

Shift Cal

CuadraTurnos

(iOS)



User guide
(Quick guide)



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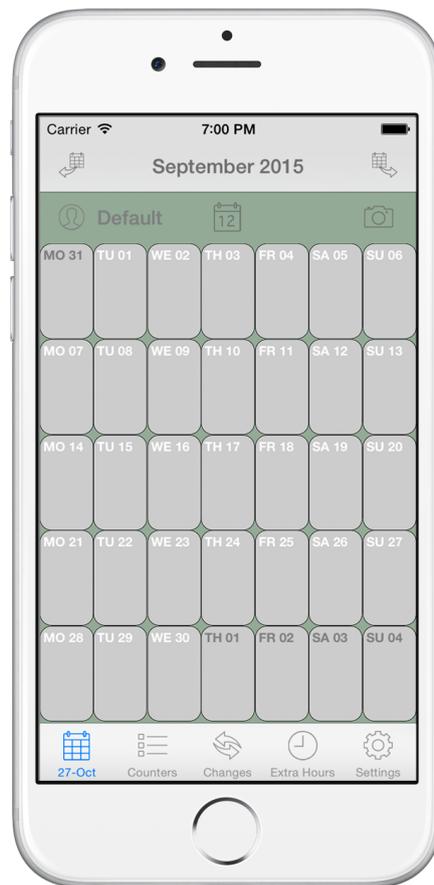
1.- Introduction

ShiftCal - CuadraTurnos is an essential app for people with shift work or who want to manage other events (Max. 3 shifts / events per day).

This app will help you organize your work schedule or events in a simple and intuitive way, with a quick view based in colors, and lets you take it on your iPhone or iPad.

It also lets you write down as many notes as you need for each day of the week and you can even set a start and end time for each note as if it were an organizer.

When you run the app, the calendar screen is displayed.



App comes with the following type of days (Shifts) already created for anyone to start entering their shifts on the calendar. Shifts created by default are:

Work - Work Day (no schedule is specified).

Work on holiday - Workday on a holiday (no schedule is specified).

Day off - Day off.

Day off on holiday - Day which coincides with a holiday.

Holidays - holidays (22 days per year).



2.- Basic settings

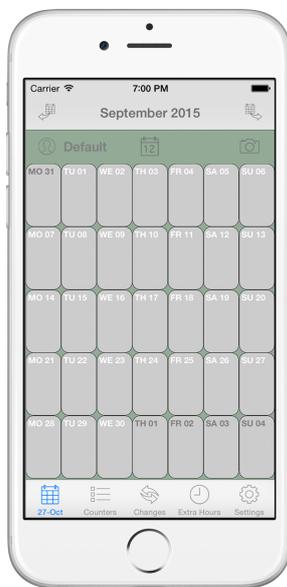
2.1.- Set or modify a shift in a day

To set or modify a shift established in a day, you must select the day you want to establish or modify the shift by clicking on that day in the calendar. After selecting the day, there are two ways to act: making a long press on the cell (quick method) or just making a short press on the cell to access the details of that day.

In this section "Basic Settings" only quick method (long press) will be explained, leaving the second method (short press to access the detail of day) to section 3.1.2 "Detail of day (set or modify a shift)"

Quick method:

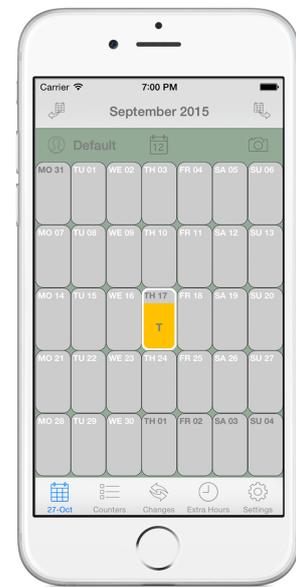
- Select the day you want to assign a turn.
- Long press on that day, holding it for more than 1 second.
- A list of available shifts that can be assigned to that day will appear.
- Select the shift you want to assign.



Select a day

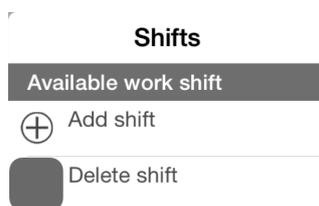


Make a long press on that day



Select the shift you want to assign

If you make a long press on a day that already has a shift assigned then two more options, besides available shifts, will appear: Add shift, to add a second shift and a third shift at the same day, and Delete shift to delete the shift assigned to that day.

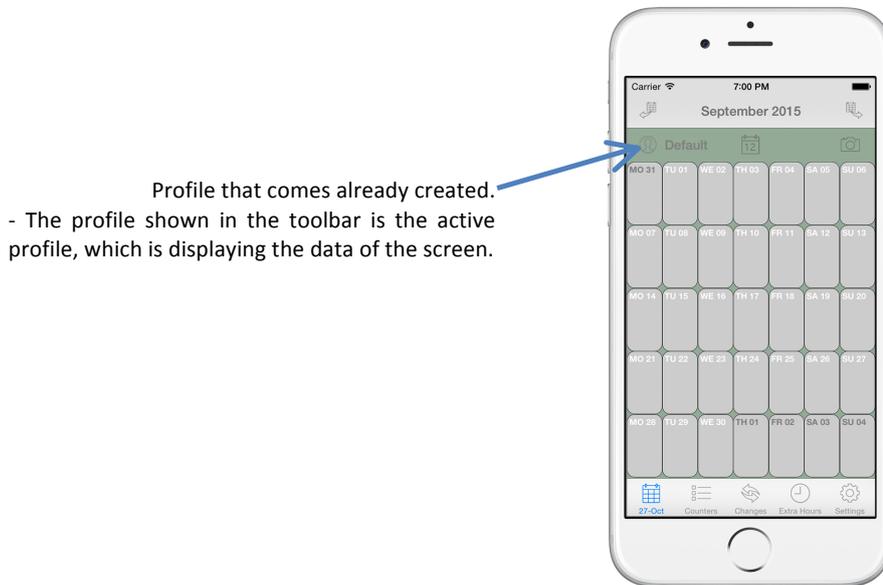




2.2.- Profiles

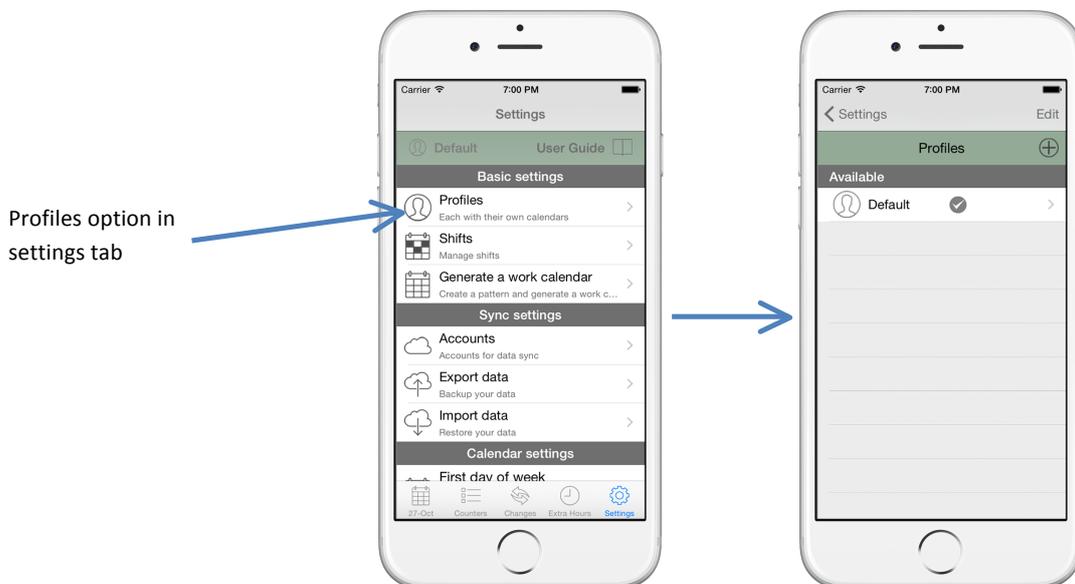
"Profiles" are the different calendars you can have in the app. Each of these calendars refer to a specific person or group of people, it depends on the name you want to give.

For proper operation of the app, it must have at least one profile created, therefore, the app comes with a profile created with the name "Default" as shown in the top of the screens.



Access to the settings of these profiles is in the Settings tab. To access this tab, click the icon  located at the bottom right of the screen.

Once in the settings tab, click on "Profiles" option to access the profile settings, where a list of profiles created is displayed.





Information of a profile:

Name: Description which the profile is identified.

Color: Color assigned to profile. It uses to identify faster and visually the profile.

Active Profile: Indicates whether the profile is active on the app and its data is displayed.

2.2.1.- Create a new profile

- Tap the button 
- Fill in the "Name" field, this field refers to a person, such as "Michael", or a group of people who all work on the same shift, for example "Shift 1".
- Tap the gray bordered square and select the color you want to assign to the profile.
- In the "Active Profile" section switch the "Set" button if you want to display the calendar of the profile you are creating.
- Tap the button  to save the profile.

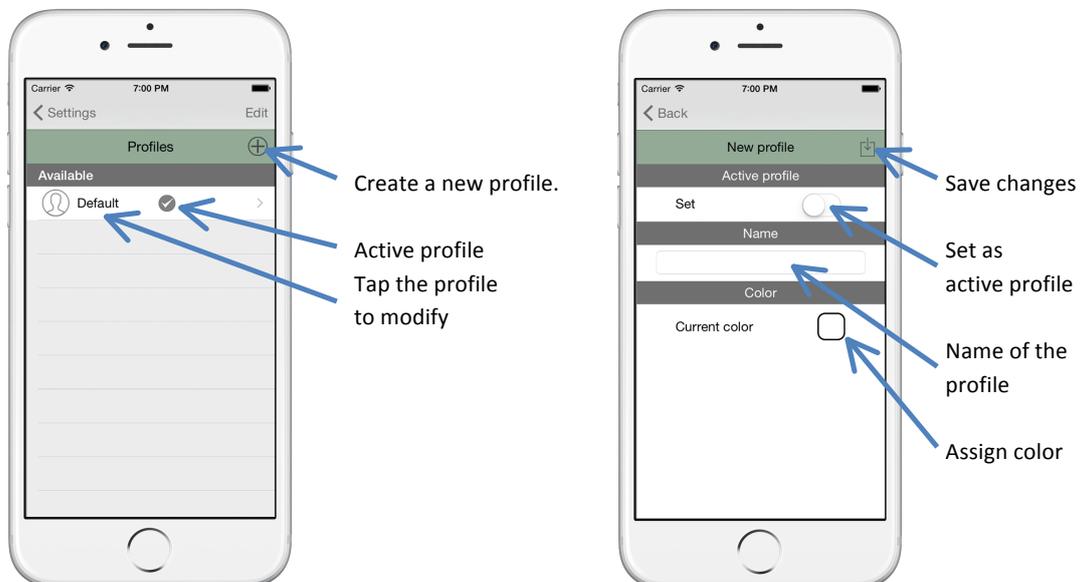
2.2.2.- Modify a profile

In the profiles list screen, tap the profile you want to modify or make a long press and select the "Edit" option from the context menu to access the detail screen, where you can modify profile information.

2.2.3.- Active profile

Active profile is the profile whose calendar and data are being displayed in the app. In the profiles list screen, the active profile is shown with the mark  filled with the color assigned to the profile.

To change the active profile, tap the profile you want to set as the active profile to access the detail screen and switch on the "Set" button in the "Active Profile" section. Tap the button  to save the changes.





2.2.4.- Delete a profile

There are several ways of deleting a profile.

- Sliding profile cell to the left and tapping the "Delete" button.
- Tapping the "Edit" button located at the top right of the screen. Then click on the icon on the left side of the profile to be deleted and finally tap the "Delete" button.
- Making a long press on the profile to be deleted and choosing "Delete" option from the context menu.

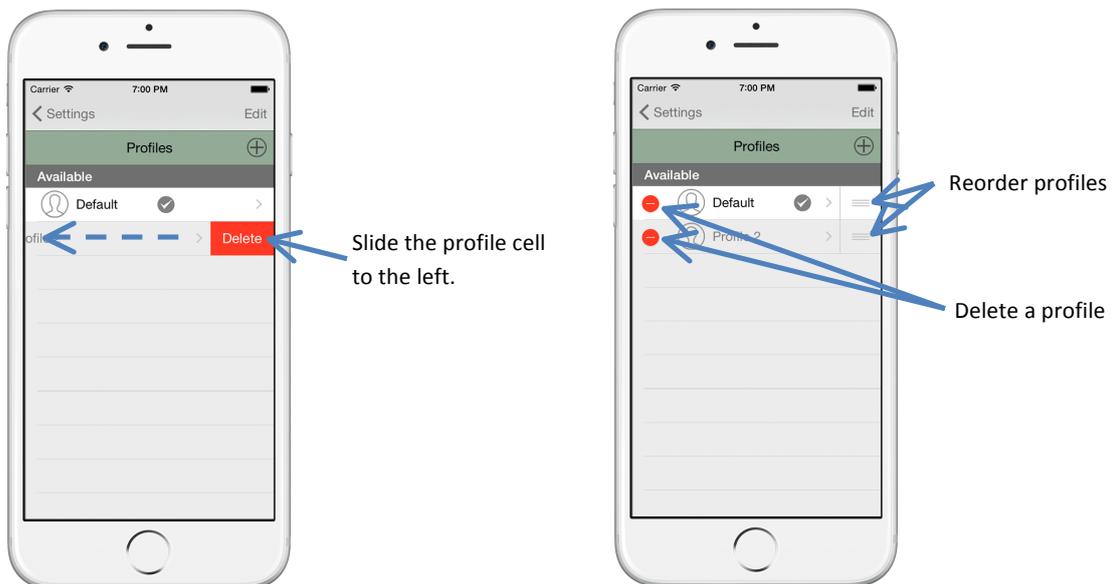
Before deleting a profile the user must confirm the operation for not to delete a profile accidentally.

2.2.5.- Reorder profiles

The profiles are ordered by default by creation date, so the last profile created is the last profile in the list.

The user can reorder the profiles to appear in the order the user wants, regardless of when the profile was created.

To reorder profiles tap the "Edit" button from the top right of the screen, then tap and hold the button on the right side of the profile cell to move it and drag it to the desired position.





2.3.- Shifts

"Shifts" are the different values that can be assigned to each calendar day, and indicates a shift or an event.

Shifts that are already created by default are:

Work - Work Day (no schedule is specified).

Work on holiday - Workday on a holiday (no schedule is specified).

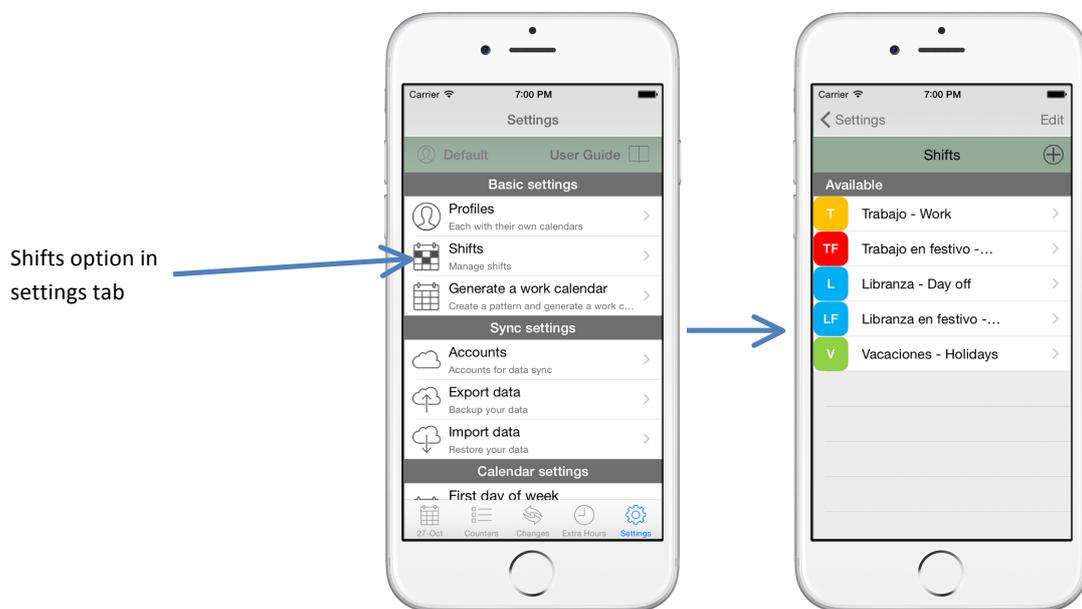
Day off - Day off.

Day off on holiday - Day which coincides with a holiday.

Holidays - holidays (22 days per year).

Access to the configuration of the shifts is in the Settings tab. To access this tab, click the icon  located at the bottom right of the screen.

Once in the settings tab, click on "Shifts" option to access the shifts settings, where a list of shifts created is displayed.



Information of a shift:

Abbreviation: Characters that identify a shift and will be displayed on the calendar when the shift is assigned.

Description: Shift description.

Year: Year in which the shift can be used. If "All years" is selected, the shift will be able to be used in every year without having to re-create it.

Available days: Specifies the number of days available of a shift and their frequency.

If "*no define*" is checked, the shift can be used as many times as you like.



If "*define*" is checked, it lets you set the number of days the shift can be used and its period (annual, half-yearly, quarterly or monthly).

For example: 22 days annual holiday are available.

Type of day (Count as): Option that lets you classify the shifts between work-days and days off. This classification is used to count work-days and days off the counters tab.

Workday: this option allows to set both the work time (optional), as the number of hours of the working day.

Day off: this option allows to set the number of hours of free time (optional).

This information allows to show both, days worked and hours worked, in the counter tab.

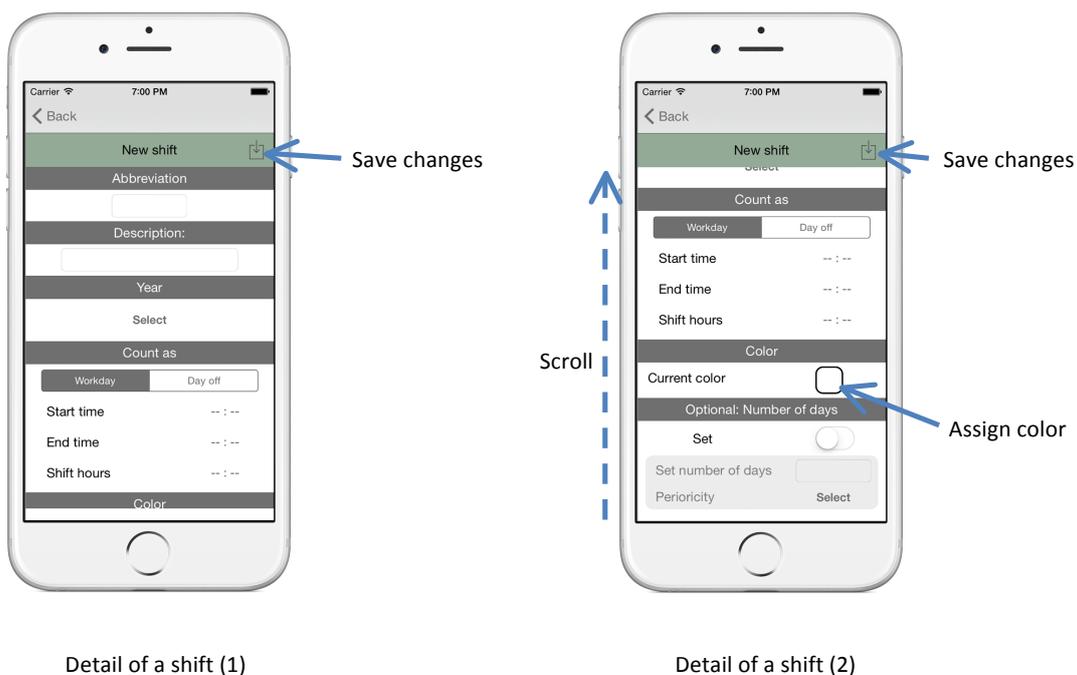
Color: Color assigned to the shift. It is used to identify faster and visually the shift.

2.3.1.- Create a new shift

- Tap the button 
- Fill the fields of the shift.
- Tap the gray bordered square to assign a color to the shift.
- Tap the button  to save the new shift.

2.3.2.- Modify a shift

In the shifts list screen, tap the shift you want to modify or make a long press on the shift and select the "Edit" option from the context menu to access the detail screen, where you can modify the information.





2.3.3.- Delete a shift

There are several ways of deleting a shift.

- Sliding shift cell to the left and tapping the "Delete" button.
- Tapping the "Edit" button located at the top right of the screen. Then click on the icon on the left side of the shift to be deleted and finally tap the "Delete" button.
- Making a long press on the shift to be deleted and choosing "Delete" option from the context menu.

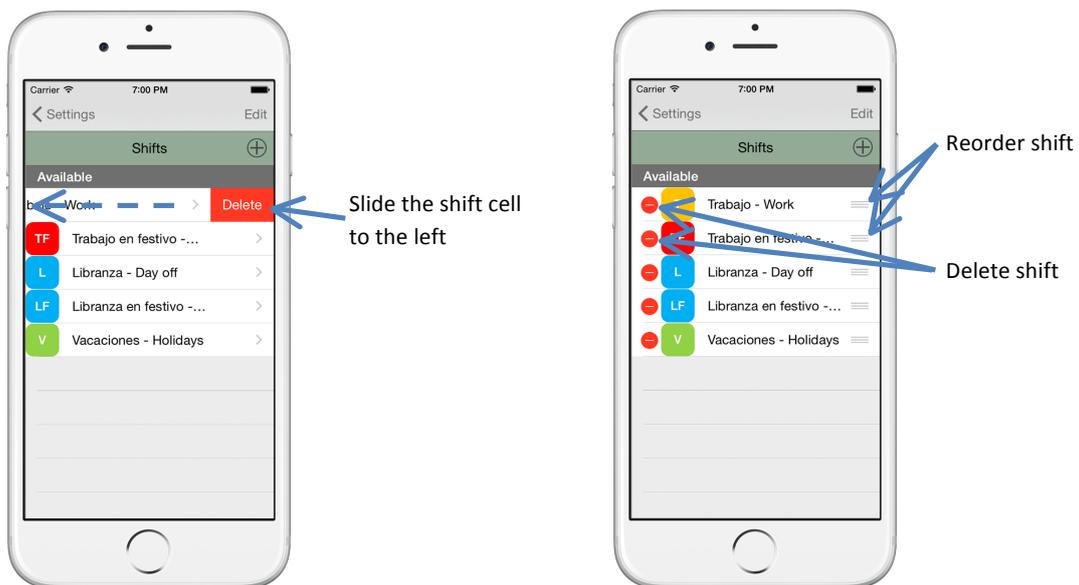
Before deleting a shift the user must confirm the operation for not to delete a shift accidentally.

2.3.4.- Reorder shifts

The shifts are ordered by default by creation date, so the last shift created is the last shift in the list.

The user can reorder the shifts to appear in the order the user wants, regardless of when the shift was created.

To reorder shifts tap the "Edit" button from the top right of the screen, then tap and hold the button on the right side of the shift cell to move it and drag it to the desired position.



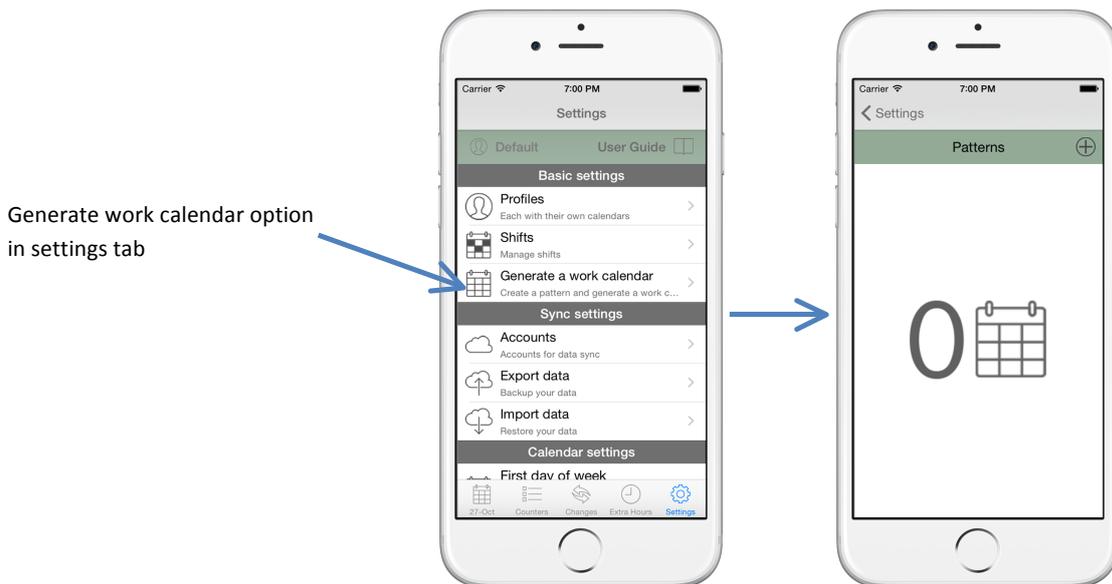


2.4.- Generate a work calendar

This option lets the user automatically generate a work calendar introducing the shifts pattern that repeats and defining the dates between the user wants to repeat that pattern.

Access to “Generate a work calendar” option is in the Settings tab. To access this tab, click the icon  located at the bottom right of the screen.

Once in the settings tab, click on "Generate a work calendar", where a list of patterns created is displayed. If no created patterns or do not want to apply any pattern available, you can create a new pattern by clicking on the button .



2.4.1.- Create a new pattern

To create a new pattern tap the button  on the top right of the screen.

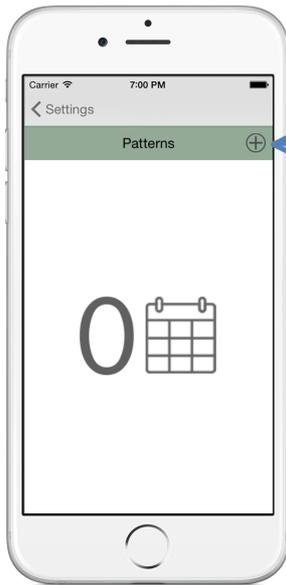
On the next screen you should fill the following required information to create or modify a pattern:

- Pattern name: Name to identify the pattern.
- Start Date: Date from which the pattern will be applied.
- End Date: Date until the pattern will be applied.

Once these fields are filled the next step is to create the pattern which will be repeated between the selected dates.

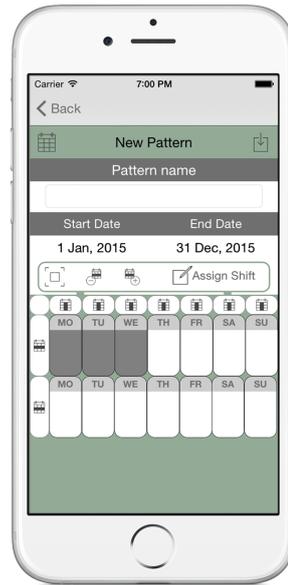
At the bottom of the screen two rows are shown and, as you can see, the first day of the week available to assign a shift coincides with the day corresponding to the start date.

Rows can be increased or decreased by tapping  and  buttons.



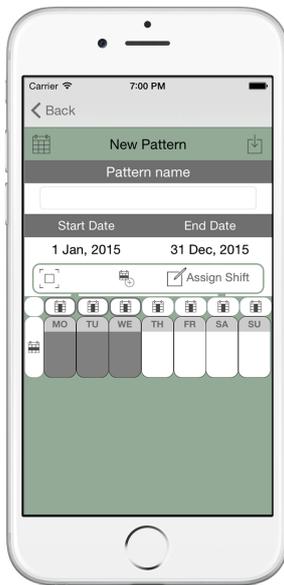
Create new pattern

List of patterns created



Create a new pattern

If the pattern needs many rows, maximize the pattern zone by tapping  button. Minimize the pattern zone by tapping  button.



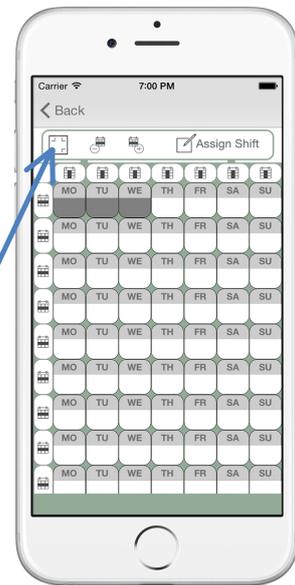
Delete rows



Add rows

Maximize zone

Minimize zone



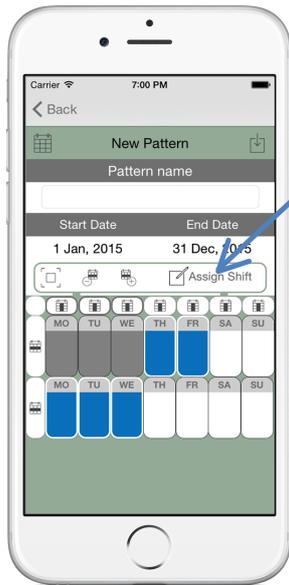
Maximize zone

To assign the shifts which configure the pattern, all the cells which are going to be assigned the same shift (Multi-selection) must be selected. It can also be combined with the buttons (Select an entire row)  or (Select an entire column) .

Once all necessary cells are selected, "Assign shift" button must be tapped to assign the shift the user desire. As in the calendar, each day you can assign up to 3 shifts. Once selected shifts, click on the "back" button to return to the previous screen, where you can see that the selected cells have taken the chosen value.



We will make an example of a pattern that is repeated throughout the year 2015 in which from Monday to Friday are workdays and day off on weekends.

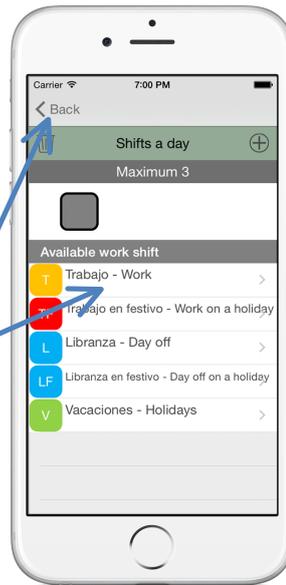


Select rows

Tap to assign a shift

2.- Confirm shift

1.- Tap on a shift



Assign a shift to the cells

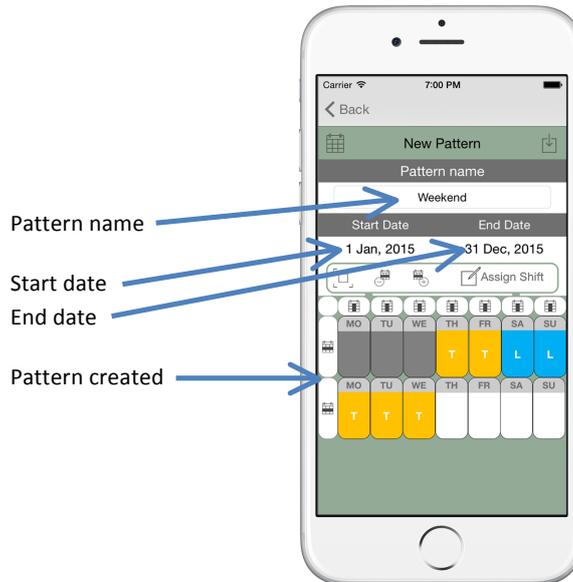
Tap on the shift and button "Back" after.

Once the workdays are established follow the same steps to set the days off.

1.- Select Saturday and Sunday.

2.- Assign shift L – Day off.

The pattern is defined as follows:



Pattern created



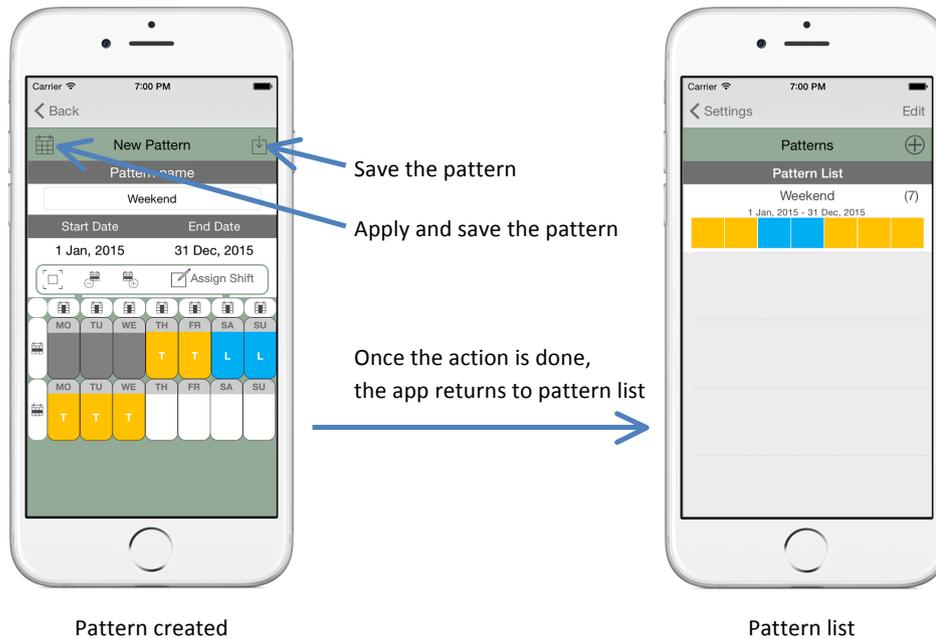
2.4.2.- Save the new pattern

Tapping the button  the pattern created will be saved and the app returns to the pattern list screen.

2.4.3.- Apply and save the pattern

If what you want is to apply the pattern created on the calendar between selected dates, you must tap on the button .

This action also saves the pattern once applied and the app returns to the pattern list screen.



Pattern created

Pattern list

Note: Keep in mind that information established previously in the calendar will be overwritten between the dates selected.

Note2: If you would like to apply a holiday pattern after apply another pattern, you must perform a pattern with holidays dates and assign the shift for holidays and that pattern will be applied between selected dates over the pattern that is already applied.

2.4.4.- Pattern list

This screen shows the user the available patterns to generate work calendars.

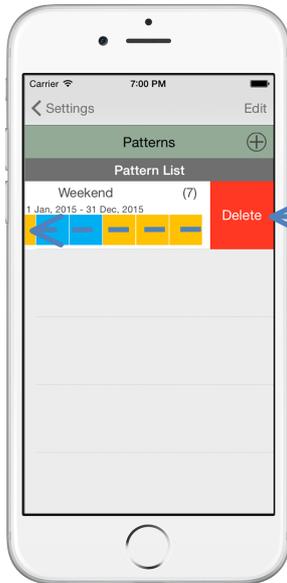
The following actions can be performed:

- Delete a pattern: There are several ways of deleting a pattern.
 - Sliding pattern cell to the left and tapping the "Delete" button.
 - Tapping the "Edit" button located at the top right of the screen. Then click on the icon on the left side of the pattern to be deleted and finally tap the "Delete" button.
 - Making a long press on the pattern to be deleted and choosing "Delete" option from the context menu.

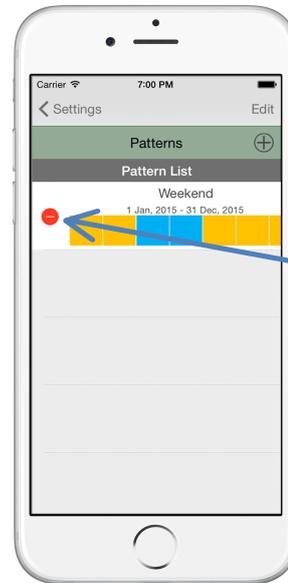


Before deleting a pattern the user must confirm the operation for not to delete a pattern accidentally.

- Edit a pattern: To edit a pattern just tap on the pattern row or make a long press on the pattern to be deleted and choosing "Edit" option from the context menu.



Slide the pattern cell to the left



Delete pattern