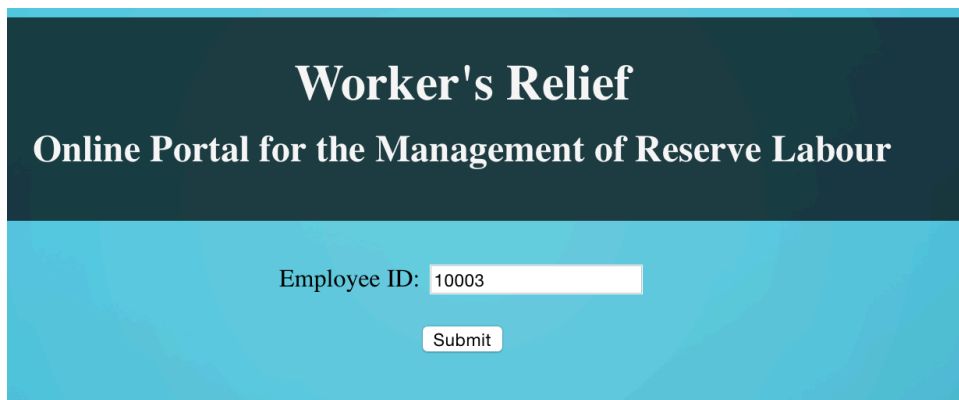## Intro

Hello, welcome to the Reserve portal!

Here employees may request aid of a reserve if they are in need. You must know your employee ID and be able to access the website. ("http://localhost:8080/ReservePortal")

Full-time Employee

If you are a full-time employee then your employee number will start with a "1".

1. LOG IN: Enter your ID number and press enter or select 'Submit.'

Once you've logged in you'll see your name and ID printed at the top of your page with your region showed below. In the middle of the page you'll see your current request status, until you make a request to an available reserve this will be blank.

At the bottom of the page you will be able to see all reserve employees currently available to work in your area.

2: REQUEST A RESERVE

You can request that a reserve work for you today by selecting the related radio button and clicking the "Submit Request" button. The reserve will be able to view the job request and accept or decline from within his or her own login.

Your request will be displayed in the "Your Request Status" section. The status will be updated when you enter the portal.

You may only make one request at a time.

Pending Request

Your Request Status:

ID	First Name	Last Name	Phone	Licence Expiry	Status
96651	Will	ResSmith	7349999	2016-10-13	Pending

Cancel or Clear the request: Cancel/Clear

Accepted Request

Your Request Status:

ID	First Name	Last Name	Phone	Licence Expiry	Status
96651	Will	ResSmith	7349999	2016-10-13	Accepted

Cancel or Clear the request: Cancel/Clear

Declined Request

Your Request Status:

ID	First Name	Last Name	Phone	Licence Expiry	Status
96651	Will	ResSmith	7349999	2016-10-13	Declined

Cancel or Clear the request: Cancel/Clear

3. DELETE A REQUEST

You can delete a request at any time by selecting the Cancel/Clear button. This removes the request completely and the reserve will no longer be able to see it. *This action cannot be undone.*

Note that the current request *must* be cancelled or cleared before a new request can be made.

Reserve Employee

If you are a reserve employee then your employee number will start with "9".

1. LOG IN: Enter your ID number and press enter or select 'Submit.'

Once you've logged into your employee page you'll be able to view your current availability, current work (only if you have already accepted a job, and the list of jobs requested by full time employees who need relief for today.

2. CHANGE STATUS:

Change your availability to either "Available" or "Unavailable" by selecting the relevant status radio button and clicking the 'Update Status' button.
(Note: If you set your availability to "Unavailable" then you will not receive any requests for jobs)

3. ACCEPT/REJECT WORK

You may choose to 'Reject All' of the requests which remove all requests from your table and notify the full-time employee that you were unable to relieve them.

You may also choose to accept a job by selecting a request in your table and clicking the 'Accept Request' button. This will accept the selected job and decline all other requests.

The 'Accepted Job' section will be updated to show you all the information for your accepted job.

Accepted Job:

First Name	Last Name	Shift Begins	Shift Ends	Address
Jason	Singh	08:00:00	18:00:00	98 howick drive

Manager

To log in to the manager portal, replace the first digit of your employee number with "5." For example, if your employee number is 10001, login with number 50001. Note: A system administrator must create a manager login for you.

1. LOG IN: Enter your ID number (using 5 in place of the 1 at the start) and press enter or select 'Submit.'

Worker's Relief
Online Portal for the Management of Reserve Labour

Employee ID: 50001

Submit

You will be presented with three sections, each with a table of requests.

"Work Requests Accepted" allows you to see which reserve is working for which fulltime employee today.

"Work Requests Outstanding" allows you to see which fulltime employees have submitted a request for a reserve and therefore is not likely to be able to work today.

"Work Requests Rejected" shows requests which have been declined by the reserve. Note that when a reservist accepts a request, all other requests against her/him will be automatically rejected.

Welcome Aziel Shaw, You are logged in with Manager ID: 50001

Work Requests Accepted:

Request ID	First Name (FT)	Last Name (FT)	First Name (Rsv)	Last Name (Rsv)	Work Address	Shift Begins	Shift Ends
148	Anna	FTBrown	Zach	ResBloggs	11 Long Street, Massey	08:00:00	15:00:00
150	Jason	Singh	Tim	ResWorkaholic	98 howick drive	08:00:00	18:00:00

Delete All Accepted Requests: Delete

Work Requests Outstanding:

Request ID	First Name (FT)	Last Name (FT)	First Name (Rsv)	Last Name (Rsv)	Work Address	Shift Begins	Shift Ends
155	Johnny	Bravo	Ynnes	ResJones	21 Jump St	11:00:00	12:00:00

Delete All Pending Requests: Delete

Work Requests Rejected:

Request ID	First Name (FT)	Last Name (FT)	First Name (Rsv)	Last Name (Rsv)	Work Address	Shift Begins	Shift Ends
157	Leng	FTAm	Zach	ResBloggs	45 Sid Pl	09:00:00	17:00:00
159	Anna	FRBrown	Will	ResSmith	123 Great South Road	08:30:00	18:00:00

Delete All Rejected Requests: Delete

2. DELETE REQUESTS

By selectind the "Delete" button in any of the three sections, all requests in that table will be deleted from the system. Neither the fulltime employee who made the request, nor the reservist will be able to see it. *These actions cannot be undone*.