Creating A Job

Figure 1: Creating a job from the dashboard

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
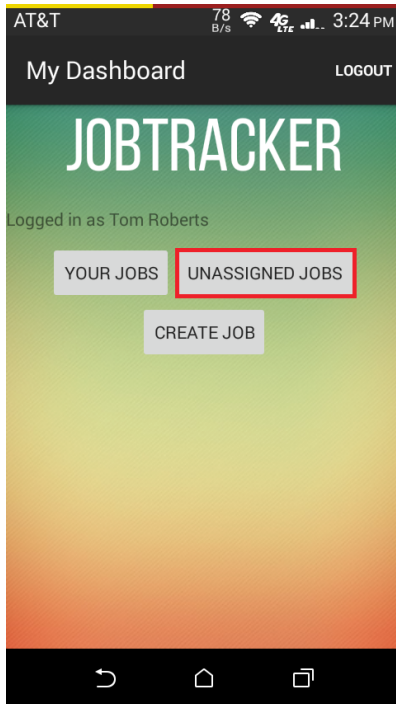
Assigning Employees To A Job

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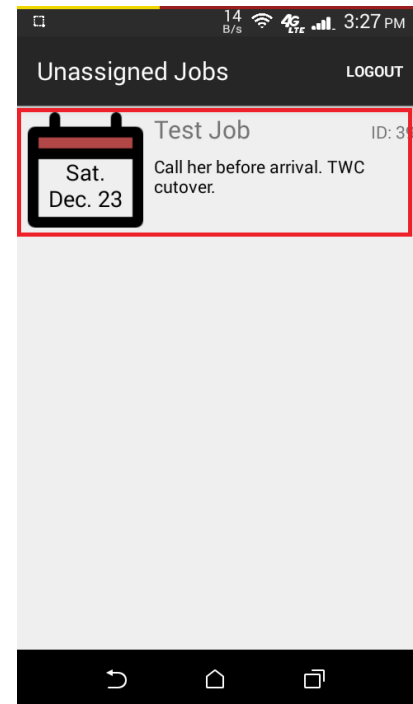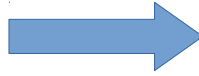

Figure 2: A scrollable list of jobs with no assigned employees. Click the job you want to assign employees to
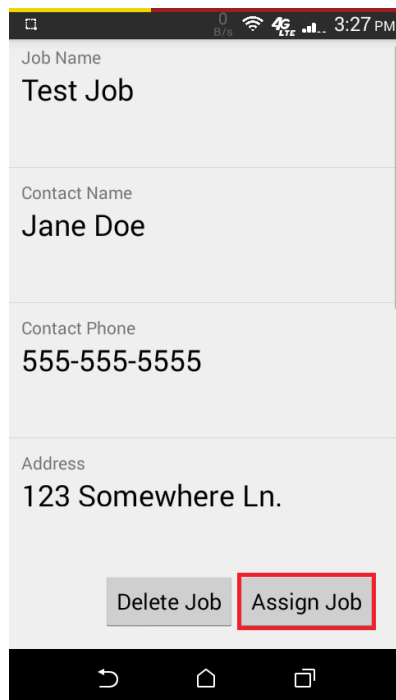

Figure 3: Delete job button will prompt a "You sure? Y/N" dialog. Will not delete any existing work records associated with that job, just whether it appears in lists and is assignable
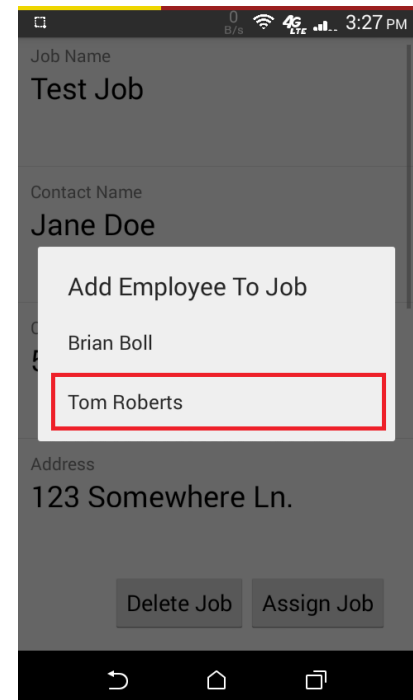

Figure 4: A popup of possible employees to add. Employees will fail to appear if they are already assigned or do not exist

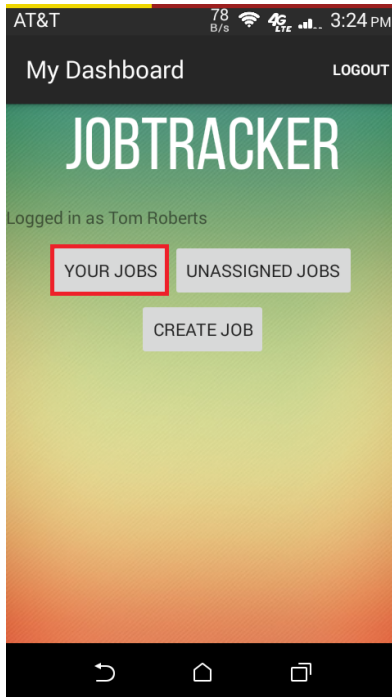# Employee Clock In/Out

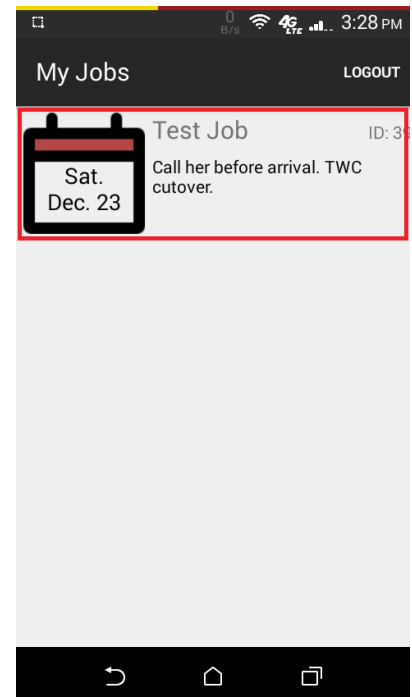*Figure 1: Find jobs assigned to you as an employee*

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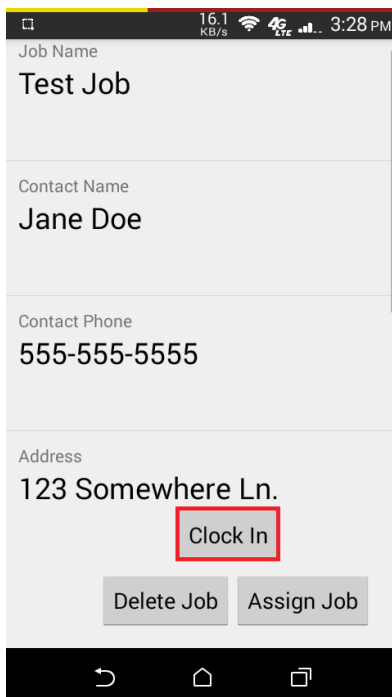

Figure 3: A scrollable list of job details. "Clock In" button appears if you are not yet clocked in

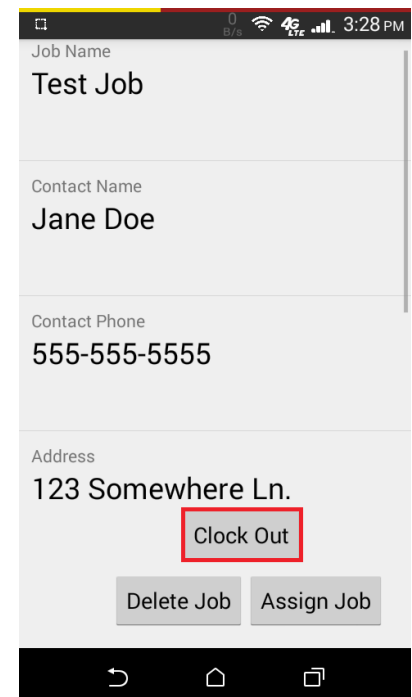*Note: Employees will not see the "Delete Job" or "Assign Job" buttons*

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