SYNEL
MLL I PayWay

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

HARMONY
Innovative Workforce Management That Works

DEMO SERVER
14th lesson

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

tech@synel.com / +972-4-9596707
Itzik Ventura: itzikv@synel.co.il   Cell: +972-52-2685580
Maoz Tamir: maoz@synel.co.il   Cell: +972-52-3134223

Using HARMONY Demo server
14th lesson
Enter the HARMONY Client
use the user name and password provided by the tech team

Additional Manual Edit Functionality

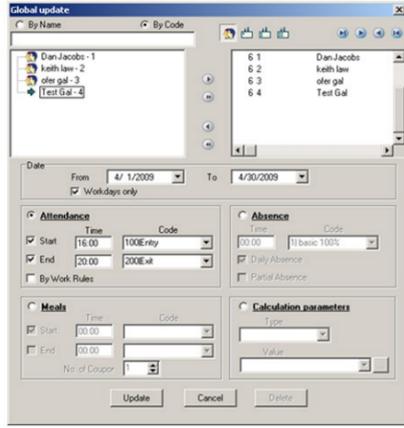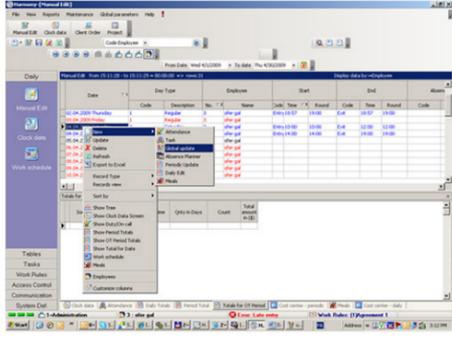In this lesson we will continue to discuss the different option in Manual edit screen.

Deleting an Attendance Transaction

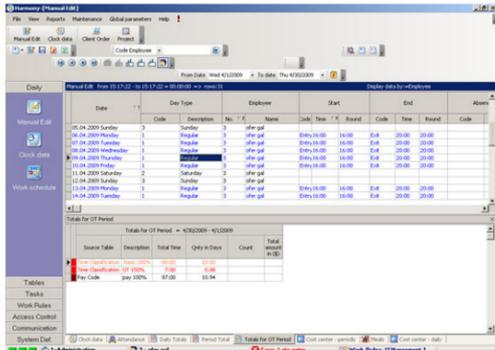**1.** Right-click and select **Delete**.
2. Click **OK** to confirm.

Inserting a Global Update

1. Right-click and select **New
> Global update**

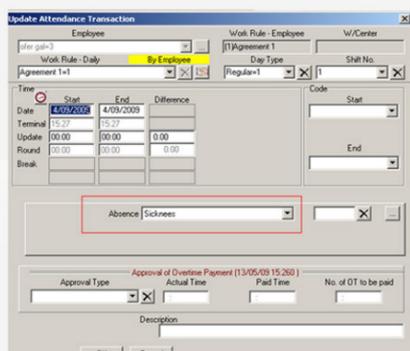**2.** Enter the details and click **Update**.

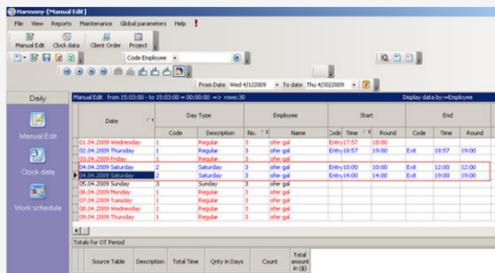**3.** The details of the update appear.

Inserting a Future Absence

1. Right-click and select **New
> Absence Planner.**

2. Select the type of absence and click **OK**.

3. The details of the new transaction appear.

See you in the next lesson..