

20<sup>th</sup> lesson



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

# HARMONY

Innovative Workforce Management That Works

## DEMO SERVER

### 20<sup>th</sup> 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:**

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

### 20<sup>th</sup> lesson

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

### E-Harmony Web Interface

E-Harmony is an end-user Interface module that enables use of the organization's Intranet, and provides accessibility to the system to all employees via the Internet (Explorer versions 6 and up) anywhere and at any time.

Using the WEB interface, you can report and manage employee attendance transactions, set up visits and define visitors to the system, as well as produce various Harmony reports. Accessibility to data is given at different levels, according to each employee's position and authorization level.

The employee can view and update his/her reports, while the manager can view and approve the data of employees in predetermined levels.

#### E-Harmony features:

- Ability to report attendance/jobs in real time from workstation.
- Changes can be made, and will be approved and entered into the database only after manager's authorization.
- Ability to generate reports according to authorization levels (manager/employee).
- Ability for data correction by user, including supervisor's approval for changes made.
- Employee's definition - new and updated.
- Option of producing an extra badge instead of a lost one.
- Various reports can be generated according to different needs, and can be generated in the form of PDF, Word and Excel files for viewing only or printing.

The following modules are used to manage employee attendance using the Web interface.

**Daily Reporting** - Report the employee attendance or project.

**Update** - Manually edit and approve employee attendance transactions.

**Employees** - Define new employees and modify existing employee details.

**Reports** - Generate Attendance, Balance tracking and System reports.

**Visitors** - Set planned visits, including visitor details and visit details.

In addition the Visitors module is used to get updated information of the visit status.



See you in the next lesson..