Software by Design
Nextcloud apps

Rosters · conflicts · publish

DutyCheck

User manual

End-user documentation for the web app

From the first period to the close snapshot — step by step for every role.

App version	Language	Date
0.3.15	**English**	**15 November 2026**

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Introduction

DutyCheck is the Nextcloud app for duty rostering on your instance: periods (open → published → closed), conflict-aware assignments, absences, self-service and an optional ArbeitszeitCheck mirror (read-only). Web app free (AGPL); the Companion app needs a mobile licence (DTY2) — chapter 13.

Audience: App/NC admins · planners · linked employees. **Requirements:** DutyCheck access · browser with JavaScript · planner role or employee link · optional ArbeitszeitCheck.

How to read: Ch. 1 roles · 2–9 the working loop · 10 the door · 11–13 admin · 14 errors/FAQ · 15 a11y · 17 index.

DutyCheck **0.3.15**, 15 November 2026, English (professional register; UI quotes follow app translations).

Quick start: Create a period → plan assignments → resolve hard conflicts / confirm soft ones → **Publish** → **Close**.

1 Roles and permissions

DutyCheck separates three independent gates, and it is worth keeping them apart because they answer different questions. The *app door* (chapter 10) decides who may open DutyCheck at all. The *planner role* decides who may create and change rosters. The *employee link* connects a Nextcloud account to a person record in the catalogue and unlocks self-service. A person can hold any combination: an administrator who is also linked as an employee sees the planning area *and* **My duties**; a linked employee without a planner role sees only self-service.

Two further restrictions can narrow what a planner sees. *Company membership* isolates data as soon as a second company exists, and the *planner location scope* limits individual planners to named locations. Both are explained in chapter 11.

1.1 Who can do what

Capability	App admin	Planner	Linked employee
Open the app (unless the door blocks them)	yes	yes	yes
Dashboard, roster, periods, catalogue	yes	yes	no
Review and decide absences	yes	yes	no
Settings (all 14 sections)	yes	no	no
Export CSV / printable view	yes	no	no
My roster / My absences	only with link	only with link	yes
Re-open closed periods	yes	no	no

1.2 The three roles in detail

App administrator. Every Nextcloud system administrator is an app administrator automatically — this cannot be switched off, which is what saves you when a too-strict door locks everyone out. Additional app administrators are named under the **Access** chip (page title **Access control**). They carry the **Administrator** badge in the page header and see the **Governance** navigation group. App administrators may change the access policy itself and may re-open closed periods — delegate this only to people you trust with the audit trail.

Planner. Planners run the daily work: periods, assignments, conflict resolution, absence decisions, the catalogue. You assign the role under the **Duty roles** chip — search the user directory, pick the person, choose **Assign planner**. The role lives in `dc_user_roles` and is deliberately separate from the employee link: a planner plans *for* people; they do not have to *be* one. Planners see the **Planning** and **Catalog** navigation groups but never the settings pages, the CSV export or the printable view.

Linked employee. Self-service is not a role you assign — it follows automatically from linking a Nextcloud account to an active employee record under **Employees** (chapter 6). The linked person then sees **My duties** with **My roster** and **My absences**. Remove or deactivate the link and self-service disappears; nothing else is lost.

1.3 Companies and planner scope

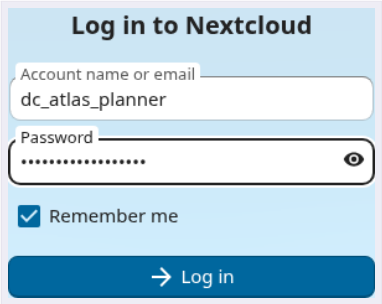
While your instance runs only the *Default* company, every planner shares one data space. From the moment you create a second company under the **Companies** chip, membership isolation applies: a planner who is not a member of a company sees empty lists — there is no silent fallback to Default. Under **Planner scope** you can additionally restrict a planner to named locations; an empty selection means global access (the legacy behaviour). App administrators are never location-scoped.

2 Getting started

This chapter walks the complete first-run path — from signing in to a published roster your employees can see. If you only read one chapter before clicking around, read this one.

2.1 Sign in and find your landing page

1. Open your Nextcloud address in the browser and sign in with your usual account.
2. Open **DutyCheck** from the app menu (the grid icon in the top bar), or use your organisation's direct link.



The Nextcloud sign-in form — DutyCheck uses your normal account.

Where you land depends on your role: planners and administrators arrive on **Dashboard**; linked employees without a planner role land on **My roster**. If the app menu entry is missing entirely, the door is restricted and your account is not in the circle — chapter 10 explains who to ask.

On phones and in narrow windows the sidebar collapses: tap **Menu** in the page to open it.

2.2 Set up before the first roster (administrator)

Five minutes of preparation saves real confusion later. Work through this list once, in order:

1. **Decide the door.** Under **Governance** → **Settings** → **Access**: either leave the app open to all Nextcloud users, or build the allow-list *first* and only then enable the restriction — otherwise you lock yourself out (chapter 10).
2. **Assign at least one planner** under the **Duty roles** chip.
3. **Create a location** under **Catalog** → **Locations** with the correct timezone — shift times are interpreted in the location's timezone, not the server's.
4. **Create your people** under **Employees** and link their Nextcloud accounts where they should get self-service (chapter 6).
5. **Optional:** tune conflict thresholds, shift templates and qualifications (chapters 7 and 11), and connect ArbeitszeitCheck if you use it (chapter 12).

2.3 Your first planning round, end to end

Here is the whole loop, using the demo data this manual's screenshots were taken on — planner *Andreas Moritz* staffing a week with *Greta Lorenz*, *Ben Richter* and colleagues at the *Zentrale* and *Depot Spandau* locations:

1. Open **Periods**, enter a start and an end date and choose **Create period**. If the range overlaps an existing period the app asks before creating a second one — an identical range is refused outright (chapter 5).
2. Open **Roster**, pick the new period and choose **Add assignment**. Book Greta Lorenz for Monday 08:00–16:00 at Zentrale — three steps: day, who and where, times (chapter 4).
3. Repeat for the rest of the week — or use **Suggest fill** once rotation patterns exist.

4. Work through the **Planning checks**: resolve every **Must fix** (they block saving and publishing); for each **Confirm to continue** type a reason of at least ten characters — it lands in the audit trail.
5. Back under **Periods**, choose **Publish**. From this second on, linked employees see their shifts under **My roster**.
6. When the period is truly finished, choose **Close**. The close snapshot is immutable — it is the version audits will trust.

2.4 Navigation by role

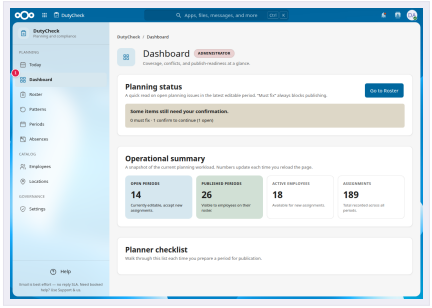
Administrator: full sidebar under the header badge **Administrator** — **Planning** (Today, Dashboard, Roster, Patterns, Periods, Absences), **Catalog** (Employees, Locations), **Governance** (Settings with 14 chips), plus **My duties** when the admin account is also linked to an employee record.

Planner: the same planning and catalogue entries, but no settings, no export block; the badge reads **Planner** (or planner-and-employee when linked).

Linked employees: only **My duties** with **My roster** and **My absences**.

3 Dashboard and Today

The **Dashboard** page is the landing page for planners and administrators. It exists to answer one question quickly: *can this roster be published yet, and if not, what stands in the way?*



The dashboard of an administrator — marker 1 highlights the active navigation entry; the checklist states what is still missing before publish.

3.1 Reading the publish readiness

The dashboard summarises the state of the most recent editable period. Three numbers matter:

Open Must fix items hard conflicts — double bookings, absence overlaps, exceeded limits. Every one of them blocks publishing, no exceptions.

Open Confirm to continue items soft conflicts that are legal-but-noteworthy (too little rest, a missed linked round). They do not block publish outright, but each one needs a written reason of at least ten characters first.

Readiness hints messages such as **Ready to publish** or **Publishing blocked** compress the two counters into one answer, followed by a short pointer to the page where the work happens.

The figures refresh when the page reloads — they are a status board, not a worksheet.

1. For **Must fix** items: open **Roster** and resolve the named conflict (chapter 4).
2. When the board says ready: open **Periods** and **Publish** (chapter 5).
3. For catalogue gaps (missing people or locations): the board links to **Employees** and **Locations**.

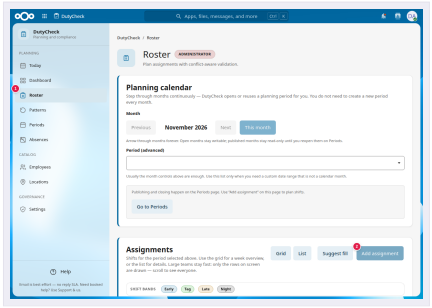
Linked employees without a planner role never see this page — they land on **My roster** instead.

3.2 Today — who is where?

When an administrator enables **Today** under the **Duty & team** chip, planners get a second board that answers “who is scheduled where right now?” Pick a **Locations** entry and a date (quick picks Yesterday/Today/Tomorrow) and the board lists the people on duty. Deactivated locations do not appear in the picker; if the app remembers a choice whose location was since deactivated, the pick is cleared and the page asks you to choose another (*This location is no longer available. Pick another one.*).

4 Roster

The **Roster** page is where the plan is actually built: one row per person, one column per day, one cell per shift. Two things are worth knowing before you start. First, planning only ever writes into an **Open** period — published and closed periods are read-only by design, so employees never watch the ground shift under their feet. Second, publishing does *not* happen here: **Publish** and **Close** live under **Periods** (chapter 5).



The roster — marker 1 highlights the active navigation entry. Below it sits the month control, the assignments area and the shift-band legend.

4.1 Select a period and add an assignment

Only periods in status **Open** accept new assignments; to keep editing a published period you first re-open it under **Periods** (app administrators only, with a written reason — see chapter 5).

1. Choose **Add assignment**; optionally pre-fill from **Shift template (optional)**.
2. Step 1 — **Date**: pick a day inside the open period.
3. Step 2 — **Who and where**: pick the employee and the location. People with an approved absence on that day are left out of the list on purpose — you cannot book someone who is away.
4. Step 3 — times and break. The break is pre-filled from the planning defaults (default 0, chapter 11); adjust it if the shift needs one. Save.

4.2 The grid, bulk fill and conflicts

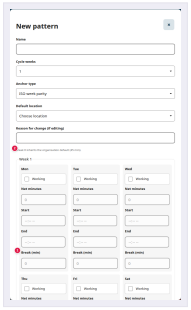
In the grid, rows are people and columns are days. Keyboard users: arrow keys move between cells, `Enter` opens a shift, `Space` marks empty cells for bulk fill. A bulk fill ends with a summary along the lines of *Bulk fill finished: …saved, …skipped.* — skipped cells are the ones that would violate a hard rule, so a skip is the app protecting the plan, not losing your click. In the edit dialog of a filled cell, **Cancel shift** removes the shift from the open period — the same action the assignment list row offers.

When **Patterns** is enabled under **Duty & team**, **Suggest fill** proposes assignments from active rotation patterns; you review and confirm them, and hard rules still bind — a pattern never overrides a rest-time or absence rule. Cells skipped because of a planner’s location filter are counted separately (*Skipped (location filter): …*) so the result does not look like “nothing to fill”. Patterns are 1–8-week cycles (**Cycle weeks**); administrators can narrow the allowed range in settings. The **Assign pattern** dialog lists the employee’s existing assignments — on a date collision **End previous overlapping**

assignment is pre-ticked, and the old assignment ends the day before the new start. **Delete** on a pattern row deactivates the pattern after a confirmation: shifts already planned stay in place, no new ones are filled, and the pattern name becomes free again.

Each pattern anchors its cycle in the calendar (**Anchor type**): **ISO week parity** pins week A by any day inside it and the editor spells out the rhythm (e. g. “Week A falls on odd calendar weeks”); **Fixed start date** pins the week containing a chosen date. **Apply the anchor from** only moves forward — weeks already past keep the previous rhythm and cannot be re-anchored.

In the pattern editor (**New pattern** / **Edit**) every working day carries **Break (min)** next to start and end (marker 1). A day break of 0 does not mean “no break” — it inherits at fill time, first from the linked shift template’s break, then from the organisation default, as the editor hint states (*Break 0 inherits the organisation default (… min).*, marker 2).



The pattern editor — marker 1: the per-day **Break (min)** field; marker 2: the hint that a 0 inherits the organisation default.

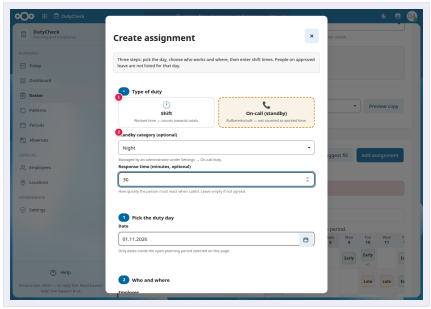
Must fix hard conflict — blocks save and publish (double booking, absence overlap, hard minute limits).

Confirm to continue soft conflict — you may continue after typing a reason of at least ten characters; the reason lands in the audit entry.

Administrators set the thresholds these checks run on under the **Conflicts** chip (chapter 11).

4.3 On-call duty (standby)

When **On-call duty** is enabled under the **Duty & team** chip (chapter 11), **Add assignment** offers **On-call (standby)** next to **Shift** under **Type of duty**. The distinction matters legally and arithmetically: standby is planning context — *not working time*. It never counts toward worked minutes, feeds no rest-time limit and cannot carry a break.

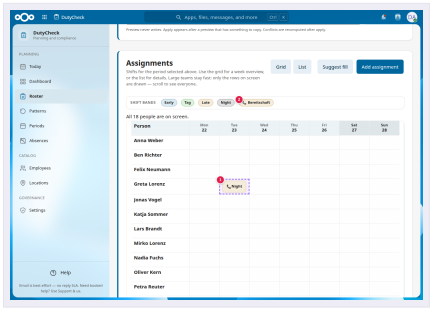


Creating an on-call duty — marker 1: **Type of duty** with **On-call (standby)** selected; marker 2: the standby fields **Standby category (optional)** and **Response time (minutes, optional)**.

- **Times:** step 3 becomes **On-call times**; the break field disappears. Equal start and end (00 : 00–00 : 00) create a **24-hour on-call duty** covering the whole day.
- **Category and response time:** optional **Standby category (optional)** and **Response time (minutes, optional)** (0–10 080). Until categories exist, the field simply stays empty (*No categories yet — you can leave this empty.*).

- **Overlap rules:** a second on-call duty for the same person on the same day is a hard conflict (*This employee already has an overlapping on-call duty.*). A shift plus an on-call duty may overlap — flagged as a soft, reason-requiring hint — unless the standby is a 24-hour one, which must never overlap a planned shift (*A 24-hour on-call duty cannot overlap a planned shift.*).
- **Absence:** an approved absence inside the on-call window blocks the assignment.
- **Fixed type:** while editing, the duty type stays locked; a shift cannot turn into standby afterwards — cancel it and create a new on-call duty instead.

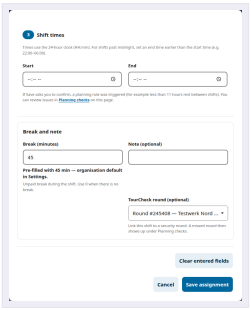
In the grid, standby appears as its own band — in the demo roster, Greta Lorenz carries a *Night* on-call duty on Saturday the 5th (marker 1) — and the **Shift bands** legend gains a **Bereitschaft** chip while the feature is on (marker 2). Cancelling works exactly like shifts via **Cancel shift** on the filled cell.



The roster grid with standby — marker 1: Greta Lorenz's on-call cell; marker 2: the **Bereitschaft** legend chip.

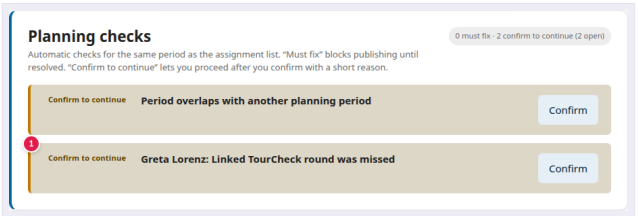
4.4 Link a TourCheck round

When the **TourCheck** app is active on the same instance, the assignment dialog shows **TourCheck round (optional)** under **Break and note**. It lists the rounds scheduled for the chosen date; **No linked round** leaves the shift unlinked. The link is made when adding or editing the shift and can be removed there again. If TourCheck is not installed or unreachable the field hides itself — shift planning is unaffected.



Linking a shift to a TourCheck round — the field appears under **Break and note**.

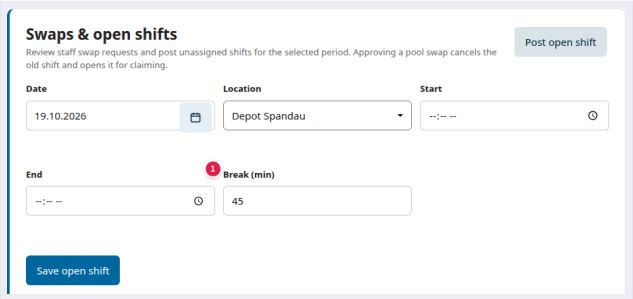
When a linked round is later recorded as *missed* in TourCheck, **Planning checks** lists the soft notice **Linked TourCheck round was missed** for the affected person (marker 1). Like other soft checks it needs a written reason before publishing — but it does not block planning, and it locks neither swaps nor saving. This is deliberate: a missed patrol is something to explain in the audit, not something that stops the roster.



Planning checks — marker 1: Greta Lorenz's missed linked TourCheck round, waiting for a confirmation reason.

4.5 Swaps, open shifts and export

The **Swaps & open shifts** block handles two request flows: approve or reject employee swap requests, and **Post open shift** to offer an unassigned shift for claiming. Approving a pool swap cancels the old shift and opens it for claim — hard rules still apply to whoever takes it. The **Post open shift** form asks for date, location, start, end and **Break (min)** (marker 1); the break is pre-filled with the organisation default, with none configured it reuses your last entered value, otherwise 0.



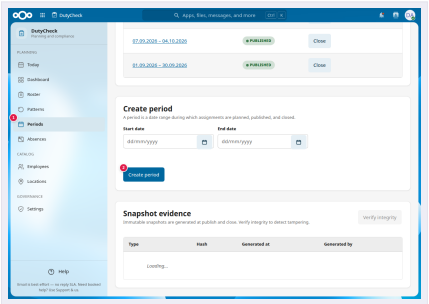
Posting an open shift at Depot Spandau — marker 1: **Break (min)** pre-filled from the planning defaults.

Under **Posted open shifts**, **Delete open shift** withdraws a posting — as long as no claim is pending or approved on it.

Only app and system administrators see **Export & print**: **Download CSV** and **Open printable view**. Without a selected period the app asks you to choose one first. An optional HR-minutes CSV lives under the **Operations** chip.

5 Periods

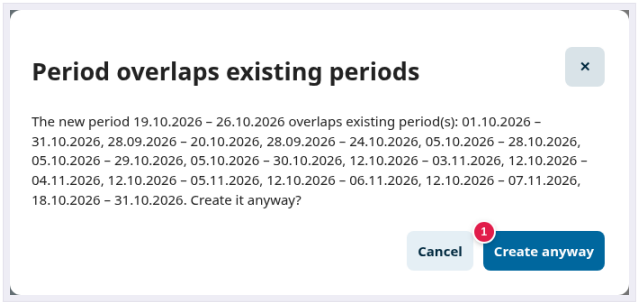
A period is the container a roster lives in: a start date, an end date, and a lifecycle with three states — **open** (planners may write), **published** (employees may read), **closed** (final, audited). The lifecycle exists so that nobody edits a plan people already rely on: once published, the plan only changes after a deliberate, reasoned re-open. Each transition can write a snapshot with an integrity hash — the permanent record of what the plan looked like at that moment.



The periods page — marker 1 highlights the active navigation entry; below it the period table and the create form.

5.1 Create a period and follow the lifecycle

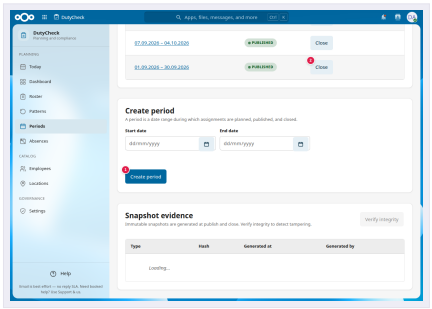
Enter a start and an end date and choose **Create period**. A period with an *identical* date range is rejected outright. When the new range only partially overlaps existing periods, a notice dialog lists the overlapping periods (marker 1 in the next screenshot points at the decisive button): choose **Create anyway** to create the period deliberately — useful for rolling one period into the next — or **Cancel** to discard the input. New assignments are only accepted while the period is **Open**.



The overlap notice — marker 1: **Create anyway** confirms a deliberate partial overlap.



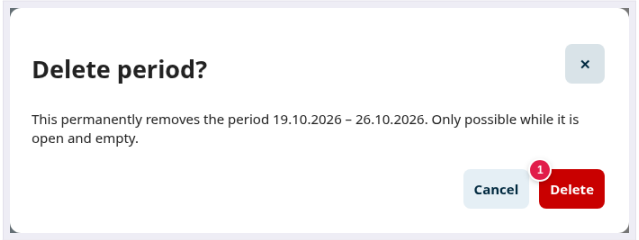
Publish requires every **Must fix** resolved and every soft conflict confirmed with a reason of at least ten characters; with the strict ArbeitszeitCheck setting a stale sync can also block (chapter 12). The result is a publish snapshot, visibility for employees, and the notification `roster_published`. **Close** writes the hash-chained close snapshot — the version audits will trust; it is never overwritten. **Re-open** is reserved for app and system administrators and always asks for a **Reason for re-opening (minimum 10 characters)**; the old snapshots remain untouched, and a new planning cycle begins.



Period actions — marker 2 sits on a period row with its action buttons (**Publish**, **Close**, **Delete**).

5.2 Delete a period

A period can only be deleted while it is **Open** and *empty*: **Delete** on the row opens a warning which you confirm with the red-marked **Delete** button (marker 1). Once the period contains assignments (even cancelled ones), open shifts, conflicts or snapshots, deletion is no longer possible — close it instead. Every deletion is recorded in the audit.



Deleting an open, empty period — marker 1: the red **Delete** confirmation.

5.3 Snapshots, audit and retention

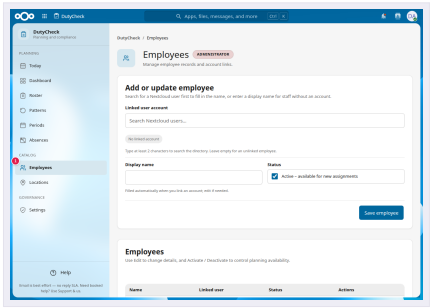
For the selected period, the page lists its snapshot proofs together with **Verify integrity**. A successful check recomputes the hash chain and proves the snapshot was not touched since it was written; on a

mismatch, do not trust the period until the cause is clarified. Below that sits the chronological audit of publishes, re-opens and soft confirmations — every entry carries its written reason.

Retention is configured under the **Operations** chip (default 0 = unlimited). Cleanup never deletes the newest close snapshot of a still-closed period.

6 Employees — the people you plan

Everything in DutyCheck revolves around the people on the **Employees** page (planners and administrators, under **Catalog**). An employee record is the rosterable person: it carries the display name that appears in the grid, the active flag that decides whether new assignments may be booked, and optionally the link to a Nextcloud account that turns on self-service.



The employees page — marker 1 highlights the active navigation entry; the form sits above the list with **Edit** and activate/deactivate actions.

6.1 Create an employee

1. Optionally search the directory under **Linked user account**: type at least two characters and pick a Nextcloud account. Deactivated accounts never appear in this search — a person who cannot sign in cannot work a shift or use self-service. The display name is filled automatically — and the link is what gives this person **My roster**, **My absences** and the calendar feed (chapter 9).
2. Check the **Display name** (required, at most 191 characters). With no linked account you can also type a name directly — useful for staff who should appear on rosters without ever signing in.
3. Leave the status at **Active – available for new assignments** and choose **Save employee**.

A short “quick start” card on the page repeats exactly this guidance the first times you use it.

6.2 Edit, deactivate, never delete

In the list, **Edit** loads a record back into the form; the status column switches between active and inactive. Records are deliberately never deleted: employee names live inside snapshots and audit entries, and a deleted row would leave holes in both. When someone leaves, deactivate them — they disappear from the pickers for new assignments while every historical entry stays readable. Reactivate any time.

6.3 What the link does — and does not do

The link to a Nextcloud account controls *self-service only*. It is not the planner role (that is assigned under **Duty roles**, chapter 1) and it is not the door (the allow-list under **Access**, chapter 10). Three separate switches, three different questions:

- *May this person open the app?* → the door.
- *May they plan?* → the planner role.

- *Do they see their own roster and request absences?* → the employee link.

An unlinked employee still shows up in the roster and can be booked — they just have no self-service access. This is the right state for external staff, working students or anyone without a Nextcloud account.

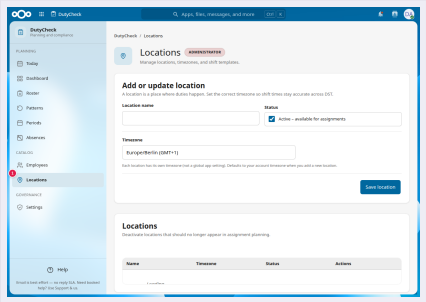
6.4 Qualifications on people

Qualifications themselves are defined under the **Qualifications** chip (chapter 11) and bound to people from there, with an optional expiry date. A person missing a qualification a location requires blocks assignment and publish; an expired one produces a soft warning you confirm with a reason (chapter 7).

7 Catalogue: locations, qualifications, templates

The **Catalog** navigation group holds the master data a roster is built from: the employees (chapter 6) and the locations. Qualifications and shift templates are maintained on their settings pages but consumed here — this chapter covers all three because they meet in the assignment dialog.

7.1 Locations



The locations page — marker 1 highlights the active navigation entry.

Every location carries its own IANA timezone (for example `Europe/Berlin`), chosen in the **Timezone** field of the form. This is not a cosmetic label: shift times are interpreted in the location's timezone, so a night shift in a Berlin depot and a shift in a Madeira shop can coexist in one roster without time confusion.

1. Enter a **Location name** and pick the **Timezone**.
2. Leave the status at **Active – available for assignments** and choose **Save location**.

Deactivate a location instead of deleting it: new assignments stop being offered for it, existing history stays intact, and it leaves the **Today** picker. If a remembered Today pick points at a deactivated location, the board clears it and asks you to choose again.

7.2 Qualifications

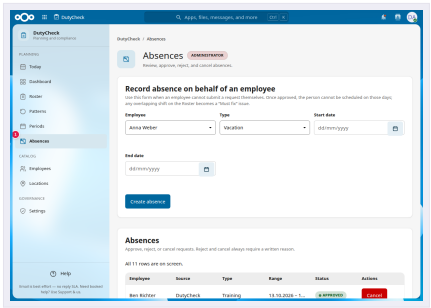
Under the **Qualifications** chip you define the qualification catalogue (for example "First aid", "Forklift"), assign entries to people with an optional expiry, and mark which locations *require* a qualification. Each location requirement shows as a *required at …* chip with a remove button (×) — requirements can be lifted again. A missing required qualification is a hard rule and blocks assignment and publish; an expired one is a soft warning confirmed with a written reason.

7.3 Shift templates

Templates under the **Templates** chip store the reusable shape of a shift: name, start and end, break, an optional minimum staffing, and an optional location — **Global (all locations)** when empty. In **Add assignment** they pre-fill step 3 so a “Friday late” is two clicks instead of twelve. Pattern days with break 0 inherit a template’s break before the organisation default (chapter 4).

8 Absences

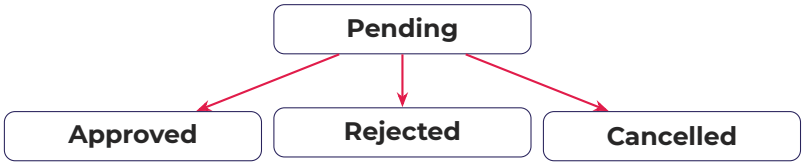
DutyCheck tracks absences for one purpose: conflict checks. An approved absence takes its days out of planning — the employee vanishes from the assignment pickers for those days, and anything already booked there turns into a **Must fix** you clean up before publish. Planners review requests under **Absences**; employees file them under **My absences** — unless ArbeitszeitCheck mirrors them, in which case the entries are read-only here (chapter 12).



The planner’s absences page — marker 1 highlights the active navigation entry. In the demo data, Ben Richter’s approved training week sits in the list.

8.1 Types, states and what approval does

Types: **Vacation**, **Sick**, **Training**, **Unpaid**, **Other** (stored as `vacation`, `sick`, `training`, `unpaid`, `other`).



Allowed transitions: Pending → Approved, Rejected or Cancelled; Approved → Cancelled; Rejected or Cancelled → Pending. Rejecting and cancelling always require a written reason of at least ten characters — the employee reads it back under **My absences**, which is why the app insists on a real sentence.

After **Approved**, the days are blocked for new scheduling and overlapping shifts become **Must fix** items — resolve them in the roster before publish.

8.2 Review requests as a planner

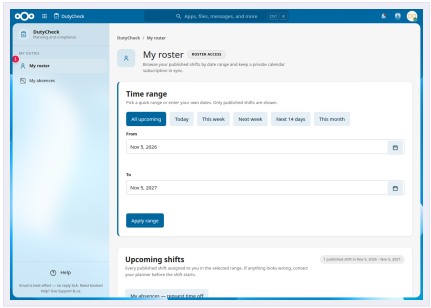
1. Open **Absences**; work the **Pending** list first.
2. **Approve**, **Reject** or cancel an entry. Rejecting and cancelling ask for the reason ($\geq$ 10 characters).
3. Open **Roster** and clear the conflicts the approval created.

Planners can also file a request on someone’s behalf — for example a sick note phoned in on a Monday. Employees file their own under **My absences** (chapter 9). With an active ArbeitszeitCheck mirror the entries on this page are read-only and decisions happen in ArbeitszeitCheck (chapter 12).

9 Self-service: My roster and My absences

Everything in this chapter assumes your Nextcloud account is linked to an active employee record (chapter 6). Without the link the app tells you that your account is not linked to a person — that is the enrolment state, not an error.

9.1 My roster



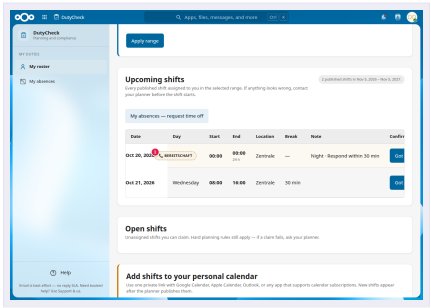
My roster — marker 1 highlights the active navigation entry. Period quick picks sit on top, published shifts and open shifts below.

You see only *published* shifts in the selected period — everything your planners are still drafting stays invisible. Per shift, the **Confirm** column lets you acknowledge that you have seen the duty. This employee acknowledgement is deliberately different from the planner's soft-conflict confirmation: yours says "I saw it", not "I accept a rule violation".

9.1.1 On-call duty

When standby is enabled for your company, published on-call duties appear as their own rows with a **Bereitschaft** badge (marker 1 in the screenshot below), optionally a category and a **Respond within {n} min** hint. On-call duty is not working time and never adds to worked minutes.

When **Employees confirm on-call duties** is on, each on-call duty offers a **Got it** button in the **Confirm** column (*Confirm you have seen this on-call duty*). After the click a **Seen** badge appears (*You have confirmed this on-call duty*) and the action reports **On-call duty confirmed**. When acknowledgement is off, the column shows a dash; a stale button reports *On-call duty acknowledgement is switched off for this company. Reload the page.*



An on-call duty in My roster — marker 1: the **Bereitschaft** badge with category and response time, next to the **Got it** acknowledgement.

9.1.2 Swaps and open shifts

Request swap on one of your shifts: pick a specific colleague or the open pool, then send the request. While it is pending you can take it back via **Withdraw swap request**. What happens next depends on your company's **Swap approval** mode (chapter 11): with **Planner must approve**

a planner reviews every swap; with **Both accept — auto apply** the swap books itself as soon as your counterpart accepts. Either way the hard planning rules still gate it, so an impossible swap is refused, and the notifications `swap_requested`, `swap_approved` and `swap_rejected` track the outcome. Shifts nobody is assigned to offer a **Claim shift** button — when **Open-shift claims need planner approval** is on, your claim waits for a planner's decision; when it is off, an accepted claim books you instantly. Hard rules apply in both modes: a claim that would violate a limit is refused rather than silently booked.

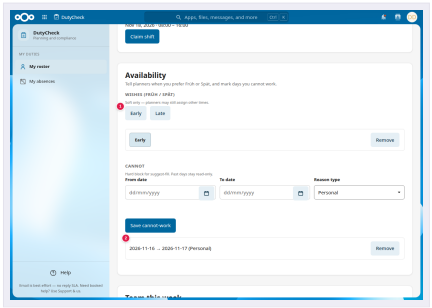
9.1.3 Availability: wishes and cannot-work days

The **Availability** card appears once an administrator enables **Wishes (Früh / Spät)** or **Cannot** under **Duty & team** (chapter 11). It collects two deliberately different signals — telling them apart matters:

Wishes are soft. Tap the **Early** or **Late** chip to record a standing preference; each wish shows as a chip you can **Remove**. A wish is a hint, never a constraint — planners may still schedule you for the other band (*Soft only — planners may still assign other times.*). Your planner sees your wishes as small chips on your roster row.

Cannot-work days are hard. Pick **From date** and **To date**, choose a **Reason type** (**Personal**, **Care** or **Other**) and save with **Save cannot-work**. Entries list as date ranges with a **Remove** action; past days stay read-only.

A **Cannot** entry is a real planning constraint: **Suggest fill** skips the day entirely, and your grid cell carries a "Cannot" mark the planner cannot miss. Assigning you anyway is possible only with justification — the dialog *Employee cannot work (blackout)* demands a planning reason of at least ten characters (*Do not enter medical details*) and records the override in the audit trail. So mark the day early and honestly: it means "cannot", not "would rather not" — for preferences, use **Wishes**.



The Availability card in My roster — marker 1: the **Early** / **Late** wish chips; marker 2: a saved **Cannot** day.

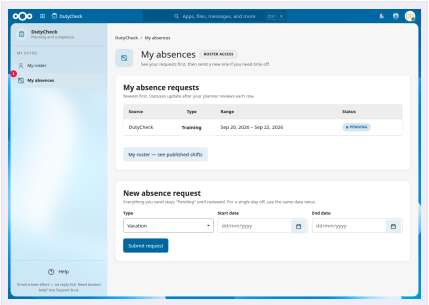
9.1.4 Team this week

With **Colleague roster** enabled, the **Team this week** card lists your published colleagues at one location — the quickest way to find a swap partner before you send a request. Pick a **Location** (the list offers only places where you yourself have a published shift), set **Week starting** or step with **Previous** / **This week** / **Next**, then **Show team**. Rows show name, day and times — published shifts only, never drafts. Without a published shift of your own the card explains *Work a published shift at a location first — then you can see colleagues there.*; with the feature switched off it asks you to contact your planner.

9.1.5 Calendar link (iCal)

Create calendar link mints a personal feed URL for your published shifts — do this only on a private device, and paste the URL into your calendar app. If the link ever leaks, **Replace calendar link** mints a fresh one and kills the old. Treat feed URLs like passwords: whoever holds the URL reads your roster.

9.2 My absences

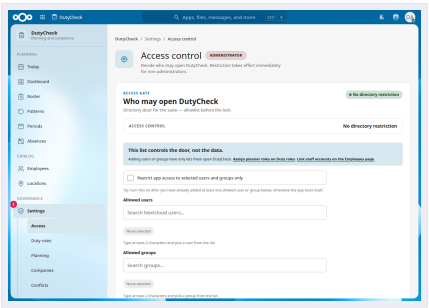


My absences — marker 1 highlights the active navigation entry; your requests and their states below.

Choose a type, set start and end, submit — the request lands as **Pending**. When a planner rejects or cancels, their written reason is shown here; read it before re-filing. If ArbeitszeitCheck is connected, request leave there instead — DutyCheck mirrors the status read-only (chapter 12).

10 The access door

The door decides who may open DutyCheck at all. It is configured under **Governance** → **Settings** → **Access** (page title **Access control**) and is deliberately simple: either the app is open to every Nextcloud account, or it is restricted to a named circle. Three ways in exist when the door is restricted: the account is an **Allowed users** entry, it belongs to one of the **Allowed groups**, or it is an app administrator — and Nextcloud system administrators always count as app administrators.



The Access chip — marker 1 highlights the active **Settings** navigation entry. The gate panel shows the current state (“no directory restriction” here), above the policy form.

10.1 Building a restricted door safely

The single rule that prevents the classic lockout: **add allow-list entries before you switch the restriction on.** The page says so itself (*Tip: turn this on after you have already added at least one allowed user or group below, otherwise the app locks itself.*). Work in this order:

1. Under **Allowed users**, type at least two characters into the directory picker and add yourself first — then the other people who should get in.
2. Under **Allowed groups**, add whole Nextcloud groups where that fits better than naming individuals; membership is evaluated live, so a group that grows later keeps working.
3. Only now tick **Restrict app access to selected users and groups only** and choose **Save app policy**.

If you ignored the order and the app locked itself, any Nextcloud system administrator can still open the page and fix the policy — that is why system administrators can never be locked out.

Two save details worth knowing. The form marks unsaved edits with an **Unsaved changes** pill and offers **Discard changes** until you save — nothing takes effect halfway. And on **Save app policy**,

stored entries whose account or group has since been deleted are discarded and reported in the confirmation — newly added entries are still validated strictly, and removals only apply on save.

10.2 The allow-list controls the door, not the data

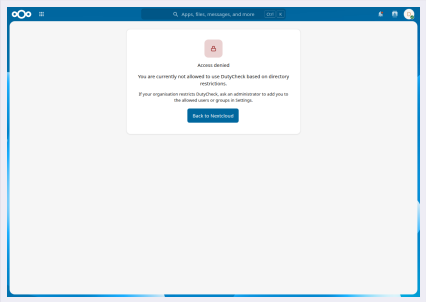
The page states it plainly: *This list controls the door, not the data.* Being let in says nothing about what you may do inside — planner rights come from **Duty roles**, self-service from the employee link (chapters 1 and 6). The reverse is also true: removing someone from the allow-list does not delete their employee record or their shifts.

10.3 App administrators

The **App administrators** picker on the same page delegates the power level: app administrators may change this very policy and may re-open closed periods. The form's own warning is worth heeding — *App administrators can change this policy and may re-open closed periods. System administrators always have these powers.* — so delegate to people you trust with the audit log.

10.4 Denied and not-enrolled pages

When the check fails, the server answers with 403 and renders a calm denied page (no sidebar, because a menu full of dead links helps nobody): **Access denied**, one sentence of explanation, and a **Back to Nextcloud** button — no blank page, and no hint about whether anything exists behind the door.



The denied page — a clear way back instead of a dead end.

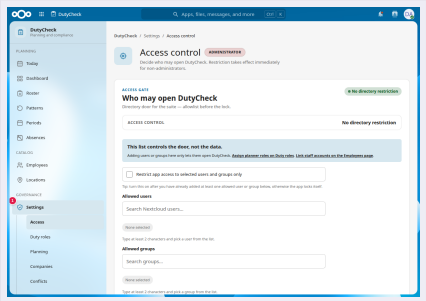
A different case is the **Not enrolled yet** page: the door let you in, but you hold neither a planner role nor an active employee link. The page asks you to request a link or a role from a DutyCheck administrator — the app cannot unlock you by itself. Ask your administration; the same applies when the app entry is missing entirely because the platform-side group restriction (the Nextcloud Apps page "Limit to groups") applies — that platform setting always wins over the app's own policy.

10.5 The door covers the API too

Denial is uniform at the API boundary: endpoints answer denied requests the same way whether or not the underlying record exists. DutyCheck never reveals *that* a thing exists — only that access is missing.

11 Settings

Settings are for **app and system administrators** only, under **Governance** → **Settings**. Fifteen sub-pages sit behind a chip bar; chip labels are short navigation names while the page title underneath is the full localised name.



The chip bar on the Access page — marker 1 highlights the active **Settings** navigation entry.

11.1 Chip overview

Chip	Page title	Core task
Access	Access control	Door / allow-list / app admins — Ch. 10
Duty roles	Duty roles	Assign the planner role
Planning	Planning defaults	Default break (0–720 min)
Companies	Companies / workspaces	Multi-company, membership
Conflicts	Conflict thresholds	Working-time oriented limits
Templates	Shift templates	Pre-fills for Add assignment
Qualifications	Qualifications	Catalogue, assignment, location require
Planner scope	Planner location scope	Limit planners to locations
Operations	Notifications & retention	Soft-cap, HR CSV, snapshot retention
Duty & team	Duty & team	Today board, Patterns, on-call duty
Integration	ArbeitszeitCheck integration	Absence mirror — Ch. 12
Privacy	Privacy & words we use	Information page
License	Official mobile & terminal licenses	DTY2 seats — Ch. 13
Transfer	Transfer configuration	Encrypted test-to-production file
Support us	Support & us	Partner / training links

11.2 Duty roles

Chip **Duty roles**: search the user directory, pick the account, choose **Assign planner**. Employee access is *not* created here — that happens by linking an account on the **Employees** page (chapter 6).

11.3 Planning — planning defaults

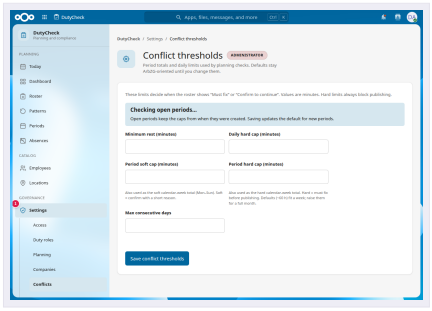
Chip **Planning**: **Default break (minutes)** accepts 0–720 in steps of 5, default **0**. The value is pre-filled when you open **Add assignment** and **Post open shift**, and pattern days with break 0 inherit it at fill time.

11.4 Companies / workspaces

Chip **Companies**: while only *Default* exists, every planner sees the same data space. A second company turns on membership isolation — planners without membership see empty lists until you add them; there is no silent fallback to Default.

11.5 Conflicts — conflict thresholds

Chip **Conflicts**, saved via **Save conflict thresholds**. The hard period limit must be at least the soft limit. The same numbers apply to the **period total** and to each **calendar week** (Mon–Sun) — the defaults (48 h soft / 60 h hard) fit a week; raise them when your periods cover a full month.



Conflict thresholds — marker 1 highlights the active **Settings** navigation entry.

Minimum rest (minutes) default **660** (11 h) — an under-run is typically a soft conflict.

Hard daily cap (minutes) default **600** (10 h) — hard.

Soft period cap (minutes) default **2880** — soft.

Hard period cap (minutes) default **3600** — hard.

Max consecutive days default **6** — soft (acknowledge with a reason).

Freeze semantics: caps are locked into each period when it is created, so saving settings alone does *not* change open periods. Use **Apply to open periods** to re-freeze the saved policy onto every still-open period; published and closed periods stay unchanged. This is what makes a published plan trustworthy — its rules were the rules at freeze time.

11.6 Templates, qualifications, planner scope

Templates: name, start/end, break, optional minimum staffing and location — **Global (all locations)** when empty.
Qualifications: a catalogue entry; assign to people with an optional expiry, require at a location — a missing required qualification blocks assign and publish (chapter 7).
Planner scope: pick a planner and tick the allowed locations; nothing ticked means all locations (the legacy behaviour). App administrators are never location-scoped.

11.7 Operations — notifications & retention

Chip **Operations**: feature flags default off, snapshot retention defaults to **0** (unlimited). This page hosts optional soft-cap hints, the on-duty read hook for compatible suite apps (capability `check.on-duty`, e. g. MaintenanceCheck — a read-only “who is on duty today” feed, multi-company scoped), the HR-minutes CSV (no salary amounts), and cleanup of expired snapshots — which never removes the newest close snapshot of a still-closed period.

11.8 Duty & team

Chip and page title: **Duty & team**. The page collects the company’s optional surfaces, grouped by job — the big switches sit on top, finer rules hide behind **More options**:

Plan & Soll **Patterns** enables rotation patterns with 1–8-week cycles, assigned to employees; **Suggest fill** on the roster consumes active patterns (chapter 4). **Delete** on a pattern row deactivates it after a confirmation — planned shifts stay, no new ones fill, and the name becomes free again. **Soll from Duty** makes weekly target hours follow published duties instead of a static model (it only helps with linked employees, usually together with ArbeitszeitCheck — chapter 12).

On-call duty (Bereitschaft) master switch, acknowledgement and categories — own subsection below.

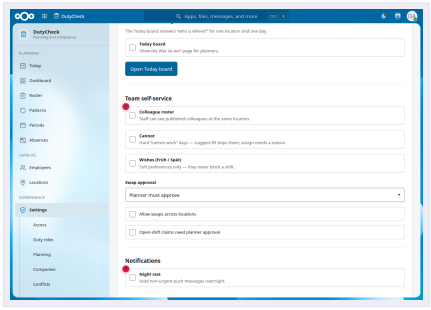
Locations & Today **Today board** shows the “who is where?” page for a location and a day (chapter 3).

Team self-service three switches that hand linked employees extra cards under **My roster** (chapter 9): **Colleague roster** shows published colleagues at the same location (the **Team this week** card); **Cannot** lets employees register hard cannot-work days — **Suggest fill** skips them outright, and a manual assignment on such a day needs a planning reason of at least ten characters that lands in the audit trail; **Wishes (Früh / Spät)** collects soft band preferences that surface as chips on the roster row and never block a shift.

Notifications **Night rest** (badged **Recommended**) holds non-urgent push messages overnight — the employee still sees everything the next time they open the app, their night stays quiet.

More options carries the finer rules:

- **Swap approval** decides who closes a swap: **Planner must approve** routes every accepted swap through a planner; **Both accept — auto apply** books it the moment the counterparty accepts. The hard planning rules gate the swap in both modes.
- **Allow swaps across locations** widens the partner pool beyond the employee's own location.
- **Open-shift claims need planner approval** queues every claim for review; off means an accepted claim books the claimant instantly (hard rules still apply).
- **Quiet from** and **Quiet until** set the night rest window (default 22:00–06:00); **Still deliver urgent messages during quiet hours** is the escape hatch for things that truly cannot wait.



The Duty & team page, lower half — marker 1: the team self-service switches; marker 2: the **Night rest** group with its quiet-hour times.

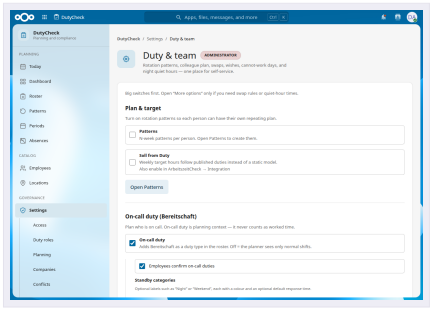
None of these switches removes a navigation entry — the menu stays the same either way; only the target page shows a hint to open the setting (**Open Duty & team**). All values save via **Save duty & team settings** and apply per company.

11.8.1 On-call duty

The **On-call duty (Bereitschaft)** group on the same page carries its own honest subtitle: *Plan who is on call. On-call duty is planning context — it never counts as worked time.*

- **On-call duty** (the master switch): adds standby as a **Type of duty** on the roster. Off means planners see only normal shifts; existing on-call duties stay stored.
- **Employees confirm on-call duties**: shows linked employees a **Got it** button per on-call duty under **My roster** (chapter 9). Off means no acknowledgement prompt.
- **Standby categories**: optional labels such as "Night" or "Weekend" with a **Colour** and an optional default **Response time (min)** (0–10 080). Add them via **Name**, **Colour**, **Response time (min)** and **Add category**. **Deactivate** hides a category for new entries while existing duties keep the label (*Category deactivated — existing on-call duties keep their label.*). **Delete** is only possible while no on-call duty uses the category; otherwise the app reports *This category is still used by on-call duties. Deactivate it instead.*

All values apply per company. The two switches save via **Save duty & team settings** (*Duty & team settings saved.*); categories take effect immediately (*Category added.*).



The Duty & team page — the on-call group with master switch, acknowledgement option and categories.

11.9 Transfer — test to production

Chip **Transfer**, page title **Transfer configuration**. The page moves a tested setup to production: **Export configuration** packs all settings, catalogues and business data into one encrypted `.nctransfer` file, **Import configuration** brings it onto the target instance. *Secrets are never included.* — passwords, tokens and salts stay on the source instance; the file does contain user and group names, though, so handle it like personal data.

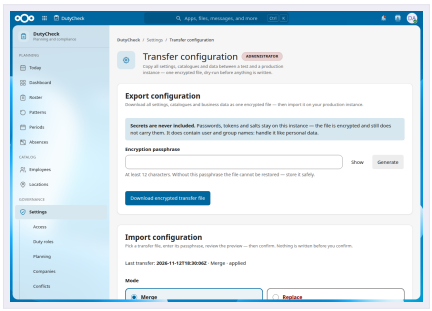
11.9.1 Export

1. Choose an **Encryption passphrase** of at least twelve characters — **Generate** proposes one, **Show** reveals what you typed. Without this passphrase the file cannot be restored, so store it safely.
2. **Download encrypted transfer file** writes the `.nctransfer` container to your downloads.

11.9.2 Import

1. Pick the **Mode**: **Merge** adds and updates and never deletes (the default); **Replace** makes the target identical to the file and deletes production-only rows. Replace is reserved for Nextcloud system administrators, needs maintenance mode (`occ maintenance:mode --on`) and makes you type `REPLACE` inside the preview.
2. Choose the **Transfer file** and enter its **File passphrase**.
3. The **Import preview** opens on its own — nothing is written yet. Review the report, then **Apply import**; the progress dialog may be closed, the result is saved either way and shows under **Last transfer** (mode, *applied* / *failed*, plus an *undo via snapshot* id where offered).

On the console the same pipeline runs through `occ dutycheck:config:export` and `occ dutycheck:config:import` (a dry run first; `--mode=replace --confirm-replace` for a replace), and `occ dutycheck:config:reconcile` heals mirrored keys after a raw `occ config:import`.



Transfer configuration — the encrypted export on top, the preview-guarded import below.

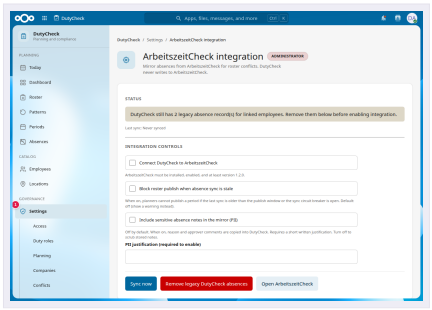
11.10 Integration, privacy, licence, support

Integration: the ArbeitszeitCheck absence mirror — chapter 12.
Privacy: an information page — data stays on your Nextcloud, snapshots are immutable, iCal tokens

are rotatable.
License: named seats for the companion and terminal apps (DTY2); the web app stays AGPL and ungated — chapter 13.
Support us: partner, website and training links — never a gate on AGPL use.

12 ArbeitszeitCheck integration

DutyCheck can *mirror* approved absences from a sibling ArbeitszeitCheck installation and use them for roster conflicts. The direction is strictly one-way: DutyCheck *reads* from ArbeitszeitCheck and never writes back — leave decisions, balances and time tracking all stay where they belong. Everything is configured on the **Integration** chip (page title **ArbeitszeitCheck integration**).



The integration page — marker 1 highlights the active **Settings** navigation entry; below it the connection switch, the sync state and the optional publish lock.

12.1 Prerequisites and what the mirror contains

You need ArbeitszeitCheck on the same Nextcloud instance, employees linked to the same Nextcloud accounts in both apps, and the **Connect DutyCheck to ArbeitszeitCheck** switch turned on.

Mirrored entries arrive read-only with their type and status (**Pending** / **Approved**). Approved entries block scheduling for, among others, `vacation`, `sick_leave`, `unpaid_leave`, `personal_leave`, `parental_leave` and `special_leave` — and from ArbeitszeitCheck 1.9 also `child_sick` (mapped to `sick`), `overtime_comp` and administrator-defined `custom_*` types (mapped to `other`). Softer categories such as `home_office` and `business_trip` do not block.

Approving and rejecting happen in ArbeitszeitCheck — the mirrored rows in DutyCheck are intentionally read-only so there is exactly one place a decision can be made. Sensitive absence notes only cross over when you explicitly enable them with a written justification (default off) — the field asks for a reason because it moves PII.

12.2 Synchronisation and the publish lock

The page shows the connection status, the last sync time and a **Sync now** button; background jobs may also catch up, and on repeated errors a hint or circuit breaker appears instead of silently drifting.

Default (publish lock off) a stale sync warns but publish stays possible — the mirror is a helper, not a single point of failure.

Publish lock on publishing blocks when the last sync is older than the configured window or the breaker is open — choose this when a missed absence must never slip into a published roster.

Legacy DutyCheck absences: once the mirror is live, new requests belong in ArbeitszeitCheck; the remove-legacy action appears only while legacy rows still exist.

12.3 What the integration is not

No write access into ArbeitszeitCheck time tracking, no replacement for ArbeitszeitCheck leave balances, no email templates from DutyCheck — notifications go through Nextcloud Notifications/Activity only.

13 The mobile companion and the DTY2 licence

The official DutyCheck companion app for Android and iOS is a staff-side client, not a planner tool: it shows people their own published duties and lets them act on them from a phone. The web app you are reading about stays free and ungated (AGPL) — the licence on the **License** chip (page title **Official mobile & terminal licenses**) only ever concerns the mobile and terminal clients.

13.1 What the companion does

- **Sign-in:** Nextcloud Login Flow v2 against your instance; the app proves its licence locally (Ed25519-verified DTY2 key) and needs a named seat.
- **Home / My week:** the linked employee's published roster, including **On-call duty** rows, with the same acknowledge action (**Got it** / **Seen**) as **My roster** in the web app.
- **Marketplace:** claim **Posted open shifts** and request pool or colleague swaps — gated by the same capabilities as the web self-service.
- **Absences:** read the mirrored list and file requests when the ArbeitszeitCheck integration does not reserve that path.
- **Offline:** the roster is cached for reading without connectivity; actions queue until the instance answers.
- **Push:** optional registration so plan changes reach the phone.

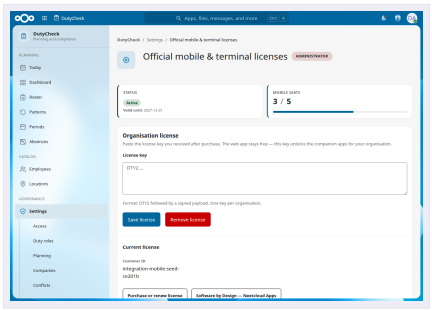
Everything the companion shows is scoped by the same rules as the web self-service: published periods only, your own rows, hard rules still binding claims and swaps.

13.2 Licensing: named seats

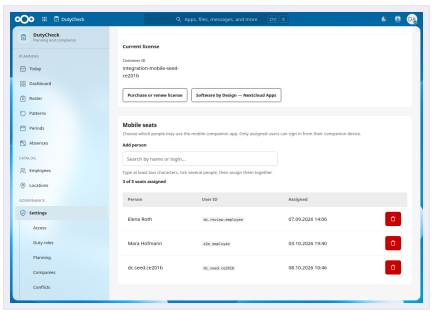
A DTY2 key unlocks a fixed number of *named seats* on the **License** settings page. The page reads top to bottom:

- **Status tiles** report **Status** (**Active**, **Expired or invalid**, **Signature mismatch** or **Not configured**, plus **Valid until** once a key is stored) and the **Mobile seats** meter (used / limit).
- **Organisation license** holds the **License key** field (placeholder `DTY2.…` — the code followed by a signed payload, one key per organisation) and the **Nextcloud instance ID** to quote when ordering. **Save license** applies the key; **Remove license** asks once, then revokes the licence and every seat in one step — that cannot be undone.
- **Current license** lists the **Customer ID**; inside the last thirty days a **License expires soon** callout appears.
- **Mobile seats** assigns the seats: type at least two characters into **Add person**, tick several people and assign them together via **Assign selected**. The counter "{used} of {total} seats assigned" tracks the quota; a full entitlement disables the picker (*All mobile seats are assigned. Remove a user or upgrade your license.*). Each row removes its seat after a **Remove mobile seat for this person?** confirmation — that only detaches the device; the duties it produced stay with the person.

Without a licence the page opens on **No license yet** with the links **Purchase or renew license** and **Software by Design — Nextcloud Apps** — the companion cannot be used without a valid seat, while every web feature keeps working untouched.



The **License** page — status tiles on top, the **Organisation license** key card below.



The **Mobile seats** section — the **Add person** combobox, the seat counter and the assigned-seats table.

14 Troubleshooting and FAQ

Every message DutyCheck can raise names its cause — this chapter maps symptom to meaning to the click that fixes it.

14.1 Access and enrolment errors

Access denied The door is restricted and your account is not in the circle, or you opened an admin-only page (settings, CSV, print) without the rights. Ask to be added under the **Access** chip, or for a planner role / employee link (chapters 10 and 6). A system administrator can always re-open a self-locked door.

Not enrolled yet (needs-role) The door let you in but you hold neither planner role nor an active employee link — contact your DutyCheck administration.

Account not linked Self-service and the calendar link only work once your account is linked under **Employees**.

14.2 Roster, periods and absences

Must fix A hard conflict — save and publish stay blocked until the double booking, absence collision or hard-limit breach is resolved.

Confirm to continue A soft conflict: type a reason of at least ten characters. Shorter input is refused with a hint about the minimum length.

Period read-only Published or closed — pick an open period, or re-open as an administrator with a reason (chapter 5).

Publishing blocked Open hard conflicts, unconfirmed soft conflicts, or — with the strict setting — a stale ArbeitszeitCheck sync (chapter 12).

Overlapping period An identical date range is refused outright; a partial overlap shows the notice dialog — **Create anyway** only when the overlap is deliberate.

Snapshot integrity **Verify integrity** failed — do not trust the period until the cause is clarified.

Absence, swap, claim Reject and cancel need a reason $\geq$ 10 characters; invalid status transitions are refused; an AZC-mirrored entry is read-only; a swap or claim fails on hard rules; your own pending swap request can be withdrawn at any time.

Pattern errors (`PATTERN_*`) Name conflict, invalid name, deactivated pattern or a cycle length outside the allowed range — the message names the cause. A deactivated pattern does not block its name: re-creating internally renames the old version. **Assign pattern** reports `EMPLOYEE_NOT_FOUND` when the person no longer exists.

On-call duty not enabled *On-call duty (standby) is not enabled for this company. Ask an administrator to turn it on under Settings → On-call duty.* — the master switch under **Duty & team** (chapter 11).

Standby limits *This employee already has an overlapping on-call duty.*, *This employee has an approved absence in the on-call period.*, *A 24-hour on-call duty cannot overlap a planned shift.* and *On-call duty cannot have a break — it is not working time.* are hard rules — change the date or the duty type.

Standby category *The selected standby category is not available. Pick another one or leave it empty.* (deactivated or deleted), *This category is still used by on-call duties. Deactivate it instead.* on delete attempts, and *Response time must be between 0 and 10080 minutes.*

Acknowledgement off *On-call duty acknowledgement is switched off for this company. Reload the page.* — re-enable **Employees confirm on-call duties** under **Duty & team**.

Sync / network Check the status under **Integration**; retry or run **Sync now**.

Typical empty states are benign: no open shifts, no pending swap or claim requests, no snapshots yet, no absences yet (with the AZC mirror).

14.3 Reading paths by role

App/system administrator Chapters 1, 2, 10, 11, optional 12, then 4 and 5 including export.

Planner Chapters 1–9; with a personal link also 9 for the employee view.

Linked employees Chapter 1 (self-service), 2 (sign-in), 9.

Not yet enrolled Chapter 10 — ask administration for a link or a planner role.

14.4 Frequently asked questions

Do I need a mobile licence for the web app? No. The web app is AGPL and ungated; DTY2 only covers companion and terminal clients (chapter 13).

Why do I only see My roster? An employee link without planner role and without app admin — chapter 1.

Why are settings missing? They are admin-only under **Governance**.

Why is publish blocked? Hard conflicts, unconfirmed soft conflicts or a stale AZC sync with the strict setting.

When do employees see their plan? Only after **Publish** under **Periods** — the roster itself only stores.

Why are chips named Access, Conflicts …? Short navigation labels; the H1 page title carries the full name — chapter 11.

Where is the sidebar on a phone? Behind **Menu** — the in-page drawer, chapter 2.

Does DutyCheck write to ArbeitszeitCheck? No — a read-only absence mirror, chapter 12.

Are there emails about plan changes? No — Nextcloud Notifications/Activity only (`roster_published`, `swap_*` and others).

Why ten characters? The audit minimum for re-open, reject/cancel and soft-conflict confirmations.

What happens to snapshots on re-open? Old snapshots remain; a new planning cycle begins.

Nothing visible after a second company? Membership isolation — add the planner under **Companies**.

Does on-call duty count as working time? No — standby is planning context, it feeds no minute totals and cannot carry a break.

Why is the "On-call" duty type missing? The master switch is off — an administrator enables it under **Duty & team**.

Why can't I delete a standby category? While on-call duties use it, deletion stays blocked — **Deactivate** instead.

How do I mark days I cannot work? Under **My roster** → **Availability** → **Cannot** — once the feature is enabled (chapter 9).

Why don't I see Availability or Team this week? Your administrator has not enabled them — **Wishes**, **Cannot** and **Colleague roster** live under **Duty & team** (chapter 11).

My swap applied without a planner — why? The company uses **Both accept — auto apply** — chapter 11 explains the modes.

Move a tested setup to production? **Transfer** under **Settings** — encrypted export, preview-guarded import (chapter 11).

15 Accessibility

DutyCheck follows the Check-family approach toward WCAG 2.1 AA: the app is meant to be fully operable with a keyboard, readable with a screen reader, and robust under zoom, forced colours and reduced motion.

15.1 What the app provides

- **Skip links** on every page (including the denied and enrolment pages) and labelled navigation with `aria-label` and `aria-current=page`, so the current section is announced.
- **Visible keyboard focus** throughout; focus moves into dialogs and returns to the trigger on close — dialogs are native, never `alert()`-style popups.
- **Labelled form fields:** every control carries a visible label; directory pickers are comboboxes with a listbox of results.
- **Live regions:** status feedback such as bulk-fill summaries, save confirmations and the access-gate state badge is announced via `aria-live` instead of only appearing visually.
- **Field-level errors:** invalid input marks the field with `aria-invalid` and an inline message at the control, not just a banner on top.
- **Status badges** carry text, not colour alone — **Must fix** is spelled out in the conflict list.

15.2 The roster grid by keyboard

The planning grid has its own documented key map, shown on the page: arrow keys move between cells, Page Up/Down jumps by one screen, Home/End go to the first or last day, `Enter` opens the shift, `Space` selects empty cells for bulk fill. The grid scroll area is keyboard-focusable only when it actually scrolls — there is no dead tab stop on a non-scrolling roster.

15.3 What is not provided

There are no app-specific global shortcuts beyond the browser, Nextcloud and the grid key map. Screen-reader users should rely on the named status badges and the conflict list rather than cell colours.

16 Glossary

Domain terms a new DutyCheck user will meet — not the button labels (those are quoted where they appear), but the concepts behind them.

Period The date window a roster lives in: open → published → closed (chapter 5).

Assignment One planned duty: person, day, location, times, break — the unit the roster grid is made of.

Must fix A hard conflict; it blocks saving and publishing until resolved.

Confirm to continue A soft conflict; you may continue after a written reason of at least ten characters, recorded in the audit.

Snapshot An immutable image of a period written on publish or close, hash-chained so later tampering is detectable.

Audit The chronological record of publishes, re-opens, deletions and confirmations — every entry with its written reason.

Door / allow-list Who may open the app — independent of planner rights and of self-service (chapter 10).

Duty roles The planner permission, stored in `dc_user_roles`.

Link The connection between a Nextcloud account and an employee record — enables self-service and the calendar feed (chapter 6).

Planner scope An optional restriction of a planner to named locations.

Company An optional workspace; from the second company on, membership isolation applies.

Open shift An unassigned shift posted for employees to claim; a swap pool is the offer variant between two people.

Pattern A rotation template of 1–8-week cycles that suggests assignments on the roster.

Mirror The read-only copy of ArbeitszeitCheck absences used for conflict checks (chapter 12).

On-call duty / standby An assignment that plans availability without working time — no minutes, no rest-time effect, no break; optionally a category and a response time (0–10 080 min).

Standby category A label with colour and optional default response time; deactivatable rather than deletable while duties use it.

Response time The commitment of how many minutes a person must respond within — shown in planning and **My roster**.

DTY2 The licence key family for named mobile/terminal seats; never required for the web app (chapter 13).

17 How do I…? — the index

Every recurring question, resolved to the chapter that answers it.

17.1 Planning work

Create my first roster Chapter 2 — the end-to-end tutorial.

Add or edit a shift Chapter 4 — Add assignment, grid, cancel.

Fill a week from a rotation **Patterns** + **Suggest fill** — chapters 4 and 11.

Publish or close a period Chapter 5; re-open needs an admin and a reason.

Handle swaps and open shifts Chapter 4 (planner side) and 9 (employee side).

Plan on-call duty Chapters 4 and 11 — enable, categories, acknowledgement.

Link a shift to a patrol round Chapter 4 (TourCheck section).

Decide who approves swaps and claims **Swap approval** and **Open-shift claims need planner approval** under **Duty & team** — chapter 11.

Silence night pushes **Night rest** with **Quiet from** / **Quiet until** — chapter 11.

17.2 People and access

Add a colleague to the plan Chapter 6 — the employee record.

Give someone self-service Chapter 6 — link the Nextcloud account.

Mark days I cannot work **Cannot** on the **Availability** card — chapter 9.

Register an Early/Late wish **Wishes** on the same card — chapter 9.

See my colleagues' week **Team this week** — chapter 9.

Make someone a planner **Duty roles** — chapters 1 and 11.

Restrict who may open the app Chapter 10 — allow-list before the lock.

Understand a denied page Chapter 10 — **Access denied** vs. **Not enrolled yet**.

Separate two departments **Companies** + **Planner scope** — chapter 11.

17.3 Reference and edge cases

Change conflict limits **Conflicts** chip — chapter 11; freeze applies to new periods, **Apply to open periods** to existing ones.

Decide an absence Chapter 8.

Connect ArbeitszeitCheck Chapter 12.

Licence the mobile app Chapter 13 — DTY2 named seats.

Move a tested setup to production **Transfer** chip — encrypted export/import, chapter 11.

Read an error message Chapter 14 — every message the app can raise, mapped to its fix.

Use the app by keyboard or screen reader Chapter 15.

Export a roster CSV and printable view — chapter 4 (administrators only).

17.4 Every surface at a glance

Today → 3 · **Dashboard** → 3 · **Roster** → 4 · **Patterns** → 4, 11 · **Periods** → 5 · **Absences** → 8 · **Employees** → 6 · **Locations** → 7 · **My roster** / **My absences** → 9 · **Settings** chips → 10, 11, 12, 13 · companion app → 13.

About Software by Design

Software by Design builds Nextcloud apps for organisations that host their own data — from time tracking and projects to inventory, fleet and customer relationships. All apps run on your instance; the web interfaces are free (AGPL).

- **Website:** https://nextcloud.software-by-design.de/
- **Partner & offers:** mailto:info@software-by-design.de

- **Bugs / ideas:** mailto:dev@software-by-design.de

Support & contributing

DutyCheck stays free on your Nextcloud (AGPL). Under **Support us**: Partner offer, setup, commissioned features and voluntary support.

- **Check Partner** (invoice): https://nextcloud.software-by-design.de/en/support/
- **Setup & training** · **Commissioned feature** · optional mobile licences (DTY2),
- GitHub Sponsors: https://github.com/sponsors/aSoftwareByDesignRepository

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