

WORKING TIME REPORT

1. Path:

HR/TimeAttendance/ Working Time Report.

2. Image

The screenshot shows a web browser window titled "Working Time Report". The address bar displays "[ESYS/form/ch/ba/chba00080.aspx]". The top right corner shows a welcome message "Welcome [ĐÌNH NGỌC TUẤN]" and standard browser icons. The main content area is divided into two sections: "PROCESSING" and "REPORT".

PROCESSING section:

- Month:** A dropdown menu set to "07/2009" with a right arrow icon.
- Location:** A dropdown menu set to "Select All".
- Date:** Two date pickers showing "26/06/2009" and "25/07/2009" with a tilde (~) between them.
- Process:** A button located to the right of the date pickers.

REPORT section:

Below the "PROCESSING" section is a table with the following columns: Report Name, Nation, Organization, Work Group, Status, and Emp ID. There are three rows of data, each corresponding to a report type selected in the "Report Name" column.

Report Name	Nation	Organization	Work Group	Status	Emp ID
<input checked="" type="radio"/> Working Summary	Vietnam	Select All	Select All	Select All	
<input type="radio"/> Working Detail (IN-OUT)	Vietnam	Select All	Select All	Select All	
<input type="radio"/> Absence Summary	Vietnam	Select All	Select All	Select All	

3. Definition

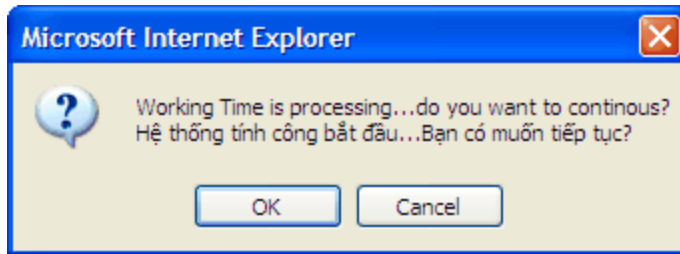
The "**Working Time Report**" Form is where user can process working time and print out report for the selected month.

Summary:

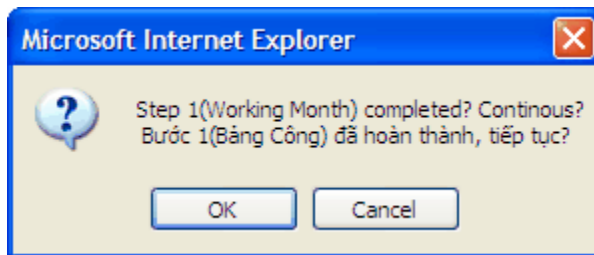
- The "**Working Time Report**" form:
- Button: **Process, Print.**

4. How to use:

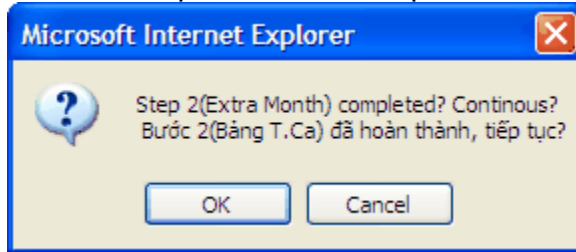
- Button **Process** process: user choose Month, Location, then click **Process** to implement processing working time. After clicking button process, system will appear an alert window.



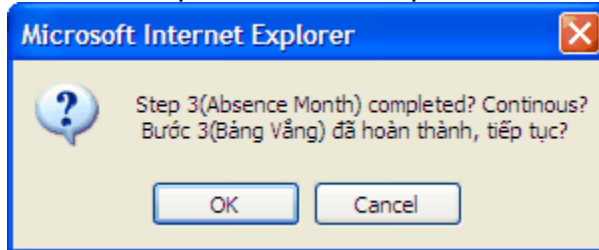
Click **OK** to continue.



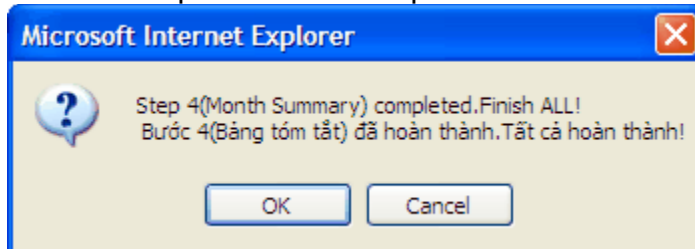
Click **OK** to process next step



Click **OK** to process next step





Click **OK** to process next step



Click **OK** to finish.

- After finishing the form, it will appear an alert text: **Successful**

- Button  Print: user can choose **Report Name, Organization, Work Group, Status**, or inputting Employee code into **Emp ID**. Or can choose **Select All** for all Field. Then click  Print to print out into excel file.

5. Field Description:

Field Name	Description
Month	Select Month to report
Location	Select location
Date	Choose date to report
Report Name	Report Name
Working Summary	Working Summary
Working Detail (IN-OUT)	Working Detail (IN-OUT)
Absence Summary	Absence Summary
Organization	Organization
Work Group	Work Group
Status	Status
Emp ID	Emp Code