Software's User Manual

CRCD Management System

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User Manual (UM)

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User Manual (UM) Template

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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.

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ecshost:8011/loginc.html		☆ ♥ C] 🚼 = Google	۹ 🖨 🖪
Please login with your CRCD username and paasword			
	Username admin1		
	Password .		
	Login		
			4-24 DM
🕼 Start 🔚 Server Manager 🛛 🗾 transactions 🛛 🔛 C:lywampiwwwilinven 🥹 W	elcom To CRCD		\$ ₽ ₽ ⊕ ⊕ 4:24 PM 3/31/2012

Figure (1): Login Screen

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

Username :	admin1
Password :	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		
1753art 🐁 🗾 🧱 🕹 Wekom 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:

beach.usc.edu - Remote Desktop Connection	AM (CC) SU 711 913 Europeitally Music 24	and the second second second	
TimeTrex Time and Attendance - Secure Logn + iocahost:8005/riterface/ogin.php?user=admin18pass=team11		☆ ♡ C	۵
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	Cick containe better to containe	Facebook Twitter	
	User Name admin1		
	Language English		
	Foraot Your Password?	Bookmark This Page!	
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	TimeTres	×	
			▲ 🔤 💼t 🐚 5:30 F 3/31/2

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.

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Short Name:	CRCD	
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Address (Line 2):		
	Los Angeles	
	United States	
Province / State:	-	
Postal / ZIP Code:	-	
	2137436193	
Fax:	E 19 HOURD	
Administrative Contact:	CRCD, team	
Billing Contact:		
Primary Support Contact:	CRCD, team Direct Deposit (EFT)	
Originator ID / Immediate Origin:		
Data Center / Immediate Destination:		
	Company Settings	
	Click the "" icon to upload a company logo. (170px by 40px)	
Enable Second Surname:		
LDAP Authentication:	LDAP Authentication Disabled	
		Submit
	m	
		5:53 Pt

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		습 = C	Soogle	P 🟦 🖸
alition for Responsible Community Development - t	est test		A	
n / Out TimeSheet > Schedule > Admin > Reports > MyAcc	count Help Logout		Papel	meTre)
ne > Edit Pay Period Schedule > My Timesheet > Pay Stub Account	List > Pay Period Schedule List			
y Period Schedule List			[Top Bottom] & Start & Previous [1] Ne	ext . End .
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Bi-Weekly (26/year)	TestPayPeriod	test	[View] [Edit]	Г
Bi-Weekly (26/year)	Tanu Khare	CRCD Employee	[View] [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>]	
			A	dd Delete
			[Top Bottom]« Start & Previous [1]	End »
Server response time: 0.214 seconds. Copyright © 2012 TimeTrex. The Program is provided AS IS, without warranty. Licensed under <u>ACPLv3</u> . This provide: The second secon				

Figure (6): Pay Period Schedule List

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

locahost: 8085/interface/payperiod/EdtPayPeriodSchedule.php	☆ ♥ 🕑 🛃 - Google	۹ 🗈
Coalition for Responsible Community Development - test test		ATimoTron
In / Out TimeSheet · Schedule · Admin · Reports · MyAccount · Help · Logout		
Home > Pay Period List > My Timesheet > Mass Punch > Pay Period Schedule List		
Edit Pay Period Schedule		
Name:		
Description:		
Overtime Week:		
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:		
	TimeSheet Verification	
TimeSheet Verification:		
Type:	Pay Period Dates Bi-Weekly (26)yeer)	
Pay Period Starts On:		
	(days after end of pay period)	
Transaction Always on Business Day:		
Create Initial Pay Periods From:		
Employees:	0 Employees Currently Selected, Click the arrow to modify.	
		Subrrie
The Program is provided AS IS, without warranty. Licen <u>General Public License version 3</u> as publi	Server response time: 0.238 seconds. Copyright © 2012 TimeTrex. ed under <u>AGELV3</u> . This program is free software; you can redistribute it and/or modify it under the terms of the <u>GNU Affero</u> sed under <u>AGELV3</u> . This program is free software; you can redistribute it and/or modify it under the terms of the <u>GNU Affero</u> shed by the Free Software Forward by TimeTrex .	
7Start 🛃 Server Manager 👔 🗽 transactions 🔛 C.(wamp)www.jtwen 💓 Time Tr	rs - Edit Pa-	* P 🐑 🕩 🚺

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).

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0	Employee Administration						
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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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lition for Res	ponsible Community Development - to	am CRCD			ATINAT
/ Out TimeSh	eet Schedule Admin Reports MyAcc	ount Help Logout			Payrel and Time Manager
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				[<u>Top</u>] <u>Bottom</u> J« Start	Previous [1] 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	john	dow		[Edit] [Prefs]	Г
5	fffff	fffff		[Edit][Prefs]	
6	Martin	Fowler		[Edit][Prefs]	Г
7	leonni	leonni		[Edit] [Prefs]	
8	jason	loewy		[Edit][Prefs]	Г
9	max	max		[Edit][Prefs]	
10	messi	messi		[Edit][Prefs]	
11	rheno	rheno		[Edit] [Prefs]	
12	ronaldo	ronaldo		[Edit][Prefs]	
13	spencer	spencer		[Edit][Prefs]	
14	steve	steve		[Edit][Prefs]	
15	test	test		[Edit][Prefs]	L
16	testdddd	testdddd		[Edit] [Prefs]	
17	testfff	testfff		[Edit] [Prefs]	
18	testv	testv		[Edit][Prefs][Map]	
19	totti	totti		[Edit][Prefs]	
20	trest	trest		[Edit][Prefs]	
21	trestyy	trestyy		[Edit] [Prefs]	
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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".

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/ Out TimeSheet · Schedule · Admin · Repor	ts • MyAccount • Help • Logout			Payroll and Time Manageme
> Employee List > Edit Employee				
Employee	Employee Identification		Contact Information	
Company:	Coalition for Responsible Community Development	*First Name:		
Status:		Middle Name:		
Permission Group:		*Last Name:		
Pay Period Schedule:			Unspecified •	
Policy Group:		Home Address (Line 1):		
Currency:		Home Address (Line 2):		
*User Name:			Los Angeles	
*Password:			United States	
*Password (confirm):		Province / State:	-	
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:	- 2	Fax:		
Group:	Root 💌	Work Email:		
Title:		Home Email:		
Hire Date:	27-Mar-12 🔤 ie: 25-Feb-01	Birth Date:	March 27 2012 .	
Termination Date:	ie: 25-Feb-01	SIN / SSN:		
		Note:		
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				Submit
	Server response	time: 0.303 seconds.		
	Copyright ©	2012 TimeTrex.		
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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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Basic Search	h Advanced Search Saved Search 8	k Layout				
	First Name 🌲	Last Name 🌲	Home Phone ≑		ctions [Payroll]	
1	Kathleen	Barrera			[Prefs]	
2	bobby	bobby			[Prefs]	
3	team	CRCD	2137436193		efs] [Map]	
4	dfsdf	dfsdf			[Prefs]	
5	fanxu	fanxu			[Prefs]	
6	fffsss	fffsss			[Prefs]	E
7	fffsss	fffsss		[Edit]	[Prefs]	
8	fffsssf	fffsssf		[Edit]	[Prefs]	Г
9	fffsssf	fffsssf		[Edit]	[Prefs]	
10	Martin	Fowler		[Edit]	[Prefs]	Г
11	gghhtt	gghhtt		[Edit]	[Prefs]	
12	gghhtt	gghhtt		[Edit]	[Prefs]	
13	goal	goal		[Edit]	[Prefs]	
14	hhhff	hhhff		[Edit]	[Prefs]	
15	Muzzammil	Imam		[Edit]	[Prefs]	
16	Adarshh	Khare		[Edit]	[Prefs]	E
17	Tanu	Khare		[Edit]	[Prefs]	
18	leonni	leonni		[Edit]	[Prefs]	Г
19	lklk	lklk	-	[Edit]	[Prefs]	
20	jason	loewy		[Edit]	[Prefs]	
21	max	max			[Prefs]	
22	messi	messi			[Prefs]	
23	Muzzammil	mitt			[Prefs]	
24	rheno	rheno			[Prefs]	
25	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:

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	ity Development - team CRCD						TimoTr
/ Out TimeSheet Schedule Ad	min · Reports · MyAccount · Help · I	Logout					
> Employee Detail Report > TimeShee	t Detail Report > Home						
ne							
			Recent Activity Summary for tea	am CRCD			
Curre	nt Exceptions		Recent Requests			Recent Messages	
Severity	Exceptions	Date	Status	Туре	From	Subject	Date
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High	0						
Medium	0						
Low	0						
			Pending Requests				
	Employee			Туре		Date	
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Figure 12:Main Menu Page

🕘 TimeTrex - Mozilla Firefox 📃				
localhost:8085/interface/punch/Pun	ch.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.

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Coalition for Responsible Community Development - test test		TimeTroy
A In / Out TimeSheet · Schedule · Admin · Reports · MyAccount · Help · Logout		TimeTrex Fund and Time Management
Home > Pay Period Schedule List > Employee List > Edit Employee > Mass Punch		
Mass Punch		
Employee(s):	Anest Ron	SelectAll Un-SelectAll
	asid asid Barnes, Mathem Bitaka, Shawa Bitona, Maka Byram, Andrew CPCD, Herm Elika, Shermon	XI
Time:	1200 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:		
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Department:	- 2	
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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:

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Coalition for Responsible Community Development - test test		
In / Out TimeSheet - Schedule - Admin - Reports - MyAccount - Help - Logout		TimeTrex
Home > Pay Period Schedule List > Employee List > Edit Employee > Mass Punch		•
Mass Punch		
Employee(s):	UnSelected Employees Selected Employees	
Linpoyee(a)	Select All Un-Select All Un-Select All	
	makor mako MoReberts, Josh messis messi mit, Datus Monis, Datus Antao, Aneao Sessions, Ramon Tauson, Jack Vedt, Isst	۲. ۲
Time:	1200 PM ie: 8:09 PM	
Start Date:	03Apr12 📑 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:		
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😘 ant 🔣 Server Manager 🛛 👔 👔 transactions 🛛 🛃 C.(wamp)www.linven 👹 Time Tr	ex - Mass P_	* P 1 10 2:01 AM

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.

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🔒 In / Out TimeSheet · Schedule · Admin · Reports · MyAccount · Help · Logout		TimeTrex Payrel 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 Un-Select All	
	Artest Ron Barnes, Katt Barnes, Barnes,	×
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Start Date:	03-Apr-12	
End Date:	03-Apr-12 III ie: 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:		
		Submit
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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:

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♦ ♦ ♦ locahost 80	85/interface/report/PayrollExpo	rt.php			☆ マ @ <mark>3</mark> - Google	ρ 🔒 🖸
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🔒 In / Out TimeShe	et Schedule Admin	Reports MyAccount He	lp Logout			TimeTrex
Home > Employee Deta	il Report > TimeSheet Deta	ail Report > Payroll Export				
Payroll Export						
					Saved Reports	
			Name:		- ▼ Default: □ Save Delete	
			Start Date:	In Maria	Report Filter Criteria :: 25-Feb-01	
G						
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Start Server M	anager 🗾 🕽	transactions	wamp\www.lnven	Barrell 10 Commission		* P 🐑 🚯 9:27 PM

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 - (TestPeyPeriod) 01-Apr-12 -> 14-Apr-12 (testf) 01-Apr-12 -> 14-Apr-12 (Jack Tauson) 01-Apr-12 -> 14-Apr-12 (Tanu Khare) 25-Mar-12 -> 07-Apr-12 (TestPeyPeriod) 18-Mar-12 -> 07-Apr-12 (testf) 18-Mar-12 -> 07-Apr-12 (testf) 18-Mar-12 -> 07-Mar-12 (Tanu Khare) 11-Mar-12 -> 24-Mar-12 (TestPeyPeriod) 04-Mar-12 -> 17-Mar-12 (TestPeyPeriod) 04-Mar-12 -> 17-Mar-12 (Tanu Khare) 25-Feb-12 -> 25-Feb-12 (Tanu Khare) 12-Feb-12 -> 25-Feb-12	

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	4	@	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.

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locahost:0011/Inventory System/Inventory System/Inventory-software/index.php?sub=logout		☆ ≂ C 🛃 - Google 👂 1	↑
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	+ Login Login		
	Welcome! Press Button to Continue.		
	Lopin		
	Inventory Management System		
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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:

	N <i>for</i>			
NSI	BLE			
UN	IITY			
PM	ENT			
_				
• Pr	oducts List			
				Reports Add New
No	Name	Number	Count	
1.	Product 33333	1132-3C	46	Delete Details
2.	Widget C	55-8556	150	Delete Details
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
	 Pr No 1. 2. 3. 4. 5. 6. 7. 8. 9. 	1. Product 33333 2. Widget C 3. product test1 4. product test1 5. product sdfsdf 6. test product muzz 7. sddfg 8. Teset PRoduct 9. New product	P Products List No Name Number 1. Product 33333 1132-3C 2. Widget C 55-8556 3. product test1 222 4. product test1 222 5. product sdfsdf 222 6. test product muzz 22 7. sddfg 3 8. Teset PRoduct 8 9. New product 938490284	P Products List Number Count 1. Product 33333 1132-3C 46 2. Widget C 55-8556 150 3. product test1 222 4 4. product test1 222 4 5. product sdfsdf 222 6 7. sddfg 3 3 8. Teset PRoduct 8 9 9. New product 938490284 4

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:

	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:

	ONSIBLE MUNITY							
C D COM DEVEL	OPMENT							
Products	Product Details				_			
Inventory Managers						Back	Edit	
Inventory Admins	Name:	Product 33333						
	Number:	: 1132-30						
Logout	Count:	: 46						
Ŭ	View Section:	Product Transactions						
		Select the section you want to apear bellow the product details.						
	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					
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 R RESPO		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	fffff	Details
Logodi	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:

Products My Account	MUN .OPM					Back	
Logout		Name:	Product 33333				
		Number:	1132-30				
		Count:	46				
		Vendor:	Vendor 1				
	View Section:		Product Transactions				
			Select the section you want to apear bellow the product details.				
	Tran	sactions				Add New	
	No		Jser	Inv	Date		
	1.	Site Admin (admin)		-12	Jan 25, 2005	Details	
	2.	Site Admin (admin)		23	Jan 25, 2005	Details	
	з.	Site Admin (admin)		1	Jan 27, 2005	Details	
	4.	Site Admin (admin)		-34	Jan 27, 2005	Details	
	5.	Site Admin (admin)		50	Jan 27, 2005	Details	
	6.	Site Admin (admin)		10	Feb 8, 2005	Details	
	7.	Site Admin (admin)		4	N/A	Details	
	8.	Site Admin (admin)		4	N/A	Details	
			В	ack			
	8.	Site Admin (admin)	В		IV/A	De	

Figure 31: Product Details

3.2.2 My Account:

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

Products My Account	ITION for ONSIBLE MUNITY OPMENT	Edit			
Logout	Name:	John Doe			
	Login:	team11			
	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 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.

Time T	rex - Employee List +				• •
localhost:8085/	nterface/users/UserList.php			☆ ♥ C Google	۶ 🕈
alition for Resp	onsible Community Development - t	est test			A
n / Out TimeShe	et Schedule Admin Reports MyAcc	count Help Logout			TimeTr Payrol and Time Mana
ne > Edit Company	> Employee List				
nployee List					
Deals Generate				[Top Bottom]« Start « F	revious [1] Next + En
# Basic search	Advanced Search Saved Search	Last Name 🖨	Home Phone	Functions	
				[Employee] [Payroll]	l l
1	Kathleen	Barrera CRCD		[Edit][Prefs]	
2 3	team Shannon	Ellis	2137436193 3235548211	[Edit] [Prefs] [Map]	
4	fgddfd	faddfd	3235548211	[Edit] [Prefs] [Map]	
5	Martin	Fowler		[Edit] [Prefs] [Edit] [Prefs]	
6	aghtt	aghhtt		[Edit] [Prefs]	
7	goal	goal		[Edit] [Prefs]	
8	hhhff	hhhff		[Edit] [Prefs]	
9	Muzzammil	Imam		[Edit] [Prefs]	
10	Adarshh	Khare		[Edit][Prefs]	
11	Tanu	Khare		[Edit][Prefs]	1
12	leonni	leonni		[Edit][Prefs]	
13	lklk	lklk		[Edit][Prefs]	
14	max	max		[Edit][Prefs]	
15	maxx	max		[Edit][Prefs]	, i i
16	messi	messi		[Edit] [Prefs]	1
17	Muzzammil	mitt		[Edit][Prefs]	1
18	rheno	rheno		[Edit][Prefs]	
19	Jack	Tauson		[Edit][Prefs]	
20	test	test	1231231234	[Edit][Prefs][Map]	
21	testc	testd	1231231234	[Edit][Prefs][Map]	T T
					Add De
				[Top Bottom]« Start + F	
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			Server response time: 0.353 seconds.		
			Copyright © 2012 TimeTrex.		
			Facebook C Twitter		
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	General Pr	ublic License version 3 as published by th	e Free Software Foundation including the additional	permission set forth in the source code header.	
			A Powered By		
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			III		
					and the second se

Figure (B): Checkboxes