



Staff Check In-Out

User guide

Version 1.0



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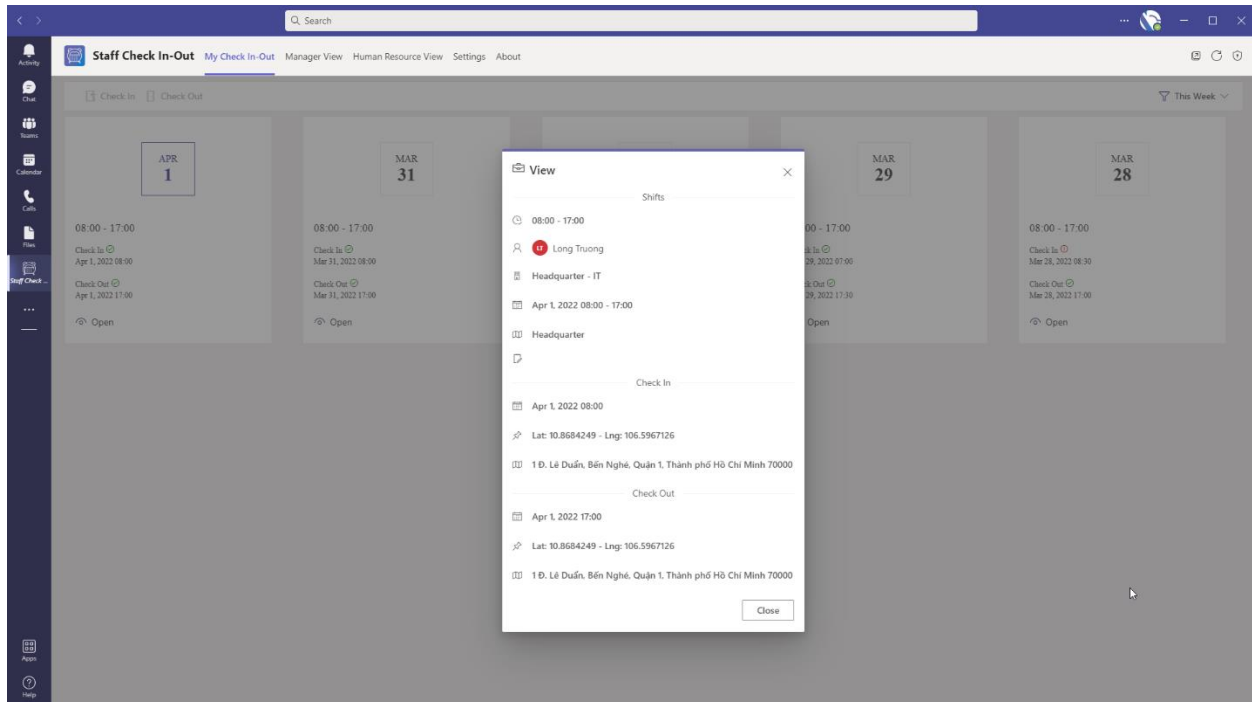
Staff Check In-Out

Staff Check In/out, tracking, monitoring with GPS. Easy to use & configuration

Overview

Staff check in-out where staff can check in-out with a location (GPS) and other details directly from Microsoft SharePoint & Team

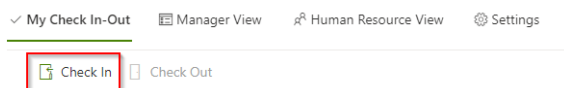
With the app, the managers or human resources can manage the check in-out of the employee at the correct time & location.



Employee

Check In/Out

1. Open the app, click the Check In or Check Out button



2. Click the Check In/Out button in the popup

View Check In/Out

1. Click the eye icon to open the detail check in/out form

2. Use the arrow icons to scroll to view more

3. To change the filter and get all, use the filter dropdown

Manager & Human Resource

[My Check In-Out](#)
[Manager View](#)
[Human Resource View](#)
[Settings](#)

[Create Shifts](#)
[Open](#)
[Edit](#)
[Edit Check In-Out](#)
[Delete](#)

[All](#)
[Report](#)

Search

Title	Employee	Start Time	End Time	Check In	Check Out
Harry (6)					
08:00 - 17:00	Harry	Apr 5, 2022 08:00	Apr 5, 2022 17:00		
08:00 - 17:00	Harry	Apr 1, 2022 08:00	Apr 1, 2022 17:00	Apr 1, 2022 08:00	Apr 1, 2022 17:00
08:00 - 17:00	Harry	Mar 31, 2022 08:00	Mar 31, 2022 17:00	Mar 31, 2022 08:00	Mar 31, 2022 17:00
08:00 - 17:00	Harry	Mar 30, 2022 08:00	Mar 30, 2022 17:00	Mar 30, 2022 08:00	Mar 30, 2022 17:00
08:00 - 17:00	Harry	Mar 29, 2022 08:00	Mar 29, 2022 17:00	Mar 29, 2022 08:00	Mar 29, 2022 17:00
08:00 - 17:00	Harry	Mar 28, 2022 08:00	Mar 28, 2022 17:00	Mar 28, 2022 09:00	Mar 28, 2022 19:00
Mike (6)					
Peter (6)					

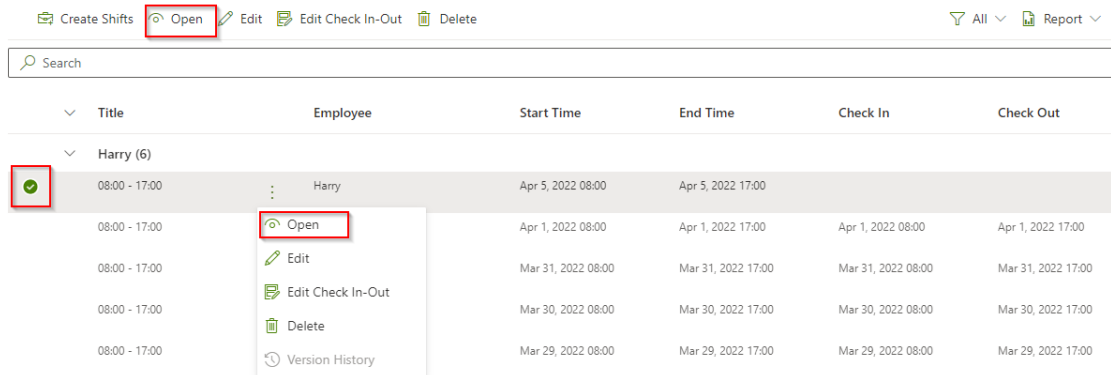
Filter dropdown & Search

Use the filter dropdown & search textbox to find

View Check In/Out

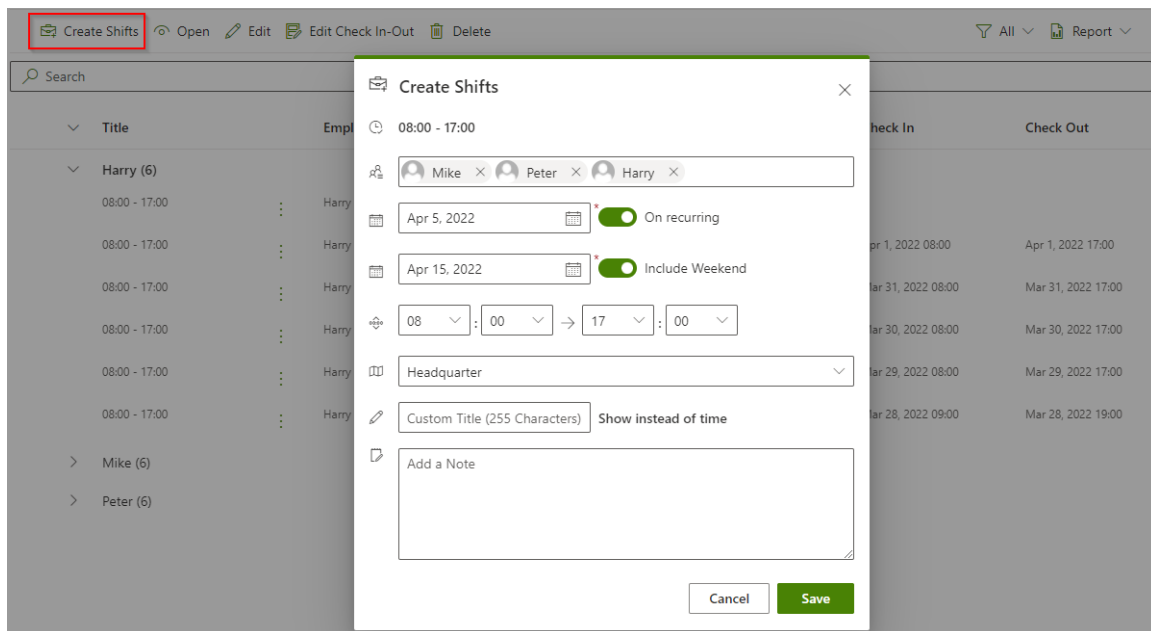
There are 2 ways to open

- Click the ... icon at the right of the title column, then click the open button
- Select an item, then click the open button in the toolbar



Create the shifts or schedule tasks

1. Click the Create Shifts button in the toolbar
2. Input



- Employee field: Allow select multi employees
- Start & End Dates:
 - If you schedule a task for one day => switch to off recurring. If you schedule tasks for multi-days => switch to on recurring
 - If you schedule tasks for multi-days & include the weekend => switch to include the weekend.
- Times: Select the working time

- Location: Select the location where the employee works
- Custom Title: Change the title of the task. Default is the working time

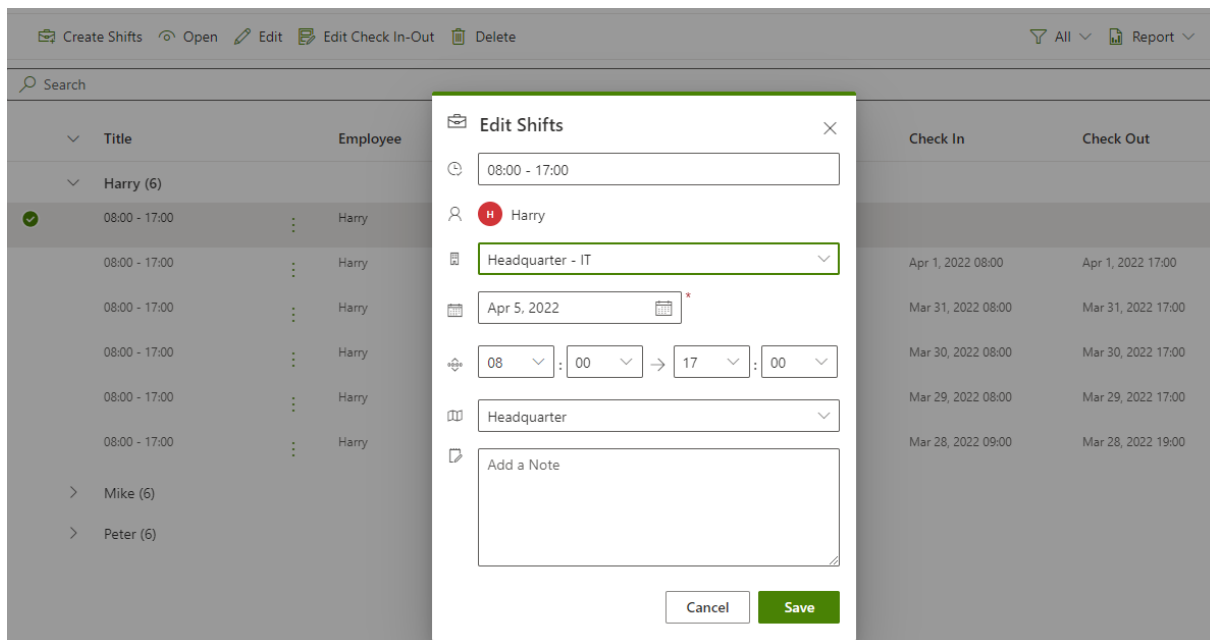
3. Click the Save button

Edit a Shifts

There are 2 ways to open the edit form

- Click the ... icon at the right of the title column, then click the edit shifts button
- Select an item, then click the edit shifts button in the toolbar

In the edit form, you can change



The screenshot shows a software interface with a table of shifts and an 'Edit Shifts' modal form. The table has columns for Title, Employee, Check In, and Check Out. The modal form is open over a row for Harry, showing fields for Time (08:00 - 17:00), Employee (Harry), Department (Headquarter - IT), Date (Apr 5, 2022), Time range (08:00 to 17:00), Location (Headquarter), and a text area for 'Add a Note'. There are 'Cancel' and 'Save' buttons at the bottom of the modal.

- Title: The title of the shifts
- Department: The department of the employee
- Date & time: The date of the shifts
- Location: The location of the shifts
- Note

Edit Check In/Out

There are 2 ways to open the edit form

- Click the ... icon at the right of the title column, then click the edit check in-out button
- Select an item, then click the edit check in-out button in the toolbar

In the edit form, you can change

Create Shifts Open Edit Edit Check In-Out Delete
All Report

Title	Employee	Check In	Check Out
Harry (6)			
08:00 - 17:00	Harry		
08:00 - 17:00	Harry	Apr 1, 2022 08:00	Apr 1, 2022 17:00
08:00 - 17:00	Harry	Mar 31, 2022 08:00	Mar 31, 2022 17:00
08:00 - 17:00	Harry	Mar 30, 2022 08:00	Mar 30, 2022 17:00
08:00 - 17:00	Harry	Mar 29, 2022 08:00	Mar 29, 2022 17:00
08:00 - 17:00	Harry	Mar 28, 2022 09:00	Mar 28, 2022 19:00
Mike (6)			
Peter (6)			

Edit Checkn In-Out

Shifts

08:00 - 17:00

Harry

Headquarter - IT

Apr 1, 2022 08:00 - 17:00

Headquarter (Lat: 10.8684249 - Lng: 106.5967126)

Check In

Apr 1, 2022 08 : 00

10.8684249 106.5967126

1 Đ. Lê Duẩn, Bến Nghé, Quận 1, Thành phố Hồ Chí Minh 70000

Check Out

Apr 1, 2022 17 : 00

10.8684249 106.5967126

1 Đ. Lê Duẩn, Bến Nghé, Quận 1, Thành phố Hồ Chí Minh 70000

Cancel Save

- Date & time check in/out
- The latitude & longitude
- The address

Delete Shifts

There are 2 ways to open the delete form

- Click the ... icon at the right of the title column, then click the delete button
- Select items, then click the delete button in the toolbar

Then click the delete button to confirm

Reports

There are 3 reports

- Detail: Export all information

Manager View > Detail

From Date To Date Department

Employee

[Download as XLS](#)

#	Employee	Title	Company	Department	Start Time	End Time	Check In	Check In Address	Check In Latitude	Check In Longitude	Check In TimeZone	Check Out	Check Out Address	Check Out Latitude	Check Out Longitude	Check Out TimeZone
1	Mike															
1.1	Mike	-	Headquarter	Headquarter - IT	Apr 5, 2022	Apr 5, 2022										
1.2	Mike	-	Headquarter	Headquarter - IT	Apr 1, 2022	Apr 1, 2022	Apr 1, 2022 08:00	1 Đ. Lê Duẩn, Bến Nghé, Quận 1, Thành phố Hồ Chí Minh 70000	10.8684249	106.5967126	Asia/Saigon	Apr 1, 2022 17:00	1 Đ. Lê Duẩn, Bến Nghé, Quận 1, Thành phố Hồ Chí Minh 70000	10.8684249	106.5967126	Asia/Sai

- **Early/late: Export the check in-out to know who comes/outs early/late or on time**

Manager View > Early/Late

From Date From Date Department

Employee

[Download as XLS](#)

#	Employee	Shifts	Date	Check In	Check Out	Total Hours	Entry		Exits		Net Hours
							Early	Late	Early	Late	
1	Harry										
1.1	Harry	08:00 - 17:00				9.00	-	-	-	-	-
1.2	Harry	08:00 - 17:00	Apr 1, 2022	08:00	17:00	9.00	0.00	-	-	0.00	0.00
1.3	Harry	08:00 - 17:00	Mar 31, 2022	08:00	17:00	9.00	0.00	-	-	0.00	0.00
1.4	Harry	08:00 - 17:00	Mar 30, 2022	08:00	17:00	9.00	0.00	-	-	0.00	0.00
1.5	Harry	08:00 - 17:00	Mar 29, 2022	08:00	17:00	9.00	0.00	-	-	0.00	0.00
1.6	Harry	08:00 - 17:00	Mar 28, 2022	09:00	19:00	9.00	-	-1.00	-	2.00	1.00
2	Peter										
2.1	Peter	08:00 - 17:00	Apr 5, 2022	09:14	09:14	9.00	-	-1.24	-7.76	-	-9.00
2.2	Peter	08:00 - 17:00	Apr 1, 2022	08:00	17:00	9.00	0.00	-	-	0.00	0.00
2.3	Peter	08:00 - 17:00	Mar 31, 2022	08:00	17:00	9.00	0.00	-	-	0.00	0.00
2.4	Peter	08:00 - 17:00	Mar 30, 2022	08:45	17:00	9.00	-	-0.75	-	0.00	-0.75
2.5	Peter	08:00 - 17:00	Mar 29, 2022	08:20	17:00	9.00	-	-0.33	-	0.00	-0.33
2.6	Peter	08:00 - 17:00	Mar 28, 2022	08:00	17:00	9.00	0.00	-	-	0.00	0.00

- **Monthly: Export by month with actual hours & net hours**

Staff Check In-Out

Long Truong

My Check In-Out | **Manager View** | Human Resource View | Settings

Manager View > Monthly

Year: 2022 | Month: March | Department: []

Employee: Harry, Peter, Mike

Clear | Report | Download as XLS

#	Employee	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	9C		
1	Mike	9,000(0.00)	9,000(0.00)	8,671(-0.33)	9,000(0.00)	8,251(-0.75)	9,000(0.00)	9,000(0.00)	10,000(1.00)	9,000(0.00)	9,000(0.00)	9,000(0.00)	9,000(0.00)	10,000(1.00)	9,000(0.00)	9,000(0.00)	9,000(0.00)	8,251(-0.75)	9,000(0.00)	9,000(0.00)	9,000(0.00)	9,000(0.00)	9,000(0.00)	9C	
2	Peter	9,000(0.00)	9,000(0.00)	9,000(0.00)	10,000(1.00)	9,000(0.00)	9,000(0.00)	9,000(0.00)	10,000(1.00)	9,000(0.00)	9,000(0.00)	8,251(-0.75)	9,000(0.00)	9,000(0.00)	9,000(0.00)	8,671(-0.33)	9,000(0.00)	9,000(0.00)	9,000(0.00)	9,000(0.00)	9,000(0.00)	9,000(0.00)	9,000(0.00)	9,000(0.00)	9C
3	Harry	9,000(0.00)	9,000(0.00)	10,000(1.00)	9,000(0.00)	9,000(0.00)	8,251(-0.75)	10,000(1.00)	9,000(0.00)	9,000(0.00)	9,000(0.00)	10,000(1.00)	9,000(0.00)	9,000(0.00)	9,000(0.00)	9,000(0.00)	9,000(0.00)	9,000(0.00)	9,000(0.00)	9,000(0.00)	9,000(0.00)	9,000(0.00)	9,000(0.00)	9,000(0.00)	9C

Manager View > Monthly

Year: 2022 | Month: April | Department: []

Employee: Peter, Harry

Clear | **Report** | Download as XLS

To use the report, select the filter then click the report button

To export the data to the excel file, click the Download as XLS link

To back to the main view, click the link in the breadcrumb bar