

*Printin*

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Animal Shelter Scheduling

# Wireframe Key

## Heading 1

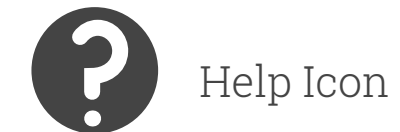
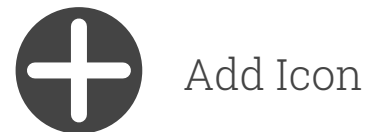
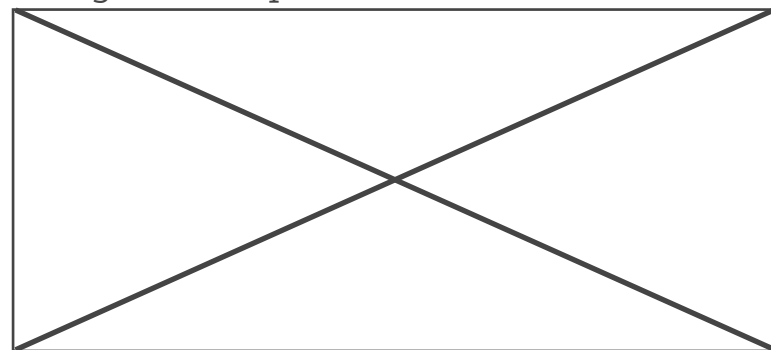
## Heading 2

## Heading 3

## Heading 4

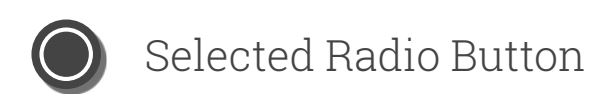
Paragraph text. Ihit, sapis exerum estis aut ut laut labore nobit ex et auditi conetur, consed quos ea deliquatur ad molupic torias rehentistrum fugit, quuntiis est, volecus aut eni cum, verferae evel int, ipsa int ad quassitiunt exeritatur adipiducilis ma vel moles possi sime od modist, sape pero ele. Atat. Asit, que eos des volorumDe id et vero officip sundit ipsandu ntium, optin perchil isquas reperum laut al

Image or Graphic Placeholder



Input Box

Select/Option Drop Down Box



# Use Case Scenario - Task 1

## Complete RinTin Set Up Interview

### User Story - Administrator Task

Linda, the ACAS Manager, is tired of having to track down volunteers for confirmation on their monthly schedule. Linda is in charge of writing out the monthly schedules and is wasting a lot of time trying to contact volunteers. Linda would like to begin utilizing the RinTin Scheduling System, and complete the set up interview.

**Primary Actor** – ACAS Manager

**Supporting Actors** – System, iPad or computer, internet connection

**Goal** – Complete the admin set-up

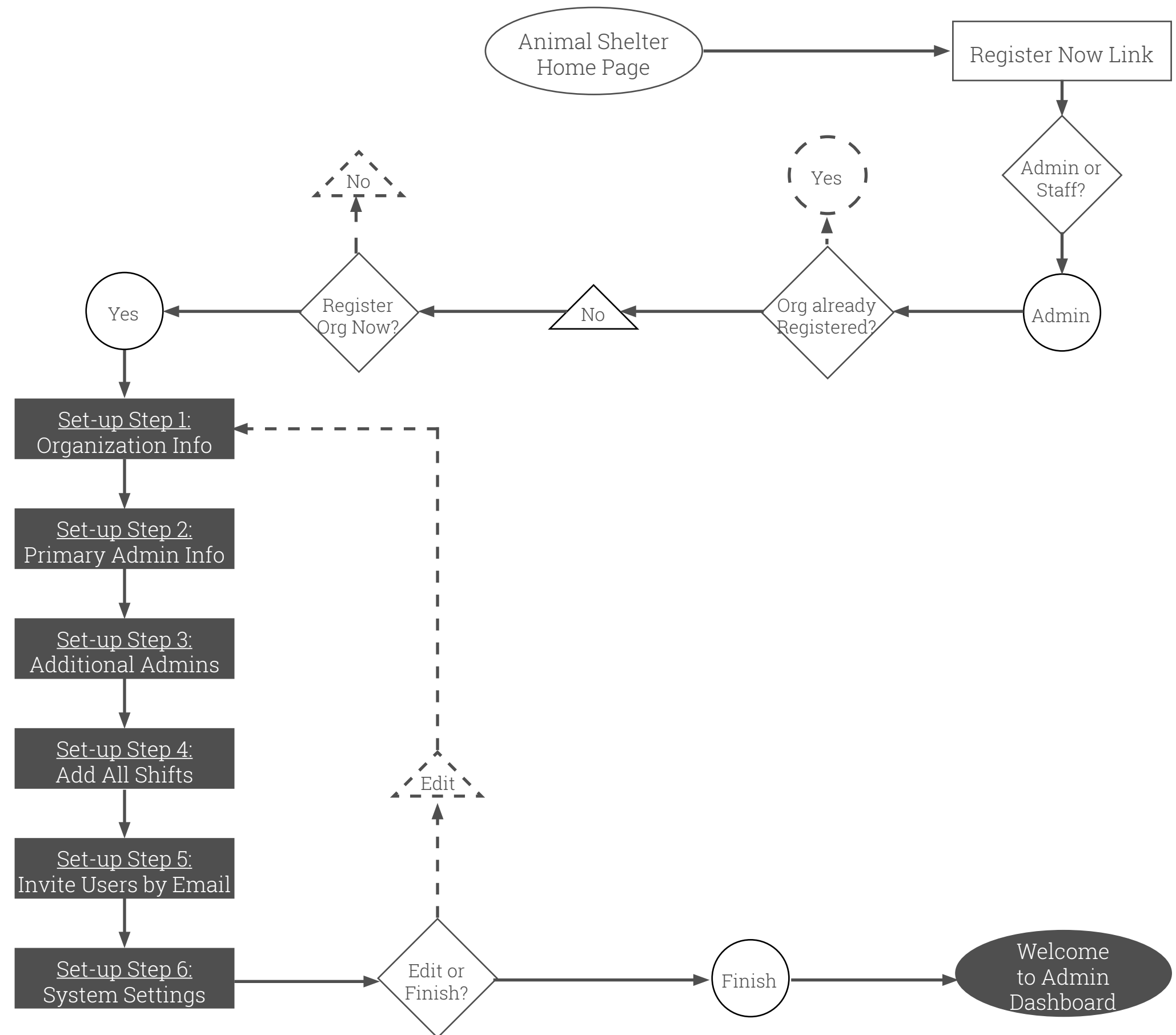
**Stakeholders** – ACAS volunteers & staff

**Precondition** – Click Register Now link

**Trigger Condition** – Click the register now

**Ending Condition** – Set-up interview complete and user reaches the system's Administrative Dashboard

## Administrator Task #1 – Complete the Set-Up Interview



## Administrator Task #1: Complete Set-up Interview

### Required Pages & Flow Instructions

<b>1. RinTin Home Page</b> Click "Register Now" link near log in form	<b>2. New to system? (Dialog Box)</b> Click option that org. is new to RinTin, and the option that you are an Admin User	<b>3. Set-up Step 1: Organization Info</b> Complete the form with organization information	<b>4. Set-up Step 2: Primary Admin</b> Complete the form with your personal information	<b>5. Set-up Step 3: Additional Admin</b> Complete the form with the details for at least 2 other admin users	<b>6. Set-up Step 4: Invite Users</b> Complete the form to invite users to register and use the RinTin system
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### Required Content for Each Page

<b>RinTin Home Page</b> <ol style="list-style-type: none"><li>Header<ul style="list-style-type: none"><li>RinTin Logo</li><li>Secondary Nav<ul style="list-style-type: none"><li>Log In Form</li></ul></li><li>Primary Nav<ul style="list-style-type: none"><li>Sign Up</li><li>About</li><li>Preview</li><li>Key Features</li><li>Testimonials</li><li>Tutorials</li></ul></li></ul></li><li>Home Body<ul style="list-style-type: none"><li>Vertical Scroll of main categories</li><li>Progress indicator</li></ul></li><li>Footer<ul style="list-style-type: none"><li>RinTin contact info</li><li>Social Media Icons</li><li>Design Copyright</li></ul></li></ol>	<b>New? Admin? (Pop-up)</b> <ol style="list-style-type: none"><li>Homepage darkened</li><li>Dialog box (pop-up)<ul style="list-style-type: none"><li>RinTin Logo</li><li>Box Title</li><li>H4—Is your org registered?</li><li>No Button*</li><li>Yes Button</li><li>H4—Are you an org admin?<ul style="list-style-type: none"><li>p—Explanation of admin vs regular</li></ul></li><li>No Button</li><li>Yes Button*</li></ul></li></ol>	<b>Set-up Step 1: Organization Info</b> <ol style="list-style-type: none"><li>Header<ul style="list-style-type: none"><li>RinTin Logo</li><li>Step Title</li><li>Progress Indicator</li></ul></li><li>Body (Form)<ul style="list-style-type: none"><li>H5—Will take approx 30 min</li><li>p—Save instructions</li><li>H4 —Step descript.</li><li>p—Step Instructions</li><li>Organization Details Form<ul style="list-style-type: none"><li>Name, ABBR, add., phone, date est, type, owner/ directors, hours, size.</li><li>Quit Button</li><li>Continue Button</li></ul></li></ul></li><li>Design Copyright</li></ol>	<b>Set-up Step 2: Primary Admin Info</b> <ol style="list-style-type: none"><li>Header (same)</li><li>Body (Form)<ul style="list-style-type: none"><li>H4 —Step descript.</li><li>p—Step Instructions</li><li>Primary Admin (Your) Details Form<ul style="list-style-type: none"><li>Name, phones, addresses, ICE, email, set password, position at org, yrs with org.</li><li>Quit Button</li><li>Save &amp; Continue Button</li></ul></li></ul></li><li>Design Copyright</li></ol>	<b>Set-up Step 3: Additional Admin</b> <ol style="list-style-type: none"><li>Header (same)</li><li>Body (Form)<ul style="list-style-type: none"><li>H5—You have saved your progress. You can return to the set up at any time</li><li>H4—Step descript.</li><li>p—Step Instructions<ul style="list-style-type: none"><li>Min 3 admin</li><li>Max 5 admin</li></ul></li><li>Additional Admin Details Form (x2)<ul style="list-style-type: none"><li>Name, phone, email, temp password</li><li>Add More Icon</li><li>Save &amp; Quit Button</li><li>Save &amp; Continue Button</li></ul></li></ul></li><li>Design Copyright</li></ol>	<b>Set-up Step 4: Invite Users</b> <ol style="list-style-type: none"><li>Header (same)</li><li>Body (Form)<ul style="list-style-type: none"><li>H4—Step descript.</li><li>p—Step Instructions</li><li>Invite Users Form (x5)<ul style="list-style-type: none"><li>Name, email</li><li>Add More Icon</li><li>Save&amp; Quit Button</li><li>Save &amp; Continue Button</li></ul></li></ul></li><li>Design Copyright</li></ol>
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## Administrator Task #1: Complete Set-up Interview


### Required Pages & Flow Instructions (continued)

<b>1. Set-up Step 5: Add Shifts</b> Complete the form to set up and add shifts to the system	<b>2. Set-up Step 6: System Settings</b> Complete the form questionnaire to decide how the system functions	<b>3. Set-up Step 7: Review</b> Review all data entered in set-up.  Click "Finish" button	<b>4. Admin Dashboard</b> Task complete. Welcome to the Admin Dashboard!
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### Required Content for Each Page

<b>Set-up Step 5: Add Shifts</b> 1. Header (same) 2. Body (Form) <ul style="list-style-type: none"><li>• H4 —Step descript.</li><li>• p—Step Instructions</li><li>• Shift Details Form<ul style="list-style-type: none"><li>• Name, type, start, end, duration, days, flexible time?, reoccurring?, type of user.</li></ul></li><li>• Add more shifts icon</li><li>• Save &amp;Quit Button</li><li>• Save &amp; Continue Button</li></ul> 3. Design Copyright	<b>Set-up Step 6: System Settings</b> 1. Header (same) 2. Body (Questionnaire) <ul style="list-style-type: none"><li>• H4 —Step descript.</li><li>• p—Step Instructions</li><li>• System Settings Questionnaire<ul style="list-style-type: none"><li>• H5—Question</li><li>• p—explanation of question</li></ul></li><li>• Radio Buttons, Select/Option Drop Downs, Check-boxes</li><li>• Save &amp;Quit Button</li><li>• Save &amp; Continue Button</li></ul> 3. Design Copyright	<b>Set-Up Step 7: Review</b> 1. Header (same) 2. Body Review Panel <ul style="list-style-type: none"><li>• H4 —Step descript.</li><li>• p—Step Instructions</li><li>• Section for each previous step</li><li>• H4—Step Title</li><li>• Link—Edit</li><li>• p—all details from entered data</li><li>• Finish Button</li></ul> 3. Design Copyright	<b>Admin Dashboard</b> 1. Header <ul style="list-style-type: none"><li>• RinTin Logo</li><li>• Org. Name</li><li>• Secondary Nav</li><li>• Primary Nav</li><li>• Page Title</li></ul> 2. Dashboard Body <ul style="list-style-type: none"><li>• Commonly used nav. sections with notifications<ul style="list-style-type: none"><li>• Schedule</li><li>• Users</li><li>• Forum</li></ul></li></ul> 3. Footer <ul style="list-style-type: none"><li>• Org. contact info</li><li>• Org. hours</li><li>• Social Media Icons</li><li>• Design Copyright</li></ul>
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# Wireframe: RinTin Home Page (Task 1)



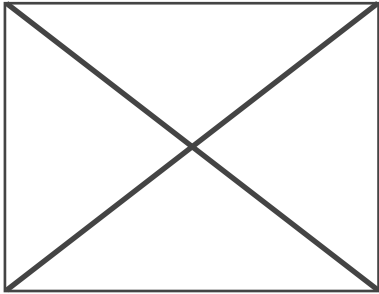
[Register Now](#) [Log In](#)  
[Forgot?](#)

[About](#) [Key Features](#) [Preview](#) [Video Tutorials](#) [Testimonials](#) [Sign Up](#)

## RinTin:

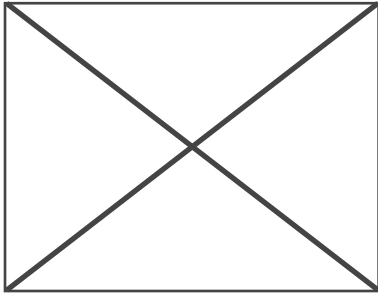
What is it?

### Schedule



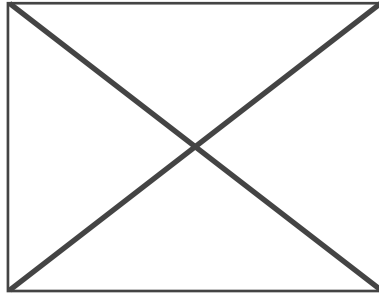
Paragraph text.  
Ihit, sapis exerum  
estis aut ut laut  
labore nobit ex et  
auditi conetur,

### Sign Up



Paragraph text.  
Ihit, sapis exerum  
estis aut ut laut  
labore nobit ex et  
auditi conetur,


### Connect



Paragraph text.  
Ihit, sapis exerum  
estis aut ut laut  
labore nobit ex et  
auditi conetur,

## Key Features

How does it work?



# Wireframe: Qualifier Dialog Box (Task 1)

RinTin Logo

Email Register Now Password Log In Forgot?

About Sign Up

**RinTin Logo**

## Thank You for Your Interest in RinTin!

Before we begin, there are two qualifying questions below to determine how to proceed with your account.

**Is your organization already registered with RinTin?**


Yes  
 No

**Are you an authorized administrator of your shelter organization?**  
Admin status is usually reserved for shelter managers, shelter staff, directors, or IT personnel. Trusted volunteers can also be administrators.

Yes  
 No

**Key Features**  
How does it work?

# Wireframe: Set-up Interview (Task 1)



## RinTin Set-up Interview

Step #1 – Organization Information

This set-up interview will take approximately 30 minutes. After Step 1 and 2 are completed you can save your progress and come back to finish it later. There are 7 steps in this interview. All information can be changed anytime in the system.

\* Denotes a required field.

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7  
Organization Primary Admin Add. Admin Invite Users Add Shifts System Settings Review


### Organization Information

Organization Name \*  Name Abbreviation  Date Established \*

Address \*  City \*  State \*  Zip \*

Organization Phone \*  Organization Fax \*  Name of Owner/Director \*  Phone Number \*

Legal Structure of Organization \*

Add Another Owner/Director 

### Hours of Operation

Day *	Open *	Close *
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Size of Organization (Optional)

Number of employees

Number of volunteers

Avg. number of dogs per month

Avg. number of cats per month


Avg. number of other per month

Avg. number of dog adoptions per month

Avg. number of cat adoptions per month



# Wireframe: Set-up Interview (Task 1)



## RinTin Set-up Interview

Step #2 – Primary Admin Information (Your Information)

**Step 1** Organization   **Step 2** Primary Admin   **Step 3** Add. Admin   **Step 4** Invite Users   **Step 5** Add Shifts   **Step 6** System Settings   **Step 7** Review


In this step you will complete the primary admin personal information. This is your information. You will be able to add additional administrators in the next step.  
\* Denotes a required field.

### Primary Administrator Information

First Name *	Last Name *		
<input type="text"/>	<input type="text"/>		
Cell/Home Phone *	Work Phone		
<input type="text"/>	<input type="text"/>		
Physical Address *	City *	State *	Zip *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mailing Address *	City *	State *	Zip *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Emergency Contact Name *	Contact Relationship *	Contact Number *	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Email *	Confirm Email *		
<input type="text"/>	<input type="text"/>		
Password *	Confirm Password *		
<input type="text"/>	<input type="text"/>		
Position at Organization *	Years with Organization *		
<input type="text"/>	<input type="text"/>		

You can now save your progress in the set-up interview. After you click the 'Save' button(s), you can quit and pick up where you left off at a later time.

# Wireframe: Set-up Interview (Task 1)



## RinTin Set-up Interview

Step #3 – Additional Admin Information

Step 1 Organization	Step 2 Primary Admin	<b>Step 3 Add. Admin</b>	Step 4 Invite Users	Step 5 Add Shifts	Step 6 System Settings	Step 7 Review
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In this step you will designate additional admin users. There needs to be a minimum of 3 admin users in order to safe guard against an admin lock out. You can add up to 5 admin users.

You will set up a temporary password for each additional admin user. The admin user will be emailed notifying them of their new account login credentials. You can add, edit, or disable admin accounts at any time.


\* Denotes a required field.

**Additional Admin Information \***

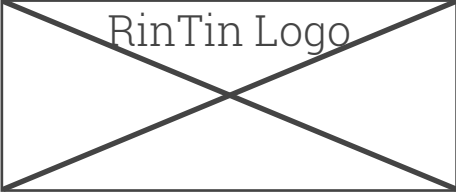
First Name *	<input type="text"/>	Last Name *	<input type="text"/>
Phone *	<input type="text"/>	Position at Organization *	<input type="text"/>
Email *	<input type="text"/>	Confirm Email *	<input type="text"/>
Password *	<input type="text"/>	Confirm Password *	<input type="text"/>

**Additional Admin Information \***

First Name *	<input type="text"/>	Last Name *	<input type="text"/>
Phone *	<input type="text"/>	Position at Organization *	<input type="text"/>
Email *	<input type="text"/>	Confirm Email *	<input type="text"/>
Password *	<input type="text"/>	Confirm Password *	<input type="text"/>

 Add Another Admin User (Maximum 5)

# Wireframe: Set-up Interview (Task 1)



## RinTin Set-up Interview

Step #4 – Invite User to System


Step 1 Organization	Step 2 Primary Admin	Step 3 Add. Admin	<b>Step 4 Invite Users</b>	Step 5 Add Shifts	Step 6 System Settings	Step 7 Review
------------------------	-------------------------	----------------------	--------------------------------	----------------------	---------------------------	------------------

In this step you will invite user. Users will be sent a link via email to register for their account. Once a user registers for an account their account will be placed into a status of 'pending'. An admin user will need to approve all new user accounts in order to safe-guard against users who are not associated with your organization accessing your information shared within the system.


This step is NOT required. You can invite users at anytime withing the system.

### Invite Users to the System

First Name <input type="text"/>	Last Name <input type="text"/>	Email <input type="text"/>
First Name <input type="text"/>	Last Name <input type="text"/>	Email <input type="text"/>
First Name <input type="text"/>	Last Name <input type="text"/>	Email <input type="text"/>
First Name <input type="text"/>	Last Name <input type="text"/>	Email <input type="text"/>
First Name <input type="text"/>	Last Name <input type="text"/>	Email <input type="text"/>

 Invite More Users

# Wireframe: Set-up Interview (Task 1)



## RinTin Set-up Interview

Step #5 – Add and Set Up Shifts

Step 1 Organization   Step 2 Primary Admin   Step 3 Add. Admin   Step 4 Invite Users   **Step 5 Add Shifts**   Step 6 System Settings   Step 7 Review

In this step you will add and set up shifts for the schedule. You can always edit, add or delete shifts later in the system.  
\* Denotes a required field

### New Shift

Name of Shift \*

Type of Shift \*

Start Time \*  End Time \*  Duration \*  Type of User \*

Days to Apply Shift (Choose all that apply) \*

Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Does this Shift Reoccur Weekly? \*


Yes  
 No, Only one time

Does the Shift have a Flexible Start Time? \*

It is typical to allow flexible start times for volunteer shifts

Yes  
 No, Start time is firm

# Wireframe: Set-up Interview (Task 1)



## RinTin Set-up Interview

Step #6 – System Settings

Step 1 Organization   Step 2 Primary Admin   Step 3 Add. Admin   Step 4 Invite Users   Step 5 Add Shifts   **Step 6 System Settings**   Step 7 Review

In this step you will choose the system settings. These settings will determine system functionality. These settings can be changed at any time within the system. NOTE: Each user will have user preferences. These settings are universal and will enable or disable certain system features.

\* Denotes a required field

### Schedule Settings

**1. Notify user automatically via email of their shift approval/denial? \***

Yes (Recommended)  
 No

**2. Allow users to cancel shifts they are scheduled for using the system? \***

No, users must contact an administrator to cancel shift  
 Yes, must be at least 2 weeks prior (14 calendar days) to shift  
 Yes, must be at least 1 weeks prior (7 calendar days) to shift (Recommended)  
 Yes, must be at least 3 days prior to shift  
 Yes, must be at least 24 hours prior to shift  
 Yes, no time stipulation (NOT Recommended)

**3. Notify admin users—via email and dashboard—of upcoming empty shift? (Check all that apply) \***

No, do not notify admin users of upcoming empty shift  
 Yes, notify admin users 2 weeks prior to an upcoming empty shift  
 Yes, notify admin users 1 week prior to an upcoming empty shift (Recommended)  
 Yes, notify admin users 3 days prior to an upcoming empty shift  
 Yes, notify admin users 24 hours prior to an upcoming empty shift (Recommended)

**4. Notify staff/volunteer users—via email and dashboard—of upcoming empty shift? (Check all that apply) \***

No, do not notify users of upcoming empty shift  
 Yes, notify users 2 weeks prior to an upcoming empty shift (Recommended)  
 Yes, notify users 1 week prior to an upcoming empty shift  
 Yes, notify users 3 days prior to an upcoming empty shift  
 Yes, notify users 24 hours prior to an upcoming empty shift (Recommended)

### Forum Settings

**1. Enable forums? (Check all that apply) \***

No, do not enable any forums  
 Enable the Admin Shelter Updates Forum (Recommended)  
 Enable Volunteer Log Forum (Recommended)  
 Enable Open Forum (Recommended)

**2. Require admin approval for every post before it is made public to all user? \***

No (Recommended)  
 Yes

**3. Enable the ability for users to edit and/or delete posts? \***  
You will choose whether or not to allow each individual user this system privilege within the user preferences

No  
 Yes (Recommended)

# Wireframe: Set-up Interview (Task 1)

RinTin Logo

## RinTin Set-up Interview

Step #7 – Review

Step 1 Organization	Step 2 Primary Admin	Step 3 Add. Admin	Step 4 Invite Users	Step 5 Add Shifts	Step 6 System Settings	Step 7 Review
------------------------	-------------------------	----------------------	------------------------	----------------------	---------------------------	------------------

In this final step you will review all of the data you entered in all of the 6 previous steps. Each section has its own 'edit' link that can be clicked if information within that section needs to be corrected. You can adjust any of the information entered within this set-up interview at any time within the system.

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### Organization Information

**Details**

Org. Name:	Alger County Animal Shelter
Name ABBR:	ACAS
Date Established:	05/1984
Address:	510 E. Munising Ave.
City:	Munising
State:	MI
Zip:	49862
Phone:	(906)387-4131
Fax:	(906)387-4232
Legal Structure:	501c Non-Profit
Owner/Director:	Kristine Kolbus (906)111-1111
	Leanne Nedeau (906)222-2222
	Lisa Holcomb (906)333-3333
	Patrick Hugenard (906)444-4444
	Emma Biber (906)555-5555

**Hours**

Monday:	9:00PM—12:00PM
Tuesday:	9:00PM—3:00PM
Wednesday:	9:00PM—12:00PM
Thursday:	9:00PM—3:00PM
Friday:	9:00PM—12:00PM
Saturday:	9:00PM—12:00PM
Sunday:	9:00PM—12:00PM

**Size of Organization**

Employees (#)	2
Volunteers (#)	19
Avg Dogs/Month	11
Avg Cat/Month	17
Avg Dog Adopt./Month	8
Avg Cat Adopt./Month	13

[Edit](#)

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### Primary Administrator Information

**Details**

First Name:	Linda
Last Name:	Johnson
Cell/Home:	(906)123-4567
Work:	
Physical Address:	123 W Superior St
City:	Munising
State:	MI
Zip:	49862
Emergency Contact:	Carol Murk
Contact Relationship:	Sibling
Contact Phone:	(906)987-6543
Email:	linda.johnson@mail.org
Confirm Email:	linda.johnson@mail.org

[Edit](#)

[Edit](#)

### New Shifts

**Details**

Name of Shift:	Night Volunteer Shift
Type of Shift:	Volunteer
Start Time:	6:00pm
End Time:	7:00pm
Duration:	1 Hour(s) Minimum
Type of User:	Any
Days:	M, T, W, Th, F, S, Su
Reoccur Weekly?	Yes
Flexible Start Time?	Yes

**Details**

Name of Shift:	Full Work Day
Type of Shift:	Employee
Start Time:	9:00am
End Time:	3:00pm
Duration:	6 Hour(s)
Type of User:	Employee
Days:	T, Th
Reoccur Weekly?	Yes
Flexible Start Time?	No

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### System Settings

[Edit](#)

**Schedule Settings**

1. Notify user automatically via email of shift approval/denial?	Yes
2. Allow user to cancel shifts they are signed up for?	Yes, 1 week prior to shift
3. Notify admin user—via email and dashboard— of upcoming empty shift?	Yes, 1 week & 24 hours prior
4. Notify volunteer/staff user—via email and dashboard—of upcoming empty shift?	Yes, 2 weeks & 24 hours prior

**Forum Settings**

1. Enable forums?	Yes, Admin Shelter Updates, Volunteer Log, Open Forum
2. Require admin approval for all user posts?	No
3. Allow Users to edit/delete their forum posts?	Yes

Click the finish button to complete the set-up interview and go to the administrator dashboard. Thank you for choosing RinTin for your animal shelter scheduling needs.

Finish

# Wireframe: Set-up Interview (Task 1)

My Account | Help | Log Out

RinTin Logo  
Alger County Animal Shelter

Schedule Users Shifts System Settings Forums

## Welcome to the Administrator Dashboard!

The dashboard is your main landing page when you log into the RinTin system. This is the first time you have hit this landing page and there are a few aids to help familiarize yourself with how the system works.

1. The Help link is located in the upper right corner in the secondary navigation menu. You will find FAQs and tutorials videos from this link.
2. Category explanations are listed below. There are several sections that are always listed on the dashboard. These sections consist of the Schedule, Users, and Forums. Currently the sections are listed below with an explanation of what to expect from each section.
3. At anytime you can reference back to the section explanations by clicking on the icon in the upper right corner of each section.

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### Schedule

Close Help

**Welcome to the schedule section. This section will show you important information about the schedule:**

1. Pending shifts that need to be filled
2. List of empty shifts within the time frame chosen within the system settings

**From the main 'Schedule' link within the main navigation you can:**

1. View the current, future and past months' schedules (calendars)
2. Approve pending shift signups
3. Manually add a user to an empty shift
4. Manually remove a user from a filled shift

---

### Users

Close Help

**Welcome to the users section. This section will show you important information about :**

1. List of active users
2. List of pending users
3. Form to invite new users

**From the main 'Users' link within the main navigation you can:**

1. View user details

Close Help

### System Settings

**Welcome to the system settings section. This section is not typically shown in the dashboard since there is not any time sensitive content within this category.**

**From the main 'System Settings' link within the main navigation you can:**

1. Change the system settings established in the set-up interview

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### Forums

Close Help

**Welcome to the forum section. This section will show you important information about the forums:**

1. Notification of new forum posts
2. Pending forums post if you choose to require admin approval for every forum post in the set-up interview

**There are 3 of 3 forums set to an enabled status**

1. Admin Shelter Updates
  - This forum is for administrators to update all users on important organization information such as animal updates, animal health concerns, adoption notifications, new intakes, upcoming fundraiser events, and other important shelter happenings.
  - The Admin Shelter Updates is viewable to everyone, but only administrators are able to create original posts. Administrators can decide with every forum post within this forum whether or not to allow users to comment on the post.
2. Volunteer Log
  - This forum is for volunteers to record what they accomplished during their volunteer shifts, and any events that occurred while volunteering they think is important information to have documented and to share with shelter administrators and volunteers.
  - Anyone can post in and read this forum. The Volunteer Log forum does not allow for comments on original user posts.
3. Open Forum
  - This forum is for all users to publicly communicate with one another and to provide an open forum for dialog to post questions, raise concerns, or share an experience with all other users. Comment threads are available on any new post made in this forum.

**From the main 'Forum' link within the main navigation you can:**

1. View all forum pages
2. Create a new forum post
3. Edit a forum post of any user
4. Delete a forum post of any user

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Alger County Animal Shelter  
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Munising, MI 49862  
(906)387-4121

Mon, Wed, Fri, Sat, Sun 9AM - 12PM  
Tue, Thur 9AM - 3PM

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# Use Case Scenario - Task 10

## Manually Add a User to a Shift

### User Story - Administrator Task

Kaye, the assistant manager of the ACAS is working at the shelter. Linda, the shelter manager, is on vacation. Kaye needs to monitor and maintain the scheduling system. There is a volunteer who is moving and is unable to log onto the system and sign themselves up for a specific shift. Kaye would like to manually add this user to a specific shift in the RinTin Scheduling System.

**Primary Actor** – ACAS Assist. Manager

**Supporting Actors** – System, iPad or computer, internet connection

**Goal** – Manually add user to a shift

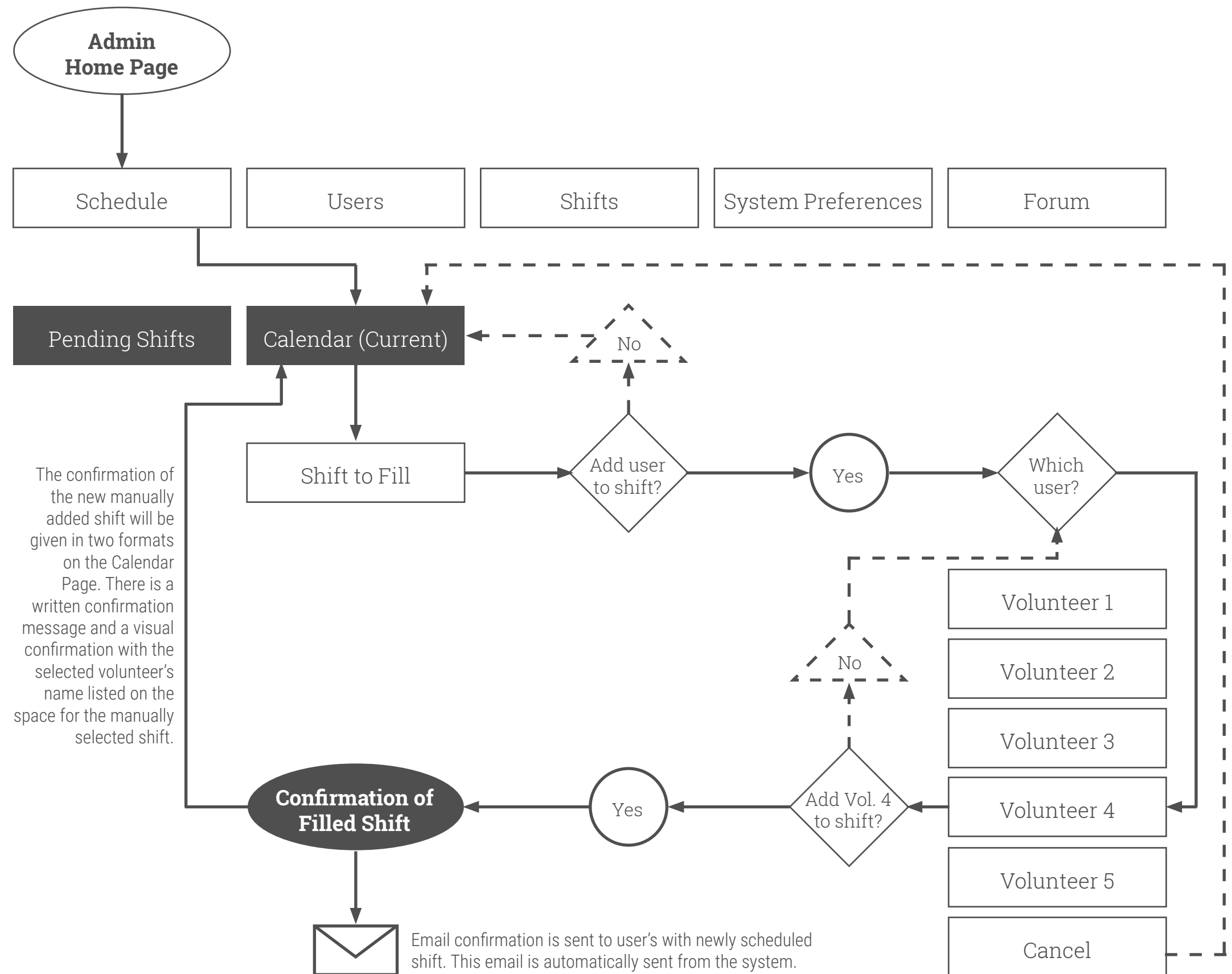
**Stakeholders** – ACAS Manager & Staff

**Precondition** – Click Log In link

**Trigger Condition** – Click empty shift on calendar

**Ending Condition** – Click “Finish” button, which will redirect her back to the calendar page with the shift now filled.

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





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

### Required Pages & Flow Instructions

<b>1. Admin Dashboard</b> Click "Schedule" from primary navigation	<b>2. Calendar</b> Click on an empty shift to fill from the calendar grid	<b>3. Shift Details (Dialog Box)</b> Click link to manually fill the selected shift	<b>4. Fill Shift (Dialog Box)</b> Click the radio button next to the user you would like to fill the shift	<b>5. Confirmation (Dialog Box)</b> Click the "Submit" button	<b>6. Calendar</b> Shift is now filled with the selected user on the calendar
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### Required Content for Each Page

<b>Admin Dashboard</b> 1. Header <ul style="list-style-type: none"><li>RinTin Logo</li><li>Org. Name</li><li>Secondary Nav</li><li>Primary Nav</li><li>Page Title</li></ul> 2. Dashboard Body <ul style="list-style-type: none"><li>Commonly used nav. sections with notifications<ul style="list-style-type: none"><li>Schedule</li><li>Users</li><li>Forum</li></ul></li></ul> 3. Footer <ul style="list-style-type: none"><li>Org. contact info</li><li>Org. hours</li><li>Social Media Icons</li><li>Design Copyright</li></ul>	<b>Calendar</b> 1. Header (same) 2. Calendar <ul style="list-style-type: none"><li>Month/year label</li><li>Next Month Link</li><li>Previous Month Link</li><li>Calendar Grid</li><li>Column Header:Day</li><li>Date Boxes<ul style="list-style-type: none"><li>Date (number)</li><li>Shifts</li><li>Filled Shifts:<ul style="list-style-type: none"><li>User name (link to user details)</li></ul></li><li>Empty Shifts:<ul style="list-style-type: none"><li>Icon link to show empty</li></ul></li></ul></li></ul> 3. Footer (same)	<b>Shift Details (Pop-up)</b> 1. Calendar darkened 2. Dialog box (pop-up) <ul style="list-style-type: none"><li>RinTin Logo</li><li>Org. Name</li><li>Box Title</li><li>Fill Shift Button</li><li>Shift Details<ul style="list-style-type: none"><li>Name</li><li>Type</li><li>Start Time</li><li>End Time</li><li>Duration</li><li>Flexible times?</li><li>Reoccurring weekly?</li><li>Fill status</li></ul></li><li>Close Button</li></ul>	<b>Fill Shift (Pop-up)</b> 1. Calendar darkened 2. Dialog box (pop-up) <ul style="list-style-type: none"><li>RinTin Logo</li><li>Org. Name</li><li>Box Title</li><li>Paragraph text instructions</li><li>Radio buttons with all eligible users to choose from</li><li>Close Button</li><li>Continue Button</li></ul>	<b>Confirmation (Pop-up)</b> 1. Calendar darkened 2. Dialog box (pop-up) <ul style="list-style-type: none"><li>RinTin Logo</li><li>Org. Name</li><li>Box Title</li><li>Paragraph text outlining the changes about to be applied</li><li>Small header text explaining how to submit changes</li><li>Cancel Button</li><li>Submit Button</li></ul>	<b>Calendar</b> 1. Same as 1st Calendar page 2. Small highlighted text confirming the manual shift fill 3. Selected user's name is now displayed in the calendar shift they were selected to fill
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# Use Case Scenario - Task 19

## Approve a Pending New User

### User Story – Administrator Task

The shelter manager would like to review the pending new accounts and approve the volunteers and staff members who have recently registered for a new account within the RinTin Animal Shelter Scheduling System.

**Primary Actor** – Animal Shelter Manager

**Supporting Actors** – System, iPad or computer, internet connection, animal shelter volunteer and staff members

**Goal** – Review pending user accounts, and approve or decline the new accounts

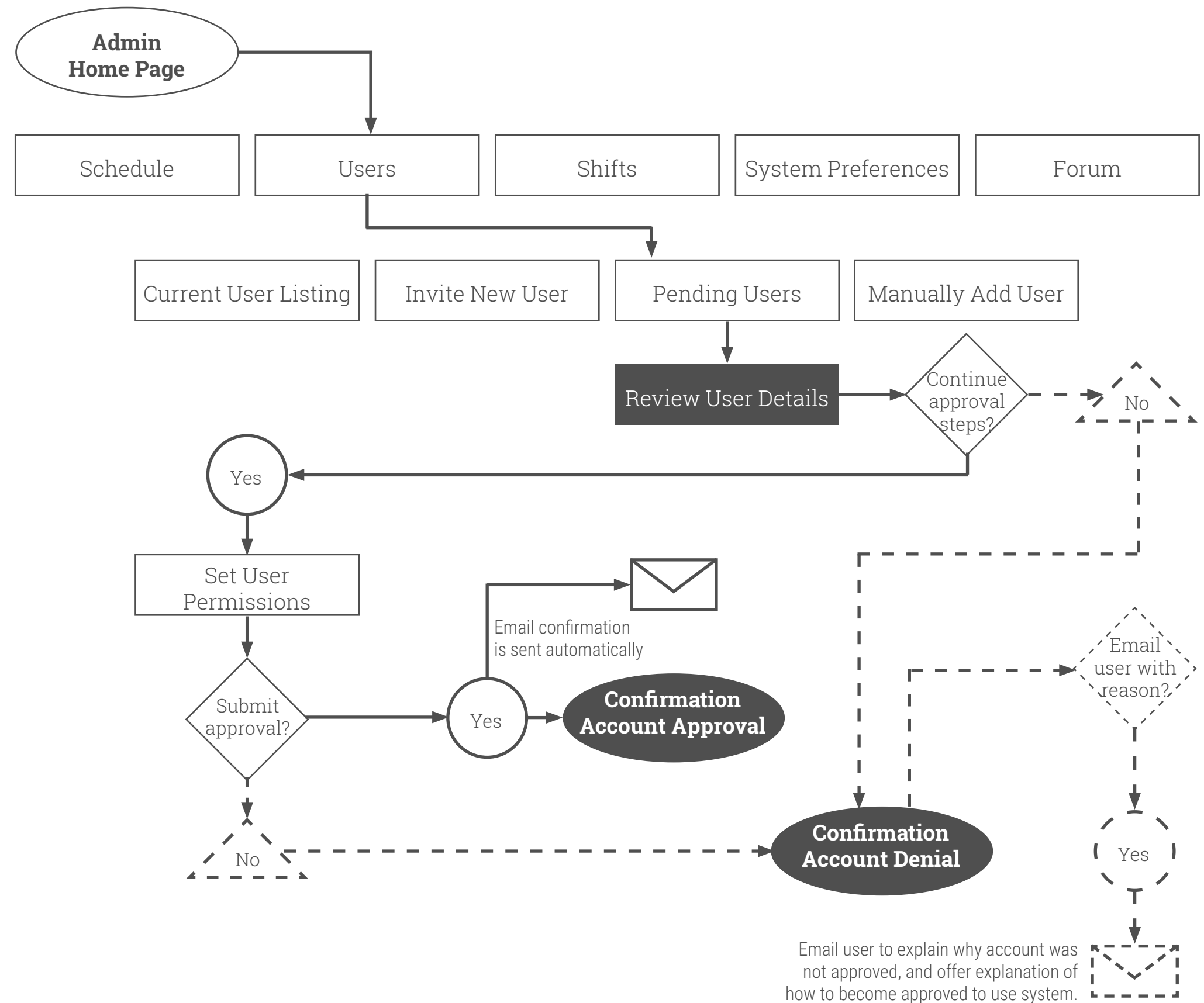
**Stakeholders** – ACAS Manager & Staff

**Precondition** – Click the Log In link

**Trigger Condition** – Click the User link and then click Pending Users link

**Ending Condition** – User confirms the account approval, or declines the account. (Only people who are known to the shelter can sign up for an account.)

### Administrator Task #19 – Approve/ Decline Pending User Account



## Administrator Task #19: Approve a Pending User Account

### Required Pages & Flow Instructions

<b>1. Admin Dashboard</b> Click "Users" from the primary navigation	<b>2. User Page</b> Click the user's name to approve	<b>3. User Account Review</b> Review Details  Click "Continue"	<b>4. User Permissions</b> Click the radio button and check boxes  Click "Finish"	<b>5. User Page</b> Task Complete.  User now listed under active users
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### Required Content for Each Page

<b>Admin Dashboard</b> 1. Header <ul style="list-style-type: none"><li>RinTin Logo</li><li>Org. Name</li><li>Secondary Nav</li><li>Primary Nav</li><li>Page Title</li></ul> 2. Dashboard Body <ul style="list-style-type: none"><li>Commonly used nav. sections with notifications<ul style="list-style-type: none"><li>Schedule</li><li>Users</li><li>Forum</li></ul></li></ul> 3. Footer <ul style="list-style-type: none"><li>Org. contact info</li><li>Org. hours</li><li>Social Media Icons</li><li>Design Copyright</li></ul>	<b>User Page</b> 1. Header (same) 2. Body <ul style="list-style-type: none"><li>Invite User Button</li><li>Manually Add a New User Button</li><li>Active User Section<ul style="list-style-type: none"><li>Name list of each user (link to open details)</li><li>Edit User Link</li><li>Email User Link</li><li>Disable User Link</li></ul></li><li>Pending User Section<ul style="list-style-type: none"><li>Name list of each pending user (link to begin approval)</li></ul></li></ul> 3. Footer (same)	<b>User Account Review</b> 1. Header (same) 2. Body <ul style="list-style-type: none"><li>Progress Indicator</li><li>H4—Review the pending user details</li><li>p—do not approve a user you do not recognize</li><li>H2—User Name</li><li>p—user details</li><li>H4—Would you like to continue the approval process?</li><li>Decline Account Button</li><li>Continue Button</li></ul> 3. Footer (same)	<b>User Permissions</b> 1. Header (same) 2. Body <ul style="list-style-type: none"><li>H2—Set User Permissions</li><li>H5—Specific Permissions questions</li><li>Radio Button, Check Boxes, Select/Option Drop Downs to input selections</li><li>H4—Click the Finish Button to Approve and Save Permission settings for this user</li><li>Cancel Button</li><li>Finish Button</li></ul> 3. Footer (same)	<b>User Page</b> 1. Header (same) 2. Body <ul style="list-style-type: none"><li>Invite User Button</li><li>Manually Add a New User Button</li><li>Active User Section<ul style="list-style-type: none"><li>** User now in list</li><li>Name list of each user (link to open details)</li><li>Edit User Link</li><li>Email User Link</li><li>Disable User Link</li></ul></li><li>Pending User Section<ul style="list-style-type: none"><li>Name list of each pending user (link to begin approval)</li></ul></li></ul> 3. Footer (same)
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