

Slide 1 - Slide 1

The screenshot shows the Skyward School District Employee Access web application. The browser title is "Employee Access - 05.12.10.00.04 - Mozilla Firefox" and the address bar shows "localhost/scripts/cgiip.exe/WService=wsFLORIDA/semhom01.w". The user is logged in as "Alan Smithscr". The main navigation menu includes: Home, Employee Information, Time Off, True Time, FastTrack Open Positions, FastTrack Screener, Work Requests, Account Master, Budget Management, Purchasing, Inventory Requisitions, Expense Reimbursement, and Online Open Enrollment. The "True Time" menu is expanded, showing "Quick Entry" (highlighted), "My Employees True Time", "My Employees Totals by Status", "My Employees Weekly Averages", and "Schedule Tracker". A yellow callout box points to "Quick Entry" with the text: "Quick Entry - Delete Record. Who, What, When, Why? The Delete option allows employees to remove a transaction in TrueTime." Other menu sections include "My Time Sheets" (Unsubmitted, History) and "Supervisor Access" (My Employees True Time, My Employees Totals by Status, My Employees Weekly Averages, Schedule Tracker, My Employees Time Sheets: Unsubmitted, Unapproved, History). The bottom of the page features "Financial Management" (Vendor Profile, Approve Requisitions, Account Profile), "District News" (Lunch Menu: School Lunch Menu), and "Recent Programs" (Employee Access Home, Quick Entry, Third Party Import, Master Records, Detail Transactions, Human Resources Home, Configuration).

Slide 2 - Slide 2

True Time Quick Entry - 05.12.10.00.04 - Mozilla Firefox

localhost/scripts/cgiip.exe/WService=wsFLORIDA/httemmain000.w

Skyward School District

Alan Smithscr Account Preferences Exit ?

Home Employee Information Time Off True Time FastTrack Open Positions FastTrack Screener Work Requests Account Master Budget Management Purchasing Inventory Requisitions Expense Reimbursement Online Open Enroll

True Time Quick Entry

In Unavailable Temp Out of Office Break Lunch Meeting Work Out of Office Gone for the day Enter Future Out of Office Records

Refresh

Current Status

Current Status:
Start Time:
Current Time:
Duration:
Scheduled Return:
Note:

Totals

Tue 10/23/12 Total: 45m
Scheduled Hours: 8h 00m
Lunch Total:
Break Total:
Weekly Total: 45m

<Prev Day Current Day Next Day> View/Submit Time Sheets

Transactions for Tuesday 10/23/2012 - ALAN M SMITHSCR

Status	Start Time	End Time	
IN	9:15 AM (9:15)	9:30 AM (9:30)	
	9:30 AM	10:00 AM	
IN	10:00 AM (10:00)	10:30 AM (10:30)	30m BT134

Highlight the record and click Delete.

Edit the Existing Times
Add a Missing Record
Delete

Slide 3 - Slide 3

The screenshot shows the Skyward True Time Quick Entry interface. At the top, there is a navigation menu with options like Home, Employee Information, Time Off, True Time, FastTrack Open Positions, FastTrack Screener, Work Requests, Account Master, Budget Management, Purchasing, Inventory Requisitions, Expense Reimbursement, and Online Open Enroll. Below the menu is a toolbar with icons for In, Un-available, Temp Out of Office, Break, Lunch, Meeting, Work Out of Office, and Gone for the day, along with a button for 'Enter Future Out of Office Records'. The main content area is divided into 'Current Status' and 'Totals' sections. A 'Confirm Delete' dialog box is open, asking 'Are you sure you wish to delete this record?' with 'Yes' and 'No' buttons. A yellow callout box explains: 'A Confirm Delete message will display asking if you are sure you want to delete the record. Click Yes to delete or click No to keep the record.' Below the dialog is a table of transactions for Tuesday. The table has columns for Status, Start Time, End Time, Duration, and Code. The highlighted row shows a transaction from 9:30 AM to 10:00 AM, 30m duration, with code 'Add Rec'. To the right of the table are buttons for 'Edit the Existing Times', 'Add a Missing Record', and 'Delete'.

Status	Start Time	End Time	Duration	Code
IN	9:30 AM (9:30)	10:00 AM (9:30)	30m	PTI34
	9:30 AM	10:00 AM	30m	Add Rec
IN	10:00 AM (10:00)	10:30 AM (10:30)	30m	PTI34