

Employee Work Schedule - Quickstart

- Employee Work Schedule
- Multi calendar

Installation

When you are **updating** an earlier version, copy all the files except the config files. Check the update info if config options were added or removed and change your config.php in the same way.

Also check if there are database update queries.

For **new installations** follow these instructions:

1. Extract the zipfile and put the extracted folder "employee-work-schedule" in your local or online webfolder. For most Windows users the local webfolder is the `htdocs` folder, that is the default when you install XAMPP. For Linux users the webfolder is probably `/var/www` or `/home/www`, you can find the correct folder in `/etc/httpd/conf/httpd.conf` or `/etc/apache2/sites-available/default` when you installed LAMPP.
2. Create a database. Import the tables from the file 'calendar_db_for_new_users.sql' to your new database. When you are updating, do the necessary queries from the update sql file(s). Don't forget to insert at least one row in the 'calendars' table and to insert the superadmin and the admin. (also included in the sql file) *The superadmin is optional, but handy if you want to have several admins (employers), because the superadmin can add admins. When you log in as admin or superadmin you can change the default.*
3. Put the host, name, user and password of your database in configs/db.config.php.
4. Open configs/config.php and set the correct paths.
 - define('FULLCAL_DIR', '/path-to-webserver/employee-work-schedule');
 - define('FULLCAL_URL', \$http_host . '/employee-work-schedule');Don't change \$http_host.
5. Make all the folders readable.
6. Make the folder 'templates_c' writable (775 or 773).
7. Make the folder '/system/dbdump' writable (773, so that the folder is not viewable in the browser).
8. Set your dateformat and timeformat in configs/config.php

9. Last thing is to decide how users (or just you) can access the calendar. There are 3 choices. You can set your choice in configs/config.php by changing the constant ALLOW_ACCESS_BY.
- **free:** everyone has access to the calendar (only public calendars are visible when not logged in) when they visit the calendar URL.
To let an admin login set ADMIN_CAN_LOGIN_FROM_ADMIN_URL to true so the admin can login by putting /admin behind the URL or set SHOW_SMALL_LOGIN_LINK to true.
 - **ip:** the calendar can only be accessed from the given IP.
 - a. You have to set your IP address (CAL_IP) in config.php. All the public calendars and private calendars will be visible.
 - b. All the events are saved with the same user ID in the database.
 - **login:** users have to login so they can be verified. The calendar is not accessible when you are not logged in.
 1. If non-users should be able to view the calendar you have to set SHOW_SMALL_LOGIN_LINK to true, otherwise they will only see the loginpage.
 2. You can choose if users can only edit own events or also events from others.
(USERS_CAN_SEE_ITEMS_FROM_OTHERS ,
USERS_CAN_CHANGE_ITEMS_FROM_OTHERS)

Also look at the constants regarding your chosen access type that are important to set as well in config.php.

9. Create calendars:

For each calendar you can set if it's public, private or private for the admin group. An admin group is a group of users that are created by one admin. You can also set several others things, like if others can add/edit/delete.

For testing or when you will be the only user, and you want the login access option, you can create a user by doing the steps in the chapter **'How to create a user'**.

If there will be more users and you don't want them to be able to register themselves you can also use this way to add users.

If you plan to be the only user and you don't want to login, you don't have to create a user.

You could set IP_AND_FREE_ACCESS_SAVED_USER_ID to 1, so that when you create one user later, the calendar items will still be linked to you.

First Use

IMPORTANT !

Set your admin emailaddress in config.php, otherwise users won't have a correct 'from' emailaddress.

```
define('FROM_EMAILADDRESS', 'your_emailaddress');
```

Updates

IMPORTANT !

When there is an update you can update all the files except the config files. However you do need to check **config.php** if there are new config options. If so, copy them to your config.php.

Tips

You can use recurring events when employees work on same days every week.

Interval

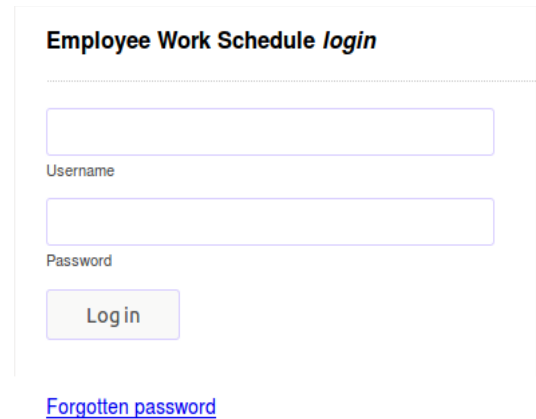
Weekly

Recurrence

☐ M ☒ T ☒ W ☐ T ☒ F ☐ S ☐ S

Weekly on Tuesday, Wednesday, Friday

You can put a small login link above the calendar by setting the config option `SHOW_SMALL_LOGIN_LINK` to `true`. The advantage of this is that the calendar can be viewed by people without logging in. When you set it to `false` people will see the login page.



Employee Work Schedule *login*

Username

Password

Login

[Forgotten password](#)

How to create a user:

1. ADMIN: Through the 'Quick add user' button in the 'users' section in the admin dashboard. The admin fills in a password, there is no interaction needed with a user.
You have to be logged in as admin.
The user will automatically be placed in the current admin_group.
2. ADMIN: Through the 'Add user' button in the user menu or 'users' section in the admin dashboard.
You have to be logged in as admin.
The user will automatically be placed in the current admin_group.
3. USERS: Through the register form.
Set `ALLOW_ACCESS_BY` to **'login'** and `USERS_CAN_REGISTER` to **true**. Users can then register.
 - When you set `SEND_ACTIVATION_MAIL` to **true** the user receives an activation mail with a link to set a password. After that the user is registered and activated.
 - When `SEND_ACTIVATION_MAIL` is set to **false**, then there is a password field in the register form. After submit the user is registered and activated and can login immediately.

```
define('SEND_ACTIVATION_MAIL', true);
```

```
// true, an email is send to the new user with an activation link. The user is activated after click on activation link and filling in a password on the webpage the link goes to.
```

```
// false, the user is immediately activated, password is in register form, when SHOW_CREATED_PASSWORD_WHEN_ADMIN_ADDS_USER is set to true. (or in the email when admin registers a user with add_user form)
```

How to create an admin:

1. With the query in the **sql** file you can add an admin.
(username=admin, password=admin)
An admin can add users.
2. Through the 'Add admin' or 'Quickly add admin' button above the calendar.
You have to be logged in as superadmin.
Only a superadmin can add admins.
3. Advanced: Change a current user or admin to admin by setting the
`usertype` to 'admin' and `admin_group` to NULL in the user table.

How to create a superadmin:

1. With the query in the **sql** file you can add a superadmin.
(defaults: username=superadmin, password=superadmin)
A superadmin can add admins.
2. Advanced: Change a current user or admin to superadmin by setting the
`usertype` to 'superadmin' and `admin_group` to NULL in the user table.

How to add your own language:

1. Copy one of the language files in the script folder and translate the lines.
Rename the name to lang**.js, where ** is your language code (e.g. EN,DE,NL).
2. Find the two letter language (<http://www.w3.org/WAI/ER/IG/ert/iso639.htm>)
and put it in config.php behind LANGUAGE and insert it as other language
in the settings (in admin area)
3. Set the two letter code in 'other language' in the settings form in the
admin area.
4. If you want to have your language included in the dropdownlist instead of
using the 'other language' field in the settings you have to add the new
language in config.php to the \$current_languages array.
Also add lines in include/default.inc.php and utils.class.php

Other configuration options in /configs/config.php:

- a. LANGUAGE (NL, EN, FR, DE, ES, PL)
 - **NL:** Dutch
 - **EN:** English
 - **FR:** French
 - **DE:** German
 - **ES:** Spanish
 - **PL:** Polish
 - **NO:** Norwegian
 - **IT:** Italian
- b. CAL_IP is the IP address from which the user(s) has access to the calendar.
- c. USERS_CAN_REGISTER:
 - **true:** if potential users should be able to register themselves. A register button is visible on the login screen. (only possible when ALLOW_ACCESS_BY is set to '**login**').
 - **false:** if only the admin should be able to register a user.
- d. SEND_ACTIVATION_MAIL:
 - **true:** user is activated after click on activation link in mail. This is more save because it's a way to check if the mail address is correct and if the user is really is who he/she claims to be.
 - **false:** user is immediately activated, password is in registration form.
- e. FROM_EMAILADDRESS:
 - Only if ALLOW_ACCESS_BY is '**login**' and SEND_ACTIVATION_MAIL is **true**.
- f. USERS_CAN_SEE_ITEMS_FROM_OTHERS: **!deprecated, you can set this for each calendar now.**
- g. USERS_CAN_CHANGE_ITEMS_FROM_OTHERS: **!deprecated, you can set this for each calendar now.**
- h. SHOW_SMALL_LOGIN_LINK:
 - **true:** The calendar is shown with a login link at the top.
 - **false:** If you are not logged in, you are send to login page.
- i. ADMIN_CAN_LOGIN_FROM_ADMIN_URL (for use with access type 'free'):
 - **true:** Admin can login by adding '/admin' behind the calendar url . Can be handy when the access type is 'free' and the admin wants to change settings or to edit events (in case USERS_CAN_CHANGE_ITEMS_FROM_OTHERS = false).
 - **false:** No one can login.

You can set the **date format and the time format** in config.php (check the file `ews_all_config_options.pdf` for all the config options):

`SHOW_AM_PM`
`TWELVE_TWENTYFOUR_HOURS`
`DATEPICKER_DATEFORMAT`
`SHORT_DATEFORMAT`

Admin area

You can get there by clicking on the menu button 'admin area' or add `/admin` behind the calendar URL in the browser.



Examples:

1. I am the only one who will add items to the schedule, there will be no other users and the login link should not be visible. There will be other people who can view the schedule.
 - Set `ALLOW_ACCESS_BY` to 'free' .
 - Set `ADMIN_CAN_LOGIN_FROM_ADMIN_URL` to true.
 - In the calendars section in the admin area:
 - a. Set the calendar to public.
 - b. Uncheck 'others can add'.
 - c. Uncheck 'others can edit'.
 - d. Uncheck 'others can delete'.
2. I will be the only user. I don't want to login every time, and I don't want to create a user. I will only use the calendar on my computer at home.
 - Best thing you can do is to set `ALLOW_ACCESS_BY` to '**ip**'.
 - set `IP_AND_FREE_ACCESS_SAVED_USER_ID` to 2, in case you later on decide that you want to login anyway. (for example if you do want to use the calendar at the office as well)

- If later on you want to use the 'log in' access type, you just register a user through the browsers address bar (see above). It will get user_id 1, so all your events are linked to you.
 - Or add an admin with the query in calendar_update.sql. And then you can also create a user with the 'add user' button. You have to log in as admin to see that button.
3. There will be 3 users and they should have one shared calendar, so they can also change items from each other. This might be handy for some kind of planning tool.
- When all 3 would be on one IP address you could set ALLOW_ACCESS_BY to '**ip**'. Fill in the IP address behind CAL_IP . Because they want to manage 1 calendar, it is not necessary to create users. The items they insert will all have the same user_id (default 1000000).
 - If the users are not on 1 IP address it's best to use the 'login' access type calendar. Then you should set ALLOW_ACCESS_BY to '**login**'. Then you can choose if you want to create the users yourself or let the users register. You can set that option in USERS_CAN_REGISTER. With SEND_ACTIVATION_MAIL you can define if the user gets an activation mail or not.
 - In both cases you need to do:
 - In the calendars section in the admin area:
 - a. Set the calendar to public.
 - b. Uncheck 'others can add'.
 - c. Uncheck 'others can edit'.
 - d. Uncheck 'others can delete'.
4. There will be several or many users, with all their own calendar. They have to log in to be able to see their calendar.
- This will certainly be the calendar with the 'login' option, so set ALLOW_ACCESS_BY to '**login**'.
 - Set USERS_CAN_REGISTER to **true**.
 - Set SEND_ACTIVATION_MAIL to **true**.
5. There will be several or many users, which can add items when they log in, and non-users can view all the events.
- This will be the calendar with the 'login' option, so set ALLOW_ACCESS_BY to '**login**'.
 - Set SHOW_SMALL_LOGIN_LINK to **true**.
 - Set USERS_CAN_REGISTER to **true**.
 - Set SEND_ACTIVATION_MAIL to **true**.
6. Open and free calendar where everyone can add items.
- Set ALLOW_ACCESS_BY to '**free**'.
 - Set ADMIN_CAN_LOGIN_FROM_ADMIN_URL to **true**. Admin can login by adding '/admin' behind the calendar url . Can be handy when the access type is 'free' and the admin wants to change settings or to edit events (in case 'others_can_edit' is false).
 - Set USERS_CAN_REGISTER to **false**.

- Set the calendar to public.
- Set SHOW_SMALL_LOGIN_LINK to **false**.