

Agenda for Clockwise

Exercise 1	The Clocking Screen
Exercise 2	Clockwise screen – logging on
Exercise 3	Main screen & buttons
Exercise 4	Logout button
Exercise 5	Personal details button A. Explaining tabs B. Viewing History button
Exercise 6	Employee Balance Screen A. Find Balance button B. Load next year button C. Load previous year button
Exercise 7	Absence Entry A. Add Leave B. Add Comment C. Find absence button D. View authorisation button E. Extend Absence
Exercise 8	Employee Yearly Calendar A. Colours B. Zoom In & Out buttons C. Load last year D. Load this year
Exercise 9	Employee Clock card A. Load last week B. Load next week C. Find by date button D. Absence screen E. Explanation of screen
Exercise 10	Drop down menus in main screen A. File Ddm – change password B. Reports ddm