

User Requirements Specification

Software solution for “Media Bazaar”
GROUP 1

Members: Bohdan Tymofieienko, Stelian Rumenov, Andreea Sindrilaru, Andrei Sava.

Tutor: Pencheva, Sabina S.

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Agreements with client

Sides:

Client: Media Bazaar represented by Andre Postma, "*Client*" later in this document.

Contractor: Group 1 (name TREE), "*Contractor*" later in this document.

Agreements:

- 1) Contractor does the problem analysis.
- 2) Contractor prepares the problem solution in form of information system.
- 3) Contractor implements the solution in form of standalone software application for Windows operating system.
Application is intended for employee management and shift scheduling. More information can be found in the "Project plan document. Software solution for Media Bazaar."
- 4) Team presents the product to the Client.
- 5) First phase of the project must be completed before March 25th.

Functional requirements

- All the requirements were discussed with client. *“User” later in the document is an abstract alias to describe the functionality.*
- *MoSCoW table represents four levels of task prioritizing. The abbreviation stands for Must, Should, Could and Won’t. You may find it in the column 4 (“Priority”).*
We consider it crucially important to define priorities before implementation phase, so both developers and client have realistic expectations on project results.
- *Naming convention:*
{FR-(Abbreviation from user’s type name)-(count in two-digit format)}

Waterfall phase (until March 25th):

ID	Name	Description	Priority
Administration side			
FR-A-01	Login	User can login to the system with personal credentials	Must
FR-A-02	Change password	User can change the password	Must
FR-A-03	View employees	User can view list of employees	Must
FR-A-04	View employee's details	User can view employee's details	
FR-A-05	Add employee	User can add new employee to the system <i>See "Appendix A" for information stored about employees</i>	Must
FR-A-06	Update employee	User can update employee information	Must
FR-A-07	Modify employee status	User can modify employee status (Not started yet, working, stopped)	Must
FR-A-08	View shift schedule	User can view overall work shift schedule for a selected period of time.	Must
FR-A-9	Assign shifts to employee	User can assign one of the three shifts to employee. a. Morning (7:00 – 15:00) b. Day (15:00 – 23:00) c. Night	Must

		(23:00 – 7:00)	
FR-A-10	Update employee's schedule	User can update information concerning employee's schedule.	Must
FR-A-11	Cancel employee's shift	User can cancel shift assignment for the employee	Must
FR-A-12	Add administrator	User can add new administrator to the system	Should
FR-A-13	Add manager	User can add new manager to the system	Should

ID	Name	Description	Priority
Management side			
FR-M-01	Login	User can login to the system with personal credentials	Must
FR-M-02	Change password	User can change the password	Must
FR-M-03	View employees	User can view list of employees	Must
FR-M-04	View employee's details	User can view employee's details	Must
FR-M-05	View shift schedule	User can view overall work shift schedule for a selected period of time.	Must
FR-M-06	View statistical information	User can view statistical information. <i>For a selected date :</i>	Should

		<ul style="list-style-type: none"> i) Total number of employees. ii) Total salary paid. iii) Total number of hours worked. <p><i>For a selected time period :</i></p> <ul style="list-style-type: none"> i) Average number of employees per work shift. ii) Total salary paid to all employees. iii) Average hourly wage per employee iv) Total number of hours worked by all employees. v) Average number of hours worked by an employee. 	
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Iteration I (until April 18th):

ID	Name	Description	Priority
Employee side			
FR-E-01	Login	User can login to the system with personal credentials.	Must
FR-E-02	Logout	User can logout from the system.	Must
FR-E-03	Change password	User can change the password	Must
FR-E-04	Change personal details	User can change personal details. <i>See "Appendix B" for information that can be changed.</i>	Must
FR-E-05	View schedule	User can view own schedule for a certain week.	Must
FR-E-06	Set preferences on schedule	User can set preferences (e.g. days off) on working schedule. <i>See "Appendix B. Availability for shifts" for Preferences arrangement.</i>	Must
FR-E-07	Send message to administrators	User can contact administrators via message.	Should
FR-E-08	View announcements	User can view announcements.	Could

ID	Name	Description	Priority
Management side			
FR-WM-01	Login	User can login to the system with personal credentials.	Could
FR-WM-02	View statistical information.	User can view statistical information for a certain period of time. <i>See "FR-M-06" for details.</i>	Could

Use cases - Application

1) *US-A-01 : Administrator logs in*

Actors: Administrator

Requirement(s): **FR-A-01**

Main Success Scenario:

1. Administrator runs on app icon.
2. Login form is open.
3. Administrator inputs login and password.
4. Administrator presses "Log in".
5. Administrator form is open.

Extension:

1. Field is empty
 - a. Notify user.

2. Login is incorrect
 - a. Notify user.
3. Password is incorrect
 - a. Notify user.



The image shows a login form for 'Media Bazaar'. The form is enclosed in a light gray border. At the top, the title 'Media Bazaar' is centered in a large, black, sans-serif font. Below the title, there are two input fields. The first is labeled 'First name' and the second is labeled 'Last name'. Both labels are in a small, black, sans-serif font. The input fields are rectangular with a thin gray border. Below these fields, there is a 'Log in' button, which is a rectangular button with a thin gray border and the text 'Log in' centered inside it.

2) US-A-02 : Administrator logs out

Actors: Administrator

Requirement(s): **FR-A-02**

Main Success Scenario:

1. Administrator clicks on “Log out”.
2. Log in form is opened.

My Account Employees Calendar Accounts

Welcome, name

Current password:

New password:

Repeat password:

3) **US-A-02 : Administrator changes password**

Actors: Administrator

Requirement(s): **FR-A-03**

Main Success Scenario:

1. Administrator clicks on "MyAccount".
2. Administrator inserts current password.
3. Administrator inserts new password.
4. Administrator repeats new password.
5. Administrator clicks on "Change".
6. System shows that information has been successfully updated.

Extension:

1. Field is empty
 - a. Notify user.
2. Current password is wrong.
 - a. Notify user.

My Account Employees Calendar Accounts

Welcome, name

Current password:

New password:

Repeat password:

4) **US-A-04 : Administrator views the list of employees**

Actors: Administrator

Requirement(s): **FR-A-04**

Main Success Scenario:

1. Administrator clicks on "Employees".
2. Grid with employee information is shown

My Account
Employees
Schedule
Accounts

Id	First name	Last name	Department	Email
0	Name	Surname	Dep	email
1	Name	Surname	Dep	email
2	Name	Surname	Dep	email
3	Name	Surname	Dep	email
4	Name	Surname	Dep	email
5	Name	Surname	Dep	email

5) **US-A-05 : Administrator view details of certain employee**

Actors: Administrator

Requirement(s): **FR-A-05**

Main Success Scenario:

1. Administrator clicks on "Employees".
2. Grid with employee information is shown.
3. Administrator clicks on certain row.
4. Row, representing a certain employee is now selected.
5. Administrator clicks on view
6. Separate form with details is opened.

First name

Last name

Country

City

Street Number

Zip-code

Id

Email

Date of birth

Date of first working day

Shifts

Status

Hourly wage

Account number

Department

Role

Contract

Please note: In this case fields are read-only. Meaning one can read but not modify.

6) **US-A-06 : Administrator adds new employee to the system**

Actors: Administrator

Requirement(s): **FR-A-06**

Main Success Scenario:

1. Administrator clicks on “Employees”.
2. Administrator clicks on “Add employee”.
3. Separate form is opened.
4. Administrator insert all the data needed. *(See Appendix A for details)*
5. Administrator clicks on “Add”.
6. System notifies user that new employee was successfully added.
 - a. Automatically generated password is shown on the screen
 - i. Administrator writes it down on paper and closes the window with password.

Extension:

1. Field is empty
 - a. Notify user.
2. Email is invalid format.
 - a. Notify user.
3. Name is invalid format.
 - a. Notify user.

First name <input type="text"/>	Email <input type="text"/>	Hourly wage <input type="text"/>
Last name <input type="text"/>	Date of birth <input type="text"/>	Account number <input type="text"/>
Country <input type="text"/>	Date of first working day <input type="text"/>	Department <input type="text"/>
City <input type="text"/>	Shifts <input type="text"/>	Role <input type="text"/>
Street <input type="text"/>	Status <input type="text"/>	Contract <input type="text"/>
Number <input type="text"/>		
Zip-code <input type="text"/>		

7) US-A-07 : Administrator updates employee information

Actors: Administrator

Requirement(s): **FR-A-07, FR-A-08**

Main Success Scenario:

1. Administrator clicks on “Employees”.
2. Grid with employee information is shown.
3. Administrator clicks on certain row.
4. Row, representing a certain employee is now selected.
5. Administrator clicks on “Edit”.
6. Separate form with details is opened.
7. Administrator may change certain fields.
8. Employee status may be changed.

Extension:

1. Field is empty.
 - a. Notify user.
2. Email is invalid format.
 - a. Notify user.
3. Name is invalid format.
 - a. Notify user.

First name	Id	Hourly wage
<input type="text"/>	<input type="text"/>	<input type="text"/>
Last name	Email	Account number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Country	Date of birth	Department
<input type="text"/>	<input type="text"/>	<input type="text"/> ▼
City	Date of first working day	Role
<input type="text"/>	<input type="text"/>	<input type="text"/> ▼
Street	Shifts	Contract
<input type="text"/>	<input type="text"/> ▼	<input type="text"/> ▼
Number	Status	
<input type="text"/>	<input type="text"/> ▼	
Zip-code		
<input type="text"/>		
<input type="button" value="Edit"/>		

Please note: Only certain field may be modify. See “Appendix A” for more details.

8) US-A-08 : Administrator views overall work shift schedule for a selected period of time.

Actors: Administrator

Requirement(s): **FR-A-09**

Main Success Scenario:

1. Administrator clicks on “*Schedule*”.
2. Administrator selects the certain dates
3. Schedule with requested dates is shown.
4. Administrator clicks on certain shift.
5. Separate form with details is opened.
6. Administrator sees the list of employees assigned to the shift.
7. Administrator clicks on “*Done*”.

My Account Employees **Schedule** Accounts

Log out

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Monday	Monday	Monday	Monday	Monday	Monday	Monday
Day	Day	Day	Day	Day	Day	Day
Night	Night	Night	Night	Night	Night	Night
Monday	Monday	Monday	Monday	Monday	Monday	Monday
Day	Day	Day	Day	Day	Day	Day
Night	Night	Night	Night	Night	Night	Night
Monday	Monday	Monday	Monday	Monday	Monday	Monday
Day	Day	Day	Day	Day	Day	Day
Night	Night	Night	Night	Night	Night	Night
Monday	Monday	Monday				
Day	Day	Day				
Night	Night	Night				

Date

Previous week Next week Show

A label referenced by red arrow(See picture above) is a button. Clicking on it opens a separate window(See next page).

9) US-A-09 : Administrator assigns shift to employee

Actors: Administrator

Requirement(s): **FR-A-10**

Main Success Scenario:

1. Administrator clicks on “Schedule”.
2. Administrator selects the certain dates
3. Schedule with requested dates is shown.
4. Administrator clicks on certain shift.
5. Separate form with details is opened.
6. Administrator sees the list of available employees.
7. Administrator chooses employee from the list.
8. Administrator clicks on “Assign”.
9. Administrator clicks on “Done”.

All shop workers

Search

Search

Employee 1	0001
Employee 1	0001
Employee 1	0001
Employee 1	0001
Employee 1	0001
Employee 1	0001

Assign

Cancel

Assigned shop workers

Employee 1	0001
Employee 1	0001

Done

In the separate window administrator can see the list of available shop workers and list of shop workers assigned for this shift.

10) US-A-10 : Administrator updates the schedule

Actors: Administrator

Requirement(s): **FR-A-11, FR-A-12**

Main Success Scenario:

1. Administrator clicks on “Schedule”.
2. Administrator selects the certain dates
3. Schedule with requested dates is shown.
4. Administrator clicks on certain shift.
5. Separate form with details is opened.
6. Administrator sees the list of employees.
7. Administrator chooses employee from the list
8. Administrator clicks on “Cancel”.
9. Administrator clicks on “Done”.

The screenshot shows a web application interface for managing shop workers. It is divided into two main sections: 'All shop workers' on the left and 'Assigned shop workers' on the right. The 'All shop workers' section includes a search bar with a 'Search' button and a table listing employees. The 'Assigned shop workers' section is currently empty. Between these two sections are two buttons: 'Assign' and 'Cancel'. A red arrow points to the 'Cancel' button. At the bottom center of the interface is a 'Done' button.

All shop workers	
Employee 1	0001
Employee 1	0001
Employee 1	0001
Employee 1	0001
Employee 1	0001
Employee 1	0001

Search

Assigned shop workers	
Employee 1	0001
Employee 1	0001

11) US-A-11 : Administrator adds new user to the system

Actors: Administrator

Requirement(s): **FR-A-13, FR-A-14**

Main Success Scenario:

1. Administrator clicks on “Accounts”.
2. List of accounts is shown.
3. Administrator clicks on “Add”.
4. Separate form is opened.
5. Administrator fills in the textboxes.
6. Administrator clicks on “Add”.

My Account Employees Schedule Accounts

Search

First name	Last name	Role	Email
Name 1	Surname 1	Administrator	adm@mediabazaar.com
Name 1	Surname 1	Administrator	adm@mediabazaar.com
Name 1	Surname 1	Manager	manager@mediabazaar.com
Name 1	Surname 1	Manager	manager@mediabazaar.com
Name 1	Surname 1	Manager	manager@mediabazaar.com

Add

Remove

Log out

See next page.

Role

First name

Last name

Email

Add

Please note: This is the solution for the first phase of the project. Later more requirements for administrator and manager accounts can be discussed and added.

12) US-A-12: Administrator removes user from the system

Actors: Administrator

Requirement(s): **FR-A-15, FR-A-16**

Main Success Scenario:

1. Administrator clicks on “Accounts”.
2. List of accounts is shown.
3. Administrator clicks on “Remove”.
4. System informs user that operation was successful.

Log out

My Account Employees Schedule Accounts

Search

First name	Last name	Role	Email
Name 1	Surname 1	Administrator	adm@mediabazaar.com
Name 1	Surname 1	Administrator	adm@mediabazaar.com
Name 1	Surname 1	Manager	manager@mediabazaar.com
Name 1	Surname 1	Manager	manager@mediabazaar.com
Name 1	Surname 1	Manager	manager@mediabazaar.com

Add

Remove

13) US-M-01: Manager views the statistical information

Actors: Manager

Requirement(s): **FR-M-07**

Main Success Scenario:

1. Manager clicks on “Statistics”.
2. Manager chooses the indicator from the list.
3. Manager clicks on view.
4. Separate form representing a certain indicator is opened.

The image displays two wireframe screenshots of a web application interface.

The top screenshot shows a navigation bar with four tabs: "My Account", "Employees", "Calendar", and "Statistics". The "Statistics" tab is selected. Below the navigation bar, there is a section titled "List of indicator". This section contains a table with one row labeled "Indicator 1". To the right of the table is a "View" button.

The bottom screenshot shows a modal window titled "Name of indicator". Inside the modal, there is a large rectangular area labeled "Some numbers or graph". At the bottom of the modal is a "Close" button.

Please note: Use cases for manager's side functional requirements

FR-M-01 - FR-M-06 repeat use cases for administrator side functional requirements. Hence, we made this table:

<i>Functional requirement</i>	<i>Use case</i>
<i>FR-M-01</i>	<i>US-A-01</i>
<i>FR-M-02</i>	<i>US-A-02</i>
<i>FR-M-03</i>	<i>US-A-03</i>
<i>FR-M-04</i>	<i>US-A-04</i>
<i>FR-M-05</i>	<i>US-A-05</i>
<i>FR-M-06</i>	<i>US-A-08</i>

Use cases – Website

14) US-W-01 : Employee logs in

Actors: Employee

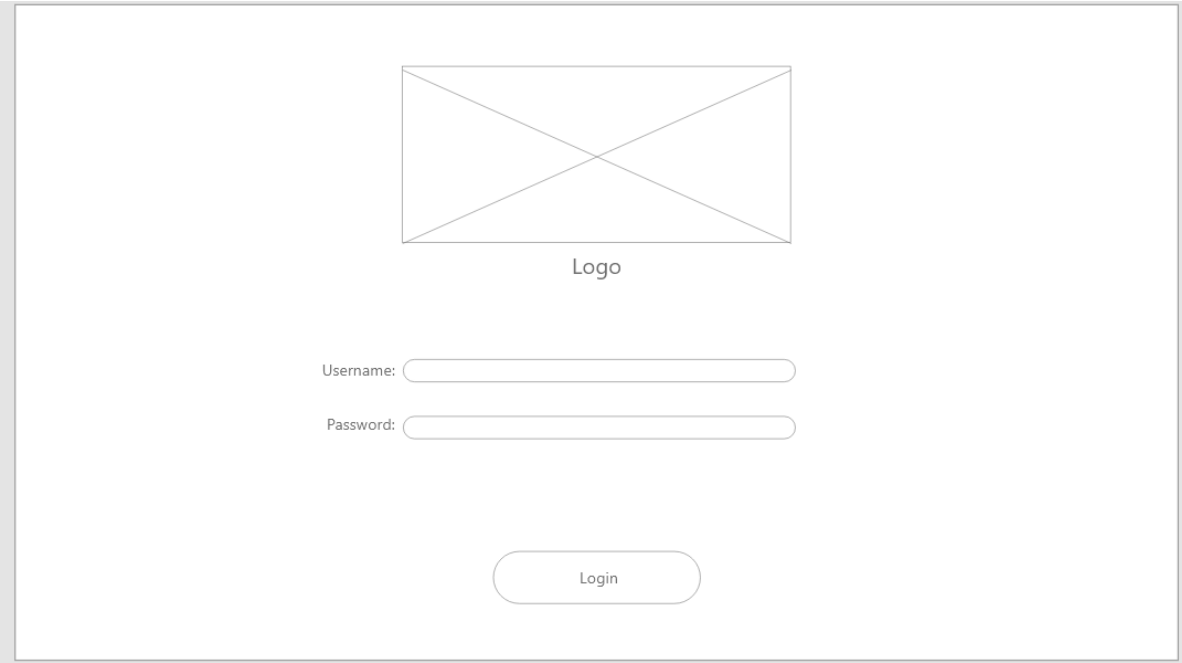
Requirement(s): **FR-E-01**

Main Success Scenario:

1. Employee is on login page
2. Employee inputs their username and password
3. Employee clicks the “Login” button
4. Employee is notified that they logged in successfully
5. Employee is redirected to home page

Extension:

1. Field is empty
 - a. Notify user.
2. Login is incorrect
 - a. Notify user.
3. Password is incorrect
 - a. Notify user.
4. Employee logs in first time
 - a. Show window to change password (mandatory).



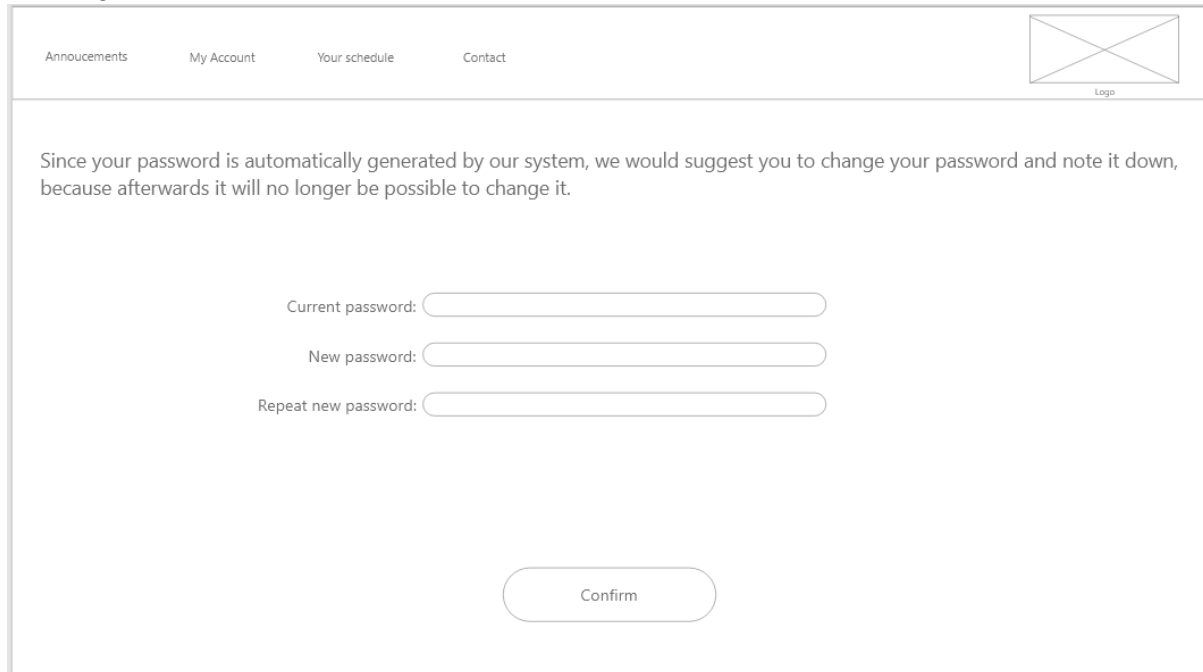
Logo

Username:

Password:

Login

First login:



Announcements My Account Your schedule Contact

Logo

Since your password is automatically generated by our system, we would suggest you to change your password and note it down, because afterwards it will no longer be possible to change it.

Current password:

New password:

Repeat new password:

Confirm

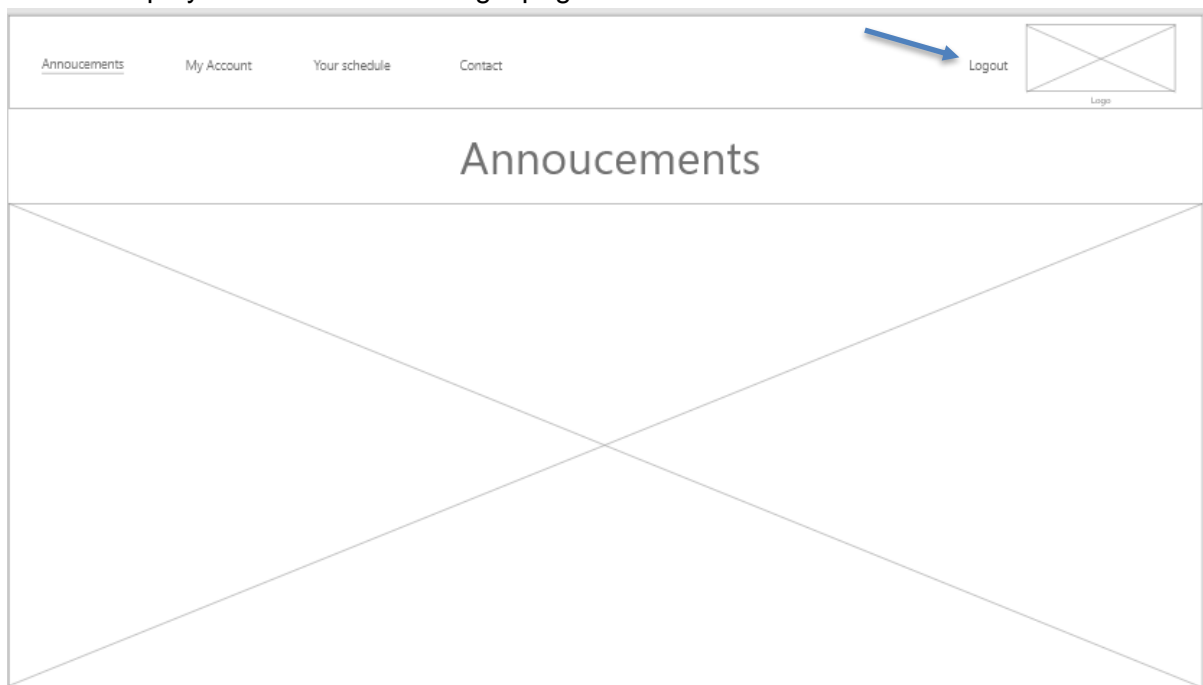
15) US-W-02 : Employee logs out

Actors: Employee

Requirement(s): **FR-E-02**

Main Success Scenario:

1. Employee clicks on “Log out” button
2. Employee is redirected to Login page



Announcements My Account Your schedule Contact Logout

Logo

Announcements

16) US-W-03 : *Employee changes password*

Actors: Employee

Requirement(s): **FR-E-03**

Main Success Scenario:

1. Employee clicks on “My Account” button
2. Employee inserts current password
3. Employee inserts new password
4. Employee repeats new password
5. Employee clicks on the “Change password” button
6. System displays message that password was successfully changed

Extension:

1. Field is empty
 - a. Notify user.
2. Current password is wrong
 - a. Notify user.
3. New password and repeat password fields do not match
 - a. Notify user.

Announcements My Account Your schedule Contact Logout

Welcome, {name}!

First Name

Family Name

Street

Email

Date of birth YYYY MM DD

Username

Password

Repeat Password

Account number

Days preference

Please mention in those textboxes which days you cannot work

Night shifts ☐ Yes ☐ No

Confirm

17) US-W-04 : Employee changes personal details

Actors: Employee

Requirement(s): **FR-E-04**

Main Success Scenario:

1. Employee clicks on “My account” button
2. Employee clicks on “Edit” button
3. Employee changes whichever fields they would like to change
4. Employee clicks on the “Save” button
5. Employee is notified they successfully updated their data

Extension:

1. Field is empty
 - a. Notify user.
2. Field is not in correct format
 - a. Notify user.

The screenshot shows a web interface for an employee's account. At the top, there is a navigation bar with links: 'Annoncements', 'My Account' (underlined), 'Your schedule', and 'Contact'. On the right of the navigation bar is a 'Logout' link and a placeholder for a logo. Below the navigation bar, a large grey circle is followed by the text 'Welcome, {name}!'. The main content area contains a form for updating personal details. The form is divided into several sections. On the left, a red box highlights the 'Personal Information' section, which includes fields for 'First Name', 'Family Name', 'Street', 'Email', and 'Date of birth' (with sub-fields for 'YYYY', 'MM', and 'DD'). To the right of this section are fields for 'Username', 'Password', and 'Repeat Password'. Further right is the 'Account number' field, which is also highlighted with a red box. Below these fields are 'Days preference' (with a dropdown menu) and 'Night shifts' (with 'Yes' and 'No' checkboxes). At the bottom center of the form is a 'Confirm' button.

18) US-W-05 : *Employee views schedule*

Actors: Employee

Requirement(s): **FR-E-05**

Main Success Scenario:

1. Employee clicks on the “Schedule” button
2. Employee is shown their schedule for this week

The screenshot shows a web application interface for viewing a schedule. At the top, there is a navigation bar with links: "Annoncements", "My Account", "Your schedule" (which is underlined), and "Contact". On the right side of the navigation bar, there is a "Logout" link and a placeholder for a logo, represented by a box with an 'X' and the word "Logo" below it. Below the navigation bar, the main content area is titled "Your schedule" in a large font. Underneath the title, there are two buttons: "Previous week" on the left and "Next week" on the right. In the center, the text "2021, April" is displayed. Below this, there is a row of days of the week: "Monday", "Tuesday", "Wednesday", "Thursday", "Friday", "Saturday", and "Sunday". The area below the days is a large, empty rectangular box, presumably for displaying the schedule details.

19) US-W-06 : Employee sets a preference on schedule

Actors: Employee

Requirement(s): **FR-E-06**

Main Success Scenario:

1. Employee clicks on "Schedule" button
2. Employee clicks on "Preferences" button
3. Employee picks up to two days during which they cannot work or if they are unavailable for night shifts
4. Employee clicks on the "Save" button

Extension:

1. Employee picks more than two days
 - a. Notify user.

The screenshot shows a user profile page with a navigation bar at the top containing links for 'Annoncements', 'My Account', 'Your schedule', and 'Contact'. A 'Logout' button and a placeholder for a logo are also present. The main content area features a 'Welcome, {name}!' message. Below this, there are input fields for 'First Name', 'Family Name', 'Street', 'Email', 'Date of birth' (with dropdowns for YYYY, MM, DD), 'Username', 'Password', 'Repeat Password', and 'Account number'. A 'Confirm' button is at the bottom. A red box highlights the 'Days preference' section, which includes a dropdown menu with a checkmark icon, a small text prompt 'Please mention in those sections which days you cannot work', and a 'Night shifts' section with 'Yes' and 'No' radio buttons.

20) US-W-07 : *Employee sends message to administrator*

Actors: Employee


Requirement(s): **FR-E-07**

Main Success Scenario:

1. Employee clicks on “Contact Administrator” button
2. Employee inputs their message
3. Employee chooses their administrator
4. Employee clicks on the “Send” button

Extension:

1. Field is empty
 - a. Notify user.
2. No administrator chosen
 - a. Notify user.

Home My Account Your schedule Contact Logout 

Contact

Write your message...

Send

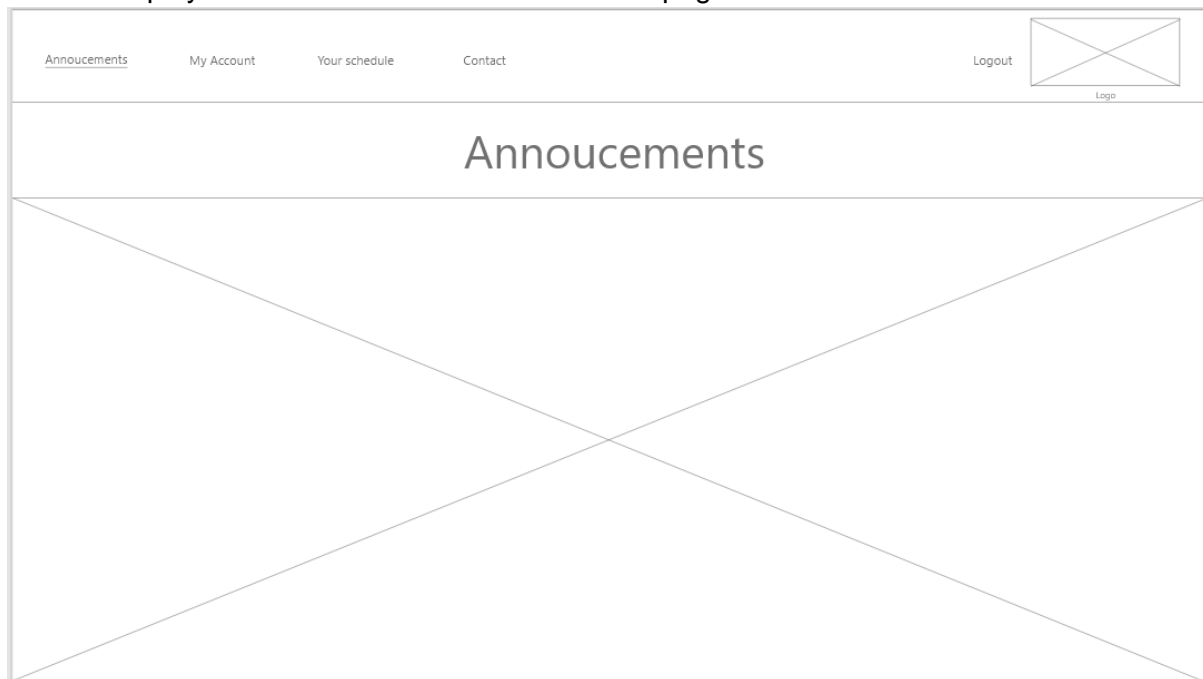
21) US-W-08 : *Employee views announcements*

Actors: Employee

Requirement(s): **FR-E-08**

Main Success Scenario:

1. Employee clicks on “Announcements” button
2. Employee is redirected to Announcements page and shown recent announcements



22) US-WM-01 : Manager logs in

Actors: Manager

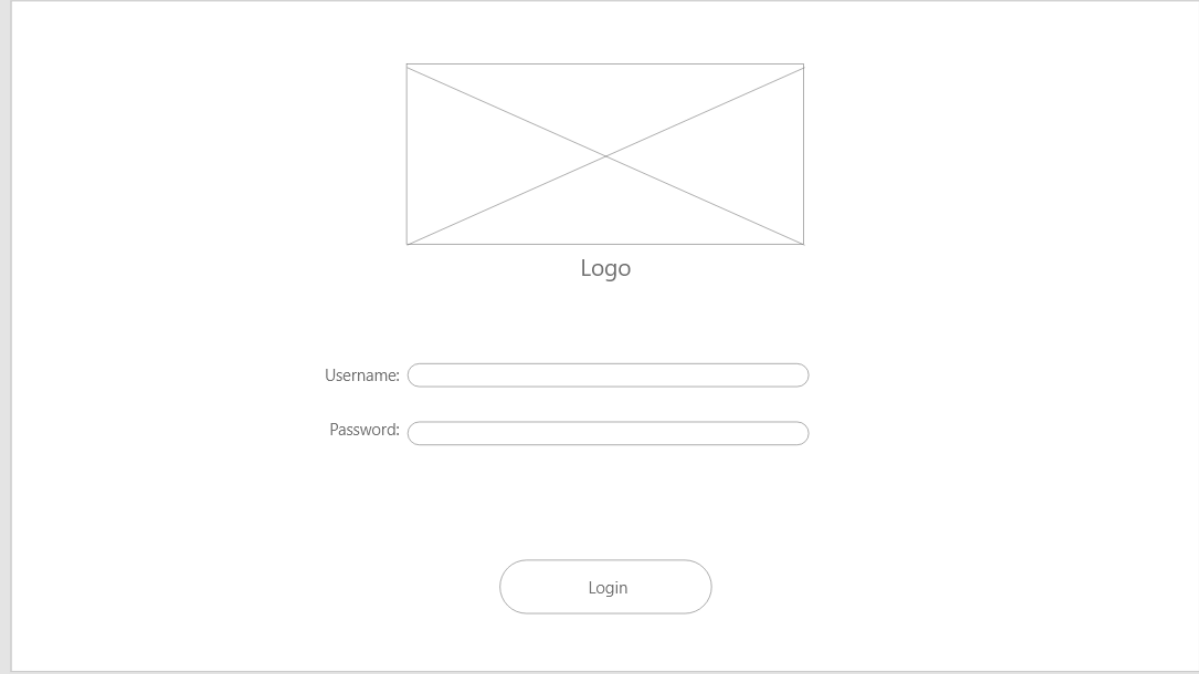
Requirement(s): **FR-WM-01**

Main Success Scenario:

1. Manager is on login page
2. Manager inputs their username and password
3. Manager clicks the “Login” button
4. Manager is notified that they logged in successfully
5. Manager is redirected to home page

Extension:

1. Field is empty
 - a. Notify user.
2. Login is incorrect
 - a. Notify user.
3. Password is incorrect
 - a. Notify user.



Logo

Username:

Password:

Login

23) US-WM-01 : Manager logs out

Actors: Manager

Requirement(s): **FR-WM-01**

Main Success Scenario:

1. Manager clicks on “Logout” button
2. Manager is redirected to Login page

The screenshot shows a web interface with a top navigation bar. On the left, there is a 'Statistics' link. On the right, there is a 'Logout' button and a 'Logo' placeholder. A blue arrow points to the 'Logout' button. Below the navigation bar, there is a main content area with a table of indicators. The table has three columns: 'Date', 'Start date', and 'End date'. Under 'Date', there are two rows labeled 'Indicator 1' and 'Indicator 2'. Under 'Start date', there are two rows labeled 'Indicator 3' and 'Indicator 4'. Under 'End date', there are two rows labeled 'Indicator 5' and 'Indicator 6'.

24) US-WM-01 : Manager views statistical information

Actors: Manager

Requirement(s): **FR-WM-01**

Main Success Scenario:

1. Manager clicks on “Statistics” button
2. Manager is redirected to Statistics page
3. Manager inputs dates
4. Indicators are shown.

The screenshot shows a web interface with a top navigation bar. On the left, there is a 'Statistics' link. On the right, there is a 'Logout' button and a 'Logo' placeholder. Below the navigation bar, there is a main content area with a table of indicators. The table has three columns: 'Date', 'Start date', and 'End date'. Under 'Date', there are two rows labeled 'Indicator 1' and 'Indicator 2'. Under 'Start date', there are two rows labeled 'Indicator 3' and 'Indicator 4'. Under 'End date', there are two rows labeled 'Indicator 5' and 'Indicator 6'.

Mobile wireframes

Mobile wireframes with all the other ones can be found in our git repository via this link.

<https://git.fhict.nl/I454066/prj-cb07-group1/-/blob/master/Documentation/WebsiteMediaBazaar.pdf>

Appendix A

Here you may find the information concerning Media Bazaar employees that will be stored in the system.

1. First name
2. Family name
3. Address (street, street number, zip code, town, country)
4. E-mail address
5. Username
6. Password
7. Date of birth
8. Date of first working day
9. Hourly wage
10. Account number
11. Department(s)
12. Role
13. Photo
14. Kind of employee
 - a. Fixed term contract
 - i. 32 working hours a week
 - ii. 40 working hours a week
 - b. Availability for shifts
(Employee may indicate up to two(2) days as unavailable.)
 - i. Availability for nightshifts.

Appendix B

Here you may find the which records can and which cannot be changed.

Legenda:

Green – Can be changed by employee.

Blue – Can be changed by administrator.

Red – Cannot be changed at all.

1. First name
2. Family name
3. Address (street, street number, zip code, town, country)
4. E-mail address
5. Username
6. Password
7. Date of birth
8. Date of first working day
9. Hourly wage
10. Account number
11. Department(s)
12. Role
13. Photo
14. Kind of employee
 - a. Fixed term contract
 - i. 32 working hours a week
 - ii. 40 working hours a week
 - b. Availability for shifts
 - i. Employee may indicate up to two(2) days of week as unavailable.
 - ii. Availability for nightshifts.