

Creating A Job

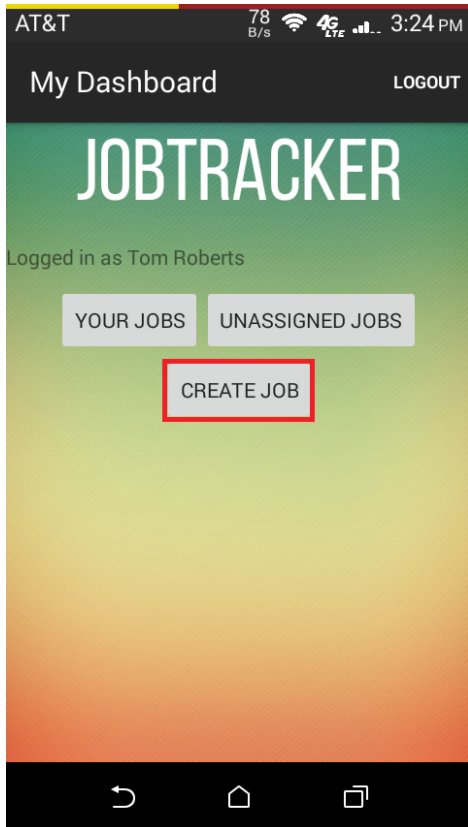


Figure 1: Creating a job from the dashboard

A screenshot of the 'Create A Job' form. The status bar at the top shows '0 B/s', '4G LTE', and '3:27 PM'. The form has a dark header with 'Create A Job' and a 'SUBMIT' button highlighted with a red box, followed by a 'LOGOUT' link. The form fields are: 'Job Name:' with 'Test Job'; 'Contact Name:' with 'Jane Doe'; 'Contact Phone:' with '555-555-5555'; 'Address:' with '123 Somewhere Ln.'; 'Date - Please follow strict format: yyyy-mm-dd hh:mm:ss' with '2017-12-23 09:30:00'; and 'Scope Details:' with 'Call her before arrival. TWC cutover.'. The bottom of the screen shows standard Android navigation icons.

Figure 2: Example of ideal fill-out for job creation, submitted by pressing the 'Submit' button in the top title bar

Note: In Release Build 1.0.0 date format is strict for proper creation

Additional Notes:

- No required forms; jobs are automatically assigned a unique ID and will appear as an entry on the Unassigned Jobs (pg. 3, Figure 2) list and are fully assignable even if fields are left empty (will appear as a blank entry with invalid date)
- Job names and other info can be duplicated on future submissions. It is NOT required to duplicate a job to assign it to multiple employees. Each time you submit a job and are returned to your dashboard that job will be created and stored in the database with a unique ID
- In Release Build 1.0.0 it is important that the date adhere to a strict format (red highlight emphasizes a space separator). Failure results in dates showing as “Invalid” but will allow submission without notifying. **Passing** example: 2017-12-23|09:30:00

Assigning Employees To A Job

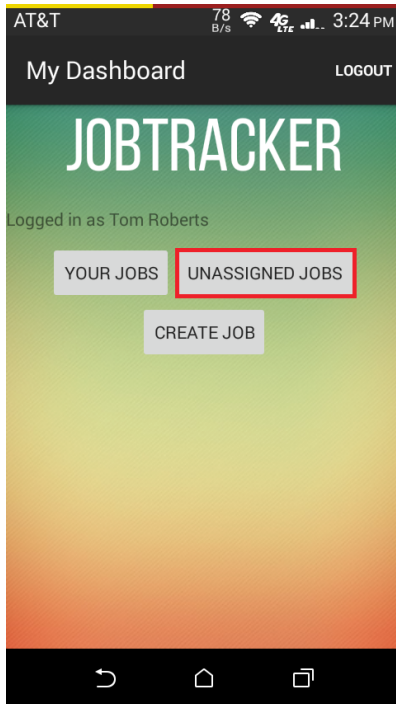


Figure 1: Press highlighted red button to view a list of jobs with no assigned employees

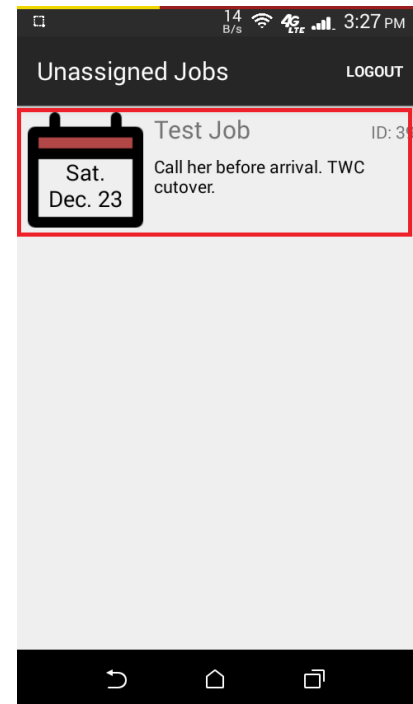
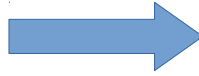


Figure 2: A scrollable list of jobs with no assigned employees. Click the job you want to assign employees to

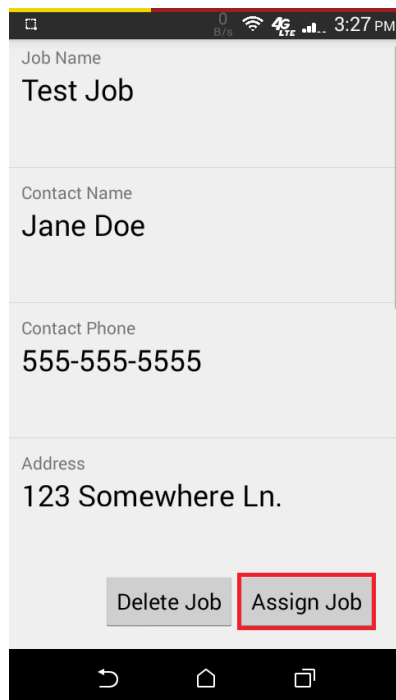


Figure 3: Delete job button will prompt a "You sure? Y/N" dialog. Will not delete any existing work records associated with that job, just whether it appears in lists and is assignable

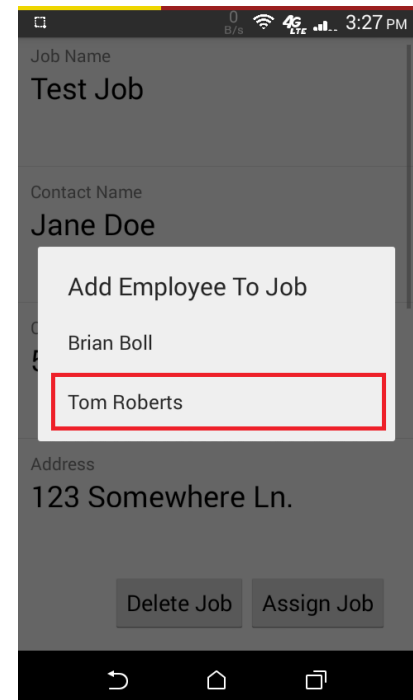


Figure 4: A popup of possible employees to add. Employees will fail to appear if they are already assigned or do not exist

Employee Clock In/Out

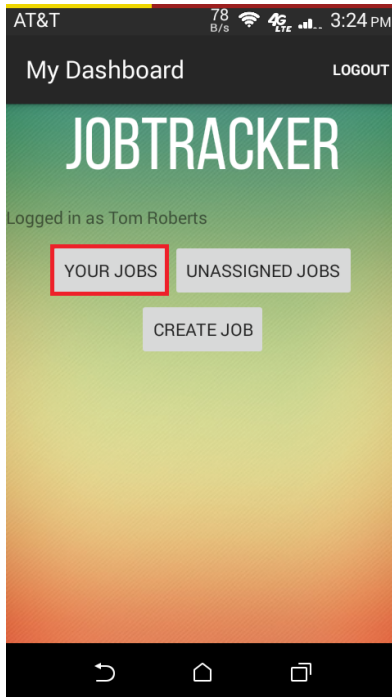


Figure 1: Find jobs assigned to you as an employee

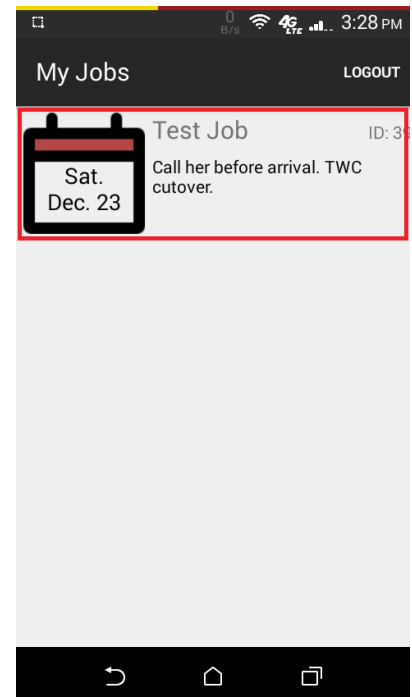


Figure 2: A scrollable list. Click a job you want to clock in/out or see details

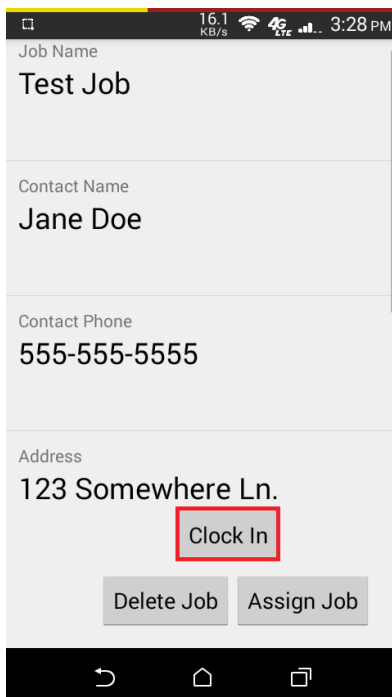


Figure 3: A scrollable list of job details. "Clock In" button appears if you are not yet clocked in

Note: Employees will not see the "Delete Job" or "Assign Job" buttons

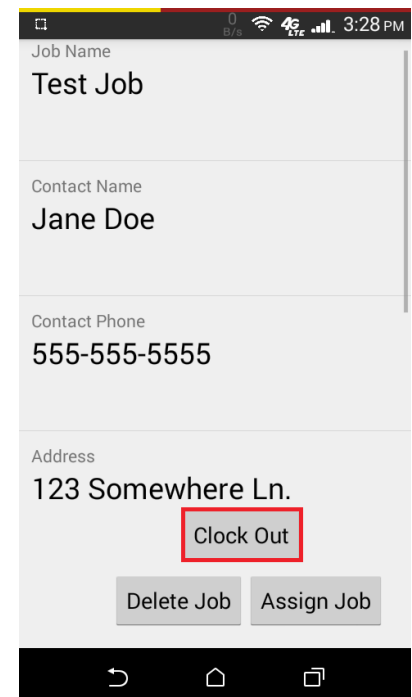


Figure 4: "Clock Out" button appears if you are already clocked in. Clicking it will remove the job from your Assigned Job list

Note: "Delete Job" and "Assign Job" buttons are specific to boss' view