A. HEADER
   a. Available in all pages
   b. User > dropdown
      i. Login/logout
         NOTE: If the user is not logged in, when login is clicked, the user will be redirected to login page..
         Logout will redirect the user to the login page
         Website cannot be accessed without credentials.
B. TOP BAR (NAVIGATION)
   a. Status
      i. Current time
      ii. Previous day arrow
      iii. Next day arrow
      iv. Input date selector between arrows
         Shows today's date
         When clicked, it opens a datepicker. Clicking a date in the picker changes the data in the table to reflect the selected date.
      v. Refresh Button
         Refreshes the page, showing data corresponding to today
      vi. Status Table -
         Sorted by location and time due.
         Displays all users for that day
         Shifts column - edit link has two scenarios
               a. Edit scenario one: For employee shifts with status NA
                  i. Opens the Edit Shift form so that the supervisor can modify this scheduled shift before the employee signs in.
               b. Edit scenario two: For employees that have signed-in
                  i. Opens the Edit Timesheet form so that the user can edit the hours that will be calculated towards the timesheet for the assigned CA
         Employee column
         Status column - Dependant upon the time the employee signed in.
               c. 20 mins before employee due up to due time, shows DUE
               d. If the rounded sign in time is when the employee is due, shows "On-Time" (current time vs due time)
               e. If employee is 7 minutes late, show delay
               f. If employee is more than 7 mins late, show late
         Scheduled column
               g. The time the employee is due
         Start column
               h. Shows the time the employee signed in or blank if not signed in

End column

       i. Shows the time the employee signed out or blank if not signed out

Area column (Location/Labs)

b. Schedule

    i. Input show week of

Clicking this input opens a datepicker. When a date is selected from the picker, the table will show the week of the selected date

    ii. Input sort by

There are currently two sorting methods, by employee and by area.

        a. Sort by Area - By default, area is selected. The table will show all employees for the given week grouped by area where they work

        b. Sort by Employee - This sort method shows employee alphabetically by last name. Each employee get their own row of shifts.

    iii. This Week button

Shows current week

    iv. Previous Week Arrow

    v. Next Week Arrow

    vi. Between the arrows there are two dates showing the range of the week being viewed, Sunday to Saturday

    vii. Schedule Table

This table shows all the shifts the employees have to work this week. The data inside this table comes from shifts scheduled by the supervisors through the Edit Semester Schedule form in the employee page.

Shifts column

        a. This column is only available if the sorting method is set to employee. User can click the view link to be redirected to the employee page > Schedule Shifts Tab for the given employee.

c. Timesheet

    i. Input show week of

Clicking this input opens a datepicker. When a date is selected from the picker, the table will show the week of the selected date

    ii. Input sort by

There are currently two sorting methods, by employee and by area.

        a. Sort by Area - By default, area is selected. The table will show all employees for the given week grouped by area where they work

        b. Sort by Employee - This sort method shows employee alphabetically by last name. Each employee get their own row of worked shifts.

iii. This Week button
Shows current week
iv. Previews Week Arrow
v. Next Week Arrow
vi. Between the arrows there are two dates showing the range of the week being viewed
vii. Timesheet Table
This table shows all the shifts the employees have worked this week. The data inside this table can come from three locations: the signin/signout page, the edit timesheet form, or the set in timesheet form.
- a. Signin/Signout page
  - i. When an employee signs in or out, the exact time they did will be entered into the timesheet.
- b. Edit Timesheet Form
  - i. If modifications are submitted to the worked shift through the timesheet form, these changes will be reflected in the timesheet table.
- c. Set in Timesheet Form
  - i. If this form is used to enter a worked shift for an employee, the shift will be shown in the timesheet for the given date.

Shifts column
- d. This column is only available if the sorting method is set to employee. User can click the view link to be redirected to the employee page > Worked Shifts Tab for the given employee.

d. Employee
- i. Displayed name
  1. This name defaults to the logged in user.
  2. This name also refers to whose data you are viewing in this page.
- ii. Input Search Employee
  1. Search for an employee by typing his/her name, which will activate an autocomplete function that will give the user names to choose from. Select the name and the page will reload. Now the sidebar tabs, schedule shifts, worked shifts and profile, will refer to this employee.
- iii. Sidebar Tabs
  Scheduled Shifts
  - a. Input Semester
    - i. Defaults to current semester. This input controls which semester data is shown in the employee schedule table below it.
  - b. Employee Schedule Table

      i. Shows all the scheduled shifts for given employee for the given semester.

      ii. Shifts Column

          1. Opens the Edit Semester Schedule form. Changes in this form will be displayed in this table and in the schedule table in the schedule page.

   c. Add Shift

      i. Use this form to enter shifts for the given employee

Worked Shifts

   d. By default, total hours worked is the summation of all the hours worked for the current week, which are shown in the semester timesheet table below this. The total hours are directly related to the selected range of weeks.

      i. Selected range of weeks

          1. These inputs can be clicked, which will open a datepicker. Once dates are selected from the picker, clicking the view period will reload the page and the semester timesheet table below will show all data for this range.

      ii. Previews Week Arrow

      iii. Next Week Arrow

      iv. Timesheet Table (based on the range of weeks selected)

          1. Shifts column

             a. Two scenarios for the edit link in this column

                i. The employee signed in - Edit link will open the Edit Semester Timesheet form

                ii. The employee did not sign in or status is NA - Edit link will open the Set in Timesheet form

      v. Add Worked Shift

          1. Allows the supervisors to enter shifts to the timesheet table. This will be calculated towards worked hours for the specified employee on the specified date.

Profile

   e. User information. Changes can be made and saved. Canceling changes will not allow what was edited to take effect and the page will reload.

e. Help
    i. This button will redirect to a PDF documentation for this website.
C. MODIFYING SCHEDULE AND TIMESHEET (forms in detail)
    a. Edit Semester Schedule - Opens by clicking the edit link in the employee page > semester schedule table
        i. This form allows the user to modify the schedule for the entire semester. Changes in this form will be visible in the employee page > semester schedule table and schedule page > schedule table.
        Substitute
            a. Search for an employee using this input to substitute the current owner of the shift on the shift's date and time. When 'Repeat weekly until…' is selected, this shift will be substituted for today (assuming the shift is due today) and all future shifts.
            b. Use the input by typing the name of the employee you wish to use for the substitution. An autocomplete function will open with users. Select the employee from the list and accept the prompt to make the substitution. Cancel if the selection was incorrect.
        Date, start time, end time and location
            c. specifies when the employee is due to work and in which location.
        Repeat weekly until
            d. Box unchecked - The shift entered will be applied ONCE for the selected date.
            e. Box checked - The shift will be repeated weekly until the date entered in the input below it. It will be repeated by day of week, according to the due day.
        Save - Submits any edits made to the shift (note that substitute does not need to be saved, it automatically saves when an employee is selected). This will update all schedule tables.
        Remove - Removes all future occurrences of this shift as a result of repeat weekly being used. To remove only this shift, use the edit shift in the status page. Note that shifts that have been worked cannot be removed. In order to remove the worked shifts, do so in the Edit Timesheet form first. Then remove here as explained.
    b. Edit Shift - Opens by clicking the edit link in the Status page > status table
        i. Date, start time, end time and location
            Specifies when the employee is due to work and in which location.
        ii. Save
            Submits and updates information to the current scheduled shift.
            Remove
                a. Removes the current scheduled shift.

Set in Timesheet
>
> b. Sets current scheduled shift as worked for the specified employee. In the timesheet, this shift will appear with the default due date and time that was originally scheduled. This shift will then count towards the total hours for this employee.

c. Set in Timesheet Form - Opens from Employee page > worked shifts > semester timesheet table edit link
   i. This form opens because there is no sign in time for the given worked shift. By default, the date, start time, end time and location are those that were originally set when the shift was added to the schedule. The goal is that, if necessary, the corresponding shift in the timesheet can be immediately filled with the original values using this form. Edits can be made before submitting.
d. Edit Timesheet
   i. This form opens because there is at least a sign in time for the given shift.
   ii. Changes to the date, start time, end time and location can be made and saved. This changes will be visible in the timesheet employee table.
   iii. Notes
   Notes can be written in this form, to explain reasons for changes to the timesheet and an icon will appear in the table showing there is a note for the given shift.
   Notes can be edited by opening the form once again for the associated shift.

Login Logic
   1. Employee signs in or out scheduled shift
      a. Sign in
         i. 20 mins before shift is due and 20 mins after shift starts. These times will be rounded to 15 mins.
         ii. If Employee does not sign in within the specified range, supervisor can use set in timesheet to mark as signed in
         iii. Employee cannot sign in to any other shift if they have not signed out the previews one.
         iv. A scheduled shift can only be signed in once.
         v. If employee does not sign in, no hours will not be calculated towards timesheet totals.
      b. Sign out
         i. Employees can sign out anytime during the shift up to 20 mins after shift ends. If employee signs out after shift ends, the time will be rounded back to their scheduled sign out time.
         ii. If an employee signs out prior to their scheduled sign out time, the sign out time will be rounded to the nearest quarter hour.

       iii.   If the employee does not sign out within the specified range, the supervisor is required to update their shift manually, or else the student can't login to their next shift. This is to avoid multiple uncompleted shifts, which would cause problems during the student sign out process.

2. Notes for scheduling shifts
   a. Supervisors can create multiple shifts for the same time and day for different people. This means that they can sign in at the same time and location.
   b. An employee can have multiple shifts for a given time, however, if they sign in to one, they cannot sign in to the other unless they sign out of the first one.