OPAS Functionality

- **Schedulers should pay special attention to items highlighted in yellow**
- **All users should refer to the "How to details" column for instructions on how to use/access new functionality**

JIRA#	QP#	Solution	What Changed	"How to" details	Any Known Issues
827	3825	"Approve/Deny" to be renamed "Act on Request"	The context menu option of "Approve / Deny" has been updated to say "Act on Request" for all request types, locations, and authorizations.	To view this change in OPAS: 1. Right-click on the request and select "Act on Request."	
860	3424	Overriding shift swap requests as SUP/CIC (2980)	Authorized users will now have the ability to "Accept/Decline" shift swap requests by proxy on behalf of the 2nd Employee. The ability for CICs+ to accept or decline on behalf of another employee will be dependent on the existing "Request Approve/Deny" dropdown in the Application Parameters, which can be set to either CIC+ or Supervisor+. The existing "Approve/Deny" dialog for Shift Swap requests has been updated to display all 4 buttons ("Accept," "Decline," "Approve," and "Deny") in order to allow for authorized users to (1) turn an accepted swap into a declined swap, and (2) turn a swap into an approved or denied swap. If buttons are not available for use given the user and/or situation, then they will be grayed out with a precondition explaining why they are unavailable to use (displayed as a message when hovering over the button). The buttons have been separated into two groups, "Accept" and "Decline" in the Second Employee group and "Approve" and "Deny" in the Supervisor group. Further details:	To "Accept/Decline" shift swap requests by proxy on behalf of the 2nd employee: 1. Right-click on the request and select "Act on Request." 2. Review all information for the request. 3. Add reason, as appropriate. 4. Accept or decline the shift swap request.	

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			(1) Proxy acceptances/declines will be captured in the Audit Trail using the name of the employee who made that action, and will contain the phrase "Employee shift swap request accepted (or declined) by proxy for second employee." (2) If a shift swap has been accepted or declined by proxy, the 2nd employee (the recipient) will still be able to change that decision on their own behalf (i.e.: going from "Accept" to "Decline," or from "Decline" to "Accept"). (3) If a shift swap has been accepted or declined by proxy, other authorized users who are able to accept/decline by proxy may also change that decision for the recipient (i.e.: going from "Accept" to "Decline," or from "Decline" to "Accept"). (4) The initiator will still be able to delete the request prior to Supervisor approval regardless if accepted (proxy or otherwise) or not - this means that if the Supervisor has not yet approved or denied it, the initiator will still be able to delete that request. This update is also in OPAS Lite		
796	3604	Leave Request Against a Shift with Split	The functionality regarding Leave against split shifts has been updated to ensure that employees are not charged hours against split/unassigned portions of their shift. The following rules have been implemented: (1) Leave will only be charged against time that is worked (2) Split portions of a shift (unassigned time) will not count against leave balances. Example, using the following shift: 06:00 – 10:00 Coverage	NA	Denying a leave request on a split shift changes coverage to unassigned. **Work-around:** this example can be mitigated if the user

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			10:00 – 12:00 Unassigned (split) 12:00 – 16:00 Coverage Submitting a Leave request against this full shift will be submitted as a ten-hour duration, only eight hours of which will apply to Leave (i.e., 0600-1600). When approved, the employee will only be charged eight hours (not ten). The Leave activities will continue to be drawn the same way; however, the counters will be changed such that the Unassigned (split) portion does not count against the employee's leave balance. This update is also in OPAS Lite		manually adjusts the activities on the shift again by using the Edit Shift Details function. The user may open up Edit Shift Details and drag-and-drop a Coverage activity onto the Unassigned portion. Then, they may drag-and-drop within the Coverage portion to clear out the appropriate portions of the shift that ought to be Split (unassigned).
808	2874	Notification for Previously Denied Leave	The existing warning that fires when acting on an employee request out of order has been updated such that it will fire if there is a denied request in line before it (higher up in the Sort Order). This update is also in OPAS Lite	NA	
815	2956	Special Circumstances Leave Request Notes in Day of Operation in OPAS and OPAS Lite	The following changes have been made: On the Leave/Absence Request Dialog: 1. "New Notes" has been re-labeled as "Notes (public)."	When submitting a leave/absence request: 1. Select the "FMLA" or "Special Circumstances Leave" checkbox, if appropriate. 2. Add "Notes (Public)" or "Special Circumstances" comments, as appropriate. 3. Select "OK" to submit the request.	

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			2. When a request is marked as "Special Circumstances," the "Notes (public)" field will be grayed out. 3. When a request is marked as "Special Circumstances," a new comment box labeled "Special Circumstances" will become available. (Comments are not required.) 4. Any information entered in the "Special Circumstances" comment box is only viewable in the Approve/Deny dialog box and not in any panels.		
840	3503	The Notes section in Requests needs to indicate if it's an RTS.	In OPAS, all shift change requests that are considered "Return To Shift" shift change requests will be labeled as such. Only RTS shift change requests will contain this label of "(RTS)"; any other shift change request created that is not the result of publishing a schedule with a move for that employee will not trigger the "(RTS)" label to appear next to that shift change request. This update is also in OPAS Lite	To view this change: 1. Navigate to the "Requests" panel on the "Day of Operations" form.	
822	3508	RDO change requests only show on the 1st day of action	The following changes have been made surrounding the RDO Change request functionality: (1) RDO Change requests are now listed in the Requests panel for both days that are involved in the change. This will maintain consistency with the Group Schedule form, which has always shown the requests listed for both days. (2) Approving an RDO Change request will now update the Audit Trail for both changed days. a. When a shift is assigned as a result of an approved RDO Change request, the Audit Trail will now say "<Employee.DisplayName> assigned a 06:00 shift via RDO Change Request." b. When an RDO is assigned as a result of an approved RDO Change request, the Audit Trail will say	To view these changes: 1. Navigate to the "Requests" panel on the "Day of Operations" form. 2. RDO Change requests are now listed for both days that are involved in the change.	

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			"<Date> has been set as a rest day due to an approved RDO Change Request." This update is also in OPAS Lite		
800	3647	Setting the Request Time Limits for Shift Change Requests appears incorrect	An issue was discovered regarding the Application Parameter that determines the number of days in the future that a Shift Change request is allowed to be submitted. Before, the number specified here was not being followed; the only rule that was being followed was whether the day was a Published day. This has been resolved, and now Shift Change requests will follow the number of days specified in the Application Parameters *and* whether the day is Published or not.	NA	
853	3687	Cancelled requests able to be resubmitted with exact parameters as original request	After a Leave request has had a Cancellation request approved against the Leave, it is now possible to submit a new Leave request using the exact same parameters as the original request. If a Leave request has been officially Cancelled (i.e., approved Cancellation request against it), then this Leave request will not be counted in whether or not it's a duplicate when that employee submits a new Leave request to replace the cancelled one. This functionality only applies to cancelled requests; requests that have been Approved, Denied, and left Pending should still prevent duplicate requests from being submitted. This update is also in OPAS Lite	NA	

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859	3400	Sharing an employee from one area to another removes from one area, but does not show in the other	The functionality surrounding shared shifts has been updated to allow shifts of different roles to be shared in to areas not currently scheduling those roles. Furthermore, users may now also choose to change the role of the shift that is currently being shared. This functionality will be handled using the "Edit Shift Details" dialog, which now contains a "Role" checkbox and dropdown along with the usual "Area" checkbox and dropdown. Further details: (1) Sharing employees between areas, regardless of their role, will be possible. a. If the role already exists in the receiving area, the shared shift will be displayed in both the Group Schedule and Schedule Generation forms as normal using current functionality. b. If the role of the shared employee does not exist in the receiving area, a new section in both the Group Schedule and Schedule Generation forms will be automatically drawn to display the shared shift. This new section will contain the capacity chart (i.e., M: [0/0]) in one row and the shared shifts of that role in the next row. c. If the role of the shared employee does not exist in the receiving area, the shift will count as [1/0] against that role. (2) Sharing employees into a different scheduling area and specifying their shift as a different Role will also be possible. a. In the "Edit Shift Details" dialog, a new Role checkbox and dropdown will be added so that a scheduler can select a different role that the shift should be shared as if desired.	To share an employee from one area to another with different roles: 1. Right-click on the shift you want to share to another area. 2. In the "Edit Shift Detail" dialog box, check the box next to "Area" in the upper right corner. Select the new area from the area dropdown menu. Note that only areas with schedules existing for the same time period will populate in this dropdown menu. 3. If you wish to have the employee's role (i.e. CPC transitioning to SUP) in the new area be different, select the checkbox next to "Role" and pick the appropriate role from the dropdown menu. 4. Select "Exit" to finalize your changes. If you have made a mistake, select "Revert" BEFORE hitting "Exit," and the shift will no longer be shared.	

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			b. If the scheduler chooses not to select a different role, then the shift will be shared in using the original role of the shift. (3) The existing functionality of converting a CPC shift to a CIC shift will continue to function as expected. This update is also in OPAS Lite		
832	3619	Other Duties display and sort does not match between Lite and OPAS	The Day of Operation form's "Other Duties" panel now matches the "Other Duties" panel within the OPAS Lite tool. The Day of Operation form's "Other Duties" panel is now able to break down the individual activities in its list, which means that the employees are listed according to the start time of the actual Other Duty (and not the start time of the shift in general). This update is also in OPAS Lite	NA	
804	2898	Excused Absence Request / CRU Codes	A CRU Code is now allowed to apply to multiple Excused Absence types, multiple Leave types, and multiple manually-made Activity types at the same time. Activity types that are pushed from CRU will continue to be owned by the CRU database; therefore, manual changes to these codes will be prevented.	NA	
809	3623	Audit Trail for opting in/out of notifications	All of the actions listed below have been added to an employee's Audit Trail information: 1. Opted In 2. Opted Out 3. Added Notification Phone 1 4. Deleted Notification Phone 1 5. Edited Notification Phone 1 6. Added Notification Phone 2 7. Deleted Notification Phone 2 8. Edited Notification Phone 2 9. Edited Carrier 1 10. Edited Carrier 2 11. Added Email 1	To view Audit Trail for notifications: 1. Select "Show Employee Details" from the "Home Screen." 2. Navigate to the "Audit Trail" tab where notification changes will be captured.	

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			12. Edited Email 1 13. Deleted Email 1 14. Added Email 2 15. Edited Email 2 16. Deleted Email 2 Furthermore, when testing the notification, an entry is made to the employee's Audit Trail, specifying the date and time as well as what phone numbers and e-mail address have been tested. Example: 10/09/13 11:43 / John Faa Employee notifications tested Sent to Notification Phone 1 / details: 1234569388@vtext.com Sent to Notification Phone 2 / details: <> Sent to Notification E-mail 1 / details: john.faa@faa.gov; johnfaa123@gmail.com Sent to Notification E-mail 2 / details: <>		
873	2985	Convert to Supervisor Shift Issues	A few label updates have been made to the existing "Convert to CIC/Sup Shift" functionality: (1) In the Day of Operation form, the label next to converted shifts now says "CIC." (2) The tooltip now says "Coverage (CIC)" when hovering over the shift in the "Shift Details" panel for shifts that were converted to CIC shifts. (3) In the "Edit Shift Detail" dialog, the shift block itself has been labeled as "Coverage (CIC)" for shifts that were converted to CIC shifts. (4) The name of the context menu item has been changed from "Convert to CIC/SUP Shift" to say "Convert to CIC Shift" instead. Note: In order to display the new "CIC" label properly in the "Scheduled Shifts" panel of the Day of Operation	Changes occur in the following places: 1. In the Day of Operation form, the label next to converted shifts now says "CIC." 2. The tooltip now says "Coverage (CIC)" when hovering over the shift in the "Shift Details" panel for shifts that were converted to CIC shifts. 3. In the "Edit Shift Detail" dialog, the shift block itself has been labeled as "Coverage (CIC)" for shifts that were converted to CIC shifts. 4. The name of the context menu item has been changed from "Convert to CIC/SUP Shift" to say "Convert to CIC Shift" instead.	

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			form, the column of "Display Role" must be added in place of the existing "Role" column and redefined for all Day of Operation views. This applies to any user-made Day of Operation views as well.		
811	3350	Day of Operation panel/column names and what shows when hovering	The following changes have been made to the Day of Operation view: 1. Every panel that displays the employee name column for an employee has been updated to use the DisplayName attribute instead, titled. This includes the following panels: a. Shift Details b. Open Requests c. Other Duties d. Briefing Period e. Overtime / Comp / Credit f. Leave / Absence g. Regular Days Off h. Day in Lieu of 2. The "Open Request" panel's "StatusImg" column has been renamed "Status." 3. The "Notes" panel's "Name" column has been renamed "Entered By." 4. For the "Day in Lieu of" panel: a. The "Display Name" column has been added and titled "Name." b. All other columns from this panel have been removed. 5. "Briefing Period" panel a. The "Start Time" column has been removed. b. The "End Time" column has been removed. c. The "BriefingPeriodTimes" column has been renamed "Briefing." Relevant items have also been updated in OPAS Lite	To view these column changes: 1. Navigate to the "Day of Operations" form from the "Home Screen."	

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864	3501	Sorting Midnight shifts in Shift Definitions panel in SG form	The following changes will be made to the Schedule Generation view: 1. The Duration column has been added to the "Shift Definition" pane and named "Duration." 2. The Duration column has been used as the third sort criteria for the "Shift Definitions" pane, sorted in ascending order.	NA	
849	3595	Incorrect shading/legend on Schedule Generation for Sick Leave	All Leave types, include Sick Leave, is now displayed in the same dark green color.	To view this change: 1. Navigate to the "Schedule Generation" page from the "Home Screen."	
806	3608	Shift Tooltip: move when start time is the same but duration is different	The following changes have been made to the tooltip when using Shift Definitions: 1. If only the start time changes: "Shift assigned (<new start time>) is different from shift line (<shift line day start time>)." 2. If only the duration changes: "Shift assigned (<old start time>) duration has changed to (<new shift duration>)." 3. If both the start time and duration change: "Shift assigned (<new start time>) with a duration of (<new shift duration>) is different from shift line (<shift line day start time>)."	NA	
879	2976	Phone Number for Overtime (3488)	The following changes have been made: 1. The "Primary Number" label is renamed "Overtime Number" in the "Employee Details" dialog. 2. The second textbox field is renamed "Secondary Phone" in the "Employee Details" dialog. 3. The "Overtime Number" and the "Secondary Phone" textboxes have been made wider. 4. The "Overtime List: Full Shift" and "Overtime List: Holdover" dialogs have been updated with the "Overtime Number" label.	Employees should verify that their Overtime phone numbers are correct. To view the updated phone number for over time: 1. Select "Show Employee Details" from the "Home Screen." 2. A dialog box opens and "Overtime Number" is shown on the "Personal Info" tab. "Secondary Phone" has been removed from the following places:	

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			5. The "Call Information" dialog has been updated with the "Overtime Number" label. 6. The "Secondary Phone" column has been added to the "Area Phone List," and the correct label added to the "Overtime Number" column A few places were noticed to still be using the "Secondary Phone" information in the Overtime Call Lists. This information has been removed from view in the following places: (1) The tooltip when hovering on an employee in the "Overtime List: Full Shift" and "Overtime List: Holdover" dialogs will no longer display "Secondary Phone." (2) Selecting an employee in the "Overtime List: Full Shift" and "Overtime List: Holdover" dialogs and then viewing the labels beneath the list will no longer display a "Secondary Phone" section. (3) The "Call Information" dialog that opens when clicking "Call" no longer displays Secondary Phone. Furthermore, the tooltip that displays when hovering over an employee in the "Overtime List: Full Shift" and "Overtime List: Holdover" dialogs will correctly reference "Overtime Number" instead of "Primary Phone."	1. The tooltip when hovering on an employee in the "Overtime List: Full Shift" and "Overtime List: Holdover" dialogs will no longer display "Secondary Phone." 2. Selecting an employee in the "Overtime List: Full Shift" and "Overtime List: Holdover" dialogs and then viewing the labels beneath the list will no longer display a "Secondary Phone" section. 3. The "Call Information" dialog that opens when clicking "Call" no longer displays Secondary Phone. Furthermore, the tooltip that displays when hovering over an employee in the "Overtime List: Full Shift" and "Overtime List: Holdover" dialogs will correctly reference "Overtime Number" instead of "Primary Phone."	
816	2948	Day of Operation Consistency	The following changes have been made: 1. The legend has been updated to "~ Coverage Duration Does Not Equal Entire Shift Duration." 2. When a shift has OJT and coverage, the shift will show only an (*). 3. When a shift has OJT, and the shift does not match the duration, it will show both (~*). This update is also in OPAS Lite	To view change #1: 1. Navigate to the "Day of Operation" page. 2. Click legend button (tri-color symbol) is found on the top-right of the page. To view change #2 and #3: 1. Navigate to the "Day of Operation" page. 2. Changes found in the "Scheduled Shifts" panel of this page.	

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862	3192	Absence Counters: filter out past years	The "Excused Absence" counters from other Year Plans have been filtered out of view in the "Absence Counters" tab of the "Employee Details" dialog.	NA	
869	3336	OT call-in balance not updating in Manage Employees	It is now possible to see all employees' OT Balances in the "Employees" panel of the Manage Employees form. This number will match the same total that is seen in the "Overtime Hours Report" and in the "Overtime List: Full Shift" and "Overtime List: Holdover" dialogs for that day. Furthermore, it is also possible to edit an employee's "Holdover Balance" and their "Full Shift balance." Two new context menu items have been added when right-clicking on an employee's name in both the Manage Employees form and the "Overtime Calls Report:" one is "Adjust Full Shift OT," and the other is "Adjust Holdover OT." The following defaults apply to both the "Full Shift Overtime Adjustment" dialog *and* the "Holdover Overtime Adjustment" dialog: -The employee will be the employee who was selected when the option was selected. -The default "Date of Adjustment" will be today's date -The default "Current OT Balance" field will be the value of that employee's current overtime balance (either Full Shift or Holdover, depending on what option was chosen) as of today's date. The user will specify the new OT Balance for that employee. This value will be allowed to be negative. Once the new value is filled in, the "Adjustment" field will populate with the difference between the Current	To view employee OT balance: 1. Select "Manage Employees" from the "Home Screen." 2. OT balances are shown in the "Employees" panel. To make a manual adjustment to an employee's full shift overtime balance: 1. Right-click in the "Employees" pane and select "Adjust Full Shift OT." In the "Full Shift Overtime Adjustment" dialog box, select the "Date of Adjustment" using the date selectors. 2. Adjust the current overtime balance using the "New Full Shift OT Balance" selectors. 3. Fill in the "Remarks" section. This information is required in order for OPAS to process the adjustment. 4. You can also adjust the full shift overtime balance from the "Overtime Calls Report" from the "Reports" dropdown menu. To make a manual adjustment to an employee's holdover overtime balance: 1. Right-click in the "Employees" pane and select "Adjust Holdover OT." 2. In the "Holdover Overtime Adjustment" dialog box, select the "Date of Adjustment" using the date selectors. 3. Adjust the current holdover overtime balance using the "New Holdover OT Balance" selectors.	

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			OT balance and the New OT balance, and will list either + or - to signify a positive or negative change. The user may not press OK unless both the "Adjustment" field is not equal to 0 and the "Remarks" field is filled in. This adjustment will be captured in the employee's Audit Trail information. Lastly, all manual adjustments to an employee's Holdover or Full Shift OT balance will be captured in the "Overtime Calls Report," located under the Reports menu.	4. Fill in the "Remarks" section. This information is required in order for OPAS to process the adjustment. 5. You can also adjust the holdover overtime balance from the "Overtime Calls Report" from the "Reports" dropdown menu.	
829	3396	Change "Call-In" to "Full Shift" Overtime	The following changes have been made regards to instances of "Call-in" Overtime within the OPAS application: (1) In the Application Parameters, the following changes have been made: a. The section called "Overtime / Holdover Call List Response" has been renamed to be "Full Shift / Holdover Overtime Call List Response." b. The "Full Shift Overtime Sort Includes" dropdown has been changed to have the following options: i. Full shift hours only ii. All hours (full shift and holdover) c. The "Holdover Sort Includes" dropdown has been changed to have the following options: iii. Holdover hours only iv. All hours (full shift and holdover) (2) In the Overtime call lists, the Full Shift call list has been changed from "Overtime List: Call-in (Full Shift)" to say "Overtime List: Full Shift" instead.	To view change #2, navigate to the Overtime call-lists: 1. On the top toolbar of OPAS, click "Full Shift Overtime," OR; 2. Go to the "Day of Operation," right-click on shift in the "Scheduled Shifts" panel, and select "Full Shift Overtime." To view change #3: 1. Navigate to the "Manage Employees" form from the "Home Screen."	

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			(3) In the Manage Employees form, the following changes have been made: a. The "Create/Edit Overtime Status" dialogs have been updated to say "Starting Balance Full Shift." b. The "Call-in Balance" column in the Overtime Status panel has been renamed to be "Starting Full Shift Balance."		
850	3489	Date in header of GS does not update when selecting a different date	When a user selects the options "Go to Date," "Go to Today," and "Go to Pay Period" in the Group Schedule form, the chosen date is now automatically selected (clicked) by default as well. This means that the previously-selected date is no longer chosen, and users are no longer required click the new day to change the day selection. This will ensure that the displayed date label in the OPAS toolbar and the requests in the Requests panel are updated to show the date that was chosen.	NA	
875	3585	Area Phone List is not sortable	The "Area Phone List" now has the following columns: 1.Employee Initials 2.Last Name 3.First Name 4.Current Role 5.Overtime Phone 6.Secondary phone The default sort is based on the "Last Name" column in ascending order, and the user has the ability to sort on any column.	To view this change: 1. Navigate to the "Reports" option on the top toolbar and select "Area Phone List" from the drop-down. 2. Click on any column heading to sort the list accordingly.	
854	3600	OT Assignment Dialog Box does not match parameters chosen when turning shift into an OT shift	The "Overtime List: Full Shift" dialog will now open intuitively if right-clicking on an Overtime shift in the shift bank in Schedule Generation. In this case, opening the "Overtime List: Full Shift" dialog will open the list displaying the start time, end time, and Overtime reason of the shift that was clicked on by default. If the	NA	

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			user decides to keep these attributes and assign the Overtime shift, this OT shift will be removed from the bank and assigned to the employee. If the user decides to change any attributes (start time or end time or OT reason), the originally clicked-upon OT shift will remain in the shift bank and a new Overtime shift with the new attributes will be assigned to the employee in its place. The "Overtime List: Holdover" dialog will also open displaying the next two hours after a shift ends for the shift that was right-clicked on. This applies to both right-clicking on an Overtime shift in the bank and right-clicking on a regular Coverage shift in the bank.		
857	3637	Exporting to "Retired" area still shows employee in Group Schedule	When an employee does not have any assigned shifts in a pay period due to being retired or transferred, they will not be displayed in the Group Schedule. When the first pay period that exists after the employee is gone does not contain any assigned shifts for that employee at all, then that employee will no longer displayed in the Group Schedule form effective immediately. Instead, they will be hidden by default. A new context menu in Group Schedule has been added called "Show Retired." a. By toggling this option on, all employees that have been retired or transferred are displayed at the bottom of their Role's section in the Group Schedule. b. All departed employees are displayed with a white (empty) shift line drawn for them starting the date of their departure, in order to signify that they have no shift line and no shifts assigned to them from that date forward. c. The departed employees' assigned shifts for days prior to their departure are displayed and will be visible	The "Show Retired" option can be accessed as follows: 1. Navigate to the "Group Schedule" page from the "Home Screen." 2. Right-click on any employee and select "Show Retired."	

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			if the user decides to scroll the Group Schedule Gantt Chart back in time.		
871	2934	Supervisor OT Roster	In certain facilities, users will want to see which employees are eligible to work overtime, even if those employees are from a different scheduling area or are a different role (or both). A new report has been created that will allow users to select certain roles, or certain areas, or a combination of both in order to see who might be available for Overtime in a specific area. 1. The report is located in the Reports dropdown and is called "Overtime Rosters." 2. In this report, there are filter panels: one for "Role" and one for "Area." Users are able to select multiple entries from both filters (i.e.: Devs and CPCs in the Roles panel and Area C and TMU from the Area filter). a. The Role filter displays only roles that are used in the facility. b. The Area filter displays all scheduling areas located within that facility. 3. The OT Rosters report will contain the following columns: a. DisplayName (called Name) b. Volunteer Status c. Employee Role d. Area e. The employee's most up-to-date Overtime balance, as it displays in both the "Overtime Hours Report" and in the "Overtime Call List" (based on Application Parameters for Published / Unpublished days) f. Overtime Phone Number	To access the "Overtime Rosters" report: 1. Select the "Reports" option on the top toolbar. 2. Scroll down and select "Overtime Rosters." Note: The user can select to view different roles using the checkboxes in the "Role" pane, view employees from specific areas using the checkboxes in the "Area" pane.	

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			4. The “Overtime Roster” report is sortable and uses a default sort order of Overtime Balance in ascending order. 5. Similar to the “Overtime Hours Report,” the “Overtime Roster” report will update itself based on newly assigned overtime. This means that the employee's OT balance will always be as up to date as possible. 6. The authorization to view the “Overtime Roster” report is CIC+.		
878	3377	Way to view every instance of Overtime activities	A new report has been created in OPAS that displays all OT shifts that were assigned within a scheduling area. (1) The report is listed under the Reports header of the OPAS toolbar, called "Employee Overtime Instances." (2) The report contains the following columns -Date of the Overtime -Employee -Hours (Duration of the OT) -Shift Details --> i.e. “Coverage (CPC) Special Projects" -Overtime Code -Assigned By -How it was assigned a. Scheduled / No call list (includes drag-and-drop actions, anything that did not use either call list) b. Full Shift OT List c. Holdover OT List The user has the ability to select the area and/or dates for which the information is displayed. Manual adjustments to an employee's overall Overtime balance and manual adjustments to what an employee	To access the “Employee Overtime Instances” report: 1. Select the “Reports” option on the top toolbar. 2. Scroll down and select “Employee Overtime Instances.”	

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			was charged for a specific OT shift will both be captured using the "Overtime Calls Report."		
872	3333	Removing an OT Shift	A new nested context menu has been created called 'Overtime' when right-clicking on a shift the Group Schedule form, the Schedule Generation form, and in the "Shift Details" panel of the Day of Operation form. This nested menu contains three options that will allow for the deletion, reassignment, and 'Return to bank' functionality as it relates to Overtime shifts. In the nested context menu there are the following options: 1. "Unassign Overtime:" This option will return the Overtime shift to the shift bank and remove the Overtime hours from the employee's Overtime balance counter. 2. "Reassign Overtime:" This option opens the call list for that exact Overtime shift (including the Start time, End time, and Overtime reason). When the Overtime shift is reassigned to someone else, the original employee's overtime hours will decrease while the newly assigned employee's Overtime hours will increase. 3. "Cancel Overtime:" This option deletes the Overtime shift entirely and removes the Overtime hours from the employee's Overtime balance counter. These three nested menu options apply only to Overtime shifts; if any of them are attempted to be executed against non-Overtime shifts, the three options will be grayed out with a precondition that says 'This shift is not an overtime shift.'	Within "Group Schedule" form, "Schedule Generation" form, or in the "Shift Details" panel of the "Day of Operations" form, a user can perform the following actions on a full overtime shift: **Unassign Overtime** 1. Navigate to the forms listed above from the "Home Screen" 2. Right-click on a full overtime shift. Navigate to the "Overtime" menu, and select "Unassign Overtime." 3. The overtime shift will be unassigned. The shift will be recorded as "Cancelled" in the Overtime Call List, and "Returned to Shift Bank" in the Audit Trail for the day. **Reassign Overtime** 1. Right-click on a full overtime shift. Navigate to the "Overtime" menu, and select "Reassign Overtime." 2. The "Full Shift Overtime List" dialog box will open with the information about the shift you selected prepopulated. 3. If necessary, change the role you would like to reassign overtime for in the "Role" dropdown menu. Employees of that role will populate the "Employees" pane below. 4. If necessary, adjust the start time of overtime shift you would like to reassign. 5. Adjusting the time filter expands the OT eligibility window by the amount of time in	

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			The authorization on these three nested menu options will be Supervisors and above.	the filter. By adjusting the time filter, you are saying, "I need OT at a certain time but I will take it up to the 'time in filter' earlier/later." 6. The default for this dialog box is to show only employees eligible to work the overtime shift. To see all employees, right-click within the "Employees" pane or on an employee's name and select "Show All Employees." The "Considerations" column will provide information as to why they were not included in the original sort. 7. If necessary, adjust the reason for the overtime using the "Overtime Reason" dropdown menu. 8. To assign the overtime to someone on the list, select their name then select "Assign." 9. To call the first person on the list, select "Call." A dialog box will open where you can record the result of the call: a. Voicemail b. No answer c. Assigned d. Excused e. Declined f. Remarks, as appropriate 10. Select "OK" to complete. 11. Repeat this process until you have reassigned the overtime shift. 12. If you are unable to find an eligible volunteer, you can assign the OT using the Non-Volunteer List. Simply select the "Non-Volunteers" tab and proceed as outlined above. 13. In the Overtime Calls List, the shift will be recorded as "Reassigned to [employee]" and a new record for the new employee will be created. The Audit Trail for the overtime shift	

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				will indicate that it was first assigned to the first employee and then assigned to the new employee. **Cancel Overtime** 1. Right-click on a full overtime shift. Navigate to the "Overtime" menu, and select "Cancel Overtime." The overtime shift will be cancelled. The shift will be recorded as "Cancelled" in the Overtime Call List.	
866	3343	OT assignment of midnight shift	The start date of the shift has been added to both the "Overtime List: Full Shift" and "Overtime List: Holdover" dialogs and is labeled as "Assigned Shift Preview."	To view these changes, navigate to the Overtime list: Full Shift or Holdover dialog boxes: To view "Overtime List: Full Shift" dialog box: 1. On the top toolbar of OPAS, click "Full Shift Overtime," OR; 2. Go to the "Day of Operation," right-click on shift in the "Scheduled Shifts" panel, and select "Full Shift Overtime." To view "Overtime List: Holdover" dialog box: 1. Go to the "Day of Operation," right-click on shift in the "Scheduled Shifts" panel, and select "Holdover Overtime."	
881	3560	Holdover OT error	An issue was discovered whereby employees whose shifts ended at midnight were incorrectly not being displayed in the "Overtime List: Holdover" dialog for holdover after their shift ended. This has been corrected, and employees whose shifts end at midnight will now be displayed correctly.	NA	
846	3617	Capturing deleted and reassigned OT shifts in the "Call List" panel in the "Overtime List: Full	The "Call List" panel in the "Overtime List: Full Shift" and "Overtime List: Holdover" dialogs will now capture instances of Overtime shifts being deleted or assigned away, following this set of rules:	To view these changes, navigate to the Overtime list: Full Shift or Holdover dialog boxes: To view "Overtime List: Full Shift" dialog box:	

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		Shift" and "Overtime List: Holdover" dialogs	(1) If the Overtime was assigned and then was deleted / returned to the Shift Bank while the schedule is Unpublished, OPAS will remove the captured entry in the "Call List" panel entirely. This means the original entry of "<Employee>: Assigned" entry would be removed entirely. (2) If the Overtime was assigned and deleted / returned to the Shift Bank in a Published schedule, OPAS will capture it as 'Cancelled.' Example would be "<Employee>: Cancelled." (3) If the Overtime was reassigned to another person, the original entry will be updated to say "Reassigned to <DisplayName>" and a new entry will be created for the new recipient that says "Assigned." This will apply for both reassigning OT using the "Reassign" context menu item and using drag-and-drop.	1. On the top toolbar of OPAS, click "Full Shift Overtime," OR; 2. Go to the "Day of Operation," right-click on shift in the "Scheduled Shifts" panel, and select "Full Shift Overtime." To view "Overtime List: Holdover" dialog box: 1. Go to the "Day of Operation," right-click on shift in the "Scheduled Shifts" panel, and select "Holdover Overtime."	
861	3385	Seniority by bid year report	The "Seniority List" report has been updated with the following: 1. The column of "CurrentRanking" has been renamed to say "Ranking" instead. 2. A dropdown that contains a list of all Roles has been added to the top menu of the report. 3. A dropdown that contains a list of all created Year Plans has been added to the top menu of the report.	To access the "Seniority List" report: 1. Select the "Reports" option on the top toolbar. 2. Scroll down and select "Seniority List." Note: The rank listed is as of the current date.	
844	3704	Unable to delete a proxy request / Audit Trail when impersonating	A change has been made pertaining to the Audit Trail created for actions executed by Quintiq Administrators. In all cases, the log-in name of the user executing the transaction will be captured in the Audit Trail for that action. This will include deleting employee requests and all other actions. Furthermore, the functionality behind submitting proxy requests has been updated such that the proxy creator	NA	

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			of the request will also be able to delete it. The rule that "Only the creator, the person that the request is on behalf of, and FLAs may delete the request" will be followed. Requests will continue to only be allowed to be deleted if they have not yet been acted upon (i.e., Pending). This update is also in OPAS Lite		
836	3717	Employees still showing in requests panel that were once assigned in another area	Only employees that are currently in the area you are working in are visible in the dropdown from the "Employee Requests" form. This update is also in OPAS Lite	NA	
831	3339	Overtime Availability Status for employees w/ minimum rest violations (3303)	When opening the "Overtime List: Full Shift" and "Overtime List: Holdover" dialogs, the column formerly labeled as "Unavailability Reason" will now be labeled as "Considerations." When viewing an employee with leave on the workday before the Overtime, the "Consideration" column will say "Employee has leave on the workday before their RDO." When viewing an employee with leave on the workday after the Overtime, the "Consideration" column will say "Employee has leave on the workday after their RDO." When viewing an employee with leave on both the workday before *and* the workday after, the "Consideration" column will say "Employee has leave on both sides of RDO."	To view these changes, navigate to the Overtime list: Full Shift or Holdover dialog boxes: To view "Overtime List: Full Shift" dialog box: 1. On the top toolbar of OPAS, click "Full Shift Overtime," OR; 2. Go to the "Day of Operation," right-click on shift in the "Scheduled Shifts" panel, and select "Full Shift Overtime." To view "Overtime List: Holdover" dialog box: 1. Go to the "Day of Operation," right-click on shift in the "Scheduled Shifts" panel, and select "Holdover Overtime."	
781	3824	Approved Partial Leave in an Unpublished Schedule	Two changes were implemented pertaining to approved partial leave in a schedule: (1) Working Hours per Week calculation changes, and (2) Employee Leave Balance calculation changes.	These changes will affect the "Schedule Generation" form. To access this form: 1. Navigate to the "Schedule Generation" from the "Home Screen."	

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			Working Hours per Week calculation changes: (1) The working hours per week calculation was updated to exclude hours that are a part of an approved partial leave request, *regardless* of whether it overlaps with an assigned shift, and *regardless* of whether the day is published or unpublished. Approved partial leave requests will never count in the employee's working hours per week calculation. (2) In an unpublished schedule, any portion of the approved partial leave request will still be drawn in a green overlay on the appropriate portion of the employee's day. These hours will NOT count separately in the working hours calculation. (3) Upon publication, the green overlay will still convert to a leave (or excused absence) activity for any portion of the assigned shift that it overlaps. Any portion of the approved partial leave's green overlay that does not end up overlapping with the assigned shift will be removed from the view as usual. Employee Leave Balance calculation changes: (1) The Leave Balance calculation was updated to ensure that employees are not charged for any approved partial leave that doesn't overlap with their assigned shift. (2) While schedules are still unpublished, employees will be charged the exact number of hours of leave that they submitted in their partial request. This means that if they submit a 5-hour partial leave, they will be charged 5 hours in their leave balance.		

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			(3) Once the schedule is published, the Leave Counter will update itself to *only* count the number of leave hours that overlap with the assigned shift for that day. At the time of publication, if the approved partial leave does not fully overlap with the employee's assigned shift for that day, then any hours that do not fall over the assigned shift will need to be credited back to the employee.		
1429	3857	(3855) Update to existing leave request when there is an approved shift change request	When opening the Approve/Deny leave request dialog, the start and end times of the shift are displayed correctly in the panel on the right when a shift change request has been submitted and approved since the submission of the Leave Request.	NA	
1223	3927	Approved RDO change request shows incorrect tooltip in Group Schedule	An issue was noticed by an end user whereby all existing RDO Change requests were incorrectly displaying two constraint violations when hovering over them in the Requests panel. Both "This shift assignment would overlap with an already existing shift assignment" and "Approving this request would result in a working hours violation" would display for every RDO Change request, whether they were valid or not. This has been corrected, and only RDO Change requests that actually violate the rule(s) will have the constraint(s) displayed when hovering over the request. This update is also in OPAS Lite	NA	
865	2833	Tooltip over multiple selected requests of different types	When selecting multiple employee requests of different types, a precondition correctly displays over the Approve/Deny option that says "Must select requests of the same type." However, this same precondition *also* fired on Approve/Deny when no request has been right-clicked on, which was incorrect.	NA	

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			This has been resolved, and when the user has not right-clicked on a request the "Act on Request" option will now correctly say "No request selected."		
1371	3845	Renaming of 'Stop Bidding' button in Employee Bidding form	The button in the Employee Bidding form has been renamed "Terminate All Bid Rounds." Furthermore, the warning displayed after clicking this button has been updated to say "Are you sure you want to end bidding for this year? You will not be able to enter any bids for the rest of this year a later time."	NA	
1424	3860	Shift Definition with Overridden Shift Category incorrectly switched back to original category	An issue was reported by an end user where a 0900-10hr shift definition that had been previously overridden to be an Evening shift was somehow changed back to a Day shift. The cause of the issue was that a new 0900-10hr shift definition was added to the 2014 curve, but was *not* overwritten to be an Eve shift as well. Since the two shifts share the same Shift Definition object, the creation of the 2014 0900-10hr shift caused the 2013 0900-10hr shift to revert back to a Day shift to match it once the 2014 curve was marked as "Used for Scheduling." This issue has been resolved, and start times that share the same Shift Definition object will be kept separate from one another across year plans. This means that if any shift definitions are overridden to be a new shift category in 2013, they will not overwrite any shift categories for the same shifts in 2014. The same rule applies backwards as well (2014 shifts will not change 2013 shifts either). This update is also in OPAS Lite	NA	

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718	3724	Duplicate leave requests possible to submit far in the future	End users reported an issue where an employee was encountering an instance in which they could request multiple duplicate leave requests on the same future day. Employee Day Plans are created for employees when either schedule segments are created, OR they are assigned a temporary shift line. When these days do not exist as far into the future as an employee is requesting leave, the check on whether to allow duplicate requests was incorrectly not being taken into account. This has been resolved, and the check was updated such that even if an Employee Day Plan doesn't exist on the day an employee is requesting leave, duplicate leave requests will still not be able to be submitted. This update is also in OPAS Lite	NA	
224	1718	Select Columns: Redraw Issue	An issue was reported describing a test failure of an R&D item that was implemented and resolved as of the upgrade to Quintiq 4.5.0.3. The item in question solved the redraw issue where checking/unchecking checkbox items wasn't immediately displaying the change in status until the user clicked away to another item in the list. It was reported that the "Work Patterns" panel in the Shift Line Setup form was still experiencing this behavior. After reproducing locally, we were able to resolve this issue. The checkbox redraw will continue to function correctly in all other aspects of the OPAS application; the only change required was to the "Work Pattern" panel of Shift Line Setup.	NA	

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1348	3864	Error message when approving cancellation request	An issue was reported whereby attempting to approve a cancellation request that was submitted via OPAS Lite for an unpublished day was throwing an error. This has been resolved, and approving cancellation requests that were submitted from OPAS Lite for unpublished days will now work correctly. This update is also in OPAS Lite	NA	
1425	3849	Bid by Crew functionality changes	(1) The option of "Limit slots by crew" has been added back to the Bid Round functionality. This option may be used to limit the number of slots that employees on specific crews may bid on, when all employees are in the same Bid Round together (i.e., Shiftline + Primetime). -Even though all employees are a part of this Bid Round, employees will only see slots bid from people on their same crew (so that they know which slots are taken, and which are still available). (2) The "Crew" dropdown functionality from Release 20 is still in existence. This functionality will specify a certain Bid Round to *only* include employees of the specified crew. (3) The "Limit slots by Crew" functionality may not be used at the same time as the "Crew" dropdown functionality, and vice-versa. If one option is selected for a Bid Round, the other option will be grayed out. (4) Employees will not see slots by employees from other crews during specific Bid Rounds. For example, a Bid Round specifically created for the Tue/Wed crew will *only* see slots bid from other employees in the Tue/Wed crew. Slots bid by all other crewmembers will not be visible to them, regardless of whether it was from a previous round they all bid on together or not.	These changes should be noted when setting up a bid schedule for a given year plan.	

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			(5) The Bid Schedule Setup form will continue to display all slots bid for all employees; the Employee Bidding form will only display the bid slots for employees of the same crew. (6) Bid Rounds created as Crew-specific will continue to all become active at the same time as soon as the Shiftline + Primetime Bid Round is completed.		
1419	3842	Updating qualifications	Qualifications are now created automatically when you create a new assignment. The new qualifications are copied from what the previous qualification were; if no qualifications existed previously a new qualification record of "false, false, false" is created.	To trigger this function: 1. Navigate to the "Manage Employees" form from the "Home Screen." 2. Right-click anywhere in the "Assignments" pane and select "New." 3. The "Create Assignment" dialog box will appear for you to specify the start date of the new assignment and what role you would like the new assignment to be. 4. Once you have filled in the appropriate information select "OK." 5. The employee's role will change in the "Employees" pane and a new record will be created in the "Assignments" pane. A new qualification record will be automatically created with every new assignment. All qualifications will default to "false." You can change these qualifications as described in the "Qualifications Pane" section below.	
1426	3854	Create Work Pattern & Activities tab	The "Activity Type" tab in Shift Line Setup form's "Work Pattern" dialog contains a description that lets the user know they cannot add activity types to the shift here and where they can add them to shift.	The user will see this change when they create a new work pattern from the "Shift Line Setup" form.	

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430	3110	Zero Moves when Saturday not-Allowed	An issue was discovered where disallowing a 1600flex shift to be assigned on Saturdays produced a better schedule (zero moves) than allowing the 1600flex to be assigned on Saturdays. The root cause of this issue was not optimizer related; it was a bug in the way that information was translated from the Curves & Shifts form. This issue has been resolved. Making a less restrictive puzzle (i.e., setting the 1600flex shift to be allowed on Saturdays) will no longer negatively impact the scheduling decisions. This means that the result of a schedule where 1600flex shifts are unallowed on Saturdays will no longer be a better result than a schedule where 1600flex shifts are allowed on Saturdays.	NA	
1407	3957	Calculation of rest time between shifts in Shift Line Setup	An incorrect calculation was discovered by an end user who started creating a "Work Pattern" on the fifth day of the week instead of the first. When they finally applied a shift definition to the first day of the week, the rest time calculated before this shift was calculated incorrectly. This issue has been resolved, and creating Work Patterns will now display the correct rest time calculation regardless of which day the user begins with.	NA	
1418	3962	Ensure that shifts are displayed correctly when opening the SG form	An issue was reported from an end user whereby the shifts were not displaying in the Schedule Generation form when first opening that form from the homescreen immediately after logging in (i.e., the user's first transaction was opening up a schedule plan from the homescreen). This issue has been corrected, and the shifts will be displayed immediately after opening the form, regardless of whether it is the first user-made transaction or not.	NA	

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1466	3967	Resetting OT Starting Balance	It is now possible for a facility to reset the Overtime counters to be 0 as of a specified date. 1. In the Application Parameters, the user will check the "Reset” checkbox on the “Overtime Counters” line in the “Statistical Counters” tab and select the appropriate date in order to reset the OT hours for all employees in that scheduling area as of that date. 2. When assigning OT for a shift on or after that date, the “Overtime List: Full Shift” and “Overtime List: Holdover” dialogs will display the new reset counters. These counters will start at 0 and increase normally until reset again. 3. The “Overtime List: Full Shift” and “Overtime List: Holdover” dialogs will display the existing Overtime balances for all employees when assigning an OT shift for a date prior to that date. 4. When viewing the “Overtime Hours Report” prior to the reset date, the existing Overtime balances will be displayed; if viewing it on or after the reset date, the Overtime balances will be set back to 0.00 hours and will begin increasing normally until reset again. 5. Resetting the Overtime counter will now also create a new Overtime status with a date of the reset date for all employees in the Manage Employees form's “Overtime Status” panel with a balance of 0:00 hours. This new status may then be edited to a different number; opening an “Overtime List: Full Shift” and “Overtime List: Holdover” dialogs on a date on or after the Reset date would then recognize this edited number.	NA	

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1545	3972	Newly created Scheduling Areas do not contain Shift Category parameters	An issue was discovered noticing that scheduling areas do not contain the initial "Shift Category" parameters defined in the Application Parameters if the option of "Import Initial Data" has not been run. This has been resolved: (1) New manually-created scheduling areas will contain the generic set of "Shift Category" parameters (Day: 0500-1200, Eve: 1200-2200, and Mid: 2200-0500) without having to run the "Import Initial Data" function. (2) For the existing manually-created scheduling areas on Test, a test script will be run to create the "Shift Category" parameters as described above (Day: 0500-1100, Eve: 1100-2200, and Mid: 2200-0500). For both 1 and 2, the parameters will be able to be edited as usual if that scheduling area uses a slightly different timeframe for what they consider Eves, Days, or Mids.	NA	
1427	3886	Leave/Cancellation request different shift than expected	An issue was discovered by an end user whereby a cancellation request was created against a NPT Leave request that had an incorrect end time based on the shift was expected (and later assigned) for that day. This issue has been resolved, and submitting cancellation requests will now have start/end times that are displayed correctly to the end user. This update is also in OPAS Lite	NA	
852	3710	Exporting employees date issue	A bug was reported whereby selecting to Export an employee opened up the "Export" dialog defaulting to a date in the past. This has been corrected, and the dialog will now open with the transfer date defaulting to today's date.	NA	

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1464	3984	Working hours warning incorrectly firing in Shift Change request	An issue was reported where submitting a Shift Change request incorrectly triggered the "working hours in a week" warning dialog when hitting OK, even though it should not have. The issue stemmed from the fact that the day involved was already a duration that was different than the Shift Line Day was calling for (e.g. a 1500-9hr was assigned to a day calling for a 1600-8hr). Submitting a shift change request to change this shift from a 1500-9hr to a 1400-9hr incorrectly triggered the warning dialog, and this has been corrected. This update is also in OPAS Lite	NA	
1460, 1461, 1470	3985	Permanent shift line removes assigned shifts	An issue was discovered where selecting the "retain current shifts" option (while assigning a permanent shift line to an employee) removed previously assigned shifts when a temporary shift line had already been created and shifts assigned to the employee. A change has been made to always retain assigned shifts, which has resolved the issue.	NA	
1516	3993	Partially published schedule preventing shift swap requests on published day	An issue was reported from an end user whereby a Shift Swap request was not allowed to be submitted on a published day in a partially-published schedule. This has been corrected, and shift swaps may now take place between employees as long as the day is published, regardless of whether the entire schedule plan is published. This update is also in OPAS Lite	NA	
1494	3987	AL Leave changing to Holiday with shift change	An issue was reported by an end user whereby an existing AL request was incorrectly updating itself to be a Holiday Excused Absence request when the shift line's change caused it to fall on a new RDO. This has been corrected, and AL requests that now fall on new RDOs will remain as AL without updating incorrectly to Holiday Excused Absence.	NA	

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			This update is also in OPAS Lite		
1517	3995	Partially Published Schedules don't appear in Group Schedule	An issue was reported that published days existing within partially-published schedule plans were not displaying correctly in the Group Schedule form. This has been corrected. This update is also in OPAS Lite	NA	
1444	3992	Violation of Consecutive Working Days constraint	The calculation to determine the previous Year Plan was reported as incorrect for a particular end user for the first schedule of the new 2014 year plan. This calculation has been corrected, and the employee will no longer contain constraint violations that say that number of consecutive work days maximum has been violated.	NA	
	4009	Working Hours in a week Warning in Shift Change request	A new issue was reported during testing regarding a Shift Change request that would correctly warn the submitter of a working hours violation, but would not warn the supervisor of the violation when the Sup pressed "Approve". This has been resolved, and the working hours violation will now be correctly displayed both when submitting and when approving. This update is also in OPAS Lite	NA	
	4008	Error thrown optimizing a schedule plan	An issue was reported where choosing to optimize a schedule segment in a particular facility / area resulted in a null pointer error. This was due to missing shift line days, which the optimizer did not expect to encounter. This situation has been resolved, and the optimizer will be able to complete its run even if there is a missing Shift Line Day in the schedule.	NA	
	4013	Sharing a Supervisor Shift as a different Supervisor role displayed incorrectly as a yellow CIC shift	An issue was discovered during testing where unchecking the "Role" checkbox on a shared shift would cause a "Cannot link shift to SPDD" constraint violation on the shift, meaning it would not be displayed in the Day of Operation form. This has been resolved, and shared shifts may have their Roles	NA	

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			checked and unchecked, and changed around without causing this constraint violation.		
1508	3988	Error when running Overtime Report	An issue was reported where opening up the Overtime Hours report in January threw an error. This was due to the fact that this report is designed to display Published day information only, and no Published days existed in that scheduling area until February. This has been resolved to account for when there are no published days either today or in the past. If the users open the OT Hours report without any published days at all, the report will open normally without triggering any errors. It will be blank, because it will not have any published day data to display.	NA	
1554	4016	Transferred employee unable to submit requests in new area	An issue was reported where an employee set to be transferred in the future was unable to submit employee requests in his new scheduling area, even though he had a shift line assigned to him. This has been corrected, and employees will be allowed to submit requests for their future scheduling area for days greater or equal to their date of transfer. Attempting to submit a request in their new scheduling area prior to their transfer date will continue to be met with the precondition that says "Selected day is in a different organization unit." Furthermore, employees that will be transferred in to the scheduling area in the future will still be listed in the "Employee" dropdown so that authorized users may submit proxy requests on their behalf. Proxy requests will follow the same rules above, where they will be prevented from being submitted if they are created for a date prior to the employee's transfer.	NA	

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			This update is also in OPAS Lite		
	4020	Overtime balances currently displayed in Reals; need to be in hours / minutes	All instances of Overtime Balances are now in the format of hours and minutes, e.g. 16:30, instead of real numbers" (e.g. 16.50). This formatting update has been applied to all places where OT Balances are displayed, and include the following locations: (1) Manage Employees Form, in the new OT Balance column (2) Overtime List: Full Shift dialog (3) Overtime List: Holdover dialog (4) Overtime Hours Report (5) Overtime Calls Report	NA	
1490	3990	Shift Line Change was incorrectly removing employee days from the schedule	An issue was reported from an end user whereby applying a Shift Line Change to an employee was sometimes removing that employee's days within the schedule. This has been resolved.	NA	
1551	4017	Changing start/end time of an Excused Absence shift throws error	An issue was reported where an error was thrown after adjusting the start/end time of a full shift of leave that was created after the original Bid leave was cancelled, multiple excused absence requests were submitted, and a shift change request was submitted. This has been corrected.	NA	
678	3651	When using 'Import Seniority' to import ranks for next year, the NextRanking value does not update	An issue was reported where importing a spreadsheet full of specified Rank values for next year's Year Plan did not update the values of the NextRanking column correctly. This has been corrected. There are also no duplicate employees listed within the exported Seniority spreadsheet within Excel.	To see the NextRanking column: 1. Navigate to the "Manage Employees" form. 2. Right-click on a column heading under the "Employees" panel and select "Select Column(s)…" 3. Scroll down and select the NextRanking column. 4. Click "Close."	

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1550	4030	Precondition incorrectly inverted when attempting to edit Leave to an Excused Absence	An issue was reported where the preconditions that display over the OK button when attempting to edit a Leave request to an Absence (and editing an Absence to be a Leave type) were inverted. This has been corrected. (1) Attempting to edit a Leave type to an Excused Absence type will have the precondition say "It is not allowed to change from a leave type to an absence type." (2) Attempting to edit an Absence type to a Leave type will have the precondition say "It is not allowed to change from an absence to a leave type."	NA	
1565	4035	Temporary Shift Line changes not reflected in Shift Line Day	An issue was reported where the wrong Shift Line Day was being displayed for certain employees. This caused the optimizer to assign the wrong shift, because it was striving to assign the shift that the Shift Line Day was incorrectly displaying. All employee days now correctly display the correct shift definition that the Shift Line Day is calling for.	NA	
1575	4037	Add "Special Circumstances" icon to Legend on Day of Operation & Group Schedule	The "Special Circumstances" icon has been added to the Day of Operation and Group Schedule forms' Legends.	NA	
	3812	Employee Seniority: default value within "Update Seniority" dialog	The number listed in the "Employees" panel of the Manage Employees form under the column called "Rank" will now be displayed by default when opening the "Update Seniority" dialog box. When a user specifies a new number for that employee, the employee's seniority will be updated to that exact number after pressing OK, keeping in mind the current rules regarding Retired employees (the functionality has not changed here; and employees will still be retired with their rank value).	NA	

JIRA#	QP#	Solution	What Changed	"How to" details	Any Known Issues
			Additionally, newly imported employees will be given a new rank for their new Org Unit for that Year Plan.		

OPAS Lite Functionality

- **All users should refer to the "How to details" column for instructions on how to use/access new functionality**

JIRA#	QP#	Solution	What Changed	"How to" details	Any Known Issues
847	3493	Notes entered in one area in OPAS do not translate to Lite	An issue was resolved in OPAS Lite, where when a note is submitted by an employee from one scheduling area into a different scheduling area, the note displayed in the employees scheduling area, not the area where the note itself was submitted. This has been corrected, and notes will display in the area for which they were created when viewing them in OPAS Lite.	Navigate to the area in OPAS Lite in which a note was entered in OPAS for.	
855	3506	Request Sort Order in OPAS vs OPAS Lite	The sort order of employee requests has been updated to take into account the accurate sorting criteria.	NA	
833	3539	Cancel Request Enhancement - Select Shift to return to	In OPAS Lite, when cancelling a leave request, the user may select the shift start time they would like to return to. The dialog will default to the expected return time and permit the user, if they desire, to specify a different time to return to.	To use this functionality 1. Select "My Requests" from the "Home Screen." 2. Click on an approved request to expand it. 3. Select the "Request Cancellation" button at the bottom of the request information. 4. A confirmation dialog will open, and you will be directed to choose a start time and then confirm your decision to cancel the request. 5. By selecting "Yes, Proceed," a cancellation request will be created and listed below the previously approved request.	
807	3773	Split Shift Default Time	Default Shift Split time is now properly set to 0:00 in all cases.	NA	
825	3434	Count column	Using the "User Preferences" page, a user can now set the ability to view or hide the count column on the OPAS Lite Day of Operation page.	See item 803, "Enhanced user preferences."	
798	3510	Link in Desktop View for 'Accept Swap'	Added visual notification to OPAS Lite Desktop View to identify when a user has a "pending 2nd employee action" Shift Swap request assigned to them.	If a Shift Swap request requires your attention, you will see a warning triangle with "Swaps (#)" in the menu bar for OPAS Lite.	

JIRA#	QP#	Solution	What Changed	"How to" details	Any Known Issues
				1. Click on the warning triangle to bring up the list of swap requests. 2. Click on a request to open it. 3. Review the details of the request and select "Accept" or "Decline." 4. Confirm your decision by selecting "Submit." 5. The request will now go to the Supervisor/CIC for approval/denial.	
803	3542	Enhanced user preferences	OPAS Lite saves specific user preferences and uses them to determine how to display the Day of Operation page. The "User Preferences" page is accessible via the Setting menu. Settings that will now be saved are: - Hide/show the count column on the "Scheduled Shifts" panels - Hide/show blank rows in the "Scheduled Shifts" panels --Hide/show deleted Notes in the "Shift Notes" panel - Sort Criteria in the "Scheduled Shifts" panel - Location and collapsed state of the panes on the Day of Operation page Facilities can now set default preferences for their facilities that will apply to new users and Kiosk Mode. Any user can change his or her preferences away from the facility default, and any user who sets preferences will retain their preferences even if the default is changed.	To access user preferences: Click on the "Settings" menu option and select "User Preferences."	
839, 931, 949	3620, 2951, 2952	Sort Order of Schedule Shifts do not match between OPAS Lite and OPAS	OPAS Lite now allows the user to set the sort criteria in the "Scheduled Shifts" panel on the Day of Operation page via the "User Preferences" menu item. The options are: -Sort by Start Time -Sort by End Time -Sort Day shifts by Start Time and Eve shifts by End Time	See item 803, "Enhanced user preferences."	

JIRA#	QP#	Solution	What Changed	"How to" details	Any Known Issues
838	3425	Notes in Lite	Users can now edit, create, delete, and hide deleted notes in OPAS Lite.	**Create Note** 1. From the OPAS Lite "Home Screen," navigate to the "Shift Notes" panel. 2. Click "Add Note." 3. Specify the day the note applies to, type note, and click "Submit." **Edit/Delete Note** 1. Navigate to the "Shift Notes" panel and click an existing note. 2. Revise the "Notes:" textbox to edit the note, then click "Submit" or click "Delete" to permanently remove the note. **Hide Deleted Notes** 1. Go to the "Settings" menu on the top toolbar and select "User Preferences" from the drop-down. 2. Un-check the "Show Deleted Notes" checkbox. 3. Click "Save."	
1574	N/A	RDO Change allowed after date has passed in OPAS Lite	An RDO Change request has two dates associated with it. If one of these dates is in the past, then the RDO Change request should be able to be viewed (opened in a dialog) but the ability to approve/deny the request is disabled. Also, if one day is in the past, then the request cannot not be deleted.	NA	
835	3991	OPAS Lite changes required for Special Circumstances comments	Similar changes made to the OPAS application for "Special Circumstances" Leave requests will be applied to the OPAS Lite interface as well. "Special Circumstances" Leave requests will now be able to be passed back and forth between OPAS and OPAS Lite. This means that "Special Circumstances" Leave requests created within OPAS will be visible as "Special Circumstances" within OPAS Lite, and vice versa.	NA	

JIRA#	QP#	Solution	What Changed	"How to" details	Any Known Issues
N/A	N/A	JIRA feedback form on OPAS Lite Help screen	Added a link to JIRA feedback form on the Help page in OPAS Lite Desktop View for users within the FAA network.	To access this link: 1. Navigate to the "Help" menu and click the link to submit feedback.	
N/A	N/A	Help documentation has been updated	All help documents have been updated and are accessible on the main OPAS screen and via the help screens in OPAS Lite.	NA	