

UseCase *Print Reports*

All generated reports can be printed.

UseCase *Print Schedule*

Schedules can be printed so that employees can keep a copy for personal use. Employees will be informed that printed schedules may quickly become out of date, and the web system will always be the most accurate way to view schedule information.

UseCase *Print Workgroup Schedule*

Workgroup schedules can also be printed.

UseCase *Reject Generated Schedule*

There may be some situations where a generated schedule does not meet the requirements of a Supervisor. They will be able to modify the schedule, or create a new schedule entire.

UseCase *Remove Supervisors*

Supervisors can be removed by disabling them in the system, or by demoting them to employee status.

UseCase *Request Shift-Change*

Employees can request work shifts other than those assigned to them by the system or by their supervisor. These requests must be reviewed and approved before they will be in effect.

UseCase *Request Time Off*

In addition to vacation time, employees may request individual time off

UseCase *Request Vacation Time*

Employees will be able to request vacation times within the scheduling system. Requests will be sent to their Supervisor for approval.

UseCase *Review Error Logs*

Error logs will be produced if problems occur while the system is active. This will include errors caused by users, as well as issues detected in the web portal or database.

UseCase *Send Announcements*

Custom announcements can be created that will be sent to specific employees, employee types, or all employees working under the supervisor.

UseCase *Send Emergency Notifications to Supervisor*

Used if in an accident, family death, act of god or other event occurs that will prevent that employee from coming into work. Supervisors will be notified immediately to see

UseCase *System Usage Report*

System usage reports will allow supervisors to view statistics on employee use of the system.

UseCase *Update Employee Information*

Accurate information for each employee must be provided, including shift availability and min/max required hours of work per week.