

TIME MANAGER

FOR SCHOOL
& OTHERS



TIME MANAGER MANUAL

BY LYENGAMUWA

Time manager

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Login

This is the login form. Select your name from the combo named “user name.” If you are not there in the system, ask your **Admin** to add you to the system. If you are the **admin** just select the name “**SDS**” in the **user name**. The default password is “**1234**.” You can always change the default user name and password to suit your security need.

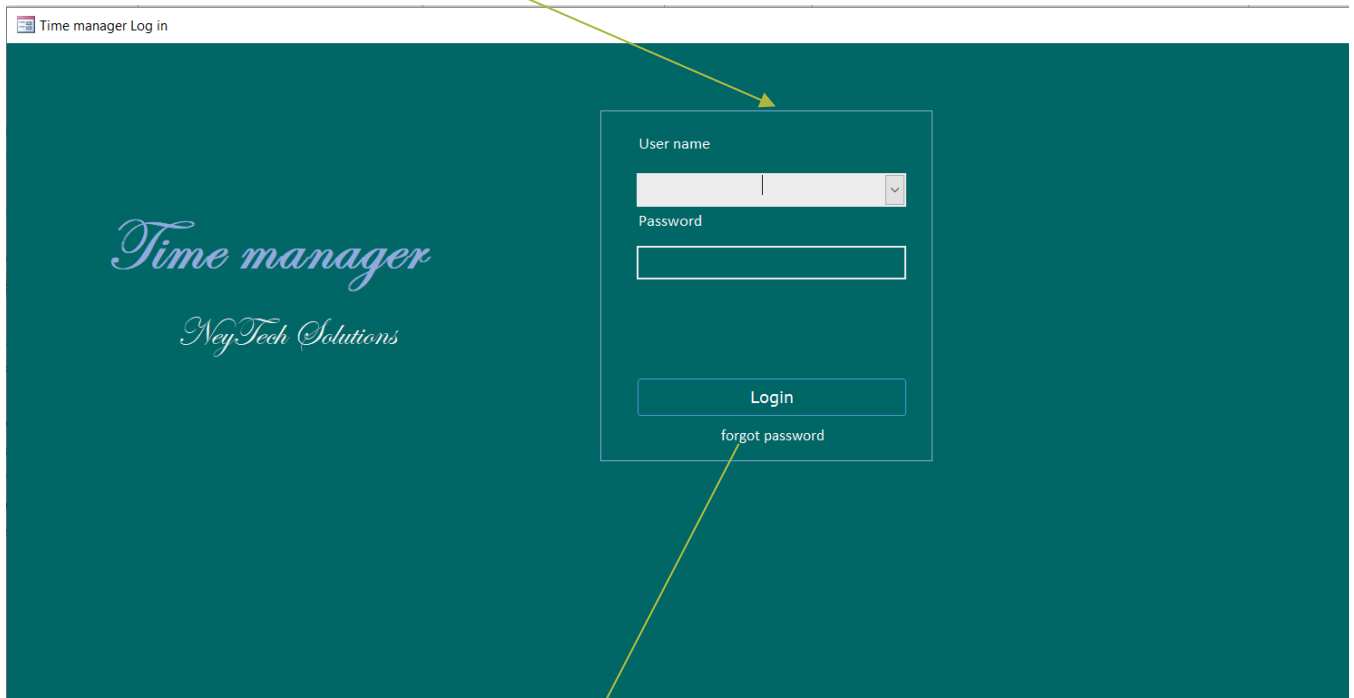


FIGURE 1

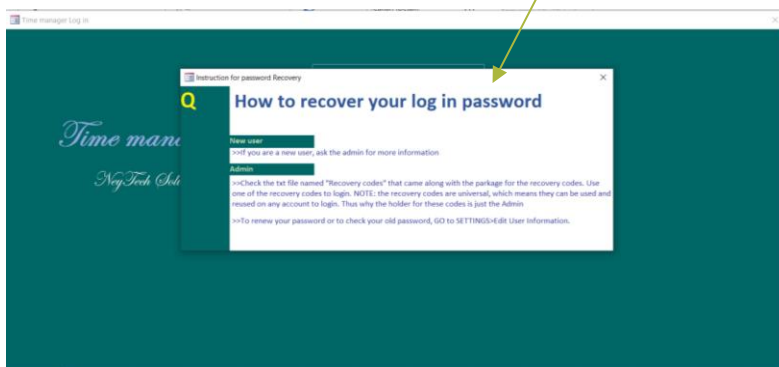


FIGURE 2.2

When you click on the forgot password you will be able to see this small form pop up. Read the information given there. NOTE that in the **Settings** you will be able to select the form you want to show for someone who clicks on the forgot password.

Main

This is the main home. The Dashboard is user friendly.

Change tab to go to Reports

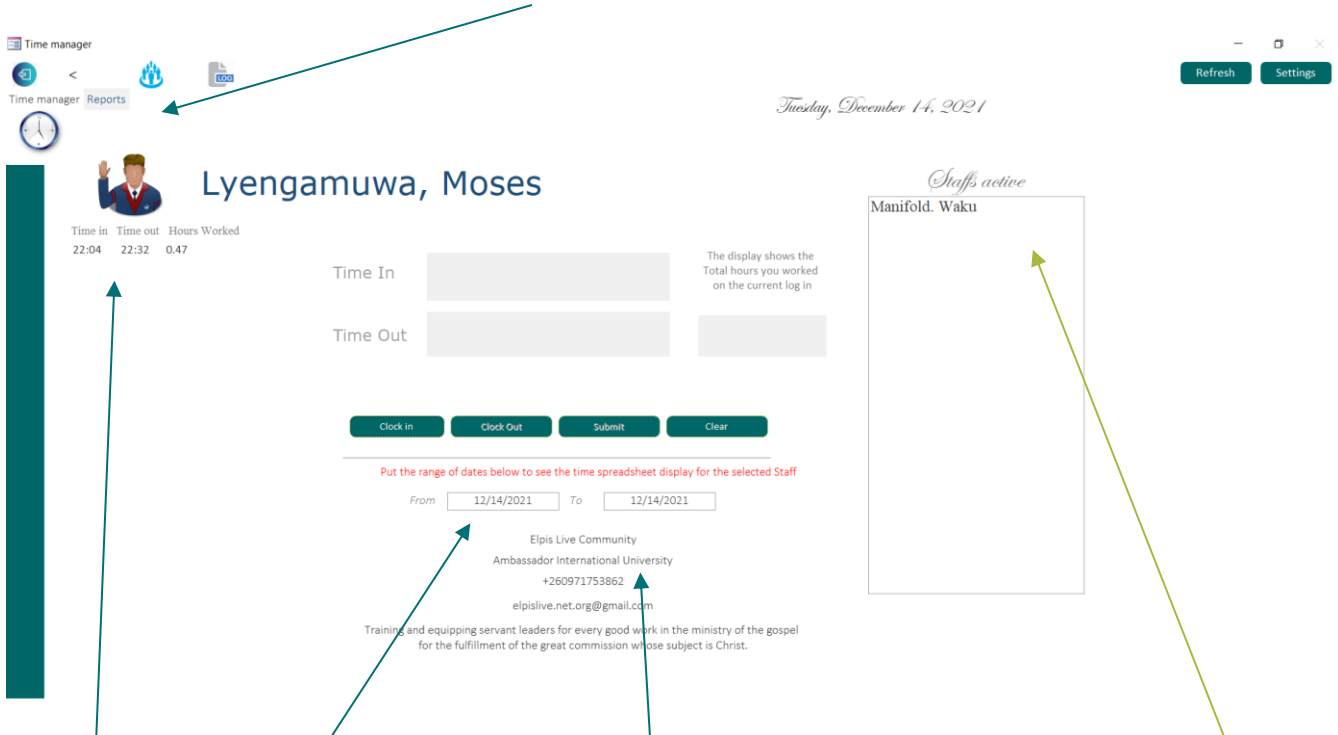


FIGURE 3

Time logs display shows how many hours the user has worked. To display more information if one has worked for a week or months make sure to put correct **date range**

You can change this information in the settings>>Organization Information

This shows active users. The system is able to give a warning to someone who may click on someone else's name. Which means each user will be able to interact with his/her name only

Displays the staff available in the system

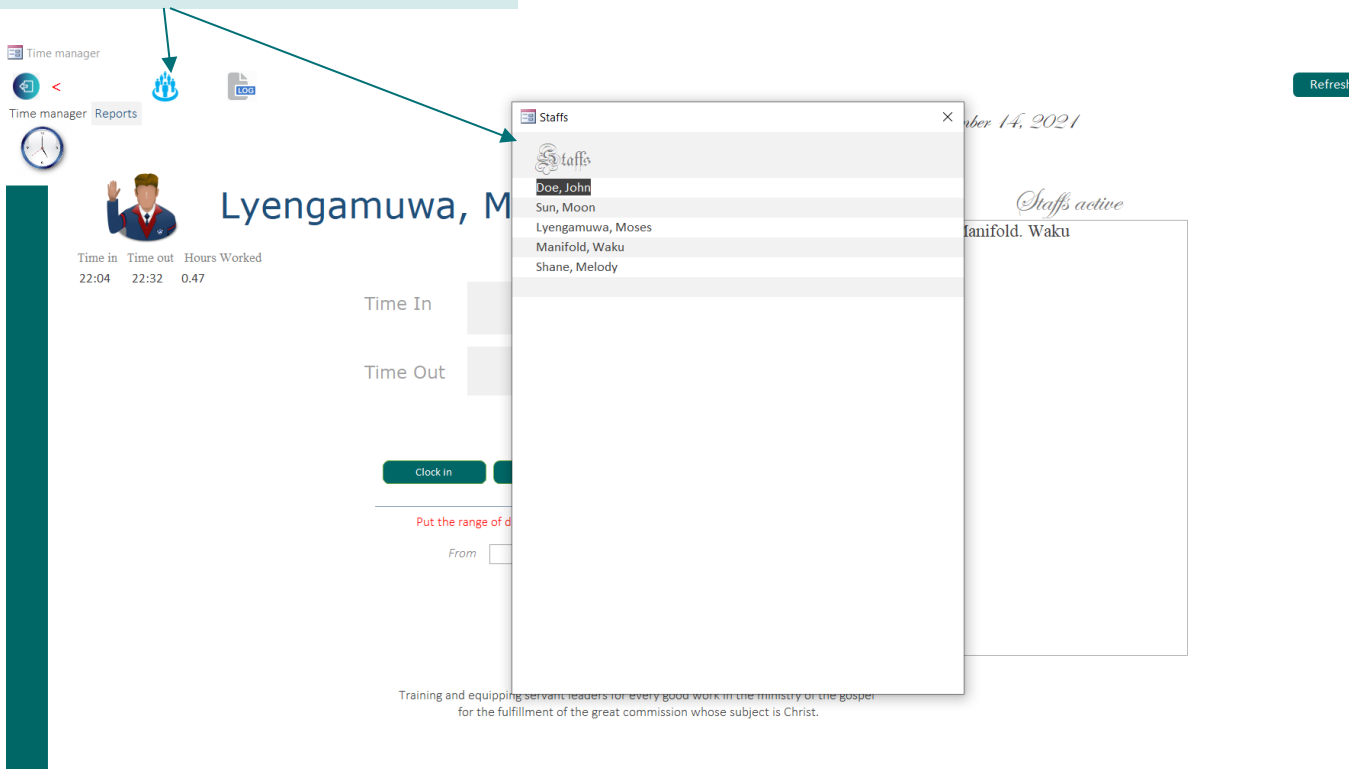
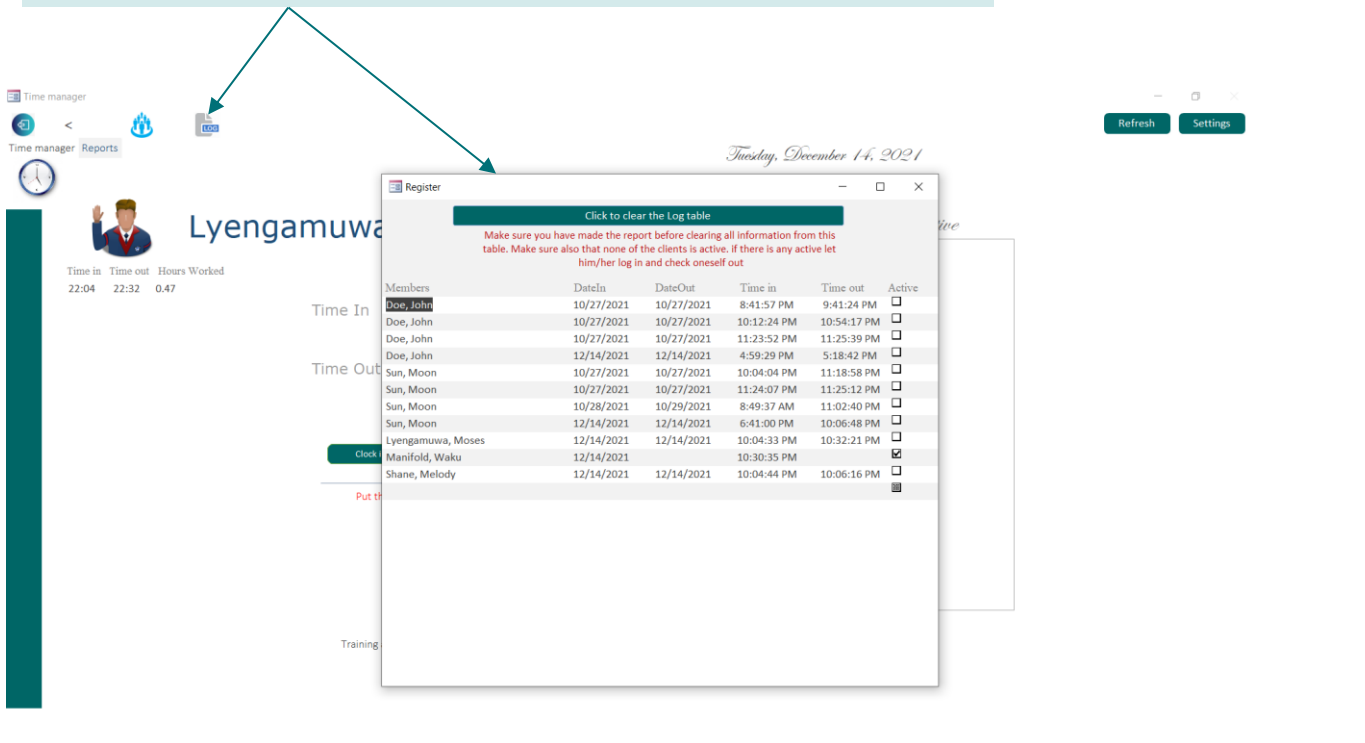


FIGURE 4

Display the logs table. You will able to see which user is still active



SETTINGS

This is a settings form. The Login Functions shown here are well explained in the video on the YouTube Chanel Elpis Live network "Time manager MS Access for schools and Other Categories."

Time manager

Time manager Reports

Checked in Successfully. Thank you

Wednesday, December 15, 2021

Staffs active

Settings

SETTINGS

Login Security Organization Information Edit User Information

Login Functions to Initiate

- Instruction to the user (RECOMMENDED)**
This only shows the form that has instructions on how to recover password through the Admin
- User Change password Only**
This only shows the form that allows the user to change password only without seeing other people's passwords or information
- Change password for all**
This only shows the form that allows the user to change password for others too
- Settings security**
This locks this settings form and only the admin can login to change information here

Time in Time out Hours Worked

16:59	17:18	0.32
-------	-------	------

Organization Name: Ambassador International University
 Organization Motto: Training and equipping servant leaders for every good work in the ministry of the gospel for the fulfillment of the great commission whose subject is Christ.

+260971753862
 elpislive.net.org@gmail.com

FIGURE 5

Time manager

Time manager Reports

Checked in Successfully. Thank you

Tuesday, December 14, 2021

Refresh Settings

Settings

SETTINGS

Login Security Organization Information Edit User Information

Edit User Information

+Add New User

First Name	Last Name	Password	Remember
John	Doe	1234	<input type="checkbox"/>
Moon	Sun	1234	<input type="checkbox"/>
Moses	Lyengamuwa	1234	<input type="checkbox"/>
Waku	Manifold	12345	<input type="checkbox"/>
Melody	Shane	1234	<input type="checkbox"/>

For easy login Check Remember to true for your Users

Time in Time out Hours Worked

22:04	22:32	0.47
-------	-------	------

Organization Name: Ambassador International University
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Training and equipping servant leaders for every good work in the ministry of the gospel for the fulfillment of the great commission whose subject is Christ.

You can add a new user here

HOW TO ADD A NEW USER

This is the form that will pop up for you to **create a new user**. Remember you can edit your user's **information here (Edit user information)**

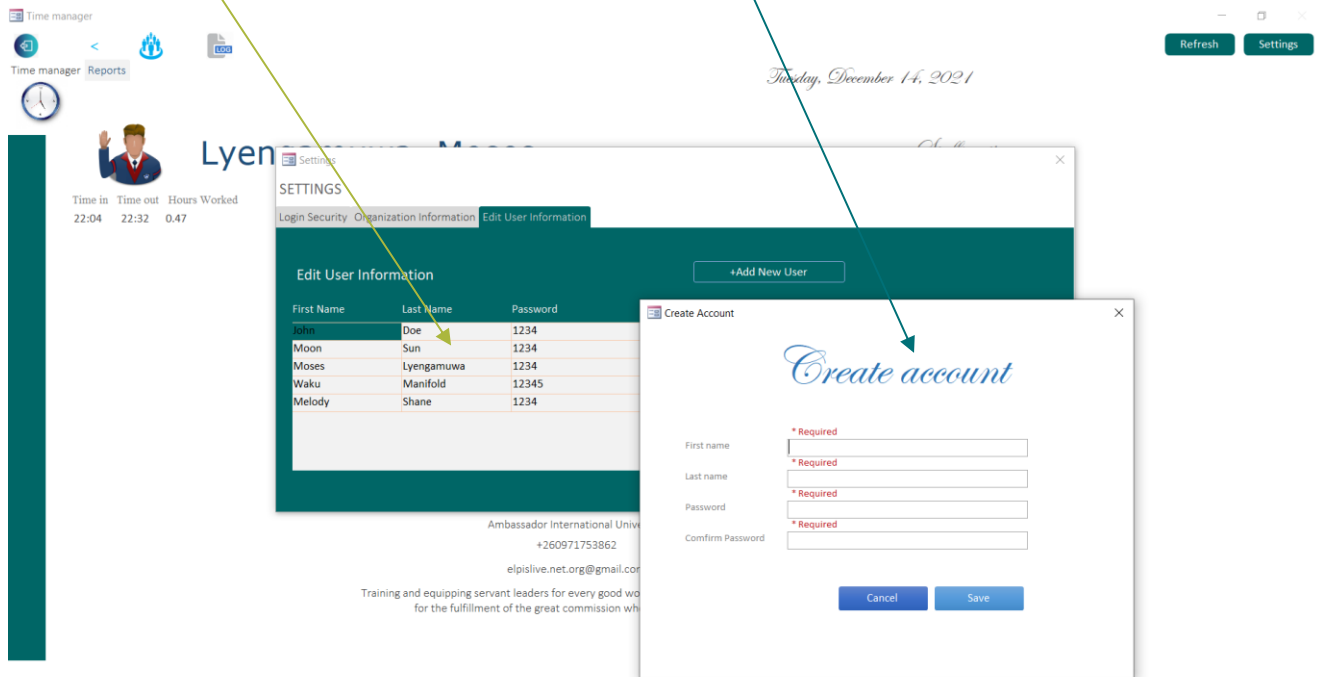


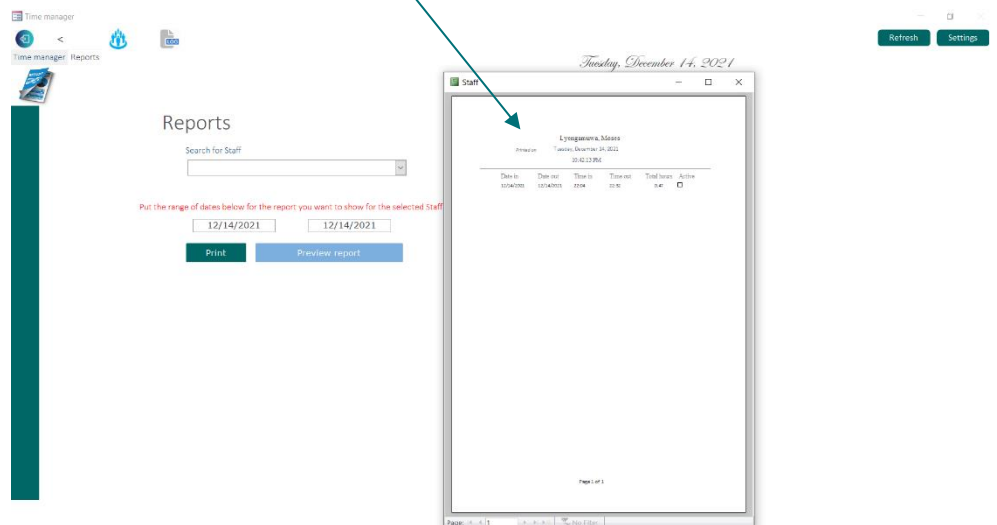
FIGURE 6

REPORTS

You have a provision to print and preview report for each individual. You can also view report and print showing all your users



FIGURE 7



DEVELOPERS

- The package is made available for editing. You can add it to your projects.
Link: <https://elpislive.com/downloads/>

NON-DEVELOPERS

- There is a package ready for you too.
Link: <https://elpislive.com/downloads/>

FEEDBACK

We seek to improve in what we are doing; you can write your feedback to this email:
elpislive.net.org@gmail.com

*****THANK YOU FOR DOWNLOADING THE TIME MANAGER PROGRAM*****



Email: elpislive.net.org@gmail.com

Site: <https://elpislive.com>