Gotham City Time Tracking Application Tutorial for Managers

Disclaimer

This tutorial is intended solely for authorized managers of the Gotham City Time Tracking Application. It provides general guidance on the use of the application, but may not cover all specific features or scenarios, as the system may be updated periodically. Unauthorized access to, or misuse of, the application is strictly prohibited and may result in disciplinary action, legal penalties, or prosecution under applicable law.

By using the Gotham City Time Tracking Application, managers agree to comply with all relevant policies, including data privacy and security protocols. The City of Gotham has implemented enhanced security measures to protect user data; however, users are responsible for maintaining the confidentiality of their access credentials. Any attempt to bypass or undermine the system's security features may result in immediate suspension of access, reporting to authorities, and potential legal action.

The information provided in this tutorial is for instructional purposes only and does not supersede formal training or instructions from authorized personnel. Gotham City is not liable for any damages or issues that may arise from the improper use of the application or failure to follow established procedures. For further assistance, please contact the IT support team.

City of Gotham Human Resources

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Login into the Application

To log into your personal account as a manager, please follow these steps:

1. **Open the Application**: Launch the application on your device. You will be directed to the login page.

2. **Enter Your Email Address**: In the first field labeled Email Address, input the email address assigned to you by the Gotham City Department. Ensure that there are no typos, as this will affect your ability to log in.

3. **Enter Your Password**: In the second field labeled Password, enter the password you created or were provided on your first day of work. Be mindful of case sensitivity and any special characters.

4. **Proceed to Log In**: After entering both your email address and password, click on the Batman logo to log in to your account.

Using the Application

User Information Panel

In the panel, you will find comprehensive information related to your personal data, organized into specific categories for easy reference:

1. **Full Name**: Your first and last name are prominently displayed here for easy identification.

2. **Email Address**: This field shows your official email address provided by the Gotham City Department.

3. **Personal Employee Data**: This section contains relevant details about your employment status, including any pertinent notes.

4. **Username**: Your unique username used for identification and HR-related procedures is displayed in this field.

5. **Date of Birth**: Your birthdate is recorded here to ensure accurate age verification and compliance with regulations.

6. **Phone Number**: Your designated contact number is listed in this section for communication purposes.

7. **Residential Address**: This field provides your current residential address as recorded in the system.

8. **Contract Information**: Here, you will find essential details regarding your employment contract, including terms and conditions.

9. **Salary**: This section outlines the salary agreed upon at the signing of your contract, ensuring transparency in compensation.

10. **Current Position**: Your title and role within the organization are displayed here, reflecting your responsibilities.

11. **Contract Start Date**: This indicates the official start date of your employment contract with Gotham City.

12. **Team Assignment**: Here, you can view the team(s) you are currently assigned to, highlighting your collaborative environment.

13. **Contract Classification Overview**: This section provides an overview of your contract type (e.g., full-time employee, manager, contractor), ensuring clarity regarding your employment status.

Managing Team Shifts

As a manager, you have the authority to edit the working shifts of your team members. To manage shifts, follow these steps:

1. **Access the Working Time Manager**: From your dashboard, navigate to the Working Time Manager chart.

2. **Select an Employee**: Find the employee whose shift you wish to edit. Click on their name to access their shift details.

3. **Edit Shift**:

   o Click the **Edit** button next to the employee's shift to change the day, hours, or any other details.

   o Make the necessary modifications in the pop-up window and click **Save** to apply changes.

4. **Delete a Shift**:

   o If you need to remove a shift, click the **Delete** button next to the shift entry.

   o Confirm the deletion when prompted.

This functionality allows you to manage your team's schedules effectively and ensures accurate tracking of work hours.

Managing Team Members

As a manager, you can also add or remove employees from your team. However, you cannot create or delete teams. To manage team members, follow these steps:

1. **Access the Team Board**: Navigate to the Team Board section from your dashboard.

2. **Add an Employee**:

   o Click the **Add Employee** button.

   o Enter the required information for the new employee and click **Submit** to add them to your team.

3. **Remove an Employee**:

   o Find the employee you wish to remove from your team in the Team Board.

   o Click the **Remove** button next to their name and confirm the action when prompted.

This capability allows you to maintain an accurate and effective team structure.

Informative Charts

The following charts provide valuable insights into your team's working hours and overall performance:

Working Time Visualization

This chart helps you visualize the hours your team members have worked over the course of a week. You can change the displayed week using the two date selectors located above the chart. Click on the first date to set the start of the week and then select the end date. The chart will automatically update to reflect your chosen week.

By hovering over the individual bars in the chart, you can see detailed information about the hours worked on each specific day, helping you to identify patterns and adjust schedules as needed.

Working Time Management

The Working Time Management chart provides a comprehensive overview of all the work shifts completed by your team. The chart displays key details for each shift:

- **Date of the Shift**: Clearly indicating the day on which work was done.

- **Start Time**: The hour the employee began their shift.

- **End Time**: The hour the employee concluded their shift.

- **Total Hours Worked**: A summary of the total hours logged for each shift.

This chart is a vital tool for monitoring work patterns over time and ensuring accurate hour recording.

Calendar Chart

The Calendar chart offers a visual representation of your team's work shifts in a calendar format. This allows you to see scheduled hours at a glance, helping you identify workdays and patterns over the month. Each day displays total hours worked, and clicking on a specific date provides additional shift details.

Team Board

The Team Board provides a comprehensive view of your team members, showcasing the roles of each individual for enhanced collaboration. You can view all team members and their respective roles, facilitating effective communication.

Additionally, you can click on an employee's name to access their individual view and manage their working hours as needed. The integrated email feature allows you to communicate directly with team members via the "Email" button next to each name.

User Interface Overview

In the top right corner of the application, you will find two useful buttons to enhance your user experience:

1. **Color Change Button:** This button allows you to change the color scheme of the website. You can choose a theme that best suits your preferences, making your navigation more comfortable.

2. **Logout Button:** When you have finished using the application, click on the logout button to securely exit your account. This ensures that your personal information remains protected and that you are logged out properly.

Conclusion

Thank you for taking the time to review this tutorial on the Gotham City Time Tracking Application for managers. We hope this guide has equipped you with the necessary skills to manage your team's working hours effectively.

If you have any questions or need further assistance, do not hesitate to reach out to the Human Resources department, your manager, or the IT support team for help. They are available to provide guidance and address any concerns you may have.

Additionally, remember to explore the user-friendly interface, including the color change button in the top right corner for a customized experience and the logout button to ensure your account remains secure after use.

Your cooperation and attention to these details are vital in maintaining an efficient and secure working environment. Thank you for your dedication to the Gotham City Department!