

Approvals Template

2021.05.17

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Introduction

The screenshot displays the 'All Timesheets' web application. At the top, a dark blue header contains a user profile picture, the title 'All Timesheets', a text input field for 'How did you spend your time today?', and a green 'Submit Time' button. Below the header, a navigation bar shows the user's role as 'EMPLOYEE' and three 'Sort by' dropdown menus. On the left side, a sidebar menu includes icons for 'Submissions', 'Notification', 'New', 'MyProfile', and 'Sign Out'. The main content area is a grid of 9 timesheet entries. Each entry features a profile picture, a task description, the employee's name, the date, the duration (4h 22m), and a status (Approved, Submitted, or Billable). The status is indicated by a green bar for 'Approved' and a dark blue bar for 'Submitted'.

Task Description	EMPLOYEE	Date	Duration	Status
Task Description...	EMPLOYEE	Tue 30 Mar	4h 22m	Approved
Task Description...	EMPLOYEE	Tue 30 Mar	4h 22m	Approved
Task Description...	EMPLOYEE	Tue 30 Mar	4h 22m	Approved
Task Description...	EMPLOYEE	Mon 10 May	4h 22m	Approved
Task Description...	EMPLOYEE	Tue 11 May	4h 22m	Submitted
Task Description...	EMPLOYEE	Tue 11 May	4h 22m	Submitted
Task Description...	EMPLOYEE	Tue 25 May	4h 22m	Approved
Task Description...	EMPLOYEE	Tue 25 May	4h 22m	Approved
Task Description...	EMPLOYEE	Thu 05 Aug	4h 22m	Submitted

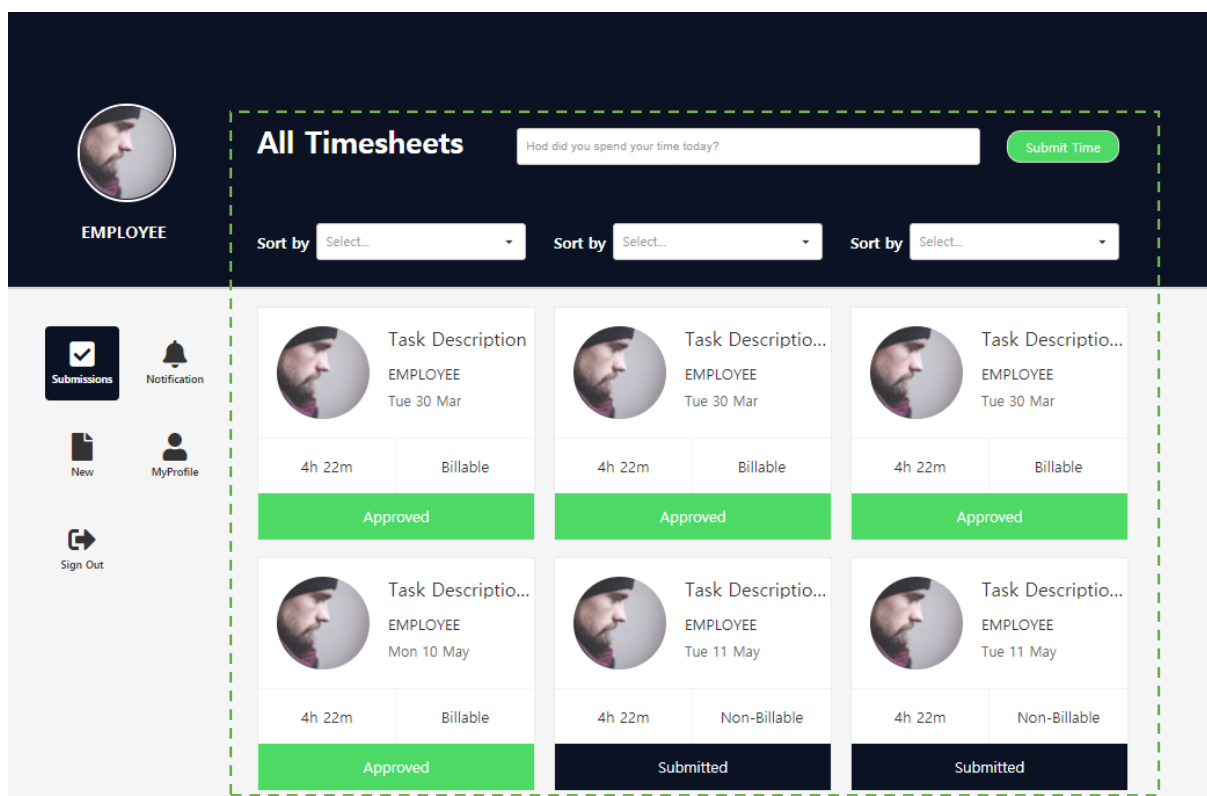
This template is a template for reporting and approving billing hours to decision makers.

An employee submits a job to Approver, and Approver can approve or reject it.

Screen description

1) Main (Requester)

- Related object : MainWForm, MainWESet, JobRSet
- This is the main screen that your Employee account sees. Displays a list of billing hour jobs submitted by Employee. Submitted results are displayed in three categories: Submitted, Approved, and Declined. You can search the list according to conditions, and click to check detailed information.



All Timesheets

How did you spend your time today?

Submit Time

: Button to move to the screen where you can write billing hour. You can move to the writing screen while entering the description in the textBox.

Sort by

Select...




Sort by

Select...

Sort by

Select...

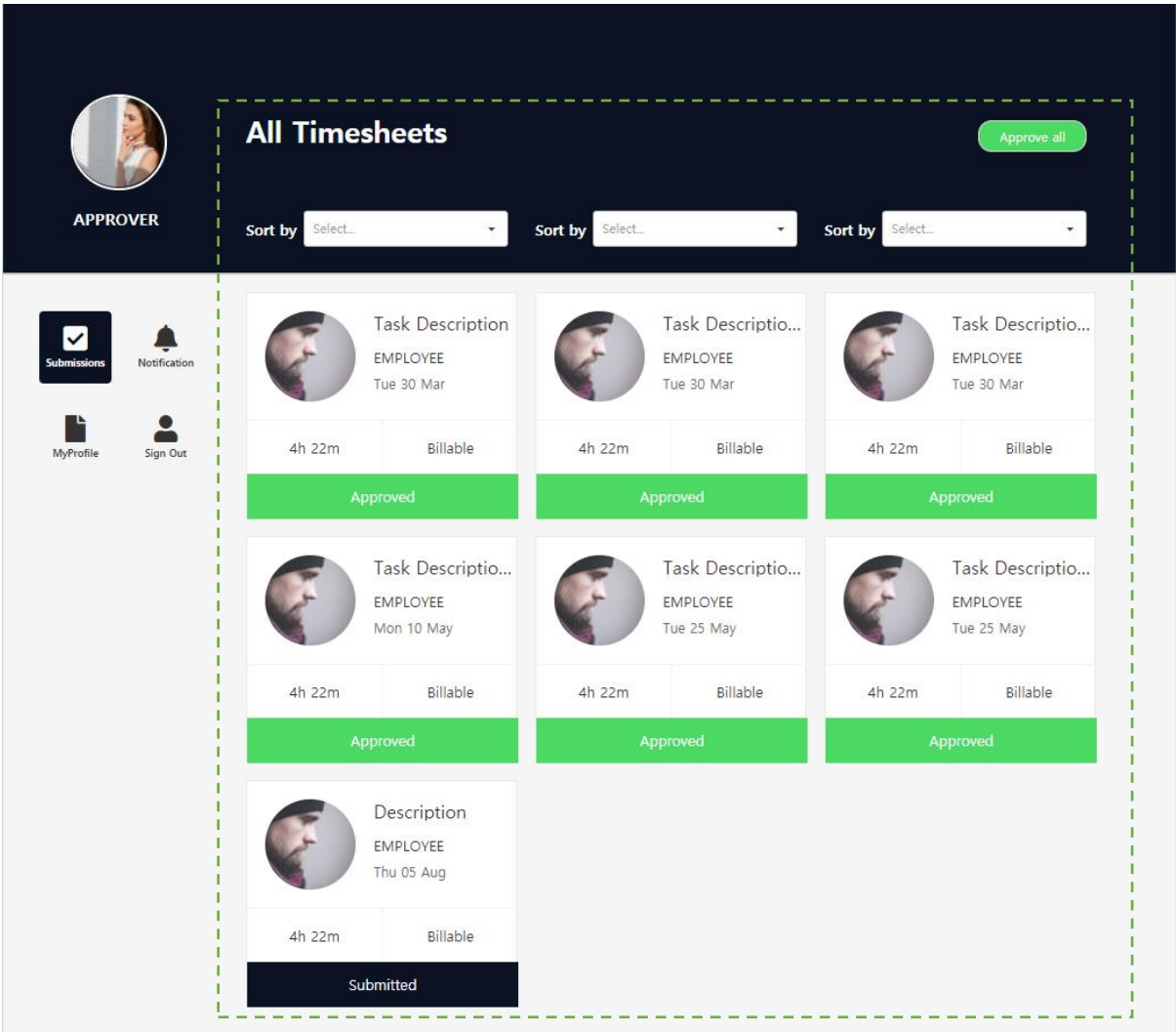
: Option to search the list (date, submission result, billing hour or not)

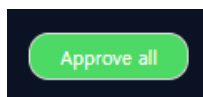
	Task Description EMPLOYEE Tue 30 Mar		Task Descriptio... EMPLOYEE Tue 30 Mar		Task Descriptio... EMPLOYEE Tue 30 Mar
4h 22m	Billable	4h 22m	Billable	4h 22m	Billable
Approved		Approved		Approved	

: Billing hour list (Click to view detailed information)

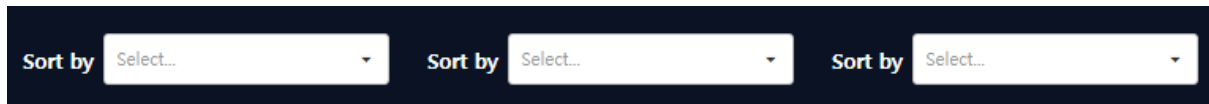
2) Main (Approver)

- Related object : MainWForm, MainWESet, JobRSet
- This is the main screen that your Apporver account sees. Displays billing hour job list submitted to Approver. You can approve or reject the submitted job by clicking the list. The processed result can be changed again.








: Button to approve all jobs.



: Option to search the list (date, submission result, billing hour or not)

 <div>Task Description EMPLOYEE Tue 30 Mar</div>	 <div>Task Descriptio... EMPLOYEE Tue 30 Mar</div>	 <div>Task Descriptio... EMPLOYEE Tue 30 Mar</div>
4h 22m	4h 22m	4h 22m
Billable	Billable	Billable
Approved	Approved	Approved

: Billing hour list (Click to approve or reject)

3) Job (Requester)

- Related object : JobWForm, JobWESet, JobRSet
- This is the screen to create a billing hour job. Fill out the detailed information and submit it to the target Approver. It is also a screen where detailed information can be checked when a list item is clicked on the Employee main screen.

The screenshot shows a mobile application interface for creating a new timesheet. The header is dark blue with a user profile icon and the name 'EMPLOYEE'. A sidebar on the left contains icons for Submissions, Notification, New, MyProfile, and Sign Out. The main content area is a white form titled 'New Timesheet'. The form has the following fields: 'Task Description' (a large text area), 'target Approver' (a dropdown menu with 'Select...' as the placeholder), 'Requester' (a text field containing 'EMPLOYEE'), 'Submission type' (two radio buttons labeled 'Billable' and 'Non-Billable'), 'Date' (a text field with a calendar icon), 'Hours' (a slider from 0 to 10), and 'Minutes' (a slider from 0 to 60). At the bottom of the form are two buttons: 'Submit' (green) and 'Cancel' (white with a grey border).

This image is a close-up of the bottom of the 'New Timesheet' form, showing two buttons: a green 'Submit' button and a white 'Cancel' button with a grey border.

: Submit and go to main screen buttons

4) Review (Requester, Approver)

- Related object : ReviewWForm, ReViewWESet, JobRSet
- This is a screen that both employee and approver can see. The approver is a screen that you can see when you click the job list submitted to you. The approver can approve or reject by writing the review details below. employee is the screen you see when you click on an approved or rejected job. You cannot write reviews, you can only view them.

Review Timesheet

Task Description

Task Description

Requester

EMPLOYEE

Submission type

☒ Billable ☐ Non-Billable

Date

3/30/2021

Hours

0 10 4

Minutes

0 60 30

Review Decision

☒ Approved ☐ Declined

Reviewed By

Select...

Review notes

Ok. Approved.

Submit **Cancel**

Task Description <div>Task Description</div>	Requester <div>EMPLOYEE</div>
Date <div>3/30/2021</div>	Submission type <input checked="" type="radio"/> Billable <input type="radio"/> Non-Billable
Hours <div> <input type="range"/> <div>4</div> </div>	Minutes <div> <input type="range"/> <div>30</div> </div>

: Contents of the created job (view only)

Review Decision <input checked="" type="radio"/> Approved <input type="radio"/> Declined	Reviewed By <div>Select...</div>
Review notes <div>Ok. Approved.</div>	

: Content written by Approver when approval or rejection is processed (Requester can view only)

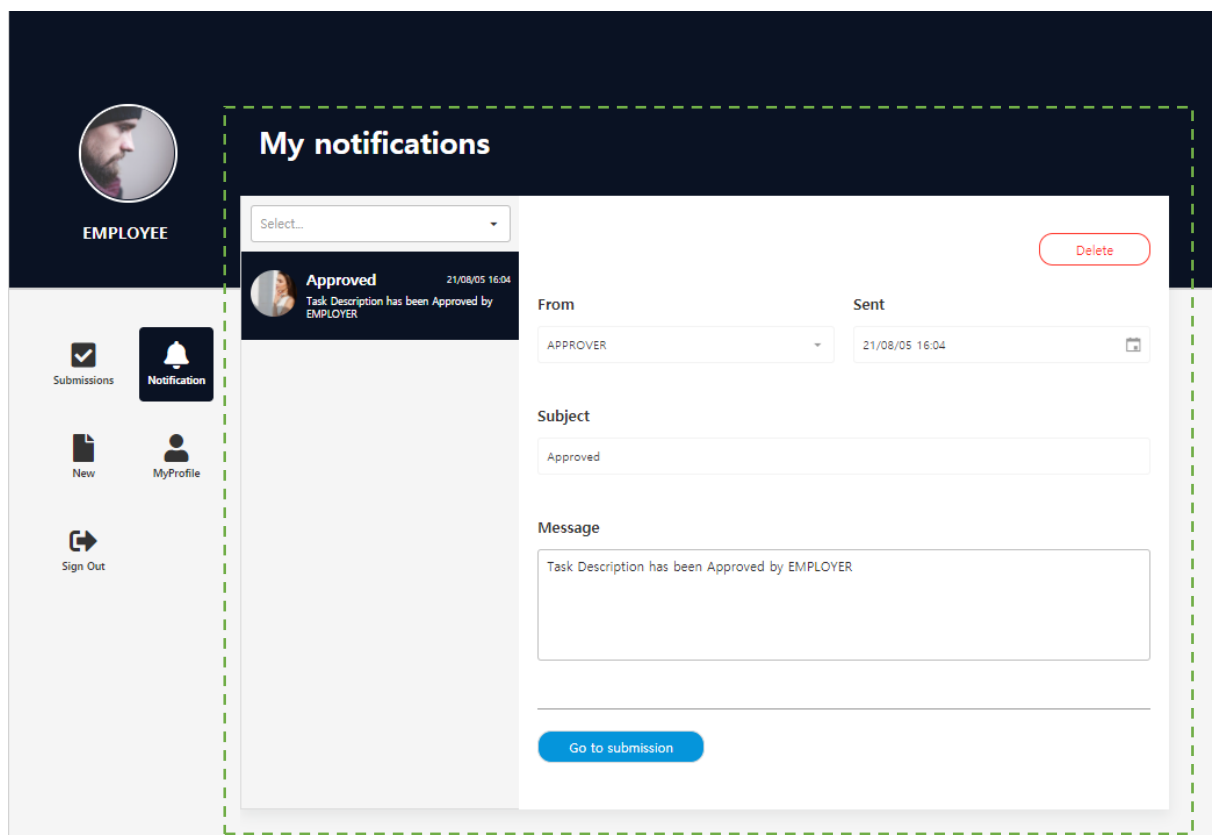
Submit

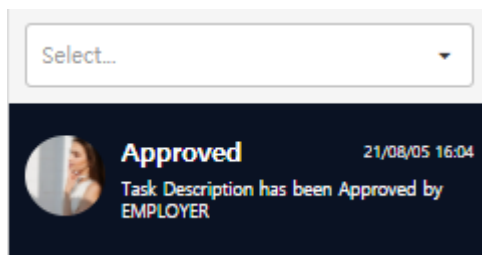
Cancel

: Submit and Cancel button (Only Approver can submit.)

5) Noti (Requester, Approver)

- Related object : NotiWForm, NotiWESet, NotiRSet
- This is a screen that both employee and approver can see. When an employee submits to the approver and the approver approves or rejects them, notifications are sent to each other. You can delete notifications and check detailed information of related jobs.





: Notification history can be sorted by date through selectBox.

Delete

From

APPROVER

Sent

21/08/05 16:04

Subject

Approved

Message

Task Description has been Approved by EMPLOYER

Go to submission

: The details of the notification can be deleted through the delete button, and it moves to the reviewWForm of the related job through the go to submission button.

6) MyProfile (Requester, Approver)

- Related object : MyProfileWForm, MyProfileWESet, MyProfileRSet
- This is a screen that both employee and approver can see. This is the screen where you can change account profile information.

My Profile

EMPLOYEE

Submissions Notification

New MyProfile

Sign Out

Only Image files

Edit Image

Name

EMPLOYEE

ID

1

Password

•

Password Check

Up to 16 characters / Numeric, English allowed

Email

(Required)

Gender

☒ Man ☐ Woman

Save

7) Account (Admin)

- Related object : AccountWFrom, AccountWESet, MyProfileRSet
- This is the screen you see when you log in with an administrator account. You can edit or delete registered accounts and register new accounts. When creating a new account, you must log in and change the rest of your profile information.

The screenshot displays the 'All Accounts' management page for an administrator. On the left sidebar, there is a 'User List' button with a checkmark icon and a 'Sign Out' button with a bell icon. The main content area is titled 'All Accounts' and contains a table of existing accounts and a form for adding or editing an account.

ID	PW	TYPE
1	1	APPROVER
3	3	APPROVER
2	2	APPROVER
2	2	EMPLOYEE
1	1	EMPLOYEE
3	3	EMPLOYEE
4	4	EMPLOYEE
5	5	EMPLOYEE
6	6	EMPLOYEE

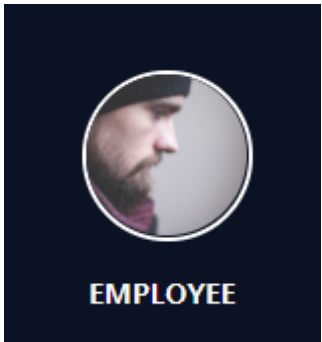
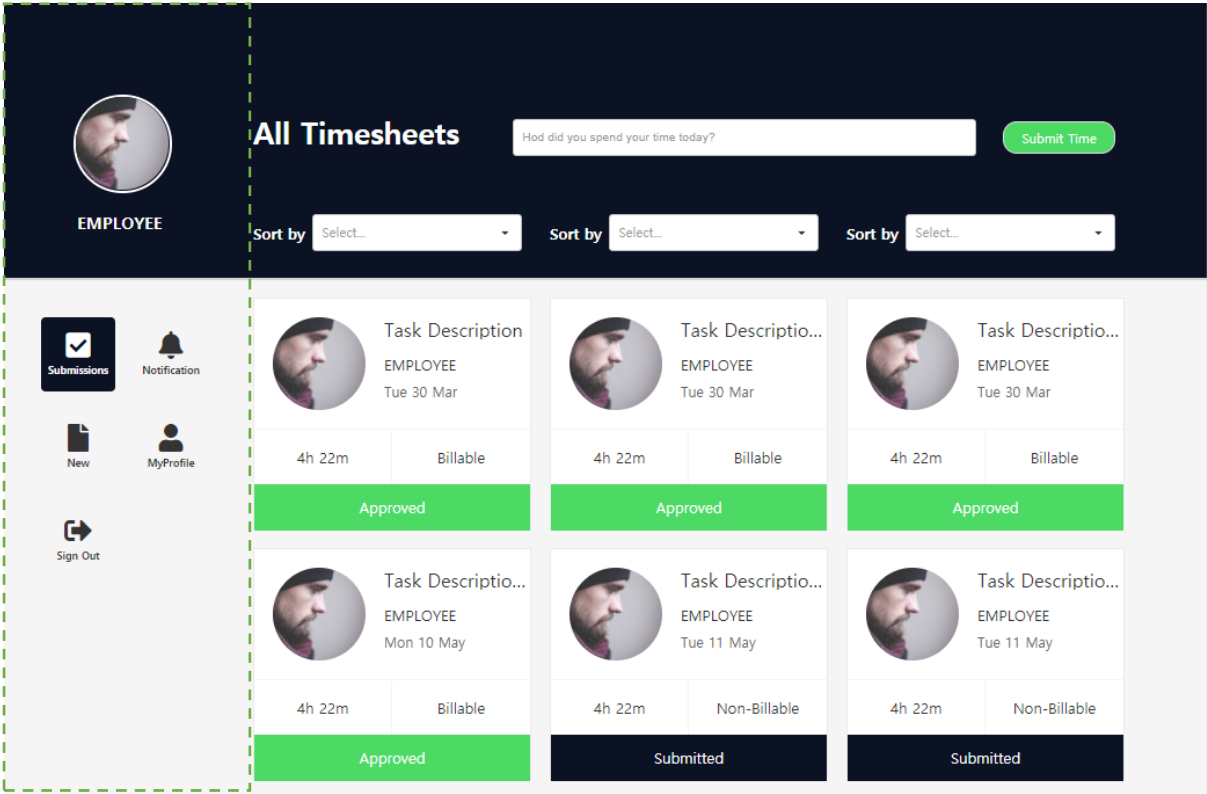
Form fields for creating or editing an account:

- ID:** Input field with value '1'.
- Password:** Input field with a red error icon.
- User Type:** Dropdown menu with 'APPROVER' selected.
- Buttons:** 'New' (green), 'Save' (blue), and 'Delete' (red).

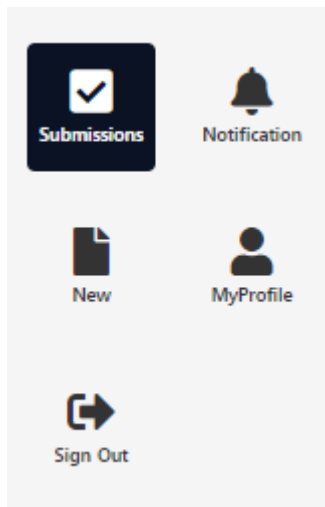
A close-up view of the three action buttons: 'New' (green outline), 'Save' (solid blue), and 'Delete' (red outline).

: Input box reset button, account edit, delete button

- 8) MenuLayout (Requester, Approver, Amdin)
- Related object : MenuLayoutWForm, LoginWESet
 - This is a common layout form for all accounts. Displays the login user's information and menu list. Each account has a different menu configuration.



: Display the login user's image and name



: MainWForm, NotiWForm, JobWForm, MyProfileWForm

Extensibility

1) simply

- Add Review Information
- Search by date on the main screen
- etc guideline

2) Difficultly

- Added billable and non-billable statistics screens by Employer

Usability

- Vacation management
- Add department and add billing hour comparison screen by department