Scheduling App User Documentation

For Employees

Accessing the Application

This documentation assumes your manager already has the application running in the workplace. If you do not have access to a terminal with the application running, request a manager to get it started.

Logging In

Enter the username provided by your manager on the login screen to access the employee dashboard.

Viewing Your Schedule

From the employee dashboard, select “view schedule” to view the active schedule set by the manager. A pop-up will appear with the schedule details. Close the window when done viewing.

Changing Your Availability

From the dashboard, select “update availability”. A new page will appear with 7 tabs, one for each day of the week. Navigate to the day you wish to update your availability for. For each time frame you want to be available for work, enter the start and end times in the boxes and click add. To remove availability, click the “X” button next to the desired time frame to remove. **Important:** Times should be entered in 24 hour format (HH:MM). For example, if you want to work from 9:00 AM to 5:00 PM, you need to enter 09:00 and 17:00, respectively.

For Managers

Initial Setup and Running the Application

Details for application installation, setup, and execution can be found in README.md in the application file directory.

Logging In

On the login page, enter your manager username (on a new setup, the username is admin) to be redirected to the manager dashboard.

Adding and Managing Employees

To add a new employee, select “Add account” from the manager dashboard. The system will walk you through a series of prompts to collect the employee information and get them added to the system.
Employees can be removed from the system or promoted to manager in a similar manner with the “Delete account” and “Promote employee” buttons, respectively.
A list of employees currently in the system can be viewed by selecting “Show employees”.

Update Your Availability

Select “Change Your Availability” to get to the page for availability changes. For details on operating this page, see the corresponding section in the documentation for employees.

Managing Shifts

Weekly shift blocks can be added with the “Create Shift” button. A pop-up will appear that will walk you through the shift creation process with prompts for collecting the required information.
Shifts can be viewed with the “Show Shifts” button. Note that each shift has a corresponding ID. This is needed for deleting shifts, which can be done with the “Delete Shift” button.

Schedules

To generate a new schedule for the week, navigate to the schedules page via “Create Schedules”. Here you will see three options for creating a new schedule: Random Valid Checks, Prioritize Manager Availability, and Reduce Empty Slots. Each of these buttons will generate a schedule using a different method in order to meet the desired criteria.
After selecting a scheduling option, a pop-up will appear with the generated schedule details. If you would like to set this schedule as the active schedule in the system, select “Choose Schedule”. Otherwise, hit “Close” to go back.
Note: Whichever schedule you choose to be the active schedule is the one employees will see when they view the schedule from their dashboard.