



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

# **Time & Attendance System**

# **Emergency Response Team**

*User Guide Manual*

**Prepared by:**

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ICT Department

*Ext. No: 3152*

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## How to View the Currently Available Fire Team Members?

1. Open the portal go to **Applications** menu then click the “**Emergency Response**” link as shown in the following screenshot.

The screenshot displays the GARMCO portal interface. At the top, there is a banner with the GARMCO logo and the text "Adding Value to Aluminium". Below the banner is a navigation bar with links: Home, Departments, Special Groups, Applications, E-Learning, Standards & Policies, FAQ, About Us, and Search. The "Applications" menu is open, showing a list of options. A red arrow points to the "Emergency Response Team" option. Other options in the menu include Budget Variance, CEA, GAP, HelpDesk, Incidents & Service Management System, JDE E1 920, Leave Planner, Performance Monitoring, Plant Swipe Access System, PMS-Change/Reset password, Production Management Suite(PMS), RSMS, Self Services, Shop-Floor Data Collection(SFDC), Supplier Self Service Admin, TAS, Telephone Usage Log, Training Management System, and Travel & Expense. The main content area shows various KPIs, including Main Mill and Foil Mill performance, 6S Score, Current LME Price, and Hours of Operation. There is also a "QUICK LINKS" section and a "PRODUCTION SUMMARY" section.

**Applications Menu:**

- Budget Variance
- CEA
- Emergency Response Team**
- GAP
- HelpDesk
- Incidents & Service Management System
- JDE E1 920
- Leave Planner
- Performance Monitoring
- Plant Swipe Access System
- PMS-Change/Reset password
- Production Management Suite(PMS)
- RSMS
- Self Services
- Shop-Floor Data Collection(SFDC)
- Supplier Self Service Admin
- TAS
- Telephone Usage Log
- Training Management System
- Travel & Expense

**QUICK LINKS:**

- Q&A-Code of Conduct
- GARMCO Forms
- Training Calendar
- News
- Webmail
- Current Duty Rota

**PRODUCTION SUMMARY:**

Target: 150046 MT  
Expected(E): 16345 [10.89%]  
Actual(A): 14641 [9.76%]  
A - E: -1704 [-1.14%]

As of: 12-02-2018  
View more

- 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.

Home User Functions Secretary Functions HR Functions Security Functions Administration Reports Help Log Out Monday, 12 February 2018 09:06:13

**Time & Attendance System**  
GULF ALUMINIUM ROLLING MILL B.S.C. (c)

Welcome Eroln  
User ID: GARMCO000000  
Cost Center: 7609

Search Page: Enter page name

**Emergency Response Team**  
View the Fire Team member employees

Group Type: **Currently Available Fire Team** Currently Available Fire Watch All Fire Team Members All Fire Watch Members

Cost Center: Select Cost Center Employee No. 1000xxxx Scheduled Shift: All Shifts

Search Reset

EMP. NO.	EMPLOYEE NAME	POSITION	SHIFT PAT.	SCH. SHIFT	PHONE EXT.	MOBILE NO.	LAST SWIPED	SWIPE LOCATION	COST CENTER	DIRECT SUPERVISOR
10001149	SAMI JAWAD TAHER	SAFETY & FIRE ENGINEER	D	D	3105	39468487	12-Feb-2018 06:29 AM	GARMCO - Main gate Barrier (IN)	7150 - ADMINISTRATION SERVICES	10001525 - S.JAFFAR JAWAD NASSER HASAN
10001436	S.ALI TALEB S.MAHMOOD	SNR ANNEALING FURNACE OPERATOR	D5	D		36298999	12-Feb-2018 07:30 AM	Foil Mill - Turstile (IN)	3310 - ANNEALINGCOOLINGBOOTH5	10001407 - A. HUSSAIN JALIL ZAYER
10001628	AHMED JASSIM ABDULLA	UTILITY SUPERVISOR	FB	M		39443640	12-Feb-2018 06:37 AM	Foil Mill - Barrier (IN)	5200 - MECHANICALENGINEERING	10001369 - A. REDHA AHMED BABA MALALLA
10001824	MOHAMED SALMAN ALI	FIRE INSPECTOR	D	D	3501	39331194	12-Feb-2018 07:05 AM	GARMCO - Main gate Barrier (IN)	7150 - ADMINISTRATION SERVICES	10001149 - SAMI JAWAD TAHER
10001825	QASSIM HUSSAIN ALI HAQEEQAT BUSHIRI	SAFETY OFFICER	D	D	3470	39174022	12-Feb-2018 06:39 AM	Foil Mill - Barrier (IN)	7200 - SAFETYSECURITY	10003704 - HAMAD ALI MOHAMED SAQER
10003020	YASSER A.RASOOL A.AJIZ MOHAMED	ANNEALING FURNACE OPERATOR	E	M		39197191	12-Feb-2018 06:43 AM	Foil Mill - Turstile (IN)	3310 - ANNEALINGCOOLINGBOOTH5	10001994 - A. REDHA MOHAMED MURAD AL-MA...
10003246	KARIM AZIZ FAISAL ABEDALI	SENIOR UTILITY OPERATOR	S	M		36221665	12-Feb-2018 06:38 AM	GARMCO - Main gate Turstile (IN)	5200 - MECHANICALENGINEERING	10001628 - AHMED JASSIM ABDULLA
10003344	HABIB ALI HASAN EBRAHIM	SENIOR SUPERVISOR	BD	D	3275	39320732	12-Feb-2018 06:58 AM	GARMCO - Main gate Barrier (IN)	2110 - REMELTMELTINGCASTING	10003264 - AHMED A. ALI MOHAMED HASAN

Environment : PRODUCTION

This application is for authorized use only and all user activities are subject to be monitored and recorded.  
Individuals using this application without authority or in excess of their authority will be subjected to legal and necessary actions.

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## How to View the Currently Available Fire Watch Members?

1. Open the portal go to **Applications** menu then click the “**Emergency Response**” link as shown in the following screenshot.

The screenshot displays the GARMCO portal interface. At the top, there is a banner with the GARMCO logo and the text "Adding Value to Aluminium". Below the banner is a navigation bar with links: Home, Departments, Special Groups, Applications, E-Learning, Standards & Policies, FAQ, About Us, and Search. The "Applications" menu is open, showing a list of options. A red arrow points to the "Emergency Response Team" option. Other options in the menu include Budget Variance, CEA, GAP, HelpDesk, Incidents & Service Management System, JDE E1 920, Leave Planner, Performance Monitoring, Plant Swipe Access System, PMS-Change/Reset password, Production Management Suite(PMS), RSMS, Self Services, Shop-Floor Data Collection(SFDC), Supplier Self Service Admin, TAS, Telephone Usage Log, Training Management System, and Travel & Expense. The main content area shows various KPIs, including Main Mill and Foil Mill performance, 6S Score, Current LME Price, and Hours of Operation. There is also a "QUICK LINKS" section and a "PRODUCTION SUMMARY" section.

**Applications Menu:**

- Budget Variance
- CEA
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- GAP
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- JDE E1 920
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- Performance Monitoring
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- PMS-Change/Reset password
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- RSMS
- Self Services
- Shop-Floor Data Collection(SFDC)
- Supplier Self Service Admin
- TAS
- Telephone Usage Log
- Training Management System
- Travel & Expense

**QUICK LINKS:**

- Q&A-Code of Conduct
- GARMCO Forms
- Training Calendar
- News
- Webmail
- Current Duty Rota

**PRODUCTION SUMMARY:**

Target: 150046 MT  
Expected(E): 16345 [10.89%]  
Actual(A): 14641 [9.76%]  
A - E: -1704 [-1.14%]

As of: 12-02-2018  
View more

- 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.

Home User Functions Secretary Functions HR Functions Security Functions Administration Reports Help Log Out Monday, 12 February 2018 09:18:32

**Time & Attendance System**  
GULF ALUMINIUM ROLLING MILL B.S.C. (c)

Welcome Ervin  
User ID: GARMCO\Ervin  
Cost Center: 7600

Search Page: Enter page name

**Emergency Response Team**  
View the Fire Team and Fire Watch member employees

Group Type: ☐ Currently Available Fire Team ☒ **Currently Available Fire Watch** ☐ All Fire Team Members ☐ All Fire Watch Members

Cost Center: Select Cost Center Employee No. 1000xxxx Scheduled Shift: All Shifts

Search Reset

EMP. NO.	EMPLOYEE NAME	POSITION	SHIFT PAT.	SCH. SHIFT	PHONE EXT.	MOBILE NO.	LAST SWIPE	SWIPE LOCATION	COST CENTER	DIRECT SUPERVISOR
10001859	ALI MANSOOR ALI	MOBILE EQUIPMENT OPERATOR	DS	D		33897265	12-Feb-2018 06:51 AM	GARMCO - Main gate Turnstile (IN)	3230 - PREHEATSLABHEATINGFURNACE	10001405 - HASHIM GHULOOM ABDULLA
10003387	AHMED MOHAMMED ALI	ANNEALING FURNACE OPERATOR	DS	D		33799226	12-Feb-2018 06:49 AM	Foil Mill - Turnstile (IN)	3310 - ANNEALINGCOOLINGBOOTH5	10001407 - A. HUSSAIN JALIL ZAYER
10003409	A. MUNEIM HUSSAIN HASAN FATEEL	ANNEALING FURNACE OPERATOR	E	M		39690412	12-Feb-2018 06:18 AM	Foil Mill - Turnstile (IN)	3310 - ANNEALINGCOOLINGBOOTH5	10001994 - A. REDHA MOHAMED MURAD AL-MA...
10003415	S.AMEEN JAFFAR ALAWI SHEHAB	FINISHING OPERATOR	E	M		39166850	12-Feb-2018 06:40 AM	Foil Mill - Turnstile (IN)	3410 - TENSION LEVELLER 1	10001673 - YUSUF ABDUL AZIZ ALI
10003745	ALI NADHEM AHMED RADHI	MOBILE EQUIPMENT OPERATOR	E	M		39997676	12-Feb-2018 06:44 AM	GARMCO - Main gate Turnstile (IN)	3230 - PREHEATSLABHEATINGFURNACE	10001405 - HASHIM GHULOOM ABDULLA
10003755	YOUSIF ABDULLA GHULOOM	REMELT SUPERVISOR	E	M		34136801	12-Feb-2018 05:50 AM	Foil Mill - Barrier (IN)	2111 - GREENFIELD REMELT EXPANSION	10003756 - ABDULHAMEED MOHAMED TAQI AS...
10006080	HUSSAIN ABDULLA YAHYA ABDULLA	REMELT OPERATOR	E	M		39882231	12-Feb-2018 06:50 AM	Foil Mill - Turnstile (IN)	2111 - GREENFIELD REMELT EXPANSION	10003755 - YOUSIF ABDULLA GHULOOM
10006097	SAMEEH SAEED ABDULLA A.ALI	REMELT OPERATOR	E	M		39777112	12-Feb-2018 06:35 AM	Foil Mill - Turnstile (IN)	2111 - GREENFIELD REMELT EXPANSION	10003755 - YOUSIF ABDULLA GHULOOM

Environment : PRODUCTION

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## How to View All Fire Team Members?

1. Open the portal go to **Applications** menu then click the “**Emergency Response**” link as shown in the following screenshot.

The screenshot displays the GARMCO portal interface. At the top, there is a banner with the GARMCO logo and the text "Adding Value to Aluminium". Below the banner is a navigation bar with links: Home, Departments, Special Groups, Applications, E-Learning, Standards & Policies, FAQ, About Us, and Search. The "Applications" menu is open, showing a list of options. A red arrow points to the "Emergency Response Team" option. The portal also features a "QUICK LINKS" section on the right, a "PRODUCTION SUMMARY" section on the right, and a "LATEST KPIs" section on the left. The "LATEST KPIs" section includes gauges for Main Mill and Foil Mill, a bar chart for 6S Score - Main Mill, and a table for Current LME Price. The "PRODUCTION SUMMARY" section includes a bar chart for Target, Expected, and Actual values, and a table for Hours of Operation.

**Applications Menu:**

- Budget Variance
- CEA
- Emergency Response Team**
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- Supplier Self Service Admin
- TAS
- Telephone Usage Log
- Training Management System
- Travel & Expense

**QUICK LINKS:**

- Q&A-Code of Conduct
- GARMCO Forms
- Training Calendar
- News
- Webmail
- Current Duty Rota

**PRODUCTION SUMMARY:**

Target: 150046 MT  
Expected(E): 16345 [10.89%]  
Actual(A): 14641 [9.76%]  
A - E: -1704 [-1.14%]

**LATEST KPIs:**

As of: Jan-2018

Main Mill: 0.00%  
Foil Mill: 0%

6S Score - Main Mill

Current LME Price

Last closed: 2124 Bid: 2130 Price: 2134 Euro/tonne

Hours of Operation

3,415,563

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- 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-lieu, training, business trip or absent.

Home User Functions Secretary Functions HR Functions Security Functions Administration Reports Help Log Out Monday, 12 February 2018 09:21:56

**Time & Attendance System**  
GULF ALUMINIUM ROLLING MILL B.S.C. (c)

Welcome Ervin  
User ID: GARMCO/Ervin  
Cost Center: 7600

Search Page: Enter page name

**Emergency Response Team**  
View the Fire Team and Fire Watch member employees

Group Type: ☐ Currently Available Fire Team ☐ Currently Available Fire Watch ☒ All Fire Team Members ☐ All Fire Watch Members

Cost Center: Select Cost Center Employee No. 1000xxxxx Scheduled Shift: All Shifts

Search Reset

EMP. NO.	EMPLOYEE NAME	POSITION	SHIFT PAT.	SCH. SHIFT	PHONE EXT.	MOBILE NO.	LAST SWIPE	SWIPE LOCATION	COST CENTER	DIRECT SUPERVISOR
10001149	SAMI JAWAD TAHER	SAFETY & FIRE ENGINEER	D	D	3105	39468487	12-Feb-2018 06:29 AM	GARMCO - Main gate Barrier (IN)	7150 - ADMINISTRATION SERVICES	10001525 - S.JAFFAR JAWAD NASSER HASAN
10001436	S.ALI TALEB S.MAHMOOD	SNR ANNEALING FURNACE OPERATOR	D5	D		36298999	12-Feb-2018 07:30 AM	Foil Mill - Turstile (IN)	3310 - ANNEALINGCOOLINGBOOTH5	10001407 - A. HUSSAIN JALIL ZAYER
10001594	HAMEED A. AMIR AHMED	FINISHING OPERATOR				39990292			3420 - SLITEMBOSS	10001817 - NADER MUKHTAR GHULOOM MOHA...
10001628	AHMED JASSIM ABDULLA	UTILITY SUPERVISOR	FB	M		39443640	12-Feb-2018 06:37 AM	Foil Mill - Barrier (IN)	5200 - MECHANICALENGINEERING	10001369 - A. REDHA AHMED BABA MALALLA
10001783	YUSUF MOOSA YUSUF	REMELT OPERATOR				39852337			2111 - GREENFIELD REMELT EXPANSION	10006057 - YASSER JASSIM RASHID A.RAHMAN
10001824	MOHAMED SALMAN ALI	FIRE INESPECTOR	D	D	3501	39331194	12-Feb-2018 07:05 AM	GARMCO - Main gate Barrier (IN)	7150 - ADMINISTRATION SERVICES	10001149 - SAMI JAWAD TAHER
10001825	QASSIM HUSSAIN ALI HAQEEQAT BUSHKIRI	SAFETY OFFICER	D	D	3470	39174022	12-Feb-2018 06:39 AM	Foil Mill - Barrier (IN)	7200 - SAFETYSECURITY	10003704 - HAMAD ALI MOHAMED SAQER
10001832	S. SALEH MAHDI SALEH AHMED	SECURITY SUPERVISOR				39425075			7200 - SAFETYSECURITY	10001825 - QASSIM HUSSAIN ALI HAQEEQAT B...

Environment : PRODUCTION

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As of: 12-02-2018  
View more

- 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-lieve, training, business trip or absent.

Home User Functions Secretary Functions HR Functions Security Functions Administration Reports Help Log Out Monday, 12 February 2018 09:27:47

**Time & Attendance System**  
GULF ALUMINIUM ROLLING MILL B.S.C. (c)

Welcome Ervin  
User ID: GARMCO\Ervin  
Cost Center: 7600









Search Page: Enter page name

**Emergency Response Team**  
View the Fire Team and Fire Watch member employees

Group Type: ☐ Currently Available Fire Team ☐ Currently Available Fire Watch ☐ All Fire Team Members ☒ All Fire Watch Members

Cost Center: Select Cost Center Employee No.: 1000xxxx Scheduled Shift: All Shifts

Search Reset

EMP. NO.	EMPLOYEE NAME	POSITION	SHIFT PAT.	SCH. SHIFT	PHONE EXT.	MOBILE NO.	LAST SWIPE	SWIPE LOCATION	COST CENTER	DIRECT SUPERVISOR
 10001675	MOHAMED A. RAHMAN ABDULLA	FINISHING OPERATOR	E	N		33302266	12-Feb-2018 07:14 AM	Foil Mill - Turnstile (OUT)	3430 - CTRLRFGUIL	10001817 - NADER MUKHTAR GHULOOM MOHA...
 10001859	ALI MANSOOR ALI	MOBILE EQUIPMENT OPERATOR	D5	D		33897265	12-Feb-2018 06:51 AM	GARMCO - Main gate Turnstile (IN)	3230 - PREHEATSLABHEATINGFURNACE	10001405 - HASHIM GHULOOM ABDULLA
 10003145	HUSSAIN YUSUF AHMED MOHAMED	SENIOR FINISHING OPERATOR	E	N		36110994	12-Feb-2018 07:07 AM	Foil Mill - Turnstile (OUT)	3415 - TENSION LEVELLER 3	10001589 - ABBAS ALI JUMA
 10003249	BADER A. HAMEED ALI ABDULLA	FINISHING OPERATOR	E	N		33181970	12-Feb-2018 07:14 AM	Foil Mill - Turnstile (OUT)	3430 - CTRLRFGUIL	10001405 - HASHIM GHULOOM ABDULLA
 10003352	S.NOOR MOHAMMED ABDULLA MOHTD	OPERATOR				39809199			3470 - PACKINGINCLCARPENTRY	10001707 - ABDULLA ALI HASAN KHALIFA
 10003362	A. ELAH A. HUSSAIN ISA HAMMAD	OPERATOR				33855666			3470 - PACKINGINCLCARPENTRY	10003026 - ADEL AHMED AYOUB ABDULLA
 10003377	HUSSAIN AMIN AKBAR	SHF & SCALPER OPERATOR				39425355			3220 - SCALPING	10001405 - HASHIM GHULOOM ABDULLA
 10003387	AHMED MOHAMMED ALI	ANNEALING FURNACE OPERATOR	D5	D		33799226	12-Feb-2018 06:49 AM	Foil Mill - Turnstile (IN)	3310 - ANNEALINGCOOLINGBOOTH5	10001407 - A. HUSSAIN JALIL ZAYER

Environment : PRODUCTION This application is for authorized use only and all user activities are subject to be monitored and recorded. Individuals using this application without authority or in excess of their authority will be subjected to legal and necessary actions. Copyright © 2016 Gulf Aluminium Rolling Mill B.S.C. (c) Powered by GARMCO IoT Department