



Software by Design

Nextcloud apps

Dienstpläne · Konflikte · Veröffentlichung

DutyCheck

User manual

End-user documentation for the web app

Von der ersten Periode bis zum Snapshot — Schritt für Schritt für alle Rollen.

App version

0.1.43

Language

English

Date

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Contents

Introduction	iv
1 Roles and authorisations	1
1.1 Overview	1
1.2 App administrator and system administrator	1
1.3 Planning person	1
1.4 Associated employees (self-service)	1
1.5 Access Restriction (Door)	2
1.6 Not yet registered	2
1.7 Optional Company Membership	2
1.8 Optional location scope	2
2 First steps	3
2.1 Declarations	3
2.2 Before the first roster (administrator)	3
2.3 First planning run — Short overview	4
2.4 Navigation as Administrator	4
2.5 Navigation as a planning person	4
2.6 Navigation as linked employee/r	4
3 Overview (dashboard)	6
3.1 What you see	6
3.2 Typical next steps	6
3.3 Quick help on the side	7
4 mission statement	8
4.1 Select time period	8
4.2 Adding input	8
4.3 Grid and mass filling	9
4.4 Conflicts: Must be resolved and confirmed to continue	9
4.5 Exchange requests and open layers	9
4.6 Exporting and printing	10
5 Periods	11
5.1 Time period	11
5.2 Life cycle	11
5.2.1 Open	11
5.2.2 Publishing	12
5.2.3 Closure	12
5.2.4 Open again	12
5.3 Snapshots and integrity	12
5.4 Audit protocol	12

5.5	Storage	13
6	Catalogue: employees and locations	14
6.1	Persons employed	14
6.1.1	Create or update	14
6.1.2	Processing	14
6.2	Locations	15
6.3	Connecting skills	15
7	Absences	16
7.1	Species and status	16
7.1.1	Species (child)	16
7.1.2	Status	16
7.2	Effect on the roster	17
7.3	Checking as a Planning Person	17
7.4	Apply as an employee	17
7.5	Working timeCheck mirror	17
8	Self-service	18
8.1	My roster	18
8.1.1	Confirming service seen	19
8.1.2	Exchange requests	19
8.1.3	Taking over the open layer	19
8.1.4	Calendar Link (iCal)	19
8.2	My absences	19
9	Settlements	21
9.1	note on UI languages	21
9.2	Access — Access control	21
9.3	Duty roles — Service roles	22
9.4	Planning - Default Planning Values	22
9.5	Companies — Companies / workspaces	23
9.6	Conflicts — Conflict thresholds	23
9.7	Templates — Layer templates	24
9.8	Qualifications — Qualifications	25
9.9	Planner scope — Site scope	25
9.10	Operations — notifications & retention	26
9.11	Integration — - Working timeCheck	27
9.12	Privacy — Data protection & Terms	27
9.13	License — Mobile license	28
9.14	Support us — Help & Support	28
10	Working timeCheck integration	30
10.1	Conditions	30
10.2	What is reflected	30
10.3	synchronization	31
10.4	Impact on publishing	31
10.5	Legacy DutyCheck Absence	31
10.6	What integration is not	31

11 Reading paths per role	32
11.1 App / System Administrator	32
11.2 Planning person (without admin)	32
11.3 Associated employees (self-service)	32
11.4 Not yet registered	32
12 Troubleshooting and problem solving	33
12.1 Access and registration	33
12.2 Schedule and conflicts	33
12.3 Periods	33
12.4 Absence, exchange, takeover	33
12.5 Integration and operation	34
12.6 Empty lists	34
13 Denied access	35
13.1 What you can do	35
13.2 Delimitation to the registered page	35
14 Accessibility	36
14.1 Service plan grids	36
14.2 What is not planned	36
15 Frequent questions	37
16 Glossary	38
17 Coverage catalogue	39
About Software by Design	40
Support & how to contribute	41

Introduction

DutyCheck is a Nextcloud service scheduling app on your own instance: periods from open to published to closed, conflict-conscious missions, Absence, self-service for linked employees and optional Mirror of working time Check absences (read only).

The web interface is free of charge (AGPL). The optional Companion app requires a separate mobile license (DTY2) and is not detailed in this manual — the license management of the web app controls only seats for the companion/terminal apps, Not web access.

Audience

- App and Nextcloud administrators (access, companies, conflict thresholds, integration),
- planners (schedule, periods, catalogue, absence check),
- Linked employees (My roster, My absences, exchange, takeover, calendar link).

What you need

- Nextcloud account with access to DutyCheck,
- current browser with JavaScript,
- for planning: role planning person (under **Dienstrollen**) or app administrator,
- for self-service: active linking of your account to an employee entry,
- optional: installed working timecheck for the absence mirror.

How to read this manual

- **Role matrix:** Chapter 1 — who sees what.
- **Planners:** Chapter 2 up to 7, plus error/FAQ.
- **Employees (self-service):** Chapter 8 Paths in 11.
- **Administrators:** additional settings (Chapter 9), Working Time Check (Chapter 10), export/printing.
- **Cover:** Chapter 17 List what this manual covers.

App version for this manual

DutyCheck **0.1.43** (Commit b4b6f8c), as of 21 August 2026, language English.

Roles and authorisations

DutyCheck separates three levels: the *App door* (who can open the app), the *Planning role* (who may change service plans) and the *Employee link* (who sees self-service). In addition, company membership and location scope can restrict the visible data room.

1.1 Overview

Capability	App admin	Planning person	Employee linked
Open app (without block list)	yes	yes	yes
Overview, roster, periods, catalogue	yes	yes	no
Check absences (planner page)	yes	yes	no
Settings (all 13 sections)	yes	no	no
Export CSV / print view	yes	no	no
My roster / My absences	only with link	only with link	yes
Closed periods open again	yes	no	no

1.2 App administrator and system administrator

You are an app administrator if you are a Nextcloud system administrator or at **Einstellungen** → Chip **Access** (page title) **Zugriffssteuerung**) Registered as an app administrator. In the sidebar, the role appears **Administrator** and the area **Richtlinien** with **Einstellungen**.

App administrators are allowed to change the access policy, serve all settings sections and reopen closed periods. System administrators always have these rights.

1.3 Planning person

The planning role will be under chip **Duty roles** (page title) **Dienstrollen**) in `dc/user/roles` assigned — not via the employee link. In navigation, the role appears **Planungsperson** or with additional linking **Planungsperson und Beschäftigte**.

Planners see below **Planung** the entries **Overview**, **Dienstplan**, **Zeiträume**, **Abwesenheiten** and below **Katalog** the entries **Beschäftigte** and **Standorte**. Settings and CSV/print export are reserved for app administrators.

1.4 Associated employees (self-service)

Self-service arises when an active catalogue entry under **Beschäftigte** It is linked to your Nextcloud account. Then they appear under **Meine Dienste** the sides **Mein Dienstplan** and **Meine Abwesenheiten**. Without planning role, you only see these self-service sites (Rolling pool, for example.) **Mitarbeitende** or **Dienstplan-Zugang**).

1.5 Access Restriction (Door)

Below Chip **Access** Can the option **App-Zugriff nur auf ausgewählte Personen und Gruppen beschränken** be activated. Only shared users and groups and app/system administrators open the app. See other accounts **Access denied** Chapter 113).

Important: The admission list only controls the door, not planning rights and not self-service. Planning rights give you under **Duty roles**; Self-service via the link to **Beschäftigte**.

1.6 Not yet registered

If the door is open, but you have neither planning role nor active employee connection, shows DutyCheck the login page (needs-role) with the indication that you have not yet enrolled in DutyCheck. Ask an administration to link you or Register as a planning person.

1.7 Optional Company Membership

With only the standard company () **Default** All planners see the same data room. As soon as a second company is created, membership isolation applies: Planners without company membership see empty lists until they are under chip **Companies** (page title) **Firmen / workspaces** are added.

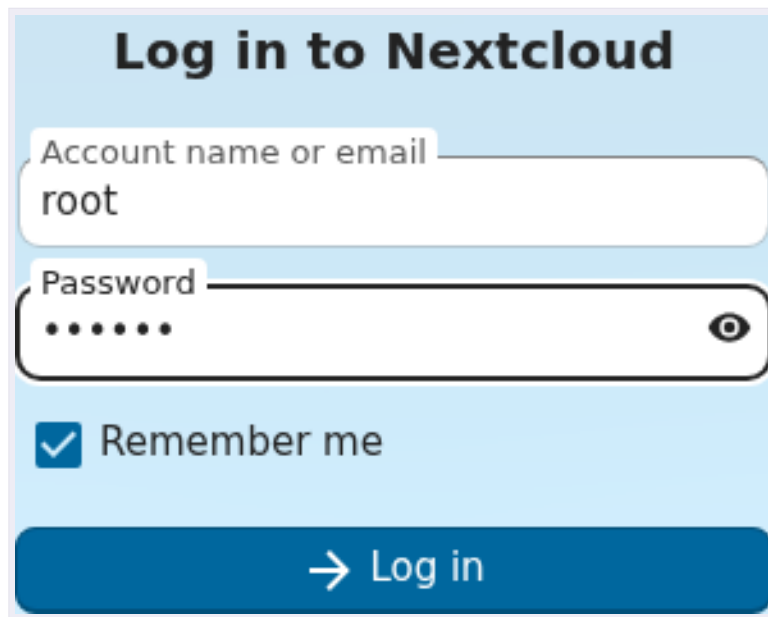
1.8 Optional location scope

Below Chip **Planner scope** (page title) **Standort-Geltungsbereich für Planende** Individual planners can be limited to selected locations. Without choice, global access (legacy) remains. App administrators are never limited by location.

First steps

2.1 Declarations

1. Open your Nextcloud address in the browser.
2. and login with username and password.
3. Open the app **DutyCheck** in the app menu (or via the direct app URL).

A screenshot of the Nextcloud login interface. It features a light blue background with a white login form. The form has two input fields: 'Account name or email' with the text 'root' entered, and 'Password' with six dots representing a masked password. To the right of the password field is an eye icon for toggling visibility. Below the fields is a checkbox labeled 'Remember me' which is checked. At the bottom is a dark blue button with a white right-pointing arrow and the text 'Log in'.

Marker 1: Benutzername, Marker 2: Passwort.

Once opened, DutyCheck will direct planners and administrators to **Overview**, Connected employees without planning role **Mein Dienstplan**.

2.2 Before the first roster (administrator)

1. By contacting: **Einstellungen** → Chip **Access** Check if the door should remain open or an admission list is required — Admission entries *ahead* to activate the restriction.
2. Below Chip **Duty roles** assign at least one planner.
3. By contacting: **Katalog** → **Standorte** Create at least one location with a correct time zone.
4. By contacting: **Beschäftigte** Create people and link Nextcloud accounts (for self-service).
5. Optional: Check conflict thresholds, shift templates and qualifications (Chapter 9).
6. Optional: Turn on timecheck integration (Chapter 10).

2.3 First planning run — Short overview

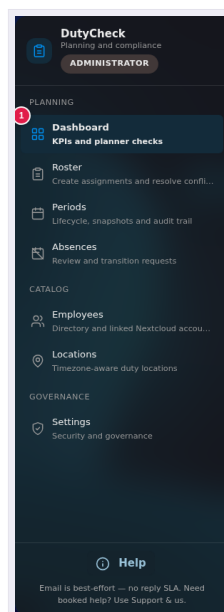
1. By contacting: **Zeiträume** Create an open period (start and end date without overlap).
2. By contacting: **Dienstplan** Select the period and with **Einsatz hinzufügen** Plan shifts.
3. All points **Muss behoben werden** dissolve; **Bestätigen zum Fortfahren** with justification: → 10 signs) confirm.
4. By contacting: **Zeiträume** the period **Veröffentlichen**.
5. Employees review their plan under **Mein Dienstplan** and can confirm services.
6. At the end of the period **Schließen** (unchangeable final snapshot).

Details: Chapter 4 and 5.

2.4 Navigation as Administrator

After opening, you will see the sidebar with subtitles **Planung und Compliance** and the roller bath **Administrator**.

- **Planung: Overview, Dienstplan, Zeiträume, Abwesenheiten**
- **Katalog: Beschäftigte, Standorte**
- **Richtlinien: Einstellungen** (with 13 subchips if you are on Settings)
- For own connection additionally **Meine Dienste**



Marker 1: Planungsbereich, Marker 2: Richtlinien / Einstellungen.

2.5 Navigation as a planning person

Like Administrator, but without **Einstellungen** and without the export/printing block on the roster. Roller bath: **Planungsperson** or **Planungsperson und Beschäftigte**.

2.6 Navigation as linked employee/r

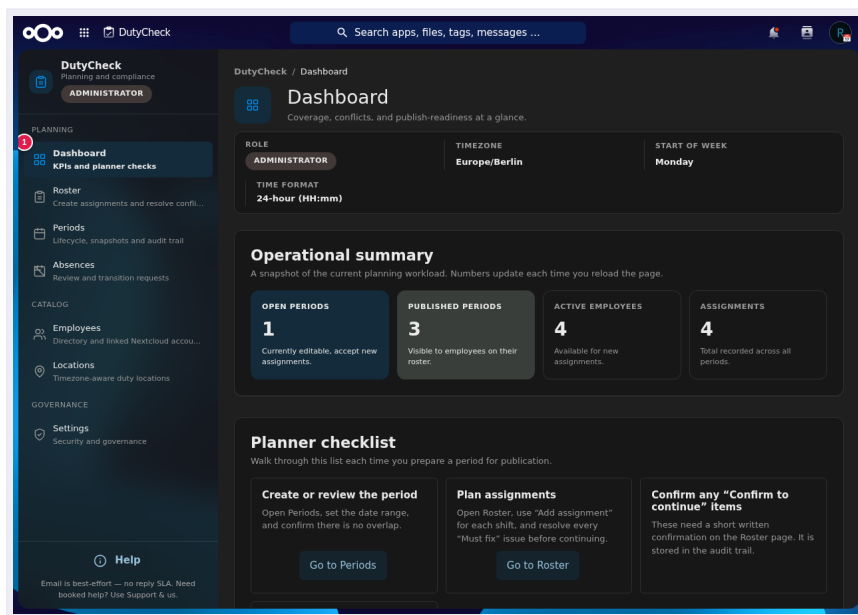
Only **Meine Dienste** with **Mein Dienstplan** and **Meine Abwesenheiten**.



CHAPTER 3

Overview (dashboard)

The page **Overview** (English source string *Dashboard*) is the homepage for planners and administrators. It shows key figures and willingness to publish at a glance. Subtitles: *Abdeckung, Konflikte und Veröffentlichungsbereitschaft auf einen Blick*.



Marker 1: Kennzahlen, Marker 2: Konflikt-/Bereitschaftshinweise.

3.1 What you see

The overview summarizes the current planning status (data from the last editable period or the dashboard summary):

- open planning problems: **Muss behoben werden** always blocks the publication;
- **Bestätigen zum Fortfahren** soft conflicts that may still be unconfirmed;
- Information about the willingness to publish (e.g.) **Bereit zur Veröffentlichung** or **Veröffentlichung blockiert**;
- short instructions on how to continue working on roster and periods.

Numbers are updated when the page is reloaded.

3.2 Typical next steps

1. If **Muss behoben werden** reported: **Dienstplan** Opening and resolving conflicts.
2. When everything is ready: **Zeiträume** open and **Veröffentlichen**.
3. For catalogue gaps: **Beschäftigte** or **Standorte** supplement.

3.3 Quick help on the side

The overview contains short texts that explain the process, e.g.:

- Create missions on the roster, resolve hard conflicts, confirm soft conflicts, then publish;
- Publishing and closing are done under **Zeiträume**, not on the roster.

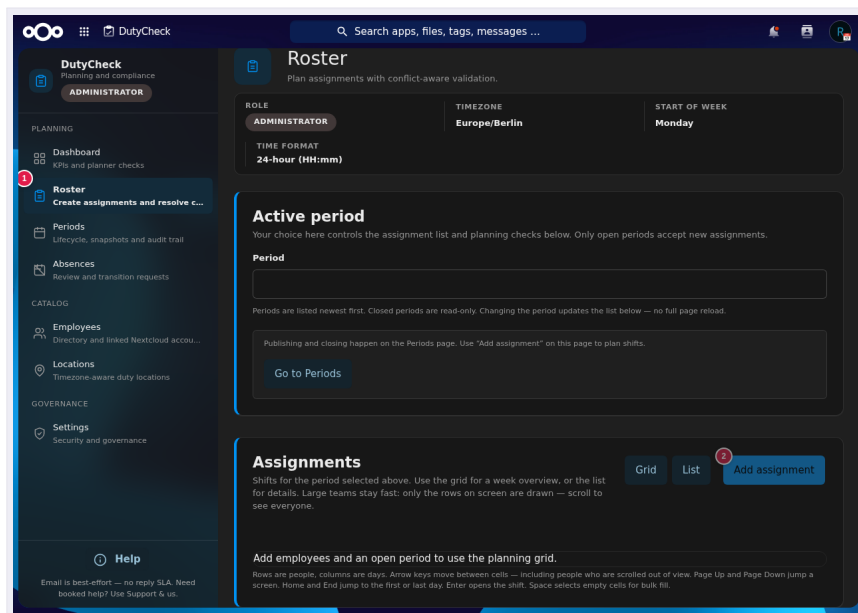
Who sees the overview?

Only planners and app administrators. Linked employees without planning role land on app launch **Mein Dienstplan**.

CHAPTER 4

mission statement

On **Dienstplan** plan bets for a selected period. Publish and close *not* here, but under **Zeiträume**. Employees see their plan only after publication **Mein Dienstplan**.



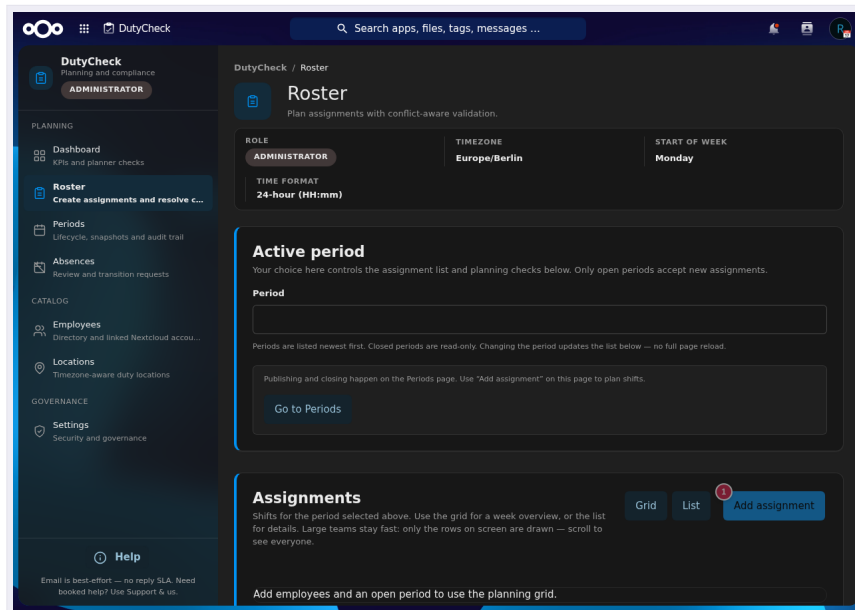
Marker 1: Zeitraumwahl, Marker 2: Einsatzliste / Raster, Marker 3: Konflikte.

4.1 Select time period

Above the list, select the planning period. Only periods in status **Offen** Take on new missions. Published and closed periods are write-protected — For further processing under **Zeiträume** Open again (app admin, with justification).

4.2 Adding input

1. Click OK **Einsatz hinzufügen**.
2. Optional: **Schichtvorlage (optional)** Select — Start, end and pause are pre-filled.
3. Step 1 — **Tag der Schicht wählen**: Date within the open period.
4. Step 2 — **Wer und wo**: Employees and location. Persons with approved absence on this day do not appear in the list.
5. Step 3 — Enter times and break (minutes). Standard break comes from the planning default values (standard 0).
6. storage.



Dialog „Einsatz hinzufügen“ mit den drei Schritten.

4.3 Grid and mass filling

In the grid are lines of people and columns of days. Keyboard operation (according to surface aid):

- arrow keys switch between cells;
- Enter opens the layer;
- Spacebar selects empty cells for bulk filling.

After filling in several cells, the feedback appears *Massenfüllung abgeschlossen: ...gespeichert, ...übersprungen*. Skipped cells violate hard rules (e.g. approved absence, double occupancy).

4.4 Conflicts: Must be resolved and confirmed to continue

Automatic checks shall be valid for the same period as the operational list.

Muss behoben werden Hard conflict. Blocks Save or Publish until it is solved (Examples: double occupancy, overlap with approved absence, hard minutes).

Bestätigen zum Fortfahren Soft conflict. You may continue after you have provided a brief explanation Written with at least 10 characters. The exception remains in the audit protocol.

Thresholds (default values, ArbZG-oriented) place administrators under chip **Conflicts** a — see Chapter 9.

4.5 Exchange requests and open layers

The block **Tauschanfragen & offene Schichten** serves planners for:

- review and approve or reject pending exchange requests;
- Write out unallocated strata () **Offene Schicht ausschreiben / Offene Schicht spezifizieren**);
- Takeover requests () **Übernahme genehmigen / Übernahme ablehnen**) to decide.

If a pool exchange is approved, the old shift will be cancelled and released for takeover. Hard planning rules continue to apply to takeovers.

4.6 Exporting and printing

Only app and server administrators see the section **Exportieren und drucken**:

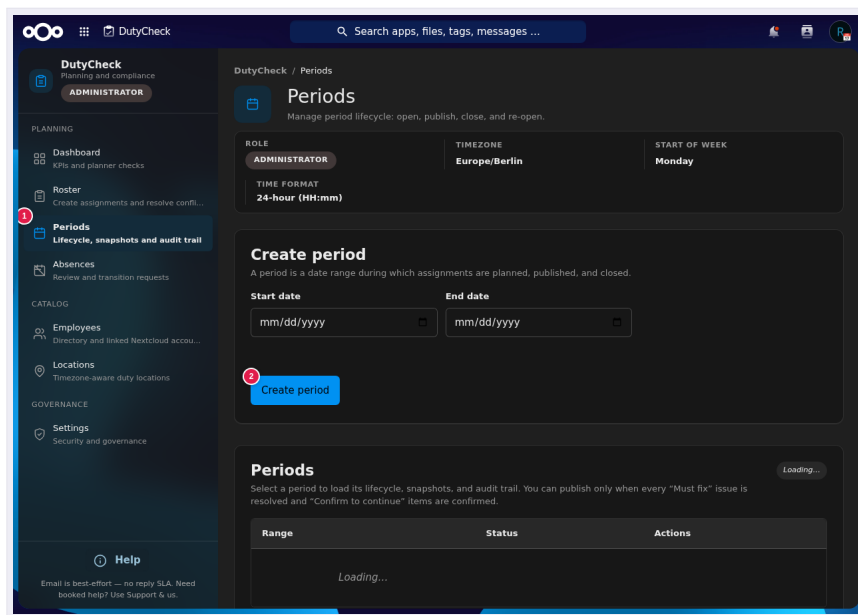
- **CSV herunterladen** — table file of all bets of the selected period;
- **Druckansicht öffnen** — printable roster (**Druckfähiger Dienstplan**) in a new window.

Without a selected period, the indication to choose a period first appears. Exports are personal data — safely stored. Optional HR-Minute CSV Export Below Chip **Operations** Unlocked (standard off).

CHAPTER 5

Periods

By contacting: **Zeiträume** control the life cycle: open → Published → closed. Each step can generate snapshots with integrity hash. Subtitles in navigation: *Lebenszyklus, Snapshots und Audit-Protokoll*.



Marker 1: Zeitraumliste, Marker 2: Aktionen Veröffentlichen/Schließen.

5.1 Time period

1. Open **Zeiträume**.
2. Enter start and end date (window, e.g. one month).
3. Save them with **Zeitraum erstellen**.

Overlapping date ranges are automatically rejected. New assignments are only in status **Offen** possible.

5.2 Life cycle



5.2.1 Open

you plan missions on the roster, resolve conflicts and prepare for publication. The period is not yet visible to employees as a binding plan.

5.2.2 Publishing

Conditions:

- all **Muss behoben werden**-points are solved;
- **Bestätigen zum Fortfahren**-Points are confirmed (justification) → 10 characters;
- optional: with strict working timecheck setting, the absence sync must not be obsolete.

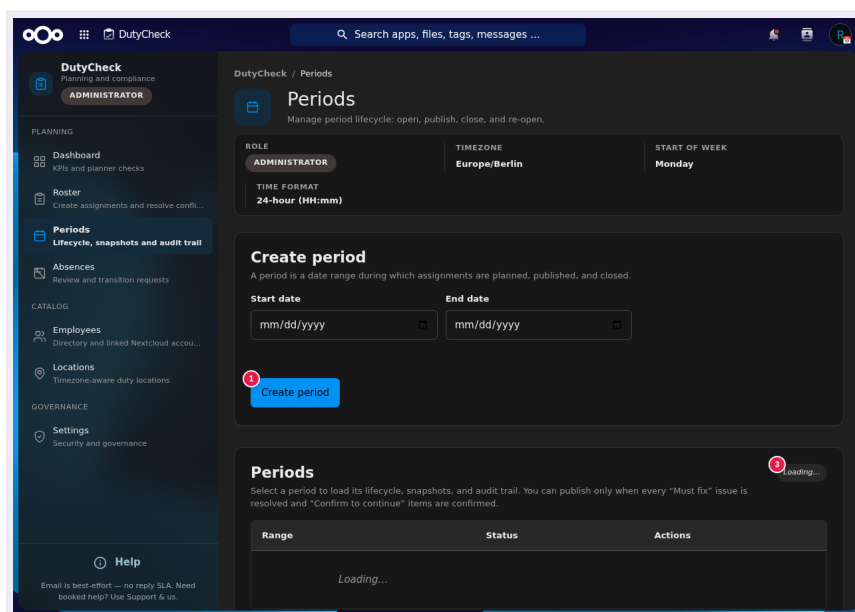
Action: **Veröffentlichen** / Dialogue **Zeitraum veröffentlichen?**. Result: immutable release snapshot; Employees see the plan; Notification roster/published about Nextcloud notifications/activity (no email templates).

5.2.3 Closure

Action **Zeitraum schließen**. A final snapshot is created. Final snapshots are hash-linked and are never overwritten.

5.2.4 Open again

App/system administrators only. Dialogue requires **Grund für Wiedereröffnung (mindestens 10 Zeichen)**. Action **Wieder öffnen** / **Zeitraum wieder öffnen**. A new planning cycle begins; old snapshots are retained as proof.



Aktionen am Zeitraum: Veröffentlichen, Schließen, Wieder öffnen.

5.3 Snapshots and integrity

For the selected period, you will see snapshot receipts and can **Integrität prüfen** execute. In the event of a deviation, a security statement — does not trust the time period until the problem is resolved.

5.4 Audit protocol

Under the period, safety and policy-relevant events appear chronologically (Publishing, reopening, confirmations of soft conflicts, etc.).

5.5 Storage

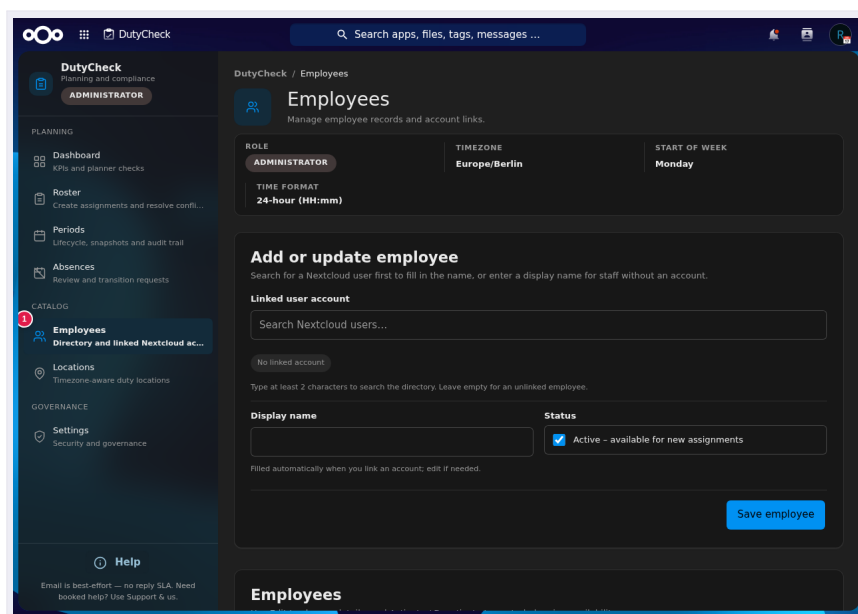
Administrators can be under chip **Operations** Put a snapshot storage in days (Standard 0 = unlimited) and **Abgelaufene Snapshots jetzt bereinigen** execute. The latest closing snapshot of a still closed period will never be deleted.

CHAPTER 6

Catalogue: employees and locations

By contacting: **Katalog** Planners and administrators maintain the master data for planning. Qualifications are defined in the settings and here or there tied to people and locations.

6.1 Persons employed



Marker 1: Formular Anlegen/Aktualisieren, Marker 2: Liste.

6.1.1 Create or update

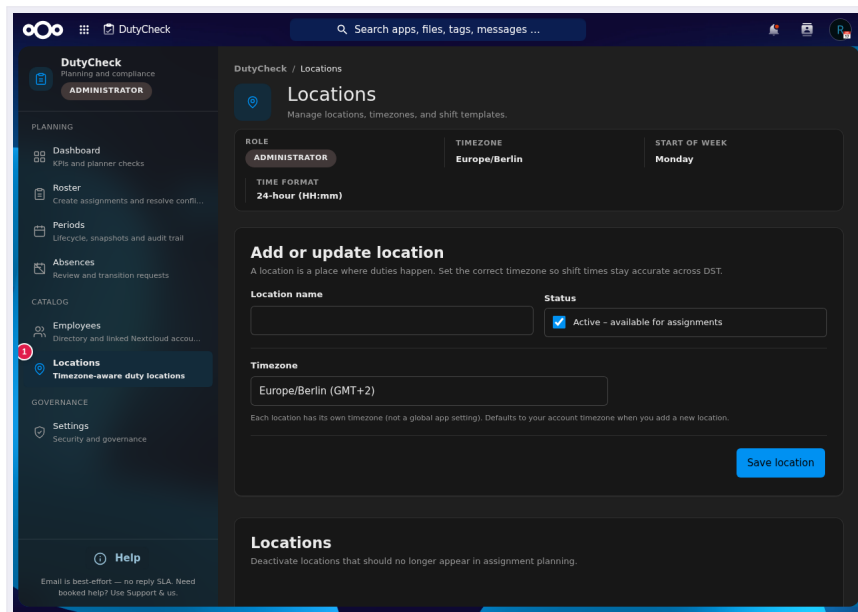
1. Open **Beschäftigte**.
2. Optional: under **Verknüpftes Benutzerkonto** Type at least two characters and choose a Nextcloud account — the display name is taken over; the link activates self-service (schedule, absences, calendar link).
3. **Anzeigename** check or enter manually (mandatory, max. 191 characters).
4. Status **Aktiv – für neue Einsätze verfügbar** set.
5. **Beschäftigte/n speichern**.

Entries are not deleted (audit). When leaving: deactivate — they disappear from new missions, Historical lines remain legible.

6.1.2 Processing

In the list: **Bearbeiten**, after which save, or **Bearbeitung abbrechen**. Activate/Deactivate controls the planning availability.

6.2 Locations



Standortformular mit Name, Status und Zeitzone.

Locations are physical or virtual locations of the Services. Everyone wears a time zone (IANA, e.g. Europe/Berlin), so that shift times over summer/winter time remain correct.

1. **Standortname** Forgiveness (short and recognizable).
2. **Zeitzone** Voting.
3. Status **Aktiv – für Einsätze verfügbar**.
4. Storage () **Standort speichern**).

Close location: deactivate instead of delete — new inserts are eliminated, the past is preserved.

6.3 Connecting skills

The qualification catalogue is under **Einstellungen** → Chip **Qualifications** (page title) **Qualifikationen**) There:

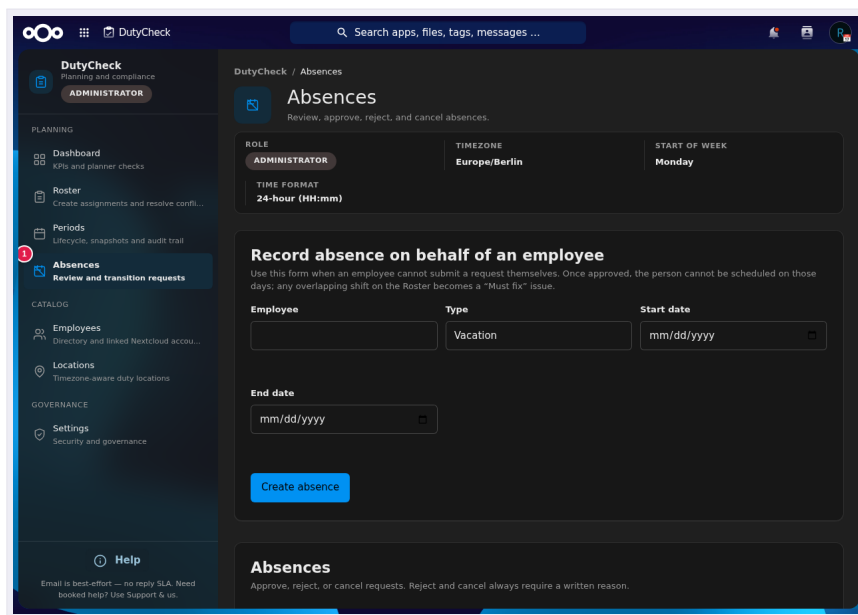
- Create qualification (name, optional code);
- with **Mitarbeitenden zuordnen** incl. optional expiration date;
- with **Am Standort erforderlich machen** set as a location request;
- with **Von mitarbeitender Person entfernen** dissolve again.

Missing required qualifications block assigning/publishing. Expired qualifications generate soft warnings () **Bestätigen zum Fortfahren**).

CHAPTER 7

Absences

DutyCheck knows absences for conflict verification in the roster. Planners review applications under **Abwesenheiten**; linked employees submit applications **Meine Abwesenheiten** (unless the Arbeitscheck integration replaces the DutyCheck path — Chapter 10).



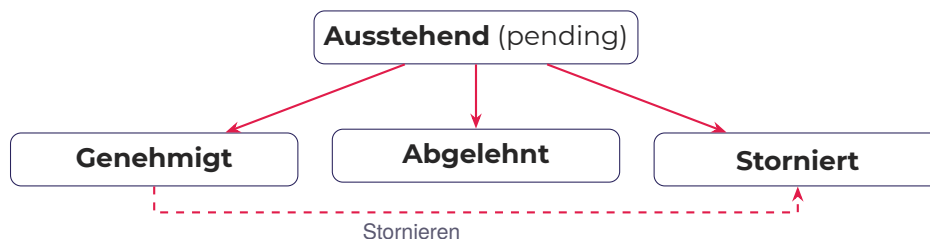
Planner-Seite Abwesenheiten: Liste und Übergänge.

7.1 Species and status

7.1.1 Species (child)

- **Urlaub** (Vacation)
- **Krank** (Smooth)
- **Schulung** (Training)
- **Unbezahlt** (unpaid)
- **Andere** (Other)

7.1.2 Status



Allowed transitions according to app logic:

- Pending → Approved| Rejected| Cancelled;
- Approved → Cancelled;
- Rejected or Cancelled → back to Pending (re-examination).

Rejection and cancellation always require a written reason with at least 10 signs. The reason is displayed to the employed person and stored in the audit log.

7.2 Effect on the roster

After **Genehmigt**:

- the person cannot be reclassified on those days;
- Overlapping existing layers appear as **Muss behoben werden**;
- Before publishing, these conflicts must be resolved (changed or removed).

7.3 Checking as a Planning Person

1. Open **Abwesenheiten**.
2. Check open applications first () **Ausstehend**).
3. **Genehmigen**, **Ablehnen** or **Abwesenheit stornieren** — in case of rejection / cancellation reason → 10 signs.
4. Open it up **Dienstplan** Then you clean up the overlap.

Planners can also register an application as a substitute if someone cannot submit one himself. (Form note on the planner page).

7.4 Apply as an employee

See Chapter 8. For short: below **Meine Abwesenheiten** Select the period and species; Applications start as **Ausstehend**. Enter the same date at start and end for a single day.

7.5 Working timeCheck mirror

If the integration is active and applies to the person:

- imported absences are write-protected in DutyCheck;
- Approval/rejection takes place in working timecheck;
- new applications belong there — DutyCheck reflects approved absences for conflicts.

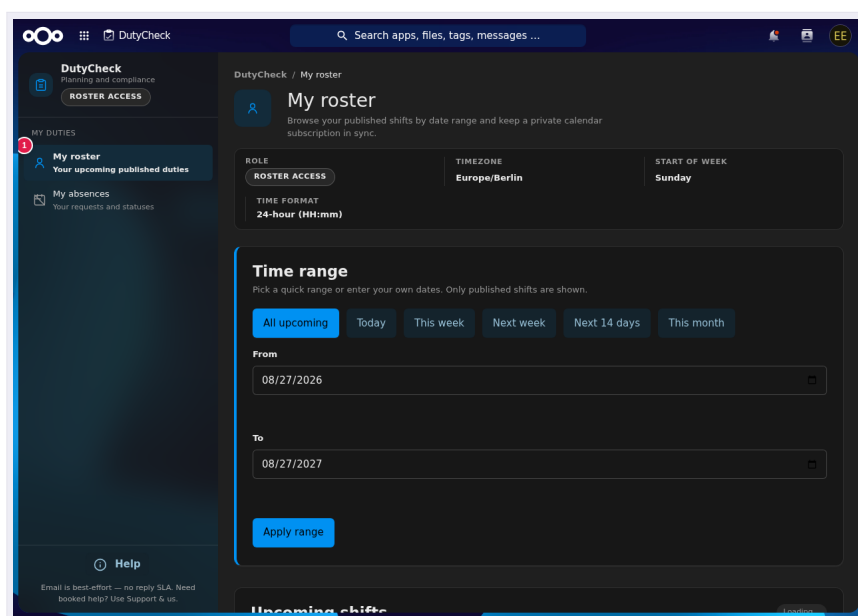
CHAPTER 8

Self-service

Prerequisite: your Nextcloud account is linked to an active employee entry. Otherwise, the indication appears that your account is not associated with any person.



8.1 My roster



Veröffentlichte Schichten, Bestätigen, Kalender-Link.

By contacting: **Mein Dienstplan** see only *published* layers in the selected period. Choose fast areas or own data. If something is wrong, contact the planning before the shift begins.

8.1.1 Confirming service seen

Per shift: button with Aria label **Bestätigen you, dass you diesen Dienst gesehen haben** (short label) **Bestätigen**). After confirmation, the layer is marked as seen. This is employee confirmation — not to be confused with planner confirmation of soft conflicts.

8.1.2 Exchange requests

1. For a published layer **Tausch anfragen / Einen Tausch anfragen** Voting.
2. By contacting: **Tauschen mit** elect a colleague or colleagues; or **Offener Pool** Leave (then, after planner approval, any eligible person can take over).
3. **Tauschanfrage senden**.

Planners decide on the roster. You will receive Nextcloud notifications (swap requested, swap approved, swap rejected) — no email templates.

8.1.3 Taking over the open layer

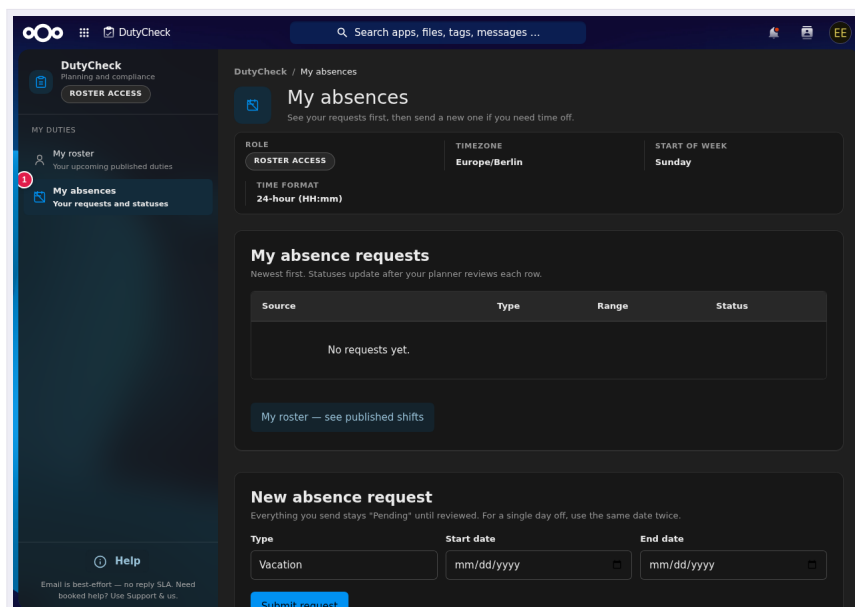
Unassigned layers appear as transferable () **Schicht übernehmen**). The request remains pending until a planning person approves. Hard rules still apply — in case of failure contact the planning.

8.1.4 Calendar Link (iCal)

1. **Kalender-Link erstellen** — Continue only on a private device.
2. Copy address () **Kalender-Link in die Zwischenablage kopieren**) and in Google Calendar, Enter Apple Calendar, Outlook, or another subscription-enabled app.
3. In case of suspicion of disclosure: **Kalender-Link erneuern** Enter the new address.

Treat feed URLs like passwords. New layers appear after publication through planning.

8.2 My absences



Eigene Anträge und Status.

1. Select species **Urlaub, Krank, Schulung, Unbezahlt, Andere**).
2. Set start and end date.
3. Submitting — Status **Ausstehend**, until checked.

If rejected or cancelled, you will read the written reason next to the status. If ArbeitsCheck is connected, you apply for free time there; DutyCheck then shows the mirrored stand.

Settlements

only for **App and system administrators**. Planning persons and employees receive **Access denied**.

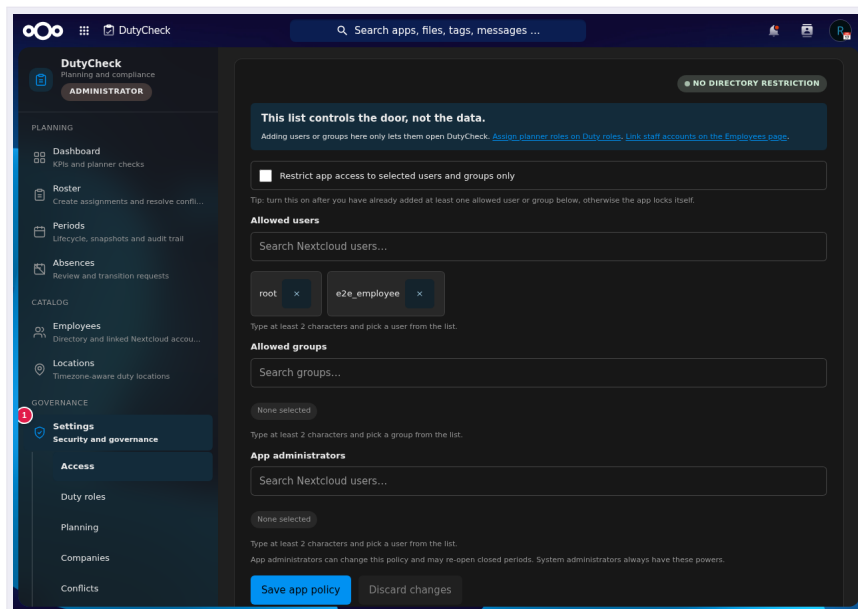
Open **Richtlinien** → **Einstellungen**. There are 13 subpages. In the sidebar and chip bar often appear *Short English Chip Texts*; the page heading (H1) is often German. This chapter is called **Chip** and **Page titles**.

9.1 note on UI languages

Some chips remain consciously English in the German translation (**Access**, **Conflicts**, **Templates**, **Operations**, **License**, **Support us**, **Planner scope**). The associated H1 titles are translated (e.g.) **Zugriffssteuerung** for access control. In training, cite the visible chip text and the page title.

9.2 Access — Access control

Chip: **Access** Title: **Zugriffssteuerung**



App-Zugriff nur auf ausgewählte Personen und Gruppen beschränken Standard: off. When entered, only App/System admins open the app. Set admission entries *ahead* on, otherwise the app will also be locked for you.

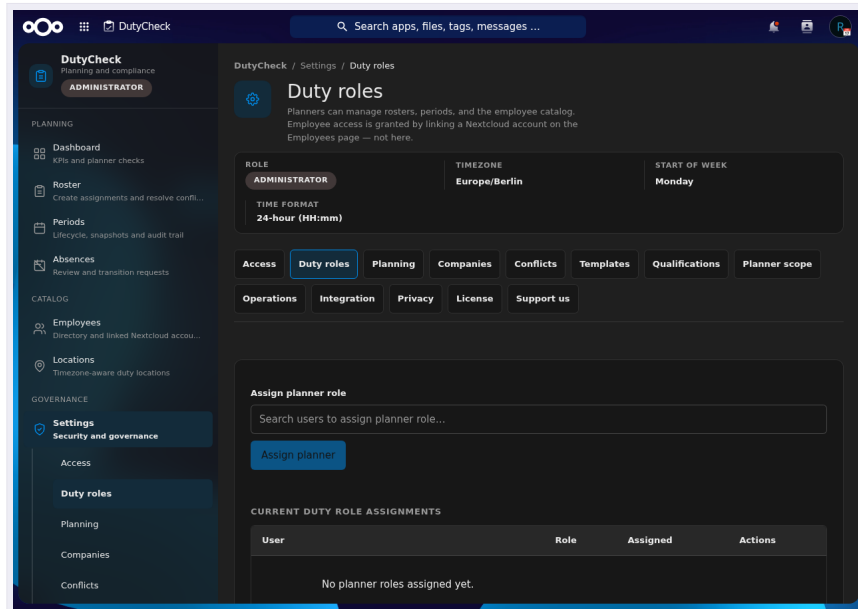
Zugelassene Personen / Zugelassene Gruppen Search picker (minimum. 2 characters). Control only the door, not planning rights.

App-Administratoren Search picker. Can change this policy and reopen closed periods. System admins always have the rights.

App-Richtlinie speichern / Änderungen verwerfen Save or discard unstored changes.
Quick start tips on the page explain door vs. roles vs. linking.

9.3 Duty roles — Service roles

Chip: **Duty roles** Title: **Dienstrollen**

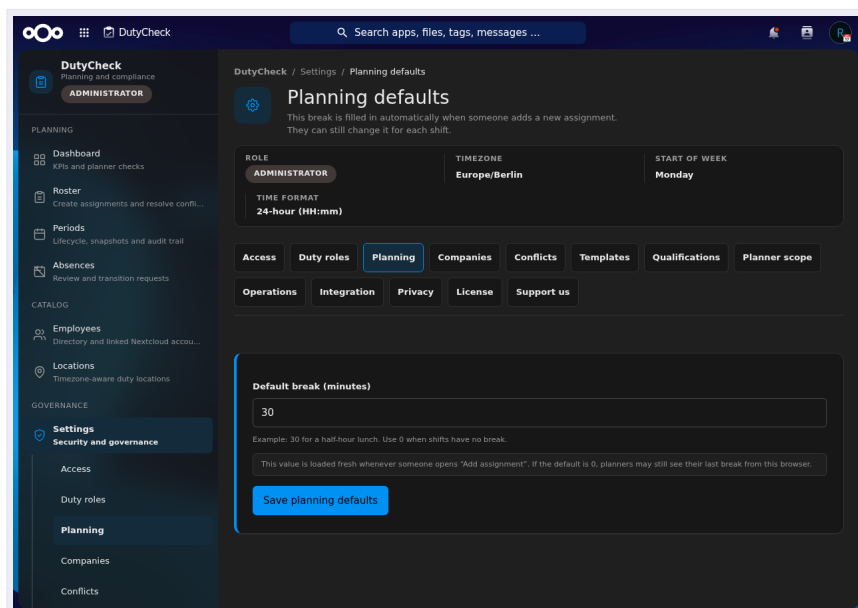


Planungsrolle zuweisen Search for users, then **Planende Person zuweisen**. The person receives the planning rights in DutyCheck.

Aktuelle Dienstrollen-Zuweisungen Table User / Role / Assigned / Actions (Remove).
Employee access is created *not* here, but by linking to **Beschäftigte**.

9.4 Planning - Default Planning Values

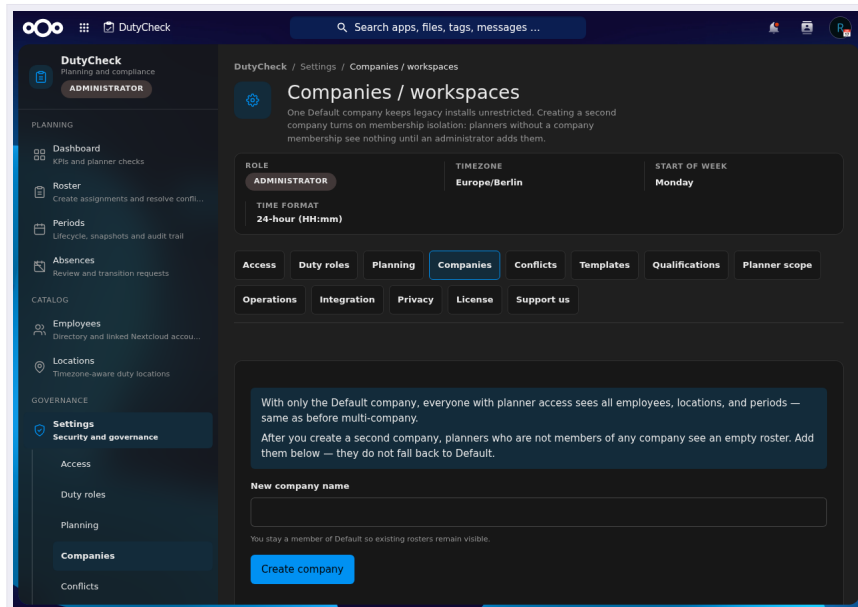
Chip: **Planning** Title: **Planungs-Standardwerte**



Standard-Pause (Minuten) Standard: **0**. Values 0–720, step 5. When opened, **Einsatz hinzufügen** pre-filled; variable per shift. storing with **Planungs-Standardwerte speichern**.

9.5 Companies — Companies / workspaces

Chip: **Companies** Title: **Firmen / workspaces**



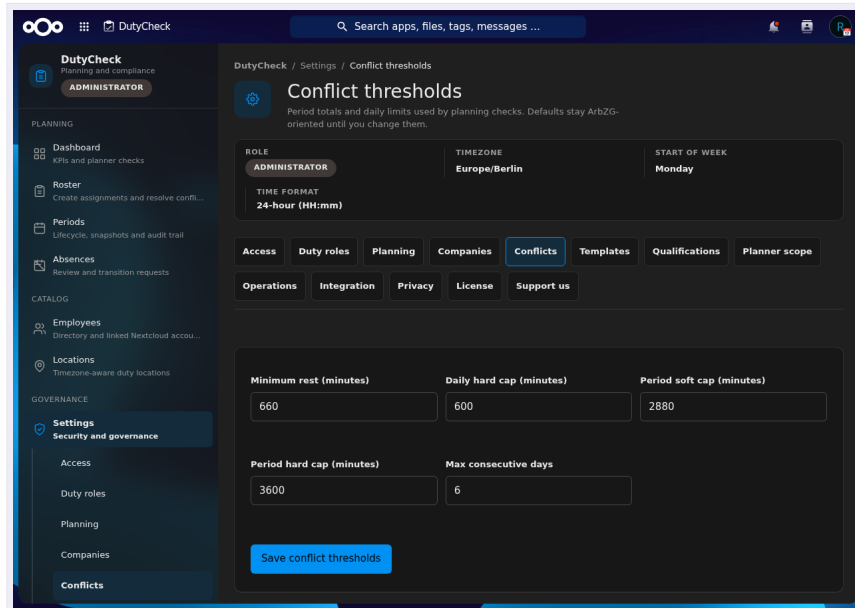
Nur Default Legacy: all planners see the same data room.

Neuer Firmenname / Firma anlegen Second company activates membership isolation. Planners without membership see nothing, Until they are added (no silent fallback on default).

Firma + Kollege/Kollegin + Rolle Mitglied/ Admin + Mitglied hinzufügen Maintain membership.

9.6 Conflicts — Conflict thresholds

Chip: **Conflicts** Title: **Konflikt-Schwellenwerte**



ArbZG-oriented default values until you change. Storage: **Konflikt-Schwellenwerte speichern**. Hard period limit must be → a soft border.

Mindestruhezeit (Minuten) Standard **660** (11 hours). Underrun → Typically soft **Bestätigen zum Fortfahren**).

Harte Tagesobergrenze (Minuten) Standard **600** (10 hours). Overrun → hard **Muss behoben werden**).

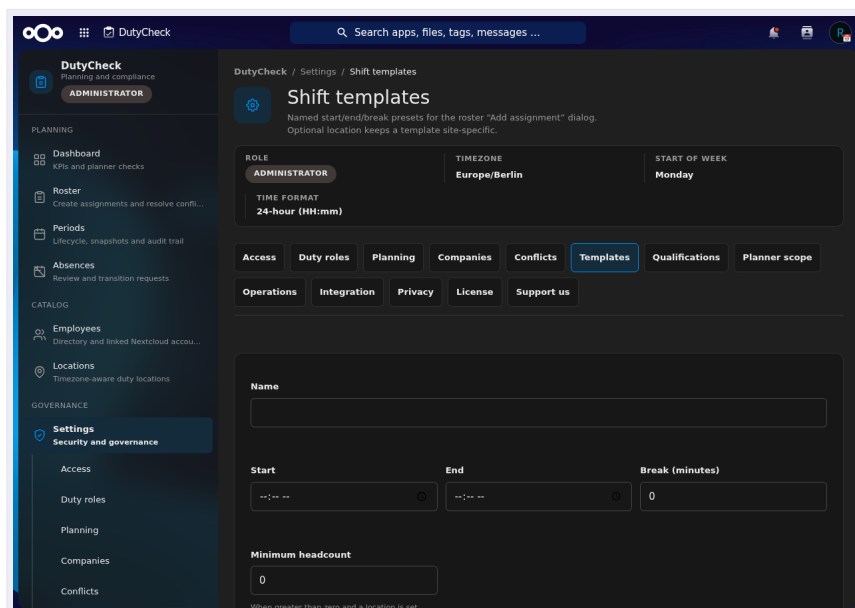
Weiche Obergrenze pro Zeitraum (Minuten) Standard **2880**. Overrun → soft; optional soft cap notification under Operations.

Harte Obergrenze pro Zeitraum (Minuten) Standard **3600**. Overrun → hard.

Max. aufeinanderfolgende Tage Standard **6**. Overrun → hard.

9.7 Templates — Layer templates

Chip: **Templates** Title: **Schichtvorlagen**



Name Mandatory, max. 120 characters.

Start / Ende Time.

Pause (Minuten) Standard 0, 0–720.

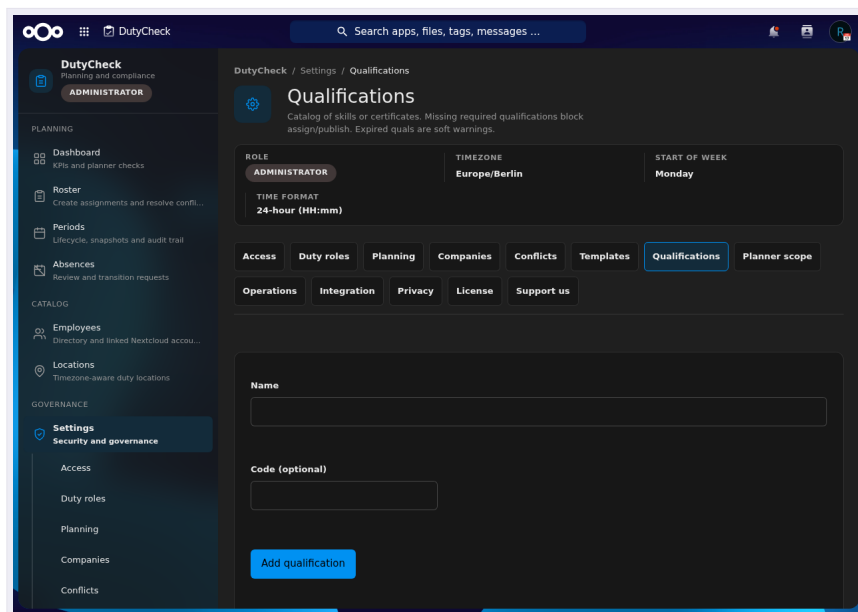
Mindestbesetzung Standard 0. If > 0 and location set: understaffed → **Bestätigen zum Fortfahren**.

Standort (optional) Empty = **Global (alle Standorte)**.

Vorlage hinzufügen Saves the template for the dialog **Einsatz hinzufügen**.

9.8 Qualifications — Qualifications

Chip: **Qualifications** Title: **Qualifikationen**



Name / optional Code (optional) / Qualifikation hinzufügen Catalogue entry.

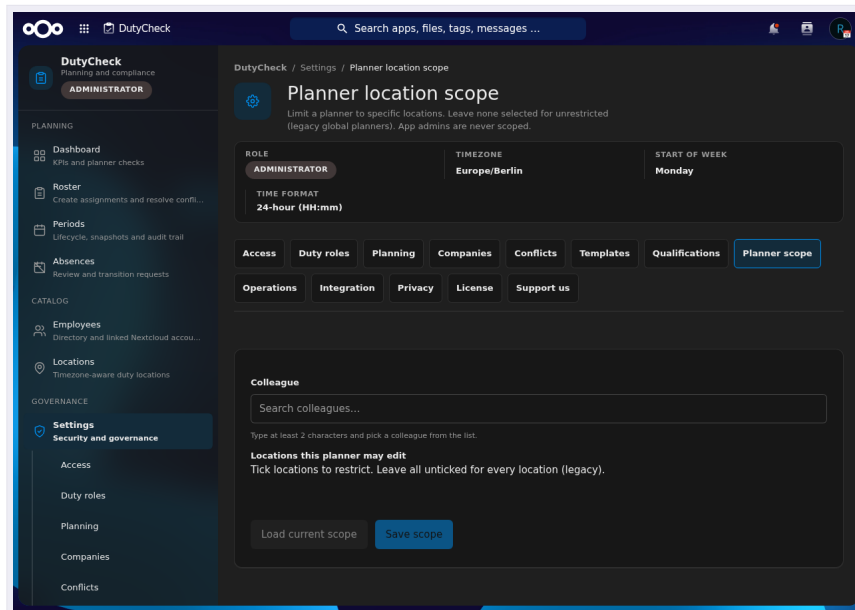
Mitarbeitenden zuordnen Person + Qualification + Optional **Läuft ab am (optional)**.

Von mitarbeitender Person entfernen Resolve linkage.

Am Standort erforderlich machen Location + Required Qualification. Lack of qualification blocks assignment/publishing; Expired qualification is a soft warning.

9.9 Planner scope — Site scope

Chip: **Planner scope** Title: **Standort-Geltungsbereich für Planende**



Kollege/Kollegin Select a Planning Person.

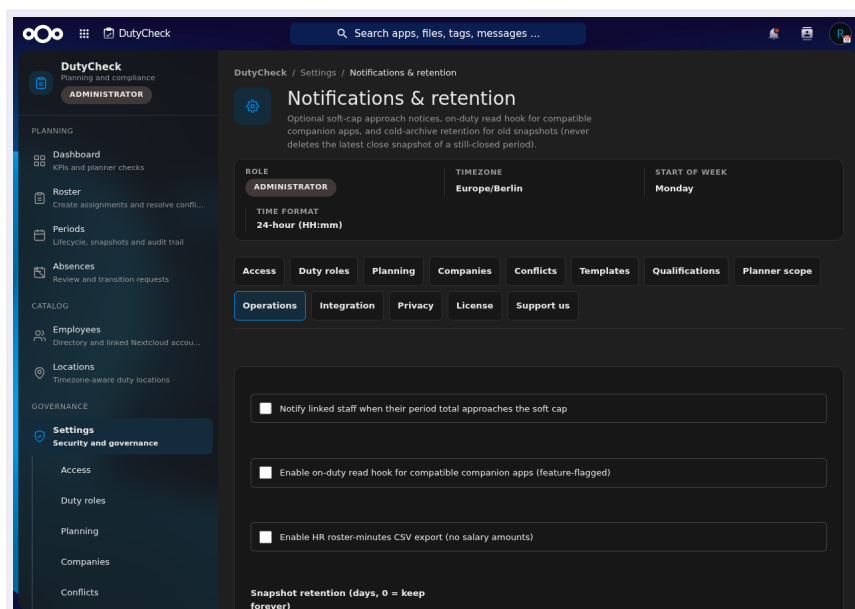
Standorte, die diese planende Person bearbeiten darf tick to restrict; Do not tick anything = all locations (legacy).

Aktuellen Geltungsbereich laden / Geltungsbereich speichern

App administrators are never limited by location.

9.10 Operations — notifications & retention

Chip: **Operations** Title: **Benachrichtigungen & Aufbewahrung**



All flags by default **off** or Retention **0**.

Verknüpfte Mitarbeitende benachrichtigen, wenn sich ihre Periodensumme der weichen O

Standard off. Produced u.a. period_soft_cap_approach / Soft-cap notes about NC notifications.

On-Duty-Lese-Hook für Companion-Apps aktivieren (per Feature-Flag) Default: off.

HR-CSV-Export der Dienstplan-Minuten aktivieren (ohne Gehaltsbeträge) Default: off.

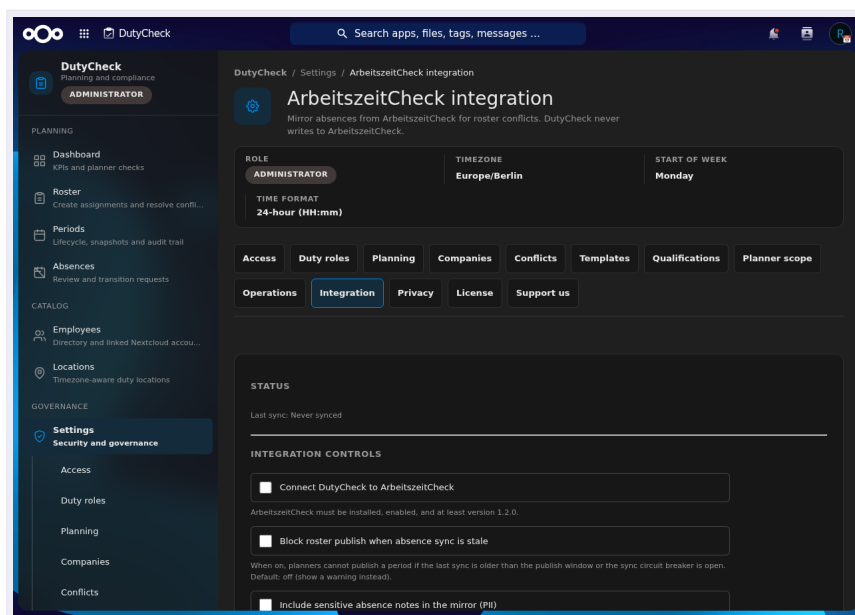
Snapshot-Aufbewahrung (Tage, 0 = unbegrenzt aufbewahren) Standard 0.

Benachrichtigungs- & Aufbewahrungseinstellungen speichern

Abgelaufene Snapshots jetzt bereinigen Deletes expired snapshots; Never the latest close-snapshot of a still closed period.

9.11 Integration — - Working timeCheck

Chip: **Integration** Title: **ArbeitszeitCheck-Integration**



short overview of fields; Extensive Chapter 10.

DutyCheck mit ArbeitszeitCheck verbinden Intent/connection.

Dienstplan-Veröffentlichung bei veralteter Abwesenheits-Sync sperren Standard: off (warning only). If a: Publish blocks at outdated sync or open circuit breaker.

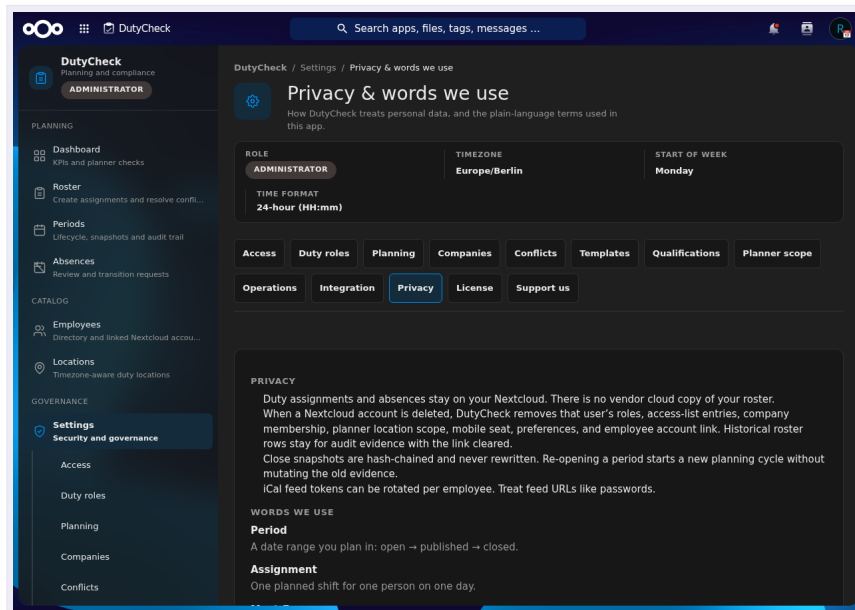
Sensible Abwesenheitsnotizen im Spiegel speichern (personenbezogen) Standard: off. Reasoning obligation to intervene (**Begründung für personenbezogene Daten (zum Aktivieren nötig)**).

Jetzt synchronisieren Manual Sync.

DutyCheck never writes after working timeCheck.

9.12 Privacy — Data protection & Terms

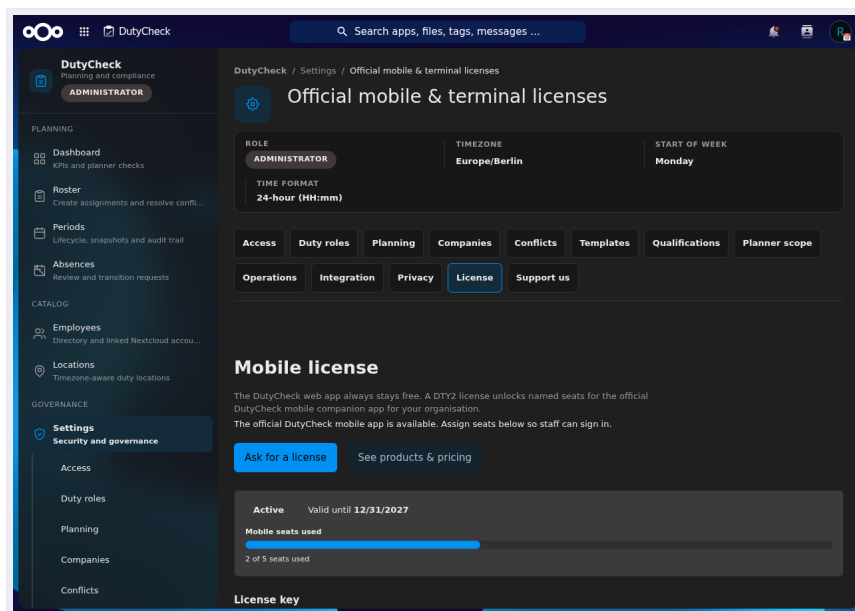
Chip: **Privacy** Title: **Datenschutz & verwendete Begriffe**



Information page (no save button): data remains on your Nextcloud; Deletion of an NC account removes roles, access list, company membership, scope, mobile seat, preferences and linking; historical roster lines remain without a link; Snapshots are immutable; iCal tokens are rotatable. Glossary: Period, Stake, Need to be fixed, Confirm to continue, Snapshot.

9.13 License — Mobile license

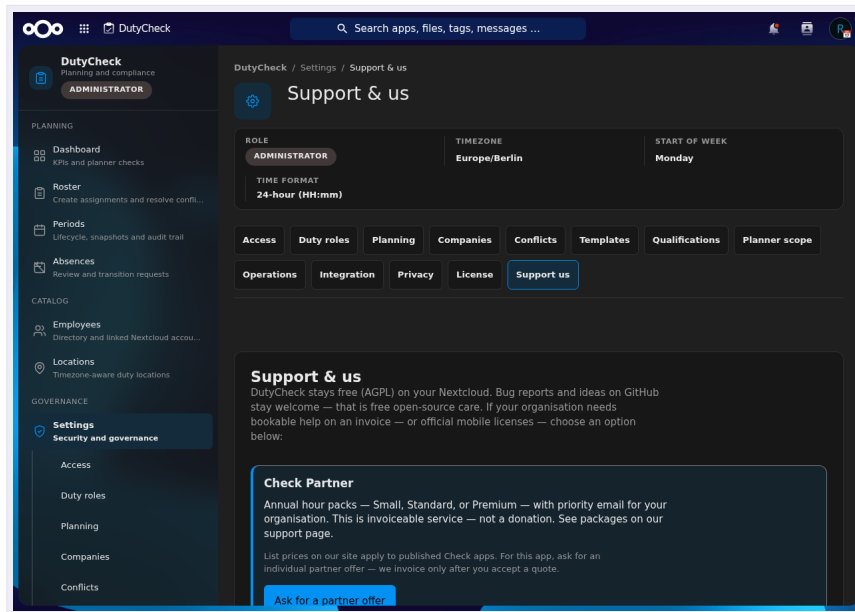
Chip: **License** Title: **Offizielle Mobile- und Terminal-Lizenzen**



The web app is ungated (AGPL). Here you manage name-bound seats for the official Companion/Terminal apps (DTY2). Without a valid license, web use remains possible; The Companion app is not the subject of this manual.

9.14 Support us — Help & Support

Chip: **Support us** Title: **Hilfe & Support**



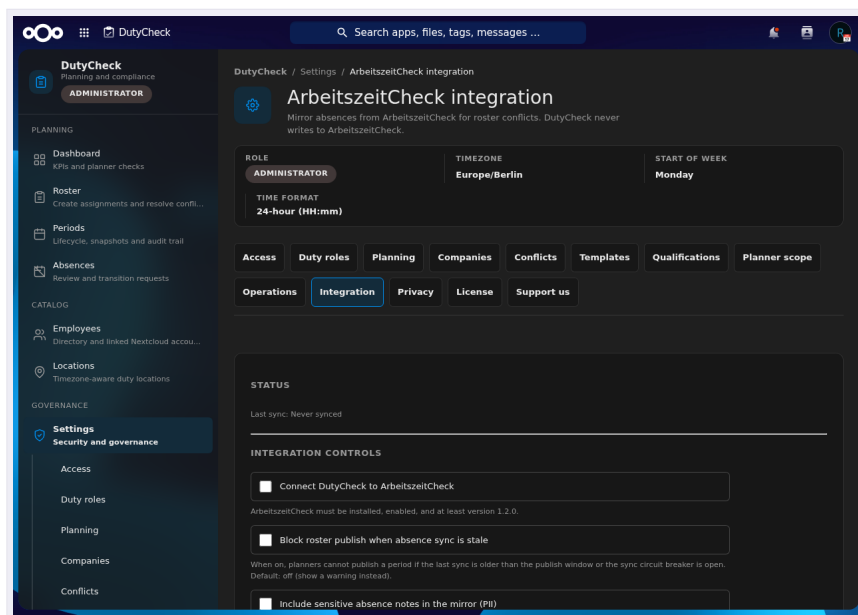
Informative links (sponsorship, website, training requests). Does not block AGPL use.

CHAPTER 10

Working timeCheck integration

DutyCheck can get approved absences from working timeCheck *Mirrors* and use for roster conflicts. DutyCheck never writes after working timeCheck.

Settings: Chip **Integration** (page title) **ArbeitszeitCheck-Integration** — Field List in Chapter 9.



10.1 Conditions

- Time Check installed and active on the same Nextcloud instance;
- Employees in DutyCheck are linked to the same Nextcloud accounts that are held in Arbeitscheck;
- with integration the connection **DutyCheck mit ArbeitszeitCheck verbinden** switched on.

10.2 What is reflected

- Absence types and status are mapped on DutyCheck types (Vacation, Smooth, Training, unpaid, Other); Status u. a. pending/approved...);
- mirrored entries are read-only in DutyCheck;
- Approval and rejection are made in working timecheck;
- sensitive notes (PII) are only taken over if you explicitly activate and justify them (standard).

10.3 synchronization

1. Check status banner and metadata (last sync) under integration.
2. If necessary **Jetzt synchronisieren** execute.
3. Background jobs can follow the mirror; For errors, a note or a circuit breaker appears.

10.4 Impact on publishing

Standard (Sperrung aus) Outdated sync shows a warning; Publishing remains possible.

Dienstplan-Veröffentlichung bei veralteter Abwesenheits-Sync sperren ein Publish is blocked if the last sync is older than the publish window or the sync circuit breaker is open. Message by analogy: Run Sync under Settings and try again.

10.5 Legacy DutyCheck Absence

If previously there were absences locally in DutyCheck and now working timeCheck applies: imported/legacy notes declare that new applications belong after working timecheck and legacy entries can be cancelled if necessary to clarify conflicts. Switching surface **Legacy-DutyCheck-Abwesenheiten entfernen** Appears only when relevant.

10.6 What integration is not

- no write access to time check time recording;
- no replacement for working time check holiday accounts;
- no email notifications from DutyCheck — only Nextcloud Notifications/Activity.

Reading paths per role

Read only the chapters that belong to your role. Cross-references continue as required.

11.1 App / System Administrator

1. Chapter 1 — door, roles, companies, scope.
2. Chapter 2 — Initial setup.
3. Chapter 9 — all 13 sections incl. default values.
4. Chapter 10 — Optional working timeCheck.
5. Chapter 5 — Publish, close, reopen, snapshots.
6. Chapter 4 — incl. Export/Print (Admin-only).
7. Chapter 12, 13, 15.

11.2 Planning person (without admin)

1. Chapter 1 and 2.
2. Chapter 3 — Key figures and readiness.
3. Chapter 6 — Employees and locations.
4. Chapter 4 — stakes, conflicts, exchange/open layers (without export section).
5. Chapter 5 — Publish/Close (without reopening, unless you are additionally admin).
6. Chapter 7 — Examine applications.
7. With own connection additional Chapter 8.
8. Chapter 12, 15.

11.3 Associated employees (self-service)

1. Chapter 1 (Self-Service section) and 2 (Declaration).
2. Chapter 8 complete.
3. Chapter 7 (understand impact and status).
4. Chapter 12 and 13 for blocking sides.
5. Chapter 15.

11.4 Not yet registered

1. Chapter 1 (needs-role) and 13.
2. Ask for administration: Link under **Beschäftigte** and/or roll under **Duty roles**.

Troubleshooting and problem solving

The messages come from the app. Formulations can vary slightly depending on the language.

12.1 Access and registration

Access denied No eligibility or not on the admission list — Chapter 13.

Noch nicht eingeschrieben / needs-role Neither planning role nor active employee linking — contact administration.

Konto nicht verknüpft Self-service and calendar link only after linking under **Beschäftigte**.

12.2 Schedule and conflicts

Muss behoben werden Save/publish until double occupancy, absence collision, hard minute/day limits or similar are resolved.

Bestätigen zum Fortfahren / Begründungen Soft conflict: text with at least 10 characters; Other *Der Bestätigungsgrund muss mindestens 10 Zeichen enthalten*.

Zeitraum schreibgeschützt Published or closed — Select open period or open (admin) again.

Niemand verfügbar / genehmigte Abwesenheit Choose another date or clarify absence.

Qualifikation fehlt Required qualification at the location is missing — under Assign qualifications or choose another location.

12.3 Periods

Veröffentlichung blockiert Still open **Muss behoben werden**-Points or (in strict setting) obsolete working timeCheck-Sync.

Überlappender Zeitraum Date range collides with an existing period.

Wiedereröffnung Reason → 10 characters required; App/System admin only.

Snapshot-Integrität If failed, do not trust the period until checked.

12.4 Absence, exchange, takeover

REASON_TOO_SHORT / Grund zu kurz Reject, cancel and need similar actions → 10 signs.

Ungültiger Übergang Change of status is not allowed from the current status.

Importiert / schreibgeschützt Spiegel from ArbeitszeitCheck — approve or reject there.

Tausch/Übernahme fehlgeschlagen Hard planning rule or already done; Ask the Planning Person.

12.5 Integration and operation

Sync veraltet / Circuit Breaker Synchronize under integration; Check the publish lock.

Netzwerkfehler / Speichern fehlgeschlagen Check connection and repeat action.

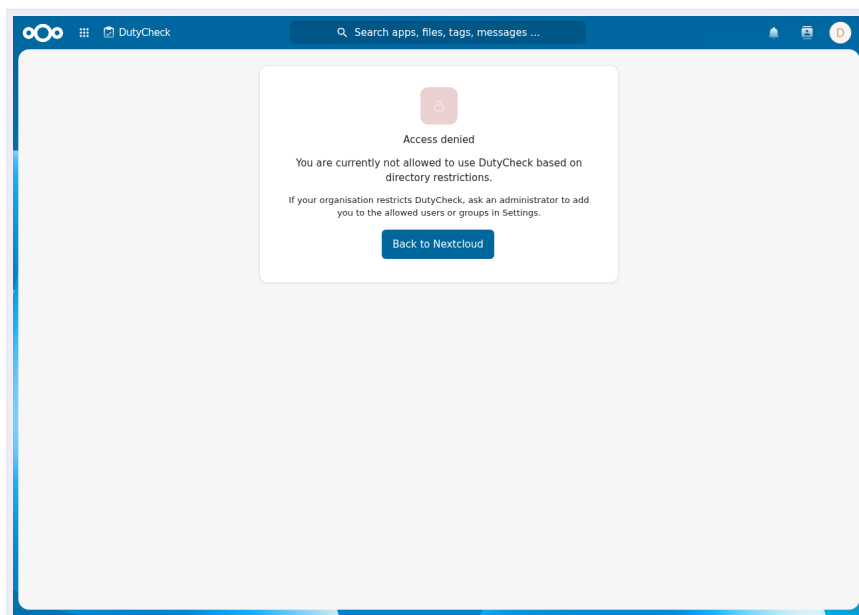
12.6 Empty lists

Typical notes: *Zurzeit keine offenen Schichten., Keine ausstehenden Tauschanfragen., Keine ausstehenden Übernahmeanfragen., Noch keine Snapshots für diesen Zeitraum., Hier noch keine Abwesenheiten.* (for AZC levels).

Denied access

DutyCheck shows **Access denied**, if:

- the access restriction is active and your account is neither on the authorization list nor app/system administrator; or
- you call an admin-only page or action without admin right (e.g. settings, CSV export, print view).



13.1 What you can do

1. Check if you are logged in to the correct Nextcloud instance.
2. Ask a DutyCheck administration, you under chip **Access** (**Zugriffssteuerung**) unlock or enter as an app administrator.
3. For planning: allocation under chip **Duty roles** (**Dienstrollen**).
4. For self-service: linking your account to **Beschäftigte**.
5. If the app has locked itself after turning on the restriction: A Nextcloud system administrator must reopen the policy.

13.2 Delimitation to the registered page

The needs-role page (not yet registered) is not **Access denied**: the door is open, but it lacks role or linkage. See Chapter 1.

Accessibility

DutyCheck follows the check-family approach with the goal WCAG 2.1 AA:

- Skip links and labeled navigation (`aria-label`, `aria-current=page`);
- visible keyboard focus;
- Form labels, live regions for status messages (`aria-live`);
- Dialogues and entity pickers can be operated by keyboard;
- Contrast within the theme.

14.1 Service plan grids

According to Surface Aid, the planning grid supports:

- arrow keys between cells (also outside the visible section);
- image on/down around a screen;
- Pos1 / end to the first or last day;
- Enter opens the layer;
- Spacebar selects empty cells for bulk filling.

14.2 What is not planned

There are no app-specific global keyboard shortcuts beyond the browser, Nextcloud and the grid. Screen reader users should read status badges and conflict lists — hard conflicts are textual as **Muss behoben werden** marked.

Frequent questions

Brauche ich eine Mobile-Lizenz für die Web-App? No. The web interface is AGPL and ungated. The license (DTY2) applies to companion/terminal apps.

Warum sehe ich nur Mein Dienstplan? you have an employee link, but no planning role and are not an app admin.

Warum fehlen Einstellungen in der Navigation? Settings are only for app/system administrators under **Richtlinien** visible.

Warum ist Veröffentlichen ausgegraut oder blockiert? Open **Muss behoben werden** Points, unconfirmed soft conflicts or — in strict attitude — obsolete working timeCheck-Sync.

Wann sehen Beschäftigte ihren Plan? Only after **Veröffentlichen** Underground **Zeiträume**. The roster only saves; it does not publish.

Was bedeuten die englischen Chips Access, Conflicts, Templates ...? Short navigation labels; the page header is often German (e.g.) **Zugriffssteuerung**. See Chapter 9.

Kann DutyCheck ArbeitszeitCheck beschreiben? No. Integration is a read-only absence mirror.

Werden E-Mails zu Dienstplanänderungen verschickt? DutyCheck uses Nextcloud notifications and activity (roster/published, soft cap, swap, late cancellation/change notes). There are no built-in email templates.

Warum muss ich 10 Zeichen schreiben? For reopening, rejecting/cancelling absences and confirming soft conflicts (as well as comparable soft-acks), the app requires a short justification for the audit.

Was passiert mit Snapshots beim Wiederöffnen? Old snapshots remain unchanged. A new planning cycle begins.

Warum sehe ich nach Anlegen einer zweiten Firma nichts mehr? Membership isolation: you must chip the company under **Companies** be added as a member.

Glossary

Zeitraum Date window for planning: open → Published → closed.

Einsatz / Assignment A scheduled shift for one person in a day (place, times, break).

Muss behoben werden severe conflict; blocks storage or publishing.

Bestätigen zum Fortfahren soft conflict; Continue following justification () → 10 characters), entry in the audit.

Snapshot Immutable roster image when published or closed, with integrity hash.

Zulassungsliste / Access Controls who can open the app — not who can plan or use self-service.

Dienstrollen / Duty roles Planning permission in `dc/user/roles`.

Verknüpfung Nextcloud account → Person employed; Prerequisite for self-service and iCal.

Planner scope Optional restriction of a planning person to certain locations.

Firma / Company Optional workspace; from the second company, membership isolation applies.

Offene Schicht Unallocated shift that can take over employees (after planner clearance).

Tausch Request to swap an assigned shift with someone or the open pool.

Spiegel Read-only copy of working time check absences in DutyCheck.

Coverage catalogue

Checklist against the feature inventory (Web app DutyCheck 0.1.43). [x] = described in the manual.

- x roles: app/system admin, planner, linked employees, Page without role, access restriction, optional companies, optional location scope for planners
- x Navigation: overview, roster, periods, absences, employees, locations, Attitudes (13), My roster, My absences
- x Schedule: Add deployment, grid/mass filling, hard/soft conflicts, Exchange & open shifts, admin export CSV/print
- x Periods: life cycle open/published/closed, snapshots, integrity, Reopen with reasoning, audit
- x absences: types of leave, sickness, training, unpaid, other; Pending status → approved/rejected/cancelled; Justifications → 10 characters
- x Self-Service: Confirm seen, swap, take over open shifts, rotate calendar link
- x All settings incl. Conflict default values 660/600/2880/3600/6, Standard break 0, operations flags from/0
- x Time Check mirror (read only), publish lock optional
- x Notifications (Nextcloud notifications and activity): Publication, soft cap approach, exchange, late betting changes — no own email templates
- x UI duplication chip (partially EN) vs. page title (DE)
- x Error, access denied, accessibility, FAQ, glossary, reading paths

Open points/limits of this manual

- Companion app (Mobile license) is only delimited, not fully documented.
- Dialogue **Einsatz hinzufügen** Was temporarily deactivated in the screenshot environment (no selectable open period in the selector); The procedure is described in the text, The screenshot shows the roster without the dialog open.
- This manual does not replace any employment advice (ArbZG o. Ä.).

About Software by Design

Software by Design builds Nextcloud apps for organisations that want to host their own data — from time tracking and projects to inventory, fleet management and customer relations. Every app runs entirely on your Nextcloud instance; the web interfaces are free (AGPL).

Company

- **Website:** <https://nextcloud.software-by-design.de/>
- **Partner & quotes:** <mailto:info@software-by-design.de>
- **Report a bug / suggest an improvement:** <mailto:dev@software-by-design.de>

Support & how to contribute

DutyCheck remains free on your Nextcloud (AGPL). Bug reports and sensible ideas via GitHub or email are part of open-source maintenance — without a guaranteed response time.

In the app

Under **Settings** → **Help & support** (navigation chip may still read **Support us**) you find the same options as on our website: partner quote, onboarding, commissioned feature and voluntary support.

Check Partner (invoiceable)

If your organisation needs predictable help with an invoice — setup, hour packages, prioritised email — choose **Check Partner**. That is a professional service with quote and invoice, not a donation.

- Packages and terms on the support page: <https://nextcloud.software-by-design.de/en/support/>
- Request a partner quote: <mailto:info@software-by-design.de?subject=Partner%20inquiry>

Other invoiceable options

- **Onboarding & training** — remote setup or workshop for your team.
- **Commissioned feature** — scoped change with acceptance criteria and delivery date.
- **Official mobile & terminal licences** — where offered for DutyCheck; named seats with invoice.

GitHub Sponsors (voluntary)

Voluntary support without an invoice SLA — appreciated, but optional:

<https://github.com/sponsors/aSoftwareByDesignRepository>

Legal note

This manual does not replace legal, tax or compliance advice. Third-party product names and trademarks belong to their respective owners.

Index

Abwesenheit, 16
Anmeldung, 3
App-Administrator, 1
ArbeitszeitCheck, 30
ArbeitszeitCheck-Integration, 27

Barrierefreiheit, 36
Beschäftigte, 1, 14
Bestätigen, 19
Bestätigen zum Fortfahren, 9

Close snapshot, 12

Dashboard, 6
Datenschutz, 27
Dienstplan, 8
Dienstrollen, 1, 22
Druckansicht, 10
DTY2, 28

Einsatz, 8
Einsatz hinzufügen, 8
Einstellungen, 21
Export, 10

FAQ, 37
Fehler, 33
Firmen, 2, 23

geschlossen, 11
Glossar, 38

iCal, 18
Integrität prüfen, 12

Kalender-Link, 19
Katalog, 14
Konflikt, 8
Konflikt-Schwellenwerte, 23

Lesepfad, 32
Lizenz, 28

Massenfüllung, 9

Mein Dienstplan, 18
Meine Abwesenheiten, 18
Multi-Company, 2
Muss behoben werden, 9

needs-role, 2

offen, 11
Offene Schicht, 9
Operations, 26

Planner scope, 2, 25
Planungs-Standardwerte, 22
Planungsperson, 1
Publish snapshot, 12

Qualifikationen, 15, 25

Rollen, 1

Schicht übernehmen, 19
Schichtvorlagen, 24
Self-Service, 1
Snapshot, 11
Spiegel, 30
Standort-Geltungsbereich, 2
Standorte, 14
Support, 28
Systemadministrator, 1

Tausch, 9, 19

Veröffentlichen, 11
veröffentlicht, 11

Zeitraum, 11
Zugriff verweigert, 35
Zugriffsbeschränkung, 2
Zugriffssteuerung, 21
Zulassungsliste, 2

Übersicht, 6