Task Flow Symbol Key

Start Point of Task

User Input

Decision

End Point of Task

User Action

Decision Choice

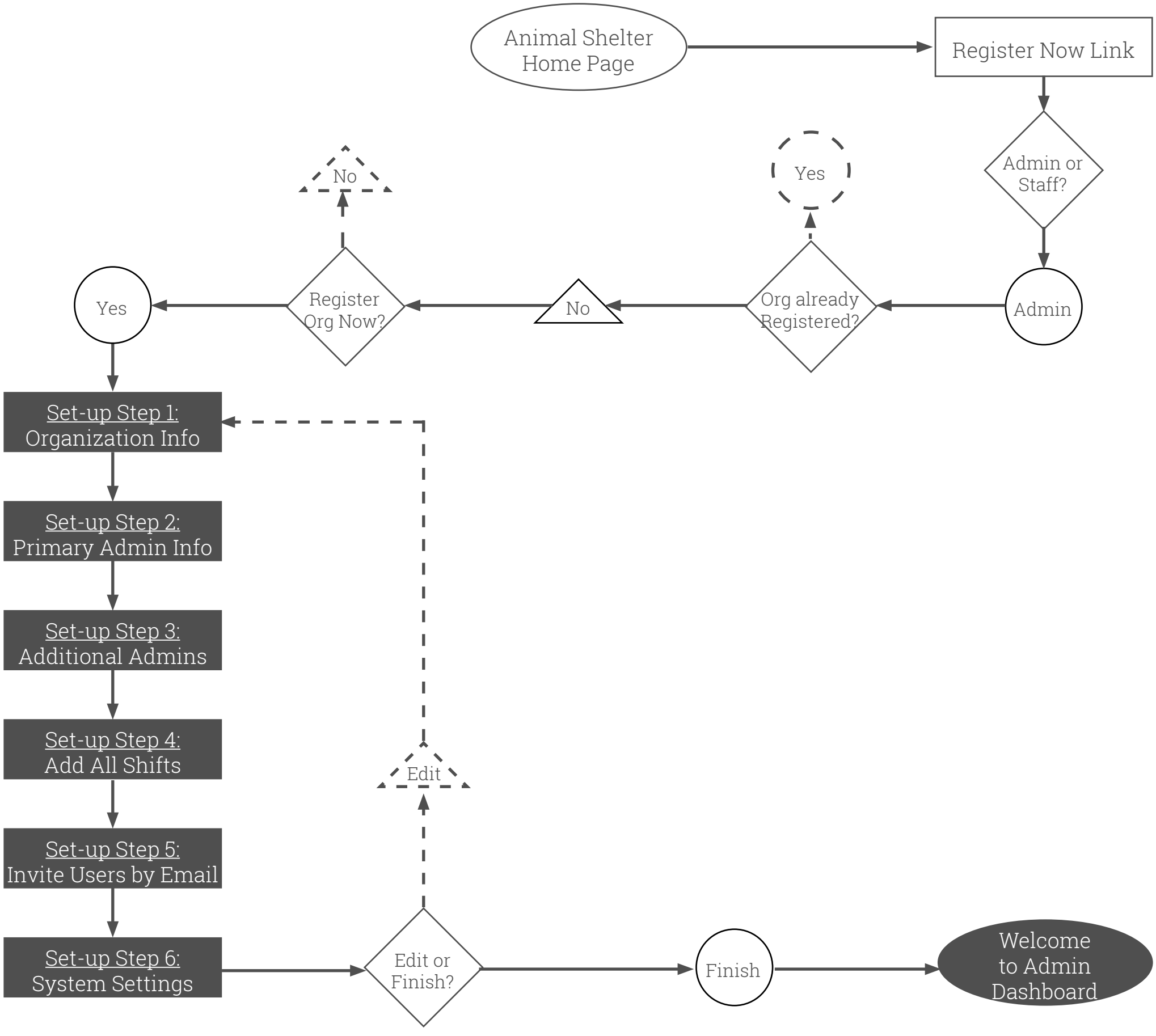
User Path

Alternative Path, Action, or Page

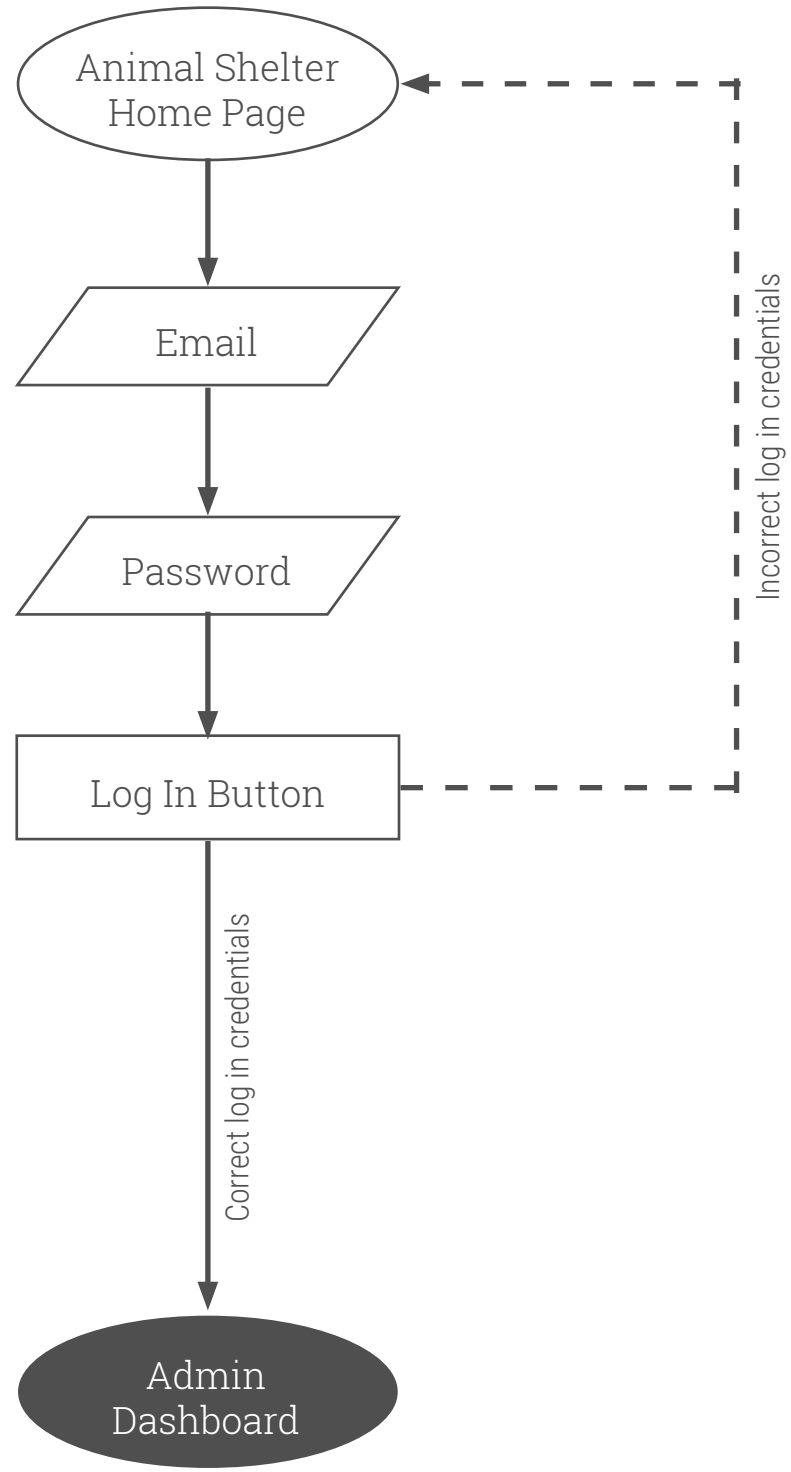
Page within System

Decision Choice

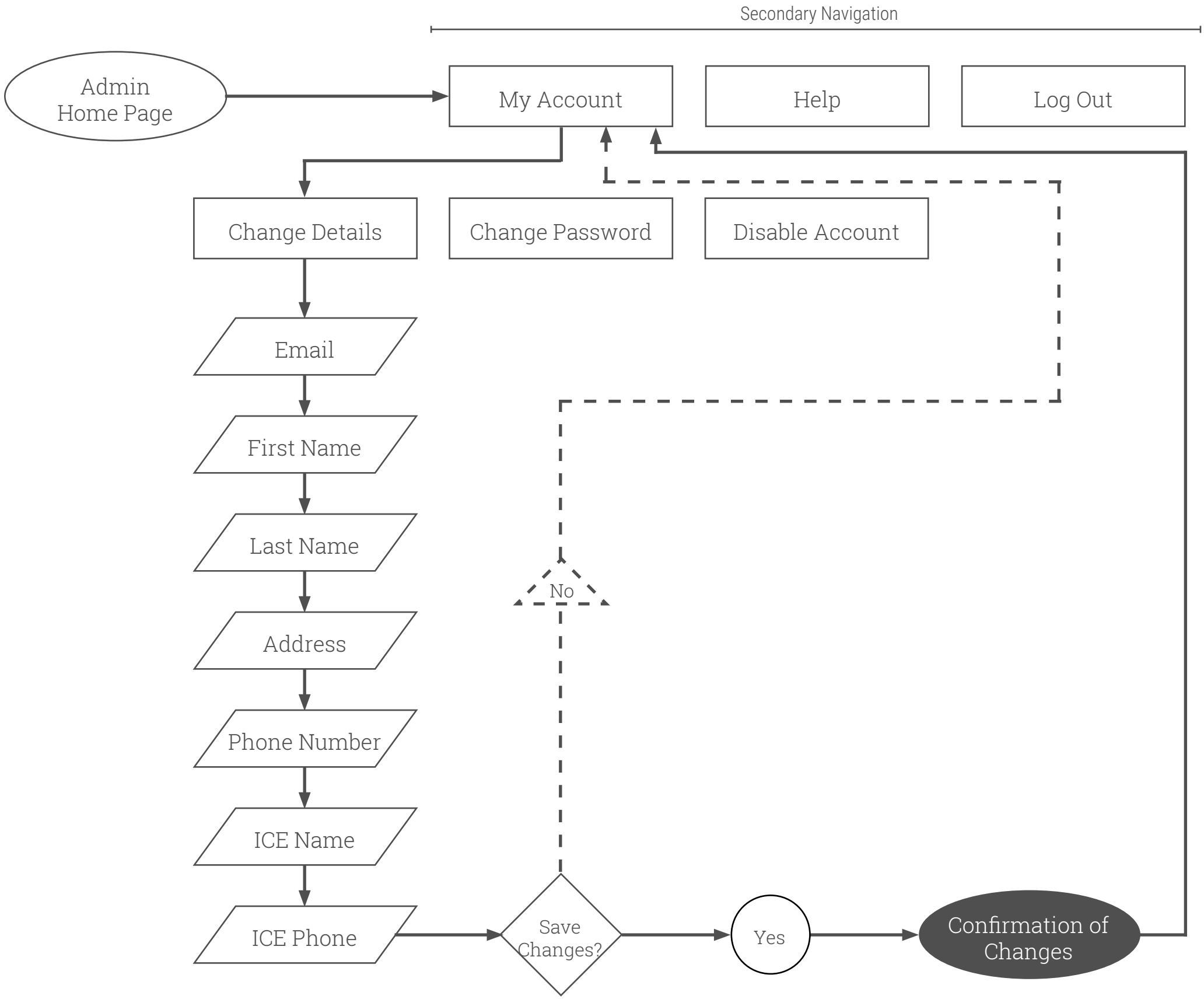
Administrator Task #1 — Complete the Set-Up Interview



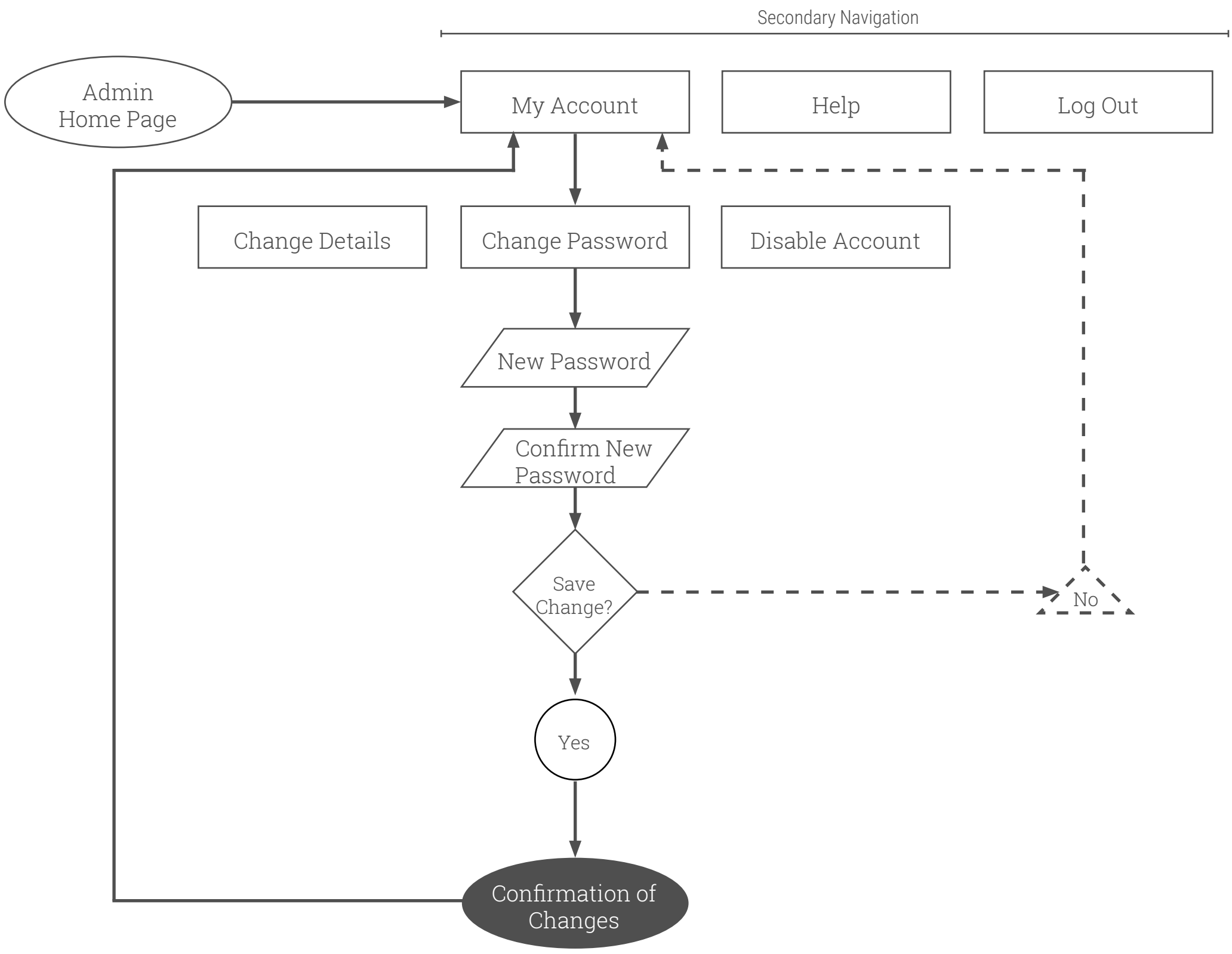
Administrator Task #2 — Log In to System



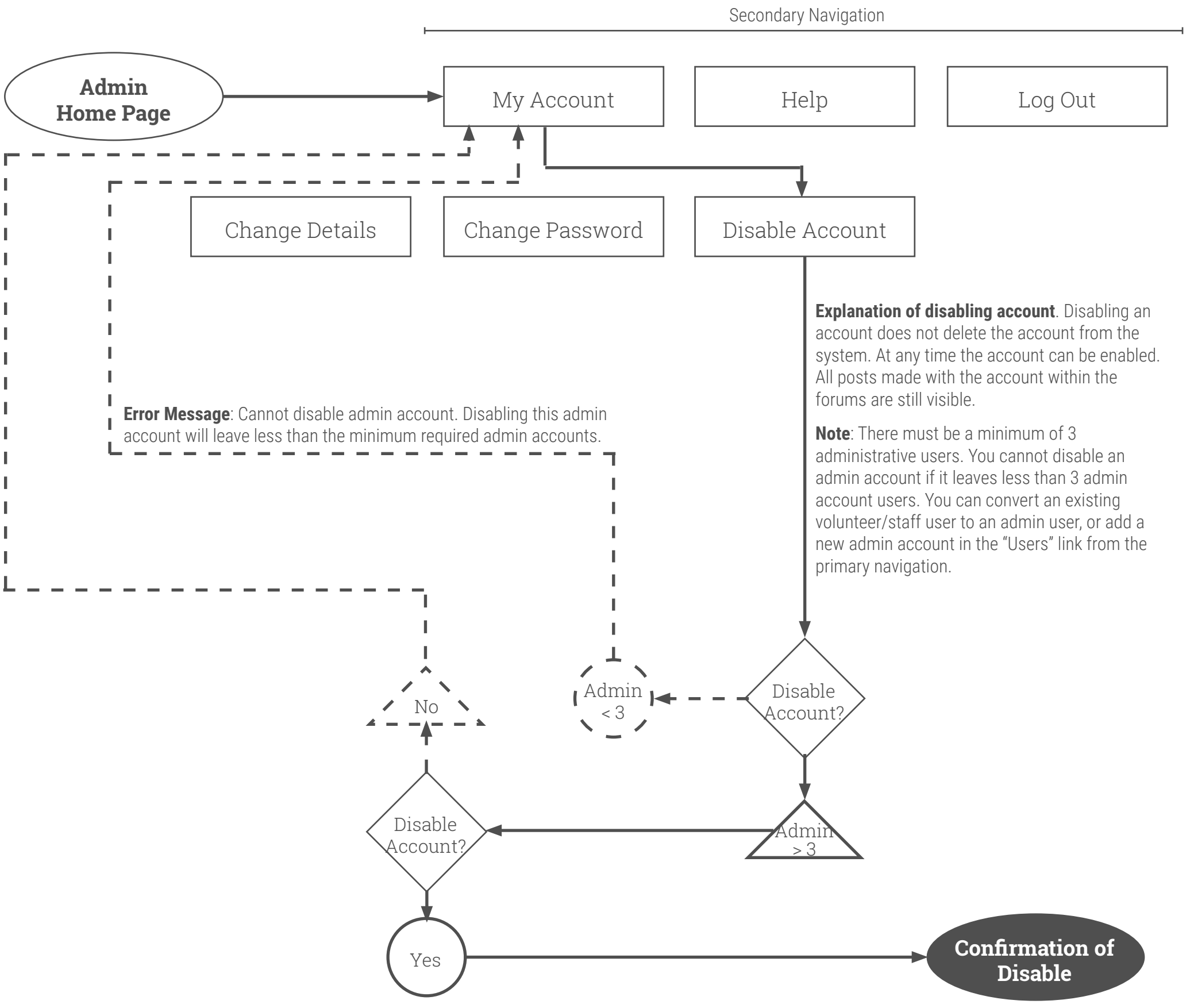
Administrator Task #3 — Change Your Account Details



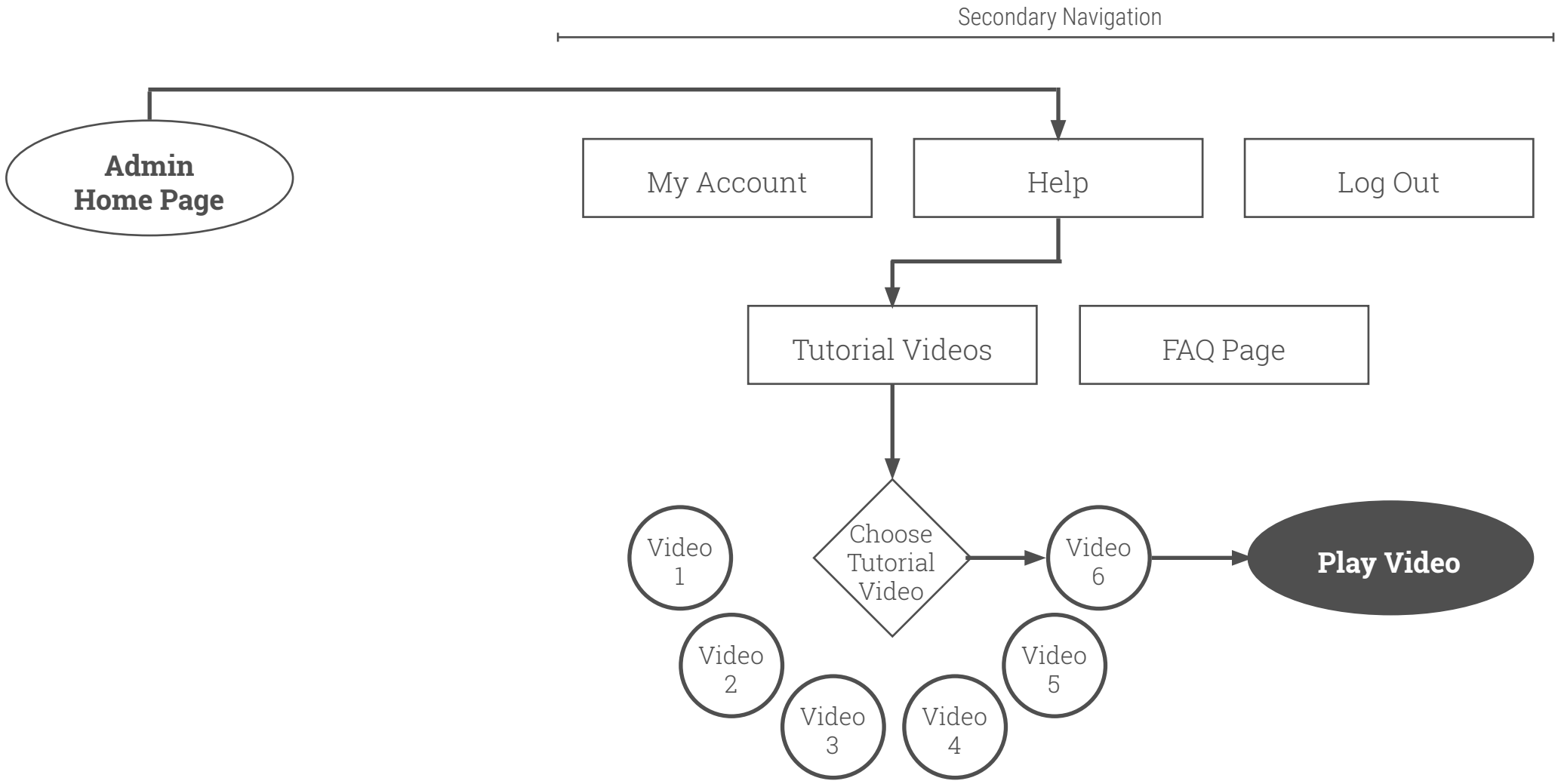
Administrator Task #4 — Change Your Password



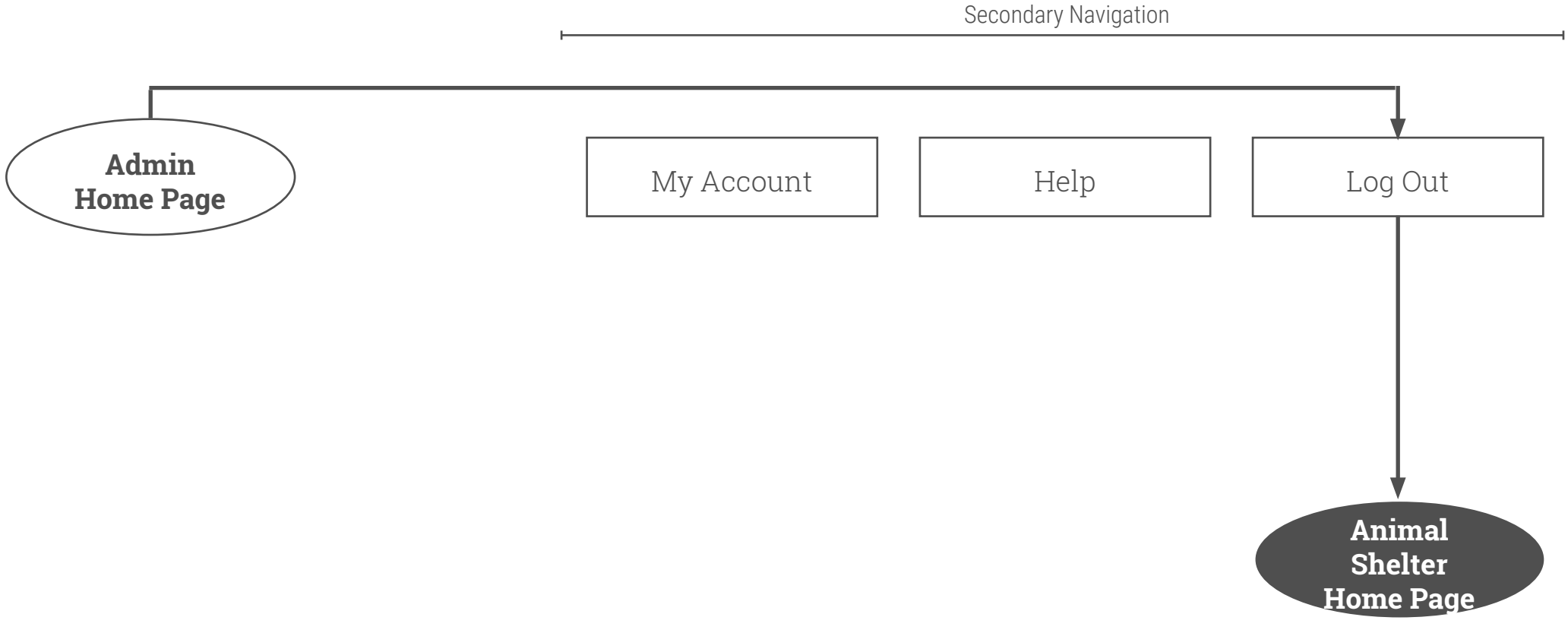
Administrator Task #5 — Disable Your Account



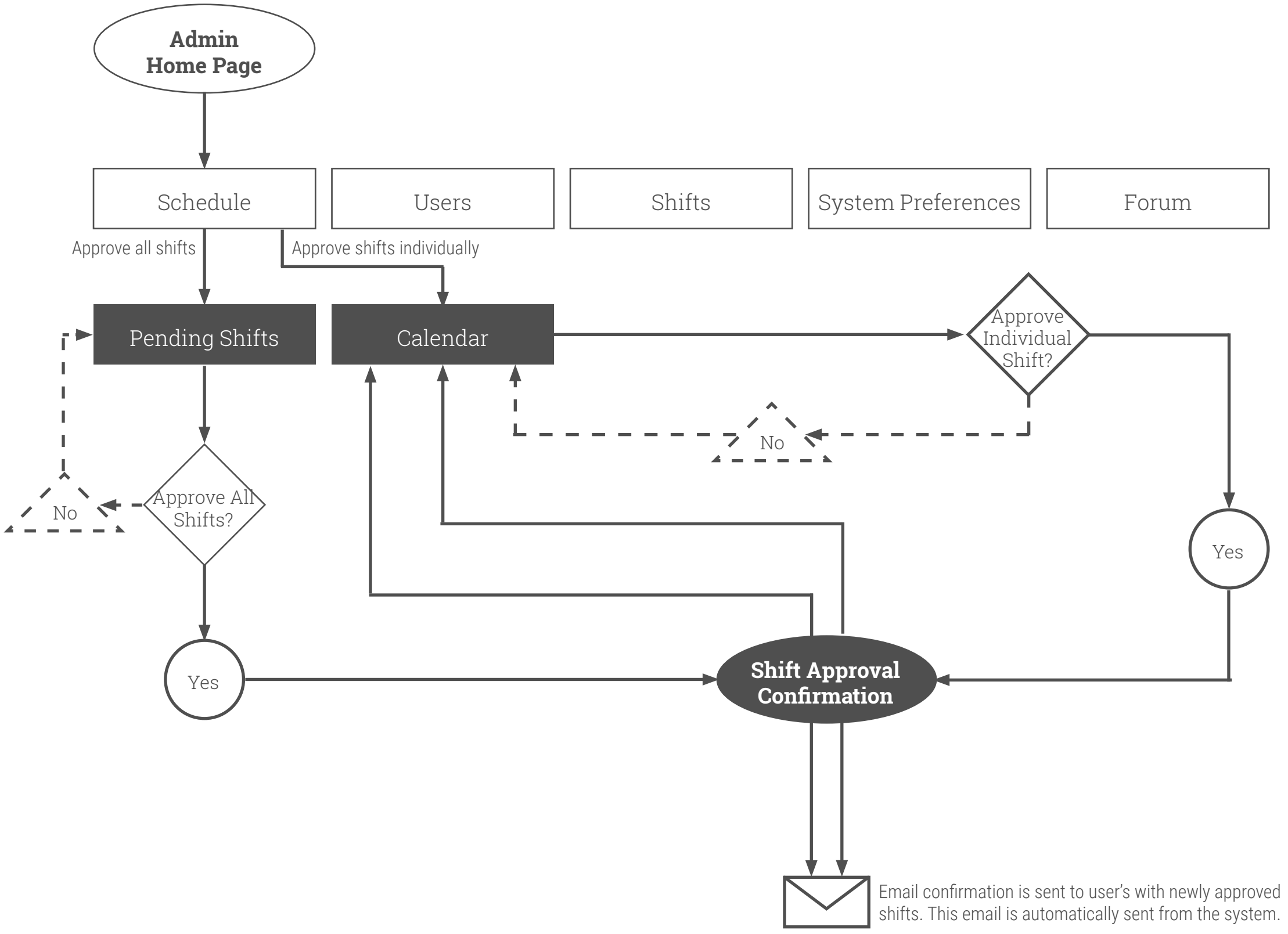
Administrator Task #6 — Watch Tutorial Help Video



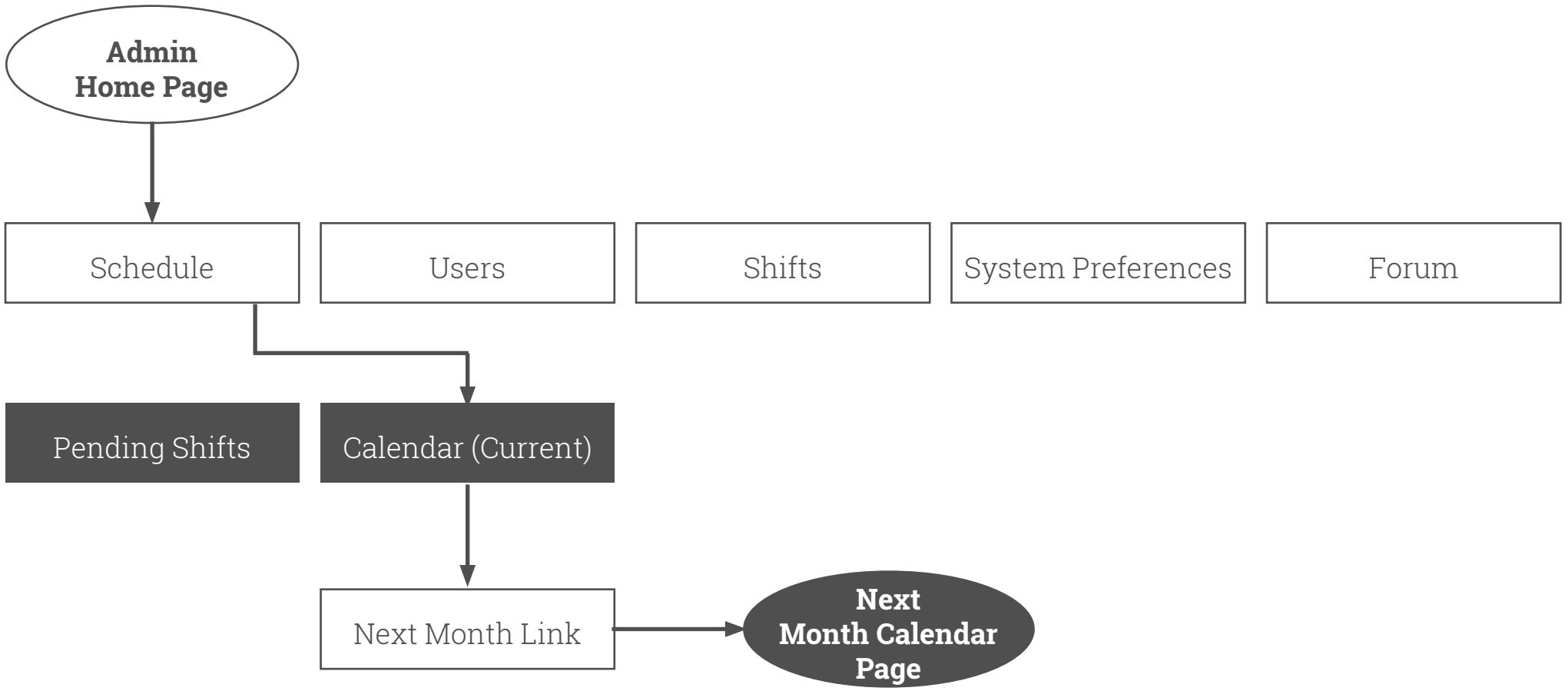
Administrator Task #7 — Log Out of System



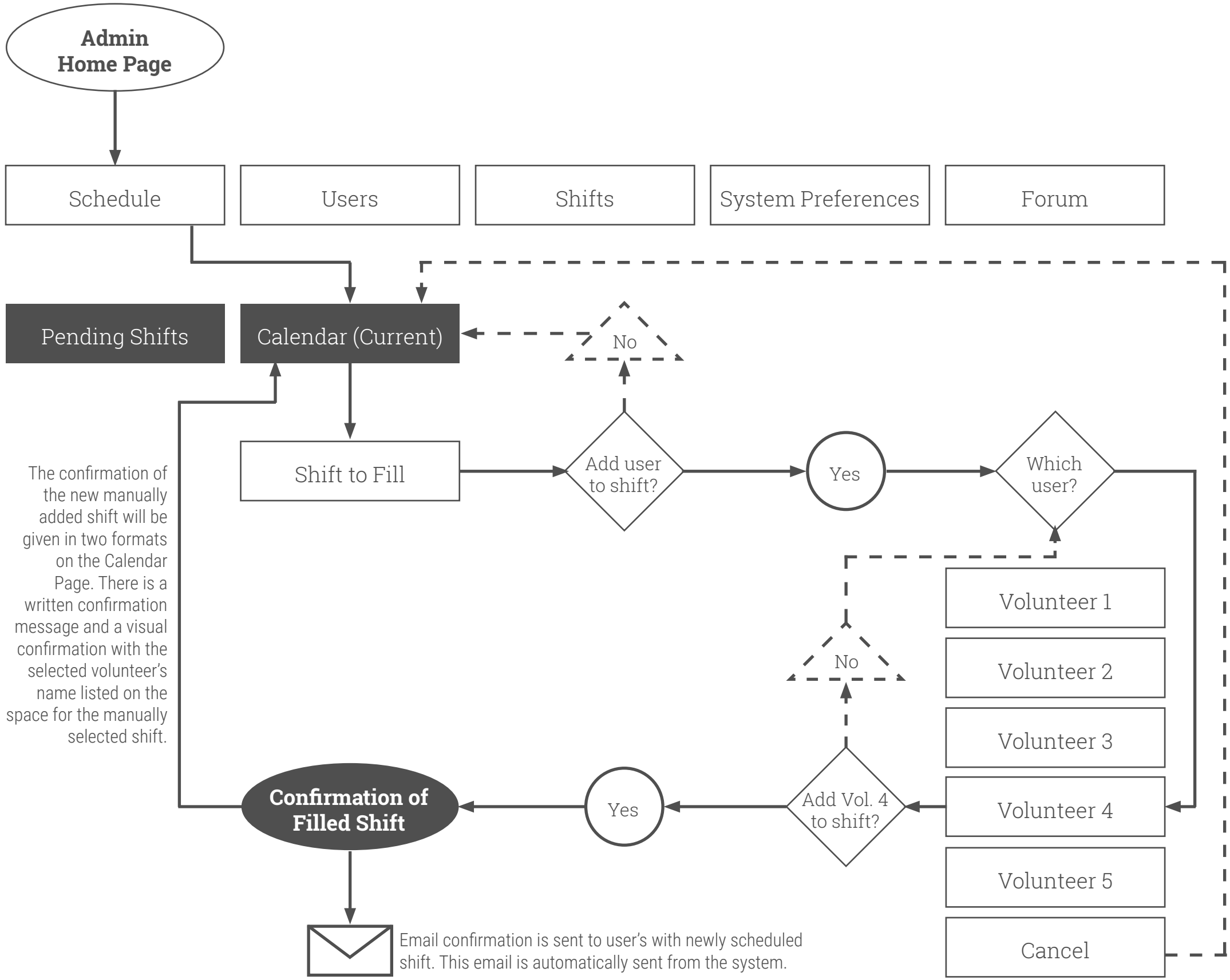
Administrator Task #8 — Approve/Decline to Pending Shifts



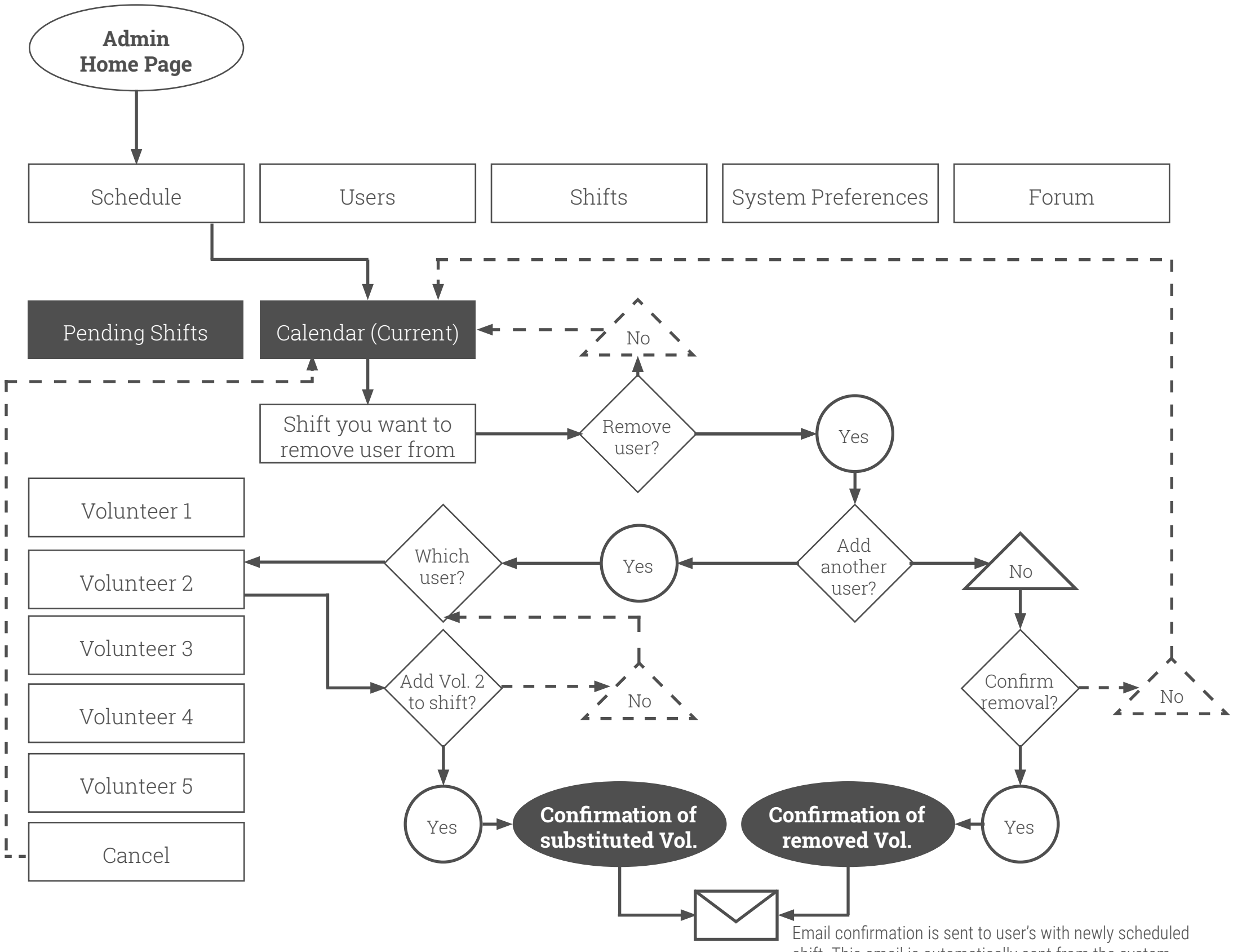
Administrator Task #9 — View Next Month's Calendar



Administrator Task #10 — Manually Add a User to a Shift

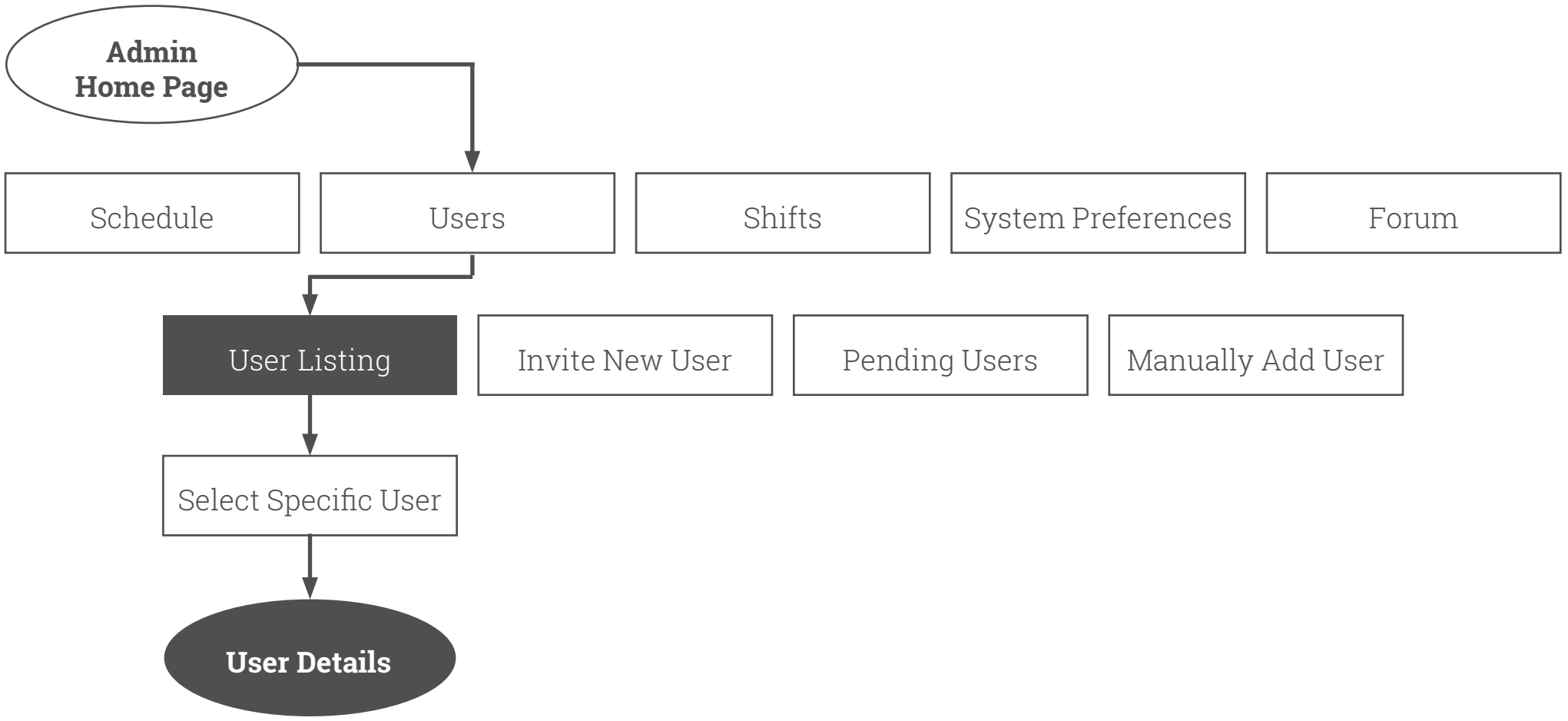


Administrator Task #11 — Manually Remove and/or Replace a User from a Shift

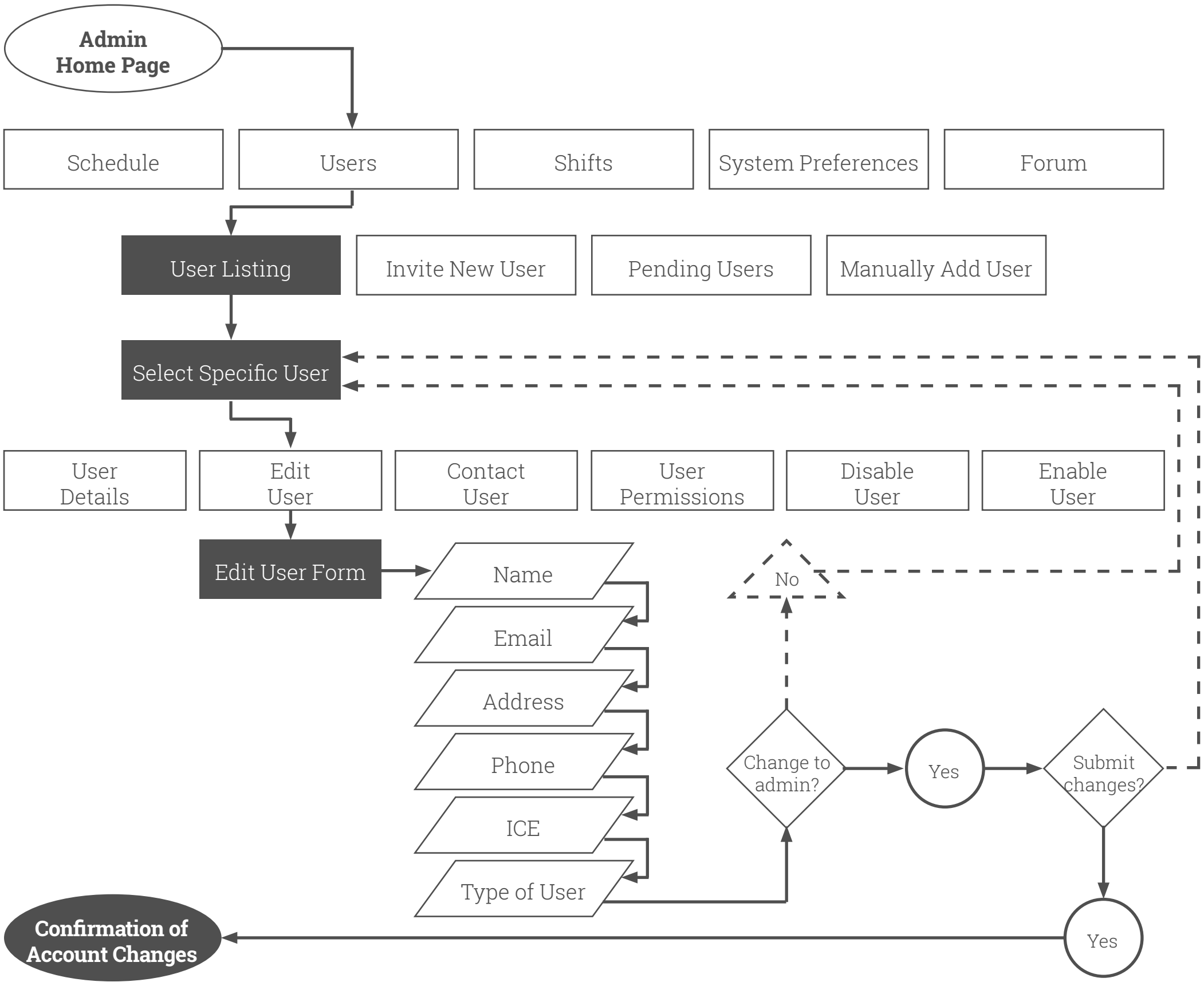


Email confirmation is sent to user's with newly scheduled shift. This email is automatically sent from the system.

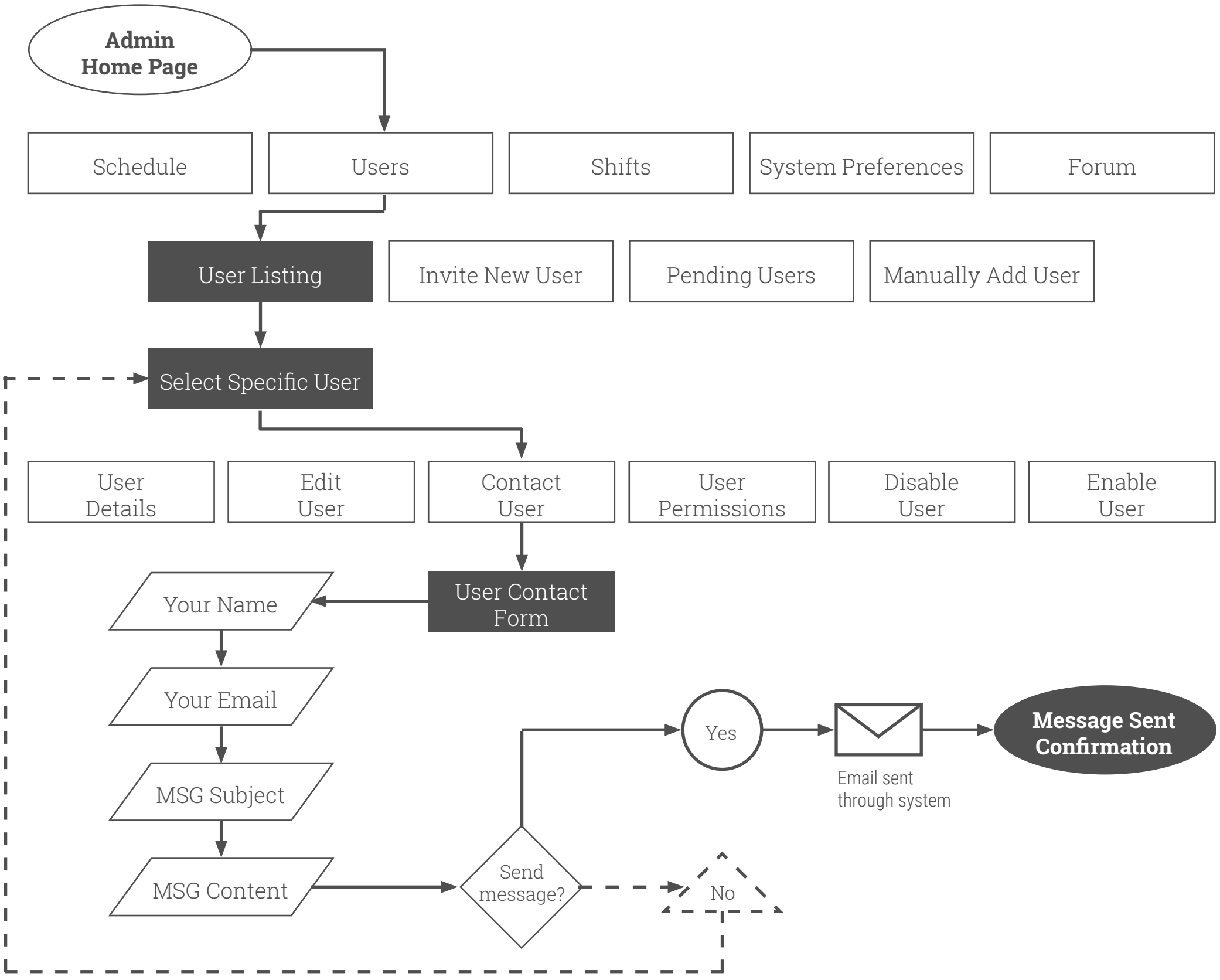
Administrator Task #12 — View User Details



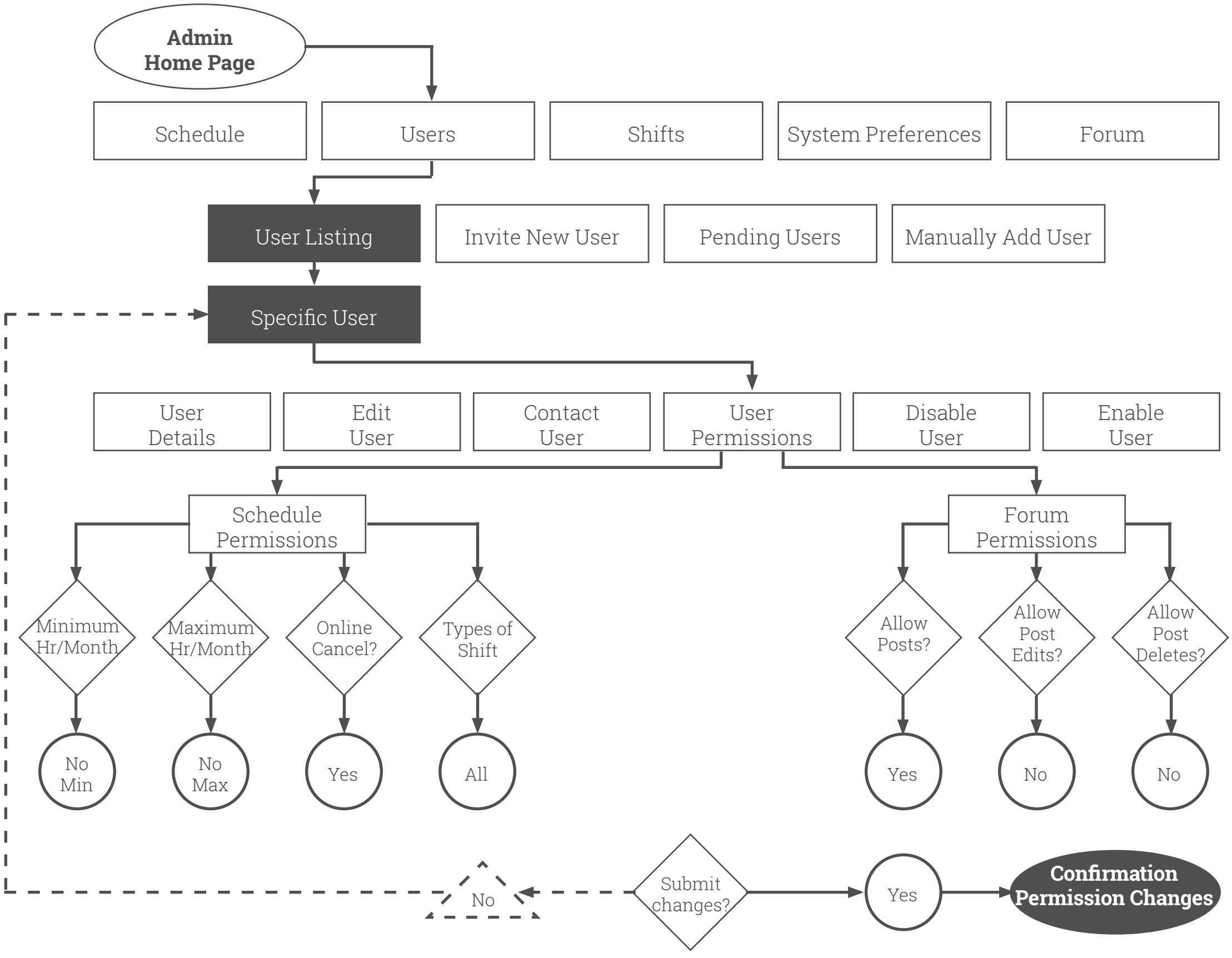
Administrator Task #13 — Convert an Existing Account to an Admin Account



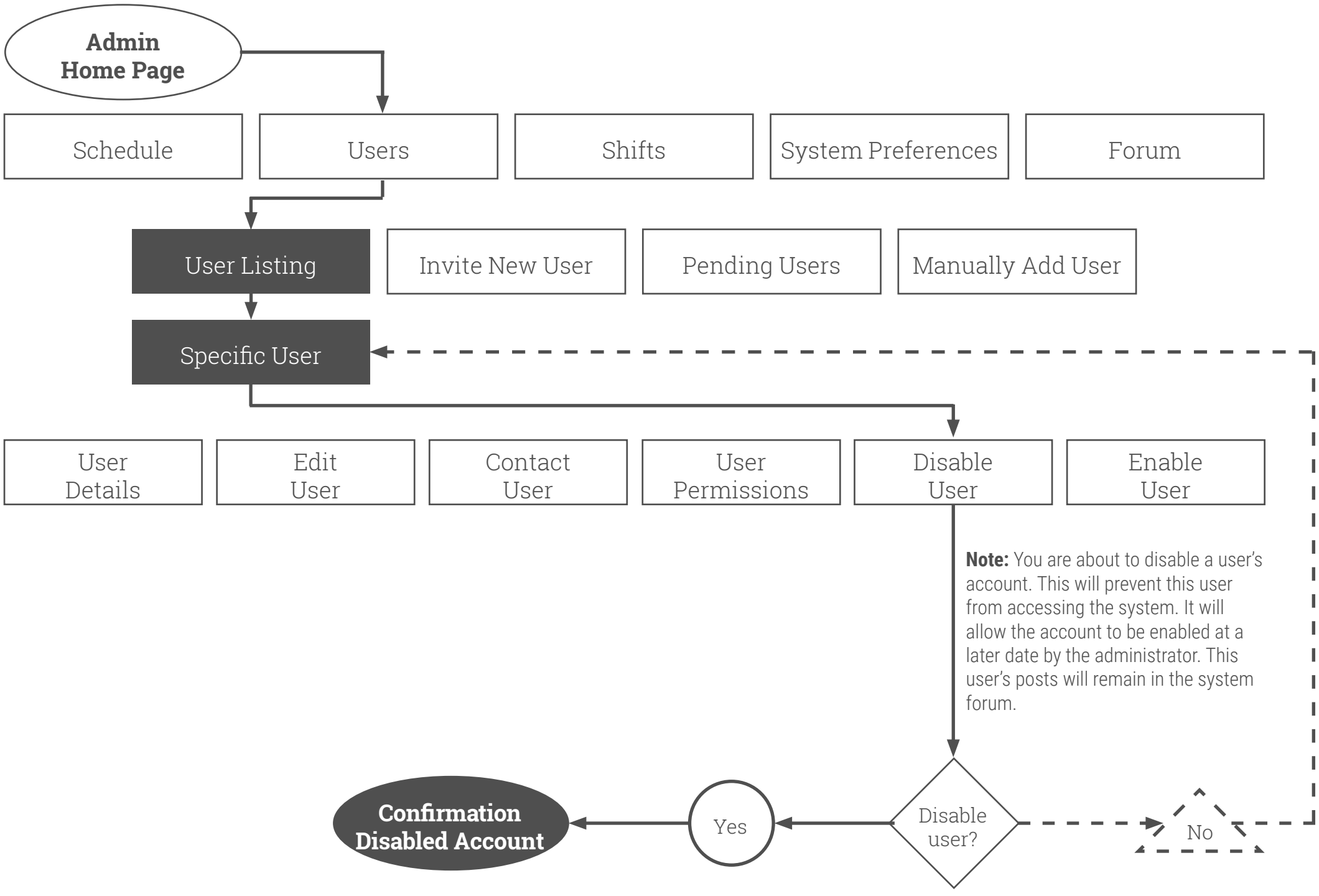
Administrator Task #14 — Send User an Email from System



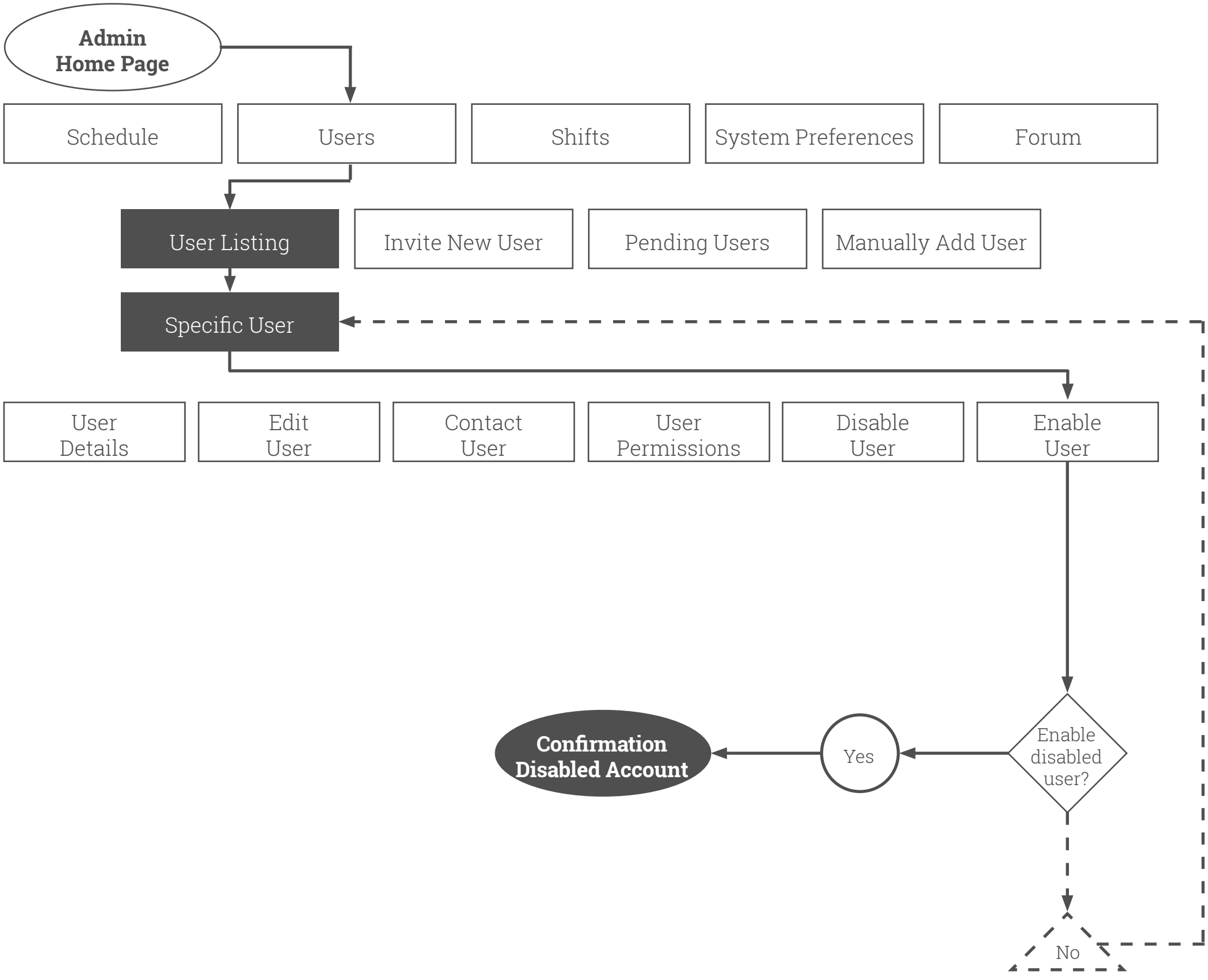
Administrator Task #15 — Change User Permissions



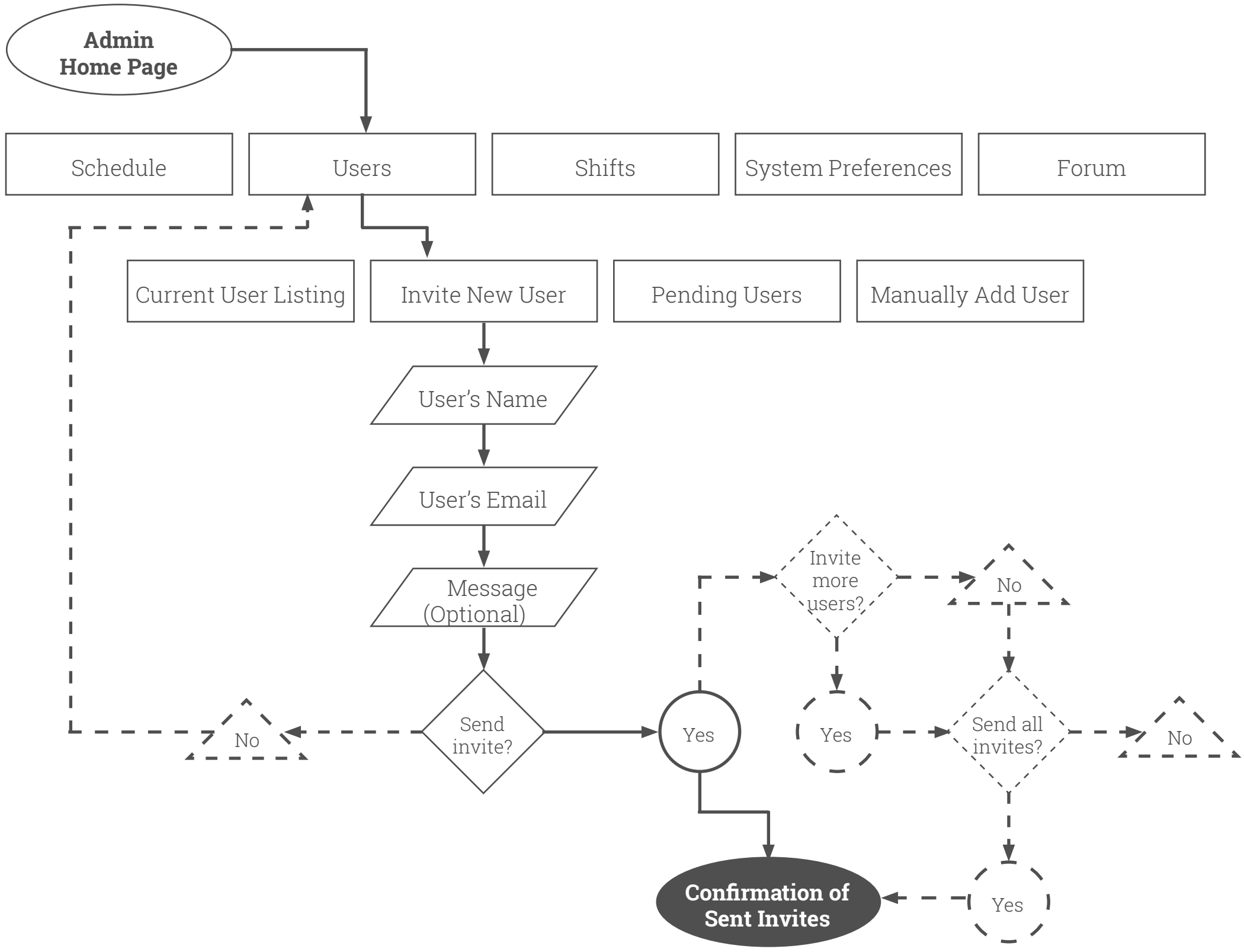
Administrator Task #16 — Disable User



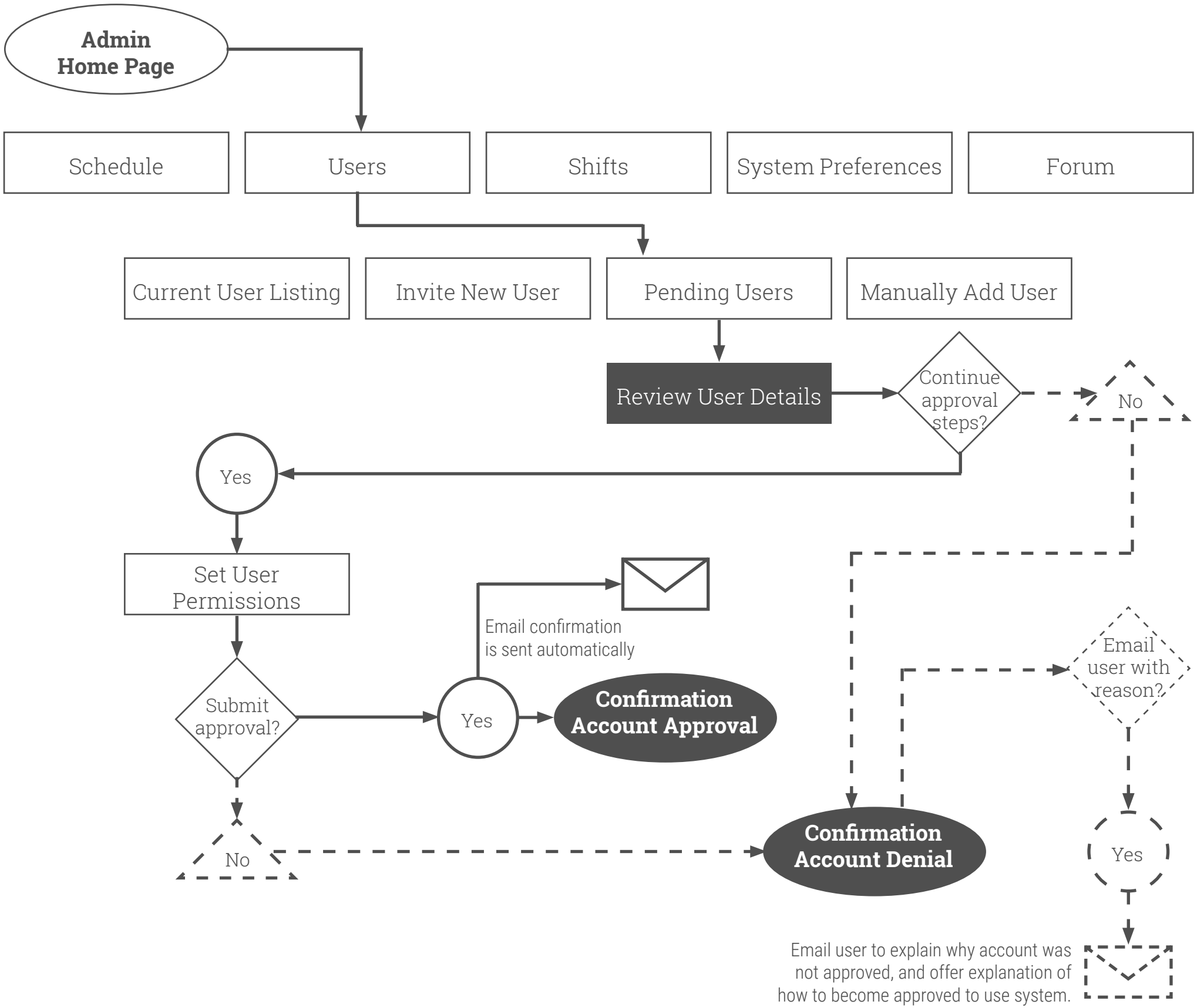
Administrator Task #17 — Enable a Disabled User



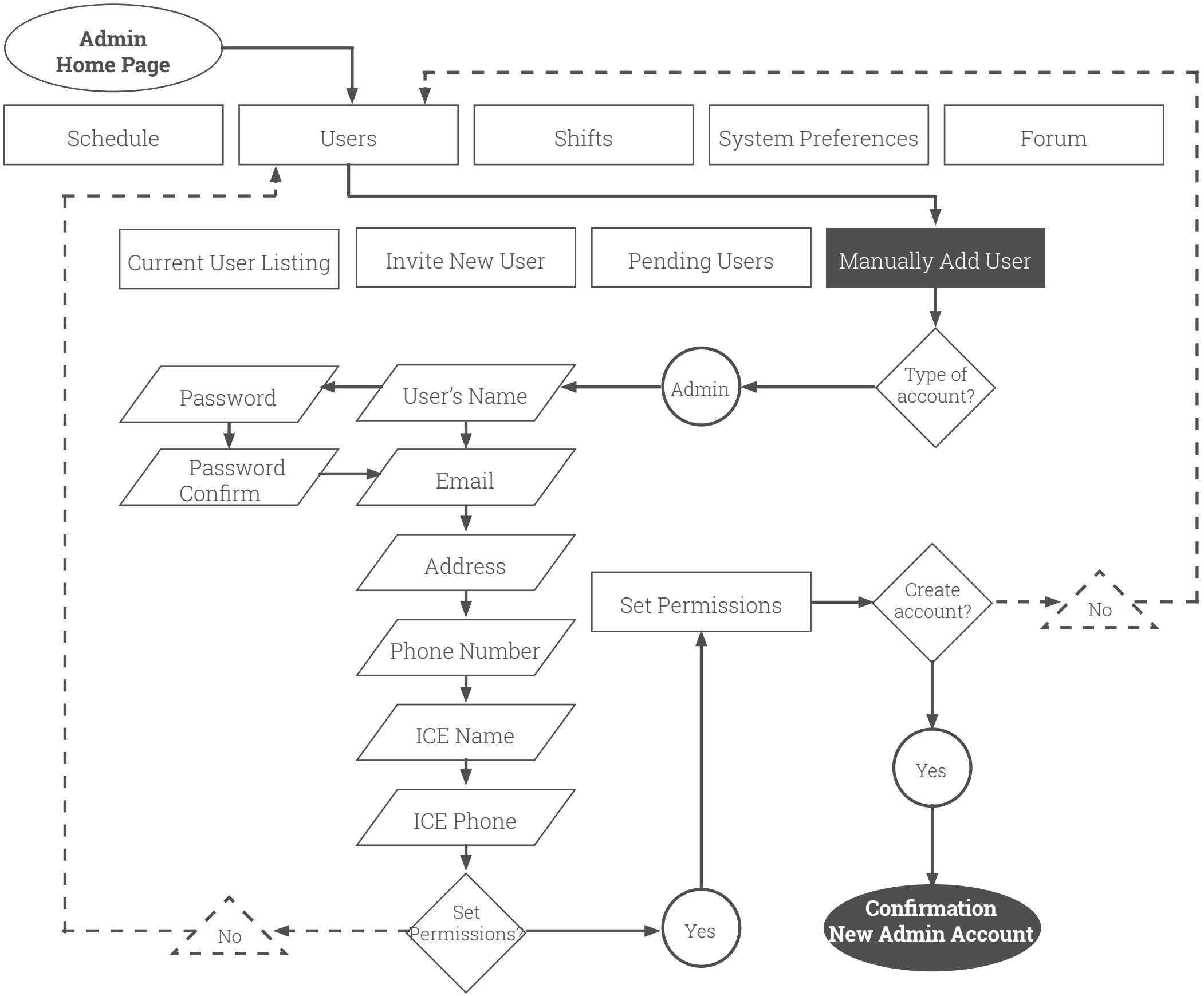
Administrator Task #18 — Invite a New User to System



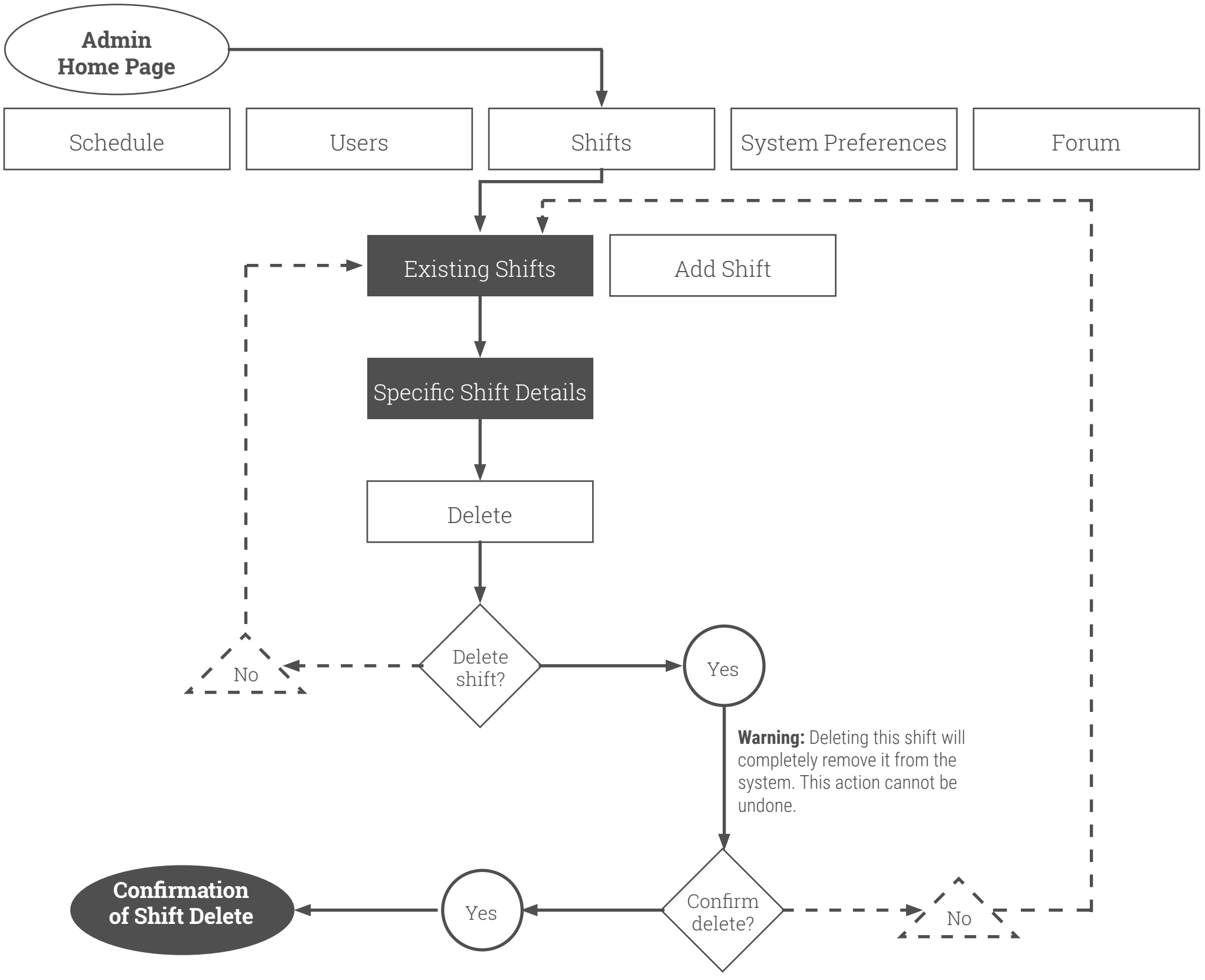
Administrator Task #19 — Approve/ Decline Pending User Account



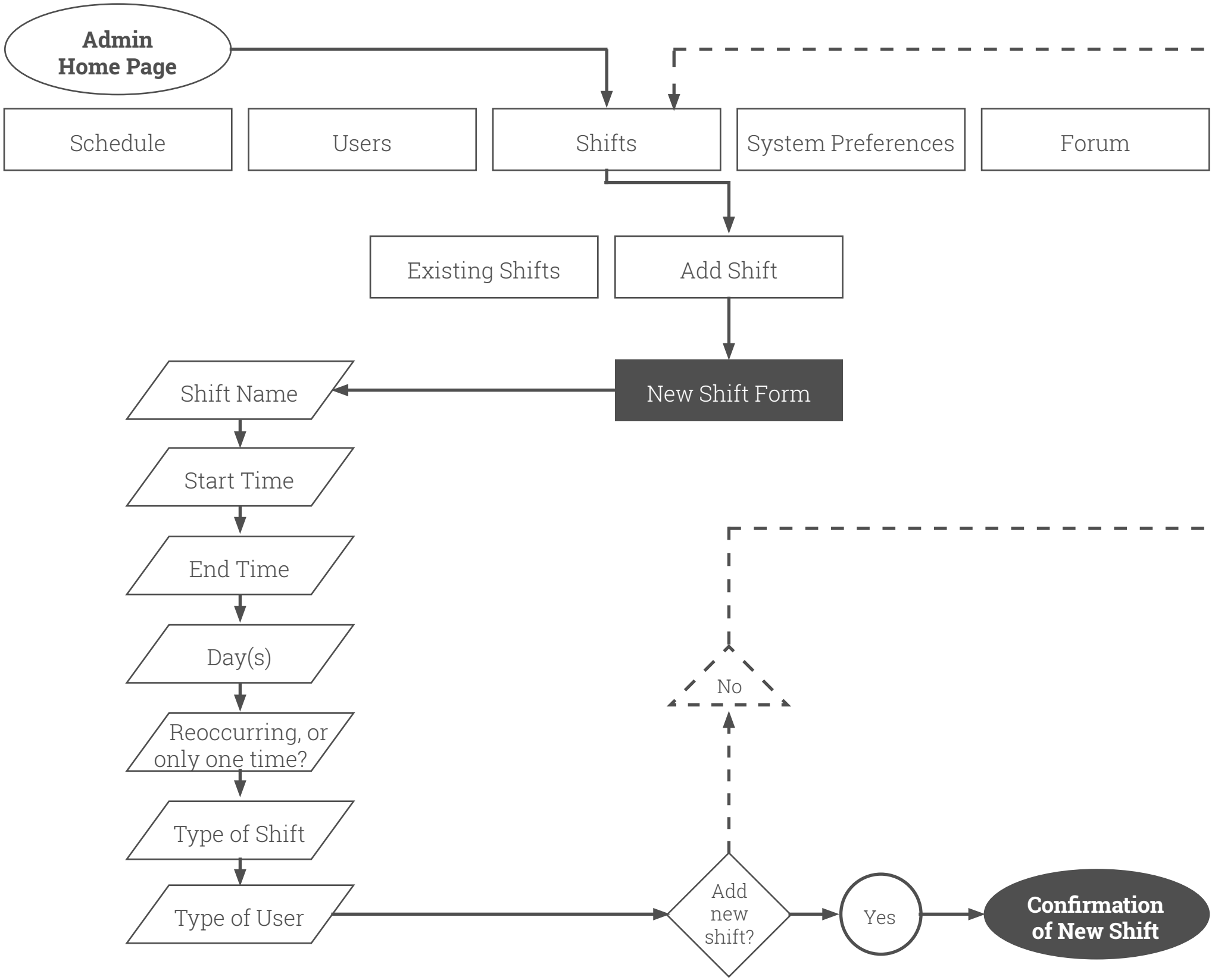
Administrator Task #20 — Add New Admin User (Does not currently have an account)



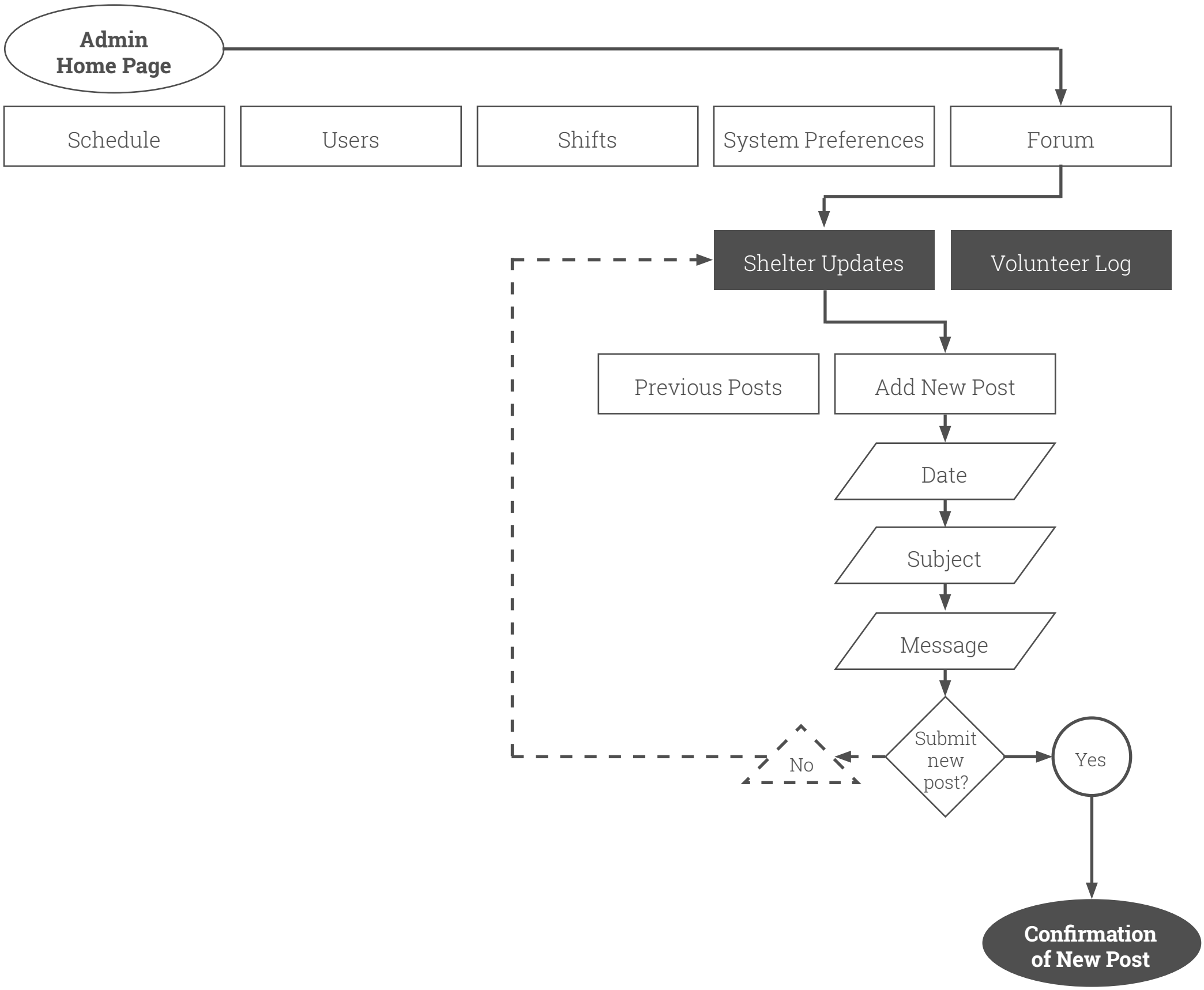
Administrator Task #21 — Delete Existing Shift



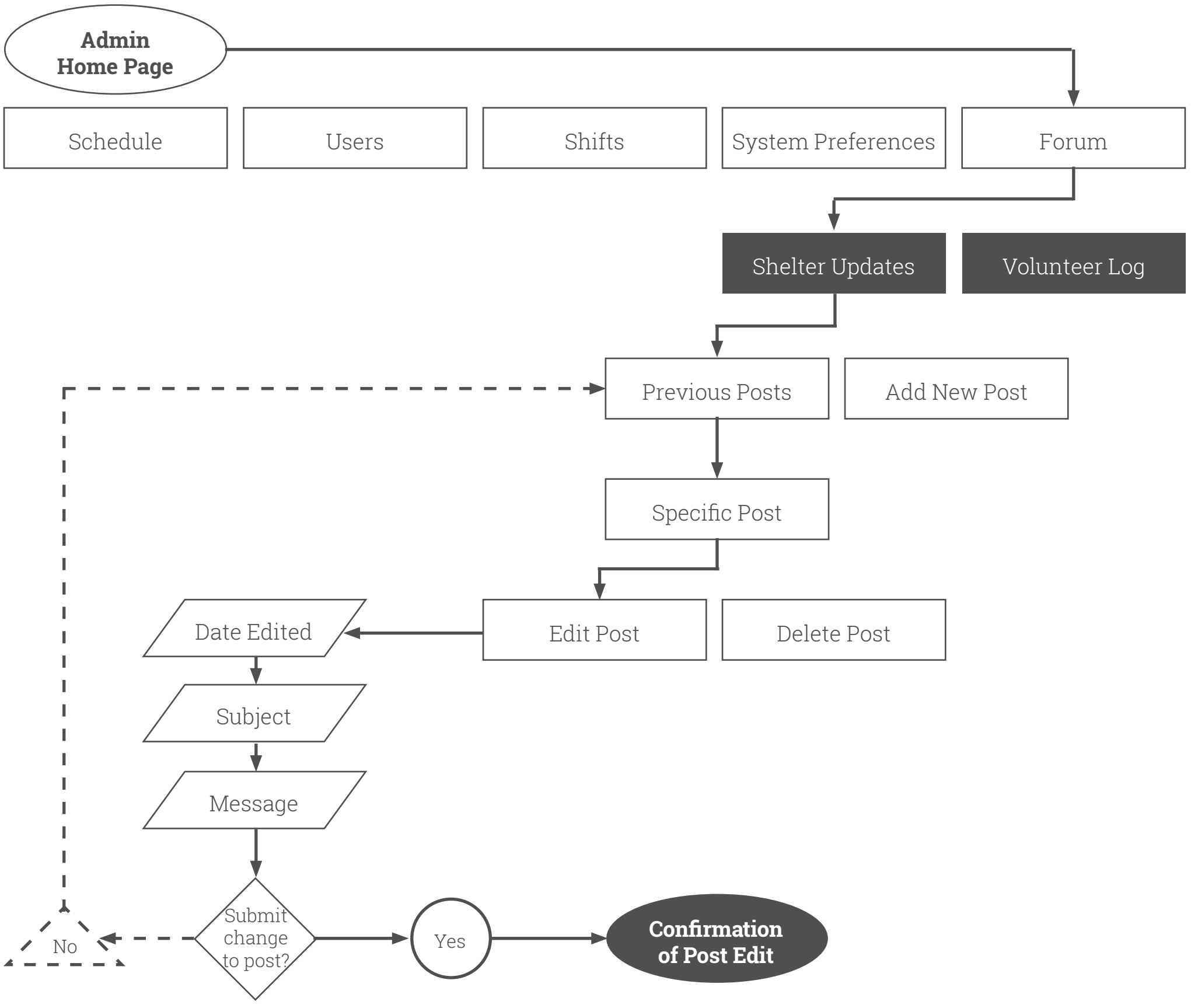
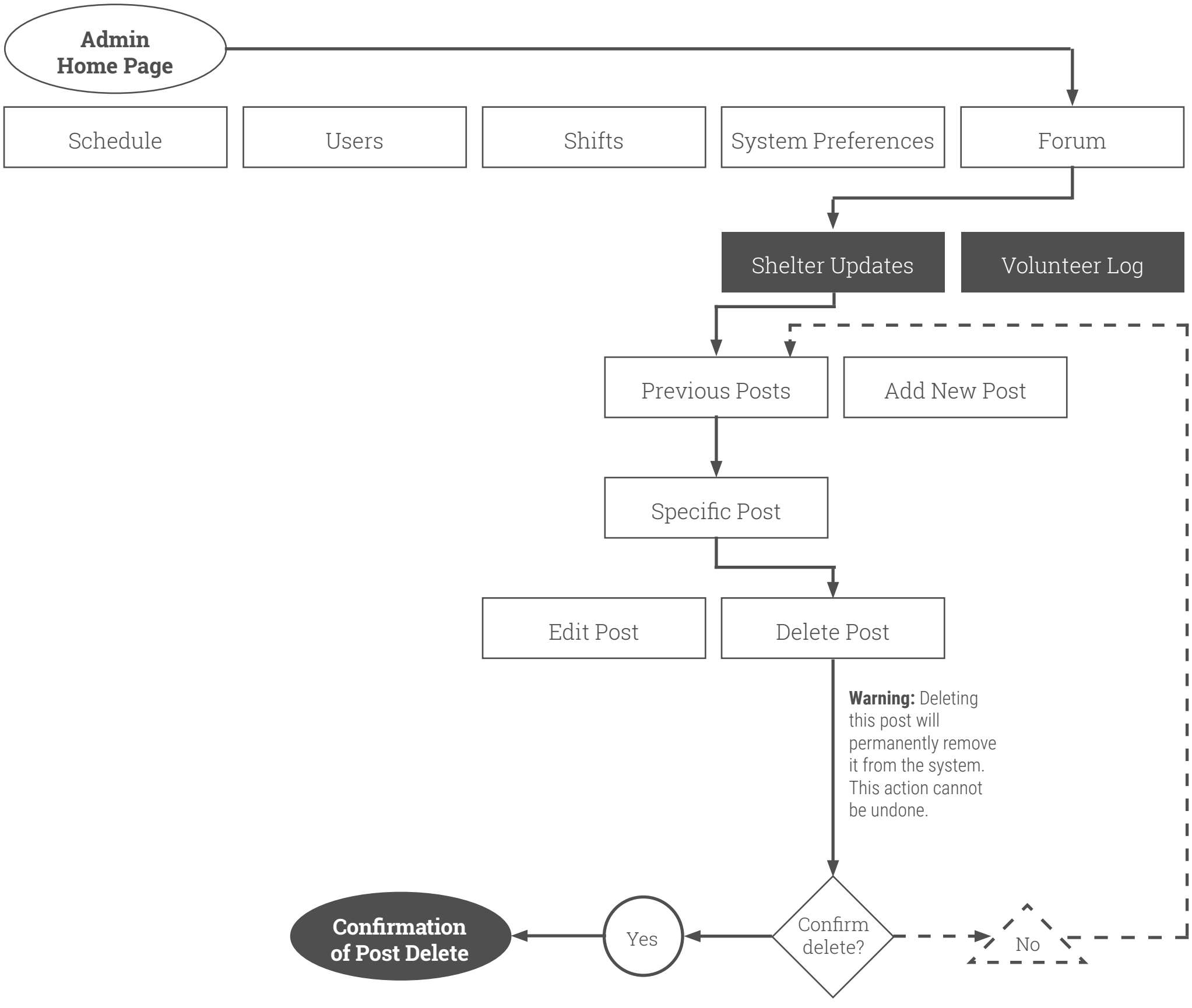
Administrator Task #22 — Add a New Shift



Administrator Task #23 — Create a New Forum Post



Administrator Task #24 — Edit a Forum Post



Administrator Task #25 — Delete a Forum Post