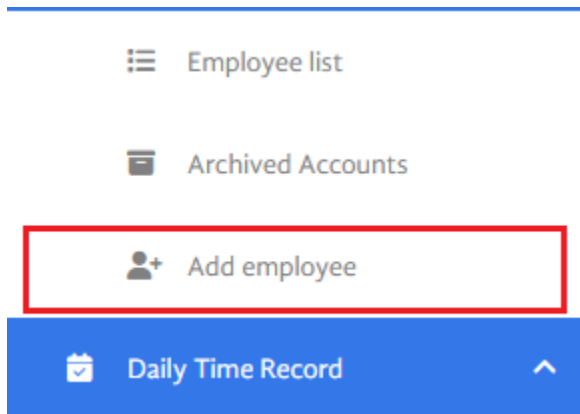**ZNLRC DTR System Updates**
February 16, 2024

- This update includes the fixed schedule of employees per day.

➢ **Adding new employee**

Clicking the "Add employee" button in the sidebar will trigger a pop-up where the admin can enter the employees' information.

Notice that the pop-up modal has an additional column on the right side where employees' fixed schedules can be placed. In the schedule column, it contains the days of the week, followed by two input fields for the schedule times. The first input field is for the time-in, and the second field is for the time-out, followed by two checkboxes for 'Work From Home' (WFH) and 'Office'. Notice that the input fields are pre-filled and can be edited based on the employee's schedule.
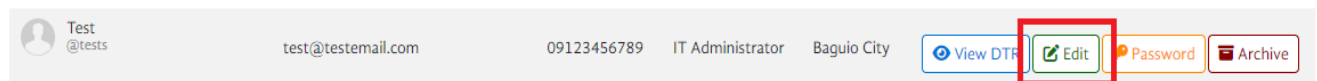
Clicking the 'Submit' button will save all entered information provided that all requirements are met.

➢ **Updating employee information**

Click 'Employee List' in the sidebar to navigate to the employee list page.
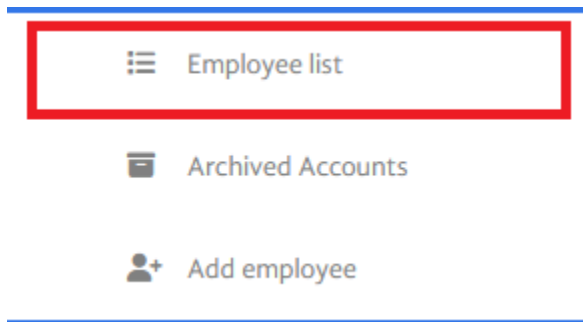
You will be able to see this:

Clicking the 'Edit' button will trigger a pop-up where the admin can edit the employee's information and schedule, as shown below.

The pop-up modal is divided into three parts: the employee's personal information, their fixed schedule, and their temporary schedule. Additionally, you will notice three buttons corresponding to each part.

Employee's Personal Information: This area displays the employee's personal information. After making any changes to his/her information, click "Save Profile" to save the updates. Note that this action only saves changes to the employee's personal information.

Fixed Schedule: This area displays the employee's fixed schedules from Monday to Friday. After making any changes to this area, click the first "Save Schedule" button to save updates. Note that his action only saves changes to the employee's fixed schedule.

Temporary Schedule: If an employee wishes to change their schedule for a specific day or days temporarily, the admin can use this area.

➢ **Adding temporary change of schedule**

When adding a temporary change of schedule for an employee, the admin needs to ensure that the change is also recorded here; otherwise, it will not be displayed in the admin and employee's dashboards.

This section contains two checkboxes: 'WFH' for the work-from-home setup and 'Office' for those who will be working in the office. Additionally, there is a date and time field provided to enter the date and time of the temporary schedule change. After completing all the necessary information, clicking the "Save Schedule" button will save the record and a table containing all the change of schedule for the current month is shown displayed.

Below is an example of the table referred above.

➢ **Updating temporary change of schedule**

There are instances where an employee will change or cancel his/her change schedule request.

Edit: Clicking the "Edit" button will enable the admin to modify the temporary schedule change, as illustrated below:

After making the necessary adjustments, clicking the "Save" button will save the schedule adjustments.

 Cancel: Clicking the "Cancel" button will automatically remove the temporary schedule from the table and discard all changes made.

➢ **Admin's view**

In the administrator's dashboard, both the schedule and the time logs of the employees are displayed. A "Schedule" view has been added to show the schedule of the employee for the specific day. This allows the admin to monitor whether the employee is adhering to their schedule.

➢ **Employee view**

To ensure employees are reminded of their schedules, their schedule is displayed below their name. It includes their time-in and time-out schedule, as well as their work area indicated by 'WFH' for work from home or 'Office' for those working in the office. The checkbox before the 'Time-in' button is pre-checked based on the work area saved in their schedule. Whether the employee's schedule is fixed or temporary, it will display the schedule for that day.

This update not only facilitates the company in entering dynamic work schedules for employees but also aids in monitoring whether all employees are adhering to their schedules. Additionally, it assists in ensuring compliance with set schedules by all employees.