

# Teacher Schedule App: User Manual

Welcome to the **Teacher Schedule App**. This manual provides a comprehensive guide to managing your school's schedule, absences, and substitutions with ease and precision.

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## Getting Started

### Accessing the App

The application is available in two versions:

-  **Online:** Accessible via your school's custom URL (e.g., Vercel).
-  **Desktop:** A standalone application for offline use.

### Logging In

1. Enter your **Username** (usually your last name in Hebrew or a designated code).
2. Enter your **4-digit PIN**.
3. Click **Login**.

*[!TIP] Admins have full access to management tools, while Teachers can only view their own schedules and reports.*

## Teacher Management

### The Teachers Dashboard

Navigate to **Admin > Teachers** to see the full staff list.

- **Regular Teachers:** Staff with permanent weekly schedules.
- **Substitutes:** Dedicated staff available for daily coverage.

### Managing Teacher Profiles

Click on any teacher's name to open their **Profile Card**:

- **Edit Info:** Update name, email, phone, and login username.
- **Reset PIN:** Admins can view or change a teacher's login PIN.

## Schedule & Substitutions

### Permanent Weekly Template

In the Teacher Profile, use the **Weekly Template** view to set a teacher's recurring schedule.

- Click any "Plus" icon to add a class.
- Select the **Subject**, **Class**, and **Period Type** (Regular, Stay, Individual, or Meeting).

## Managing Weekly Absences

Switch to the **Manage Substitutions** tab to handle specific dates.

1. Use the **Week Navigator** (< >) to select the correct week.
2. Click on a scheduled class.
3. Select **Mark as Absent**. The cell will turn  **Red**.

## Assigning a Substitute

Once a slot is marked absent (Red):

1. Click the Red cell.
2. Select **Assign Substitute**.
3. A list of available teachers will appear, color-coded by their availability:
  -  **FREE**: No periods scheduled.
  -  **STAY**: On a "Stay" period.
  -  **INDIVIDUAL**: On an "Individual" period.
  -  **Official substitute teacher**.
4. Select a teacher and confirm. The cell will turn  **Green**.

## Daily Substitution Organizer

The **Daily Organizer** ( /admin/daily ) is the "Command Center" for the school morning. It shows a grid of every teacher and every period for a single day.

### Workflow:

1. **DatePicker**: Select the day (e.g., "Sunday, 22/02").
2. **Add Absences**: Use the sidebar to quickly add teachers who called in sick.
3. **The Matrix**: Look for **Red** cells (Absences) and click them to assign coverage instantly from the real-time availability list.

## Reports & Exports

### Monthly Substitution Report

Navigate to **Admin > Reports** to view all coverage data for the month.

- **Group by Teacher**: Ideal for calculating monthly payroll/hours for substitutes.
- **Group by Date**: Perfect for record-keeping and historical auditing.

### Exporting Data

Every report includes professional export options:

-  **Export to PDF**: Generates a clean, print-ready document.
-  **Export to Excel**: Downloads a formatted `.xlsx` file for data analysis.

## Data & Administrative Tools

## School-Wide Data Import

To set up a new school year or semester:

1. Go to **Admin > Data**.
2. Upload your school's **Master Schedule (Excel)**.
3. The app will automatically create all teachers, classes, and schedules in seconds.

## Database Backup

Use the **Download Database** button to keep a local backup of all school data, including historical substitutions.

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*[!IMPORTANT] **Timezone Sync:** The app uses UTC-safe logic. Ensure your computer's date and time are set correctly for the most accurate scheduling experience.*

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