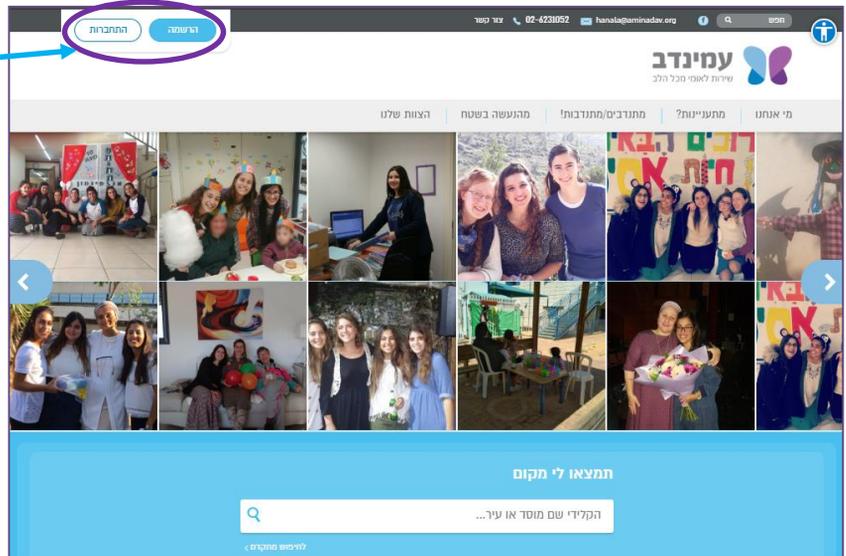עמינדב
שירות לאומי מכל הלב

How to fill the attendance report in the Aminadav website?

Press the button to register or to login to the site (you have to register at the first visit to the site)

After login, a screen with two buttons is displayed: one to log into your personal profile and the second one to report real-time attendance

(ניתוק)   שלום

התחלה   פרופיל אישי

To report real-time attendance, press the button
At the end of "התחלה1". The button will turn into "סיום".
the workday, press this button. The button will turn into
for those going to an additional workplace. "התחלה2"

To report attendance later through the personal profile, press the button "פרופיל אישי"
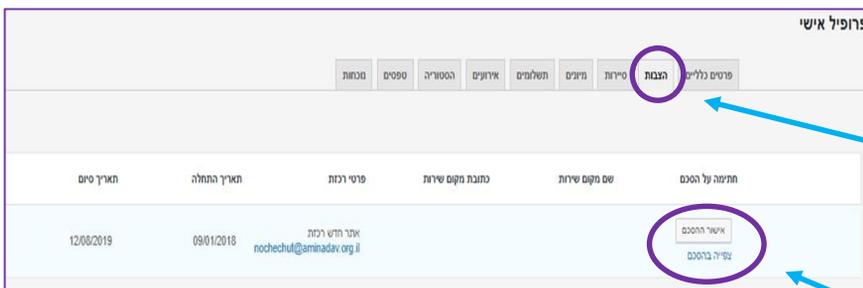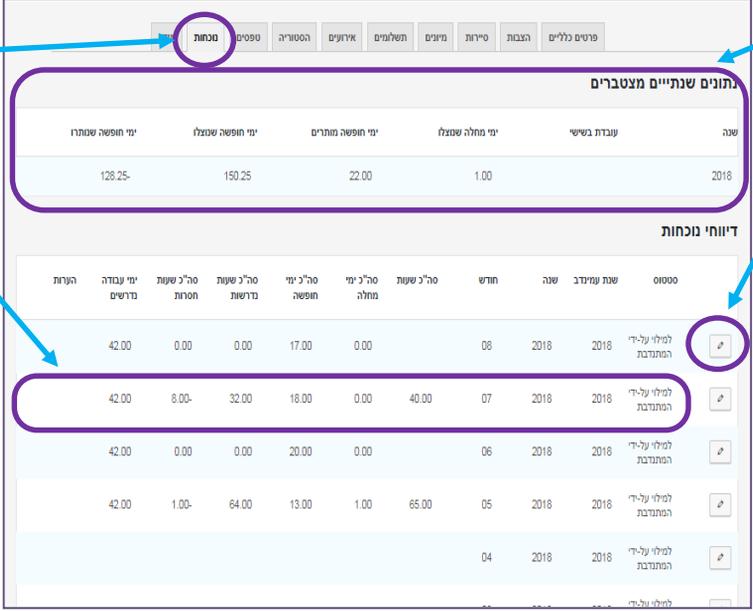
Before reporting attendance for the first time you have to sign a service agreement. In order to sign the agreement, go to the positioning tab

פרופיל אישי

פרטים כלליים	הצבות	סירות	מיונים	תשלומים	ארועים	הסטוריה	טפסים	מבחות

תאריך סיום	תאריך התחלה	פרטי רכזת	כתובת מקום שירות	שם מקום שירות	חתימה על הסכם
12/08/2019	09/01/2018	אתר חדש רכזת nochechut@aminadav.org.il			אישור ההסכם / צפייה בהסכם

To view the agreement press "view agreement". To sign the agreement press "agreement authorization"

מוקד עמינדב: 221-220-800-1
aminadav.org.il

ירושלים: רח' כנפי נשרים 15 ת.ד 16269 מיקוד 9116021 טל: 2/02-6231059 פקס 02-6231491
רחובות: רח' טלר 28, ת.ד 1294 מיקוד 7611201 טל: 2/08-9316401 פקס: 08-9315705

To view or report attendance press the attendance tab.

Accumulated annual data- sick days off and vacation days off

Each line shows a month's data- report status, year, month, quantitative data. Present month is always shown at the top of the page.

To fill a month report, press the pencil icon close to the month you want to fill. Following report approval, the pencil icon will turn into an eye and the report will turn into read-only.

To fill daily data, press the pencil near the desired day. Each day, a new line with the present day will pop up at the top of the of the table.
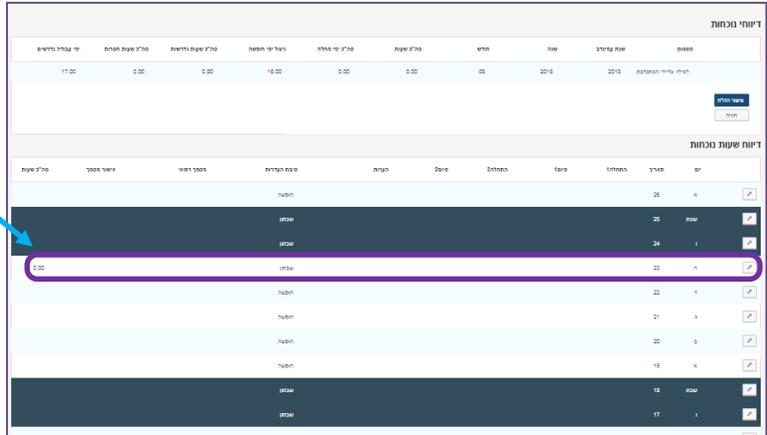
For absence, choose the reason of the absence. If you were sick you should bring a medical document.

To fill the hour, press the appropriate box: start/end. Choose a time in the drop-down box or enter the hour manually in a template 00:00
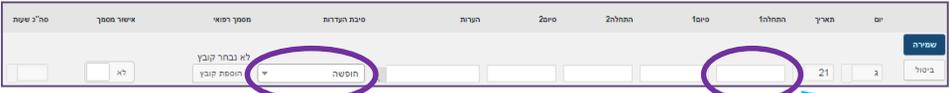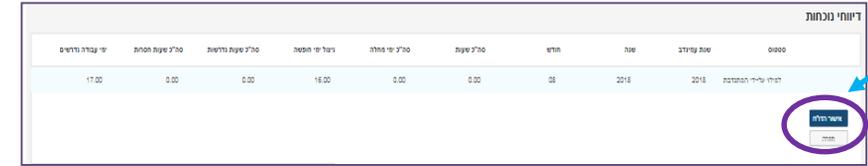
When you finished filling the whole month report, press the button "authorization" and it will be sent to your supervisor

עריכה: רותם הראל, תהילה בן שחר