# pharmacy duty roster Documentation

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4.6.1

# Introduction

Pharmacy Duty Roster (PDR) is a web application that allows to operate a duty roster for pharmacies. PDR started in 2015 as an alternative to a really simple excel sheet without formulas. PDR aims to be user-friendly but at the same time cover all necessary features. PDR continuously strives to improve. It is open to your requests and wishes. I hope it will fulfil your expectations.

## 1.1 Getting PDR

The latest release of PDR is available on GitHub. GitHub provides the source code as \*.zip file or \*.tar.gz ball. Extract the files into a folder.

Make sure to unpack PDR to a directory, that your webserver has access to. PHP and the webserver must have read access to all the files and folders. It also needs write access to the subdirectories upload, tmp and config. You might want to change the owner of the directory to the webservers user with e.g.:

```
sudo chown -R www-data:www-data /var/www/html/pdr/
```

You can also clone the repository with git:

```
git clone https://github.com/MaMaKow/dienstplan-apotheke.git
```

See the Administrator manual for details!

## 1.2 License

PDR is open source software under the AGPL license.

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Please see the license file for details!

## 1.3 Reporting bugs

The issue tracker is currently located at GitHub https://github.com/MaMaKow/dienstplan-apotheke/issues. GitHub requires an account in order to report bugs or feature requests. If you do not want to create one, you might send a mail to pdr-issues@martin-mandelkow.de

## 1.4 How to contribute

Pull requests are desired. If you made changes to PDR and want to contribute them to the public, you are welcome to open a pull-request on GitHub or send your changes in any other way.

You might as well use git send-email and send patches to pdr-discuss@martin-mandelkow.de

# User manual

## 2.1 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.

## 2.1.1 Login



Figure 2.1: 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 a new user account. If you have an account, but forgot about your password, or want to change it, you can click on Forgot password?

#### 2.1.2 Create new user account



Figure 2.2: Register new user page

Choose a user name, enter your employee id and your email. Pick a secure password.

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

New users can only be created for existing employees. New employees are created by an administrator.

### 2.1.3 Lost password



Figure 2.3: 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, which will lead you to the password change page.

#### Lost password recovery



Figure 2.4: Lost password recovery page

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

## 2.1.4 Navigation



Figure 2.5: Navigation bar

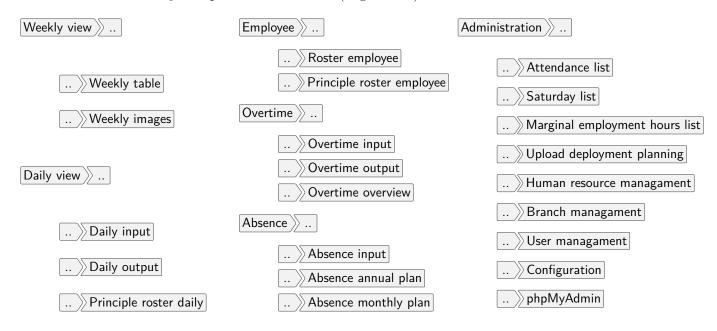
By default, the PDR web interface opens a menu containing 5 tiles. You can navigate to:

- Roster week table view
- Roster daily view April 29
- Roster employee view



#### 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 2.5).



#### 2.1.5 Roster week table view

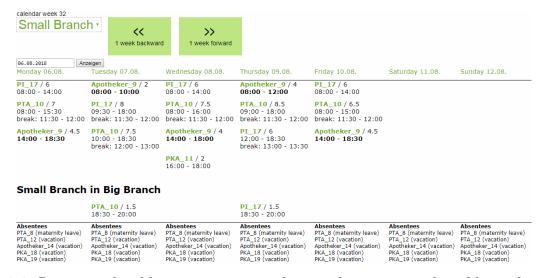


Figure 2.6: Roster week table view, excerpt without task rotation and weekly working hours

The roster week table view shows the roster of a chosen week and branch (Figure 2.6). 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  $\lceil \mathsf{Ctrl} \rceil + \lceil \mathring{\varOmega} \rceil + \lceil \to \rceil$  or  $\lceil \mathsf{Ctrl} \rceil + \lceil \mathring{\varOmega} \rceil + \lceil \to \rceil$  respectively.

### 2.1.6 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 <sup>1</sup> 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)
- attendance of at least one pharmacist at any time (Error).
- attendance 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.

## 2.1.7 Roster employee view

#### 2.1.8 Overtime

#### 2.1.9 Absence

There are four views to the absence data.

- Employee view readonly
- Employee view edit

<sup>&</sup>lt;sup>1</sup>specific eastern german profession, see https://de.wikipedia.org/wiki/Pharmazieingenieur

- 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.

# Administrator manual

## 3.1 Installation

### 3.1.1 Getting PDR

The latest release of PDR is available on GitHub You can also get the latest stable version via git:

git clone https://github.com/MaMaKow/dienstplan-apotheke.git

The master branch is tested to be stable.

#### 3.1.2 The installer

#### Introduction

The first page shows some non-technical information about this program. Click Next to move on.

#### Welcome

On the second page some technical background information is given. You are informed about the necessary input data, required for continuing the installation. Available database management systems (currently only MySQL) are listed. Finally, you are informed about the user and password strategy for the database access. Click Next again, to continue.

### Requirements

On the next page the application checks, if all requirements are met. These include a minimum PHP version, some PHP extensions and support for database connections. Also the program needs write access to some of its directories. If problems are found, then a descriptive error message will be shown. It is not possible to continue, until all issues are solved. Click Next again, to continue.

#### **Database configuration**

The application now starts to collect configuration data.

• Database type

- hostname
- port (optional)
- username

An existing database user. The user MUST have the privilege to create a database. The user SHOULD have the privilege to create a less privileged user.

• password

The database password of the user. If a new user could be created, then a new secure random password will be given to the new user.

• database name

Enter the required data and Submit it.

#### Administrator configuration

After the database values are set, some information about the administrator is collected:

- User name the name used by the administrator to login into the program in the future.
- Last name this name is connected to the employee id.
- Employee id this is used to create an employee, who is connected to the administrative user.
- Contact email address is used for questions and comments from the users. Also this email will receive some internal information from the roster.
- Administrator password the password used by the administrator to login into the program in the future.

Please register the administrator and click <u>Submit</u>. The data will be written to the file <u>config/config.php</u>. For every user, that uses the program, there has be exactly one employee.

## 3.1.3 First steps

After submitting the administrator configuration, you will be forwarded to the login page. Login with your administrator credentials.

On your first login you will be prompted with the branch management. Please create at least one branch. You can reach this page at all times in the menu Administration Branch Management.

The next logical step is to setup some more employees in the Administration Human resource management After all the employees are inserted, you can just start to write rosters (Daily View Daily input) or you might create principle rosters for specific weekdays (Daily view principle roster daily) or for distinct employees (Employee) Principle roster employee).

## 3.2 Upgrading

Until now, there is no automatic update mechanism established. You can regularly download release packages from GitHub. Or you can stay in touch via git:

```
git pull origin master
```

CAVE: Make sure, that you keep your ⊕ config/config.php! It should not be changed by git, because it is listed in the .gitignore file of this project.

## 3.3 Configuration

You can manually edit the file \(\sigma\) config.php. The default values are:

```
<?php
  $config = array(
            'application_name' => 'PDR',
            'database_management_system' => 'mysql',
            'database_host' => 'localhost',
6
            'database_name', => ','
            'database\_port' \implies 3306,
            'database_user' => ''
            'database password' =>
            'session_secret' => ''
11
            'error_reporting' => E_ALL,
12
13
            'display\_errors' \Rightarrow 0,
            '\log_{errors}' \implies 1,
14
            'error_log' => PDR_FILE_SYSTEM_APPLICATION_PATH . 'error.log',
15
            'LC TIME' \Rightarrow 'C',
16
            'timezone' => 'Europe/Berlin',
17
            'language' => 'de_DE',
18
            'mb_internal_encoding' => 'UTF-8',
19
            'contact email' => ''
20
            'hide disapproved' => FALSE,
21
            'email_method' => 'mail',
22
            'email_smtp_host' => NULL,
23
            'email\_smtp\_port' \implies 587,
24
            'email smtp username' => NULL,
25
            'email smtp password' => NULL,
26
```

Never delete the first two lines! If the file does not start with <?php then PHP will not handle it, meaning that anyone can read its content.

Most of these options can also be configured in Administration Configuration

**application name** This name is used in the login page, the page title in the browser and as a subject line in emails sent from the program.

#### database settings

• database\_management\_system Currently only mysql is supported. Other possibilities could be: PostgreSQL, Oracle Database, SQLite, Microsoft Access or MongoDB.

- database\_host The server running the DBMS. Usually 'localhost', if it is on the same server as the application.
- database\_name The name of the database
- database\_port For MySQL the standard port is 3306.
- database\_user During the installation PDR will try to create the user 'pdr' in the database. In the case of success it will choose a random password and grant all privileges on the pdr database. You can choose any other user with access to the database.
- database\_password The database password of the database user.

**session\_secret** A secret random string used to define the session name. This is relevant only if multiple instances of PDR are running on the same webserver.

**error\_reporting** Which errors should PHP report?

**display errors** Should errors be directly displayed to the user?

log errors Should errors be logged in a file?

**error** log Where should errors be logged?

**LC\_TIME** In wich language should time strings, such as Monday or January be written? This setting is independent from the 'language' setting.

**timezone** The timezone is necessary to make sense of the raw time data in unix time stamps. (1545038523 = Monday, 17-Dec-18 09:22:03 UTC in RFC 2822)

language The language of the terms and messages displayed to the user. Only English and German are supported until now.

mb\_internal\_encoding An encoding is a way to tell the computer how bits and bytes are translated into letters (e.g. in UTF8 01000101 means E, 11000011 10100100 means ä).

**contact**\_**email** Emails of the users can be sent to the administrator of the pdr instance.

hide\_disapproved It is possible, to hide scheduled rosters, until they are approved. By default all rosters are immediately visible to any user.

**email settings** Emails are sent (partly) with the PHPMailer class.

- 'email\_method' PHPMailer supports sending via 'mail', 'sendmail', 'qmail' or 'SMTP'. If SMTP is chosen as the email method, then the SMTP settings will be displayed and have to be filled out:
- 'email\_smtp\_host' The address of the SMTP server (e.g. postfix on localhost, gmail-smtp-in.l.google.com for gmail)

- 'email\_smtp\_port' Normally one of 25, 465 or 587 (25 = SMTP, 465 = SMTPS, 587 = STARTTLS)
- 'email\_smtp\_username' username of the sending mail account
- 'email\_smtp\_password' password of the sending mail account

### 3.4 Maintenance

The file  $\subseteq$  src/php/background\_maintenance.php will be called on every login of any user. It will create an instance of the following classes:

- maintenance
- update database

#### 3.4.1 class maintenance

The methods contained in the class maintenance are only called, if the last execution is at least MAINTENANCE\_PERIOD\_IN\_SECONDS ago. MAINTENANCE\_PERIOD\_IN\_SECONDS is set to once a day.

The method user\_dialog\_email->aggregate\_messages\_about\_changed\_roster\_to\_employees() is called to send out emails to employees, whose roster has been changed.

The method maintenance—>cleanup\_overtime() does not do anything yet. It is meant to be used to clean up overtime of existing employees, that happened before they entered the company.

The method maintenance—>cleanup\_absence() does not do anything yet. It is meant to be used to clean up absences of existing employees, that happened before they entered the company.

## 3.4.2 class update\_database

Before the class update\_database executes any of its methods, it checks if there is any change in the official database structure since the last update. It compares the pdr\_database\_version\_hash from the table pdr\_self in the database with the value PDR\_DATABASE\_VERSION\_HASH stored in the file <code>src/php/database</code> version hash.php

The class should contain every SQL Query necessary to change an existing database into the new structure without loosing any data.

# 3.5 Issues and Troubleshooting

Issues are tracked at GitHub https://github.com/MaMaKow/dienstplan-apotheke/issues I am trying to answer any question within 3 days.

# Developer manual

## 4.1 Core development

All PHP scripts have a common file default.php, which handles the default settings. It is placed at ./, which is the PDR\_FILE\_SYSTEM\_APPLICATION\_PATH. See the file below:

```
<?php
3
   * Copyright (C) 2017 Mandelkow
   * This program is free software: you can redistribute it and/or modify
   * it under the terms of the GNU Affero General Public License as published by
   * the Free Software Foundation, either version 3 of the License, or
   * (at your option) any later version.
   * This program is distributed in the hope that it will be useful,
11
   * but WITHOUT ANY WARRANTY; without even the implied warranty of
   * MERCHANTABILITY or FITNESS FOR A PARTICULAR PURPOSE.
   * GNU Affero General Public License for more details.
14
15
   * You should have received a copy of the GNU Affero General Public License
16
   * along with this program. If not, see <a href="http://www.gnu.org/licenses/">http://www.gnu.org/licenses/</a>.
17
18
19
20
   * @var PDR_FILE_SYSTEM_APPLICATION_PATH The full path of the application root
     as determined by the position of the default.php
22
  define ('PDR_FILE_SYSTEM_APPLICATION_PATH', __DIR__ . '/');
   * @var PDR_HTTP_SERVER_APPLICATION_PATH The relative path of the application
     root on the web server.
  $folder tree depth in chars = strlen(substr(getcwd(), strlen( DIR )));
  $root_folder = substr(dirname($_SERVER["SCRIPT_NAME"]), 0, strlen(dirname(
     $_SERVER["SCRIPT_NAME"])) - $folder_tree_depth_in_chars) . "/";
  define('PDR_HTTP_SERVER_APPLICATION_PATH', $root_folder);
  //TODO: This does not work, if the location is a symbolic link.
30
31
  * @var PDR ONE DAY IN SECONDS The amount of seconds in one day.
32
  define ('PDR_ONE_DAY_IN_SECONDS', 24 * 60 * 60);
35
  * Define an autoloader:
```

```
*/
  spl_autoload_register(function ($class_name) {
      include_once PDR_FILE_SYSTEM_APPLICATION_PATH . 'src/php/classes/class.'
40
     $class_name . '.php';
  });
41
42
43
  if (!file_exists(PDR_FILE_SYSTEM_APPLICATION_PATH . '/config/config.php')) {
44
      header("Location: " . PDR_HTTP_SERVER_APPLICATION_PATH . "src/php/pages/
45
     install_page_intro.php");
      die ("The application does not seem to be installed. Please see the <a href='
46
      ". PDR_HTTP_SERVER_APPLICATION_PATH . "src/php/pages/install_page_intro.php
     '>installation page</a>!");
47
   else {
      config = array();
48
      global $config; //This has to be explicitly declared in order to work with
49
50
51
       * Load configuration parameters from the configuration file:
52
53
      require_once PDR_FILE_SYSTEM_APPLICATION_PATH . "config/config.php";
54
       * Complement the configuration array with the default values for unset
56
     parameters:
       */
57
      foreach (configuration:: $List of configuration parameters as $key => $value)
58
          if (!isset($config[$key])) {
              config[skey] = svalue;
60
61
      }
62
63
64
  * Setup if errors should be reported to the user, if to log them, and where:
65
66
  ini_set('display_errors', $config['display_errors']); //Display errors to the
  ini_set('log_errors', $config['log_errors']); //Log errors to file?
  if ($config['log_errors'] or $config['display_errors']) {
69
70
       * Debug mode
71
       */
72
      ini_set('zend.assertions', 1); //Assertions will be compiled AND executed.
73
      ini_set('assert.exception', 1); //An exception will be thrown if an
74
     assertion fails.
   else {
75
      ini_set('zend.assertions', -1); //Assertions are not compiled.
76
      ini set ('assert.exception', 0); //Only warnings would be shown if assertions
77
      were to be executed and failed.
78
  ini_set('error_log', $config['error_log']); //Which file should errors be logged
  error_reporting($config['error_reporting']); //Which errors should be reported?
80
81
82
  * We want some functions to be accessible in all scripts.
83
84
 require_once PDR_FILE_SYSTEM_APPLICATION_PATH . "funktionen.php";
```

```
* Setup the presentation of time values:
    //setlocale(LC_ALL, 'de_DE'); // Leider versteht die Datenbank dann nicht mehr
       was die Kommata sollen.
90
  setlocale(LC_TIME, $config['LC_TIME']);
91
92
   * Setup default timezone for date()
93
   */
94
  date_default_timezone_set($config['timezone']);
96
   * Setup the encoding for multibyte functions:
97
   * This is necessary for the usage of UTF-8 characters in functions like
     mb_substr()
99
  mb_internal_encoding($config['mb_internal_encoding']);
100
  require_once PDR_FILE_SYSTEM_APPLICATION_PATH . 'src/php/localization.php';
102
103
   * session management
104
  \$session = new sessions;
106
  $List_of_branch_objects = branch::read_branches_from_database();
108
109
   * Guess the navigator (=browser) language from HTTP ACCEPT LANGUAGE:
   * This is used in the head.php
111
  $navigator_languages = preg_split('/[,;]/', filter_input(INPUT_SERVER,
     HITP_ACCEPT_LANGUAGE', FILTER_SANITIZE_STRING));
```

../default.php

## 4.1.1 Directory structure

- $\Box$  config/ Contains the configuration file config.php
- $\Box$  css/ obsolete, use  $\Box$  src/css/ instead
- 🖯 docs/ This documentation and tools to build it
- $\square$  img/ Images used by the program
- $\Box$  js/ obsolete, use  $\Box$  src/js/ instead
- \(\text{\tanslation files for gettext, currently only german (de\_DE)}\)
- rachtarrow src/ Most of the actual source code
  - ≘ src/css Style Sheets
  - − □ src/js JavasScript
  - ⊜ src/php/ PHP: Hypertext Preprocessor
  - ☐ src/php/classes/ Contains all the class files class.class\_name.php
  - ⊜ src/php/fragments/ parts of bigger pages, may be included via php require/include or loaded with JavaScript

- ☐ src/php/pages/ This is the place for the single views, which the human user will use to look at the roster etc.
- ⊕ src/sql/ SQL Database Tables and Triggers
- tests/ Tests to find errors in the source code; This folder is listed in .gitignore. Only some files are part of the visible source.
- $\rightleftharpoons$  tmp/ A directory for temporary files. There is no automatic cleanup yet.
- $\bigcirc$  upload/ The destination for uploaded content. Currently only specific \*.PEP files produced by Awinta ASYS Smart are understood. Those files contain information about the amount of customers that have been served in the past.

### 4.1.2 Coding standards

This project aims to follow some coding style guide.

- Please avoid StudlyCaps and camelCase.
- Class constants MUST be declared in all upper case with underscore separators.
- Property names MUST be written in under\_score.
- Plain variables and objects are written in all lowercase.
- Array names start with a singe Uppercase letter followed by lowercase characters.
- Method names MUST be written in under\_score.
- Code MUST use 4 spaces for indenting, not tabs.
- Opening braces for classes and functions MUST go on the same line, and closing braces MUST go on the next line after the body.
- Opening braces for control structures SHOULD go on the same line, and closing braces MUST go on the next line after the body.

Disk space is not rare anymore. IDEs are helping with autocomplete. There is no need to abbreviate stuff. Please use long terms like user\_email\_notification\_cache instead of usr\_ml\_ntfcn\_ca or u\_e\_n\_c.

#### 4.1.3 The database

Currently there is only MySQL supported as a database management system (DBMS). The tables are:

- absence (illness, vacation and other kinds of absence)
- approval (saves for each day if the leader has officially authorized the roster)
- branch (information about the main pharmacy and possible branches)
- Dienstplan (the actual roster data; start, end, break)
- employees (employee data; employee\_id, name, profession, abilities)

- employees backup (a copy of the employees table with historical data archived)
- Feiertage (obsolete)
- Grundplan\_roll (not used yet)
- Grundplan (the basic plan; Beginning, end, pause; is used to suggest new rosters)
- maintenance (obsolete)
- Mandant (obsolete)
- Notdienst (dates of emergency services and the employees scheduled to them)
- opening\_times\_special (not used yet)
- opening\_times (the opening and closing times of the branches, no GUI yet for editing)
- pdr\_self (reflects the state of the application itself)
- pep month day (the relative amount of work on different days in the month)
- pep (the raw amount of work data, hashed to reduce the amount of deleted/ignored entries)
- pep\_weekday\_time (the amount of work at different times on different weekdays)
- pep\_year\_month (the relative amount of work on different months in the year)
- saturday\_rotation (whose turn is it to work on which saturday?)
- saturday rotation teams (who belongs to which team for saturday's rotation?)
- Schulferien (not used yet)
- Stunden (overtime archive and balance)
- task rotation (rotating assignment of employees to a task, e.g. compounding)
- user\_email\_notification\_cache (not used yet)
- users lost password token (tokens provided to change a forgotten password)
- users\_privileges (the privileges of the user accounts)
- users (the user accounts; there has to be exactly one employee for every user account; there may be employees without user accounts)
- Wunschplan (obsolete)

A copy of all the table structures is stored in <code>src/sql/</code>. The directory also contains the file <code>src/sql/database\_version\_hash.php</code> which holds a SHA1 hash of all the structures returned by <code>SHOW CREATE TABLE</code> and <code>SHOW CREATE TRIGGER</code> after some modification. The hash is written by <code>stests/get-database-structure.php</code>, see the details in that file.

#### Maintenance of the database

There is a class *update\_database*. This class holds a defined set of MySQL statements that alter the database structure from a known state in the past to the current state.

This class is not well tested. It might work. It might as well destroy the whole database.

The class  $update\_database$  is called on every login of a user. It then decides on its own, if any actions have to be taken. In order to decide, the hash stored in the file  $\cite{database\_version\_hash.php}$  is compared to the hash stored in the database table  $\cite{pdr\_self}$  pdr\_database\_version\_hash].

Auto healing tables The class database\_wrapper has a function create\_table\_from\_template() that is able to create missing tables from the structure information given in src/sql/. It is called if any PDO database query throws an exception with the code 42S02 and the MySQL error 1146.

## 4.2 Classes

The classes are stored in the folder = src/php/classes/.

#### 4.2.1 user

The user class represents an employee, who has registered a user account in PDR.

## 4.3 Documentation

This documentation about a programm, app or script is a stub. You can help this project by expanding it. Seriously, if there is something that does not explain itself enough, just send me an email or contact me at GitHub!

# 4.4 Testing

## 4.5 Bug tracker

Bugs and Issues are tracked at GitHub https://github.com/MaMaKow/dienstplan-apotheke/issues

## 4.6 Translation

Translations are handled with gettext().

See this article about po4a about the translation of this document: https://maltris.org/mehrsprachigkeit-fur-fast-alles-po4a-7317.html

#### 4.6.1 Internationalization

Different countries have different laws regarding pharmacies and employment. They also have different holidays.