

Business Requirement Document (BRD)

Escort Guard Attendance Solution

1. Objective

The objective of this requirement is to provide a simplified attendance mechanism for **Escort Guards**, where normal guard attendance validations will not be applicable.

The system will identify an Escort Guard based on the designation containing the word "**Escort**" and apply specific attendance rules.

2. Escort Guard Identification

The system will identify the guard as an **Escort Guard** if the guard's designation contains the word:

"Escort"

Examples:

Designation	Attendance Type
Escort Guard	Escort
Security Guard – Escort	Escort
Escort Supervisor	Escort
Security Guard	Normal
Guard	Normal

For all non-Escort designations, the existing attendance validation process will remain unchanged.

3. Escort Attendance Business Rules

3.1 Normal Attendance Validation

For an Escort Guard, the system will **not apply the normal guard attendance validation rules**.

Escort attendance will follow the special rules defined in this BRD.

3.2 Same Site and Same Shift

An Escort Guard can mark attendance at a site even if same guard's attendance has already been marked for the **same site, same shift and same date**.

Example:

- Site: ABC Site
- Shift: Morning
- Date: 11-Sep-2026
- Normal Guard Attendance: Already marked
- Escort Guard Attendance: **Allowed**

Therefore, the existence of another guard's attendance must not prevent Escort attendance.

3.3 Same Site and Different Shift

An Escort Guard **cannot mark another Escort attendance at the same site on the same date**, even if the shift is different.

Example:

Date	Site	Shift	Result
11-Sep-2026	Site A	Morning	Allowed
11-Sep-2026	Site A	Evening	Not Allowed

3.4 Different Site on Same Date

An Escort Guard can mark attendance at **another site on the same date**.

The shift can be the same or different.

Example:

Date	Site	Shift	Result
11-Sep-2026	Site A	Morning	Allowed
11-Sep-2026	Site B	Morning	Allowed
11-Sep-2026	Site C	Evening	Allowed

Therefore, multiple Escort attendances can exist for the same Guard on the same date, **provided each attendance is for a different site**.

4. Duplicate Attendance Rule

The system must prevent duplicate Escort attendance based on:

Guard ID + Site ID + Date

Duplicate Rule

If an Escort attendance already exists for the same:

- Guard
- Site
- Date

then the system must reject any subsequent Escort attendance for that site on that date.

Shift should NOT be considered in the duplicate validation.

Example

First attendance:

- Guard: Escort Guard A
- Site: Site A
- Date: 11-Sep-2026
- Shift: Morning

Second attempt:

- Guard: Escort Guard A
- Site: Site A
- Date: 11-Sep-2026
- Shift: Evening

Result: NOT ALLOWED

Suggested message:

Escort attendance has already been marked for this site today.

5. Punch-In Time

For Escort attendance, the **Punch-In time will always be the actual system date and time when attendance is marked.**

Example:

Guard marks attendance at:

11-Sep-2026 10:35 AM

System records:

Punch-In = 10:35 AM

The user should not manually enter the Punch-In time.

6. Automatic Punch-Out

The system will automatically generate Punch-Out time **2 hours after the actual Punch-In time**.

Formula

Punch-Out = Punch-In + 2 Hours

Examples:

Actual Punch-In Automatic Punch-Out

10:00 AM	12:00 PM
10:35 AM	12:35 PM
02:15 PM	04:15 PM
10:45 PM	12:45 AM next day

No separate Punch-Out action will be required from the Escort Guard.

7. Attendance Record

For every successful Escort attendance, the system should record:

- Guard ID
 - Guard Name
 - Designation
 - Site ID
 - Site Name
 - Shift
 - Attendance Date
 - Punch-In Time
 - Punch-Out Time
 - Attendance Type = **E**
 - Attendance Status = **Present**
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8. Process Flow

Step 1 – Guard Login

Guard logs into the attendance application.

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Step 2 – Identify Designation

System retrieves the guard's designation.

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Step 3 – Escort Check

System checks whether the designation contains "**Escort**".

YES → Escort Attendance Logic

NO → Existing Normal Attendance Logic

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Step 4 – Site Selection

Guard selects/gets the applicable site.

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Step 5 – Duplicate Check

System performs the duplicate attendance validation as defined in the Business Rules.

Step 6 – Punch-In

System captures the actual current date/time.

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Step 7 – Automatic Punch-Out

System calculates:

Punch-Out = Punch-In + 2 Hours

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Step 8 – Save Attendance

Attendance is successfully saved.

9. Business Rule Summary

#	Business Rule	Requirement
1	Escort Identification	Designation contains "Escort"
2	Normal Validation	Not applicable to Escort attendance
3	Existing Guard Attendance	Does not restrict Escort attendance
4	Same Site + Same Shift + Same Date	Allowed if no Escort attendance exists

5	Same Site + Different Shift + Same Date	Not Allowed if Escort attendance already exists
6	Different Site + Same Date	Allowed
7	Different Site + Different Shift + Same Date	Allowed
8	Same Site + Same Date	Only one Escort attendance allowed
9	Duplicate Check	Guard + Site + Date
10	Shift in Duplicate Check	Not considered
11	Punch-In	Actual system time
12	Punch-Out	Automatically Punch-In + 2 hours
13	Manual Punch-Out	Not required
14	Attendance Status	Present
15	Attendance Type	E

10. Key Examples

Scenario 1 – Normal Guard Already Present

Site A | Morning | 11-Sep

Normal guard attendance already exists.

Escort Guard attempts to mark attendance.

Result: ALLOWED

Scenario 2 – Same Site, Same Shift

Escort Guard has not previously marked attendance at Site A.

He marks Escort attendance at Site A – Morning.

Result: ALLOWED

Scenario 3 – Same Site, Different Shift

Escort Guard already marked attendance at Site A – Morning.

He attempts to mark attendance at Site A – Evening.

Result: NOT ALLOWED

Reason:

Escort attendance already exists for this site today.

Scenario 4 – Different Site, Same Shift

Escort Guard marked attendance at Site A – Morning.

He attempts to mark attendance at Site B – Morning.

Result: ALLOWED

Scenario 5 – Different Site, Different Shift

Escort Guard marked attendance at Site A – Morning.

He attempts to mark attendance at Site B – Evening.

Result: ALLOWED

Scenario 6 – Automatic Punch-Out

Escort Guard marks attendance at:

10:30 AM

System automatically records:

Punch-In: 10:30 AM

Punch-Out: 12:30 PM

11. System-Level Logic

The proposed logic should be:

IF Designation contains "Escort"

THEN

Apply Escort Attendance Rules

Check whether Escort Attendance exists

for the same Guard + Site + Date

IF attendance exists

THEN

Reject attendance

Show:

"Escort attendance has already been marked
for this site today."

ELSE

Allow attendance

Punch-In = Current Date/Time

Punch-Out = Punch-In + 2 Hours

Attendance Type = E

Attendance Status = Present

Save Attendance

END IF

ELSE

Apply Existing Normal Guard Attendance Rules

END IF

12. Acceptance Criteria

The solution will be considered successfully implemented when:

1. System identifies Escort Guards based on designation containing "Escort".
2. Existing attendance of another guard does not restrict Escort attendance.

3. Escort attendance can be marked at the same site and same shift if no Escort attendance exists for that site/date.
4. A second Escort attendance at the same site on the same date is rejected.
5. The shift does not affect the duplicate validation.
6. Escort attendance can be marked at different sites on the same date.
7. Different shifts at different sites are allowed.
8. Actual system time is captured as Punch-In.
9. Punch-Out is automatically generated exactly 2 hours after Punch-In.
10. No manual Punch-Out is required.
11. Attendance is recorded as **Escort Attendance**.
12. Existing attendance logic for non-Escort guards remains unchanged.
13. Appropriate error message is displayed when duplicate Escort attendance is attempted.

The most important rule for the development team is: Shift is completely ignored while checking duplicate Escort attendance. The only restriction is **one Escort attendance per Guard + Site + Date**.