Your Quick Start Guide



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.

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

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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.

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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.

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| Sickness | | | | | | | | | | | | | | | | | | | | | | | | | Hol | iday | | | DOORA | IOTTIER | | 1001 | |

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.

| edays Manager tools | My tools | Admin tools | Favourites | Q Find user | Aarya Ortega 💄 Eng 🟥 |
|------------------------------|----------------|-----------------|----------------|-----------------------------|--------------------------------|
| Personal dashboard 🔀 Planned | absences 🚺 Unp | lanned absences | Record Overtim | e and TOIL 💼 Group calendar | |
| Sickness and unplanne | ed absence re | ecords | | | ? Online help 📑 🖶 Log sickness |
| Last year Current year N | ext year | | | | |
| Entitlement information | | | | | |
| 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.

| Constraint My tools Admin tools Favourites Image: Find user. Aary Personal dashboard Panned absences Image: Constraint of the second | a Ortega 💄 Eng 💭 | |
|--|------------------|---------------|
| Sickness and unplanned absence records | | |
| | New absence | |
| Last year Current year Next year | | |
| | For | |
| Entitlement information | Aarya Ortega | 1 * |
| | | |
| Sickness | Absence type | |
| Recorded in last 30 days | Sick Leave | ~ |
| Recorded in last 3 months | | |
| Recorded in last 6 months | Fixed date | Recurring |
| Recorded this year | Fixed date | Recurring |
| Bradford Factor | | |
| Occurrences in the last 12 months (S) | From date | To date |
| Total duration (D) | | |
| Bradford Factor (S x S x D) | | |
| Absence records | | |
| Absence records | | |
| Absence type 🗘 Status 🗘 From 🗸 To 🌩 Total 🗘 Details 🌩 Actions | 1 | |
| Sick Leave Pending 22/06/2021 29/08/2021 48 days s*********************************** | | |
| Sick Leave Taken 12/04/2021 14/04/2021 3 days v******* | L. | CANCEL SUBMIT |
| Sick Leave Taken 05/04/2021 05/04/2021 0 days o*******y | • | |

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.

| Control My tools Admin tools Favourites Image: Tool of the second of the | arya Ortega 💄 Eng 💭 | | |
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| Sickness and unplanned absence records | | | |
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| Sickness | Absence type | | |
| Recorded in last 30 days | Sick Leave | | ~ |
| Recorded in last 3 months | | | |
| Recorded in last 6 months | | | |
| Recorded this year | Fixed date | Recurri | ng |
| Bradford Factor | - From date | To date | |
| Occurrences in the last 12 months (S) | 18/10/2021 | 18/10/2021 | |
| Total duration (D) | 10/10/2021 | 10,10,2021 | |
| Bradford Factor (S x S x D) | - Day part | < October 20 | 21 |
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| | Planned absences | _ | Record Overtin | ne and TOIL | Group calendar | | | |
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| Recorded in last 3 month | | | | | | | OICK LEGYC | ` |
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| Bradford Factor | | | | | | | | |
| Occurrences in the last 1 | 12 months (S) | | | | | | From date 18/10/2021 | To date |
| Total duration (D) | | | | | | | 18/10/2021 | Open |
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| | | | | | | 00 | | Day part to Open |
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| | • | | | | | | C Details | |
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| Absence record | s | | | | | | | |
| | | | | | | | | |
| 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****** | 🖻 🛓 | | CANCEL |
| Sick Leave | Taken | 05/04/2021 | 05/04/2021 | 0 davs | o******v | 🖻 🛓 | | CANCEL SUB |

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.

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| | Open |
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| 5 | 18/10/2021 |
| Absence records | Full Day |
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| Show 10 v entries | EXPORT TO CALENDAR |
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| Sick Leave Taken 12/04/2021 14/04/2021 3 days v******1 | BOOK ANOTHER CLOSE |
| Sick Leave Taken 05/04/2021 05/04/2021 0 days o******* | |

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 |
| Aanya Ottoga |
| Country |
| USA |
| Manager |
| Nikal 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.

| -edays Manager tools | My tools | Admin tools | ★ Favourites | Q Find user | | | Aarya Ortega 🙎 | Eng |
|--------------------------------------|--------------|------------------|----------------|-----------------|---------------|---|----------------------------------|-------------------------|
| Personal dashboard 🔀 Planned | absences Ur | planned absences | Record Overtin | me and TOIL 💼 G | roup calendar | | | |
| Overtime and TOIL red | ords | | | | ? Online help | • | Book time off: 20 days remaining | S Log Overtime and TOIL |
| Last year Current year N | ext year | | | | | | | |
| Balances | | | | | | | | |
| Time in Lieu | | | | | | | | This Year |
| Unspent balance from previous / nex | t years | | | | | | | 29:00 hours |
| Earned this year (Awaiting authorisa | ion) | | | | | | | 19:00 hours |
| Earned this year | | | | | | | | 11:45 hours |
| Full balance Able come | | | | | | | | 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.

| Overtime and TOIL records (2) Online help | Rew overtime | | | | | |
|---|--|-------|------------------|--------|-----|----|
| Last year Current year Next year | | | | | | |
| Balances | For Aarya Ortega | | | | | |
| Time in Lieu | | | | | | |
| Unspent balance from previous / next years | Overtime type | | | | | |
| Earned this year (Awaiting authorisation) | Time Worked In Lieu (D |)ays) | | | | |
| Earned this year | - From date | | To date - | | | |
| Full balance this year | 20/10/2021 | | 20/10/2 | 021 | | |
| Spent this year | 20/10/2021 | < | | ober 2 | 021 | |
| Spent this year (Awaiting authorisation) | C Day part | м | T W | т | F | S |
| Available to spend | Full Day | | | | 1 | 2 |
| | | 4 | 5 6 | 7 | 8 | 9 |
| | (ā . 1 10.) | 11 | 12 13 | 14 | 15 | 16 |
| vertime and TOIL Records | 1.00 day | | | | | |
| now 10 v entries | | 18 | 19 20 | 21 | 22 | 23 |
| Category Status Category Status From To To Total Category | Details | 25 | 26 27 | (28) | 29 | 30 |
| Category Status - From - To - Total - Total - Incertient - Iolai Incertent rate - Incertent - Iolai Incertent | ans | | | | | |
| | 0 1.00 day | | | | | |
| Admin tools Admin tools | Aarya Ortega | Eng | 1 13 | | | |
| | Aarya Ortega | Eng | Ļ r | | | |
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| Personal dashboard Planned absences Unplanned absences Record Overtime and TOIL Group calendar Overtime and TOIL records Image: Comparison of the planned absences Image: Comparison of the planned absences Image: Comparison of the planned absences Last year Current year Next year Image: Comparison of the planned absences Image: Comparison of the planned absences Balances Time in Lieu Unspent balance from previous / next years Earned this year Earned this year Earned this year Earned this year Full balance this year Spent this year | From date 20/10/2021 Day part Full Day | lays) | To date | 021 | | |
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| Personal dashboard Planned absences Image: Concent of the previous of the previou | Covertime type Time Worked In Lieu (D From date 20/10/2021 Day part Full Day | lays) | To date | 021 | | |
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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.

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|--|----------------------------|
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| Overtime and TOIL records | ne help 🖷 |
| Last year Current year Next year | |
| Balances | |
| Time in Lieu | |
| Unspent balance from previous / next years | |
| Earned this year (Awaiting authorisation) | PENDING |
| Earned this year | |
| Full balance this year | Aarya Ortega |
| Spent this year | |
| Spent this year (Awaiting authorisation) | Time Worked In Lieu (Days) |
| Available to spend | 1.00 day |
| | 20/10/2021 |
| Overtime and TOIL Records | |
| Show 10 v entries | EXPORT TO CALENDAR |
| Category * Status ‡ From ‡ To ‡ Total ‡ Increment † Total incle | Details |
| Time Worked In Lieu (Days) Pending 01/04/2021 02/04/2021 2 days 1.00 2 days | sBOOK ANOTHER CLOS |
| Time Worked In Lieu (Days) Cancellad 01/04/2021 02/04/2021 2 days 1.00 2 days | P |

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 nonworking day shaded grey, and each absence displayed in that absence type's associated colour.

| iewing |) cale | ndar f | rom: 0 | 1-01- | 2021 | to: 31 | -12-20 |)21 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------|--------|--------|--------|-------|------|--------|--------|-----|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| | м | т | W | т | F | S | S | М | т | W | Т | F | S | S | М | Т | W | Т | F | S | S | м | Т | W | т | F | S | s | М | т | W | Т | F | S | S | м | 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 | | |
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| 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 | | | | | |
| ост | | | | | 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.

| edays Manager tools | My | / too | ls | | A | dmir | n tool | s | | 🕇 Fa | vou | rites | | Q, / | -ind | user | | | | | | | | | | Aa | rya (| Orteg | a | | En | g | Û | | | |
|---------------------------------------|-------|---------|--------|--------|------|-------|-------------|----|---|------------|--------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|-----|---------|---------|--------|---------|---------|---------|------------|---------|---------|--------|--------|--------|------|
| Personal dashboard 🔀 Planned abse | ences | C | • | Unpla | anne | ed ab | senc | es | 0 | Rec | ord (| Overti | ne a | nd TO | IL | | Gro | up ca | alend | ar | | | | | | | | | | | | | | | | |
| Group calendar | | | | | | | | | | | | | | | | | | | | | | | | ? | On | line h | elp | 6 | | ÷ • | Book | time | off: 2 | 20 da | ys re | mair |
| Group by Country | Ŧ | | Sho | ow re | port | ees (| only | | | | | | | | | | | | | | | Ŧ | Add | Eday | ys to | your | cale | ndar | | q / | Filter | by u | sør o | r gro | up | |
| 2021 TODAY | < | | N | iov | | | DEC | : | | JAN | | | €В | | м | IAR | | A | PR | | Μ | IAY | | | JUN | | | JUL | | ļ | AUG | ; | | SEP | | |
| Click to expand absence key | | 31 W | 1 T | 2 F | | | \$ 6 5 N | | г | 7 8 W T | 9 F | 10 S | 11 S | 12 M | 13 T | 14 W | 15 T | 16 F | 17 S | 18 S | 19 M | 20 T | | 22 T | 23 F | | 25 S | 26 M | 27 T | 28 W | 29 T | 30 F | 1 S | 2 S | 3 M | |
| ▼ UK | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Steve Arnold | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Roberto Baggio | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cassidy Bailey | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Musa Ball | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Miles Barclay | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Kelly Baxter | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Carys Beard | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Freja Benjamin | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Laylah Bentley | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ignacy Bonilla | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ahmed Bradley | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Charleigh Bradley | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Jamie-Lee Britton | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | 1 | | | | | | | | | | |

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.

| Time Worked In Lieu (Days) | Aarya Ortega | USA | From: 20/10/2021 To: 20/10/2021 | 📮 🗸 🗙 🗆 |
|----------------------------|--------------|-----|---------------------------------|---------|
| Sick Leave | Aarya Ortega | USA | From: 18/10/2021 To: 18/10/2021 | 📮 🗸 🗙 🗆 |
| Holiday | Harvey Dent | | From: 20/08/2021 To: 20/08/2021 | 📮 🗸 🗙 🗆 |

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.

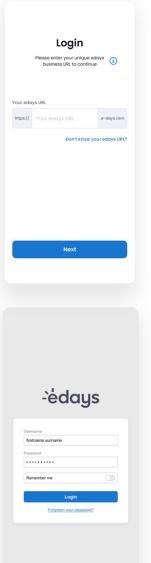
Take note of what this section is between https:// and .e-days.com. You will need to enter that information into the edays app.

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.







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