



QUICK GUIDE TO WHERE'S MY STAFF

Version 1.2 - Feb24



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ACCESSING WHERE'S MY STAFF



Logging In

- Navigate to the Where's My Staff Sign-in page.
- Enter your credentials, including your username and password.
- Click on the "Sign in" button.

PRODUCT RESOURCES ABOUT PRICING عربي

SIGN IN

SIGN IN

Username
username

Password
password
Forgot Password?

SIGN IN

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



ACCESSING WHERE'S MY STAFF



If you forget your password

- Go to the login page.
- Click on the "Forgot Password" link.
- Follow the instructions provided to reset your password.

The screenshot shows the 'SIGN IN' page of the 'Where's My Staff' application. The page has a light blue background. At the top, there is a navigation bar with a teal location pin icon on the left, followed by links for 'PRODUCT', 'RESOURCES', 'ABOUT', 'PRICING', and 'عربي'. A 'SIGN IN' button is located in the top right corner. The main content area features a large teal location pin icon on the right. On the left, there is a 'SIGN IN' section with the following elements: a 'Username' label above a text input field containing 'username'; a 'Password' label above a text input field containing 'password'; a 'Forgot Password?' link below the password field; and a teal 'SIGN IN' button. At the bottom of the form, there is a link: 'Don't have an account? [SIGN UP For Free](#)'.

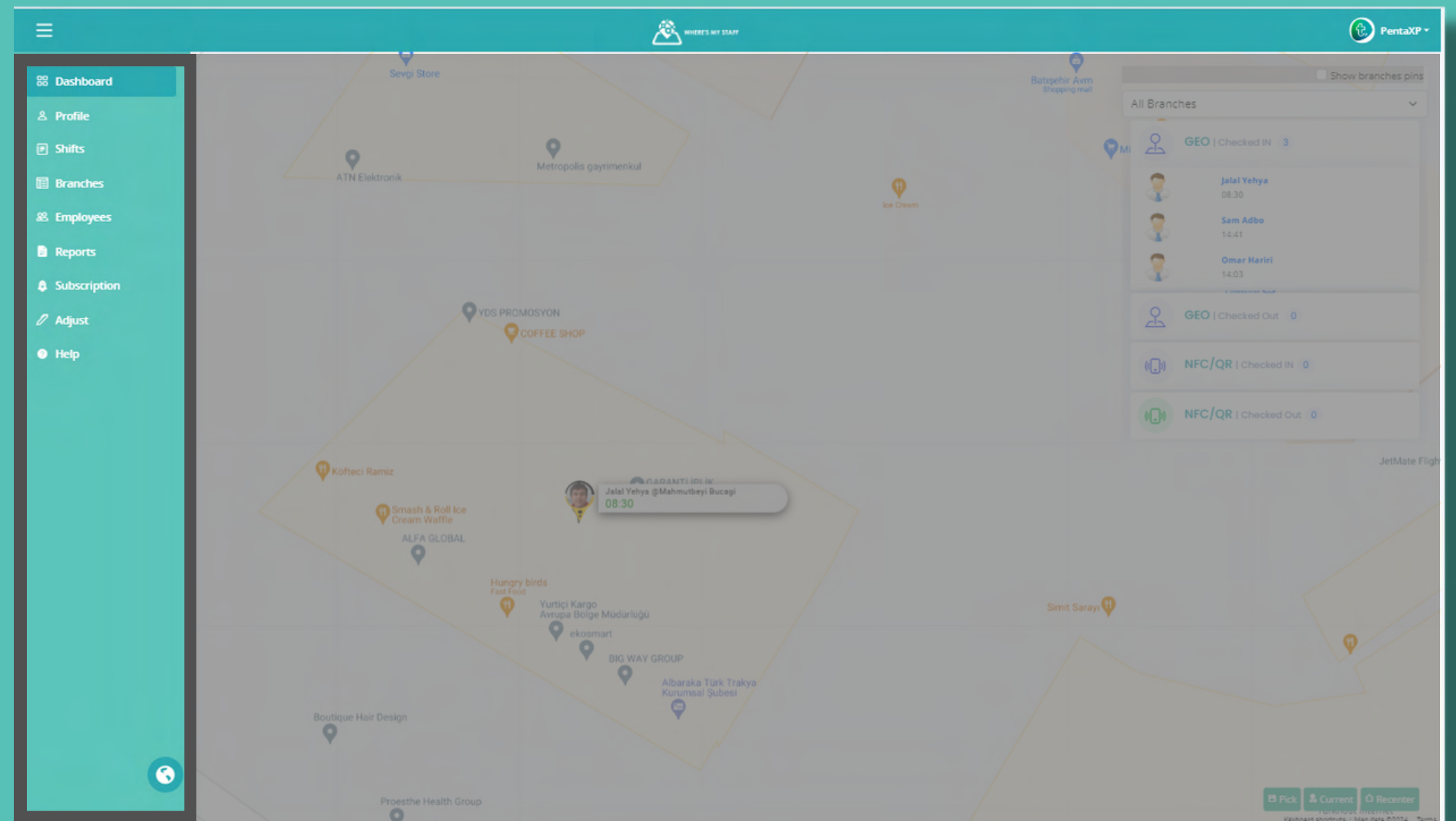
NAVIGATING THE DASHBOARD



Navigator Tab

Utilize the Navigator tab to access various software pages:

- Profile, Branches, Shifts, Employees, Report Center, Adjust, Subscription and Help



NAVIGATING THE DASHBOARD



Map

Explore employees' locations in real-time.

The screenshot displays the PentaxP dashboard's map view. The interface includes a sidebar menu on the left with options: Dashboard, Profile, Shifts, Branches, Employees, Reports, Subscription, Adjust, and Help. The main map area shows various locations marked with pins, including 'Sevgi Store', 'ATN Elektronik', 'Metropolis gayrimenkul', 'Ice Cream', 'YDS PROMOSYON', 'COFFEE SHOP', 'Köfteci Ramiz', 'Smash & Roll Ice Cream Waffle', 'ALFA GLOBAL', 'Hungry birds Fast Food', 'Yurtiçi Kargo Avrupa Bölge Müdürlüğü', 'ekosmart', 'BIG WAY GROUP', 'Albaraka Türk Trakya Kurumsal Şubesi', 'Boutique Hair Design', 'Proesthe Health Group', 'Simit Sarayı', and 'JetMate Flight'. A pop-up window for 'GADAMETİ İDİ İM' shows 'Jalal Yehya @Mahmutbeyi Bucagi' with a timestamp of '08:30'. On the right, a 'All Branches' panel shows 'GEO | Checked IN 3' with a list of employees: 'Jalal Yehya' (08:30), 'Sam Adbo' (14:41), and 'Omar Mariri' (14:03). Below this, it shows 'GEO | Checked Out 0', 'NFC/QR | Checked IN 0', and 'NFC/QR | Checked Out 0'. At the bottom right, there are buttons for 'Pick', 'Current', and 'Recent'.

NAVIGATING THE DASHBOARD



On the right side, you can see a list of employees checked in and checked out.

Click on an employee to locate them on the map.

The screenshot displays the PentaxP dashboard interface. On the left, a navigation menu includes: Dashboard, Profile, Shifts, Branches, Employees, Reports, Subscription, Adjust, and Help. The main area features a map with various location pins. A pop-up window for 'Jalal Yehya @Mahmutbeyi Bucagi' shows a check-in time of 08:30. On the right, a 'All Branches' panel lists employee status:

Branch	Checked IN	Checked Out
GEO	3	0
NFC/QR	0	0
NFC/QR	0	0

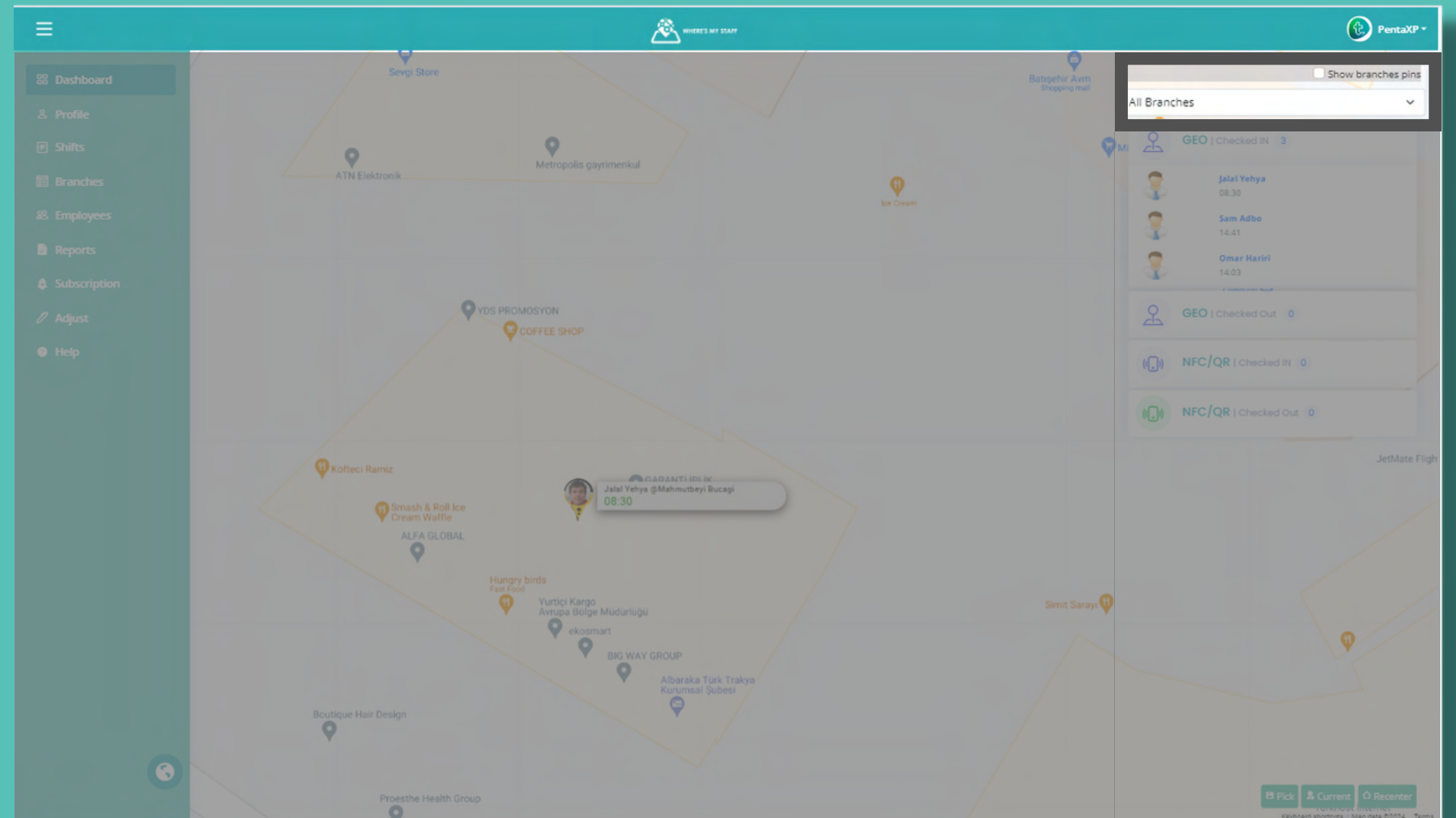
At the bottom right of the map, there are controls for 'Pick', 'Current', and 'Recent' views.

NAVIGATING THE DASHBOARD



To view only employees for a specific branch:

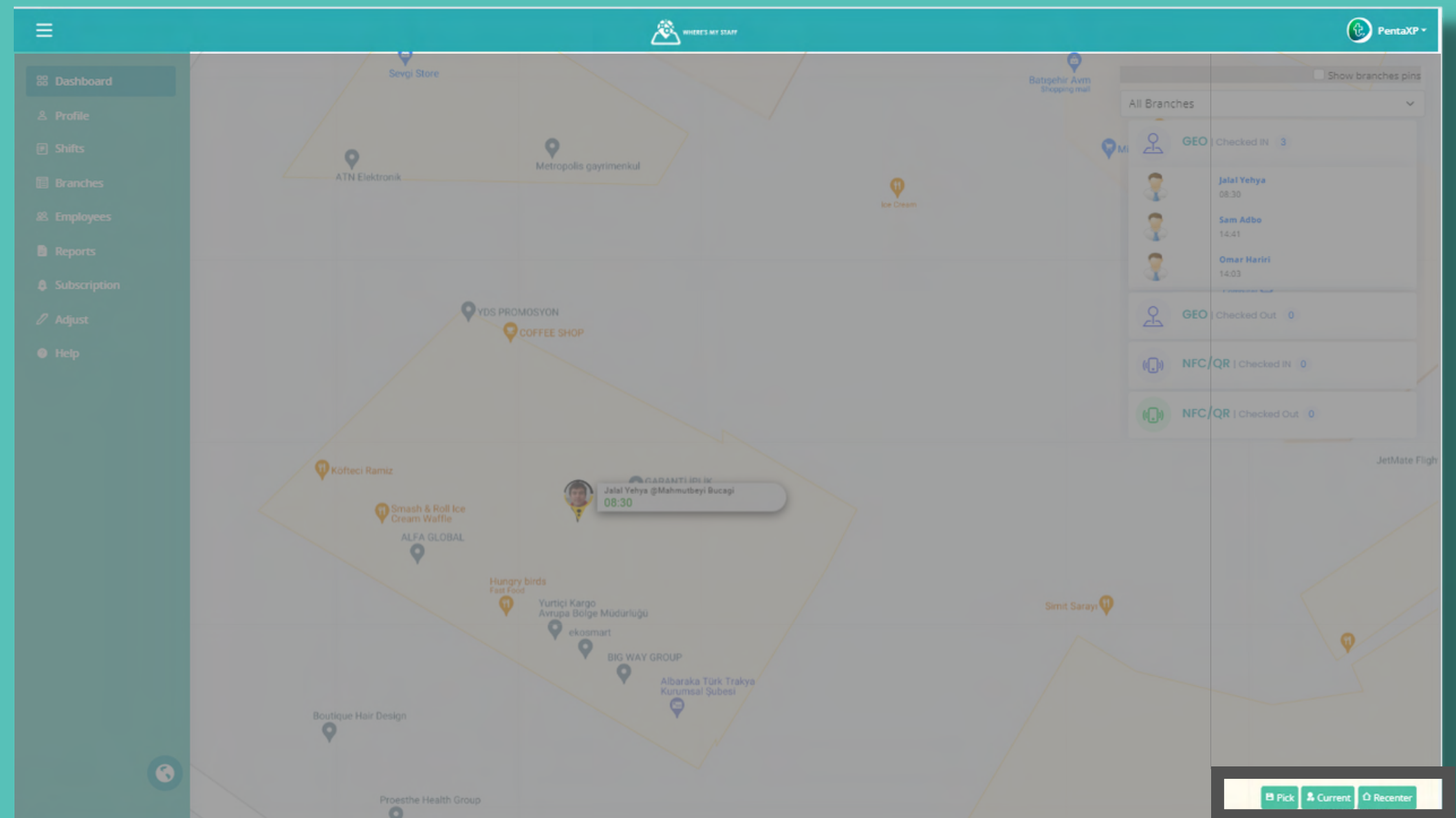
Choose the branch from the list on the top right of the dashboard.



NAVIGATING THE DASHBOARD



- To save your default map view:
- Click the "Pick" button on the bottom right of the dashboard page.
- To show the map at your current location:
- Click the "Current" button on the bottom right of the dashboard.
- To revert your map to your default map view:
- Click the "Recenter" button.



NAVIGATING THE DASHBOARD



Change software language:

Look for the language icon on the bottom right of the dashboard page and select the desired language you want to switch to.

The screenshot displays the PentaxP dashboard interface. On the left, a sidebar menu lists various navigation options: Dashboard, Profile, Shifts, Branches, Employees, Reports, Subscription, Adjust, and Help. The main area features a map with several location pins, including 'Sevgi Store', 'ATN Elektronik', 'Metropolis gaytimerkul', 'YDS PROMOSYON', 'COFFEE SHOP', 'Köfteci Ramiz', 'Smash & Roll Ice Cream Waffle', 'ALFA GLOBAL', 'Hungry birds Fast Food', 'Yurtici Kargo Avrupa Bölge Müdürlüğü', 'ekoosmart', 'BIG WAY GROUP', 'Albaraka Türk Trakya Kurumsal Şubesi', 'Boutique Hair Design', and 'Proeste Health Group'. A pop-up window for 'Jalal Yehya @Mahmutbeyi Bucagi' shows a check-in time of 08:30. On the right, a 'All Branches' panel displays a list of employees and their check-in/out times. At the bottom right, a language icon (a globe) is highlighted with a red box, indicating where to click to change the software language.



MANAGING COMPANY DETAILS



Add/Edit Company Information

- Go to the Profile page.
- Here, you can add or edit your company info, including:
 - Name
 - Email
 - Phone
 - Logo

The screenshot displays the 'Profile' page in the PentaXP application. The page is divided into three main sections: a left sidebar, a central profile area, and a right-hand 'Edit Profile' form.

Left Sidebar: Contains navigation links for Dashboard, Profile (selected), Shifts, Branches, Employees, Reports, Subscription, Adjust, and Help.

Central Profile Area: Features the PentaXP logo, a 'Change password' link, a QR code labeled 'NFC/QR code' with a download icon, and an API Key input field.

Right-hand 'Edit Profile' Form: Includes the following fields and controls:

- Company Name: PentaXP
- Email: traggintr@yahoo.com
- Phone: +905302597012
- Fax: Fax
- NFC/QR code: 1234564789
- Checkout Range: 5
- Image: Choose File (No file chosen)
- Reset Time: 00:00
- Time Format: Radio buttons for 12 and 24 (24 is selected)
- Verify Checkout: Disabled (toggle)
- Salary Enable: Enabled (toggle)



MANAGING COMPANY DETAILS



Change Password

- Navigate to the Profile page.
- Click on the "Change Password" button located under your company logo.

The screenshot displays the PentaXP 'Profile' page. On the left is a teal sidebar with navigation options: Dashboard, Profile (selected), Shifts, Branches, Employees, Reports, Subscription, Adjust, and Help. The main content area is titled 'Profile' and contains several sections: 1. A company logo for 'PentaXP' with a 'Change password' button highlighted in a red box. 2. An NFC/QR code section with a QR code and a download link, accompanied by instructions: 'Qr code image should be printed and attached to the company entry to be scanned by employees with force qr enabled as extra surety'. 3. An 'API Key' section with an input field. On the right, the 'Edit Profile' section contains various fields: Company Name (PentaXP), Email (tragingtr@yahoo.com), Phone (+905302597012), Fax, NFC/QR code (1234564789), Checkout Range (5), Image (Choose File / No file chosen), Reset Time (00:00), Time Format (radio buttons for 12 and 24, with 24 selected), Verify Checkout (toggle set to Disabled), and Salary Enable (toggle set to Enabled).



MANAGING COMPANY DETAILS



Company Preferences

- Specify company preferences, such as:
- Check-in/out acceptable range when using QR code for attendance.
- Reset time for clearing pins from the dashboard map (no data removed from the database).
- Preferred time format.
- Enable salary calculation based on employee attendance hours.



MANAGING COMPANY DETAILS



NFC/QR code settings for employee attendance verification.

- Enter the code and save; QR will generate and appear on the left side of the profile page.

The screenshot displays the 'Profile' page for a company named 'PentaXP'. The page is divided into several sections:

- Profile Section:** Features the PentaXP logo, the company name 'PentaXP', and a 'Change password' link.
- NFC/QR code Section:** A QR code is displayed, highlighted with a red box. Below it, the text reads: 'Printed and attached to the company entry to be scanned by employees with force qr enabled as extra surety'. A link 'NFC QR code ↓' is also present.
- API Key Section:** A text input field for the API key.
- Edit Profile Section:** A form with various fields:
 - Company Name: PentaXP
 - Email: traggintr@yahoo.com
 - Phone: +905302597012
 - Fax: Fax
 - NFC/QR code: 1234564789 (highlighted with a red box)
 - Checkout Range: 5
 - Image: Choose File (No file chosen)
 - Reset Time: 00:00
 - Time Format: 12 (selected) / 24
 - Verify Checkout: Disabled (toggle)
 - Salary Enable: Enabled (toggle)



MANAGING COMPANY DETAILS



Set company location for QR/NFC usage.

- Click "Set Company Location" and drop a pin on the map.

The screenshot displays the PentaXP interface. A modal window titled "Set Company Location" is open, showing the following details:

- Latitude: 41.06316410751011
- Longitude: 28.841525371688846
- Buttons: "Go" and "Current Location"
- Search bar: "Search By Address"
- Map: A Google Map with a location pin and labels for "Hesa Proje Aydınlatma Danışmanlık", "Hogg Clothing store", and "Bağcılar Avukat, Yakın Hukuk Danışmanlık..."
- Footer: "Close" and "Save" buttons

The background shows the "Profile" page with a QR code and settings for "API Key", "Time Format" (12/24), "Verify Checkout" (Disabled), and "Salary Enable" (Enabled).

MANAGING SHIFTS



Adding Shifts

Define work shifts by specifying the following parameters:

- **Workdays:** Select the days of the week when the shift occurs.
- **Start and End Times:** Specify the beginning and ending times for the shift.
- **Breaks:** Include any break times during the shift duration.

The screenshot displays the 'New Shift' modal in the PentaXP application. The modal is overlaid on a blurred background of the main application interface. The sidebar on the left contains navigation items: Dashboard, Profile, Shifts (highlighted), Branches, Employees, Reports, Subscription, Adjust, and Help. The main content area behind the modal shows a 'Shifts' section with a 'Day' view and a 'منشأ' (Origin) field. The 'New Shift' modal itself has a title bar with a close button. It contains the following fields and options:

- Shift Name:** A text input field with the placeholder 'Shift Name'.
- Day:** A dropdown menu currently set to 'Mon' (Monday).
- Day Off?:** A checkbox that is currently unchecked.
- Attendance Start:** A time picker set to '08:30'.
- Attendance End:** A time picker set to '17:00'.
- No breaks?:** A checkbox that is currently unchecked.
- Break Start:** A time picker set to '13:30'.
- Break End:** A time picker set to '14:00'.
- Days of the week:** A list of days from 'Tue' to 'Sun', each with a dropdown arrow.



MANAGING BRANCHES



Define Branch Details

- Choose a branch name.
- Tag the QR/NFC code assigned to this branch for attendance tracking.
- Set the branch location by dropping a pin on the map.
- The acceptable range for QR/NFC will inherit from the main company preferences.

The screenshot displays the PentaXP application interface. On the left, a sidebar menu includes options like Dashboard, Profile, Shifts, Branches (highlighted), Employees, Reports, Subscription, Adjust, and Help. The main content area shows a 'Branches' section with a table listing existing branches: '1', 'Jeddah 1', 'Lebanon', 'Sales Dep', and 'Tragging'. A modal window titled 'Add' is open, allowing the user to create a new branch. The form fields are: 'Name' (with placeholder 'Location Name'), 'Tag' (with placeholder 'Tag'), 'Location' (with radio buttons for 'Company' and 'Current'), 'Latitude' (with placeholder 'Lat'), and 'Longitude' (with placeholder 'Lng'). Below the form is a map showing a street grid with a red pin placed on a location. The map includes labels for 'ARSLAN ECZANESI', 'Şifa Hacamat İstanbul', 'Enka Denim Te', 'Kemal P...', 'PRENSES', and 'Hogg Clothing store'. The 'Add' dialog has 'Close' and 'Add' buttons at the bottom.

MANAGING EMPLOYEES



Adding Employee

- Go to the Employees page within the platform.
- Click on the "Add New Employee" option.
- Fill in the employee details, ensuring to enter the phone number correctly with the country code. The activation code for the employee app will be sent via SMS to this number.

The screenshot shows the PentaXP interface with the 'Add' form open. The background displays the 'Employees' page with a sidebar menu containing: Dashboard, Profile, Shifts, Branches, Reports, Subscription, Adjust, and Help. The main content area shows a 'List Of Employees' table with columns for Name, Email, and Actions. The 'Add' form includes the following fields and options:

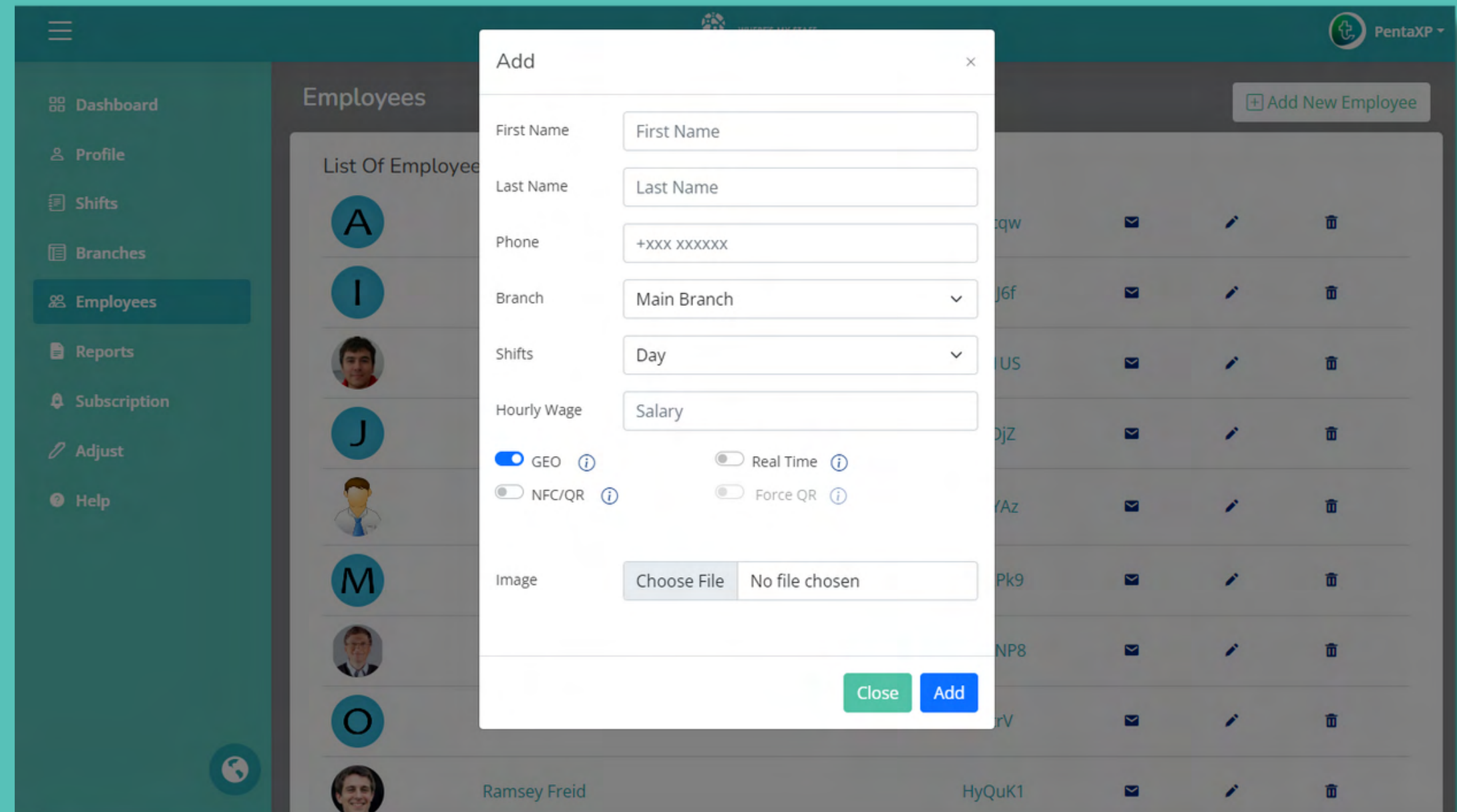
- First Name: Text input field.
- Last Name: Text input field.
- Phone: Text input field with a placeholder '+xxx xxxxxx'.
- Branch: Dropdown menu with 'Main Branch' selected.
- Shifts: Dropdown menu with 'Day' selected.
- Hourly Wage: Text input field with 'Salary' entered.
- Settings: Four toggle switches with information icons: GEO (checked), Real Time (unchecked), NFC/QR (unchecked), and Force QR (unchecked).
- Image: File upload area with 'Choose File' and 'No file chosen' buttons.
- Buttons: 'Close' (green) and 'Add' (blue).

MANAGING EMPLOYEES



Activation SMS

- Once an employee is successfully added, the software will automatically send an SMS to the provided phone number.
- The SMS includes the activation code and a link to download the employee app.



MANAGING EMPLOYEES



Resending Activation SMS

- If needed, you can resend the activation SMS:
- Navigate to the Employees page.
- Look for the employee's name in the employee list.
- Click on the SMS icon located near the employee's name.
- This action will resend the activation SMS to the employee's phone number.

Employees

List Of Employees

A	A B	ZKycqw	✉	✎	🗑
I	Islam Artful	7Ymj6f	✉	✎	🗑
	Jalal Yehya	Tok1US	✉	✎	🗑
J	John Smith	twEDjZ	✉	✎	🗑
	kjl Ø£	ACcYAz	✉	✎	🗑
M	Manal Hammady	8MEPk9	✉	✎	🗑
	Mike Zurekburg	oQ2NP8	✉	✎	🗑
O	Omar Hariri	ZbLtrV	✉	✎	🗑
	Ramsey Freid	HyQuK1	✉	✎	🗑

MANAGING EMPLOYEES



Managing Employee Tracking Methods

You can choose from three different types of tracking for employees

The screenshot displays the PentaXP web application interface for managing employees. On the left is a sidebar menu with options: Dashboard, Profile, Shifts, Branches, Employees (highlighted), Reports, Subscription, Adjust, and Help. The main content area is titled 'Employees' and shows a 'List Of Employees' table with columns for Name, ID, and Actions. An 'Add New Employee' button is in the top right. A modal window titled 'Add' is open, containing the following fields and options:

- First Name:
- Last Name:
- Phone:
- Branch:
- Shifts:
- Hourly Wage:
- Tracking Options (highlighted with a red box):
 - GEO *i*
 - NFC/QR *i*
 - Real Time *i*
 - Force QR *i*
- Image: No file chosen

At the bottom of the modal are 'Close' and 'Add' buttons.

MANAGING EMPLOYEES



GEO Tracking

Employees can make their check-ins from anywhere by simply pressing the check button. No NFC/QR card needed.

The screenshot displays the 'Add' form for a new employee in the PentaXP system. The form includes the following fields and options:

- First Name:
- Last Name:
- Phone:
- Branch:
- Shifts:
- Hourly Wage:
- Options:
 - GEO *i*
 - NFC/QR *i*
 - Real Time *i*
 - Force QR *i*
- Image: No file chosen

At the bottom of the form are 'Close' and 'Add' buttons. The background shows a list of employees with their names, photos, and IDs, and a sidebar with navigation options like Dashboard, Profile, Shifts, Branches, Reports, Subscription, Adjust, and Help.

MANAGING EMPLOYEES



QR/NFC Tracking

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

Click on "Force QR" to mandate employees to scan the QR code instead of using the NFC card (useful if NFC card is not available). This option is only available if NFC tracking is enabled.

The screenshot displays the 'Add' form for a new employee in the PentaXP system. The form fields are as follows:

- First Name: First Name
- Last Name: Last Name
- Phone: +xxx xxxxxx
- Branch: Main Branch
- Shifts: Day
- Hourly Wage: Salary

The 'GEO' and 'NFC/QR' toggle switches are highlighted with a red box, indicating they are enabled. The 'Real Time' and 'Force QR' toggle switches are disabled. The 'Image' field shows a 'Choose File' button and 'No file chosen' text. The background shows a list of employees with their names and IDs.

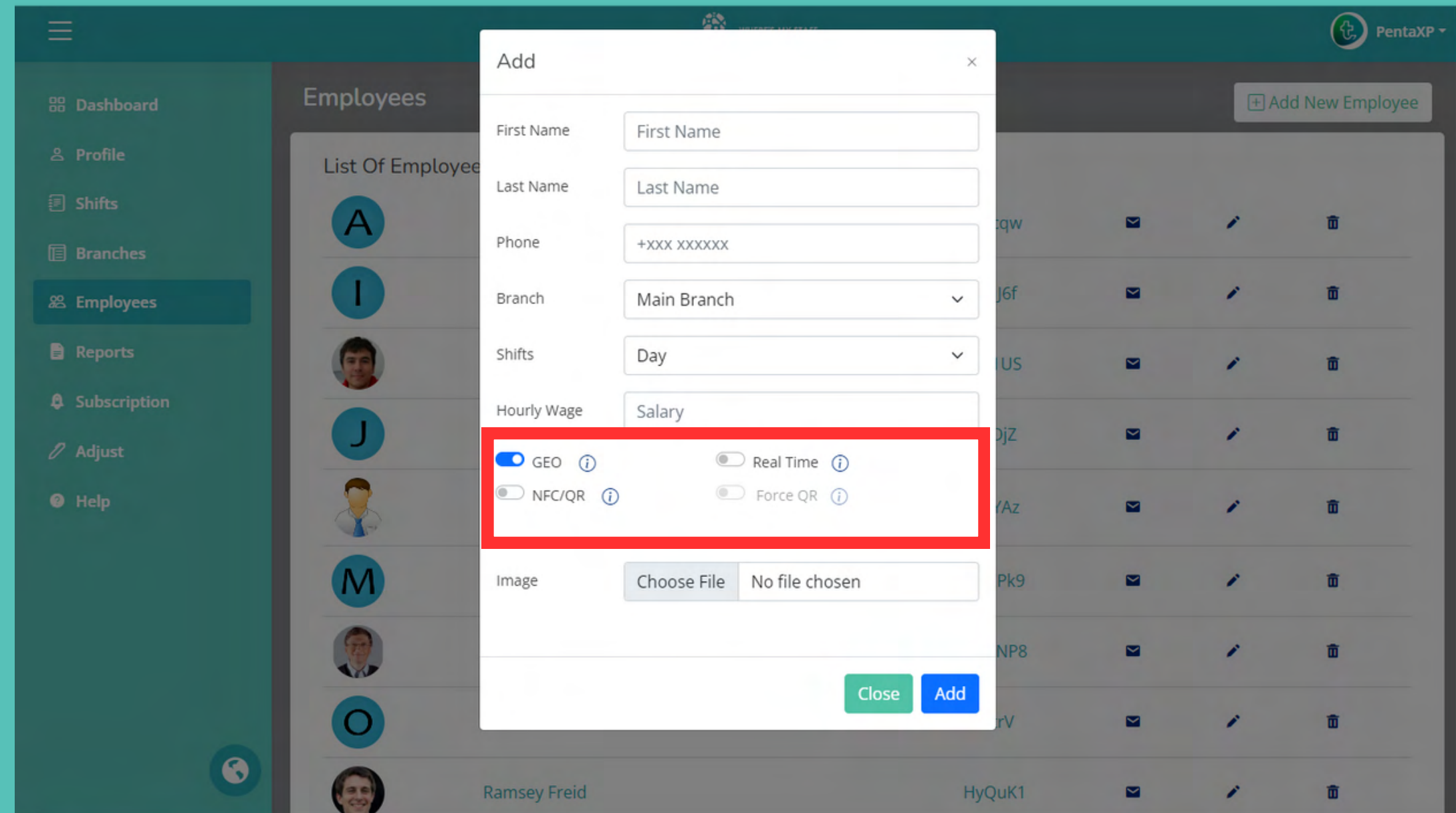
MANAGING EMPLOYEES



Real-time Tracking

This option is used to track employees who work outside the office.

Continuous tracking starts from their check-in until their check-out. This option is only available if GEO tracking is enabled.





REPORTS AND ANALYTICS



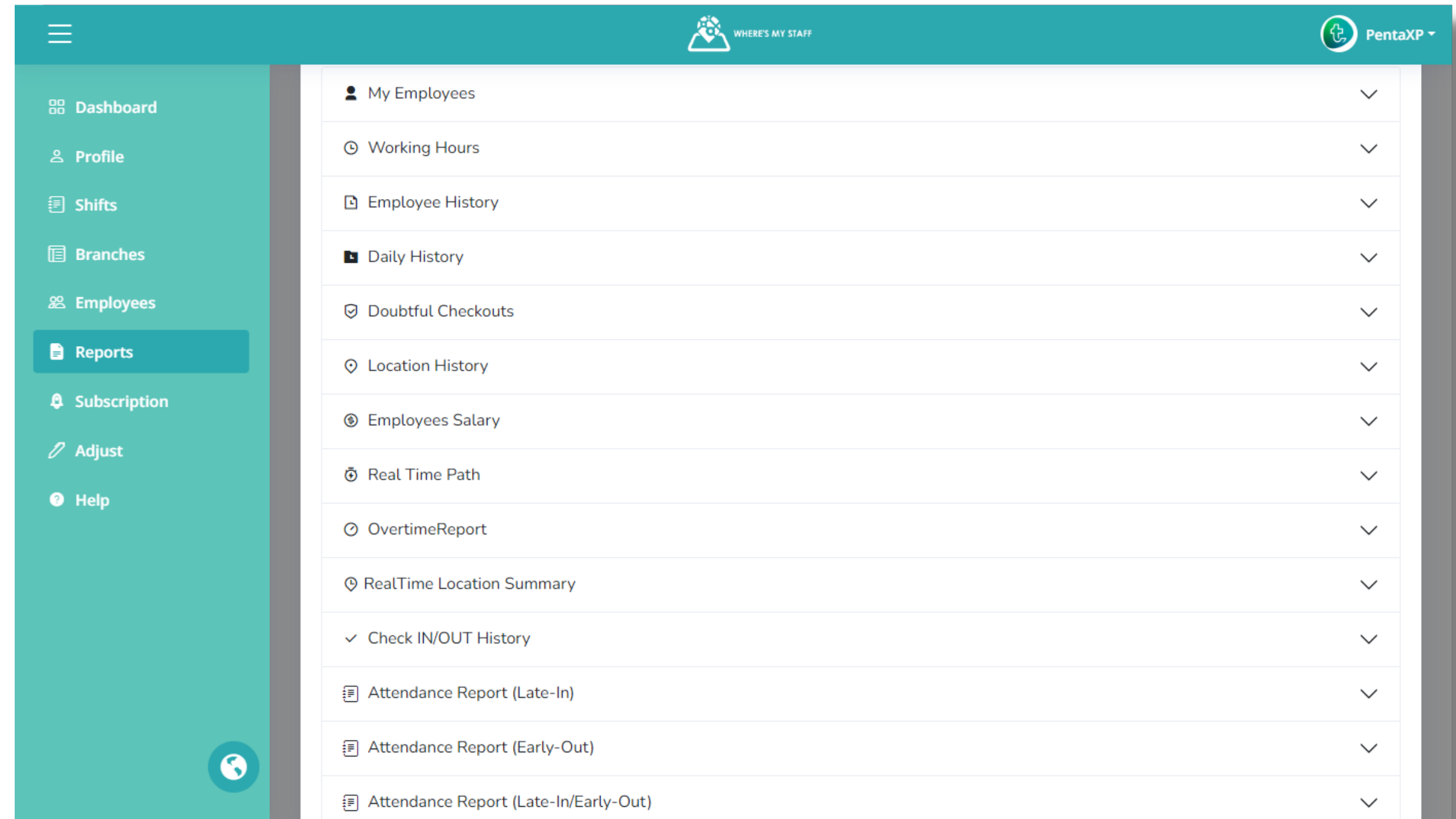
Generating Reports

Utilize the built-in reports for day-to-day tracking and historical reporting.

There are two types of reports available:

• Information Report:

- Information Reports
- Map-based Reports





REPORTS AND ANALYTICS



Information Report

- Provides a comprehensive overview including:
- List of employees
- Working hours
- Daily history
- Overtime
- Salaries
- Late check-ins
- Early check-outs

Employee History Report

Branch: Employee: From: To:

Record Type:

You may find Geo Coordinates inside the exported spreadsheet report

Name	Started	Finished	Spent
Jalal Yehya	02-18-2023 14:39	06-01-2023 13:27	838H 60M
Sam Adbo	02-18-2023 14:41	Pending	-
Mike Zurekburg	02-18-2023 14:43	02-18-2023 14:43	0H 0M
Ramsey Freid	02-18-2023 14:46	02-23-2023 10:25	115H 40M
Ramsey Freid	03-03-2023 14:34	03-03-2023 14:35	0H 1M

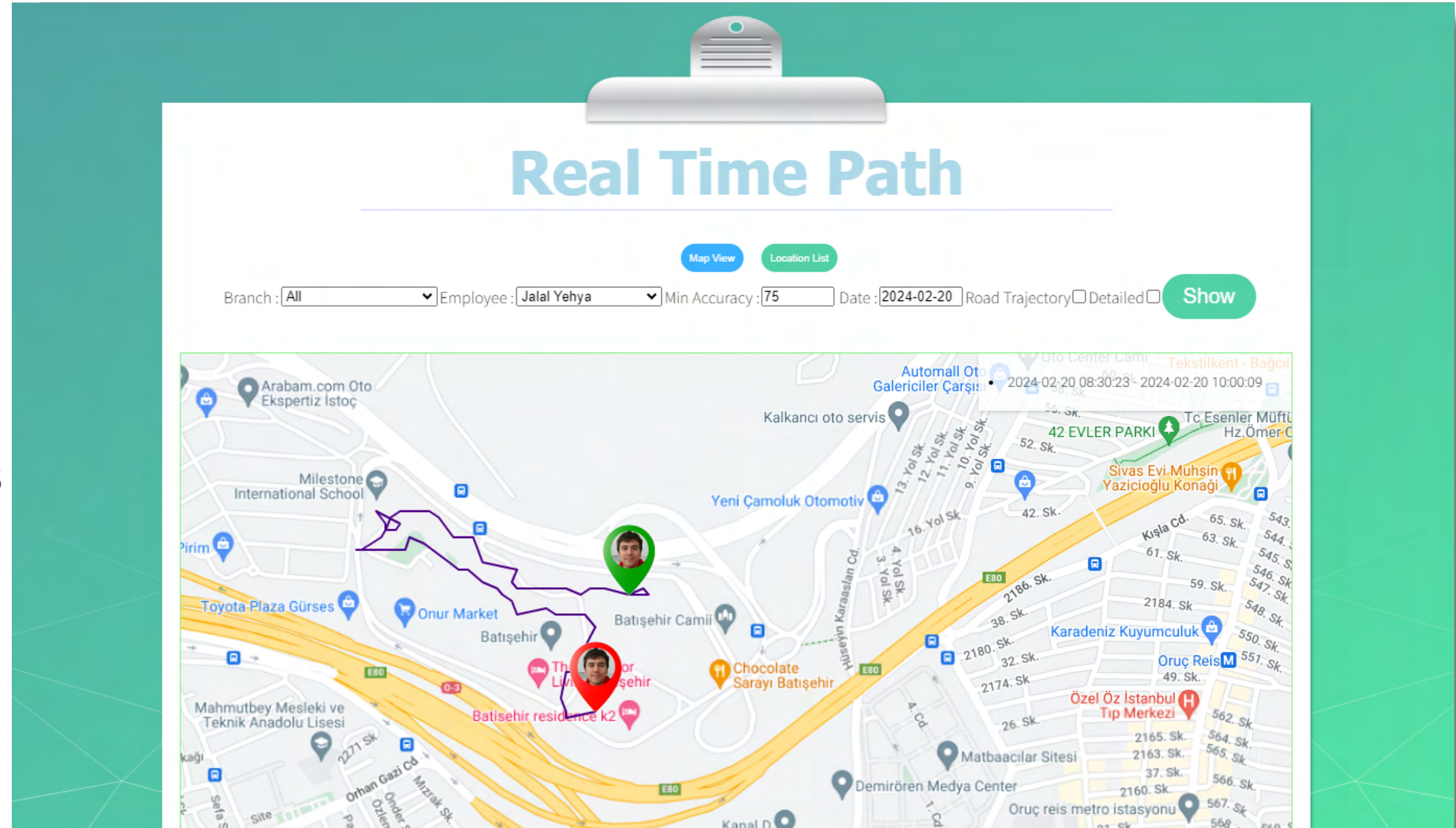


REPORTS AND ANALYTICS



Map-based Report

- Offers location-based insights such as:
- Location history
- Real-time path of employees
- Real-time location summary





REPORTS AND ANALYTICS



Printing and Exporting Reports

All reports can be printed directly from the platform.

Additionally, reports can be exported to Excel for further analysis and sharing.

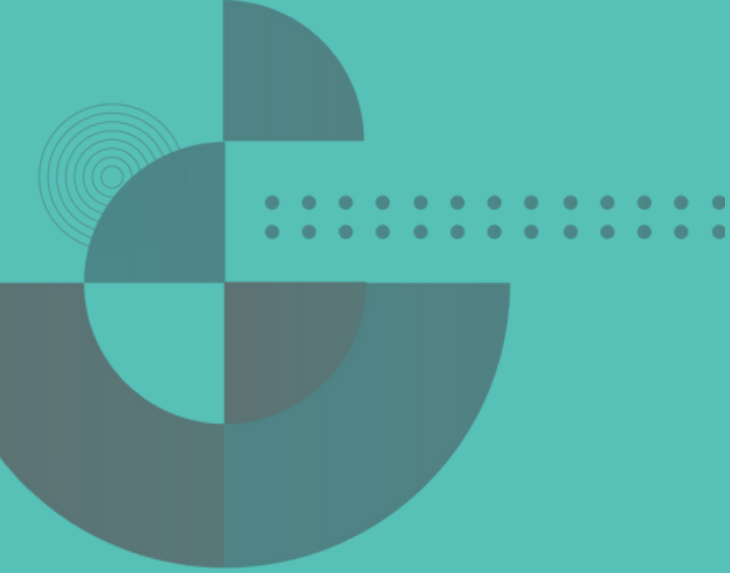
Employee History Report

Branch: Employee: From: To:

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Ramsey Freid	03-03-2023 14:34	03-03-2023 14:35	0H 1M



MOBILE APP FOR EMPLOYEES

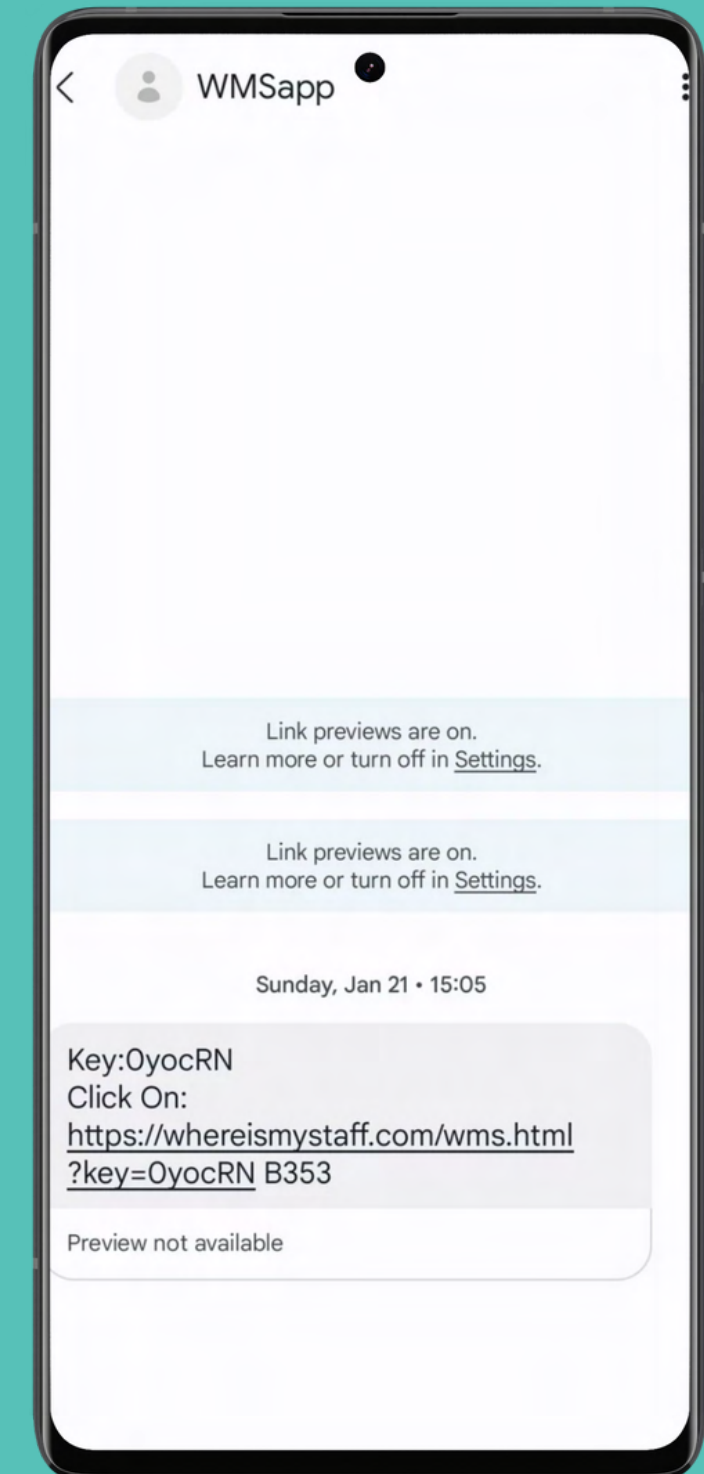
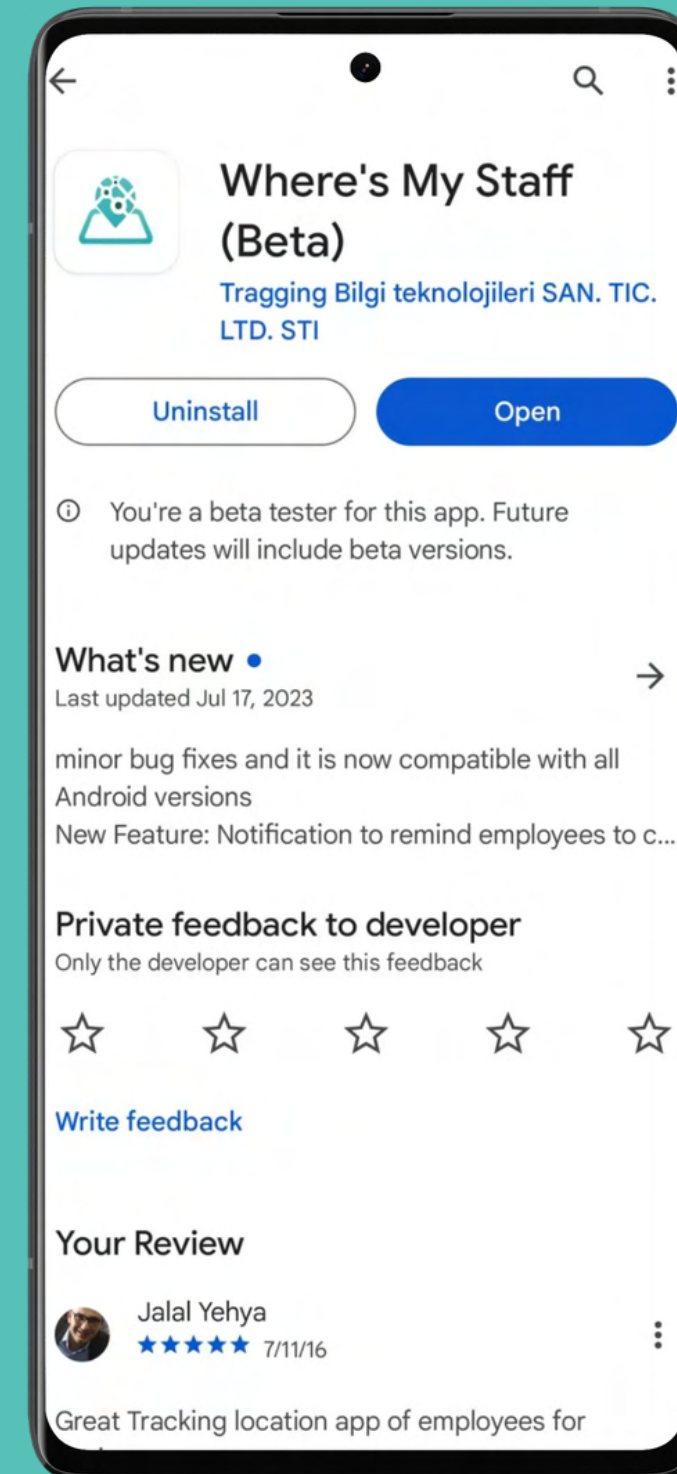


Mobile App Installation:

Download the App:

Download the "Where's My Staff" app from your device's app store:

- Google Play Store (Android 5.0 and up): 236 kB
- Apple App Store (iOS 11.0 or later): 27.6 MB
- Huawei AppGallery: 39.23 MB
- Alternatively, use the activation link sent to you by your admin.

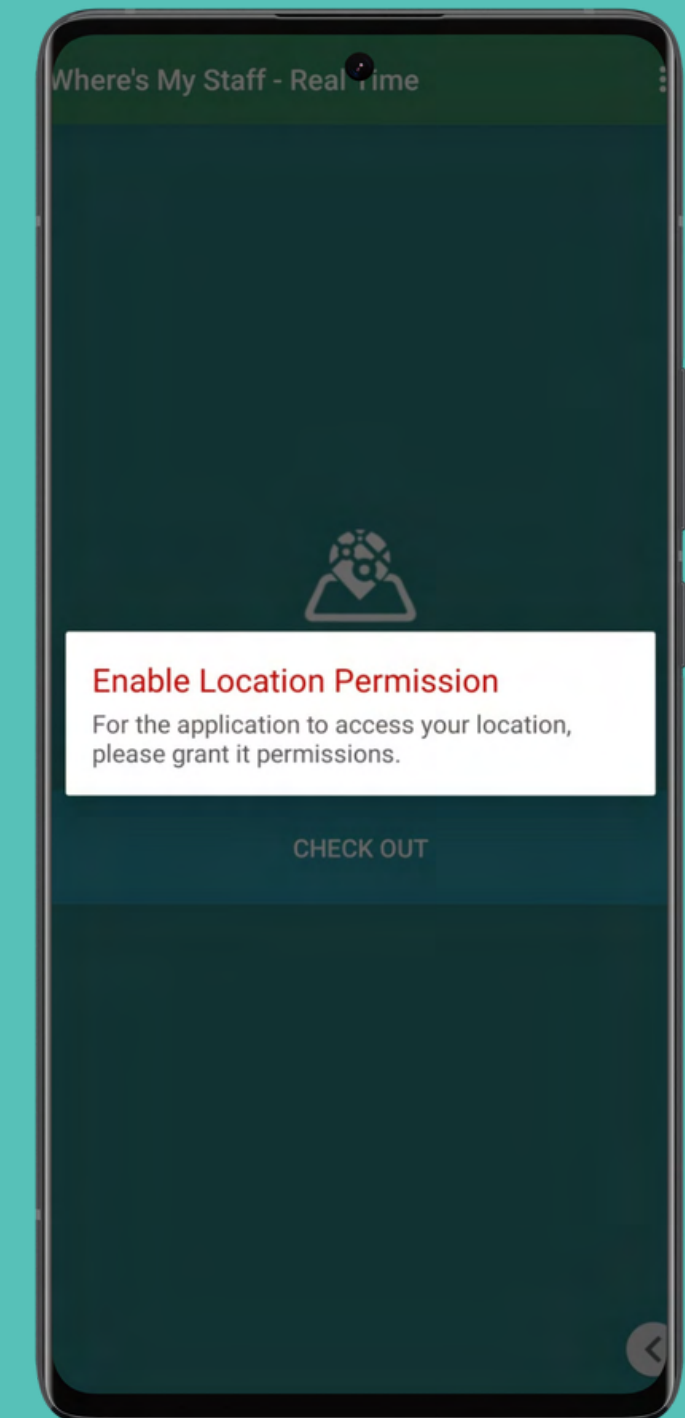
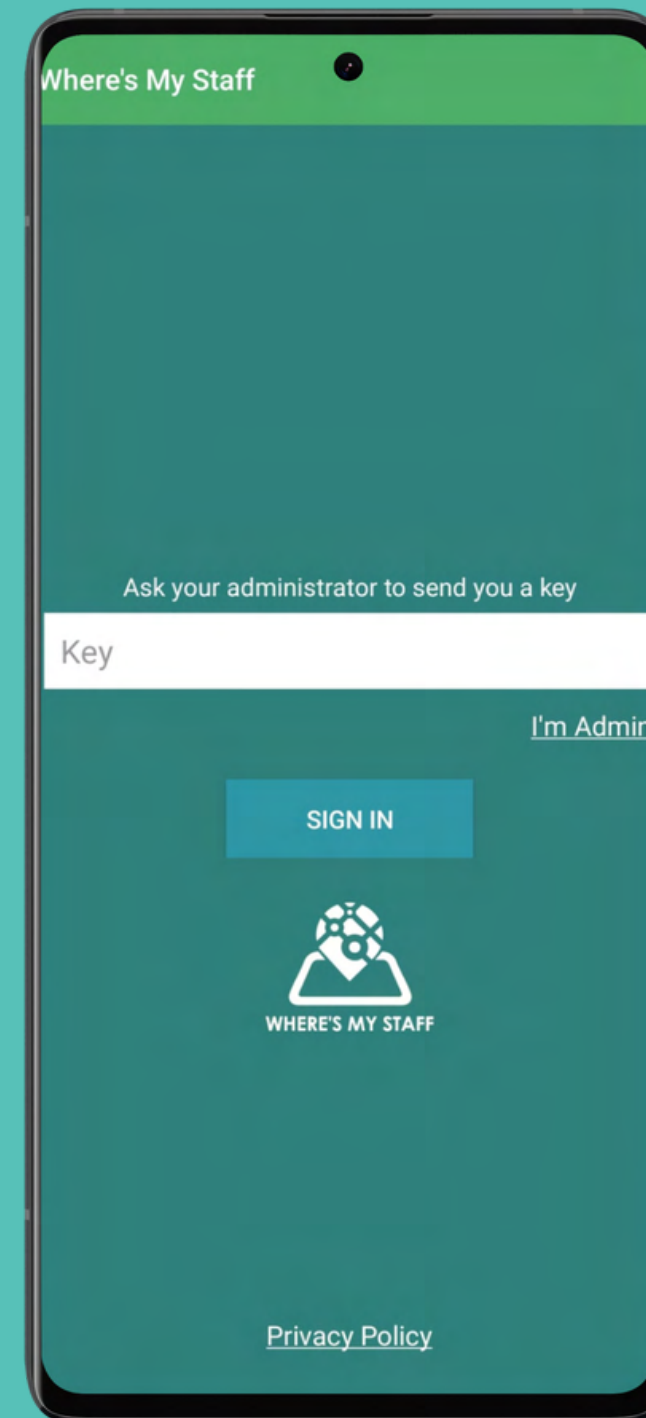


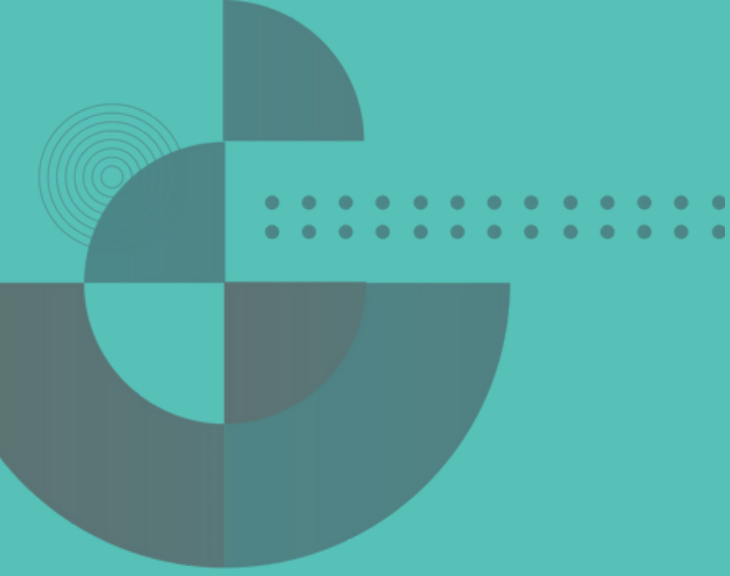
MOBILE APP FOR EMPLOYEES



Installation Instructions:

- Log in using the activation code (OTP) provided by your admin.
- Grant location and background location permissions for the app when prompted during installation.



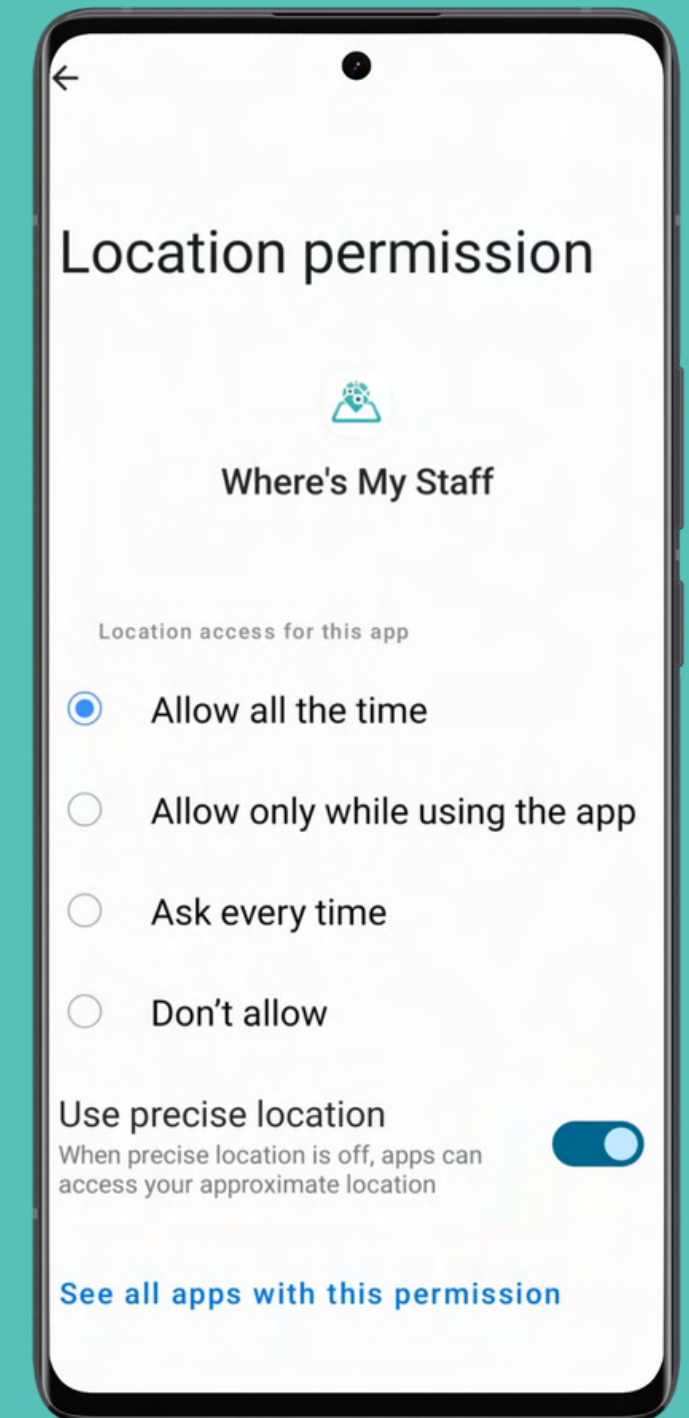
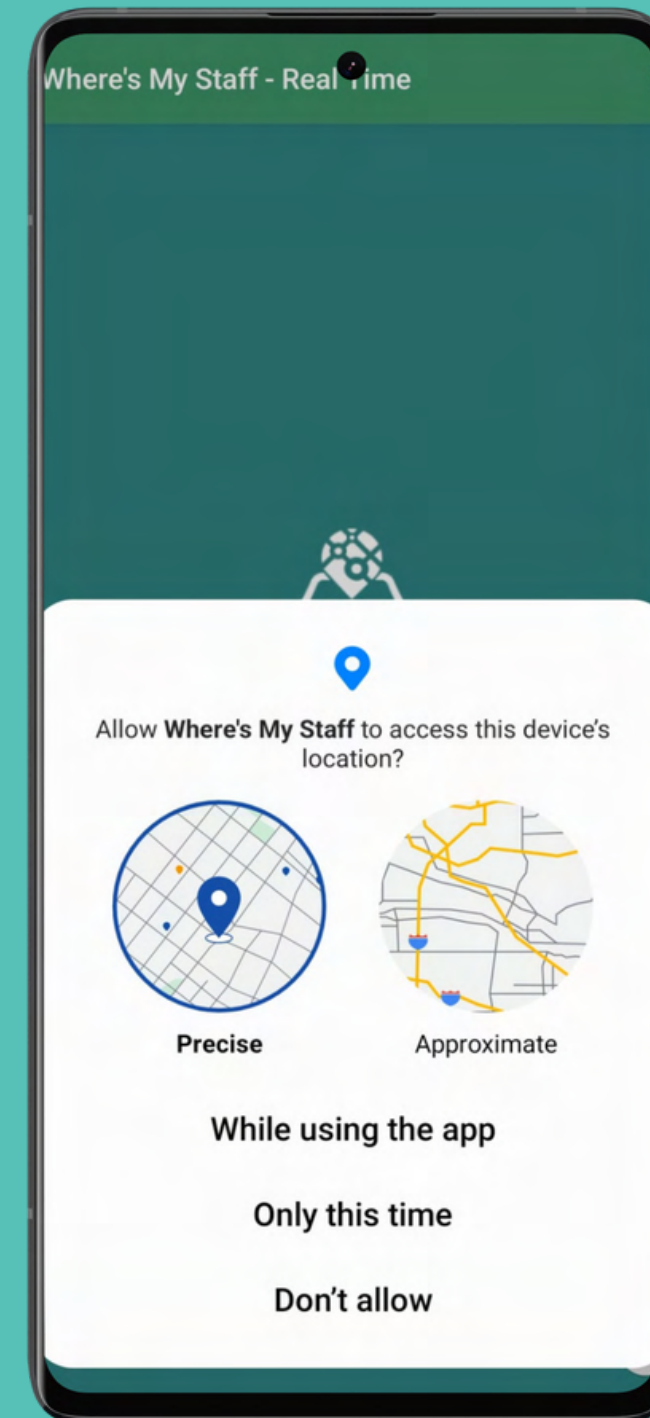


MOBILE APP FOR EMPLOYEES



Installation Instructions:

Allow precise and background location sharing for accurate attendance tracking.



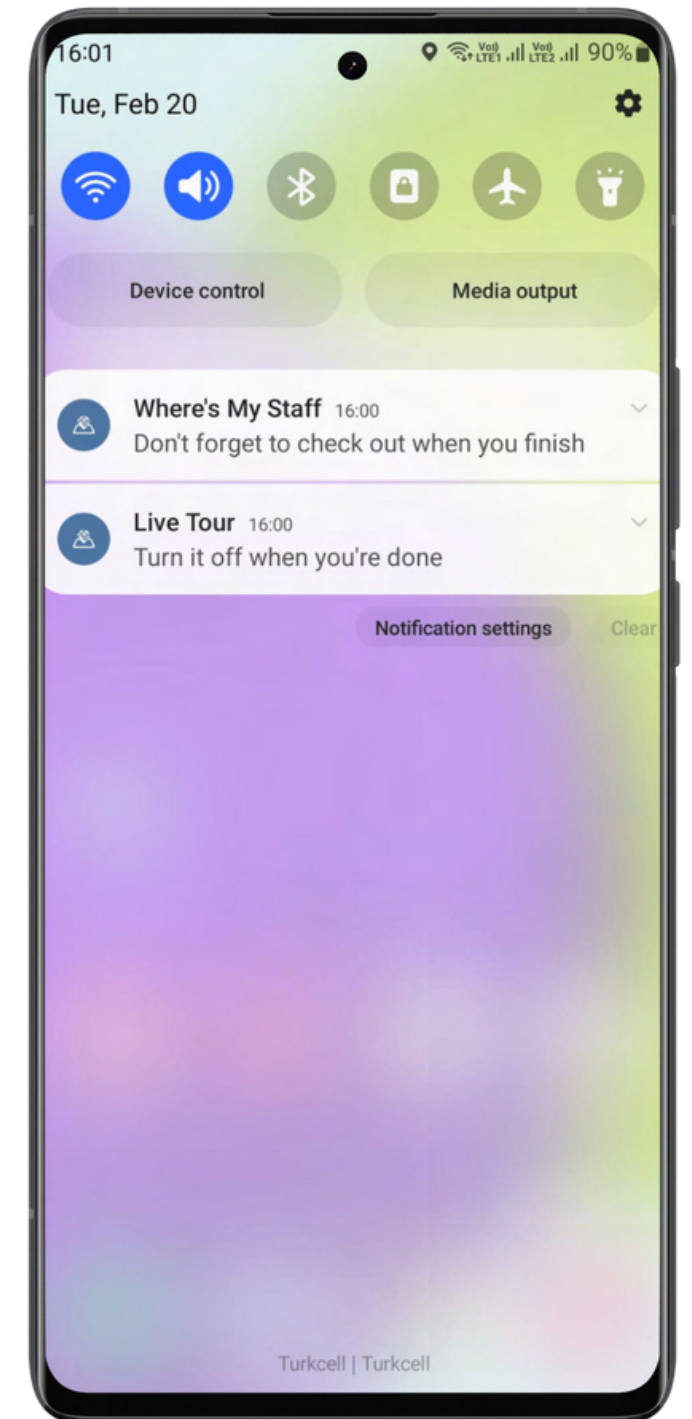
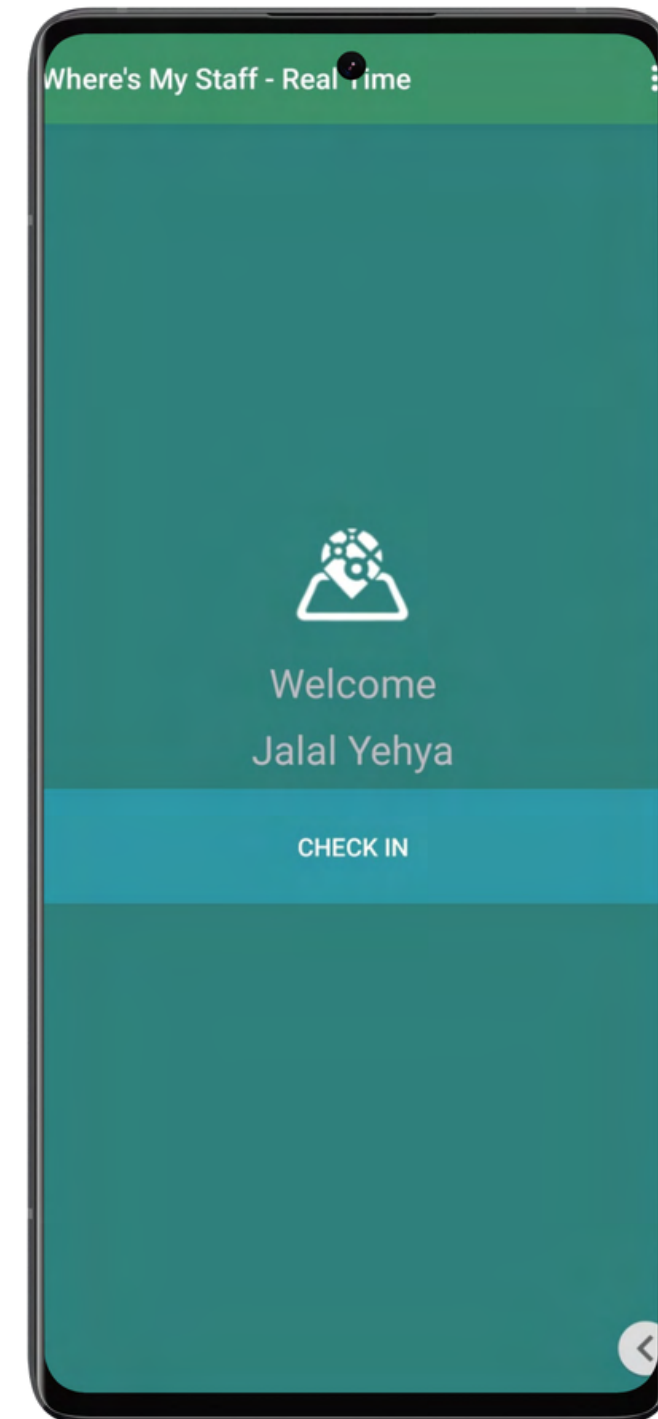


RECORD ATTENDANCE



Click "Check-In" to record your attendance.

- Receive a confirmation message after a successful check-in, and push notifications will appear while you are checked in.
- Click "Check-Out" when your work is complete.



CHECKING WORK HOURS



View Attendance Records

Check your attendance records, including clock-in and clock-out times, in the "Show Activities" section of the app by clicking the three dots on the top right.

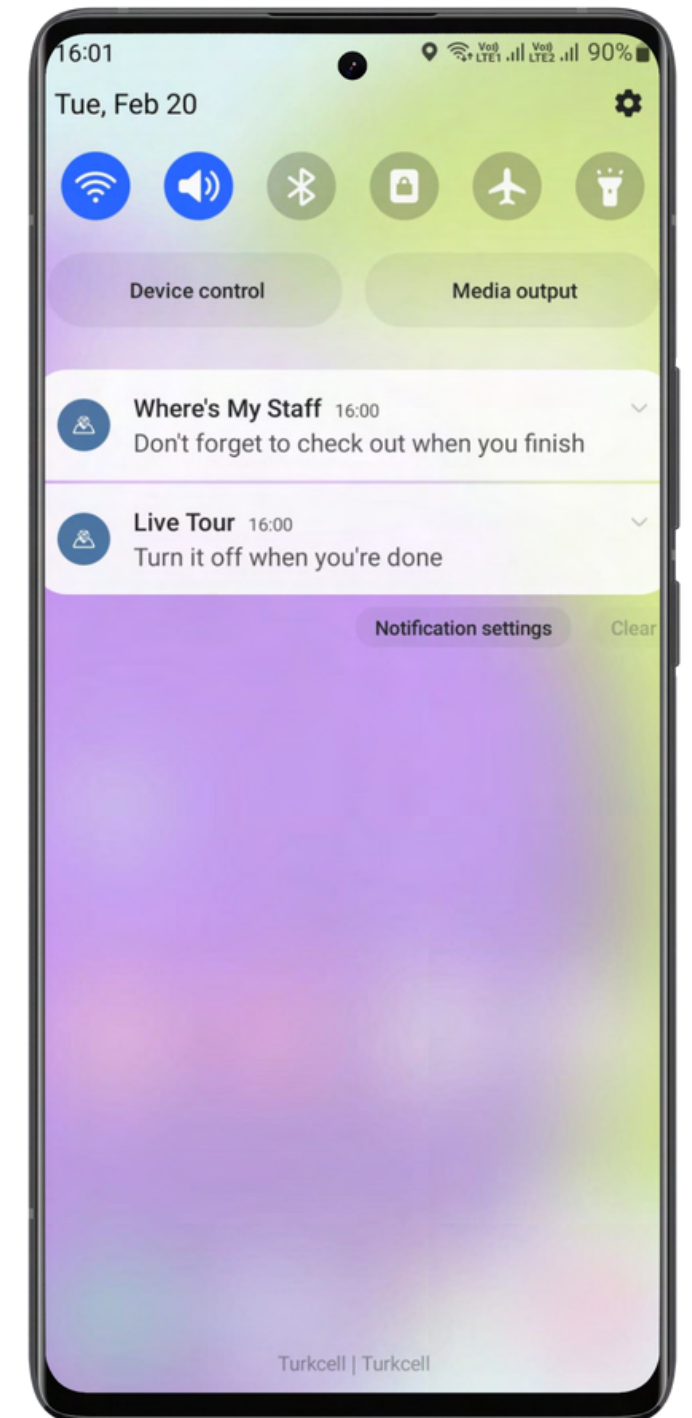
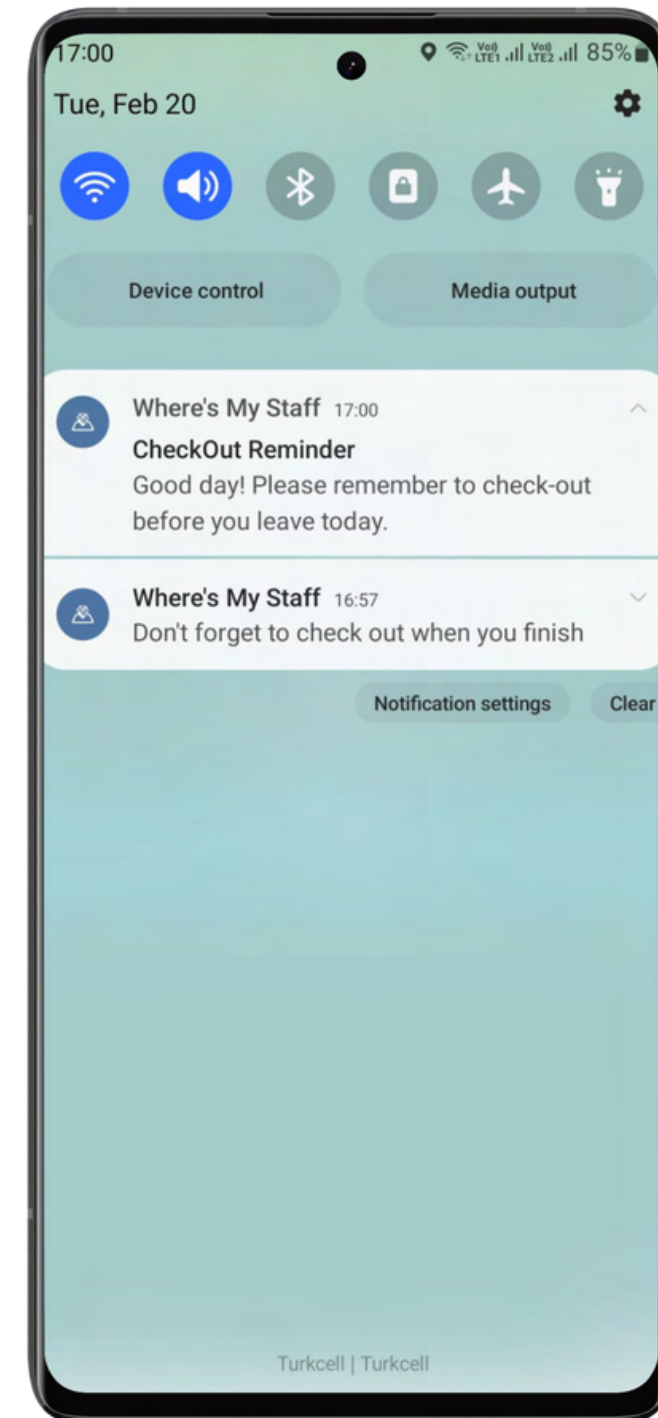
Activities		
From the beginning of the current month		
2024-02-20		
→ 15:59:15	← None	Pending!
Tragging	NONE	
→ 08:30:23	← 15:58:50	07:28:2
Mahmutbeyi Bucagi	Tragging	
Total 2024-02-20		07:28:2
2024-02-19		
→ 15:14:04	← 15:27:47	00:13:4
Tragging	Tragging	
→ 15:03:23	← 15:11:24	00:08:0
Tragging	Tragging	
→ 14:35:37	← 15:02:58	00:27:2
Tragging	Tragging	
Total 2024-02-19		00:49:0
2024-02-17		
→ 08:18:32	← 21:33:52	37:15:2
Mahmutbeyi Bucagi	Tragging	
Total 2024-02-17		37:15:2
2024-02-16		
→ 11:29:15	← 08:17:48	20:48:3
Tragging	Mahmutbeyi Bucagi	
→ 08:50:27	← 11:28:55	02:38:2
Mahmutbeyi Bucagi	Tragging	
Total 2024-02-16		23:27:0
2024-02-14		
→ 08:30:43	← 18:53:05	10:22:2
Mahmutbeyi Bucagi	Tragging	
Total of period		128:16:28




RECEIVING NOTIFICATIONS

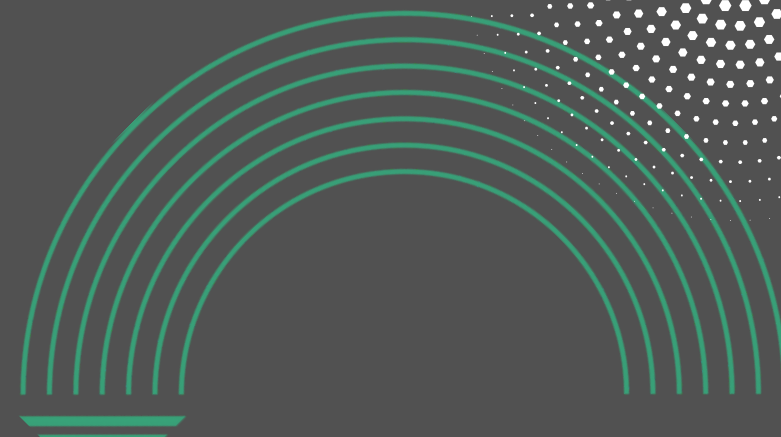


Receive push notifications from the app reminding you to check-in or check-out based on your assigned shifts. And to not forget to check out when your workday is finish.





This concludes the quick guide to Where's My Staff software. You now have a comprehensive overview of how to use the software for effective employee tracking and management. For detailed instructions and additional features, refer to the complete user guide.



USEFUL LINKS

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**THANK
YOU**

