Complete User & Administration Guide

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1. Introduction & Platform Overview

1.1 Purpose

WorkSync is a comprehensive professional collaboration and human resources management platform designed to streamline internal operations, facilitate team coordination, and provide recruiters with a transparent overview of development capabilities. The platform serves as both a functional business tool and a demonstration of enterprise-grade application development.

1.2 Technology Stack

- **Backend Framework: Spring Boot 3.x**
- **Frontend Framework: Angular v20 with PrimeNG v20, FullCalendar library**
- **Security: Spring Security with JWT, BCrypt password encryption**
- **Database: Spring Data JPA with Lombok, MySQL**
- **Real-time Communication: WebSockets with STOMP protocol**
- **File Storage: Cloudinary cloud storage integration**
- **Email System: SMTP with Thymeleaf templating engine**
- **Internationalization: ngx-translate with automatic browser detection**
- **UI/UX: Customized Argon Dashboard (Tailwind CSS)**
- **Deployment: Docker containers on OVH VPS with custom domain**

1.3 Key Principles

- **Security First: HTTP-only cookies, encrypted credentials, role-based access control**
- **Real-time Updates: Instant WebSocket notifications for all relevant actions**
- **User Experience: Responsive design with light/dark mode support**
- **Automation: Reduced manual administration through smart workflows**
- **Transparency: Clear visibility into team structures and activities**

1.4 System Requirements

- **Screen Resolution: minimum width 325px**

2. Getting Started

2.1 Initial Account & Company Creation

First-Time Access:

1. **Navigate to the WorkSync login page**
2. **Click the "Sign Up" button**
3. **Enter the following required information:**
    - **Company Name (must be unique across the platform)**
    - **Your First Name**
    - **Your Last Name**
    - **Your Email Address (cannot be changed later)**

Important Notes:

- **The company creator automatically becomes an administrator**
- **Company name uniqueness is validated in real-time**
- **Email address serves as your permanent username**
- **A company can have more then one administrator**

Post-Registration Process:

1. **System generates a strong random password (8+ characters)**
2. **Welcome email sent containing:**
    - **Account credentials (email and password)**
    - **Login page link**
3. **Company record created in the system**

2.2 First Login & Mandatory Password Reset

Initial Login:

1. **Use the email and generated password from the welcome email**

2. Click "Login"

Mandatory Password Change:

1. Upon first login, automatic redirection to "Reset Password" page
2. Create a new password meeting current policy requirements
3. Confirm the new password

Security Enforcement:

- Password reset is mandatory before accessing any other features
- Dashboard or home access is blocked until password is changed
- Default password length can be modified by Administrators (see Section 10.1)

2.3 First Login Notification

  - New employee first login triggers notification
  - If employee has team: Notifies team manager
  - If no team: Notifies company creator
  - Content: "New team member joined portal"

2.4 Password Recovery Process

Forgotten Password Flow:

1. From login page, click "Forgot Password"
2. Enter your registered email address
3. System validates email existence
4. If valid, email sent containing:
   - Verification code (default: 5 characters)
   - Code validity period (default: 2 minutes)
   - Reset instructions

Verification & Reset:

1. Enter the received verification code

2. **Create new password**
3. **Confirm new password**
4. **Automatic login with new credentials**

Configuration Options (Admin only):

- **Verification code length (1-6 characters)**
- **Code validity period (1-5 minutes)**
- **See Section 10.2 for configuration details**

2.5 Language & Browser Settings

Automatic Language Detection:

1. **System detects browser language on first visit**
2. **Language preference saved in browser's local storage**
3. **Manual override available from top navigation menu**

Language Selection:

1. **Click language selector in top-right corner**
2. **Choose from available languages**
3. **Interface updates immediately without page refresh**

Storage Method:

- **Language preference stored in localStorage**
- **No server-side storage of language preference**
- **Each browser/device maintains its own setting**

2.6 "Remember Me" Feature

Functionality:

- **Optional checkbox on login page**
- **When checked: Saves email address in localStorage**
- **When unchecked: No persistent storage of credentials**

Security Notes:

- **Only email address is stored (never password)**
- **Automatic population of email field on subsequent visits**
- **Does not affect session timeout or security**

Clearing Saved Email:

- **Clear browser localStorage**
- **Or manually delete from browser settings**

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3. User Roles & Permissions

3.1 Employee

Definition: Standard platform user with basic collaboration capabilities.

Permissions:

- **View personal home**
- **Edit own profile information**
- **Upload and manage documents**
- **Create events (except tasks)**
- **Participate in assigned events**
- **Book holiday requests**
- **View team information (if assigned)**
- **Receive and manage notifications**

Restrictions:

- **Cannot create tasks**
- **Cannot manage teams**
- **Cannot manage other users**
- **Cannot access company settings**
- **Cannot approve holiday requests (unless Manager)**

3.2 Manager

Definition: Team supervisor with administrative capabilities over assigned teams.

Permissions: (All Employee permissions, plus:)

- **Create and assign tasks**
- **Manage teams they supervise**
- **Add/edit users within their teams**
- **Approve/reject holiday requests for team members**

- **View team-specific analytics**
- **Receive team-related notifications**

Role Dynamics:

- **Manager status is team-dependent**
- **User becomes Manager when assigned to manage a team**
- **If removed from all team management, reverts to Employee**
- **Managers are not members of any team**
- **Can manage multiple teams simultaneously**

3.3 Administrator

Definition: System owner with full platform control.

Permissions: (All Manager permissions, plus:)

- **Full company settings access**
- **Create additional Administrators**
- **View all company teams and users**
- **Customize platform appearance**
- **Configure all system policies**
- **Manage company logo and branding**

Special Notes:

- **Company creator is always an Administrator**
- **Email address of company creator is immutable**
- **Additional Administrators can be appointed**
- **Administrators are never part of any team**

3.4 Role-Based Interface Differences

Visual Differences:

1. **Employee Template:**

- **Simplified navigation**
- **"Home" instead of "Dashboard"**
- **Limited menu options**
- **Focus on personal tools**

2. **Admin/Manager Template:**
    - **Full administrative navigation**
    - **Management menu options**
    - **Fixed position top navigation (configurable)**
3. **Administrators Template:**
    - **Branding access**
    - **Settings access**

Access Control:

- **Interface elements dynamically rendered based on role**
- **Unauthorized features completely hidden**
- **API-level authorization checks**
- **Real-time permission validation**

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4. Dashboard & Navigation

4.1 Admin/Manager Dashboard

Primary Navigation Elements:

- **Top navigation bar with user menu**
- **Side navigation with collapsed/expanded states**
- **Breadcrumb trail for navigation context**
- **Quick access notification panel**

Dashboard Widgets:

1. **Company Information Card:**
   - **Company name and logo**
   - **Creation date**
   - **Quick company details access**
2. **Company Creator Card:**
   - **Creator's full name and profile picture**
   - **Creator's email address**
3. **Recent Documents Widget:**
   - **Last 4 received documents**
   - **Click-to-download functionality**
   - **Document name and size**
   - **Upload timestamps**
4. **Monthly Activity Summary:**
   - **Events count for current month**
   - **Tasks count for current month**
   - **Meetings count for current month**
   - **Activities count for current month**
   - **Interactive clickable counters**

4.2 Employee Home Screen

Note: Uses the same component as Admin dashboard but with different navigation labels and filtered data.

Employee-Specific Widgets:

1. **Team Manager Card (if applicable):**
   - **Manager full name and profile picture**
   - **Manager email address**
2. **Team Management Card (if applicable):**
   - **Managed team names and counts**
   - **Quick team access links**
   - **Team member overview**
3. **Team Overview Widget (if assigned to team):**
   - **Team name and description**
4. **Team Members Widget (if assigned to team)::**
   - **List of all team members**
   - **Member profile pictures**
   - **Member names and emails**
5. **Shared Widgets (with Admin/Manager):**
   - **Company Information Card**
   - **Company Creator Card**
   - **Recent documents (last 4)**
   - **Monthly activity summary**

4.3 Common Dashboard Widgets

Recent Documents:

- **Displays last 4 documents received**
- **Document types indicated with icons**

- **Clicking any document initiates download**
- **Shows sender information**
- **Timestamp of receipt**

Monthly Activity Summary:

- **Real-time counts of:**
  - **Events (user is participating in)**
  - **Tasks (assigned to user)**
  - **Meetings (user is invited to)**
  - **Activities (user is involved in)**

Interactive Features:

- **Counters are clickable when count > 0**
- **Clicking opens overlay with detailed list**
- **Each item in overlay shows:**
  - **Event/task/meeting/activity title**
  - **Date and time**
  - **Status indicators and description**
  - **Participants**

4.4 Interactive Elements & Overlays

Overlay Behavior:

- **Semi-transparent background**
- **Modal dialog positioning**
- **Escape key to close**
- **Click outside to close**
- **Responsive design for all screen sizes**

Dynamic Content Loading:

- **Overlays load content asynchronously**

- **Loading indicators during fetch**
- **Error handling with retry options**
- **Empty state messages**

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5. Profile Management

5.1 Personal Information Editing

Access: Profile screen available to all authenticated users.

Editable Fields:

1. **Basic Information:**
    - **First Name (required)**
    - **Last Name (required)**
    - **Date of Birth**
    - **Job Title**
    - **Degree/Education**
2. **Contact Information:**
    - **Address**
    - **City**
    - **Country**
    - **Postal Code**
    - ***Email Address (immutable - see important note)***

Important Security Note:

- **Email addresses cannot be changed after initial registration**
- **This is a permanent security identifier**
- **Contact Administrator for exceptional circumstances**

Validation Rules:

- **Required fields marked with asterisk (*)**
- **Real-time validation feedback**

5.2 Profile Picture Management

Update Process:

1. **Click "Edit Profile Picture" link**
2. **Choose image file from device**
3. **System uploads to Cloudinary**
4. **Automatic delete the old pictures for space saving**
5. **Immediate preview update**

Technical Specifications:

- **Supported formats: JPG, PNG, WebP**
- **Maximum file size: 5MB**
- **Optimal dimensions: 400x400 pixels**
- **Cloud storage with CDN delivery**

Privacy Controls:

- **Profile pictures visible to all company users**
- **No external access without authentication**

5.3 Password Change Policy

Access Location: Change password button in top corner.

Change Frequency Restriction:

- **Password can be changed once every hour**
- **After changing password the button will be disabled for an hour**
- **Prevents excessive password changes**

Password Requirements:

- **Minimum length: Configurable (default 8)**
- **Must include: uppercase, lowercase, numbers and special characters**
- **Real-time strength indicator**

Change Process:

1. **Enter current password**
2. **Enter new password (with confirmation)**

3. **View password strength indicator if it is incorrect**
4. **Submit changes**
5. **Automatic logout and re-login required**

5.4 Viewing Other Users' Profiles

Access Methods:

1. **From user management lists (Admin/Manager)**
2. **From team member widgets**
3. **From notification overlays**
4. **From event participant lists**

Profile Card Contents:

- **User's full name**
- **Profile picture**
- **Job title and degree**
- **Full address (if provided)**
- **Age (calculated from date of birth)**
- **Role within company**
- **Team assignment (if any)**

Manager-Specific Additional Information:

- **Teams being managed**
- **Number of team members**

Interactive Elements:

- **"View Team Order" button (if user is in a team)**
- **Click opens hierarchical team display**
- **Tree view of team structure**
- **Expand/collapse team branches**

6. Documents Management System

6.1 Uploading Documents

Access: Documents screen → "Upload Documents" link.

Upload Overlay Components:

1. **Document Description:**
    - **Optional text field**
    - **500-character maximum**
    - **Supports basic formatting**
    - **Description visible to recipient**
2. **Recipient Selection:**
    - **Dropdown list of all company users**
    - **Search/filter functionality**
    - **Currently selected recipient highlighted**
    - **Only one recipient per document**
3. **File Upload Control:**
    - **Drag-and-drop interface**
    - **Or click to browse files**
    - **File type validation**
    - **Size limit enforcement**

6.2 File Specifications & Restrictions

Supported File Types:

- **Images: JPG, JPEG, PNG, GIF, WebP**
- **Documents: PDF, DOC, DOCX**
- **Maximum file size: 5MB**
- **Multiple file selection: Not supported**

Upload Validation:

- **Real-time file type checking**
- **Size validation before upload**

Storage & Management:

- **Files stored on Cloudinary**
- **Access control per document**

6.3 Managing Received Documents

Documents Screen Layout:

- **"Received Documents" section**
- **Table/list view of all received files**
- **Sorted by date**
- **Filter by file name**

List Columns:

1. **Document icon/type**
2. **File name**
3. **Sender name**
4. **Date received**
5. **Description on hover**
6. **Download action**

Download Process:

1. **Click any row in received documents list**
2. **Automatic download initiation**
3. **Browser handles file download**

Privacy Features:

- **Only recipient can access downloaded files**
- **No forwarding capability within system**

- **Download notifications not sent to sender**

6.4 Managing Sent Documents

Access: Documents screen → "My Uploads" section.

Management Options per Document:

1. **Edit:**
    - **Update document description**
    - **Change recipient**
    - **Save changes**
2. **Download:**
    - **Download original file**
    - **Access own uploaded documents**
    - **No recipient notification**
3. **Delete:**
    - **Permanent removal from system**
    - **Recipient access immediately revoked**
    - **Associated notifications deleted**

Deletion Consequences:

- **File removed from Cloudinary storage**
- **All references removed from database**

6.5 Document-Related Notifications

Automatic Notifications:

2. **Document Received:**
    - **Trigger: When document uploaded to you**
    - **Content: Sender name, message, timestamp**
    - **Action: Click to go directly to documents screen**

Notification Cleanup:

- **When document deleted, its notification also deleted**

7. Events, Tasks & Calendar

7.1 Event Types & Creation Permissions

Four Event Types:

1. **Event: General company or team gathering**
2. **Activity: Team-building or work activity**
3. **Meeting: Formal scheduled meeting**
4. **Task: Work assignment with deadline**

Creation Permissions:

- **All Users can create: Events, Activities, Meetings**
- **Only Managers & Admins can create: Tasks**
- **Permission enforced at UI and API levels**

7.2 Creating New Events

Access: Events screen → "Add Event" link.

Creation Overlay Fields:

1. **Event Title: (Required)**
2. **Event Type: Dropdown (3 or 4 options based on role)**
3. **Description: (Optiona)**
4. **Participants: Multi-select list (behavior varies)**
5. **Start Date: DateTime picker without time**
6. **End Date: DateTime picker without time**

Participant Selection Logic:

- **For Events, Activities, Meetings:**
    - **Shows all company members**
    - **Search and filter capabilities**
    - **Select multiple participants**

- **For Tasks (Manager/Admin only):**
    - **Shows only team members (if manager)**
    - **Shows all company members (if admin)**

Date/Time Selection:

- **Intelligent datetime picker**
- **Conflict detection (warning only)**

7.3 Calendar Interface (FullCalendar)

Main Calendar View:

- **Month view default**
- **Navigate forward/backward**
- **Today button for quick return**

Event Display:

- **Color-coded by event type**
- **Shows event title and time**

Interactive Features:

1. **Click Event: Opens details/management dialog**
2. **Drag & Drop: Reschedule events (creator only)**
3. **Event Resize: Adjust duration (creator only)**

7.4 Event Participation & Management

Creator Capabilities:

- **Edit all event details**
- **Add/remove participants**
- **Change date/time**
- **Delete event entirely**
- **Drag-and-drop rescheduling**

Participant Capabilities:

- **View event details**
- **See participant list**
- **No editing permissions**

Event Details Dialog:

- **Full event information**
- **Participant list with avatars**

7.5 Real-Time Event Notifications

Notification Triggers:

1. **Event Created:**
   - **Sent to all selected participants**
   - **Includes significant title and message and creator info**
   - **Calendar link included**
2. **Event Updated:**
   - **Sent to all participants (including new ones)**
   - **Includes significant title and message and creator info**
3. **Event Deleted:**
   - **Sent to all participants**
   - **Calendar automatically updated after screen refresh**

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8. Team Management

8.1 Creating New Teams

Access: Manage Teams screen → "Add Team" link (Admin/Manager only).

Team Creation Form:

1. **Team Name: (Required)**
2. **Team Description: (Optional)**
3. **Team Manager Selection:**
   - **Dropdown of all company managers**
   - **Plus employees selected to be members of this team**
   - **Current managers marked with star**
4. **Team Member Assignment:**
   - **Available Employees: Not in any team**
   - **Team Members: Currently selected**
   - **Transfer between lists using:**
     - **Drag-and-drop**
     - **Arrow buttons (>> and <<)**

Manager Selection Logic:

- **Current managers can manage additional teams**
- **Manager removal from all teams reverts to employee**

8.2 Editing Existing Teams

Access: Click any team in Manage Teams list.

Edit Screen Features:

- **Same interface as creation**
- **Pre-filled with current data**
- **Manager change handling:**

- Old manager (if only managing this team): Demoted to employee
    - New manager (if employee): Promoted to manager
    - Role changes happen automatically

Member Management:

- **Add/remove members freely**
- **No restrictions on team size**

8.3 Team Member Assignment

Available Employee List:

- **Filters out current team members**
- **Shows employees not in any team**
- **Search and filter functionality**

Selection Interface:

- **Dual-list design (Available ↔ Selected)**
- **Visual drag-and-drop feedback**
- **Bulk selection options**
- **Select all/clear all buttons**

Assignment Rules:

- **Employees can belong to only one team**

8.4 Manager Role Dynamics

Automatic Role Management:

1. **Becoming a Manager:**
    - **Assigned to manage a team**
    - **Role automatically updates to "Manager"**
    - **Receives manager permissions**
    - **Removed from any team membership**

2. **Ceasing to be a Manager:**
    - **Removed from all team management**
    - **Role reverts to "Employee"**
    - **Can now be added to a team**
    - **Manager permissions revoked**

Multiple Team Management:

- **Managers can oversee multiple teams**
- **No limit on teams managed**
- **Consolidated team views**

8.5 Team Notification System

Notification Events:

1. **Team Created:**
    - **Sent to all team members**
    - **Includes significant title, message and manager info**
2. **Member Removed:**
    - **Sent to affected member**
    - **Includes significant title, message and manager info**

Real-Time Delivery:

- **WebSocket instant notification**

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9. User Management

9.1 Adding New Users

Access: Manage Users screen → "Add New User" link (Admin/Manager only).

User Creation Overlay:

1. **Basic Information (Required):**
   - **First Name**
   - **Last Name**
   - **Email Address (unique, immutable)**
   - **Date of Birth**
2. **Team Assignment (Optional):**
   - **Dropdown of available teams**
   - **Only for employee users**
   - **Can be assigned later**
3. **Admin Privilege (Admin only):**
   - **"Define as Administrator" checkbox**
   - **If checked: No team assignment allowed**
   - **Admin users cannot be in teams**
4. **Additional Information (Optional):**
   - **Address**
   - **City**
   - **Country**
   - **Postal Code**
   - **Degree/Education**
   - **Job Title**

Post-Creation Process:

1. **System generates random strong password**

2. **Welcome email sent with:**
    - **Login credentials**
    - **Password reset instructions**
    - **Company introduction**
3. **User must complete first login password reset**

9.2 Editing User Information

Access: User list → "pencil icon" action.

Editable Fields:

- **All fields except email address**
- **Team assignment (for employees)**
- **"Define as Administrator" checkbox**
- **All personal information fields**

Role-Specific Editing Rules:

- **Managers can edit: Their team members only**
- **Admins can edit: All company users (except creator)**
- **Email address cannot be changed by anyone**

Team Assignment Logic:

- **Adding to team: Available if user is employee**
- **Removing from team: Becomes standalone employee**
- **Admin users: Cannot be in teams**
- **Manager users: Cannot be in teams**

9.3 User Status Management

User Status Indicators:

- **Active: Normal operation**
- **Locked: Failed login attempts exceeded**

Lock/Unlock Mechanism:

- **Auto-lock: 4 consecutive failed login attempts**
- **Manual unlock: Admin/Manager action required**
- **Unlock process: User list → "Unlock" button**

Login Attempt Tracking:

- **Failed attempt counter**
- **Automatic reset after successful login**

9.4 Viewing User Details & Team Hierarchy

Access: User list → "eye icon" action.

Details Dialog Layers:

Layer 1: User Profile Card

- **Complete user information**
- **Age calculation (from DOB)**
- **Role and status indicators**
- **"View Team Order" link (if in team)**

Layer 2: Team Hierarchy Tree (if "View Team Order" clicked)

- **Visual tree structure**
- **Manager at top**
- **Team members below**
- **Expand/collapse branches**

9.5 Deleting Users & Associated Data

Access: User list → "trash icon" action (with confirmation).

Deletion Scope:

1. **User Account: Complete removal**
2. **Documents:**

- **All uploaded documents deleted**
- **Received documents remain with senders**
- **Cloudinary files removed**
- **Associated notifications deleted**

3. **Notifications:**
    - **Removed all related notifications**

Notification Process:

1. **Post-deletion: Deleted account email to send to user**

Restrictions:

- **Company creator cannot be deleted**
- **Current user cannot delete themselves**
- **Deletion requires confirmation**

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10. Company Settings (Admin Only)

10.1 Password Policy Configuration

Access: Settings panel → Reset password settings.

Configurable Parameters:

1. **Minimum Password Length:**
    - **Minimum: 8 characters**
    - **Default: 8 characters**
    - **Real-time validation**

Application Scope:

- **Applies to all password changes**
- **Existing passwords grandfathered**
- **Enforcement on next change**

10.2 Verification Code Settings

Location: Settings panel.

Configurable Parameters:

1. **Verification Code Length:**
    - **Range: 1-6 digits**
    - **Default: 5 digits**
    - **Balance security vs usability**
2. **Validity Period:**
    - **Range: 1-5 minutes**
    - **Default: 2 minutes**
    - **Security timeout**

10.3 JWT Token Configuration

Access: Settings panel → Access token settings.

Token Parameters:

1. **Access Token Validity:**
   - **Range: 5-60 minutes**
   - **Default: 30 minutes**
   - **Balance security vs convenience**
2. **Token Storage:**
   - **HTTP-only cookies**
   - **Secure flag enabled**
   - **Same-site strict policy**
   - **No JavaScript access**

Security Features:

- **Automatic token rotation**
- **Blacklisting on logout**

10.4 Holiday & Leave Policies

Access: Settings panel → Holiday Settings.

Accrual Policies:

1. **Annual Leave:**
   - **Days earned per month: 0.1-20**
   - **Default: 2.4 days/month (28.8 days/year)**
   - **Accrual: End of each month**
2. **Sickness Leave:**
   - **Days earned per year: 0-20**
   - **Default: 10 days/year**
   - **Accrual: Start of each year**

Policy Application:

- **Immediate effect on change**

10.5 UI Customization & Branding

Access: cog icon in the bottom right corner.

Customization Options:

1. **Color Scheme:**
   - **Header background color**
   - **Link/button colors**
   - **Primary accent color**
   - **Secondary color palette**
2. **Display Mode:**
   - **Light mode**
   - **Dark mode**
3. **Navigation:**
   - **Fixed top navbar (toggle)**
4. **Branding:**
   - **Company logo upload**

Reset Options:

- **Reset to WorkSync defaults**
- **Preserve custom logo**

Scope & Distribution:

- **Changes apply to all users**
- **Real-time style updates**

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11. Holidays & Leave Management

11.1 Leave Types & Balances

Three Leave Types:

1. **Annual Leave:**
   - **Planned time off**
   - **Accrues monthly (see Section 10.4)**
   - **Advance booking recommended**
2. **Sickness Leave:**
   - **Unplanned medical absence**
   - **Accrues yearly (see Section 10.4)**
3. **Permission:**
   - **Short-term absence**
   - **No accrual limit**
   - **Manager discretion**
   - **Usually for appointments**

Balance Tracking:

- **Real-time balance display**
- **Accrual projections**
- **Used/remaining breakdown**

11.2 Booking Holiday Requests

Access: Holidays screen → "Book a Holiday" section.

Booking Process:

1. **Select Leave Type: Dropdown choice**
2. **Choose Date Range:**
   - **Interactive calendar**

- **Range selection (click start and end)**
- **Multiple ranges allowed**
- **Real-time balance calculation**

3. **Review Selection:**
    - **Summary of selected ranges**
    - **Balance impact display**
    - **Conflict detection**
4. **Confirmation:**
    - **Submit request**
    - **Automatic notification to approver**
    - **Calendar blocking**
    - **Status: "Waiting"**

Approval Workflow:

- **If user has team: Goes to team manager**
- **If no team: Goes to company creator**
- **Parallel requests possible**
- **No self-approval**

11.3 My Holiday Requests

Access: Holidays screen → "My Holiday Requests" section.

Request Statuses:

1. **Waiting: Pending manager approval**
2. **Approved: Request granted**
3. **Rejected: Request denied**

List Display:

- **All user's requests**
- **Sort by date, status, type**

Cancellation Process:

- **Only allowed for "Waiting" status**
- **Calendar blocks removed**
- **No penalty for cancellation**

11.4 Approving/Rejecting Requests

Access: Holidays screen → "Employee Holiday Requests" (Managers/Admins only).

Approval Interface:

- **List of pending requests**
- **Requester information**
- **Date ranges and totals**

Decision Options:

1. **Approve:**
    - **Request granted**
    - **Balance deducted**
    - **Calendar permanently blocked**
    - **Notifications sent**
2. **Reject:**
    - **Request denied**
    - **Balance unaffected**
    - **Calendar blocks removed**
    - **Reason required**

Notification Flow:

- **Email to requester**
- **Real-time WebSocket update**

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12. Notification System

12.1 Notification Panel Overview

Location: Top navigation bar (bell icon).

Panel Contents:

- **Last 4 unread notifications**
- **Unread count badge**
- **"View all" history link**

Notification Types:

1. **Document Notifications: Uploads, deletions, edit**
2. **Event Notifications: Invites, updates, delete**
3. **Team Notifications: Assignments**
4. **Holiday Notifications: Requests, approvals, rejects**
5. **User Notifications: Profile updates**

Visual Indicators:

- **Notification title**
- **Notifications sender**
- **Notification message**
- **Read/unread backend**

12.2 Real-Time WebSocket Notifications

Technology Stack:

- **WebSocket protocol**
- **STOMP messaging**
- **Spring Boot backend**
- **Angular frontend service**

Connection Management:

- **Auto-connect on login**
- **Reconnection attempts**
- **Connection status indicator**

Notification Payload:

- **Small JSON objects**
- **Type and action identifiers**
- **Related entity IDs**
- **User context**
- **Timestamps**

Delivery Guarantees:

- **At-least-once delivery**
- **Read receipts**

12.3 Email Notifications Summary

Trigger Events:

1. **User Account:**
    - **Welcome email (with password)**
    - **Password reset confirmation**
    - **Account deleted**
2. **Holidays:**
    - **Request approved/rejected**

Email Features:

- **Thymeleaf templates**
- **HTML and plain-text versions**
- **Click tracking (optional)**

12.4 Notification History & Management

Full History Access:

- **Click "View all" in notification panel**
- **Paginated list**
- **Sorted by date**

Management Actions:

1. **Mark as Read/Unread: Toggle status**
2. **Notification toggle: Display notification details dialog**

Privacy Controls:

- **Users see only their notifications**

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13. Security & Technical Features

13.1 Authentication & Authorization

Multi-Layer Security:

1. **Authentication:**
   - **Email/password credentials**
   - **JWT token-based sessions**
   - **HTTP-only cookie storage**
   - **Automatic session management**
2. **Authorization:**
   - **Role-based access control (RBAC)**
   - **Permission checks at API level**
   - **UI element visibility control**
3. **Session Management:**
   - **Configurable timeout (Section 10.3)**
   - **Concurrent session control**

Security Headers:

- **HTTPS enforcement**
- **CSP policies**

13.2 Data Encryption & Protection

Encryption Methods:

1. **Passwords: BCrypt hashing**
2. **Tokens: JWT with RSA signatures**
3. **Data in Transit: TLS 1.2+**

Sensitive Data Handling:

- **Email addresses: Immutable identifiers**

- **Personal information: Access-controlled**
- **Documents: Per-user encryption keys**

Compliance Features:

- **Data minimization**
- **Privacy by design**

13.3 File Storage & Management

Cloudinary Integration:

- **Cloud-based file storage**
- **Automatic format optimization**

File Security:

- **Private by default**

13.4 Email System Integration

SMTP Configuration:

- **Spring Boot Mail starter**
- **Thymeleaf template engine**
- **Async sending**

Template Management:

- **HTML and text versions**
- **Variable substitution**

13.5 Deployment & Infrastructure

Docker Containerization:

- **Multi-container architecture**
- **Database container**
- **Application container**
- **Reverse proxy (Nginx)**

OVH VPS Configuration:

- **Ubuntu Server LTS**
- **Docker Engine**
- **SSL certificate (Let's Encrypt)**
- **Firewall configuration**

Domain Configuration:

- **Custom domain mapping**
- **DNS record setup**
- **SSL enforcement**

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14. Troubleshooting & FAQ

14.1 Common Login Issues

Problem: Cannot remember password

- **Solution: Use "Forgot Password" link**
- **Check spam folder for reset email**
- **Contact admin if email not received**

Problem: Account locked

- **Cause: 4 failed login attempts**
- **Solution: Admin/Manager must unlock**

Problem: First login password reset not working

- **New password must meet policy requirements**
- **Clear browser cache and cookies**
- **Try different browser**

14.2 Notification Problems

Problem: Not receiving real-time notifications

- **Check WebSocket connection status**
- **Verify browser notifications enabled**
- **Check internet connection stability**
- **Clear browser cache**

Problem: Email notifications not arriving

- **Check spam/junk folders**
- **Verify email address in profile**
- **Contact admin to check SMTP configuration**
- **Ensure email quota not exceeded**

14.3 File Upload Errors

Problem: "File too large" error

- **Maximum size: 5MB**
- **Compress files before uploading**
- **Use cloud links for large files**
- **Contact admin for quota increase**

Problem: "File type not supported"

- **Allowed: Images, PDF, DOC, DOCX**
- **Convert files to supported formats**
- **Check file extension matches content**

14.4 Frequently Asked Questions

Q: Can I change my email address?
A: No, email addresses are permanent identifiers for security reasons.

Q: How often can I change my password?
A: Once per hour maximum, for security reasons.

Q: Who sees my profile information?
A: Only authenticated users within your company.

Q: Can I be in multiple teams?
A: No, each employee belongs to only one team at a time.

Q: How are managers different from admins?
A: Managers oversee specific teams; Admins have full company access.

Q: What happens if my manager leaves?
A: Admin assigns new manager; team operations continue.

Q: How long are documents kept?
A: Until deleted by sender or admin policy cleanup.

Q: Can I use WorkSync on mobile?
A: Yes, responsive design works on all devices with width more then 325px.

Q: Is two-factor authentication available?
A: Currently in development, coming in next release.

Q: How do I report a security concern?
A: Contact your company administrator immediately.

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Version	Date	Changes	Author
1.0	Dec 3, 2025	Initial Release	Wajdi MDAINI

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