



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 navigation bar includes File, View, Tables, Wizards, Advanced, Hardware, and Help. The Quick Links sidebar on the left offers links to Agenda Summary, Reports, and Realtime Locator. The main area features a large 'Agenda Summary' banner with a sub-section for 'Online Information' (timeware® Community). Below this are sections for Birthdays (Helen Nevin's birthday on '10 March 2011' in 4 days) and 1 Years Service (David Adams' and Marbeth Adams' years service details). The central focus is the 'Personnel' module, which is open for Employee ID 305, Nathan Price. The 'General' tab is selected, showing details like badge (1), known as (Price, Nathan), biometric data (Finger, Hand), and current job (Office manager). The 'Contact Details' tab is also visible, showing address, postcode, phone number, SMS number, and email address. The bottom of the interface shows a navigation bar with buttons for Update, Cancel, and a link to 'Adding new record'.

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Notes