This menu has all the functionality of the "Browse" menu except that it only shows information for the logged in user.

Please note: A web interface user can edit any of their own details i.e. employee details, card / pin number, clocking, daily hours, payroll hours and leave.

My Details

From the "My Details" window an employee can view their clockings, daily hours, payroll hours and leave by clicking on the relevant icons on the left of their name.

	The clock icon will list the clockings for that employee
	The calendar icon will list the daily hours for that employee
	The card icon will list the cards or pins for that employee
	The smiley face icon will list the leave records for that employee

The employee can change their details by clicking on the blue triangle.

My Clockings

The "My Clockings" menu will only show the clockings for the logged in user.

From Date: 02/03/2009   To Date: 08/03/2009   Apply

Browse Clockings

▼Date	Time	No	Surname	First Name	In/Out	Card No	Type	Clock	Reader	Area		
11/03/2009	09:08:35	8	van der Merwe	Careen	In	227	Clock	Automatically Created Daughterboard (With Readers)	1	CapeSoft Office	▲	✕
10/03/2009	16:05:01	8	van der Merwe	Careen	Out	227	Clock	Automatically Created Daughterboard (With Readers)	1	Outside	▲	✕
10/03/2009	10:16:01	8	van der Merwe	Careen	In	227	Clock	Automatically Created Daughterboard (With Readers)	1	CapeSoft Office	▲	✕
09/03/2009	16:13:47	8	van der Merwe	Careen	Out	227	Clock	Automatically Created Daughterboard (With Readers)	1	Outside	▲	✕
09/03/2009	08:58:32	8	van der Merwe	Careen	In	227	Clock	Automatically Created Daughterboard (With Readers)	1	CapeSoft Office	▲	✕
06/03/2009	16:21:43	8	van der Merwe	Careen	Out	227	Clock	Automatically Created Daughterboard (With Readers)	1	Outside	▲	✕
06/03/2009	09:08:39	8	van der Merwe	Careen	In	227	Clock	Automatically Created Daughterboard (With Readers)	1	CapeSoft Office	▲	✕
05/03/2009	16:05:27	8	van der Merwe	Careen	Out	227	Clock	Automatically Created Daughterboard (With Readers)	1	Outside	▲	✕
05/03/2009	09:09:26	8	van der Merwe	Careen	In	227	Clock	Automatically Created Daughterboard (With Readers)	1	CapeSoft Office	▲	✕
04/03/2009	15:57:35	8	van der Merwe	Careen	Out	227	Clock	Automatically Created Daughterboard (With Readers)	1	Outside	▲	✕
04/03/2009	08:58:45	8	van der Merwe	Careen	In	227	Clock	Automatically Created Daughterboard (With Readers)	1	CapeSoft Office	▲	✕
03/03/2009	16:26:34	8	van der Merwe	Careen	Out	227	Clock	Automatically Created Daughterboard (With Readers)	1	Outside	▲	✕
03/03/2009	09:15:13	8	van der Merwe	Careen	In	227	Clock	Automatically Created Daughterboard (With Readers)	1	CapeSoft Office	▲	✕
02/03/2009	16:02:00	8	van der Merwe	Careen	Out	227	Clock	Automatically Created Daughterboard (With Readers)	1	Outside	▲	✕
02/03/2009	10:39:22	8	van der Merwe	Careen	In	227	Clock	Automatically Created Daughterboard (With Readers)	1	CapeSoft Office	▲	✕
27/02/2009	16:08:00	8	van der Merwe	Careen	Out	227	Clock	Automatically Created Daughterboard (With Readers)	1	Outside	▲	✕
27/02/2009	08:58:52	8	van der Merwe	Careen	In	227	Clock	Automatically Created Daughterboard (With Readers)	1	CapeSoft Office	▲	✕
26/02/2009	16:12:45	8	van der Merwe	Careen	Out	227	Clock	Automatically Created Daughterboard (With Readers)	1	Outside	▲	✕
26/02/2009	08:59:39	8	van der Merwe	Careen	In	227	Clock	Automatically Created Daughterboard (With Readers)	1	CapeSoft Office	▲	✕
25/02/2009	16:05:12	8	van der Merwe	Careen	Out	227	Clock	Automatically Created Daughterboard (With Readers)	1	Outside	▲	✕

➕ Insert   📌 Send To

Records shown 1 - 20 of 53

Pages: 1 2 3 Next >>

The employee can add, change or remove clockings their own clockings.

My Cards

The logged in user can add, change or remove the card / pin number from the "My cards" menu.

Browse Employee Cards or Pins

▲Card Number	Employee No	Surname	First Name		
227	8	van der Merwe	Careen	▲	✕

➕ Insert   📌 Send To

Records shown 1 - 1 of 1

My Daily Hours

The logged in user can view and export their daily hours from the "My Daily Hours" menu.

From Date: 03/11/2008 [...] To Date: 09/11/2008 [...] [Apply]

Browse Daily Hours

Date	No	Surname	Name	Clockings	Hours
03/11/2008	1007	Gibbs	Tracy	I-08:00 O-12:45	4:45
04/11/2008	1007	Gibbs	Tracy	I-09:11 O-12:38	3:27
05/11/2008	1007	Gibbs	Tracy	I-07:57 O-12:35	4:38
06/11/2008	1007	Gibbs	Tracy	I-07:49 O-09:04	25:15
07/11/2008	1007	Gibbs	Tracy	I-13:15 O-13:15	0:00
10/11/2008	1007	Gibbs	Tracy	I-07:55 O-12:38	4:43

[Send To]

Records shown 1 - 12 of 12

My Payroll Hours

The logged in user can view and export their payroll hours from the "My Payroll Hours" menu.

From Date: 03/11/2008 [...] To Date: 09/11/2008 [...] [Apply]

Browse Payroll Hours

No	Surname	Name	03/11	04/11	05/11	06/11	07/11	08/11	09/11	Hours
1007	Gibbs	Tracy	4:45	3:27	4:38	25:15	0:00			38:05

[Send To]

Records shown 1 - 12 of 12

My Leave

The logged in user can add or change their leave from the "My Leave" calendar.

Number of Months to Display: 6 ▼

[Previous Year] [Previous Month] [Next Month] [Next Year]

-- Show All --
Paid
Sick
Flexi
Unpaid
Other
Family Responsibility
AWOL
Not Approved
Public Holidays

December 2008

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14			17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2009

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2009

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2009

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2009

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2009

| S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Use the "Number of Months to Display" drop down list to view leave for 1, 2, 3, 4, 6 or 12 months. To change the viewing period, use the "Previous Year", "Previous Month", "Next Month" and "Next Year" buttons.

You can select to only view a certain type of leave by clicking on the leave type in the list on the left.

To edit a leave record, click on any of the highlighted days for that leave record.

To add a new leave record, click on any of the available dates. The "Add Leave" window will appear on which the leave details can be entered.

Hovering your mouse over any of the highlighted days, will activate a tooltip with the day's information:
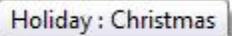
Holiday : Christmas .

Permalink: {{ web.link(web.text(uri.build("http://tinyurl.com/api-create.php", _, { url: page.uri }))) }}