

TIME CONTROL

1. Path:

HR/TimeAttendance/ Time Control.

2. Image:

The screenshot shows the 'Time Control' interface within the 'enuSuite' application. The top navigation bar includes tabs for HR, SO, PO, PC, INV, FA, DMS, and AG. The 'Time Control' tab is active. The main content area displays the following information:

- Server System Date: 18/7/2008
- Local System Date: 18/7/2008
- Work Date: 18/07/2008
- Three radio buttons for data handling: 'Download data from time machine', 'Process data', and 'Delete data'.
- Three dropdown menus corresponding to the radio buttons, with values 'L1-192.168.1.172', 'Select All', and 'Select All' respectively.
- A 'Process' button at the bottom.

3. Definition:

The “**Time Control**” Form is where user can load data from Time machine and process.

Summary:

- The “**Time Control**” form: User can choose working date in the date box **Work Date** to load data from Time machine and process.
- Some buttons: **Process, Process.**

4. How to use:

- To get crude data from Time Machine and process, firstly, user must choose working date in **Work Date** and then check in the **Download data from time machine** radio button. Then, click the button **Process** to get data from Time Machine.

- Choose the box **Process Data** and choose group to process the crude data or choose the button **Select All** to process all data which is loaded from the Time Machine. Click button **Process** in order to the system automatically process.
- Check into **Delete data** radio button to delete data: user can choose **Select All** in next List box to delete all data or choose group to delete.
- Button **Close Expand**: is to expand the form. When user click into the button **Close Expand**, the Form will be opened or closed expand.

Choose Date

Input Emp ID to process

- User can process data for an employee in a period by choosing from the date to another date in the date box **Work From** and input employee code into **Emp ID** textbox. Choose **Process data**. Then click button **Process** to process the crude data of the employee.
- Or user can delete data of an employee in the period by choosing date in **Work From** and input the employee code into the box **Emp ID**. Then choose the box **Delete Data** and then click the **Process** button to delete.

4. Field Description:

Field Name	Description
Server system date	Date in server
Local system date	Date in client system. If the date in client system don't similar with the server, user must to choose the same date

Work date	Working date
Download data from time machine	Choose to load crude data from the Time Machine.
Process data	Choose to process the crude data
Delete data	Delete crude data
Work From	Choose date to process data
Emp ID	Employee code