

Vimsoft Inc.

VimBiz

Publication Report

April 2018
Version 1.0

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NEW REPORT: PUBLICATION ACTIVITY HISTORY

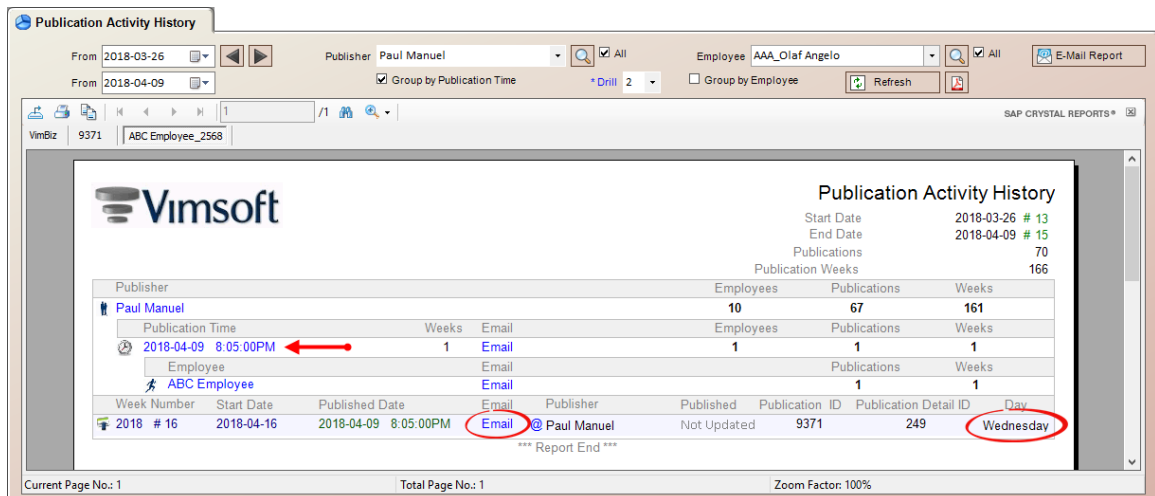
VimBiz now offers a report to track the details of every Publication action. The Publication Activity History report allows the selection of any date range to view the activities of one, or many, publishers and/or employees. The report can be grouped by Publisher or by Employee.

Path

Start > Scheduling > Employee Published Reports > Publication Activity History

The report can be drilled to view the details of each publishing action. VimBiz will log the selection options, including:

- The employee
- The week # and date
- The single shift to be published
- The selection of the email option
- If the resulting action of publishing the selected day or week was actually updated, or not updated.



Publication Activity History

From: 2018-03-26 | Publisher: Paul Manuel | Employee: AAA_Olaf Angelo | Group by: Publication Time | Drill: 2

Publisher	Employees	Publications	Weeks
Paul Manuel	10	67	161

Employee	Publications	Weeks
ABC Employee	1	1

Week Number	Start Date	Published Date	Time	Email	Publisher	Published	Publication ID	Publication Detail ID	Day
2018 # 16	2018-04-16	2018-04-09	8:05:00PM	Email	Paul Manuel	Not Updated	9371	249	Wednesday

*** Report End ***

VIMBIZ ENHANCED PUBLISHING WORKFLOW

- VimBiz will only update the Published Shift if the Schedule Shift was modified since the last published action for the same Shift. VimBiz will also update the Shift published version number to indicate how many times each Employee shift has been updated.
- The Publisher has multiple options when publishing Employee Shifts:
 - **One Week (one or many Employees)**

VimBiz will only update the Publish Shift if the Planner has modified the scheduled Shift after the shift was previously published. When the Employee week is processed for publishing, VimBiz will only update the shifts in the week required to be updated. If no shift updates are required, the shift's published date and version number will not be updated, however, an email will be sent, if selected.
 - **One Day for One Employee**

The Publication process is the same as the week publication process, and the report will indicate which day of the week was selected for publishing.
 - **Multiple Weeks for many Employees**

The Publication process is the same as the single week publication process, and the report will list all the employees and weeks that were selected for publishing.
- **Color Highlight in Red**


VimBiz will use the updated time from the Published Shift to highlight the report and the email HTML schedule text with a **RED** font to indicate which shift was updated in the email notification to the employee.

ENHANCED EMPLOYEE SCHEDULE PUBLISHED HISTORY REPORT

The Employee Schedule Published History report will highlight the most recent published Shift in **Red** to indicate the latest changes.

The new Published Shift font colors:

- **Red** Most recent published shifts in the last 7 days
- **Dark Red** Published in the last 24 hours, but not the most recent
- **Black** First published version or re-published prior to the last 7 days



Published History By Employee
 Start Date 2018-04-09 # 15
 Employee **Jane Doe**

Published By	Ver.	Ver.	Ver.	Ver.	Ver.	Ver.	Ver.
10-Apr-2018 16:12 @ # 15 John Doe	1	1	2	1	1	1	1
Mon Apr, 09	Tue Apr, 10	Wed Apr, 11	Thu Apr, 12	Fri Apr, 13	Sat Apr, 14	Sun Apr, 15	
08:00 - 19:00 Work 12:00 - 13:00 meal	08:00 - 19:00 Work 12:00 - 13:00 meal	07:00 - 08:00 Work 08:00 - 16:00 Work 12:00 - 13:00 meal 16:00 - 18:00 Work	08:00 - 19:00 Work 12:00 - 13:00 meal	08:00 - 19:00 Work 12:00 - 13:00 meal	D.O. (WE)	D.O. (WE)	

Published History Monday, 9 Tuesday, 10 Wednesday, 11 Thursday, 12 Friday, 13 Saturday, 14 Sunday, 15

Last Published Time	Monday, 9	Tuesday, 10	Wednesday, 11	Thursday, 12	Friday, 13	Saturday, 14	Sunday, 15
10-Apr-2018 16:12	8:00	8:00	8:00	8:00	8:00		
John Doe	08:00 - 19:00 Work 12:00 - 13:00 meal	08:00 - 19:00 Work 12:00 - 13:00 meal	07:00 - 08:00 Work 08:00 - 16:00 Work 12:00 - 13:00 meal 16:00 - 18:00 Work	08:00 - 19:00 Work 12:00 - 13:00 meal	08:00 - 19:00 Work 12:00 - 13:00 meal	D.O. (WE)	D.O. (WE)

Published Date	Publisher	Email	Published	Day
2018-04-10 4:12:08PM	John Doe	No @	Published	
2018-04-10 4:11:32PM	John Doe	No @	Published	

The new Published Shift font colors in the HTML email text are:

- **Red** All the re-published shifts in the last 12 hours for repeating emails.
- **Black** Previously published version or re-published prior to the last 12 hours

Example 1

If the publisher updates one shift only, the Tuesday published shift at 9:00, and selects the email option, the updated shift will be highlighted in **Red** in the HTML email message to the employee.

On the same day at 14:00, if the publisher updates the Friday published shift and selects the email option, the updated shift Friday will be highlighted in **Red** and the Monday Shift will also be **Red** in the HTML email message to the Employee even if the Employee was already notified of the Monday changes.

Example 2

If the publisher updates a published shift without selecting the email option, the publisher can re-publish the same shift within 12 hours, with the email option selected, and the updated shift will be highlighted in **Red** in the next HTML email message to the Employee.



Important note for first-time usage:

The logging of all publication actions is a new VimBiz functionality and existing, published, schedules will not have any historical records. Republishing a week that was published previously using the old VimBiz version will be considered the first publication action.

ABC Employee		First Publ. - 2018-04-09 4:16:05 PM
# 16		On Hold - 2018-03-18 8:00:00 PM
2018-04-16 3:00:00 AM		Last Publ. - 2018-04-09 4:16:48 PM
Monday Apr 16 9.00	PPS 16:00 - 00:00 ASGN, PMJG =====	
	18:00 - 19:00 meal, PMJG	
Tuesday Apr 17 9.00	PPS \$ 00:00 - 02:00 ASGN, PMJG =====	
	\$ 14:00 - 16:00 ASGN, PMJG =====	
	16:00 - 00:00 ASGN, PMJG =====	
	18:00 - 19:00 meal, PMJG	
Wednesday Apr 18 9.00	PPS \$ 14:00 - 16:00 ASGN, PMJG =====	
	16:00 - 00:00 ASGN, PMJG =====	
	18:00 - 19:00 meal, PMJG	
Thursday Apr 19 9.00	PPS \$ 14:00 - 16:00 ASGN, PMJG =====	
	16:00 - 00:00 ASGN, PMJG =====	
	18:00 - 19:00 meal, PMJG	
Friday Apr 20 7.27	PM2 09:00 - 16:46 Work, cam1 =====	
	\$ 16:46 - 18:45 Work, cam1	
Saturday Apr 21 0.00	L D.O. (WE)	
Sunday Apr 22 0.00	L D.O. (WE)	

VimBiz will always display the status of the email selection for the latest update of the Published Week.

The @ icon in the Published Schedule form and report

@ Email selected

@ Email not selected



Note: The @ icon in the Published Schedule form and the Published Schedule reports will represent the selection of the email the last time the Published Schedule Week was updated. However, if the Week is republished and there were no changes to any of the shifts, and therefore no updates, the Email selection status will not be updated.

One Day Publication

- If only one shift is published, and there are no changes, the published shift will not be published, and the email flag will not be updated.
- If only one shift is published and there is a change, the published shift will be published and the email flag for the week will be updated.

The publication action can result in 4 different scenarios:

Scenario	Updated Published Week	Email	Email flag on Published Schedule
1	Yes	Yes	Yes
2	Yes	No	No
3	No	Yes	Does not change
4	No	No	Does not change