

KatzePanel

Version v3.02.

**Quick view and edit of workday schedule
AKA FOREMAN program**

User manual



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1 System requirements

In order to use KatzePanel, you need:

- Microsoft Windows 7 or newer Windows OS;
- Microsoft SQL Server 2000 or newer (commercial, Desktop Engine or Express);
- CardWare KatzeReports7 database 3.x or newer.

The CardWare CommService program must be active and on-line i.e. clockings must be written into the database (In, Out ...).

2 Installation

The program is started by double-clicking the icon in fig 1.

Fig. 1



3. Setting up the connection to CommService

The **Server** field needs to be filled with the name of the server running CommService (if it doesn't already contain it). The TCP/IP port is 12345 by default (Fig. 2).

The User and Password are the same as for the KatzeReports7 program.

After connection to CommService, a list of all employees, present and absent, will appear.

A screenshot of the KatzePanel application window showing the connection setup screen. The window has an orange header bar with the title 'KatzePanel' and a hamburger menu icon. Below the header, there are several input fields: 'Server' with the placeholder '<HOST_NAME>', 'Port' with the value '12345', 'User' with the value 'Administrator', and 'Password'. There is a checkbox labeled 'Save password' which is currently unchecked. At the bottom, there is a large grey button labeled 'CONNECT'.

Fig. 2

A screenshot of the KatzePanel application window showing the employee list screen. The window has an orange header bar with a back arrow, the title 'KatzePanel', a refresh icon, and a hamburger menu icon. Below the header, there is a list of employees with their photos, names, IDs, departments, and clocking status. The list is filtered by 'All (5)'. On the right side, there are five circular buttons numbered 1 to 5, each with a different color (green, yellow, green, green, red).

Employee	Department	Status
Kesler Viktor 001	Management	Presence
Šantalab Branislav 002	Management	Presence
Bojović Jasmina 021	Production	Absence

Fig. 3

The coloured discs indicate the employee's last activity as clocked on the readers or entered manually. Green is usually chosen for presence and red for absence.

Clicking (or touching) an employee's name will result in a new screen as in Fig. 4

The screen in Fig. 4 shows:

- Disc with black border denotes current date;
- Disc with bar under it denotes selected date (description of schedule on selected date is shown under the calendar);
- Turquoise discs denote days in the month that have a pre-defined work schedule according to a calendar assigned to the employee (in this case turquoise – standard work schedule);
- Red discs denote an alternative calendar assigned to the employee (in this case sick leave);
- Light green discs denote an assigned exception (in this case a family event).

The coloured discs show the „day types“ assigned to the employee. If something is not up to date e.g. a sick day isn't entered or his shift needs to be changed due to unforeseen events, the 'calendar' will not match real clockings and the employee will have faulty time sheet when the calculation is done in KatzeReports7.

Fig. 4 shows the following day dypes assigned:

- 1.5.2018. to 12.5.2018. and 20.5.2019 to 31.5.2019 standard work 'day-type' assigned;
- 13.5.2019. to 19.5.2018. sick leave is assigned;
- 1.5.2018. and 2.5.208. are standard 'day-type' with exception when the employee has a paid absence (family event).

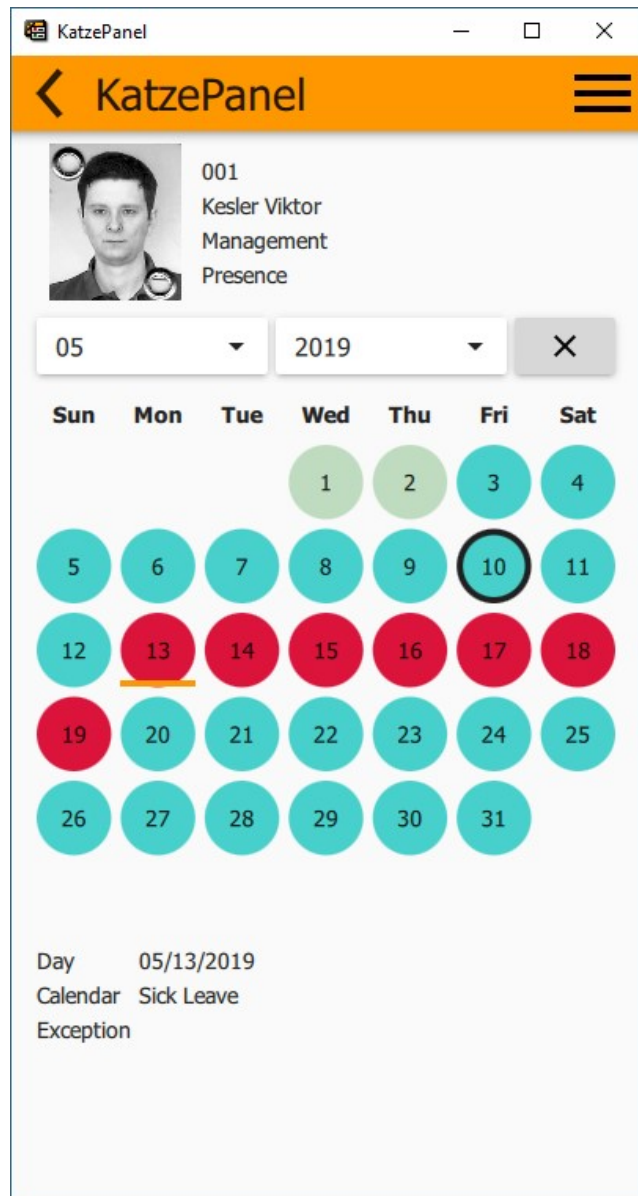


Fig. 4

What's a calendar?

A calendar is a succession of day-types (schedules) that repeat in a cycle. This is usually a 5+2 model. The employee has 5 workdays of e.g. the 7:00-15:00 day-type, then 2 days off.

The names and colours of the calendars are selected by the companies using the system.

What's an exception?

Exceptions are when a single day's calendar defined day-type has to be changed. E.g. an employee should be at work on a certain day from 06:00 to 14:00 but will be away due to an event specific to the employee (sick leave, family event). This is called an exception, because it's valid for a single day and has priority over the normal calendar-defined day type.

How to change calendars and exceptions?

Hovering your mouse or finger (on touch screens) on a day in the calendar will open the option for adding a calendar or an exception as in Fig. 5

Clicking „Assign new calendar“ ili „Assign new exception“ will open up the options that are available. All defined calendars and exceptions are shown. This means that if you can't see a calendar or day-type you need in the list, you must address the operator or the HR department, because they decided on the options

available in the drop-down menu (Fig, 6).

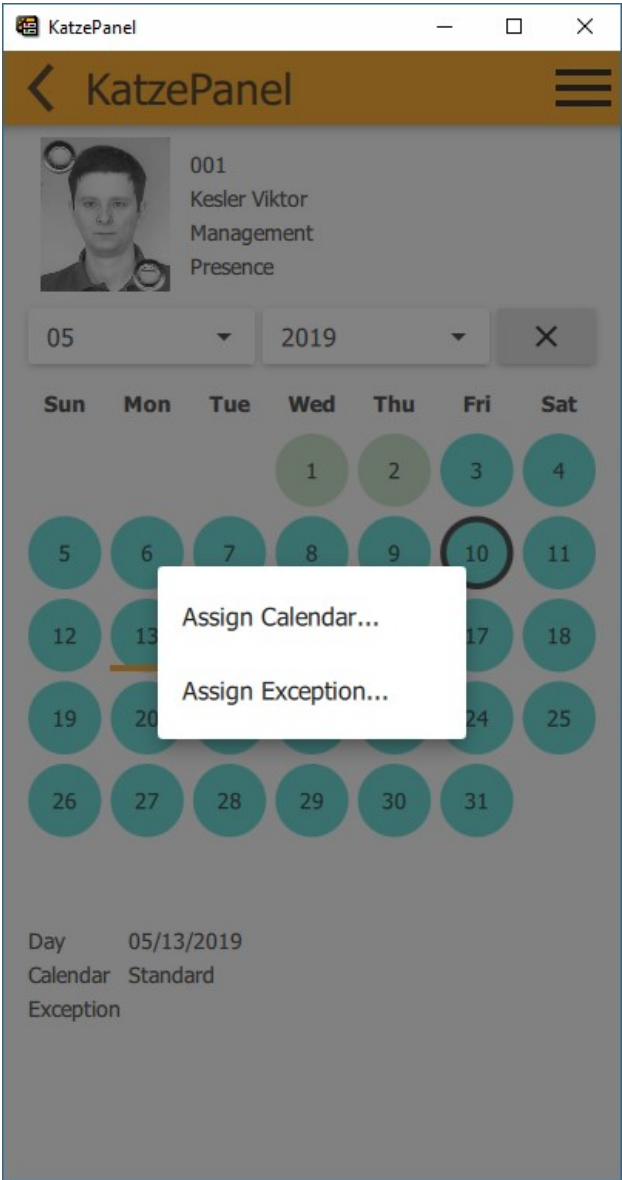


Fig. 5

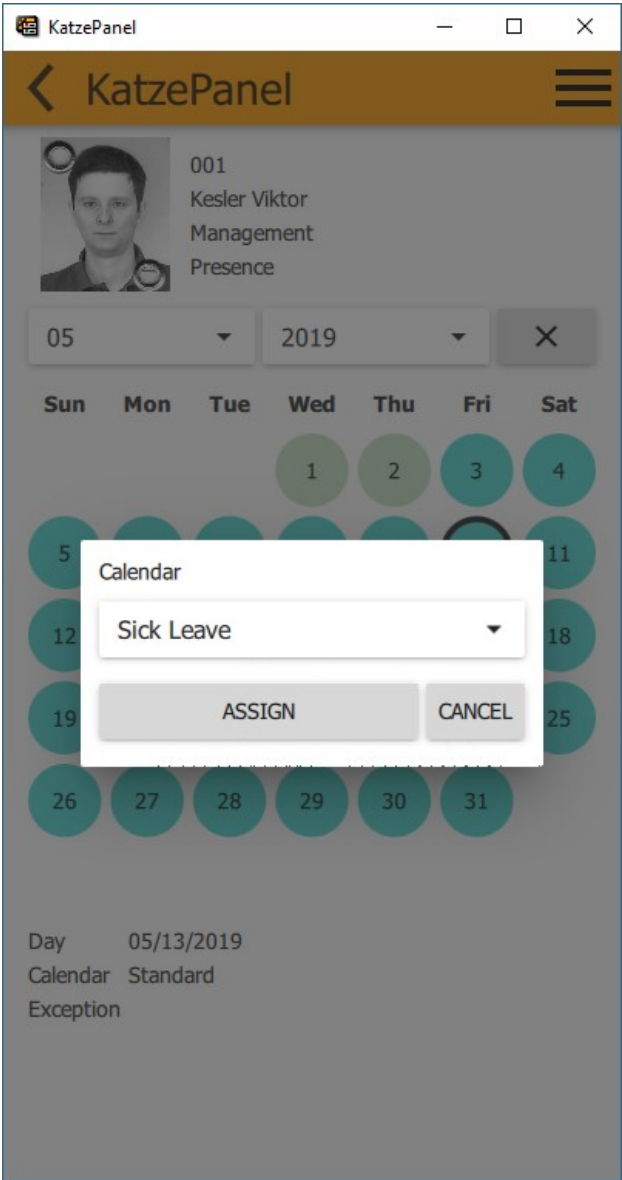


Fig. 6