

### **UseCase *Disable Employee***

Employees can be disabled so that they are not included in future shifts. The employee will not be deleted from the system, and the information on that employee will persist as it may be needed in the future.

### **UseCase *Employee Resource Report***

Supervisors can generate reports that list information such as employees that are free during a given time, or future timeslots that have yet to be filled.

### **UseCase *Generate Report***

A variety of reports can be generated, including Employee listings, past/future schedules and system usage reports.

### **UseCase *Import Schedule***

Schedules can be exported, and then imported into other programs such as Microsoft Outlook or iCal.

### **UseCase *Modify Generated Schedule***

Generated schedules can be modified before they are used, allowing supervisors to make fine adjustments to ensure the schedule best fits their employees.

### **UseCase *Notify Employee of Request Status***

Employees will be informed when a Supervisor has made a decision regarding their request, and what that decision was.

### **UseCase *Notify Employees of Schedule Changes***

After a new schedule has been approved, all employees included in the schedule will be notified to ensure they are aware of any changes, as well as what time the new schedule will be in effect.

### **UseCase *Past/Future Schedules Report***

In addition to the current schedule, reports can be made showing previous schedules, or future schedules that will be in effect at a later time.

### **UseCase *Print Report***

All generated reports can be printed in case paper records are needed.

### **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 Employees will be informed that printed schedules may quickly become out of date, and the web system will always be the most accurate way to view schedule information.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, which will assist in the transition from the old paper based scheduling system to the new one.

### **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.