



TECZO.COM ONLINE BUSINESS SOLUTION

TecClock Time & Attendance

User's Guide

TECCLOCK TIME AND ATTENDANCE

User's Guide

Version 2.0

Teczo.com, Ltd

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USER'S GUIDE

TABLE OF CONTENTS

	<u>Page #</u>
1.0 GENERAL INFORMATION	1-1
1.1 System Overview	1-1
1.1.1 Major Features and Functions.....	1-1
1.1.2 User Access Modes.....	1-3
1.1.3 System Environment.....	1-4
1.2 Project References	1-4
1.3 Authorized Use Permission	1-4
1.4 Trademark	1-4
1.4.1 Teczo.com.....	1-4
1.4.2 TecClock.....	1-5
1.5 Points of Contact	1-5
1.5.1 Information.....	1-5
1.6 Organization of the Manual	1-5
1.7 Buttons and Commands	1-6
1.8 Paging	1-8
1.9 Spell Check	1-9
2.0 SYSTEM SUMMARY	2-1
2.1 System Configuration	2-1
2.1.1 Equipment.....	2-1
2.1.2 Data Flow.....	2-2
2.2 User Access Levels	2-3
2.3 Contingencies and Alternate Modes of Operation	2-4
3.0 USING THE SYSTEM	3-1
3.1 Sign In to Teczo.com	3-1
3.2 Teczo.com Home Page	3-3
3.2.1 Teczo.com Home Page Interface.....	3-3
3.2.2 Accessing TecClock through the Home Page.....	3-4
3.3 TecClock Menu	3-5
3.3.1 TecClock Default Page.....	3-5
3.3.2 TecClock Navigation Tree Menu.....	3-5
3.3.3 Timesheet.....	3-6
3.3.4 Master Employee List.....	3-11
3.3.5 Blacklisting of Cards.....	3-13
3.3.6 Balance List of Leaves.....	3-16
3.3.7 Request/Approval of Leaves.....	3-22
3.3.8 View Employee Schedule.....	3-27
3.3.9 Initialize Card.....	3-31

3.3.10	Default Viewer	3-33
3.3.11	Holidays	3-36
3.3.12	Types of Schedule	3-40
3.3.13	Leave Types.....	3-44
3.4	My Account	3-48
3.4.1	Changing the Password	3-48
3.4.2	Changing the Language	3-49
3.5	Special Instructions for Error Correction	3-50
3.5.1	Teczo.com User Login Page	3-50
3.5.2	My Account Change Password	3-51
3.6	Exit TecClock.....	3-52
4.0	REPORTING	4-1
4.1	Report Capabilities	4-1
4.2	Report Procedures	4-1
4.2.1	Employee Record	4-1
4.2.2	Incomplete Clocking	4-5
4.2.3	Leaves	4-8
4.2.4	Timesheet.....	4-11

1.0 GENERAL INFORMATION

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1.1 System Overview

TecClock is a web-based Time and Attendance solution for small, medium and large organizations. It is intended to improve an organization's performance by providing a more convenient employee record management tool.

TecClock eliminates time-consuming procedures, and unnecessary administrative and IT costs. TecClock likewise increases the reliability and accuracy of employees' clocking and leave records, thereby boosting the efficiency of the organization.

1.1.1 Major Features and Functions

The following features of the TecClock module are designed for the convenience of the users (the employees, their supervisors, and human resource managers):

Employee

The Employee section of TecClock includes the Timesheet, Master Employee List and Blacklisting features, all of which display employee card and clocking records.

Timesheet

- The Timesheet provides a summary of all clocking records over a period of time.

Master Employee List

- The Master Employee List is a summary of all employees' clocking details. It includes the system-generated computation of the employee's total working and overtime hours.

Blacklisting of Cards

- Blacklisting is a way of recording blocked cards.

Leaves

The Leaves section involves checking the balance of employees' leaves. It is also the means to request and approve leave requests of employees.

Balance List of leaves

- The Balance List of leaves keeps users informed of the number and types of leaves they have remaining for the year.

Request/Approval of Leaves

- Employees can access this to send leave requests to their supervisors. The supervisors, on the other hand, check the Leaves pages to verify and approve their subordinates' leave requests.

Schedules

Schedules determine the start and end time of employees' working days, as well as their working hours. The Schedules Section is the avenue for easily assigning schedules to employees.

View/Assign Employee Schedule

- This enables the System Administrator to add and edit assignments of schedules to employees.

Reports

TecClock is equipped to generate reports for the user. All reports can be exported to the following file formats: Acrobat (PDF) file, CSV, Microsoft Excel, Rich Text Format, TIFF file and Web Archive. Hard copies of the reports can also be produced by having them printed out.

Employee Record

- The Employee Record report discloses the employee's pertinent information from the database.

Incomplete Clocking

- The Incomplete Clocking report shows the instances wherein an employee has not completed the time in and time out processes.

Leaves

- The Leaves report shows the dates of employee absences, leaves and remaining balances of an employee.

Timesheet

- The Timesheet report provides a summary of the employees' clocking details each day.

Settings and Configurations

The System Administrators can modify the Settings and Configuration. This allows the company to change the default values and settings of the Teczo.com system according to their own policies and terms.

Initialize Card

- Initialize Card is the process of writing the employee's information on the card.

Default Viewer

- This includes the Default Viewer, where the user is allowed to add and edit default viewers of the records of certain employees.

Holidays

- The Holiday list, also accessed in the Settings and Configurations, allows the user to view, add and edit the List of Holidays celebrated by the organization.

Types of Schedule

- The Types of Schedule list displays a summary of all schedule types used by the system. This allows the System Administrator to add and edit schedule types accordingly.

1.1.2 User Access Modes

TecClock Time and Attendance User Access Modes comprise of the following:

USER ACCESS MODES	ROLE/S
Supervisor	<p>Timesheet</p> <ul style="list-style-type: none"> • Can only view and edit the record of his/her subordinates <p>Master Employee List</p> <ul style="list-style-type: none"> • Can only view and edit the record of his/her subordinates <p>Leaves</p> <ul style="list-style-type: none"> • Can view the record of his/her subordinates • Can only approve or disapprove the requests of his/her subordinates • Can request and edit only his/her own leaves that are still pending for approval <p>Report</p> <ul style="list-style-type: none"> • Can view his/her own records and those of his/her subordinates (Incomplete Clocking, Leaves, Timesheet)
User	<p>Timesheet</p> <ul style="list-style-type: none"> • Can view his/her own records <p>Master Employee List</p> <ul style="list-style-type: none"> • Can view his/her own records <p>Leaves</p> <ul style="list-style-type: none"> • Can view his/her own records • Can request and edit only his/her own leaves that are still pending for approval <p>Report</p> <ul style="list-style-type: none"> • Can view his/her own records (Incomplete Clocking, Leaves, Timesheet)

Table 1-1 *User Access Modes*

1.1.3 System Environment

Web Browser versions

Windows Internet Explorer

Mozilla Firefox

Google Chrome

Monitor's screen resolution

Best viewed using 1024x768 resolution

1.2 Project References

[1] TecClock Time and Attendance Requirement Specifications Version 1.7

1.3 Authorized Use Permission

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1.4 Trademark

1.4.1 Teczo.com



Figure 1-1 Teczo.com Logo

Teczo.com is a registered trademark of Teczo.com, Ltd in Hong Kong and other countries.

1.4.2 TecClock



Figure 1-2 TecClock Logo

TecClock is a registered trademark of Teczo.com, Ltd in Hong Kong and other countries.

1.5 Points of Contact

1.5.1 Information

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1.6 Organization of the Manual

1.0 General Information

- The first section provides the readers of this manual the basic information about the TecClock module.
- It starts off by giving the users a brief background on TecClock module through the descriptions of its Major Functions and Features.
- The Project References is a list of all related literature used in preparing this document.
- The Authorized Use Permission states the limitations and boundaries for using this document.
- The Trademark section presents the intellectual property rights of the company and system involved.
- The Points of Contact provides the readers with possible contact persons.

2.0 System Summary

- The System Summary shares information about how the Teczo.com system works.

- It aims to explain the System Configuration of the system, referring to the computer requirements and other equipments involved.
- It also describes the Data Flow of the system.
- This section likewise illustrates the User Access Levels.

3.0 Using the System





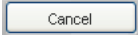

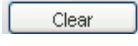

- The third section of this document guides the user on how to use teh TecClock system.
- It provides detailed information about each section, and states complete steps on how to navigate through the module.







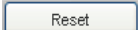
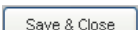

4.0 Reporting

- The Reporting section provides the user with step by step guides on how to view, export and print TecClock reports.

1.7 Buttons and Commands

- This part explains the buttons used in the pages and their corresponding commands.

BUTTON	COMMAND	
Signing In and Signing Out		
	Sign In	Allows the user to sign in to the system
	Sign Out	Allows the user to sign out of the system
My Account		
	My Account	Redirects the user to the My Account window
	Update	Updates the changes made in My Account
	Cancel	Cancels the process
Filter		
	Apply	Applies the selected fields
	Clear	Clears the selected fields and return to default values
General Commands		
	Refresh	Refreshes the page to view updated content

	Edit	Edits the specified record
	Check	Saves the record
	Cross	Exits add/edit mode of the record
	Trash Bin	Deletes specific row or record
	Approve	Approves selected request/s
	Disapprove	Disapproves selected request/s
	Back	Clears all entered data return to the summary page
	Delete	Deletes the specified record
	Edit	Edits the record/s selected
	Reset	Resets the fields
	Save	Saves record
	Save & Close	Saves the record and returns to the summary page
	Add new record	Adds new record
	Initialize Card	Writes employee data on the card
	Spellcheck	Launches the spellchecking tool
Reports		
	View Report	Redirects the user to the printable report page







	First Page	Displays the first page of the report
	Previous Page	Displays the previous page of the report
	Next Page	Displays the next page of the report
	Last Page	Displays the last page of the report
	Export Report	Exports the report to the chosen file format
	Print	Prepares the report for printing and opens up the printing settings

Table 1-2 Buttons and corresponding commands applied in the TecClock pages

1.8 Paging

The user can navigate through different pages of this section using the Paging bar at the bottom of the page.

The Paging bar has page indicators which are easy to use.

The bottom left part shows the number of the current page you are in. It also has buttons letting you go directly to the previous, previous, next and last pages.

You can also control how many records are to be shown by controlling the Page size function.

The current page location of the user and the items being displayed are stated at the bottom right of the row.

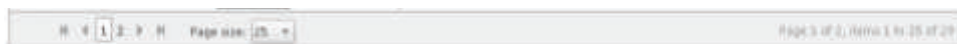


Figure 1-3 Paging in the TecClock pages

1.9 Spell Check

A spell check feature has been added for the convenience of the users. It allows the users to validate the spelling of the words by simply clicking on the spell check button.

The Spell Check popup window would appear whenever the Spellcheck button is clicked on. Users would have options of ignoring, adding, or changing the words. Word suggestions are also included.

This feature is available in some parts of the TecClock module.

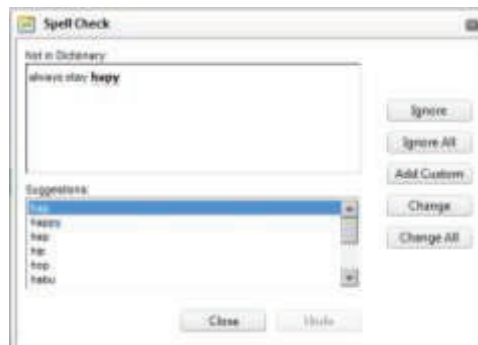


Figure 1-4 Spell Check popup window

2.0 SYSTEM SUMMARY

2.0 SYSTEM SUMMARY

2.1 System Configuration

2.1.1 Equipment

Input and Output Devices

Contactless Cards

- Each user will be provided with a contactless card to be used for the TecClock Time and Attendance Module. The card will have the user's employee record stored in it. The devices will track the time each instance the cards are used on the device.



Figure 2-1 Contactless cards

eH880 Secure Smart Card Terminal (Generic or Fingerprint)

- The eH800 is dedicated for the TecClock Time and Attendance Module as a time tracking device.
- The eH880 is connected to an Internet hub through an Ethernet cable. It is not necessary to connect it to a computer.
- Each client company should install the device on site.
- To complete the time in and time out processes, users of the system must lightly tap the smart cards provided to them on the device. The device will store the data from the user's smart card.
- The data stored in the device will be transferred to the Teczo.com program through the Internet, either automatically or manually.



Figure 2-2 eH880 device

ACR122 NFC Contactless Smart Card Reader

- The ACR122 is specially developed on the 13.56MHz contactless smart card (RFID) technology, supporting not only Mifare®, ISO 14443 A and B cards but also NFC and FeliCa contactless technologies.
- For the TecClock Time and Attendance Module, the ACR122 will be used for card initialization purposes.



Figure 2-3 ACR122 device

ACR128 DualBoost Contactless Smart Card Reader

- The ACR128 Contact and Contactless Smart Card Reader is a secure, economically designed dual-interface reader, fully compliant to both ISO 7816 Part 1-3 Class A, B standard for the Contact smart card and to ISO 14443 Part 1-4 Type A, B standard for the Contactless smart card. By combining contact and 13.56 MHz RFID contactless smart card technologies, the ACR128 is a suitable solution for demanding environments.
- For the TecClock Time and Attendance Module, the ACR128 will be used for card initialization purposes.



Figure 2-4 ACR128 device

Printer

- Printers may be used to produce hard copies of reports from TecClock.

2.1.2 Data Flow

All the data would be held in the server of Teczo.com.

Data in the smart cards would be transmitted to the eH880. All the clocking data captured by the eH880 device would then be transferred to the Teczo.com server through the Internet via an Ethernet cable either automatically or manually.

Using their own computers, users could access Teczo.com and the TecClock module via the Internet. All data coming from the computer would be stored in the server as well. Upon gaining access to TecClock, users could now access the clocking data.

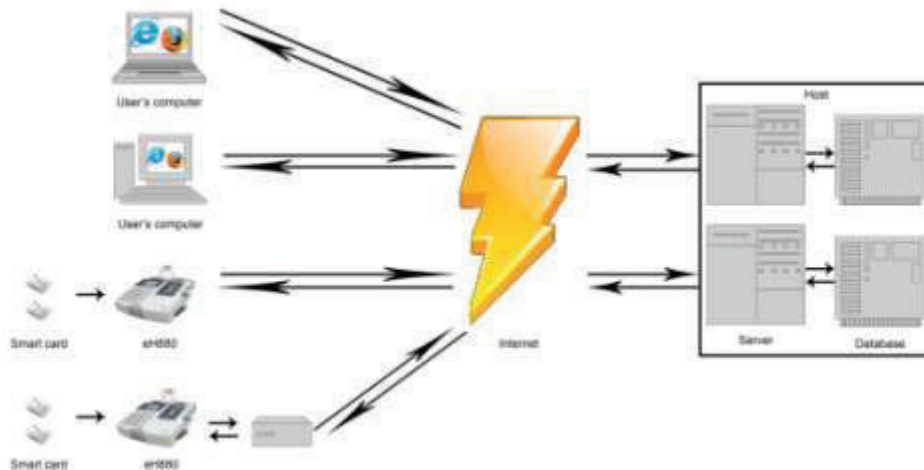


Figure 2-5 TecClock data flow chart

2.2 User Access Levels

The table below describes the user types and their corresponding roles in TecClock.

User Type	Role/s
Company	<ul style="list-style-type: none"> Maintains both User and System Administrator profiles in the user account (May add, edit and suspend accounts) Sets module permissions for each account Has access to audit trail page
System Administrator	<ul style="list-style-type: none"> Maintains User Profiles in the company account (May add, edit and suspend user accounts) Sets module permissions for each User Profile Has access to audit trail page Cannot create nor edit another System Administrator Has full access to all features Can view all records
User	<ul style="list-style-type: none"> May only access modules that the system administrator has specified in the module access page <p>Timesheet</p> <ul style="list-style-type: none"> Can view his/her records <p>Master Employee List</p> <ul style="list-style-type: none"> Can view his/her records <p>Leaves</p> <ul style="list-style-type: none"> Can view his/her records Can only request and edit his/her own leaves that are still pending for approval <p>Report</p> <ul style="list-style-type: none"> Can view his/her own records (Incomplete Clocking, Leaves,

	Timesheet)
--	------------

Table 2-1 User types and their respective roles

2.3 Contingencies and Alternate Modes of Operation

- A. Teczo.com support high availability of the system. Teczo.com is using server farming and will be able to run 24 hours a day, 7 days a week and 365 days per year. If there is any failure of a component in the server system, hardware and software, Teczo.com will continue to run without affecting the functionality and performance of the system.
- B. The host will support large amount of the users or terminals accessing the system simultaneously without performance degrades.
- C. The system host has functionalities to secure and prevent from security attacks and intuition preventions.

3.0 USING THE SYSTEM

3.0 USING THE SYSTEM

3.1 Sign In to Teczo.com

Using the allowed web browsers, users can access TecClock by typing www.myteczo.com in the navigation bar. This would direct users to the User Login page.



Figure 3-1 *User Login page*

- A. Users must have rights to access the TecClock Time and Attendance module given by the System Administrator.
 - 1) Key in the user's e-mail address in the Username field.
 - 2) Key in the user's password in the Password field. For security purposes, users are advised to have unique, secure and easy to remember passwords.
- B. To sign in, simply click on the Sign In button.
- C. For a faster and more convenient sign in process every time, the user can choose to check the Remember User option. This ensures that the user's username would appear every time.



Figure 3-2 Remember User option

- D. In case a user forgets his/her password, he/she may ask for assistance. The user must click on the “Forgot your password?” link.



Figure 3-3 Forgot your password

- E. The user will be directed to the Forgot Password page. Fill in the registered e-mail address and then click on the Submit button. An e-mail message with the new password will automatically be sent to the user.



Figure 3-4 Forgot Password Page

3.2 Teczo.com Home Page

3.2.1 Teczo.com Home Page Interface

Once logged in, the user will be directed to the Home page of Teczo.com. The interface of the Home page is very easy to use. Below is a brief description of the contents of the page.

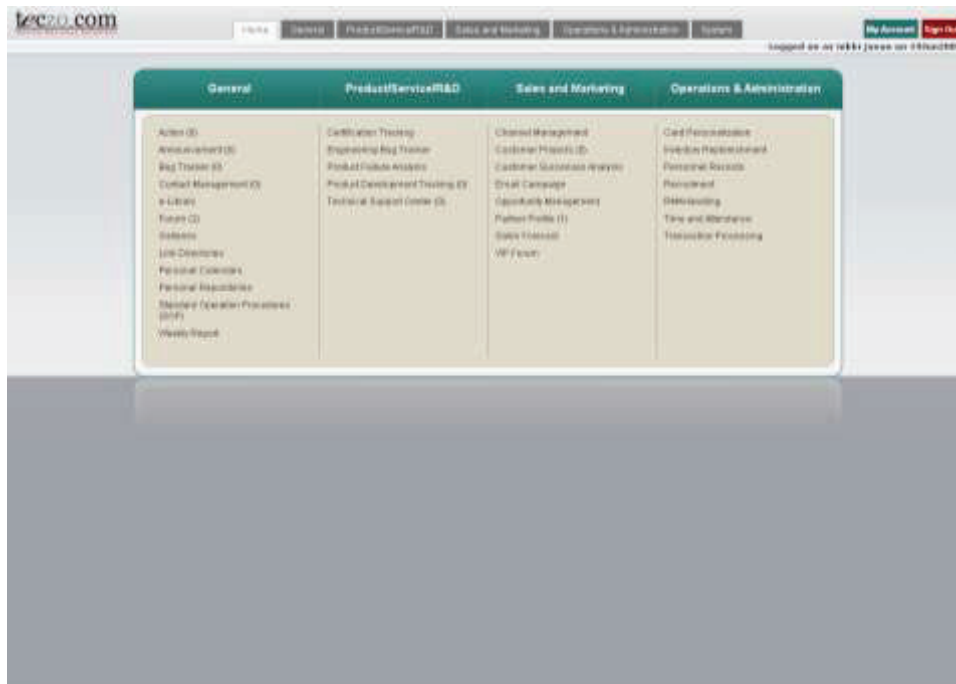


Figure 3-5 Teczo.com Home page

A. Menu bar

- A menu bar is found at the top of the page, and it appears as tabs. The menu bar presents the various categories of the modules offered by Teczo.com.
- Drawing the cursor on each button displays a drop down list of the categorized modules.
- Note that the user will only have access to those modules he/she is given access rights to.

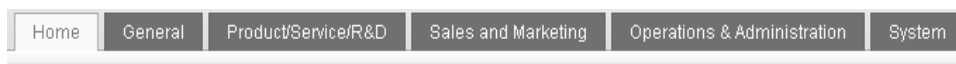


Figure 3-6 Menu

B. Center Menu

- The center menu is a larger, detailed version of the menu at the middle of the page. It provides links to all the modules.
- Note that the user will only have access to those modules he/she is given access rights to.



Figure 3-7 Center menu

C. Status, My Account and Sign Out buttons

- The user's status indicates the date when the user is logged on.
- The My Account button will direct the user to the My Account window. The My Account window will be discussed in more detail in Section 3.4.
- The Sign Out button lets the user exit Teczo.com in a secure way. The steps to signing out of the system will be further discussed later.



Figure 3-8 Status, My Account and Sign Out button

3.2.2 Accessing TecClock through the Home Page

The TecClock module can be accessed through the menus available. The user can click on its link found at the tabbed menu bar at the top or at the link found at the center menu. Both ways would result to the TecClock module window.

A. Access TecClock through the menu at the top

- The link to TecClock Time and Attendance could be found by drawing the cursor over the Operations & Administration tab.
- This tabbed menu bar at the top of the page will be found in all pages of Teczo.com.

B. Access TecClock through the menu at the center

- The link to TecClock Time and Attendance is included in the Operations & Administration section.

3.3 TecClock Menu

3.3.1 TecClock Default Page

Upon clicking on the Time and Attendance link, the user will be directed to the TecClock page. Note that every time a user loads TecClock, he/she will end up at the Timesheet page at default.

The screenshot shows the TecClock web application interface. On the left is a dark navigation tree menu with categories like 'Employee', 'Leave', 'Request/Approval', 'Schedule', 'Report', and 'Settings and Configuration'. The main area displays a table with columns: Date, Employee ID, Employee Name, Headcount, Office, Hour, Type, Terminal ID, and Supervisor. The table contains 20 rows of data for various employees and dates. At the bottom of the table, there is a pagination control showing 'Page 1 of 1' and 'Records: 20 of 20'.

Date	Employee ID	Employee Name	Headcount	Office	Hour	Type	Terminal ID	Supervisor
12/01/2011	0001	John Doe	0001	0001	08:00-00:00	00	00	
12/01/2011	0002	Jane Smith	0002	0002	08:00-00:00	00	00	
12/01/2011	0003	Bob Johnson	0003	0003	08:00-00:00	00	00	
12/01/2011	0004	Alice Lee	0004	0004	08:00-00:00	00	00	John Doe
12/01/2011	0005	Michael Brown	0005	0005	08:00-00:00	00	00	Jane Smith
12/01/2011	0006	Sarah Wilson	0006	0006	08:00-00:00	00	00	
12/01/2011	0007	David Miller	0007	0007	08:00-00:00	00	00	
12/01/2011	0008	Emily Davis	0008	0008	08:00-00:00	00	00	
12/01/2011	0009	James Garcia	0009	0009	08:00-00:00	00	00	
12/01/2011	0010	Maria Lopez	0010	0010	08:00-00:00	00	00	
12/01/2011	0011	Robert Taylor	0011	0011	08:00-00:00	00	00	
12/01/2011	0012	Linda White	0012	0012	08:00-00:00	00	00	
12/01/2011	0013	Christopher King	0013	0013	08:00-00:00	00	00	
12/01/2011	0014	Nancy Green	0014	0014	08:00-00:00	00	00	
12/01/2011	0015	Daniel Hill	0015	0015	08:00-00:00	00	00	
12/01/2011	0016	Karen Adams	0016	0016	08:00-00:00	00	00	
12/01/2011	0017	Steven Baker	0017	0017	08:00-00:00	00	00	
12/01/2011	0018	Helen Clark	0018	0018	08:00-00:00	00	00	
12/01/2011	0019	Thomas Evans	0019	0019	08:00-00:00	00	00	
12/01/2011	0020	Michelle Young	0020	0020	08:00-00:00	00	00	

Figure 3-9 TecClock default page

3.3.2 TecClock Navigation Tree Menu

At the left side of all TecClock pages is the Navigation Tree Menu. It consists of links that will direct the user to all pages and functions of the module. The functions of the TecClock module are categorized into sections.

This menu is collapsible and expandable. Simply click on the small buttons beside each section. It can be hidden as well. To hide the navigation tree menu and control the viewing pane, the user can click on the arrow button.

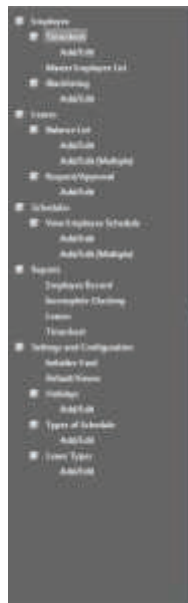


Figure 3-10 Expanded navigation tree menu

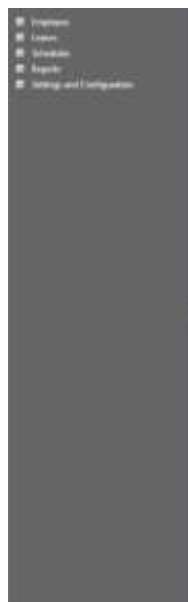


Figure 3-11 Collapsed navigation tree menu

3.3.3 Timesheet

The Employee Timesheet provides a summary of employees' current and past clocking details. A table displays in detail the times when they have timed in and out of the office using the terminals. Assigned users are also allowed to add and edit clocking details of an employee, in case of errors.

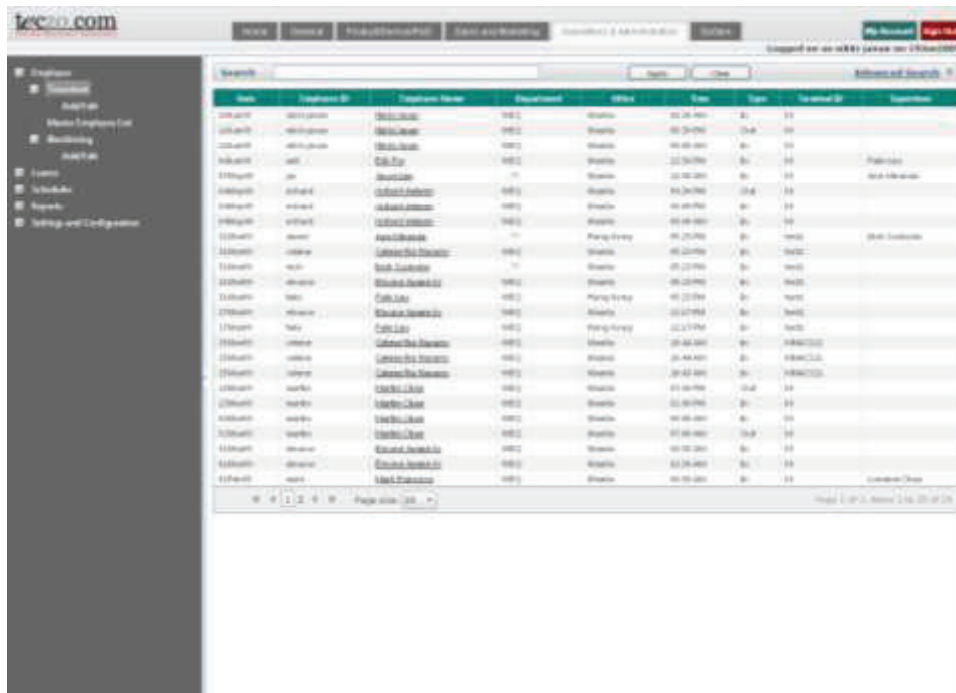


Figure 3-12 Timesheet

A. Terminology

- This part explains the terms used in the Timesheet pages.

TERM	DEFINITION
Date	Date of employee clocking
Department	Title of the department where the employee is included in
Employee ID	ID given to the employee by the company
Employee Name	Full name of the employee
Office	Location of the employee’s office
Start Date	Date the employee started in the company
Supervisor	Full name of the employee’s supervisor
Terminal ID	Also known as the Terminal Code of the device
Time	Time of employee clocking
Type	Indicates whether the employee is clocking in or out of the office

Table 3-1 Definition of terms in the Timesheet page

B. Filter

- This section contains a filter, allowing users to generate specific records of a specific employee. There are two Filter modes: Basic and Advanced. The User simply clicks on the Basic/Advanced Search links to switch modes.
- Basic Search enables the user to look for records by supplying key words.

- The Advanced Search provides the user with more choices to select from, ensuring a more precise search.
- This part explains the terms used in the Timesheet Filter.

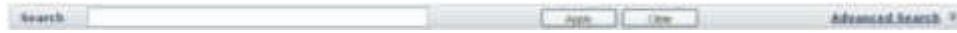


Figure 3-13 Timesheet Filter: Basic Search Mode



Figure 3-14 Timesheet Filter: Advanced Search Mode

TERM	DEFINITION
Date	Range of days
Department	Title of the department where the employee is included in
Employee Name	Full name of the employee
Office	Location of the employee's office
Supervisor	Full name of the employee's supervisor
Type	Indicates whether the employee is clocking in or out of the office

Table 3-2 Definition of terms used in the Timesheet Filter

C. View Timesheet

- 1) To view the page, select Timesheet from the navigation tree menu.

D. Add Timesheet

- 1) Select Add/Edit below Timesheet from the menu at the left side.
- 2) Select the Employee Name from the drop down menu displayed. It will then show the details of the employee.

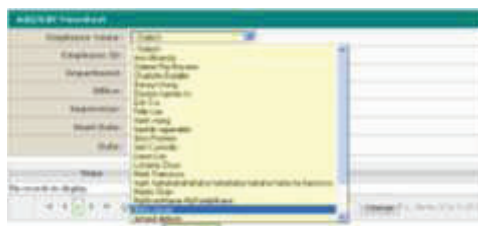


Figure 3-15 Select employee name

- 3) Select a Date to display the chosen employee's timesheet records on that day.

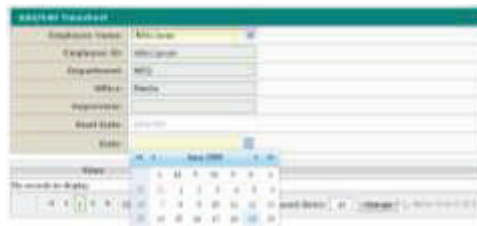


Figure 3-16 Select date

- 4) The system will display the list of records on that given day.

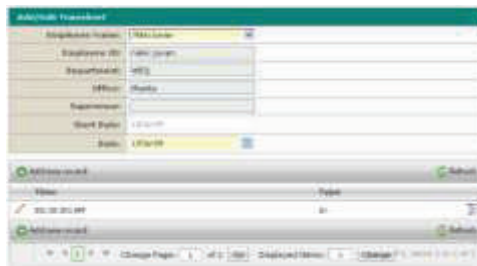


Figure 3-17 Timesheet records

- 5) To add a new record, click on the Add new record button.
- 6) Key in the exact time, or use the time view popup to select the time of clocking.

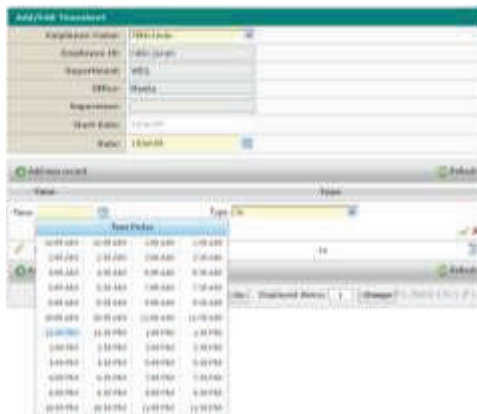


Figure 3-18 Select time

- 7) To select the type of clocking, choose from the drop down list.

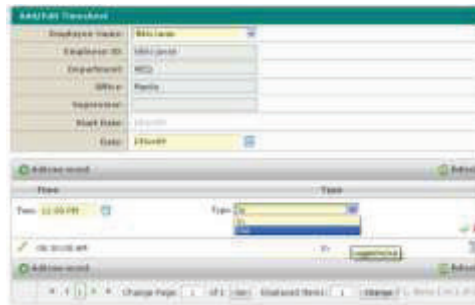


Figure 3-19 Select type

- 8) When done, use the icons at the right to either save the record or not.
- 9) A message will appear confirming the successful process.

E. Edit Timesheet

- 1) The user must choose a record that he/she wants to edit by clicking on the pencil icon.
- 2) Boxes would appear allowing the user to make changes in the Time and Type details of the record.
- 3) Open the time picker popup to edit the time.
- 4) Select the Type from the drop down list.
- 5) To save the changes, click on the check icon.
- 6) A message would appear confirming the successful process.
- 7) To cancel the change, click on the cross icon.

F. Delete Record

- 1) Select and click the Add/Edit option on the information tree pane which is found on the left side of the screen.
- 2) Then select a specific user account which may contain the record/s to be deleted.
- 3) Simply click the recycle bin icon located right beside the record to be deleted.
- 4) By confirming the information prompt will delete your selected record.
- 5) To cancel the change, click on the cancel option upon being given the prompt..

3.3.4 Master Employee List

The Master Employee List is a summary of all the clocking records each day. It starts with the earliest time in and ends with the latest time out for each day. It also computes the total number of hours spent in the office.

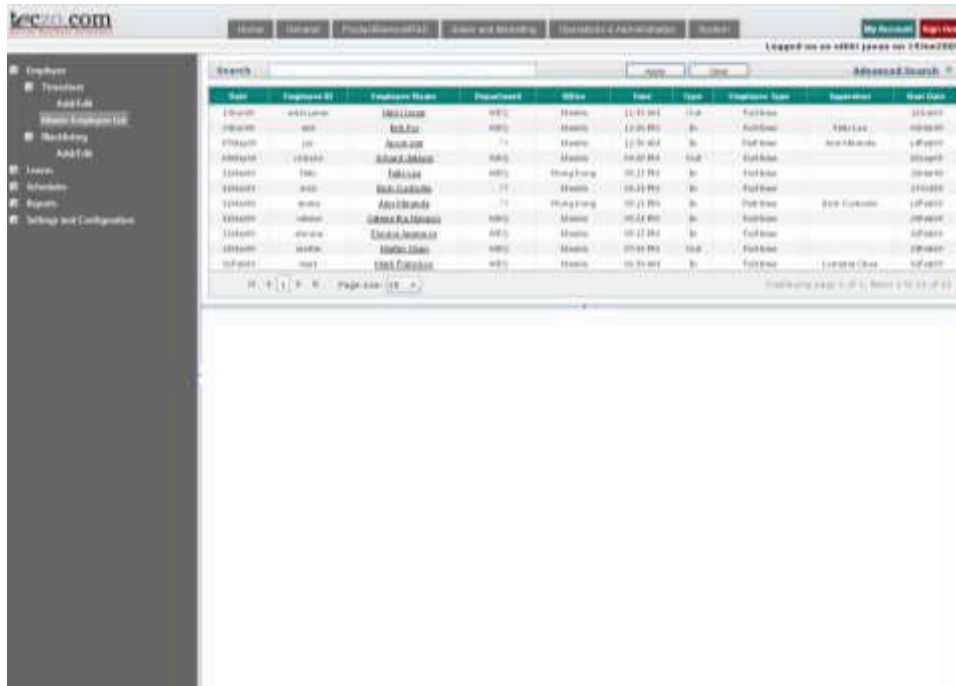


Figure 3-20 Master Employee List

A. Terminology

- This part explains the terms used in the Master Employee List pages.

TERM	DEFINITION
Date	Date of employee clocking
Day in Work	Sunday to Saturday
Department	Title of the department where the employee is included in
Employee ID	ID given to the employee by the company
Employee Name	Full name of the employee
Hours	Total number of hours from time in to time out
Employee Type	States whether the employee is working full-time, part-time, temporary or terminated
In	Time in
Start Date	Date when the employee started working in the company
Office	Location of the employee's office
Out	Time out

Overtime Hours	Hours of overtime
Supervisor	Full name of the employee's supervisor
Time	Time of employee clocking

Table 3-3 Definition of terms in the Master Employee List page

B. Filter

- This section contains a filter, allowing users to generate specific records of a specific employee. There are two Filter modes: Basic and Advanced. The User simply clicks on the Basic/Advanced Search links to switch modes.
- Basic Search enables the user to look for records by supplying key words.
- The Advanced Search provides the user with more choices to select from, ensuring a more precise search.
- This part explains the terms used in the Master Employee List Filter.



Figure 3-21 Master Employee List Filter: Basic Search Mode



Figure 3-22 Master Employee List Filter: Advanced Search Mode

TERM	DEFINITION
Date	Range of days
Department	Title of the department where the employee is included in
Employee Name	Full name of the employee
Employee Type	States whether the employee is working full-time, part-time, temporary or terminated.
Office	Location of the employee's office
Supervisor	Full name of the employee's supervisor

Table 3-4 Definition of terms used in the Master Employee List Filter

C. View Master Employee List

- 1) To view the page, select Master Employee List from the menu at the left side.

D. View Details

- The user may click a single record to view the complete information of a certain record.
- 1) Clicking on a record once displays the complete details below the paging bar.

A. Terminology

- This part explains the terms used in the Blacklisting Card pages.

TERM	DEFINITION
Card Code	Card number of the employee card
Date	Date of card blacklisting
Department	Title of the department where the employee is included in
Employee ID	ID given to the employee by the company
Employee Name	Full name of the employee
Office	Location of the employee's office
Reason	Remarks why the card was blacklisted
Supervisor	Full name of the employee's supervisor

Table 3-5 Definition of terms in the Blacklisting of Cards page

B. Filter

- This section contains a filter, allowing users to generate specific records of a specific employee. There are two Filter modes: Basic and Advanced. The User simply clicks on the Basic/Advanced Search links to switch modes.
- Basic Search enables the user to look for records by supplying key words.
- The Advanced Search provides the user with more choices to select from, ensuring a more precise search.
- This part explains the terms used in the Blacklisted Cards Filter.

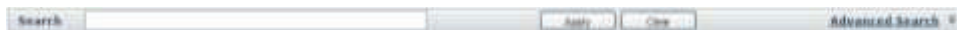


Figure 3-25 Blacklisting Filter: Basic Search Mode



Figure 3-26 Blacklisting Filter: Advanced Search Mode

TERM	DEFINITION
Date	Range of days
Department	Title of the department where the employee is included in
Employee Name	Full name of the employee
Office	Location of the employee's office
Supervisor	Full name of the employee's supervisor

Table 3-6 Definition of terms used in the Blacklisted Cards Filter

C. View Blacklisting of Cards

- 1) To view the page, select Blacklisting from the menu at the left side.

D. View Details

- The user may click a single record to view the complete information of a certain record.
- 1) Clicking on a record once displays the complete details below the paging bar.

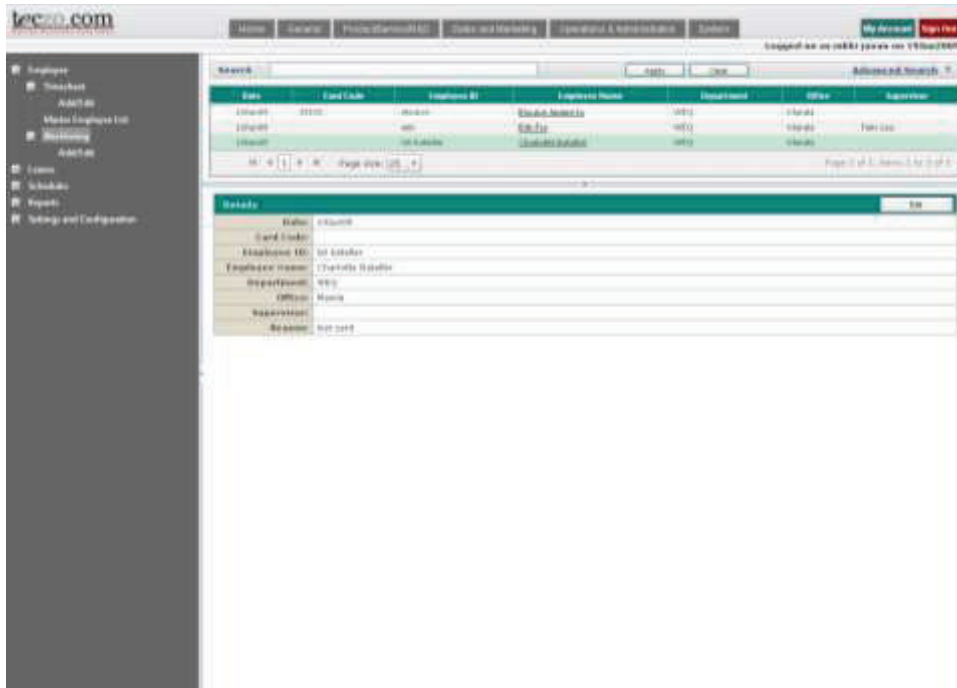


Figure 3-27 View details of the Blacklisting page

E. Add Blacklisted Card

- 1) Select Add/Edit below Blacklisting from the menu at the left side.
- 2) Select the Employee Name from the drop down menu displayed. It will then show the details of the employee.

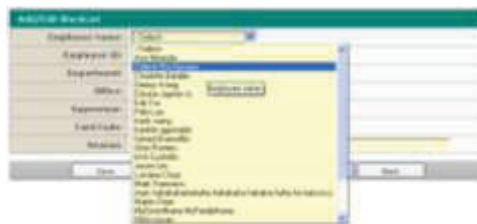


Figure 3-28 Select employee name

- 3) Supply the necessary information.
- 4) When done, use the Save or Save & Close buttons to update the information.
- 5) A message will appear confirming the successful process.

- 6) To delete the Blacklist record, click on the Delete button.
- 7) To reset the information, click on the Reset button.
- 8) To return to the previous page, click on the Back button.

F. Edit Blacklisted Card

- 1) Records of blacklisted cards can be edited by selecting Add/Edit below Blacklisting from the menu at the left side. It can also be edited by clicking on the Edit button in the Details page of Blacklisted Cards.
- 2) Select the Employee Name from a drop down menu.
- 3) The Blacklisted Card's details will be displayed.
- 4) Check the details and make the corrections.
- 5) When done, use the Save or Save & Close buttons to update the information.
- 6) A message will appear confirming the successful process.

G. Delete Blacklisted Card

- 1) Records of blacklisted cards can be deleted in the Edit Blacklisted Card page. The Delete button will be enabled once you have selected a specific record.
- 2) To delete the records, click on the Delete button. The record will be immediately removed from the summary table.

3.3.6 Balance List of Leaves

The Balance List of Leaves keeps users informed of the number and types of leaves they have remaining.

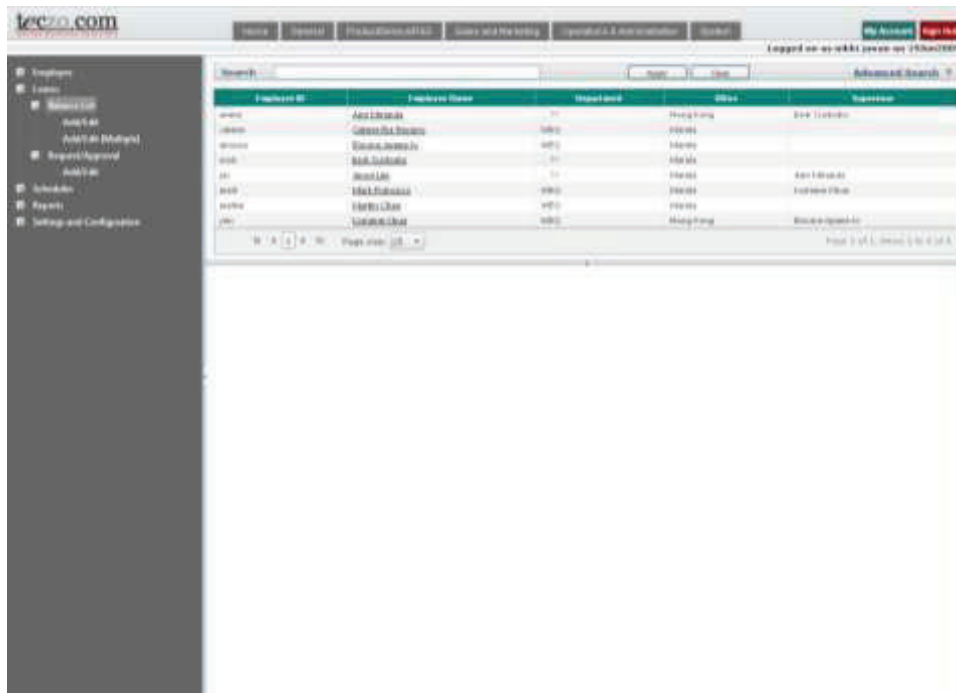


Figure 3-29 Balance List

A. Terminology

- This part explains the terms used in the Balance List of Leaves pages.

TERM	DEFINITION
Department	Title of the department where the employee is included in
Employee ID	ID given to the employee by the company
Employee Name	Full name of the employee
Leave Balance (Days)	Remaining balance of leaves
Leave Total (Days)	Total number of leaves
Leave Type	Type of leave
Leave Used (Days)	Total number of leaves used
Year	The year when the leave was applicable
Office	Location of the employee's office
Supervisor	Full name of the employee's supervisor

Table 3-7 Definition of terms in the Balance List of Leaves page

B. Filter

- This section contains a filter, allowing users to generate specific records of a specific employee. There are two Filter modes: Basic and Advanced. The User simply clicks on the Basic/Advanced Search links to switch modes.
- Basic Search enables the user to look for records by supplying key words.
- The Advanced Search provides the user with more choices to select from, ensuring a more precise search.
- This part explains the terms used in the Balance List of Leaves Filter.



Figure 3-30 Balance List Filter: Basic Search Mode

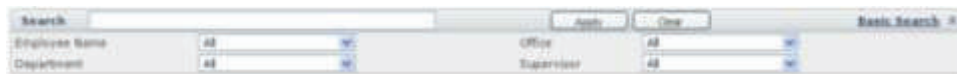


Figure 3-31 Balance List Filter: Advanced Search Mode

TERM	DEFINITION
Department	Title of the department where the employee is included in
Employee Name	Full name of the employee
Office	Location of the employee's office
Supervisor	Full name of the employee's supervisor

Table 3-8 Definition of terms used in the Balance List of Leaves Filter

C. View Balance List of Leaves

- 1) To view this page, select Balance List from the menu at the left side.

D. View Details

- o The user may click a single record to view the complete information of a certain record.

- 1) Clicking on a record once displays the complete details below the paging bar.

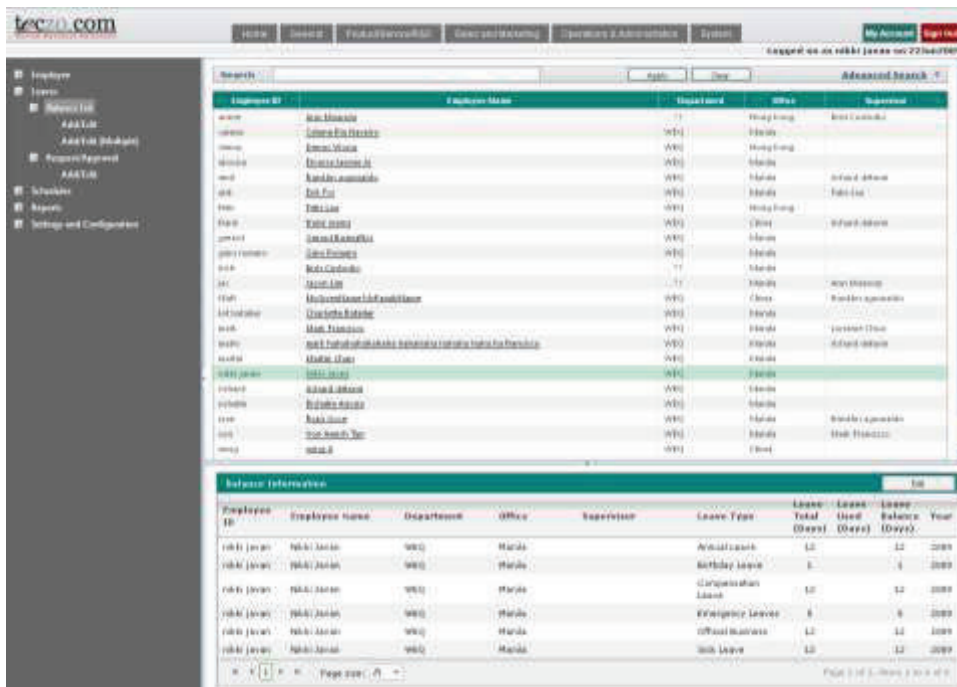


Figure 3-32 View details of Balance List

E. Add Balance List of Leaves

- 1) Select Add/Edit below Balance List from the menu at the left side.
- 2) Select the Employee Name from the drop down menu displayed. It will then show the details of the employee.



Figure 3-33 Select employee name

- 3) To add a new record, click on the Add new record button.
- 4) Use the drop down menu to select the Leave Type.

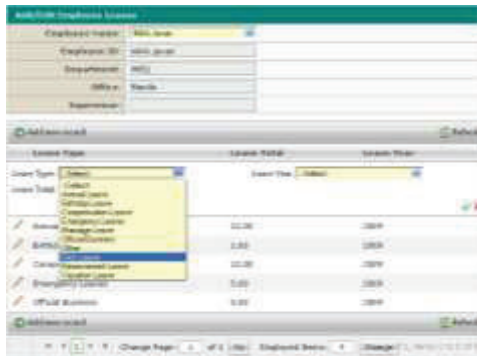


Figure 3-34 Select leave type

- 5) Key in the total number of leaves.

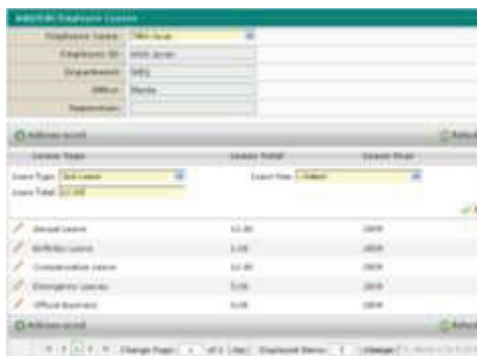


Figure 3-35 Key in total number of leaves

- 6) Use the drop down menu to select the Year.

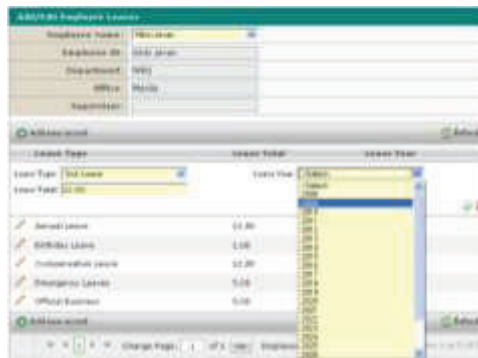


Figure 3-36 Select leave year

- 7) When done, use the icons at the right to either save the record or not.
- 8) A message will appear confirming the successful process.

F. Edit Balance List of Leaves

- 1) The balance list of leaves can be edited by selecting Add/Edit below Balance List from the menu at the left side. It can also be edited by clicking on the Edit button in the Details page of Balance List of Leaves.
- 2) Select the Employee Name from a drop down menu.
- 3) The employee's leaves will be shown in detail.
- 4) Click on the pencil icon of the leave record that needs to be edited.
- 5) The leave details would be shown.
- 6) The user can only edit the total number of leaves.
- 7) When done, use the icons at the right to either to save the changes.
- 8) A message will appear confirming the successful process.

G. Add (Multiple)

- 1) Select Add/Edit (Multiple) below the Balance List from the menu at the left side.
- 2) Use the drop down menu to select the Leave Type.



Figure 3-37 Select leave type

- 3) Use the drop down menu to select the Leave Year

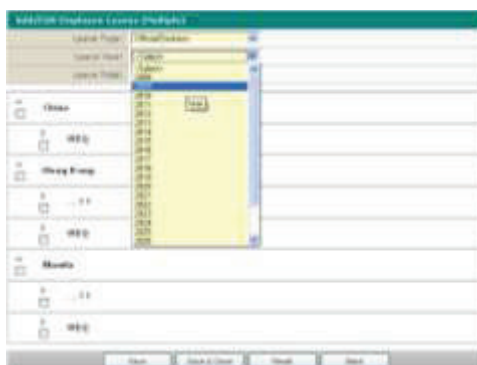


Figure 3-38 Select leave year

- 4) Key in the total number of leaves.



Figure 3-39 Total number of leaves

- 5) Select the employees to whom you will be adding leaves to by clicking on the checkboxes beside their names.



Figure 3-40 Select employees

- 6) When done, use the Save or Save & Close buttons to update the information.
- 7) A message will appear confirming the successful process.
- 8) To reset the information, click on the Reset button.
- 9) To return to the previous page, click on the Back button.

3.3.7 Request/Approval of Leaves

Employees can access this to request for leaves from their supervisors.

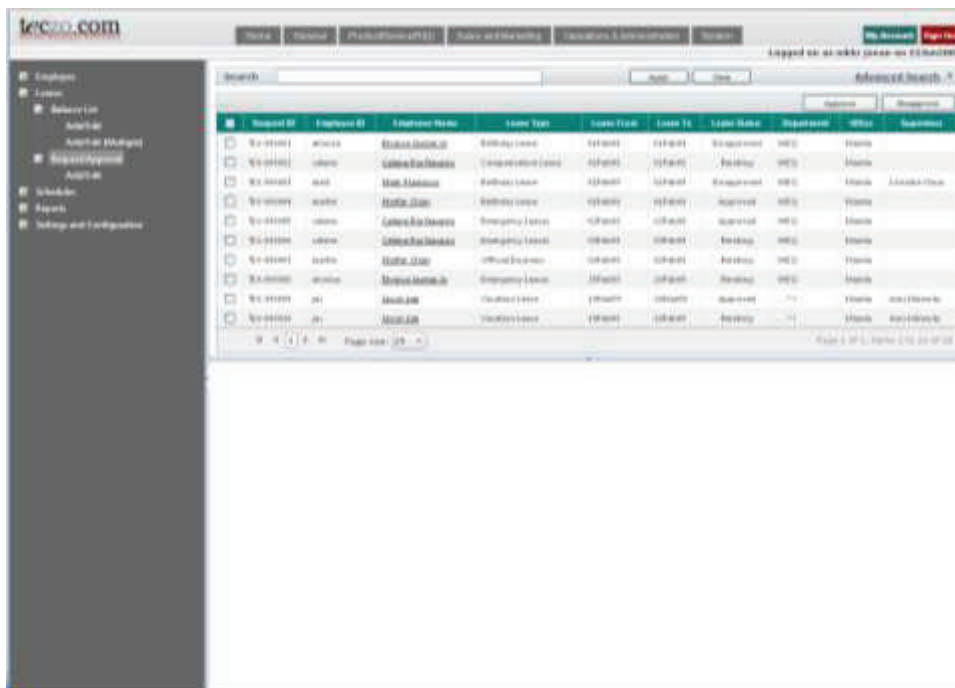


Figure 3-41 Request/Approval

A. Terminology

- This part explains the terms used in the Request/Approval of Leaves pages.

TERM	DEFINITION
Department	Title of the department where the employee is included in
Employee ID	ID given to the employee by the company
Employee Name	Full name of the employee
Leave From	Start date of leave
Leave Status	States whether the leave has already been approved, is still being processed or has been denied
Leave To	End date of leave
Leave Type	Type of leave
Office	Location of the employee's office
Reason	Reason for filing the leave
Request ID	Identification code automatically generated by the system upon saving a new request
Supervisor	Full name of the employee's supervisor
Total Leave Request (Days)	Total number of days covered by the leave

Table 3-9 Definition of terms in the Request/Approval of Leaves page

B. Filter

- This section contains a filter, allowing users to generate specific records of a specific employee. There are two Filter modes: Basic and Advanced. The User simply clicks on the Basic/Advanced Search links to switch modes.
- Basic Search enables the user to look for records by supplying key words.
- The Advanced Search provides the user with more choices to select from, ensuring a more precise search.
- This part explains the terms used in the Request/Approval of Leaves Filter.



Figure 3-42 Request/Approval Filter: Basic Search Mode



Figure 3-43 Request/Approval Filter: Advanced Search Mode

TERM	DEFINITION
Department	Title of the department where the employee is included in
Employee Name	Full name of the employee
Leave From	Start date of leave
Leave Status	States whether the leave has already been approved, is still being processed

	or has been denied
Leave To	End date of leave
Office	Location of the employee's office
Supervisor	Full name of the employee's supervisor

Table 3-10 Definition of terms used in the Request/Approval of Leaves Filter

C. View Request/Approval of Leaves

- 1) To view this page, select Request/Approval from the menu at the left side.

D. View Details

- o The user may click a single record to view the complete information of a certain record.

- 1) Clicking on a record once displays the complete details below the paging bar.

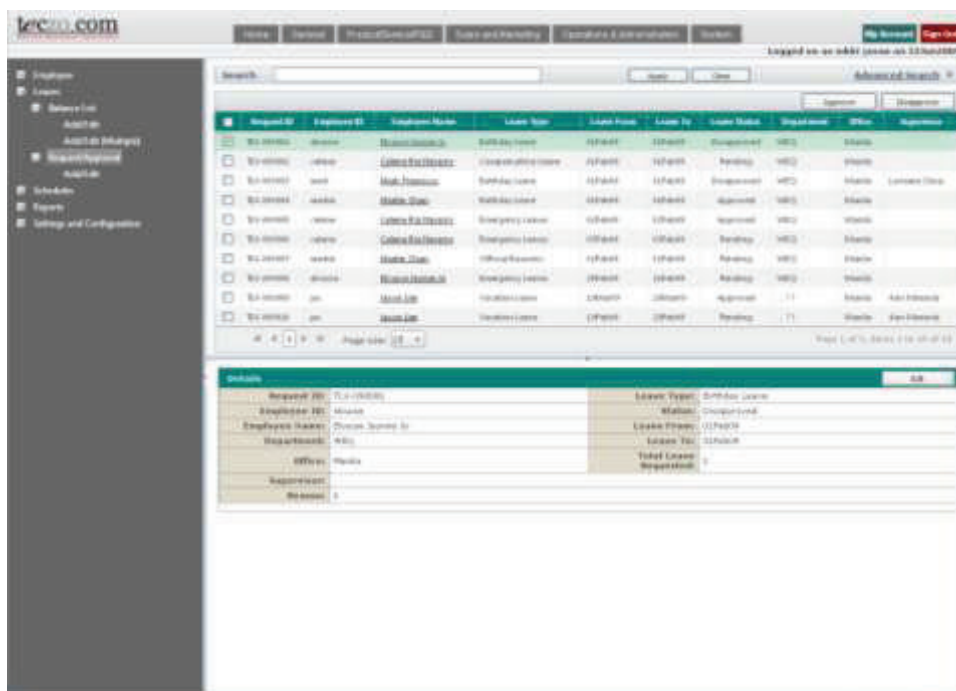


Figure 3-44 View details of Request/Approval

E. Add Request for Leave

- 1) Select Add/Edit below Request/Approval from the menu at the left side.
- 2) To add request for leave, select the Employee Name from the drop down menu displayed. It will then show the details of the employee.

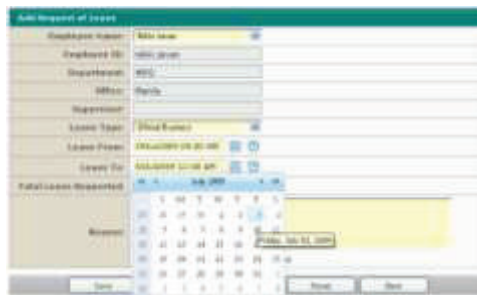


Figure 3-49 Select end date of leave

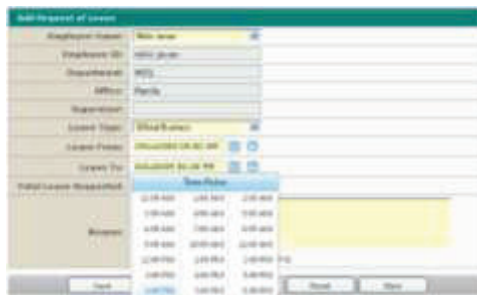


Figure 3-50 Select end time of leave

- 6) Key in the total number of days requested for the leave.
 - 7) State the reason for filing the leave.
 - 8) When done, use the Save or Save & Close buttons to update the information.
 - 9) A message will appear confirming the successful process.
 - 10) To reset the information, click on the Reset button.
 - 11) To return to the previous page, click on the Back button.
- F. Edit Request for Leave
- 1) Requests for leaves can be edited by choosing a leave request record in the Request/Approval page.
 - 2) The user then clicks on the Edit button in the Details page of Request/Approval.
 - 3) The user will be directed to the Add/Edit Request/Approval page and the details of the leave request would be displayed.
 - 4) Check the details and make the necessary corrections. The user can modify the leave type, schedule of leave, total number of days requested for leave and the reason for leave.
 - 5) When done, use the Save or Save & Close buttons to update the information.

6) A message will appear confirming the successful process.

3.3.8 View Employee Schedule

The Schedules List allows the System Administrator and Module Administrator to add and edit assignments of schedules to employees. It also lets the user to create new schedule types or edit existing ones.

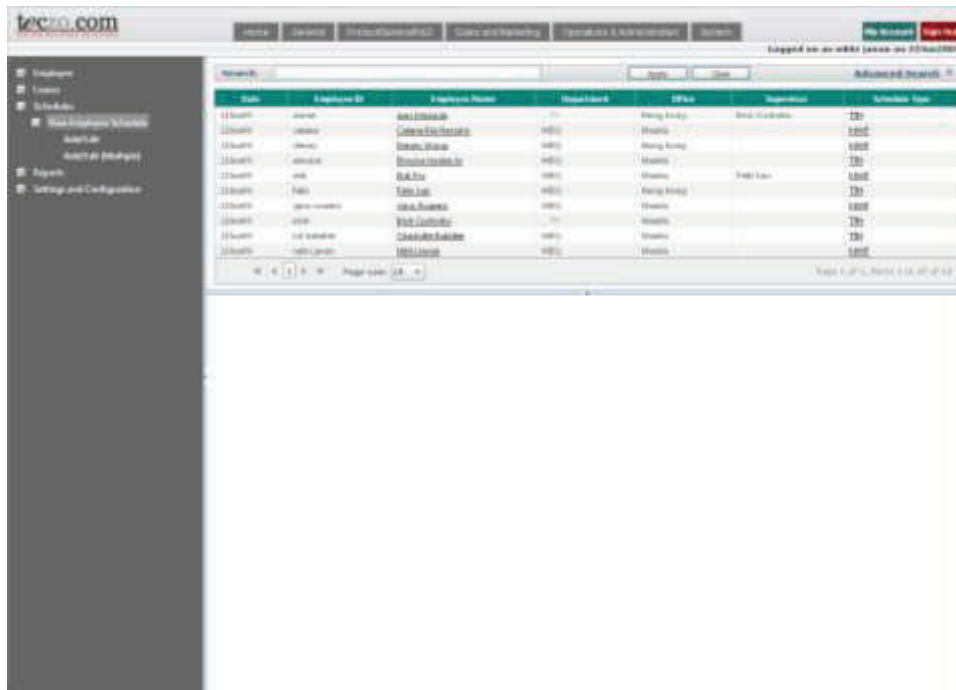


Figure 3-51 View Employee Schedule

A. Terminology

- This part explains the terms used in the Assigning Employee a Schedule pages.

TERM	DEFINITION
Date	Date of employee clocking
Department	Title of the department where the employee is included in
Employee ID	ID given to the employee by the company
Employee Name	Full name of the employee
Office	Location of the employee's office
Supervisor	Full name of the employee's supervisor
Schedule Type	Type of Schedule designed by the company

Table 3-11 Definition of terms in the View Employee Schedule page

B. Filter

- This section contains a filter, allowing users to generate specific records of a specific employee. There are two Filter modes: Basic and Advanced. The User simply clicks on the Basic/Advanced Search links to switch modes.
- Basic Search enables the user to look for records by supplying key words.
- The Advanced Search provides the user with more choices to select from, ensuring a more precise search.
- This part explains the terms used in the Employee Schedule Filter.

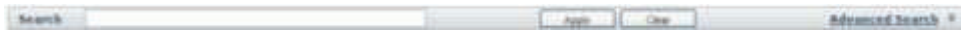


Figure 3-52 View Employee Schedule Filter: Basic Search Mode

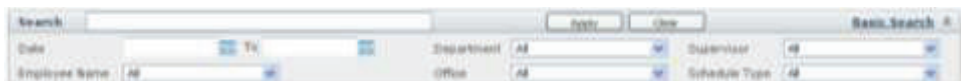


Figure 3-53 View Employee Schedule Filter; Advanced Search Mode

TERM	DEFINITION
Date (From)	Lower bound in date range
Date – To	Upper bound in date range
Department	Title of the department where the employee is included in
Employee Name	Full name of the employee
Office	Location of the employee’s office
Schedule Type	Type of Schedule designed by the company
Supervisor	Full name of the employee’s supervisor

Table 3-12 Buttons and corresponding commands applied in the Employee Schedule Filter

C. View Employee Schedule

- 1) To view this page, select View Employee Schedule from the menu at the left side.

D. View Details

- The user may click a single record to view the complete information of a certain record.
- 1) Clicking on a record once displays the complete details below the paging bar.

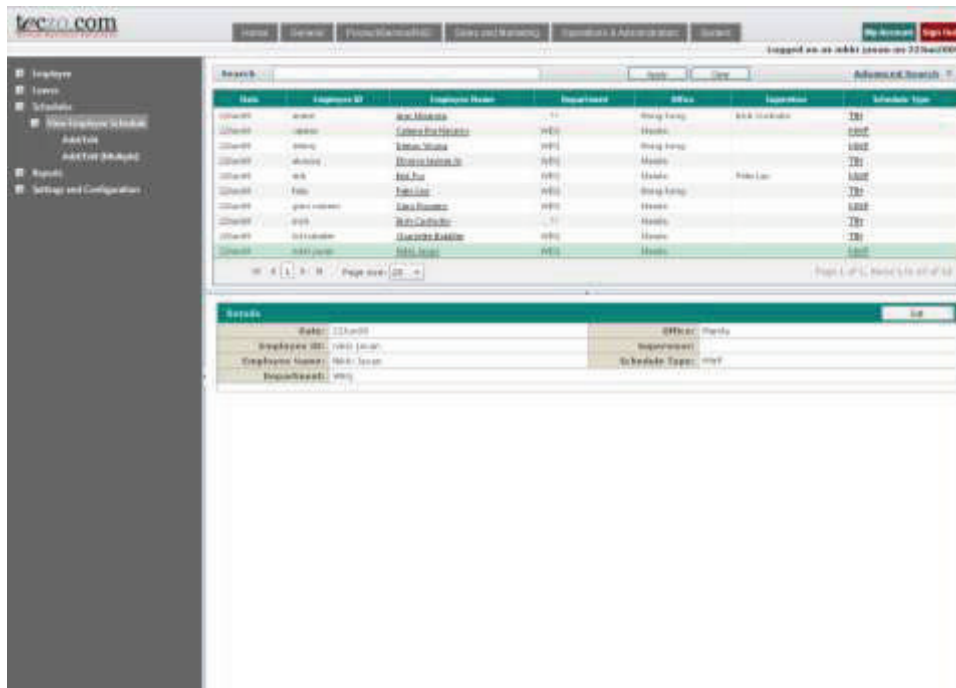


Figure 3-54 View details of Assign Employee a Schedule

E. Add Schedule Assignment to Employee

- 1) Select Add/Edit below View Employee Schedule from the menu at the left side.
- 2) To assign a schedule, select the Employee Name from the drop down menu displayed. It will then show the details of the employee.

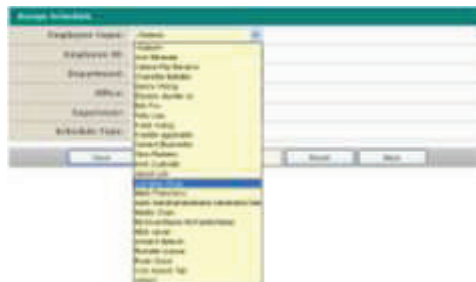


Figure 3-55 Select employee name

- 3) Use the drop down menu to select the Schedule Type.

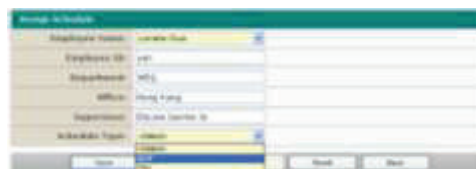


Figure 3-56 Select schedule type

- 4) When done, use the Save or Save & Close buttons to update the information.

- 5) A message will appear confirming the successful process.
- 6) To delete the Schedule, click on the Delete button.
- 7) To reset the information, click on the Reset button.
- 8) To return to the previous page, click on the Back button.

F. Edit Schedule Assignment to Employee

- 1) Records of schedule assignments to employees can be edited by selecting a schedule assignment record in the Assign Employee a Schedule page.
- 2) The user then clicks on the Edit button in the Details page of View Employee Schedule.
- 3) The user will be directed to the Add/Edit Assign Employee a Schedule page and the details of the schedule assignment would be displayed.
- 4) Check the details and make the necessary corrections.
- 5) When done, use the Save or Save & Close buttons to update the information.
- 6) A message will appear confirming the successful process.

G. Add Schedule Assignment to Employees (Multiple)

- 1) Select Add/Edit (Multiple) below Schedules from the menu at the left side.
- 2) Use the drop down menu to select the Schedule Type.

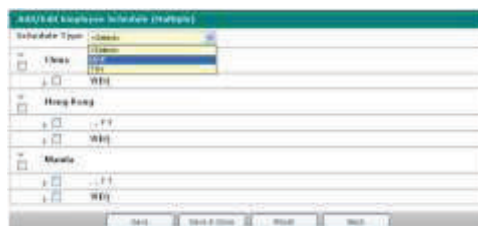


Figure 3-57 Select schedule type

- 3) Select the employees to whom you will be applying the schedule to by clicking on the checkboxes beside their names.

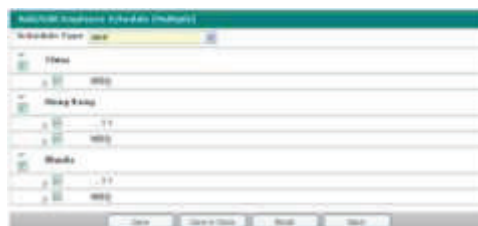


Figure 3-58 Select employees

- 4) When done, use the Save or Save & Close buttons to update the information.
- 5) A message will appear confirming the successful process.

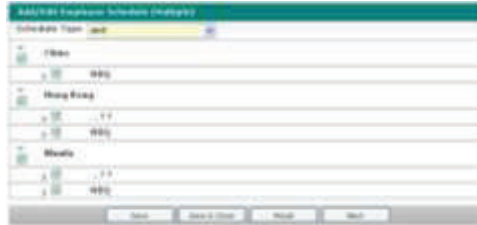


Figure 3-59 Message: *Employee schedule successfully updated.*

- 6) To reset the information, click on the Reset button.
 - 7) To return to the previous page, click on the Back button.
- H. Edit Schedule Assignment to Employees (Multiple)
- 1) Schedule assignments to multiple users may be edited by accessing the Add/Edit (Multiple) page. The link to this page is included in the menu at the left side.
 - 2) Select the Schedule Type from the drop down menu.
 - 3) It will display the employees who are following this kind of schedule. It is indicated by the check marks beside the employees' names.
 - 4) To add/delete employees following this schedule, click on the boxes beside their names.
 - 5) When done, use the Save or Save and Close buttons to update the information.
 - 6) A message will appear confirming the successful process.

3.3.9 Initialize Card

The Initialize Card section allows the System Administrator to write the employees' data into the cards using a device connected to the computer. This part of the module requires the use of Java Runtime Environment and the device's set of drivers.

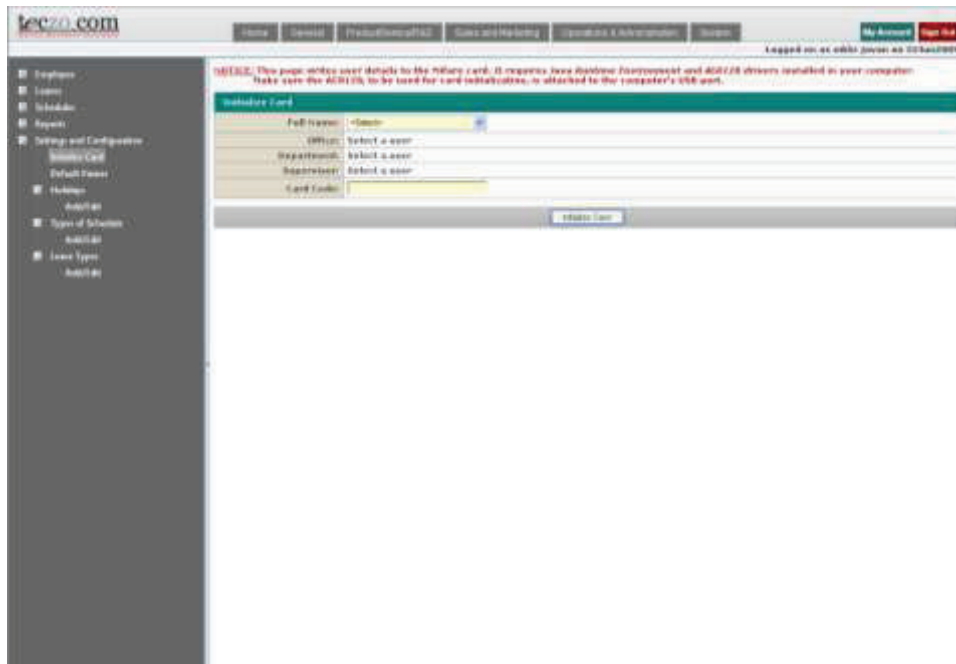


Figure 3-60 Initialize Card

A. Terminology

- This part explains the terms used in the Initialize Card page.

TERM	DEFINITION
Card Code	Card number of the employee card
Department	Title of the department where the employee is included in
Full Name	Full name of the employee
Office	Location of the employee’s office
Supervisor	Full name of the employee’s supervisor

Table 3-13 Definition of terms in the Initialize Card page

B. Initialize Card

- 1) To initialize a card, the user must first select the Full Name of the employee.

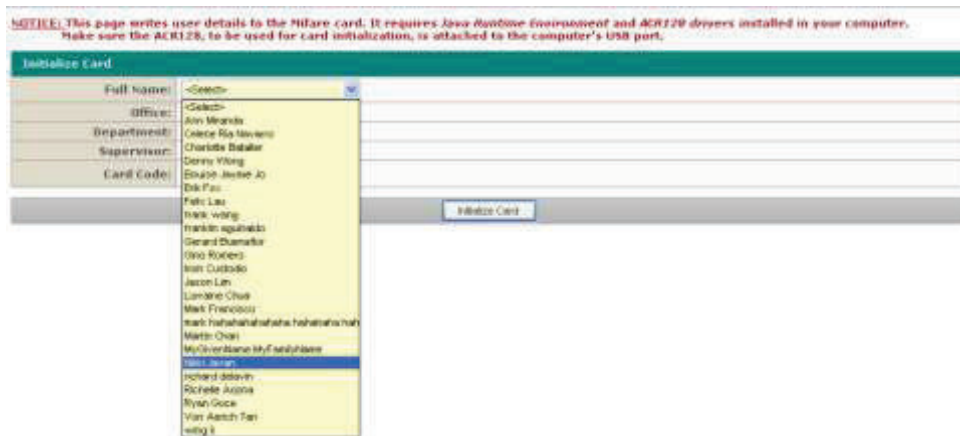


Figure 3-61 Select employee's full name

- 2) Specify a Card Code for the selected employee's card.

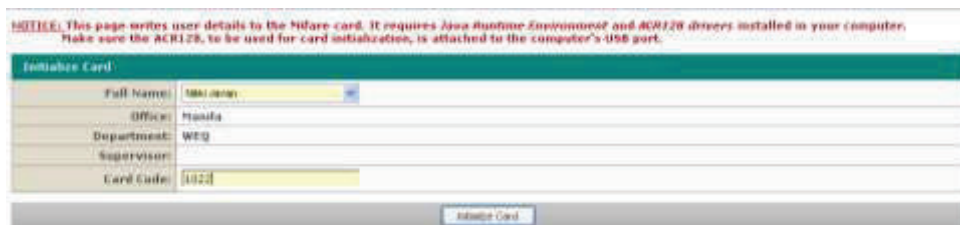


Figure 3-62 Specify a card code

- 3) Make sure that the card is placed directly on the ACR 128 device.
- 4) Click on the Initialize Card button to start the process.

3.3.10 Default Viewer

The Default Viewer can be used to give access to a certain officer or employee for them to be able to view, edit or approve certain records of a user.

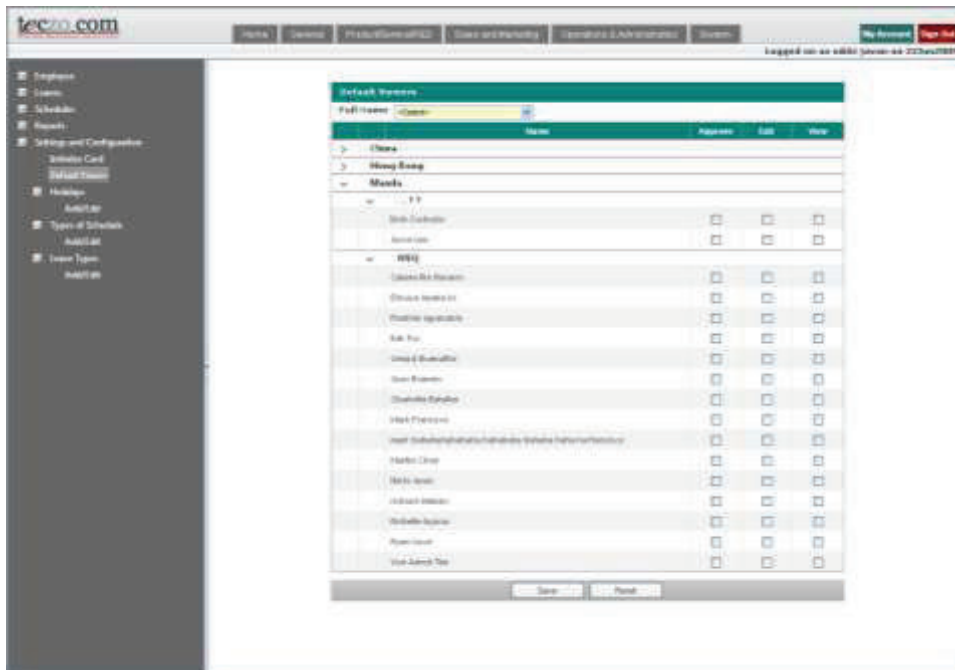


Figure 3-63 Default Viewer

C. Terminology

- This part explains the terms used in the Default Viewer pages.

TERM	DEFINITION
Approve	Gives the user access rights to approve requested leaves of employees
Edit	Gives the user access rights to edit records of employees
Full Name	Full name of the employee
View	Gives the user access rights to view records of employees

Table 3-14 Definition of terms in the Default Viewer page

D. View Default Viewer

- 1) To view this page, select Default Viewer from the menu at the left side.
- 2) Select the Employee Name from the drop down menu. Doing so would display the employee's access rights.

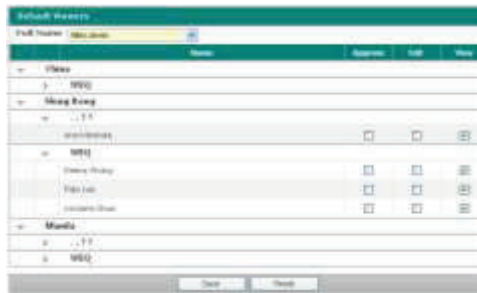


Figure 3-67 View

- 6) Another option would be to enable all access rights.



Figure 3-68 Approve, Edit and View

- 7) When done, use the Save button to update the information.
- 8) A message will appear confirming the successful process.
- 9) To reset the information, click on the Reset button.

3.3.11 Holidays

The Holiday List which can be accessed in the Settings and Configurations section allows the user to view, add and edit the list of holidays celebrated by the company.

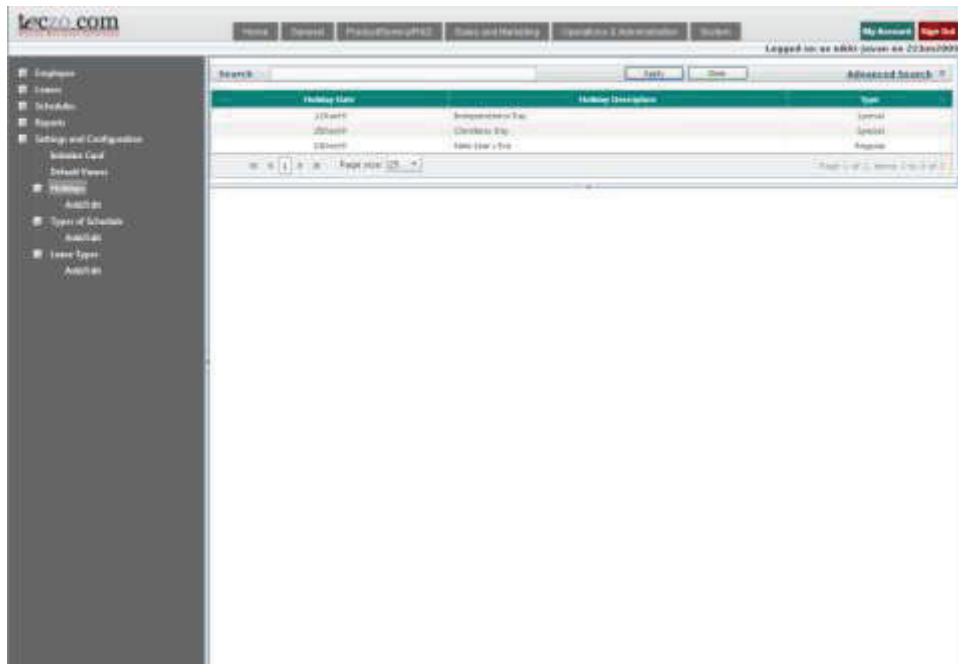


Figure 3-69 Holidays

A. Terminology

- This part explains the terms used in the Holidays pages.

TERM	DEFINITION
Holiday Date	Date of the holiday
Holiday Description	Name of the holiday
Holiday Type	The nature of the holiday; whether it is a regular or a special holiday

Table 3-15 Definition of terms in the Holidays page

B. Filter

- This section contains a filter, allowing users to generate specific records of a specific employee. There are two Filter modes: Basic and Advanced. The User simply clicks on the Basic/Advanced Search links to switch modes.
- Basic Search enables the user to look for records by supplying key words.
- The Advanced Search provides the user with more choices to select from, ensuring a more precise search.
- This part explains the terms used in the Holidays Filter.

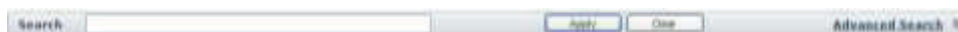


Figure 3-70 Holidays Filter: Basic Search Mode

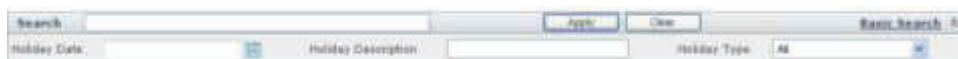


Figure 3-71 Holidays Filter: Advanced Search Mode

TERM	DEFINITION
Holiday Date	Date of the holiday
Holiday Description	Name of the holiday
Holiday Type	The nature of the holiday; whether it is a regular or a special holiday

Table 3-16 Definition of terms used in the Holidays Filter

C. View Holidays List

- 1) To view this page, select Holidays from the menu at the left side.

D. View Details

- The user may click a single record to view the complete information of a certain record.
- 1) Clicking on a record once displays the complete details below the paging bar.

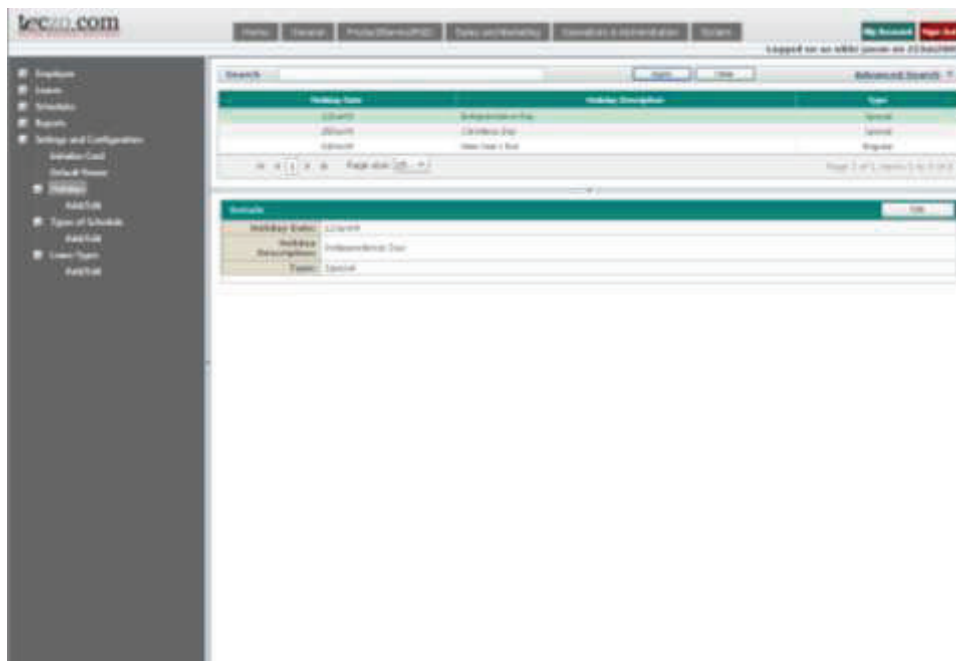


Figure 3-72 View details of Holidays

E. Add Holiday

- 1) Select Add/Edit below Holidays from the menu at the left side.
- 2) Open the calendar popup to select a date.



Figure 3-73 Select date

- 3) State the name of the holiday in the Holiday Description field.



Figure 3-74 Holiday description

- 4) Use the drop down menu to select the Holiday Type.



Figure 3-75 Holiday type

- 5) When done, use the Save or Save & Close buttons to update the information.
- 6) A message will appear confirming the successful process.
- 7) To reset the information, click on the Reset button.
- 8) To return to the previous page, click on the Back button.

F. Edit Holiday

- 1) Records of Holidays can be edited by choosing a Holiday record in the Holidays page.
- 2) Upon clicking on a certain Holiday, its descriptions would be shown in the details page.
- 3) Click on the Edit button in the Details page of Holidays.
- 4) The user will be directed to the Add/Edit Holidays page and the details of the Holiday would be displayed.
- 5) Check the details and make the necessary corrections. The user can modify the Holiday Date, Holiday Description and Type.
- 6) When done, use the Save or Save & Close buttons to update the information.
- 7) A message will appear confirming the successful process.

G. Delete Holiday

- 1) Holidays can be deleted in the Edit Holidays page. The Delete button will be enabled once you have selected a specific holiday.
- 2) To delete the holiday, click on the Delete button. The record will be immediately removed from the summary table.

3.3.12 Types of Schedule

The Type of Schedule List can be accessed, displaying a summary of all schedule types used by the system. This allows the System Administrator and Module Administrator to add and edit schedule types accordingly.

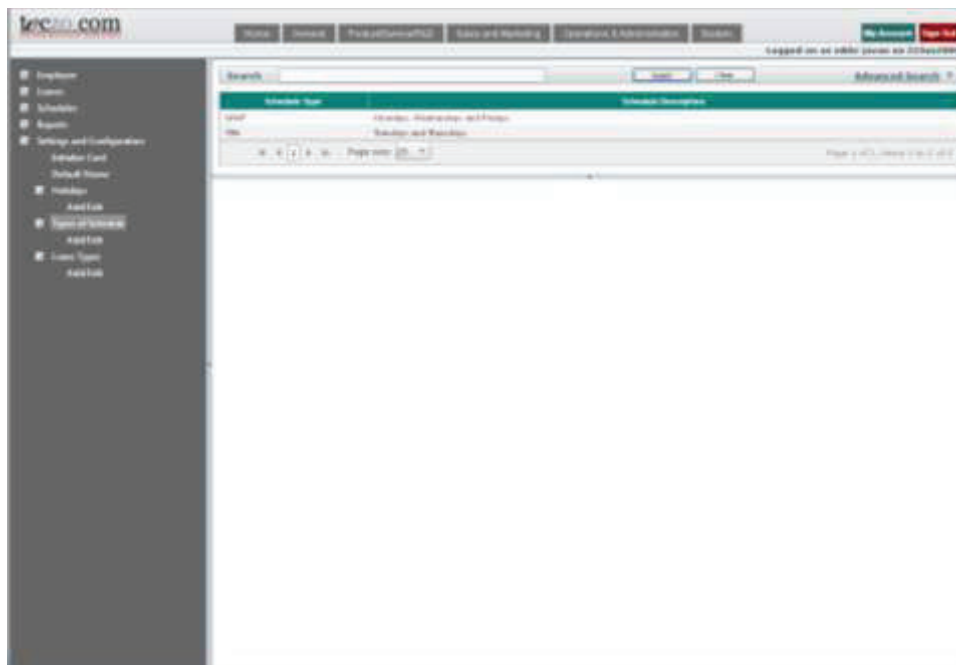


Figure 3-76 Types of Schedule

A. Terminology

- This part explains the terms used in the Types of Schedule pages.

TERM	DEFINITION
Day	Day of the week
No. of Working Hours	Total number of working hours per day
Schedule Description	Name of the schedule
Schedule Type	Type of schedule assigned to the employee
Working Time – From	Start of working time
Working Time – To	End of working time

Table 3-17 Definition of terms in the Types of Schedule page

B. Filter

- This section contains a filter, allowing users to generate specific records of a specific employee. There are two Filter modes: Basic and Advanced. The User simply clicks on the Basic/Advanced Search links to switch modes.
- Basic Search enables the user to look for records by supplying key words.
- The Advanced Search provides the user with more choices to select from, ensuring a more precise search.
- This part explains the terms used in the Types of Schedule Filter.



Figure 3-77 Types of Schedule Filter: Basic Search Mode



Figure 3-78 Types of Schedule Filter: Advanced Search Mode

TERM	DEFINITION
Schedule Description	Name of the schedule
Schedule Type	Type of schedule assigned to the employee

Table 3-18 Definition of terms used in the Types of Schedule Filter

C. View Types of Schedule

- 1) To view this page, select Types of Schedule from the menu at the left side.

D. View Details

- The user may click a single record to view the complete information of a certain record.
- 1) Clicking on a record once displays the complete details below the paging bar.

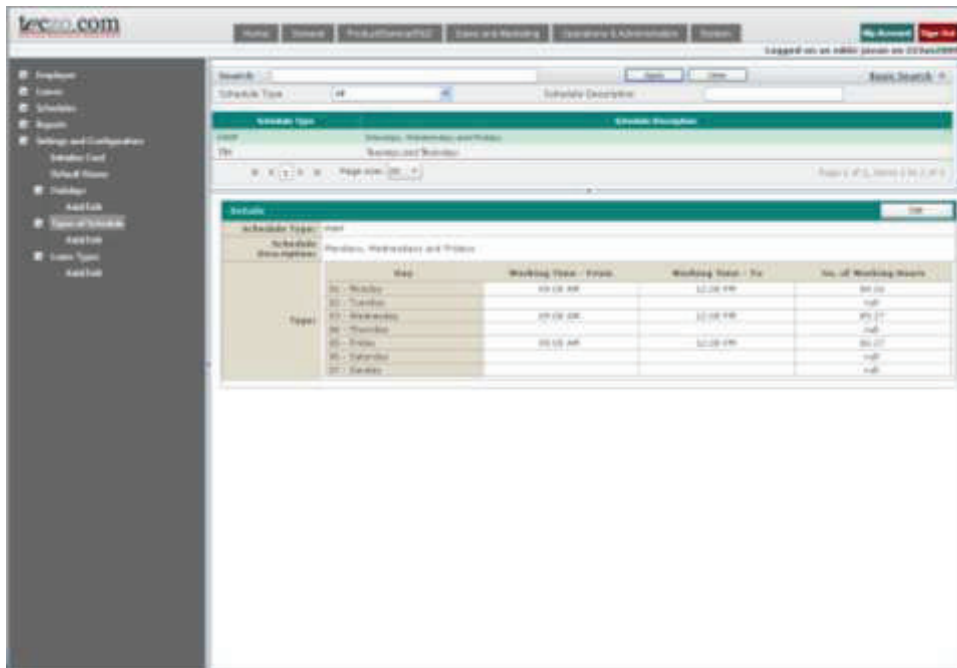


Figure 3-79 View details of types of schedule

E. Add Type of Schedule

- 1) Select Add/Edit below Types of Schedule from the menu at the left.
- 2) Key in the Schedule Type or code in the space provided.



Figure 3-80 Schedule type

- 3) Key in a brief description in the Schedule Description field.

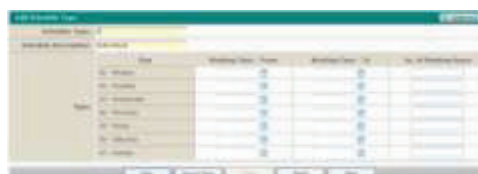


Figure 3-81 Schedule description

- 4) Use the time picker in the Working Time – From column to select the start time.

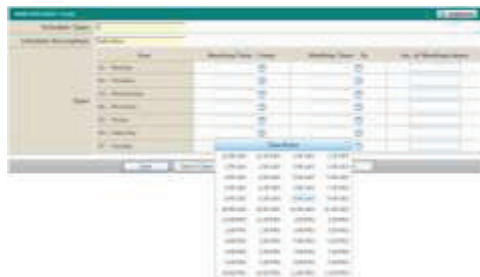


Figure 3-82 Working Time - From

- 5) Use the time picker in the Working Time – To column to select the end time.

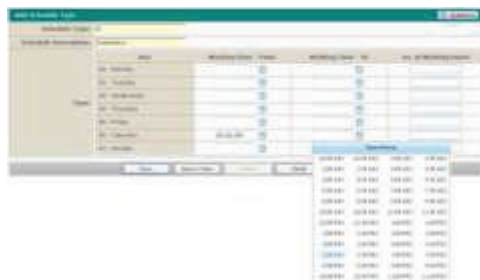


Figure 3-83 Working Time - To

- 6) Key in the length of working time in the No. of Working Hours per day field.



Figure 3-84 Working Hours

- 9) When done, use the Save or Save & Close buttons to update the information.
- 10) A message will appear confirming the successful process.
- 11) To reset the information, click on the Reset button.
- 12) To return to the previous page, click on the Back button.

F. Edit Type of Schedule

- 1) Records of the Schedule Types can be edited by choosing a Schedule Type in the Types of Schedule page.
- 2) Upon clicking on a certain Schedule Type, its descriptions would be shown in the details page.
- 3) Click on the Edit button in the Details page of Types of Schedule.
- 4) The user will be directed to the Add/Edit Types of Schedule page and the details of the Schedule Type would be displayed.

- 5) Check the details and make the necessary corrections. The user can modify the Schedule Description, start and end of working times, and the total number of working hours.
- 6) When done, use the Save or Save & Close buttons to update the information.
- 7) A message will appear confirming the successful process.

G. Delete Type of Schedule

- 1) A type of schedule can be deleted in the Edit Types of Schedule page. The Delete button will be enabled once you have selected a specific schedule.
- 2) To delete the schedule type, click on the Delete button. The record will be immediately removed from the summary table.

3.3.13 Leave Types

The Leave Types pages also allow System Administrators and Module Administrators to add more leaves, and edit leave details according to company policies.

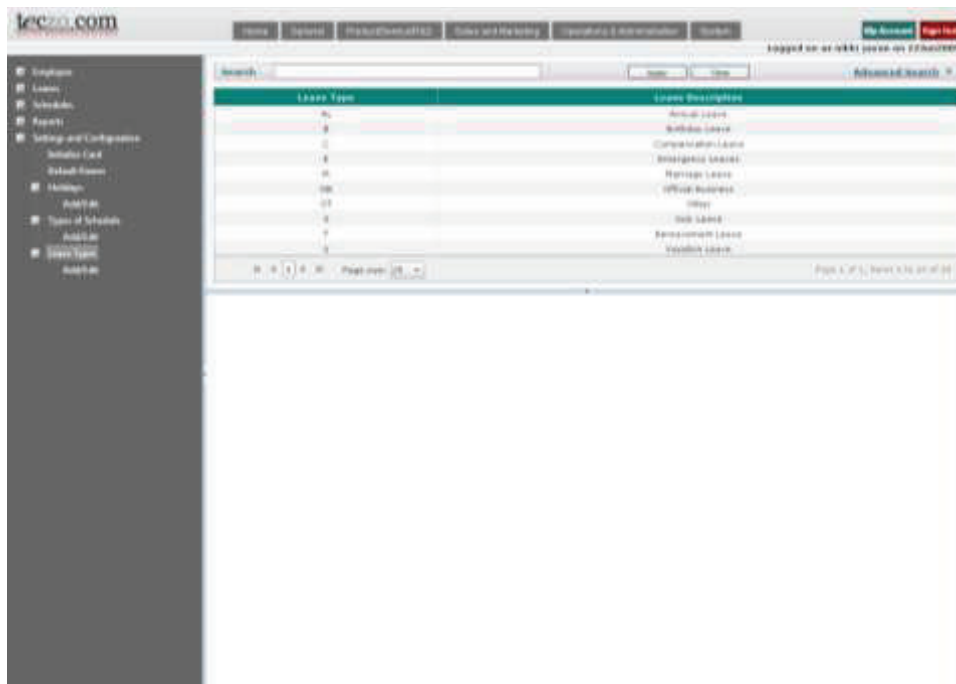


Figure 3-85 Leave Types

A. Terminology

- This part explains the terms used in the Leave Types pages

TERM	DEFINITION
------	------------

Leave Type	Type of leave
Leave Description	Name of leave

Table 3-19 Definition of terms in the Leave Types page

B. Filter

- This section contains a filter, allowing users to generate specific records of a specific employee. There are two Filter modes: Basic and Advanced. The User simply clicks on the Basic/Advanced Search links to switch modes.
- Basic Search enables the user to look for records by supplying key words.
- The Advanced Search provides the user with more choices to select from, ensuring a more precise search.
- This part explains the terms used in the Leave Types Filter.



Figure 3-86 Leave Types Filter: Basic Search Mode



Figure 3-87 Leave Types Filter: Advanced Search Mode

TERM	DEFINITION
Leave Type	Type of leave
Leave Description	Name of leave

Table 3-20 Definition of terms used in the Leave Types Filter

C. View Leave Types

- 1) To view this page, select Leave Types from the menu at the left side.

D. View Details

- The user may click a single record to view the complete information of a certain record.
- 1) Clicking on a record once displays the complete details below the paging bar.

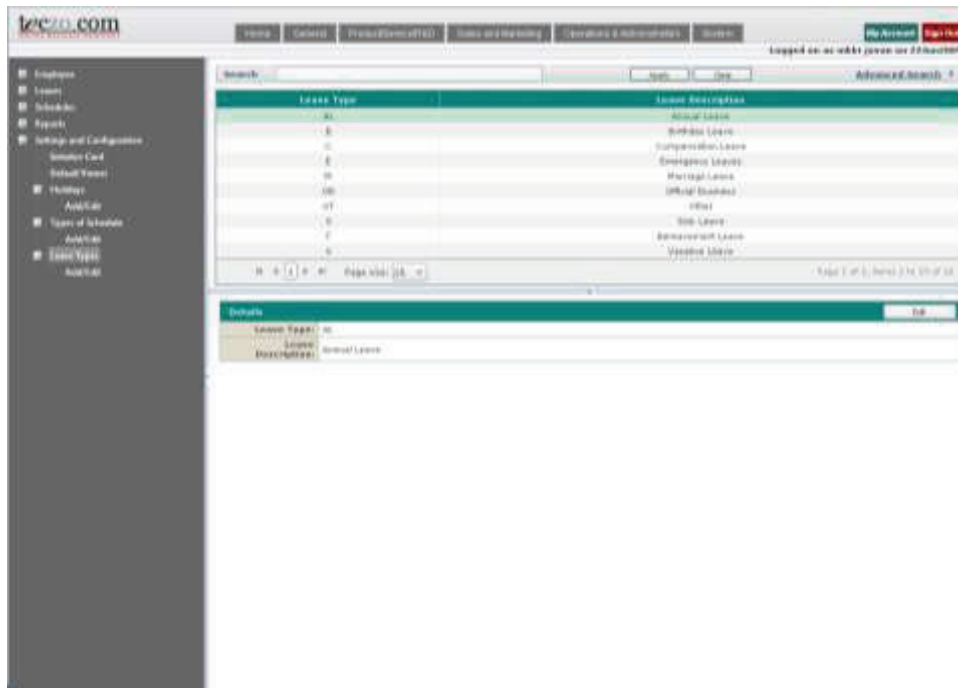


Figure 3-88 View details of leave types

E. Add Leave Type

- 1) Select Add/Edit below Leave Types from the menu at the left side.
- 2) To add a Leave Type, first enter the Leave Type in the space provided.



Figure 3-89 Leave type

- 3) Key in a short description on the Leave Description field.



Figure 3-90 Leave description

- 4) When done, use the Save or Save & Close buttons to update the information.
- 5) A message will appear confirming the successful process.
- 6) To reset the information, click on the Reset button.
- 7) To return to the previous page, click on the Back button.

F. Edit Leave Type

- 1) Records of Leave Types can be edited by choosing a Leave Type record in the Leave Types page.
- 2) Upon clicking on a certain Leave Type, its descriptions would be shown in the details page.
- 3) Click on the Edit button in the Details page of Leave Types.
- 4) The user will be directed to the Add/Edit Leave Types page and the details of the Leave Type would be displayed.
- 5) Check the details and make the necessary corrections. The user can modify the Leave Description.
- 6) When done, use the Save or Save & Close buttons to update the information.
- 7) A message will appear confirming the successful process.

G. Delete Leave Type

- 1) Leave Types can be deleted in the Edit Leave Types page. The Delete button will be enabled once you have selected a specific leave type.
- 2) To delete the leave type, click on the Delete button. The record will be immediately removed from the summary table.

- 1) The user is asked to fill up the Current Password field with the correct current password.
 - 2) The user is then asked to provide a secure New Password.
 - 3) To verify and ensure the new password, the user must retype the new password into the Confirm Password field.
- C. It is important to save the changes once the user is done.
- 1) To save and update the changes in password, click on the Update button.
 - 2) A message will be displayed in the pop-up window saying that the password has been successfully updated. All fields would be cleared.
- D. In case the user decides not to change his/her password after all, he/she can simply click on the Cancel button.

3.4.2 Changing the Language

- A. To change the current language of the system, the user must click on the My Account button.
- B. Upon clicking on the button, a pop-up window will appear. Click on the Language tab to proceed with the modifications.

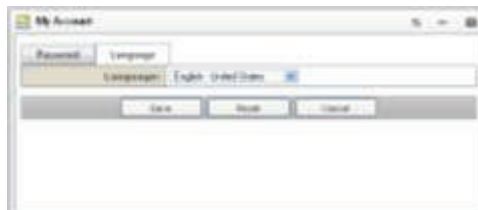


Figure 3-93 *Language tab*

- C. The Language tab will display the current language that you are using. To change the language, select from the drop-down menu.
- D. It is important to save the changes made once the user is done.
1. To save and update the new language, click on the Save button.
 2. When the language has been successfully changed, the pop-up window will automatically close.

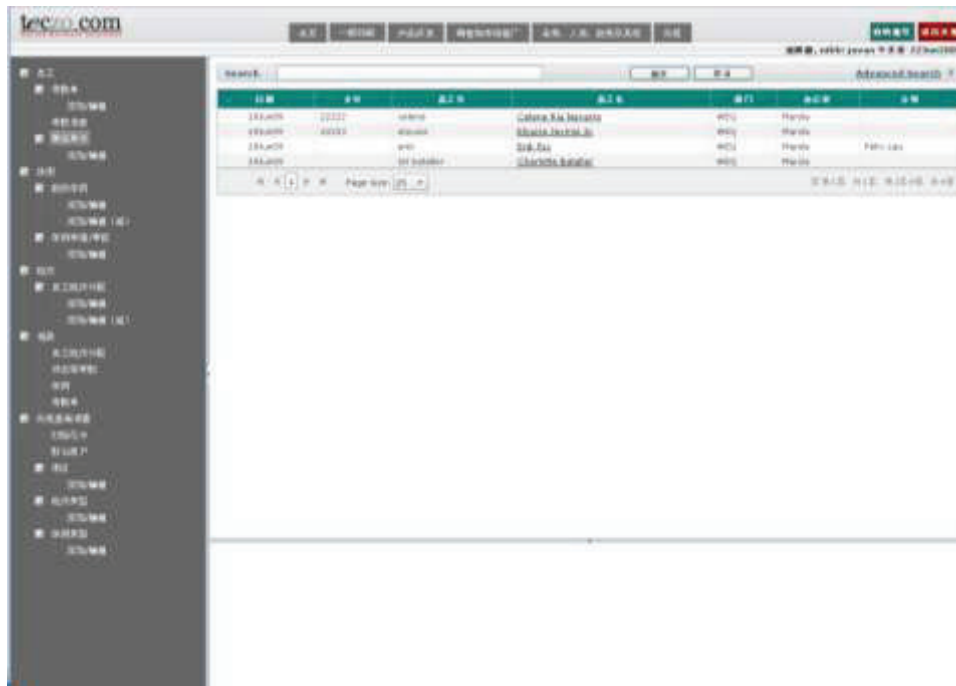


Figure 3-94 Language changed

- E. To reset the language settings, click on the Reset button.
- F. In case the user decides not to change the language settings after all, simply click on the Cancel button.

3.5 Special Instructions for Error Correction

3.5.1 Teczo.com User Login Page

If the user keys in incorrect data, he/she will not be able to sign in to the system. A note on the screen would indicate that an error has occurred.



Figure 3-95 Error message in User Login page

A. Possible error/s in signing in

- The e-mail address entered in the Username field may be invalid.
- The password entered in the Password field may be incorrect.
- The user may have left a field blank.

B. Correction/s

- Make sure that the e-mail address entered in the Username field is complete and valid.
- Key in the correct and current password in the Password field.
- Do not leave any fields unanswered.

3.5.2 My Account Change Password

If the user keys in an incorrect data, he/she will not be able to change the password. A note on the screen would indicate that an error has occurred.

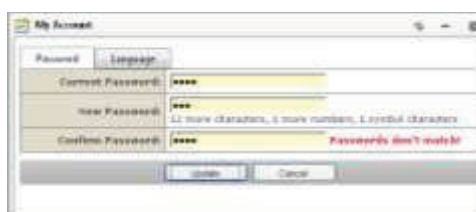


Figure 3-96 Error message in My Account Change Password

A. Possible error/s in changing the password

- The password entered in the Current Password field may be incorrect.
- The New Password and Confirm password values may be mismatched.
- The user may have left a field blank.

B. Correction/s

4.0 REPORTING

4.0 REPORTING

Records in the TecClock Time and Attendance could be exported to various file formats for further analysis and processing. The reports can also be converted to printable reports. This is an option for users who would want printed, hard copies of the reports. The following records of TecClock are equipped with the report feature: Employee Record, Incomplete Clocking, Leaves, and Timesheet.

4.1 Report Capabilities

Reports are generated from the records in TecClock's database, The system generates the records and converts them into printable reports. TecClock's reports can be converted into the following formats:

- Adobe Acrobat (PDF)
- CSV
- Microsoft Excel
- Rich Text Format
- TIFF
- Web Archive

4.2 Report Procedures

4.2.1 Employee Record

This report discloses the employee's pertinent information.

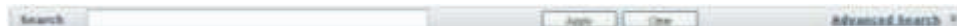


Figure 4-2 Employee Record Report Filter: Basic Search Mode



Figure 4-3 Employee Record Report Filter: Advanced Search Mode

TERM	DEFINITION
Department	Title of the department where the employee is included in
Employee Name	Full name of the employee
Employee Type	States whether the employee is working full-time, part-time, temporary or terminated
Office	Location of the employee's office
Start Date (From)	Lower bound in date range
Start Date (To)	Upper bound in date range
Supervisor	Full name of the employee's supervisor

Table 4-2 Definition of terms used in the Employee Record Reports Filter

C. View Employee Record Reports

- 1) To view the page, select Employee Record from the menu at the left side.
- 2) Click on the View Report button.
- 3) The window will display the report.

Employee ID	Employee Name	Email	Home Phone	Mobile	Department	Office	Position	Supervisor	Terminated Type	Termination Date
anna	Ann Adams	anna.adams@pacific.com	246532		TI	Hong Kong	ENR	Mark Francisco	Full-time	21/03/01
carole	Carole Pfa	carole.pfa@pacific.com	373834		VEG	Wanda	ENR	Richard Adams	Full-time	01/03/01
denny	Denny Wang	denny.wang@pacific.com	1204678		VEG	Hong Kong	Operations Manager		Full-time	01/03/01
elaine	Elaine James	elaine.j@pacific.com	1		VEG	Wanda	ENR		Full-time	21/03/01
frank	Frank Adams	frank.adams@pacific.com	123456789		VEG	Wanda	ENR	Richard Adams	Full-time	01/03/01
isa	Isa Pfa	isa.pfa@pacific.com	12345678		VEG	Wanda	ENR	Felix Lee	Full-time	01/03/01
leo	Leo Liu	leo.liu@pacific.com	123		VEG	Hong Kong	Operations Manager		Full-time	24/03/01
mark	Mark Adams	mark.adams@pacific.com	12345677		VEG	China	ENR	Richard Adams	Full-time	01/03/01
gerald	Gerald Adams	gerald.adams@pacific.com	123		VEG	Wanda	ENR	Richard Adams	Full-time	01/03/01
gina	Gina Adams	gina.a@pacific.com	123		VEG	Wanda	Operations Manager		Full-time	01/03/01
van	Van Adams	van.adams@pacific.com	971781		TI	Wanda	Operations Manager		Full-time	18/11/00
john	John Lim	john.lim@pacific.com	8284114		TI	Wanda	ENR	John Adams	Full-time	21/03/01
mark	Mark Adams	mark.adams@pacific.com	234-342348	8803812	VEG	China	ENR	Frank Adams	Full-time	04/03/01
christopher	Christopher Adams	christopher.a@pacific.com	123		VEG	Wanda	Operations Manager		Full-time	01/03/01
mark	Mark Francisco	mark.f@pacific.com	1		VEG	Wanda	ENR	Richard Adams	Full-time	21/03/01
mark	Mark Adams	mark.adams@pacific.com	634252524		VEG	Wanda	ENR	Richard Adams	Full-time	01/03/01
mark	Mark Adams	mark.adams@pacific.com	123		VEG	Wanda	ENR	Richard Adams	Full-time	21/03/01
mark	Mark Adams	mark.adams@pacific.com	123		VEG	Wanda	Operations Manager		Full-time	01/03/01
john	John Adams	john.adams@pacific.com	12345678		VEG	Wanda	ENR	Operations Manager	Full-time	06/03/01
john	John Adams	john.adams@pacific.com	123		VEG	Wanda	Operations Manager		Full-time	01/03/01
isa	Isa Adams	isa.adams@pacific.com	12345678		VEG	Wanda	ENR	Frank Adams	Full-time	01/03/01
isa	Isa Adams	isa.adams@pacific.com	9717111		VEG	Wanda	ENR	Mark Francisco	Full-time	06/03/01
wing	Wing Adams	wing.adams@pacific.com	1234567		VEG	China	ENR		Full-time	01/03/01
isa	Isa Adams	isa.adams@pacific.com	384238421		VEG	Hong Kong	ENR	Elaine James	Full-time	24/03/01

Figure 4-4 Employee Record Report

- 4) To convert the report into another file format, select a format and then click on the Export link. A popup window will appear prompting the user to open or save the file into the user's computer.

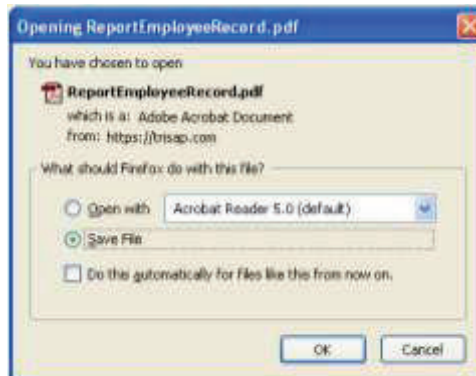


Figure 4-5 Export popup window

- 5) To print the report, click on the Print button. A popup window will appear showing the printing settings.

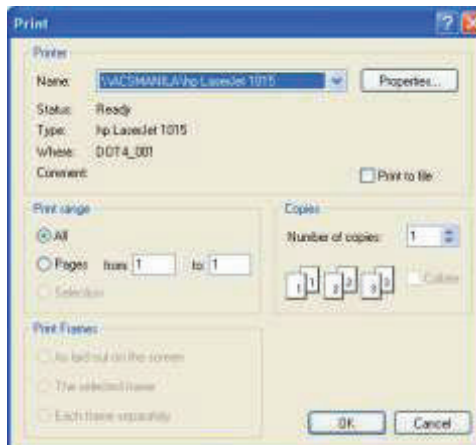


Figure 4-6 Print popup window

- 6) To return to the previous page, click on the Back button.

B. Filter

- This section contains a filter, allowing users to generate specific records of a specific employee. There are two Filter modes: Basic and Advanced. The User simply clicks on the Basic/Advanced Search links to switch modes.
- Basic Search enables the user to look for records by supplying key words.
- The Advanced Search provides the user with more choices to select from, ensuring a more precise search.
- This part explains the terms used in the Incomplete Clocking Reports Filter.

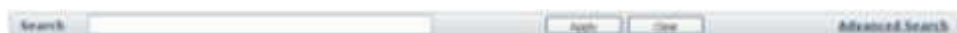


Figure 4-8 *Incomplete Clocking Report Filter: Basic Search Mode*



Figure 4-9 *Incomplete Clocking Report Filter: Advanced Search Mode*

TERM	DEFINITION
Date (From)	Lower bound in date range
Date (To)	Upper bound in date range
Department	Title of the department where the employee is included in
Employee Name	Full name of the employee
Office	Location of the employee's office
Supervisor	Full name of the employee's supervisor
Type	Indicates whether the employee is clocking in or out of the office

Table 4-4 *Definition of terms used in the Incomplete Clocking Reports Filter*

C. View Incomplete Clocking Reports

- 1) To view the page, select Incomplete Clocking from the menu at the left side.
- 2) Click on the View Report button.
- 3) The window will display the report.

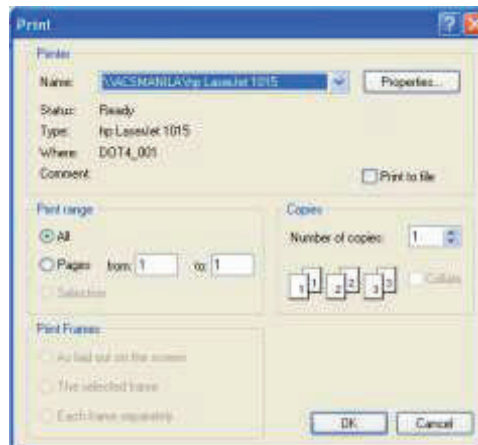


Figure 4-12 Print popup window

- 6) To return to the previous page, click on the Back button.

4.2.3 Leaves

This report shows the dates of employee absences, leaves and remaining balances of an employee.

Employee ID	Employee Name	Department	Office	Supervisor
10000	AGU, ZORAN	HR	Human Resources	John G. Gorman
10001	AGUIRRE, GABRIEL	HR	Human Resources	John G. Gorman
10002	AGUIRRE, GABRIEL	HR	Human Resources	John G. Gorman
10003	AGUIRRE, GABRIEL	HR	Human Resources	John G. Gorman
10004	AGUIRRE, GABRIEL	HR	Human Resources	John G. Gorman
10005	AGUIRRE, GABRIEL	HR	Human Resources	John G. Gorman
10006	AGUIRRE, GABRIEL	HR	Human Resources	John G. Gorman
10007	AGUIRRE, GABRIEL	HR	Human Resources	John G. Gorman
10008	AGUIRRE, GABRIEL	HR	Human Resources	John G. Gorman
10009	AGUIRRE, GABRIEL	HR	Human Resources	John G. Gorman
10010	AGUIRRE, GABRIEL	HR	Human Resources	John G. Gorman
10011	AGUIRRE, GABRIEL	HR	Human Resources	John G. Gorman
10012	AGUIRRE, GABRIEL	HR	Human Resources	John G. Gorman
10013	AGUIRRE, GABRIEL	HR	Human Resources	John G. Gorman
10014	AGUIRRE, GABRIEL	HR	Human Resources	John G. Gorman
10015	AGUIRRE, GABRIEL	HR	Human Resources	John G. Gorman
10016	AGUIRRE, GABRIEL	HR	Human Resources	John G. Gorman
10017	AGUIRRE, GABRIEL	HR	Human Resources	John G. Gorman
10018	AGUIRRE, GABRIEL	HR	Human Resources	John G. Gorman
10019	AGUIRRE, GABRIEL	HR	Human Resources	John G. Gorman
10020	AGUIRRE, GABRIEL	HR	Human Resources	John G. Gorman

Figure 4-13 Leaves report

A. Terminology

- This part explains the terms used in the Leaves Reports pages.

TERM	DEFINITION
Department	Title of the department where the employee is included in
Employee ID	ID given to the employee by the company
Employee Name	Full name of the employee
Leave Types	Type of leave
Office	Location of the employee's office
Supervisor	Full name of the employee's supervisor

Table 4-5 Definition of terms in the Leaves Reports page

B. Filter

- This section contains a filter, allowing users to generate specific records of a specific employee. There are two Filter modes: Basic and Advanced. The User simply clicks on the Basic/Advanced Search links to switch modes.
- Basic Search enables the user to look for records by supplying key words.
- The Advanced Search provides the user with more choices to select from, ensuring a more precise search.
- This part explains the terms used in the Leaves Reports Filter.

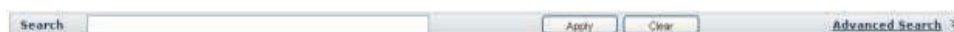


Figure 4-14 Leaves Report Filter: Basic Search Mode



Figure 4-15 Leaves Report Filter: Advanced Search Mode

TERM	DEFINITION
Department	Title of the department where the employee is included in
Employee Name	Full name of the employee
Office	Location of the employee's office
Supervisor	Full name of the employee's supervisor

Table 4-6 Definition of terms in the Leaves Reports page

C. View Leaves Reports

- 1) To view the page, select Leaves from the menu at the left side.
- 2) Click on the View Report button.
- 3) The window will display the report.

Employee ID	ID given to the employee by the company
Employee Name	Full name of the employee
Office	Location of the employee's office
Supervisor	Full name of the employee's supervisor
Status	Indicates whether the employee is in or out of the office

Table 4-7 Definition of terms in the Timesheet Reports page

B. Filter

- This section contains a filter, allowing users to generate specific records of a specific employee. There are two Filter modes: Basic and Advanced. The User simply clicks on the Basic/Advanced Search links to switch modes.
- Basic Search enables the user to look for records by supplying key words.
- The Advanced Search provides the user with more choices to select from, ensuring a more precise search.
- This part explains the terms used in the Timesheet Reports Filter.

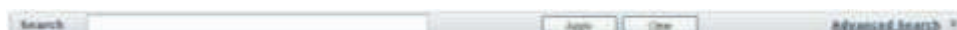


Figure 4-20 Timesheet Report Filter: Basic Search Mode



Figure 4-21 Timesheet Report Filter: Advanced Search Mode

TERM	DEFINITION
Date (From)	Lower bound in date range
Date (To)	Upper bound in date range
Department	Title of the department where the employee is included in
Employee Name	Full name of the employee
Office	Location of the employee's office
Supervisor	Full name of the employee's supervisor
Status	Indicates whether the employee is in or out of the office

Table 4-8 Definition of terms used in the Timesheet Reports Filter

C. View Timesheet Reports

- 1) To view the page, select Timesheet from the menu at the left side.
- 2) Click on the View Report button.
- 3) The window will display the record.

Employee ID	Employee Name	Department	Job	Supervisor	Timesheet Period	Status	Date	Hours
10000	John Wanda	IT	Help Desk	John Wanda	2/19/2009 - 2/19/2009	Incomplete	02/19/2009 12:00:00 AM	0075801223.94 PM AM
					Total			0075801223.94 PM AM
10000	John Wanda	IT	Help Desk	John Wanda	2/20/2009 - 2/20/2009	Incomplete	02/20/2009 12:00:00 AM	0075801223.94 PM AM
					Total			0075801223.94 PM AM
10000	John Wanda	IT	Help Desk	John Wanda	2/21/2009 - 2/21/2009	Incomplete	02/21/2009 12:00:00 AM	0075801223.94 PM AM
					Total			0075801223.94 PM AM
10000	John Wanda	IT	Help Desk	John Wanda	2/22/2009 - 2/22/2009	Incomplete	02/22/2009 12:00:00 AM	0075801223.94 PM AM
					Total			0075801223.94 PM AM
10000	John Wanda	IT	Help Desk	John Wanda	2/23/2009 - 2/23/2009	Incomplete	02/23/2009 12:00:00 AM	0075801223.94 PM AM
					Total			0075801223.94 PM AM
10000	John Wanda	IT	Help Desk	John Wanda	2/24/2009 - 2/24/2009	Incomplete	02/24/2009 12:00:00 AM	0075801223.94 PM AM
					Total			0075801223.94 PM AM
10000	John Wanda	IT	Help Desk	John Wanda	2/25/2009 - 2/25/2009	Incomplete	02/25/2009 12:00:00 AM	0075801223.94 PM AM
					Total			0075801223.94 PM AM
10000	John Wanda	IT	Help Desk	John Wanda	2/26/2009 - 2/26/2009	Incomplete	02/26/2009 12:00:00 AM	0075801223.94 PM AM
					Total			0075801223.94 PM AM
10000	John Wanda	IT	Help Desk	John Wanda	2/27/2009 - 2/27/2009	Incomplete	02/27/2009 12:00:00 AM	0075801223.94 PM AM
					Total			0075801223.94 PM AM
10000	John Wanda	IT	Help Desk	John Wanda	2/28/2009 - 2/28/2009	Incomplete	02/28/2009 12:00:00 AM	0075801223.94 PM AM
					Total			0075801223.94 PM AM
10000	John Wanda	IT	Help Desk	John Wanda	2/29/2009 - 2/29/2009	Incomplete	02/29/2009 12:00:00 AM	0075801223.94 PM AM
					Total			0075801223.94 PM AM
10000	John Wanda	IT	Help Desk	John Wanda	3/1/2009 - 3/1/2009	Incomplete	03/01/2009 12:00:00 AM	0075801223.94 PM AM
					Total			0075801223.94 PM AM
10000	John Wanda	IT	Help Desk	John Wanda	3/2/2009 - 3/2/2009	Incomplete	03/02/2009 12:00:00 AM	0075801223.94 PM AM
					Total			0075801223.94 PM AM
10000	John Wanda	IT	Help Desk	John Wanda	3/3/2009 - 3/3/2009	Incomplete	03/03/2009 12:00:00 AM	0075801223.94 PM AM
					Total			0075801223.94 PM AM
10000	John Wanda	IT	Help Desk	John Wanda	3/4/2009 - 3/4/2009	Incomplete	03/04/2009 12:00:00 AM	0075801223.94 PM AM
					Total			0075801223.94 PM AM
10000	John Wanda	IT	Help Desk	John Wanda	3/5/2009 - 3/5/2009	Incomplete	03/05/2009 12:00:00 AM	0075801223.94 PM AM
					Total			0075801223.94 PM AM
10000	John Wanda	IT	Help Desk	John Wanda	3/6/2009 - 3/6/2009	Incomplete	03/06/2009 12:00:00 AM	0075801223.94 PM AM
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10000	John Wanda	IT	Help Desk	John Wanda	3/7/2009 - 3/7/2009	Incomplete	03/07/2009 12:00:00 AM	0075801223.94 PM AM
					Total			0075801223.94 PM AM
10000	John Wanda	IT	Help Desk	John Wanda	3/8/2009 - 3/8/2009	Incomplete	03/08/2009 12:00:00 AM	0075801223.94 PM AM
					Total			0075801223.94 PM AM
10000	John Wanda	IT	Help Desk	John Wanda	3/9/2009 - 3/9/2009	Incomplete	03/09/2009 12:00:00 AM	0075801223.94 PM AM
					Total			0075801223.94 PM AM
10000	John Wanda	IT	Help Desk	John Wanda	3/10/2009 - 3/10/2009	Incomplete	03/10/2009 12:00:00 AM	0075801223.94 PM AM
					Total			0075801223.94 PM AM
10000	John Wanda	IT	Help Desk	John Wanda	3/11/2009 - 3/11/2009	Incomplete	03/11/2009 12:00:00 AM	0075801223.94 PM AM
					Total			0075801223.94 PM AM
10000	John Wanda	IT	Help Desk	John Wanda	3/12/2009 - 3/12/2009	Incomplete	03/12/2009 12:00:00 AM	0075801223.94 PM AM
					Total			0075801223.94 PM AM
10000	John Wanda	IT	Help Desk	John Wanda	3/13/2009 - 3/13/2009	Incomplete	03/13/2009 12:00:00 AM	0075801223.94 PM AM
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10000	John Wanda	IT	Help Desk	John Wanda	3/14/2009 - 3/14/2009	Incomplete	03/14/2009 12:00:00 AM	0075801223.94 PM AM
					Total			0075801223.94 PM AM
10000	John Wanda	IT	Help Desk	John Wanda	3/15/2009 - 3/15/2009	Incomplete	03/15/2009 12:00:00 AM	0075801223.94 PM AM
					Total			0075801223.94 PM AM
10000	John Wanda	IT	Help Desk	John Wanda	3/16/2009 - 3/16/2009	Incomplete	03/16/2009 12:00:00 AM	0075801223.94 PM AM
					Total			0075801223.94 PM AM
10000	John Wanda	IT	Help Desk	John Wanda	3/17/2009 - 3/17/2009	Incomplete	03/17/2009 12:00:00 AM	0075801223.94 PM AM
					Total			0075801223.94 PM AM
10000	John Wanda	IT	Help Desk	John Wanda	3/18/2009 - 3/18/2009	Incomplete	03/18/2009 12:00:00 AM	0075801223.94 PM AM
					Total			0075801223.94 PM AM
10000	John Wanda	IT	Help Desk	John Wanda	3/19/2009 - 3/19/2009	Incomplete	03/19/2009 12:00:00 AM	0075801223.94 PM AM
					Total			0075801223.94 PM AM
10000	John Wanda	IT	Help Desk	John Wanda	3/20/2009 - 3/20/2009	Incomplete	03/20/2009 12:00:00 AM	0075801223.94 PM AM
					Total			0075801223.94 PM AM
10000	John Wanda	IT	Help Desk	John Wanda	3/21/2009 - 3/21/2009	Incomplete	03/21/2009 12:00:00 AM	0075801223.94 PM AM
					Total			0075801223.94 PM AM
10000	John Wanda	IT	Help Desk	John Wanda	3/22/2009 - 3/22/2009	Incomplete	03/22/2009 12:00:00 AM	0075801223.94 PM AM
					Total			0075801223.94 PM AM
10000	John Wanda	IT	Help Desk	John Wanda	3/23/2009 - 3/23/2009	Incomplete	03/23/2009 12:00:00 AM	0075801223.94 PM AM
					Total			0075801223.94 PM AM
10000	John Wanda	IT	Help Desk	John Wanda	3/24/2009 - 3/24/2009	Incomplete	03/24/2009 12:00:00 AM	0075801223.94 PM AM
					Total			0075801223.94 PM AM
10000	John Wanda	IT	Help Desk	John Wanda	3/25/2009 - 3/25/2009	Incomplete	03/25/2009 12:00:00 AM	0075801223.94 PM AM
					Total			0075801223.94 PM AM
10000	John Wanda	IT	Help Desk	John Wanda	3/26/2009 - 3/26/2009	Incomplete	03/26/2009 12:00:00 AM	0075801223.94 PM AM
					Total			0075801223.94 PM AM
10000	John Wanda	IT	Help Desk	John Wanda	3/27/2009 - 3/27/2009	Incomplete	03/27/2009 12:00:00 AM	0075801223.94 PM AM
					Total			0075801223.94 PM AM
10000	John Wanda	IT	Help Desk	John Wanda	3/28/2009 - 3/28/2009	Incomplete	03/28/2009 12:00:00 AM	0075801223.94 PM AM
					Total			0075801223.94 PM AM
10000	John Wanda	IT	Help Desk	John Wanda	3/29/2009 - 3/29/2009	Incomplete	03/29/2009 12:00:00 AM	0075801223.94 PM AM
					Total			0075801223.94 PM AM
10000	John Wanda	IT	Help Desk	John Wanda	3/30/2009 - 3/30/2009	Incomplete	03/30/2009 12:00:00 AM	0075801223.94 PM AM
					Total			0075801223.94 PM AM
10000	John Wanda	IT	Help Desk	John Wanda	3/31/2009 - 3/31/2009	Incomplete	03/31/2009 12:00:00 AM	0075801223.94 PM AM
					Total			0075801223.94 PM AM

Figure 4-22 Timesheet Report

- 4) To convert the report into another file format, select a format and then click on the Export link. A popup window will appear prompting the user to open or save the file into the user's computer.

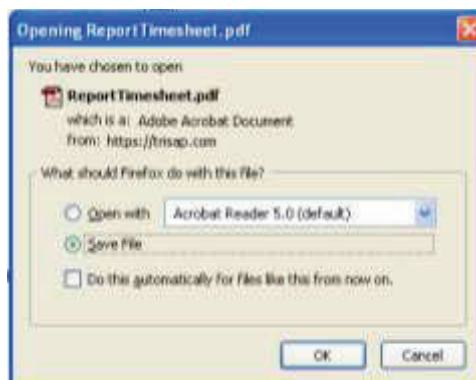


Figure 4-23 Export to Excel popup window

- 5) To print the report, click on the Print button. A popup window will appear showing the printing settings.

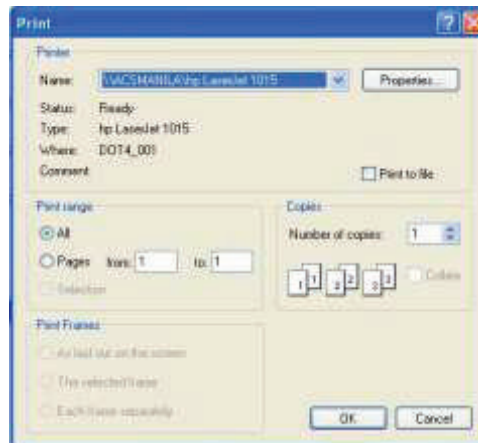


Figure 4-24 Print popup window

- 6) To return to the previous page, click on the Back button.