NEW

SYNEL
MLL | PayWay

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

HARMONY
Innovative Workforce Management That Works

DEMO SERVER
2nd 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:

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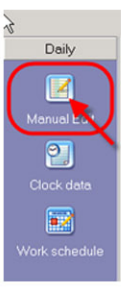
Using Harmony Demo server
2nd lesson - Manual Edits

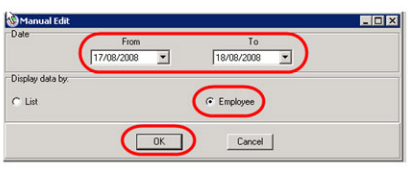
Manually entering, updating and processing data is done in the Daily toolbar employee screen. This screen combines all of the clock data (by linking pairs according to code) in addition to the way in which to manually enter new records, update records and process the data of these records.

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

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.



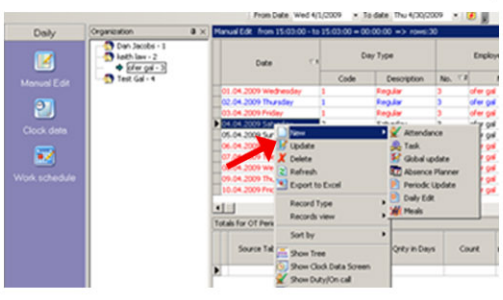
1.1. Available activities:

1. Inserting a New Attendance Transaction
2. Updating an Attendance Transaction
3. Deleting an Attendance Transaction
4. Inserting a Global Update
5. Inserting a Future Absence

1. Inserting a New Attendance Transaction

1. Right-click and select **New** > **Attendance.**
2. Enter the details of the transaction and click **OK**.

1



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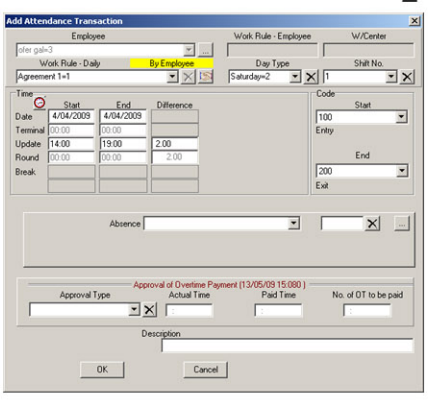


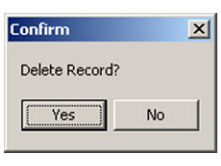
3. The details of the new transaction appear.

2. Updating an Attendance Transaction

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

3. Deleting an Attendance Transaction

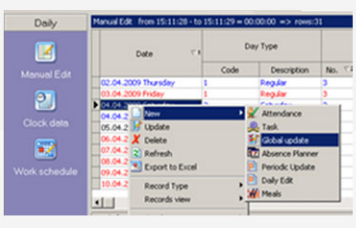
1. Right-click and select **Delete.**
2. Click **OK** to confirm.



4. 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.

1



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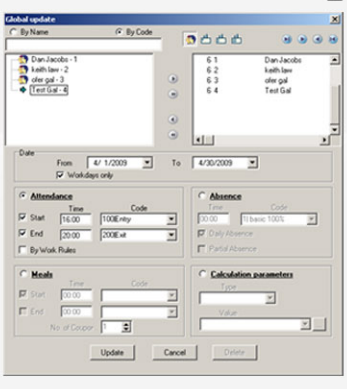

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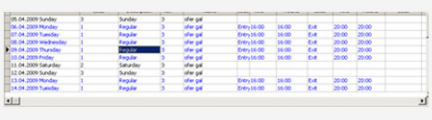
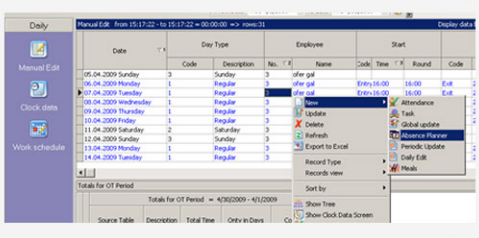


5. Inserting a Future Absence

1. Right-click and select **New** > **Absence Planner.**
2. Select the type of absence and click **Update**.
3. The details of the new transaction appear.

1



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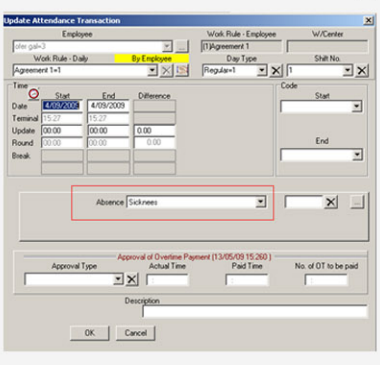
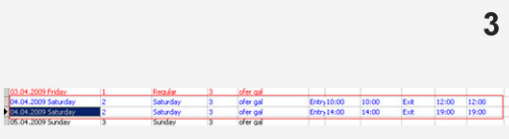
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