



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.

A screenshot of the MY360CRM login interface. At the top is the MY360CRM logo. Below it is a light blue input field containing the email address "democrm@gmail.com". Underneath the email field is a password field represented by a series of dots and a vertical cursor line. Below the password field is a green rectangular button with the text "Sign in" in white. At the bottom left of the form is a blue link that says "forgot password?".

democrm@gmail.com

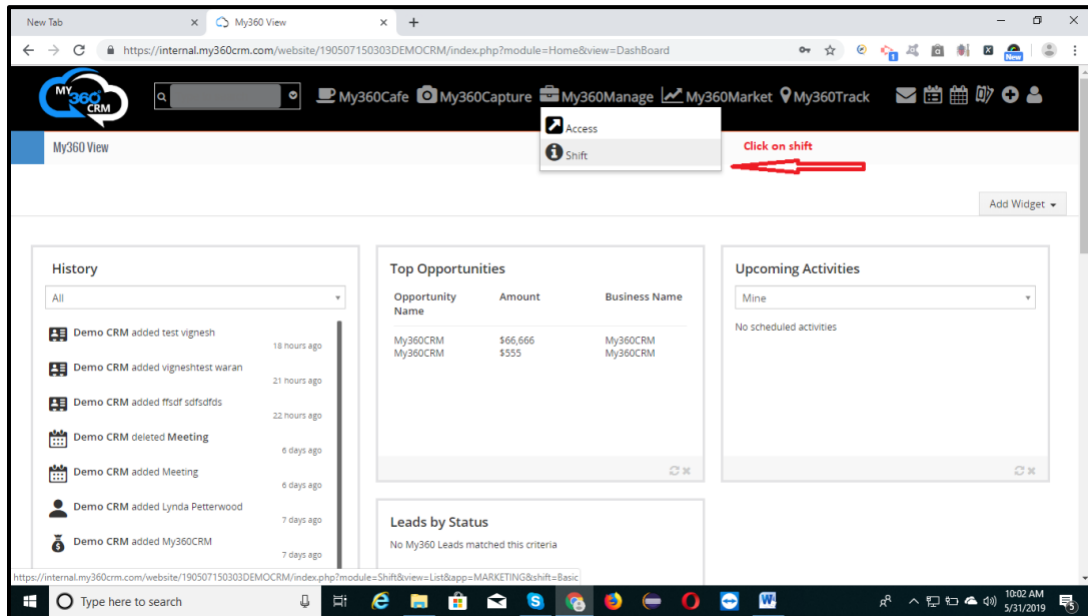
.....|

Sign in

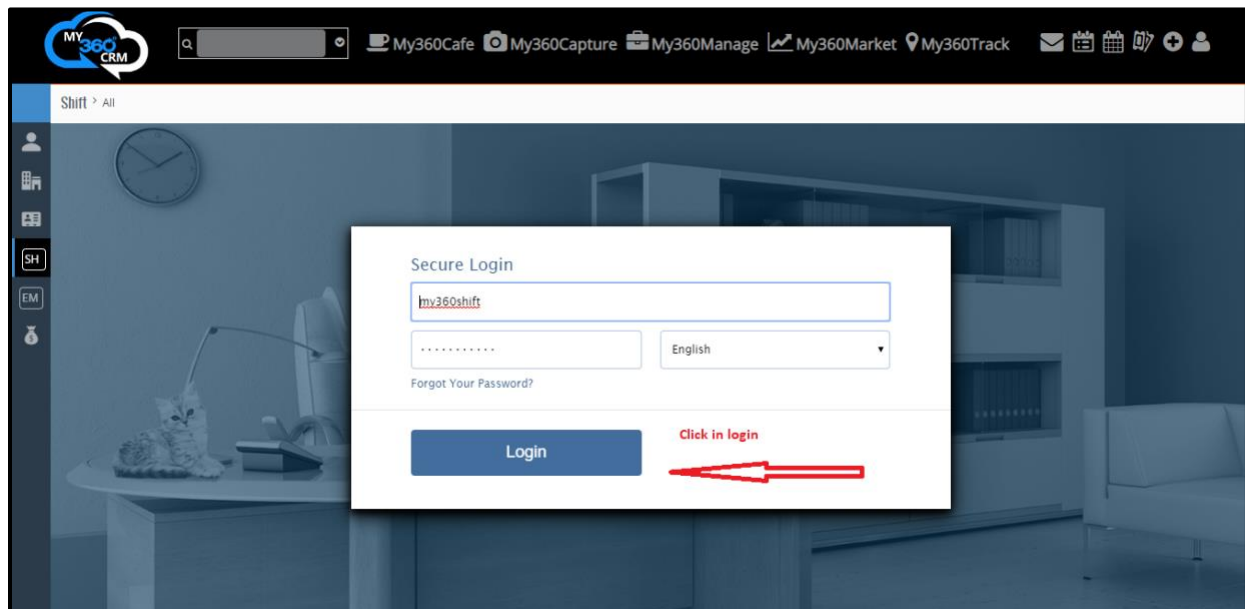
[forgot password?](#)



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.

Shift > All Click on Employee

Attendance Employee Company Report My Account Dashboard

Employees Employee Contacts Preferences Wages Payment Methods Job Titles Groups Ethnic Groups New Hire Defaults

Employee

Whos In/Out View Edit Delete

Status	Type	First Name	Last Name	Punch Time
No active shifts at this moment.				

Schedule Summary (Subordinates) View Edit Delete

First Name	Last Name	Status	Date	Start Time	End Time	Total Time
Jack	Kann	Workin	18-06-18	00:00	17:00	08:00
Jack	Kann	Workin	19-06-18	00:00	17:00	08:00
Jack	Kann	Workin	20-06-18	00:00	17:00	08:00
Jack	Kann	Workin	21-06-18	00:00	17:00	08:00

Exception Summary View Edit Delete

Date	Severity	Exception	Code
No exceptions to correct, great job!			

Request Authorizations View Edit Delete

First Name	Last Name	Type	Date	Status
All requests are authorized, excellent work!				

Exceptions (Subordinates) View Edit Delete

First Name	Last Name	Date	Severity	Exception	Code
Preeti	Pujari	30-05-19	Critical	Missing In Punch	M1
Rashmi	Krishna	29-05-19	Critical	Missing In Punch	M1
Vignesh	Vignesh	29-05-19	Critical	Missing In Punch	M1
Vignesh	Vignesh	29-05-19	Critical	Missing In Punch	M1

News Edit Delete

Slow news day, nothing to see here yet...

https://internal.my360crm.com/website/190507150303DEMOCRm/shift/interface/html5/index.php?shift=Basic&username=my360shift&password=45Lakehills#Employee_menu

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

Shift > All Click on new

Attendance Employee Company Report My Account Employees

New View Edit Mass Edit Copy as New Save Save & Continue Save & Next Save & Copy Save & New Cancel TimeSheet Schedule Pay Stub Pay Stub Amendments Import Export

Editor Navigation Other

BASIC SEARCH ADVANCED SEARCH SAVED SEARCH & LAYOUT Current View: -Default-

Displaying 1 - 15 of 15 total. [Selected: 0]

	Status	Employee #	First Name	Last Name	Home Phone
<input type="checkbox"/>	Active	1	Jason	Kann	1234567890
<input type="checkbox"/>	Active	17418	Michael	Jackson	
<input type="checkbox"/>	Active	2	Jack	Kann	
<input type="checkbox"/>	Active	41611	Rashmi	Krishna	
<input type="checkbox"/>	Active	46746	Preeti	Pujari	
<input type="checkbox"/>	Active	52734	Shagar	PK	
<input type="checkbox"/>	Active	53572	Neha	Gupta	
<input type="checkbox"/>	Active	65792	Pallavi	Pujari	
<input type="checkbox"/>	Active	78831	Pavitra	Kamble	
<input type="checkbox"/>	Active	82276	Reddy	Prasad	
<input type="checkbox"/>	Active	82279	QA	Test	123456789
<input type="checkbox"/>	Active	87853	Safana	Mohammed	
<input type="checkbox"/>	Active	89110	QA TEST	DEMO	



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.

Employee: Active | 89113 | Marcus

Company: My360CRM
Legal Entity: My360CRM
Status: Active
Permission Group: Administrator
Pay Period Schedule: Standard Week
Policy Group: Hourly Employees
Currency: AUD
User Name: marcus_89113
Password:
Confirm Password:
Employee Number: 89113
Title: Sales Manager
code: 891133
face id: ba350b66-7a0b-4a61-a9e5-d0b5a554ecc7

First Name: Marcus
Last Name: Leo
Quick Punch ID:
Quick Punch Password:
Default Branch: -- None --
Default Department: -- None --
Group: Root
Ethnicity: -- None --
Hire Date: 18-06-19
Termination Date: dd-mm-yy
Tags:

Activated Employee code

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

Displaying 1 - 16 of 16 total. [Selected: 1]

Status	Employee #	First Name	Last Name	Home Phone
<input type="checkbox"/> Active	1	Jason	Kann	1234567890
<input type="checkbox"/> Active	17418	Michael	Jackson	
<input type="checkbox"/> Active	2	Jack	Kann	
<input type="checkbox"/> Active	41611	Rashmi	Krishna	
<input type="checkbox"/> Active	46746	Preeti	Pujari	
<input type="checkbox"/> Active	52734	Shagar	PK	
<input type="checkbox"/> Active	53572	Neha	Gupta	
<input type="checkbox"/> Active	65792	Pallavi	Pujari	
<input type="checkbox"/> Active	78831	Pavitra	Kamble	
<input type="checkbox"/> Active	82278	Reddy	Prasad	
<input type="checkbox"/> Active	82279	QA	Test	123456789
<input type="checkbox"/> Active	87853	Safana	Mohammed	
<input type="checkbox"/> Active	89110	QA TEST	DEMO	
<input type="checkbox"/> Active	89111	Vignesh	Vignesh	
<input type="checkbox"/> Active	89112	Srinivas	Madhu	
<input checked="" type="checkbox"/> Active	89113	Marcus	Leo	



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

Employee | Contact Info | Hierarchy | Wage | Tax | Payment Methods | Contacts | Accruals | Qualifications | Reviews | Audit | Employee: Active | 89113 | Marcus

Company:	My360CRM	First Name:	Marcus
Legal Entity:	My360CRM	Last Name:	Leo
Status:	Active	Quick Punch ID:	
Permission Group:	Administrator	Quick Punch Password:	
Pay Period Schedule:	Standard Week	Default Branch:	-- None --
Policy Group:	- Hourly Employees	Default Department:	-- None --
Currency:	AUD	Group:	Root
User Name:	marcus_89113	Ethnicity:	-- None --
Password:		Hire Date:	18-06-19
Confirm Password:		Termination Date:	dd-mm-yy
Employee Number:	89113	Tags:	
Title:	Sales Manager		
Code:	891133		
Face ID:	ba350b66-7a0b-4a61-a9e5-d0b5a554ecc7		

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

Displaying 1 - 11 of 11 total. [Selected: 1]

	First Name	Last Name	Type	Status	Date	Time
<input type="checkbox"/>	Preeti	Pujari	Normal	In	29-05-19	29-05-19 19:10
<input type="checkbox"/>	Preeti	Pujari	Normal	In	29-05-19	29-05-19 19:14
<input type="checkbox"/>	Preeti	Pujari	Normal	Out	29-05-19	29-05-19 19:23
<input type="checkbox"/>	Preeti	Pujari	Normal	In	29-05-19	29-05-19 20:38
<input type="checkbox"/>	Preeti	Pujari	Normal	Out	30-05-19	30-05-19 17:10
<input type="checkbox"/>	Rashmi	Krishna	Normal	Out	29-05-19	29-05-19 19:25
<input type="checkbox"/>	Rashmi	Krishna	Normal	In	29-05-19	29-05-19 19:26
<input type="checkbox"/>	Neha	Gupta	Normal	In	29-05-19	29-05-19 19:55
<input type="checkbox"/>	Neha	Gupta	Normal	Out	29-05-19	29-05-19 20:09
<input type="checkbox"/>	QA	Test	Normal	In	29-05-19	29-05-19 19:16
<input type="checkbox"/>	QA	Test	Normal	Out	29-05-19	29-05-19 19:21
<input checked="" type="checkbox"/>	Marcus	Leo	Normal	Out	19-06-19	19-06-19 12:00



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

The screenshot shows the 'Employee Punch In/Out' interface for employee Marcus | Leo | Active. The date range is 19-06-19. The interface displays a weekly calendar view from Sunday, June 16 to Saturday, June 22. The 'No Pay Period' is highlighted for Wednesday, June 19. The table shows punch in and out times for each day, with exceptions noted for Tuesday, June 18 and Wednesday, June 19.

	Sun, Jun 16	Mon, Jun 17	Tue, Jun 18	Wed, Jun 19	Thu, Jun 20	Fri, Jun 21	Sat, Jun 22
In			19:36	M2 10:00			
Out			19:37	M2			
In			20:03	10:14			
Out			20:04	12:00			
In			20:10				
Out			20:11				
In			M1				
Out			M1 22:50				
In			22:51				
Out			22:52				
In			M1				
Out			M1 22:53				
In			M2 22:54				
Out			M2				
In							
Out							
Exceptions			M1 M1 M2	M2			

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

The screenshot shows the 'Employee Accumulated Time' interface for employee Marcus | Leo | Active. The date range is 19-06-19. The interface displays a summary of accumulated time for the week of 16-06-19 to 22-06-19. A red arrow points to the 'Total no. of IN/OUT accumulated time' section.

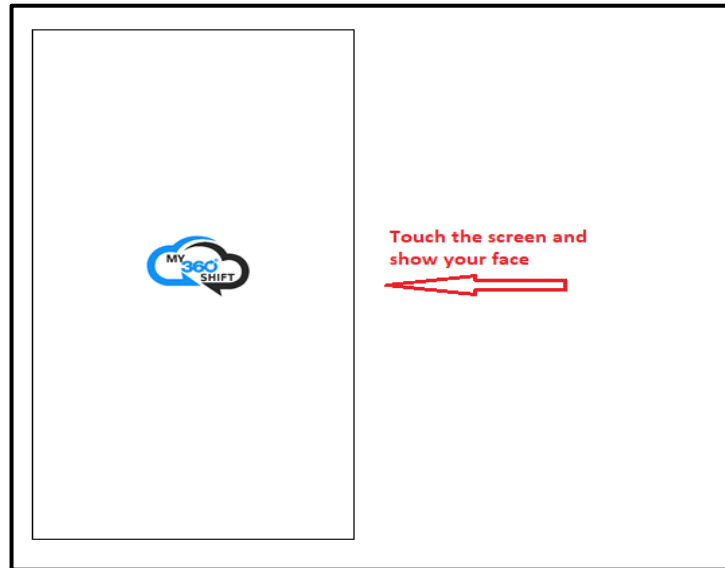
	Week	Pay Period
Worked Time	01:50	No Pay Period
Regular Time	01:50	
Total Time	01:50	00:00

Total no. of IN/OUT accumulated time

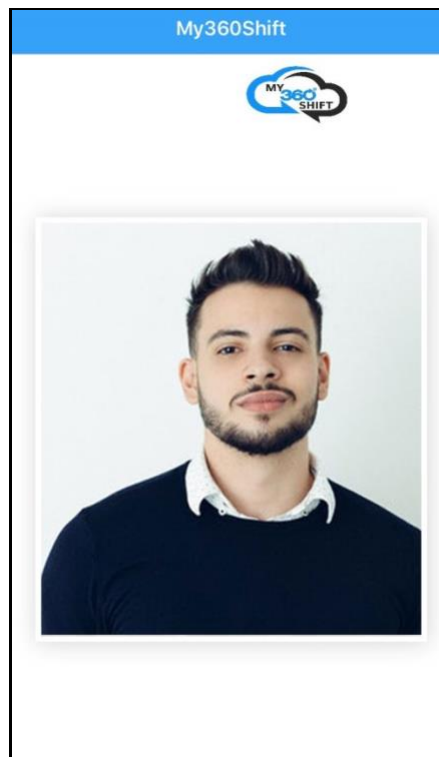


HOW TO REGISTER MY360SHIFT:

1. Open the MY360Shift APP.

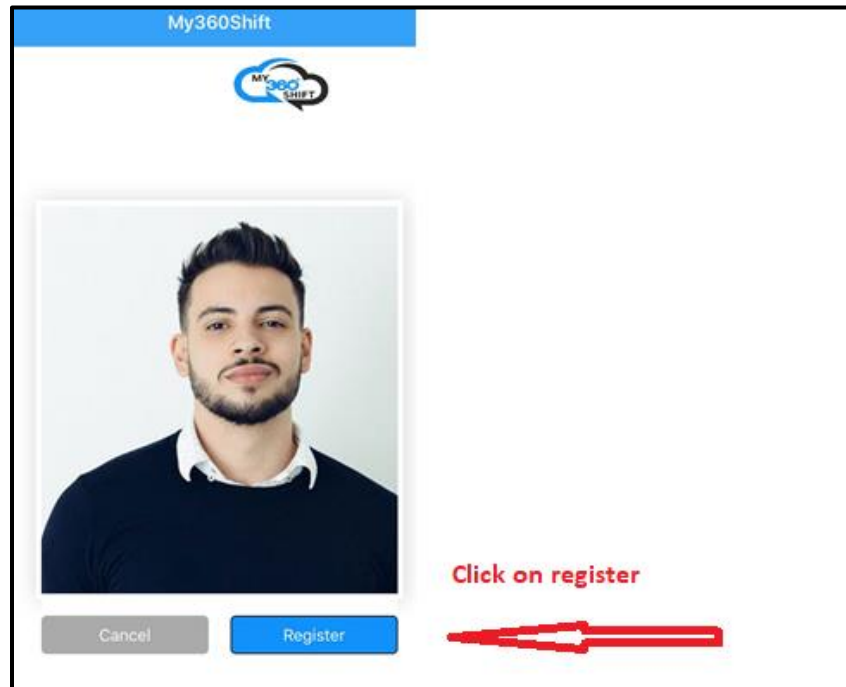


2. Show your face to the camera and the app will capture an image of you.



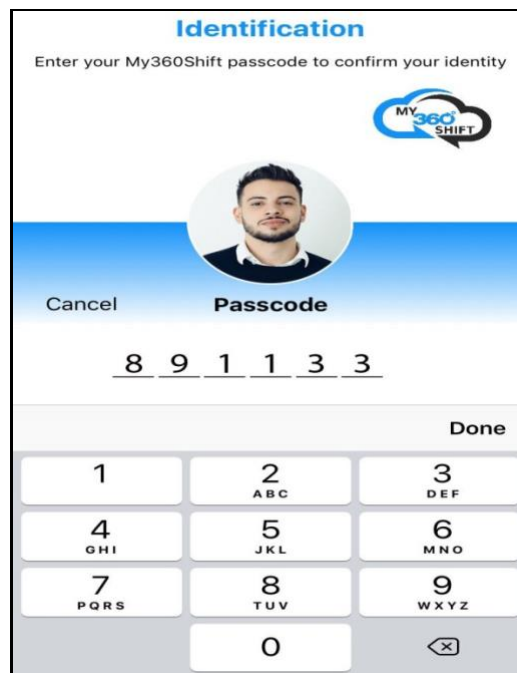


3. If you are the new user, You can see the register button.



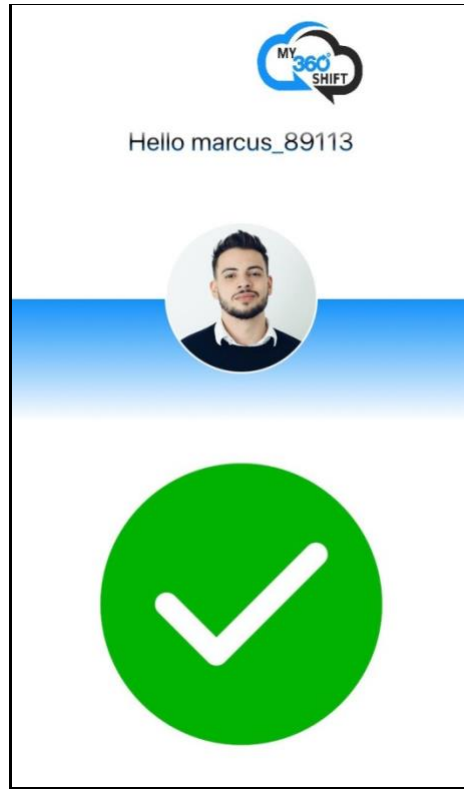
4. Click on the register button and enter your Activated Employee code.

Note: Enter the activation code, which you got during the add user form.





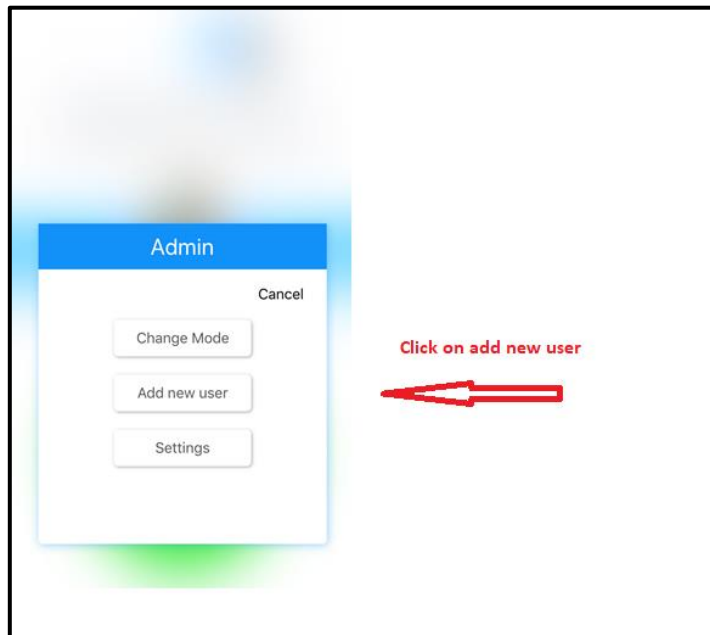
5. On successful registration, you can able to see your name. From the next time, you can get your login details just by showing your face.





NEW USER REGISTRATION

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



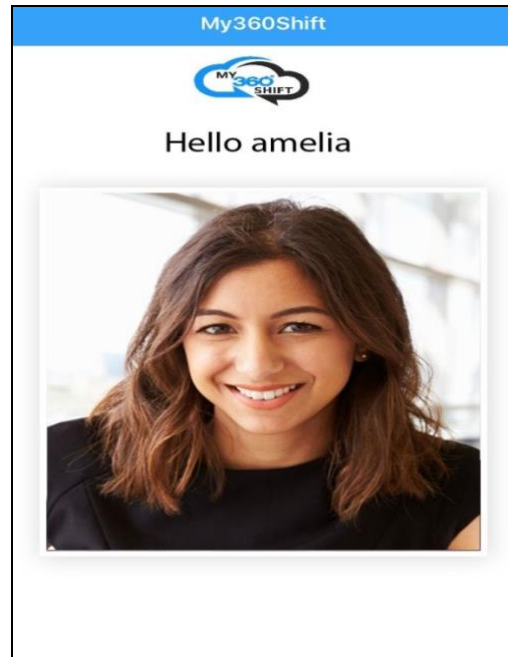
2. On clicking “Add new user”, the app will open the below page.





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.

