

USER-GUIDE

XAMOS - TIME/PERFORMANCE RECORDING

Xamos



 **FAMC**
Fachapplikation müllerchur

Version 11

1 STEPS

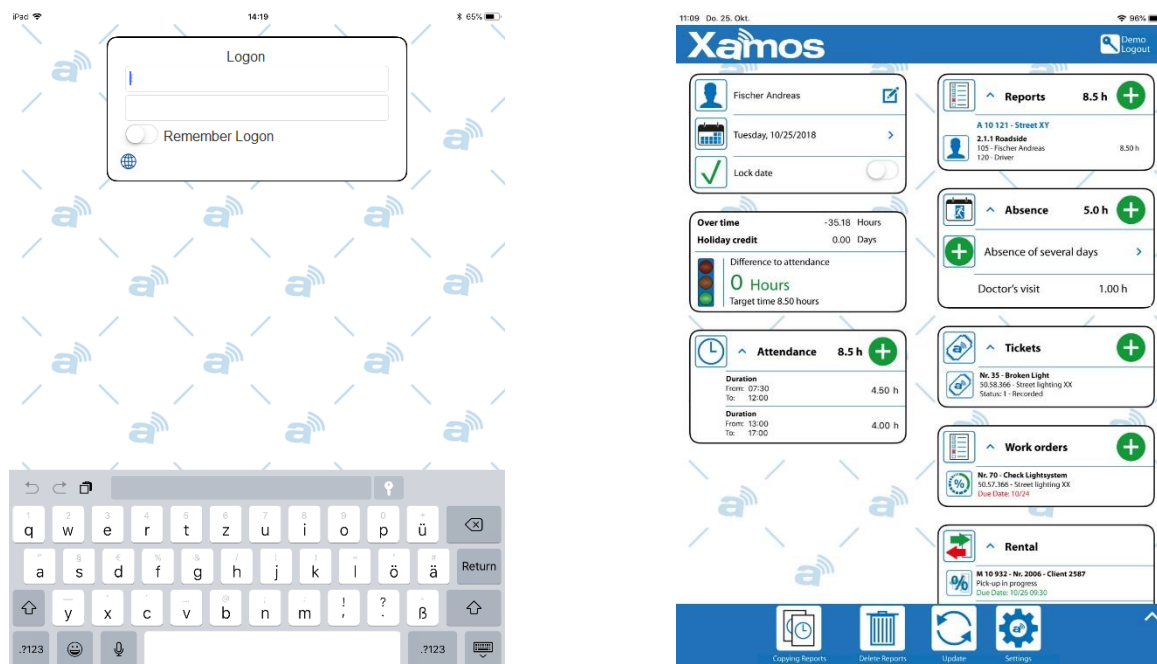
With the following steps, the time and performance recording can be carried out easily, flexibly and safely.

The following customer-specific web service must be specified when installing the application:

https://services.muellerchur.ch/demo_xamos

1.1 LOGON

If you work with Xamos, you will receive a username and password. Your username determines what and which person you are allowed to report in Xamos. To start the data collection, click on the app icon "Xamos". A window will appear asking for the username and password. If you are the sole user of the device, you can additionally activate the "Remember login" button. This will keep you logged in to the application until you click on "unsubscribe". If you share a device with other people, click "Log out" after you finish working.



1.2 CAPTURE PRESENCE

You have logged in to Xamos with your username and password and are in the overview on today's date. To change the date, click on the calendar field. If you are on the desired date, click on the green plus in the presence box to record attendances.

You can also use the "Generate standard" button to fill in the standard issues and adjust them if necessary.

Enter the desired presence by tapping on «+». Return with the "Save & Back" button.

TIP: By manually clicking the "+" button, the standard working time is filled from the morning. A second click fills the standard working time of the.

1.3 SELECT ORDER

The presence recorded in step 1 is now distributed to one or more orders or order items. Click on «+» in the overview in the «Orders» box.

In order to find the correct order, several different filters as well as a full-text search can be used. To activate a filter, it must be clicked. If the order was found, click on it.

If an order is divided into several order items, first click on the order. The system then displays the available order items. Select the appropriate order item.

The following filters are available:

All The filter "All" shows all available orders.

Last 7 Days The "Last 7 Days" feature allows you to view and select the jobs that you have used within the last 7 days.

My filter The function "My Filter" can be used to create a unique filter using search criteria. After you have selected the filter, the filter can be activated via «Save & Back».

Individual filters: The individual filters, which can be created via "Add filter", differ according to a free order choice or a defined search criterion. Existing filters can be mutated using the "Edit filter" or "Delete filter" button.