|  |  |
| --- | --- |
| ATTENDANCE | |
| DATE |  |
| SHIFT |  |
| LOG IN TIME |  |
| LOG OUT TIME |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| GROUP | ACTIVITY | CATEGORY | SUB CATEGORY | STATUS | REMARKS | START TIME | STOP TIME | DURATION | WEIGHT DURATION | UTILIZATION % |
|  |  |  |  |  |  |  |  |  |  |  |
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Admin

Manual

Name

Daily Reports

User Profile

END

PAUSE

START

NEW ENTRY

LOG OUT

LOG IN

*Productivity Log*

*Team:*

*User ID:*

***USER ID:*** Default USER ID

***LOG IN BUTTON:*** Pop up window for shift schedule appear (*Nasa Masterfile ung list nung sched*)

A screenshot of a computer

Description automatically generated

***DATE:*** Current Date

***SHIFT:*** Selected Shift

***TEAM:*** Default Team nan aka assign saknila sa list

***NEW ENTRY BUTTON:*** Pop up window ulit sya to show nmn ung selection for Group, Activities and Category (*Nasa Masterfile list din sya) Dito din mag Start ung Time for new entry*

A red and white striped background

Description automatically generated

***GROUP:*** Eto ung column na Team sa Masterfile (*First selection nya is kung ano ung default team nya pero available pa din ung list for team*)

***ACTIVITES, CATEGORY & SUB CATEGORY:*** Ang ishow nya lang na list is depende dun sa Group na aka assign sknya

***Once enter na mapunta na sya dun sa table.***

Na detect nya din kung Single line or MultiTasking time ung nakalagay na sa table

Single entry meaning isang activity lang ung nasa table

Pag MULTITASKING more than one ung naka entry sa table identify nya lang para ma calculate ung weighted time

***END BUTTON:*** End Time nung activity (Select lang nila ung activity kung multiple sya para ma end ung time)

***PAUSE BUTTON:*** Gusto ko sana iadd to new feature na pwede ipause ung time kung possible. Then pwede nila i-continue ulit ung time.

***DELETE BUTTON:*** Kung may need sila idelete dun sa table na entry.

***DAILY REPORTS:***

***Summary lang sya nung data mismo so atleast up to 3 months ung data na pwede ishow***

***ADMIN ACCESS:***

***ADMIN lang pwede mag Edit, Delete Add New User, Group, Activity, Category and Subcategory. The rest New Entry lang pwede gawin.***

***Every New Entry nasave sna sya sa access para incase mamatay sya or any uncontrollable issue naka record pa rin sya.***

***Hanggang di sila nag logout continue lang ung time nila. If every pwde may lagay ng pop out kapag ung end shift is lagpas na sa time.***