



By Angel Valecillos

USER'S GUIDE

By Angel Valecillos

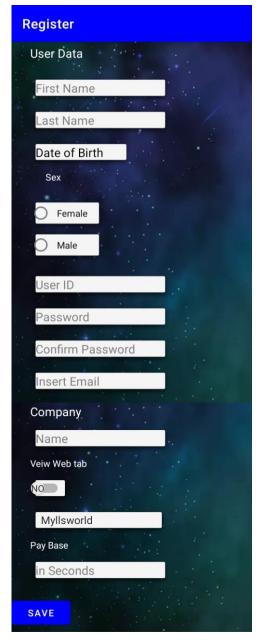
WELCOME PAGE

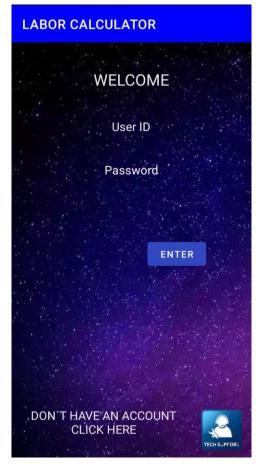
The welcome page, has your first steps to the app.

If you don't have a user created, click on the text "DON'T

HAVE AN ACCOUNT CLICK HERE", the TECH SUPPORT button takes you to whatsapp where you can ask questions about the app.

If you have already created an account, then write your user id and password.





REGISTER

The register will ask, for some information and this way creating an account the most important things are your USER ID and PASSWORD this will give you access to the app, on the main app there are 4 main tabs, one is the web tab if you don't want it just leave no if you want it put yes.

There are 3 options "Myllsworld, Linguee, Google"

If the web tab is active the option you have checked will be the home page, on pay base this an option where you will write how many seconds of break are payed per every hour you worked.

Example 1: if I get paid 3.3 minutes per hour.

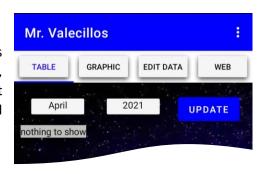
3.3 X 60 = <u>198</u>

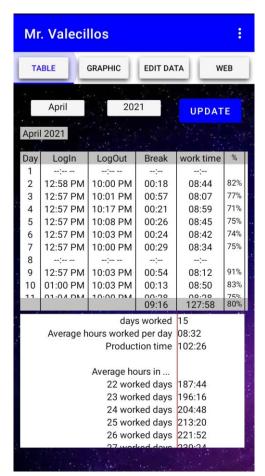
Example 2: if I get paid 3 minutes and 30 seconds per hour.

 $3 \times 60 = 180 + 30 = 210$

MAIN SCREEN

The main screen is the first thing you after login, it has your last name, you will be able to see 4 tabs (TABLE, GRAPHIC, EDIT DATA, WEB) or 3 tabs if you don't want the web tab. It has a drop down list for month and year.





TABLE

After saving data you will be able to view the table of information created from the data given.

the first table shows data day by day, the first login of the day and the last logout of the day, according to the amounts of logins and logout it will calculate your break time and work time, the percent (%) is only available for copying for the web and the data must have a specific format in order to receive this information. On the bottom you can see the total of break, work time and percent.

The second table shows the total of days worked to the moment, an average of hours worked a day rounded to the closest minute, the production time is based on the percent witch will be explained later.

The last part shows possible amount of days worked in the month and gives you an average it is not exact and there can be a 5% error.

UP DATE:

This is new in version 2.0.0 depending on the pay base it will calculate your break on that day and add it to your work time, there is a rule:

The break paid must not be less than the break taken or only will take the break taken as break payed and it is calculated by the time that you worked.

NOTE:

This value is made depending on the information you give and the result is given in closest minute the value can be with in a 5% tolerance.



GRAPHIC

The graphic shows you information using bars and pie charts, the bar chart shows you the day of the month on the bottom and the time you worked that day, it is not shown as time, it is shown as decimal number.

Example: If the number is 8.7 equation would be:

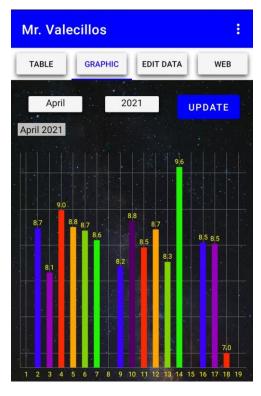
 $\frac{7}{100} = \frac{?}{60}$

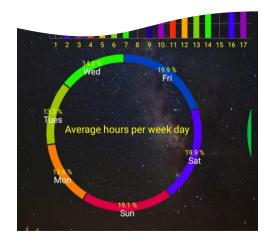
To solve it would be : 1

 $7/100 \times 60 = 4.2 \text{ minutes}$

And the answer is 8:04.

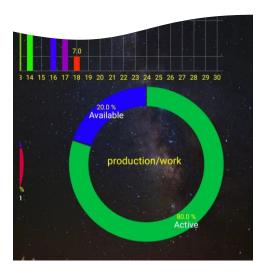
The color is dending on the day of the week, Monday will have the same color Tuesday will have the same color and so on.

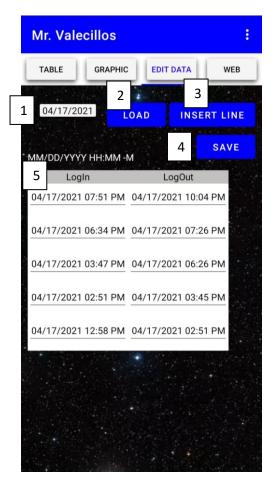




This pie chart will show you the average (percent) of hours worked per day of the week if you have worked 2 Mondays and 1 Tuesday, Monday will show a higher average than Tuesday even if you worked the same amount of hours.

This second pie chart will appear only if you have been placing information on the percent line which will be explain later. This is an overall percent on all the days worked in the month.





EDIT DATA

This is a manual input field also used to edit the information you have entered.

- 1) The date field will tell you which date will be edited and can be changed.
- 2) Load button will load the information saved according to the date field.
- 3) Insert line gives you a new line to add information.
- 4) Save will save the information you have on screen according to the date shown.
- 5) This table will show all the login and logout if a line is blank it will delete this line of login and logout you can blank everything to delete the data from that day or add and modify.

NOTE:

This must have a structure of (month / day / year hour : minute) the hour must have at the end if pm or am and the year must be of 4 digits.

Web

This is the reason you have down loaded this app, this is the main feature. Thanks to it you are clicks away from having the total amount of time worked given an amount of logins and logouts.

 Switch between (LOGIN HISTORY and CALL RECORDS) login history is used to accept all login and logouts if it meets the criteria:

Login Date Time	Logout Date Time
3/6/2021 8:37 PM	3/6/2021 11:02 PM
3/6/2021 3:40 PM	3/6/2021 7:59 PM
3/6/2021 1:59 PM	3/6/2021 3:37 PM
2/24/2021 7:26 PM	2/24/2021 11:07 PM

- a. Must be in month first then day.
- b. Login first then logout
- c. Must be of the date given

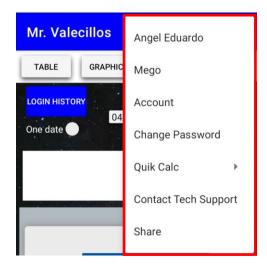
For **call records** this adds seconds and to do so it will get a number that is between 2 values a language and format word.

Examples: SPANISH 358 OPI FRENCH 584 VIDEO

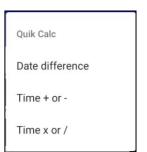


There are many languages supported and many that are not if think that you meet the criteria but it does not work please contact customer support.

- 2) This on date button is made for people how work graveyard shift, let's say that you work from 7:00 pm to 4:00 am. The made it easy to just filter only logins and log outs of a given day. So working on 2 different days will give you the information that you don't want that's why this button was made. When switch is on it will accept every login and logout on matter what day.
- 3) This date field will say under witch day it be saved and depending on the graveyard button also witch day will be taken in consideration.
- 4) After copying the selected data from the web page, just hit paste and it will evaluate and paste the needed data.
- 5) The save button will save all the data, if in this day there is already some data it will prompt you if you want to cancel, edit or add to existing data.
- 6) It shows the pasted information that meets the criteria.
- 7) A simple web browser.
- 8) Reload to home page
- 9) Maximize web browser or minimize web browser.



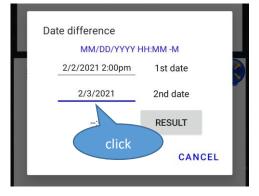
This is a sub menu, the first 2 show data (first name and company), then account is edit account information, change password, quik calc is a special calculator for dates and time, contact tech support using whatsapp, and share.

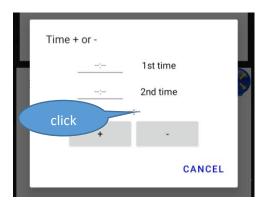


QUIK CALC

Date Difference

Must use 2 dates it will give as an answer amount of hours and minutes between the 2 points. It can be only date or date and time, but not only time. If you click on the result it will copy to the clip board of the device. And cancel exits this.





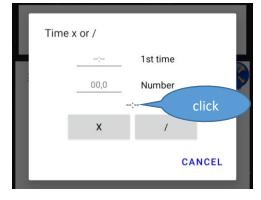
Time add or subtract

This only use time without pm or am at the end, it will add two given times or subtract two given times, it will always give a positive answer no matter the order. And like date difference it will copy to clipboard when clicking on the result.

Time multiply or divide

This can multiply or divide any time by ant number it can be a whole number or decimal, the result is rounded to the closest minute. And like date difference it will copy to clipboard when clicking on the result.





Change Password

Must confirm old password and repeat the password so the change can take place.

The share option will help you share the app with all your contacts, THANKYOU FOR SHARING.



