

12th lesson

Dear valued Distributor & Business Partner,
Synel proudly presents you to

HARMONY Innovative Workforce Management That Works DEMO SERVER

The HARMONY Demo Server allows you to experiment with world leading Workforce & Security Management Solutions 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.

The password is active for one week
TO GET YOUR PASSWORD PLEASE CONTACT:

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Using HARMONY Demo server 12th lesson

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

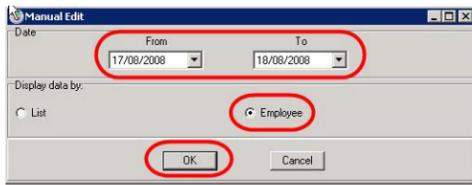
Manual Edits

Manually entering, updating and processing data is done in the Daily toolbar employee screen. This screen combines all of the clock data (by linking pairs according to code) in addition to the way in which to manually enter new records, update records and process the data of these records.

1. Select **Daily > Manual Edit**



2. Set the dates from yesterday to today, select **Employee** and click **OK**.

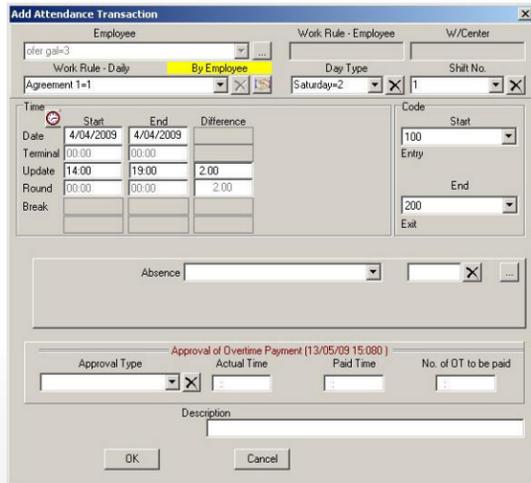
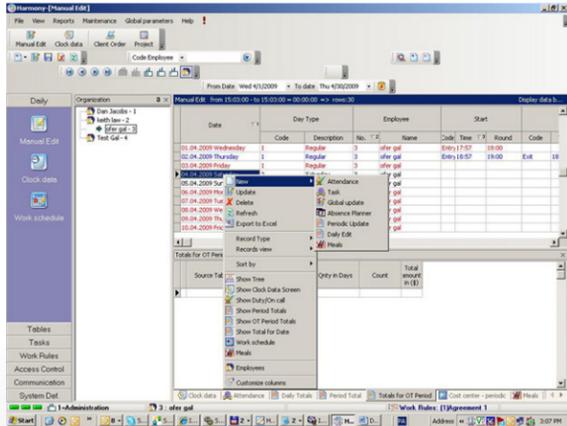


3. Select the transaction or employee that you want to edit.

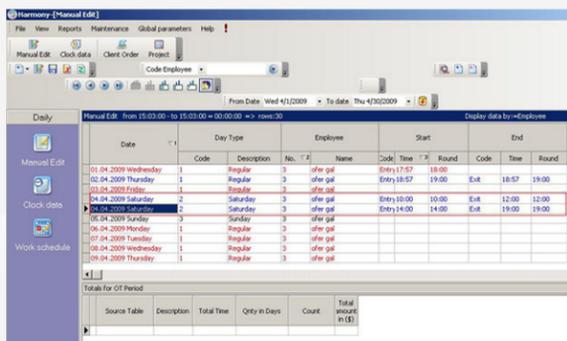
Inserting a New Attendance Transaction

1. Right-click and select **New > Attendance**.

2. Enter the details of the transaction and click **OK**.

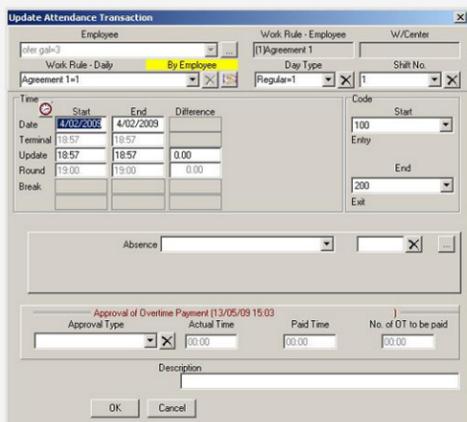


3. The details of the new transaction appear.



Updating an Attendance Transaction

1. Right-click and select **Update**.
2. Edit the transaction.
3. Click **OK**.



Deleting an Attendance Transaction

1. Right-click and select **Delete**.
2. Click **OK** to confirm.



See you in the next lesson..