



Module: m/02/120

'Amending a timeware® personnel record...''

1. To access timeware® personnel, select the Personnel Quick link,



or, select File, then Personnel...





2. The personnel screen will appear at the record last viewed by the user.

Personnel

Employee ID: 305 First name: Nathan Last name: Price

General

General (Essential)

Badge: 7934956 Known as: Price, Nathan

Biometric data: Finger Hand [Remove](#) [Finger Print Registration Wizard](#)

Date started with company: 01/01/2009 2 years, 10 month(s), 23 day(s) Remove 'Years Service' from Agenda

Badge activation: to

Current job: Office manager

Person status: Employee

Absence entitlement policy: Standard Holiday Entitlement

Period schedule: Nathan Price Week rotation: 1

Terminal policy: Standard Policy

Email policy:

Flexitime closing balance set on: / / Amount:

To select a photo use right mouse click on the box

Add Edit Delete Find... Refresh Preview... Copy... Close

Record 56 of 58

Press <Find> and identify the relevant person using the search facilities.

Find: Personnel

Search for:

Search through: Employee ID

Search type: Contains

Drag a column header here to group by that column.

Employee ID	Payroll	First Name	Last Name	Known As	Employee
297		David	Gorman	Gorman, David	Agency
298		Deborah	Burns	Burns, Deborah	Agency
299		Edmond	Hewitt	Hewitt, Edmond	Agency
300		Darren	McBride	McBride, Darren	Agency
301		Lynsey	McCourt	McCourt, Lynsey	Agency
302		Kyle	Lawlor	Lawlor, Kyle	Agency
303		Emma	Deazley	Deazley, Emma	Agency
304		Justin	Tennyson	Tennyson, Justin	Agency
305		Nathan	Price	Price, Nathan	Employee



3. Click on <Edit> and begin modifying the required fields.

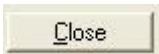
A screenshot of a Windows application window titled "Personnel". The window shows a list of fields for editing a personnel record. At the top, there are fields for "Employee ID: 305", "First name: Nathan", and "Last name: Price". The main area is titled "General (Essential)" and contains the following data:

- Badge: 7934956
- Known as: Price, Nathan
- Biometric data: Finger (Remove), Hand (Remove), Finger Print Registration Wizard
- Date started with company: 01/01/2008 (2 years, 10 month(s), 23 day(s)), Remove 'Years Service' from Agenda
- Badge activation: (dropdown menus)
- Current job: Office manager
- Person status: Employee
- Absence entitlement policy: Standard Holiday Entitlement
- Period schedule: Nathan Price (dropdown), Week rotation: 1
- Terminal policy: Standard Policy
- Email policy: (dropdown)
- Flexitime closing balance set on: //, Amount: (dropdown)

On the right side of the window, there is a placeholder for a photo with the instruction: "To select a photo use right mouse click on the box". A blue placeholder image of a person is shown. At the bottom of the window, there are "Update" and "Cancel" buttons, and a status bar indicating "Editing record".

Next, click <Update> to save the personnel record. The person's details will be sent to the relevant timeware® terminals within thirty seconds.

Click <Close> to leave Personnel.





Notes

Training module: m-02-120 *Amending a timeware® personnel record...*

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