Slide 1 - Slide 1

| 🕹 e | mployee A | ccess - 05.12. | 10.00.04 | - Mozilla | a Firefox | | | | | _ | | | | | x | | | |
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| | localhost/ | scripts/cgiip.e | exe/WSe | rvice=ws | FLORIDA/semho | m01.w | | | | | | | Print thi | s tutori | al 🟠 | | | |
| | | Skyward | 1 Scho | ol Dis | trict | | | | | | Alan S | Smithscr Acco | unt Preferenc | es Exit | ? | | | |
| SK | YWARD. | | | | | | | | | | | | | | | | | |
| H | ome 🚽 | Employee | Time | True | FastTrack | FastTrack | | Account | Budget | Purch | nasing | Inventory | Expense | | Online | | | |
| | | Information | Off | Time | Open Position | is Screener | Requests | Master | Management | | 0 | Requisitions | Reimbursem | ent Op | en Enrolli | | | |
| | ✓ True Time | | | | - My Time | Sheets | | | - Su | Supervisor Access | | | | | | | | |
| | Quick | Entry | | | 🏫 🛍 | Unsubmitte | ed | | 1 | My | Employ | ees True Time | | 1 | | | | |
| E | My His | | | | 1 | History | | | 1 | | | ees Totals by | | 1 | | | | |
| E | | yee Locator | | | 2 C | My Employee | | | | | | | verages | | | | | |
| F | My Se Data N | | | | | | | | | Sch | edule T | | | 1 | | | | |
| A | Report | | | | | Schedu | le Tracke | r | | | nployees Time Sheets | | | | | | | |
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| | | anagement | | | | | s identified by the TrueTime Org Chart) | | | | | | Recent Programs | | | | | |
| | endor Profi oprove Red | | | | | | eview their employees' TrueTime transactions e starting before or after their scheduled start time | | | | | | 🚔 Employee Access Home | | | | | |
| | ccount Pro | · · · | | | | | | | ed end time. | re enn | Ĕ. | Histor | у | | | | | |
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| 0 | 2012 Sky | ward, Inc. All | rights re | served. | | | FL Fin | ance Data | | | | | Windows | 7 / Firefo | x 16 | | | |

Slide 2 - Slide 2

| Schedule Tracker - 05.12.10.00.04 - Mozi | lla Firefox | | | | | | | | _ | | | | |
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| Skyward School D | istrict | | | | | | Alan Smit | hscr Acc | ount Preferen | ces Exit ? | | | |
| Home - Employee Time True Information Off Time | | FastTrack Screener | Work Requests | Account Master | Budget Management | Purchas | | Inventory equisitions | Expense Reimbursen | | | | |
| < 🔽 🕨 Schedule Tracker 😭 🙆 🕑 🕄 🖾 🖉 Task Manager 😭 Favorites 🔻 🖺 New Window 🖏 My Print C | | | | | | | | | | | | | |
| The workweek begins on Sunday. < <u>Prev Week</u> * Workweek: 10/21/2012 Next Week> Apply | | | | | | | | | | | | | |
| Views: Totals By Status - By Name - Filters: * Select the Workweek date and click Apply. | | | | | | | | | | | | | |
| Last Name 🔺 First | Middle | | Urkweek | uale anu i | | nch Bar +/- | Total WOOF | Total TOOF | evel Primary Pay | | | | |
| 1 ► ALLENSWORTHSCR LULA | К | 30m | 31 | 0m | 1h 00m | -4h 00r 🤉 | 9h 00m | | 3 03 | * | | | |
| 2 MILLERSCR ERIK | | 2 | h 01m | 2h 50r | n | -5h 00n | | | 3 PT607 | | | | |
| 3 ▶ SMITHSCR ALAN | Μ | 3 | 1h 00i | 72h 07 | 4 | 1 | 18h 12i | | 2 PTI34 | | | | |
| 4 | | | | | | | | | | • | | | |
| 20 | | | | | | Li | ast Name | : | AB | С | | | |
| Asterisk (*) denotes a required field | | | | | | | | | | _ | | | |

Slide 3 - Slide 3

| Schedule Tracker - 05.12.10.00.04 - Mozilla Firefox | | | | | | | | | | | | | |
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| 🕙 localhost/scripts/cgiip.exe/WService=wsFLORIDA/httspbrws006.w | | | | | | | | | | | | | |
| Skyward School District | | Alan Smithscr Account Preferences Exit ? | | | | | | | | | | | |
| Home - Employee Time True FastTrack | | chasing Inventory Requisitions Reimbursement Open Enroll | | | | | | | | | | | |
| < 🖬 🕨 Schedule Tracker 😭 | 🕑 ! 📴 🖼 Tas | k Manager 😭 Favorites 💌 怕 New Window 🖶 My Print Queue 🕽 | | | | | | | | | | | |
| The workweek begins on Sunday. <prev *="" 10="" 2012="" 21="" next="" week="" workweek:=""> Apply</prev> | | | | | | | | | | | | | |
| Views: Totals By Status - By Name 🗸 Filters: *Only Show Employees That Report Directly to Me 🗸 🍸 🔟 🖺 🚉 | | | | | | | | | | | | | |
| Last Name 🔺 First Middle | Before After Before After Total Lunc Start Start End End Lunch Dur + | | | | | | | | | | | | |
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| 3 SMITHSCR ALAN M | The prowse will display a list of the super | TI34 | | | | | | | | | | | |
| | In this example, the highlighted clocked in 30 minutes prior to their so for this week. | | | | | | | | | | | | |
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| Asterisk (*) denotes a required field | | | | | | | | | | | | | |

Slide 4 - Slide 4

| Schedule Tracker - 05.12.10 | 0.00.04 - Mozilla | Firefox | | 1.00 | | | | | | | | | |
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| Iocalhost/scripts/cgiip.exe/WService=wsFLORIDA/httspbrws006.w ☆ | | | | | | | | | | | | | |
| SKYWARD' Skyward | School Dist | rict | | | | | | | Alan Si | mithscr Acc | count Prefere | nces | Exit ? |
| Home - Employee Information | Time True Off Time | FastTrack Open Positions | FastTrac Screene | | | ccount laster N | Budget Nanagemei | nt Purch | nasing | Inventory Requisitions | Expens Reimburse | | Online Open Enrolli |
| Schedule Tr | acker 😭 | | | | e |) 🕛 🗖 | 2 🖬 | Task N | lanager 🏹 | 🏠 Favorites 🔻 | New Windo | w 🖶 | My Print Queue |
| The workweek begins on Sunday. <prev *="" 10="" 2012="" 21="" rext="" week="" workweek:=""></prev> | | | | | | | | | | | | | |
| Views: Totals By Status | Views: Totals By Status - By Name 🗸 Filters: *Only Show Employees That Report Directly to Me 🗸 🕥 🔬 | | | | | | | | | | | | |
| Last Name 🔺 | First | Middle | Before Start | After Start | Before End | After End | Total Lunch | Lunch Dur +/- | Tota WOOF | | Level Primary Pay | | |
| 1 ALLENSWORTHSCR | LULA | К | 30m | | 30m | | 1h 00m | -4h 00n | 9h 00m | | 3 03 | ~ | |
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| In this example, | ALAN | М | | 211 101 | | 72h 07i | | | 18h 12 | 1 | 2 PTI34 | | |
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Slide 5 - Slide 5

| Schedule Tracker - 05.12.10.00.04 - Mozilla Firefox | and a community | | | |
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| Skyward School District | | | Alan Smithscr | Account Preferences Exit ? |
| Home - Employee Time True FastTrack Information Off Time Open Positions | FastTrack Work Screener Requests | Account Budget Master Managemen | t Purchasing Requisition | |
| Schedule Tracker 😭 | | 0 🥲 📴 🖬 | 党 Task Manager 😭 Favorites | 💌 怕 New Window 🖶 My Print Queue |
| The workweek begins on Sunday. | <prev th="" week<=""><th>* Workweek: 10/21/2</th><th>012 Next Week></th><th>Apply</th></prev> | * Workweek: 10/21/2 | 012 Next Week> | Apply |
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| This example shows an employee that a total of 30 minutes prior to their solutions | | 72h 07m | 18h 12i | 2 PTI34 |
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| 20 | | | Last Name: | ABC |
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Slide 6 - Slide 6

| Schedule Tracker - 05.12.10 | 0.00.04 - Mozilla I | Firefox | - | 1.0 | | | | | | | | | |
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| localhost/scripts/cgiip.exe | e/WService=wsFL | ORIDA/httspbrws | 006.w | | | | | | | | | | |
| SKYWARD Skyward | School Dist | rict | | | | | | | Alan Sm | ithscr Acc | count Prefere | ences | Exit ? |
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| Schedule Tr | acker 😭 | | | | e |) 🕛 🗖 | 2 🖬 | Ž Task Ma | anager 😭 | 7 Favorites 🔻 | New Windo | w | My Print Queue |
| The workweek begins on Sunday. <prev *="" 10="" 2012="" 21="" next="" week="" workweek:=""> Apply</prev> | | | | | | | | | | | | | |
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| 2 MILLERSCR | ERIK | | | 2h 01m | | 2h 50m | | -5h 00r | | | 3 PT607 | | |
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| a total of 2 hou | <u>rs and 50 n</u> | ninutes after | their sc h | nedule | d end t | ime. | | | | | | | |
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Slide 7 - Slide 7

| Schedule Tracker - 05.12.10 | .00.04 - Mozilla F | Firefox | 1 | 1.0 | | | | | | | | | |
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| SKYWARD. Skyward S | School Dist | rict | | | | | | | Alan Sr | nithscr Acc | ount Pret | erences | Exit ? |
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| The workweek begins on | The workweek begins on Sunday. <prev *="" 10="" 21<="" th="" week="" workweek:=""><th>Apply</th><th></th></prev> | | | | | | | | | | | Apply | |
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Slide 8 - Slide 8

| Schedule Tracker - 05.12.10. | .00.04 - Mozilla F | Firefox | | - | | | | | | - 0 × | | |
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| Skyward S | School Dist | rict | | | | | Alan S | Smithsor Acc | count Preferences | Exit ? | | |
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