# Horizon Electric Scheduling Board Task List Sheet

**Notes**:

- Only the admin has the ability to create accounts (so only authorized users can use it), and new accounts will be given an auto-generated password that will be asked to be changed when they first login

- The admin account can reset a manager's password; change the projector's password; and download, upload, and load automatic backups; but we won't have you all test this.

<u>Tasks</u> **(the main features we would like you to try out)**

1. Login as the "projector" on the computer that is connected to the TV. **Note: This is a very limited account that can only show the projector view. Also, the admin can change the password later if need be.**
   a. Username: projector
   b. Password: projector_password
2. Login as a regular account
   a. (username and temporary password created by admin)
3. Change your temporary password

   **Employee related functions:**
4. Add an employee with an image.
   a. Hint: on employee page
5. Edit an employee's role and name (and anything else you would like)
6. Move an **unassigned** employee to a job.
   a. Hint: through employee list on job page
7. Move an employee to a different job.
8. Move the same employee to multiple different jobs at the same time.
   a. Hint: duplicate the employee. Can do either via moving an employee while holding control or by dragging employees from the "all" tab on the employee list on the job page
9. Change an employee's status to inactive.
10. Archive an employee
    a. Hint: There are two ways: either edit their status when editing the employee card, or by clicking "show archived" on the employee page and drag-dropping an employee there
11. Unarchive an employee.
12. Delete an employee (optional) (Warning: this is permanent, maybe do it with a dummy employee)

    **Job related functions:**
13. Add a job
14. Edit the projections to a job
    a. Hint: There are 3 different ways of doing it:
       i. Type in the box
       ii. Click arrows in box
       iii. Click and hold arrows in box
15. Edit a job
16. Archive a job
17. Delete a job.


    **Order and search functions:**

18. Change the sort/ordering of jobs.
19. Search for a job
20. Change the sort/ordering of an employee
21. Search for an employee
    a. Can do on both the employee page (search bar on the top left) and the job page (through the Employee List)
22. Do a custom order for the jobs
    a. Note: This is stored per account. If you would like someone's custom order to be sent to the projector, click "set projector" instead of "save" in the custom sort popup

**Other functions:**
23. Change background.
    a. This is also stored per account.

**SUS Survey**

Please feel free to give us feedback on the form below, thank you!

URL:

https://docs.google.com/forms/d/e/1FAIpQLSdK5-skg8KF50FsdlDGn7bCHK6G4PFHw6pDXh6poyxZr9Aicg/viewform?usp=sf_link

QR code: