Attendance Planner – Network Version
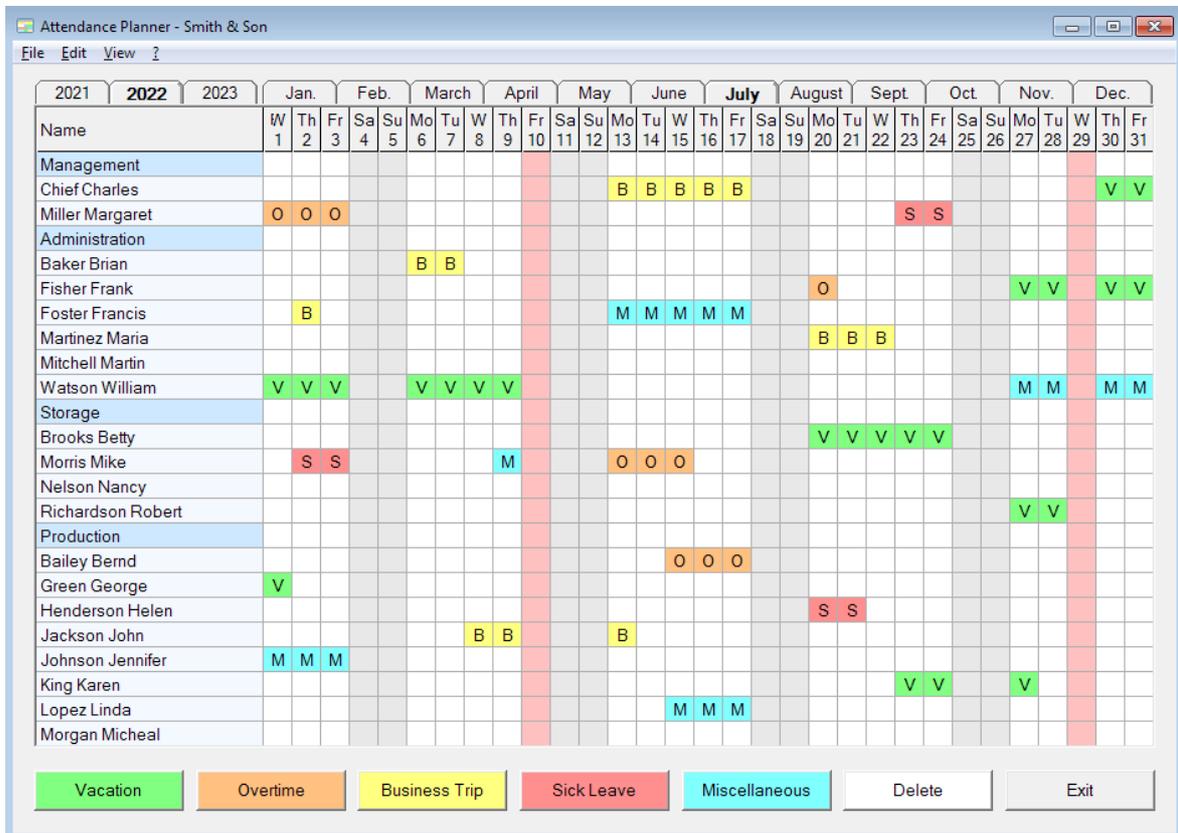
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Attendance Planner
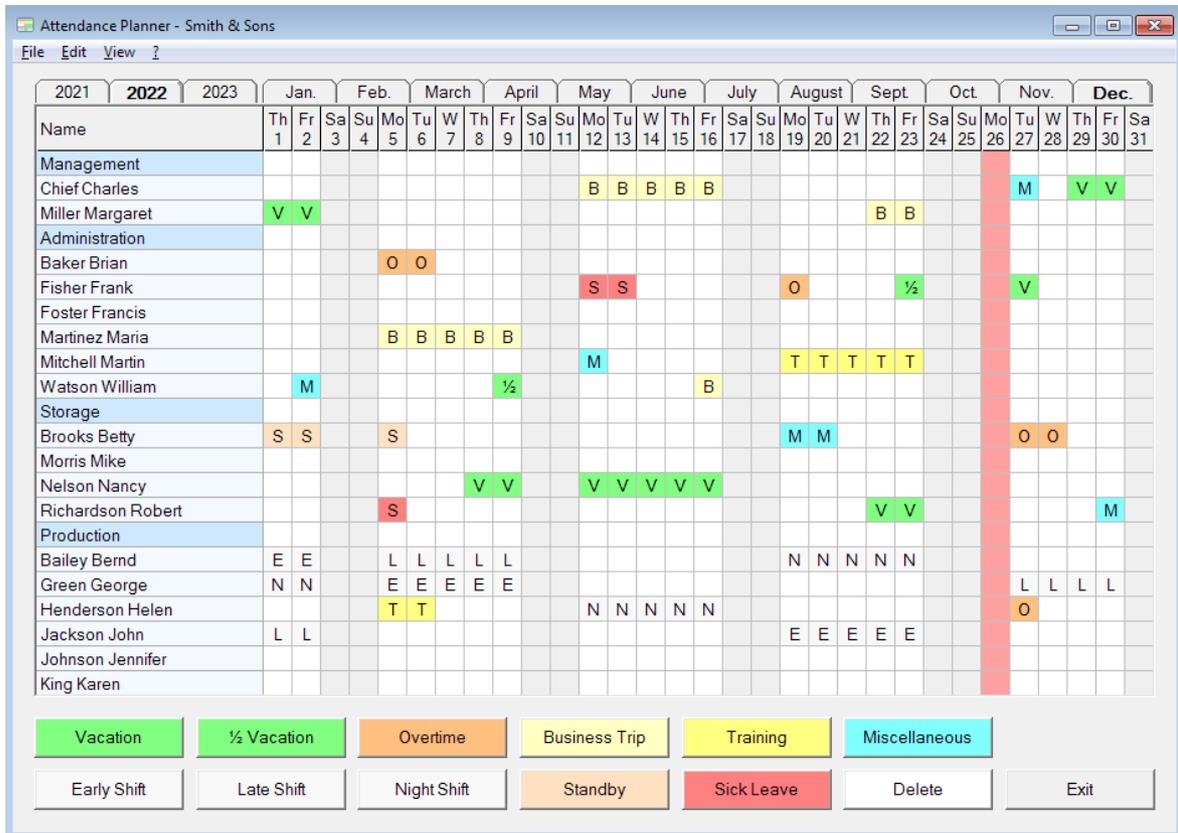
The Attendance Planner is a networkable and adaptable application which you can use for vacation scheduling, shift planning or rosters.

Attendance Planner – Smith & Son

Name	W 1	Th 2	Fr 3	Sa 4	Su 5	Mo 6	Tu 7	W 8	Th 9	Fr 10	Sa 11	Su 12	Mo 13	Tu 14	W 15	Th 16	Fr 17	Sa 18	Su 19	Mo 20	Tu 21	W 22	Th 23	Fr 24	Sa 25	Su 26	Mo 27	Tu 28	W 29	Th 30	Fr 31
Management																															
Chief Charles													B	B	B	B	B													V	V
Miller Margaret	O	O	O																				S	S							
Administration																															
Baker Brian						B	B																								
Fisher Frank																				O					V	V				V	V
Foster Francis		B											M	M	M	M	M														
Martinez Maria																				B	B	B									
Mitchell Martin																															
Watson William	V	V	V			V	V	V	V																			M	M	M	M
Storage																															
Brooks Betty																				V	V	V	V	V							
Morris Mike		S	S						M				O	O	O																
Nelson Nancy																															
Richardson Robert																											V	V			
Production																															
Bailey Bernd													O	O	O																
Green George	V																														
Henderson Helen																				S	S										
Jackson John							B	B					B																		
Johnson Jennifer	M	M	M																												
King Karen																							V	V		V					
Lopez Linda															M	M	M														
Morgan Micheal																															

| Vacation | Overtime | Business Trip | Sick Leave | Miscellaneous | Delete | Exit |

- The number of buttons for the 'reasons for presence/ absence' as well as their description and color design can be freely determined.

- The extent to which employees can make entries for themselves or that access is limited to administrators only, can also be determined.

- Should employees be entitled to make entries for themselves they are restricted to making entries only for themselves and only for future periods.

- Administrators can make entries for all employees and can also correct entries for past periods.

- All entries are logged in a logbook.

- Employees and administrators do not need their own password. The program checks the Windows User Name, so that data security and data safety are ensured.

Startup

The attendance of the current month is displayed following the program startup.

Attendance Planner - Smith & Sons

File   Edit   View   ?

Name	Th 1	Fr 2	Sa 3	Su 4	Mo 5	Tu 6	W 7	Th 8	Fr 9	Sa 10	Su 11	Mo 12	Tu 13	W 14	Th 15	Fr 16	Sa 17	Su 18	Mo 19	Tu 20	W 21	Th 22	Fr 23	Sa 24	Su 25	Mo 26	Tu 27	W 28	Th 29	Fr 30	Sa 31
Management																															
Chief Charles												B	B	B	B	B											M		V	V	
Miller Margaret	V	V																				B	B								
Administration																															
Baker Brian					O	O																									
Fisher Frank												S	S						O				½				V				
Foster Francis																															
Martinez Maria					B	B	B	B	B																						
Mitchell Martin												M							T	T	T	T	T								
Watson William		M							½							B															
Storage																															
Brooks Betty	S	S			S														M	M						O	O				
Morris Mike																															
Nelson Nancy							V	V				V	V	V	V	V															
Richardson Robert					S																		V	V					M		
Production																															
Bailey Bernd	E	E			L	L	L	L	L										N	N	N	N	N								
Green George	N	N			E	E	E	E	E																		L	L	L	L	
Henderson Helen					T	T								N	N	N	N	N									O				
Jackson John	L	L																	E	E	E	E	E								
Johnson Jennifer																															
King Karen																															

Vacation	½ Vacation	Overtime	Business Trip
Training	Miscellaneous		
Early Shift	Late Shift	Night Shift	Standby
Sick Leave	Delete	Exit	

Depending on the display resolution the buttons describing 'reasons for presence or absence' are displayed at the lower or right-hand edge of the window. The current day column is highlighted in color.

The register cards near the top of the screen can be selected in order to view attendance in different months.

Attendance can be recalled going back to the beginning of the last year. Entries can be made in advance up to the end of the next year.

At the beginning of a new year the program automatically switches one year onward. The program is thereby usable for all subsequent years without the necessity of manual intervention. The attendance of the year before last year is deleted at the beginning of a new year.

Many useful keyboard shortcuts, for example to set the width of the buttons or the line height, can be found in the pdf file ▶ Shortcuts.

Making Entries

Entries are made as follows:

- Mark the desired period with the mouse

Name	Tu 1	W 2	Th 3	Fr 4	Sa 5	Su 6	Mo 7	Tu 8	W 9	Th 10	Fr 11	Sa 12	Su 13	Mo 14
Chief Charles										T	T			
Miller Margaret														
Administration														
Fisher Frank														
Foster Francis														
Martinez Maria														S
Mitchell Martin														

- Click on the button with the desired reason for presence or absence

Vacation

- The appropriate code letter is entered

Name	Tu 1	W 2	Th 3	Fr 4	Sa 5	Su 6	Mo 7	Tu 8	W 9	Th 10	Fr 11	Sa 12	Su 13	Mo 14
Chief Charles										T	T			
Miller Margaret														
Administration														
Fisher Frank	V	V	V	V			V	V	V	V	V			
Foster Francis														
Martinez Maria														S
Mitchell Martin														

You can mark several days at once. The marking can also extend over weekends and holidays.

Copying and inserting entries

You can mark entries, copy them to the clipboard and insert them as often as you want:

- Highlight the entries which you would like to copy with the mouse.
- Right-click the mouse whilst pressing the CTRL key (the marked entries are transferred to the clipboard)
- Right-click the mouse, whilst pressing the SHIFT key, on the field in which you would like to insert the entries.

- The entries will be inserted beginning from the clicked cell.

If entries are copied by administrators, the marking can extend over several lines. Copied entries can also be inserted in other months.

The button which is operated last is always automatically copied to the clipboard. Instead of consecutively using the same button for single days, you can depress the SHIFT key and right-click with the mouse on the desired cell. You therefore need not repeatedly click on the button for each entry.

Undo/Redo

You can undo your last entry by pressing CTRL + Z. You can press CTRL + Z several times to undo multiple steps. You can redo an undone action by pressing CTRL + Y.

Comments

You can provide entries with comments:

- Mark the desired entry with the mouse

- Right-click on the entry with the mouse
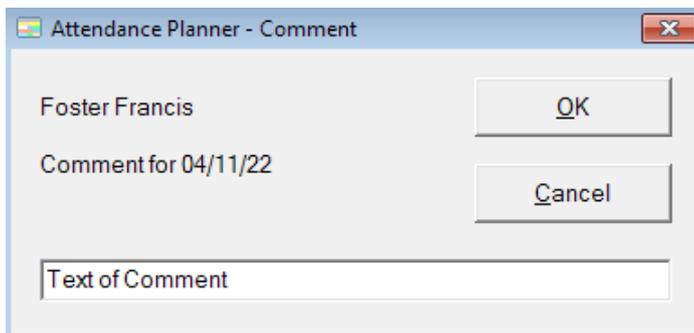
- Enter the comment into the window which opens now

Entries with comments are displayed in bold. You can display existing comments by moving the mouse over it.

If entries are changed or deleted the appropriate comment is also deleted. Comments are not copied along when you are copying entries.

You can undo your last entry by pressing CTRL + Z. You can press CTRL + Z several times to undo multiple steps. You can redo an undone action by pressing CTRL + Y.

Employees

You can enter your employees' data with the menu option *Edit - Employees*.
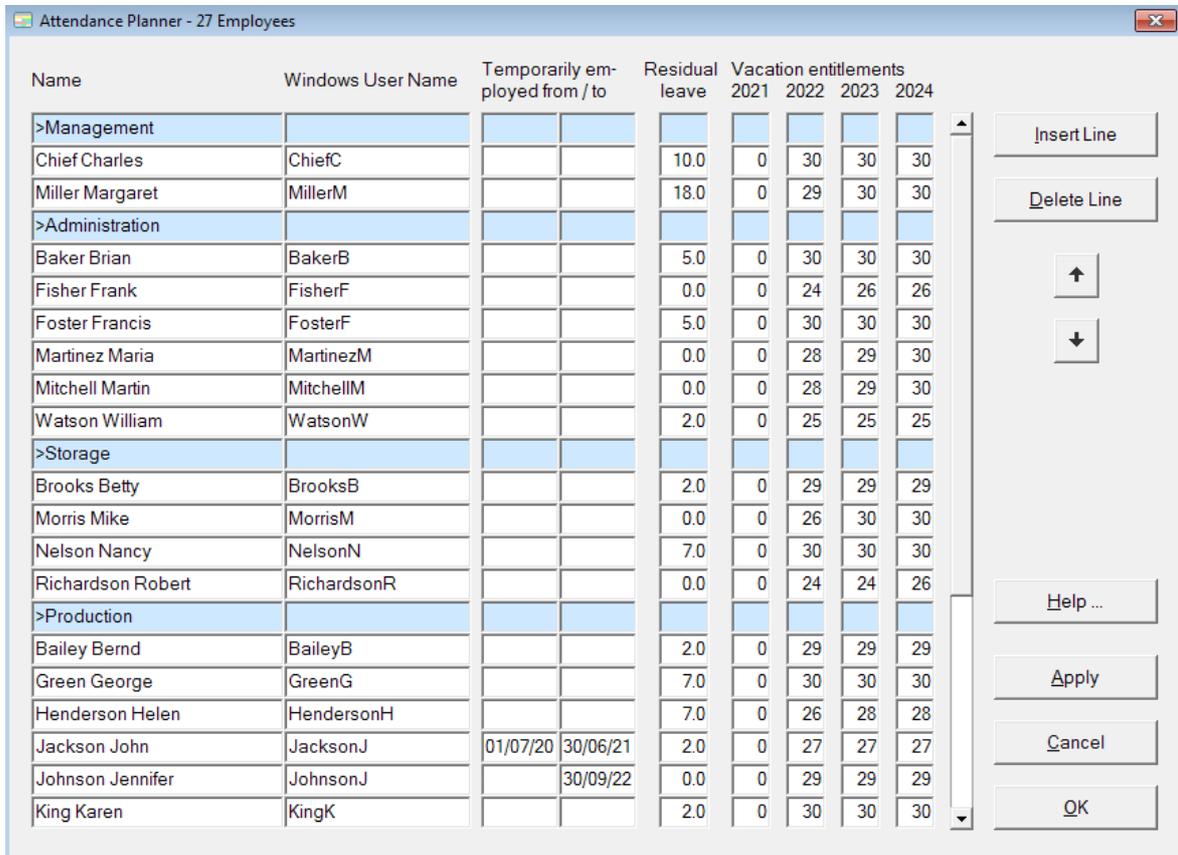
Attendance Planner - 27 Employees

Name	Windows User Name	Temporarily employed from / to		Residual leave	Vacation entitlements 2021	2022	2023	2024
>Management								
Chief Charles	ChiefC			10.0	0	30	30	30
Miller Margaret	MillerM			18.0	0	29	30	30
>Administration								
Baker Brian	BakerB			5.0	0	30	30	30
Fisher Frank	FisherF			0.0	0	24	26	26
Foster Francis	FosterF			5.0	0	30	30	30
Martinez Maria	MartinezM			0.0	0	28	29	30
Mitchell Martin	MitchellM			0.0	0	28	29	30
Watson William	WatsonW			2.0	0	25	25	25
>Storage								
Brooks Betty	BrooksB			2.0	0	29	29	29
Morris Mike	MorrisM			0.0	0	26	30	30
Nelson Nancy	NelsonN			7.0	0	30	30	30
Richardson Robert	RichardsonR			0.0	0	24	24	26
>Production								
Bailey Bernd	BaileyB			2.0	0	29	29	29
Green George	GreenG			7.0	0	30	30	30
Henderson Helen	HendersonH			7.0	0	26	28	28
Jackson John	JacksonJ	01/07/20	30/06/21	2.0	0	27	27	27
Johnson Jennifer	JohnsonJ		30/09/22	0.0	0	29	29	29
King Karen	KingK			2.0	0	30	30	30

Buttons: Insert Line, Delete Line, ↑, ↓, Help ..., Apply, Cancel, OK

Click on the field in which you would like to enter or change data. The current line is indicated in color.

A new line can be inserted above the current line using the button *Insert Line.* The current line may be deleted with the button *Delete Line.*

With the buttons *Up* and *Down* you can move the content of the current line a line upward or downward.

Headlines

Headlines can be inserted as follows: Instead of a name enter the character **>** followed by the headline text and leave the other fields of the line empty. The headline is indicated in color.

Windows User Name

In order that employees be authorized to make entries themselves, you need to enter the name of the employee and also the Windows User Name of the employee. The Windows User Name ensures that employees only make entries for themselves.

Should your employees not be authorized to make entries or they do not have a Windows User Name, you can select the option ***Employees do not have Windows User Names*** in the menu option ***Edit - General Settings - Windows User Name***. If you select this option the column Windows User Name is no longer displayed and this field does not need to be completed.

Temporary employees

The beginning and end of the employment period can be entered for temporary employees. These employees are only displayed in the Planner during the months in which they are employed.

Should the period of employment of a permanent employee begin or end, you need only to enter the start or end date. The second date field can remain empty.

Vacation entitlements

If you wish to use the Vacation Overview (menu option View - Vacation Overview), you can enter the vacation entitlements of the employees. Before you start you should first read the notes in the chapter Vacation Overview.

At the beginning of a new year the vacation entitlements automatically switch over one year and you can enter the vacation entitlements for a further year. You can adopt the vacation entitlements from the previous year by pressing CTRL + ALT and clicking in the column header on the year for which you want to transfer the vacation entitlements from the previous year.

You only need to enter the residual leave when setting up for the first time. It is automatically recalculated after beginning of a new year. The residual leave is always effective of January 1st of the previous year.

Displaying Employees

Authority to View

In the standard format of the program all employees are able to view the data of all other employees. However, administrators are able to provide authorized access to certain employees and to limit the access of other employees to viewing their colleagues' data.

If you have selected the option **Determine to what extent employees are able to access the data of other employees** in the menu option **Edit - General Settings - Authority to View**, then you will be provided with an additional menu option **Edit - Authority to View**. Using this option you can determine to what extent employees are able to access the data of other employees.

By inserting headings in the employee data you are able to group your employees. All employees falling under a given heading form a group. You are able to determine which groups may be displayed to other groups.

As long as no Authority to View has been assigned, all employees will be able to view the data of all other employees. Administrators' authority is not limited and they will always be able to see the data of all employees.

Display Groups

In order to avoid paging through long lists of employees, the employees can be divided into groups. If you have selected the option **Use Display Groups** in the menu option **Edit - General Settings - Display Groups**, then you will be provided with an additional menu option **Edit - Display Groups**.

Using the menu option **Edit - Display Groups** you can create a new Display Group by clicking on the button **Add**, and provide the group with a name of your choice.

Employees falling under a heading here also form an employee grouping. For each Display Group created you can determine which groups are able to see.

As soon as you have created more than one Display Group, a new field will be created in the main window allowing you to select Display Groups.

Using the **Rename** button you can provide the selected Display Group with a new name. Using the **Delete** button you are able to delete the selected Display Group.

Every employee can create his or her own Display Groups, provided he or she has an own Windows User Name.

Reasons for Presence/ Absence

The buttons representing the 'reasons for presence and absence' can be defined using the menu option *Edit - Reasons for Presence/ Absence*.

For each 'reason for presence/ absence' enter a code letter and descriptive text for the button. You can select text color and background color of each 'reason for presence/ absence' with the button *Select a Color*.

In order to reserve certain buttons for administrators only, activate the related checkbox in the column *Only for Administrators*.

You can use the same code letter for several buttons, but only if you use different background colors.

You can delete a button, by deleting the related code letter and the description text.

If you wish to use the Vacation Overview (menu option View - Vacation Overview), you can create buttons for full and half days vacation. Using the menu option *Edit - General Settings - Vacation* you can enter the code letters of the buttons you use for vacation to be counted in the Vacation Overview.

Would you like to change the order of the buttons, you can do this via the menu option *Edit - General Settings - Change arrangement of buttons*.

Weekends

You can determine weekends and recurring non-business days with the menu option *Edit - Weekend*.
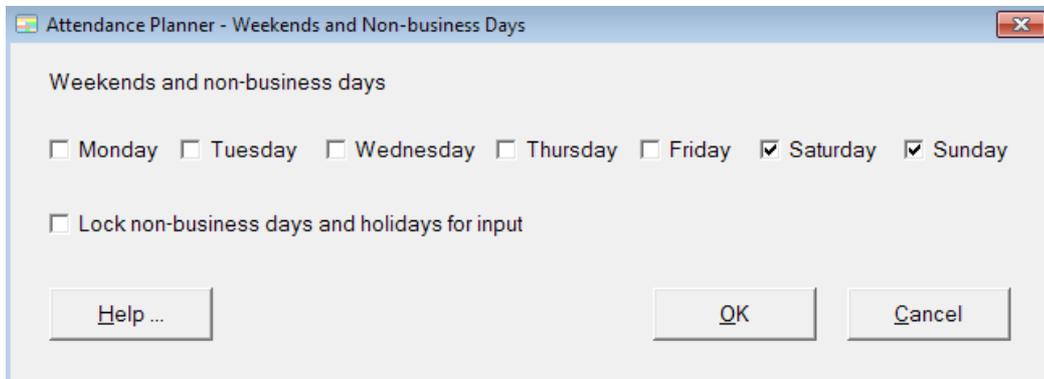
Usually weekends and non-business days are locked for input. If you would like to make entries for these days uncheck the checkbox *Lock non-business days and holidays for input*.

Later modifications (e.g. a restaurant changes its day off) become effective at the beginning of the month in which the change is made. If you have already made entries for future days which now become non-business days you have to correct these days manually.

Non-business Days

Non-working days for all employees

You can block any further day as a non-business day. Right-click the mouse whilst pressing the SHIFT key on the desired day in the heading.
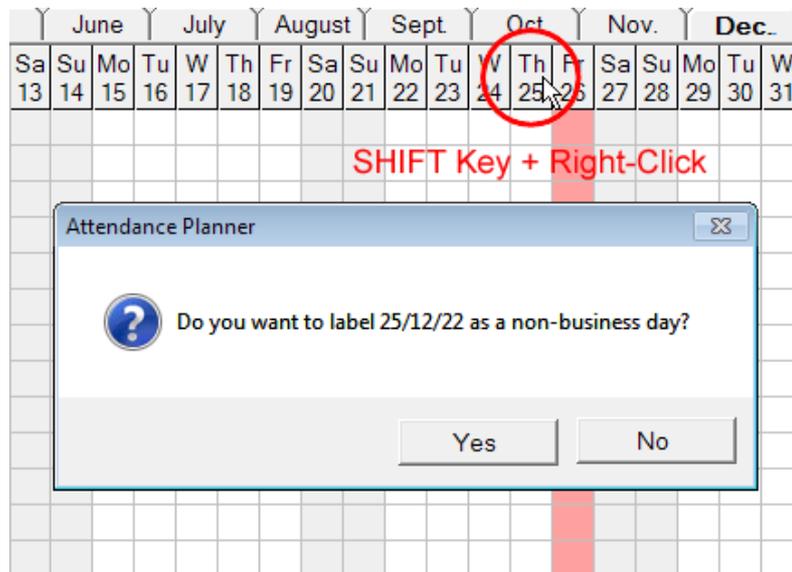
If you have already made inputs for days, which you subsequently blocked as non-business days, you have to correct these manually.

You can cancel the blocked non-business days, by right-clicking the mouse, whilst pressing the SHIFT key, in the heading of the weekday again.

Individual non-working days

You can mark days as non-working day individually for each employee by double-clicking on a cell. The cell is marked like a weekend day and is protected against overwriting by other entries. You can delete a non-working day by double-clicking on the cell again.

You can copy and paste non-working days like other entries. So you can enter the non-working days of part-time employees quickly and easily over a longer period in advance.

Holidays

With the menu option *Edit - Holidays* you can determine days, which will be indicated as holidays in the Attendance Planner.
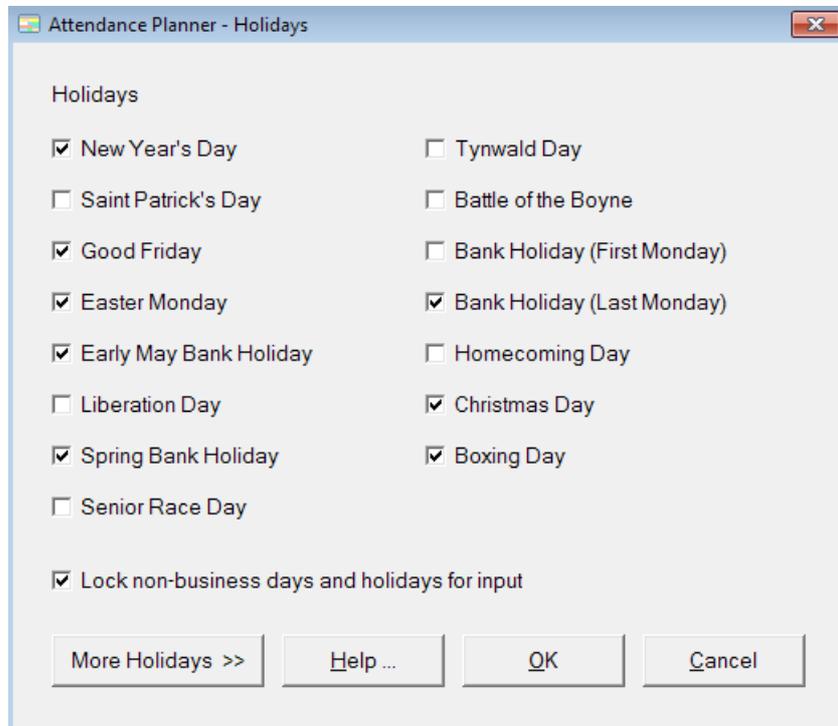
Holidays are usually locked for input. If you would like to make entries for these days un-check the checkbox *Lock non-business days and holidays for input*.

You can extend the list with the button *More Holidays* and enter further annually recurring holidays.

You can also mark days as once-off holidays. To do this go to the main form and right-click the mouse, whilst pressing the CTRL key, in the headline of the desired day.

You can transform the indicated holiday back into a working day, by right-clicking the mouse, whilst pressing the CTRL key, in the headline on the appropriate day again.

If you have already made entries for days, which you have subsequently changed to holi-days, you have to correct these manually.

Administrators

Administrators can be determined using the menu option *Edit - Administrators*.
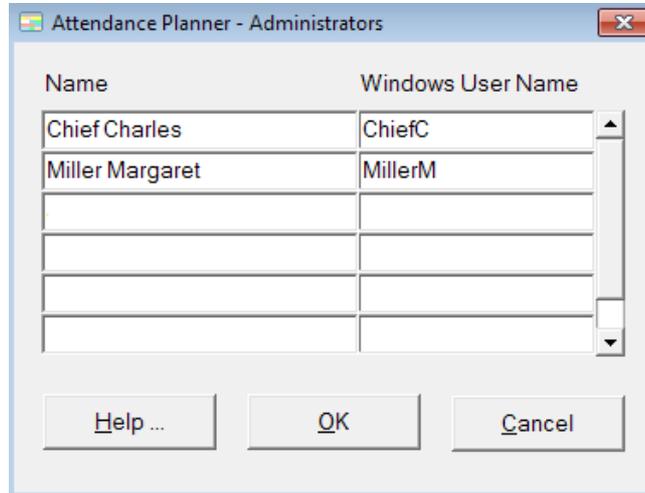
Unlike employees, administrators are authorized to:

- make entries for all employees and also correct entries for past periods,

- use the buttons checked *Only for Administrators* in the menu *Edit - Reasons for Presence/ Absence*,

- change, export and import the data folder in the menu *File*,

- use all menu options in the menu *Edit*.

The access authorization is controlled by the Windows User Name you enter in the field Windows User Name.

In order to delete an administrator, click on the appropriate line and delete the name and Windows User Name.

General Settings

You can make the following settings in the menu *Edit - General Settings*:
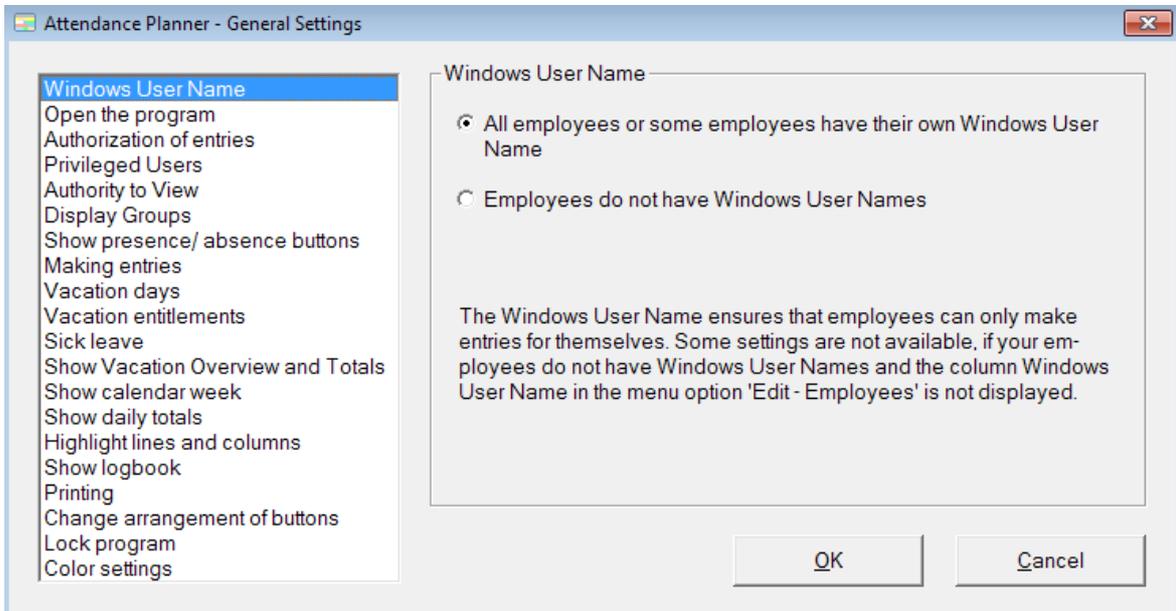
Windows User Name

The Windows User Name ensures that employees can only make entries for themselves. Some settings are not available, if your employees do not have Windows User Names and the column Windows User Name in the menu option *Edit - Employees* is not displayed.

Open the program

You can adjust whether all employees can use the Attendance Planner or only those employees who are entered with Windows User Names (menu option Edit - Employees).

Authorization of entries

You can determine whether employees can make entries for themselves or whether this is reserved for administrators and privileged users. If employees are authorized to make entries, the under *Edit - Employees* registered Windows User Name ensures that employees can only make entries for themselves.

Privileged Users

If you select the option *Administrators and Privileged Users can make entries for other employees* the additional menu option *Privileged Users* is added to the menu *Edit*. Employees, whom you enter as Privileged Users can make entries for other employees and can use the buttons *Only for Administrators*, which are checked in *Edit - Reasons for Presence/ Absence*. Privileged Users do not get other administrative authorization.

Authority to View

In the standard format of the program all employees are able to view the data of all other employees. If you select the option **Determine to what extent employees are able to access the data of other employees** the additional menu option **Authority to View** is added to the menu **Edit**. Using this menu option you can determine to what extent employees are able to access the data of other employees.

Display Groups

In order to avoid paging through long lists of employees, the employees can be divided into groups. If you select the option **Use Display Groups** the additional menu option **Display Groups** is added to the menu **Edit**.

Show presence/ absence buttons

Here you can adjust whether buttons for 'reasons for presence/ absence' that are reserved for administrators, are displayed only to administrators or are visible to all employees.

Making entries

Usually entries are made by highlighting the desired period with the mouse and clicking on the appropriate button for the desired 'reason for presence/ absence'. With the option **Make entries by mouse and keyboard** you can also make entries with the keyboard. When clicking on a 'reason for presence/ absence' button, a dialog box opens, in which you can make the entry.

Vacation days

Do you wish to use the **Vacation Overview** in the menu **View**, you can enter the code letter for the buttons that you use for full and half vacation days. If you use separate buttons for scheduled and approved vacation, you can enter a further code letter. These buttons are counted in the Vacation Overview.

Vacation entitlements

You can specify whether you want to enter vacation entitlements in menu option **Edit - Employees** with or without decimal. You can select the beginning of the vacation year and when the residual leave expires.

Sick leave

If you do not want to show employees other employees' sick leave, you can define a code letter you want to use for absence reason 'sick leave'. Entries with this code letter are not shown to employees. Administrators and privileged users always see the sick leave of all employees.

Show Vacation Overview and Totals

You can select whether the Vacation Overview and the Table of Totals is shown to all employees or to administrators and privileged users only.

Show calendar week

You can specify whether the calendar week is displayed in the heading of the monthly overview.

Show daily totals

Administrators and privileged users can specify for which reasons for presence/ absence they want to display a daily total at the lower edge of the main window.

Highlight lines and columns

You can select whether you want to highlight the current line and column. Furthermore, you can highlight headlines.

Show logbook

You can specify to what extent employees have access to the logbook and how long the logbook is to be saved.

Printing

You can select whether grid lines will be printed. When you print the monthly overview you can select whether the calendar week is printed in the heading, and whether a legend of the buttons is printed on the end.

Change arrangement of buttons

You can change the order of the buttons.

Lock program

You can lock the program, for example while making changes to the configuration or during a recovery. At the time you lock the program other employees will no longer be able to enter data or to restart the program.

Color settings

You can modify the color settings.
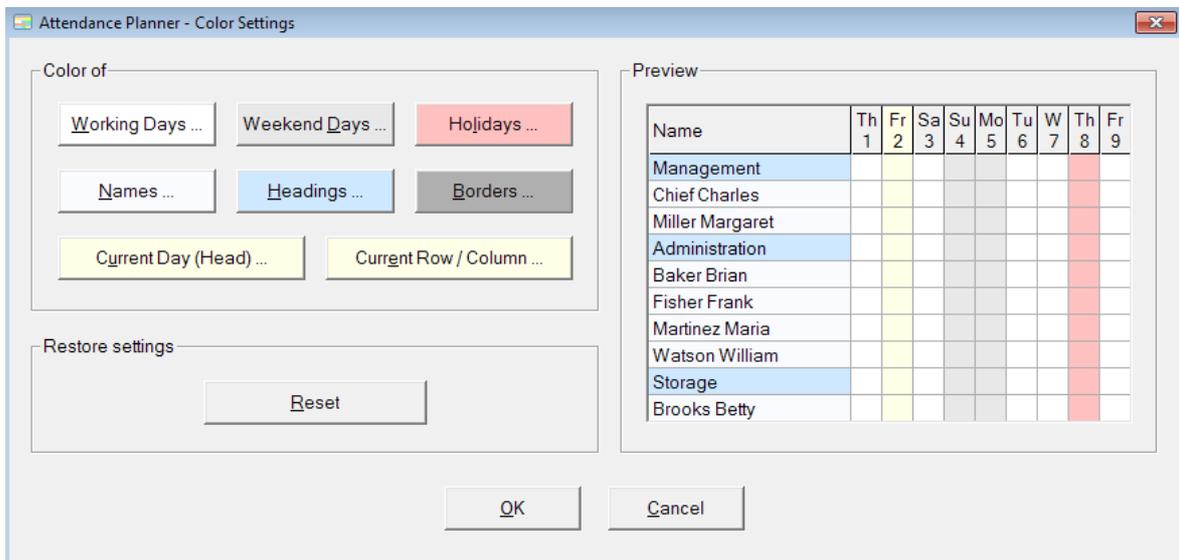
Click a button and select a color. You can see the settings in the preview window on the right-hand side. You can restore the standard settings with the button *Reset*.

Annual Overview

By double-clicking a name or with the menu option *View - Annual Overview* you can display an Annual Overview of each employee.

The Vacation Overview is displayed when a button for vacation is present. More information about the Vacation Overview can be found on the next page.

Employees can only view their own Annual Overview, whereas administrators and privileged users can see the Annual Overview of all employees.

Administrators and privileged users can print the Annual Overview for all employees at once by pressing CTRL + SHIFT + P.

Vacation Overview

You can display a vacation summary using the menu option *View - Vacation Overview*.

Name	Carryover 2021	Entitlement 2022	Total	Used until today	Residual leave 2022	Planned in 2022	Unplanned
Management							
Chief Charles	10	30	40	15	25	10	15
Miller Margaret	8	30	38	17	21	11	10
Administration							
Baker Brian	5	30	35	10	25	13	12
Fisher Frank	0	26	26	14	12	11	1
Foster Francis	6	30	36	10	26	18	8
Martinez Maria	0	29	29	8	21	11	10
Mitchell Martin	0	29	29	10	19	10	9
Watson William	2	25	27	11	16	10	6
Storage							
Brooks Betty	2	29	31	8	23	10	13
Morris Mike	0	30	30	9	21	18	3
Nelson Nancy	7	30	37	9	28	26	2
Richardson Robert	1	24	25	8	17	10	7
Production							
Bailey Bernd	3	29	32	14	18	9	9
Green George	5	30	35	8	27	18	9
Henderson Helen	5	28	33	13	20	9	11
Jackson John	0	27	27	17	10	0	10
Johnson Jennifer	5	29	34	10	24	19	5
King Karen	2	30	32	13	19	10	9
Lopez Linda	0	29	29	8	21	9	12
Morgan Micheal	2	33	35	15	20	9	11

Attendance Planner - Vacation Overview. Vacation Overview 2022. Calculation Basis 24/06/22. Print ... Close.

The vacation entitlements of the employees need to be entered (menu *Edit - Employees*) in order to use the Vacation Overview.

A further condition is that you enter the code letter for the buttons that you use for vacation (menu *Edit - General Settings - Vacation*). Preset is code letter *V* for full day vacation and ½ for half day vacation. To create the special character ½, press the ALT key and type the key sequence 171 on the numeric keypad.

If you use a button for half day vacation, the information in the Vacation Overview is displayed with a decimal.

You can sort a column in ascending or descending order by clicking on the column heading. So, for example, you can display the employees with the highest number of residual leave with a single click.

How to start

Before you enter the vacation entitlements of the employees in the menu ***Edit - Employees*** you first have to determine at which date you wish to start entering the days of vacation. There are three options:

- *Start at the beginning of the previous year (time-consuming):* In this case enter the remaining vacation entitlement effective January 1st of the previous year in the column residual leave.

- *Start at the beginning of the current year:* Enter the remaining vacation entitlement effective January 1st of the current year and leave the column with the vacation entitlement of last year empty.

- *Start at the current date:* leave the column residual leave and the column with the vacation entitlement of the previous year empty. In the column with the vacation entitlement of the current year fill in the current remaining vacation entitlement for this year.

You only need to enter the residual leave when setting up the program for the first time. At the beginning of a new year, the program automatically switches one year onward and recalculates the residual leave.

Table of Totals

You can view a summary of all entries for each 'reason for presence/ absence' with the menu option **View - Table of Totals**.
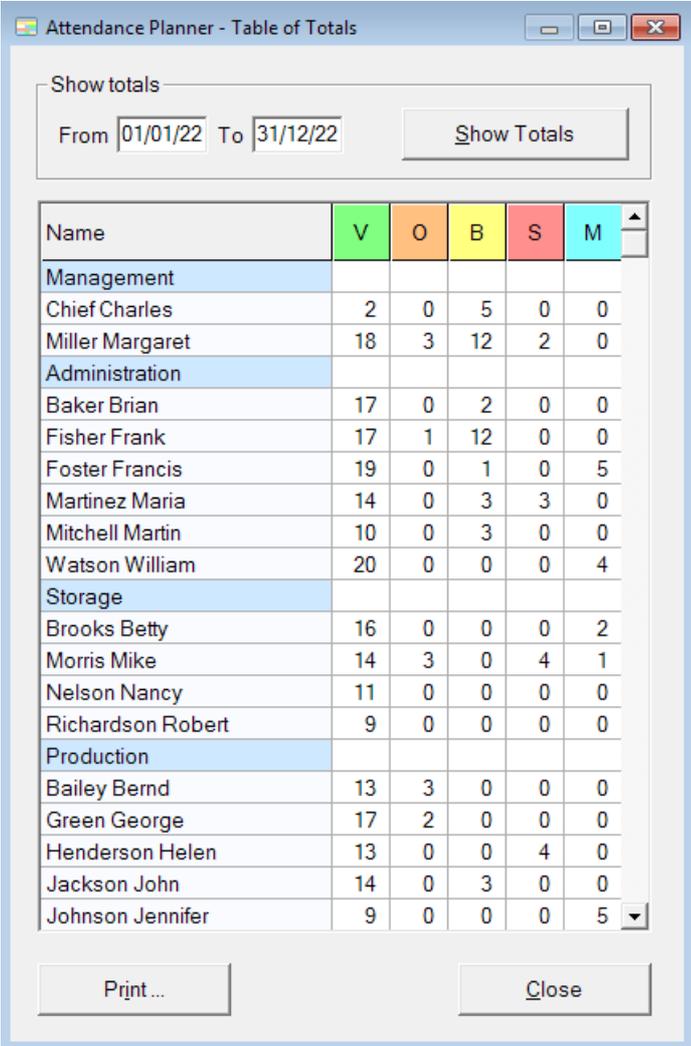
Name	V	O	B	S	M
Management					
Chief Charles	2	0	5	0	0
Miller Margaret	18	3	12	2	0
Administration					
Baker Brian	17	0	2	0	0
Fisher Frank	17	1	12	0	0
Foster Francis	19	0	1	0	5
Martinez Maria	14	0	3	3	0
Mitchell Martin	10	0	3	0	0
Watson William	20	0	0	0	4
Storage					
Brooks Betty	16	0	0	0	2
Morris Mike	14	3	0	4	1
Nelson Nancy	11	0	0	0	0
Richardson Robert	9	0	0	0	0
Production					
Bailey Bernd	13	3	0	0	0
Green George	17	2	0	0	0
Henderson Helen	13	0	0	4	0
Jackson John	14	0	3	0	0
Johnson Jennifer	9	0	0	0	5

Window title: Attendance Planner - Table of Totals. Show totals — From 01/01/22 To 31/12/22 — Show Totals. Buttons: Print..., Close.

Enter a period and select the button **Show Totals**.

At the end of the table, the grand totals are displayed.

Logbook

Each entry that is made is logged in a logbook. With the menu option *View - Logbook* you can view the logbook entries.

Date	Time	From User	For User	Entry	Period	Comment
02/08/22	08:02	BakerB	HendersonH	Night Shift	03/08/22 - 07/08/22	
02/08/22	09:31	MartinezM	MillerM	Business Travel	10/08/22 - 11/08/22	
02/08/22	09:31	MartinezM	JacksonJ	Compensation Time	10/08/22 - 10/08/22	
02/08/22	12:06	BakerB	JohnsonJ	Early Shift	10/08/22 - 14/08/22	
02/08/22	12:06	BakerB	KingK	Late Shift	10/08/22 - 14/08/22	
02/08/22	12:06	BakerB	LopezL	Night Shift	10/08/22 - 14/08/22	
02/08/22	14:03	MartinezM	JacksonJ	Sick leave	11/08/22 - 14/08/22	
02/08/22	14:03	MartinezM	JohnsonJ	Miscellaneous	07/09/22 - 11/09/22	
02/08/22	14:03	MartinezM	MartinezM	Vacation planned	05/10/22 - 16/10/22	
02/08/22	14:03	MartinezM	MartinezM	Compensation Time	07/09/22 - 07/09/22	
02/08/22	14:03	MartinezM	BrooksB	Vacation approved	26/10/22 - 30/10/22	
03/08/22	08:04	BakerB	BaileyB	Early Shift	17/08/22 - 21/08/22	
03/08/22	08:04	BakerB	GreenG	Late Shift	17/08/22 - 21/08/22	
03/08/22	08:04	BakerB	HendersonH	Night Shift	17/08/22 - 21/08/22	
03/08/22	10:04	MartinezM	KingK	Emergency Service	27/08/22 - 28/08/22	
03/08/22	10:04	MartinezM	JacksonJ	Business Travel	24/08/22 - 25/08/22	
03/08/22	10:05	MartinezM	MorganM	Vacation planned	05/10/22 - 05/10/22	
03/08/22	10:05	MartinezM	PattersonP	Sick leave	08/10/22 - 16/10/22	

There is a distinction between the User Logbook and the Administration Logbook. Entries made by employees are logged in the User Logbook. Settings made by administrators are logged in the Administration Logbook.

You can indicate a time period, for which you would like to display the logbook and you can select a user whose entries you would like to display.

You can sort the displayed entries by clicking on the desired column heading. With a double click on any cell, only those entries are displayed, which have the same content as the clicked cell. You can repeat this function.

You can display the name of a user as tooltip by moving the mouse over the Windows User Name.

Using the menu option *Edit - General Settings - Show logbook*, you can set how long you want to save the log.

Data Folder

Change data folder

Administrators can choose the folder in which all data of the Attendance Planner is stored by selecting the menu option *File - Change Data Folder*.

If you change the data folder, you move the data into the selected folder (except if the selected folder already has the data of the Attendance Planner).

In order that the Attendance Planner can be used by all employees and from different PCs, you have to use a folder in the network to which all employees have access.

In order to make entries in the Attendance Planner, employees need 'write permission' for the data folder. The permission to delete files should only be reserved for administrators in order to prevent employees from deleting files.

Export data

Administrators can export the data folder with the menu option *File - Export Data* into a backup file.

Save your data regularly on an external back-up. If your hard disk fails, all your data will be irretrievable.

You can export currently displayed data to a CSV file by pressing the key *F12*. In this way you can continue editing the data using another program like Excel. An export to a CSV file is available for the Main Form, the Annual Overview, the Vacation Overview, the Table of Totals and the Logbook.

Import data

Using the menu option *File - Import Data* administrators can import a backup file saved under *File - Export Data*. All current existing data is overwritten by the data stored in the backup file.

Recover data

The program automatically sets regular backup periods e.g. the first program start-up of the day or before changing 'reasons for presence/ absence' or changing employee data.

The menu option *File - Recover Data* enables an administrator to recover all data to an earlier backup point. All changes made since then, will be undone.

Before the data folder is recovered a new backup point is set, so you can undo the recovery.

Questions and Problems

Send an e-mail to support@attendance-planner.com. Further information is available on www.attendance-planner.com.

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