C868 – Software Capstone Project Summary

Task 2 – Section C



Capstone Proposal Project Name: _____ Time Cutter – Workforce Management

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3 AM Productions

Software Solution

Time Cutter: A Workforce Management System

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A. Installation Guide

A.1 Windows

To download 'The Workbook' application for the Windows system:

Navigate to this link on your Windows device:

https://drive.google.com/drive/folders/1MKfHpO7p2ZRR-f-tn8YyXYYXusyohIhr?usp=sharing

Q	Search in Drive 🔹
My D	rive > TheWorkbook.UWP_1.0.2.0_Test -
Name	
	TelemetryDependencies
	Add-AppDevPackage.resources
1	Dependencies
	TheWorkbook.UWP_1.0.2.0_x86_x64_arm.cer
Ŧ	TheWorkbook.UWP_1.0.2.0_x86_x64_arm.msixbundle 🚢
ŧ	TheWorkbook.UWP_1.0.2.0_ARM.appxsym 🚢
₹	TheWorkbook.UWP_1.0.2.0_x64.appxsym 🚢
₹	TheWorkbook.UWP_1.0.2.0_x86.appxsym
	Add-AppDevPackage.ps1 🚢
	Install.ps1 🚢

The link will open to google drive to a series of folders showing different Windows versions.

Download the entire folder by clicking on the down arrow beside the folder name at the top.

Figure 1 Google Drive Folder for Windows Files

ame	_	<^^>	Open with	>	
anne	_		New folder		-
	Telemetry	1	New Ioidei		
	Add-App[å	Share		
	Add Appr	Ð	Get shareable link		_
1	Depender	A +	Add shortcut to Drive	?	
	TheWork	∢	Move to		
	THEWORK	$\stackrel{\wedge}{\simeq}$	Add to Starred		
₽	TheWorkl	l_	Rename		
₽	TheWorkt	\odot	Change color	>	
Ť	THEWORK	Q	Search within TheWorkbook.UWF	P_1.0.2.0_Test	
₹	TheWorki	.↓	Download		
₽	TheWorkt				
		Ū	Remove		-
	Add-AppD	еураска	ye.psi 🖦		
	Install.ps1				
_					

Here we can see the drop-down menu from clicking on the folder down arrow. Now click on the download button to start downloading the entire folder. This could take some time, so making tea at this point is recommended.

Figure 2 Google Drive Folder with File Menu Displayed

📕 🛛 🚽 🗟 🔻 🛛 TheWorkbook.UWP_1.0.2.0_Test						
File Home Share View						
Image: Second system Image: Second system Image: Second system Image: Second system Pin to Quick access Copy Paste Paste shortcut	Move Copy to to to	New Pierse New folder	access + Properties	₽ Open ▼ Edit History	Select all Select none	
Clipboard	Organize	New	Op	en	Select	
$\leftarrow \rightarrow \checkmark \uparrow$ _ > TheWorkbook.UW	/P_1.0.2.0_Test					
★ Quick access	Name	D	ate modified	Туре	Size	
Culck access	Add-AppDevPackage.resc	ources 6	/15/2020 6:29 PM	File folde	r	
len OneDrive	Dependencies		/15/2020 6:14 PM	File folde		
💻 This PC	📙 TelemetryDependencies	6,	/15/2020 6:29 PM	File folde		
	📓 Add-AppDevPackage.ps1	6,	/9/2020 5:34 PM	Windows	s Power 36	5 KB
🥫 Libraries	📓 Install.ps1	6,	/9/2020 5:34 PM	Windows	Power 14	I KB
👝 USB Drive (G:)	TheWorkbook.UWP_1.0.2	.0_ARM.a 6,	/15/2020 6:29 PM	APPXSYN	A File 60,417	' KB
	TheWorkbook.UWP_1.0.2	.0_x64.ap 6/	/15/2020 6:21 PM	APPXSYN	A File 61,236	5 KB
🚽 Network	TheWorkbook.UWP_1.0.2	.0_x86.ap 6/	/15/2020 6:14 PM	APPXSYN	∕l File 59,682	2 KB
JESSE-PC	TheWorkbook.UWP_1.0.2	.0_x86_x6 6/	/15/2020 6:29 PM	Security	Certific 1	KB
👕 TheWorkbook.UWF		.0_x86_x6 6/	/15/2020 6:29 PM	MSIXBUI	NDLE F 84,347	KB

Figure 3 Downloaded Folder for Windows Installation

Once the folder is downloaded, open the folder from where you downloaded it. This will probably be your download folder. Before we install we need to tell the computer that the application is from a trusted application store. To accomplish this, click on the Windows Security Certificate. It will be a file that ends in .cer.

This will open the file information for the certificate. Click on the 'Install Certificate'.

🔍 Certificate	×		×
General Details Certification Path			
Certificate Information		Welcome to the Certificate Import Wizard	
This certificate is intended for the following purpose(s):			
Ensures software came from software publisher Protects software from alteration after publication All issuance policies 1.3.6.1.4.1.311.84.3.1		This wizard helps you copy certificates, certificate trust lists, and certificate revocation lists from your disk to a certificate store.	
		A certificate, which is issued by a certification authority, is a confirmation of your identity and contains information used to protect data or to establish secure network connections. A certificate store is the system area where certificates are kept.	
Issued to: 3AMDesigns		Store Location Current User 	
Issued by: 3AMDesigns		O Local Machine	
Valid from 6/11/2020 to 6/11/2021		To continue, dick Next.	
Install Certificate Issuer Statement			
		Next Cancel	



Figure 4 Certificate Wizard Opening Screen

The 'Certificate Wizard' will open. Select to add the certificate only for the 'Current User' and click 'Next'.

← 4	Certificate Import Wizard	×
	Certificate Store Certificate stores are system areas where certificates are kept.	
_	Windows can automatically select a certificate store, or you can specify a location for the certificate.	
	Place all certificates in the following store Certificate store: Browse	
	Next Cancel	

The 'Certificate Wizard' will then open to ask which certificate store to keep the new certificate in.

Select 'Place all certificates in the following store' and click 'Browse'.

Figure 6 Certificate Store Options



Figure 7 Certificate Store Selections

Double-check the information and click 'Finish' to complete accepting the applications' certificate information. You can now install the application. Click on 'Trusted Root Certification Authorities' and click 'Ok'.

The selection will now appear in the 'Certificate Store' entry. Click on 'Next' to continue.

←	ate Import Wizard			×
Com	pleting the Certific	cate Import Wizard		
	tificate will be imported after			
	ve specified the following set	tings: Trusted Root Certification Authorities		
Conte		Irustea Noot Certification Authorities Certificate		
		Finish	Canc	el

Figure 8 Certificate Confirmation Selection Page

📙 🛛 🛃 😼 🖛 🛛 TheWorkbook.UWP_1.0.2.0_Test							
File Home Share View							
★ Image: Pin to Quick access Copy Paste Cut Pin to Quick access Copy Paste Image: Copy path	Move Copy to Copy	New item → The basy access → New folder	Properties	Select all Select none Invert selection			
Clipboard	Organize	New	Open	Select			
← → ✓ ↑ 📑 > TheWorkbook.UV							
	Name	Date mo	dified Type	Size			
🖈 Quick access			20 6:29 PM File fold	I I			
len OneDrive	Add-AppDevPackage.reso		20 6:29 PM File fold 20 6:14 PM File fold				
💻 This PC	🚽 TelemetryDependencies	6/15/202	20 6:29 PM File fold	ler			
	Add-AppDevPackage.ps1	6/9/2020) 5:34 PM Windov	vs Power 36 KB			
🚔 Libraries	📓 Install.ps1	6/9/2020	5:34 PM Windov	vs Power 14 KB			
👝 USB Drive (G:)	TheWorkbook.UWP_1.0.2.	0_ARM.a 6/15/202	20 6:29 PM APPXSY	(M File 60,417 KB			
	TheWorkbook.UWP_1.0.2.	0_x64.ap 6/15/202	20 6:21 PM APPXSY	(M File 61,236 KB			
🚅 Network	TheWorkbook.UWP_1.0.2.	0_x86.ap 6/15/202	20 6:14 PM APPXSY	/M File 59,682 KB			
JESSE-PC	🐺 TheWorkbook.UWP_1.0.2.	0_x86_x6 6/15/202	20 6:29 PM Security	/ Certific 1 KB			
	TheWorkbook.UWP_1.0.2.	0_x86_x6 6/15/202	20 6:29 PM MSIXBU	JNDLE F 84,347 KB			

Figure 9 Downloaded Folder for Windows Installation

Now returning to the folder you downloaded, right-click on 'Add-AppDevPackage.ps1' and select 'Run in Powershell'

This will lead to a blue installation screen where the application is being installed.

Once the application is installed press 'Enter' and select the application from the 'Start Menu' to enjoy!

	⊐ ×
Found bundle: C:\Users\Jesse\Desktop\TheWorkbook.UWP_1.0.2.0_Test\TheWorkbook.UWP_1.0.2.0_x86_x64_arm.msixbundle Installing app	Ê
Tiska Ting dpp Founs dependency package(s): C:\Users\Jesse\Desktop\TheWorkbook.UWP_1.0.2.0_Test\Dependencies\x86\Microsoft.NET.Native.Framework.2.2.appx C:\Users\Jesse\Desktop\TheWorkbook.UWP_1.0.2.0_Test\Dependencies\x86\Microsoft.U.Rative.Runtime.2.2.appx C:\Users\Jesse\Desktop\TheWorkbook.UWP_1.0.2.0_Test\Dependencies\x86\Microsoft.U.Rative.Runtime.2.2.appx C:\Users\Jesse\Desktop\TheWorkbook.UWP_1.0.2.0_Test\Dependencies\x86\Microsoft.U.Rative.Runtime.2.2.appx C:\Users\Jesse\Desktop\TheWorkbook.UWP_1.0.2.0_Test\Dependencies\x86\Microsoft.U.Rative.Famework.2.2.appx C:\Users\Jesse\Desktop\TheWorkbook.UWP_1.0.2.0_Test\Dependencies\x64\Microsoft.U.Rative.Famework.2.2.appx C:\Users\Jesse\Desktop\TheWorkbook.UWP_1.0.2.0_Test\Dependencies\x64\Microsoft.UI.Xam1.2.3.appx C:\Users\Jesse\Desktop\TheWorkbook.UWP_1.0.2.0_Test\Dependencies\x64\Microsoft.UI.Xam1.2.3.appx C:\Users\Jesse\Desktop\TheWorkbook.UWP_1.0.2.0_Test\Dependencies\x64\Microsoft.UI.Xam1.2.3.appx	
Success: Your app was successfully installed. Press Enter to continue: https://drive.google.com/file/d/1TJPwxfv0vDoLbqgX_n0XqNau_uQjVeMf/view?usp=sharing	
	,

Figure 10 Powershell Installation

A.2 Android

To download 'The Workbook' application for the Android system:

Navigate to this link on your Android device:

https://drive.google.com/file/d/1TJPwxfv0vDoLbqgX_n0XqNau_uQjVeMf/view?usp=sharing

No preview available	Click on the file ending in .apk and click on download.	Galaxy Store	Internet Pay Samsung Pay	My Files My Files Smart- Things
Try one of the apps below to open or edit this item Suggested third-party apps Image: Suggested third-party apps <t< th=""><th>Upon the Android device which you downloaded the app, navigate to the "Files" application.</th><th>Galaxy Wearable</th><th>Game Launcher</th><th>Gallery</th></t<>	Upon the Android device which you downloaded the app, navigate to the "Files" application.	Galaxy Wearable	Game Launcher	Gallery

Figure 11 Application on Phone, My Files Highlighted



Figure 12 Google Drive Download Screen

Select the newly downloaded .apk file.

When the 'Open with' menu appears, click on 'Package Manager' to begin the installation.



Figure 14 'Open With' Overlay in 'My Files'



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11
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B. User Guide

B.1 Navigation Bar

The navigation bar is present on all pages except for the login page and has the functionality to back up to the previous page on any page it appears. The title of the page or relevant page information is found in the center. On the right side of the navigation bar is an ellipsis that contains additional options. On most pages, this menu only includes navigation to the 'Notice' page and on the

> 'Splashpage' it also includes the 'Profile' button to get to the 'Profile' page.



Figure 18 The Business Registration Page

B.3 Registering As A New Employee

The 'Register Employee' button will move the user from the 'Login' page to an alternate registration page for employees. The employee only needs to enter the email of the owner of the company they are working for, and they will be registered with that company. The Username and Password must be more than 8 characters and the email must be valid.



Figure 17 The Navigation Bar

B.2 Registering A New Business

The 'Register' button on the 'Login' page will lead to the page for registering a new business. The registration information is all that is needed for now. Later on, a profile page will allow the business to be named. The Username and Password must be more than 8 characters and the email must be valid.



B.4 Logging Into The Application

The 'Login' page is created as the entrance platform to the application. The user can use the 'Register Business' button or the 'Register Employee' button to create a user of the appropriate permissions for the application. The Username and the Password must be more than 8 characters upon registration.





B.5 Dashboard/Splashpage

The 'Splashpage' is the central hub of the application showing the work for that day, The type of user logged in has different responsibility levels. Both user types have access to the Calendar, Notice, and Jobs pages. The Owner views all jobs for this day on the splash page but the employee only sees the jobs assigned to them for today. If no jobs are scheduled an alert will appear to inform them. The ellipsis at the top will allow access from only this page to the profile page. The employee also has access to the 'Time Clock' page from here. Figure 20 Login Page



Figure 22 Employee Splashpage

Figure 21 Employer Splashpage

B.6 Profile/User Details

The 'Profile' page opens upon the first login to allow the user to enter their information. The company name is entered here for the owner and is automatically entered for the employee. The application will check for a valid phone number. After this first registration, the 'Profile' page can be returned to from the 'Splashpage' through a button found in the ellipsis at the top.

-		
	Profile Page	
Sar	mTestEmployee	
555	55555555	
55	Test Ave	
Tes	st	
TE		
555	555	
	SAVE	

B.7 Notice/Messaging

Figure 23 Profile Page

Notices Notices Message All Workers test 2 from testify Message Al 09 June 2020 Testing test from owner testing Testing 06/09/2020 test from owner testing 04:02 PM Furgison testing from supervisor testyperson 1 04:05 PM 10 June 2020 blurb testing from supervisor 08:43 PM Type a message > Randish SUPERVISORS ALL WORKERS Type a message

Figure 24 The Notice Page

navigation bar on the top of most pages. It can also be found on the 'Splashpage'. The purpose of the page is to provide a way to group message updates and changes to the schedule or work. It can also send hours to the owner or supervisors. The employees are only able to access messaging or the crew, where the supervisors and employer can use the crew and supervisor chat.

The 'Notice' page is found within the ellipsis of the

B.8 The Work Calendar

The 'Calendar' page is accessible by all users from the 'Splashpage'. The Calendar is designed to provide a cloudbased platform for viewing the workdays, time off requests, and request blocked days. From this page, users can click on dates and scan the calendar to make requests. Employers can check requests and approve them.



Figure 25 Employee Calendar

Figure 26 Employer Calendar



Figure 28 Calendar Blocked Dates

Figure 27 Example of Calendar Requests

Days that are blocked by the owner show up in black and will not allow requests to occur but will still allow work to be scheduled. Days that are approved for time off or record when employees are sick, will be recorded and marked as approved to show they owner has allowed their request. If an employer clicks on the button 'View Request' they can create new requests, even on days where there are no requests. If no requests are on that date, a confirmation pop-up will appear to confirm the scheduling, then an overlay display will allow the owner to select different aspects of the request.



Figure 31 Employee Request List

The overlay allows the owner to select which employee is requesting the day off out of a list of the employees.

Then a list of generic reasons will appear to protect the employees' right to privacy. The agreed-upon reason is selected and the appointment is automatically approved. If a request is made by an employee, the request appears highlighted and unapproved.



Figure 29 Request Confirmation



Figure 30 Calendar Request Reason

B.9 As An Employer: **B.9.1 Working With Employees** B.9.1.1 Employees

The employer has a specific page accessible from their 'Splashpage' that allows them to create, modify, and delete employees. Modifications can include personal information, hourly wage, or upgrading them to a supervisor user. Clicking on 'Add Employee' or 'Edit Employee' will bring the user to the same page, with 'Edit Employee' automatically filling in the selected employees' information for modification. The 'Crews' button brings the user to the 'Crews' page.



Figure 32 Employer Employee Page

← Add Employee :
Employee Last Name
Crew
Employee Email
Employee Phone
Employee Hourly
Street Address
City
State
Zip
Supervisor
SAVE EMPLOYEE

B.9.1.2 Employee Add or Edit

The 'Add Employee' page is an alternate way of adding an employee to the workforce without going through the registration page. If an employee is added on this page, they can use this information to log in from the 'Login' page. This page also allows employers to change the permission level employees receive upon logging in by clicking the 'Supervisor' checkbox and saving.

Figure 33 Employer New Employee Page

B.9.1.3 Crew Add or Edit

The 'Crews' page allows the creation of easily addable groups to scheduled jobs. The creation of crews is local to the device and doesn't carry over to alternate devices. A crew can have multiple members and members can belong to multiple crews. This allows owners to create special roles for their workers to easily divide the work.

When clicking the button 'Add Crew' an overlay will appear where a user can name the crew. Once the crew is named an 'Alert 'will appear to inform the user to add employees to the crew before the crew will be saved for use with scheduled jobs. After creating the crew's name, nothing should appear on the main page until the user clicks on modify crew to add members, as was instructed.

The 'Modify Crew' button will show the new crew's name and allow the user several options with crew management. They can edit the members, delete, copy a crew, and rename the crew.

The button 'Edit Members' will bring the user to the 'Add to ---- crew' page where they can select created workers or unselect workers to change the crew to their preference.

A recommended convention is to name the crew of workers after the jobs or tasks you plan to have them complete. For instance, the 'Mowing the Farm' crew, informs the user that that crew can quickly be selected when



Figure 35 Main Crews Page





Figure 37 Modify Crew Page

Figure 36 Edit Members Crew Page

B.9.2 Working With Jobs B.9.2.1 Jobs Page

The 'Jobs' page is the location that a user can see all the jobs that have been scheduled. Different permission levels have different accessibility at this point. For the owner, it is a place where they go to see the scope of all jobs that have been scheduled. This includes a header area, broken down into year, month and day, with the count of jobs for that interval calculated. The employer will also be able to see if employees are assigned to the scheduled job. This is important because any job that doesn't have scheduled employees, will not allow the employees to see the job, or supervisors to edit the job's times.

The owner from this page has a bar in the footer of the page that allows him to navigate to all properties that have been referred to him by customers. This button is the 'All Jobs' button and will show all jobs, including those unscheduled

The 'Notes' button is also present on this page for all types of users. To make the button appear the user must select the



job they would like to add a note. The note is specifically for that job, and not just for the scheduled instance of it. Future selections of the same job will show notes recorded from earlier notes for that job.

This same convention is necessary for the owner to assigned workers or to delete a job.

Employees can also select a job to begin recording times for that job. By selecting the button 'Job Times' the employee is redirected to the 'Task' page where they can record the times for the individual tasks for that job.



Figure 38 Employer Scheduled Jobs Page



Figure 40 Supervisor Scheduled Jobs Page

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Figure 39 Notes Page

B.9.2.2 All Jobs Page

The 'All Jobs' page, or 'Unscheduled Jobs' page, is where the owner can see the jobs that were created to service the customer. Another way of viewing these jobs is to view them as locations that have or might be serviced for a customer. They don't have to be scheduled yet or they may be scheduled again.

By clicking the 'New Job' or 'Edit Job' buttons the user can open an overlay where they can add or edit a job.

The 'Delete Job' button will delete a job from the database and remove any times that the job has been worked, so be careful. Only delete jobs once you have imported them into any outside recordkeeping you use for higher-end business analytics.

The 'Schedule Job' button opens up for the user the ability to schedule the date and tasks that the job will require. The user must select a job to schedule from the list first.

If no customers are created the user will only see 3 buttons and will be unable to proceed to schedule or create jobs until they have created a customer for that job.

The new or edit job overlay can create a job for a customer at an address other than the customers mailing address provided on the customer form. If the address is the same, the user can click the 'Use Home Address' checkbox to have those areas automatically filled.

If the job has any discount, the user can enter it here and it will remove a percentage of the total cost for the job.

The user can also navigate from here to the 'Customers' page with the 'New Customer' button where the can add additional customers if they require.





Figure 42 New/Edit Job Page

B.9.2.3 Customer Page

The 'Customer' page is where the owner can add new customers to the business. As new customers are added they are displayed at the top and can be scrolled through. If one is clicked, it's information is displayed in the text fields below. To create a new customer, fill in new information, and click the 'Save' button.

Once a new customer is created, the owner can click the 'Cancel' button to move back to the 'Unscheduled Jobs' or 'All Jobs' page.



Figure 43 Customer Page

B.9.2.4 Schedule A Job

The 'Date' page and 'Hour' page will appear when the 'Schedule Job' button is clicked on the 'Unscheduled Job's page or if the 'Edit Times' button is clicked on the 'Timeclock' or when employees click the 'Edit Times' button to change task records.

For some days scheduled jobs may not have an exact time scheduled and may instead follow an order of priority. The 'Hour' page can be used to track the order of jobs for the day, up to 24 jobs in a day, instead of being used to define a specific hour of work.



Figure 44 Date Page

Figure 45 Order or Hour of Job

B.9.2.5 Jobs Tasks and Tools

After selecting a date and time for a scheduled job the user is required to select the tasks that will be performed on the 'Task/Tool' page. This page has an overlay that allows the user to create tasks and tools and define their use per hour. This gives a basis of price for the individual job and allows consistent pricing per job for the owner.

Created Task/Tool combinations are added from the overlay to the bottom list and are added or removed from the job on the top with the 'Add' or 'Remove' buttons in the center of the page



Figure 46 Job Task/Tool List Page



Figure 47 Task/Tool Creation Page

The Tasks and Tools are saved separately on the database and are selectable from dropdowns on the overlay, however, their combination is saved on the phone, so when switching between devices, tasks and tool combinations will need to be saved together again.

To create a new task or tool, simply enter the new information into the fields and click the 'Save' button.

← Is	engard on	06/10	:
Vorker			Crew Nam
Gerrber			
Randish			
ADD WORKER	REMOVE WORKER	ADD CREW	REMOVE CREW
Furgison			
Gerrber			
Operman			
Randish			
SAVE	ENADI	OYEES	CANCEL

B.9.2.6 Adding Employees To A Job

Figure 48 Adding Employees to a Job

From the 'Scheduled Jobs' or just 'Jobs' page the user can click on a job and select the 'Assign Workers' button to assign the job to specific workers. This will allow the employees who have the job assigned to them to see the job and modify the times.

The employer must first have created employees to add to the job. If there are no employees listed in the bottom list, the employer can click on the 'Employees' button to move to the 'Employee' page and add employees.

The top list is the employees added to the job. The can be added with the center bar of buttons, individually or by the crew. Before an employee or crew can be added they must first be selected.

Crews created on the 'Crews' page will be listed here with their employees. This can lead to multiple listings of the same employee, from different crews. Despite having multiple listings on the bottom, employees can be added to the top list only once.

Once employees are added, and the 'Save' button is clicked, the employees will be able to log in and see the job on their 'Splashpage' or 'Scheduled Jobs' page.

EZP1: Software Solution: Time Cutter – User Documentation

B.9.3 Reports

The 'Reports' page is accessible from the 'Splashpage' using the 'Reports' button. The reports are available only to the owner as simple reports and are not designed for high business reporting functions. They only provide a snapshot of the jobs.

The page opens to the 'Jobs' display, accessible also from the 'Jobs' button. The 'Jobs' display shows the base per hour for any job that has been created by the owner.

The 'Workers' button switches the display to a list of the employees and the number of days they have worked and the number of days they have specifically taken off.

÷	:	÷		:
Job Name	Base Cost/HR	Worker	Days Off	Days Scheduled
CustomerName : Sari Customer - 1 Items		Furgison	2	3
Sari House	32	Gerrber	0	3
		Operman	1	1
		Randish	1	2

Figure 49 Reports for Jobs

Figure 51 Reports for Employees



Figure 50 Export to PDF Confirmation

On the Windows platform, the owner can export the reports to a pdf file for storage or use on a business reporting tool.

Once all times for the job are recorded, the user can send the hours to the supervisors or owner view the 'Send Hours' button. This will open a confirmation screen before sending the hours. If the user is a supervisor, they will be able to see the report of the job's start

and end times in the supervisor list of the 'Notice' page. If the

employee is not a supervisor they will not be able to confirm that the reported hours were sent.

B.10 As A Supervisor/Worker B.10.1 Times And Job Tasks

The 'Jobs Times' page can be reached from the 'Scheduled Jobs' page by selecting the record to be tracked and clicking on the 'Jobs Times' button.

The 'Jobs Times' page will list the tool for the task and allow the employee to start recording times for using the tool/task by using the 'New Clock In' button and the 'Clock Out' button.



Figure 53 Time and Task Time Clock

Figure 52 Time and Task Time Clock Entry Complete



Figure 54 Time and Task Entry Send Confirmation

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B.10.2 Timeclock

'Clock Out' button.

Time Clock Time Clock 4 4 Start Time End Time Start Time End Tim The 'Time Clock' page can be accessed from the 'Splashpage' of the supervisors or employees by clicking the 'TimeClock' button. Once there the employee can start a new instance of a work span by clicking the 'Clock In' button and go on break or end a work span by clicking the NEW CLOCK IN CLOCK OUT SEND HOURS CLOCK OUT SEND HOURS NEW CLOCK IN

Figure 56 Time Clock Page



Time Clock Query Send this selection to supervisors? CANCEL YES.

Figure 55 Time Clock Send Confirmation

Figure 57 Time Clock Page with Record

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