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
0.3.13	English	25 October 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 needs a mobile licence (DTY2) and is only bordered here.

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 · 2–7 planning · 8 self-service · 9–10 admin · 11 errors/FAQ · 12 a11y. DutyCheck **0.3.13**, 25 October 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 layers: the *app door* (who may open it), the *planner role* (who may change plans) and the *employee link* (who sees self-service). Company membership and planner location scope can further restrict the data space.

1.1 Overview

Capability	App admin	Planner	Linked employee
Open the app (unless blocked)	yes	yes	yes
Dashboard, roster, periods, catalogue	yes	yes	no
Review absences (planner page)	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 App admin, planner, self-service

You are an app administrator as a Nextcloud system administrator or under the **Access** chip (page title **Access control**) — badge **Administrator**, area **Governance**.

Assign the planner role under chip **Duty roles** (page title **Duty roles**) in `dc_user_roles` — not via the employee link. Planners see **Planning** and **Catalog**; settings and CSV/print stay admin-only.

Self-service comes from an active link under **Employees** to your Nextcloud account: then **My duties** with **My roster** and **My absences**.

1.3 Door, enrolment, companies, scope

Chip **Access**: option **Restrict app access to selected users and groups only**. The allow-list controls only the door — not planner rights and not self-service. Without a role and without a link, the enrolment page (needs-role) appears.

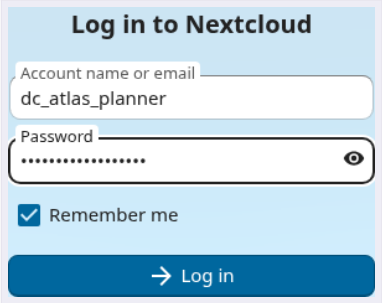
Only the *Default* company: all planners share the same data space. From a second company onward, membership isolation applies — without membership, empty lists (chip **Companies**, page title **Companies / workspaces**).

Chip **Planner scope**: restrict individual planners to locations; no selection = global (legacy). App administrators are never location-scoped.

2 Getting started

2.1 Sign in

1. Open your Nextcloud address in the browser and sign in.
2. Open the **DutyCheck** app from the app menu (or the direct app URL).



Sign-in form: username and password.

After opening, DutyCheck sends planners and administrators to **Dashboard**, linked employees without a planner role to **My roster**.

On phones and narrow windows tap **Menu** to open the sidebar.

2.2 Before the first roster (administrator)

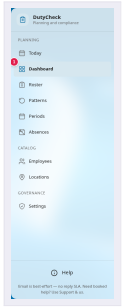
1. Chip **Access**: leave the door open or set the allow-list *before* enabling it.
2. Chip **Duty roles**: assign at least one planner.
3. **Catalog** → **Locations**: create a location with the correct timezone.
4. **Employees**: create people and link Nextcloud accounts (self-service).
5. Optional: conflict thresholds, shift templates, qualifications (Ch. 9); AZC (Ch. 10).

2.3 First planning run — short overview

1. Under **Periods**, create an open period (no date overlap).
2. Under **Roster**, select the period and plan with **Add assignment**.
3. Resolve every **Must fix**; for **Confirm to continue** add a reason ($\geq$ 10 characters).
4. Under **Periods**, **Publish**; employees check under **My roster**.
5. Finally **Close** the period (immutable close snapshot).

2.4 Navigation by role

Administrator: sidebar with **Planning and compliance**, badge **Administrator — Planning** (Dashboard, Roster, Periods, Absences), **Catalog** (Employees, Locations), **Governance** (Settings with 13 chips); with your own link also **My duties**.



Admin navigation: planning area.

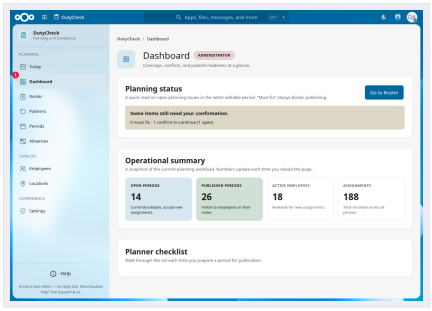
Planner: like admin, but without settings and without the export/print block; badge **Planner** or planner-and-employee.
Linked employees: only **My duties** with **My roster** and **My absences**.



Employee navigation: My duties.

3 Dashboard

The **Dashboard** page is the start page for planners and administrators: key figures and publish readiness at a glance.



Dashboard with active navigation and metrics.

3.1 What you see and what to do next

The dashboard summarises planning status (data from the latest editable period or dashboard summary): open **Must fix** items (always block publishing); **Confirm to continue** (soft conflicts still unconfirmed); hints such as **Ready to publish** or **Publishing blocked**; short next-step text toward roster and periods. Numbers refresh on reload.

1. For **Must fix**: open **Roster** and resolve conflicts.
2. When ready: open **Periods** and **Publish**.
3. Catalogue gaps: add **Employees** or **Locations**.

On-page tip: create assignments, resolve hard conflicts, confirm soft ones, then publish — publish and close happen under **Periods**, not on the roster.

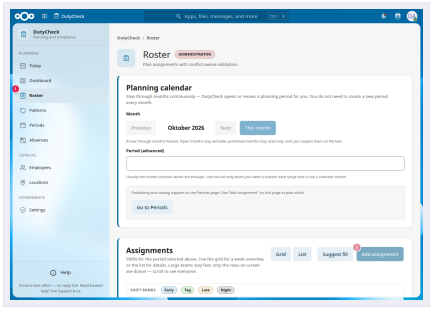
Only planners and app administrators see the dashboard; linked employees without a planner role land on **My roster**.

3.2 Today and Patterns (optional)

Under chip **Duty & team**, administrators can enable **Today** and **Patterns**. **Today** answers “who is where?” for a **Locations** entry and a date (quick picks Yesterday/Today/Tomorrow). Deactivated locations stay out of the picker; a remembered pick whose location was deactivated is cleared and the page asks to choose another (*This location is no longer available. Pick another one.*). **Patterns** manages rotation patterns; on the roster you can **Suggest fill** from them and confirm (Ch. 4).

4 Roster

On **Roster** you plan assignments for a selected period. Publish and close do *not* happen here, but under **Periods**. Employees see their plan only after publish under **My roster**.

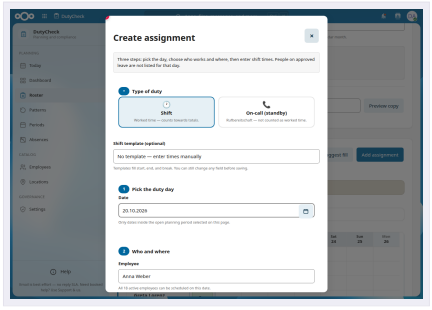


Roster: navigation/period and Add assignment.

4.1 Select period and add assignment

Only periods in status **Open** accept new assignments. Published and closed periods are read-only — to edit further, re-open under **Periods** (app admin, with a reason).

1. **Add assignment**; optionally choose **Shift template (optional)**.
2. Step 1 — **Date**: date inside the open period.
3. Step 2 — **Who and where**: employee and location (people with approved absence that day are omitted from the list).
4. Step 3 — times and break; default break from planning defaults (default 0). Save.



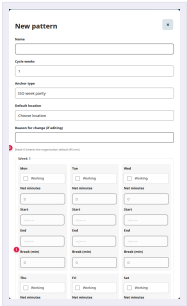
Create assignment dialog with Day / Who and where / Times steps.

4.2 Grid, bulk fill and conflicts

Grid: rows = people, columns = days. Keyboard: arrow keys between cells; Enter opens the shift; Space selects empty cells for bulk fill. Feedback along the lines of *Bulk fill finished: …saved, …skipped.* (skipped cells violate hard rules). In the edit dialog of a filled cell, **Cancel shift** removes the shift from the open period — the same action as on the assignment list row.

When **Patterns** is enabled under **Duty & team**, use **Suggest fill** to propose assignments from active rotation patterns, review and confirm (hard rules still bind). Cells skipped because of the location filter are counted (*Skipped (location filter): …*) instead of looking like “nothing to fill”. Patterns are 1–8-week cycles (**Cycle weeks**); administrators can narrow the allowed range. The **Assign pattern** dialog lists the employee’s existing assignments — on a date collision **End previous overlapping assignment** is pre-ticked (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, no new ones are filled, and the pattern name is free again.

In the editor (**New pattern** / **Edit**) each working day also carries **Break (min)** next to start and end. A day break of 0 inherits at fill time — the linked shift template's break first, then the organisation default — as the editor hint states (*Break 0 inherits the organisation default (… min).*).



Pattern editor: per-day **Break (min)** field and the organisation-default hint.

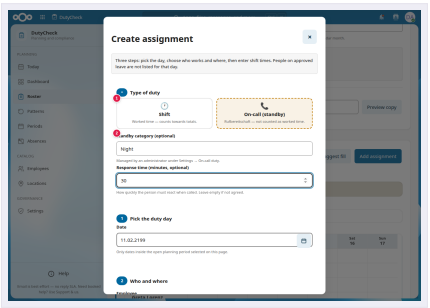
Must fix Hard conflict — blocks save/publish (double booking, absence overlap, hard minute limits).

Confirm to continue Soft conflict — continue after a reason $\geq$ 10 characters; audit entry.

Administrators set thresholds under chip **Conflicts** (Ch. 9).

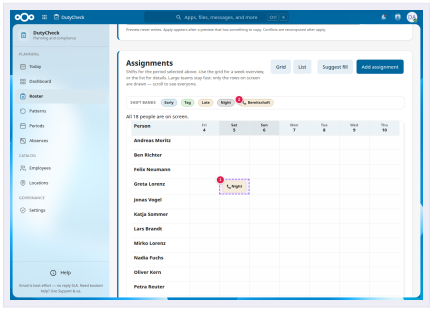
4.3 On-call duty (standby)

When **On-call duty** is enabled under chip **Duty & team** (Ch. 9), **Add assignment** offers **On-call (standby)** next to **Shift** under **Type of duty**. Standby is planning context — *not working time*: it never counts as worked time, feeds no minute totals, and cannot carry a break.



Create assignment: duty type **On-call (standby)** with category and response time.

- **Times:** step 3 becomes **On-call times**; the break field disappears. Equal start and end (00:00–00:00) make a **24-hour on-call duty** (whole day).
- **Category and response time:** optional **Standby category (optional)** and **Response time (minutes, optional)** (0–10 080); without categories the field stays empty (*No categories yet — you can leave this empty.*).
- **Overlap:** 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 on-call duty may overlap — as a soft, reason-requiring hint — unless either one is a 24-hour on-call duty, which must not 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 row's duty type stays locked; a shift cannot turn into standby afterwards — cancel and re-create instead.

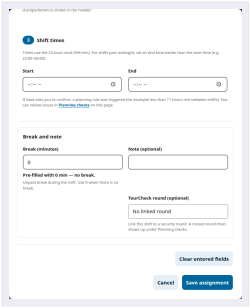


Roster grid: standby band and the **Bereitschaft** legend chip.

In the grid, standby appears as its own band; the **Shift bands** legend gains a **Bereitschaft** chip while the feature is on. Cancelling works like shifts via **Cancel shift** on the filled cell.

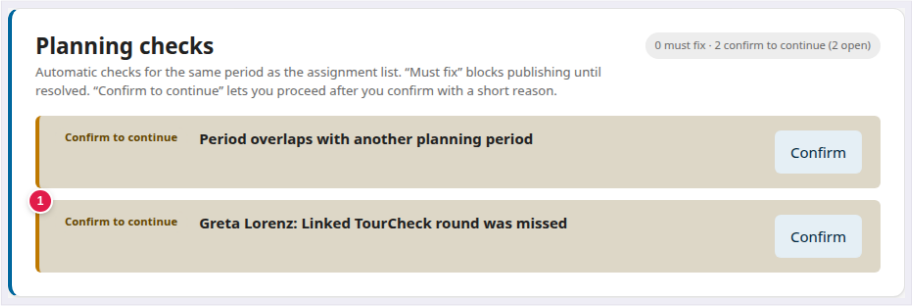
4.4 Link a TourCheck round

When the **TourCheck** app is active, the assignment dialog shows the field **TourCheck round (optional)** under **Break and note**. It lists the rounds of 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.



Optionally linking a shift to a TourCheck round.

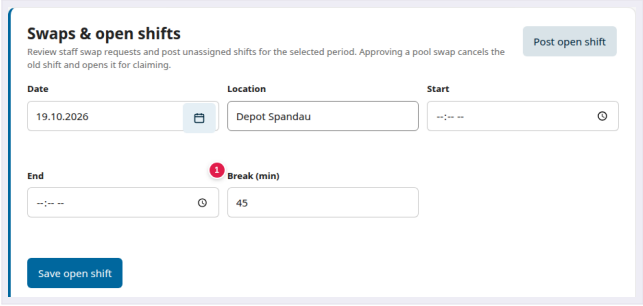
When a linked round is recorded as *missed* in TourCheck, **Planning checks** shows the soft notice **Linked TourCheck round was missed**. Like other soft checks it needs a short reason before publishing — but it does not block planning as a hard conflict and locks neither swaps nor saving. If TourCheck is not installed or unreachable, the field hides; shift planning is unaffected.



Planning checks: a missed linked TourCheck round as a soft conflict.

4.5 Swaps, open shifts, export

Block for swap requests and open shifts: approve/reject requests; **Post open shift**; approve/reject claims. On pool-swap approval the old shift is cancelled and opened for claim; hard rules still apply. The **Post open shift** form asks for date, location, start, end and **Break (min)** — the break is pre-filled with the organisation default; with none configured it reuses your last entered break, otherwise 0.



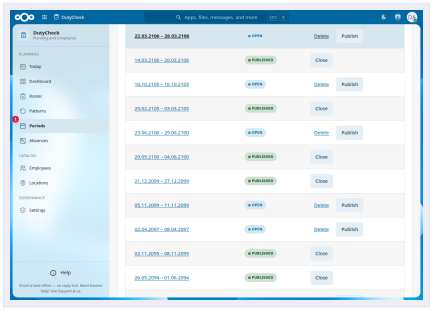
Post open shift: **Break (min)** pre-filled from planning defaults.

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

Only app/server administrators see **Export & print**: **Download CSV** and **Open printable view**. Without a selected period, choose a period first. Optional HR-minutes CSV under chip **Operations**.

5 Periods

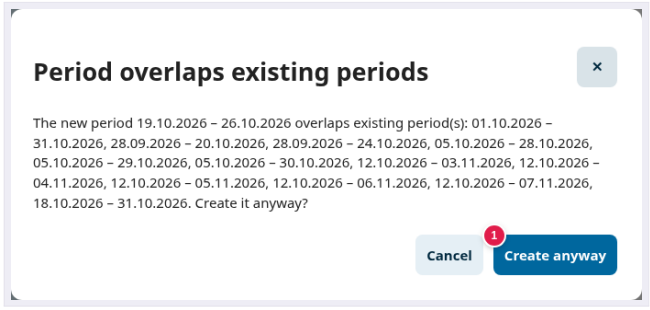
Under **Periods** you control the lifecycle: open → published → closed. Each step can create snapshots with an integrity hash.



Navigation and Create period.

5.1 Create and lifecycle

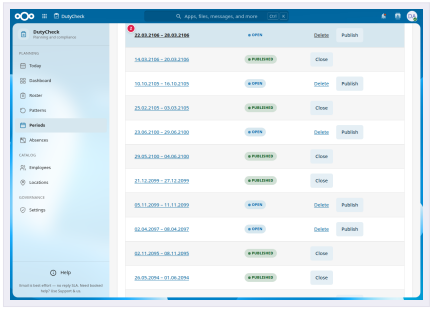
Enter start and end dates, **Create period**. A period with an *identical* date range is rejected. When the new period only partially overlaps existing ones, a notice dialog lists the overlapping periods — choose **Create anyway** to create it deliberately, or **Cancel** to discard the input. New assignments only in status **Open**.



Overlap notice when creating: the overlapping periods and **Create anyway**.



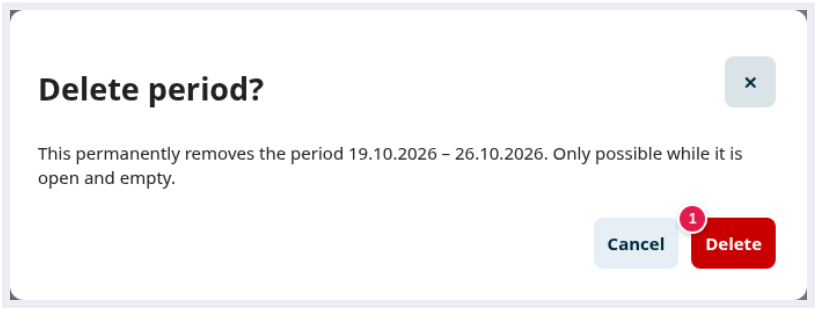
Publish requires resolved **Must fix** items and confirmed soft conflicts (reason ≥ 10 characters); optional strict AZC sync may block. Result: publish snapshot; employees see the plan; notification `roster_published`.
Close creates a hash-chained close snapshot (never overwritten).
Re-open only for app/system admins with **Reason for re-opening (minimum 10 characters)**; old snapshots remain.



Period actions: Publish, Close, Re-open.

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. 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.



Confirmation when deleting an open, empty period.

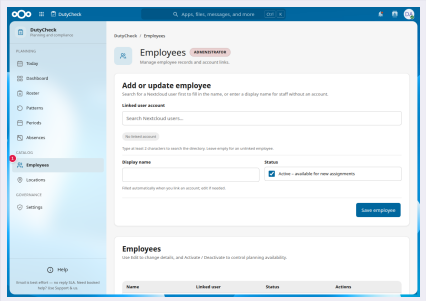
5.3 Snapshots, audit, retention

For the selected period: snapshot proofs and **Verify integrity**. On mismatch, do not trust the period until clarified. Below that, the chronological audit of publish, re-open and soft confirmations. Set retention days under chip **Operations** (default 0 = unlimited). Cleanup never deletes the newest close snapshot of a still-closed period.

6 Catalogue: employees and locations

Under **Catalog**, planners and administrators maintain master data. Qualifications are defined in settings and bound to people/locations.

6.1 Employees

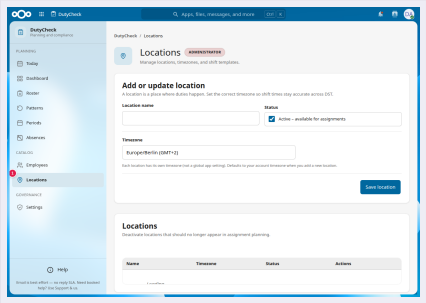


Employees: form and list.

1. Optionally under linked user account type ≥ 2 characters and pick a Nextcloud account (display name is taken; the link enables self-service).
2. Check display name (required, max. 191 characters); status **Active – available for new assignments**.
3. **Save employee**. Entries are not deleted — deactivate on departure.

In the list: Edit, save or cancel editing.

6.2 Locations



Location form with name, status and timezone.

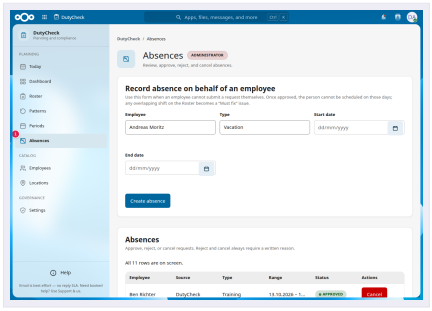
Each location carries an IANA timezone (e. g. `Europe/Berlin`). **Location name**, **Timezone**, status **Active – available for assignments**, then **Save location**. Deactivate instead of delete — new assignments stop, history remains.

6.3 Attach qualifications

Under chip **Qualifications**: create a qualification; assign to people (optional expiry); require it at a location. Each location requirement shows as a chip *required at …* with a remove button (×) — requirements can be lifted again. Missing required qualifications block assign/publish; expired ones produce soft warnings (**Confirm to continue**).

7 Absences

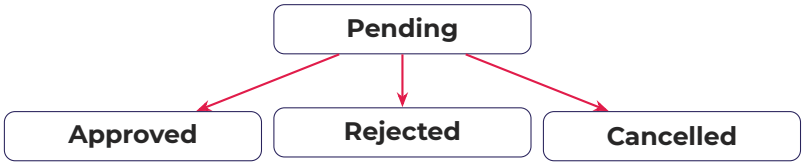
DutyCheck tracks absences for conflict checks. Planners review under **Absences**; employees request under **My absences** (unless AZC replaces that path — Ch. 10).



Planner Absences page: list and transitions.

7.1 Types, status and effect

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



Transitions: Pending → Approved/Rejected/Cancelled; Approved → Cancelled; Rejected/Cancelled → Pending. Reject and cancel need a reason ≥ 10 characters.

After **Approved**: no new scheduling on those days; overlapping shifts become **Must fix**; clean up before publish.

7.2 Review as planner

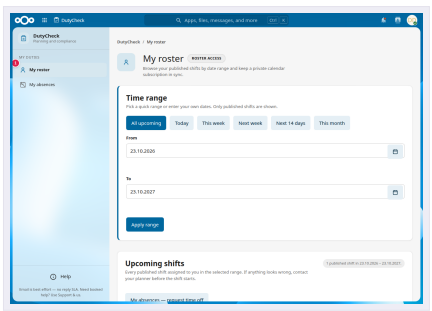
1. Open **Absences**; review **Pending** first.
2. **Approve**, **Reject** or cancel (reject/cancel need a reason ≥ 10 characters).
3. Open **Roster** and clear overlaps.

Planners can file requests on someone's behalf. Employees: Ch. 8. With an active AZC mirror: entries are read-only; approve in ArbeitszeitCheck.

8 Self-service

Prerequisite: Nextcloud account linked to an active employee record. Otherwise you see that your account is not linked to a person.

8.1 My roster



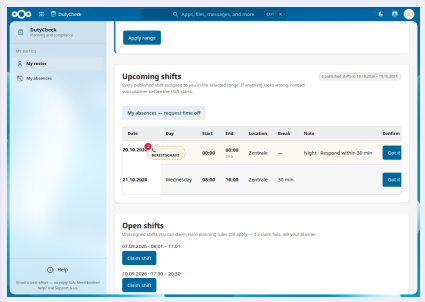
My roster: period quick picks and upcoming published shifts.

Only *published* shifts in the selected period. Per shift: acknowledge that you have seen the duty (short label **Confirm**) — employee acknowledgement, not the planner soft-conflict confirmation.

8.1.1 On-call duty

When standby is enabled for your company, published on-call duties appear as their own rows with a **Bereitschaft** badge, optionally a category and a **Respond within {n} min** hint. On-call duty is not working time and does not add to worked minutes.

When **Employees confirm on-call duties** is on (administration under **Governance** → **Settings** → **Duty & team**), the **Confirm** column shows a **Got it** button per on-call duty (*Confirm you have seen this on-call duty*). After the click a **Seen** badge appears (*You have confirmed this on-call duty*); the action reports **On-call duty confirmed**. When acknowledgement is off, the column shows only a dash; a stale button reports *On-call duty acknowledgement is switched off for this company. Reload the page.*



My roster: on-call duty with badge, response time and the **Got it** acknowledgement.

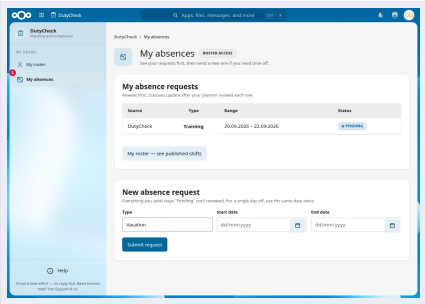
8.1.2 Swap and open shift

Request swap: under swap-with pick a person or open pool; then send the request. While it is pending you can take it back via **Withdraw swap request**. Planners decide; notifications `swap_requested`/`swap_approved`/`swap_rejected`.
Unassigned shifts: **Claim shift** — pending until planner approval; hard rules still apply.

8.1.3 Calendar link (iCal)

Create calendar link only on a private device; copy the URL into a calendar app. If compromised: **Replace calendar link**. Treat feed URLs like passwords.

8.2 My absences

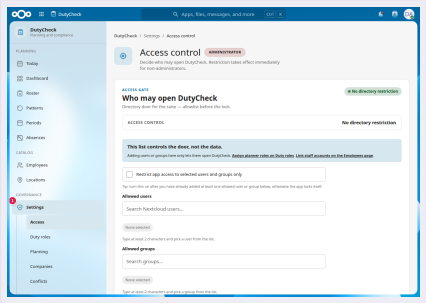


Your requests and status.

Choose type, set start/end, submit — status **Pending**. On reject/cancel, read the written reason. If ArbeitszeitCheck is connected, request leave there; DutyCheck shows the mirrored status.

9 Settings

For **app and system administrators** only. Open **Governance** → Settings. There are 14 sub-pages: chip bar (short nav labels) and H1 titles follow the app translation.



Chip Access — Access control (door, allow-list, app administrators).

9.1 Chip overview

Chip	Page title	Core task
Access	Access control	Door / allow-list / app admins
Duty roles	Duty roles	Assign 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	Templates 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, team week
Integration	ArbeitszeitCheck integration	Mirror (read-only) — Ch. 10
Privacy	Privacy & words we use	Information page
License	Official mobile & terminal licenses	DTY2 seats (web stays ungated)
Support us	Support us	Partner / training links

9.2 Access — Access control

Chip: **Access**. Option **Restrict app access to selected users and groups only** (default off): set allow-list entries *before* enabling. App administrators may change the policy and re-open closed periods; system admins always have the rights. The allow-list controls only the door — not planner rights and not self-service. 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 strictly validated, and removals only take effect on save.

9.3 Duty roles

Chip: **Duty roles**. Search users, then **Assign planner**. Employee access is *not* created here, but by linking under **Employees**.

9.4 Planning — Planning defaults

Chip: **Planning**. **Default break (minutes)**: default **0**, values 0–720, step 5; pre-filled when opening **Add assignment** and **Post open shift**; pattern days with break 0 inherit it at fill time.

9.5 Companies / workspaces

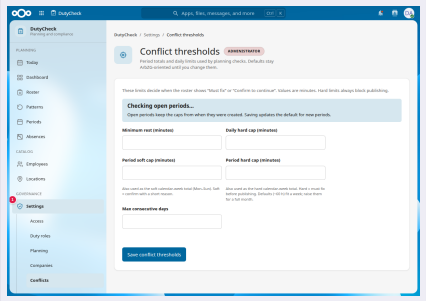
Chip: **Companies**. Only *Default*: all planners see the same data space. A second company enables membership isolation — planners without membership see empty lists until added (no silent fallback to Default).

9.6 Conflicts — Conflict thresholds

Chip: **Conflicts**. Save: **Save conflict thresholds**. Hard period limit must be ≥ soft limit.

The same numbers apply to the **period total** and to each **calendar week** (Mon–Sun). Defaults (48 h soft / 60 h hard) fit a week; raise them for a full month.

Freeze: Caps are locked when a period is created. 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/closed stay unchanged).



Conflict thresholds (working-time oriented defaults).

Minimum rest (minutes) Default **660** (11 h) — under-run typically soft.

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).

9.7 Templates, qualifications, planner scope

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

9.8 Operations — Notifications & retention

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

9.9 Duty & team

Chip and page title: **Duty & team**. Enables optional surfaces:

- **Today** — “who is where?” at a location and day (`/today`).
- **Patterns** — rotation patterns with 1–8-week cycles and assignment to employees (`/patterns`); Suggest fill on the roster uses active patterns. Each pattern row also offers **Delete**: after a confirmation the pattern is deactivated — assigned shifts stay, new ones are no longer filled, and the name becomes available again.
- Team week for linked employees when enabled.

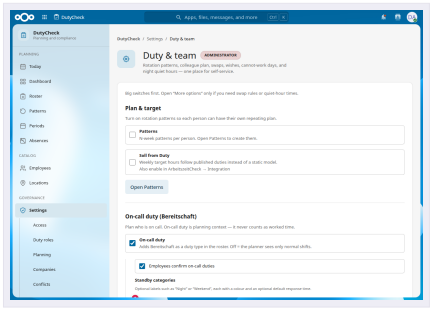
Without enablement, nav entries stay hidden or show a hint to open the setting (**Open Duty & team**).

9.9.1 On-call duty

Group **On-call duty (Bereitschaft)** on the same page: **Plan who is on call. On-call duty is planning context — it never counts as worked time.**

- **On-call duty** (master switch): adds standby as a **Type of duty** on the roster; off = 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** (Ch. 8). Off = no acknowledgement prompt for standby.
- **Standby categories**: optional labels such as “Night” or “Weekend” with a **Colour** and an optional default **Response time (min)** (0–10 080). Add via **Name**, **Colour**, **Response time (min)** and **Add category**. **Deactivate** hides a category for new entries — existing on-call duties keep their 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.*).



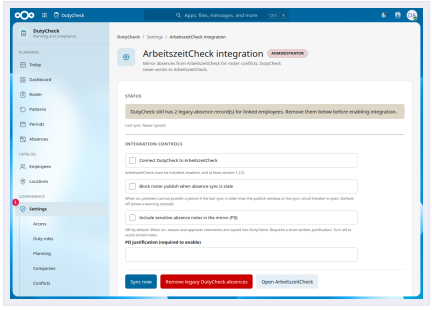
Duty & team chip — On-call duty group with master switch, acknowledgement option and categories.

9.10 Integration, privacy, licence, support

Integration: see chapter 10.
Privacy: information page (data on your Nextcloud; snapshots immutable; iCal tokens rotatable).
License: named seats for Companion/terminal apps (DTY2); web app stays AGPL ungated.
Support us: partner, website and training links — does not gate AGPL use.

10 ArbeitszeitCheck integration

DutyCheck can *mirror* approved absences from ArbeitszeitCheck and use them for roster conflicts. DutyCheck never writes back to ArbeitszeitCheck. Settings: chip **Integration** (page title **ArbeitszeitCheck integration**).



Integration chip — connection, sync and optional publish lock.

10.1 Prerequisites and mirror

ArbeitszeitCheck on the same instance; employees linked with the same Nextcloud accounts; connection **Connect DutyCheck to ArbeitszeitCheck** enabled. Mirrored types/status (including `vacation`/`sick_leave`/…; UI: **Pending**/**Approved**). Approved entries block, among others, `vacation`, `sick_leave`, `unpaid_leave`, `personal_leave`, `parental_leave`, `special_leave` — and from ArbeitszeitCheck 1.9 also `child_sick` (as `sick`), `overtime_comp` and admin-defined `custom_*` types (as `other`); `home_office`/`business_trip` are soft and do not block. Entries in DutyCheck are read-only; approve/reject happens in ArbeitszeitCheck; sensitive notes only when explicitly enabled with a reason (default off).

10.2 Synchronisation and publish

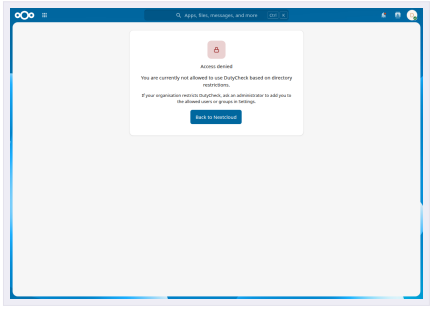
Check status banner and last sync under Integration; **Sync now** when needed. Background jobs may catch up; on errors, a hint or circuit breaker appears.
Default (lock off): stale sync warns; publish remains possible.
Publish lock on: blocks when sync is older than the window or the breaker is open.
Legacy DutyCheck absences: new requests belong in ArbeitszeitCheck; remove-legacy appears only when relevant.

10.3 What the integration is not

No write access to AZC time tracking; no replacement for AZC leave balances; no email templates from DutyCheck — only Nextcloud Notifications/Activity.

11 Errors, FAQ and glossary

11.1 Access denied and enrolment



Access denied — allow-list or missing admin rights.

Access denied Restriction active and account not allowed / not app or system admin — or admin-only page without rights (settings, CSV, print). Ask for access under chip **Access** or **Duty roles** / link under **Employees**. A system admin can re-open a self-locked door.

Not yet enrolled / needs-role Door open, but neither planner role nor active employee link — contact administration.

Account not linked Self-service and calendar link only after linking under **Employees**.

11.2 Roster, periods, absences

Must fix Save/publish blocked until double booking, absence collision or hard limits are resolved.

Confirm to continue Soft conflict: reason $\geq$ 10 characters; otherwise a hint about a too-short confirmation reason.

Period read-only Published or closed — choose an open period or (admin) re-open.

Publishing blocked Open hard conflicts or (with strict setting) stale ArbeitszeitCheck sync.

Overlapping period / re-open / snapshot integrity Date range collides; re-open only admin with reason $\geq$ 10 characters; on integrity failure do not trust the period.

Absence / swap / claim Reject/cancel need $\geq$ 10 characters; invalid status transitions are refused; AZC mirror is read-only; swap/claim fails on hard rules; a pending swap request of yours 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.* — master switch under chip **Duty & team**, group **On-call duty (Bereitschaft)**.

Overlapping on-call duty / absence / 24-hour rule *This employee already has an overlapping on-call duty.*, *This employee has an approved absence in the on-call period.* and *A 24-hour on-call duty cannot overlap a planned shift.* are hard limits — change the date or the duty type. Shift + standby on the same day stays a soft, reason-requiring hint.

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

No break on standby *On-call duty cannot have a break — it is not working time.* The break field does not appear for **Type of duty** = **On-call (standby)**.

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 Sync under Integration; check connection and retry.

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

11.3 Reading paths by role

App/system administrator Ch. 1, 2, 9, optional 10, then 5/ 4 (incl. export).

Planner Ch. 1–7; with own link also 8.

Linked employees Ch. 1 (self-service), 2 (sign-in), 8.

Not yet enrolled Ch. 1; ask administration for a link or **Duty roles**.

11.4 Frequently asked questions

Do I need a mobile licence for the web app? No. Web is AGPL ungated; DTY2 covers Companion/terminal apps.

Why do I only see My roster? Employee link without planner role and without app admin.

Why are settings missing? Only app/system admins under **Governance**.

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

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

English chips Access, Conflicts …? Short navigation labels; H1 often localised — Ch. 9.

Where is the sidebar on a phone? Tap **Menu** to open the in-page drawer — Ch. 2.

Does DutyCheck write to ArbeitszeitCheck? No. Read-only absence mirror.

Emails about plan changes? No — Nextcloud Notifications/Activity (`roster_published`, soft-cap, `swap_*` and others).

Why 10 characters? Audit for re-open, reject/cancel and soft conflict confirmations.

Snapshots when re-opening? Old snapshots remain; a new planning cycle begins.

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

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

Why is the "On-call" duty type missing? Master switch off — ask an administrator to enable it under chip **Duty & team**.

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

11.5 Glossary

Period Date window: open → published → closed.

Assignment Planned shift (person, day, place, times, break).

Must fix Hard conflict; blocks save/publish.

Confirm to continue Soft conflict; continue after reason ≥ 10 characters.

Snapshot Immutable image on publish/close including hash.

Allow-list / Access Who may open the app — not planner rights/self-service.

Duty roles Planner permission in `dc_user_roles`.

Link Nextcloud account ↔ employee record (self-service, iCal).

Planner scope Optional location limit for planners.

Company Optional workspace; from second company, membership isolation.

Open shift / swap Unassigned or swap request (pool or person).

Mirror Read-only copy of ArbeitszeitCheck absences.

On-call duty / standby Assignment without working time: plan availability, optionally with category and response time; no minutes, no break.

Standby category Optional label/colour entry with a default response time (0–10 080 min); deactivatable rather than deletable while on-call duties use it.

Response time Commitment on how many minutes a person must respond within — shown in planning and **My roster**.

Coverage of this manual

Web app DutyCheck **0.3.13**: roles/door/companies/scope · navigation incl. 14 settings chips · roster (assignment, grid, conflicts, on-call duty/standby categories, swap/open shifts, admin export) · periods/snapshots/audit · absences · self-service (confirm incl. on-call duty, swap, claim, iCal) · AZC mirror · Notifications/Activity without email templates · errors/FAQ/a11y.
Limits: Companion app only bordered; no employment-law advice.

12 Accessibility

DutyCheck follows the Check-family approach toward WCAG 2.1 AA: skip links and labelled navigation (`aria-label`, `aria-current=page`); visible keyboard focus; form labels; live regions for status messages (`aria-live`); dialogs and entity pickers by keyboard; contrast within the theme.

12.1 Roster grid

Per surface help: arrow keys between cells; Page Up/Down by one screen; Home/End to 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 — no dead tab stop on a non-scrolling roster.

12.2 What is not provided

No app-specific global shortcuts beyond browser, Nextcloud and the grid. Screen-reader users should follow status badges and conflict lists — hard conflicts are labelled **Must fix** in text.

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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