

Procedure for using workplace presence record (eTablo)

A) First step for new users

= **you must set a password to enter the web interface of eTablo.**

Process:

1. Enter your e-mail at the address below and click the send (odeslat) button

<http://af.etable.cz/Account/LostPassword>

2. A message with a link to enter your new password will be sent to your e-mail.

Reccomendation: Use different password than the one you have on UIS

B) Log in on <http://af.etable.cz>

Username is your work e-mail, password is already set by first step.

Link to eTablo is also on the faculty hub (red link **Elektronická evidence AF**): <http://rozcestnik.agrobiologie.cz/>

Reccomendation You can keep this hub as default home page

C) The most important functions of eTablo

1) Log in – There are 2 options:

1a) By using chip on any sensor below

- Main building next to the reception
- pavilion B next to the glass window by entrance
- pavilion C behind main entrance
- Stable in the hallway behind entrance

The sensor logs you in after attaching the chip. If you are logged in, you will be logged off after attaching the chip.

1b) Using the web af.etable.cz (usable only from university network)

Log in on <http://af.etable.cz> (Username is your work email).

Then click button „**PŘÍCHOD**“ at the top right corner.

2) Absence from the workplace (meant specifically on the campus of the university)

You can record your absence from the workplace via the web from anywhere.

2a) Select the calendar icon in the top right of the toolbar

Select "NOVÁ UDÁLOST" on the left right under calendar

You write an event (see status below), either check FullDay or mark the specific hours. Please note that when filling in the whole day, you must write January 5th to January 6th to record whole day = January 5th.

Events (status)

<i>Status recorded in the resulting attendance book</i>	<i>Status that is not recorded in the attendance book, but is automatically counted as 8 hours.</i>	<i>Status only for information purposes (activities within the presence)</i>
<ul style="list-style-type: none">• holiday or vacation (dovolená)• sickness or disease (nemoc)• maternity (mateřská)	<ul style="list-style-type: none">• HomeOffice (home)• business or trip (sluzebni or cesta)• terrain (terén)	<ul style="list-style-type: none">• doctor or physician (lékař)• teaching (výuka)• laboratory (laboratoř)• field (pole)• greenhouse (skleník)• meeting (porada or jednani)• stable (stáj)

If you want to delete an event, double-click in the calendar and click on delete „**SMAZAT**“.

Events cannot be changed retrospectively (yesterday and earlier).

2b) When you click on your own photo in the menu, you can also select status (new windows will open with selectable status).

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