

OPAS Release Notes

Release 15 – installed January 10, 2013

Solution	What Changed	Any Known Issues
Pay period selector in Day of Operation form is now gone	In the Day of Operation form, the pay period dropdown has been removed entirely.	N/A
Converting Shifts to Supervisor	<p>A new context menu option called 'Convert to supervisor shift' has been added to the Schedule generation, Day of Operation, and Group schedule forms. Right-clicking on a CPC's coverage shift and selecting this new option will turn this shift to a Supervisor shift. In the Schedule generation and Group schedule forms, the shift will turn bright yellow to indicate that it's no longer a CPC shift but is now instead a Supervisor shift. This bright yellow color has been added to both legends and is only visible when 'Show full day shifts' is turned off. In the Day of Operation form, the CPC working a Supervisor shift will show up in the Supervisor section of the Scheduled shifts panel. They will also appear in the Supervisor column of the printed Day of Operation report.</p> <p>Once a shift has been converted to a Supervisor shift, right-clicking this same shift and selecting the option 'Convert to CPC shift" will change the shift back to CPC coverage.</p>	N/A
Link established between Day of Operation and Schedule generation form	<p>The link between the Schedule generation form's day header and the Day of operation form's day header is now complete. This link goes both ways, meaning if a user clicks on a day in the Day of Operation form then the Schedule generation form will scroll to display that same day. If a user clicks on a day in the Schedule generation form, then the Day of Operation form will scroll to display that same day as well. If a user selects an employee in the Scheduled shifts panel of the Day of Operation form that is out of view in the Schedule generation form, then the Schedule generation form will scroll up or down so that the selected employee is displayed.</p> <p>This link will only be evident if the user has both forms open at the same time in a client.</p>	N/A
Ability to request shift with a different duration	<p>When users select a new start time from the dropdown in the shift change request dialog, the shift definition they select will be the exact one that they are assigned upon approval of the request. OPAS will no longer maintain the duration that the employee's shift line day calls for. If an employee working a 7-hour day requests to work a 10-hour day of the same start time, then they will be assigned a 10-hour day.</p> <p>In the case that a combination of a start time and duration does not exist in the</p>	N/A

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	<p>dropdown selection, the user may click the Override checkbox. This will enable both the start time selector and the new duration selector we will build for this solution. A user must specify both a start time and a duration in this section of the dialog.</p> <p>The same minimum rest time warning will exist for approving these types of shifts, and a new warning will be added as well that says “Approving this shift change request will result in a working hours violation. Do you want to continue?” Pressing yes on this warning would change the shift to the shift specified, and any constraints would be displayed on the employee’s week until the number of working hours was adjusted back down to 40:00.</p>	
Updated authorization on editing/deleting pending employee requests	Authorized users are now able to edit/delete requests that were created by proxy. Unless a request has been created by the employee the request is for, authorized users may edit and delete the request as the Application Parameters specify. The specific rules about editing shift change and shift swap requests that were implemented as a part of Release 11 (Multiple Pending Requests) will be maintained; no user, regardless of role, may edit these types of requests.	N/A
Adding an hour of OT to a 23:54 shift	An issue was reported by ZBW that they were unable to add an hour of overtime to the beginning of a 23:54 shift. This has been resolved. The user may now right-click a 23:54, select move shift, select the 'Add overtime at start' checkbox, check the override start time checkbox, specify 2300, and pick an OT reason from the dropdown. The shift is then created as having OT from 2300-0:00 and coverage from 0:00-08:00.	N/A
Partial Other duties request now show correct start/end time selectors after being ‘trashed’	An issue was reported by ZBW where the start/end time selectors were updated incorrectly after removing (hitting the trashcan icon) a partial Other duties request in the Create Other duty request dialog. This has been corrected, and the start/end time will automatically update to be the true start and end of the shift.	N/A
Maximum flex time is now remembered when creating shifts	An issue was reported by ZBW during the creation of new shift definitions; the maximum flex time duration as specified in the Application Parameters was not being remembered. The flex time would always incorrectly default to 1:00. This has been resolved, and creating new shift definitions / editing existing shift definitions will now correctly use the value specified in the Application Parameters when adding flex time (ex: 30 minutes).	N/A

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Moving a shift no longer causes shift/employee to disappear in Day of Operation form	An issue was reported by ZBW where an employee's initials were removed from the Day of Operation form when his shift was both changed to a new start time and shortened at the same time. This has been resolved, and moving employees will not cause them to drop from the DoO form.	N/A
Updated functionality on creating, editing, and deleting temporary shift assignments	<p>The rules for editing, creating, and removing temporary shift assignments have been updated:</p> <p>For Editing:</p> <p>1) When editing a temporary shift line, the user will not be allowed to edit any day that is previous to today's date. This means that they will only be allowed to right click on a date \geq today; on days before today, the Edit option will be grayed out with a precondition that says "Temporary shift lines may not be edited for days in the past." This will ensure that any days/shifts in the past are not changed at all as a result of the edit.</p> <p>2) If any shifts are assigned to today's date and beyond, the user will be prompted if they would like to retain the shifts or remove them from the employee. This will occur regardless of whether the schedule is published or unpublished. If retained, all shifts will stay assigned as they were prior to the edit. In the case that the RDOs were changed as a result of the edit, the shifts will still be retained and will be displayed with the appropriate constraint on the shift that alerts the scheduler a shift has been assigned on a non-working day.</p> <p>For example, assume today is February 16th. I have published schedules that end February 28th and a schedule that is created for the pay period after that (March 1st-13th) but it is unpublished. Right-clicking on any date prior to February 16th displays the Edit option as grayed out with a precondition. I edit the temporary shift line on February 16th. The Edit temporary assignment dialog will open with the start date as February 16th, and scrolling to an earlier start date will gray out the OK button with the same precondition. I set the start date as February 16th and the end date as March 10th. When I hit OK, I am prompted with whether I'd like to retain the shifts or remove them. I choose to retain them. If the assigned shifts in this date range no longer match the newly edited shift line, they are marked as Moves.</p>	N/A

OPAS Release Notes

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	<p>For Creating:</p> <p>1) Similar to editing a temporary shift line, creating a new one on top of published days will prompt the user if they would like to retain the shifts or remove them from the employee. If retained, all shifts will stay assigned as they were prior to the new temporary shift line creation. In the case that the RDOs were changed as a result of the edit, the shifts will still be retained and will be displayed with the appropriate constraint on the shift that alerts the scheduler a shift has been assigned on a non-working day.</p> <p>2) Temporary shift lines will not be able to be created previous to today's date. The user may not create a temporary shift line that started yesterday; only today and beyond.</p> <p>For Deleting:</p> <p>1) When deleting a temporary shift line, the user will not be allowed to delete any day that is previous to today's date. This means that they will only be allowed to right click on a date \geq today; on days before today, the Delete option will be grayed out with a precondition that says "Temporary shift lines may not be deleted for days in the past." This will ensure that any days/shifts in the past are not changed at all as a result of the delete.</p> <p>2) If any shifts are assigned to today's date and beyond, the user will be prompted if they would like to retain the shifts or remove them from the employee. This will occur regardless of whether the schedule is published or unpublished. If the shifts are retained when the temporary shift line is deleted, the shift line that the employee was originally assigned to will be shown in the schedule, and any shifts that are now considered Moves will be marked as such. In the case that the RDOs were changed as a result of the delete, the shifts will still be retained and marked with the correct constraint.</p> <p>When removing shifts (either through creating, editing, or deleting) any shift that falls inside the original duration and any shift that falls in the new duration of the temporary shift assignment will be removed.</p>	
Approve/deny dialog updated to show current scheduling numbers	For all Approve/Deny Dialogs, if an approval/denial changes the shift category numbers for that day, we will see text under the new 'If approved...' panel. If there is an adjustment to the supply based on approving the request, the number will be indicated in Bold. For example, if an approved shift change	N/A

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	<p>request from a Day Shift to an Eve shift is approved, the new supply number will be bolded in both the Day and Eve Shift sections. This would be consistent in all approve/deny dialog boxes. As an example:</p> <p>Day Shift: 11 --> 12</p> <p>Eve Shift: 10 --> 9</p> <p>Mid Shift: 1 --> 3</p> <p>This functionality also applies to denying already-approved requests.</p>	
Day of Operation form now opens with correct zoom / properly lined-up days	<p>ZBW reported an issue where the Day of Operation form's top row header (that displays days) did not always open correctly lined up with the rest of the form. This has been corrected, and the zoom has been fixed such that the entire two-week span is always displayed in the top of the form. This works when accessing the Day of Ops via the homescreen, via double-clicking the Schedule generation form's day header, and via double-clicking the Group schedule's day header.</p>	N/A
Creating multiple leave requests against days that are FWS	<p>The 'Create leave request for multiple days' functionality will be updated such that it does not matter the duration of each individual shift selected in the date range. This functionality will assume full day shifts regardless of what the duration is. If the shifts in the selected date range are 7-hours, 8-hours, and 9-hours long then the three leave requests created for these days will be for 7-hours, 8-hours, and 9-hours respectively.</p> <p>When creating the leave in the Leave request dialog (via clicking the + sign) the details given in the 'Leave / Excused absence type requested will always reference the standard shift duration that is defined in the Application Parameters. A label will be added above this panel that says 'For full shifts of leave, each day's full duration will be captured in the start and end time for the individual leave requests, even if it differs from the start/end time captured below.'</p> <p>This multiple-day leave functionality will behave similarly to single-day leave: if the Application Parameters specify that partial leave is allowed to be requested</p>	N/A

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	<p>in an unpublished schedule, then users will be allowed to request multiple days of partial leave in an unpublished schedule. In this case, the start and end time of the partial leave will be concrete/specific across all days: requesting a partial leave from 0800-1000 on each day in the date range will create a leave request from 0800-1000 for each day. For published schedules, partial leave spanning multiple days will always have a concrete/specific start and end time.</p> <p>For an unpublished schedule, where shift start times are not yet known, if the concrete start and end times do not fall within each shift in the date range the request will still be allowed to be created. Approving this partial leave will draw the leave where it falls in the Schedule Generation form; if the entire portion of the assigned shift does not overlap with the entire leave, a constraint will fire that says 'This shift has an approved leave request (<startTime> - <EndTime>) that does not fully overlap with the assigned shift.</p> <p>For a published schedule, the selected start and end time for a partial leave request on multiple shifts must fall within the start and end time of each shift that is specified in the date range. In the case that one of the selected shifts does not overlap fully, the request will not be allowed to be submitted. A precondition on the + sign in the Create leave request dialog will say 'Not all shifts included in multi-day request overlap with this start and end time.'</p> <p>If the facility does not allow this, then the checkbox that says 'Full day leave' will be displayed as checked and grayed out so that the user may not uncheck it. This is the way it behaves for single-day leave when the Application Parameters do not allow partial leave in an unpublished schedule.</p>	