**Testing EVOSS**

To connect to the agy app and EVOSS got to: http://employeeagy.azurewebsites.net

We’ve made a few different accounts on the test system for you guys to play with and make sure everything is working as intended. With the admin account, you can make any changes you need to the accounts such as names, job codes, shift codes, and account types.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Badge Number** | **Password** | **Acc. Type** | **Job Code** | **Shift Code** |
| Admin | 100100 | password | Administrator | X | X |
| Justin Munn | 200200 | password | Supervisor | X | X |
| Guy Hoffman | 300300 | password | Supervisor | X | X |
| Emp1 | 400400 | password | Employee | WIO | A |
| Emp2 | 500500 | password | Employee | WIO | A |
| Emp3 | 600600 | password | Employee | WIO | B |
| Emp4 | 700700 | password | Employee | WIO | B |
| Emp5 | 800800 | password | Employee | WIO | C |
| Emp6 | 900900 | password | Employee | WIO | C |

There are more fields you can fill in if you would like to with the admin account under the Admin page.

**Creating needs with supervisors**

The first thing you will want to do is log in with your supervisor account and start generating overtime needs for the future (these would be vacations we know will be coming up).

To log in use you the badge number and password associated with the account.

The process for generating Overtime Needs:

1. Log in with Supervisor account
2. Select the evoss application
3. Select Overtime Needs
4. Select Create a need
5. Enter the desired criteria
   1. Make sure to enter some criteria that would apply to one of the employees above
   2. To see results faster make the date a soon as possible
6. Select Create

After you select create, you will be redirected back to the Overtime Needs Page where you will see your newly created need with an unreviewed status. Once we reach 48 hours before this need will take place, evoss will review the need and find employees who have submitted for it.

**Employees submitting for overtime**

Now we will select the Log out link in the upper right corner and log in to an Employee account. With the Employee account, we will apply for the overtime need we just created.

The process for applying for overtime:

1. Log in with an Employee account
2. Select the evoss application
3. Depending on whether we want to volunteer for overtime on a specific date, shift, and job code or apply for overtime we know is available
   1. We select “View Available Overtime” to apply for overtime needs
   2. We select “Your Overtime Submissions” to volunteer for a specific date, shift, and job code
4. Select “View Available Overtime”
5. Here you should see the need you generated and depending on the criteria you chose, you should see an Apply button in the right most column.
6. Select the Apply button
7. Make sure the criteria are correct and make any changes if needed
8. Select Apply

You should now be redirected to the Needs page and could apply for more overtime if you wish.

Alternatively, you could have selected “View Your Submissions” and, similarly to generating a need, you would generate a submission with whatever criteria you like.

You could now continue the process of logging in with other employee accounts and applying for the same overtime and then once it is 48 hours out, the overtime need will be reviewed and the most eligible employee who applies with be awarded the overtime.