Gotham City Time Tracking Application Tutorial for Administrators

Disclaimer

This tutorial is intended solely for authorized Administrators 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, Administrators 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 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 an Administrator, 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 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, administrator), ensuring clarity regarding your employment status.

Managing Team Shifts

As an Administrator, you have the authority to edit the working shifts of any team member. To manage shifts, follow these steps:

1. **Access the Working Time Manager**: From your dashboard, navigate to the Working Time Manager chart.
2. **Select a Team Member**: Locate the team member whose shift you wish to edit. You can also access managers' views by clicking on their names within their respective teams.
3. **Edit Shift**:
    - Click the **Edit** button next to the employee's shift to change the day, hours, or other details.
    - Make the necessary modifications in the pop-up window and click **Save** to apply changes.
4. **Delete a Shift**:
    - To remove a shift, click the **Delete** button next to the shift entry.
    - Confirm the deletion when prompted.

This functionality enables you to ensure accurate scheduling across the organization.

Managing Team Members

As an Administrator, you can add or remove employees from any team, as well as oversee team structures.

1. **Access the Team Board**: Navigate to the Team Board section from your dashboard.
2. **Add an Employee**:
   - Click the **Add Employee** button within the appropriate team.
   - Enter the required information for the new employee and click **Submit** to add them to the team.
3. **Remove an Employee**:
   - Find the employee you wish to remove from the team in the Team Board.
   - Click the **Remove** button next to their name and confirm the action.

These capabilities allow you to maintain an effective team structure across all departments.

Managing Teams

As an Administrator, you have the unique authority to create, update, and delete teams to align with departmental and organizational needs.

To Create a New Team:

1. Navigate to the **Teams Management** section on your dashboard.
2. Click on the **Create Team** button.
3. Enter the necessary details for the new team, including its name, primary function, and any other relevant information.
4. Click **Submit** to add the team to the organization's structure.

To Update an Existing Team:

1. In the Teams Management section, select the team you wish to update.
2. Click **Edit** and make the necessary changes to the team's name, functions, or assigned members.
3. Once finished, click **Save** to apply the updates.

To Delete a Team:

1. Locate the team you wish to delete in the Teams Management section.
2. Click on **Delete** and confirm your action.
3. Note that deleting a team will remove its members from this grouping, though their individual profiles remain intact.

Creating New Users

As an Administrator, you can create new user accounts to ensure the necessary personnel have access to the application.

1. **Access User Management**: Go to the User Management section from your dashboard.
2. **Create New User**:
    - Click on the **Add New User** button.
    - Enter the required information for the user, including name, email, role, and initial password.
    - Select the appropriate role for the user (Employee, Manager, or General Manager) to define their permissions within the system.
    - Click **Submit** to finalize the user account.

These permissions allow you to onboard new team members effectively, ensuring they have immediate access to their assigned functions.

Viewing Application Logs

The Administrator role grants access to comprehensive application logs, which track key actions across the system for security, auditing, and troubleshooting purposes.

1. **Access System Logs**: Navigate to the System Logs section on your dashboard.
2. **Viewing Logs**:
    - The logs display a chronological record of activities, such as:
        - **Clocking Activity**: When employees clock in or out.
        - **Team Actions**: Creation, update, or deletion of teams.
        - **Shift Edits**: Changes to individual shift times.
        - **User Management**: Addition or removal of users.
3. **Filtering Logs**:
    - Use the filter options at the top of the logs section to narrow down entries by date, user, or action type.

The log display provides a clear and detailed record of activities, supporting transparency, security, and quick identification of any irregularities within the system.

Informative Charts

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

Working Time Visualization

This chart helps you visualize the hours worked over the course of a week by various teams. Use the date selectors above the chart to select the start and end dates. Hovering over the bars shows detailed information about hours worked on each specific day.

Working Time Management

The Working Time Management chart displays all the work shifts completed, showing:

- **Date of the Shift**: Indicating the specific workday.
- **Start and End Times**: Marking shift start and end times.
- **Total Hours Worked**: Summing hours for each shift.

This chart provides a long-term view of work hours, allowing for easy monitoring of patterns and adjustments as needed.

Calendar Chart

The Calendar chart offers a visual overview of shifts in a calendar format, helping you see scheduled hours at a glance. Each day displays total hours worked, and clicking on a date reveals additional shift details.

Team Board

The Team Board allows you to view the teams and roles of all team members, enhancing collaboration and communication. Clicking on a team member's name provides access to their respective view, enabling efficient monitoring and communication within the team.

Conclusion

Thank you for reviewing this tutorial on the Gotham City Time Tracking Application for Administrators. This guide equips you with the skills needed to manage users, teams, and system logs efficiently.

If you have questions or require further assistance, please reach out to the Human Resources department, your manager, or the IT support team. They are available to provide guidance and support for any questions or issues you may encounter.

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 secure your account after use.

Your attention to detail and adherence to best practices are vital to ensuring a secure and efficient working environment. Thank you for your commitment to the Gotham City Department!