Disclaimer

This tutorial is intended solely for authorized users 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, users 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

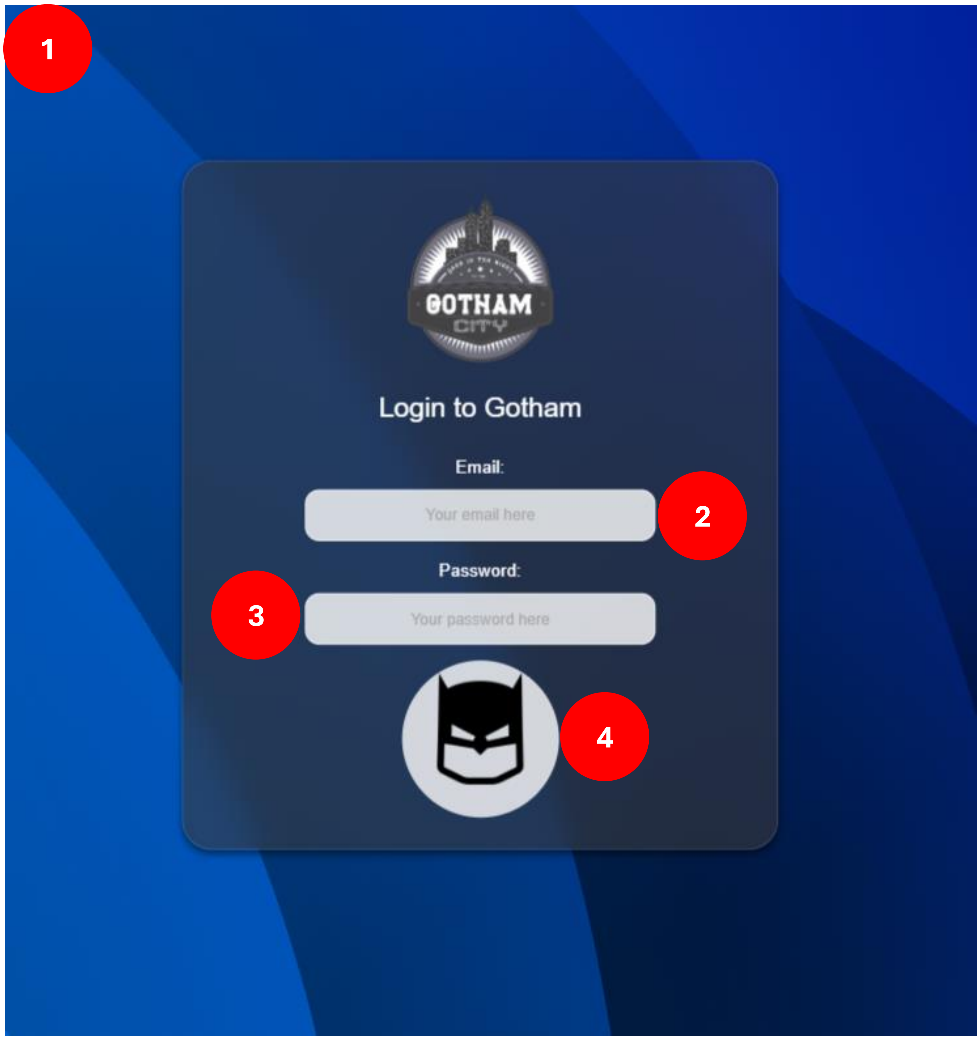
Contents

Disclaimer 1
Login into the application 3
Using the application 4
  User information panel 4
  Delete your Account 8
  Register your working time 9
  Informative charts 11
    Working Time Visualization 11
    Working time management 12
    Calendar chart 13
    Team Board 14
  User Interface Overview 14
  Conclusion 15

Login into the application

To log into your personal account, 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.



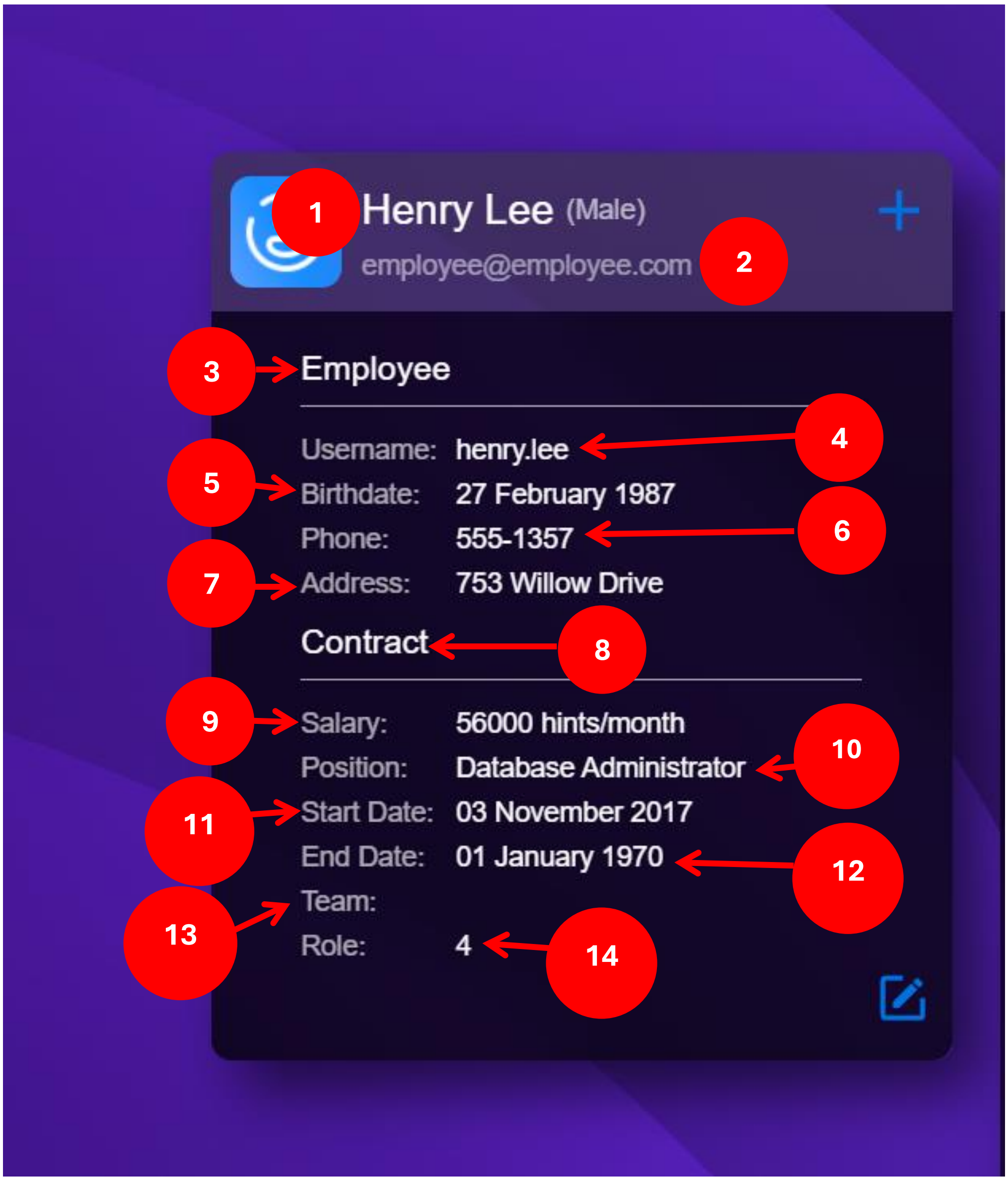
Using the application

User information panel

Personal Data Overview

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.



Henry Lee (Male)
employee@employee.com

Employee

Username: henry.lee
Birthdate: 27 February 1987
Phone: 555-1357
Address: 753 Willow Drive

Contract

Salary: 56000 hints/month
Position: Database Administrator
Start Date: 03 November 2017
End Date: 01 January 1970
Team:
Role: 4

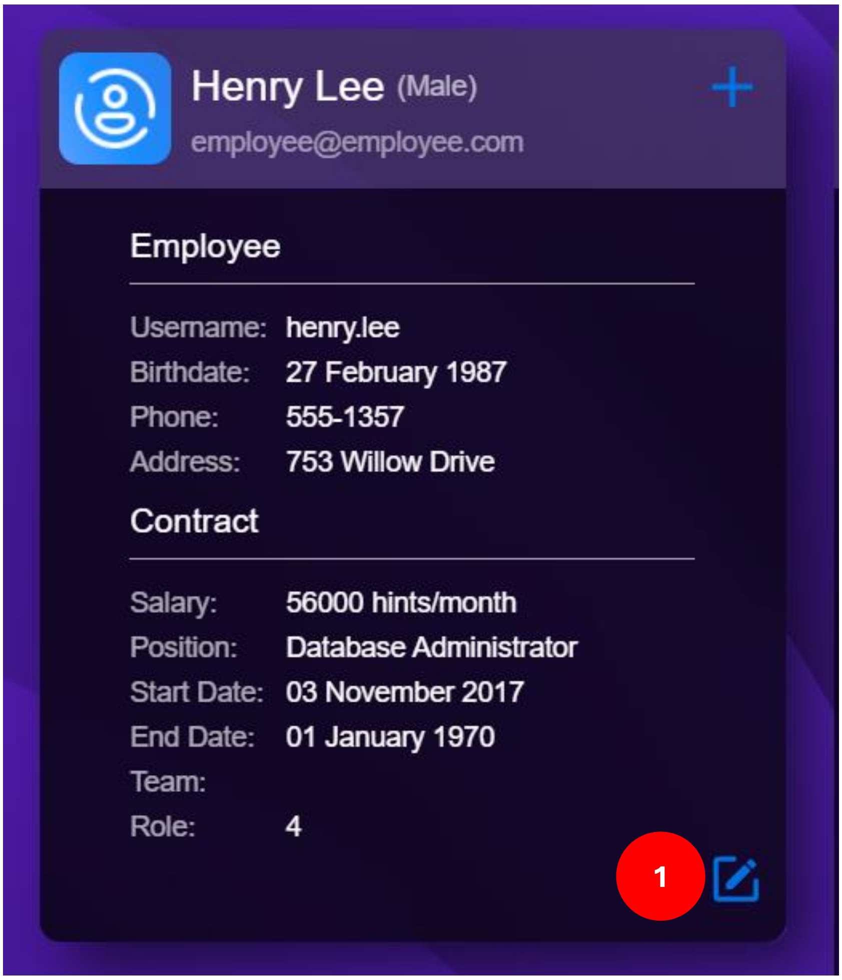
Update User Information

To update your information, follow these steps:

Access the User Panel: Locate the User panel on your application dashboard.

1. **Initiate Editing**: Click the edit button located at the bottom right corner of the User panel. This will enable the editing mode for your personal information.
2. **Edit Your Details**: Once in editing mode, you can modify any of the fields with your updated information as needed.
3. **Save or Cancel Changes**:
    - To **save** your modifications, click the **Save** button (1) at the bottom of the panel.
    - If you decide not to make any changes, click the **Cancel** button (2) to revert to the original information without saving any edits.

Make sure to double-check your entries before saving to ensure all information is accurate!



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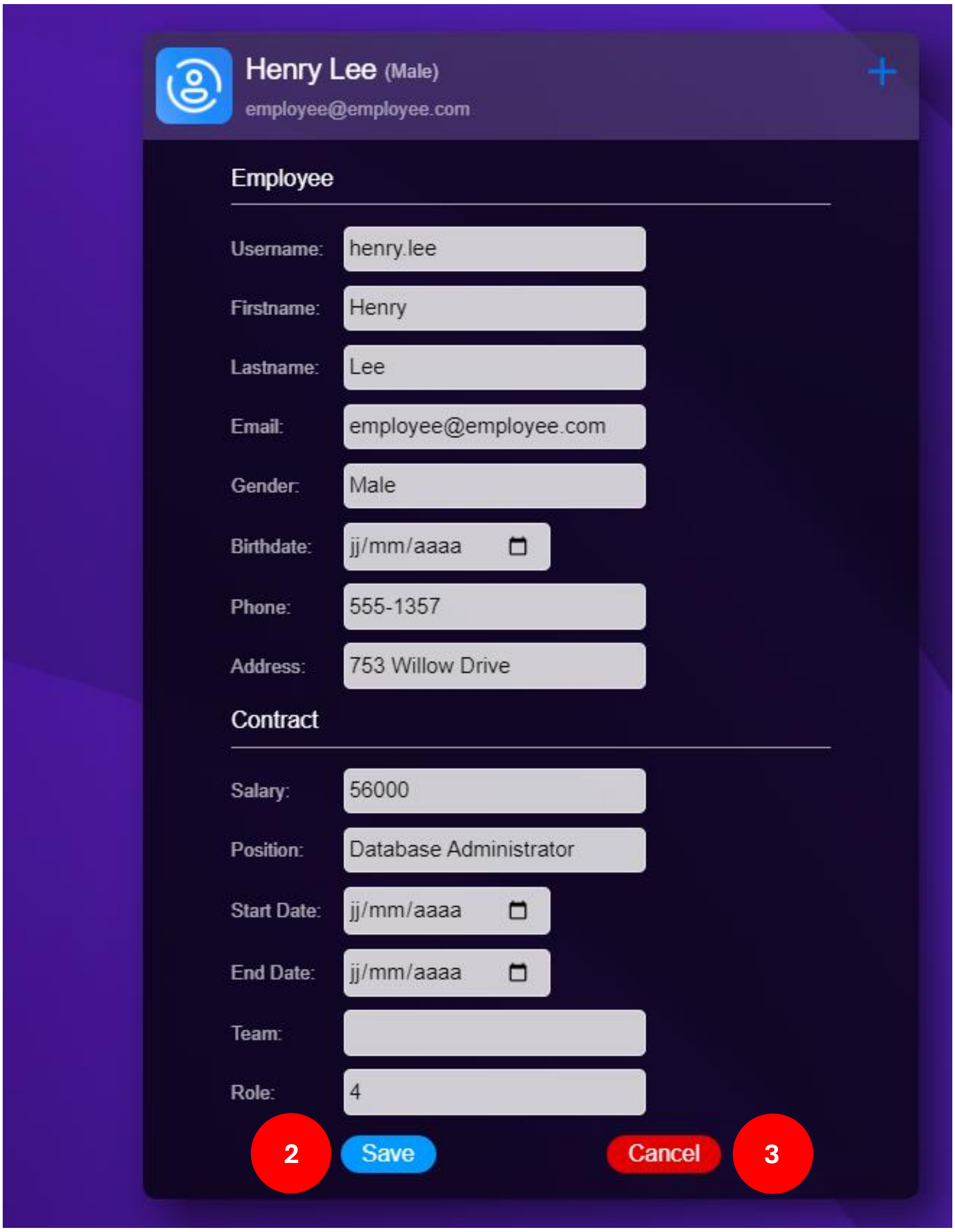


Henry Lee (Male)
employee@employee.com
+

Employee

Username: henry.lee
Firstname: Henry
Lastname: Lee
Email: employee@employee.com
Gender: Male
Birthdate: jj/mm/aaaa
Phone: 555-1357
Address: 753 Willow Drive

Contract

Salary: 56000
Position: Database Administrator
Start Date: jj/mm/aaaa
End Date: jj/mm/aaaa
Team:
Role: 4

2
Save
Cancel
3

Delete your Account

WARNING!

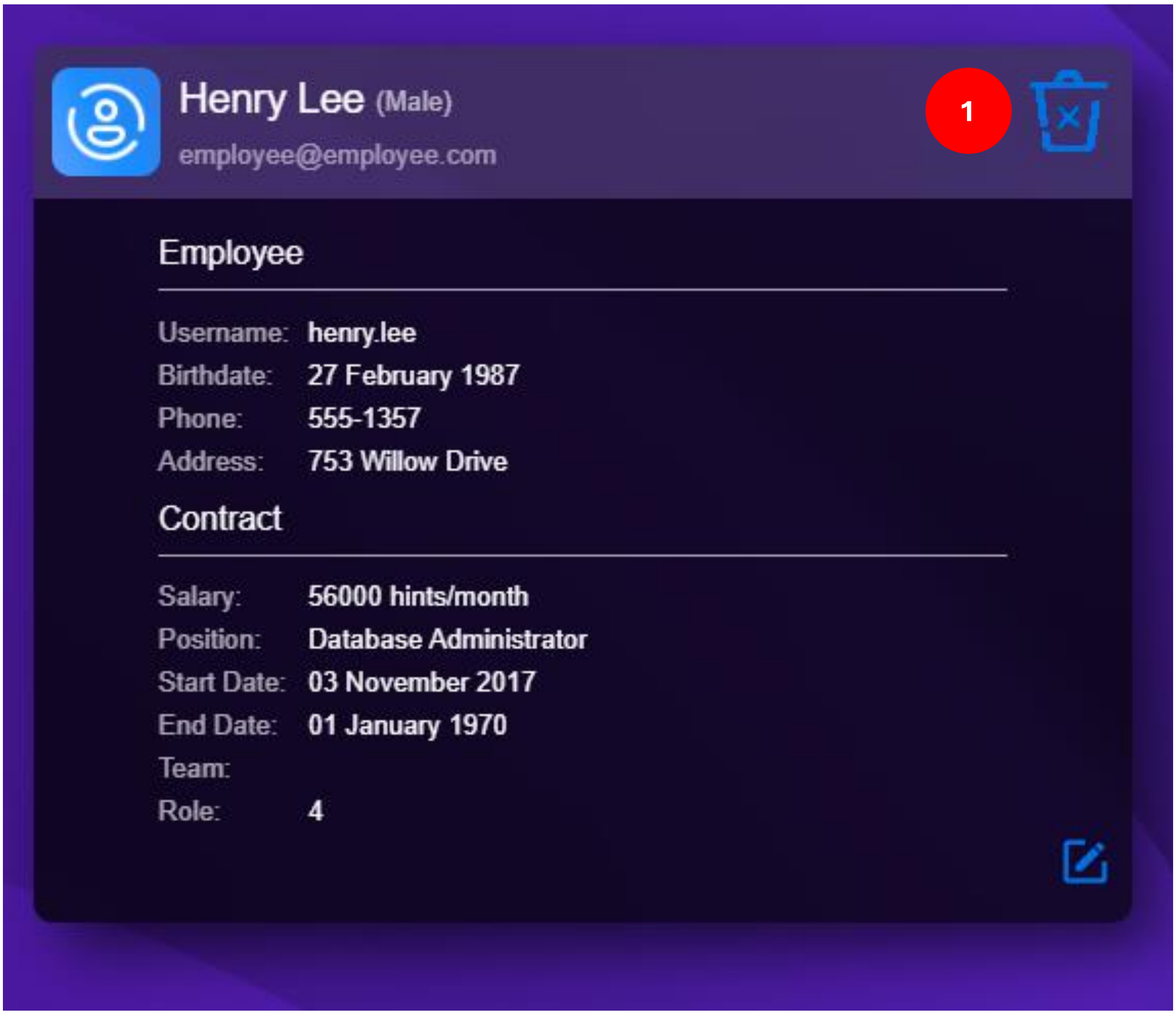
Deleting your account is a permanent action!

- Please ensure that you have received approval from your supervisor before deleting your account.
- Only proceed with deletion if your contract has been officially terminated.

Ensure that you fully understand the consequences before taking this action!

To delete your account,

1. locate the icon on the top left of the User Panel.
   Press the icon to initiate the account deletion process.



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Team:
Role: 4

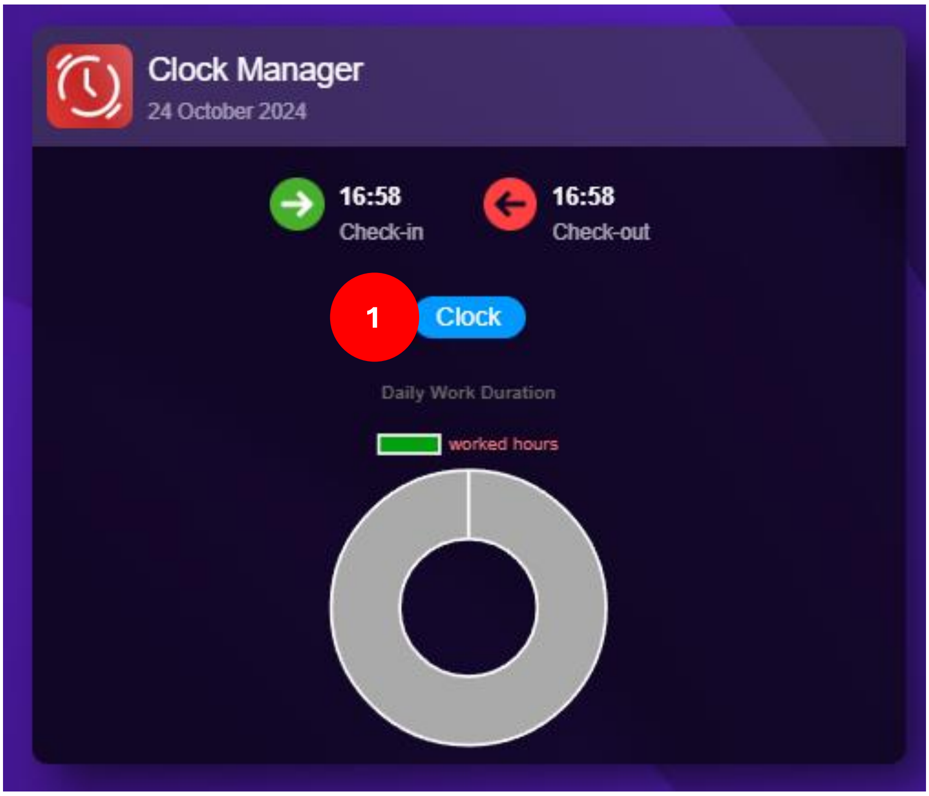
Register your working time

Clock Manager

To register your working hours, follow these steps in the **Clock Manager** module:

1. **Access the Module:**
    - Open the **Clock Manager** section from your dashboard.
2. **Clocking In:**
    - Upon arriving at your workstation, click the **‘Clock’** button (1) to log your arrival time.
    - A confirmation message will appear to indicate successful registration.
3. **Clocking Out:**
    - At the end of your workday, return to the **Clock Manager** and click the **‘Clock’** button (1) again to log your departure time.
    - A confirmation message will confirm your departure.
4. **Reviewing Hours:**
    - Check the **Clock History** section to view your logged hours for accuracy.

Important: Ensure you are connected to the internet to sync your times with the system. If you experience any issues, contact your supervisor or the IT department


Clock Manager
24 October 2024
16:58
Check-in
16:58
Check-out
1
Clock
Daily Work Duration
worked hours

Informative charts

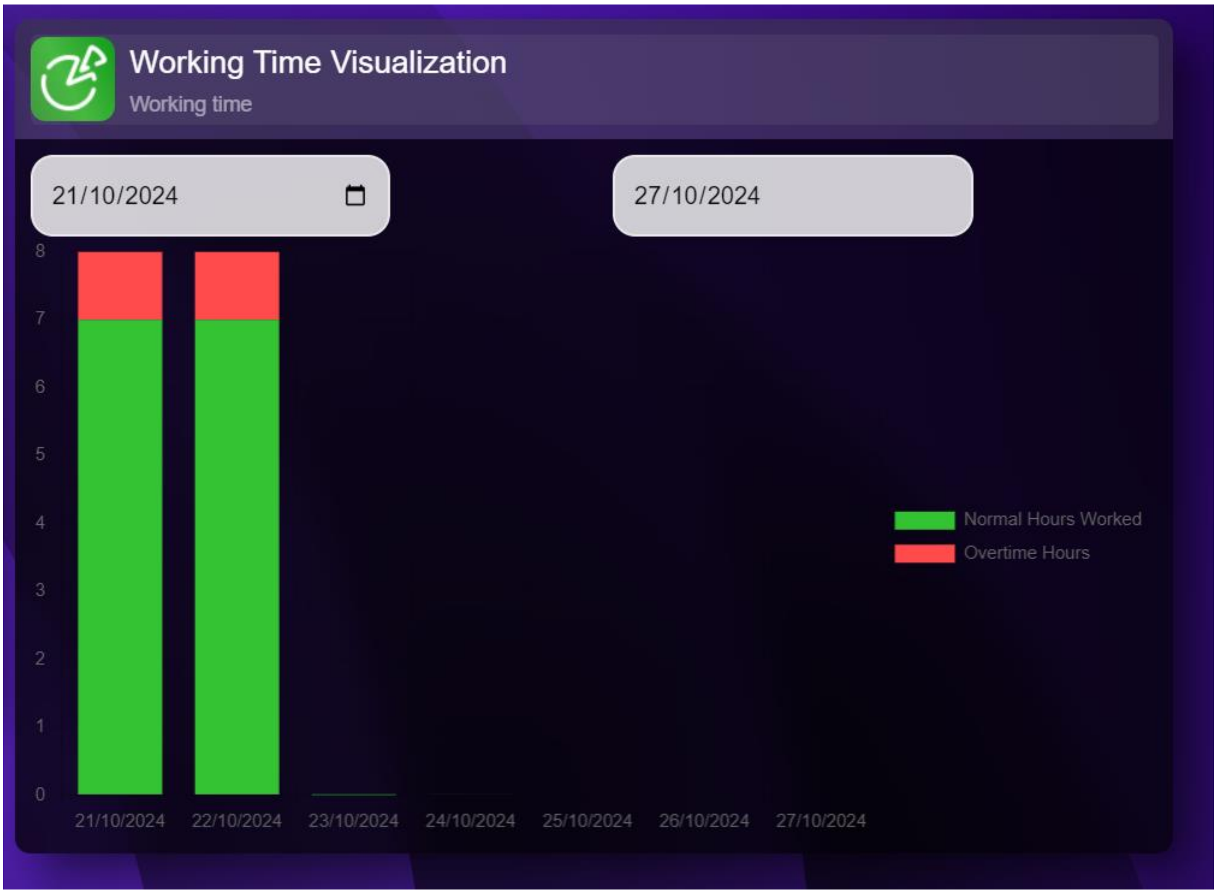
Working Time Visualization

The **Working Time Visualization** section helps you visualize the hours you've worked over the course of a week. This chart provides a clear and concise representation of your time commitments, allowing you to track your work hours effectively.

To change the displayed week, simply use 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. Once you've made your selections, 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. This feature enables you to identify patterns in your work schedule, such as particularly busy days or periods with lower activity.

Regularly reviewing this visualization can help you manage your workload more effectively and make any necessary adjustments to your schedule.


Working Time Visualization
Working time
21/10/2024
27/10/2024
8
7
6
5
4
3
2
1
0
21/10/2024
22/10/2024
23/10/2024
24/10/2024
25/10/2024
26/10/2024
27/10/2024
Normal Hours Worked
Overtime Hours

Working time management

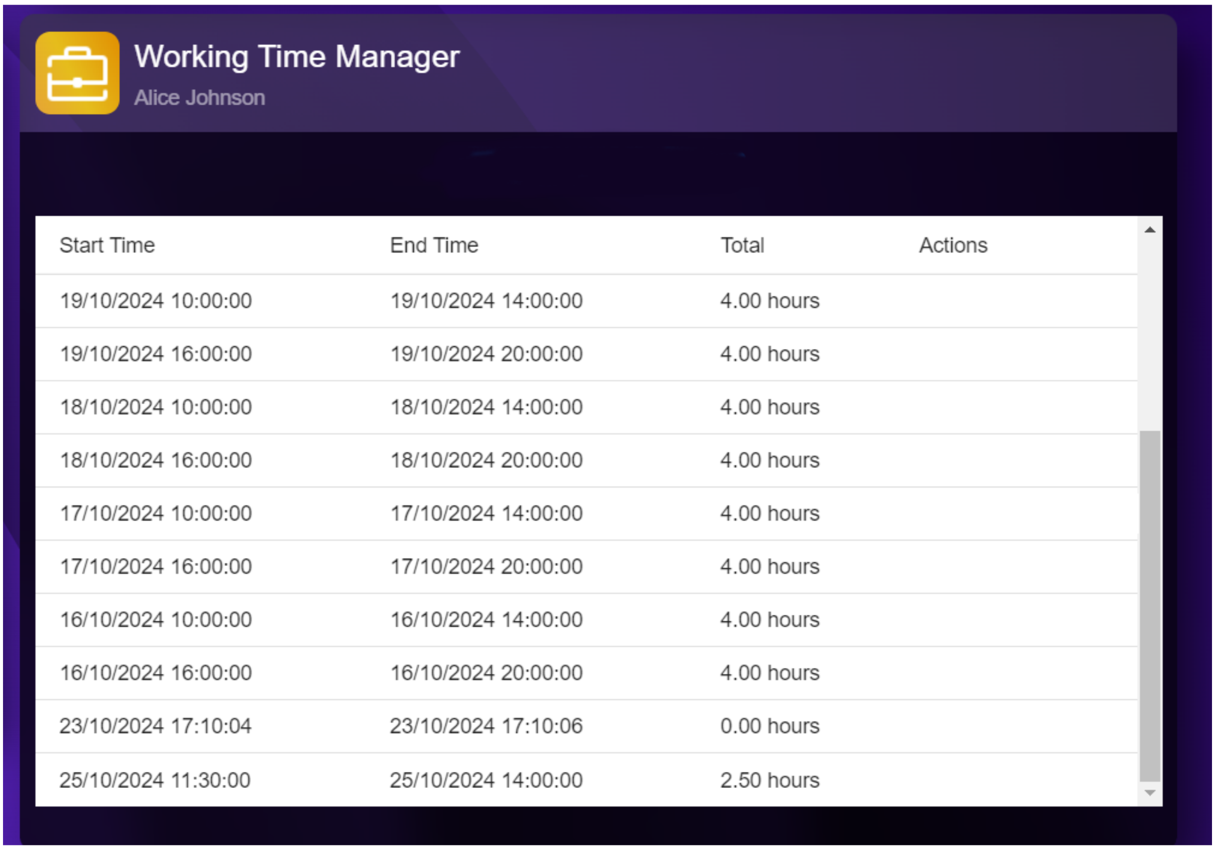
The **Working Time Management** chart provides a comprehensive overview of all the work shifts you've completed, independent of the week. This tool allows you to easily track your work history by displaying key details for each shift.

The chart will show the following information for every work shift:

- **Date of the Shift:** Clearly indicating the day on which you worked.
- **Start Time:** The hour you began your shift.
- **End Time:** The hour you concluded your shift.
- **Total Hours Worked:** A summary of the total hours logged for each shift.

This visual representation enables you to monitor your work patterns over time and helps ensure that your hours are accurately recorded. By reviewing this chart regularly, you can better understand your work habits, identify trends, and manage your time more effectively.

Additionally, if you have any discrepancies or need to address concerns about your hours, this chart serves as a valuable reference for discussions with your supervisor or HR department.



Working Time Manager

Alice Johnson

Start Time	End Time	Total	Actions
19/10/2024 10:00:00	19/10/2024 14:00:00	4.00 hours	
19/10/2024 16:00:00	19/10/2024 20:00:00	4.00 hours	
18/10/2024 10:00:00	18/10/2024 14:00:00	4.00 hours	
18/10/2024 16:00:00	18/10/2024 20:00:00	4.00 hours	
17/10/2024 10:00:00	17/10/2024 14:00:00	4.00 hours	
17/10/2024 16:00:00	17/10/2024 20:00:00	4.00 hours	
16/10/2024 10:00:00	16/10/2024 14:00:00	4.00 hours	
16/10/2024 16:00:00	16/10/2024 20:00:00	4.00 hours	
23/10/2024 17:10:04	23/10/2024 17:10:06	0.00 hours	
25/10/2024 11:30:00	25/10/2024 14:00:00	2.50 hours	

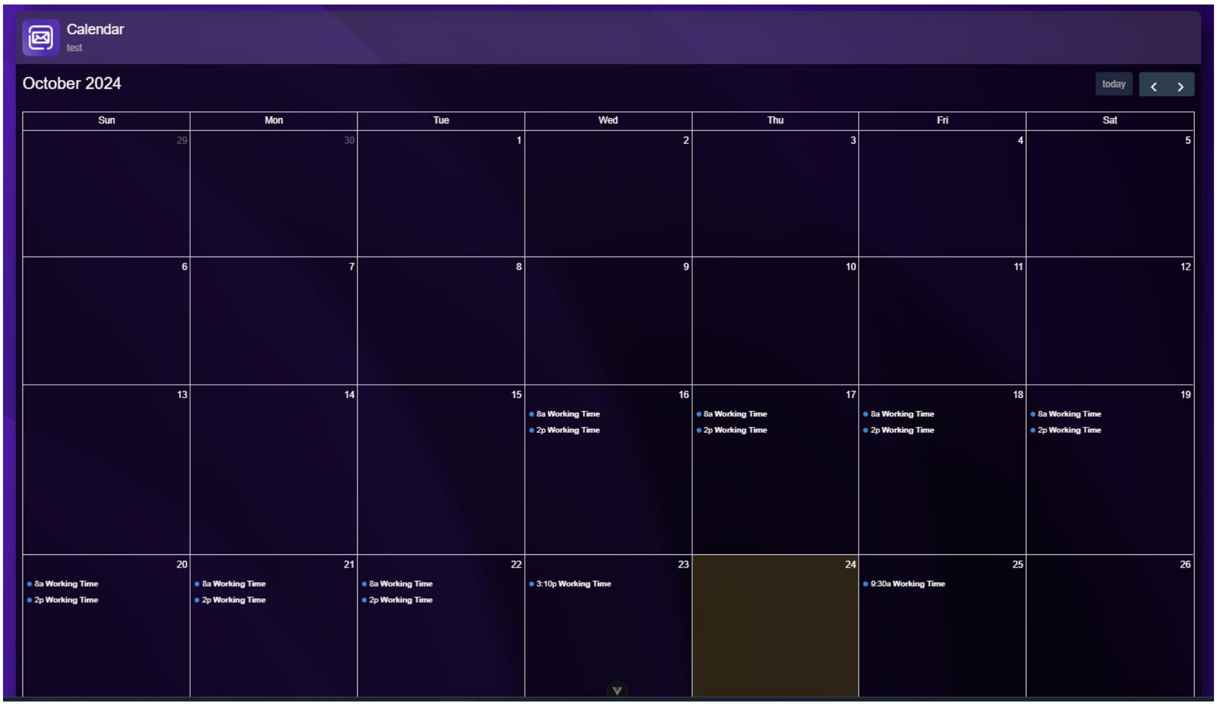
Calendar chart

The **Calendar** chart provides a visual representation of your work shifts in a calendar format. This chart allows you to see your scheduled hours at a glance, helping you easily identify your workdays and any patterns in your schedule over the month.

Key features include:

- **Daily Overview:** Each day displays the total hours worked, giving you a quick snapshot of your productivity.
- **Shift Details:** Clicking on a specific date will provide additional information, including the start and end times of your shifts.
- **Navigation:** You can navigate through different months to see past or upcoming shifts, ensuring you stay informed about your working patterns.

This visual tool complements the **Working Time Management** chart by offering a different perspective on your work hours, allowing you to manage your time more effectively.



October 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16 8a Working Time 2p Working Time	17 8a Working Time 2p Working Time	18 8a Working Time 2p Working Time	19 8a Working Time 2p Working Time
20 8a Working Time 2p Working Time	21 8a Working Time 2p Working Time	22 8a Working Time 2p Working Time	23 3:10p Working Time	24	25 9:30a Working Time	26

Team Board

The **Team Board** provides a comprehensive view of the teams you are part of, showcasing the roles of each team member for enhanced collaboration and communication. This feature allows you to quickly identify your colleagues and understand their responsibilities within the team.

Key features include:

- **Team Membership Overview:** View all the teams you belong to, along with the names and roles of each member. This clarity helps you understand team dynamics and who to approach for specific tasks or questions.
- **Role Display:** Each team member's role is clearly displayed, allowing you to identify points of contact for various functions and expertise within your team.
- **Mailing Functionality:** Easily communicate with team members using the integrated email feature. Simply click the "Email" button next to each member's name, which uses a mailto link to open your default email client with the recipient's address pre-filled.

This **Team Board** serves as a vital resource for fostering communication and collaboration, ensuring that all team members are connected and informed.

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. We hope this guide has provided you with a comprehensive understanding of how to effectively navigate the application, manage your working hours, and access important features.

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!