

Where's My Staff

Step-by-step guide



May 2024

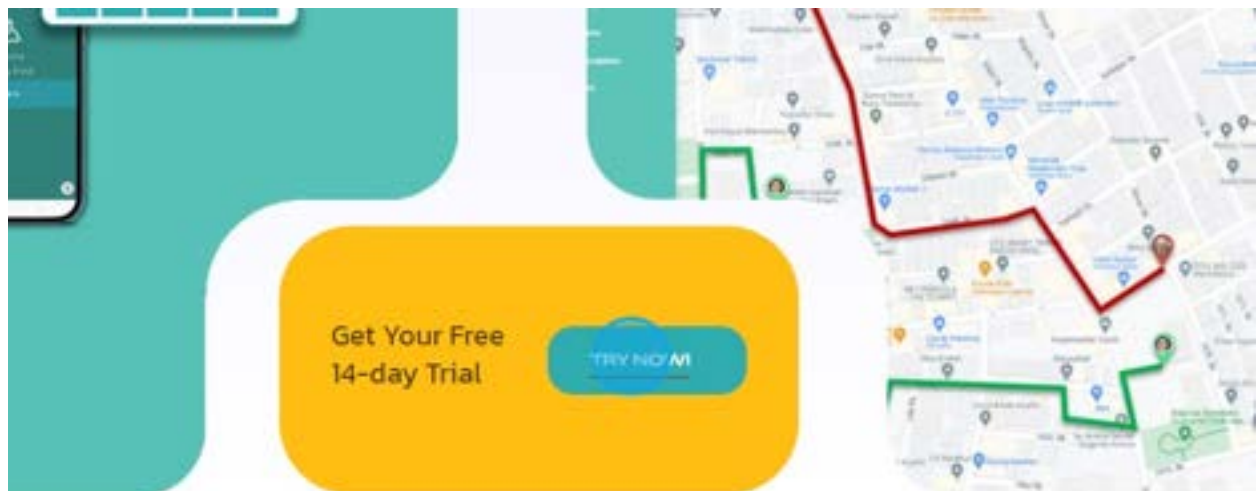
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Registering a New Account on Where's My Staff

This guide provides step-by-step instructions on how to register a new account on Where's My Staff. It includes details on what information is required during the registration process and emphasizes the importance of choosing a strong password. By following these steps, users can easily create an account and gain access to their personalized dashboard.

1. Navigate to <https://whereismystaff.com/>

2. Click "TRY NOW!" or "SIGN UP"

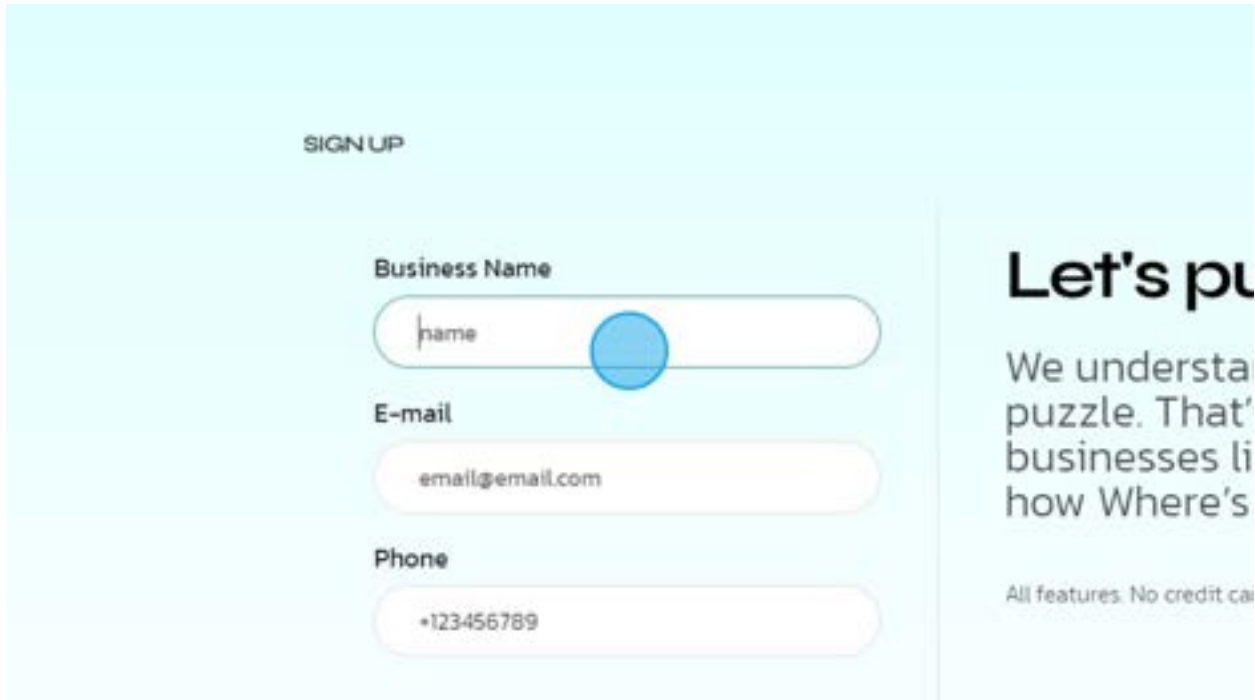


companies

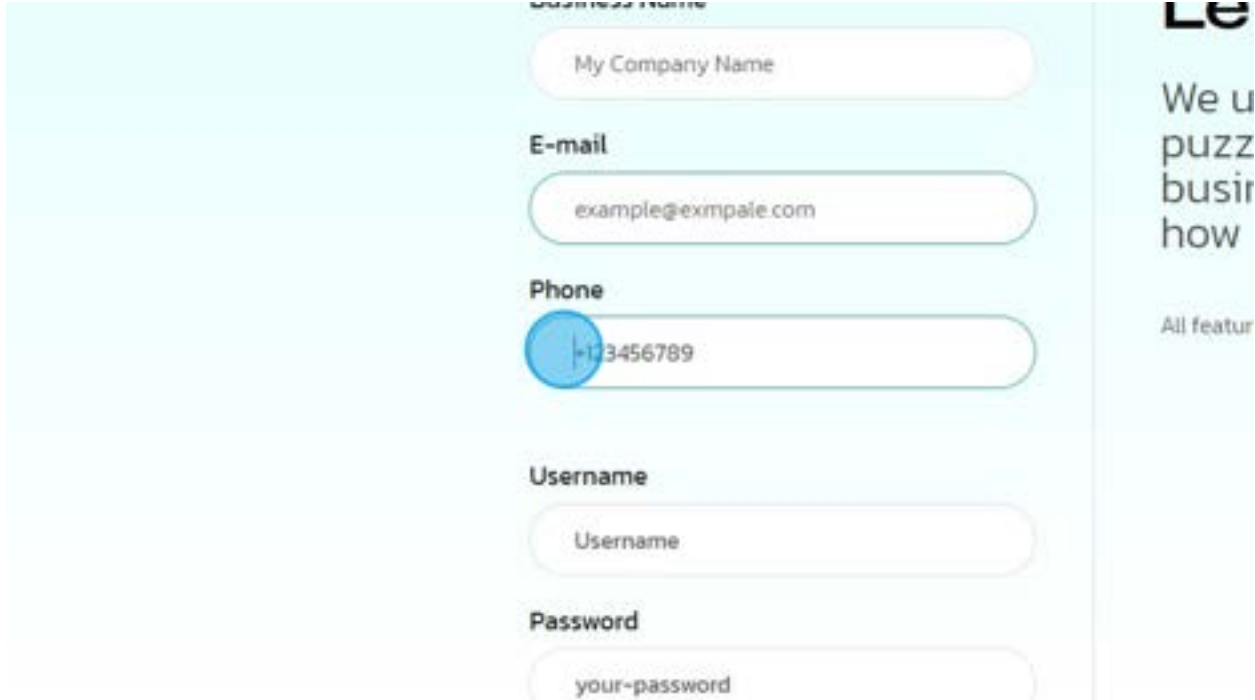
7,500+ Accounts created

3. Business Name: Your company or team name (you can always change this later).

Email: We'll use this if you need to reset your password or for important updates.



4. Phone Number: Include your country code (it starts with +). We might text you to verify your account or send updates.



5. Username: This is how you'll sign in.

example@exmpale.com

Phone

+96666666644

Username

Username

Password

your-password

Reference Code (Optional)

Reference Code

Business
how Wh
All features. No

6. Password: Choose something strong and secure!

+96666666644

Username

MyCompanyName

Password

your-password

Reference Code (Optional)

Reference Code

SIGN UP

7. Reference Code (Optional): Got a code from your account manager? Enter it here.

Username

Password

Reference Code (Optional)

SIGN UP

8. Ready? Click "Sign Up" and you'll be taken straight to your dashboard!

Password

Reference Code (Optional)

SIGN UP

Sign in - Where's My Staff

This guide provides step-by-step instructions on how to sign in to the Where's My Staff platform. By following the simple steps, users can easily access their accounts and utilize the features offered by the platform.

1. Navigate to <https://whereismystaff.com/sign-in/>
2. Enter your credentials, including your username and password.



The screenshot shows a sign-in form on a light blue background. At the top, the text "SIGN IN" is displayed. Below it, there are two input fields: "Username" and "Password". The "Username" field contains the text "pentaxp" and has a blue circular cursor. The "Password" field contains several asterisks. Below the password field is a link that says "Forgot Password?". At the bottom of the form is a teal button with the text "SIGN IN".

- 3.

SIGN IN

Username
pentaxp

Password
.....

[Forgot Password?](#)

SIGN IN

Don't have an account? [SIGN UP For Free](#)

4. Click "SIGN IN"

pentaxp

Password
.....

[Forgot Password?](#)

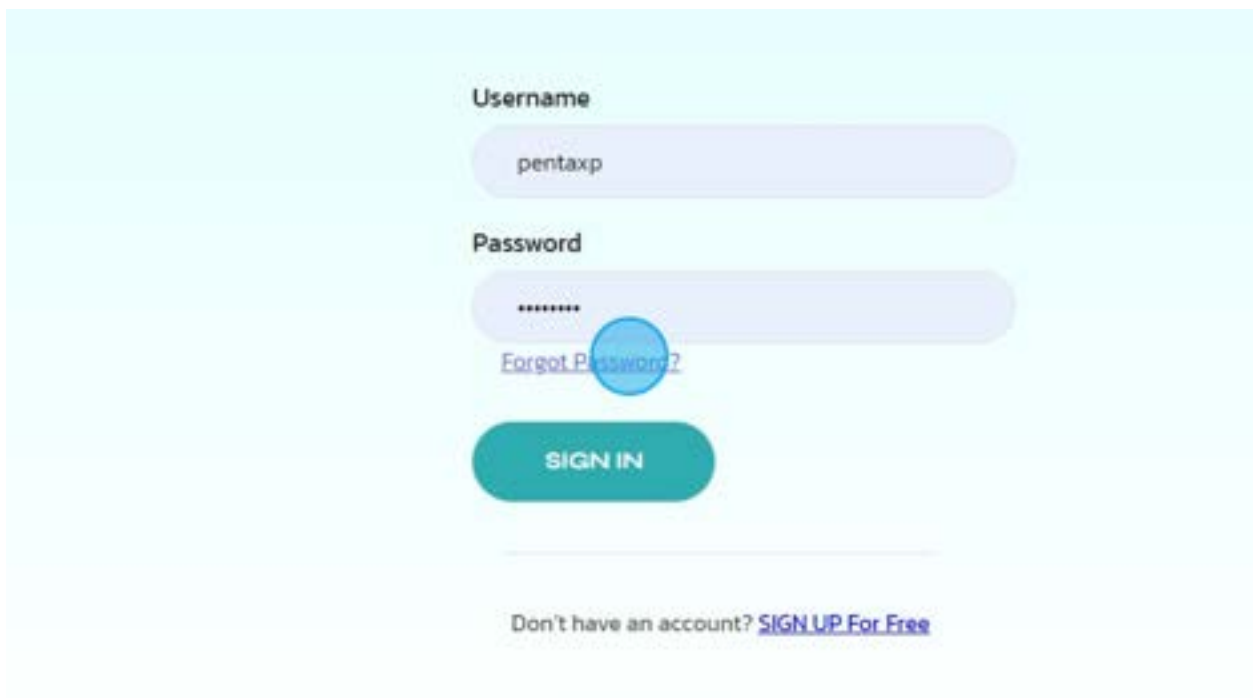
SIGN IN

Don't have an account? [SIGN UP For Free](#)

Resetting Password for Where's My Staff Account

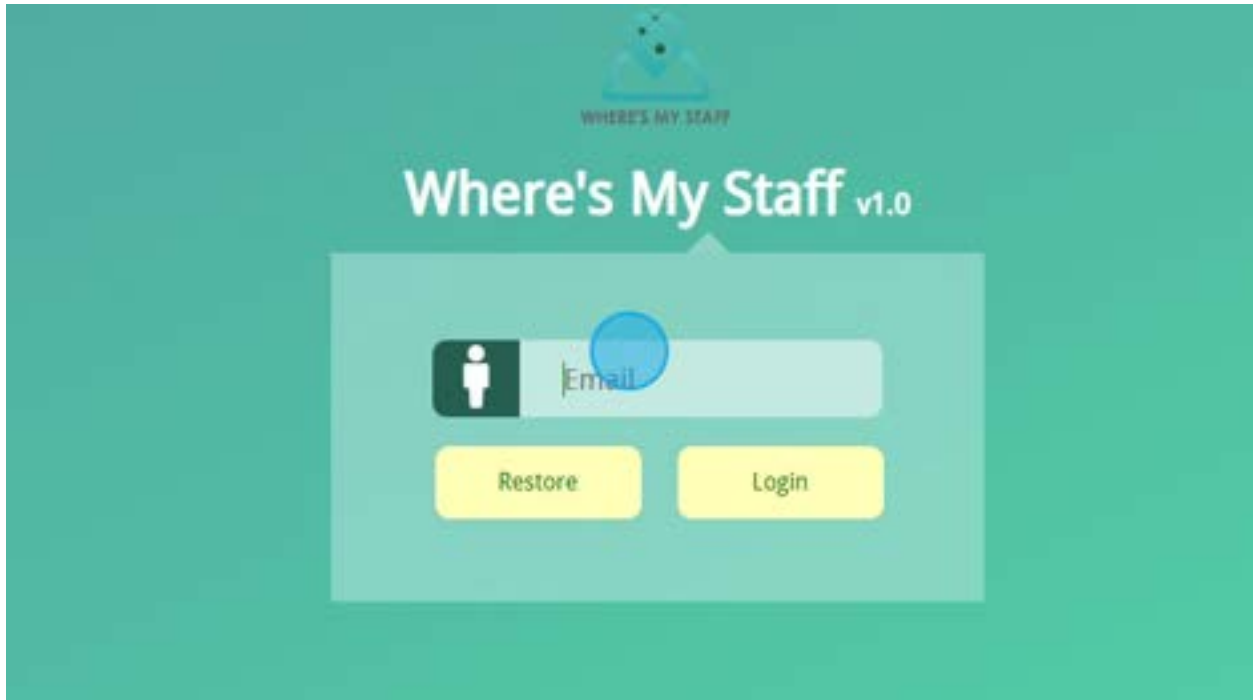
This guide provides step-by-step instructions on how to reset your password for your Where's My Staff account. It is a quick and easy process that involves entering your registered email and receiving your credentials via email.

1. Navigate to <https://whereismystaff.com/sign-in/>
2. Click "Forgot Password?"

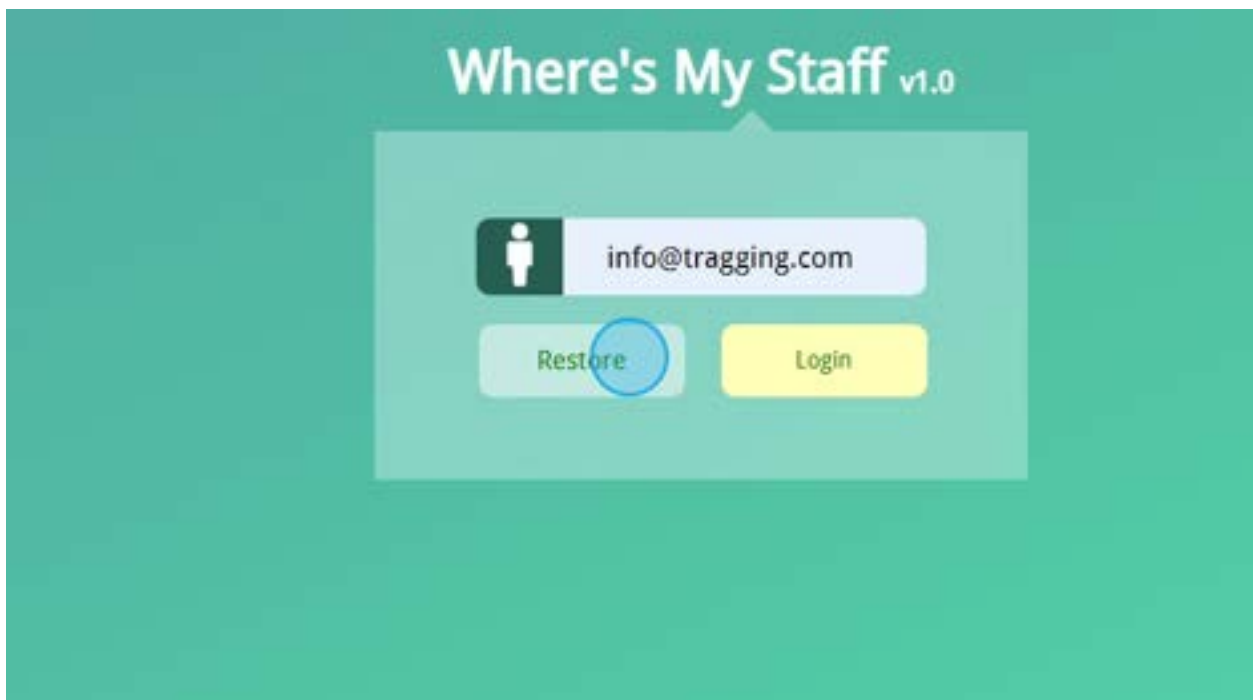


The image shows a sign-in form on a light blue background. It includes a 'Username' field with the text 'pentaxp', a 'Password' field with masked characters '*****', and a 'Forgot Password?' link highlighted with a blue circle. Below the password field is a teal 'SIGN IN' button. At the bottom, there is a link for 'Don't have an account? SIGN UP For Free'.

3. Enter the email you registered with



4. Click "Restore"



5. Your credentials will be emailed to you. Don't forget to look in your junk/spam folder.

Where's My Staff v1.0

 Email

Restore

Login

Credentials has been sent to your email, check your inbox, junk or spams.

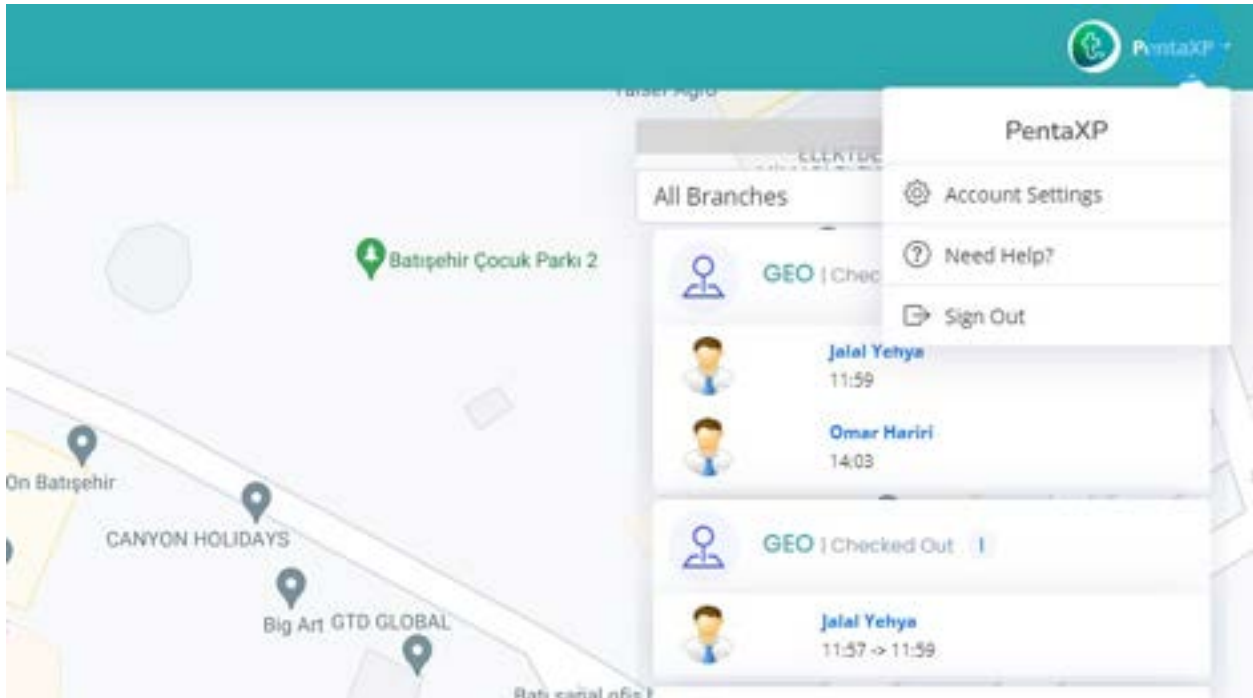
Access and navigate Where's My Staff dashboard

This guide provides step-by-step instructions on how to access and navigate the Where's My Staff dashboard. It highlights the main features of the dashboard, such as real-time employee location tracking, quick attendance reports, and settings management. It also explains how to use the different menus and filters to customize the view. The guide includes tips on how to view employee locations on the map, save or revert map views, and switch the software to different languages.

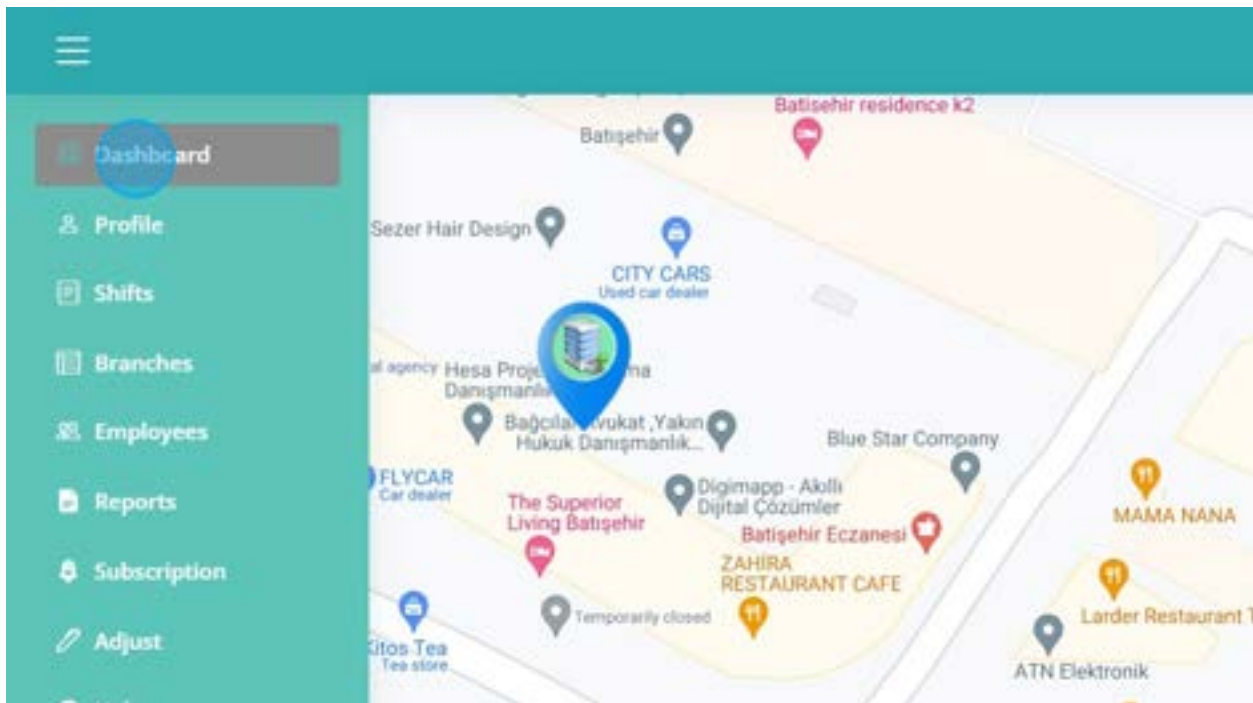
1. The main dashboard is your command center for 'Where's My Staff.' Here, you can quickly access real-time data about your employees' locations, view attendance reports, manage settings, and much more. It's designed to give you a comprehensive overview at a glance.



2. Top Bar: Contains navigation for you settings, notifications, and your account details.



3. Left Sidebar Menu: Offers quick navigation to different pages like Profile, Employees, Reports, Shifts, Branches, and Settings.



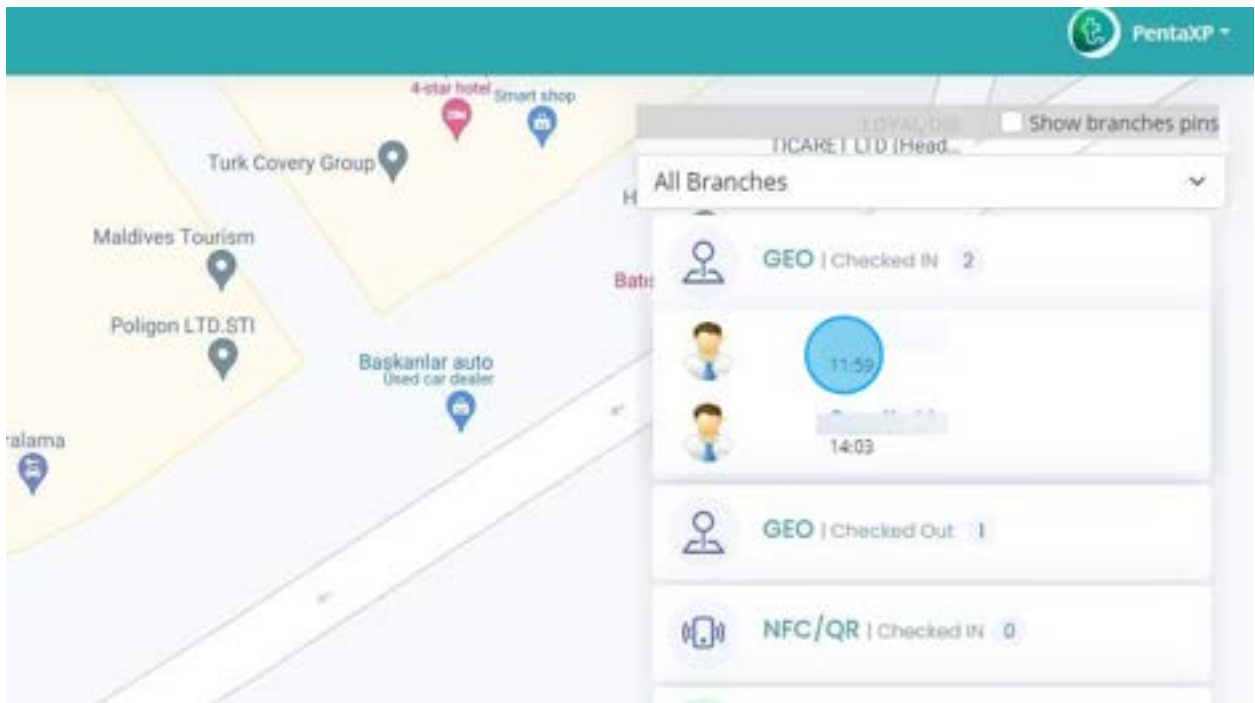
4. On the right side of the screen, you'll see a menu that shows your Employees.

It will show who is currently clocked in or out with the time

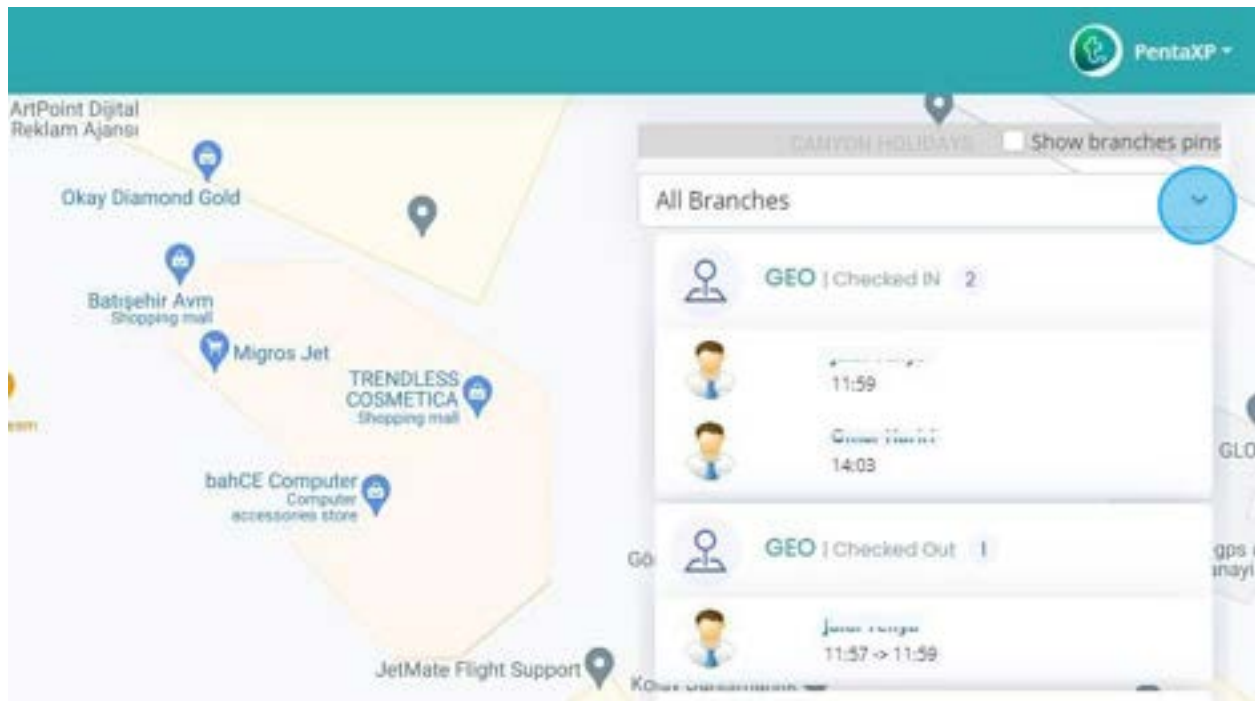
You can also see if they signed in using their location (Geo) or a badge (NFC/QR).



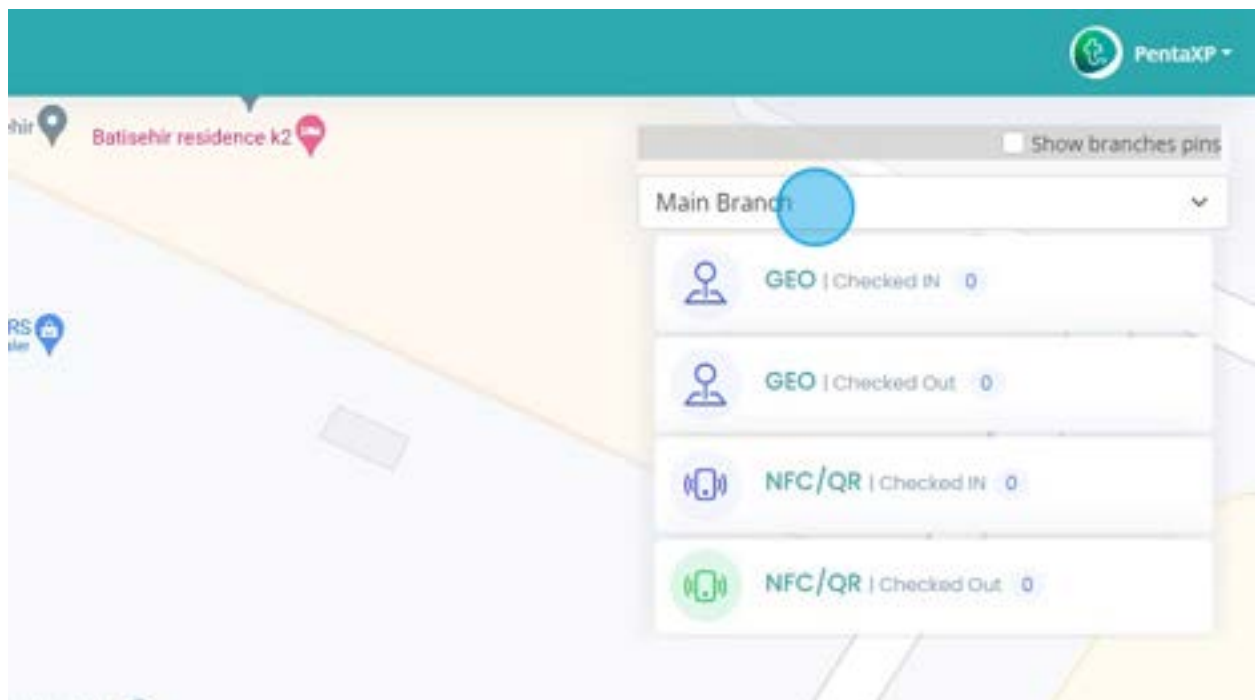
5. Click on an employee's name to see their location on the map.



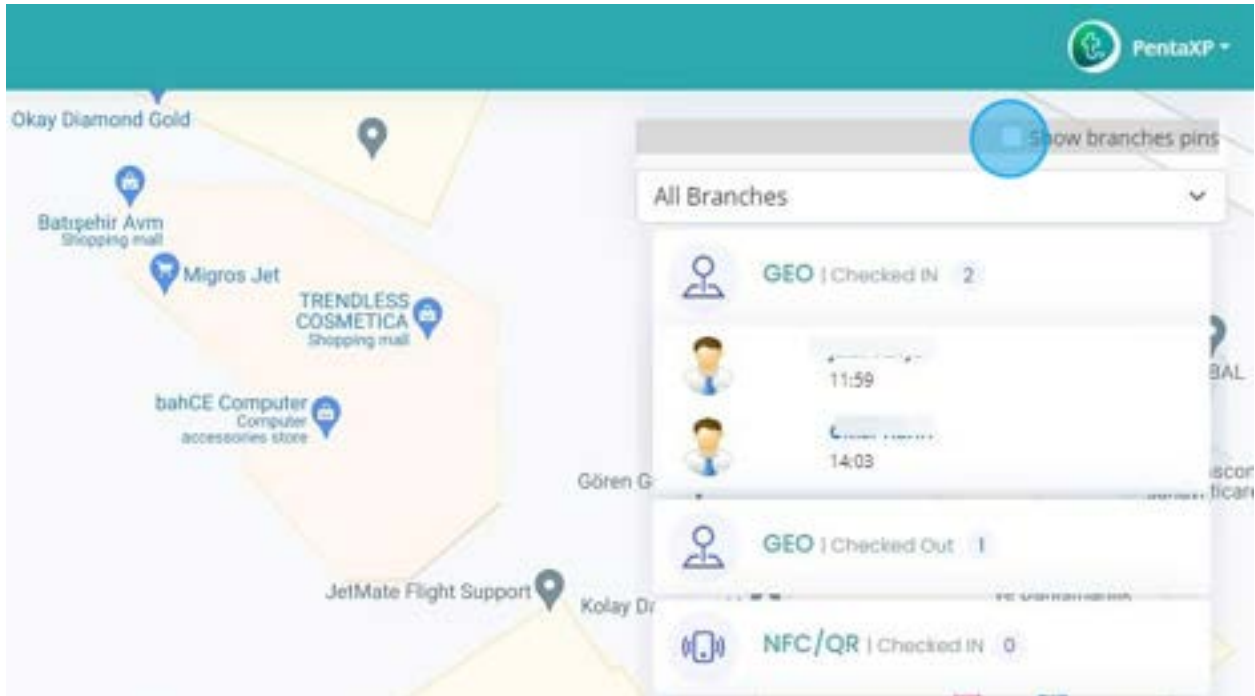
6. If you have multiple branches, use the filter to see only the employees you want.



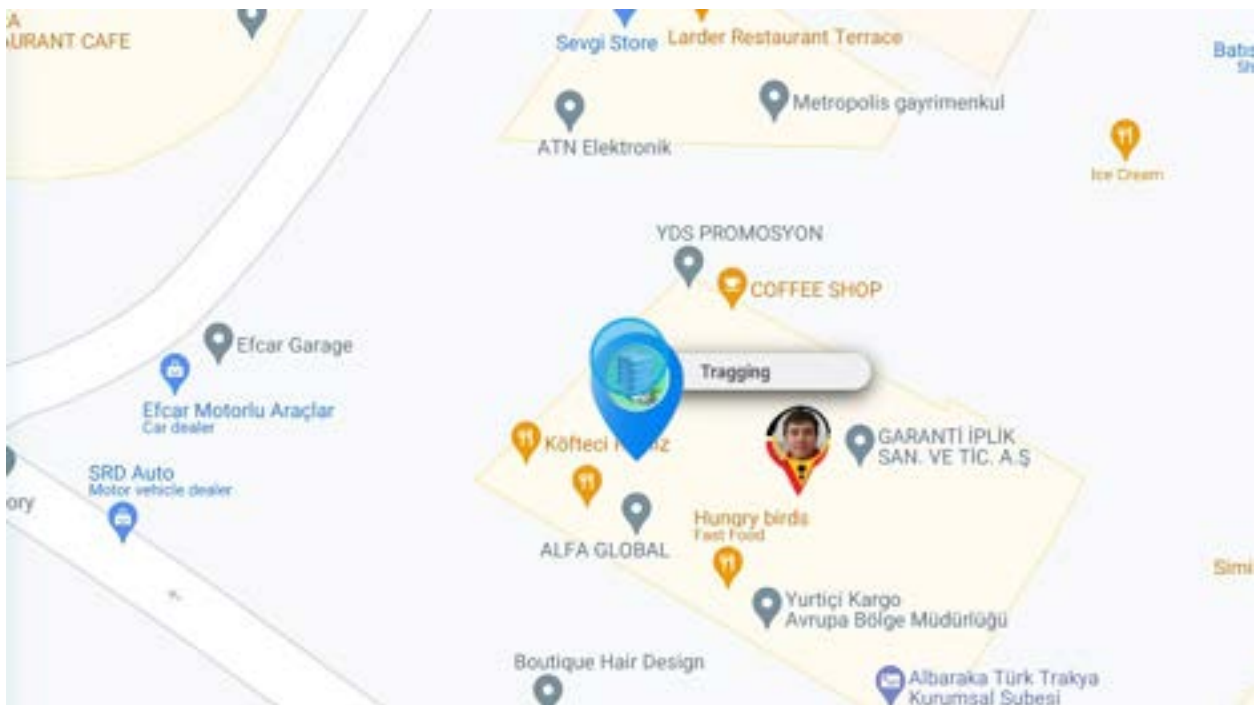
7. Click this dropdown.



8. Want to see where your branches are? Click "Show Branches" to see them as pins on the map.



9. Branches are shown as pins on the map. Hover your mouse over a pin to see the name of the branch.



10. The Main Map

The map in the center shows where your employees are right now.

Employee markers are color-coded for quick understanding:

Yellow: Checked in using GPS

Green: Checked in using NFC/QR

Red: Checked out



11. Hover over an employee marker on the map to see:

Their name

When they started/finished work

Where they checked in



12.



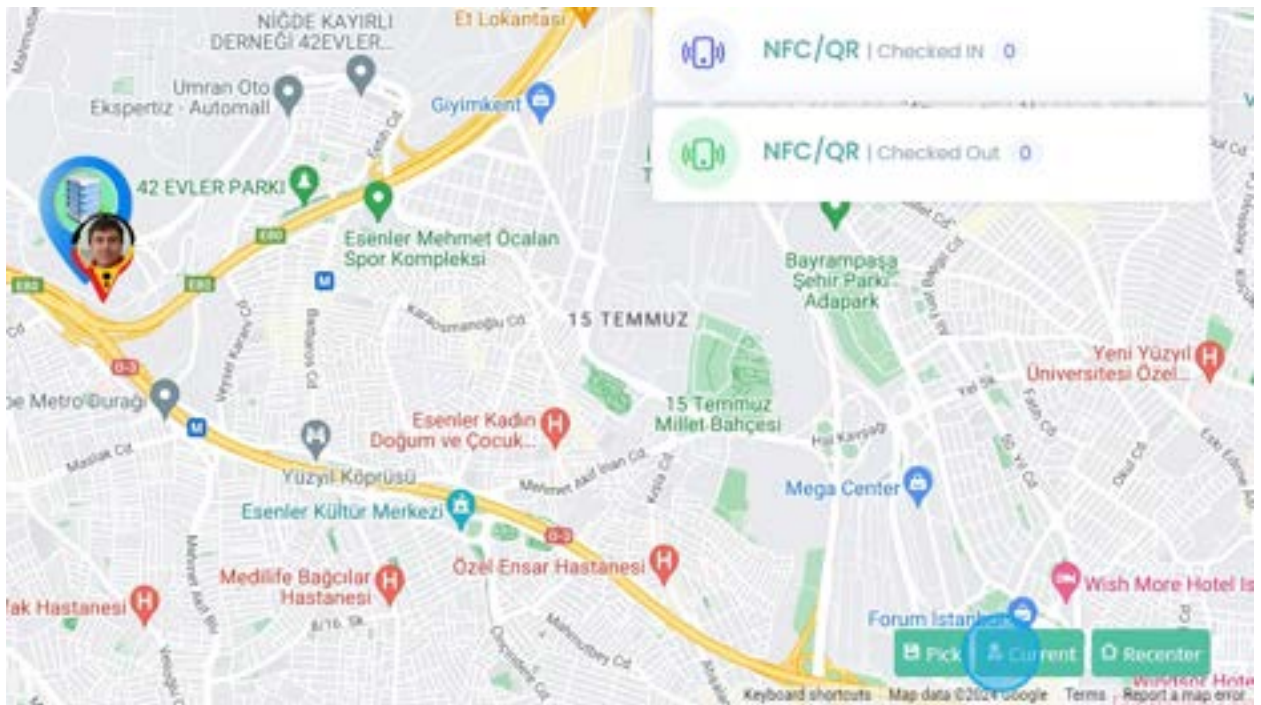
13. To save your default map view:

Click the "Pick" button on the bottom right of the dashboard page.

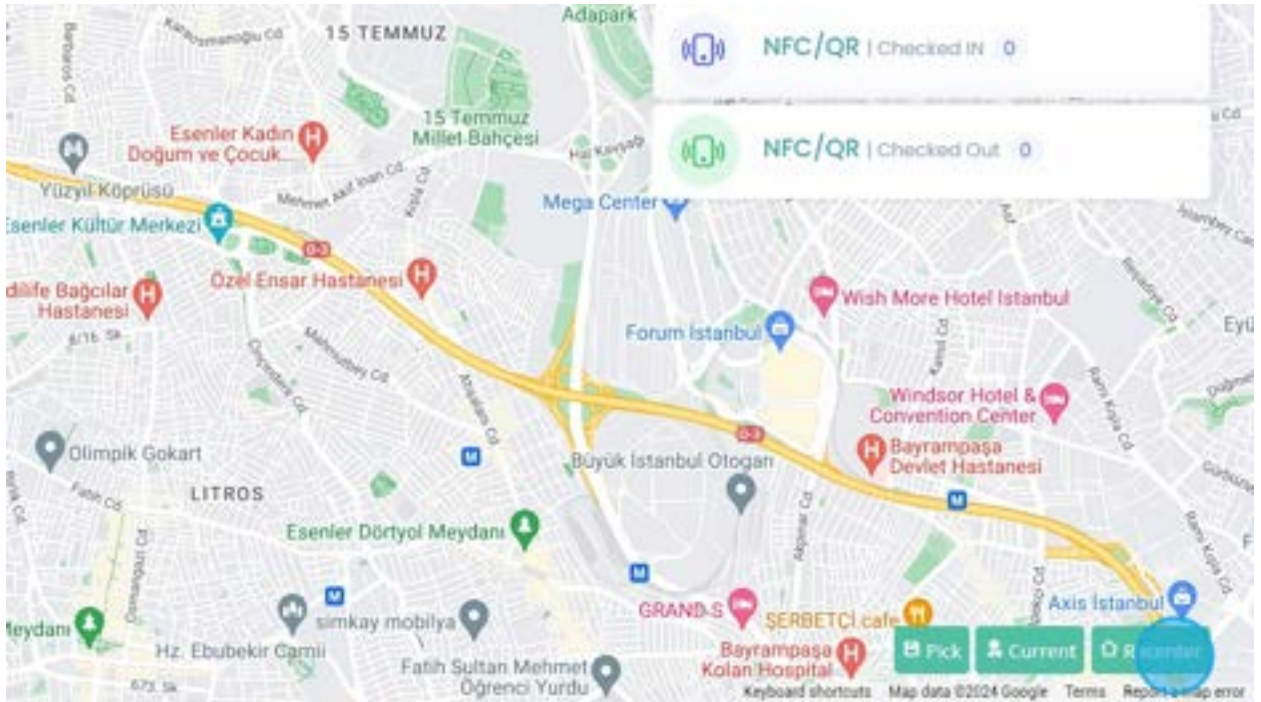


14. To show the map at your current location:

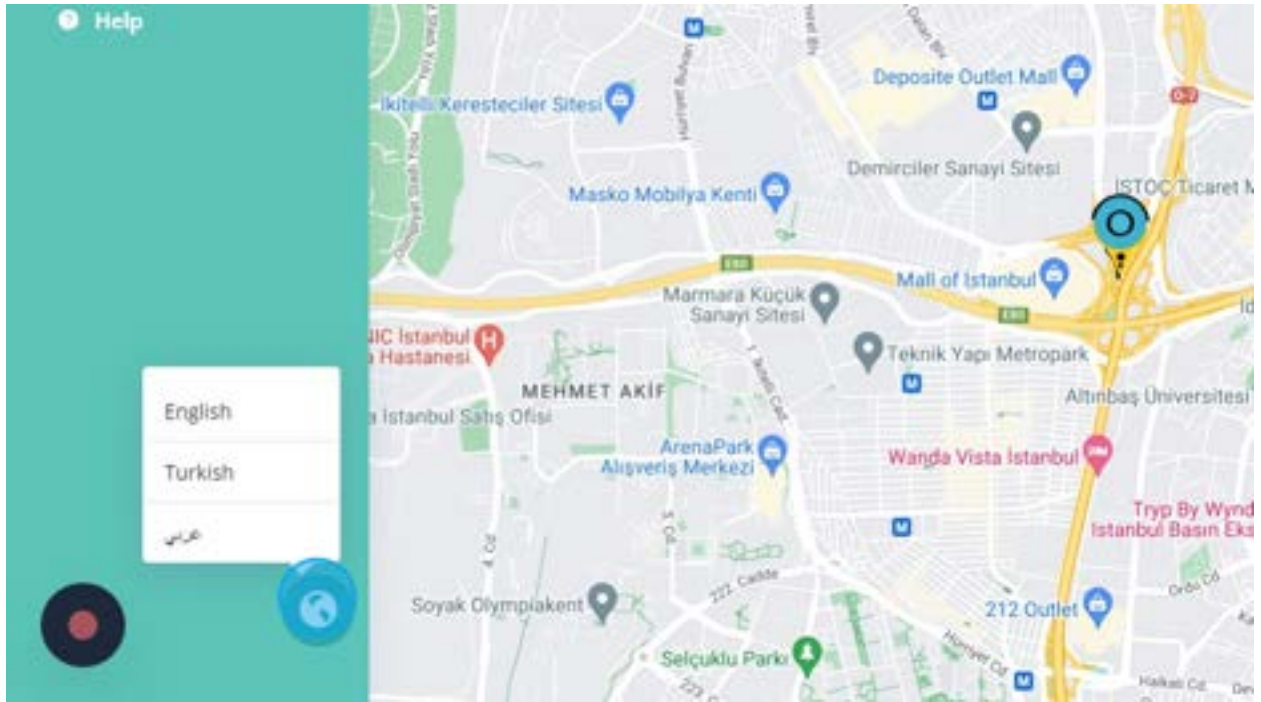
Click the "Current" button



15. To revert your map to your default map view:
Click the "Recenter" button.



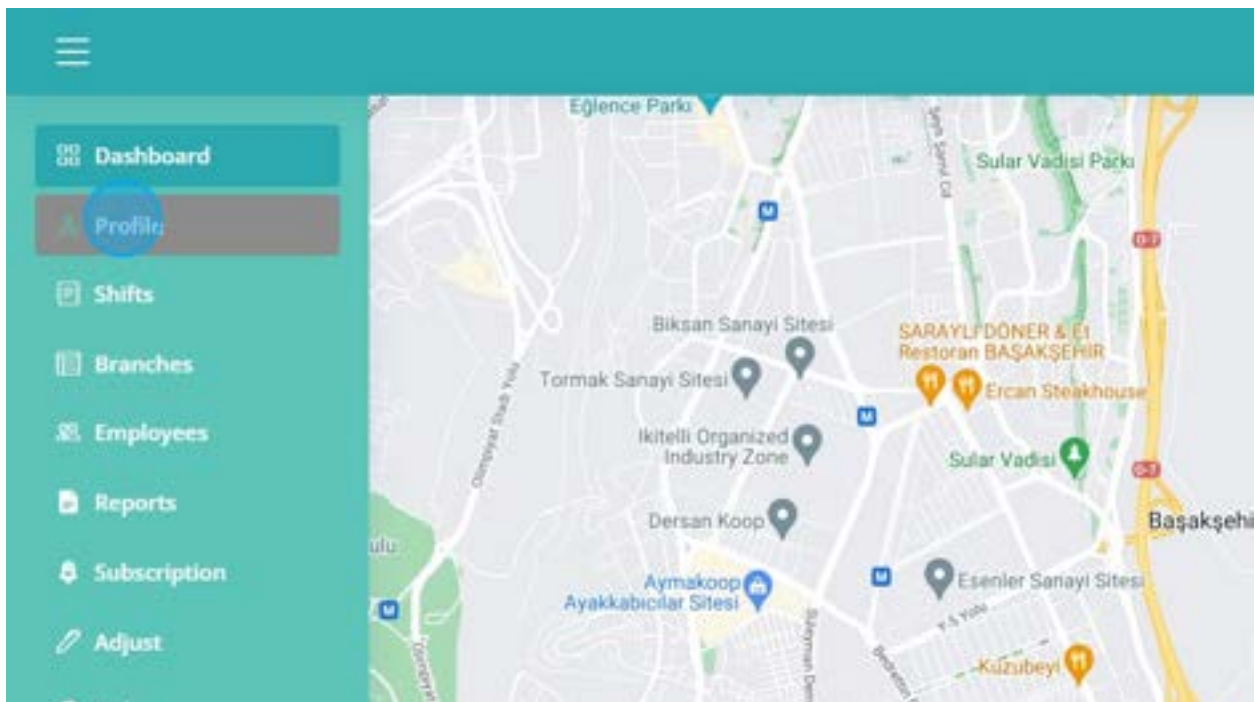
16. Switch the software to your preferred language by clicking here. PS: Right now, we offer English, Arabic & Turkish. More languages coming soon!



Add or Update Company Logo

This guide provides a quick and easy way to add or update your company logo. It gives step-by-step instructions on how to navigate to the profile section, upload a new logo file, and confirm the changes. By following these simple steps, you can ensure that your company's logo is up to date and accurately represents your brand.

1. Click "Profile"



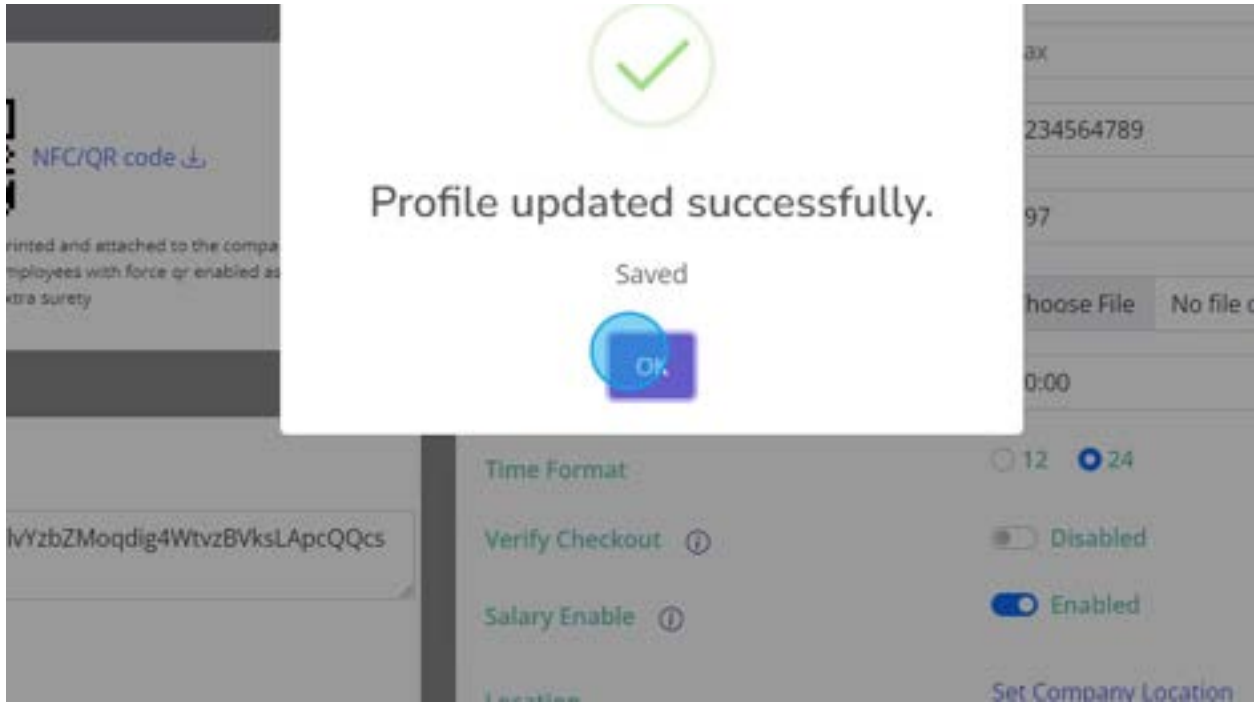
2. Click "Choose File"

Phone	<input type="text" value="+905302597012"/>
Fax	<input type="text" value=""/>
NFC/QR code ⓘ	<input type="text" value="1234564789"/>
Checkout Range ⓘ	<input type="text" value="497"/>
Image	<input type="button" value="Choose File"/> No file chosen
Reset Time ⓘ	<input type="text" value="00:00"/>
Time Format	<input type="radio"/> 12 <input checked="" type="radio"/> 24
Verify Checkout ⓘ	<input type="checkbox"/> Disabled
Salary Enable ⓘ	<input checked="" type="checkbox"/> Enabled

3. Click Submit

<input type="text" value="497"/>
<input type="button" value="Choose File"/> Emblem-HD.JPG
<input type="text" value="00:00"/>
<input type="radio"/> 12 <input checked="" type="radio"/> 24
<input type="checkbox"/> Disabled
<input checked="" type="checkbox"/> Enabled
Set Company Location
<input type="button" value="Submit"/>

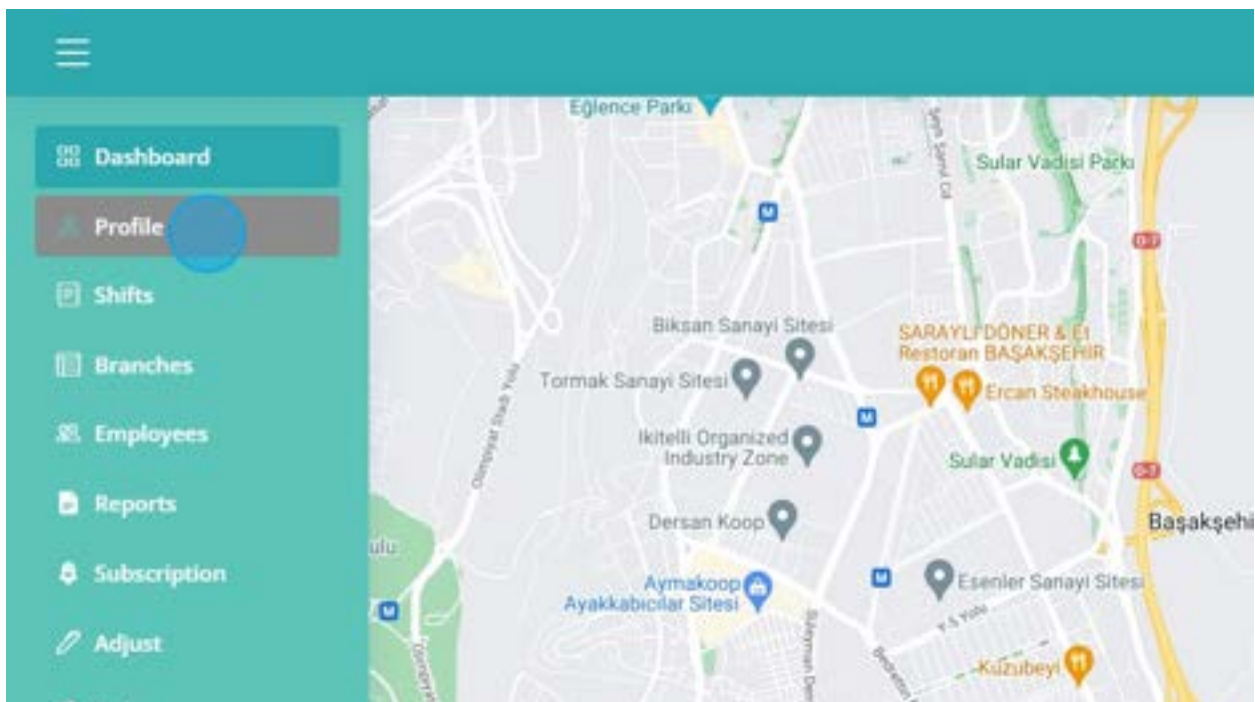
4. Click "OK"



Change Password

This guide provides a simple step-by-step process on how to change your password. It is easy to follow and includes clear instructions with screenshots, making it helpful for anyone who wants to update their password securely.

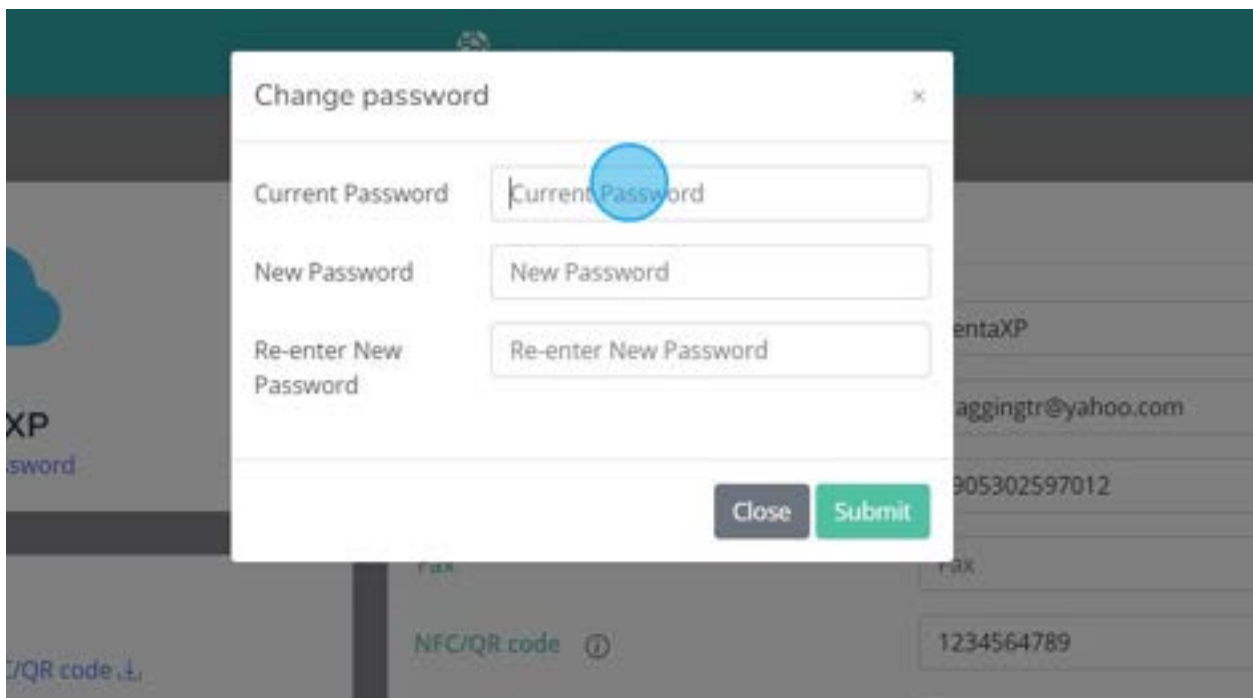
1. Click "Profile"



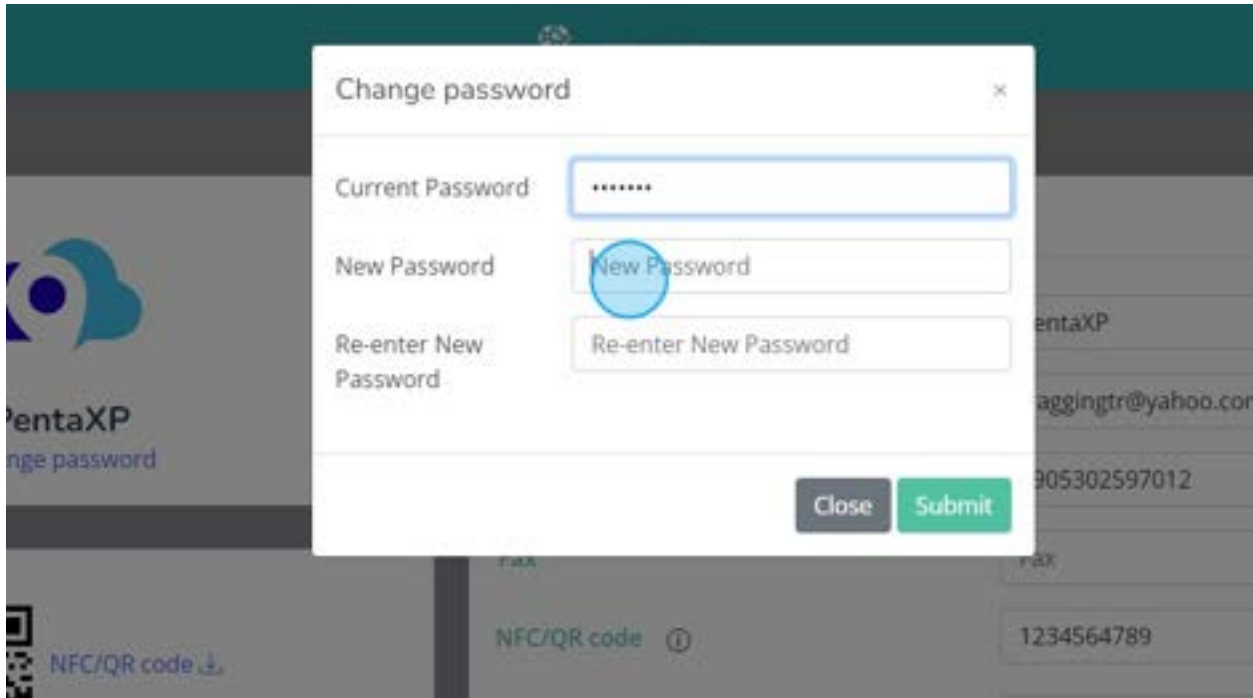
2. Click "Change password"



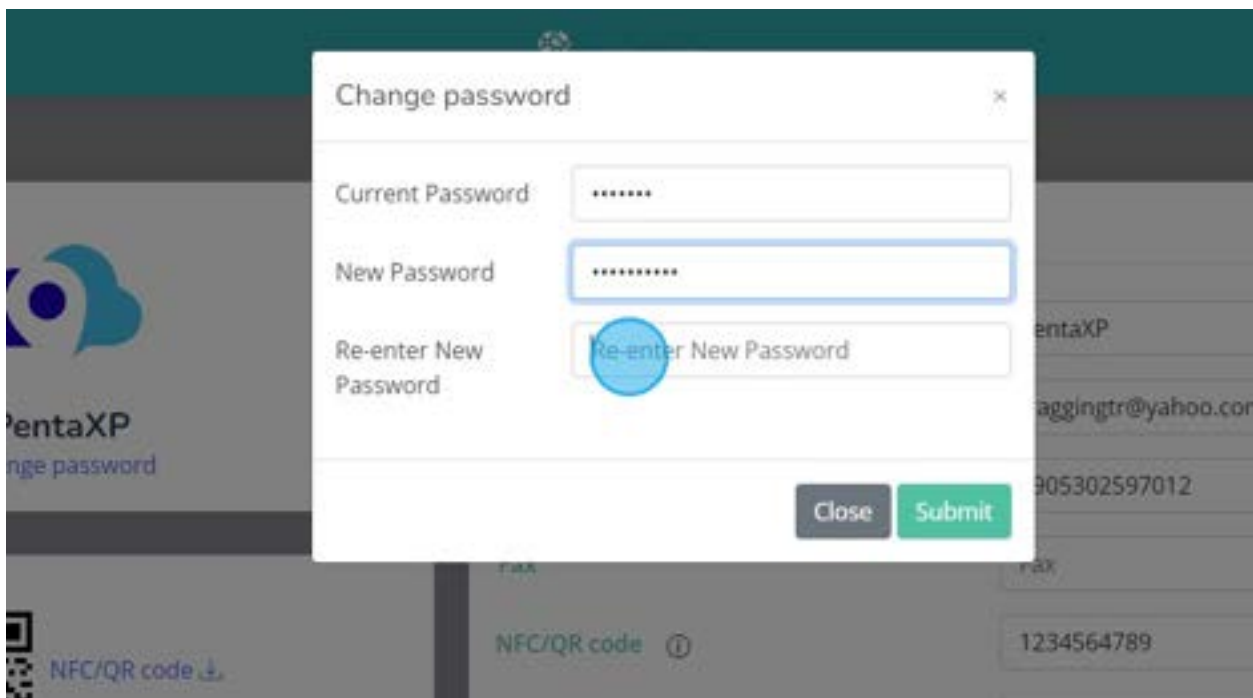
3. Enter the current password



4. Enter the new password



5. Re-enter New Password



6. Click Submit

Current Password

New Password

Re-enter New Password

entaXP

aggingtr@yahoo.com

905302597012

Fax

NFC/QR code ⓘ

Checkout Range ⓘ

Image

1234564789

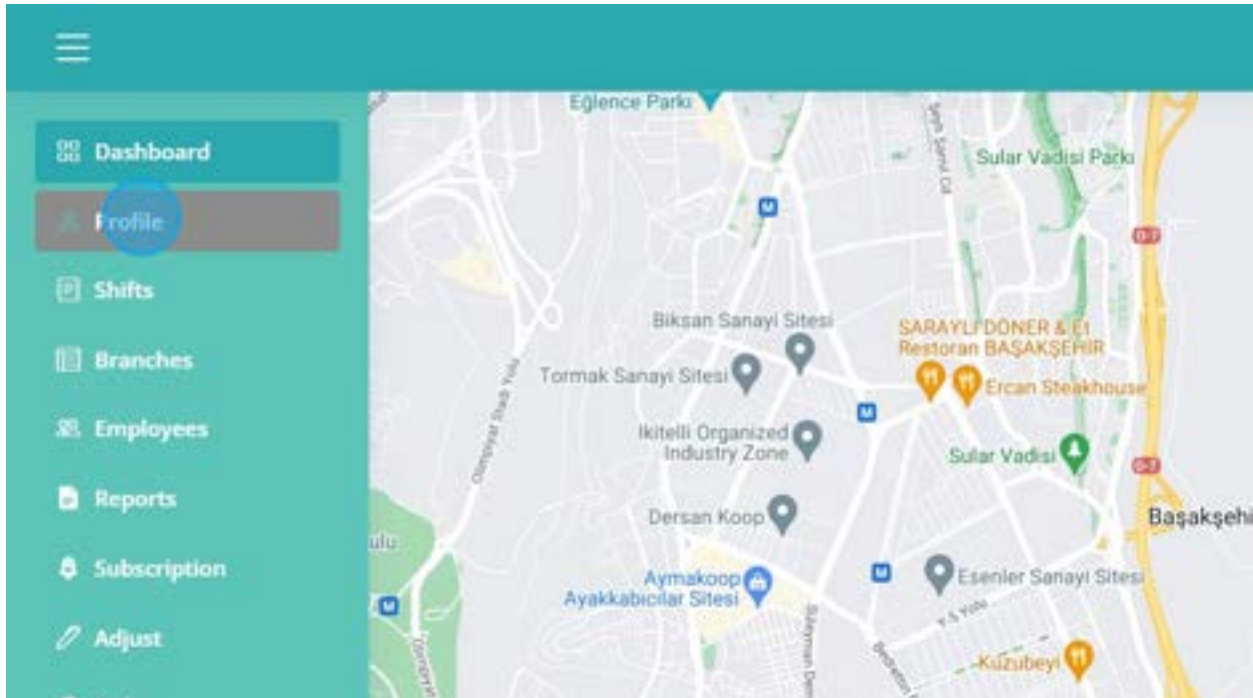
497

Choose File No file chosen

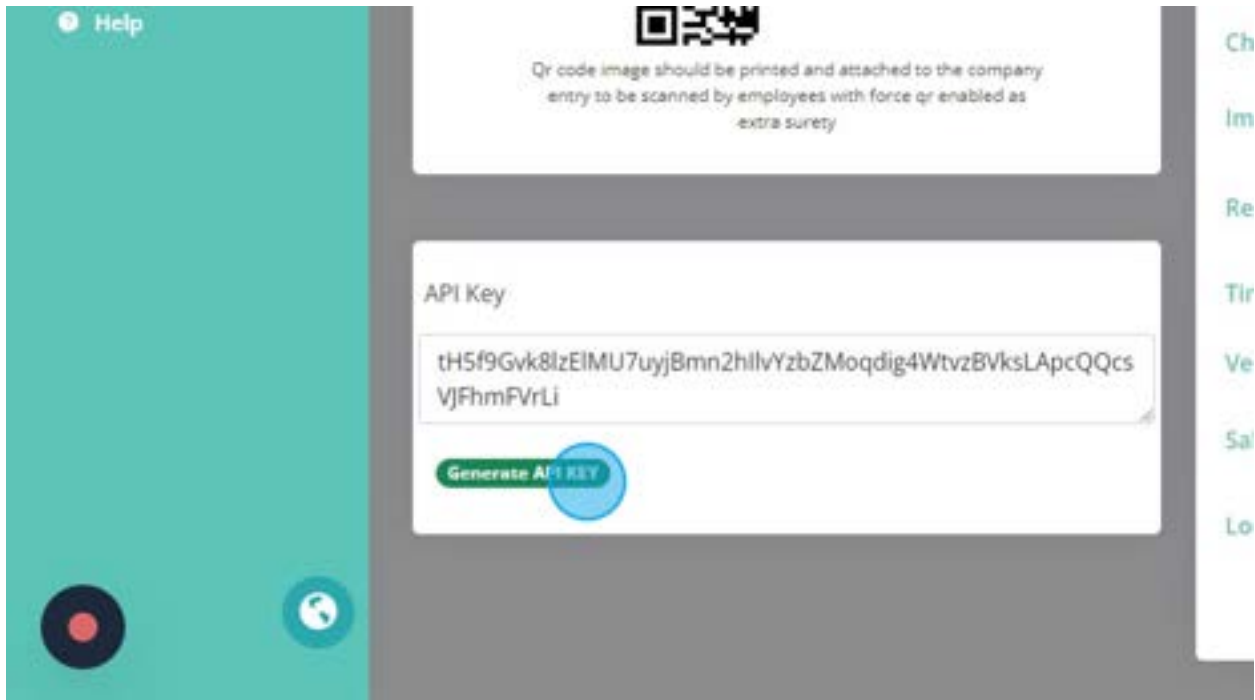
Generate API Key for Where's My Staff Account

This guide provides step-by-step instructions on how to generate an API key for a Where's My Staff account. By following these steps, users can easily generate an API key and access the Where's My Staff API for JavaScript or PHP (Curl) requests.

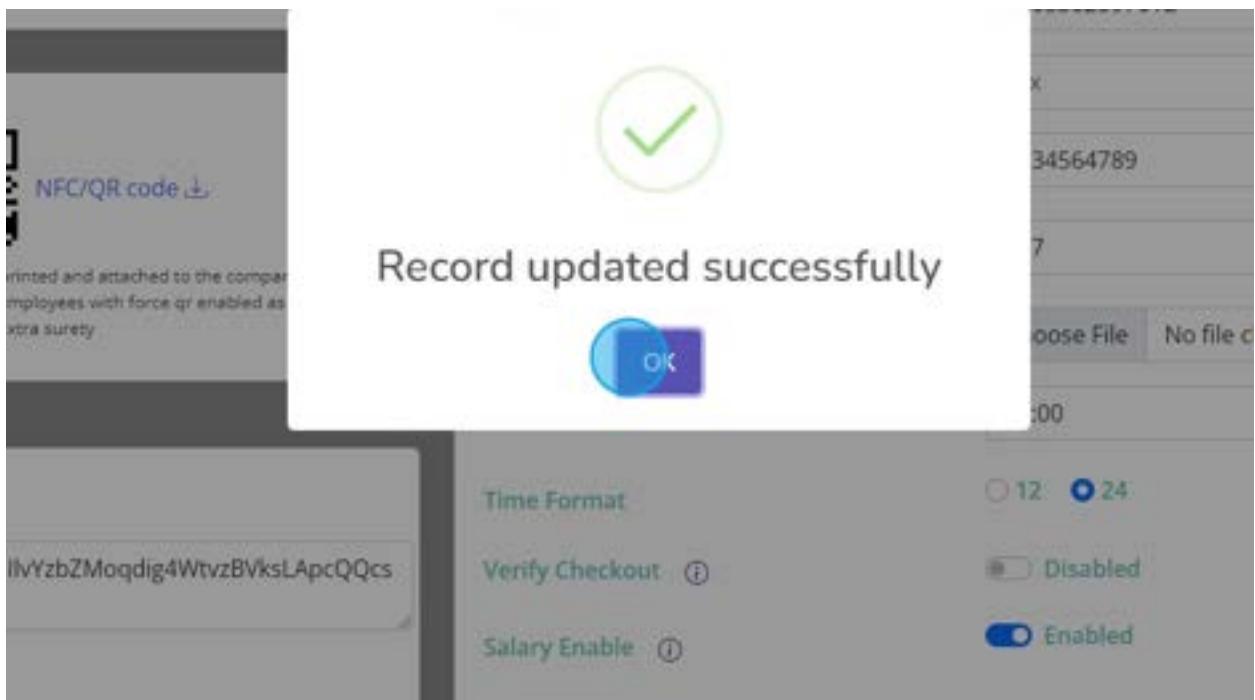
1. Click "Profile"



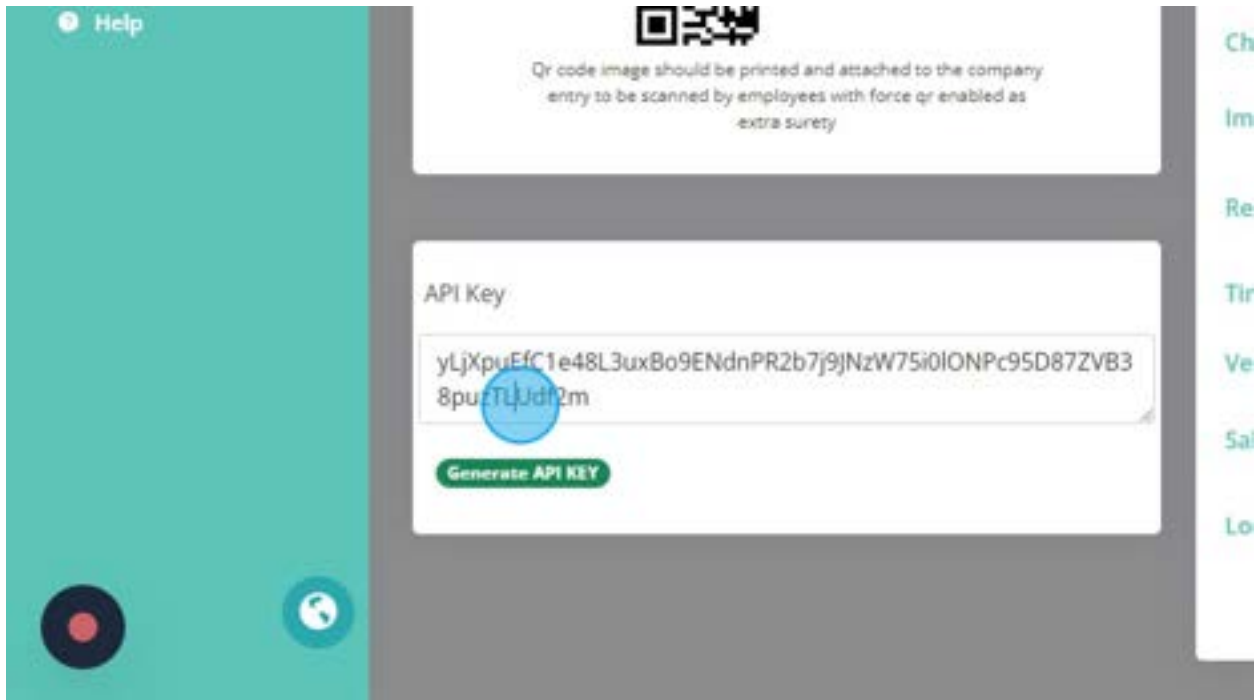
2. Click "Generate API KEY"



3. Click "OK"



4. Copy the API Key



5. Go to <https://api.whereismystaff.com/>

6. Paste your Key

response: JSON
Authorization: ApiKey
Variables: None

PHP (Curl) JavaScript

PHP Integration

This example demonstrates making a POST request to the API via PHP:

Add your Key

Your API Key

Make API Request

```
<?php
// API Endpoint URL
$apiUrl = "https://api.whereismystaff.com/v1/my-employees";

// API Key
$apiKey = "123456"; // replace with your real API key
```

7. Choose Between JavaScript or PHP (Curl)

In this case, the API helps developers access and work with employee reports in :

Retrieve Employees List

Url: `https://api.whereismystaff.com/v1/my-employees`

Method: POST

Response: JSON

Authorization: ApiKey

Variables: None

PHP (Curl) **JavaScript**

PHP Integration

This example demonstrates making a POST request to the API via PHP:

Add your Key

`yLjXpuEfC1e48L3uxBo9ENdnPR2b7j9JNzW75i0IONPc95D87ZVB38puzTLUdf2m`

Make API Request

8. Click "Make API Request"

Variables: None

PHP (Curl) **JavaScript**

JavaScript Integration

This example demonstrates making a POST request to the API via J

Add your Key

`yLjXpuEfC1e48L3uxBo9ENdnPR2b7j9JNzW75i0IONPc95D87ZVB3`

Make API Request

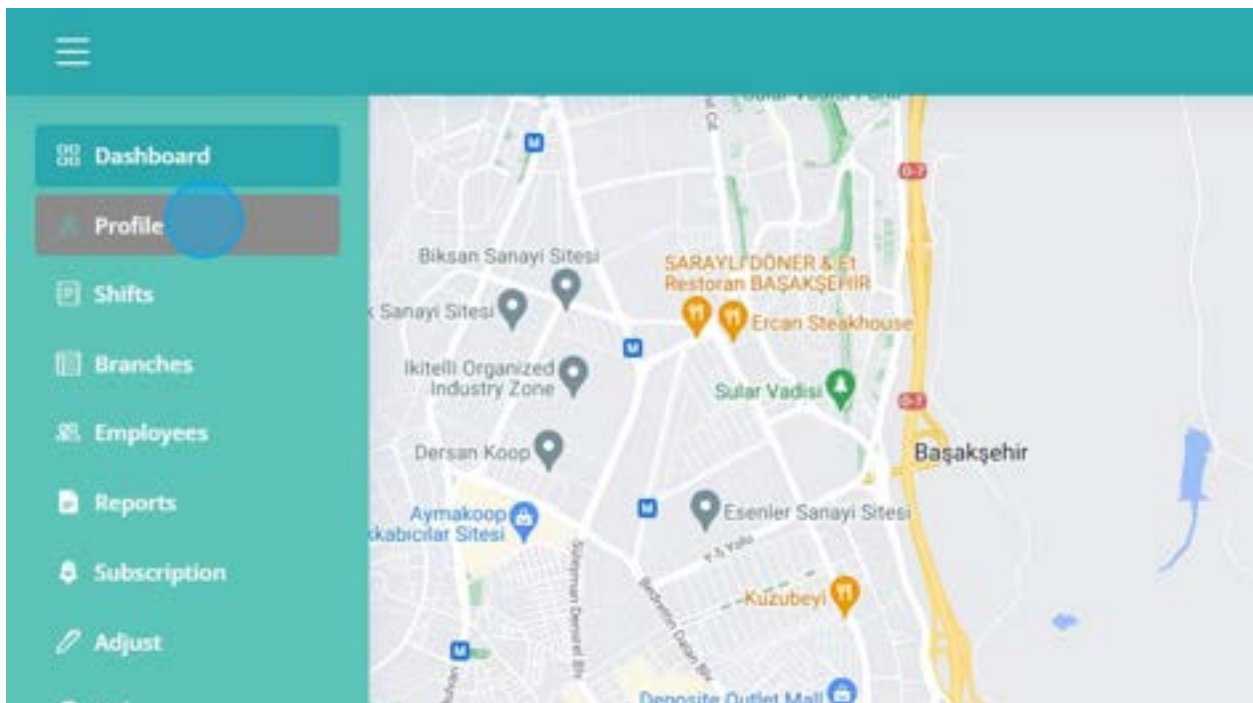
```
<script>
async function makeApiRequest() {
  const apiUrl = "https://api.whereismystaff.com/v1/my-employ
  // create date with javascript

  const response = await fetch(apiUrl,{
    method: "POST",
    mode: "cors",
```


Setup and manage your company settings

This guide provides step-by-step instructions on how to set up and manage your company settings. It covers various aspects such as updating company details, using QR codes for attendance tracking, controlling check-in/out range, managing employee location markers on the dashboard map, choosing time format, enabling check out verification, enabling salary calculations, and setting the company location. By following this guide, you can efficiently manage and customize your company settings to streamline operations and enhance employee attendance tracking.

1. Click "Profile"



2. Manage your company details here. Update your name, email, phone, and fax number.



Edit Profile

Company Name

PentaXP

Email

traggtr@yahoo.com

Phone

+905302597012

Fax

Fax

NFC/QR code ⓘ

1234564789

3. Looking to use the software for quick and easy attendance tracking? You can do that with QR codes!

Do you have an NFC tag? If so, enter the code here to link it to your account.

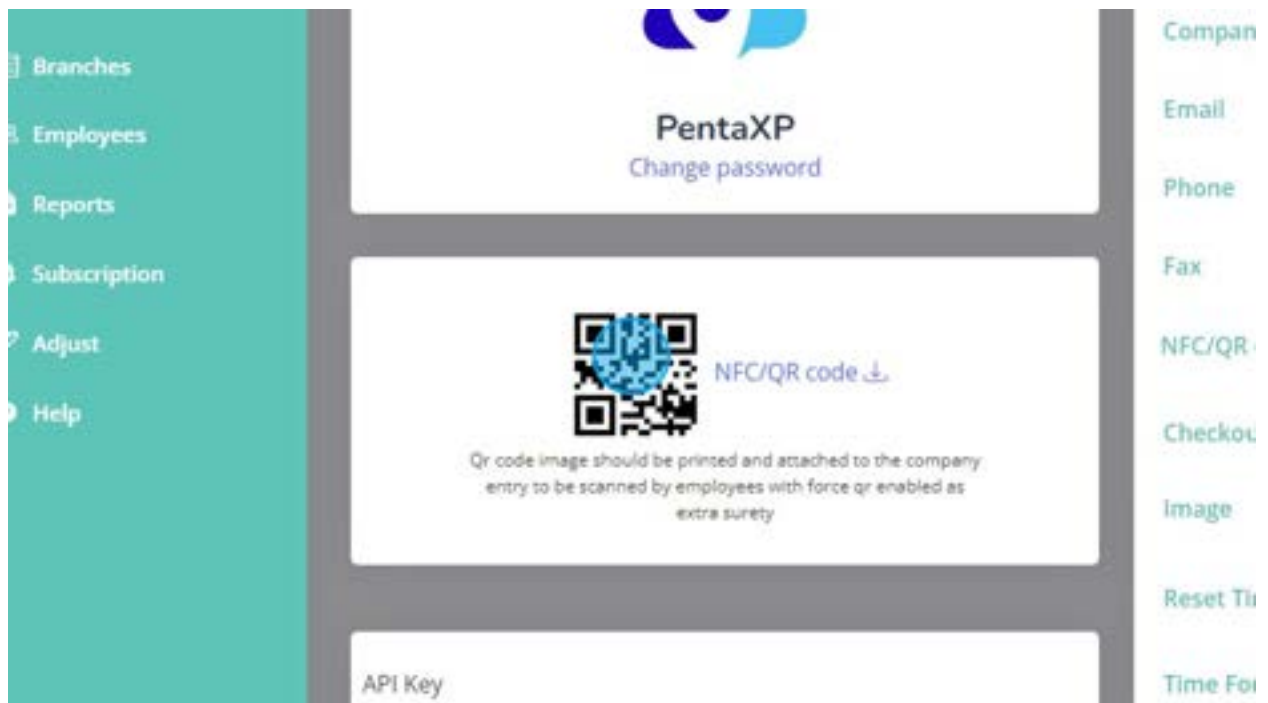
No NFC tag? No problem! The software will generate a QR code for you, just enter any code you want.

Company Name	PentaXP
Email	traggtr@yahoo.com
Phone	+905302597012
Fax	Fax
NFC/QR code ⓘ	1234564789
Checkout Range ⓘ	497
Image	Choose File No file chosen
Reset Time ⓘ	00:00
Time Format	<input type="radio"/> 12 <input checked="" type="radio"/> 24

4. Click Submit & you will Find your QR code: It will be displayed on the left side of your profile page.

Click on it and the QR will download, you can now print it and attached it in the entrance of your company.

Employees can scan this QR code with their smartphones to clock in and out.



5. Control the check-in/out range for your QR code. Decide how far away employees can be and still scan their code successfully. (distance in Meter)

Email	<input type="text" value="traggtr@yahoo.com"/>
Phone	<input type="text" value="+905302597012"/>
Fax	<input type="text" value="Fax"/>
NFC/QR code ⓘ	<input type="text" value="1234564789"/>
Checkout Range ⓘ	<input type="text" value="497"/>
Image	<input type="button" value="Choose File"/> <input type="text" value="No file chosen"/>
Reset Time ⓘ	<input type="text" value="00:00"/>
Time Format	<input type="radio"/> 12 <input checked="" type="radio"/> 24
Verify Checkout ⓘ	<input type="checkbox"/> Disabled

6. Choose how long employee location markers stay visible on the dashboard map. This helps keep the map tidy and focused on current activity. Here's what happens:

Automatic Map Reset: After the time you choose, your map will reset. This means markers for employees who checked in or out more than 24 hours ago will be cleared.

Exception: Employees who are currently checked in will still show on the map.

No Data Loss: Don't worry, your full attendance history is still saved and accessible.

The image shows a settings interface with a left sidebar and a main content area. The sidebar lists settings: Fax, NFC/QR code (with an info icon), Checkout Range (with an info icon), Image, Reset Time (with an info icon), Time Format, Verify Checkout (with an info icon), Salary Enable (with an info icon), and Location. The main content area shows the configuration for 'Checkout Range', which is set to '500'. Other settings include 'Fax' (empty), 'NFC/QR code' (1234564789), 'Image' (Choose File / No file chosen), 'Reset Time' (00:00), 'Time Format' (radio buttons for 12 and 24, with 24 selected), 'Verify Checkout' (Disabled), 'Salary Enable' (Enabled), and 'Location' (Set Company Location).

7. Choose your preferred time format: 12-hour or 24-hour.

The image shows a settings interface with a sidebar on the left and a main content area on the right. The sidebar contains a list of settings: 'NFC/QR code', 'Checkout Range', 'Image', 'Reset Time', 'Time Format', 'Verify Checkout', 'Salary Enable', and 'Location'. The 'Verify Checkout' setting is selected, and its configuration is shown in the main area. It includes a text input field with the value '1234564789', a text input field with the value '500', a file upload button labeled 'Choose File' and a status 'No file chosen', a time input field with the value '01:00', two radio buttons for '1' (selected) and '24', a toggle switch for 'Disabled' (selected), a toggle switch for 'Enabled' (deselected), and a link labeled 'Set Company Location'.

8. Verify Check out

If Enabled What it does: Employees must scan the company's NFC/QR code again when checking out. This makes sure they're physically at the work location when ending their shift.

If Disabled: Employees can check out from anywhere, even if they aren't at the office.

When this is useful:

Jobs where employees need to be at the office to start their day but can finish their work elsewhere.

A screenshot of a settings interface. On the left is a vertical sidebar with menu items: 'Checkout Range', 'Image', 'Reset Time', 'Time Format', 'Verify Checkout', 'Salary Enable', and 'Location'. The main content area on the right contains the following settings: 'Checkout Range' is a text input with the value '500'; 'Image' is a file upload area with a 'Choose File' button and the text 'No file chosen'; 'Reset Time' is a text input with the value '01:00'; 'Time Format' has two radio buttons, '12' and '24', with '24' selected; 'Verify Checkout' has a toggle switch that is currently in the 'Disabled' position; 'Salary Enable' has a toggle switch that is currently in the 'Disabled' position; and 'Location' has a button labeled 'Set Company Location'.

9. Enable salary calculations. This will automatically calculate pay based on the hours employees have logged in the attendance system.

A screenshot of the same settings interface as above, but with the 'Salary Enable' toggle switch moved to the 'Enabled' position. The 'Verify Checkout' toggle switch remains in the 'Disabled' position. All other settings, including the sidebar, 'Checkout Range' (500), 'Image' (Choose File), 'Reset Time' (01:00), 'Time Format' (24), and 'Location' (Set Company Location), are identical to the previous screenshot.

10. Click "Set Company Location"

Checkout Range ⓘ

Image No file chosen

Reset Time ⓘ

Time Format 12 24

Verify Checkout ⓘ Disabled

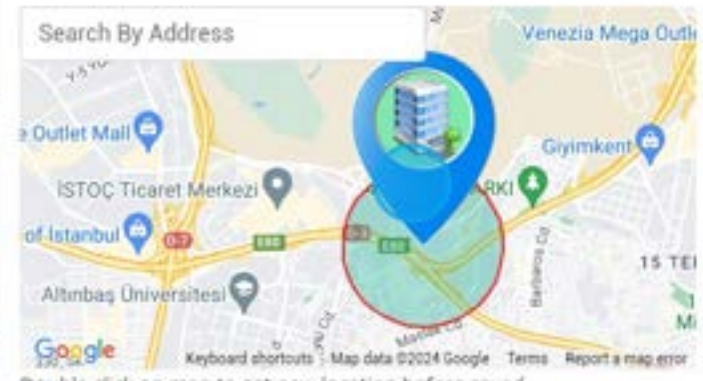
Salary Enable ⓘ Enabled

Location

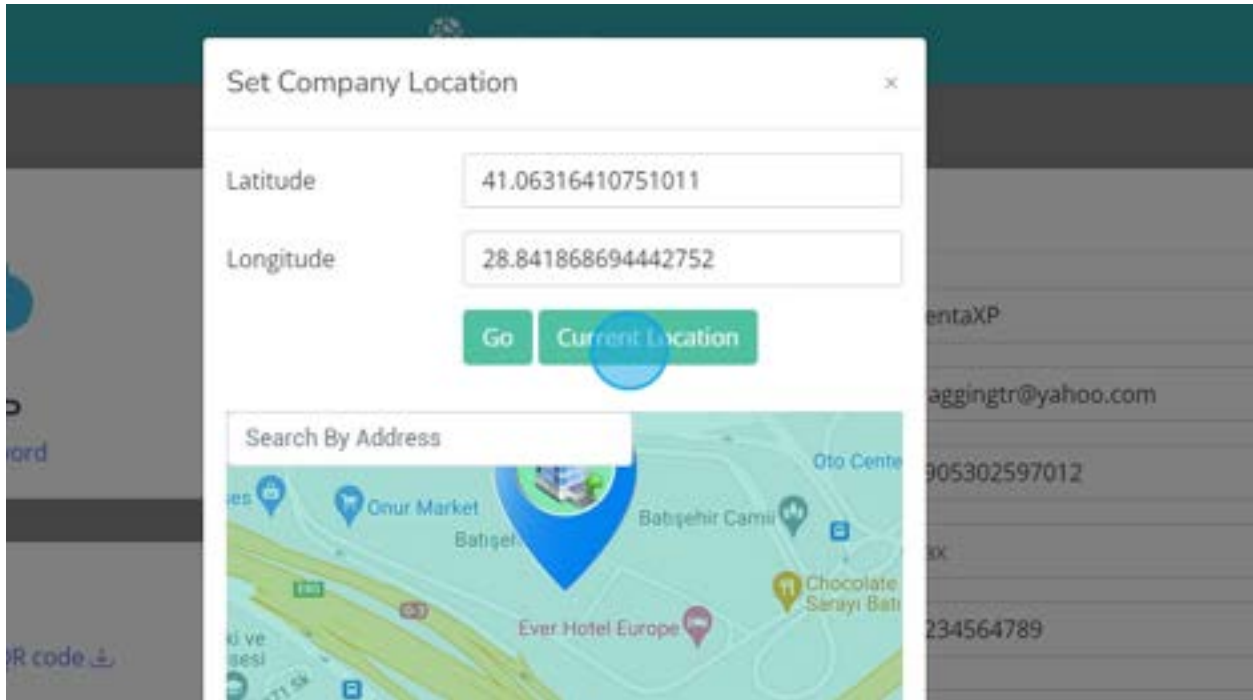
11. Tell the software where your office is. This is important for using QR/NFC attendance tracking. Click "Set Company Location" and drop a pin on the map.

Longitude

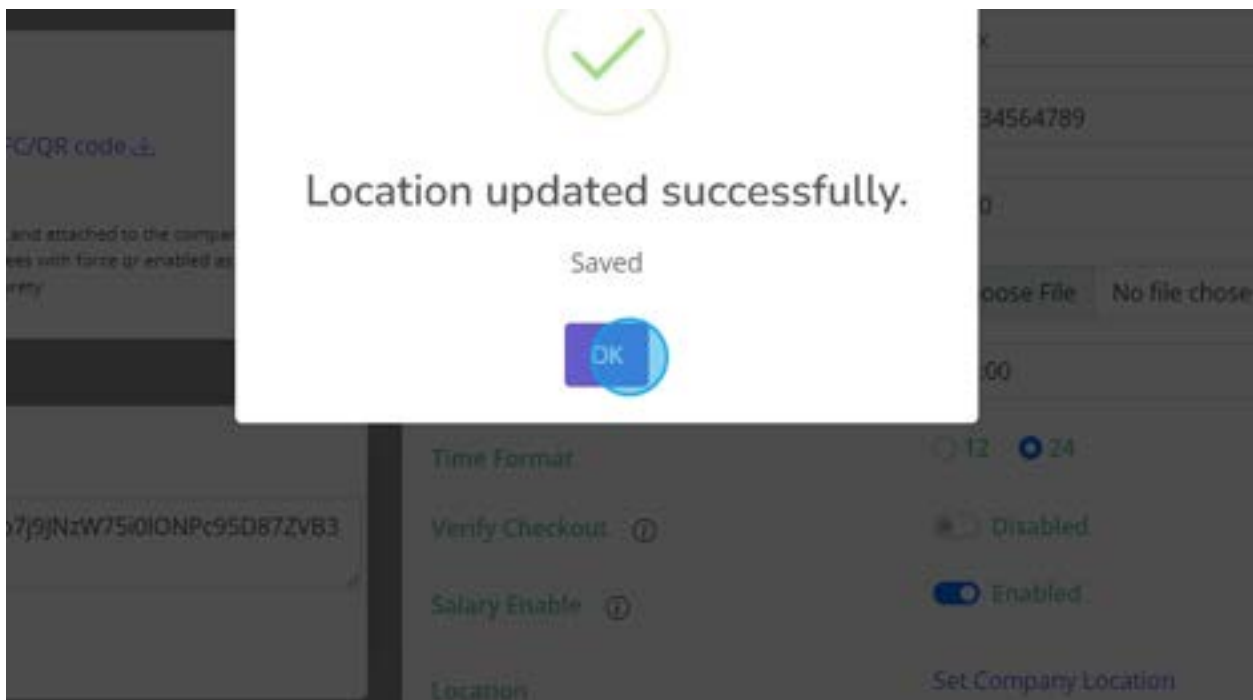
Search By Address



12. or click "Current Location" to let your browser find your current location



13. Save



14. Click Submit to save all changes made of your company profile.

497

Choose File

No file chosen

00:00

12 24

Disabled

Enabled

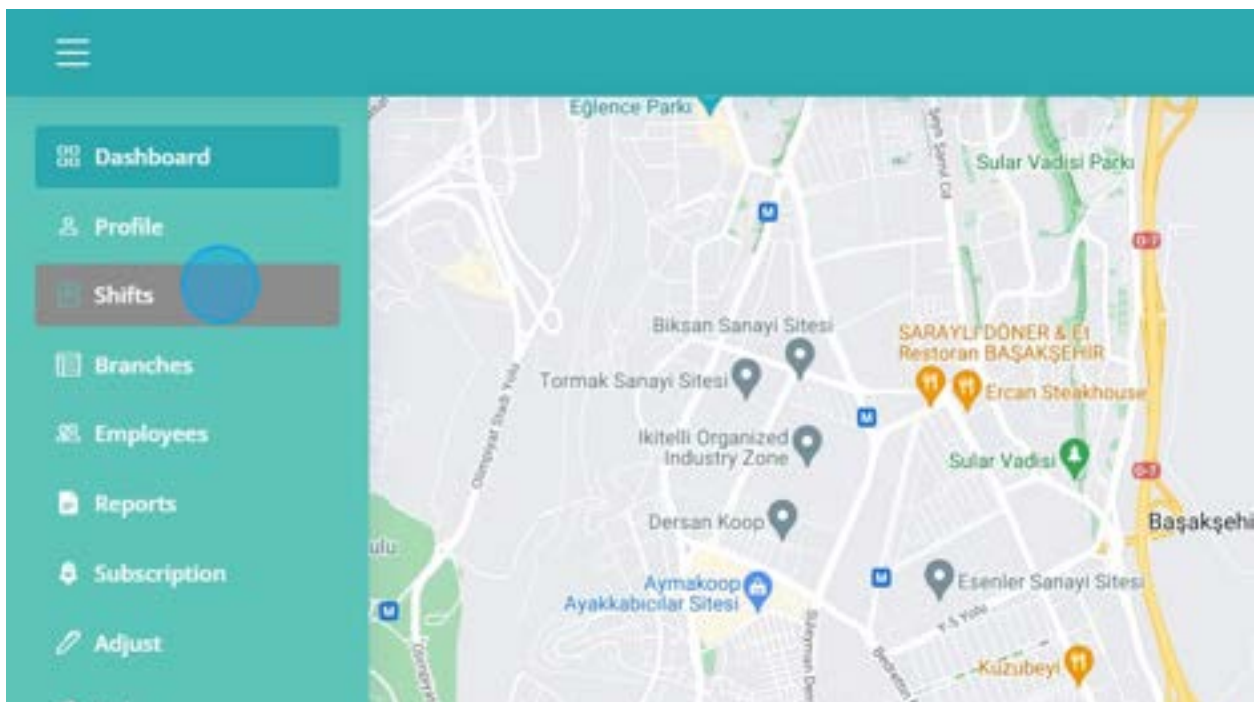
Set Company Location



Create, view or edit shift

This guide provides step-by-step instructions on how to create, view, and edit shifts. It includes information on adding breaks, marking days off, and using the same schedule for multiple days. It is a useful resource for anyone who needs to manage work shifts efficiently.

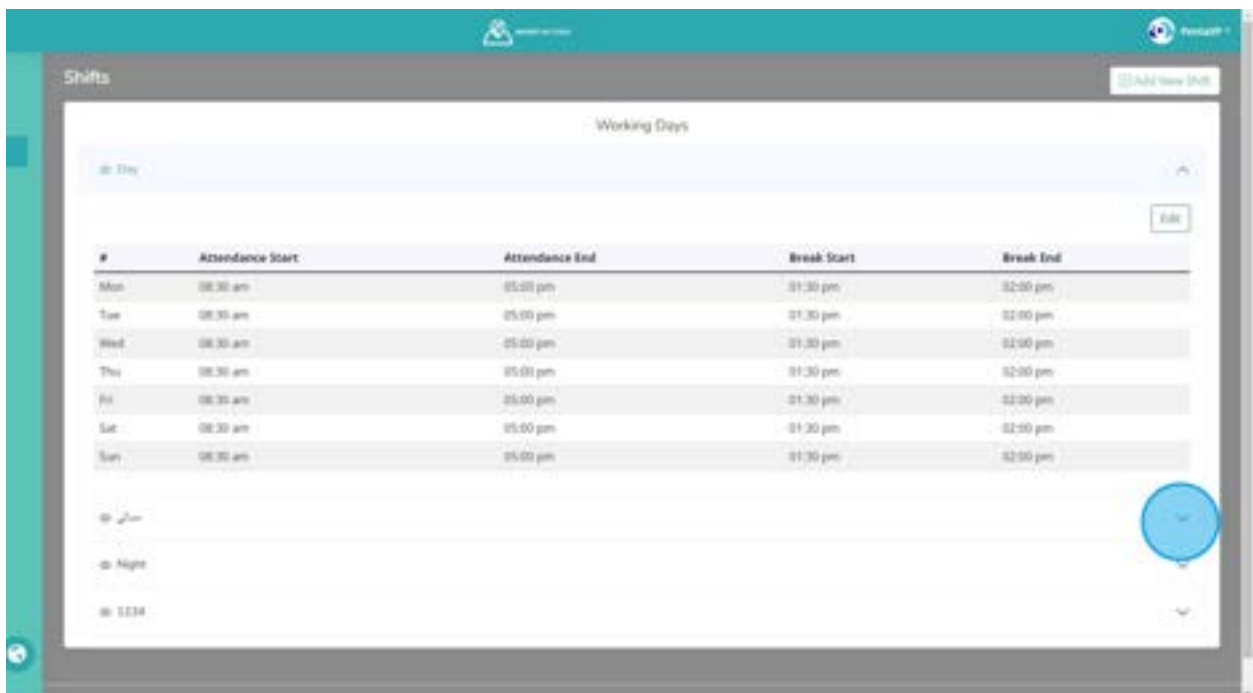
1. Click "Shifts"



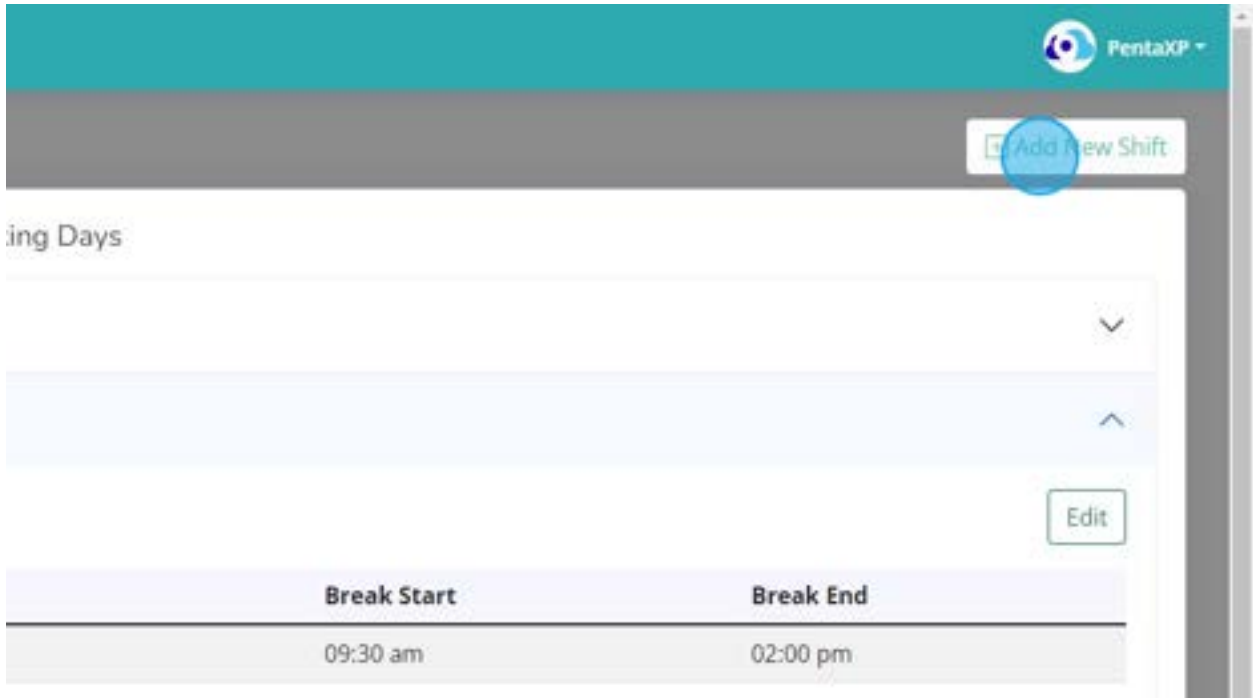
2. See a full list of your shifts on this page.



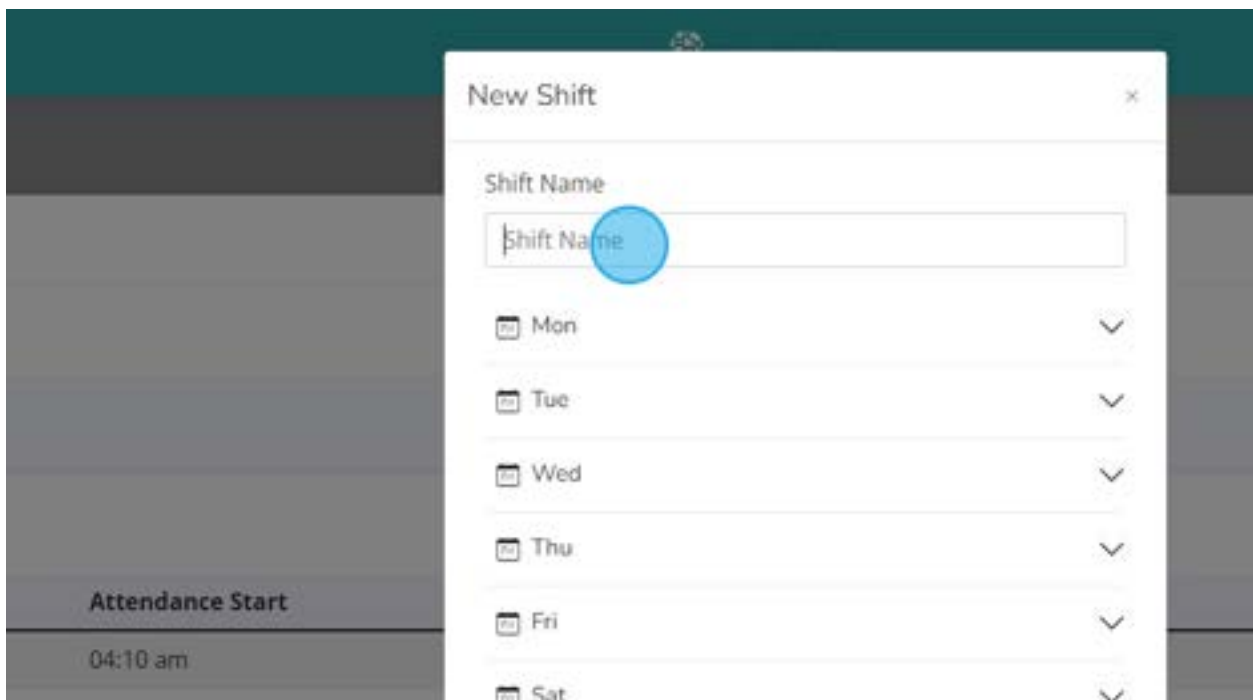
3. Want to see details for a specific shift? Click the down arrow next to it.



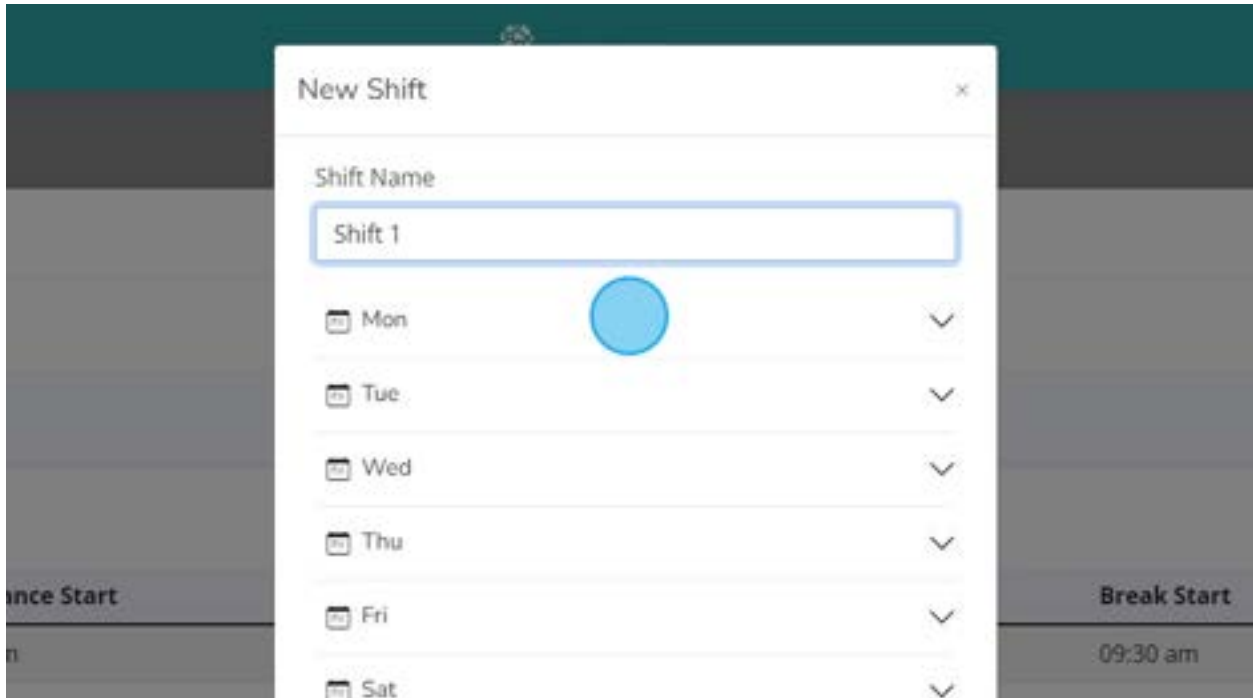
4. Click "Add New Shift" to start creating a new work shift.



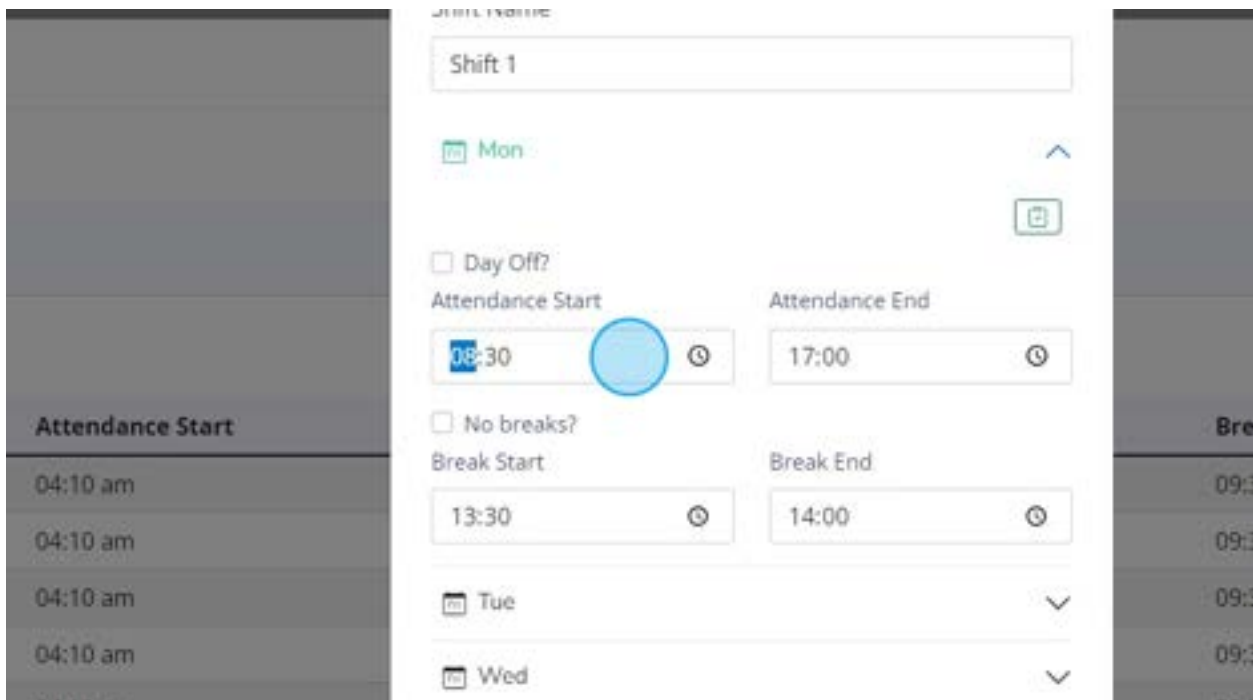
5. Start by giving your shift a name.



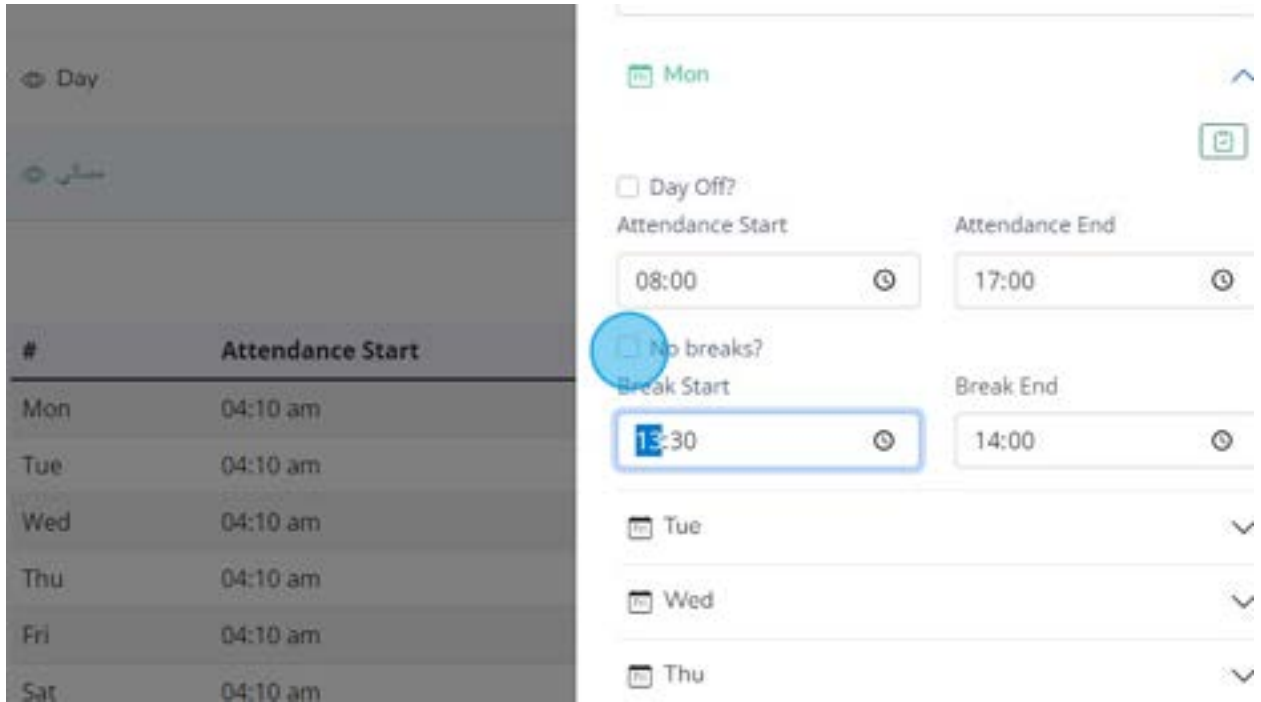
6. Click "Mon"



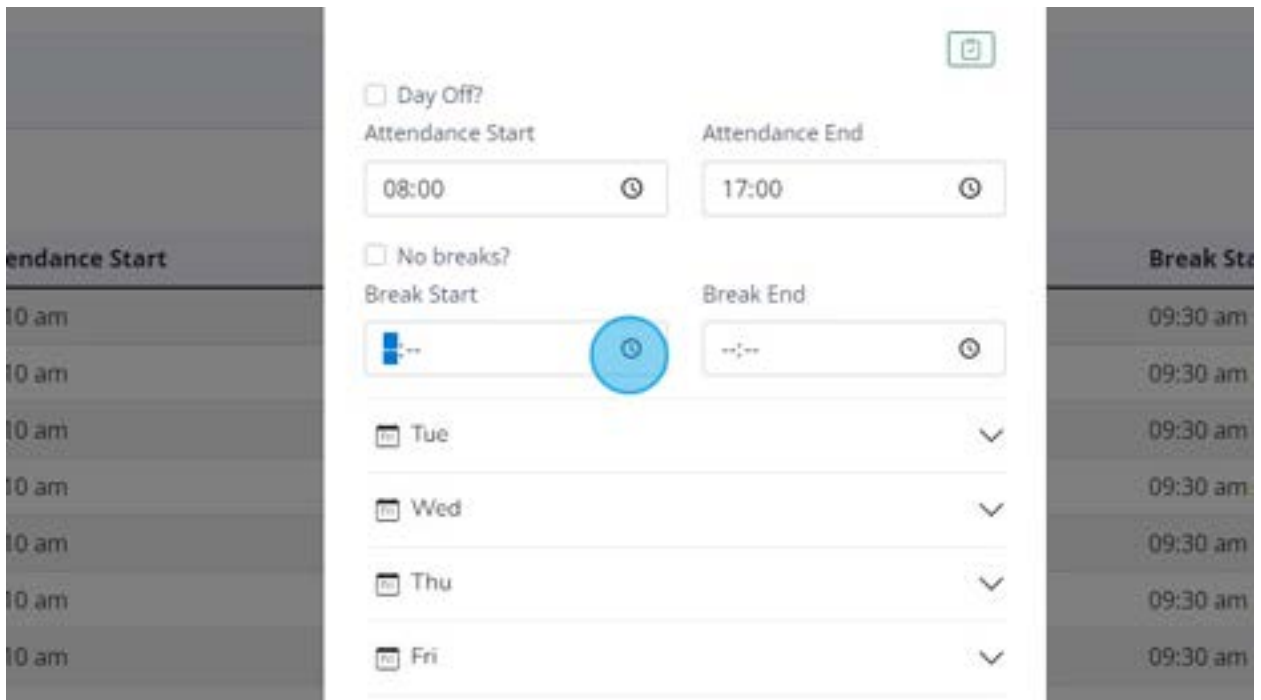
7. Choose when the shift begins and ends



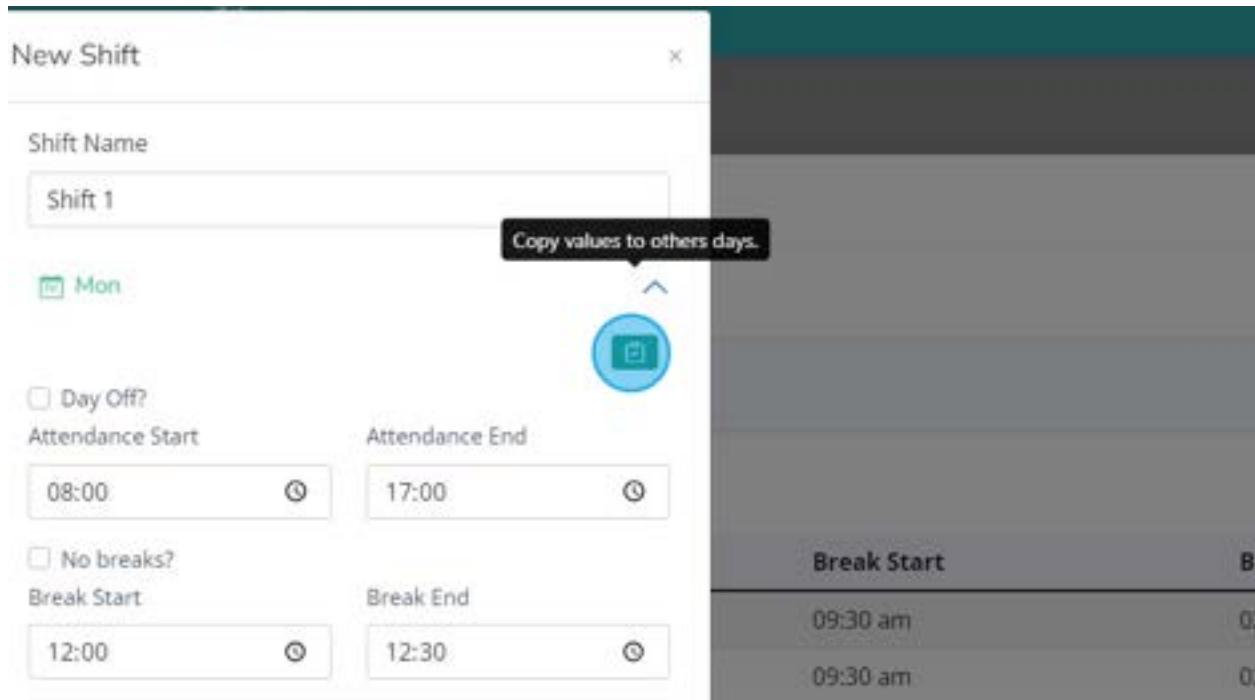
8. No break? Click the "No break" button.



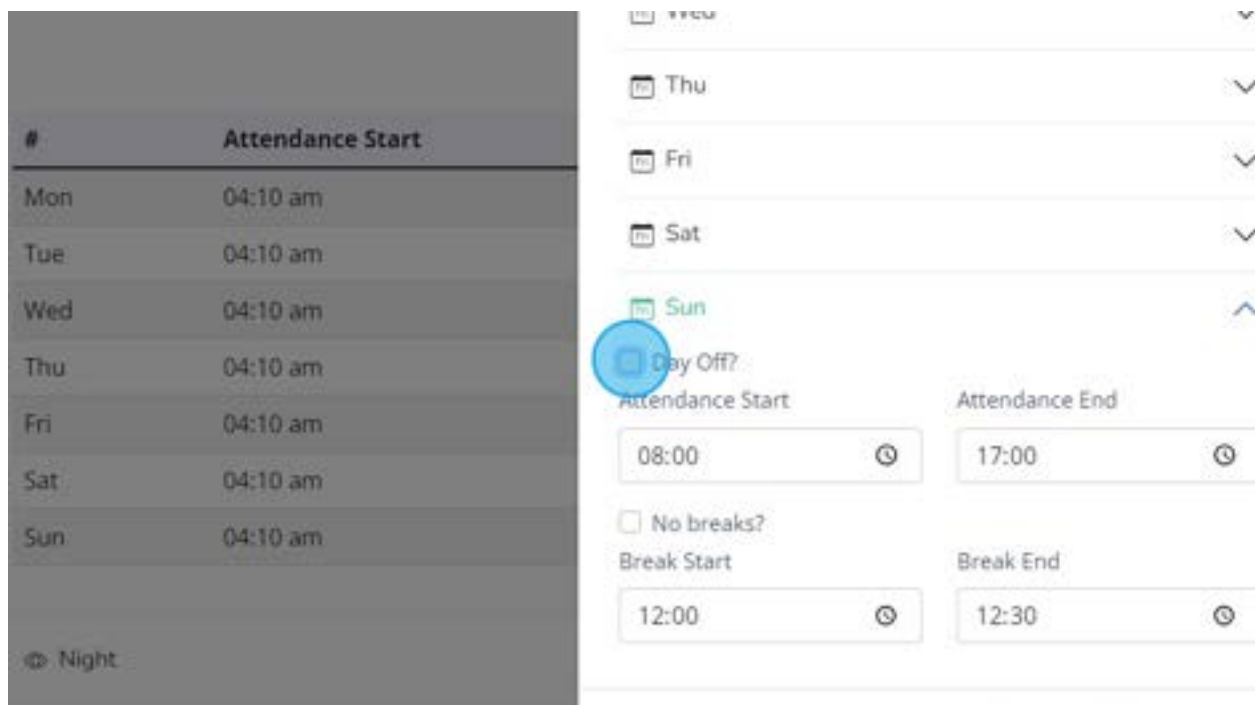
9. Adding a break? Choose the start and end time of the break



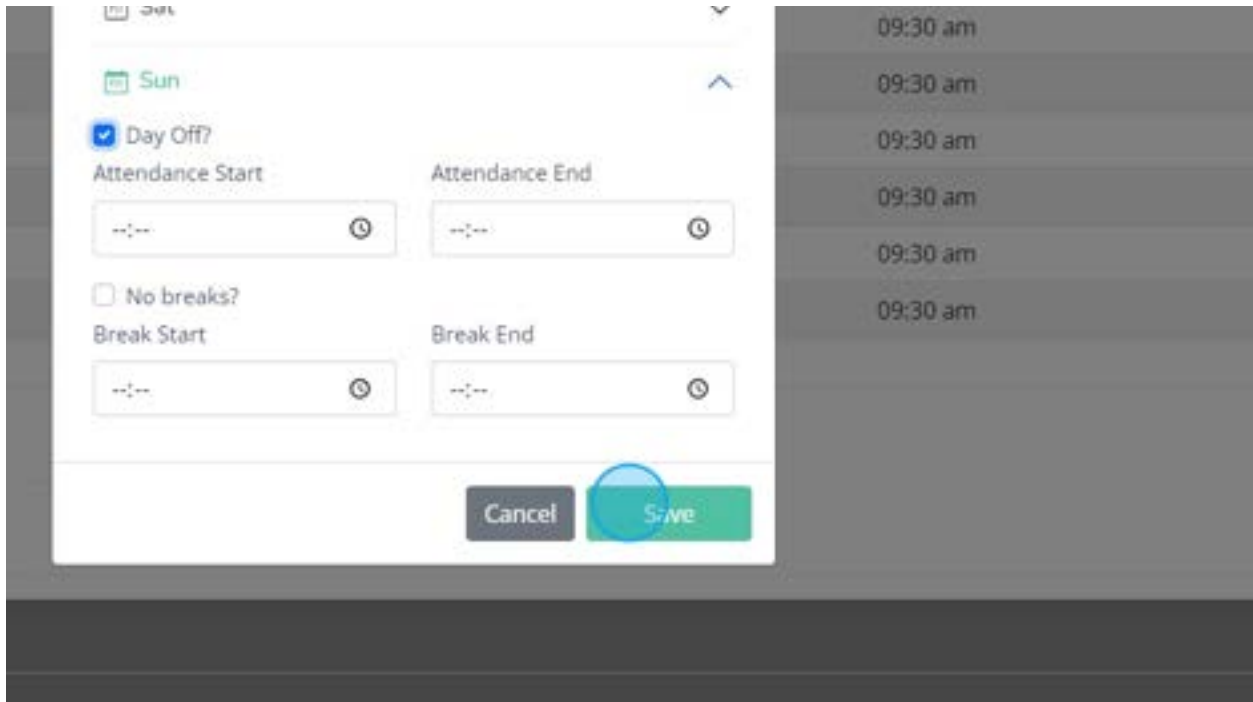
10. Time-Saving Tip: Click this button to use the same schedule for multiple days of the week.



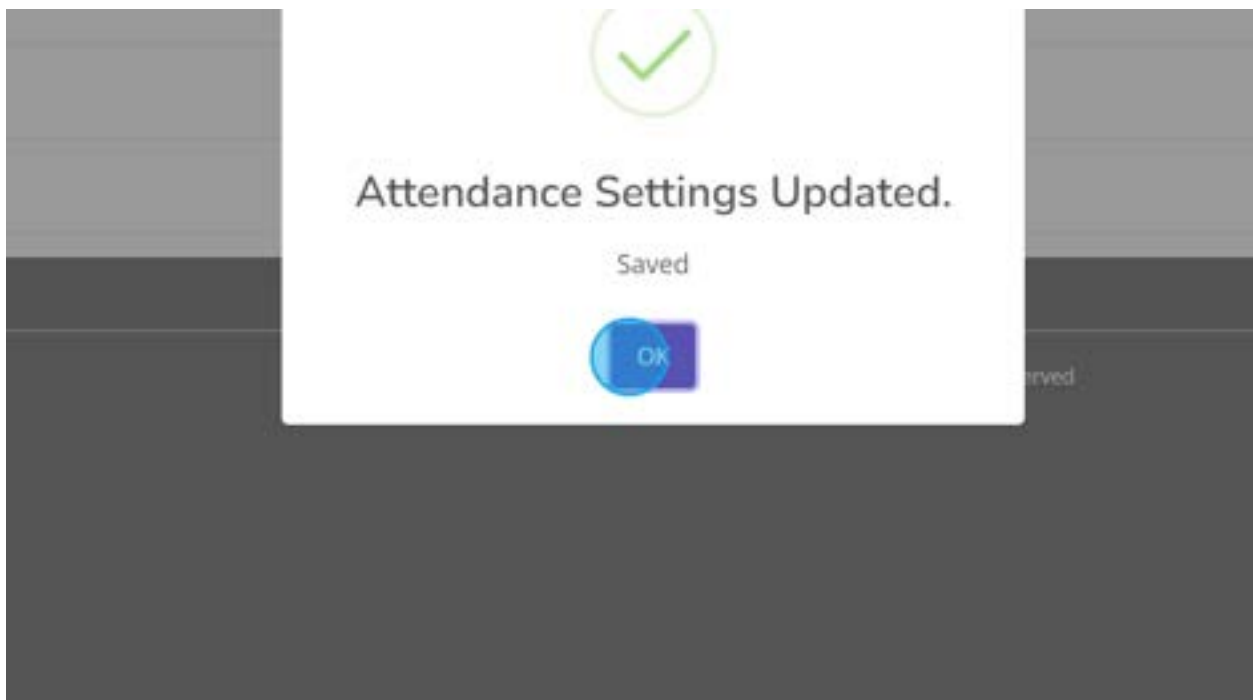
11. Days Off: Need to mark a day as off? Click the "Day off" button on the day you want to change.



12. Click "Save"

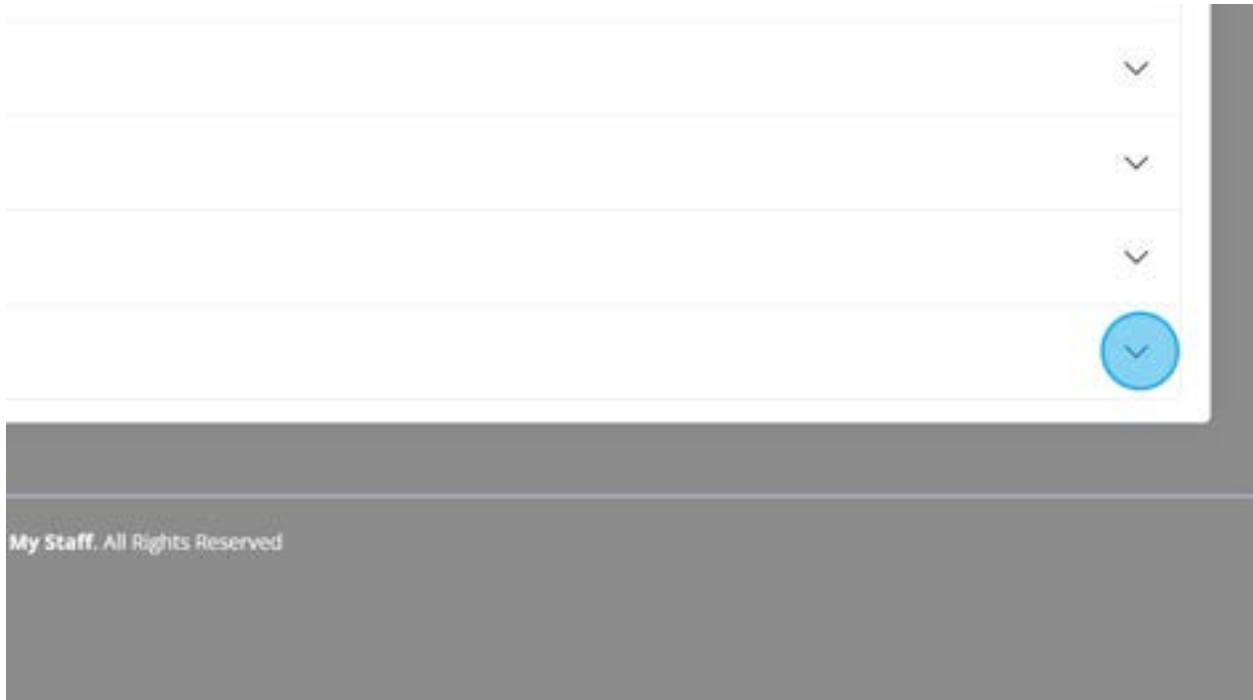


13. Click "OK"

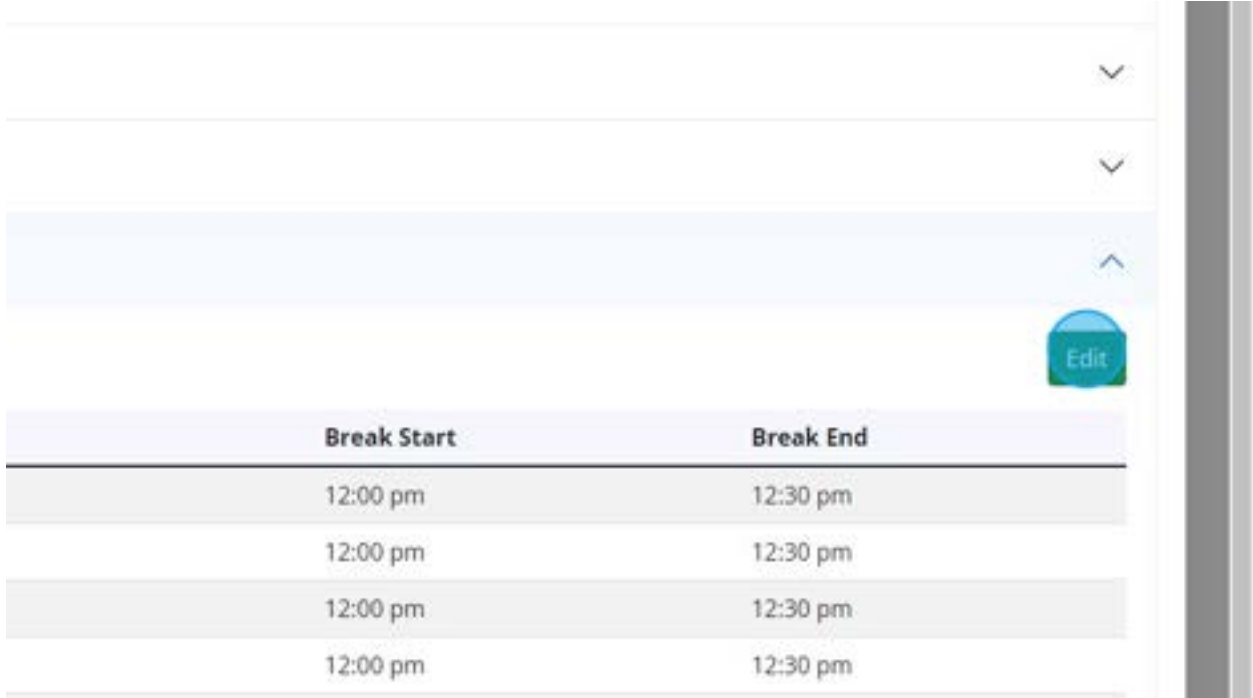


14. Editing a Shift

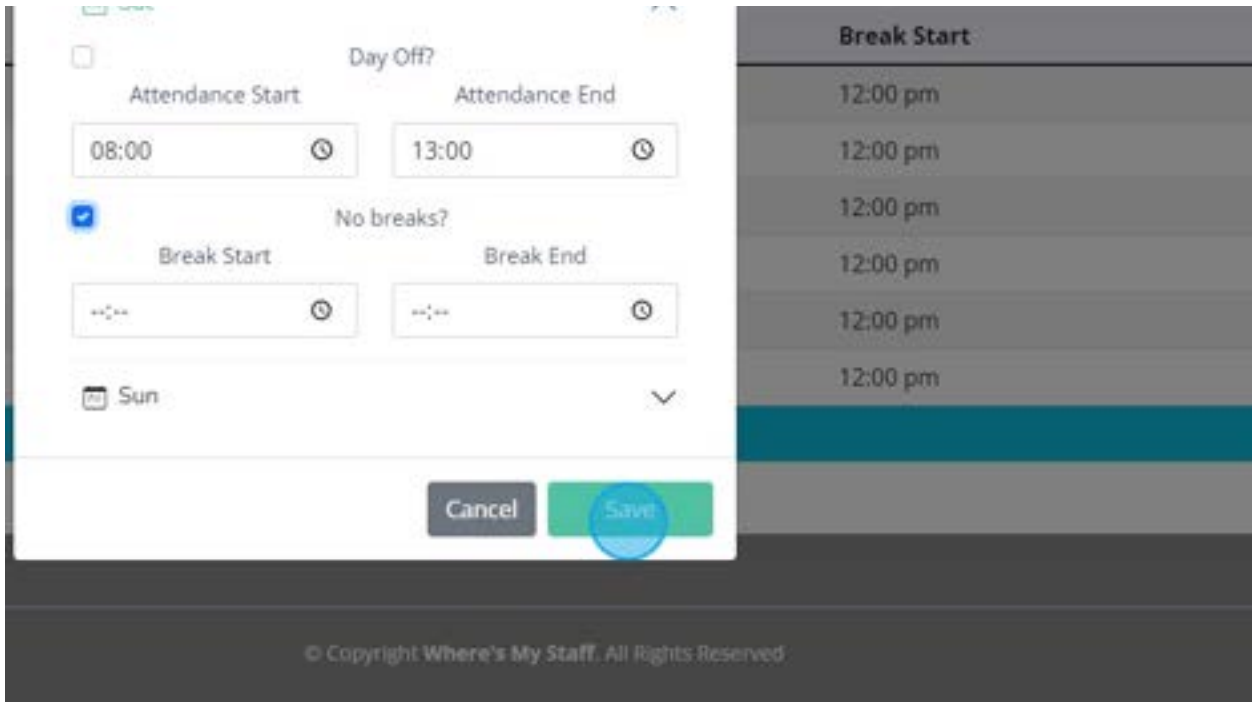
Select the shift you want to change.



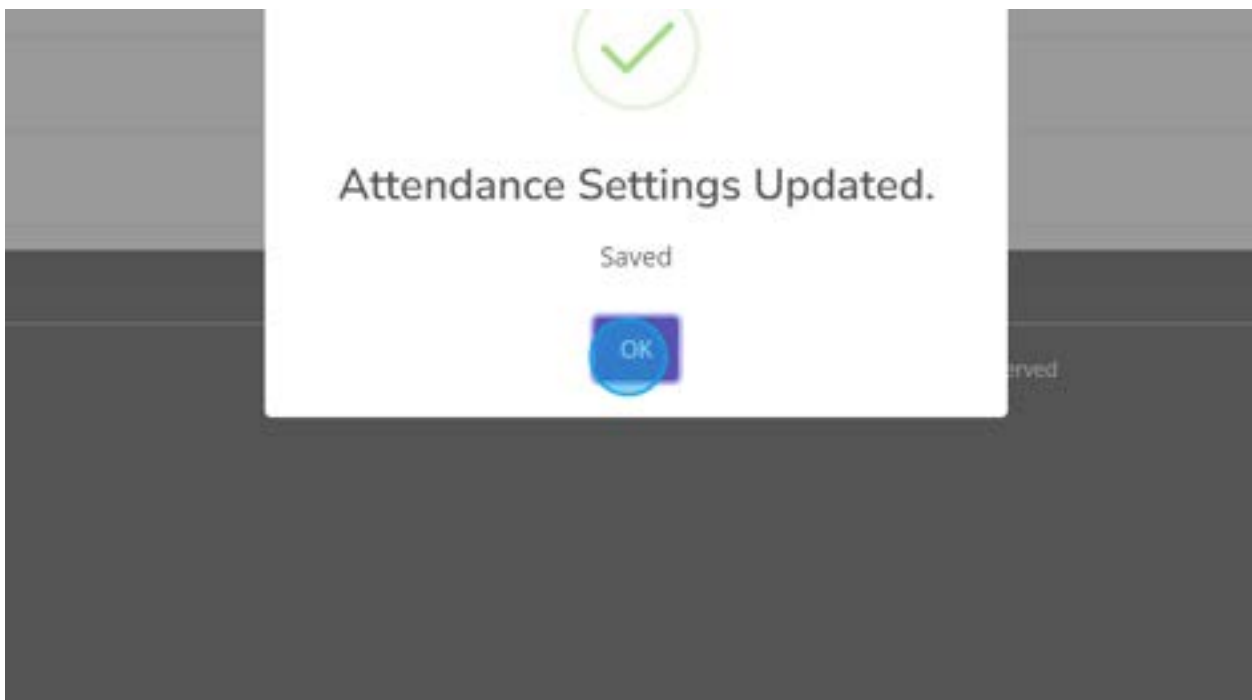
15. Click the "Edit" button.



16. Adjust the start time, end time, break settings, or anything else you need to modify. And click the "Save" button to confirm your edits.

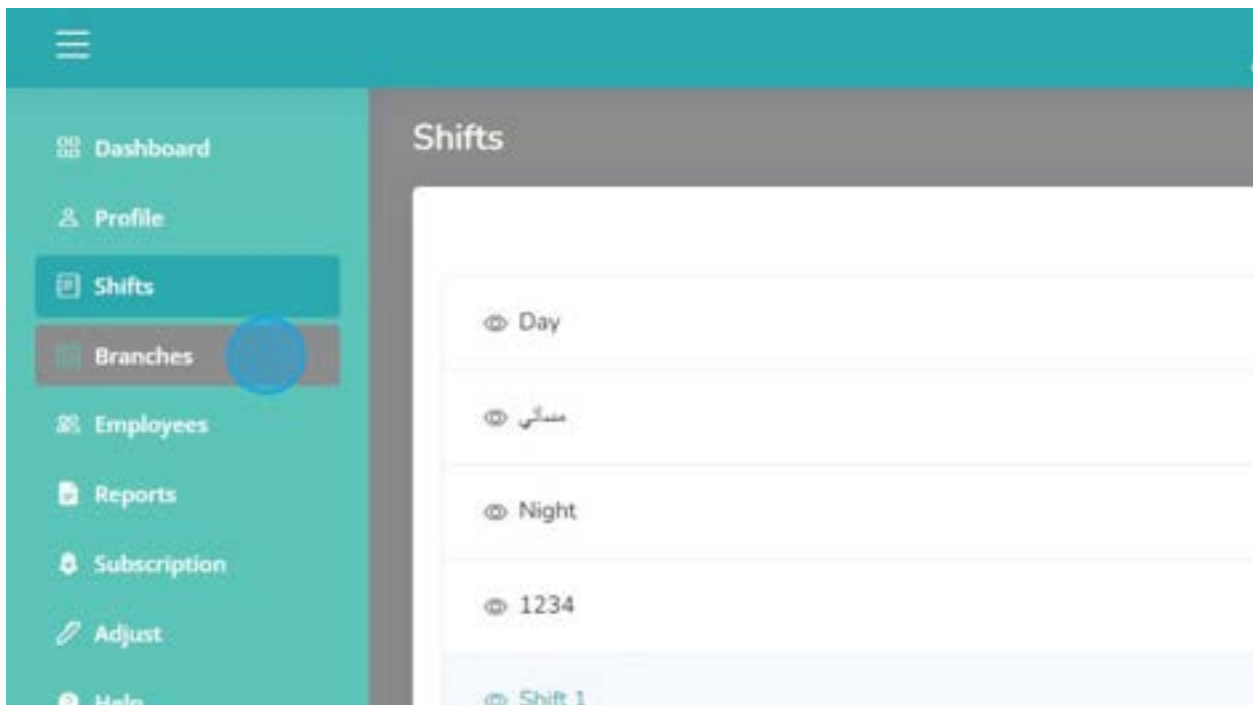


17. Click "OK"



Add, Edit or view branch

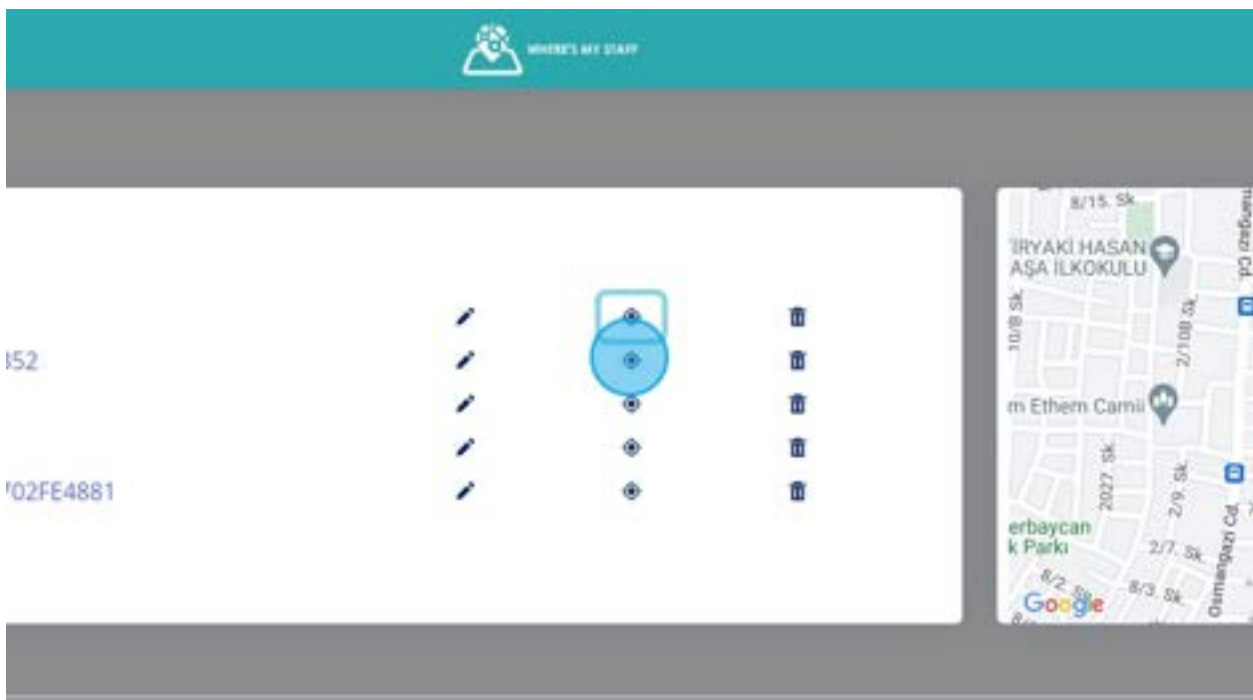
1. Click "Branches"



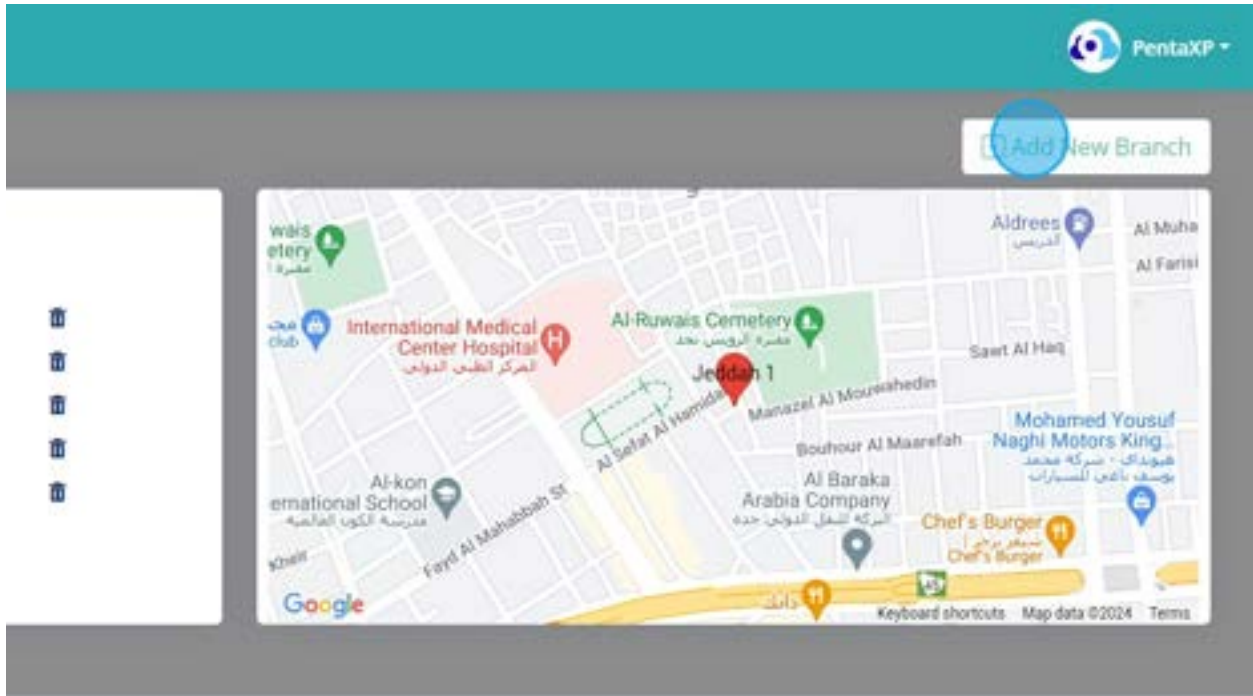
2. See your branch list: All your branches are listed here.



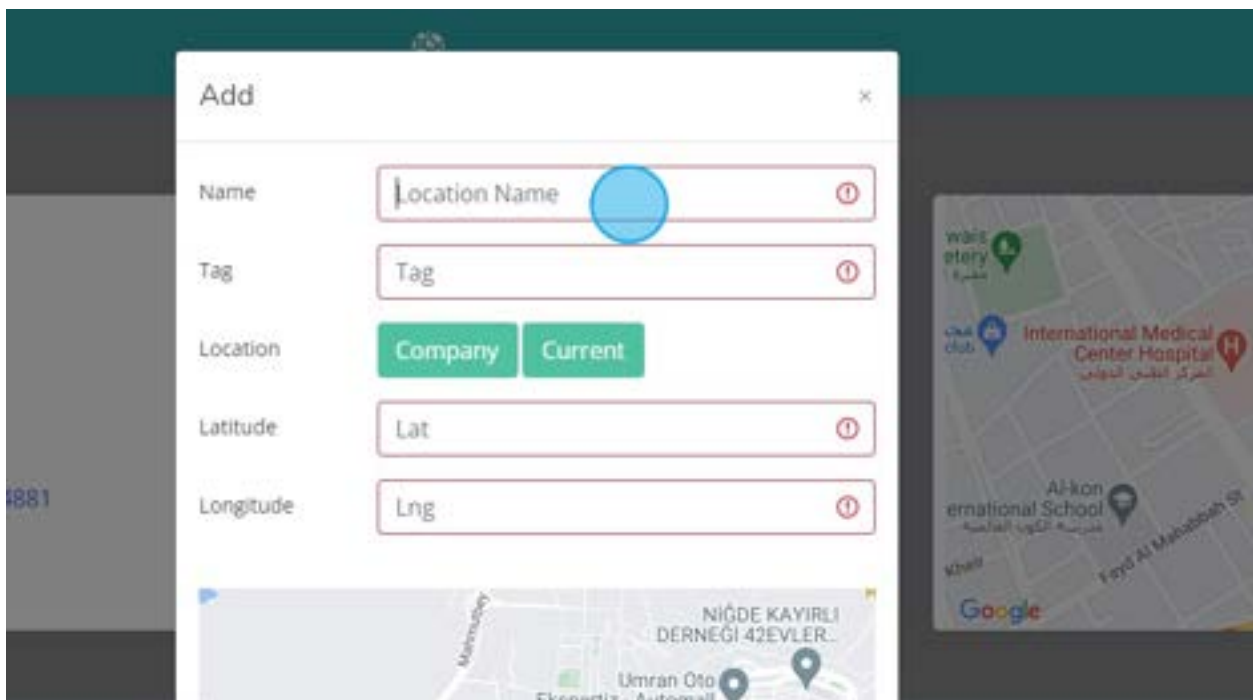
3. Map view: Click the "locate on map" icon next to a branch to see its location on the side map.



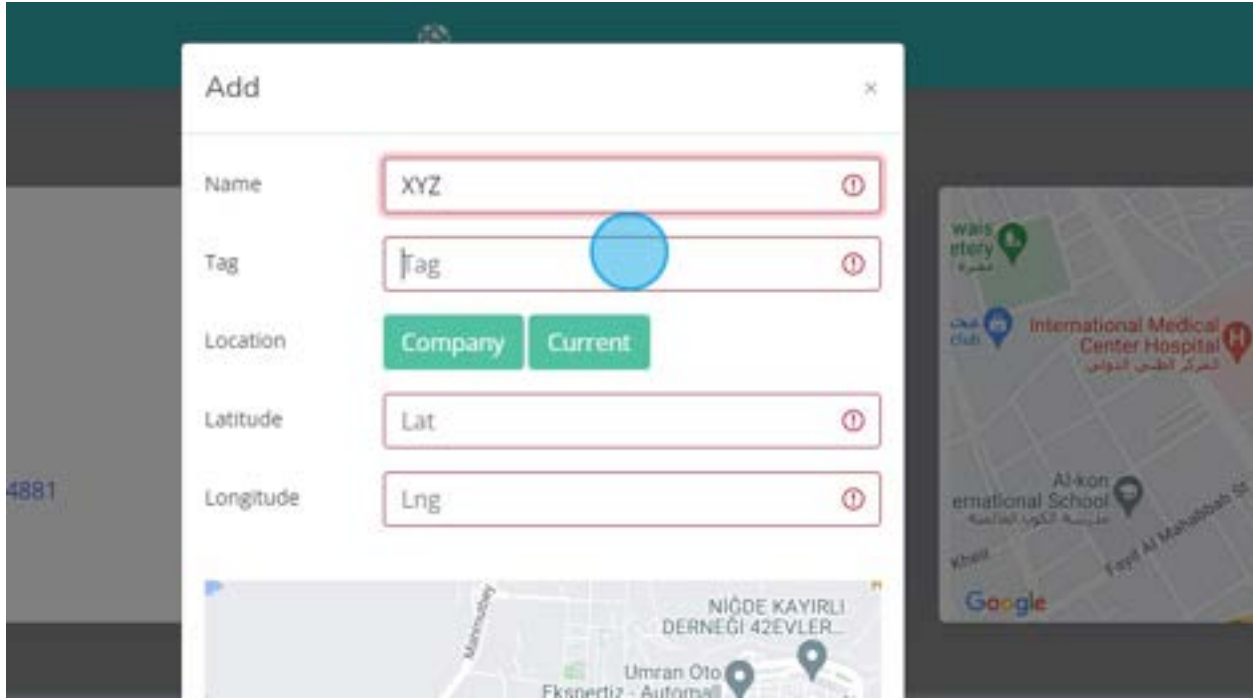
4. Click "Add New Branch"



5. Enter the branch name.

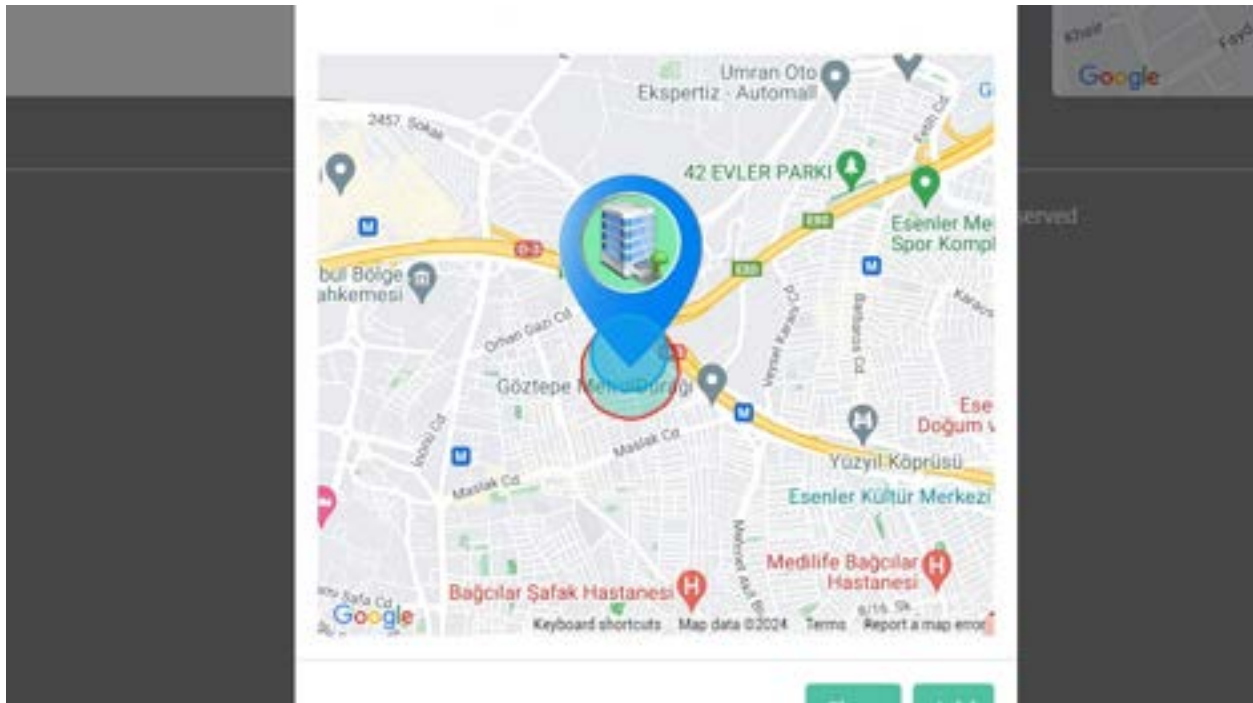


6. Add an NFC/QR code for this branch.

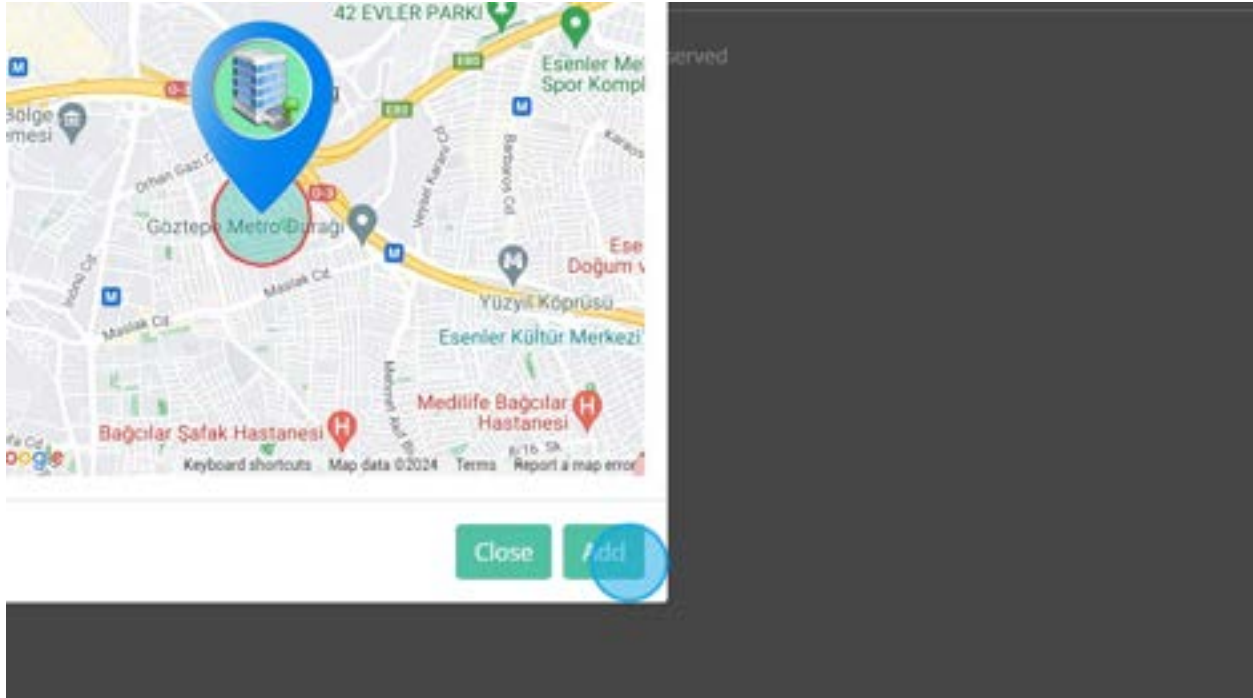


7. Pin the branch location on the map.

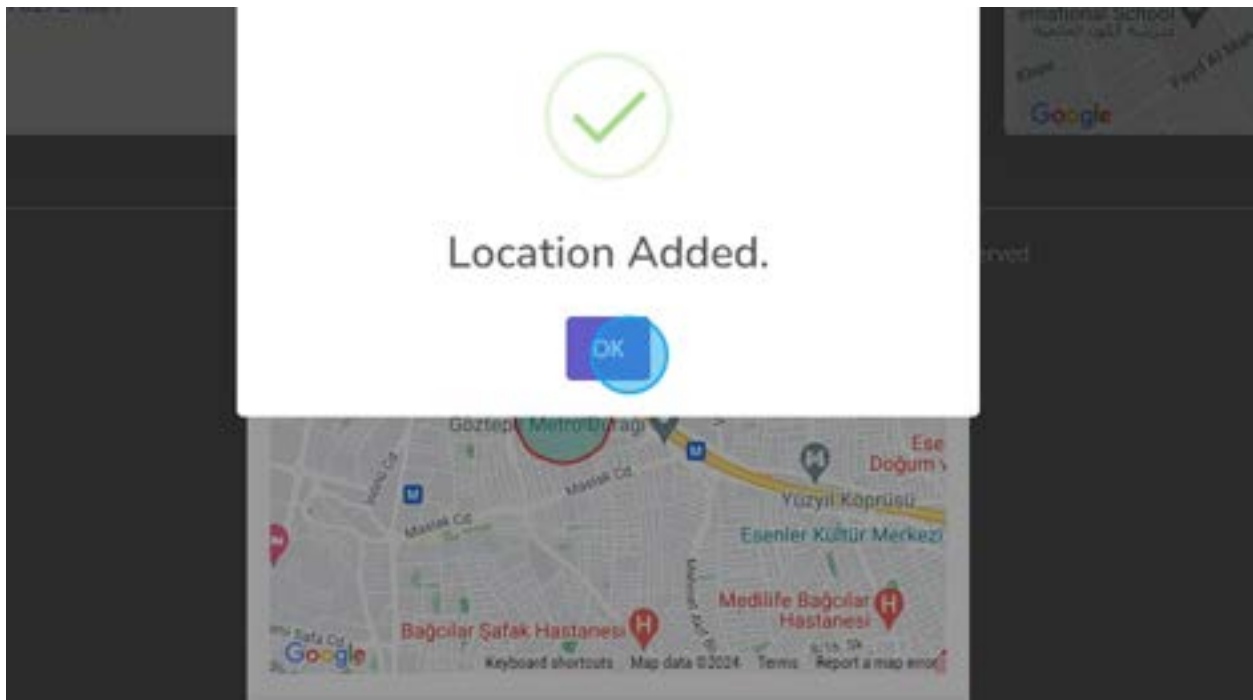
PS: The acceptable range for QR/NFC will inherit from the main company preferences.



8. Click "Add"



9. Click "OK"

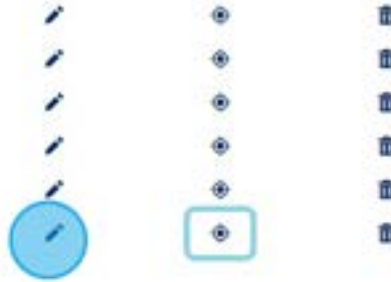


10. Edit a branch:

Click the "edit" icon next to the branch you want to change.

35

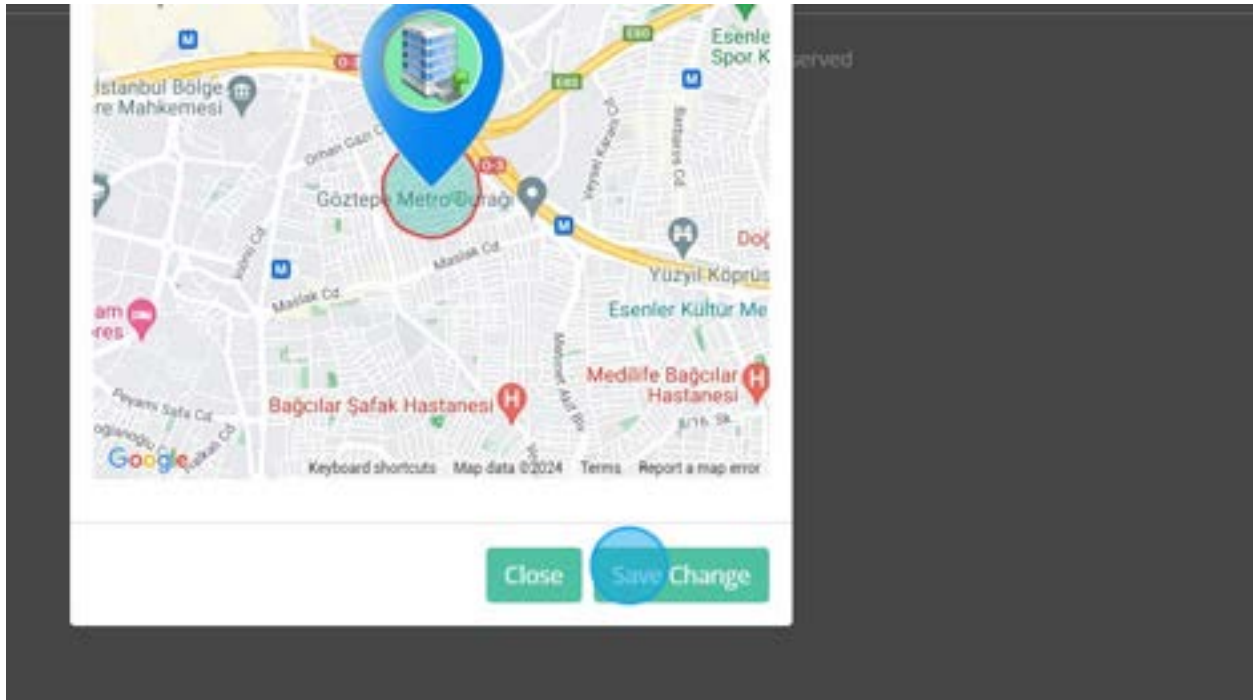
123
98764352
12313
00
04687702FE4881
123456778899



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11. Make your changes.

Click "Save Changes"



12. Click "OK"

56778899



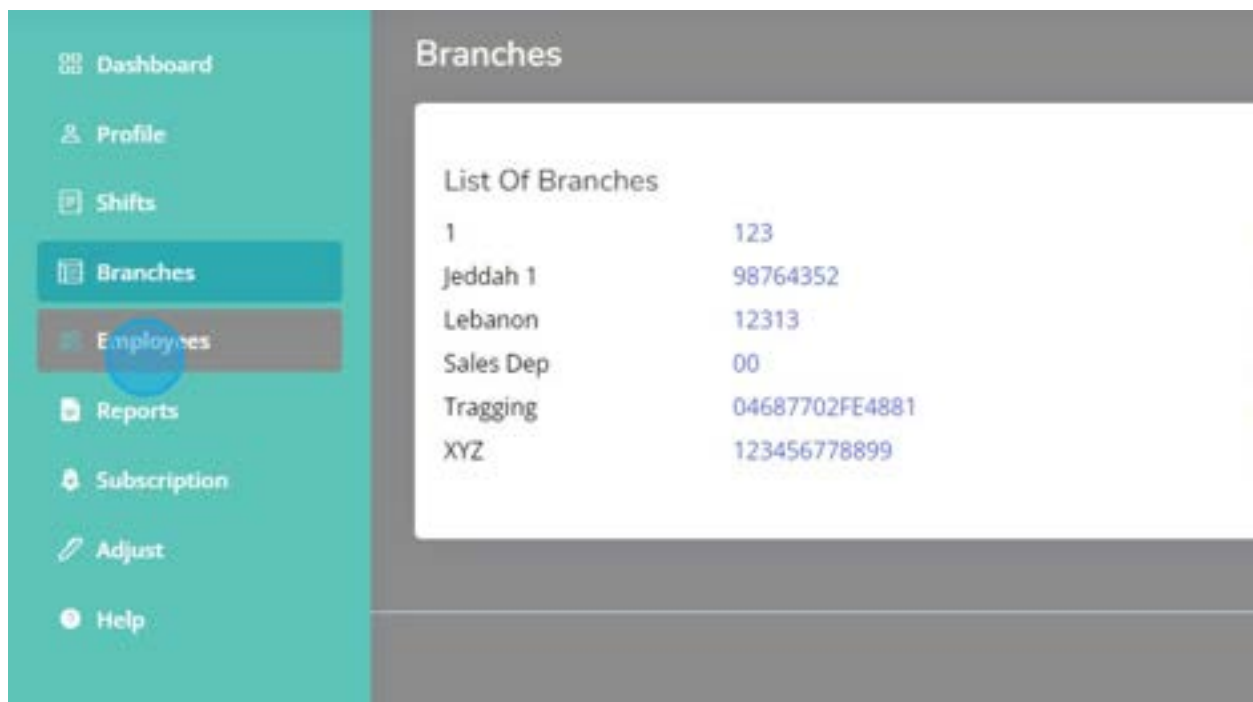
Branch Updated.



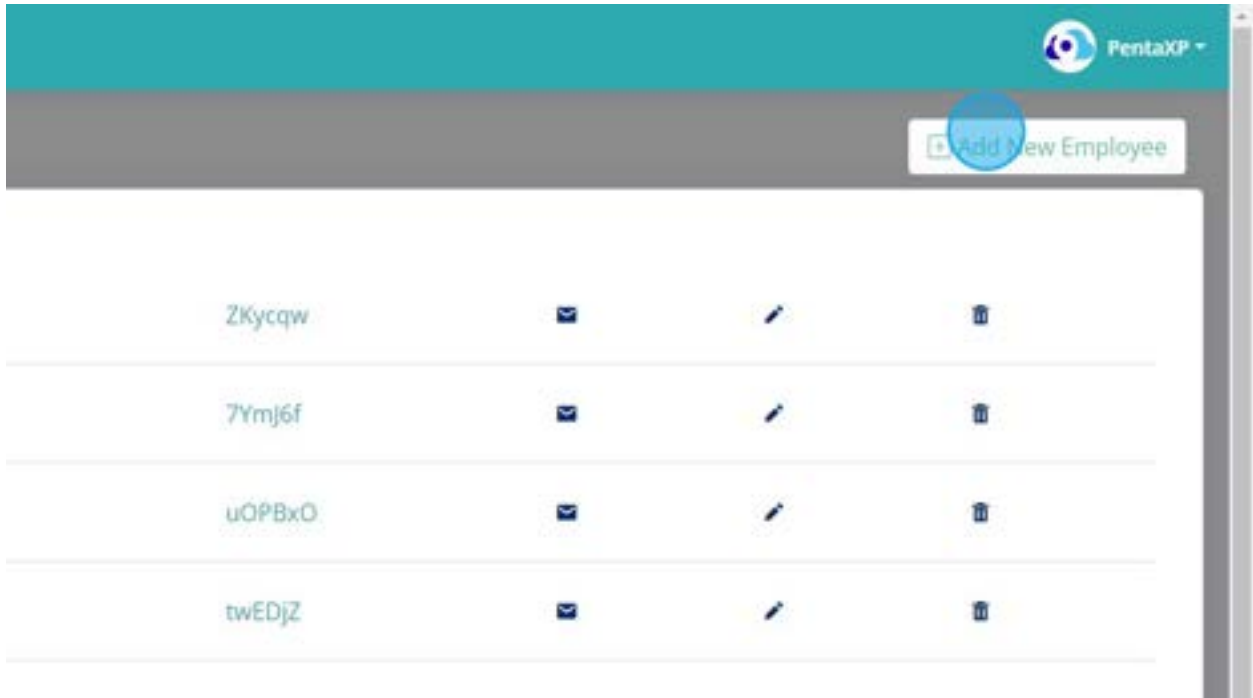
Add New Employee

This guide provides step-by-step instructions on how to add a new employee with salary and contact details. It also explains the different tracking options available, such as GEO tracking, real-time tracking, and NFC/QR tracking. The guide emphasizes the convenience and flexibility of the software, allowing employees to check in from anywhere with a simple tap. It also offers solutions in case the SMS notification is not received. Overall, this guide is useful for anyone looking to efficiently manage and track their employees.

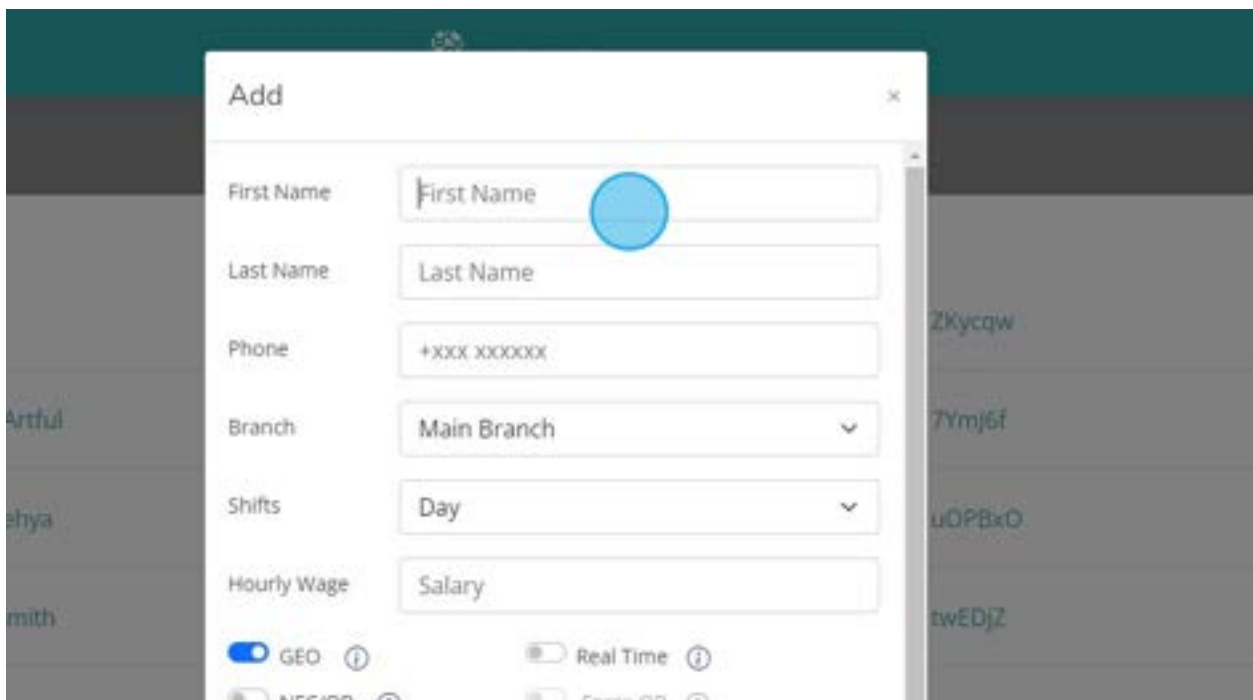
1. Click "Employees"



2. Click "Add New Employee"



3. Employee First Name & Last Name



4. Phone Number (with country code): This is where they'll receive their login information.

Add

First Name: Sam

Last Name: Smith

Phone: +966505555522

Branch: Main Branch

Shifts: Day

Hourly Wage: Salary

GEO ⓘ Real Time ⓘ

NFC/QR ⓘ Force QR ⓘ

5. Branch: Where does this employee work?

Add

First Name: Sam

Last Name: Smith

Phone: +966505555522

Branch: Main Branch

Shifts: Day

Hourly Wage: Salary

GEO ⓘ Real Time ⓘ

NFC/QR ⓘ Force QR ⓘ

6. Shift: Choose their work schedule.

First Name: Sam
 Last Name: Smith
 Phone: +966505555522
 Branch: XYZ
 Shifts: Day
 Hourly Wage: Salary
 GEO ⓘ Real Time ⓘ
 NFC/QR ⓘ Force QR ⓘ
 Image: Choose File | No file chosen

7. Enter the employee's hourly rate of pay. This will be used to calculate their earnings based on attendance.

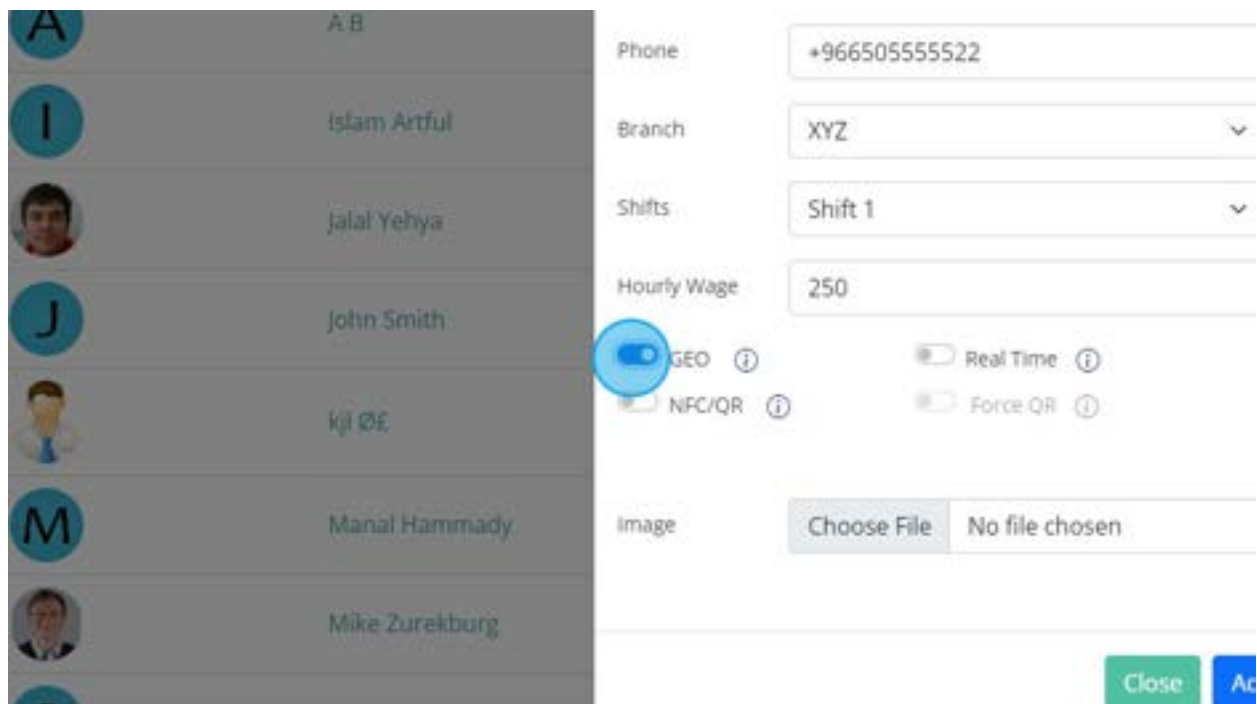
Last Name: Smith
 Phone: +966505555522
 Branch: XYZ
 Shifts: Shift 1
 Hourly Wage: Salary
 GEO ⓘ Real Time ⓘ
 NFC/QR ⓘ Force QR ⓘ
 Image: Choose File | No file chosen

8. Enable GEO tracking (by default)

Employees can check in from anywhere with a simple button tap – no NFC/QR needed.
The software uses their device's location to confirm they're at an approved work site.
Important: Make sure your employees understand the location tracking aspect if you enable this feature.

Employees check in and the software records where they were at that moment.
Their location shows up on the map, but there's no continuous tracking.

This is good for knowing where someone checked in, but not for following their movements throughout the day.

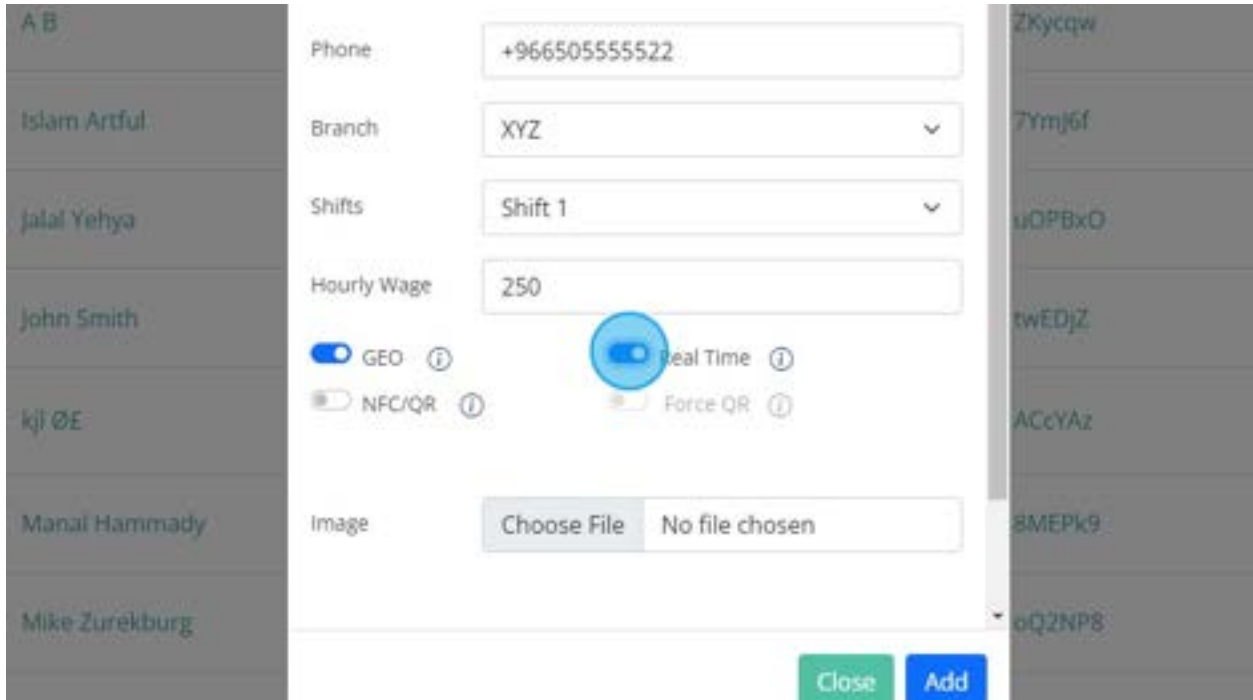


9. Enable Real-Time Tracking: Track employees on the move

This is ideal for employees who work away from the office (like delivery drivers or field technicians).

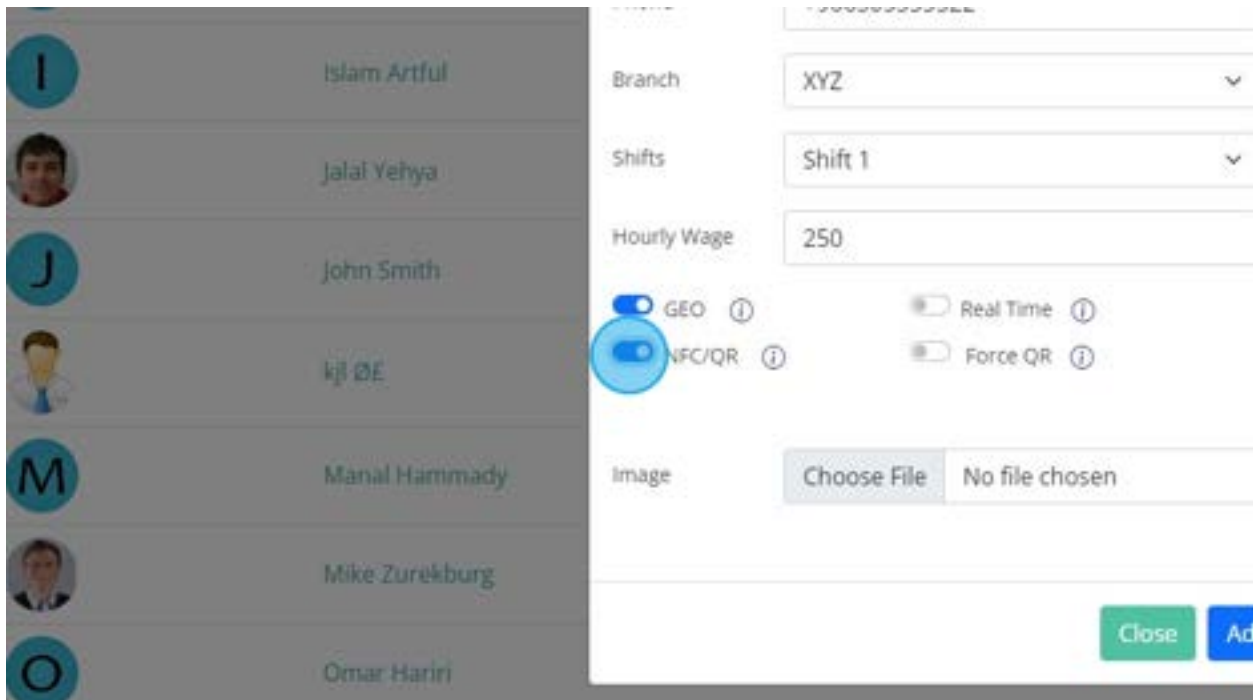
It tracks employees' locations continuously from check-in to check-out.

Important: You MUST have GEO tracking enabled for this to work.

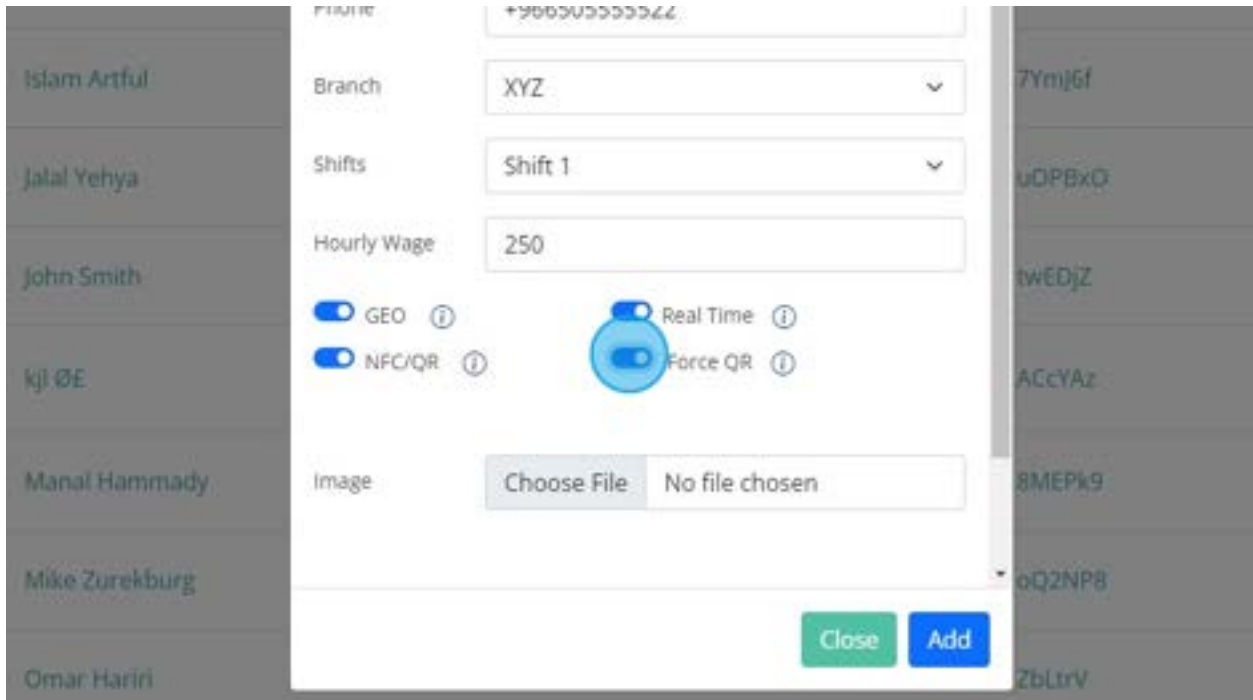


10. Enable NFC/QR Tracking

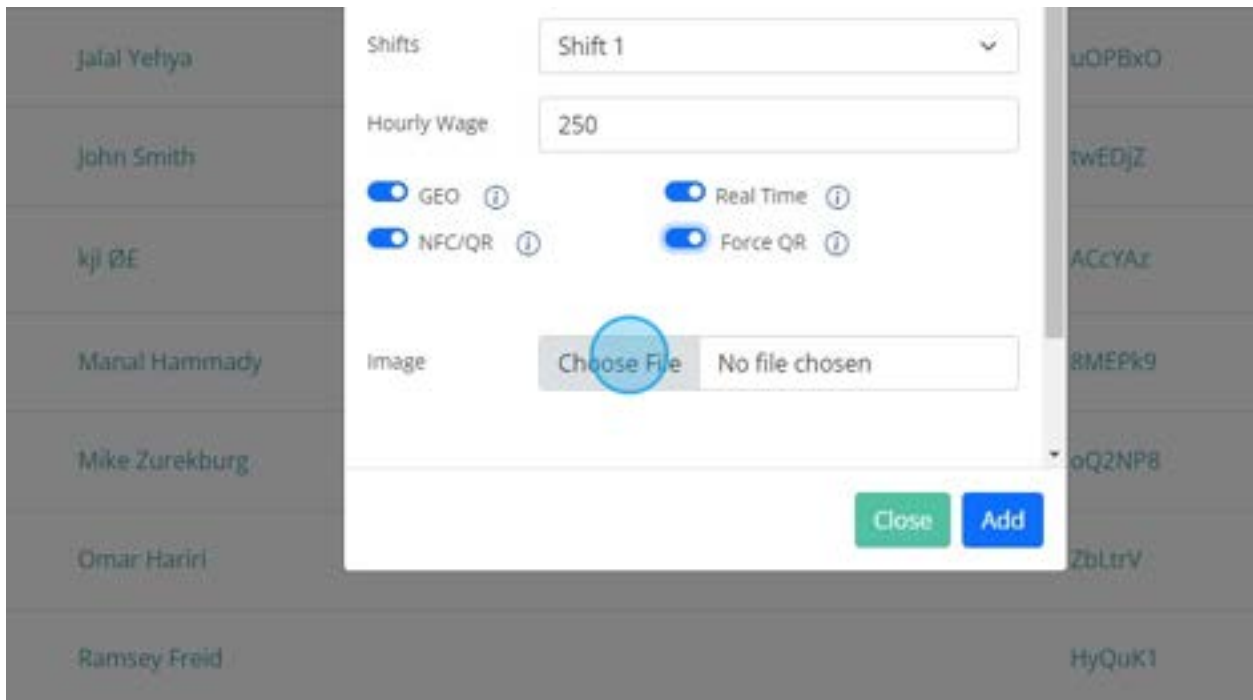
Employees can only make check-ins by scanning the NFC/QR within the accepted company/branch location range.



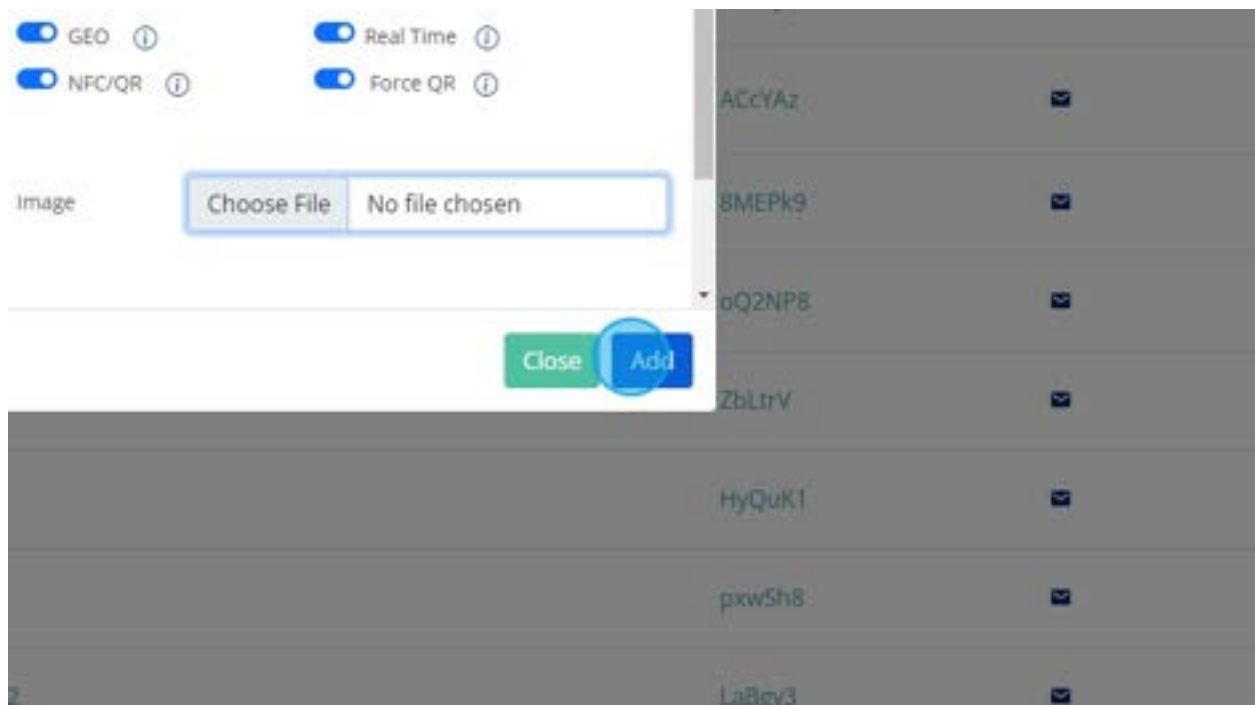
11. Force QR Option: Make employees use the QR code instead of the NFC card (useful if NFC cards aren't available).



12. Click here to add an employee photo



13. Click "Add"



14. After adding an employee, the software will SMS them a code and a link to download the employee app.

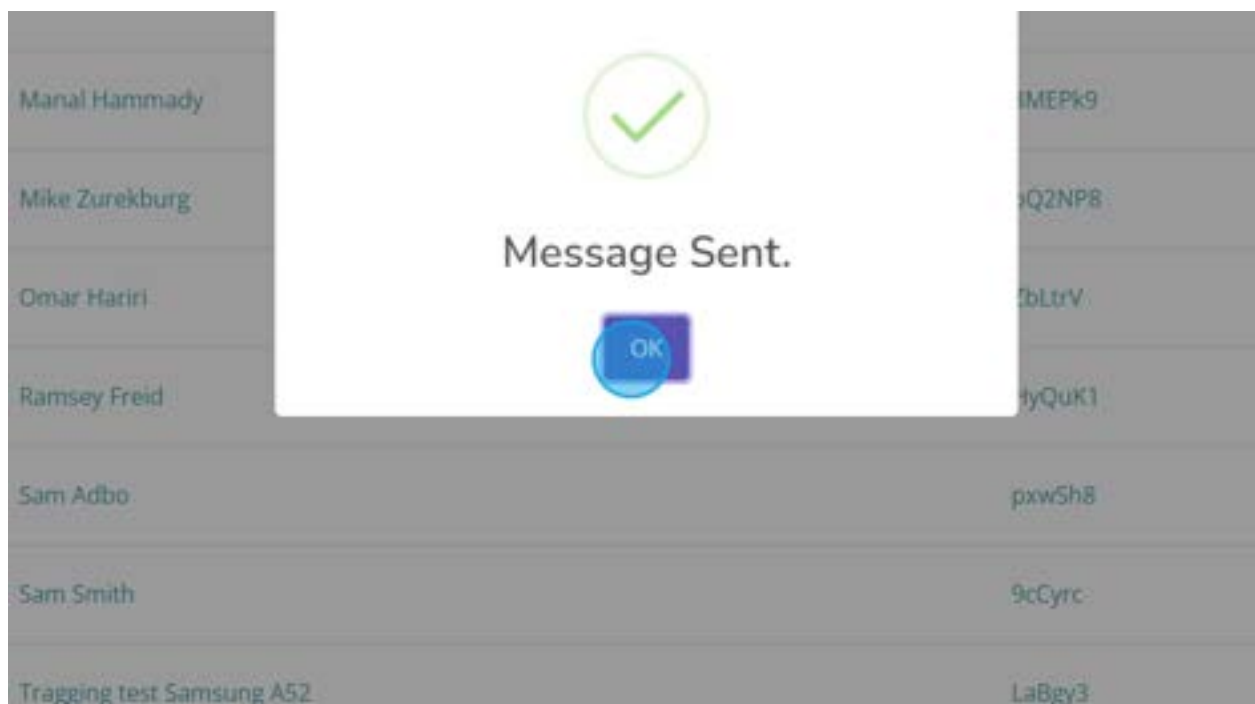


15. SMS not received? You have options














16. Click the envelope icon to resend the text message.



17. Click "OK"



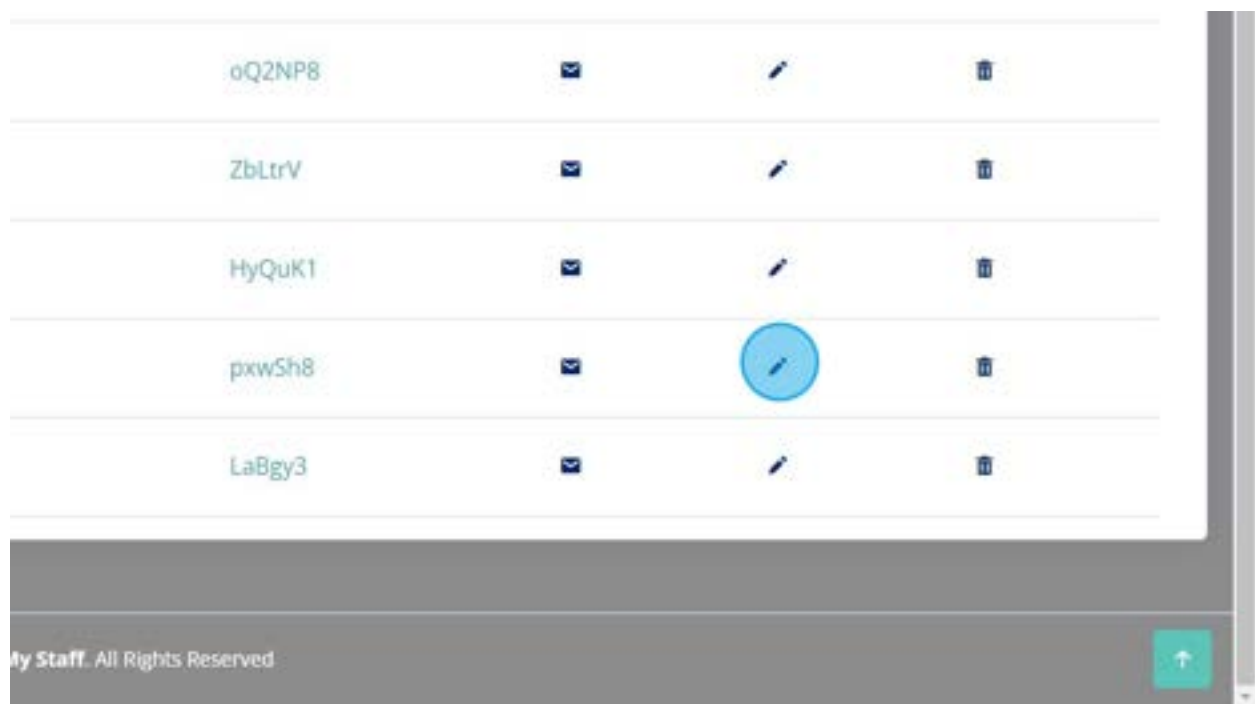
18. For a faster fix, find the OTP code here (next employee name in the employee list) and give it directly to the employee.

9cCyr0		
ZbLtrV		
HyQuK1		
pxwSh8		
		
LaBgy3		
xeZDJ7		

Update or Delete Employee

This guide provides clear and concise steps on how to update or delete an employee. It highlights the importance of updating information accurately and warns about the immediate consequences of deleting an employee, ensuring that the user understands the implications.

1. From employee list Click here.



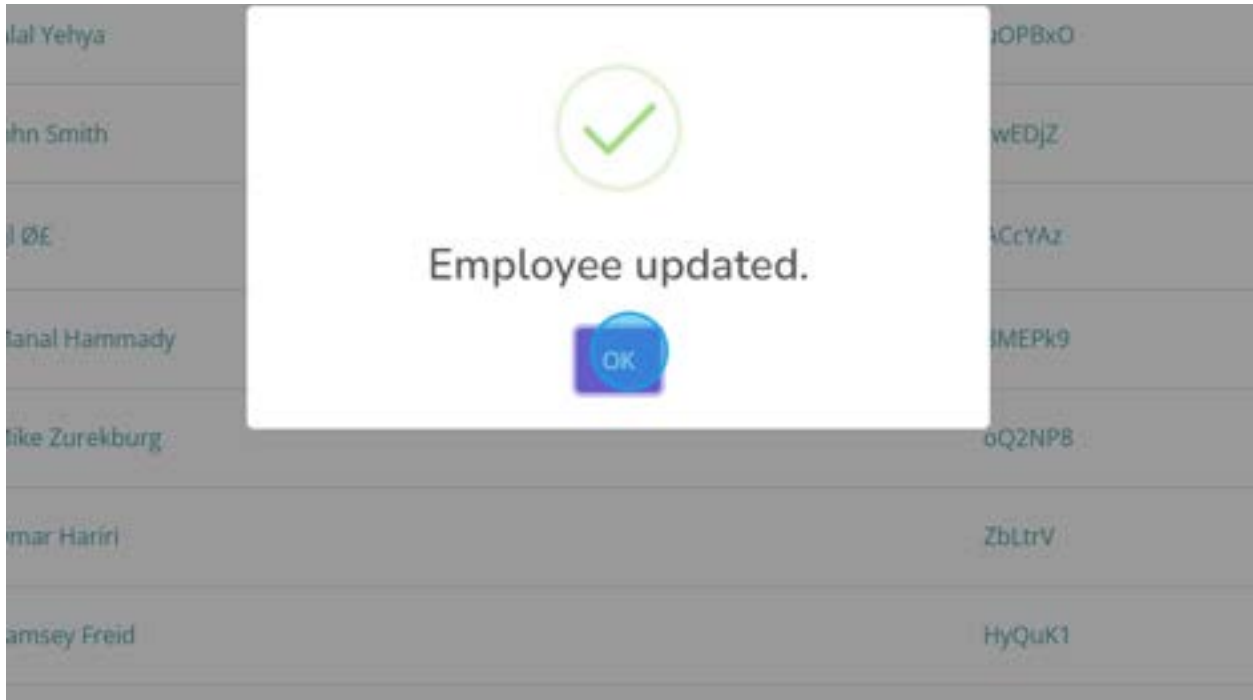
2. Edit The information you want

First Name: Sam
Last Name: Adbo
Phone: +905364833689
Branch: Main Branch
Shifts: [Dropdown menu]
Hourly Wage: 80
GEO:
Real Time:
NFC/QR:
Force QR:
Image: Choose File No file chosen

3. Click "Update"

GEO:
Real Time:
NFC/QR:
Force QR:
Image: Choose File No file chosen
Close Update

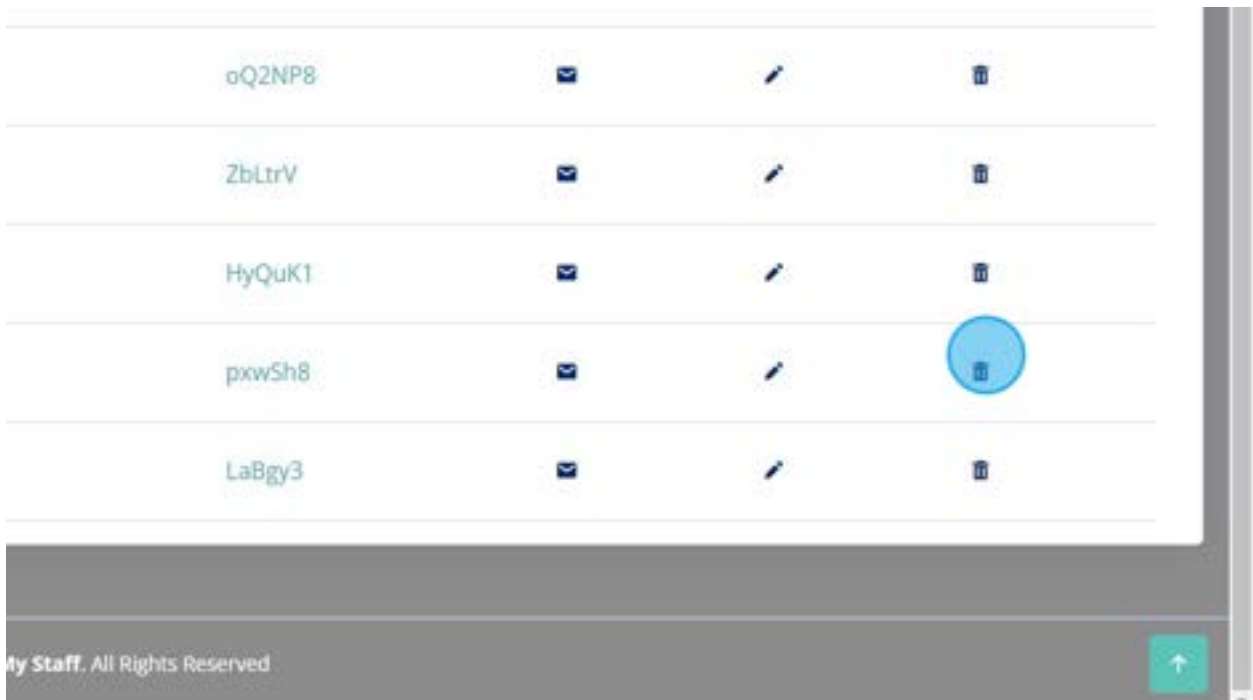
4. Click "OK"



5. Deleting an Employee

Find the employee you need to delete.

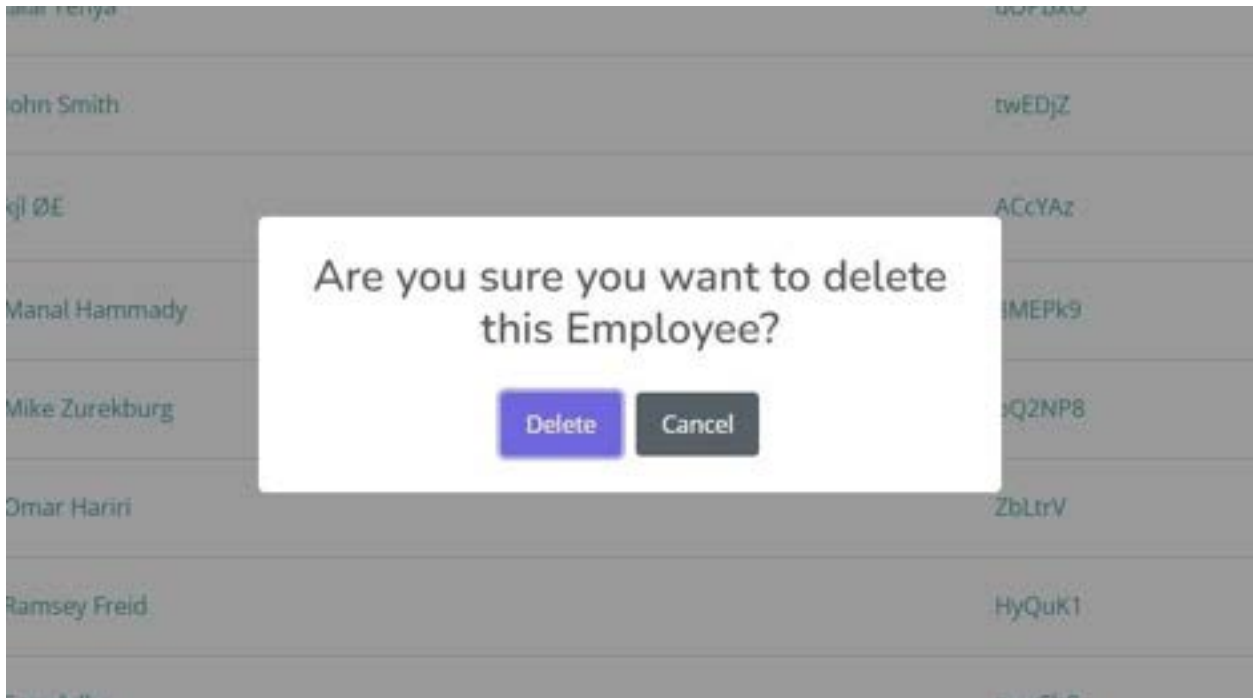
Click the "Delete" button.



6. Confirm by clicking "Delete" again.

Important Notes:

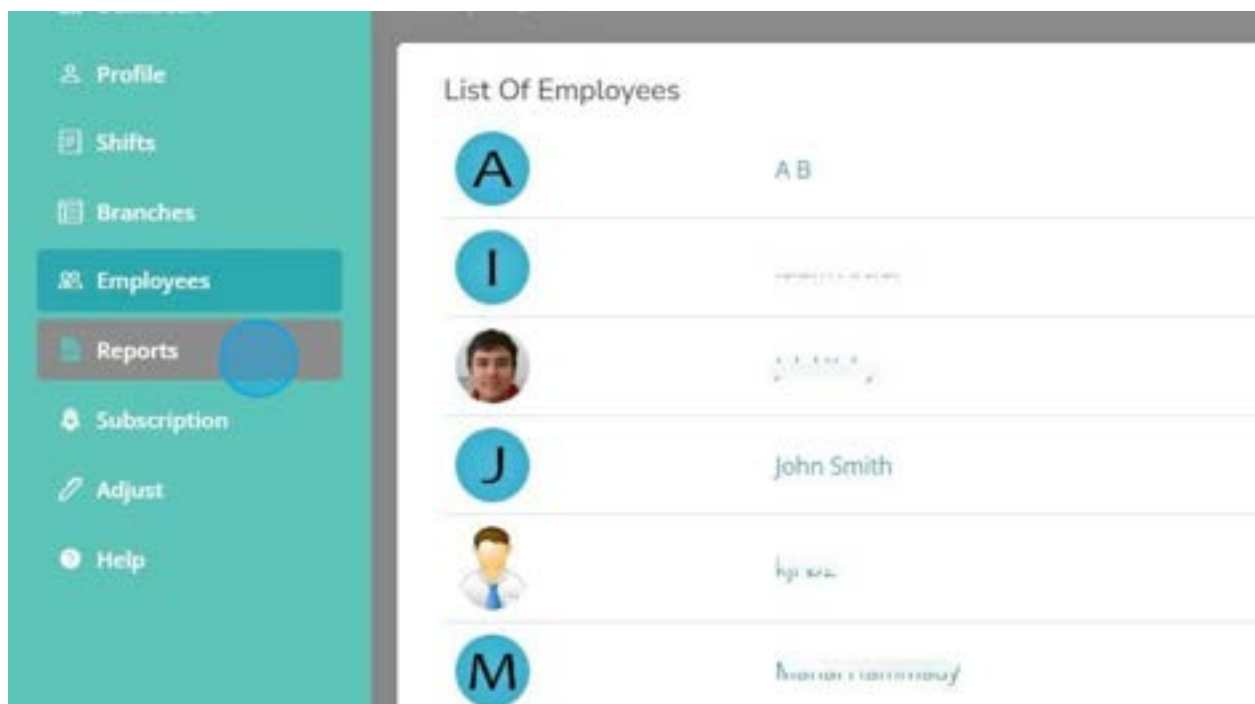
- The employee will lose access to the employee app immediately.
- Their attendance data will mostly be deleted from reports. The only exception is the check-in/out history report.



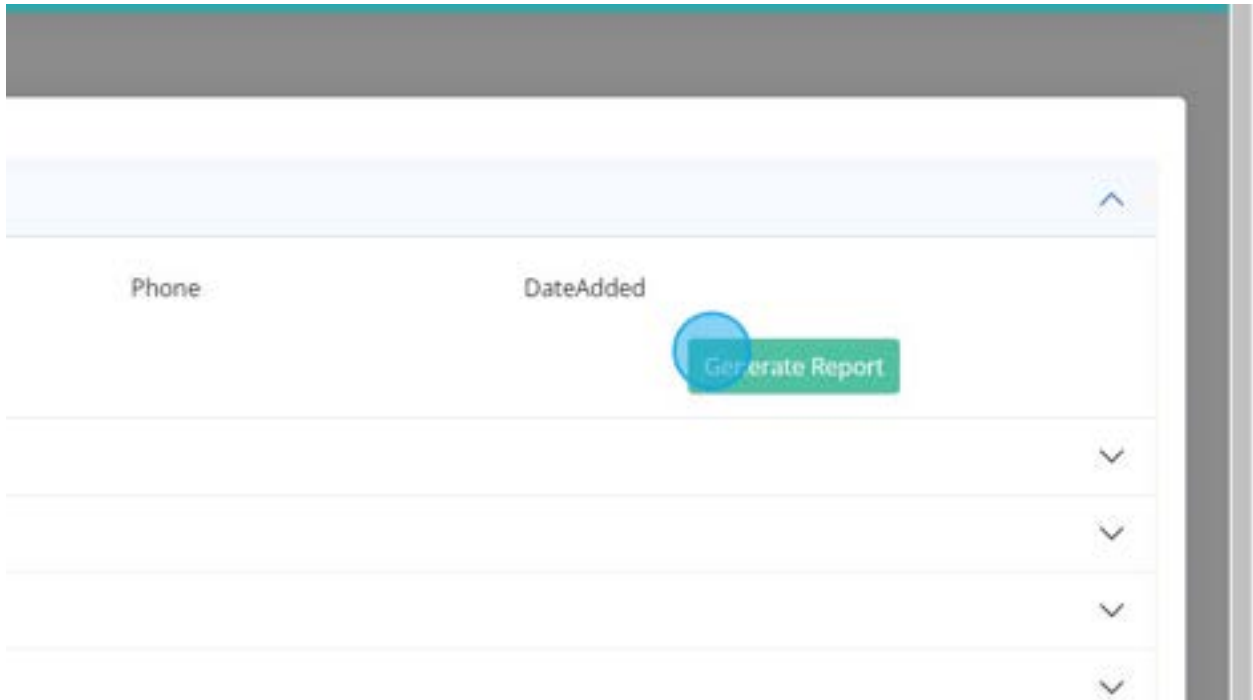
Finding Your Employee List

This guide provides step-by-step instructions on how to access and generate an employee list report. It explains how to filter the list by branch and includes the specific information included in the report. It also explains how to export the list to an Excel file or print the report.

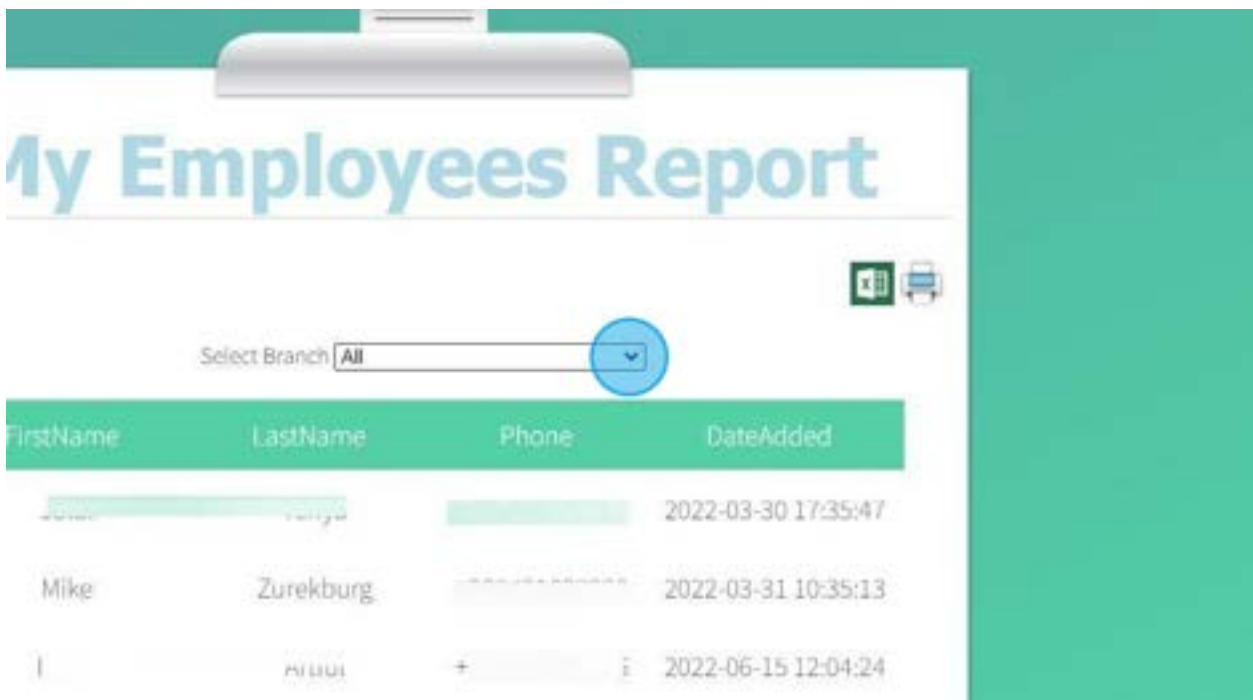
1. Go to the Report Center



2. Select the "My Employees" report and Click "Generate Report"



3. You'll see a list of all your employees, oldest to newest.



4. You can filter the list by branch

What's in the Report:

- Employee's First Name
- Employee's Last Name
- Employee's Phone Number
- Date They Were Added to the System

The screenshot displays a web interface titled "My Employees Report". At the top right, there are icons for Excel and a printer. Below these is a dropdown menu labeled "Select Branch" with "Main Branch" selected. A blue circle highlights the dropdown arrow. Below the menu is a table with the following data:

FirstName	LastName	Phone	DateAdded
[Redacted]	a	+9050000000000	2022-03-30 17:35:47
Is'	[Redacted]	+9050000000000	2022-06-15 12:04:24
Or	iri	+9050000000000 4	2022-06-15 12:10:37

5. Click to export the list to an Excel file.

Employees Report



ct Branch | All

LastName	Phone	DateAdded
	+5	2022-03-30 17:35:47
Marichung	+5	2022-03-31 10:35:13
	+5	2022-06-15 12:04:24

6. Click to print the report

Employees Report



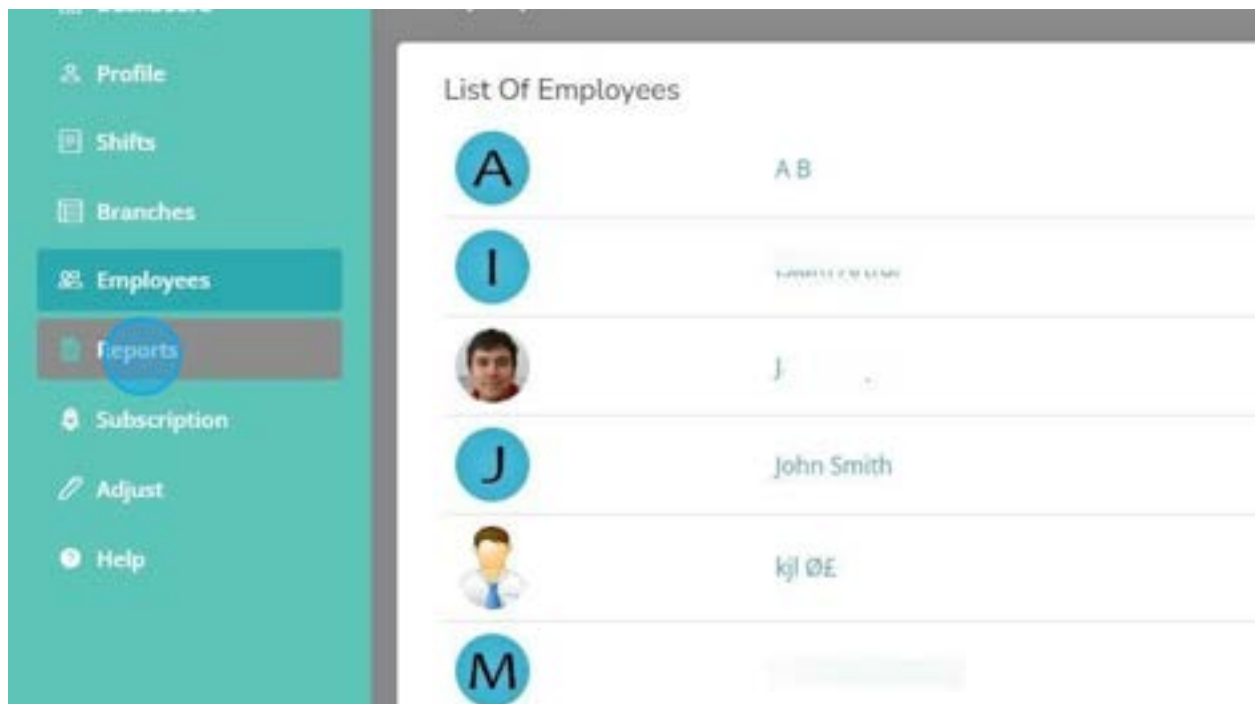
ch | All

Name	Phone	DateAdded
John	+508002001022	2022-03-30 17:35:47
Marig	+508002001000	2022-03-31 10:35:13
	+5	2022-06-15 12:04:24

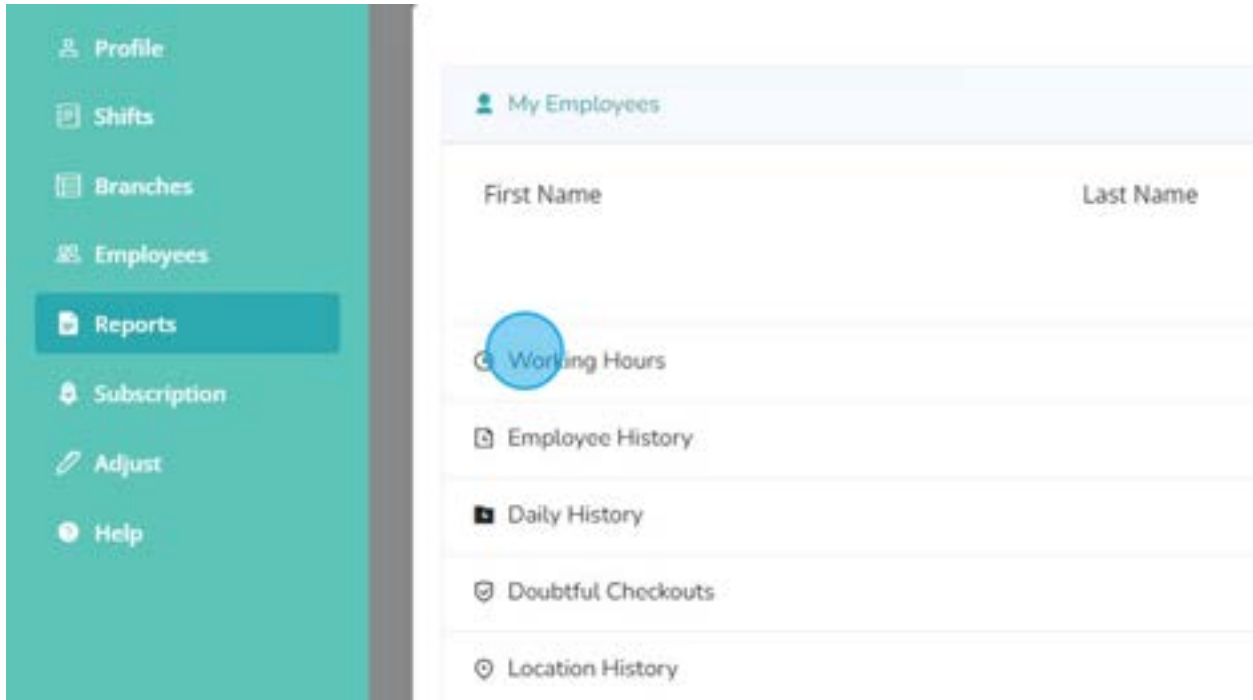
Generate Total Working Hours Report

This guide provides step-by-step instructions on how to generate a total working hours report for a specific employee. It includes information on how to access the report center, select the relevant report, apply filters if necessary, choose a date range, and view the report. Additionally, it explains how to export the report to an Excel file and print it. By following this guide, users can easily track and analyze the total hours worked by an employee.

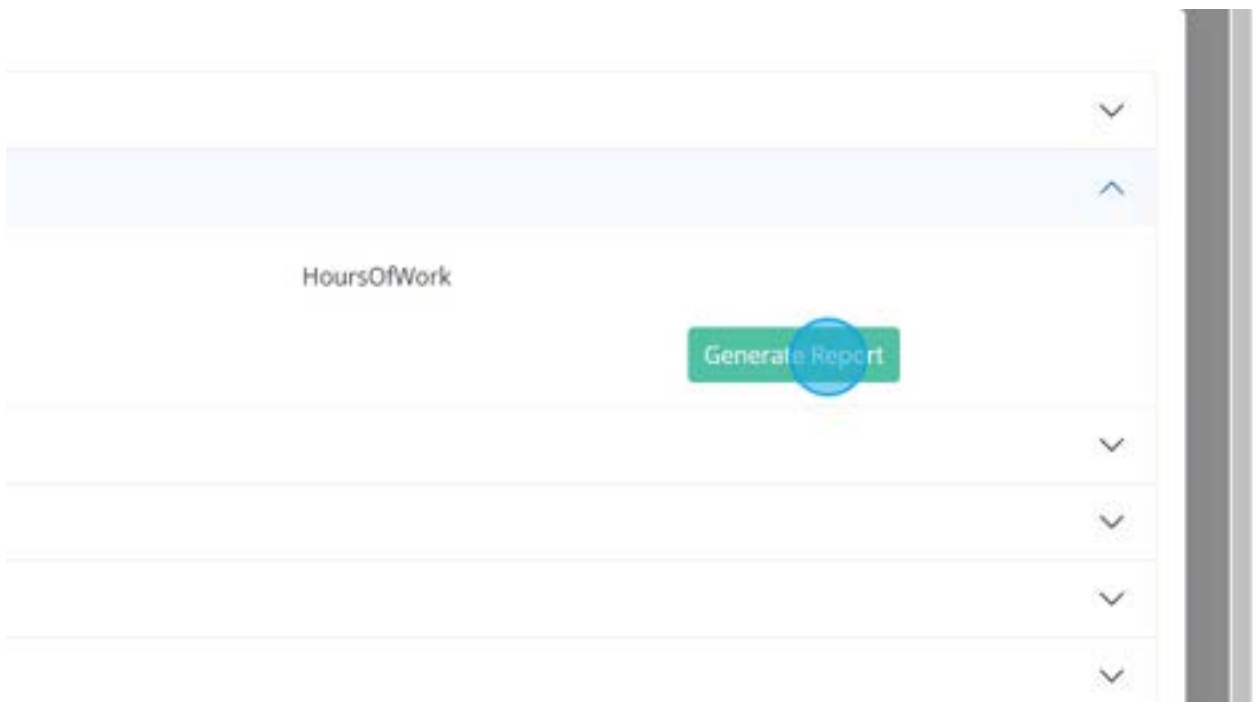
1. Go to the Report Center



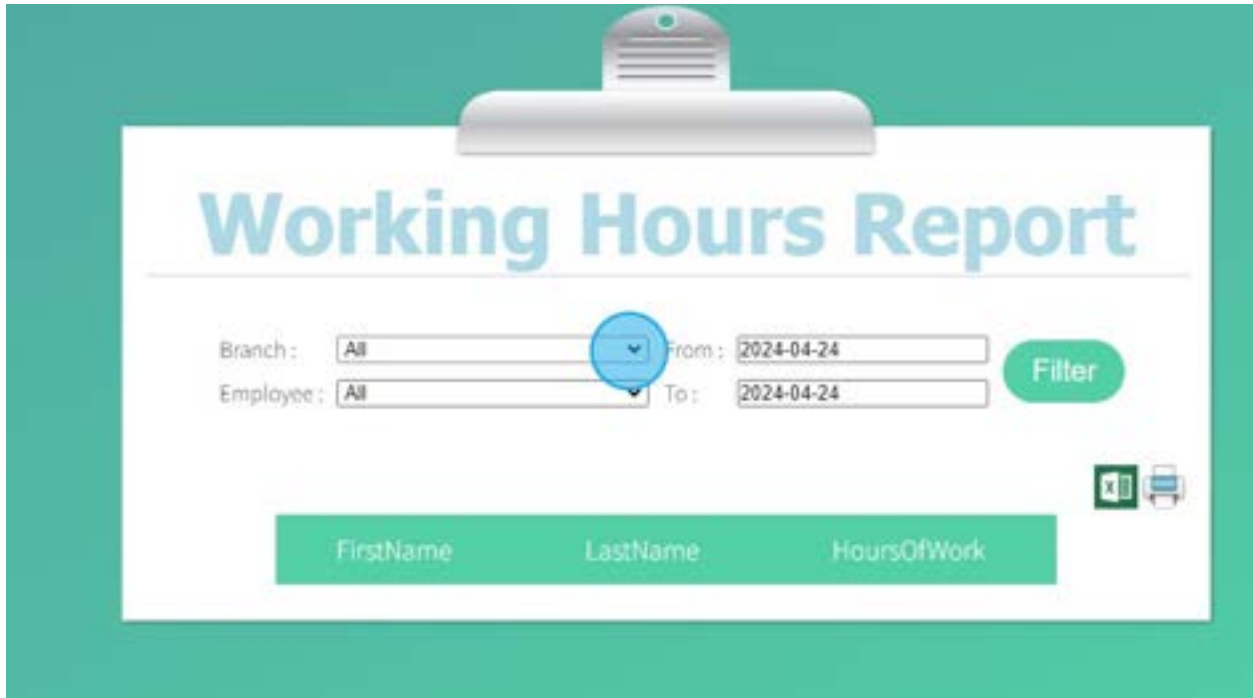
2. Select the "Working Hours" report



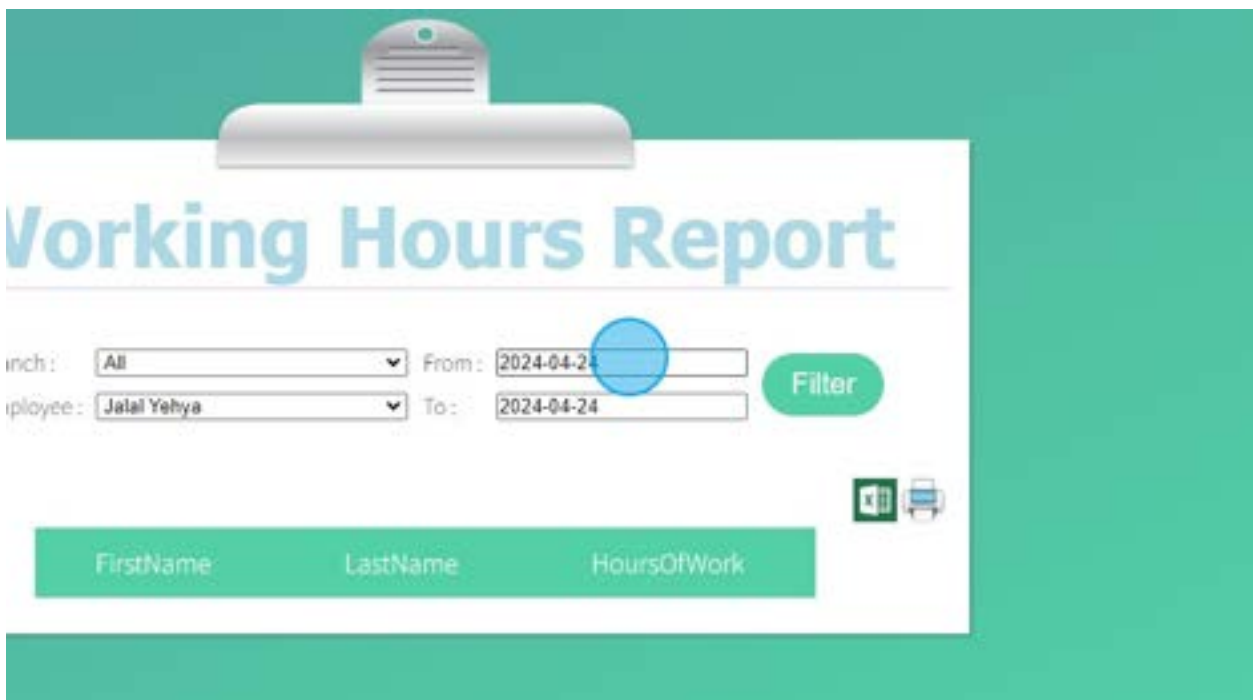
3. Click "Generate Report"



4. Filter if needed: Want to see just one branch or employee? Use the filters.



5. Click this text field.



6. Choose a date range: Select the "from" and "to" dates.

Working Hours Report

Branch : From :

Employee : To :

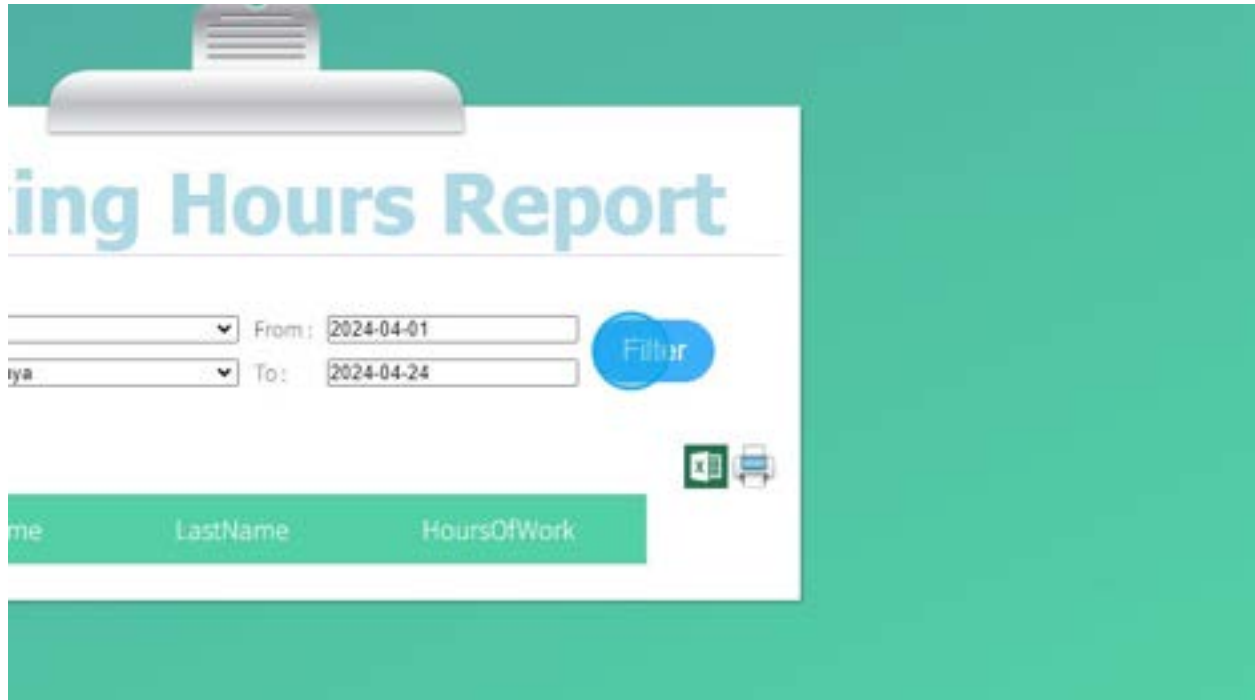
SUN	MON	TUE	WED	THU	FRI	SAT
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

FirstName LastName

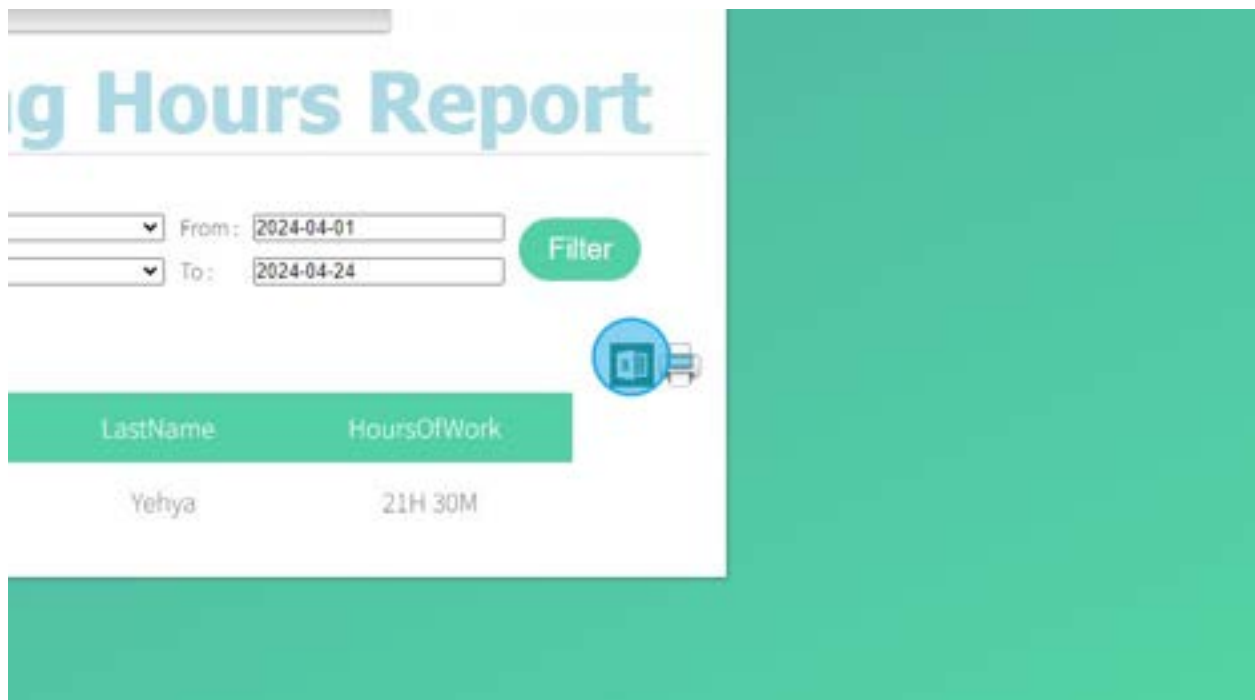
7. Click "Filter"

Your report is ready! You'll see:

- Employee First Name
- Employee Last Name
- Total Hours Worked



8. Click to export the list to an Excel file



9. Click to print the report

Hours Report

From: 2024-04-01
To: 2024-04-24

Filter

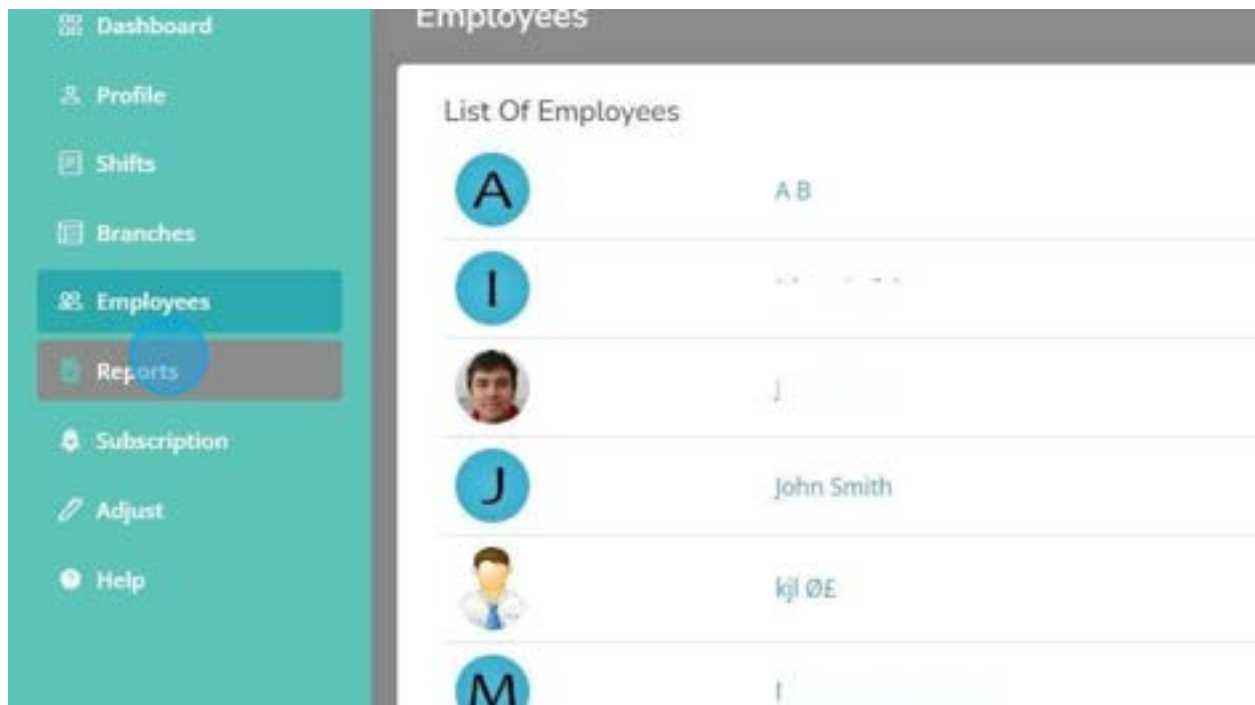


LastName	HoursOfWork
Yehya	21H 30M

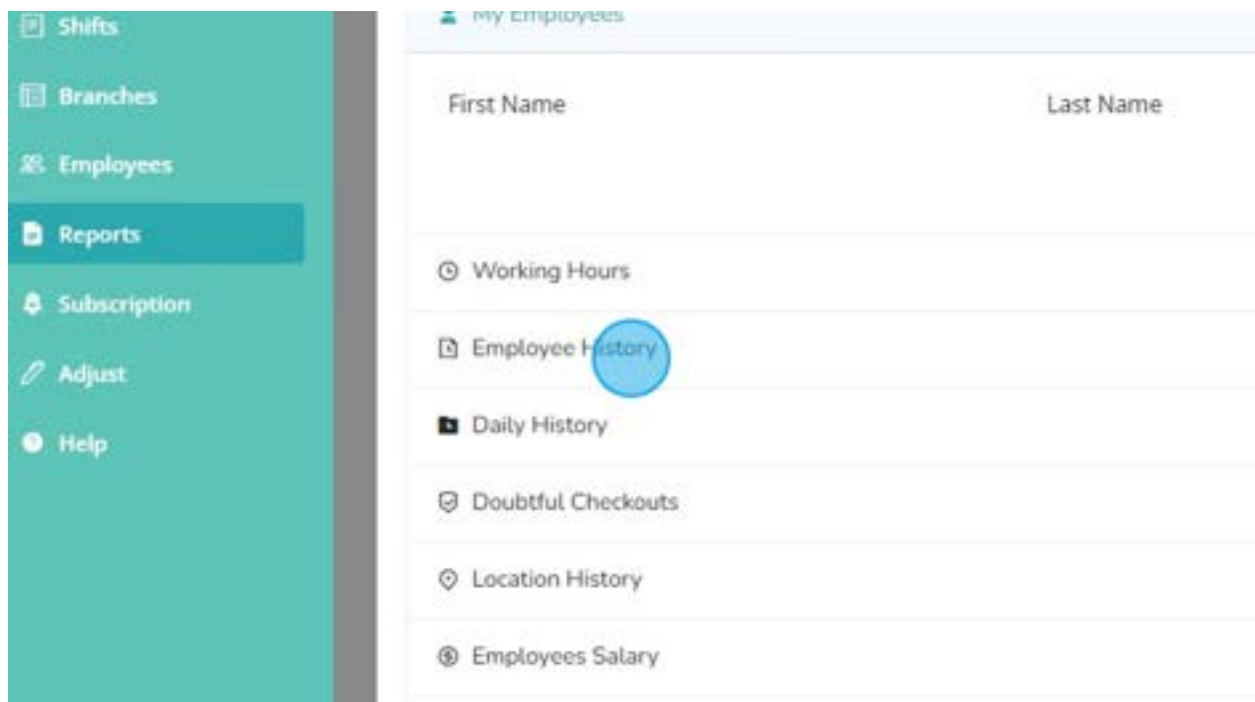
Generate Employee History Report and View Attendances, Check in/out history on map.

This guide provides step-by-step instructions on how to generate an employee history report and view attendance records, including check-in/out history on a map. By following the steps outlined, users can filter the report based on specific criteria such as branch, employee, and date range. The report will display employee names, check-in/out dates and times, time worked, and total working hours. For geo attendance records, users can click on the "Map" button to view the check-in/out locations on a map. Additionally, the guide explains how to export the attendance list to an Excel file, print the report, and switch to a new tab. Overall, this guide is a valuable resource for individuals looking to efficiently track and analyze employee attendance data.

1. Go to the Report Center



2. Choose "Employee History" report



3. Click "Generate Report"

			▼
			▼
			▲
Finished		Spent	
			▼
			▼
			▼
			▼

Generate Report

4. Set Your Filters:

- Branch: See data for one branch or all of them.
- Employee: Choose a specific employee or see everyone.

Employee History Report

Branch: ▼

Employee: ▼ From: To:

Record Type: ▼

You may find Geo Coordinates inside the reported spreadsheet report

Name	Started	Finished	Spent
Jalal Yehya	04-24-2024	Pending	-

5. Date Range: Pick a start date and end date

Employee History Report

Branch: Employee: From: To:

Record Type:

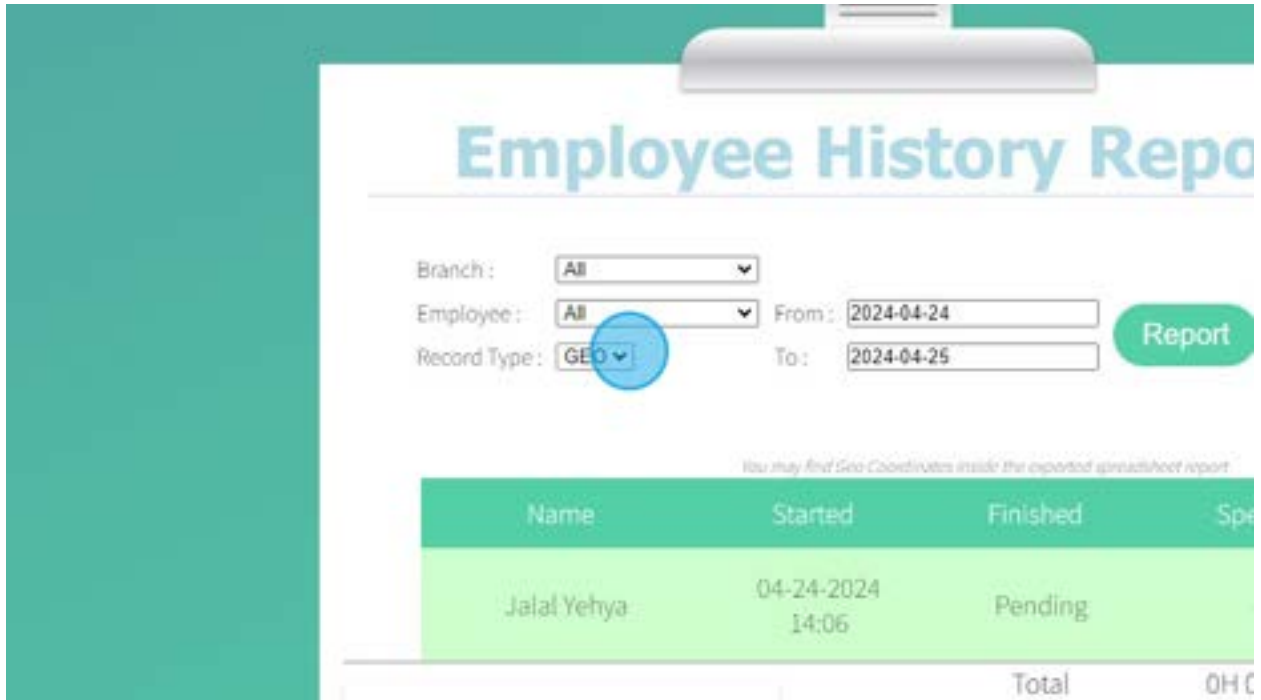
You may find Geo Coordinates inside the exported spreadsheet report.

Name	Started	Finished	Spent
Jalal Yehya	04-24-2024 14:06	Pending	-

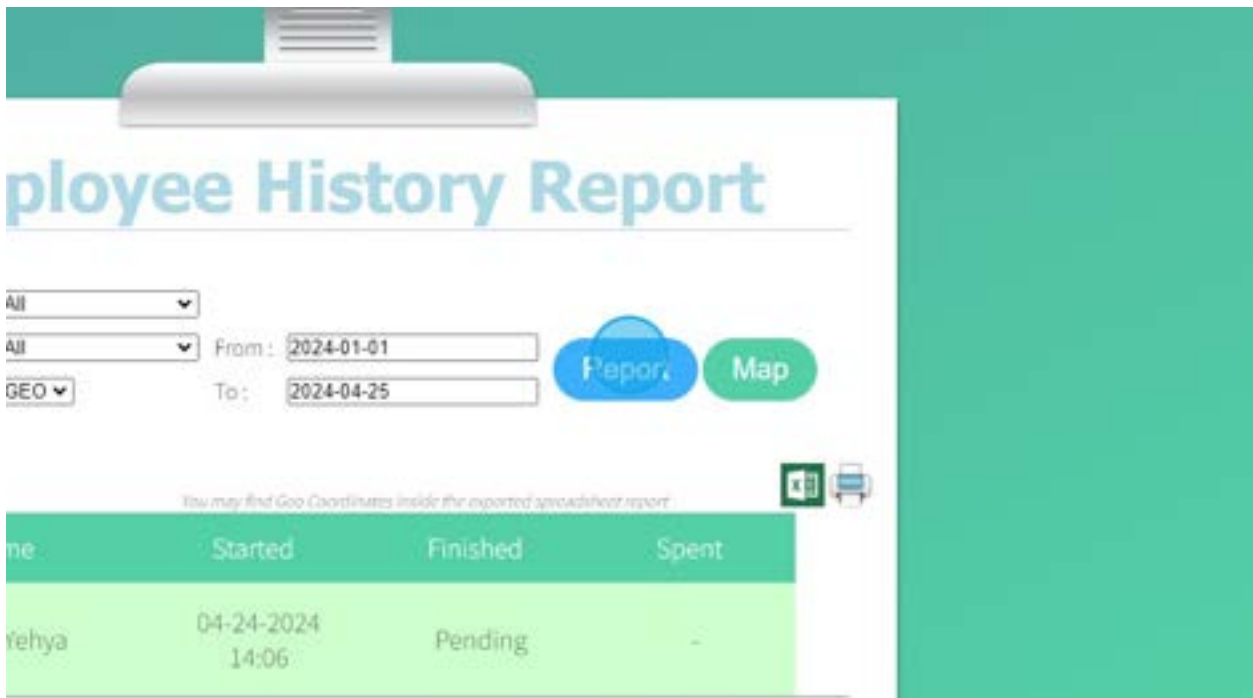
6. Record Type: Choose Your Attendance Focus

- **Geo Attendance:** See check-ins made using the employee's device location.
- **NFC/QR Attendance:** See check-ins made by scanning the company NFC tag or QR code.
- **Both:** View all types of attendance data in one report.

Important Note: The default setting is "Geo". To see a full picture of your employee attendance, make sure to select "Both".



7. Click "Report"



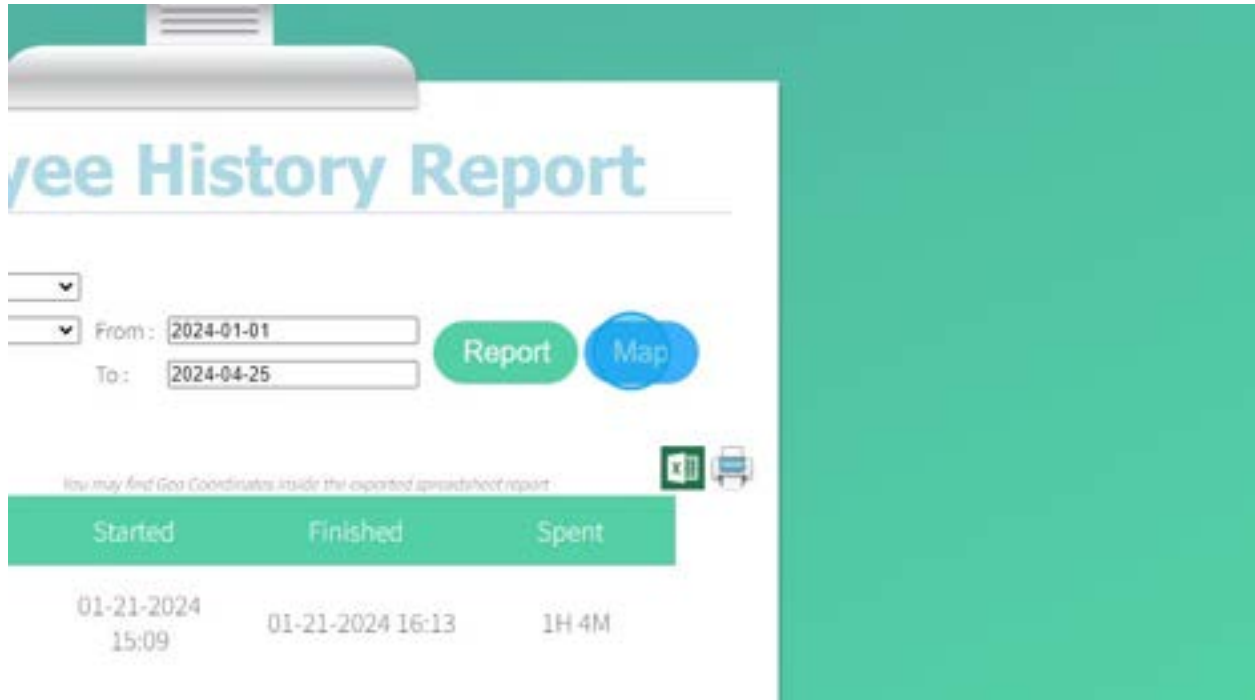
8. What You'll See

- Employee Name

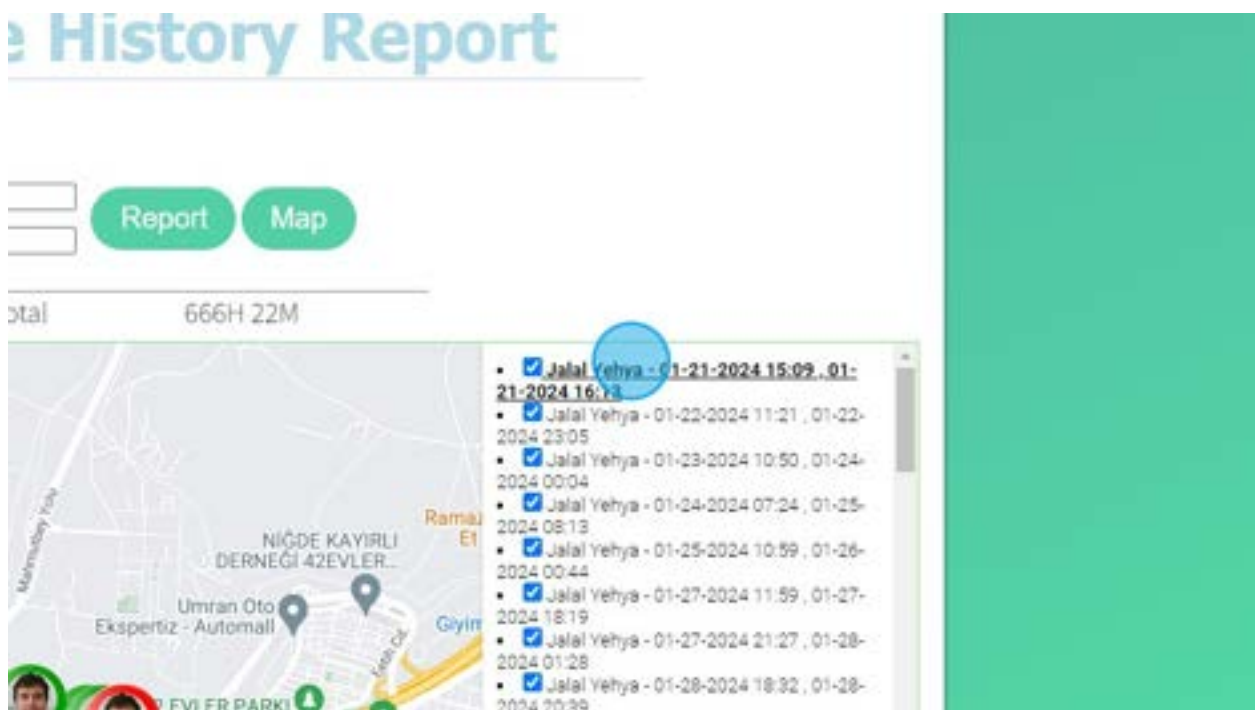
- Check-In Date & Time
- Check-Out Date & Time
- Time Worked
- Total Working Hours (at the bottom)

ehya	04-23-2024 11:57	04-23-2024 11:59	0H 2M
ehya	04-23-2024 11:59	04-23-2024 14:06	2H 7M
ehya	04-23-2024 14:08	04-23-2024 17:25	3H 17M
ehya	04-23-2024 17:36	04-23-2024 23:30	5H 54M
ehya	04-24-2024 14:06	Pending	-
		Total	66H 22M

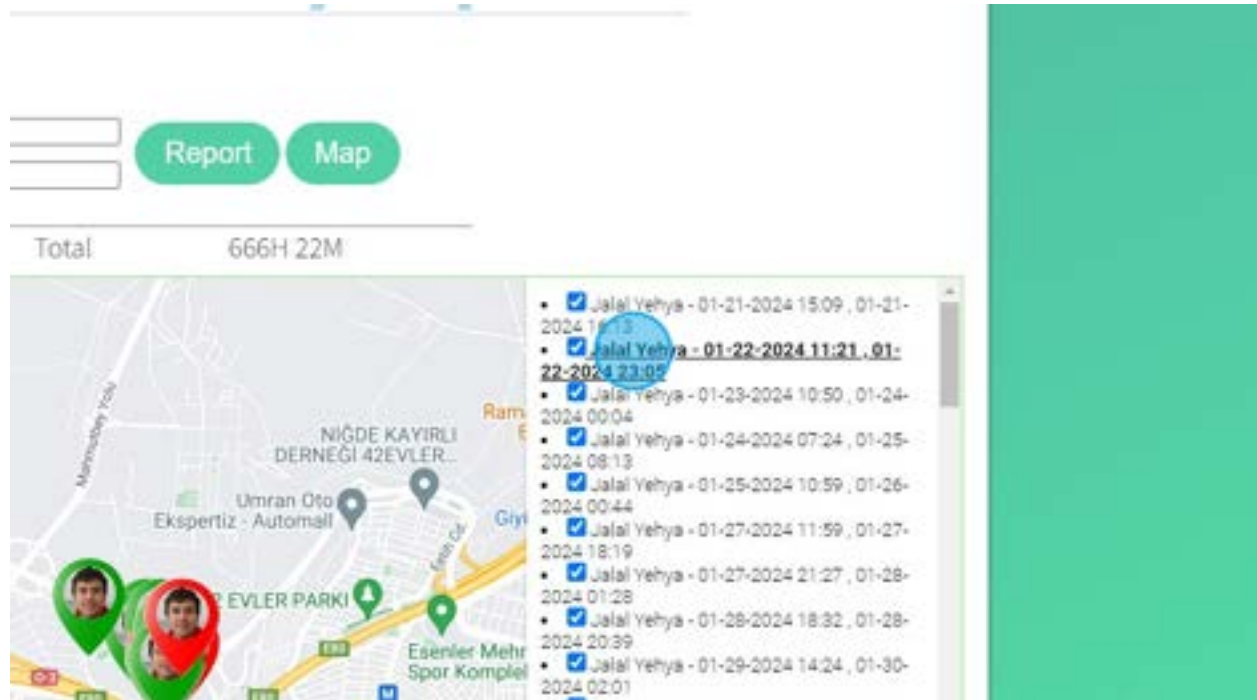
9. "Map" Button (Geo records only): Click this to see employee's check-in/out locations on a map.



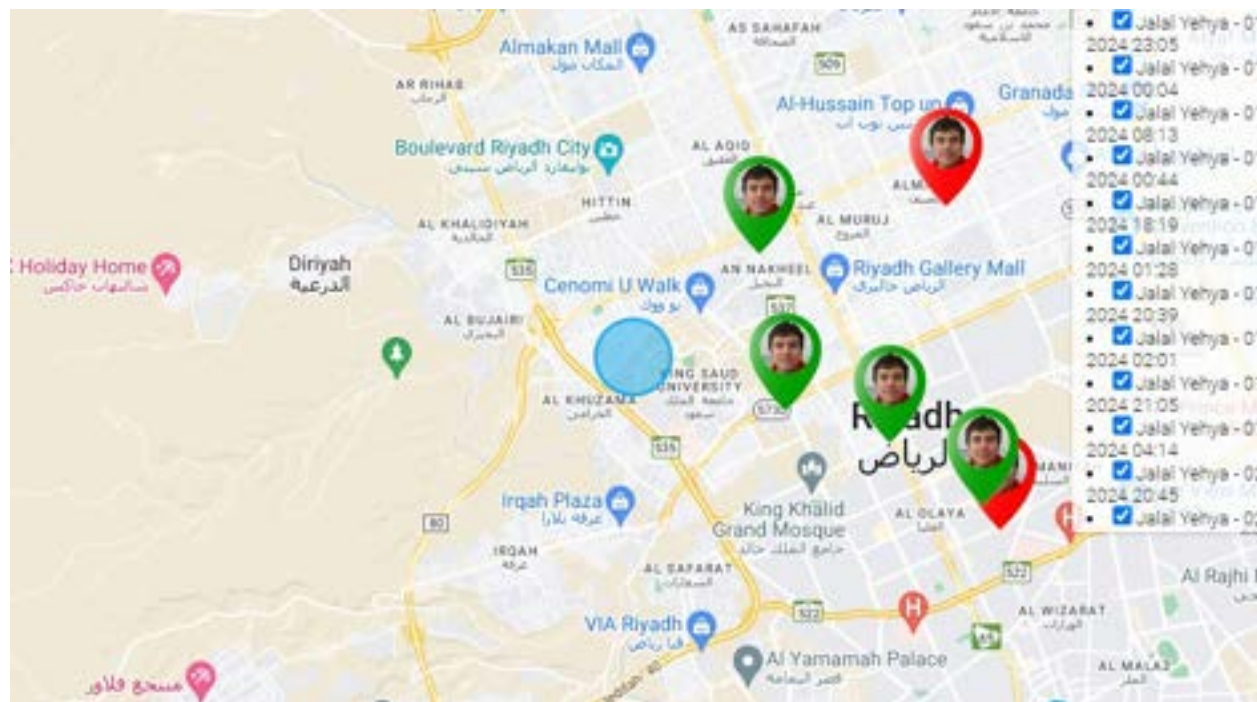
10. You will see list of employee attendance



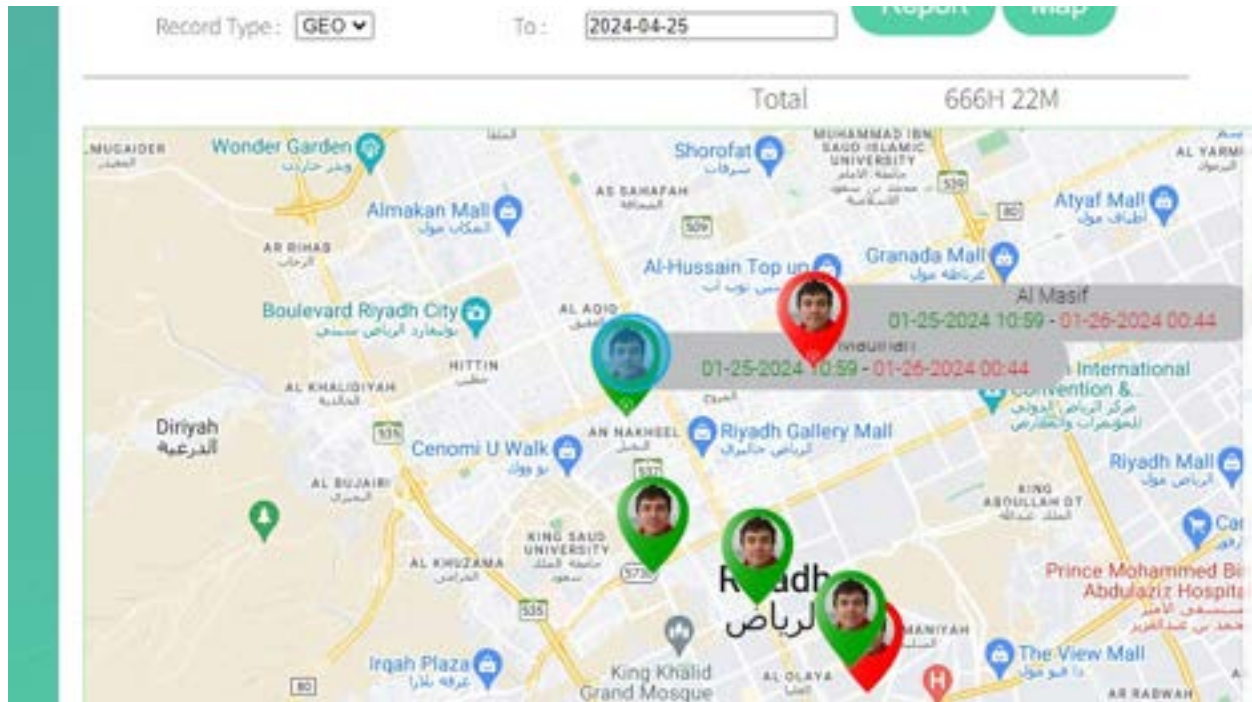
11. Click on it, and you will locate on the map



12.



13. Hover over a map pin for location name and time details



14. Click to export the list to an Excel file.

PS: the data will include location info like latitude in, longitude in and Latitude out, Longitude out and location name in and location name out.

See History Report

From: 2024-01-01

 To: 2024-04-25

You may find Geo Coordinates inside the reported spreadsheet report

Started	Finished	Spent
01-21-2024 15:09	01-21-2024 16:13	1H 4M
01-22-2024 11:21	01-22-2024 23:05	11H 45M



15. Click to print the report.


PS: Report may include location details.

History Report

From: To: [Report](#) [Map](#)

Click to find Geo Coordinates inside the exported spreadsheet report

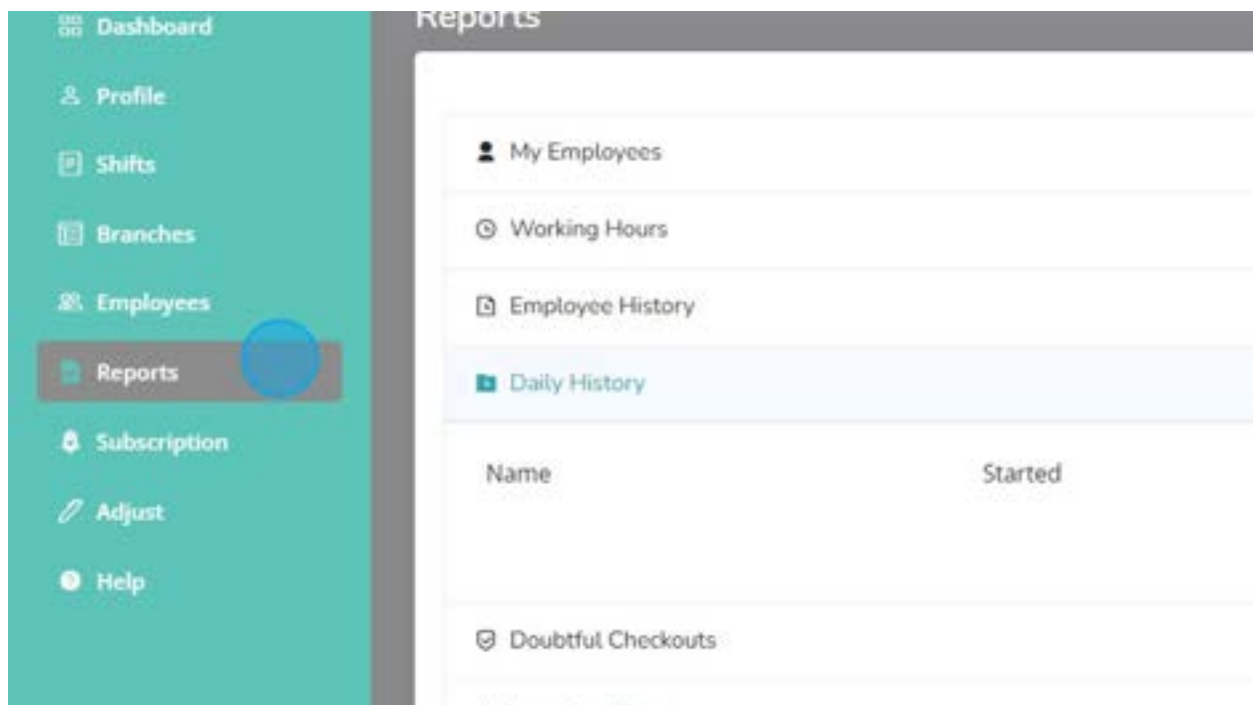
Started	Finished	Spent
01-21-2024 15:09	01-21-2024 16:13	1H 4M
01-22-2024 11:21	01-22-2024 23:05	11H 45M



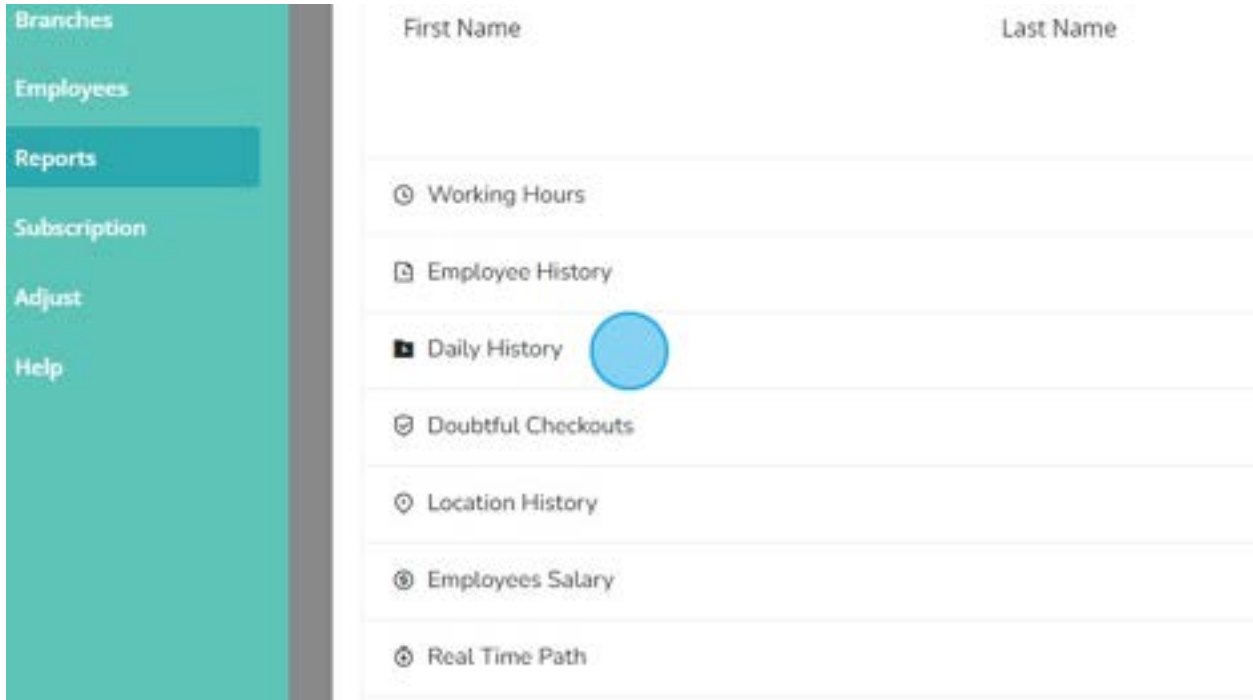
Generate Daily History Report Attendance

This guide provides step-by-step instructions on how to generate a daily history report for attendance. It explains how to set filters, choose the attendance focus, and view the report. It also highlights important features such as viewing check-in/out locations on a map and exporting the report to Excel. By following this guide, users can easily track and analyze employee attendance data.

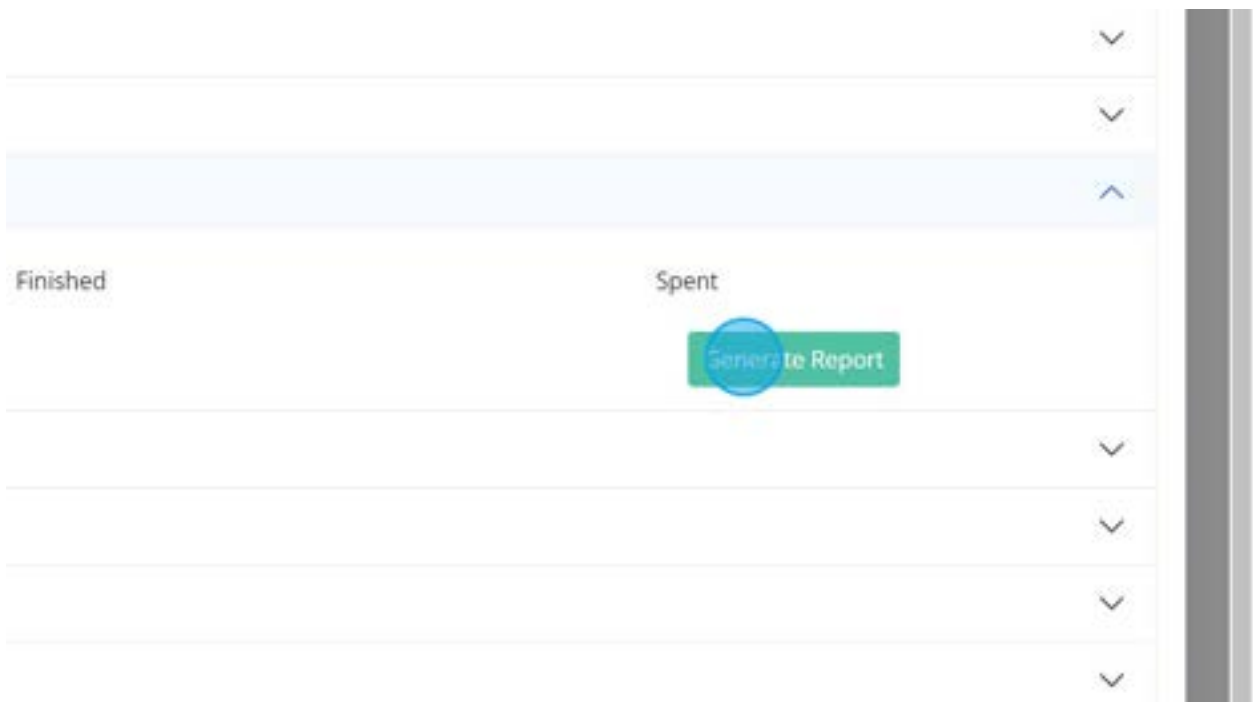
1. Go to the Report Center



2. Choose "Daily History" report



3. Click "Generate Report"



4. Set Your Filters:

- Branch: See data for one branch or all of them.

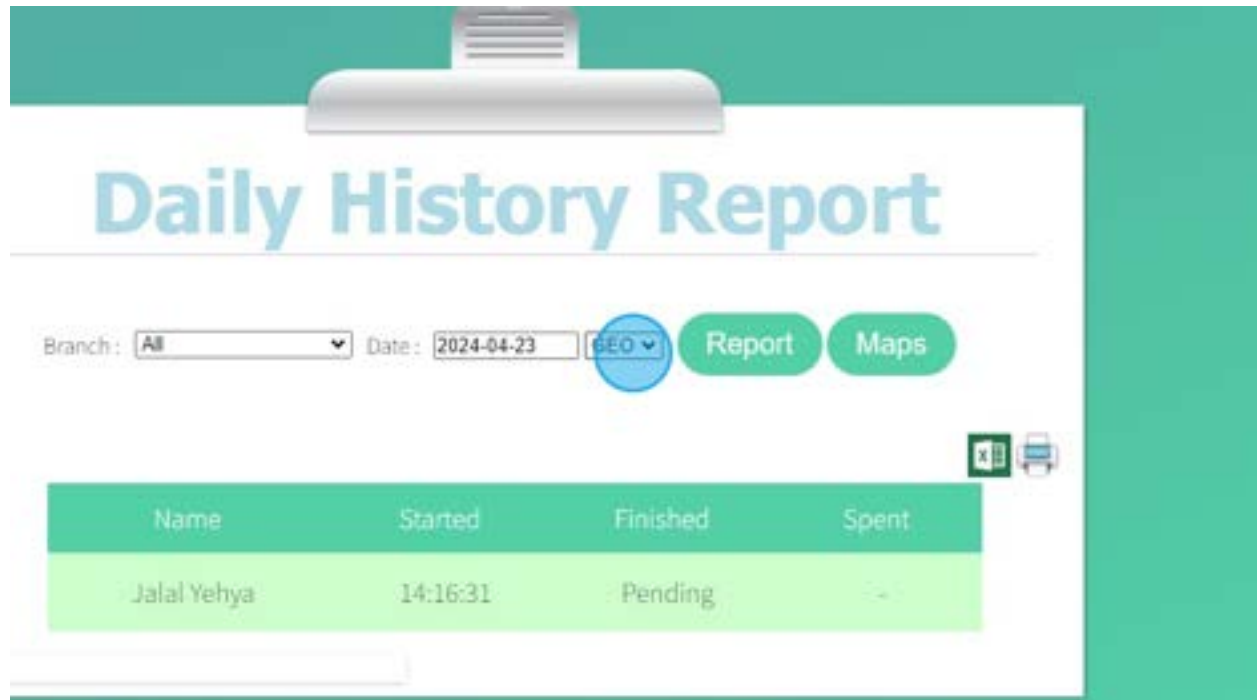
- Date: Choose specific date to see the history of all check in/out



5. Record Type: Choose Your Attendance Focus

- Geo Attendance: See check-ins made using the employee's device location.
- NFC/QR Attendance: See check-ins made by scanning the company NFC tag or QR code.
- Both: View all types of attendance data in one report.

Important Note: The default setting is "Geo". To see a full picture of your employee attendance, make sure to select "Both".



6. Click "Report"

What You'll See

- Employee Name
- Check-In Time
- Check-Out Time
- Time Worked

Daily History Report

: All Date: 2024-04-23 Both Report

Name	Started	Finished	Spent
Jalal Yehya	11:57:49	11:59:49	0H 2M
Jalal Yehya	11:59:59	14:06:41	2H 7M

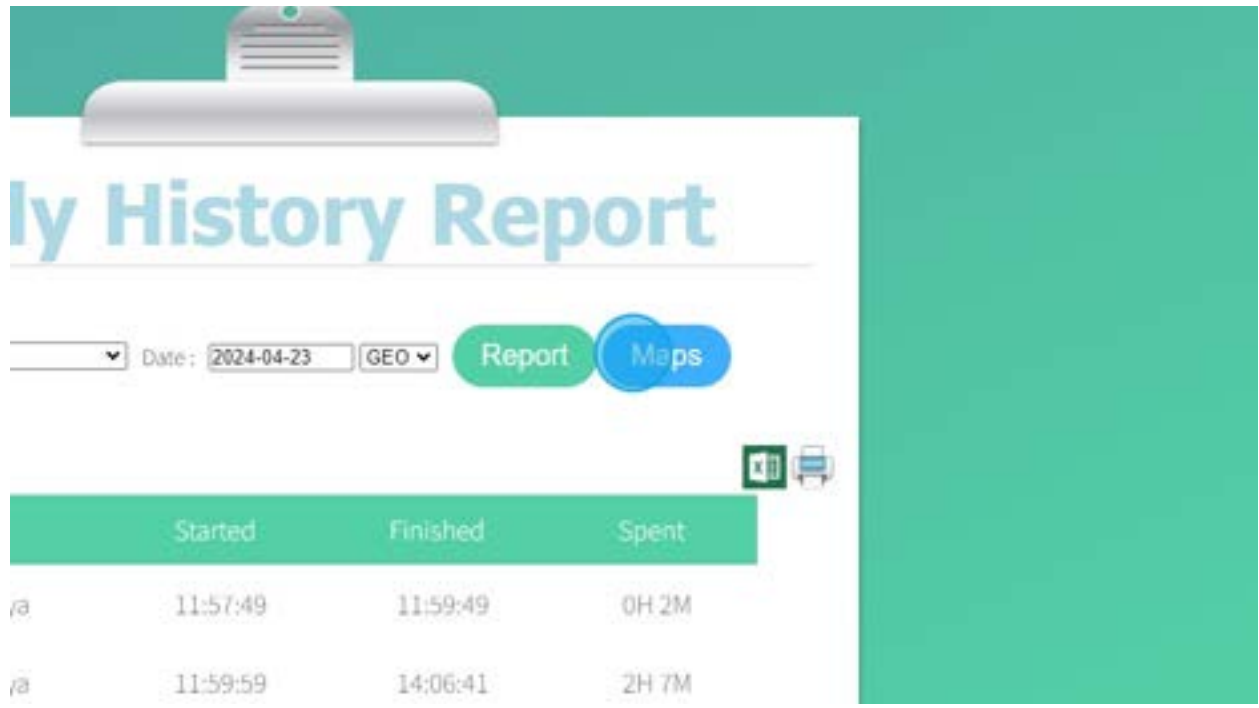
7. Change Record type to Geo

Daily History Report

Branch: All Date: 2024-04-23 Both Report

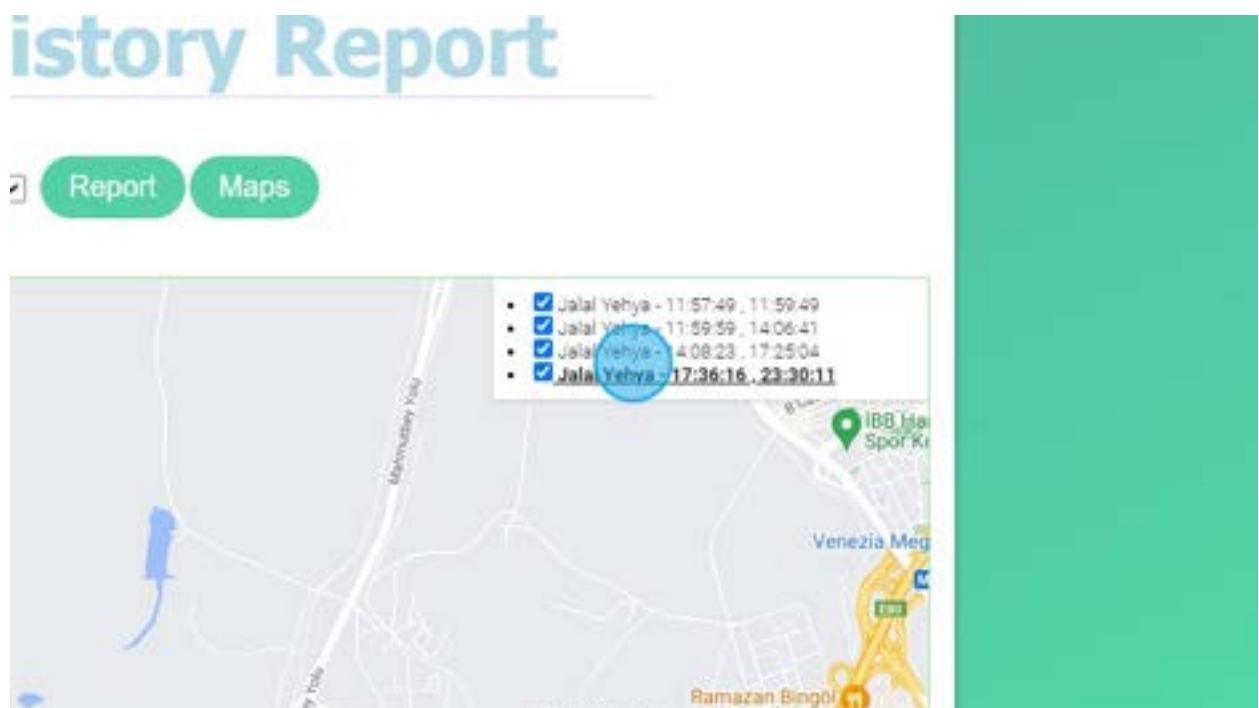
Name	Started	Finished	Spent
Jalal Yehya	11:57:49	11:59:49	0H 2M
Jalal Yehya	11:59:59	14:06:41	2H 7M

8. "Map" Button will appear (Geo records type only): Click this to see employee's check-in/out locations on a map.



9. You will see list of employee attendance.

Click on it, and you will locate on the map



10. Hover over a map pin for location name and time details



11. Click to export the list to an Excel file.

Started	Finished	Spent
11:57:49	11:59:49	0H 2M
11:59:59	14:06:41	2H 7M
14:07:53	14:08:01	0H 0M

12. Click to print the report.

History Report

By: 2024-04-23

Both ▾

Report

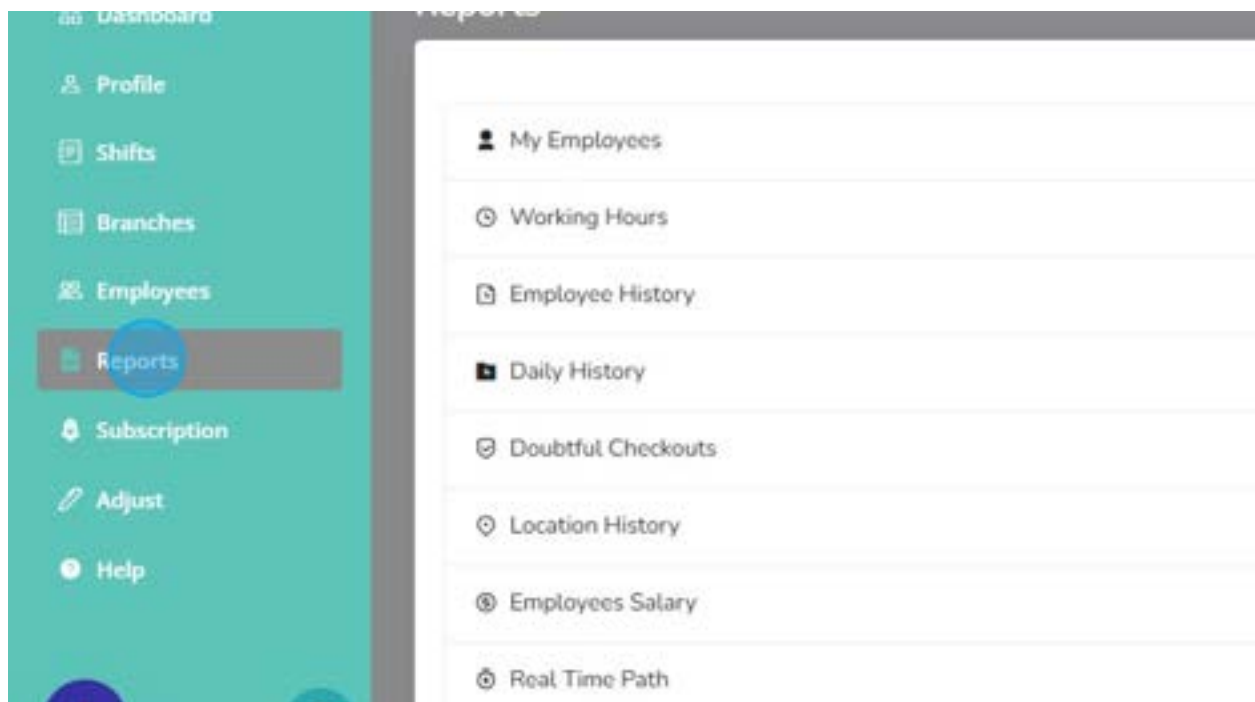


Started	Finished	Spent
11:57:49	11:59:49	0H 2M
11:59:59	14:06:41	2H 7M
14:07:53	14:08:01	0H 0M

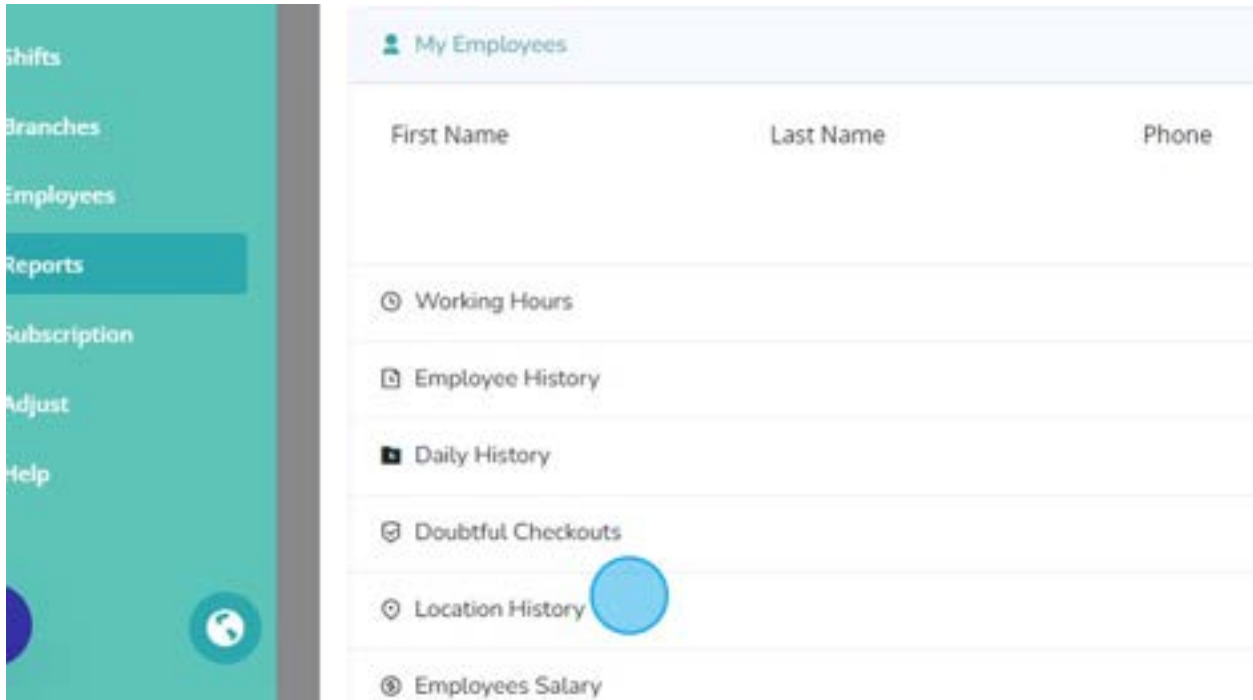
Generate Location History Report

This guide explains how to generate a location history report. It provides step-by-step instructions on setting filters, placing markers on a map, and getting the report. The report includes employee names, attendance dates and times, and can be exported to Excel or printed. It is a useful tool for tracking employee activity within a specific zone.

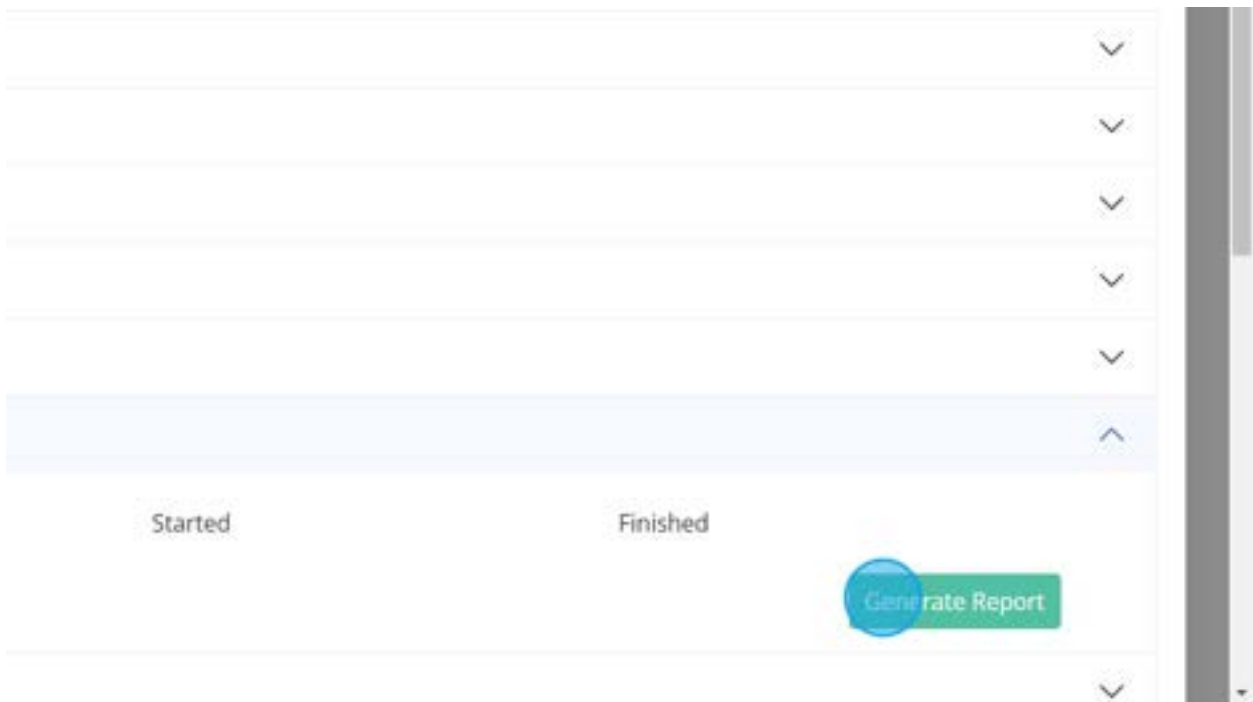
1. Click "Reports"



2. Click "Location History"



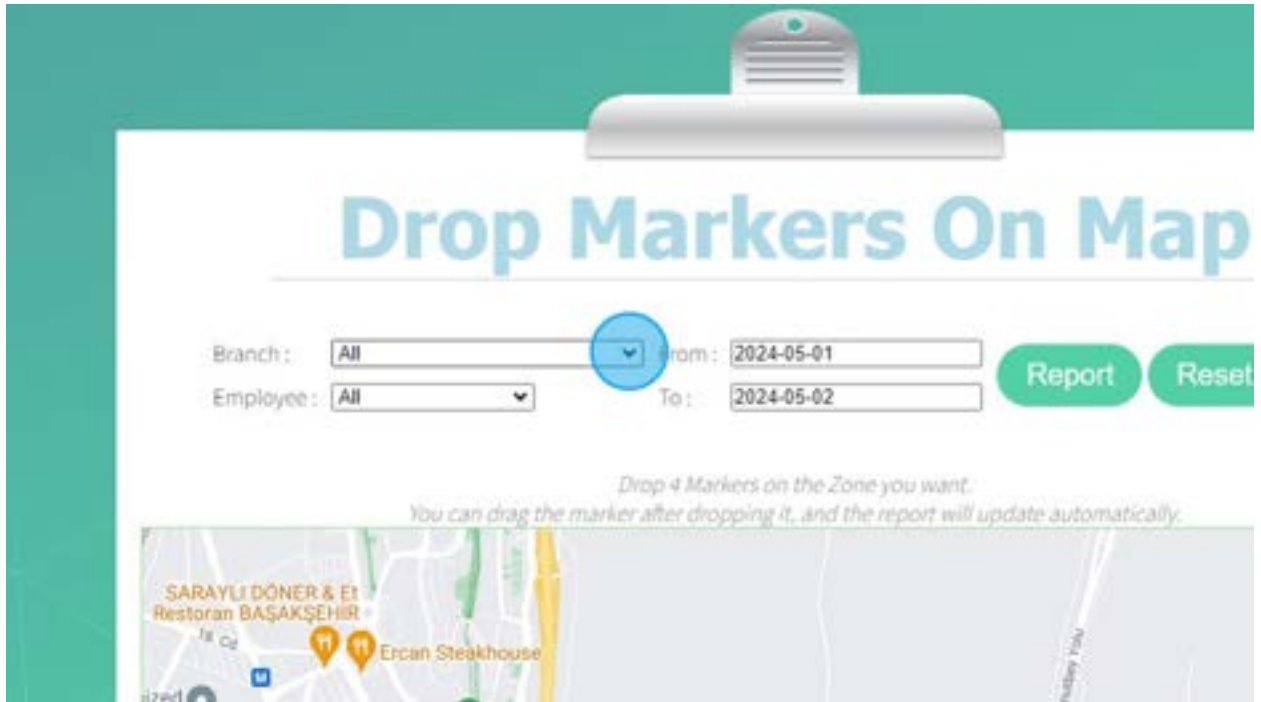
3. Click "Generate Report"



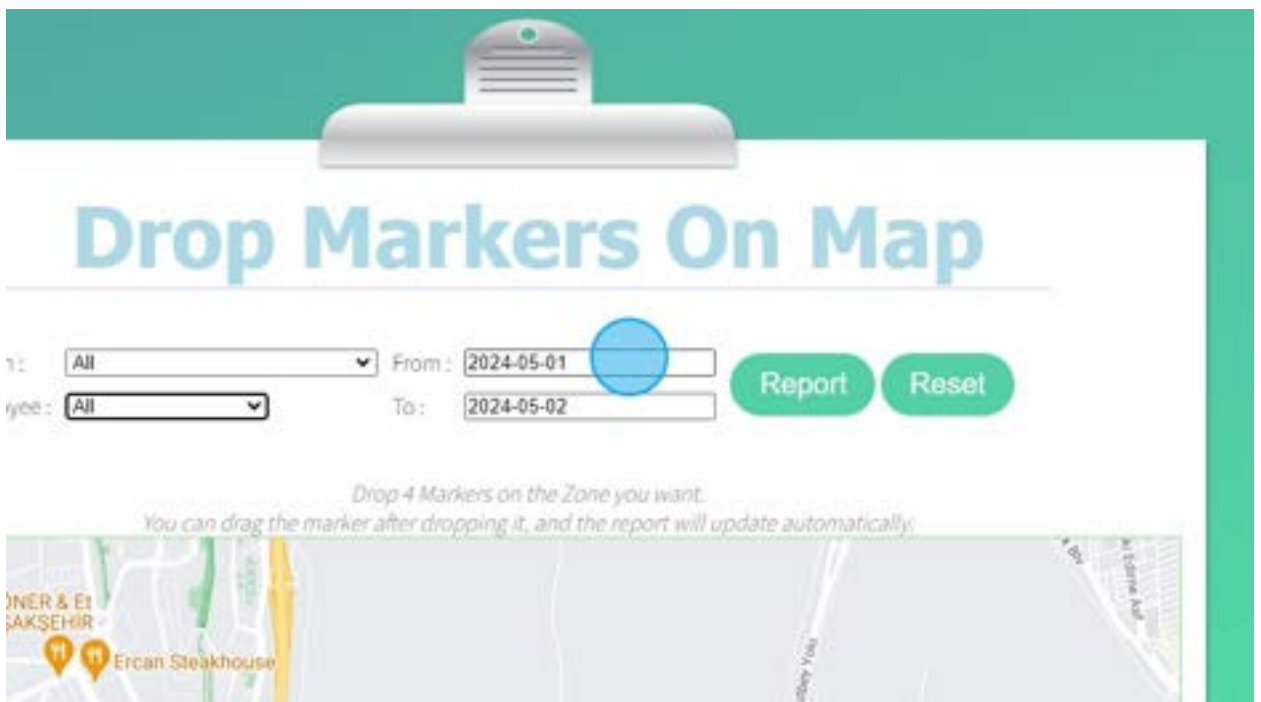
4. Set Your Filters:

- Branch: See data for one branch or all of them.

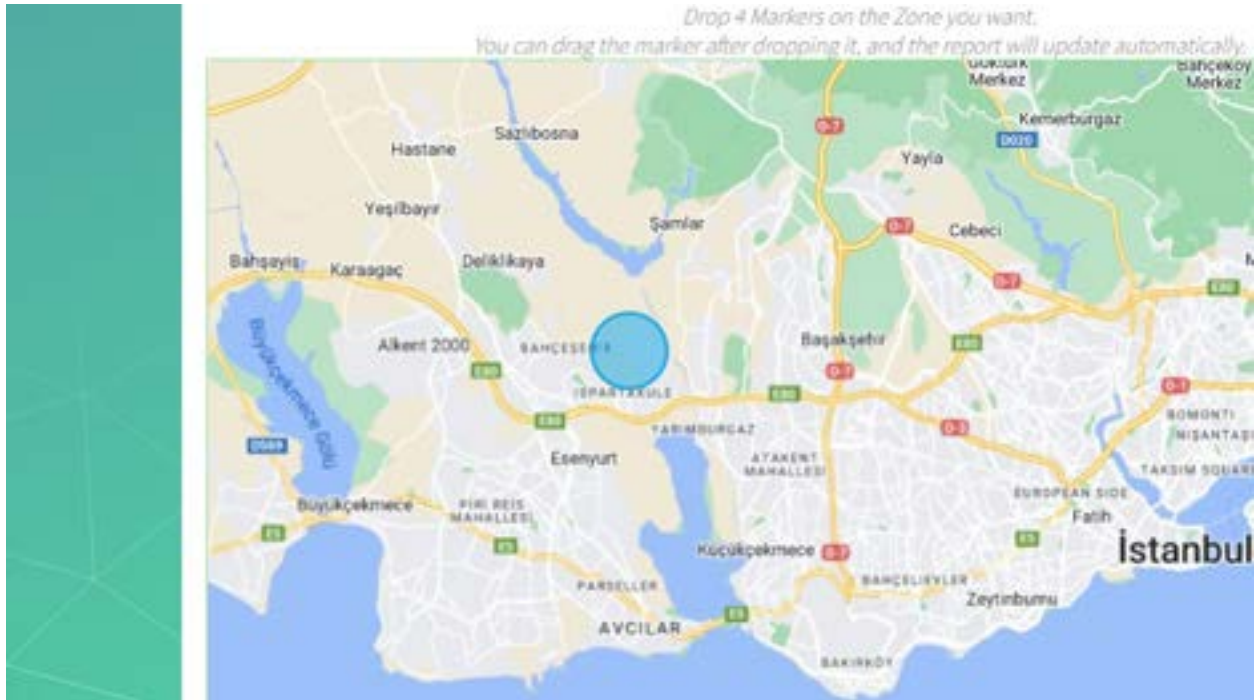
- Employee: Choose a specific employee or see everyone.



5. Date Range: Pick a start date and end date

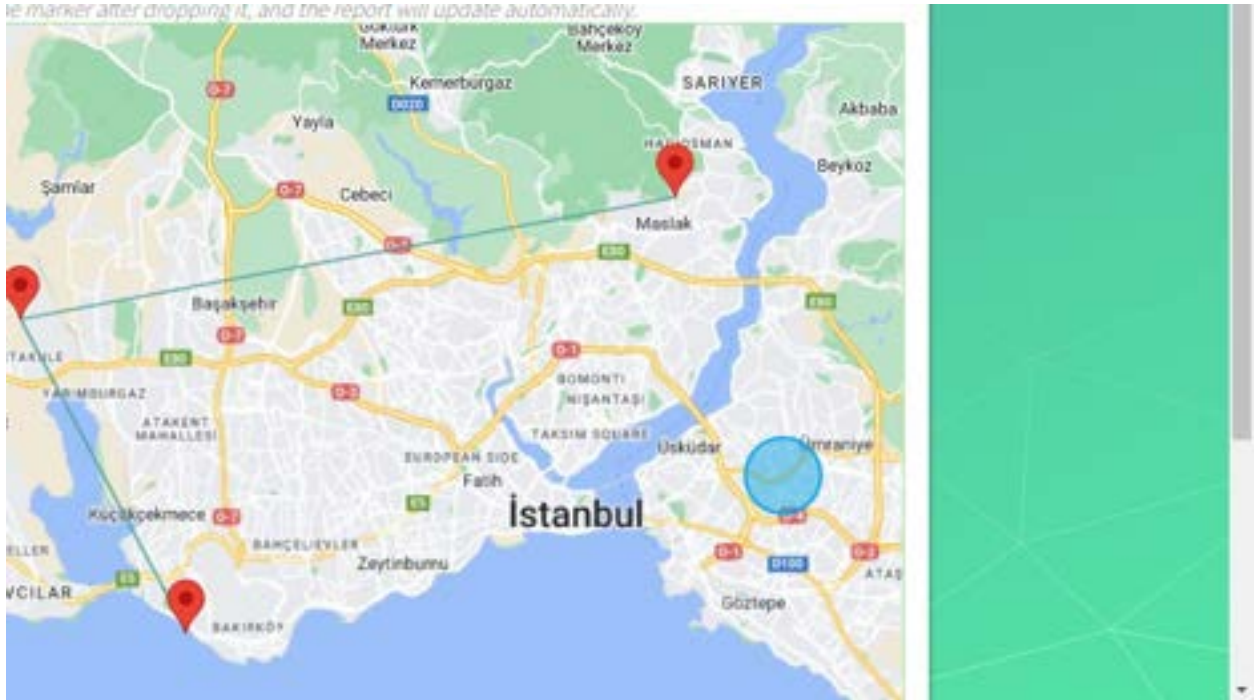


6. Place Your First Marker: Click on the map to drop the first marker.



7. Add More Markers: Continue clicking to add a total of four markers. These will outline your zone.

Adjust as Needed: You can drag and reposition any marker after you've placed it.



8. Getting Your Report

- **The Report Updates:** Each time you place or move a marker, your location history report will automatically update to show activity within that zone.

What the Report Includes

- **Employee Name:** See who worked within the zone you defined.
- **Start Attendance Date & Time:** When they checked in within the zone.
- **Finish Attendance Date & Time:** When they checked out within the zone.

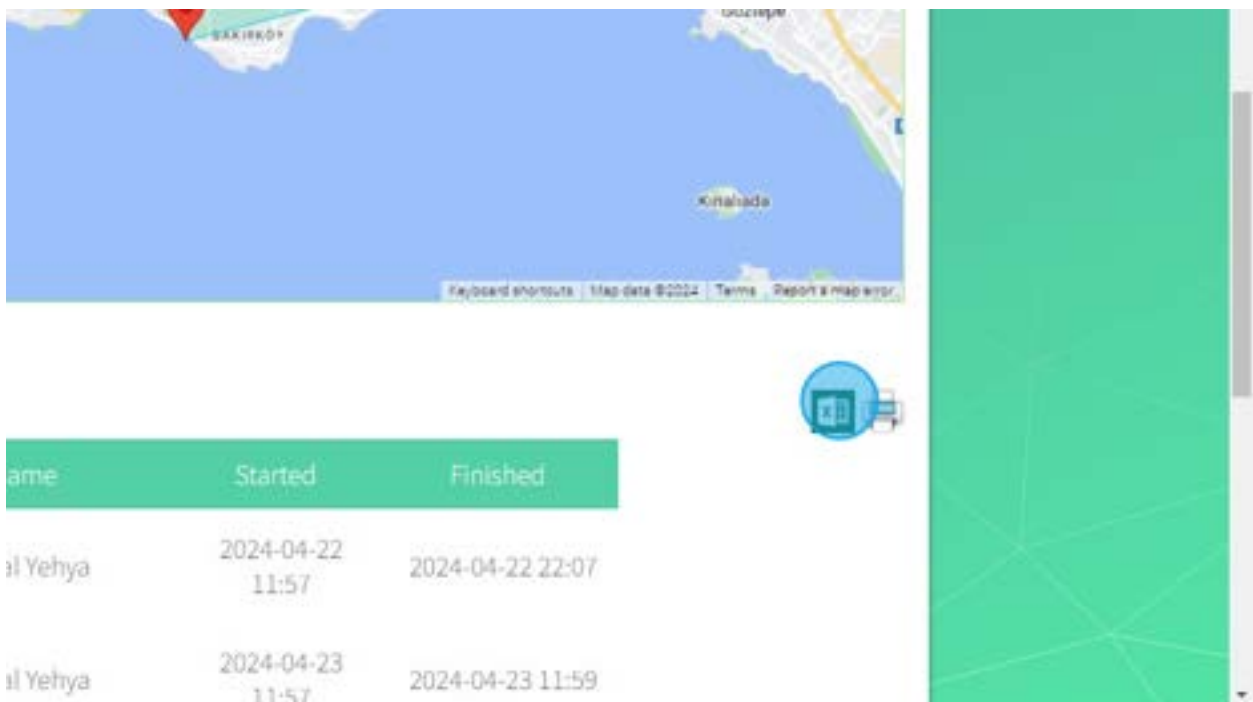


Name	Started	Finished
 Jalal Yehya	2024-04-22 11:57	2024-04-22 22:07
Jalal Yehya	2024-04-23 11:57	2024-04-23 11:59
Jalal Yehya	2024-04-23 11:59	2024-04-23 14:06
Jalal Yehya	2024-04-23 14:08	2024-04-23 17:25
Jalal Yehya	2024-04-23 17:36	2024-04-23 23:30
Jalal Yehya	2024-04-24	2024-04-26 13:46

9. If an employee is still checked in when you generate the report, the finish attendance will show as "Pending".

Jalal Yehya	2024-04-23 14:08	2024-04-23 17:25
Jalal Yehya	2024-04-23 17:36	2024-04-23 23:30
Jalal Yehya	2024-04-24 14:06	2024-04-26 13:56
Jalal Yehya	2024-04-26 14:16	2024-04-30 21:05
Sam Adbo	2024-04-26 15:07	2024-04-27 12:03
Sam Adbo	2024-04-27 12:03	Pending

10. Click to export the list to an Excel file.



Name	Started	Finished
Jalal Yehya	2024-04-22 11:57	2024-04-22 22:07
Jalal Yehya	2024-04-23 11:57	2024-04-23 11:59

11. Click to print the report.



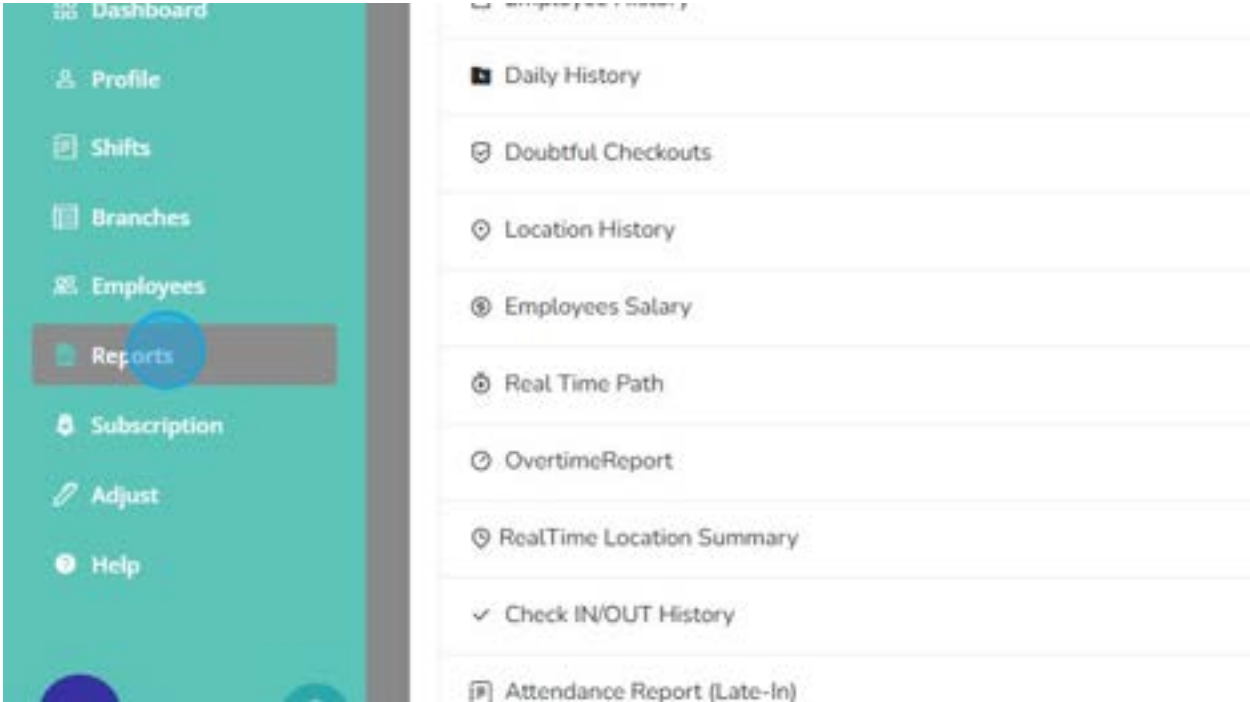
Name	Started	Finished
al Yehya	2024-04-22 11:57	2024-04-22 22:07
al Yehya	2024-04-23 11:57	2024-04-23 11:59



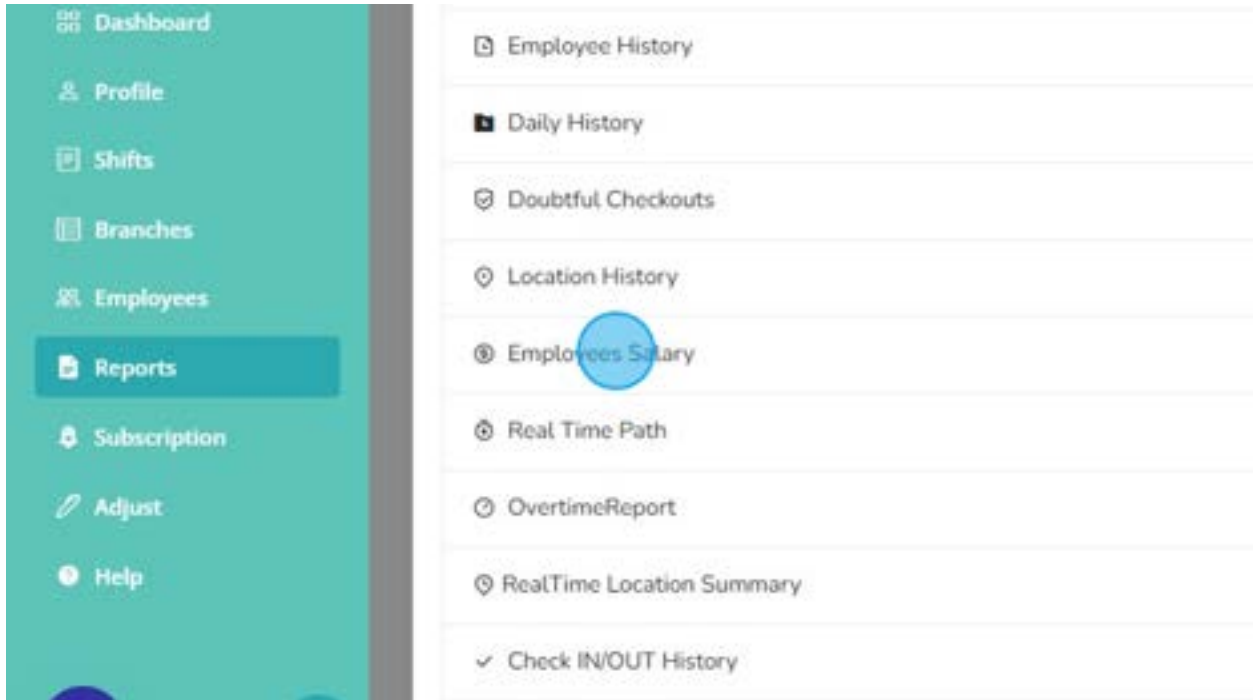
Generate Employees Salary Report

This step-by-step guide provides instructions on how to generate an employees' salary report. It includes details on setting filters, selecting date range, defining overtime rate, applying added hours, choosing calculation type, and excluding break hours. The guide also explains the information that will be included in the report, such as employee name, hourly wage, working hours, overtime hours, basic salary, overtime salary, and total salary. Additionally, it provides an option to export the report to an Excel file.

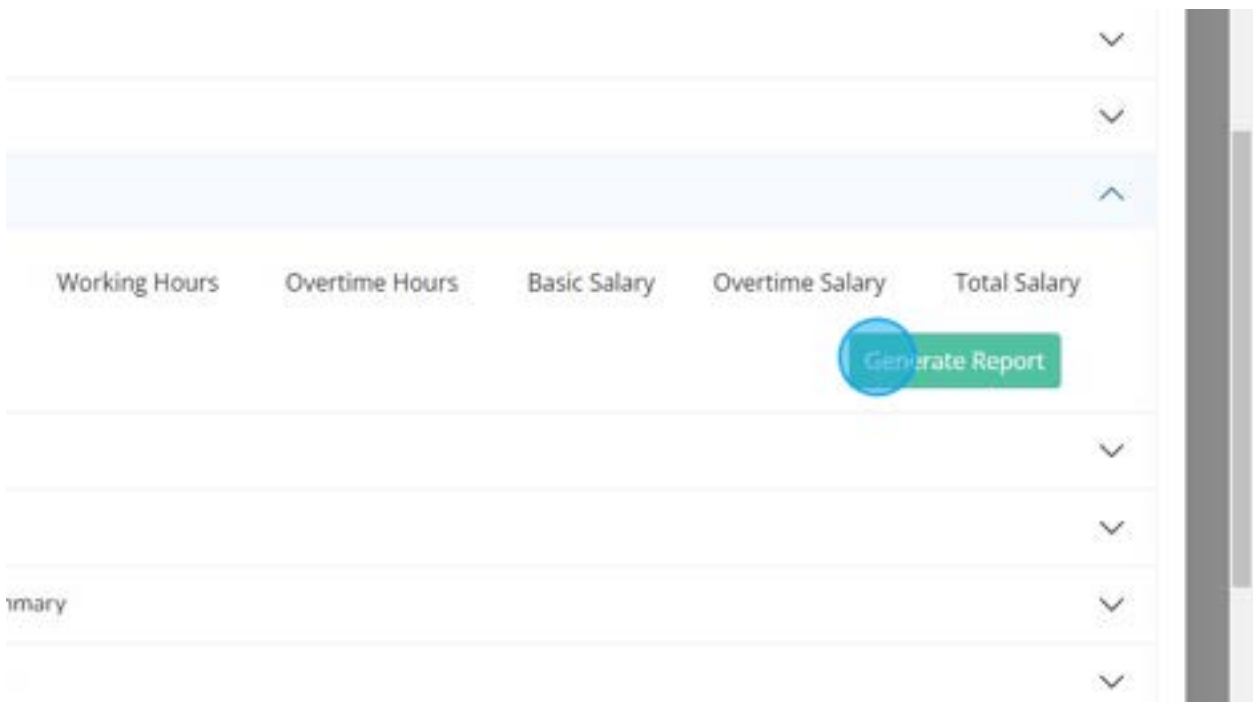
1. Click "Reports"



2. Click "Employees Salary"



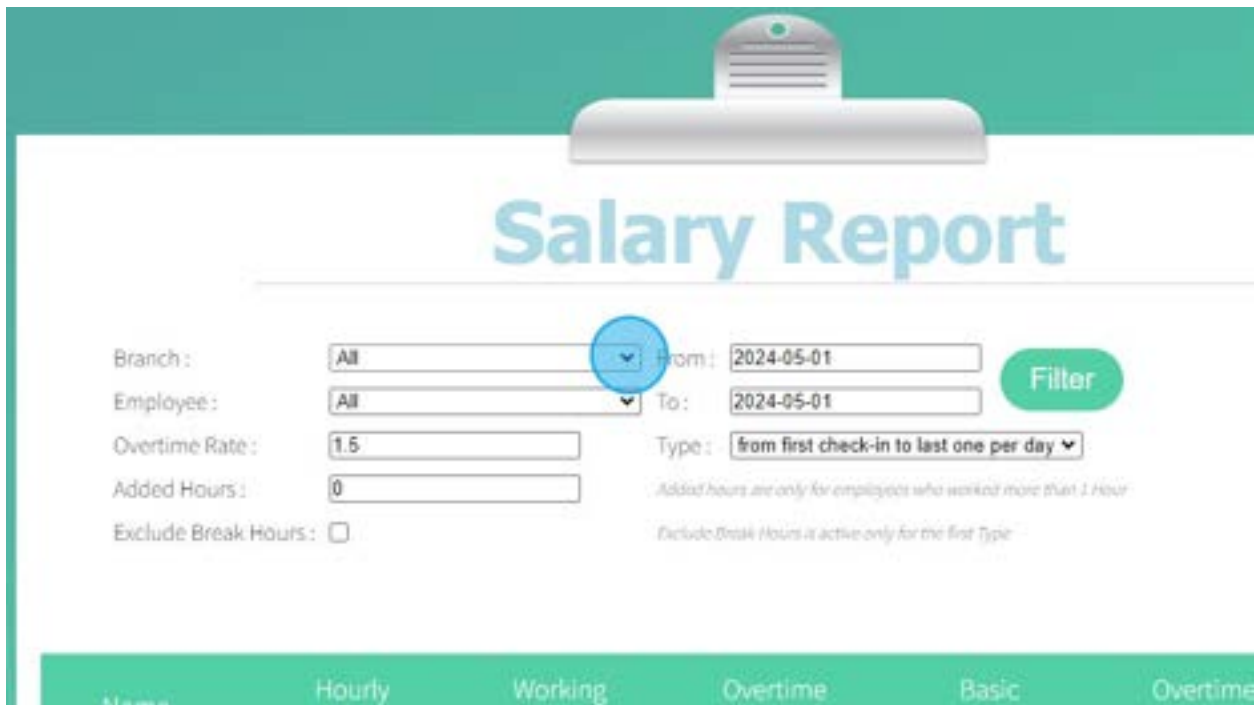
3. Click "Generate Report"



4. Set Your Filters:

- Branch: See data for one branch or all of them.

- Employee: Choose a specific employee or see everyone.



Salary Report

Branch: From:

Employee: To:

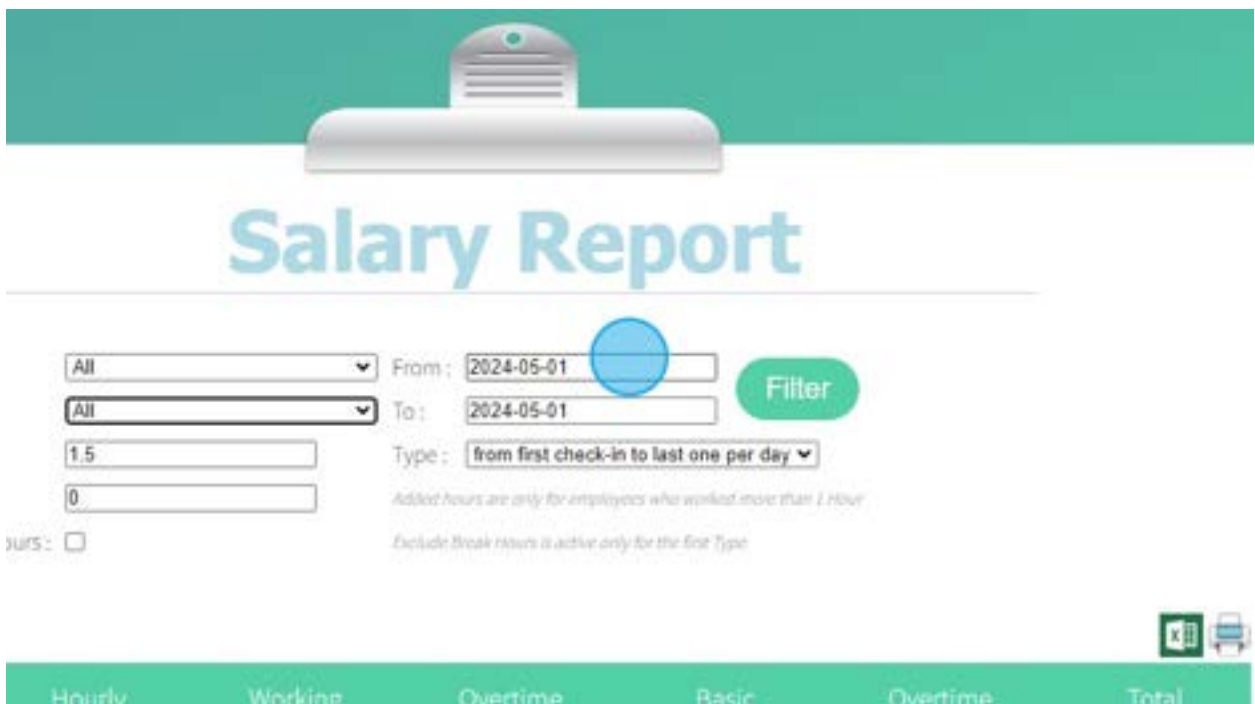
Overtime Rate: Type:

Added Hours: Added hours are only for employees who worked more than 1 hour

Exclude Break Hours: Exclude Break Hours is active only for the first Type

Name	Hourly	Working	Overtime	Basic	Overtime
------	--------	---------	----------	-------	----------

5. Date Range: Pick a start date and end date



Salary Report

From:

To:

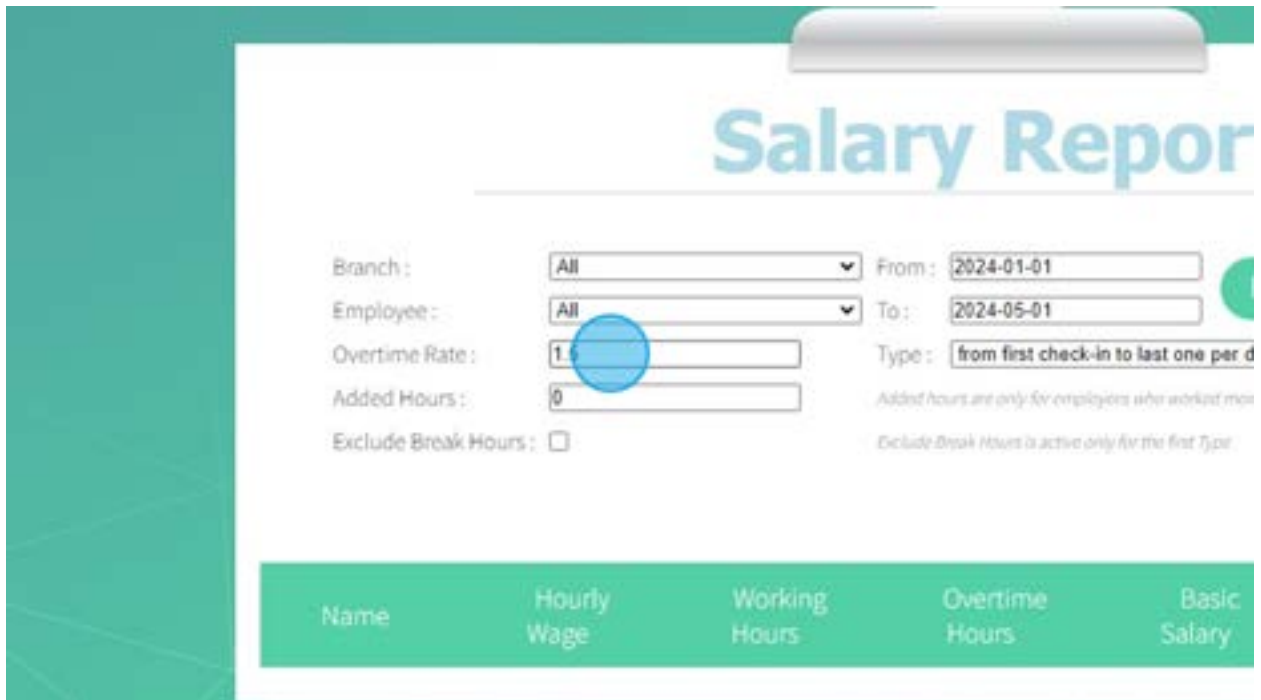
Type:

Added hours are only for employees who worked more than 1 hour

Exclude Break Hours: Exclude Break Hours is active only for the first Type

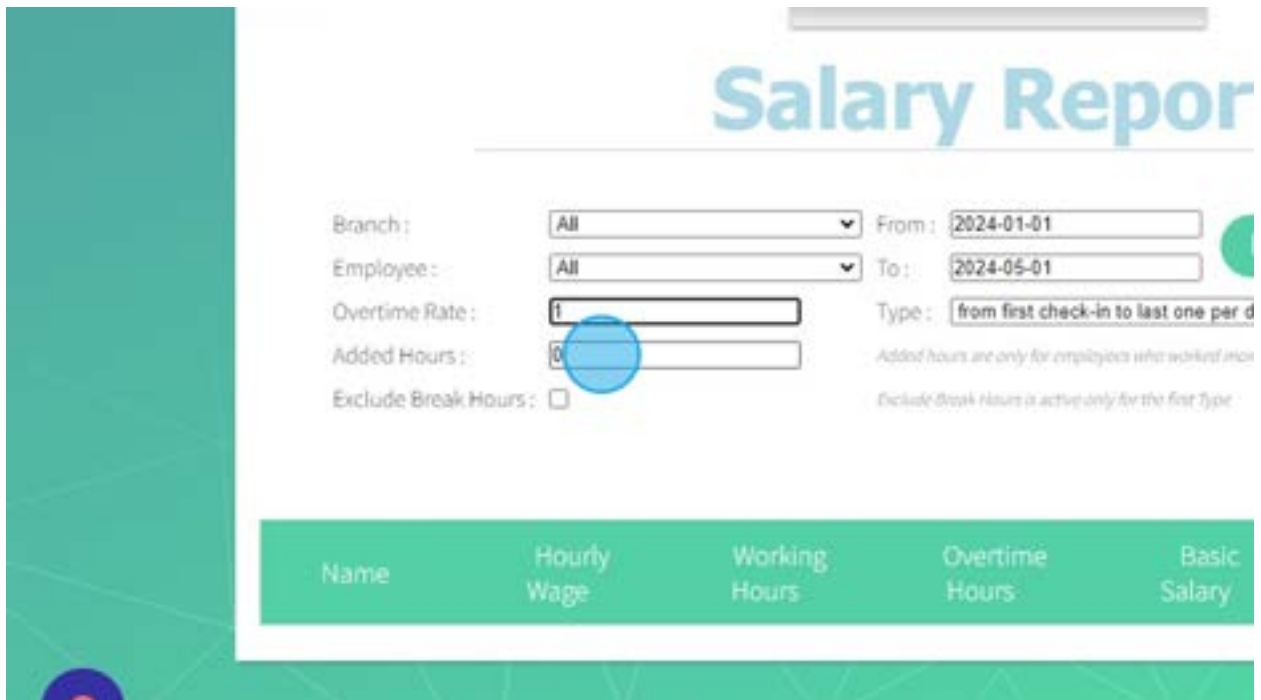
Hourly	Working	Overtime	Basic	Overtime	Total
--------	---------	----------	-------	----------	-------

6. Overtime Rate: Define how much each extra hour is worth (default is 1.5 times the normal hourly rate).



The screenshot shows the 'Salary Report' form. The 'Overtime Rate' field is highlighted with a blue circle and contains the value '1.5'. Other fields include 'Branch' (All), 'Employee' (All), 'From' (2024-01-01), 'To' (2024-05-01), 'Type' (from first check-in to last one per d), 'Added Hours' (0), and 'Exclude Break Hours' (checkbox). Below the form is a table header with columns: Name, Hourly Wage, Working Hours, Overtime Hours, and Basic Salary.

7. Added Hours: Apply a set number of extra hours to everyone on the report (optional).



The screenshot shows the 'Salary Report' form. The 'Added Hours' field is highlighted with a blue circle and contains the value '0'. Other fields include 'Branch' (All), 'Employee' (All), 'From' (2024-01-01), 'To' (2024-05-01), 'Type' (from first check-in to last one per d), 'Overtime Rate' (1), and 'Exclude Break Hours' (checkbox). Below the form is a table header with columns: Name, Hourly Wage, Working Hours, Overtime Hours, and Basic Salary.

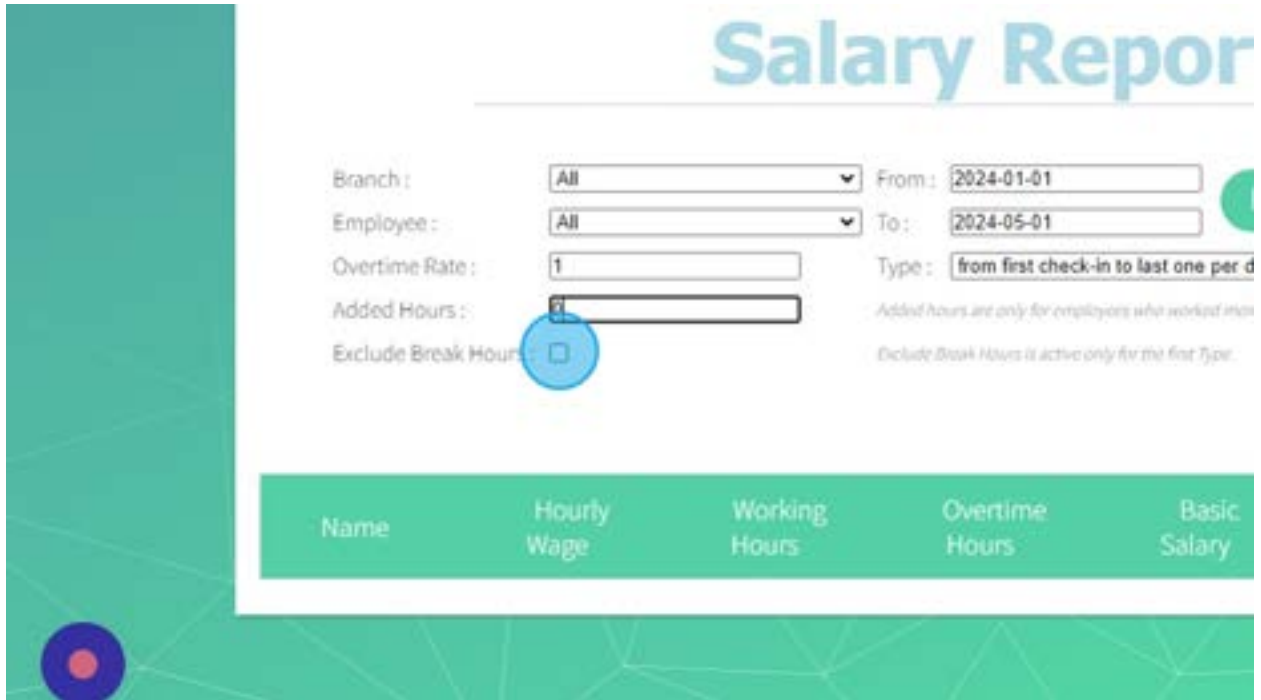
8. Type: Choose how to calculate hours:

- "First Check-In to Last per Day": Counts all hours worked, even across multiple check-ins/outs.
- "Time Between Each Check-In/Out": Only counts hours in a single check-in/out period.

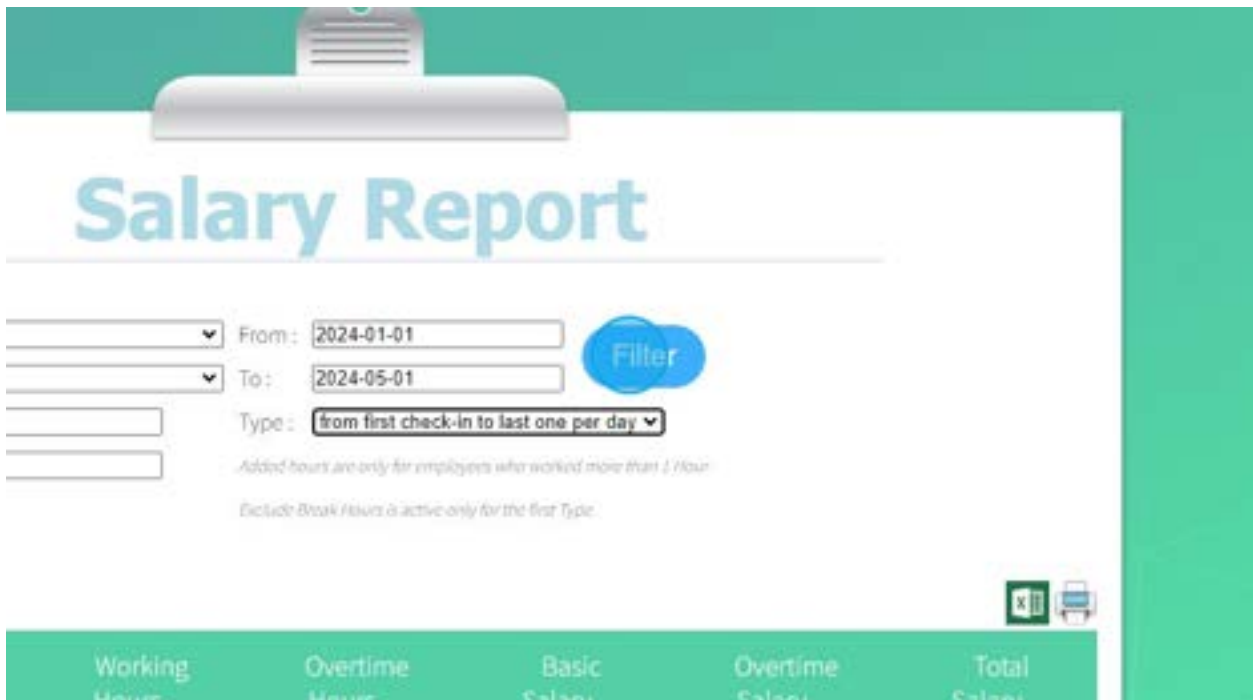
The screenshot shows a "Salary Report" interface with the following elements:

- Title:** "Salary Report" in large blue font.
- Filters:** A "Filter" button in a green circle. Below it, a "Type:" dropdown menu is set to "from first check-in to last one per day", which is highlighted with a blue circle.
- Dates:** "From:" is set to "2024-01-01" and "To:" is set to "2024-05-01".
- Text:** "Added hours are only for employees who worked more than 1 hour" and "Exclude Break Hours is active only for the first type".
- Export/Print:** Icons for Excel and Print.
- Table Header:** A green bar with white text containing the following columns: "Working Hours", "Overtime Hours", "Basic Salary", "Overtime Salary", and "Total Salary".

9. Exclude Break Hours? (Only available with the "First to Last" calculation type).



10. Click "Filter" to create your report.



11. What You'll See

- Employee Name

- Hourly Wage
- Working Hours (Regular)
- Overtime Hours
- Basic Salary (Regular hours x Hourly Wage)
- Overtime Salary (Overtime Hours x Overtime Rate x Hourly Wage)
- Total Salary (Basic + Overtime)

Branch: From:

Employee: To:

Overtime Rate: Type:

Added Hours: Added hours are only for employees who worked more.

Exclude Break Hours: Exclude Break Hours is active only for the first Type

Name	Hourly Wage	Working Hours	Overtime Hours	Basic Salary
Jalal Yehya	250.00	704:00	118:32	176000.00
Sam Adbo	80.00	20:57	00:00	1674.67

12. Click to export the list to an Excel file.

Type:

Added hours are only for employees who worked more than 1 hour
 Exclude Break Hours is active only for the first Type

Working hours	Overtime Hours	Basic Salary	Overtime Salary	Total Salary
14:00	113:11	176000.00	28295.00	204295.00
0:57	00:00	1674.67	0.00	1674.67

13. Click to print the report.

Type:

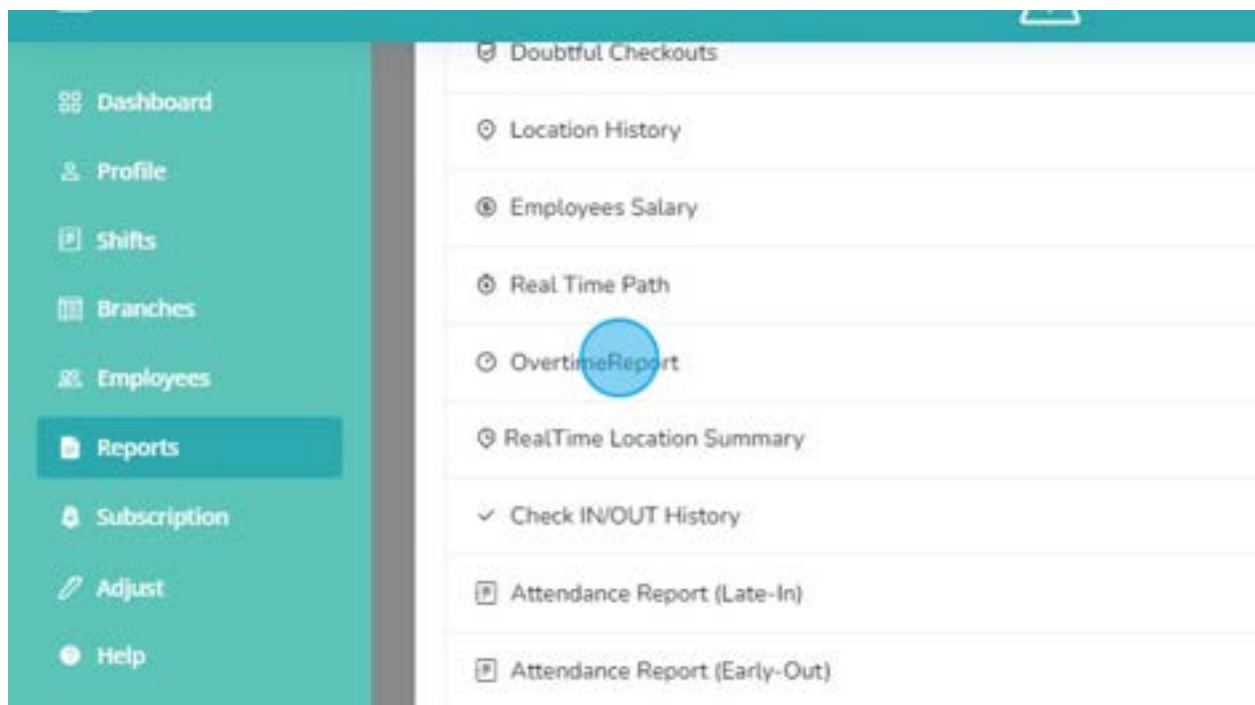
Added hours are only for employees who worked more than 1 hour
 Exclude Break Hours is active only for the first Type

Working hours	Overtime Hours	Basic Salary	Overtime Salary	Total Salary
14:00	113:11	176000.00	28295.00	204295.00
0:57	00:00	1674.67	0.00	1674.67

Generate Overtime Report

This guide provides step-by-step instructions on how to generate an overtime report. It explains how to set filters for branches, employees, overtime rate, date range, and calculation type. The guide also mentions the option to exclude break hours and highlights the information included in the report, such as employee name, overtime hours, and overtime salary. It concludes by mentioning the ability to export the report to an Excel file.

1. Go to Report center, Click "Overtime Report"



2. Click "Generate Report"

	▼
	▼
	▲
Overtime Salary	
Generate Report	
	▼
	▼
	▼
	▼

3. Set Your Filters:

- Branch: See data for one branch or all of them.
- Employee: Choose a specific employee or see everyone.

Overtime Report

Branch: From: [Filter](#)

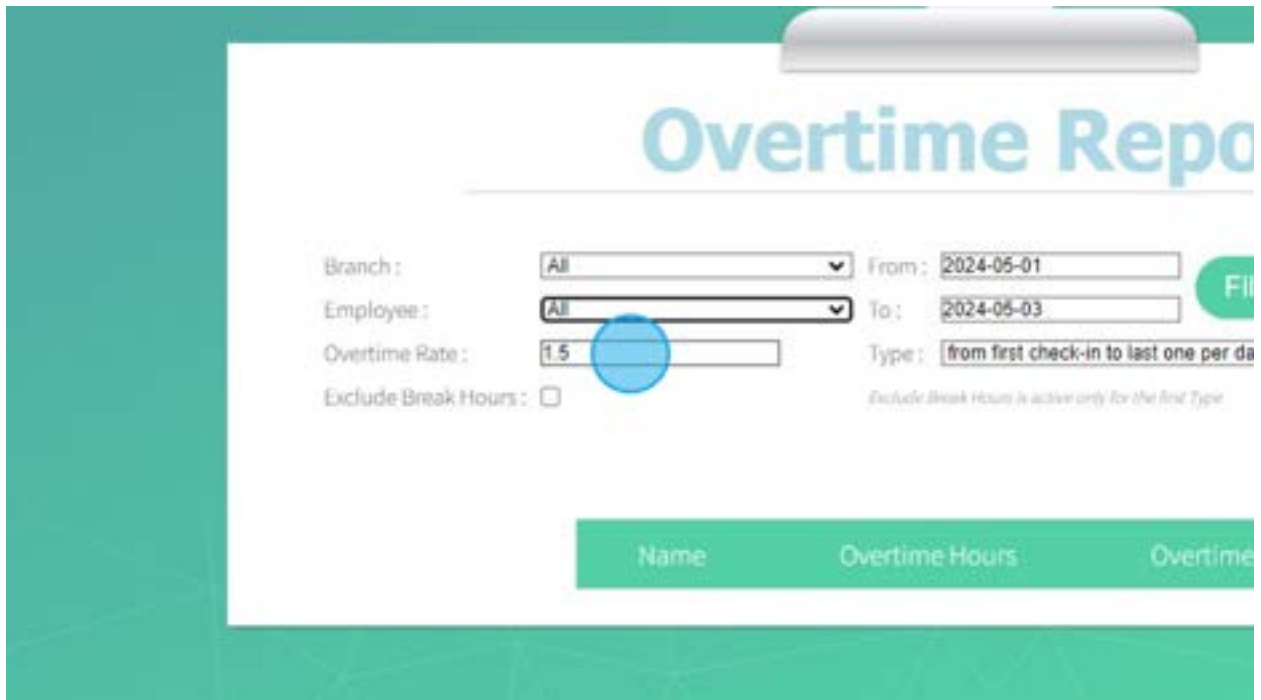
Employee: To:

Overtime Rate: Type:

Exclude Break Hours: Exclude Break Hours & active only for the first Type


Name	Overtime Hours	Overtime Salary
------	----------------	-----------------

4. Overtime Rate: Define how much each extra hour is worth (default is 1.5 times the normal hourly rate).



The screenshot shows the 'Overtime Report' form. The 'Overtime Rate' field is highlighted with a blue circle and contains the value '1.5'. Other fields include 'Branch' (All), 'Employee' (All), 'From' (2024-05-01), 'To' (2024-05-03), and 'Type' (from first check-in to last one per day). A 'Filter' button is visible on the right. Below the form is a table header with columns: Name, Overtime Hours, and Overtime.

5. Date Range: Pick a start date and end date



The screenshot shows the 'Overtime Report' form. The 'From' date field is highlighted with a blue circle and contains the value '2024-05-01'. Other fields include 'Branch' (All), 'Employee' (All), 'To' (2024-05-03), 'Type' (from first check-in to last one per day), and 'Overtime Rate' (1.5). A 'Filter' button is visible on the right. Below the form is a table header with columns: Name, Overtime Hours, and Overtime Salary.

6. Type: Choose how to calculate hours:

- "First Check-In to Last per Day": Counts all hours worked, even across multiple check-ins/outs.
- "Time Between Each Check-In/Out": Only counts hours in a single check-in/out period.

Exclude Break Hours? (Only available with the "First to Last" calculation type)

Branch: All From: 2024-01-01

Employee: All To: 2024-05-03

Overtime Rate: 1.5 Type: from first check-in to last one per day

Exclude Break Hours:

Name	Overtime Hours	Overtime Salary
------	----------------	-----------------

7. Click "Filter" to create your report.

What You'll See

- Employee Name
- Overtime Hours
- Overtime Salary (Overtime Hours x Overtime Rate x Hourly Wage)

Overtime Report

From: 2024-01-01 To: 2024-05-03 Type: from first check-in to last one per day

Filter

Exclude Break Hours is active only for the first Type

Excel Print

Name	Overtime Hours	Overtime Salary
------	----------------	-----------------

8. Click to export the list to an Excel file.

Overtime Report

From: 2024-01-01 To: 2024-05-03 Type: from first check-in to last one per day

Filter

Exclude Break Hours is active only for the first Type

Excel Print

Overtime Hours	Overtime Salary
102:32	38445.00
00:00	0.00

9. Click to print the report.

Time Report

] From:

] To:

Filter

Type:

Exclude Break Hours is active only for the first Type.

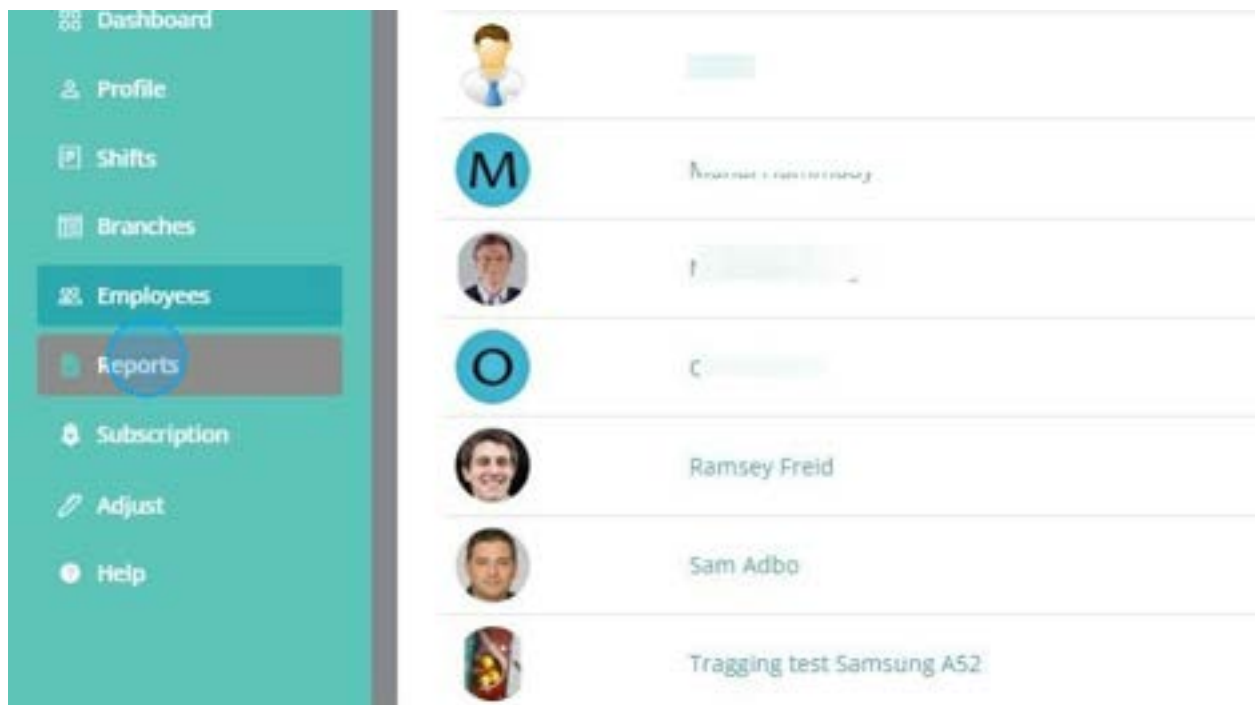


Overtime Hours	Overtime Salary
102:32	38445,00
00:00	0,00

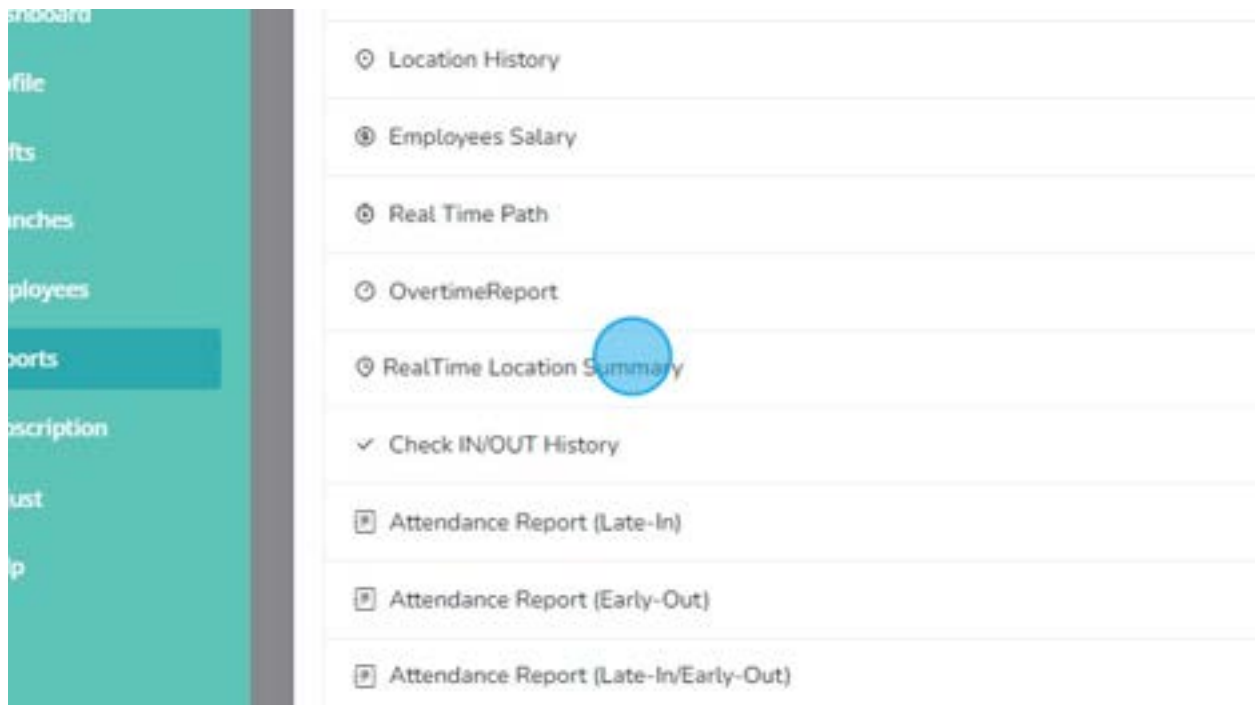
Generate Real Time Location Summary List Report

This guide provides step-by-step instructions on how to generate a real-time location summary list report. It explains how to customize the report by selecting branches, employees, minimum accuracy, and a specific date. The report includes details such as latitude and longitude, map location, address, arrival time, and time spent at each location. Additionally, the guide offers options to export the list to an Excel file or print the report. If you need to track employee locations and analyze their movements, this guide will help you generate a comprehensive and customizable report.

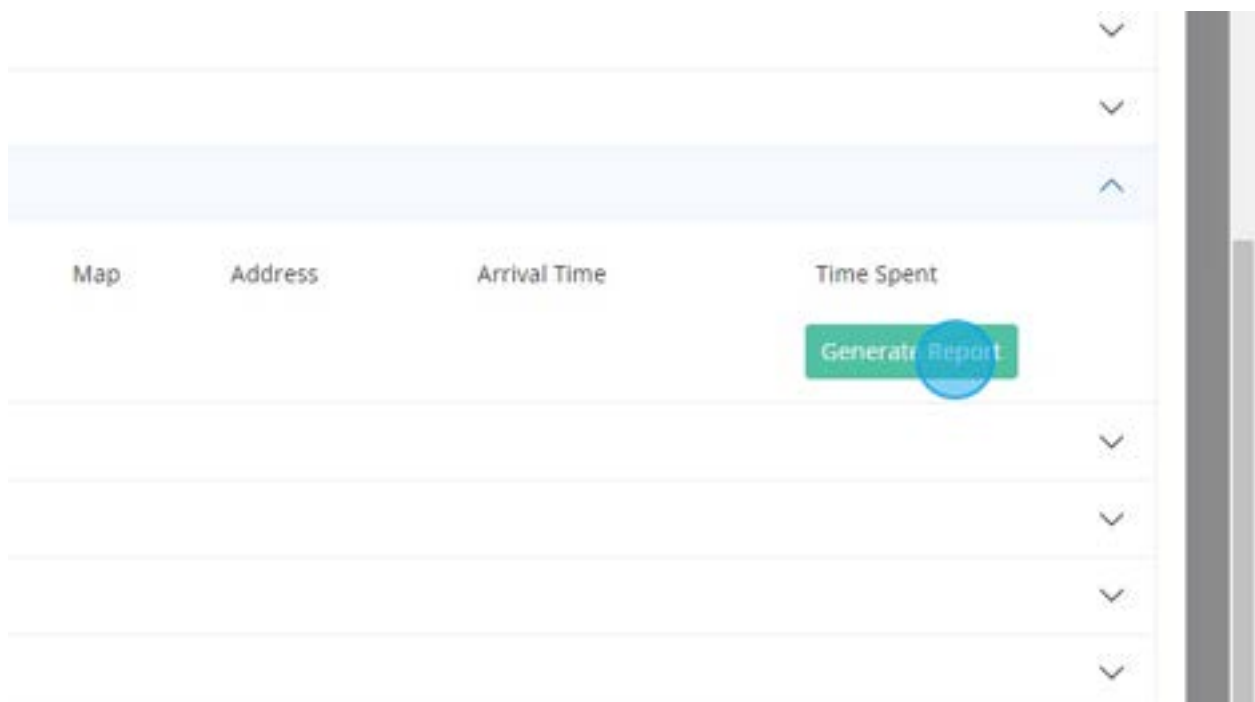
1. Click "Reports"



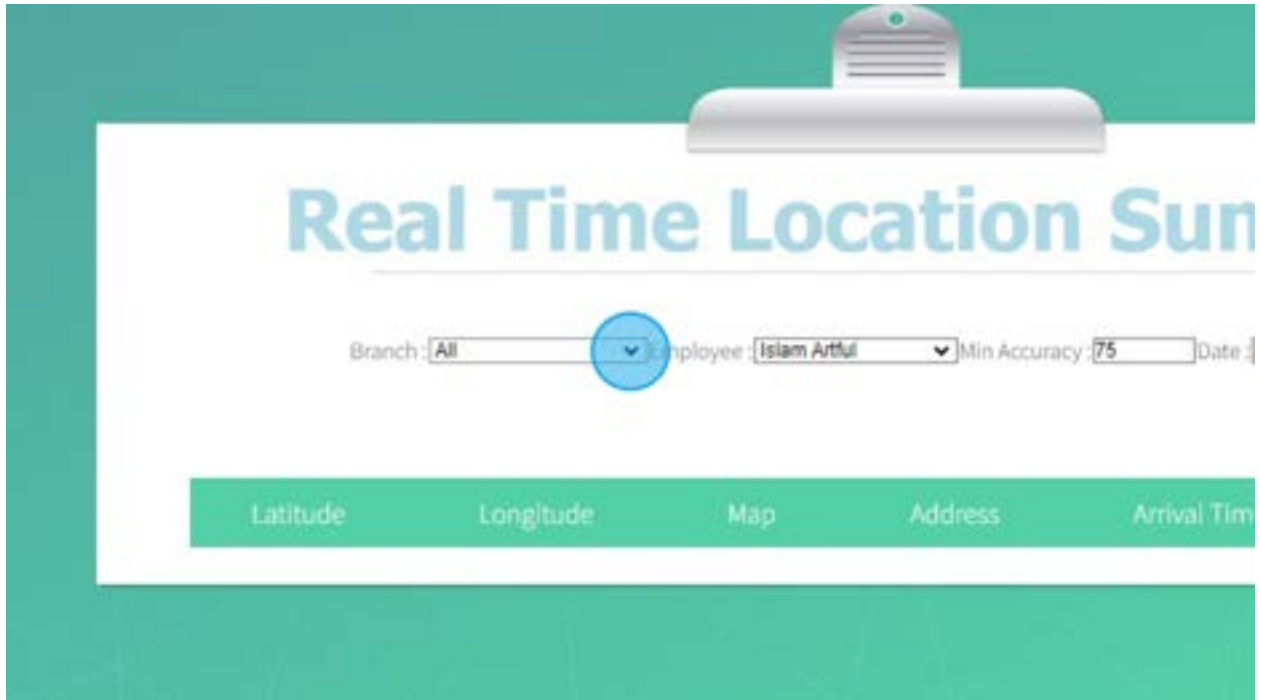
2. Click "RealTime Location Summary"



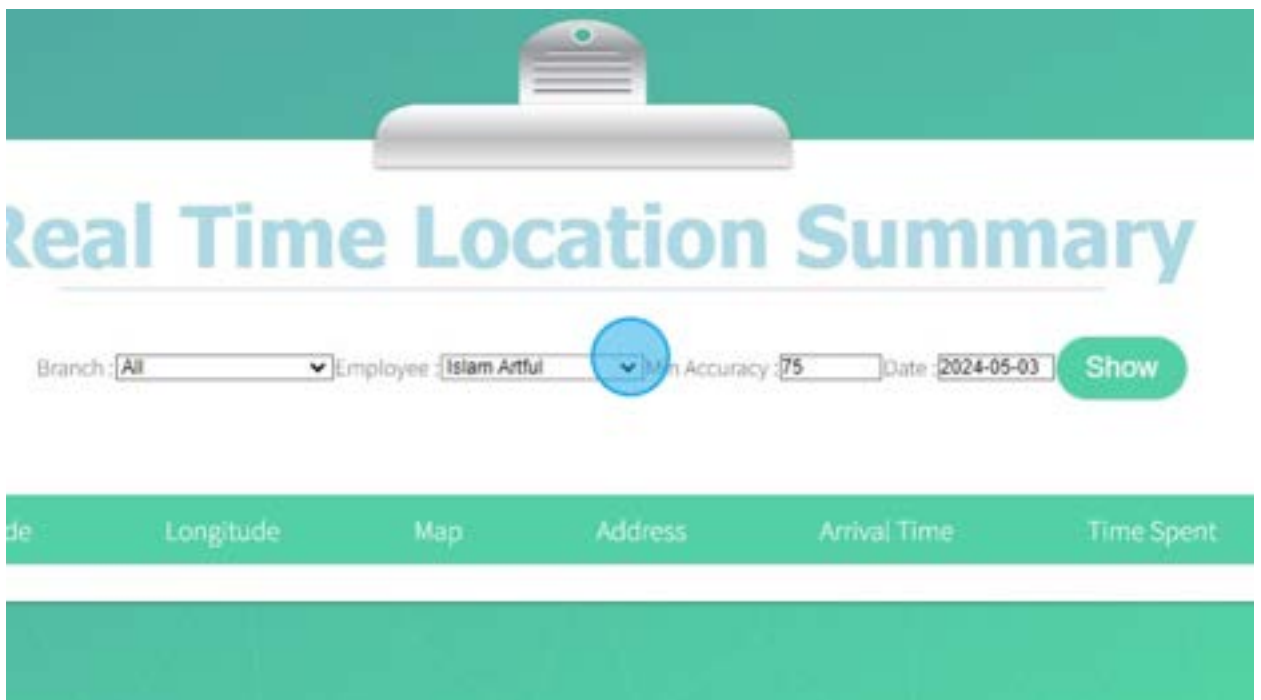
3. Click "Generate Report"



4. Choose a Branch: See one branch or all.



5. Select an Employee: This report tracks a single employee.



6. Minimum Accuracy: Set the minimum location accuracy you want to see. Less accurate locations will be merged with others for better clarity.

Time Location Summary

Employee: Jalal Yehya | Min Accuracy: 75 | Date: 2024-05-03 | **Show**

Latitude	Map	Address	Arrival Time	Time Spent
.0637		Dahr el Mghara	2024-05-03 09:11:21	02:22:05

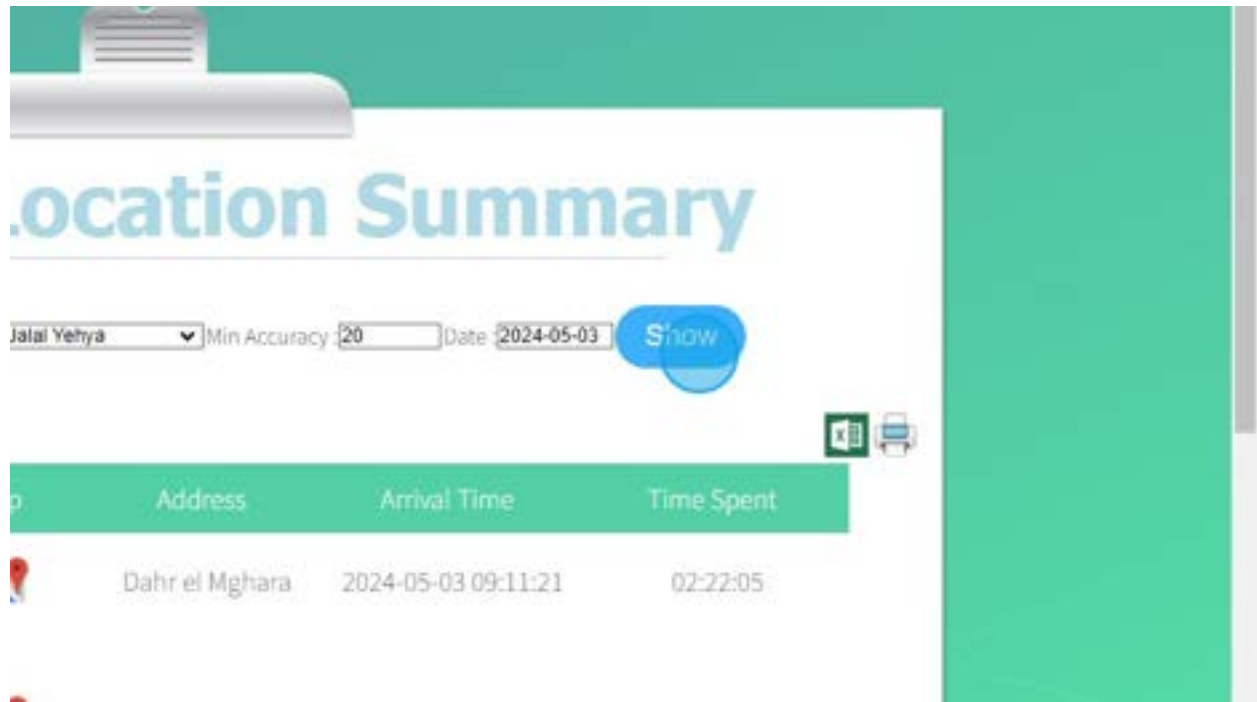
7. Choose a Date: This report focuses on a single day.

Time Location Summary

Employee: Jalal Yehya | Min Accuracy: 50 | Date: 2024-05-03 | **Show**



Map	Address	Arrival Time	Time Spent
	Dahr el Mghara	2024-05-03 09:11:21	02:22:05

8. Click 'Show' to Generate Your Report



9. What You'll See



- **Latitude and Longitude:** Exact coordinates of the location.
- **Map:** Click to see the location on Google Maps.
- **Address:** The place name as listed on Google Maps.
- **Arrival Time:** When the employee arrived at the location.
- **Time Spent:** How long the employee stayed at that location.



34.3898	36.0439		El Hazmiye	2024-05-03 11:58:14	00:01:4
34.3916	36.0393		Mathanet Qattine	2024-05-03 11:59:58	00:00:3
34.3943	36.0371		Quadi er Raml	2024-05-03 12:00:30	00:01:0
34.3979	36.034		Qraine	2024-05-03 12:01:34	00:02:4
34.4013	36.0276		Nahr el Qattine	2024-05-03 12:04:14	00:27:3

10. Click to export the list to an Excel file.

Location Summary

Jalal Yehya
Min Accuracy: 20
Date: 2024-05-03
Show

ID	Address	Arrival Time	Time Spent
	Dahr el Mghara	2024-05-03 09:11:21	02:22:05
	Dahr es Seyar	2024-05-03 11:33:26	00:04:48

11. Click to print the report.

Location Summary

Jalal Yehya Min Accuracy: Date:

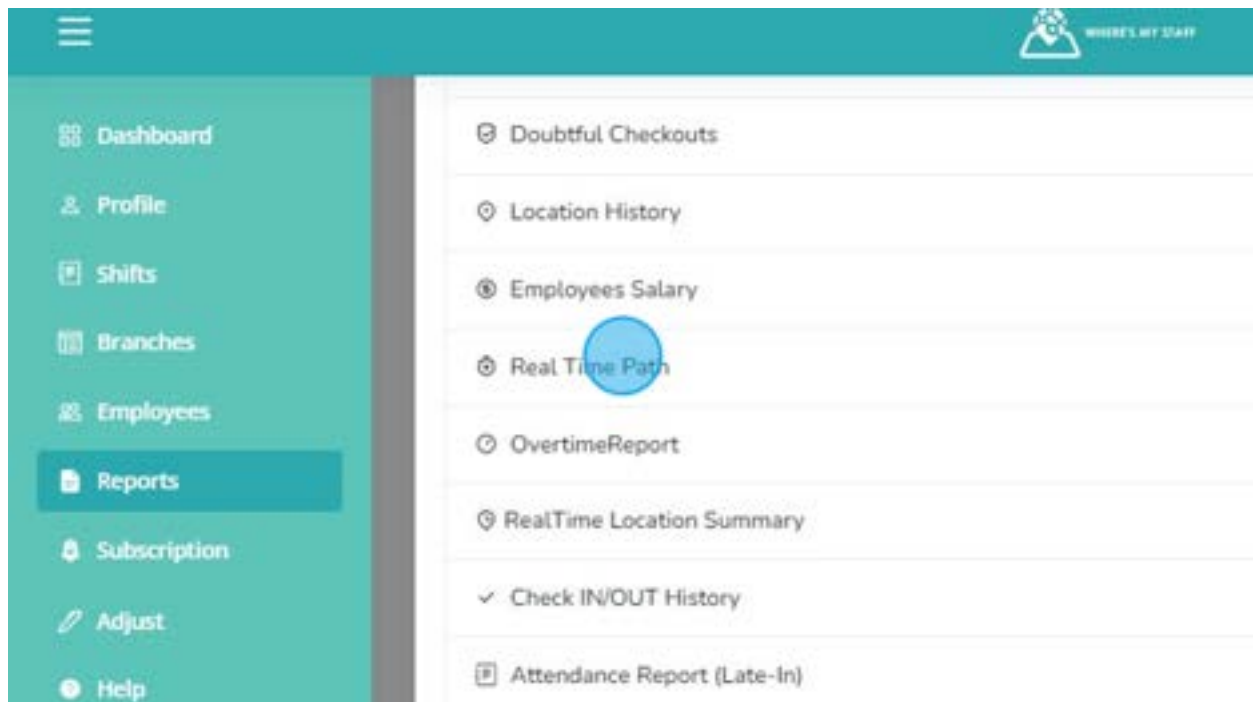


	Address	Arrival Time	Time Spent
	Dahr el Mghara	2024-05-03 09:11:21	02:22:05
	Dahr es Seyar	2024-05-03 11:33:26	00:04:48

Generate Real Time Path Report for Specific Date and Time

This guide provides step-by-step instructions on how to generate a real-time path report for a specific date. It explains how to set filters, view activity on a map, and access alternate views such as a location list and detailed view. The guide also highlights the ability to export or print the report data. By following this guide, users can easily track the path and activities of employees, making it useful for monitoring and analysis purposes.

1. Go to Report Center and Click "Real Time Path"



2. Click "Generate Report"

	▼
	▼
	▲
Generate Report	
	▼
	▼
	▼
	▼

3. Set Your Filters:

- Branch: See data for one branch or all of them.
- Employee: Choose a specific employee.

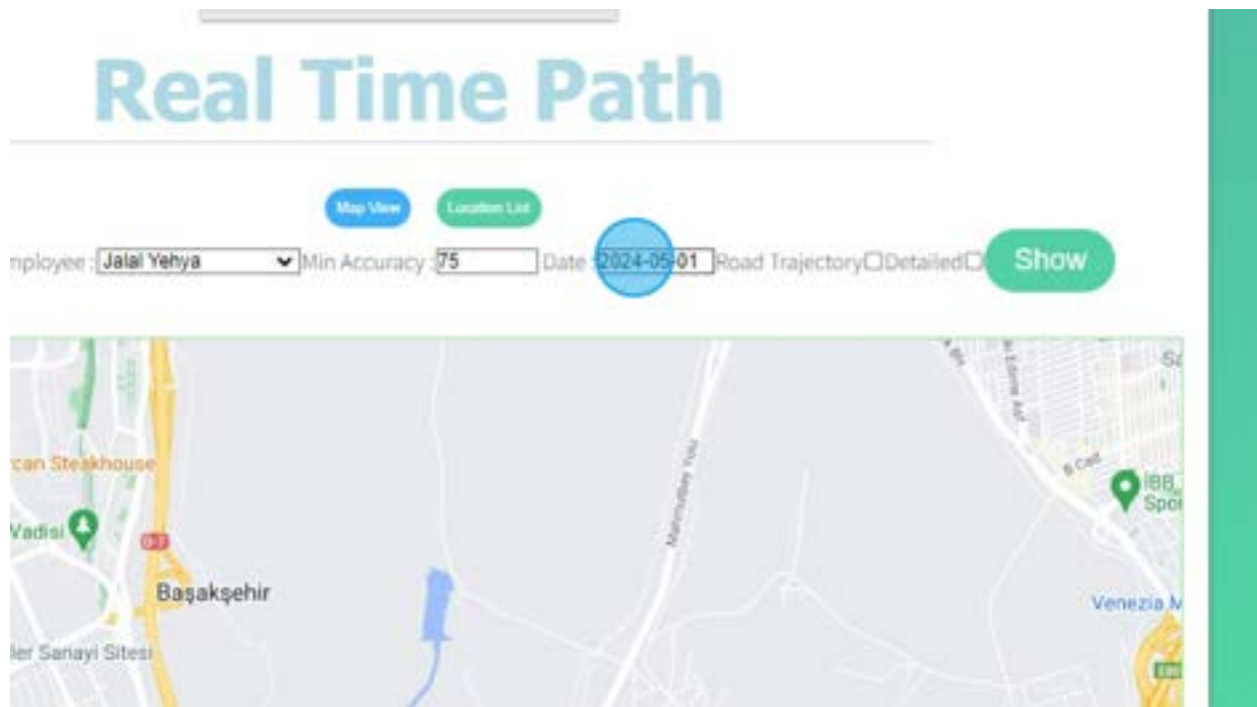
The screenshot shows a dashboard titled "Real Time P". It features a filter section with the following options:

- Branch: All (selected, circled in blue)
- Employee: Islam Artful (selected)
- Min Accuracy: 75
- Date: (empty)

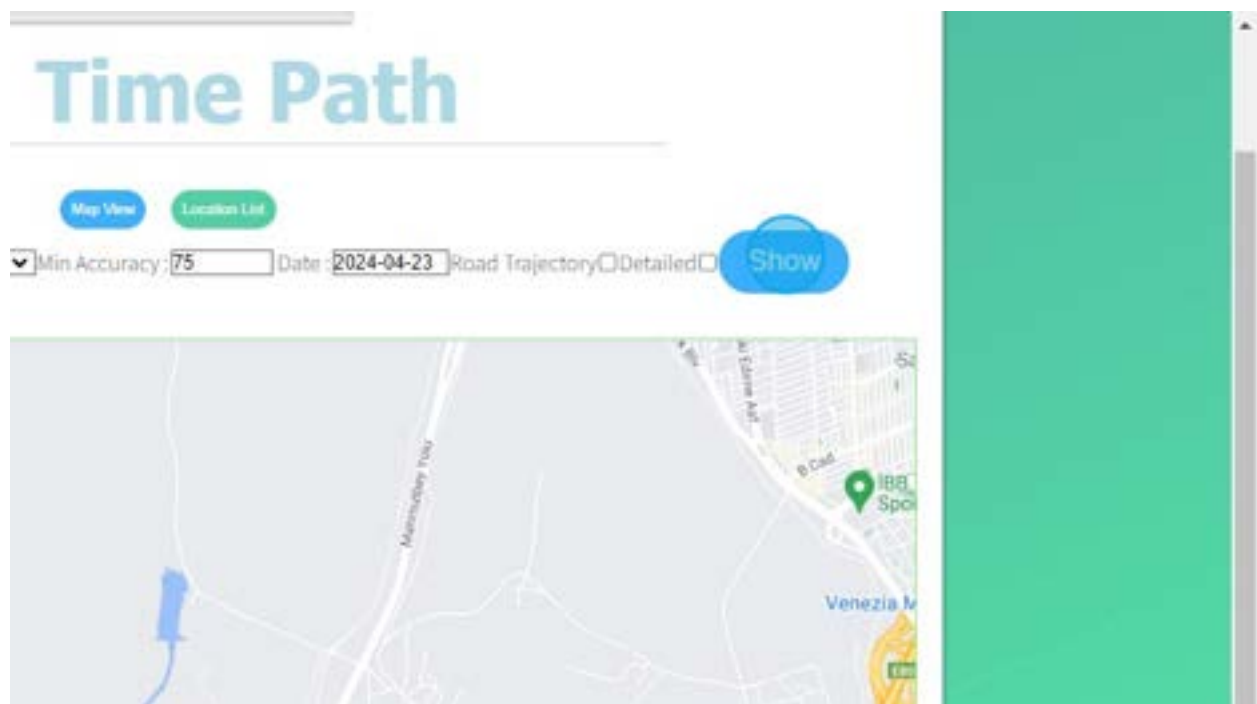
There are two buttons: "Map View" (blue) and "Location List" (green). Below the filters is a map of Başakşehir, Turkey, with several location markers. The markers include:

- SARAYLI DÖNER & Eİ Restoran BAŞAKŞEHİR
- Ercan Steakhouse
- Sular Vadisi
- İkitelli Organized Industry Zone
- Dersan Koop
- Aymakoop binalar Sitesi
- Esenler Sanayi Sitesi

4. Date: Choose specific date to see the history of all check in/out

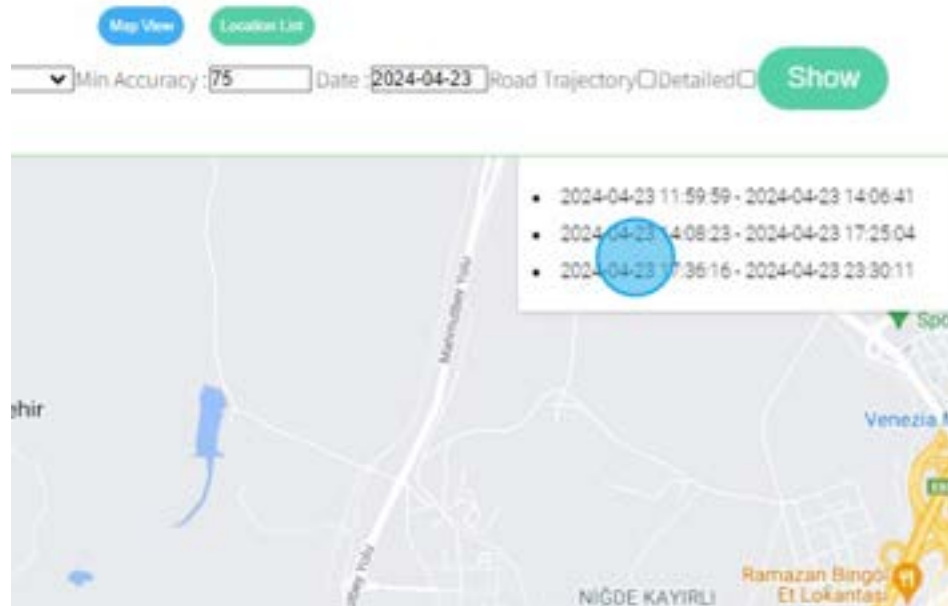


5. Click "Show"



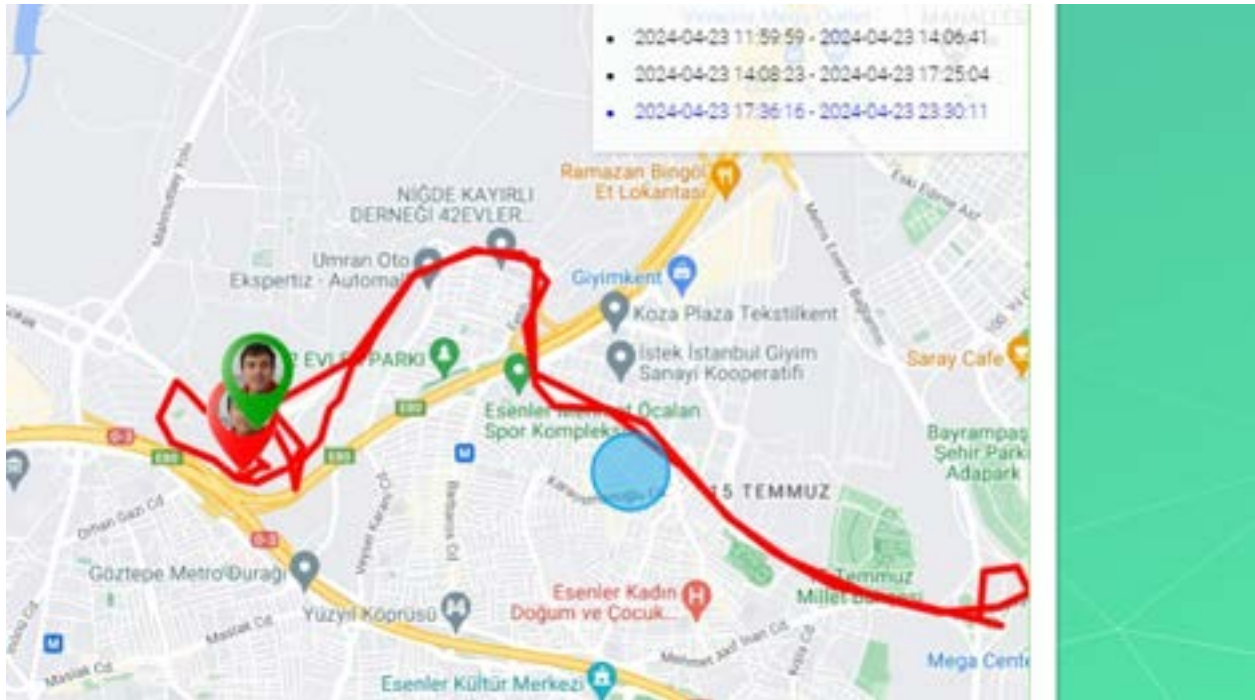
6. in the activity list (top right of the map), click on a check-in/out to zoom to that location.

TIME PATH

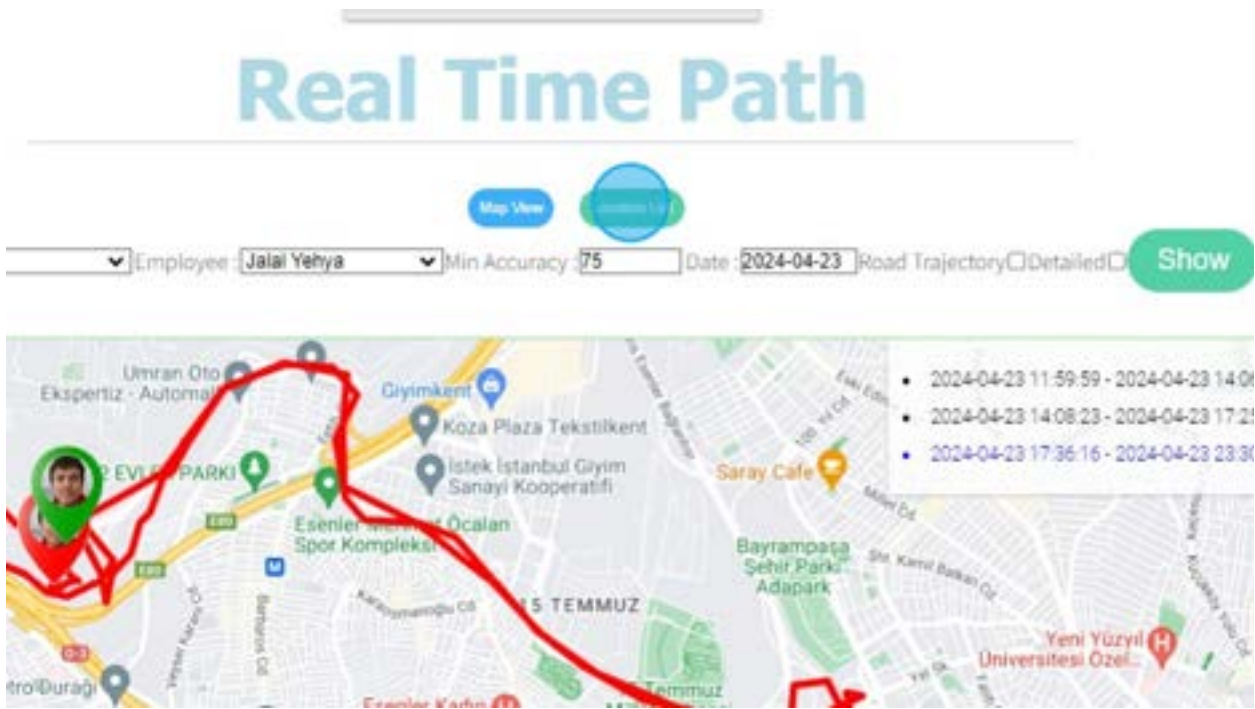


7. See Activity on the Map:

- Green pins: Check-in locations
- Red pins: Check-out locations
- Lines: The employee's path between check-ins/outs.



8. Alternate Views:
Click "Location List"



9. - Location List: Click "Location List" for a table view showing:

- Location details (latitude, longitude, address)
- Timestamps
- Option to open each location on Google Maps

You can Export your report data or Print your report.

	Esenler	2024-04-23 19:03:20	
	Ramada Plaza Tekstilkent	2024-04-23 19:03:37	
	Ramada Plaza Tekstilkent	2024-04-23 19:04:01	
	Ramada Plaza Tekstilkent	2024-04-23 19:04:17	
	Ramada Plaza Tekstilkent	2024-04-23 19:04:33	
	Ramada Plaza Tekstilkent	2024-04-23 19:04:49	
	Ramada Plaza Tekstilkent	2024-04-23 19:05:05	
	Ramada Plaza Tekstilkent	2024-04-23 19:05:21	

10. Click "Map View" to return to the path visualization.



Real Time Path



Category: Employee: Min Accuracy: Date: Road Trajectory Detailed

Latitude	Longitude	Accuracy	Map	Address	Date
41.0627	28.8426	13.144		Tragging	2024

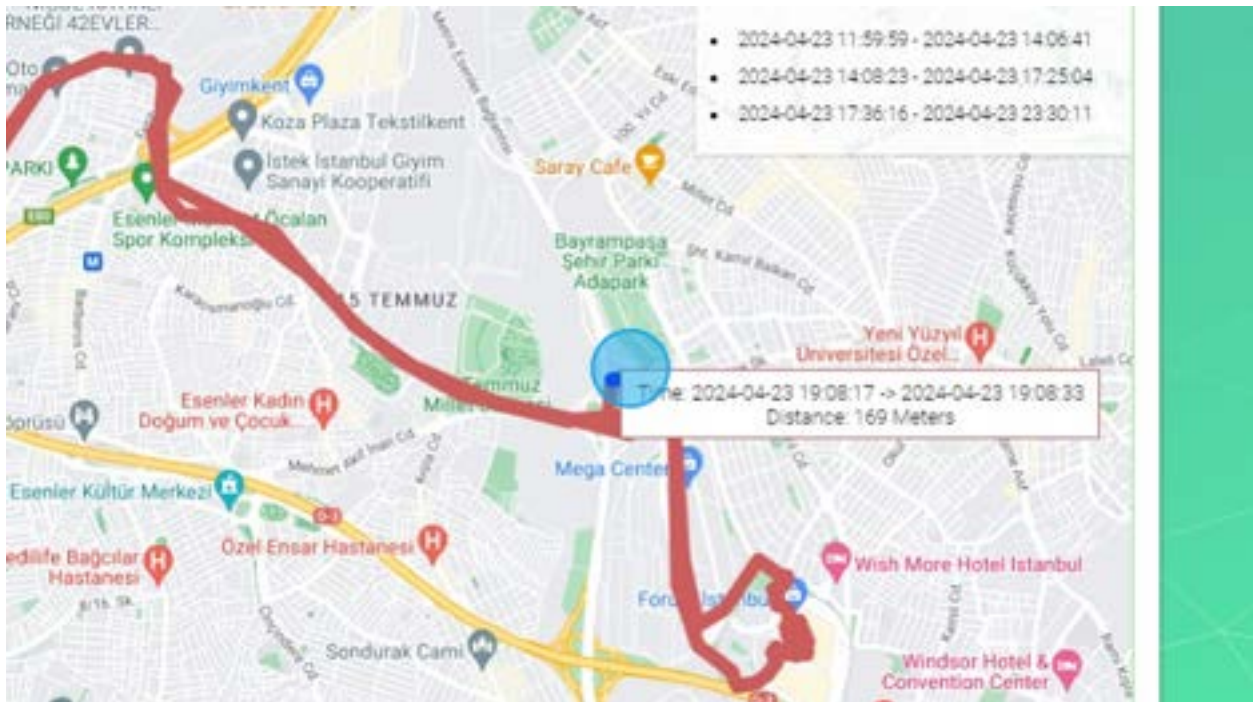
11. Detailed View: Click "Detailed" on the map for a breakdown of each stop, including time and distance.

Time Path

Min Accuracy: Date: Road Trajectory Detailed

- 2024-04-23 11:59:59 - 2024-04-23 14:06:41
- 2024-04-23 14:08:23 - 2024-04-23 17:25:04
- 2024-04-23 17:36:16 - 2024-04-23 23:30:11

12. Hover your mouse over the employee's path on the map. You'll see when they arrived, when they left, and the distance between stops.



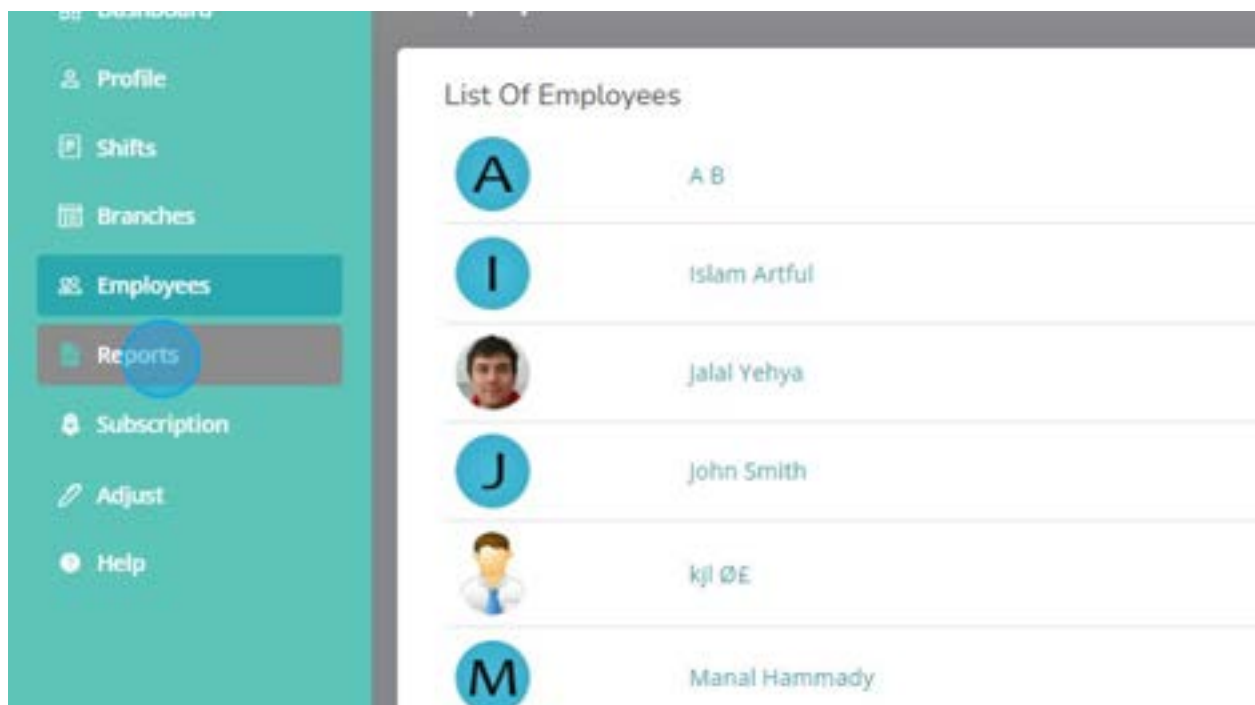
13.



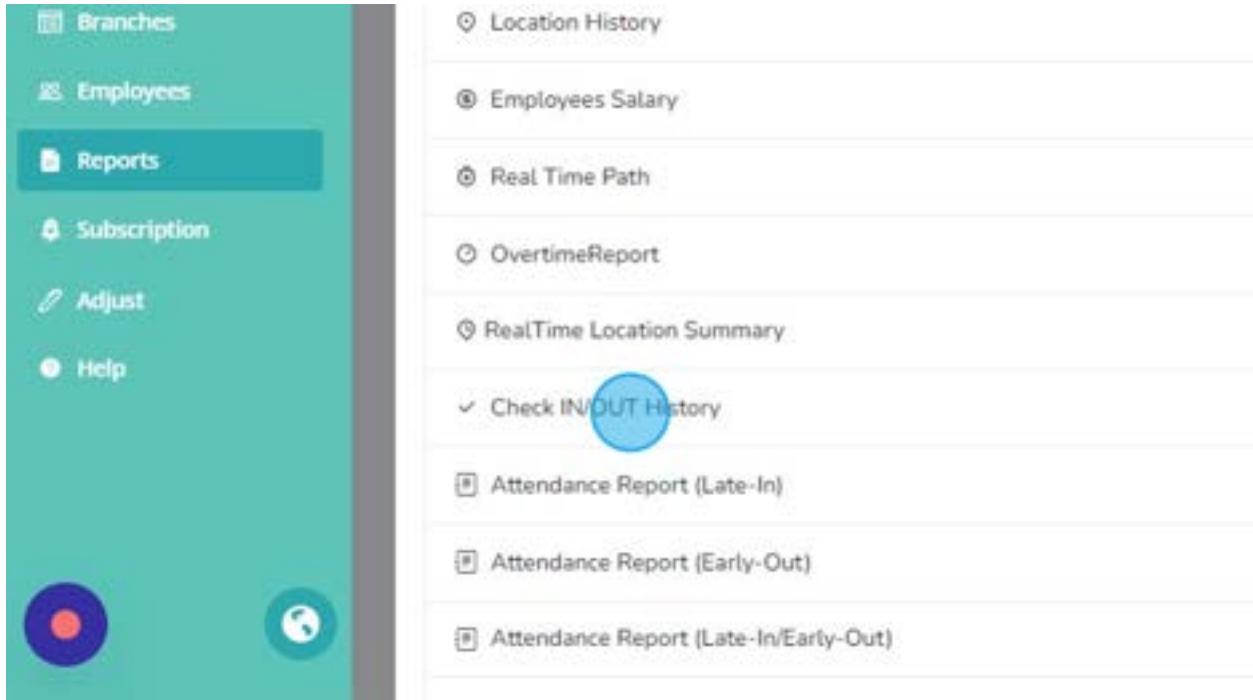
Generate Employee Check IN/OUT Report

This guide provides step-by-step instructions on how to generate an Employee Check IN/OUT report. By following these steps, users can easily generate a report that shows the check-in and check-out data of employees, including their names and the number of times they checked in and out within a selected date range. The guide also explains how to set filters, choose the attendance focus, export the report to an Excel file, and print the report.

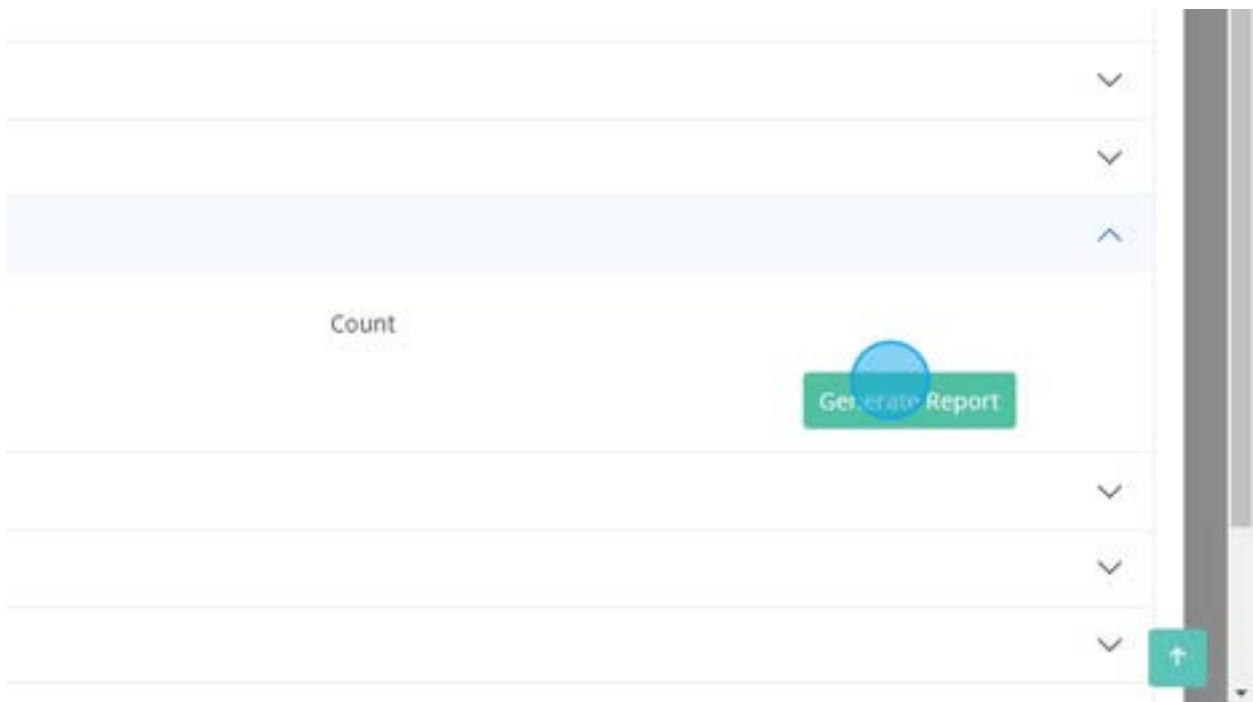
1. Click "Reports"



2. Click "Check IN/OUT History"



3. Click "Generate Report"



4. Set Your Filters:

- Branch: See data for one branch or all of them.

- Employee: Choose a specific employee or see everyone.

Branch: All

Employee: All

Record Type: GEO

From: 2024-05-03

To: 2024-05-04

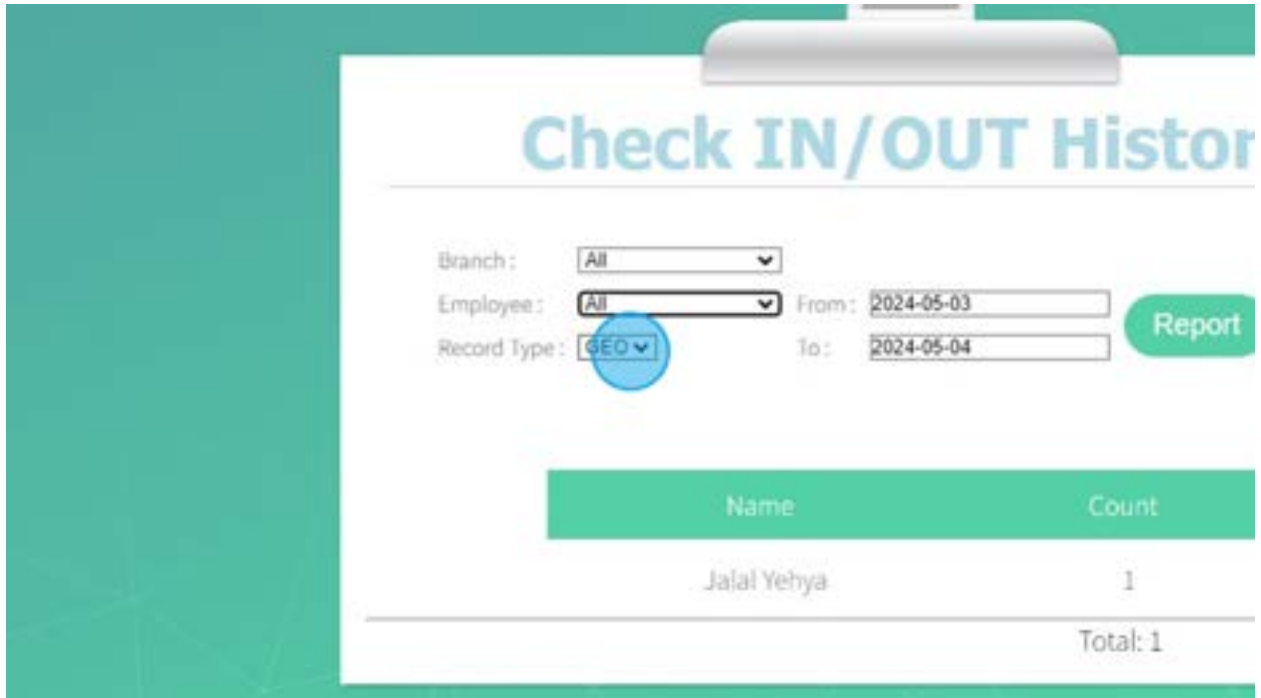
Report

Name	Count
Jalal Yehya	1

5. Record Type: Choose Your Attendance Focus

- Geo Attendance: See check-ins made using the employee's device location.
- NFC/QR Attendance: See check-ins made by scanning the company NFC tag or QR code.
- Both: View all types of attendance data in one report.

Important Note: The default setting is "Geo". To see a full picture of your employee attendance, make sure to select "Both".



6. Date Range: Pick a start date and end date





7. Click "Report"

Check IN/OUT History

From: To:

Category:

Name	Count
Jalal Yehya	1

Total: 1

8. What You'll See

- Employee Name
- Number of Check-Ins/Outs: How many times they checked in and out during the selected date range.

Branch:
 Employee: From:
 Record Type: To:

Name	Count
Yehya	73
Adbo	1
...	1
Total: 75	

9. Click to export the list to an Excel file.

IN/OUT History

From:
 To:

Name	Count
Yehya	73
Adbo	1
...	1

10. Click to print the report.

IN/OUT History



From:

To:

Report

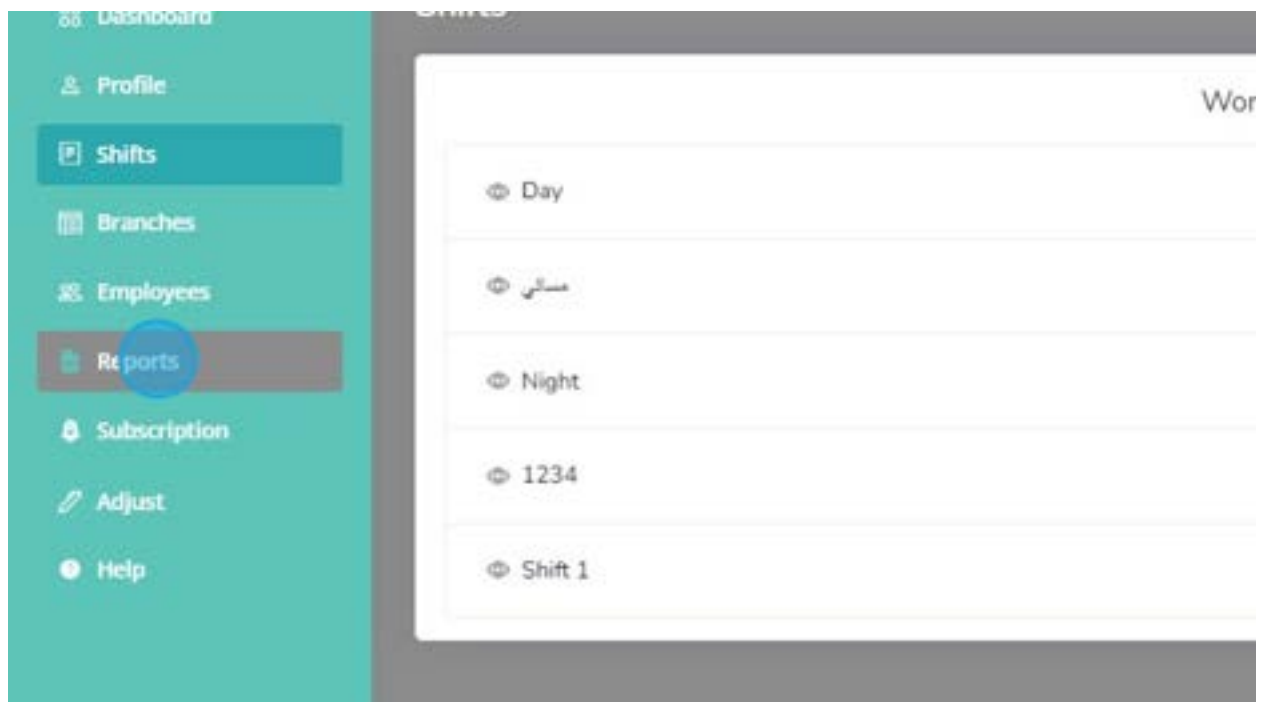


Name	Count
Yehya	73
Adbo	1
Ø" Û,Ø"Ø³Ø§Ù†	1

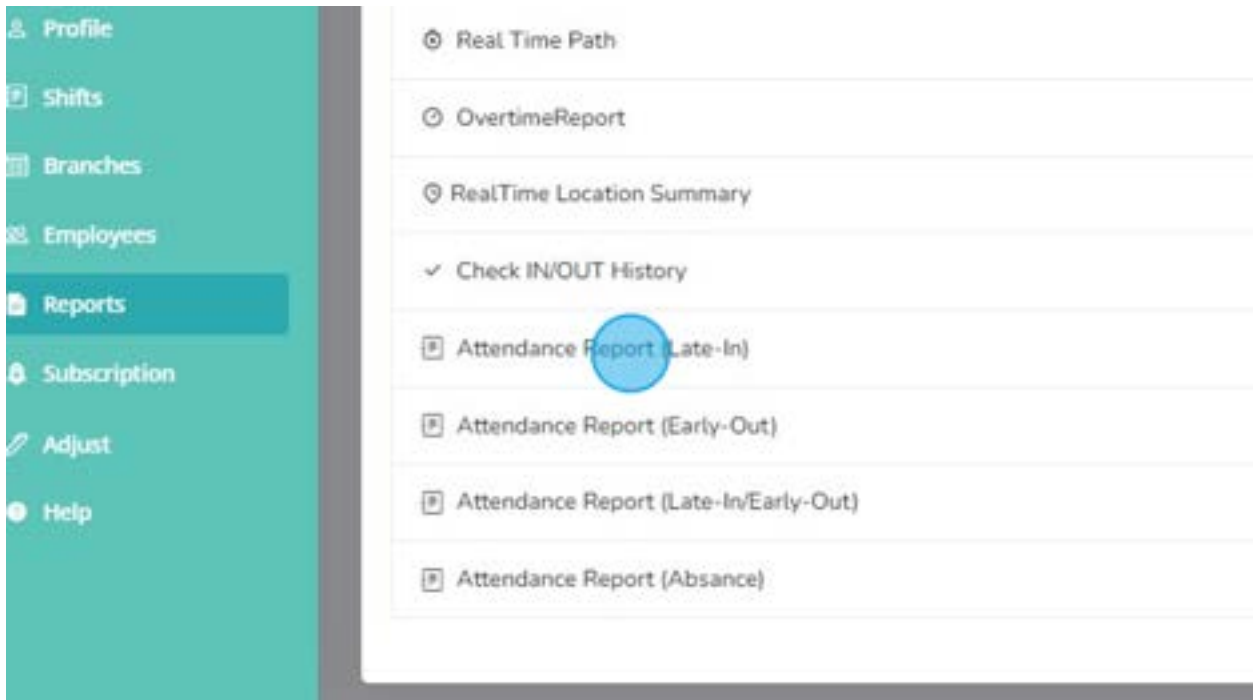
Generate Late-In Attendance Report

This guide provides step-by-step instructions on how to generate a Late-In Attendance Report. By following these steps, you can easily filter and view attendance data for your employees, including their check-in times, late minutes, and other relevant information. This report can be exported to an Excel file or printed for further analysis and record-keeping purposes.

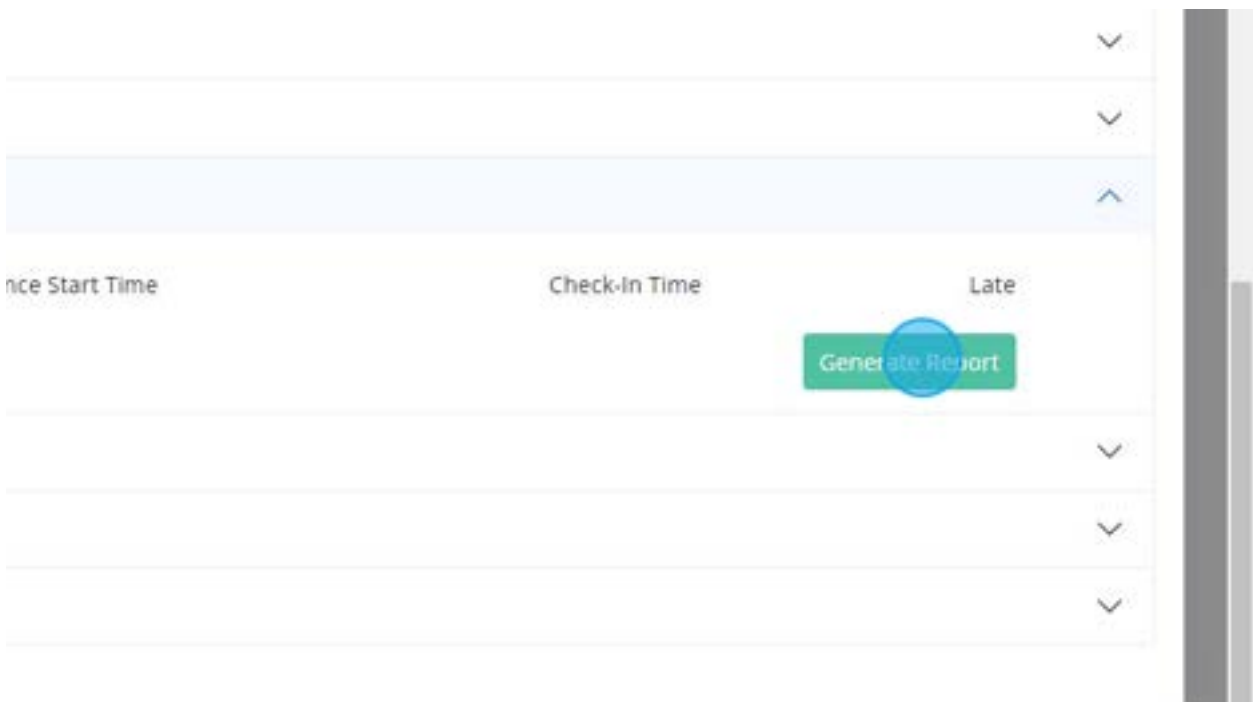
1. Click "Reports"



2. Click "Attendance Report (Late-In)"



3. Click "Generate Report"



4. Set Your Filters:

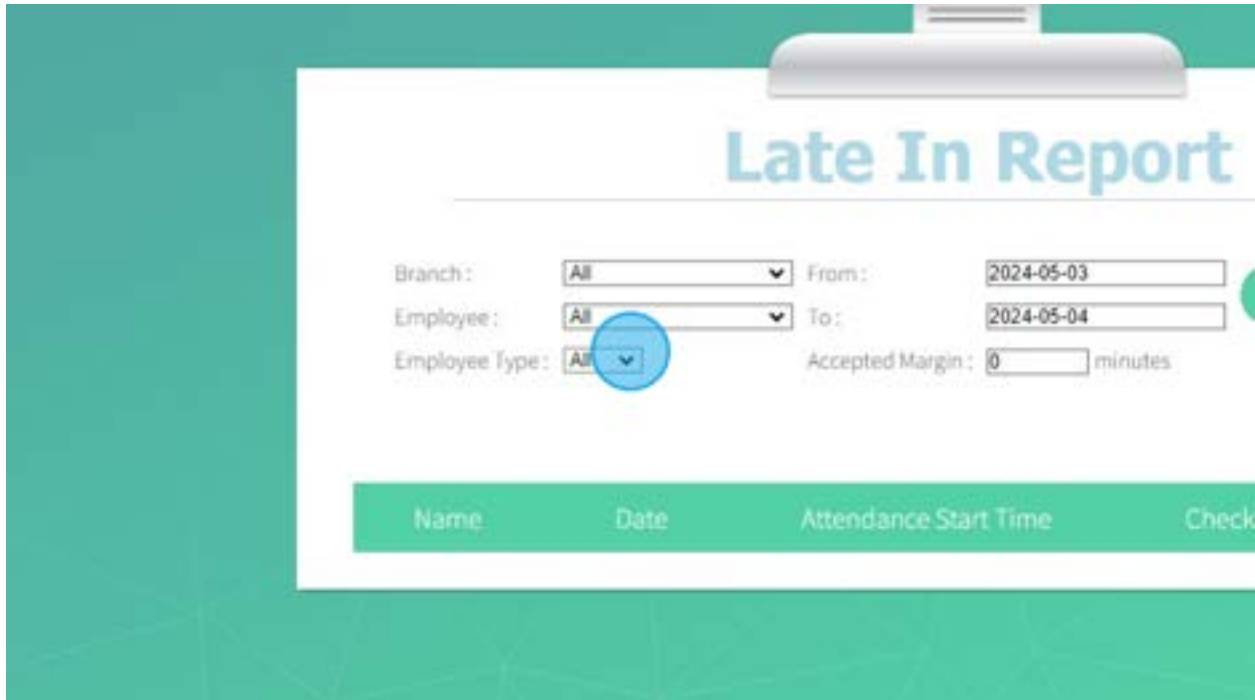
- Branch: See data for one branch or all of them.

- Employee: Choose a specific employee or see everyone.

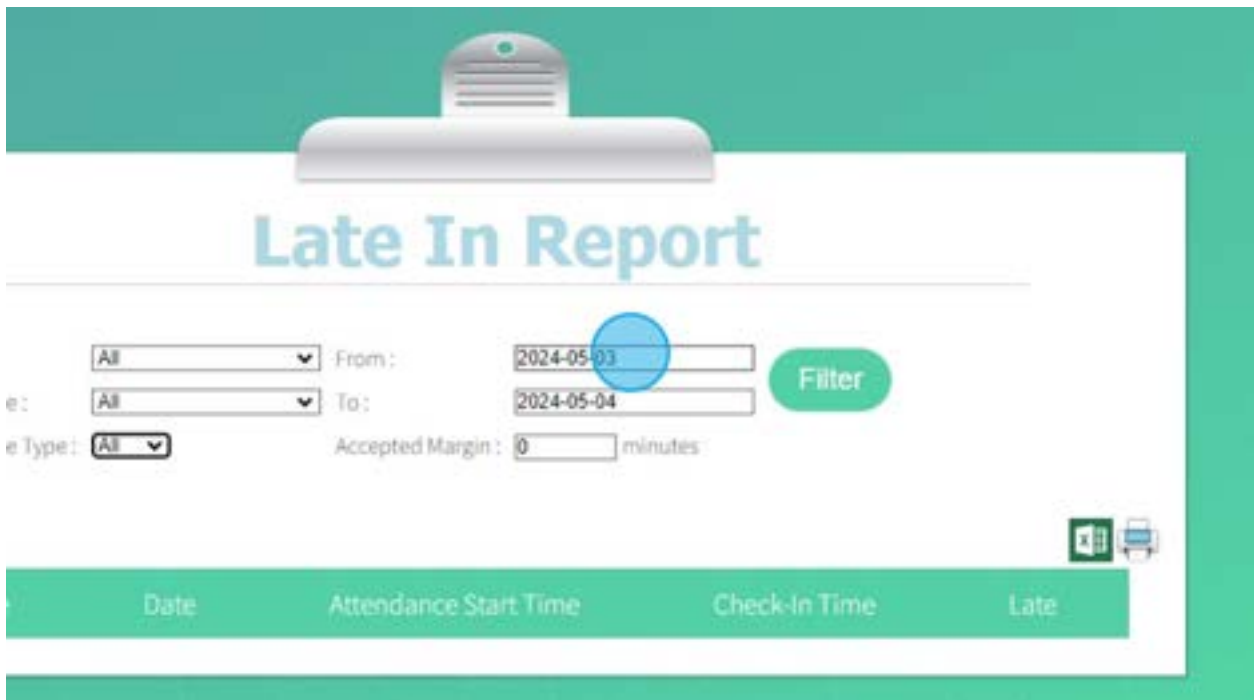
The screenshot displays a 'Late In Report' interface. At the top, there is a title 'Late In Report' in a large, light blue font. Below the title, there are several filter fields: 'Branch' with a dropdown menu set to 'All', 'Employee' with a dropdown menu set to 'All', 'Employee Type' with a dropdown menu set to 'All', 'From' with a date input field set to '2024-05-03', 'To' with a date input field set to '2024-05-04', and 'Accepted Margin' with a numeric input field set to '0' and the unit 'minutes'. A green 'Filter' button is located to the right of the date fields. A blue circle highlights the 'Employee' dropdown menu. Below the filters, there is a table header with four columns: 'Name', 'Date', 'Attendance Start Time', and 'Check-In Time'.

5. Record Type: Choose Your Attendance Focus

- Geo Attendance: See check-ins made using the employee's device location.
- NFC/QR Attendance: See check-ins made by scanning the company NFC tag or QR code.
- All: View all types of attendance data in one report.



6. Date Range: Pick a start date and end date

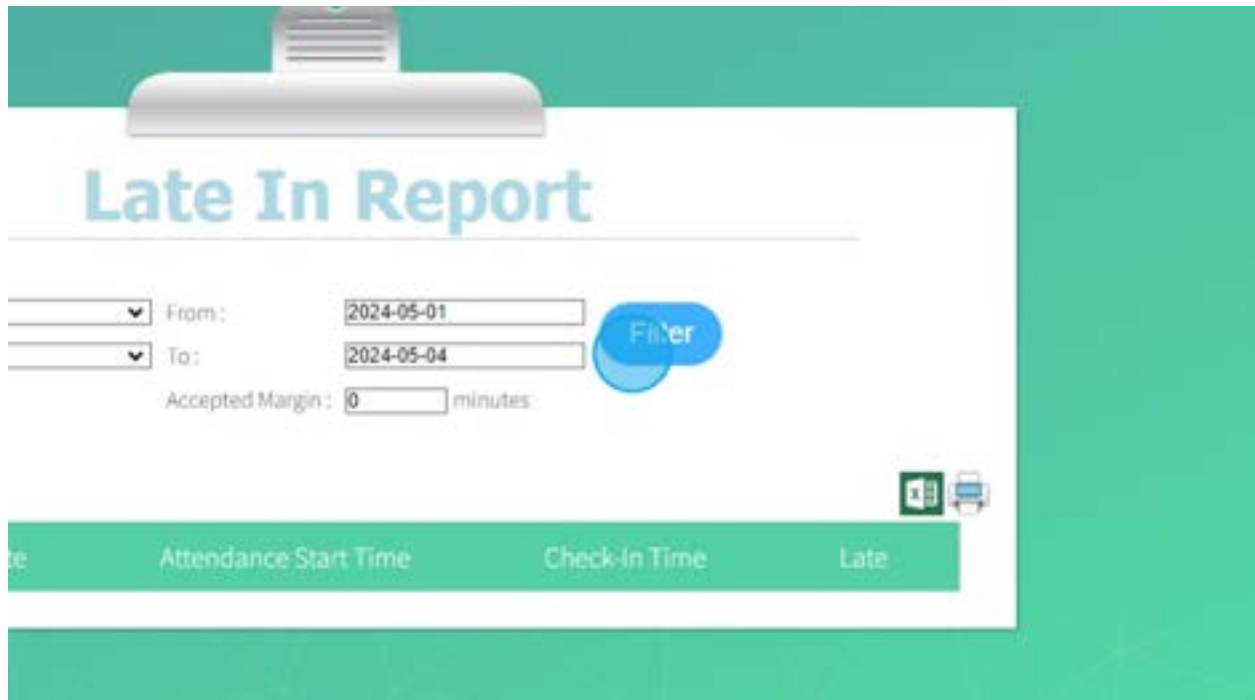


7. Set Your Tolerance:

Accepted Margin (minutes): Define how late an employee can be before it's flagged on the report. For example, with a 10-minute margin, an employee who is 9 minutes late won't show up.

The screenshot displays a web interface titled "Late In Report" with a teal header and a white content area. The interface includes several filter controls: a "Scheme" dropdown set to "All", a "From" date field with "2024-05-01", a "Filter" button, an "Employee" dropdown set to "All", a "To" date field with "2024-05-04", an "Employee Type" dropdown set to "All", and an "Accepted Margin" spinner set to "0" minutes. A blue circle highlights the spinner. In the top right corner, there are icons for Excel and a printer. Below the filters is a table with a teal header containing the following columns: "Name", "Date", "Attendance Start Time", "Check-In Time", and "Late". The table body is currently empty.

8. Click "Filter"



9. What You'll See:

- Employee Name
- Date
- Attendance Start time: Scheduled Start Time. The time the employee's shift was supposed to begin.
- Check-in Time: Actual Check-In Time. The time they actually checked in.
- Late (minutes): How many minutes late the employee was.

Branch : From :

Employee : To :

Employee Type : Accepted Margin : minutes

Name	Date	Attendance Start Time	Check-In Time	Late
Jalal Yehya	2024-05-03	07:10:00	09:10:41	02:01:00
Jalal Yehya	2024-05-03	07:10:00	13:02:24	05:52:00


10. Click to export the list to an Excel file.

Check In Report

From :

To :

Accepted Margin : minutes



Attendance Start Time	Check-In Time	Late
07:10:00	09:10:41	02:01:00
07:10:00	13:02:24	05:52:00

11. Click to print the report.

Check In Report

From:

To:

Filter

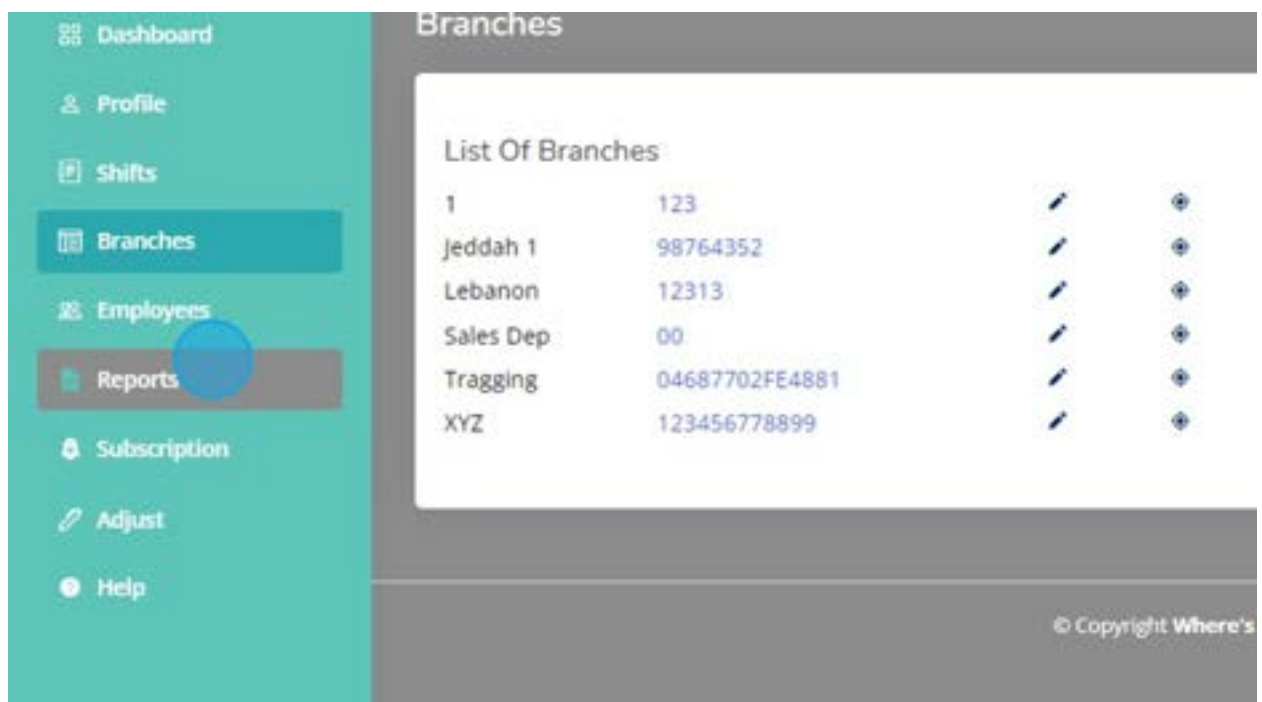
Accepted Margin: minutes



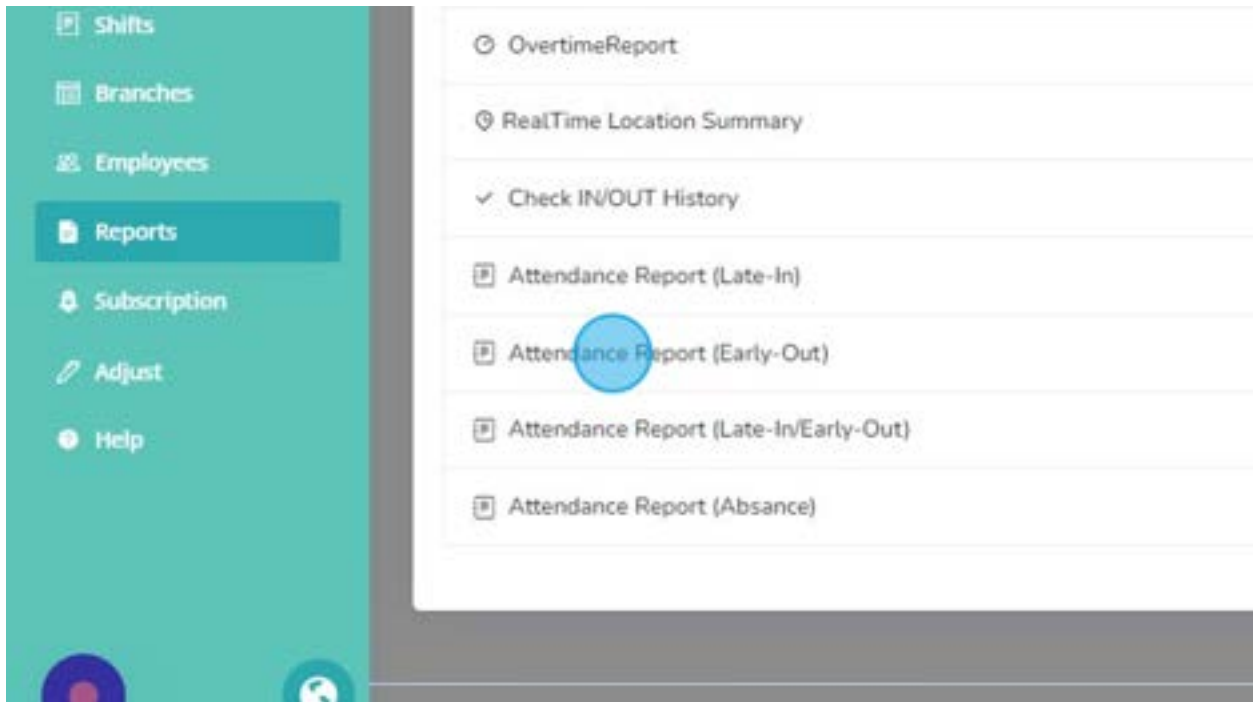
Attendance Start Time	Check-In Time	Late
07:10:00	09:10:41	02:01:00
07:10:00	13:02:24	05:52:00

Generate Early-Out Attendance Report for Specific Time Slot

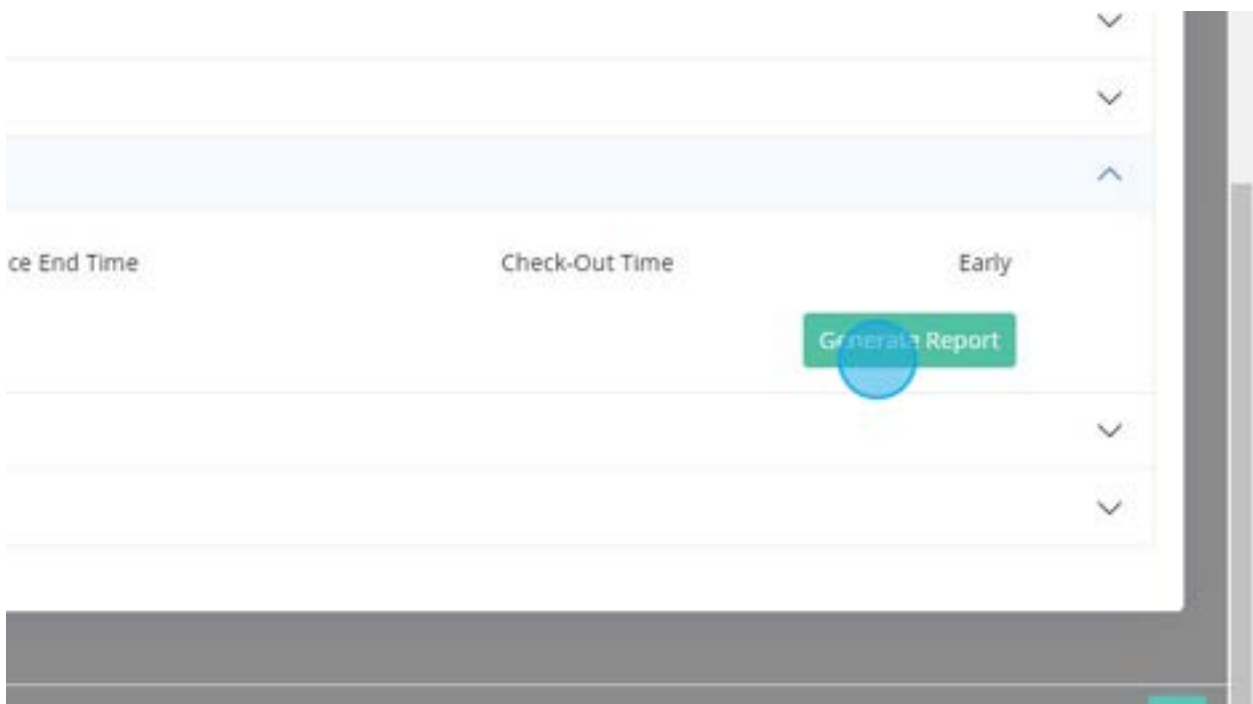
1. Click "Reports"



2. Click "Attendance Report (Early-Out)"



3. Click "Generate Report"



4. Set Your Filters:

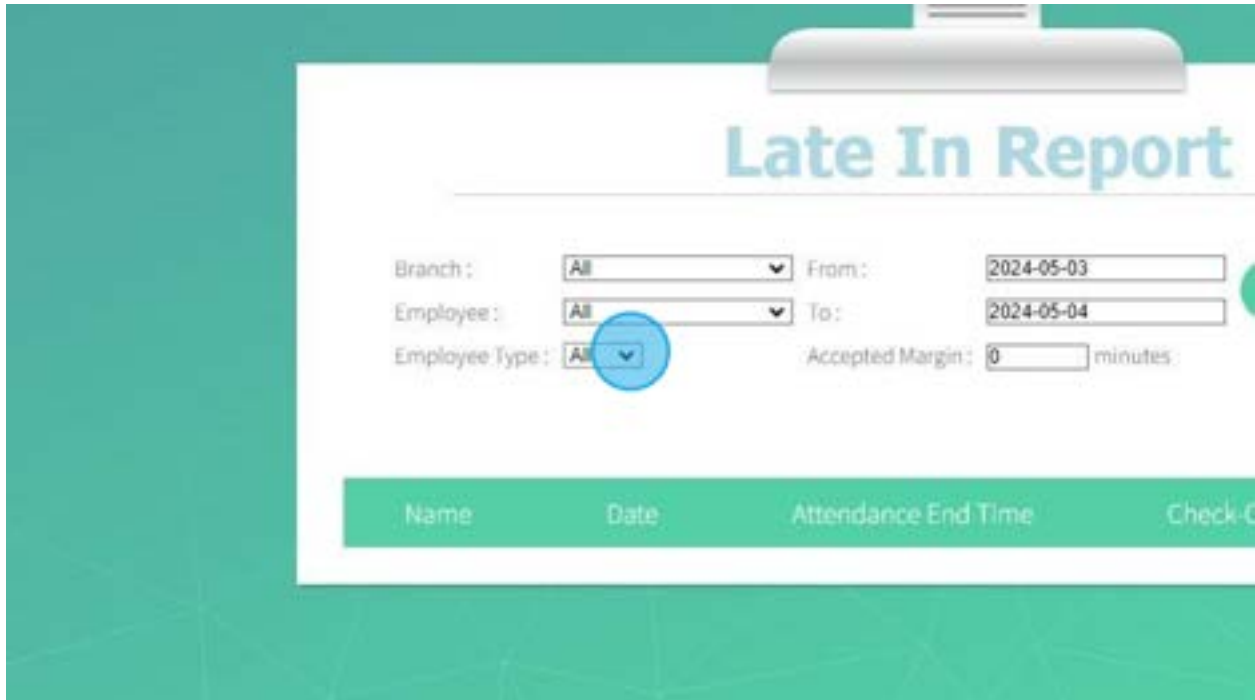
- Branch: See data for one branch or all of them.

- **Employee:** Choose a specific employee or see everyone.

The screenshot displays a web interface titled "Late In Report" with a clipboard icon at the top. Below the title, there are several filter fields: "Branch:" with a dropdown menu set to "All", "Employee:" with a dropdown menu set to "All", "Employee Type:" with a dropdown menu set to "All", "From:" with a date input field set to "2024-05-03", "To:" with a date input field set to "2024-05-04", and "Accepted Margin:" with a numeric input field set to "0" and the unit "minutes". A green "Filter" button is positioned to the right of the date fields. Below the filters, a table header is visible with columns: "Name", "Date", "Attendance End Time", and "Check-Out Time".

5. Record Type: Choose Your Attendance Focus

- **Geo Attendance:** See check-ins made using the employee's device location.
- **NFC/QR Attendance:** See check-ins made by scanning the company NFC tag or QR code.
- **All:** View all types of attendance data in one report.



6. Date Range: Pick a start date and end date

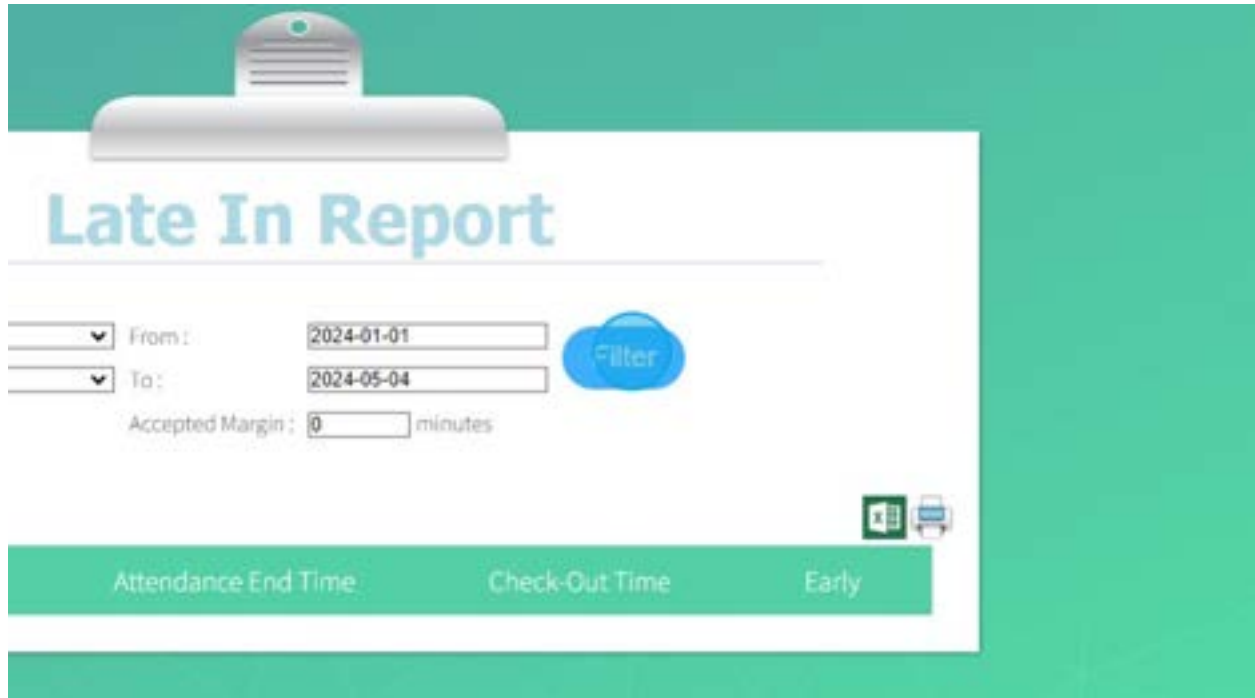


7. Set Your Tolerance:

Accepted Margin (minutes): Define how early-out an employee can be before it's flagged on the report. For example, with a 10-minute margin, an employee who is 9 minutes early-out won't show up.

The screenshot displays the 'Late In Report' interface. At the top, there is a green header bar with a white pill-shaped button. Below this, the title 'Late In Report' is centered in a large, light blue font. Underneath the title, there are several filter fields: 'Branch' with a dropdown menu set to 'All', 'From' with a date input field containing '2024-01-01', 'Employee' with a dropdown menu set to 'All', 'To' with a date input field containing '2024-05-04', 'Employee Type' with a dropdown menu set to 'All', and 'Accepted Margin' with a numeric input field containing '1' and a unit of 'minutes'. A green 'Filter' button is positioned to the right of these fields. A blue circle highlights the 'Accepted Margin' input field. In the top right corner, there are icons for Excel and a printer. Below the filter fields is a table with a green header bar containing the following columns: 'Name', 'Date', 'Attendance End Time', 'Check-Out Time', and 'Early'. The table body is currently empty, showing a solid green background.

8. Click "Filter"



9. What You'll See:

- Employee Name
- Date
- Attendance End time: Scheduled End Time. The time the employee's shift was supposed to End.
- Check-out Time: Actual Check-Out Time. The time they actually checked out.
- Early (minutes): How many minutes early the employee was.

4-02-19	17:00:00	15:02:58	01:57:00
4-02-19	17:00:00	15:11:24	01:49:00
4-02-19	17:00:00	15:27:47	01:32:00
4-02-20	17:00:00	15:58:50	01:01:00
4-02-20	17:00:00	15:01:04	00:58:00
4-02-20	17:00:00	16:06:06	00:54:00
4-02-21	17:00:00	11:00:21	06:00:00
4-02-21	17:00:00	11:55:39	05:04:00
4-02-21	17:00:00	11:56:01	05:04:00

10. Click to export the list to an Excel file.

Attendance In Report

From: To:

Accepted Margin: minutes

Attendance End Time	Check-Out Time	Early
17:00:00	16:13:07	00:47:00
17:00:00	00:04:31	16:55:00
17:00:00	08:13:24	08:47:00

11. Click to print the report.

Performance In Report

From:

To:

Filter

Accepted Margin: minutes

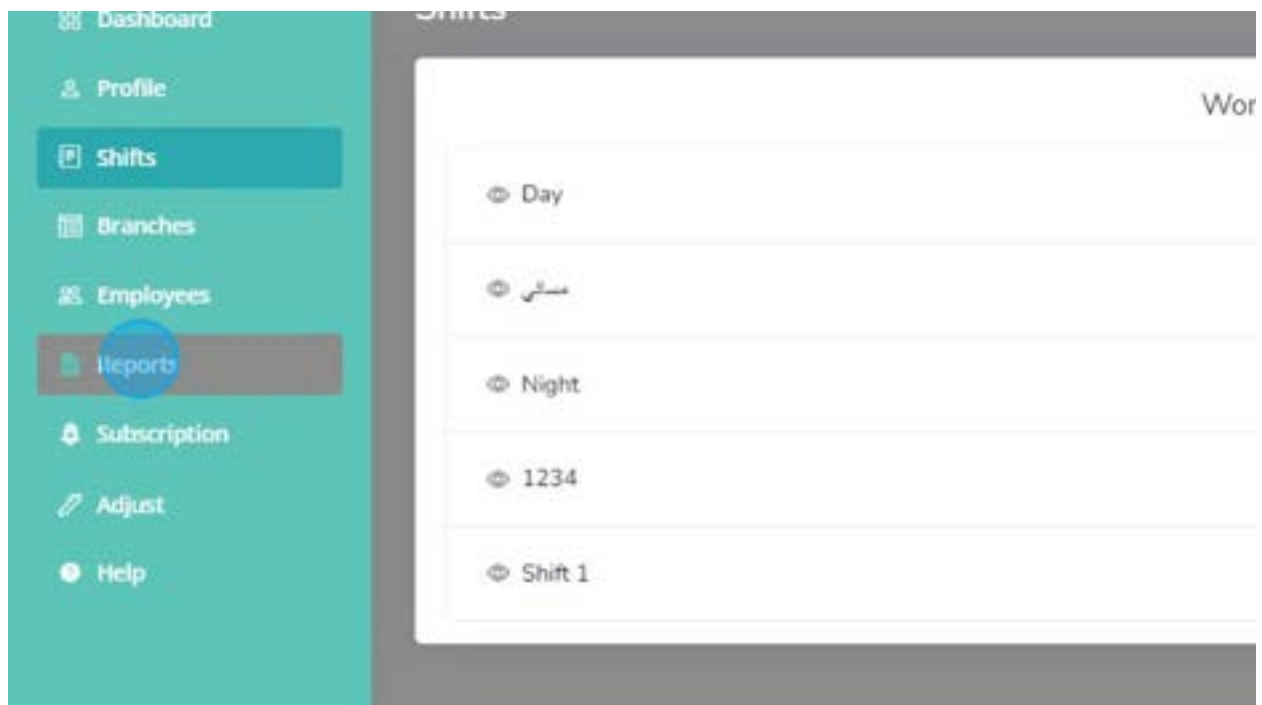


Attendance End Time	Check-Out Time	Early
17:00:00	16:13:07	00:47:00
17:00:00	00:04:31	16:55:00
17:00:00	08:13:24	08:47:00

Generate Attendance Report for Late-In and Early-Out.

This guide provides step-by-step instructions on how to generate an attendance report for late-in and early-out. It explains how to set filters, choose the attendance focus, set tolerance, and view the report. It also includes options to export the report to an Excel file or print it. This guide is useful for anyone who needs to track and analyze employee attendance data efficiently.

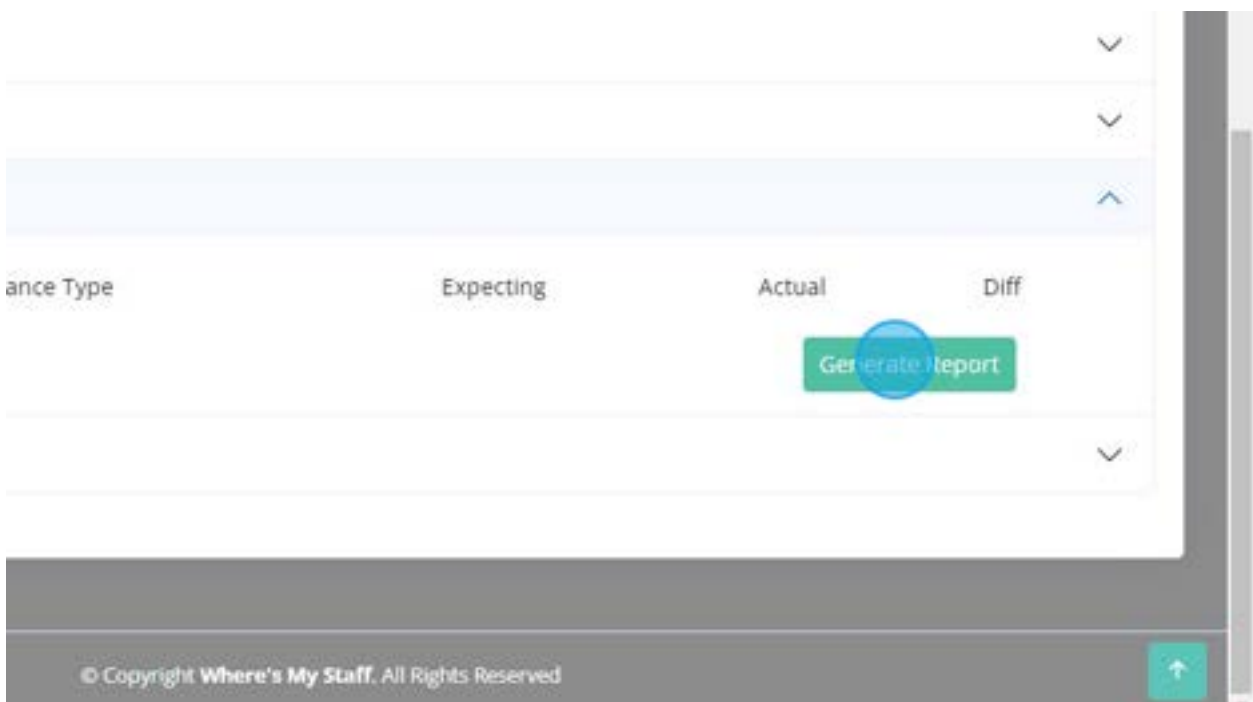
1. Click "Reports"



2. Click "Attendance Report (Late-In/Early-Out)"



3. Click "Generate Report"



4. Set Your Filters:

- Branch: See data for one branch or all of them.

- Employee: Choose a specific employee or see everyone.

5. Record Type: Choose Your Attendance Focus

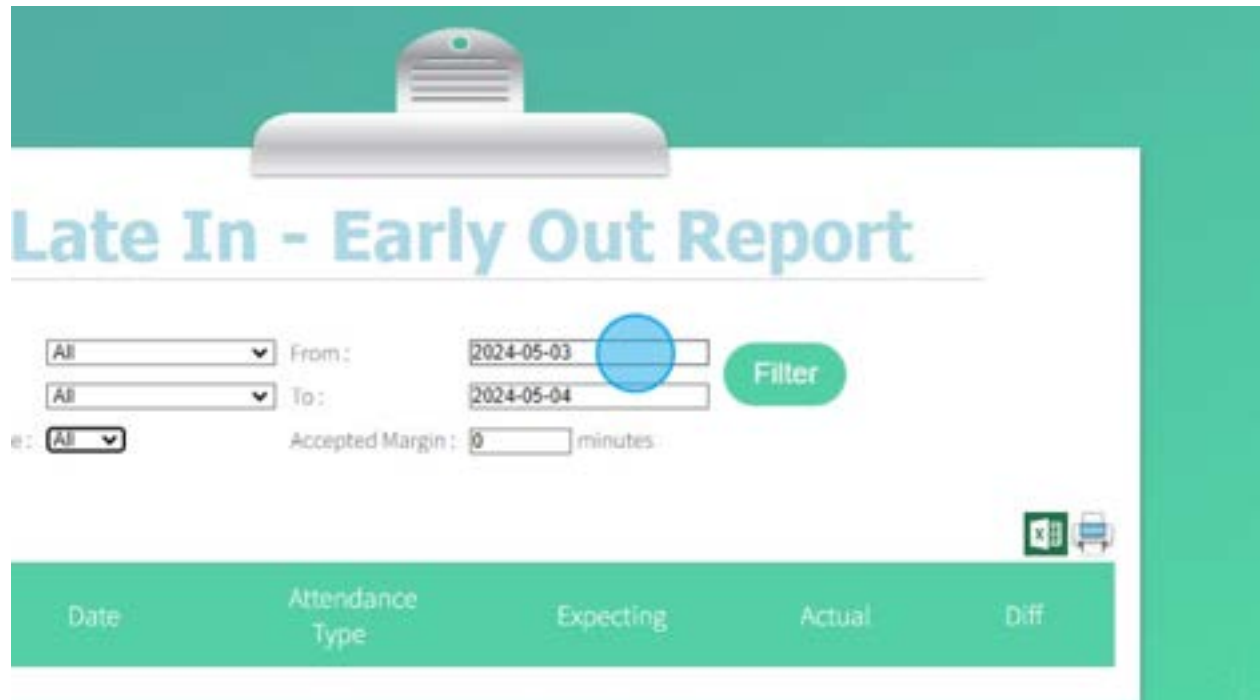
- Geo Attendance: See check-ins made using the employee's device location.
- NFC/QR Attendance: See check-ins made by scanning the company NFC tag or QR code.
- All: View all types of attendance data in one report.

Late In - Early Out Report

Branch: From:
Employee: To:
Employee Type: Accepted Margin: minutes

Name	Attendance Type	Expecting
	<input type="checkbox"/> GEO <input type="checkbox"/> NFC <input checked="" type="checkbox"/> All	

6. Date Range: Pick a start date and end date



7. Set Your Tolerance:

Accepted Margin (minutes): Define how Late/early-out an employee can be before it's flagged on the report. For example, with a 10-minute margin, an employee who is 9 minutes late/early-out won't show up.

Late In - Early Out Report

Branch: From:
Employee: To:
Employee Type: Accepted Margin: minutes

Name	Date	Attendance Type	Expecting	Actual	Diff
------	------	-----------------	-----------	--------	------

8. Click "Filter"

What You'll See:

Employee Name

Date

Attendance Type: Whether it was a check-in or check-out.

Expecting: The employee's scheduled start and end times for their shift.

Actual: The actual time they checked in and checked out.

Diff: The difference (in time) between their schedule and actual attendance.

Check In - Early Out Report

From: 2024-05-01 To: 2024-05-04 Filter

Accepted Margin: 0 minutes

Attendance Type Expecting Actual Diff

9. Click to export the list to an Excel file.

Early Out Report

From: 2024-05-01 To: 2024-05-04 Filter

Accepted Margin: 0 minutes

Attendance Type Expecting Actual Diff

check-In	07:10:00	09:10:41	02:01:00
check-Out	17:00:00	13:02:14	03:58:00
check-In	07:10:00	13:02:24	05:52:00
check-Out	17:00:00	13:57:18	03:03:00

10. Click to print the report.

Early Out Report

From:

To:

Filter

Accepted Margin: minutes

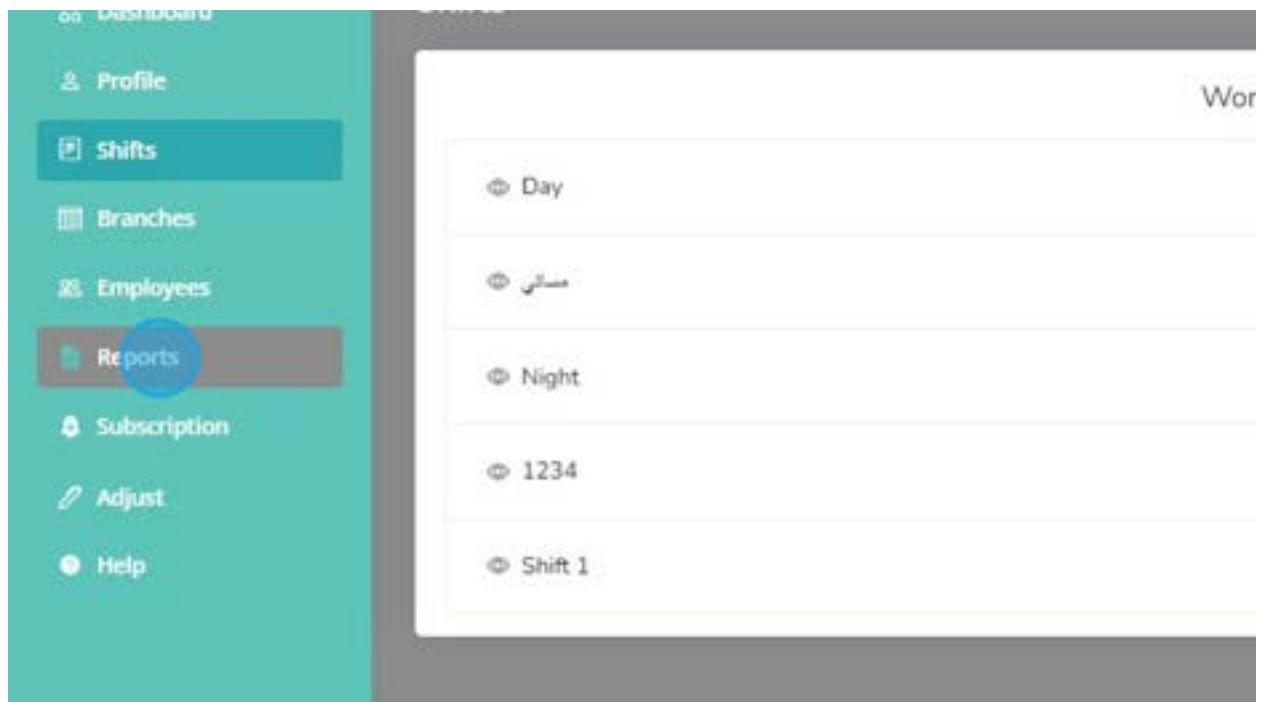


Attendance Type	Expecting	Actual	Diff
check-In	07:10:00	09:10:41	02:01:00
check-Out	17:00:00	13:02:14	03:58:00
check-In	07:10:00	13:02:24	05:52:00
check-Out	17:00:00	13:57:21	03:03:00

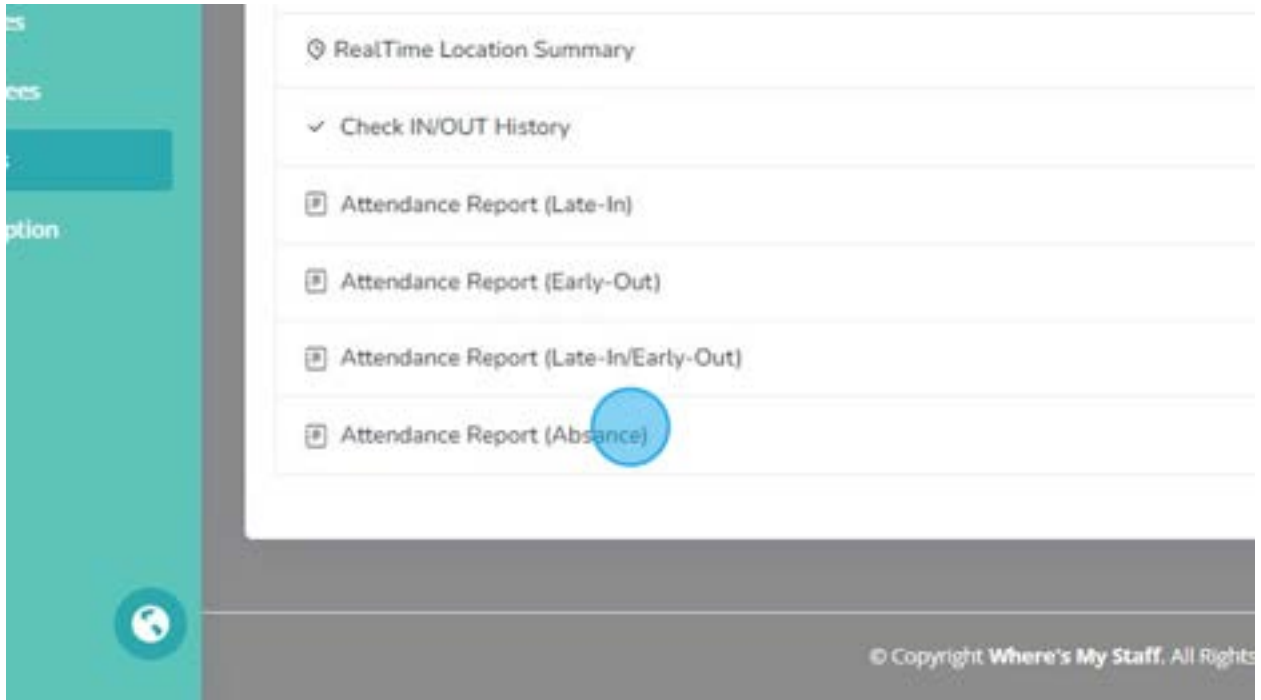
Generate Absence Report

This guide provides step-by-step instructions on how to generate an absence report in order to track employee attendance. It explains how to set filters based on branch, employee, and attendance type, as well as how to select a date range. The guide also highlights the specific information that will be included in the report, such as the date of absence and the name of the employee. Additionally, it provides options to export the report to an Excel file or print it. This guide is useful for supervisors or HR personnel who need a comprehensive overview of employee absences.

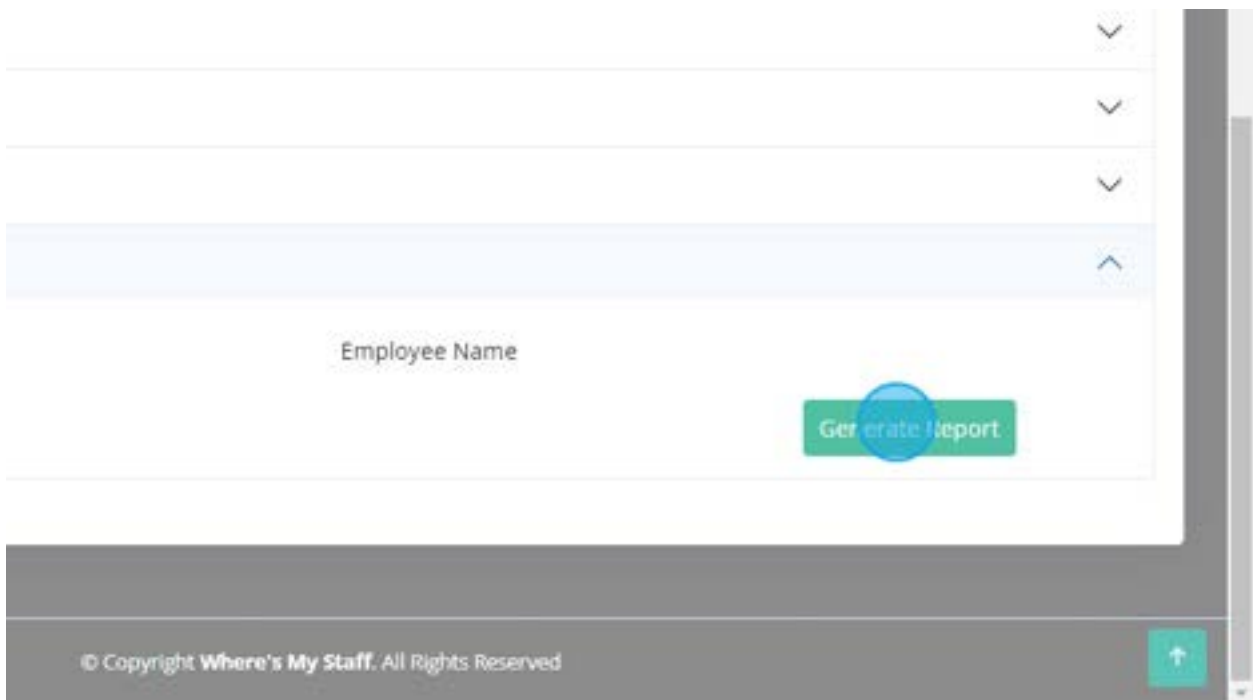
1. Click "Reports"



2. Click "Attendance Report (Absance)"



3. Click "Generate Report"



4. Set Your Filters:

- Branch: See data for one branch or all of them.

- Employee: Choose a specific employee or see everyone.

Absence Report

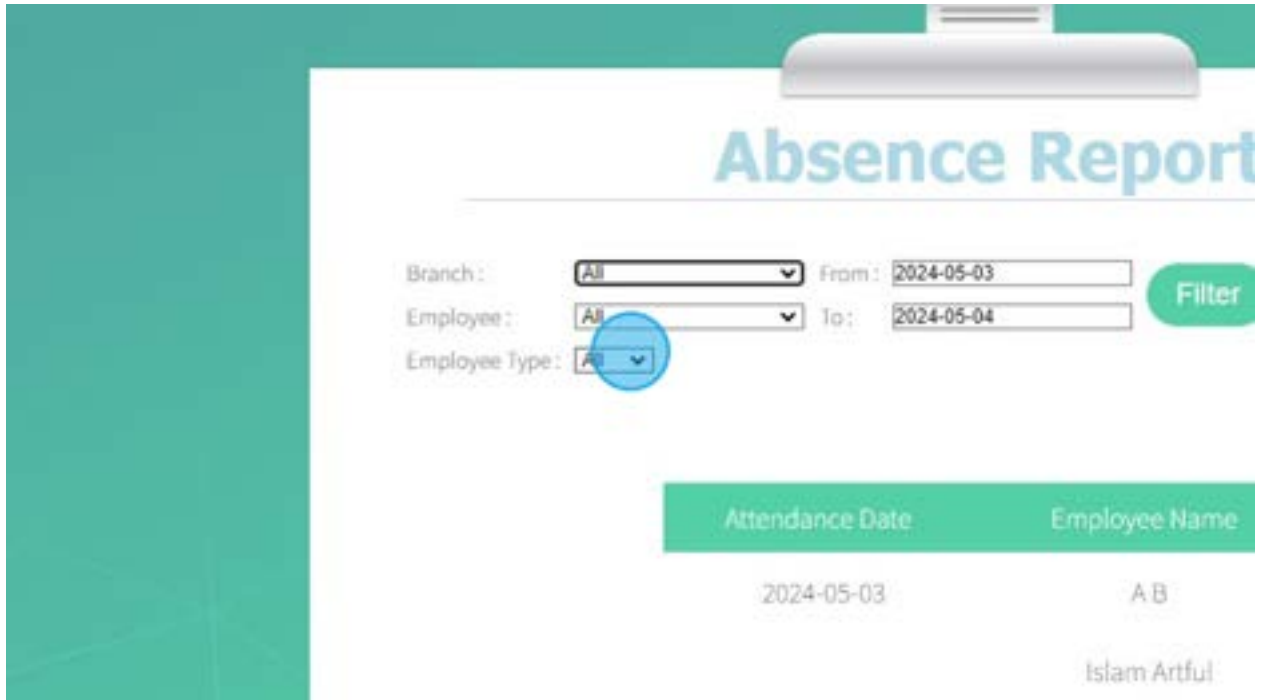
Branch: All From: 2024-05-03
Employee: All To: 2024-05-04
Employee Type: All

Filter

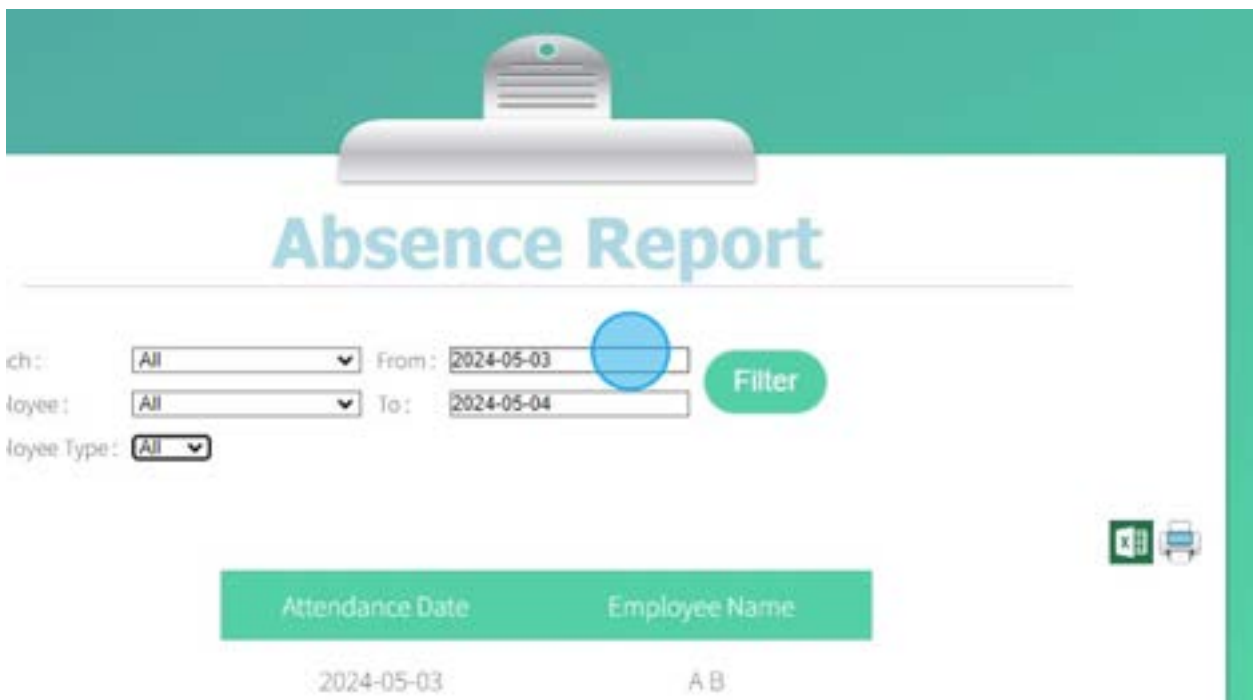
Attendance Date	Employee Name
2024-05-03	A B

5. Record Type: Choose Your Attendance Focus

- Geo Attendance: See check-ins made using the employee's device location.
- NFC/QR Attendance: See check-ins made by scanning the company NFC tag or QR code.
- All: View all types of attendance data in one report.



6. Date Range: Pick a start date and end date, and click "Filter".



7. What You'll See:

Attendance Date: The specific date an employee was absent.

Employee Name: The name of the employee who was scheduled to work but didn't show up.



Branch: From:
Employee: To:
Employee Type: Filter

Attendance Date	Employee Name
2024-05-01	A B
	Islam Artful
	Jalal Yehya
	John Smith
	kjl ØE

8. Click to export the list to an Excel file.

Attendance Report

From: To: Filter

Date	Employee Name
01	A B
	Islam Artful
	Jalal Yehya

9. Click to print the report.

ence Report

From: To: [Filter](#)

Date	Employee Name
01	AB
	Islam Artful
	Jalal Yehya

