**Rosta User Guide**

**User Roles**

There are three roles: WORKER, SUPERVISOR and MANAGER. The SUPERVISOR can work either as an employee or volunteer. The MANGER cannot work but is the only user with privileges to add/update/delete other users (he/she cannot inspect passwords!)

The user can be an employee who works against a shift pattern and can take holidays and absences; or a volunteer who works on adhoc volunteer days (although these can be set to repeat for convenience).

A user can be nominated as a keyholder with responsibility for open/close of the museum.

**App Security**

If a user makes no interactions with the app for a period of 5 minutes then he/she will be automatically logged out.

The time of last login is stored and displayed to the user on login.

It is necessary to change password on first login but thereafter passwords do not expire.

All stored passwords are encrypted.

**User Registration**

It is possible for users to self-register by using the URL /register

On first login the user must change their password and then they will be nagged to complete their profile.

**Rota**

The rota comprises a 7-day week where each day is divided into three periods: morning, afternoon and evening.

This view is intended to show the rota for the current week although other weeks can be selected.

The view will update dynamically if other users make changes to their days in the selected week.

The Shop Rota can be downloaded as a PDF and printed.

**Calendar**

The calendar enables employees to edit their shifts and add/delete holidays and absences. *Note only the employee can make changes to their own shift pattern and it cannot be changed by the SUPERVISOR or MANAGER.*

Volunteers can add/delete volunteer days (including with daily/weekly/monthly repeats).

The SUPERVISOR and MANAGER can additionally add/delete holidays, absences and volunteer days on behalf of other users. The MANAGER has the additional privilege of being able to make these changes to days which are earlier than the current week.

*There is conflict checking for all day additions to prevent duplication, e.g. two volunteer events on the same day for a given worker, etc.*

An automated check is performed on the rota for the upcoming week. If there are less than two workers and/or no keyholder for any period then notifications are sent. These take the form of warnings to the MANAGER / SUPERVISOR and requests for support from the volunteers.

Also, if a work makes any changes to their calendar affecting the current week then this results in notification of the MANAGER and SUPERVISOR.

The view supports rota planning by using a red background to indicate days with staff shortfalls.

The view will update dynamically if other users make changes to their days in the selected month/week.

The view can be switched between monthly (default) or weekly calendar extents.

Note that Bank Holidays are displayed for information only because the museum is generally open on these days and workers are required to be present.

**Documents**

The MANAGER can upload shop information and shop procedures. They are listed to other users and can be downloaded for reading.

**Profile [WORKER & SUPERVISOR]**

This view enables non-MANAGER to edit their profile (excluding role, employee and keyholder).

**Password**

This view enables users to change their password. Note there is no password policy but weak passwords will be rejected by use of a password strength algorithm

**User Management [MANAGER]**

The MANAGER has full control of other user profiles including the ability to change roles.

The MANAGER can add users where they may be unable to self-register and can delete users (including their associated shifts and days, i.e. the latter would no longer be available for man info).

The MANAGER can also disable login for any user.

**Management Information [MANAGER]**

This view enables the MANAGER to generate reports of the numbers of days worked, holidays taken or absences for any user for a past period or projected into the future.

Note these counts are calculated from the planned shift patterns and days present in the calendar at the time of the report. *At the time of writing the app does not incorporate attendance recording.*

**Settings [MANAGER]**

This view displays the email and cron settings through which notifications are sent. They are held in an external file which can only be changed by a system admin and which require the app to be re-started in order to take effect.

It is possible to define email addresses for museum directors so they are included in automatic rota check notifications.

**About**

This view displays the app name, logo and version which can be configured using an external file.