

# On-Call Duty Planner

## Manual

(rev. 1.1)

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## 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 aren't working. To remove yourself from working on a certain day just choose the empty field in the Drop Down List.

On-Call Duty Planner Hello, W5! Time Planner Account Distribution Log out

Choose a Month: 7 Choose a Year: 2020 Select

Team3																															
7/2020																															
Team members	1 Wed	2 Thu	3 Fri	4 Sat	5 Sun	6 Mon	7 Tue	8 Wed	9 Thu	10 Fri	11 Sat	12 Sun	13 Mon	14 Tue	15 Wed	16 Thu	17 Fri	18 Sat	19 Sun	20 Mon	21 Tue	22 Wed	23 Thu	24 Fri	25 Sat	26 Sun	27 Mon	28 Tue	29 Wed	30 Thu	31 Fri
W6																															
W5	w	w	w	h	h																										

How to use: [Manual](#) Made by: [Marin Golem](#)

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

Team3						
Team members	HR.701836 Proj1	HR.701837 Proj2	HR.701838 Proj3	HR.701839 Proj4	HR.701840 Proj5	HR.701841-Edit Proj6-Edit
W6	128	128	128	128	128	128
W5	152	152	152	152	152	152
Total	280	280	280	280	280	280

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.

The screenshot displays the 'Time Planner' interface for July 2020. At the top, there's a navigation bar with 'On-Call Duty Planner' selected, followed by 'Hello, admin!', 'Time Planner', 'Account Distribution', 'Projects', 'Account Distribution Configuration', 'SLA Teams', 'Users', and a 'Log out' button. Below the navigation bar, there are dropdown menus for 'Choose a Month' (set to 7) and 'Choose a Year' (set to 2020), with a 'Select' button. The main content area is divided into three sections for Team 2, Team 3, and Team 4. Each section shows a calendar grid for the month of July 2020. Team 2 has members W4 and W3. Team 3 has members W6 and W5. Team 4 has members W8 and W7. Each team's section includes an 'Auto Generate Schedule' button and a 'Write into history' button. The calendar grid shows days of the week (1 Wed to 31 Fri) and team members (W4, W3, W6, W5, W8, W7) with dropdown menus for selecting workdays (w) or holidays (h). The interface also shows a 'Team 5' section at the bottom, which is currently empty.

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

On-Call Duty Planner	Hello, admin!	Time Planner	Account Distribution	Projects	Account Distribution Configuration	SLA Teams	Users	Log out
Choose a Month: 7 Choose a Year: 2020 Select								
Team2								
Team members	HR.701836 Proj1	HR.701837 Proj2	HR.701838 Proj3	HR.701839 Proj4	HR.701840 Proj5	HR.701841-Edit Proj6-Edit	Total	
W4	54		109		109		272	
W3	61		122		122		305	
Total:	115		231		231		577	
Team3								
Team members	HR.701836 Proj1	HR.701837 Proj2	HR.701838 Proj3	HR.701839 Proj4	HR.701840 Proj5	HR.701841-Edit Proj6-Edit	Total	
W6		128		128			256	
W5		152		152			304	
Total:		280		280			560	
Team4								
Team members	HR.701836 Proj1	HR.701837 Proj2	HR.701838 Proj3	HR.701839 Proj4	HR.701840 Proj5	HR.701841-Edit Proj6-Edit	Total	
W8			10		6		16	
Total:			10		6		16	
How to use: <a href="#">Manual</a>								
Made by: <a href="#">Marin Golem</a>								

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)

Project name	Account Number	Working teams	Date created	Date finished
Proj1	HR.701836	Team1 Team2 Team5	2020-01-01	---
Proj2	HR.701837	Team3 Team4	2020-01-01	---
Proj3	HR.701838	Team2 Team4	2020-01-01	---
Proj4	HR.701839	Team1 Team3	2020-01-01	---
Proj5	HR.701840	Team1 Team2 Team4	2020-01-01	---
Proj6-Edit	HR.701841-Edit	---	2020-07-01	2020-07-31

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)

Create an Account Distribution for:

Choose a Month:  Choose a Year:

Team2		
Percentage	Account number	Project name
20	HR. 701836	Proj1
40	HR. 701838	Proj3
40	HR. 701840	Proj5

Team3		
Percentage	Account number	Project name
50	HR. 701837	Proj2
50	HR. 701839	Proj4

Team4		
Percentage	Account number	Project name
60	HR. 701838	Proj3
40	HR. 701840	Proj5

Team5		
Percentage	Account number	Project name
100	HR. 701836	Proj1

Team1		
Percentage	Account number	Project name
10	HR. 701836	Proj1

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.

The screenshot shows the 'SLA Teams' page in the 'On-Call Duty Planner' application. The top navigation bar includes 'On-Call Duty Planner', 'Hello, admin!', 'Time Planner', 'Account Distribution', 'Projects', 'Account Distribution Configuration', 'SLA Teams' (active), 'Users', and 'Log out'. Below the navigation bar is a 'Create new team' button. The main content area displays a table with the following data:

Team name	Members		
Team1	W1 W2	Edit	Delete
Team2	W4 W3	Edit	Delete
Team3	W6 W5	Edit	Delete
Team4	W8 W7	Edit	Delete
Team5	W9 W10	Edit	Delete

At the bottom of the page, there is a footer with 'How to use: [Manual](#)' and 'Made by: [Marin Golem](#)'.

Picture 7 - SLATeams Page



## Users:

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

On-Call Duty Planner

Hello, PM1!

Time Planner

Account Distribution

Projects

Account Distribution Configuration

SLA Teams

Users

Log out

Username	Role	SLATeam
W11Edit	Worker	---
W8	Worker	Team4
admin	Admin	---
W9	Worker	Team5
W6	Worker	Team3
W1	Worker	Team1
W2	Worker	Team1
PM1	Project Manager	---
W4	Worker	Team2
W10	Worker	Team5
W3	Worker	Team2
W5	Worker	Team3
W7	Worker	Team4

How to use: [Manual](#)

Made by [Marin Golen](#)