## **Software's User Manual**

**CRCD Management System** 

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User Manual (UM)

## **Table of Contents**

ТА	BLE OI	F CONTENTSIII
ТА	BLE OI	F TABLESIV
ТА	BLE OI	F FIGURESV
1.	Intro	oduction1
	1.1	System Overview
	1.2	System Requirements

2.	Ope	erational Procedures	3
4.	Tro	ubleshooting	33
	4.1	Frequently Asked questions	33
	4.2	Error Codes and Messages	33
	4.3	Note	33
5.	Ар	pendix	34

User Manual (UM) Template

## **Table of Tables**

No table of figures entries found.

# **Table of Figures**

Figure 1: Login Screen
Figure 2: Screen showing two systems2
Figure 3: Timetrex Continue Button
Figure 4:Timetrex Employee Administration
Figure 5:Breadcrumb bar demonstration7
Figure 6: Pay Period Schedule List
Figure 7: Edit Pay Period Schedule
Figure 8:Main Menu Page10
Figure 9:Employee List
Figure 10: Employee Information Page
Figure 11: Delete Button demonstration14
Figure 12: Main Menu Page15
Figure 13: Punch In/Out window15
Figure 14: Mass Punch17
Figure 15: Mass Punch: Select All demonstration
Figure 16: Submitting Mass Punch Information19
Figure 17:Report Generation Part 120
Figure 18:Report Generation Part 221
Figure 19:Transferring Selected Employee21
Figure 20: Dealing with other options
Figure 21: Login Screen for Inventory Management
Figure 22:Contents Page
Figure 23: Product List

# 

Figure 25: Product Details	
Figure 26: Users	27
Figure 27: User Details	27
Figure 28: Administrators List	28
Figure 29: Login Screen	
Figure 30: Contents Page	
Figure 31: Product Details	
Figure 32:My Profile	
Figure (A): Administrator Account	
Figure (B): Checkboxes	35

### 1. Introduction

### 1.1 System Overview

#### Time Trex :

TimeTrex is a complete web-based payroll and time management suite which offers employee scheduling, time & attendance (timeclock, timesheet), job costing, invoicing and payroll all in tightly integrated package.

The following features are taken care by Time Trex:

- Time and attendance
- Job costing
- Payroll
- Scheduling
- Time clock
- Timesheet

#### **Inventory Management System:**

Inventory management is the process of efficiently overseeing the constant flow of units into and out of an existing inventory. Inventory management is not limited to documenting the delivery of raw materials and the movement of those materials into operational process. The movement of those materials as they go through the various stages of the operation is also important. Typically known as a goods or work in progress inventory, tracking materials as they are used to create finished goods also helps to identify the need to adjust ordering amounts before the raw materials inventory gets dangerously low or is inflated to an unfavorable level. Inventory management has to do with keeping accurate records of finished goods that are ready for shipment.

### **1.2 System Requirements**

The following are the major system requirements for Timetrex and Inventory Management Software:

### **1.2.1 Hardware Requirements**

Hard Disk Drive: Minimum 100 MB.

Physical Memory(RAM): 1 GB (Recommended)

### **1.2.2 Software Requirements**

**Operating System:** Windows XP/Vista or newer, Linux Mac OSX

PHP v5.0 or greater.

Servers: IIS or Apache Web Servers, MySQLv4.1.3 or PostgreSQL v8.0+

### 2. Operational Procedures

After successfully installing everything mentioned in the Section 2 of System Administrative Manual, the following steps must be followed in order to see the working system.

Step 1: Open your Windows Server.

Step 2: Open Firefox browser and type the following URL in the address bar of the browser:

http://localhost:8011/loginc.html

Step 3: The following page can be seen on your web browser after entering the URL mentioned in Step.

Linclox * Welcom To CRCD Management System +			
ecshost:8011/loginc.html		☆ ♥ C ] 👹 = Google	۹ 🖨 🖪
Please login with your CRCD username and paasword			
	Username admin1		
	Password .		
	Login		
			4-24 DM
JStart Server Manager 🛃 📜 transactions 🔛 C:(wamp)www(Inven) 🥰 🤟	elcom To CRCD		* P @ 0 3/31/2012

Figure (1): Login Screen

Step 4: Enter the following login credentials in order to access the **Administrator account**:

Username :	admin1
<b>Password</b> :	team11

Note: The above mentioned login credentials can be treated as a default username and password. In order to create a new administrator username and password, please refer to the "*Section 5: Appendix* " of the Manual.

Step 5: Press the Login button. The following webpage(Figure(2)) can be seen with two options available which looks like as follows:

a) Timetrex

b) Inventory Management System

Frefox * Welcom to CRCD Management System +		_6×
Exahost 2011/ogins.php	☆ ♥ C ] 🛃 - Google	۹ 🕈 🖸
Please Slelect Which System You Want To Use		
Imetrex		
InventoryManagement		
🕼 🛃 🔡 👹 Welcom to CKD M		* 🕞 🐑 🕼 12:51 AM

Figure (2): Screen Showing two Systems

### 2.1 Timetrex

This section will explain all the necessary steps required to see the proper functionality of the Timetrex system. Since "Timetrex" has been selected from Figure (2), the following page (Figure(3)) will appear which has a continue button. Although, you will see a page asking for Username and Password but you don't need to fill any information on this page. You can also see already filled username and password (Username: admin1 and Password: team11) which you entered in **Step4** of Section 2. Please click on the "Continue" button to continue.

Note: The Continue button is encircled in red color as shown in the Figure (3) below:

each.usc.edu - Remote Desktop Connection	AM JOCI, SLI, TEL VER Exceptibility Model Th	Access A More and Conservation and	
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imeTrex			
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	Click continue button to continue	facebook C Twitter	
	User Name admin1		
	Password		
	Language English		
	Forgot Your Password?	Bookmark This Page!	
	Help beta test TimeTrex v5.0		
	Server response time: 0.108 Copyright © 2012 Time	0 seconds. eTrex.	
The Program is provided AS IS, without warranty. Licensed under A	<u>GPLv3.</u> This program is free software; you can redistribute it and/or modify it : additional permission set forth in the	under the terms of the <u>GNU Affero General Public License version 3</u> as published b source code header.	y the Free Software Foundation including the
		By BX	
	111		

Figure (3): Timetrex Continue Button

After clicking on the "Continue" button, the following page(Figure 4) will appear. This page is the main Menu page as far as Timetrex is concerned. TimeTrex's primary navigation method is the drop down menu bar along the top of the screen. A brief example shown in Figure (4) will familiarize you with the navigation flow system of the Timetrex. For example, when you see the following line:

**Menu:** Admin  $\rightarrow$  Company  $\rightarrow$ Company Information

in this document, it is explaining how to find the specific item in the menu. In the above example it would mean clicking "Admin" in the menu bar along the top, then when the menu drops down, click on "Company" and then finally click on Company Information.



Figure 4: Timetrex Employee Administration

The secondary navigation method is the "breadcrumb" bar slightly below the drop down menu. With each page you visit, TimeTrex drops a "breadcrumb" and the breadcrumb bar displays the last 5 breadcrumbs that you have dropped. This allows you to very quickly switch back and forth between pages by simply clicking on the page in the breadcrumb bar. For example, refer to Figure 5 shown below:

A typical breadcrumb bar looks like :

Home  $\rightarrow$  Edit Employee

The above navigation flow is depicted in Figure 5 and is encircled with red color.

UM\_IOC2\_S12\_T11\_V1.0

The True - Edit Company +		
locabost:0005/interface/company/EditCompany.php?id=3	☆ ♥ @ . Goode	P 🏚
alition for Responsible Community Development - test test		A Time Tree
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it company		
Product Edition	Standard 💌	
Full Name	Coelition for Responsible Community Develo	
Short Name	CRCD	
Industry	Other	
Business / Employer Identification Number		
Address (Line 1)		
Address (Line 2)		
City	Los Angeles	
Country	United States	
Province / State	California	
Postal / ZIP Code	80007	
Phone	2137436193	
Eax		
Administrative Contact		
Billing Contact		
Driman / Support Contact		
Phinary Support Contact	Direct Deposit (EFT)	
Originator ID / Immediate Origin		
Data Center / Immediate Destination		
	Company Settings	
Logo: 🥥	Click the "" icon to upload a company logo. (170px by 40px)	
Enable Second Surname	DAB Authentication	
LDAP Authentication	Disabled	
		Submit
	III	

Figure 5: Breadcrumb bar demonstration

The following Section 2.1.1, Section 2.1.2 will focus more on the working functionality of the system.

### 2.1.1 Creating a Pay Period

The following path should be followed in order to create a pay period for an employee:

Menu: Admin→Payroll→Pay Period Schedules

Pay period schedules are critical to the operation of TimeTrex. They determine when pay periods start, end, and the date when employees are paid (transaction date). Most companies have a single pay period schedule, however there is no limit to the amount of pay period schedules that you can have configured.

It is important to note that pay period schedules are constantly repeating themselves, similar to recurring schedules for employees. Therefore when adding a new pay period schedule, all you need to do is describe one or two full pay period start/transaction dates, TimeTrex will then automatically determine the pattern and repeat it in to the future indefinitely.

Another important factor is that in most cases you should have AT LEAST one day between the end of the pay period, and the transaction date if you pay by check, and at least two business days if you pay by direct deposit. This is to give supervisors and employees enough time to submit requests and complete any outstanding authorizations before payment is finalized.

Press the "Add" button encircled in red color as shown in Figure(6) below in order to add an employee:

			•		
localhost: 8085/interface/payperiod/PayPeriodScheduleList.php		[] ▼ C	* Google	P 🔒 🖸	
lition for Responsible Community Development - t	est test		Л	meTrex	
n / Out TimeSheet > Schedule > Admin > Reports > MyAcc	count Help Logout		Payro	8 and Time Managemen	
ie > Edit Pay Period Schedule > My Timesheet > Pay Stub Account L	.ist > Pay Period Schedule List				
y Period Schedule List			[ Top   Bottom ]« Start « Previous [ 1 ] N	ext > End >	
Туре 🗘	Name 🗘	Description 🗘	Functions	E	
Manual	test3		[ <u>View</u> ] [ Edit ]		
Bi-Weekly (26/year)	TestPayPeriod	test	[ <u>View</u> ][Edit]	E	
Bi-Weekly (26/year)	Tanu Khare	CRCD Employee	[ <u>View</u> ] [ Edit ]		
Bi-Weekly (26/year)	test4		[ <u>View</u> ][ <u>Edit</u> ]	E	
Bi-Weekly (26/year)	Jack Tauson	Newly Added Employee at 10:14PM	[ <u>View</u> ] [ <u>Edit</u> ] 🦯		
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		Copyright © 2012 TimeTrex.			
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General Public License version 3 as published by the Free Software Foundation including the additional permission set forth in the source code header.					
Nowered By					
W TimeTrex					

Figure (6): Pay Period Schedule List

The following Figure (7) can be seen after pressing "Add" button:

Scahost:8085/interface/payperiod/EdtPayPeriodSchedule.php	(2 ♥ 🖉 🕶 Google	P 🚖 🖸
alition for Responsible Community Development - test test		ATimoTro
In / Out TimeSheet • Schedule • Admin • Reports • MyAccount • Help • Logout		Payroll and Time Managem
me > Pay Period List > My Timesheet > Mass Punch > Pay Period Schedule List		
ar Pay Period Schedule		
Name:		
Description:		
Overtime Week:	Sunday-Saturday	
Time Zone:	PST8PDT	
Minimum Time-Off Between Shifts:	0400 hh:mm (2:15) (Only for shifts that span midnight)	
Maximum Shift Time:	1600 hh:mm (2:15)	
Assign Shifts To:	Day They Start On 🔹	
	TimeSheet Verification	
TimeSheet Verification:	Disabled	
Turner	Pay Period Dates	
Type:	Brweeky (zbyedr)	
Pay Period Starts On:	Sunday 💌 at UU:UU	
Iransaction Date:	0 (days after end of pay period)	
Transaction Always on Business Day:	No	
Create Initial Pay Periods From:	01-Apr-12	
Employees:	0 Employees Currently Selected, Click the arrow to modify.	
		Submit
The Program is provided AS IS without warranty I ice	Server response time: 0,238 seconds. Copyright & 2012 TimeTowner & 2012 TimeTowner & 1000 TimeTowner	
General Public License version 3 as publi	shed by the Free Software Foundation including the additional permission set forth in the source code header.	
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	w fimeTrex	

#### Figure (7): Edit Pay Period Schedule

For example if you wanted to create a Bi-Weekly pay period schedule that starts on Monday and has a transaction date on Friday following the end of the pay period you would select the "Bi-Weekly" pay period "Type", then select "Pay Period Starts On" Monday and "Transaction Date" is 5 days after the end of the pay period.

If you want to create a Semi-Monthly pay period schedule, it is slightly different. For this pay period type you need to tell TimeTrex which day of the month the primary and secondary pay period starts on and which day the transaction occurs on for both. For example if the primary pay period starts on the 1st of every month, and the transaction date is the first of the FOLLOWING month, you would select "1" for the primary "Pay Period Start Day Of Month" as well as for the "Transaction Day Of Month". The transaction date is always the selected day of the month AFTER the pay period ends, so having them both set to 1 will cause the transaction date to be the 1st of the following month. The secondary "Pay Period Start Day Of Month" you would set to the 16th and the "Transaction Day Of Month" to the 15th. This is what the final pay period schedule will look like:

Start	End	Transaction
01-Nov-05	15-Nov-05	01-Dec-05
16-Nov-05	30-Nov-05	15-Dec-05

"Overtime Week" is the week used by overtime policies when calculating weekly overtime.

"Daily Start Time" specifies the hours from midnight that each day will start. So if your company is a 24-hour operation and your "day" starts at 6am, you would set this to 06:00.

"Continuous Time" defines the amount of time after midnight where punches may be considered to be part of the previous day. For example, if an employee punches in at 11pm, out again at 3am for lunch, in at 4am, and out for the day at 7am, assuming the continuous time is set to 8 hours, TimeTrex will consider all of these punches to be on the same day as the 11pm punch. Because they all fall within 8 hours of midnight and the last punch of the previous day was also within 8 hours of the In punches. If the continuous time was set to 3 hours, TimeTrex would split up the shift on to two days. This can greatly affect how overtime policies are calculated.

"Transaction Always on Business Day" ensures that the transaction date is always on a business day. If the transaction date happens to fall on a weekend or a holiday TimeTrex will automatically move the transaction date back (earlier) until it falls on a regular business day.

"Create Initial Pay Periods From" tells TimeTrex what date to start creating pay periods from when you first create the pay period schedule. This is useful if you want to import historical data in to TimeTrex.

Once the pay period schedule is created, you can click "View" beside it to see the dates for each pay period related to it.

### 2.1.2 Adding an Employee

**Menu:** Admin  $\rightarrow$  Employee Administration

The following Figure (8) shows the navigation flow described above. For further clarifications on the above navigation flow, refer to the Steps defined after Figure (8).

V merrex - none							
localhost:8085/interface/index.pl	sho				☆ = C	🛃 = Google	ρ 🔒 Ι
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•	Employee Administration						
me	Company						
	Policies		Recent Activity Summary for tea	n CRCD			
	Authorization						
Severity	Exceptions	Date	Recent Requests Status	Type	From	Recent Messages Subject	Date
Crtical	0	0.000	No Recent Requests			No Recent Messages	0000
High	0						
Medium	0						
Low	0						
	Employee		Pending Requests	Тира		Data	
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Figure 8: Main Menu Page

*Step 1:* Click on the "Admin" option and then on the "Employee Administration" option as shown in **Figure 8** above.

*Step 2:* Click on the "Add" button encircled with red color as shown in the screenshot(Figure 9) below.

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3	team	CRCD	2137436193	[ Edit ] [ Pre	fs 1 [ Map 1	
4	iobn	dow		[ Edit ] [	Prefs 1	Г
5	fffff	fffff		[ Edit ] [	Prefs 1	
6	Martin	Fowler		[ Edit ] [	Prefs 1	C
7	leonni	leonni		[ Edit ] [	Prefs 1	
	iason	loewy		[Edit ] [	Prefs 1	E
9	max	max		[ Edit ] [	Prefs 1	
0	messi	messi		[Edit][	Prefs 1	
1	rheno	rheno		[Edit][	Prefs 1	
2	ronaldo	ronaldo		[Edit ] [	Prefs 1	
3	spencer	spencer		[Edit][	Prefs 1	
4	steve	steve		[Edit][	Prefs 1	E
5	test	test		[ Edit ] [	Prefs 1	
6	testdddd	testdddd		[ Edit ] [	Prefs 1	Г
7	testfff	testfff		[ Edit ] [	Prefs 1	
8	testy	testy		[Edit ] [Pre	fs ] [ Map ]	
9	totti	totti		[Edit ] [	Prefs 1	
20	trest	trest		[Edit ] [	Prefs 1	
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	General Pu	blic License version 3 as published by th	e Free Software Foundation including the additional	permission set forth in the source of	de header.	
			A Powered By			
			TimeTrex 2			
1						

Figure 9: Employee List

When adding employees for the first time, only a minimal amount of information is required, these fields are denoted with a red asterisk "\*".

Step 3: The following page will appear after "Step 2".

Firefox * 🔷 TimeTrex - Edit Employee 🛛 ×	Welcom To CRCD Management System × +			# ×
( Scalhost:8085/interface/users/EditUser.php?saved_search	jd=8company_jd=		습 후 🖉 🚼 - Google	P 🏦 🖸 ·
Coalition for Responsible Community Develo	pment - team CRCD			
🔒 In / Out TimeSheet + Schedule + Admin + Repor	ts > MyAccount > Help > Logout			Payroll and Time Management
Home > Employee List > Edit Employee				
Edit Employee				
C	Employee Identification	*Circh Norma	Contact Information	
Company:		*First Name:		
status.	Adive	Middle Name:		
Permission Group:	Regular Employee [1]	*Last Name:		
Pay Period Schedule:	- 🗵	Sex:	Unspecified -	
Policy Group:	- 2	Home Address (Line 1):		
Currency:	USD 💌	Home Address (Line 2):		
*User Name:		City:	Los Angeles	
*Password:		Country:	United States	
*Password (confirm):		Province / State:	California	
Employee Number:	Next available: 786110	Postal / ZIP Code:		
Quick Punch ID:		Work Phone:	2137436193 Ext:	
Quick Punch Password:		Home Phone:		
Default Branch:	- •	Mobile Phone:		
Default Department:		Fax:		
Group:	Root V	Work Email:		
Title:		Home Email:		
Hire Date:	27-Mar-12 🔤 ie: 25-Feb-01	Birth Date:	March • 27 • 2012 •	
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Figure 10:Employee Information Page

Once the employee logs in to TimeTrex for the first time, he or she will be required to fill out the remainder of the information before any other action can be carried out.

#### Sample Data:

For Example, the following data can be used in order to see the functionality of the above step or your own data :

S.No	Field Name	Sample Data ( Or use your own)
1	Username	Peter
2	Password	core
3	Password(confirm)	core
4	Employee Number	Enter the next available value indicated next to the
		value field.
5	First Name	Peter
6	Last Name	Lewis

Click on **"Submit"** button located on the bottom right of your screen once you are done. In order to see the new Employee added into the Employee List, please click on the "**Admin**" option at the top, and then "**Employee Administration**" (As shown in Figure 8 above). A newly added employee can be seen in the "Figure 9" mentioned above.

### 2.1.3 Deleting an Employee

For deleting an employee, similar steps should be followed up to certain point which were followed while "adding" an employee. The following navigation flow remains same as compared with Section 3.1.1:

**Menu:** Admin  $\rightarrow$  Employee Administration

Refer to Figure (8) mentioned above which shows the navigation flow described The following steps should be followed in order to delete an employee from the record.

*Step1*: Select the "Checkboxes" for each of the employees you want to delete the record.

# *Refer to Section 5.2 of Section 5: Appendix of the manual for more information about Checkboxes.*

*Step 2:* Click on the "Delete" button encircled with red color as shown in Figure 11 below. A small window will pop up and will ask you for your confirmation before deleting the employee details. Click on "Yes" if you are sure that you want to delete the employee from the record or else click on "No".

If you have clicked on "Yes" button the updated page will appear automatically as soon as the "Yes" button has been clicked and then you can see the corresponding changes on the page.

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Out TimeSh	eet Schedule Admin Reports MyAcco	am CRCD			
> My Schedule >	> Edit Employee > Employee List				•
loyee List				[ Top   Bottom ]« Start « F	Previous [12] Next + End +
Basic Search	Advanced Search Saved Search 8	Layout			
#	First Name 🌲	Last Name 🌲	Home Phone 🌩	Functions [Employee ] [ Payroll ]	
1	Kathleen	Barrera		[Edit][Prefs]	
2	bobby	bobby		[ Edit ] [ Prefs ]	Г
3	team	CRCD	2137436193	[Edit][Prefs][Map]	
4	dfsdf	dfsdf		[Edit][Prefs]	
5	fanxu	fanxu		[ Edit ] [ Prefs ]	
6	fffsss	fffsss		[Edit][Prefs]	
7	fffsss	fffsss		[ Edit ] [ Prefs ]	
3	fffsssf	fffsssf		[ Edit ] [ Prefs ]	
9	fffsssf	fffsssf		[ Edit ] [ Prefs ]	
0	Martin	Fowler		[ Edit ] [ Prefs ]	
1	aahhtt	aahhtt		[ Edit ] [ Prefs ]	
2	gghhtt	gghhtt		[ Edit ] [ Prefs ]	E
3	goal	goal		[ Edit ] [ Prefs ]	
4	hhhff	hhhff		[ Edit ] [ Prefs ]	
5	Muzzammil	Imam		[ Edit ] [ Prefs ]	
6	Adarshh	Khare		[ Edit ] [ Prefs ]	
7	Tanu	Khare		[Edit ] Prefs ]	
8	leonni	leonni		[Edit][Prefs]	Г
9	lklk	lklk		[ Edit ] [ Prefs ]	
0	iason	loewy		[ Edit ] [ Prefs ]	E
1	max	max		[Edit] Prefs]	
2	messi	messi		[ Edit ] [ Prefs ]	Г
3	Muzzammil	mitt		[Edit ] [Prefs ]	
4	rheno	rheno		[Edit][Prefs]	
5	rick	rick		[ Edit ] [ Prefs ]	~
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Figure 11:Delete Button Demonstration

# 2.1.4: Punch-In/Punch-out Feature of Employees (Individual Punch-In/Punch-out)

This functionality of Time Trex provides an option for an employee to Punch-In/Punch-Out of the system depending on whether they are entering the company premises or vice-versa. Before proceeding, a pay period must exist for each employee for which Punch-In/Punch-Out (In/Out) feature of Time Trex is going to be used. The steps for creating a pay period are clearly explained in Section 2.1.1 of the manual. The following navigation flow and the steps mentioned below it are required to be followed:

#### Menu: In / Out

*Step 1:* The sign-in and sign-out option can be accessed using the "**In/Out**" option, as shown in the Figure(12) below:

TimeTrex - Home	× TimeTrex	× +					. 60
localhost:8085/interface/					<u>ি</u> ⊽ ৫	🚼 = Google	۹ ۹
on for Responsible Commu	nity Development - team CRCI	D					TimeTre
Out TimeSheet Schedule A	dmin Reports MyAccount Hel	p Logout					Payroll and Time Manage
Employee Detail Report > Timesne	et Detail Report > Home						
			Perent Activity Summary for tea	m CRCD			
			Recent Activity Summary for the	in creb			
Curre	ent Exceptions Exceptions	Date	Recent Requests Status	Туре	From	Recent Messages Subject	Date
Crtical	0		No Recent Requests			No Recent Messages	
High	0						
Medium	0						
2010	0						
			Pending Permete				
	Emplo	oyee	Pending Requests	Туре		Date	
			No Pending Requests	6			
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Figure 12:Main Menu Page

🕗 TimeTrex - Mozilla Firefox 🛛				
localhost:8085/interface/punch/Punch.php				
Punch In / Out				
Employee:	team CRCD			
Time:	9:03 PM ie: 8:09 PM			
Date:	27-Mar-12 ie: 25-Feb-01			
Transfer:				
Punch Type:	Normal 💌			
In/Out:	Out			
Branch:	- •			
Department:				
Note:				
	Submit			

The following window will appear once, "In/Out" option has been clicked:

#### Figure 13: Punch In/Out Window

The "**Punch Type**" options like, *Normal, Lunch, Break* can be selected by the user and similarly "**In/Out**" option can be selected like *In or Out* depending upon whether employee is entering the premises of office or leaving from the office. Finally, the submit button can be pressed to store the information.

### 2.1.4: Punch-In/Punch-out Feature of Employees (Mass Punching- In/Punchingout)

This section will explain how multiple employees can be selected and punched In and Out depending upon whether employees were entering the premises or vice-versa. The following navigation flow and the steps mentioned below it are required to be followed:

Menu: Timesheet→Mass Punch

The following Figure (14) shows following two sections:

- Unselected Employees: This section is encircled with red color as shown in Figure (14) below. A list of unselected employees can be seen which can be selected all or one at a time.
- 2) *Selected Employees:* This section is encircled with green color and will show all the employees selected from the Unselected section. This section is blank since none of the employees have been selected from the Unselected section.

The following steps below the figure explains how to select multiple employees and how to submit their information using the submit button. Just like Section 2.1.3, before proceeding, a pay period must exist for each employee. The steps for creating a pay period are clearly explained in Section 2.1.1 of the manual.

Firefox • TimeTrex - Mass Punch +		
Califiest: 8085/interface/punch/AddMassPunch.php	·슈 = 연 🚷 - 6	icogle 👂 🏚 📴
Coalition for Responsible Community Development - test test		TimoTroy
n / Out TimeSheet · Schedule · Admin · Reports · MyAccount · Help · Logout		Payroll and Time Management
Home > Pay Period Schedule List > Employee List > Edit Employee > Mass Punch		
Mass Punch		
Employee(s):	UnSelected Employees	Selected Employees
	Selected Losseever	Select All Un-Select All
	asd, asd	
	Barnes, Matt Barnera, Kathleen	
	Blake, Steve Brown, Mike	
	Bynum, Andrew CRCD, team	
	Ebanks, Devin	-
Time:	1200 PM Ie: 8:09 PM	
Start Date:	03-Apr-12 🔲 le: 25-Feb-01	
End Date:	03-Apr-12 🔲 le: 25-Feb-01	
Only These Day(s):	Sun Mon Tue Wed Thu Fri Sat	
Disable Rounding:		
Punch Type:	Normal	
In/Out:	in 💌	
Branch:		
Department:		
Note:		
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	TimeTrex	
Afstart Server Manager	ex - Mass P	8 Do 90 cm 101AM
		4/3/2012

#### Figure 14:Mass Punch

*Step1:* All the employees listed can be selected by using one single button "Select All" encircled in red color in Figure(15) shown below. Please note that as soon as the button gets pressed, the section containing all the employees will turn into blue color as shown in figure below:

A probat 2025/sterfare/such/addites/buch abs	A V A M - Goode	2 4 17-
Coalition for Responsible Community Development - test test	H - C III and	
In / Out_TimeSheet - Schedule - Admin - Reports - MyAccount - Help - Longut		TimeTrex
Home > Pay Period Schedule List > Employee List > Edit Employee > Mass Punch		•
Mass Punch		
Employee(s)	UnSplected Employees Selected Employees	_
Employee(a).	Select All Un-Select All Select All	
	mdox mox McRobert, John messt messt mit Mazammi Momi, Danis Heno, Hano Sessioni, Ramon Tausion, Jack Nick test Nick test	۲ ۲
Time:	12.00 PM le: 8:09 PM	
Start Date:	03-Apr-12 🔲 ie: 25-Feb-01	
End Date:	03-Apr-12 III le: 25-Feb-01	
Only These Day(s):	Sun Mon Tue Wed Thu Fri Sat	
Disable Rounding:		
Punch Type:	Normal 💌	
In/Out:		
Branch:	-	
Department:		
Note:		
		Submè
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Figure 15: Mass Punch: Select All demonstration

After selecting all the employees, selected employees can be moved to the "Selected Employees" section by pressing forward arrow button ">>" which is shown in Figure (15) and encircled in green color. The result after pressing the forward button can be seen in the Figure (16) below where all the selected employees have been successfully moved to the "Selected Employee" section.

Firefox  TimeTrex - Mass Punch		
♦ Iscalhost: 8005/interface/prunch/AddMassPunch.php	th ≠ C .	📲 - Google 🖉 🏚 💼
Coalition for Responsible Community Development - test test		ATimeTrev
🔒 In / Out TimeSheet · Schedule · Admin · Reports · MyAccount · Help · Logout 🔪		Payroll and Time Management
Home > Pay Period Schedule List > Employee List > Edit Employee > Mass Punch		
Mass Punch		
Employee(s):	UnSelected Employees	Selected Employees
	Select All Un-Select All	Select All Un-Select All
	Arstst. Roo Bennes, Machael Blada, Shave Blada, Shave Bla	
Time:	12.00 PM Ie: 8:09 PM	
Start Date:	03-Apr-12 🔲 ie: 25-Feb-01	
End Date:	03-Apr-12 💷 le: 25-Feb-01	
Only These Day(s):	Sun Mon Tue Wed Thu Fri Sat	
Disable Rounding:		
Punch Type:	Normal 💌	
In/Out:	In 💌	
Branch:	- •	
Department:		
Note:	ja.	
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🖉 Start 🛛 🛃 Server Manager 🛛 😰 🗼 transactions 🛛 🔛 C:lywamplywywl[inven] 🕹 Time T	ex - Mass P	\$ ₽ € (b 2:09 AM 4/3/2012

Figure 16:Submitting Mass Punch Information

Step 2: As clear from the above figure, all the selected employees are on the "Selected Employees" section now. The "Time" of the process can be entered in the space provided and in the format mentioned next to it. The "Start Date" and "End Date" be entered by using the calendar option present next to it and corresponding days can be selected by checking the checkboxes. The "Punch Type" options like, *Normal, Lunch, Break* can be selected by the user and similarly "In/Out" option can be selected like *In or Out* depending upon whether employee is coming to the office or leaving from the office. Finally, the "Submit" button encircled in red color can be pressed in order to store the information.

### **2.1.5: Generating Reports**

The following navigation flow must be followed:

**Menu:** Reports  $\rightarrow$  Payroll Export

The following Steps 1 & 2 explains the above mentioned navigation flow in detail.

*Step 1:* Click on the "Reports" option. The following options can be seen which is shown in the *Figure 17* mentioned below:



Figure 17: Report Generation Part 1

Step 2: Click on "Payroll Export "option. The following page can be seen:

Firefox *	x - Payroll Export	× 🗞 TimeTrex	× +			-5>
♦ ♦ ♦ locahost 80	5/interface/report/PayrollExpo	t.php			(2) ▼ C I A Google	P 🛧 🖸
Coalition for Respo	nsible Community E	evelopment - team CRC	D			A =:
🔒 In / Out TimeShee	t Schedule Admin	Reports MyAccount He	lp Logout			Payroll and Time Management
Home > Employee Detai	Report > TimeSheet Deta	il Report > Payroll Export				
Payroll Export						
					Saved Reports	
			Name:		- Default: Delete	
			Start Date:	In March 12	Report Filter Criteria	
•			- I Part	10-M07-12 III 10	. 25460-01	
			End Date:	31-Mar-12 🛄 ie	: 25-Feb-01	
0			Pay Period: C	O currently selected, clic	ik the arrow to modify.	
			Employee Status:	All currently selected, cl	ick the arrow to modify.	
			Group: C	All currently selected, cl	ick the arrow to modify.	
			Default Branch: C	All currently selected, cl	ick the arrow to modify.	
			Default Department:	All currently selected, ci	ick the arrow to modify.	
			Employee Title:	All currently selected, ci	ick the arrow to modify.	
			Enclude Employees:	O currently selected, clic	x the arrow to modify.	
			Exclude Employees.	o correlidy selected, cit	A the arrow to mounty.	
			Export Pormat.	- Please Choose -		
				ADP Proches Preview		
				Paychex Online Payroll		Export
				Millenium	r response time: 0.337 seconds.	$\smile$
				SurePayroll	Copyright © 2012 TimeTrex.	
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Start Server Ma	nager 🛃 🗼	transactions C:	wamp www Inven 🛃 Time I	rex - Payroll 🛃 Downloa	ds and a second se	* P @ 10 9/2/191

Figure 18:Report Generation Part 2

*Step 3*:As clear from Figure 18, lot of options can be seen like Name, Start Date, End Date, the Pay Period option can be used where all employees can be selected using the Select All button encircled in green color below and then they can be transferred to the "Selected Pay Period" section using the forward arrow button denoted by ">>" and encircled in red color. The following Figure (19) clarifies the above mentioned steps.

Pay Period: 🕥	UnSelected Pay Periods	Selected Pay Periods
	Select All Un-Select All	Select All Un-Select All
	- All- (TestPayPeriod) 01-Apr-12 -> 14-Apr-12 (test4) 01-Apr-12 -> 14-Apr-12 (Jack Tauson) 01-Apr-12 -> 14-Apr-12 (TestPayPeriod) 18-Mar-12 -> 01-Apr-12 (TestPayPeriod) 18-Mar-12 -> 01-Mar-12 (test4) 18-Mar-12 -> 01-Mar-12 (TestPayPeriod) 04-Mar-12 -> 11-Mar-12 (TestPayPeriod)	्र () ()

#### Figure 19 Transferring Selected Employees

*Step 4:* Similarly, Employee status and Group options can be used using the down arrows shown in green color in Figure (20) and then depending upon the user, all employees can be selected using the "Select All" button encircled in blue color and then can be transferred to "Selected Employee Statuses" of "Selected Groups" section using the forward arrow button encircled in red color in Figure 20.

Employee Status	Active Leave - Illness/Injury Leave - other Terminated	×	<b>3</b>	Selected Employee Statuses Select All Un-Select All - All -
Group	Select All Un-Select All		9	SelectAll Un-SelectAll - All -

#### Figure 20:Dealing with other options

Similarly other options like Default Branch, Default Department, Employee Title etc can be explored according to the steps mentioned in Step 4 above.

*Step 5:* Click on the "**Export Format**" (encircled in red color in the Figure 18 above) pop down menu and then select "**ADP**" as the option and then finally click on "**Export**" (Encircled in Red in Figure 18 above) option in order to see the generated report.

Step6: Click on the "Logout" in order to come out of the system.

### **Section 3: Inventory Management System**

### **3.1 Accessing Inventory Management System using "Administrator Account "**

This section will explain how to use Inventory Management system when an end user is going to perform Administrative tasks. The following two cases could possibly exist depending upon the way user wants to use the system.

#### *CASE 1:*

If a user has been using Timetrex system so far and trying to switch to Inventory Management System, Logout of the Timetrex system. You will be able to see *Figure* (1) mentioned in Section 2 of User Manual and then perform the below mentioned step:

Enter the following login credentials in order to access the Administrator Account:

Username :	admin1
Password :	team11

#### *CASE 2:*

If a user wants to use Inventory Management System right from the start then he/she needs to follow Steps 1 to Steps 4 mentioned in Section 2 of User Manual and then select "Inventory Management System" as an option to see the proper functionality of the system.

Calhost:8011/Inventory System/Inventory System/Inventory-software/index.php?sub=logout		☆ ♥ C 🛃 = Google	ρ 🔒 🖪
	COALITION for RESPONSIBLE COMMUNITY DEVELOPMENT		
	• Login		
	Welcomel Press Button to Continue.		
	Loyn		
		anament Sustame	
🍂 🛃 🔛 💓 CRCD - Inventory			a 🕞 🐑 🕕 1:27 AM

If Inventory Management System has been selected, then the following page will appear:

### Figure 21: Login Screen for Inventory Management

*Step 1:* Click on the Login button to continue

*Step 2:* The following page appears after completing Step 1:



#### Figure 22: Contents Page

As clear from the above screenshot, the user will be on the home page where the following options are available for him to use:

- 1) Products
- 2) Inventory Managers
- 3) Inventory Admins
- 4) Logout

### **3.1.1 Adding Products**

When, Products option is selected, the user can enter the product related details:

C R COAL RESPO		N for IBLE IITY IENT			
Products	▶ Pr	oducts List			
Inventory Managers					Reports Add New
Inventory Admins	No	Name	Number	Count	
	1.	Product 33333	1132-3C	46	Delete Details
Logout	2.	Widget C	55-8556	150	Delete Details
Logodi	з.	product test1	222		Delete Details
	4.	product test1	222		Delete Details
	5.	product sdfsdf	222		Delete Details
	6.	test product muzz	22	6	Delete Details
	7.	sddfg	3		Delete Details
	8.	Teset PRoduct	8		Delete Details
	9.	New product	938490284		Delete Details
	10.	Trucks	45		Delete Details

#### Figure 23:Product List

The following steps can be performed by the user:

#### **Step 1: Add New Products**

As user can click on the "Add New" button in order to enter new products where he can enter the name, number and description of the product where every product must have a name and number. This is clear from the following image:

C R COAL RESPO	ITION for DNSIBLE MUNITY OPMENT	
Products	Add New Product	
Inventory Managers		Back Save
Inventory Admins	Name*:	
	Number*:	
Logout	Description:	
		Back Save

Figure 24: Add New Product

### **3.1.2: Generate Reports**

One can see the reports by clicking on the "Reports" button.

### 3.1.3: Product Details

The product details can be seen after clicking "Details" button which will display the following page:

C C COALI RESPO	TION for DNSIBLE MUNITY OPMENT						
Products	Product Details						
Inventory Managers						Back	Edit
Inventory Admins	Name:	Product 33333					
	Number:	1132-30					
Logout	Count:	: 46					
Logout	View Section:	Product Transactions					
	Transactions Reports Add New						
	Assigned To	Inventory	Month	Day	Year		
	john, dow	4	7	6	2008	Delete	Details
	,	4	2	4	2006	Delete	Details
	Jason, Loewy	10				Delete	Details
	Jason, Loewy	50	·			Delete	Details
	Jason, Loewy	-34	•			Delete	Details
	Jason, Loewy	1				Delete	Details
	Jason, Loewy	23	•			Delete	Details
	Jason, Loewy	-12	:			Delete	Details
		Back	Edit				

Figure 25: Product Details

As clear from the above figure, details like name, number, count and the section user want to select and see are available for the user.

### 3.1.4 Delete a Record

A user can delete a record by clicking the "Delete" button. As separate window will appear after clicking the "Delete" button for the first time confirming with the user whether he really wants to delete the record or not. If the button has been clicked accidently, the user can click on the "No" button so that the record will not be deleted.

### 3.1.5 Inventory Managers

Users can check the details of the Inventory Managers after clicking on the "Details" button:



Figure 26: Users

After clicking on "Details" button, the following details can be seen:

C R COAL RESPO	ITION for ONSIBLE MUNITY OPMENT		
Products	▶ User Details		
Inventory Managers		Back	
Inventory Admins	Name:	John Doe	
	Login:	team11	
Logout	Email:	jdoe@example.com	
	Secondary Email:	jdoe@example.com	
	Contact Info		
	Address:	2557 S Dennison Court	
	City:	Denver	
	State:	CO	
	Zip Code:	80222	
	Country:	US	
	Phone:	313-757-5555	
	Instant Messengers		
	AOL:	aol	
	ICQ:	icq	
	MSN:	msn	
	Yahoo:	yahoo	
	Other:	other	

Figure 27: User Details

### 3.1.6 Inventory Admins

This option provides a list of all the administrators and their details can be seen after clicking on the "Details" button:

C C C COAL C D COMM DEVEL		N for BLE IITY ENT		
Products	.⊳ Ad	ministrators List		
Inventory Managers	1.	Site Admin	admin	Details
Inventory Admins	2.	admin	admin	Details
,	з.	test12345	test12345	Details
Logout	4.	fffff	<del></del>	Details
Logout	5.	max	max	Details

Figure 28: Administrators List

### 3.1.7 Logout

A user can Logout from the Inventory Management system by clicking "Logout" button where he will be directed to the initial login page.

# **3.2 Accessing Inventory Management System as an User:**

This section will explain how to use Inventory Management system when an end user is going to perform *Normal User* tasks. The following two cases could possibly exist depending upon the way user wants to use the system.

#### *CASE 1:*

If a user has been using Timetrex system so far and trying to switch to Inventory Management System, please follow the *Step 4* of *Section 2.1.5* of the User Manual to come out of the system. You will be able to see Figure(1) mentioned in Section 2 of User Manual and then perform the below mentioned step:

Enter the following login credentials in order to access the Normal User Account:

Username :	team11
Password :	team11

#### *CASE 2:*

If a user wants to use Inventory Management System right from the start then he/she needs to follow Step 1 to Step 4 mentioned in Section 2 of User Manual and then select "Inventory Management System" as an option to see the proper functionality of the system.

Similar to Case 1 mentioned above, please follow the below mentioned steps for accessing the system from the normal user point of view.

Step 1: Enter the following login credentials in order to access the User Account:

Username :	team11
Password :	team11

The following image depicts the above step:



Figure 29: Login Screen

**Step 2:** Click on the Login button to proceed and select "Inventory Management system" just like we did before and then click on the "Login" button to continue. The following page will appear which is quite different from the one we saw in case of accessing the system with user account:



Figure 30: Contents Page

As clear from the above figure , the following three options are available for a normal user:

- 1) Products
- 2) My Account
- 3) Logout

### **3.2.1 Product Details**

Click on the "Product" option where the name, number, count, vendor, section required below the product details can be seen. The following screenshot depicts the above mentioned details:

Name: Iumber: Count: Vendor:	Product 33333 1132-30 46			Back		
Name: Jumber: Count: Vendor:	Product 33333 1132-3C 46					
Vumber: Count: Vendor:	1132-3C 46					
Count: Vendor:	46					
Vendor:						
	Yendor 1					
View Section:		Product Transactions				
	Select the section you want to apear bellow the product details.					
				Add New		
L	User	Inv	Date			
admin)		-12	Jan 25, 2005	Details		
admin)		23	Jan 25, 2005	Details		
admin)		1	Jan 27, 2005	Details		
admin)		-34	Jan 27, 2005	Details		
admin)		50	Jan 27, 2005	Details		
admin)		10	Feb 8, 2005	Details		
Site Admin (admin)		4	N/A	Details		
admin)		4	N/A	Details		
		ack				
	admin) admin) admin) admin) admin) admin)	admin) admin) admin) admin) admin) admin)	admin)     2.3       admin)     1       admin)     -34       admin)     50       admin)     10       admin)     4       admin)     4	admin)         25         San 27, 2005           admin)         1         Jan 27, 2005           admin)         -34         Jan 27, 2005           admin)         50         Jan 27, 2005           admin)         10         Feb 8, 2005           admin)         4         N/A           admin)         4         N/A		

Figure 31: Product Details

### 3.2.2 My Account:

A user can see his own account details by clicking on "My Account" option.

Logout          Name:       John Doe         Login:       team11         Email:       jdoe@example.com         Secondary Email:       jdoe@example.com         Contact Info       Contact Info         Address:       2557 S Dennison Court         City:       Denver         City:       Denver         Zip Code:       80222         Country:       US         Phone:       313-757-5555         Instant Messengers       AOL:	Edit			
Login: team11 Email: jdoe@example.com Secondary Email: jdoe@example.com Contact Info Contact Info Address: 2557 S Dennison Court Address: 2557 S Dennison Court City: Denver Court State: CO State: CO State: CO State: CO State: State: CO State: State: CO State: State:				
Email:       jdoe@example.com         Secondary Email:       jdoe@example.com         Contact Info          Address:       2557 S Dennison Court         City:       Denver         City:       Denver         State:       C0         Zip Code:       80222         Country:       US         Phone:       313-757-5555         Instant Messengers       AOL:				
Secondary Email:       jdoe@example.com         Contact Info       2557 S Dennison Court         Address:       2557 S Dennison Court         City:       Denver         City:       Denver         State:       C0         Zip Code:       80222         Country:       US         Phone:       313-757-5555         Instant Messengers       AOL:				
Contact Info         Address:       2557 S Dennison Court         City:       Denver         City:       Denver         City:       Denver         City:       Denver         City:       Denver         City:       Denver         City:       O         City:       B0222         Country:       US         Phone:       313-757-5555         Instant Messengers       AOL:				
Address: 2557 S Dennison Court City: Denver Court: C0 Country: US Country: US Country: IS Country: IS Country: CO Country: CS Country: CS COUNTPACE COUNTPAC	Contact Info			
City:     Denver       State:     C0       Zip Code:     80222       Country:     US       Phone:     313-757-5555       Instant Messengers     AOL:				
State:     CO       Zip Code:     80222       Country:     US       Phone:     313-757-5555       Instant Messengers     AOL:       AOL:     aol				
Zip Code:     80222       Country:     US       Phone:     313-757-5555       Instant Messengers     AOL:       AOL:     aol				
Country: US Phone: 313-757-5555 Instant Messengers AOL: aol				
Phone: 313-757-5555 Instant Messengers AOL: aol				
AOL: aol				
AOL: aol				
ICQ: icq				
MSN: msn				
Yahoo: yahoo				
Other: other				

Figure 32:My Profile

### 3.2.3 Logout

A user can Logout from the Inventory Management system by clicking "Logout" button where he will be directed to the initial login page.

### **4Troubleshooting**

N/A

### 4.1Frequently Asked questions

N/A

### 4.2Error Codes and Messages

**Error Message :** Incorrect Input! Date/Time is incorrect, or pay period does not exist for this date. Please create a pay period schedule if you have not done so already.

**Solution:** Please make sure to create a pay period before using the "Punch In/Punch Out" feature of the Time Trex as explained in Section 2.1.1 of the User Manual.

### 4.3Note

The User Manual will keep on updating as the developers are still working on the system.

### 5. Appendix

#### Section 5.1 Adding an Administrator Account

The following path should be followed in order to create an administrator username and password:

Select Timetrex as your option from the Figure (2) and then click on continue to proceed. You should be on the main menu page. Follow the navigation flow mentioned below:

Menu: Admin→Employee Administration

Follow the Steps until Step 3 mentioned in Section 2.1.2 and you will be on the page which will look similar to Figure (10) mentioned in the User Manual. The only change required is to select "Administrator" as an option for the "Permission Group" drop down menu as shown in Figure (A) below. The rest of the steps are same as mentioned in "Section 2.1.2 Adding an employee" of the User Manual.

Edit Employee						
Employee Identification						
Company:	Coalition for Responsible Community Development					
Status:	Active					
Permission Group	Administrator [25]					
Pay Period Schedule:	-					
Policy Group:	- •					
Currency:	USD V					
*User Name:						
*Password:						
*Password (confirm):						



#### Section 5.2 Pictorial representation of Checkboxes

The below mentioned screenshot shows check boxes which are encircled in red color. Based on the number of employees to be deleted, one can select those many number of check boxes.

elox 🗸 🧇 Ti	meTrex - Employee List +				
localhost:80	85/interface/users/UserList.php	🖒 🗢 🧭 🚼 - Google	۶ 🕈		
lition for Re	sponsible Community Development - te	est test			ATimoT
n / Out Times	iheet > Schedule > Admin > Reports > MyAcco	ount Help Logout			Payroll and Time Mar
ne > Edit Compa	ny > Employee List				
ployee List	t			[ Top   Bottom In Start +	Draulous [1] Novt - E
Basic Sear	ch Advanced Search Saved Search &	Layout		[ 100 ] Bottom Je start e	Previous [1] Next + C
	First Name 🗘	Last Name 🗘	Home Phone 🜩	Functions	
1	Kathleen	Barrera		[ Edit ] [ Prefs ]	1
2	team	CRCD	2137436193	[Edit][Prefs][Map]	1
3	Shannon	Ellis	3235548211	[Edit][Prefs][Map]	
4	fgddfd	fgddfd		[ Edit ] [ Prefs ]	
5	Martin	Fowler		[ Edit ] [ Prefs ]	
6	gghhtt	gghhtt		[ Edit ] [ Prefs ]	
7	goal	goal		[ Edit ] [ Prefs ]	
3	hhhff	hhhff		[ Edit ] [ Prefs ]	
9	Muzzammil	Imam		[ Edit ] [ Prefs ]	
0	Adarshh	Khare		[ Edit ] [ Prefs ]	
1	Tanu	Khare		[ Edit ] [ Prefs ]	
2	leonni	leonni		[Edit][Prefs]	
3	lklk	lklk		[ Edit ] [ Prefs ]	
4	max	max		[ Edit ] [ Prefs ]	
5	maxx	maxx		[ Edit ] [ Prefs ]	
6	messi	messi		[ Edit ] [ Prets ]	
17	Muzzammil	mitt	**	[ Edit ] [ Prets ]	
18	rheno	rheno		[ Edit ] [ Prets ]	
19	Jack	Tauson		[Edit][Prefs]	
20	test	test	1231231234	Edit J Prets J Map J	
21	testc	testd	1231231234	[ Edit ] [ Prers ] [ Map ]	bha
				[ Top   Bottom ]# Start +	Previous [1] Next+
			Server response time: 0.353 seconds.		
			Copyright @ 2012 Think Hex.		
	The Program is provided	AS IS without warranty Licensed under	AGPLv3 This program is free software: you can redis	tribute it and/or modify it under the terms of the GNU A	ffero
	General Pu	blic License version 3 as published by th	he Free Software Foundation including the additional	permission set forth in the source code header.	Late.
			Powered By		
			* Time Frex		
			***		
_					
					6.54.5

Figure (B): Checkboxes