



ATTENDANCE MANAGER

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1. ADMINISTRATIVE FUNCTIONS

Starting the Program.

To start the program, click on the shortcut icon on the desktop. This opens the application where you will have to enter your username and password [Fig1.1]. Depending on the role that has been assigned to you, some portions of the application may be locked.

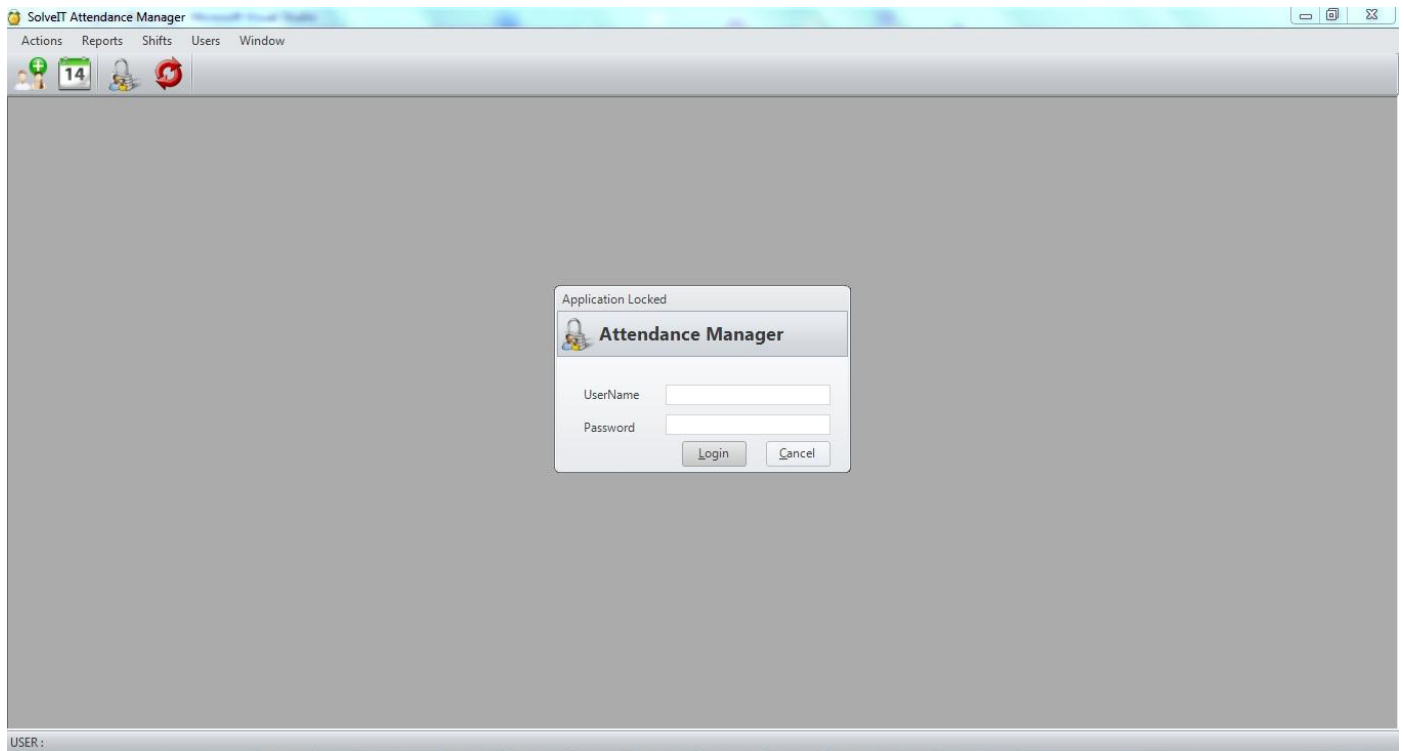


Fig 1.1

Employees

Click Actions > Manage Employees [Fig 1.2].

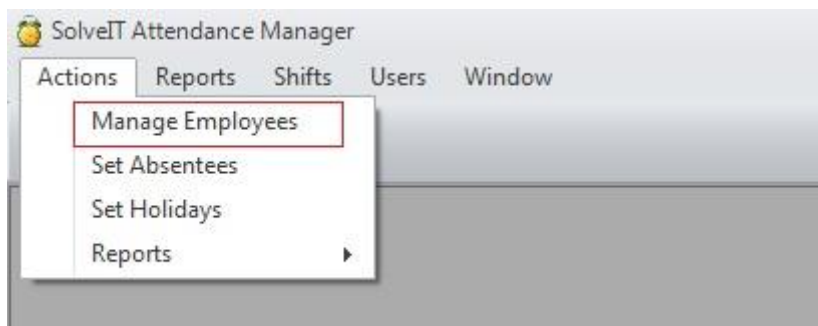


Fig 1.2

Or click on the Employee icon [Fig 1.3].



Fig 1.3

Add New Employee

Click Add [Fig 1.4].

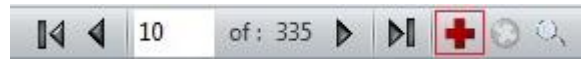


Fig 1.4

Input the data required and click Save [Fig 1.5].

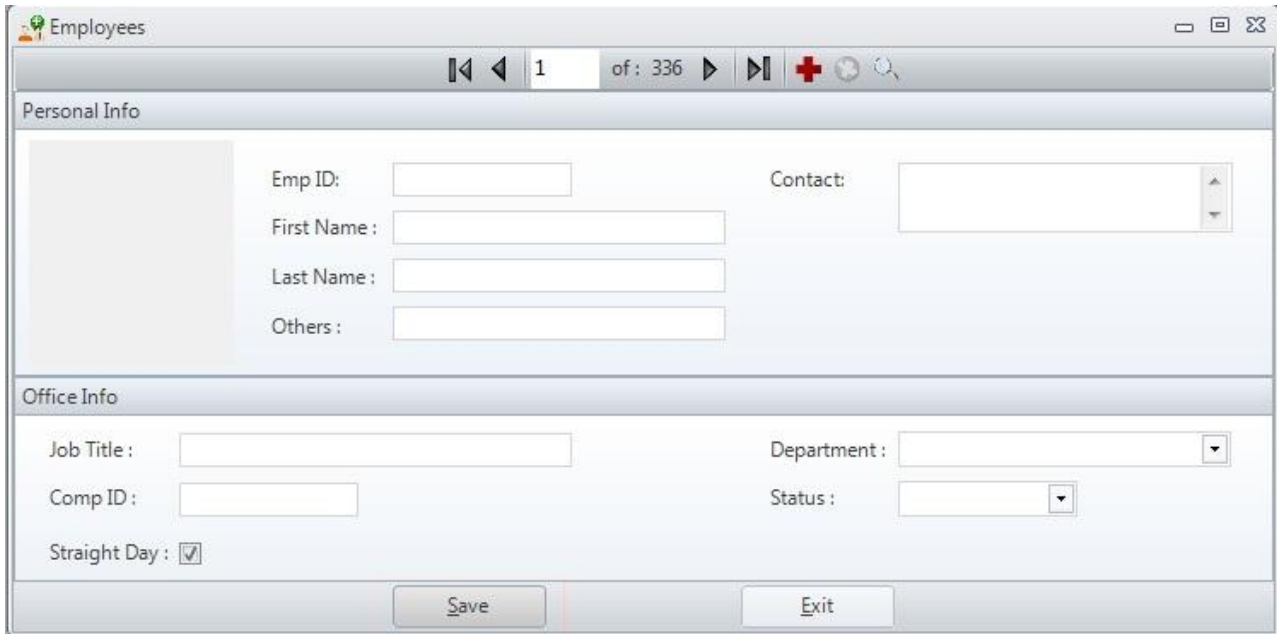


Fig 1.5

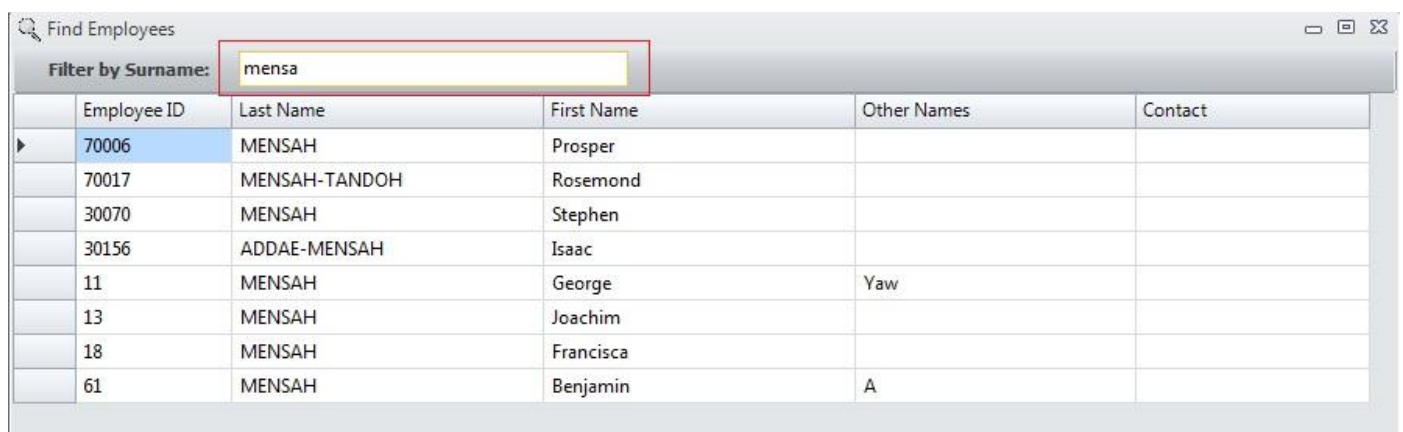
Find Employee

Open [Employees](#). Click Search [Fig 1.6].



Fig 1.6

Enter the employee's surname in the box to search [Fig 1.7].



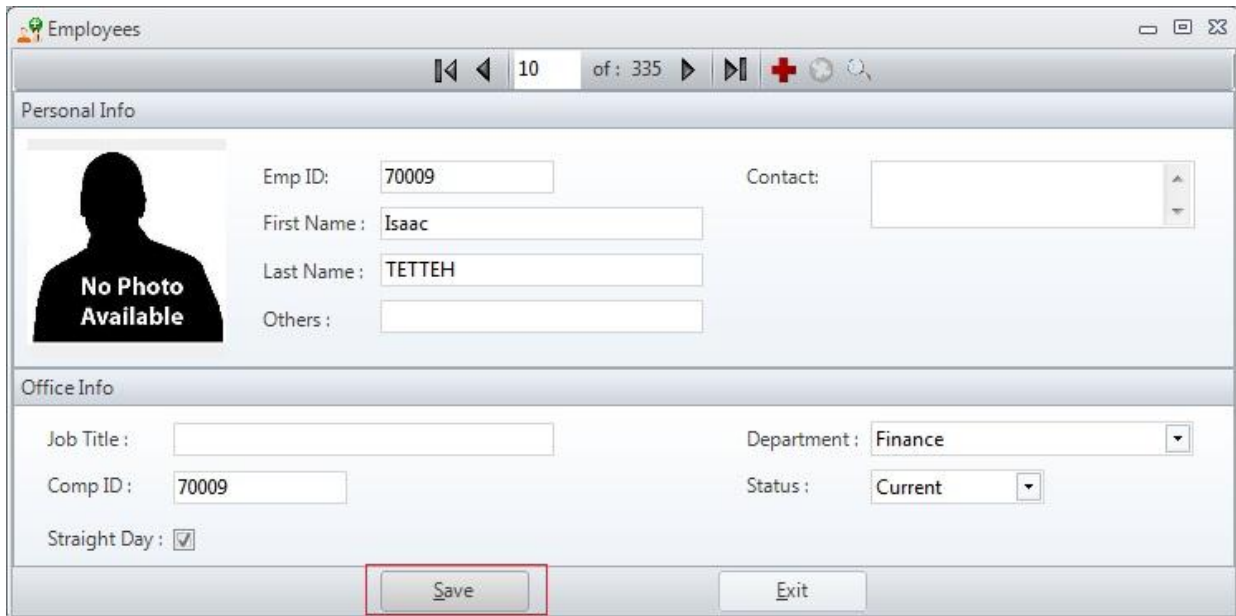
Employee ID	Last Name	First Name	Other Names	Contact
70006	MENSAH	Prosper		
70017	MENSAH-TANDOH	Rosemond		
30070	MENSAH	Stephen		
30156	ADDAE-MENSAH	Isaac		
11	MENSAH	George	Yaw	
13	MENSAH	Joachim		
18	MENSAH	Francisca		
61	MENSAH	Benjamin	A	

Fig 1.7

Doubleclick on the record to open the details of the employee.

Edit Employee record

[Find](#) the employee you want to edit. Do not click on Add. Make the required changes and click Save. Click Exit to close. [Fig 1.8].



The screenshot shows a window titled 'Employees' with a toolbar at the top containing navigation icons and a page indicator '10 of: 335'. The window is divided into two main sections: 'Personal Info' and 'Office Info'. In the 'Personal Info' section, there is a silhouette icon with the text 'No Photo Available'. To its right are input fields for 'Emp ID' (70009), 'First Name' (Isaac), 'Last Name' (TETTEH), and 'Others'. A 'Contact' dropdown menu is also present. The 'Office Info' section includes fields for 'Job Title', 'Comp ID' (70009), 'Department' (Finance), 'Status' (Current), and a checked 'Straight Day' checkbox. At the bottom, there are 'Save' and 'Exit' buttons, with the 'Save' button highlighted by a red rectangular box.

Fig 1.8

Add / Modify Holiday

Click Actions > Set Holidays [Fig 1.9].

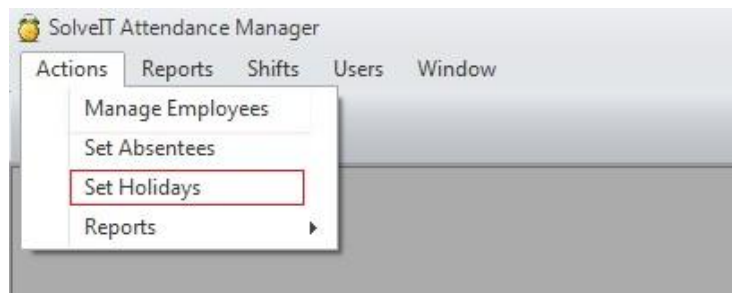
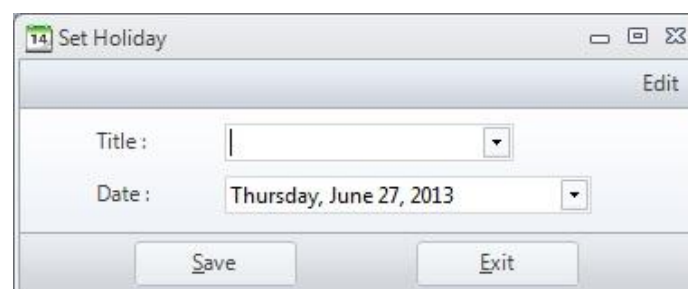


Fig 1.9

Set Holiday

Select the Holiday from the dropdown box and choose the date. Click Save to save changes. Click Exit to close. [Fig 1.10].



The screenshot shows a dialog box titled 'Set Holiday' with an 'Edit' button in the top right corner. It contains two main input fields: 'Title' with a dropdown arrow and 'Date' with a date picker showing 'Thursday, June 27, 2013'. At the bottom, there are 'Save' and 'Exit' buttons.

Fig 1.10

Edit/Delete Holiday

Click Edit [Fig 1.11].

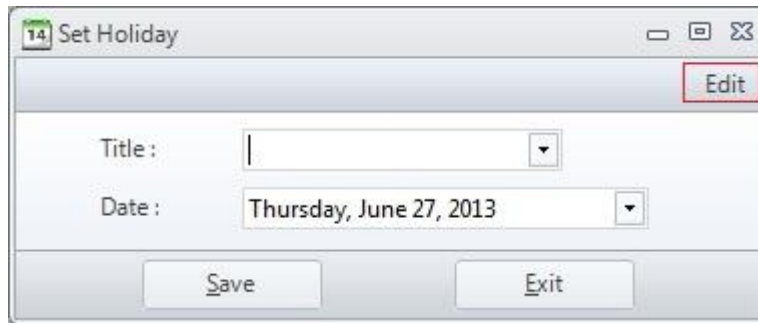


Fig 1.11

Make appropriate changes [Fig 1.12].



Fig 1.12

To delete an entry, select it and press delete on the keyboard [Fig 1.13].

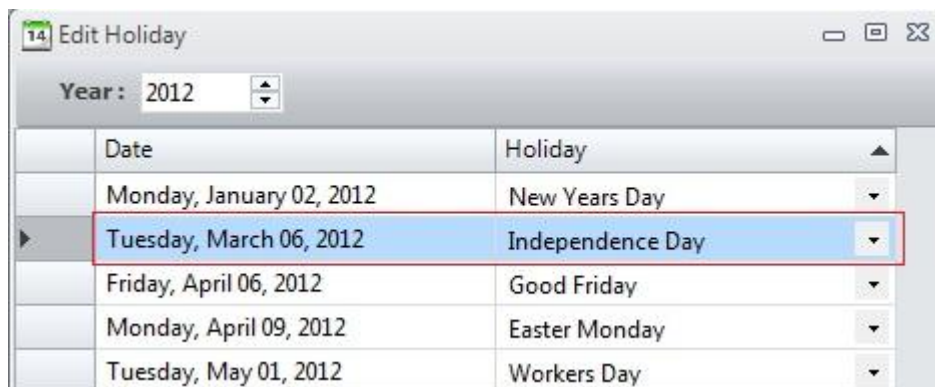


Fig 1.13

Absentees

Click Actions > Set Absentees [Fig 1.14]

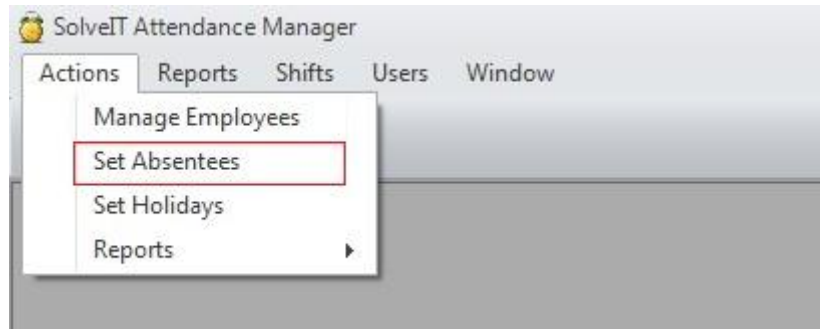


Fig 1.14

Add Absentee record

Click Add [Fig 1.15].



Fig 1.15

Enter the required data and click Save [Fig 1.16].

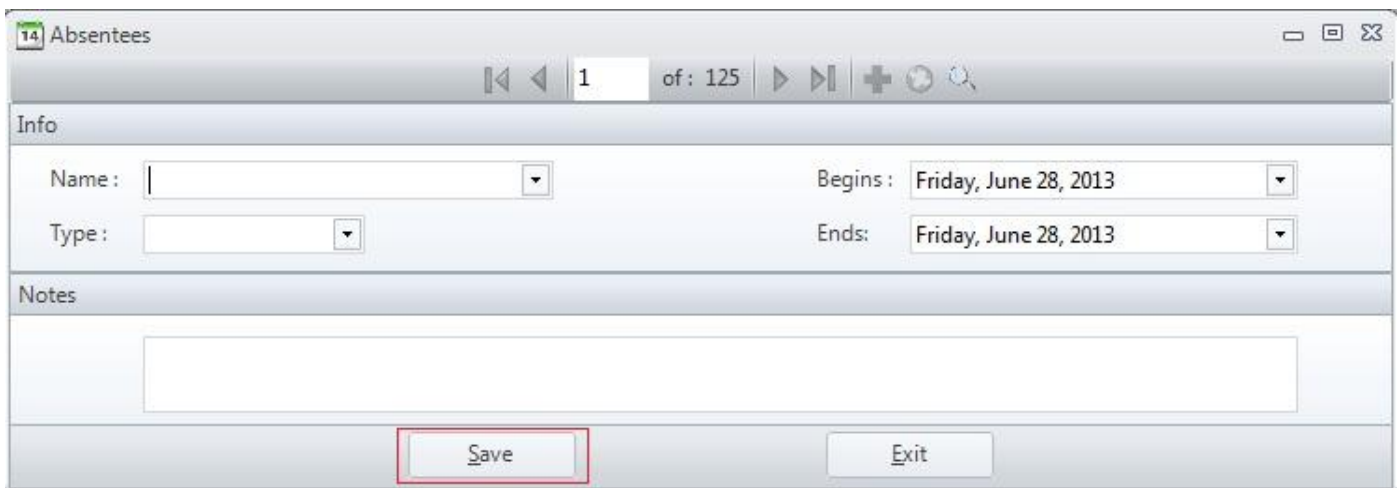


Fig 1.16

Find Absentee record

Open [Absentees](#). Click on Search [Fig 1.17].



Fig 1.17

You can filter records by name [Fig 1.18].

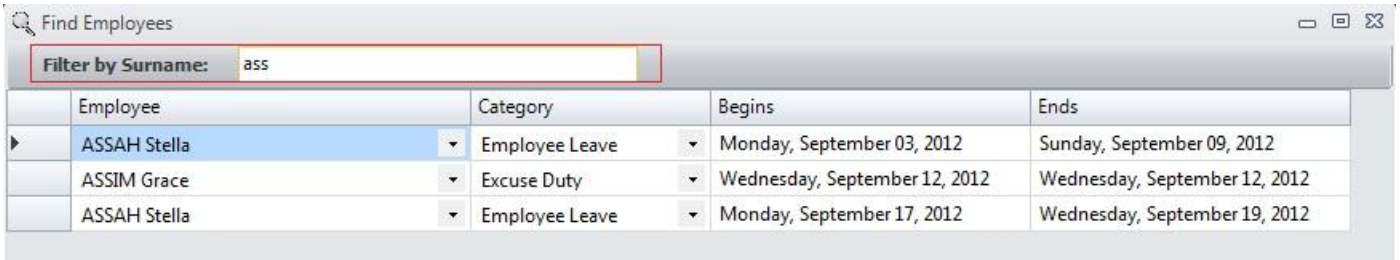


Fig 1.18

Doubleclick on the record to open it.

Delete Absentee record

Open [Absentees](#). Click on delete [Fig 1.19]



Fig 1.19

Click OK to delete or Cancel to quit [Fig 1.20].

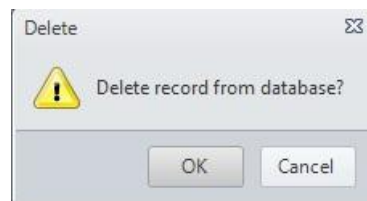


Fig 1.20

Modify existing Absentee record

[Find](#) the record you want to modify. Do not click on Add. Make the appropriate changes and click on Save. Click on Exit to quit. [Fig 1.21]

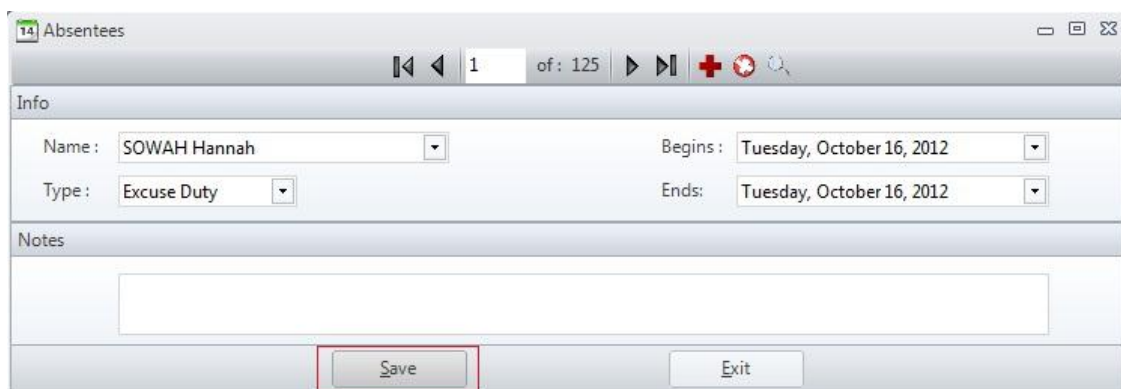


Fig 1.21

2. SHIFTS

Set Shifts by Employee

Click Shifts > Set Shifts > By Employee [Fig 2.1]

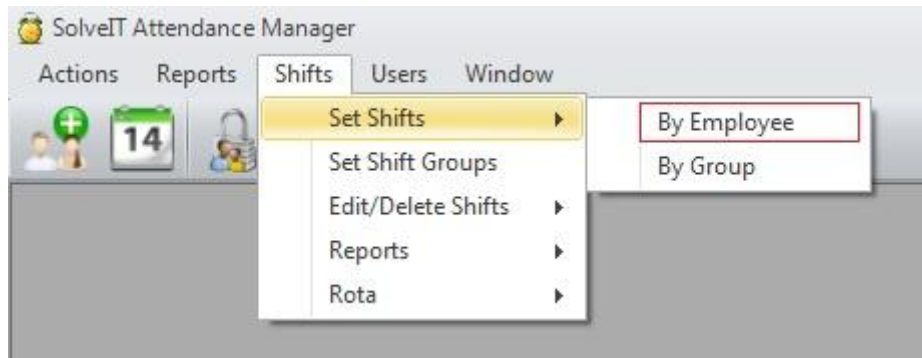


Fig 2.1

Select the details and click Add [Fig 2.2].

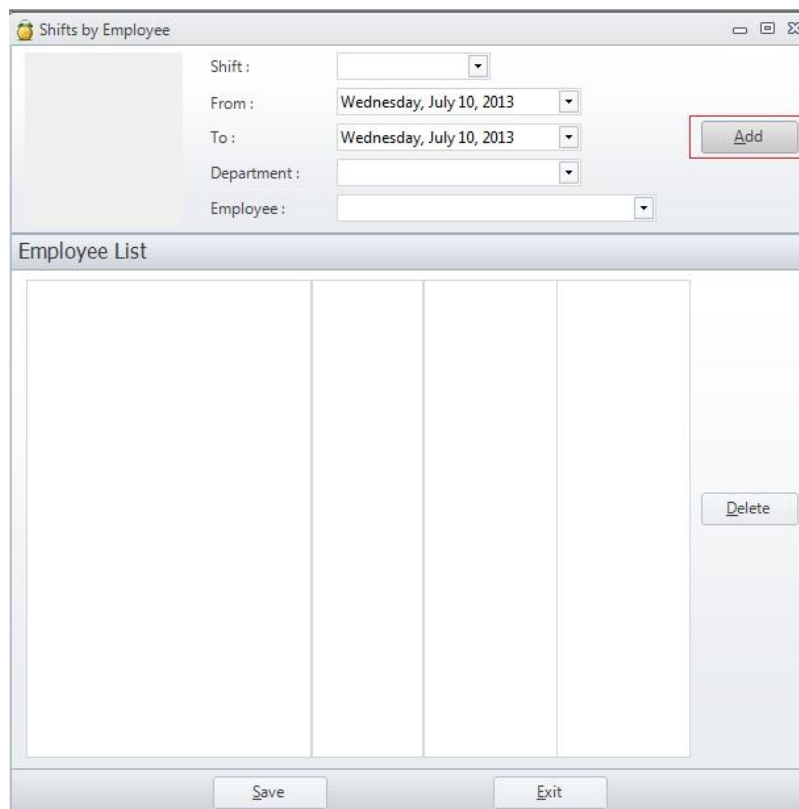


Fig 2.2

By clicking Add, the employees are added to the list but are not saved yet [Fig 2.3].

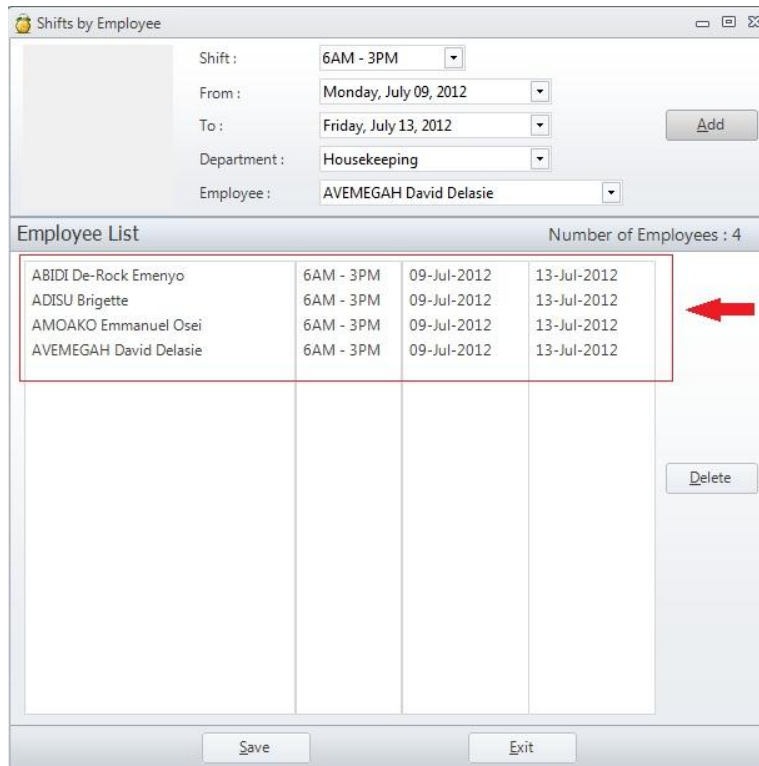


Fig 2.3

To remove a record, select the name from the list and click on Delete [Fig 2.4].

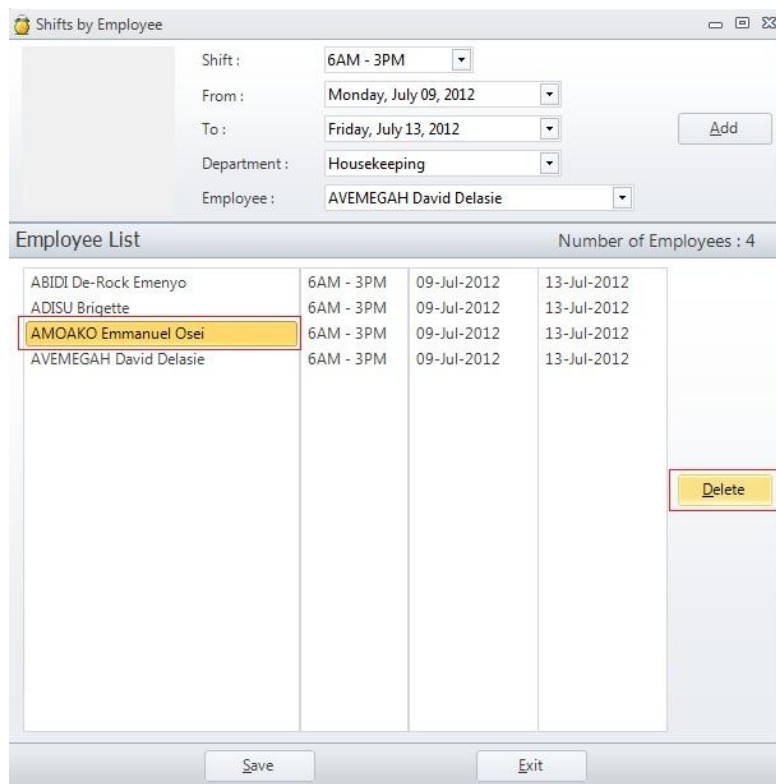


Fig 2.4

To save the list, click on Save [Fig 2.5]



Fig 2.5

Set Shifts by Group

You [can put employees into groups](#) in order to make it easier to set the shifts. Click Shifts > Set Shifts > By Group [Fig 2.6].

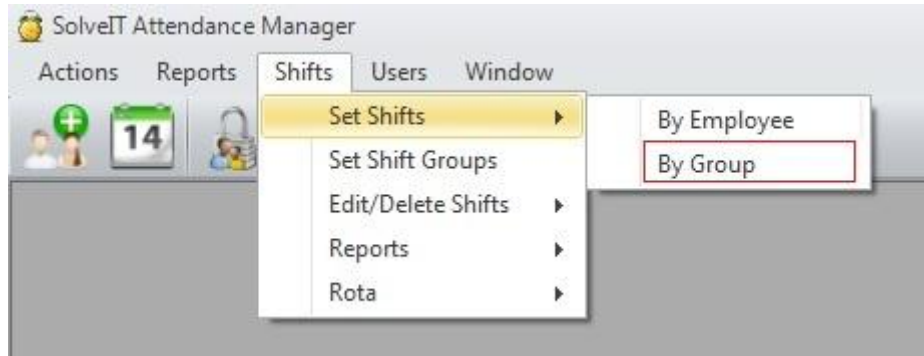


Fig 2.6

Select the details and click on Add [Fig 2.7]

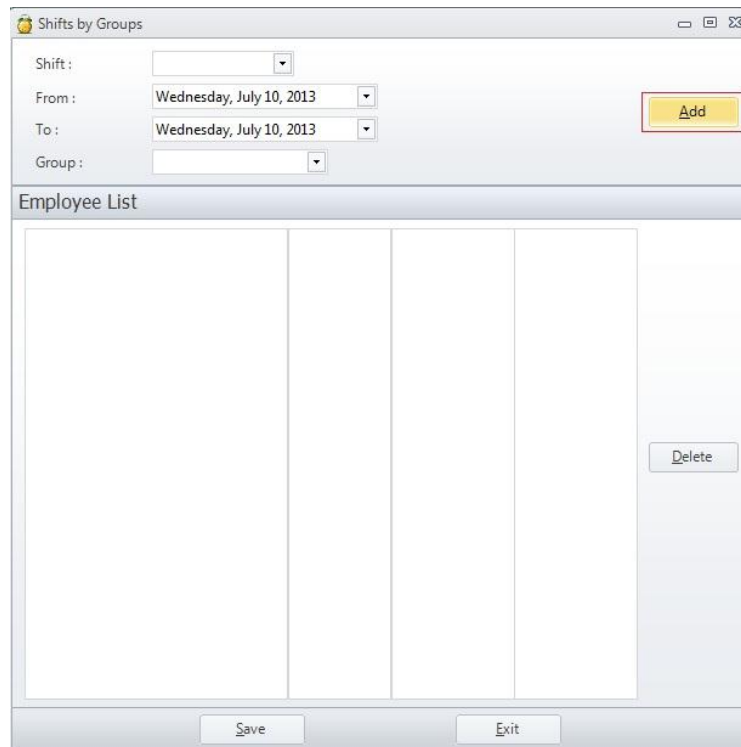


Fig 2.7

By clicking on Add, all the employees in the selected group are added to the list but are not saved yet [Fig 2.8]

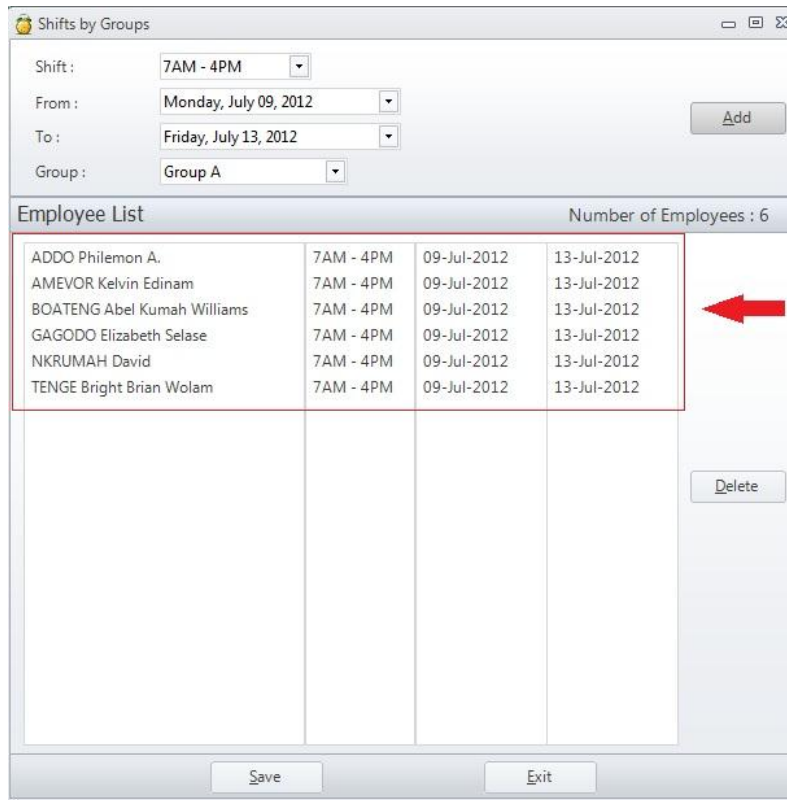


Fig 2.8

To remove a record, select the name from the list and click on Delete [Fig 2.9].

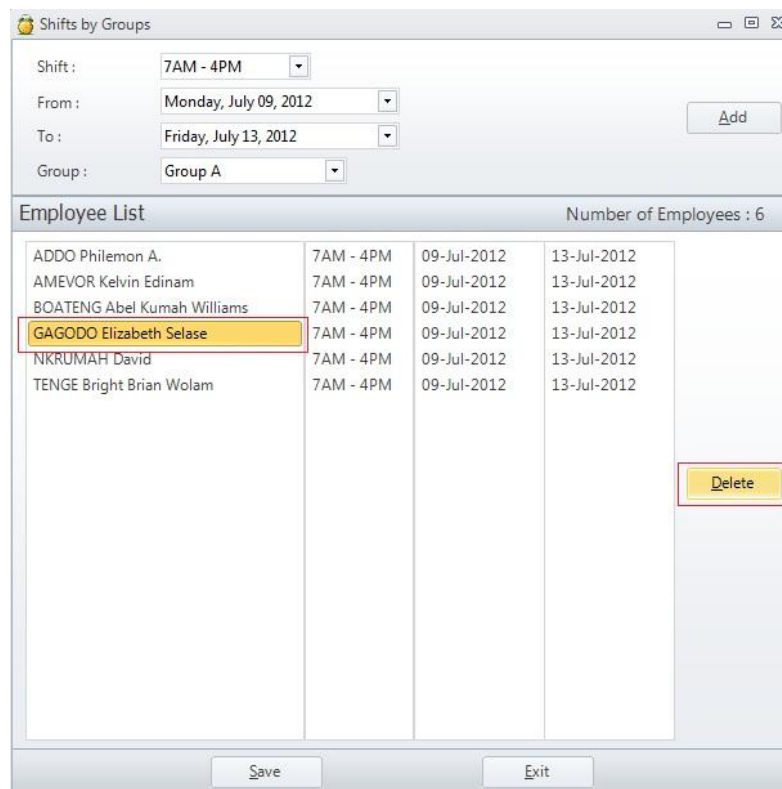


Fig 2.9

To save the list, click on Save [Fig 2.10]



Fig 2.10

Set Shift Groups

Click Shifts > Set Shift Groups > [Fig 2.11]

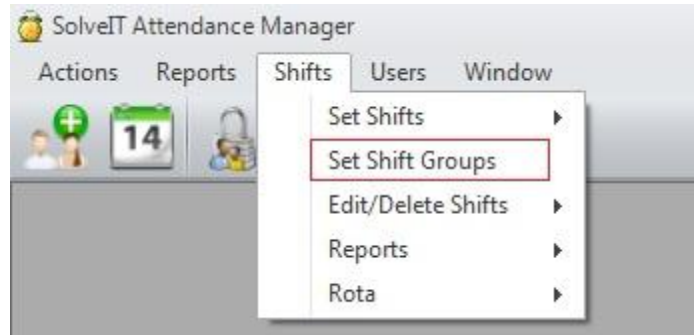


Fig 2.11

Select the group from the group dropdown list. You can also [create a new group](#). Click on Add to add to the list. The list is not saved yet. [Fig 2.12]

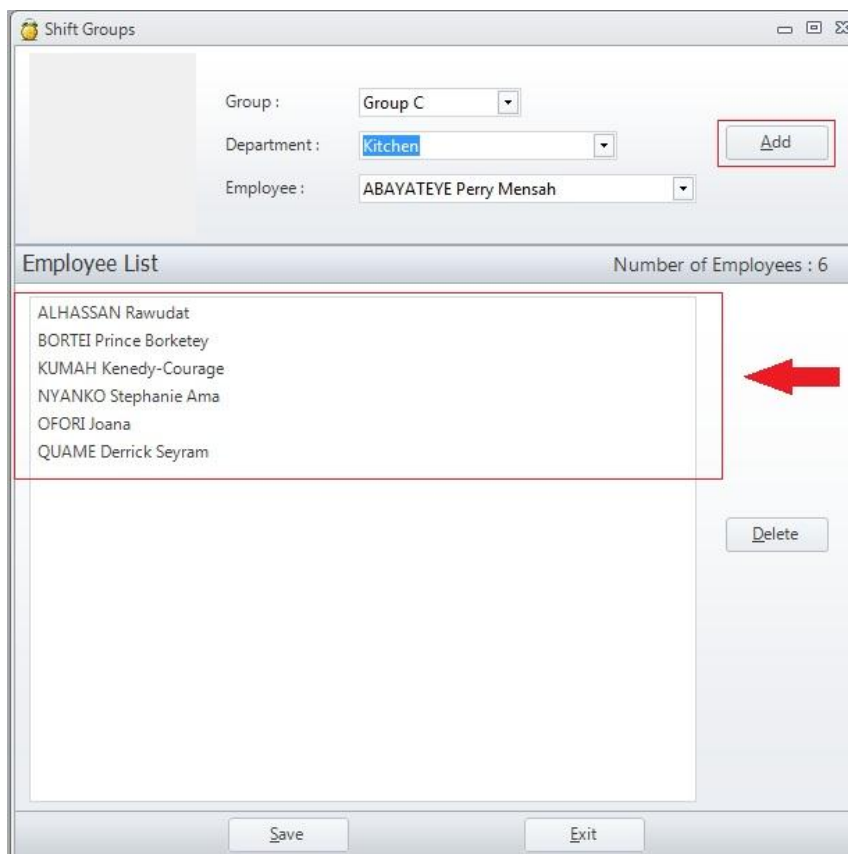


Fig 2.12

To remove a record, select the name from the list and click on Delete [Fig 2.13].

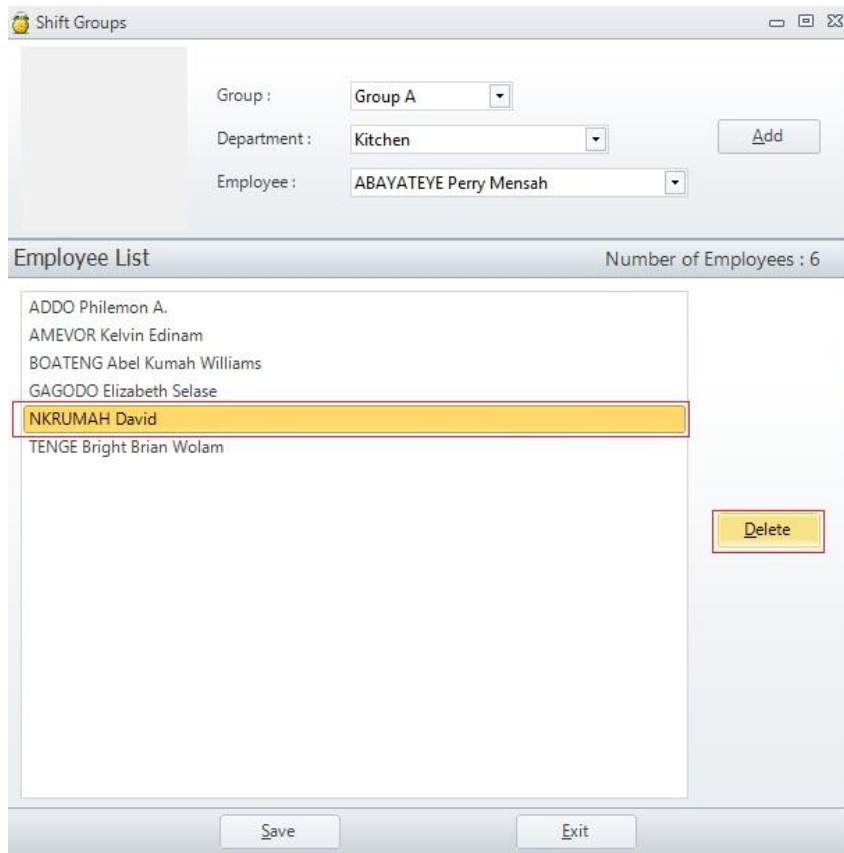


Fig 2.13

To save the list, click on Save [Fig 2.14]



Fig 2.14

Add a new group

Open [Set Shift Group](#) and rightclick on the Group dropdown. Click Add Group [Fig 2.15]

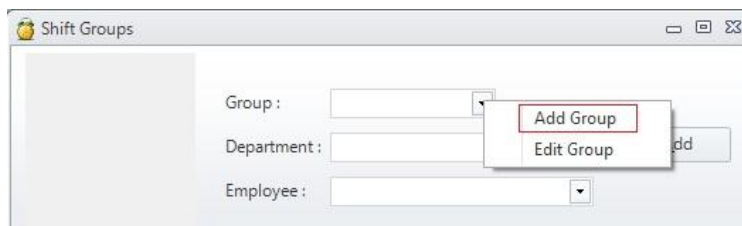


Fig 2.15

Enter the name of the new group and select the department. Click on Save to save or Exit to close [Fig 2.16]

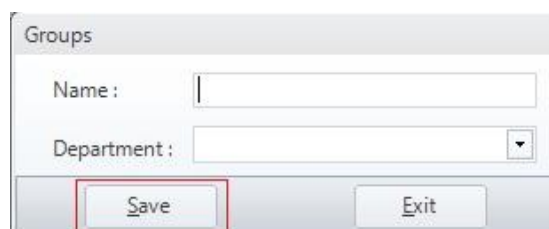


Fig 2.16

Edit existing group

Open [Set Shift Group](#). Select the group you want to edit and rightclick on the Group dropdown. Click Edit Group [Fig 2.17]

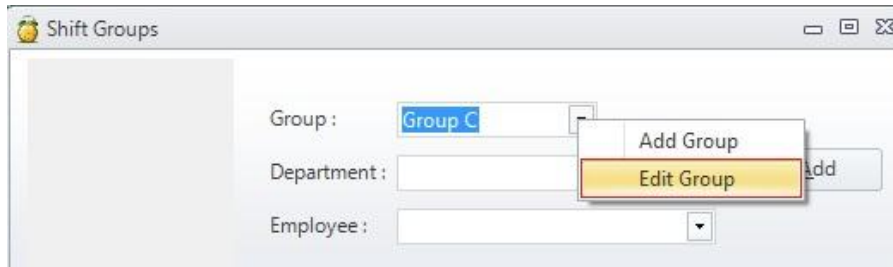


Fig 2.17

Make the appropriate changes and click Save to save or Exit to close [Fig 2.18].



Fig 2.18

Edit/Delete Shifts

To make changes to the shifts, click Shifts > Edit / Delete shifts. You can do this by department [Fig 2.19] or by employee [Fig 2.20].

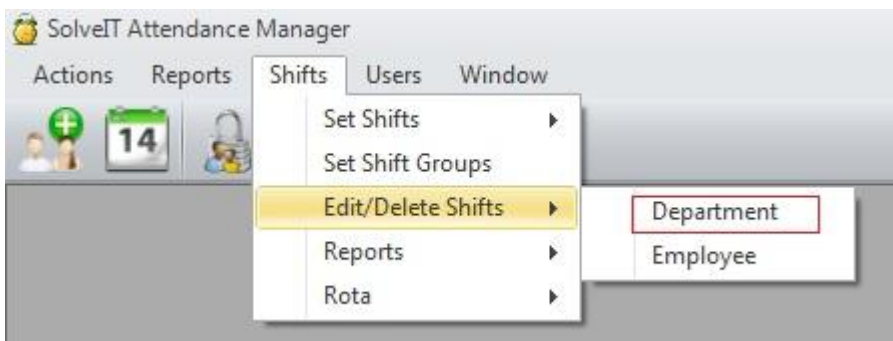


Fig 2.19

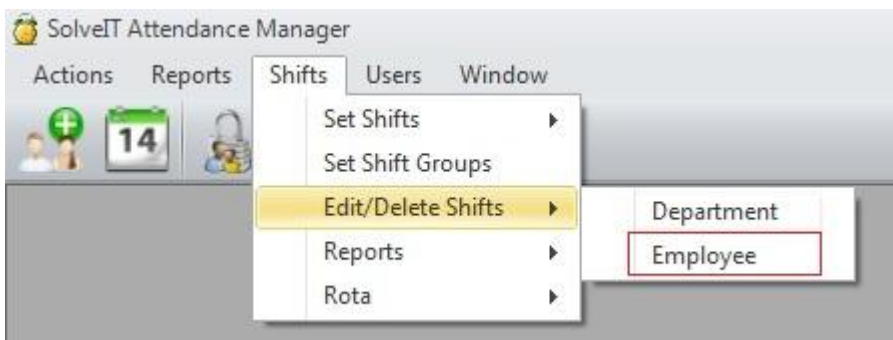


Fig 2.20

To modify a record, select the parameters. You can change the date or the shift from the date and shift dropdown lists. [Fig 2.21] and [Fig 2.22].

The screenshot shows the 'Edit Shift - Department' window. At the top, there are dropdown menus for 'Department' (Kitchen), 'Shift' (8AM - 5PM), 'From' (Tuesday, September 11, 2012), and 'To' (Wednesday, September 12, 2012). Below these is a table with columns 'Date', 'Employee Name', and 'Shift'. The table contains six rows of data. The third row is selected, and a calendar popup is displayed over it, showing the month of September 2012 with the 12th highlighted. The calendar also shows 'Today: 7/11/2013'.

Date	Employee Name	Shift
Tuesday, September 11, 2012	AGBENORWU Liticia	8AM - 5PM
Tuesday, September 11, 2012	ATOKLO Dominic Richmond	8AM - 5PM
Tuesday, September 11, 2012	TWUM Franklin	8AM - 5PM
Wednesday, September 12, 2012	AGBENORWU Liticia	8AM - 5PM
Wednesday, September 12, 2012	ATOKLO Dominic Richmond	8AM - 5PM
Wednesday, September 12, 2012	TWUM Franklin	8AM - 5PM

Fig 2.21

The screenshot shows the 'Edit Shift - Employee' window. At the top, there are dropdown menus for 'Department' (Kitchen), 'Employee' (ABAYATEYE Perry Mensah), 'From' (Tuesday, September 11, 2012), and 'To' (Wednesday, September 19, 2012). Below these is a table with columns 'Date' and 'ShiftId'. The table contains ten rows of data. The eighth row is selected, and a dropdown menu is displayed over it, showing a list of shift options: 8AM - 5PM, 6AM - 3PM, 3PM - 12PM, 10PM - 7AM, and 7AM - 4PM.

Date	ShiftId
Tuesday, September 11, 2012	3PM - 12PM
Wednesday, September 12, 2012	3PM - 12PM
Thursday, September 13, 2012	OFF
Friday, September 14, 2012	OFF
Saturday, September 15, 2012	3PM - 12PM
Sunday, September 16, 2012	3PM - 12PM
Monday, September 17, 2012	3PM - 12PM
Tuesday, September 18, 2012	3PM - 12PM
Wednesday, September 19, 2012	8AM - 5PM 6AM - 3PM 3PM - 12PM 10PM - 7AM 7AM - 4PM

Fig 2.22

To delete a record, select the parameters. Select the record to delete and press delete on the keyboard. [Fig 2.23] and [Fig2.24].

Edit Shift -Department

Department : Kitchen From : Tuesday, September 11, 2012

Shift : 8AM - 5PM To : Friday, September 14, 2012


Date	Employee Name	Shift
Tuesday, September 11, 2012	AGBENORWU Liticia	8AM - 5PM
Tuesday, September 11, 2012	ATOKLO Dominic Richmond	8AM - 5PM
Tuesday, September 11, 2012	TWUM Franklin	8AM - 5PM
Wednesday, September 12, 2012	AGBENORWU Liticia	8AM - 5PM
Wednesday, September 12, 2012	ATOKLO Dominic Richmond	8AM - 5PM
Wednesday, September 12, 2012	TWUM Franklin	8AM - 5PM
Thursday, September 13, 2012	ATOKLO Dominic Richmond	8AM - 5PM
 Thursday, September 13, 2012	TWUM Franklin	8AM - 5PM
Friday, September 14, 2012	ATOKLO Dominic Richmond	8AM - 5PM
Friday, September 14, 2012	TWUM Franklin	8AM - 5PM

Fig 2.23

Edit Shift -Employee

Department : Kitchen From : Tuesday, September 11, 2012

Employee : ABAYATEYE Perry Mensah To : Sunday, September 16, 2012


Date	ShiftId
Tuesday, September 11, 2012	3PM - 12PM
Wednesday, September 12, 2012	3PM - 12PM
Thursday, September 13, 2012	OFF
Friday, September 14, 2012	OFF
 Saturday, September 15, 2012	3PM - 12PM
Sunday, September 16, 2012	3PM - 12PM

Fig 2.24

3. USERS

Switch User

Click Users > Switch User [Fig 3.1] or click on the icon [Fig 3.2].

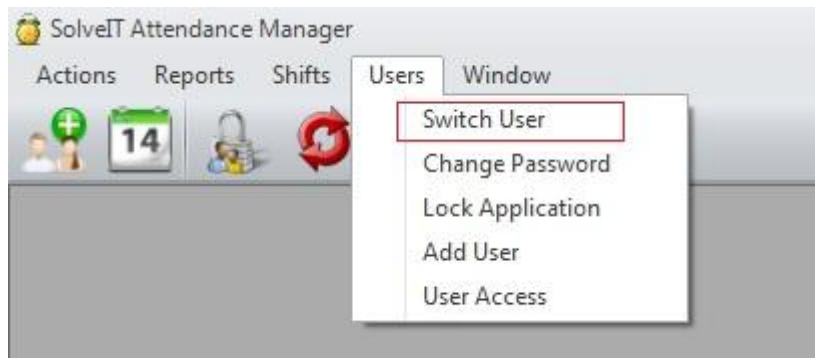


Fig 3.1



Fig 3.2

Enter the new username and password and click on Login [Fig 3.3].

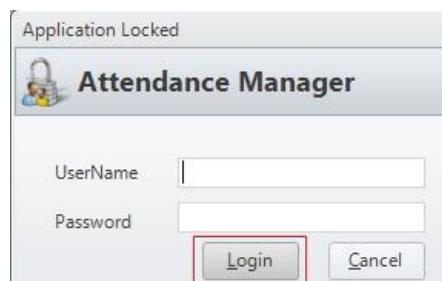


Fig 3.3

Lock Application

To lock your session, click Users > Lock Application [Fig 3.4] or click on the icon [Fig 3.5].

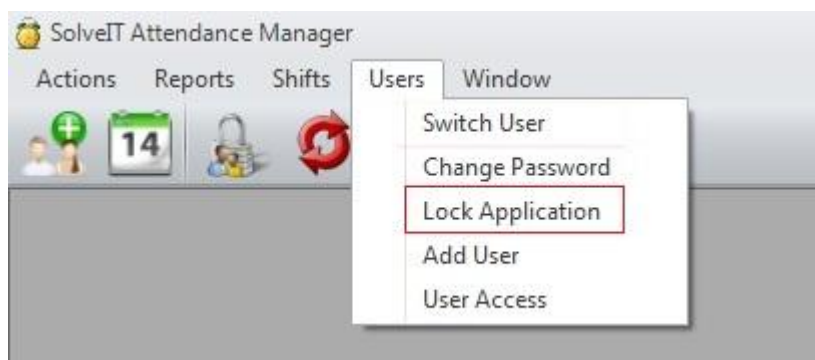


Fig 3.4



Fig 3.5

Change Password

Click Users > Change Password [Fig 3.6].

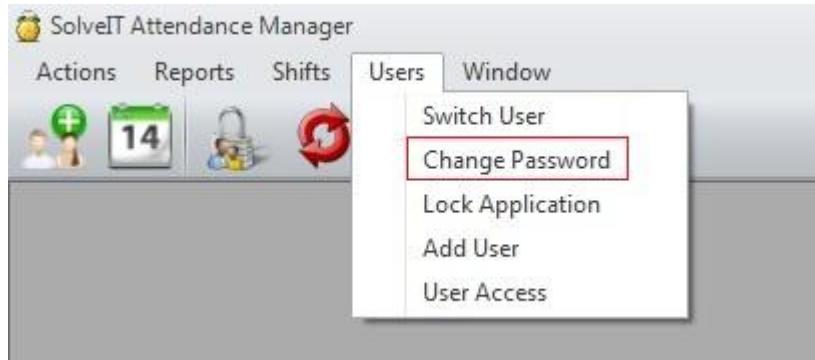


Fig 3.6

Enter the new password and validate. Click on Save [Fig 3.7].

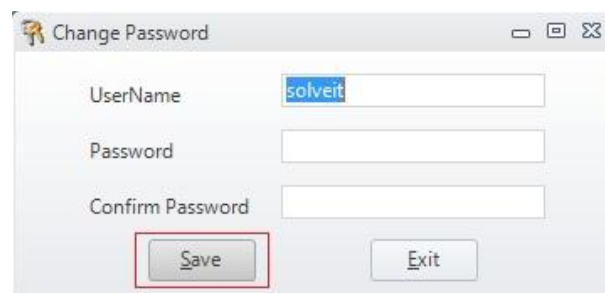


Fig 3.7

Add User

Click Users > Add User [Fig 3.8].

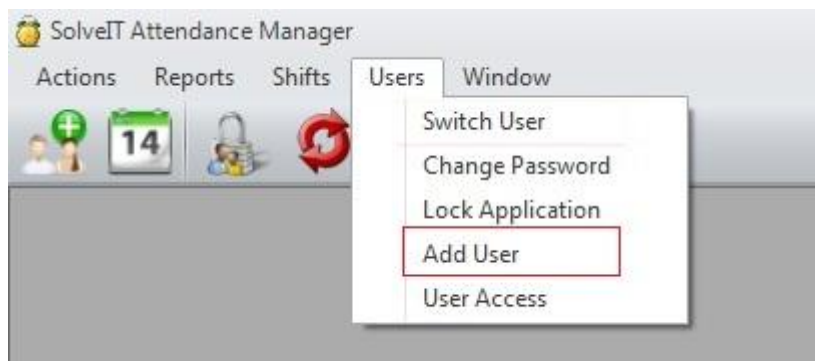


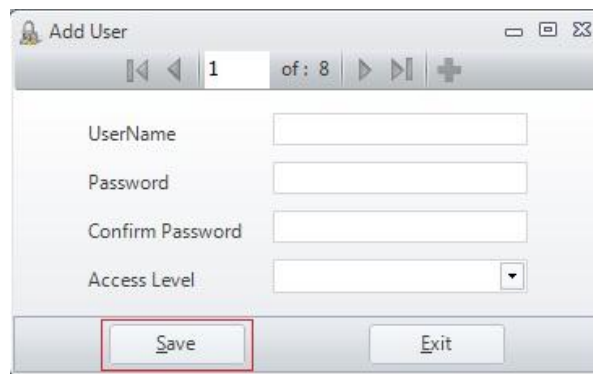
Fig 3.8

Click Add [Fig 3.9].



Fig 3.9

Enter the details of the new user and click Save [Fig 3.10].



The 'Add User' dialog box features a title bar with a lock icon and window controls. Below the title bar is a navigation bar with left and right arrows, a page indicator '1 of 8', and a plus sign. The main area contains four input fields: 'UserName', 'Password', 'Confirm Password', and 'Access Level' (a dropdown menu). At the bottom, there are two buttons: 'Save' (highlighted with a red box) and 'Exit'.

Fig 3.10

User Access

This defines the departments that a user can access. Click Users > User Access [Fig 3.11].

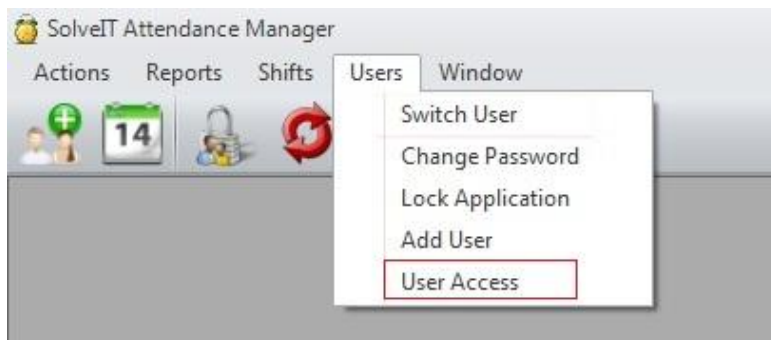
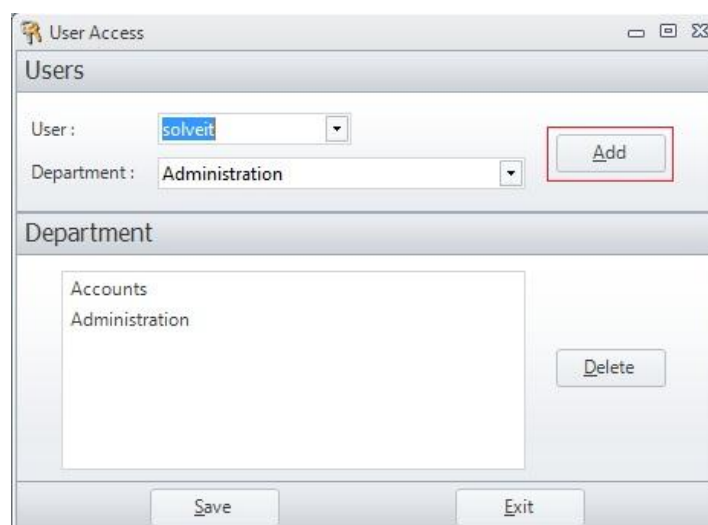


Fig 3.11

Select the user and click Add to add the departments to the user [Fig 3.12]. The list is not saved yet.



The 'User Access' dialog box has a title bar with a lock icon and window controls. It is divided into two main sections. The top section, titled 'Users', contains a 'User:' dropdown menu with 'solvert' selected and a 'Department:' dropdown menu with 'Administration' selected. An 'Add' button is highlighted with a red box. The bottom section, titled 'Department', contains a list box with 'Administration' listed. A 'Delete' button is located to the right of the list box. At the bottom of the dialog are 'Save' and 'Exit' buttons.

Fig 3.12

To save the list, click Save [Fig 3.13]



Fig 3.13

To delete, select the department and click Delete. Click Save to save changes [Fig 3.14]

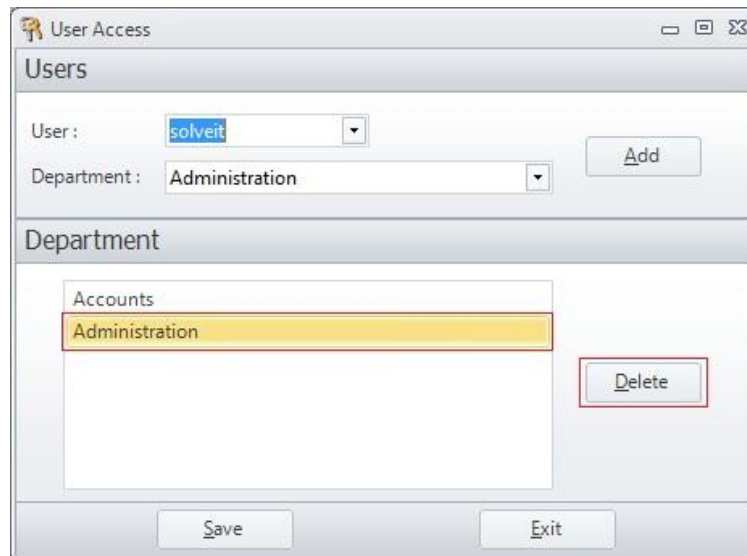


Fig 3.14

4. REPORTS

To view any report, select the parameters and click Generate [Fig 4.1].

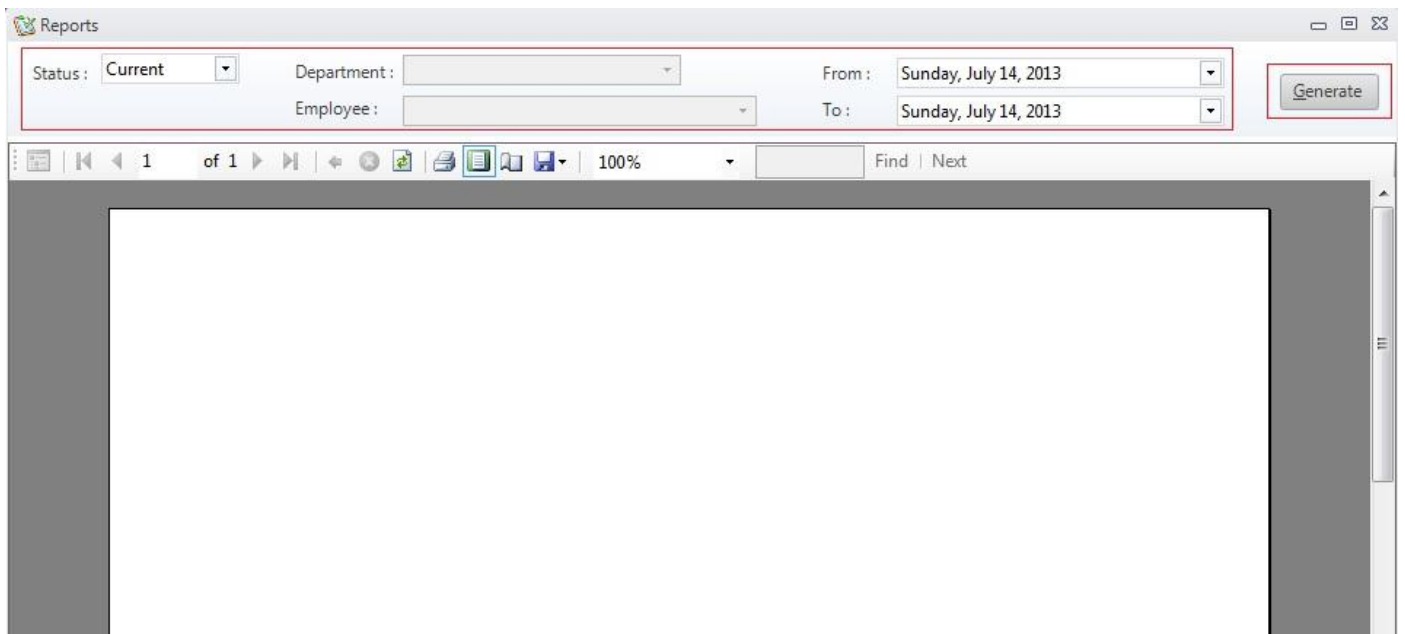


Fig 4.1