Staff Check In-Out

## Configuration Guide

Version 1.0

Table of Contents

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.
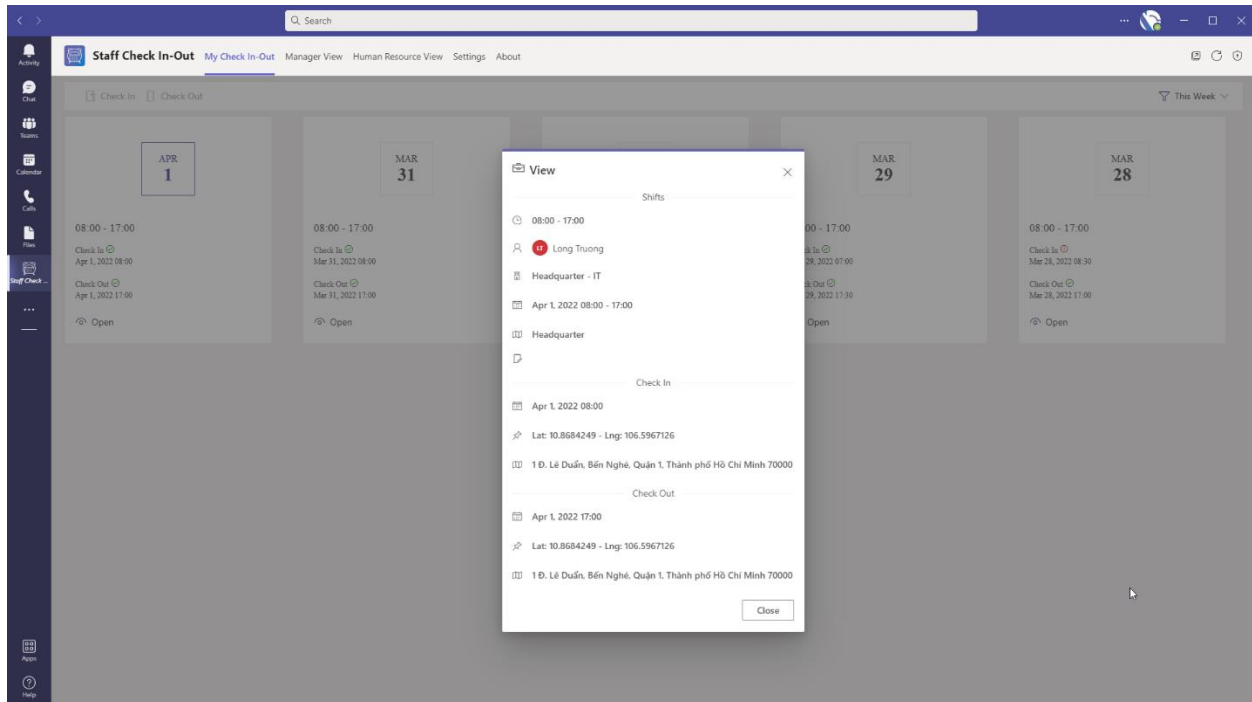
Master Lists

The master lists are crucial when running the app. They are the list that stores the employee info, company, department & the location where the employee works

Employees

This list stores the employee info. To manage employees list, click the Manage Employees button

In the popup appear, can use it as a default view of SharePoint. Click the New button to add a new employee & input

- Content Type: LTEmployee
- Employee: The user in your org
- Locations: The locations list
- Company and Department: The company & department

Companies

This list stores the companies list. To manage this list, click the Manage Companies button

In the popup appear, can use it as a default view of SharePoint. Click the New button to add a new company & input

- Content Type: LTCompany
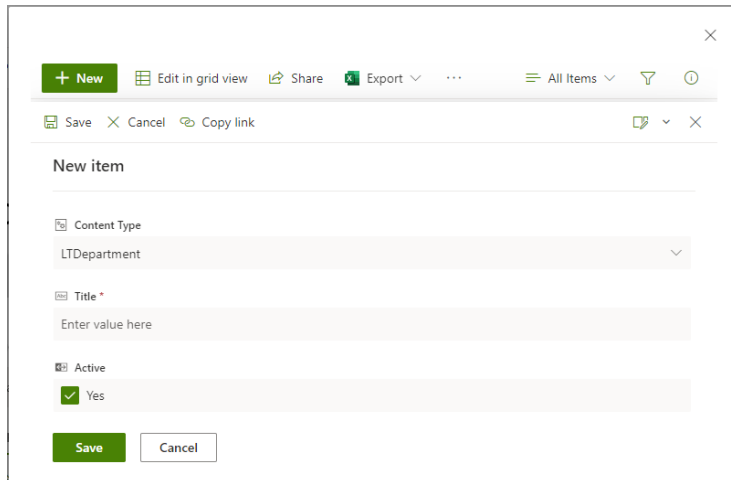
- Title: The company name or branch name
- Human Resources: The users are the human resources of this company. The human resource is able to open the Human Resource view in the app

Departments

This list stores the department list. To manage this list, click the Manage Departments button

In the popup appear, can use it as a default view of SharePoint. Click the New button to add a new department & input

- Content Type: LTDepartment
- Title: The department name

Companies – Departments

This list is connection list between companies & departments lists. To manage this list, click the Manage Company Departments button

In the popup appear, can use it as a default view of SharePoint. Click the New button to add a new Company department & input
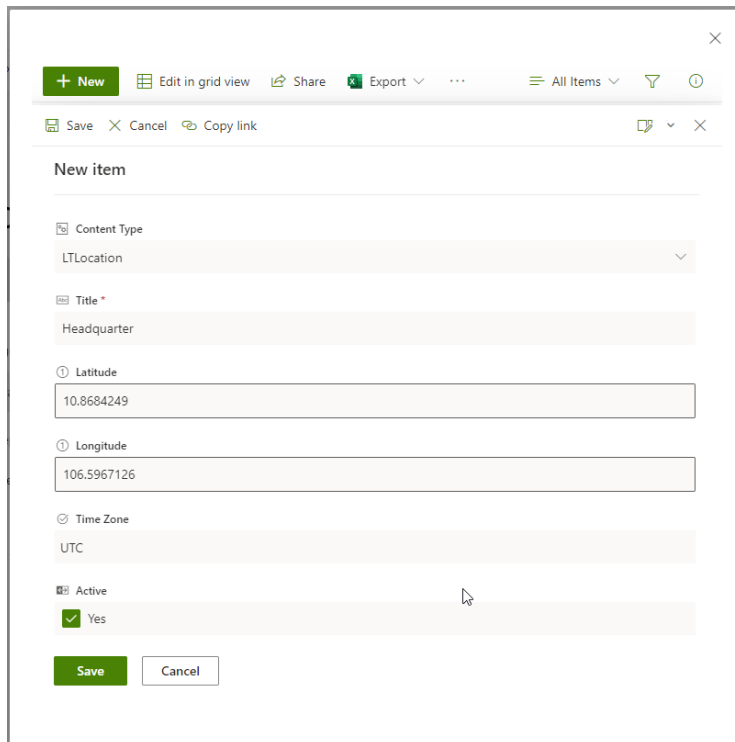
- Content Type: LTCompanyDepartment
- Title: Should be – Company & Department
- Company: The company
- Department: The department
- Managers: The users are the manager of this department. The manager is able to open the Manager View in the app

Locations

This list stores the locations list where the employee works. To manage this list, click the Manage Locations button

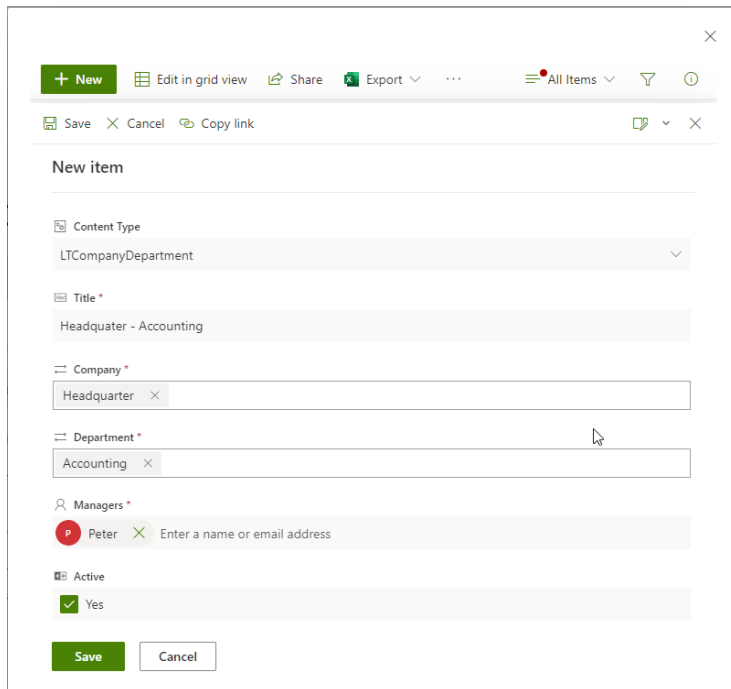In the popup appear, can use it as a default view of SharePoint. Click the New button to add a new location & input

- Content Type: LTLocation

- Title: The location name

- Latitude: The GPS latitude (Decimal degrees (DD))

- Longitude: The GPS longitude (Decimal degrees (DD))

- Time Zone

To get the latitude & longitude, refer the link:

https://support.google.com/maps/answer/18539?co=GENIE.Platform%3DDesktop&hl=en-GB

General Configurations

This page stores all configurations in this app

Required shifts before allows check in

⬤ No

Required GPS

⬤ No

Allows check in-out on the device

⬤ All

Default working time

| 08 ⌄ | : | 00 ⌄ | → | 17 ⌄ | : | 00 ⌄ |

Date format

MMM D, YYYY ⌄

Weekend

⌄

First day of week

Sunday ⌄

Get the address

⬤ Yes

Google API key

AlzaSyDEfzQt98......

Allows check in-out if incorrect location

⬤ Yes

Unit

Meter ⌄

Max Items

10000 ⌃⌄

Who can edit the shifts (The shifts has already checkin)

Manager ⌄

Who can delete the shifts (The shifts has already checkin)

Manager ⌄

Who can edit the check in-out

Manager, Human Resource ⌄

Who can check histories of the shifts

⌄

Admins

⌄

Save

- **Required shifts before allows check in**: if turn on this configuration, the app requires a shifts before allows the employee check in. E.g., The employee doesn't have any shifts today, the employee cannot check in today
- **Required GPS**: If turn on this configuration, the app requires GPS. If the app cannot get the GPS, it doesn't allow check in
- **Allows check in-out on the device**: There are 2 options
  - **All**: It means the employee can check in with any device such as desktop or mobile
  - **Mobile only (MS Team mobile)**: The employee only can check in/out on MS Team mobile. We recommend this option if you use the GPS
- **Default working time**: The default working time
- **Date format**: The date format
- **Weekend**: Configure days of weekend
- **First day of week**
- **Get the address:** If you want to get the address where the employee check in/out, enable this configuration & provide the Google API key below
- **Google API Key:** The Google API key, refer the link to know how to get: https://support.google.com/googleapi/answer/6158862?hl=en
- **Allows check in/out if incorrect location**: Incorrect location means the employees check in/out with GPS but the GAP between the current location of the employee & the location where the employee work is greater than the gap that configuration below
- **GAP incorrect location**: It supports for the configuration above
- **Unit**:
  - Meter
  - Km
  - Mile
- **Max Items**: It is just a configuration to improve the performance to limit max items the app can get
- **Who can edit the shifts (The shifts has already checkin)**: By default, the app doesn't allow to edit the shifts if it has already checkin. But if you want to allow edit, select the role that can edit
- **Who can delete the shifts (The shifts has already checkin):** By default, the app doesn't allow to delete the shifts if it has already checkin. But if you want to allow delete, select the role that can edit
- **Who can edit the check in-out**: By default, the app doesn't allow to edit the check in/out info. But if you want to allow edit, select the role that can edit
- **Who can check the histories of the shifts**: Select the role that can view the histories
- **Admin**: By default, if you have a full control permission in the SharePoint where the app is installed, you are an admin. If you want to add more admin, add them into this configuration

Translations

This feature allows translation the English text in the app to another language

#	Key	English	Translation
1	TabMyCheckInOut	My Check In-Out	My Check In-Out
2	TabManagerView	Manager View	Manager View
3	TabHumanResourceView	Human Resource View	Human Resource View
4	TabSettings	Settings	Settings
5	ButtonCheckin	Check In	Check In
6	ButtonCheckOut	Check Out	Check Out
7	ButtonSave	Save	Save
8	ButtonCreate	Create	Create
9	ButtonCreateShifts	Create Shifts	Create Shifts
10	ButtonOpen	Open	Open
11	ButtonEdit	Edit	Edit
12	ButtonEditCheckInOut	Edit Check In-Out	Edit Check In-Out

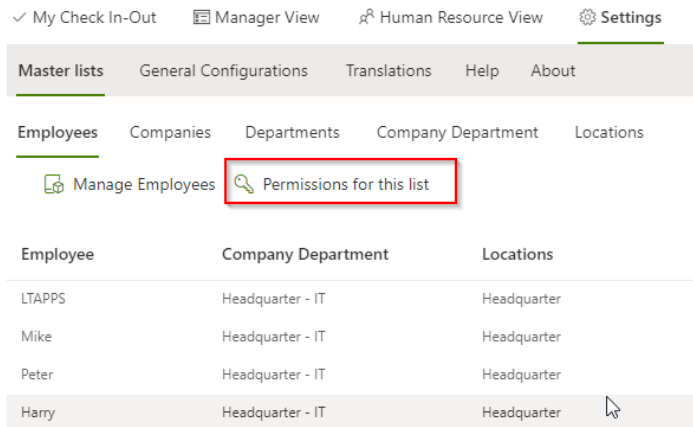After changes, click the Save button & refresh the app

Permissions

The app stores all data & configurations in the SharePoint site where the app is installed. So by default, the user needs a contribute permission to use the app

To more security, we recommend

- The master lists
    - The employee, manager & human resource have
        - View Items (User permission) – Read (Permission level)
    - The admin
        - Full control (Permission level)
- The Shifts list
    - The employee has
        - View Items
        - Add Items
        - Edit Items
    - The manager has
        - View Items
        - Add Items
        - Edit Items
        - Delete Items (If allows the manager can delete the shifts)
        - View Versions (If allows the manager can view the version histories of the shifts)
    - The human resource
        - View Items
        - Add Items
        - Edit Items
        - Delete Items (If allows the manager can delete the shifts)
        - View Versions (If allows the manager can view the version histories of the shifts)

      o   The admin
           ▪   Full control (Permission level)

To manage the permission for each list, go to the settings tab & click the Permission for this list button as the image below

To know more detail the permission level & user permission, refer the link:
https://docs.microsoft.com/en-us/sharepoint/sites/user-permissions-and-permission-levels#user-permissions