

EJOB APP - ADAPTIVE

Version 1.0

Masters

1. Backend User

- Username
- Password
- Email
- Role – Admin

2. Locations

- Location code
- Location Name
- Supervisor

3. Shift Timings

- Code
- Name
- Start Time
- End Time
- Total Hours

4. Employees

- Code
- Name
- Phone Number
- Address1
- Address2
- Address3
- Postal Code
- IC Number
- Second Contact Name
- Second Contact Number
- Type of Employee – Full time, Part time
- Preferred Timing – choose from shift – Multiple - optional
- Preferred Location – Choose from location – Multiple – optional

Admin Portal

1. Scheduling

- a. Admin can schedule by project with multiple shift timings.
- b. Auto pick preferred timing based on employee to assign
- c. Auto pick preferred shift based on locations
- d. Show total hours when assign employee & project
- e. Validation of cross shift employee
- f. User can change the schedule.
- g. Post the schedule to all employees via mobile notification

2. Work monitoring

- a. Audit by supervisor
- b. Tasks by Employees

- c. Check In / Out – able to change

3. Reporting

- a. Scheduled Report - Monthly
 - i. By Location
 - ii. By Employee
- b. Scheduled Report – Daily
- c. Work Report - Company
 - i. Location based
 - 1. Check in, check out, employee, shift
 - ii. Employee based
 - 1. Clock in, clock out, location, shift
- d. Work Report – NEA
 - i. Report by date – 29 mins grace for in – if late show in lateness.
 - 1. Employee, Project, Shift
 - ii. Audit Reporting
 - iii. Task Reporting
 - iv. Question fill by employee reporting.

Note: All report has relevant filter like employee, project, shift, date range etc.

User App

1. Normal User

- a. View own schedule
 - i. Make absent if any schedule
 - ii. Able to see status like (Check In / Check Out / Missing Form (questionnaire point C - i))
- b. Check In
 - i. Check In when reach the project location
 - ii. Auto pickup scheduled project shift.
 - iii. Capture GPS Location
 - iv. If no shift how to do?**
- c. Check out
 - i. Check Out with pre-defined questionnaires (7 or 8 questions)
 - ii. Capture GPS Location
- d. Tasks – multiple tasks
 - i. Add new tasks
 - 1. Remarks
 - 2. Task Type
 - 3. Photo (optional)
 - 4. Created Datetime

2. Supervisor

- a. View their project employees (view name, phone number)
 - i. Able to make call from button
- b. Able to change schedule if any empty or request updated from user.
 - i. Able to filter employee (non-scheduled)
- c. Supervisor Audit
 - i. Add Audit
 - 1. Project Location

2. Employee

3. Remarks

d. Check In / Check Out different from user.