

# Shift Swap User Guide

Welcome to Shift Swap, the employee communication and management tool from Agile Technologies.

If you are new to Shift Swap, please check [Getting Started](#). Other pages currently available include a run-down of most major features, [Installation Instructions](#), and [Manager Settings](#).

[Getting Started](#)

[Manager Settings](#)

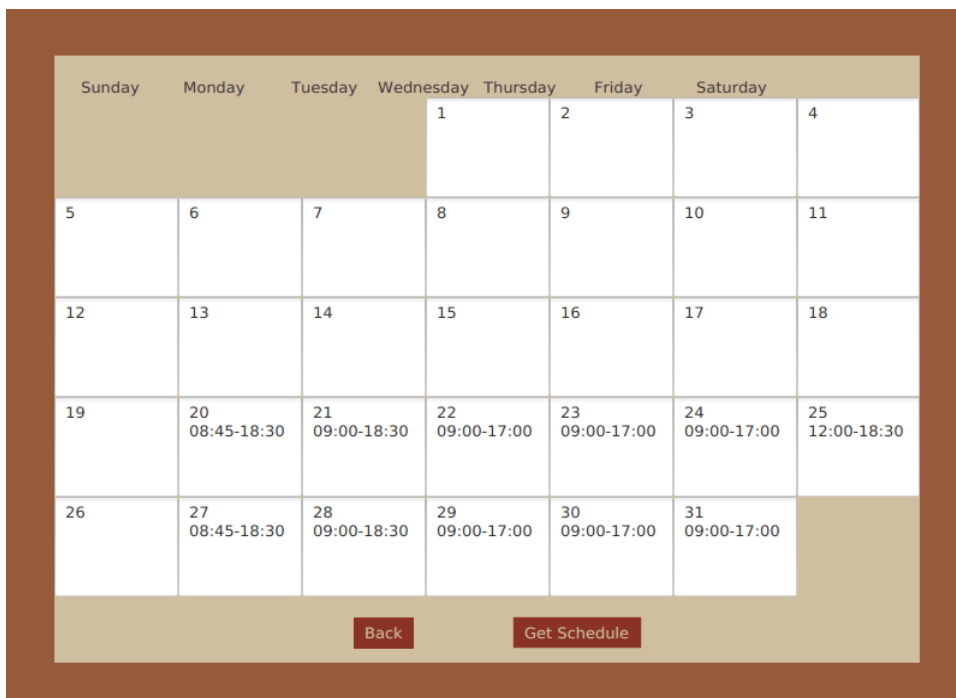
## For the Marker

To run the file, you will require Java 8.

You can login using the username/password combination `tmike` and `doge`. Once this is done you'll be on the front page.

### Success Scenario 1: Check Monthly Schedule

1. Click on the `View Monthly Schedule` button
2. Click on the `Get Schedule` button; this will bring up your schedule for the current calendar month.
3. The screen should now appear like this:



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20 08:45-18:30	21 09:00-18:30	22 09:00-17:00	23 09:00-17:00	24 09:00-17:00	25 12:00-18:30
26	27 08:45-18:30	28 09:00-18:30	29 09:00-17:00	30 09:00-17:00	31 09:00-17:00	
<div>BackGet Schedule</div>						

4. You have successfully checked a schedule. Click `Back` to proceed.

## Success Scenario 2: Check Weekly Schedule

1. Click on the **Check Schedule** button; this will bring up your schedule for the next 7 days.
2. The screen should now appear like this:

The screenshot shows a web interface with a brown border. At the top, there is a table with 7 columns representing the days of the week: Saturday, Sunday, Monday, Tuesday, Wednesday, Thursday, and Friday. Below the day headers, there are time slots: 12:00-18:30 for Saturday, 08:45-18:30 for Monday, 09:00-18:30 for Tuesday, 09:00-17:00 for Wednesday, 09:00-17:00 for Thursday, and 09:00-17:00 for Friday. Below the table, there are two buttons: 'View Monthly Schedule' and 'Check Schedule'. Below these buttons, there is a large beige area divided into two sections. The left section contains three buttons: 'Check Messages', 'Check Available Shifts', and 'Swap Shifts'. The right section contains a link labeled 'Manager Settings'.

## Success Scenario 3: Add Employee

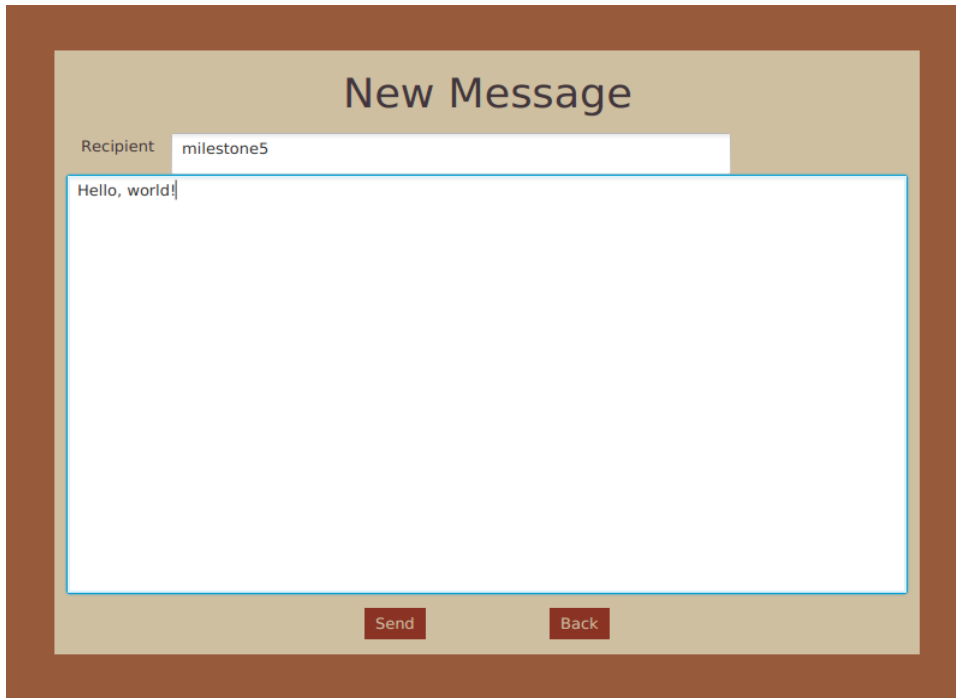
1. Click on the **Manager Settings** link.
2. Enter some information. It doesn't particularly matter what you put so long as you remember the Employee ID and password, and the Wage is a floating point number.

The screenshot shows a web interface with a brown border. At the top, there is a navigation bar with several buttons: 'Add Employee x', 'Modify Employee', 'Set Access', 'Set Manager', 'Set Password', and 'Remove Employee'. Below the navigation bar, there is a large beige area containing a form. The form has the following fields: 'Employee ID' with the value 'milestone5', 'First Name' with the value 'Milestone', 'Last Name' with the value '5', 'Password' with the value '....', 'E-mail' with the value 'erik@eriklabine.com', and 'Wage' with the value '25.00'. Below the form fields, there is a 'Submit' button.

3. You have now added a new employee. You can verify this by quitting the application, re-launching, and logging in with the credentials you just provided.

#### Success Scenario 4: Send a Message

1. While still logged in to this new account, click **Check Messages**
2. Your inbox should be empty since you are a new employee. Click **Create New Message**.
3. Set the recipient to your Employee ID. Enter anything you like for the message itself. Click **Send**.



New Message

Recipient: milestone5

Hello, world!

Send Back

4. Now click **Back**. Then, click **Update Inbox** to verify you have received the message from yourself. Once you have verified this, click **Back** to proceed.

#### Success Scenario 5: Take a Shift

1. Checking your weekly schedule will confirm that this new account has no upcoming shifts.
2. Click **Check Available Shifts**. Click **Update Available Shifts** and then select one after the date 2014-10-25. Then, click **Take Shift**

2014-10-30 09:00-7:00	Shift is from: ttori 2014-10-26 10:45 - 2014-10-26 17:15
2014-10-31 09:00-7:00	
2014-11-01 12:00-8:30	
2014-10-19 10:45-7:15	
2014-10-20 08:45-8:30	
2014-10-21 09:00-8:30	
2014-10-22 09:00-7:00	
2014-10-23 13:00-1:30	

2014-10-24 09:00-7:00  
2014-10-26 10:45-7:15  
2014-10-27 08:45-8:30  
2014-10-28 09:00-8:30  
2014-10-29 09:00-7:00  
2014-10-30 13:00-1:30  
2014-10-31 09:00-7:00  
2014-10-19 10:45-7:15  
2014-10-22 15:00-1:30  
2014-10-23 14:30-1:30  
2014-10-26 10:45-7:15  
2014-10-29 15:00-1:30  
2014-10-30 14:30-1:30

Take Shift

Update Available Shifts Back

- Now click **Back**. Then, click **Check Schedule** to verify that you have successfully acquired the new shift.

## Future Plans

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In the future, we hope to add more shift-trade functionality (You can see the skeleton of the "Swap Shift" page, which will allow you to give a user one of your shifts in exchange for taking on of theirs). As you can see, there is a lot of UX work to do yet, which will be a big priority. Overall stability and security can also be improved.

For Milestone 6 we also plan on allowing this to be run as a web applet accessible by any standard web browser. This will improve not only accessibility, but also overall speed of execution.

Finally, we hope to add more features for the owner of a business running Shift Swap to fully customize the software to their business needs, using a menu to configure things like date formats, maximum hours an employee can work, etc.