

Gulf Aluminium Rolling Mill B.S.C. (c)

Time & Attendance System Emergency Response Team

User Guide Manual

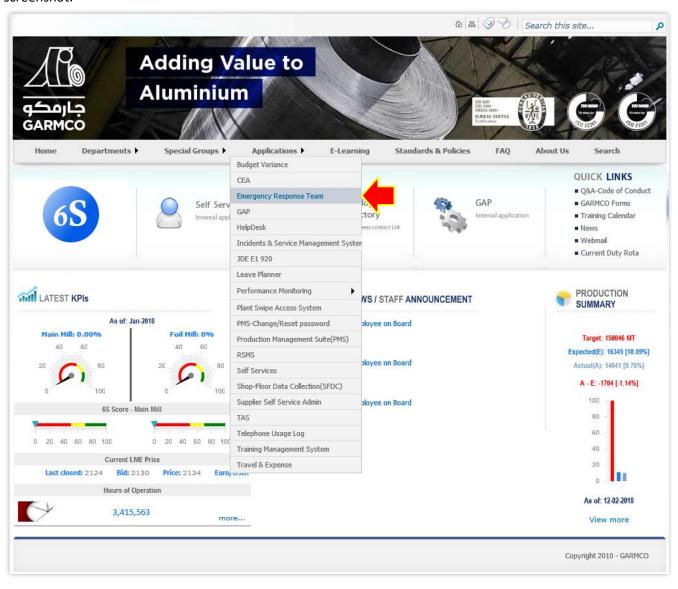
Prepared by:

Ervin Brosas ICT Department Ext. No: 3152

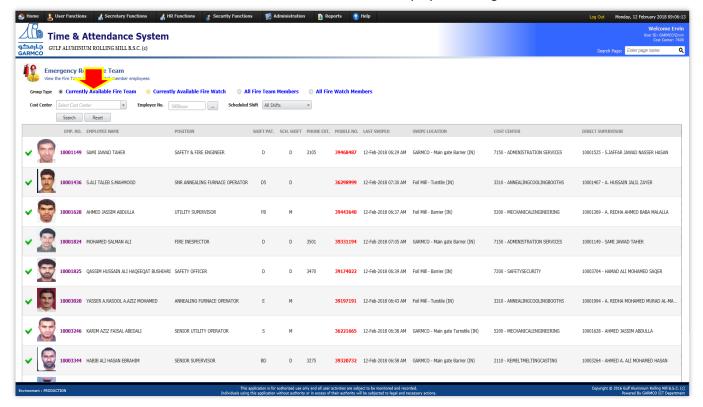
Table of Contents

How to View the Currently Available Fire Team Members?	3
·	
How to View the Currently Available Fire Watch Members?	5
·	
How to View All Fire Team Members?	7
How to View All Fire Watch Members?	Q

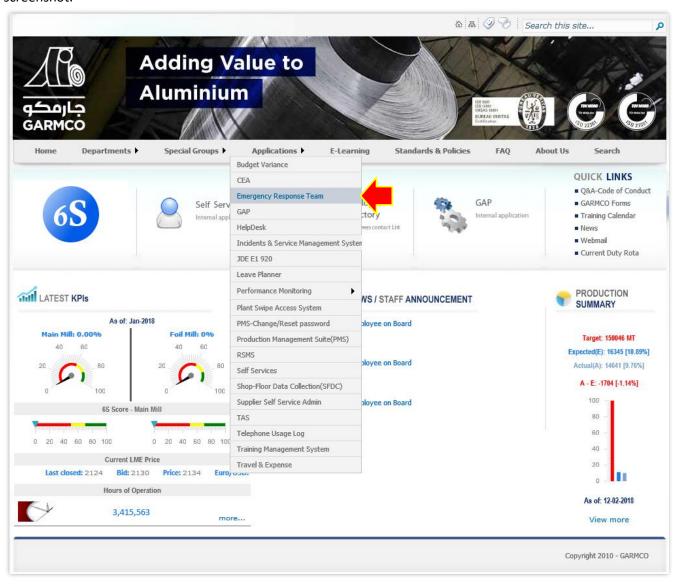
How to View the Currently Available Fire Team Members?



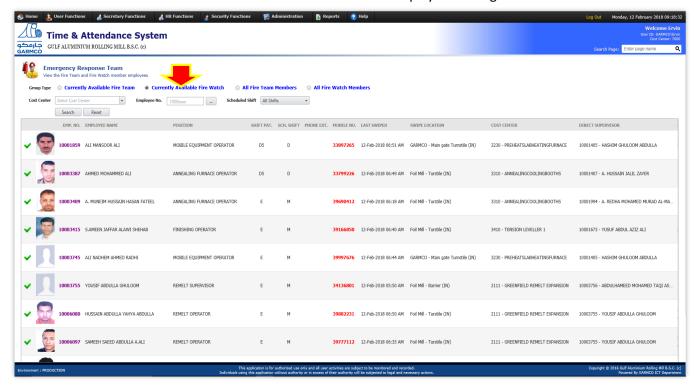
2. Click the "Currently Available Fire Team" option in the Group Type field. Additional search filters are provided such as the Cost Center, Employee No. and Scheduled Shift. Provide the value to any of these search filters then click the Search button to fine-tuned the data that is displayed in the grid.



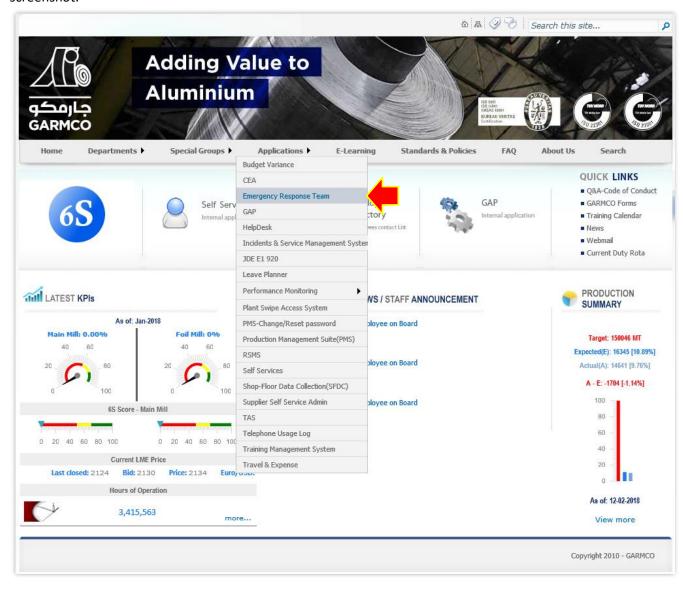
How to View the Currently Available Fire Watch Members?



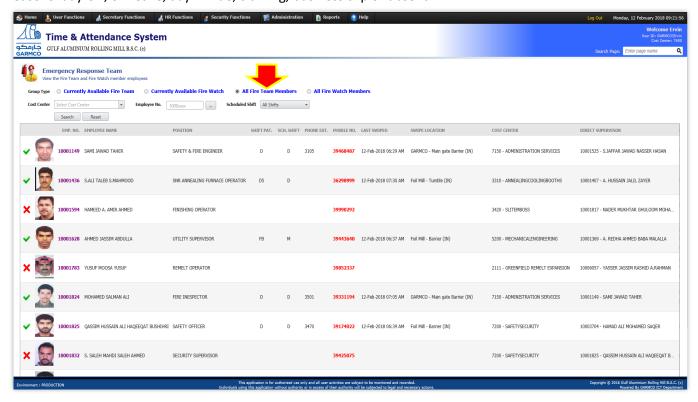
2. Click the "Currently Available Fire Watch" option in the Group Type field. Additional search filters are provided such as the Cost Center, Employee No. and Scheduled Shift. Provide the value to any of these search filters then click the Search button to fine-tuned the data that is displayed in the grid.



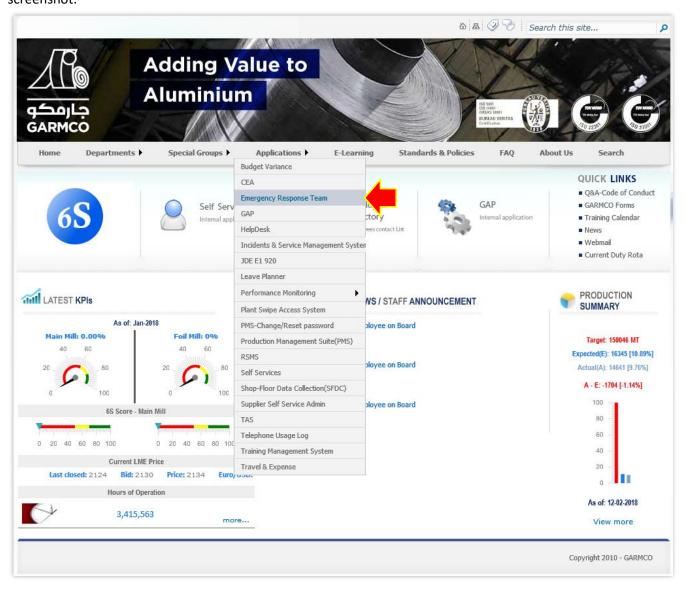
How to View All Fire Team Members?



2. Click the "All Fire Team Members" option in the Group Type field. Additional search filters are provided such as the Cost Center, Employee No. and Scheduled Shift. Provide the value to any of these search filters then click the Search button to fine-tuned the data that is displayed in the grid. Take note that a check image icon that is shown beside the employee's photo signifies that the employee is currently present in the company, whereas a cross image icon means the employee is currently not available due to any of the following reasons: day-off, on-leave, day-in-liue, training, business trip or absent.



How to View All Fire Watch Members?



2. Click the "All Fire Watch Members" option in the Group Type field. Additional search filters are provided such as the Cost Center, Employee No. and Scheduled Shift. Provide the value to any of these search filters then click the Search button to fine-tuned the data that is displayed in the grid. Take note that a check image icon that is shown beside the employee's photo signifies that the employee is currently present in the company, whereas a cross image icon means the employee is currently not available due to any of the following reasons: day-off, on-leave, day-in-liue, training, business trip or absent.

