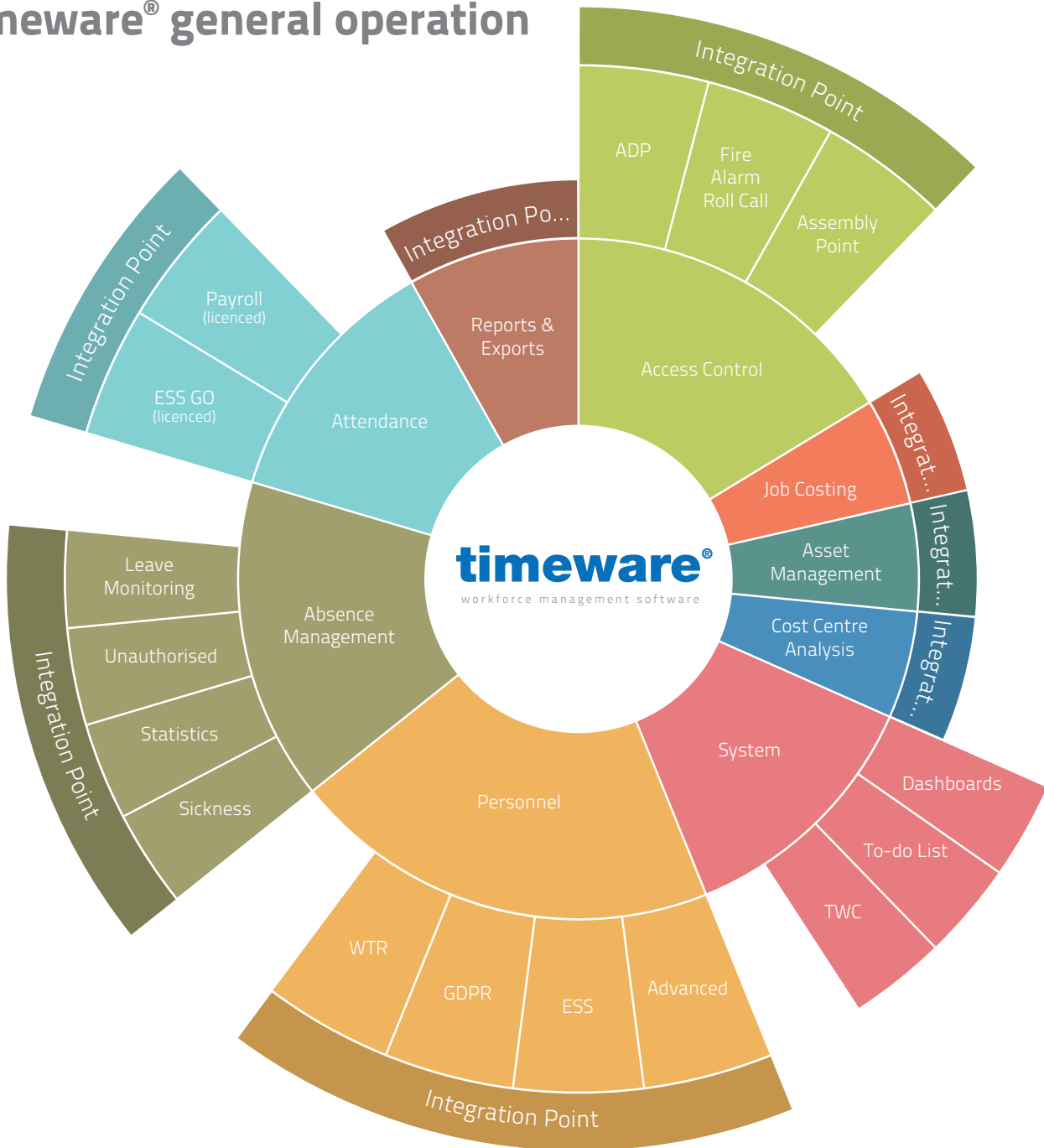


timeware®

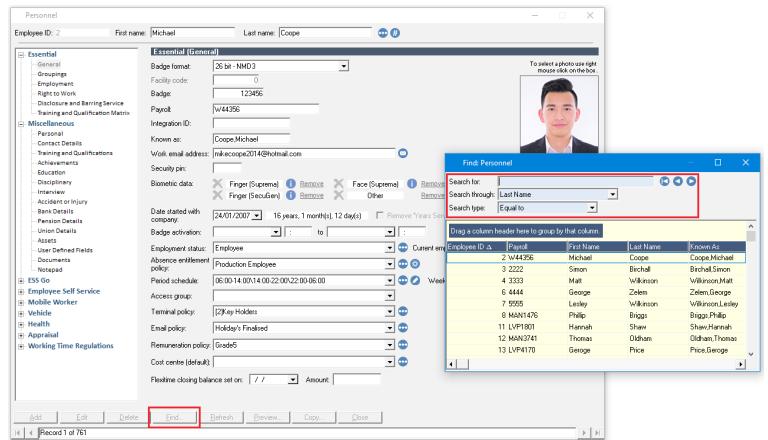
workforce management software

Training guide:

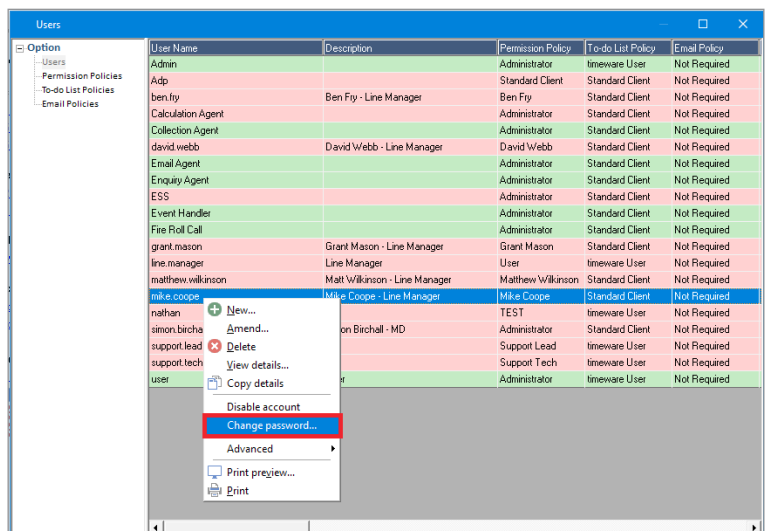
timeware® general operation



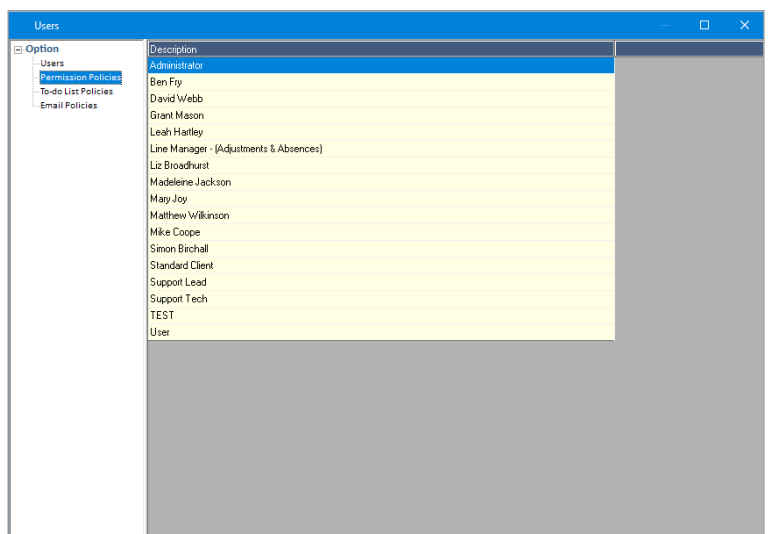
1.1 How to find an employee



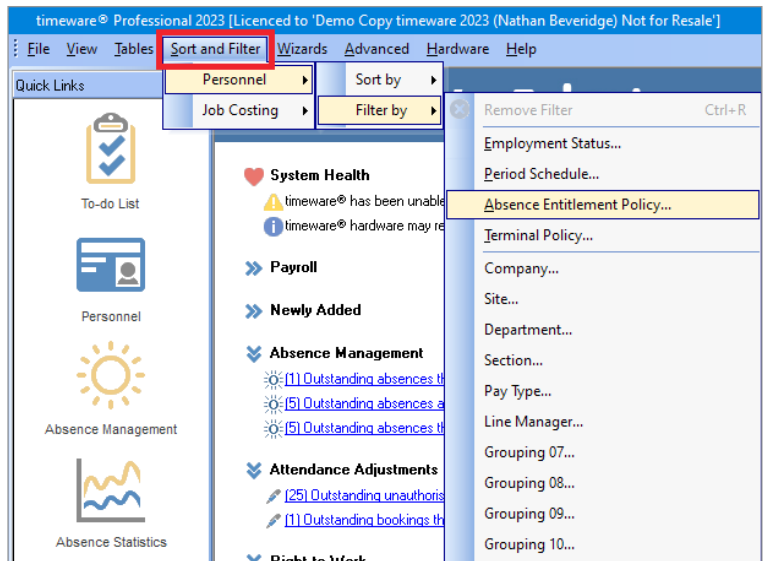
1.2 How to change the password for a user



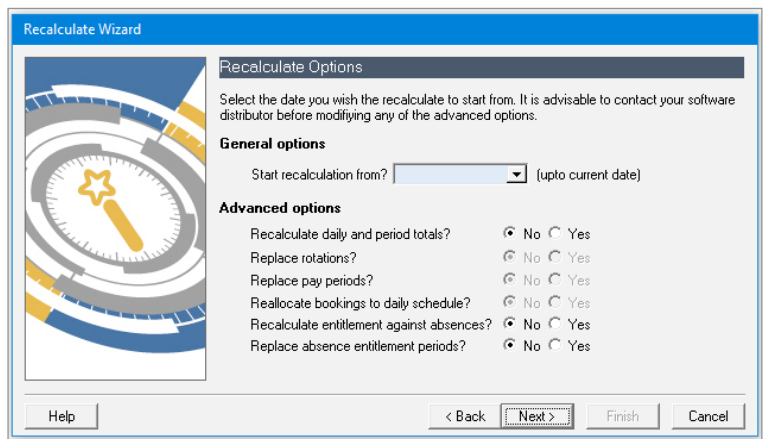
1.3 The policies behind a user and their meaning



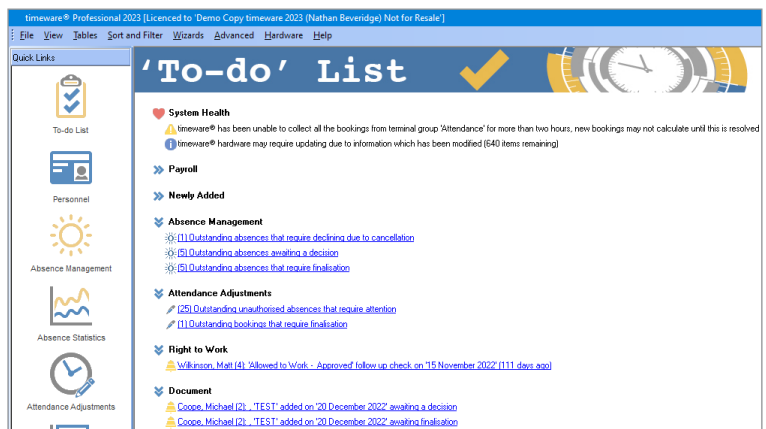
1.4 How to use the sort and filter



1.5 Recalculation Wizard and its meaning



1.6 To-do list items and their meanings



1.7 Historic Data Lockdown

The screenshot shows a dialog box titled "Historic Data Lockdown" with a close button (X) in the top right corner. The dialog is divided into three sections: Overview, What does this screen do?, and Settings. The Overview section explains that the lockdown prevents users from amending attendance and absence data after payroll. The "What does this screen do?" section explains that it allows specifying a date up to which data will be protected. The Settings section includes a "Lockdown data?" question with "No" and "Yes" radio buttons, where "Yes" is selected. Below this is a date field set to "09/02/2023" with a dropdown arrow and the text "(inclusive)". There are also two password fields labeled "Override password:" and "Override confirmation:", both containing "*****". At the bottom, there are "Cancel" and "Ok" buttons.

Historic Data Lockdown [X]

Overview
Historic data lockdown is used prevent users amending attendance and absence data once payroll has be ran.

What does this screen do?
This screen lets you specify an up to date (inclusive) that data will be protected from amendments. This lockdown covers any pay periods that end before (inclusive) the protection date. This lockdown can be overridden with a password (leave blank to allow no override).

Settings
Lockdown data? No Yes

Protect data up to? 09/02/2023 (inclusive)

Override password: *****

Override confirmation: *****

[Cancel] [Ok]