



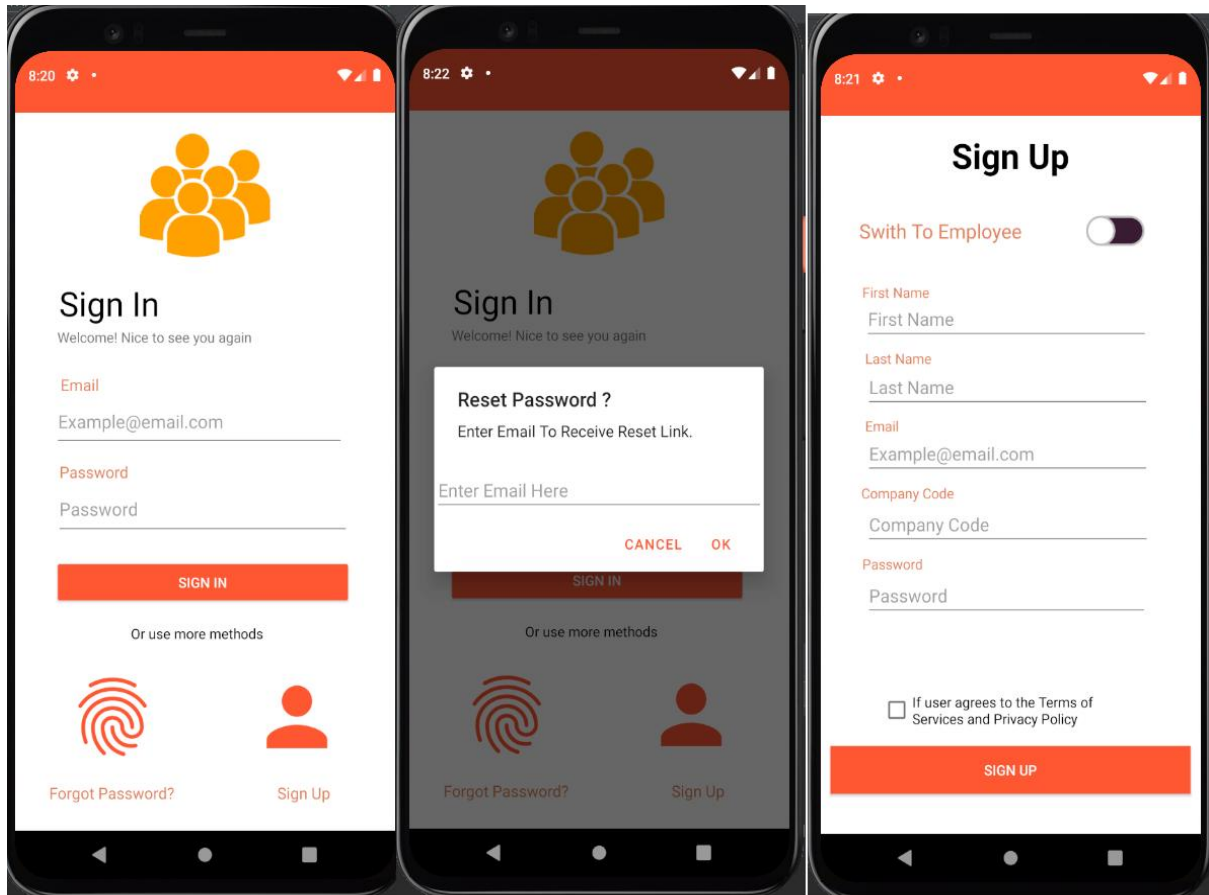
User Manual

ConnectPay

ADMIN

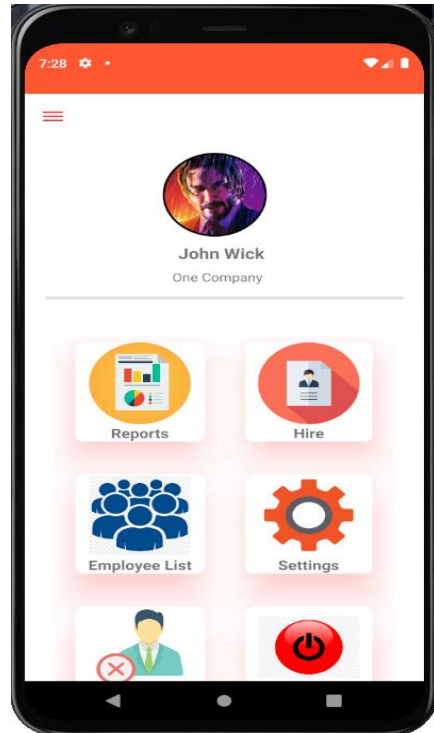
1. Sign In / Sign Out

- Sign In: Open the app and log in with your email and password. Use fingerprint authentication if set up.
- Forgot Password: Click “ForgotPassword,” enter your email, and follow the instructions sent to you.
- Sign Out: Click on the SignOut option in the Navigation Drawer.



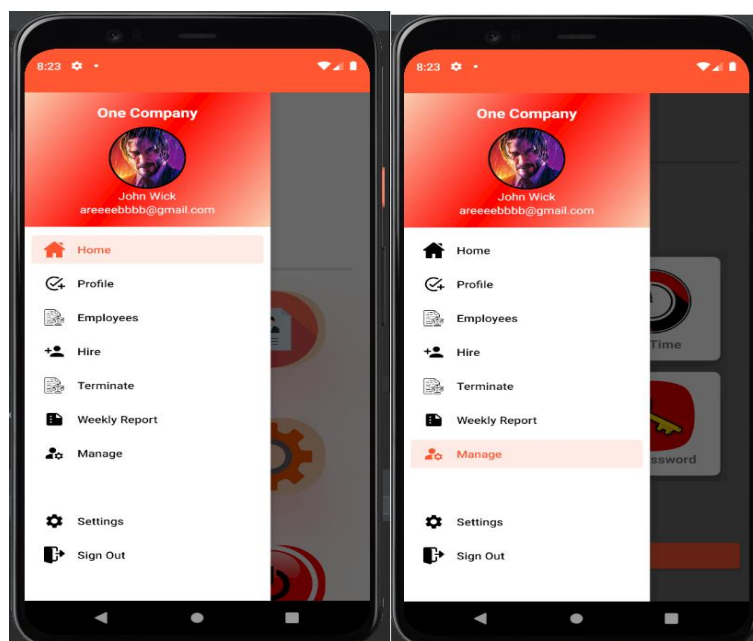
2. Employer [Admin] Home Page

- After signing in as an Employer, you'll see the Home Page. Use icons or the Navigation Drawer to navigate.



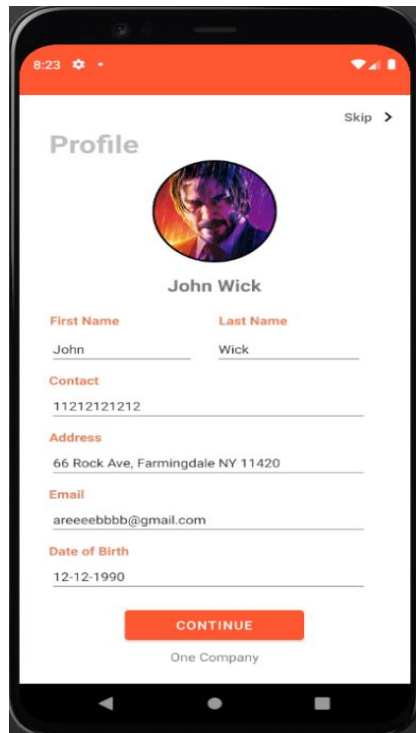
3. Navigation Drawer [Employer]

- Access additional activities through the Navigation Drawer. Your available options are specific to Employer functions.



4. User Profile [Employer/Employee]

- View and edit your profile and profile photo.



A mobile app screen showing a user profile form. The header is orange with a 'Skip' link. The form includes a profile picture, name fields (John Wick), contact number (11212121212), address (66 Rock Ave, Farmingdale NY 11420), email (areeeebbbb@gmail.com), and date of birth (12-12-1990). A 'CONTINUE' button is at the bottom.

Profile

John Wick

First Name: John, Last Name: Wick

Contact: 11212121212

Address: 66 Rock Ave, Farmingdale NY 11420

Email: areeeebbbb@gmail.com

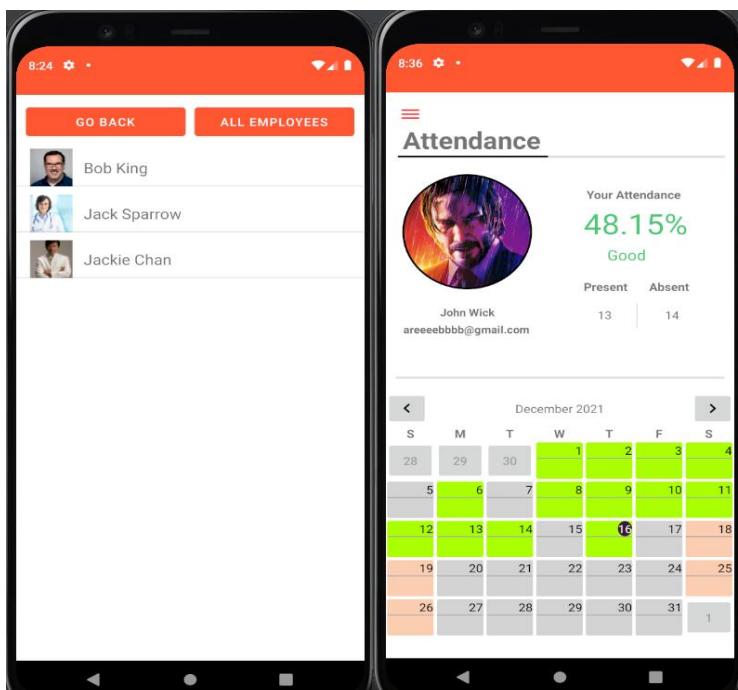
Date of Birth: 12-12-1990

CONTINUE

One Company

5. Employees List and Attendance

- Employees List: View a list of employees, and click on a name to see their attendance details.
- Attendance: Check your attendance status, with days worked highlighted in green. Use the calendar to view attendance for different months.



Two mobile app screens. The left screen shows a list of employees: Bob King, Jack Sparrow, and Jackie Chan. The right screen shows the attendance details for John Wick, including a 48.15% attendance rate, a 'Good' status, and a calendar for December 2021.

GO BACK ALL EMPLOYEES

Bob King

Jack Sparrow

Jackie Chan

Attendance

Your Attendance: 48.15% Good

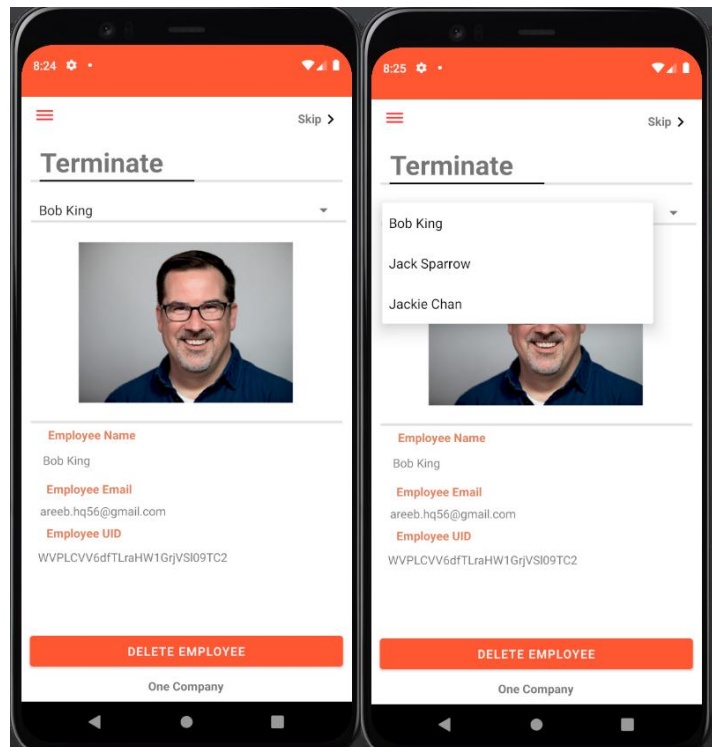
Present: 13, Absent: 14

December 2021

S	M	T	W	T	F	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

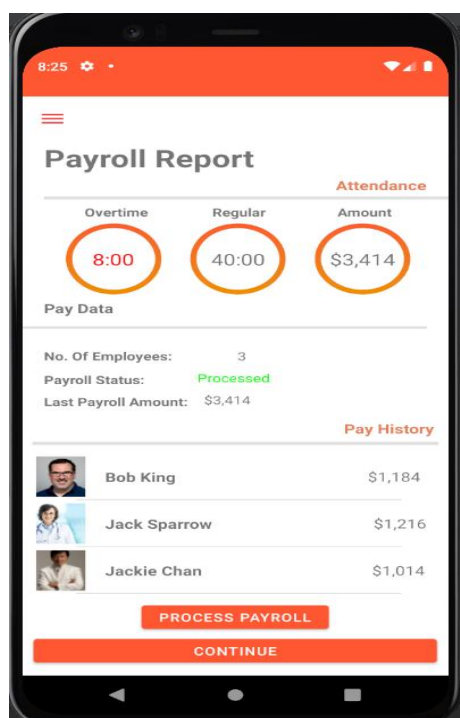
6. Employee Termination

- To terminate an employee, select their name from the list and confirm their termination.



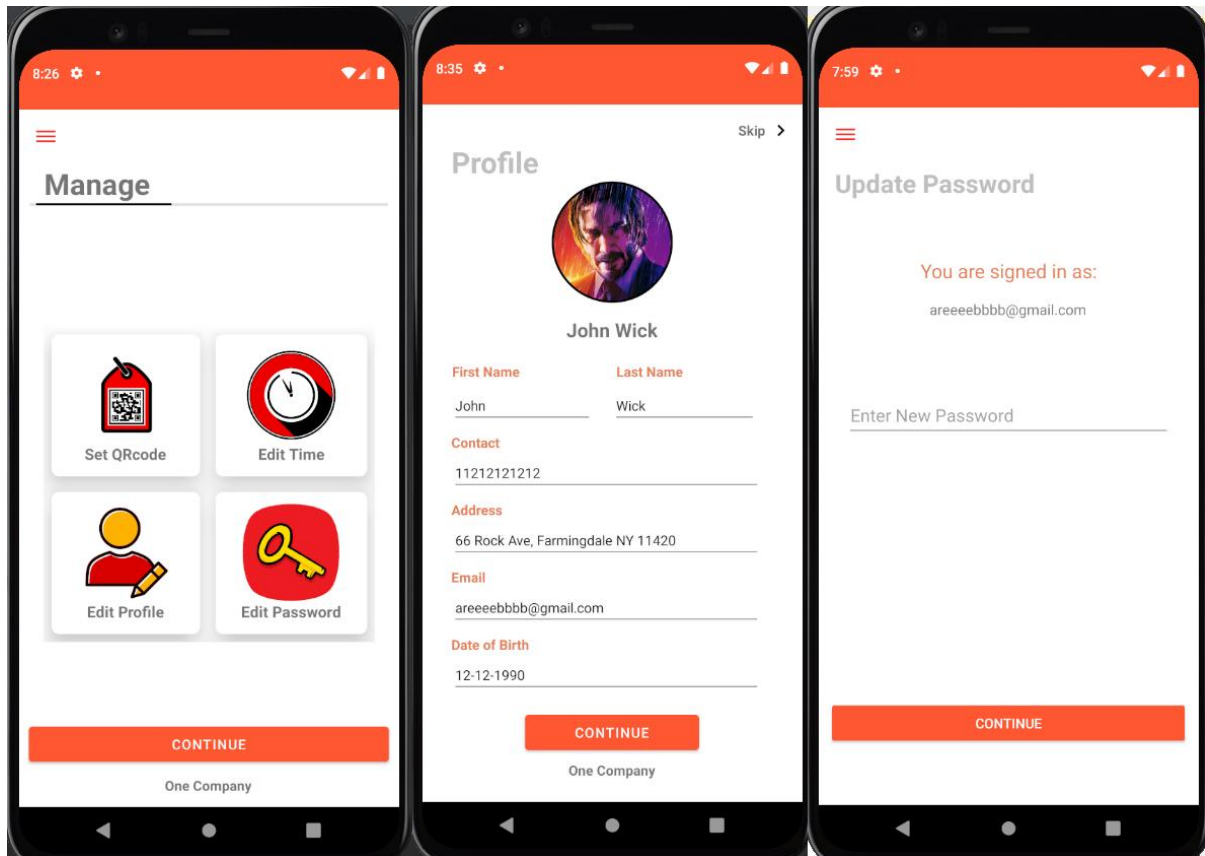
7. Payroll Report

- View the current week's payroll summary, including total cost, regular hours, and overtime hours. Process payroll by clicking the "Process Payroll" button.



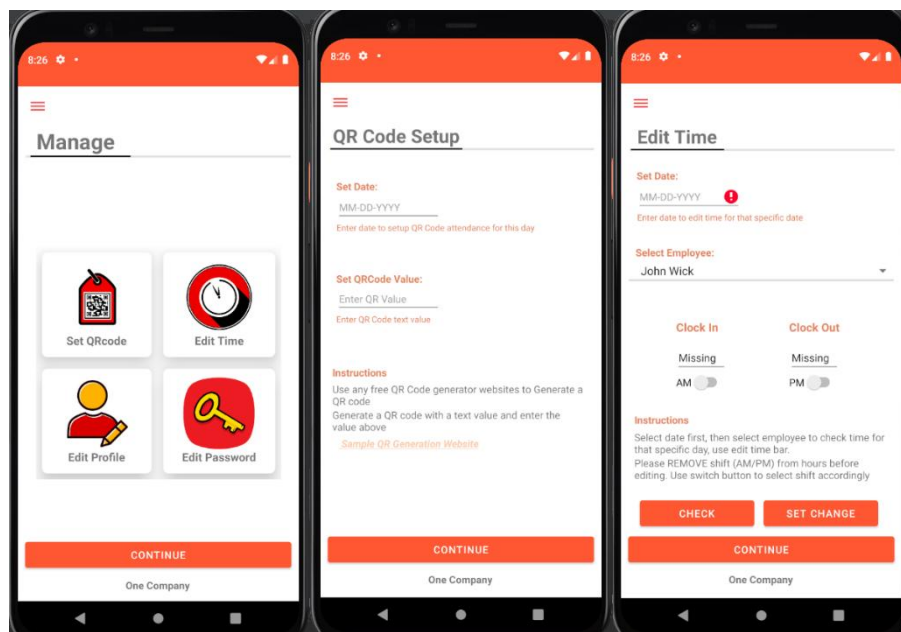
8. Manage Options

- Edit Profile: Update your profile information.
- Edit Password: Change your password.



9. Edit Time / QR Code Setup

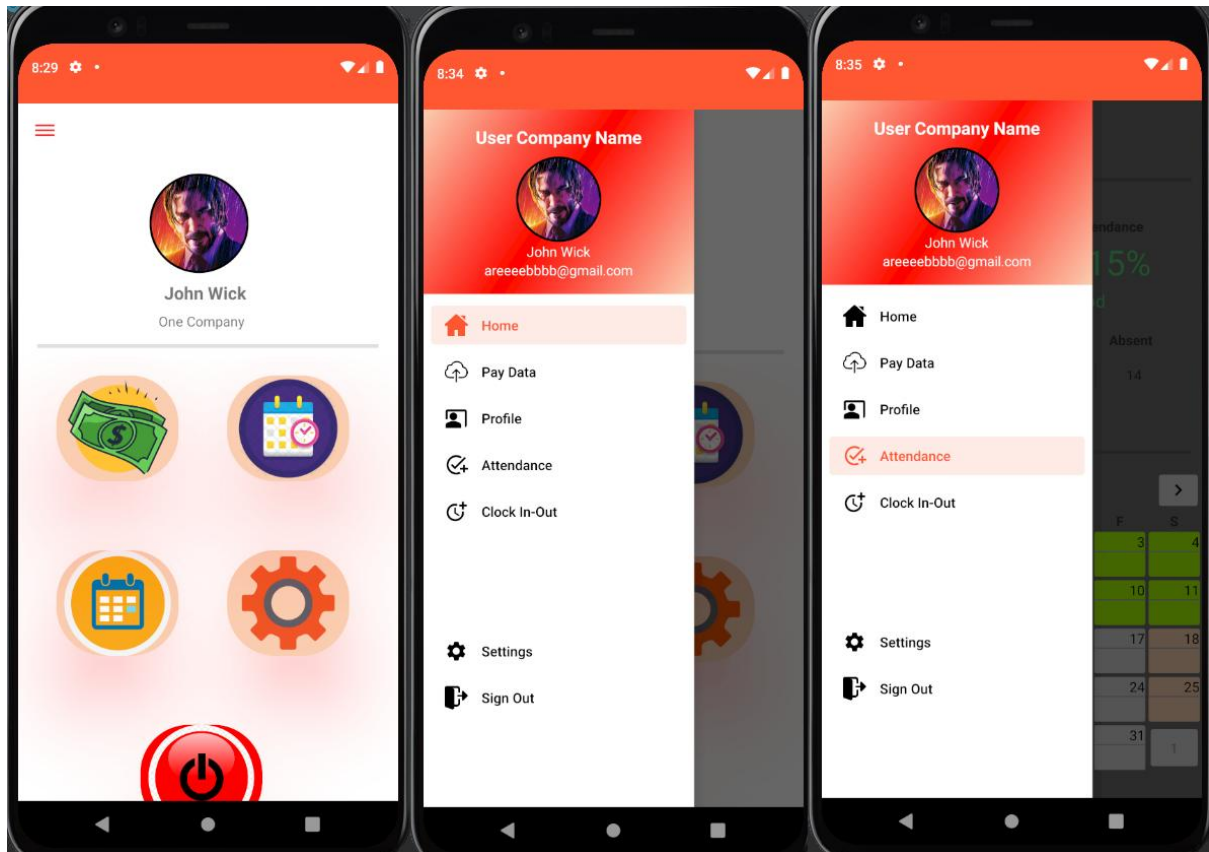
- Edit Time: Adjust an employee's time punches if there are errors.
- QR Code Setup: Generate and set up a QR Code for attendance.



EMPLOYEE

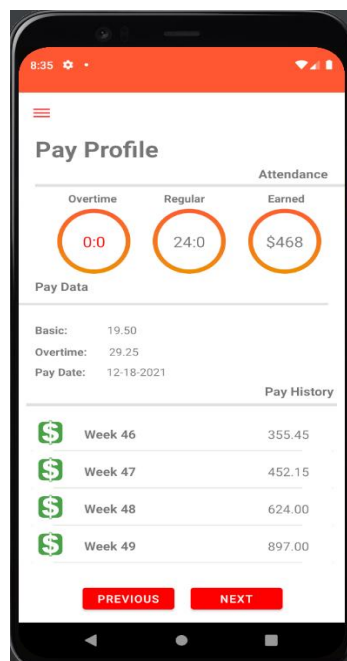
1. Employee Landing - Navigation Drawer

- After signing in as an Employee, use the Navigation Drawer to navigate through the app. The current activity will be highlighted.



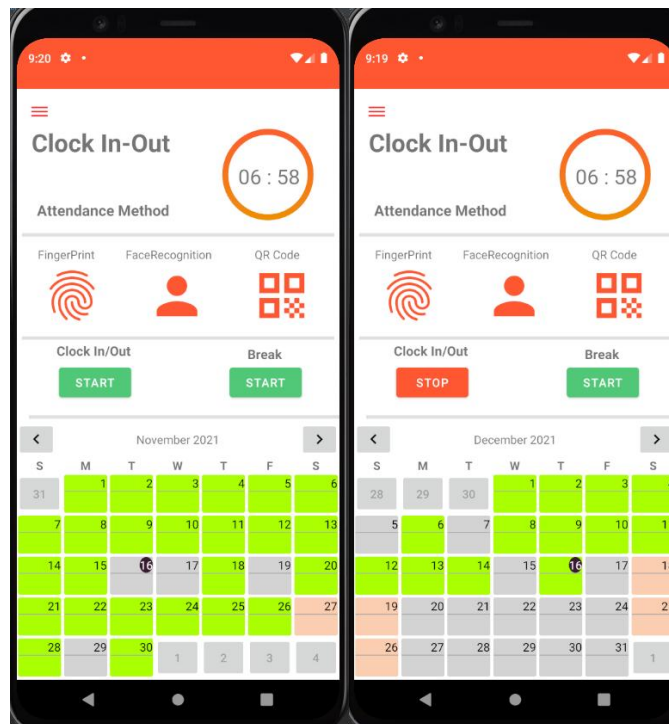
2. Pay Profile

- View your wage details, including pay rates and paycheck amounts. Navigate through previous paychecks using the Next and Previous buttons.



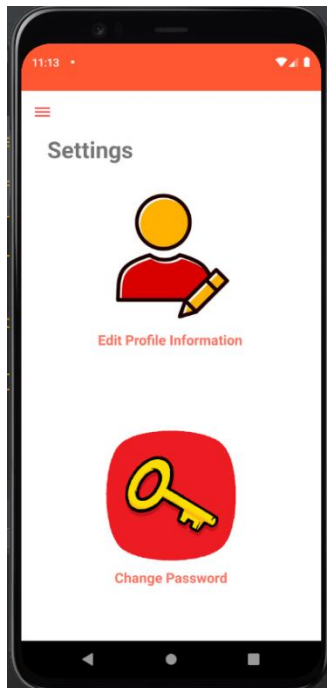
3. Clock In / Out

- Clock In: Start your shift by pressing the Start button. Use Fingerprint or QR Code options if available.
- Clock Out: End your shift by pressing and holding the Stop button. Use other methods for clocking out if needed.



4. Settings

- Edit your profile or change your password in the Settings activity.



5. Terminated Employee Landing

- Terminated employees will be logged out automatically after 5 seconds upon signing in. They will not have access to other app features.

