

Scheduler - User & Administrator Guide

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Introduction

This document is meant as a guide on how to use and access all the functionality for the scheduler. The "User" section details all functionality accessible by any common user and the "Administrator" section details all functionality accessible by administrators (with the password).

Note that this application acts as a prototype and has therefore restrictions on its usability. For instance, all save files are saved locally, instead of in a database.

Functionality

User

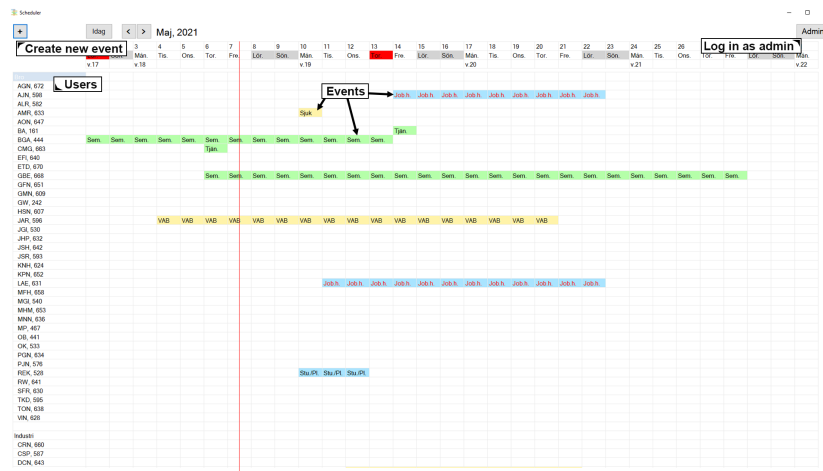


Figure 1: The calendar window with highlighted functionality.

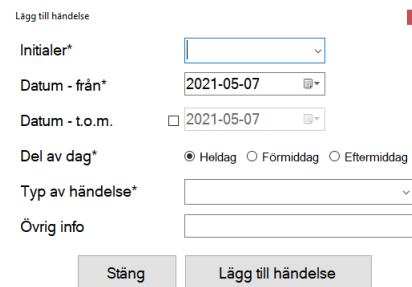
Figure 1 displays the program's main window, the calendar view. This calendar is grid-based and designed as a GANTT chart. All users are stacked on the left side, and the dates for the current month are listed in the header.

The events may be of different types, indicated by their color and text, exempli gratia; "Sem." stands for "Semester" and "VAB" stands for "Vård av barn".

The red line indicates today's date.

The "<" and ">" buttons are used for displaying the previous/next month respectively. The "Idag" button takes the user back to the current month.

The "Create new event" button opens a new form, from which new events are added (See figure 2). All required fields are denoted by the * symbol. When a new event is created, an email containing all information about the event is sent to the administrator (temporarily disabled). New events may need manual confirmation from the administrator, based on the type of event (described further in the "Administrator" section).



Lägg till händelse

Initialer*

Datum - från* 2021-05-07

Datum - t.o.m. 2021-05-07

Del av dag* ☒ Heldag ☐ Formiddag ☐ Eftermiddag

Typ av händelse*

Övrig info

Stäng Lägg till händelse

Figure 2: The "Create new event" form where events are created from user-inputted data.

The "Log in as admin" button opens the panel to log in with the administrator's password, described further in the "Administrator" section.

In the header, red/orange dates indicate holidays/half-holidays and may be selected to reveal all information about the selected holiday. Similarly, all events may also be selected to reveal all information about the event (see figure 3).

The image shows a portion of a calendar grid. A red vertical line is positioned between the first and second columns. The grid contains several cells with the text 'Sem.' (Semester) in green and 'VAB' (Absence) in yellow. A tooltip window is open over one of the 'Sem.' cells, displaying the following information:

Semester
GBE
2021-05-06 - 2021-05-28 (Heldag)
[Godkänd]
info:

Figure 3: The tool-tip window with all information about the selected event.

Administrator

The administrator part of the program is locked from use by common users, with a custom password. It allows for adding/removing users, approving/disapproving/deleting events, and creating reports (see Figure 4).

The screenshot shows the 'Administrering' (Administration) form. It is divided into three main sections: 'Frånvaro - Dag' (Absence - Day), 'Frånvaro - Månad' (Absence - Month), and 'Kalender' (Calendar). Each section has a date selector and a 'Skriv ut' (Print) button. The 'Frånvaro - Dag' section also includes a 'Del av dag' (Part of day) section with radio buttons for 'Heldag' (Full day), 'Förmiddag' (Morning), and 'Eftermiddag' (Afternoon). Below these sections, there are several status indicators: 'På kontoret: 52' (At the office: 52), 'Semester: 2' (Vacation: 2), 'Föräldraledig: 0' (Parental leave: 0), 'Tjänstledig: 0' (Sick leave: 0), 'Jobbar hemifrån: 0' (Working from home: 0), 'Studiebesök/Platskontor: 0' (Study visit/Workplace: 0), 'Sjuk: 0' (Sick: 0), and 'VAB: 1' (Absence: 1). At the bottom, there are three tabs: 'Händelser' (Events), 'Användare' (Users), and 'Rapporter' (Reports).

Figure 4: The reports-tab in the administrator form.

In the reports-tab, the following three different types of reports may be generated;

1. Frånvaro - Dag

This report is a simple auto-generated report displaying the number of employees absent/in office for a specific date. This report is mostly useful for, exempli gratia; quickly check how many people will be in office this day, which is useful for multiple different reasons.

2. Frånvaro - Månad

This report is used for creating a PDF detailing the absence (total and of different types) each day during the specified month. This report may be used by the HR representative to find trends in employee absence over one or many months.

3. Kalender

This report creates a PDF of the calendar view exactly as is in the application (for the specified month). This is especially useful when one needs to print out the calendar in real life.