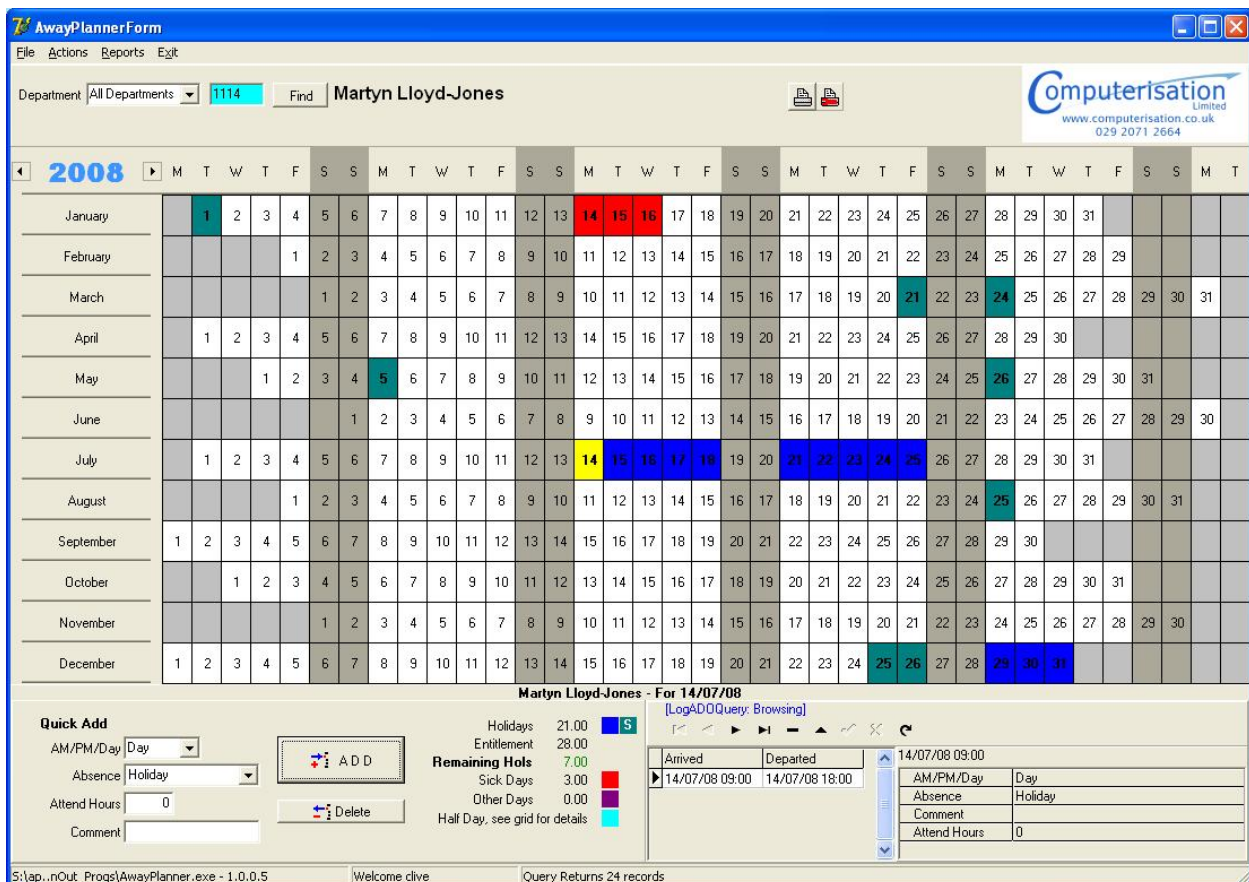


ClockInOut – Holiday and Away Day Planner

Monitor and control staff holidays, sick days and other days absence with the ClockInOut AwayPlanner.



The screenshot shows the 'AwayPlannerForm' application window. At the top, there is a menu bar with 'File', 'Actions', 'Reports', and 'Exit'. Below the menu bar, there is a search area with 'Department' set to 'All Departments' and a search box containing '1114'. The staff member's name 'Martyn Lloyd-Jones' is displayed. The main area is a calendar for the year 2008, with months listed on the left and days of the week on the top. The calendar grid shows various days highlighted in different colors: red (e.g., Jan 14-16), green (e.g., Jan 1, Feb 24), blue (e.g., Jul 14-18), and yellow (e.g., Jun 5). Below the calendar, there is a summary for 'Martyn Lloyd-Jones - For 14/07/08' showing: Holidays: 21.00, Entitlement: 28.00, Remaining Hols: 7.00, Sick Days: 3.00, and Other Days: 0.00. There are also buttons for 'Quick Add' and 'Delete'. At the bottom, there is a table showing arrival and departure times for 14/07/08, with an arrival at 09:00 and departure at 18:00. The status bar at the bottom indicates 'Query Returns 24 records'.

This option to the ClockInOut, biometric time & attendance system allows you to monitor and record:-

- Holidays
- Statutory Holidays (Bank holidays etc)
- Sick Days
- Other absence

This program is very easy to use, you simply select the year and then the staff member required and the screen will automatically calculate holiday entitlement and number of days sick in any given year.