BCH Rota System 1.0

Software Instructions

Contents

1. How to deploy

The BCH Rota System 1.0 is already deployed in Amazon EC2 instance.

To deploy your own updated version, you need to

1. Build the jar package from the source code.
2. Connect to Amazon EC2 instance with SSH
   a. Details of this can be requested from Alex Welsh at hr18147@bristol.ac.uk
3. Copy the jar package to the EC2
4. Stop the old version
5. Run new version

Use maven command
```
mvn clean build
```

to build the jar package
When connected to the server, use the command

```
Sudo htop
```

To list running processes, then select one of the java bch rota processes and kill it with F9.
Press F10 to exit htop
Move the old version to the old folder
Execute the new version with the command
```
Java -jar "new version.jar"
```

2. How to use

2.1 Sign in

Use the email of the account to sign in

2.1.1 When a user forgot their password

Click 'Forgot password' link below 'Sign in' button then enter the email of the account. The password reset link will be sent to the email. The link will send user to password reset page. From the page, user can reset their password by entering the new password twice.

2.2 Rota table (Home-page)

2.2.1 For Administrators

Administrators can make changes on rota table by

1. Allocating new shift to a user
2. Changing existing shifts
3. Removing existing shifts
4. Adding comments at the cell

To edit rota, double click the cell to change then select the shift-type from the dropdown list.

To add comments at the cell, right click the cell then select 'Add comment' from the context menu.

After making changes, **you need to click 'save' button** at the top of the rota table to save changes. Otherwise, all the changes will be lost.

Administrators can switch their view to different time by using 'Select range menu'.

2.2.2 For Spectators and normal Users

For non-admin users, the rota table view is **read-only**, and they **CANNOT** see the comments that are written by administrators.

The rota table is synced with administrator's rota table.

2.3 Select range menu

Admins can see old or future rota table by selecting the rota table range from this menu. To do this, they need to select the year and the month to go and the range of months to display at once.

2.4 Side-bar

Some side-bar menus are not accessible to normal users

- Home: Rota table (All users)
- Manage: Managing menu for user accounts and shift-types (Admin)

- Print Weekly Rota: Weekly Rota page (Admin, Spectator)
- Settings: Account settings page (All users)
- Sign out: Sign out from the System (All users)

The side-bar can be hidden with the 'Toggle-Sidebar' button

2.5 Manage

2.5.1 Manage Accounts

Admins can Create/Edit/Delete users

To create a user, admins need to fill the new user's detail (Email, first name, last name, account level, and role) in the form.

To edit the user, select the user then change the detail in the form.

To delete the user, select the user then click 'Delete user' button. **THIS ACTION CANNOT BE UNDONE**. The deleted user will disappear in the rota table.

2.5.2 Manage Shift-types

Admins can Create/Edit/Delete shift-types

To create a shift-type, admins need to fill the new shift-type's detail (name, start time, end time, colour, and description) in the form.

To edit the shift-type, select the shift-type then change the detail in the form.

To delete the shift-type, select the shift-type then click 'Delete shift type' button. **THIS ACTION CANNOT BE UNDONE**. However, the shift of the deleted shift-type will remain.

2.6 Print Weekly Rota

This page will display the weekly rota of standard shifts (CG, E1, E2, M, L, N, F, EW, MW, LW) and 3 external shifts (Consultants, CED "Visitors", ENP)

Admins and spectators can print this weekly rota by clicking "print" button above the rota. This will open the printing menu from the user's browser.

2.7 Settings

In settings menu, users can change their password.

First, they need to enter the current password to verify themselves. Then, they enter new password to change their password.

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