**MANUAL**

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Louiza Agroti

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[**Screen Contact us:**](#_xxhpbx90uk75) **2**

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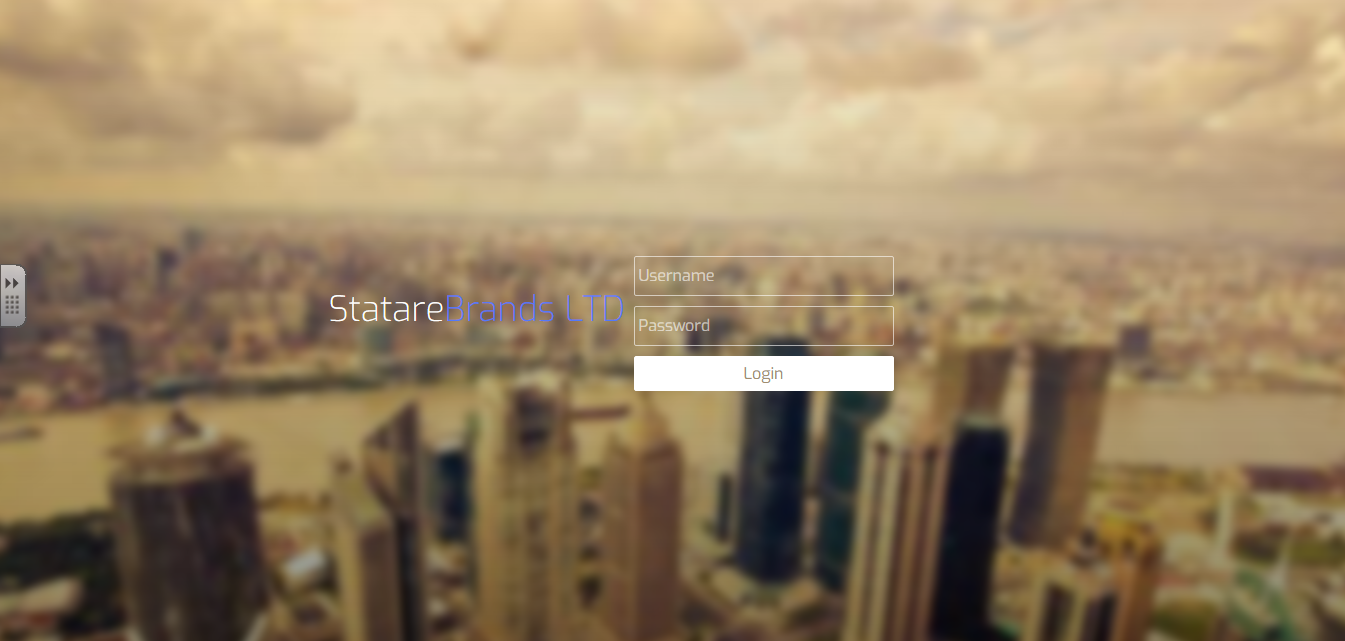
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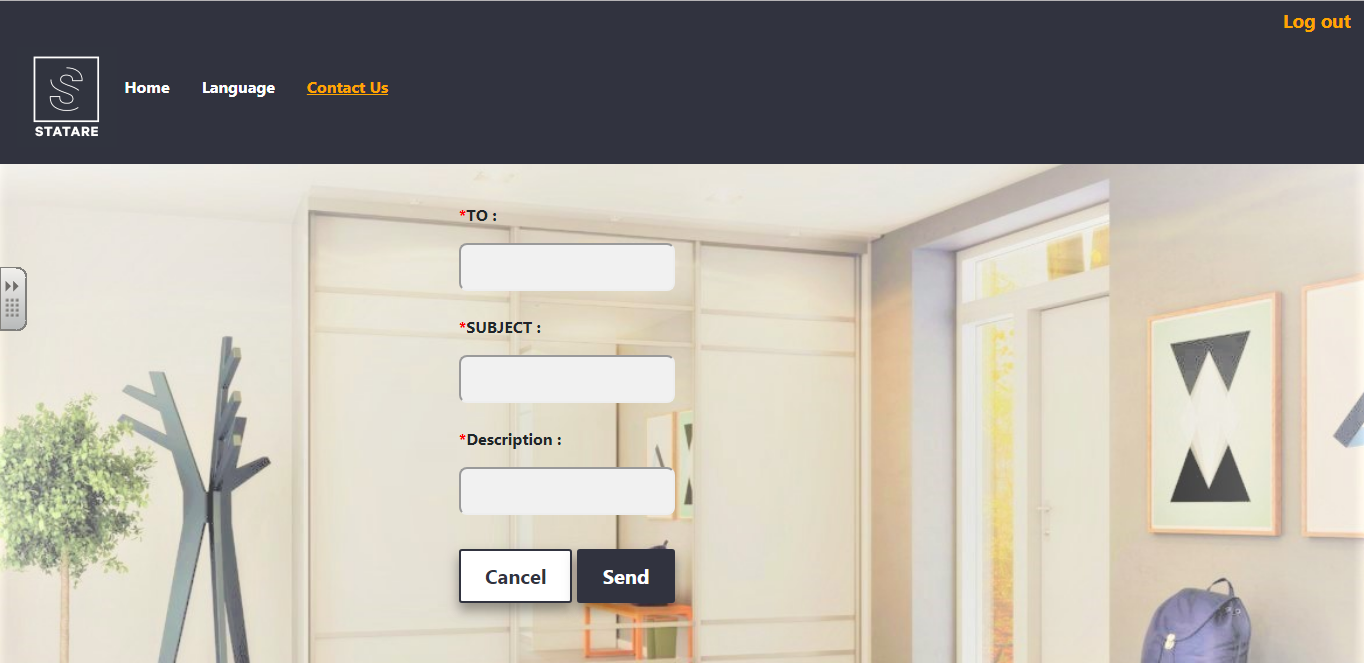
### Screen Login:



This screen is the Login screen in which each employee can have access to the system.

He/she have to put the username and the password to the corresponding field at first and then to press the button ‘Login’ to move to the next page which is the ‘Clock in’ screen.

### Screen Contact us:

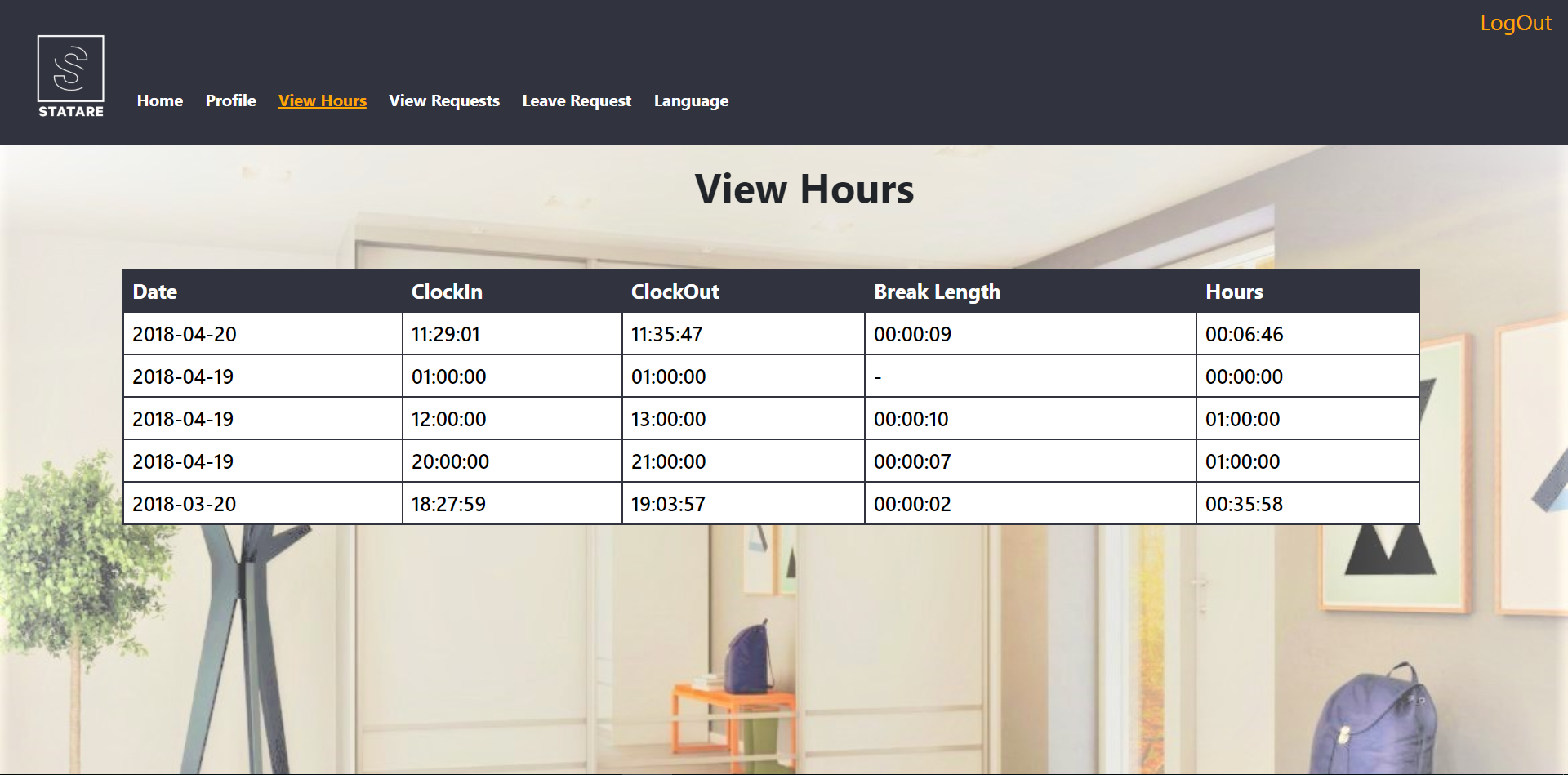


This screen gives the chance to an employee to send an email to another employee.

‘To’ , ‘Subject’ and ‘Description’ fields are required to complete from the employee.

If an employee don’t complete at least one of this fields, the email will not be send. When the three fields are complete, pressing the button ‘Send’, an alert box will appears and pressing the button ‘OK’ the email will be send to the email which is written in the field ‘To’ and your screen will be your Dashboard. At the alert box pressing the button ‘Cancel’, the email will not be send and you will stay on the same screen (Contact us screen). If you press the button ‘Cancel’ which is on the screen, an alert box will appears and pressing the button ‘OK’, the email will not be send and the screen now will be your Dashboard. At the alert box pressing the button ‘Cancel’, you will stay on the same screen (Contact us screen).

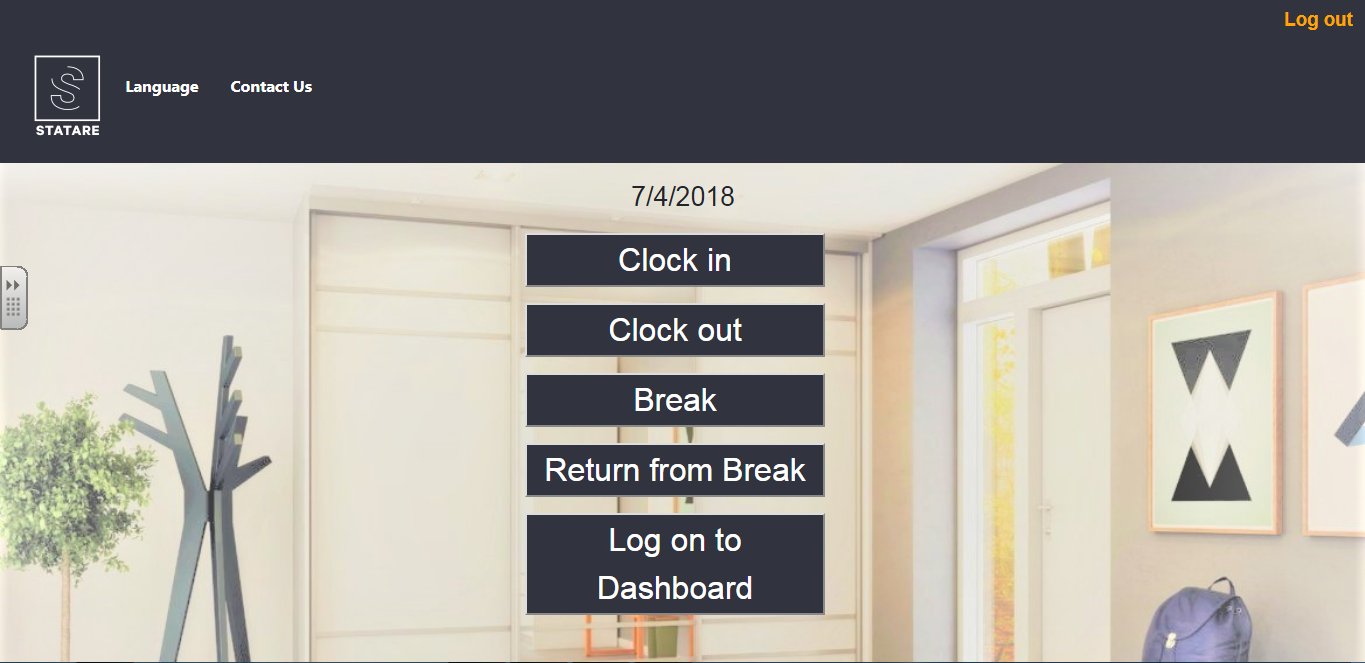
### Screen View hours :

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This screen gives the opportunity to an employee to see the situation in which he/she is.

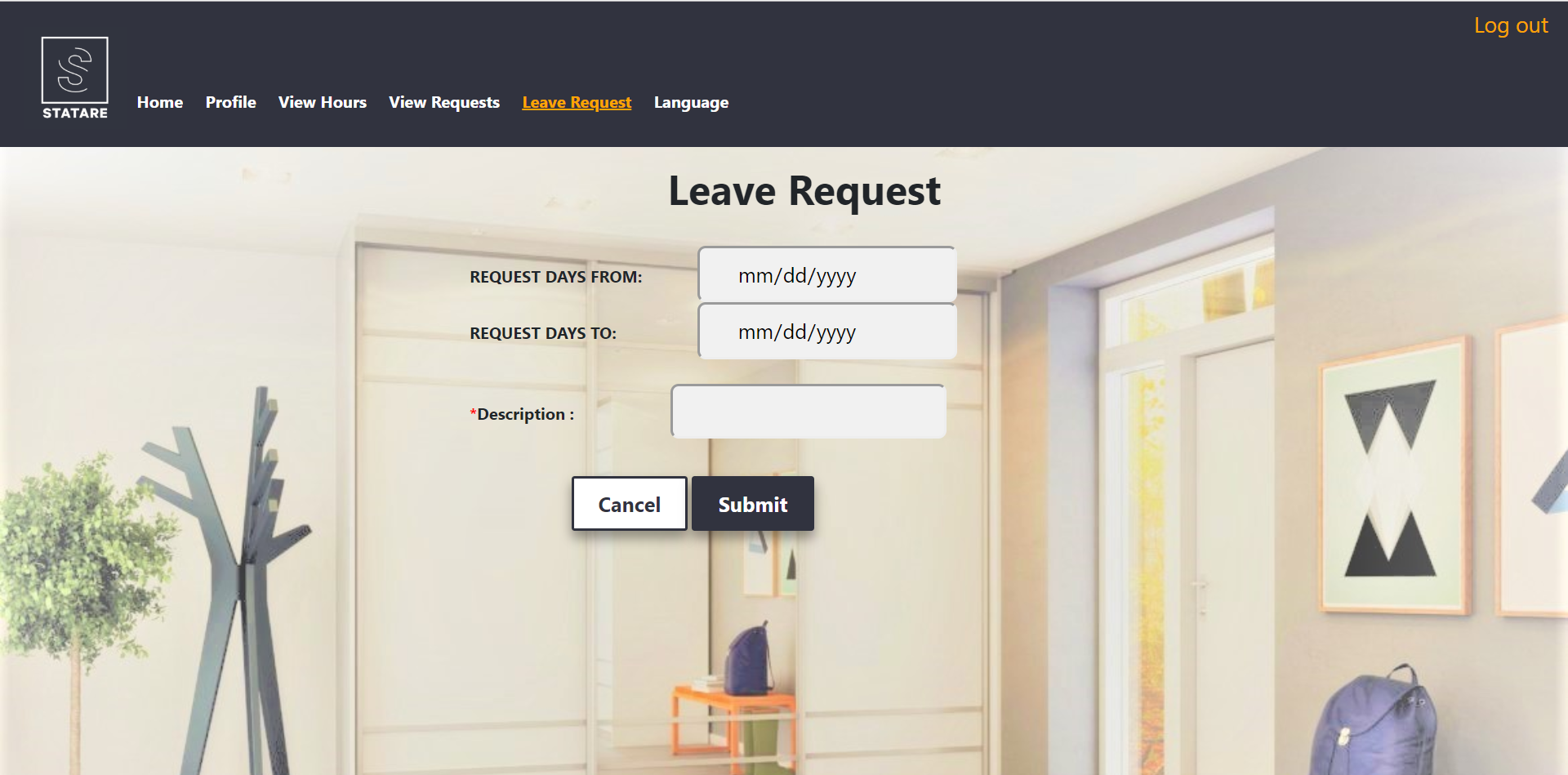
He/she can see the time of clock in and clock out of each day. Also for each day he/she can see the length of his/her break and the full hours of work.

### Screen Clock in:

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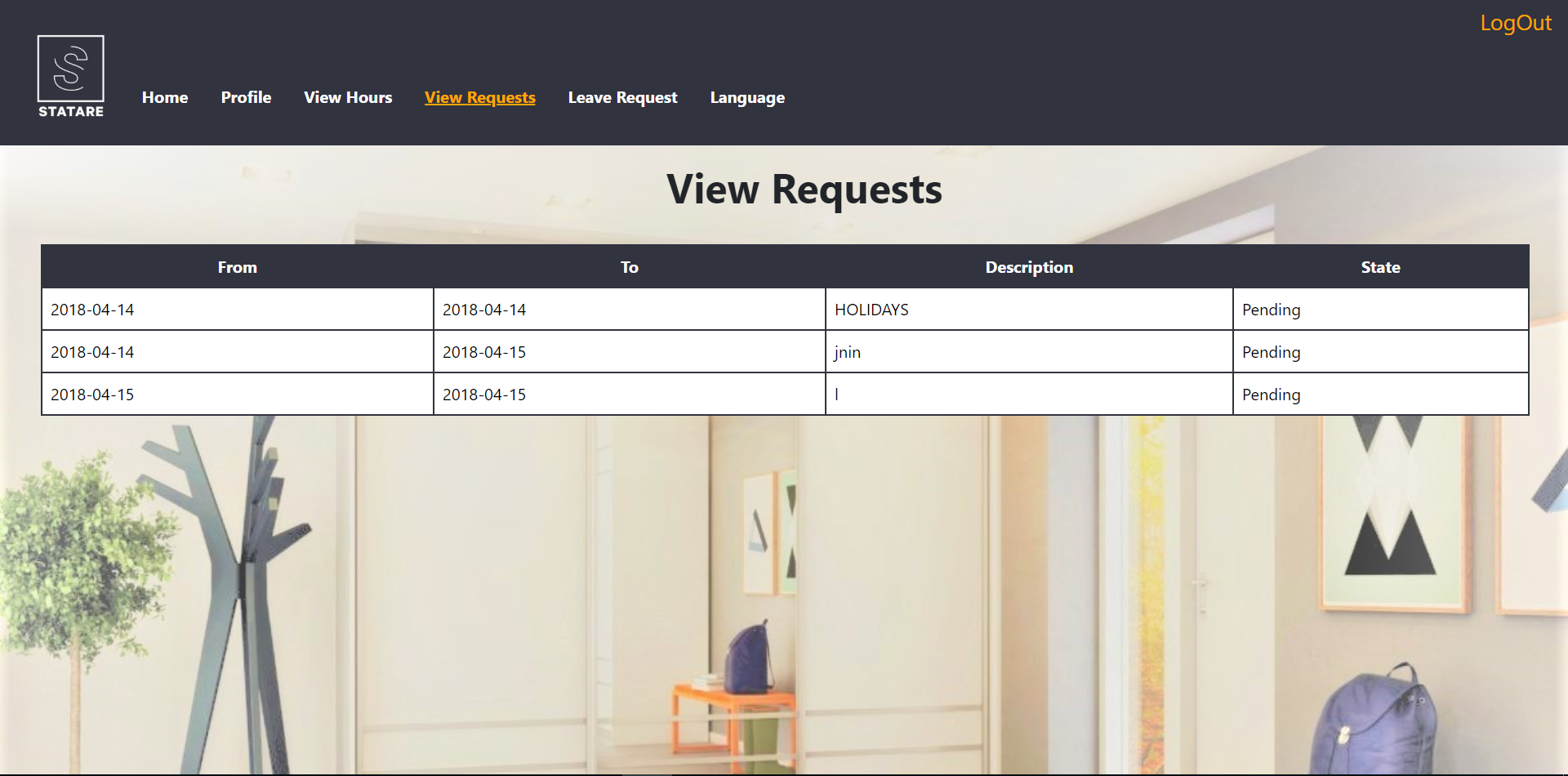
This screen gives the opportunity to an employee to do clock in, clock out, break, return from break and to log on Dashboard. Employee can’t press clock out before press clock in first, also can’t press return from break before press break first. As well if an employee is clocked in and is in break, he/she can’t press clock out. He/she have to press return from break first and then clock out.

### Leave Request :

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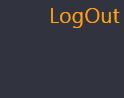
Leave Request screen gives the opportunity to employees to request for leave. You give the date which want to start the leave, the date which want to return from leave and the reason which want to leave. For example, summer holidays, doctor appointment etc. When the three fields are complete, pressing the button ‘Submit’, an alert box will appears and pressing the button ‘OK’ the request will be submit to the database. At the alert box pressing the button ‘Cancel’, the request will not be submit and you will stay on the same screen (Leave Request screen). If you press the button ‘Cancel’ which is on the screen, an alert box will appears and pressing the button ‘OK’, the request will not be submit and the screen now will be your Dashboard. At the alert box pressing the button ‘Cancel’, you will stay on the same screen (Leave Request screen).

### View Request:



View Request screen gives the opportunity to employees to view their leave requests. At the top of the page you will see the menu with the other features you can do on this web page. On the page, a table appears with all leave request which you did. The last column of table is state. You can see if your manager, accept or not your requests.

### Logout:



This button gives the opportunity to an employee to Log out from the system. The screen after pressing the button will be the Log in screen.