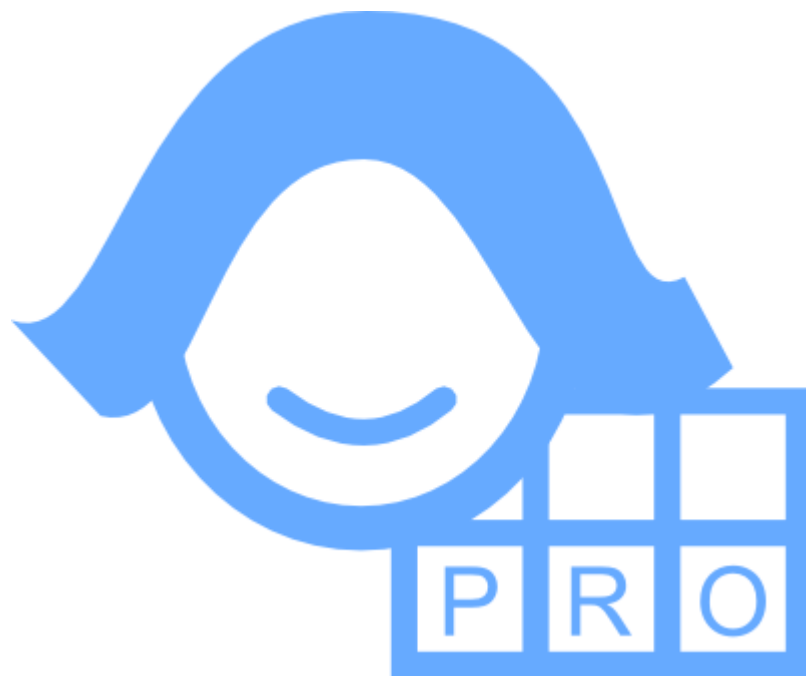


# Work Scheduler Pro

Work time schedule always on time...



## The Tutorial

© Grzegorz Wisowski

created: 2019-05-14

## About

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Version: **3.40**

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Upgrades: [www.workschedulerpro.wisart.eu](http://www.workschedulerpro.wisart.eu)

E-mail: [info@wisart.eu](mailto:info@wisart.eu)

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## Main window description

The main window of the Work Scheduler Pro is divided into a few parts:

At the top of window there is a toolbar.



In the toolbar there are some buttons, which consecutively cause:

- preparing the program for creating a new schedule,
- opening a file with an existing schedule (the arrow allows you to quickly open one of the four schedules which have been recently opened)
- saving the created schedule to a file,
- opening a window *print templates* e.g. applications, forms, schedules, etc. (arrow allows you to quickly access to the one of the four templates, which have been recently the most used);
- appearing of the window, where you can select the month for which the schedule will be arranged,
- appearing the window, where you can choose a schedule from which the overtime will be imported,
- adding a new group of employees,
- appearing a window, where you can change the data of the currently selected group of employees,
- removing the currently selected group of employees,
- adding a new employee to the currently selected group of employees,
- appearing a window, where you can change the data of the currently selected employee,
- removing the currently selected employee,
- arranging schedules automatically for employees selected by the user
- appearing *warnings* for the schedule, which is currently arranged,
- opening the window of a configuration of the program
- opening the window with information about the version of the scheduler and the user registration data.

Furthermore, there is a list at the end of the bar, which contains a comparison of the number of working days and on-call duties during the examined month.

In the central part of the main window there is the section - Employee,

:: Worker: Smith Anna								
Worker normative [h]		Duties [h]		DaysOff		Period		
Normative:	<b>173:20</b>	incl. -14:05 from prev. month	on Days:	<b>72:00</b>	Unused holiday:	<b>91:20</b>	Normative:	<b>485:20</b>
Unused:	<b>00:00</b>		on Nights:	<b>32:00</b>	Unused rehab. days:	<b>4</b>	Duties:	<b>336:00</b>
Used:	<b>173:20</b>		on Holidays:	<b>04:00</b>	Unused care days:	<b>0</b>	Daysoff:	<b>149:20</b>
Overtime:	<b>00:00</b>		Total:	<b>108:00</b>	Total:	<b>65:20</b>	Remain:	<b>00:00</b>

which contains:

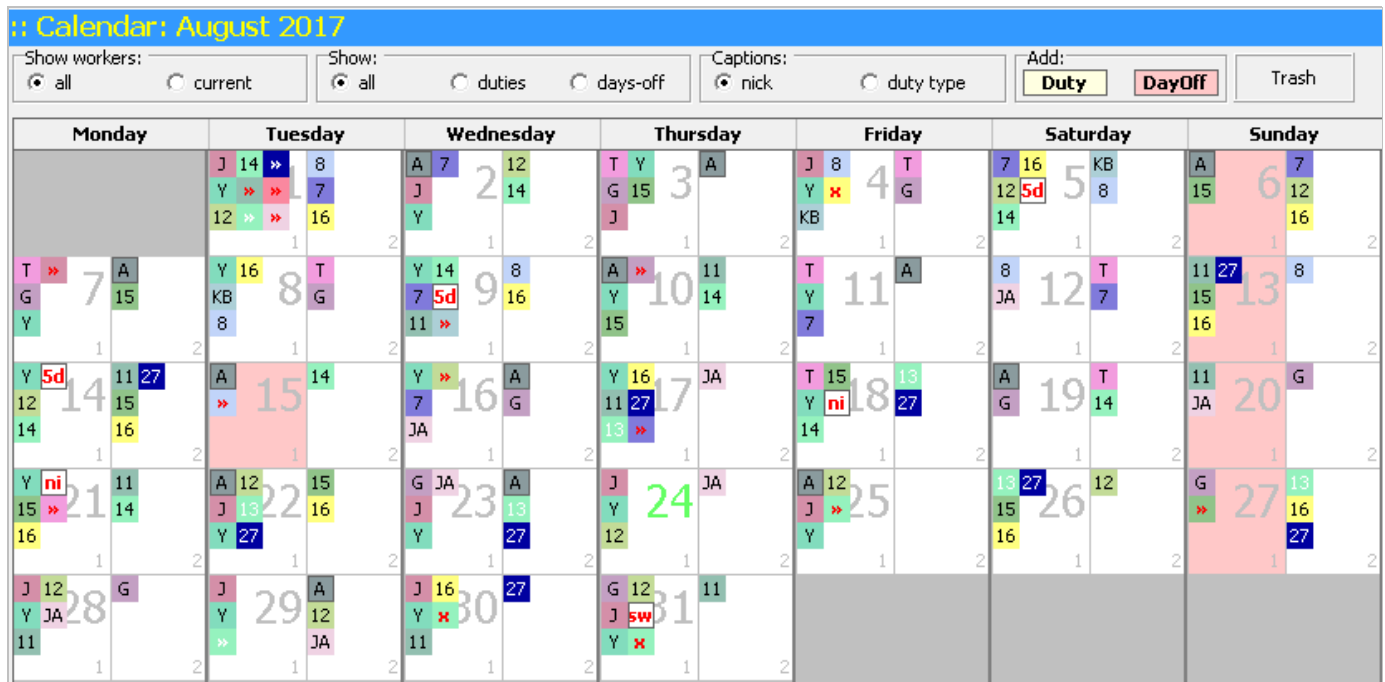
- frame: **Employee's normative:**
  - **Standard worktime (normative)** - time which the selected employee should work in a month. It is counted as [(Monthly normative of a group or employee which is given directly by the user (*menu: Workers > Edit > Worktime > Monthly normative*) - overtime from the previous month) x "PartTime value"/100]. In addition, next to the normative, there is a overtime from the previous month displayed.
  - **Unused** - time, which should be assigned to the employee as shifts or as holidays. It is counted as [Normative of an employee - a sum of allocated shifts and holiday].
  - **Used** - a sum of time of allocated shifts and holiday.
  - **Overtime** - a sum of overtime which is already allocated.
- frame: Shifts
  - **Daily** the number of "usual" hours worked by the selected employee, which have a result from the already-assigned shifts during chosen month.
  - **Night shifts** the number of "night" hours worked by the selected employee, which have a result from the already-assigned shifts during chosen month.
  - **Holiday** the number of "holiday" hours worked by the selected employee, which have a result from the already-assigned shifts during chosen month.
  - **Total** Total number of hours worked during selected month by selected employee. It is calculated as the sum of hours mentioned above.
- frame: Holiday
  - **Other holiday** the amount of left hours of holiday which can be used in the current year. This number is reduced by the time of holiday, when this holiday is assigned to the employee.
  - **Other holiday reh.** the amount of hours of rehabilitation, which are left and can be used in the current

year. This number is reduced by the time of holiday, when this holiday is assigned to the employee

- **Other childcare** the amount of childcare days which are left and can be used in the current year. This number is reduced by one day, when the childcare is assigned.
- **Total** total number of hours, when the employee was absent at work during the selected month. It is counted as the sum of holiday hours of various types (e.g. holidays, trainings, sick notes, etc.)
- frame: Period
  - **Normative** time which the selected employee should work in a period.
  - **Duties** total duration of duties worked in selected period.
  - **Daysoff** total duration of dayoffs used in selected period.
  - **Remain** hours remain to work or extra hours

At the bottom of the window there is a **Calendar**.

Each square with a number corresponds to one day in the selected month. Holidays are automatically determined by the Scheduler. You can also modify "manually" selecting the holiday by pressing the right mouse button on the selected day and choosing an option **Holiday**. In each day, there are as many squares as selected changes for the chosen group of employees. The number of the following day is only on the square which symbolizes the first shift.



The inscriptions on the squares symbolize duties which means, depending on the color and style of the font:

- black: shift;
- white: shift or holiday allocated to an employee, who has already been removed from the list or moved to another group of employees;
- bold type: shift for which the additional overtime is specified;
- italic type: shift marked as "on request";
- red: one day of holiday (symbol "x") or first day of holiday if it is longer than one day(symbol "»")

In addition, the squares indicating all shifts and holidays, which are allocated for the currently selected employee, have a black enframing.

At the top of the calendar, there are elements which allow you to limit the amount of data which is displayed as following:

- Choice of shifts and/or holiday for **only** selected employee,
- Choice **only** shifts **or** holidays,

In addition, you can specify if there should be a "short" name of employee displayed or the shift's symbol.

At the bottom of the calendar is a preview of the note entered on the day marked in the calendar (as long as it was previously entered). The day number for which the note was entered is indicated in green colour.

In the right part of the main window you can turn on the Panel with lists:

- Groups of employees e.g.: nurses, hospital porters, employees from one department (the monthly normative of a group is presented next to the name).

By left-clicking on an item in the list of group and by dragging it, you can change their sequence on the list.

- Employees (next to the name and surname there are displayed: "Holidays" hours/number of shifts/number of nights)

Employees can be "dragged" to the calendar directly from the list, which will add them a shift.

You can activate the list panel by selecting in the menu **Tools** position **Panel** (or F4 key). In the panel there is a list of all employees of the active Group, or regardless of their affiliation (depending on the status of the option **Show** option below the list). There are also workers who have been previously removed. They are marked by a crossed surname out. By pressing the space key on the removed employee, you can restore this person.

by left-clicking on an item in the list of the workers and by dragging it, you can change their sequence on the list.

The colors of the underlining of the each employee mean: red - not enough shifts, blue - too many assigned shifts and green - assigned shifts and holidays coinciding with the monthly normative of the employee.

Workers groups:

Nurses	166:50
Dieticians	166:50
Physiotherapists	166:50
Secretaries	166:50

Workers:

A <b>Smith Anna</b>	24:00/13/6
T <b>Terry Alexis</b>	00:00/8/4
G <b>Gerrard Claudia</b>	16:00/11/5
J <b>Johnsson Mary</b>	00:00/12/0
Y <b>Young Dorothea</b>	00:00/22/0
KB <b>King Barbara</b>	00:00/3/1
8 <b>Miller Margaret</b>	04:00/7/4
7 <b>Brown Anna</b>	04:00/8/3
11 <b>Moore Sophie</b>	24:00/10/4
12 <b>Wilson Alice</b>	04:00/12/4
14 <b>Scott Andrew</b>	04:00/10/5
15 <b>Wright Adele</b>	24:00/10/3
16 <b>Allen Andrea</b>	20:00/13/6
29 <b>Taylor Lucy</b>	00:00/0/0
JA <b>Jackson Alex</b>	12:00/8/3

Show:


group members     all

Show deleted

## Adding and modifying groups of workers

The term **Group of employees** can be used to define names of many employees who do the same or similar tasks like e.g. Nurses

In order to split shifts and holiday, at first you must add **group of employees** and then employees (who will have shifts and holiday assigned) who were members of previously added group of employees.

You can add a group, where employees will be added later, by click **Add group**  button on the toolbar (*menu: or by menu: Group > Add*). In this window, on the **Data** tab you have to specify the name of a group. It is optional and can be later modified (e.g. "Nurses", when the schedule is set for nurses).

On the next bookmark - **Shifts** you can specify:

- amount of shifts,
- start time of shift,
- duration of shift,
- symbol of shift (it can be used in templates),
- color (it can be used in the main window of the Work Scheduler Pro in the **Calendar** section),
- name of shift,
- optimal and recommended amount of employees (staff) on a shift during weekday or holiday (which is used during automatic assignment of shifts).

No	Begin	Duration	Duty's symbol	Color	Name	Staff	Staff hol.
[-]	[h]	[h]	[-]	[-]	[-]	[szt.]	[szt.]
1	07:00	12:00	R			4	3
2	19:00	12:00	N			1	1

Pressing the button



causes

automatically calculate start time of the following shifts, based on start time and duration of previous shift.

The **Normative** tab contains options which have an impact on calculation of the monthly standard work time. Data from this bookmark is saved for each month independently. You can specify there:

- custom monthly standard work time, after selecting an option **Own normative** (if you do not select this option, the automatically calculated monthly standard work time is displayed).
- Duration of shift "8",  
**Warning:** based on this duration, the monthly standard work time is calculated as a multiplication duration of shift "8" and the amount of working days in the selected month.
- the way of considering Saturdays: as a holiday or as a weekday
- decreasing monthly standard work time (or not) when the holiday take place on Saturday
- the way of counting night shifts which take place on holidays
- screening the calendar without holidays

Pressing the button **Save value as default** accepts the current settings as default on the **Normative** tab for months in which they have not been determined yet.

After selecting an option **Reset default settings** (on **Automat** tab) you can get the most optimal composition of automatically split of shifts (according to the scheme specified in the window of Edit data of employee). To reset

Always reset before automat start


Distribute normative's residues

Algorithm 1  Algorithm 2

settings before every automatically split of shifts, you have to mark an option **Always reset before automat start**. The program can split shifts according to two algorithms. It should be certified experimentally, which one is more appropriate for the group. On the **Automat** tab

the user can also decide if the overtime should be split by checking an option **Distribute normative's residues**.

To change data of group of employees click **Modify data of the group** button  (menu: or by menu: Group > Edit).

To delete a group of employees, click **Delete group** button  (menu: or by menu: Group > Delete). Then the group is removed with employees who are assigned to it. This removal is irreversible.

## Adding and modifying employee

Added employee can simultaneously belong to many groups of employees. To add a new employee you have to click **Add**

**employee**



button on the toolbar. Next specify the following data:

On **Main** tab:

- surname,
- name,
- nick name (it will be located in the symbol of shift or holiday of the employee in the calendar),
- name of the profession occupied by the employee. It can be selected from the existing list or you can enter your own, (list of available names can be modified in the window **Configuration**)
- color (selected color will be assigned to the symbol of shift or holiday of the employee in the calendar).

Surname:	Smith
Name:	Anna
Nick (max. 2 characters):	A
Occupation:	Nurse
Color:	Click to choose

On **Group** tab:

- a group or groups of employees in which the employee will have the shifts allocated.

On **Address** tab and **Other** tab (these data can be used in the print templates):

- address,
- post office,
- ZIP code,
- phone number,
- e-mail,
- Personal ID Number,
- education, (the list of available educations can be modified in the window **Configuration**)
- courses,
- and any 3 additional information about the employee.

<input checked="" type="checkbox"/>	Nurses
<input type="checkbox"/>	Dieticians
<input type="checkbox"/>	Physiotherapists
<input checked="" type="checkbox"/>	Secretaries

On **Dayoff** tab:

- the amount of hours of holiday from the previous calendar year, which remained to be used in the current year,
- the amount of hours of holiday, which remained to be used in the current year. This number will be automatically reduced after that the holiday has been assigned to the employee,
- the number of hours of rehabilitation leave which remained to be used in the current year. This number will be automatically reduced after that the rehabilitation leave has been assigned to the employee.
- the number of days of childcare which remained to be use in the current year. This amount will be automatically reduced after the childcare has been assigned to the worker.

On **Worktime** tab:

- day job articulated in percentage (e.g. 100% full-time job, 50% part-time job),
- individual monthly normative, if it does not squared with the standard of work which is scheduled by the program and it can not be expressed as a percentage of the day job,
- The number of overtime from the previous month, with the division into relocated automatically and entered independently. If the employee did not earn a standard worktime in the previous month, then the entered value must be preceded by a minus sign "-". This number reduces (or increases with the "-" minus sign ) the monthly standard of work time of an employee. To automatically move overtime from another month for all employees, you have to specify the file from which you want to move the overtime (*menu: Shifts > Overtime > Load overtime from...*),

PartTime [%]:	100.00
<input type="checkbox"/> Normative [h]:	00:00
Overtime:	
from previous month [h]:	-03:15
manual correction [h]:	00:00

On **Automat** tab you can indicate if the program should automatically assign shifts to the employee and specify the parameters of their section (details »).

To change the data of employee, select **Modify Employee Data**



button on the toolbar.





To remove an employee, select **Delete employee** button. In order to keep the ability of viewing the shifts and holiday posted in previous months, removing an employee **does not** remove them, but only hide. You can restore the employee to the list in the Panel in the main window of the Work Scheduler Pro.

## Current schedule's parameters

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In window **Parameters** (*menu: Project > Parameters*) select a month and a year for which the schedule is arranged. The current month is default for new created schedulers.

Warning: During changing the month (especially for those who have fewer days), some duties can be lost in the arranged scheduler.

The **Status** option is dedicated to set status of the work schedule. It allows for generate to computer-server only printouts with "approved" status (when server is used for storing printouts files). Status may be used by related variable, directly in printouts templates.

The screenshot shows a dialog box titled "Parameters" with the following fields and options:

- Year:** A dropdown menu showing "2018".
- Month:** A list box containing the months of the year: January, February, March, April, May (highlighted), June, July, August, September, October, November, and December.
- Status:** Two radio buttons: "unapproved" (selected) and "approved".

At the bottom right of the dialog box are the "OK" and "Cancel" buttons.

## Adding, modifying and deleting duties

To add a new duty there **must** be entered at least one **group of employees**, and at least one employee there. You can add a duty to the employee who is currently selected on the list **Employees** on different ways, for example:

- left-click and drag (hold the mouse button) button **Duty** above the desirable shift in the calendar and release the mouse button,
- left-click and drag (hold the mouse button) item/name from the list of employees above the selected change in the calendar and release the mouse button,
- press the key **[Insert]** on the keyboard. Then the duty will be inserted into currently selected Employee on the currently selected shift on the **Calendar**,
- right-click on the **Calendar** on the selected shift and choose the option **Add duty**. Then, the duty will be inserted into the currently selected Employee on the currently selected shift on the **Calendar**,
- left-click and press the key **Control [Ctrl]** and drag (hold the mouse button) the already existing duty and drag it to the selected shift on another day,
- click in the **Calendar** on the shift, in which you would like to add a duty. Afterwards, press and hold the **[Shift]** key on the keyboard and press the button(s) which is respondent to the **Short name** of an employee. If the short name contains numbers, they cannot be entered from the numerical keyboard.

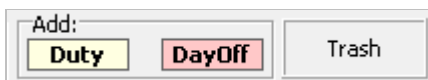
For: **Smith Anna**  
Date: **2 may 2018**  
Duty duration: 12:00  
 "8"  
 Whole shift  
 Worker normative residue  
 group normative residue  
 Other [h]:   
| 07:00 | 19:00 |  
Duty from [h]:   
Duty overtime [h]:   
Note:   
 On request  
OK Cancel

After a realization one of the mentioned actions, a window will display, in which you should choose the duration of the duty between:

- **8** - the duty will be set with the time determined in the window **Groups > Edit group > Normative > Duty "8" duration** (by default 7:35h),  
If the added duty is first in the month of selected employee, the program will ask about settling the same duties to the remaining days of the month. After confirms by user, it will automatically add duties "8" to all working days of the selected month.
- **Whole shift** - there will be inserted a duty which last the whole work shift,
- **Worker normative residue** - there will be inserted a duty which last time depending on already inserted duties, dayoffs and overtimes (also from previous month - if imported),
- **Group normative residue** - there will be inserted a duty which is equal to group normative residue,
- **Other** - there will be inserted a duty which has the time entered by the user.

To accelerate the insertion of the duty which lasts a whole shift, you have to press the key **Control** ([Ctrl] while dropping the "duty" above the calendar (the key [Ctrl] is located in the lower left corner of the keyboard).

The start time and duration of already added duty can be changed by right-clicking on it and selecting the option **Modify ...**. Analogously, you can add overtime to the duty. If you need to remove any duty, drag it to the **Trash**



or right-click on it and choose option **Delete**. To fast remove all duties or duties of selected employee, choose the option **Duties** from the menu and then option **Delete duties**.

You can move duties (by dragging them) between days (or between shifts), in which a selected employee does not have any duty yet.

You can add a short comment to every duty in the text field **Warnings**. This comment can be exposed on the printouts.

Selecting the option **On demand** marks the duty as added "on demand" of employee. Such marked duty becomes immovable and it may be removed only after a confirmation. In the main window, in the calendar, descriptions on the square symbolize this kind of duty and they are written in italics.

## Adding and deleting Dayoffs

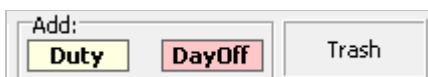
To add a new holiday, there **must** be entered at least one **Group of employees**, and there at least one employee. To add a holiday left-click, drag (hold the mouse button pressed) the button **Holiday** above a day in the calendar and release the mouse button. This added holiday is assigned for a chosen employee located in the **Workers** list. Specify the duration of the holidays and select their type in the displayed window:

- **Without duty** - the shift while employee **would not like to have any duty assigned**. This kind of holiday is not included in any printout and in any statistics. The symbol is displayed only for the employee who is currently selected on the **Employees** list.
- **Holiday leave** - adding this kind of holiday will reduce the amount of hours of holiday leave for use during the current year.
- **Maternity leave**
- **Parental leave**
- **Sabbatical**
- **Sick leave**
- **Child care** - adding this kind of holiday will reduce the amount of days of babysitting during the current year.
- **Play truant** - inexcused absence from work
- **Other**
- **For work on Sunday**
- **For work on Saturday**
- **LWOP (unpaid leave)**
- **Care for family member**
- **Exemption of the child**
- **Rehabilitation leave**
- **Leave at request**
- **For work on holiday**
- **Special leave**
- **Parental leave**
- **Paternity leave**

If there is no added duty during holidays, the time of holidays will be calculated as the amount of working days during holidays and multiply by the length of the duty "8" (by default 7:35). If **during of** introduced holiday, some duties are added, the time of holiday will be counted as the sum of all times of those duties. Such inserted duties are used only to define the duration of holiday leave.

The symbols of individual kinds of holidays and their names (for use in the printouts) may be specified in the window **Settings** on tab **Holiday**. On this tab you can also define if a particular kind of holiday should have an influence on standard working hours during a month.

A duration of already added holiday cannot be changed. However, you can delete (drag it to the **Trash**



the existing holiday and replace it with a new one.

User	Duties	Day-Off	Overtime	Warnings	Safety	Other
Name	Own name	Symbol	Normative			
[-]	[-]	[-]	[-]			
Without duty	<b>Without duty</b>					
Holiday	<b>Holiday</b>	<b>U</b>	<input checked="" type="checkbox"/>			
Maternity leave	<b>Maternity leave</b>	<b>A</b>	<input checked="" type="checkbox"/>			
Wychowawczy	<b>Wychowawczy</b>	<b>A</b>	<input checked="" type="checkbox"/>			
Sabbatical	<b>Sabbatical</b>	<b>A</b>	<input checked="" type="checkbox"/>			
Sick leave	<b>Sick leave</b>	<b>A</b>	<input checked="" type="checkbox"/>			
Childcare	<b>Childcare</b>	<b>A</b>	<input checked="" type="checkbox"/>			

## Automatic duties

Work Scheduler Pro provides automatic split of the duties of employees. In order to settle working hours, choose option **Add duties automatically** or press buttons on your keyboard [Ctrl]+[R] at the same time or choose option (menu: *Duties > Add duties automatically*).

In order to assign the work shifts for each employee, you have to set up the way of split of work shifts on the tab **Automat** (menu: *Workers > Edit > Automat*).

**WARNING:** The program is not able to completely replace a person who arranges a schedule. After each automatic arrangement of duties, we advice you to check if the schedule is correct.

In the window Edit data of employee (menu: (menu: *Workers > Edit*)), on bookmark **Automat** you can determine the program in terms of split duties automatically and specify parameters of their distribution. When you are adding a new employee, the option **Without** is marked by default, which means that in this case the duties have to be assign manually.

Selecting an option **Duties "8" on the shift no:** will assign duties "8" automatically to the specific employee on a shift designated on a scheme. Selecting an option **Week** causes that every number of shift on a scheme is not repeated every day but every week (like on undermentioned example number 3).

Duties "8" by default aren't assigned on holiday. To change it you should move **Normal - Holidays** scrollbar in maximum right position.

Option **"System" according to the scheme** means that the person will have duties assigned like on the scheme e.g. "1200". It means that on the first day, duty will be on a 1st shift (1200), on second day it will be on 2nd shift (1200) but on third and fourth day (1200) the person will not have any duty assigned. On the fifth day, series starts again and etc. until the end of the month. The value given in the area **starting from** helps to determine what number (number of shift) given on a scheme will be used on the first day of the month. Suitable configuration of this value among all employees in the group helps to avoid such situation as: on the first day of the month all employees will be assigned to the first shift and no employee will be assigned on the second shift.

If it does not matter, who of the employees is on a specific shift during concrete day, the initial value can be quickly selected for all employees simultaneously just by choosing an option **Reset initial settings** in the window Edit data of employees, on **Automat** tab. Also in the same window, on **Shifts** tab you can specify the most appropriate number of employees for each shift.

Scrollbars settings: **Days - Nights** and **Normal - Holidays** allow you to suit the preferences of employee. Moving a scrollbar in the direction of the word **Holidays** means that an employee prefers to work on holidays than during usual days. The maximum displacement of the scrollbar in any direction does not mean the assignment of e.g. only holidays.

Automatic assignment was mainly tested on a double day shift. There is no guarantee of its usefulness in other systems.

Examples:

1. Duty "8" on a first shift everyday.

Settings:

Result:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				A 1 1 2	2 1 2	3 1 2
A 4 1 2	A 5 1 2	A 6 1 2	A 7 1 2	A 8 1 2	9 1 2	10 1 2
A 11 1 2	A 12 1 2	A 13 1 2	A 14 1 2	A 15 1 2	16 1 2	17 1 2
A 18 1 2	A 19 1 2	A 20 1 2	A 21 1 2	A 22 1 2	23 1 2	24 1 2
A 25 1 2	A 26 1 2	A 27 1 2	A 28 1 2	A 29 1 2	30 1 2	

2. Duty "8" everyday, alternately on first and second shift.

Settings:

Duties "8" on the shift no:   Week  
 starting from:   
 on days:  Pn  Wt  Śr  Cz  Pt  So  N

Result:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				A 1 1 2	2 1 2	3 1 2
4 A 1 2	A 5 1 2	6 A 1 2	A 7 1 2	8 A 1 2	9 1 2	10 1 2
A 11 1 2	12 A 1 2	A 13 1 2	14 A 1 2	A 15 1 2	16 1 2	17 1 2
18 A 1 2	A 19 1 2	20 A 1 2	A 21 1 2	22 A 1 2	23 1 2	24 1 2
A 25 1 2	26 A 1 2	A 27 1 2	28 A 1 2	A 29 1 2	30 1 2	

3. Duty "8" every week, alternately on first and second shift.

Settings:

Duties "8" on the shift no:   Week  
 starting from:   
 on days:  Pn  Wt  Śr  Cz  Pt  So  N

Result:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				A 1 1 2	2 1 2	3 1 2
4 1 2	A 5 1 2	A 6 1 2	A 7 1 2	A 8 1 2	9 1 2	10 1 2
A 11 1 2	A 12 1 2	A 13 1 2	A 14 1 2	A 15 1 2	16 1 2	17 1 2
18 1 2	A 19 1 2	A 20 1 2	A 21 1 2	A 22 1 2	23 1 2	24 1 2
A 25 1 2	A 26 1 2	A 27 1 2	A 28 1 2	A 29 1 2	30 1 2	

4. Full-shifts duties according to the sheme. Due to the lack of continuity at the beginning of the month, some of the assigned duties have been automatically removed with the aim of approaching to the standard worktime..

Settings:

"System" according to scheme   
 starting from:

Result:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1 1 2	2 1 2	A 3 1 2
4 1 2	5 1 2	6 1 2	A 7 1 2	A 8 1 2	9 1 2	10 1 2
A 11 1 2	A 12 1 2	13 1 2	14 1 2	A 15 1 2	A 16 1 2	17 1 2
18 1 2	A 19 1 2	A 20 1 2	21 1 2	22 1 2	A 23 1 2	24 1 2
25 1 2	26 1 2	A 27 1 2	A 28 1 2	29 1 2	30 1 2	

## Warnings

There is a possibility to check the composed graphic for some irregularities, by selecting in (*menu: Tools > Settings > Warnings*). You can choose what kind of irregularities you want to check.

There are warnings of:

- shift's staff quantity different from setting (*menu: Groups > Edit > Shifts > Staff*),
- night duties of the same employee on two consecutive days (it does not concern cases at the turn of two months),
- too short break between duties of the same employee (including overtime assigned to the duty and it does not concern cases at the turn of two months),
- too long duty (includes overtime assigned to the duty),
- too short duty (includes overtime assigned to the duty),
- exceeded standard worktime,
- unearned standard worktime,
- a break between duties within the arranged week is shorter than a value set by the user. The break is checked in the following weeks of month i.e. 1-7, 8-14, etc. (it includes overtime which is assigned to the duty and it does not involve cases at the turn of two months)
- count of following, working Sundays

User	Duties	Day-Off	Overtime	Warnings	Safety	Other	Network
Warn against:							
<input checked="" type="checkbox"/>	staff less than got from settings by			1			
<input checked="" type="checkbox"/>	staff bigger than got from settings by			1			
<input checked="" type="checkbox"/>	staff less than got from settings by [%]			100			
<input checked="" type="checkbox"/>	staff bigger than got from settings by [%]			200			
<input checked="" type="checkbox"/>	night shift of the worker on two consecutive days						
<input checked="" type="checkbox"/>	duties interval of the worker shorter than [h]			12:00			
<input type="checkbox"/>	duty longer than [h]			11:00			
<input checked="" type="checkbox"/>	duty shorter then [h]			03:00			
<input checked="" type="checkbox"/>	normative exceeded more then [h]			10:00			
<input checked="" type="checkbox"/>	lacks of duties more than [h]			10:00			
<input checked="" type="checkbox"/>	the longest interval in week's schedule shorter than [h]			35:00			
<input checked="" type="checkbox"/>	count of following, working Sundays graeter than			3			
<input checked="" type="checkbox"/>	discontinuos staff						

A warning report is displayed in the Notepad, which simplifies alternatively saving it to a text file or printout

obtaining a schedule without warnings does not guarantee its agreement with rules in force.

## Daily notes, time line

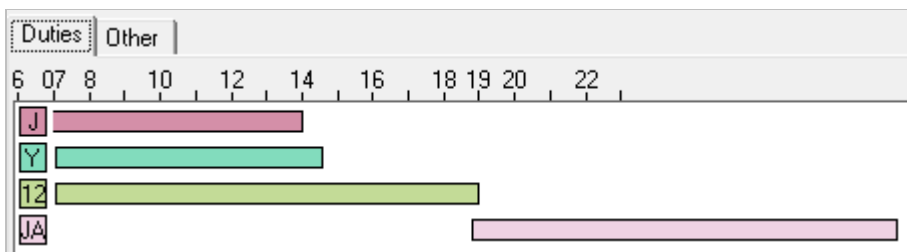
On each day of chosen month you can add a text note of any content. In order to do this, right-click on the chosen day in Calendar, select option **Day properties** and in the opened **Day properties** window enter or modify the existing text note.

If the user has marked the holidays as an usual day, you can restore settings, which are suggested by the program, by choosing the option **Default holiday settings**.

There is also a possibility to present graphically the assigned duties of chosen day. It is therefore advisable to right-click on the selected day in the Calendar, select option **Day properties**

and in the opened window go to the bookmark **Duties**. Each duty on the chart is represented by a rectangle of the length corresponding to the duration of the duty. The part of the rectangle surrounded by dashed line means extra hours. The colour of the rectangle is the same as assigned to the person who is on duty.

The screenshot shows a dialog box titled 'Duties' with a sub-tab 'Other'. The main area is a text field labeled 'Notes: (remain chars: 239)' containing the text 'Sophi's bithday.'. Below the text field is a button labeled 'Default holiday settings'. At the bottom left, there is a checkbox labeled 'ER duty' which is currently unchecked. At the bottom right, there are 'OK' and 'Cancel' buttons.





## Making own print templates

---

It is worth to create your own templates when you use series of applications at your work, which contain e.g. data of employees. After creating the template which is filled out and contains data of the employee, you can print it out just by clicking one mouse button...

The structure of generated documents is get from the templates which are placed in the subdirectory "templates". You can edit the template by pressing the button **Template Edit** which is located in the window **Templates** . The files with a template have a WZR extension and can also be modified in any text editor (e.g. Notepad).

**WARNING!** Modifying the template has an influence on the appearance of documents (based on the template edit), which will be created in the future.

There are some templates attached to application (including example of an application form or templates of existing printouts)

There is also a possibility to create your own templates of documents which use data of employee and/or shifts. To create that template you have to generate a new file with any name and WZR extension (e.g. test.wzr) and open it in a text editor (e.g. Notepad). The template have to contain header and a content of the document. The new template file must be placed in "templates" folder.

Example of header:

```
<HEADER>
<TITLE>Example of header</TITLE>
<FONT_SIZE>12</FONT_SIZE>
<FONT_NAME>Tahoma</FONT_NAME>
<TYPE>htm</TYPE>
<FILE_NAME>@_grupa_nazwa,rozklad_ind,@_rok,@_miesiac_nr</FILE_NAME>
</HEADER>
```

Where:

**TITLE:** The title of the template appears on the templates dropdown list.

**FONT\_SIZE:** Font size of the template (parameter required only for output **.rtf** documents)

**FONT\_NAME:** Font name (parameter required only for output **.rtf** documents)

**TYPE:** Output document type (**htm** - allows to format any kind of text and input tables however it is a little difficult to edit or **rtf** - has less format options but is easy to further edit).

**FILE\_NAME:** Generated file name. File name may contain some variables (e.g. put in variable file name **@month** will cause adding to file name a month name for which the schedule is create. It will allow to automatic save the created printouts of each month).

To place data of an employee into created document, you should use the **variables**. You can insert them in a template in any position.

Examples of printouts:

1. Worktime schedule 1

Worktime schedule Nurses, August 2017, normative: 166<sup>50</sup>; 10<sup>50</sup>, 22

Shifts	Hours	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Working hours	7 - 14 <sup>35</sup>	J, Y	J, Y	J, Y	J, Y			Y	Y	Y	Y	Y		Y		Y	Y	Y	Y			Y	J, Y	J, Y	J, Y	J, Y			J, Y	J, Y	J, Y	J, Y	J, Y
Shift 1	7 - 19	12, 14, A,	T, G, 15,	KB, 8,	7, 12, 14,	15,	T, G,	KB, 8, 16,	7, 11, 14,	A, 15,	T, 7,	8, JA,	11, 15,	12, 14,	A,	7, JA,	11, 16,	T, 14, 15,	A, G,	JA,	15, 16,	A, 12,	G, JA,	12,	A, 12,	15,		11, 12, JA,		11, 16,	G, 12,		
Shift 2	19 - 7	8, 7, 16,	12, 14,		T,	KB,	7, 12,	15,	T,	8,	14,	A,	7,	8,	11, 15,	14,	G,	JA,		14,	G,	14,	16,	A,		12,		G,	A, JA,		11,		
Least	7 - 17 <sup>50</sup>																																
Other		6-18 7,	18 <sup>15-615</sup> A,	18 <sup>15-615</sup> G,	18 <sup>15-615</sup> 8,	18 <sup>15-615</sup> A,	18 <sup>15-615</sup> A,	18 <sup>15-615</sup> G,	18 <sup>15-615</sup> 16,	18 <sup>15-615</sup> 11,		18 <sup>15-615</sup> T,	18 <sup>15-615</sup> 16,	18 <sup>15-615</sup> 16,	18 <sup>15-615</sup> A,		18 <sup>15-615</sup> T,	18 <sup>15-615</sup> 11,	18 <sup>15-615</sup> 11,	18 <sup>15-615</sup> 15,		18 <sup>15-615</sup> JA,	18 <sup>15-615</sup> 16,	18 <sup>15-615</sup> G,	18 <sup>15-615</sup> 16,	18 <sup>15-615</sup> G,	18 <sup>15-615</sup> 12,						
Dayoff for work on Sunday		15	7				8	11	29		12, 16		T, JA		15, 16	29	A				A	G	11	16					16	G	JA		
Dayoff for work on 5 days in week		T, G	8, 16	11, 12, 14	A, 29, JA			12	A, JA	T, KB, 29	8	11, 12, 14, 16		A	T, 11	T, 15	G, KB	7, 15, 16, JA			12	KB	8, 14, 29	7, 11, 14, 15	G, 15, 16	G, KB, 7, JA		8, 29			7		
Dayoff for work on holiday																		14														A	
Dayoffs (holidays, on demand, special, maternity)		11, JA	11, JA	11, JA	11, JA	11, JA	J, 11, JA	J, JA	J, KB, JA	G, J, KB, JA	G, J, KB, JA	G, KB	G, KB	G, KB	G, J, KB	G, KB, 8	J, KB, 8, 12	J, KB, 8, 7, 12	J, KB, 8, 7, 12	KB, 8, 7, 12	KB, 8, 7, 12	T, J, KB, 8, 7	T, KB, 8, 7	T, KB, 8, 7	T, KB, 8, 7	T, KB, 8, 7, 14	T, KB, 8, 7, 14	T, KB, 8, 7, 14, 15	T, KB, 8, 7, 14, 15	T, KB, 8, 7, 14, 15	T, KB, 8, 7, 15	T, KB, 8, 7, 15	
Sick leaves, care for family member																																	
Other dayoffs		29	29	29	16, 29	29	29	29	29	29	29	29	29	29	29	29	29	29	29	29	29	29	29	29	29	29	29	29	29	29	29	14, 29	14, 29

No	Name	Worked	Remains	Nights	Holidays
[ - ]	[ - ]	[h]	[h]	[h]	
A	Smith Anna	156	-14 <sup>5</sup>	48	24
T	Terry Alexis	168	g <sup>55</sup>	32	
G	Gerrard Claudia	156	-2 <sup>5</sup>	40	16
J	Johnsson Mary	166 <sup>50</sup>			
Y	Young Dorothea	166 <sup>50</sup>			
KB	King Barbara	168	g <sup>55</sup>	8	
B	Miller Margaret	180	g <sup>55</sup>	32	4

2. Individual schedule

Individual schedule Nurses, August 2017, normative: 166<sup>50</sup>

Worker name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Smith Anna		R	12			12	12			R	N				R	12			R	12		R	N		R				N				
Terry Alexis			R	N				R	N			R	12					R	12														
Gerrard Claudia			R	12				R	12							N				R	N			R			12	N				R	
Johnsson Mary	8	8	8	8																			8	8	8	8			8	8	8	8	
Young Dorothea	8	8	8	8				8	8	8	8	8		8		8	8	8				8	8	8	8	8			8	8	8	8	
King Barbara				R	N			R																									
Miller Margaret	N			R	12			R	N			R	N																				
Brown Anna	N	12			R	N			R		R	N				R																	
Moore Sophie										R	12			R	N		R					12	12						R		R	N	
Wilson Alice	R	N			R	N									R								R		R	R	N		R	12		R	
Scott Andrew	R	N			R				R	N					R	N			R	N			N										
Wright Adele			R			R	N				R			R	N				R				R	12			R						
Allen Andrea	N				12	12		R	12				12	12				R					R	N			12	12				R	
Taylor Lucy																																	
Jackson Alex												R					R	N				R			12				R	N			

Lublin, date: 2017-09-06

Made by \_\_\_\_\_ Approved by \_\_\_\_\_

3. Worktime schedule 2

Worktime schedule Nurses, August 2017 , normative: 166<sup>50</sup>

Lp.	Worker name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	D	N	S	U	A	Z	g1	g2	G	NP	R
1	Smith Anna Nurse		D	D		W5	S	D		W5	D	D			W5	S	D		Wn	D		Wn	D	D	D				D		SW	84	48	24						156	170 <sup>5</sup>	-14 <sup>5</sup>	
2	Terry Alexis Nurse		W5	D	D			D	D		W5	D	D		Wn		W5	W5	D	D		UW	UW	UW	UW	UW	UW	UW	UW	UW	UW	UW	64	32		72					168	158 <sup>5</sup>	9 <sup>55</sup>
3	Gerrard Claudia Nurse		W5	D	D			D	D		UW	UW	UW	UW	UW	UW	D		W5	D	S		Wn	D		W5	W5	S	D		Wn	D	76	40	16	24					156	158 <sup>5</sup>	-2 <sup>5</sup>
4	Johnsson Mary Nurse	D	D	D	D			UW	UW	UW	UW	UW	UW	UW	UW	UW	UW	UW	UW	UW	UW	UW	D	D	D	D			D	D	D	D	91			75 <sup>50</sup>					166 <sup>50</sup>	166 <sup>50</sup>	
5	Young Dorothea Nurse	D	D	D	D			D	D	D	D	D			D	D	D	D		D	D	D	D	D	D	D			D	D	D	D	166 <sup>50</sup>								166 <sup>50</sup>	166 <sup>50</sup>	
6	King Barbara Nurse				D	D		D	UW	W5	UW	UW	UW	UW	UW	UW	UW	W5	UW	UW	UW	UW	W5	UW	UW	UW	UW	UW	UW	UW	UW	UW	28	8		132					168	158 <sup>5</sup>	9 <sup>55</sup>
7	Miller Margaret Nurse	D		W5	D	D		Wn	D	D		W5	D	S		UW	UW	UW	UW	UW	UW	UW	UW	UW	W5	UW	UW	UW	UW	UW	UW	UW	48	32	4	96					180	170 <sup>5</sup>	9 <sup>55</sup>
8	Brown Anna Nurse	D	D		Wn	D	S		D	D	D				D	UW	UW	W5	UW	UW	UW	UW	UW	W5	UW	UW	UW	UW	UW	UW	UW	68	24	4	72					168	170 <sup>5</sup>	-2 <sup>5</sup>	

4. Timetable

TIMETABLE for Nurses  
month: August 2017 , normative: 166<sup>50</sup> (13 duties + 10<sup>50</sup> hours)

Lp.	Worker name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Normative/Worked	night hours	holiday hours	+/-
1	Smith Anna Nurse		R	12		W5	12	12		W5	R	N			W5	R	12		Wn	R		Wn	R	N		R				N	SW	170 <sup>5</sup>	48	24	-14 <sup>5</sup>	
2	Terry Alexis Nurse		W5	R	N			R	N		W5	R	12		Wn		W5	W5	R	12		UW	UW	UW	UW	UW	UW	UW	UW	UW	UW	74 <sup>40</sup>	32		21 <sup>20</sup>	
3	Gerrard Claudia Nurse		W5	R	12			R	12		UW	UW	UW	UW	UW	N		W5	R	N		Wn	R		W5	W5	12	N		Wn	R	112 <sup>35</sup>	40	16	19 <sup>25</sup>	
4	Johnsson Mary Nurse	8	8	8	8			UW	UW	UW	UW	UW	UW	UW	UW	UW	UW	UW	UW	UW	UW	UW	UW	UW	UW	UW	UW	UW	UW	UW	UW	53 <sup>5</sup>			37 <sup>55</sup>	
5	Young Dorothea Nurse	8	8	8	8			8	8	8	8	8			8	8	8	8		8	8	8	8	8	8	8	8	8	8	8	8	8	166 <sup>50</sup>			
6	King Barbara Nurse				R	N			R	UW	W5	UW	UW	UW	UW	UW	UW	W5	UW	UW	UW	UW	UW	W5	UW	UW	UW	UW	UW	UW	UW	-16 <sup>20</sup>	8		52 <sup>20</sup>	
7	Miller Margaret Nurse	N		W5	R	12		Wn	R	N		W5	R	N		UW	UW	UW	UW	UW	UW	UW	UW	W5	UW	UW	UW	UW	UW	UW	UW	41 <sup>10</sup>	32	4	42 <sup>50</sup>	
8	Brown Anna Nurse	N	12		Wn	R	N			R		R	N			R	UW	UW	W5	UW	UW	UW	UW	W5	UW	UW	UW	UW	UW	UW	56 <sup>20</sup>	24	4	39 <sup>40</sup>		
9	Moore Sophie Nurse	UW	UW	UW	W5	UW	UW	UW	Wn	R	12		W5	R	N		W5	R			12	12		Wn	W5				R	R	N	117	32	24	3	
10	Wilson Alice Nurse	R	N		W5	R	N		W5			Wn	W5		R		UW	UW	UW	UW	W5	R		R	R	N		R	12	R	132 <sup>10</sup>	32	4	11 <sup>50</sup>		
11	Scott Andrew Nurse	R	N		W5	R				R	N		W5	R	N		SW	R	N		N		N	W5	W5	UW	UW	UW	UW	UW	117	40	4	3		
12	Wright Adele Nurse		Wn	R			R	N			R			R	N		Wn	W5	R	W5		R	12		W5	W5	R	UW	UW	UW	UW	120 <sup>10</sup>	24	24	-0 <sup>10</sup>	
13	Allen Andrea Nurse	N		W5	Op	12	12		R	12		Wn	W5	12	12		Wn	R		W5		R	N		Wn	W5	12	12		Wn	R	162 <sup>30</sup>	48	20	-6 <sup>30</sup>	
14	Taylor Lucy Nurse	In	In	In	In	W5	In	In	In	Wn	W5	In	In	In	In	In	In	Wn	In	In	In	In	In	In	W5	In	In	In	In	In	In	-6 <sup>5</sup>			6 <sup>5</sup>	
15	Jackson Alex Nurse	UW	UW	UW	UW	W5	UW	UW	UW	W5	UW	UW		R		Wn		R	N		W5	R			R	12		W5		R	N	Wn	74 <sup>40</sup>	24	12	21 <sup>20</sup>

Made by: \_\_\_\_\_ Approved by: \_\_\_\_\_ Signature: \_\_\_\_\_

5. Individual worktime card

Individual worktime card																																
Period: August 2017	Name: Smith Anna					Work place: Nurses										Occupation: Nurse										Total						
	Work system:					Work time: according schedule: 156 , nominal: 170 <sup>5</sup>																										
Work time / day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1 month
hours worked on day	12	12				12	12			12	12				12	12			12			12	12			12			12			156
in normal time	12	4				4	4			12	4				4	4			12			12	4		12			4			84	
on Sunday and Holiday						12									12																24	
in the night			8				8				8					8							8						8			48
sick leave																																
release to child childcare																																
care for family member																																
holiday																																
maternity leave																																
unpaid leave																																
training leave																																
special leave																																
escape																																
leave on demand																																
other																																
for work on Sunday																																
for work on Saturday																																

Made by: \_\_\_\_\_ Approved by: \_\_\_\_\_ Signature: \_\_\_\_\_

6. Attendance sheet

TIMESHEET Nurses, August 2017																																
Lp.	Worker's name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	Smith Anna Nurse		R	12		W5	12	12		W5	R	N			W5	R	12		Wn	R		Wn	R	N		R				N	SW	
2	Terry Alexis Nurse		W5	R	N			R	N		W5	R	12		Wn		W5	W5	R	12			UW	UW	UW	UW	UW	UW	UW	UW	UW	UW
3	Gerrard Claudia Nurse		W5	R	12			R	12			UW	UW	UW	UW	UW	N		W5	R	N		Wn	R		W5	W5	12	N		Wn	R
4	Johnsson Mary Nurse	8	8	8	8																											
5	Young Dorothea Nurse	8	8	8	8			8	8	8	8	8			8		8	8	8													
6	King Barbara Nurse				R	N			R	UW	W5	UW	UW	UW	UW	UW	UW	UW	W5	UW	UW	UW	W5	UW	UW	UW	W5	UW	UW	UW	UW	
7	Miller Margaret Nurse	N		W5	R	12		Wn	R	N		W5	R	N			UW	UW	UW	UW	UW	UW	UW	W5	UW	UW	UW	UW	W5	UW	UW	

7. Overtime list

Overtime schedule Nurses, August 2017																
Name	Overtime					Reason	65% extra in the night		Calculation							Total to pay
	Date	from to	50%	100%	Total [h]		Date	Duration [h]	Group	Rate	50%	100%	Total	Sum	15% Extra	
Smith Anna	2.8.2017	19 - 22		3	3											

Lublin, dnia: 2017-09-07 \_\_\_\_\_ Signature: \_\_\_\_\_

## Overtime

Overtime (**OT**) can be added for every duty by **right-click** on the square which symbolizes the assigned duty in the calendar. Afterwards choose the option **Modify** in the menu. Next in the opened **Add/Edit duty** window choose **Duty overtime** and enter the amount of overworked extra hours.

**Attention:** the program does not check the the correctness of the entered time with regard to rules in force!

The user can set the way of division of entered time of hours which are counted as **50%** or **100%** on the **Overtime** tab in the **Settings** window. A part (or totality) of overtime will be counted as **100%** if it fulfil the following conditions:

- cross the time which was entered by user (e.g. when **OT** is 3:15h and the user will enter 2:00h then **OT** 100% is 3:15-2:00 = 1h 15 min). By entering time "00:00" **OT** will classified as **100%**.
- occur between hours specified by the user. By introducing the same hours "from" and "to" **OT** they will be classified as **50%**.
- take place on Sunday or during holidays.
- duty lasts 0 (zero) hours.

Calculate overtime like 100% when:

they lasts more than [h]:

falls between hours  -

falls on Sunday or on Holiday

linked duty lasts 0:00 hours

If **OT** fulfil conditions like **100%**, the longest time will be classified. Other part is considered as **50%** (it unfulfilled contitions like **100%**) **GN**.

Font of inscription on the square which symbolizes the duty, for which is defined **OT** is in a bold type.

## Settings

In the **Settings** window on **User** tab you can set the following data:

- **Company** - name of an employing establishment,
- **Place**,
- **Zip code**,
- **Address**,

and

- a password which protect an access to the program against an unauthorised person, In order to activate logging to the program with a password, you have to enter the password in the edit area **User password**. If you leave empty area behind, the program will launch without necessity of required password.

**Warning:** There is no way to recover forgotten password.

The screenshot shows the 'User' tab selected in the Settings window. It contains several input fields: 'Company' (empty), 'Place' (filled with 'Lublin'), 'Zip code' (empty), 'Address' (empty), and 'User password' (empty).

The data given on this tab (except password) can be used in print templates using variables.

On **Duties** tab you can define:

- Symbols of "typical" duties (i.e.: "8" and others). These symbols are used in the **Calendar** (with the selected option **Captions > Duty type** and can be used in print templates.
- The way of calculating hours during days and nights. In order to do this, you have to enter the start time and the duration of night hours (by default: a beginning at 10:00 pm and the duration is 8:00 hours).
- The start time of a day is settled accounts with the different employing establishment. The default value is 00:00.

The screenshot shows the 'Duties' tab selected in the Settings window. It contains several input fields: 'Base duty ("8")' (filled with '8'), 'Normative residue' (filled with 'D'), 'Other duty' (filled with 'I'), 'Nights Begin' (filled with '22:00'), 'Nights Duration' (filled with '08:00'), and 'Natural day begin at [h]' (filled with '07:00').

For example: with default settings, if an employee, who has 12-hour night duty, which starts at 7pm on usual day and ends at 7am on holiday, will have completed: 3 usual hours from (from 7pm to 10pm), 8 night hours (from 10 pm to 6 am) and 1 hour of holiday (from 6am to 7am). By making a start time of a day into 7:00, hours of duty from 6 to 7 will be categorized as usual and assigned to the day, on which the duty has started.

On **Others** tab you can define:

- language, in which subtitles will be displayed in the program,
- The most commonly used names of job titles - its will appear on the selection list in the **Add/Edit employee** window,
- The most commonly used names of educations - its will appear on the selection list in the **Add/Edit employee** window,
- additional data, which can be displayed in the main window of the calendar, i.e. : number of shift, day number, amount of duties during a shift.

The screenshot shows the 'Others' tab selected in the Settings window. It contains several input fields: 'Język / Language' (filled with 'english'), 'Occupations' (filled with 'Nurse'), 'Educations' (filled with 'College', 'Secondary school', 'Trade school'), and 'Show in Calendar' (filled with 'shift number').

## Network settings

On the **Network** tab (menu: *Tools > Settings > Network*) is possible to set application to work in multiuser local network. The main is to choose network directory, in which is installed server instance of application. To do this click on **Server directory** button or type the path manually in the text field. When application starts run as client, server must be available in network. If server is unavailable (marked by warning message and server path in red color) then application on computer-client used local directories regardless network settings.

Current version of Work Scheduler Pro allows to use server resources for:

- getting printouts templates list,  
It's makes easier unification of printouts used in company.
- saving generated printouts, In combination with the option automatic printouts files naming contained eg. name of user on computer-client, it allows to store printouts from all computer-clients in one place. By checking option **only for accepted schedules** is possible to limit files quantity to these which was base on schedule with "approved" status.
- getting configuration settings.  
It allows to get the same application settings on all computer stations. When this option is checked settings are available only from computer working as server.

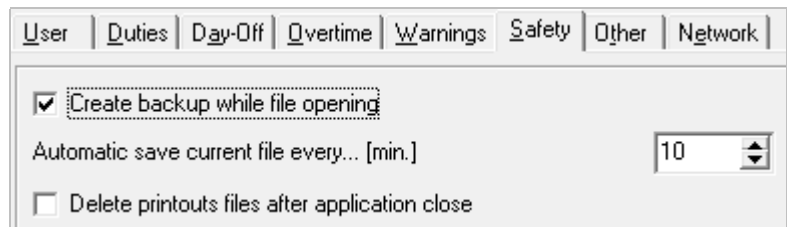
After checking **Hide "Network" tab...** checkbox, the **Network** tab will be visible only on computer-server (except when computer-server wasn't reachable).

After click on **Save** button in the "dane" directory (placed in application folder) created is file net.ini. This file contains only network settings. Is possible to copy it to folders "dane" on computers-client, without necessity setting on every station by application.

The screenshot shows the 'Network' settings dialog box. At the top, there are tabs for 'User', 'Duties', 'Day-Off', 'Overtime', 'Warnings', 'Safety', 'Other', and 'Network'. The 'Network' tab is selected. Below the tabs, there is a 'Server directory:' label followed by an empty text input field. Underneath, the 'Usage of server:' section contains four checkboxes: 'templates' (unchecked), 'printouts' (unchecked), 'only for accepted schedules' (checked), and 'configuration' (unchecked). At the bottom of the dialog, there is a checkbox labeled 'Hide "Network" tab if application is run as client' which is currently unchecked.

## Backup and data restore

With a view to increase the safety level of data, which is kept in a file of Work Schedule Pro use the option **Create backup while file opening**. Selected this option backup is create during opening the project file. Then the copy is saved in the same directory as the opened file. The name of the back-up file is created from the name of opened file and an additional extension ".bak".



In case of losing data of any month or data of workers you can try to recover them. It is therefore advisable to select option **Menu > Tools > Restore backup files...** and depending on the kind of data to recover:

- **employees data** - in order to restore data of employees and groups of employees,
- **monthly data** - in order to restore information of duties and holidays during selected month

Additionally, you can activate function of automatic save of currently opened file. It is therefore advisable to enter the time (expressed in minutes) into the program which will save the data to the file. If the current project has not been saved yet and the file name is not given, then the program saves it to the file "document.~gr", which is located in the directory with the program. Time equal zero minutes will turn off auto-save function.

Employees data is saved automatically while closing the program, appropriately in files such as: grupy.ini (groups of employees data) and kadra.ini (employees data). They are located in the "dane" directory, which is in the directory chosen by the user during the the installation of the program. On the other hand, data of assignment of duties and holidays are saved by the user (*menu: Project > Save*) in the designated file.

### Attention:

Backup files (with the extension ".bak") contain data from at least 2 days before.

If the restored data is incorrect, you can recreate the state before restoring it by selecting again the same option in the menu as during restoring.

## Safety of personal data of employees

Personal data of employees are stored in file named "kadra", which has binary, hard to read for unauthorized persons format.

To increase the protection of employee personal data contained in printout files (stored in directory named "wydruki"), is possible to automatic deleting while application is closing. To do it check **Delete printouts files after application close** checkbox. Files created before the option was checked will not delete (you can do it manually). If, for example, after generating a file with a printout a paper printout is created and there is no need to save it in electronic form, for the security of personal data it is worth to mark the option causing their automatic removal (the most frequently deleted file can be generated again in the future).

The person, who is authorized to run application, can see employee personal data displayed in application. For this reason, it is worth restricting access to the program by applying a password.



## Variables description

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There are variables able to use in the own templates or to modifying existing one:

@\_place - place  
@\_address - address  
@\_zip\_code - zip code  
@\_company - company name  
@\_user\_name - user name  
@\_system\_user\_name - Windows user name  
  
@\_symbol\_of\_duty\_8 - symbol for the „8” duty (from configuration data)  
@\_symbol\_of\_duty\_other - symbol for the duty with nonstandard duration (from configuration data)  
@\_symbol\_of\_duty\_residue - symbol for the duty with duration like a group residue (from configuration data)

@\_month - chosen month name  
@\_month\_no - numeric representation of chosen month  
@\_month\_days\_qty - work days quantity in chosen month  
@\_month\_all\_shift\_duty\_qty - quantity of duties lasts whole shift in chosen month  
@\_month\_days - number of days in the given month  
@\_year - chosen year  
@\_date - current date  
@\_group\_name - chosen group of employees  
@\_group\_normative - monthly normative for chosen group of employees  
@\_group\_least - normative residue for chosen group of employees

@\_day\_no - numeric representation of day  
@\_day\_class\_title - html class name, for table header row formatting  
@\_day\_class - html class name, for table formatting  
@\_n1\_day\_class - html class name, for table formatting for the first day of the next month  
@\_day\_name - day name  
@\_day\_name\_short - day short name  
@\_day\_note - day notes

@\_shift\_symbol[\_shift\_no] - whole shift duty symbol  
@\_shift\_name[\_shift\_no] - shift name  
@\_shift\_from[\_shift\_no] - hour of beginning of the shift  
@\_shift\_from\_pd[\_shift\_no] - hour of beginning of the shift as percent of day duration  
@\_shift\_to[\_shift\_no] - hour of ending of the shift  
@\_shift\_to\_pd[\_shift\_no] - hour of ending of the shift as percent of day duration  
@\_shift\_duration[\_shift\_no] - duration of shift  
@\_shift\_duration\_pd[\_shift\_no] - duration of shift as percent of day duration  
@\_shift\_no[\_shift\_no] - shift order number  
@\_duty\_who[\_shift\_no] - short names of workers who have duty on chosen shift

When you use any of six above mentioned variables between tags <\_SHIFT> and then isn't necessary to use square braces and shift number

@\_shift\_quantity[number] - shifts quantity for given group, instead [number] is possible to set number that increase result of variable.

@\_day\_who\_8 - workers, who on given day have duty lasts as base duty  
@\_day\_who\_least - workers, who on given day have duty lasts as normative residue  
@\_day\_who\_other - workers, who on given day have duty with other duration  
@\_day\_who\_holiday - workers, who on given day are on holiday  
@\_day\_who\_dayoff - workers, who on given day have dayoff  
@\_day\_who\_dayoff\_1 - workers, who on given day have dayoff for work on Sunday  
@\_day\_who\_dayoff\_5 - workers, who on given day have dayoff owing from 5-days work week  
@\_day\_who\_dayoff\_7 - workers, who on given day have dayoff for work on Saturday  
@\_day\_who\_dayoff\_h - workers, who on given day have dayoff for work on holiday  
@\_day\_who\_sick\_leaves - workers, who on given day stay on sick leave  
@\_day\_who\_other\_dayoff - workers, who on given day are absent from other reasons  
@\_day\_duties\_count - quantity of duties on given day  
@\_day\_max\_duties\_week - the biggest number of duties on day in given week (week: from Monday to Sunday)  
  
@\_all\_sum - the sum of all worked hours (by all employees)

@\_all\_do\_sum - the sum of all worked, as dayoffs, hours (by all employees)  
@\_duty\_type - shift number on which duty is beginning  
@\_duty\_shift - shift name on which duty is beginning  
@\_duty\_note - note added to duty  
@\_duty\_symbol - duty symbol  
@\_duty\_dayoff\_symbol - duty or dayoff symbol, depends on which is inserted  
@\_duty\_duration - duration of duty  
@\_duty\_duration\_pd - duration of duty as percent of day duration  
@\_duty\_d\_quantity - normal hours included in the duty  
@\_duty\_n\_quantity - night hours included in the duty  
@\_duty\_h\_quantity - holiday hours included in the duty  
@\_duty\_day\_duration - duty duration (assigned to day on which it begins)  
@\_duty\_day\_d\_quantity - normal hours included in the duty (assigned to day on which it begins)  
@\_duty\_day\_h\_quantity - holiday hours included in the duty (assigned to day on which it begins)  
@\_duty\_day\_duration\_all - duty duration with overtime (assigned to day on which it begins)  
@\_duty\_from - starting hour of duty  
@\_duty\_from\_pd - starting hour of duty as percent of day duration  
@\_duty\_to - ending hour of duty  
@\_duty\_to\_pd - ending hour of duty as percent of day duration  
@\_duty\_fromto - starting and ending hours of duty  
@\_duty\_fromto\_all - starting and ending hours of duty with overtime  
@\_duty8\_to - ending hour of base „8” duty  
@\_least\_to - ending hour of normative residue  
@\_duty\_overtime - overtime quantity  
@\_duty\_overtime\_to - ending hour of overtime  
@\_duty\_100\_overtime - overtime quantity calculated as 100%  
@\_duty\_50\_overtime - overtime quantity calculated as 50%  
@\_duty\_dayoff\_quantity - quantity of hours of duty or dayoff if inserted  
@\_duty\_day\_dayoff\_quantity - quantity of hours of duty or dayoff if inserted  
@\_dayoff\_quantity[...] - quantity of hours of dayoff if inserted  
@\_dayoff\_type - kind of dayoff (taken from Settings > Dayoffs)  
@\_dayoff\_name - name of dayoff (taken from Settings > Dayoffs)

@\_n1\_day\_symbol - duty symbol on first day of next month  
@\_n1\_day\_d\_qty - quantity of normal hours included in duty on first day of next month  
@\_n1\_day\_n\_qty - quantity of night hours included in duty on first day of next month

@\_worker\_no - order number of worker  
@\_worker\_surname - worker surname  
@\_worker\_name - worker name  
@\_worker\_nick - worker nick  
@\_worker\_adress - address  
@\_worker\_postoffice - postoffice  
@\_worker\_zipcode - zip code  
@\_worker\_phone - phone number  
@\_worker\_email - e-mail  
@\_worker\_occupation - occupation

@\_worker\_part\_time - part time  
@\_worker\_prev\_month\_extra\_time - overworked or unworked hours from previous month  
@\_worker\_manual\_correction - manually corrected normative

@\_worker\_holiday\_remain - remain holiday hours  
@\_worker\_holiday\_remain\_last\_year - remain holiday hours from previous year  
@\_worker\_holiday\_remain\_this\_year - remain holiday hours from current year

Attention: Variables relative to holiday hours returns values from day of printout create, regardless of chosen month.

@\_worker\_identity\_number - worker identity number  
@\_worker\_education - worker education  
@\_worker\_courses - worker courses  
@\_worker\_user1 - additional data 1  
@\_worker\_user2 - additional data 2  
@\_worker\_user3 - additional data 3  
@\_worker\_color\_rgb - color assigned to worker in RGB format

@\_worker\_normative - worker worktime in chosen month  
@\_worker\_normative\_wd - worker worktime in chosen month without dayoffs  
@\_worker\_all\_sum - worked hours with overtime in chosen month  
@\_worker\_all\_sum\_wo - worked hours without overtime in chosen month  
@\_worker\_duty\_sum - hours worked as duties with overtime in chosen month  
@\_worker\_duty\_sum\_wo - hours worked as duties without overtime in chosen month  
@\_worker\_d\_sum[day symbol(s)] - normal hours worked in chosen month. May be limited to chosen days eg. Saturdays and Sundays @\_worker\_d\_sum17 (1 means Sunday, 2 Monday, etc.. until to Saturday marked as 7)  
@\_worker\_n\_sum - night hours worked in chosen month  
@\_worker\_n\_sum\_qty - quantity of night duties in chosen month  
@\_worker\_h\_sum - holiday hours worked in chosen month  
@\_worker\_ab\_sum - dayoffs hours in chosen month  
@\_worker\_ot1\_sum - overtime hours calculated as 100%, worked in chosen month  
@\_worker\_ot2\_sum - overtime hours calculated as 50%, worked in chosen month  
@\_worker\_ot\_sum - all overtime hours worked in chosen month  
@\_worker\_difference\_normative - the difference between worked hours and month normative  
@\_worker\_difference\_worker\_normative - the difference between worked hours and worker month normative  
@\_worker\_difference\_worker\_normative\_wo - the difference between worked hours and worker month normative without overtime  
@\_worker\_difference\_worker\_normative\_wd - the difference between worked hours and worker month normative without dayoffs

Dayoff symbols:

a - on demand  
u - holiday  
m - maternity  
w - parental leave  
s - sabbatical  
z - sick leave  
o - childcare  
i - other  
n - play truant  
b - LWOP (leave without pay)  
d - exemption of the child  
r - family member care  
1 - dayoff for work on Sunday/holiday  
7 - dayoff for work on Saturday  
5 - as result of 5-working days week  
9 - dayoff for work on Holiday  
h - rehabilitation  
k - special leave  
j - parental  
t - paternity  
ż - day without duty on request of the employee

@\_dayoff\_type\_qty\_[dayoff\_symbol(s)] - dayoff type (taken from Dayoffs tab in the Settings window) with monthly hours  
@\_dayoff\_sum\_[dayoff\_symbol(s)] - dayoffs hours in chosen month  
@\_worker\_duty\_dayoff\_qty - duties and dayoffs quantity in chosen month  
@\_worker\_duty\_qty - duties quantity in chosen month  
@\_worker\_dayoff\_qty - dayoffs quantity in chosen month  
@\_dayoff\_to - number of day in which dayoff is ending  
@\_dayoff\_days\_quantity - dayoff duration as days  
@\_dayoff\_work\_days\_quantity - dayoff duration as work days  
@\_dayoff\_hours\_quantity - dayoff duration in hours as duration of duties within it  
@\_dayoff\_hours\_norma\_quantity - dayoff duration in hours depends from normative

@\_period\_no - following number of month in period  
@\_period\_month\_no - number of month in the year (from 1 to 12)  
@\_period\_month - name of the month  
@\_period\_month\_days\_qty - days count in the month  
@\_period\_year - year  
@\_period\_months\_qty - quantity of months contained in period

@\_period\_from - first day of the period (date)  
@\_period\_to - last day of the period (date)  
@\_period\_normative - group normative for given month  
@\_period\_sum\_normative - group normative for given period  
@\_period\_worker\_normative - worker worktime in month  
@\_period\_worker\_normative\_wd - worker worktime in month without dayoffs  
@\_period\_worker\_duties - hours worked as duties in month  
@\_period\_worker\_dayoffs - hours worked as dayoffs in month  
@\_period\_worker\_worked - hours worked as duties and as dayoffs in month  
@\_period\_sum\_worker\_normative - normative for whole period  
@\_period\_sum\_worker\_normative\_wd - normative for whole period without dayoffs  
@\_period\_sum\_worker\_duties - hours worked as duties in period  
@\_period\_sum\_worker\_dayoffs - hours worked as dayoffs in period  
@\_period\_sum\_worked - hours worked as duties and as dayoffs in period  
@\_period\_sum\_worker\_normative\_difference - the difference between worked hours and worker normative in whole period

@\_dayoff\_desc\_symbol - dayoff symbol set by user in Configuration window. Variable must be placed between DAYOFF\_DESC tags.

@\_dayoff\_desc\_name - dayoff name set by user in Configuration window. Variable must be placed between DAYOFF\_DESC tags.

@\_status - schedule status (unapproved/approved)

@\_symbol\_of\_duty\_8 - duty „8” symbol (from Configuration)

@\_symbol\_of\_duty\_residue - symbol of duty with duration equal to group residue (from Configuration)

@\_symbol\_of\_duty\_other - symbol of duty with other duration (from Configuration)

@\_read\_all\_groups - On any printouts may be showed duties worked by employee in others groups (in the same month in different groups). Variable should be placed at template begin.

@\_dot\_as\_time\_sep - Sets dot as hour and minute separator instead colon. Variable should be placed at template begin.

@\_clear\_auto\_eols - Removes all end of line chars. Variable should be placed at template begin.

@\_eol - end of line

Additionally:

if variable value is zero and zero must be appeared on printout then at the end of variable add 0 (zero), eg.

@\_worker\_d\_sum0

if variable value is hour and needed display format is 00:00 then at the end of variable add : (colon), eg.

@\_worker\_d\_sum:

if variable value is zero and zero no need to be appeared on printout then at the end of variable add \_ , eg.

@\_worker\_d\_sum\_

Above mentioned variables may be placed between tags:

<\_DAY> variables\* </DAY> variables\* relative to days of chosen month, eg. text line from template <\_DAY>@\_day\_no, </DAY> changes to text: 1,2,3,... etc. to end day of the month

<\_WORKER> variables\* </WORKER> variables\* relative to following workers, eg. text line from template

<\_WORKER> @\_worker\_surname @\_worker\_name, @\_worker\_all\_sum </WORKER> gives list of workers with its monthly worked hours on the printout

<\_SHIFT> variables\* </SHIFT> variables\* relative to shifts

<\_GROUP> variables\* </GROUP> variables\* relative to groups of workers

<\_OVERT> variables\* </OVERT> variables\* relative to overtimes worked in chosen group

<\_MONTH> variables\* </MONTH> variables\* relative to period (begins from @\_period\_)

<\_DAYOFF> variables\* </DAYOFF> variables\* relative to dayoff (begins from @\_dayoff\_). In the calendar must be active day, in which current worker has dayoff.

<\_DAYOFF\_DESC> variables\* </DAYOFF\_DESC> variables\* relative to names and symbols of dayoffs. Only dayoffs used in schedule are included.

The tags may be nested (max. 2 levels of nesting) eg.

<\_WORKER>@\_worker\_surname @\_worker\_name

<\_DAY>

@\_duty\_dayoff\_symbol

</DAY>

</WORKER>