



Vacation pay software ManaTime

Starting well (Manager)

Recommended browsers ✓



Google Chrome



Firefox



Safari

Disadvised browsers



Microsoft Edge



Opéra

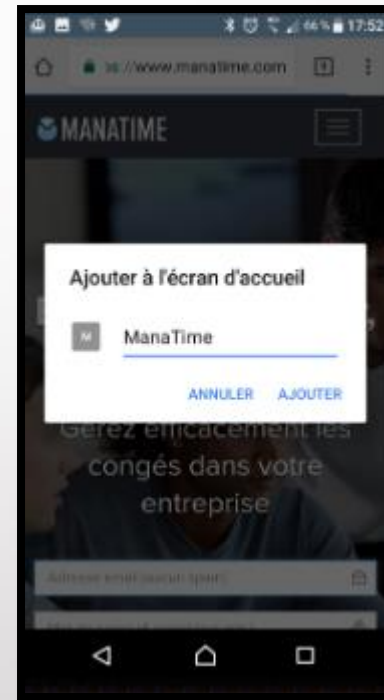
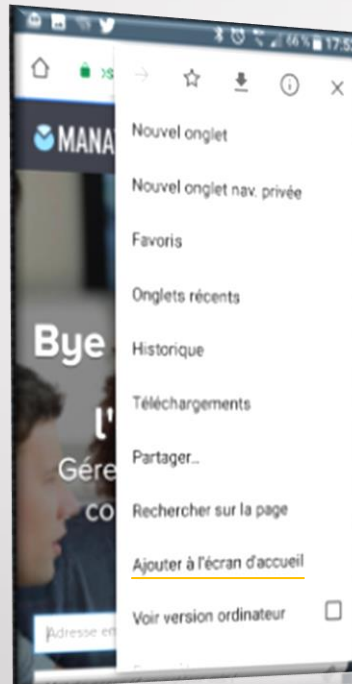


Internet Explorer

Install it on your iPhone / iPad



Install it on your **Android** / Tablet

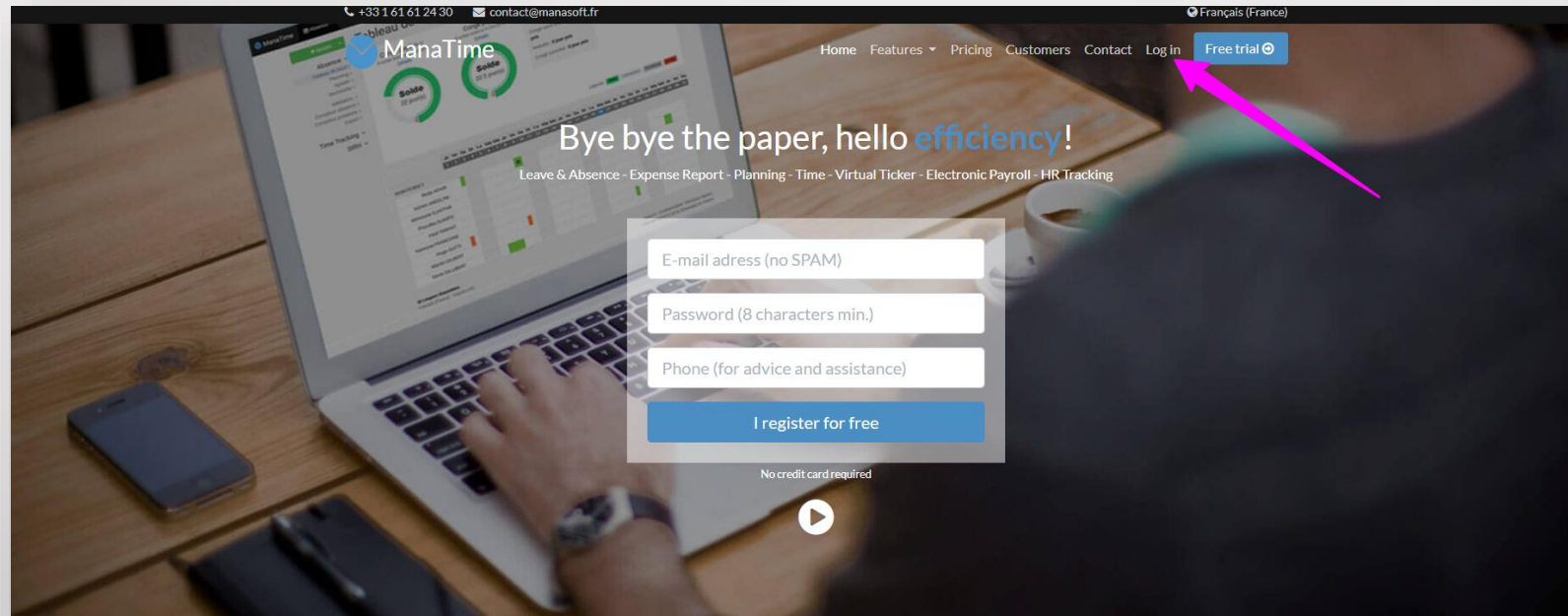


Available on all devices !



Login to our website

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





Enter your Ids

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

Login

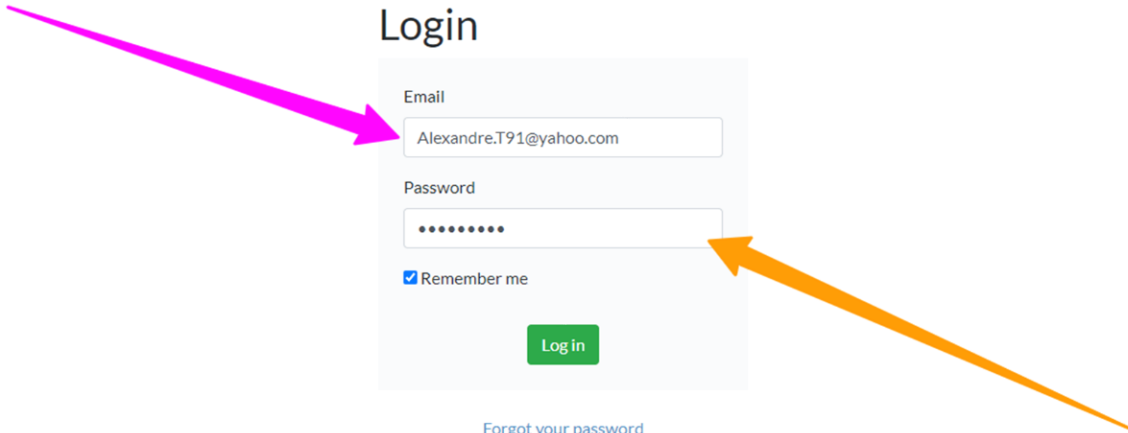
Email

Password

Remember me

[Forgot your password](#)

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





Consult the balance of his team

- Click on absence and then "Absence counter".
- Choose the desired service.
- You have the actual and future balance of your entire team.
- A small legend at the bottom right is present if needed.

Absence counter

Service: Direction User: []

Filter Reset

USer	Balance
No result found	

Balance Consumed Pending Excess

Roberto TOM
28112017
More details
Shortcut to overtime

Service	Balance	Consumed	Pending	Excess
RTT	0.99	0	0	0
CET	0	0	0	0
Congés payés	-1	0	0	0
Congés payés 2022	4.16	0	0	0
CP Ouvrable	1.5	1	0	0
Holy	0	0	0	0
RTT	0.66	0	0	0

Legend: Balance Consumed Pending Excess



Validate / Refuse an absence request

- Click on **Absence** then Processing.
- A list appears click on "process".
- **Accept** or **refuse** this request.
- An email will be automatically sent to the user or the N+2 depending on your configuration.

Absence Search

Filter (1) + Add

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

3 results found

Legend: Validated | Pending | Refused | Canceled

Absence Details

User: fabienprecoce@yopmail.fr

Category: Accident de travail (1)

Start and end: 2020-09-14 → 2020-09-15

Morning included on the first day

Afternoon included on the last day

Process comment: Optional

Informations

State : Pending
Duration : 2 days

History

- Added on 10/09/2020 at 15:24 by fabienprecoce@yopmail.fr
- Exported on 16/09/2020 at 08:50

Balance

- CET : 0 day
- Congés payés : 1.11 day
- CP Ouvrable : 1.33 day
- Holy : 7.42 hours
- RTT : 0.18 day
- RTT (1) : 0.18 day

Team planning

	Mo	Tu
	14	15


magate@gmail.com
maurocarine@yopmail.com
guccitest@yopmail.com
manatime2@yopmail.com
fabienprecoce@yopmail.fr

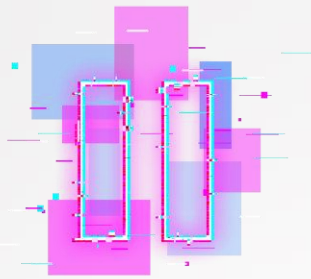


Filing an absence for an employee

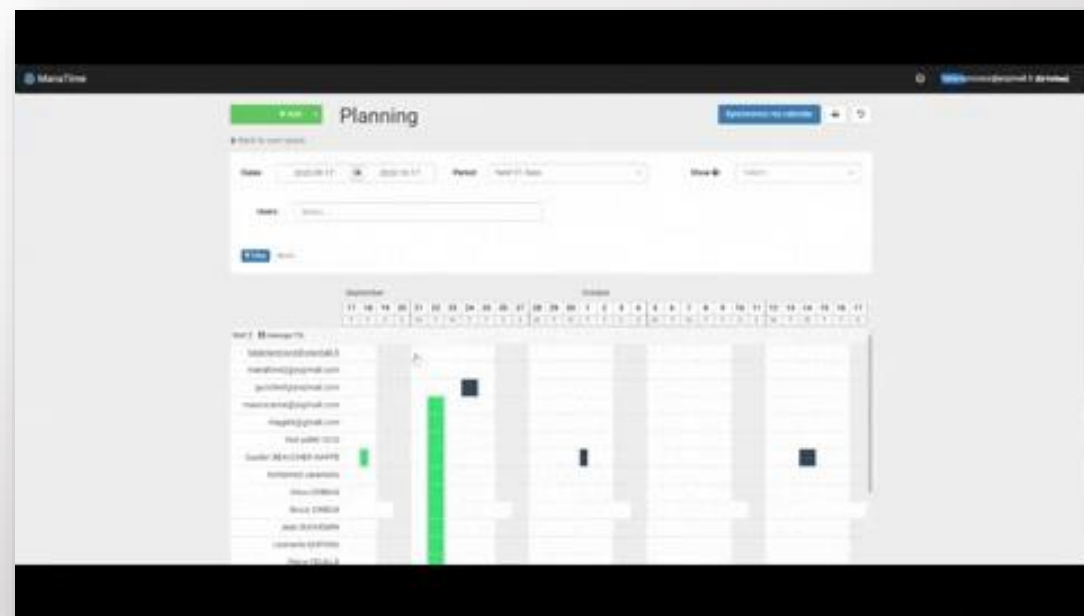
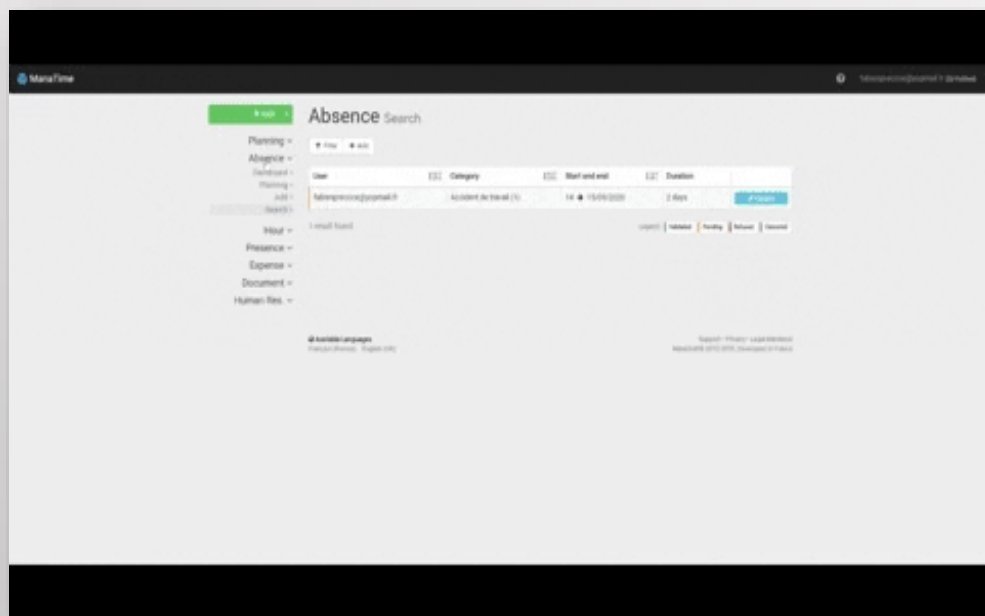
The screenshot shows the 'Absence Add' form with the following details:

- Category:** Accident de travail (1)
- Start and end:** yyyy-mm-dd to yyyy-mm-dd
- Checkboxes:** Morning included on the first day, Afternoon included on the last day
- Users:** Alexandre TECHER
- Buttons:** Save, Cancel

- Click on the button 
- Fill in the boxes now
- Your name is **automatically** selected, you can, as a manager, file an absence for one of your employees.



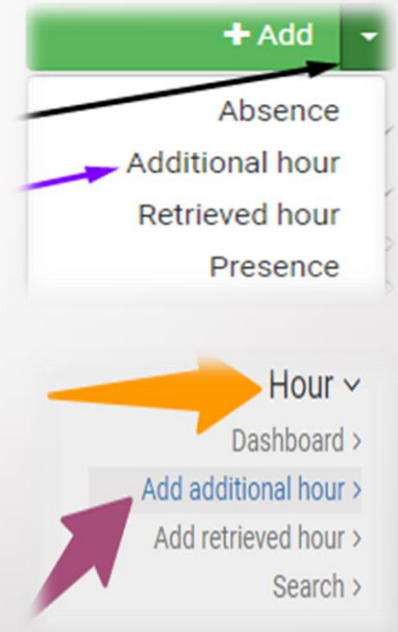
Another method in GIF !





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.



Additional hour Add

General

Date

yyyy-mm-dd

Hours

--:--

Optional reason...

Stay on this page to add another one

Declare this additional hour

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

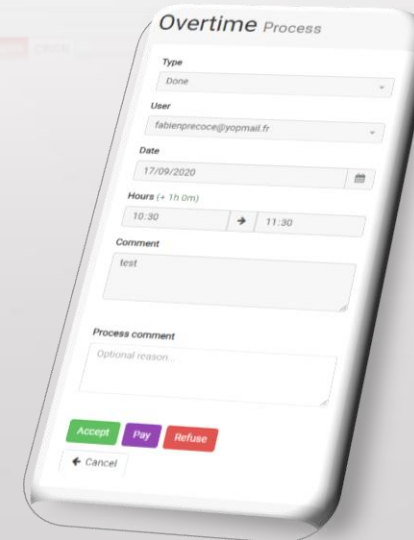


Validate an extra hour / recovery time

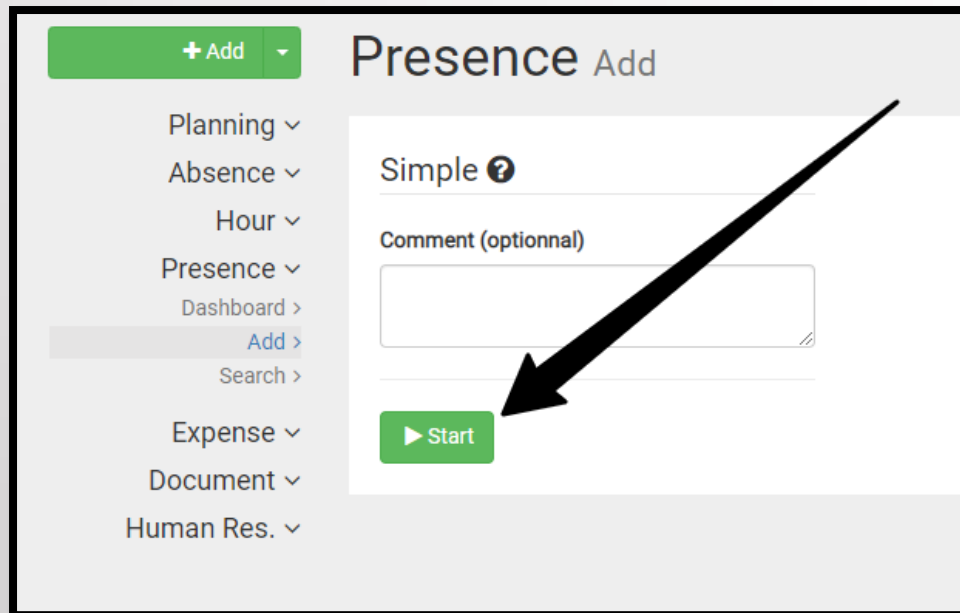
- Click on **Time** then Processing.
- A list appears, click on **process**.
- **Accept**, **pay**, **refuse** this request.
- An email will be automatically sent to the user.

<input type="checkbox"/>	User	Date	Hours	Status	Action
<input type="checkbox"/>	fabienprecoce@yopmail.fr	17/09/2020	10:30 → 11:30 (1h0m)	done	<input checked="" type="checkbox"/> Process
<input type="checkbox"/>	Steven GRAÇA MARQUES	16/12/2019	16:00 → 18:00 (2h0m)	retrieve	<input checked="" type="checkbox"/> Process
<input type="checkbox"/>	Steven GRAÇA MARQUES	28/11/2019	14:00 → 18:00 (4h0m)	retrieve	<input checked="" type="checkbox"/> Process

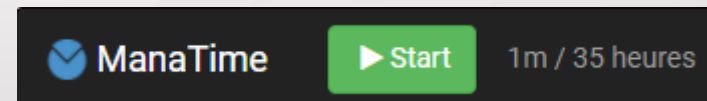
Legend: Pending Validated Refused Cancelled



Start & Stop (Virtual Pointer)



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

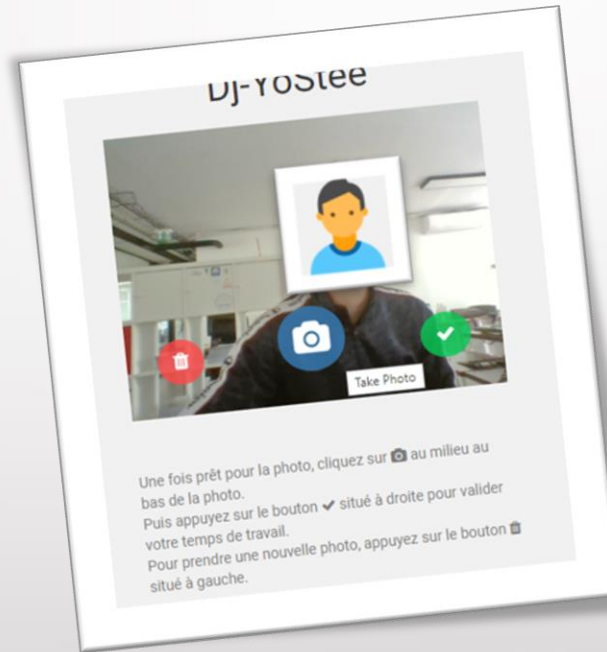




Face Tracking (1/2)

- 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

The screenshot shows a web application interface for adding a presence record. On the left is a navigation menu with the following items: '+ Add', 'Planning', 'Absence', 'Hour', 'Presence', 'Dashboard', 'Add', 'Search', 'Expense', 'Document', and 'Human Res.'. The main content area is titled 'Presence Add' and contains an 'Advanced' section with the following fields: 'Start and end' (with dates 2020-09-09 and 2020-09-17), 'Hours' (with times 09:00 and 12:00), 'Duration' (with an empty input box), and 'Comment (optional)' (with a text area). At the bottom of the form are 'Save' and 'Cancel' buttons.

The third option!

- Fill in the boxes.
- Register.



Search for the presence of a collaborator

- Go to the "Search" tab.
- Filter (if necessary) according to your needs.
- The table shows you the data of the **user** in question (address, time etc...).

Presence Search

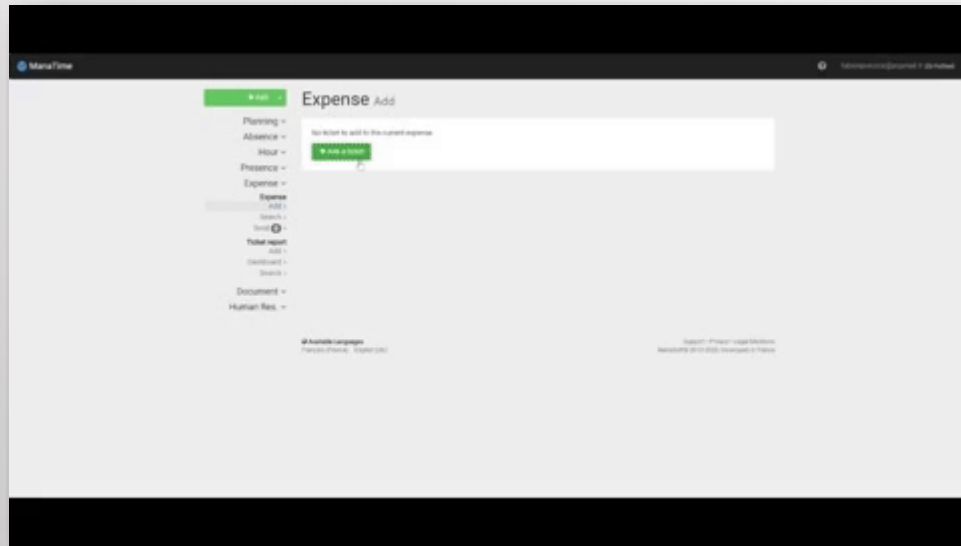
User Select... **Activity** Select...
Start and end yyyy-mm-dd → yyyy-mm-dd **State** Select...
Filter Reset

User	Date	Duration	Activity	
Titi Utilisateur	15/09/2020	12:00 → In progress		✔ Process
Titi Utilisateur	15/09/2020	1m	12:00	✔ Process
Titi Utilisateur	15/09/2020	12m	11:47 (8 C 12:00 (8 C	✔ Process
Titi Utilisateur	15/09/2020	1m	11:45 11:45 (8 Cl	✔ Process
Titi Utilisateur	15/09/2020	1m	11:45 (8 Ch 11:45 (8	✔ Process
Steven GRAÇA MARQUES	15/09/2020	1m	11:44 (8 11:44 (8 C	Update



Expense reports

Add 



(GIF)

Research 

Title	Amount	Created	Processed	Refunded	Other	
Septembre 2020	90 € (1)	11/09/2020	11/09/2020	-		Details
Septembre 2020	50 € (1)	11/09/2020	11/09/2020	-		Details
October 2020	40 € (1)	17/09/2020	-	-		Details

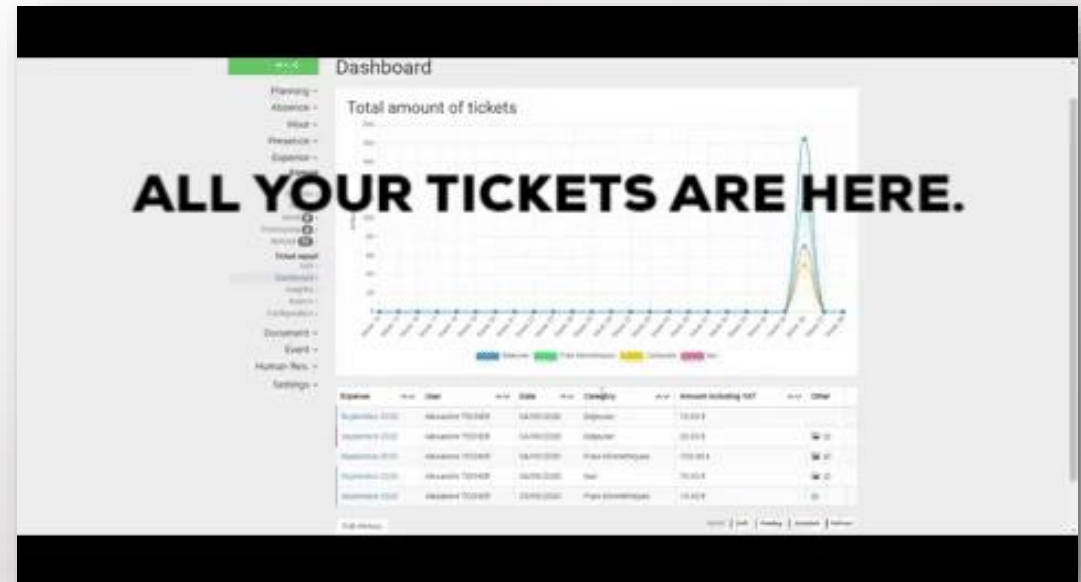
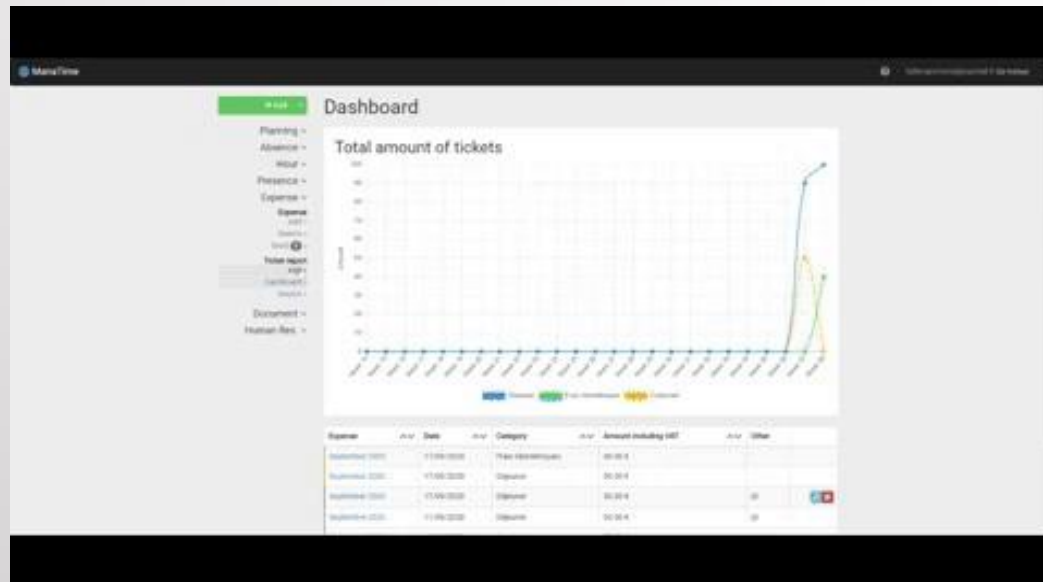
3 expense(s) found

Legend: Draft Pending Accepted Refused Refunded

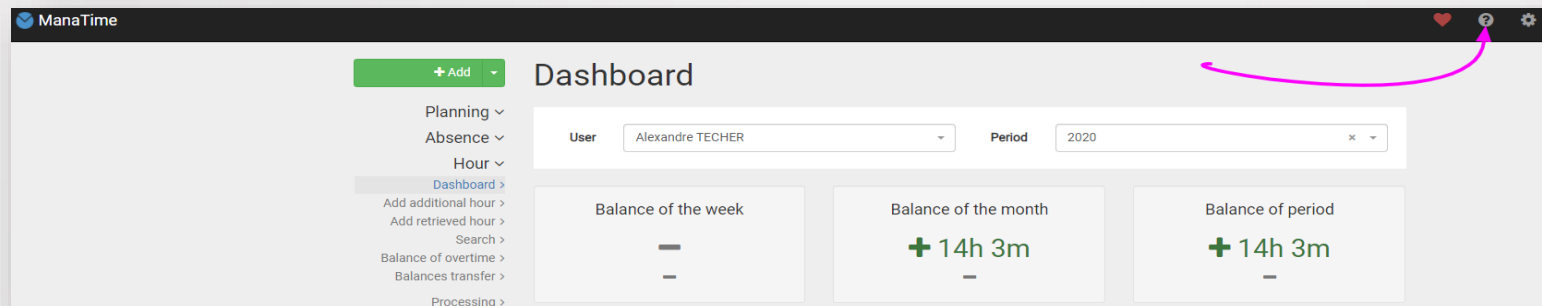
*You go directly to this page after the first step.



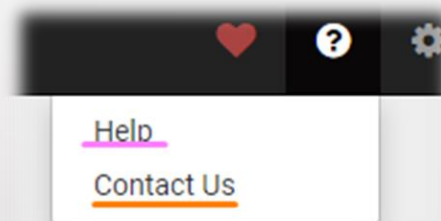
Ticket reports (GIF)



Online support

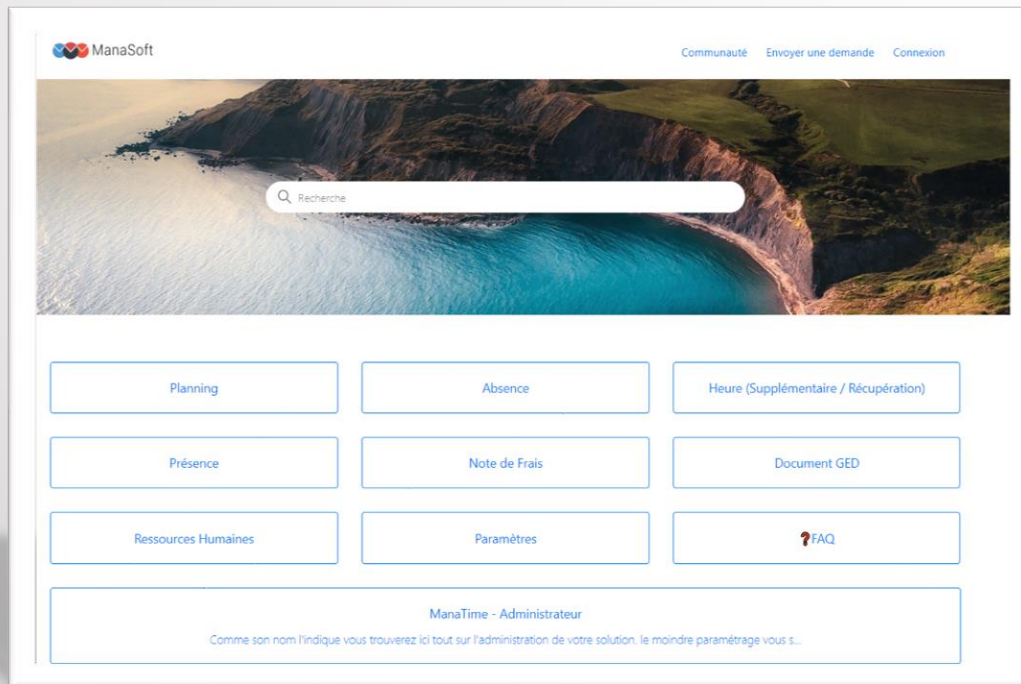


- **Click** on the « ? »
- **Choose** what you want

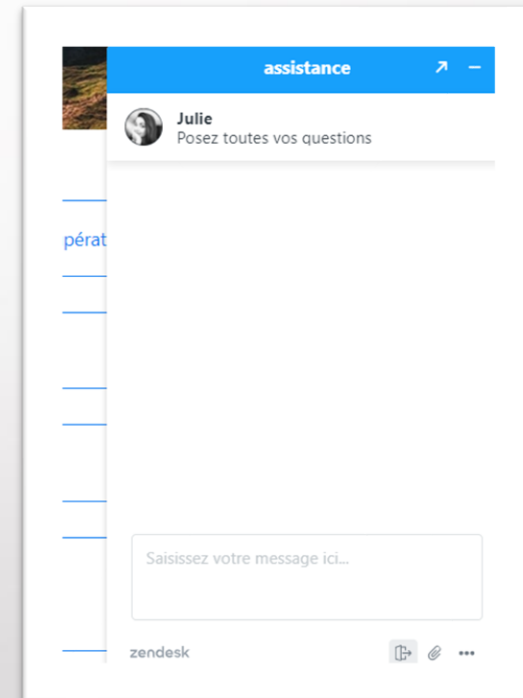




Help (FAQ and Online Chat)



The FAQ



The Online Chat

Contact Us



Email

contact@manasoft.fr



Call us

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



Our address

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91000 Evry
FRANCE



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

Bravo!

Alex