Workflow Overview

```
                                    One Time Only
  ┌───────────┐      ┌───────┐   ┌─────────┐   ┌────────────┐      ┌──────┐      ┌──────────────────┐      ┌───┐
  │LoginScreen│ ───> │ Intro │──>│ Privacy │──>│ HealthSafety│ ──> │ Home │ ──> │ Select Existing  │ ──> │ 1 │
  └───────────┘      └───────┘   └─────────┘   └────────────┘      └──────┘      │     Request      │      └───┘
                                                                                 └──────────────────┘
```

Submit a request → SelectlocationReason

New request ← Home

If reason = 'Pick up Equipment' → Equipment Consideration → SelectEquipment

If Register Visitors = yes → VisitorConsideration → SelectVisitors

SelectEquipment → SelectEntryDate → SelectTimeSlot → SelectManager → AgreeToCancel → AgreeToComply → SubmitScreen
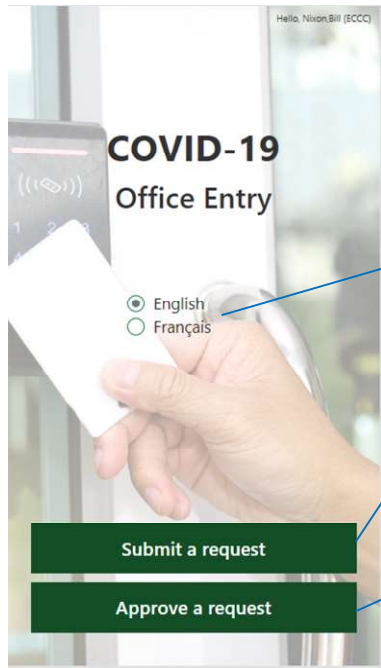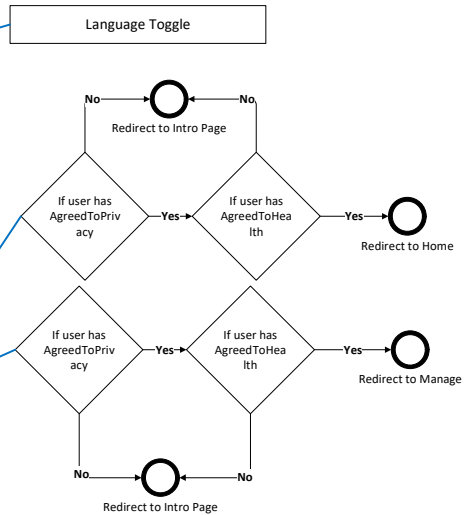
Approve Request → Manage
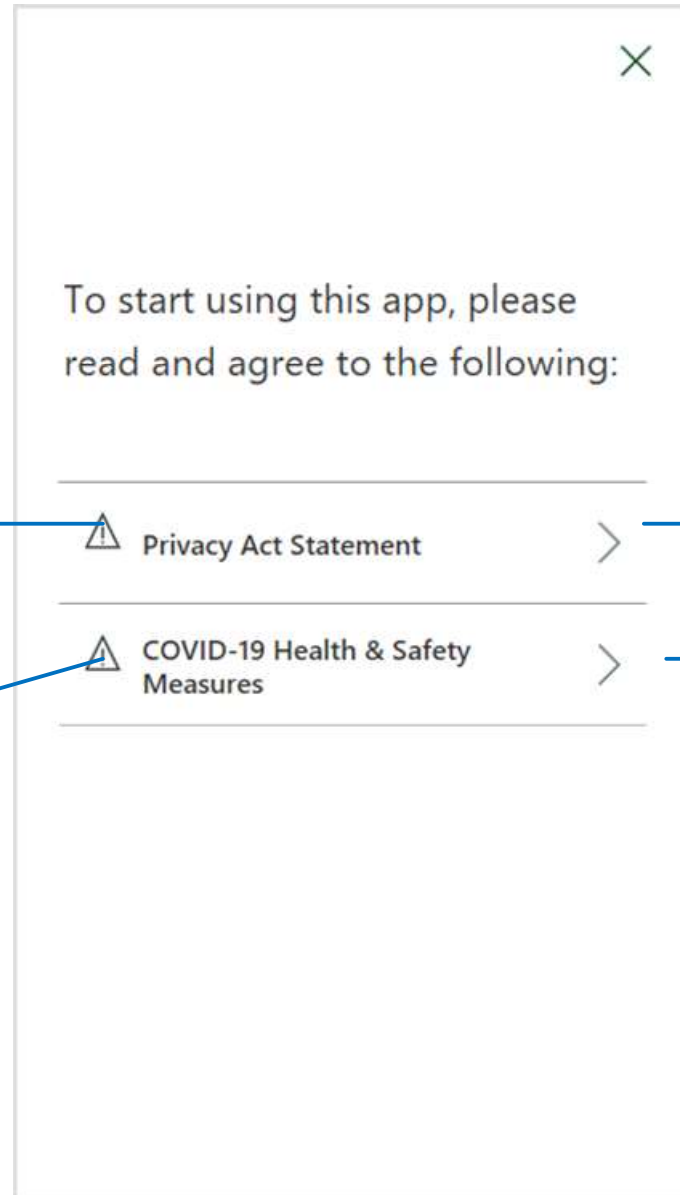
(1)

LoginScreen

Screen Overview
- When the user first accesses the application the system will check if they have a record in the UserSetting List. If they do not have a record it will be created when they agreed to the privacy and health screens.
- Once the user has agreed to privacy and health one time they will not be required to agreed to them again.
- Users can access the privacy and health information using the navigation menu
- All users have access to the Submit and Approve request buttons

Shows the logged-in user name

Language Toggle

No ——→ ◯ ←—— No
Redirect to Intro Page

If user has AgreedToPrivacy ——Yes→ If user has AgreedToHealth ——Yes→ ◯
Redirect to Home

If user has AgreedToPrivacy ——Yes→ If user has AgreedToHealth ——Yes→ ◯
Redirect to Manage

No ——→ ◯ ←—— No
Redirect to Intro Page

Intro

To start using this app, please read and agree to the following:

⚠ Privacy Act Statement   ›

⚠ COVID-19 Health & Safety Measures   ›

Shows warning flag if AgreeToPrivacy is blank in the UserSetting List

Shows warning flag if AgreeToHealth is blank in the UserSetting List

Redirect to Privacy Page

Redirect HealthSafety1 Page

Screen Overview
- This screen will redirect users to the privacy statement and the start of the health and safety information screens.
- If the user has not agreed to these conditions then a warning flag will display next to the links
- If either of these items are not agreed to the users can not stay on the Login screen to make or approve requests. They will be redirected here
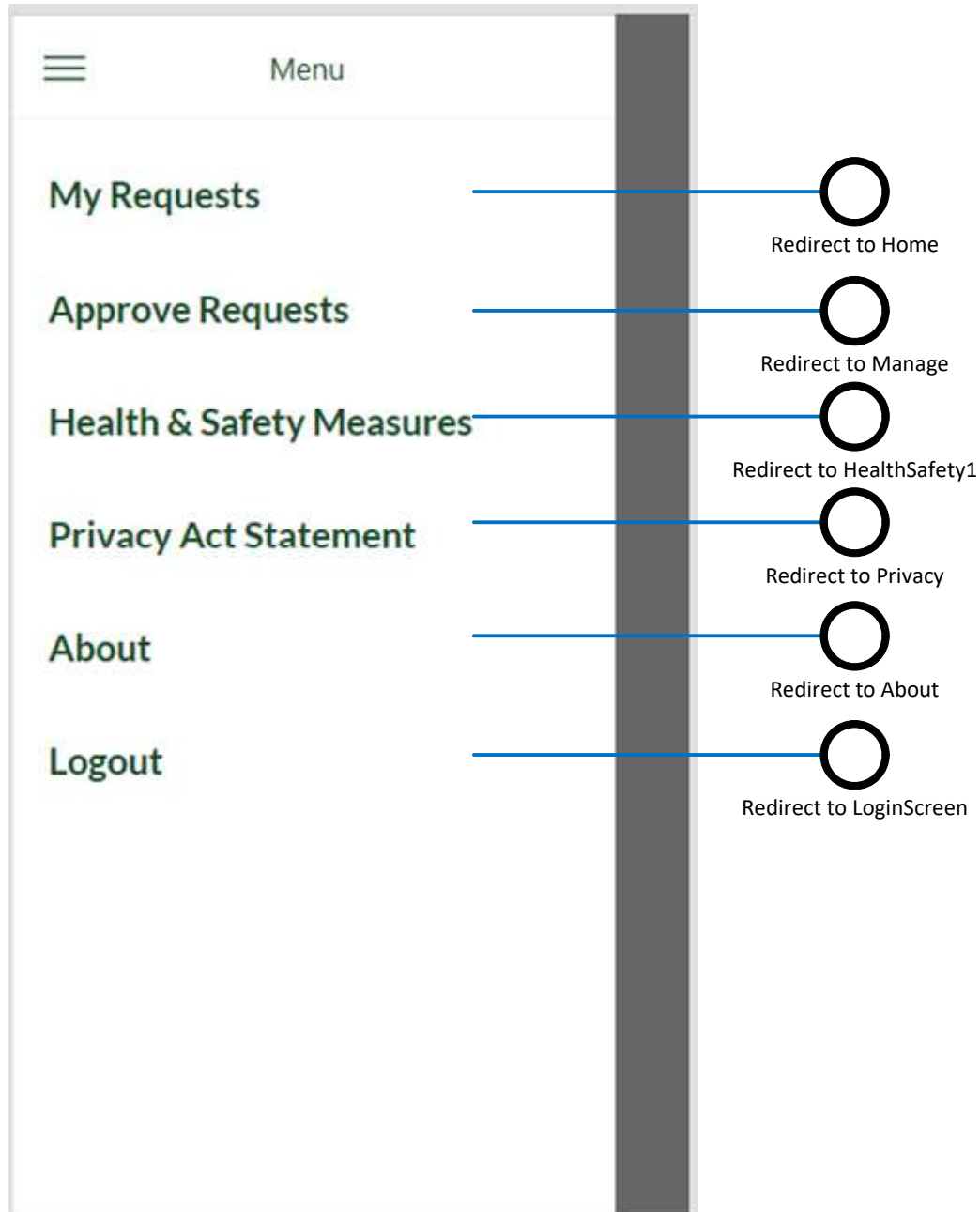
NavScreen

Screen Overview
This Navigation menu is shown when the use
clicks on the hamburger menu in the app

≡ Menu

My Requests ———————————— ◯

Redirect to Home

Approve Requests ———————————— ◯

Redirect to Manage

Health & Safety Measures ———————————— ◯

Redirect to HealthSafety1

Privacy Act Statement ———————————— ◯

Redirect to Privacy

About ———————————— ◯

Redirect to About

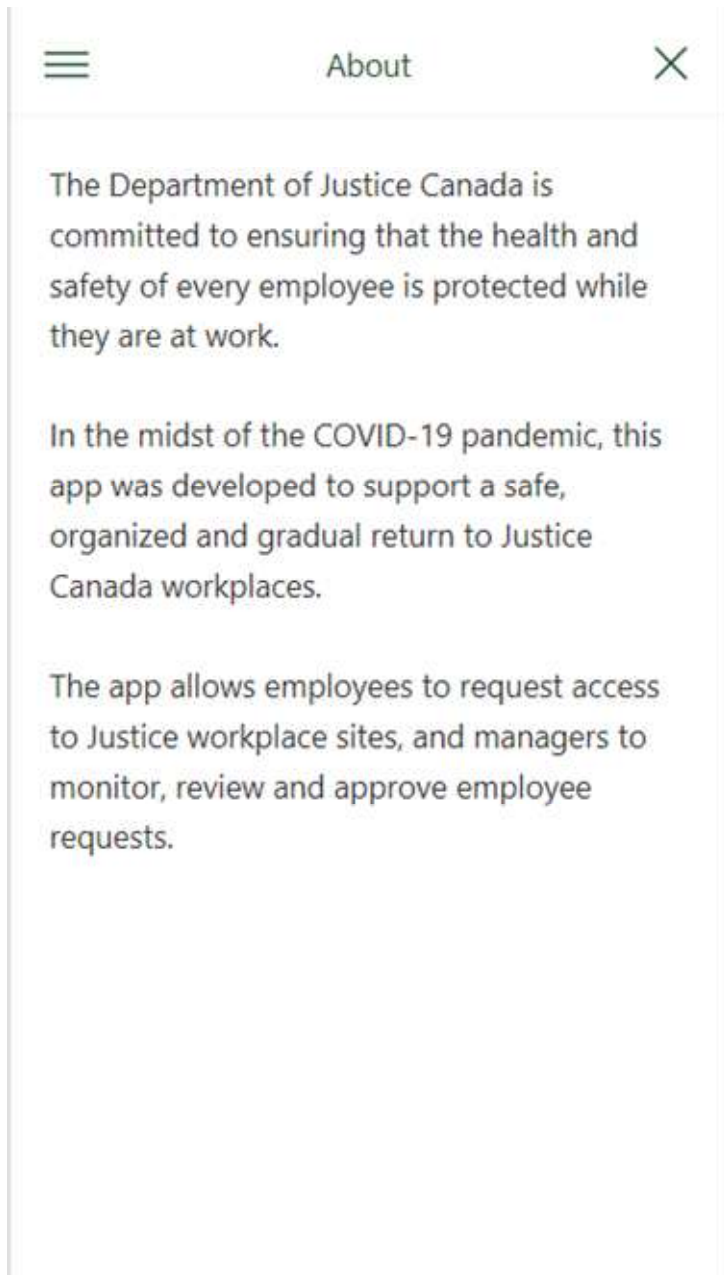**Logout** ———————————— ◯

Redirect to LoginScreen

Home

Screen Overview

- The Home screen allows users to see all request related to them. Both as an employee requesting access and as a manager approving requests
- Users can filter to pending, approved, declined, and cancelled requests
- If a user selects one of their requests they will be redirected to the manage screen were they can cancel it
- If a user selects a request where they are set as the manager they can approve or decline the request. Managers can select previously approved requests and deny (changing the request state from approved to declined)

Filter Options

☰　　My Requests　　⟳

Pending ⌄

| Pending |
| Approved |
| Declined |
| Cancelled |

☰　　My Requests　　⟳

Pending ⌄

Nixon,Bill (ECCC)　　1 ⚇
2nd Floor
August 7, 2020 - 9:00 to 17:00　　>

Shows the number of people involved in the request. Employee + Visitors

On Selection Redirect to Manage Screen　○ Redirect to Manage

List of all requests that match the filter selection. This list contains both requests made by the employee and requests waiting for their approval (if they were selected as the manager)

New Request

Resets all global variables to begin a new request　○ Redirect to SelectLocationReason

About

- **Screen Overview**
  Simple About page. No actions available on this screen, just text
- Available in the navigation menu

PrivacyActStatement

Privacy Act Statement ✕

The personal information is collected under the authority of the Financial Administration Act. The information is collected, used and disclosed for the purposes of monitoring workplace access and supporting a safe, healthy and gradual return to the workplace in relation to the COVID-19 pandemic.

In the event of a suspected or confirmed case of COVID-19 in the workplace, the information provided through this app enables the Department of Justice to inform persons who may have been impacted, while protecting the privacy of those involved.

The information you provide is protected

☐ I accept the above terms

Submit

Screen Overview

- On this screen the user can see the privacy statement and agree to it.
- Once the user completes this agreement it is recorded in the UserSetting List and they will not be prompted to agree again
- Users can refer back to this information in the navigation menu
- After they submit this form the will be redirect back to the intro page if they still needs to agree to health and safety or they will be sent to the Home screen if they have agreed to both

Once the user checks the box, the Submit button is enabled

This will update the UserSetting list. AgreeToPrivacy field will be set to timestamp of when the user submitted the form

If the user still needs to Agree to Health and Safety

Yes → Redirect to Intro Page

No → Redirect to Home
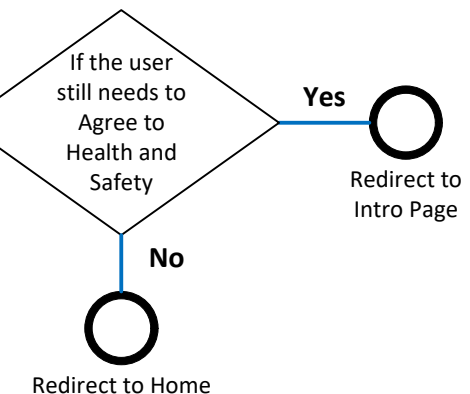
SelectLocationReason

Select a reason

∨
Critical work
Regular work
Pick up a document
Pick up office equipment
Other

Select a location

Centre For Inland Waters - Burlington	∨

A&L 1st Floor	∨

Select a reason

Regular work	∨

More details (optional)

Do not enter sensitive information.

Do you need to register visitors?

[⬤] Yes

Next

Shows all buildings from the [Building] list sorted alphabetically

Shows floors related to the selected building from the [Floor] list sorted by SortOrder. SortOrder column should be set to a Numeric type in order for the sorting to work correctly

Screen Overview
- This screen allows a users to select the building, floor/section, and reason for their request. They can also indicate they will have visitors login in with them and if they are entering for equipment pickup they can select which types of equipment they are collecting.
- Depending on the options they select a user's next step in the workflow will change.

If user selects 'Pick up Office equipment' — **Yes** → Add Equipment screens to the workflow → ◯ Redirect to EquipmentConsiderations

No

If user selects 'Visitors' — **Yes** → Add Visitor screens to the workflow → ◯ Redirect to VisitorConsideration

No

◯ Redirect to SelectEntryDate

EquipmentConsideration
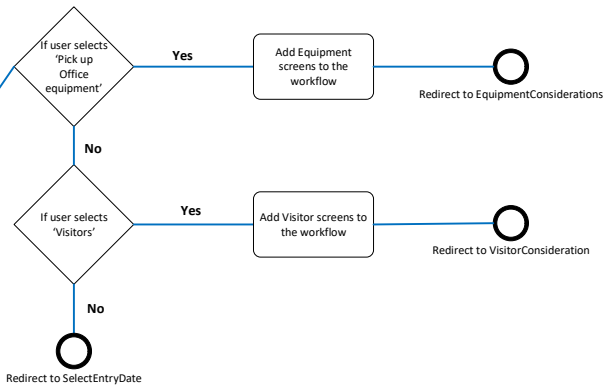
Screen Overview
Shows user text about equipment pickups

Prior to submitting a request, ensure alternatives such as purchasing or delivery of items have been considered and deemed not viable.

If this request relates to a Duty to Accommodate Plan, managers should contact their Labour Relations Advisor for advice and guidance. In the event the employee requires support to retrieve a larger asset related to a DTA (i.e. chair), there is a pick-up and delivery service available through the National Accommodations Division available through the JUSpace link on the JUSnet home page.

Next

Redirect to SelectEquipment

SelectEquipment

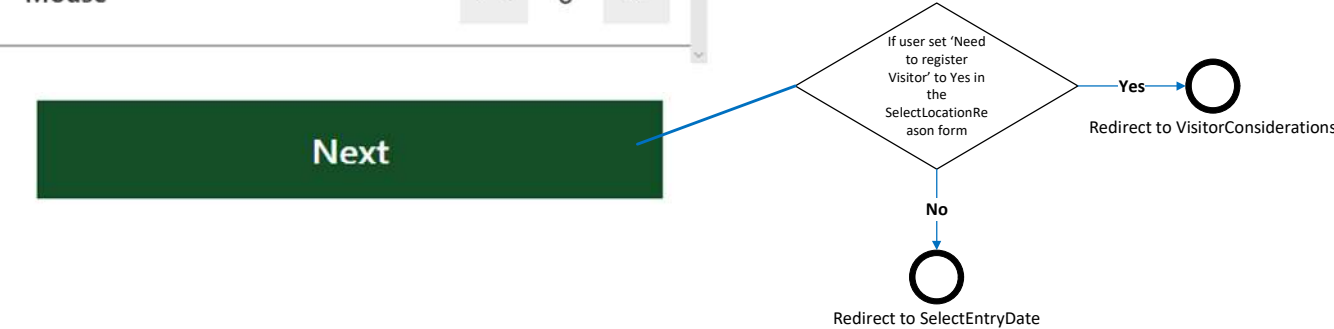Specify the amount of each type of asset you are taking.

Chair	∧ 1 ∨
Laptop	∧ 1 ∨
Tablet	∧ 0 ∨
Monitor	∧ 2 ∨
Docking station	∧ 0 ∨
Keyboard	∧ 0 ∨
Mouse	∧ 0 ∨

Next

Screen Overview

- Allows users to select a quantity of different equipment types will be picking up
- The list of equipment is hardcoded into the application's load event code

If user set 'Need to register Visitor' to Yes in the SelectLocationReason form

Yes → Redirect to VisitorConsiderations

No → Redirect to SelectEntryDate

VisitorConsideration

Visitor log

‹   **Visitor log**   ✕

As the employee sponsoring visitors, you are responsible for ensuring they understand and follow all COVID-19 Health & Safety Measures while in the workplace.

Note that visitors should be entering only for a legitimate work-related purpose that cannot be done remotely. Do not bring friends or family members.

Purpose of visit:

More details

Some amount of text is required in this field to enable the Next button

Do not enter sensitive information.

Next

Redirect to SelectVisitors

Select Visitors

Visitor log

Register each visitor and include a valid email and phone number. Once approved, visitors will receive an email including the COVID-19 Health & Safety Measures. To avoid delays once on-site, pre-register with the commissionaire/reception.

First and last name

name@example.com

555-555-5555   Add

Bill Nixon   ✕

Visitor Collection List

Next

Screen Overview
- Users must add at least one valid visitor record to continue.
- During the 'Add' function a red box will wrap around any field that is invalid. No error messages are displayed
- Later is the workflow a Covid-19 screening questionnaire will be emailed to the address provided in this form

Required field. Can be any text

Must be email format

Adds record to the visitor collection and resets form. If the form has a validation problem a red box will blink around the field that is invalid

Must include dashes (as shown)

Removes visitor from collection

Redirect to SelectEntryDate

SelectEntryDate

Select a date

<   August 2020   >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

[7] Reset selected date to today

Screen Overview

- Users can select a single date to enter the building. No validation is done on the date picked

Next

Redirect to SelectTimeSlot

SelectTimeSlot

Screen Overview
- Once a user selects a date they are taken to this screen where they can select timeslots.
- The application is setup to work in hour-long blocks

Select a time slot

From | 9am ⌄

To | 5pm ⌄

Times slots are only available by the hour. The 'To' time is restricted to be higher than the 'From' Time

Spots available per hour

■ Spots reserved   ▫ Spots available

Shows the floor title value

A&L 1st Floor

| 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 |
| 9am | 10am | 11am | Noon | 1pm | 2pm | 3pm | 4pm |

This is a graphical representation of the remaining capacity. The dark grey bar will increase in size as more booking are made. The text value shows the remaining spots. The number of bars shown is determined by the 'From' and 'To' Selection
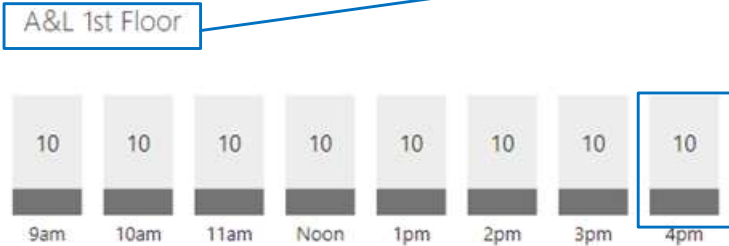
There is at least one spot available for the specified time slot.

Max capacity (13 people)

Show the capacity value from the [Floor] List

Next

Redirect to SelectManager

SelectManager

Screen Overview
Users can find and select another employee to be their approving manager

Select your manager/approver

Q nixon

Users can perform a simple search for any user of the Office365 environment to be there manager. User's own account is filtered out from the list so they can not be their own approver

Selecting any item in the manager list will redirect the user to the next step

Nixon,Bill (ECCC)

Nixon,Luke (ECCC)

Redirect to AgreeToCancel

AgreeToCancel

Step 5 of 6

On the day you are scheduled to enter the workplace, cancel your request and DO NOT enter the workplace if ANY of the following apply:

You are feeling ill or experiencing symptoms such as fever, cough, runny nose, sore throat, or difficulty breathing.

You have been tested for, diagnosed with, or suspected of having COVID-19 in the last 14 days.

You have provided care for or had close contact in the last 14 days with a suspected, probable or confirmed case of COVID-19.

You have travelled outside Canada in the last 14 days.

☐ I agree

Next

Screen Overview
users agree to the text provided and can then proceed to the next step

Checking the box enables the Next button

Redirect to AgreeToComply

AgreeToComply

While in the workplace:

Comply with all the protocols outlined in the COVID-19 Health & Safety Measures

Remain on the floor for which you obtained approval to access

Submit a new request should you need to access other floors or stay longer

Leave on time

☐ I agree

Screen Overview
- User agrees to comply with workplace rules and then they can submit the request

Checking the box enables the Next button

Submit

Redirect to SubmitScreen

SubmitScreen

✕

Screen Overview

- This screen shows a progress gif until it is fully loaded/complete.
- This screen is where all of the workflow data is submitted to the system, email are sent out, and notifications pushed
- Most of the application's working code is stored in this page

✓

Your request has been submitted.

Creates a new requestID for the SharePoint List (GUID)

Queries manager's email from O365 directory

Builds a string containing all equipment selected in [SelectEquipment]. Would be blank if none are selected

Builds a large string for the notification email, including request details, equipment, visitors, and a link to the application

Adds all details to an AccessRequest object. If any details are missing an error will be thrown

Visitor details are added to VisitorLog object records. To be sorted in the [VisitorLog] SharePointList

Sends email to Manager

Sends Push notification to Manager

Adds new record to the [AccessRequest] list in SharePoint

On Error
Show application
notification of error

Manage

Screen Overview

- The manage screen allows users to manage their own request for entry and requests sent to them (where they are set as the manager)
- Users can cancel their own requests
- Managers can approve or decline requests and they can open previously accepted or declined requests and change them (accepting a previously declined request is dependant on available spots)

Left Panel

If a user clicked on their own Request

< Review ✕

Nixon,Bill (ECCC)

1 👥 — Shows the number of people involved in the request. Employee + Visitors

A&L 1st Floor
August 10, 2020 - 9:00 to 17:00

Pending — Current state of the request

Regular work.

(A&L 1st Floor box) — Shows the floor title value and the date and time requested

(Regular work box) — Shows the reason for entry and shows any text from the more details (optional)

Spots available per hour

■ Spots reserved ▫ Spots available

| 11 | 11 | 11 | 11 | 11 | 11 | 11 | 11 |
| 9am | 10am | 11am | Noon | 1pm | 2pm | 3pm | 4pm |

This is a graphical representation of the remaining capacity. The dark grey bar will increase in size as more booking are made. The text value shows the remaining spots. The number of bars shown is determined by the hours selected in the request

There is at least one spot available for the specified time slot.

Max capacity (13 people) — Show the capacity value from the [Floor] List

Cancel — Updates the [AccessRequest] record in SharePoint to have a State = *Cancelled* → ◯ Redirect to Home

Right Panel

*If a manager clicked on a **Pending** request sent to them*

< Review ✕

Nixon,Bill (ECCC)

1 👥 — Shows the number of people involved in the request. Employee + Visitors

2nd Floor
August 7, 2020 - 9:00 to 17:00

Pending — Current state of the request

Critical work.

(2nd Floor box) — Shows the floor title value and the date and time requested

(Critical work box) — Shows the reason for entry and shows any text from the more details (optional)

Spots available per hour

■ Spots reserved ▫ Spots available

| 47 | 47 | 47 | 47 | 47 | 47 | 47 | 47 |
| 9am | 10am | 11am | Noon | 1pm | 2pm | 3pm | 4pm |

This is a graphical representation of the remaining capacity. The dark grey bar will increase in size as more booking are made. The text value shows the remaining spots. The number of bars shown is determined by the hours selected in the request

There is at least one spot available for the specified time slot.

Max capacity (48 people) — Show the capacity value from the [Floor] List

Decline **Approve**

Approve → Updates the [AccessRequest] record in SharePoint to have a State = *Approved* → Sends Push Notification to Requestor → ◯ Redirect to Home

Decline → Updates the [AccessRequest] record in SharePoint to have a State = *Declined* → Sends Push Notification to Requestor → ◯ Redirect to Home
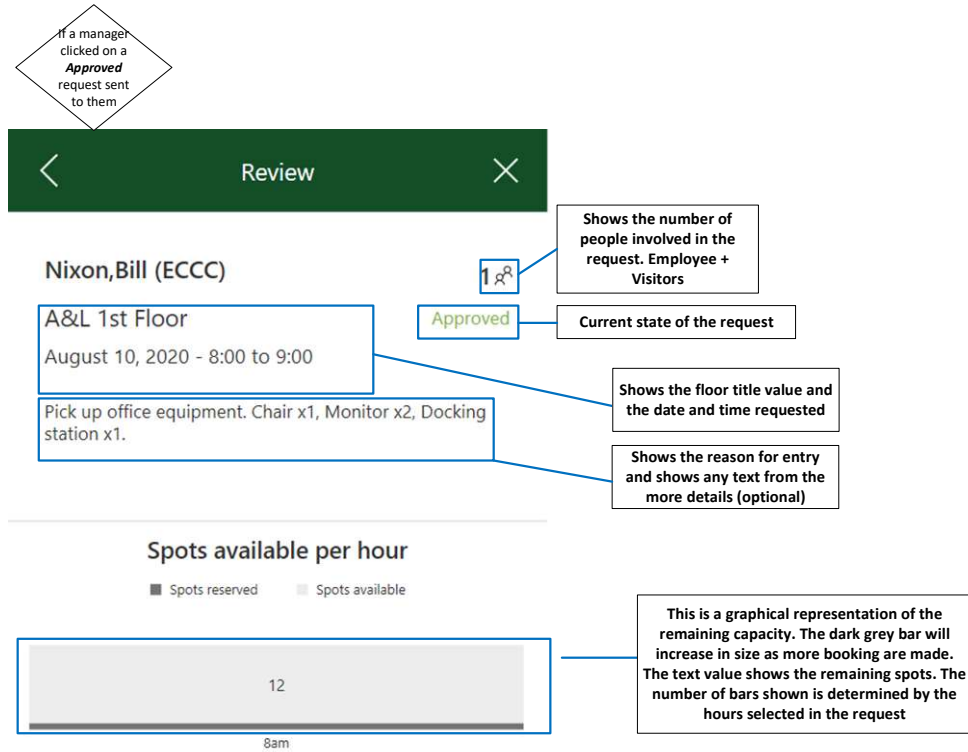
Manage

- The manage screen allows users to manage their own request for entry and requests sent to them (where they are set as the manager)
- Users can cancel their own requests
- Managers can approve or decline requests and they can open previously accepted or declined requests and change them (accepting a previously declined request is dependant on available spots)
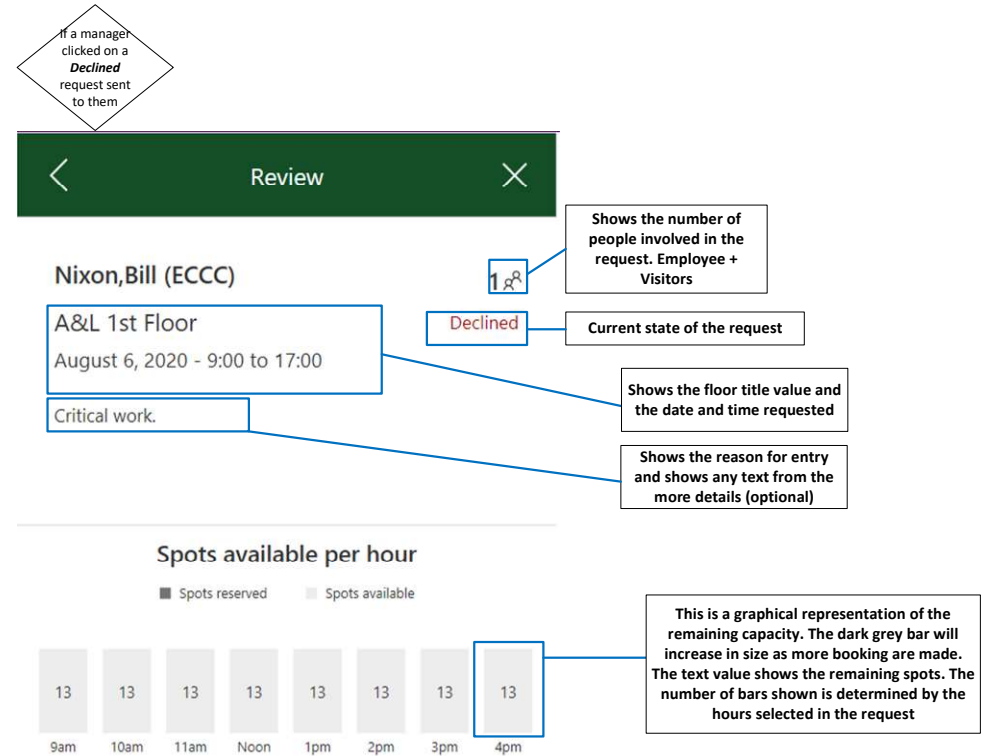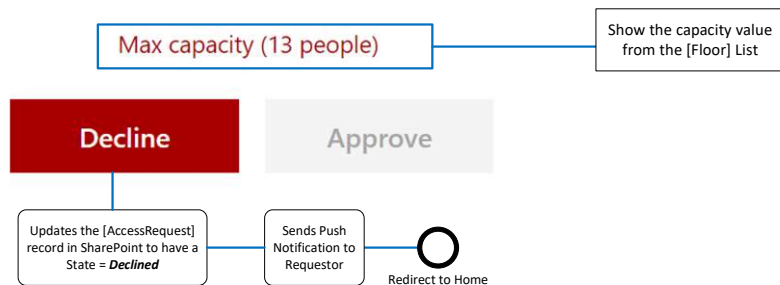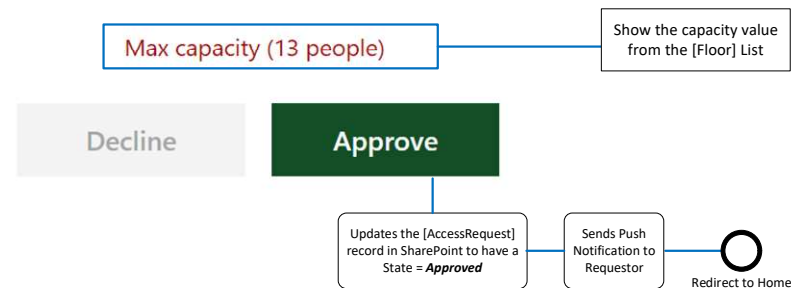
Left panel

If a manager clicked on a **Approved** request sent to them

Review

Nixon,Bill (ECCC)

1

Shows the number of people involved in the request. Employee + Visitors

A&L 1st Floor
August 10, 2020 - 8:00 to 9:00

Approved — Current state of the request

Pick up office equipment. Chair x1, Monitor x2, Docking station x1.

Shows the floor title value and the date and time requested

Shows the reason for entry and shows any text from the more details (optional)

Spots available per hour

- Spots reserved
- Spots available

12

8am

This is a graphical representation of the remaining capacity. The dark grey bar will increase in size as more booking are made. The text value shows the remaining spots. The number of bars shown is determined by the hours selected in the request

There is at least one spot available for the specified time slot.

Max capacity (13 people) — Show the capacity value from the [Floor] List

Decline   Approve

Home

Updates the [AccessRequest] record in SharePoint to have a State = **Declined**

Sends Push Notification to Requestor

Redirect to Home

Right panel

If a manager clicked on a **Declined** request sent to them

Review

Nixon,Bill (ECCC)

1

Shows the number of people involved in the request. Employee + Visitors

A&L 1st Floor
August 6, 2020 - 9:00 to 17:00

Declined — Current state of the request

Critical work.

Shows the floor title value and the date and time requested

Shows the reason for entry and shows any text from the more details (optional)

Spots available per hour

- Spots reserved
- Spots available

13	13	13	13	13	13	13	13
9am	10am	11am	Noon	1pm	2pm	3pm	4pm

This is a graphical representation of the remaining capacity. The dark grey bar will increase in size as more booking are made. The text value shows the remaining spots. The number of bars shown is determined by the hours selected in the request

There is at least one spot available for the specified time slot.

Max capacity (13 people) — Show the capacity value from the [Floor] List

Decline   **Approve**

Updates the [AccessRequest] record in SharePoint to have a State = **Approved**

Sends Push Notification to Requestor

Redirect to Home

HealthSafety1

Health & Safety   ✕

COVID-19 Health & Safety Measures

Under the Canada Labour Code, employees have a duty to follow prescribed procedures with respect to the health and safety of employees, take all reasonable and necessary precautions to ensure the health and safety of themselves and others, and comply with all instructions from the employer concerning the health and safety of employees.
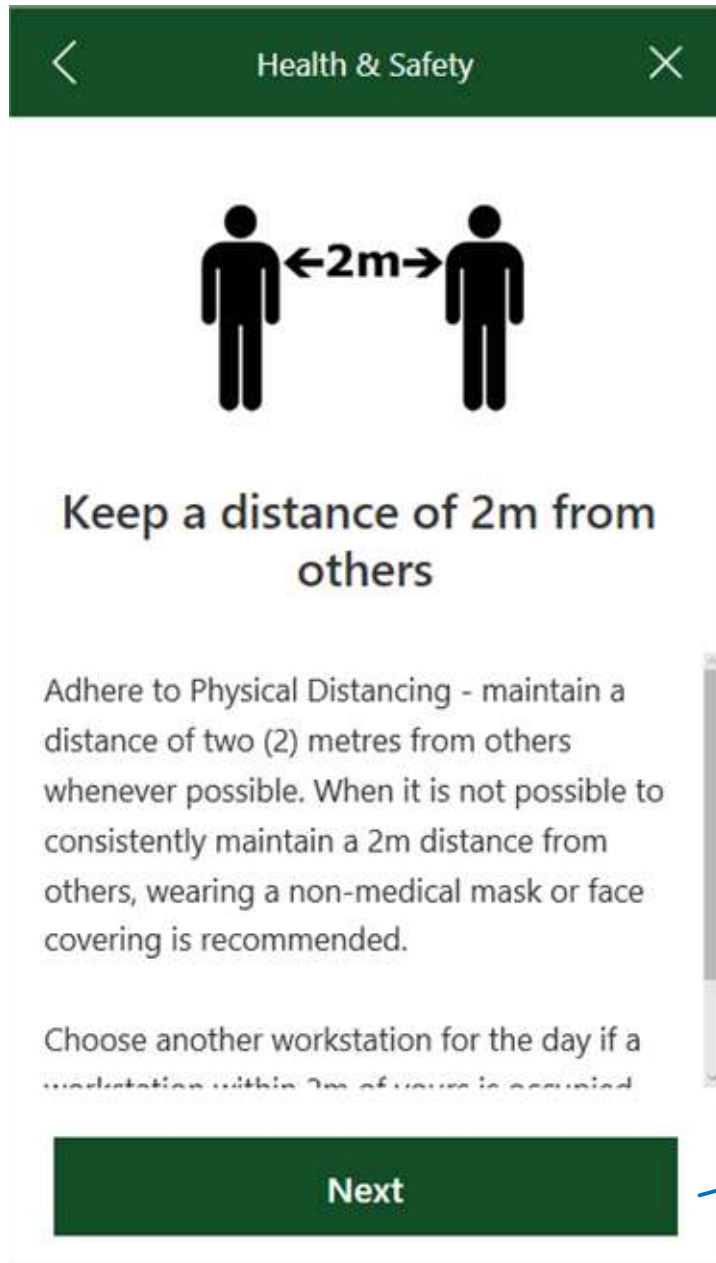
Throughout the COVID-19 pandemic, and until further notice, employees must comply with the following health and safety measures while at Justice Canada workplaces.
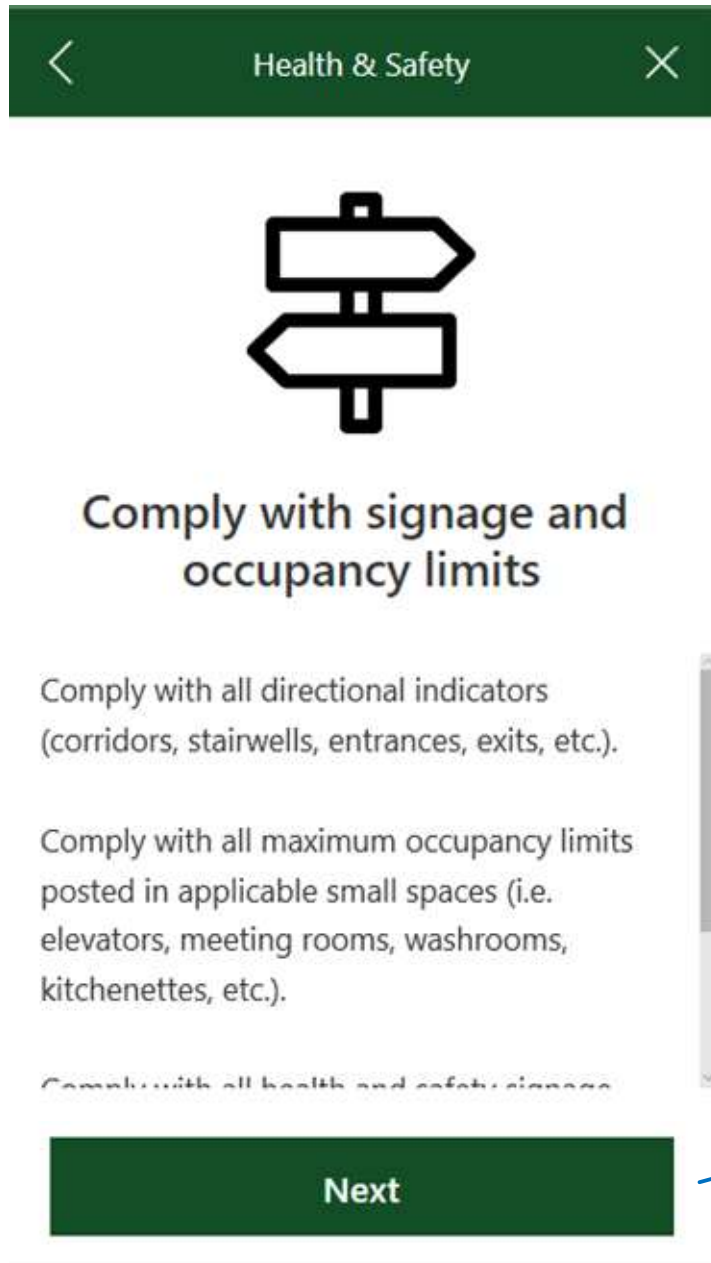
Begin

HealthSafety2

Redirect to HealthSafety3

HealthSafety3

Health & Safety

Use hand sanitizer before entering

Before entering the building or Justice Canada office area (for regional/DLSU offices), apply hand sanitizing solution which will be made available.

Next

HealthSafety4

Redirect to HealthSafety5

HealthSafety5

Health & Safety

Clean before and after use

Comply with the "Clean Before and After Principle" - Sanitize with provided wipes any surfaces and shared equipment before and after use (workstations, meeting room tables, countertops, photocopiers, shared office supplies, appliances, etc.).

Follow the "Clean Desk Principle" for any workstations used by removing all papers

Next

Redirect to HealthSafety6

HealthSafety6

Health & Safety

Maintain good preventive practices

Wash hands regularly for at least 20 seconds with soap and warm water, or use of an authorized hand sanitizer, especially prior to eating/drinking and after touching high-touch surfaces (door handles, elevator buttons, shared supplies, etc.).
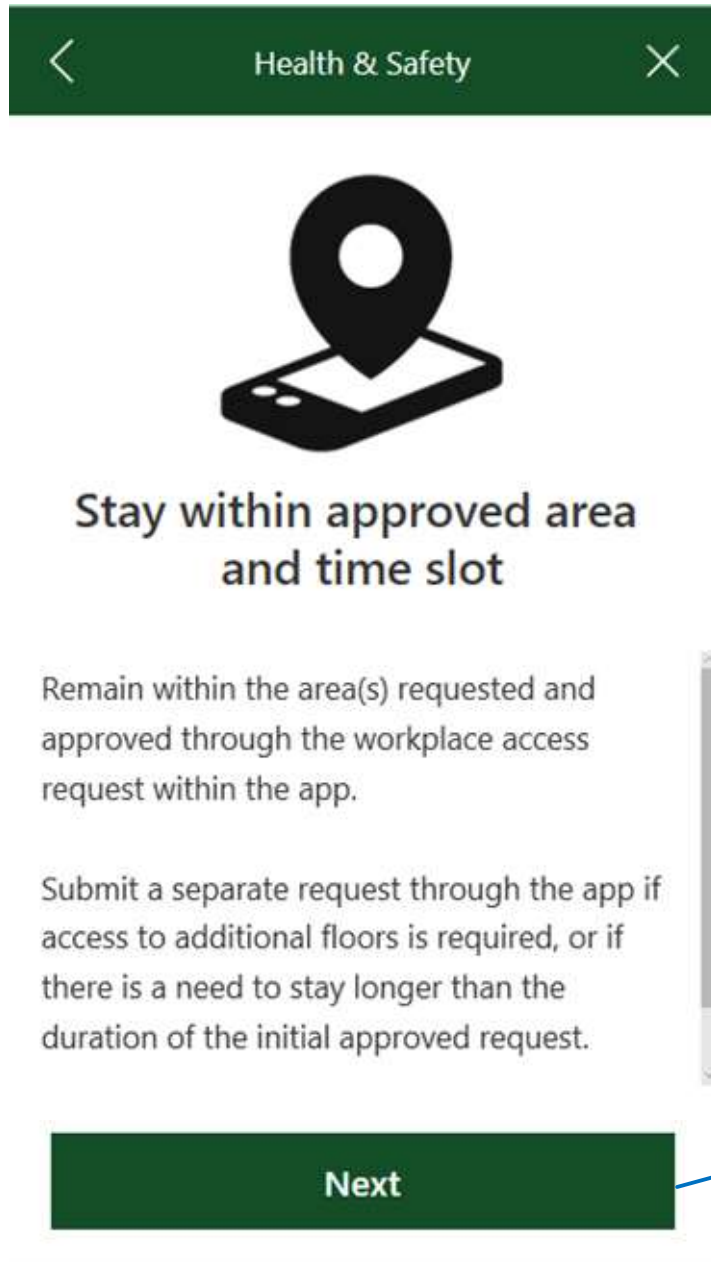
Use good cough and sneeze etiquette (e.g.,

Next

Redirect to HealthSafety7

HealthSafety7

Health & Safety

Stay within approved area and time slot

Remain within the area(s) requested and approved through the workplace access request within the app.

Submit a separate request through the app if access to additional floors is required, or if there is a need to stay longer than the duration of the initial approved request.

Next

Redirect to HealthSafety8

HealthSafety8

Health & Safety

Respect emergency protocols

In the event of a building evacuation, follow building emergency protocols:

Employees are to exit the premises as quickly as possible using the nearest emergency exit/stairwell, even if physical distancing and directional indicators cannot be followed.

Once outside of the building, physical

Next

Redirect to HealthSafety9

HealthSafety9

Health & Safety

Report COVID-19 symptoms

If you develop symptoms before accessing the workplace, cancel your request, do not access the workplace, contact your manager and public health authorities as needed.

If you develop symptoms while in the workplace, isolate immediately within the workplace. Inform your manager immediately and escalate if necessary. Go

Next

Redirect to HealthSafety10

HealthSafety10

- Once the user completes this agreement it is recorded in the UserSetting List and they will not be prompted to agree again
- Users can refer back to this information in the navigation menu
- After they submit this form the will be redirect back to the intro page if they still needs to agree to health and safety or they will be sent to the Home screen if they have agreed to both

Health & Safety

I have read and agree to comply with the COVID-19 Health & Safety Measures.

Once the user checks the box, the Finish button is enabled

Finish

This will update the UserSetting list. AgreeToHealth field will be set to timestamp of when the user submitted the form

If the user still needs to Agree to Privacy

Yes

Redirect to Intro Page

No

Redirect to Home