Doc No: C017B

Dynamic Software Workshop (For reservation, please call 29812022)

Intranet Attendance & Leave System Workshop
2:30pm - 5:00pm

Attendance Management System

1. Setup Basic information	**4. Receive Clock Data**
1.1 Setup Department	4.1 Import Clock Data
1.2 Setup Rank	4.2 View Clock Data
1.3 Enter Employee Data	4.3 Post Clock Data
2. Initial Attendance Setup	**5. Attendance Data**
2.1 Attendance Options	5.1 Adjust Attendance Record
2.2 Attendance Location	5.2 Post Record
2.3 Attendance Machine	**6. Attendance Reports**
2.4 Register Attendance Card	**7. Purge Data**

3. Attendance Plan
3.1 Standard Planning
3.2 Plan Listing
3.3 Shift Planning
3.4 Employee Shift Listing

Leave Management System

1. Initial Leave Setup
1.1 Leave Options
1.2 Setup Leave Group
1.3 Setup Entitled group
2. Company Holiday
3. Employee Leave
3.1 Enter Opening
3.2 Enter Leave Entitlement
4. Leave Transaction
4.1 Enter Transaction
4.2 Maternity Transaction
5. View Own Leave
6. Apply Leave
7. Approval Leave
8. Leave Adjustment
9. Leave Reports

Intranet Stock Count & Handheld Workshop
2:30pm - 5:00pm

1. Intranet Stock Count
1.1 Introduction
1.2 Standard Stock Count Function

2. Handheld Scanner
2.1 Handheld Scanner Procedure
2.2 Handheld Scanner Application
2.3 Handheld Scanner Hardware
2.4 Handheld Scanner Advance Function
(Check Product Information / Description / Price)
2.5 Handheld Scanner Advance Application
Importing Functions: POS Invoice, Sales Invoice, Purchase Invoice, Re-distribution, Stock Take, Consumption, Validate Sales Order , Validate Purchase Order, Validate Re-distribution
2.6 Online Verify Order & Generate Invoice Function

Remarks: 1. Existing Dynamic Customers who purchased the related module can attend the workshop.
2. For the workshop schedule please kindly check Dynamic Website (www.dynamic.com.hk)

Last Update: 2024-04-08