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Shift Sync User Manual

Introduction

Shift Sync is an intuitive and efficient web-based scheduling system that allows administrators and users to manage work schedules, availability, and preferences. This manual provides detailed instructions for installing and using Shift Sync on a local environment using XAMPP.

System Requirements

- XAMPP for Windows/Linux/MacOS.
- Web browser (e.g., Chrome, Firefox, Safari).

Installation

XAMPP Setup

1. Download and install XAMPP from the official website.
2. Launch XAMPP Control Panel.
3. Start the 'Apache' and 'MySQL' services.

Database Configuration

1. Open your web browser and go to http://localhost/dashboard.
2. Click on "PHPMyAdmin" at the top of the screen to manage your databases.
3. In PHPMyAdmin, create a new database for Shift Sync using the following SQL command:

```
CREATE DATABASE user_db;
```

User Table Creation

1. With user_db selected, execute the following SQL command to create a table for storing user information:

```sql
CREATE TABLE user_form (
    id INT AUTO_INCREMENT PRIMARY KEY,
    name VARCHAR(255) NOT NULL,
    email VARCHAR(255) NOT NULL,
    password VARCHAR(255) NOT NULL,
    user_type VARCHAR(50),
    theme VARCHAR(10) NOT NULL DEFAULT 'light'
);
```

Availability Table Creation

1. Next, create a table to store user availability data with this SQL command:

```sql
USE user_db;

CREATE TABLE user_availability (
    id INT AUTO_INCREMENT PRIMARY KEY,
    user_id INT NOT NULL,
    day_of_week VARCHAR(50) NOT NULL,
    start_time TIME NOT NULL,
    end_time TIME NOT NULL,
    repeat_weekly BOOLEAN NOT NULL DEFAULT FALSE,
    FOREIGN KEY (user_id) REFERENCES user_form(id)
);
```

Notification Table Creation

1. Last, create a table to store notifications pushed out by the administrator with this SQL command:

```sql
CREATE TABLE notifications (
    id INT AUTO_INCREMENT PRIMARY KEY,
    message TEXT NOT NULL,
    created_at TIMESTAMP DEFAULT CURRENT_TIMESTAMP,
    admin_id INT,
    FOREIGN KEY (admin_id) REFERENCES user_form(id)
);
```

Accessing Shift Sync

After the database setup:

1. Navigate to C:\xampp\htdocs in your file explorer and place the project in that folder. (Make sure the project folder is named "project".
2. Navigate to http://localhost/project/login_form.php in your web browser to access the login page.
3. To register, click on the 'register' link, fill in the required fields, and specify if the account is for an administrator or a user.

User Guide

User Dashboard

- View and manage your work schedule.
- Submit availability.

Settings

- Change account password.
- Switch between light and dark themes.

Notifications

- Receive alerts about schedule updates or changes.

Logout

- Securely sign out of your account.

Administrator Guide

Admin Dashboard

- Full access to scheduling and user management tools.

Schedule Management

- Create, edit, and publish work schedules based on user availability.
- The format for adding dates is HH:MM – HH:MM in military time.

User Management

- Oversee user accounts and their details.

Full Schedule Viewing

- Display the entire schedule for all users, filtered to show individual shifts.

Security

- User passwords are stored encrypted in the database.
- Passwords are verified when changes are requested.

Support

For support, contact the support team.