**Employee Instruction:**

**Using your unique Four Digit Code**

A Unique Four Digit Code will be provided to you by your employer at your location. Find the iPad location in your store.

* Enter your Four Digit Code in the **Employee ID** text box (Make sure to remove the zero value before entering your code).
* Press the **Clock in/Clock Out** button in light blue color. You don’t need to log in to use the Clock In/Clock Out.

Graphical user interface, text, application, chat or text message

Description automatically generated

Step 1

Step 2

* The status page updates each time an employee clocks in or clocks out.
* The Today’s Status page displays the employee’s name, Clock In/Clock out the date and, time.

Graphical user interface, text, application, table

Description automatically generated

**Entering the correct Employee ID (Four Digit Code)**

* If you enter an incorrect Employee ID, an error message pops up asking you to enter the correct employee ID. Press OK and re-enter the ID.

Text

Description automatically generated

* You cannot clock in without entering your Four-digit ID. The system will ask you to enter your 4 Digit Code.

A picture containing graphical user interface

Description automatically generated

**Employee Timesheet:**

On the **Employee-Timesheet** page, you can track, total hours worked by specifying the date range.

* Enter your Employee ID (4 Digit Code).
* Specify the date range you worked. **From** and **To**.
* The **Total hours Worked** box displays total number of hours worked for the sepcified dates.
* The **Clear** button removes entered Employee ID (4 Digit Code).

Graphical user interface

Description automatically generated

**Admin/Owner Instruction**

Email address and password provided to the owner, to create and modify employees’ records in the system. You can log in to the system by pressing the **Log in** button on the top right corner of the page.

Graphical user interface, text, application

Description automatically generated

* Enter your preassigned email address and password to log in.
* If you forget the password, press **Forgot your password** button.
* A password reset link will be sent to your email account to reset the password.
* Logout after you complete the modification.

Graphical user interface, application

Description automatically generated

**Admin-Employee**

By pressing the **Edit** (Pencil Icon**)** button on the right side of the screen:

* **Edit** screen will appear.
* You can **Update** emplyoyee’s information from the records.
* You can **Delete** emplyoyee’s information from the records.

**Note:** Employee ID can not be modified. In order to modify an Empoyee ID, delete the record and create a new one.

**Graphical user interface, application

Description automatically generated**

On the edit screen:

* **Update Employee** Button will update an exisiting record (First Name, Last Name).
* If your enter an existing employee ID, the system will display an error message “The Employee ID you enterd was already in the system. Please enter a new unique ID”.
* **Delete Employee** will remove an existing record.

**Graphical user interface, text, application, email

Description automatically generated**

**Create New Employee** button adds the information of a newly hired employee into the records. To create a new record:

* Employee ID must be 4 Digit Unique Code
* Value between 1000 – 9999
* First Name of the Employee
* Last Name of the Employee

After entering the above information, press the **Save new Employee** button to create a new record.

Graphical user interface, text, application, email

Description automatically generated

**Admin-Timesheet**

On the Admin Timesheet page, you can see the total number of hours worked by an employee and create a new record for an en employee.

Graphical user interface, text, application

Description automatically generated

* Specify the date range. **From** and **To.**
* Enter the employee ID (4 Digit Code) and press enter
* The System updates and displays the **Total hours worked** box with the number of hours worked for specified date.

Graphical user interface

Description automatically generated

**Create New Record** opens a new page to create a new record for an employee

* In the **Admin Timesheet** page, press **Create New Record** Button. A new page pops up.
* Enter Employee’s ID (4 Digit Code)
* Select employee’s name from the employees’ database.
* Specify the date and time range of new record.
* System calculate the hours automatically.
* Press **Save new Record** to create a record.

Graphical user interface, text, application, email

Description automatically generated

Graphical user interface, application, Word

Description automatically generated Graphical user interface, application, Word

Description automatically generated

**Admin-Export Data**

By specifying the date range, you can export the timesheet records of all employees into a CSV file.

* Click **From** and **To** calendar box to specify; the starting and ending date range for your data.
* The **Export** button will save the csv file into your local machine.

By pressing the **Delete** button:

* A warning message pops up that deleted records can not be restored.
* Click **Okay** to move forward and clear the record.
* Press **Cancel** to go back to the page.

Graphical user interface, text, application, chat or text message

Description automatically generated