NEW

Dear valued Distributer & Business Partner,

Synel proudly presents you to

HARMONY
Innovative Workforce Management That Works

DEMO SERVER

HARMONY Demo Server allows you to
experiment with world leading Workforce & Security
Management Solution for Organizations
SYNEL offers you to try this innovative service
to experience what HARMONY has got to offer

For better training
we recommend following the instructions & workflow below.

Using Harmony Demo server

Enter the Harmony Client
use the user name and password provided by the tech team

In this document we will provide a quick introduction for two main subjects:
Employees & Organization Tree

On the left side
click the **Tables tab**

and then click
on the **employees icon**

You can view the list of employees that
are already defined in the system

On the buttom you can view the detail
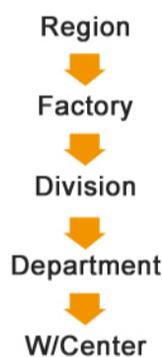information of the selected employee
(Employee Details, Cards , Task ...)

Below is the hierarchy that is conduced
from 5 levels in Harmony
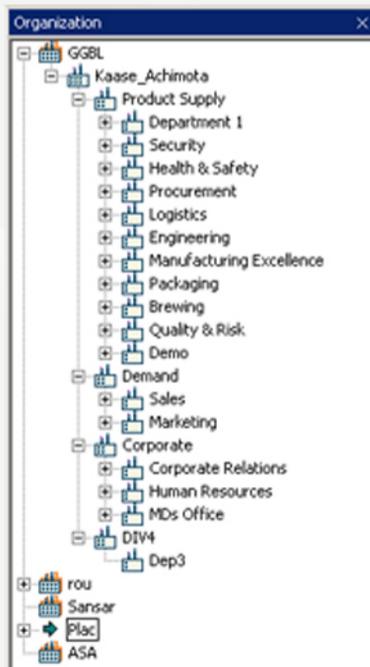
Region

Factory

Division

Department

W/Center

The region is the highest level
and work centre is the lowest.
employees are connected to
specific Department and W/Center.

You can **open the employee folder**
by double clicking on a specific line,
this will open the current employee information
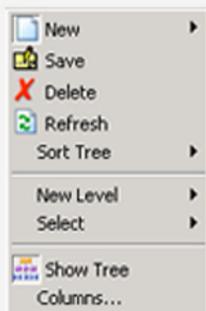In the employee tabs
you can view the following data.

To view the hierarchy go to **Tables**

Organization

when the window opens
right click on the main screen
and choose **show tree** from the menu.
This will display the organization tree
on the left side of the screen .

• **Definitions** - Holds the general employee info
such as name, contract, department and so on.
• **Personal Details** – additional personal details
such as birthday and Marital status.
• **Contact** - here you can add the contact details
and also add a new field as required to hold
any additional information.
• **Access Level** - this tab holds the profile that the
employee uses. This could be a signal profile
or a number of profiles.
• **Default information** - this information is
connected to the Factory Floor Module.
• **Miscellaneous** - additional information for
the T&A and other modules in Harmony setting
such as work groups and Meal types.
• **Access Control** - Access Control Module details.

Right click on one of the organization tree
you could choose from the menu

• **New, delete, Update**:
this will affect the
selected tree node
current level item.

• **New level**: to create a new
level (e.g. if the current node
is division you will have
the choice to create either
department or factory).