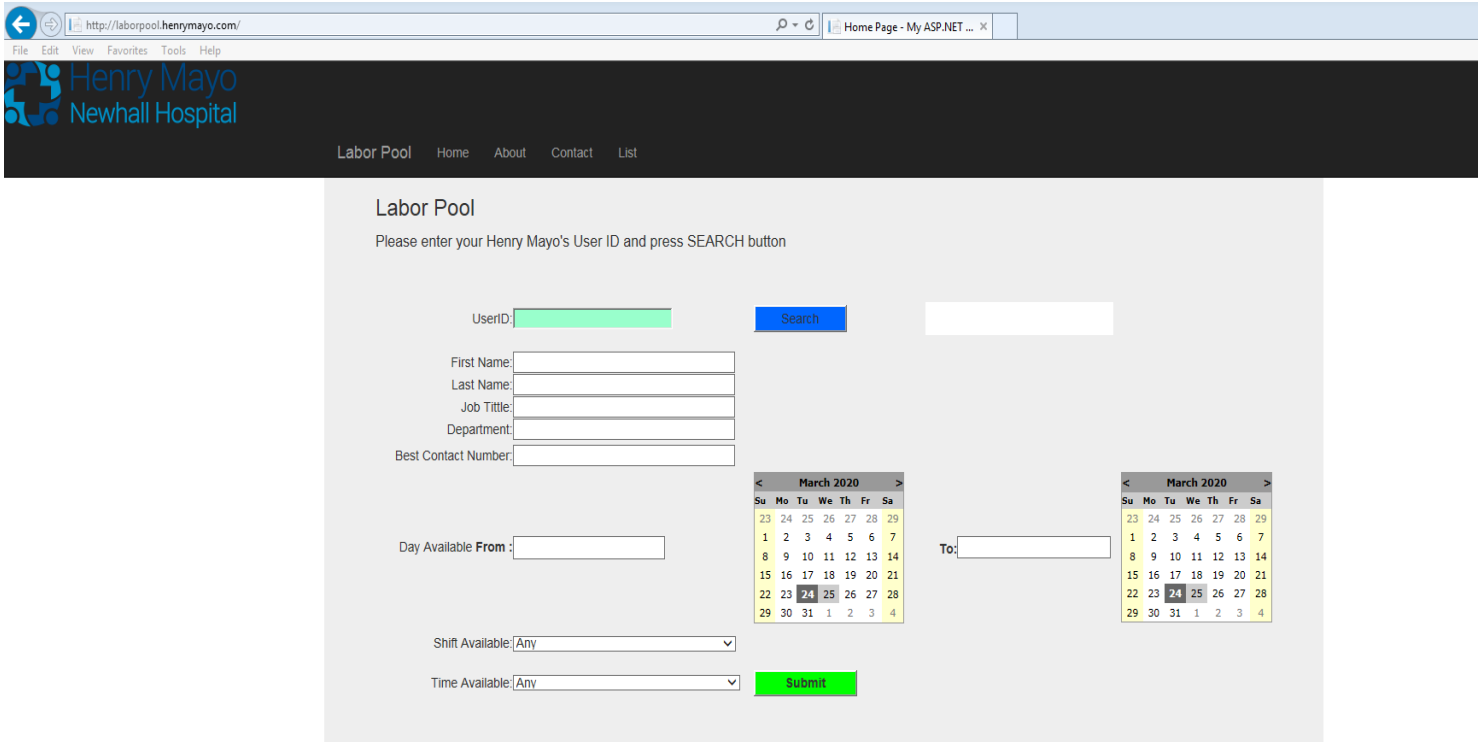


Henry Mayo Labor Pool Webpage



The screenshot shows a web browser window with the URL <http://laborpool.henrymayo.com/>. The page title is "Home Page - My ASP.NET ...". The navigation menu includes "Labor Pool", "Home", "About", "Contact", and "List".

The main content area is titled "Labor Pool" and contains the instruction: "Please enter your Henry Mayo's User ID and press SEARCH button".

The form includes the following fields and controls:

- UserID:
- Search:
- First Name:
- Last Name:
- Job Title:
- Department:
- Best Contact Number:
- Day Available From:
- To:
- Shift Available:
- Time Available:
- Submit:

Two calendar widgets for March 2020 are displayed. The left calendar shows dates 1 through 29, with the 24th and 25th highlighted. The right calendar shows dates 1 through 31, with the 24th and 25th highlighted.

Objective: Provide a tool for our employees to easily access and communicate their availability to work, based on Day(s), Shift(s), and Start Time during periods of crisis management.

Goal: To have a central Labor Pool database of employees to reference as needed.

How:

- Access Labor Pool webpage (<https://laborpool.henrymayo.com>) that is available on henrymayo.com, within the “For Employees” section.
- Users will need to authenticate the use of the webpage by entering their credentials. Username and Password they use daily to logon to the computer.
- Enter UserID and click “Search” and information will populate.
 - Enter contact number with **numbers ONLY** ex. **6615555555** (Formatting is automatic)
 - Select day(s) available on the calendar and shift(s) and start time from the drop down menu
- Once you are satisfied with your selections, click “Submit” to save data.
- If you want to review your entries, click “List” on the banner of the page and enter information to review.