **So that** I can ensure accurate compensation for hours worked and incorporate relevant factors like leaves, bonuses, and incentives.		
Acceptance Criteria	**Acceptance Criteria01:** • **Given that** to overview the employee salaries • **When** I landed on the relevant Payroll management page		

	❖ I want the system to automatically calculate employee salaries, considering both hourly and salaried pay structures. <u>For hourly employees,</u> ❖ For hourly employees I expect the system to accurately track clock-in and clock-out times, allowing for precise timekeeping and ensuring wages are calculated based on the actual hours worked. ❖ I should be able to input the hourly rate for each employee in the system. ❖ The system should allow me to record the number of hours worked by each employee. ❖ The system should calculate wages by multiplying the hours worked by the respective hourly rate for each employee. ❖ The calculated wages should be displayed clearly in the system, providing a transparent breakdown of the compensation. ❖ The system should handle overtime hours, if applicable, and apply the appropriate rate for overtime pay. ❖ The system should allow adjustments for any approved breaks or non-working hours that should not be included in the wage calculation.

	❖ If there are changes to the hourly rate for an employee, the system should update the wage calculation accordingly. ❖ The user interface should provide a summary of the total wages paid to each employee, showcasing the detailed calculation. <u>For salaried employees,</u> ❖ I should be able to input the fixed monthly salary for each salaried employee in the system. ❖ The system should automatically consider the fixed monthly salary when calculating compensation for salaried employees. ❖ Compensation calculations should be based solely on the predetermined monthly salary for salaried employees. ❖ The system should provide a clear breakdown of the compensation, showing the contribution of the monthly salary as the primary component. ❖ Any changes to the predetermined monthly salary for a salaried employee should be accommodated by the system, and the compensation calculation should be updated accordingly. ❖ The user interface should allow for easy viewing and modification of the fixed monthly salary for each salaried employee.

	● **Then** I can add the salary for the employees. **<u>Acceptance Criteria02:</u>** ● **Given that** to ensure inclusion of bonuses and incentives in payroll calculations. ● **When** I access Payroll Management, ❖ I should be able to input bonuses and incentives for employees in the system. ❖ I should be able to input additional compensation amounts for outstanding performance for individual employees. ❖ The system should allow me to specify the criteria or reasons for the additional compensation tied to outstanding performance. ❖ The user interface should display the breakdown of bonuses, incentives, and the total compensation for each employee. ❖ The system should handle different bonus and incentive structures, allowing for variations in amounts and frequencies. ❖ Any changes to bonus or incentive structures should be accommodated by the system, and the payroll calculations should be updated accordingly. ● **Then** I can manage the employee bonuses

	<u>Acceptance Criteria03:</u>
	
	• **Given that** to add additional compensation for outstanding performance and integrate sales-related incentives into the payroll calculations for specific roles
	• **When** I access Payroll Management,
	    ❖ I should be able to input additional compensation amounts for outstanding performance for individual employees.
	    ❖ The system should allow me to specify the criteria or reasons for the additional compensation tied to outstanding performance.
	    ❖ For roles associated with sales performance, the system should automatically calculate and integrate sales-related incentives into the payroll based on predefined rules.
	    ❖ The user interface should provide a clear breakdown of both additional compensation for outstanding performance and sales-related incentives for each eligible employee.
	    ❖ The system should handle various structures for sales-related incentives, considering different metrics or targets.
	    ❖ Any changes made to the criteria or amounts of additional compensation or sales-related incentives

	should be reflected in the subsequent payroll calculations. ● **Then** I Know system allows me to input additional compensation amounts for outstanding performance with designated criteria. **<u>Acceptance Criteria04:</u>** ● **Given** that to generate payroll reports ● **When** I access the Payroll Management ❖ I should be able to access the payroll system to generate comprehensive reports for review and auditing. ❖ The system should generate a payroll summary report providing a concise overview of total payroll expenses for the specified period. ❖ Each employee's detailed statement should be included in the report, outlining earnings, deductions, and net pay. ❖ The reports should be easily exportable in common formats such as PDF or Excel for convenient sharing and archiving. ❖ The payroll summary should accurately reflect the total expenses, including fixed and variable components like salaries, bonuses, and incentives. ❖ Employee statements should be detailed enough to encompass all elements of compensation, taxes, and deductions.

	❖ The reports should comply with relevant regulations and standards governing payroll documentation and reporting. ● **Then** I should be able to receive the Reports regarding Payroll Management.
Definition of Done	● **Unit Tests Passed** ● **Acceptance Criteria Met** ● **Code Reviewed** ● **Functional Tests Passed** ● **Non-Functional Requirements Met**

User story name	Training & Resources	**User story ID**	EBOS_0015
Priority	High Medium Low		
Estimate	Estimated effort to build this user story.		
User story	• **As a** store manager • **I want** to efficiently manage guidelines, training & resources • **So that** my staff members can engage with the resources for assistance and knowledge assets.		
Acceptance criteria	**<u>Acceptance Criteria01:</u>** • **Given that** I need to view the guidelines • **When** I click on the guidelines tab, I should see clearly visible, well-organized and easily accessible guideline documents available for the employees ❖ The page consists of a scrollable list of different documents available with regards to how to efficiently use the system for example, how to navigate complete tasks, and utilize resources effectively. ❖ Each document contains the heading, subheading, and date of publication. ❖ If a guideline document is clicked it expands for the user to read and with the download option available.		

	❖ Best practices and any tips section available for users. ❖ Any supported videos are available to educate the users. ● **Then** I can ensure that my staff members are aware of the standards. **Acceptance Criteria02:** ● **Given that** I need to access my training resources ● **When** I click on training & resources, I should be able to see a clear list ❖ There is a list of scrollable training resources available with the heading, subheading, and date of publication. ❖ Documents can be expanded once clicked with the option available. ❖ Any support videos are available to educate the users more. **Then** I can ensure that my staff members are assigned training programs, ensuring that they have the necessary resources and information to achieve the learning objectives. **Acceptance Criteria03:** ● **Given that** I need to manage my training resources & guidelines ● **When** I click on the creation of content tab, I should be able to

accurately:

- ❖ Able to add new content directly by uploading a document (PDF) with the heading and sub heading declared along with the date & time of publication.
- ❖ Also be able to add the content as:
  - Heading
  - Subheading
  - Content
  - Videos
  - Images
  - Automatic date of publication with time.

Fields	Mandatory	Validations
Heading	Yes	Minimum characters 0 and maximum characters 100
Subheading	Yes	Minimum characters 0 and maximum characters 100
Content	Yes	Should not be blank

- ❖ I must be able to choose to upload the content to either the guidelines tab or training & resources tab from a drop down option before clicking on publish button.
- ❖ I can edit an existing content if the content was not a document that was uploaded from local device memory.

	❖ I can delete any content at any moment by clicking the delete button. ❖ I need to be able to view the status of the training & resources materials completed by each employee such as incomplete, in progress, and completed. - Must be able to track users' completion using a percentage number after a certain training material is gone through successfully by the relevant employees. - Real-time updates of the percentage completed should be available, showing the other pending materials that are left to go through. **Then I** should be able to accurately update or add the necessary content for my members to view.
Definition of Done	● **Unit Tests Passed** ● **Acceptance Criteria Met** ● **Code Reviewed** ● **Functional Tests Passed** ● **Non-Functional Requirements Met**

User story name	Sale & payouts	**User story ID**	EBOS_0016
Priority	High Medium Low		
Estimate	Estimated effort to build this user story.		
User story	• **As a** store manager • **I want** to effectively access sales overview and manage my suppliers and payments		

	● **So that** my staff members can engage and complete the supplier and expense payouts checklists.
Acceptance criteria	**<u>Acceptance Criteria01:</u>** ● **Given that** I need to view the sales overview ● **When** I click on the sales overview tab, I should see clearly visible graphical representation of the sales outlines through the system ❖ I can select the date from the calendar option to generate the sales overview corresponding which includes: - A pie chart for the total sales of the day - A pie chart for the total payout - A bar chart for the total expenses. ❖ I can select the monthly or yearly to generate the sales overview diagrams. ● **Then** I can ensure the total overview of the sales. **<u>Acceptance Criteria02:</u>** ● **Given that** I need to view in detail sales information ● **When** I click on the supplier payout I should be firstly redirected to the page which contains: ❖ A button called declaration. ❖ A section that contains the shift based information/ report (such as morning shift, evening shift and day end

	shift), on the total sales made and the short amount from the wholesale with a breakdown of: - Shop sales → further breakdown - Lottery - Scratch card - Paypoint ❖ The shift reports can be expanded for comparison where in detail information about the money is displayed such as: - Opening balance - Closing balance - Shop sales - Lottery - Scratch card - Paypoint - Lottery pay - Scratch pay - Paypoint pay - Cashback - With safe drop: credit and other - Card machine: voucher and other **Then I** should be able to accurately manage my sales payouts and make comparisons effectively.

	<u>Acceptance Criteria03:</u> ● **Given that** I need to declare the supplier & expenses checklist payouts ● **When** I click on supplier payout tab, I should be able to have access to the checklist declaration to: ❖ Input details of visitors ❖ Input parameters for payment type and paid from(the drop down menu options available at the checklist page) for transaction completion ❖ Generate reports accordingly to summarize the supplier and expenses payments. **Then** I can ensure that the updated version of the checklist page is available for suppliers and expenses. **<u>Acceptance Criteria04:</u>** NOTE : note that two cashiers will use the common scratch card tills. ● **Given that** I want to compare with the tills available at my store prior to reconciliation ● **When** I access the sales & payouts tab, I should be able to view the particular morning shifts descriptive sales payout, ❖ Ability to view detailed information of the available stocks in each tills of the store. - Shift 1 details with time period - Available till relevant details that were declared

	previously for morning shift and end shift. - The value its short from - Total sales made - Shop sales - Lottery - Scratch card - Paypoint - Then available the next till relevant details that were declared for morning shift and end shift. - The value its short from - Total sales made - Shop sales - Scratch card ❖ Able to view the necessary till information once a till card is clicked: - Able to view the cashier entered details along with the time it was made with different value if it was + or -, opening balance, & closing balance : ● Shop sales amount with lottery pay ● Lottery ● Scratch Card with Scratch Pay ● Scratch Card with Paypoint Pay ● Paypoint with Cashback ● Safe drop ● Credit ● Card machine

	● Voucher ● Other 1 ● Other 2 - Able to manage/view the entered details along with the time it was made with different value if it was + or -, opening balance, & closing balance : ● Shop sales amount with lottery pay ● Lottery ● Scratch Card with Scratch Pay ● Scratch Card with Paypoint Pay ● Paypoint with Cashback ● Safe drop ● Credit ● Card machine ● Voucher ● Other 1 ● Other 2 **Then I** should be able to view and make the necessary reconciliations. **<u>Acceptance Criteria05:</u>** NOTE : note that two cashiers will use the common scratch card tills. ● **Given that** I want to declare for days out declarations, ● **When** I visit the sales tab, I should be able to view, - The relevant total day end details such as :

	- Day end sales following: • Shop sales • Lottery • Scratch card • Paypoint - Day end Payout following: • Lottery Pay • Scratch Pay • Paypoint pay • Cashback - The relevant morning shift details such as : • The time period • The shift end sales such as - Shop sales - Lottery - Scratch card - Payout • The shift end payout such as - Lottery pay - Scratch pay - Payout pay - Cashback - The relevant evening shift details such as : • The time period • The shift end sales such as - Shop sales

	- Lottery - Scratch card - Payout ● The shift end payout such as - Lottery pay - Scratch pay - Payout pay - Cashback ● **Then I** should be able to successfully view and manage the relevant details. **<u>Acceptance Criteria06:</u>** NOTE : note that two cashiers will use the common scratch card tills. ● **Given that** I want to be able to compare the particular shifts pos reports and make my corrections on the same generated report for accuracy ● **When** I visit the sales & payout tab, I should be able to, ❖ Generate the relevant POS reports by selecting a particular shift and compare the relevant morning shift pos reports declared by two different cashiers to check the reconciliations. ❖ By comparison, I should be able to correct the same pos report if anything was wrongly inputted or handled by being able to edit it ❖ Once submitted, the relevant updates should be visible

	and saved into the system with details as to who edited, date, and reason to be maintained as a history log. ● **Then I** should be able to successfully manage and re-correct the relevant details. **<u>Acceptance Criteria06:</u>** NOTE : note that two cashiers will use the common scratch card tills. ● **Given that** I want to be able to compare the particular day end pos reports and make my corrections on the same generated report for accuracy ● **When** I visit the sales & payout tab, I should be able to, ❖ Generate the relevant POS reports by selecting a day end and compare the relevant day end pos reports declared by two different cashiers to check the reconciliations. ❖ By comparison, I should be able to correct the same pos report if anything was wrongly inputted or handled by being able to edit it ❖ Once submitted, the relevant updates should be visible and saved into the system with details as to who edited, date, and reason to be maintained as a history log. ● **Then I** should be able to successfully manage and re-correct the relevant details in the day end.

Definition of Done	• **Unit Tests Passed** • **Acceptance Criteria Met** • **Code Reviewed** • **Functional Tests Passed** • **Non-Functional Requirements Met**

User story name	Reconciliation Management	**User story ID**	EBOS_0017
Priority	High Medium Low		
Estimate	Estimated effort to build this user story.		
User story,	• **As a** Store Manager, • **I want** a robust reconciliation system that enables me to regularly compare and match financial records related to sales and scratch cards • **So that** I can ensure accuracy and consistency		

Acceptance Criteria	**<u>Acceptance Criteria01:</u>** ● **Given that** to have access to categories in the reconciliation section ● **When I** access reconciliation, I should be able to view ❖ To view and access comprehensive information about the submitted declarations from the staff. ❖ To be able to view different sections of the declarations such as sales & payouts, cash management, scratch card management. ❖ Once clicked on a section, the employees get redirected to the specific page and be able to make the necessary amendments. ❖ Able to view what is pending to be viewed and reviewed. ❖ Once redirected to the particular page, I should be able to view with the reason, who modified it and when it was modified. ● **Then** efficiently handle reconciliations through the system. **<u>Acceptance Criteria02:</u>** ● **Given that** to check sales reconciliations ● **When I** access reconciliation management,

	❖ I expect access to a user-friendly sales reconciliation system that allows me to initiate and oversee the reconciliation process. ❖ The system should support various reconciliation intervals, such as daily, weekly, monthly, and quarterly ❖ During the reconciliation process, the system should handle financial records related to sales transactions, identifying any discrepancies, errors, or missing information. ● **Then** efficiently handle reconciliations through the system. **Acceptance Criteria03:** ● **Given that** to check Daily Reconciliations ● **When I** click on Daily Reconciliations ❖ I expect the daily reconciliation process to be completed within a defined timeframe, ensuring timely detection and correction of any discrepancies. ❖ The system should facilitate seamless integration with sales data from the cash register and POS system to minimize manual data entry and reduce the likelihood of errors. ❖ By implementing this daily reconciliation process, I anticipate the immediate identification of errors or fraudulent activities, allowing for timely corrections and maintaining the integrity of our daily sales records.

	❖ The reconciliation system should match daily sales transactions with cash register balances, providing insights into any discrepancies and aiding in maintaining accurate financial records. ● **Then** I can efficiently and effectively ensure the accuracy of daily sales transactions, promptly. **<u>Acceptance Criteria04:</u>** ● **Given that** to check weekly reconciliations ● **When** I access weekly reconciliation. ❖ I require access to a user-friendly interface within the sales reconciliation system that facilitates the initiation and oversight of the weekly reconciliation process. ❖ The system should automatically summarize daily sales data for the week, providing a consolidated view of the store's weekly sales performance. ❖ During the reconciliation process, the system should compare the weekly sales totals with financial records, generating a detailed report highlighting any variances. ❖ The reconciliation system should integrate weekly expenses, allowing for a comprehensive review against budgeted amounts.

	❖ It should ensure that labor costs align with scheduled employee shifts and working hours, providing insights into staffing efficiency. ❖ By implementing this weekly reconciliation process, I anticipate gaining a broader perspective on weekly sales performance, enabling more in-depth analysis, and addressing any issues promptly. ● **Then** I can proactively manage the store's financial health, identify trends or irregularities, and ensure that weekly sales. **Acceptance Criteria05:** ● **Given that** to check Monthly Reconciliation, ● **When** I access Monthly reconciliation, ❖ I need access to an intuitive interface within the financial reconciliation system that enables the initiation and oversight of the monthly reconciliation process. ❖ The system should retrieve and compare monthly financial statements, including income statements and balance sheets, providing a consolidated view of the store's financial performance. ❖ During the reconciliation process, the system should conduct a detailed analysis of monthly expenses, comparing them against budgeted figures, and generating a comprehensive report highlighting any variances.

	❖ The reconciliation function should facilitate the seamless integration of financial data from various sources. ❖ The system should maintain a history of log for monthly reconciliation activities. ❖ It should offer a detailed breakdown of income and expenses, providing insights into the store's profitability and areas for potential cost savings. ❖ By implementing this monthly reconciliation process, I anticipate gaining a comprehensive overview of the store's financial health, identifying trends, and ensuring that monthly expenses align with budgeted figures. ❖ The system should facilitate the generation of a monthly financial statement, summarizing key financial metrics and providing a clear representation of the store's financial standing. ● **Then** I can proactively manage the store's financial health, make informed decisions, and ensure alignment with budgeted figures every month. **Acceptance Criteria06:** ● **Given that** to check Quarterly reconciliations ● **When** I access Quarterly reconciliation ❖ I require access to an intuitive interface within the financial reconciliation, sales, scratch card, cash, suppliers &

	expenses system to initiate and oversee the quarterly reconciliation process. ❖ The system should automatically retrieve and reconcile financial records for the quarter, including income statements, balance sheets, and other relevant financial documents. ❖ During the reconciliation process, the system should conduct a thorough analysis of financial transactions, ensuring accuracy and identifying any discrepancies. ❖ The reconciliation system should generate a detailed report summarizing the results of the quarterly reconciliation, providing a clear overview of the store's financial status. ❖ I want the ability to investigate and address specific transactions contributing to identified discrepancies, ensuring a thorough understanding and resolution. ❖ The system should facilitate seamless integration with external audit tools or platforms to provide auditors with easy access to reconciled financial data. ❖ I expect the system to maintain a comprehensive log history of all the amendments made by me, documenting all activities during the quarterly reconciliation process for reference and transparency. ❖ The system should automatically identify any potential issues that may raise concerns during an audit, providing clear alerts or notifications for timely correction.

	❖ By implementing this quarterly reconciliation process, I anticipate a more efficient audit preparation, reducing the likelihood of audit findings and ensuring adherence to regulatory standards. ❖ The system should offer a summary of key financial metrics for the quarter, providing auditors with a clear understanding of the store's financial health. ● **Then** I can proactively prepare the store for quarterly audits, enhance the accuracy and transparency of financial records, and ensure a smooth and successful audit process. **<u>Acceptance Criteria07:</u>** ● **Given that** to receive reconciliation reports ● **When I** access reconciliation reports ❖ I require access to an intuitive interface within the reconciliation system to initiate the generation of detailed reports for each reconciliation period. ❖ The system should automatically generate detailed reports at the end of each reconciliation period, summarizing the results and key metrics for easy review. ❖ The reports should provide a concise summary of reconciliation results, highlighting any discrepancies, errors, or variances identified during the reconciliation process.

	❖ I want the ability to customize the level of detail in the reports, allowing for flexibility based on the specific needs of the store and the reconciliation period. ❖ The system should categorize and present key metrics such as total sales, expenses, and any variations, providing a quick overview of the financial health of the store. ❖ The reports should include transaction-level details, allowing for a granular examination of individual transactions to trace and investigate any discrepancies or irregularities. ❖ The system should ensure that the detailed reports are accessible in a secure manner, adhering to data privacy and confidentiality standards. ❖ By implementing this feature, I anticipate having a comprehensive overview of reconciliation results, facilitating quick decision-making and corrective actions as needed. ❖ The reports should be archived or easily accessible for historical reference, aiding in trend analysis and maintaining a record of reconciliation activities. ❖ I expect the system to maintain a comprehensive log history of all the amendments made by me, documenting all activities during the reconciliation process for reference and transparency.

	● **Then** I can efficiently review and analyze reconciliation results, identify any issues, and make informed decisions to maintain the financial integrity of the store. **<u>Acceptance Criteria08:</u>** Scenario 1: Scratch Card Reconciliation Integration ● Given the necessity for a comprehensive scratch card reconciliation system, ● When I access the Scratch Card Reconciliation Management interface, ❖ I should be able to generate comprehensive reports from within the system itself. ❖ I should be able to make the corrections on the actual generated report itself as the manager. ❖ Any changes / data modified needs to be recorded with a reason, who changed it and when the change was made (maintaining a history log) ● Then I expect a user-friendly system that facilitates the initiation and oversight of scratch card reconciliations.

	Scenario 2: Daily Scratch Card Reconciliation ● Given the need for daily reconciliation, ● When I initiate the Daily Scratch Card Reconciliation, ● Then the system should efficiently complete the reconciliation process within a defined timeframe. It should seamlessly integrate with sales data from the cash register and POS system, ensuring immediate identification and correction of any discrepancies specific to scratch card transactions on a daily basis. Scenario 3: Weekly Scratch Card Reconciliation ● Given the need for weekly reconciliation, ● When I access the Weekly Scratch Card Reconciliation, ● Then the system should automatically summarize scratch card transaction data for the week, providing a consolidated view. It should compare weekly scratch card sales with financial records, generating a detailed report highlighting any variances. Scenario 4: Monthly Scratch Card Reconciliation ● Given the need for monthly reconciliation, ● When I initiate the Monthly Scratch Card Reconciliation,

	● Then the system should retrieve and compare monthly financial statements specific to scratch card transactions. It should provide a consolidated view, conduct a detailed analysis of monthly scratch card expenses, and generate a comprehensive report highlighting any variances. Scenario 5: Quarterly Scratch Card Reconciliation ● Given the need for quarterly reconciliation, ● When I access the Quarterly Scratch Card Reconciliation, ● Then the system should automatically retrieve and reconcile financial records for scratch card transactions over the quarter. It should conduct a thorough analysis, generate a detailed report summarizing the results, and provide the ability to investigate and address specific transactions contributing to identified discrepancies. Scenario 6: Receiving Detailed Scratch Card Reconciliation Reports ● Given the need for detailed reconciliation reports, ● When I access Scratch Card Reconciliation Reports, ● Then the system should automatically generate detailed reports at the end of each reconciliation period, summarizing results and key metrics specific to scratch card transactions. It should categorize and present key metrics such as total scratch card

	sales, expenses, and any variations, offering flexibility in customization based on specific needs.
Definition of Done	• **Unit Tests Passed** • **Acceptance Criteria Met** • **Code Reviewed** • **Functional Tests Passed** • **Non-Functional Requirements Met**

User story name	Communication	**User story ID**	EBOS_0018
Priority	High Medium Low		
Estimate	Estimated effort to build this user story.		

User story	● **As a** store manager ● **I want** to have efficient communication & newsfeed within the app to facilitate seamless interaction with my staff members ● **So that** I can efficiently convey information, provide clarification, and stay informed about important updates.
Acceptance criteria	**<u>Acceptance Criteria01:</u>** ● **Given that** I need to effectively communicate with my members ● **When I** visit the chat tab, I should be able to effectively access the options to easily communicate with my members ❖ I can click on the group chats option to view the existing group chats available. ❖ I can perform direct conversations with specific members by searching their username from the list and texting them ❖ The app supports both text and multimedia communication, allowing for the exchange of messages, images, and other relevant files. ❖ I can create new group chats with the title and by selecting the members from the staff pool. ❖ I can delete existing group chats that are probably inactive or invalid. ❖ I receive real-time notifications for new messages, ensuring that I am promptly informed about any updates

or responses.
  - ❖ The app maintains a history of communication threads, allowing me to refer back to previous conversations for context and record-keeping.
  - ❖ The communication feature is secure, protecting sensitive information and adhering to privacy policies.
- **Then** I can manage proper communication within the app efficiently.

Acceptance Criteria02:

- **Given that** I am need to access updates & news within the app
- **When** I click on news feed tab, I should be able to view the uploaded content
  - ❖ Each post includes details such as the title, author, date of publication, and the content of the update or news.
  - ❖ I can interact with the content by liking, commenting, and sharing posts.
  - ❖ I can delete the post due to any circumstances.
  - ❖ The platform notifies me in real-time about new posts, comments, or interactions within the News and Updates section.
  - ❖ The app maintains a history of posts and interactions, allowing me to review past updates and discussions.
- **Then** I should see upcoming shifts listed along with assigned employees and their roles.

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Acceptance Criteria03:

- **Given that** I am need to manage newsfeed within the app
- **When** I click on creation tab, I should be able to upload new content
    - ❖ I can make a post respectively by including the below information:
        - Title
        - Content
        - Supporting images
        - Date & time automatically integrated once posted
        - Categorize by including a tag from news, updates or announcements for users to visualize easily.

Fields	Mandatory	Validations
Title	Yes	Minimum characters 0 and maximum characters 100
Content	Yes	Should not be 0 characters at all times
Supporting images	No	Cannot be an image larger than 16MB

- **Then** I can submit the content for staff members to view, like, share and comment on.

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Definition of Done	• **Unit Tests Passed** • **Acceptance Criteria Met** • **Code Reviewed** • **Functional Tests Passed** • **Non-Functional Requirements Met**

User story name	Team	**User story ID**	EBOS_009
Priority	High Medium Low		
Estimate	Estimated effort to build this user story.		
User story	• **As a** user, • **I want to** view the available members working on today's shift, add my employees initially, overly view all my members across all locations, departments, roles, employee types, & statuses and finally access the employee engagement performance.		

	● **So that I** can access the information about other team members, and provide bonus or incentives to certain employees by viewing performance engagement.
Acceptance criteria	<u>**Acceptance Criteria 01:**</u> ● **Given that** to communicate with my team, ● **When I** click on “Team” on the left navigation menu option, I should be redirected to the overview team page ❖ There is a heading as “Team” which demonstrates easy access to other team members available in the list. ❖ The system displays a list of other team members currently scheduled to work during my shift in 4 columns. The rows will be dependent on the number of available members. Hence, initially, I can see a section labeled "Today's Shift" with an indication of the total count of available members for my shift. This count dynamically updates based on the actual number of available team members listed under this section. ➢ The team members are represented using a team card, where an individual card displays the following: ■ Profile picture (if user as uploaded one from their side), (if an image is not uploaded, then displays the profile/ account icon) ■ First Name

	■ Next row follows: ● Phone icon - once clicked redirected to the phone dial screen with the phone number already displayed. In the web browser, the user must be able to cancel this option. ● Email icon - once clicked redirected to the relevant email in either outlook, google email or depending on what email they have selected. ■ The availability status of each team member is clearly indicated, specifying whether they are "Clocked In", or "On Break,". ❖ The system displays a list of team members currently that's not scheduled to work during my shift in 4 columns. The rows will be dependent on the number of unavailable members. Hence, initially, I can see a section labeled "Day Off" with an indication of the total count of available members for my shift. ➢ The team members are represented using a team card, where an individual card displays the following: ■ Profile picture (if user has uploaded one from their side), (if an image is not uploaded, then displays the profile/ account icon). ■ First Name ■ Next row follows: ● Phone icon - once clicked redirected to the

	phone dial screen with the phone number already displayed. In the web browser, the user must be able to cancel this option. ● Email icon - once clicked redirected to the relevant email in either outlook, google email or depending on what email they have selected. ❖ The system updates the availability status in real-time, reflecting changes as team members start or end their shifts or take breaks according to the time clocked. ❖ I can easily initiate communication with other team members directly through the system, utilizing features like phone & email redirection. ● **Then** I can access the members working on my shift, members that are on day off, & communicate with them through email, or direct phone. **<u>Acceptance Criteria 02:</u>** ● **Given that** to view the engagement between my assigned employees, ● **When** I click on "Engage" tab on the left navigation menu option under "Team", ❖ I should be redirected to the "Engage" page, where the system updates the availability status in real-time, reflecting on performance.

	❖ There is a heading as “Engage" and under this the following functionality is visible. ❖ The following fields can be filtered to affect the relevant performance metrics shown within this screen. ➢ I should be able to select two consecutive dates from a calendar drop down option which will be displayed as MM/DD, “start date” arrow icon “end date", for example: “02/19 → “02/23”. ➢ I should be able to select from my multiple locations in a drop down list of the “location” to view the available locations. ➢ I should be able to select from the available employees from a drop down list of names to filter the information per employee or select “All” to get the overall performance affecting every member. ■ If one employee is selected, then information relevant to that employee will be displayed. ❖ In the first section, I should be able to view the following key metrics: ■ Most Reliable - display the employee’s first name that satisfy the below criterias: ● Highest accurately “clocked in” time compared with allocated shift “start time”. These two values must be almost equal (cannot be a difference of more than 10

	minutes) within the selected date range. ● Least amount of “total break times” within the selected date range. Must not exceed 12 hours in total for that date range. ● Identify the latest "clocked out" time recorded, which exceeds the allocated shift "end time" by 10 minutes or more. ■ Most Eager - display the employee’s first name that satisfy the below criterias: ● Identify the individual who consistently covers shifts for five or more consecutive shifts within the selected date range ● Least amount of “total break times” within the selected date range. Must not exceed 12 hours in total for that date range. ● Least amount of leave requests submitted. Must not exceed more than half of what is allocated for each specific leave type. ● Anyone who covers more shifts than allocated. ■ Most Sick Days - display the employee’s first name that satisfy the below criterias: ● Most amount of leave requests submitted within the selected date range. Must exceed the allocated leaves for sick leave type.

	■ Most Often Late - display the employee's first name that satisfy the below criterias: ● "Clocked in" time being the highest compared to the allocated shift "start time". (if clocked in time exceeds more than 6 minutes) ■ Most Dropped shifts - display the employee's first name that satisfy the below criterias: ● Highest occurrence of not covering their shifts by not clocking in using the time clock functionality. ❖ Next section is divided into 3 columns as follows: ➢ First section/ column represents the "Avg. Shift Score" : ■ Calculated by using the formula of = total shift scored by employees within the selected range divided by no. of employees that covered for the shifts. ● If the score is within 4.0 - then use smiley face emoji to represent it. ● If the score is below 4.0 - then use sad face emoji to represent it. ■ Represents the previous score as "0.0 Previous" ➢ Under the Average Shift Score, there is a section for "Avg Tenure" ■ To calculate tenure, subtract an employee's (employment) start date from the current date or

	termination date when the employee has departed and calculate the average for all employees within the selected date range. ➢ In the 2nd column displays the “Most Engage”, which shows the: ■ Profile pictures with names ranged first from “Highly Engage” to “Neutral”. ■ Most engage is calculated by considering the following criterias: ● Highest accurately “clocked in” time compared with allocated shift “start time”. These two values must be almost equal (cannot be a difference of more than 10 minutes) within the selected date range. ● Least amount of “total break times” within the selected date range. Must not exceed 12 hours in total for that date range. ➢ In the last column / 3rd column displays the “Least Engage”, which shows the: ■ Profile pictures with names ranged first from “Least Engage” to “Neutral”. ● Least accurately “clocked in” time compared with allocated shift “start time”. These two values are not equal (must be a difference of more than 10 minutes) within the selected date range.

	● Most amount of “total break times” within the selected date range. Must exceed 12 hours in total for that date range. ❖ In the final below section represents information about the location as “Location Stats” in 5 columns: ■ Shows the overall “Lates” in numeric value with the previous value for the selected range. ● If selected “All” under location drop down list, then calculated for across all locations. If only selected one location, then calculated for that location’s information only. ● Calculated using “Clocked in” time being the highest compared to the allocated shift “start time”. (if clocked in time exceeds more than 6 minutes). ■ Shows the overall “No Shows” in numeric value with the previous value for the selected range. ● If selected “All” under location drop down list, then calculated for across all locations. If only selected one location, then calculated for that location’s information only. ● Total number of uncovered shifts by the employees working in the respective locations or across all locations depending

	on what is selected. ■ Shows the overall “Sick” in numeric value with the previous value for the selected range. ● If selected “All” under location drop down list, then calculated for across all locations. If only selected one location, then calculated for that location’s information only. ● Total number of sick leaves requested by the employees working in the respective locations or across all locations depending on what is selected. ■ Shows the overall “Shift Bids” in numeric value with the previous value for the selected range. ● If selected “All” under location drop down list, then calculated for across all locations. If only selected one location, then calculated for that location’s information only. ● Total shift bids requested by the employees working in the respective locations or across all locations depending on what is selected. ■ Shows the overall “Dropped Shifts” in numeric value with the previous value for the selected range.

- If selected "All" under location drop down list, then calculated for across all locations. If only selected one location, then calculated for that location's information only.
- Total number of dropped shifts by the employees in the respective locations or across all locations depending on what is selected.

- **Then** I should be able to view the overall engagement metrics successfully.

Acceptance Criteria 03:

- **Given that** to view the available employee information,
- **When** I click on "Employees" tab on the left navigation menu option under "Team",
  - ❖ I should be redirected to the "Employees" page, where the system showcases the available/ added employees information.
  - ❖ There is a heading as "View Employees" and under this the following functionality is visible.
  - ❖ To the right top corner I can access the "Add Employee" button and be able to add an employee to the list/ table.
  - ❖ The following fields can be filtered to affect the relevant employee information shown within this screen.

	➢ I should be able to select from my multiple locations in a drop down list of the “location” to view the available locations along with “All Locations” being default. ➢ I should be able to select from the allocated roles for my business from the drop down list along with “All Roles” being the default selection. ➢ I should be able to select from the allocated departments for my business from the drop down list along with “All Departments” being the default selection. ➢ I should be able to select from the available status as “Active”, “Inactive” of employees from the drop down list along with “All Statuses” being the default selection. ❖ According to these filtration, the below table will be filtered and displays the employee information in varying rows but fixed 5 columns: ➢ First column shows the employee profile picture with the name as “Employee” ➢ Second column displays the corresponding employee’s job role as “Job Role” that can vary depending on what job roles the manager has on boarded the employees with, for example: ■ Cashier, ■ Manager, ■ Marketing Manager, ■ Sales Assistant

	➢ Third column displays the corresponding employee's allocated department as "Department" that can vary depending on what departments the manager has on boarded the employees with, for example: ■ Sales ■ Finance ■ HR ➢ Fourth column displays the corresponding employee's allocated location as "Location" that can vary depending on what location the manager has on boarded the employees with, for example: ■ London ■ Bristol ■ York ➢ Fifth column displays the corresponding employee's status as "Status" that can vary depending on the employee's availability as either "Active" or "Inactive" member. ■ Active member: The employee is considered an active member if they are still employed by the company. ■ Inactive member: The employee is categorized as an inactive member if they have been terminated or if their period of work has expired. ❖ Along with each row has the three dotted settings icon where once clicked, I am able to see a delete option in red

	and edit option. ■ When I click on the delete option I should receive a toast message to confirm my selection by allowing me to click “Yes” or “No”. The message is as follows: “Would you like to remove this employee's information from the system?” ■ If I click the edit option I should be redirected to the “View Employee” pop-up screen to edit details. ❖ If one of the rows is clicked I should be redirected to the “View Employee” pop-up screen. ● **Then** I can easily access my employees' information and be able to add employees to the list as well. **<u>Acceptance Criteria 04:</u>** ● **Given that** to edit an existing employee information, ● **When** I click on one of the rows in the table, ❖ I should be redirected to the “View Employee” pop-up screen with a cancel button at the right top corner, where I am able to view the comprehensive information about each employee and amend certain details. ❖ Following fields can be amended/ viewed: ➢ Relevant Employee’s, ■ First Name ■ Last Name ■ Email

	■ Mobile Number ■ Employee Type - being a drop down list of “Full Time”, “Part Time” ■ Location - being a drop down list of multiple locations in the business, if only a single location is available then only that relevant city should be listed. ■ Department - being a drop down list of available departments in the business. ■ Role - being a drop down list of available roles in the business. ■ Wage Type - being a drop down list of available wage types in the business, such as “Hourly”, “Monthly”, or “Weekly”. ■ Wage - the amount paid according to the wage type in digits. ■ User ID - can be altered by the store manager/owner but must inform the employee via email or in person as this will be used to login into the system ■ Password - can be auto generated by the system again once clicked on the field and can amend within. ■ Clocking PIN - can be auto generated again by the system once clicked on the field.

Fields	Mandatory	Validations
First Name	Yes	- Minimum 0 to maximum 50 characteristics - Cannot be left empty
Last Name	Yes	- Minimum 0 to maximum 50 characteristics - Cannot be left empty
Email	Yes	Relevant email with @sign
Mobile Number	Yes	- Maximum number of digits differs from the county code. - Cannot be left empty.
Wage	Yes	- Minimum 0 digits & Maximum of 50 digits. - Cannot be left empty.
User ID	Yes (in login screen)	- Can be set as any amount of characters or digits only by the manager. - Should not be empty or contain any spaces or contain any special characters.
Password	Yes (in login screen)	- Should be a minimum of 4 characters and maximum of 12 characters when auto generated. - Must be at least 4 digits

		- Should not have spaces or be empty. - Should have the flexibility for the manager to override the characters once generated
Clocking PIN	Yes (in external clock-in page)	- Should be a minimum of 4 digits and maximum of 6 digits when auto generated. - Must be at least 4 digits.

- ❖ There is a “Cancel” button where once clicked any amended details should not be saved and be returned back to the previous screen.
- ❖ There is a “Edit Details” button next to this button, where once clicked I should be able to amend details and this button should dynamically change to “Save” button so that I can save the details and be redirected to the previous screen.

- **Then** I should be able to successfully edit details and save these by submitting to the system.

Acceptance Criteria 05:

- **Given that** to add employee information,
- **When** I click on “Add Employee” button on the top of the view employee screen,

	❖ I should be redirected to the "Add Employee" pop-up screen with a cancel button at the right top corner, where I am able to add the comprehensive information about each employee. ❖ Following fields can be added: ➢ Relevant Employee's, ■ First Name ■ Last Name ■ Email ■ Mobile Number ■ Employee Type - being a drop down list of "Full Time", "Part Time" ■ Location - being a drop down list of multiple locations in the business, if only a single location is available then only that relevant city should be listed. ■ Department - being a drop down list of available departments in the business. ■ Role - being a drop down list of available roles in the business. ■ Wage Type - being a drop down list of available wage types in the business, such as "Hourly", "Monthly", or "Weekly". ■ Wage - the amount paid according to the wage type in digits. ■ User ID - can be altered by the store

manager/owner but must inform the employee via email or in person as this will be used to login into the system

- Password - can be auto generated by the system again once clicked on the field and can amend within.
- Clocking PIN - can be auto generated again by the system once clicked on the field.

Fields	Mandatory	Validations
First Name	Yes	- Minimum 0 to maximum 50 characteristics - Cannot be left empty
Last Name	Yes	- Minimum 0 to maximum 50 characteristics - Cannot be left empty
Email	Yes	Relevant email with @sign
Mobile Number	Yes	- Maximum number of digits differs from the county code. - Cannot be left empty.
Wage	Yes	- Minimum 0 digits & Maximum of 50 digits. - Cannot be left empty.
User ID	Yes (in login screen)	- Can be set as any amount of characters

		or digits only by the manager. - Should not be empty or contain any spaces or contain any special characters.
Password	Yes (in login screen)	- Should be a minimum of 4 characters and maximum of 12 characters when auto generated. - Must be at least 4 digits - Should not have spaces or be empty. - Should have the flexibility for the manager to override the characters once generated
Clocking PIN	Yes (in external clock-in page)	- Should be a minimum of 4 digits and maximum of 6 digits when auto generated. - Must be at least 4 digits.

❖ There is a "Cancel" button where once clicked any details should not be saved and be returned back to the previous screen.

❖ There is a "Add Employee" button next to this button, where once clicked I should be able to add the employee details so that I can save the details and be redirected to

	the previous screen. ● **Then** I should be able to successfully add employees and save these by submitting to the system.
Definition of Done	● **Unit Tests Passed** ● **Acceptance Criteria Met** ● **Code Reviewed** ● **Functional Tests Passed** ● **Non-Functional Requirements Met**

User story name	Leave Management	**User story ID**	EBOS_012
Priority	High Medium Low		
Estimate	Estimated effort to build this user story.		
User story	● **As a** store manager, ● **I want** to be able to view my employee's leave summary, & leave requests ● **So that** I can check the taken leaves in total along with other leave summaries and approve or reject submitted leave requests.		

Acceptance criteria	**<u>Acceptance Criteria01:</u>** ● **Given that** I am logged into my system, ● **When** I navigate to the 'Leave Management' section, ❖ I should be redirected to the “Leave Summary” screen, with three clickable tabs on the top as “Leave Summary”, “Leave Requests” & “New Requests” ❖ Once the “Leave Summary” tab is clicked, I should be able to view the heading at the top as “Leave Summary”. ❖ A drop-down list containing the first names of all employees, including my own, is available for filtering information. ❖ Next to this drop down list, there is a drop down list to select the year from & filter the details. ■ Year is available from the start year of the company to the recent/ current year. ❖ There is a section to view the overall leave type information in 2 columns with varying rows. ➢ First column has the name of the leave type as “Holiday Entitlements” divided into 1 row x 3 grid as follows: ■ Display the value of “Total Leaves” - states the total number of allocated leaves for this leave type ■ Display the value of “Taken Leaves” - states the total number of already used leaves for this leave type by me.

        - Display the value of “Available Leaves” - states the total number of available leaves / pending for this leave type.
    - Second column has the name of the leave type as “Sick Leave” divided into 1 row x 3 grid as follows:
        - Display the value of “Total Leaves” - states the total number of allocated leaves for this leave type
        - Display the value of “Taken Leaves” - states the total number of already used leaves for this leave type by me.
            - If the taken leaves have exceeded the allocated total leaves then the number should appear in red.
        - Display the value of “Available Leaves” - states the total number of available leaves / pending for this leave type.
    - If there is another type of leave then that information will be displayed in the second row first column and continue likewise.
- Next, the leave summary for the selected year will be displayed as follows for the selected employee name (first name) in 9 columns. (I can filter this table by selecting my own name from the drop down list.)
    - First column as “Staff Name” - displays the full name of the employee as “First name + Last name”
    - Second column as “Leave Type” - displays the type of

	leave requested by the corresponding employee, for example, Sick Leave, Holiday Leave, Maternity Leave, or Career Leave. ➢ Third column as “Leave Start Date” - displays the start date in DD/MM/YYYY format as acquired by the user. ➢ Fourth column as “Leave End Date” - displays the end date in DD/MM/YYYY format as acquired by the user. ➢ Fifth column as “Total Leave Days” - displays the difference in the number of days from start date to end date. ➢ Sixth column as “Staff Comments” - displays any remarks that were submitted by me when the request was made. ➢ Seventh column as “Manager Name” - displays the full name of the approver as “First name + Last name” ➢ Eighth column as “Status” - displays the status of the leave request as either: ■ Approved, ■ Rejected, or ■ In Progress. ➢ Final column as “Approver Comments” - displays any comments made by the approver while approving or rejecting the request. ● **Then** I can view my leave history and the status of my current leave requests.

	<u>Acceptance Criteria02:</u> ● **Given that** I want to apply for leave requests, ● **When** I navigate to the “Leave Request” screen from either the tab or left menu navigation bar, ❖ Upon selection, you will be directed to the "Leave Request" screen. Here, you can submit leave requests and view a detailed pie chart presenting information about your selected leave type, including used leaves, pending leaves, and remaining balance leaves. ❖ Below on the left side, there is a 2 X 2 grid to fill the following fields: ■ Year - A drop down list to select the year I want to apply for. In default the current year will already be selected. ■ Leave Type - Able to select from a drop down list of the allocated and available leave types such as ● Holiday Leave ● Sick Leave ● Maternity Leave ● Career Leave Note: Here, once a leave type is selected the pie chart will dynamically change to represent the comprehensive information about the leave type. ■ Start Date - A calendar option to select the start

date and display in the format of DD/MM/YYYY.

- End Date - A calendar option to select the end date and display in the format of DD/MM/YYYY.

❖ Then I will be able to submit any comments or remarks inside the comment block to state why I request this leave on this particular day/ days.

Fields	Mandatory	Validations
Comments	No	Minimum 0 and Maximum 600 characteristics.

❖ Right next to this section there is a pie chart representing the below details as:

➢ The dynamic pie chart adjusts based on the selected leave type. In the center, it shows the total allocated leaves for that specific type. The chart is color-coded: green represents the balance/total available leaves, gray represents used leaves, and orange indicates pending leaves.

- Below this chart, there is are three color coded boxes representing:
    - Gray - Numeric number of the total “Used” leaves for the selected leave type
    - Orange - Numeric number of the total “Pending” leaves for the selected leave type

	● Green - Numeric number of the total "Balance" leaves meaning available leaves for the selected leave type ❖ There is a "Cancel" button where once clicked any amended details should not be saved and be returned back to the previous screen which is the leave summary screen. ❖ There is a "Request Leave" button next to this button, where once clicked I should be able to send the request details to the relevant approver while saving my submitted details. ❖ Once I submit a leave request, real-time notifications should be enabled to alert store managers promptly about the leave request made by the particular employee and must appear under the "New Requests" tab/ screen for the manager to approve / deny. These notifications should be visible within the app under the notification bell and sent as push notifications. ● **Then** I can successfully submit leave requests and get them approved or rejected. **<u>Acceptance Criteria03:</u>** ● **Given that** I want to access the new leave requests submitted from staff members, ● **When** I navigate to the "New Request" screen from either the

	tab or left menu navigation bar, ❖ I should be redirected to the page where I can view the heading at the top as “New Leave Request. ❖ A submitted leave request from a particular employee will appear at the “New Requests” tab/ screen for the manager to approve / deny. These notifications should be visible within the app under the notification bell and sent as push notifications. ❖ Under the heading, a section is available for accessing submitted leave requests, presented as a clickable card as follows: ■ Profile picture with the type of leave as the heading, for example: Sick Leave, or Holiday Leave ■ Then displays the remarks of the comments in one/ two lines. ■ Finally, displays the date range in “Start date - End date” in the format of DD/MM/YYYY, for example, 02/07/2024 - 02/14/2024. ➢ Newly submitted leave requests will appear at the top of the section, causing the remaining unchecked leave requests to be pushed downward. ➢ This list will be scrollable according to the available requests that need to be accepted. ➢ Once a request is approved or denied from the manager, it will be removed from this section

- Once a card is clicked, on the left hand side, the comprehensive information should appear in the same format as when trying to submit a leave request in a 2 X 2 grid to:
    - Year - the year the request is applied on, ideally must be the current year.
    - Leave Type - the specific leave type requested by this user such as:
        - Holiday Leave
        - Sick Leave
        - Maternity Leave
        - Career Leave
    - Start Date - the start date displayed in the format of DD/MM/YYYY.
    - End Date - the end date displayed in the format of DD/MM/YYYY.
    - Then below I will be able to view & read any comments or remarks left by the user.
    - Lastly, I will have the capability to include comments within the designated comment block regarding the leave or any requirement for additional proof.

Fields	**Mandatory**	**Validations**
Comments	No	Minimum 0 and Maximum 600

<table>
<tr><td></td><td>
<table><tr><td></td><td></td><td>characteristics.</td></tr></table>

There is a “Decline” button where once clicked the leave request will be denied and a real-time notification will be sent through the system to the relevant employee as “Your <<particular leave type>> was declined!”
There is a “Approve Leave” button next to this button, where once clicked the leave request will be accepted and a real-time notification will be sent to the relevant employee regarding the status within the system as “Your <<particular leave type>> was approved!”
Once a request is accepted/ declined by the manager, it will disappear from the left side section and an immediate in-app notification will inform the respective employee about the status of their leave request.

Then I should be able to successfully either approve or reject the submitted leave requests.

</td></tr>
<tr><td>Definition of Done</td><td>

Unit Tests Passed
Acceptance Criteria Met
Code Reviewed
Functional Tests Passed
Non-Functional Requirements Met

</td></tr>
</table>

<table>
<tr><td>User story name</td><td>Form</td><td>User story ID</td><td>EBOS_020</td></tr>
<tr><td>Priority</td><td colspan="3">High
Medium
Low</td></tr>
<tr><td>Estimate</td><td colspan="3">Estimated effort to build this user story.</td></tr>
<tr><td>User story</td><td colspan="3">As a store manager
I want to efficiently have a template form to create a declaration for the relevant fields in the system
So that I can easily manage the necessary expenses of the system.</td></tr>
<tr><td>Acceptance criteria</td><td colspan="3"><u>Acceptance Criteria01:</u>
Given that I am logged into the system and need to access the forms to create declarations
When I click on form I should be able to see an easy access point to create necessary forms
I can view list forms to create categories by stock, sales, compliance, suppliers & expenses.
Able to search existing forms
Able to create forms successfully by clicking the create button.</td></tr>
</table>

	• **Then** I can create the forms for the necessary aspects.
Definition of Done	• **Unit Tests Passed** • **Acceptance Criteria Met** • **Code Reviewed** • **Functional Tests Passed** • **Non-Functional Requirements Met**

3.2.3 User Story: Staff Portal

User story name	Account Setup/ Signup	**User story ID**	EBOS_001
Priority	High Medium Low		
Estimate	Estimated effort to build this user story.		
User story	• **As a** staff member, • **I want to** to verify my identify as a valid staff member to the Ebos application after the store manager onboards me, • **So that** I can confirm my verification and receive my login credentials.		
Acceptance Criteria	<u>**Acceptance Criteria01:**</u> • **Given that** the store manager onboards me to the app, • **When I** (as a first time user) should be able to receive an email asking me to validate myself, ❖ The email is sent from the platform, ensuring trust and legitimacy. ❖ The email generated should have a subject as “Welcome to <<relevant store name>>! 🎉 Verify Your Account!” ❖ The email should contain the title as follows: “Welcome to Ebos!🎉Let's Activate <<relevant store name>> Staff Account! 🔓” ❖ The email should contain a brief and friendly message welcoming the user and explaining the purpose of this email		

as follows after greeting the user: ”Dear <<relevant staff name>>, Your store manager has created your staff account for Ebos.”

- ❖ As a concluding sentence the email should present the link that redirects to the web browser interface option to enter the relevant details as follows: “Please verify your account by clicking the link below: CLICK LINK”.
- ❖ I should be able to see the expiration period of this link as follows: “This link is only valid for 24 hours.”
- ❖ The user is able to securely click the link and be redirected to the verify account details page in the web browser in mobile view or tablet view.
- ❖ The email includes visual cues, such as logo and branding to reinforce its authenticity.
- ❖ The footer of the email should contain the following:
    - “AUTOMATED EMAIL. DO NOT REPLY”
    - Ebos Logo
    - Social media links such as twitter, instagram, facebook & linkedin.
    - Copyrights

- **Then** I can click the link and it should be directed to the verifying details page.

Acceptance Criteria02:

- **Given that** I want to verify my details,
- **When I** click on the link, I should be

	❖ Redirected to the screen/ page within the web browser in mobile view or tablet view to enter my relevant details to verify that I am a valid staff member trying to verify their account as a first time user to the system. ❖ Initially there should be a pop-up with the profile icon within the top of the pop-up screen. ❖ Under the email icon, inside the middle of the pop-up screen, there is a sentence in bold as "**Enter Your Details**". ❖ Under this, it should say "Let's Verify your account." ❖ Under this sentence, there should be a field for me to enter my "First Name", "Last Name" and "Date of Birth" - These three fields should match the information provided by the staff to the store manager during the onboarding process. Hence should match the fields saved in the system and if incorrect data was entered the system must be able to allow users to re-enter again within the 24 hours period of receiving the email. ❖ There should be a "submit" button to save the details and be able verify my account details as a first time user.

Fields	Mandatory	Validations
First Name	Yes	- Minimum 0 to maximum 50 characteristics - Cannot be left empty

Last Name	Yes	- Minimum 0 to maximum 50 characteristics - Cannot be left empty
Date of birth	Yes	- In the format of dd/mm/yy. - Allows for only digits

- ❖ Validation occurs by comparing the entered details against the system's already saved ones. Only if all three fields match will the user be confirmed as valid. If any field is entered incorrectly, the system aborts the verification process, and the staff won't receive the second email then they must then contact the manager independently.
- ❖ If the user entered the valid data to all the three fields then the system will generate a toast message as "Your request has been submitted successfully!" for confirmation.
- ❖ If incorrect data was entered for the three fields in the proper required criterias as mentioned above and the user clicks the submit button, the system must display a toast message as "The entered data is invalid. Please enter the valid details again." allow the user to enter the fields again from scratch.
    - The system permits a maximum of three valid attempts. Upon the fourth attempt, a toast message displays: "Your verification has failed. Please reach out to your manager." Further entry attempts are blocked by the system for this particular user.

	➢ Users may only proceed with verification if the manager resends the verification email containing the account verification link again and continues the process. ❖ Upon clicking the submit button, if attempting to verify details with an expired link, the system will prompt: "Your verification link has expired. Please contact your manager." - Then the users can only proceed with verification if the manager resends the verification email containing the account verification link again and continues the process as mentioned above. ❖ With the submit button to save the details, upon submission, the system will validate the information and send the login credentials as a second email to the business email provided during the staff onboard process. ■ This email may be either the assigned company domain email or the user's personal email, depending on the store's policies. ● **Then** I can click the “submit” button, upon successful validation as a valid staff member, I will receive an email containing my unique login credentials.
Definition of Done	● **Unit Tests Passed** ● **Acceptance Criteria Met** ● **Code Reviewed** ● **Functional Tests Passed**

	• **Non-Functional Requirements Met**

User story name	Login	**User story ID**	EBOS_002
Priority	High Medium Low		
Estimate	Estimated effort to build this user story.		
User story	• **As a** staff member, • **I want** to log in to the Ebos application with the relevant credentials after I verify my details, • **So that** I can access my portal and manage my assigned store activities successfully.		
Acceptance Criteria	**<u>Acceptance Criteria01:</u>** • **Given that** to receive the relevant login credentials along with the clocking in/out details • **When I** after verifying my email ID & password as a first time user, ❖ The system should be able to generate another email with the following mentioned context: ❖ The email is sent from the store manager's platform, ensuring trust and legitimacy. ❖ The email generated should have a subject as "Your Account is now Verified! Login Details Inside! 📧🔑"		

	❖ The email contains a heading/ title as follows “Congratulations! 🎉Your <<relevant store name>> Ebos Account has been successfully verified! 🔐” ❖ The email should greet the relevant staff member as follows: “Dear <<relevant staff name>>, ” ❖ The email should contain a brief and friendly message welcoming the user and explaining the purpose of this email as follows: “Thank you for verifying your email account! To Login into your <<relevant store name>> Staff Account, please find your credentials below:” ❖ The following details are promptly displayed to be easily found and used. ■ User ID: [Unique User ID/Code] ■ Password: [Unique Password, Sent Securely] ■ Store ID: [Unique Code according to branch] ■ Clocking in/out PIN: [Unique PIN Number] ❖ Under the credentials, there is a message in brackets to ensure why we need the clocking in/out PIN code as follows: “(You must use the provided PIN Number when clocking in/out.)” ❖ The User ID is securely set by the store manager and can be any amount of length that the manager wishes to declare it on. - For example, store managers can set the user ID as the name (letters only), or email address (characters + digits) or a 4 digit code (digits only), depending on the manager.

	- The User ID cannot be altered by the staff at all times only the store manager can & must be accurately entered to successfully login to the Ebos App. ❖ The password is set to be auto generated by the system securely from the store manager's side and is of an appropriate length for enhanced security as it should be 4-12 characteristics. - Remember that the store manager has the flexibility to auto generate the password and override these characters before sending to the relevant staff member. - The password must be entered along with the accurate User ID for a successful login each time. ❖ The Store ID is set from the store managers portal and must be unique for the different store branches/ locations. - This Store ID can vary from different industries & can be set according to the manager. - Then a particular store ID will be assigned according to the specific branch the staff is working at. - Remember this is only needed for the staff when trying to perform external clocking without having to login. - When initially "clocking in," the staff can input the valid Store ID, which the system will thereafter retain as a predefined field for subsequent entries. ❖ The Clocking in/out PIN is auto generated by the system securely from the store manager's side and is an appropriate

length for enhanced security and uniqueness as it should be maximum of 4-6 digits.

- Remember that this Clocking in/out PIN cannot be altered by the staff at all times & can be used when a staff wants to clock in externally without having to login to the app.

Fields	**Mandatory**	**Validation**
User ID	Yes (in login screen)	- Can be set as any amount of characters or digits only by the manager. - Should not be empty or contain any spaces or contain any special characters.
Password	Yes (in login screen)	- Should be a minimum of 4 characters and maximum of 12 characters. - Must be at least 4 digits - Should have the flexibility for the manager to override the characters once generated - Should not have spaces or be empty.
Store ID	Yes (in external clock-in page)	- Can be set as any amount of digits by the manager only. - Should not be empty, contain any spaces or contain any special characters.
Clocking in/out PIN	Yes (in external clock-in page)	- Should be a minimum of 4 digits and maximum of 6 digits. - Must be at least 4 digits.

	❖ The users must be able to find the button to be redirected to the Ebos app's staff login interface by a click of a link as follows: "To access the Staff Portal, simply click the following link to log in: Login to your account" ❖ The email must next display the help section as follows: "If you have any questions or concerns regarding your account, please feel free to contact your manager." ❖ Under this, I should be able to access the help section from super admins of the Ebos application as follows: "If you have any general inquiries regarding your Ebos application, please contact us." - Once this link is clicked, I should be redirected to the support section in the Ebos Application/ corporate website to request help from the super admins. ❖ The email concludes with "Thank you for joining us on this journey! We look forward to working together." ❖ The email includes visual cues, such as logo and branding to reinforce its authenticity. ❖ The footer of the email should contain the following: - "AUTOMATED EMAIL. DO NOT REPLY" - Ebos Logo - Social media links such as twitter, instagram, facebook & linkedin. - Copyrights

	● **Then I** should be able to click the link and be redirected to the login interface to enter the valid credentials or redirected to the splash screen. **<u>Acceptance Criteria02:</u>** ● **Given that** I downloaded the Ebos application ● **When I** (as a first time user) opens the app right after its installed, I should land on the splash screen / landing page, ❖ I should have landed on an intuitive user-friendly and easily navigable splash screen design. ❖ On the Top Left side of the screen, the Ebos logo should be displayed promptly and within the logo, there's a quote as "Streamline Business Operations". **This should be repeated in each and every screen further on.** ❖ There is a statement in the middle of the screen as "**One App to Manage All Your Business Operations**" in bold. ❖ Under this, there is a small descriptive sentence as follows: "Streamline your operations effortlessly with our comprehensive all-in-one solution, simplifying tasks, finance, inventory management and boosting productivity". ❖ Under this descriptive sentence and the image, there is a button called "Get Started". ❖ An image of a dashboard is available in the middle under the "Get Started" button. ● **Then I** can click the "Get Started" button and it should be directed to the login page.

	<u>Acceptance Criteria03:</u> ● **Given that** I want to log into the app, ● **When I** get redirected to the login page, ❖ Each time I open the Ebos application I should be redirected to the login page. And remember that the user will be automatically logged out after 3-4 minutes of inactivity. ❖ There should be a pop-up screen for me to enter my login details. ❖ Inside the middle of the pop-up screen, there is a circular clickable button stated as “Clock in” with a clock icon inside it, which is a faster way of clocking in, acquiring breaks, resuming work or clocking out. - Once this icon is tapped, I should be redirected to the external clocking interface to simply start my real time tracking without having to login to access this functionality. ❖ Inside the middle of the pop-up screen, there is a sentence in bold as “Enter your login details”. ❖ Under this, it should say “Welcome!” ❖ Under this sentence, there should be a field for me to enter my “User ID” and “Password” and the screen should provide me with the normal keyboard when trying to enter details for the fields. - The User ID is the ID that was sent to my business email address during my account setup process with the email

subject of "Your Account is now Verified! Login Details Inside!" The Password should be inside this same email.

- This User ID & Password should be used at all times during every login.
- Along with these two credentials, the store ID & Clocking in/out PIN are also available to be used by the users when they tap the clock in button at the top and try to time their arrivals, breaks, and departures easily.

❖ The User ID should be visible when entering however the Password should be encrypted and should not be visible to me while entering.

❖ The system will be able to validate the staff's login credentials by considering the User ID & corresponding Password for this user ID.

Fields	**Mandatory**	**Validation**
User ID	Yes	- Can be set as any amount of characters or digits only by the manager. - Should not be empty or contain any spaces or contain any special characters.
Password	Yes	- Should be a minimum of 4 characters and maximum of 12 characters. - Must be at least 4 digits - Should not contain any special characters or spaces or be empty.

Clocking in/out PIN	No	- Should be a minimum of 4 digits and maximum of 6 digits. - Must be at least 4 digits.

- ❖ If the user ID entered is incorrect from the user ID sent via email, the system should display an appropriate error message as "Invalid User ID. Please ensure you enter the correct User ID sent to your@mail.com."
- ❖ If the password entered is incorrect from the password sent via email, the system should display an appropriate error message as "Invalid Password. Please ensure you enter the correct Pin sent to your@mail.com."

★ **Remember that this email should be the relevant staff members business email address that the second email was sent with the subject "Your Account is now Verified! Login Details Inside! 📧🔑"**

- ❖ Under the password field there should be a "Forgot Password" link where once clicked should be redirected to the process of resetting the password.
- ❖ There should be a "Sign In" button under these fields to successfully login to the system if user credentials are valid.
- ❖ There should be a "Don't have an Account? Sign up" link under this for users to sign up with Ebos successfully.
  - When users click on the sign up button they should be redirected to the Manager's/ Partner portal's sign up process.

	● **Then** I can click the "Sign In" button and I should be redirected to the dashboard page. **<u>Acceptance Criteria04:</u>** ● **Given that** I want to be able lo lock my account ● **When I** enter my password/ User ID three consecutive times, my account is automatically locked, ❖ Upon the third consecutive incorrect entry, the system displays an error message: - "The Credentials you entered are invalid. Your account will be blocked due to three invalid login attempts, and you will not have access to the account again." ❖ Upon the display of the error message, the system initiates the account locking process. ❖ The account is locked immediately, preventing any further login attempts by the user, until the manager from his side unlocks the particular user. ❖ To unlock the account, the user must contact their store manager or a relevant administrator from their side physically. ❖ They cannot reset the password at this stage until the manager unlocks their account. ❖ The manager or administrator verifies the user's identity and reasons for the lockout. ❖ Once verified, the manager initiates the unlocking process from their side.

	❖ After the manager unlocks the user's particular account only the staff is able to login again using the valid credentials. • **Then I** should be able to get access to my account and login successfully.
Definition of Done	• **Unit Tests Passed** • **Acceptance Criteria Met** • **Code Reviewed** • **Functional Tests Passed** • **Non-Functional Requirements Met**

User story name	Forgot Password	**User story ID**	EBOS_003
Priority	High Medium Low		
Estimate	Estimated effort to build this user story.		
User story	• **As a** staff member, • **I want** to be able to reset my password if I have forgotten the pin number during my login process, • **So that** I can have secure access to my application even though I have forgotten my pin number.		

<table>
<tr>
<td>Acceptance Criteria</td>
<td>
<u>Acceptance Criteria01:</u>

Given that I land on the login page,
When I click the “Forgot Password” link,

I should be promptly redirected to a pop-up screen with the email icon within the top of the screen to enter my business email address.
Under the email icon, inside the middle of the pop-up screen, there is a sentence in bold as “Enter your email”.
Under this, it should say “Please provide your linked business email."
Under this sentence, there should be a field for me to enter my “Business Email”.

This Business email address should be the same business email address the store manager used to onboard/ add the employee from the store manager’s side.

There should be a “Submit” button to save my email address and get redirected to the next page to enter the OTP verification.
The email address should be accurate and should contain the relevant email with the @ sign.

<table>
<tr><th>Fields</th><th>Mandatory</th><th>Validations</th></tr>
<tr><td>Business email</td><td>Yes</td><td>Relevant email with @sign</td></tr>
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	❖ If an incorrect address is entered without @sign or an email that's not the same business email address given to the manager, I should be able to promptly view the error message as “Invalid email address, please enter the valid business email address” and be able to enter again. ● **Then** I can click the “submit" button to move on to the next screen to enter my OTP verification. **<u>Acceptance Criteria02:</u>** ● **Given that** I have successfully entered my valid business email address, ● **When I** have access to the email, I should be able to receive the OTP verification via my business email ❖ The email is sent from the platform, ensuring trust and legitimacy. ❖ The email generated should have a subject as “🔃Reset Password - OTP Verification for Your Ebos Account! 🔑” ❖ The email contains a heading/ title as follows “Hello 👋 <<relevant staff name>>! ” ❖ The email should contain a brief and friendly message explaining the purpose of this email as follows: “Here is your one time OTP Password to validate your email address!” ❖ Next the email should present the user with the 4 digit OTP Password that can be found easily within the email body.

	- This OTP verification is auto generated by the system and must be 4 digits. ❖ The email should state the minutes this OTP verification will be valid for the user as this is important as follows: "This Verification number is only valid for 5 minutes." ❖ The email includes visual cues, such as logo and branding to reinforce its authenticity. ❖ The footer of the email should contain the following: - "AUTOMATED EMAIL. DO NOT REPLY" - Ebos Logo - Social media links such as twitter, instagram, facebook & linkedin. - Copyrights ● **Then I** should be able to successfully receive the OTP verification to validate my email address before resetting my password. **Acceptance Criteria03:** ● **Given that** I want to enter the OTP verification received, ● **When I** access the application again or when I click the link in the email template, ❖ There should be a pop-up screen with the email icon within the top. ❖ Inside the middle of the pop-up screen, there is a sentence in bold as "Verify Your Email". ❖ Under this, it should say "Please enter the 4-digit code we sent to your@mail.com. "

	❖ Under this sentence, there should be a field for me to enter my OTP verification code and the screen should only provide me with the digit keyboard along with an undo button. ❖ Then I should be able to see the real count down from 5 minutes until the timer runs out with the option to resend the code as follows: “Didn’t get a code? **Resend Code in 2.57**” ❖ There is a “submit” button at last to submit the OTP verification. ● **Then** after I click the “Submit” button I should be able to successfully be redirected to the password change page. **<u>Acceptance Criteria04:</u>** ● **Given that** I have successfully entered the OTP verification code, ● **When I** land on the password change interface, ❖ There should be a pop-up screen with lock icon to enter the relevant details ❖ Inside the middle of the pop-up screen, there is a sentence in bold as “Change your password”. ❖ Under this, it should say “Please enter the new password”. ❖ I should be able to view two fields to enter the following details: - New Password : securely being able to enter the new password - Confirm Password: confirm the same password as a confirmation requirement

Fields	Validation	Mandatory
New Password	- Should be a minimum of 4 characters and maximum of 12 characters. - Must be at least 4 digits - Should not contain any spaces and should not be empty.	Yes
Confirm Password	- This field should be the same as the “New Password” field	Yes

- ❖ The two fields should be encrypted and should not be visible to me while entering.
- ❖ If the new password entered does not correspond with the validations mentioned above, the system should promptly display an appropriate error message as “Incorrect Password. Kindly adhere to the specified criteria when setting the new password.”
- ❖ In the confirm password field, if I enter a password that is not the same as the previous password entered, the system should promptly display an appropriate error message as “Invalid password, please enter the same password as entered in the new password field.”

- ❖ The unique User ID & New Password should be used at all times during every login.
- ❖ There should be a “submit” button to save the new credentials associated with this user ID and be redirected to the login page.

- **Then** after I click the “Submit” button I should be able to receive the reset password confirmation email to my business email and be redirected to the login page.

<u>Acceptance Criteria05:</u>

- **Given that** I have successfully changed my password,
- **When I** click the “submit” button, i should receive the confirmation email to my business email,
  - ❖ The email is sent from the platform, ensuring trust and legitimacy.
  - ❖ The email generated should have a subject as “🔒Your Ebos Account Password Changed Successfully ✅”
  - ❖ The email contains a heading/ title as follows “Hi 😊 <<relevant staff member's name>> Password Change Confirmation! 🔐 ”
  - ❖ The email should contain a brief and friendly message explaining the purpose of this email as follows: “This is a confirmation email regarding the recent password change on your Staff Account.”
  - ❖ Next the email should state “If you have successfully changed your password, you can disregard this message”

	❖ The email should contain a shortcut to redirect the users to the login page with the click of the login button as follows: “Click the button below to log in to your account.” ❖ The email includes visual cues, such as logo and branding to reinforce its authenticity. ❖ The footer of the email should contain the following: - “AUTOMATED EMAIL. DO NOT REPLY” - Ebos Logo - Social media links such as twitter, instagram, facebook & linkedin. - Copyrights ● **Then** I should be able to confirm that my pin number was changed successfully considering security purposes.
	● **Unit Tests Passed** ● **Acceptance Criteria Met** ● **Code Reviewed** ● **Functional Tests Passed** ● **Non-Functional Requirements Met**

User story name	DashBoard	**User story ID**	EBOS_03
Priority	High Medium Low		
Estimate	Estimated effort to build this user story.		
User story	• **As a** staff member, • **I want to** be directed to my personalized dashboard upon logging in,		

	● **So that I** can efficiently access an overview of my overall performance in visual representation, view team members activity, access tasks assigned with ability to manage and view notifications.
Acceptance criteria	<u>**Acceptance Criteria01:**</u> ● **Given** that logged to the system as a staff member, ● **When I** access the dashboard, I should be able to view the menu navigation bar on the left side of the screen, ❖ Firstly I can access the **Dashboard tab**. ❖ Then I can access the **Time Clock tab**, which consists of clock in & employee timesheets. ❖ **Shift tab** composes the following drop down options: - **Workschedule**: which consists of the work schedule calendar with shift based information for a particular calendar range. - **Task**: which consists of all tasks, daily tasks, assigned tasks that can be viewed like a jira board overview where tasks can be dragged and dropped under open, in progress and completed status. **i. Task Calendar Overview:** able to access the google calendar overview & create tasks.

	❖ **Human Resources tab:** composes the following drop down options: - **Team:** composes a dashboard of employees that are available during that day and employees who are on day off. i. **Employees:** able to add and view employees ii. **Engage:** able to view the engagement of employees - **Leave management:** consists of drop-down option of: i. **Leave Summary:** able to view leave summary ii. **Leave Requests:** submit a leave request and view leave summary. - **Training & resources:** consists of training resources that can be accessed by each member. - **Payroll:** consists of employee salary, and payroll summary monthly or weekly. ❖ **Finance tab** composes of the following drop down options: - **Sales**: consists of: **i.** **Sales opening:** to provide opening declarations **ii.** **Sales closing:** to provide closing

	declarations in day end or shift end - **Purchase:** which consists of payouts involved within the system such as: i. **Suppliers:** able to view the suppliers hierarchy ii. **Expenses:** able to view the expenses hierarchy ❖ **Inventory tab** composes of the following drop down options: - **Scratch Card Management:** consists of drop down options: the system such as: i. **Stock management:** Management of stock in & stock out ii. **Sales Declarations:** Management of sales declaration for opening & closing - **Cash Management**: Should be able to select from various cash safes / registers to enter the withdrawals and deposits. ❖ **Compliance Logs tab:** to enter relevant data with regards to compliances, where the drop down options vary from store to store, - **Temperature logs**, **Visitor logs, Incident logs, IT**

	logs, Harassment logs, Cleaning logs, other logs depending on the store manager declarations ❖ **Communication tab** composes the following drop down options: - **Chat**: consists of the following drop down such as Group chats tab, and directed messages tab. - **Newsfeed:** To view announcements or posts made by store managers. ❖ The dropdown options under each main tab should be dynamic as managers can define the options that go under each section (for example, compliance logs can have the hierarchy of temperature logs, incident logs etc.) ❖ **Remember: This left navigation menu bar will be repeated in every screen in the Ebos system once the user successfully logins.** ● **Then** I should be able to easily access the applications main components successfully with ease. **<u>Acceptance Criteria02:</u>** ● **Given** that logged to the system as a staff member, ● **When** I gets redirected to the dashboard, I should be able to have access to the header, ❖ On the left top corner, I should be able to view the current date in the format of “[day number] [day name] [month] [year]” as for example, “07 Friday AUG 2024”, and

	corresponding [week number] as “Week 12”. ❖ There should be a search bar with the magnifier icon, where I should be able to search any terms associated with the system and be redirected to that page directly. ❖ I should be able to view the chat icon next to the search bar, when accessed I can be redirected to the chat screen/ feed. ❖ I should be able to see the announcement icon next to the chat icon with the count icon on top, when clicked I should be redirected to the notification popup that states the notification message with the timestamp. - This count icon automatically decrements when notifications are clicked in the pop-up marked as read by the system. - The count icon automatically increments when new notifications arrive. ❖ I should be able to view the account icon(with my uploaded image if there is any) with my name, and there is a drop down option next to my name. ❖ I should be redirected to my account page when the profile icon is clicked. ❖ Once this drop down option is clicked, I should be able to access the change pin number option, my details information? ❖ **Remember: The screen header will be repeated in every screen in the Ebos system after the user**

	successfully logins. ● **Then** I should be able to have access to important information and be redirected to my account page if the profile icon is clicked.
Definition of Done	● **Unit Tests Passed** ● **Acceptance Criteria Met** ● **Code Reviewed** ● **Functional Tests Passed** ● **Non-Functional Requirements Met**

User story name	My Account	**User story ID**	EBOS_04
Priority	High Medium Low		
Estimate	Estimated effort to build this user story.		
User story	• **As a** staff member, • **I want to** be directed to my account page, • **So that** I can have access to my details, being able to change my password and make necessary configurations regarding my profile according to my needs.		
Acceptance criteria	**Acceptance Criteria01:** • **Given that** access to manage the account settings • **When I** access my profile icon, I should be able to be redirected to the my account page, which displays my personal information and provides options to manage my account. • **Then I** should be able to successfully manage my account. **Acceptance Criteria02:** • **Given** that I want to change my password from the predefined password given to me by my store manager, • **When** I click on "Account Setting", I am able to update my		

	password credentials. ❖ I am able to view the following fields across the "password change" section form - Current password - New password - Confirm password ❖ All the password fields should contain view icon

Fields	Validation	Mandatory
Current password	Should be the correct predefined password	Yes
New password	- Should be a minimum of 4 characters and maximum of 12 characters. - Must be at least 4 digits - Should not contain any spaces and should not be empty.	Yes
Confirm password	- The password should be the same as the new password	Yes

❖ If I am not changing the current password, I am able to leave the password section empty.

❖ If I want , I can change the password by typing the current password, new password and confirm that password correctly.

❖ If the current password is not correctly typed out, an

	appropriate error message should be displayed as “Incorrect password, please enter the valid current password” ❖ If the new password does not meet the relevant criteria mentioned above, then the system should display an appropriate message as "Your password does not meet the requirements. It should be between 4 to 12 characters long and must not contain any spaces." and be able to enter again. ❖ If the confirmed password is not correctly typed out as the new password, then an appropriate error message should be displayed as “Invalid password, please enter the correct newly typed password” ❖ Click the “Save changes” button to confirm the changes so that the system updates the password associated with the relevant user ID for the next login. ● **Then I** should be able to successfully change my password accordingly and the system should allow me login using the new password with the user ID.
Definition of Done	● **Unit Tests Passed** ● **Acceptance Criteria Met** ● **Code Reviewed** ● **Functional Tests Passed** ● **Non-Functional Requirements Met**

https://www.twilio.com/en-us
https://www.planday.com/

User story name	External Time Clock	**User story ID**	EBOS_005
Priority	High Medium Low		
Estimate	Estimated effort to build this user story.		

User story	● **As a** staff member, ● **I want to** be able to clock in without having to login, ● **So that I** can view shift information, take breaks, and end my shift easily.

Acceptance Criteria	**<u>Acceptance Criteria01:</u>**
	● **Given that** after landing on the login page,
	● **When** I click on the “Click in” clickable button on the top,
	  ❖ I should be redirected to the external clock in page with number keypad and be able to enter the following details:
	    ➢ “Store ID”: needs to be identified from the email with the subject as “Your Account is now Verified! Login Details Inside! 📧🔑”
	      ○ This only needs to be entered when performing external clocking for the first time, once entered the system will remember it for subsequent entries by the same user, eliminating the need for re-entry.
	      ○ The store ID would be different from each branch for the store if multiple locations are available .
	    ➢ “Clocking in /out PIN”: needs to be identified from the email with the subject as “Your Account is now Verified! Login Details Inside! 📧🔑” and this is

auto generated by the system securely from the store manager's side and is an appropriate length for enhanced security and uniqueness as it should be maximum of 4-6 digits.

Fields	**Mandatory**	**Validation**
Store ID	Yes (in external clock-in page)	- Can be set as any amount of digits by the manager. - Should not be empty, contain any spaces or contain any special characters.
Clocking in/out PIN	Yes (in external clock-in page)	- Should be a minimum of 4 digits and maximum of 6 digits. - Must be at least 4 digits.

❖ The number keypad should be displayed under the above mentioned two fields where it will be digits pad along with:
  - clear button on the left side (to clear the whole field)
  - back button on the right side (to undo)
  - link to redirect to the login page at the below of the keypad as "Back to Sign in" (if by mistake the user

	was redirect to the external clock in page) ❖ If the entered Store ID is not correctly entered as the one sent in the email, an appropriate error message should be displayed as "Incorrect Store ID, please enter the valid Store ID corresponding to the branch you're working at which is sent to your@mail.com with the email subject of "Your Account is now Verified! Login Details Inside! 📧🔑"." - Remember only when initially "clocking in", the staff can input the valid Store ID, which the system will thereafter retain as a predefined field for subsequent entries from that same user. ❖ If the entered PIN code is not correctly entered as the one sent in the email, an appropriate error message should be displayed as "Incorrect PIN code, please enter the valid Clocking in/out PIN sent to your@mail.com with the email subject of "Your Account is now Verified! Login Details Inside! 📧🔑"." ❖ Upon entering the valid store ID and PIN code, the screen automatically transitions to the today's shift information page. Here, users can access relevant details pertaining to their shift and commence the clock-in process. ❖ **Remember each time a user taps the "clock in" button on the login page to perform an external clock-in, they will need to enter these details again when initiating clock in, breaks, resuming work, or**

	successfully ending their shift. ● **Then** I should be able to quickly access the “clock in” option from the login page & start my timer. **Acceptance Criteria02:** ● **Given that** after successfully entered the Store ID & Clocking in/out PIN code, ● **When** I want to view if I have any shift information, ❖ I should be able to transition to the next screen indicating “Today’s Shift Information” or “Not scheduled” information based on my assigned shift. ❖ If no shift is assigned to me on that day then I should see the following details: ➢ An inactive warning icon encircled to indicate deactivation. ➢ Below I can see in bold a sentence as “Not Scheduled” indicating that I currently don't have any shift today. ➢ .A detailed sentence displayed as “You’re not scheduled to work today!” ➢ Finally, there is a link to redirect to the login page at the below of the sentence as “Back to Sign in” (if by mistake the user was redirect to the external clock in page) ● **Then** I should be able to view if no shift is assigned to me.

	<u>Acceptance Criteria03:</u> ● **Given that** after successfully entering the initial clock in details (which are store ID & Clocking in/out Pin), ● **When** I get transitioned to the next screen, ❖ Once the valid PIN code is entered by the staff, the screen changes to display the "Today's Shift Information" to display details as mentioned below: ➢ In the first row, the first button displays the "Shift Start" time in 12-hour format (hh:mm:ss am/pm), while the second button exhibits the "Shift End" time in the same format. ➢ The next row should present the types of breaks associated with this shift either: ■ Unpaid break ■ Paid break ★ **Remember that this row will dynamically change to two columns if both breaks are assigned to the same shift. Hence, the system should be able to identify this and display in the first column the paid break in total minutes and in the second column the unpaid break in total minutes.** ➢ The last row represents the "Regular Hours" the particular employee is expected to cover for the assigned shift, considering break times as well, in

12 hour format.

- ❖ Below the “Today’s Shift Information”, I should be able to view a circular clickable button that reads “Clock in”. Clicking this button will initiate the timer and a confirmation message will be promptly displayed as follows:
    - ➢ After successfully capturing the image, the user is prompted with a confirmation message with their profile picture on top displaying “Welcome <<Relevant Staff Name>>!” along with an “Ok” button to confirm the message at the bottom.
- ❖ Then I should be directly redirected to the camera to open & capture an image of the user successfully.
    - ➢ As a first time user trying to clock in, upon clicking the "Clock in" button for the first time, a prompt should appear requesting access to the camera, stating "Permission required to access the camera feature." Users will then have the option to select "Yes" or "No" promptly.
    - ➢ After the permission is set for the device to capture the image, I should be able to capture the image easily by the click of the camera button.
    - ➢ The system must save the image as PNG/JPEG and showcase them on the manager portal for user verification.
    - ➢ Upon clicking the "End" button, the system will

	automatically capture another image to verify that the user ending the shift is indeed the same user who clocked in. This additional step ensures accurate tracking of shift durations and personnel activities. ➢ If the user wants to view the real-time information then they must login to the system using their valid login credentials and navigate to the Time Clock on the left navigation bar. ■ Here the timer has already started and the UI has changed dynamically to support the number of rows, ● In the middle of the top section where it says “Work time on”, I can observe the live timer displayed in a 12-hour format in hh:mm:ss. ● Then the first row, first column is “shift start” & second column is “shift end” ● In the second row, (if two types of breaks are assigned), then the system dynamically assigns the first column for “paid break” & second column for “unpaid break”. If only one type of break is assigned then only one column will be shown.

	◆ In the case of one type of break is assigned then the second row's second column becomes the "Regular hours" ◆ If two breaks are assigned then "Regular hours" should move to the third row. ❖ Then after capturing the image, I need to be transitioned to the next screen where a "Break" button & "End" button is available to end the shift along with the same "Today's Shift Information" layout where once the "End" button is clicked the system must automatically capture the image by opening the camera option and stop the timer. ❖ **The system must be able to recognise and display the appropriate buttons according to the user's input:** ➢ After "Clock In" then the same button should dynamically change to the "Break" button with "End" button next to it. ➢ After acquiring "Break", then the same button should dynamically change to the "Resume" ➢ After resuming the work, then the same button should dynamically change to "Break". ➢ After the end button is clicked, the camera is opened and the user needs to click the capture button where automatically the picture will be saved.

	● **Then** I should be able to initiate the clocking in process directly without the need to login and be able to view today' shift information successfully. ● **Then** I should be prompted to the dynamically changed UI following the same "Today's Shift Information" along with "Break" & "End" circular buttons. **Acceptance Criteria04:** ● **Given that** after successfully clocking in, ● **When** I want to acquire a break via the external clock in option, ❖ Initially the user is prompted to the login page and once the user clicks the "Clock in" circular button at the top, the users are redirected to the external clock in page to enter their "Clocking in/out PIN" code. - The Store ID will be already pre-defined and I do not have to enter it again (but if I want to I should be able to by using the keypad at the bottom). - If an incorrect store ID is entered I should be able to see an appropriate error message (toast message) that displays as "Incorrect Store ID, please enter the valid Store ID corresponding to the branch you're working at which is sent to your@mail.com with the email subject of "Your Account is now Verified! Login Details Inside! 📧🔑"." - If the entered PIN code is not correctly entered as

	the one sent in the email, an appropriate error message (toast message) should be displayed as "Incorrect PIN code, please enter the valid Clocking in/out PIN sent to your@mail.com with the email subject of "Your Account is now Verified! Login Details Inside! 📧🔑"." ❖ After successfully verifying the user for external clock in, they are redirected to the "Today's Shift Information" page where the layout will be different now as the user is coming back after clocking in as follows: ➢ In the first row, the first button displays the "Shift Start" time in 12-hour format (hh:mm:ss am/pm), while the second button exhibits the "Shift End" time in the same format. ➢ The next row should present the types of breaks associated with this shift either: ■ Unpaid break ■ Paid break ■ **Remember that this row will dynamically change to two columns if both breaks are assigned to the same shift. Hence, the system should be able to identify this and display in the first column the paid break in total minutes and in the second column the unpaid break in total minutes.**

	➢ The last row represents the "Regular Hours" the particular employee is expected to cover for the assigned shift in a 12 hour format. ❖ Below the "Today's Shift Information", I should be able to view two circular clickable buttons that read "Break" & "End". ❖ Once the "Break" button is clicked, the user will be prompted with a pop-up message displaying "Would you like to take a break now?" ❖ In the pop-up message, I should be able to confirm my choice by clicking the "Yes, I Need A Break" button or decline the break by clicking the "Not Now, I'm Good" button. ❖ If I choose the "Not Now, I'm Good" option, the pop-up message disappears and the timer should remain active, ensuring continuous real-time tracking without interruption. ❖ When I click the "Yes, I Need A Break" button, the timer will pause until I resume my work again. - The pop-up message will disappear and the "Break" button will change as a "Resume" button, signaling the option to recommence work. - The "End" button will remain the same next to the "Break" button. ❖ At the bottom of the circular buttons, a "Back to Sign in" link is available for users to return to the login page in

	case they were inadvertently redirected to the external clock-in page. ❖ At any given moment, users have the option to conclude their shift by selecting the "End" button, which will then successfully capture their image for verification. ● **Then** I should be able to click the circular “break” button and successfully acquire a break. **<u>Acceptance Criteria05:</u>** ● **Given that** after successfully acquiring the break, ● **When** I want to resume my work via the external clock in option, ❖ Firstly, the user is prompted to the login page and once the user clicks the “Clock in” circular button at the top, the users are redirected to the external clock in page to enter their “Clocking in/out PIN” code. - The Store ID will be already pre-defined and I do not have to enter it again (but if I want to I should be able to by using the keypad at the bottom). - If an incorrect store ID is entered I should be able to see an appropriate error message (toast message) that displays as “Incorrect Store ID, please enter the valid Store ID corresponding to the branch you're working at which is sent to your@mail.com with the email subject of “Your Account is now Verified! Login Details Inside! 📧🔑”.”

	- If the entered PIN code is not correctly entered as the one sent in the email, an appropriate error message (toast message) should be displayed as "Incorrect PIN code, please enter the valid Clocking in/out PIN sent to your@mail.com with the email subject of "Your Account is now Verified! Login Details Inside! 📧🔑"." ❖ After successfully verifying the user for external clock in, they are redirected to the "Today's Shift Information" page where the layout will be different now as the user is coming back after clocking in as follows: ➢ In the first row, the first button displays the "Shift Start" time in 12-hour format (hh:mm:ss am/pm), while the second button exhibits the "Shift End" time in the same format. ➢ The next row should present the types of breaks associated with this shift either: ■ Unpaid break ■ Paid break ■ **Remember that this row will dynamically change to two columns if both breaks are assigned to the same shift. Hence, the system should be able to identify this and display in the first column the paid break in total minutes and in the second column the unpaid break in total**

	minutes. ➢ The last row represents the "Regular Hours" the particular employee is expected to cover for the assigned shift in a 12 hour format. ❖ Below the "Today's Shift Information ", I should be able to view two circular clickable buttons that read "Resume" & "End". ❖ Once I click the "Resume" button, I should be able to get a pop-up message displaying "Are you going to resume your work?" ❖ In the pop-up message, I should be able to confirm my choice by clicking the "Yes, Let's Continue" button or decline the option by clicking the "Not Now, I'm Good" button. ❖ When I click the "Yes, Let's Continue" button, the timer will continue again from the exact point it was paused at. - The pop-up message will disappear and the "Resume" button will change back to as a "Break" button. ❖ If I choose the "Not Now, I'm Good" option, the pop-up message disappears while ensuring the timer remains paused, thereby preventing restarting of the timer until the "Yes, Let's Continue" button is clicked. ❖ At the bottom of the circular buttons, a "Back to Sign in" link is available for users to return to the login page in case they were inadvertently redirected to the external

	clock-in page. ❖ At any given moment, users have the option to conclude their shift by selecting the "End" button, which will then successfully capture their image for verification. ● **Then** I should be able to click the circular "Resume" button and resume the timer from when it stopped. **Acceptance Criteria06:** ● **Given that** to end the shift, ● **When** I click on the "End" button, ❖ Firstly, the user is prompted to the login page and once the user clicks the "Clock in" circular button at the top, the users are redirected to the external clock in page to enter their "Clocking in/out PIN" code. - The Store ID will be already pre-defined and I do not have to enter it again (but if I want to I should be able to by using the keypad at the bottom). - If an incorrect store ID is entered I should be able to see an appropriate error message (toast message) that displays as "Incorrect Store ID, please enter the valid Store ID corresponding to the branch you're working at which is sent to your@mail.com with the email subject of "Your Account is now Verified! Login Details Inside! 📧🔑"."

	- If the entered PIN code is not correctly entered as the one sent in the email, an appropriate error message (toast message) should be displayed as “Incorrect PIN code, please enter the valid Clocking in/out PIN sent to your@mail.com with the email subject of “Your Account is now Verified! Login Details Inside! 📧🔑”.” ❖ After successfully verifying the user for external clock in, they are redirected to the “Today’s Shift Information” page where the layout will be different now as the user is coming back after clocking in as follows: ➢ In the first row, the first button displays the “Shift Start” time in 12-hour format (hh:mm:ss am/pm), while the second button exhibits the “Shift End” time in the same format. ➢ The next row should present the types of breaks associated with this shift either: ■ Unpaid break ■ Paid break ■ **Remember that this row will dynamically change to two columns if both breaks are assigned to the same shift. Hence, the system should be able to identify this and display in the first column the paid break in total minutes and in the second column the unpaid break in total**

	minutes. ➢ The last row represents the “Regular Hours” the particular employee is expected to cover for the assigned shift in 12 hour format. ❖ I should be redirected to a pop-up message promptly displaying “Are you ready to end your shift?” ❖ In the pop-up message, I should be able to confirm my choice by clicking the “Yes, End Shift” button or decline the option by clicking the “ Not Yet, Continue Shift” button. - When I click the “Yes, End Shift” button, then the timer will stop from the exact point. And the camera option will open up for the user to capture their image and automatically be saved. - The pop-up message will disappear and the user will be automatically directed to the login page. ❖ If I choose the "Not Yet, Continue Shift" option, the pop-up message disappears with the timer persisting to run until the user confirms their decision by clicking the "Yes, End Shift" button. ● **Then** the user can successfully end the shift or decline the option to continue / stop the timer.
Definition of Done	● **Unit Tests Passed** ● **Acceptance Criteria Met** ● **Code Reviewed** ● **Functional Tests Passed**

	• **Non-Functional Requirements Met**

User story name	Time Clock	**User story ID**	EBOS_07
Priority	High Medium Low		
Estimate	Estimated effort to build this user story.		
User story	• **As a** staff member, • **I want to** be able to clock in, view shift information, take breaks, resume, add comments, and end my shift easily, • **So that** my working hours are accurately recorded and I can access necessary information with regards to clocked time in a tabular format.		
Acceptance criteria	**<u>Acceptance Criteria01:</u>** • **Given that** clicking the time clock on the left side navigation bar, • **When** I land on the screen dedicated to clock in, I should be able to view, ❖ In the top of the screen, below the header of the website there should be a text fields that promptly displays as		

	"Today's clock" ❖ Under this text, there should be a section on the left side that displays in a text field "Today's Shift Information", this information is provided by the manager when they are creating shifts to users. - Within this section, the rows will dynamically change where, - In the first row, the first button in the first row displays the "Shift Start" time in 12-hour format (hh:mm:ss am/pm), while the second button exhibits the "Shift End" time in the same format. - The second row dot-outlined button represents the type of breaks associated with their shift in minutes format (for example, 30 minutes). The type of breaks can be defined by the store manager accordingly such as: ● Unpaid break : 30 minutes ● Paid break : 15 minutes ● **Remember that this row will dynamically change to two columns if both breaks are assigned to the same shift. Hence, the system should be able to identify this and display in the**

	first column the paid break in total minutes and in the second column the unpaid break in total minutes. - The last row has a single button that represents the “Regular Hours” the particular employee must cover considering break times as well, in a 12 hour format. ❖ Next to the shift information section, on the right side of the screen there is a button called “Clock in” with a clock icon. ❖ Beneath the clocking feature, there's a "Timesheet" section for reviewing my clocked-in and clocked-out times within a specified calendar range. Adjacent to it, there's a "Date" text field, under which a dropdown calendar function enables filtering by either a specific date or a range of dates. ❖ There is a placeholder to display the “Total Worked Hours” in the 12 hour format of hh:mm (seconds can be neglected) next to the calendar feature. This will be calculated only if a range of dates are selected by the user, if not it remains 0. ❖ The timesheet is demonstrated in a tabular format with 8 columns in total from left to right as: ➢ Date ➢ Start ➢ End

- ➢ Comments
- ➢ Location
- ➢ Total Break Time
- ➢ Total Hours
- ➢ Regular Hours
- ➢ **Remember in all instances where times are displayed or calculations are performed within the sheet, seconds will be consistently disregarded.**

- **Then I** should be able to successfully access my shift information for the day, and access my timesheets from a calendar dropdown.

__**Acceptance Criteria02:**__

- **Given that** I land on the Timeclock page,
- **When** I click on the “Clock In” button before commencing on my shift,
  - ❖ Clicking this button will initiate the timer and prompt the camera to open to capture an image of the user successfully.
    - ➢ As a first time user using this device, trying to clock in, upon clicking the "Clock in" button for the first time, a prompt should appear requesting access to the camera, stating "Permission required to access the camera feature." Users will then have the option to select "Yes" or "No"

	promptly. ❖ When the “clock in” button is clicked, automatically GPS must be turned on to track the user's location where this needs to be stored so that the manager can track their location. ❖ The timer starts running in the “Today’s shift information” section/ box on the left corner: - In the middle of the top section where it says “Work time on”, I can observe the live timer displayed in a 12-hour format in hh:mm:ss. - The next section is organized into a dynamically changed grid. The top row consists of two columns: the first column indicates the “Start time” of the shift, while the second column denotes the “End time” of that shift. - The bottom row also contains two columns that will be changed dynamically if two types of breaks are specified by the manager: the first column in paid break in total minutes and in the second column the unpaid break in total minutes. - Then the last row represents the “Regular Hours” the particular employee is expected to cover for the assigned shift, considering break times, in 12 hour format. ❖ Adjacent to this box, the clock in button dynamically disappears while the "comments" rectangle box

dynamically appears, displaying real-time comments made by the user along with timestamps, enabling consecutive addition of multiple comments.

- ❖ Below the comment box, there's an input field for users to write comments (up to 600 characters) and a "submit" button to add the comment, which will be displayed in real-time at the top section, allowing users to input and view comments regarding their shift.

Fields	Mandatory	Validations
Comments	No	Minimum 0 and Maximum 600 characteristics.

- ❖ Under this comment box, there are two buttons: “Break” with hold icon and “End” with clock icon next to each other.

- **Then I** should be able to successfully start my timer for clock in and view relevant shift details submitted by the manager.

Acceptance Criteria03:

- **Given that** I am working and want to take a break for the day/ shift,
- **When** I click on the “Break” button,
  - ❖ I should be redirected to a pop-up message promptly displaying “Would you like to take a break now?”
  - ❖ In the pop-up message, I should be able to confirm my

	choice by clicking the “Yes, I Need A Break” button or decline the break by clicking the “Not Now, I’m Good” button. ❖ When I click the “Yes, I Need A Break” button, the timer will pause until I resume my work again. - The pop-up message will disappear and the “Break” button will change as a “Resume” button with a play icon, signaling the option to recommence work. ❖ If I choose the "Not Now, I'm Good" option, the pop-up message disappears and the timer should remain active, ensuring continuous real-time tracking without interruption. ❖ The system must be able to track the time when the confirmation button is clicked as “Break Start” time and when the resume confirmation button is clicked as “Break End” time. ● **Then** I should be able to stop my timer for my associated break given by the manager if I click “Yes, I Need A Break” or prefer not to if I click “Not Now, I’m Good”. **Acceptance Criteria04:** ● **Given that** after my break, I want to resume work again ● **When** I click on the “Resume” button, ❖ I should be redirected to a pop-up message promptly displaying “Are you going to resume your work?”

	❖ In the pop-up message, I should be able to confirm my choice by clicking the "Yes, Let's Continue" button or decline the option by clicking the "Not Now, I'm Good" button. ❖ When I click the "Yes, Let's Continue" button, the timer will continue again from the exact point it was paused at. - The pop-up message will disappear and the "Resume" button will change back to as a "Break" button with a hold icon. ❖ If I choose the "Not Now, I'm Good" option, the pop-up message disappears while ensuring the timer remains paused, thereby preventing restarting of the timer until the "Yes, Let's Continue" button is clicked. ● **Then** I should be able to continue my work from the exact point where I paused the timer by clicking "Yes, Let's Continue" or decline the resume option by clicking the "Not Now, I'm Good" button. **Acceptance Criteria05:** ● **Given that** my shift is finished, ● **When** I click on the "End" button, ❖ Prior to Ending the shift, if I want to I should be able to comment anything regarding my shift, (for example, requesting the manager that "I neglected to record my starting time and instead clocked in one hour later, although my actual start time was 8 a.m. Please change

this attendance correction".

Fields	Mandatory	Validations
Comments	No	Minimum 0 and Maximum 600 characteristics.

- ❖ I should be redirected to a pop-up message promptly displaying "Are you ready to end your shift?"
- ❖ In the pop-up message, I should be able to confirm my choice by clicking the "Yes, End Shift" button or decline the option by clicking the " Not Yet, Continue Shift" button.
  - When I click the "Yes, End Shift" button, then the timer will stop from the exact point, for example, if I click the "End" button at 4:00pm but was clocked in at 8:00am, then the timer will be displayed as. "08:00:00", meaning 8 hours & 30 minutes of total hours worked with a 90 minute (1 hour & 30 minutes) break in between.
  - The pop-up message will disappear and the user will be automatically directed to the clock-in page, maintaining the previous layout. Here, the previous "Today's Shift Information" box will be prominently displayed, with a "clock in" button next to it as mentioned in Acceptance Criteria01.

	❖ If I choose the "Not Yet, Continue Shift" option, the pop-up message disappears with the timer persisting to run until the user confirms their decision by clicking the "Yes, End Shift" button. ● **Then** the user can successfully end the shift or decline the option and continue the timer. **<u>Acceptance Criteria06:</u>** ● **Given that** I want to access the timesheet regarding my clock in/ clock out times, ● **When** I select on the calendar option next to the “Timesheet” option, ❖ The system must be able to keep track of each user’s clock in time, break time, resume time, & clock out time for each shift/ day to be used for employee engagement performance & payroll calculation. ❖ I should be given a drop down option of the calendar to choose a date, ➢ Initial click on the calendar sets it as the start date and if no range is selected or if consecutively the same date is selected then the same date will appear as the end date. ➢ Promptly when the user clicks for the second time on a different date, that's counted as the End date. - The date will be displayed in “DD/MM” wise. (for example, start date “To” end

	date, 13/02 To 14/02) ❖ To select a date range, first the start date is selected from the calendar dropdown option by the initial click then on the second click the end date is selected consecutively to appear as for example, 02/13 To 03/13. ❖ The particular details are able to be viewed in the tabular format with 8 columns in total from left to right as: ➢ Date - start date in the format of “DD/MM/YYYY” ➢ Start - refers to the time when “clock in” button was clicked in 12 hour format as “hh:mm AM/PM” ➢ End Time - refers to the time when “End” button was clicked in 12 hour format as “hh:mm AM/PM” ➢ Notes - refers to any comments that were left after clicking the “End” or “Break” button. ➢ Location - displays the city that the GPS tracks ➢ Total Break Time - refers to the total break time (can be the addition of single break or consecutive breaks) taken by the particular user during that shift in 12 hour format as “hh:mm” ➢ Total Hours - refer to the actual total work hours completed by the user in 12 hour format as “hh:mm” ➢ Regular Hours - refer to the expected total hours that need to be covered for the particular shift in 12 hour format as “hh:mm”. ❖ If a start date is chosen, values will populate each

	column, expanding progressively until the end date is selected. The breakdowns will persist upon clicking the "Break" button, “Resume” button and continue until the “End” button is clicked. ❖ The system must be able to keep track of each user’s clock in time, break time, resumed time, & clock out time for each shift/ day to be used for employee engagement performance & payroll calculation. ❖ For the calculation of Total Break Time, we take the breakdown of all individual break starts & resume time for this calculation. ❖ Remember that when calculating “Total Hours”, the system considers the specific type of break associated with the shift. - If the break type is designated as “Paid break” the system will incorporate the allocated break time in the calculation to determine the total hours. - If a user takes an unassigned break or “Unpaid break”, then the system excludes the allocated break time from the total actual hours. - **Remember: that break types may vary from one store to another, as determined by individual store managers when configuring shift settings.** ❖ The “Regular Hours” will remain the same as stated in “Today’s Shift Information” in every breakdown under the

table.

- ❖ Next to the calendar option, the placeholder inside “Total Worked Hours” will be calculated and appear inside the box.
  - ➢ We use the addition of “Total hours” for the selected range and their breakdowns to get the “Total Worked Hours”.
- ❖ The following table shows the example of how to calculate the breakdown when a single date is selected as “01/02 To 01/02”.

Date	Start	End	Total Break Time	Total Hours
01/02/2024	07:36 AM (Indicates the time “clock in” button was clicked)	- AM	-	-
01/02/2024	07:36 AM (Indicates the time “clock in” button was clicked)	09:44 AM (Indicates the time in which the “Break” / “End” button was clicked)	-	02:07 (The difference of Start & End times) (07:36 - 09:43)
01/02/2024	10:12 AM	- AM	00:30	02:07 (The

	(Indicates the time in which the “Resume” / “Start” button was clicked)		(The difference between last end time and current start time i.e. 09:44 - 10:12)	previous total hours, here we are assuming that the break type is not paid break hence we don't include 30 minutes into our calculation)
01/02/2024	10:12 AM (Indicates the previous start time)	12:50 PM (Indicates the time in which the “Break” / “End” button was clicked)	00:30 (Indicates the previous total break time)	04:45 (The difference between current start time & current end time, added with previous total hours i.e. [12:50 - 10:12] + 02:07 → [02:38] + 02:07 = 04:45)
01/02/2024	1:45 PM	- PM	01:25 (Indicates the difference between previous end time & start time added with previous total break time i.e. ([12:50 - 1:45]	04:45 (Indicates the previous total hours as the end time is not available here)

<table>
<tr><td></td><td>
<table><tr><td></td><td></td><td></td><td>+ 00:30 → [00:55 + 00:30] = 00:85 → 01:25)</td><td></td></tr></table>

❖ The next table shows how to calculate the “Total Worked Hours” using the same example above as “01/02 To 01/02”.

<table>
<tr><th>Total Hours</th><th>Total Worked Hours</th></tr>
<tr><td>-</td><td></td></tr>
<tr><td>02:07</td><td></td></tr>
<tr><td>02:07</td><td></td></tr>
<tr><td>04:45</td><td></td></tr>
<tr><td>04:45</td><td>Placeholder holds
“04:45”
Which is the final/ last row of the “Total Hours”</td></tr>
</table>

● Then I should be able to successfully access my timesheets & corresponding Total Worked Hours for a particular date or range.
</td></tr>
<tr><td>Definition of Done</td><td>
● Unit Tests Passed
● Acceptance Criteria Met
● Code Reviewed
● Functional Tests Passed
● Non-Functional Requirements Met
</td></tr>
</table>

User story name	Work Schedule	**User story ID**	EBOS_003
Priority	High Medium Low		
Estimate	Estimated effort to build this user story.		
User story	• **As a** staff member, • **I want** the ability to access my work schedule in a calendar overview conveniently through the app, • **So that** I can easily view shift details, including start/end times, break schedules, and days off, and stay informed about any changes or adjustments communicated through the app.		
Acceptance criteria	**<u>Acceptance Criteria01:</u>** • **Given that** I want to view the calendar overview		

	● **When I** navigate to the “Work Schedule" section, ❖ The app displays my upcoming work schedule, including shift details such as start and end times, break schedules, and days off. ❖ I have the option to view my schedule for different weeks or months, allowing for a comprehensive overview. ❖ The app notifies me of any changes to my schedule, such as shift swaps or adjustments, through push notifications or in-app alerts. ❖ I can view detailed information about the changes, including the modified shift details and the staff member involved in the swap or adjustment. ❖ If there are any discrepancies or concerns regarding the schedule, I can initiate communication with the relevant team members or management directly through the app. ❖ The schedule information is securely stored and accessible only to authorized staff members, ensuring privacy and compliance with company policies. ● **Then** only I can manage the tasks that are assigned to me in the work schedule function.
Definition of Done	● **Unit Tests Passed** ● **Acceptance Criteria Met** ● **Code Reviewed** ● **Functional Tests Passed** ● **Non-Functional Requirements Met**

User story name	Task	**User story ID**	EBOS_007
Priority	High Medium Low		
Estimate	Estimated effort to build this user story.		
User story	• **As a** staff member, • **I want to** efficiently manage my assigned tasks using the app, • **So that** I can easily streamline the tasks assigned to me along with the daily tasks to be completed within that day by the team.		
Acceptance criteria	**Acceptance Criteria 01** • **Given that** I have landed on the "Tasks" screen • **When** I arrive at screen, I should be able to have a comprehensive overview of tasks assigned to me/ by me (as a store manager POV), ❖ There should be three tabs as follows ➢ All Tasks - includes an overview of assigned tasks &		

	daily tasks ➢ Assigned Tasks - includes an overview of only the assigned tasks for that user ➢ Daily Tasks - which is an overview of other tasks available within the team that needs to be completed for that day (if store manager haven't assigned anyone for this kind of tasks, the system automatically assign all employees to this task and displays this under daily tasks) ❖ Once I click on the left navigation bar's "Task" option under "Shift" tab, I should land on the "All Tasks" tab and be able to clearly see an organized list of all tasks assigned to me categorized based on their status—whether they are: ➢ Open ➢ In progress, or ➢ Completed. ❖ Users can conveniently drag and drop tasks into one of three categories, and upon manual adjustment of the status via a dropdown menu—offering options "Open," "In progress," or "Completed"—tasks will automatically transition to the corresponding categorization - The numerical count displayed alongside each status will dynamically update, incrementing or decrementing as tasks are shifted / altered between statuses. ❖ Each task card displays: ➢ Title

	➢ Description ➢ Start Date - End Date & End Time ➢ Priority level (highest, high, middle, low, or lowest) at the top right corner ➢ Subtask count - shows a numerical value of total subtasks available for that main task ➢ Chat icon - this will appear with a green dot on the top indicating that there are comments under this task ➢ Account profile - shows the assigned multiple staff profiles in the below right corner ❖ I should possess the capability to click on individual task cards to access a detailed pop-up screen, where I can peruse additional information along with the existing details such as: ➢ Title ➢ Date ➢ Time ➢ Assigned To ➢ Priority ➢ Department ➢ Task Type ➢ Recurrence types ➢ Task description ➢ Activity ➢ Comments ➢ Subtasks ➢ Custom fields

	➢ Alter the status of the main task seamlessly within that interface ❖ These tasks will remain if they are still in-progress states in the board; however, if they are completed they will disappear from the board at the end of the day. ● **Then** I can have a comprehensive idea of my assigned & daily tasks while also being able to update the status of each task. **<u>Acceptance Criteria 02:</u>** ● **Given that** I want to access more additional information, ● **When** I click on an individual task card, ❖ Once an individual task card is clicked, I will be redirected to the task detailed pop-up screen for more additional information. ❖ The pop-up shows the overall "status" as open, in progress or completed with a cancel button on the top right corner. ■ After clicking the cancel button, users are redirected to the task overview page, ensuring that any modifications made are saved and reflected in the current state of the task. ■ The overall status adapts based on the status selected within the pop-up screen or the category under which the status falls. ❖ On the left side of the pop-up, we can see the following details: ● Title

<table>
<tr>
<td></td>
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2 by 3 grid that is displayed as rectangles:

First Row:

➢ Date - within this, I can see the start date & end date in the format of dd/mm/yy
➢ Time - within this, I can see the start time & end time in the format of hh:mm am/pm
➢ Assigned To - shows the multiple staff profiles the task is assigned to

Second Row:

➢ Priority - shows the priority in either Highest, High, Middle, Lowest, Low
➢ Department - shows the particular department where this would vary from store to store for example in retail business such as Cashier, Cleaner, Customer Service, or Security
➢ Task Type - shows the particular task type where this would vary from store to store for example in retail business such as Inventory Management, Till Area, etc.

Remember: that the store manager will be given the option to customize these.

Recurrence type - Able to view my selected recurrence days for this task in “Mon”, “Tue”,“Wed”,“Thur”,“Fri”,“Sat”,“Sun”.

</td>
</tr>
</table>

	- Description - refers to the description of the particular task - Two tabs, - Custom Fields - able to view the list of custom fields / check lists provided by the store manager within that store to be completed by the staff - I am able to view the **title** of the main custom field and under this I am able to view the list of assigned tasks to be completed for this custom field. - The actions to complete these custom fields would differ from what the store manager has set (For example,“Declare Petty Cash” with a tick box option). These options can vary from Dropdown, Short Text, Description, Number, Image upload, Audio Recording, Rating, Signature, File upload, Currency, Measurements, Temperature. - Sub Tasks with total number of sub task count - - I am able to access a list of sub tasks for this main task and mark

	the checkboxes next to each item to confirm their completion. ■ Until these checkboxes are completed the status of that main task should be "In Progress". ■ Once a subtask is clicked from the list I should be redirected to the same task template pop-up screen to view detailed information about the relevant subtask. ● Status button (this is used to change the status of the overall main task) - Able to change the status by clicking the arrow icon inside the button where current status will be changed to next available status, the users can also update the status using the drop down list of ○ Open - initial status ○ InProgress ○ Completed ○ **Note that the user can only modify the status of the main task itself wherever the status button is located.** ■ Upon changing the status here, the primary status at the top should adjust correspondingly. ❖ On the right side of the pop-up, we can see the Activity (this

section is where the assigned employees can tag each other and collaborate),

- ➢ Which shows the past comments made by the users involved in this task along with the timestamps at the right corner (in the format of “Month Day, Year hh:mm am/pm “ example, “Mar 2, 2024 10:30 am”).
  - ■ Any changes made to the status of the task should be visible in the activity section as who made the change, quote and timestamp as “ “@tagged account” changed status from “previous status” to “current status” “ and on the right corner with the timestamp “Mar 2, 2024 10:30 am.”
  - ■ Should be scrollable to view all the available comments between the assigned users.
- ➢ They are able to tag each other and communicate through this section using the comments section.
- ➢ I would like the ability to append comments to main tasks and submit them via the "submit" button, facilitating seamless communication and collaboration with colleagues assigned to the same task. The application should appropriately timestamp and display these comments within the activity section.

Fields	Mandatory	Validations

Comments	Yes	- Minimum 0 and Maximum 600 characteristics. - Should be able to tag each other and collaborate

- ❖ Real-time notifications should be enabled to alert store managers promptly about tasks completion when the status is updated from current status to “Completed”. These notifications should be visible within the app and sent as push notifications.
- ❖ Once the status, or custom fields, or subtasks are altered they get automatically saved and the user can click anywhere on the screen or cancel button and return to the task overview layout.
- ❖ If the status is changed for the task, once the user gets redirected to the task overview screen that particular task goes under the specific category.

- **Then** I will be able to view comprehensive information about each individual task enabling me to adjust their statuses, fill out custom fields, and mark allocated subtasks as complete where the system automatically saves the changes.

<u>Acceptance Criteria 03:</u>

- **Given that** I want to access the detailed information with regards to

	sub tasks, ● **When** I click on a sub task from the list, I should be redirected to the detailed pop-up screen ❖ This pop-up screen is the same as the previous detailed task pop-up screen in which I am able to view the following details: ❖ The top right corner shows the overall "status" as open, in progress or completed with a cancel button. ■ After clicking the cancel button, users are redirected to the task-detailed pop-up screen, ensuring that any modifications made are saved and reflected in the current state of the task. ■ The overall status adapts based on the status selected within the pop-up screen or the category under which the status falls. ❖ On the left side of the pop-up, we can see the following details: ● Title ● 2 by 3 grid that is displayed as rectangles: ○ First Row: ➢ Date - within this, I can see the start date & end date in the format of dd/mm/yy ➢ Time - within this, I can see the start time & end time in the format of hh:mm am/pm ➢ Assigned To - shows the multiple staff profiles the task is assigned to ○ Second Row:

	➢ Priority - shows the priority in either Highest, High, Middle, Lowest, Low ➢ Department - shows the particular department where this would vary from store to store for example in retail business such as Cashier, Cleaner, Customer Service, or Security ➢ Task Type - shows the particular task type where this would vary from store to store for example in retail business such as Inventory Management, Till Area, etc. **Remember: that the store manager will be given the option to customize these.** ● Recurrence type - Able to view my selected recurrence days for this sub-task in “Mon”, “Tue”,“Wed”,“Thur”,“Fri”,“Sat”,“Sun”. ● Description - refers to the description of the particular task ● One tab as, ○ Custom Fields - able to view the list of custom fields / check lists provided by the store manager within that sub task to be completed by the staff ■ I am able to view the **title** of the main custom field and under this I

	am able to view the list of assigned tasks to be completed for this custom field. ■ The actions to complete these custom fields would differ from what the store manager has set (For example,“Declare Petty Cash” with a tick box option). These options can vary from Dropdown, Short Text, Description, Number, Image upload, Audio Recording, Rating, Signature, File upload, Currency, Measurements, Temperature. ● Status button (this is used to change the status of the main task as well as the status at the top of the pop-up screen) - Able to change the status by clicking the arrow icon inside the button where current status will be changed to next available status, the users can also update the status using the drop down list of ○ Open - initial status ○ InProgress ○ Completed ○ Note that the user can only modify the status of the main task when the status button is changed from here.

	■ Subsequently, the main task's status should seamlessly update to reflect the newly modified status initiated from this point. ■ Upon changing the status here, the primary status at the top should adjust correspondingly. ❖ On the right side of the pop-up, we can see the Activity (this section is where the assigned employees can tag each other and collaborate), ➢ The actions taken here are mirrored in the main task's activity section, ensuring that any updates or comments made are synchronized across both interfaces. ➢ Which shows the past comments made by the users involved in this task along with the timestamps at the right corner (in the format of “Month Day, Year hh:mm am/pm “ example, “Mar 2, 2024 10:30 am”). ■ Any changes made to the status of the task should be visible in the activity section as who made the change, quote and timestamp as “ “@tagged account” changed status from “previous status” to “current status” “ and on the right corner with the timestamp “Mar 2, 2024 10:30 am.” ■ Should be scrollable to view all the available

comments between the assigned users.

- ➢ They are able to tag each other and communicate through this section using the comments section.
- ➢ I would like the ability to append comments to main tasks and submit them via the "submit" button, facilitating seamless communication and collaboration with colleagues assigned to the same task. The application should appropriately timestamp and display these comments within the activity section.

Fields	**Mandatory**	**Validations**
Comments	Yes	- Minimum 0 and Maximum 600 characteristics. - Should be able to tag each other and collaborate

- ❖ Once the status, or custom fields, are altered they get automatically saved and if the user clicks anywhere on the screen or the cancel button and returns to the main task pop-up screen.

- **Then I** will be able to view comprehensive information about the sub task enabling me to adjust the main task's status, fill out custom fields, comments & activity sections where the system automatically

	saves the changes.
Definition of Done	• **Unit Tests Passed** • **Acceptance Criteria Met** • **Code Reviewed** • **Functional Tests Passed** • **Non-Functional Requirements Met**

User story name	Sales	**User story ID**	EBOS_004
Priority	High Medium Low		
Estimate	Estimated effort to build this user story.		
User story	• **As a** cashier, • **I want** to efficiently manage and declare the necessary information at the beginning and end of my shift, • **So that** the sales records are accurate and the store's financial transactions are transparent.		
Acceptance criteria	**Acceptance Criteria 01:** • **Given that** I want to manage the sales opening • **When** I access the "Sales" section from the left navigation menu bar, ❖ Two tabs should be accessible, with the first tab labeled		

	"Sales Opening" for inputting sales records upon commencing the shift, and the second tab named "Sales Closing" for recording sales prior to concluding the shift. ❖ There is a heading titled “Opening Declaration”. ❖ Under this, I should be able to input & view the following details when starting the shift: ■ Shift - select my shift for the day which is set up the particular store manager from the drop down list of: ● Morning Shift, Evening shift (the drop down list is varied from store to store as this list will depend on how the owner has declared shifts) ■ Tills - select my till that I am starting the day with from a drop down list of: ● Till 1, Till 2, Till 3, Till 4 (the number of tills/ POS available will depend on the particular store but the recommended number of tills to be used with Ebos is 4). ■ Able to view the following details: ● Coins Safe - states the previously closed declaration’s coins safe value i.e. yesterday's closing declaration. ● Petty Cash - states the previously closed declaration’s petty cash value i.e. yesterday's closing declaration. ● Previously float End - states the previously

	closed declaration's float end value i.e. yesterday's closing declaration (float end & float start is basically the value stated in the POS report). ❖ There is a subheading as "POS Declaration" in which I have to state the: ■ Float Start: the value in the POS report. (Ideally this value needs to be the same as the previous float end value indicating that no errors or theft has occurred during the shifts) ❖ There is a subheading as "Scratch Card Declaration" in which I have to state the: ■ Scratch Card: indicates a "Click Here" option which will redirect to the "Scratch Card Opening Declaration" pop-up screen (To be able to enter the starting card number in the available dispensers of the scratch card). ❖ There is a subheading as "Safe Declaration" in which I have to state the: ■ Coin Safe: needs to record the total count of coins in the particular safe which is the opening balance. ● This is set as a mandatory field so the user cannot process to submit if this value is not stated. ● Stating if a field is mandatory or not depends on the store manager for different stores. If it

	is stated as mandatory then with the "Coin Safe" field I should see the asterisk symbol next to it. ■ Petty Cash: needs to record the total count of cash in the particular safe which is the opening balance. ➢ Remember that these different types of safes will differ from store to store depending on how the store manager has declared them.

Fields	**Mandatory (depends whether the store manager has set em as mandatory)**	**Validations**
Float Start	Yes	- Must be only in digits - Should not contain any special characters or spaces.
Coin Safe	Yes	- Must be only in digits - Should not contain any special characters or spaces.
Petty Cash	No	- Must be only in digits - Should not contain any special

		characters or spaces.

- If the entered values for the above mentioned fields do not follow indicated validations, then I should receive an appropriate toast / error message as “Incorrect value, please try again! ”
- I should be able to “Add Comments” in the comment block section prior to submitting the opening declaration.

Fields	Mandatory	Validations
Comments	Yes	- Minimum 0 and Maximum 600 characteristics.

- To ensure accuracy, I should be able to verify my input by selecting the checkbox labeled “I hereby confirm that all entered data is accurate and correct to the best of my knowledge. I understand that once I submit this information, it cannot be undone or modified.”
- I should be able to click the “Submit” button to save & submit my details to be shown at the relevant store manager’s portal.
- There should be a “Cancel” button to cancel submitting my declaration at any one point and be redirected to the dashboard page.

	★ Remember upon the transition between shifts, when the initial morning shift employee declares the scratch cards, the system will prevent any subsequent employee with overlapping morning shifts from performing another opening declaration. In this manner, the system disables the opening declaration function for the second employee upon selection of a conflicting shift.
	● **Then** I can successfully declare the opening declaration for the sales after starting my shift.
	
	<u>Acceptance Criteria 02:</u>
	
	● **Given that** I want to declare the opening sales of scratch cards,
	● **When** I click the "Click Here" option next to Scratch Card Declaration
	    ❖ There should be a pop-up screen with the name of "Scratch Card Opening Declaration", where under this I should be able to manage the opening numbers of the available games in the dispenser.
	        ■ This will be declared by the store manager according to the store.
	    ❖ The "shift" is set as the same shift that was set in the previous screen, i.e. either "Morning Shift" or "Evening Shift".
	        ■ The user can be able to change this by clicking the drop down menu option at any point under "shift".
	    ❖ Next part of the screen displays the below mentioned

	details in 2 sections, in which it follows a tabular format of 6 by 5 grid for each section: ■ First row displays the headings of: ● Box No - Indicate the box number where the games are available within the dispenser. ● Image - The uploaded image of the card. ● Price - Price of the card for this box / game. ● Closing Card No - Previous closing declaration for the particular box no ● Starting Card No - To indicate the opening declaration for the particular box no ■ The table is populated with details such as box numbers (corresponding games in the scratch card dispenser), relevant images for each box number, prices, and the previous closing card number associated with each box. Should the initial space be insufficient, the subsequent section / next half of the screen will feature a continuation of the table, showcasing additional available box/game numbers. ■ Each section can have only 6 rows including the heading row. Hence, the maximum number of rows supported is 10.

Fields	Mandatory	Validations

Starting Card No	Yes	- Can only be a digit - Can be either 0 or any number between the card per bundle

- If a character is entered or anything other than the above validation mentioned, the system must reject them and display an error message in red below the table as “Incorrect format, please enter the correct card number.”

❖ To ensure accuracy, I should be able to verify my input by selecting the checkbox labeled “I hereby confirm that all entered data is accurate and correct to the best of my knowledge. I understand that once I submit this information, it cannot be undone or modified.”

❖ I should be able to click the “Submit” button to save & submit the scratch card details and be redirected to the “Sales Opening” screen to fill in the rest of the details.

- The user must be able to click on “Click Here” again and be redirected to the “Scratch Card Opening Declaration” pop-up screen.

❖ There should be a “Cancel” button to cancel submitting my declaration at any one point and be redirected to the Sales opening page.

	● **Then** I will be able to declare the starting numbers for the games/ boxes available in the dispenser. **Acceptance Criteria 03:** ● **Given that** I want to manage the sales closing ● **When** I access the “Sales Closing” tab in the sales page, ❖ There is a heading titled “Closing Declaration”. ❖ In this screen, there are two types of closing declarations (as two buttons) which are: ■ “Day End” button - the day end sales before closing the store i.e. the start time to end time of the particular shop. This can be acquired depending on different stores: ● Certain stores integrate a mechanism within their Point of Sale (POS) systems to generate a Z report, consolidating all individual POS reports into a comprehensive end-of-day summary. ● The staff members are required to obtain the report from each POS system and manually compute the total sales, utilizing these calculated values to populate the fields across subsequent screens. ■ “Shift End” button - the staff is able to record sales closing based on their shift wise.

	- This depends on how the shifts were created by each store owner/ manager.
	    ◆ Remember that multiple staff members can work on the same shift.
	❖ Once I select one of the two buttons mentioned above, I should be redirected to the relevant screen,
	    ■ If “Day End” is clicked, then be redirected to the “Closing Declaration - Day End” screen
	    ■ If “Shift End” is clicked, then be redirected to the “Closing Declaration - Shift End” screen
	- **Then** I can successfully declare the closing declaration for day end or shift end for the sales prior to finishing my shift.
	
	<u>Acceptance Criteria 04:</u>
	
	- **Given that** I want to perform sales closing for “Day End”
	- **When** I click on the “Day End” button in the sales page,
	    ❖ There is a heading titled “Closing Declaration - Day End”
	    ❖ Below this, there are two predefined sections presented as drop-down menus next to each other:
	        ■ Shift: Reflecting the time span from the company's start time to its end time.
	        ■ POS: Set as "All" to encompass all POS systems, as this pertains to the consolidation of day-end sales.
	    ❖ Next to the dropdowns, I have to define the following fields

	which are in a 2x2 grid: ■ Float Start: which displays the previous float start value which was entered to the system by an employee. (Ideally should be the same with float end value) ■ The Coins Safe section is organized into a 1x2 grid, presenting: ● Previous Coin Safe Value: Enclosed within a dotted outline, this represents the amount inputted into the system by an employee. ● Present Coin Safe Value: This showcases the current closing balance, indicating the available amount. ■ Float End: Displays the float end value in the combined POS report ■ In the Petty Cash section, arranged within a 1x2 grid: ● Previous Petty Cash Value: Shown within a dotted outline, indicating the amount previously entered into the system by an employee. ● Present Petty Cash Value: Reflects the current closing balance, displaying the available amount. ❖ In the below section, there are two distinct components divided into each half:

	■ "Money In" which presents the sales made by the particular store. ■ "Money Out" which presents the payouts made from the store. 1. "Money In" section contains the following fields to be declared depending on what the store manager has declared: ➢ Note: Users have the flexibility to populate these fields either by manually entering the values or by utilizing the camera button to capture an image, or alternatively, by uploading an image via the plus button. ➢ Note: some fields require data from the POS report & terminal report if any for comparison and accuracy & the scratch card requires the closing declaration. ■ Total shop sales - from the POS report ■ Pay Point - from the POS report & terminal report ■ Lottery - from the POS report & terminal report ■ Scratch card - from POS report & option to be redirected to the "scratch card closing declaration" page to declare the closing number. 2. "Money Out" section contains the following fields to be declared depending on what the store manager has declared: ➢ Note: Users have the flexibility to populate these fields either by manually entering the values or by utilizing the camera button to capture an image, or alternatively, by

	uploading an image via the plus button. ➢ Note: the following fields require data from the POS report & terminal report if any. ■ Lottery Pay- from the POS report & terminal report ■ S/Card Pay- from the POS report & terminal report ■ PayPoint Pay- from the POS report & terminal report ■ Payzone Pay - from POS report & terminal report ❖ Towards the bottom of the page lies the "Safe Declaration" section in a 3x3 grid designated for declaring more items used within the store such as: ➢ Note: Users have the flexibility to populate these fields either by manually entering the values or by utilizing the camera button to capture an image, or alternatively, by uploading an image via the plus button. ➢ Note: the following fields require data from the POS report. ➢ In the first row, ■ Total safe drop ■ Total card payments ■ Other 1 ➢ In the second row, ■ Total credits amount ■ Total vouchers ■ Other 2

- ❖ I should be able to "Add Comments" in the comment block section prior to submitting the opening declaration.

Fields	Mandatory	Validations
Comments	Yes	- Minimum 0 and Maximum 600 characteristics.

- ❖ To ensure accuracy, I should be able to verify my input by selecting the checkbox labeled "I hereby confirm that all entered data is accurate and correct to the best of my knowledge. I understand that once I submit this information, it cannot be undone or modified."
- ❖ I should be able to click the "Submit" button to save & submit my details to be shown at the relevant store manager's portal.
- ❖ There should be a "Cancel" button to cancel submitting my declaration at any one point and be redirected to the dashboard page.

★ Remember upon the transition between shifts, when the initial morning shift employee declares the scratch cards, the system will prevent any subsequent employee with overlapping morning shifts from performing another opening declaration. In this manner, the system disables the opening declaration function for the second employee upon selection of a conflicting shift.

- **Then** I can complete all the sales & payouts made within that

	day.
	
	<u>Acceptance Criteria 05:</u>
	
	● **Given that** I want to perform sales closing for "Day End"
	● **When** I click on the "Shift End" button in the sales page,
	    ❖ There is a heading titled "Closing Declaration - Shift End"
	    ❖ Below this, there are two predefined sections presented as drop-down menus next to each other:
	        ■ Shift: gives a drop down list of the different shifts available which is added by the store owner, example, I should be able to select my associated shift:
	            ● Shift 1: 6:00AM - 2:00PM
	            ● Shift 2: 9:00AM - 5:00PM
	            ● Shift 3: 2:00PM- 10:00PM
	            ● Shift 4: 5:00PM- 10:00PM
	        ■ POS: gives a drop down list of the available POS systems which is added by the store owner (ideally recommended to have 3-4 POS systems), example, I should be able to select the POS/ Tills I worked with during my shift (ideally an employee can work between 2 Tills):
	            ● All to encompass all POS systems
	            ● POS 1
	            ● POS 2

	• POS 3 • POS 4 ❖ On the right corner, I have to define the following fields which are in a 2x2 grid: ➢ In first row, ■ Float Start: which displays the previous float start value that was entered to the system by an employee. (Ideally should be the same with float end value) ■ The Coins Safe section is organized into a 1x2 grid, presenting: • Previous Coin Safe Value: Enclosed within a dotted outline, this represents the previous amount inputted into the system by an employee. • Present Coin Safe Value: I can showcase the current closing balance, indicating the available amount. ■ Float End: I can display the float end value shown in the combined POS report ■ In the Petty Cash section, arranged within a 1x2 grid: • Previous Petty Cash Value: Shown within a dotted outline, indicating the amount previously entered into the system by an employee.

- Present Petty Cash Value: Reflects the current closing balance, displaying the available amount.

Field	Mandatory	Validations
Coins Safe	Yes	Must be minimum 1 & maximum 50 digits
Float End	Yes	Must be minimum 1 & maximum 50 digits
Petty Cash	Yes	Must be minimum 1 & maximum 50 digits

- ❖ In the below section, there are two distinct components divided into each half:
  - ■ “Money In” which presents the sales made by the particular store.
  - ■ “Money Out” which presents the payouts made from the store.

1. “Money In” section contains the following fields to be declared depending on what the store manager has declared:

- ➢ Note: Users have the flexibility to populate these fields either by manually entering the values or by utilizing the camera button to capture an image, or alternatively, by uploading an image via the plus button.
- ➢ Note: Some fields require data from the POS report &

	terminal report if any, for comparison and accuracy & the scratch card requires the closing declaration. ■ Total shop sales - from the POS report ■ Pay Point - from the POS report & terminal report ■ Lottery - from the POS report & terminal report ■ Scratch card - from POS report & option to be redirected to the “scratch card closing declaration” page to declare the closing number. 2. “Money Out” section contains the following fields to be declared depending on what the store manager has declared: ➢ Note: Users have the flexibility to populate these fields either by manually entering the values or by utilizing the camera button to capture an image, or alternatively, by uploading an image via the plus button. ➢ Note: the following fields require data from the POS report & terminal report if any. ■ Lottery Pay- from the POS report & terminal report ■ S/Card Pay- from the POS report & terminal report ■ PayPoint Pay- from the POS report & terminal report ■ Payzone Pay - from POS report & terminal report ❖ Towards the bottom of the page lies the "Safe Declaration" section in a 3x3 grid designated for declaring more aspects used within the store such as: ➢ Note: Users have the flexibility to populate these fields

either by manually entering the values or by utilizing the camera button to capture an image, or alternatively, by uploading an image via the plus button.

- Note: the following fields require data from the POS report.
- In the first row,
  - Total safe drop
  - Total card payments
  - Other 1
- In the second row,
  - Total credits amount
  - Total vouchers
  - Other 2
- I should be able to “Add Comments” in the comment block section prior to submitting the opening declaration.

Fields	Mandatory	Validations
Comments	Yes	- Minimum 0 and Maximum 600 characteristics.

- There should be a “Next” button to save & be redirected to the next page to enter the other shared POS data along with a “Cancel” button to cancel the submission.
- Once the “Next” button is clicked, I will be redirected to the next page to enter the other shared POS data.

	➢ There is a heading at the top as "Next POS", indicating the next POS data to be entered. ➢ Below this, there are two predefined sections presented as drop-down menus next to each other: ● Shift: gives a drop down list of the different shifts available which is added by the store owner, example, I should be able to select my associated shift: ◆ Shift 1: 6:00AM - 2:00PM ◆ Shift 2: 9:00AM - 5:00PM ◆ Shift 3: 2:00PM- 10:00PM ◆ Shift 4: 5:00PM- 10:00PM ● POS: gives a drop down list of the available POS systems which is added by the store owner (ideally recommended to have 3-4 POS systems), example, I should be able to select the POS/ Tills I worked with during my shift (ideally an employee can work between 2 Tills): ◆ All to encompass all POS systems ◆ POS 1 ◆ POS 2 ◆ POS 3 ◆ POS 4 ➢ In the below section, there are two distinct components divided into each half:

	● "Money In" which presents the sales made by the particular store. ● "Money Out" which presents the payouts made from the store. 1. "Money In" section contains the following fields to be declared depending on what the store manager has declared: ■ Note: Users have the flexibility to populate these fields either by manually entering the values or by uploading an image via the plus button. ■ Note: These fields require data only from the POS report as this till is shared during that particular shift with another employee: ● Pay Point - from the POS report ● Lottery - from the POS report ● Scratch card - from POS report 2. "Money Out" section contains the following fields to be declared depending on what the store manager has declared: ■ Note: Users have the flexibility to populate these fields either by manually entering the values or by uploading an image via the plus button. ■ Note: These fields require data only from the POS report as this till is shared during that particular shift with another employee: ● Lottery Pay- from the POS report

<table>
<tr><td></td><td>

S/Card Pay- from the POS report
PayPoint Pay- from the POS report
Payzone Pay - from POS report

➢ I should be able to “Add Comments” in the comment block section prior to submitting the opening declaration.
<table>
<tr><th>Fields</th><th>Mandatory</th><th>Validations</th></tr>
<tr><td>Comments</td><td>Yes</td><td>- Minimum 0 and Maximum 600 characteristics.</td></tr>
</table>
➢ To ensure accuracy, I should be able to verify my input by selecting the checkbox labeled “I hereby confirm that all entered data is accurate and correct to the best of my knowledge. I understand that once I submit this information, it cannot be undone or modified.”
➢ I should be able to click the “Submit” button to save & submit my details to be shown at the relevant store manager’s portal.
➢ There should be a “Go Back” button to go back to the previous page at any one point.

Then I can complete all the sales & payouts made within that day.

</td></tr>
<tr><td>Definition of Done</td><td>

Unit Tests Passed
Acceptance Criteria Met

</td></tr>
</table>

	• **Code Reviewed** • **Functional Tests Passed** • **Non-Functional Requirements Met**

User story name	Cash Management	**User story ID**	EBOS_005
Priority	High Medium Low		
Estimate	Estimated effort to build this user story.		

User story	● **As a** staff member responsible for managing deposits and withdrawals of money from various safes ● **I want** a streamlined process to efficiently conduct these transactions, ● **So that** the cash stock is accurately maintained and complies with relevant policies.
Acceptance criteria	**<u>Acceptance Criteria 01:</u>** ● **Given that** to manage cash flows ● **When** I click on “cash” on the left menu navigation bar, ❖ I should be redirected to a screen where I am able to access two tabs as “Cash” & “Scratch Card”, where initially I will arrive at the Cash tab. ❖ There is a heading called “Cash Management" , where I am able to view the available safe management. ❖ I can access a grid layout, arranged in a 3x3 format, showcasing the various types of safes utilized by the store. These safe types encompass: ➢ Remember this will depend on the store manager according to different stores. ➔ Main safe, ➔ Mini safe, ➔ Cash machine, ➔ Cash Drop Safe ➔ Coin safe,

	➔ Petty cash safe. ❖ I can choose the transaction type, opting for either "Cash In" when depositing money into the safe or "Cash Out" when withdrawing money from it. ❖ Once a safe type is clicked, I should be redirected to that specific page to enter the relevant details. ● **Then** I should be able to view the cash/ safe type of transactions available within the store. **Acceptance Criteria 02:** ● **Given that** to manage cash flows ● **When I** click on one of the safe types, ❖ Upon selection, I'll be directed to a dedicated page, with the pertinent heading corresponding to the specific type of safe. For instance: "Main Safe," "Mini Safe," "Cash Machine," "Cash Drop Safe," "Coin Safe," or "Petty Cash Safe" nested under the overarching category labeled "Cash Management." ❖ I should be prompted to select whether “cash in” or “cash out” from a drop down list. ❖ In the next field, I should be able to select the reason from a drop down list to state why this withdrawal or deposit happened. This will change according to the previous selection. ➢ For “Cash In” option (these will differ from how the store

manager has declared the drop downs):

- Compliance regulations
- Convenience
- Tills full
- Cross-Selling
- End of Shift

➢ For “Cash Out” option (these will differ from how the store manager has declared the drop downs):

- Emergency Cash Needs
- Meeting Regulatory Requirements
- Cash not enough in Tills
- Supplier / Expenses payouts
- Refunds

❖ There should be a field to add a detailed “Description”, allowing me to provide additional context or information related to the transaction.

❖ The system should prompt me to enter the exact cash “Amount” involved in the transaction.

❖ These fields can be mandatory depending on how the manager has set them up.

Fields	Mandatory	Validations
Description	Yes	- Minimum 0 and Maximum 600 characteristics.

<table>
<tr>
<td></td>
<td>
<table>
<tr><td>Amount</td><td>Yes</td><td>- Minimum 0 and Maximum 50 digits.</td></tr>
</table>

❖ To ensure accuracy, I should be able to verify my input by selecting the checkbox labeled “I hereby confirm that all entered data is accurate and correct to the best of my knowledge. I understand that once I submit this information, it cannot be undone or modified.”
❖ I should be able to click the “Submit” button to save & submit my details to be shown at the relevant store manager’s portal.
❖ There should be a “Cancel” button to cancel submitting my declaration at any one point and be redirected to the dashboard page.

Then I will be able to enter the relevant details accurately to keep on track about any transactions made between cash in & cash out from the available safes by clicking the “Submit” button.

</td>
</tr>
<tr>
<td>Definition of Done</td>
<td>

Unit Tests Passed
Acceptance Criteria Met
Code Reviewed
Functional Tests Passed
Non-Functional Requirements Met

</td>
</tr>
</table>

User story name	Scratch Card Management	**User story ID**	EBOS_006
Priority	High Medium Low		
Estimate	Estimated effort to build this user story.		
User story	• **As a staff** member responsible for managing scratch cards • **I want** a streamlined process to enter opening scratch card declaration, closing declaration, and manage scratch card stock,		

	• **So that** accurate records are maintained, and stock movements are transparent.
Acceptance criteria	**<u>Acceptance Criteria 01:</u>** • **Given that** to declare open scratch card • **When I** click on scratch card Open Scratch Card declaration, ❖ After I access the Scratch Card module in the POS system. ❖ I select "Opening Scratch Card Declaration" to declare the opening scratch card numbers at the beginning of the shift or when turning on the POS. ❖ I manually enter each scratch card number in the designated field. ❖ The system crosschecks this entry with the previous shift/day's scratch card closing declaration. • **Then I** submit the Opening Scratch Card Declaration. **<u>Acceptance Criteria 02:</u>** Closing Scratch Card Declaration: • **Given that to** declare the Scratch Card module in the POS system. • **When I** select "Closing Scratch Card Declaration" to declare closing scratch card numbers at the end of the shift or when

	turning off the POS. ❖ I manually enter each scratch card number in the designated field. ❖ This entry is used to calculate the total sold scratch cards and sales. ● **Then** I submit the Closing Scratch Card Declaration. **<u>Acceptance Criteria03:</u>** Scratch Card Stock Management: ● **Given that** to navigate to the Scratch Card module in the POS system. ● **When** I select "Stock Management" to manage scratch card stock. I choose between "Stock IN" or "Stock Out." Stock IN: ❖ Once in the Stock In page, I enter the following information: ➢ Stock in type (From Delivery, From Display, or other) ➢ Scan barcode (For new barcodes, manually input details in the fields below. If the system identifies the barcode, then autofill relevant fields and allow adding quantity.) ➢ Game Name ➢ Game Number

	➢ Game Top Price ➢ Card Price ➢ Stock Quantity ➢ Cards Per Bundle ➢ Add Image

Fields	Mandatory	Validations
Game Name	Yes	20 Characteristics
Game Number	Yes	20 Characteristics
Game Top Price	Yes	20 Characteristics
Card Price	Yes	20 Characteristics
Stock Quantity	Yes	20 Characteristics
Cards Per Bundle	Yes	20 Characteristcs

Stock Out

❖ Once on the Stock Out page, I enter the following information:
  ➢ Stock out type (To Display, To Dispose, or other)
  ➢ Scan barcode (Manually input details in the fields below for new barcodes. If the system identifies the barcode, then autofill relevant fields and allow adding quantity.)
  ➢ Game Name
  ➢ Game Number

<table>
<tr><td></td><td>

Game Top Price
Card Price
Stock Quantity to be removed
Cards Per Bundle
Add Image

<table>
<tr><td>Fields</td><td>Mandatory</td><td>Validations</td></tr>
<tr><td>Game Name</td><td>Yes</td><td>20 Characteristics</td></tr>
<tr><td>Game Number</td><td>Yes</td><td>20 Characteristics</td></tr>
<tr><td>Game Top Price</td><td>Yes</td><td>20 Characteristics</td></tr>
<tr><td>Card Price</td><td>Yes</td><td>20 Characteristics</td></tr>
<tr><td>Cards Per Bundle</td><td>Yes</td><td>20 Characcteristics</td></tr>
</table>

Then I submit the Stock In and Stock Out information.

</td></tr>
<tr><td>Definition of Done</td><td>

Unit Tests Passed
Acceptance Criteria Met
Code Reviewed
Functional Tests Passed
Non-Functional Requirements Met

</td></tr>
</table>

User story name	Supplier and Payout	**User story ID**	EBOS_007
Priority	High Medium Low		
Estimate	Estimated effort to build this user story.		
User story	**As a** staff member responsible for managing supplier-related information, **I want** a simplified process to enter details about supplier visits, payouts, and payments, **So that** accurate records are maintained		
Acceptance criteria	**Acceptance Criteria 01:** ● **Given that** to access the Supplier module in the system. ● **When** I select the specific supplier for whom I want to enter information. ❖ The system displays the required fields that need to be filled, as determined by the user.		

- ❖ I fill in the necessary information based on the user's checklist for supplier-related entries during the particular shift.
- ❖ The information includes details such as:
  - ➢ Supplier visits
  - ➢ Payouts
  - ➢ Payments

Fields	Mandatory	Validations
Supplier Visits	Yes	20 Characteristics
Payouts	Yes	20 Characteristics
Payments	Yes	20 Characteristics

- ❖ The system allows the staff member to attach proof, ensuring transparency and documentation.

- **Then I** submit the supplier-related information.

Acceptance Criteria 02:

- **Given that** to access the Expenses module in the system.
- **When I** select the specific expense for whom I want to enter information.

	❖ The system displays the required fields that need to be filled, as determined by the user. ❖ I fill in the necessary information based on the user's checklist for expense-related entries during the particular shift. ❖ The information includes details such as: ➢ Expense visits ➢ Payouts ➢ Payments
Definition of Done	● **Unit Tests Passed** ● **Acceptance Criteria Met** ● **Code Reviewed** ● **Functional Tests Passed** ● **Non-Functional Requirements Met**

User story name	Compliance Logs	**User story ID**	EBOS_008
Priority	High Medium Low		
Estimate	Estimated effort to build this user story.		
User story	**As a** staff member, **I want to** access the Compliance Log module in the POS system. **So that** I can select the specific type of compliance I want to log, such as Temperature Logs, Incident Logs, or Cleaning Logs.		
Acceptance criteria	**<u>Acceptance Criteria 01:</u>** ● **Given that** clicking the Compliance Log ● **When** I select the specific type of compliance log ❖ The system displays the required fields that need to be filled, as determined by the Store Admin, ensuring consistency and completeness.		

<table>
<tr><td></td><td>
❖ I fill in the necessary information based on the store Admin's checklist for the selected type of compliance log.
❖ The information entered may include details such as:
➢ Temperature readings
➢ Incident descriptions
➢ Cleaning activities
<table>
<tr><td>Fields</td><td>Mandatory</td><td>Validations</td></tr>
<tr><td>Temprature Readings</td><td>Yes</td><td>20 characteristics</td></tr>
<tr><td>Incident Descriptions</td><td>Yes</td><td>20 Characteristics</td></tr>
<tr><td>Cleaning Activities</td><td>Yes</td><td>20 Characteristics</td></tr>
</table>
● Then I submit the compliance log information.
</td></tr>
<tr><td>Definition of Done</td><td>
● Unit Tests Passed
● Acceptance Criteria Met
● Code Reviewed
● Functional Tests Passed
● Non-Functional Requirements Met
</td></tr>
</table>

User story name	Team	**User story ID**	EBOS_009
Priority	High Medium Low		
Estimate	Estimated effort to build this user story.		
User story	• **As a** user, • **I want to** view the available members working on today's shift, add my employees initially, overly view all my members across all locations, departments, roles, employee types, & statuses and finally access the employee engagement performance. • **So that** I can access the information about other team members, and provide bonus or incentives to certain employees by viewing performance engagement.		
Acceptance criteria	**Acceptance Criteria 01:** • **Given that** to communicate with my team, • **When** I click on "Team" on the left navigation menu option, I should be redirected to the overview team page		

	❖ There is a heading as “Team” which demonstrates easy access to other team members available in the list. ❖ The system displays a list of other team members currently scheduled to work during my shift in 4 columns. The rows will be dependent on the number of available members. Hence, initially, I can see a section labeled "Today's Shift" with an indication of the total count of available members for my shift. This count dynamically updates based on the actual number of available team members listed under this section. ➢ The team members are represented using a team card, where an individual card displays the following: ■ Profile picture (if user as uploaded one from their side), (if an image is not uploaded, then displays the profile/ account icon) ■ First Name ■ Next row follows: ● Phone icon - once clicked redirected to the phone dial screen with the phone number already displayed. In the web browser, the user must be able to cancel this option. ● Email icon - once clicked redirected to the relevant email in either outlook, google email or depending on what email they have selected. ■ The availability status of each team member is

	clearly indicated, specifying whether they are "Clocked In", or "On Break,". ❖ The system displays a list of team members currently that's not scheduled to work during my shift in 4 columns. The rows will be dependent on the number of unavailable members. Hence, initially, I can see a section labeled "Day Off" with an indication of the total count of available members for my shift. ➢ The team members are represented using a team card, where an individual card displays the following: ■ Profile picture (if user has uploaded one from their side), (if an image is not uploaded, then displays the profile/ account icon). ■ First Name ■ Next row follows: ● Phone icon - once clicked redirected to the phone dial screen with the phone number already displayed. In the web browser, the user must be able to cancel this option. ● Email icon - once clicked redirected to the relevant email in either outlook, google email or depending on what email they have selected. ❖ The system updates the availability status in real-time, reflecting changes as team members start or end their shifts or take breaks according to the time clocked.

	❖ I can easily initiate communication with other team members directly through the system, utilizing features like phone & email redirection. ● **Then** I can access the members working on my shift, members that are on day off, & communicate with them through email, or direct phone. **Acceptance Criteria 02:** ● **Given that** to view the engagement between my assigned employees, ● **When** I click on "Engage" tab on the left navigation menu option under "Team", ❖ I should be redirected to the "Engage" page, where the system updates the availability status in real-time, reflecting on performance. ❖ There is a heading as "Engage" and under this the following functionality is visible. ❖ The following fields can be filtered to affect the relevant performance metrics shown within this screen. ➢ I should be able to select two consecutive dates from a calendar drop down option which will be displayed as MM/DD, "start date" arrow icon "end date", for example: "02/19 → "02/23". ➢ I should be able to select from my multiple locations in a drop down list of the "location" to view the available

	locations. ➢ I should be able to select from the available employees from a drop down list of names to filter the information per employee or select "All" to get the overall performance affecting every member. ■ If one employee is selected, then information relevant to that employee will be displayed. ❖ In the first section, I should be able to view the following key metrics: ■ Most Reliable - display the employee's first name that satisfy the below criterias: ● Highest accurately "clocked in" time compared with allocated shift "start time". These two values must be almost equal (cannot be a difference of more than 10 minutes) within the selected date range. ● Least amount of "total break times" within the selected date range. Must not exceed 12 hours in total for that date range. ● Identify the latest "clocked out" time recorded, which exceeds the allocated shift "end time" by 10 minutes or more. ■ Most Eager - display the employee's first name that satisfy the below criterias: ● Identify the individual who consistently covers shifts for five or more consecutive

	shifts within the selected date range ● Least amount of "total break times" within the selected date range. Must not exceed 12 hours in total for that date range. ● Least amount of leave requests submitted. Must not exceed more than half of what is allocated for each specific leave type. ● Anyone who covers more shifts than allocated. ■ Most Sick Days - display the employee's first name that satisfy the below criterias: ● Most amount of leave requests submitted within the selected date range. Must exceed the allocated leaves for sick leave type. ■ Most Often Late - display the employee's first name that satisfy the below criterias: ● "Clocked in" time being the highest compared to the allocated shift "start time". (if clocked in time exceeds more than 6 minutes) ■ Most Dropped shifts - display the employee's first name that satisfy the below criterias: ● Highest occurrence of not covering their shifts by not clocking in using the time clock functionality.

	❖ Next section is divided into 3 columns as follows: ➢ First section/ column represents the "Avg. Shift Score" : ■ Calculated by using the formula of = total shift scored by employees within the selected range divided by no. of employees that covered for the shifts. ● If the score is within 4.0 - then use smiley face emoji to represent it. ● If the score is below 4.0 - then use sad face emoji to represent it. ■ Represents the previous score as "0.0 Previous" ➢ Under the Average Shift Score, there is a section for "Avg Tenure" ■ To calculate tenure, subtract an employee's (employment) start date from the current date or termination date when the employee has departed and calculate the average for all employees within the selected date range. ➢ In the 2nd column displays the "Most Engage", which shows the: ■ Profile pictures with names ranged first from "Highly Engage" to "Neutral". ■ Most engage is calculated by considering the following criterias: ● Highest accurately "clocked in" time compared with allocated shift "start time".

	These two values must be almost equal (cannot be a difference of more than 10 minutes) within the selected date range. ● Least amount of “total break times” within the selected date range. Must not exceed 12 hours in total for that date range. ➢ In the last column / 3rd column displays the “Least Engage”, which shows the: ■ Profile pictures with names ranged first from “Least Engage” to “Neutral”. ● Least accurately “clocked in” time compared with allocated shift “start time”. These two values are not equal (must be a difference of more than 10 minutes) within the selected date range. ● Most amount of “total break times” within the selected date range. Must exceed 12 hours in total for that date range. ❖ In the final below section represents information about the location as “Location Stats” in 5 columns: ■ Shows the overall “Lates” in numeric value with the previous value for the selected range. ● If selected “All” under location drop down list, then calculated for across all locations. If only selected one location, then calculated for that location’s information

	only. ● Calculated using “Clocked in” time being the highest compared to the allocated shift “start time”. (if clocked in time exceeds more than 6 minutes). ■ Shows the overall “No Shows” in numeric value with the previous value for the selected range. ● If selected “All” under location drop down list, then calculated for across all locations. If only selected one location, then calculated for that location’s information only. ● Total number of uncovered shifts by the employees working in the respective locations or across all locations depending on what is selected. ■ Shows the overall “Sick” in numeric value with the previous value for the selected range. ● If selected “All” under location drop down list, then calculated for across all locations. If only selected one location, then calculated for that location’s information only. ● Total number of sick leaves requested by the employees working in the respective locations or across all locations depending

	on what is selected. ■ Shows the overall “Shift Bids” in numeric value with the previous value for the selected range. ● If selected “All” under location drop down list, then calculated for across all locations. If only selected one location, then calculated for that location’s information only. ● Total shift bids requested by the employees working in the respective locations or across all locations depending on what is selected. ■ Shows the overall “Dropped Shifts” in numeric value with the previous value for the selected range. ● If selected “All” under location drop down list, then calculated for across all locations. If only selected one location, then calculated for that location’s information only. ● Total number of dropped shifts by the employees in the respective locations or across all locations depending on what is selected. ● **Then** I should be able to view the overall engagement metrics

	successfully. **<u>Acceptance Criteria 03:</u>** ● **Given that** to view the available employee information, ● **When** I click on "Employees" tab on the left navigation menu option under "Team", ❖ I should be redirected to the "Employees" page, where the system showcases the available/ added employees information. ❖ There is a heading as "View Employees" and under this the following functionality is visible. ❖ To the right top corner I can access the "Add Employee" button and be able to add an employee to the list/ table. ❖ The following fields can be filtered to affect the relevant employee information shown within this screen. ➢ I should be able to select from my multiple locations in a drop down list of the "location" to view the available locations along with "All Locations" being default. ➢ I should be able to select from the allocated roles for my business from the drop down list along with "All Roles" being the default selection. ➢ I should be able to select from the allocated departments for my business from the drop down list along with "All Departments" being the default selection. ➢ I should be able to select from the available status as

	“Active”, “Inactive” of employees from the drop down list along with “All Statuses” being the default selection. ❖ According to these filtration, the below table will be filtered and displays the employee information in varying rows but fixed 5 columns: ➢ First column shows the employee profile picture with the name as “Employee” ➢ Second column displays the corresponding employee’s job role as “Job Role” that can vary depending on what job roles the manager has on boarded the employees with, for example: ■ Cashier, ■ Manager, ■ Marketing Manager, ■ Sales Assistant ➢ Third column displays the corresponding employee’s allocated department as “Department” that can vary depending on what departments the manager has on boarded the employees with, for example: ■ Sales ■ Finance ■ HR ➢ Fourth column displays the corresponding employee’s allocated location as “Location” that can vary depending on what location the manager has on boarded the

	employees with, for example: ■ London ■ Bristol ■ York ➢ Fifth column displays the corresponding employee’s status as “Status” that can vary depending on the employee’s availability as either “Active” or “Inactive” member. ■ Active member: The employee is considered an active member if they are still employed by the company. ■ Inactive member: The employee is categorized as an inactive member if they have been terminated or if their period of work has expired. ❖ Along with each row has the three dotted settings icon where once clicked, I am able to see a delete option in red and edit option. ■ When I click on the delete option I should receive a toast message to confirm my selection by allowing me to click “Yes” or “No”. The message is as follows: “Would you like to remove this employee's information from the system?” ■ If I click the edit option I should be redirected to the “View Employee” pop-up screen to edit details. ❖ If one of the rows is clicked I should be redirected to the “View Employee” pop-up screen.

	● **Then** I can easily access my employees' information and be able to add employees to the list as well. **Acceptance Criteria 04:** ● **Given that** to edit an existing employee information, ● **When** I click on one of the rows in the table, ❖ I should be redirected to the "View Employee" pop-up screen with a cancel button at the right top corner, where I am able to view the comprehensive information about each employee and amend certain details. ❖ Following fields can be amended/ viewed: ➢ Relevant Employee's, ■ First Name ■ Last Name ■ Email ■ Mobile Number ■ Employee Type - being a drop down list of "Full Time", "Part Time" ■ Location - being a drop down list of multiple locations in the business, if only a single location is available then only that relevant city should be listed. ■ Department - being a drop down list of available departments in the business. ■ Role - being a drop down list of available roles in

the business.

- Wage Type - being a drop down list of available wage types in the business, such as “Hourly”, “Monthly”, or “Weekly”.
- Wage - the amount paid according to the wage type in digits.
- User ID - can be altered by the store manager/owner but must inform the employee via email or in person as this will be used to login into the system
- Password - can be auto generated by the system again once clicked on the field and can amend within.
- Clocking PIN - can be auto generated again by the system once clicked on the field.

Fields	Mandatory	Validations
First Name	Yes	- Minimum 0 to maximum 50 characteristics - Cannot be left empty
Last Name	Yes	- Minimum 0 to maximum 50 characteristics - Cannot be left empty
Email	Yes	Relevant email with @sign

	Mobile Number	Yes	- Maximum number of digits differs from the county code. - Cannot be left empty.
	Wage	Yes	- Minimum 0 digits & Maximum of 50 digits. - Cannot be left empty.
	User ID	Yes (in login screen)	- Can be set as any amount of characters or digits only by the manager. - Should not be empty or contain any spaces or contain any special characters.
	Password	Yes (in login screen)	- Should be a minimum of 4 characters and maximum of 12 characters when auto generated. - Must be at least 4 digits - Should not have spaces or be empty. - Should have the flexibility for the manager to override the characters once generated
	Clocking PIN	Yes (in external clock-in page)	- Should be a minimum of 4 digits and maximum of 6 digits when auto generated. - Must be at least 4 digits.

- There is a “Cancel” button where once clicked any amended details should not be saved and be returned back to the previous screen.
- There is a “Edit Details” button next to this button, where once clicked I should be able to amend details and this button should dynamically change to “Save” button so that I can save the details and be redirected to the previous screen.

- **Then** I should be able to successfully edit details and save these by submitting to the system.

Acceptance Criteria 05:

- **Given that** to add employee information,
- **When** I click on “Add Employee” button on the top of the view employee screen,
  - I should be redirected to the “Add Employee” pop-up screen with a cancel button at the right top corner, where I am able to add the comprehensive information about each employee.
  - Following fields can be added:
    - Relevant Employee’s,
      - First Name
      - Last Name
      - Email

	■ Mobile Number ■ Employee Type - being a drop down list of “Full Time”, “Part Time” ■ Location - being a drop down list of multiple locations in the business, if only a single location is available then only that relevant city should be listed. ■ Department - being a drop down list of available departments in the business. ■ Role - being a drop down list of available roles in the business. ■ Wage Type - being a drop down list of available wage types in the business, such as “Hourly”, “Monthly”, or “Weekly”. ■ Wage - the amount paid according to the wage type in digits. ■ User ID - can be altered by the store manager/owner but must inform the employee via email or in person as this will be used to login into the system ■ Password - can be auto generated by the system again once clicked on the field and can amend within. ■ Clocking PIN - can be auto generated again by the system once clicked on the field.

Fields	Mandatory	Validations
First Name	Yes	- Minimum 0 to maximum 50 characteristics - Cannot be left empty
Last Name	Yes	- Minimum 0 to maximum 50 characteristics - Cannot be left empty
Email	Yes	Relevant email with @sign
Mobile Number	Yes	- Maximum number of digits differs from the county code. - Cannot be left empty.
Wage	Yes	- Minimum 0 digits & Maximum of 50 digits. - Cannot be left empty.
User ID	Yes (in login screen)	- Can be set as any amount of characters or digits only by the manager. - Should not be empty or contain any spaces or contain any special characters.
Password	Yes (in login screen)	- Should be a minimum of 4 characters and maximum of 12 characters when auto generated. - Must be at least 4 digits

		- Should not have spaces or be empty. - Should have the flexibility for the manager to override the characters once generated
Clocking PIN	Yes (in external clock-in page)	- Should be a minimum of 4 digits and maximum of 6 digits when auto generated. - Must be at least 4 digits.

- ❖ There is a “Cancel” button where once clicked any details should not be saved and be returned back to the previous screen.
- ❖ There is a “Add Employee” button next to this button, where once clicked I should be able to add the employee details so that I can save the details and be redirected to the previous screen.

- **Then** I should be able to successfully add employees and save these by submitting to the system.

Definition of Done	• **Unit Tests Passed** • **Acceptance Criteria Met** • **Code Reviewed** • **Functional Tests Passed** • **Non-Functional Requirements Met**

User story name	Work Schedule	**User story ID**	EBOS_009
Priority	High Medium Low		

Estimate	Estimated effort to build this user story.
User story	● **As a** staff member, ● **I want** the ability to access my work schedule conveniently through the app, ● **So that** I can easily view shift details, including start/end times, break schedules, and days off, and stay informed about any changes or adjustments communicated through the app.
Acceptance criteria	**<u>Acceptance Criteria01:</u>** ● **Given that** after I log into the app ● **When I** navigate to the "Work Schedule" section within the app. ❖ The app displays my upcoming work schedule, including shift details such as start and end times, break schedules, and days off. ❖ I have the option to view my schedule for different weeks or months, allowing for a comprehensive overview. ❖ The app notifies me of any changes to my schedule, such as shift swaps or adjustments, through push notifications or in-app alerts. ❖ I can view detailed information about the changes, including the modified shift details and the staff member involved in the swap or adjustment. ❖ If there are any discrepancies or concerns regarding the

	schedule, I can initiate communication with the relevant team members or management directly through the app. ❖ The schedule information is securely stored and accessible only to authorized staff members, ensuring privacy and compliance with company policies. ● **Then** only I can manage the tasks that are assigned to me in work schedule function.
Definition of Done	● **Unit Tests Passed** ● **Acceptance Criteria Met** ● **Code Reviewed** ● **Functional Tests Passed** ● **Non-Functional Requirements Met**

User story name	Communication	**User story ID**	EBOS_010
Priority	High Medium		

	Low
Estimate	Estimated effort to build this user story.
User story	● **As a** staff member , ● **I want** a communication feature within the app to facilitate seamless interaction with managers and staff, ● **So that** I can efficiently convey information, seek clarification, and stay informed about important updates.
Acceptance criteria	**<u>Acceptance Criteria01:</u>** ● **Given that** after logging into the app using my credentials. ● **When I** click on "Communication" section on the app prominently displays, ❖ I can view a list of managers or relevant team members available for communication. ❖ I have the option to initiate a new conversation with a specific manager or team member by selecting their profile from the list. ❖ The app supports both text and multimedia communication, allowing for the exchange of messages, images, and other relevant files. ❖ I receive real-time notifications for new messages, ensuring that I am promptly informed about any updates or responses. ❖ The app maintains a history of communication threads, allowing me to refer back to previous conversations for context and

	record-keeping. ❖ I can use the app to seek clarification on tasks, report issues, or request information from managers. ❖ The communication feature is secure, protecting sensitive information and adhering to privacy policies. ● **Then** only I can manage proper communication through the app.
Definition of Done	● **Unit Tests Passed** ● **Acceptance Criteria Met** ● **Code Reviewed** ● **Functional Tests Passed** ● **Non-Functional Requirements Met**

User story name	News and Feed	**User story ID**	EBOS_011
Priority	High Medium Low		
Estimate	Estimated effort to build this user story.		
User story	• **As a** staff member • **I want** the ability to access updates and news through the app, and to interact with content by liking, commenting, and sharing posts • **So that** I can stay informed about important information, engage with updates, and foster a sense of community within the workplace.		
Acceptance criteria	**Acceptance Criteria01:** • **Given that** to check news and feed • **When** I click on news and feed ❖ The app features a dedicated section, such as "News and Updates," within the main navigation.		

	❖ The app displays a feed of relevant updates and news posts from the store management. ❖ Each post includes details such as the author, date of publication, and the content of the update or news. ❖ I can engage with posts by liking them to express approval or acknowledgment. ❖ I have the option to comment on posts, allowing me to provide feedback, ask questions, or contribute to discussions. ❖ The app supports sharing posts with other staff members, fostering communication and collaboration. ❖ The platform notifies me in real-time about new posts, comments, or interactions within the News and Updates section. ❖ I can filter or sort posts based on different categories or topics for easier navigation. ❖ The app maintains a history of posts and interactions, allowing me to review past updates and discussions. ● **Then** I can successfully check the news and feeds that are published.
Definition of Done	● **Unit Tests Passed** ● **Acceptance Criteria Met** ● **Code Reviewed** ● **Functional Tests Passed** ● **Non-Functional Requirements Met**

User story name	Leave Management	**User story ID**	EBOS_012
Priority	High Medium Low		
Estimate	Estimated effort to build this user story.		
User story	• **As a** staff member, • **I want** to be able to manage my leaves effectively, • **So that** I can check available holidays, request leaves, and view leave summaries.		
Acceptance criteria	**<u>Acceptance Criteria01:</u>** • **Given that** I am logged into my system, • **When** I navigate to the 'Leave Management' section, ❖ I should be redirected to the "Leave Summary" screen, with two clickable tabs on the top as "Leave Summary" & "Leave Requests"		

	❖ Once the “Leave Summary” tab is clicked, I should be able to view the heading at the top as “Leave Summary”. ❖ There is a drop down list of my first name to select and filter the information with. ➢ Remember that you can only select your first name from the drop-down list, as it is the only name listed. ❖ Next to this drop down list there is a drop down list to select the year from & filter the details. ■ Year is available from the start year of the company to the recent/ current year. ❖ There is a section to view the overall leave type information in 2 columns with varying rows. ➢ First column has the name of the leave type as “Holiday Entitlements” divided into 1 row x 3 grid as follows: ■ Display the value of “Total Leaves” - states the total number of allocated leaves for this leave type ■ Display the value of “Taken Leaves” - states the total number of already used leaves for this leave type by me. ■ Display the value of “Available Leaves” - states the total number of available leaves / pending for this leave type. ➢ Second column has the name of the leave type as “Sick Leave” divided into 1 row x 3 grid as follows: ■ Display the value of “Total Leaves” - states the total number of allocated leaves for this leave type

	■ Display the value of "Taken Leaves" - states the total number of already used leaves for this leave type by me. ● If the taken leaves have exceeded the allocated total leaves then the number should appear in red. ■ Display the value of "Available Leaves" - states the total number of available leaves / pending for this leave type. ➢ If there is another type of leave then that information will be displayed in the second row first column and continue likewise. ❖ Next, the leave summary for the selected year will be displayed as follows for the selected employee name (only my name is available from the drop down menu) in 9 columns. ➢ First column as "Staff Name" - displays the full name of the employee as "First name + Last name" ➢ Second column as "Leave Type" - displays the type of leave requested by the corresponding employee, for example, Sick Leave, Holiday Leave, Maternity Leave, or Career Leave. ➢ Third column as "Leave Start Date" - displays the start date in DD/MM/YYYY format as acquired by the user. ➢ Fourth column as "Leave End Date" - displays the end date in DD/MM/YYYY format as acquired by the user.

	➢ Fifth column as “Total Leave Days” - displays the difference in the number of days from start date to end date. ➢ Sixth column as “Staff Comments” - displays any remarks that were submitted by me when the request was made. ➢ Seventh column as “Manager Name” - displays the full name of the approver as “First name + Last name” ➢ Eighth column as “Status” - displays the status of the leave request as either: ■ Approved, ■ Rejected, or ■ In Progress. ➢ Final column as “Approver Comments” - displays any comments made by the approver while approving or rejecting the request. ● **Then** I can view my leave history and the status of my current leave requests. **<u>Acceptance Criteria02:</u>** ● **Given that** I want to apply for leave requests, ● **When** I navigate to the “Leave Request” screen from either the tab or left menu navigation bar, ❖ Upon selection, you will be directed to the "Leave Request" screen. Here, you can submit leave requests and view a detailed pie chart presenting information about your

	selected leave type, including used leaves, pending leaves, and remaining balance leaves. ❖ Below on the left side, there is a 2 X 2 grid to fill the following fields: ■ Year - A drop down list to select the year I want to apply for. In default the current year will already be selected. ■ Leave Type - Able to select from a drop down list of the allocated and available leave types such as ● Holiday Leave ● Sick Leave ● Maternity Leave ● Career Leave Note: Here, once a leave type is selected the pie chart will dynamically change to represent the comprehensive information about the leave type. ■ Start Date - A calendar option to select the start date and display in the format of DD/MM/YYYY. ■ End Date - A calendar option to select the end date and display in the format of DD/MM/YYYY. ❖ Then I will be able to submit any comments or remarks inside the comment block to state why I request this leave on this particular day/ days.

Fields	Mandatory	Validations
Comments	No	Minimum 0 and Maximum 600 characteristics.

- ❖ Right next to this section there is a pie chart representing the below details as:
  - ➢ The dynamic pie chart adjusts based on the selected leave type. In the center, it shows the total allocated leaves for that specific type. The chart is color-coded: green represents the balance/total available leaves, gray represents used leaves, and orange indicates pending leaves.
    - ■ Below this chart, there is are three color coded boxes representing:
      - ● Gray - Numeric number of the total “Used” leaves for the selected leave type
      - ● Orange - Numeric number of the total “Pending” leaves for the selected leave type
      - ● Green - Numeric number of the total “Balance” leaves meaning available leaves for the selected leave type
- ❖ There is a “Cancel” button where once clicked any amended details should not be saved and be returned back to the previous screen which is the leave summary screen.

	❖ There is a "Request Leave" button next to this button, where once clicked I should be able to send the request details to the relevant approver while saving my submitted details. ❖ Once I submit a leave request, real-time notifications should be enabled to alert store managers promptly about the leave request made by the particular employee and must appear under the "New Requests" tab/ screen for the manager to approve / deny. These notifications should be visible within the app under notification bell and sent as push notifications. ● **Then** I can successfully submit leave requests and get them approved or rejected.
Definition of Done	● **Unit Tests Passed** ● **Acceptance Criteria Met** ● **Code Reviewed** ● **Functional Tests Passed** ● **Non-Functional Requirements Met**

User story name	Training & Resources Management	**User story ID**	EBOS_013
Priority	High Medium Low		
Estimate	Estimated effort to build this user story.		
User story	• **As a** staff member • **I want** to efficiently manage my training and resources, engage with training plans assigned by managers. • **So that I can** access to guidelines, videos, and training-related materials provided		
Acceptance criteria	**Acceptance Criteria01:** • **Given that** I am logged into the staff portal and have access to the training and resources section. • **When** I click on Training and Resources, ❖ I can view a list of training plans assigned to me by my manager.		

	❖ For each training plan, I can see details such as the training program name, description, and due date. ❖ I have the ability to mark my progress on each training program with status indicators like 'Done,' 'In Progress,' or 'On Hold.' ❖ The system should provide a clear overview of my completed, ongoing, and pending training programs. ❖ I can access guidelines, videos, and additional resources related to each training program provided by the store admin. ❖ If needed, I can request support or clarification on any training-related tasks. ● **Then** I can complete the task that are assigned to me in Training and Resources.
Definition of Done	● **Unit Tests Passed** ● **Acceptance Criteria Met** ● **Code Reviewed** ● **Functional Tests Passed** ● **Non-Functional Requirements Met**

3.3 Non-Functional Requirements

3.3.1 Performance

The Ebos application should offer a seamless user experience by ensuring fast loading times and minimal latency. It should efficiently handle a large influx of concurrent users without experiencing significant performance degradation. To optimize efficiency, database queries for inventory management, finance management, HR & skills management operations should be finely tuned for swift retrieval.

These performance-related non-functional requirements are crucial to maintaining a responsive and efficient system that can swiftly serve user requests, regardless of the user load. By prioritizing speed and scalability, the inventory web/ tablet can provide a smooth and uninterrupted experience, enhancing user satisfaction and productivity.

3.3.2 Reliability

The Ebos application must maintain a high level of uptime and availability, ensuring minimal downtime and service interruptions. It should incorporate robust error handling and recovery mechanisms to gracefully handle unexpected errors or system failures, providing a seamless user experience.

Regular system backups should be performed to safeguard against data loss, ensuring the integrity and reliability of the inventory information. These measures contribute to the overall stability and dependability of the application, allowing administrators and staff to access and manage inventory, finance and operations without disruptions.

3.3.3 Availability

It ensures the system is accessible and operational for users. The application should be consistently available for managers and staff, allowing users to access it at any time without significant downtime. High availability is essential to prevent disruptions in inventory management and to ensure a smooth user experience.

The system should be designed with redundancy and failover mechanisms to minimize downtime in case of server failures or maintenance activities. Regular monitoring and proactive measures should be implemented to detect and resolve any performance issues promptly. A robust backup and disaster recovery strategy should be in place to safeguard against data loss and enable quick restoration in the event of a catastrophic failure.

3.3.4 Security

To ensure the security of sensitive inventory information, the application must implement a login feature. This feature will restrict access to authorized users, preventing unauthorized access to critical data. Robust security measures, including encryption, should be employed to protect the integrity and confidentiality of inventory data, finance, sales & payouts data.

Regular data backups and disaster recovery plans should be in place to mitigate the risk of data loss and ensure data availability in case of unforeseen events. By implementing these security measures, the application can maintain the trust of users and safeguard the sensitive information it handles.

3.3.5 Maintainability

The Ebos application should be designed with maintainability in mind, making it easy for developers to understand and modify the codebase. It should follow coding best practices, use a modular and well-structured architecture, and have clear documentation to support future maintenance tasks.

3.3.6 Portability

The Ebos application should be portable, allowing it to be deployed across different environments and platforms without significant modifications. It should be built using technologies and frameworks that are platform-independent, ensuring compatibility with various operating systems, web servers, and databases.

3.3.7 Scalability

The system should be designed to scale seamlessly, accommodating an increasing number of partners, and transactions without compromising performance. This is crucial for maintaining a smooth payment process between super admins, & during periods of increased performance in stores such as day / shift based operations in inventory, finance, HR, payment and compliance management.

DELETE IN SUPPLIER

- Delete icon - to delete an existing supplier where if the delete icon is clicked I should receive a pop up message to confirm my action as “Are you sure you want to delete this?” with a “Delete” button to confirm the action and a “Cancel” button to prevent this action.

- Once the settings icon is clicked in the expense row, I should be redirected to the “Suppliers Settings” page which follows the below functionality:
    - Firstly there is a “Add New” button which is used to add a supplier category and create its associated checklist page.
    - Upon clicking this button, a dropdown box appears with a field to enter the expense name and an upload icon. Additionally, there are fields that can be toggled on or off to be included in the checklist for that specific supplier category.
    - There is a section with a heading as “Suppliers” which is demonstrated by a table to showcase the available/ existing supplier information
        - The table consists of:
            - The expense name - which lists down the existing supplier names
            - Icon - which lists down the corresponding icon that was uploaded
            - Actions - that can be performed on each supplier which are,
                - Toggle button - to enable or disable the whole category
                - Eye icon - to view more details

associated with each category where once clicked should be redirected to the view more page

- Edit icon - to edit the existing supplier information where once clicked should be redirected to the edit page

- Delete icon - to delete an existing supplier where if the delete icon is clicked I should receive a pop up message to confirm my action as “Are you sure you want to delete this supplier?” with a “Delete” button to confirm the action and a “Cancel” button to prevent this action.
- Users can enable the checkbox to appear under the checklist to tick for as “I hereby confirm that all entered data is accurate and correct to the best of my knowledge. I understand that once I submit this information, it cannot be undone or modified.”
- Towards the end of the form, there is a checkbox labeled "Make this primary checklist." When checked, the selected fields will serve as the default checklist for other supplier categories. However, users can further customize this accordingly when adding a new supplier.

Bank Details	Should provide fields for: • **Bank Name -** Minimum 0 and maximum of 24 characters • **Account Name -** Minimum 0 and maximum of 32 characters • **Account Number -** Minimum 0 and maximum of 8 digits • **Sort-Code -** Minimum 0 and maximum of 6 digits • **IBAN -** Minimum 0 and maximum of 22 characters	Mandatory field if payment is selected as “Paid”

❖ SCRATCH CARD

Acceptance Criteria 01:

- **Given that** to declare how the scratch cards will look like for the staff to enter the inputs
- **When** I click on “Scratch Card Settings”, I should be able redirect to the screen where,
  - ❖ I can manually create the scratch card configuration for opening & closing for the scratch card where at the top of the page there is a heading as “Scratch Card Display Configuration" with a cancel icon.

- After this, there is a section to configure the table format which is as below:
  - Store - a drop down list of the available stores
    - should list down all the available store locations/ names with the option of “All” to view all of the store’s transactions.
    - By default it will be set to “All”.
  - Columns - a drop down list of
    - 1
    - 2
    - 3
    - 4
    - On the side it should show the range as “1-4” minimum value being 1 and maximum value being 4.
  - Rows - a drop down list of
    - 1
    - 2
    - 3
    - 4
    - 5
    - 6
    - 7
    - 8
    - 9
    - 10
    - On the side it should show the range as “1-10” minimum value being 1 and maximum value being 10.
- Hence the table will be displayed in terms of rows * columns.

- Hence in total there will be 40 grids for the maximum rows (10) and columns (4).
- There is a button called “Choose Track” where once clicked the table will be formatted according to the rows and columns inputted where the columns will be defined from left to right.
- With each column there is a space to define the associated column name
- Once the table is formatted the user can add the relevant fields for the table where in the next section this will be defined as:
  - Game Name : is a drop down list of
    - List down all the game names available in the stock as of right now.
    - The game names will appear as how it was updated during stock management.
  - Box Number : is a drop down list of
    - List down all the box numbers available in the stock as of right now.
    - The box numbers will appear as how it was updated during stock management.
  - Status : with a toggle
    - Be able to enable and disable this configuration for the particular row and column.
- There is a button called “Save Configuration” where once clicked the particular configuration will be saved in the corresponding columns.
- As mentioned above, the numbering of the table follows from left to right with a space in between each column to indicate the particular name. So when a configuration is made for example, game name as “Game 7” and box number as “10”, then the particular grid 10 is where the box number will be represented and inside the empty column next to it will indicate the

game name as.

- ❖ Each grid is able to perform the following actions:
  - ■ Minus icon - can delete the grid and its corresponding column
  - ■ Edit icon - can edit the columns with the game name.
- **Then** I can save the configuration and have this be displayed in the staff portal accordingly.

Acceptance Criteria 02:

- **Given that** to add attributes
- **When** I click on “Add icon”,
  - ❖ Clicking the "Add" action icon in the table redirects you to the appropriate screen for the selected classification name. For instance, clicking the "Add" button next to "Sales Declaration" allows you to enable or disable subcategories using a toggle. Additionally, after each subcategory name, there is an "Add Attributes" button to create the necessary scratch card checklists.
  - ❖ When the "Add Attributes" button is clicked, you are redirected to a screen where the name dynamically updates based on the subcategory name. For example, if "Opening Declaration" was selected, the screen would display "Scratch Card Opening Declaration" with a cancel icon in the top right corner.
  - ❖ In this predefined form screen, I will be able to create the necessary fields for the categorization.
- **Then** I activate the necessary fields for the associated categorization in scratch cards.

<u>Acceptance Criteria 03:</u>

- **Given that** to create/activate the form fields for each categorization,
- **When** I click on the “Add attributes” button,
    - ❖ There should be a 1 x 4 grid option with a toggle button to be enabled or disabled,
        - ■ “Shift” drop down
            - In default, the toggle will be enabled
            - When the dropdown menu is clicked, I will be able to select multiple options that I want to be available for the shift.
            - The drop down should contain,
                - ◆ Morning Shift
                - ◆ Evening Shift
            - And initially both should be selected.
        - ■ “Till” drop down
            - In default, the toggle will be disabled
            - When the dropdown menu is clicked, I will be able to select multiple options that I want to be available for the tills.
            - The drop down should contain,
                - ◆ POS 1
                - ◆ POS 2
                - ◆ POS 3
                - ◆ POS 4
                - ◆ All POS
            - And initially all should be selected and the user can edit however they prefer.

- "Closing At" drop down
  - In default, the toggle will be disabled
  - When the dropdown menu is clicked, I will be able to select multiple options that I want to be available for the closing options.
  - The drop down should contain,
    - Shift End
    - Day End
  - And initially all should be selected and the user can edit however they prefer.
- Search bar
  - In default, the toggle will be disabled
  - When the search bar is enabled, the user can be able to search any keywords / substrings accordingly.

❖ Then I should be able to "Select Attributes for the Table" where this will be enabled as default.

➢ In this section, you can choose the fields that should appear as columns in the table. Each field has an adjacent toggle button, allowing you to enable or disable it for the table.

➢ Following are the fields and each validation for the field,

Fields	Validation	Mandatory
Box No	**Short text** - Minimum of 2 characters and maximum of 8 characters	At default the toggle option is enabled

	- Cannot be left empty or contain any empty spaces	
Image	**Upload Image** - Allows the upload of formats in *.jpeg, *.jpg, *.png.	At default the toggle option is enabled
Price	**Short text** - Minimum of 2 characters and maximum of 8 characters - Cannot be left empty or contain any empty spaces	At default the toggle option is enabled
Game Name	**Description** - Minimum of 12 characters and maximum of 32 characters - Cannot be left empty	At default the toggle option is disabled
Stock	**Description** - Minimum of 12 characters and maximum of 32 characters - Cannot be left empty	At default the toggle option is disabled
Qty	**Number** - Minimum of 1 digit and no maximum range - Cannot be left empty or contain any empty spaces	At default the toggle option is disabled

Closing Card No	Should contain a dotted placeholder **Number** - Minimum of 1 digit and no maximum range - Cannot be left empty or contain any empty spaces	At default the toggle option is enabled
Opening Card No	Should contain a dotted placeholder **Number** - Minimum of 1 digit and no maximum range - Cannot be left empty or contain any empty spaces	At default the toggle option is enabled

- After selecting the attributes for the table, the "Table Details" section below will display the columns and fields. If the toggle button next to “Table details” is enabled, the user can add rows, delete rows and edit the table details to be displayed, where initially 3 rows will be present.
- If the toggle is disabled then only the columns will appear and the table will be automatically filled by the system due to a search criteria.
- For example, as the columns will be as follows due to the effect of enabling the toggle buttons,
    - Box No
    - Image - should be able to see the “upload icon” and once clicked I should be able to be open my local storage and upload an image in the format of *.jpeg, *.jpg, *.png.
    - Price

- Closing Card No - Should contain a dotted placeholder for the system to automatically display the digit or for the staff to enter the value, depending on the declaration where in the opening declaration the system will automatically display the closing no.
- Opening Card No - Should contain a dotted placeholder for the system to automatically display the digit or for the staff to enter the value where in the closing declaration the system will automatically display the opening no.

❖ Then, a "More Attributes" section will be available. At default the toggle will be disabled, but if the toggle option next to it is enabled, the user can select additional attributes to be displayed as fields for the declaration. These fields will not appear within a table but as normal fields for the user to enter.

➢ Following are the fields and each field has an adjacent toggle button, allowing you to enable or disable it to be displayed for the user,

Fields	Validation	Mandatory
Scan Barcode	Represented with a scan icon **Scan** - Should open up the camera option once the icon is clicked	At default the toggle option is enabled
Date & Time	Represented by two fields, the first featuring a date field accompanied by a calendar icon, and the second presenting a time field with a clock icon.	At default the toggle option is enabled

	Calendar icon - Should open the calendar to choose a date **Clock icon** - Should open the clock to choose a time	
Game Name	**Description** - Minimum of 12 characters and maximum of 32 characters - Cannot be left empty	At default the toggle option is enabled
Game Number	**Short text** - Minimum of 2 characters and maximum of 8 characters - Cannot be left empty or contain any empty spaces	At default the toggle option is enabled
Game Top Price	**Short text** - Minimum of 2 characters and maximum of 8 characters - Cannot be left empty or contain any empty spaces	At default the toggle option is enabled
Card Price	**Short text** - Minimum of 2 characters and maximum of 8 characters	At default the toggle option is enabled

	- Cannot be left empty or contain any empty spaces	
Stock Quantity	**Number** - Minimum of 1 digit and no maximum range - Cannot be left empty or contain any empty spaces	At default the toggle option is enabled
Cards Per Bundle	**Number** - Minimum of 1 digit and no maximum range - Cannot be left empty or contain any empty spaces	At default the toggle option is enabled
Add Image	**Upload Image** - Allows the upload of formats in *.jpeg, *.jpg, *.png.	At default the toggle option is enabled

- Users can enable the checkbox to appear under the form to tick for “I hereby confirm that all entered data is accurate and correct to the best of my knowledge. I understand that once I submit this information, it cannot be undone or modified.”
- Towards the end of the form, there is a checkbox labeled "Make this primary checklist." When checked, the selected fields will serve as the default checklist for other subcategories within the classification. However, users can further customize this by clicking the "Add Attributes" button next to each subcategory and adjust accordingly.
- At the end there is a “Confirm” button to save the changes and a “Cancel”

button to cancel the changes and return back to the previous screen. • **Then** I can successfully activate the necessary fields for the form accordingly after clicking the “Confirm” button.
• **Unit Tests Passed** • **Acceptance Criteria Met** • **Code Reviewed** • **Functional Tests Passed** • **Non-Functional Requirements Met**