



STROMBERG

*Enterprise Solutions for Time and
Employee Management*

Stromberg Enterprise 4.0
Reference Manual
Chapter 1 – Introduction

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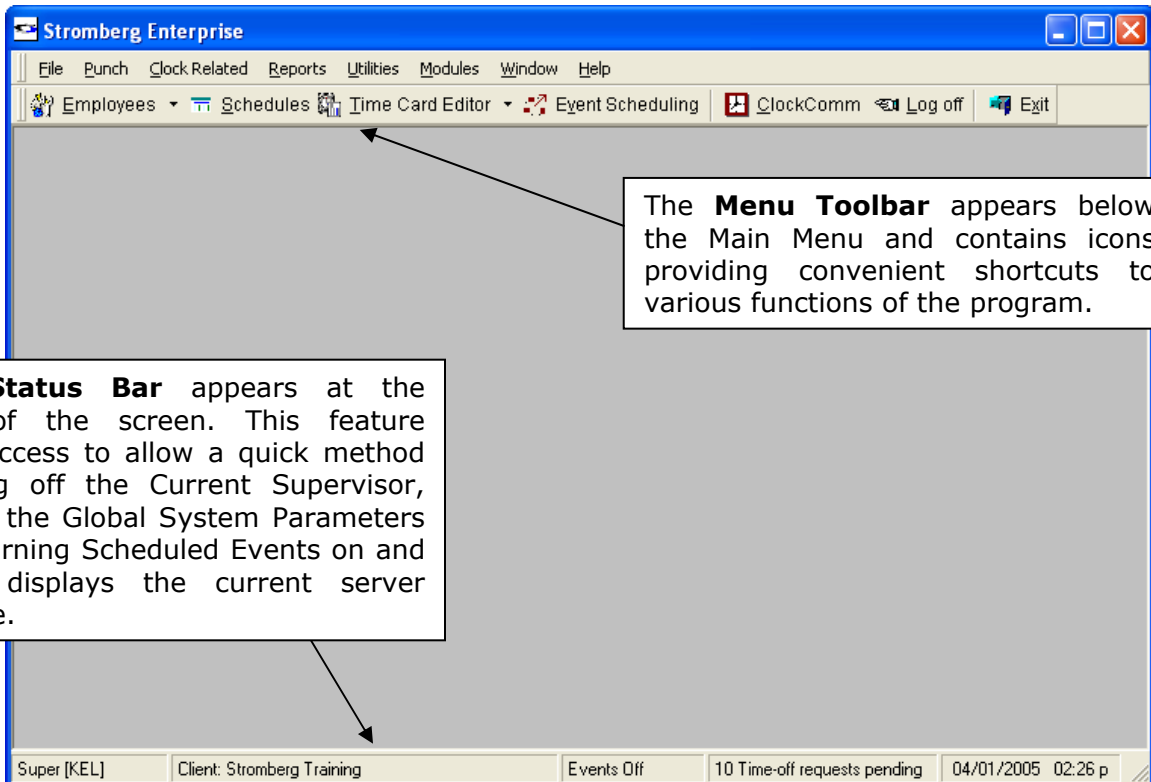
CHAPTER 1: INTRODUCTION

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Chapter 1: Introduction

Stromberg Enterprise® represents the next generation of Stromberg Time & Attendance products. Supporting the **Microsoft SQL**® database, Stromberg is a fully scalable solution that empowers organizations to cost-effectively manage time and labor resources. Stromberg incorporates Crystal Reports for full-featured reporting while providing automatic scheduling to track critical labor hours and wages by cost center, job or department. This innovative program also delivers real-time and historical finance information to help managers dramatically reduce labor costs.

After you enter a valid User Name and Password, the Main Screen displays.

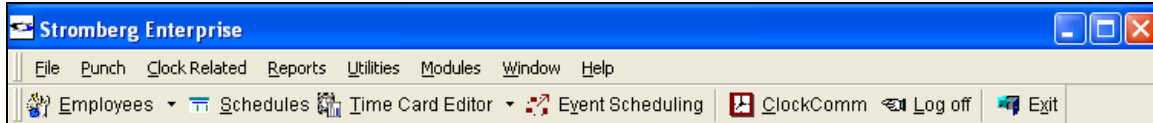


Main Menu Screen Toolbar Functions








Located at the top of the screen, the Main Menu provides access to all functions of the program. Menu functions are **File, Punch, Clock Related, Reports, Utilities, Modules, Window** and **Help**. Each menu function contains selectable options for the control and maintenance of the program functions specific to that menu item.

Menu Toolbar Shortcuts

The Menu Toolbar contains icons that provide shortcuts to various sections of the program. An example appears below.



The following table provides an example, along with a brief description of each Menu Toolbar shortcut. Only those items to which a specific Supervisor is authorized will display on the Menu toolbar.

Icon	Function
 Employees	Provides a shortcut to the Employee Maintenance screen.
 Schedules	Displays the Scheduler screen.
 Time Card Editor	Provides a shortcut to access Timecard Editor .
 Event Scheduling	Opens the Scheduled Event Maintenance screen.
 ClockComm	Displays the Clock Communications screen.
 Log off	Logs out the current supervisor and returns you to the Log In screen of the program.
 Exit	Logs out the current user and exits the program.

Common Toolbar Icons

Located at the top of most forms or entry screens within the program are a standard set of toolbar icons. Tasks found within these icons include Add New, Edit, Delete, Find, and many more. The table below defines and explains the common toolbar icons.



Find Record – To search for an employee, clock, supervisor, or any other item in the screen that you are in, click on the **Find Record** icon.

New Record - Click on this icon to add a new employee, clock, supervisor, or any other item in the screen that you are in, click on the **New Record** icon.

Edit Record – To edit the Employee Maintenance form, modify the Supervisor privileges, or to change clock parameters, click on the **Edit Record**.

Delete Record – To delete an employee, supervisor, clock, or any other item in the screen that you are in, click on the **Delete Record** icon.

Save Record - After modifying a record, and before exiting the screen, you must click on the **Save Record** icon to complete the modification.

Undo – The **Undo** icon reverts the screen that you are reviewing back to its original Saved state.

Print – To print a listing of items in the section you are currently viewing, click on the printer icon.

Exit – The exit icon closes the form you are currently viewing.