



timeware®

HR, Time and Attendance Software

ON PREMISE
SOFTWARE

Event Agent Script – Absence Email

Overview:

- Requires 23.1.3 as there were some fixes to the Console UI app.

Setup:

- Make a note of all the users who are set to receive the email in the old event handler script. Disable this script and restart the event handler so this script is no longer being executed.
- Run the Console UI and choose option 2 to setup a script, select the "EAS-AbsenceEmail" script.
- Run through the provided options they are all pretty much self explanatory, be careful when typing these as there is no check in place for typos, it is also case sensitive so make sure this is correct.
- Few points to note about the options:
 - Company name – This is just in the header of the email, I would recommend just using the license file name.
 - HTML path – this is for if we require customised email template. You can leave this blank unless there is a reason not to.
 - Only email for direct line manager. This requires user's to be linked to their employee record in the "Who is this?" section in the user record. Dev notes below:
 - if User B covers 70 employees and User A covers 100 employees, one of whom is User B, this switch says, only email User A if one of the 30 employees not covered by User B has an absence.
 - Override based on grouping. Dev notes below:
 - When determining who should receive the email, it looks at the description of the user's permission policy. Then, it will include employee's who grouping [x] description matches that permission policy description. E.g. imagine a user called "Matt" with "Matt Wilkinson" as their permission policy. The email will include anyone who's grouping [x] is set to "Matt Wilkinson".
- Once this has all been configured and you have your command line, make a copy of it and save it away but don't run yet.
- Find the original event handler script and open it in the script editor. Search for "tkey" in the script, if there are references to it then you can skip the next step. If no results are found, please follow the below.



Company Name: timeware (UK) Ltd.

Registered Office: 3 Fieldhouse Road, Rochdale,
Greater Manchester, OL12 0AD.

Company Reg. No: 05886806.

Registered in: England.

N2-0107. Copyright NMD³ Ltd

www.timeware.co.uk
support@timeware.co.uk
+44 (0) 1706 658222

- In the old version we kept a record of which absences have already had the emails sent for in tsystem. We noticed that this started slowing the startup of the application, so we created a new table called tkey. We need to move all these references from tsystem into tkey.
- Open a new query in SQL and run the following:
 - o `INSERT INTO tkey (property, data)`
`SELECT property, data FROM tsystem WHERE property LIKE 'Email\%'`
- This will set everything related to this script to the same state but in the tkey table.
- You can then either test the script through the console UI (shouldn't send any emails unless there has been new absences put on), or you can set it up as a service with the Event Agent Service installer I have created, it is on our Dropbox.