**4Angels Healthcare Staffing Workflow**

**ADMIN**

* can login
* can view total numbers of facility, supervisor and managers
* can received notifications
* can update profile
* manage timesheet
* can add, update, and delete timesheet
* can can view employee's overtime
* manage request
* can approve and denied request
* can view request history
* manage schedules (can post, update, delete, and delete)
* manage facility (can add, update and delete facility)
* manage roles (can add, update, and delete roles)
* manage account/employee (can add, update, and delete account)
* manage configuration (can add, update, and delete holidays)

**MANAGERS**

* can login
* can view total numbers of facility, supervisor and managers
* can received notifications
* can update profile
* manage timesheet
* can add, update, and delete timesheet
* can can view employee's overtime
* manage request
* can approve and denied request
* can view request history
* manage schedules (can post, update, delete, and delete)
* manage facility (can add, update and delete facility)
* manage account/employee (can add, update, and delete account)

**SUPERVISOR**

* can login
* can view total numbers of facility, supervisor and managers
* can received notifications
* can update profile
* manage schedules (can post, update, delete, and delete)

**EMPLOYEE**

* can login
* can received notifications
* can update profile
* can view (Today Shift, Upcoming Schedule, Incoming Request and My Request)
* attendance clock-in and clock-out (can view location of the facility and view timesheets)
* can add signature upon - clockout
* can view and apply schedules
* can view timesheets (can export timesheets to excel)