

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

HARMONY Innovative Workforce Management That Works DEMO SERVER 18th 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 password is active for one week
TO GET YOUR PASSWORD PLEASE CONTACT:

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Using HARMONY Demo server 18th lesson

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

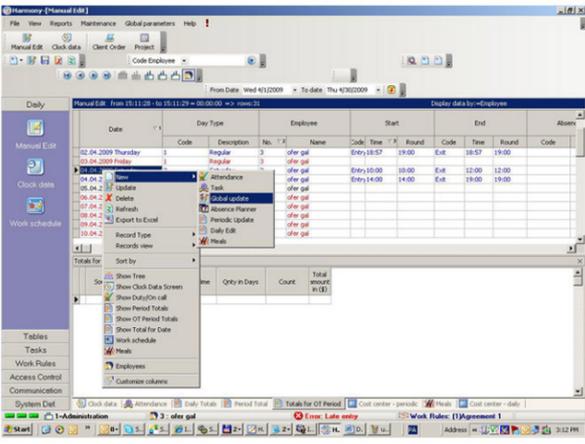
Global update and Future absence in Harmony

In this lesson we will concentrate on two comment activities that customer uses in Harmony Manual edit screen.

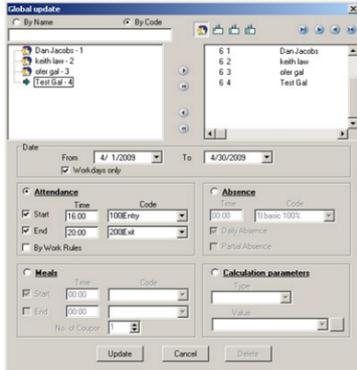
1. Global Update - provide the ability a selected range of dates with a specific data, for one or many employees (e.g. update a project day absence for the entire organization)
2. Define Future absences for an employee (e.g. stating that the employee is taking a vacation day next Tuesday).

Inserting a Global Update

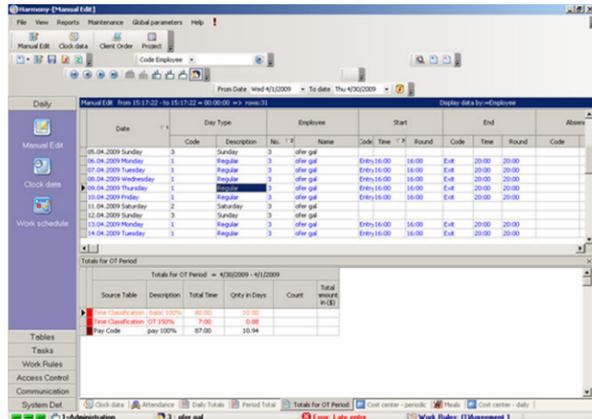
1. Right-click and select **New > Global update.**



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

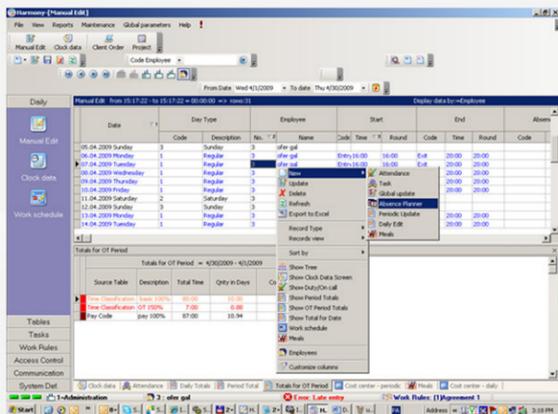


3. The details of the update appear.

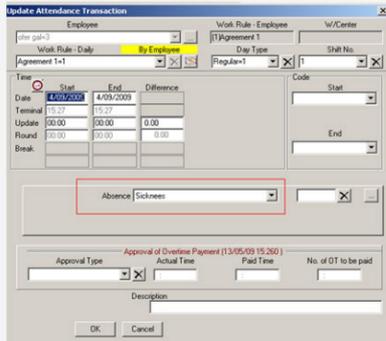


Inserting a Future Absence

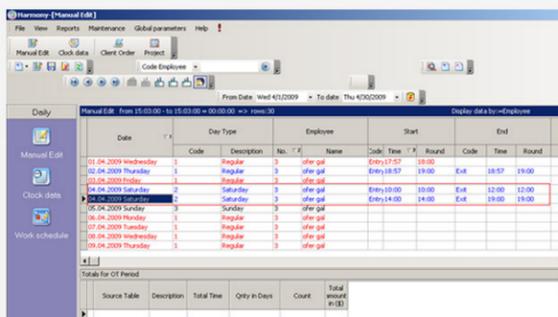
1. Right-click and select **New > Absence Planner.**



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



3. The details of the new transaction appear.



See you in the next lesson..