ADMIN SECTION:

1) DASHBOARD / ROASTER SECTION:

Here we list all the staff and there shifts. We have options to add new shift for Staff. We have 2 Account on Scheduler Section i.) **OPEN SHIFT:** It is used for store the record for late cancellation shift or some prospect Shift in future that can be confirmed and assigned afterward to any staff.

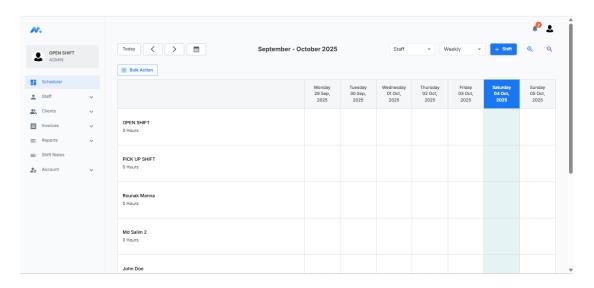
ii) PICK UP SHIFT: If we create any shift and assign it to PICK UP SHIFT then it is used to notify all the staff that new shift available for them to pick up. Staff will apply for the shift to pick up and admin on his discretion can accept any application . which will then notify other staff that the shift is assigned to someone else.

NEW SHIFT STEPS

EDIT SHIFT STEPS

PICK UP SHIFT STEPS

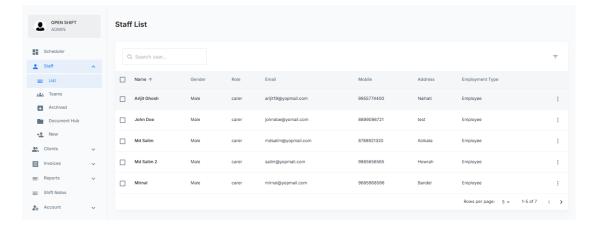
Repeat a SHIFT Steps



2) STAFF SECTION:

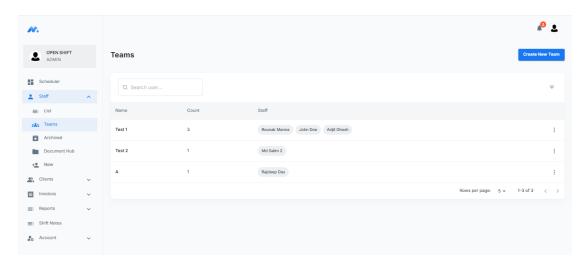
We have I.) LIST: It shows all the staff of the organization.

Add a staff and view staff steps

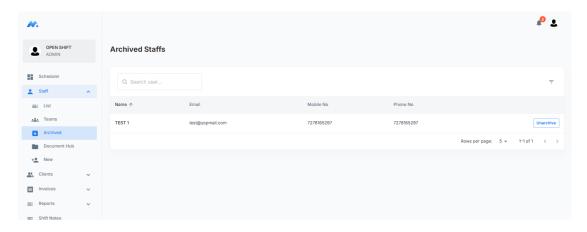


II.) TEAM: We can create team from existing staff.

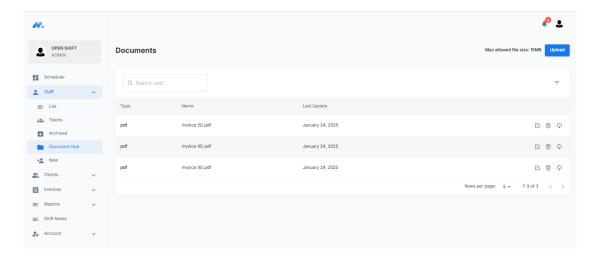
Team steps



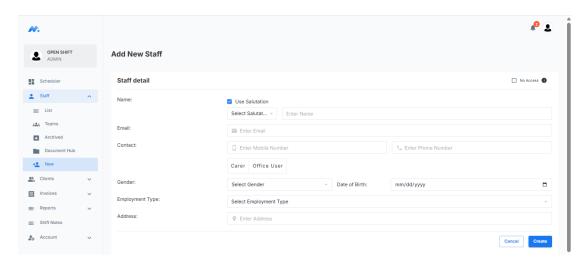
III.) ARCHIVED: IF we delete any staff they are listed is archived staff for record , there access is also revoked and if same staff joins back our organization we can just unarchive them .



IV) DOCUMENT HUB: To upload Document that can be view by different staff like an event or notice . we can give access to this document hub based on roles of staff.



V) NEW: To add new staff.

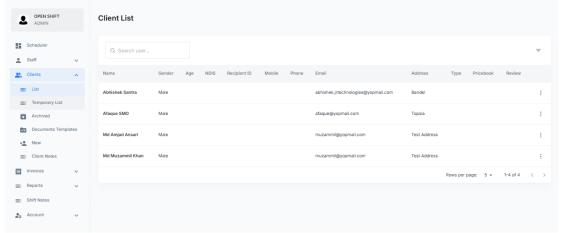


3) CLIENTS:

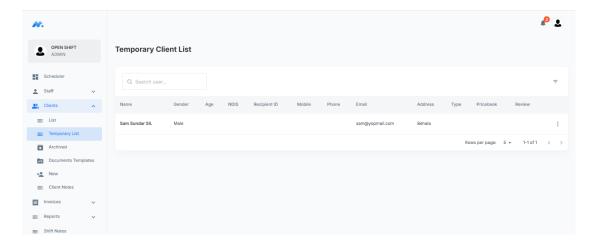
New Client steps(Here we are adding temporary client)

View Client

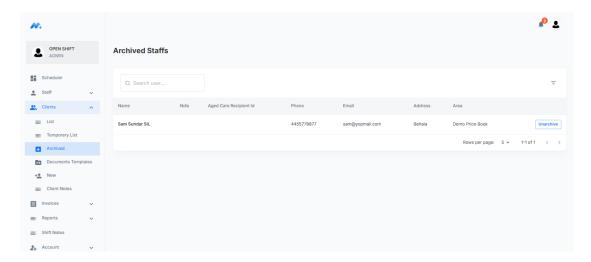
I.) LIST: LIST of all the client .



II.) TEMPORARY LIST: List of client that joined the organization for temporary period.

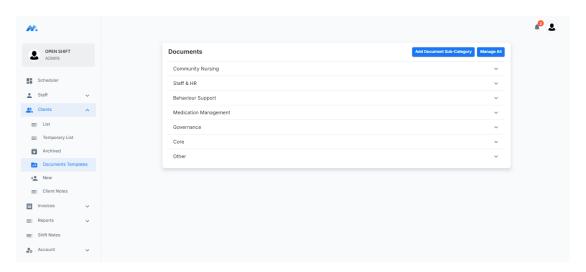


III) ARCHIVED:

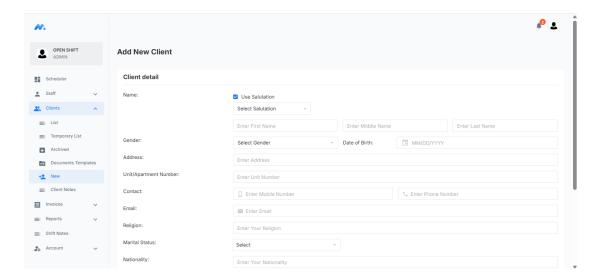


IV) DOCUMENT TEMPLATE:

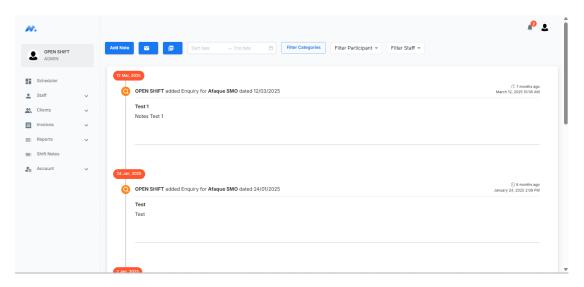
Document that are needed for client .



V) New

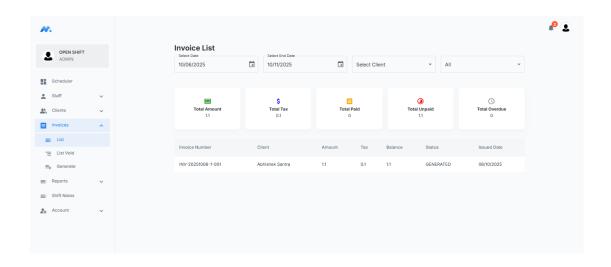


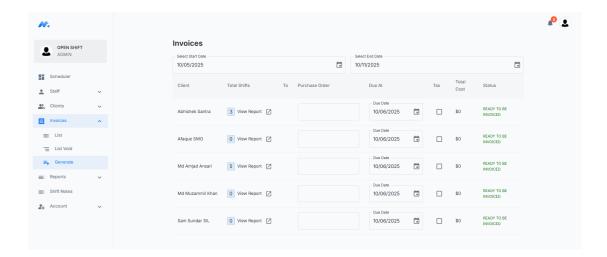
VI) CLIENT NOTES: All the notes that are added for client by the staffs after every shift



4) **INVOICE**

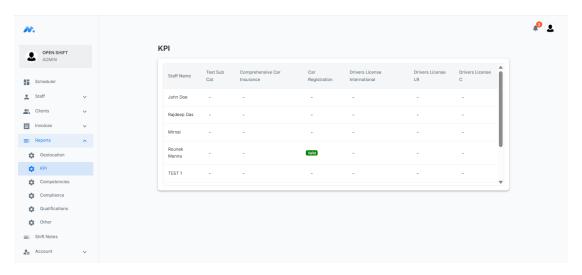
To generate Invoice for client Invoice Steps





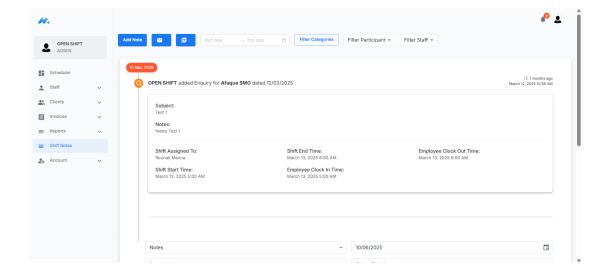
5) REPORT:

Staff Document Report if any document is expired or any document is not added.



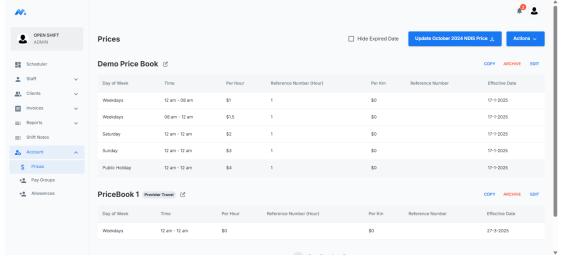
6) SHIFT NOTES: Notes added for client so that it can be used for reference in next shift by staff for the clients.

SHIFT NOTES STEPS



7) ACCOUNTS

Price: We set price that can be charged by client based on shift type and select them while creating shift.



LINK FOR GOOGLE DRIVE: CLICK ME