





**Katsi Eleni**

**Mina Mariana**

**Agroti Louiza**

**Kouppi Maria**

MANAGER’S MANUAL

Table of Contents:

[**Login: 3**](#_Toc513565383)

[**Forgot Password: 3**](#_Toc513565384)

[**Clock in: 4**](#_Toc513565385)

[**Contact us: 4**](#_Toc513565386)

[**View hours: 4**](#_Toc513565387)

[**Employee Status: 4**](#_Toc513565388)

[**Edit Employee: 5**](#_Toc513565389)

[**Profile: 5**](#_Toc513565390)

[**Leave Request: 5**](#_Toc513565391)

[**Add employee: 5**](#_Toc513565392)

[**Average Report: 6**](#_Toc513565393)

[**View Requests: 6**](#_Toc513565394)

[**Delete Employee: 6**](#_Toc513565395)

[**Payroll Report: 6**](#_Toc513565396)

[**Logout: 6**](#_Toc513565397)

### 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 a manager 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. Manager if is not clocked in he/she can’t press Clock out, Break or Return from Break buttons. Also, a manager can’t press Return from Break before press Break first. As well if a manager 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).

### 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.

### Employee Status:

Employee Status page gives the opportunity to managers to see the status of their employees. Status of an employee can be either on leave, clocked in, clocked out or on break. Manager can also see how much time each of his/her employees were on break from the last time that they were clocked in.

### Edit Employee:

Edit Employee page gives the opportunity to a manager to choose an employee from a dropdown list that contains the Username, Name and Surname of manager’s employees to edit employee’s data. The data of an employee, that a manager can edit are Department, Working Country, Role, Annual Leaves, Salary and Salary Type.

### Profile:

Edit profile page gives the opportunity to a manager to edit his/her personal data. A manager 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, manager 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).

### Leave Request:

Leave Request screen gives the opportunity to managers 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).

### Add employee:

Add employee page gives the opportunity to managers to add an employee. A manager must give the username, password, ID, SSN, First Name, Last Name, Department, Role, Annual Leaves(how many leaves an employee can do), Working Country(in which country the current Department that manager gave is at), Salary, Salary Type (Fixed, Part Time, Fixed with Overtime), phone, emergency phone, email of an employee and if employee is a manager of a department or not (field Manager). Despite the required data that a manager must give, he/she can also give the country, address and date of birth of an employee. After inserting correctly the above data, manager can save the changes he/she made by clicking the button Save (and at the pop confirmation window, by clicking ok) or he/she can 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).

### Average Report:

A manager can export a report of the working hours of his employees. The manager gives the range of dates in which he

wants to export the report and the name of the report. If the export button clicked, then a report with the working hours of employees

has been exported in the form of manager's decision(XML or JSON).

### View Requests:

### Delete Employee:

Delete Employee page gives the opportunity to a manager to choose an employee from a dropdown list that contains the Username, Name and Surname of manager’s employees. Then, by clicking the button Delete and by clicking Yes at the pop confirmation window  the selected employee will be deleted in the Employee table in database and will be saved in the DeletedEmployee table in database. By clicking the button Delete and by clicking No at the pop confirmation window the selected employee will not be deleted. By clicking Cancel and by clicking Yes at the pop confirmation window, it will move to Manager’s Dashboard. By clicking Cancel and by clicking No at the pop confirmation window, it will stay at this page.

### Payroll Report:

A manager can export a report of the working hours of his employees. The manager gives the range of dates in which he

wants to export the report and the name of the report. If the export button clicked, then a report with the working hours of employees

has been exported in the form of manager's decision(XML or JSON).

### 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.