



Module: m/02/101

'Understanding timeware® personnel.'

At the heart of the timeware system is the personnel database. Before we can look at absence management, attendance, access control or job costing, we need to ensure that the details for each person are accurate.

Everyone on the timeware system must have a personnel record, whether they are temporary workers or the Managing Director. Without this record the rest of the system cannot function.

The screenshot displays the timeware software interface. The top menu bar includes File, View, Tables, Wizards, Advanced, Hardware, and Help. A 'Quick Links' sidebar on the left contains icons for Agenda Summary, Reports, Realtime Locator, and a mobile device icon. The main window is titled 'Agenda Summary' and prompts the user to select from agenda options. It lists 'Online Information' (timeware® Community), 'Birthdays' (Helen Nevins: Birthday on '10 March 2011' in 4 days), and '1 Years Service' (David Adams: 'Years service '0 years, 11 month(s), 12 day(s)'; Marbeth Adams: 'Years service '0 years, 11 month(s), 12 day(s)').

Below the agenda summary is a 'Personnel' window for Employee ID 305, Nathan Price. The 'General (Essential)' tab is active, showing fields for Badge (1), Known as (Price, Nathan), Biometric data (Finger, Hand), Date started with company (01/12/2010), Badge activation, Current job (Office manager), Status (Employee), Period schedule (Nathan Price), Terminal policy, Access profile (Standard Profile), Email policy, and Flextime closing balance. A 'Finger Print Registration Wizard' button is also present. A photo placeholder is visible on the right.

A second 'Personnel' window is open in the foreground, showing the 'General (Contact Details)' tab. It includes fields for Address, Postcode, Home and pager number, SMS number, E-mail address, and Next of kin contact name, telephone no. and relationship. The 'Update' and 'Cancel' buttons are at the bottom.

Training module: m-02-101 *Understanding timeware @ personnel...*





Notes