



User guide v1.0

# Overview

Shift Work is an application specifically designed for shift workers who want to enter and view their shifts quickly and easily.

Whilst this can be achieved in a normal calendar it is by no means ideal. Imagine having to enter a years worth of shift information - it would take you a considerable amount of time and effort, especially if your shifts do not fit into the standard week.

Shift Work overcomes this problem by allowing you to create shifts using a combination of colours, letters and numbers and then build patterns of repeating shifts which can then be added to your calendar at the tap of a button.

Once you have entered your shifts you can share your data with others as well as create similar calendars for your friends, family and colleagues.

## Features

- Create colourful shifts with optional code allowing you to easily see your shifts at a glance.
- Create any number of calendars. For example: one for your shifts, your spouse and one to keep track of the kids (after school activities, clubs etc.).
- Compare any of your shift calendars side by side to find out when you next have a day off together.
- Repeating shift patterns allows you to enter months or years worth of shifts in seconds.
- Edit individual days to show special days such as holidays, training, sick, holidays etc.
- Add notes to days with the option to use colours to help identify different types of notes.
- Enter hours worked at different pay rates to keep track of what you should be paid.
- Email shifts as easy to read text so you can print out for your family to see.
- Email shift data in CSV format for use in spreadsheets and other applications.
- Email a copy of your calendar to friends and family.
- Show week numbers.
- Jump to any date in the future or past or quickly return to today.
- Show a months worth of shifts as your phones wallpaper.
- Report showing hours worked over a user definable period.
- Set any day as the week start day.
- Robust SQL based database.
- Backup, restore or share your data with other users via Dropbox.

# Navigation

This chapter will take you on a brief tour of the Shift Work interface. On starting Shift Work you will see a screen similar to the one below (obviously if this is your first time running Shift Work you will not see any shifts in your calendar).

Shift Work will show the current month and will automatically load the calendar last viewed.

## The main screen



At the top of the screen is the app title - SHIFT WORK followed by the name of the calendar (My Shifts by default).

Under the calendar name is the current month and year. This will change as you navigate through the months.

The bulk of the screen is taken up by the calendar itself. Each calendar day can contain a colour and code to represent the shift or event for that day. If a note exists for a day then this will be indicated by a coloured ribbon.

Directly below the calendar is the currently selected date and shift / event details.

Below this will be any notes for the day.

Along the bottom of the screen is the app bar containing the following icons:

### **Goto**

Allows you to goto any date in the future or past plus adds a button allowing you to quickly return to today.

### **Calendars**

This option allows you to change to another calendar, create a new calendar, edit a calendar or compare calendars.

### **Previous and Next months**

Tap these icons to move through the months of your calendar.

### **Menu**

Tap the menu icon (...) to access the Share, Edit, Report, Settings, Help and About options.

# Settings

Before using Shift Work you will need to set up some preferences and data. Thankfully this is a simple task and it won't be long before you are adding shifts to your calendar.

## Accessing settings

To access settings, tap the menu icon (...) on the main screen and select 'settings' from the menu.

To exit settings at anytime, tap your phones back button.

## General Tab



The 'General' tab is where you change preferences that effect how Shift Work functions.

### Week start day

Tap to set the starting day of your week.

### Show week numbers

If you turn this option on then the week number will be shown on all calendars.

### Show shifts on extended days

Shift Work will show the last few days of the previous month at the beginning of the calendar and the first few days of the next month at the end of the calendar. If this option is turned on then shifts will also been shown for these dates. If you only want to see shifts for the current month, then turn this option off.

### Day number colour

By default, Shift Work will use your phones default foreground colour. If this doesn't show clearly on top of the colours you choose for your shifts, you can override it hear.

### Wallpaper colour

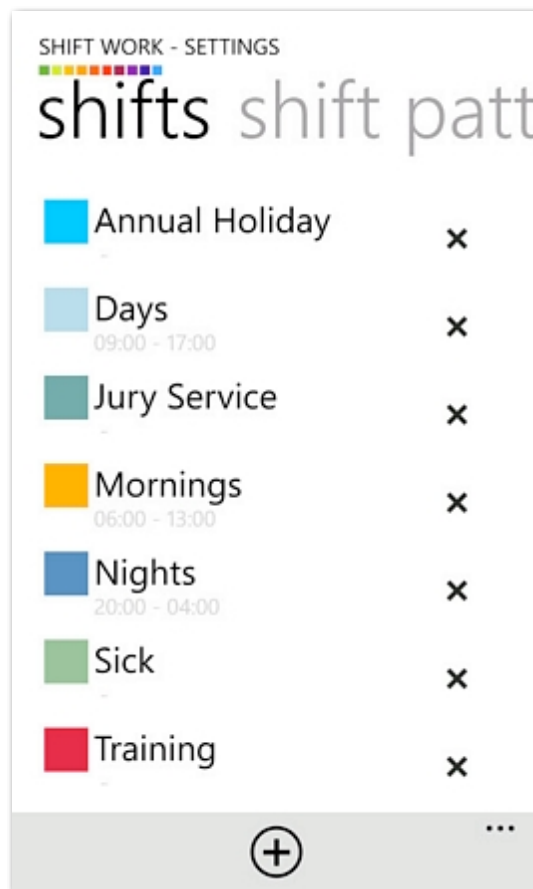
When creating an image of your calendar for your wallpaper or for emailing, you can use this option to set the background colour of the image produced.

Once you have made you changes, tap the save icon (tick) on the app bar to save your changes.

## Shifts Tab

Use the shifts tab to set up your daily shifts or other events that effect a working day such as Sickness, Annual Holidays etc.

When you navigate to the shifts tab you will be see a list of existing shifts as follows:



From here you can add a new shift, edit or delete an existing shift.

## Add a new shift

Tap the + icon on the app bar to add a new shift. See 'Adding / editing a shift' for more information.

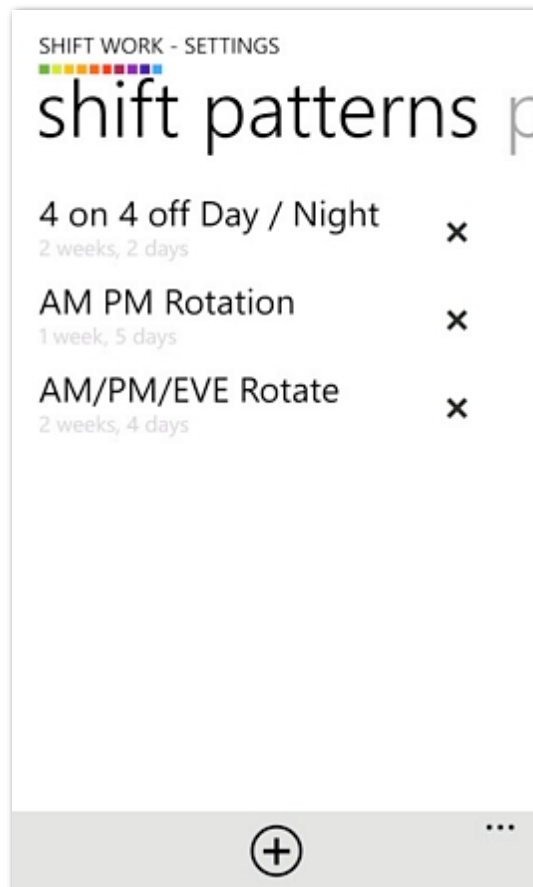
## Edit a shift

Simply tap the shift name to edit. See 'Adding / editing a shift' for more information.

## Delete a shift

Tap the 'X' icon next to the shift you want to delete. You will be asked for confirmation before the shift is deleted.

**WARNING: Deleting a shift will remove it from ALL calendars together with any notes and hours.**



## Shift Patterns Tab

A shift pattern (sometimes known as a rota or schedule) is a collection of shifts that repeat on a regular basis. From here you can add a new shift pattern, edit or delete an existing shift pattern.

### Add a new shift pattern

Tap on the + icon to add a new shift pattern. See 'Adding shift patterns' for more information.

### Editing a shift pattern

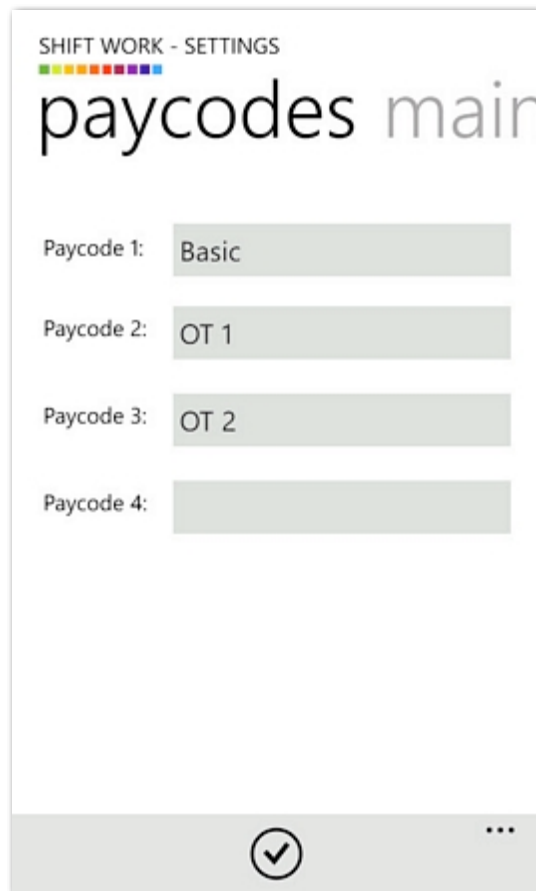
Simply tap the name of the shift pattern to edit it. See 'Editing shift patterns' for more information.

### Delete a shift pattern

To delete a shift pattern simply tap the 'X' icon next to the shift required. You will be asked for confirmation before the shift is deleted.

*Note: Deleting a shift pattern will not remove any shifts from your calendars.*

## Pay-codes Tab

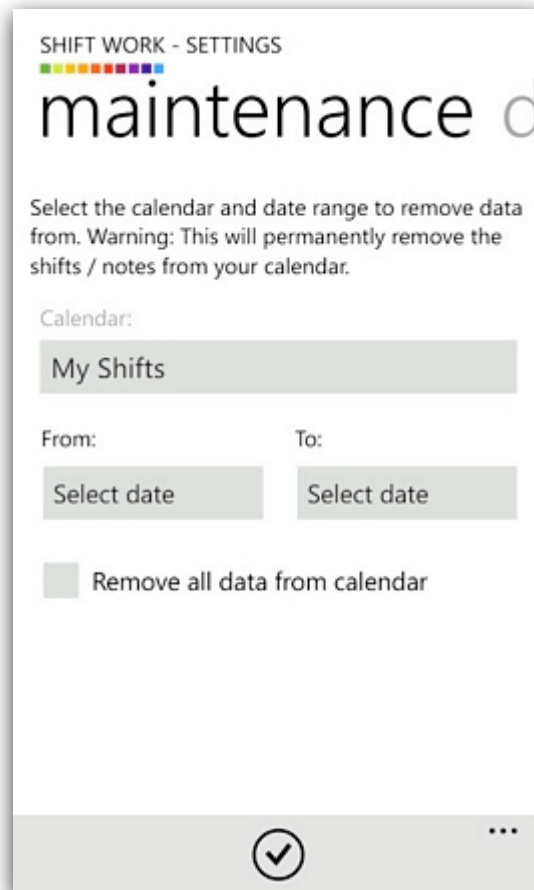


You can enter your hours against different Pay-codes in Shift Work. Use this tab to define the names of up to four different Pay-codes such as 'Basic' or 'OT 1'.

Once you have finished editing your Pay-codes, tap the save icon (tick) on the app bar to save your changes.

## Maintenance Tab

If you no longer need to see your shift history then you can use the options on this page to delete shifts from your calendars.



It is a good idea to do this on a regular basis to keep the database optimised.

Select the calendar you wish to perform the maintenance on and then select the period you wish to clear. If you want to clear a calendar completely then tick the 'Remove all data from calendar' box.

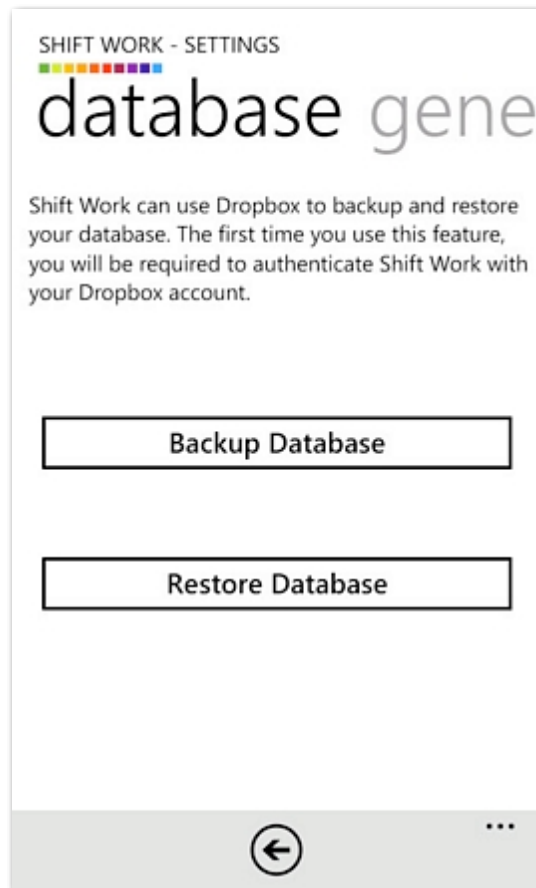
Tap the tick icon on the app bar to begin the process.

**WARNING: Deleting shifts from the calendar will also remove any notes and hours entered against them. This is a permanent deletion meaning that once your shifts have been deleted, they cannot be recovered.**

## Database Tab

Shift Work has built in back up and restore facilities. These are accessed from the 'Database Tab'.

*Note: You will need a Dropbox account to utilise the backup and restore functionality. If you do not have an account you can sign up for free at [www.dropbox.com](http://www.dropbox.com)*



## Backing up your database

Tap the 'Backup Database' button to backup your Shift Work database to Dropbox.

You will then see the 'Backup screen' which will guide you through the backup process.

If you have not performed a backup before, you will be asked to log in to your dropbox account and then authorise Shift Work to communicate with Dropbox. This takes a few seconds and is all done from within the app.

*Note: The backup does not include your personal preferences which are effectively the settings on the General Tab and Paycodes Tab. All other data is backed up.*

## Restoring a database

If for what ever reason you need to restore your database simply tap the 'Restore Database' button.

You will then see the 'Restore screen' which will guide you through the process.

*Note: If your partner has a copy of Shift Work installed on their Windows Phone, you can use Backup and Restore to share your data.*

# Adding / editing shifts

## Accessing the shift editor

To access the shift editor from the main calendar, tap the menu icon (...) on the app bar and select settings. From the settings screen swipe left or right until you see the 'Shifts' page.

## Add or edit a shift

The process for both is exactly the same. To edit an existing shift simply tap the name of the shift on the list. To add a new shift, tap the + icon on the app bar.

## The shift editor



SHIFT WORK

# edit shift

Shift Name:  
Afternoons

From: 13:00 To: 19:00

Background Colour:  
Cornflower Blue

Foreground Colour:  
Black

Code:  
PM

✓ ✕ ...

### Shift name

Enter a name for your shift. This name will appear in the main calendar when you tap on a day containing this shift.

### From & To dates

These fields are optional and are used for informational purposes in the main calendar.

### Background colour

Use this to help uniquely identify this shift on the calendar. The colour selected here will be used as the days background colour.

### **Foreground colour**

This colour will be used for the shift code (if entered)

### **Code**

You can optionally enter any two characters to represent your shift.

## **Other things you can enter as shifts**

As well as shifts, you can also create visual identifiers for special events that you want to add to your calendar such as annual holidays, sickness, training etc.

# Adding shift patterns

## Accessing the new shift pattern editor

To access the shift pattern editor from the main calendar, tap the menu icon (...) on the app bar and select settings. From the settings screen swipe left or right until you see the 'Shift pattern' page. Tap the '+' icon to add a new pattern.

## Creating a new pattern

SHIFT WORK

add pattern

Shift pattern name:  
4 on 4 off Day / Night

Select the number of weeks and days in this shift pattern:

Weeks: 2	-	+
Days: 2	-	+

Rotate this shift pattern every

2 Weeks 2 Days  
(16 days)

✓ ...

### Shift pattern name

Enter a name for your shift pattern. This is only used in the list of shift patterns and when applying a shift pattern to your calendar.

### Weeks & Days

Use the + and - buttons to select the number of weeks and days in your shift pattern. The numbers you choose will be reflected underneath together with the total number of days in your pattern.

Remember that you are choosing the number of shift days before the pattern repeats. So for example, if you work 4 x morning shifts followed by 4 x night shifts followed by 3 days off, you will select 1 week, 4 days.

## **Saving your shift pattern**

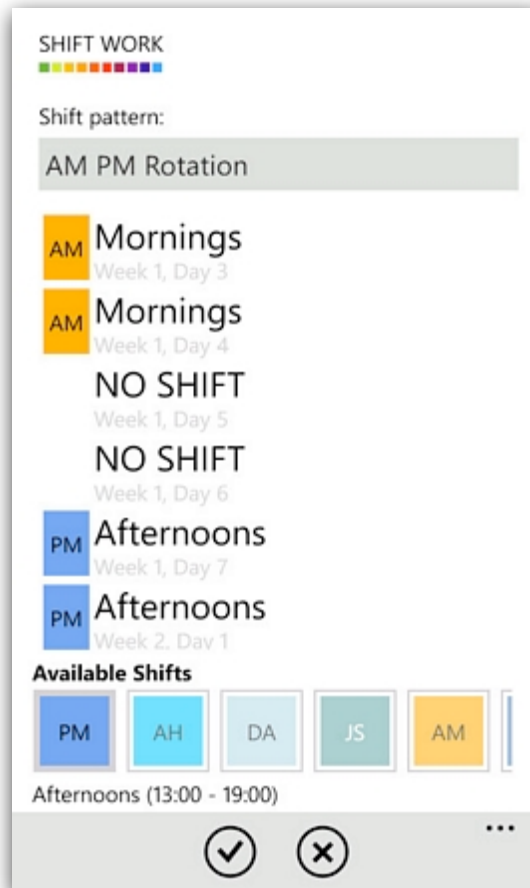
Once you are happy with the number of weeks and days, tap the save icon (tick) on the app bar.

This will return you to the list of patterns where you can tap on your new pattern to add the shifts (see the next chapter - Editing shift patterns).

# Editing shift patterns

## Accessing the shift pattern editor

To access the shift pattern editor from the main calendar, tap the menu icon (...) on the app bar and select settings. From the settings screen swipe left or right until you see the 'Shift pattern' page. Then tap on the shift pattern you want to edit.



## Shift pattern

Here you will see the name of your shift pattern which you can change should you need to.

*Note: If you change the name of your shift pattern you will need to click the save icon (tick) on the app bar.*

## Adding shifts to the pattern

Along the bottom of the screen you will see a horizontal list of available shifts. You can scroll left or right through this list using your finger with a swipe gesture. Select the shift you want to use by tapping it (this will highlight the shift) and then tap the day(s) you want to apply the shift to.

If you make a mistake you can simply select another shift and tap the day again to replace it.

*Note: The first shift in the available shifts list has a special use. If you tap it you will see it is named 'Remove Shift'. Using this on the pattern will remove the shift from the pattern.*

*If there are more days in your pattern than will fit on the screen, you can scroll the list up to view further days.*

# Applying shifts and patterns to your calendar.

Shifts can be applied to a calendar individually or in bulk by applying patterns.

First you must put your calendar into edit mode. You do this by tapping the ... icon on the app bar and selecting the 'edit' option.



## Applying a single shift

If you want to add a shift or event to a single day or override a shift on a particular day, simply select the shift you want to use from the 'Available Shifts' list and tap the day you want to apply it to on the calendar. The calendar will change to show the new shift.

*Note: Changing an existing shift will clear any notes or time entered against that date.*

## Applying a pattern

To add shifts in bulk you apply a shift pattern to your calendar. To do this tap the 'Apply Shift Patterns' button and the following screen will appear:

SHIFT WORK

# apply pattern

Calendar:

My Shifts

Pattern to apply:

4 on 4 off Day / Night

From: To:

Select date Select date

WARNING: Applying a pattern to your calendar will overwrite any existing shifts where there is a conflict within the same period.

✓ ✕ ...

## Calendar

The calendar will default to the one being used but you can apply this pattern to a different calendar should you wish.

## Pattern to apply

Choose which shift pattern you want to apply by tapping the pattern field and selecting from the list.

## Dates

Select the range of dates you want to apply this pattern to.

*Note: For performance reasons you can only apply a pattern for up to a year at a time. If you want to apply the pattern for longer than one year, simply repeat this process.*

When you are ready to apply the pattern, tap the tick icon on the app bar. To abort the process, click the cross icon.

# Using Shift Work

Once you have set up Shift Work and have added your shifts to your calendar(s) you are ready to use the various other functions as described in this chapter.

## Go to a specific date

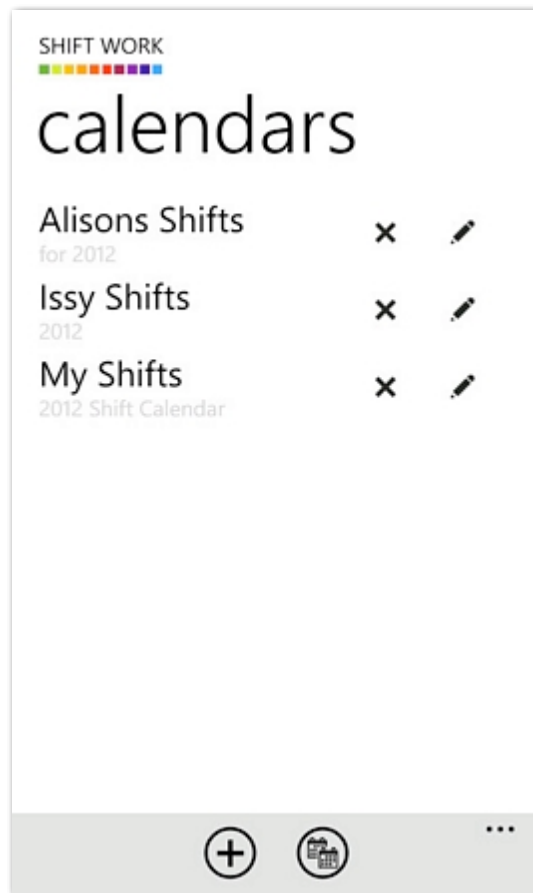
To move your calendar to a specific date, tap the 'Go to' icon on the app bar.



Simply change the date and tap the tick icon on the app bar to move to a new date or tap the 'Today' icon to go back to today.

## Change calendar

If you have multiple calendars configured you can change to a different calendar by tapping the 'Calendar' icon on the app bar.



From the list of calendars, tap the calendar you want to view.

*Note: You can also perform several other operations from here such as deleting or editing a calendar or even comparing two calendars together. For more information on these options, see their chapters later on in this manual.*

## **Moving forward or back one month**

To move through the calendar one month at a time, use the 'Next' and 'Previous' icons on the app bar.

## **Adding notes and times against a day**

Select the day required by tapping it on the calendar and then tap the 'Notes / Time' icon towards the bottom of the screen.

## Note



Enter or edit your notes for this date and choose a colour. The colour will be used in the note indicator within the calendar to show you which days have notes. Colours can be used to distinguish different categories of notes from each other.

## Times

Use the time fields to log the time you worked at different Paycodes. These times are used in the report described later on.

*Note: If no time fields appear, you need to name them in Settings > Paycodes.*

Tap the tick icon on the app bar to save the changes or the x icon to cancel any changes and return to the calendar.

The screenshot shows a mobile application interface titled "SHIFT WORK" with a rainbow-colored logo. Below the title is the heading "notes & time" and the date "03 January 2012". A text box contains the note: "Two hours of overtime added as o'neil didn't come in." Below the note are four input fields: "Colour:" with a red color swatch, "Basic:" with the value "08:00", "OT 1:" with the value "02:00", and "OT 2:" with the value "00:00". At the bottom of the screen is a navigation bar with a checkmark icon, an 'x' icon, and a three-dot menu icon.

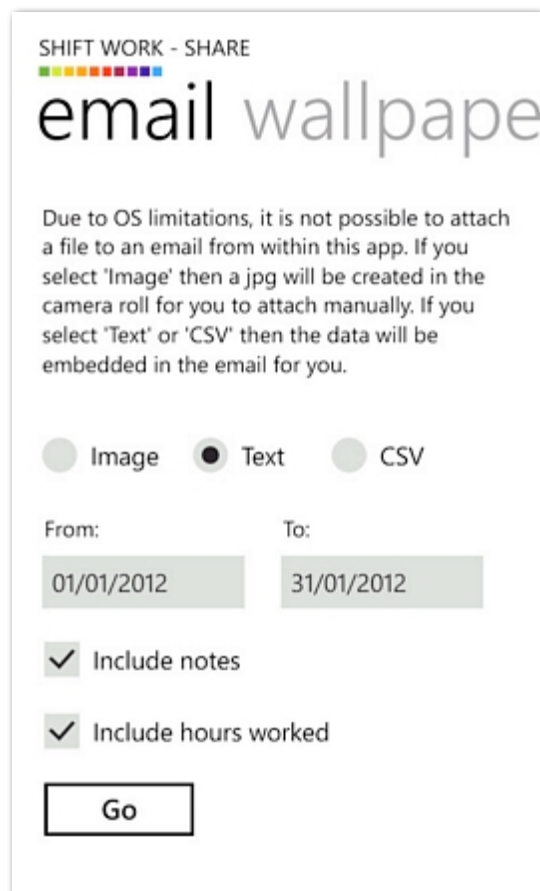
## Share

Share your shifts with your partner, colleagues or friends using the built in share option or create an image of your shifts to use as your phones wallpaper.

### Accessing share

From the main calendar screen, access the menu by tapping the ... Icon on the app bar. From the menu select 'share'.

This will show the following screen with two tabs, email and wallpaper.



SHIFT WORK - SHARE

email wallpaper

Due to OS limitations, it is not possible to attach a file to an email from within this app. If you select 'Image' then a jpg will be created in the camera roll for you to attach manually. If you select 'Text' or 'CSV' then the data will be embedded in the email for you.

Image  Text  CSV

From: 01/01/2012 To: 31/01/2012

Include notes

Include hours worked

Go

## Email

You can output the current months calendar as a graphic which can then be emailed or sent via MMS or you can email your shift details in text or CSV format for use in spreadsheets or other applications.

By default the email tab will be shown with the 'Image' option selected. You can change the type of output to be emailed by tapping 'Image', 'Text' or 'CSV'. An explanation of each type follows:

## Image

To email the current calendar as an image select the 'Image' option and tap 'Go'.

An image will be created in your phones camera roll and you will be given the option to send your email.

*Note that due to a limitation of the phones OS, we cannot automatically attach a file to an email. Instead Shift Work will create an email with the subject and body text filled in allowing you to manually attach the image.*

Recipients of your calendar can then print it out to put on their fridge or in their wallet.

## Text

If you select the 'Text' option you can also select the date range to output plus whether you want to include notes and hours worked.

When ready, tap 'Go' and an email will be created containing your shifts in an easy to read format. Simply enter the email address(s) and send.

### Example:

Shift data for the period 01/02/2012 to 29/02/2012

03/01/2012 - Mornings (06:00 - 13:00)

Notes:Two hours of overtime added as o'neil didn't come in.

Hours Worked: Basic - 08:00, OT 1 - 02:00, OT 2 - 00:00,

04/01/2012 - Mornings (06:00 - 13:00)

05/01/2012 - Mornings (06:00 - 13:00)

06/01/2012 - Mornings (06:00 - 13:00)

09/01/2012 - Afternoons (13:00 - 19:00)

10/01/2012 - Afternoons (13:00 - 19:00)

11/01/2012 - Afternoons (13:00 - 19:00)

## CSV

Like the 'Text' option, 'CSV' allows you to select the date range to export plus whether you want to include notes and hours worked.

When ready, tap 'Go' and an email will be created containing your shifts in CSV format. Simply enter the email address(s) and send.

### Example:

Date,Shift Code,Shift Name,Start Time,End Time,P1,P2,P3,P4,Notes

03/01/2012,AM,Mornings,06:00,13:00,08:00,02:00,00:00,00:00,Two hours of overtime added as o'neil didn't come in.

04/01/2012,AM,Mornings,06:00,13:00,,,,,

05/01/2012,AM,Mornings,06:00,13:00,,,,,

06/01/2012,AM,Mornings,06:00,13:00,,,,,

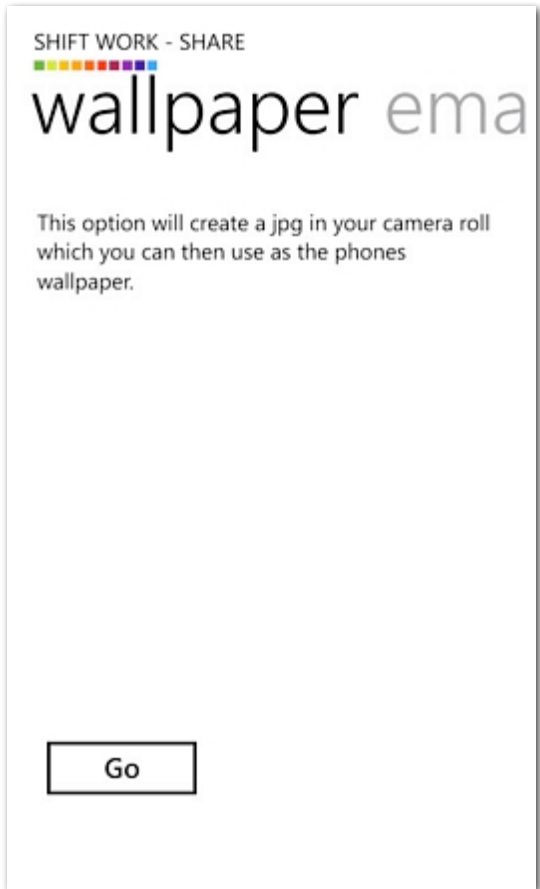
09/01/2012,PM,Afternoons,13:00,19:00,,,,,

10/01/2012, PM, Afternoons, 13:00, 19:00, , , , ,  
11/01/2012, PM, Afternoons, 13:00, 19:00, , , , ,  
12/01/2012, PM, Afternoons, 13:00, 19:00, , , , ,

## Wallpaper

Selecting the wallpaper tab gives you the option to output the current calendar to an image which you can then use as your phones wallpaper. Simply tap 'Go' to generate the image.

The background colour of the wallpaper image can be selected in settings on the 'General' tab.



The image will be created in your phones camera roll where you can select it as your wallpaper.

# Report

If you enter your hours into Shift Work then you can produce a report showing you the hours worked against each Pay code for a given date range.

## Accessing the report

From the main calendar, tap the ... Icon on the app bar and select 'Report'

Date	Shift	Basic	OT 1	OT 2
03/01/2012	Mornings	08:00	02:00	
04/01/2012	Mornings	08:30		01:30
05/01/2012	Mornings	07:45		
06/01/2012	Mornings			
09/01/2012	Afternoons			
10/01/2012	Afternoons			
11/01/2012	Afternoons			
12/01/2012	Afternoons			
15/01/2012	Mornings			
16/01/2012	Mornings			
17/01/2012	Mornings			
18/01/2012	Mornings			
21/01/2012	Afternoons			
22/01/2012	Afternoons	08:00		
<b>TOTALS:</b>		<b>32:15</b>	<b>2:00</b>	<b>2:30</b>

By default the report will show for the currently selected month. You can, however, change the date range by tapping the 'Dates' icon on the app bar.

For large reports containing several days, you can scroll the list up and down.

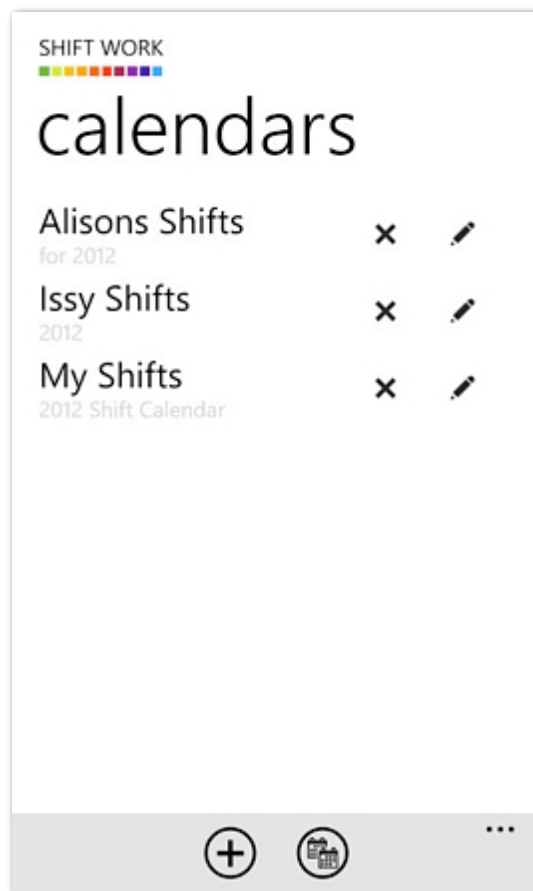
*Note: You can export this same data in either text or CSV format by using the share option.*

## Adding / editing calendars

Shift Work supports multiple calendars. By default one is created called 'My Shifts' which can be renamed if you wish.

### Accessing calendars

From the main screen, press the menu icon (...) and select the calendars icon. This will show the following screen where you can add or edit a calendar.



### Edit or add a calendar

The process for both is exactly the same. To edit an existing calendar simply tap the 'Pencil' icon next to the calendar on the list. To add a new calendar, tap the + icon on the app bar.

### The calendar editor

Once you select a calendar to edit or select to add a new calendar, the following screen will appear:

SHIFT WORK  
edit calendar

Name:  
My Shifts

Description:  
2012 Shift Calendar

Create Live Tile

✓ ✕ ...

**Name:**

Enter or edit the calendar name.

**Description:**

Optionally you can add a description as well.

**Live Tiles:**

When adding a new calendar the live tile button will be hidden. When you go to edit a calendar the button will appear and will say either 'Create Live Tile' or 'Remove Live Tile' should one already exist. See the chapter 'Live Tiles' for more information.

To save your changes, tap the 'tick' icon on the app bar. Alternatively, to cancel the changes, tap the 'cross' icon.

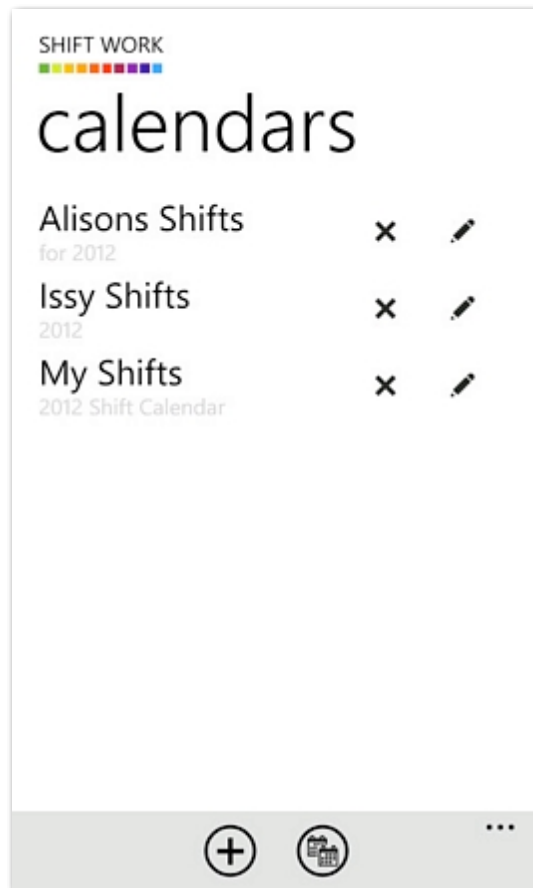
## Compare calendars

On occasion it may be useful to compare two different calendars together, for example, to see when you next have a day off together.

This is easily done in Shift Work from the calendars screen.

## Accessing calendars

From the main screen, press the menu icon (...) and select the calendars icon. This will show the following screen.



Tap the 'Compare' icon on the app bar.

SHIFT WORK - Compare (January - 2012)

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
AM 1	AM 2	AM 3	AM 4			PM 7	DA 1	DA 2	DA 3	DA 4				
PM 8	PM 9	PM 10			AM 13	AM 14		NT 9	NT 10	NT 11	NT 12		13 14	
AM 15	AM 16			PM 19	PM 20	PM 21			DA 17	DA 18	DA 19	DA 20		
SI 22			AM 25	AM 26	AM 27	AM 28				NT 25	NT 26	NT 27	NT 28	
		PM 31	PM 2	PM 3	PM 4						DA 2	DA 3	DA 4	
	AM 5	AM 6	AM 7	AM 8	AM 9		DA 5						NT 10	NT 11
My Shifts							Alisons Shifts							

The first time you use this option, Shift Work will default both calendars to the default. You can then tap the calendar name under the calendar you want to change. Shift Work will then remember the last calendars you compared.

Whilst on this screen, you can use the 'Next' and 'Previous' icons on the app bar to navigate through different months. Both calendars will change simultaneously.

# Live Tiles

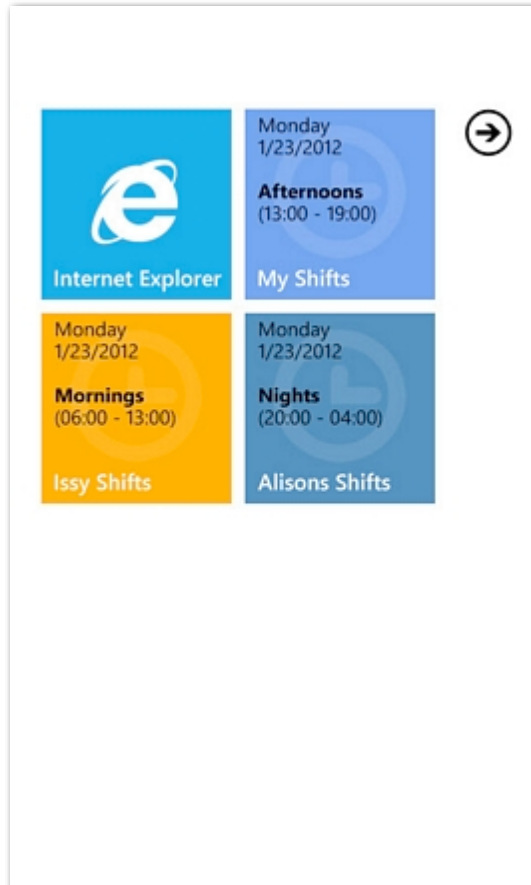
A live tile can be created for each of your calendars. To create a live tile, select the 'Calendars' option from the menu on the main screen. Tap the 'Pencil' icon to edit the calendar you want to create a live tile for and the following screen will appear:



Simply tap the 'Create Live Tile' button to create the live tile. On doing so, Shift Work will automatically close (this is simply so that the phones OS can generate the tile and pin it to the home screen).

If you go to edit a calendar that already has a live tile active, the button will change to 'Remove Live Tile'. In this case, tapping the button will remove the live tile from your home screen (this does not exit the app).

As shown on the following screen shot, a Shift Work live tile has two sides. The first will show you the day name and date, shift name and time (if available) and the calendar name. All of this information applies to the shift for today. On the flip side of the tile will be the same information but for tomorrow.



The tile will be coloured according to the colours you picked for that shift. Should no shift be available for today or tomorrow, the tile will be coloured according to your phones Accent colour.

Tapping a tile will take you directly to the associated calendar.

## Live tile updates

The OS updates live tiles approximately every 30 minutes or so. So your tiles will always show you todays and tomorrows shift details. If you make a change to your shifts (such as changing the colour or editing the shifts on your calendar) then this will be updated immediately.

## My tiles aren't changing

Live tiles are updated by a service known as a background agent. A background agent will keep your live tiles live for up to 14 days without user interaction after which they will stop. Shift work automatically renews this service when you launch the application so if your tiles have stopped updating it is probably because you have not started the app for over 14 days. In this case, simply launch Shift Work and the tiles will be live again.

# Help & support

If you have any problems with Shift Work or simply need to know how to do something, please email our support department:

[support@theappspod.com](mailto:support@theappspod.com)

We are always looking to improve our products so if you have any ideas that you would like to see implemented into Shift Work or indeed any of our other products, please get in touch and we will see what we can do.

## **One last thing**

If you find Shift Work to be useful, please would you leave a review in the market place. This would help us to sell a few more copies which in turn will fund future development of this app.

Thank you