

The Gotham

TIME MANAGER

Empowering You to Take Charge of Your Time



Ultimate guide

In a fast-paced city like Gotham, balancing work and life can be challenging. Whether you're navigating through the city's bustling streets or trying to maintain your work schedule amid the chaos, managing time effectively is essential. With TimeManager, we're giving you the power to track your work hours effortlessly. Our tool ensures that your time is managed fairly and efficiently, allowing both employees and managers to stay aligned without the need for constant check-ins..

Summary :

- How TimeManager Works : Your Time, Your Control !
- User Interface: Designed for Flexibility and Control
- Manager Interface: Built for Team Efficiency and Insight
- Frequently Asked Questions



How TimeManager Works : Your Time, Your Control !

TimeManager is designed with the everyday employee in mind. All essential tools are at your fingertips, with a user-friendly layout that prioritizes simplicity and transparency. No complex steps, no hassle just pure efficiency.

Key Features of TimeManager

Time Manager brings together all the essential tools to make time management simple, flexible, and accessible. Here's how each feature is designed to support you:

- **Quick Access to Everything You Need**

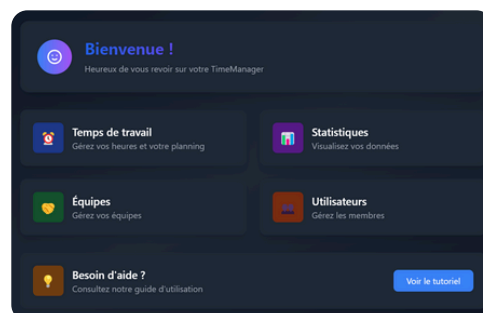
The homepage gives you immediate access to every feature—no digging through menus. All essential tools are just one click away.

- **Customizable Scheduling**

Set your preferred work hours and easily adjust for overtime as needed. TimeManager adapts to your schedule, whether you're on day shifts, night shifts, or a mix of both.

- **Full Ownership of Your Work Hours**

View your hours across different shifts, track overtime, and keep a comprehensive record of your contributions. Your work history is always at your fingertips, so you can manage your time with confidence.















27/08/2024 10:00 - 27/08/2024 21:00 (Jour : 11h, Nuit : 0h, Heures supp : 3h)

- **Empowerment Through Clear Insights**

By having a transparent view of your work hours, you can manage your schedule proactively, maintain a balanced work-life routine, and make adjustments when needed to support your well-being.

- **Optimized for Company Structure**

A specialized interface allows managers to handle team management and generate reports with a single click.

Project Green Gotham	5 membres moi, agnes, Lyna, Tudy, Kevin			
HR Team	3 membres moi, Omar, Lyna			
Management	2 membres Kevin, agnes			
Direction	3 membres agnes, Kevin, Tudy			

Whether you're an employee or a manager, TimeManager's tools are designed for easy use across all levels of an organization.

- **Accuracy You Can Trust**

TimeManager instantly records your hours with precision, so nothing is ever missed. You can trust the data to be accurate and up-to-date.

- **Transparency Without Surveillance**

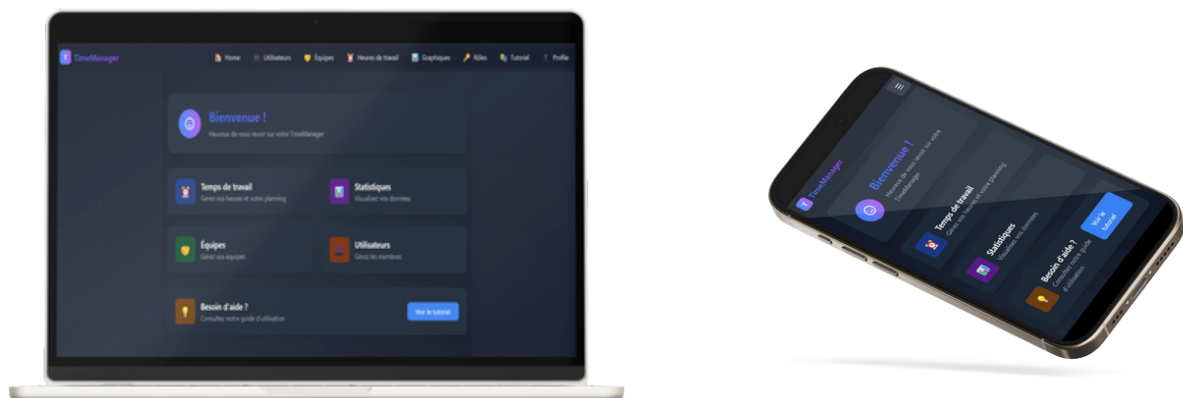
TimeManager promotes transparency while respecting your privacy. It's designed to support you, not monitor you, giving you control over your own time data.

- **On-Demand Tutorials and Dedicated Support**

Need help navigating a feature? Access easy-to-follow tutorials whenever you need a refresher. Plus, our dedicated support team is available for additional assistance.

- **Responsive and Convenient**

Use TimeManager wherever you are—whether on a laptop at work or on your phone on the go. The app's responsive design ensures a seamless experience on any device.



User Interface: Designed for Flexibility and Control

The TimeManager user interface is built with trust and adaptability in mind, recognizing that everyone's schedule is different. Whether you work day shifts, night shifts, or overtime, TimeManager makes it easy to manage your time accurately and conveniently.

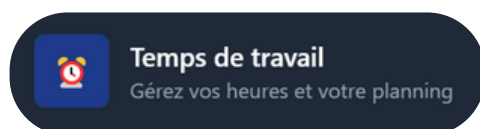
Easy Clock-In and Clock-Out

Entering your work hours has never been simpler. TimeManager's flexible clock-in and clock-out options allow you to log your hours accurately, even if you forget to clock in at the exact time.



- **Manual Entry:**

1. Click on the Working time page directly on your homepage
2. Enter your clock-in and clock-out times by selecting the exact date and time.
3. Click on Add and you have now registered your working times!



Ajouter

If you missed logging your time, no worries !! you can manually adjust your hours to reflect your actual working time. TimeManager trusts you to report your hours accurately, and it's designed to accommodate any necessary adjustments.

Flexible Scheduling and Instant Access to Your Work History.

One of TimeManager's most empowering features is the ability to access your entire work history whenever you need it, putting you in control of your time data.

- **Detailed Time Breakdown:** Whether you're covering a day shift, working late into the night, or clocking in overtime, TimeManager records each category separately, so you have a clear view of your work patterns.
- **All Your Working times in One Place:** No need to contact HR or wait for a manager—simply open the app and access all of your work hours at a glance.
- **Customizable Time Management:** Adjust your schedule as needed without feeling restricted, helping you maintain a balance that suits your lifestyle.



Your own Dashboard : Insightful Work Data and Statistics

TimeManager provides a deeper understanding of your work patterns with easy-to-read data visualizations and summaries. This helps you track your progress and manage your schedule effectively.

- **Manual Entry:**

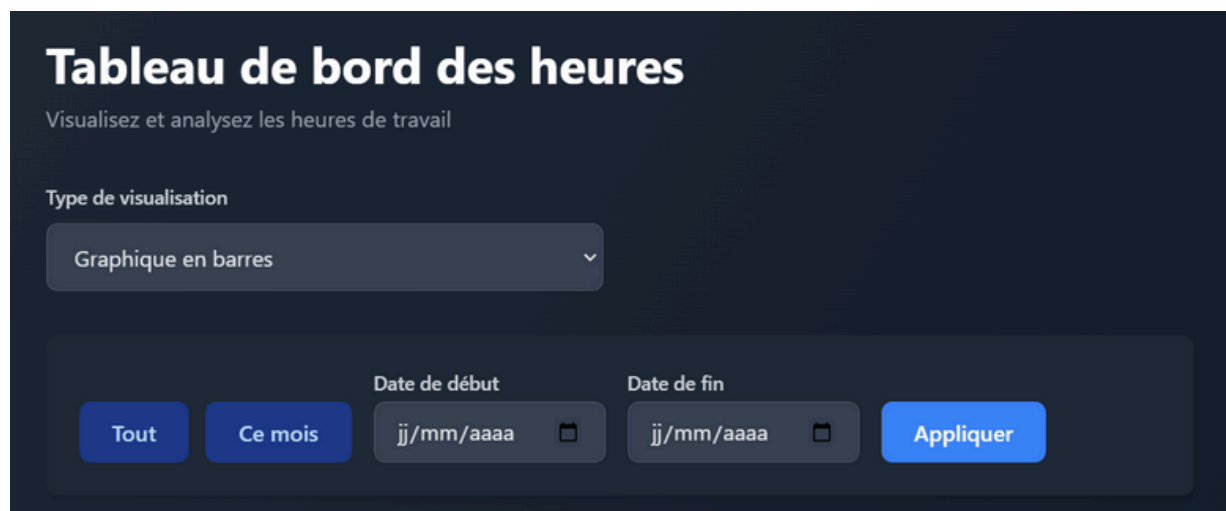
1. Click on the Statistics page directly on your homepage or on your header.
2. Filter the time-laps wanted
3. Click Apply and That's about it !



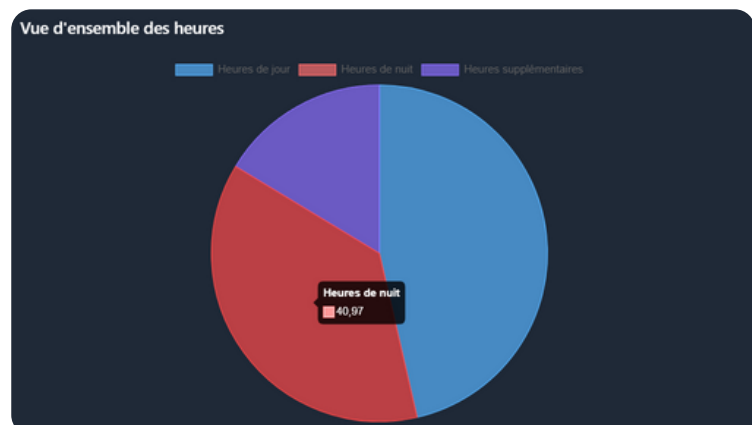
Statistiques

Visualisez vos données

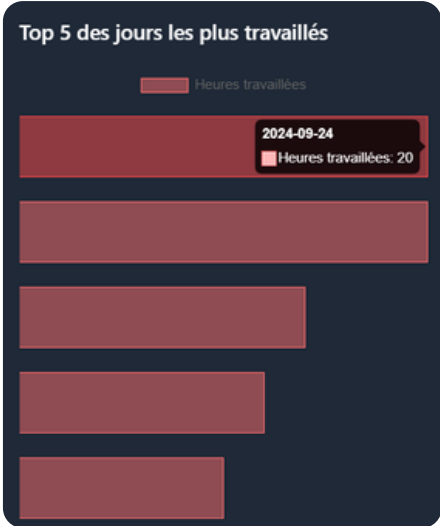
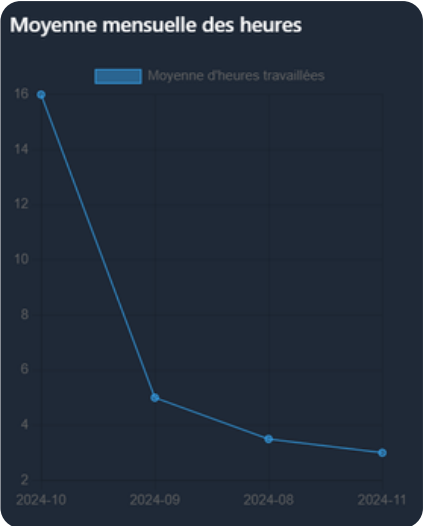
- **Customizable Filters:** Filter your work history by day, week, or month to view specific time periods. Get instant charts in the timeframe of your choice.



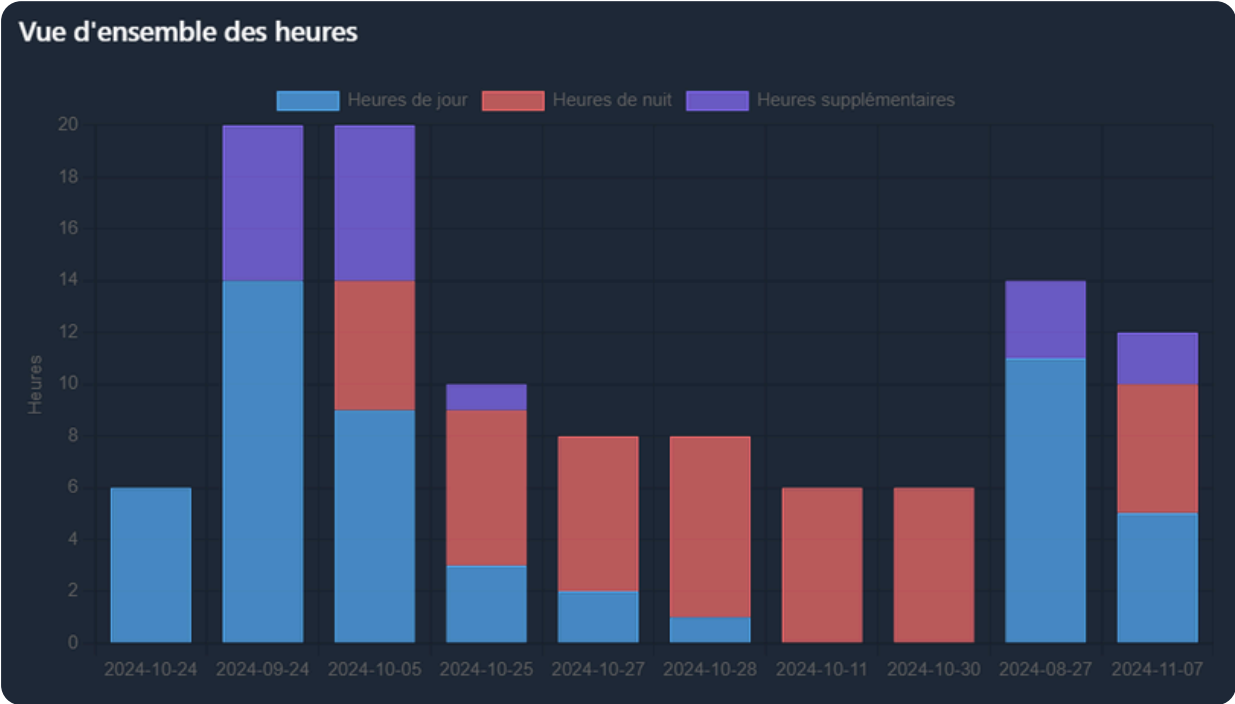
- **Detailed Data Breakdown:** See a clear breakdown of your work hours, including day, night, and overtime categories.



- **Monthly Averages:** Track your average working hours each month to maintain a balanced work-life schedule and prevent burnout.
- **Top 5 Productive Days:** Find out your most productive days at a glance, helping you understand your peak performance times.



Empowerment Through Transparency: By having a clear, data-driven view of your work time, you can manage your schedule proactively, make adjustments as needed, and ensure a healthy balance between work and personal life.



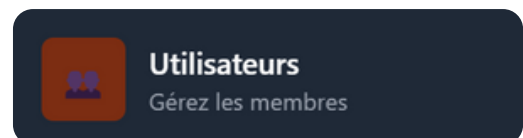
Manager Interface: Built for Team Efficiency and Insight

TimeManager isn't just for individual users, it's designed to support team management as well. The Manager Interface provides powerful tools that make it easy to oversee, organize, and support teams with minimal effort.

Seamless Employee Management: All in One Place

Managing your team has never been easier. The Manager Interface provides a clear overview of all your employees, allowing you to:

- **Browse Employee Profiles:** See a list of your team members with quick access to their work schedules and statistics.
- **Manual Entry:**
 1. Click on the Users page directly on your homepage or in your header.
 2. You can now see the users list
 3. You can add a new user by completing the form and click on "add"
 4. Click on "Modify" if you want to update a user information
 5. Click on "Delete" to delete a user

A dark blue form titled 'Gestion des utilisateurs' with the subtitle 'Gérez les informations des utilisateurs du système'. It contains three input fields: 'Nom d'utilisateur', 'Email', and 'Mot de passe *'. A green button with a plus icon and the text 'Ajouter' is at the bottom right.

Lyna	lyna@gmail.com	Modifier	Supprimer
Omar	Omar@gmail.com	Modifier	Supprimer
Kevin	Kevin@gmail.com	Modifier	Supprimer

- **Create and Organize Teams:** Form teams based on projects, departments, or shifts. You can name each team and assign relevant employees with ease, creating a structure that works for your organization.

- **Manual Entry:**

1. Accessing the Teams Page:
From your homepage or header, click on the Teams tab to view your list of available teams.
2. Adding a New Team: To create a new team, simply enter a team name in the provided field and click Add.
3. Adding Members to a Team: Select a team from your list. Click on the Members icon to manage team members. Choose the members you wish to add, then confirm by clicking Add.
4. Deleting a Team: To remove a team, select the team from the list and click Delete.

Gérer les membres - Management

Sélectionner un utilisateur Ajouter

Kevin

agnes

Gestion des équipes Pointage d'équipe

Nom de l'équipe + Ajouter une équipe

Project Green Gotham	5 membres moi, agnes, Lyna, Tudy, Kevin	
HR Team	3 membres moi, Omar, Lyna	
Management	2 membres Kevin, agnes	
Direction	3 membres agnes, Kevin, Tudy	

Clock-In and Clock-Out for Teams: Efficiency

If your team is rushing into a project or responding to an urgent task, you can clock them in all at once, so they can dive straight into work without missing a beat.

Gestion des équipes Pointage d'équipe

Heure de début
29/10/2024 08:00

Heure de fin
29/10/2024 19:45

Ajouter

Sélectionner une équipe
HR Team

- **One-Click Team Clock-In/Out:** Select a team and clock everyone in or out at once. It's efficient and keeps everyone focused on their work.
- **Control Over Attendance:** Ensure that everyone's time is accurately recorded without requiring individual actions from each employee.

Detailed Work Time Insights for Informed Management

The Manager Interface offers a comprehensive view of each employee's work hours, including day, night, and overtime breakdowns. This transparency allows managers to keep tabs on productivity and ensure balanced workloads

- **Individual Time Tracking:** See detailed records for each team member, including work history and overtime hours, with the possibility of clocking in and out your staff for them in case of a problem or emergency !

Ready-to-Download Timesheets: Hassle-Free Reporting

Say goodbye to manual Excel sheets. TimeManager's Manager Interface allows you to download ready timesheets for immediate use. No extra formatting or data entry required!

- **Instant Timesheets:** Download fully formatted timesheets for each employee or team, directly from the app.
- **Compliant and Organized:** Each timesheet is structured with day, night, and overtime hours, helping you meet Gotham's work regulations.

With one click, get accurate, ready-to-use timesheets for payroll or compliance, freeing up your time for high-impact tasks

Comprehensive Team and Employee Analytics

TimeManager goes beyond basic time tracking. The Manager Interface includes analytics that give you insights into team productivity, individual performance, and overall work patterns.

- **Visual Data:** Access charts and graphs that illustrate total work hours, most productive days, average monthly hours, and more.
- **Enhanced Decision-Making:** Use these insights to balance workloads, recognize top performers, and adjust team schedules for optimal productivity.

Tableau de bord des heures
Visualisez et analysez les heures de travail

Utilisateur: Sélectionner un utilisateur

Type de visualisation: Graphique en barres

Date de début: jj/mm/aaaa

Date de fin: jj/mm/aaaa

Tout Ce mois Appliquer

Veuillez sélectionner un utilisateur pour visualiser ses données

Alerts for Work Anomalies: Keeping Teams Safe and Compliant

TimeManager cares about the well-being of employees. That's why the app includes alerts for work pattern anomalies, helping you prevent overwork and ensure that employees respect Gotham's work guidelines.

- **Automatic Notifications:** Receive alerts if an employee works an excessive number of night shifts or exceeds recommended overtime limits.
- **Proactive Workload Management:** Use these alerts to adjust schedules as needed, protecting your team from burnout and promoting a healthy work-life balance.



Attention!

Cet utilisateur a travaillé plus de 5 nuits ce mois-ci ou a fait 3 jours d'affilée de travail nocturne!

In Summary: Leading Teams Has Never Been This Simple

Frequently Asked Questions:

- **Q:** Will TimeManager constantly monitor every moment of my work?
- **A:** No, TimeManager respects your autonomy and privacy. Our goal is to provide transparency without surveillance. The app allows you to take control of your work hours without requiring constant check-ins or tracking every moment, which helps avoid the feeling of being micromanaged.
- **Q:** What happens if I forget to clock in or out?
- **A:** TimeManager allows you to manually adjust your clock-in and clock-out times. This ensures that you have the flexibility to accurately report your work hours. We trust our users to manage their time responsibly, without micromanaging adjustments.
- **Q:** How does TimeManager prevent micromanagement of my work schedule?
- **A:** TimeManager is designed with a user-centered approach that puts you in control. Managers have access to necessary data to support teams, but the app's focus is on empowering individuals to manage their own time. This means you decide how and when to use the tracking tools, reducing unnecessary oversight.
- **Q:** Can I manage overtime or schedule adjustments without needing approval?
- **A:** Absolutely! TimeManager gives you full ownership over your schedule. You can easily adjust for overtime or changes to your work hours directly within the app. There is no need for multiple approvals for every adjustment, making your work experience smoother and more autonomous.
- **Q:** How does TimeManager support transparency while respecting privacy?
- **A:** TimeManager provides a transparent view of your work hours, with all the data visible to you at any time. However, it does not enforce invasive tracking or unnecessary supervision. The tool's mission is to support fair work time management, not to monitor every detail of your activity, ensuring a balance between transparency and trust.
- **Q:** Does TimeManager track my productivity or personal activities?
- **A:** No, TimeManager is not a productivity tracking tool. We do not monitor specific activities or how you spend each minute of your day. Our system focuses on work hours and schedules to help you and your team stay aligned, while allowing you the freedom to complete your tasks without feeling micromanaged.

