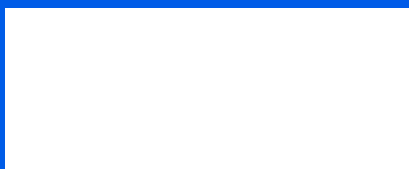
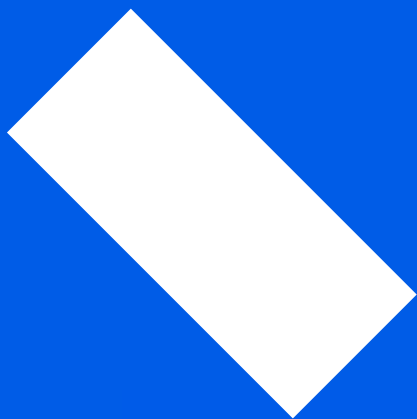


Your Quick Start Guide

Written by
Raj Chhabra

Published
May 2023



Welcome

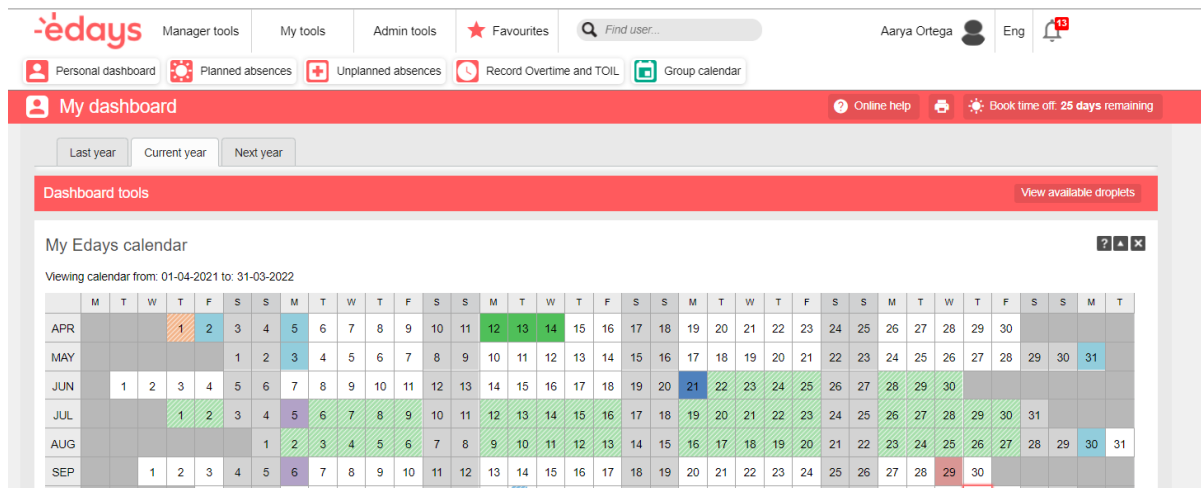
It's been our pleasure working with you on implementing your brand-new Edays system and we are excited to be able to assist you on launching it within your organisation.

This pack will show you how to:

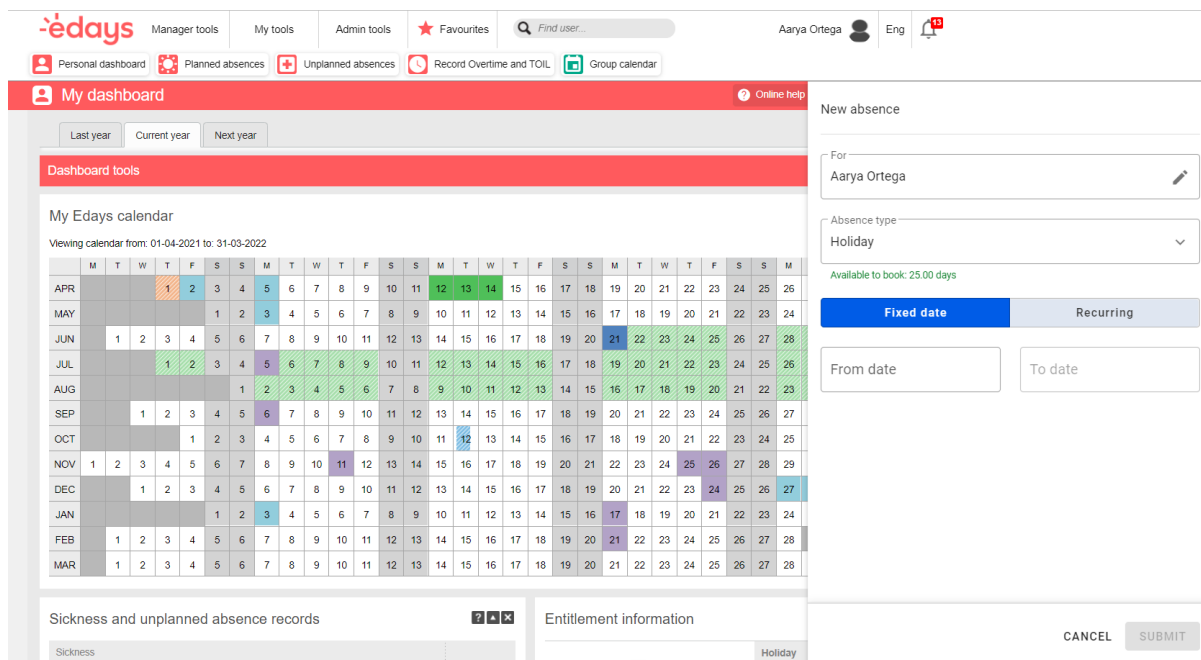
1. Book planned absences
2. Log sickness
3. Complete a sickness form
4. Log TOIL or overtime
5. Calendars
6. Action list (for managers)
7. Mobile App

Booking a planned absence

To book an absence in your Edays system, click the 'Book time off x days remaining' button in the top right of your dashboard screen.



The absence booking form will then pop up on the right-hand side of your screen. Proceed to book your absence from there.



If you're booking an absence on behalf of another user, set the 'For' box to the name of the required user.

By default, the absence type will be set to your default 'Holiday' type – if you need to change to something else just click in the Absence Type box and pick the required absence type from the list.

Enter a start date and an end date for the absence then add any relevant information in the details box.

The screenshot shows the 'New absence' form in the e-days system. The form is located on the right side of the dashboard. It includes a 'For' dropdown menu set to 'Aarya Ortega', an 'Absence type' dropdown menu set to 'Holiday', and a note 'Available to book: 25.00 days'. There are two buttons: 'Fixed date' (highlighted in blue) and 'Recurring'. Below these are 'From date' and 'To date' input fields. A calendar widget is open, showing October 2021, with the 12th and 28th selected. At the bottom of the form are 'CANCEL' and 'SUBMIT' buttons. The background shows the e-days dashboard with a calendar view from April to March.

Click the submit button to finalise the absence request. Depending on your company policy the absence request will either be sent to a manager for authorisation or will be automatically authorised in Edays.

Manager tools
My tools
Admin tools
★ Favourites
Aarya Ortega
Eng

Personal dashboard
Planned absences
Unplanned absences
Record Overtime and TOIL
Group calendar

My dashboard
Online help

Last year
Current year
Next year

Dashboard tools

My Edays calendar
Viewing calendar from: 01-04-2021 to: 31-03-2022

	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	
APR					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
MAY						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	
JUN		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	
JUL					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
AUG						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
SEP				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
OCT					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
NOV	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	
DEC			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	
JAN						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	
FEB		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	
MAR		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	

Sickness and unplanned absence records
Entitlement information

Skiing holiday
5.00 days
VIEW

CANCEL
SUBMIT

Manager tools
My tools
Admin tools
★ Favourites
Aarya Ortega
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Personal dashboard
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My dashboard
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Last year
Current year
Next year

Dashboard tools

My Edays calendar
Viewing calendar from: 01-04-2021 to: 31-03-2022

	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	
APR					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
MAY						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	
JUN		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	
JUL					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
AUG						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
SEP				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
OCT					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
NOV	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	
DEC			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	
JAN						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	
FEB		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	
MAR		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	

Sickness and unplanned absence records
Entitlement information

New absence

PENDING

Aarya Ortega

Holiday
5.00 days

01/12/2021 - 07/12/2021
Full Day - Full Day

EXPORT TO CALENDAR

BOOK ANOTHER
CLOSE

Logging your sickness

To log a sickness record in Edays, access the Unplanned Absences screen by clicking the Unplanned absences button then click the Log Sickness button in the top right.

The screenshot shows the 'Unplanned absences' section of the Edays interface. At the top, there's a navigation bar with 'Personal dashboard', 'Planned absences', 'Unplanned absences', 'Record Overtime and TOIL', and 'Group calendar'. Below this is a red header bar with 'Sickness and unplanned absence records' and a 'Log sickness' button. The main content area has tabs for 'Last year', 'Current year', and 'Next year'. Under 'Entitlement information', there's a table showing sickness records for the last 30 days and last 3 months, both with 0 days recorded.

Sickness	
Recorded in last 30 days	0 days
Recorded in last 3 months	0 days

The absence booking form will slide in from the right.

If you're logging a sickness on behalf of another user, set the name of that user in the 'For' box.

This screenshot shows the 'New absence' form open on the right side of the 'Unplanned absences' screen. The form includes a 'For' field with 'Aarya Ortega', an 'Absence type' dropdown set to 'Sick Leave', and buttons for 'Fixed date' and 'Recurring'. Below these are 'From date' and 'To date' input fields. At the bottom of the form are 'CANCEL' and 'SUBMIT' buttons. The background shows the same entitlement information and a table of absence records.

Absence type	Status	From	To	Total	Details	Actions
Sick Leave	Pending	22/06/2021	29/08/2021	48 days	S*****	
Sick Leave	Taken	12/04/2021	14/04/2021	3 days	V*****	
Sick Leave	Taken	05/04/2021	05/04/2021	0 days	O*****	

Enter a start and end date for the absence. If the absence is current and doesn't yet have an end date, click on 'open absence' below the date picker. Next, enter any associated information in the details box.

Entitlement information

Sickness

Recorded in last 30 days

Recorded in last 3 months

Recorded in last 6 months

Recorded this year

Bradford Factor







Occurrences in the last 12 months (S)

Total duration (D)

Bradford Factor (S x S x D)

Absence records

Show 10 entries

Absence type	Status	From	To	Total	Details	Actions
Sick Leave	Pending	22/06/2021	29/08/2021	48 days	S*****T	 
Sick Leave	Taken	12/04/2021	14/04/2021	3 days	V*****I	 
Sick Leave	Taken	05/04/2021	05/04/2021	0 days	O*****Y	 

New absence

For: Aarya Ortega

Absence type: Sick Leave

Fixed date **Recurring**

From date: 18/10/2021 To date: 18/10/2021

Day part: Full Day

Details:
Please provide absence details

October 2021

M T W T F S S

1 2 3

4 5 6 7 8 9 10

11 12 13 14 15 16 17

18 19 20 21 22 23 24

25 26 27 28 29 30 31

OPEN ABSENCE

Entitlement information

Sickness

Recorded in last 30 days

Recorded in last 3 months

Recorded in last 6 months

Recorded this year

Bradford Factor







Occurrences in the last 12 months (S)

Total duration (D)

Bradford Factor (S x S x D)

Absence records

Show 10 entries

Absence type	Status	From	To	Total	Details	Actions
Sick Leave	Pending	22/06/2021	29/08/2021	48 days	S*****T	 
Sick Leave	Taken	12/04/2021	14/04/2021	3 days	V*****I	 
Sick Leave	Taken	05/04/2021	05/04/2021	0 days	O*****Y	 

New absence

For: Aarya Ortega

Absence type: Sick Leave

Fixed date **Recurring**

From date: 18/10/2021 To date: Open

Day part from: Full Day Day part to: Open

Details: Flu symptoms

CANCEL SUBMIT

Click the submit button to finalise logging of the sickness. Depending on your company policy the absence request will either be sent to a manager for authorisation or will be automatically authorised in Edays.

📅 Sickness and unplanned absence records

Last year

Current year

Next year

Entitlement information

Sickness

Recorded in last 30 days

Recorded in last 3 months

Recorded in last 6 months

Recorded this year

Bradford Factor

Occurrences in the last 12 months (S)

Total duration (D)

Bradford Factor (S x S x D)



Absence records

Show 10 entries

Absence type	Status	From	To	Total	Details	Actions
Sick Leave	Pending	22/06/2021	29/08/2021	48 days	s*****t	📅 ⬇️
Sick Leave	Taken	12/04/2021	14/04/2021	3 days	v*****l	📅 ⬇️
Sick Leave	Taken	05/04/2021	05/04/2021	0 days	o*****y	📅 ⬇️

New absence



PENDING

Aarya Ortega

Sick Leave

Open

18/10/2021

Full Day

📅 EXPORT TO CALENDAR

BOOK ANOTHER

CLOSE

Sickness self-certification or Return to Work forms

You might be asked to complete a self-certification or return to work form when you have logged a sickness absence.

Sickness Absence Notification / Self Certificate

Employee Details

Employee Name

Aariya Ortega

Country

USA

Manager

Mikail Crank


Sickness Absence Details

First Day of Absence

18/10/2021

Last Day of Absence

18/10/2021

Date Returned To Work 

Duration of Absence

1 days

Considering the length of this absence has a Medical Certificate or a Doctors Note been received?

Absence Type

Sick Leave

Absence Reason

A link to the form will be emailed to you when the sickness absence is logged.

The form is also accessible from the absence records list on Unplanned Absences screen. Just click the 'Form' button to the right of the required absence.

Logging TOIL or overtime

To log time that you have worked over your standard hours, access the Overtime/TOIL screen by clicking the Record Overtime or TOIL button then click the Log overtime button in the top right.

Time in Lieu	This Year
Unspent balance from previous / next years	29:00 hours
Earned this year (Awaiting authorisation)	19:00 hours
Earned this year	11:45 hours
Total	40:45

The overtime and TOIL booking form will slide in from the right.

If you're logging overtime on behalf of another user, set the name of that user in the 'For' box.

Enter a start and end date/time for the overtime. Enter any associated information in the details box.

edays Manager tools My tools Admin tools Favourites Find user...

Aarya Ortega Eng 10

Personal dashboard Planned absences Unplanned absences Record Overtime and TOIL Group calendar

Overtime and TOIL records

Online help

Last year Current year Next year

Balances

Time in Lieu

Unspent balance from previous / next years

Earned this year (Awaiting authorisation)

Earned this year

Full balance this year

Spent this year

Spent this year (Awaiting authorisation)

Available to spend

Overtime and TOIL Records

Show 10 entries

Category	Status	From	To	Total	Increment rate	Total inc/ increment	Details
Time Worked In Lieu (Days)	Pending	01/04/2021	02/04/2021	2 days	1.00	2 days	
Time Worked In Lieu (Days)	Cancelled	01/04/2021	02/04/2021	2 days	1.00	2 days	

New overtime

For Aarya Ortega

Overtime type Time Worked In Lieu (Days)

From date 20/10/2021 To date 20/10/2021

Day part Full Day

1.00 day

Details

1.00 day

October 2021

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

edays Manager tools My tools Admin tools Favourites Find user...

Aarya Ortega Eng 10

Personal dashboard Planned absences Unplanned absences Record Overtime and TOIL Group calendar

Overtime and TOIL records

Online help

Last year Current year Next year

Balances

Time in Lieu

Unspent balance from previous / next years

Earned this year (Awaiting authorisation)

Earned this year

Full balance this year

Spent this year

Spent this year (Awaiting authorisation)

Available to spend

Overtime and TOIL Records

Show 10 entries

Category	Status	From	To	Total	Increment rate	Total inc/ increment	Details
Time Worked In Lieu (Days)	Pending	01/04/2021	02/04/2021	2 days	1.00	2 days	
Time Worked In Lieu (Days)	Cancelled	01/04/2021	02/04/2021	2 days	1.00	2 days	

New overtime

Overtime type Time Worked In Lieu (Days)

From date 20/10/2021 To date 20/10/2021

Day part Full Day

1.00 day

Details

extra client work

1.00 day

CANCEL SUBMIT

Click the submit button to finalise logging of the overtime. Depending on your company policy the overtime request will either be sent to a manager for authorisation or will be automatically authorised in Edays.

Manager tools
My tools
Admin tools
★ Favourites

Aarya Ortega
Eng

11

Personal dashboard
Planned absences
Unplanned absences
Record Overtime and TOIL
Group calendar

Overtime and TOIL records

Online help

Last year

Current year

Next year

Balances

Time in Lieu

Unspent balance from previous / next years
Earned this year (Awaiting authorisation)
Earned this year

Full balance this year

Spent this year
Spent this year (Awaiting authorisation)

Available to spend

Overtime and TOIL Records

Show 10 entries

Category	Status	From	To	Total	Increment rate	Total incl. increment	Details
Time Worked In Lieu (Days)	Pending	01/04/2021	02/04/2021	2 days	1.00	2 days	
Time Worked In Lieu (Days)	Cancelled	01/04/2021	02/04/2021	2 days	1.00	2 days	

PENDING

Aarya Ortega

Time Worked In Lieu (Days)

1.00 day

20/10/2021

EXPORT TO CALENDAR

BOOK ANOTHER

CLOSE

If you are logging overtime as a TOIL type, your Edays system will contain an associated TOIL absence type that will allow you to spend the time you have earned.

Calendars

You will find two types of calendars in your Edays system. Your personal calendar is displayed on your My Dashboard screen and the group calendar is displayed on the Group Calendar and Manager Dashboard screens. You will only have access to the Manager dashboard if you're designated as an Authoriser in Edays.

The personal calendar displays the full year with each working day shaded white, each non-working day shaded grey, and each absence displayed in that absence type's associated colour.

My Edays calendar

Viewing calendar from: 01-01-2021 to: 31-12-2021

	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T						
JAN					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
FEB	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28								
MAR	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
APR				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
MAY						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
JUN		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
JUL				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
AUG						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
SEP			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				
OCT					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
NOV	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
DEC			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			

The group calendar displays the current month and provides you with visibility of working periods and absences of colleagues within your organisation. The visibility may be for the entire user base of your organisation or could be set to display users in your team or location.











The screenshot displays the e-days Group calendar interface. At the top, there's a navigation bar with links to 'Manager tools', 'My tools', 'Admin tools', 'Favourites', and a search bar. Below this is a secondary bar with 'Personal dashboard', 'Planned absences', 'Unplanned absences', 'Record Overtime and TOIL', and 'Group calendar'. The main header shows 'Group calendar' with 'Online help' and 'Book time off: 20 days remaining'. The calendar view is for April 2021, with months from 2021 to September 2021 visible. A list of users is on the left, grouped by 'Country' (UK). The calendar grid shows absences for several users, with some days highlighted in blue and others in grey.

You can move back and forth to different months by selecting the month name above the calendar or clicking the left or right arrows either side.

You have the option to change how the list of users is grouped in the top left or search for a particular user by entering their name in the top right.

Action List (for managers)

The manager dashboard displays general information regarding your reportees in individual sections known as Droplets. When a reportee creates an absence request, a notification email is sent to you as the authoriser of their requests. This email contains buttons that allow you to authorise or reject an absence. Additionally, you can find a list of all requests on the Action List droplet of your manager dashboard. The action list allows you to authorise or reject individually or in bulk.

Action list				  			
Time Worked In Lieu (Days)	Aarya Ortega	USA	From: 20/10/2021 To: 20/10/2021				<input type="checkbox"/>
Sick Leave	Aarya Ortega	USA	From: 18/10/2021 To: 18/10/2021				<input type="checkbox"/>
Holiday	Harvey Dent		From: 20/08/2021 To: 20/08/2021				<input type="checkbox"/>
				<div>Authorise all Authorise selected</div>			

Mobile App

You can download the edays app by clicking the below links:



To log in, you will need your edays log in information, which consists of a username and password as well as the edays url, which you can find by logging into your edays on a computer and looking at the URL bar at the top of the screen.

Your URL will consist of
`https://uniquecompanyurl.e-days.com`

The section of text highlighted here in green will be different, and unique to your business.

Take note of what this section is between `https://` and `.e-days.com`. You will need to enter that information into the edays app.

Please note: Your domain may end in `.co.uk` instead of `.com` but will still work:

Once you have entered your unique url, you will then be prompted to log in. This username and password is the same for the web based login you are currently using. If you have forgotten your username and password, you can click 'Forgotten my password?' under the login button where you can enter the email address your edays account is linked to and a password reset link will be emailed to you.

Please note changing your password will require you to sign into any other locations where you are logged in again. As an example, if you use edays on your work computer and you reset the password to access it on the app, you will need to log in again on your work computer with the new password you have set.

When you enter the edays app for the first time, a prompt will appear with short videos indicating how to use the core functionality of the app.

A mobile app login screen titled 'Login'. Below the title is a subtitle: 'Please enter your unique edays business URL to continue'. There is a text input field labeled 'Your edays URL' with a placeholder 'https:// Your edays URL' and a suffix '.e-days.com'. Below the input field is a link: 'Don't know your edays URL?'. At the bottom is a blue button labeled 'Next'.

A mobile app login screen for 'edays'. It features the 'edays' logo at the top. Below the logo is a form with three fields: 'Username' (placeholder 'firstname.surname'), 'Password' (placeholder '*****'), and 'Remember me' (a toggle switch). Below the form is a blue button labeled 'Login'. At the bottom is a link: 'Forgotten your password?'.

