

slide 7

slide 6

slide 5

slide 4

slide 3

slide 2

slide 1



Paid Leave Software ManaTime

User guide for managers



Summary

Below you will find all the information you need to get started with ManaTime.



Browsers / Devices

What are the best browsers and those to avoid, responsive software, etc.



Planning & Absence module

Let's take a look at the basics of the leave module with ease.



The Time module

Visit this module that will allow you to add recovery and additional hours.



The Presence module

Discover the 3 different time and attendance systems also known as virtual badges.



Expense Report & Document Modules

Add your tickets to be refunded, receive the document on your ManaTime space.



Maintenance & Human Resources Modules

Your dematerialized notes, your personal information and the company directory.

Recommended browsers

These are the most powerful browsers if you use our ManaTime software.



01

Google Chrome

The Number1:
Smooth & Efficient, perfect for
our software.



02

Firefox

Just as reliable!
Powerful & easy to use.



03

Safari

Mr. Apple:
If you want to use the
application on iPhone for
example.

Browsers not recommended

These are the least efficient browsers for our ManaTime software.

Microsoft Edge



Latencies found on the software.

Opéra



Loss of fluidity encountered on ManaTime.

Internet Explorer



The browser should disappear.

Install on Smartphone

Here are the easiest ways to access ManaTime directly on your smartphone.



02 Step

Add on the home screen



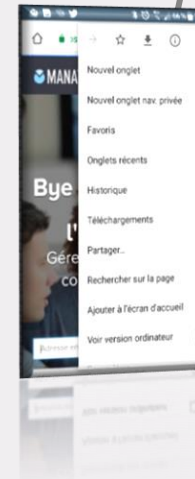
01 Step

Click on this circled tab



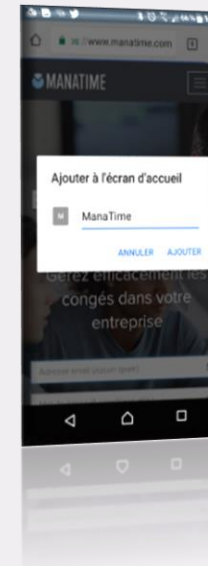
01 Step

Click on the home button



02 Step

ManaTime is on your home screen



Slide 4

Slide 3

Slide 2

Slide 1

Slide 6

Slide 5

Slide 7

ManaTime is responsive !

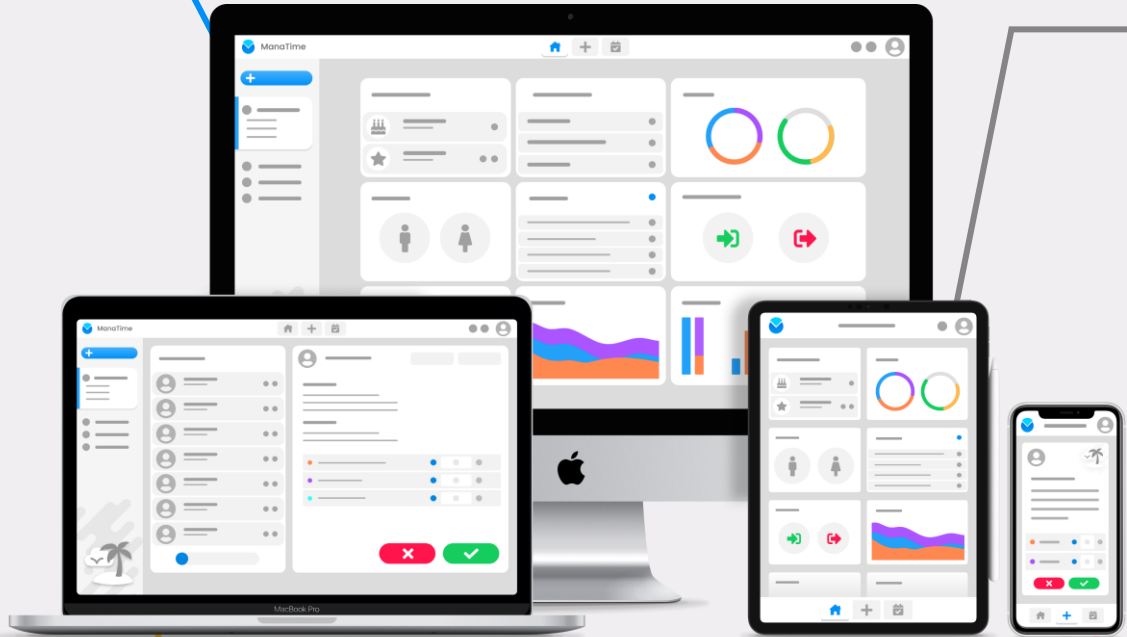
That is available on all possible platforms and under any operating system!

02 Device
Available on PC
Fixed / Mac

03 Device
Usable on a
tablet

01 Device
For Laptop

04 Device
Adapted on
Smartphone

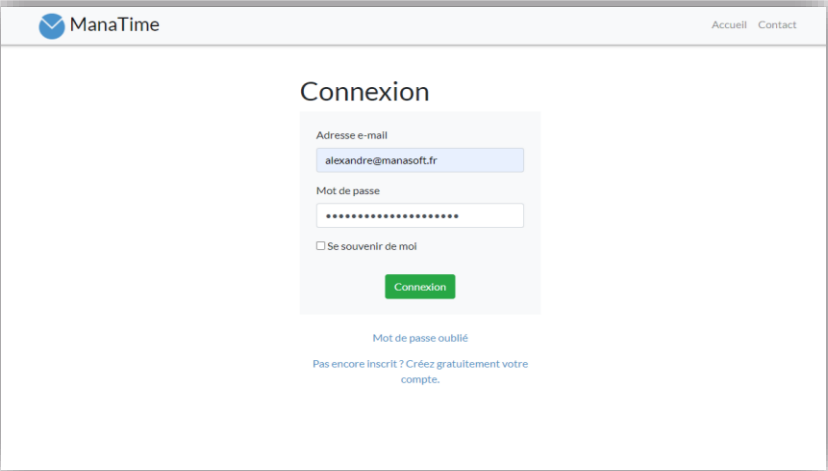
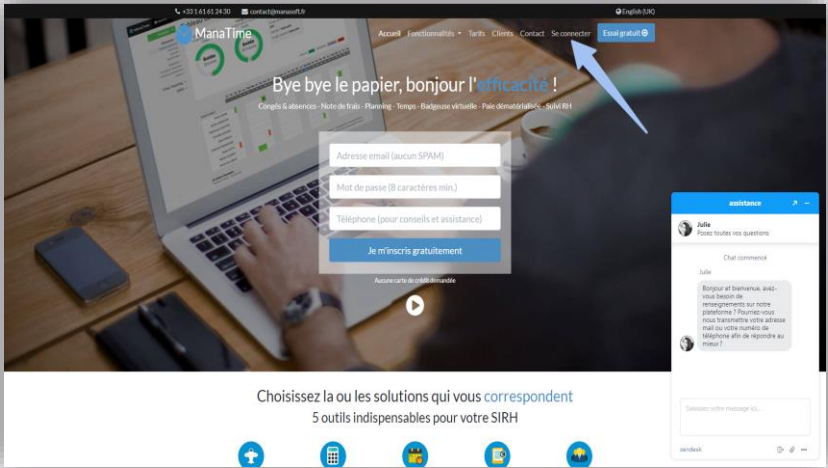


Connect to the software

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

STEP 1

Our Site
Head over to
ManaTime.



STEP 2

Connection
Enter your
identifiers
received by email.

slide 6

slide 5

slide 4

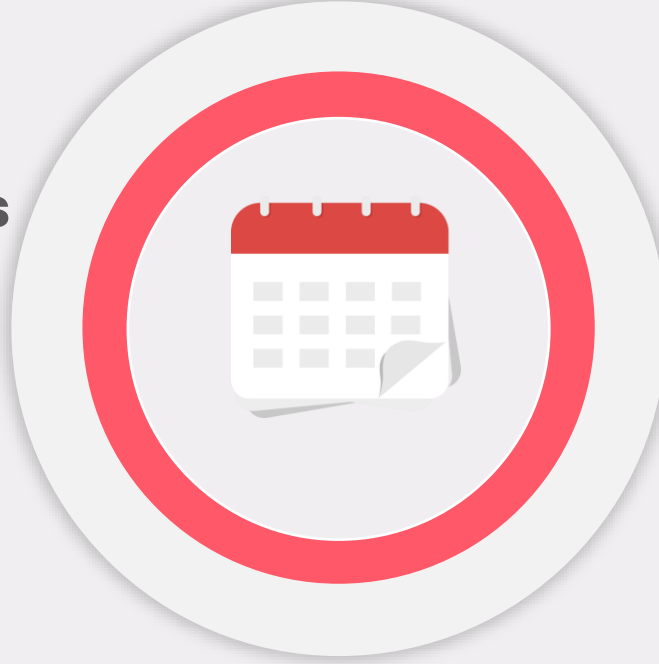
slide 3

slide 2

slide 1

Introduction completed.
Presentation of the modules
Absences & Planning

*The 2 main features of
ManaTime.*



slide 7

slide 6

slide 5

slide 4

slide 3

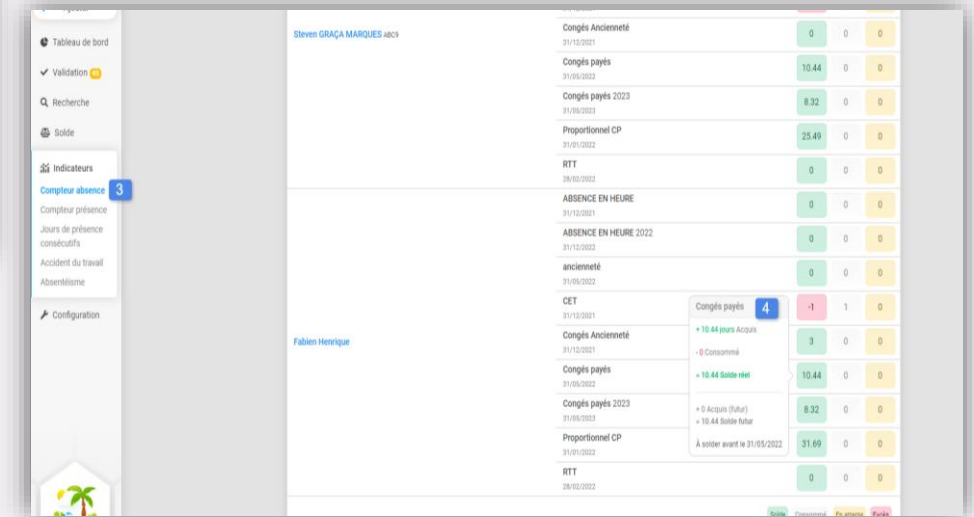
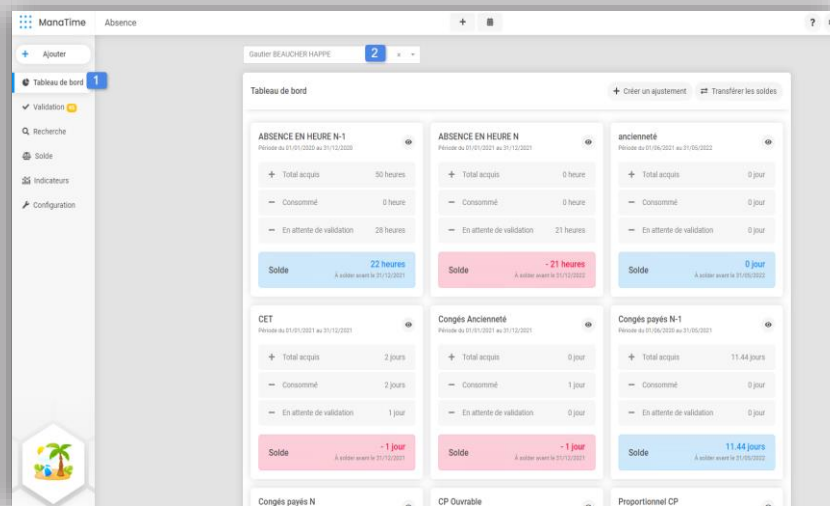
slide 2

slide 1

Consult the balance of your team

3. You also have an "**Absence Counter**" tab.

4. Drag your cursor to see **more information**.



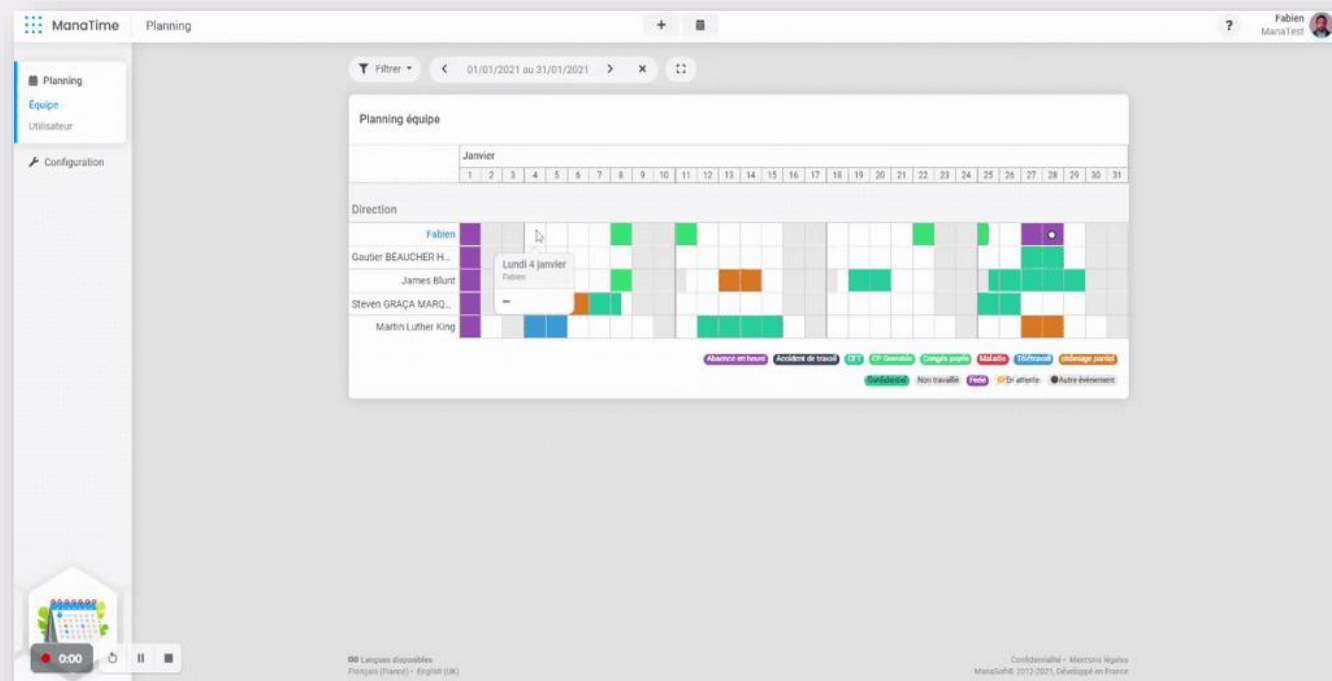
1. Access the **Absence** module.
2. Select the desired user and access his/her various **data**

Filing a leave for a user

1. Click on this button:  **Ajouter**
2. Choose the user(s).
3. Validate at the bottom right of the screen.

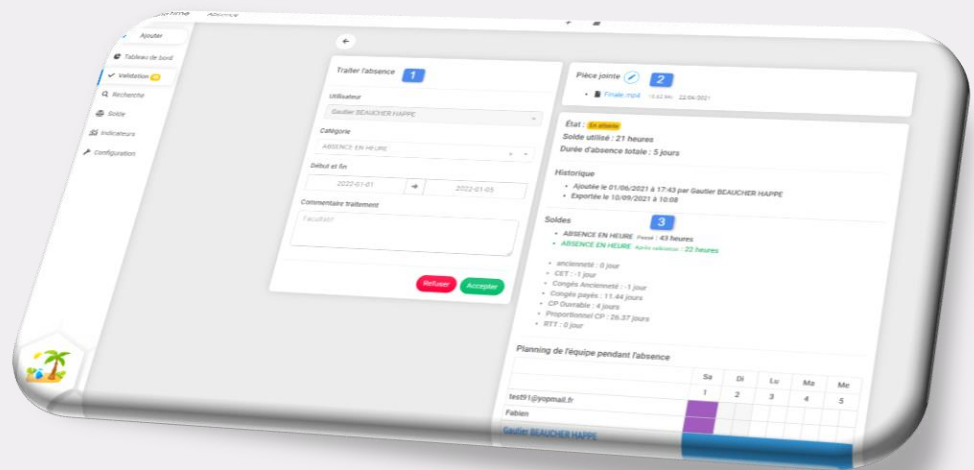
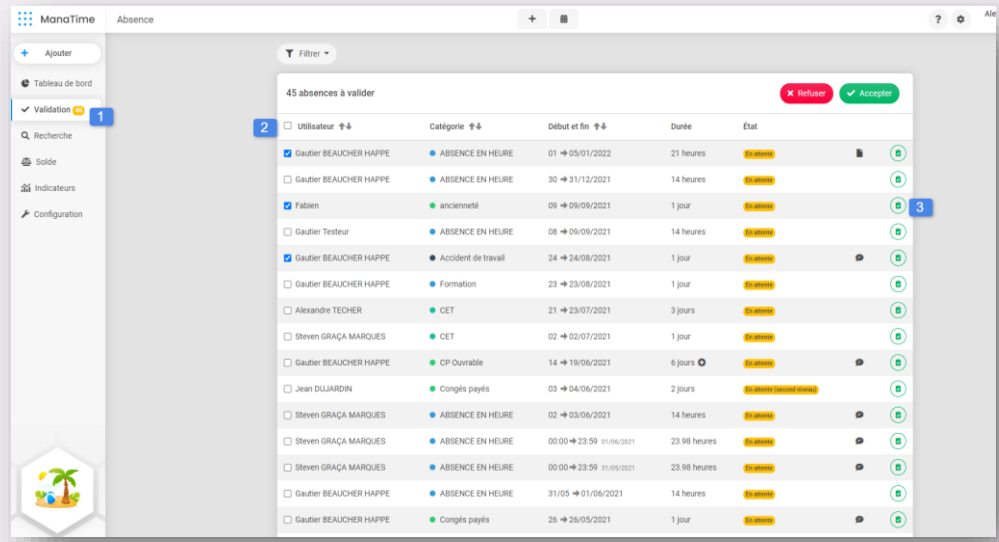
Once your request is registered, it will be automatically validated or sent to your superior N+1.

Another method in GIF!



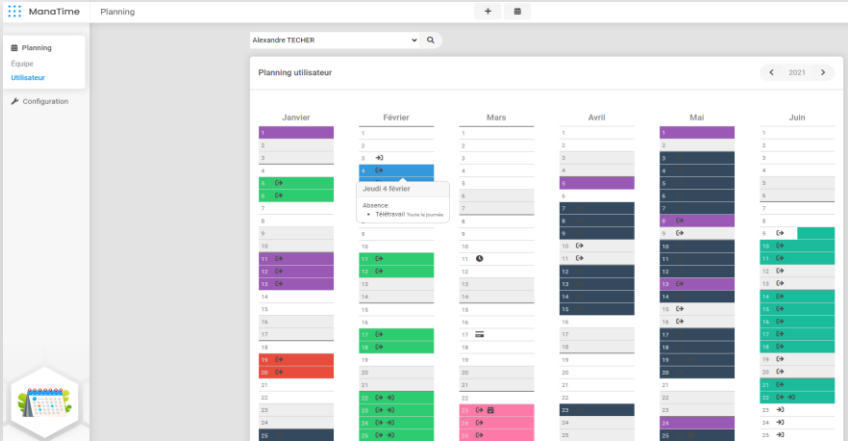
*In order to add an absence for you or for a collaborator, **drag your cursor** on the team schedule. (from the 1st day to the last)*

Process absence requests



1. Click on the **Validation** tab.
 2. Check one or more boxes to process them quickly.
 3. You can also choose them on a **case** by case basis.
-
1. Edit the information while the absence is in "pending" status.
 2. Add an attachment.
 3. Decision aids (balances, team schedule, etc.)

Planning: Team and Individual

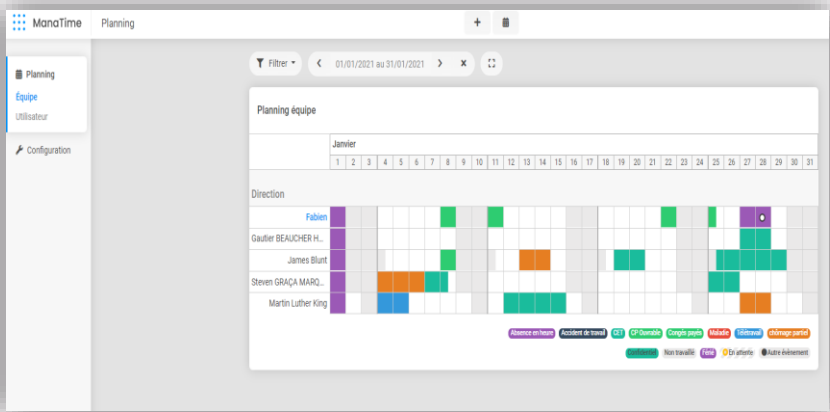


PLANNING 1

Team
Access the
information of
your services.

PLANNING 2

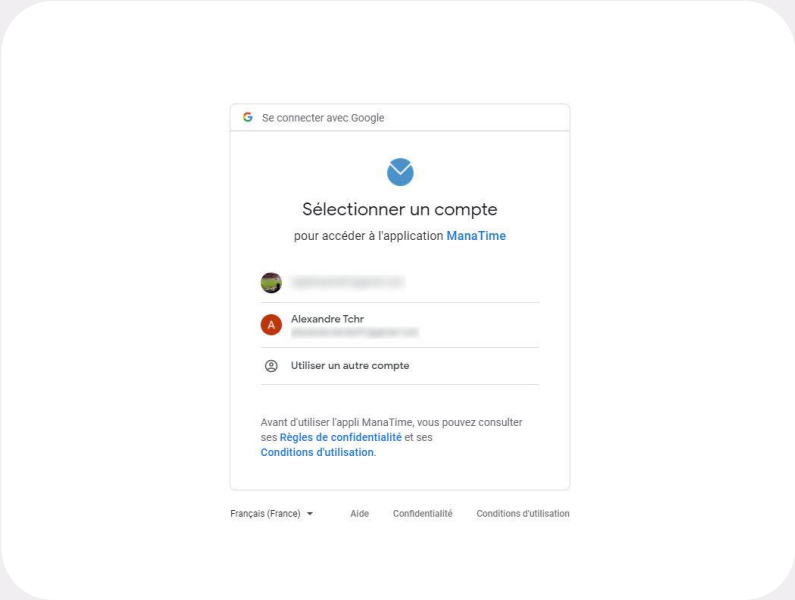
User
Access
information for all
months.



Synchronize Outlook & Google

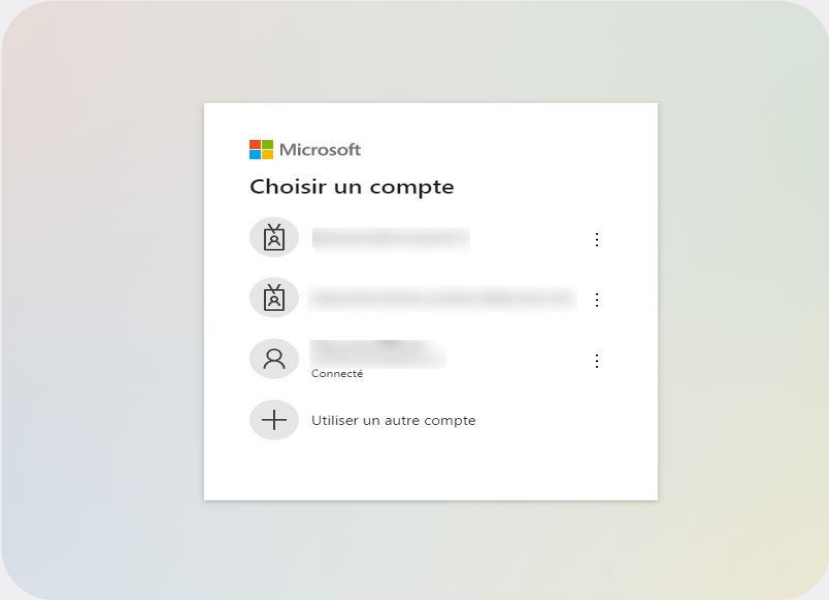
[Click here to access it](#)

Google Agenda



Select your account

Outlook 365



And connect

Slide 13

Slide 12

Slide 11

Slide 10

Slide 9

Slide 8



Presentation of the **Time** & **Attendance** modules.

Add Recovered and Overtime hours. Track your attendance with ManaTime.

Slide 14

Slide 13

Slide 12

Slide 11

Slide 10

Slide 9

Slide 8

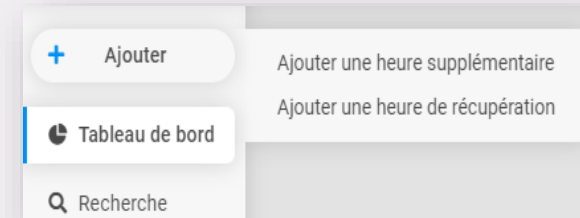
Submit **Overtime/Recovery**

For you but also for one of your collaborators.

- Click on the **Home** button representing your menu, it is located at the top left of your screen. Finally choose the **time** module.



- Then click on **" + Add"** and select **Add Recovered Time** or **Overtime** in your menu bar.



Ajouter une heure récupérée

Utilisateur
Alexandre TECHER x

Date
2021-10-28

Heures
19:00 20:00

Commentaire
Motif facultatif ...

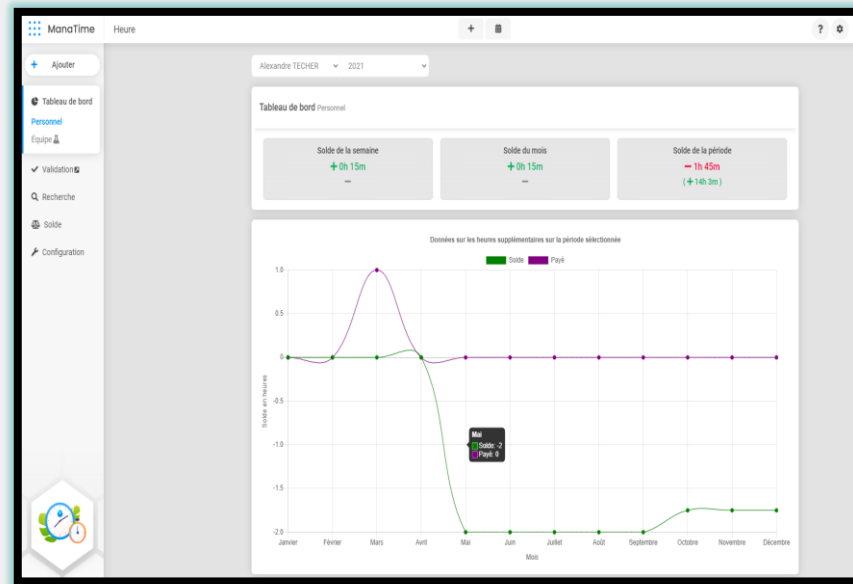
☐ Rester sur cette page pour en ajouter un autre

[+ Ajouter une heure récupérée](#)

- Then fill out your form, **register** your request, it will finally be processed by your manager.

Dashboard / Processing

Find data from a graph and analyze it from there.



Dashboard

3 different balances segmented by month and status.

The screenshot shows the MonoTime dashboard for Alexandre TECHER in 2021, displaying a 'Liste des heures' table. The table has columns: Utilisateur, Date, Heures, Type, and État. It lists four entries with their respective dates, times, and statuses.

Utilisateur	Date	Heures	Type	État
Fabien	26/10/2021	20:02 → 21:00 (1h)	Supplémentaire	En attente
Gautier BEAUJOUR HAPPE	18/08/2021	20:00 → 22:00 (2h)	Supplémentaire	En attente
Steven GRACA MARQUES	17/05/2021	08:01 → 08:30 (2h)	Récupérée	En attente
guccatent@gmail.com	09/09/2020	17:00 → 18:00 (1h)	Supplémentaire	En attente

4 éléments trouvés

Treatment

Accept or refuse your employee's request for time off/supp/attendance.

Start & Stop (Virtual time clock)



Créer une présence Simple ?

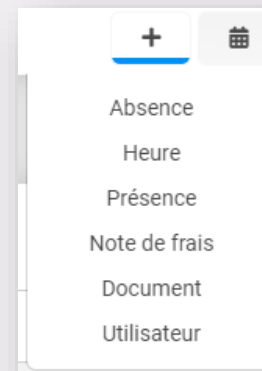
Activité

télétravail x ▾

Commentaire (facultatif)

Start

- Go to the "Presence" module then + Add
- Choose the activity, if it has been created by your HR.
- Comment (if necessary) and click on **Start**.
- Or press the button at the top of the screen:



The Face Tracking (1/2)

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



Take a picture of yourself

The Face Tracking (2/2)

Click on 

Click on 

Bonjour ,

ManaTime ne vous connaît pas encore très bien et ne vous a pas reconnu.
 Démarrez votre journée en vous sélectionnant dans la liste, puis cliquez sur le bouton :

Alex TERRIEUR

▶ Start

Commentaire (facultatif)

Recommencer

Bonjour ,

ManaTime ne vous connaît pas encore très bien et ne vous a pas reconnu.
 Terminez votre journée en vous sélectionnant dans la liste, puis cliquez sur le bouton :

Alex TERRIEUR

■ Stop

En cours - Début de la période de travail à 16:42, soit 13 minute(s) déclaré.

Commentaire (facultatif)

Recommencer



The third option!

A detailed version...

ence + 📅

Créer une présence Détails ?

Activité

télétravail

×

▼

Début et fin

2021-10-25

→

2021-10-26

Heures

09:00

🕒

→

18:00

🕒

----- Ou -----

Durée

Commentaire (facultatif)

Au travail !

STEP 1

Fill in

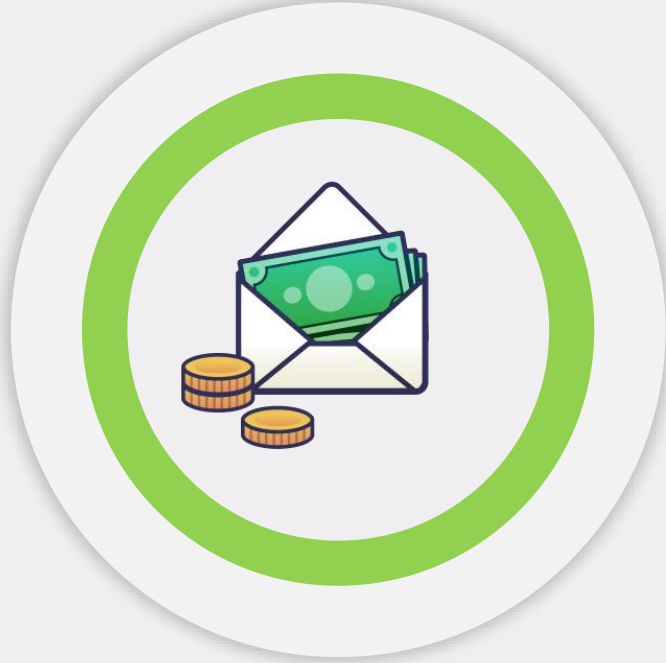
The necessary characters

STEP 2

Register

You can work!

+ Ajouter



Presentation of the **Expense Report & Document** modules

Add multiple tickets, mileage reports and find your documents.

Slide 21

Slide 20

Slide 19

Slide 18

Slide 17

Slide 16

Slide 15

The intelligent addition

Adding a ticket has never been easier, just drag and drop your file into the green area.



ManaTime

Note de frais

Ajouter

Tableau de bord

Ticket

Note de frais

Configuration

Intelligent

Manuel

Frais kilométriques

Créer un ticket Ajout Intelligent

Glissez et déposez vos fichiers ou

Parcourir

La taille du fichier doit être inférieure à 20 Mo

ManaTime

Note de frais

Télécharger

Supprimer

Éditer le ticket

Note de frais

Octobre 2021

Catégories

Dejeuner

Date de la dépense

26/10/2021

Montant TTC

49,00

Montant TVA 1

10,00

Montant TVA 2

Montant TVA 2

Devise

EUR (Euro)

Commentaire

Enregistrer

Remplacer le fichier lié à votre ticket (scanner, photo, etc.)

Parcourir

La taille du fichier doit être inférieure à 20 Mo



The manual addition

Add a ticket in detail

Note de frais

+ 📅

🔍 Intelligent + Manuel 🚗 Frais kilométriques

Créer un ticket Ajout manuel

Catégories	Montant TTC	Dont TVA
Déjeuner x ▾	59	10
Date de la dépense		15
26/10/2021 📅		Montant TVA 3
Commentaire	Devise	
	EUR (Euro) x ▾	
Note de frais		
Octobre 2021 x ▾		
☐ Joindre un fichier		
☐ Ajouter un autre ticket		

+ Ajouter

Register

Remember to click on the blue button when finished.

Category & Expense

Select a category that you or your N+1 have created and fill in the boxes.

Mileage expenses

Register your trips for reimbursement

Fill in the boxes if necessary.

Note de frais

+ 📅 ?

🔍 Intelligent + Manuel 🗺️ Frais kilométriques

Créer un ticket Ajout frais kilométriques

Départ
Logiciel Congés Payés - ManaTime ManaSoft, Avenue de l'Orme À Martin, Évry-C

Arrivée
Paris, France

Distance
33.55 km ☐ Aller / retour

Véhicule 🗨️ Gérer
MERCEDES C63 AMG (MC-974-AA)

Montant
3.72 €

Type
Lieu de travail

Date
26/10/2021 ☐ Trajet récurrents

Note de frais
Octobre 2021

Commentaire

☐ Ajouter une autre indemnité kilométrique

+ Ajouter



Remember to create your vehicle to continue!

Confirm sending!

*No matter which method you choose,
you will always have to confirm!*

ManaTime Note de frais

+ 📅 ?

+ Ajouter

📊 Tableau de bord

🎫 Ticket

📄 Note de frais

Recherche

Envoyer 1

🔧 Configuration

Filtrer (2)

Liste des notes de frais

Titre ↕	Montant TTC ↕	État	Créée ↕	Traitée ↕	Remboursée ↕	Autre
Octobre 2021	98 € (2)	Brouillon	26/10/2021	-	-	

1 élément trouvé

Go to this tab to select your ticket.

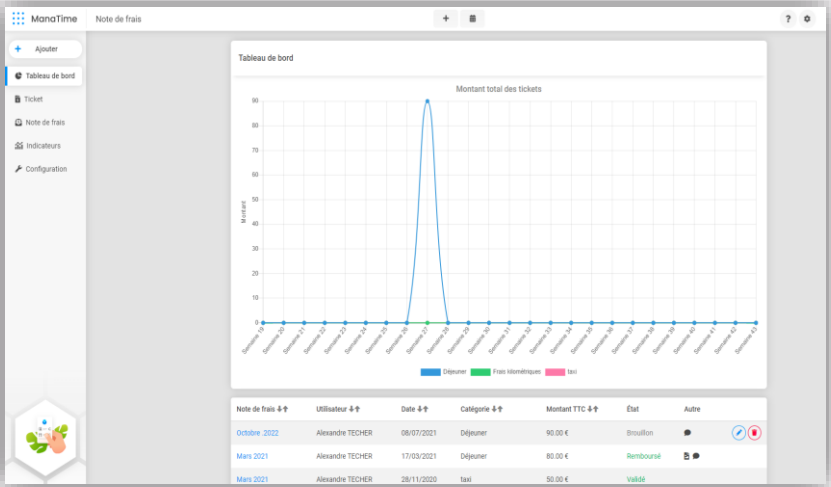
You have to confirm
the sending.

The Dashboard | Treatment

STEP 1

Dashboard

Graph of your tickets over the last few weeks.



The screen shows a form to 'Traiter les notes de frais' with fields for 'Titre', 'Créé par', and 'Montant TTC'. Below is a table of tickets for processing.

Date	Catégorie	Montant TTC	Autre
26/06/2021	Déjeuner	4.00 €	
30/06/2021	Déjeuner	13.58 €	
30/06/2021	Déjeuner	30.00 €	
24/03/2021	Déjeuner	9.00 €	
16/03/2021	Déjeuner	5.00 €	

Buttons: Accepter, Rembourser, Refuser

A receipt from 'LE COLLINS' is shown on the right, with details: 'Table : 122', 'Cv : 1', 'Total Euro : 24.00'.

STEP 2

Treatment

Validate or not the notes recorded in a single place.

Document

Search for your assigned documents

ManaTime

Document

?

Fabien ManaTest

Recherche

Raccourcis

Bulletins de salaire

Contrat et avenant

Convention collective

Manatest

Marketing

Filtrer

Nom	Date	Visibilité	Taille
PipeDrive 1.jpg	Ajouté il y a 5 mois		289 Ko
2021-04-RH.pdf	Ajouté il y a 7 mois		25 Ko
Absence.png	Ajouté il y a 7 mois		91 Ko
2021-01-CRUISE.pdf	Ajouté il y a 7 mois		78 Ko
ManaTime Document - 2021-01-CRUISE.pdf	Ajouté il y a 7 mois		78 Ko
ManaTime Document - ~\$mmentaires Mana ti.docx	Ajouté il y a 8 mois		0 Ko
2021-01-CRUISE.pdf	Ajouté il y a 9 mois		78 Ko
~\$mmentaires Mana time.docx	Ajouté il y a 9 mois		0 Ko
Ajouter-Document.png	Ajouté il y a 1 an		92 Ko
Bulletin de salaire.pdf	Ajouté il y a 1 an		68 Ko
bricodpot-facture-178620191222416345003.pdf	Ajouté il y a 1 an		36 Ko
Mail send MLPE.png	Ajouté il y a 2 ans		266 Ko
Plaquette ManaTime.pdf	Ajouté il y a 2 ans		276 Ko
Plaquette ManaTime.pdf	Ajouté il y a 2 ans		276 Ko
2019-03-BRINDEAU.pdf	Ajouté il y a 2 ans		20 Ko



If you wish to **observe** your file.

If you want to **upload** your file.



Presentation of the Maintenance & Human Resources modules.

Participate in campaigns, add notes, access the company directory and your personal information.

slide 28

slide 27

slide 26

slide 25

slide 24

slide 23

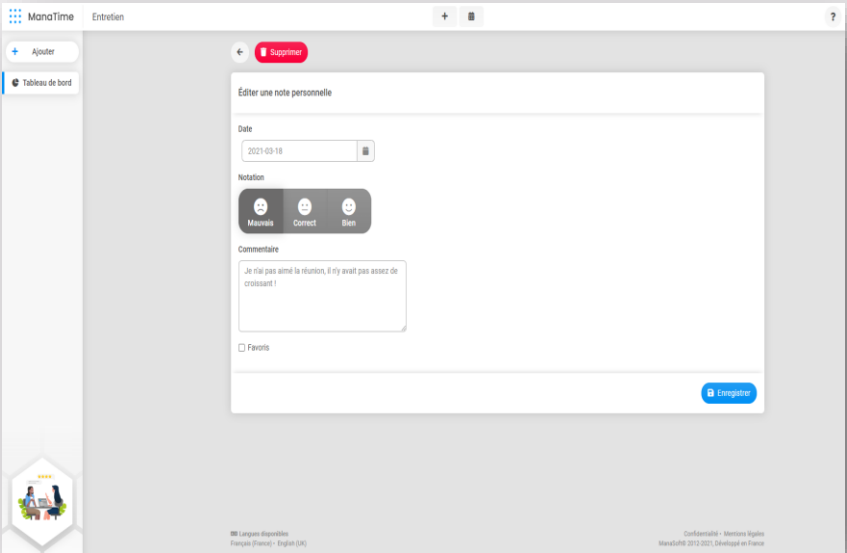
slide 22

Maintenance

Add notes / Participate in campaigns

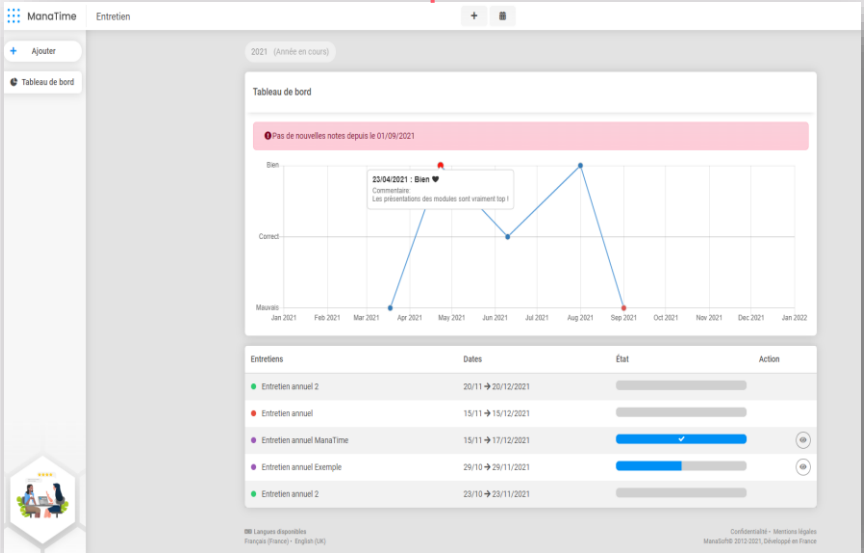
The history

Access all your notes segmented by rating and date.



Personal notes

Add dated notations and an optional comment.



Managing the well-being of your employees

ManaTime Entretien

+ Ajouter

Personnel

Équipes

Tableau de bord

Recherche

Campagnes

Créer une note d'un collaborateur

Utilisateurs

Fabien x

Date

2021-10-29

Notation

Très mauvais Mauvais Correct Bien Très bien

Commentaire

Facultatif

☐ Favoris

+ Ajouter

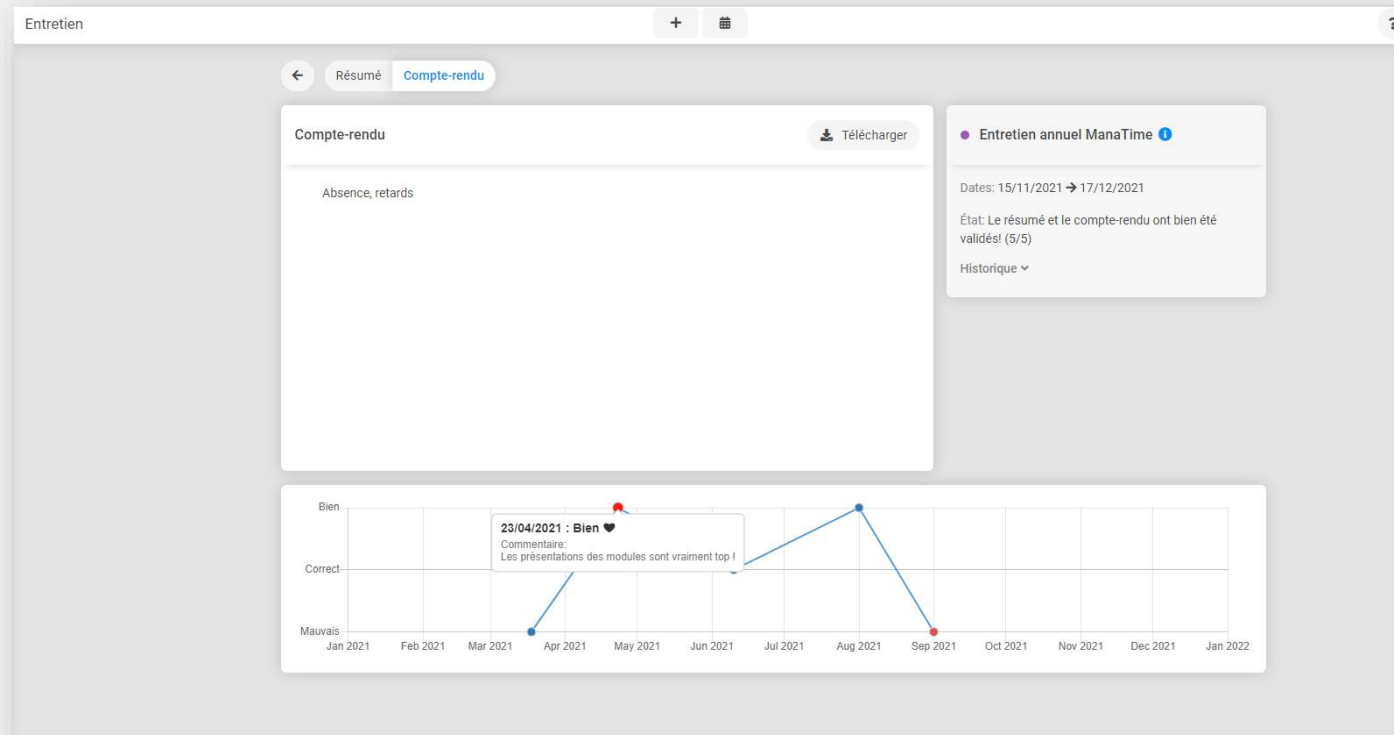
Langues disponibles
Français (France) • English (UK)

Confidentialité • Mentions légales
MansoSoft® 2012-2021, Développé en France

Fill in the required fields.

Campaign

Participate in your interview campaigns created by your HR.



- ❑ *Begin this [campaign](#) by bringing up the interview topic.*
- ❑ *Wait for your colleague's response before you have to answer again.*
- ❑ *You can use your old notes created during the year as a guide.*

My information

Add / Edit your ManaTime account information.

ManaTime Ressources humaines

Mes informations
Annuaire

Personnelles Urgence Enfants

Éditer mes données personnelles

État civil

Prénom Nom

Fabien

Numéro de Sécurité Sociale

1234567890

Genre

Homme x

Date de naissance

1982-07-15

Ville de naissance Pays de naissance

Saint-Maur-des-Fossés France x

Nationalités

x France x

Adresse

Rue et numéro

14 Avenue Gambetta

Code postal Ville

94100 Ville Juif

Pays

Gambie x

Email personnel

Nom@yahoo.fr

Téléphone personnel

17

Téléphone portable personnel

911

Enregistrer

Langues disponibles
Français (France) - English (UK)

Confidentialité - Mentions légales
ManaSoft® 2012-2021, Développé en France

Remember to **register** after completing the optional information.

Children? Add them!

STEP 1

The screenshot shows the 'Ajouter' (Add) form in the MonoTime application. The form is titled 'Éditer les informations de mes enfants' (Edit my children's information). It contains four input fields: 'Prénom' (First name) with the value 'Jérôme', 'Nom' (Last name) with the value 'ito', 'Date de naissance' (Date of birth) with the value '2021-10-26', and 'Numéro de Sécurité Sociale' (Social Security Number) with the value '1234567890'. A blue '+ Ajouter' button is at the bottom right. Below the form, there is a large empty space with a 'Ø' symbol and the text 'Cliquez le premier enfant.' (Click the first child.).

Add

Fill in the information you want.

STEP 2

The screenshot shows the 'Modifier' (Edit/Delete) form in the MonoTime application. The form is titled 'Éditer les informations de mes enfants' (Edit my children's information). It contains four input fields: 'Prénom' (First name) with the value 'Jérôme', 'Nom' (Last name) with the value 'ito', 'Date de naissance' (Date of birth) with the value '26/10/2021', and 'Numéro de Sécurité Sociale' (Social Security Number) with the value '1234567890'. A blue '+ Ajouter' button is at the bottom right. Below the form, there is a table with two rows of data:

Prénom	Nom	Date de naissance	Numéro de Sécurité Sociale	
Jérôme	ito	26/10/2021	1234567890	 
Alan	Téneur	05/10/2021	1234567890	 

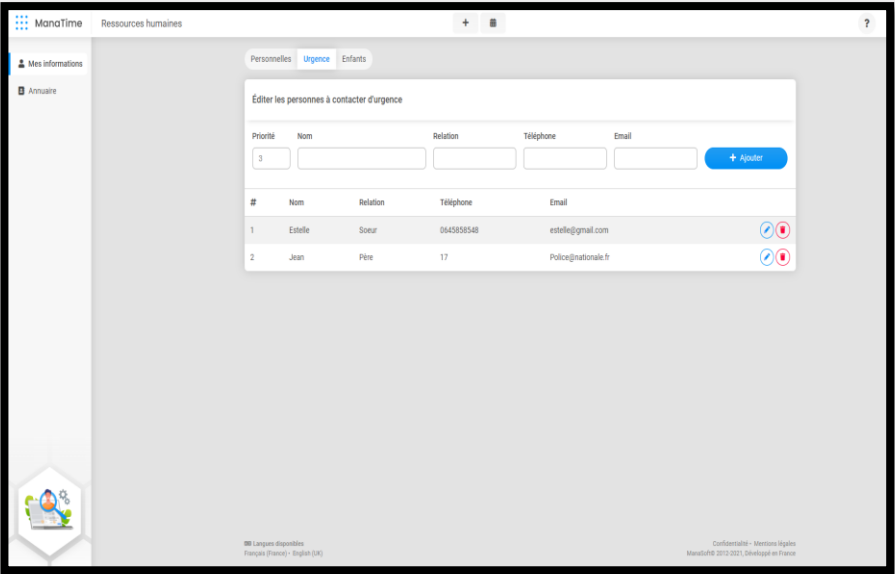
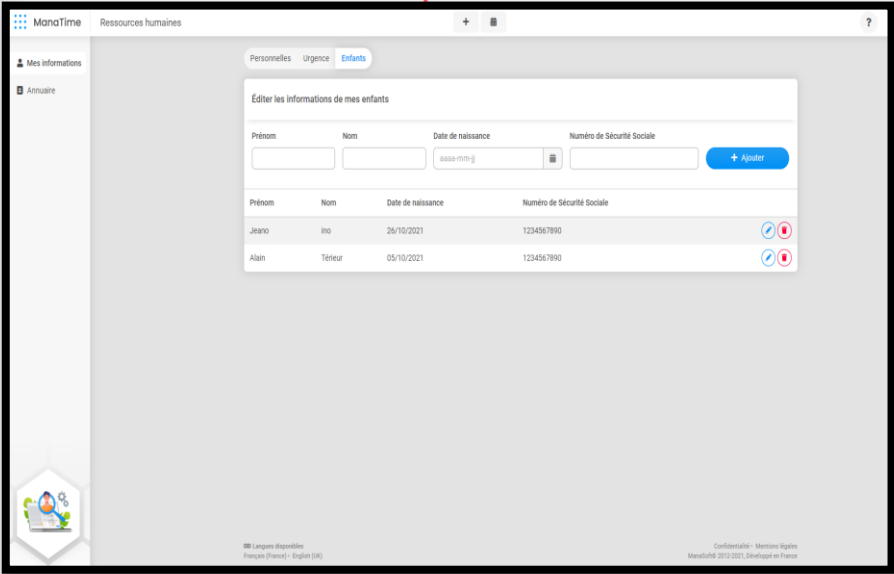
Edit / Delete

Modify the information or remove it from your space.

Emergency

Add notes / Access your dashboard

Add
Emergency contact information,
sorted by priority.



Edit / Delete
You can change, update or remove
information from ManaTime.

slide 34

slide 33

slide 32

slide 31

slide 30

slide 29



Completed modules.

Conclusion

Have a question? Here is all your support available on ManaTime.

slide 35

slide 34

slide 33

slide 32

slide 31

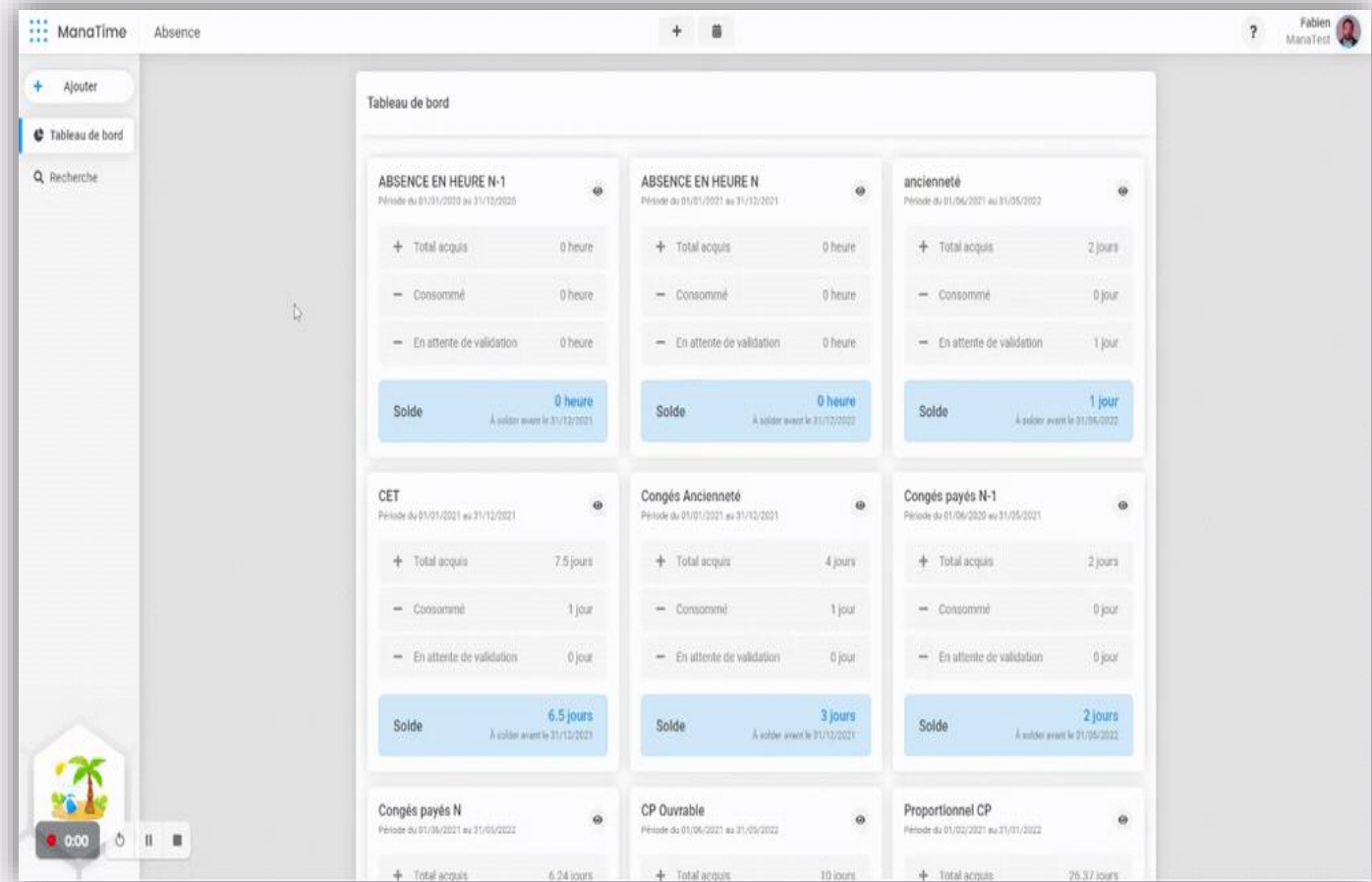
slide 30

slide 29

BOTTOM
PAGE

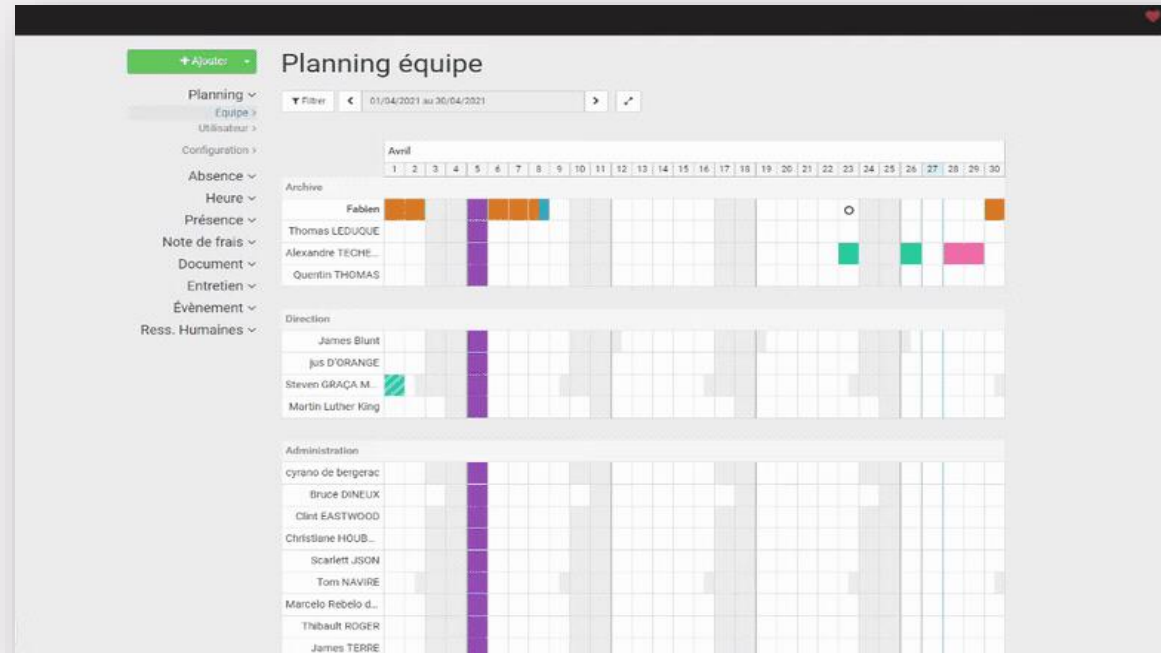


Change language FR / UK (GIF)



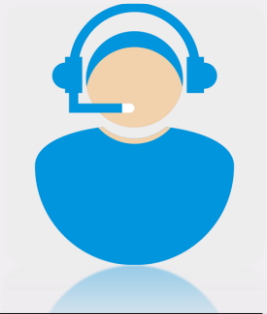
Choose your preferred language.

Sponsorship / Awards (GIF)



- A 50 euros Amazon / Fnac voucher for you and the sponsored child.
- OR**
- 5% on your subscription and on the referred person. (Additional)

Logiciel Congés Payés - ManaTime
7 Avenue de l'Orme À Martin, Évy-Courcouronnes
4,6 ★★★★★ 239 avis ⓘ
Thèmes qui reviennent souvent
[Tous les avis](#) réactif 17 équipe 17 service client 14 outil 11 + 5



Online support

ManaTime

Heure

+

?

Alexandre TECHER
ManaTest

+ Ajouter

Tableau de bord

Validation

Recherche

Solde Recherche

Transfert des soldes Exporter

Configuration

Filtrer + Créer un ajustement

Solde des heures

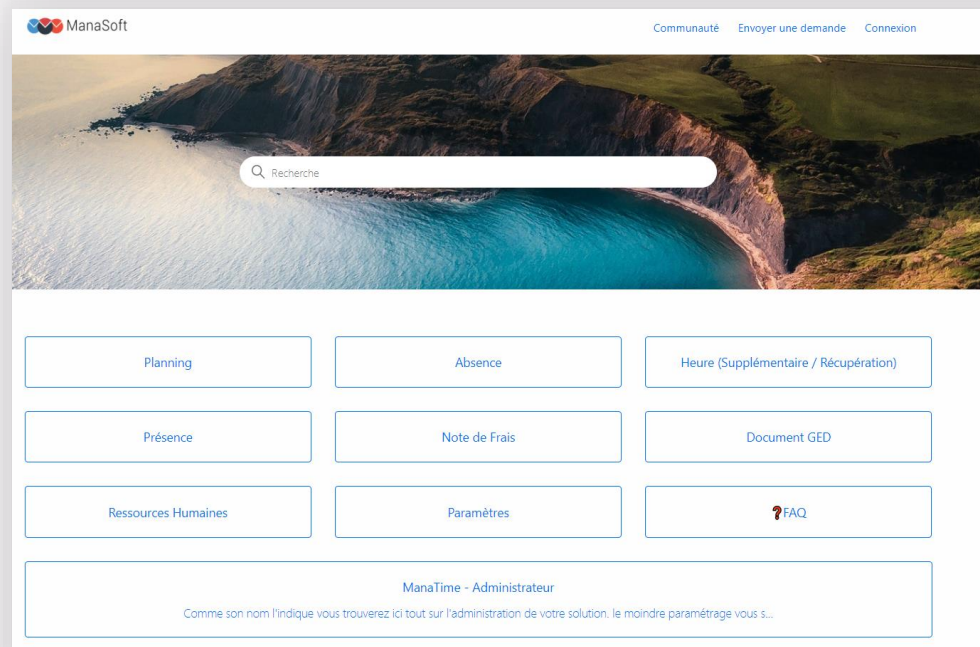
	Utilisateur	Durée	Date d'effet	Date de création		
%	Alexandre TECHER	+0h15	31/10/2021	26/10/2021		
-	Alexandre TECHER	-1h	26/10/2021	26/10/2021		
+	Fabien	+0h58	26/10/2021	26/10/2021		
+	Alexandre TECHER	+1h	26/10/2021	26/10/2021		
+	Gautier Testeur	+1h	19/08/2021	18/08/2021		
+	Gautier BEAUCHER HAPPE	+2h	18/08/2021	18/08/2021		

Aide en ligne
Nous contacter

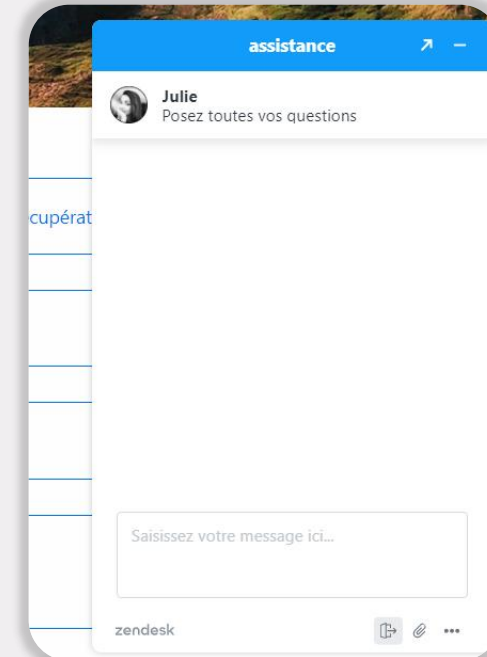
Click on the « ? »
Choose the desired
solution.



The ManaTime media



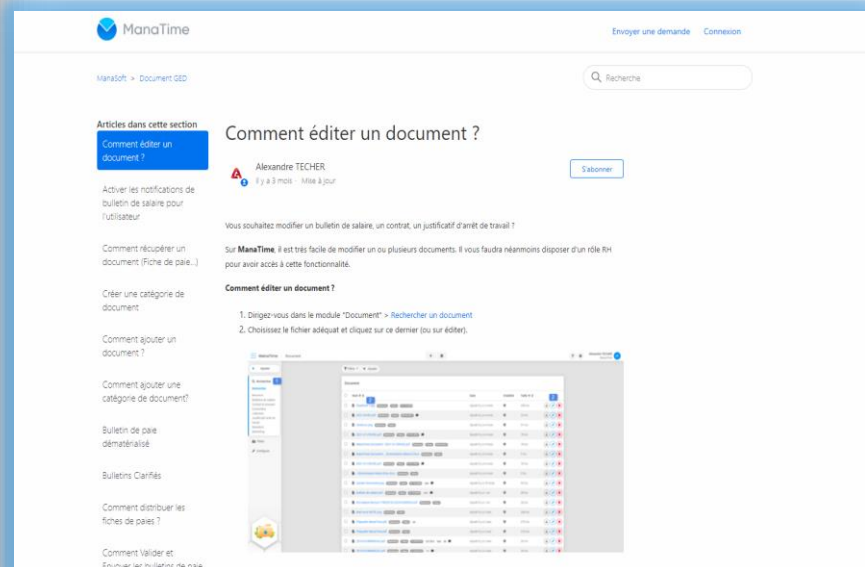
The FAQ



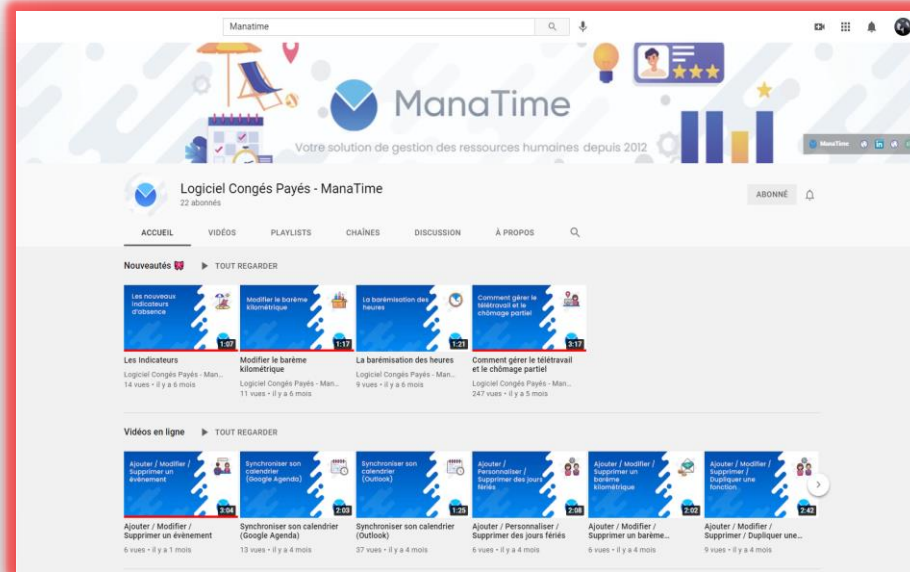
The online chat



Our online tutorials



Written articles



YouTube videos



Online training

Are you experiencing difficulties? Discover our sessions:

Formation RH, Managers et admins

99€ HT 1 heure de formation

Cette formation répond à toutes vos questions. Vous pourrez apprendre à exporter vos données vers votre logiciel de paie, bien configurer vos soldes ou tout simplement ajouter un utilisateur.

Formation individuelle

Réserver ma formation ➔



Formula 1

RH / Manager

A complete training to manage the tool at 100%.

Formula 2

User

A complete session to master the tool at 100%.

Formation Utilisateurs

99€ HT 1 heure de formation

Cette formation vous aidera à avoir une bonne lecture des soldes, bien déposer les congés ou encore utiliser ManaTime sur version mobile.

Formation recommandée pour 1 à 3 salariés.

Réserver ma formation ➔



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Contact us



Email

contact@manasoft.fr



Appelez-nous

+33 1 61 61 24 30
Du lundi au vendredi
9h - 12h et 14h - 17h30



Notre adresse

7 Avenue de l'Orme à Martin
91080 Évry-Courcouronnes
FRANCE

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END OF GUIDE

ManaTime – Paid Time Off Software

Votre *avis*
nous intéresse !
★★★★★

