



Absence Manager V8.5 NEW FEATURES / Bug fix LIST – 3rd July 2007

Define working week pattern:

You can specify the working week for users by opening their user record – Show Me \ Users and double clicking on their record.

Next open the third tab “Working Week” – see below:

The screenshot shows a software interface with a menu bar at the top containing: Close, Add Deputy, Change Username, View or Change Entitlements, and View or Change Carry Over. Below the menu bar is a section titled "User Record" with a sub-header "And". A tabbed interface is visible with tabs for: User, Calendar Control, Working Week (selected), Approvers, Current Year Summary, and Next Year Summary. The "Working Week" tab contains a dark blue header with the text: "Define users working week - specify the standard number of hours worked on each day". Below this is a text instruction: "Use the working week values set below - NOTE this will override the default settings for this user". There are two radio button options: "Yes" (unselected) and "No" (selected). Below the options is a table with columns for the days of the week and their corresponding working hours.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7.2	7.2	7.2	7.2	7.2	0	0

To activate using a specific working week pattern for this user change the radio button option to Yes and then enter the hours the user works on each day of the week.

If this option is set to Yes Absence Manager will use this working week pattern when calculating days used when requesting leave.

If the radio button is set to No the default options will be used, these can be:

Include weekends in date calculations

Exclude weekends in date calculations

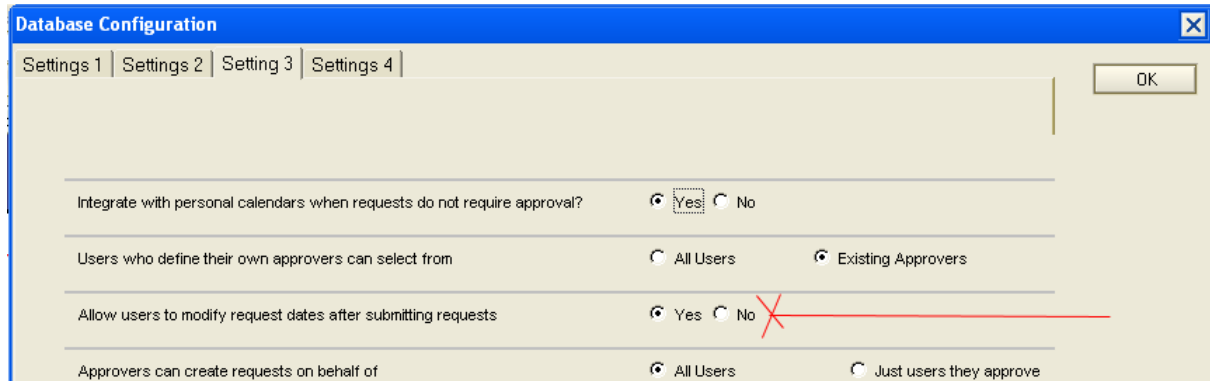
Prompt user whether to include weekends in date calculations

The above settings are dictated by the value in the global settings, Administration \ Global settings (second tab)

Modify dates for existing requests

To allow users to modify the start and end dates for requests they have made you must turn this option on in the global settings – Administration \ Global Settings Tab 3:

See the screen shot below:



With this option turned on users can modify existing requests *provided* the request start date is still in the future.

This is a useful feature for leave requests such as sickness notifications when the request dates may need to be extended.

Lock request months

If you want to temporarily lock a particular month to prevent users from requesting leave that falls in that month this can be achieved by an Administrator accessing the global settings, Administration \ Global settings and selecting the “Settings 4” tab – see screen shot below:



The screenshot shows a window titled "Database Configuration" with a blue header bar. Below the header is a tabbed interface with four tabs: "Settings 1", "Settings 2", "Setting 3", and "Settings 4". The "Settings 4" tab is selected and highlighted. A red note at the top of the settings area reads: "NOTE: Locking months will prevent users from requesting leave during the specified month(s)." Below the note is a list of twelve months, each with a horizontal line and two radio buttons labeled "Yes" and "No". The "No" radio button is selected for all months except October, where the "Yes" radio button is selected. An "OK" button is located in the top right corner of the window.

Month	Yes	No
Lock January	<input type="radio"/>	<input checked="" type="radio"/>
Lock February	<input type="radio"/>	<input checked="" type="radio"/>
Lock March	<input type="radio"/>	<input checked="" type="radio"/>
Lock April	<input type="radio"/>	<input checked="" type="radio"/>
Lock May	<input type="radio"/>	<input checked="" type="radio"/>
Lock June	<input type="radio"/>	<input checked="" type="radio"/>
Lock July	<input type="radio"/>	<input checked="" type="radio"/>
Lock August	<input type="radio"/>	<input checked="" type="radio"/>
Lock September	<input type="radio"/>	<input checked="" type="radio"/>
Lock October	<input checked="" type="radio"/>	<input type="radio"/>
Lock November	<input type="radio"/>	<input checked="" type="radio"/>
Lock December	<input type="radio"/>	<input checked="" type="radio"/>

If any of the months are set to Yes users are prevented from creating requests for those months.

This can be useful if you need to temporarily freeze a month whilst calculating salary.