

**Congratulations on joining
the next generation time attendance system
Timeclock 365**



Timeclock365 Download instructions for managers and employees.

Step 1

Install the application on your smart phone



Download app
for iPhone

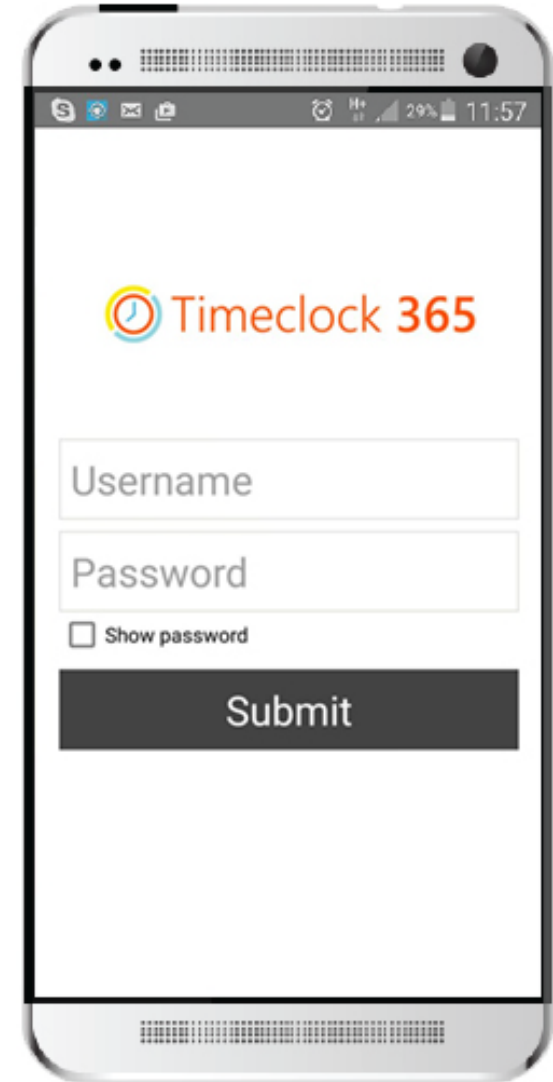


Download app
for Android



Step 2

Enter the application
with User name and Password
(Employee/manager)



Step 3

Reporting attendance

At the beginning of the workday the employee taps the "Punch In" button and at the end of the work day taps the "Punch Out" button. Timeclock365 starts records the time and location of the employee on the server.



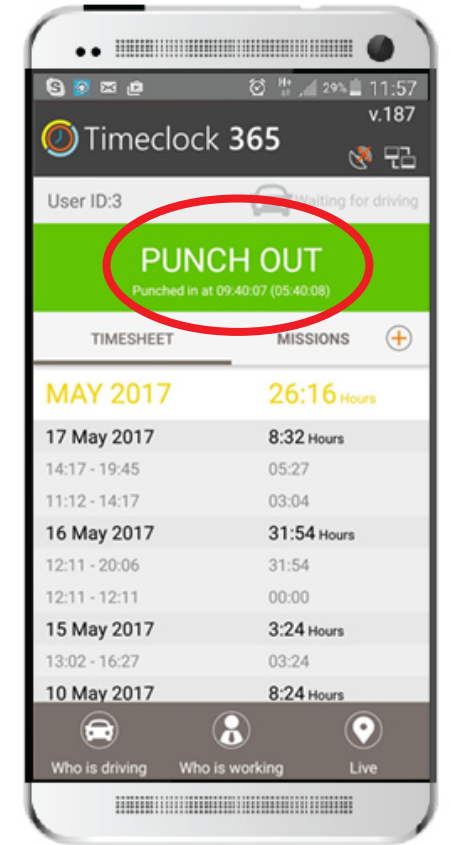
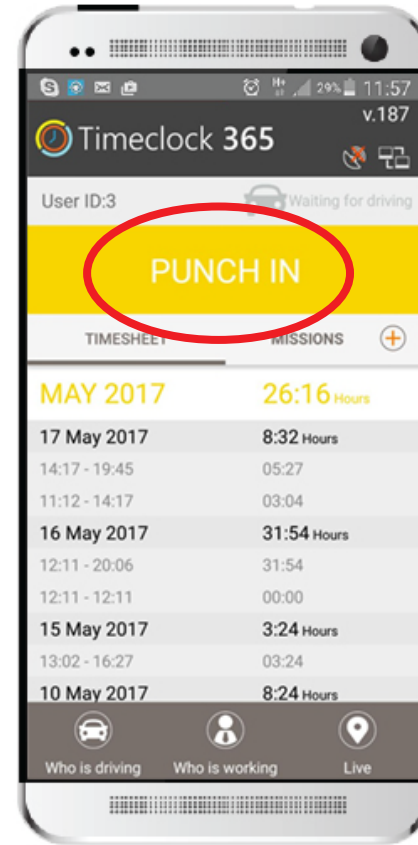
Reminders to Clock In

To remind employees to report in or report out they will receive reminders every few minutes before the beginning and end of the workday.

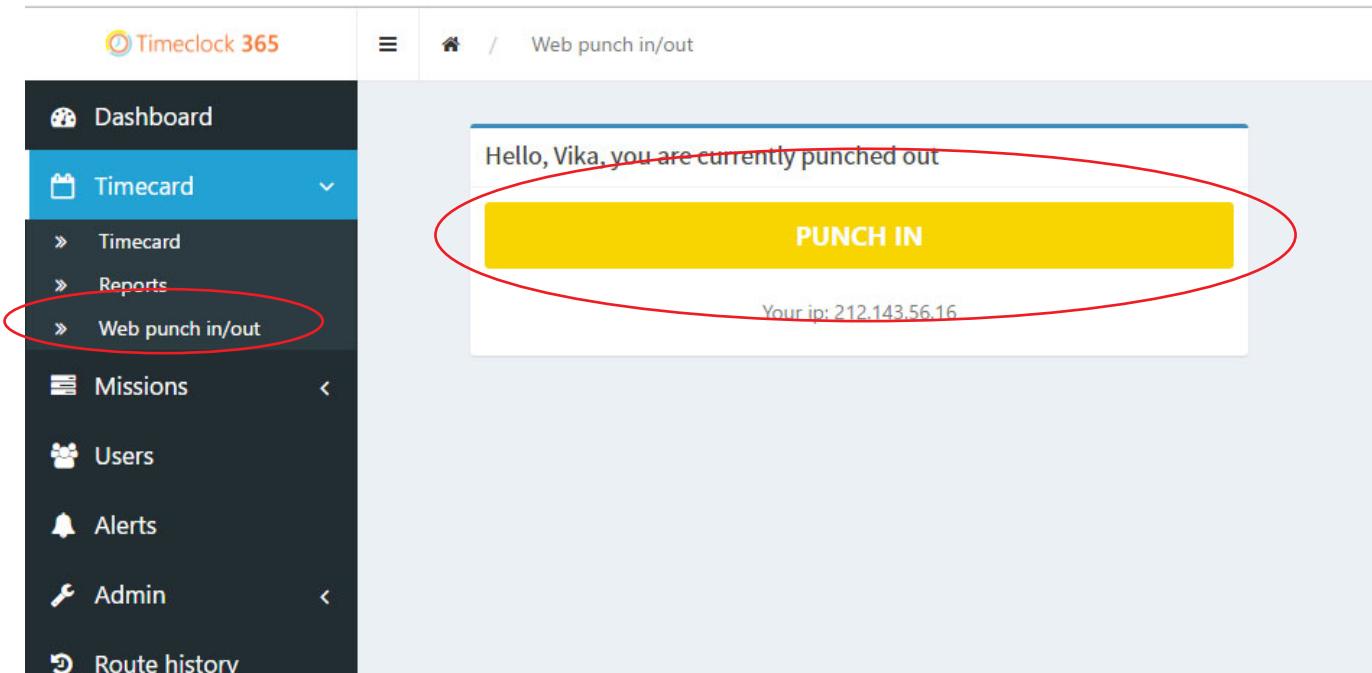


Presentation of history of hours worked on application

Every employee can see the summary of the hours they worked per day and per month on the application.



Instructions for the employee.



1. In the management panel live.timeclock365.com enter your username and password
2. Select "Web punch in/out" from the menu on the left side of your screen.
3. Tap on "Punch in" at the beginning of the work day and on "Punch out" at the end of the work day.



Instructions for the manager.

Access to Management Panel:

live.timeclock365.com



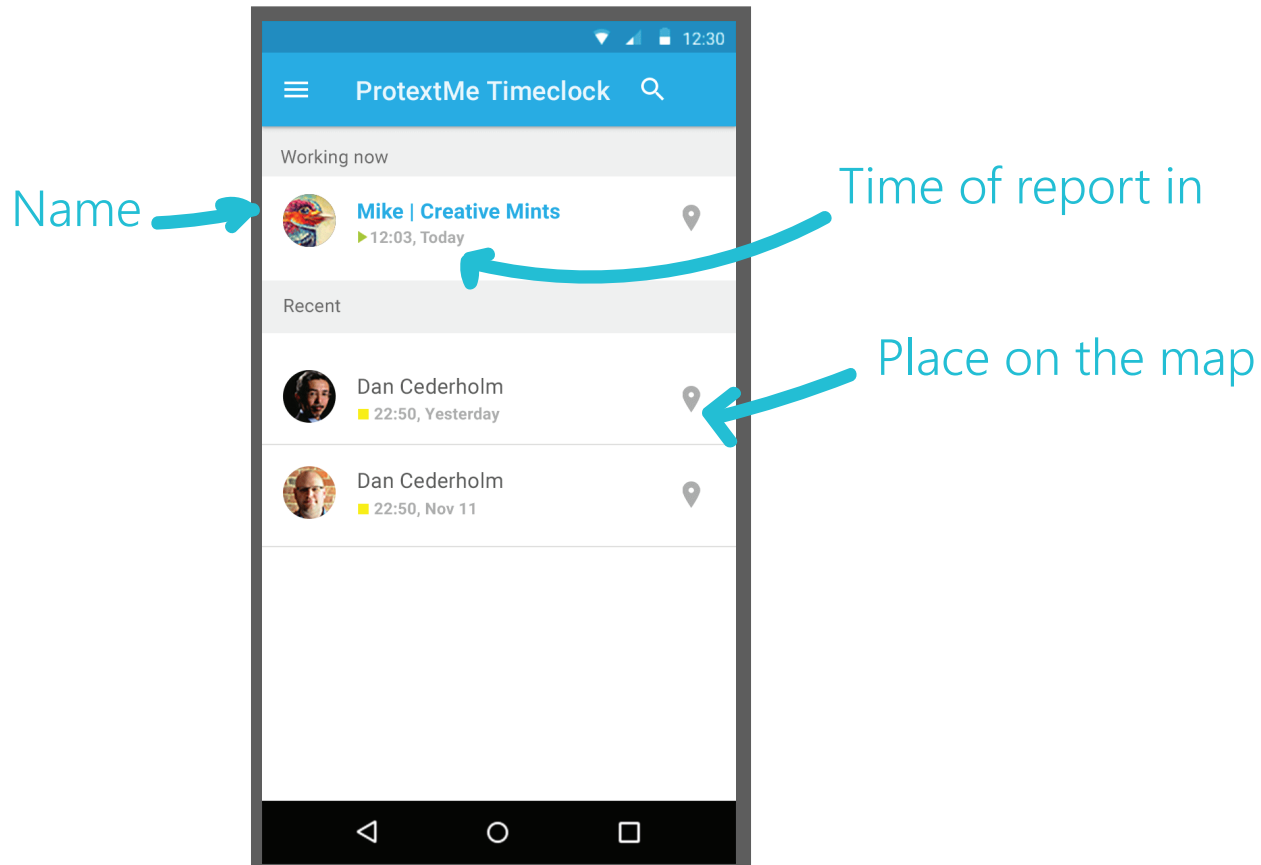
1. Presentation of attendance report of all employees
2. Location of employee at time of report in.
3. You can edit and add a report manually.
4. It is possible to report in from a computer instead of the mobile phone application

ID	Location	Name	Date	Time	Location	Time	Duration	Actions	
5519	323	tomer chen Asia/Jerusalem	25/05/17	09:56	no address available	25/05/17 10:15	no address available	0.31	[edit] [delete]
5516	661	Eli Kramer Asia/Jerusalem	25/05/17	09:28	Ha-Mekhonai Street , Hod Hasharon	N/A	no address available	N/A	[edit] [delete]
+ 5515	5046	Natan Klaff Asia/Jerusalem	25/05/17	09:17	HaHarash Street 21-23, Hod Hasharon	N/A	no address available	N/A	[edit] [delete]
5512	3	Vika Asia/Jerusalem	25/05/17	08:54	no address available	25/05/17 10:23	no address available	1.48	[edit] [delete]

*The manager can get an alert by mail as soon as the employee clocks in. Additional alerts can be added by the manager.



View lists of employees on the application.
Who signed in when and where.



Real time location

See the employees location at time of report in and also see where the employee was during working hours.

Get Alerts if the worker leaves a designated area or enters a designated area

