



Instruction manual

Hero

Introduction

Hero is an hour registration application. This instruction manual describes the basic functionality of Hero. Hero is an application that is developed for Windows, IOS and Android.

Hero install on Android:

To use Hero, you must download and install the application from the Google Playstore. Below are the installation steps:

1. Open the Playstore
2. Search for "Hero"
3. Scroll down if necessary
4. Select Hero and click install

Hero install on Windows:

To use Hero, you must download and install the application from the Windows Store. Below are the installation steps:

1. Open the Windows Store
2. Search for "Hero"
3. Filter at "Departments" on "Apps"
4. Filter at "Category" on "All Categories"
5. Scroll down if necessary
6. Select Hero and click install

Hero install on IOS (Iphone, Ipad):

To use Hero, you must download and install the application from the App Store. Below are the installation steps:

1. Open the App Store
2. Search for "Hero"
3. Scroll down if necessary
4. Select Hero and click install

Start Hero and log in

To start Hero, open the Hero icon. Then enter the login details. These consist of:

- Token (Company name/environment)
- Username
- Password

Hero

The following topics are covered in this instruction manual:

1. Explanation of functions and parts
2. Creation of hours registrations
3. Editing/deleting of an hour registration

Explanation of functions and parts

Schedule:

Shows the number of available hours based on the work schedule.

Total per day:

Shows the number of booked hours for the day in question. The red numbers indicate how many hours are left based on the work schedule.

Total this week:

The total number of hours registered for the current week.

Actueel:

Deze toont de geplande taken toegekend aan een specifieke gebruiker.

Others

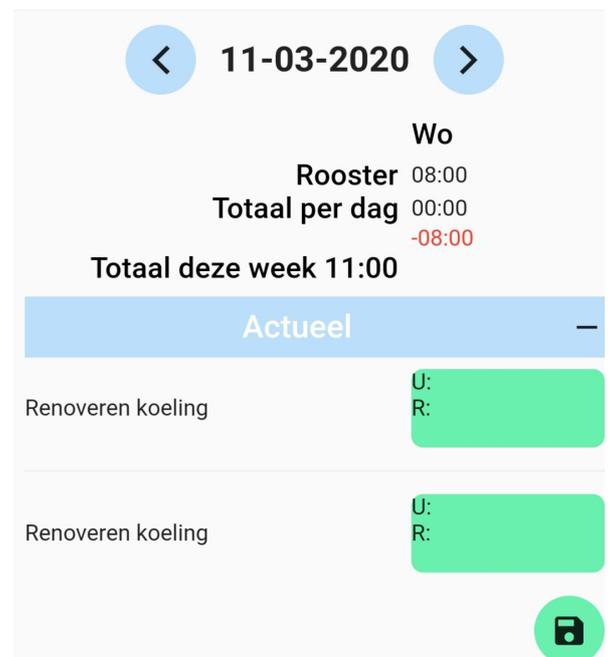
This shows all available tasks that are assigned to a mobile application.

Indirectly:

This shows the timesheet tasks.

Registrations

Upon registration are shown all saved hours of the day in question.



Create an hour registration

Step 1:

Start Hero and log in.

Step 2:

Select a task for which you want to perform the time registration.

Step 3:

Click on **U:** near the task.

R:

The U stands for: Hours

The R stands for: Travel hours

Step 4:

Open a new window.

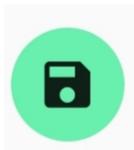
Here you can register the hours. This can be working hours (the top one) or travel hours (the bottom one).

Via the minus and plus buttons you can adjust the time.

When you have entered the hours, press the green tick to save the hours or the red cross to cancel the registration.

Step 5:

You are back in the main screen. You can finalize the hours entered by saving them. This can be done by using the icon below:



Actueel —

Overige —

Selecteer een taak U:
R:

Indirect —

Selecteer een taak U:
R:

Uren 00:00 +

Reistijd 00:00 +

Opmerkingen

X ✓

Editing/deleting of an hour registration*

Step 1:

Start Hero and log in.

Step 2:

Go to the tab "Registrations".

Step 3:

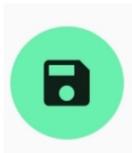
Select the time registration that needs to be modified.

Step 4:

Modify the time registrations with the plus or minus buttons. With the **red** button you can delete the registration.



When the modifications have been made click on the green button.



*Hero can also be set where the (travel) hours cannot be adjusted or removed