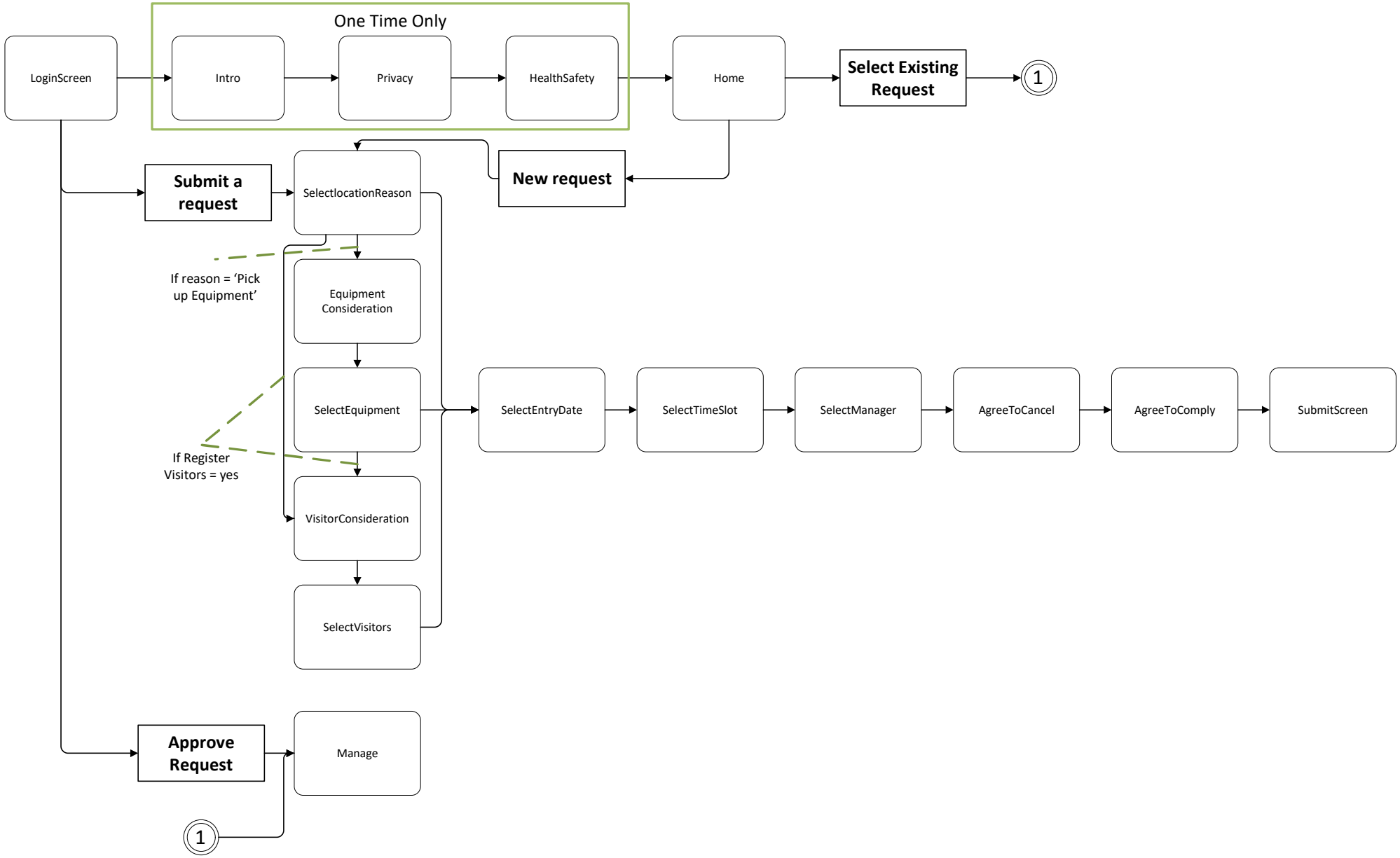
Workflow Overview



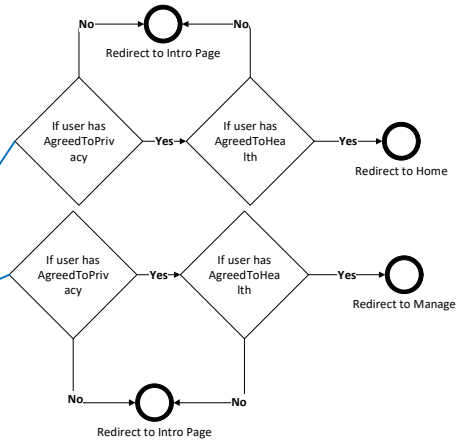
LoginScreen

Screen Overview

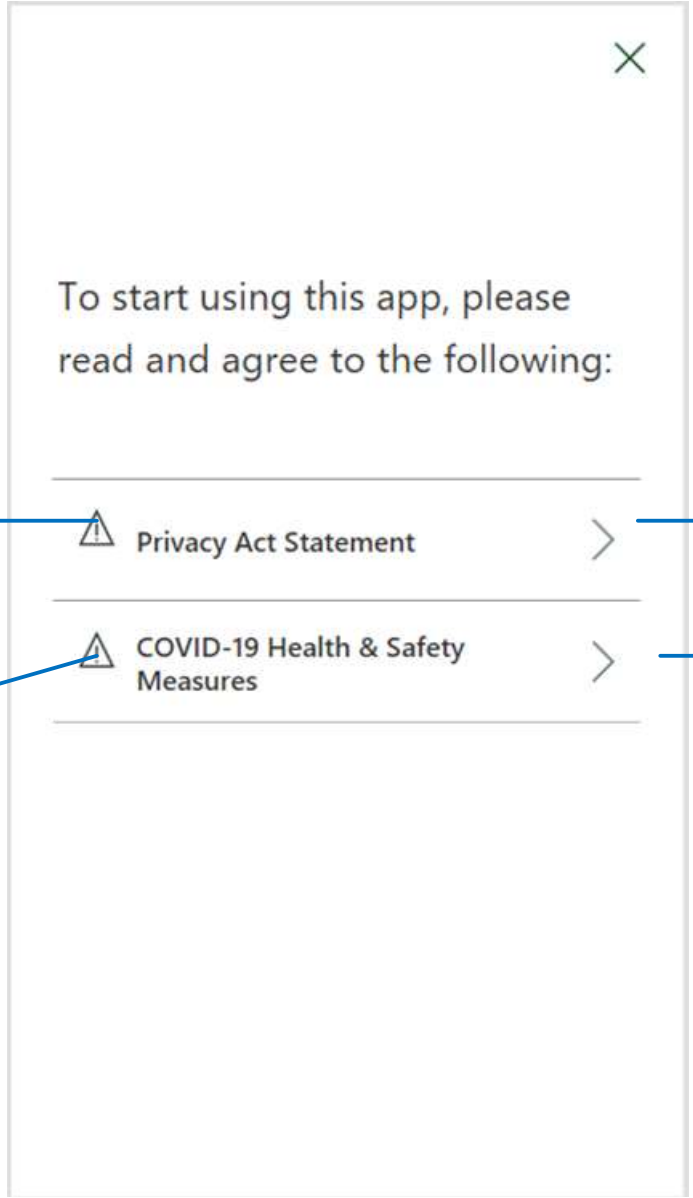
- When the user first accesses the application the system will check if they have a record in the UserSetting List. If they do not have a record it will be created when they agreed to the privacy and health screens.
- Once the user has agreed to privacy and health one time they will not be required to 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



Intro



Shows warning flag if AgreeToPrivacy is blank in the UserSetting List

Shows warning flag if AgreeToHealth is blank in the UserSetting List

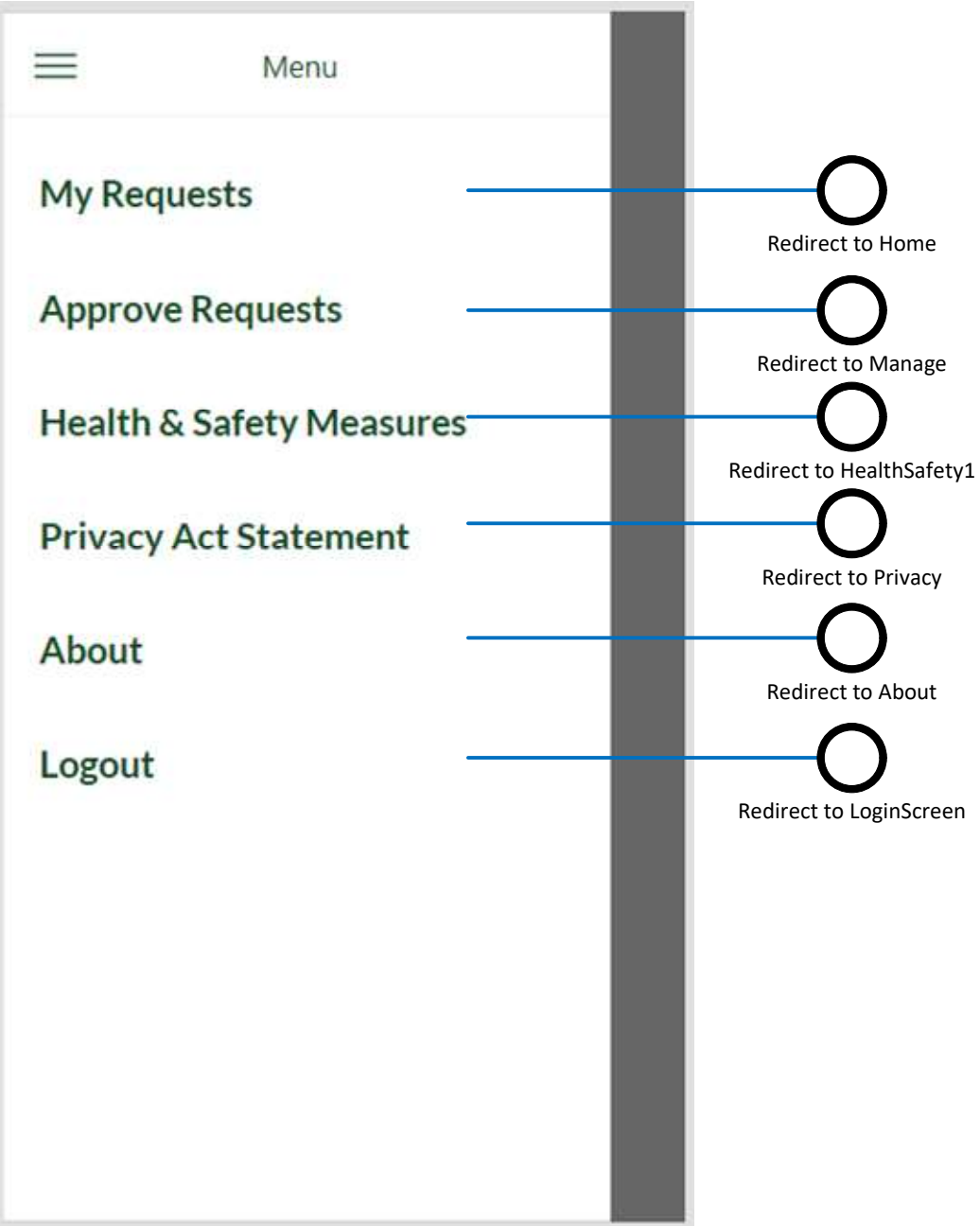
Redirect to Privacy Page

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



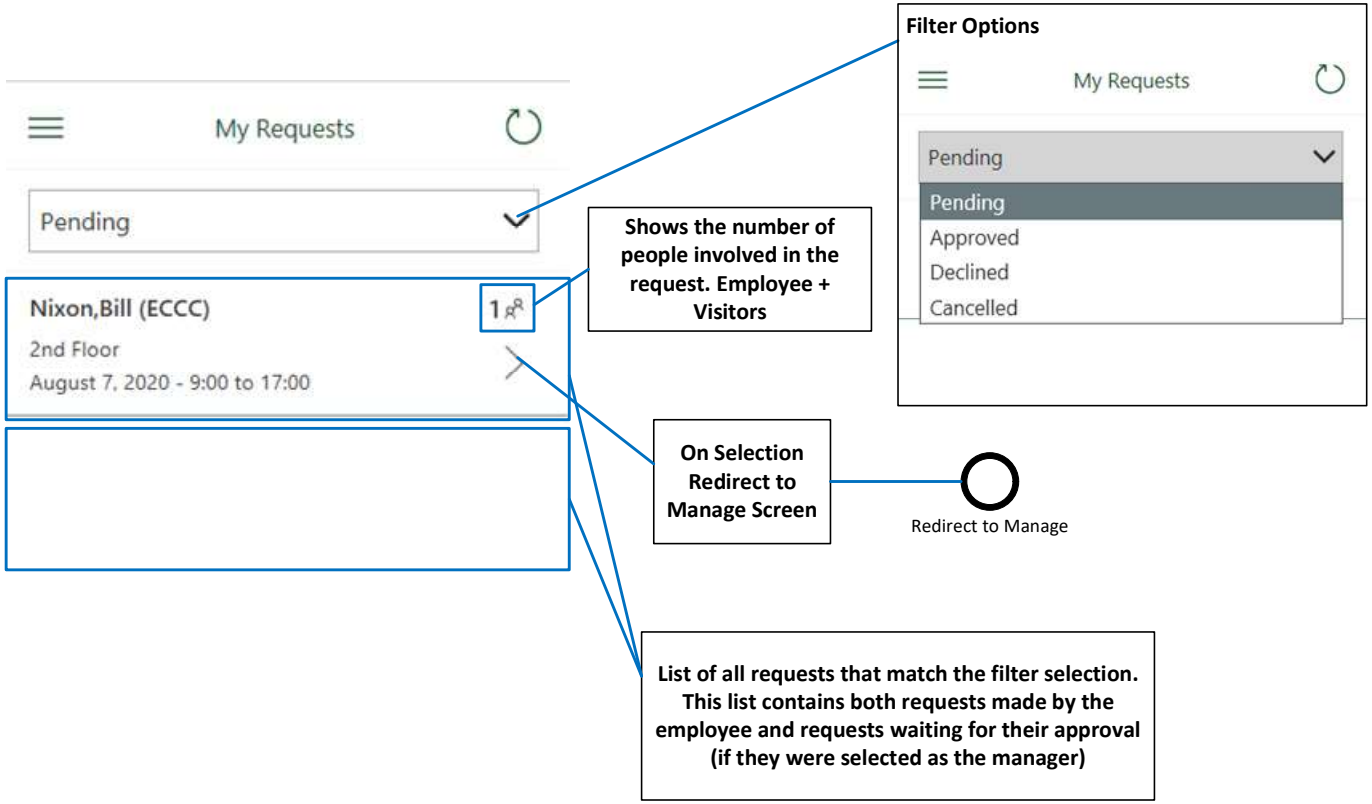
Screen Overview

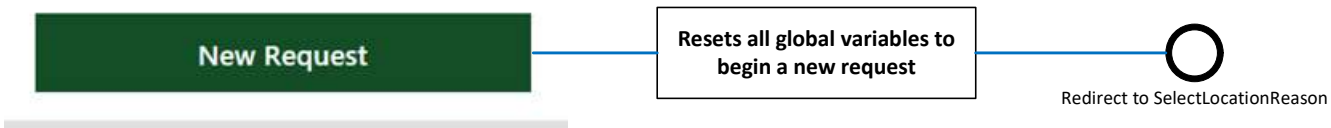
This Navigation menu is shown when the use clicks on the hamburger menu in the app

Home

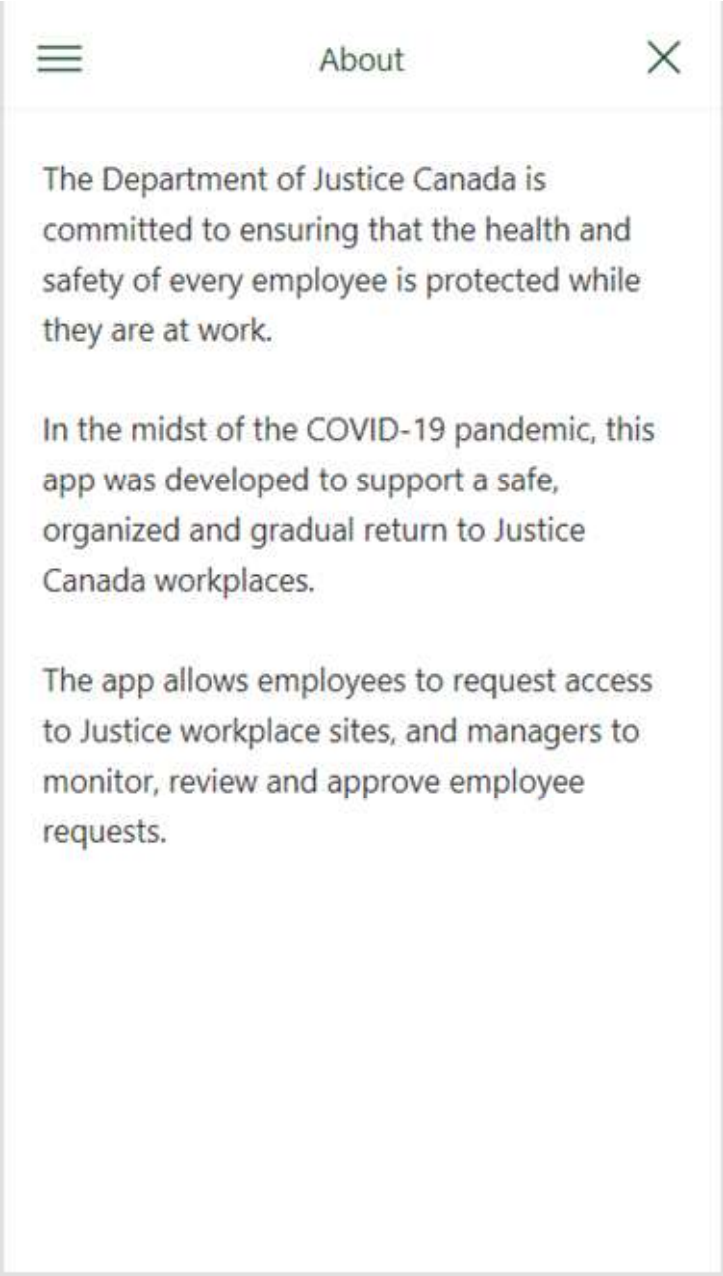
Screen Overview

- 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)



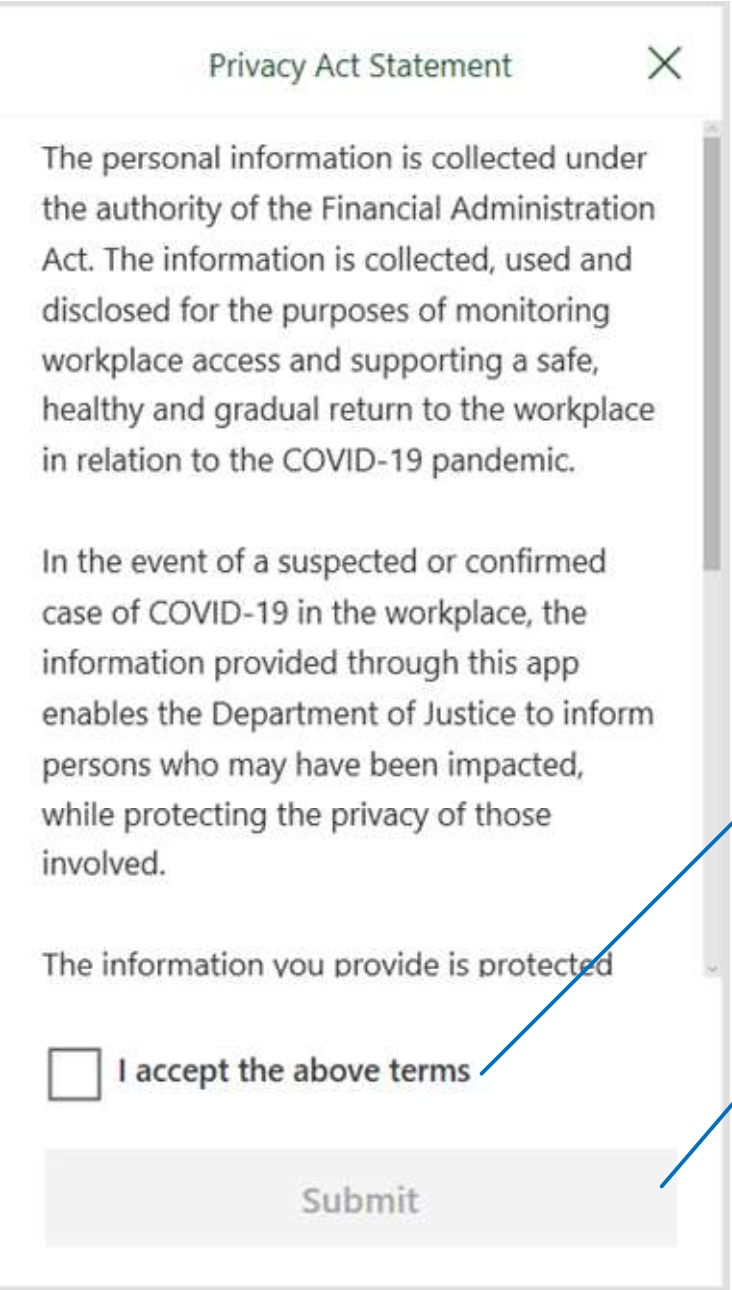


About



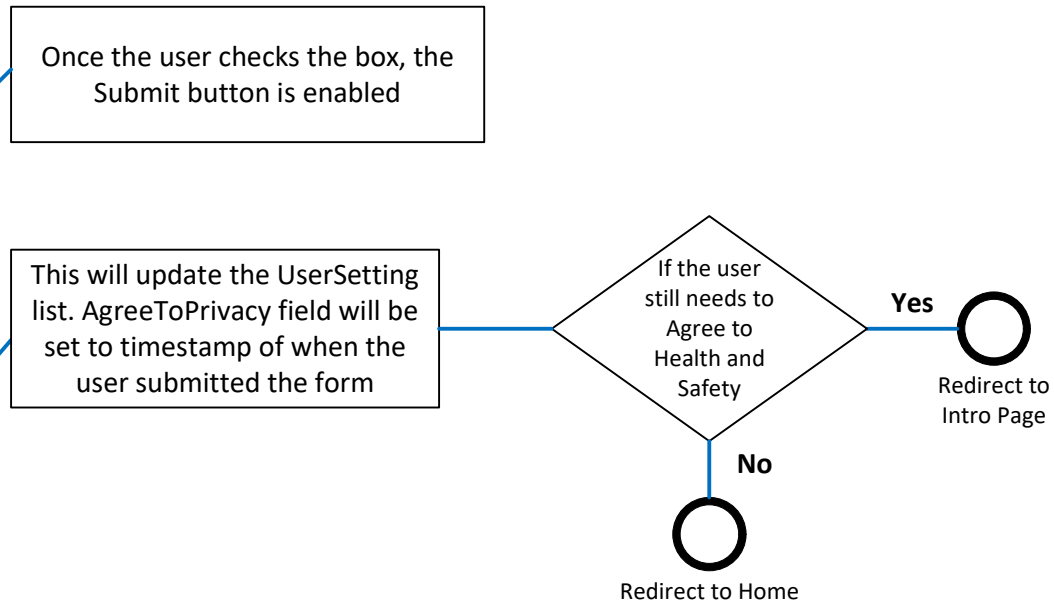
- **Screen Overview**
  Simple About page. No actions available on this screen, just text
- Available in the navigation menu

PrivacyActStatement

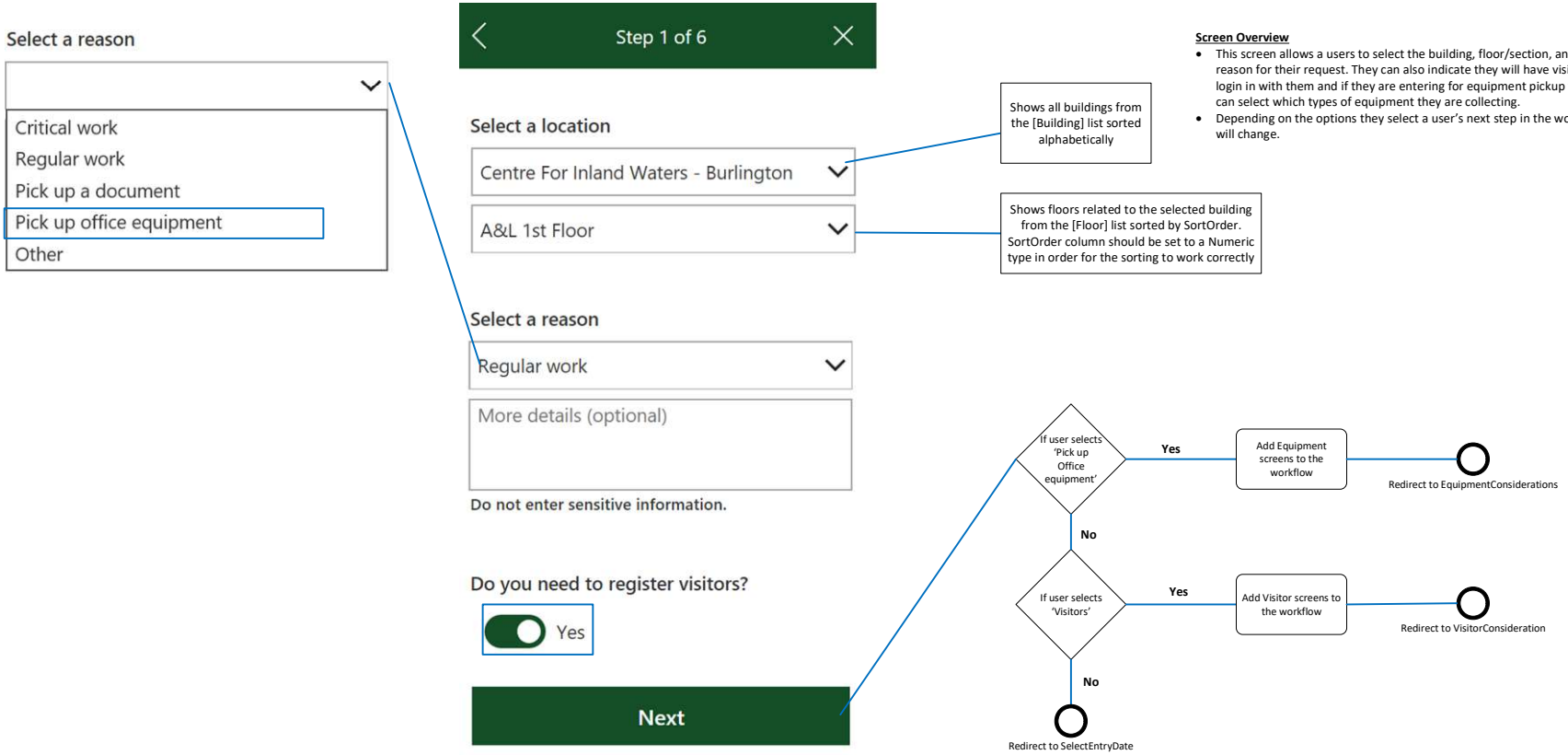


Screen Overview

- 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



SelectLocationReason



EquipmentConsideration

Step 1b of 6

Screen Overview
Shows user text about equipment pickups

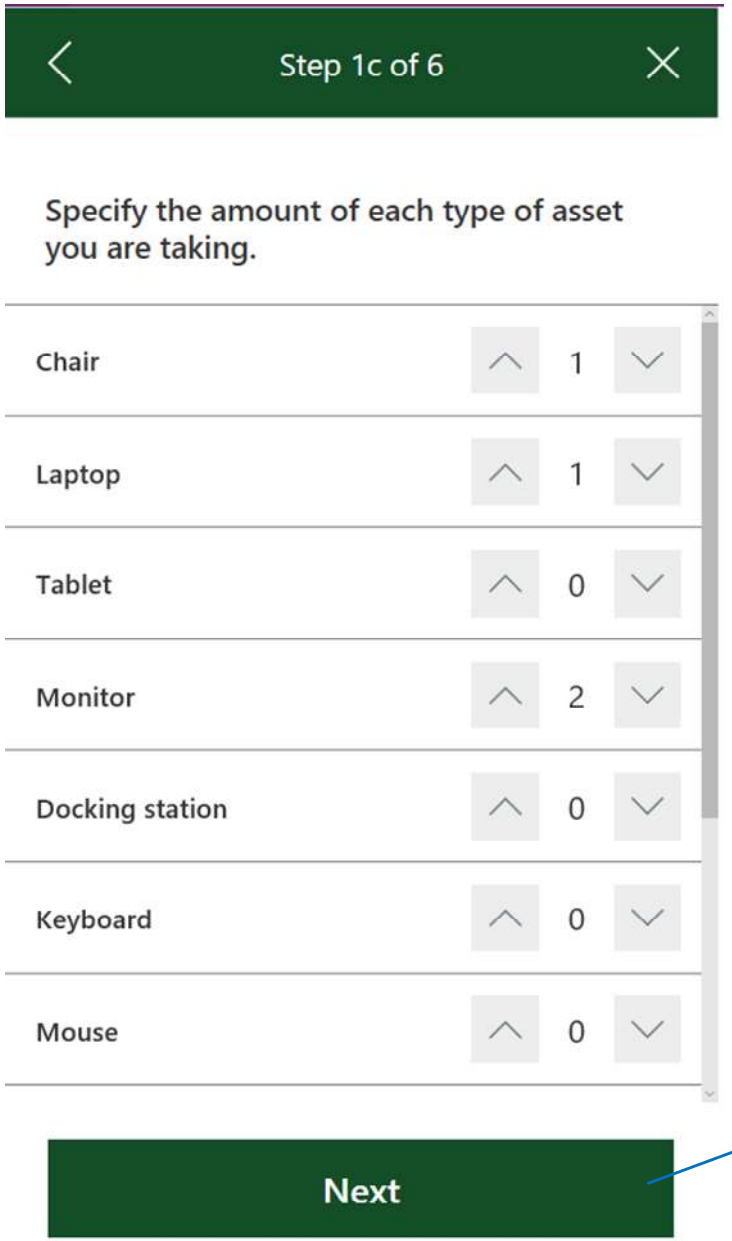
Prior to submitting a request, ensure alternatives such as purchasing or delivery of items have been considered and deemed not viable.

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

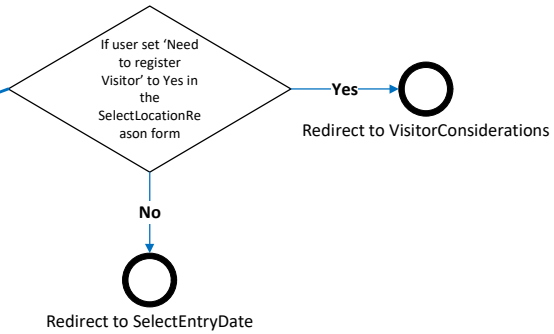
Redirect to SelectEquipment

SelectEquipment



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



VisitorConsideration

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

Do not enter sensitive information.

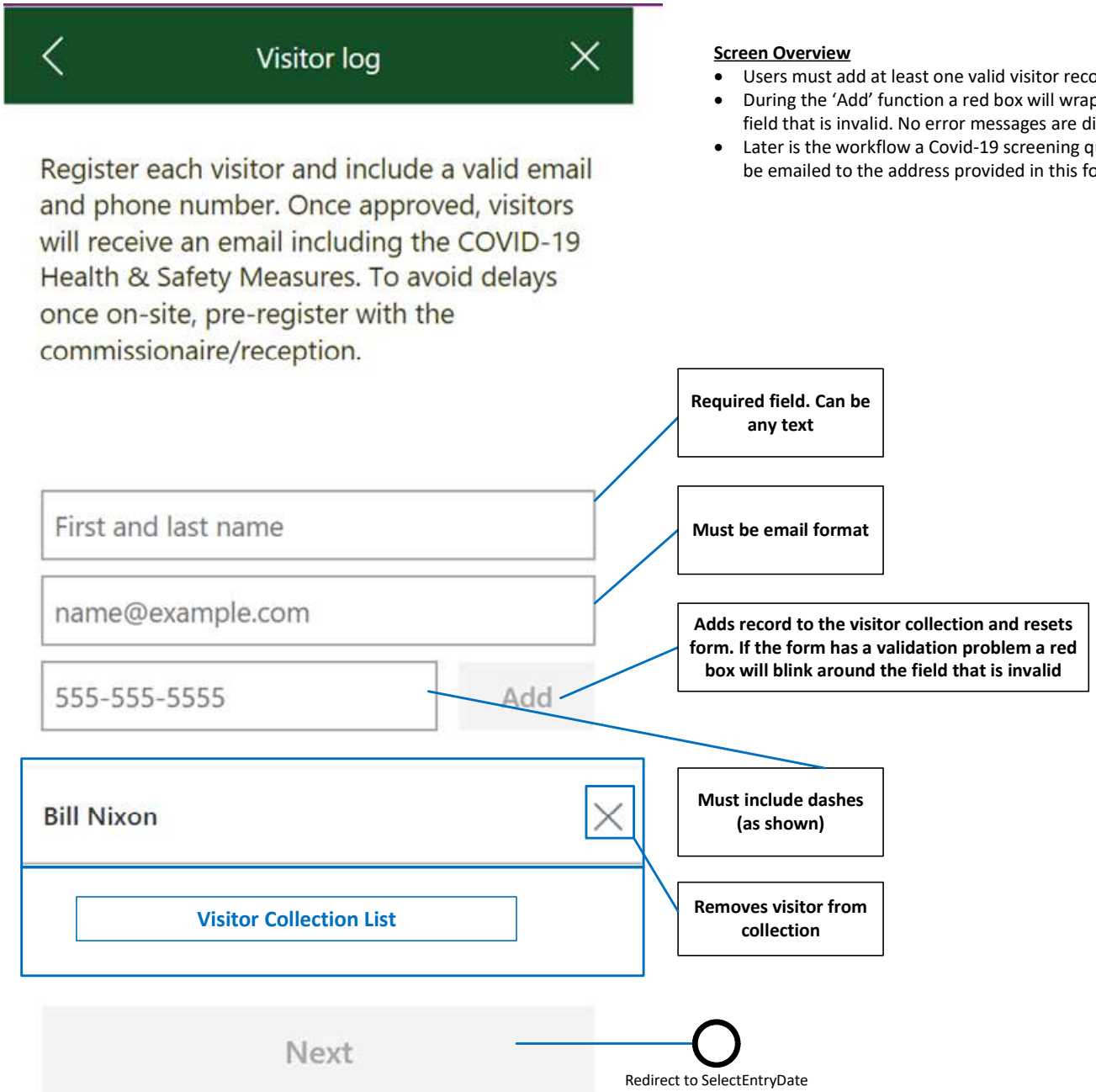
Next

Screen Overview
Users must enter a purpose of visit in order to proceed with the booking.

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

Redirect to SelectVisitors

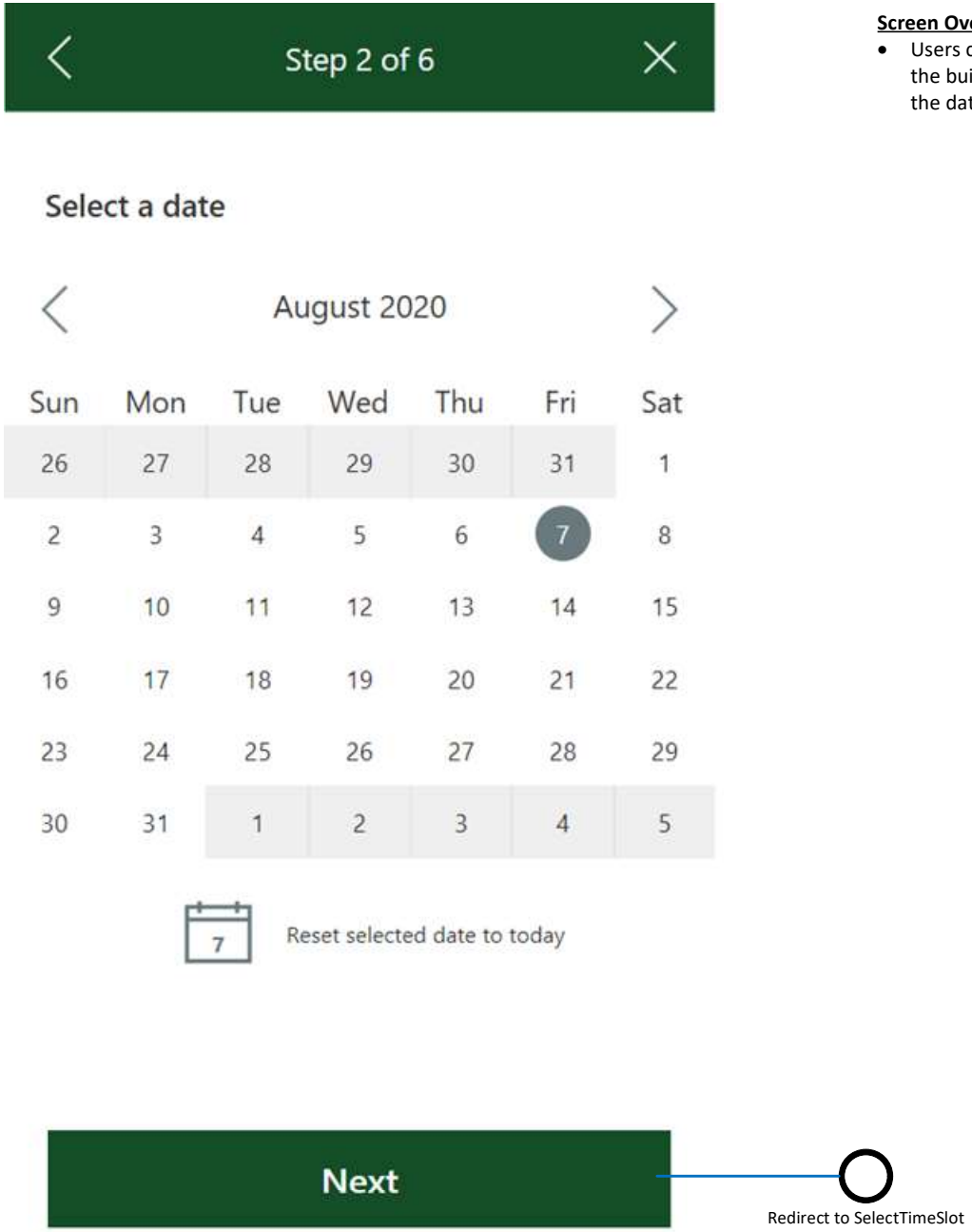
Select Visitors



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

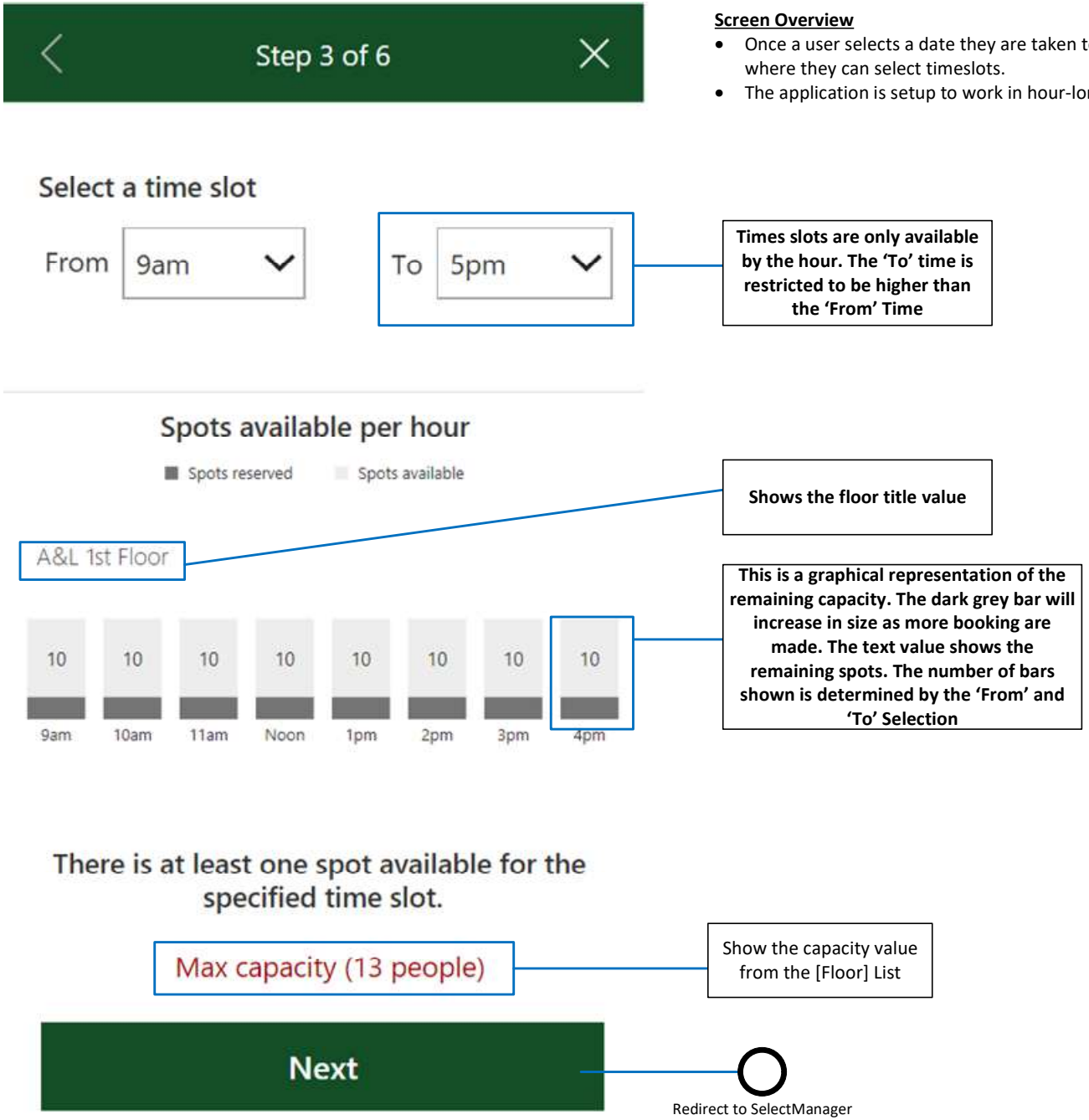
SelectEntryDate



Screen Overview

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

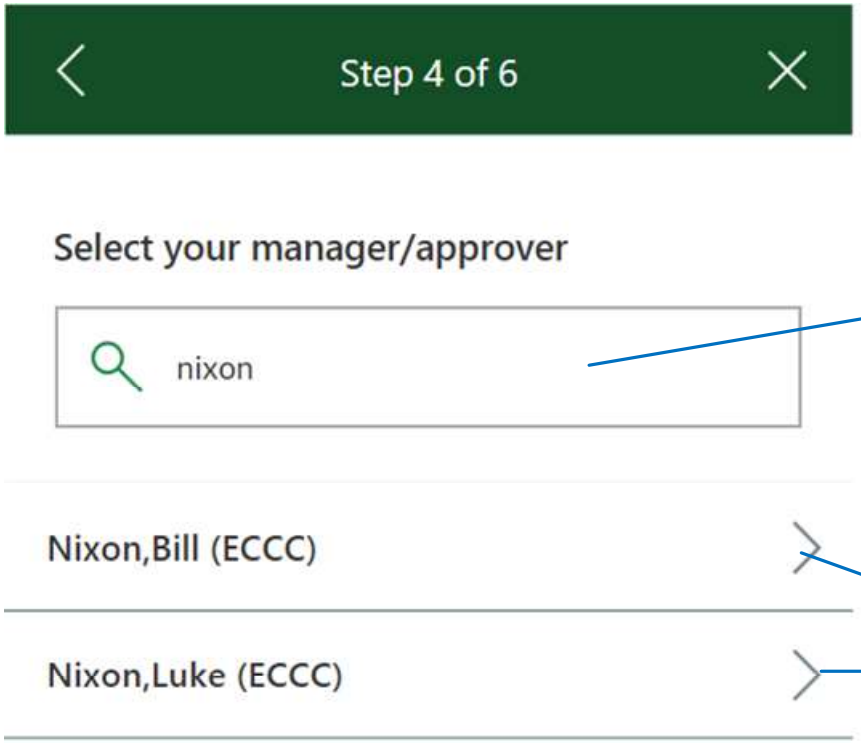
SelectTimeSlot



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

SelectManager



Screen Overview

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

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

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

Checking the box enables the Next button

Next

Redirect to AgreeToComply

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

AgreeToComply

Screen Overview

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

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

Checking the box enables the Next button

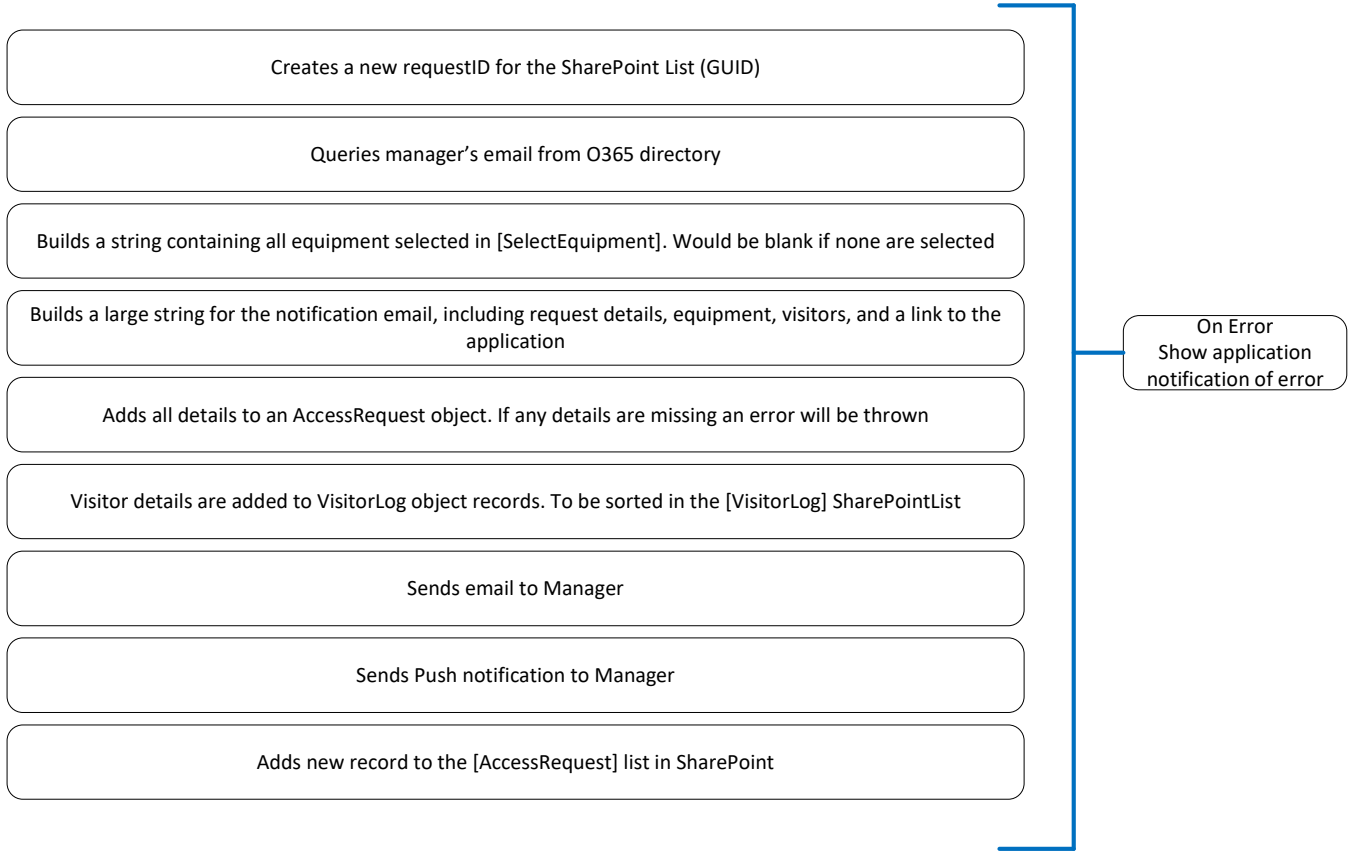
Submit

Redirect to SubmitScreen

SubmitScreen

Screen Overview

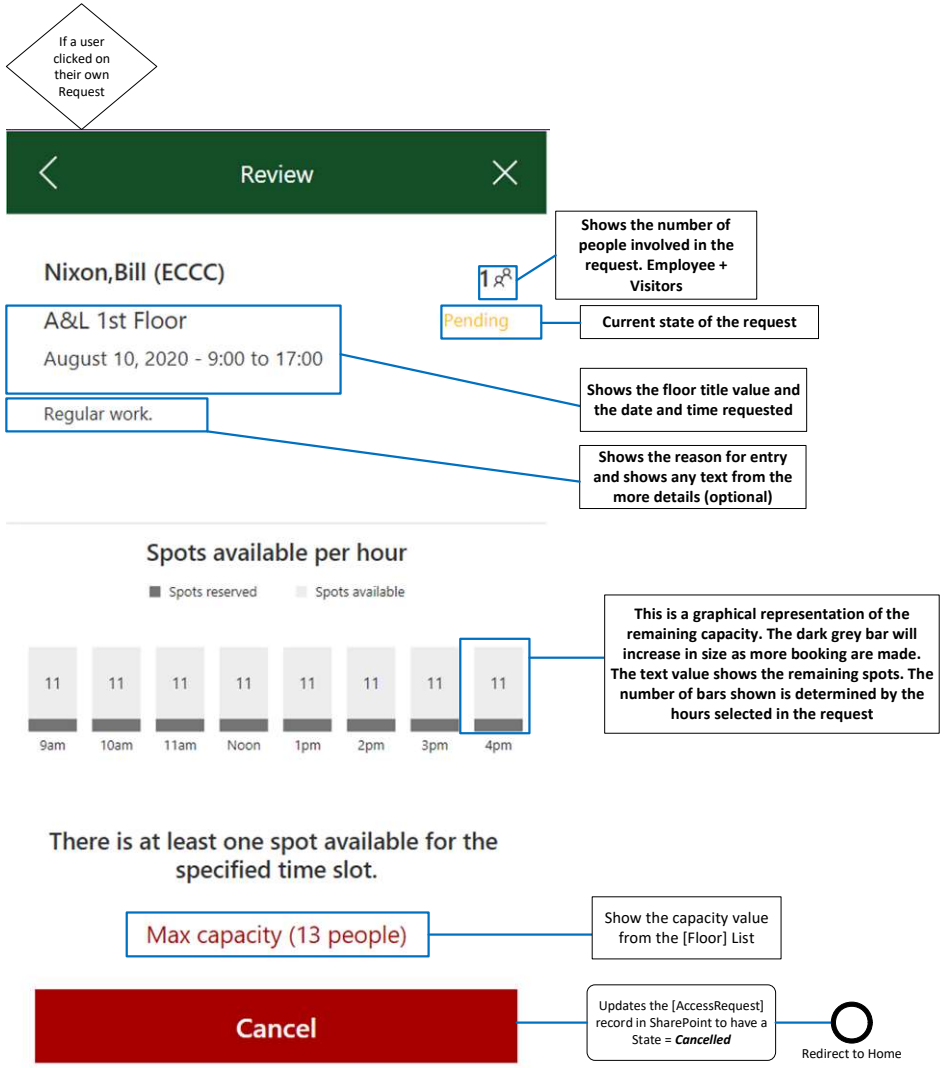
- This screen shows a progress gif until it is fully loaded/complete.
- This screen is where all of the workflow data is submitted to the system, email are sent out, and notifications pushed
- Most of the application's working code is stored in this page

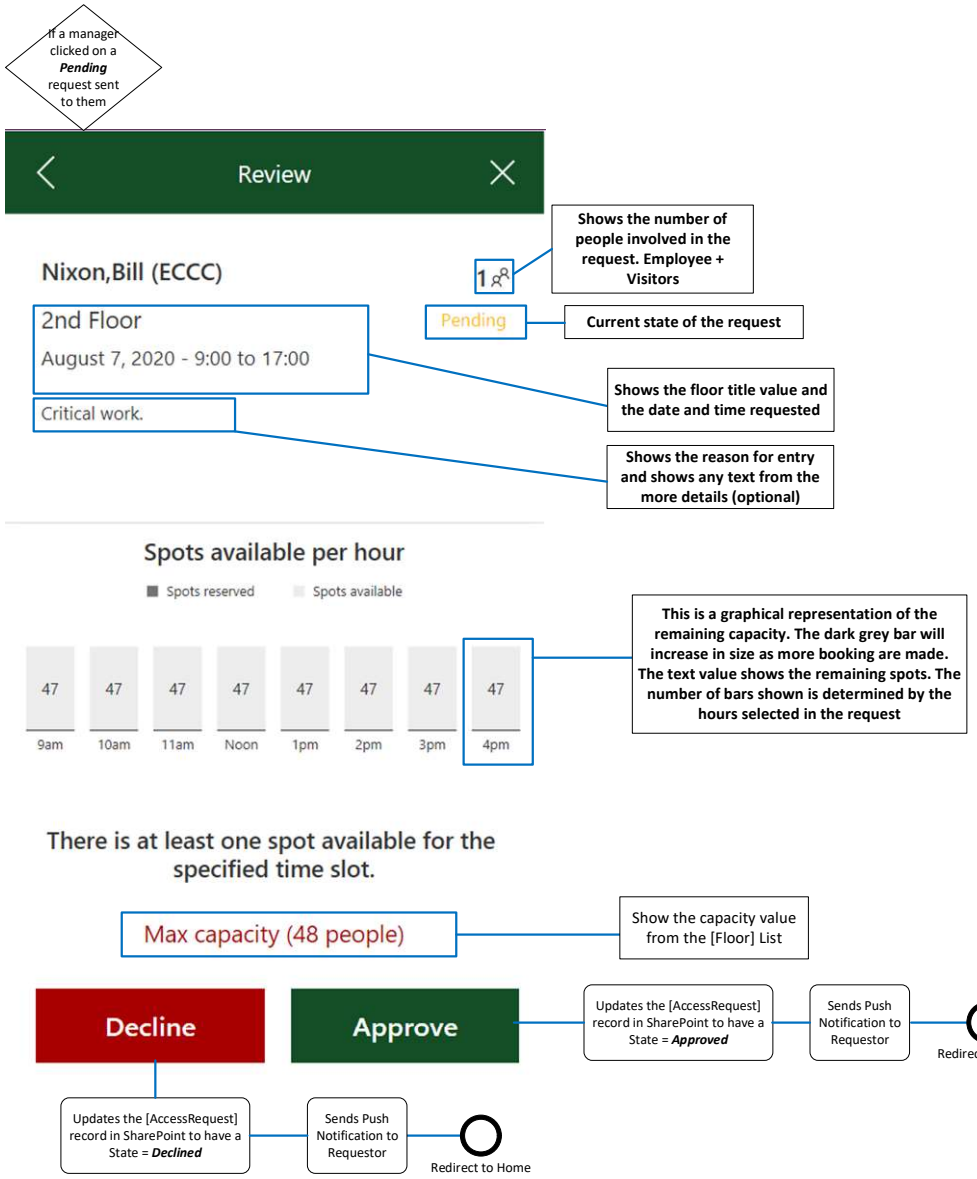


Manage

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)





Manage

Screen Overview

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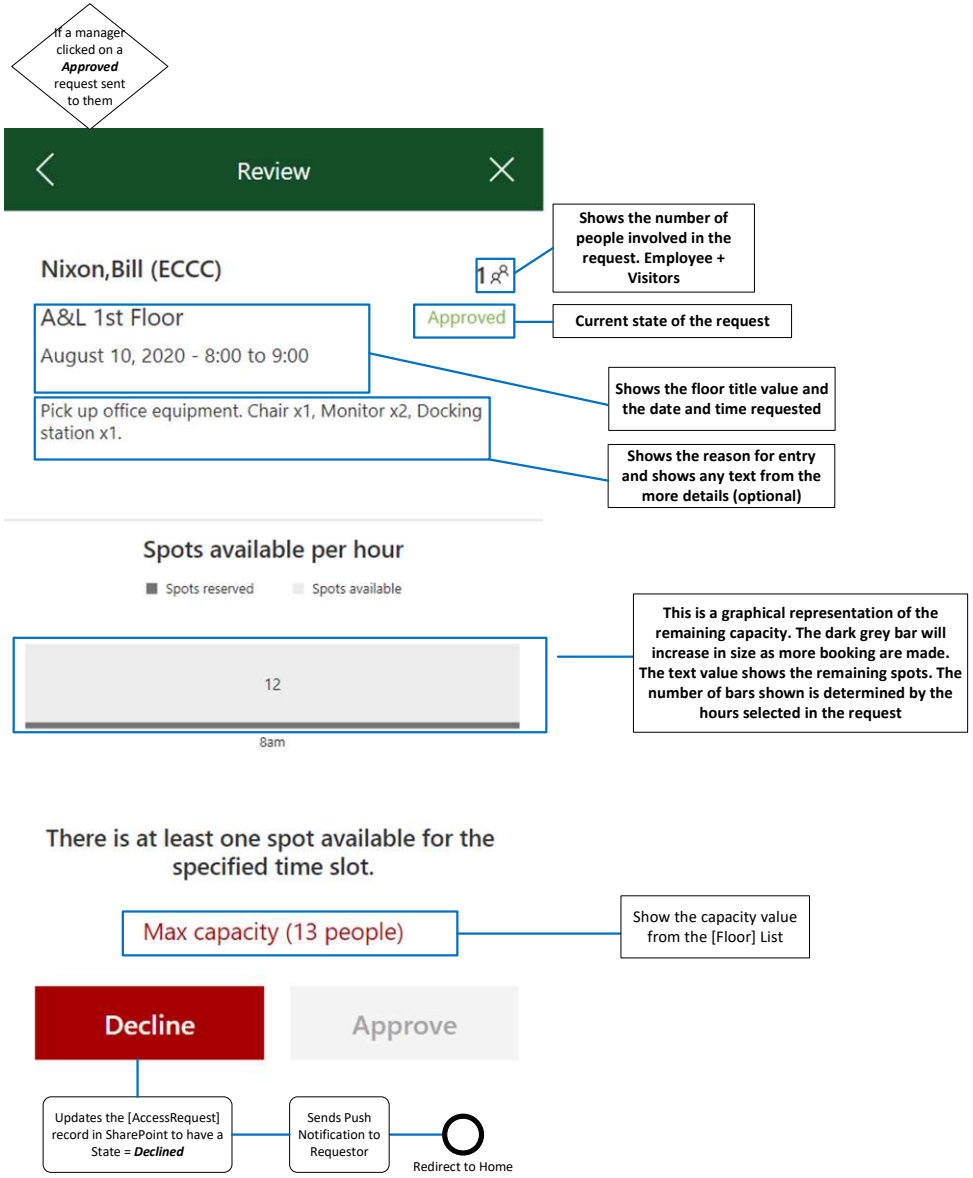
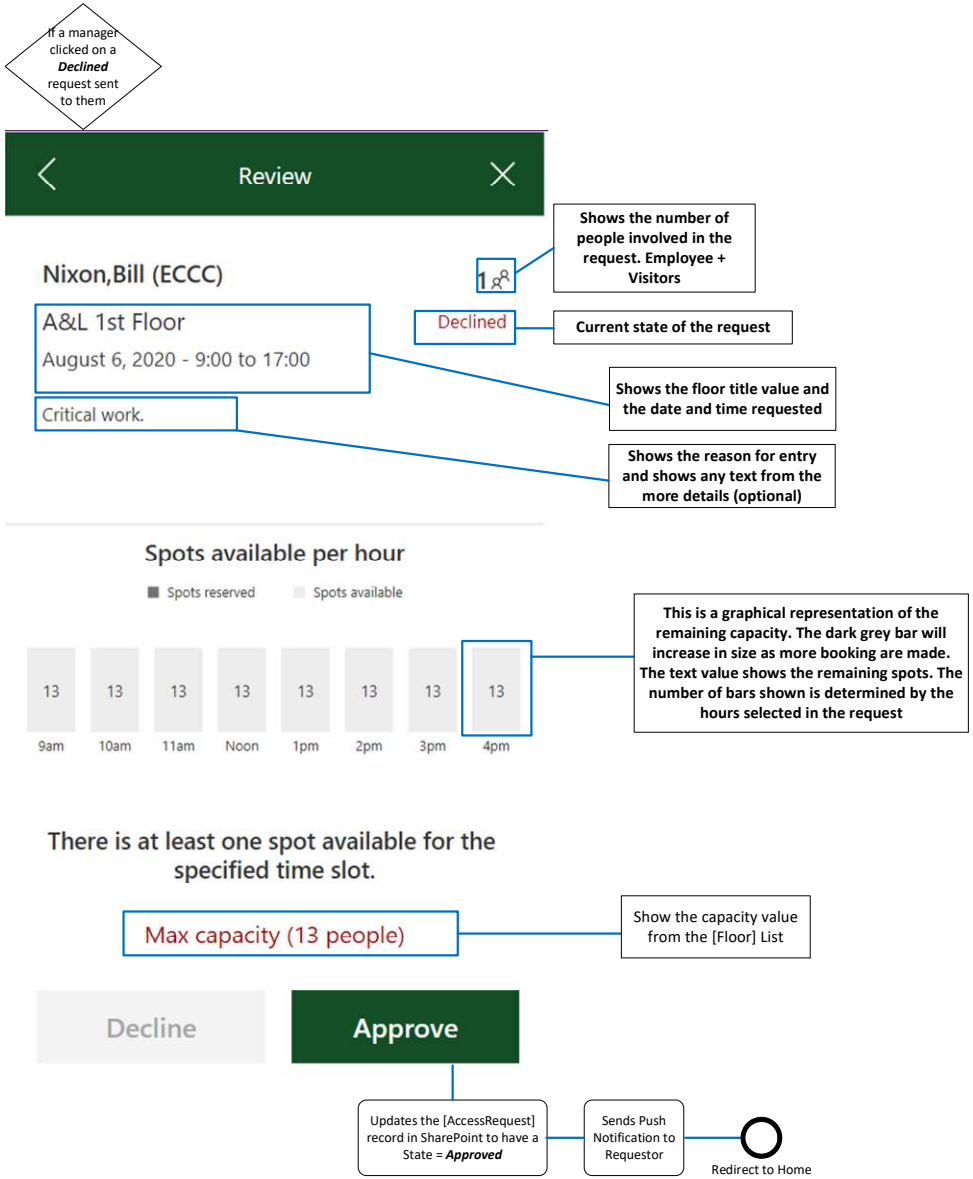
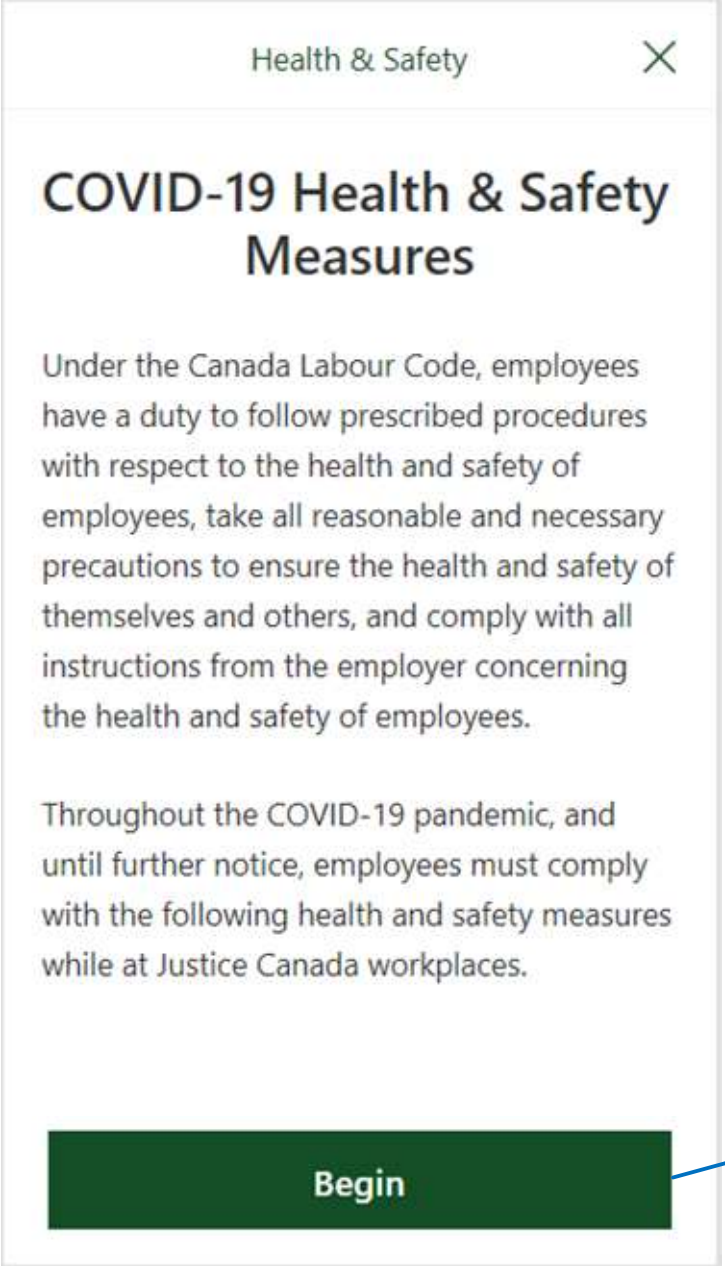




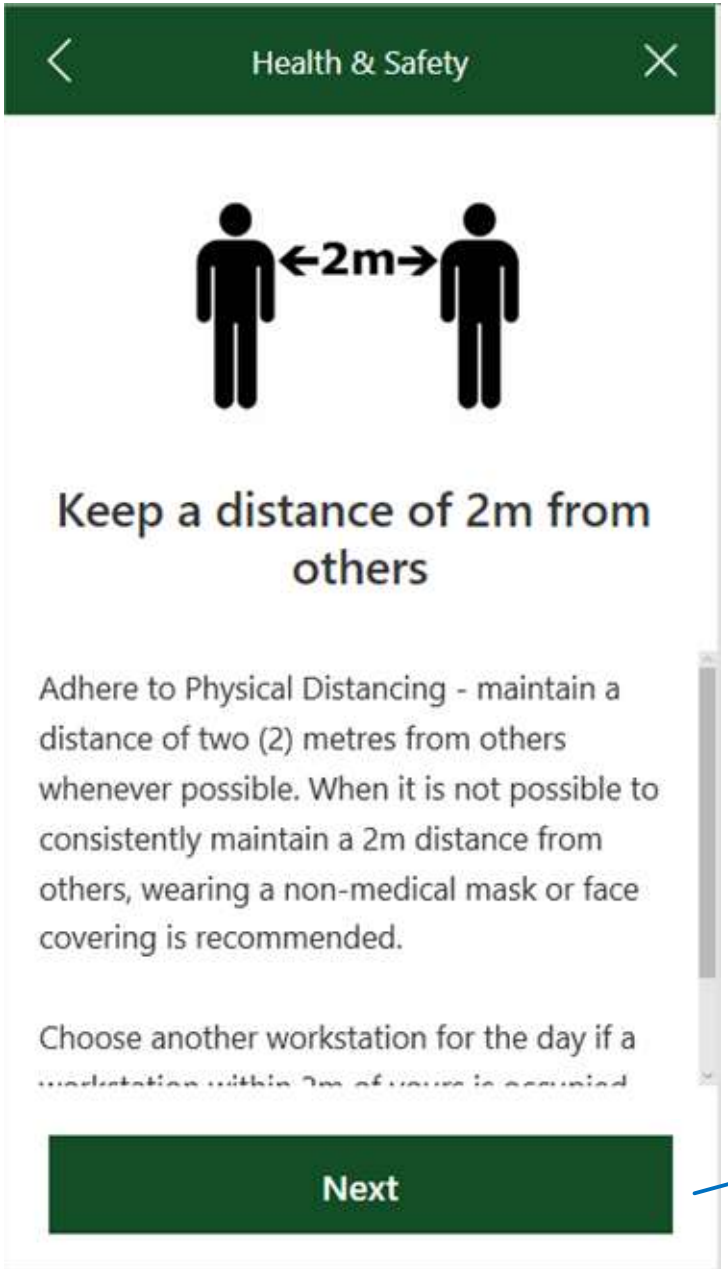
HealthSafety1



Screen Overview

Redirect to HealthSafety2

HealthSafety2



Screen Overview

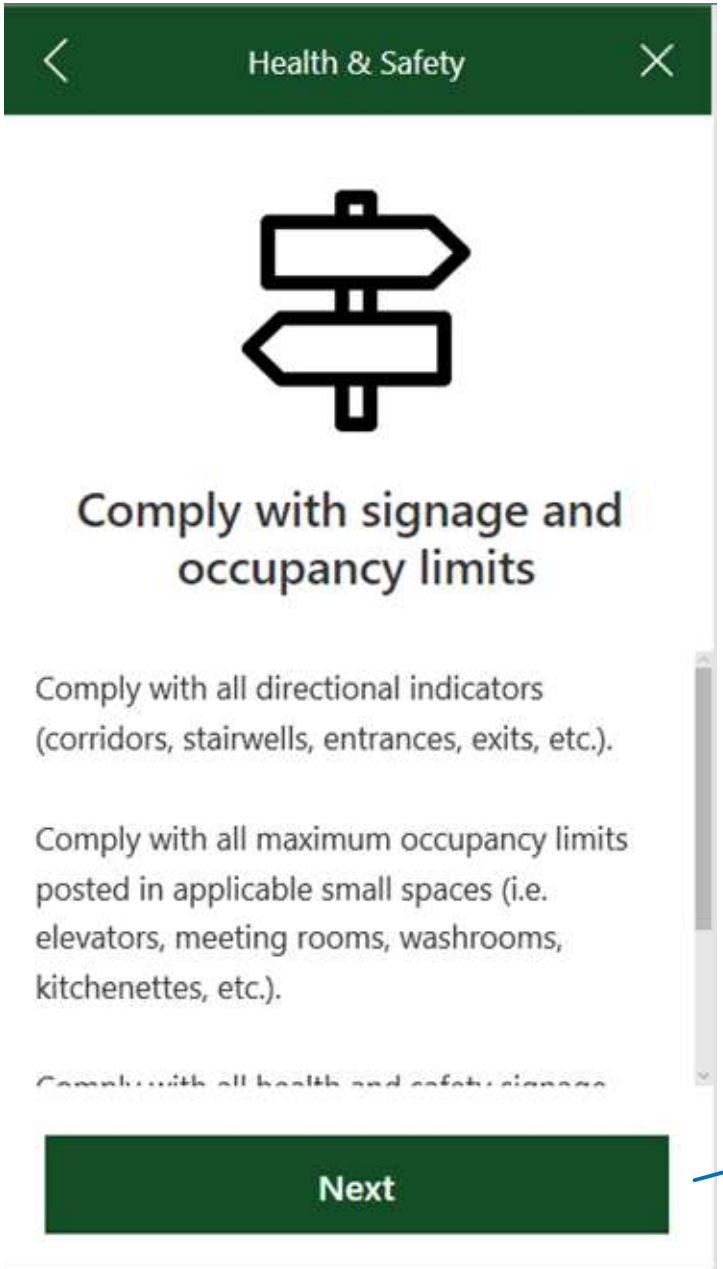
Redirect to HealthSafety3

HealthSafety3

Screen Overview

Redirect to HealthSafety4

HealthSafety4



Screen Overview

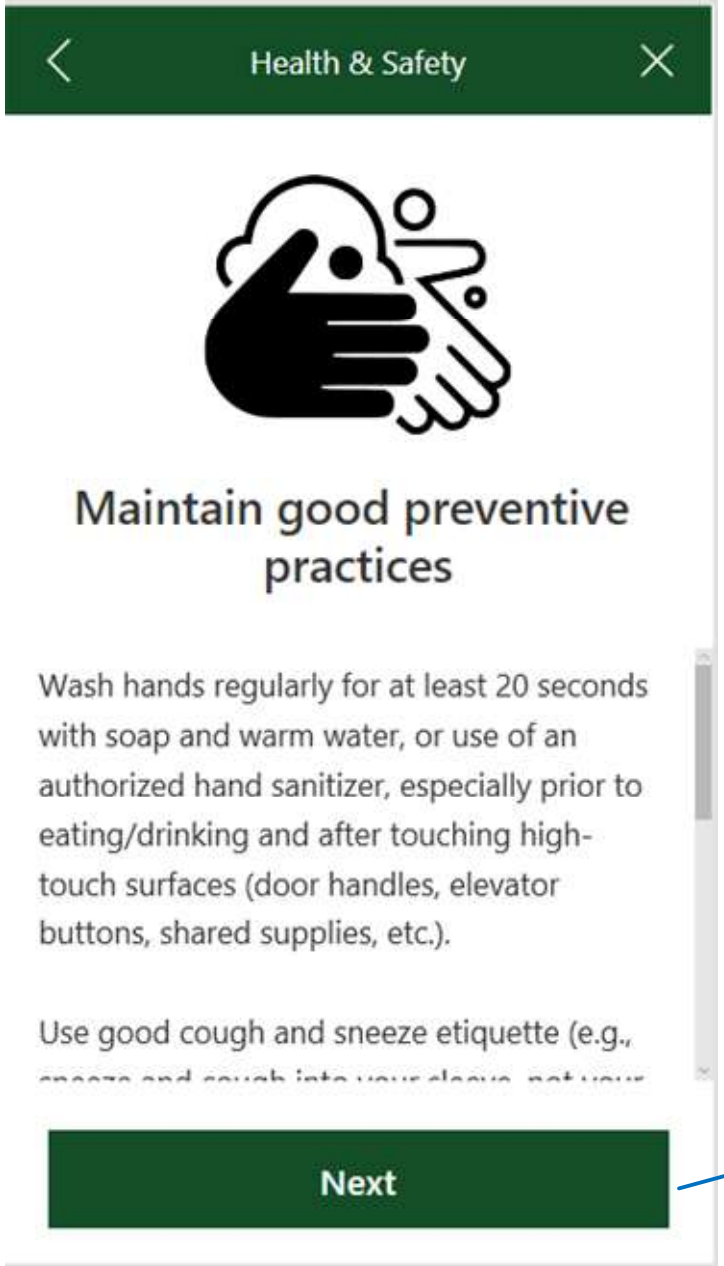
Redirect to HealthSafety5

HealthSafety5

Screen Overview

Redirect to HealthSafety6

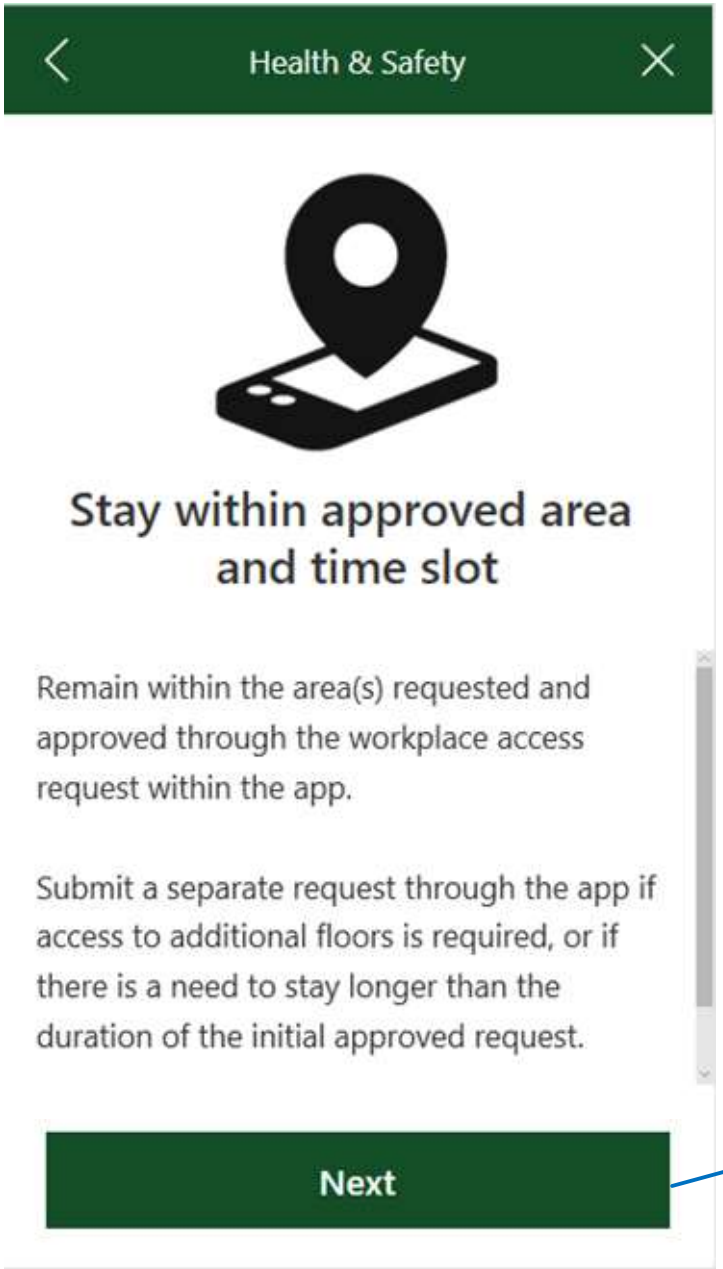
HealthSafety6



Screen Overview

Redirect to HealthSafety7

HealthSafety7



Screen Overview

Redirect to HealthSafety8

HealthSafety8

Screen Overview

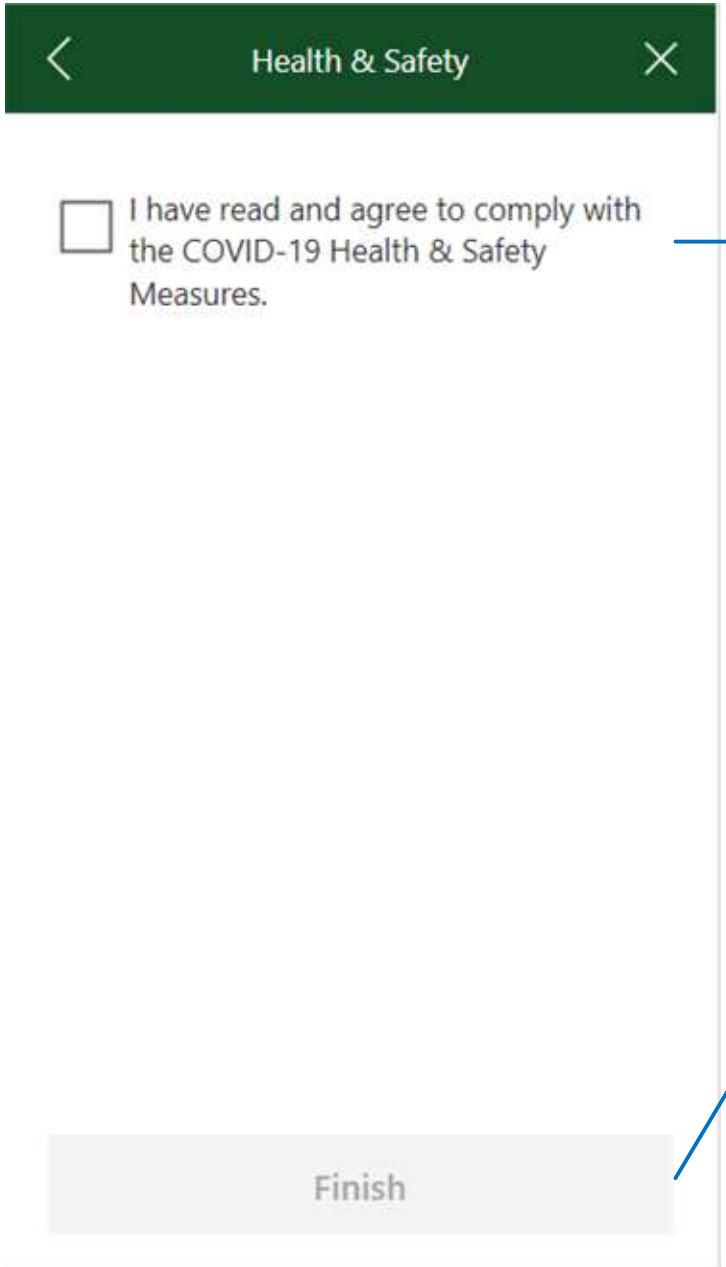
Redirect to HealthSafety9

HealthSafety9

Screen Overview

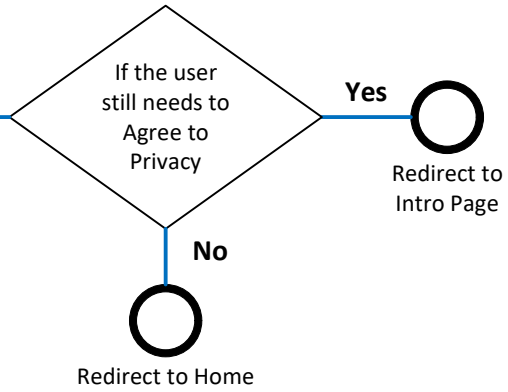
Redirect to HealthSafety10

HealthSafety10



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

Screen Overview

- 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

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