

**Katsi Eleni**

**Mina Mariana**

**Agroti Louiza**

**Kouppi Maria**

EMPLOYEE’S MANUAL

Table of Contents:

[Login: 2](#_Toc513565929)

[Forgot Password: 3](#_Toc513565930)

[Clock in: 3](#_Toc513565931)

[Contact us: 3](#_Toc513565932)

[Profile: 3](#_Toc513565933)

[View Request: 4](#_Toc513565934)

[Leave Request: 4](#_Toc513565935)

[View hours: 4](#_Toc513565936)

[Logout: 4](#_Toc513565937)

### 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.

### Forgot Password:

This screen gives the chance to an employee to receive an email with a new password if he/she forgot it. ‘Username’ and ‘Email’ 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 two fields are complete, pressing the button ‘Okay’, an alert box will appears and pressing the button ‘OK’ the email will be send to the email which is written in the field ‘Email’. At the alert box pressing the button ‘Cancel’, the email will not be send and you will stay on the same 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 (Login screen).

### Clock in:

This screen gives the opportunity to an employee to press the following buttons: Clock in, Clock out, Break, Return from Break and to Log on to Dashboard according to what action wants to do. Nevertheless, there are some constraints related to the buttons Clock in, Clock out, Break, and Return from Break. Employee if is not clocked in he/she can’t press Clock out, Break or Return from Break buttons. Also, an employee can’t press Return from Break before press Break first. As well if an employee is on break, he/she can’t press Clock out. He/she must press Return from Break first and then Clock out.

### 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).

### Profile:

Edit profile page gives the opportunity to an employee to edit his/her personal data. An employee can change his/her Password (required), Country, Address, Phone (required), Emergency phone (required) and Gender and the rest of fields he/she can only see them. After editing correctly the data, employee can save the changes he/she made by clicking the button Save (and at the pop confirmation window, by clicking ok) or he/she cancel his/her action either by clicking the button Save (and at the pop confirmation window, by clicking cancel) or by clicking the button Cancel(and at the pop confirmation window, by clicking ok or cancel).

### 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.

### Leave Request:

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 hours:

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.

### 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.