MY360SHIFT GUIDE

Website Address:

https://internal.my360crm.com/website/190507150303DEMOCRM/

Username :

democrm@gmail.com

Password :

democrm123
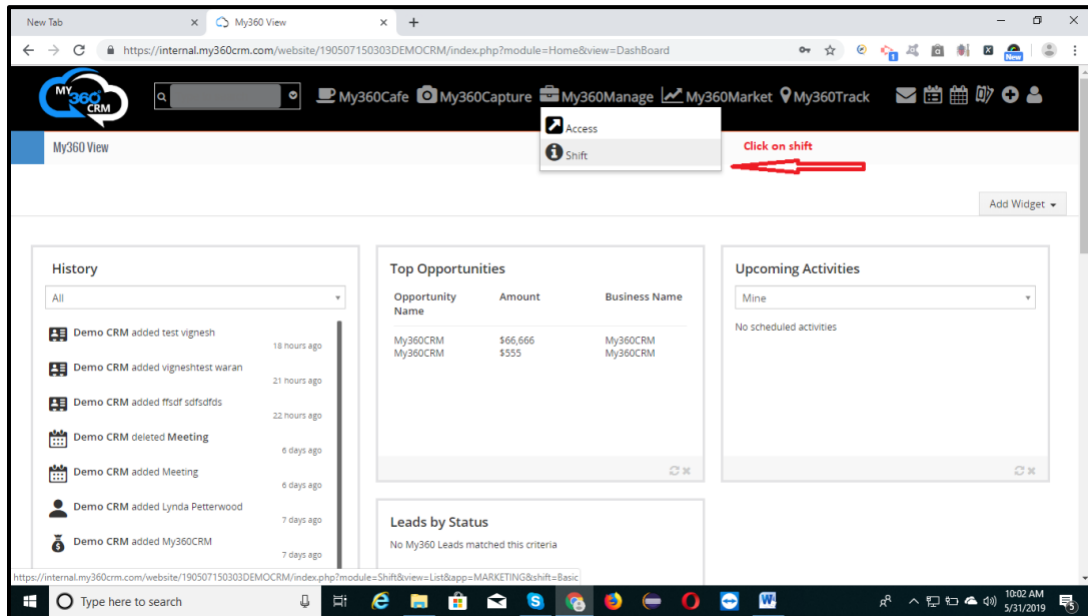
HOW TO LOGIN MY360CRM:

1. Enter the valid Username and Password and click on Sign In.
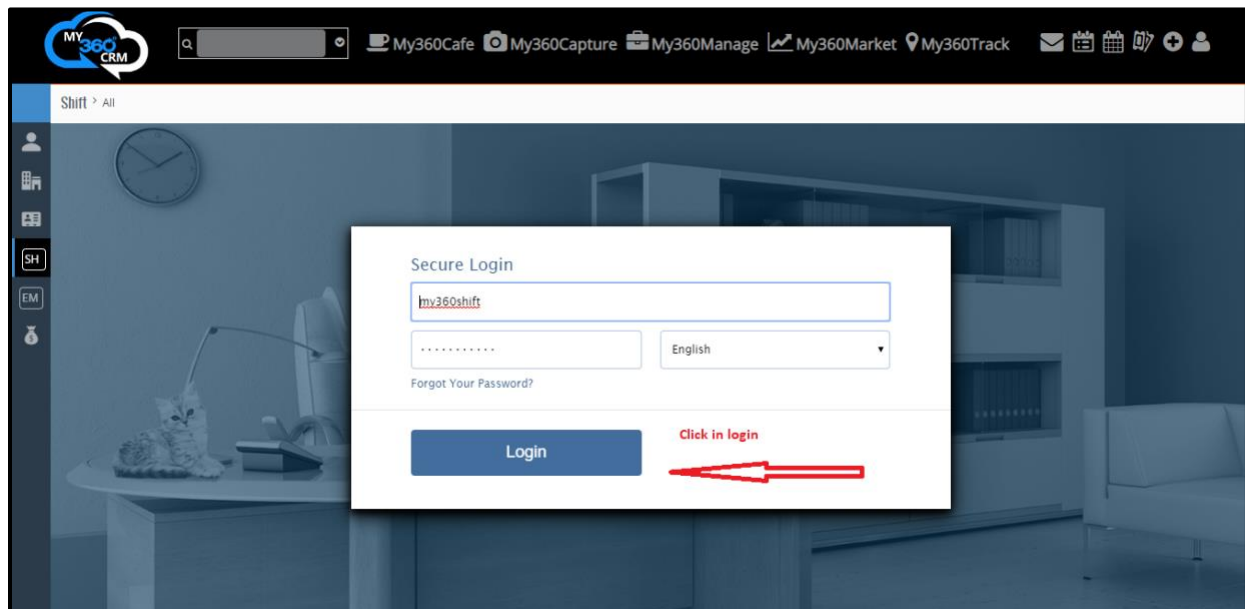
2. Click on My360Mange -> My360Shift

3. Shift login page will be display, enter the valid credential and click on login.

4. Shift page, click on Employee option.

5. In employee page, click on new for add employee.

6. Enter employee number and click on save.

Note: This is used for Facial Registration via App use the Employee Number which you have stored in the CRM against the user.

7. After the facial registration via the app the page look like below.

8. Double click on new added user name, the page look like below.

9. After successful registration particular employee punch in and punch out details will be stored the page looks as below.

10. Employee detailed punch in and out for a week will be shown in the below screen.

11. Total hours worked for the particular period calculation is show in the below screen.

HOW TO REGISTER MY360SHIFT:

1. Open the MY360Shift APP.
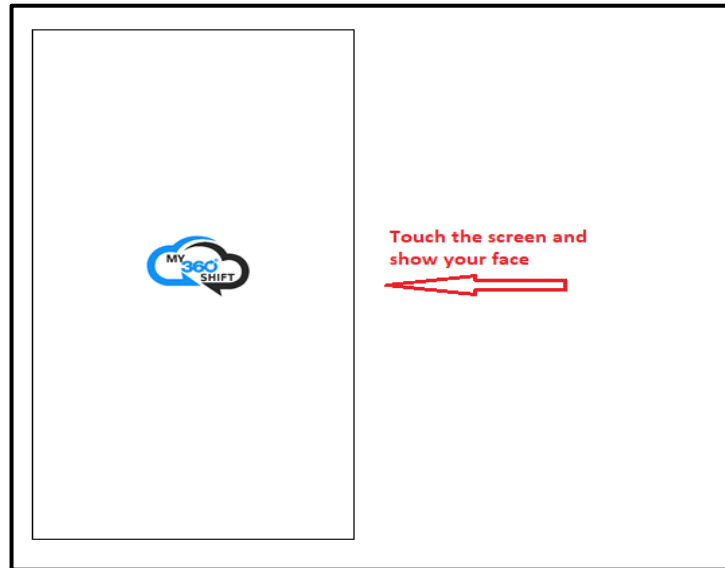
2. Show your face to the camera and the app will capture an image of you.
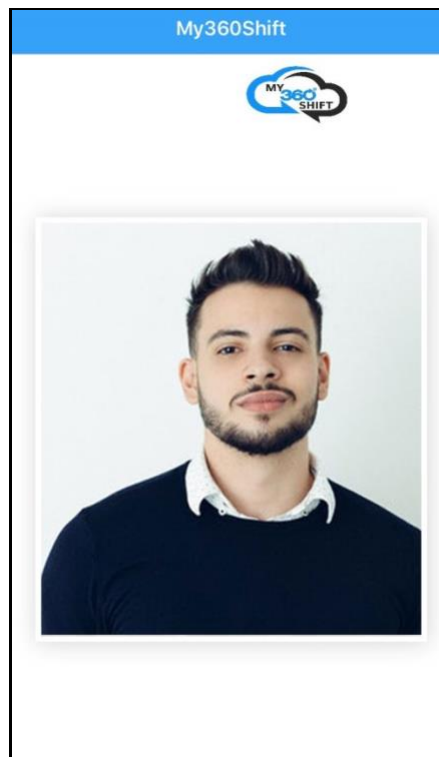
3. If you are the new user, You can see the register button.
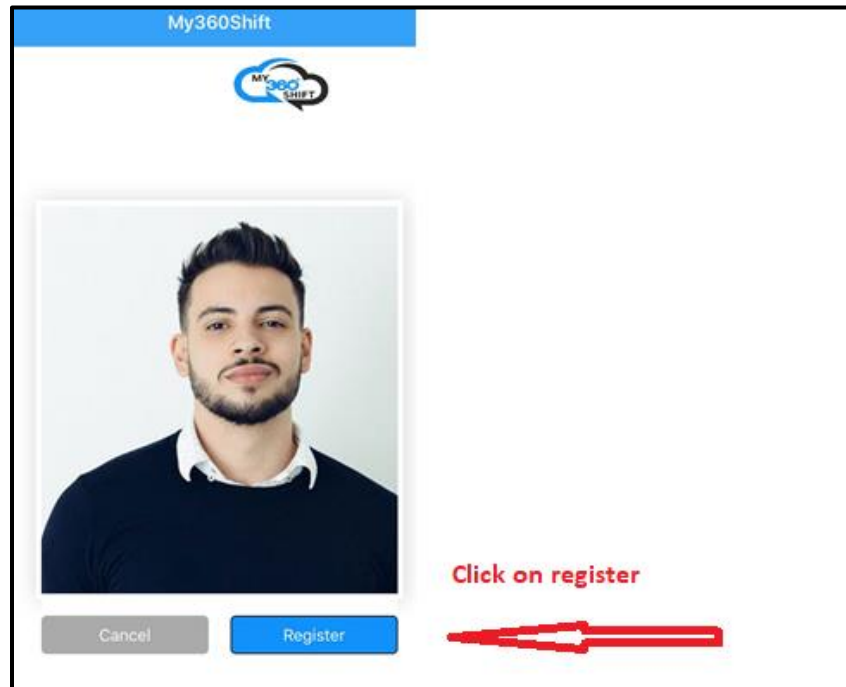
4. Click on the register button and enter your Activated Employee code.

Note: Enter the activation code, which you got during the add user form.
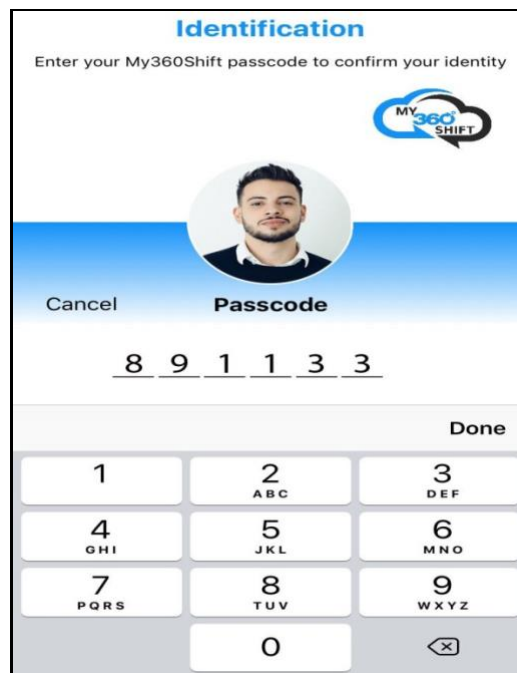
5. On successful registration, you can able to see your name. From the next time, you can get your login details just by showing your face.
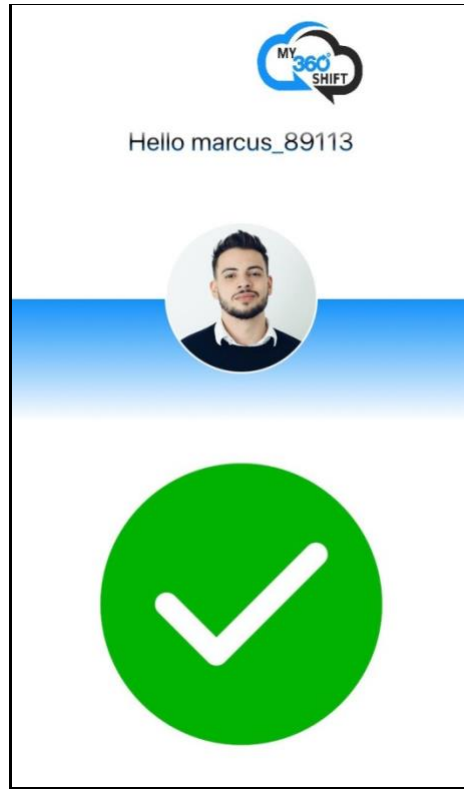
NEW USER REGISTRATION

1. If you are the Administrator, You will see an option "Add new user" .

2. On clicking "Add new user", the app will open the below page.

3. Tap on the screen to capture the image of the user to be registered.
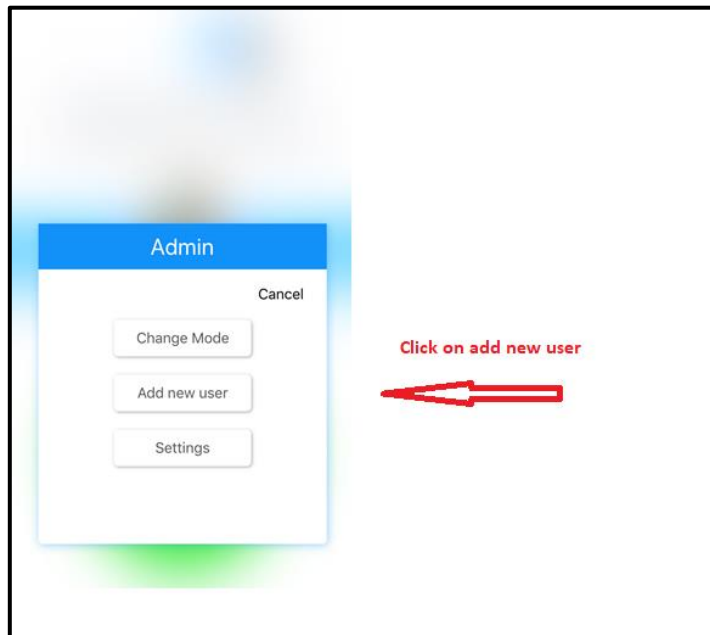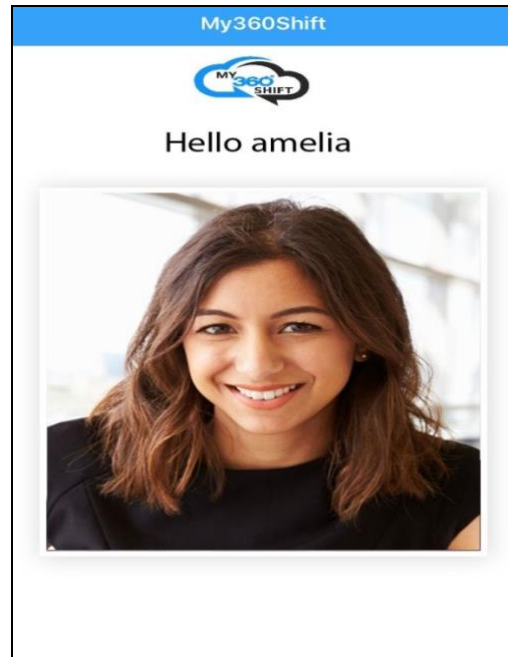
Note : Please be prepared to take a picture before tapping the screen.

4. After capturing of the user's image, the app will ask for the below details. Enter the user details and Click the submit button.

5. On successful registration with valid details, you will see the below response.