



DOUGLAS COLLEGE

**CENTRE FOR EDUCATIONAL AND
INFORMATION TECHNOLOGY**

WhiteBoard Instructions

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Employee table

Add an Employee

- Click the “Add Employee” button under the employee table.

COQ Night Field Tech2021-10-09

COQ Backup Field Tech2021-10-09

Show Contacts

Show 100 entriesSearch:

| Name | Local | Cell | Status | Comment | Last Updated | Team | Update | Edit |
|----------------|-------|--------------|--------|---------|--------------|-------------------------------------|--------|------|
| Darth Vader | 3242 | 222-222-2222 | WFH | | 2021-10-27 | Desktop - DL | | |
| Luke Skywalker | 1234 | 123-123-1234 | COQ | | 2021-10-27 | Desktop - Anvil | | |
| Obi Wan Kenobi | 3244 | 333-333-3333 | TTG | | 2021-10-27 | IS - Communications & Id Management | | |

Showing 1 to 3 of 3 entriesPrevious1Next

+ ADD EMPLOYEE

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- The ‘Add New Employee’ page will open.

| ADD NEW EMPLOYEE |

Back

Name

Local

Enter 4 Digit Local No.

Cell

Enter 10 Digit Cell No. ###-###-####

Status

ANVIL

Comment

Team

Administration

Manager?

No

Field Tech?

No

Submit

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- Fill in the fields displayed to add an employee.

| Field | Type | Description | Notes |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| Name | Text Field | Name of the CEIT employee (typically, the first name & last name) | Should not be blank e.g. John Doe |
| Local | Text Field | Office phone number of the employee | Must be 4 digits: #### e.g. 1234 |
| Cell | Text Field | Cellphone number of the employee | Must be 9 digits and must be in the following format: ###-###-#### e.g. 123-123-1234 |
| Status | Dropdown list Options: <ul style="list-style-type: none"> • ANVIL • COQ • NW • OUT (done for the day) • TTG • WFH (work from home) | Refers to what campus the respective employee is working at. If the employee is done for the day or working from home, the field will reflect this. Below are all the possible options | The options are ordered in alphabetical order, so the default selection is "ANVIL" |
| Comment | Text Area | This field is used to notify the following: <ul style="list-style-type: none"> • Lunch break time • Vacation duration • Miscellaneous & urgent information regarding the employee | This field can be blank; it does not have to be filled in |
| Team | Multi-select Dropdown list Options: The various teams within the CEIT department e.g. Service Desk, Administration, IS – Data Centre, etc. | Refers to what team/s the respective employee is part of within CEIT | The options are ordered in alphabetical order, so the default selection is "Administration" |

| | | | |
|-------------|-----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| Manager? | Dropdown list Options: <ul style="list-style-type: none"> • No • Yes | Refers to whether the respective employee is also a manager of the team that they are a part of | Default selection is “No” as not every employee is a manager |
| Field Tech? | Dropdown list Options: <ul style="list-style-type: none"> • No • Yes | Refers to whether the respective employee is also a designated field tech | Default selection is “No” as not every employee is a field tech |

- Once you have filled in the fields, click the “Submit” button to add the newly created employee to WhiteBoard.

| ADD NEW EMPLOYEE |

Back

Name
Mace Windu

Local
4444

Cell
444-444-4444

Status
NW

Comment

Team
Administration

Manager?
Yes

Field Tech?
No

Submit

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- If the insertion is successful, the fields will reset and a green colored banner will display at the top of the form.

Employee successfully inserted!

| ADD NEW EMPLOYEE |

← Back

Name

Local

Cell

Status

ANVIL
▼

Comment

Team

Administration
▼

Manager?

No
▼

Field Tech?

No
▼

Submit

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- If the employee that you are trying to insert already exists on WhiteBoard (i.e., you are inserting another employee with the same name) then a red banner will display at the top of the form, in turn, no insertion takes place.

Employee already exists!

| ADD NEW EMPLOYEE |

← Back

Name

Local

Cell

Status

ANVIL
▼

Comment

Team

Administration
▼

Manager?

No
▼

Field Tech?

No
▼

Submit

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- You can insert many employees into WhiteBoard using this page. When you are ready to go back to view all employee records, click the “Back” button.

Employee successfully inserted!

| ADD NEW EMPLOYEE |

[← Back](#)

Name

Local

Cell

Status

Comment

Team

Manager?

Field Tech?

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- You can now see both the newly inserted employees & existing employees in the employee table. Notice that the “Last Updated” column exists with the date. Any time a new employee is inserted, the column value changes to that of the current date.

[Show Contacts](#)

Show entries Search:

| Name | Local | Cell | Status | Comment | Last Updated | Team | Update | Edit |
|----------------|-------|--------------|--------|---------|--------------|-------------------------------------|----------------------------------|----------------------------------|
| Ahsoka Tano ★ | 5555 | 555-555-5555 | TTG | | 2021-10-28 | Administration | <input type="button" value="↑"/> | <input type="button" value="✎"/> |
| Darth Vader | 3242 | 222-222-2222 | WFH | | 2021-10-27 | Desktop - DL | <input type="button" value="↑"/> | <input type="button" value="✎"/> |
| Luke Skywalker | 1234 | 123-123-1234 | COQ | | 2021-10-27 | Desktop - Anvil | <input type="button" value="↑"/> | <input type="button" value="✎"/> |
| Mace Windu ★ | 4444 | 444-444-4444 | NW | | 2021-10-28 | Administration | <input type="button" value="↑"/> | <input type="button" value="✎"/> |
| Obi Wan Kenobi | 3244 | 333-333-3333 | TTG | | 2021-10-27 | IS - Communications & Id Management | <input type="button" value="↑"/> | <input type="button" value="✎"/> |

Showing 1 to 5 of 5 entries Previous **1** Next

[+ ADD EMPLOYEE](#)

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Add an employee that is part of more than 1 team

(Feature added November 18th 2021)

- Below the employee table, select the “Add Employee” button. You will then be redirected to the ‘Add New Employee’ page.

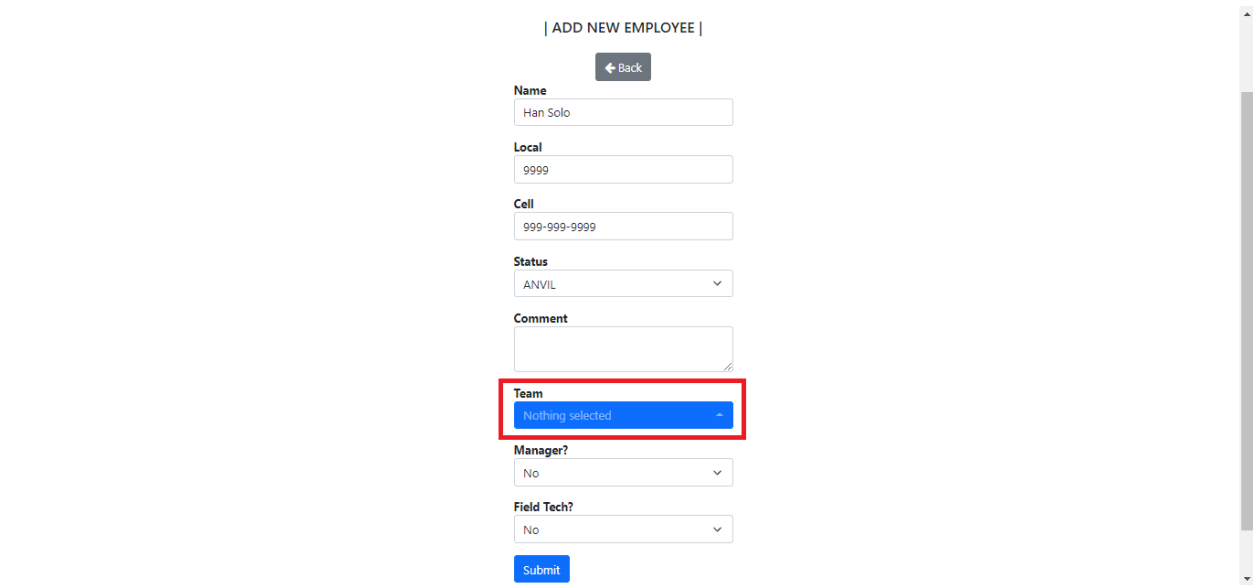
The screenshot shows a web interface for managing employees. At the top left is a blue button labeled "Show Contacts". Below it is a search bar with a dropdown menu set to "100" and the text "entries". To the right of the search bar is a "Search:" label and an input field. Below the search bar is a table with the following columns: Name, Local, Cell, Status, Comment, Last Updated, Team, Update, and Edit. The table contains five rows of employee data. Below the table, it says "Showing 1 to 5 of 5 entries". At the bottom left, there is a green button with a plus sign and the text "+ ADD EMPLOYEE", which is highlighted with a red rectangular box. At the bottom right, there are "Previous", "1", and "Next" buttons. At the very bottom, there is a copyright notice: "© Copyright 2020 - 2021, Douglas College CEIT SHS."

| Name | Local | Cell | Status | Comment | Last Updated | Team | Update | Edit |
|----------------|-------|--------------|--------|---------|--------------|-------------------------------------|--------|------|
| Ahsoka Tano | 5555 | 555-555-5555 | ANVIL | | 2021-11-18 | AV Integration | | |
| Darth Vader | 2222 | 222-222-2222 | ANVIL | | 2021-11-18 | App Services | | |
| Luke Skywalker | 1234 | 123-123-1234 | COQ | | 2021-10-29 | Desktop - Anvil | | |
| Mace Windu | 4444 | 444-444-4444 | NW | | 2021-11-10 | Administration | | |
| Obi Wan Kenobi | 3244 | 333-333-3333 | TTG | | 2021-10-27 | IS - Communications & Id Management | | |

- You can now enter the new employee details. The “Name”, “Local”, and “Team” fields are required fields and must be in the appropriate format. If you press the submit button without filling in the required fields, you will not be able to proceed.

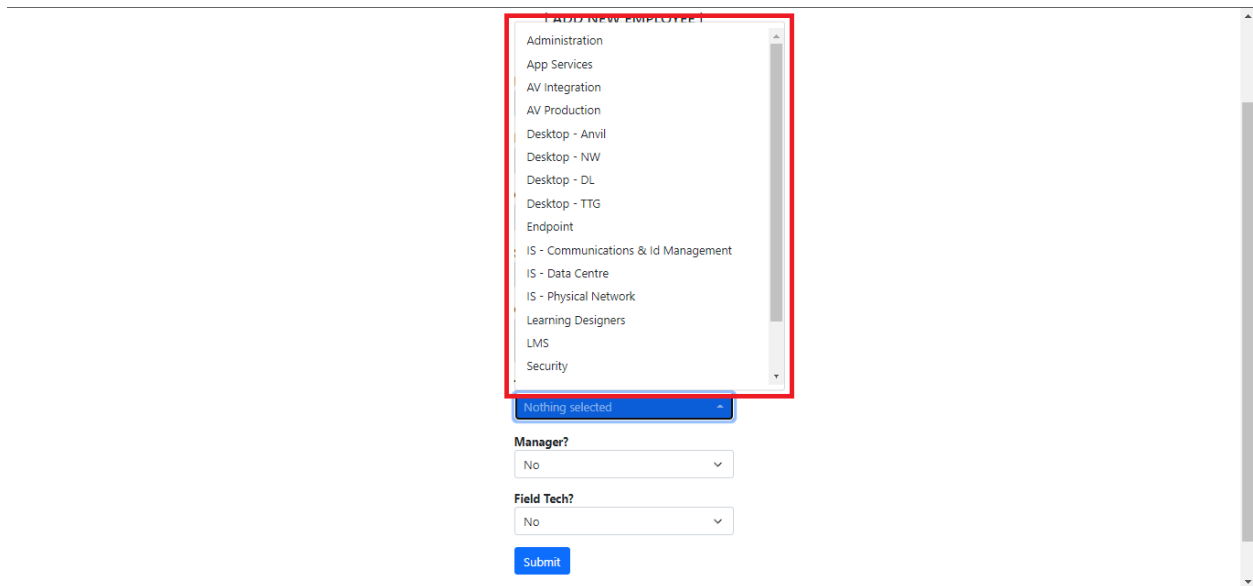
The screenshot shows the "ADD NEW EMPLOYEE" form. At the top, there is a header "ADD NEW EMPLOYEE" and a "Back" button. The form contains several fields: "Name" (text input), "Local" (text input with placeholder "Enter 4 Digit Local No."), "Cell" (text input with placeholder "Enter 10 Digit Cell No. ###-###-####"), "Status" (dropdown menu with "ANVIL" selected), "Comment" (text area), "Team" (dropdown menu with "Nothing selected" selected), "Manager?" (dropdown menu with "No" selected), and "Field Tech?" (dropdown menu with "No" selected). At the bottom, there is a "Submit" button. Red arrows point to the "Name", "Local", "Cell", and "Team" fields, indicating they are required.

- To select more than one team for an employee, select the multi-select dropdown list colored in blue under the word 'Team'. By default, no team is selected in the multi-select dropdown list, thus "Nothing selected" will be visible.



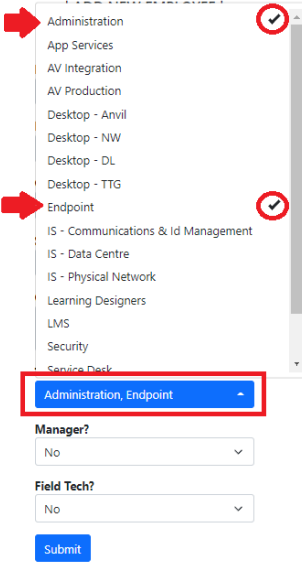
The screenshot shows a web form titled "ADD NEW EMPLOYEE" with a "Back" button. The form contains several input fields: "Name" (with "Han Solo" entered), "Local" (with "9999" entered), "Cell" (with "999-999-9999" entered), "Status" (a dropdown menu with "ANVIL" selected), "Comment" (a text area), "Team" (a blue multi-select dropdown menu with "Nothing selected" visible and highlighted by a red box), "Manager?" (a dropdown menu with "No" selected), and "Field Tech?" (a dropdown menu with "No" selected). A "Submit" button is at the bottom.

- The options within the multi-select dropdown list will now be visible. You can now choose one team or more than team by simply clicking on the respective team names.



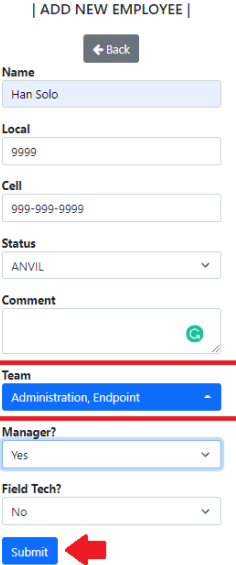
The screenshot shows the same "ADD NEW EMPLOYEE" form, but the "Team" dropdown menu is open, displaying a list of team names. The list includes: Administration, App Services, AV Integration, AV Production, Desktop - Anvil, Desktop - NW, Desktop - DL, Desktop - TTG, Endpoint, IS - Communications & Id Management, IS - Data Centre, IS - Physical Network, Learning Designers, LMS, and Security. The dropdown menu is highlighted by a red box. Below the list, the "Nothing selected" text is visible. The rest of the form, including the "Manager?" and "Field Tech?" dropdowns and the "Submit" button, remains the same.

- For example, you want to select the teams 'Administration' and 'Endpoint', you have to click on the respective names and a check will appear next to them. The names of the selected teams will also be displayed in the blue box as well. If you select more than three teams, then not all team names will be displayed, but this will not affect your selection.



This screenshot shows a multiselect dropdown menu for selecting teams. The menu is open, displaying a list of teams. Red arrows point to 'Administration' and 'Endpoint', which both have checkmarks next to them, indicating they are selected. Below the list, a blue box displays 'Administration, Endpoint'. Underneath this box are two dropdown menus: 'Manager?' with 'No' selected and 'Field Tech?' with 'No' selected. A blue 'Submit' button is at the bottom.

- After you are done selecting the teams, you can click any part of the screen outside the multiselect dropdown. Then fill out all the other fields and press the "Submit" button to insert the employee. A banner message will be displayed at the top of the screen indicating that the employee has been successfully inserted. The fields on the page will reset. Press the "Back" button to go back to the main page.



This screenshot shows the 'ADD NEW EMPLOYEE' form. At the top is a 'Back' button. The form contains several fields: 'Name' (Han Solo), 'Local' (9999), 'Cell' (999-999-9999), 'Status' (ANVIL), and 'Comment'. The 'Team' dropdown is highlighted with a red box and shows 'Administration, Endpoint' selected. Below it are 'Manager?' (Yes) and 'Field Tech?' (No) dropdowns. A red arrow points to the blue 'Submit' button at the bottom.

- Once on the main page, the newly inserted employee that is part of two teams can be seen in the employee table.

Show entries Search:

| Name | Local | Cell | Status | Comment | Last Updated | Team | Update | Edit |
|----------------|-------|--------------|--------|---------|--------------|-------------------------------------|--------|------|
| Ahsoka Tano | 5555 | 555-555-5555 | ANVIL | | 2021-11-18 | AV Integration | | |
| Darth Vader | 2222 | 222-222-2222 | ANVIL | | 2021-11-18 | App Services | | |
| Han Solo | 9999 | 999-999-9999 | ANVIL | | 2021-11-18 | Administration Endpoint | | |
| Luke Skywalker | 1234 | 123-123-1234 | COQ | | 2021-10-29 | Desktop - Anvil | | |
| Mace Windu | 4444 | 444-444-4444 | NW | | 2021-11-10 | Administration | | |
| Obi Wan Kenobi | 3244 | 333-333-3333 | TTG | | 2021-10-27 | IS - Communications & Id Management | | |

Showing 1 to 6 of 6 entries Previous **1** Next

[+ ADD EMPLOYEE](#)

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- If the newly inserted employee is a manager, they will also be visible in the manager contact table which can be toggled into view by selecting the “Show Contacts” button.

[Show Contacts](#)

Manager Contact

| Name | Local | Cell | Team |
|----------------|-------|--------------|-------------------------------------|
| Darth Vader | 2222 | 222-222-2222 | App Services |
| Han Solo | 9999 | 999-999-9999 | Administration Endpoint |
| Luke Skywalker | 1234 | 123-123-1234 | Desktop - Anvil |
| Mace Windu | 4444 | 444-444-4444 | Administration |
| Obi Wan Kenobi | 3244 | 333-333-3333 | IS - Communications & Id Management |

General Contact

[+ ADD CONTACT](#)

| Name | Local | Cell | Update | Delete |
|-----------------------------|-------|--------------|--------|--------|
| CEIT Spare Phone 1 | 1111 | 111-111-1111 | | |
| CEIT Student Assistant (NW) | | 222-222-2222 | | |

Show entries Search:

| Name | Local | Cell | Status | Comment | Last Updated | Team | Update | Edit |
|-------------|-------|--------------|--------|---------|--------------|----------------|--------|------|
| Ahsoka Tano | 5555 | 555-555-5555 | ANVIL | | 2021-11-18 | AV Integration | | |

Sort by the employee table by column values

- You can sort the records in the employee table by the respective columns in both ascending & descending order by selecting the arrow icons next to each column heading. By default, the table is sorted in alphabetical order by employee name via the “Name” column.

Show Contacts

Show 100 entries Search:

| Name | Local | Cell | Status | Comment | Last Updated | Team | Update | Edit |
|----------------|-------|--------------|--------|---------|--------------|-------------------------------------|--------|------|
| Ahsoka Tano | 5555 | 555-555-5555 | TTG | | 2021-10-28 | Administration | ↑ | ✎ |
| Darth Vader | 3242 | 222-222-2222 | WFH | | 2021-10-27 | Desktop - DL | ↑ | ✎ |
| Luke Skywalker | 1234 | 123-123-1234 | COQ | | 2021-10-27 | Desktop - Anvil | ↑ | ✎ |
| Mace Windu | 4444 | 444-444-4444 | NW | | 2021-10-28 | Administration | ↑ | ✎ |
| Obi Wan Kenobi | 3244 | 333-333-3333 | TTG | | 2021-10-27 | IS - Communications & Id Management | ↑ | ✎ |

Showing 1 to 5 of 5 entries

Previous 1 Next

+ ADD EMPLOYEE

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- For example, if you would like to sort the employee table by “Team” you have to select the arrow icons next to the “Team” column heading. When you select it, the upward arrow will be bold and the downward arrow will be faded out. In turn, ordering the records in alphabetical order (i.e., ascending order).

Show Contacts

Show 100 entries Search:

| Name | Local | Cell | Status | Comment | Last Updated | Team | Update | Edit |
|----------------|-------|--------------|--------|---------|--------------|-------------------------------------|--------|------|
| Mace Windu | 4444 | 444-444-4444 | NW | | 2021-10-28 | Administration | ↑ | ✎ |
| Ahsoka Tano | 5555 | 555-555-5555 | TTG | | 2021-10-28 | Administration | ↑ | ✎ |
| Luke Skywalker | 1234 | 123-123-1234 | COQ | | 2021-10-27 | Desktop - Anvil | ↑ | ✎ |
| Darth Vader | 3242 | 222-222-2222 | WFH | | 2021-10-27 | Desktop - DL | ↑ | ✎ |
| Obi Wan Kenobi | 3244 | 333-333-3333 | TTG | | 2021-10-27 | IS - Communications & Id Management | ↑ | ✎ |

Showing 1 to 5 of 5 entries

Previous 1 Next

+ ADD EMPLOYEE

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- When you select the arrows icon again, the downward arrow will be bold and the upward arrow will be faded out. In turn, ordering the records in reverse alphabetical order (i.e., descending order).

Show Contacts

Show 100 entries

Search:

| Name | Local | Cell | Status | Comment | Last Updated | Team | Update | Edit |
|----------------|-------|--------------|--------|---------|--------------|-------------------------------------|--------|------|
| Obi Wan Kenobi | 3244 | 333-333-3333 | TTG | | 2021-10-27 | IS - Communications & Id Management | ↑ | ✎ |
| Darth Vader | 3242 | 222-222-2222 | WFH | | 2021-10-27 | Desktop - DL | ↑ | ✎ |
| Luke Skywalker | 1234 | 123-123-1234 | COQ | | 2021-10-27 | Desktop - Anvil | ↑ | ✎ |
| Mace Windu | 4444 | 444-444-4444 | NW | | 2021-10-28 | Administration | ↑ | ✎ |
| Ahsoka Tano | 5555 | 555-555-5555 | TTG | | 2021-10-28 | Administration | ↑ | ✎ |

Showing 1 to 5 of 5 entries

Previous

1

Next

+ ADD EMPLOYEE

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Search for specific records in the employee table

- If you would like to search for an employee record based on a specific field, such as employee name, you can type it in the search bar and the employee table will instantaneously filter out based on what is typed.

Show Contacts

Show 100 entries

Search:

| Name | Local | Cell | Status | Comment | Last Updated | Team | Update | Edit |
|----------------|-------|--------------|--------|---------|--------------|-------------------------------------|--------|------|
| Obi Wan Kenobi | 3244 | 333-333-3333 | TTG | | 2021-10-27 | IS - Communications & Id Management | ↑ | ✎ |
| Darth Vader | 3242 | 222-222-2222 | WFH | | 2021-10-27 | Desktop - DL | ↑ | ✎ |
| Luke Skywalker | 1234 | 123-123-1234 | COQ | | 2021-10-27 | Desktop - Anvil | ↑ | ✎ |
| Mace Windu | 4444 | 444-444-4444 | NW | | 2021-10-28 | Administration | ↑ | ✎ |
| Ahsoka Tano | 5555 | 555-555-5555 | TTG | | 2021-10-28 | Administration | ↑ | ✎ |

Showing 1 to 5 of 5 entries

Previous 1 Next

+ ADD EMPLOYEE

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- For example, if you would like to filter the table to only show those employees with "Status" being 'TTG', you can type 'TTG' into the search bar.

Show Contacts

Show 100 entries

Search: TTG

| Name | Local | Cell | Status | Comment | Last Updated | Team | Update | Edit |
|----------------|-------|--------------|--------|---------|--------------|-------------------------------------|--------|------|
| Ahsoka Tano | 5555 | 555-555-5555 | TTG | | 2021-10-28 | Administration | ↑ | ✎ |
| Obi Wan Kenobi | 3244 | 333-333-3333 | TTG | | 2021-10-27 | IS - Communications & Id Management | ↑ | ✎ |

Showing 1 to 2 of 2 entries (filtered from 5 total entries)

Previous 1 Next

+ ADD EMPLOYEE

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- If you want to see all the employees in the employee table, simply set the search bar to be empty. You could alternatively hover to the search bar press the cross that appears to set the search bar to be empty.

COQ Primary Field Tech 2021-10-09

COQ Night Field Tech 2021-10-09

COQ Backup Field Tech 2021-10-09

Show Contacts

Show 100 entries

Search: TTG

| Name | Local | Cell | Status | Comment | Last Updated | Team | Update | Edit |
|----------------|-------|--------------|--------|---------|--------------|-------------------------------------|--------|------|
| Ahsoka Tano | 5555 | 555-555-5555 | TTG | | 2021-10-28 | Administration | | |
| Obi Wan Kenobi | 3244 | 333-333-3333 | TTG | | 2021-10-27 | IS - Communications & Id Management | | |

Showing 1 to 2 of 2 entries (filtered from 5 total entries)

Previous 1 Next

+ ADD EMPLOYEE

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- As can be seen below, after setting the search bar to empty, all employee records can be seen in the employee table.

Show Contacts

Show 100 entries

Search:

| Name | Local | Cell | Status | Comment | Last Updated | Team | Update | Edit |
|----------------|-------|--------------|--------|---------|--------------|-------------------------------------|--------|------|
| Ahsoka Tano | 5555 | 555-555-5555 | TTG | | 2021-10-28 | Administration | | |
| Darth Vader | 3242 | 222-222-2222 | WFH | | 2021-10-27 | Desktop - DL | | |
| Luke Skywalker | 1234 | 123-123-1234 | COQ | | 2021-10-27 | Desktop - Anvil | | |
| Mace Windu | 4444 | 444-444-4444 | NW | | 2021-10-28 | Administration | | |
| Obi Wan Kenobi | 3244 | 333-333-3333 | TTG | | 2021-10-27 | IS - Communications & Id Management | | |

Showing 1 to 5 of 5 entries

Previous 1 Next

+ ADD EMPLOYEE

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Pagination of employee records

- Notice that the maximum number of entries is 100. This means that the maximum number of records displayed in the employee table is 100. If there are more than 100 records, then you would have to select the “Next” button to see the remaining records. If you need to see the first 100 records, you must select the “Previous” button.

The screenshot shows a web interface for managing employee records. At the top left is a blue button labeled "Show Contacts". Below it is a search bar with the text "Show: 100 entries" and a dropdown arrow. To the right of the search bar is a "Search:" input field. The main part of the interface is a table with the following columns: Name, Local, Cell, Status, Comment, Last Updated, Team, Update, and Edit. The table contains five rows of data, each representing an employee. Below the table, there is a green button labeled "+ ADD EMPLOYEE". At the bottom right, there are pagination controls: "Previous", "1", and "Next". A red box highlights the "Show: 100 entries" dropdown and the pagination controls. A red arrow points to the "Showing 1 to 5 of 5 entries" text.

| Name | Local | Cell | Status | Comment | Last Updated | Team | Update | Edit |
|----------------|-------|--------------|--------|---------|--------------|-------------------------------------|--------|------|
| Ahsoka Tano | 5555 | 555-555-5555 | TTG | | 2021-10-28 | Administration | | |
| Darth Vader | 3242 | 222-222-2222 | WFH | | 2021-10-27 | Desktop - DL | | |
| Luke Skywalker | 1234 | 123-123-1234 | COQ | | 2021-10-27 | Desktop - Anvil | | |
| Mace Windu | 4444 | 444-444-4444 | NW | | 2021-10-28 | Administration | | |
| Obi Wan Kenobi | 3244 | 333-333-3333 | TTG | | 2021-10-27 | IS - Communications & Id Management | | |

Showing 1 to 5 of 5 entries

Previous 1 Next

+ ADD EMPLOYEE

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- By default, the first 100 records of the employee table will be shown. If you would like to reduce the number of records, please select the dropdown list showing 100. The other available options are 10, 25, and 50.

This screenshot is similar to the one above, but the dropdown menu for the "Show: 100 entries" field is open, showing the options 10, 25, 50, and 100. A red circle highlights the dropdown menu. The rest of the interface, including the table and pagination controls, is the same as in the previous screenshot.

| Name | Local | Cell | Status | Comment | Last Updated | Team | Update | Edit |
|----------------|-------|--------------|--------|---------|--------------|-------------------------------------|--------|------|
| Ahsoka Tano | 5555 | 555-555-5555 | TTG | | 2021-10-28 | Administration | | |
| Darth Vader | 3242 | 222-222-2222 | WFH | | 2021-10-27 | Desktop - DL | | |
| Luke Skywalker | 1234 | 123-123-1234 | COQ | | 2021-10-27 | Desktop - Anvil | | |
| Mace Windu | 4444 | 444-444-4444 | NW | | 2021-10-28 | Administration | | |
| Obi Wan Kenobi | 3244 | 333-333-3333 | TTG | | 2021-10-27 | IS - Communications & Id Management | | |

Showing 1 to 5 of 5 entries

Previous 1 Next

+ ADD EMPLOYEE

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Edit employee details

- If you would like to edit the details of a respective employee record, select the icon in the 'Edit' column.

[Show Contacts](#)

Show 100 entries Search:

| Name | Local | Cell | Status | Comment | Last Updated | Team | Update | Edit |
|----------------|-------|--------------|--------|---------|--------------|-------------------------------------|--------|------|
| Ahsoka Tano | 5555 | 555-555-5555 | TTG | | 2021-10-28 | Administration | ↑ | ✎ |
| Darth Vader | 3242 | 222-222-2222 | WFH | | 2021-10-27 | Desktop - DL | ↑ | ✎ |
| Luke Skywalker | 1234 | 123-123-1234 | COQ | | 2021-10-27 | Desktop - Anvil | ↑ | ✎ |
| Mace Windu | 4444 | 444-444-4444 | NW | | 2021-10-28 | Administration | ↑ | ✎ |
| Obi Wan Kenobi | 3244 | 333-333-3333 | TTG | | 2021-10-27 | IS - Communications & Id Management | ↑ | ✎ |

Showing 1 to 5 of 5 entries Previous 1 Next

[+ ADD EMPLOYEE](#)

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- For example, the employee named “Darth Vader” needs to change their local office phone number because they recently changed teams, they would select the 'Edit' column icon in their respective row.

[Show Contacts](#)

Show 100 entries Search:

| Name | Local | Cell | Status | Comment | Last Updated | Team | Update | Edit |
|----------------|-------|--------------|--------|---------|--------------|-------------------------------------|--------|------|
| Ahsoka Tano | 5555 | 555-555-5555 | TTG | | 2021-10-28 | Administration | ↑ | ✎ |
| Darth Vader | 3242 | 222-222-2222 | WFH | | 2021-10-27 | Desktop - DL | ↑ | ✎ |
| Luke Skywalker | 1234 | 123-123-1234 | COQ | | 2021-10-27 | Desktop - Anvil | ↑ | ✎ |
| Mace Windu | 4444 | 444-444-4444 | NW | | 2021-10-28 | Administration | ↑ | ✎ |
| Obi Wan Kenobi | 3244 | 333-333-3333 | TTG | | 2021-10-27 | IS - Communications & Id Management | ↑ | ✎ |

Showing 1 to 5 of 5 entries Previous 1 Next

[+ ADD EMPLOYEE](#)

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- The 'Edit Existing Employee' page will open with the "Darth Vader's" details already filled out in the respective fields.

| EDIT EXISTING EMPLOYEE |

← Back

Name
Darth Vader

Local
3242

Cell
222-222-2222

Status
WFH

Comment

Team
Desktop - DL

Manager?
Yes

Field Tech?
Yes

Submit

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- Darth Vader would then edit the fields they want to make changes to. In this case "Local" and "Team" to change their office phone number and team within CEIT respectively. Then they would press the "Submit" button to confirm the changes.

| EDIT EXISTING EMPLOYEE |

← Back

Name
Darth Vader

Local
2222

Cell
222-222-2222

Status
WFH

Comment

Team
App Services

Manager?
Yes

Field Tech?
Yes

Submit

© Copyright 2020 - 2021, Douglas College CEIT SHS.

- Note - Also note that if Darth Vader decides to not make any edits for whatever reason, they can simply select the "Back" button. They will then be redirected to the main page.

Update Status/Comment of an employee record

- Upon pressing the “Select” button in the ‘Edit Existing Employee’ page, you will be redirected to the main page where the changes made by Darth Vader will be visible.

[Show Contacts](#)

Show 100 entries Search:

| Name | Local | Cell | Status | Comment | Last Updated | Team | Update | Edit |
|----------------|-------|--------------|--------|---------|--------------|-------------------------------------|--------|------|
| Ahsoka Tano | 5555 | 555-555-5555 | TTG | | 2021-10-28 | Administration | ↑ | ✎ |
| Darth Vader | 2222 | 222-222-2222 | WFH | | 2021-10-28 | App Services | ↑ | ✎ |
| Luke Skywalker | 1234 | 123-123-1234 | COQ | | 2021-10-27 | Desktop - Anvil | ↑ | ✎ |
| Mace Windu | 4444 | 444-444-4444 | NW | | 2021-10-28 | Administration | ↑ | ✎ |
| Obi Wan Kenobi | 3244 | 333-333-3333 | TTG | | 2021-10-27 | IS - Communications & Id Management | ↑ | ✎ |

Showing 1 to 5 of 5 entries

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- For example, the employee named “Darth Vader” wants to change their status to indicate they are now going to be working at the New Westminster campus and they are taking their lunch break from 12pm to 1pm, they would select the ‘Update’ column icon in their respective row.

[Show Contacts](#)

Show 100 entries Search:

| Name | Local | Cell | Status | Comment | Last Updated | Team | Update | Edit |
|----------------|-------|--------------|--------|---------|--------------|-------------------------------------|--------|------|
| Ahsoka Tano | 5555 | 555-555-5555 | TTG | | 2021-10-28 | Administration | ↓ | ✎ |
| Darth Vader | 2222 | 222-222-2222 | WFH | | 2021-10-28 | App Services | ↑ | ✎ |
| Luke Skywalker | 1234 | 123-123-1234 | COQ | | 2021-10-27 | Desktop - Anvil | ↑ | ✎ |
| Mace Windu | 4444 | 444-444-4444 | NW | | 2021-10-28 | Administration | ↑ | ✎ |
| Obi Wan Kenobi | 3244 | 333-333-3333 | TTG | | 2021-10-27 | IS - Communications & Id Management | ↑ | ✎ |

Showing 1 to 5 of 5 entries

[+ ADD EMPLOYEE](#)

Previous 1 Next

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- A pop-up will then appear as shown below.

Update Status/Comment

Name: Darth Vader

Status: WFH

Comment:

Update

| Name | Local | Cell | Status |
|----------------|-------|--------------|--------|
| Ahsoka Tano | 5555 | 555-555-5555 | TTG |
| Darth Vader | 2222 | 222-222-2222 | WFH |
| Luke Skywalker | 1234 | 123-123-1234 | COQ |
| Mace Windu | 4444 | 444-444-4444 | NW |
| Obi Wan Kenobi | 3244 | 333-333-3333 | TTG |

Showing 1 to 5 of 5 entries

+ ADD EMPLOYEE

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- Now, Darth Vader will be able to change their current work status and put in a comment for when they are taking their lunch. Once the required changes are made, they would press the “Update” button.

Update Status/Comment

Name: Darth Vader

Status: NW

Comment: lunch 12pm - 1pm

Update

| Name | Local | Cell | Status |
|----------------|-------|--------------|--------|
| Ahsoka Tano | 5555 | 555-555-5555 | TTG |
| Darth Vader | 2222 | 222-222-2222 | WFH |
| Luke Skywalker | 1234 | 123-123-1234 | COQ |
| Mace Windu | 4444 | 444-444-4444 | NW |
| Obi Wan Kenobi | 3244 | 333-333-3333 | TTG |

Showing 1 to 5 of 5 entries

+ ADD EMPLOYEE

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- The reflected change will now be visible in the employee table.

Show Contacts

Show 100 entries

Search:

| Name | Local | Cell | Status | Comment | Last Updated | Team | Update | Edit |
|----------------|-------|--------------|--------|------------------|--------------|-------------------------------------|--------|------|
| Ahsoka Tano | 5555 | 555-555-5555 | TTG | | 2021-10-28 | Administration | ↑ | ✎ |
| Darth Vader | 2222 | 222-222-2222 | NW | lunch 12pm - 1pm | 2021-10-28 | App Services | ↑ | ✎ |
| Luke Skywalker | 1234 | 123-123-1234 | COQ | | 2021-10-27 | Desktop - Anvil | ↑ | ✎ |
| Mace Windu | 4444 | 444-444-4444 | NW | | 2021-10-28 | Administration | ↑ | ✎ |
| Obi Wan Kenobi | 3244 | 333-333-3333 | TTG | | 2021-10-27 | IS - Communications & Id Management | ↑ | ✎ |

Showing 1 to 5 of 5 entries

Previous

1

Next

+ ADD EMPLOYEE

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- When Darth Vader is done for the day, they would update their status to “OUT” and remove their comment if they want to. They then would press the “Update” button.

Show Contacts

Show 100 entries

Search:

| Name | Local | Cell | Status | Team | Update | Edit |
|----------------|-------|--------------|--------|-------------------------------------|--------|------|
| Ahsoka Tano | 5555 | 555-555-5555 | TTG | Administration | ↑ | ✎ |
| Darth Vader | 2222 | 222-222-2222 | NW | App Services | ↑ | ✎ |
| Luke Skywalker | 1234 | 123-123-1234 | COQ | Desktop - Anvil | ↑ | ✎ |
| Mace Windu | 4444 | 444-444-4444 | | Administration | ↑ | ✎ |
| Obi Wan Kenobi | 3244 | 333-333-3333 | TTG | IS - Communications & Id Management | ↑ | ✎ |

Showing 1 to 5 of 5 entries

Previous

1

Next

+ ADD EMPLOYEE

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Update Status/Comment

Name

Darth Vader

Status

OUT

Comment

Update

Update an employee that is part of more than 1 team

(Feature added November 18th 2021)

- If you would like to add/remove the teams an employee is a part of, select the icon in the 'Edit' column of the respective employee's row. You will be redirected to the 'Edit Employee Details' page.

Show Contacts

Show 100 entries Search:

| Name | Local | Cell | Status | Comment | Last Updated | Team | Update | Edit |
|----------------|-------|--------------|--------|---------|--------------|-------------------------------------|--------|------|
| Ahsoka Tano | 5555 | 555-555-5555 | ANVIL | | 2021-11-18 | AV Integration | ↑ | ✎ |
| Darth Vader | 2222 | 222-222-2222 | ANVIL | | 2021-11-18 | App Services | ↑ | ✎ |
| Han Solo | 9999 | 999-999-9999 | ANVIL | | 2021-11-18 | Administration Endpoint | ↑ | ✎ |
| Luke Skywalker | 1234 | 123-123-1234 | COQ | | 2021-10-29 | Desktop - Anvil | ↑ | ✎ |
| Mace Windu | 4444 | 444-444-4444 | NW | | 2021-11-10 | Administration | ↑ | ✎ |
| Obi Wan Kenobi | 3244 | 333-333-3333 | TTG | | 2021-10-27 | IS - Communications & Id Management | ↑ | ✎ |

Showing 1 to 6 of 6 entries Previous 1 Next

- Now in the 'Edit Employee Details' page, notice that all the fields are pre-filled with the selected employees data. Below the word 'Team', is the full list of teams the employee is assigned to is visible as well so that the multi-select dropdown list does not need to be toggled to view all the assigned teams (if the number of teams is more than three). To change the teams assigned to the employee, select the multi-select dropdown list.

← Back

Name
Han Solo

Local
9999

Cell
999-999-9999

Status
Anvil

Comment

Team
Administration, Endpoint
Administration, Endpoint

Manager?
Yes

Field Tech?
No

Submit

- The multi-select dropdown list will expand and show a list of all the teams and will have check marks next to teams that the selected employee is already a part of. For example, the employee is now also a part of the 'Learning Designers' team, so you add the team. You select the team you want to add. To remove a team, you select the team that already has a check mark next to it. After all the changes are made press the "Submit" button and you will be redirected to the main page.

Administration ✓

App Services

AV Integration

AV Production

Desktop - Anvil

Desktop - NW

Desktop - DL

Desktop - TTG

Endpoint

IS - Communications & Id Management

IS - Data Centre

IS - Physical Network

Learning Designers ✓

LMS

Security

Administration, Endpoint, Learning D ~

Manager?

Yes

Field Tech?

No

Submit

- The changes made will now be visible in the main table.

Show Contacts

Show 100 entries Search:

| Name | Local | Cell | Status | Comment | Last Updated | Team | Update | Edit |
|----------------|-------|--------------|--------|---------|--------------|--------------------------------------------------|--------|------|
| Ahsoka Tano | 5555 | 555-555-5555 | ANVIL | | 2021-11-18 | AV Integration | ↑ | ✎ |
| Darth Vader | 2222 | 222-222-2222 | ANVIL | | 2021-11-18 | App Services | ↑ | ✎ |
| Han Solo | 9999 | 999-999-9999 | ANVIL | | 2021-11-18 | Administration Endpoint Learning Designers | ↑ | ✎ |
| Luke Skywalker | 1234 | 123-123-1234 | COQ | | 2021-10-29 | Desktop - Anvil | ↑ | ✎ |
| Mace Windu | 4444 | 444-444-4444 | NW | | 2021-11-10 | Administration | ↑ | ✎ |
| Obi Wan Kenobi | 3244 | 333-333-3333 | TTG | | 2021-10-27 | IS - Communications & Id Management | ↑ | ✎ |

Showing 1 to 6 of 6 entries Previous 1 Next

Delete an employee

- An employee can be deleted from WhiteBoard entirely by first selecting the “Edit” icon in the respective row of the employee. For example, if you would like to remove the employee named “Han Solo” from WhiteBoard, as they either resigned or were fired, you would select the edit icon their respective row of the employee table.

Show Contacts

Show 100 entries Search:

| Name | Local | Cell | Status | Comment | Last Updated | Team | Update | Edit |
|----------------|-------|--------------|--------|---------|--------------|-------------------------------------|--------|------|
| Ahsoka Tano | 5555 | 555-555-5555 | TTG | | 2021-10-28 | Administration | ↑ | ✎ |
| Darth Vader | 2222 | 222-222-2222 | OUT | | 2021-10-28 | App Services | ↑ | ✎ |
| Han Solo | 8888 | 888-888-8888 | NW | | 2021-10-29 | VConf | ↑ | ✎ |
| Luke Skywalker | 1234 | 123-123-1234 | COQ | | 2021-10-27 | Desktop - Anvil | ↑ | ✎ |
| Mace Windu | 4444 | 444-444-4444 | NW | | 2021-10-28 | Administration | ↑ | ✎ |
| Obi Wan Kenobi | 3244 | 333-333-3333 | TTG | | 2021-10-27 | IS - Communications & Id Management | ↑ | ✎ |


Showing 1 to 6 of 6 entries

Previous 1 Next

+ ADD EMPLOYEE

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- You will then be redirected to the ‘Edit Existing Employee’ page. To delete Han Solo from WhiteBoard, you simply must press the button with the trash can icon.

← Back 

Name
Han Solo

Local
8888

Cell
888-888-8888

Status
NW

Comment

Team
VConf

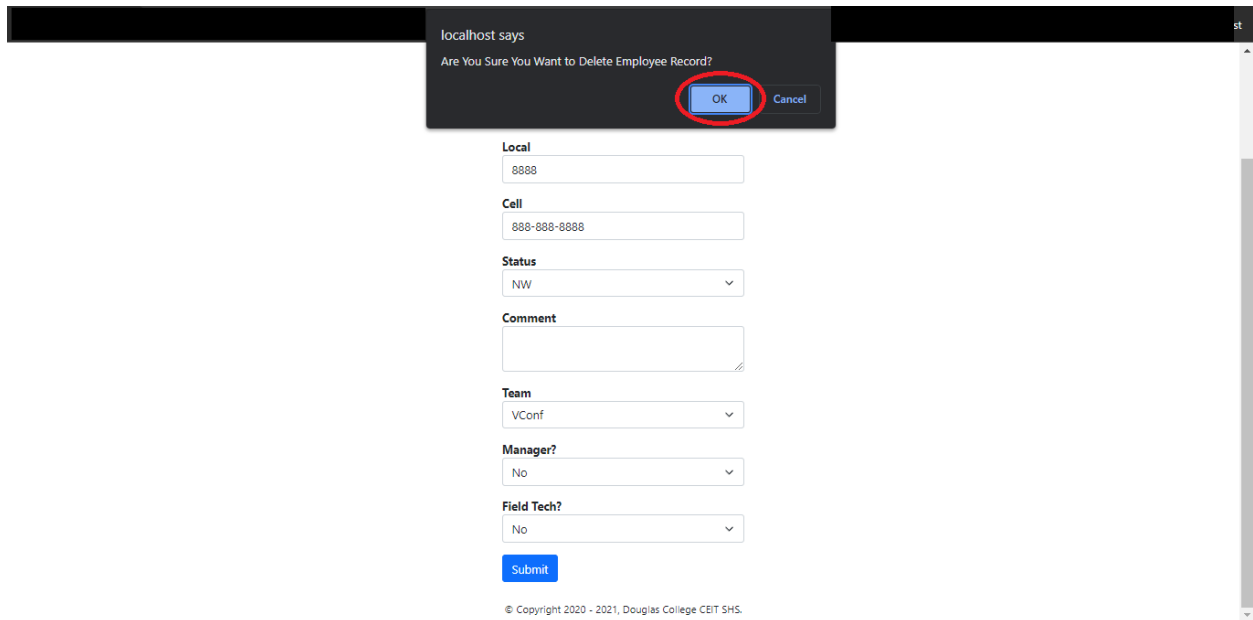
Manager?
No

Field Tech?
No

Submit

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- A browser pop-up will appear to ask whether you whether you are sure that you want to delete employee. You would select “OK” to confirm the deletion, or “Cancel” if you change your mind.



localhost says

Are You Sure You Want to Delete Employee Record?

OK Cancel

Local
8888

Cell
888-888-8888

Status
NW

Comment

Team
VConf

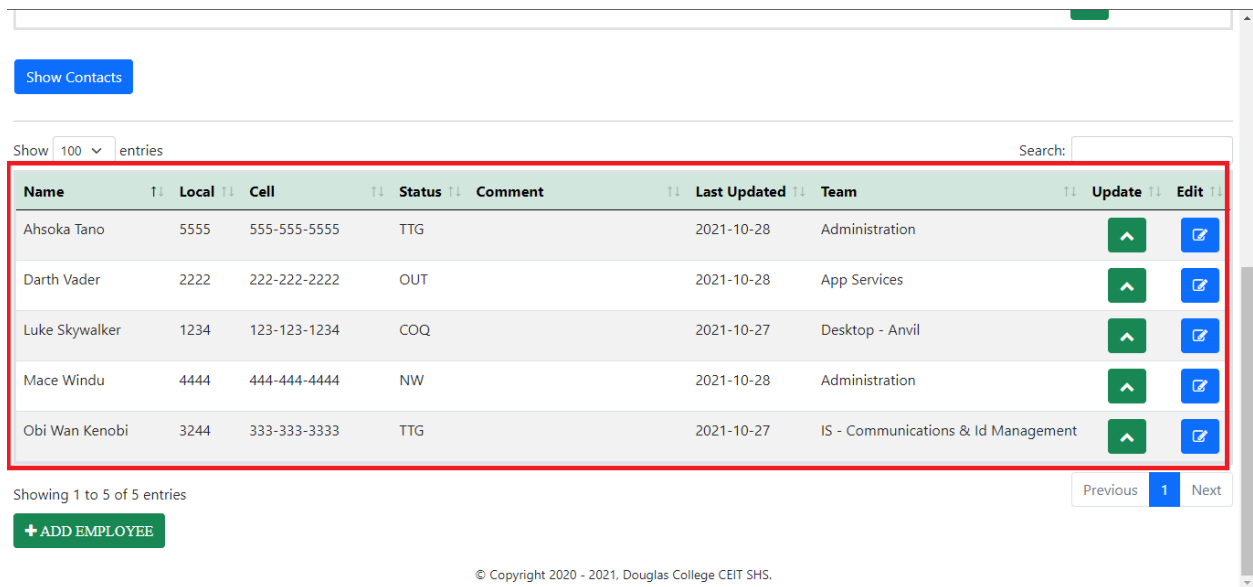
Manager?
No

Field Tech?
No

Submit

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- After selecting “OK” on the browser pop-up, you will be redirected to the main page where the entire employee table will be visible, and the deleted employee will not be seen anymore.



Show Contacts

Show 100 entries Search:

| Name | Local | Cell | Status | Comment | Last Updated | Team | Update | Edit |
|----------------|-------|--------------|--------|---------|--------------|-------------------------------------|--------|------|
| Ahsoka Tano | 5555 | 555-555-5555 | TTG | | 2021-10-28 | Administration | ↑ | ✎ |
| Darth Vader | 2222 | 222-222-2222 | OUT | | 2021-10-28 | App Services | ↑ | ✎ |
| Luke Skywalker | 1234 | 123-123-1234 | COQ | | 2021-10-27 | Desktop - Anvil | ↑ | ✎ |
| Mace Windu | 4444 | 444-444-4444 | NW | | 2021-10-28 | Administration | ↑ | ✎ |
| Obi Wan Kenobi | 3244 | 333-333-3333 | TTG | | 2021-10-27 | IS - Communications & Id Management | ↑ | ✎ |

Showing 1 to 5 of 5 entries

Previous 1 Next

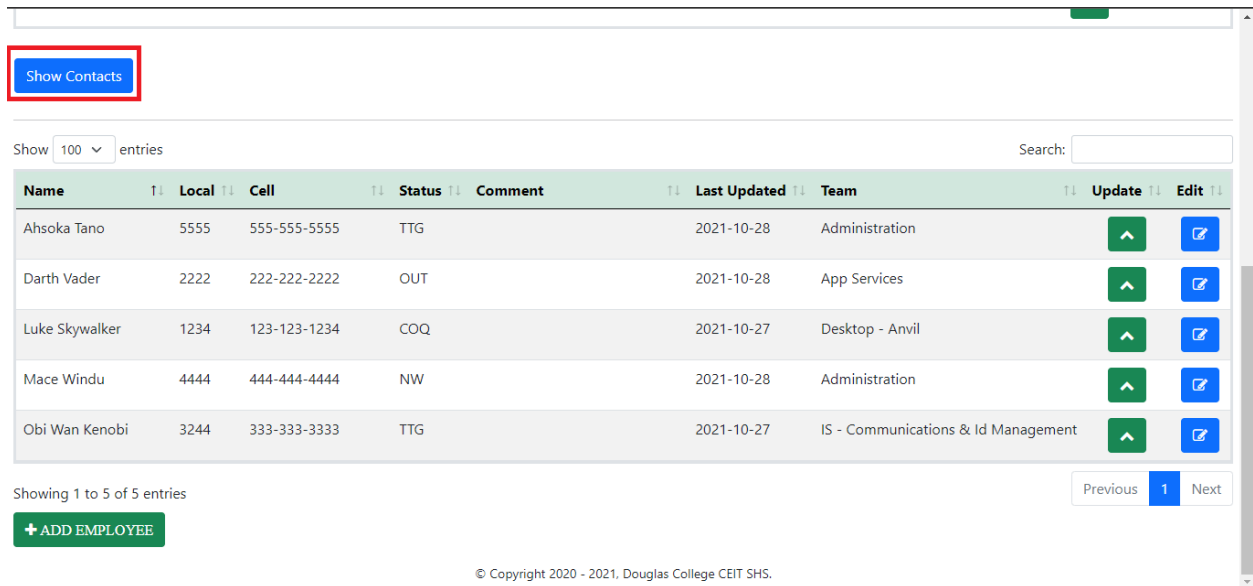
+ ADD EMPLOYEE

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Manager Contact table

Toggle view the table

- By default the manager contact (and general contact tables) are hidden by default. To view the tables the “Show Contacts” button should be pressed.

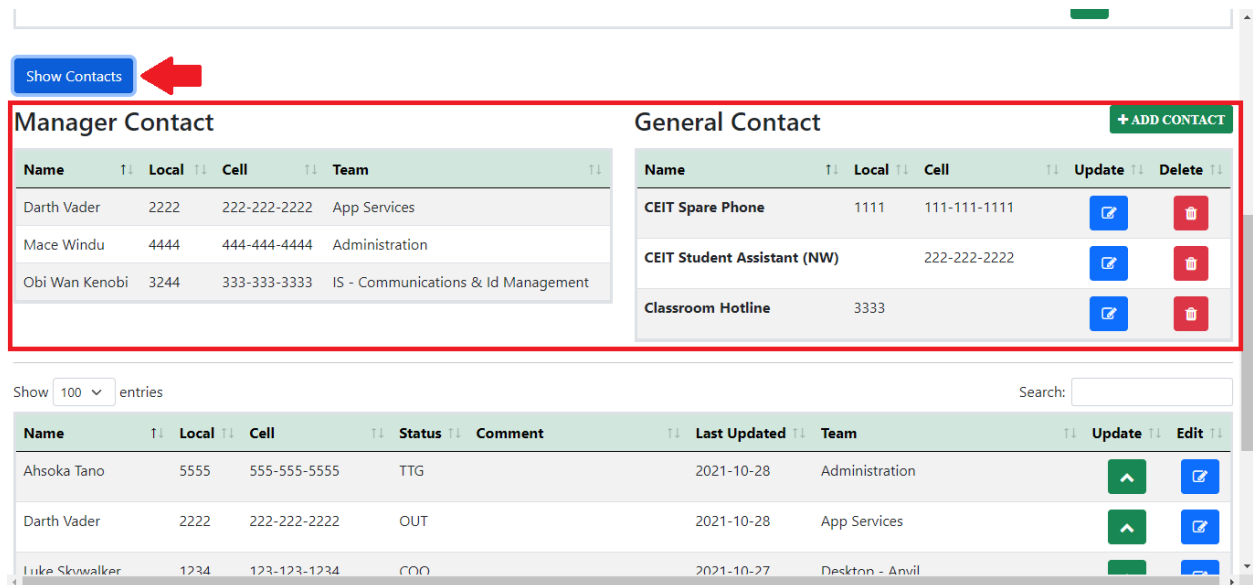


Showing 1 to 5 of 5 entries

+ ADD EMPLOYEE

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- Once the “Show Contacts” button is pressed, the tables can be seen. Press the “Show Contacts” button again to hide the tables.



Showing 1 to 5 of 5 entries

- Also note that the manager contact table can be sorted the same way the employee table is sorted (i.e., using the arrows icon next to the column headings).

Add a manager to the manager contact table

- If an employee is going to become a manager for their respective team, they would have to edit their details using the employee table by selecting the “Edit” icon in their respective row. For example, the employee named “Luke Skywalker” is being promoted to manager of their team.

[Show Contacts](#)

Show 100 entries Search:

| Name | Local | Cell | Status | Comment | Last Updated | Team | Update | Edit |
|----------------|-------|--------------|--------|---------|--------------|-------------------------------------|--------|------|
| Ahsoka Tano | 5555 | 555-555-5555 | TTG | | 2021-10-28 | Administration | ↑ | ✎ |
| Darth Vader | 2222 | 222-222-2222 | OUT | | 2021-10-28 | App Services | ↑ | ✎ |
| Luke Skywalker | 1234 | 123-123-1234 | COQ | | 2021-10-27 | Desktop - Anvil | ↑ | ✎ |
| Mace Windu | 4444 | 444-444-4444 | NW | | 2021-10-28 | Administration | ↑ | ✎ |
| Obi Wan Kenobi | 3244 | 333-333-3333 | TTG | | 2021-10-27 | IS - Communications & Id Management | ↑ | ✎ |

Showing 1 to 5 of 5 entries Previous 1 Next

[+ ADD EMPLOYEE](#)

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- You will then be redirected to the ‘Edit Existing Employee’ page.

[← Back](#) [✖](#)

Name

Luke Skywalker

Local

1234

Cell

123-123-1234

Status

COQ

Comment

Team

Desktop - Anvil

Manager?

No

Field Tech?


Yes

[Submit](#)

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- You then change the 'Manager?' field from "No" to "Yes". Then the "Submit" button would have to be pressed to confirm the changes.

[EDIT EXISTING EMPLOYEE]

← Back 

Name
Luke Skywalker

Local
1234

Cell
123-123-1234

Status
COQ

Comment

Team
Desktop - Anvil


Manager?
Yes

Field Tech?
Yes

Submit

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- You will then be redirected back to the main page. The manager contact table is hidden by default. So you will have to press the "Show Contacts" button to show the manager contact table. Luke Skywalker along with his local office number, cellphone number and team will be visible.

Show Contacts 







Manager Contact

| Name | Local | Cell | Team |
|----------------|-------|--------------|-------------------------------------|
| Darth Vader | 2222 | 222-222-2222 | App Services |
| Luke Skywalker | 1234 | 123-123-1234 | Desktop - Anvil |
| Mace Windu | 4444 | 444-444-4444 | Administration |
| Obi Wan Kenobi | 3244 | 333-333-3333 | IS - Communications & Id Management |

General Contact **+ ADD CONTACT**

| Name | Local | Cell | Update | Delete |
|-----------------------------|-------|--------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| CEIT Spare Phone | 1111 | 111-111-1111 |  |  |
| CEIT Student Assistant (NW) | | 222-222-2222 |  |  |
| Classroom Hotline | 3333 | |  |  |

Show entries Search:

| Name | Local | Cell | Status | Comment | Last Updated | Team | Update | Edit |
|----------------|-------|--------------|--------|---------|--------------|-----------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| Ahsoka Tano | 5555 | 555-555-5555 | TTG | | 2021-10-28 | Administration |  |  |
| Darth Vader | 2222 | 222-222-2222 | OUT | | 2021-10-28 | App Services |  |  |
| Luke Skywalker | 1234 | 123-123-1234 | COQ | | 2021-10-29 | Desktop - Anvil |  |  |


- If an employee is not going to be a manager anymore then the same steps as aforementioned would be performed. You simply have to change the "Manager?" field from "Yes" to "No". In turn, that employee will not be visible in the manager contact table anymore.







Shift table

Assign a field tech to a shift

- If you need to assign a field tech to a shift, you would do so by selecting the icon in the Update column of the respective row of the employee. For example, you need to assign a field tech to the “NW Primary Field Tech”.

CEIT WHITEBOARD
Fri Oct 29 2021 16:47:25 GMT-0700 (Pacific Daylight Time)


**DOUGLAS COLLEGE**
CENTRE FOR EDUCATIONAL AND
INFORMATION TECHNOLOGY







| Shift Name | Field Tech Name | Last Updated | Update |
|------------------------|-----------------|--------------|-------------------------------------------------------------------------------------|
| NW Primary Field Tech | | 2021-10-09 |  |
| NW Night Field Tech | | 2021-10-09 |  |
| NW Backup Field Tech | | 2021-10-09 |  |
| COQ Primary Field Tech | | 2021-10-09 |  |
| COQ Night Field Tech | | 2021-10-09 |  |
| COQ Backup Field Tech | | 2021-10-09 |  |

Show Contacts

- Select the icon arrow icon in the same row as “NW Primary Field Tech”.

CEIT WHITEBOARD
Fri Oct 29 2021 16:54:33 GMT-0700 (Pacific Daylight Time)

**DOUGLAS COLLEGE**
CENTRE FOR EDUCATIONAL AND
INFORMATION TECHNOLOGY


| Shift Name | Field Tech Name | Last Updated | Update |
|------------------------|-----------------|--------------|---------------------------------------------------------------------------------------|
| NW Primary Field Tech | | 2021-10-09 |  |
| NW Night Field Tech | | 2021-10-09 |  |
| NW Backup Field Tech | | 2021-10-09 |  |
| COQ Primary Field Tech | | 2021-10-09 |  |
| COQ Night Field Tech | | 2021-10-09 |  |
| COQ Backup Field Tech | | 2021-10-09 |  |

Show Contacts

- A pop-up will appear on the screen. As the “Field Tech Name” field is blank, it means that a field tech has not been assigned to that respective shift.

CEIT WHITEBOARD

Fri Oct 29 2021 18:15:32 GMT-0700 (Pacific Daylight Time)



DOUGLAS COLLEGE
CENTRE FOR EDUCATIONAL AND
INFORMATION TECHNOLOGY


| Shift Name | Field Tech Name | Last Updated | Update |
|------------------------|-------------------------------------|--------------|--------|
| NW Primary Field Tech | Update Shift Data | 2021-10-09 | ⬆ |
| NW Night Field Tech | Shift Name NW Primary Field Tech | 2021-10-09 | ⬆ |
| NW Backup Field Tech | Field Tech Name | 2021-10-09 | ⬆ |
| COQ Primary Field Tech | | 2021-10-09 | ⬆ |
| COQ Night Field Tech | | 2021-10-09 | ⬆ |
| COQ Backup Field Tech | | 2021-10-09 | ⬆ |

Show Contacts

- Selecting the dropdown will show a list of employees that are designated field techs. You can select the employee you would like to assign to the shift.

CEIT WHITEBOARD

Fri Oct 29 2021 18:33:21 GMT-0700 (Pacific Daylight Time)



DOUGLAS COLLEGE
CENTRE FOR EDUCATIONAL AND
INFORMATION TECHNOLOGY


| Shift Name | Field Tech Name | Last Updated | Update |
|------------------------|-------------------------------------|--------------|--------|
| NW Primary Field Tech | Update Shift Data | 2021-10-09 | ⬆ |
| NW Night Field Tech | Shift Name NW Primary Field Tech | 2021-10-09 | ⬆ |
| NW Backup Field Tech | Field Tech Name | 2021-10-09 | ⬆ |
| COQ Primary Field Tech | | 2021-10-09 | ⬆ |
| COQ Night Field Tech | | 2021-10-09 | ⬆ |
| COQ Backup Field Tech | | 2021-10-09 | ⬆ |

Show Contacts











- After selecting the field tech for the shift, press the “Update Shift” button to confirm the assignment.

CEIT WHITEBOARD

Fri Oct 29 2021 18:40:12 GMT-0700 (Pacific Daylight Time)



DOUGLAS COLLEGE
CENTRE FOR EDUCATIONAL AND
INFORMATION TECHNOLOGY


| Shift Name | Field Tech Name | Last Updated | Update |
|------------------------|-----------------------------------------------------------------------------------------------------------------------|--------------|-------------------------------------------------------------------------------------|
| NW Primary Field Tech | Update Shift Data  | 2021-10-09 |  |
| NW Night Field Tech | Shift Name NW Primary Field Tech  | 2021-10-09 |  |
| NW Backup Field Tech | Field Tech Name Ahsoka Tano  | 2021-10-09 |  |
| COQ Primary Field Tech | Update Shift  | 2021-10-09 |  |
| COQ Night Field Tech | | 2021-10-09 |  |
| COQ Backup Field Tech | | 2021-10-09 |  |

Show Contacts







- After pressing the “Update Shift” button, the pop-up will disappear and the field tech selected will be assigned to the shift.

CEIT WHITEBOARD

Fri Oct 29 2021 18:43:38 GMT-0700 (Pacific Daylight Time)



DOUGLAS COLLEGE
CENTRE FOR EDUCATIONAL AND
INFORMATION TECHNOLOGY

| Shift Name | Field Tech Name | Last Updated | Update |
|------------------------|-----------------|--------------|---------------------------------------------------------------------------------------|
| NW Primary Field Tech | Ahsoka Tano | 2021-10-29 |  |
| NW Night Field Tech | | 2021-10-09 |  |
| NW Backup Field Tech | | 2021-10-09 |  |
| COQ Primary Field Tech | | 2021-10-09 |  |
| COQ Night Field Tech | | 2021-10-09 |  |
| COQ Backup Field Tech | | 2021-10-09 |  |

Show Contacts

Read the shift table


| Field | Type | Description | Notes |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| Shift Name | Text field | Name of shift | This field is pre-inserted, and it cannot be deleted |
| Field Tech Name | Dropdown list Options: <ul style="list-style-type: none"> • Employees in the employee table that have set the "Field Tech?" field to be 'Yes' • Blank option -- refers to no employee assigned to a shift yet in the morning, or due them all being done for the day | Employees that are designated field techs | Not a mandatory field, but if an employee's "Field Tech?" is changed to 'No' then they will not appear in the dropdown list when updating a shift |
| Last Updated | Text | Date when the shift was last updated | This field is auto-inserted |

Remove a field tech from a shift












- When a field tech is done for the day, the “Field Tech Name” field should be set to the blank option. The “Update Shift” button should then be pressed to confirm the change.

CEIT WHITEBOARD

Fri Oct 29 2021 18:58:48 GMT-0700 (Pacific Daylight Time)



DOUGLAS COLLEGE
CENTRE FOR EDUCATIONAL AND
INFORMATION TECHNOLOGY


| Shift Name | Field Tech Name | Last Updated | Update |
|------------------------|-----------------------------------------------------------------------------------------------------------------------|--------------|-------------------------------------------------------------------------------------|
| NW Primary Field Tech | Update Shift Data  | 2021-10-29 |  |
| NW Night Field Tech | Shift Name NW Primary Field Tech  | 2021-10-09 |  |
| NW Backup Field Tech | Field Tech Name  | 2021-10-09 |  |
| COQ Primary Field Tech |  | 2021-10-09 |  |
| COQ Night Field Tech | Update Shift  | 2021-10-09 |  |
| COQ Backup Field Tech | | 2021-10-09 |  |

Show Contacts







- Then the pop-up will disappear and the change made will be visible.

CEIT WHITEBOARD

Fri Oct 29 2021 19:08:05 GMT-0700 (Pacific Daylight Time)



DOUGLAS COLLEGE
CENTRE FOR EDUCATIONAL AND
INFORMATION TECHNOLOGY

| Shift Name | Field Tech Name | Last Updated | Update |
|------------------------|-----------------|--------------|---------------------------------------------------------------------------------------|
| NW Primary Field Tech | | 2021-10-29 |  |
| NW Night Field Tech | | 2021-10-09 |  |
| NW Backup Field Tech | | 2021-10-09 |  |
| COQ Primary Field Tech | | 2021-10-09 |  |
| COQ Night Field Tech | | 2021-10-09 |  |
| COQ Backup Field Tech | | 2021-10-09 |  |

Show Contacts

Add an employee as a field tech

- If an employee is going to become a field tech, they would have to edit their details using the employee table by selecting the “Edit” icon in their respective row. For example, the employee named “Mace Windu” is going to be a field tech.

[Show Contacts](#)

Show 100 entries Search:

| Name | Local | Cell | Status | Comment | Last Updated | Team | Update | Edit |
|----------------|-------|--------------|--------|---------|--------------|-------------------------------------|--------|------|
| Ahsoka Tano | 5555 | 555-555-5555 | TTG | | 2021-10-28 | Administration | | |
| Darth Vader | 2222 | 222-222-2222 | OUT | | 2021-10-28 | App Services | | |
| Luke Skywalker | 1234 | 123-123-1234 | COQ | | 2021-10-29 | Desktop - Anvil | | |
| Mace Windu | 4444 | 444-444-4444 | NW | | 2021-10-28 | Administration | | |
| Obi Wan Kenobi | 3244 | 333-333-3333 | TTG | | 2021-10-27 | IS - Communications & Id Management | | |

Showing 1 to 5 of 5 entries Previous 1 Next

[+ ADD EMPLOYEE](#)

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- You will then be redirected to the ‘Edit Existing Employee’ page.

[← Back](#)

Name

Local

Cell

Status

Comment

Team

Manager?

Field Tech?

[Submit](#)

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- You then change the 'Field Tech?' field from "No" to "Yes". Then the "Submit" button would have to be pressed to confirm the changes.

Back

Name
 Mace Windu

Local
 4444

Cell
 444-444-4444

Status
 NW

Comment
 [Empty text area]

Team
 Administration

Manager?
 Yes

Field Tech?
 Yes

Submit

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- You will then be redirected back to the main page. The newly designated field tech will be available for selection when updating the current field tech on shift.

CEIT WHITEBOARD

Fri Oct 29 2021 19:20:12 GMT-0700 (Pacific Daylight Time)

DOUGLAS COLLEGE
CENTRE FOR EDUCATIONAL AND
INFORMATION TECHNOLOGY

| Shift Name | Field Tech Name | Last Updated | Update |
|------------------------|--------------------------------------------------------------------------------------------------------|--------------|--------|
| NW Primary Field Tech | Update Shift Data | 2021-10-29 | |
| NW Night Field Tech | Shift Name NW Primary Field Tech | 2021-10-09 | |
| NW Backup Field Tech | Field Tech Name [Dropdown menu] | 2021-10-09 | |
| COQ Primary Field Tech | [Dropdown menu] Luke Skywalker Darth Vader Obi Wan Kenobi Mace Windu Ahsoka Tano | 2021-10-09 | |
| COQ Night Field Tech | | 2021-10-09 | |
| COQ Backup Field Tech | | 2021-10-09 | |

Show Contacts

Contact table

Add a contact to the general contact table

- To add a contact, first press the “Show Contacts” button to show the general contact table. Then press the “Add Contact” button.

The screenshot shows the contact management interface. At the top, there is a table with two rows: "COQ Night Field Tech" and "COQ Backup Field Tech", both dated 2021-10-09. Below this is a "Show Contacts" button with a red arrow pointing to it. The main section is divided into two panels: "Manager Contact" and "General Contact". The "General Contact" panel has a red box around the "+ ADD CONTACT" button. Below the panels is a search bar and a table with columns: Name, Local, Cell, Status, Comment, Last Updated, Team, Update, and Edit. The table contains one row for "Ahsoka Tano".

| Name | Local | Cell | Status | Comment | Last Updated | Team | Update | Edit |
|-------------|-------|--------------|--------|---------|--------------|----------------|--------|------|
| Ahsoka Tano | 5555 | 555-555-5555 | TTG | | 2021-10-28 | Administration | | |

- A pop-up will appear.

The screenshot shows the same contact management interface as before, but with the "Add Contact Data" pop-up form open. The form has three input fields: "Contact Name", "Contact Local", and "Contact Cell", and an "Insert Contact" button. The "General Contact" table is still visible in the background.

| Name | Local | Cell | Status | Comment | Last Updated | Team | Update | Edit |
|-------------|-------|--------------|--------|---------|--------------|----------------|--------|------|
| Ahsoka Tano | 5555 | 555-555-5555 | TTG | | 2021-10-28 | Administration | | |

- You must fill in the fields and then press the “Insert Contact” button. Note that the “Contact Name” field is mandatory.

COQ Night Field Tech 2021-10-09

COQ Backup Field Tech 2021-10-09

Show Contacts

Manager Contact

| Name | Local | Cell | Team |
|----------------|-------|--------------|-----------|
| Darth Vader | 2222 | 222-222-2222 | App Servi |
| Luke Skywalker | 1234 | 123-123-1234 | Desktop - |
| Mace Windu | 4444 | 444-444-4444 | Administr |
| Obi Wan Kenobi | 3244 | 333-333-3333 | IS - Comm |

Add Contact Data

Contact Name
Service Desk (Main Number)

Contact Local
4444

Contact Cell

Insert Contact

+ ADD CONTACT

| Name | Local | Cell | Update | Delete |
|-----------------------------|-------|--------------|--------|--------|
| Service Desk (Main Number) | 4444 | 111-111-1111 | | |
| CEIT Student Assistant (NW) | | 222-222-2222 | | |
| Classroom Hotline | 3333 | | | |

Show 100 entries

Search:

| Name | Local | Cell | Status | Comment | Last Updated | Team | Update | Edit |
|-------------|-------|--------------|--------|---------|--------------|----------------|--------|------|
| Ahsoka Tano | 5555 | 555-555-5555 | TTG | | 2021-10-28 | Administration | | |

- The newly inserted contact will then be visible in the table.

COQ Night Field Tech 2021-10-09

COQ Backup Field Tech 2021-10-09

Show Contacts

Manager Contact

| Name | Local | Cell | Team |
|----------------|-------|--------------|-------------------------------------|
| Darth Vader | 2222 | 222-222-2222 | App Services |
| Luke Skywalker | 1234 | 123-123-1234 | Desktop - Anvil |
| Mace Windu | 4444 | 444-444-4444 | Administration |
| Obi Wan Kenobi | 3244 | 333-333-3333 | IS - Communications & Id Management |

General Contact

+ ADD CONTACT

| Name | Local | Cell | Update | Delete |
|-----------------------------|-------|--------------|--------|--------|
| CEIT Spare Phone | 1111 | 111-111-1111 | | |
| CEIT Student Assistant (NW) | | 222-222-2222 | | |
| Classroom Hotline | 3333 | | | |
| Service Desk (Main Number) | 4444 | | | |

Show 100 entries

Search:

| Name | Local | Cell | Status | Comment | Last Updated | Team | Update | Edit |
|------|-------|------|--------|---------|--------------|------|--------|------|
|------|-------|------|--------|---------|--------------|------|--------|------|

Read the general contact table

| Field | Type | Description | Notes |
|-------|------------|-----------------------------------|-----------------------------|
| Name | Text field | Name of the team/point-of-contact | This field cannot be blank |
| Local | Text field | Local office number | This field is not mandatory |
| Cell | Text field | Mobile phone number | This field is not mandatory |

Update details of a record in the general contact table

- Select the icon in the “Update” column of the respective record you want to update.

The screenshot shows the 'General Contact' table with the following data:

| Name | Local | Cell | Update | Delete |
|-----------------------------|-------|--------------|--------|--------|
| CEIT Spare Phone | 1111 | 111-111-1111 | | |
| CEIT Student Assistant (NW) | | 222-222-2222 | | |
| Classroom Hotline | 3333 | | | |
| Service Desk (Main Number) | 4444 | | | |

The 'Update' icon for the 'Service Desk (Main Number)' record is highlighted with a red circle. A red box also highlights the 'Update' and 'Delete' columns for the first two rows.

- A pop-up will appear and the contact fields would be filled out. You have to make the required updates to those fields, and then press the “Update Contact” button.

The screenshot shows the 'Add Contact Data' pop-up form with the following fields:

- Contact Name: Service Desk (Main Number)
- Contact Local: 4445
- Contact Cell:

The 'Update Contact' button is highlighted with a red box. A red arrow points from the 'Update' icon in the 'General Contact' table to the 'Contact Local' field in the pop-up form.

- The pop-up will then disappear. The updates made to the contact record will be visible in the contact table.

COQ Night Field Tech

2021-10-09

↑

COQ Backup Field Tech

2021-10-09

↑

Show Contacts

Manager Contact

| Name | Local | Cell | Team |
|----------------|-------|--------------|-------------------------------------|
| Darth Vader | 2222 | 222-222-2222 | App Services |
| Luke Skywalker | 1234 | 123-123-1234 | Desktop - Anvil |
| Mace Windu | 4444 | 444-444-4444 | Administration |
| Obi Wan Kenobi | 3244 | 333-333-3333 | IS - Communications & Id Management |

General Contact

+ ADD CONTACT

| Name | Local | Cell | Update | Delete |
|-----------------------------|-------|--------------|--------|--------|
| CEIT Spare Phone | 1111 | 111-111-1111 | | |
| CEIT Student Assistant (NW) | | 222-222-2222 | | |
| Classroom Hotline | 3333 | | | |
| Service Desk (Main Number) | 4445 | | | |

Show 100 entries

Search:

| Name | Local | Cell | Status | Comment | Last Updated | Team | Update | Edit |
|------|-------|------|--------|---------|--------------|------|--------|------|
|------|-------|------|--------|---------|--------------|------|--------|------|

Delete a contact record from the table

- To delete contact record from the general contact table, you have to select the icon in the “Delete” column in the respective contact record. A pop-up will appear on the screen asking you to confirm your decision to delete the contact record.

The screenshot shows the 'Manager Contact' table with columns: Name, Local, Cell, Team, Update, and Delete. A 'Delete Confirmation' pop-up is displayed over the table, asking 'Are you sure you want to delete this contact?' with 'Ok' and 'Cancel' buttons. The 'Ok' button is highlighted with a red rectangle. In the table, the 'Delete' icon (a red trash can) for the 'Service Desk (Main Number)' row is circled in red.

| Name | Local | Cell | Team | Update | Delete |
|----------------------------|-------|--------------|-------------------------------------|--------|--------|
| Darth Vader | 2222 | 222-222-2222 | App Services | | |
| Luke Skywalker | 1234 | 123-123-1234 | Desktop - Anvil | | |
| Mace Windu | 4444 | 444-444-4444 | Administration | | |
| Obi Wan Kenobi | 3244 | 333-333-3333 | IS - Communications & Id Management | | |
| Classroom Hotline | 3333 | | | | |
| Service Desk (Main Number) | 4445 | | | | |

- After selecting “Ok”, the pop-up will disappear, and the general contact table will not show the newly deleted record.

The screenshot shows the 'General Contact' table with columns: Name, Local, Cell, Update, and Delete. The table is highlighted with a red border. The 'Service Desk (Main Number)' row has been removed from the table.

| Name | Local | Cell | Update | Delete |
|-----------------------------|-------|--------------|--------|--------|
| CEIT Spare Phone | 1111 | 111-111-1111 | | |
| CEIT Student Assistant (NW) | | 222-222-2222 | | |
| Classroom Hotline | 3333 | | | |