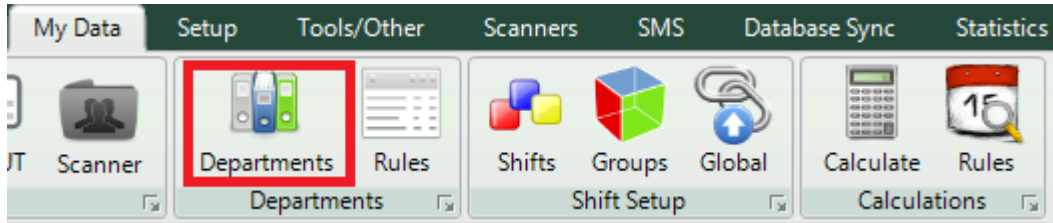


Adding Logo and details to a department

In your time and attendance system you can specify specific logos to your departments which will display on your reports.

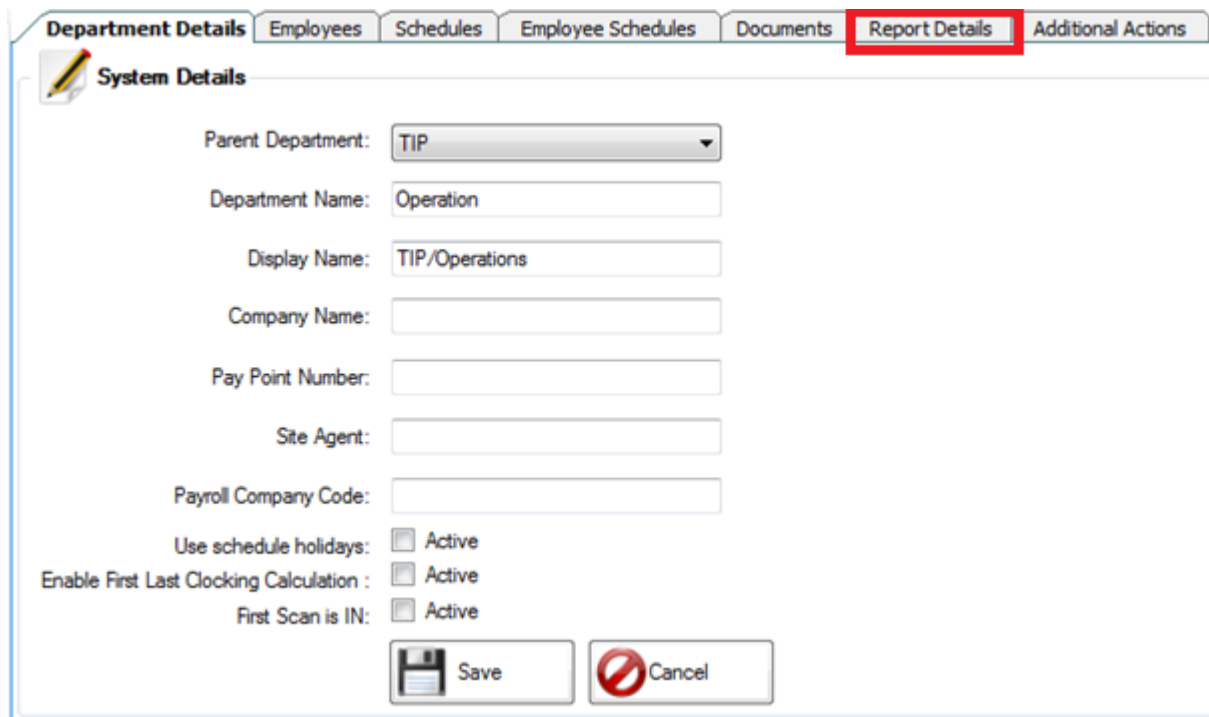
To do this firstly navigate to “my data” and then click on the department button.



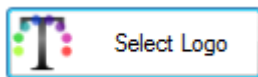
Choose the department on which you want to add a custom logo and details on the left hand side.



Next click on the report details tab.

A screenshot of the 'Report Details' tab in the 'Department Details' form. The form has a header with tabs: 'Department Details', 'Employees', 'Schedules', 'Employee Schedules', 'Documents', 'Report Details', and 'Additional Actions'. The 'Report Details' tab is highlighted with a red rectangular box. Below the header is a section titled 'System Details' with a pencil icon. The form contains several fields: 'Parent Department' (a dropdown menu with 'TIP' selected), 'Department Name' (text input with 'Operation'), 'Display Name' (text input with 'TIP/Operations'), 'Company Name' (text input), 'Pay Point Number' (text input), 'Site Agent' (text input), and 'Payroll Company Code' (text input). There are also three checkboxes: 'Use schedule holidays: Active', 'Enable First Last Clocking Calculation: Active', and 'First Scan is IN: Active'. At the bottom of the form are two buttons: 'Save' (with a floppy disk icon) and 'Cancel' (with a red circle and slash icon).

On the next page you can select a custom logo by clicking the select logo button.



The time and attendance software will then open up your computer browser. Go to your company logo and select it. Please note that the logo should be in JPEG format.

Next fill in the four line provided with the details that accompany your department

Line 1:

Line 2:

Line 3:

Line 4:

After you inserted all four lines you can click the save button.

Technical

Select Logo:



Line 1:

Line 2:

Line 3:

Line 4:



Your department will then be updated.