

Administrator:

View who is currently clocked in.

Manage individual employees

- The employee page just shows employees with maybe some data about them

- Click on an employee and see their work log and their schedule

 - Can organize entries by month and week

 - Can edit entries

 - Can delete entries

 - Can add new entries

 - Can assign projects to employees

 - Can change their work schedule

 - Add work entries

 - Remove work entries

 - Edit work entries

 - The employee can view these on their account

Manage projects

- This page shows the projects and some data about them

- This page also allows you to add, delete, and edit projects (delete should have recovery)

 - Clicking on a project shows all of the time entries for that project

 - You can edit entries here in the same way as normal

 - You can add manager accounts to the projects

 - These managers get full access to the project

Manage managers

- Admins can create manager accounts for free

- Assign employees under managers

- Assign projects under managers

Manager:

Can manage all of the employees assigned to them in exactly the same way as admins

- Manage time logs

- Manage schedules

- Manage projects

Can manage all of the projects assigned to them in exactly the same way as admins

Employee:

Front page has a clock that allows clock in, clock out, and take a break

- Take a break: should breaks be a set amount of time?

Employees can submit requests to their admins and managers for a schedule change

- They have a simple form

- Fill in date and time they want to change

- Propose new date and time

- Description field

- Managers/admins get this form and can use it to change the schedule

Should there be an internal notification system?
Like work ticket management where they can flag the request as processed

Work Schedule Notes:

Is a calendar

Admins and managers can add, remove, and delete time entries

The corresponding employee can see their own schedule

Schedule entries have data fields

- Date

- Start time

- End time

- Project

- Location

- Description

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Work Entry Notes:

General Notes:

Nothing should ever actually be deleted

- All data should be kept in the database. Maybe have flags for “deleted”, but data can always be recovered

We'll want a clock in phone app

- Will simply allow people to:

 - Clock in and out, take breaks

 - View their schedule

 - Submit schedule change requests

Admins may want the option to manage authority levels of managers

- Make it so that managers can or can't add employees to their projects

- Make it so that managers can or can't edit employee time logs

- Make it so that managers can or can't edit employee schedules

- Make it so that managers can or can't edit projects

- Etc.

- Probably not a high priority

Data Notes:

Should timecard entries include location?

TSheets has GPS data stuff. We should probably include that for the app

When you view a time or when manually adding a time entry, offer a notes field