GC
TIME MANAGER

USER GUIDE

SUMMARY

Context

We have identified a recurring problem within the Town Hall. We have no way to assess the hours worked by our employees. As a result, employees are complaining about the number of hours worked and the lack of days off.

We want to remedy this problem as quickly as possible, to guarantee our employees a safe working environment and appease the growing tension.

That's why we decided to introduce a time and attendance system to monitor the number of worked hours.

In addition, the General Manager and the Manager of each department will have a global view, so that they can optimise their resources and promote them accordingly.

Connection

To access the website, you have to connect first.

To do so, enter your work email address in the field 1 and the password your manager sent you in the second field.

Then, click on the button "Login" to connect.

Login to your app

Email address
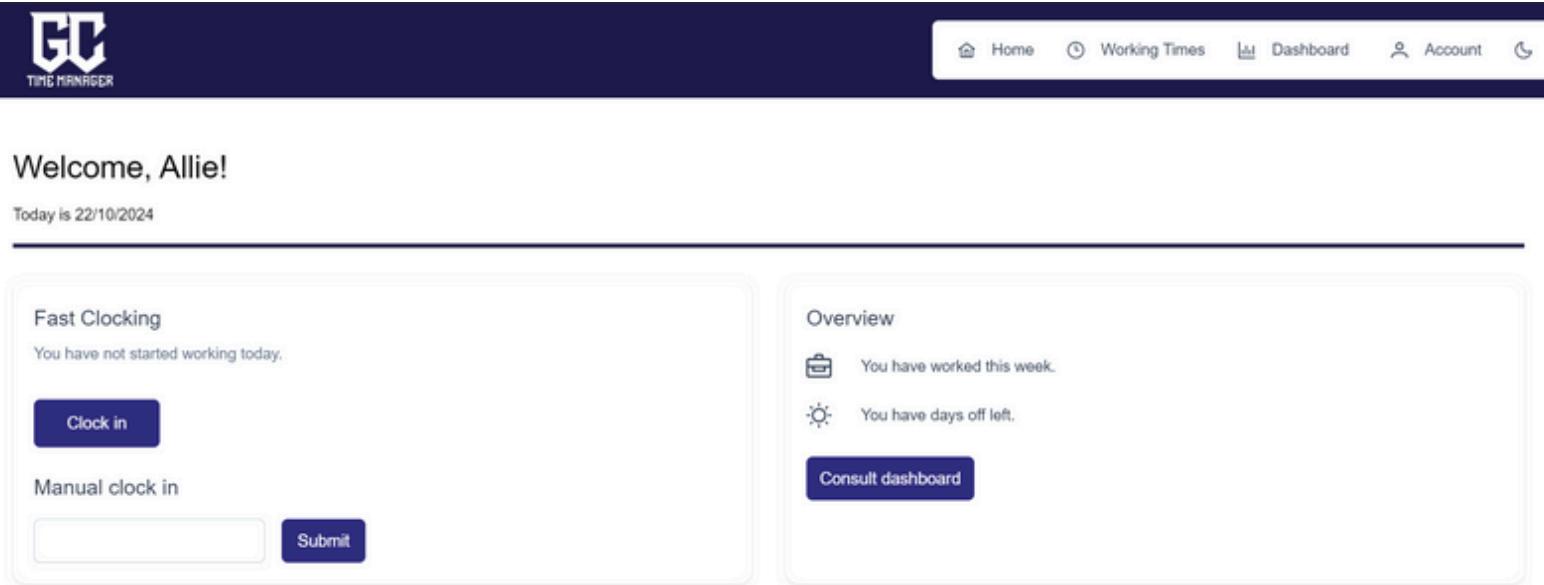
① allie@gotham-city.com
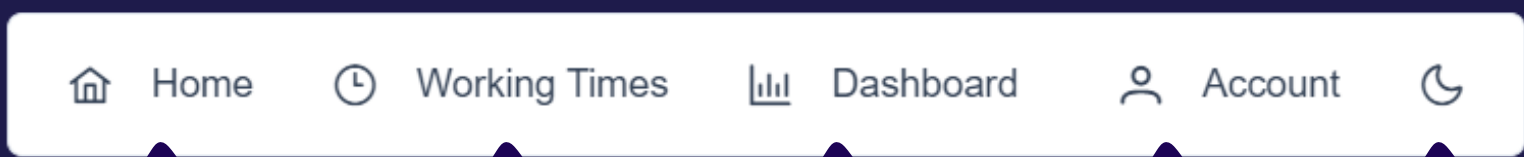
Password

② ●●●●●●●●

Login

Home page

After you logged in, you'll arrive on the home page :

We are going to decompose the various part of it.

1. The navigation menu

Click here if you want to go back to the home page.

Click here if you want to see the worked hours/day

Click here if you want to see the graphs of your worked hours
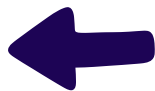
Click here if you want to access your information

Click here if you prefer a darker theme

2. The left part of the page
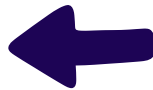
Fast Clocking

You have not started working today.

Clock in

When you arrive, click on this button to clock in automatically

Manual clock in

Submit

If you forgot, enter your clock manually.

3. The right part of the page

Overview

You have worked 36 hours this week.

A fast access to your weekly worked hours.

You have 6 days off left.

A fast access to your days off.

Consult dashboard

A fast access to the dashboard page, if you want to know more.

Working Times

When you click on the button "Working Times", you will be able to consult every hours you worked, per day:

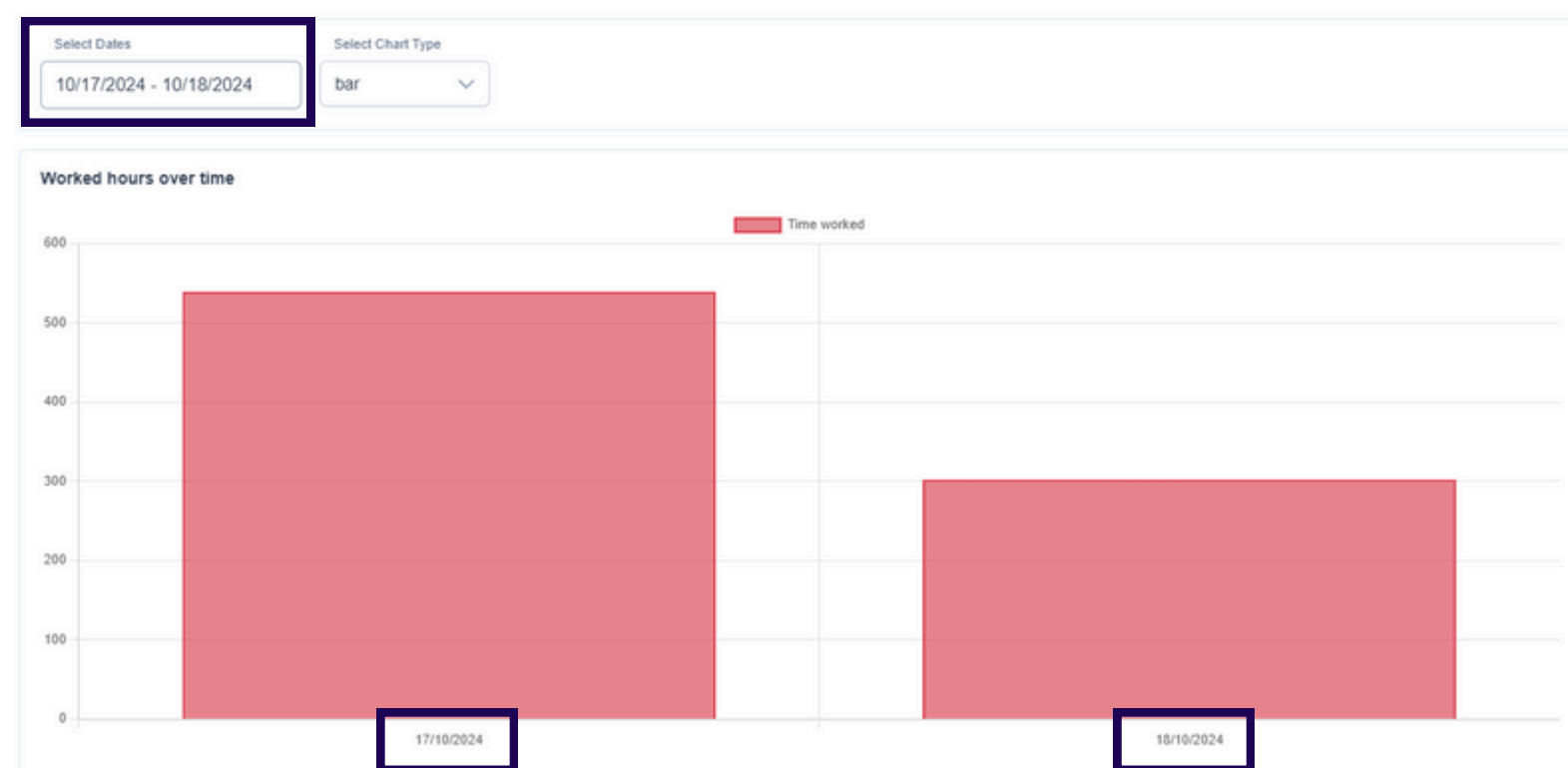It allows you to keep track of how many hours you worked. If you want something more accurate, we invite you to read the next page and click on the button "Dashboard".

Dashboard

On the dashboard, you can see the done hours on a specific period. There are also the important info on the right side.

For exemple, if you want the hours for only two specific days, you can filter the data with the "Select Dates" field:

Now, you can try to represent the worked hours as a line graphic, if it suits you better:

Select Dates

10/17/2024 - 10/18/2024

Select Chart Type

line ⌄

Worked hours over time

Time worked

17/10/2024
8 hours 59 minutes

600
500
400
300
200
100
0

17/10/2024   18/10/2024

And as you can see on the picture, if you put your mouse on the dot, you can have the precise value.

Account

You can access all the important information about you, directly in the "account" section. Click in the field, modify the info and click on edit, if you want to update the value.

Account   Log out

My information   Edit

Name	Allie
Email address	allie@epitech.eu
Phone number	

Job information

Job title	Police Commissioner
Manager	Mayor Hilton Hill
Team(s)	Sally's Team

Technical difficulties

We created a special hotline, should you encounter any technical difficulties.

+1 252 258 4736

All the feedback collected will be a driving force for improving the application, by putting your needs at the heart of development. Thus, please feel free to reach out to:

it.dpt@gotham-city.com

Conclusion

We hope this guide helped you navigated this new platform.

For those of you who are still experiencing difficulties, we invite you to contact the HR department (hr.dpt@gotham-city.com), which will organise a dedicated training session.

You can also get in touch with your manager, who will be your main support during this change.

Sometimes the truth isn't good enough, sometimes people deserve more. Sometimes people deserve to have their faith rewarded. So thank you for putting your faith in the Gotham City Hall!