

**Shift Sync**  
**Scheduling Web Application**  
**User Guide**

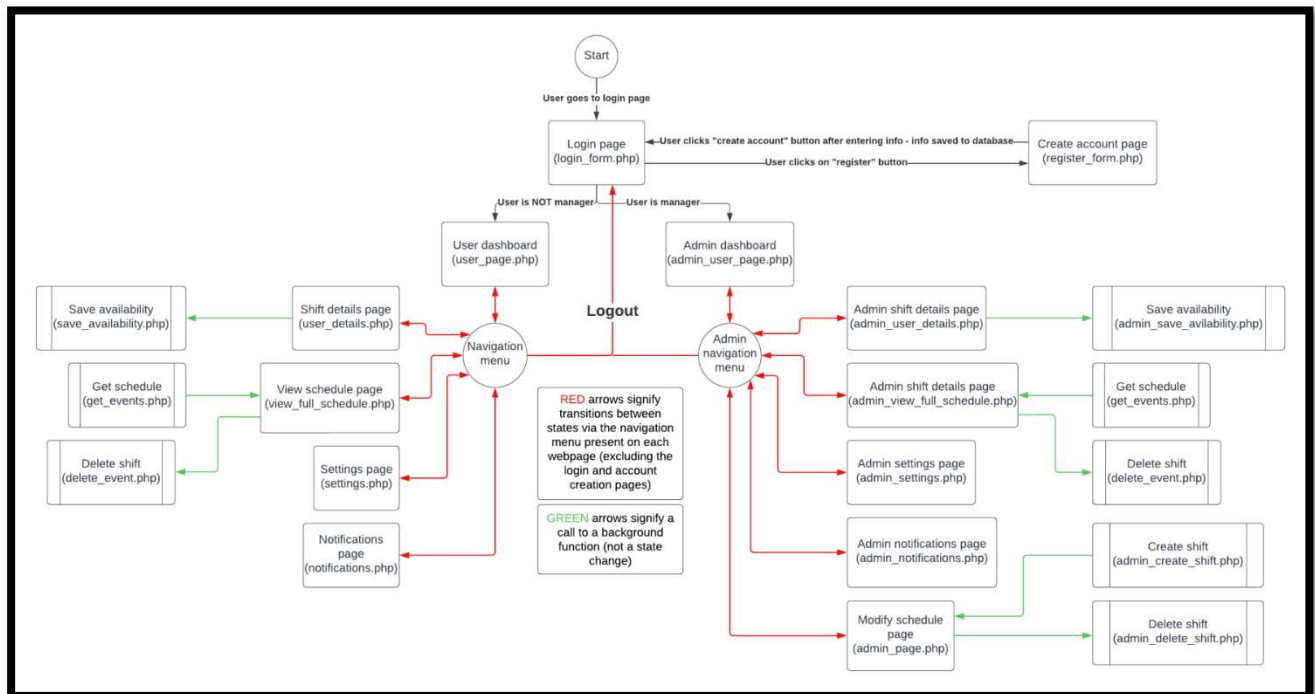
## Document Revision History

Rev. Level	Date	Description
Important	2023/11/20	Initial Version
Important	2023/11/23	Second Version
Important	2023/11/26	Final Version

## Reference Documents

Document Type	Description
Sample Document	Sample for user guides provided in resources

## State Chart



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# 1 Overview

## **Purpose**

This document provides the operational manual for ShiftSync on all supported operating systems.

## **How to Use This Documents**

In this document all of the situations like creating a schedule that is viewable by all employees as well as other key features (settings, uploading availability, etc.). So, find the topic that is related to your need for the system, and the information around it there.

## **Assumptions**

It is assumed that the user has experience with working with a simple web-based application.

## 2 Description

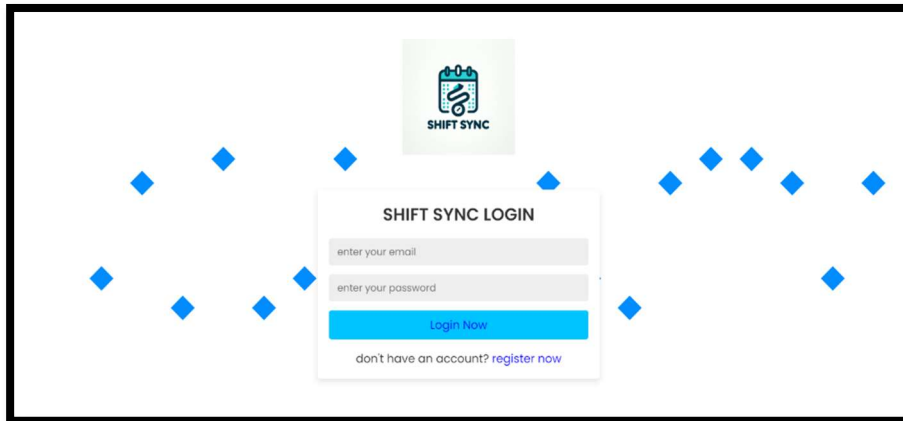
ShiftSync is a scheduling software designed to simplify the process of managing employee work schedules. It specializes in workforce management and scheduling, serving important fields such as retail, healthcare, hospitality, and even events. By offering a digital alternative to manual scheduling, it streamlines operations, ensuring efficiency and customer satisfaction. With its modern interface, ShiftSync allows managers to effortlessly create, modify, and distribute work schedules all while considering individual employee availability. The software's real-time update capabilities ensure that both managers and employees are always informed of the latest changes. Employees benefit from the flexibility to view their schedules and request time off directly within the application. Comprehensive, efficient, and user-friendly, ShiftSync is an essential tool for modern workforce management.

## Functionality and Features

- **User Authentication:**
  - Users can register for an account.
  - Login functionality for both administrators and regular users.
- **Database Management:**
  - Database creation and configuration using XAMPP.
  - Tables for storing user information and availability data.
- **User Roles:**
  - Distinction between administrator and user roles during registration.
  - Differentiated access levels for administrators and users.
  - Users can set their availability and enter shift details but cannot edit the final schedule.
- **User Dashboard:**
  - View and manage work schedules.
  - Submit availability for scheduling.
- **Settings:**
  - Change account passwords.
  - Switch between light and dark themes for the user interface.
- **Administrator Tools:**
  - Admin Dashboard with full access to scheduling and user management.
  - Schedule Management:
    - Create, edit, and publish work schedules based on user availability.
- **Full Schedule Viewing:**
  - Display the entire schedule for all users, filtered to show individual shifts.
- **Security Measures:**
  - User passwords are stored encrypted in the database.
  - Password verification during changes.
- **Additional Features:**
  - **Dark Theme:**
    - Added the ability to switch between light and dark themes for user interface customization.
  - **Notifications:**
    - The website has a notification system for alerts about schedule updates or changes.

### 3 Working with User and Admin Web Application

The login page of the ShiftSync Web Application is shown below



As you can see in the main window, the user enters their email and password to log in. Create a new account by pressing register now. This prompts you to put if you are registering as an admin or a user. For test purposes, you can create one admin and multiple users.

#### Viewing Schedule

After logging in you can see this page also known as the dashboard/home page.

Enter Shift Details	<b>Employee Availability for the Current Week</b>							
View Full Schedule								
Settings								
Notifications								
Admin								
Logout								
Name: Admin								
Email: bainsg21@students.ecu.edu								

Name	2023-11-26	2023-11-27	2023-11-28	2023-11-29	2023-11-30	2023-12-01	2023-12-02
Garry Bains	No Shift	No Shift	No Shift	3:38 PM - 10:38 PM	No Shift	No Shift	No Shift
Gar Gar	No Shift	12:00 PM - 6:00 PM	No Shift	No Shift	No Shift	No Shift	No Shift
Admin	No Shift	7:22 AM - 7:22 PM	No Shift	11:39 AM - 11:39 PM	7:20 AM - 11:19 AM	11:18 AM - 11:22 PM	No Shift

As shown above, this is the employee schedule for the current week. On the left side, there are several options that allow you to navigate the website. These options include “Enter Shift Details,” “View Full Schedule,” “Settings,” “Notifications,” “Admin”, and “Logout.” Enter Shift Details lets a user enter their availability, select if they are unavailable for a specific date, and View Full Schedule lets the user view the availability they entered. The schedule updates daily. Note: Admin page can only be seen on admin log in and not user.

## Viewing Notifications

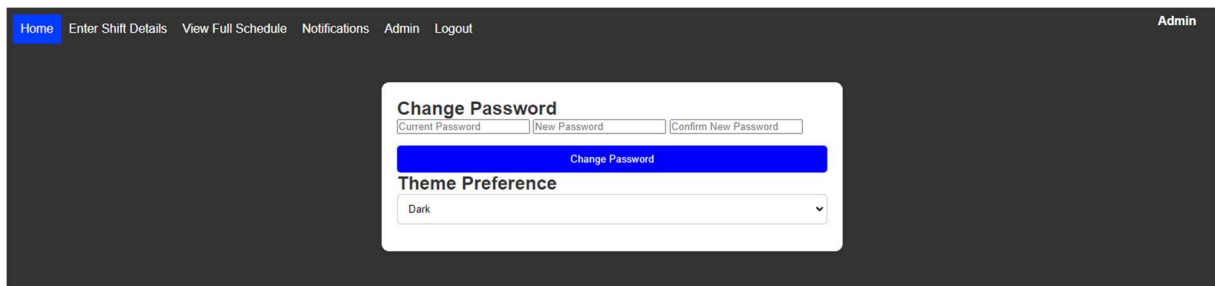
Below is the notifications page



**Note: Only Admin can delete Notification that have been sent out**

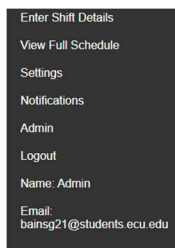
## Viewing and Using Settings

Below is the settings page



The settings page currently has two settings so far which include changing the password as well as a dark and light theme for the webpage. To change your password the user enters their current password and then enters their new password twice for confirmation. If successfully entered and changed, you will be given a prompt of “Password updated successfully”. If the password is incorrectly inputted, you will be given the prompt “Current password is incorrect”.

Below will be an example of how the light theme looks on the dashboard.



### Employee Availability for the Current Week

Name	2023-11-26	2023-11-27	2023-11-28	2023-11-29	2023-11-30	2023-12-01	2023-12-02
Garry Bains	No Shift	No Shift	No Shift	3:38 PM - 10:38 PM	No Shift	No Shift	No Shift
Gar Gar	No Shift	12:00 PM - 6:00 PM	No Shift	No Shift	No Shift	No Shift	No Shift
Admin	No Shift	7:22 AM - 7:22 PM	No Shift	11:39 AM - 11:39 PM	7:20 AM - 11:19 AM	11:18 AM - 11:22 PM	No Shift



## Creating Shift and Viewing Created Shift

Below is the “Enter Shift Details” page which is where the user sets shift availability

[Home](#) [View Full Schedule](#) [Settings](#) [Notifications](#) [Admin](#) [Logout](#) Admin

### Shift Sync

Your Personal Shift Details

Select Day

☐ Available to work

☐ Unavailable to work

Start Time

End Time

☐ Repeats

Every

Save Preferences

The user selects a day, which is not of the current day, the next 6 days, or a previous date to set an availability. If they are not available to work, then the user just saves preferences. Then they select whether or not they are available to work that day or not. The user then selects the earliest time they can work and the latest they are willing to work. After that the user selects if they'd like to repeat that availability for the next 4 weeks. After all those steps the user saves preferences.

Below is the “View Full Schedule” page which is where the user views the availabilities they set

[Home](#) [Enter Shift Details](#) [Settings](#) [Notifications](#) [Admin](#) [Logout](#) Admin

today November 2023 month week day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20 11:21a Available	21 5a Available	22	23	24	25
26 7:22a Available	27	28 11:30a Available	29 7:20a Available	30 11:18a Available	1	2
3	4	5	6	7	8	9

On this page the user can view their availabilities that have been entered by the employee for themselves. To remove an availability on this page the employee has to click on the time for whichever time they want to delete.

## Using Admin Page

Below is the view of the Admin Page

[Home](#) [Enter Shift Details](#) [View Full Schedule](#) [Settings](#) [Notifications](#) [Logout](#) Admin

### Employee Availability for the Current Week

Name	2023-11-26	2023-11-27	2023-11-28	2023-11-29	2023-11-30	2023-12-01	2023-12-02	2023-12-03	2023-12-04	2023-12-05	2023-12-06	2023-12-07	2023-12-08	2023-12-09
Garry Bains				3:38 PM - 10:38 PM										
Gar Gar		12:00 PM - 6:00 PM												
Admin		7:22 AM - 7:22 PM		11:39 AM - 11:39 PM	7:20 AM - 11:19 AM	11:18 AM - 11:22 PM								

The admin page has several features. It can add, edit, and delete shifts, as well as send out notifications. To send out notifications, the admin types the message in the text box, and clicks “Post Message”, and it will post it to the notification page for all employees.

The admin page handles adding, editing, and deleting shifts. To **add** a shift, click on the shift slot in question, and enter the new time. The admin must enter the time with the format “HH:MM – HH:MM”. For example, “12:00 – 20:00”. (If a shift already exists, you must delete it first to **edit** the shift).

To **delete** a shift, the admin must click on the shift, delete the information with backspace, and then type “delete” in the text box.

### IMPORTANT:

- Times must be entered in military time.
- When editing a shift, you must delete the original shift before entering a new time.

## Validation Tests

- **Schedule Generation and Conflict Resolution:**
  - Objective: Verify that the system can generate a weekly schedule for all users without overlapping shifts and handle conflicts when two users have requested the same shift.
  - Result: No overlapping shifts in the generated schedule.
- **User Availability Submission and Repetition:**
  - Objective: Ensure that the system accurately records user-submitted availability and repeats the availability for subsequent weeks when requested.
  - Result: User availability is reflected correctly across the specified four-week period in the schedule.
- **Theme Change Persistence and Performance:**
  - Objective: Test if the theme change (from light to dark and vice versa) persists across sessions.
  - Result: The selected theme remains active across sessions even after user logs out and back in.
- **Notification System Functionality:**
  - Objective: Confirm that the notification system updates users about schedule changes and any other relevant information in real-time.
  - Result: Notifications are sent out and received immediately after admin sends out notification.
- **Data Integrity During Password Change:**
  - Objective: Check the security and integrity of user data during password changes.
  - Result: Password changes are handled securely without exposing sensitive user information or allowing unauthorized access.