How To: Navigate The Welcome To AMS Screen

Wizards:
- New Years Wizard
- Import Routine Wizard
- Recalculate Absences Wizard

User Menu:
- Change Password Option
- Log On/Off Option

Help Menu:
- Access User Guide
- Check For Updates
- Register AMS License
- About AMS

Exit AMS

AMS

File   View   Back   Forward   User Menu   Wizards   Help

Browse   **King Gary**

- Browse
- Employees
- Roster Plan
- Timesheet Entry
- Expense Entry
- My Timesheets
- My Expenses
- View Timesheets
- View Expenses
- Time Clock
- Request Absence
- View Requests
- Record Absences
- Record Timesheets
- Record Expenses
- Reports
- User Access
- User Profiles
- Security Groups
- Audit Trail
- Parameters
- Setup

List of AMS Modules

Welcome to AMS

Browse   Employees   Roster Plan   Timesheet Entry   Expense Entry

My Timesheets   My Expenses   View Timesheets   View Expenses   Time Clock

Request Absence   View Requests   Record Absences   Record Timesheets   Record Expenses

Reports   User Access   User Profiles   Security Groups   Audit Trail

First Page   Second Page

Enter details of employees and view personnel details.

Name of the Currently Logged in User -> Gary King