Where's My Staff

Step-by-step guide

May 2024

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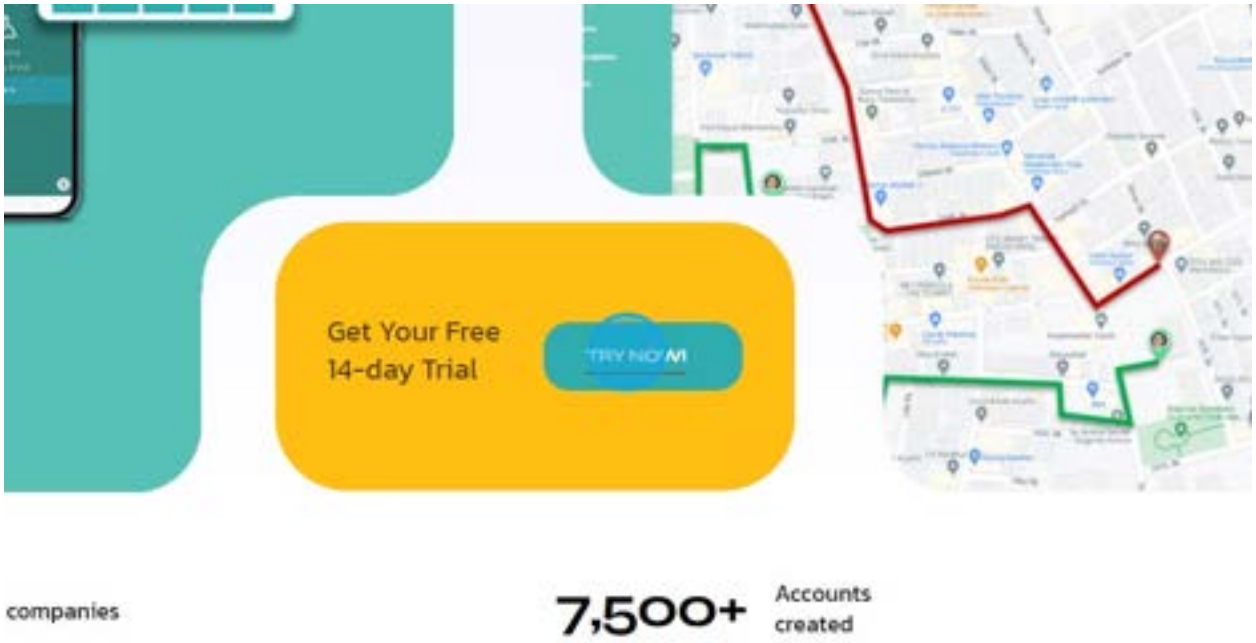
Registering a New Account on Where's My Staff

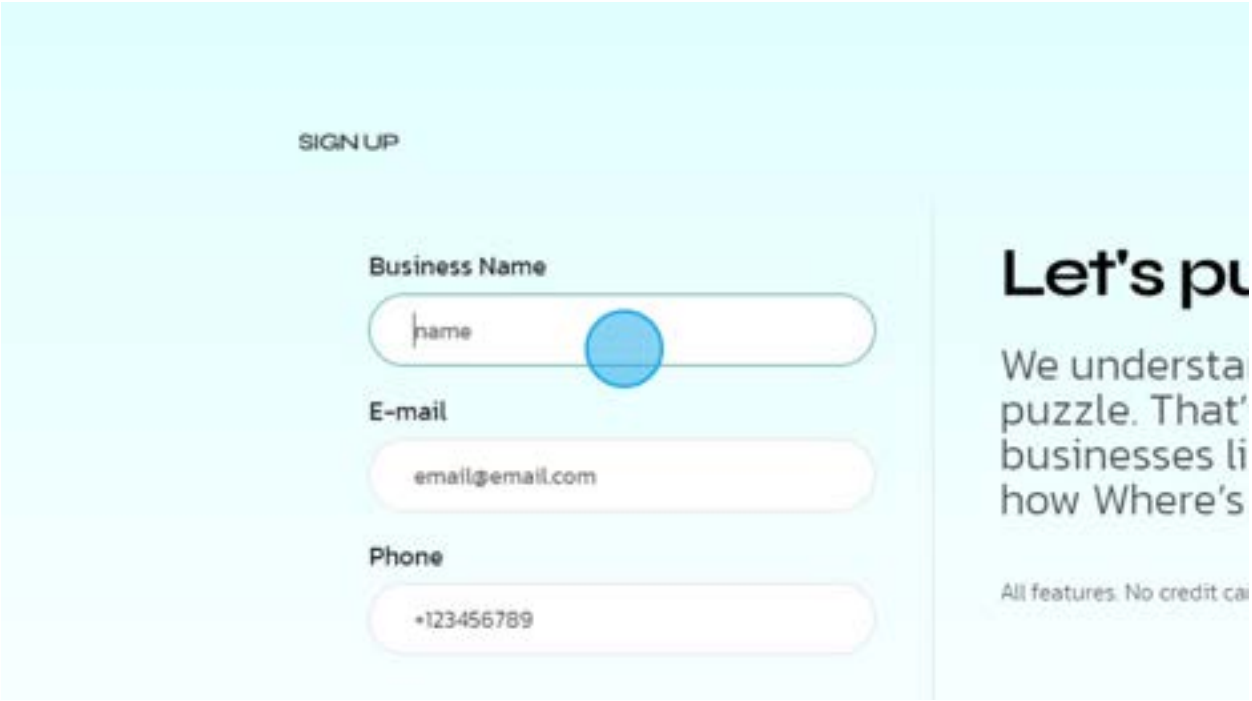
This guide provides step-by-step instructions on how to register a new account on Where's My Staff. It includes details on what information is required during the registration process and emphasizes the importance of choosing a strong password. By following these steps, users can easily create an account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

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

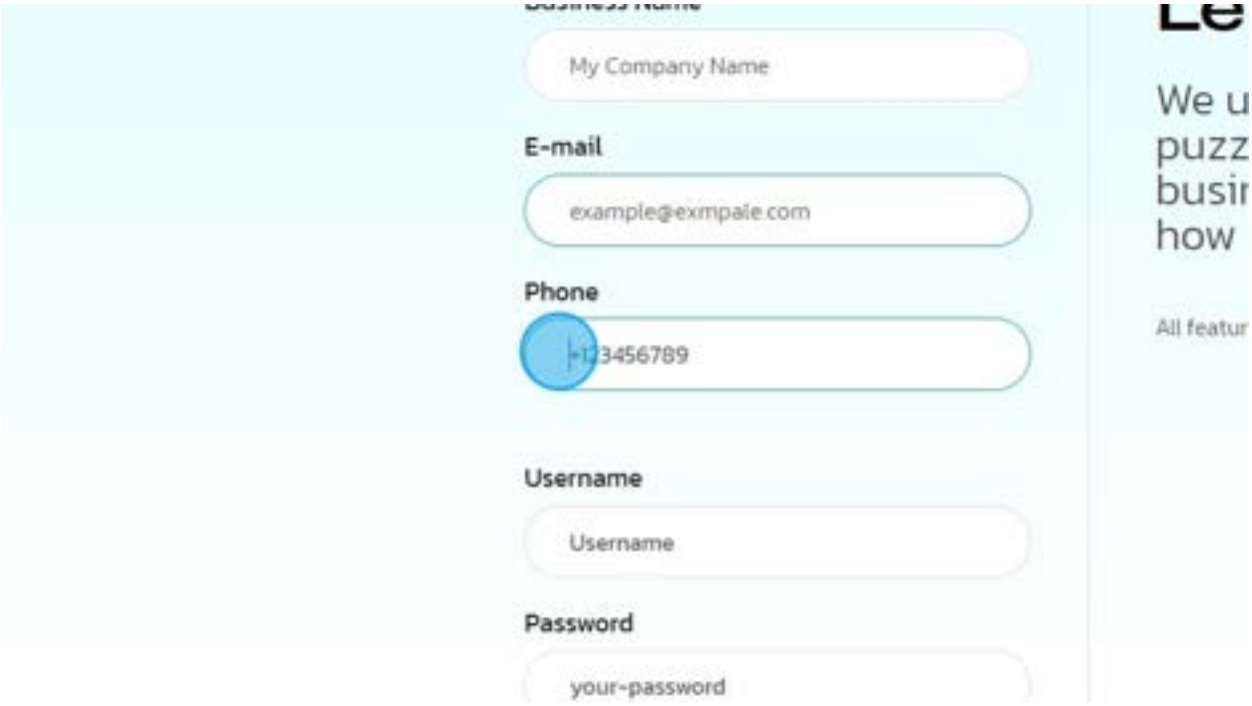
2. Click "TRY NOW!" or "SIGN UP"



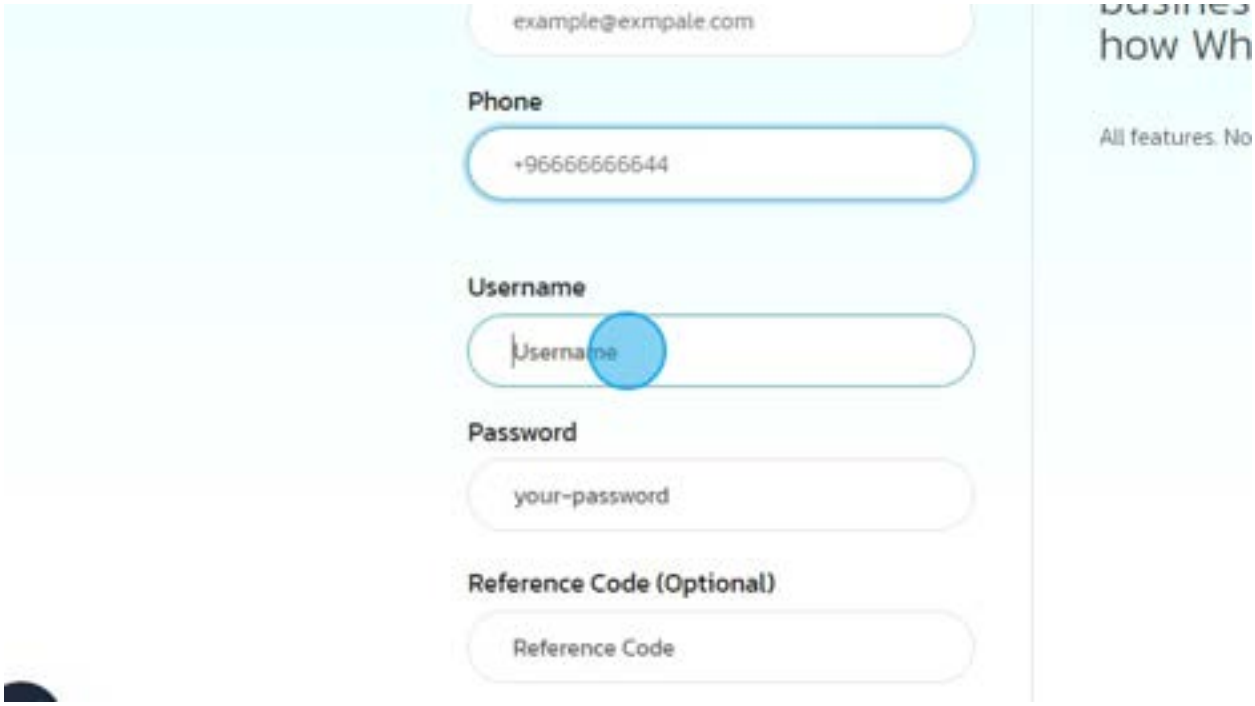
3. Business Name: Your company or team name (you can always change this later).
Email: We'll use this if you need to reset your password or for important updates.



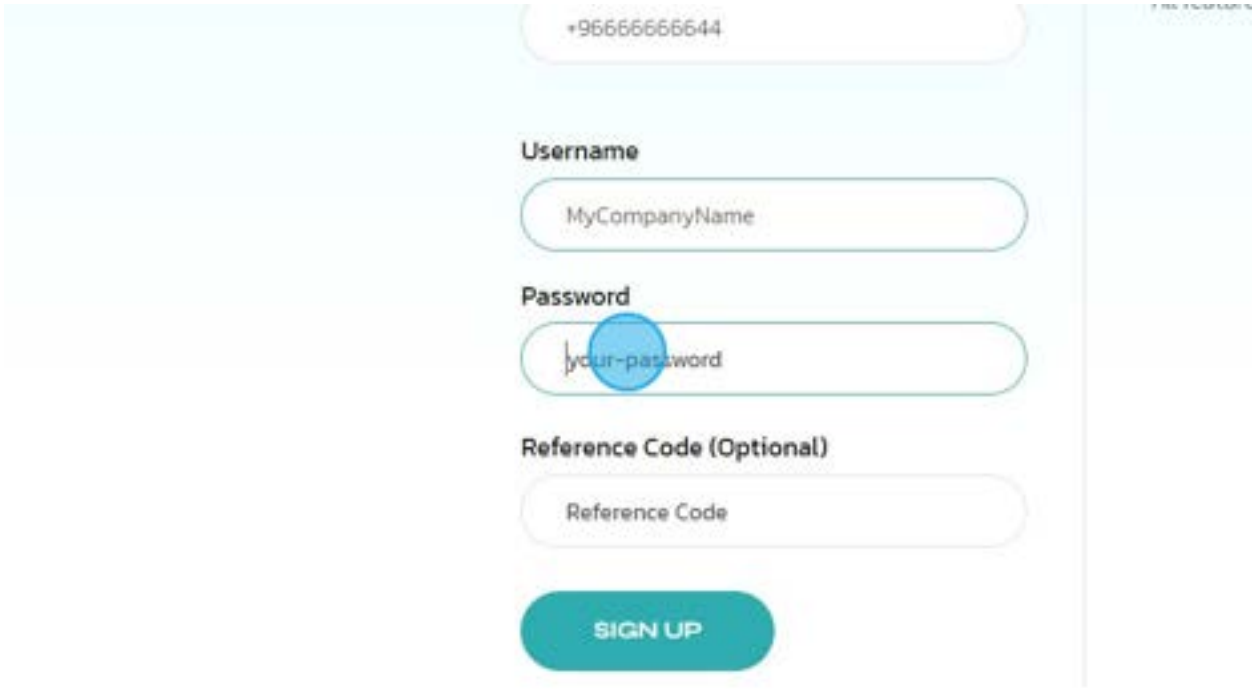
4. Phone Number: Include your country code (it starts with +). We might text you to verify your account or send updates.



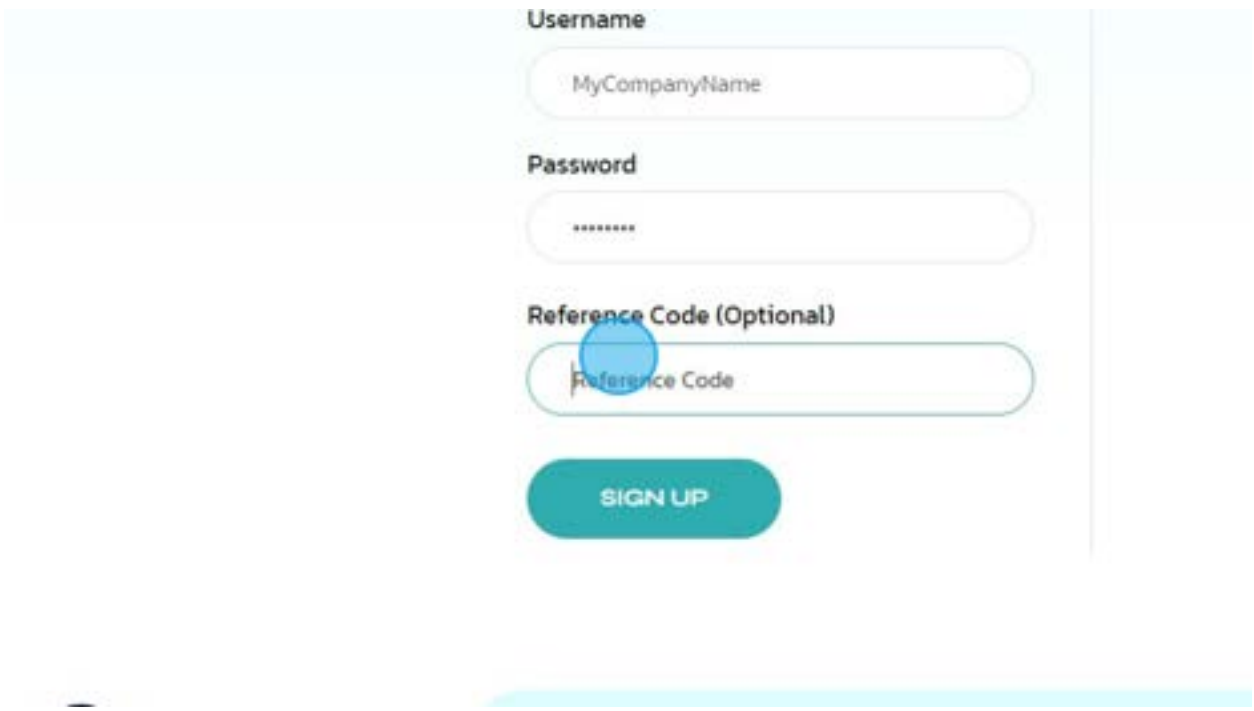
5. Username: This is how you'll sign in.



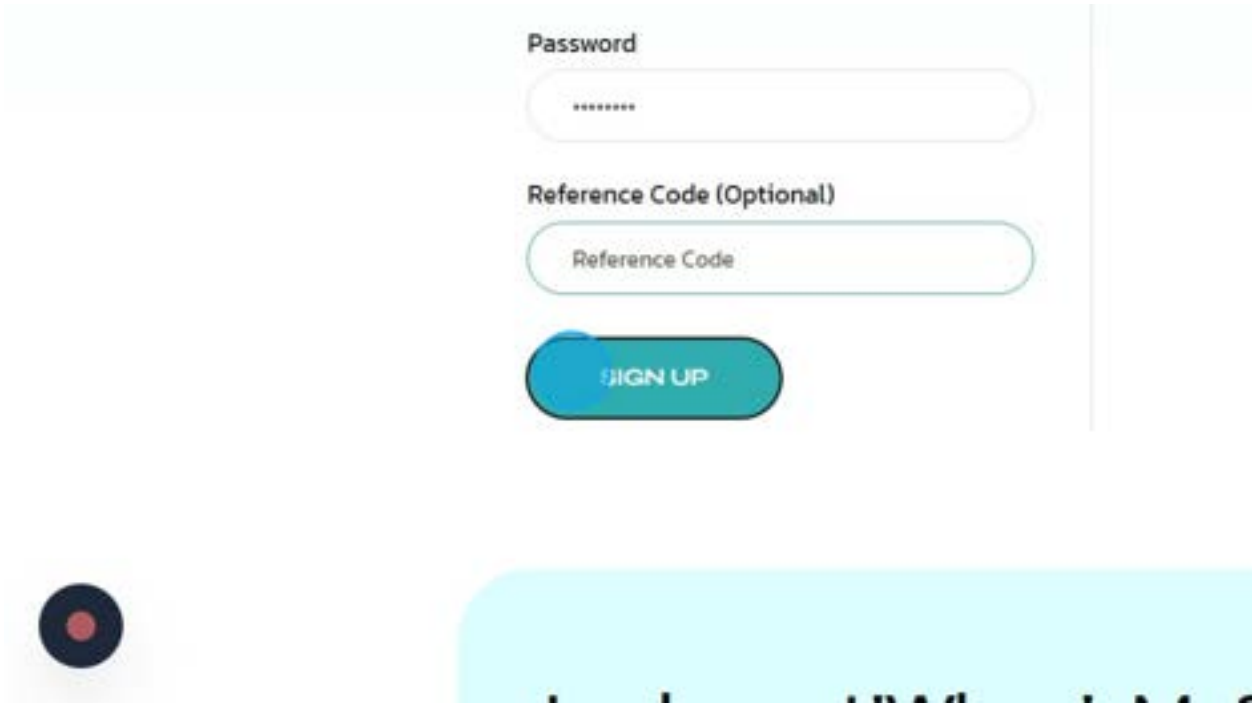
6. Password: Choose something strong and secure!



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



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

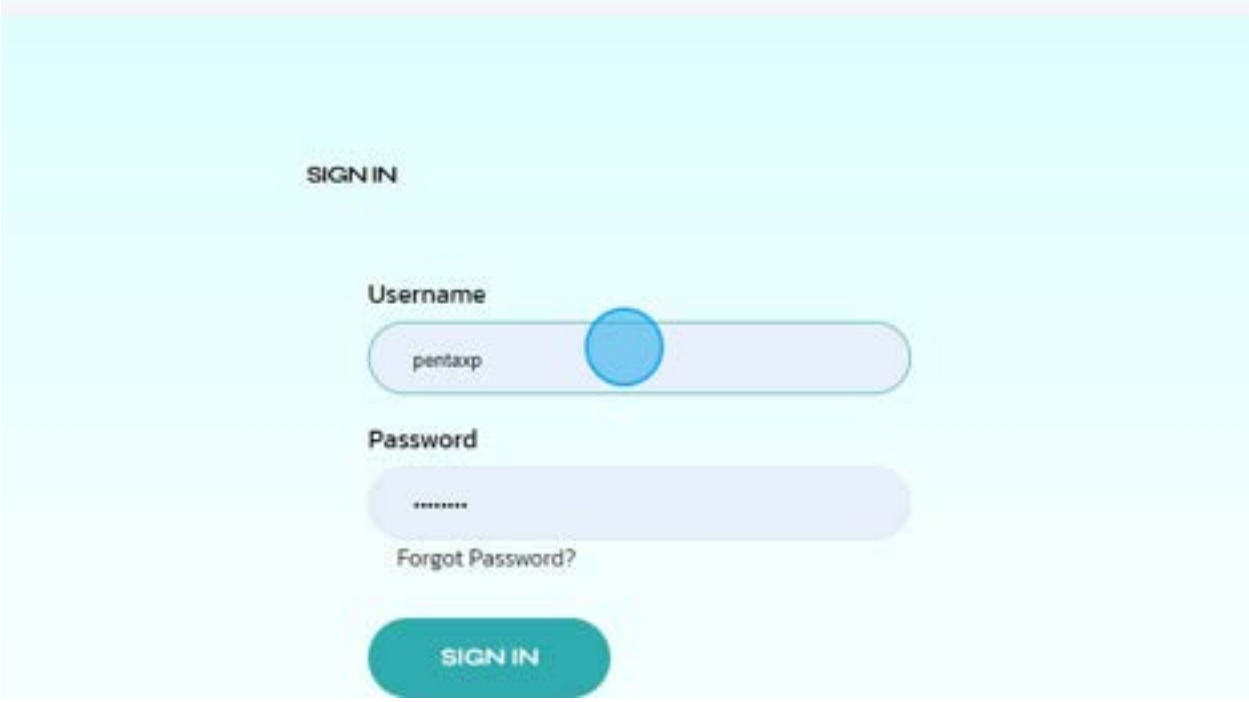


Sign in - Where's My Staff

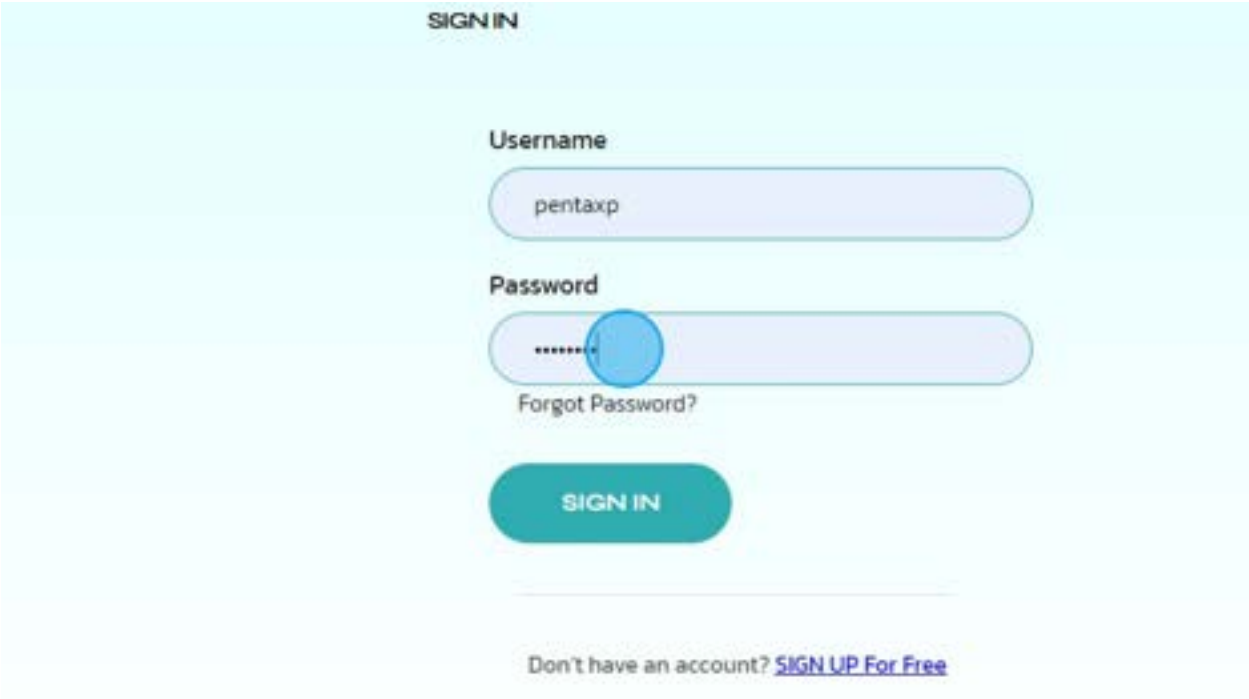
This guide provides step-by-step instructions on how to sign in to the Where's My Staff platform. By following the simple steps, users can easily access their accounts and utilize the features offered by the platform.

1. Navigate to https://whereismystaff.com/sign-in/

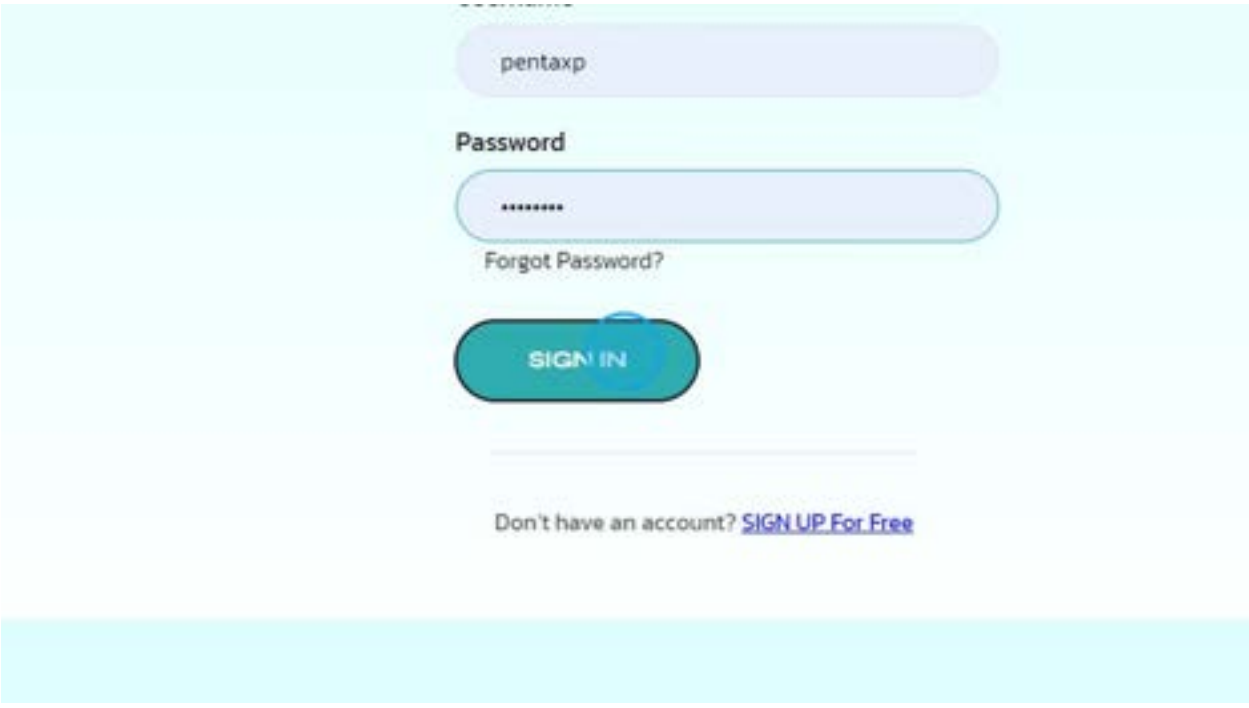
2. Enter your credentials, including your username and password.



3.



4. Click "SIGN IN"

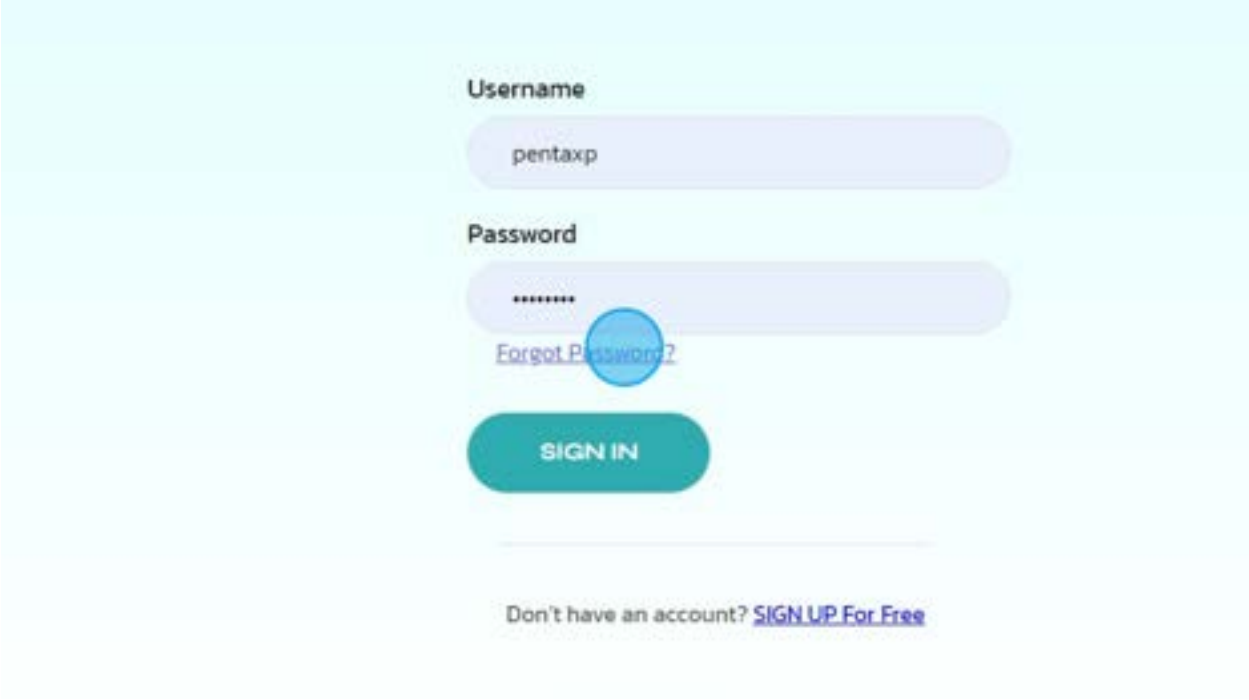


Resetting Password for Where's My Staff Account

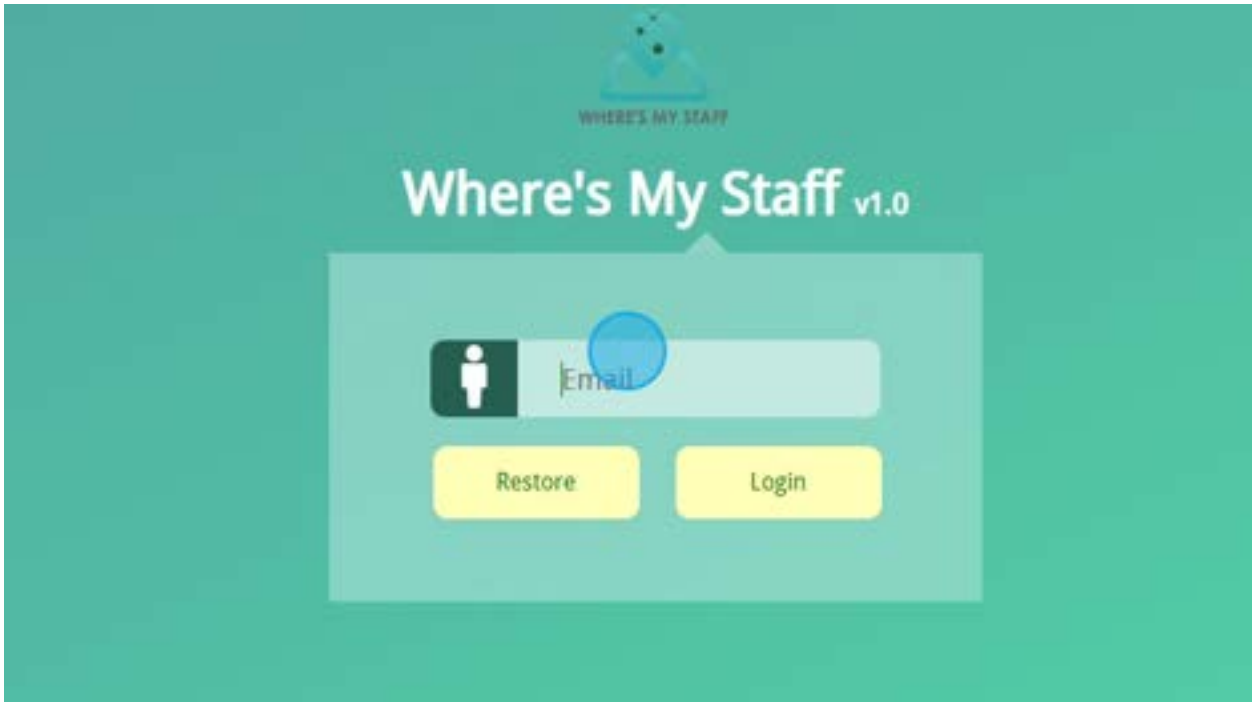
This guide provides step-by-step instructions on how to reset your password for your Where's My Staff account. It is a quick and easy process that involves entering your registered email and receiving your credentials via email.

1. Navigate to https://whereismystaff.com/sign-in/

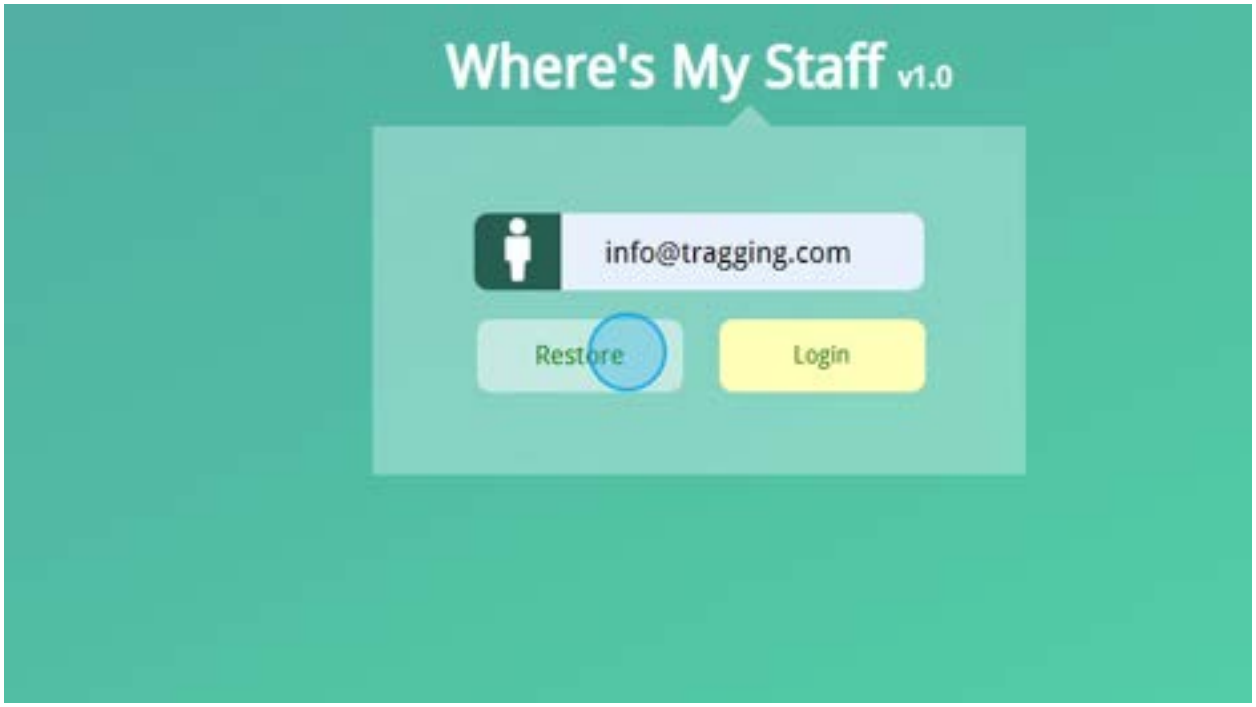
2. Click "Forgot Password?"



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.

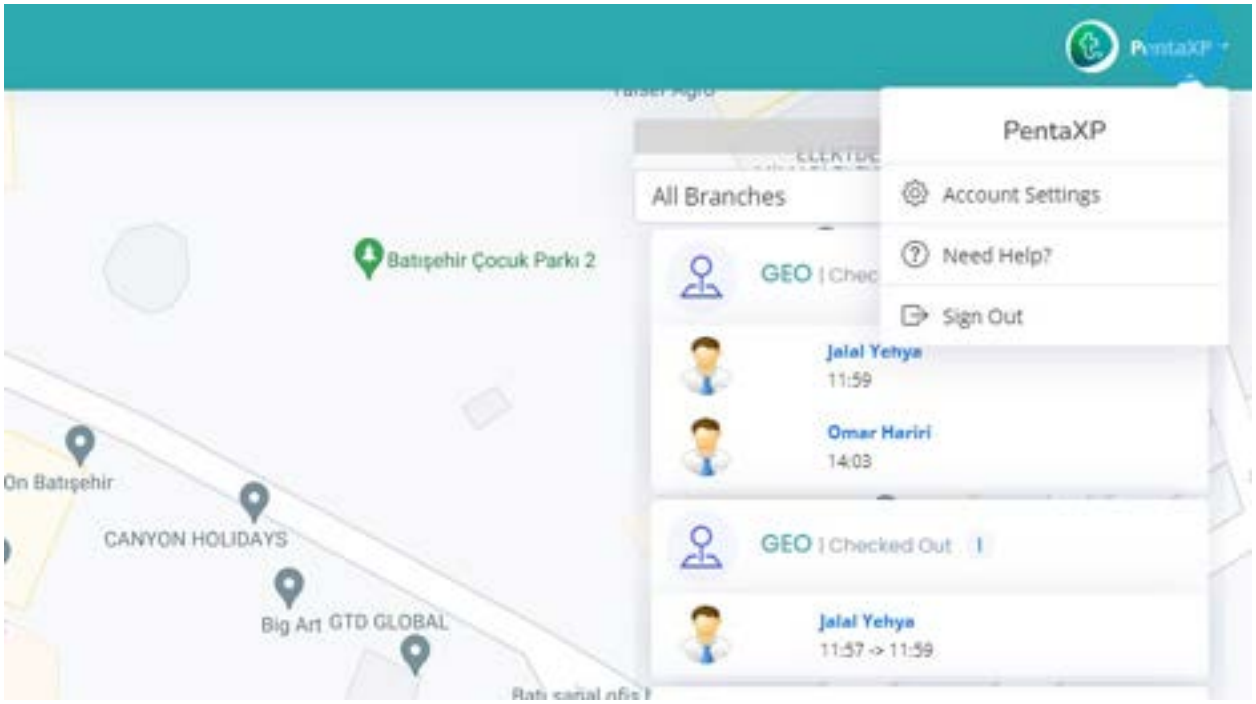
Where's My Staff v1.0
Email
Restore
Login
Credentials has been sent to your email, check your inbox, junk or spams.

Access and navigate Where's My Staff dashboard

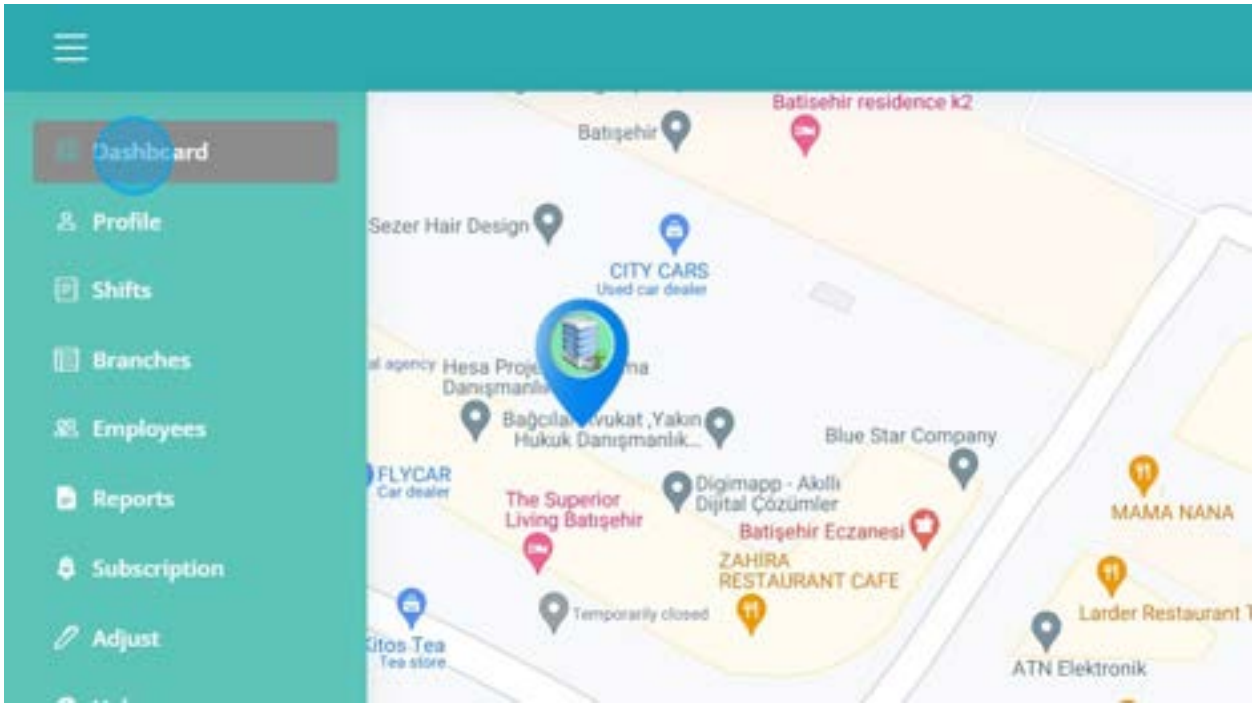
This guide provides step-by-step instructions on how to access and navigate the Where's My Staff dashboard. It highlights the main features of the dashboard, such as real-time employee location tracking, quick attendance reports, and settings management. It also explains how to use the different menus 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.

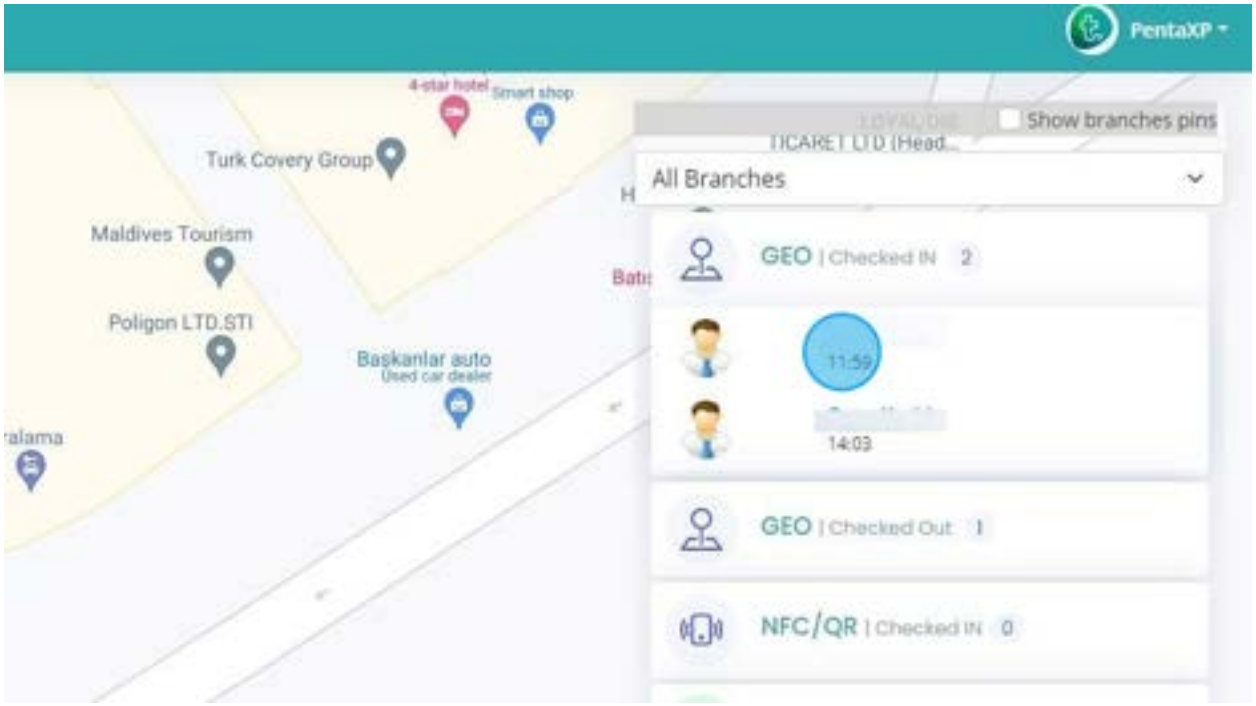


4. On the right side of the screen, you'll see a menu that shows your Employees.

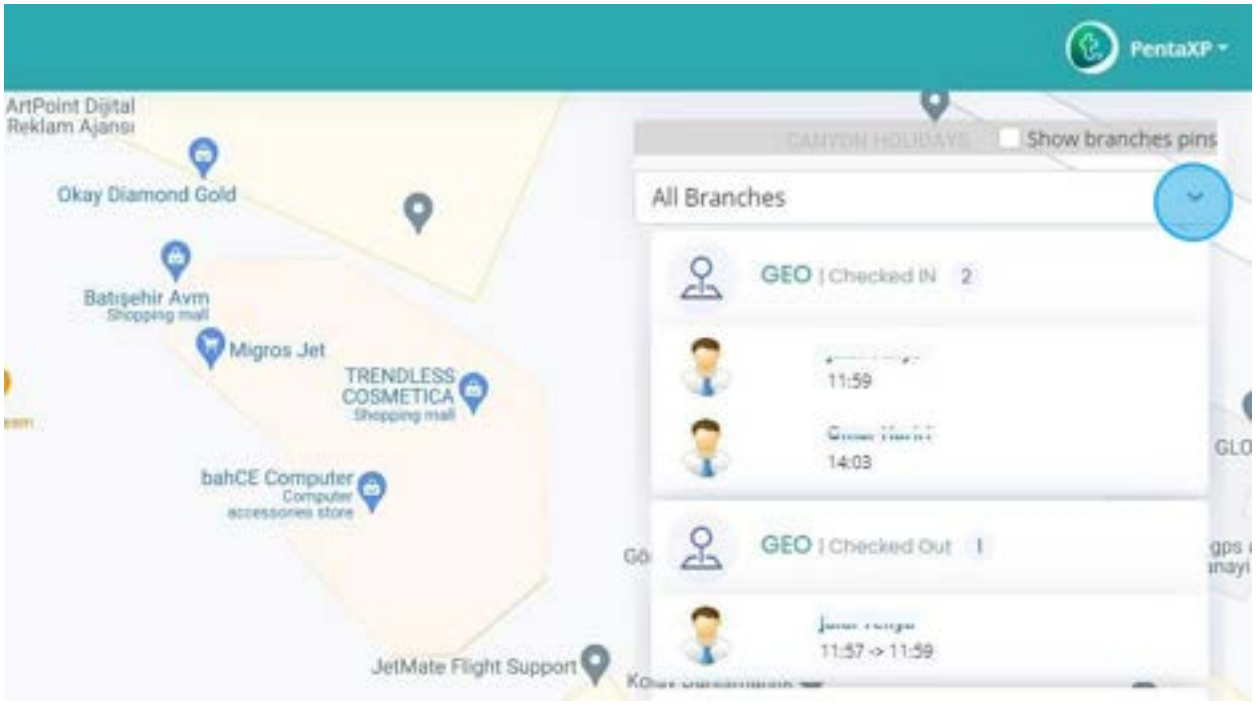
It will show who is currently clocked in or out with the time

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

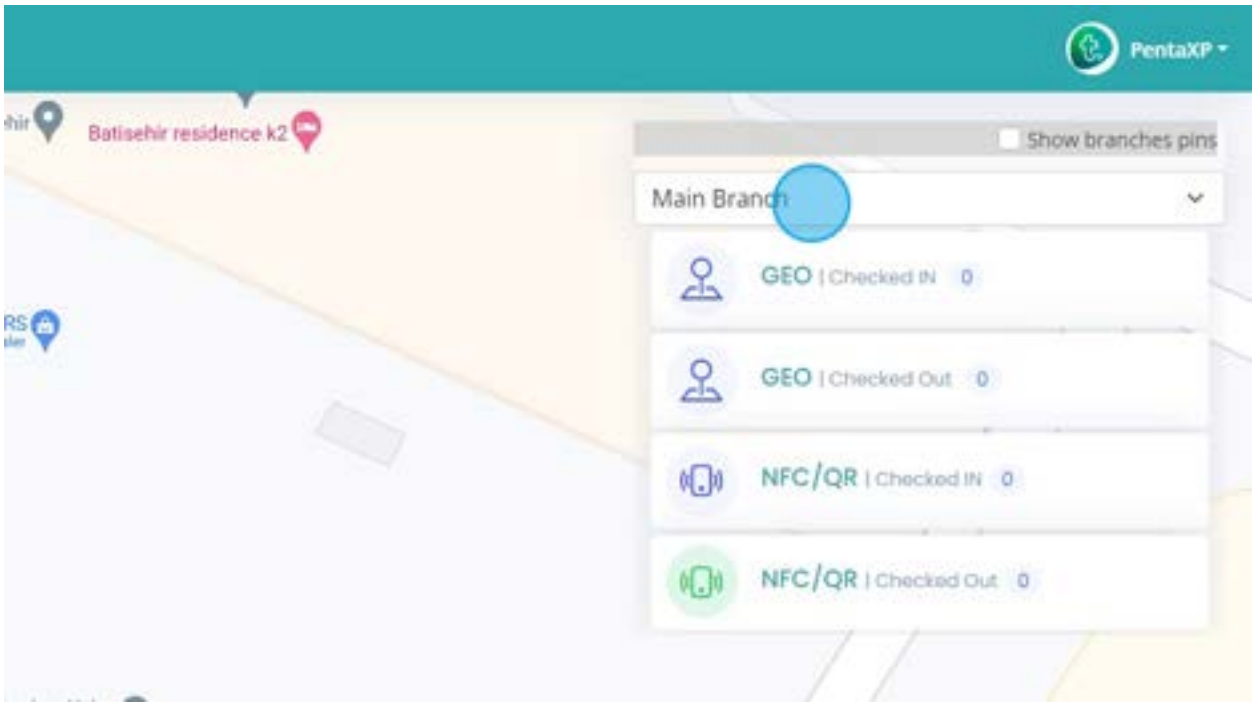
5. Click on an employee's name to see their location on the map.



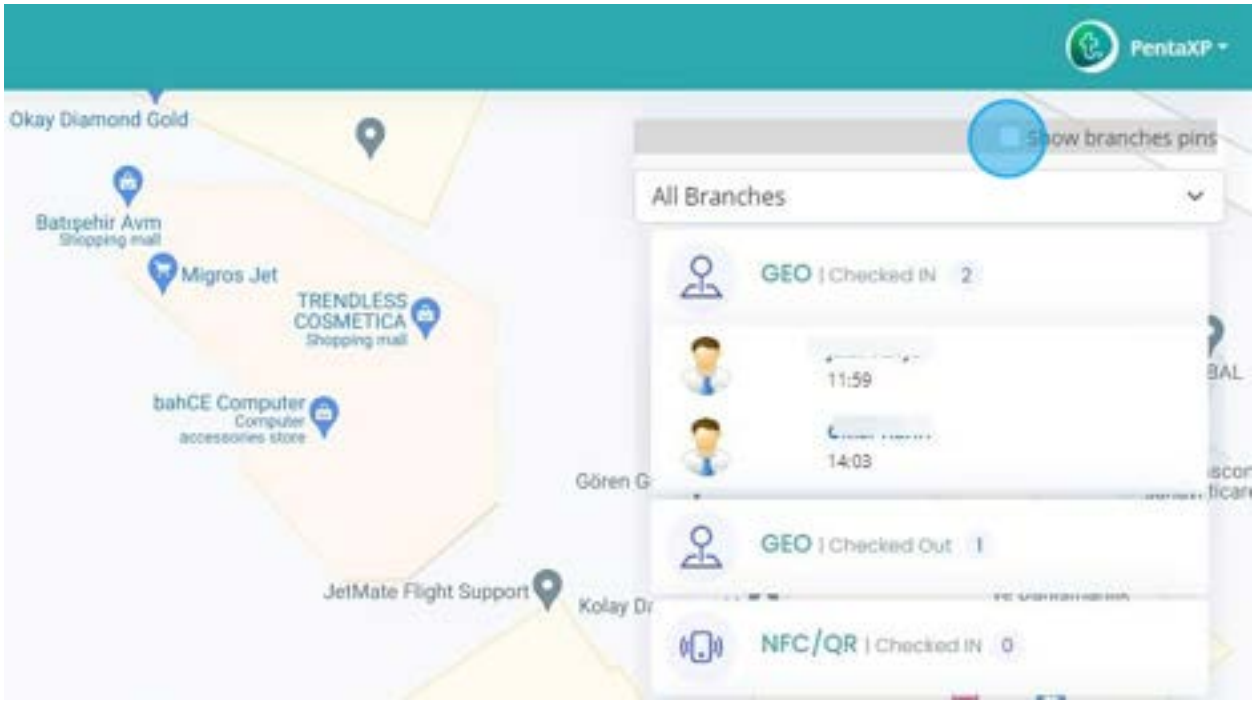
6. If you have multiple branches, use the filter to see only the employees you want.



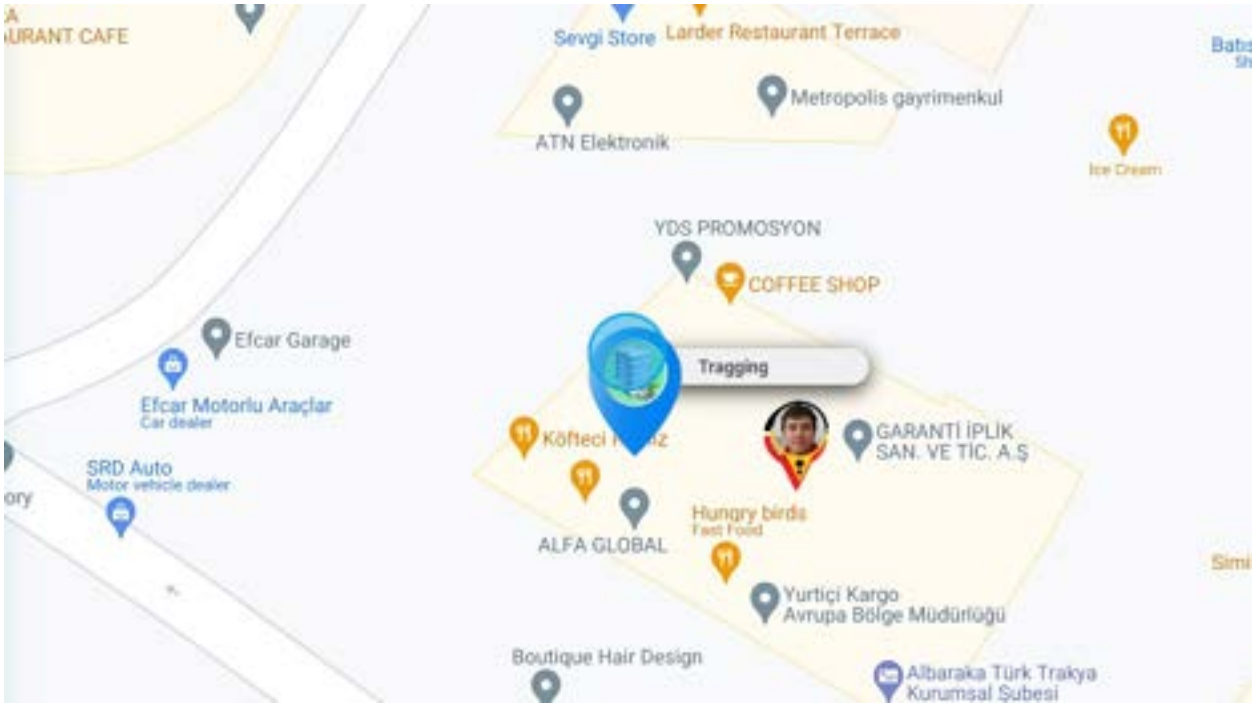
7. Click this dropdown.



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

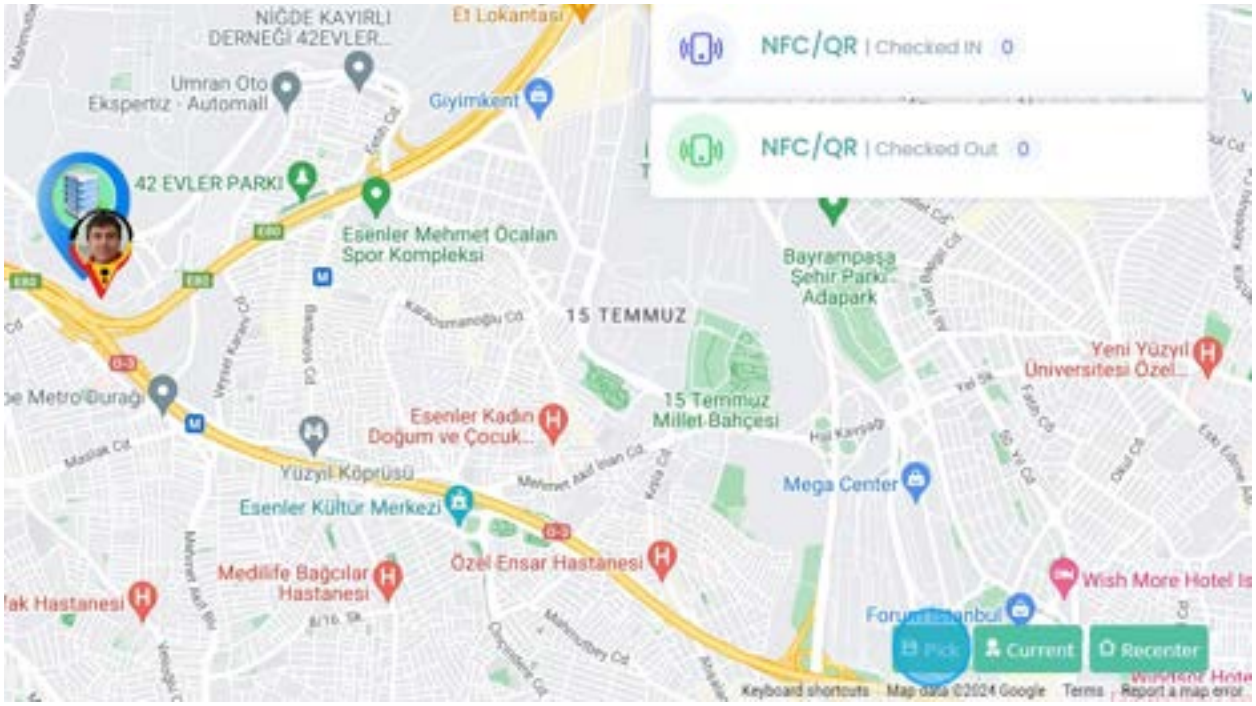
When they started/finished work

Where they checked in

12.

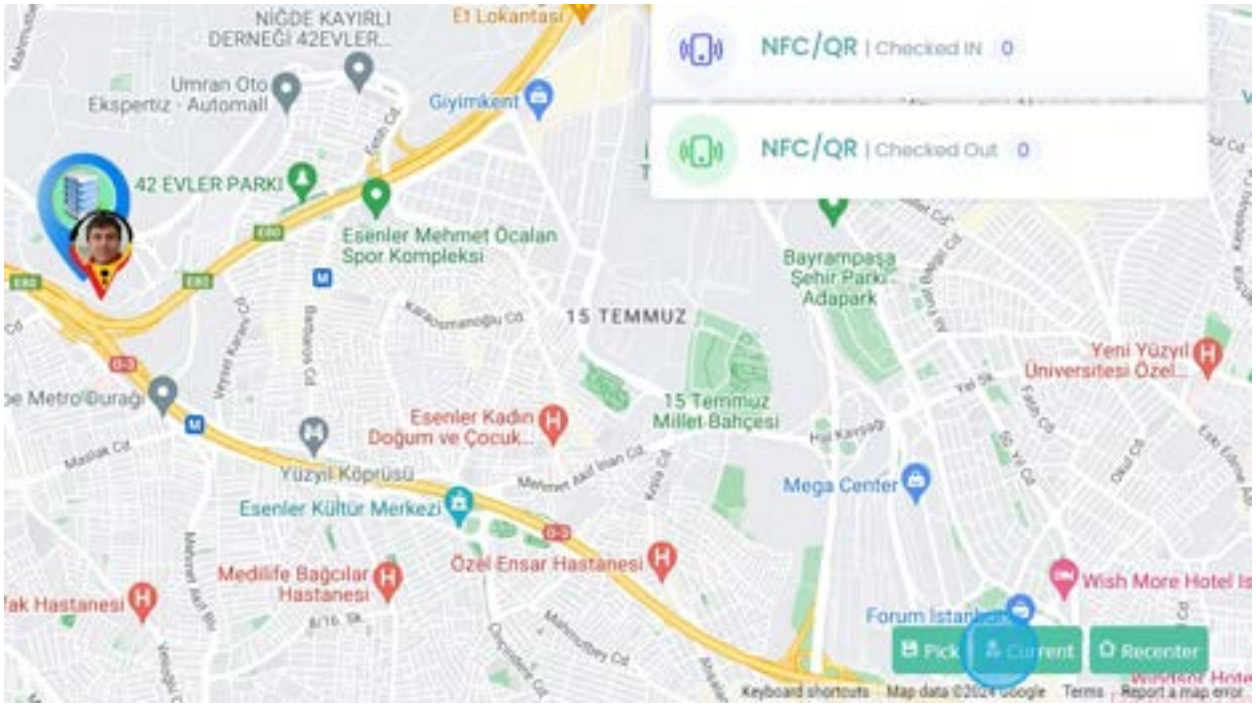
13. To save your default map view:

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



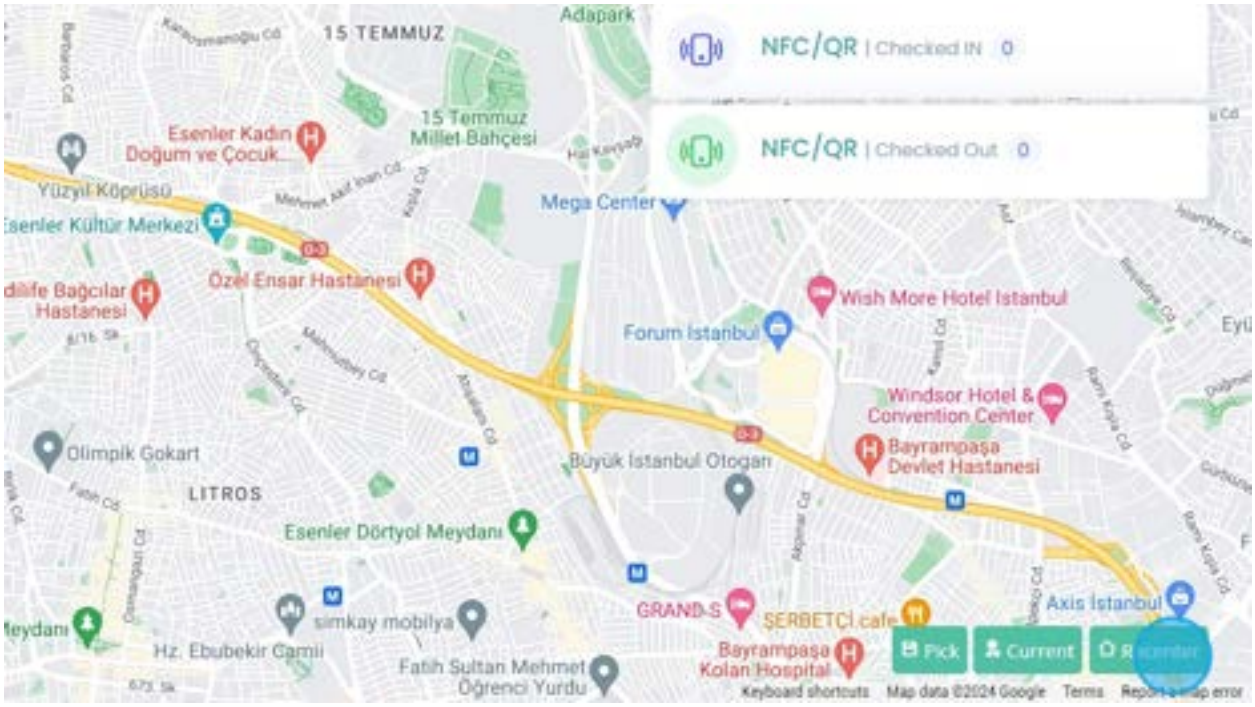
14. To show the map at your current location:

Click the "Current" button

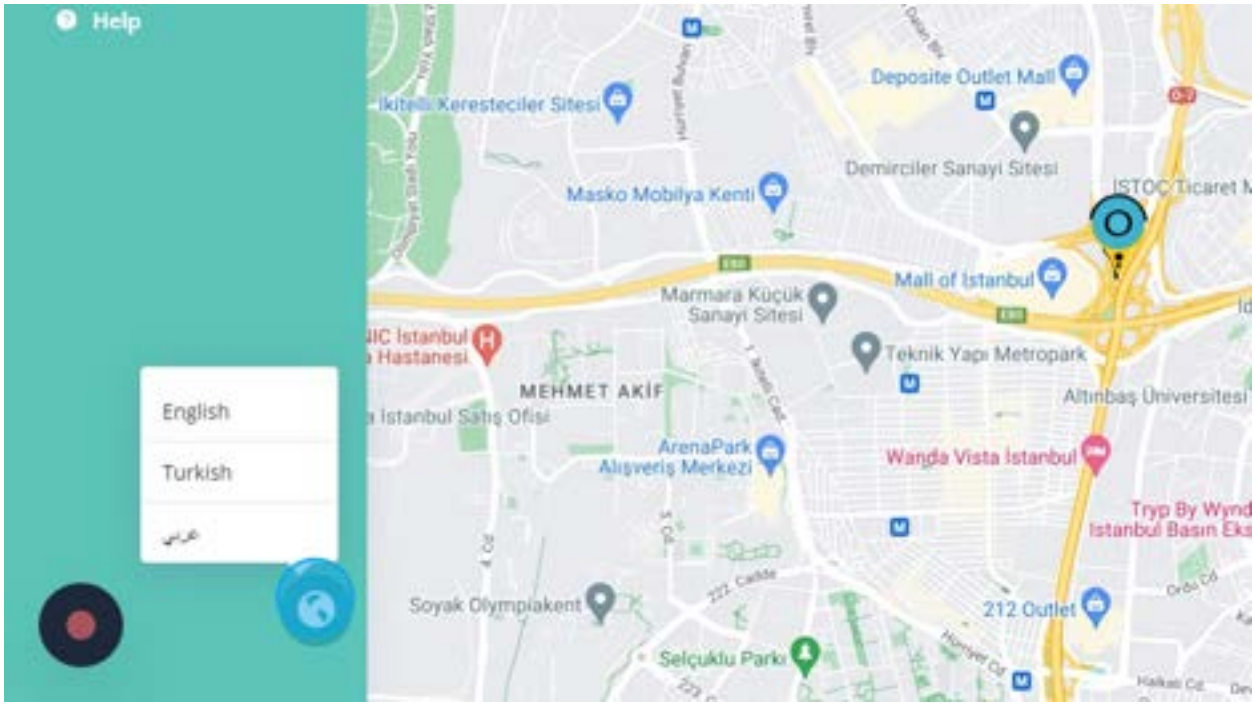


15. To revert your map to your default map view:

Click the "Recenter" button.



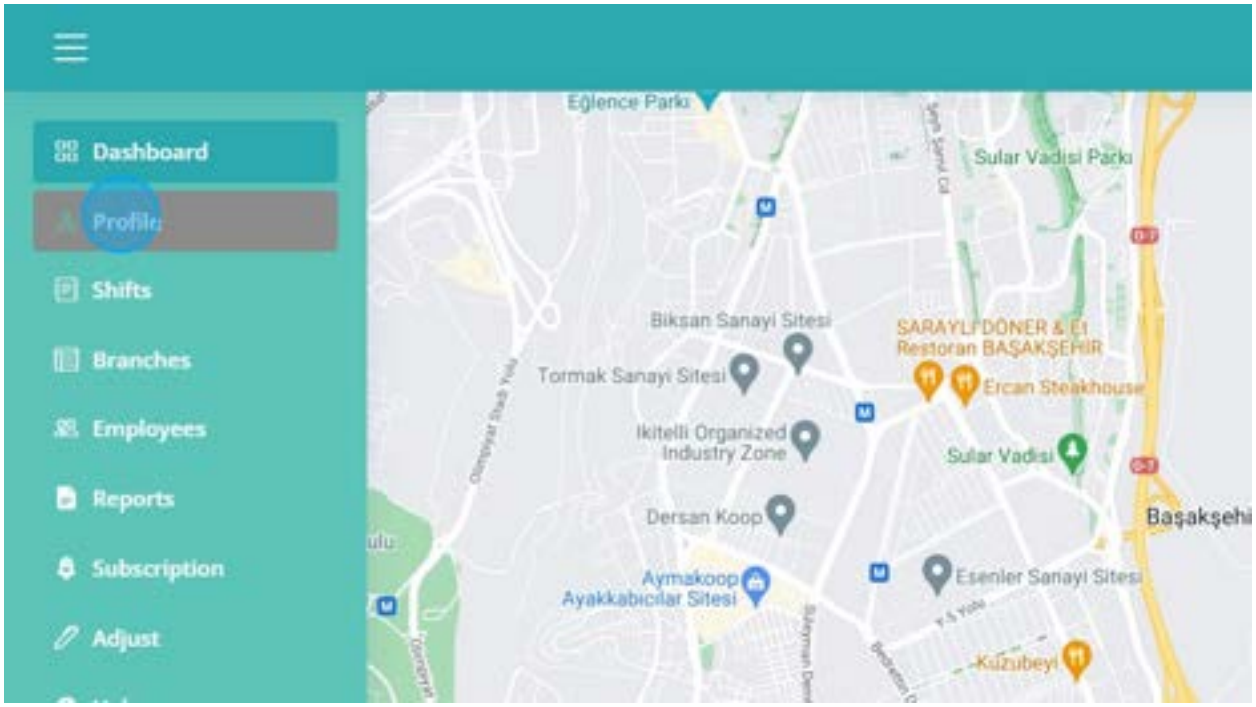
16. Switch the software to your preferred language by clicking here. PS: Right now, we offer English, Arabic & Turkish. More languages coming soon!


Help
English
Turkish
Deposite Outlet Mall
Demirciler Sanayi Sitesi
Masko Mobilya Kenti
Mall of İstanbul
Marmara Küçük Sanayi Sitesi
Teknik Yapı Metropark
MEHMET AKİF
Altınbaş Üniversitesi
ArenaPark Alışveriş Merkezi
Wanda Vista İstanbul
Soyak Olympiakent
212 Outlet
Selçuklu Parkı

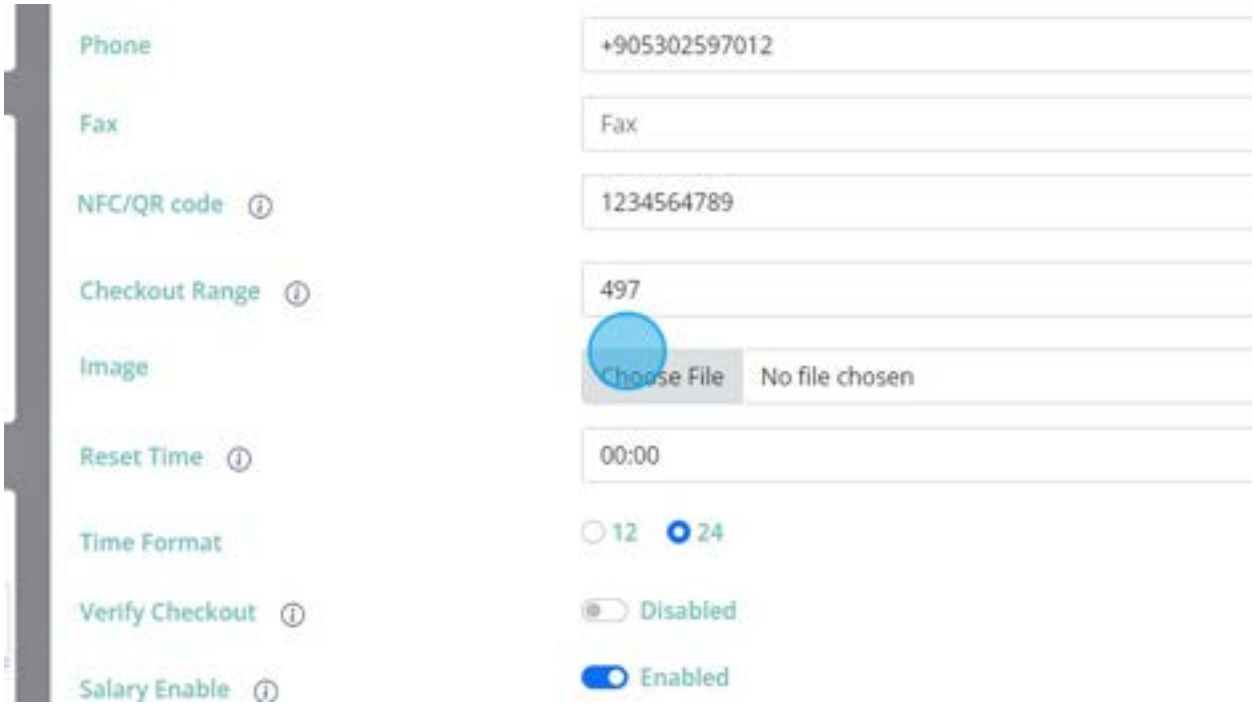
Add or Update Company Logo

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.

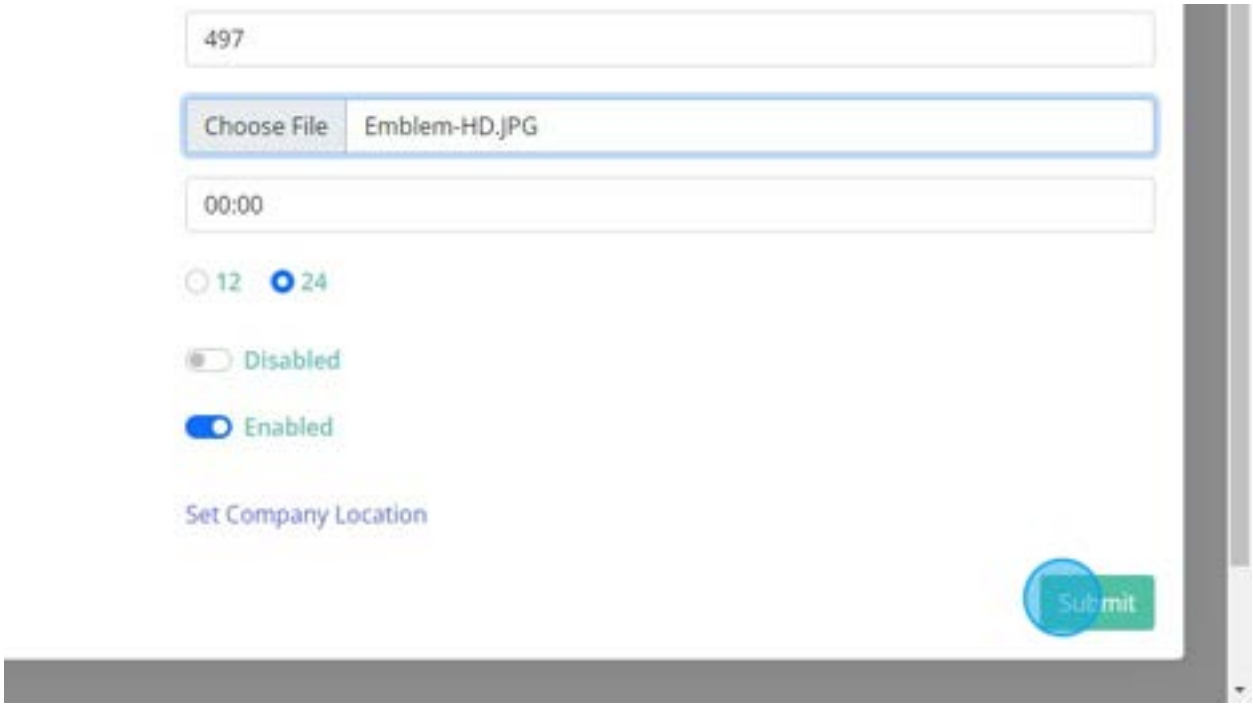
1. Click "Profile"



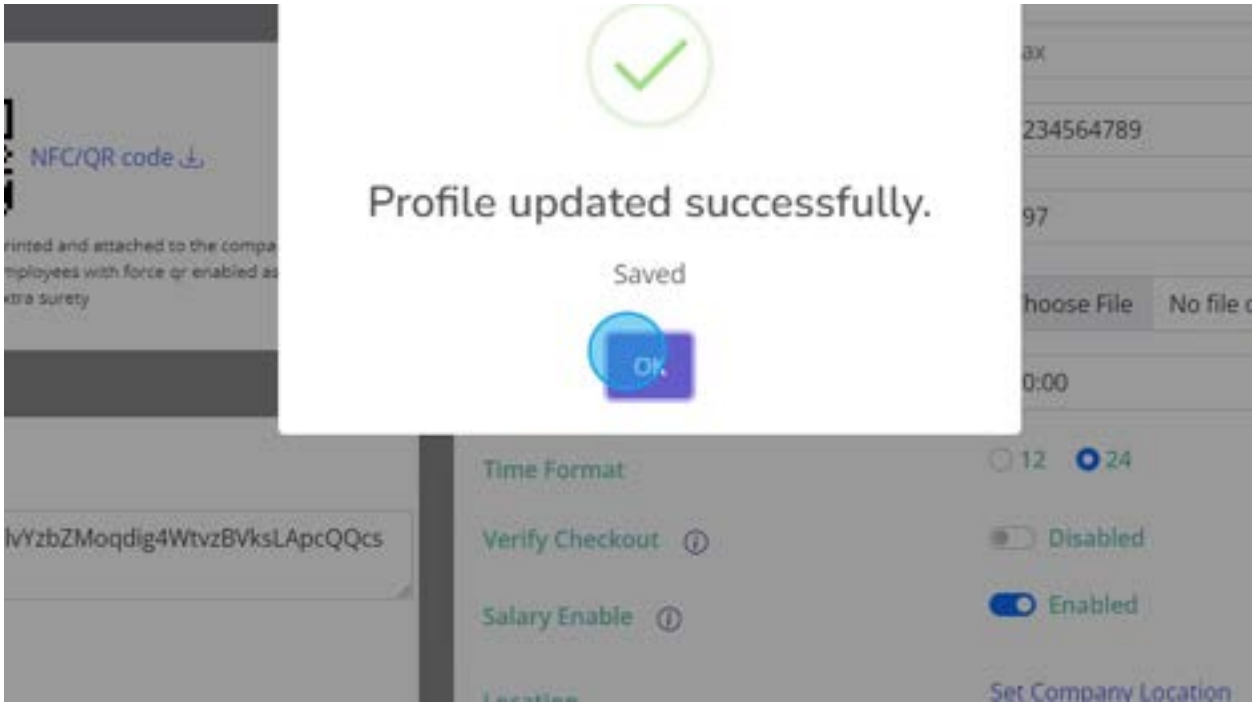
2. Click "Choose File"



3. Click Submit



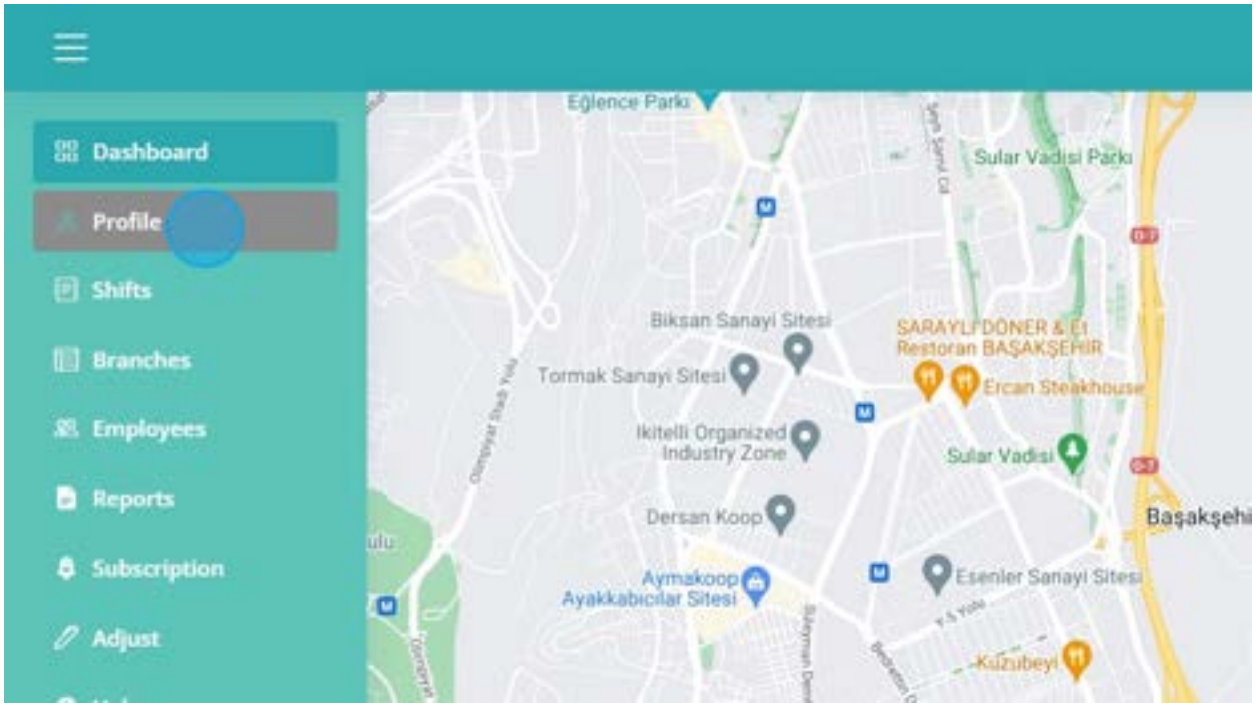
4. Click "OK"


NFC/QR code
Profile updated successfully.
Saved
OK
234564789
97
Time Format
12
24
Verify Checkout
Disabled
Salary Enable
Enabled
Set Company Location

Change Password

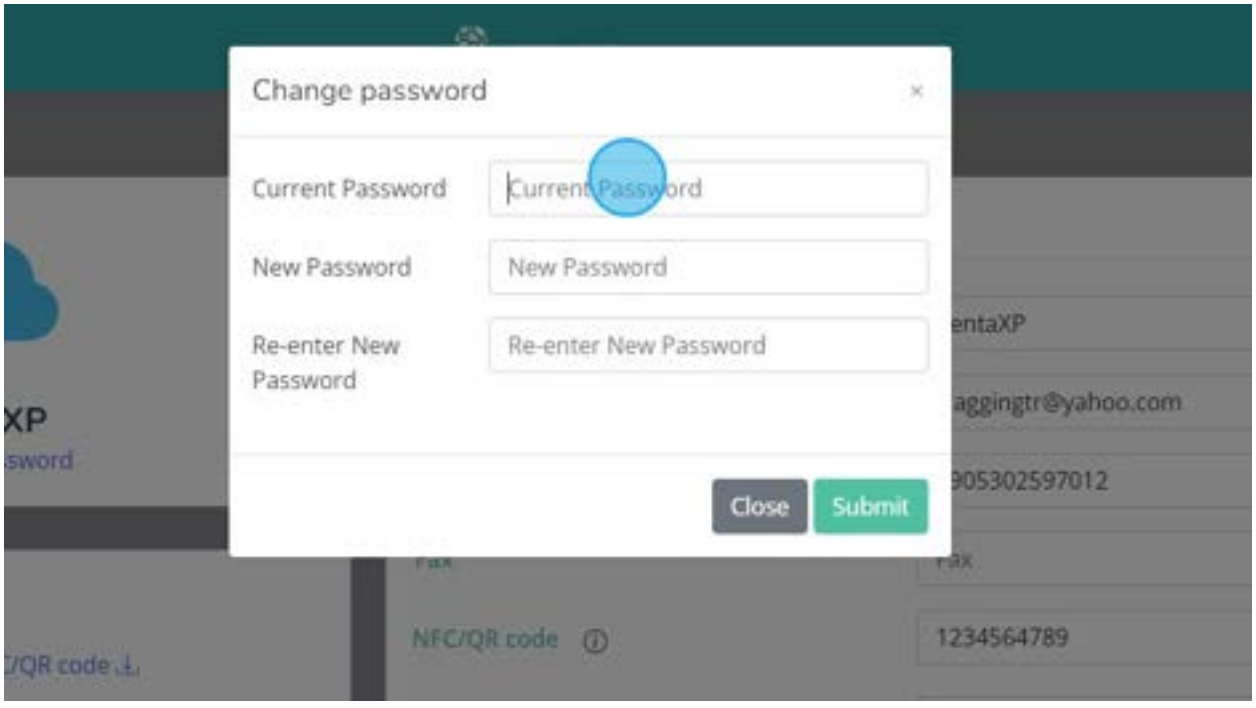
This guide provides a simple step-by-step process on how to change your password. It is easy to follow and includes clear instructions with screenshots, making it helpful for anyone who wants to update their password securely.

1. Click "Profile"

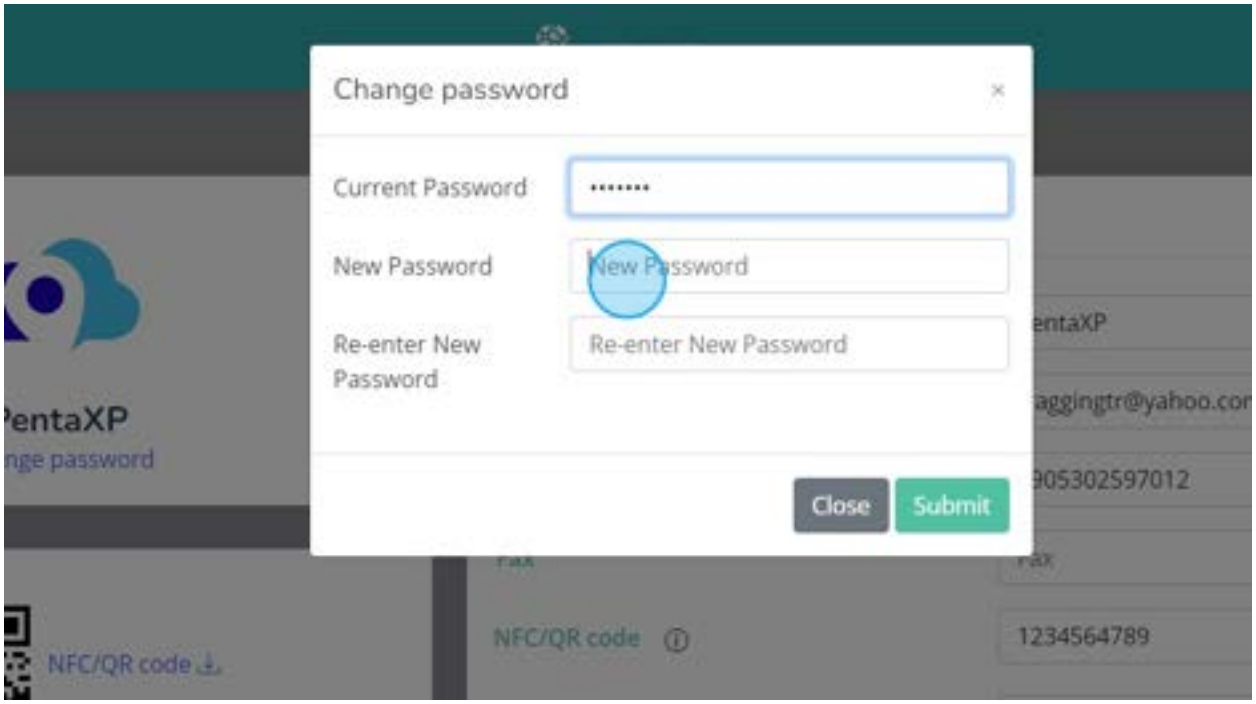


2. Click "Change password"

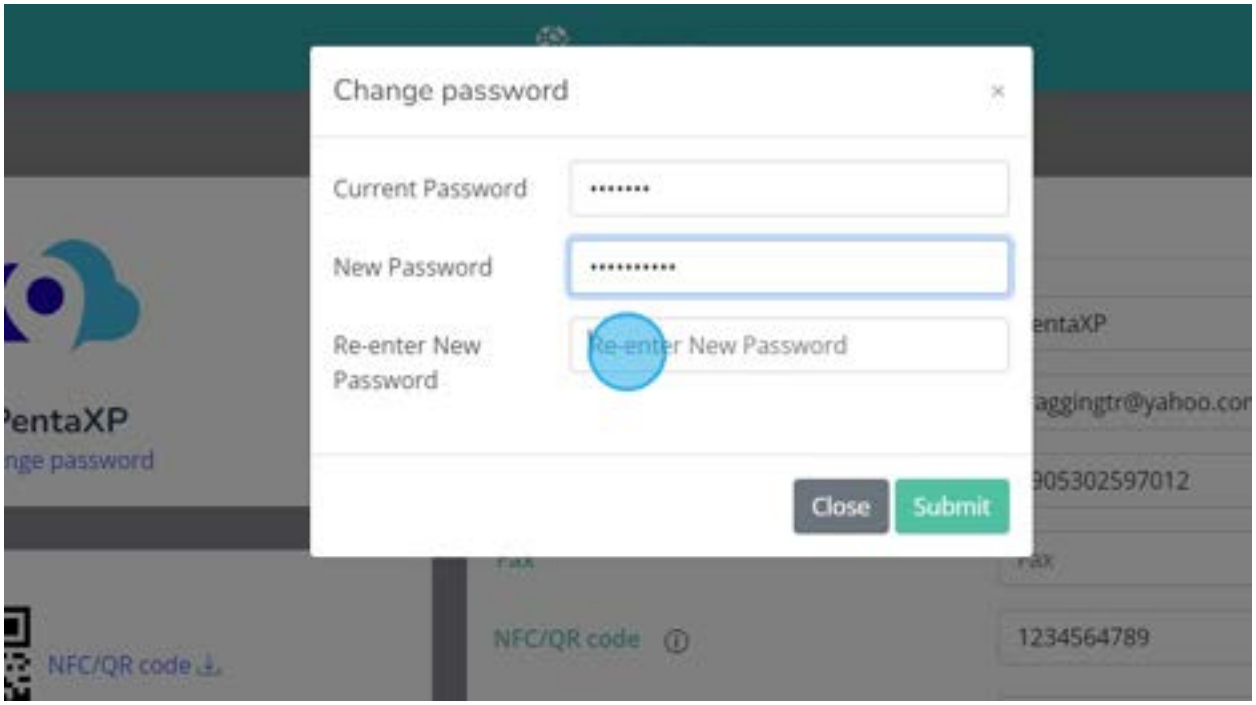
3. Enter the current password



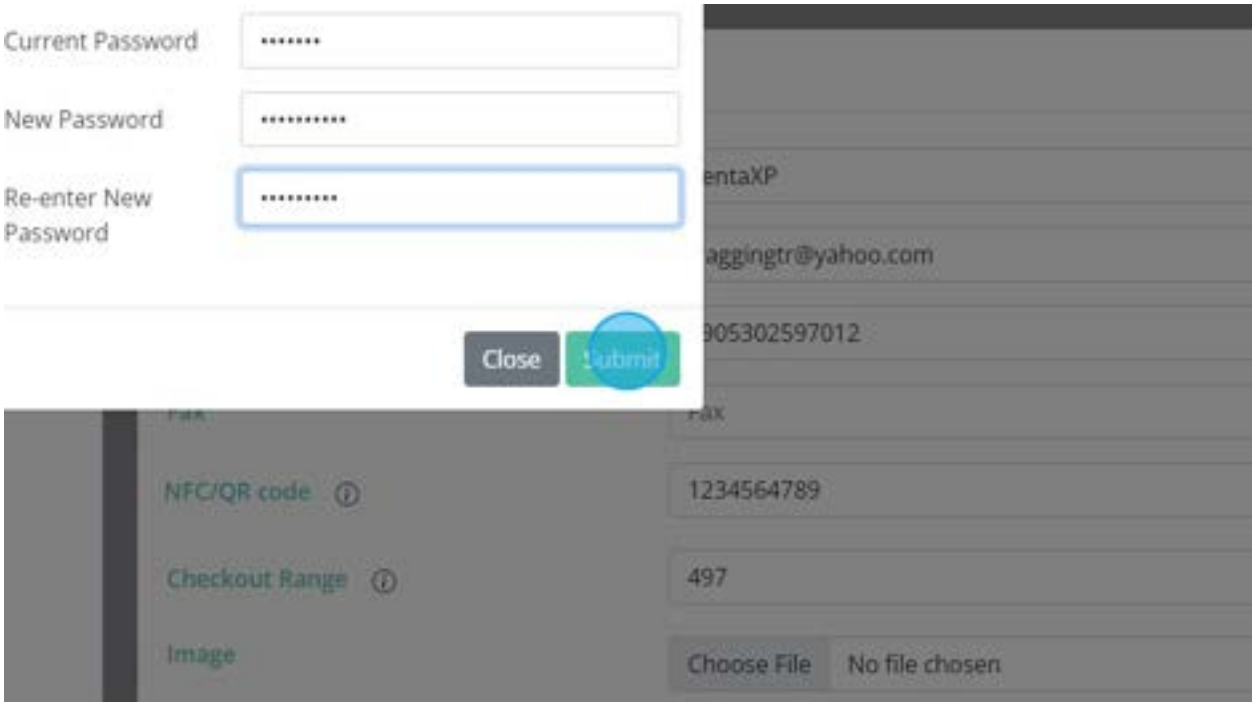
4. Enter the new password



5. Re-enter New Password



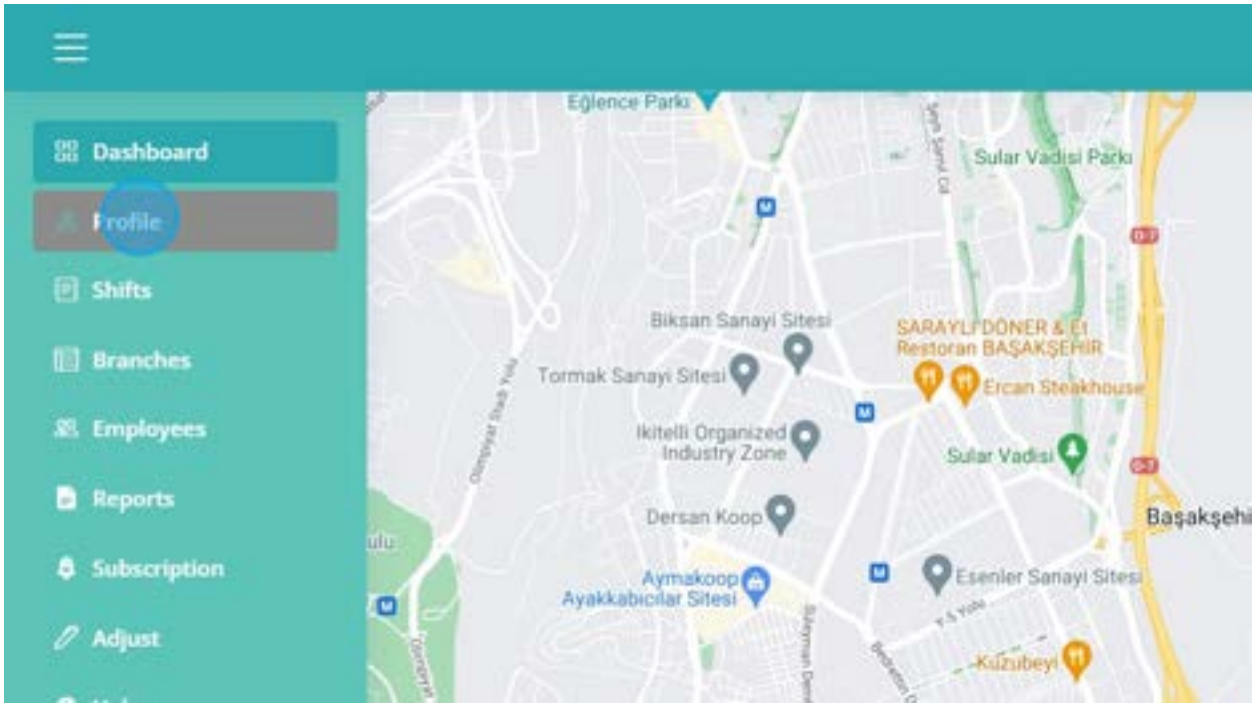
6. Click Submit


Current Password
New Password
Re-enter New Password
Close
Submit
entaXP
aggingtr@yahoo.com
905302597012
Fax
NFC/QR code
1234564789
Checkout Range
497
Image
Choose File
No file chosen

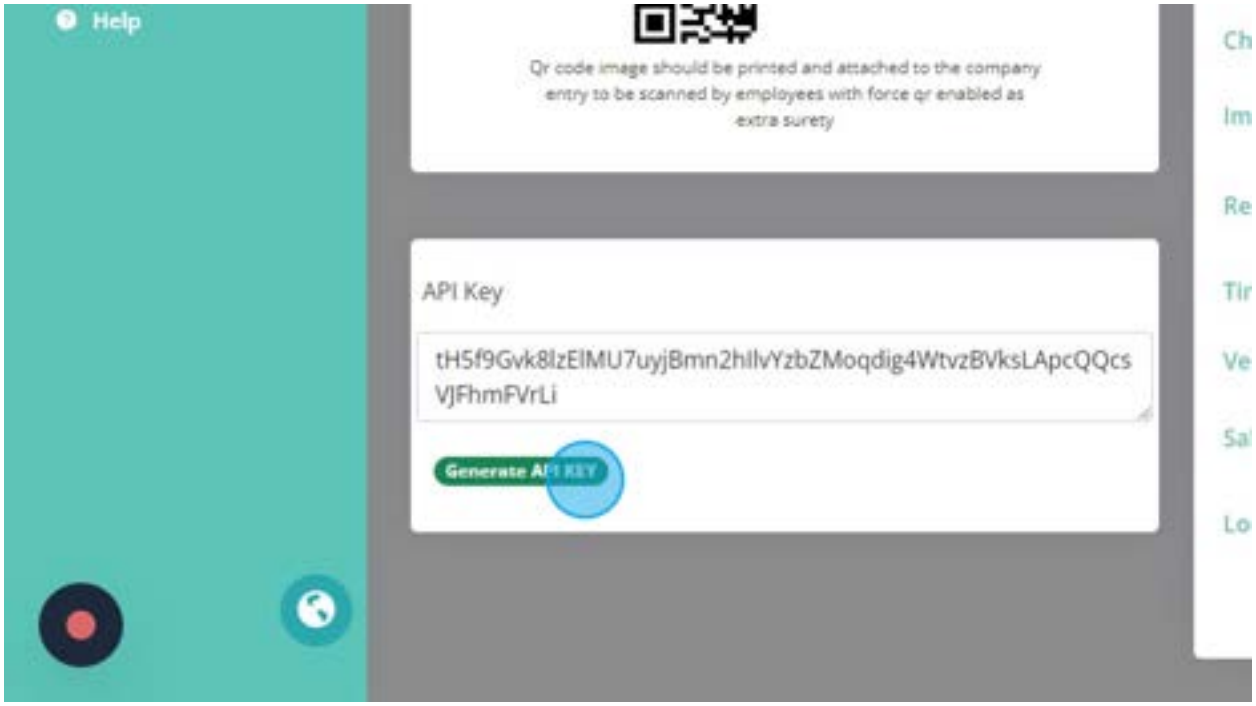
Generate API Key for Where's My Staff Account

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.

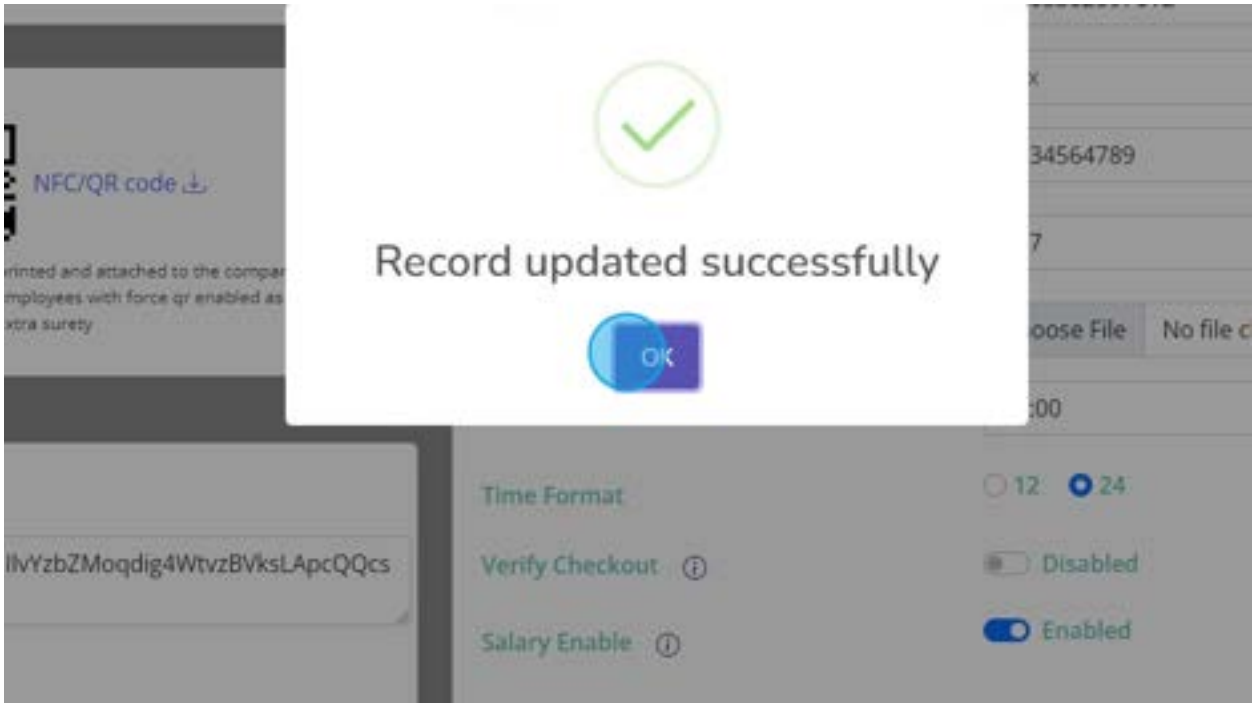
1. Click "Profile"



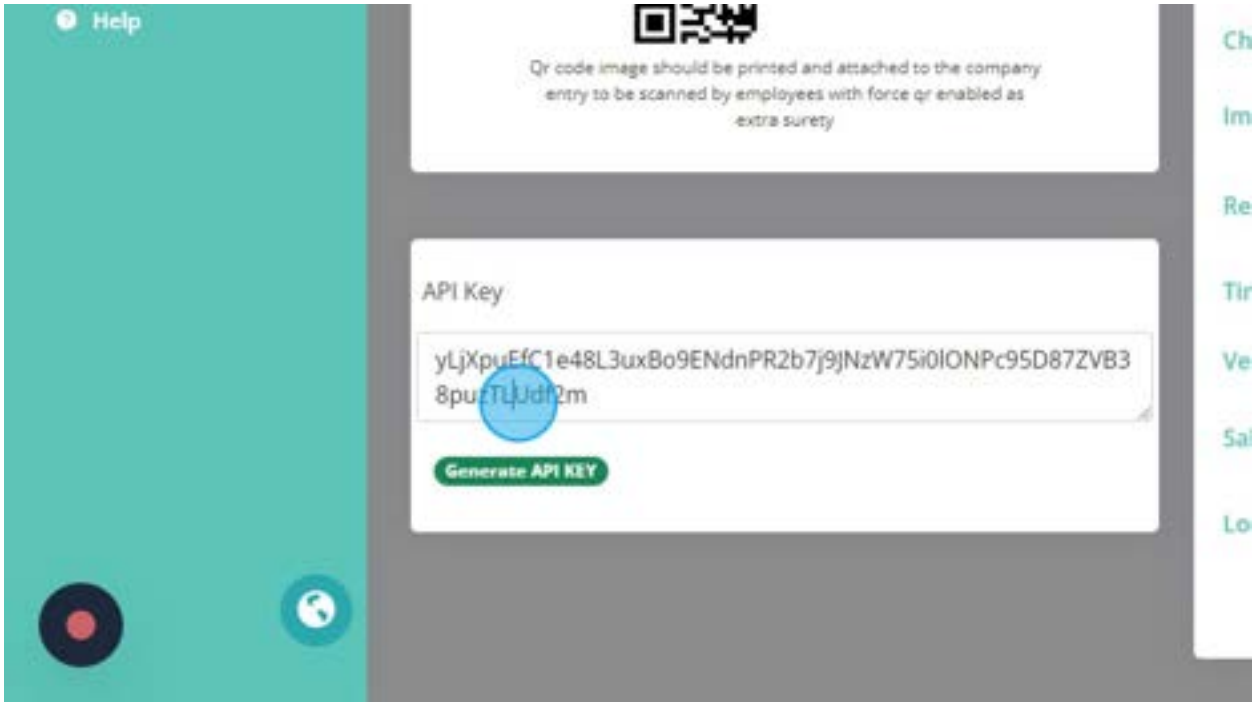
2. Click "Generate API KEY"



3. Click "OK"

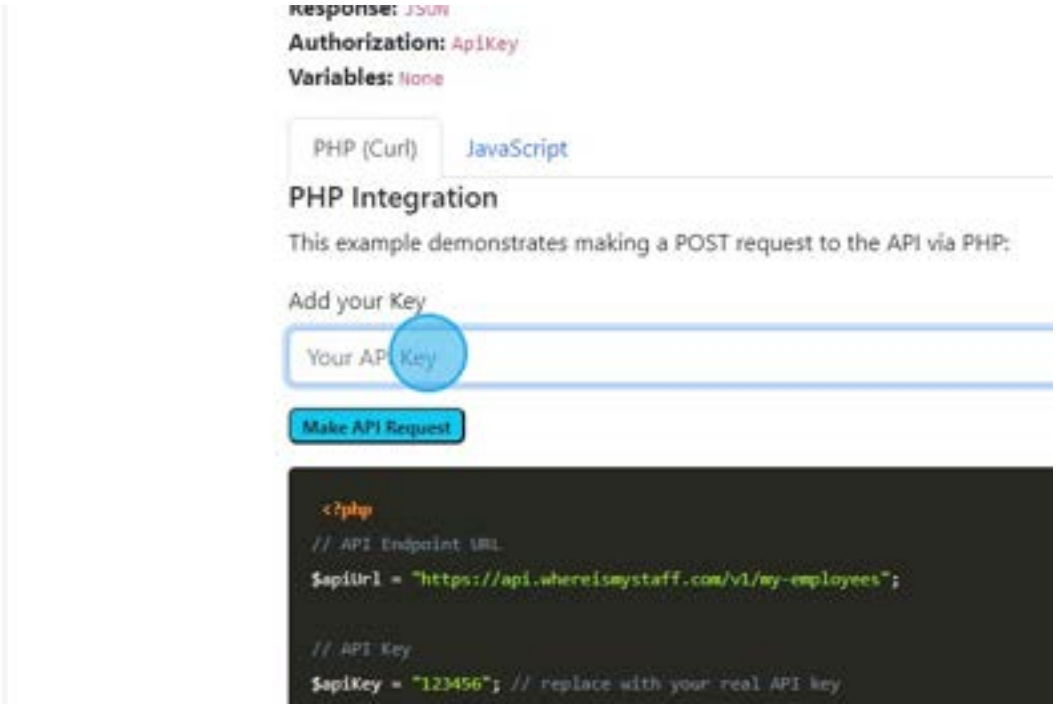


4. Copy the API Key

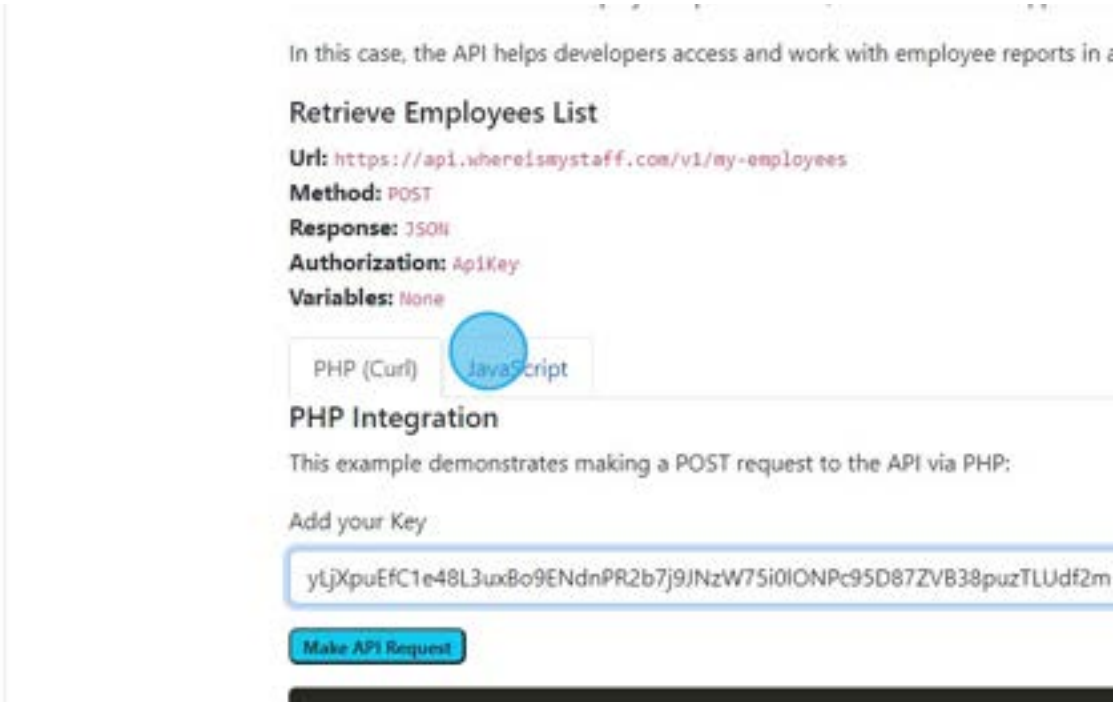


5. Go to https://api.whereismystaff.com/

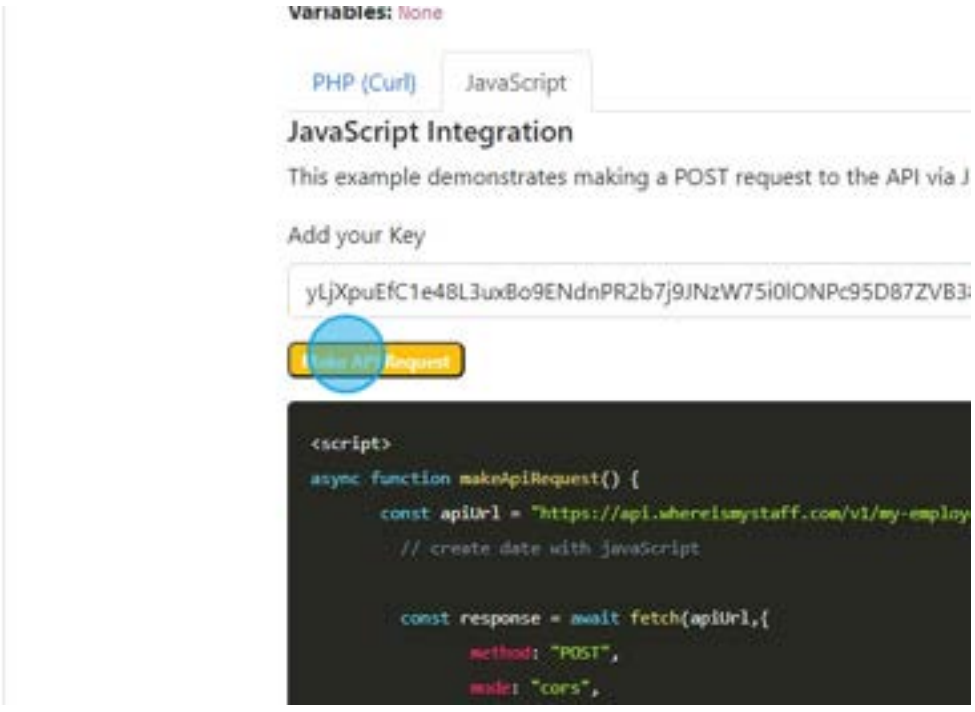
6. Paste your Key



7. Choose Between JavaScript or PHP (Curl)



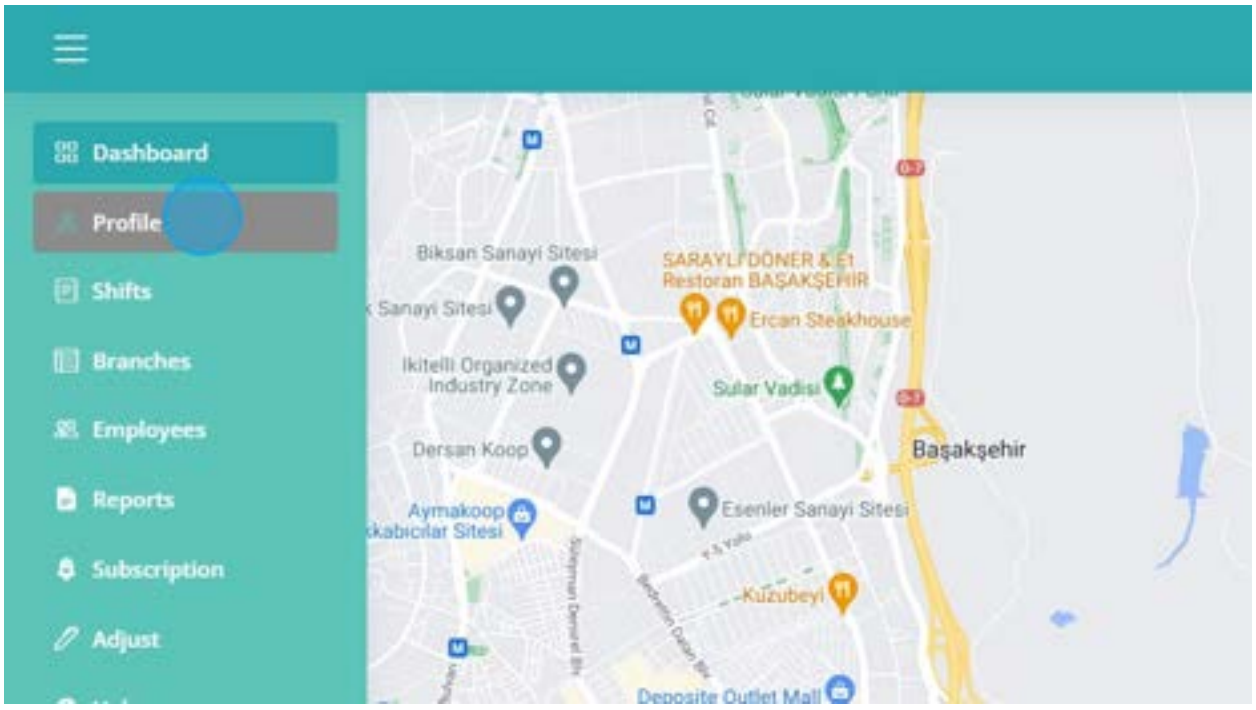
8. Click "Make API Request"



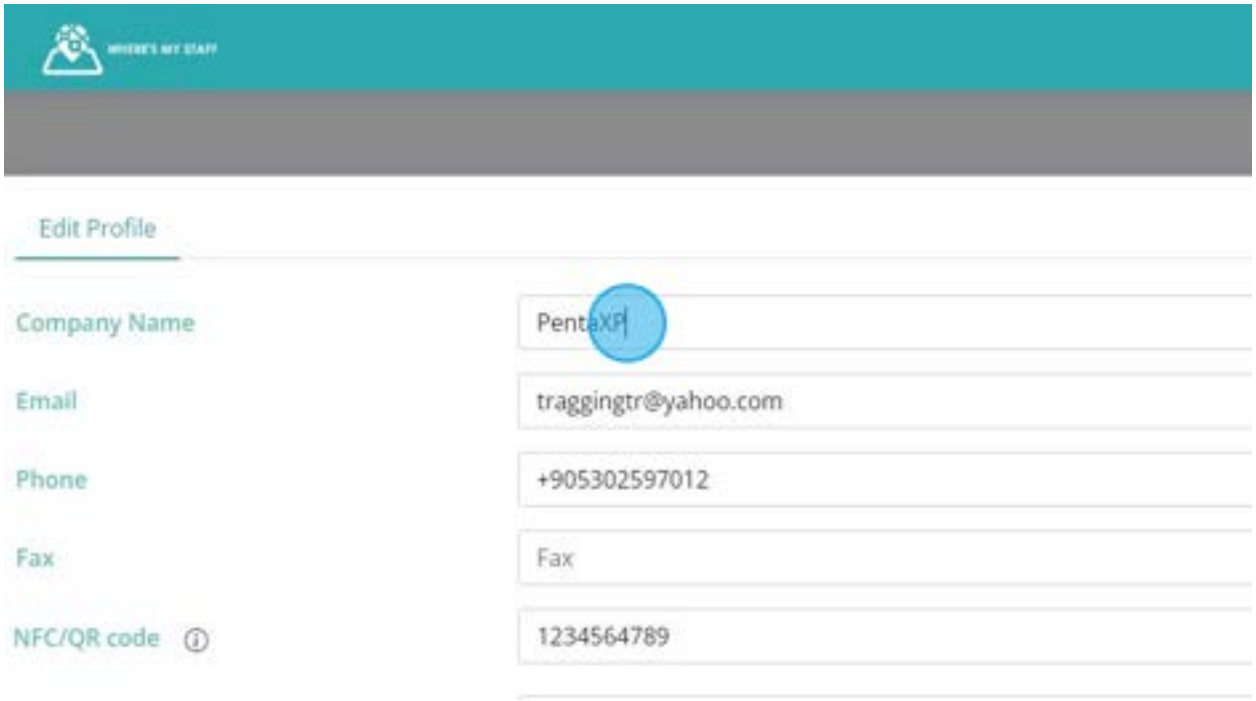
Setup and manage your company settings

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"



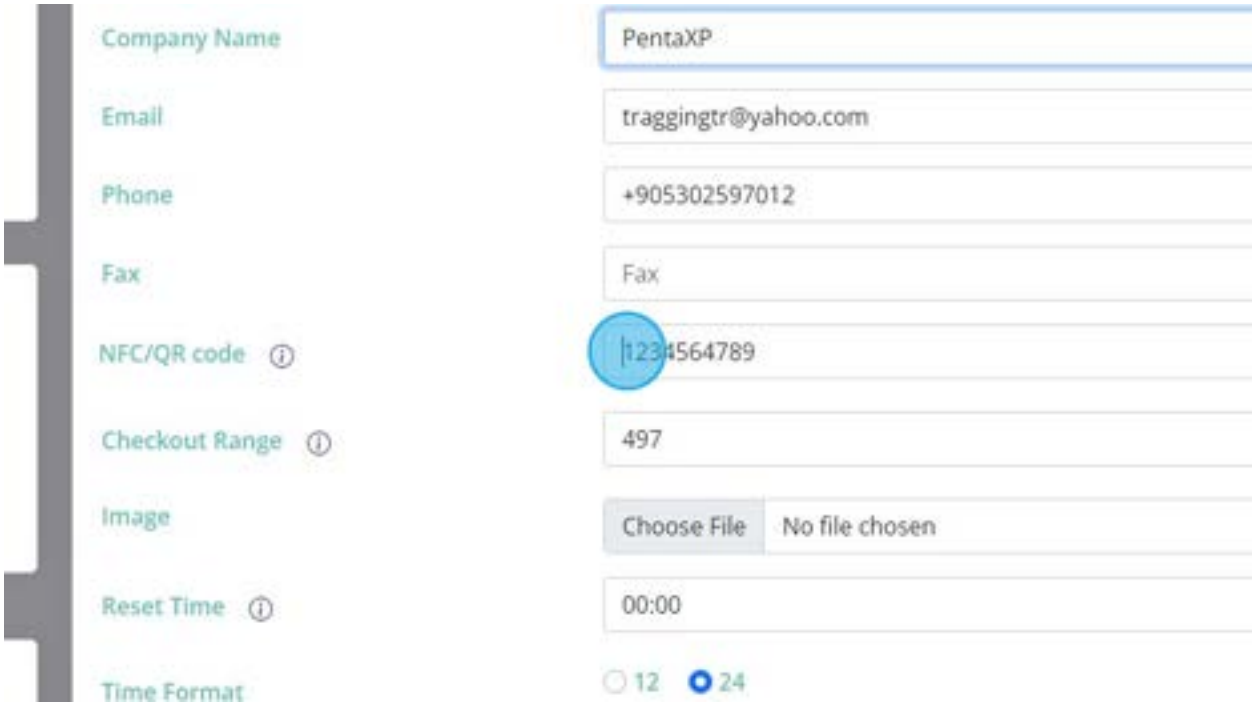
2. Manage your company details here. Update your name, email, phone, and fax number.



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.

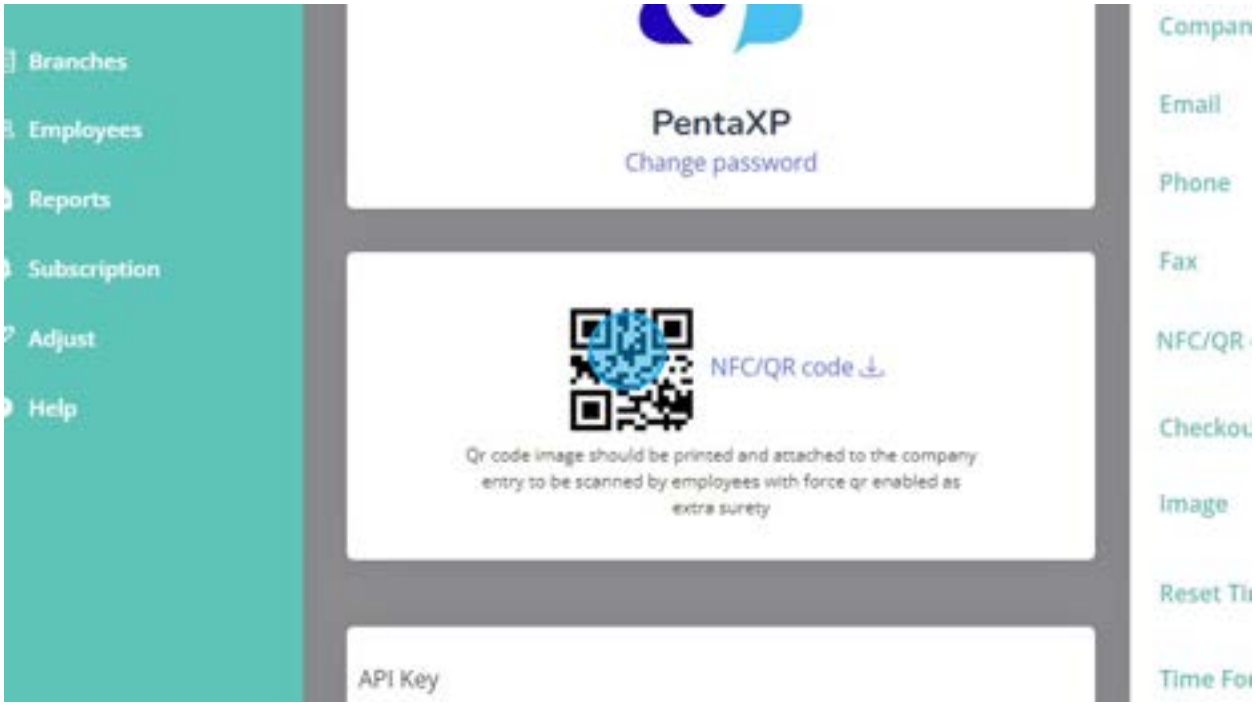
No NFC tag? No problem! The software will generate a QR code for you, just enter any code you want.



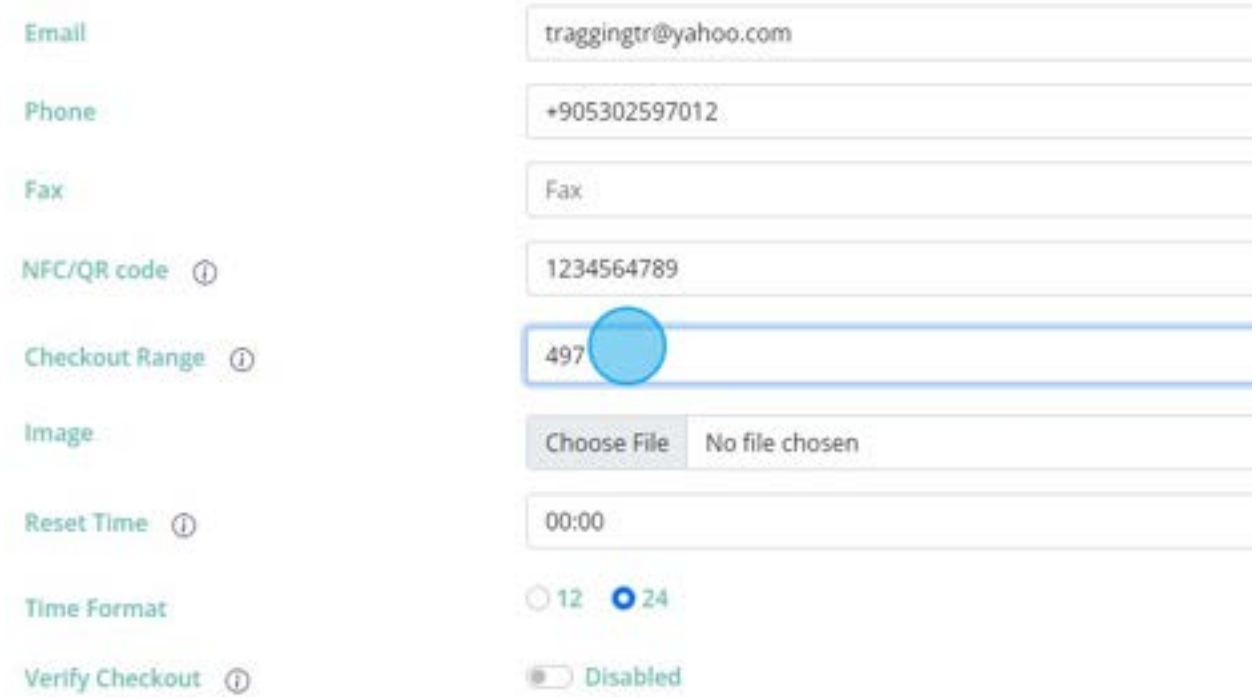
4. Click Submit & you will Find your QR code: It will be displayed on the left side of your profile page.

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)

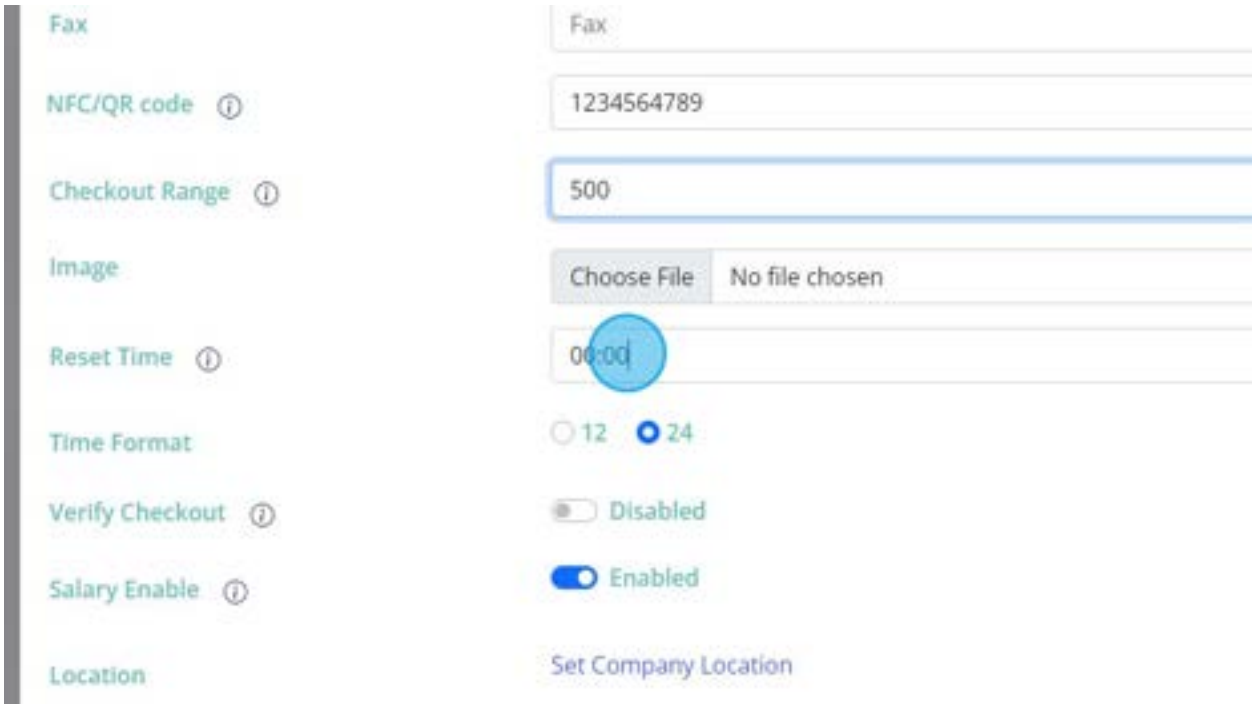


6. Choose how long employee location markers stay visible on the dashboard map. This helps keep the map tidy and focused on current activity. Here's what happens:

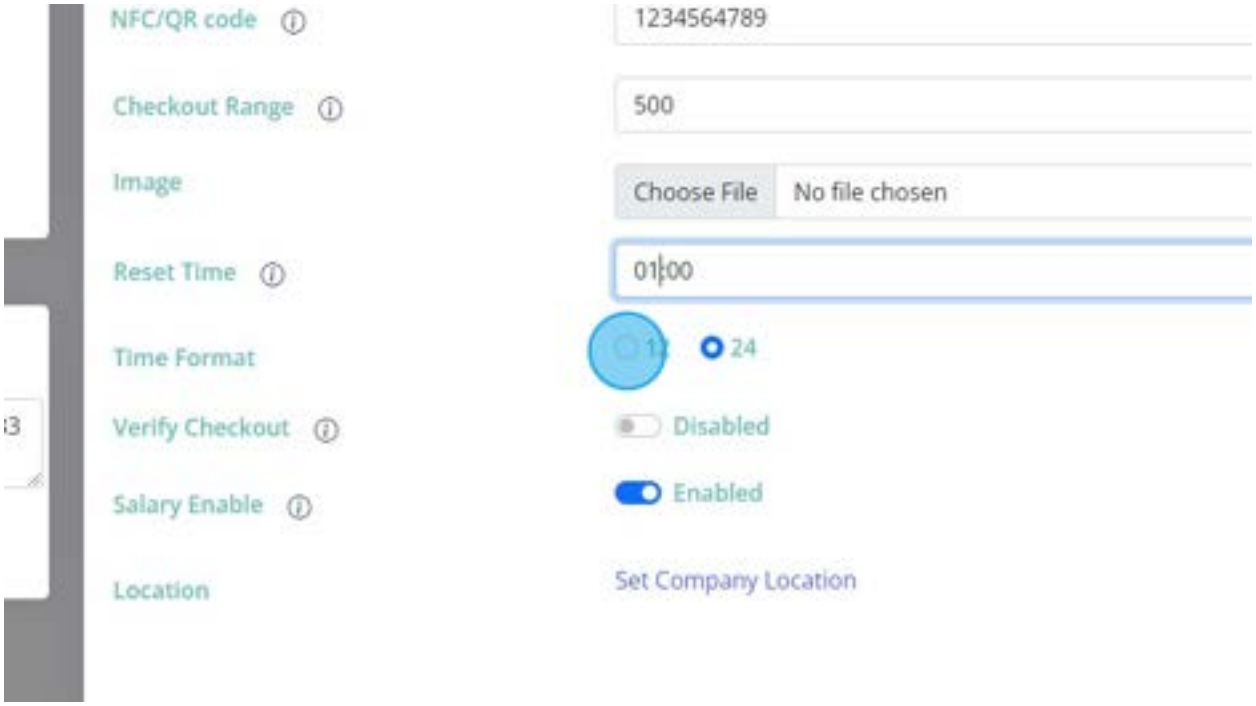
Automatic Map Reset: After the time you choose, your map will reset. This means markers for employees who checked in or out more than 24 hours ago will be cleared.

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.



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



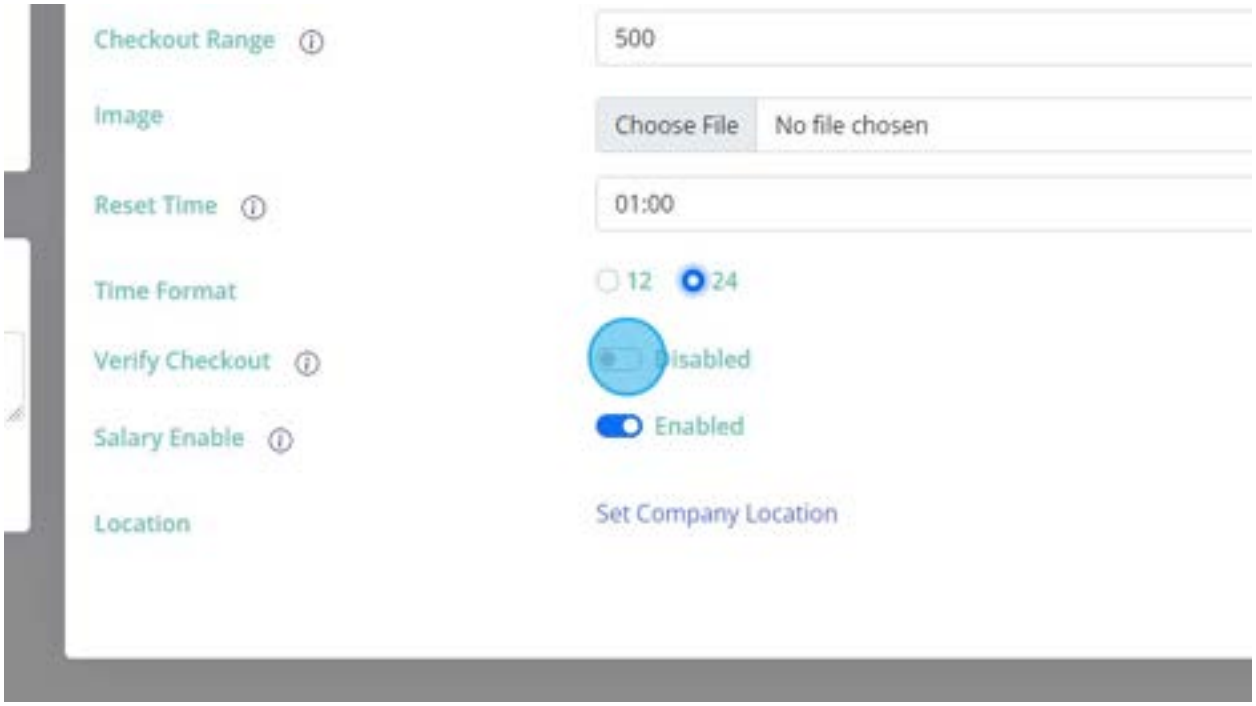
8. Verify Check out

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.

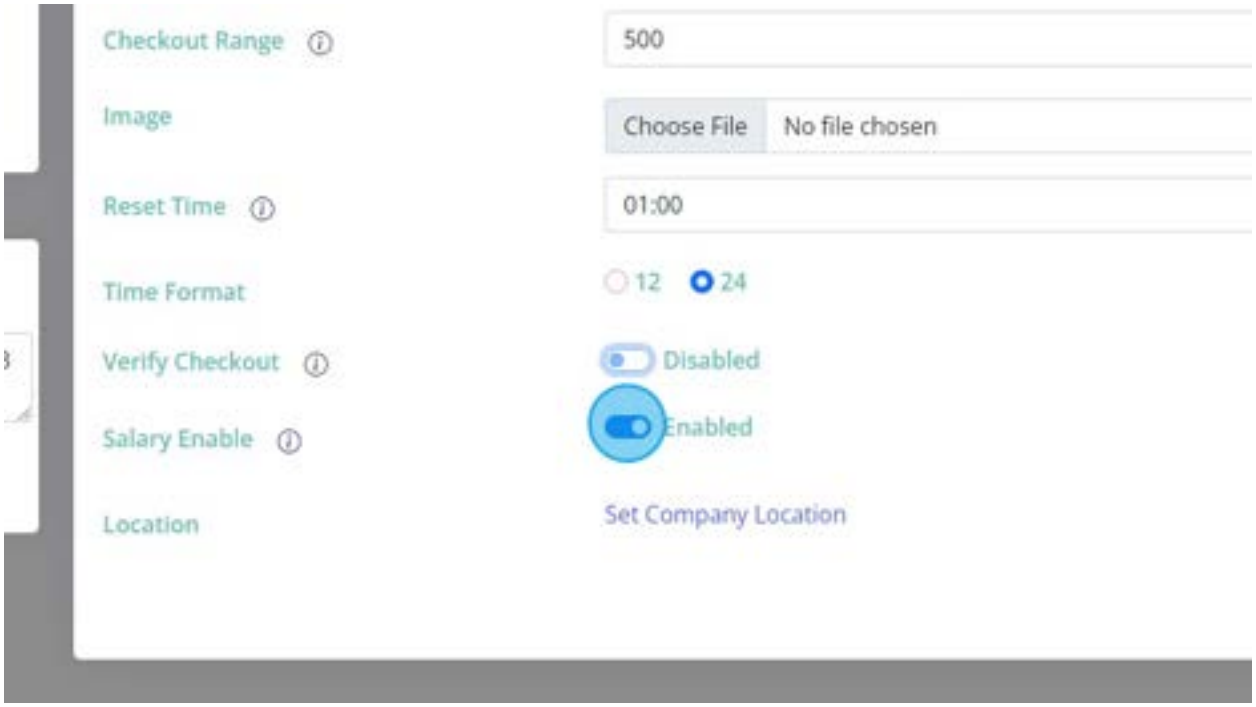
If Disabled: Employees can check out from anywhere, even if they aren't at the office.

When this is useful:

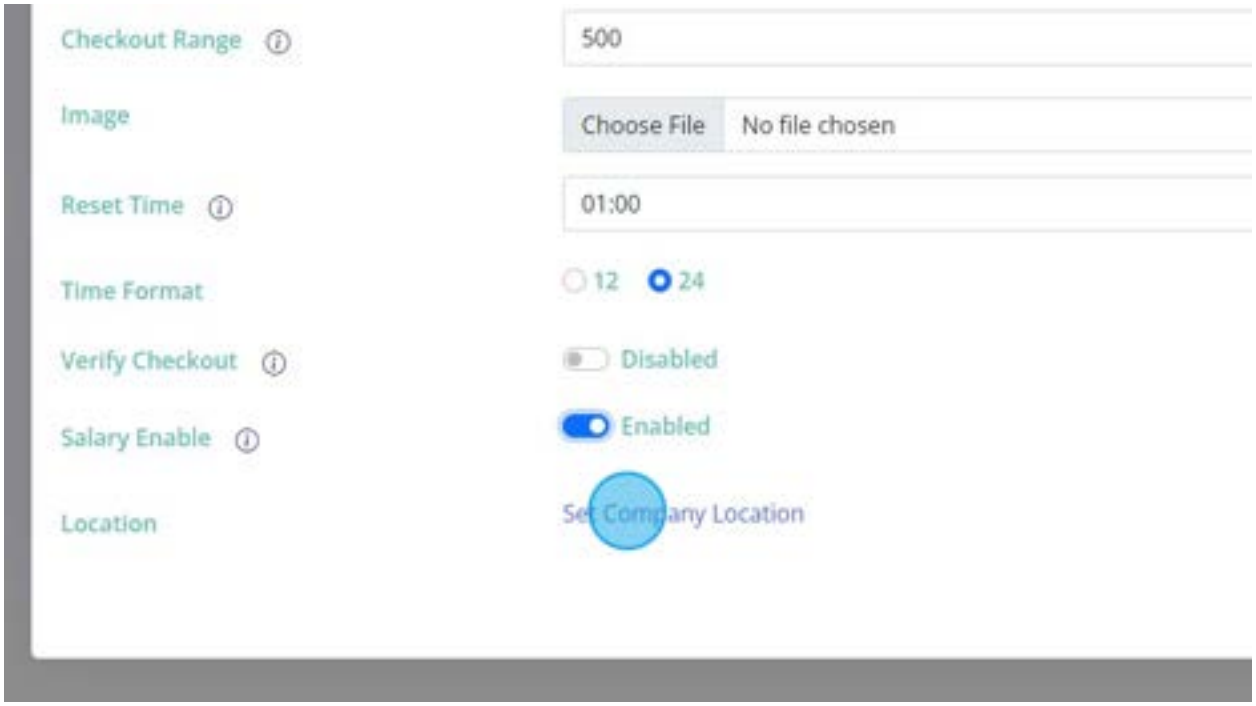
Jobs where employees need to be at the office to start their day but can finish their work elsewhere.



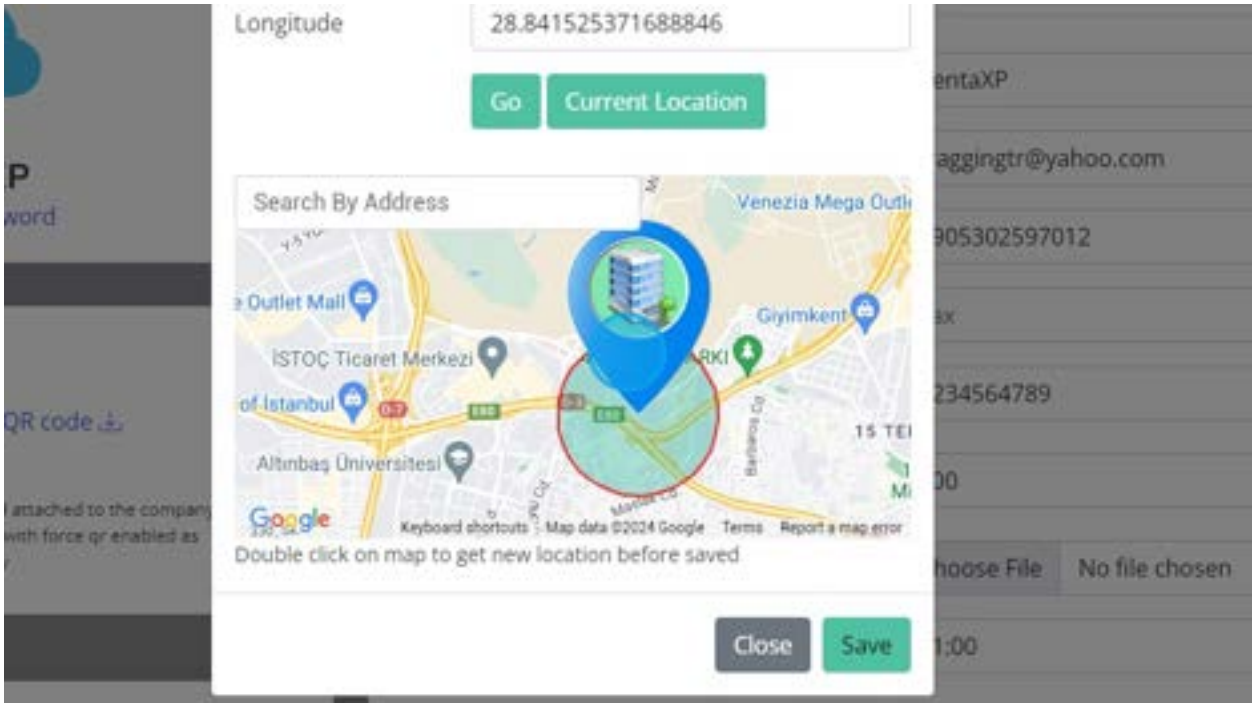
9. Enable salary calculations. This will automatically calculate pay based on the hours employees have logged in the attendance system.



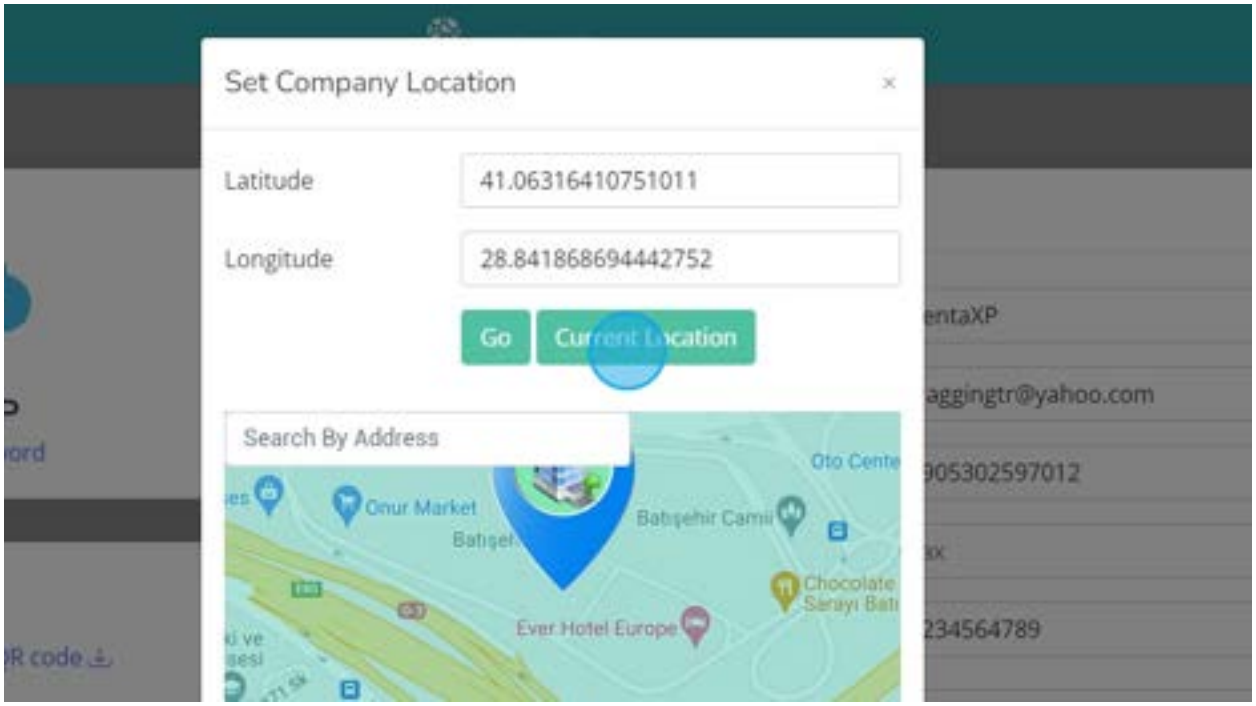
10. Click "Set Company Location"



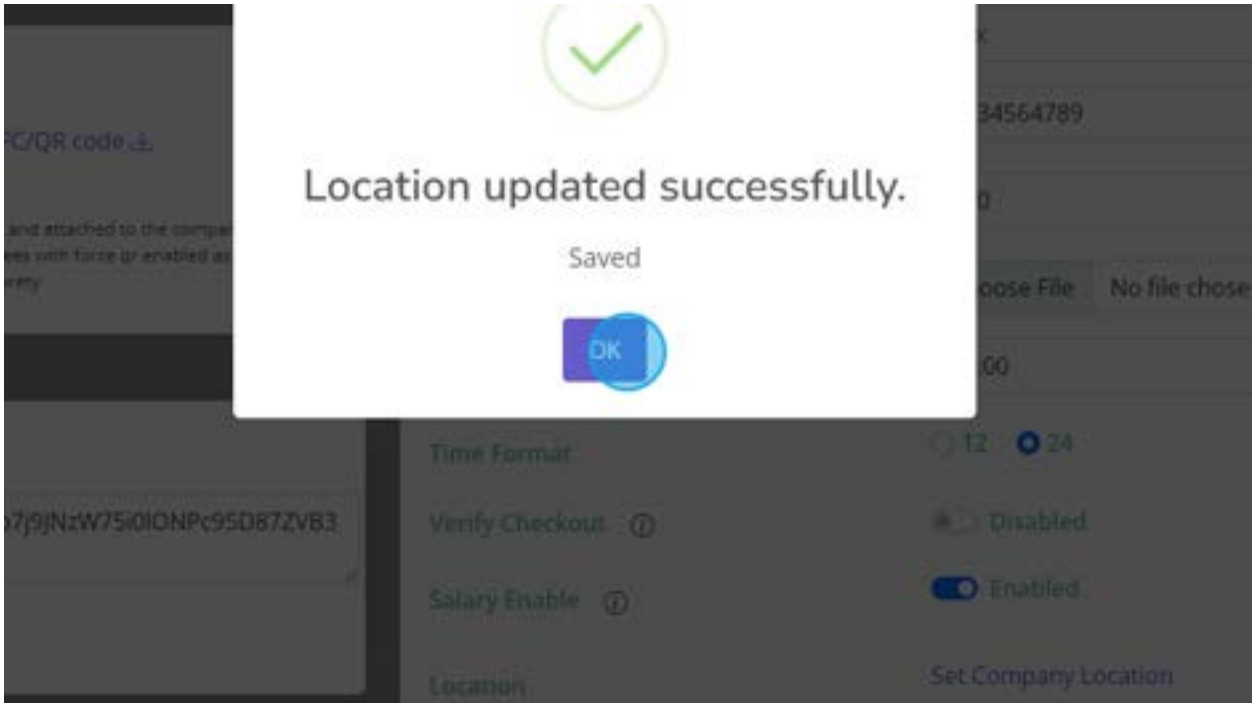
11. Tell the software where your office is. This is important for using QR/NFC attendance tracking. Click "Set Company Location" and drop a pin on the map.



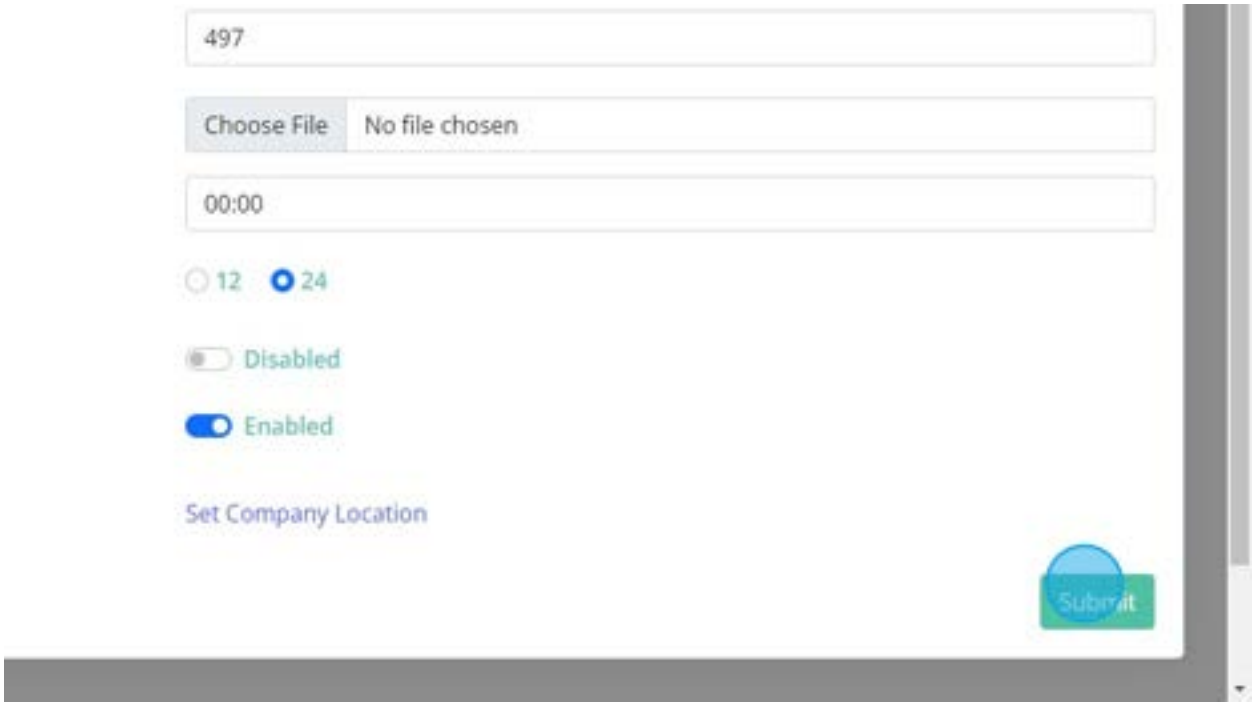
12. or click "Current Location" to let your browser find your current location



13. Save



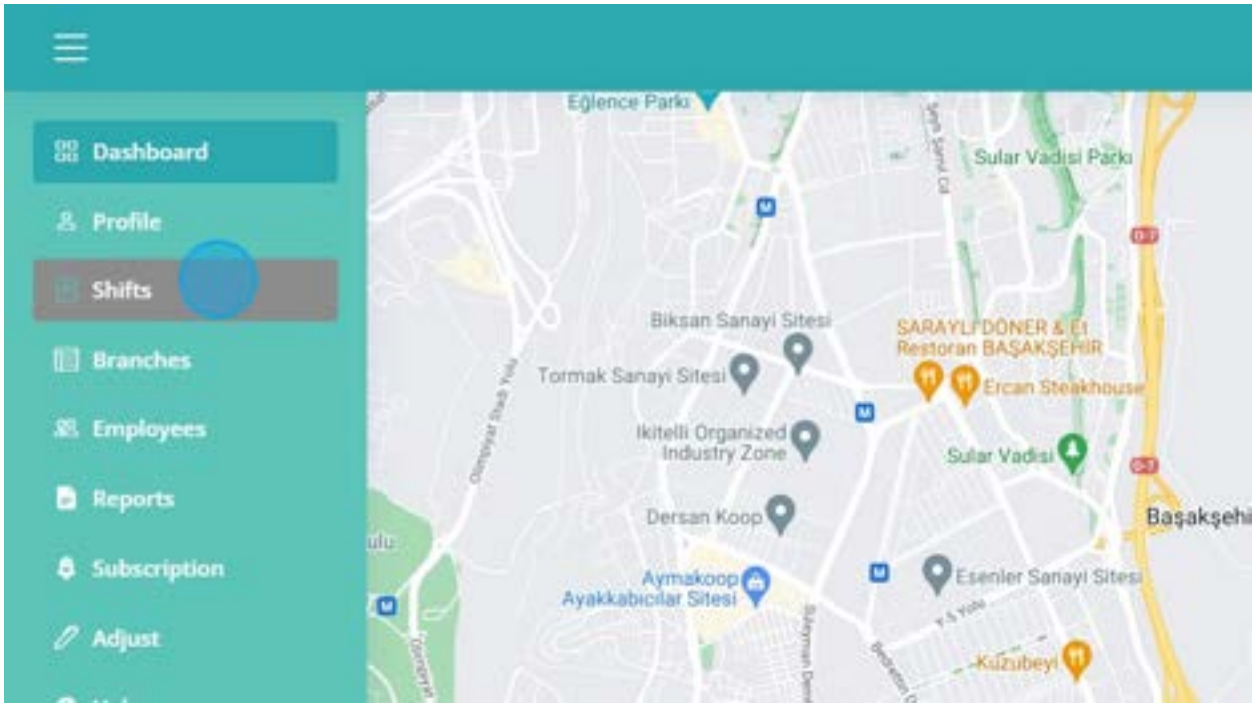
14. Click Submit to save all changes made of your company profile.


497
Choose File
No file chosen
00:00
12
24
Disabled
Enabled
Set Company Location
Submit

Create, view or edit shift

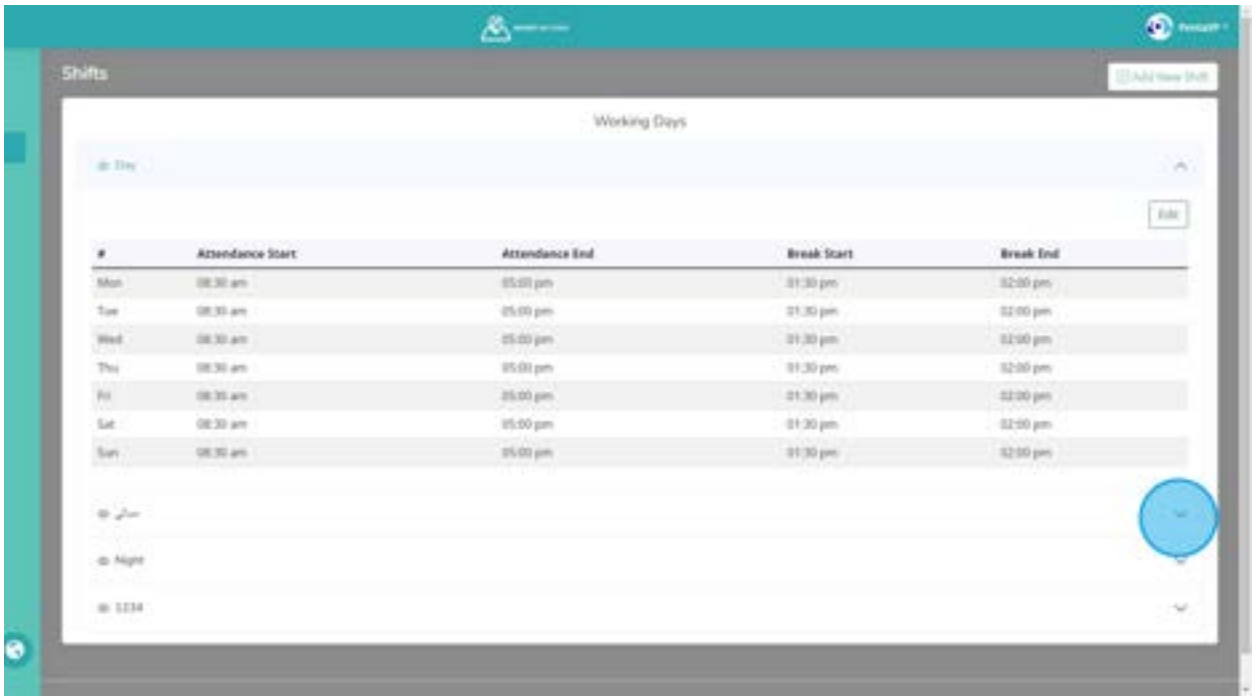
This guide provides step-by-step instructions on how to create, view, and edit shifts. It includes information on adding breaks, marking days off, and using the same schedule for multiple days. It is a useful resource for anyone who needs to manage work shifts efficiently.

1. Click "Shifts"

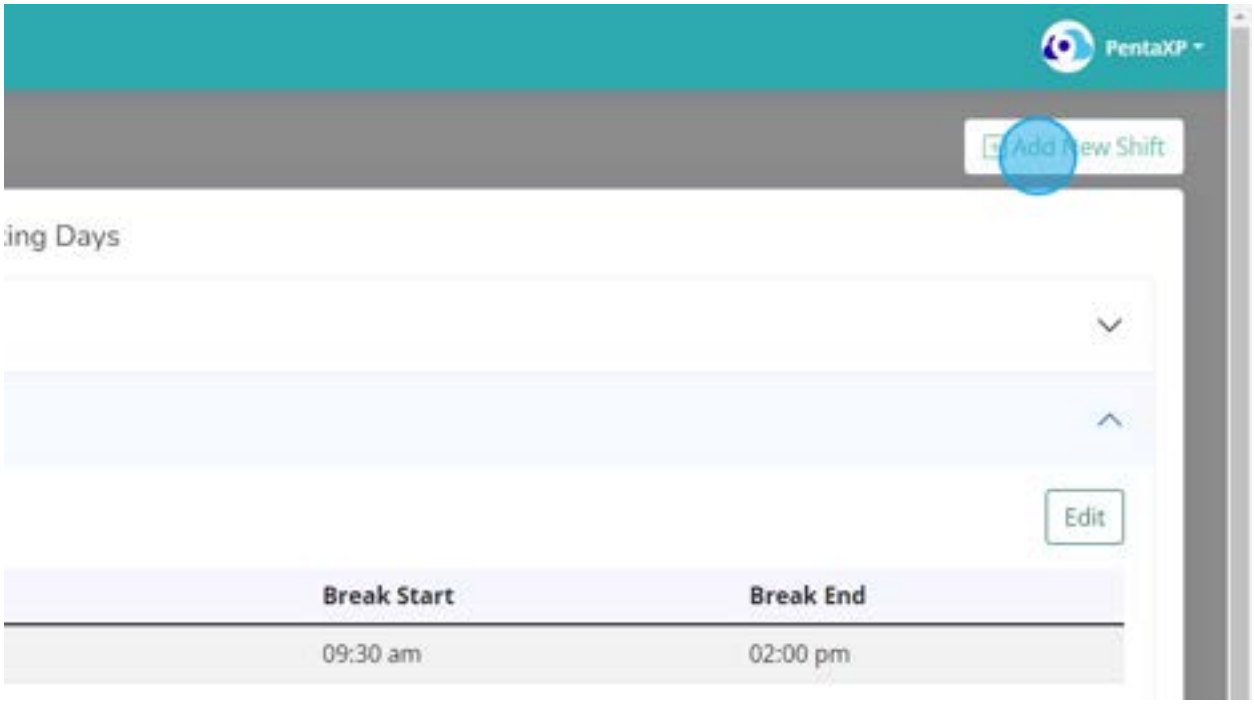


2. See a full list of your shifts on this page.

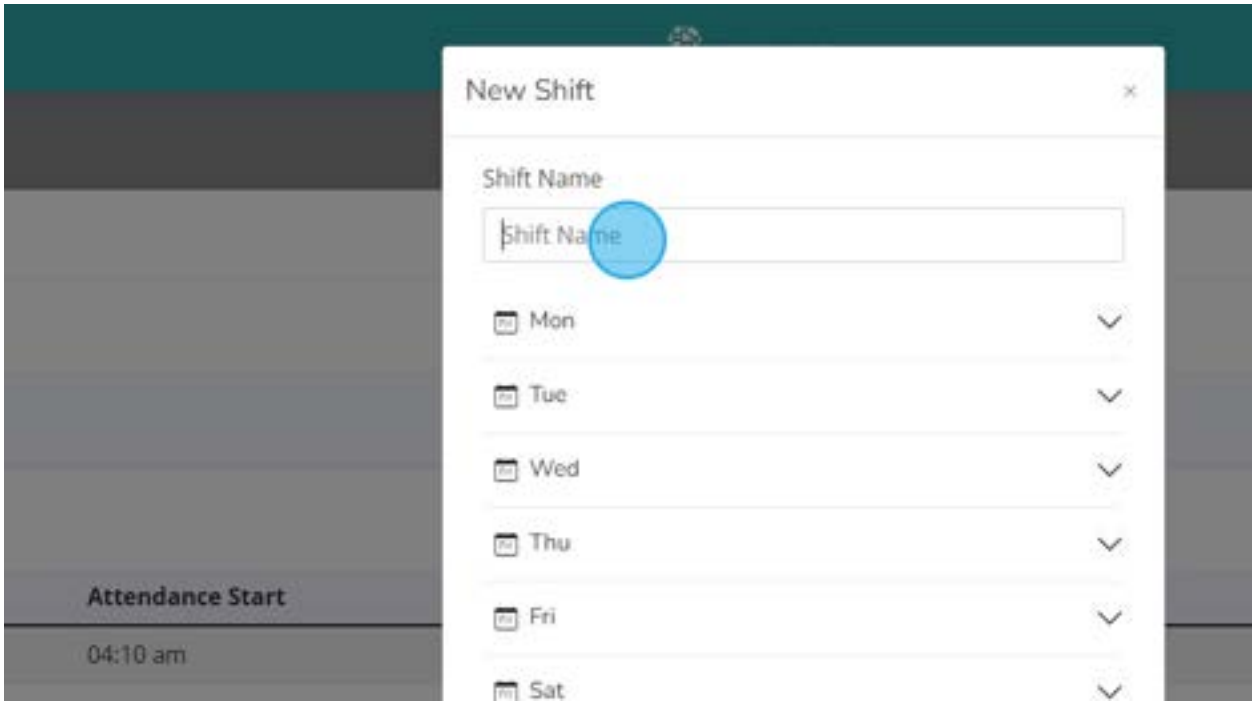
3. Want to see details for a specific shift? Click the down arrow next to it.



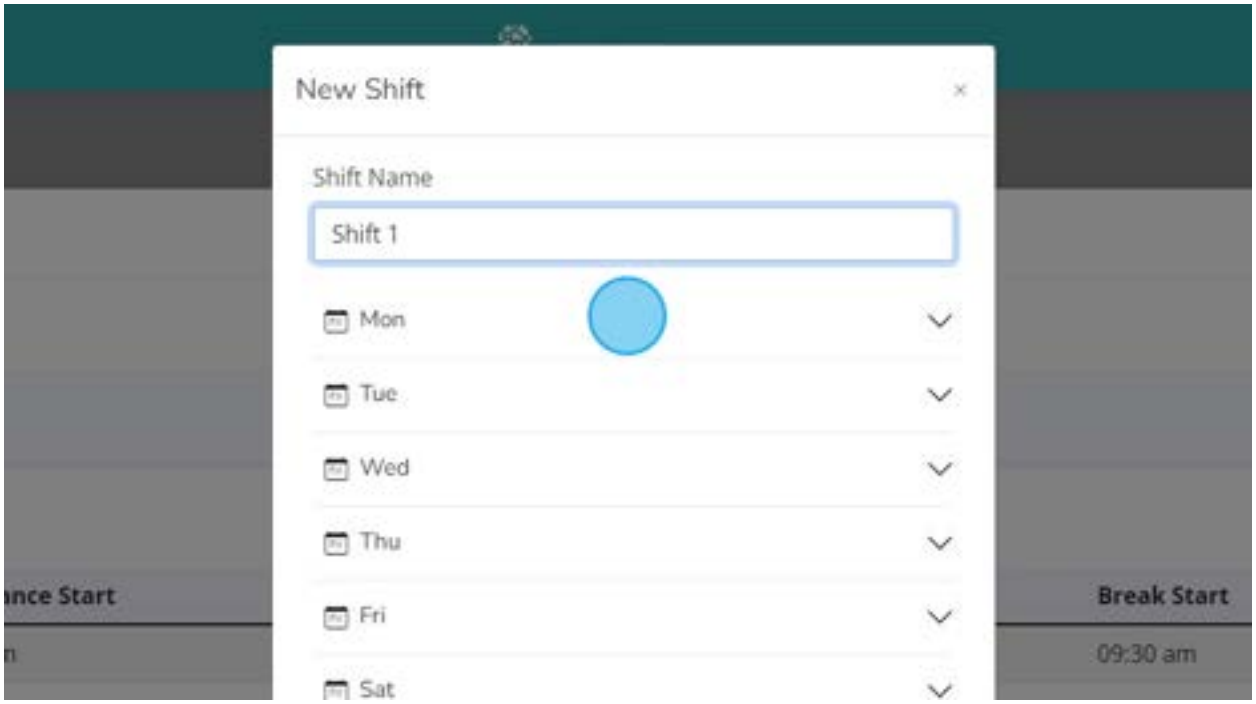
4. Click "Add New Shift" to start creating a new work shift.



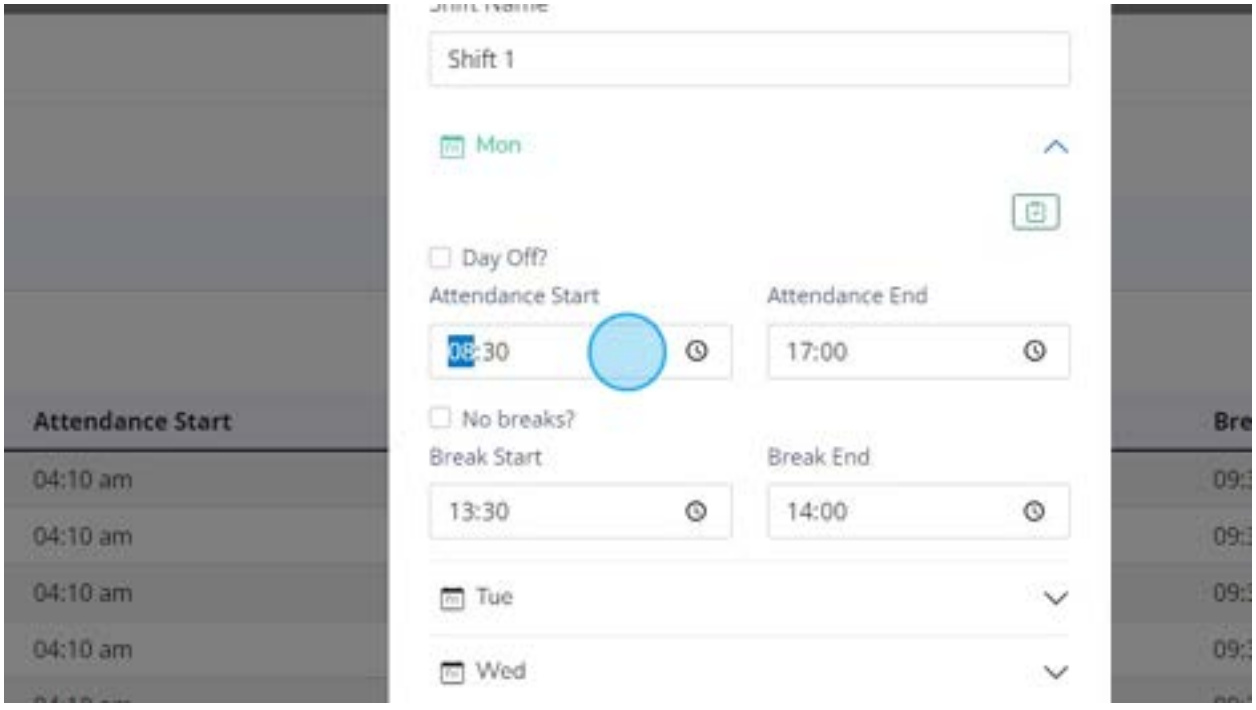
5. Start by giving your shift a name.



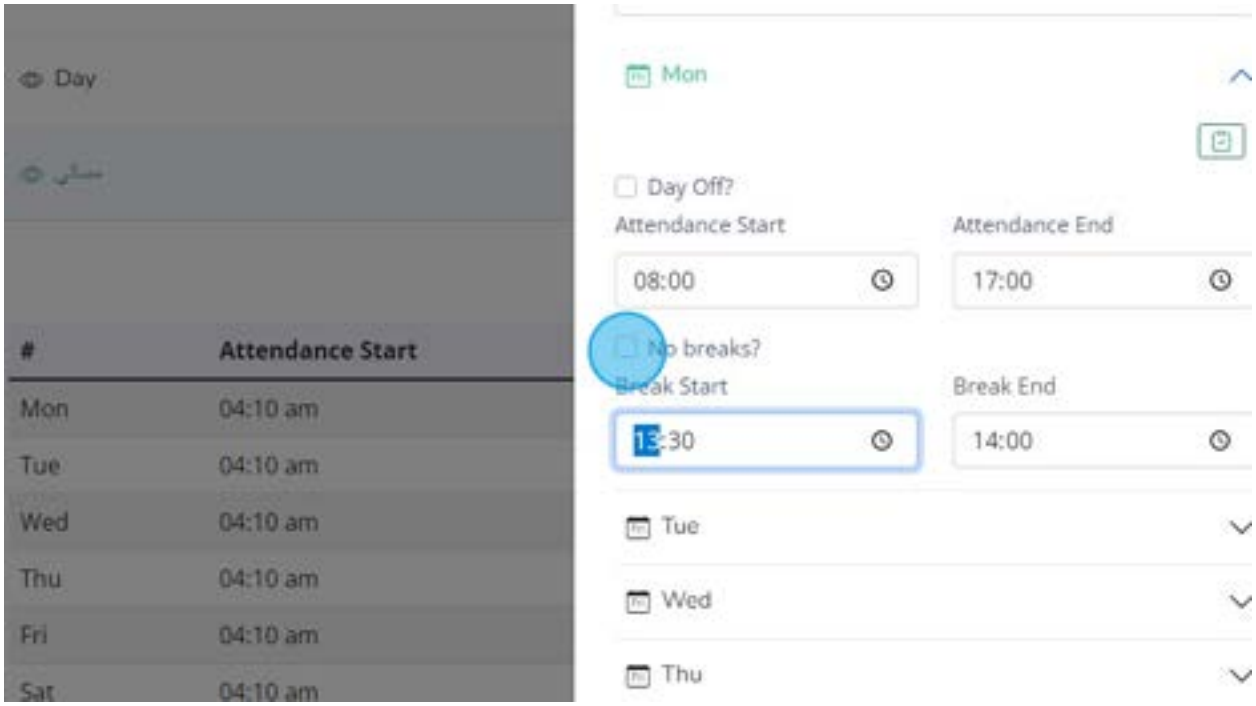
6. Click "Mon"



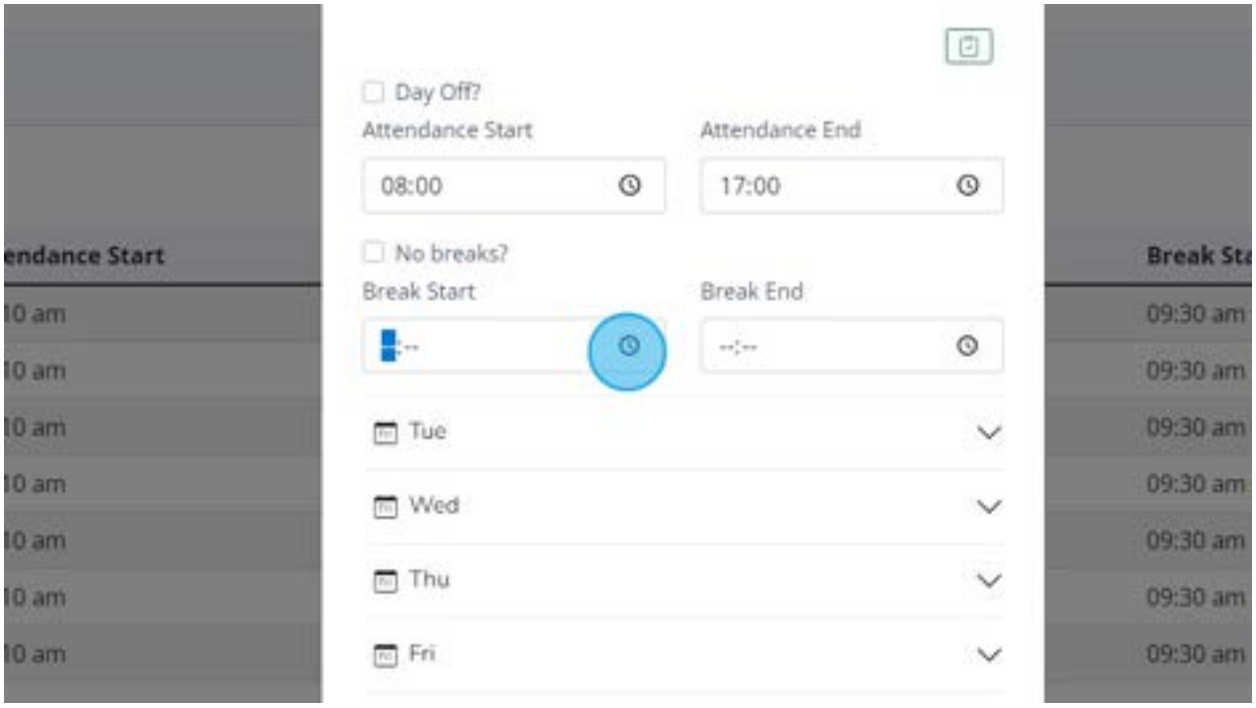
7. Choose when the shift begins and ends



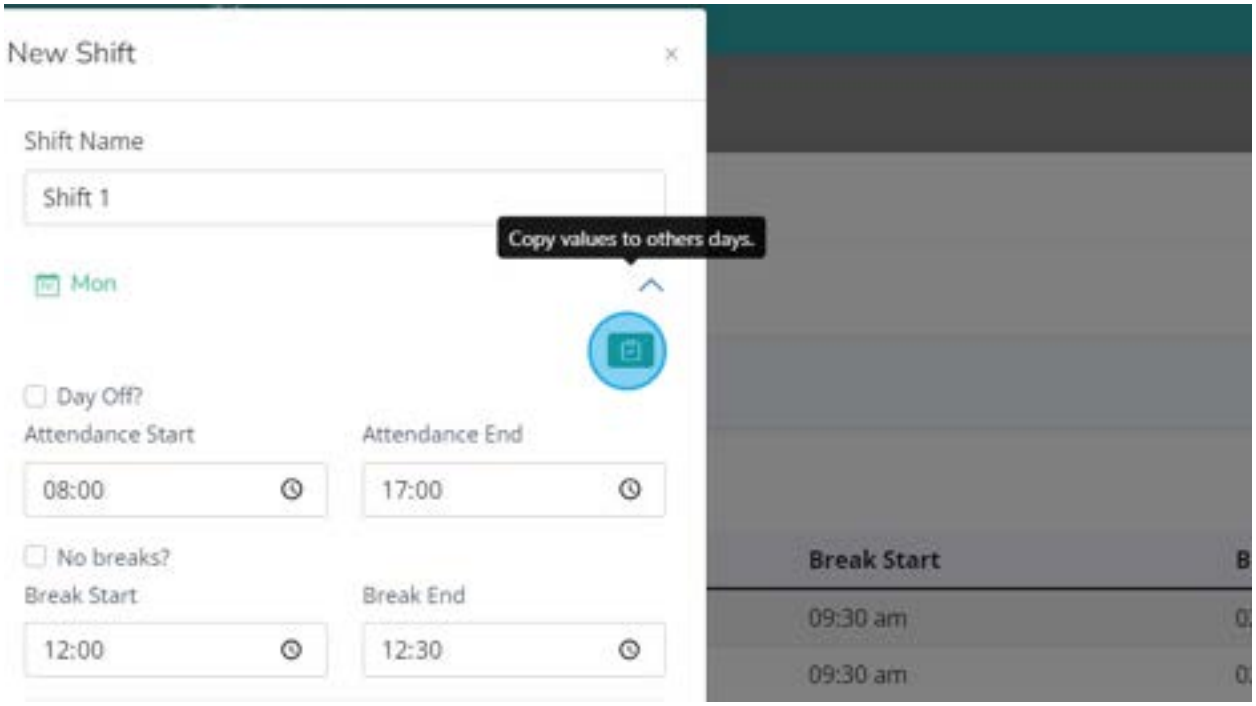
8. No break? Click the "No break" button.



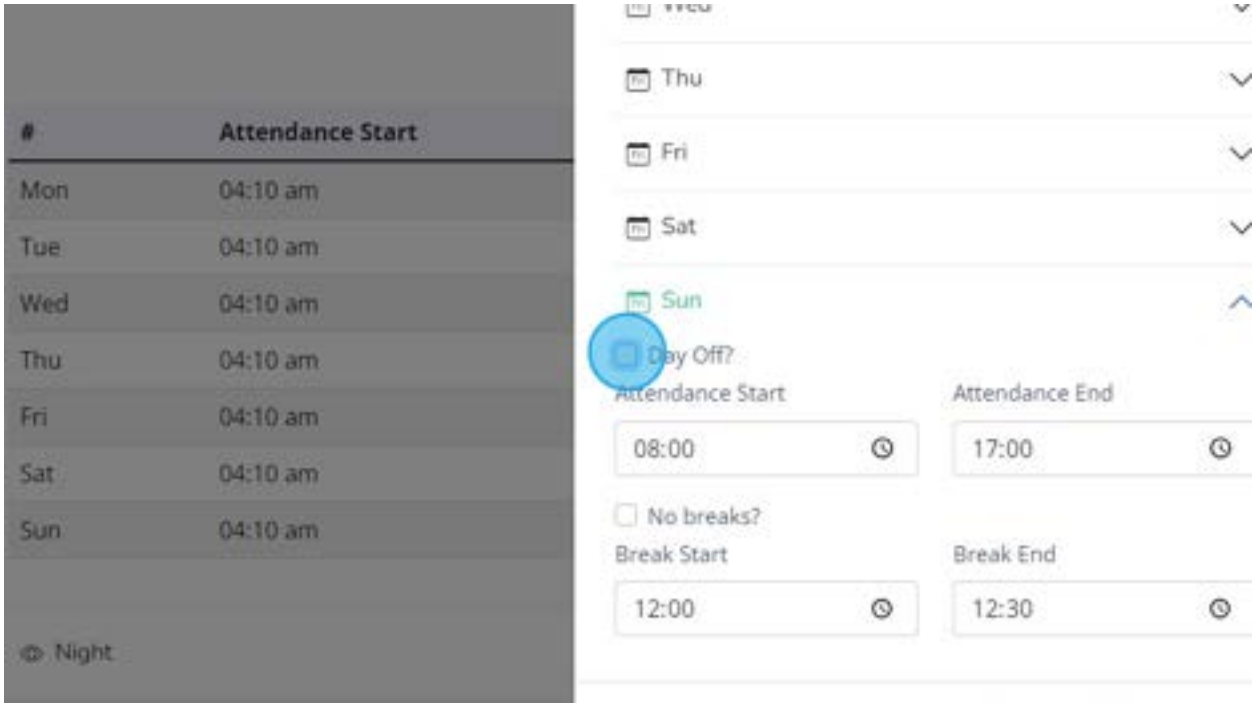
9. Adding a break? Choose the start and end time of the break



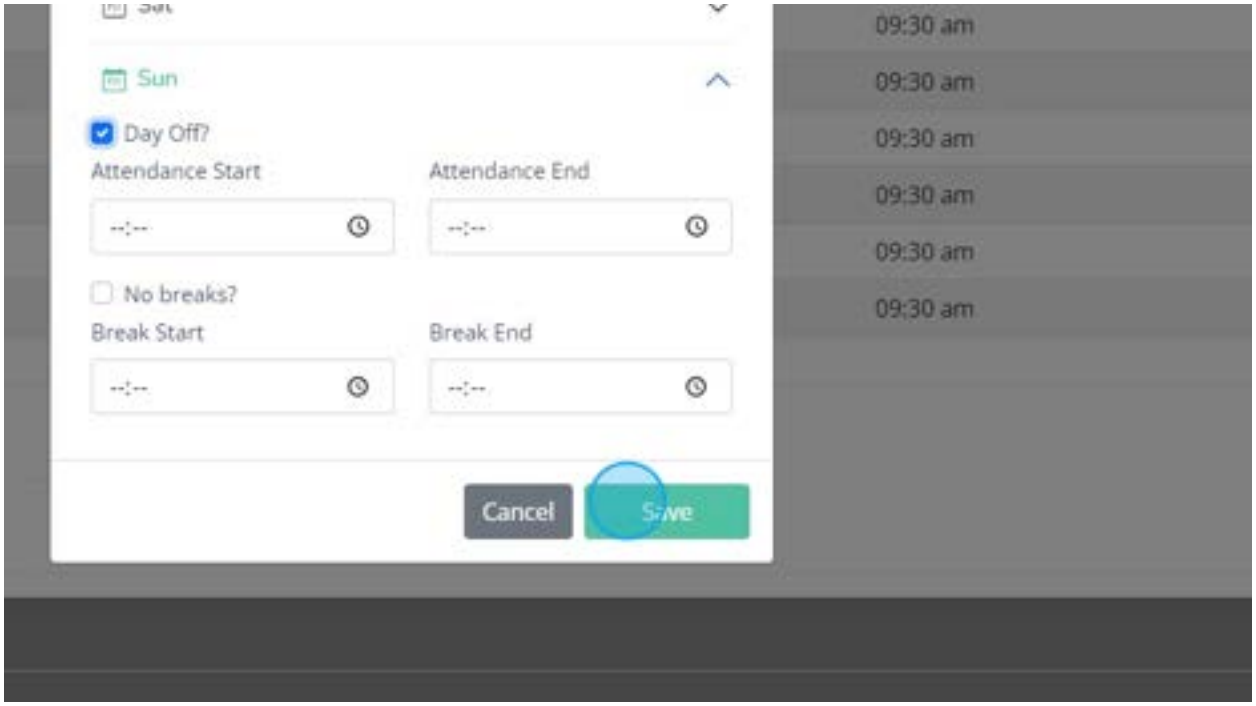
10. Time-Saving Tip: Click this button to use the same schedule for multiple days of the week.



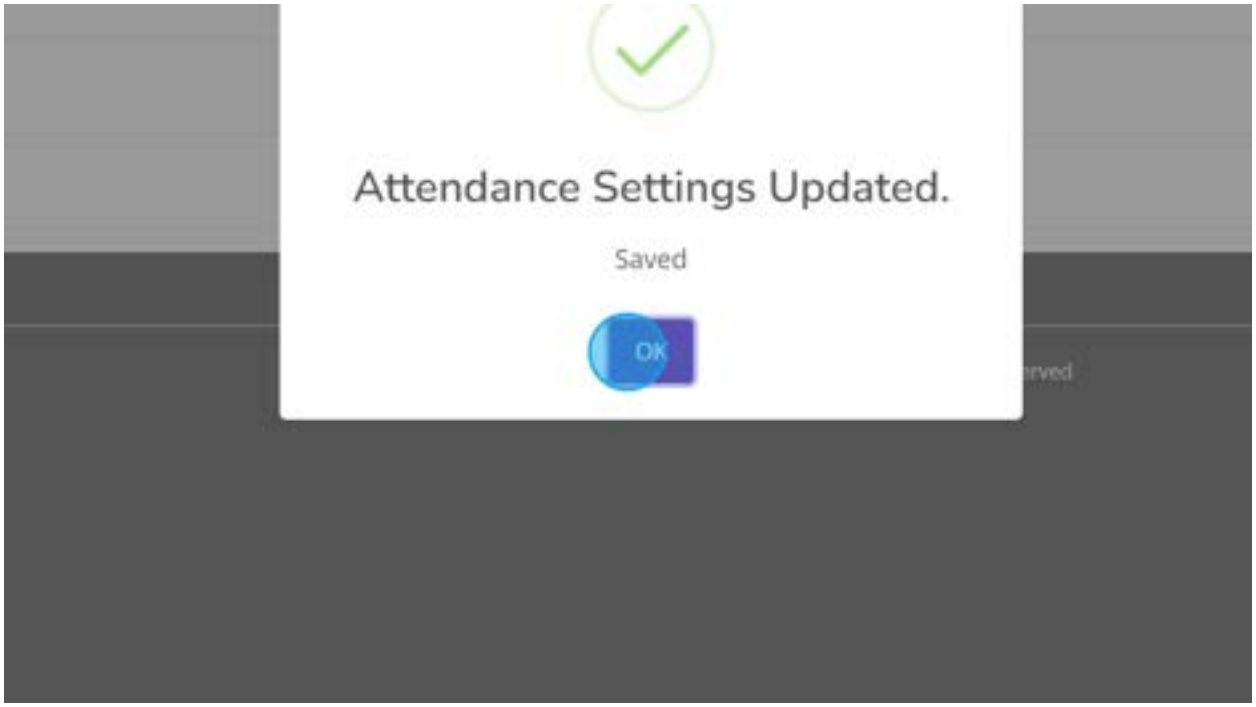
11. Days Off: Need to mark a day as off? Click the "Day off" button on the day you want to change.



12. Click "Save"

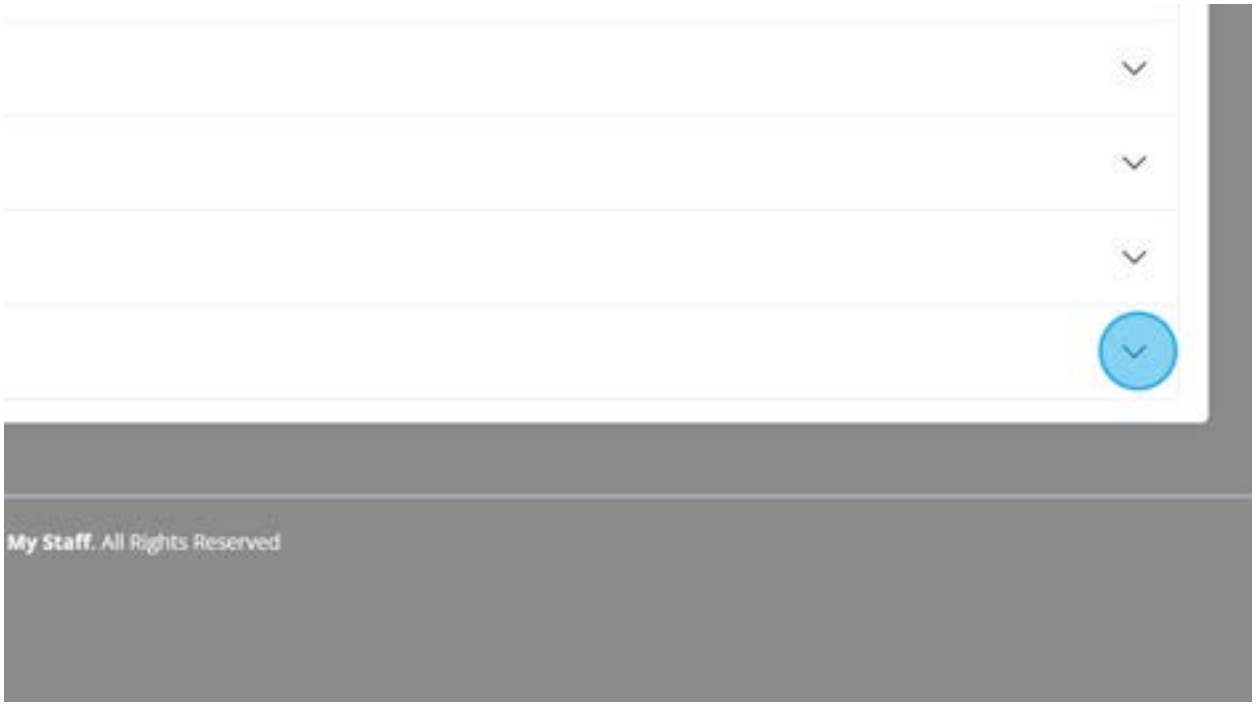


13. Click "OK"

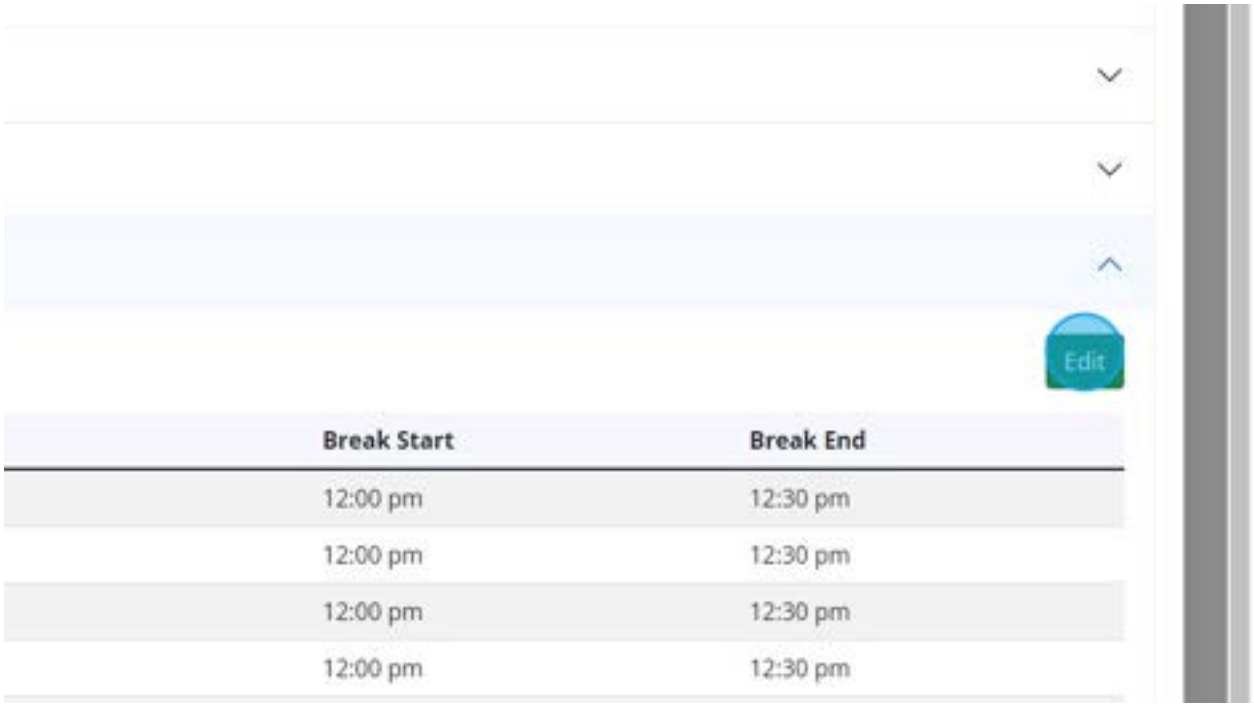


14. Editing a Shift

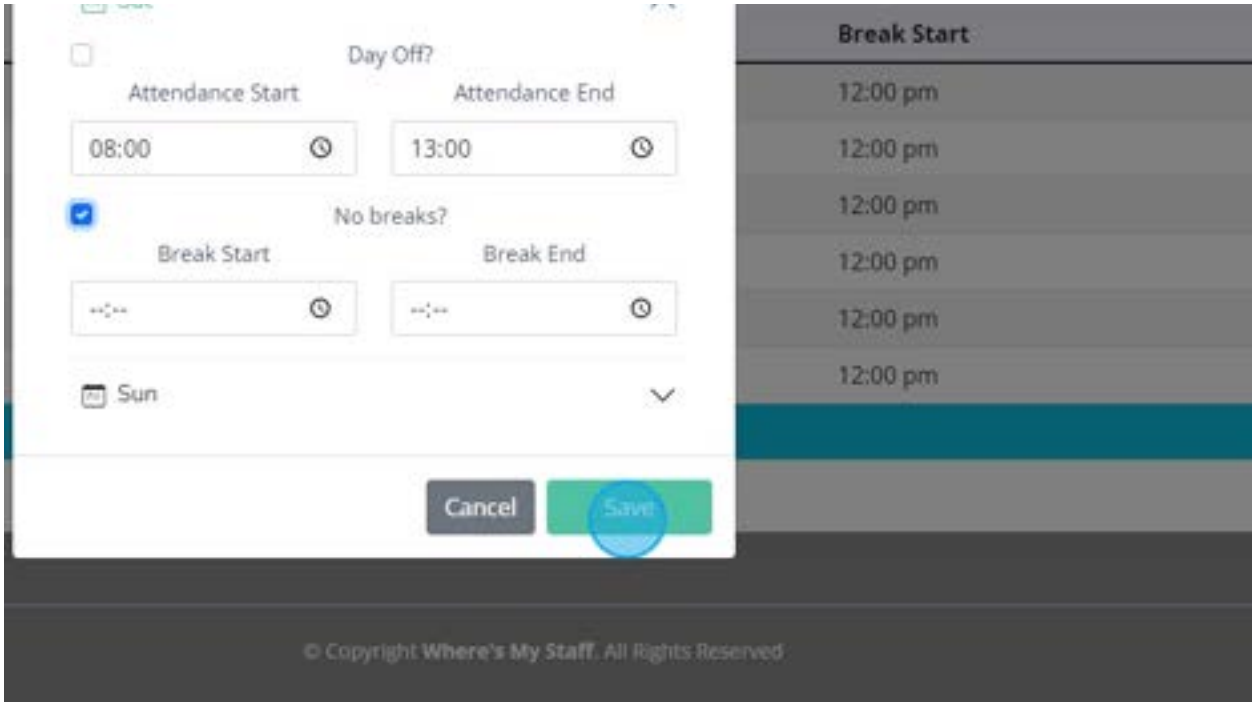
Select the shift you want to change.



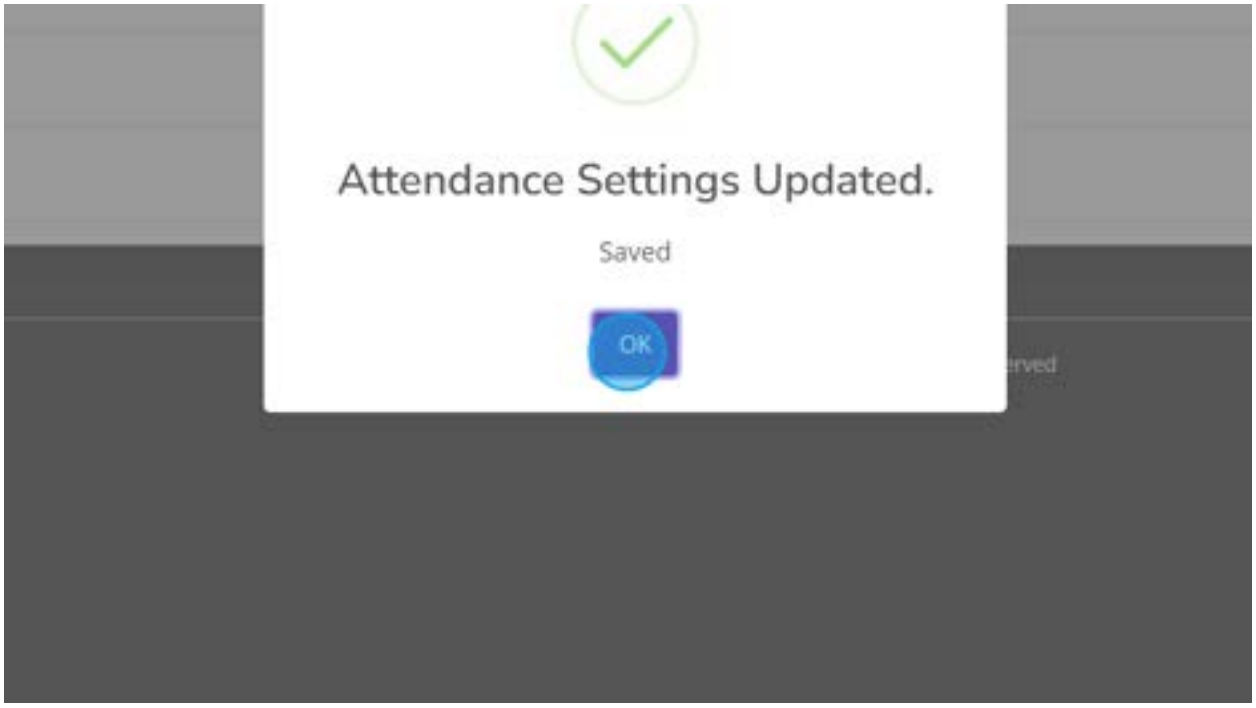
15. Click the "Edit" button.



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.

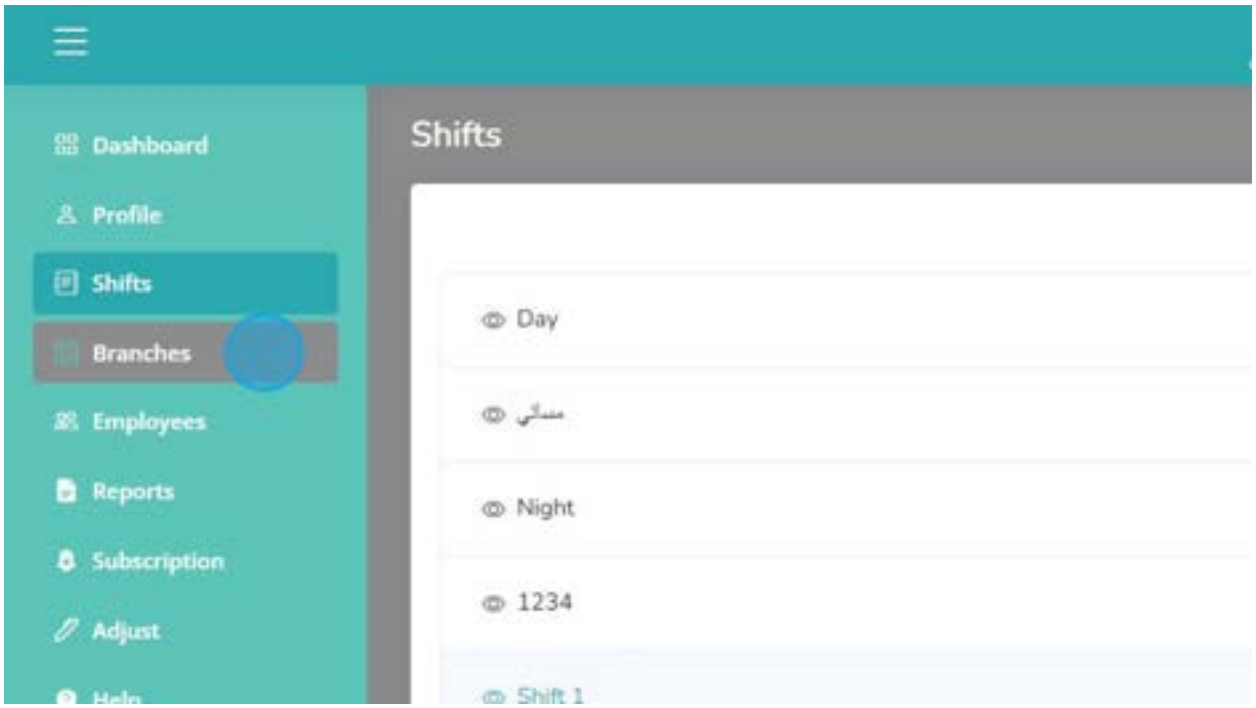

Day Off?
Attendance Start
Attendance End
08:00
13:00
No breaks?
Break Start
Break End
--:--
--:--
Sun
Cancel
Save
Break Start
12:00 pm
12:00 pm
12:00 pm
12:00 pm
12:00 pm
12:00 pm
© Copyright Where's My Staff. All Rights Reserved

17. Click "OK"

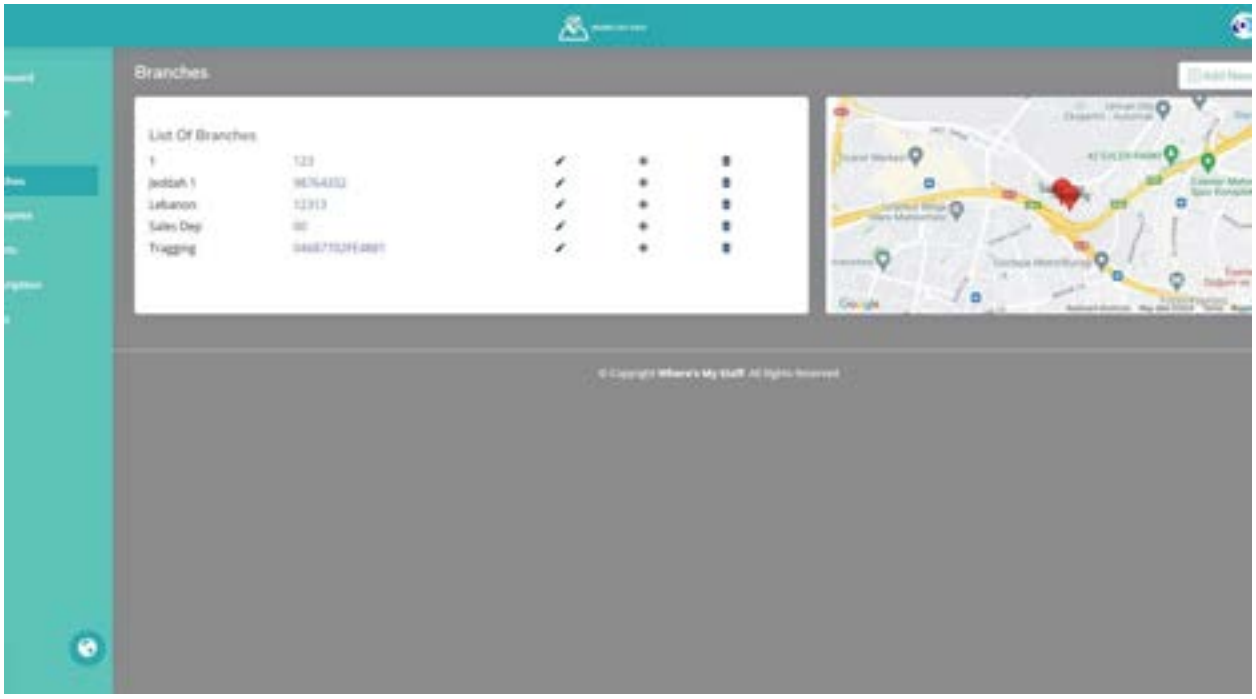

Attendance Settings Updated.
Saved
OK

Add, Edit or view branch

1. Click "Branches"

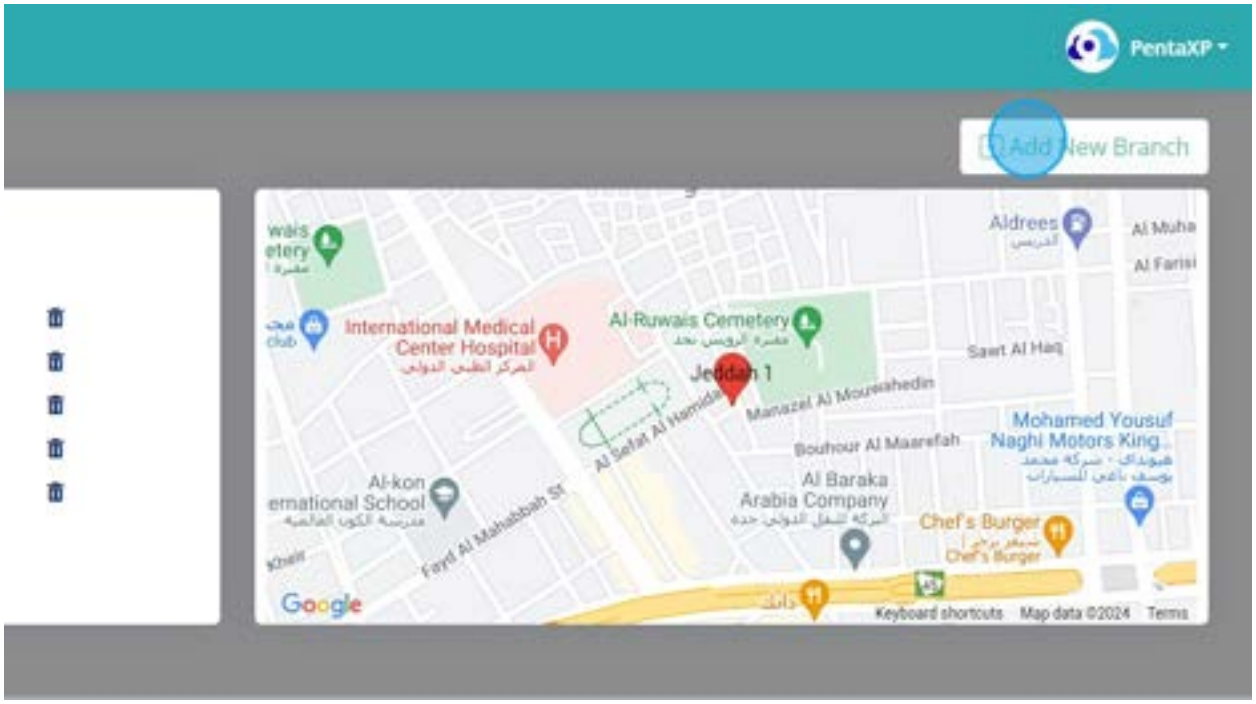


2. See your branch list: All your branches are listed here.

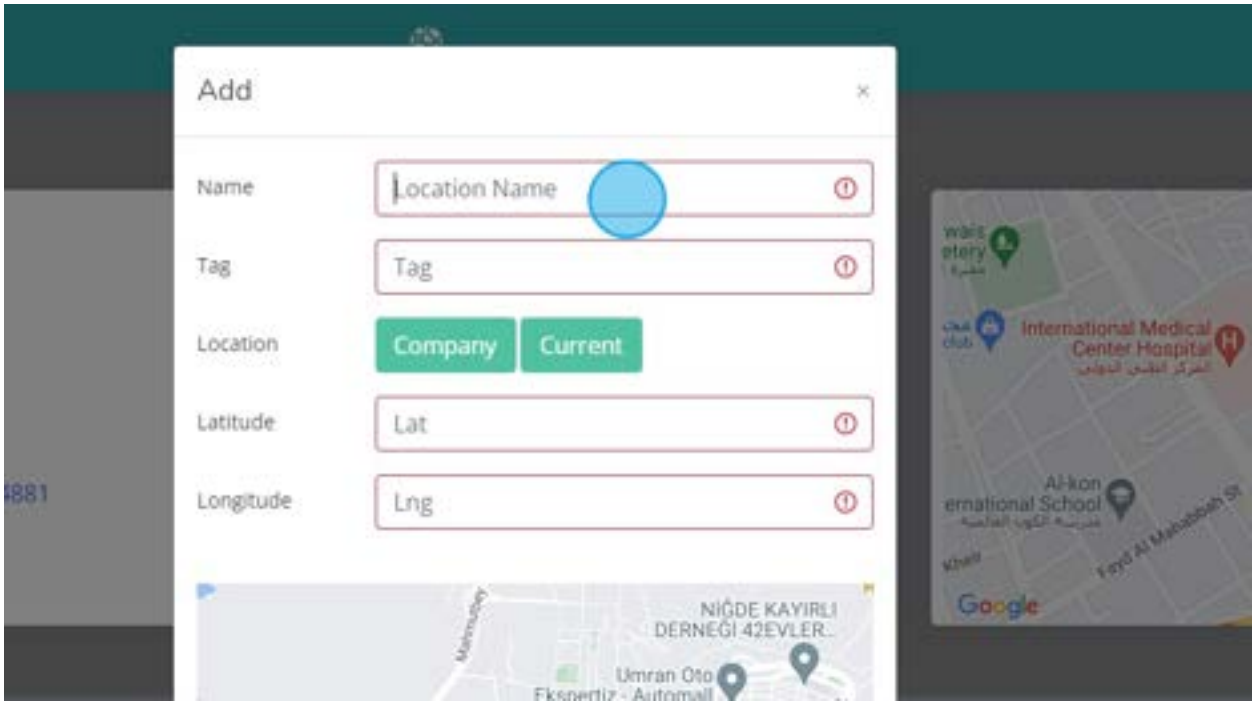


3. Map view: Click the "locate on map" icon next to a branch to see its location on the side map.

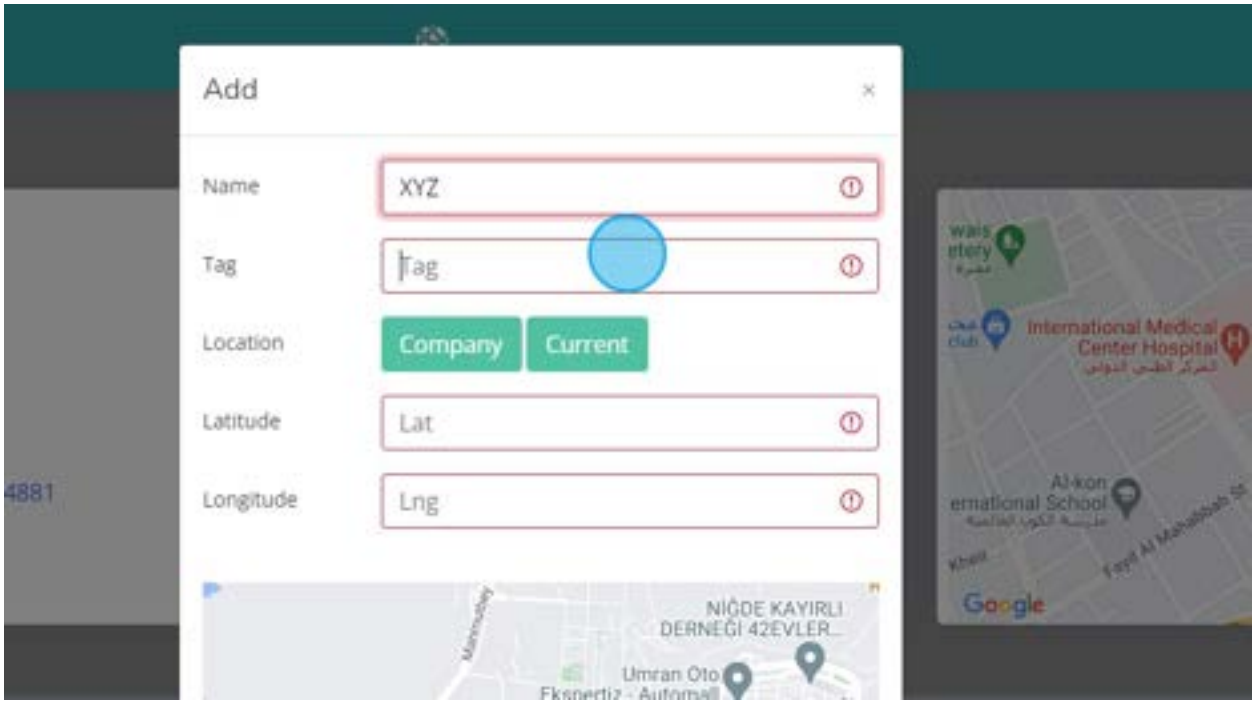
4. Click "Add New Branch"



5. Enter the branch name.

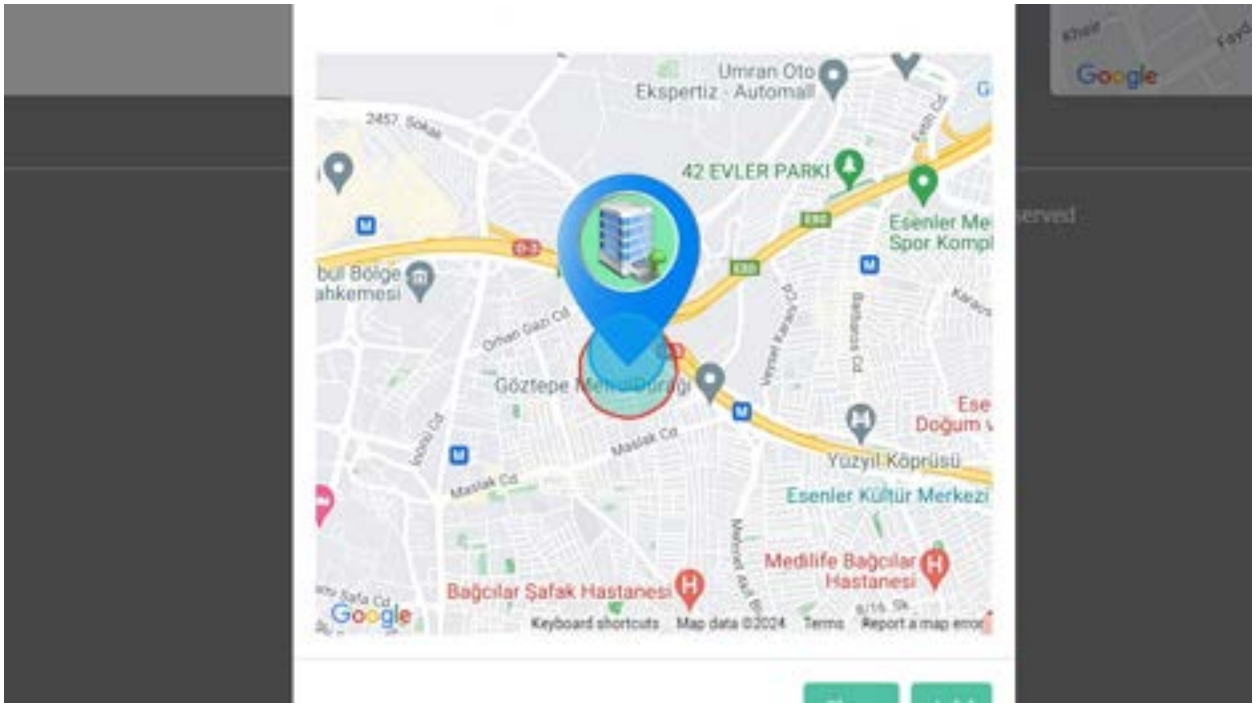


6. Add an NFC/QR code for this branch.

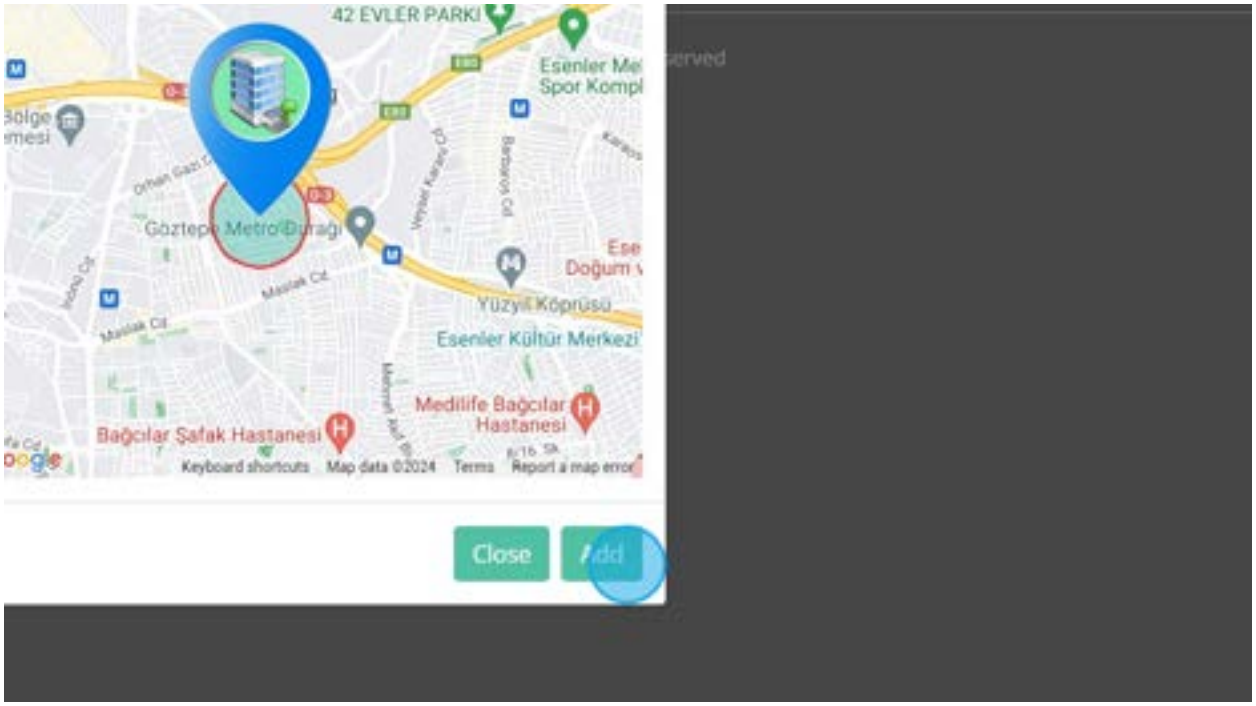


7. Pin the branch location on the map.

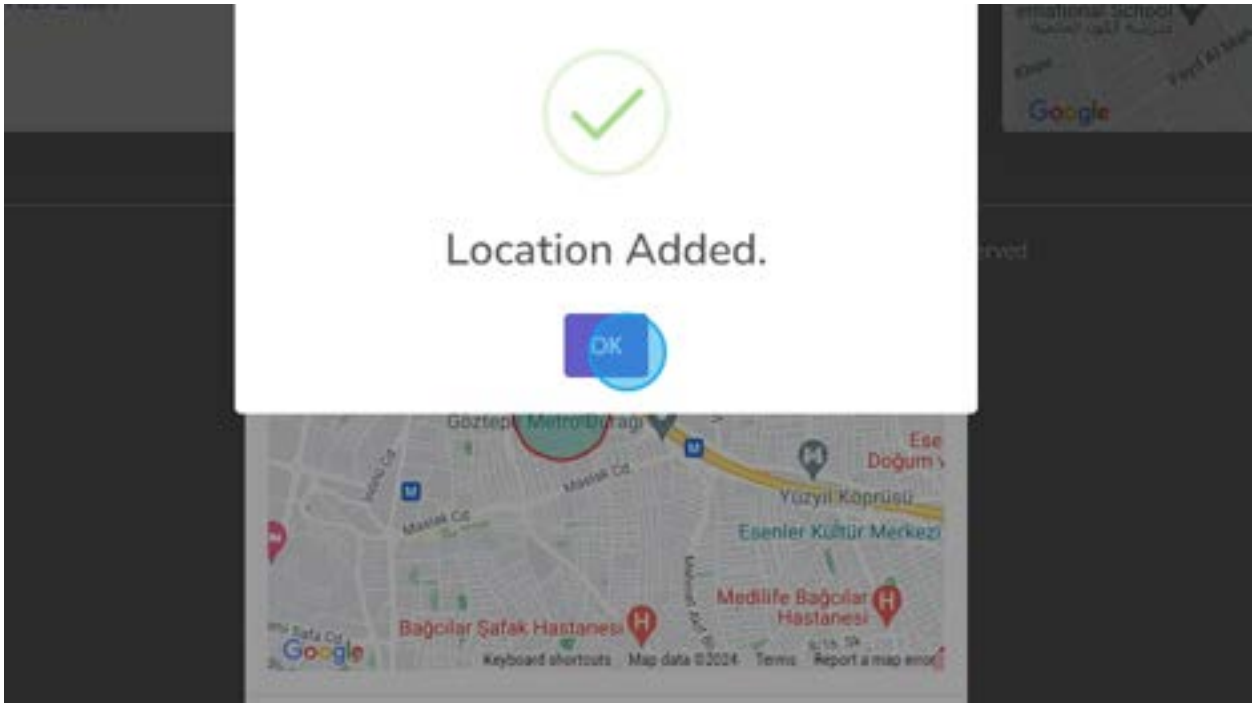
PS: The acceptable range for QR/NFC will inherit from the main company preferences.



8. Click "Add"

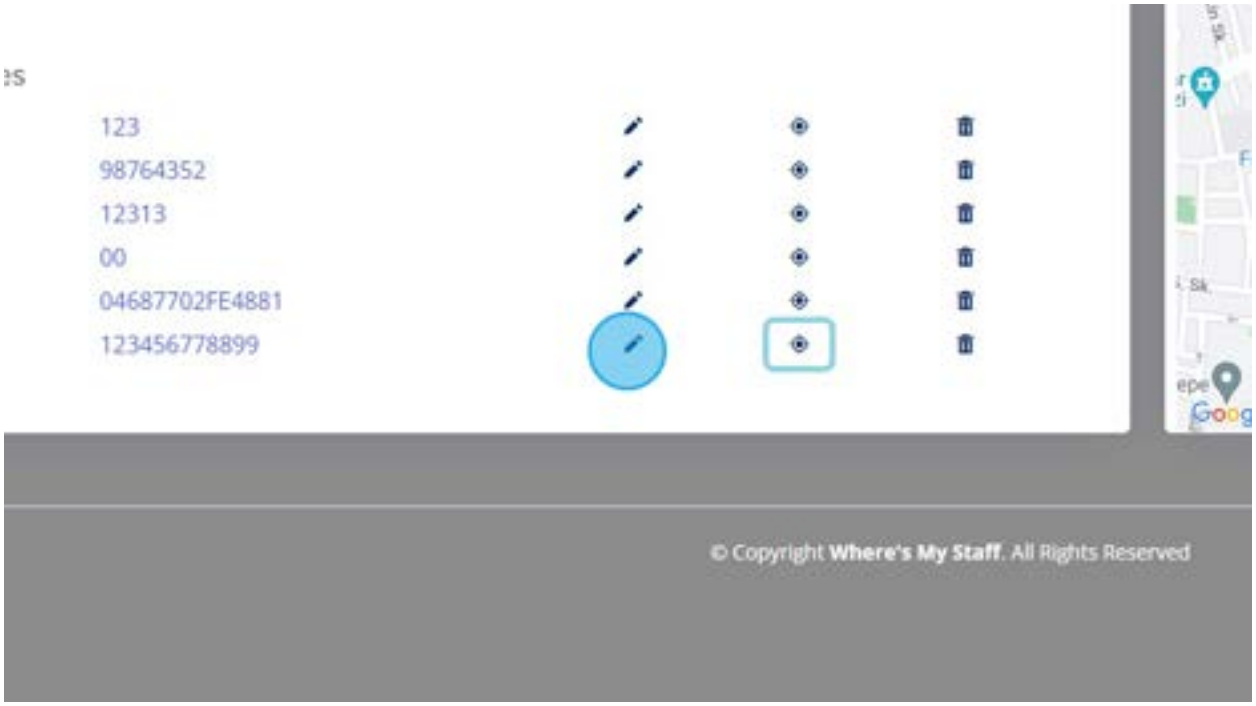


9. Click "OK"



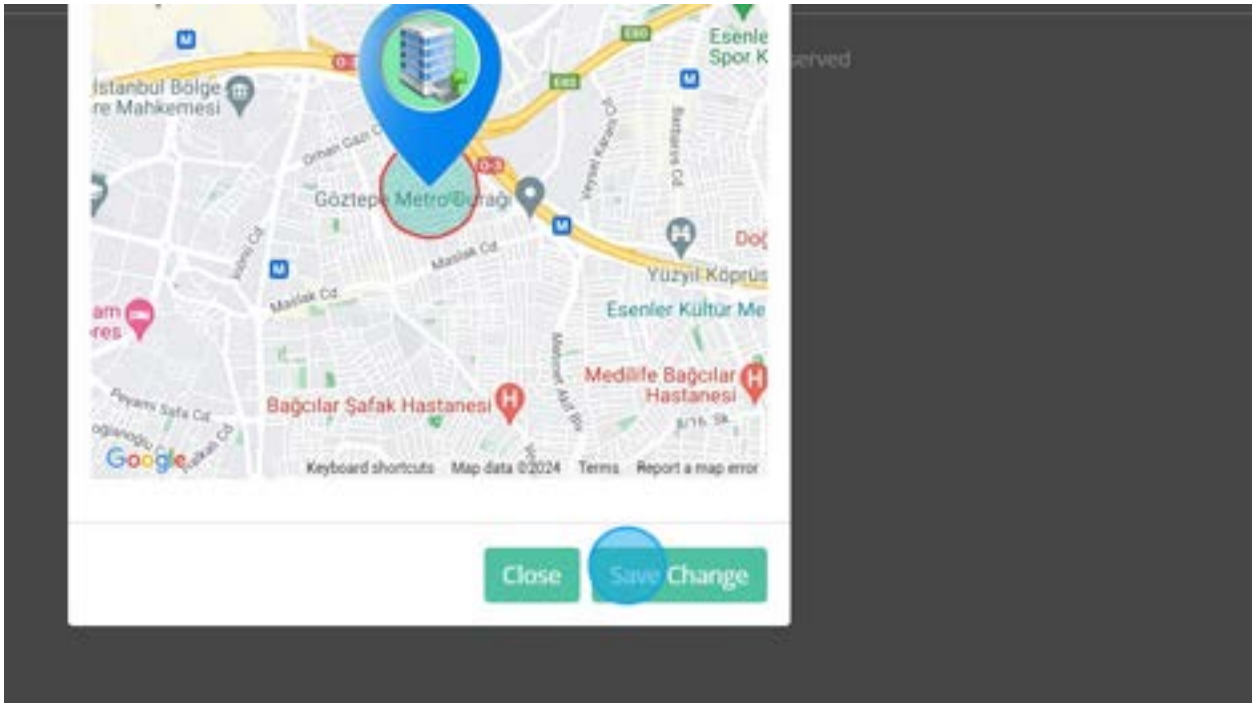
10. Edit a branch:

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

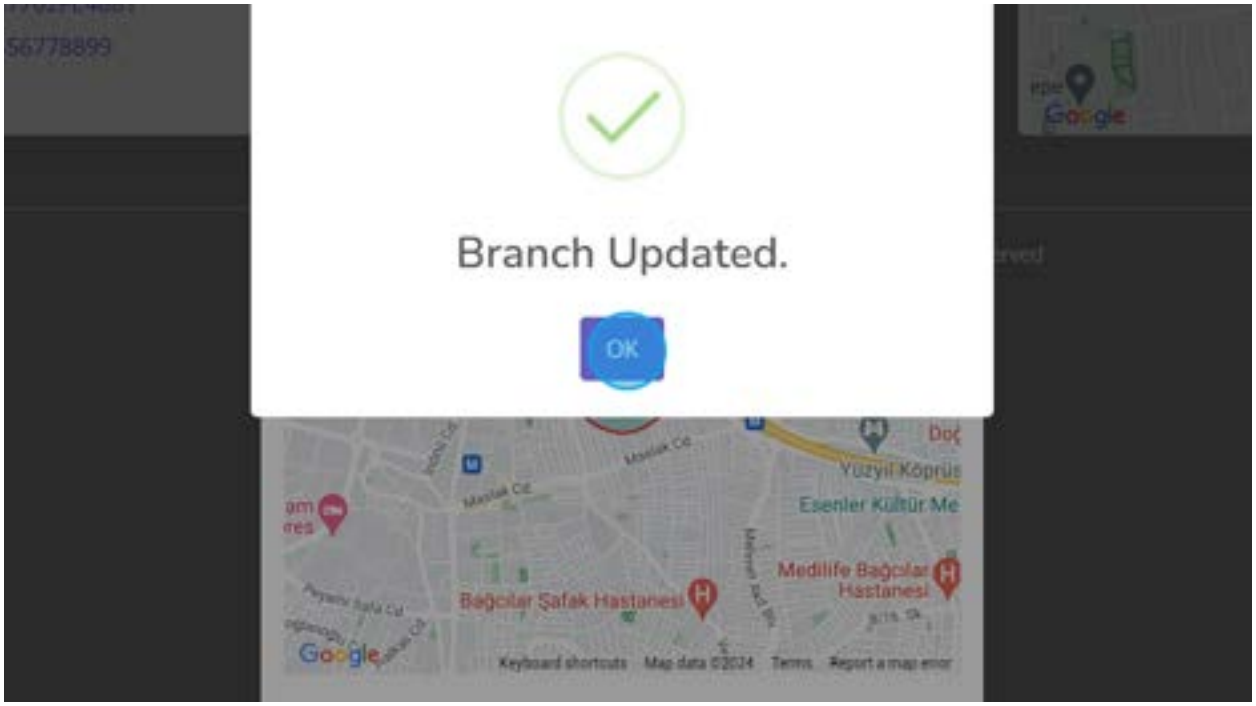


11. Make your changes.

Click "Save Changes"



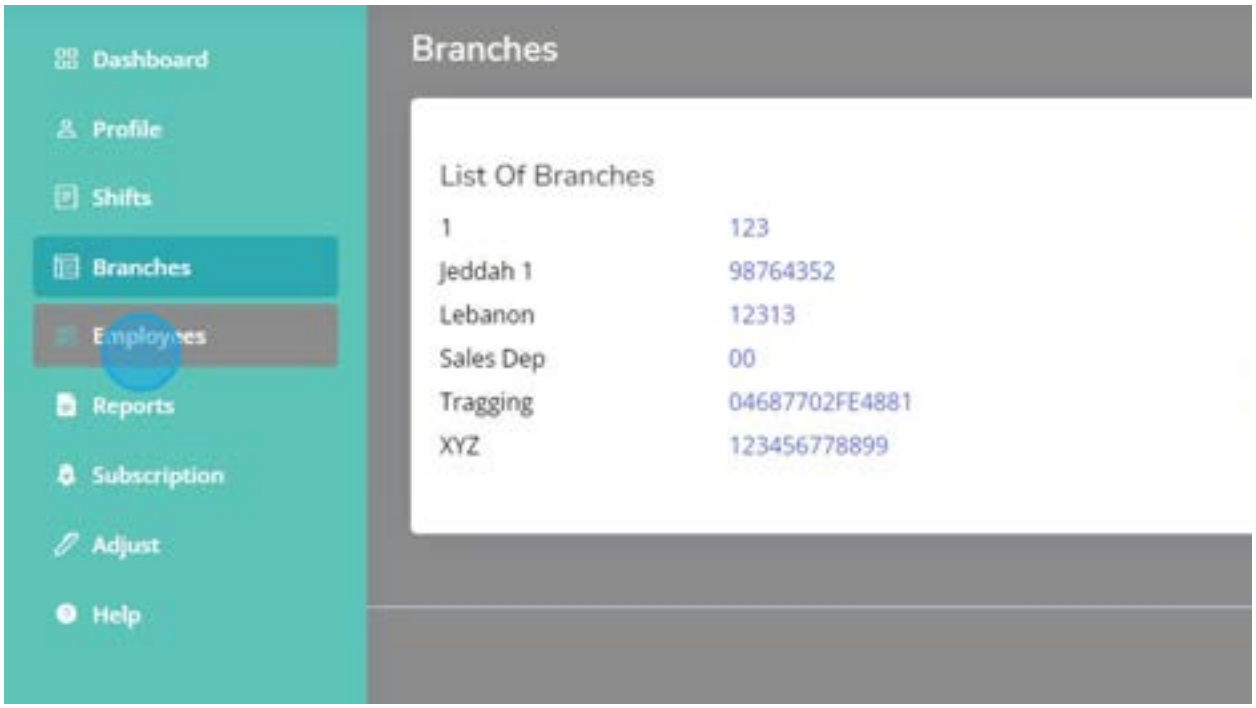
12. Click "OK"


Branch Updated.
OK
Yüzyıl Köprüs
Esenler Kültür Me
Medilife Bağcılar Hastanesi
Bağcılar Şafak Hastanesi
Google
Keyboard shortcuts
Map data ©2024
Terms
Report a map error

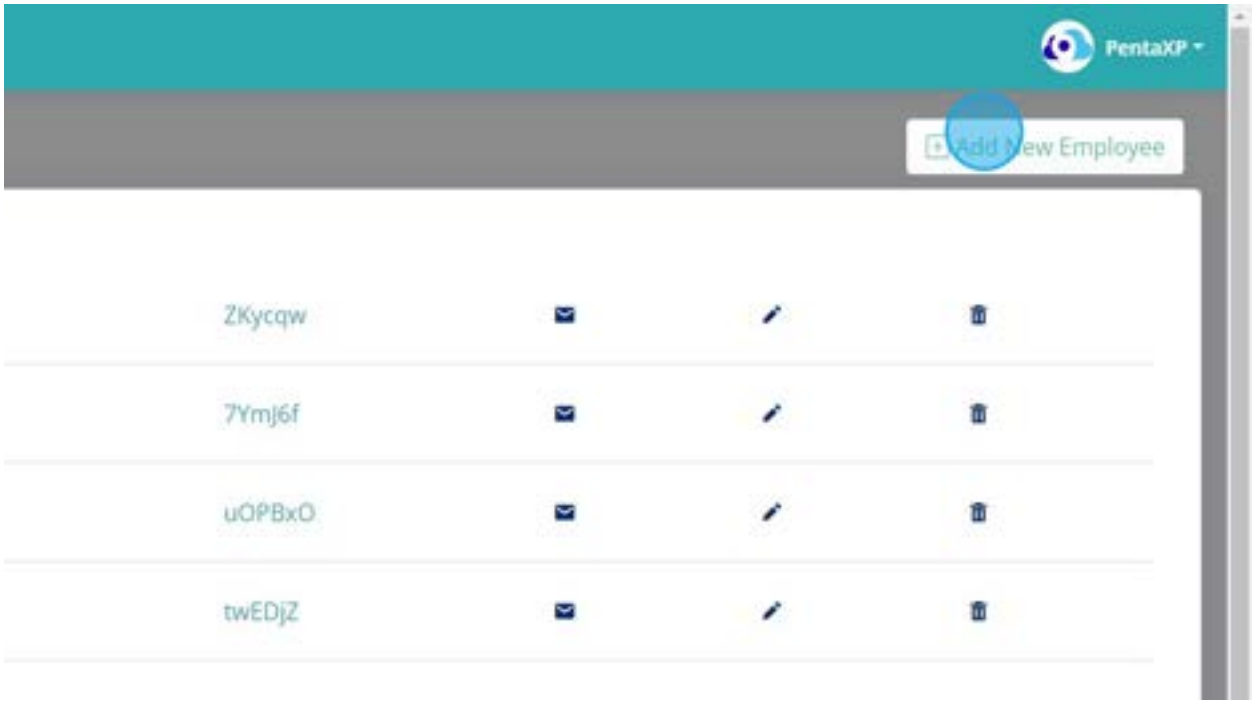
Add New Employee

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.

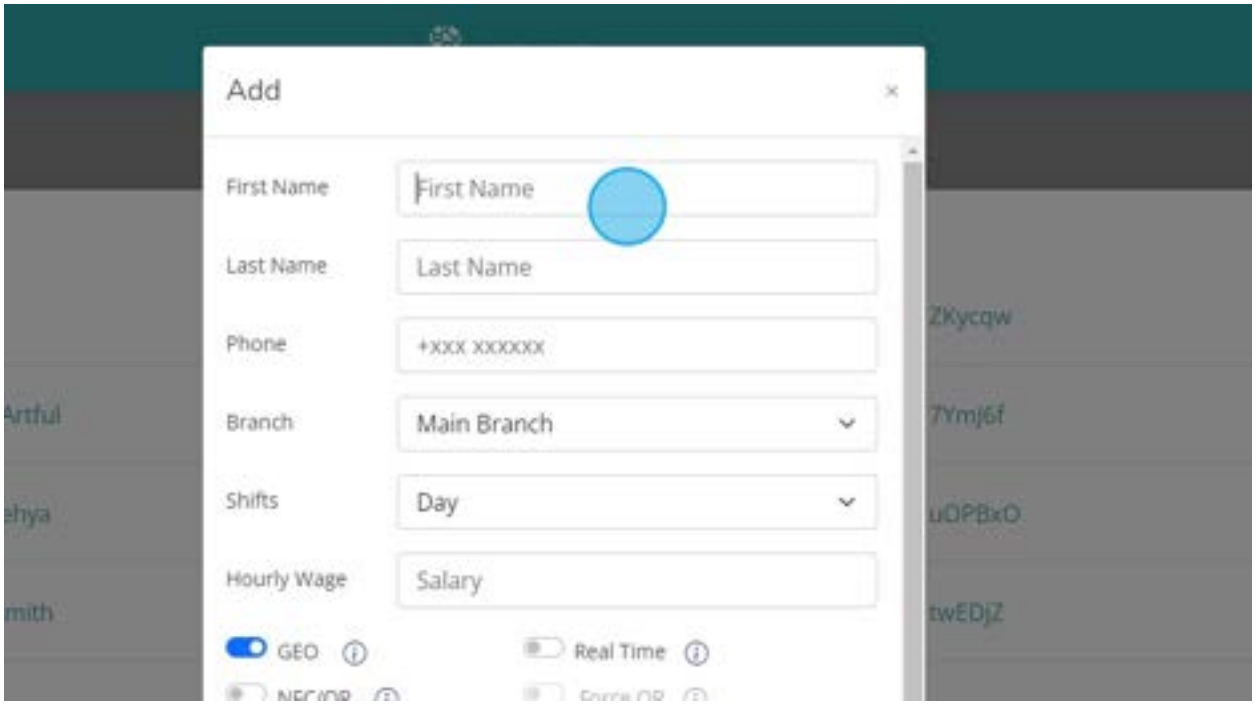
1. Click "Employees"



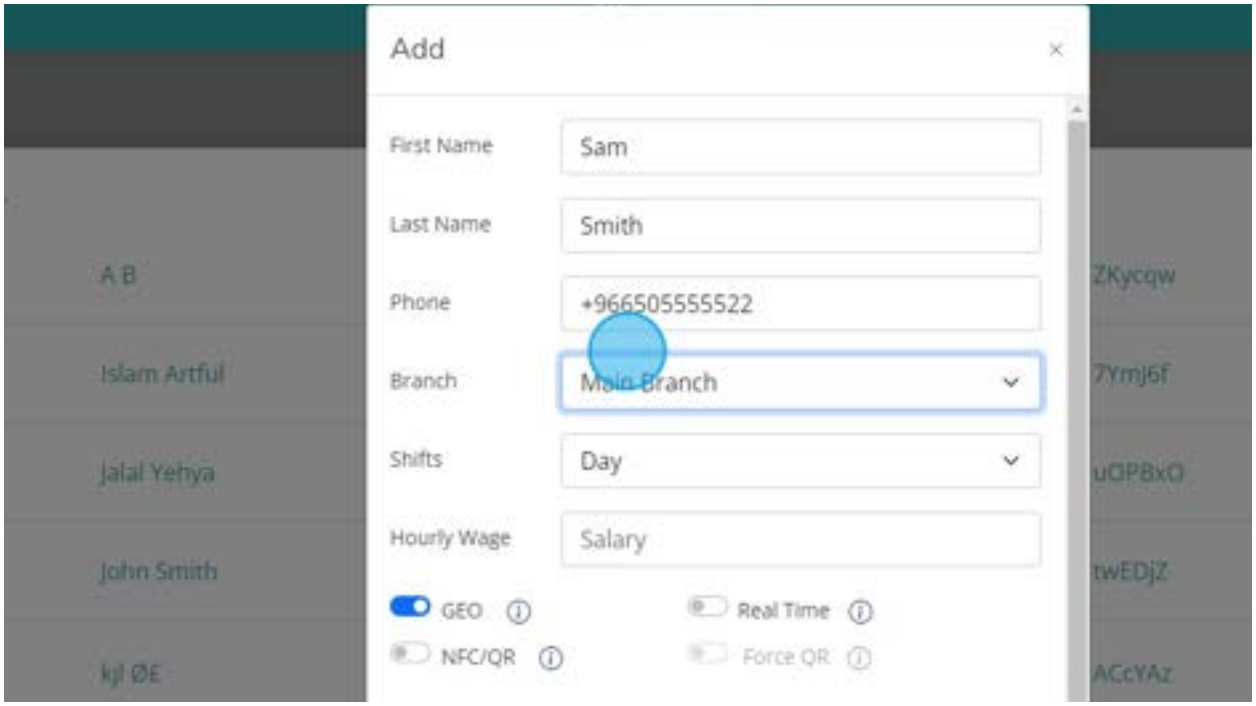
2. Click "Add New Employee"



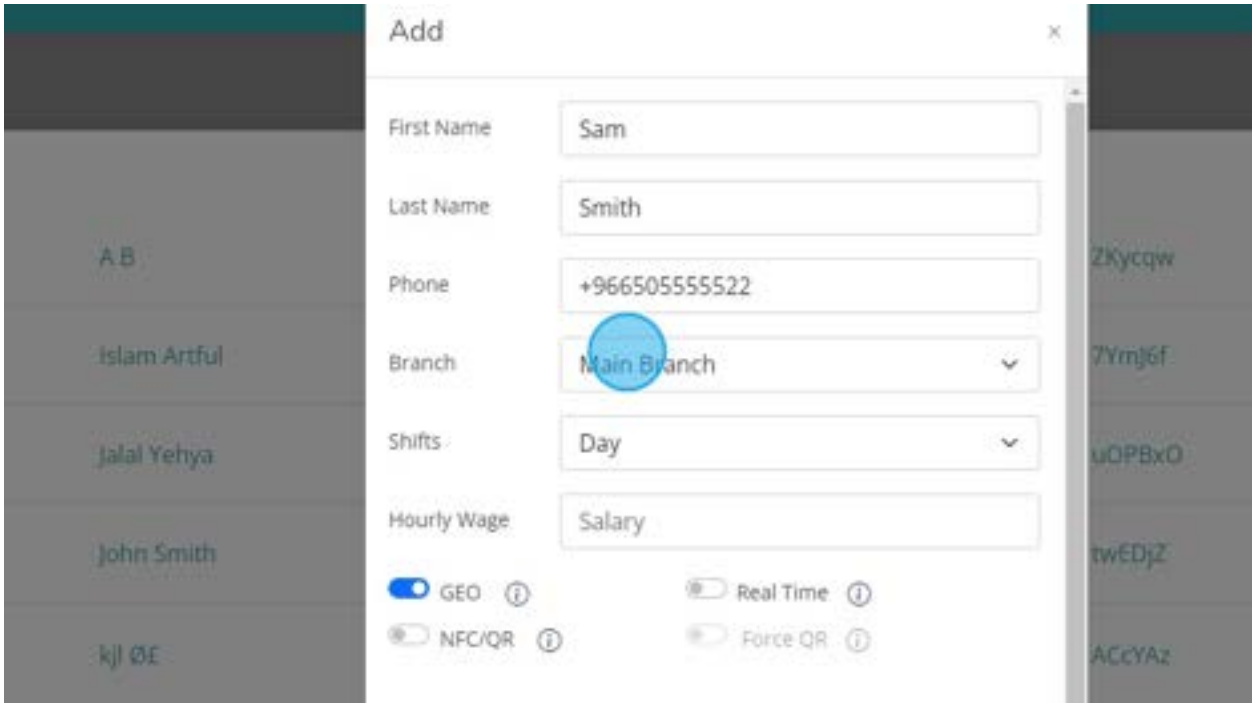
3. Employee First Name & Last Name



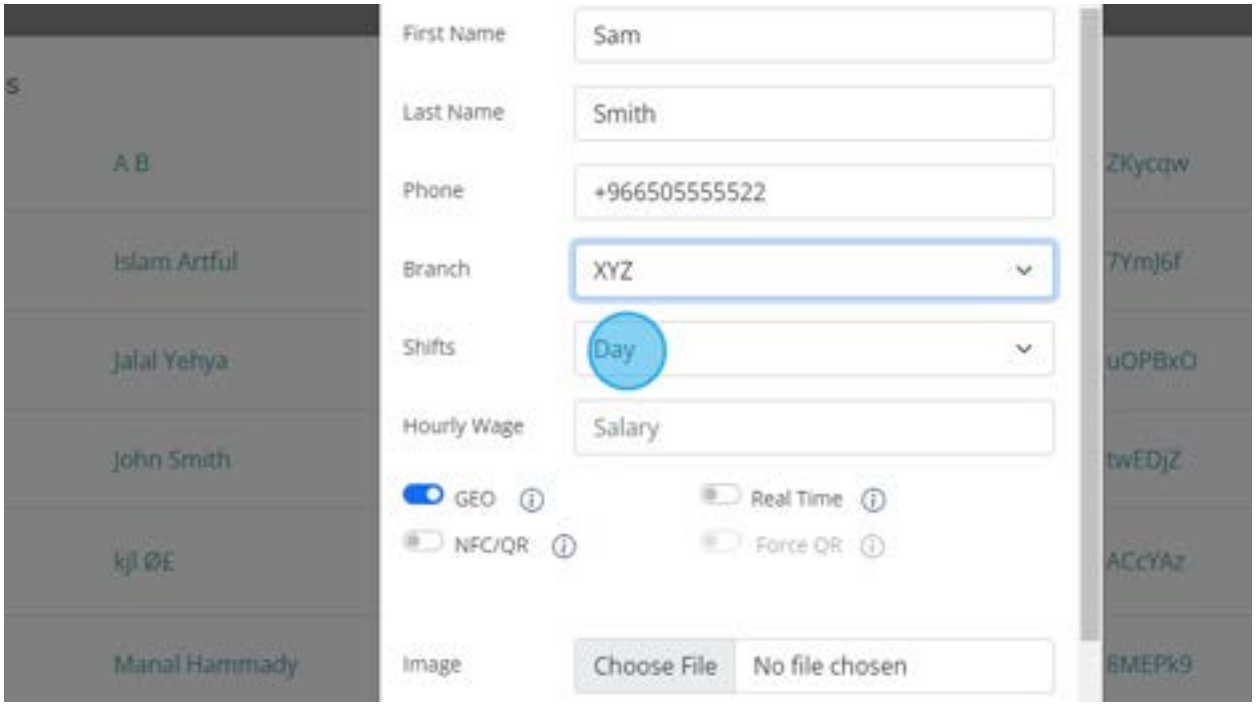
4. Phone Number (with country code): This is where they'll receive their login information.



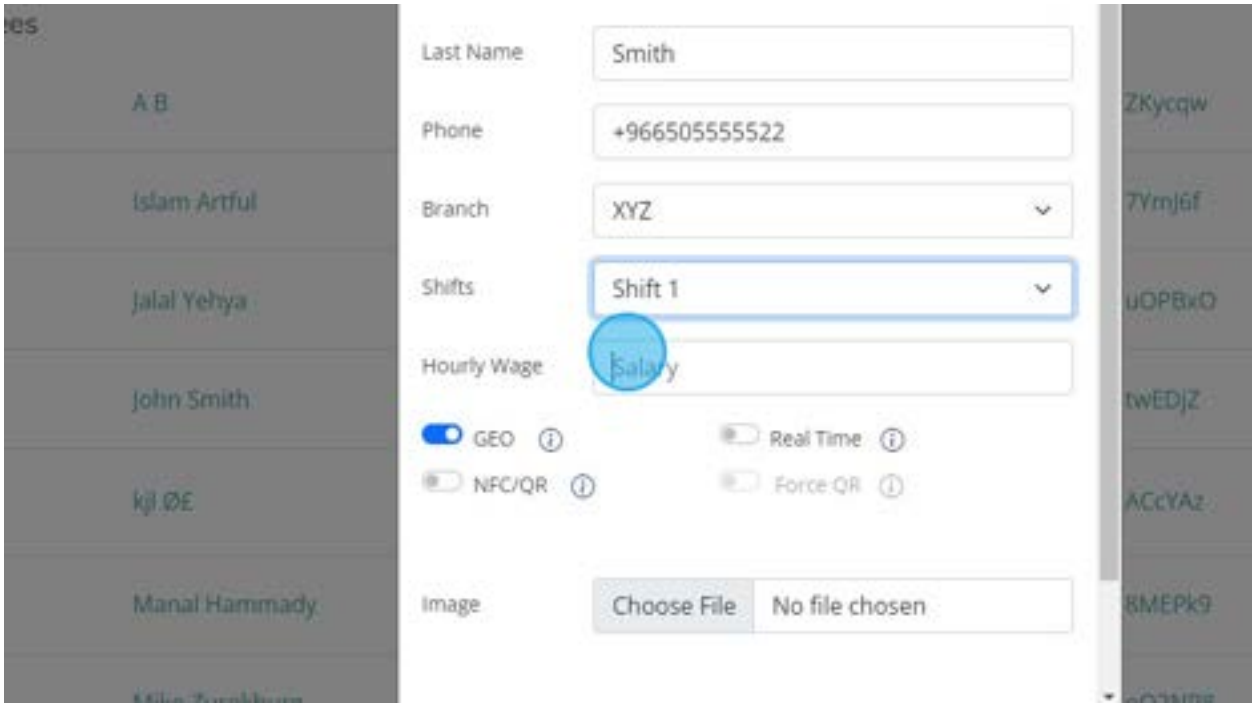
5. Branch: Where does this employee work?



6. Shift: Choose their work schedule.



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

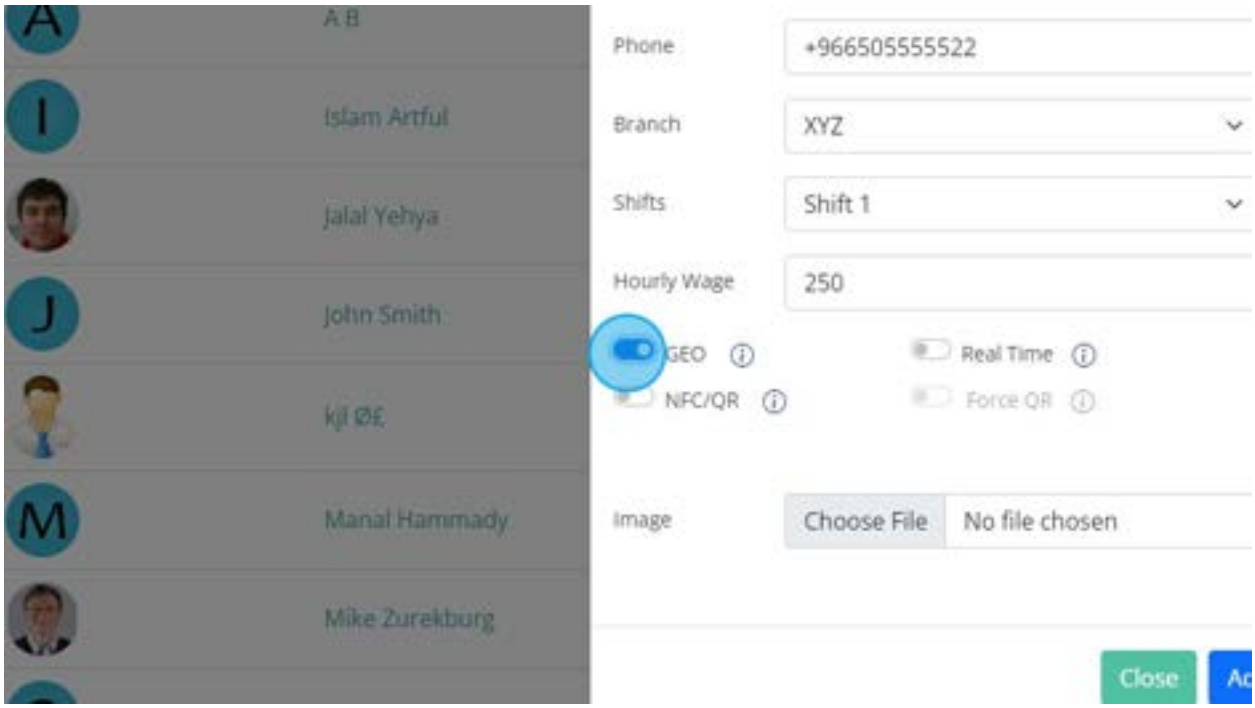


8. Enable GEO tracking (by default)

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.

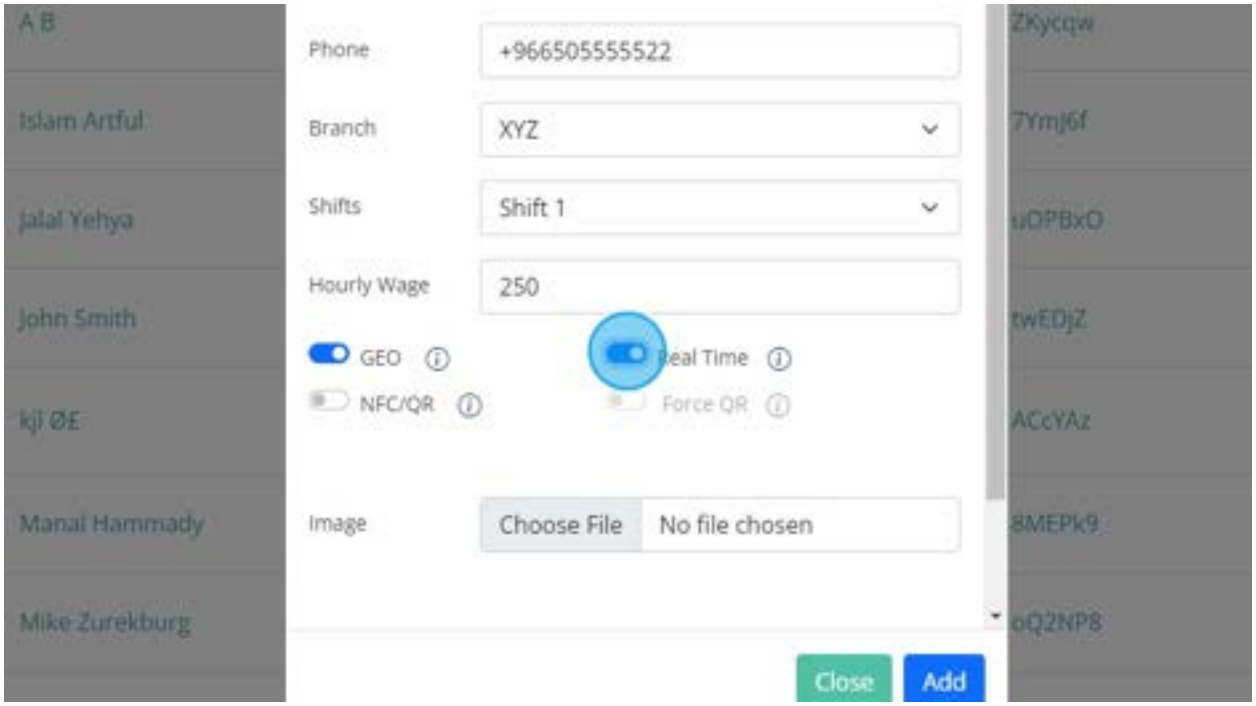
Employees check in and the software records where they were at that moment.
Their location shows up on the map, but there's no continuous tracking.

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



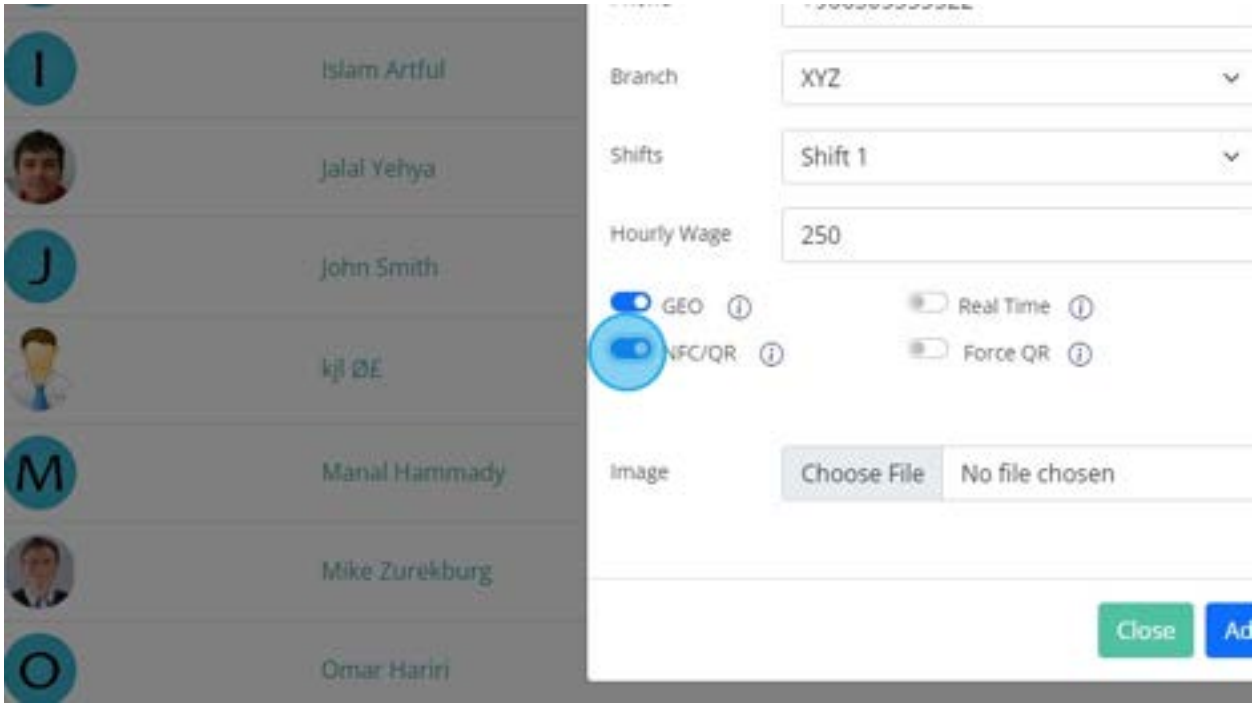
9. Enable Real-Time Tracking: Track employees on the move

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.

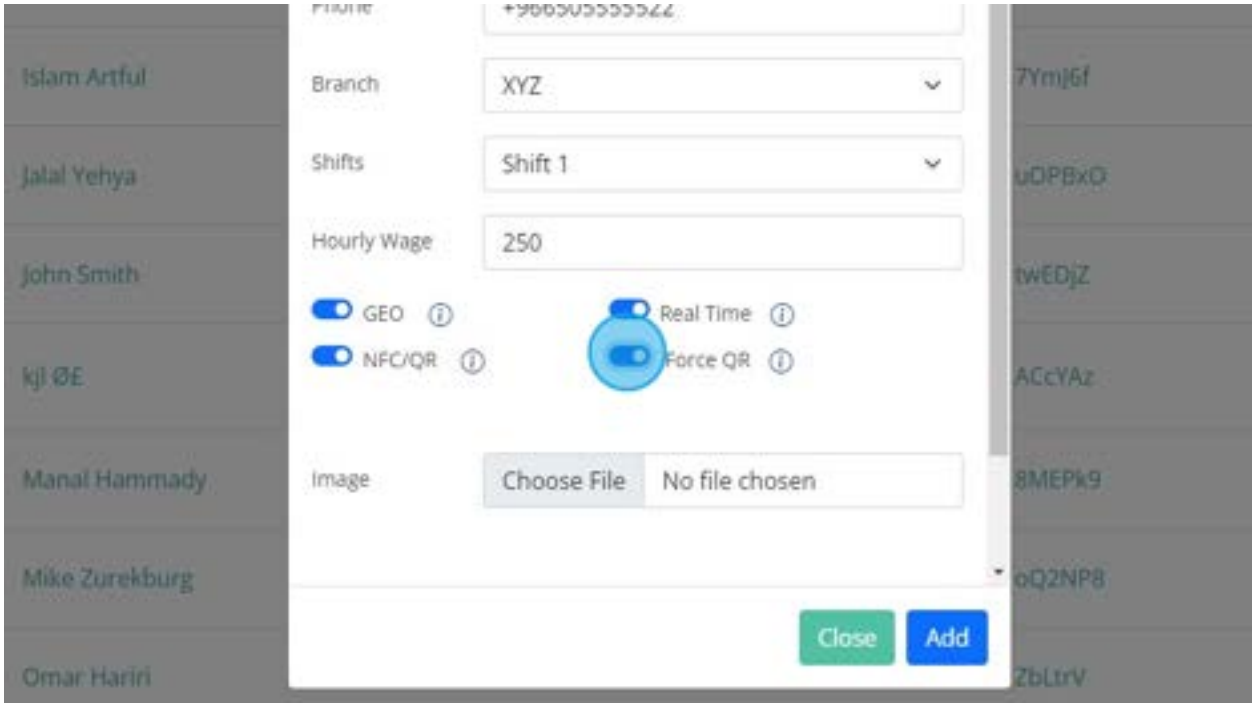


10. Enable NFC/QR Tracking

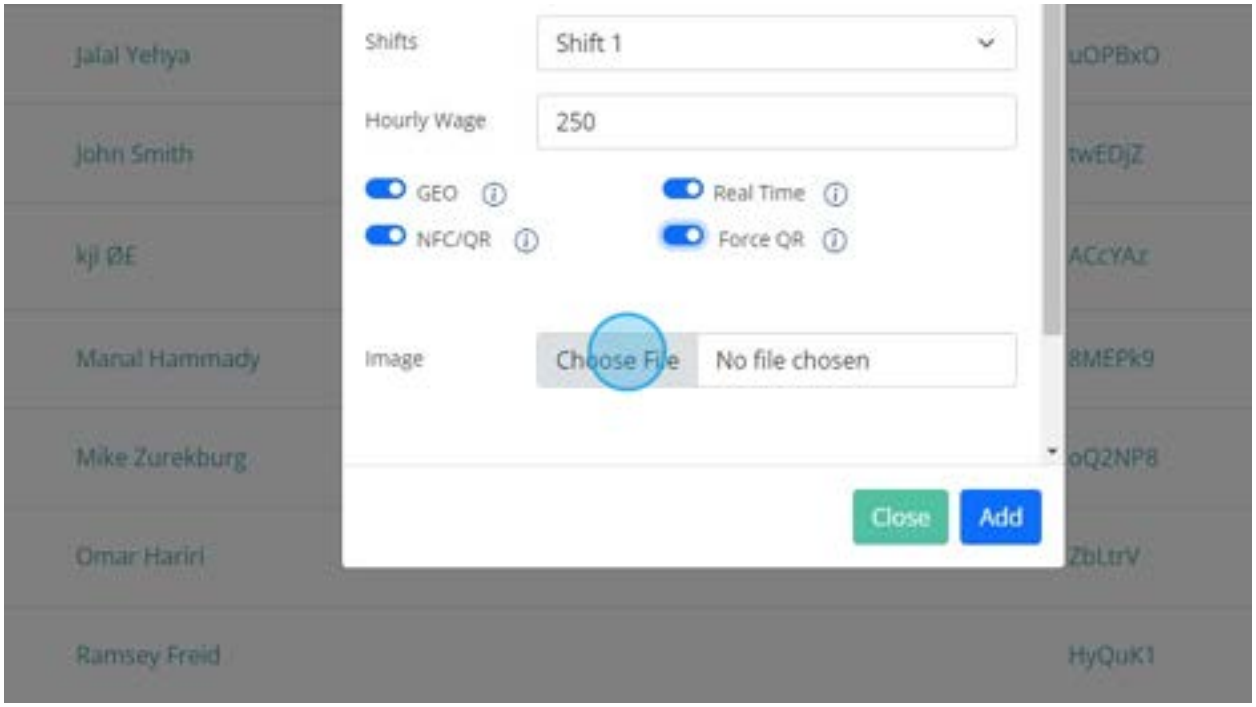
Employees can only make check-ins by scanning the NFC/QR within the accepted company/branch location range.



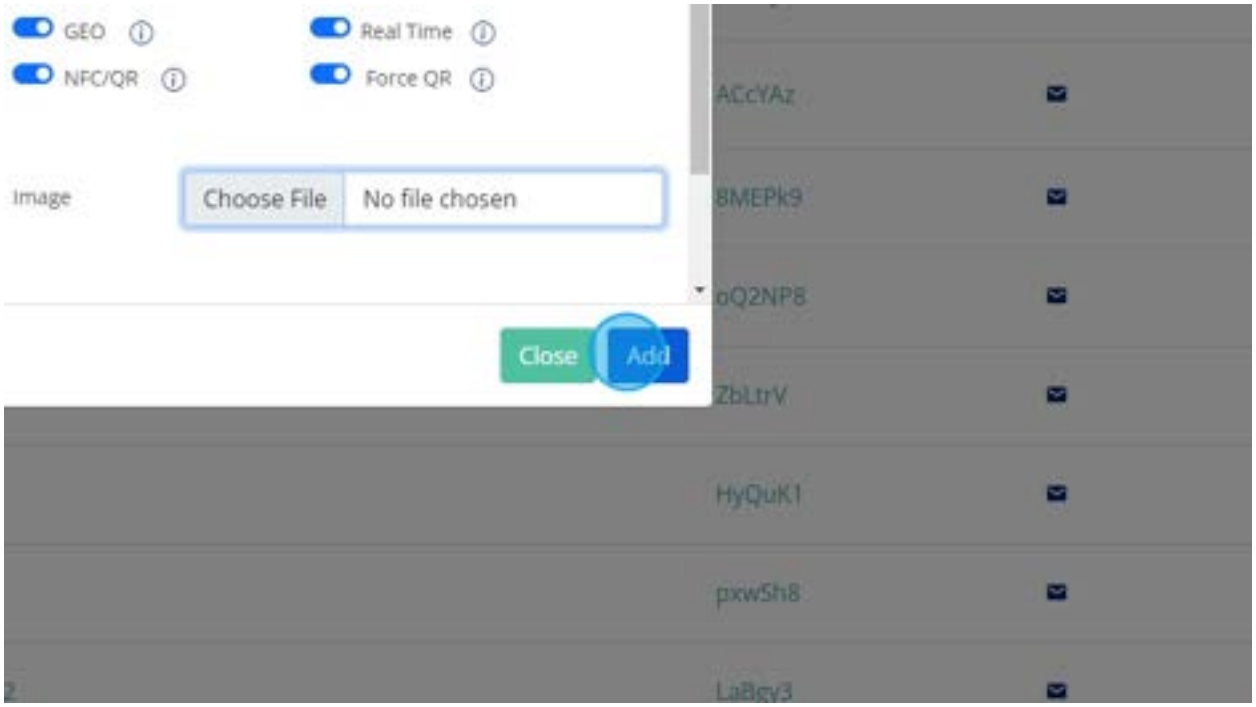
11. Force QR Option: Make employees use the QR code instead of the NFC card (useful if NFC cards aren't available).



12. Click here to add an employee photo



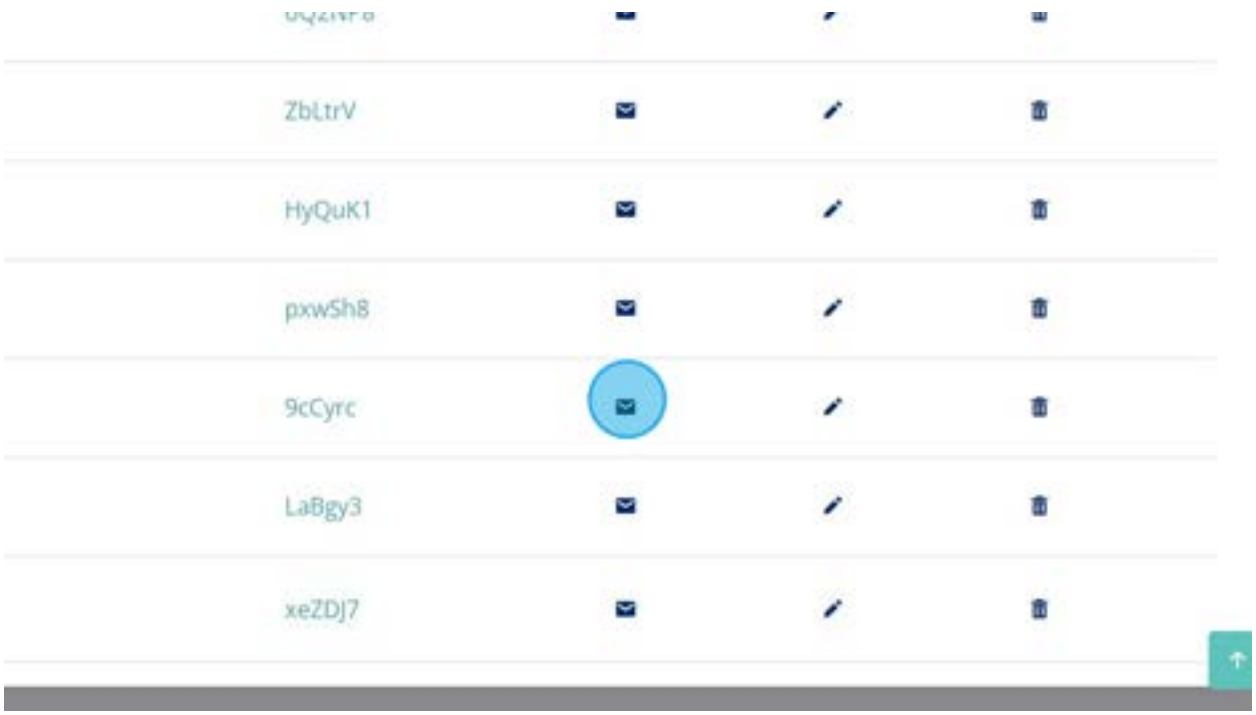
13. Click "Add"



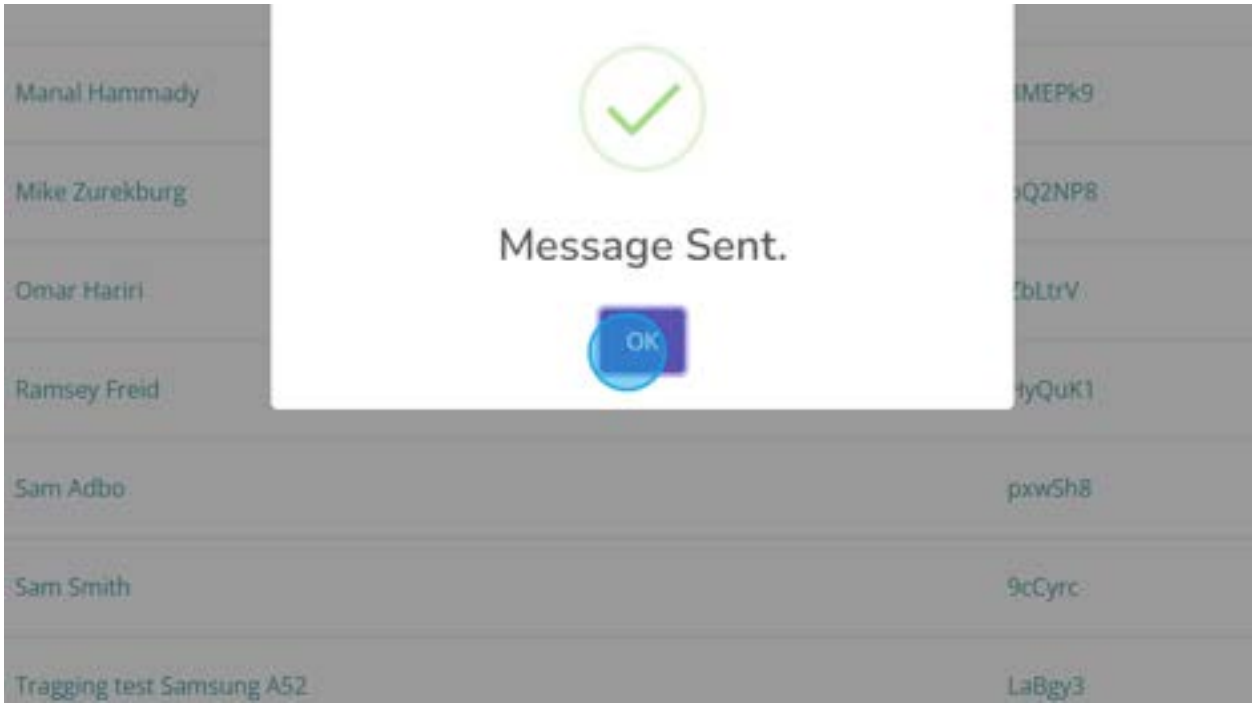
14. After adding an employee, the software will SMS them a code and a link to download the employee app.

15. SMS not received? You have options

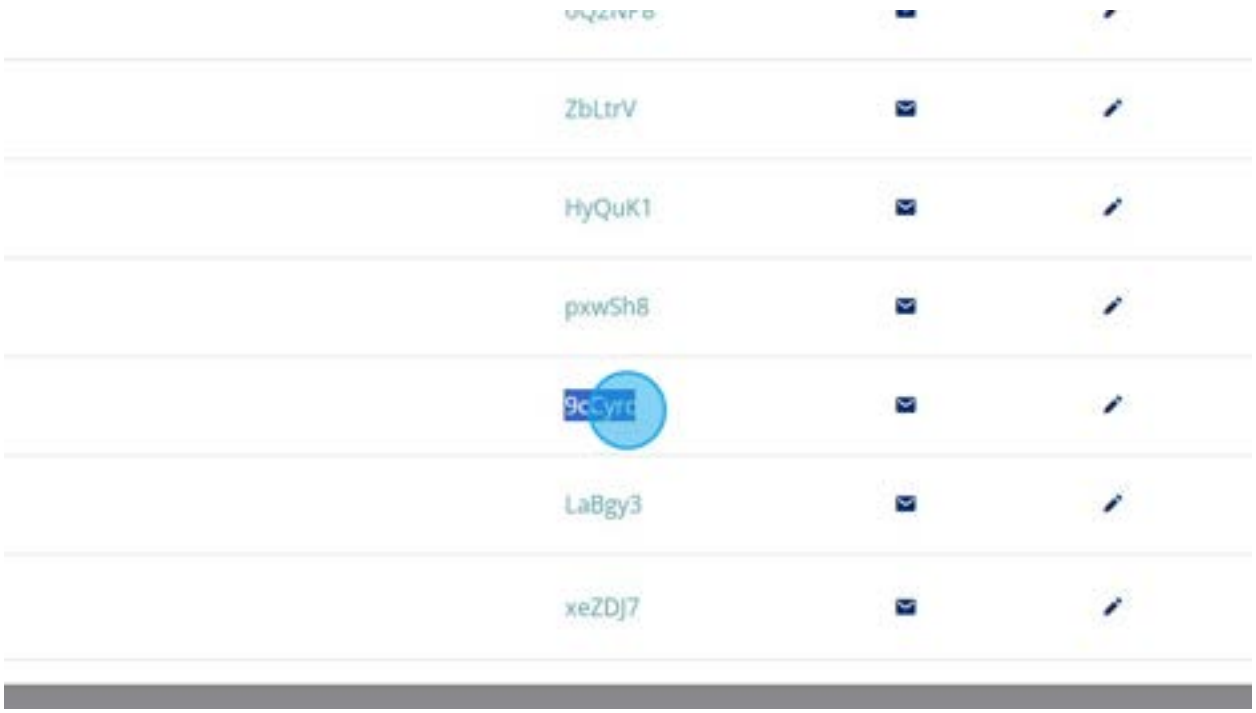
16. Click the envelope icon to resend the text message.



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.

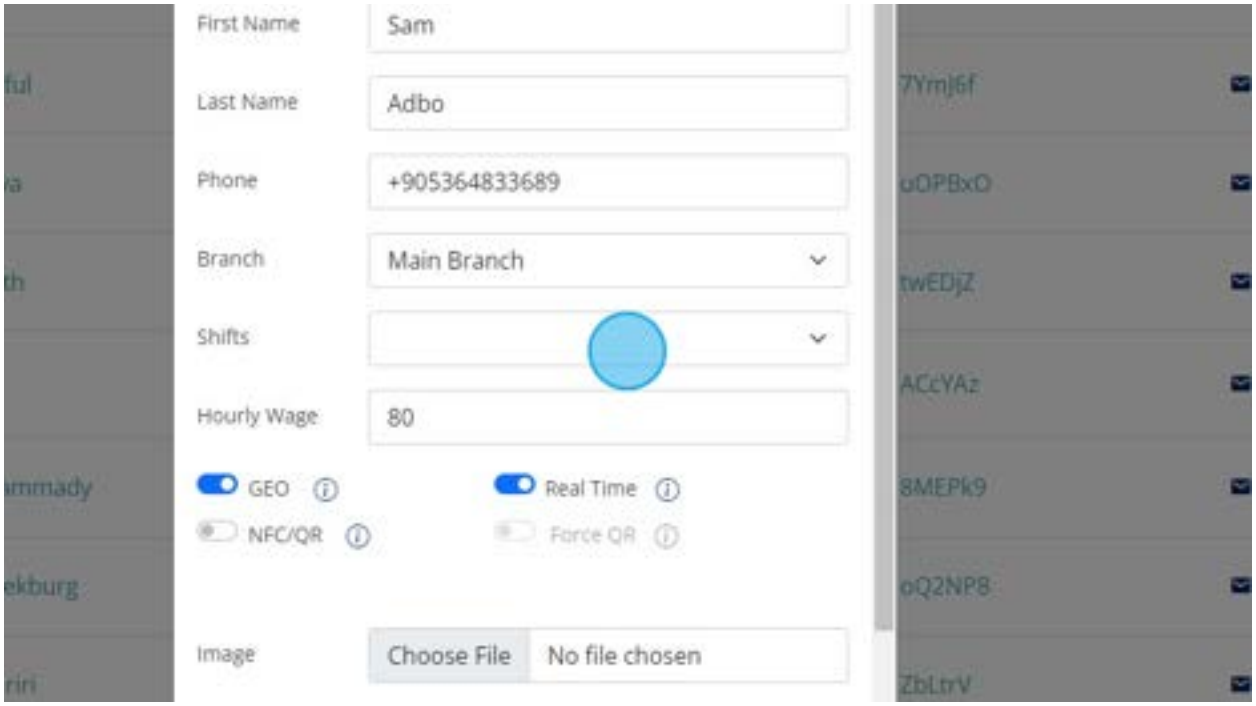


Update or Delete Employee

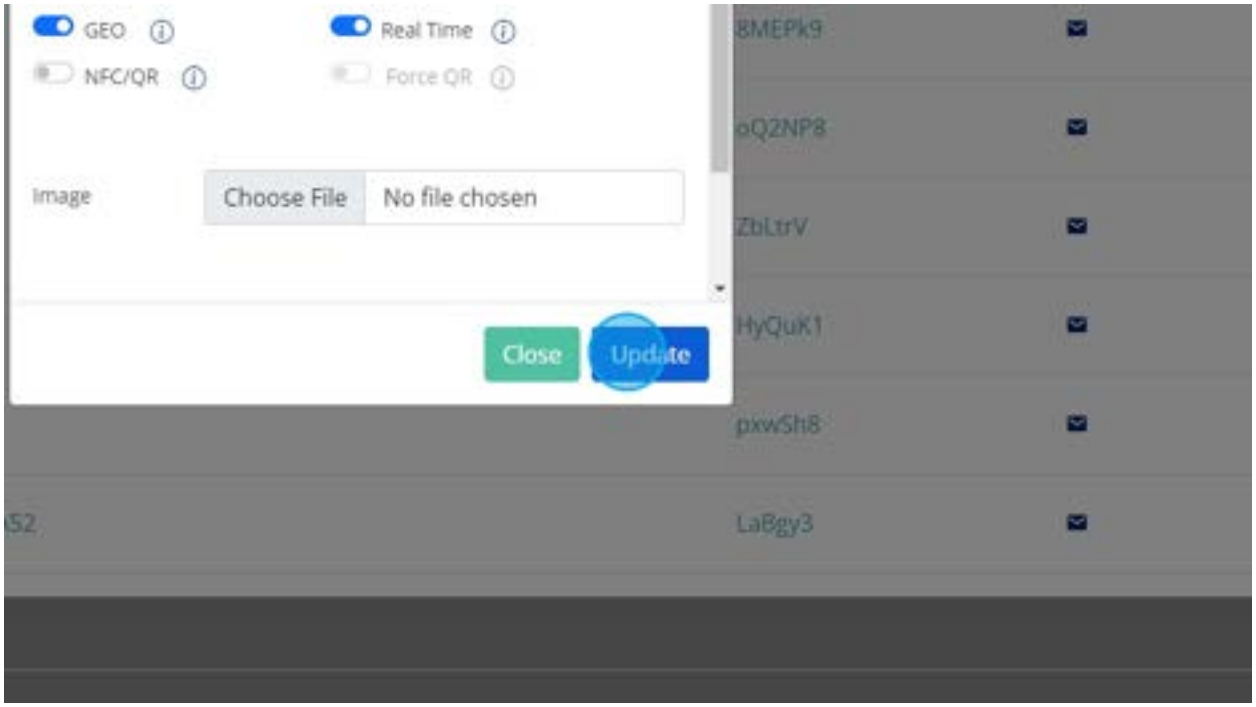
This guide provides clear and concise steps on how to update or delete an employee. It highlights the importance of updating information accurately and warns about the immediate consequences of deleting an employee, ensuring that the user understands the implications.

1. From employee list Click here.

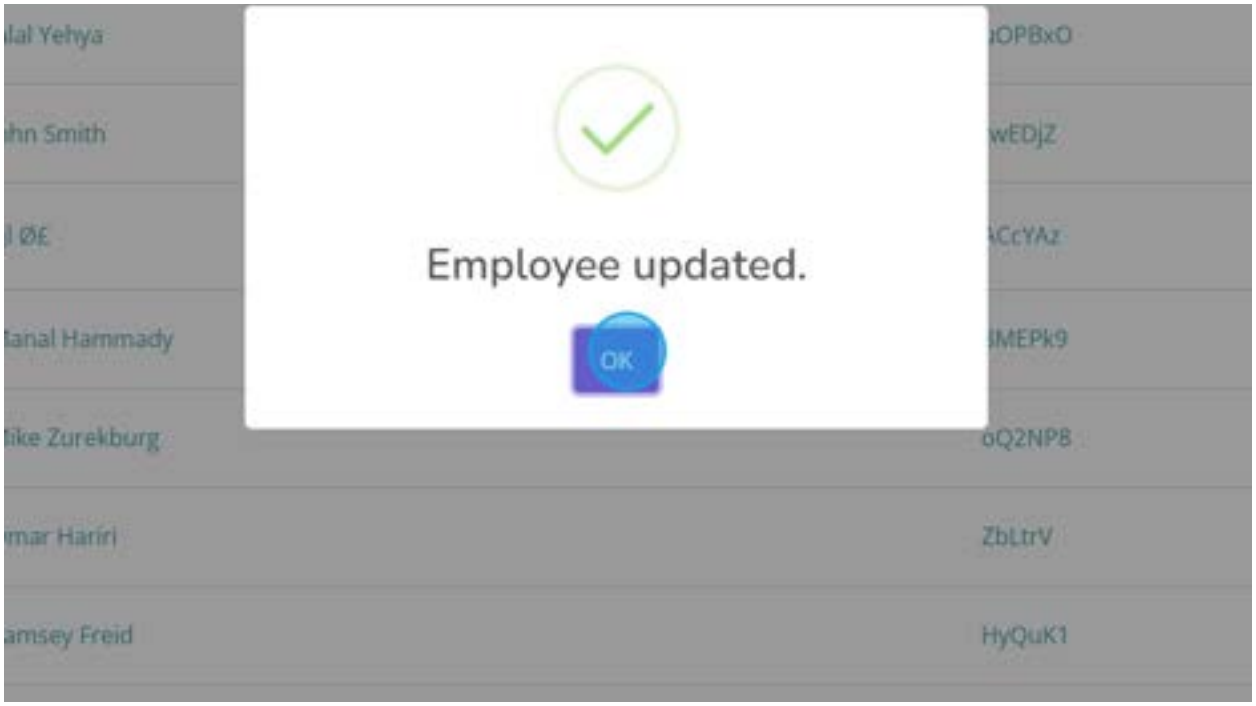
2. Edit The information you want



3. Click "Update"



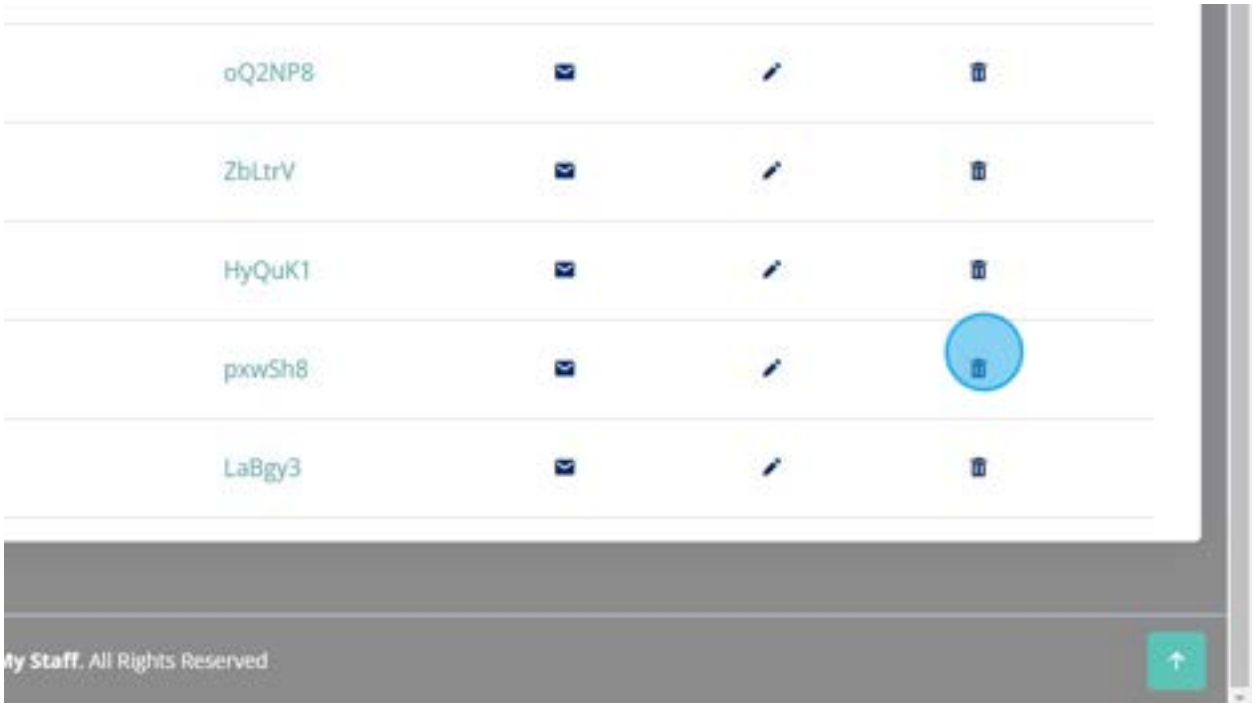
4. Click "OK"



5. Deleting an Employee

Find the employee you need to delete.

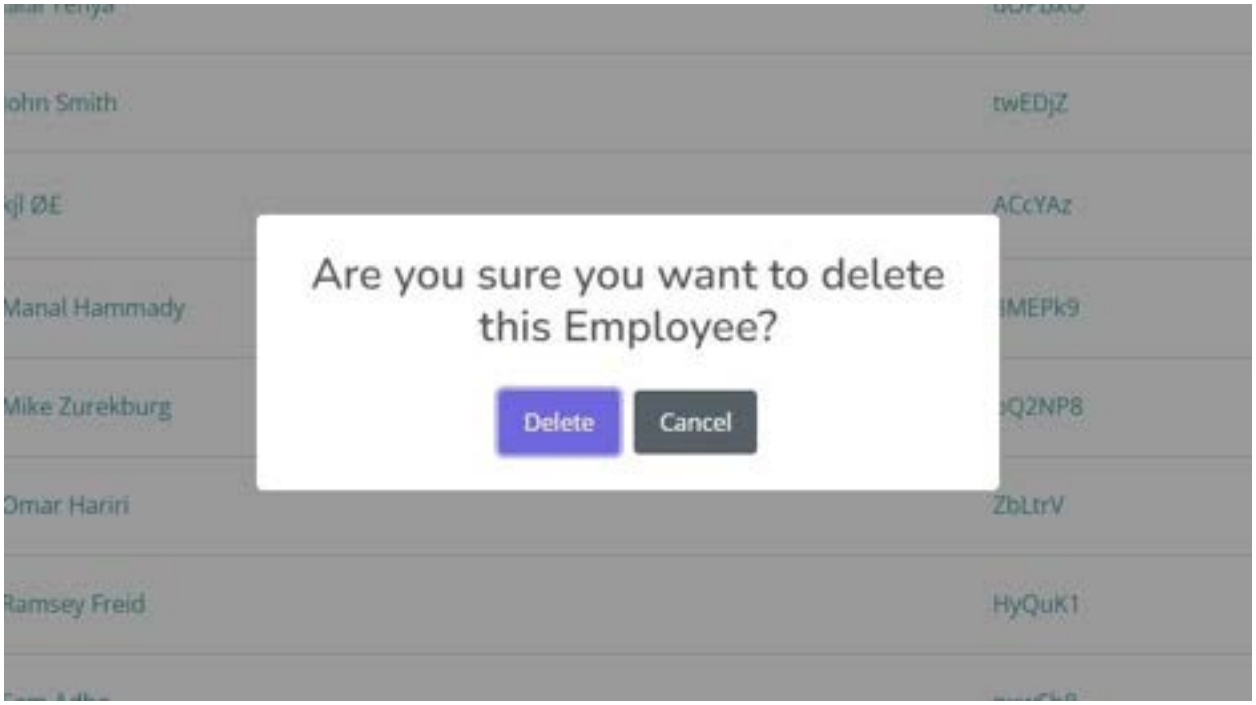
Click the "Delete" button.



6. Confirm by clicking "Delete" again.

Important Notes:

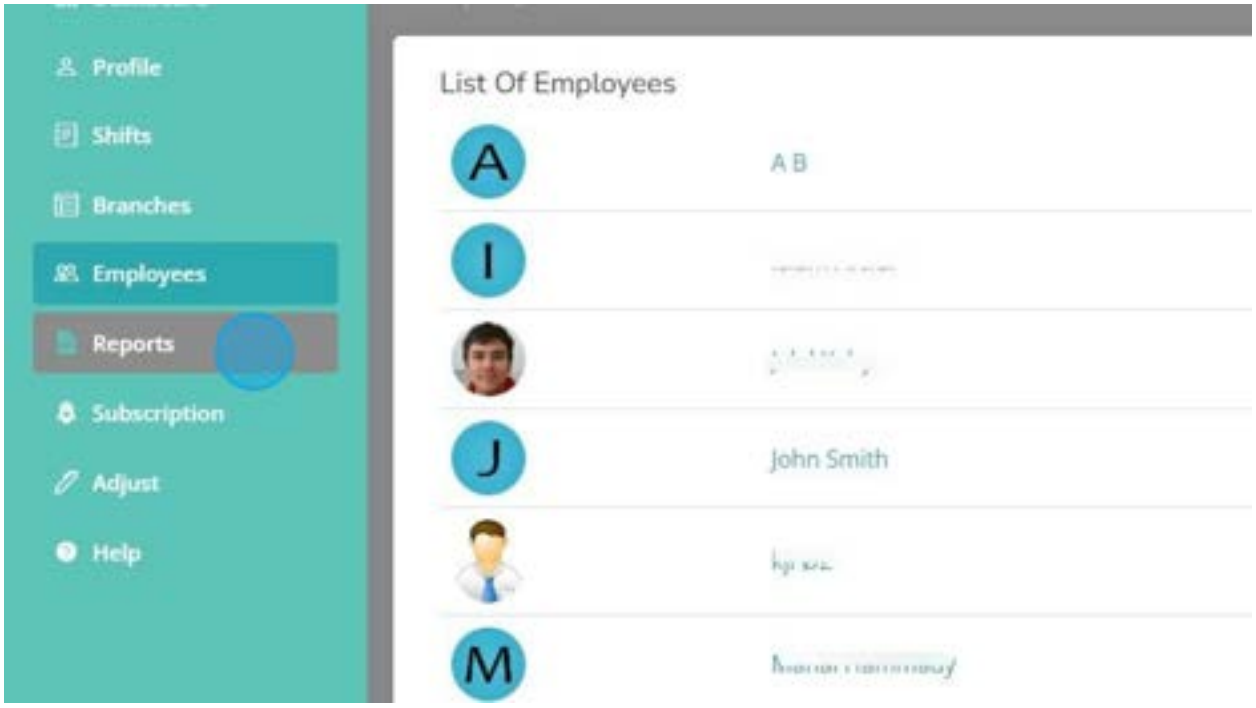
- The employee will lose access to the employee app immediately.
- Their attendance data will mostly be deleted from reports. The only exception is the check-in/out history report.



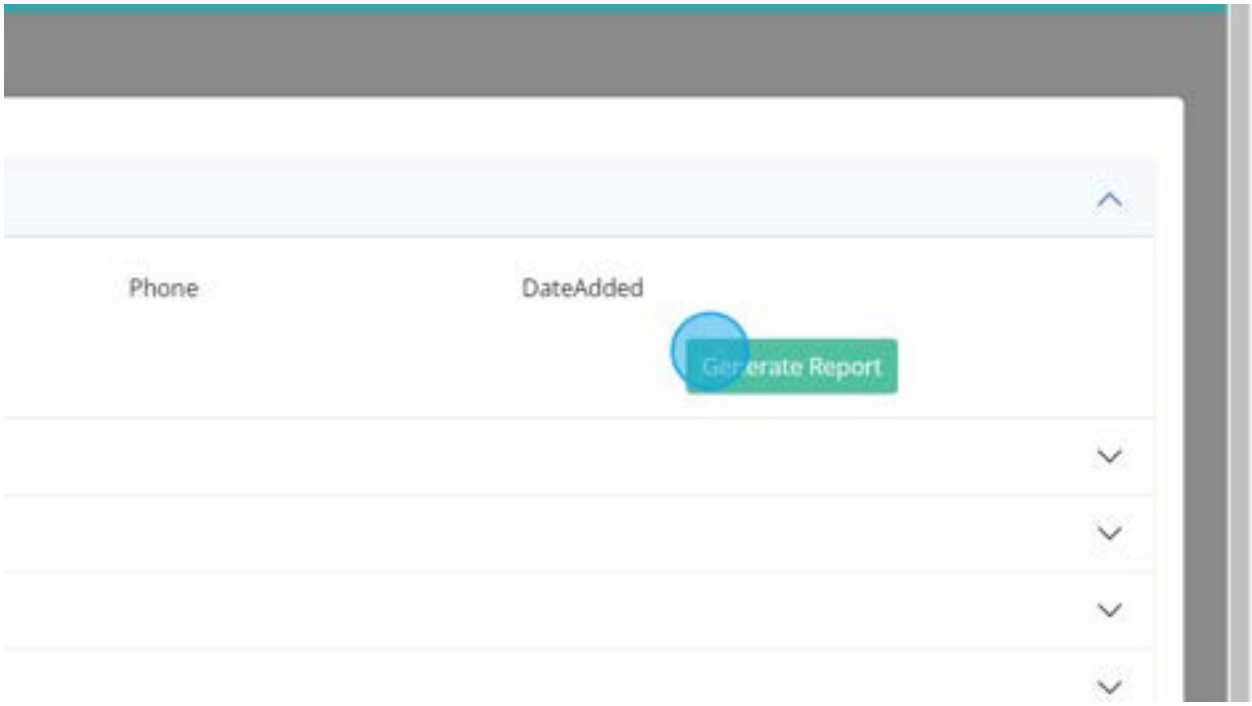
Finding Your Employee List

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.

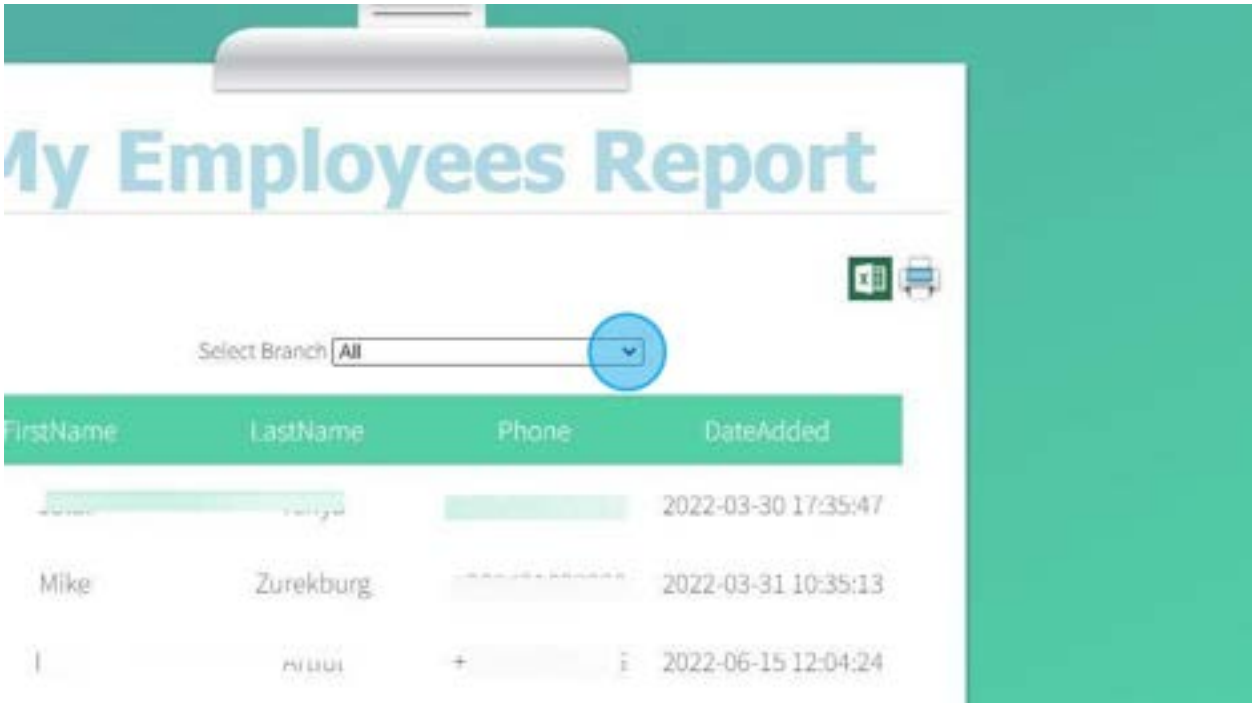
1. Go to the Report Center



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



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

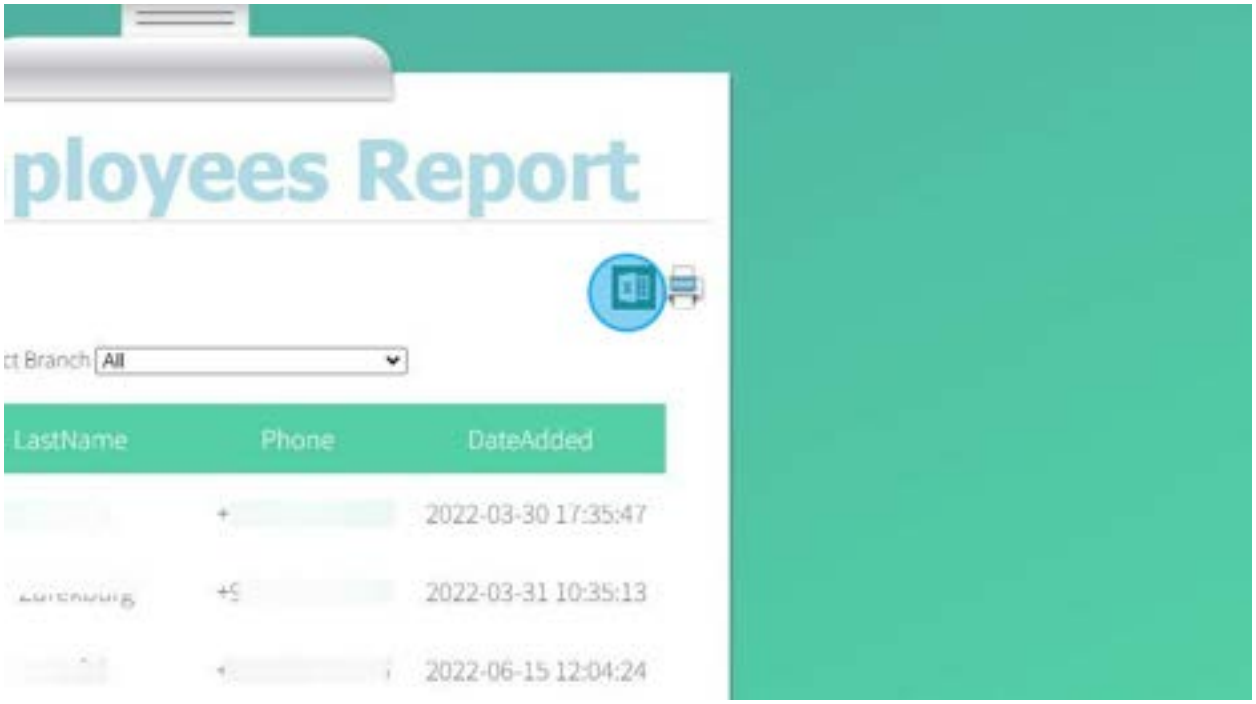


4. You can filter the list by branch

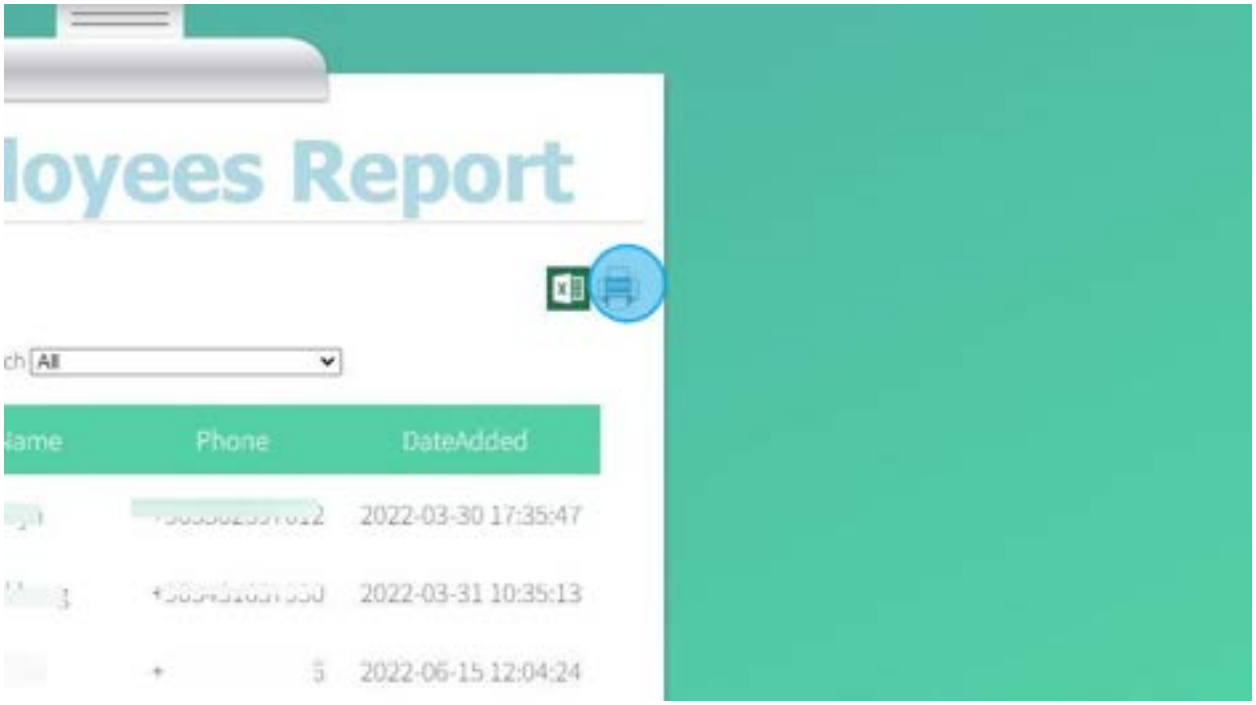
What's in the Report:

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

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



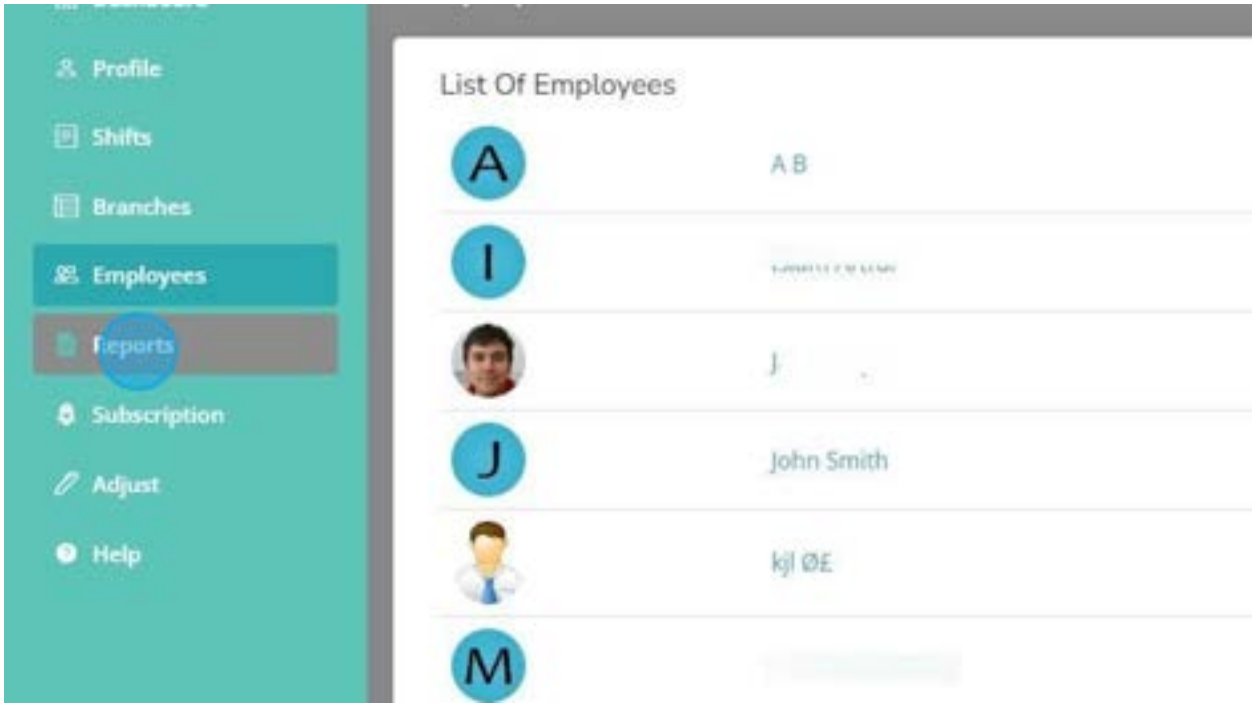
6. Click to print the report



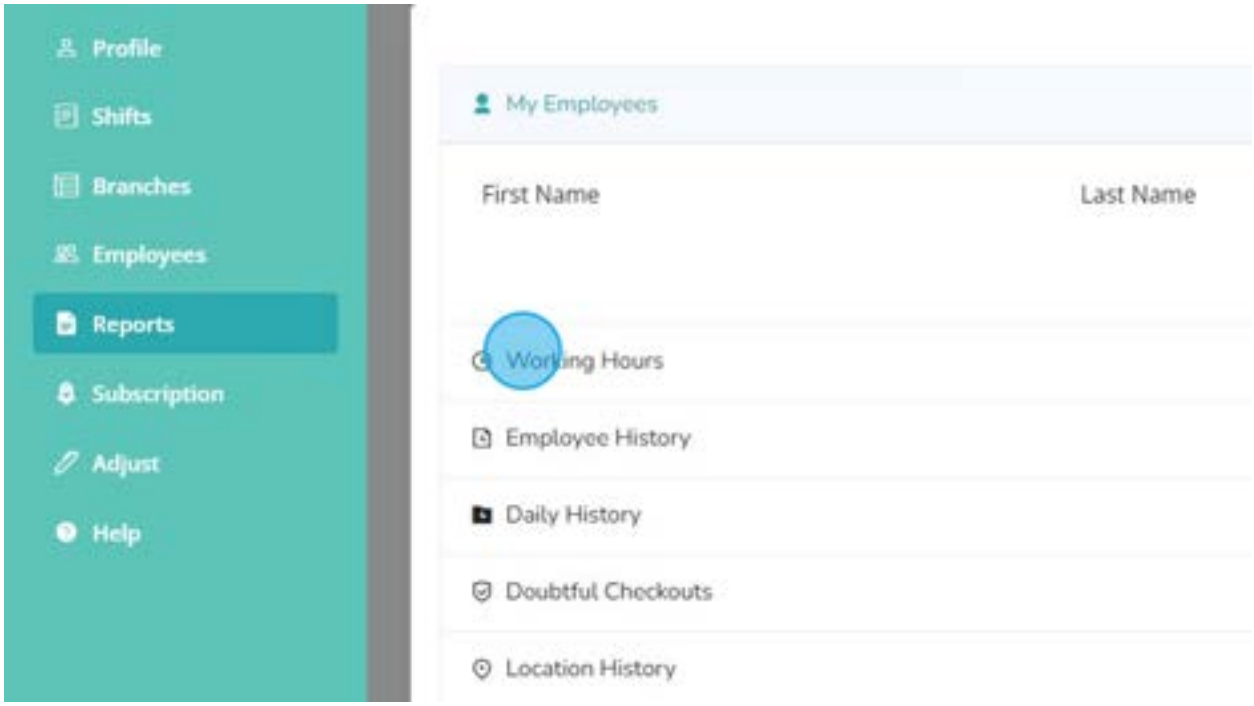
Generate Total Working Hours Report

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.

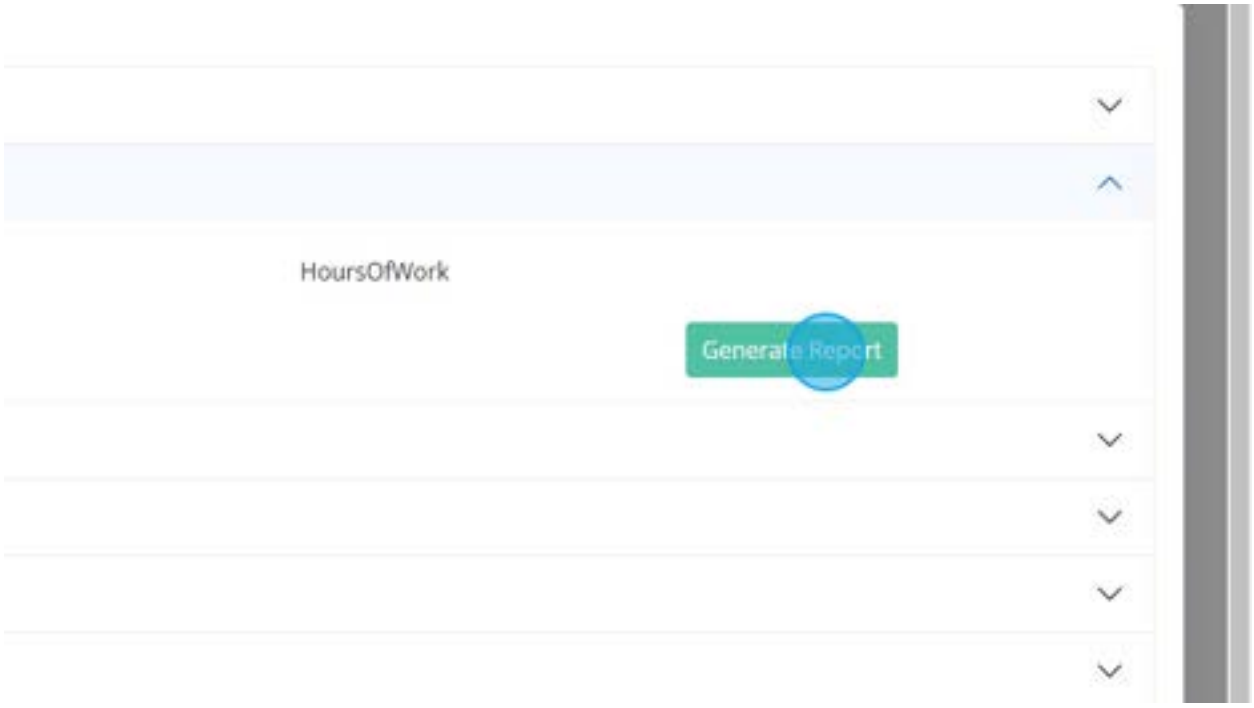
1. Go to the Report Center



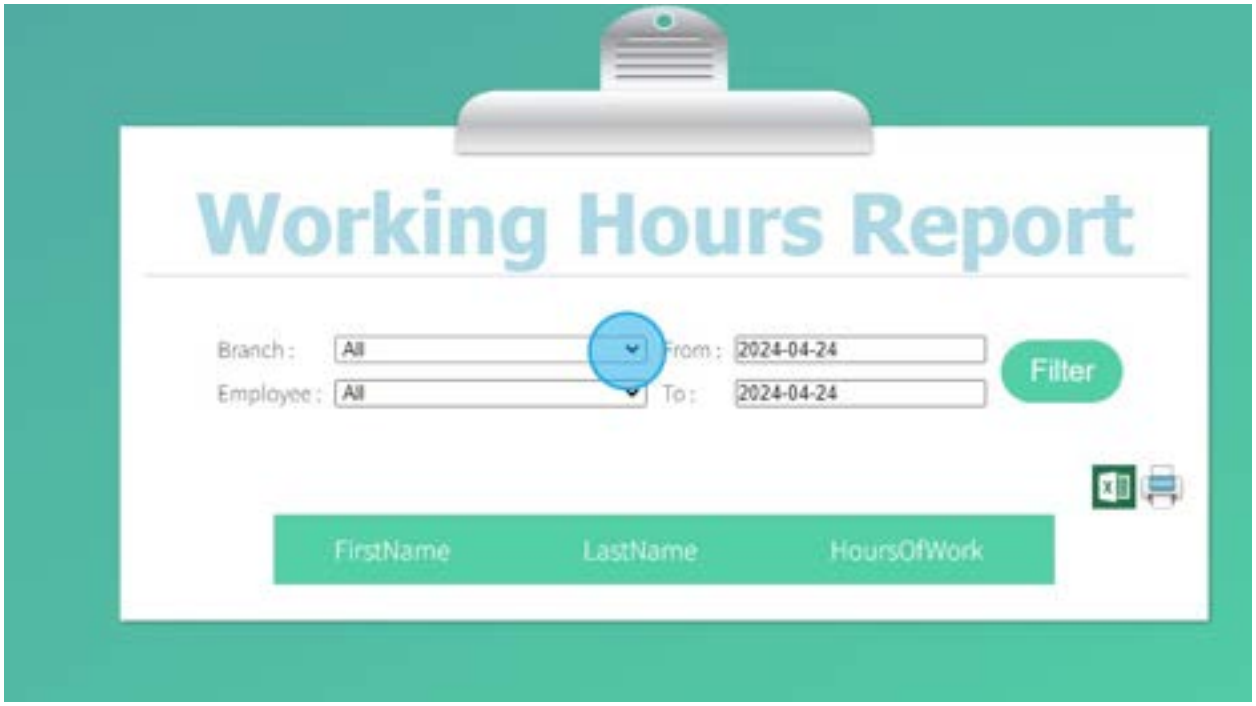
2. Select the "Working Hours" report



3. Click "Generate Report"

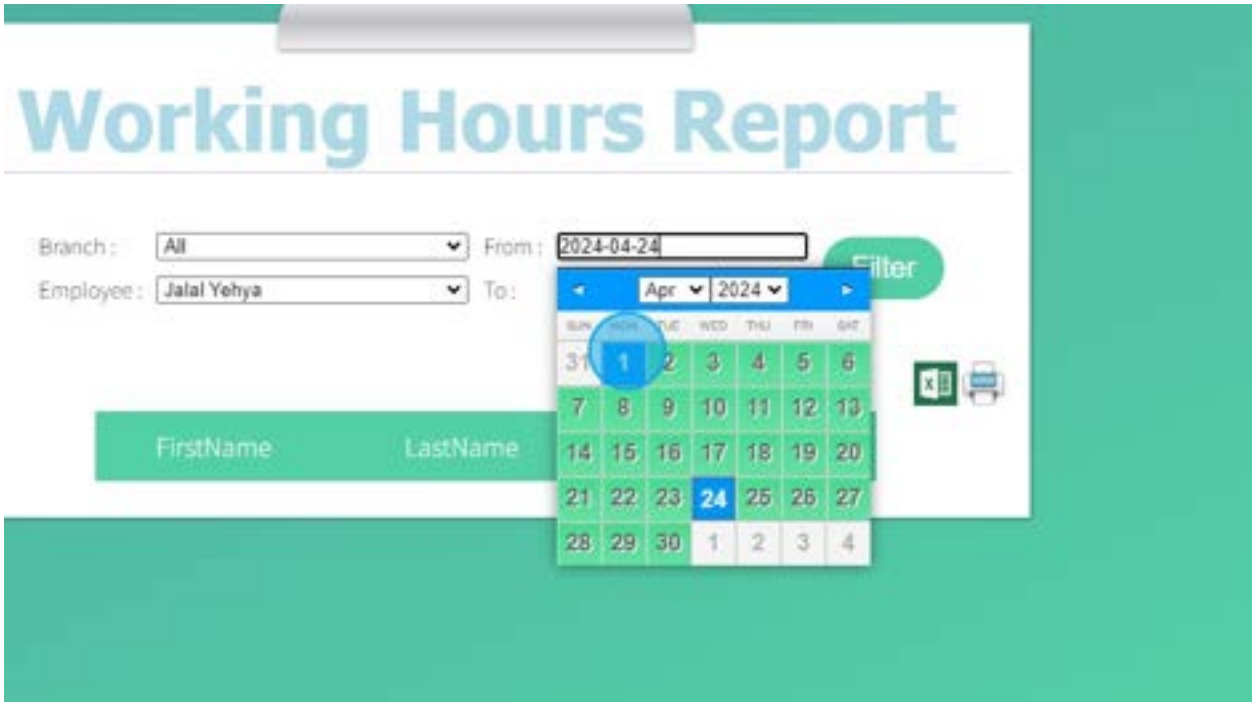


4. Filter if needed: Want to see just one branch or employee? Use the filters.



5. Click this text field.

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



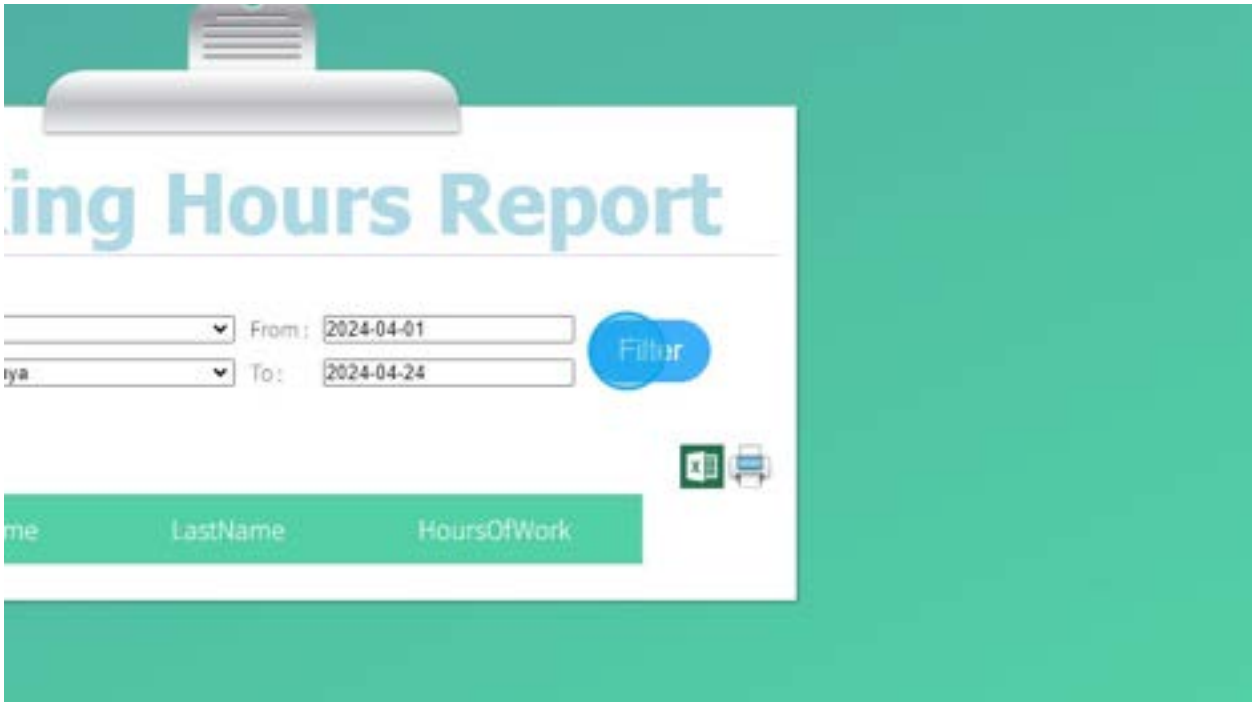
7. Click "Filter"

Your report is ready! You'll see:

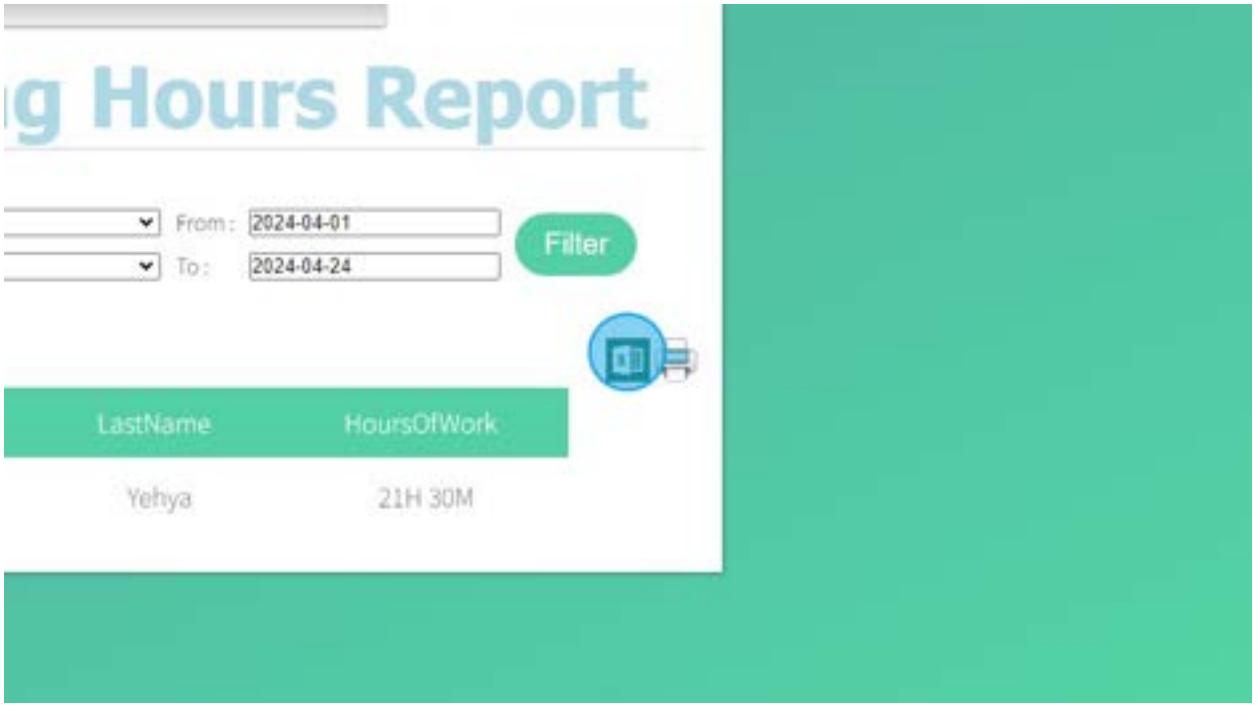
Employee First Name

Employee Last Name

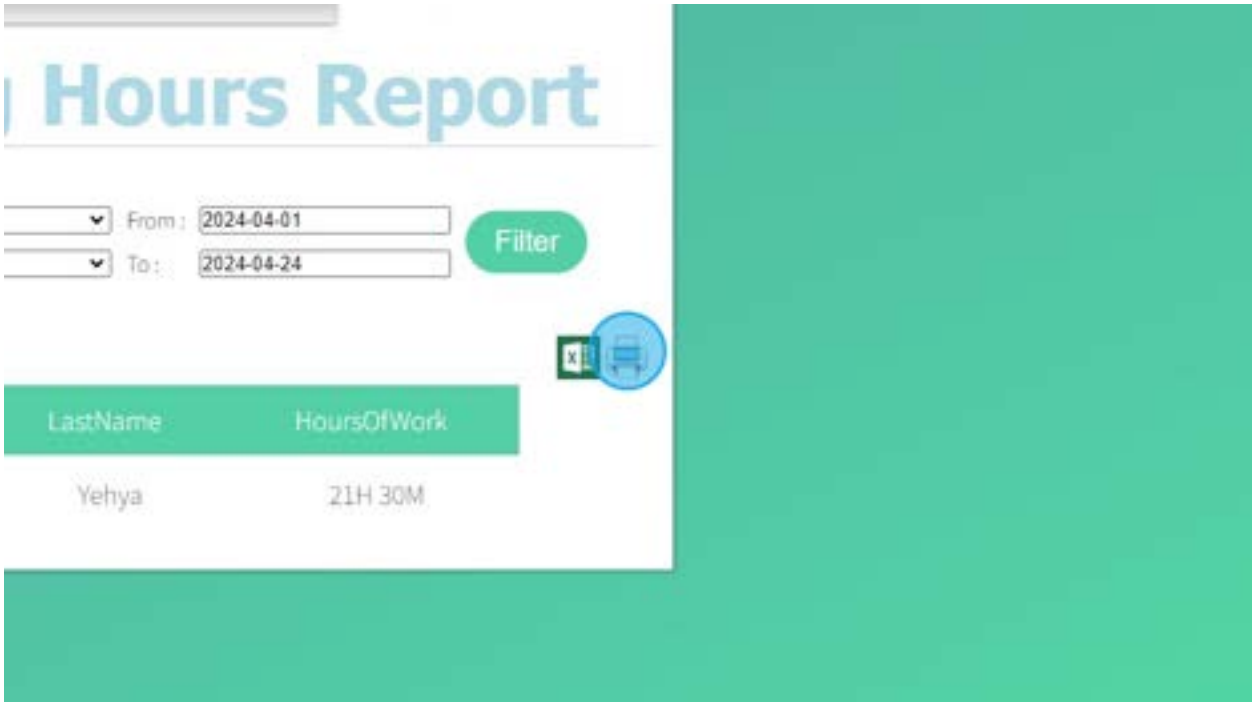
Total Hours Worked



8. Click to export the list to an Excel file



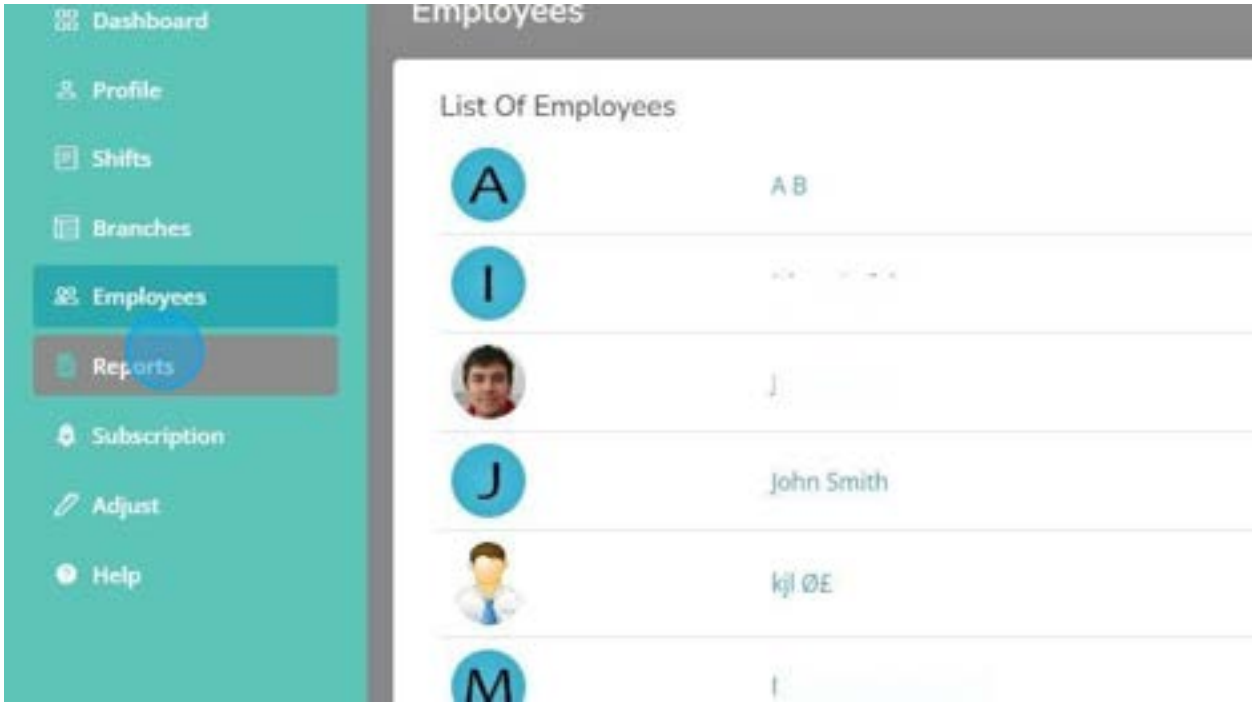
9. Click to print the report


Hours Report
From : 2024-04-01
To : 2024-04-24
Filter
LastName
HoursOfWork
Yehya
21H 30M

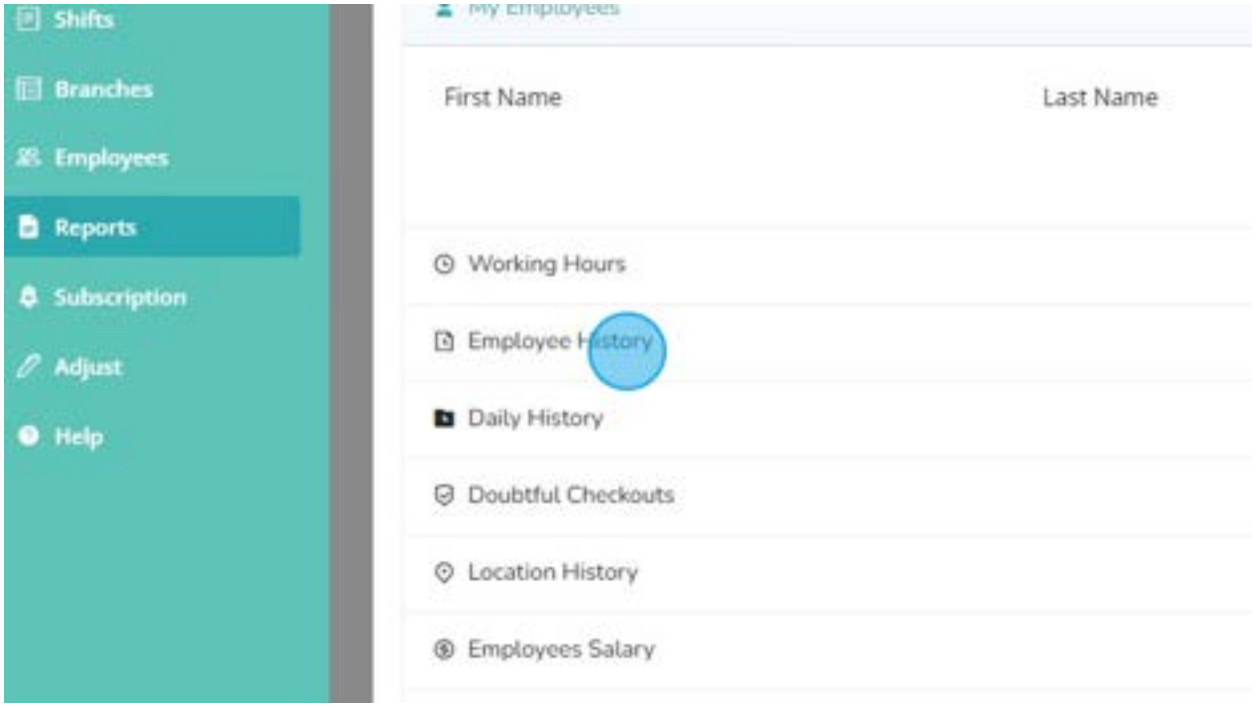
Generate Employee History Report and View Attendances, Check in/out history on map.

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.

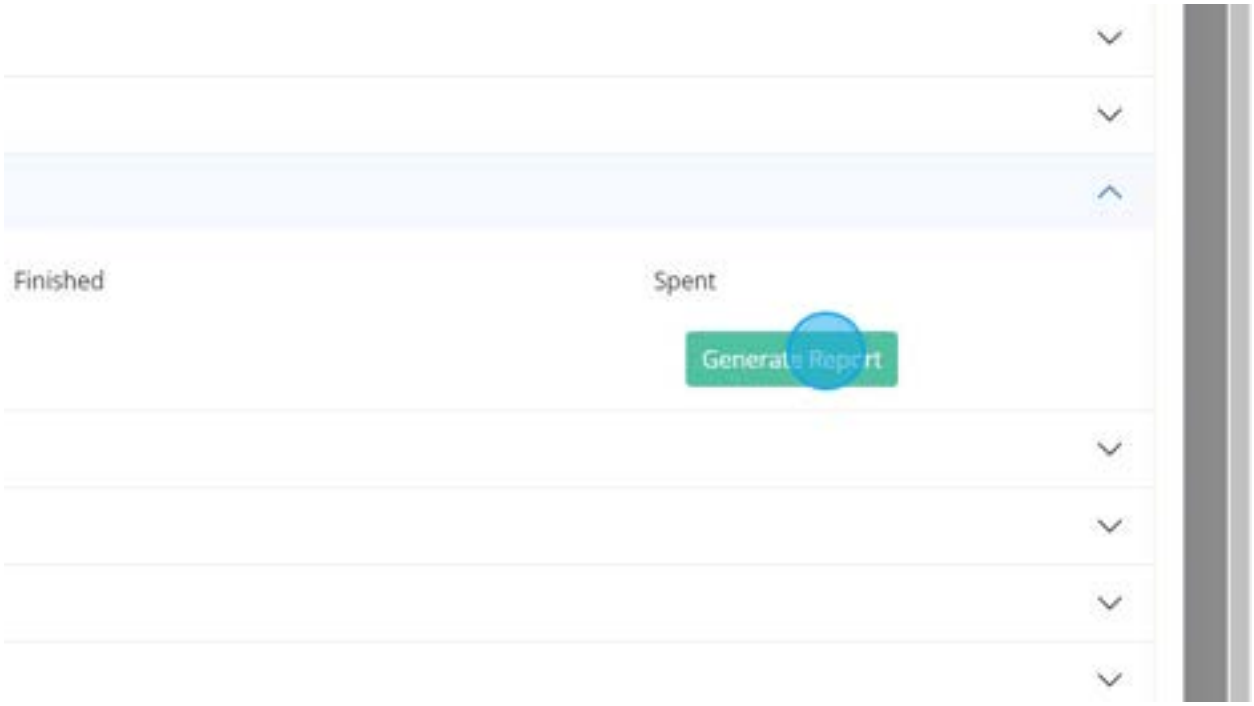
1. Go to the Report Center



2. Choose "Employee History" report



3. Click "Generate Report"



4. Set Your Filters:

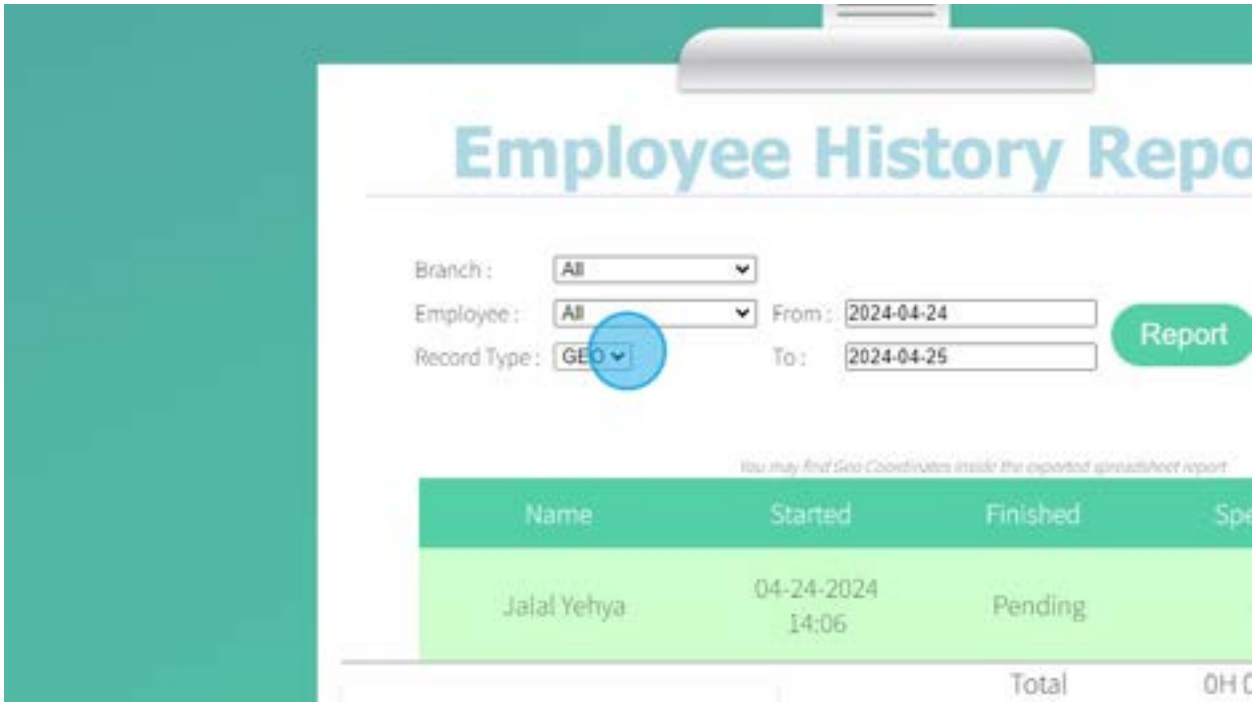
- Branch: See data for one branch or all of them.
- Employee: Choose a specific employee or see everyone.

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

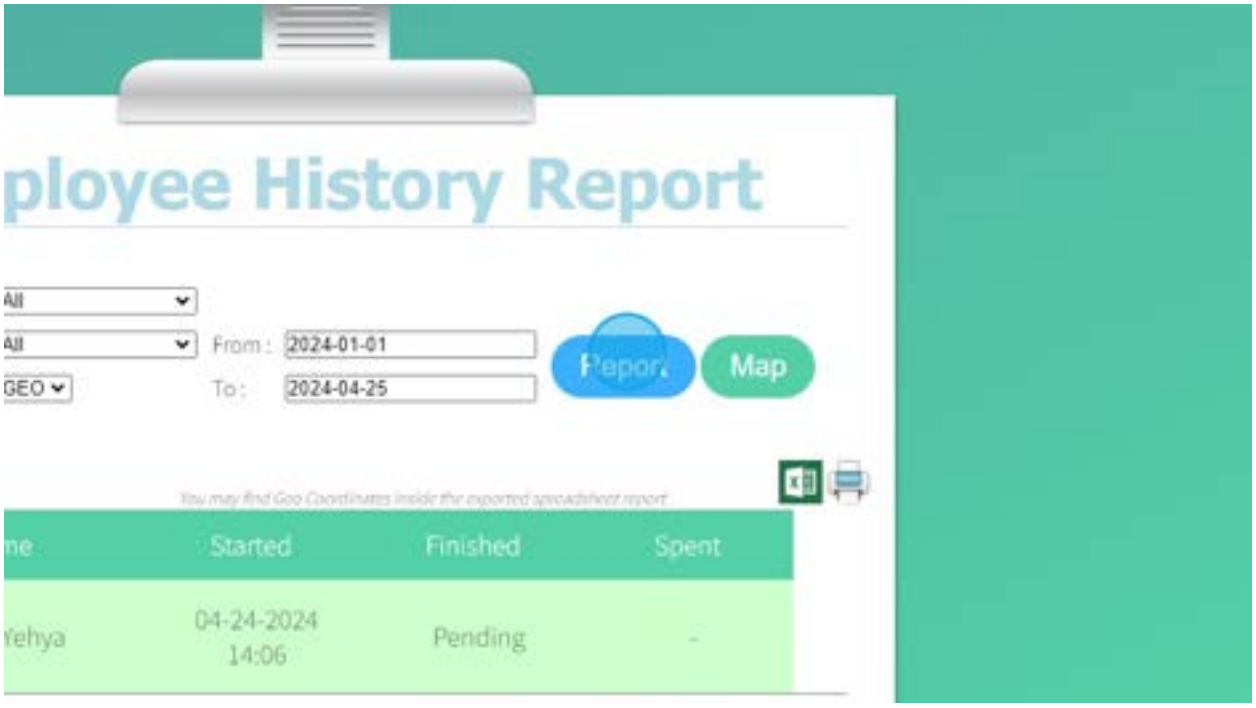
6. Record Type: Choose Your Attendance Focus

- 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"

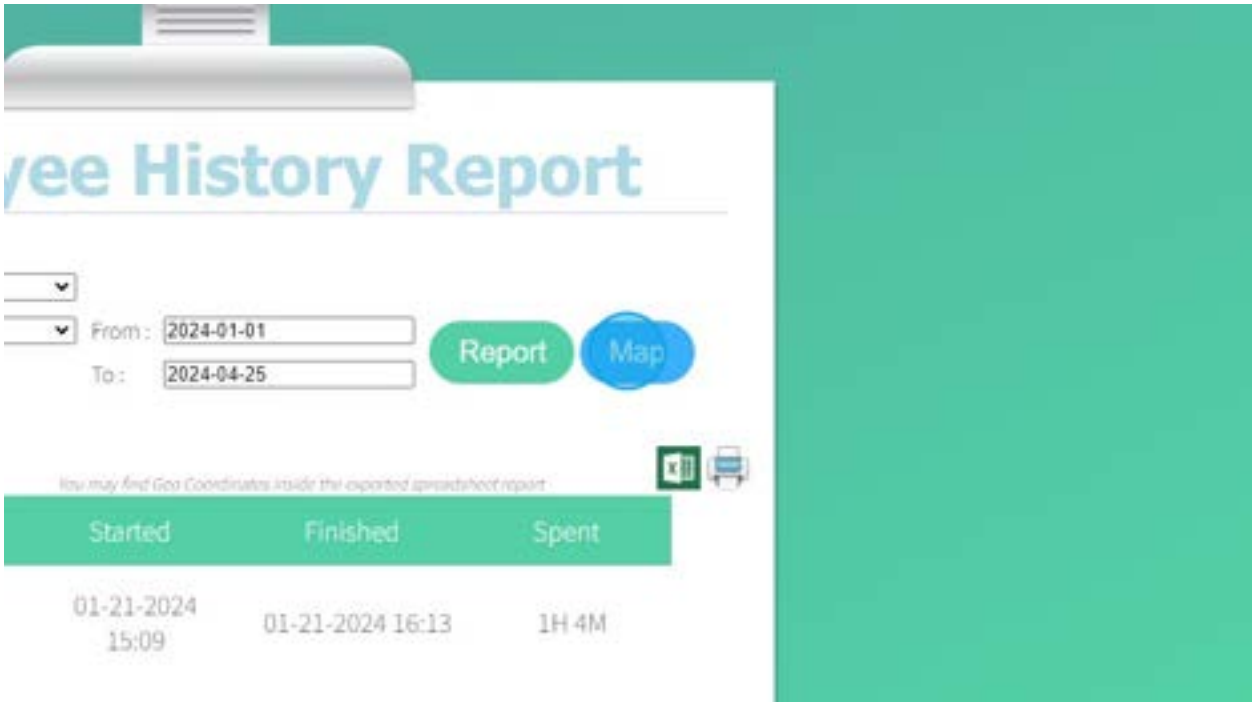


8. What You'll See

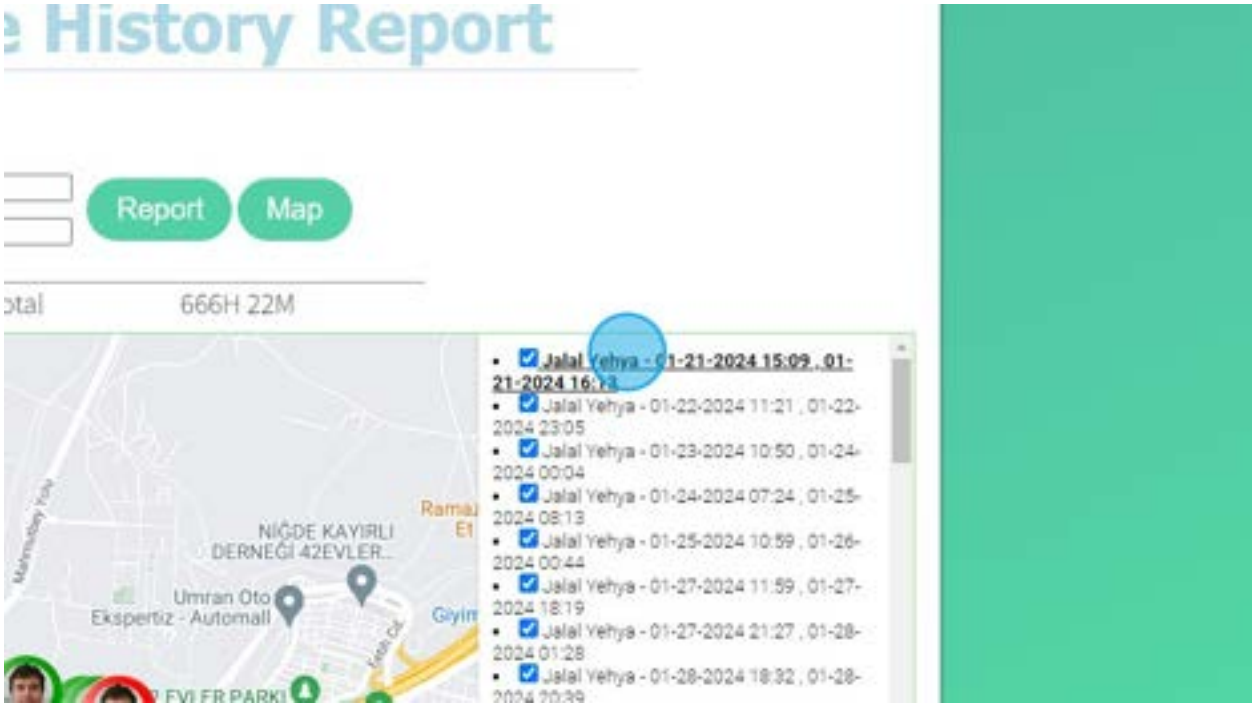
- **Employee Name**

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

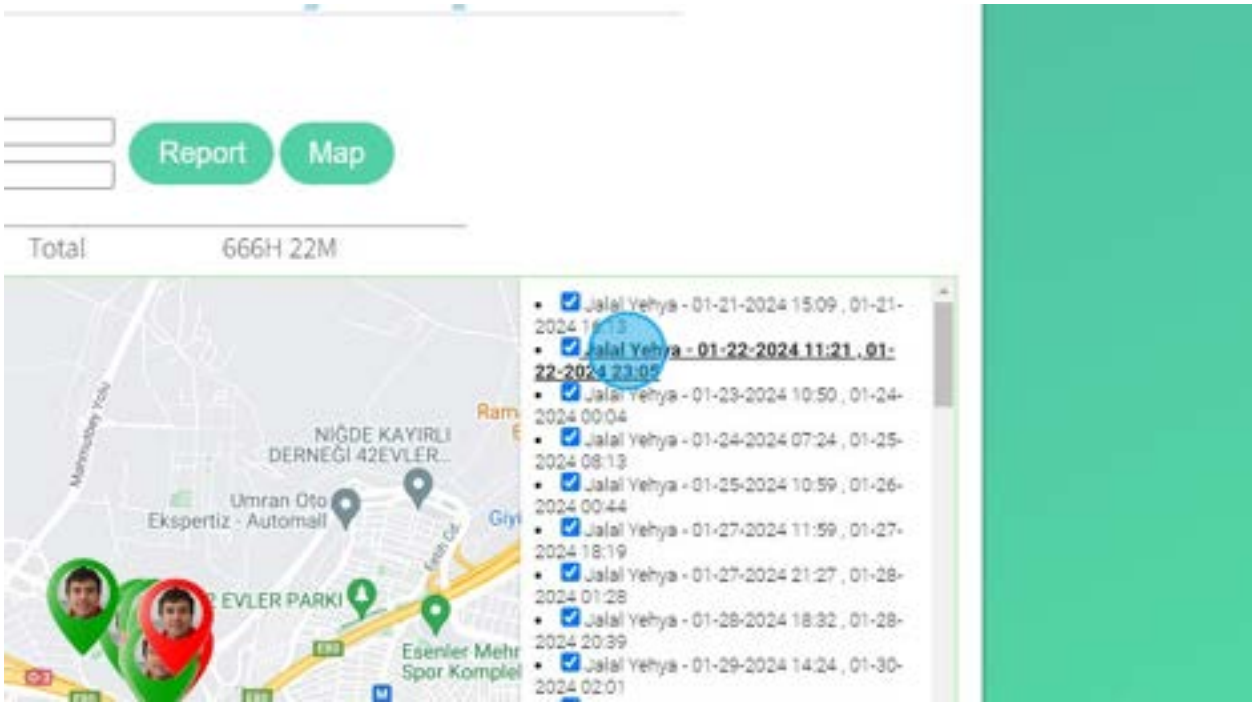
9. "Map" Button (Geo records only): Click this to see employee's check-in/out locations on a map.



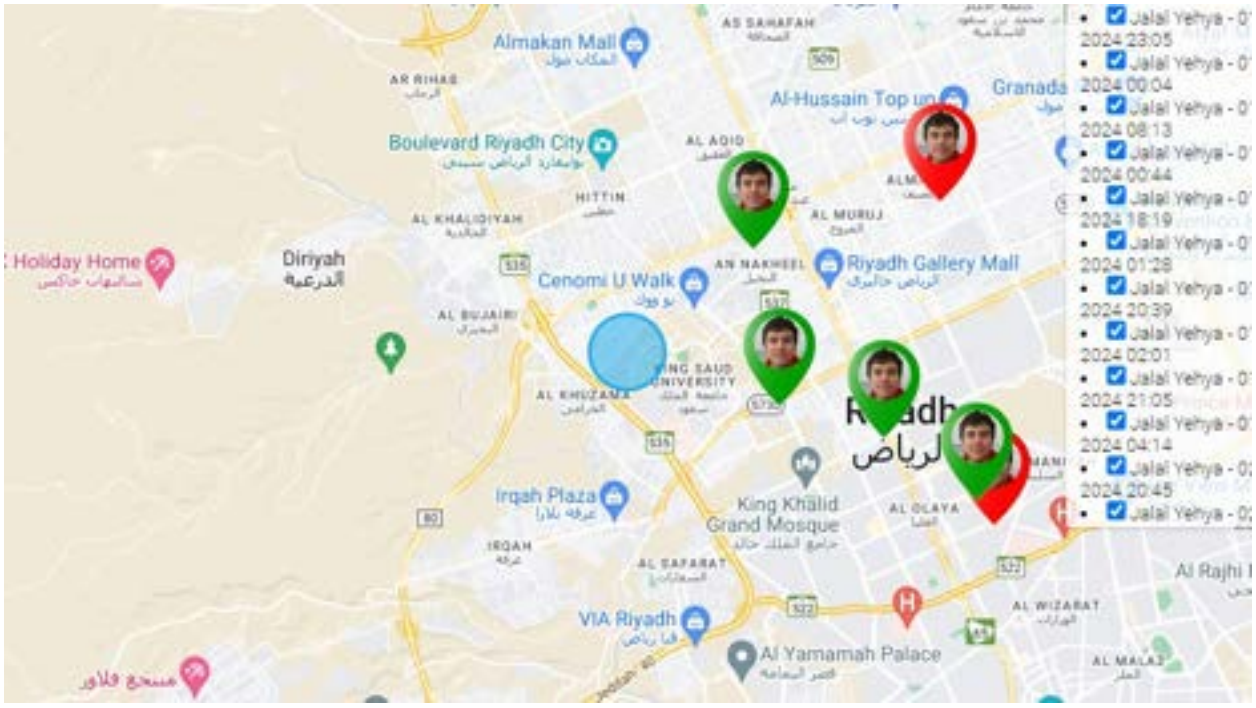
10. You will see list of employee attendance



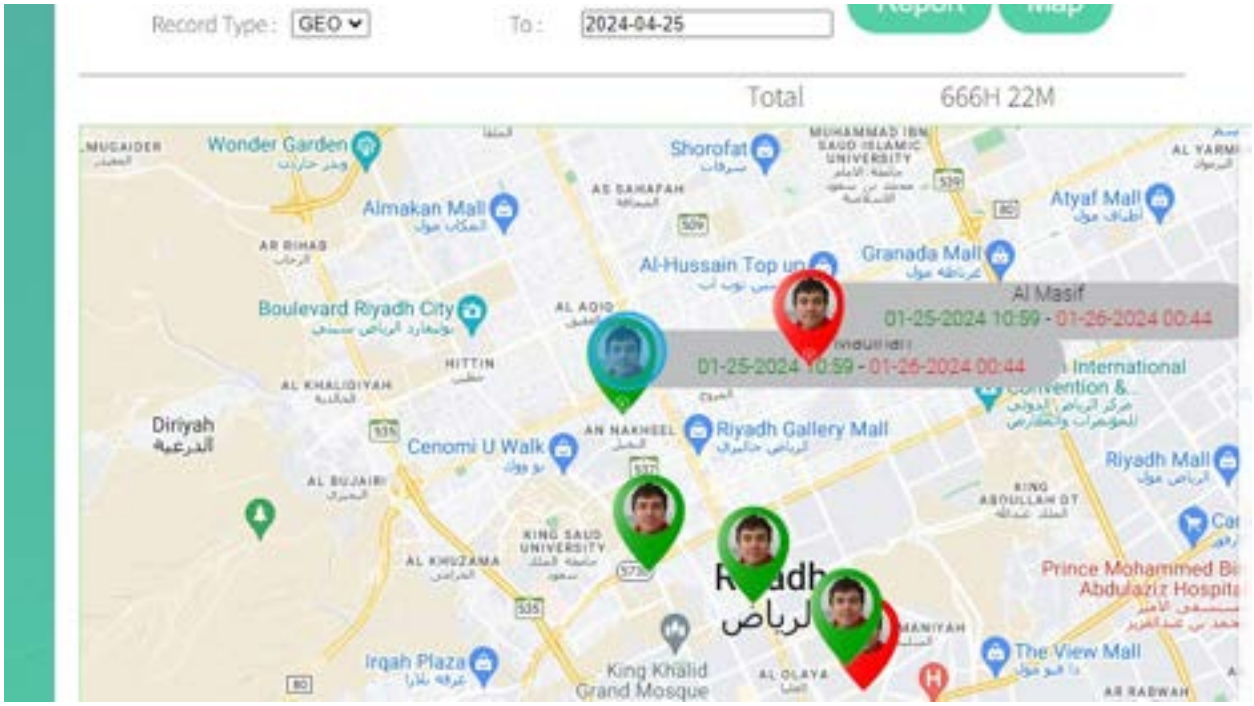
11. Click on it, and you will locate on the map



12.

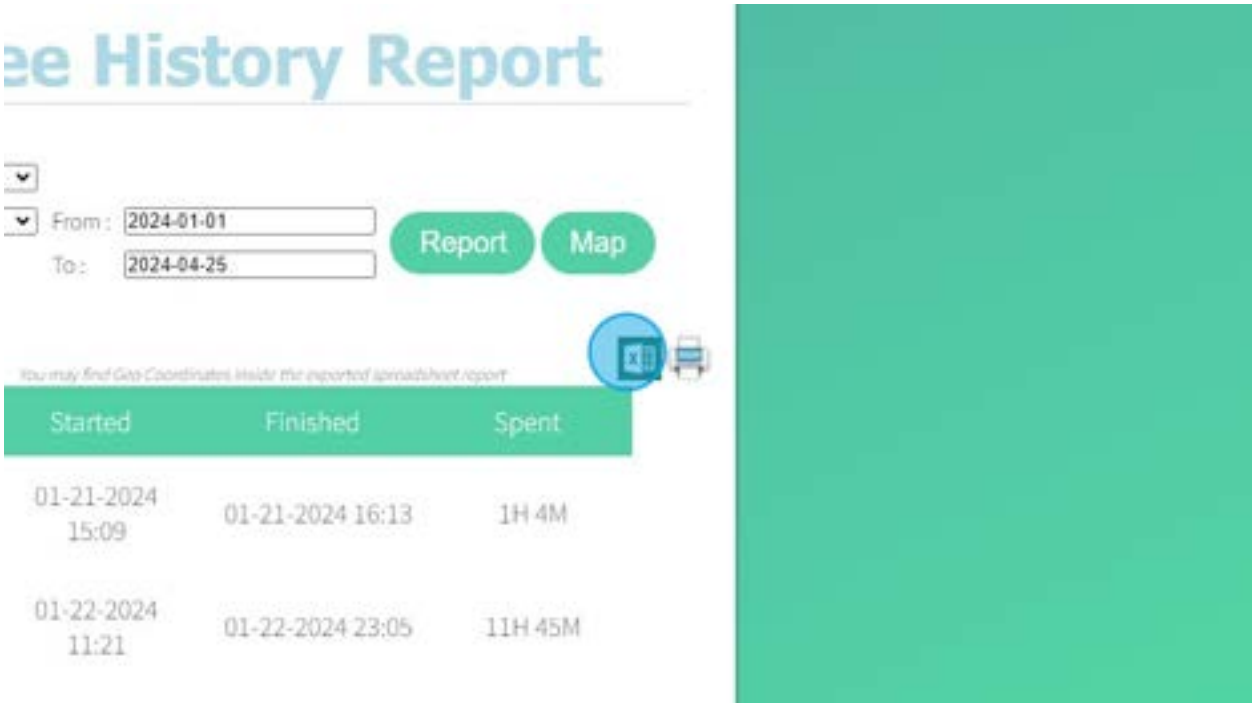


13. Hover over a map pin for location name and time details



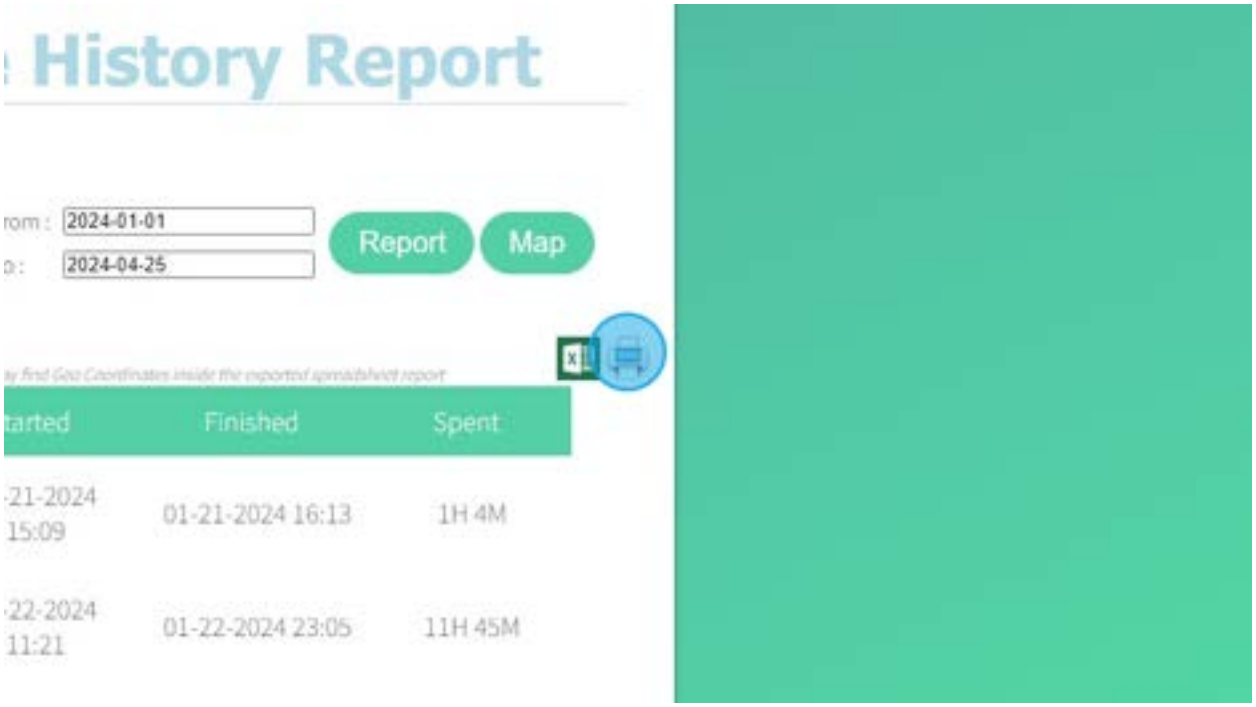
14. Click to export the list to an Excel file.

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.



15. Click to print the report.

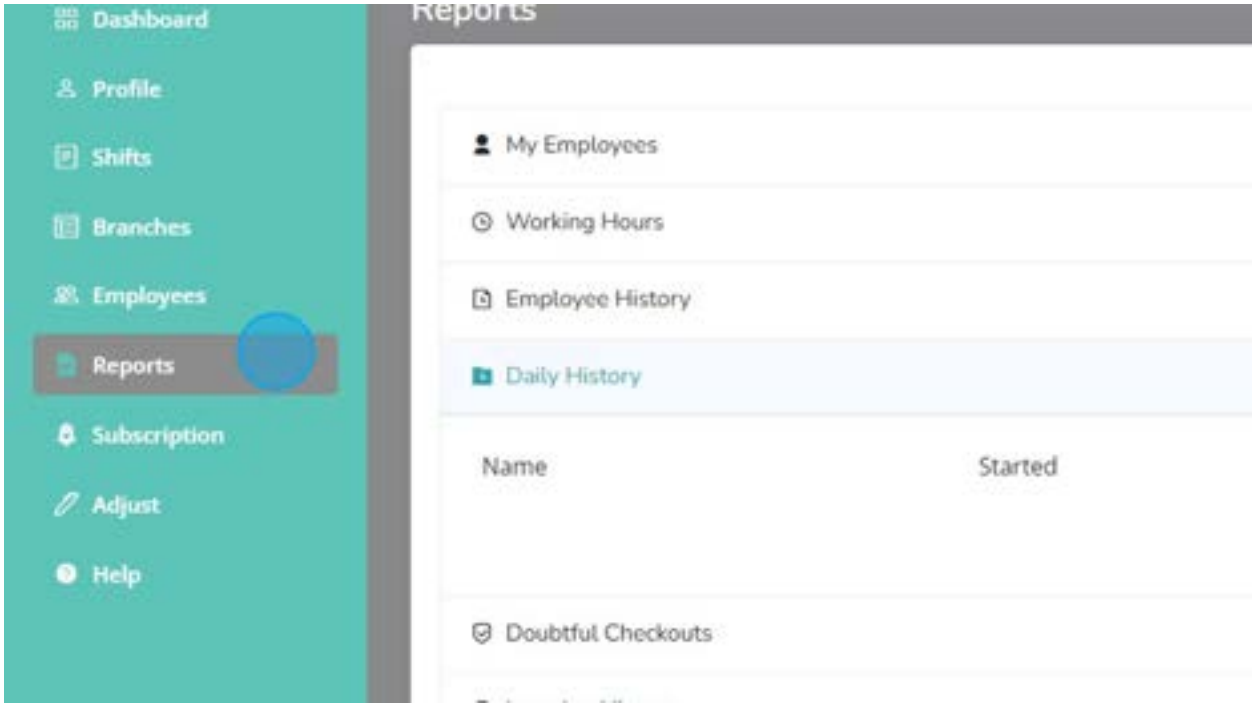
PS: Report may include location details.



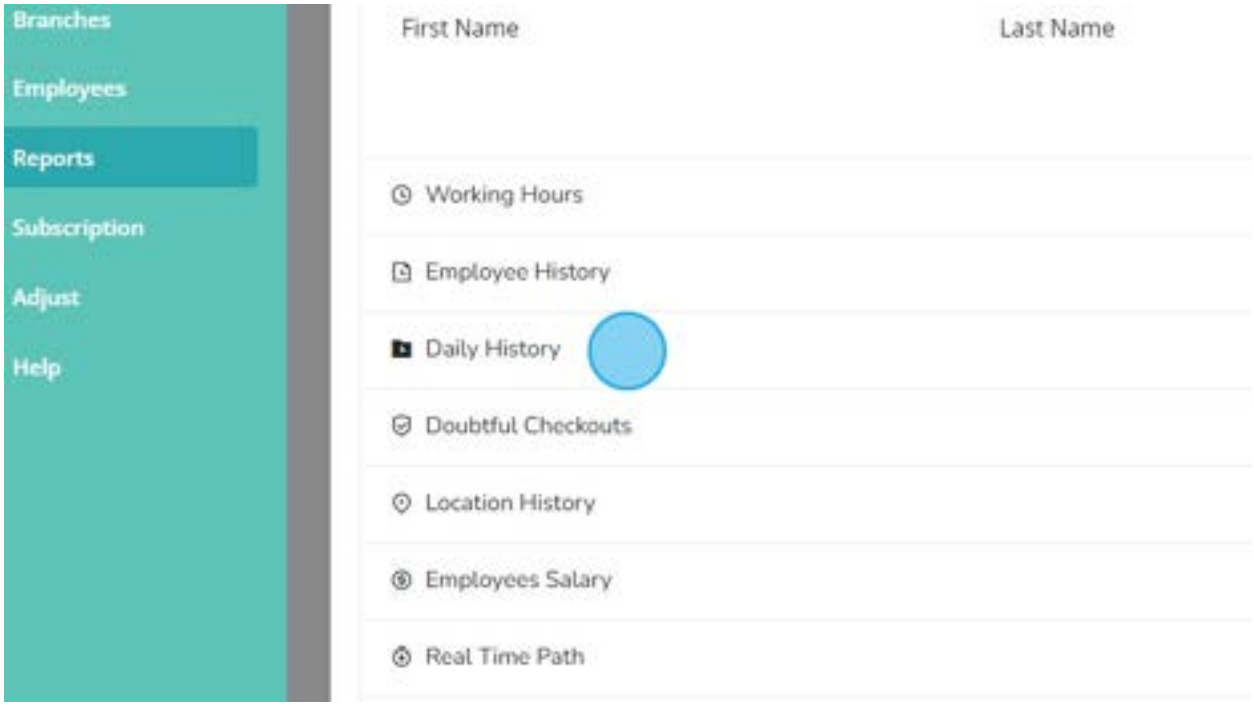
Generate Daily History Report Attendance

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.

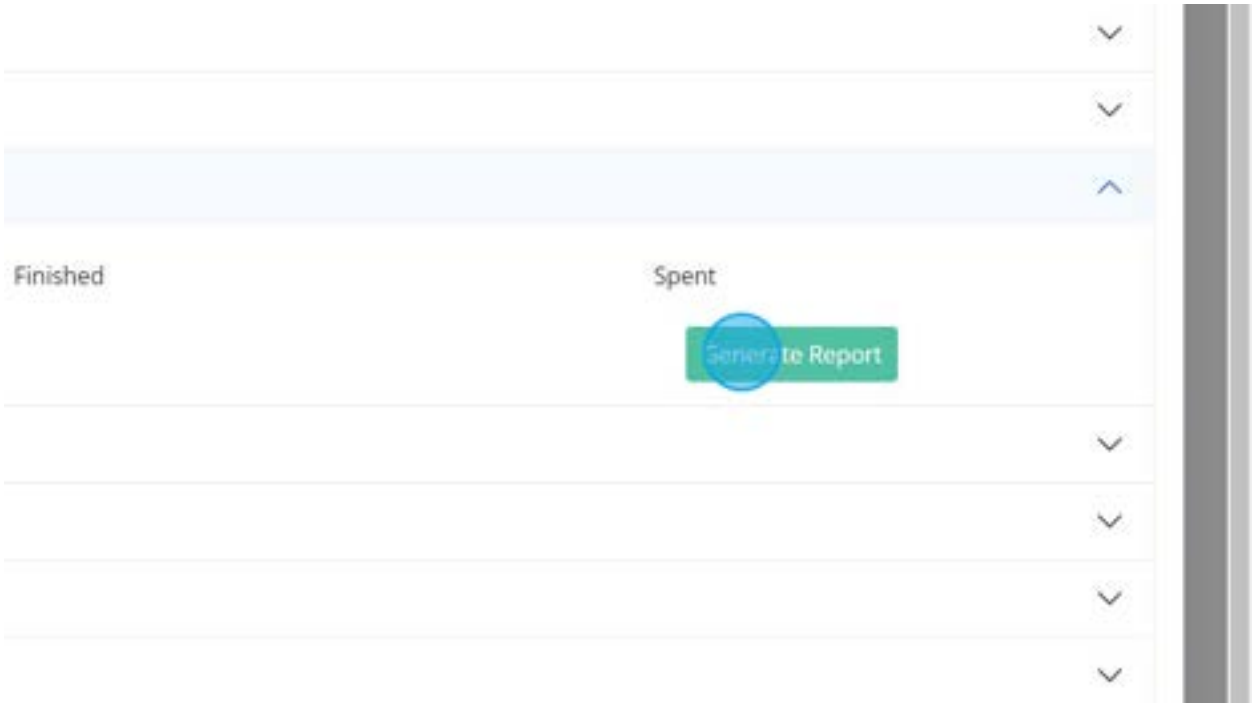
1. Go to the Report Center



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

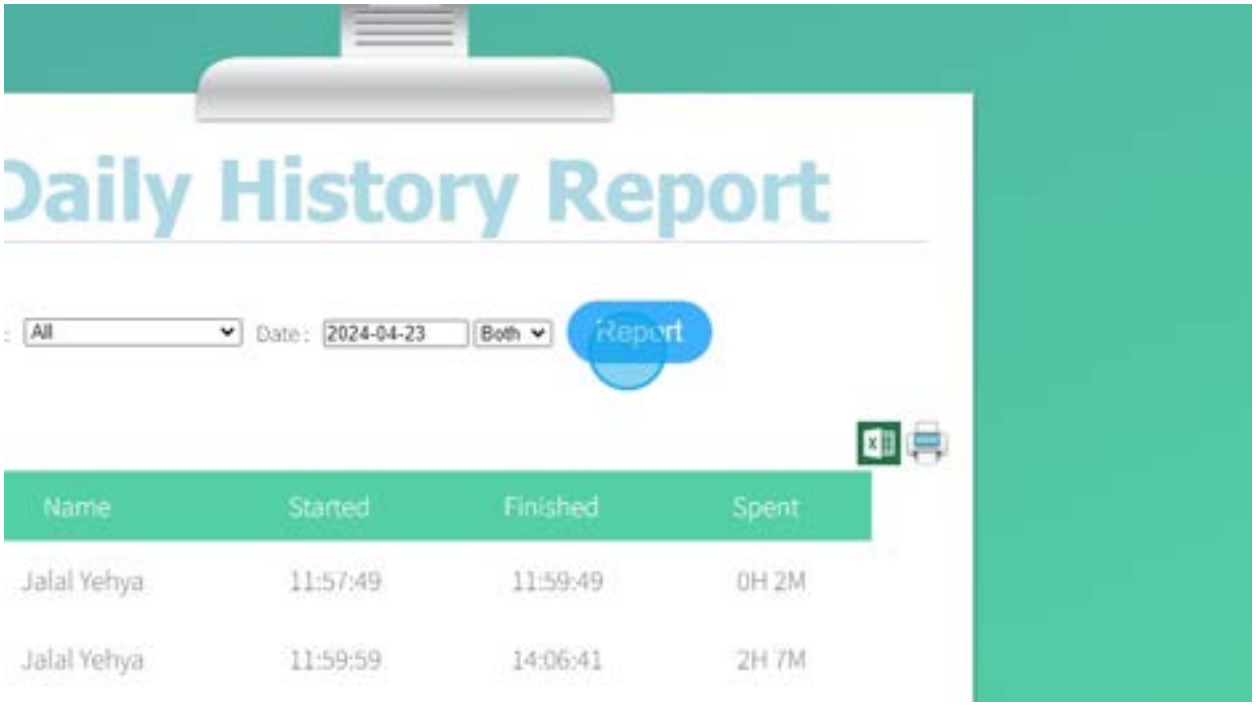
- Geo Attendance: See check-ins made using the employee's device location.
- NFC/QR Attendance: See check-ins made by scanning the company NFC tag or QR code.
- Both: View all types of attendance data in one report.

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

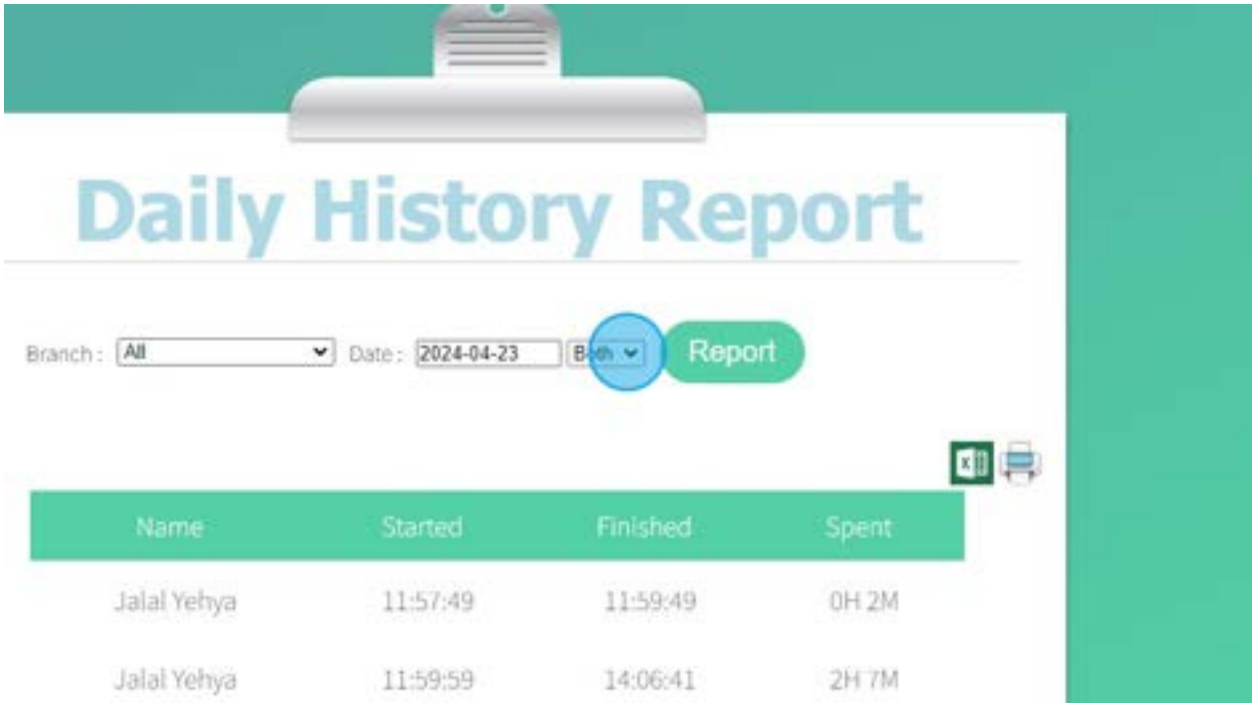
6. Click "Report"

What You'll See

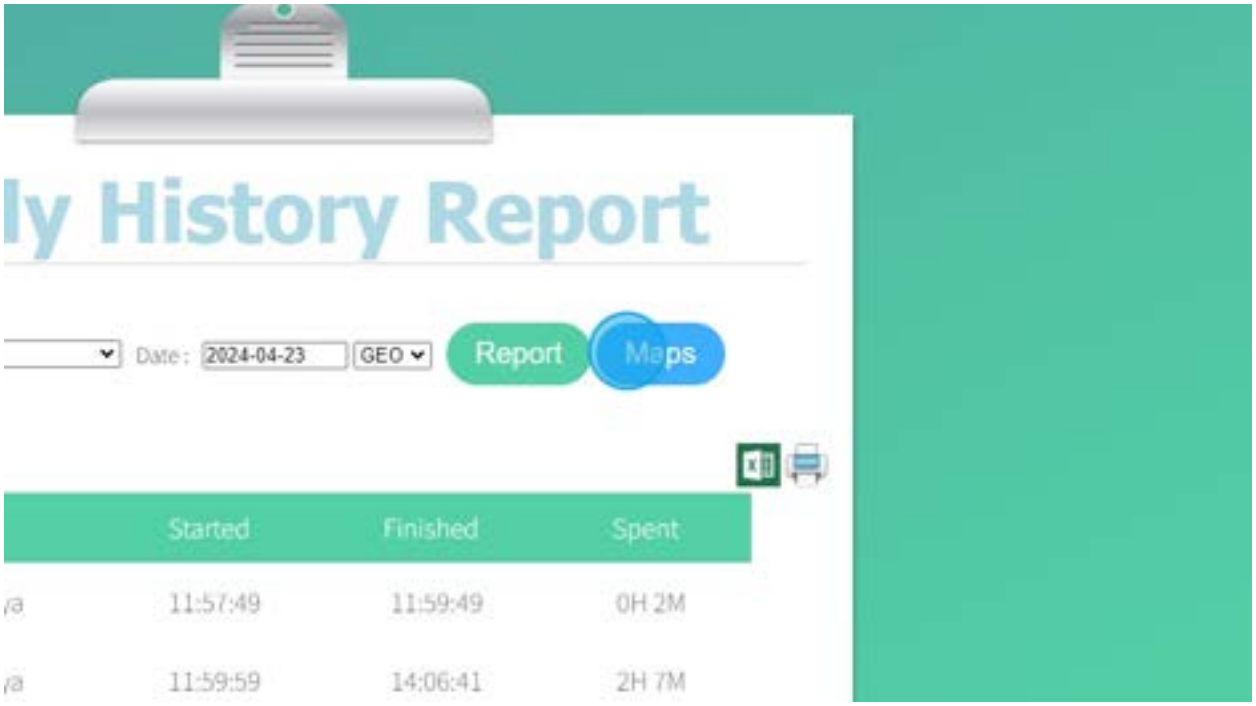
- Employee Name
- Check-In Time
- Check-Out Time
- Time Worked



7. Change Record type to Geo

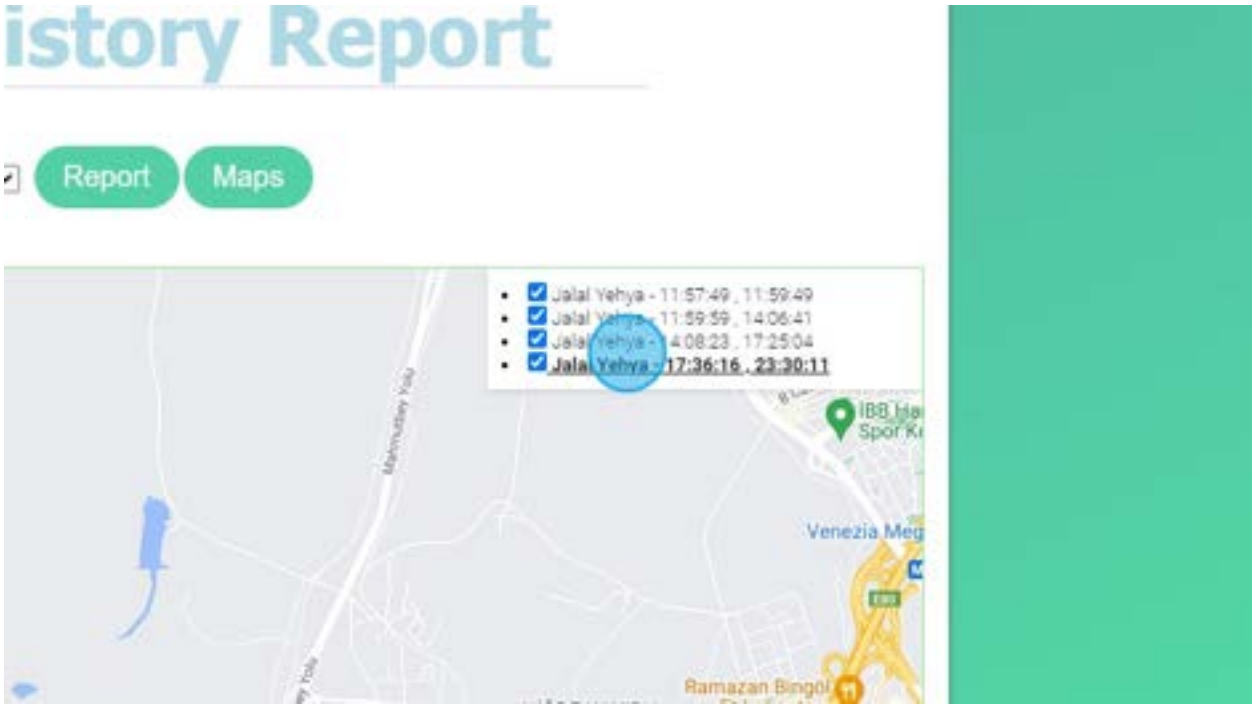


8. "Map" Button will appear (Geo records type only): Click this to see employee's check-in/out locations on a map.

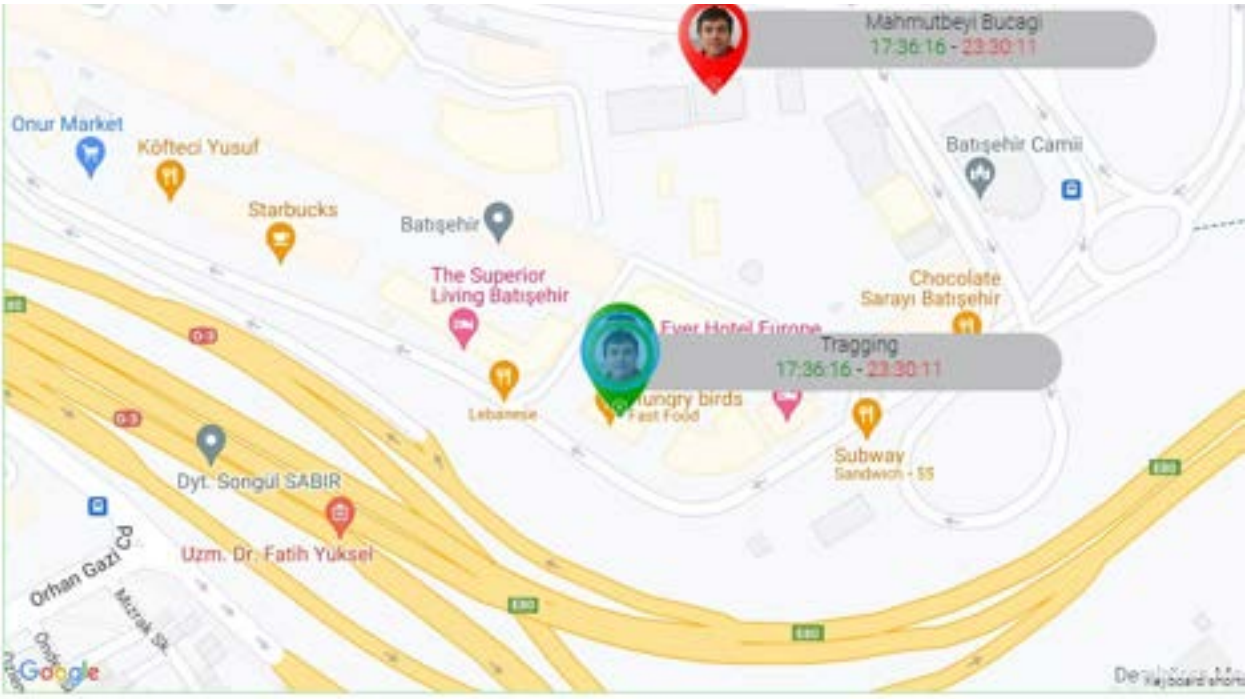


9. You will see list of employee attendance.

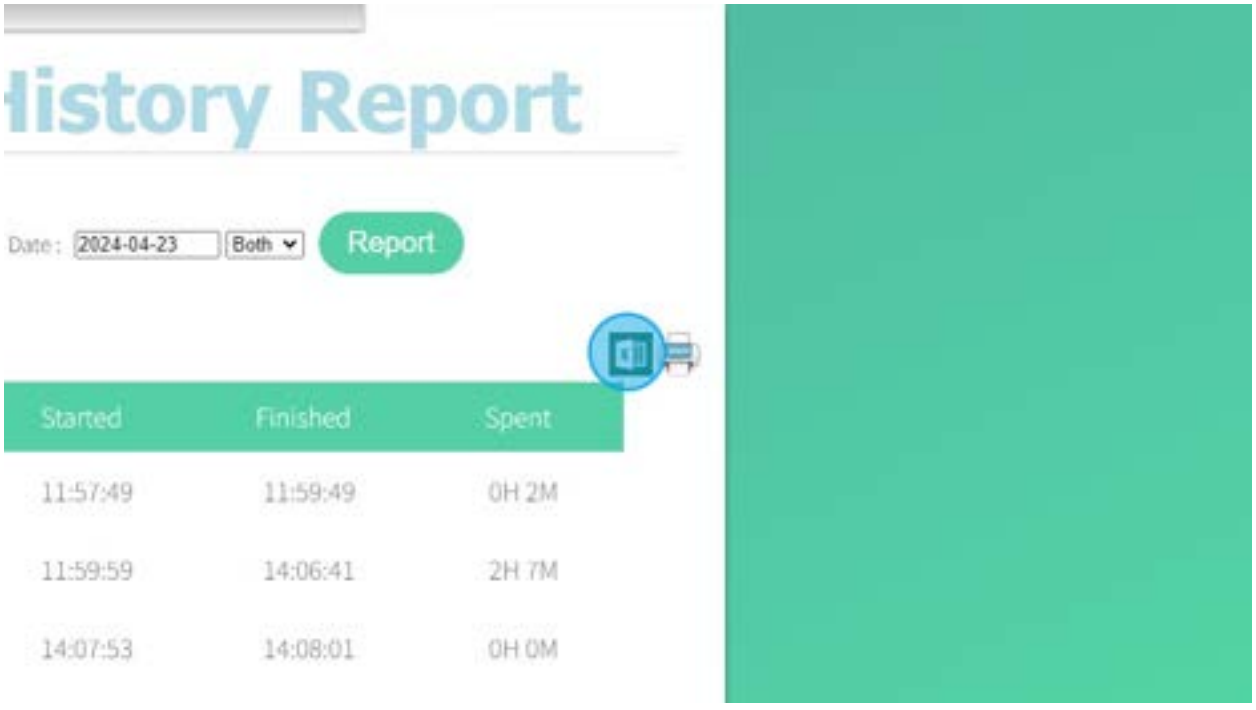
Click on it, and you will locate on the map



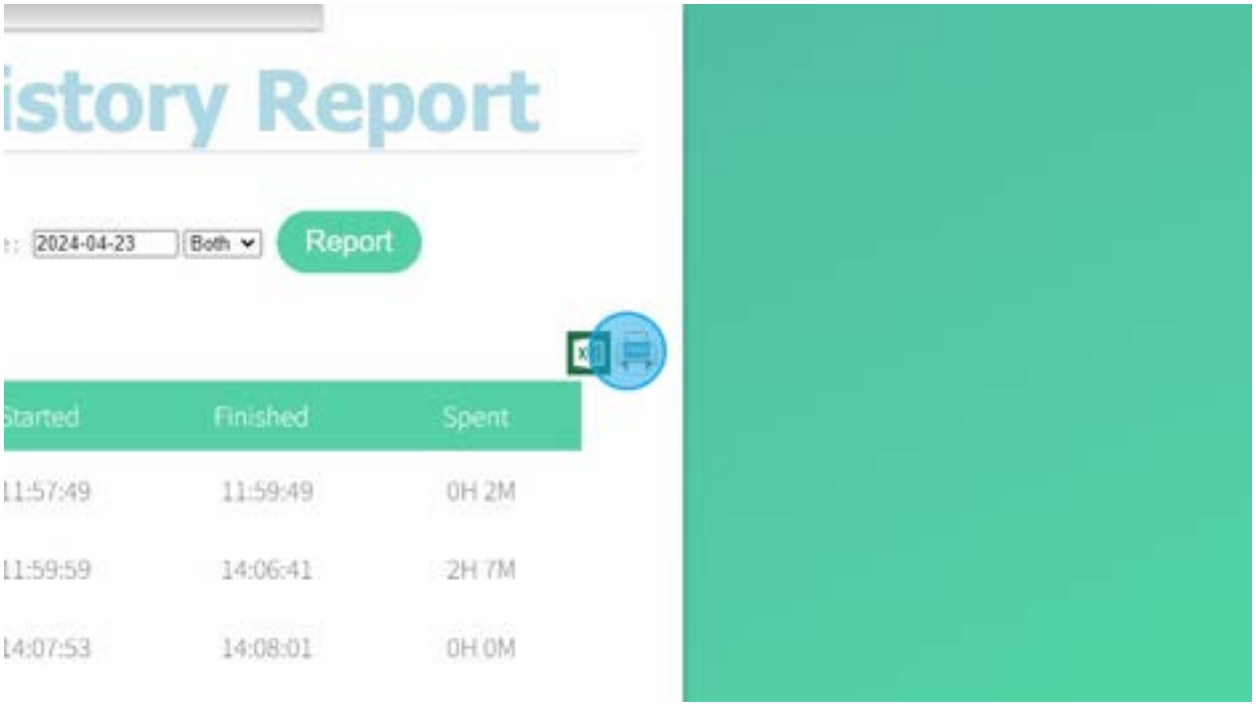
10. Hover over a map pin for location name and time details



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



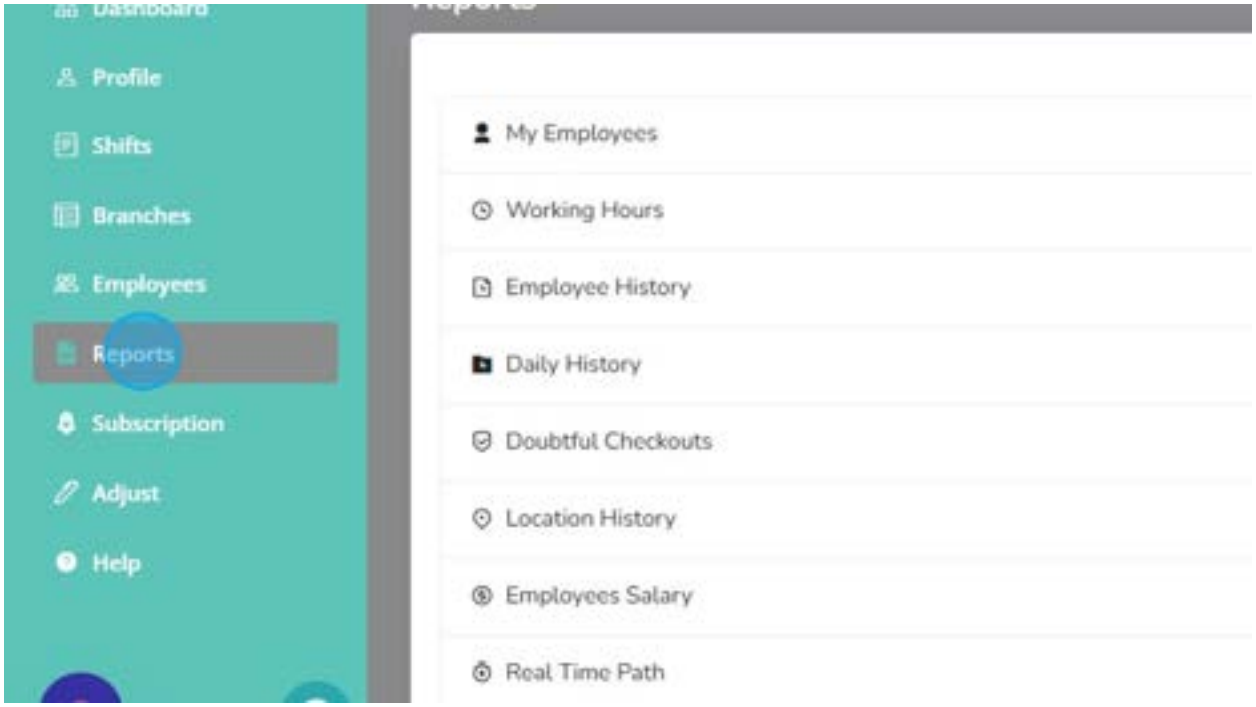
12. Click to print the report.


istory Report
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

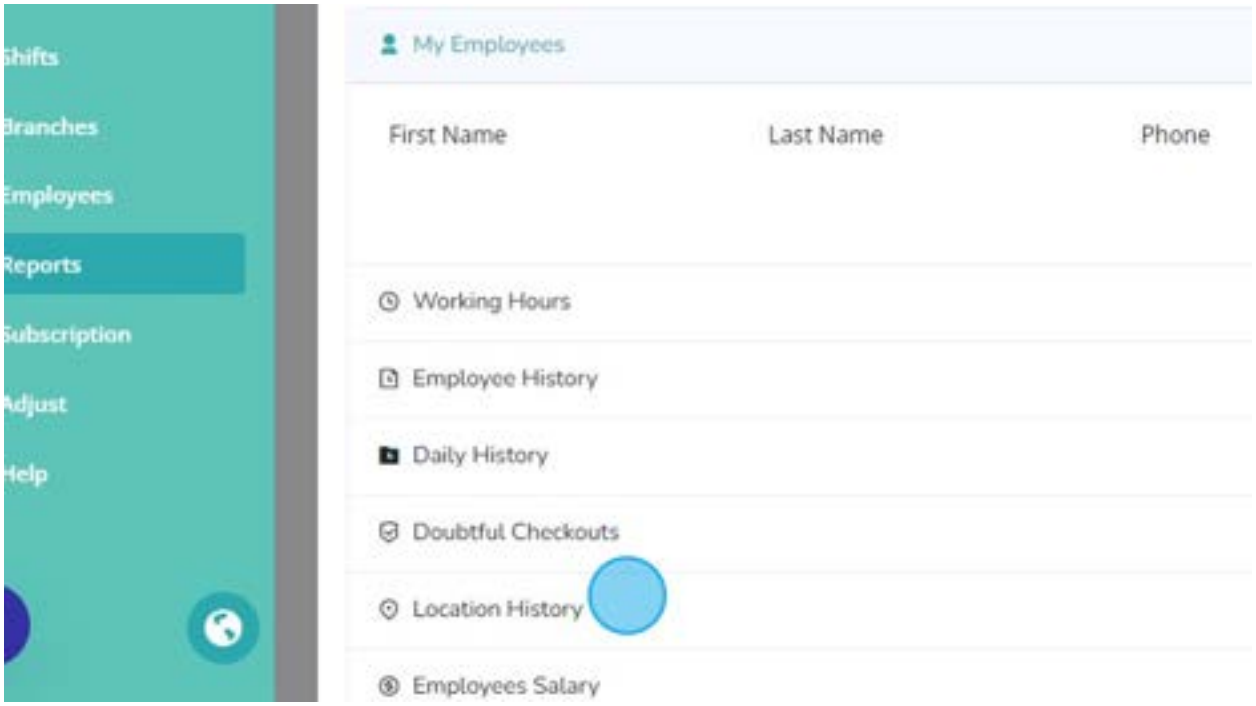
Generate Location History Report

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.

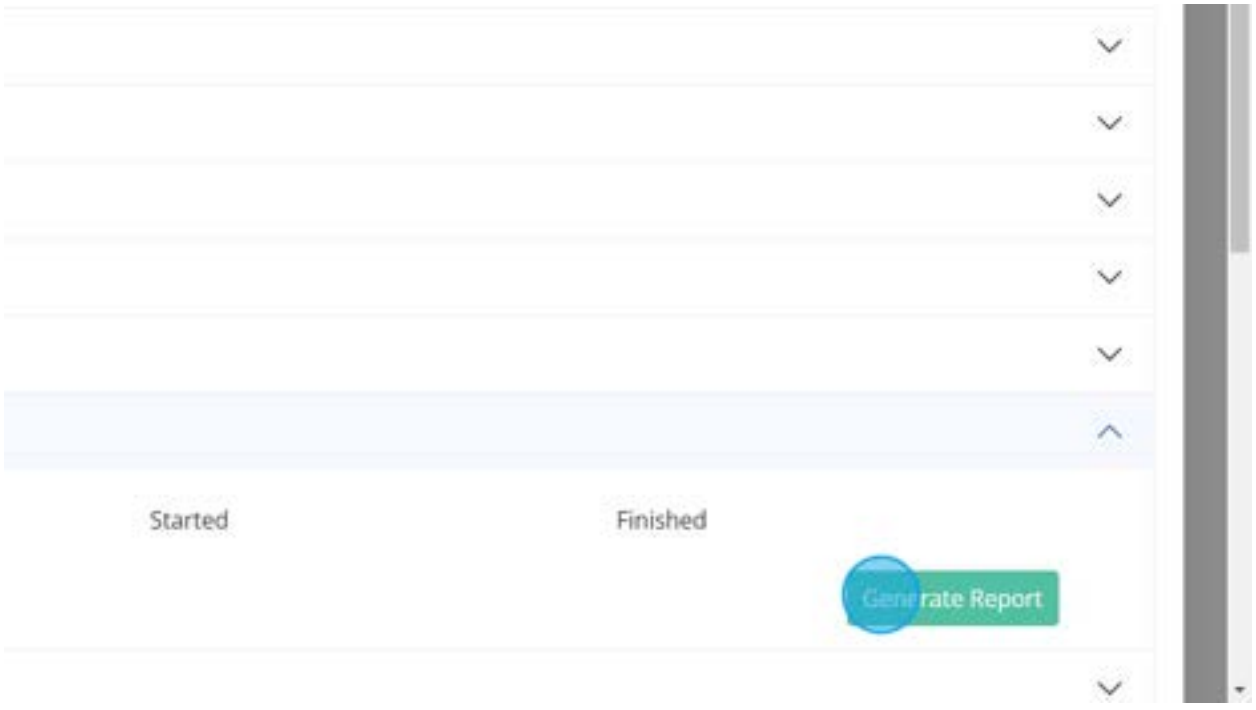
1. Click "Reports"



2. Click "Location History"



3. Click "Generate Report"



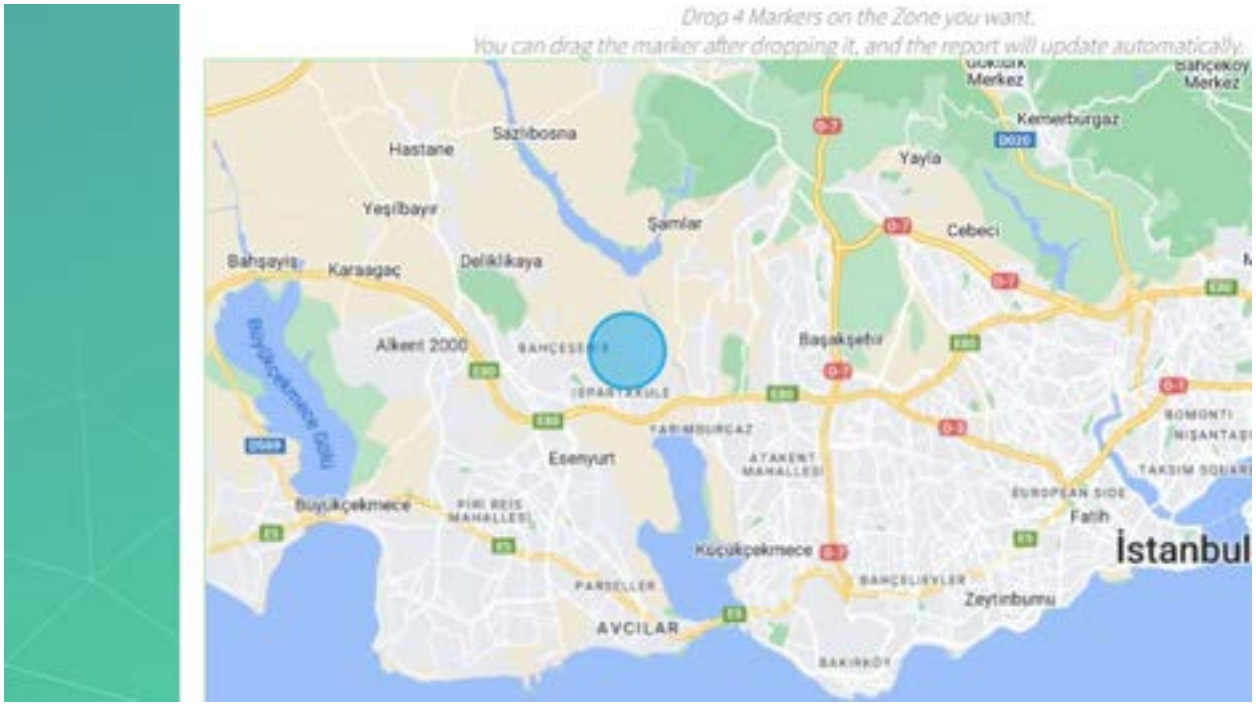
4. Set Your Filters:

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

- Employee: Choose a specific employee or see everyone.

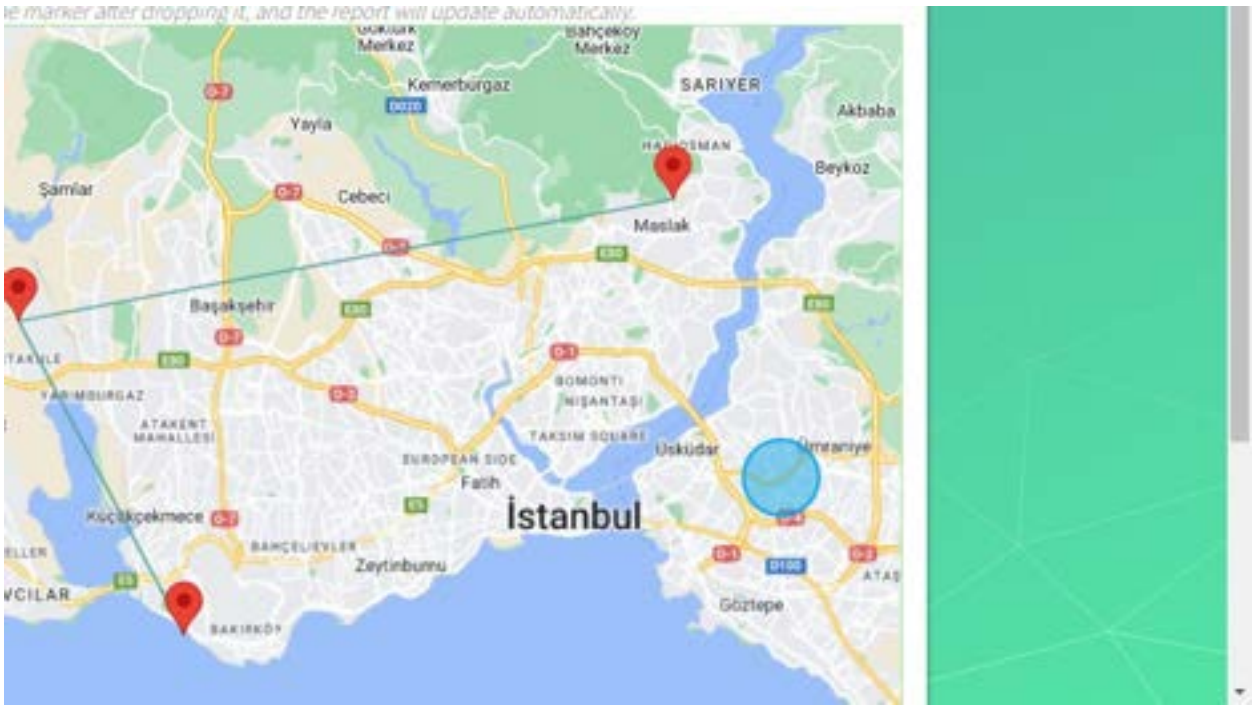
5. Date Range: Pick a start date and end date

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.

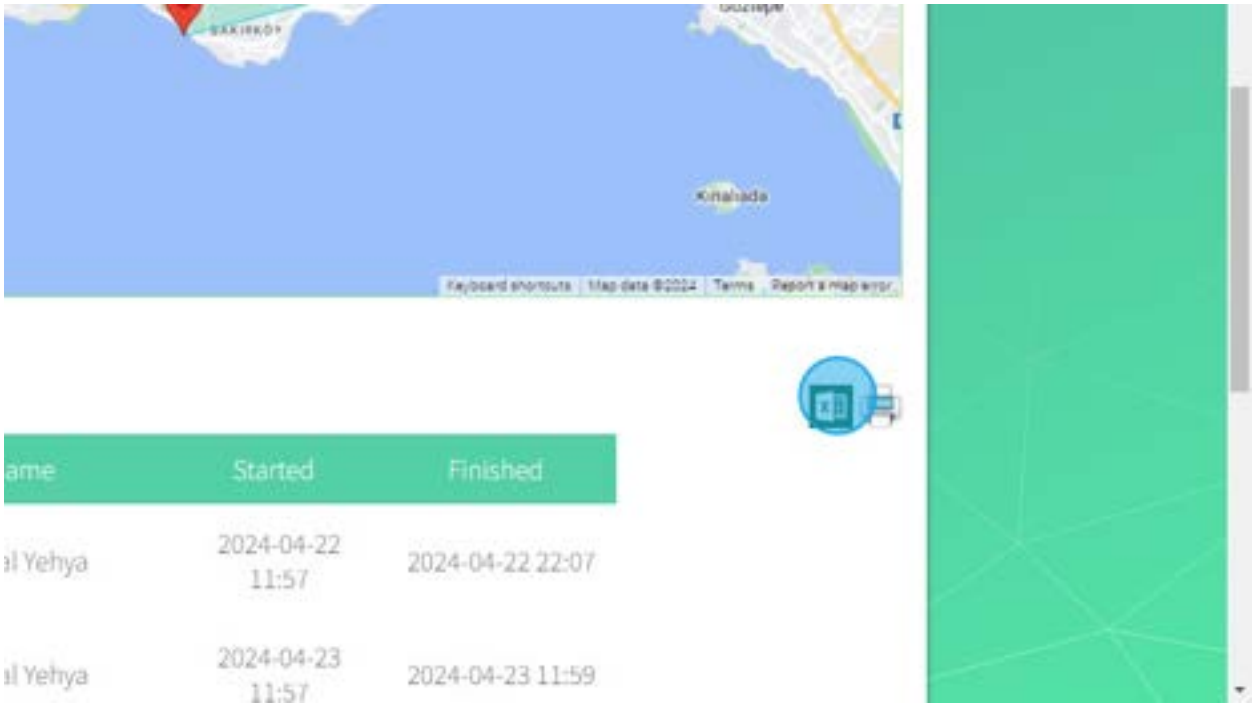
What the Report Includes

- 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 13:56

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

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



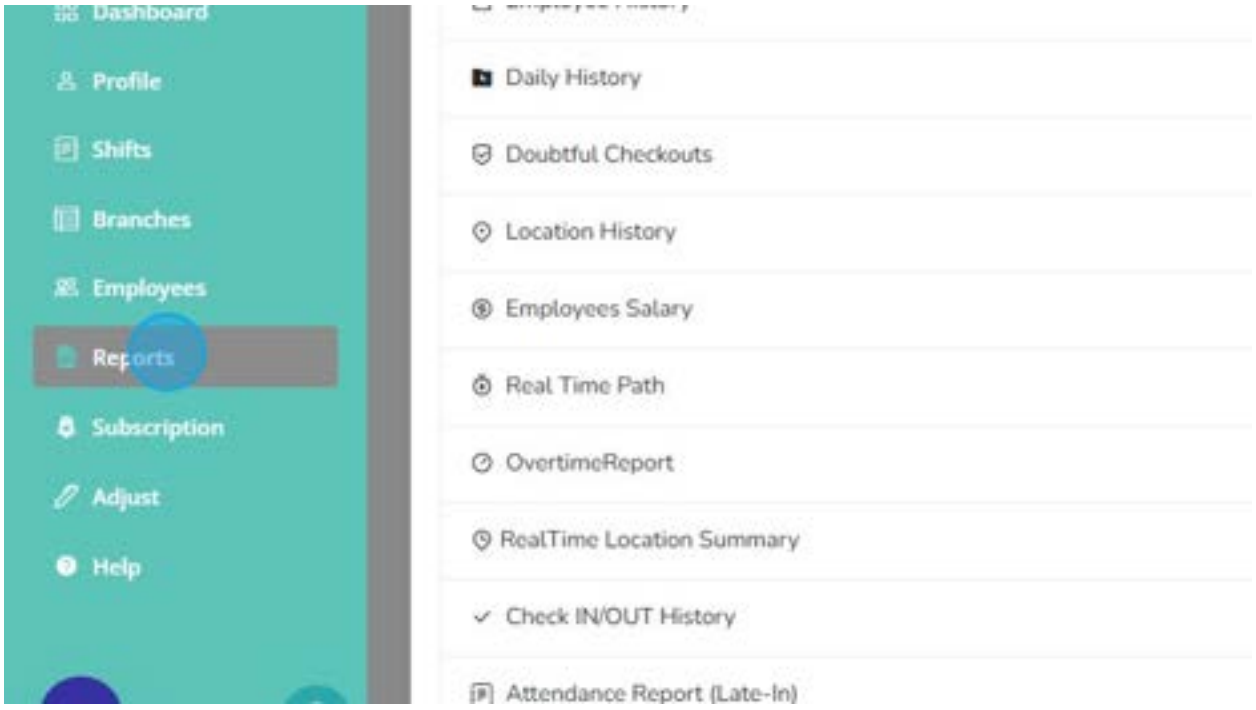
11. Click to print the report.

ame	Started	Finished
l Yehya	2024-04-22 11:57	2024-04-22 22:07
l Yehya	2024-04-23 11:57	2024-04-23 11:59

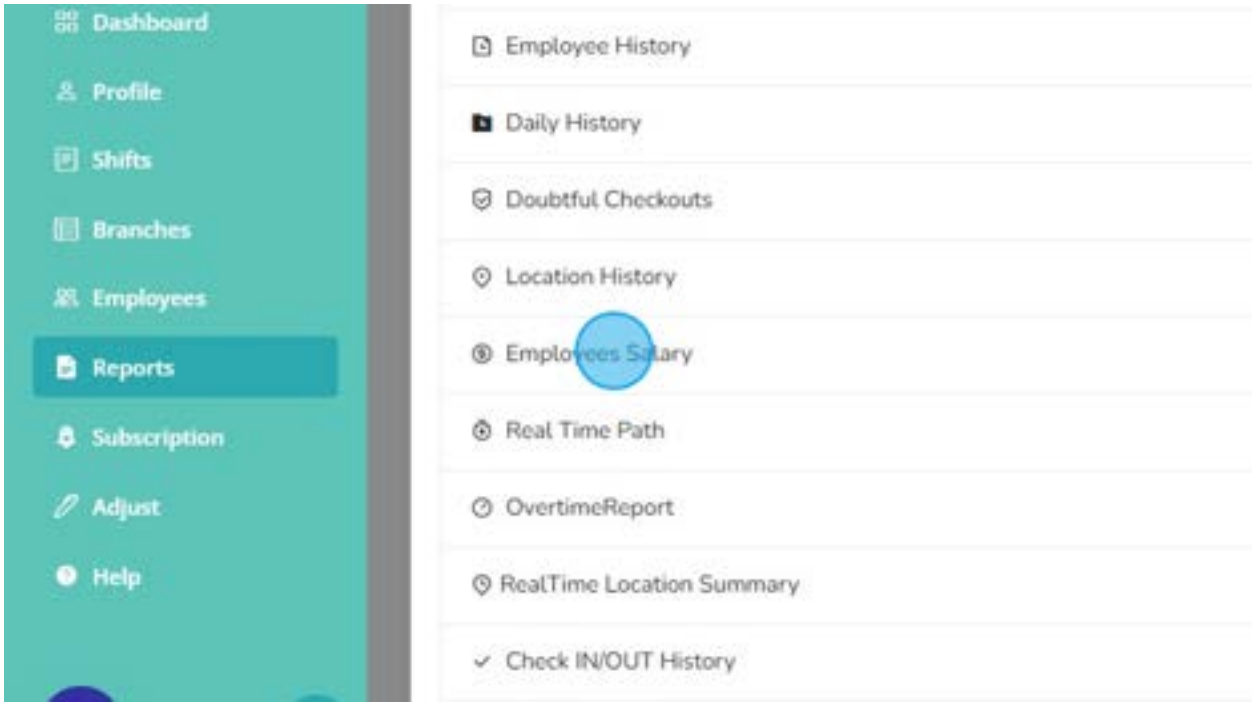
Generate Employees Salary Report

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.

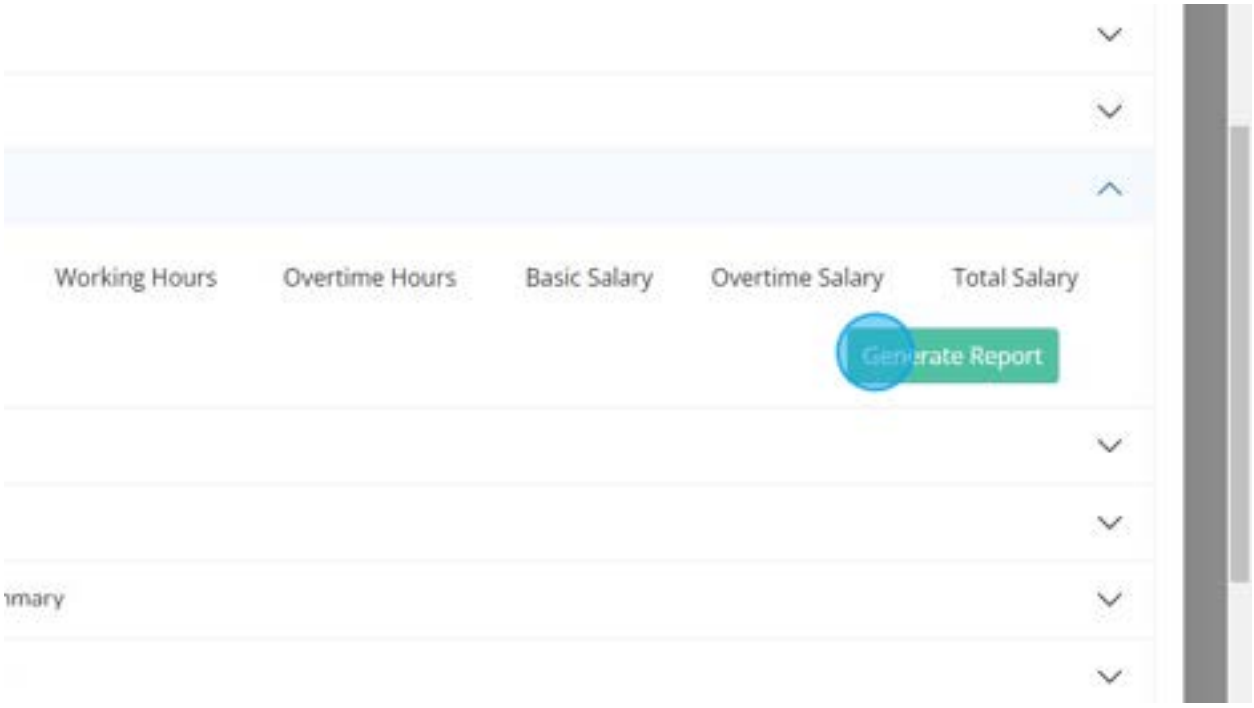
1. Click "Reports"



2. Click "Employees Salary"



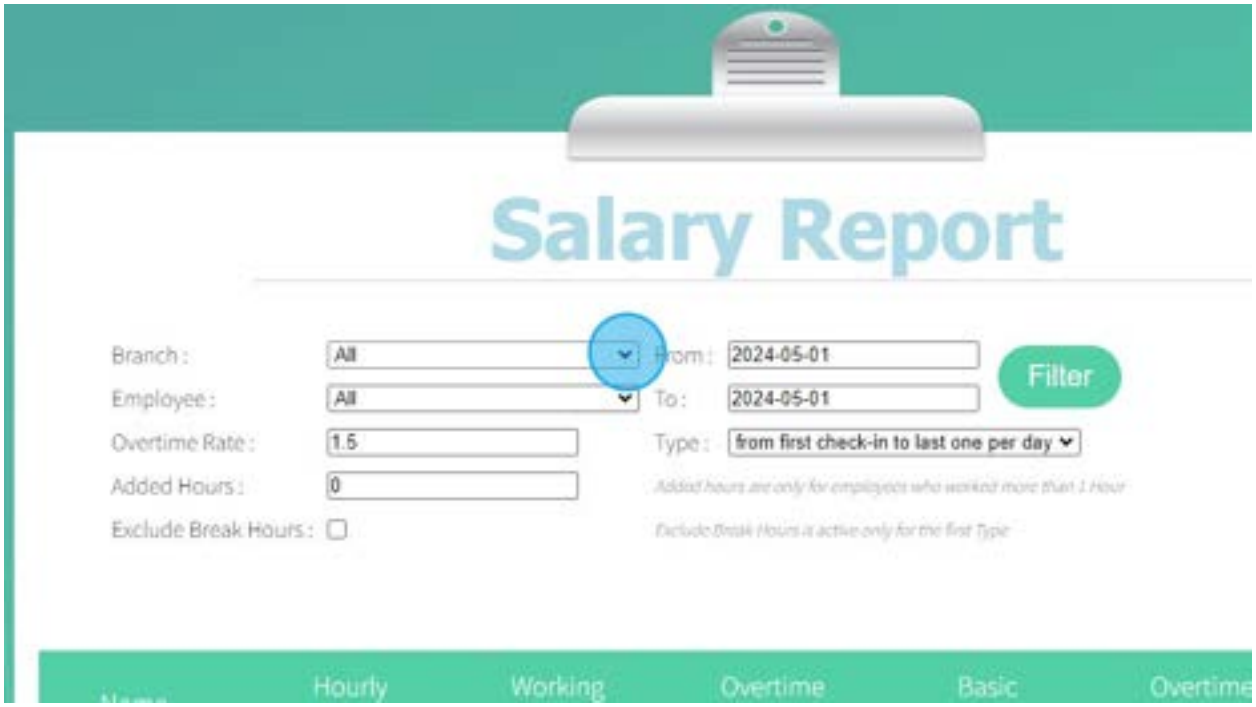
3. Click "Generate Report"



4. Set Your Filters:

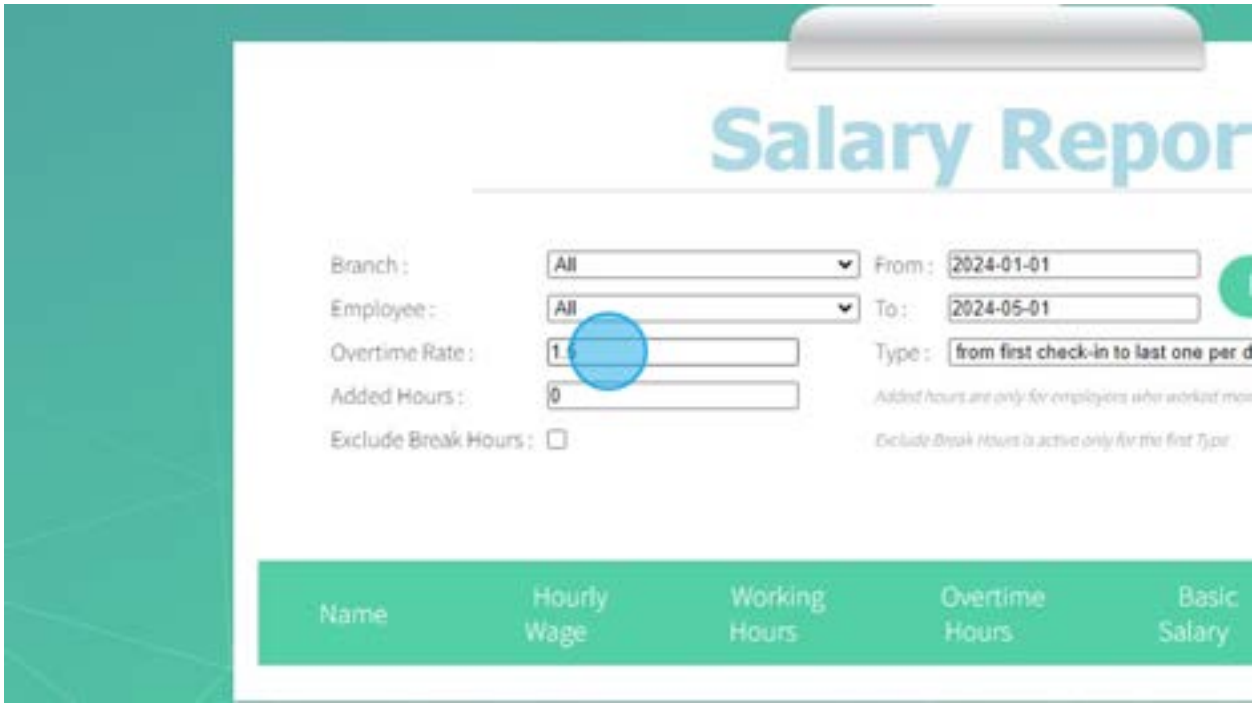
- Branch: See data for one branch or all of them.

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



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

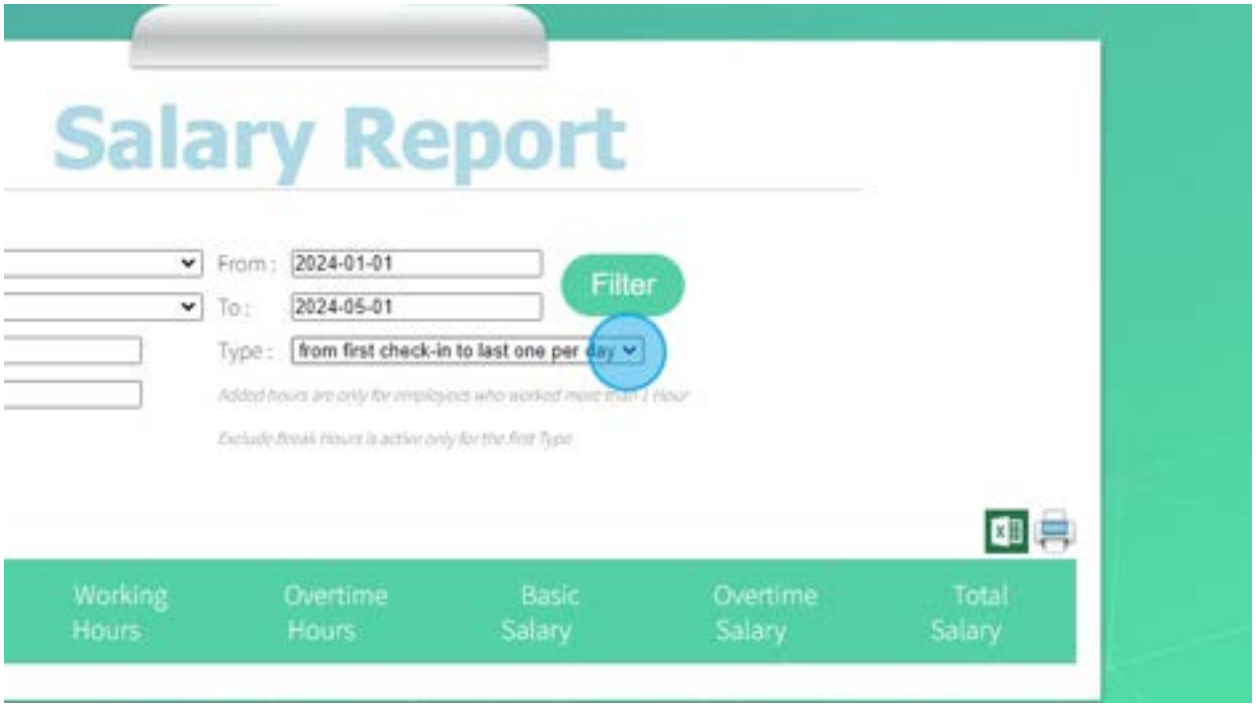
6. Overtime Rate: Define how much each extra hour is worth (default is 1.5 times the normal hourly rate).



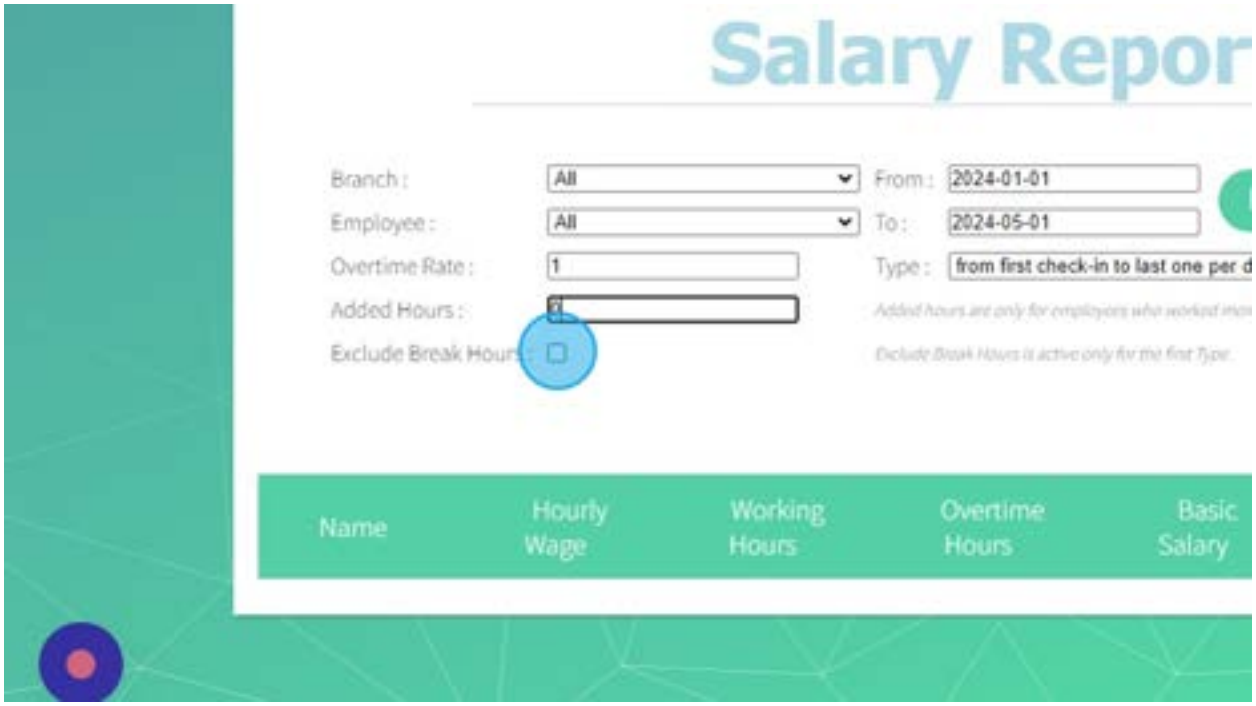
7. Added Hours: Apply a set number of extra hours to everyone on the report (optional).

8. Type: Choose how to calculate hours:

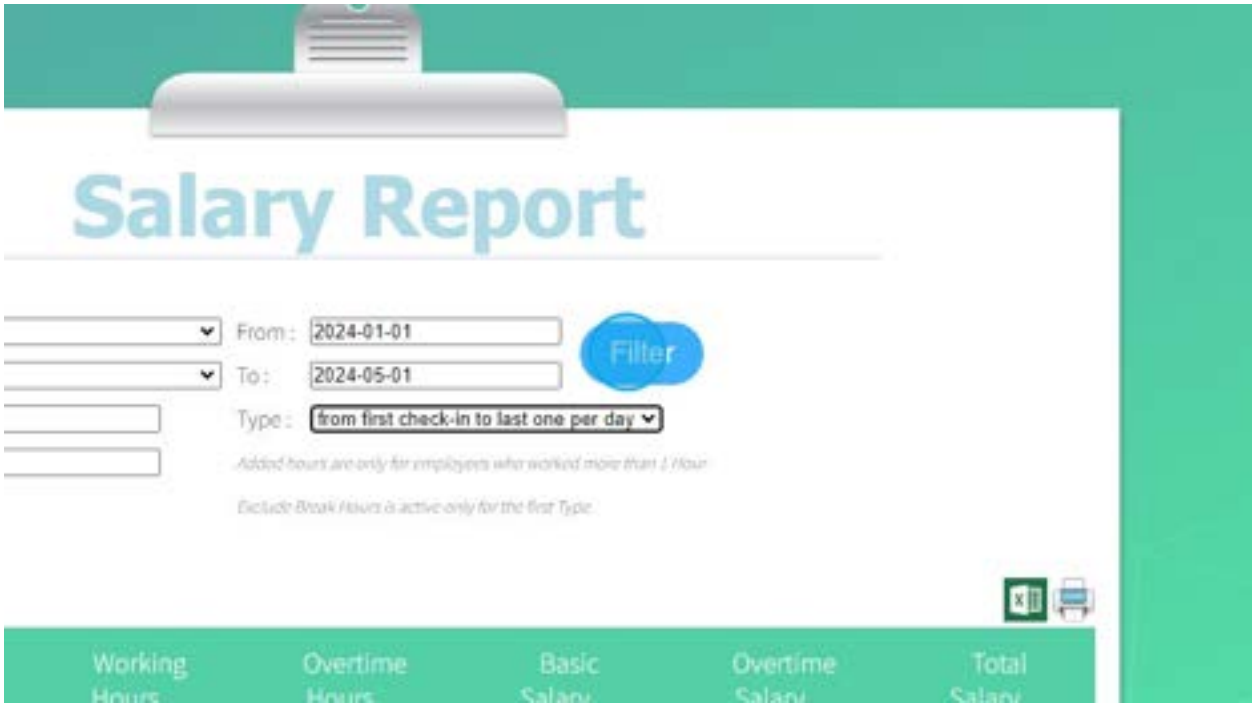
- "First Check-In to Last per Day": Counts all hours worked, even across multiple check-ins/outs.
- "Time Between Each Check-In/Out": Only counts hours in a single check-in/out period.



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



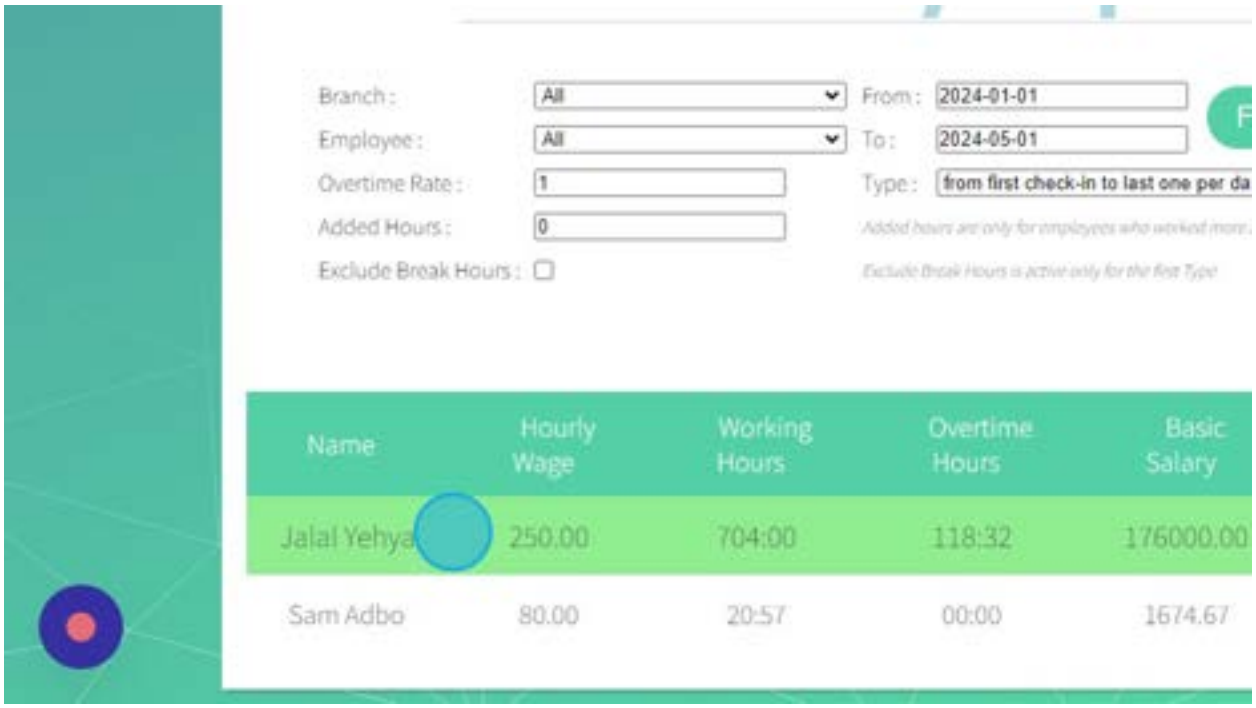
10. Click "Filter" to create your report.



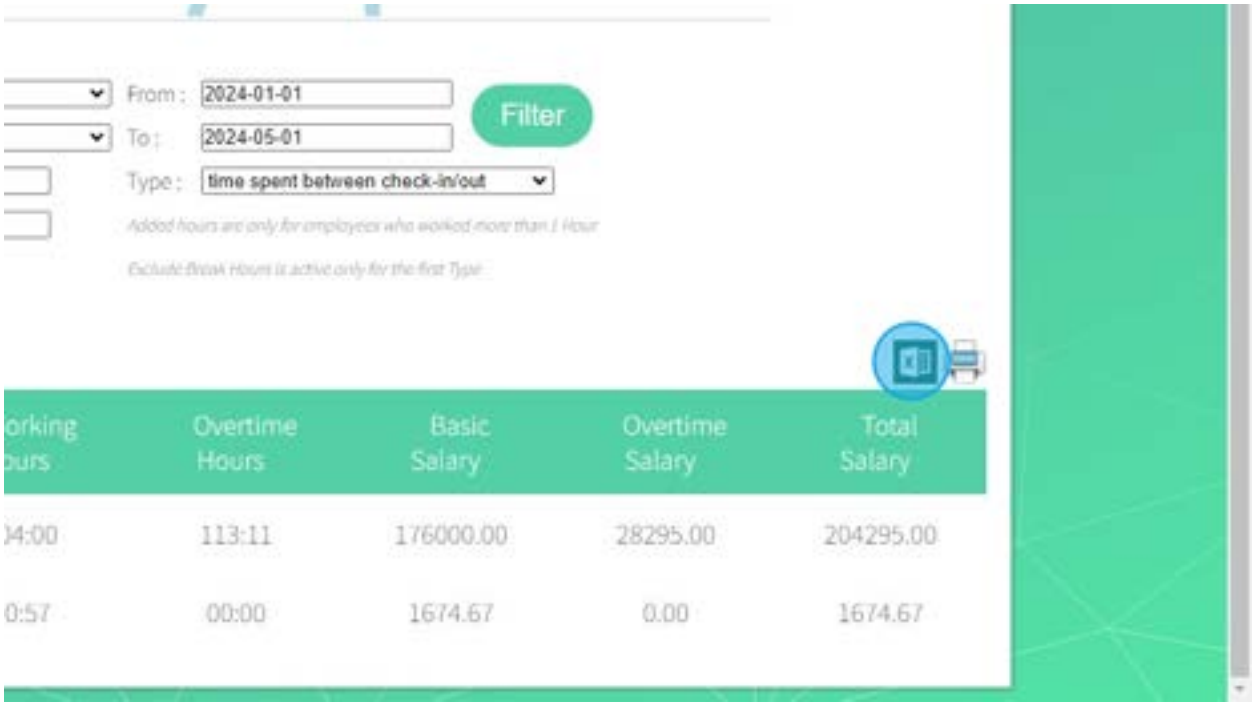
11. What You'll See

- Employee Name

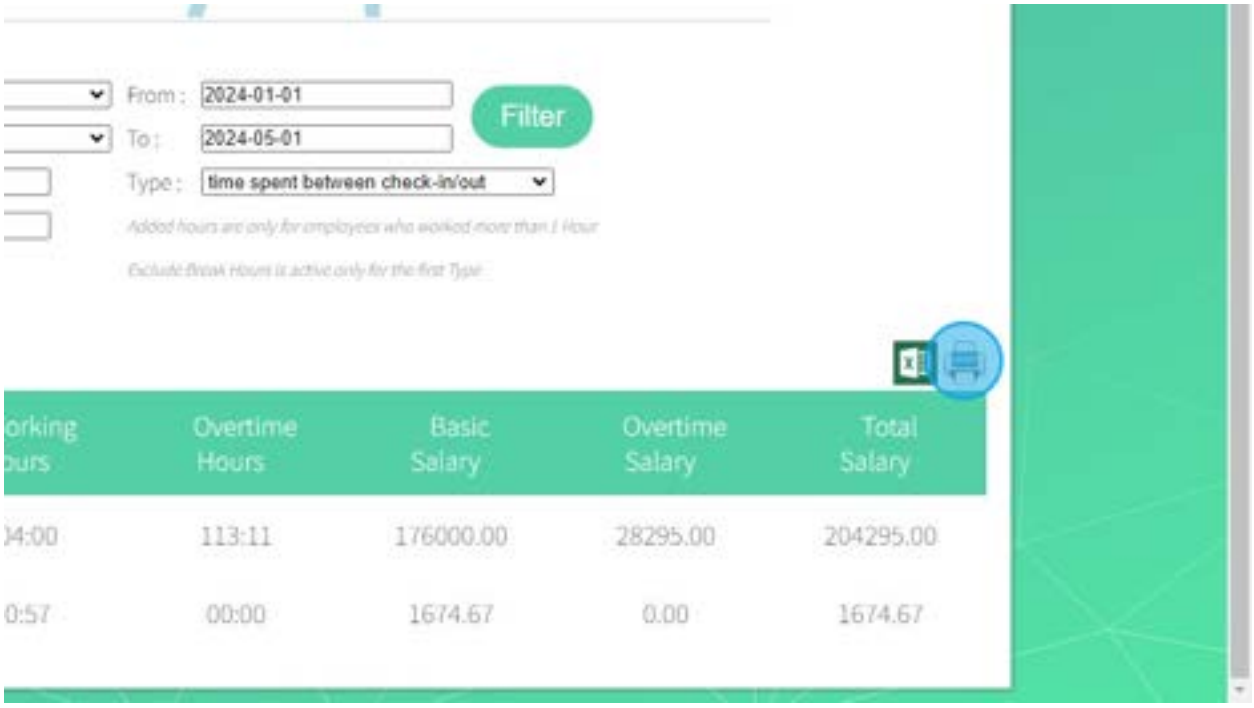
- Hourly Wage
- Working Hours (Regular)
- Overtime Hours
- Basic Salary (Regular hours x Hourly Wage)
- Overtime Salary (Overtime Hours x Overtime Rate x Hourly Wage)
- Total Salary (Basic + Overtime)



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



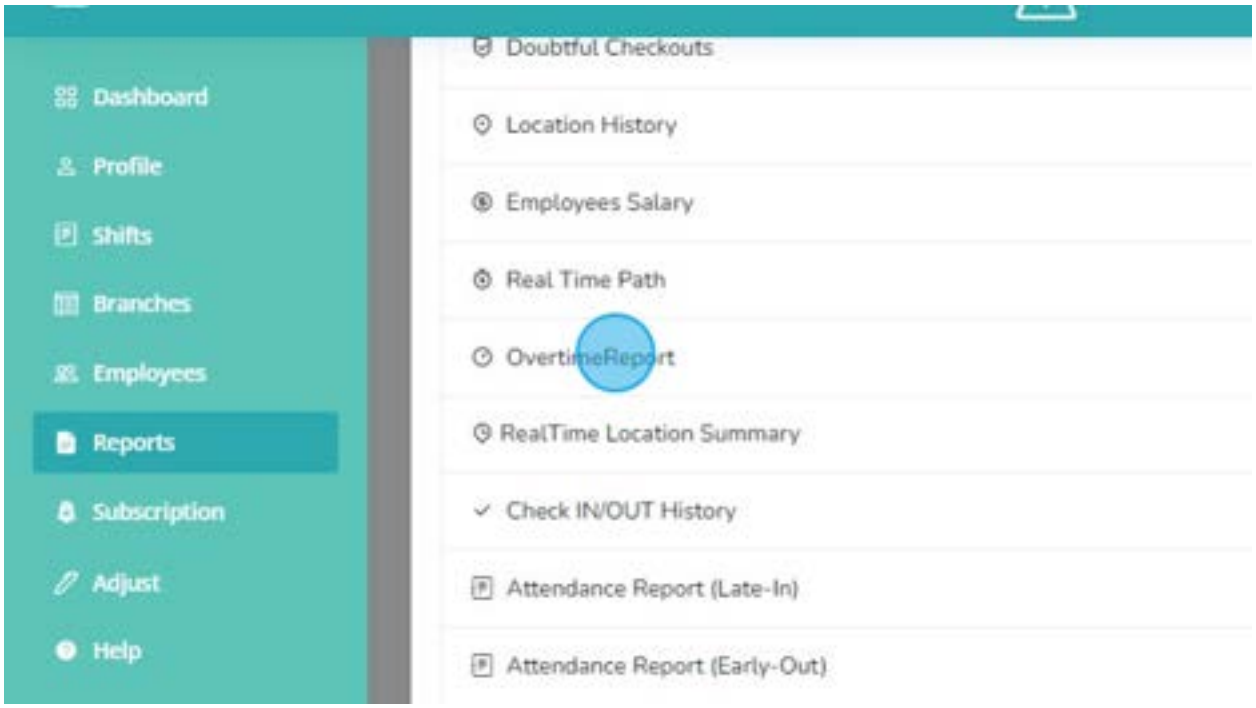
13. **Click to print the report.**



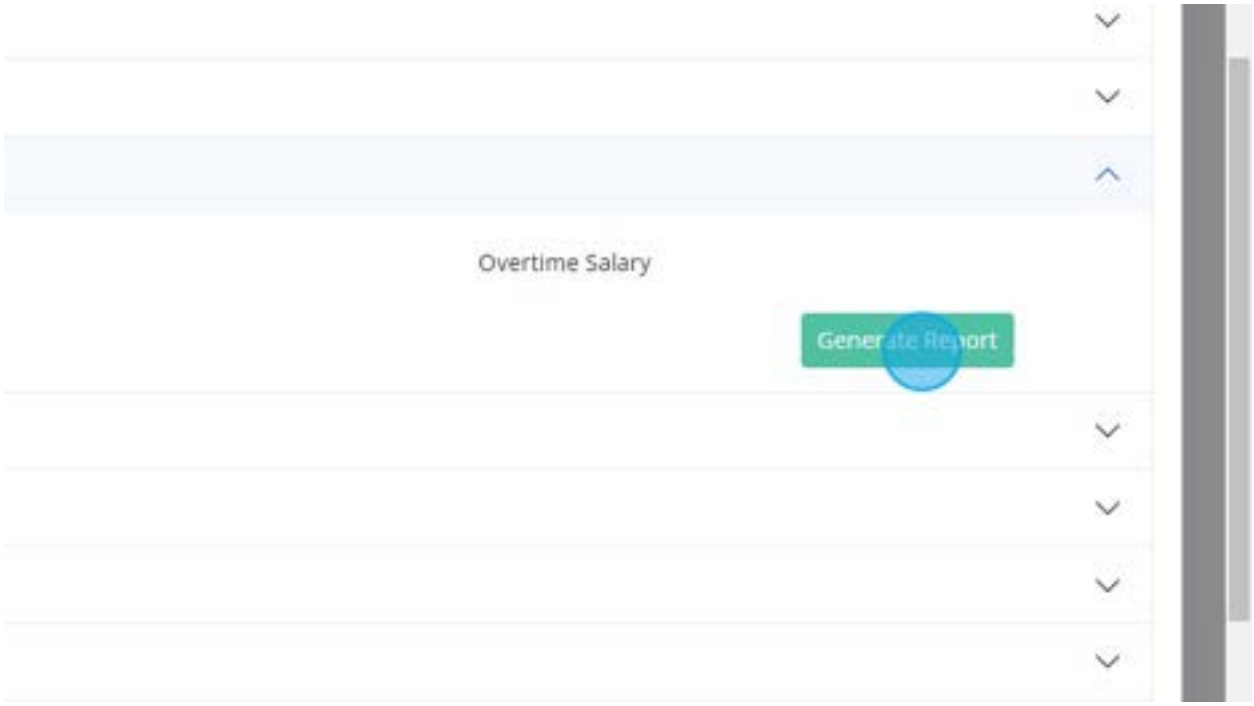
Generate Overtime Report

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"



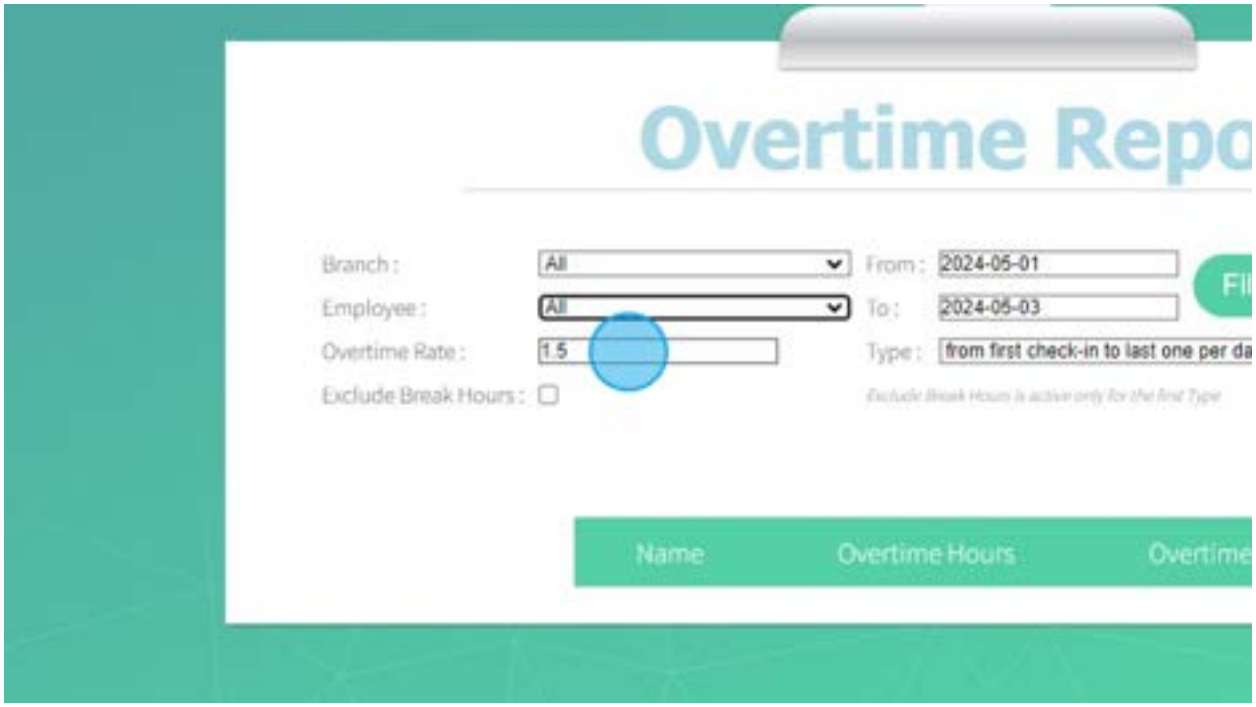
2. Click "Generate Report"



3. Set Your Filters:

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

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



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

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.

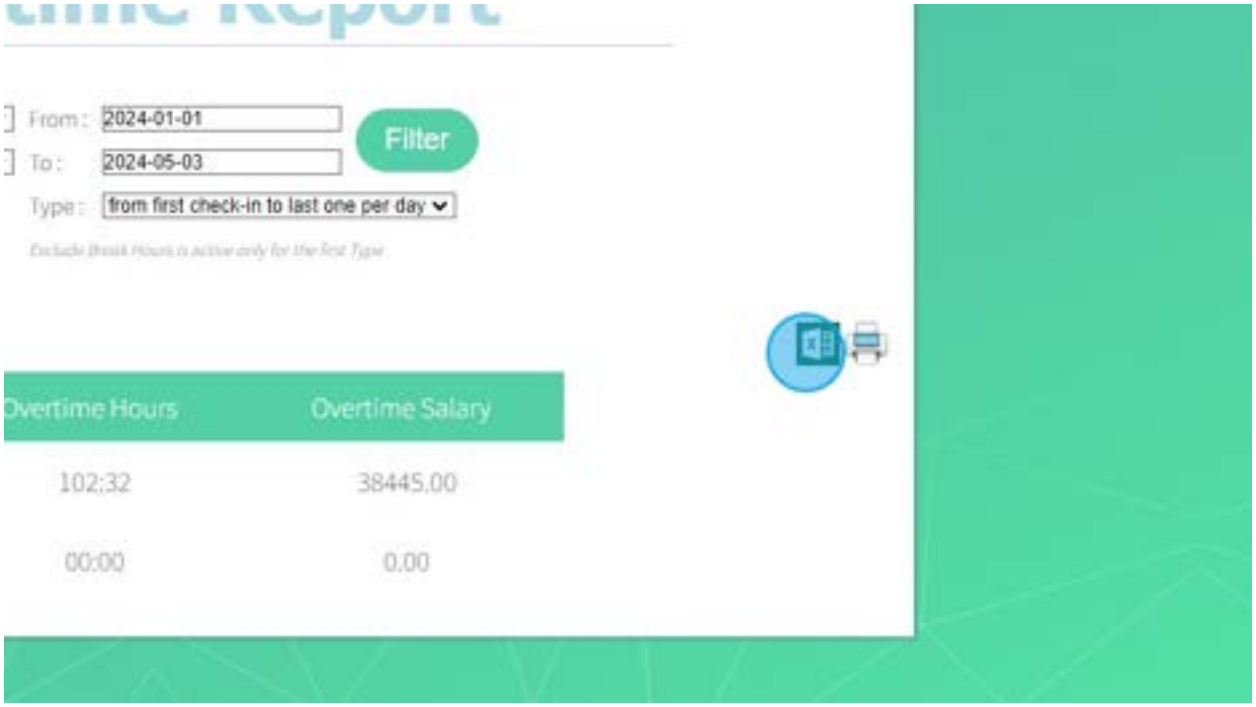
Exclude Break Hours? (Only available with the "First to Last" calculation type)

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)

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



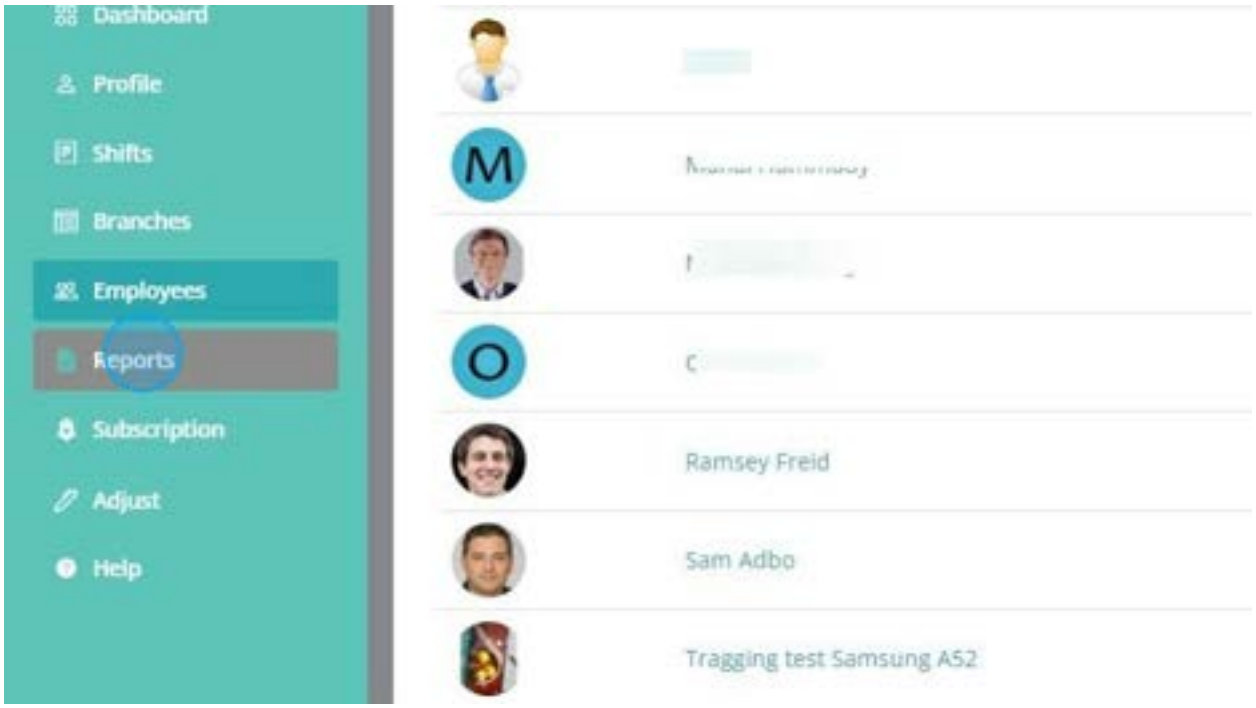
9. Click to print the report.

From : 2024-01-01
To : 2024-05-03
Filter
Type : from first check-in to last one per day
Overtime Hours
Overtime Salary
102:32
38445.00
00:00
0.00

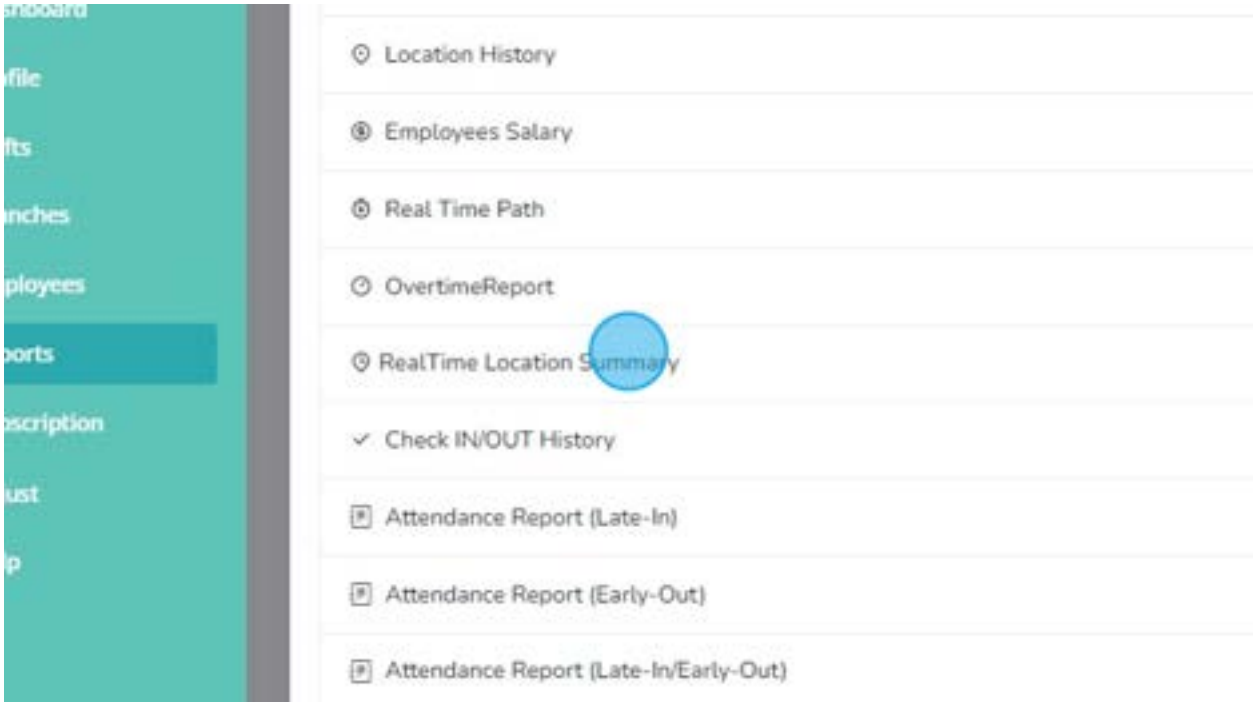
Generate Real Time Location Summary List Report

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.

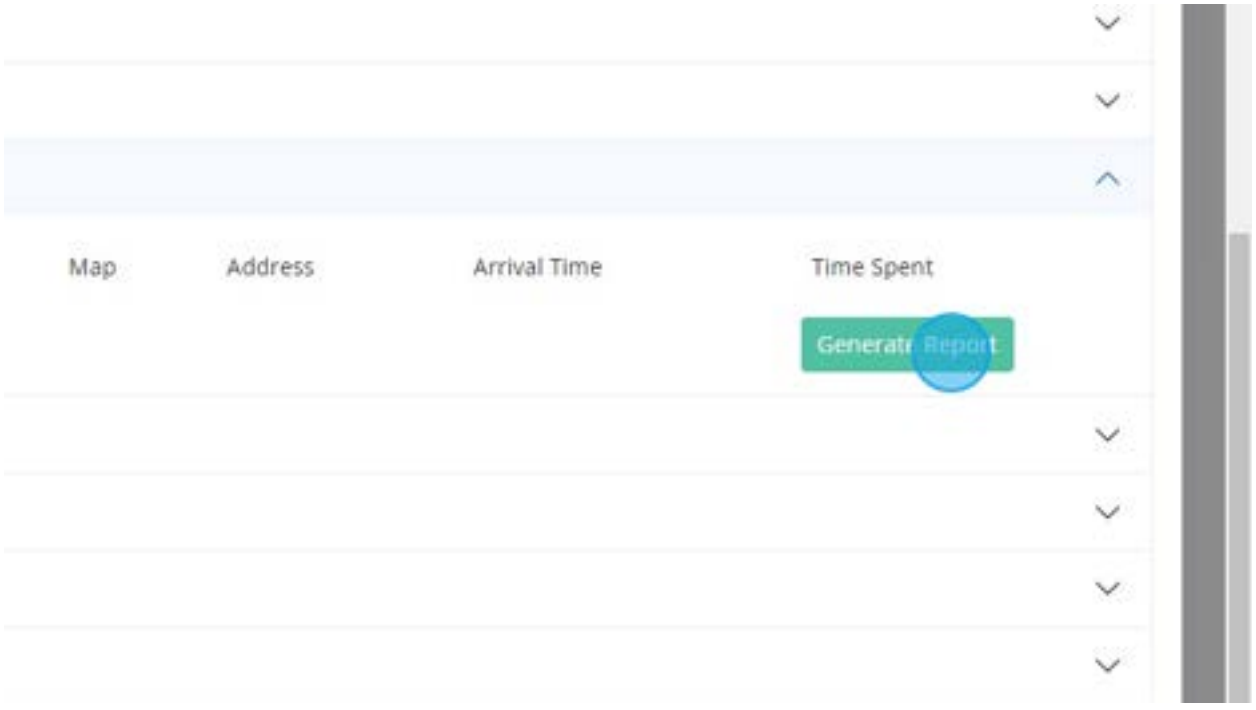
1. Click "Reports"



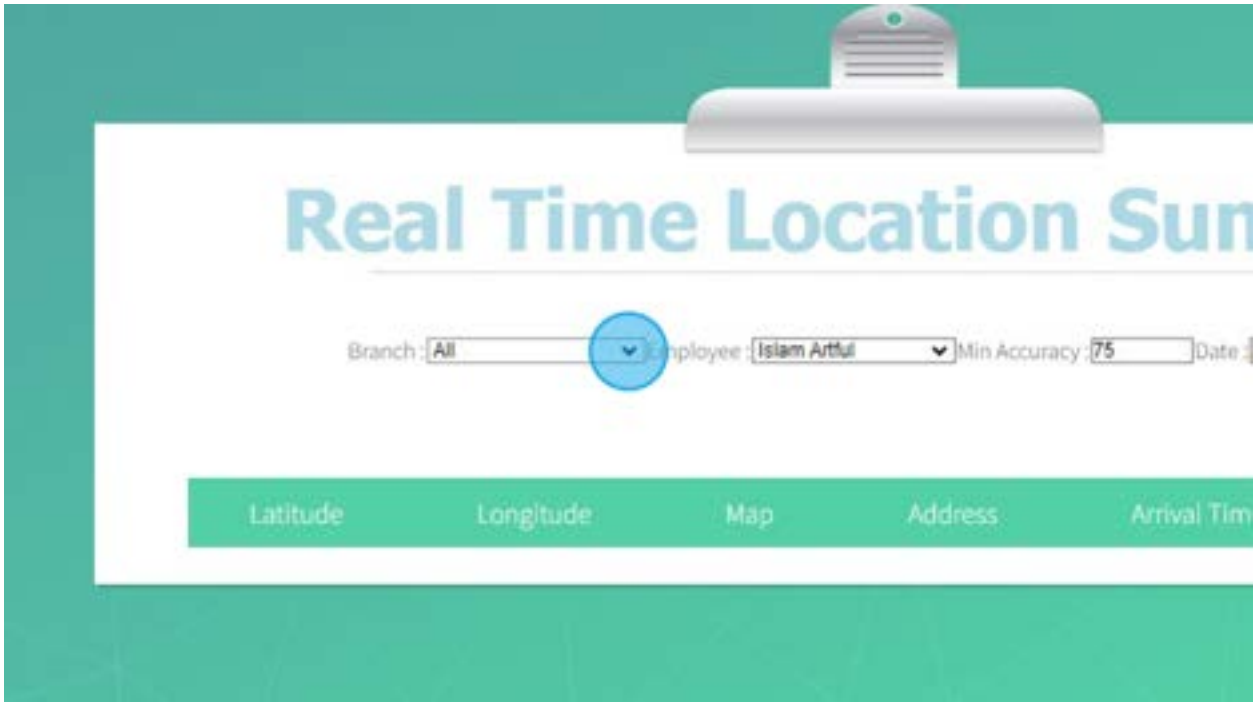
2. Click "RealTime Location Summary"



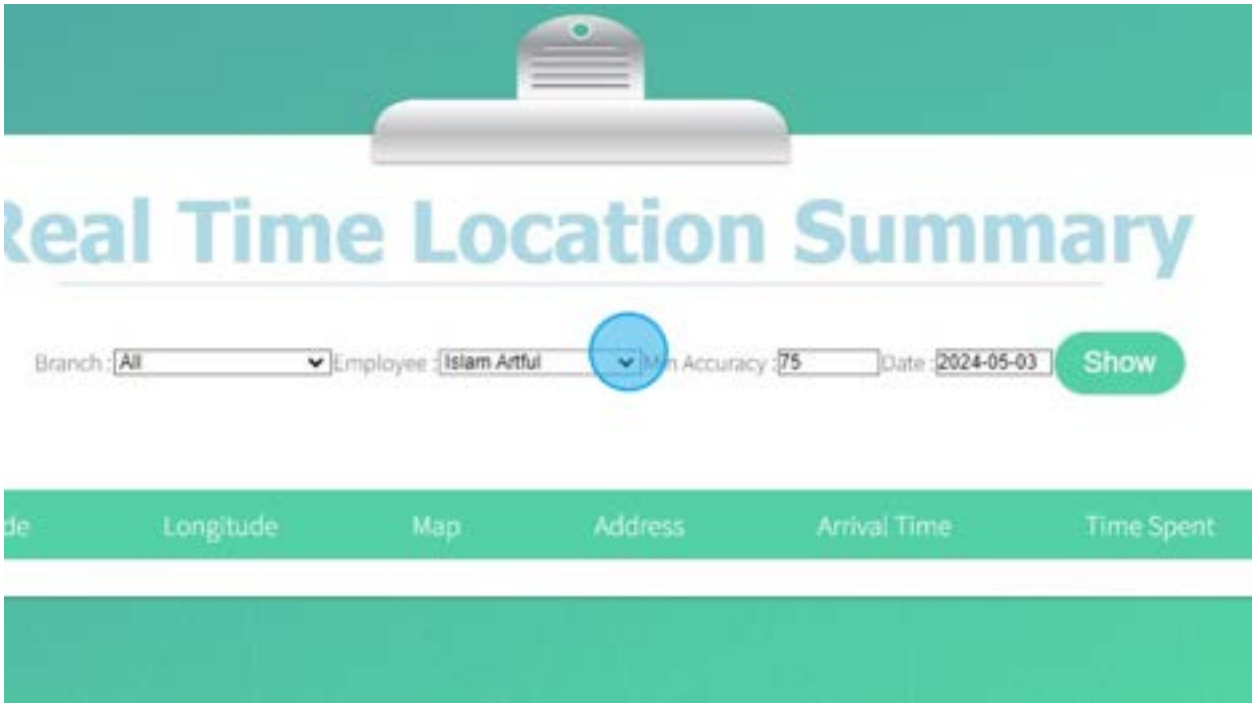
3. Click "Generate Report"



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

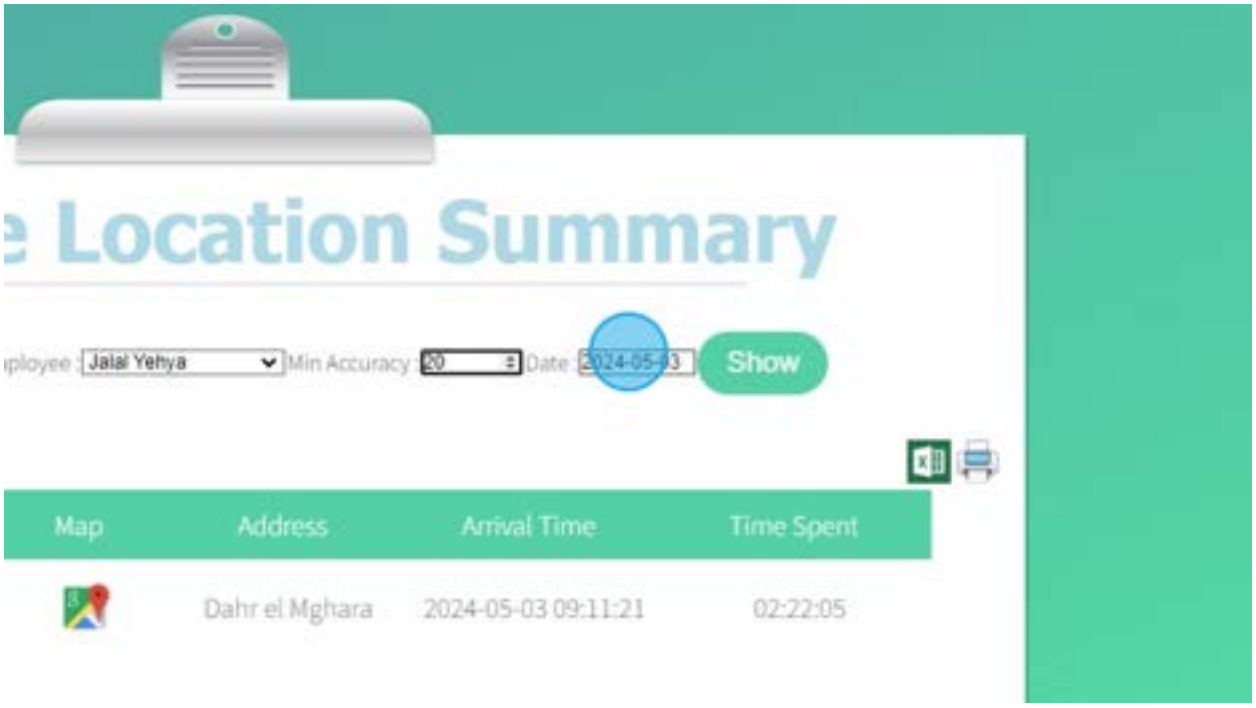


5. Select an Employee: This report tracks a single employee.

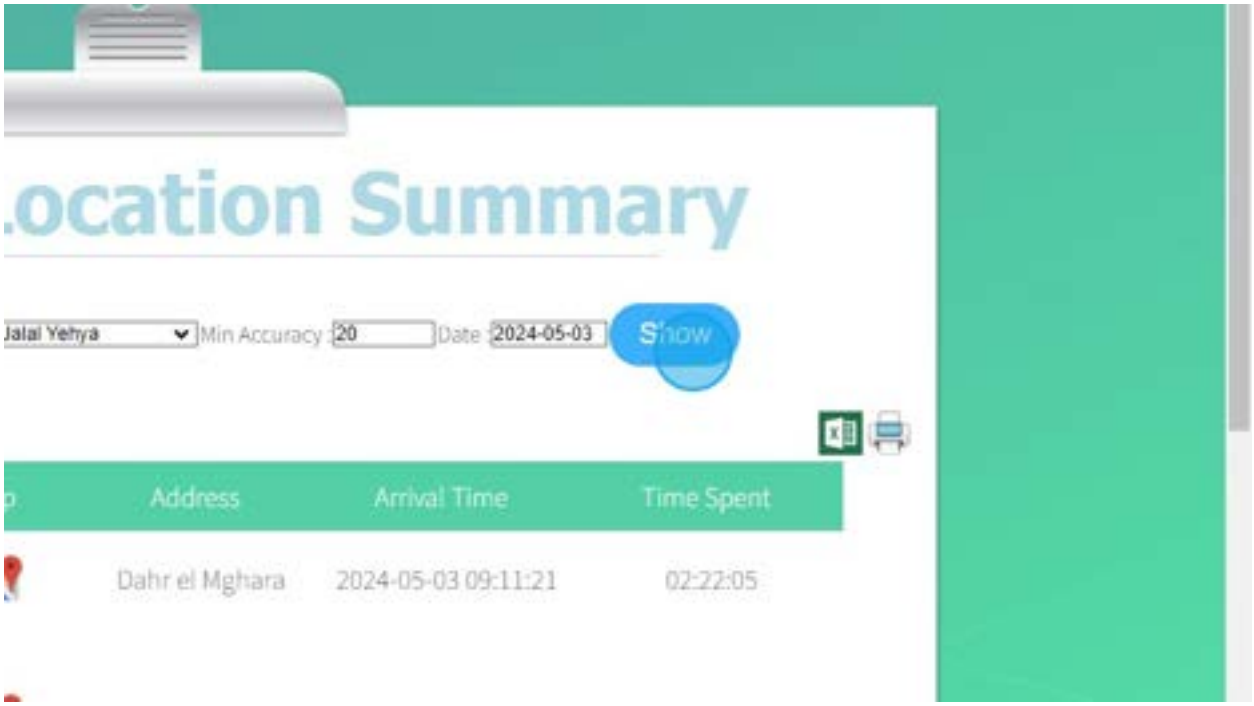


6. Minimum Accuracy: Set the minimum location accuracy you want to see. Less accurate locations will be merged with others for better clarity.

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

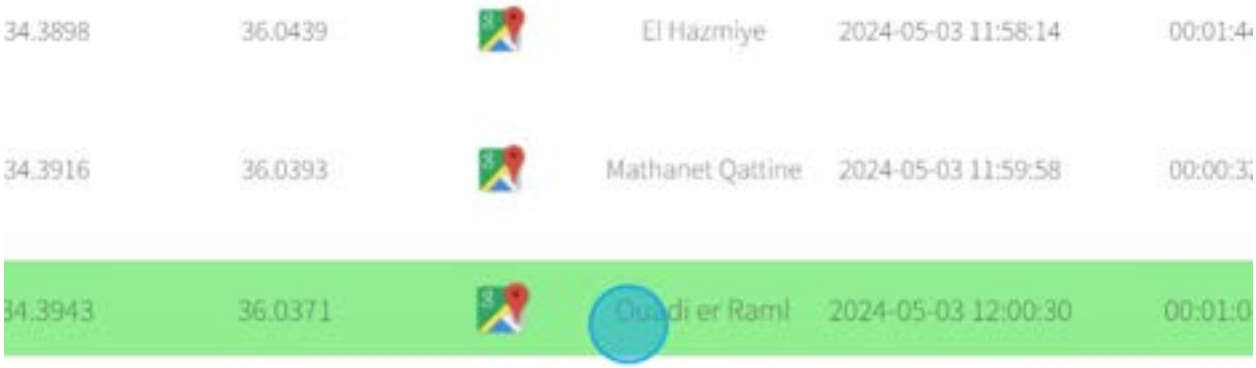


8. Click 'Show' to Generate Your Report



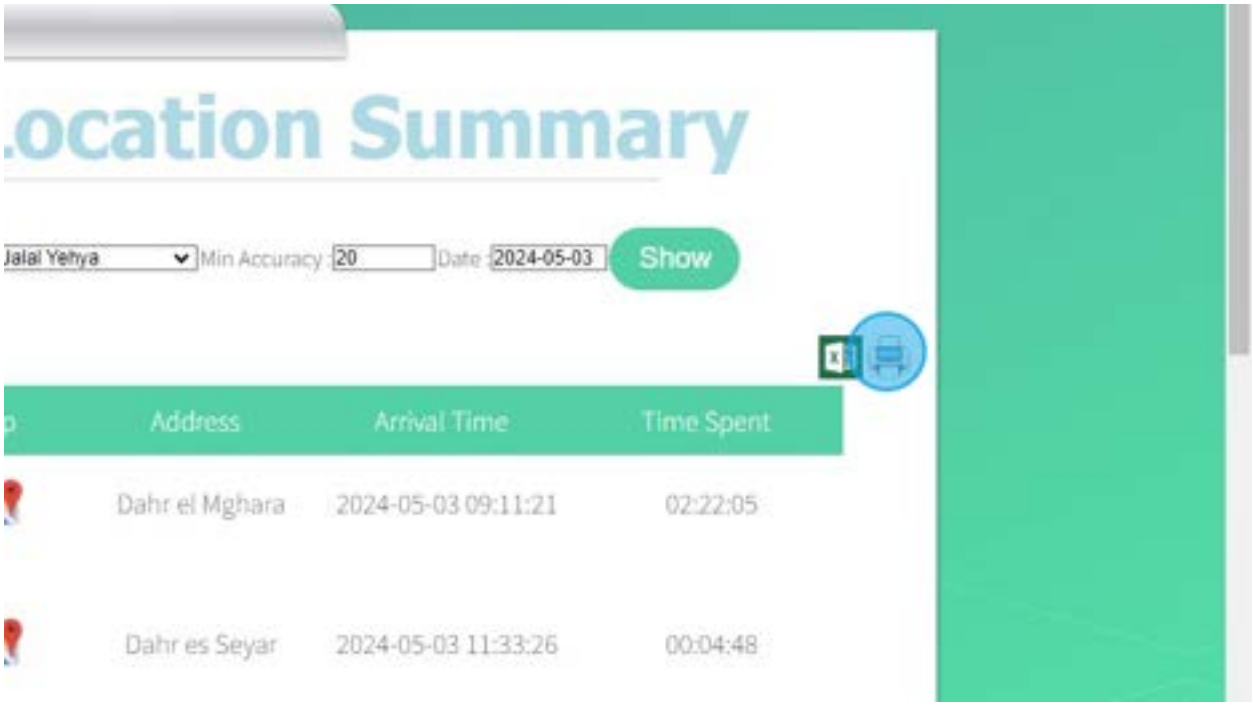
9. What You'll See

- 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.



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

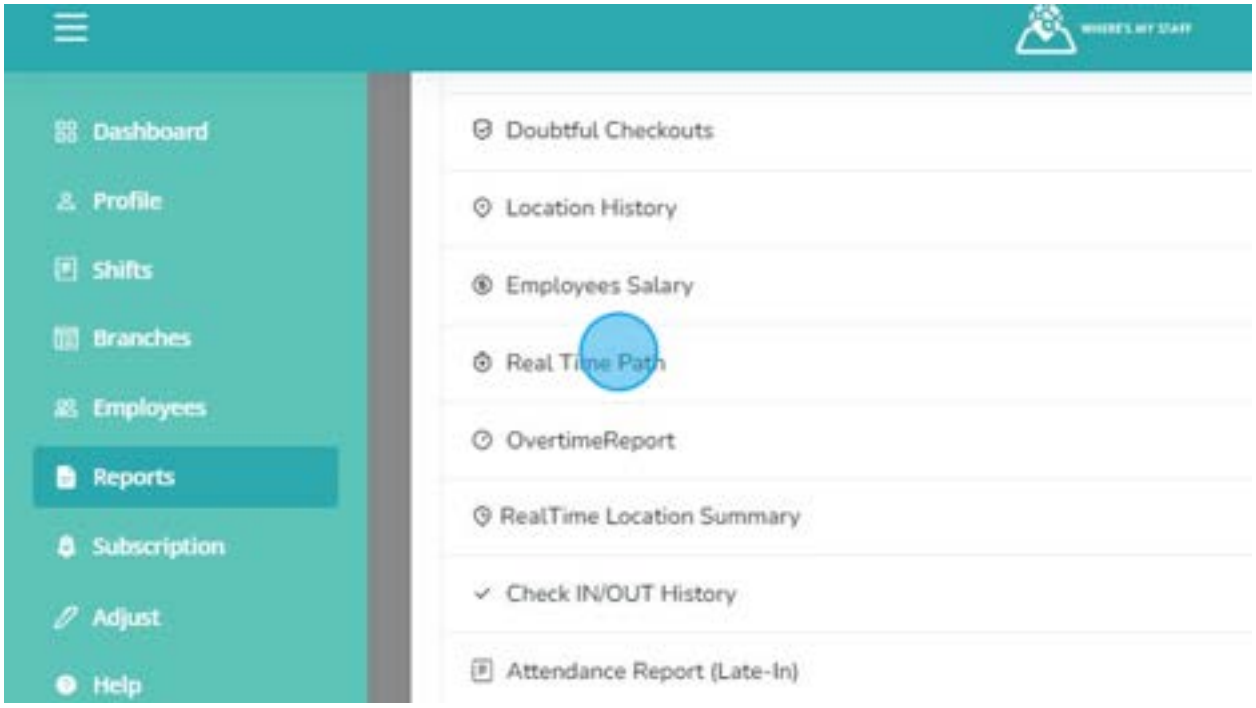
11. Click to print the report.


.ocation Summary
Jalal Yehya
Min Accuracy 20
Date 2024-05-03
Show
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

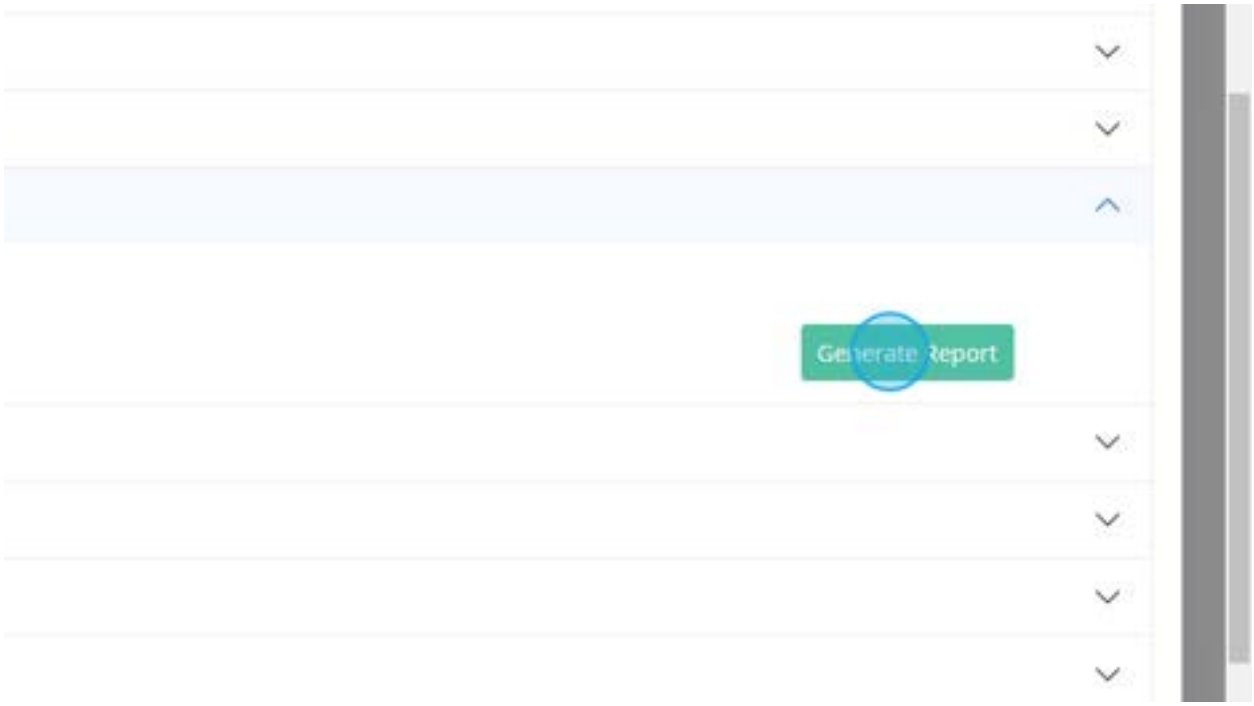
Generate Real Time Path Report for Specific Date and Time

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"

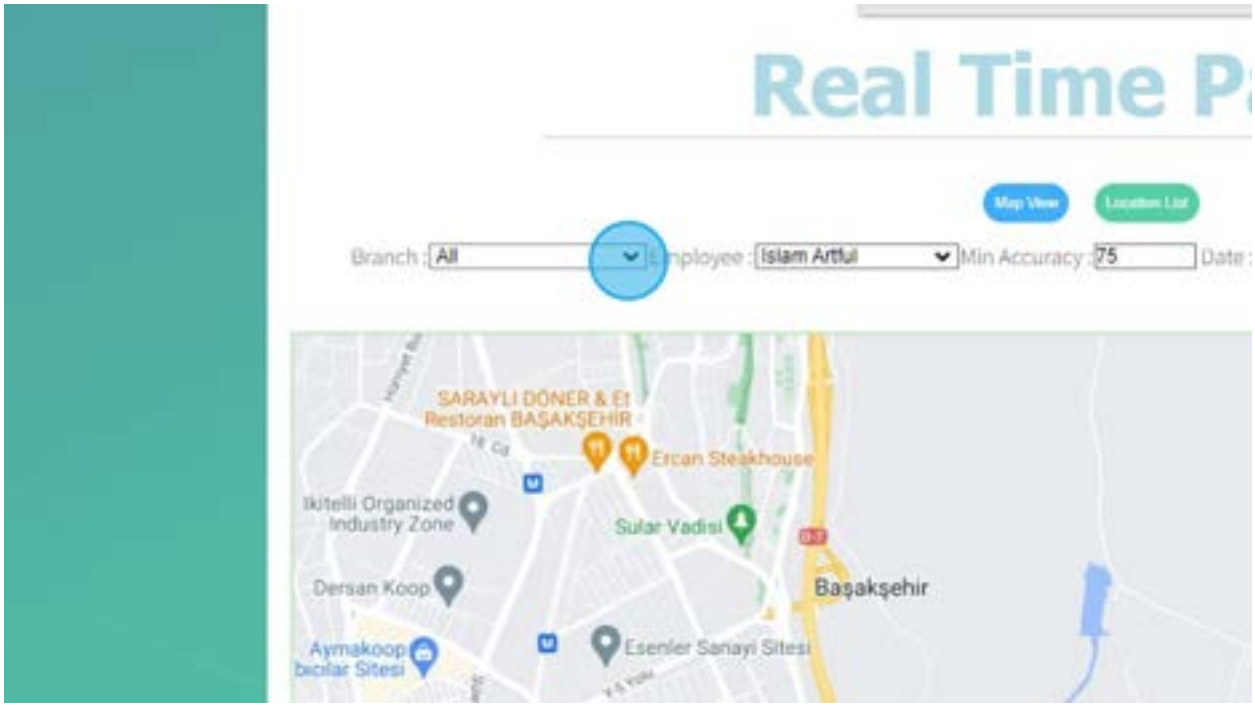


2. Click "Generate Report"

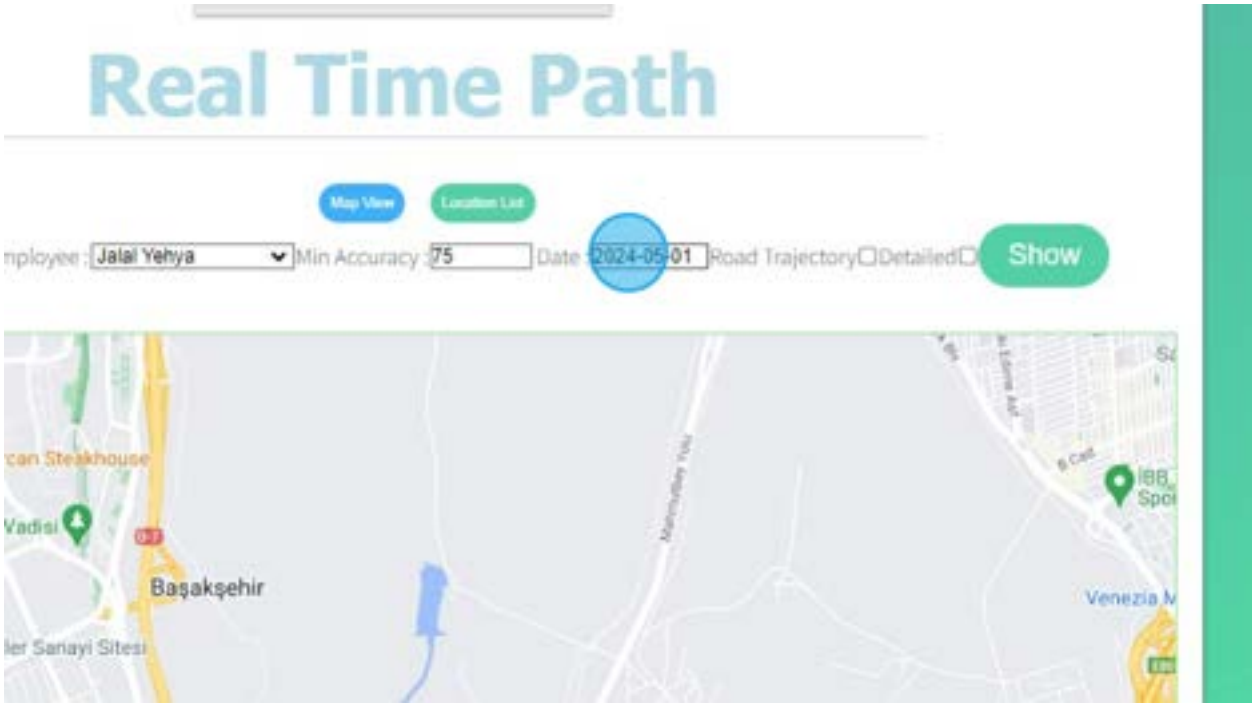


3. Set Your Filters:

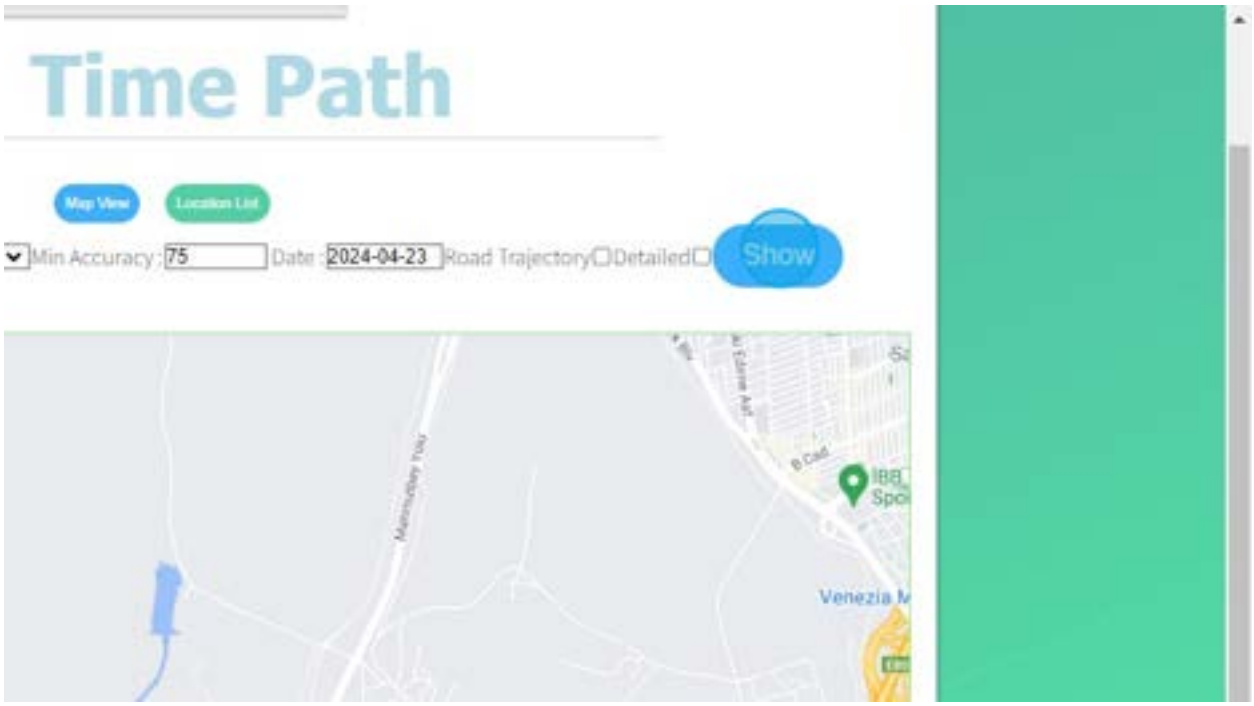
- Branch: See data for one branch or all of them.
- Employee: Choose a specific employee.



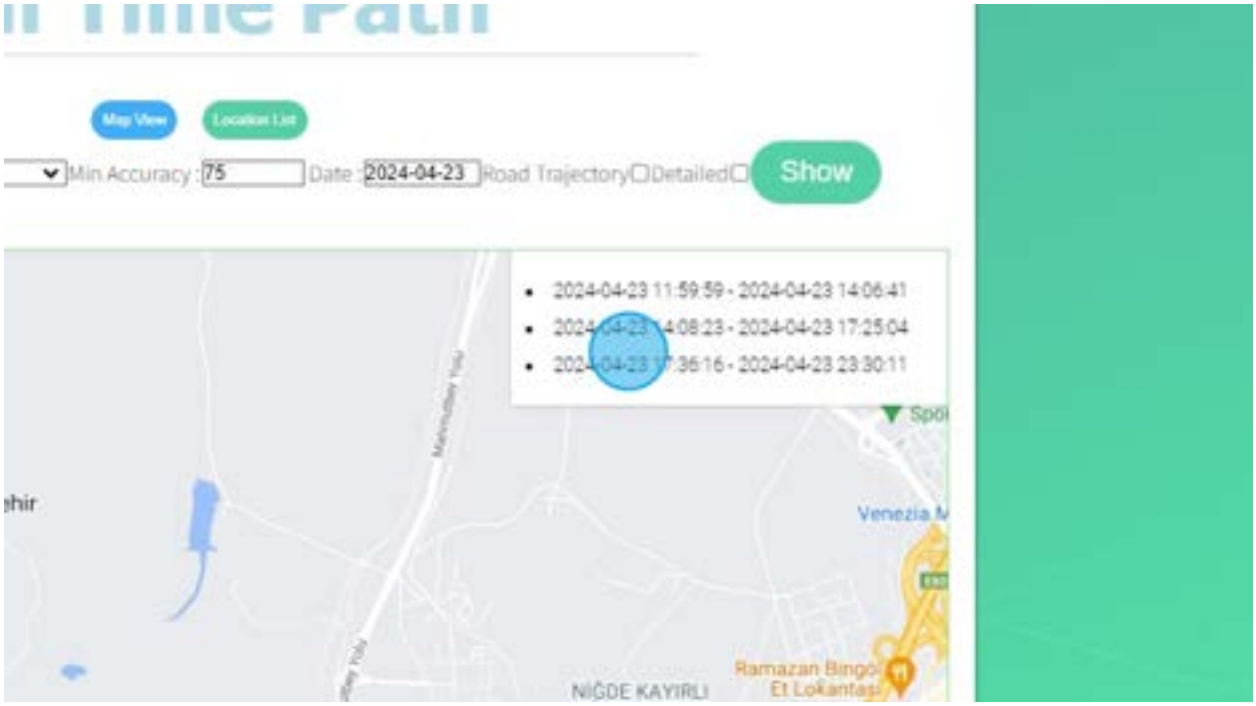
4. Date: Choose specific date to see the history of all check in/out



5. Click "Show"

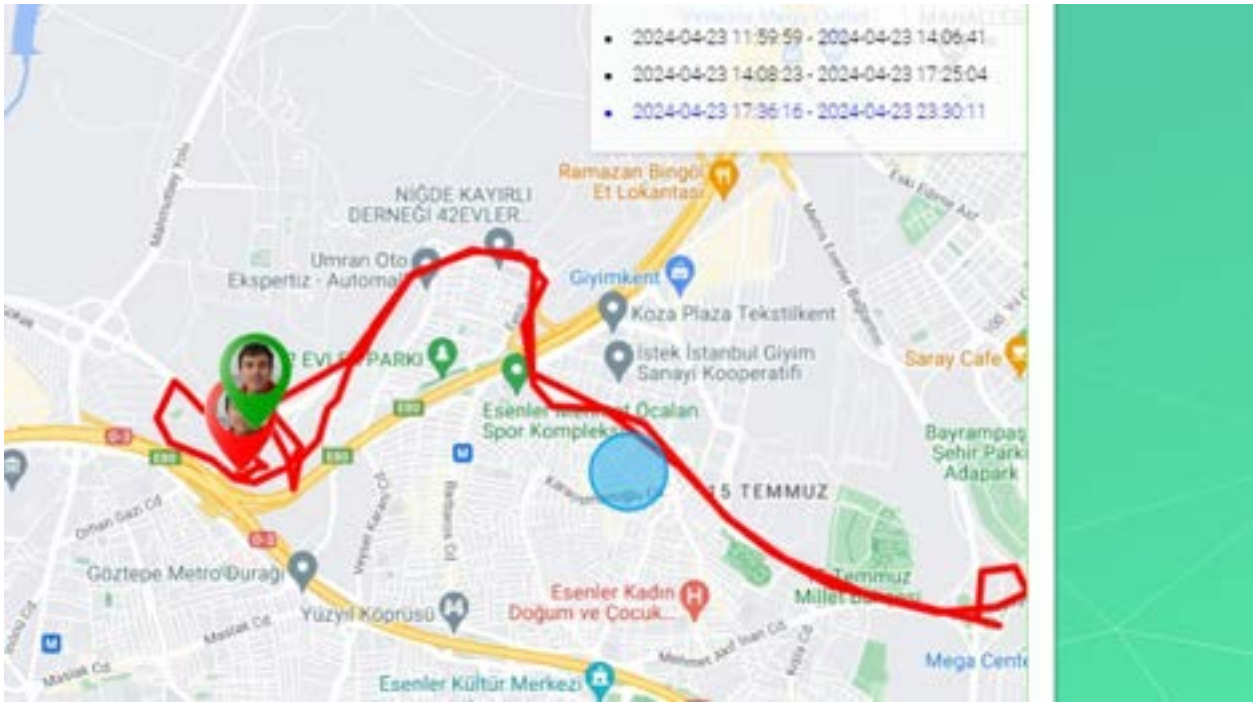


6. in the activity list (top right of the map), click on a check-in/out to zoom to that location.



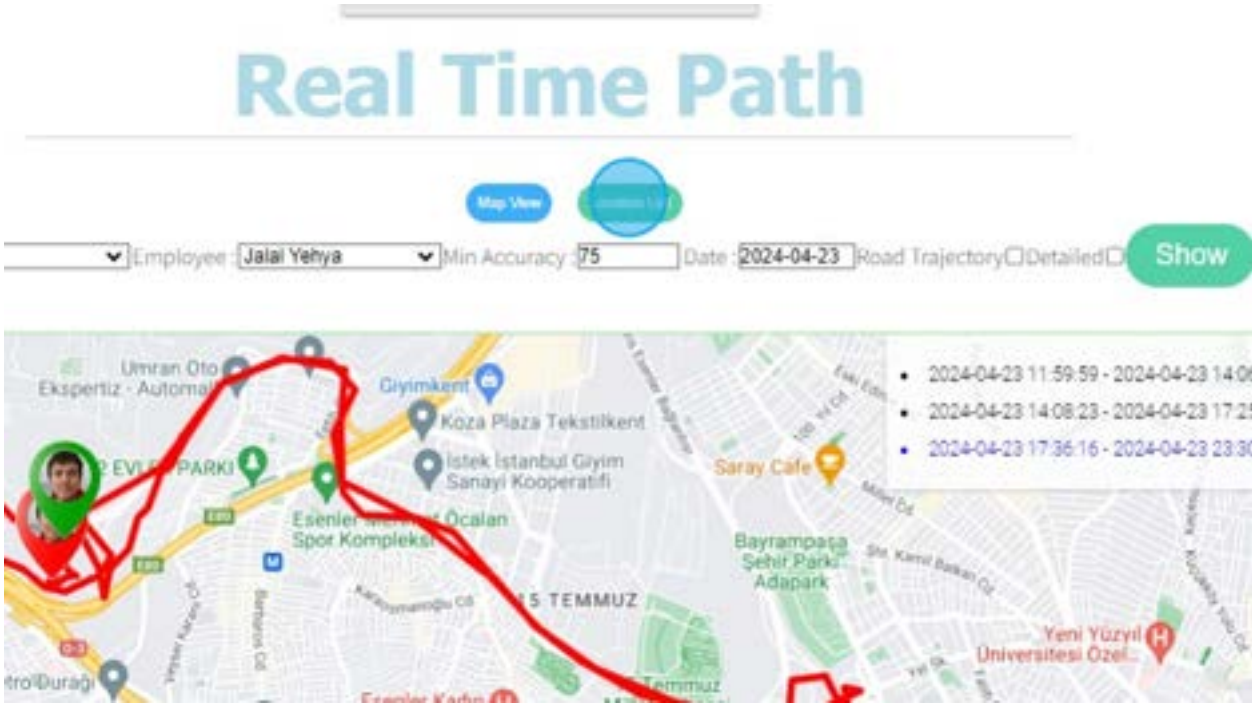
7. See Activity on the Map:

- 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"

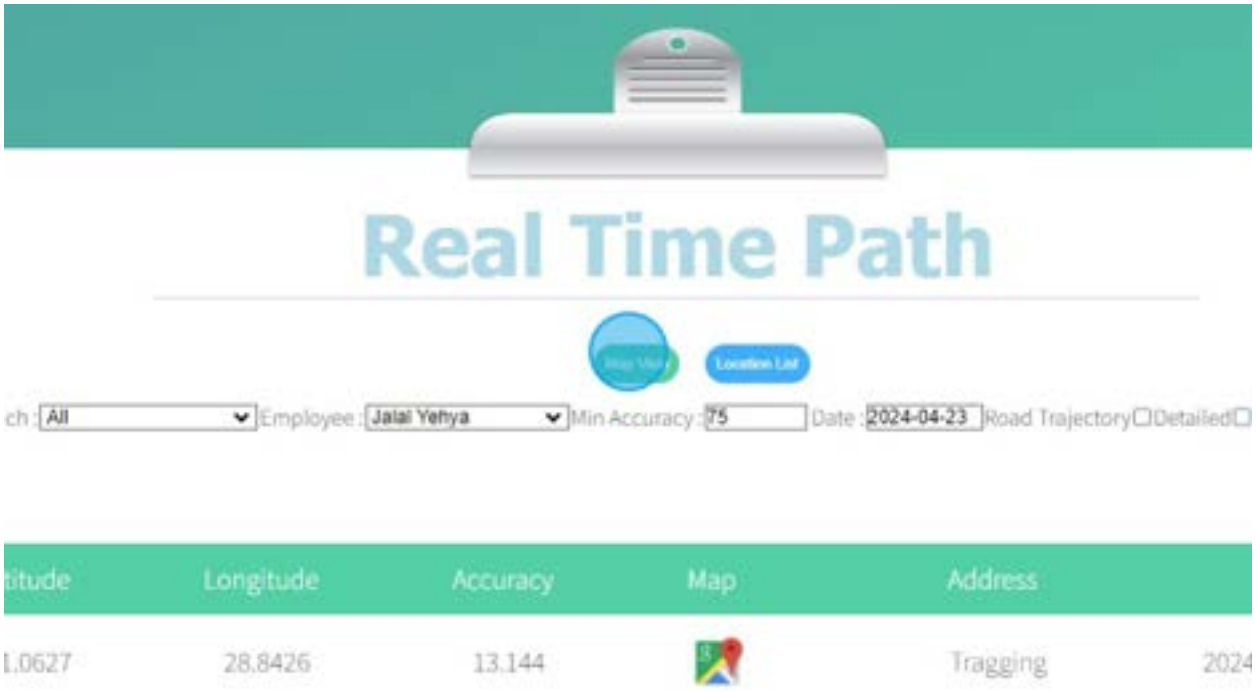


9. - Location List: Click "Location List" for a table view showing:

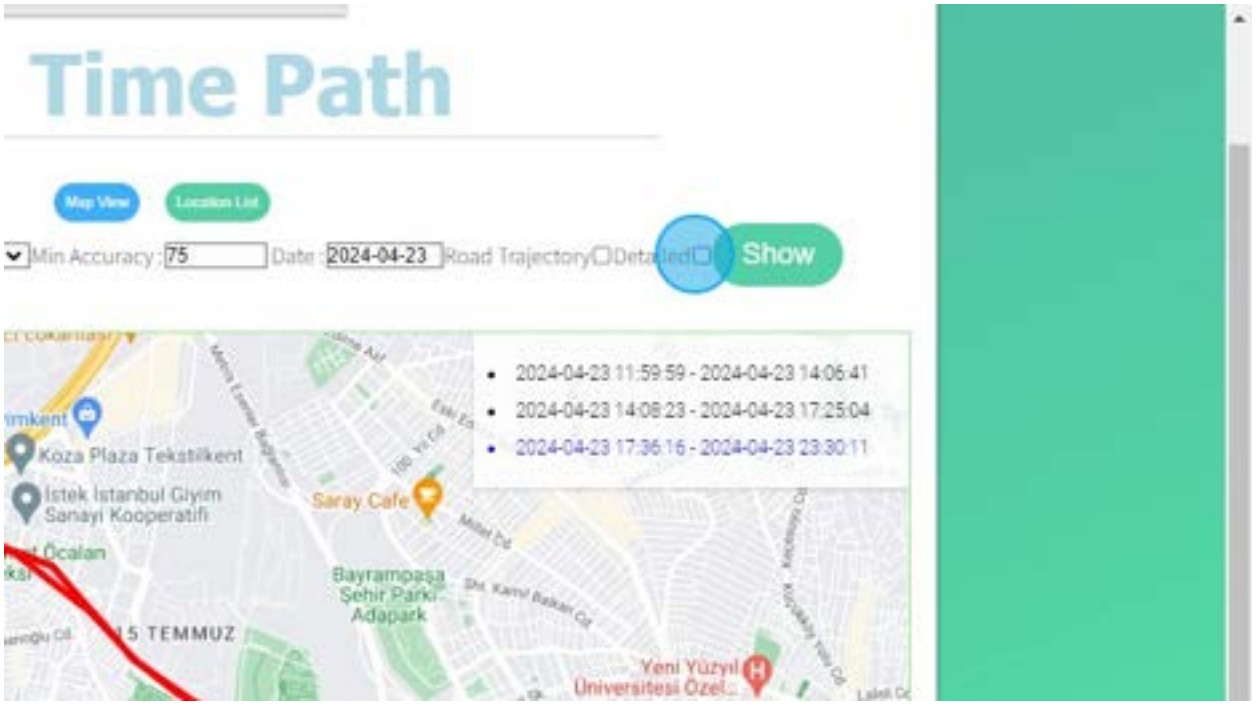
- Location details (latitude, longitude, address)
- Timestamps
- Option to open each location on Google Maps

You can Export your report data or Print your report.

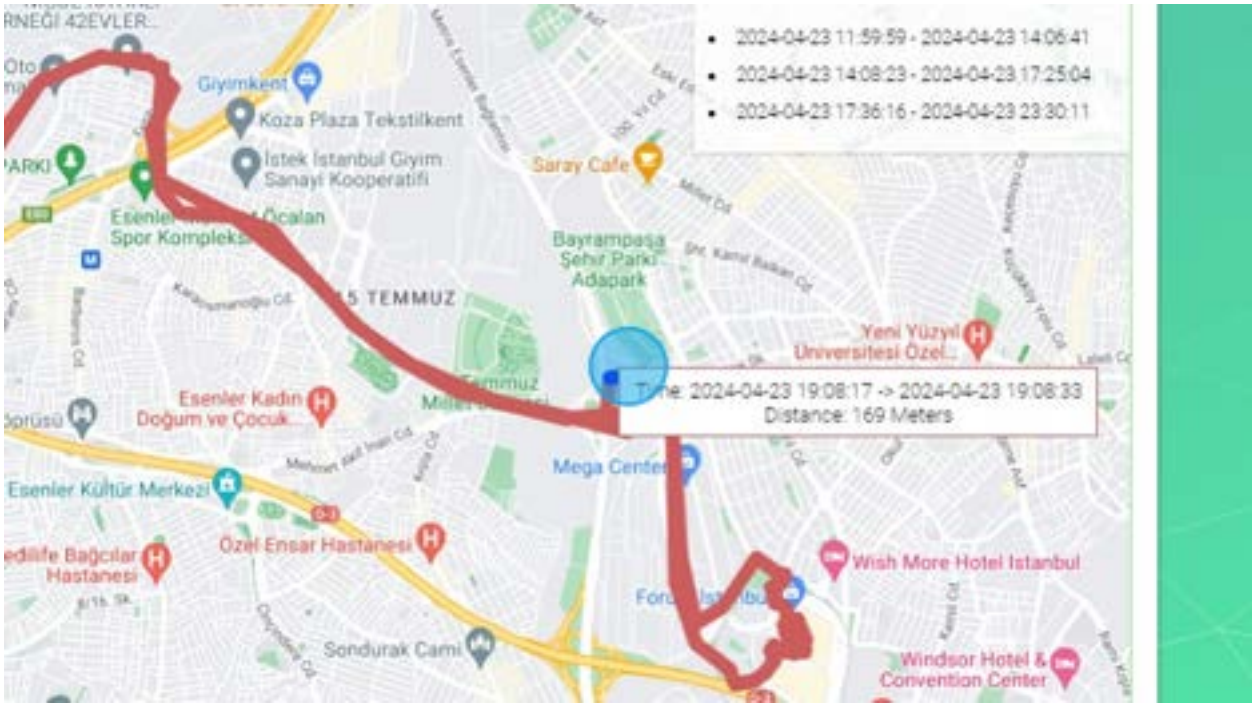
10. Click "Map View" to return to the path visualization.



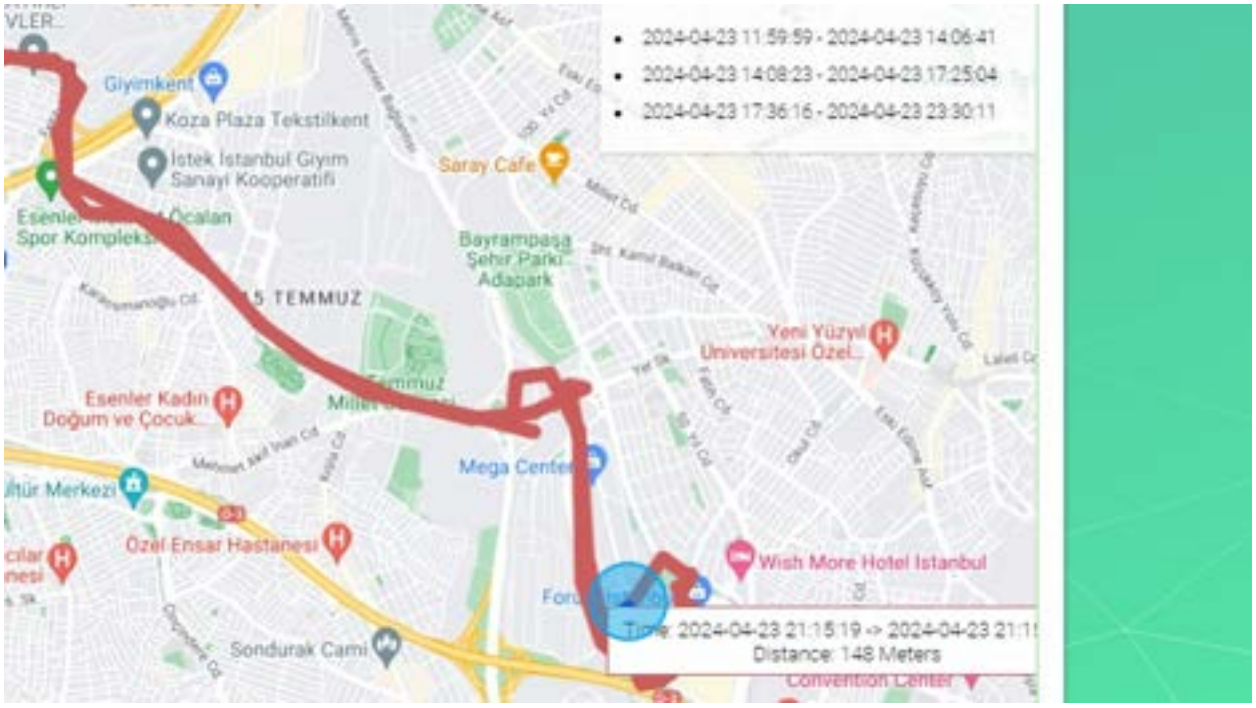
11. Detailed View: Click "Detailed" on the map for a breakdown of each stop, including time and distance.



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.



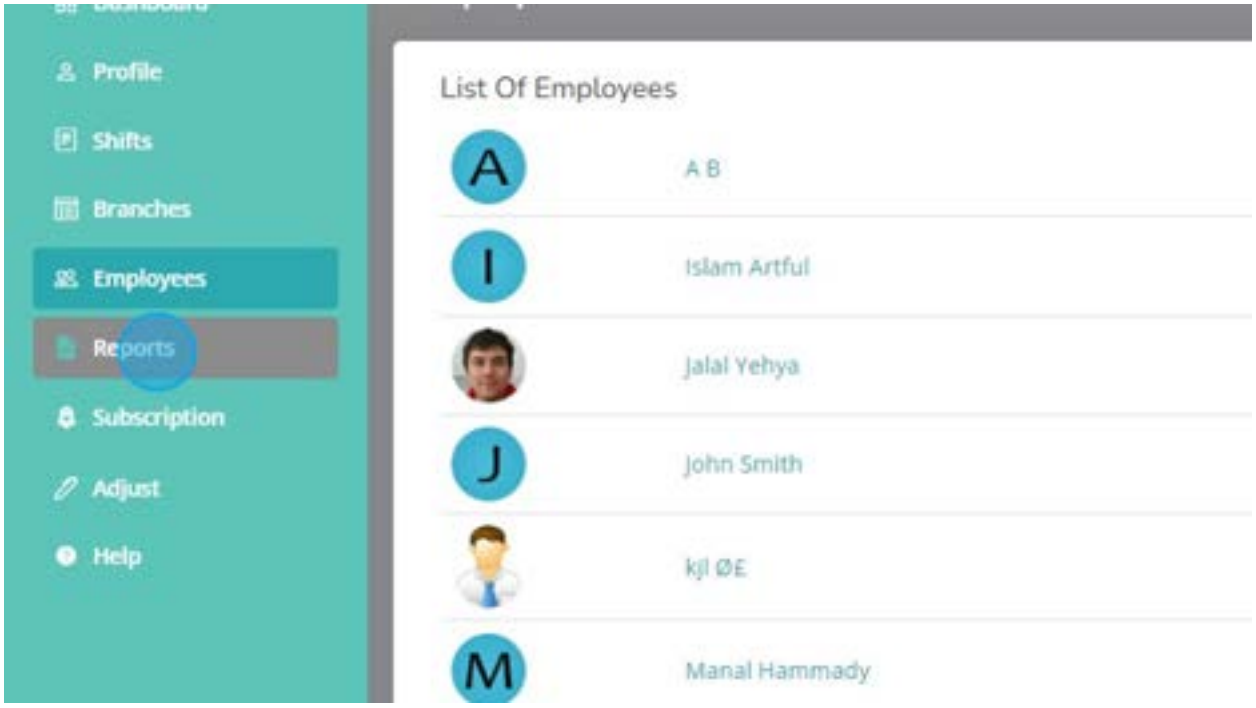
13.



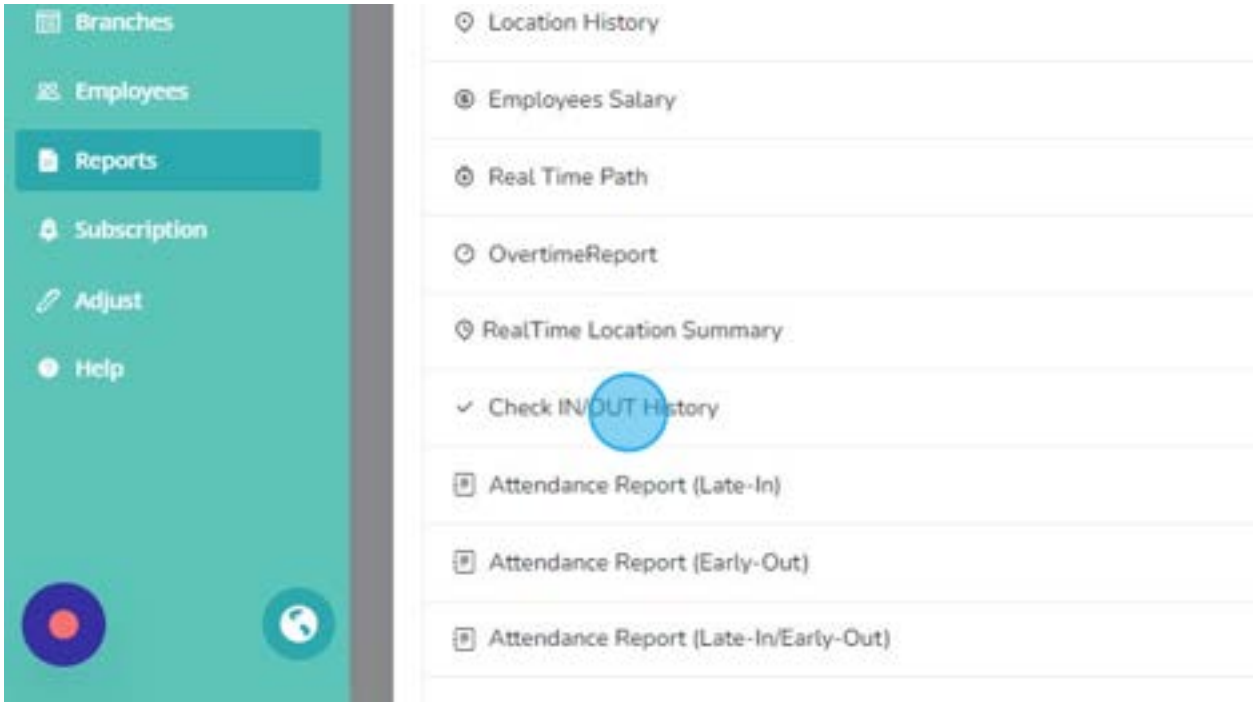
Generate Employee Check IN/OUT Report

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.

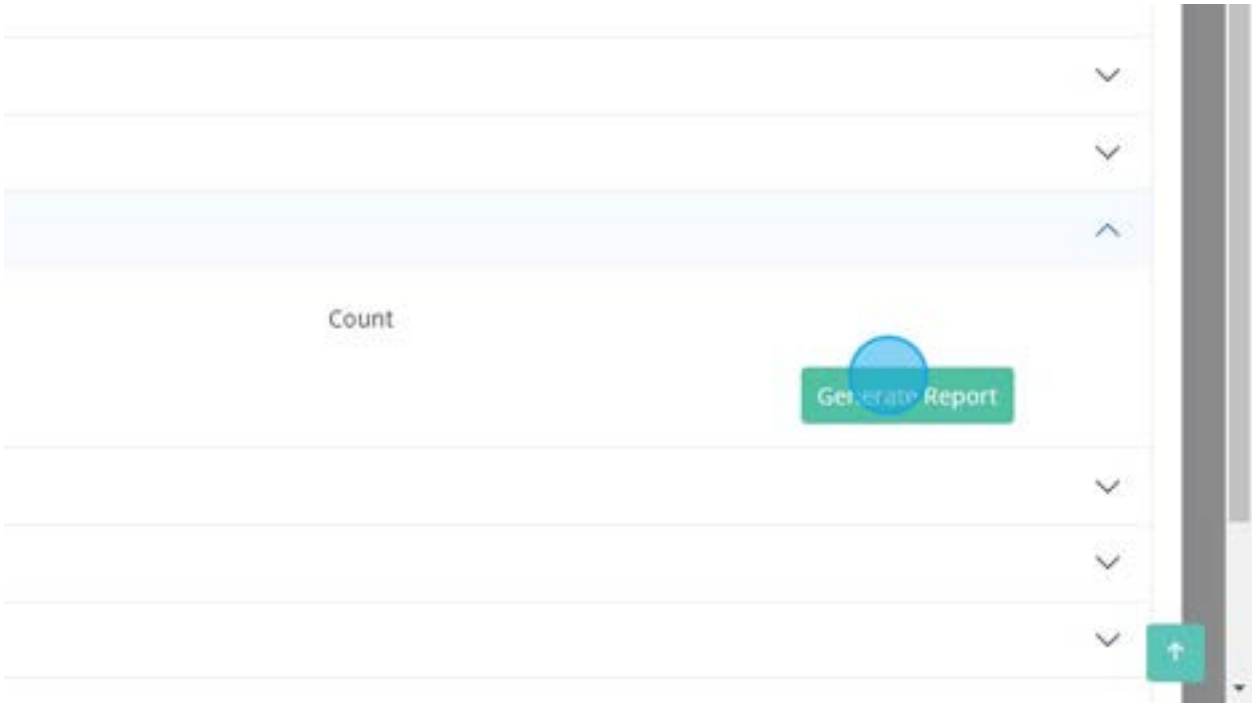
1. Click "Reports"



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.

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".

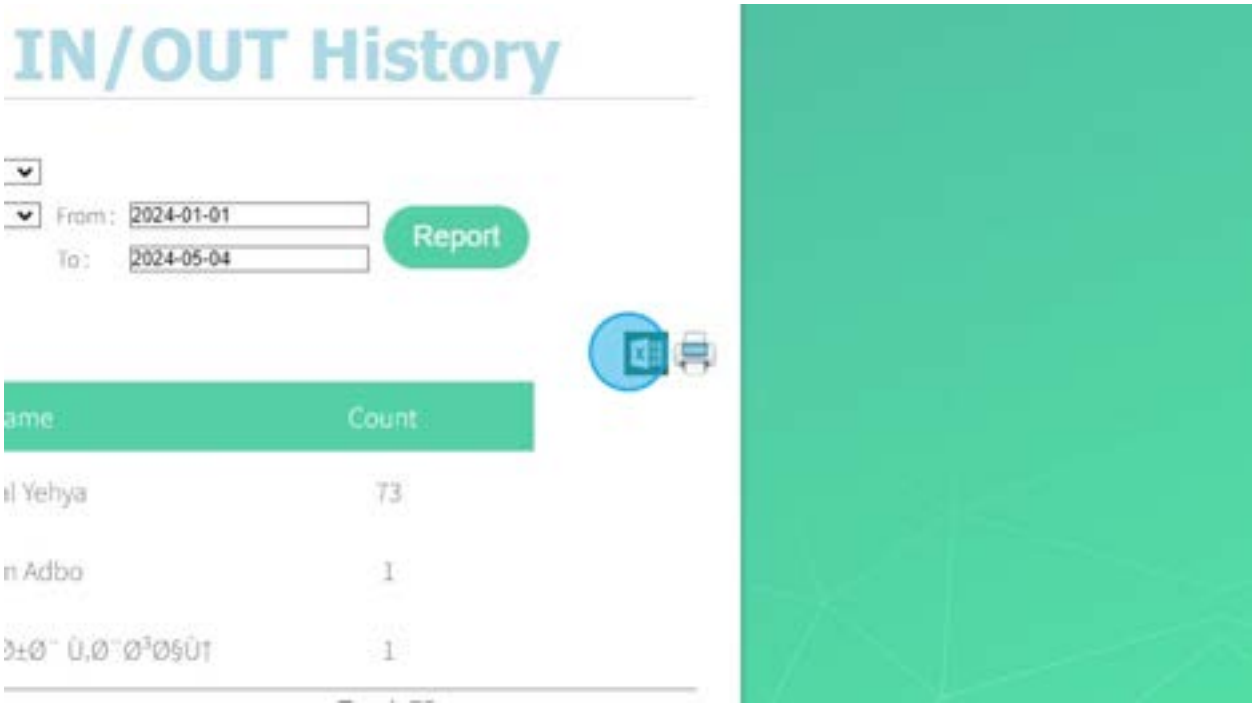
6. Date Range: Pick a start date and end date

7. Click "Report"

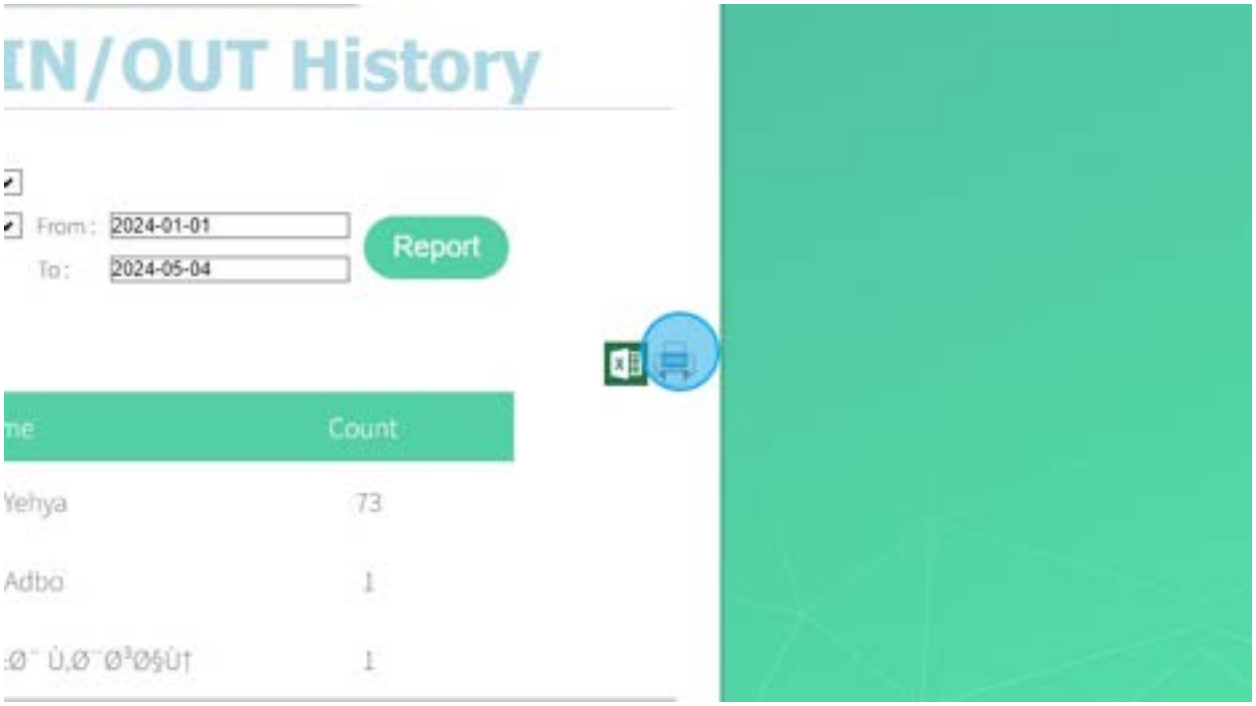
8. What You'll See

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

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



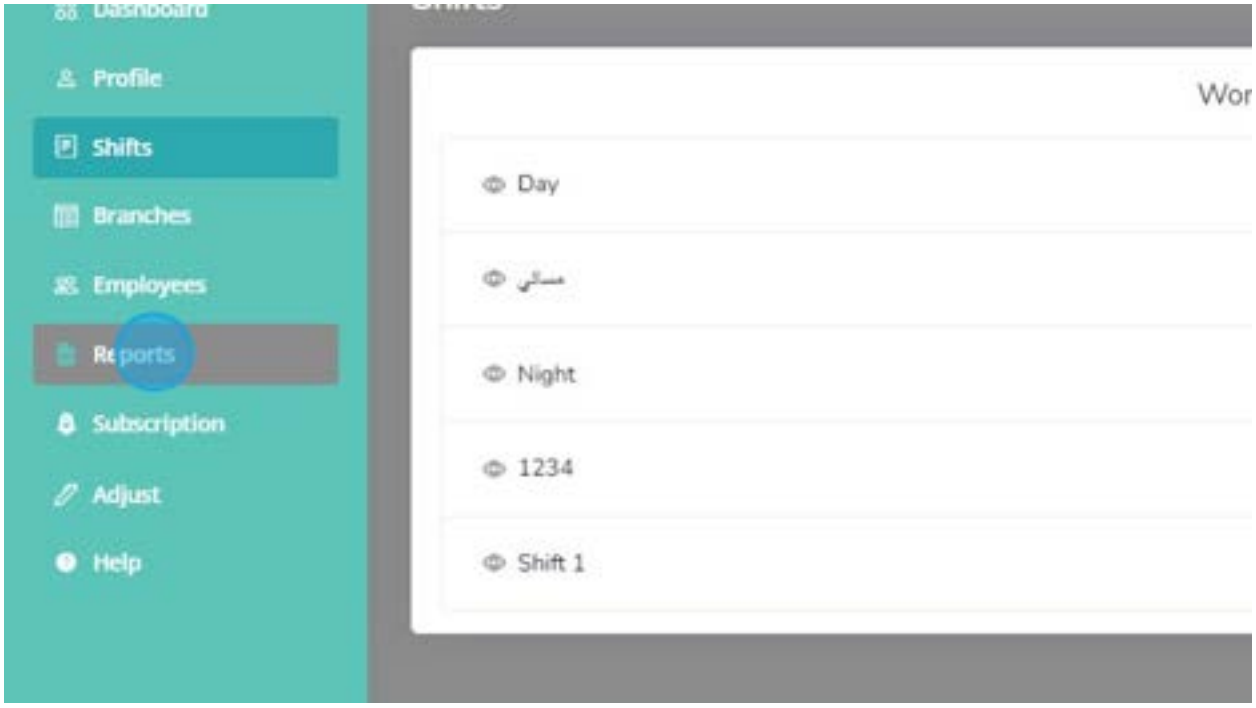
10. Click to print the report.


IN/OUT History
From: 2024-01-01
To: 2024-05-04
Report
Count
Yehya
73
Adbo
1
1

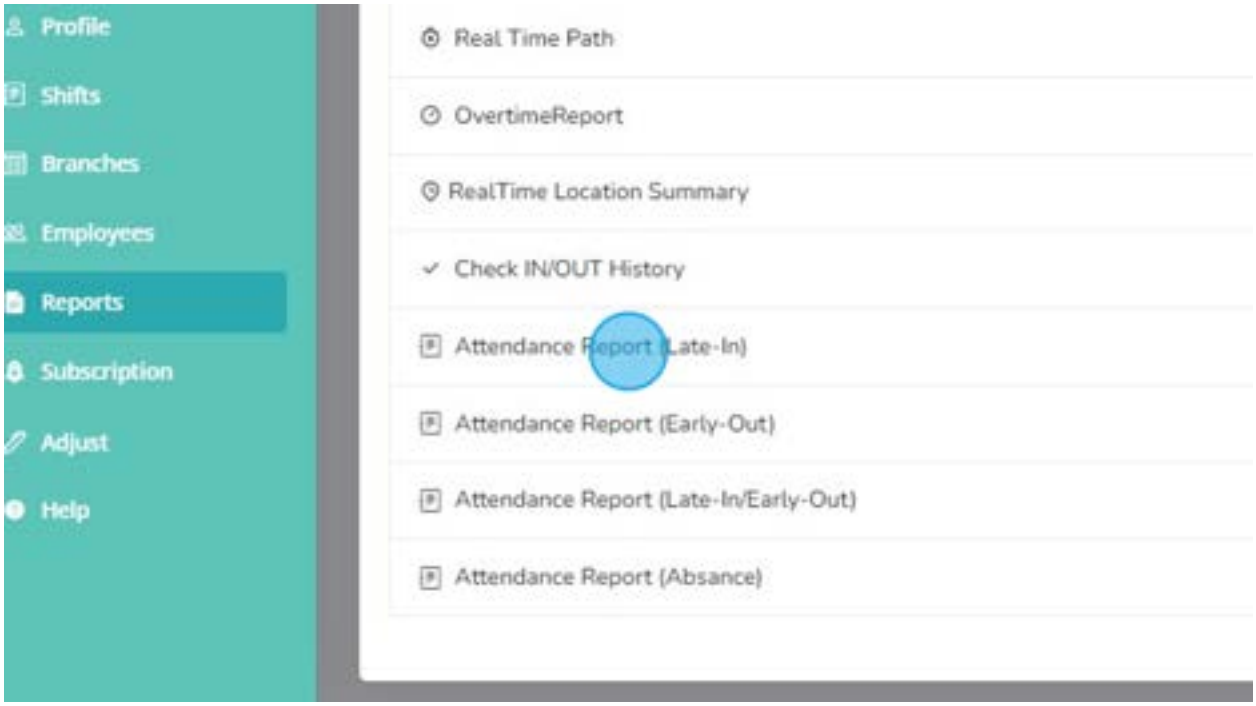
Generate Late-In Attendance Report

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.

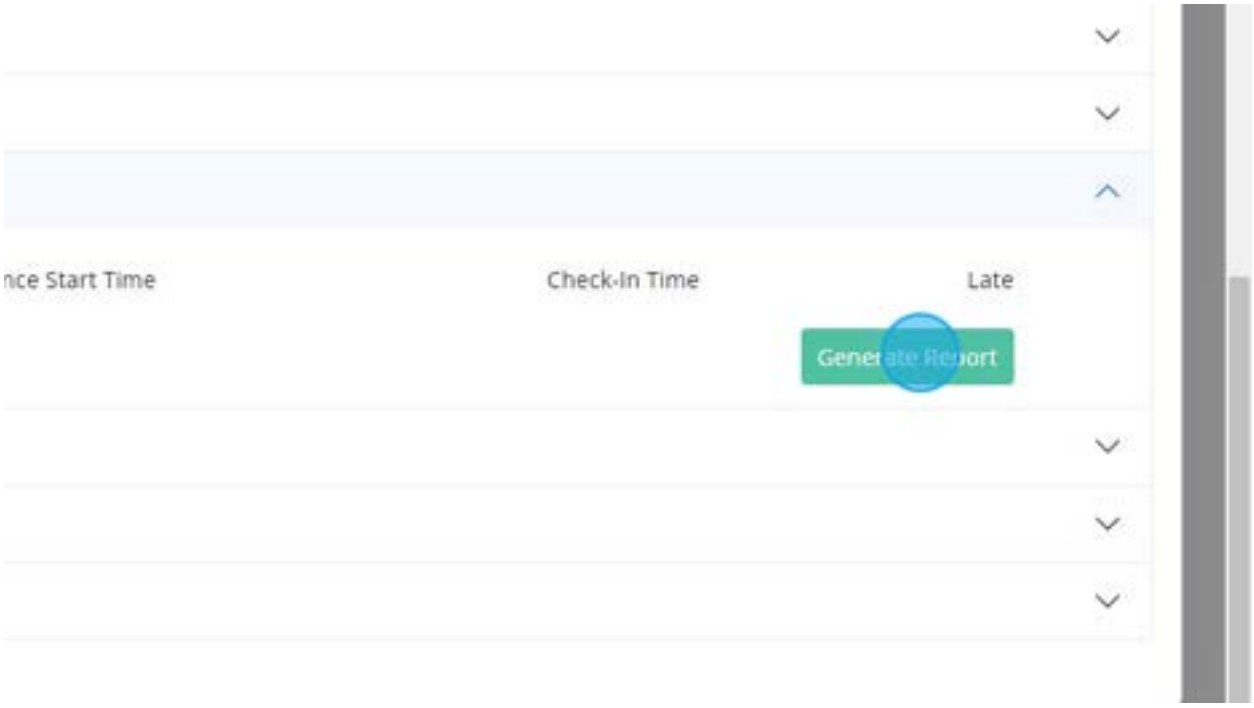
1. Click "Reports"



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



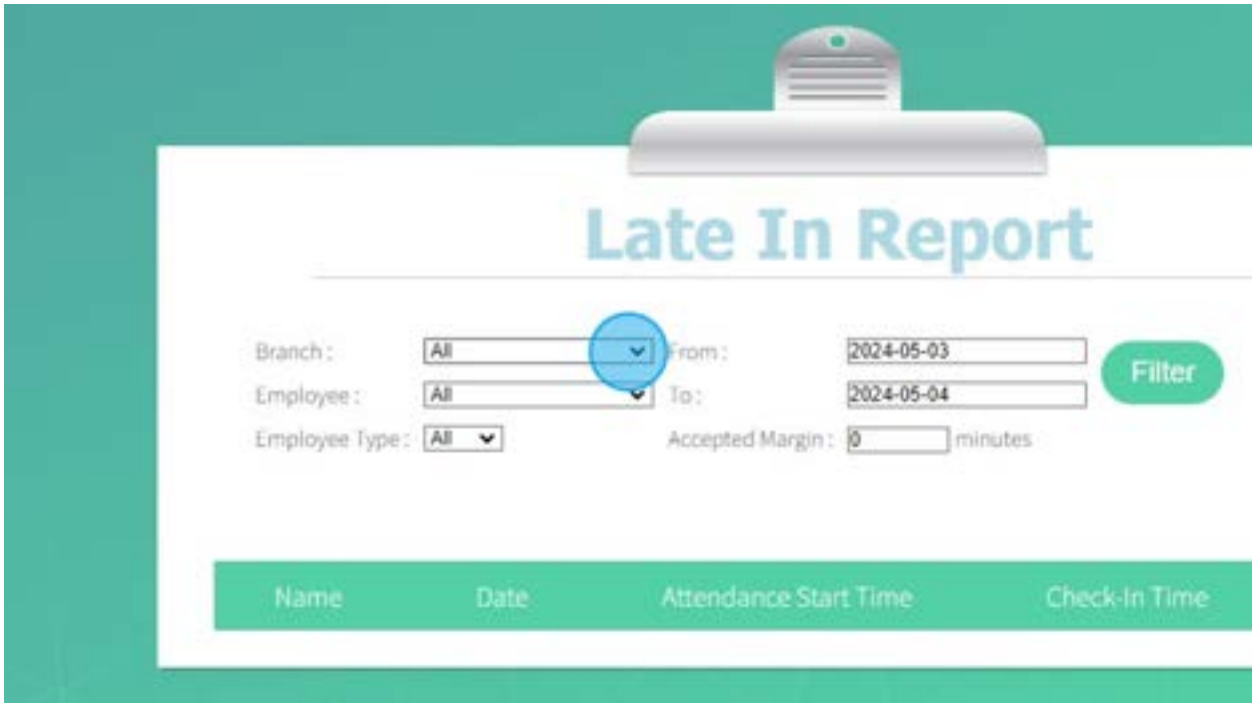
3. Click "Generate Report"



4. Set Your Filters:

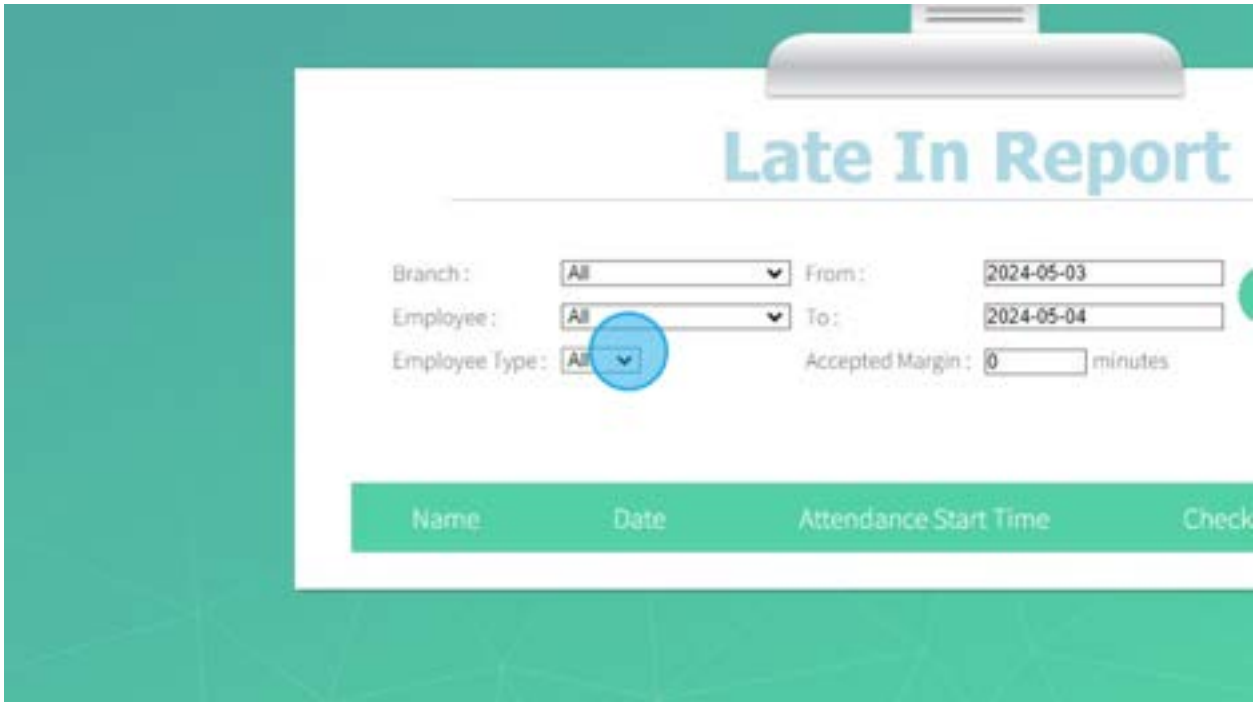
- Branch: See data for one branch or all of them.

- Employee: Choose a specific employee or see everyone.

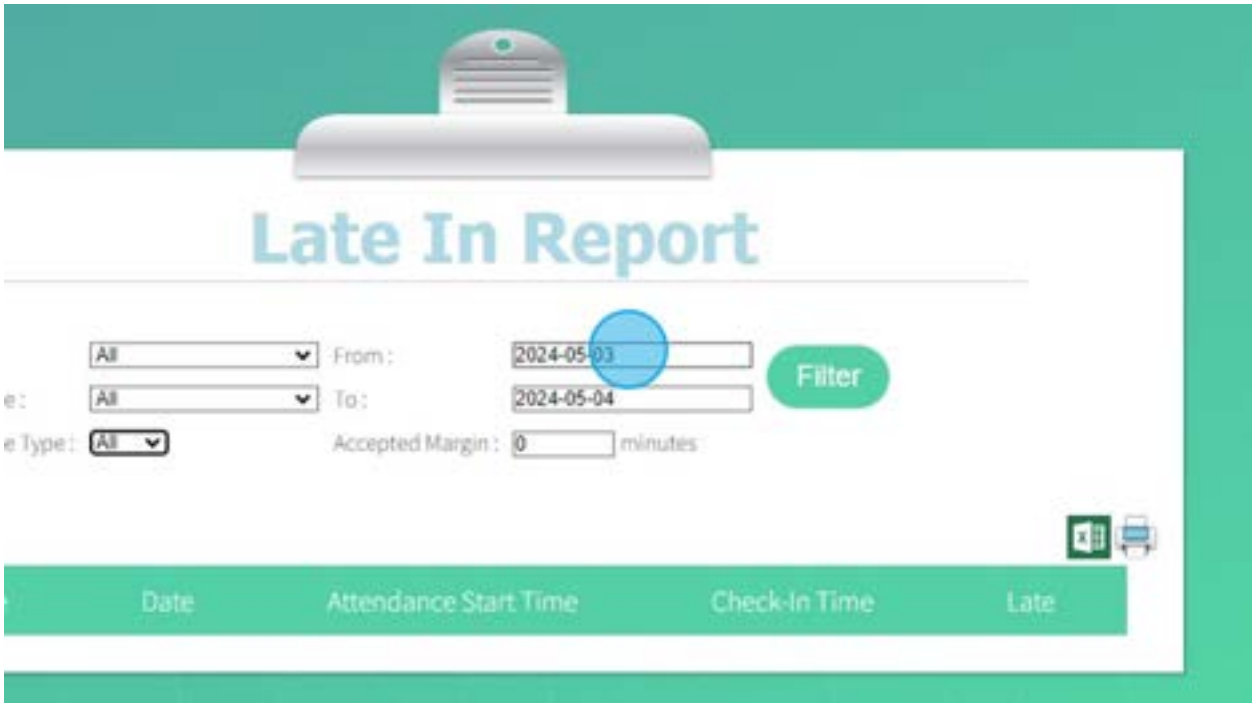


5. Record Type: Choose Your Attendance Focus

- 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.

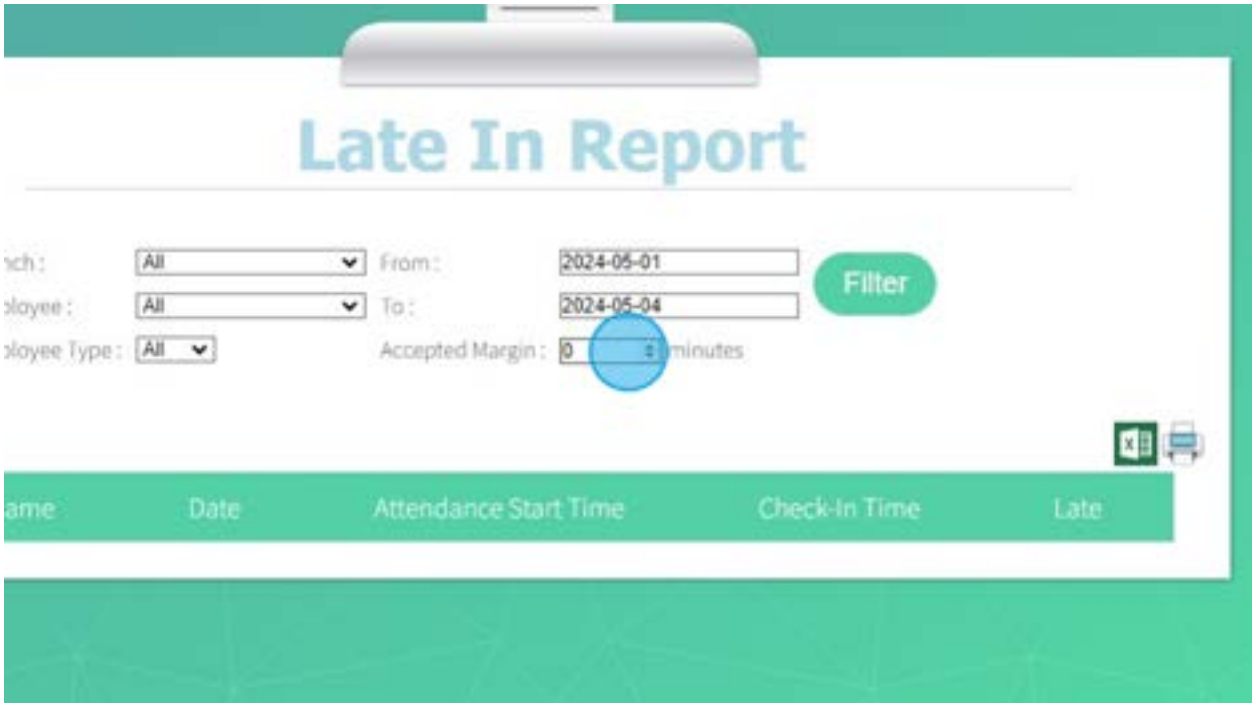


6. Date Range: Pick a start date and end date

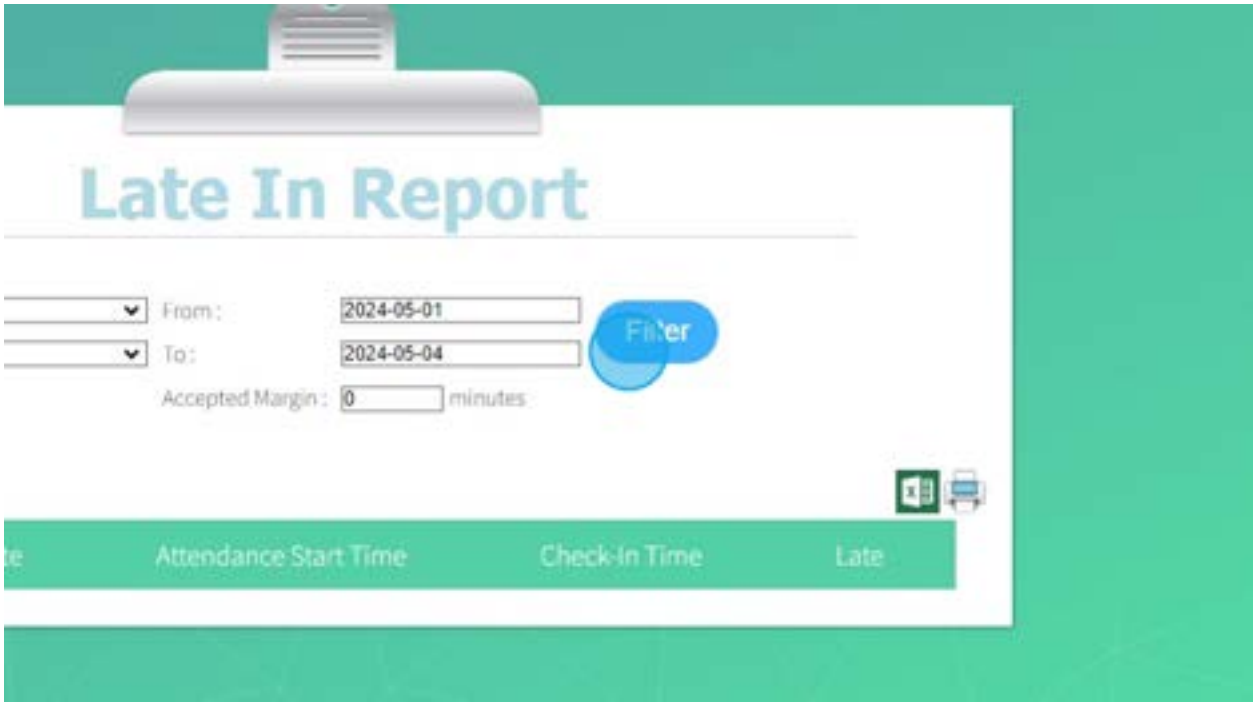


7. Set Your Tolerance:

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.

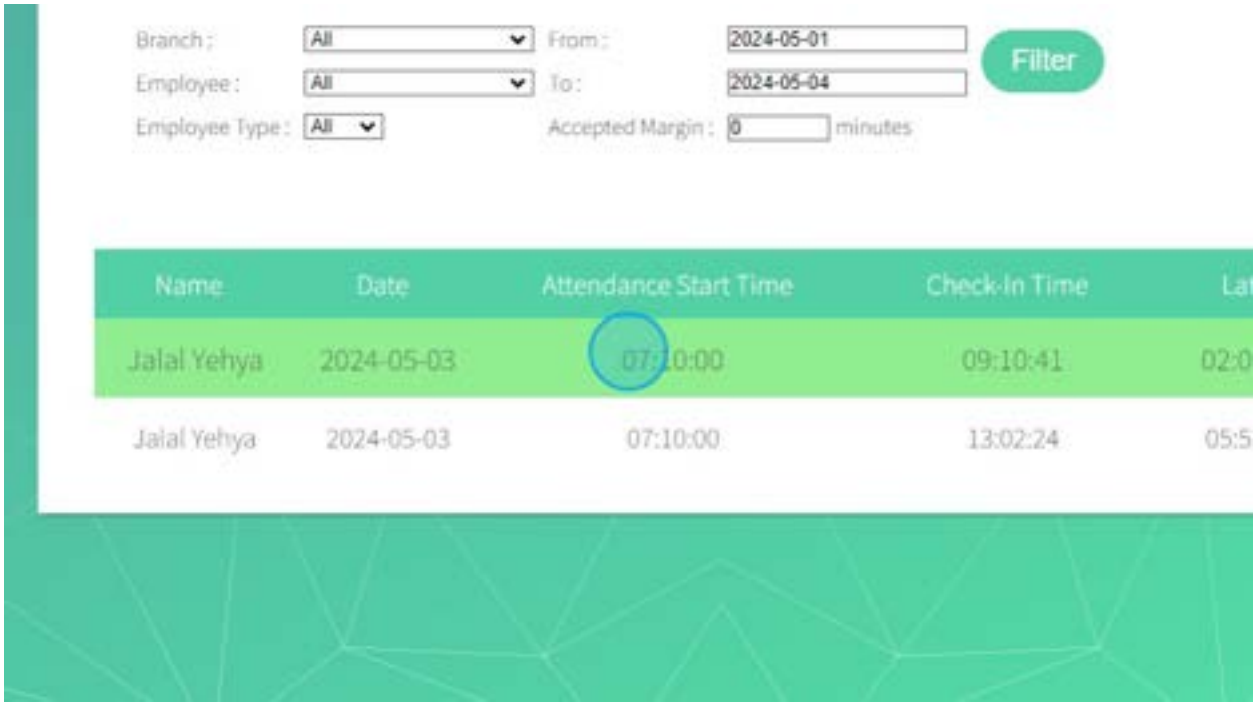


8. Click "Filter"

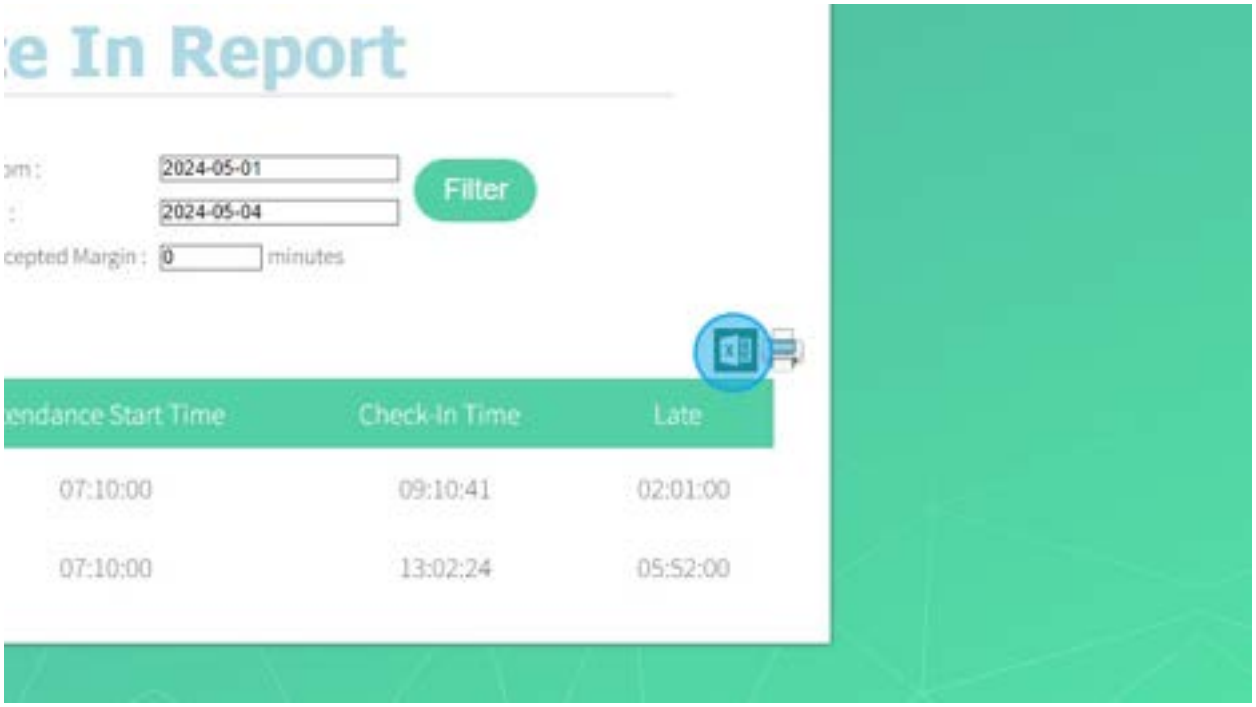


9. What You'll See:

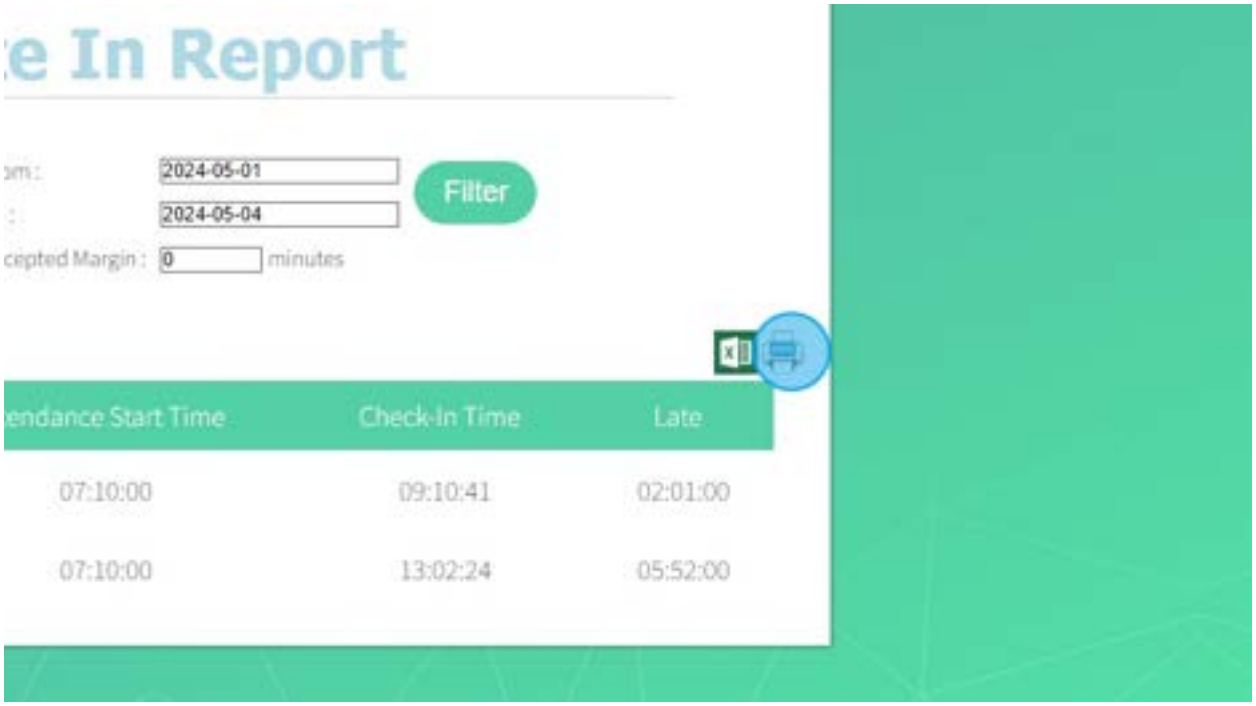
- Employee Name
- Date
- Attendance Start time: Scheduled Start Time. The time the employee's shift was supposed to begin.
- Check-in Time: Actual Check-In Time. The time they actually checked in.
- Late (minutes): How many minutes late the employee was.



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

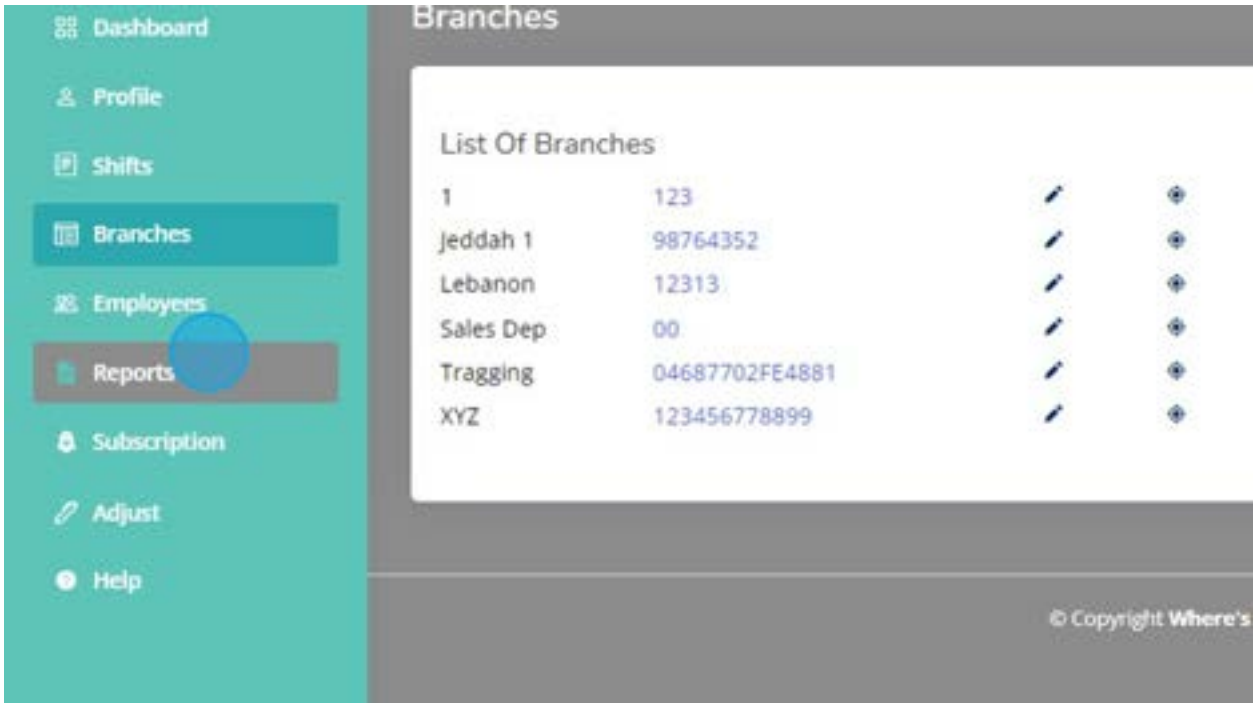


11. Click to print the report.

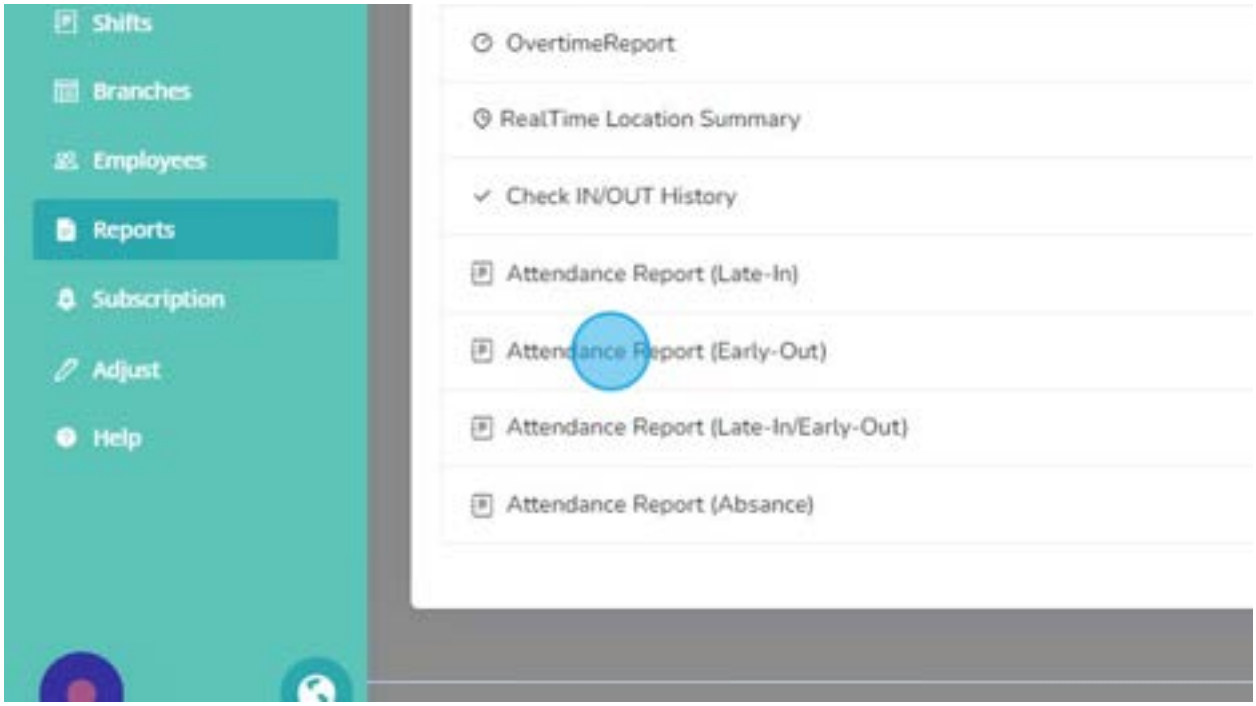

e In Report
2024-05-01
2024-05-04
Filter
cepted Margin :
0
minutes
endance Start Time
Check-In Time
Late
07:10:00
09:10:41
02:01:00
07:10:00
13:02:24
05:52:00

Generate Early-Out Attendance Report for Specific Time Slot

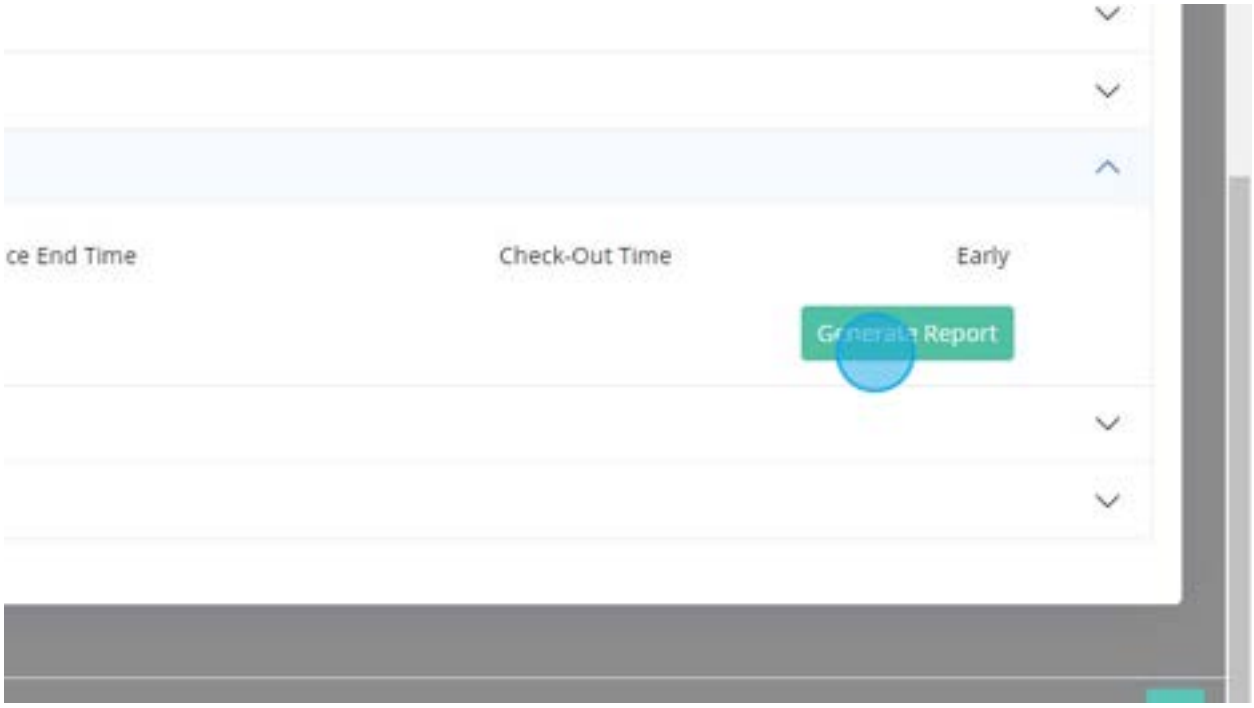
1. Click "Reports"



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



3. Click "Generate Report"



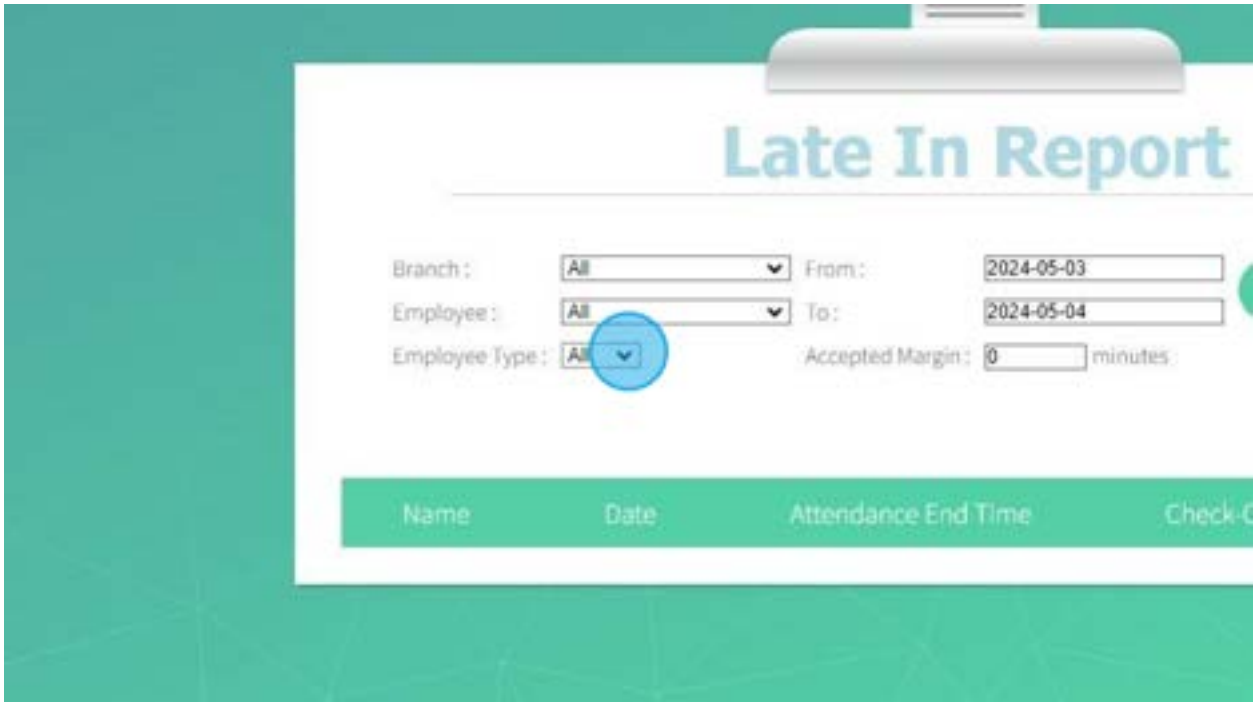
4. Set Your Filters:

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

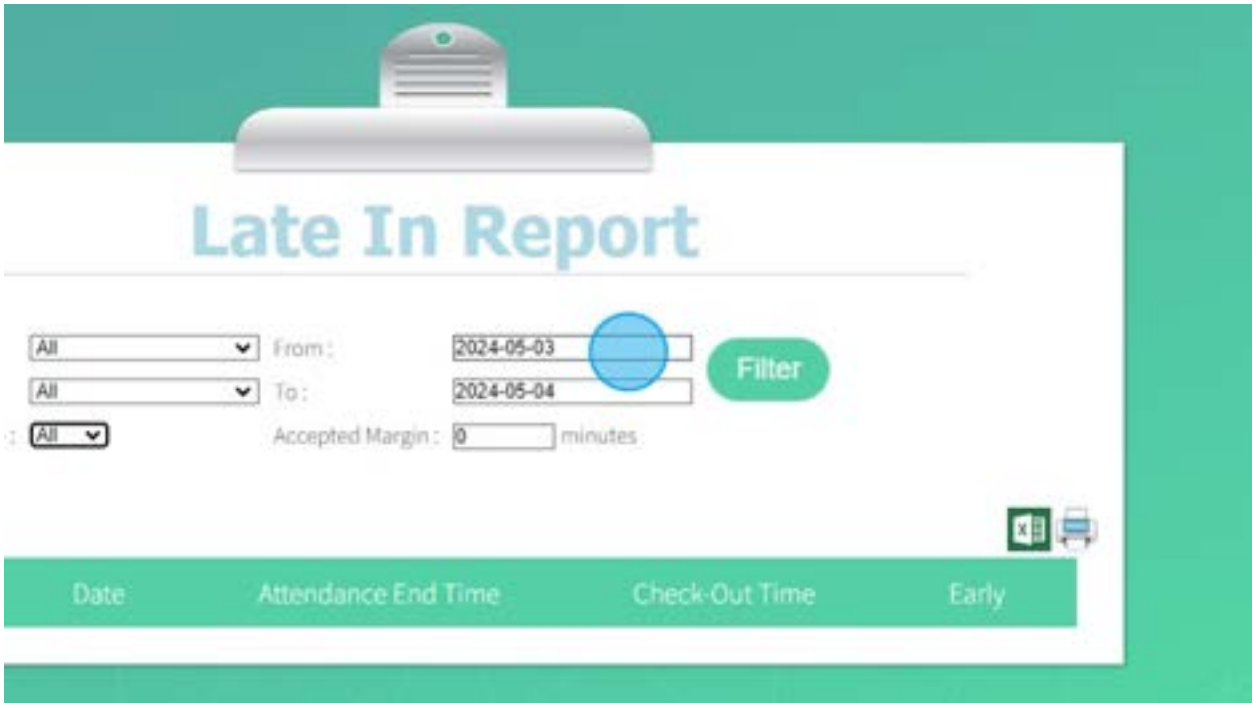
- Employee: Choose a specific employee or see everyone.

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.

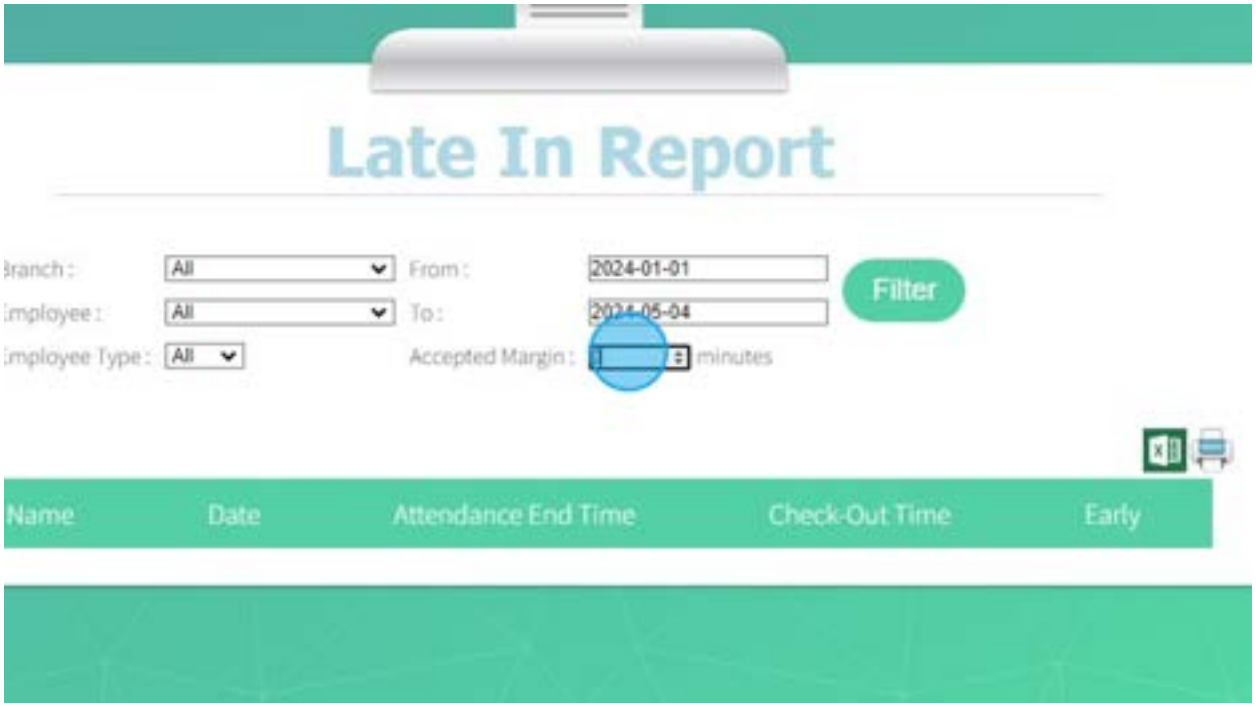


6. Date Range: Pick a start date and end date

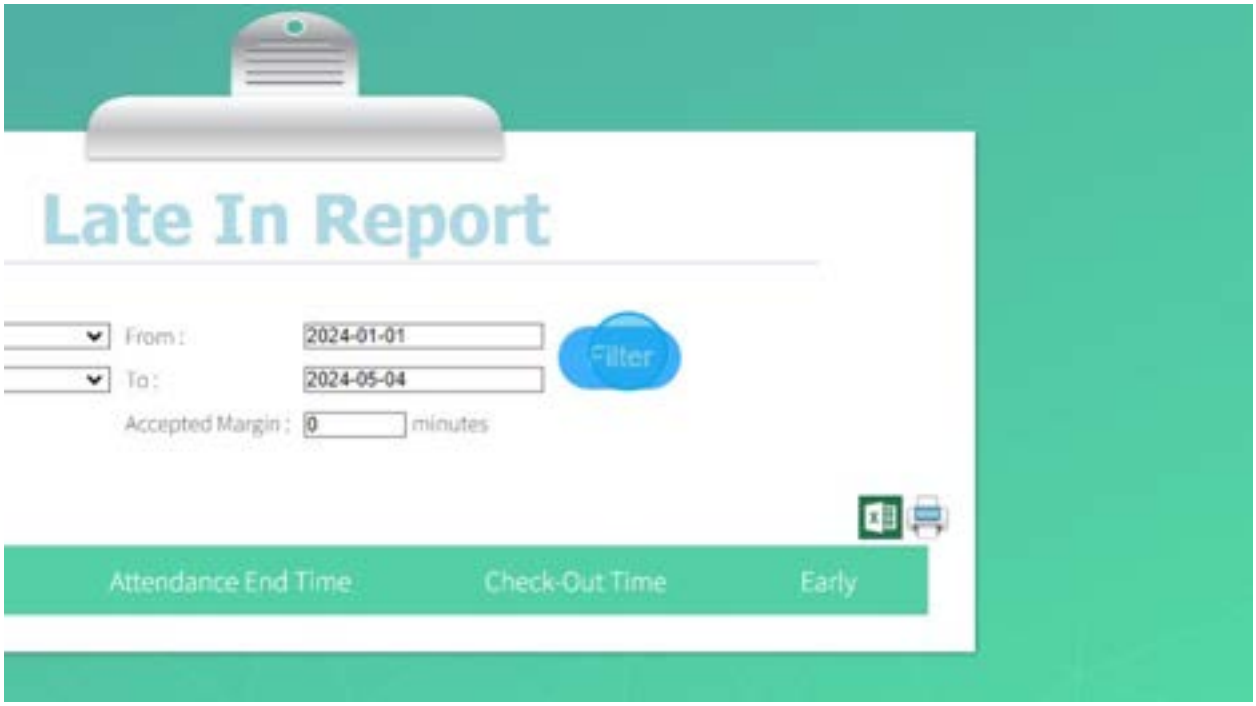


7. Set Your Tolerance:

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.



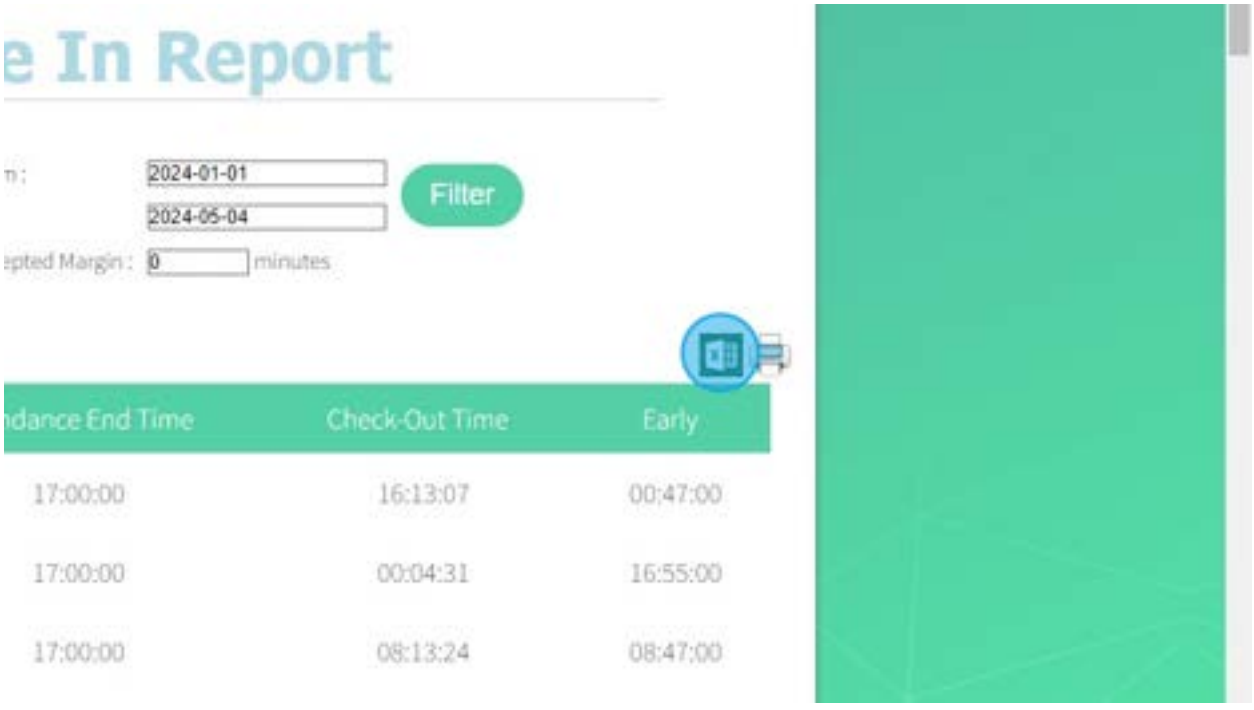
8. Click "Filter"



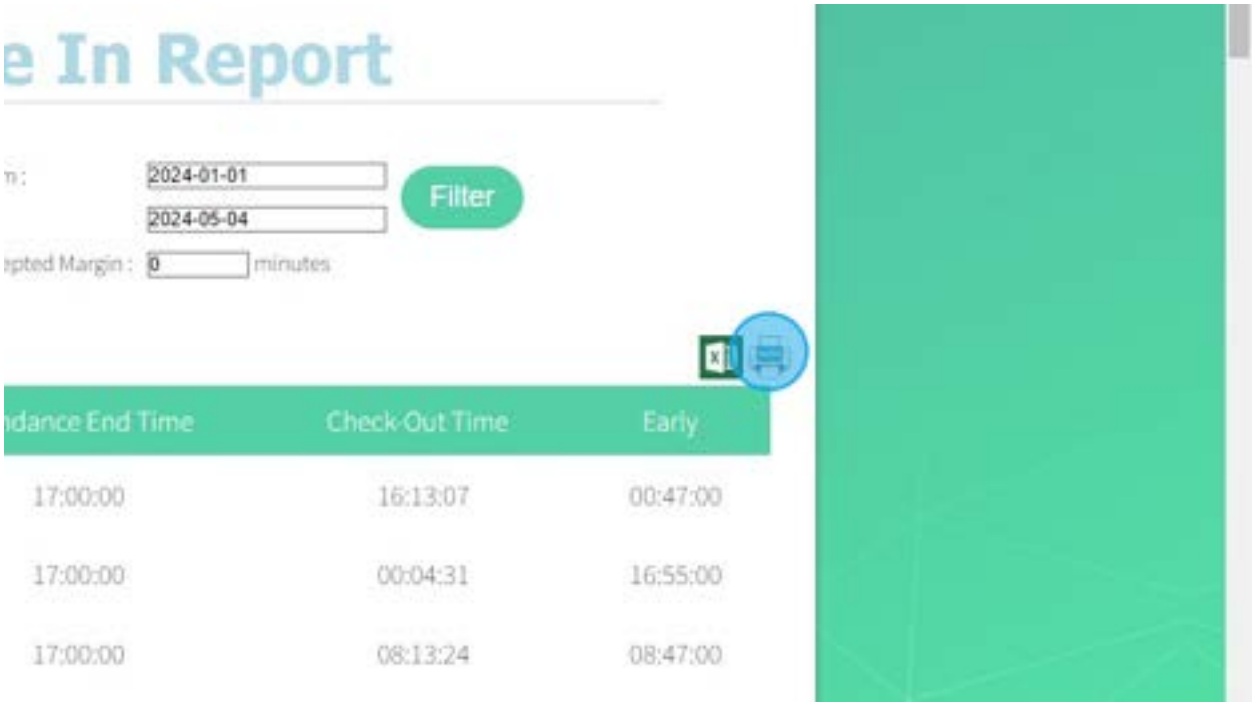
9. What You'll See:

- 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.

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



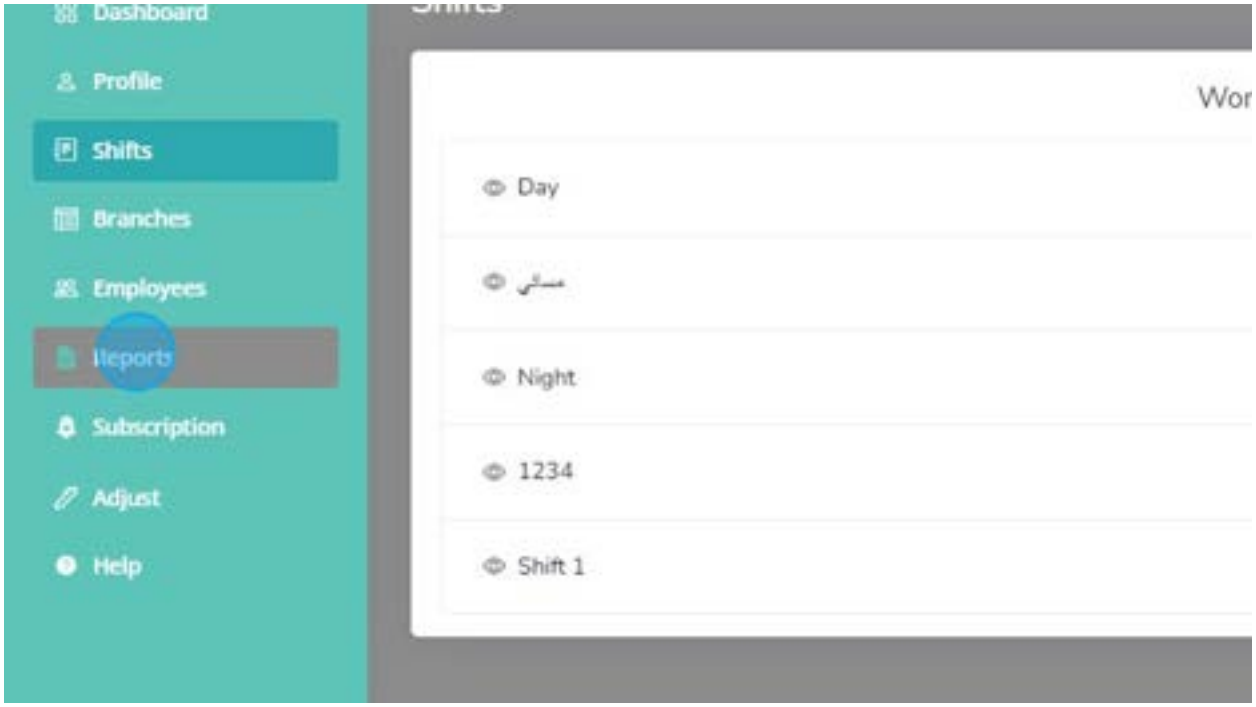
11. Click to print the report.


e In Report
2024-01-01
2024-05-04
Filter
0
minutes
dance 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.

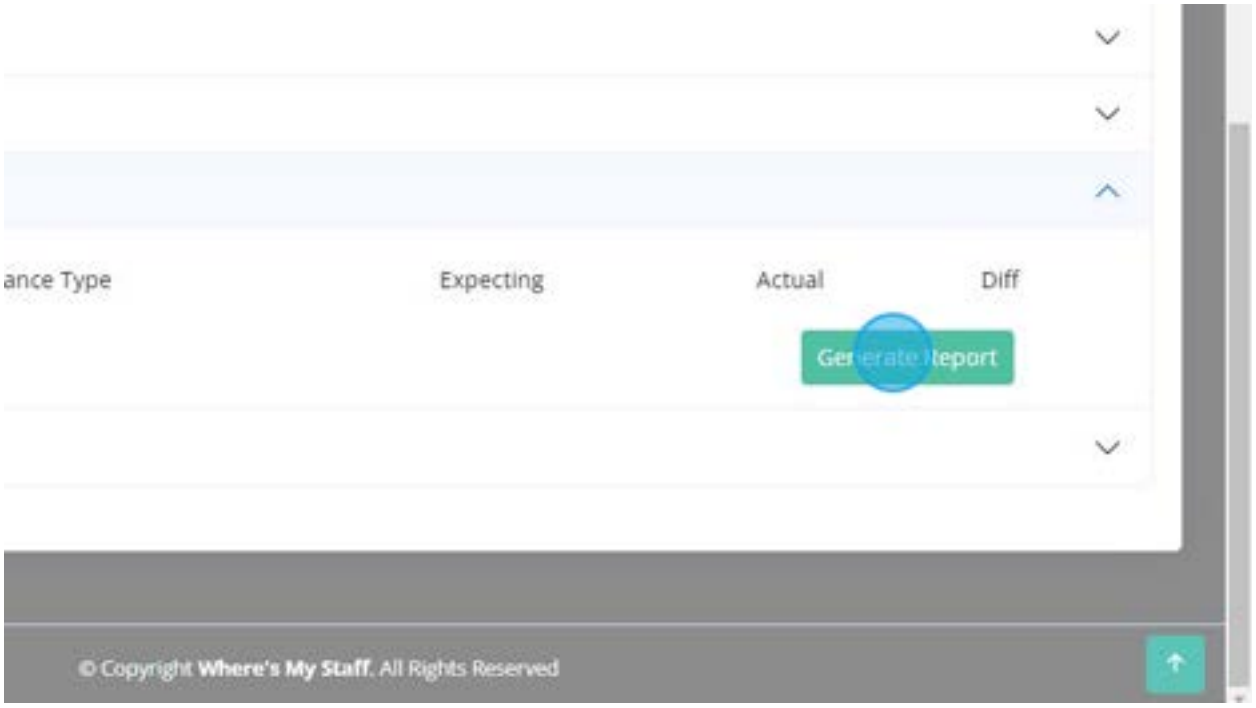
This guide provides step-by-step instructions on how to generate an attendance report for late-in and early-out. It explains how to set filters, choose the attendance focus, set tolerance, and view the report. It also includes options to export the report to an Excel file or print it. This guide is useful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



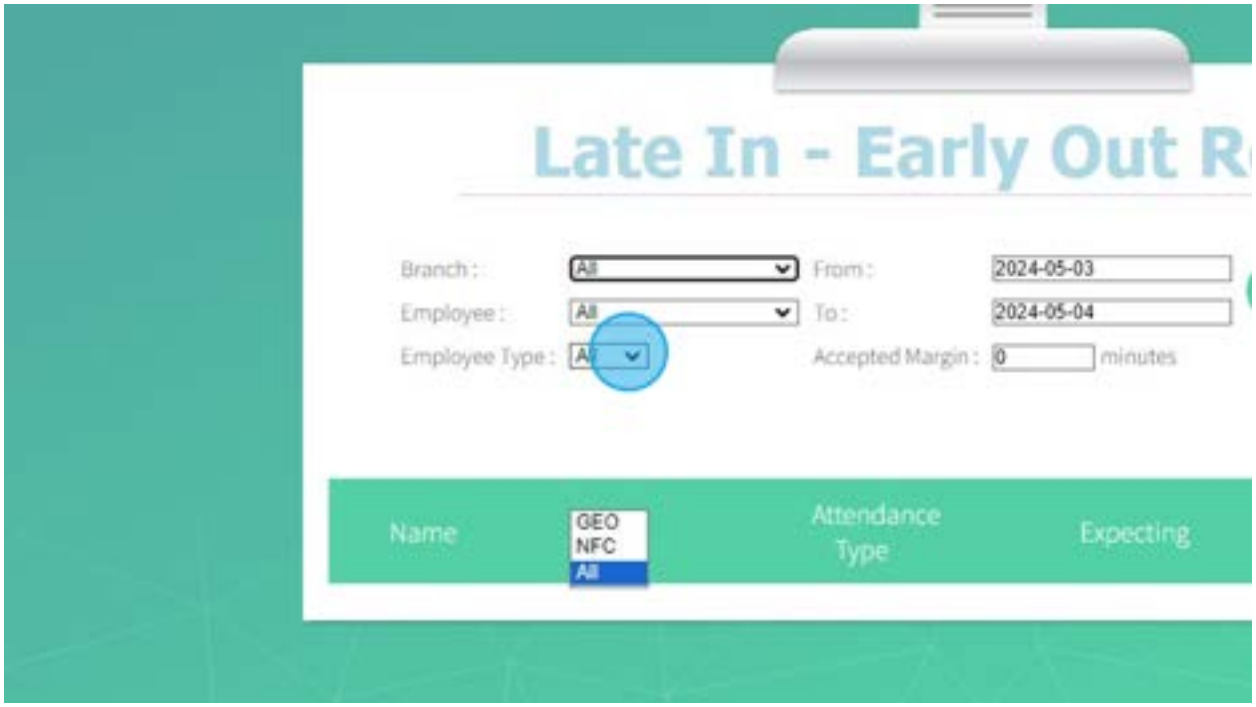
4. Set Your Filters:

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

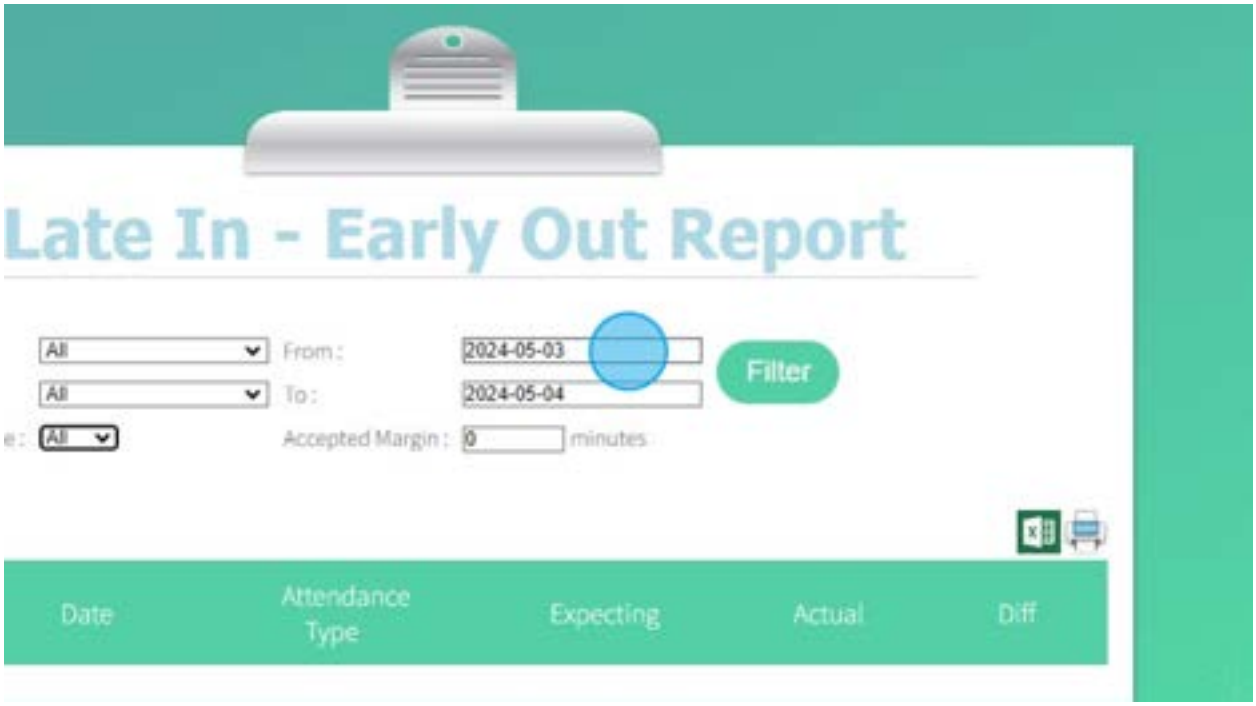
- Employee: Choose a specific employee or see everyone.

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.



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.

8. Click "Filter"

What You'll See:

Employee Name

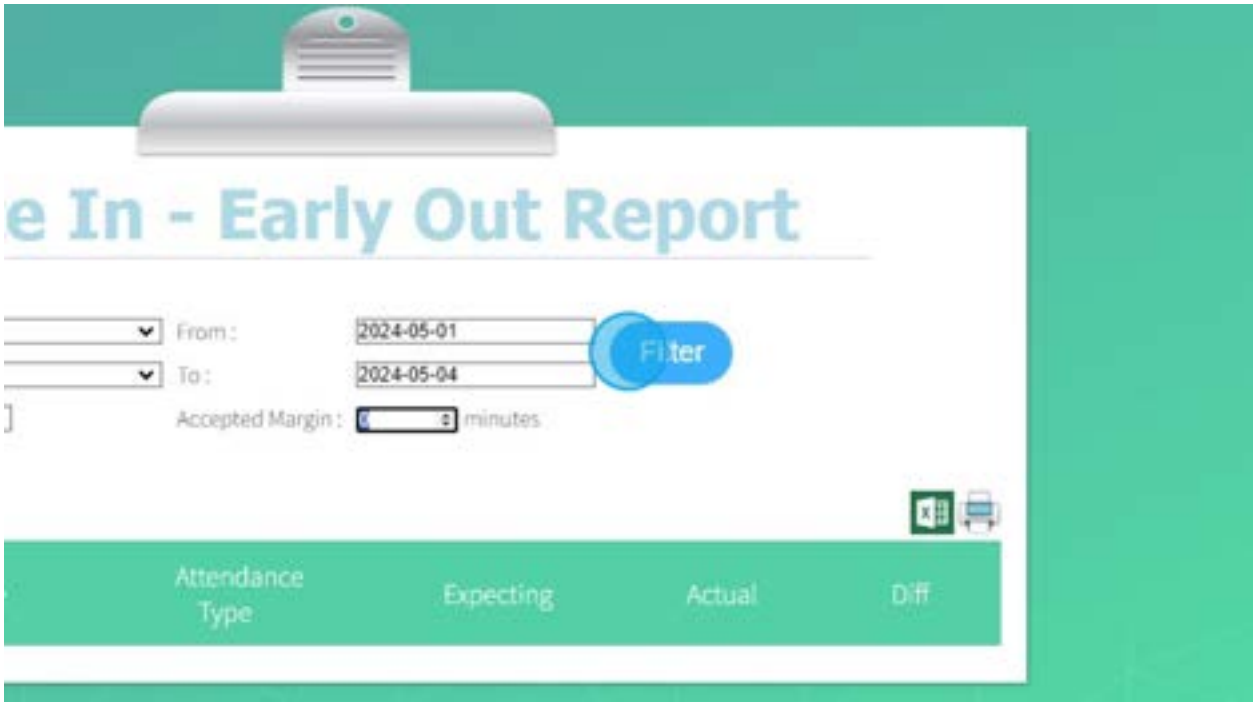
Date

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

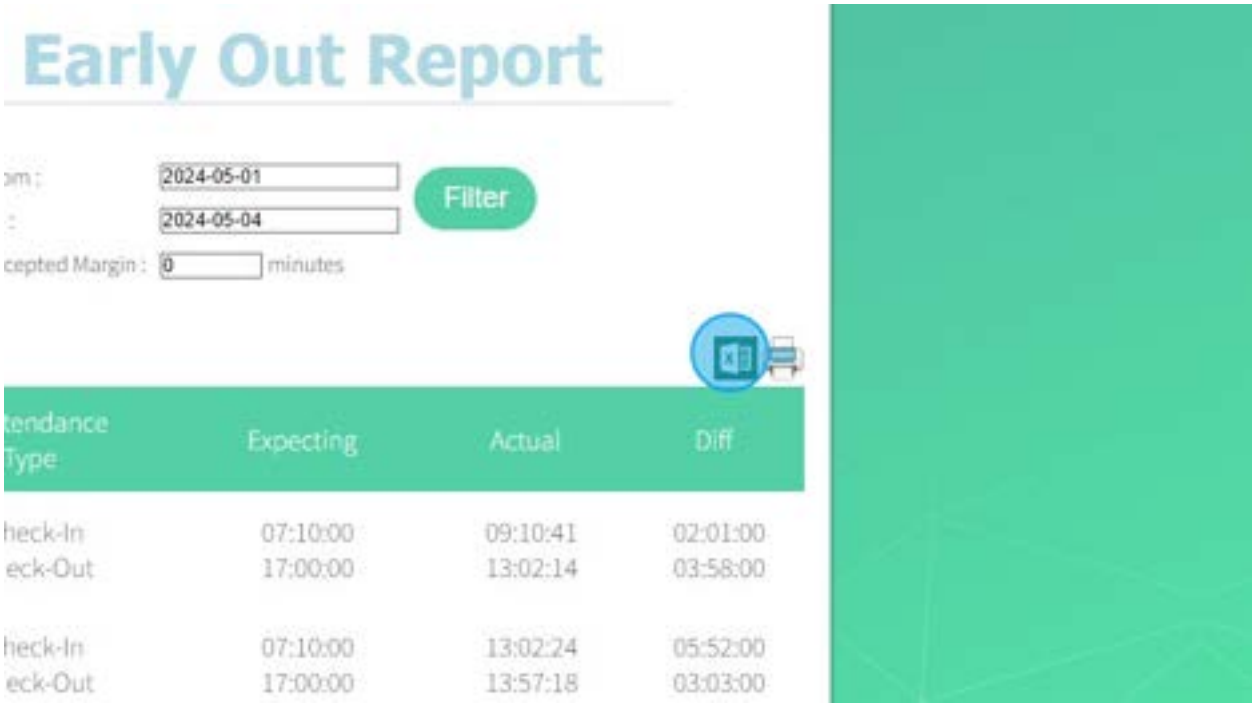
Expecting: The employee's scheduled start and end times for their shift.

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

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



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



10. Click to print the report.

Early Out Report

om : 2024-05-01

: 2024-05-04

Filter

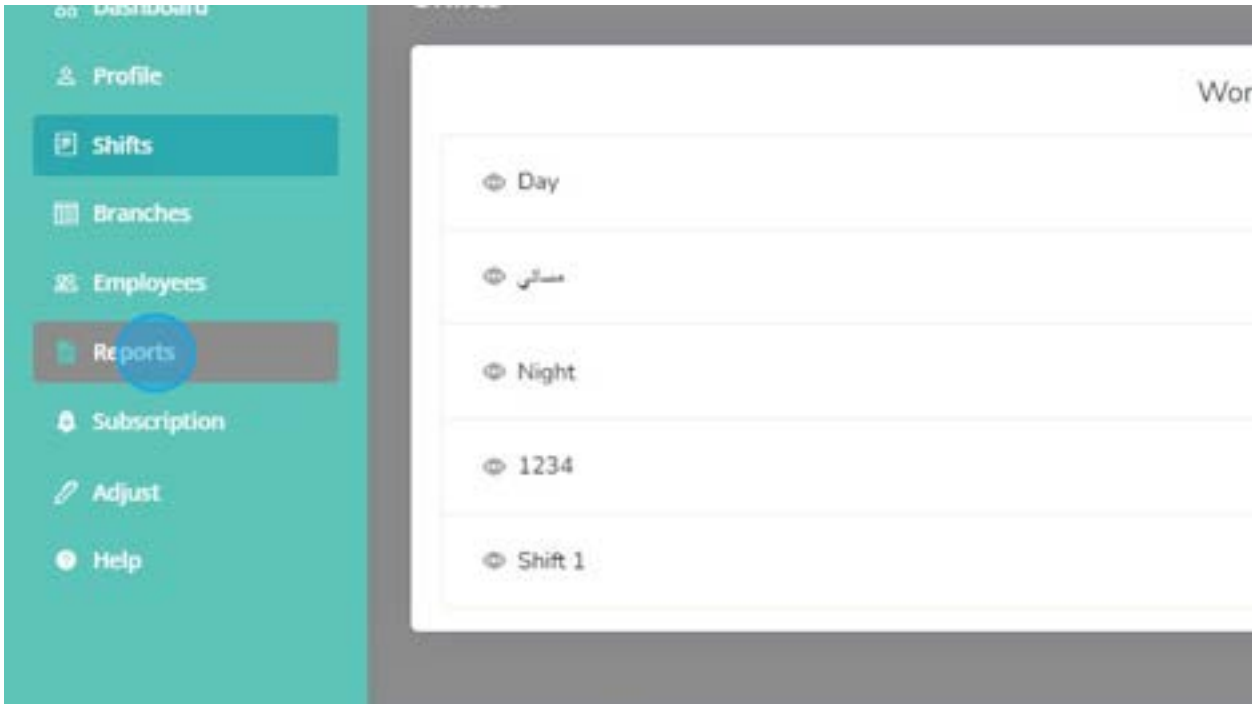
cepted Margin : 0 minutes

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

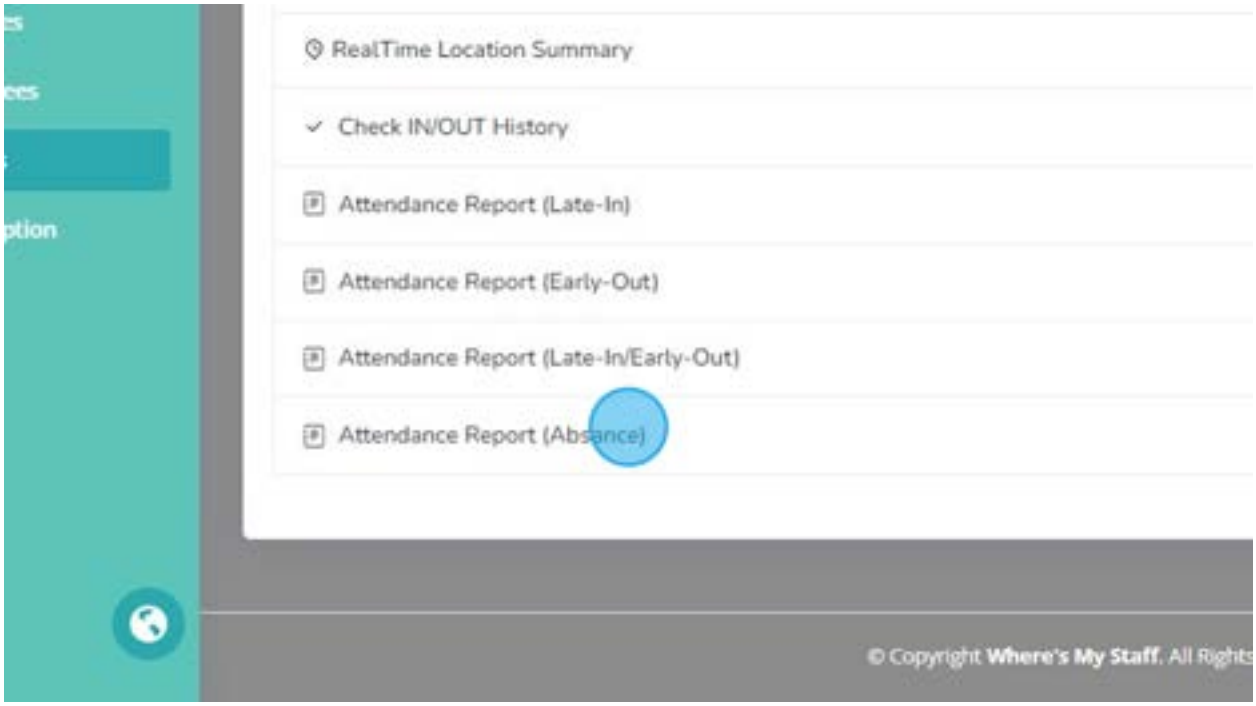
Generate Absence Report

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.

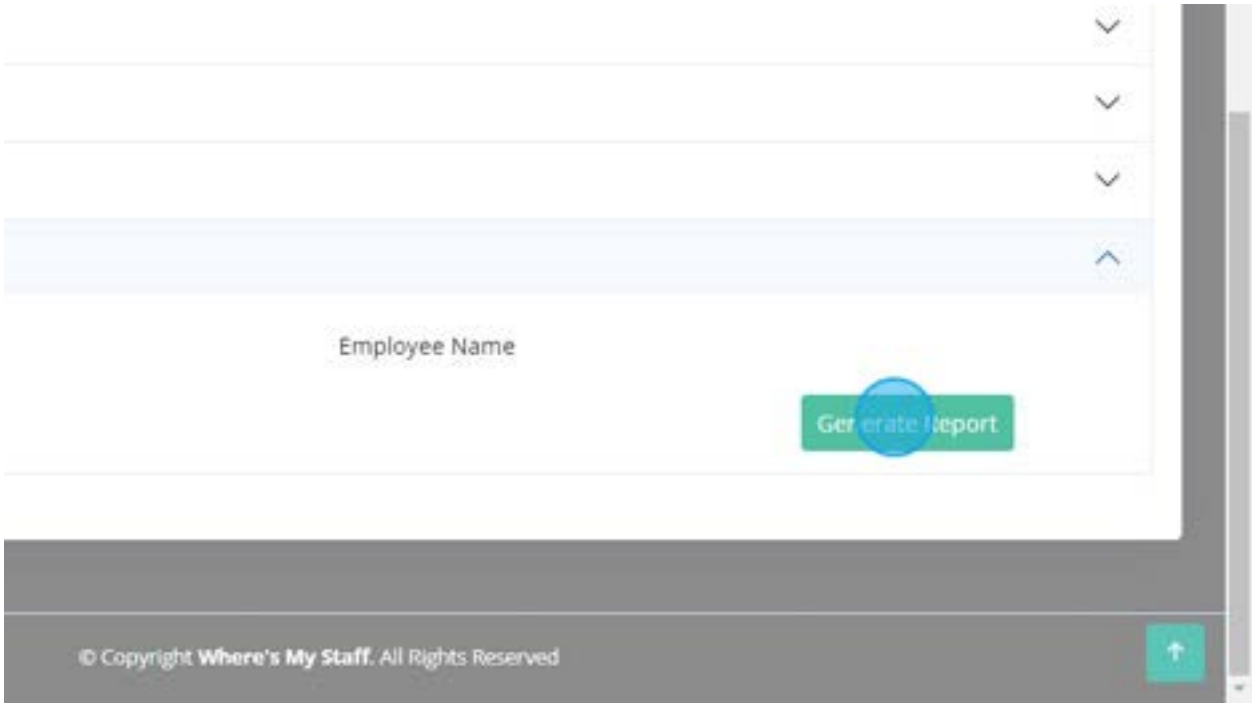
1. Click "Reports"



2. Click "Attendance Report (Absance)"



3. Click "Generate Report"



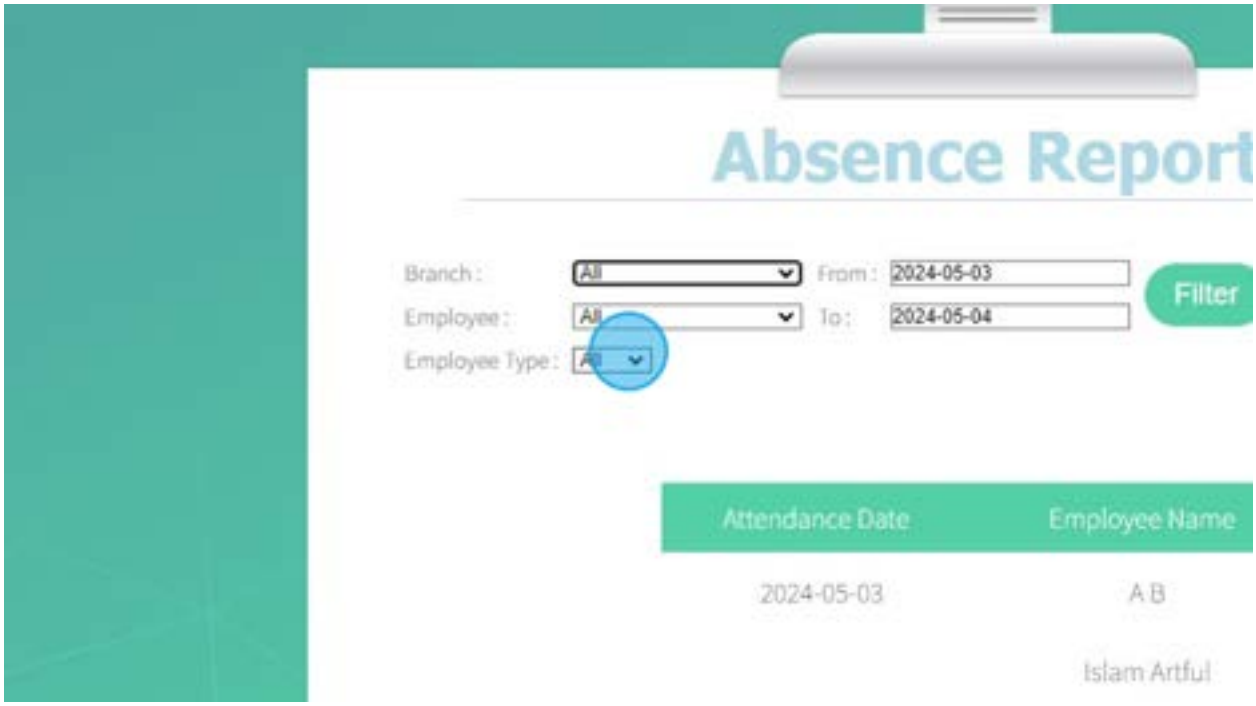
4. Set Your Filters:

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

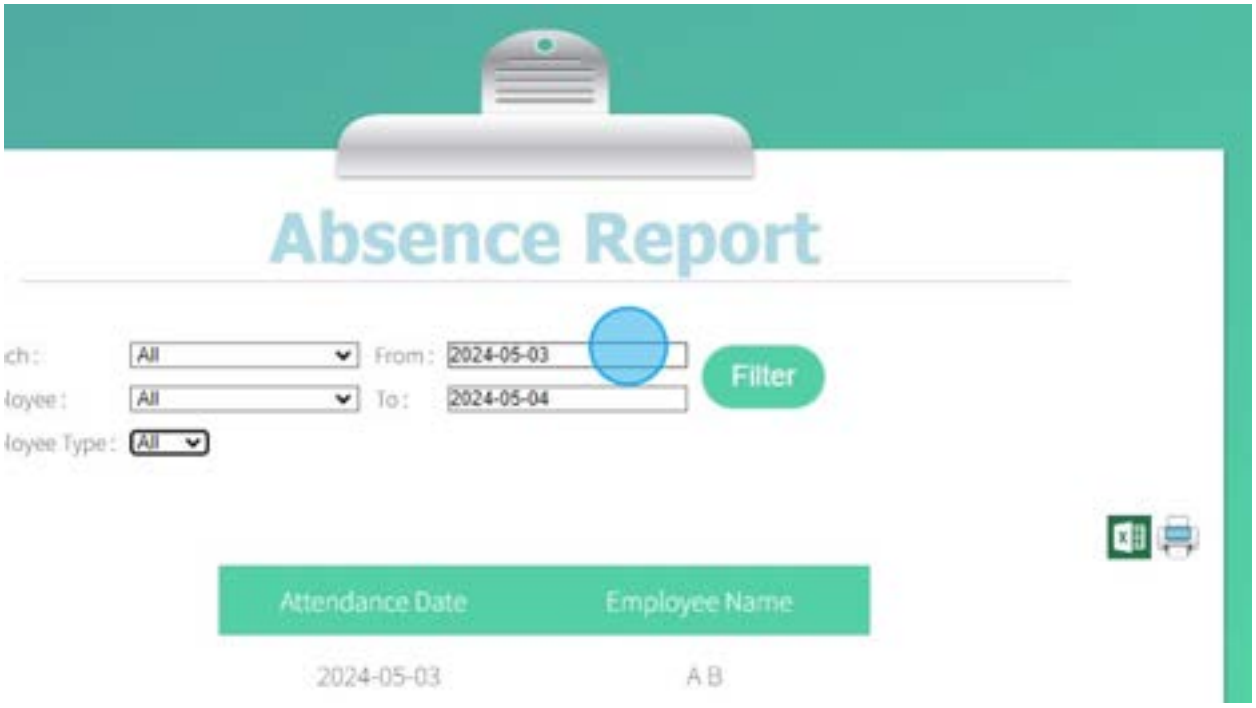
- Employee: Choose a specific employee or see everyone.

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".

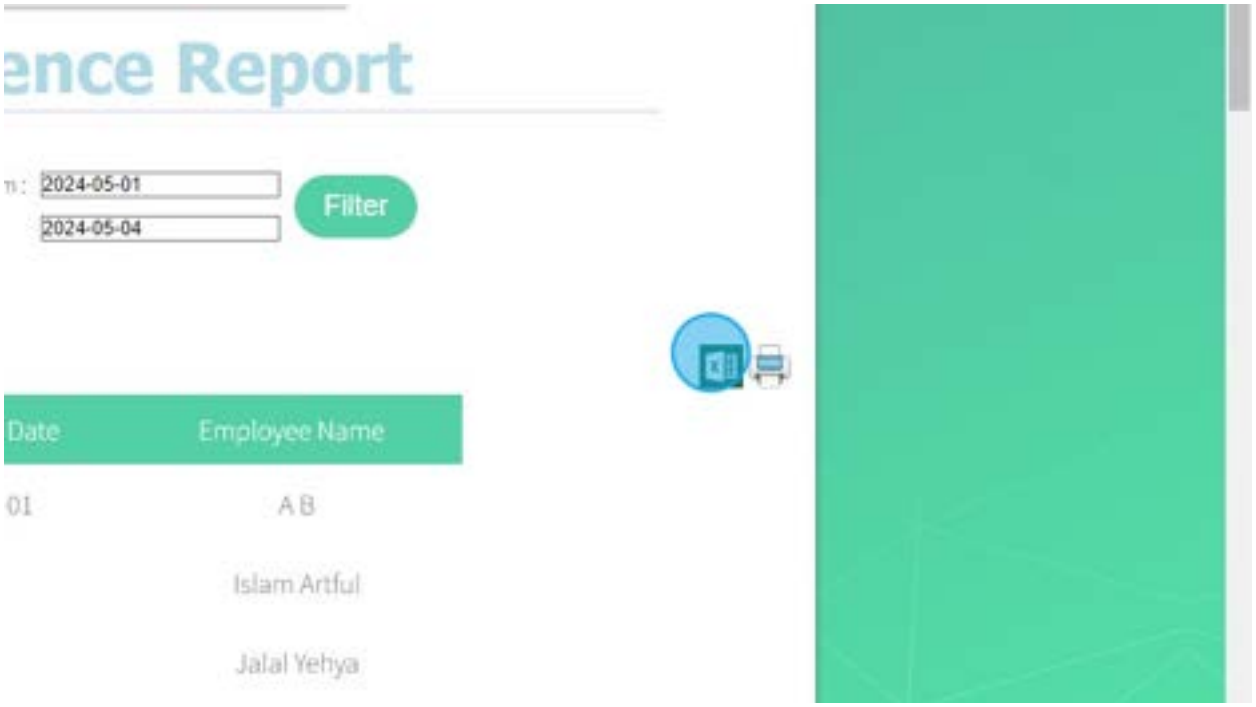
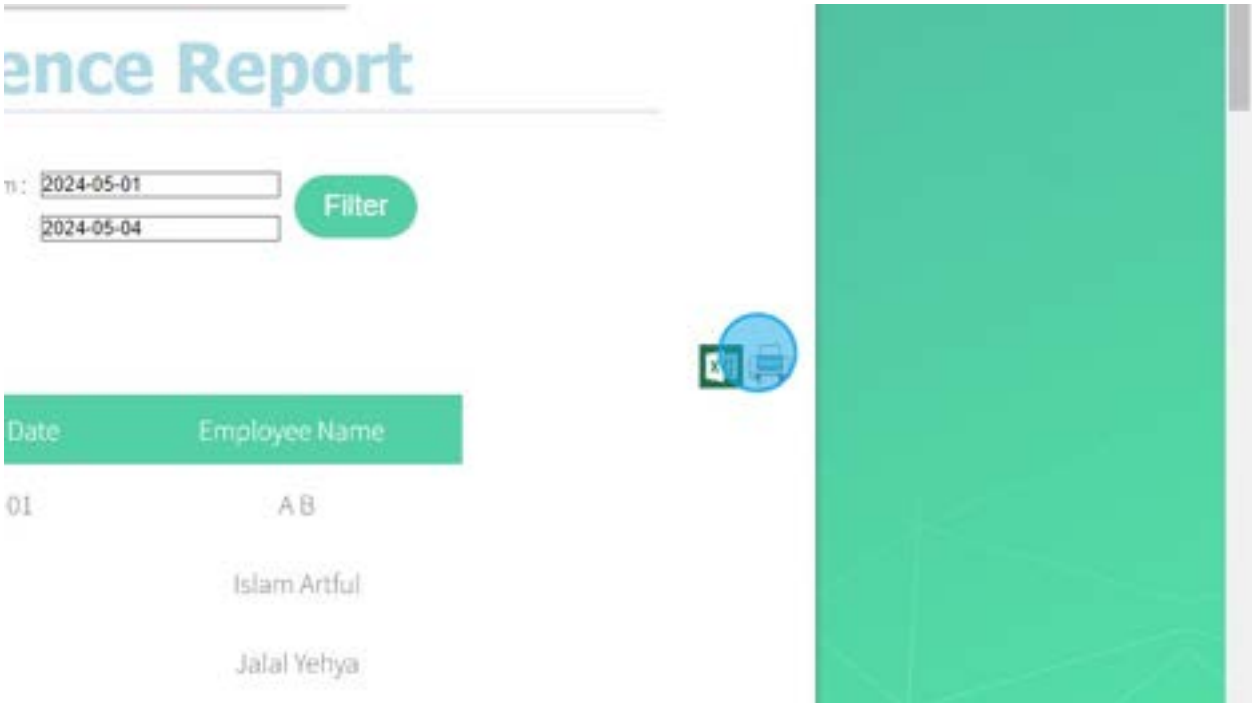


7. What You'll See:

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.

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



9. Click to print the report.