On-Call Duty Planner

Manual

(rev. 1.1)

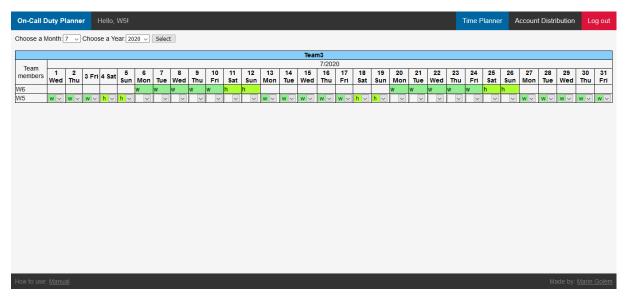## Table of Contents

Worker

For a worker On-Call Duty Planner consists of two pages:
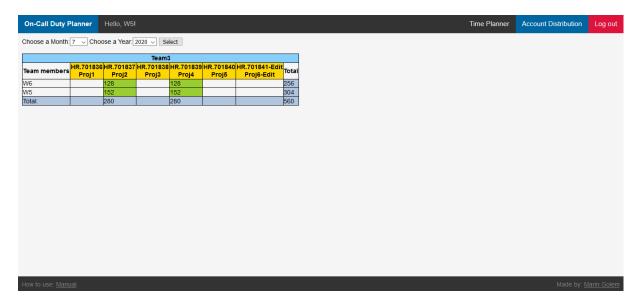
Time Planner:

- look at your history of workdays in the past and plan and set your workdays or the present and next month.

- to choose a period for which you want to see your schedule use the „Choose a month" and „Choose a year" Drop Down Lists and click on the „Select" button. You can only look at your working days in the past but you can only edit the present and next month.

- in the row with your name on it you can click on a Drop Down List for a specific day in month and you can choose between two types of workdays: „w" represents a regular workday and is equal to 16 hours of working time while „h" represents a weekend or a holiday and is equal to 24 hours of working time. Empty fields represent days you arent't working. To remove yourself from working on a certain day just choose the empty field in the Drop Down List.

Picture 1 - Time Planner Page (User)

Account Distribution:

- shows the amount of hours you worked in a month per project and the sum.

- to choose a period for which you want to see your schedule use the „Choose a month" and „Choose a year" Drop Down Lists and click on the „Select" button

Picture 2 - Account Distribution Page (User)

Project Manager

For a project manager On-Call Duty Planner consists of six pages:

Time Planner:

- look at history of workdays in the past and plan and set workdays for the present and next month for any team.

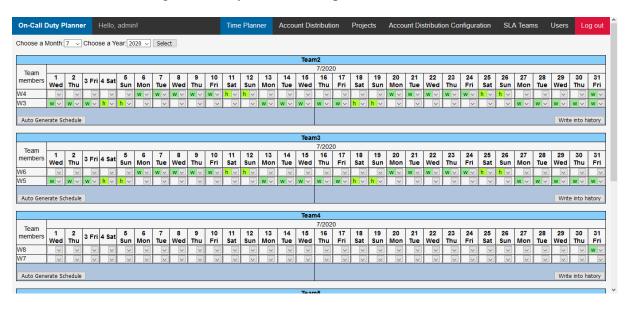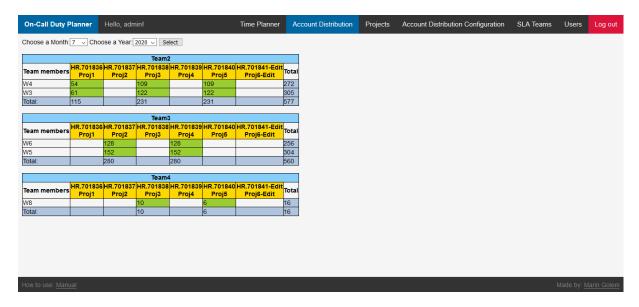- to choose a period for which you want to see your schedule use the „Choose a month" and „Choose a year" Drop Down Lists and click on the „Select" button. You can look and edit working days in the past, present and next month for all teams.

- click on a Drop Down List for a specific day in month and you can choose between two types of workdays: „w" represents a regular workday and is equal to 16 hours of working time while „h" represents a weekend or a holiday and is equal to 24 hours of working time. Empty fields represent days you aren't working. To remove someone from working on a certain day just choose the empty field in the Drop Down List.

- „Auto Generate Schedule" button generates work days automatically based on who worked last week of last month. You can only use it for current and future months. WARNING: using it will delete any dates that have currently been chosen.

-„Write into history" button MUST be used at the end of the month or when you are certain the schedule wont change or when you edit in the past.

Picture 3 - Time Planner Page (Project Manager)
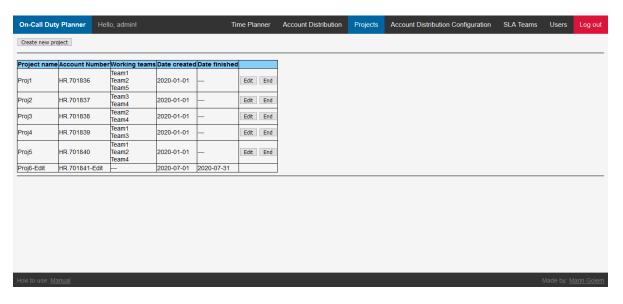
Account Distribution:

- shows the amount of hours for all teams that worked in a month per project and the sum.

- to choose a period for which you want to see your schedule use the „Choose a month" and „Choose a year" Drop Down Lists and click on the „Select" button

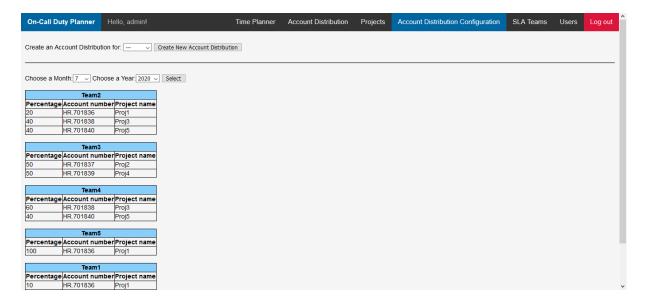**Picture 4 - Account Distribution Page (Project Manager)**

Projects:

- shows all existing project/accounts, teams that work on it and its starting and finish dates

- „Create new project" button opens a form in which you choose the project name and account number. (Note: project name and account number must be unique, duplicates are NOT allowed) By clicking „Create" you create a new project/account and the form closes. By clicking „Cancel" you close the form and cancel the creation. (Note: date of creation is always on the 1st of the month when it was created)

- „Edit" button opens a form at the bottom of the page in which you can edit the selected project's project name and account number. „Save" button applies the changes and closes the form, „Apply" button applies the changes and leaves the form open, „Cancel" button cancels the changes and closes the form. (Note: project name and account number must be unique, duplicates are NOT allowed)

- „End" button finishes the selected project after which you cannot edit it anymore or use it in Account Distribution. (Note: date finished is always the last day of the month when it ended)

Picture 5 - Projects Page
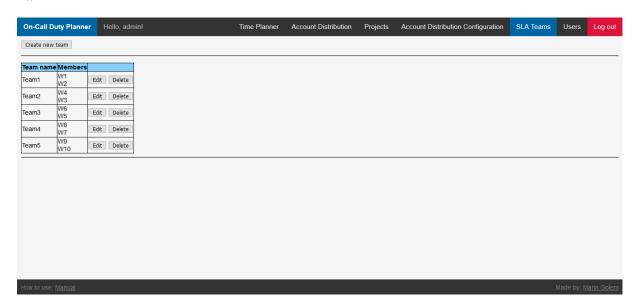
Account Distribution Configuration:

- shows details of all past, current and future Account Distributions

- „Create new account distribution" button opens a form in which you choose the projects and their percentages in an Account Distribution. Before you click the „Create new account distribution" button you must choose a team for which you will create an Account Distribution. „Add" button in the form adds a row in the table for another account, while „Remove" button in the table removes the selected row. „Create" button creates the new Account Distribution for the selected team for the next month. WARNING: If there already is an Account Distribution for next month for the selected team it will be overwritten. „Cancel" button cancels the changes and closes the form. (Note: The sum of all percentages must be 100 and every percentage must be in range 1-100 and there can't be two or more same accounts in an Account Distribution)

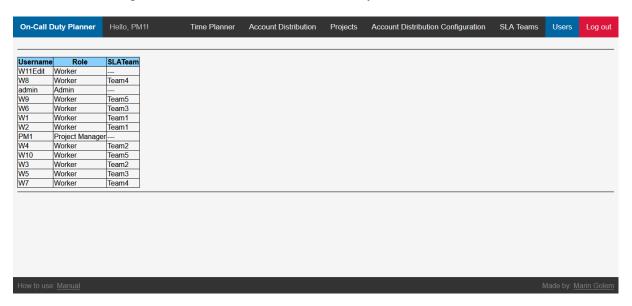**Picture 6 - Account Distribution Configuration Page**

SLATeams:

- shows all existing SLATeams and users that are on the team

- „Create new team" button opens a form in which you choose the team name and select its members. (Note: only users without a team can be picked) By clicking „Create" you create a new SLATeam and the form closes. By clicking „Cancel" you close the form and cancel the creation. (Note: team name must be unique, duplicates are NOT allowed)

- „Edit" button opens a form at the bottom of the page in which you can edit the selected team's name, remove current team members and add new members. „Save" button applies the changes and closes the form, „Apply" button applies the changes and leaves the form open, „Cancel" button cancels the changes and closes the form. (Note: : team name must be unique, duplicates are NOT allowed)

- „Delete" button removes the current team members and deletes the selected team.

Picture 7 - SLATeams Page

Users:

- shows all existing users, their roles and teams that they are in.

Picture 8 - Users Page