

USER MANUAL



INDEX:

INDEX:	1
1. INTRODUCCIÓN	2
2. ACCESS TO JobMaster	2
3. SYSTEM INTERFACE AND USE	4
ADMINISTRATOR:	4
DASHBOARD	5
EMPLOYEES	5
DOCUMENTS	8
BUDGETS	9
SCHEDULES	13
ABSENCES	14
INCIDENTS	16
EMPLOYEES	17
DASHBOARD	18
DOCUMENTS	19
ATTENDANCES	20
INCIDENTS	21
MY PROFILE	22
RECOVER PASSWORD	22

1. INTRODUCCIÓN

Welcome to the JobMaster user manual, our user management system that helps you register and manage your company's employees easily and effectively.

In this manual, I will show you how to take advantage of all the functions offered by the JobMaster system in a simple way.

2. ACCESS TO JobMaster

To access JobMaster, you will need to go through the link: <https://jobmaster.es/>.

As for the credentials you can use to log in after downloading our system, it will come by default with an administrator user and another user with these credentials:

ADMINISTRATOR:

NIF:
admin

PASSWORD:
admin



JOB MASTER

NIF

Contraseña

Ocultar

Iniciar Sesión

USER/EMPLOYEE:

NIF:
12345678Z

Contraseña:
Password123



JOB MASTER

NIF

Contraseña

Ocultar

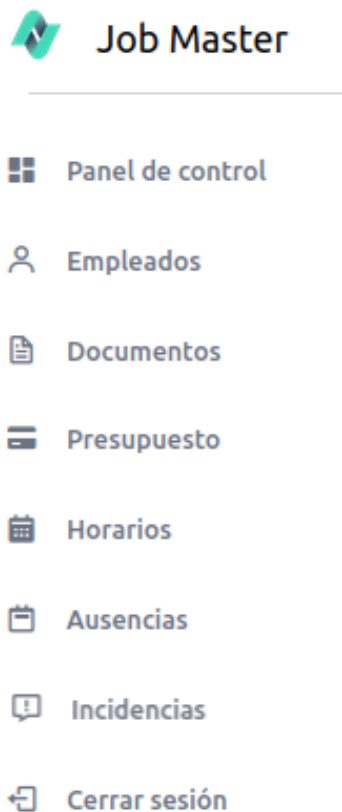
Iniciar Sesión

¿Olvidaste tu contraseña?

3. SYSTEM INTERFACE AND USE

ADMINISTRATOR:

Starting with the use of the system and its interface, I will first describe the options and view of the administrator. The first thing you will see when you log in is our graphical interface, which is divided into several options:



DASHBOARD

The first thing we will see is the control panel where we will see a summary of the employees who are working and those who have not come to work. Next, we have two lists showing a summary of the latest incidents and another with the latest absences, along with a button to access the respective sections.

10

Total de Trabajadores

10

Trabajadores Inactivos

0

Trabajadores Presentados

Incidencias Recientes

[Ir a Incidencias](#)

NOMBRE	TIPO	DESCRIPCIÓN	FECHA	ESTADO
Darrin Botsford	Retraso	example text	2024-05-23	Pendiente
Admin Admin	Otros	Voluptas aut ut labo...	2020-08-09	Completada
Admin Admin	Cambio de contraseña	Rerum modi voluptas ...	2016-12-28	Completada
Emerson Kulas	Ausencia	Odio illum aut sed e...	2008-11-01	Pendiente
Alize Wehner	Retraso	Vel aut fuga consect...	2007-01-05	Completada

Ausencias Recientes

[Ir a Ausencias](#)

NOMBRE	TIPO	FECHA DE INICIO	FECHA FINAL
Emerson Kulas	Vacaciones	2024-05-28	2024-05-29
Alize Wehner	Baja	2021-09-04	2004-12-17

EMPLOYEES

Next, we have the employees section, where we can see a list of all the employees in the company along with several actions to manage the employees:

Empleados 10 Trabajadores Añadir					
FOTO	NOMBRE	EMAIL	TELÉFONO	PAÍS	ACCIÓN
	Emerson Kulas	smosciski@example.org	682695430	Luxembourg	
	Darrin Botsford	preichert@example.org	682845243	Iran	
	Stephen Metz	watsica.tanya@example.com	673177853	Nigeria	
	Alize Wehner	beverly.crooks@example.org	731150119	Costa Rica	
	Kendrick Klocko	dgoodwin@example.net	704108711	Lithuania	
	Amanda Wilderman	dare.shyanne@example.net	753622942	Mauritania	
	Guadalupe Schimmel	abbie.swift@example.org	649093062	Puerto Rico	
	Vernie Cummings	ziemann.jaylin@example.net	738042102	Ireland	
	Benjamin Rippin	grace.gleichner@example.org	708877635	Albania	
	Misty Luetzgen	yschiller@example.net	740588847	Samoa	

By clicking the button, a set of forms will open that must be filled out with the user's information, and then we can click the add button to add the user. Additionally, we can cancel the option if we do not want to create the user through the "Cancelar" button.

Añadir empleado

Información personal

Nombre

Nombre

Apellido

Apellidos

Fecha de nacimiento

mm / dd / yyyy

País

Nacionalidad

Género

Seleccione su género

Email

Email

Teléfono

Teléfono

Foto

Browse... No file selected.

Dirección

Dirección

Nombre y número de la calle

Ciudad

Ciudad

Código Postal

Código Postal

Credenciales

NIF


12345678Z

Contraseña

Añadir Usuario

Cancelar

Then, we have action options, such as viewing the details of the employee we want, editing, or deleting them. This is the option to view the employee's details where we will see a summary of their information:


Alize Wehner

Datos Personales

NIF 38847737R	Fecha de Nacimiento 2003-03-11
Género Femenino	Nacionalidad Costa Rica

Contacto


Email beverly.crooks@example.org	Teléfono 731150119
--	------------------------------

Dirección

Dirección Winifred Underpass	Ciudad Quitzonfort
Código Postal 88701	País Costa Rica

Cerrar

Next is the edit option, where we will see the employee's data displayed, and simply update the information we want to change by replacing the old data:


Editar empleado

Información personal

Nombre completo

Apellido

Fecha de nacimiento

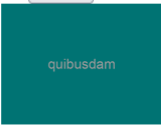
País

Género

Email

Teléfono

Foto No file selected.



Dirección

Dirección

Ciudad

Código Postal

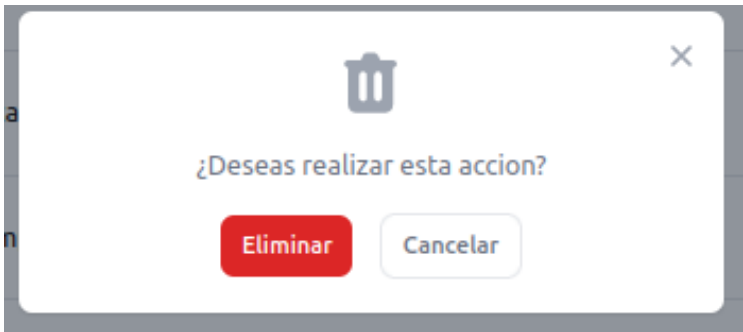
Credenciales

NIF

Guardar

Cancelar

Finally, we have the option to delete an employee, where a modal will appear to confirm if we want to delete the employee:





DOCUMENTS

Next is the documents section, where we will see a list of employees with an action to view the selected employee's documents:

Documentos			
NOMBRE	CORREO ELECTRÓNICO	TELÉFONO	ACCIÓN
Emerson Kulas	smosciski@example.org	682695430	
Darrin Botsford	preichert@example.org	682845243	
Stephen Metz	watsica.tanya@example.com	673177853	
Alize Wehner	beverly.crooks@example.org	731150119	
Kendrick Klocko	dgoodwin@example.net	704108711	
Amanda Wilderman	dare.shyanne@example.net	753622942	
Guadalupe Schimmel	abbie.swift@example.org	649093062	
Vernie Cummings	ziemann.jaylin@example.net	738042102	
Benjamin Rippin	grace.gleichner@example.org	708877635	
Misty Luettgen	yschiller@example.net	740588847	


When selecting an employee, their documents will be displayed, and we will have the ability to filter them, go back to the employee list, and add new documents:

Documentos de Misty			Volver	Añadir	Filtros
Tipo	Descripción	Acción			
Curriculum	a	 			

If the employee has no documents, a message will be displayed:

Documentos de Darrin			Volver	Añadir	Filtros
Tipo	Descripción	Acción			
No hay documentos disponibles para este empleado.					

If we click on the add option, the following form will be displayed, where after filling out all the fields, the document will be added:


Añadir documento

Información del documento

Tipo de documento

Curriculum

Nombre

Dani CV

Descripción

Tu curriculum

Fecha

05/23/2024

Archivo

Browse...

presupuesto-1.pdf






















Archivo válido.

Añadir Documento

Cancelar

BUDGETS

Next is the budgets section, where we will see a list of created budgets with options to download them as PDFs, edit, delete, and add a new budget:

Presupuesto 10 Presupuestos					+ Añadir		Filtros
CLIENTE	COMPAÑIA	SUBTOTAL	TOTAL	ACCIÓN			
Friesen-Erdman	Schimmel and Sons	3962€	8263€	  			
Sipes-Braun	Miller-Ledner	7386€	3093€	  			
Gulgowski and Sons	Jast, Kunde and Rolfson	9790€	5478€	  			
Ryan, Reichert and Herman	Rau, Hauck and Kertzmann	535€	3677€	  			
Ryan, Reichert and Herman	Powlowski-Walsh	7374€	24€	  			
McClure and Sons	Pouros, Thompson and Nikolaus	1161€	9264€	  			
Friesen-Erdman	Jast, Kunde and Rolfson	2075€	604€	  			
					« Anterior		
					1 2 Siguiente »		

By clicking the add option, a set of forms will be displayed, and after filling them out with the correct information, the budget can be added:

Añadir Presupuesto

Datos empresa:

Nombre:

Nombre

Teléfono:

+34 623457862

NIF:

32245678G

Email:

john@gmail.com

Dirección:

calle maig 56

Ciudad:

Barcelona

Código Postal:

90876

Datos del cliente:

Nombre:

Nombre

Teléfono:

+34 623457862

NIF:

32245678G

Email:

john@gmail.com

Dirección:


calle maig 56

Ciudad:

Barcelona

Código Postal:

90876

 Información

Concepto

Precio

Cantidad

Dto.%

IVA%

IRPF%

Concepto

Precio

Cantidad

Dto.%

21

IRPF%

+ Añadir nuevo concepto

Base imponible:

Descuento:

IVA:

IRPF:

Total:

€0.00

€0.00

€0.00

€0.00

€0.00

Crear

Cancelar

Next by clicking the download as PDF button, the budget will be downloaded and displayed in a new tab showing the data:

 presupuesto-4.pdf
Open File





PRESUPUESTO

Datos del cliente:

Nombre: Ryan, Reichert and Herman

Teléfono: 682574570

Email: yschulist@example.org

Dirección: Angela Turnpike

Ciudad: North Hunter

Código Postal: 22594

Datos de la empresa:

Nombre: Rau, Hauck and Kertzmann

Teléfono: 791773938

Email: ferry.albertha@example.net

Dirección: Orn Plaza

Ciudad: Loraineburgh

Código Postal: 84504

Conceptos y información

Concepto	Precio	Cantidad	Descuento	IVA	IRPF
Consequatur et distinctio omnis et.	3614€	29	90%	21%	48%

Subtotal: 535€

Total: 3677€

Fecha: 5/23/2024

If we click the edit button, forms with the selected budget data will be displayed, and we can update the information by changing the field content we want to update:

Editar Presupuesto

Datos empresa:

Nombre:
Rau, Hauck and Kertzmann

Teléfono:
791773938

NIF:
03065955D

Email:
ferry.albertha@example.net

Dirección:
Orn Plaza

Ciudad:
Lorraineburgh

Código Postal:
84504

Datos del cliente:

Nombre:
Ryan, Reichert and Herman

Teléfono:
682574570

NIF:
35551272B

Email:
yschulist@example.org

Dirección:
Angela Turnpike

Ciudad:
North Hunter

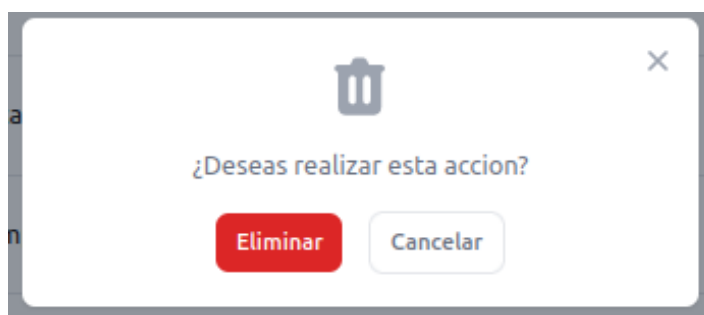
Codigo Postal:
22594

Información						
Concepto	Precio	Cantidad	Dto.%	IVA%	IRPF%	
Consequatur et distinctio	3614	29	90	21	48	
Base imponible:						€104,806.00
Descuento:						€94,325.40
IVA:						€22,009.26
IRPF:						€50,263.68
Total:						-€17,773.82

Guardar

Cancelar





















Finally, in this section, there is the delete button, which will display a modal asking if you want to delete the budget. If confirmed, it will be deleted; otherwise, you can cancel the deletion with the other option:



SCHEDULES

Next, we have the schedules section, where upon entering, we will see a list of employees with the option to view each employee's personal schedule:

Horarios 10 Trabajadores

FOTO	NOMBRE	EMAIL	TELÉFONO	PAÍS	ACCIÓN
	Emerson Kulas	smosciski@example.org	682695430	Luxembourg	
	Darrin Botsford	preichert@example.org	682845243	Iran	
	Stephen Metz	watsica.tanya@example.com	673177853	Nigeria	
	Alize Wehner	beverly.crooks@example.org	731150119	Costa Rica	
	Kendrick Klocko	dgoodwin@example.net	704108711	Lithuania	
	Amanda Wilderman	dare.shyanne@example.net	753622942	Mauritania	
	Guadalupe Schimmel	abbie.swift@example.org	649093062	Puerto Rico	
	Vernie Cummings	ziemann.jaylin@example.net	738042102	Ireland	
	Benjamin Rippin	grace.gleichner@example.org	708877635	Albania	
	Misty Luetngen	yschiller@example.net	740588847	Samoa	

Once we enter an employee's schedule, we will see a visual schedule and a form on the right side with the "Agregar" button to add the schedule to the calendar and the "Volver" button to return to the previous employee list:

Horario de Guadalupe

< > Hoy May 2024 Mes Semana Día

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Agregar Turno

Título:

Fecha de entrada:

Fecha de salida:

Hora de entrada:

Hora de salida:

AgregarVolver

By filling out the fields with valid data and clicking the "Agregar" button, the assigned schedule will be visually added to the employee's calendar:

Horario de Guadalupe

< >

Hoy

May 2024

MesSemanaDía

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
	08:00 - 15:00	08:00 - 15:00	08:00 - 15:00	08:00 - 15:00	08:00 - 15:00	
26	27	28	29	30	31	1

Agregar Turno

Título:

Fecha de entrada:

mm / dd / yyyy

Fecha de salida:

mm / dd / yyyy

Hora de entrada:

-- : --

Hora de salida:

-- : --

AgregarVolver

ABSENCES

Next is the absences section, where we will see a list of employee absences and the type of absence. There are several filters to filter by the type of absence and a search bar to search for absences by employee name. There are also options to add a new absence, view the details of the selected absence, and delete the absence:






















Ausencias

Buscar por nombre

Buscar

+ Añadir ausencia

Filtros

FOTO	NOMBRE	TIPO	FECHA DE INICIO	FECHA FINAL	ACCIÓN
	Kendrick Klocko	Vacaciones	1982-08-22	2003-05-23	 
	Darrin Botsford	Compensatorias	2011-03-23	2013-03-23	 
	Alize Wehner	Baja	2021-09-04	2004-12-17	 
	Stephen Metz	Vacaciones	2009-09-07	2012-06-13	 
	Darrin Botsford	Compensatorias	2007-08-03	1993-12-10	 
	Guadalupe Schimmel	Maternidad/Paternidad	1997-06-14	1989-05-21	 
	Benjamin Rippin	Otros	2017-03-30	1990-09-03	 

« Anterior

12

Siguiente »

By clicking the add new absence button, a modal with a form will open, and after filling out the fields with valid information, the absence will be correctly added to our list:

Ausencias

Nombre de empleado/a

Emerson Kulas

Tipo de ausencias

Vacaciones

Fecha de inicio

05 / 28 / 2024

Fecha final

05 / 29 / 2024

Descripción

ausencia a

GUARDAR

CANCELAR

If we click the view icon, a modal with the absence details will open along with a button to close the modal:



Emerson Kulas

Detalles de la Ausencia

Fecha de Inicio

2024-05-28

Fecha Final

2024-05-29

Tipo

Vacaciones

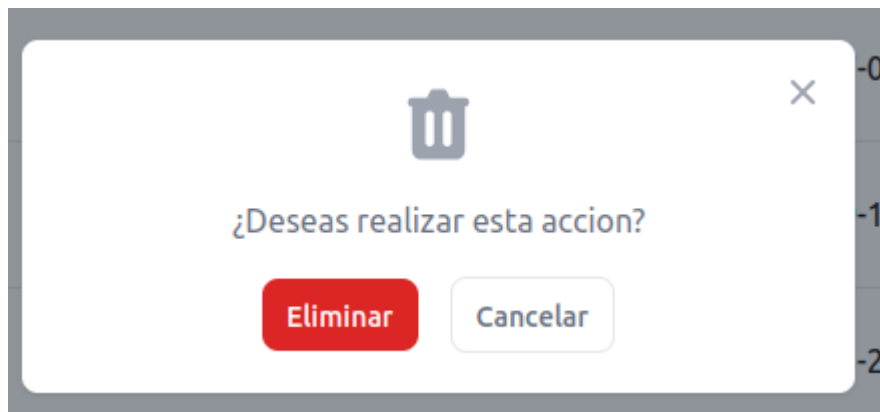
Descripción

ausencia a

Cerrar

Lastly, the delete option will display a modal asking to confirm the deletion of the selected absence. If confirmed, it will be deleted from the list. If you do not want to delete it, simply click the cancel button on the modal.

16



INCIDENTS

Upon entering the Incidents section, we will see three counters showing the total number of current incidents, solved incidents, and pending incidents. There is a search bar to search for incidents by employee name, a filter button to filter by completed and pending incidents, and the option to delete the incident from the list:

TOTAL TICKETS10

SOLUCIONADAS7

PENDIENTES3

Incidencias

Buscar por nombre

Buscar

Filtros

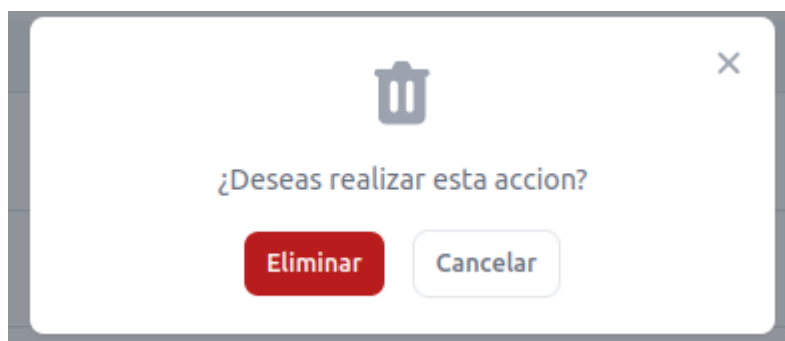
NOMBRE	TIPO	DESCRIPCIÓN	FECHA	ESTADO	ACCIÓN
Alize Wehner	Retraso	Vel aut fuga consectetur et ut.	2007-01-05	<div><div></div>Completada</div>	<div></div>
Admin Admin	Otros	Possimus fugit aut est aut.	1976-12-10	<div><div></div>Pendiente</div>	<div></div>
Vernie Cummings	Reclamación	Asperiores minima laudantium tempore veniam.	1985-10-19	<div><div></div>Completada</div>	<div></div>
Admin Admin	Cambio de contraseña	Rerum modi voluptas earum velit vel.	2016-12-28	<div><div></div>Completada</div>	<div></div>
Darrin Botsford	Ausencia	Reiciendis rem et dolorum est.	1971-05-03	<div><div></div>Pendiente</div>	<div></div>
Emerson Kulas	Ausencia	Odio illum aut sed explicabo sed expedita reprehenderit.	2008-11-01	<div><div></div>Pendiente</div>	<div></div>
Admin Admin	Otros	Voluptas aut ut laboriosam ipsam qui.	2020-08-09	<div><div></div>Completada</div>	<div></div>

« Anterior

12

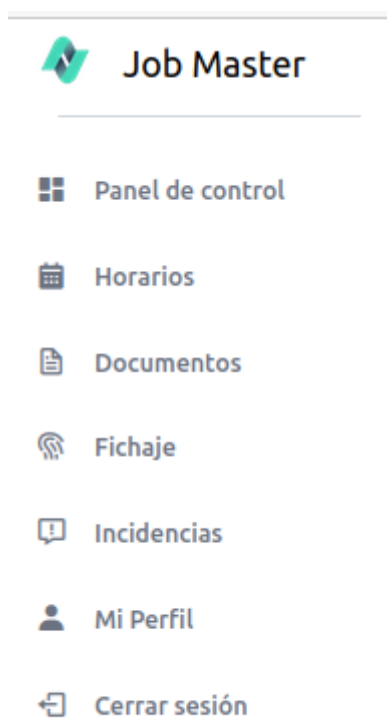
Siguiente »

By clicking the delete button, a modal will appear asking to confirm the delete action. If confirmed, it will be deleted from the list, and if canceled, the modal will close without deleting.



EMPLOYEES

Continuing with the use of the system and interface, we will go to see the options available to employees, which are as follows:




DASHBOARD

Once logged in as an employee, the first thing that appears is the dashboard with a summary of the employee's personal information and two cards, one for documents


and one for schedules, where the employee can click for quick access to those sections:

Hola **Guadalupe**

Hora: 12:34 p. m. | Fecha: jueves, 23 de mayo de 2024



Horario
Consulta tu horario



Documentos
Consulta tus documentos privados

iste

Guadalupe Schimmel
NIF: 05247254B
Email: abbie.swift@example.org
Teléfono: 649093062
Dirección: Víctor Villages, 36412, Omastad, Omastad

Next is the schedules section, where the employee will only see their schedules visually on the calendar to know their work entry and exit days and times:

<

>

Hoy

May 2024

Mes

Semana



Día

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

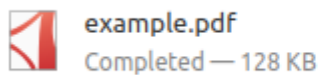
19

DOCUMENTS

In the documents section, the employee can view the documents added by the administrator and has the option to download them in PDF format and filter the documents:


Mis Documentos Filtros			
TIPO	NOMBRE	DESCRIPCIÓN	ACCIÓN
Justificante	rem	Veniam voluptatum expedita nesciunt.	
Vida Laboral	quae	Non et soluta quo nam dolor odio et.	

By clicking the download as PDF option, the document will be correctly downloaded to the device and opened in a new tab:



file:///home/osboxes/Descargas/example.pdf

— + Automatic Zoom



Generalitat de Catalunya
Departament d'Ensenyament
INS Provençana

MÒDUL Bases de Dades

UF1. INTRODUCCIÓ A LES BASES DE DADES

Pràctica 1. Conceptes de BD y SGBD.

1. Explica las diferencias entre BD y SGBD. Describe cada uno de ellos.
2. Explicar brevemente la arquitectura ANSI/X3/SPARC.
 - ¿para qué sirve fijarse estándares? ¿y una arquitectura?
 - Busca un esquema (gráfico) de esta arquitectura y explícalo.

ATTENDANCES

Next is the Attendance section, where the employee will have a visual counter that starts when clicking the register entry button. The counter will keep counting until the employee clicks the "Finalizar Jornada" button to stop the time and save the work shift:

Registro de Fichaje

Registro de Tiempo

Jornada finalizada:

Hora de finalización: 05/22/2024, 11:24:18 PM

Registrar Entrada

Registro de Fichaje

Registro de Tiempo

Estado:

Jornada en curso

Tiempo registrado:

00:00:39

Hora de inicio: 05/23/2024, 07:01:03 AM

Finalizar Jornada

INCIDENTS

Entering the incidents section, the employee will see a list of incidents they created, showing the type of absence, description, status, and the date it was created:

Historial de Incidencias

Ausencia Reiciendis rem et dolorum est. Estado: Pendiente	1971-05-03	Retraso example text Estado: Pendiente	2024-05-23
--	------------	---	------------

[Agregar Incidencia](#)

By clicking the "Agregar Incidencia" option, a form to add an incident will be displayed, where the employee needs to complete the fields with valid data and click the "Crear Incidencia" button to add it correctly. It is also possible to cancel the creation of the incident:

Crear Incidencia

Tipo de Incidencia

Retraso

Fecha de Incidencia

05 / 23 / 2024

Descripción


example text

Crear Incidencia

Cancelar

MY PROFILE

Next is the My Profile section, where the employee will see a card with their personal information organized:



Darrin Botsford

Datos personales

NOMBRE	APELLIDO	NIF
Darrin	Botsford	90975414H
NACIONALIDAD	GÉNERO	
Iran	Masculino	

Contacto

EMAIL	TELÉFONO
preichert@example.org	682845243

Dirección

CÓDIGO POSTAL	CIUDAD	CALLE
41551	North Heidifurt	Volkman Cliffs

RECOVER PASSWORD

Finally, there is the recover password option, which is accessed from the login screen. If an employee forgets their password, they need to click the login option:



JOB MASTER

NIF

Introduce tu NIF

Contraseña

Introduce tu contraseña

Mostrar

Iniciar Sesión

[¿Olvidaste tu contraseña?](#)

Once clicked, a field will appear where the employee needs to enter their email address:



Recuperar Contraseña

Se ha enviado un mensaje a tu correo electrónico para restablecer tu contraseña.

EMAIL

Enviar

Volver atrás

After sending the request, a message will be sent to that email with a button to click:



Next, it will redirect you to a page where you need to enter your email address and new password again. Once entered and confirmed, you can log in with the new password:



Nueva Contraseña

Email

Contraseña

Confirmar Contraseña

Cambiar Contraseña