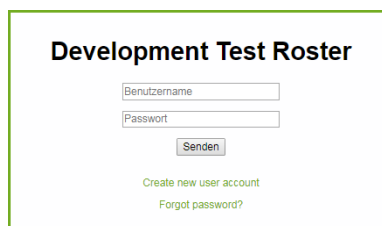# Chapter 1

User manual

1.1 The web interface

You can connect to your PDR instance using any web browser. Just navigate to your server and enter your username and password.
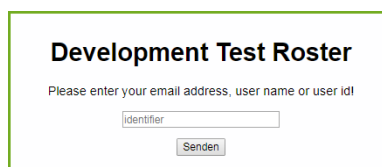
1.1.1 Login

Figure 1.1: Login page

The login page shows the name of the application. You are prompted to enter your username and password. If you do not have an account yet, you can create one. Just follow the link. If you have an account, but forgot about your password, or want to change it, you can click on "Forgot password?".

1.1.2 Lost password

Figure 1.2: Lost password page

The lost password page shows the name of the application. You are prompted to enter either your username, id or your email-address at your option. After you submit the form, an email is sent to your stored email address. In that email you will find a link. That link will lead you to the password change page.

Lost password recovery

The lost password recovery page shows the name of the application and your user name. You are prompted to enter a new password twice.

1.1.3 Create new user account

New users can only be created for existing employees. New employees are created by an administrator. Choose a user name, enter your employee id and your email. And enter a password twice.

The account will be inactive until an administrator activates it. The administrator is informed via email regarding the registration.
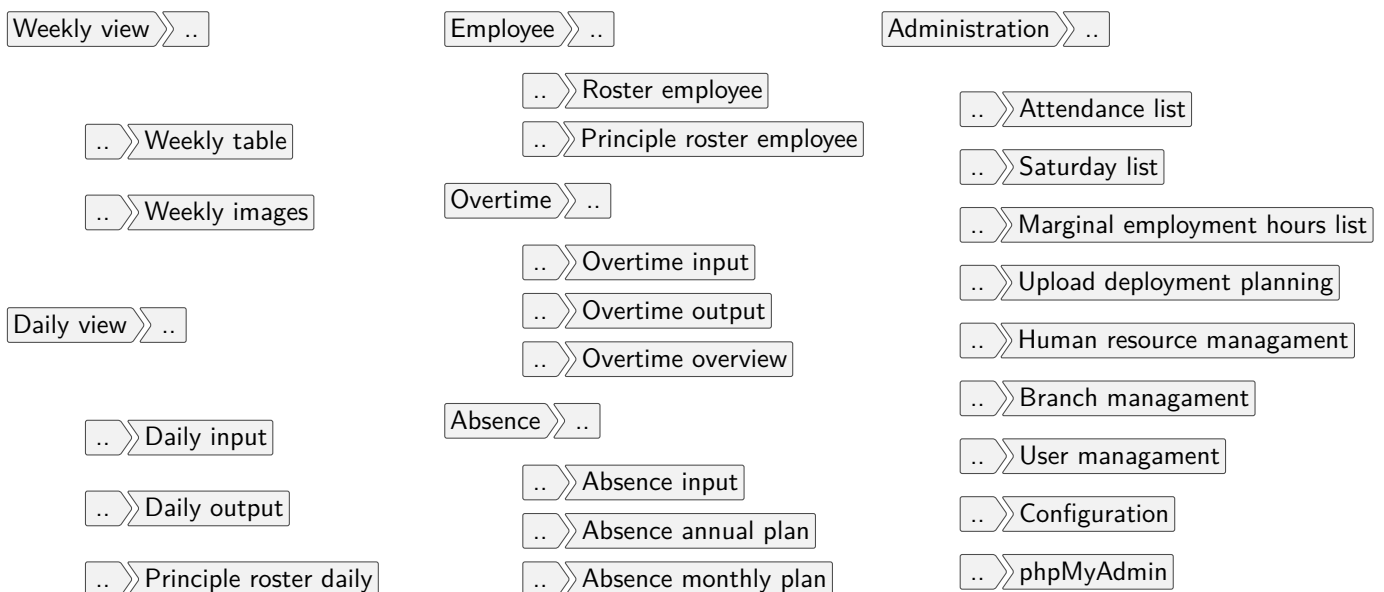
1.1.4 Navigation

By default, the PDR web interface opens a menu containing 5 tiles. You can navigate to:

- Roster week table view
- Roster daily view
- Roster employee view
- Overtime
- Absence

The navigation bar

In the top there is a navigation bar containing hyperlinks to nearly all the pages of PDR. Hover the mouse over an entry to open the submenus (Figure 1.5).

Weekly view ⟩ ..
    .. ⟩ Weekly table
    .. ⟩ Weekly images

Daily view ⟩ ..
    .. ⟩ Daily input
    .. ⟩ Daily output
    .. ⟩ Principle roster daily

Employee ⟩ ..
    .. ⟩ Roster employee
    .. ⟩ Principle roster employee

Overtime ⟩ ..
    .. ⟩ Overtime input
    .. ⟩ Overtime output
    .. ⟩ Overtime overview

Absence ⟩ ..
    .. ⟩ Absence input
    .. ⟩ Absence annual plan
    .. ⟩ Absence monthly plan

Administration ⟩ ..
    .. ⟩ Attendance list
    .. ⟩ Saturday list
    .. ⟩ Marginal employment hours list
    .. ⟩ Upload deployment planning
    .. ⟩ Human resource managament
    .. ⟩ Branch managament
    .. ⟩ User managament
    .. ⟩ Configuration
    .. ⟩ phpMyAdmin

1.1.5 Roster week table view

The roster week table view shows the roster of a chosen week an a chosen branch (Figure 1.6). If employees of the branch are working in an other branch, then those are shown below. The table foot contains the information about absent employees and their reason of absence.

The date can be chosen by direct input. It can also be shifted by one week backwards or forwards by pressing `Ctrl`+`⇧`+`→` or `Ctrl`+`⇧`+`←` respectively.

1.1.6 Roster daily view

Read only

In the daily roster view there is a table, a bar plot and a histogram reflecting the roster. The roster table lists all the employees scheduled in the chosen branch on the one chosen day. For every entry there is the employee id and last name, the working hours, the start and end of duty and the time of the lunch break, if any.

If an employee, that is primarily scheduled in the chosen branch, works in an other branch, then this entry is shown in the table at the bottom. An employee may have more than one entrie per day. This allows divided working time to be stored. If employees are absent, these absences are displayed in the table footer.

The roster bar plot shows the flow of employees coming and going. Each bar represents one entry. It reaches from the start of duty to its end. A white rectangle on the bar shows the time of the lunch break. The color of the bars is dependent on the profession of the employee. Pharmacists and Pharmazieingenieure [1] are colored in dark green, while Pharmacy technicians are colored in light green. Other employees (non-pharmaceutical personnel) are colored in grey.

The histogram plot shows a red area and a green line. The red area shows the expected amount of work (measured in packages per 15 minutes), while the green line represents the amount of working employees to any given time.

Edit

The edit page looks quite similar to the read only view. The roster is examined for errors. If any issues occur, then errors, warnings or information will be shown in the top right area. The examination includes:

- overlap of shifts for the same employee (Error)

- sufficient employee count (Warning, hardcoded at least two employees)

- attendence of at least one pharmacist at any time (Error).

- attendence of at least one person able to carry out goods receipt (Warning).

- scheduling of absent employees (Error)

- non-scheduling of non-absent employees (Warning)

Only one break can be inserted per entry. If more breaks have to be assigned, then it is possible to enter multiple entries for the same employee.

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[1] specific eastern german profession, see https://de.wikipedia.org/wiki/Pharmazieingenieur

1.1.7 Roster employee view

1.1.8 Overtime

1.1.9 Absence

There are four views to the absence data.

- Employee view readonly

- Employee view edit

- Monthly table

- Year overview

In the *Employee view readonly* there is a select element to choose the employee to view. There is a button to switch to the edit view. And there is a table containing the absence data. The columns are start and end of the absence, reason of absence and number of days. There is a distinct list of possible reasons (vacation, remaining holiday, sickness, sickness of child, unpaid leave of absence, paid leave of absence, parental leave and maternity leave). The number of days of absence is calculated for a 5 day week. Absences on saturdays and sundays are registered but not counted. The same applys for holidays.

Figure 1.3: Lost password recovery page

Figure 1.4: Register new user page

Figure 1.5: Navigation bar

Figure 1.6: Roster week table view, excerpt without task rotation and weekly working hours