



# Vacation pay software ManaTime

Starting well (User)

# Recommended browsers ✓



Google Chrome



Firefox



Safari

# Disadvised browsers



Microsoft Edge



Opéra

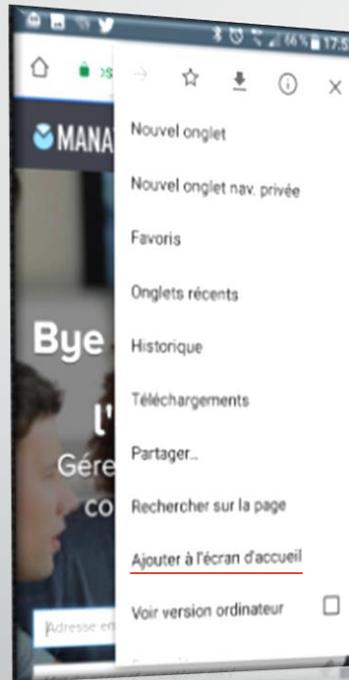


Internet Explorer

# Install it on your iPhone / iPad



# Install it on your **Android** / Tablet

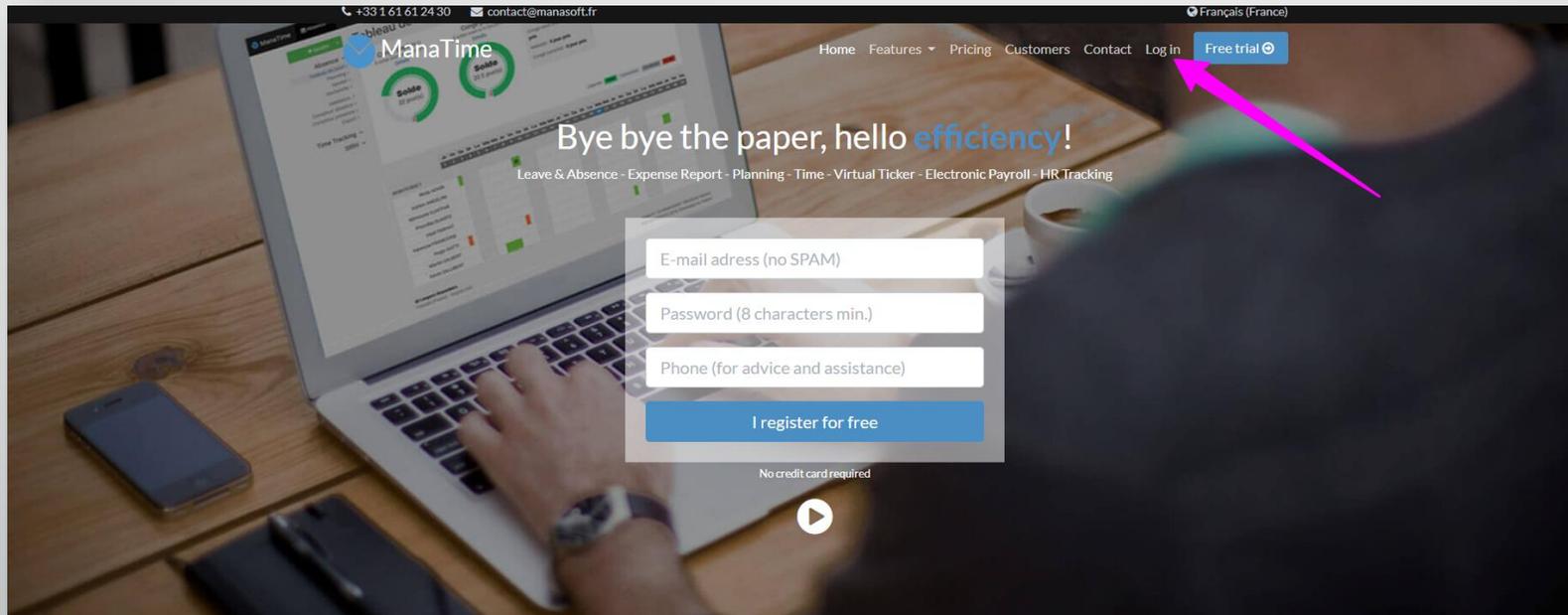


Available on all devices !



# Login to our website

<http://www.manatime.com/>





# Enter your Ids

ManaTime [Home](#) [Contact](#)

## Login

Email

Password

Remember me

[Forgot your password](#)

[Not registered? Create your account for free](#)



## Check your balance

- Click on the absence button
- Then on the **Dashboard**
- You also have a **history** just at the bottom of your page!

The screenshot shows the ManaTime dashboard interface. On the left is a navigation menu with categories like Planning, Absence, Processing, Presence, Expense, Document, Human Res., and Settings. An orange arrow points to the 'Absence' menu item. The main dashboard area is titled 'Dashboard' and features four circular progress indicators for different types of leave: CET (10 day(s)), Congés payés (8 day(s)), Congés payés (4 day(s)), and RTT (2 day(s)). Below these are 'Other' categories like Accident de travail, congés sans Soldes, and Formation, all showing 0 days taken. A 'History' section at the bottom contains a table with columns for Category, Start and end, and Duration. A purple arrow points to the 'History' section header.

Category	Start and end	Duration	
repos obligatoire	28 → 29/09/2020	14 hours	<input type="button" value="Display"/>
Congés payés	21 → 22/09/2020	2 days	<input type="button" value="Display"/>
RTT	14 → 16/09/2020	3 days	<input type="button" value="Display"/>
CET	10 → 11/09/2020	2 days	<input type="button" value="Display"/>



# Apply for a leave of absence

**Absence Add**

**General**

Category: Accident de travail (1)

Start and end: yyyy-mm-dd → yyyy-mm-dd

Morning included on the first day

Afternoon included on the last day

Comment: Optional

Add attachment

Save Cancel

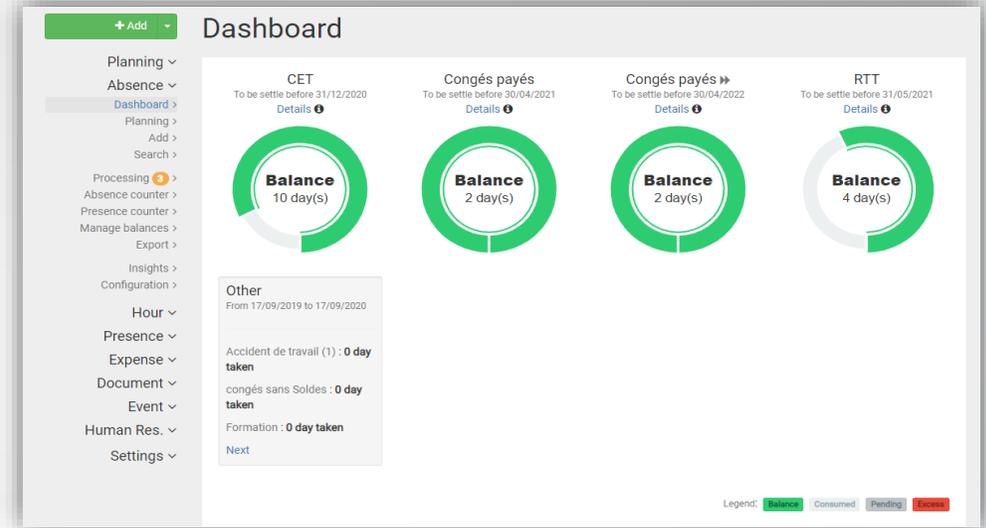
- Click on the button 
- **Complete** your demand now.
- Once your request has been registered, it will **automatically** be sent to the person in charge of your department.





# Your request is awaiting processing.

- ❖ You can now see that your dashboard has moved.
- ❖ You can also consult all your requests on the search page.



**Absence Search**

Filter (1) + Add

User	Category	Start and end	Duration	Status
<input type="checkbox"/> Manag Titi	Congés payés	30/09 → 01/10/2020	2 days	<input checked="" type="checkbox"/> Process
<input type="checkbox"/> Manag Titi	congés sans Soldes	23 → 23/09/2020	1 day	<input checked="" type="checkbox"/> Process
<input type="checkbox"/> fabienprecoce@yopmail.fr	Accident de travail (1)	14 → 15/09/2020	2 days	<input checked="" type="checkbox"/> Process

Accept  Cancel

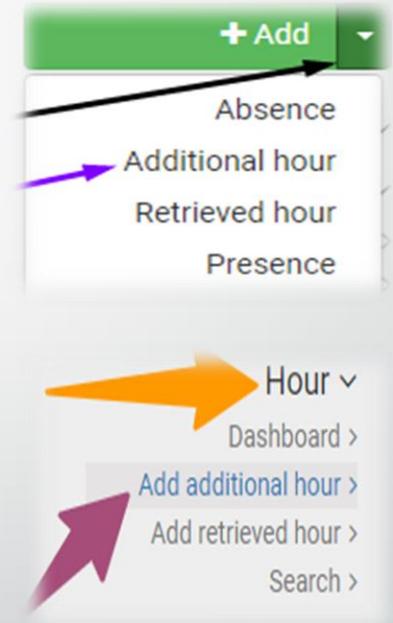
3 results found

Legend: Validated Pending Refused Canceled



# Deposit an extra hour / Recovery

- Click on the arrow to the right of the "Add" button and choose overtime or recovery time.
- You can also click **Time** / **Add additional hour** / **Retrieved** in your menu bar.



The image shows a form titled 'Additional hour Add'. It has the following fields:

- General**
- Date**: A date input field with a calendar icon and the placeholder 'yyyy-mm-dd'.
- Hours**: A time range selector with two time inputs and a right-pointing arrow between them.
- Comment**: A text area with the placeholder 'Optional reason...'.
- At the bottom, there is a checkbox labeled 'Stay on this page to add another one' and a green button labeled 'Declare this additional hour' with a 'cancel' link next to it. A green arrow points to the 'Declare this additional hour' button.

- Then **complete** your form, **register** your request, it will be validated by your manager.

# Start & Stop (Virtual Pointer)



+ Add ▾

Presence Add

Planning ▾

Absence ▾

Hour ▾

Presence ▾

Dashboard >

Add >

Search >

Expense ▾

Document ▾

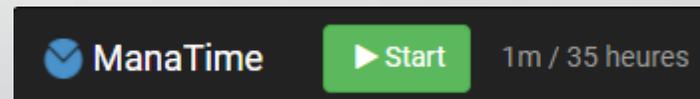
Human Res. ▾

Simple ⓘ

Comment (optional)

▶ Start

- Go to the tab "Presence" / "Add".
- Comment (if necessary) and click Start.
- Or click on the one on the top left.

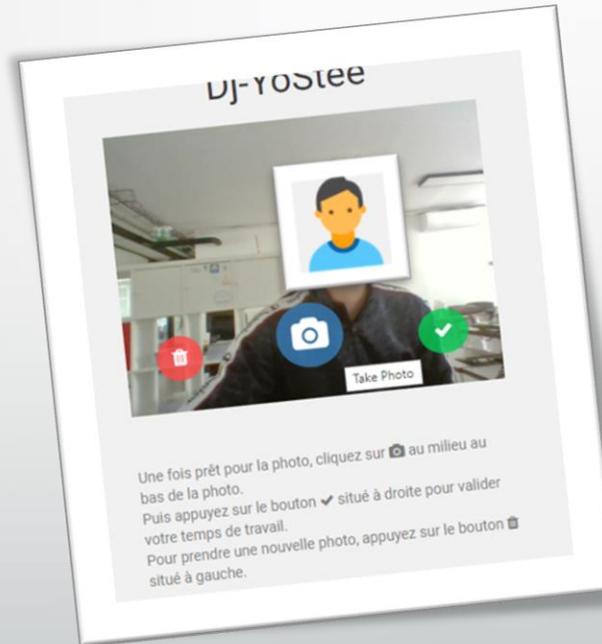




## Face Tracking (1/2)

- Place yourself in front of your photo space (sent link, tablet, PC, etc...)

- Take a picture of yourself



Delete



Validate



# Continuation of the Process (2/2)

Click on 

Bonjour Alexandre,

ManaTime vous a reconnu comme **Alexandre TECHER**

S'il s'agit bien de vous, démarrez votre journée en cliquant sur le bouton, sinon choisissez vous dans cette liste :

Alexandre TECHER 

Commentaire (facultatif)

Recommencer

This is the end! Take a picture of yourself and 

Bonjour Alexandre,

ManaTime vous a reconnu comme **Alexandre TECHER**

S'il s'agit bien de vous, terminez votre journée en cliquant sur le bouton, sinon choisissez vous dans cette liste :

Alexandre TECHER  **En cours** - Début de la période de travail à 11:58, soit 1 minute(s) déclaré.

Commentaire (facultatif)

Recommencer

**Presence Add**

**Advanced**

Start and end  
2020-09-09 → 2020-09-17

Hours  
09:00 → 12:00

----- Or -----

Duration

Comment (optional)

**Save**

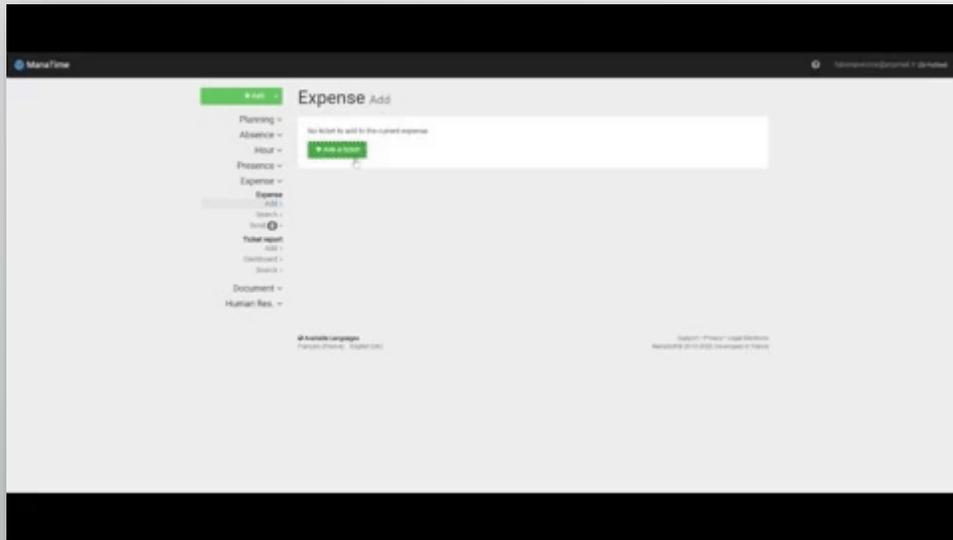
# The third option!

- Fill in the boxes.
- Register



# Expense reports

Add 



(GIF)

Research 

Title	Amount	Created	Processed	Refunded	Other	
Septembre 2020	90 € (1)	11/09/2020	11/09/2020	-		<a href="#">Details</a>
Septembre 2020	50 € (1)	11/09/2020	11/09/2020	-		<a href="#">Details</a>
October 2020	40 € (1)	17/09/2020	-	-		<a href="#">Details</a>

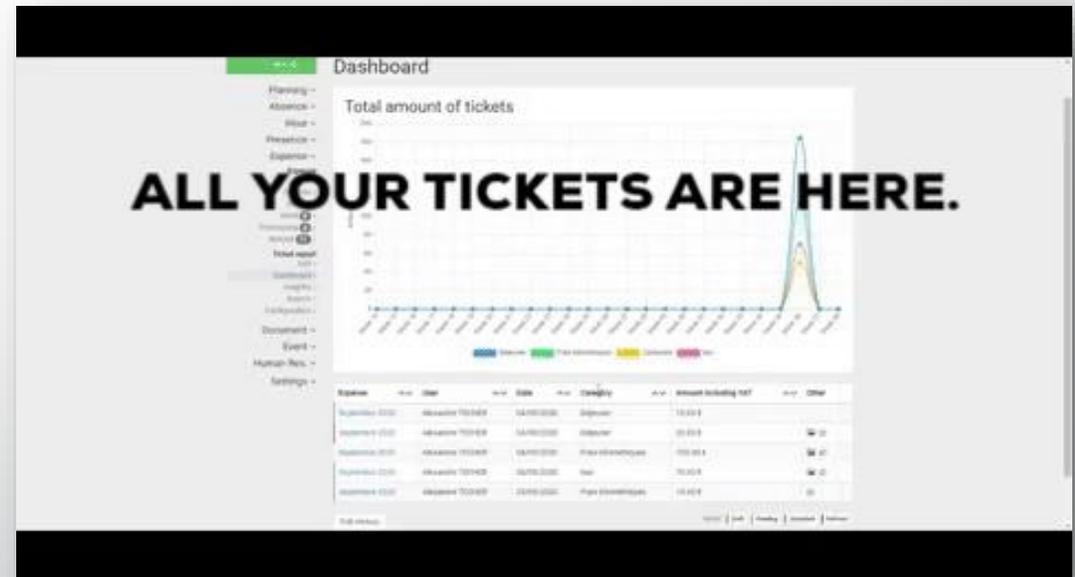
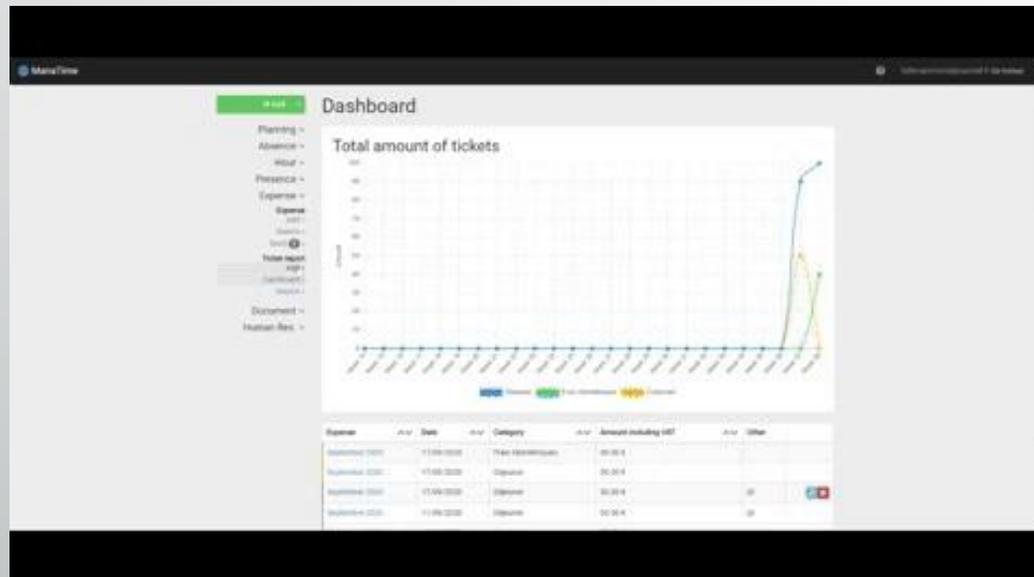
3 expense(s) found

Legend: Draft Pending Accepted Refused Refunded

\*You go directly to this page after the first step.



# Ticket reports (GIF)



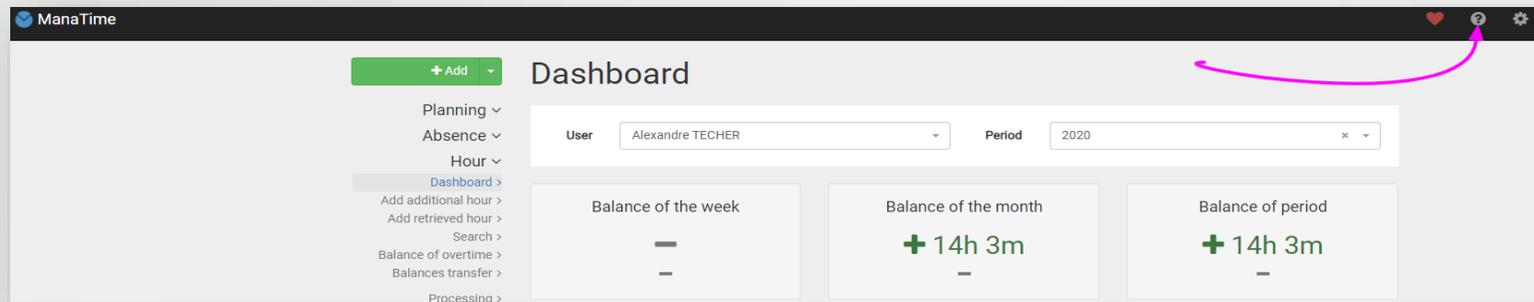


# Sponsorship / Awards (GIF)

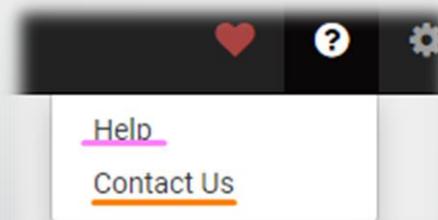
A screenshot of a software interface titled 'Ticket reports'. The interface includes a search bar, a sidebar with navigation options like 'Planning', 'Attendance', and 'Expense', and a main table. The table has columns for 'Name', 'User', 'Title', 'Category', 'Amount including GST', and 'Date'. A purple gift box with a red ribbon is overlaid on the bottom right of the screenshot, and the text 'A LITTLE GIFT?' is written in large white letters across the bottom of the screenshot.

Name	User	Title	Category	Amount including GST	Date
XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX

# Online support

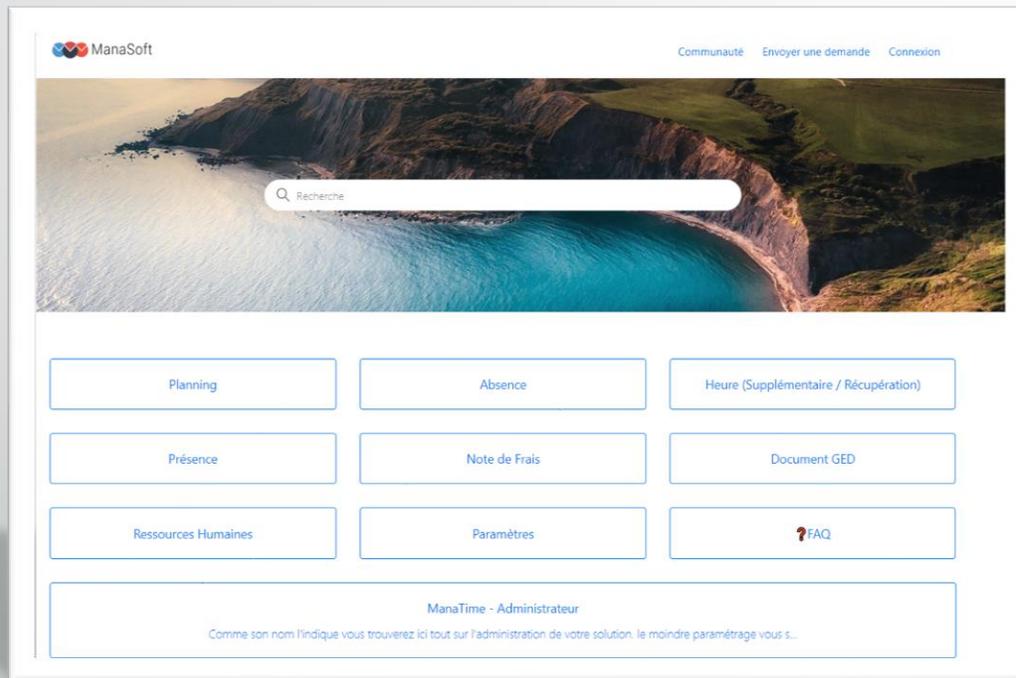


- **Click** on the « ? »
- **Choose** what you want

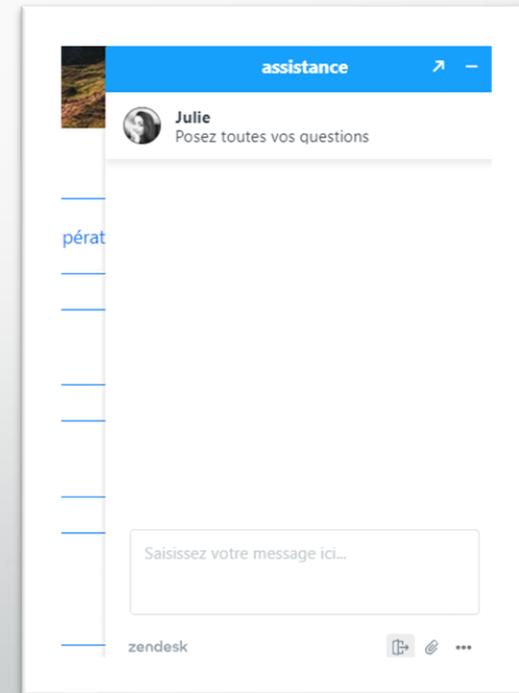




# Help (FAQ and Online Chat)



The FAQ



The Online Chat

# Contact Us



## Email

[contact@manasoft.fr](mailto:contact@manasoft.fr)



## Call us

+33 1 61 61 24 30  
Monday to Friday  
9am - 12pm and 2pm - 5.30pm  
UTC+1 Europe/Paris



## Our address

42, rue Paul Claudel  
91000 Evry  
FRANCE



And that's it, it's already the end...

*Bravo!*

*Alex*