**Administrator:**

View who is currently clocked in.

Can view and edit calendars for each employee

Can view and edit other calendar views:

Master view - shows all schedules for all employees

Project view - shows all schedules with the project set for that project

Manage individual employees

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

Can download time data about employees as .cvs, excel docs, or pdfs

Contains each employee

Contains dates, projects, time worked, and all other data

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

Can download time data about projects as .cvs, excel docs, or pdfs

Contains each project

Contains dates, employees, time worked, and all other data

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 view and edit other calendar views:

Master view - shows all schedules for all employees assigned to them

Project view - shows all schedules with the project set for that project

Only for projects that they are assigned to

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

Can download time data about employees as .cvs, excel docs, or pdfs

Contains each employee

Contains dates, projects, time worked, and all other data

**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

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 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