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

HARMONY
Innovative Workforce Management That Works

DEMO SERVER
6th 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
6th lesson
Enter the HARMONY Client
use the user name and password provided by the tech team

Adding a New Employee

When a new employee is hired all you need to do is create a new Employee Record
with all of the relevant details and prepare an employee card.
Although it is best to enter as much information as possible and fill in all of the fields,
only 5 fields in the Definition tab are mandatory.
It is also extremely important that you define the employee's Access Level.
If you don't have all of the other information you can always go back
and edit the Employee Record later.


1. Select Tables > Employees.
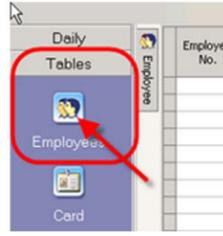
2. Select **New**.
   There are a number of ways to do this.
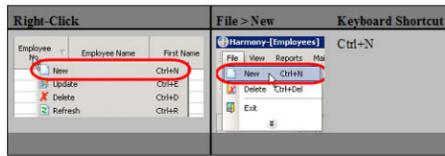
3. Define the following:

• **Employee number**
  You can accept the number that Harmony automatically assigns.

• **Employee Name**
  For the purpose of this exercise enter George Bush.

• **Department**
  Select any department.

• **Work Center**
  Select and work center.

• **Calendar Type**
  Select any calendar type.

• **Part-time job (100% = full time)**
  For the purpose of this exercise enter 100.

• **Joined company on**
  For the purpose of this exercise select yesterday's date.
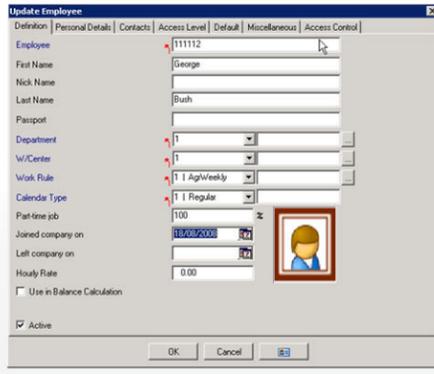
4. Click the **Access Level** tab
   and set the **Access Level** to **None**.
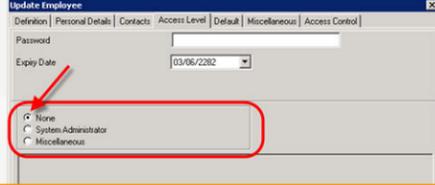
5. Click **OK.**
   and set the **Access Level** to **None**.

   You now have a new employee in the system named **George Bush**.
   Next you need to create a card that George can use to clock-in and clock-out.

6. Select **Tables** > **Card**.

7. Fill in the details and click Print Badge.
   If you want to test the card make sure that
   today's date is included within the Expiry date range.

8. Click **OK**. George's new card is now ready for use.