

“User profile” window.

My Team

Start typing here

	NAME/NICK	E-mail	Activity	Status	Today	Schedule	Actions
<input type="checkbox"/>	[REDACTED]	[REDACTED]	CHECKED IN	ACTIVE	REMOTE	09:00:00-19:00:00	[User] [Clock] [Calendar]
<input type="checkbox"/>	[REDACTED]	[REDACTED]	CHECKED OUT	ACTIVE	REGULAR SHIFT	09:00:00-18:00:00	[User] [Clock] [Calendar]
<input type="checkbox"/>	[REDACTED]	[REDACTED]	CHECKED OUT	ACTIVE	COMPENSATION	16:55:00-18:00:00	[User] [Clock] [Calendar]
<input type="checkbox"/>	[REDACTED]	[REDACTED]	CHECKED OUT	ACTIVE	REGULAR SHIFT	02:00:00-03:00:00	[User] [Clock] [Calendar]
<input type="checkbox"/>	[REDACTED]	[REDACTED]	CHECKED OUT	ACTIVE	REGULAR SHIFT	01:00:00-19:00:00	[User] [Clock] [Calendar]
<input type="checkbox"/>	Yurii Test QA	[REDACTED]	CHECKED OUT	ACTIVE	REGULAR SHIFT	15:00:00-01:00:00	[User] [Clock] [Calendar]
<input type="checkbox"/>	Yurii QA QA	[REDACTED]	CHECKED OUT	ACTIVE	REGULAR SHIFT	09:00:00-19:00:00	[User] [Clock] [Calendar]
<input type="checkbox"/>	test native name2	test@example.com	CHECKED OUT	ACTIVE	REGULAR SHIFT	09:00:00-19:00:00	[User] [Clock] [Calendar]
<input type="checkbox"/>	test native name2	test@mail.com	CHECKED OUT	ACTIVE	REGULAR SHIFT	09:00:00-19:00:00	[User] [Clock] [Calendar]
<input type="checkbox"/>	test2@mail.com	test2@mail.com	CHECKED OUT	ACTIVE	REGULAR SHIFT	09:00:00-19:00:00	[User] [Clock] [Calendar]

This section contains basic information about the user profile that has been added to the Action Tracker system.

User Profile- Yurii Holembiovskiy- Personal ID [REDACTED] ← 18

1	User ID	7	Default hours	17	Primary email (messages sent here)
	[REDACTED]		11:00 AM - 08:00 PM		[REDACTED]
2	Nickname	8	Payment type/Alternation date		Email 2
	[REDACTED]		Fixed incom / mm/dd/yyyy		[REDACTED]
3	Supervisor	9	Timezone		Email 3
	[REDACTED]		+2		[REDACTED]
4	Department	10	Schedule/Schedule Period Start		Email 4
	[REDACTED]		[mm/dd/yyyy]		[REDACTED]
5	Position	11	Country/Holiday Schedule		Email 5
	[REDACTED]		Ukraine 12 Ukraine Holi		[REDACTED]
6	Contract signed	13	City		
	09/18/2019		Kyiv		
		14	Office		
			[REDACTED]		
		15	Pause Threshold		
			01:00:00		
		16	Compensation/Sick leave limits		
			[REDACTED] / [REDACTED]		

Edit User

1. First and second contractor`s name
2. assigned nick name
3. direct supervisor
4. department
5. position
6. contract assigned date

7. working schedule by business time zone
8. paymant type: hourly rate/fixed rate
9. busines time zone
10. working schedule:weekdays/weekends, schedules`s start date
11. country
12. holiday schedule
13. city
14. office
15. fixed lunch time
16. limit of paid vacation/sick leave days
17. primary and additional emails
18. contractor`s personal id

The manager can see all user information entered into the database. If the information in the profile is incorrect, you need to contact support (email: support.team@a-tracker.net), or the manager can make corrections independently.

To start editing, click the "Edit user" button



To close the "User profile" window and go back, click the arrow in the upper left corner, as shown in the screenshot.

To edit a data field you need to point the cursor over the input field or select text you want to edit and perform typing new data.

To change "Schedule" fields simply click on the clock ico and select the correct time.

(Won't work in firefox browsers as this feature is not supported by browser. For Firefox browser keyboard input available only)

Default hours

09:00 AM - 06:00 PM

Payment type

Hourly rate

Timezone

+2

Schedule/Schedule Period

5/2 [02/17/

Country/Holiday Schedule

Ukraine

City

Kyiv

Office

When editing the "Schedule/schedule period start" schedule, it is important to set the start date of the schedule after selecting a specific schedule

Default hours

11:00 AM - 08:00 PM

Payment type/Alternation date

Fixed incom / mm/dd/yyyy

Timezone

+2

Schedule/Schedule Period Start

4/4 [02/17/2025]

5/2

4/4

4/3

Ukraine Holi

Office

User ID

Nickname

Supervisor

Department

Position

Contract signed

09/18/2019

Default hours

11:00 AM - 08:00 PM

Payment type/Alternation date

Fixed incom / mm/dd/yyyy

Timezone

+2

Schedule/Schedule Period Start

4/4 [03/17/2024]

Country/Holiday

Ukraine

City

Kyiv

Office

Pause Thresh

01:00:00

Compensation

Primary email (messages sent here)

Email 2

Email 3

Email 4

Email 5

Save changes **Cancel**

Make edits and be sure to save the data

Yuri Test

Nickname

Yuri QA

Supervisor

Yuri Ho

Department

IT

Position

QA IT

Contract sign

07/07/2

Success

Edit User

After saving, the changes will be displayed in the calendar

<		March 2025					>	
SUN	MON	TUE	WED	THU	FRI	SAT		
23	24	25	26	27	28	1 15:00:00 01:00:00		
2 15:00:00 01:00:00	3 15:00:00 01:00:00	4 15:00:00 01:00:00	5	6	7	8		
9 15:00:00 01:00:00	10 15:00:00 01:00:00	11 15:00:00 01:00:00	12 15:00:00 01:00:00	13	14	15		
16	17 15:00:00 01:00:00	18 15:00:00 01:00:00	19 15:00:00 01:00:00	20 15:00:00 01:00:00	21	22		
23	24	25 15:00:00 01:00:00	26 15:00:00 01:00:00	27 15:00:00 01:00:00	28 15:00:00 01:00:00	29		
30	31	1	2	3	4	5		

Important: a manually set schedule has a higher priority than an automatic schedule.

All fields can be edited, except:

- *Timezone,*
- *Supervisor,*
- *Contract signed.*

To save changes, click the "Save changes" button. After saving, the changes will be applied immediately.

To cancel the changes, click "Cancel" and close the window.

Revision #18

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Updated 12 September 2025 09:39:04 by ATMan