



User Manual

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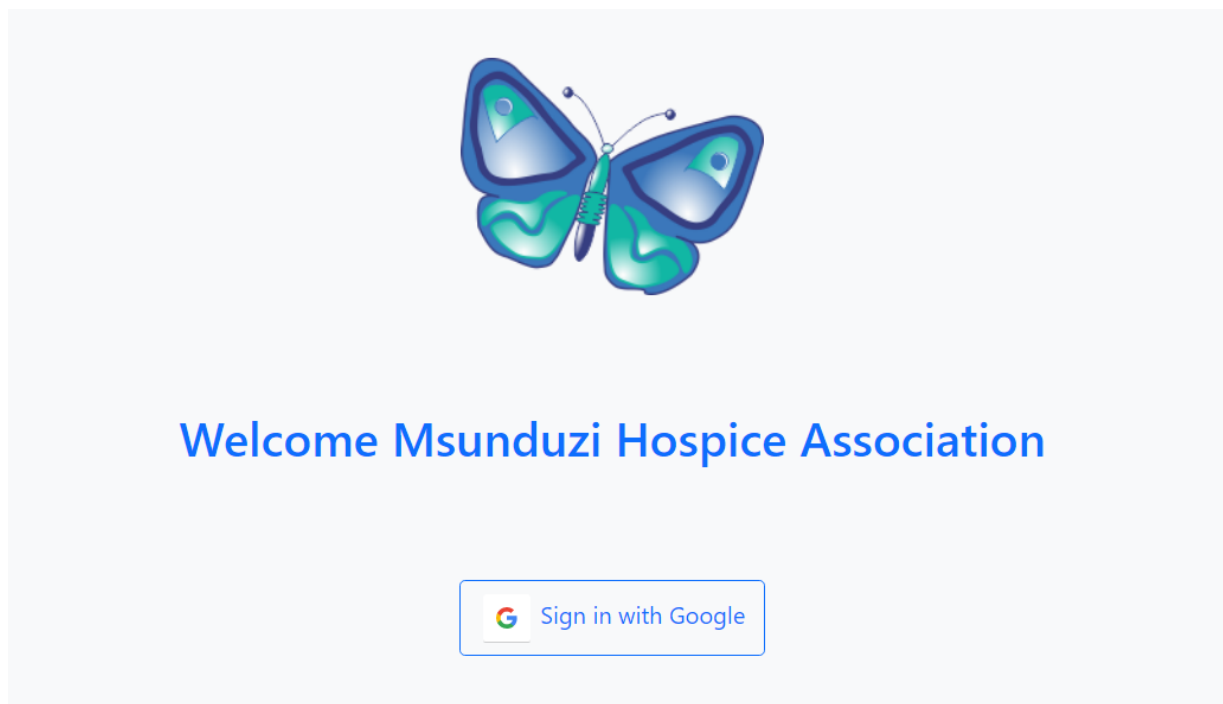
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Signing In

Google Account

The attendance system requires users to have a valid google account, the system will use a user's google account to log in and allow them to record their attendance.



First time users will go through the usual google login procedures, google login information will be saved in the browser, users will not login every time they need to use the system.

 Sign in with Google

Sign in

to continue to xbcad-hospice.firebaseio.com

Email or phone

testemail@gmail.com

[Forgot email?](#)

To continue, Google will share your name, email address, language preference and profile picture with xbcad-hospice.firebaseio.com.

[Create account](#)[Next](#)


English (United Kingdom) ▾

[Help](#)


[Privacy](#)

[Terms](#)

Users must provide a valid Gmail email address that they have access to on their device

 Sign in with Google

hospice mans

 testemail@gmail.com

Enter your password

.....

☐ Show password

To continue, Google will share your name, email address, language preference and profile picture with xbcad-hospice.firebaseio.com.

[Forgot password?](#)[Next](#)

English (United Kingdom) ▾

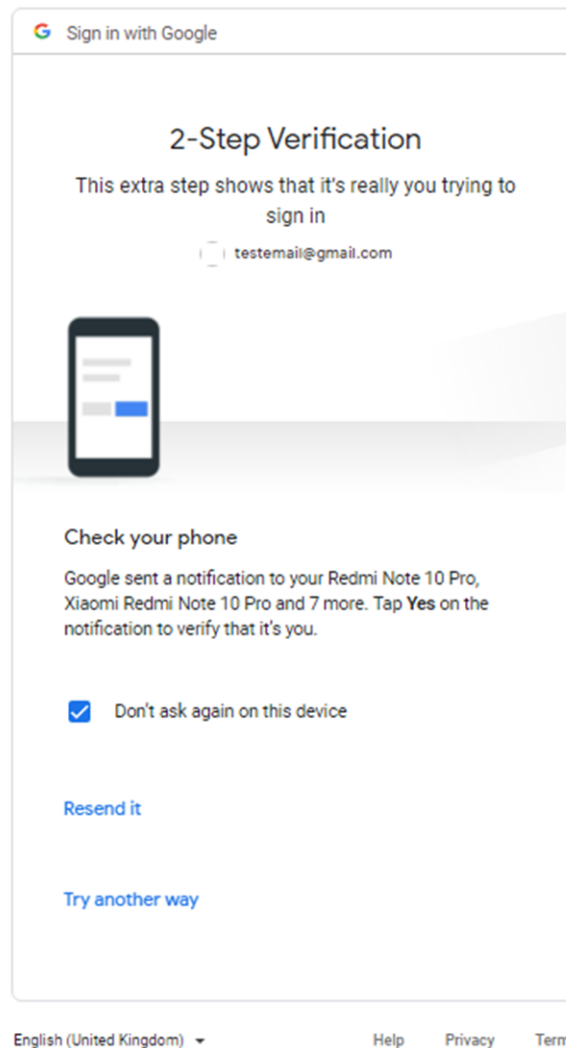
[Help](#)

[Privacy](#)

[Terms](#)

2 Factor Authentication

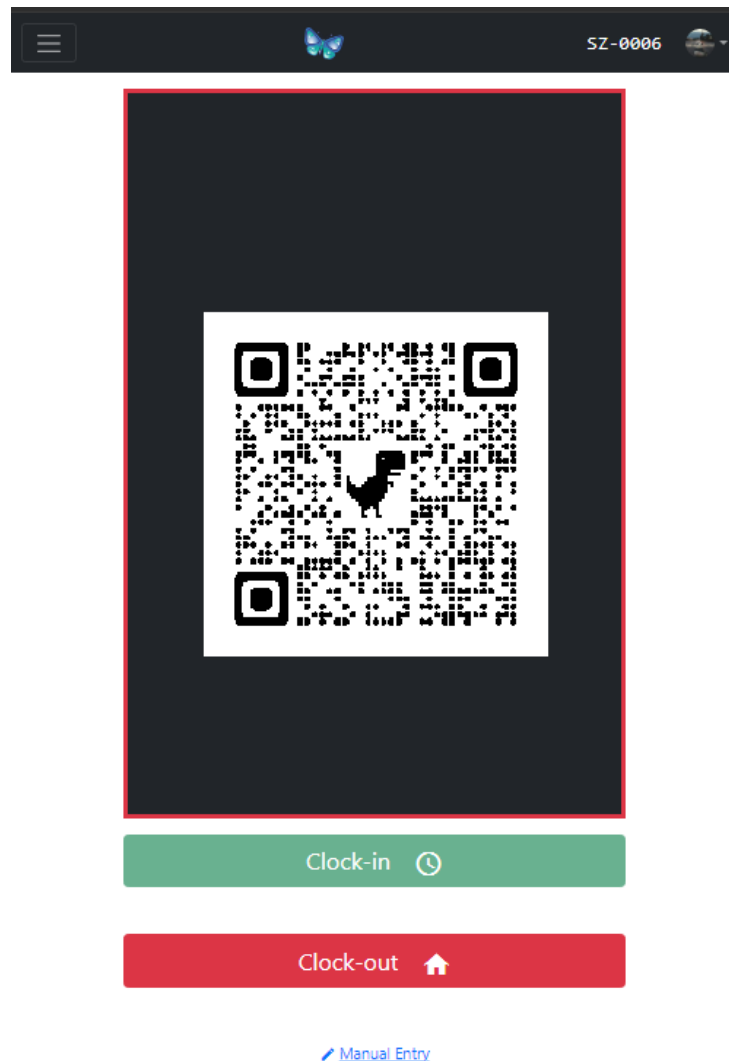
Some users may have 2 factor authentication enabled on their google accounts, completion of the 2 factor authentication is required to access the attendance system.



Users can grant the authorization on their device(s), request an OTP or receive an email containing a verification link.

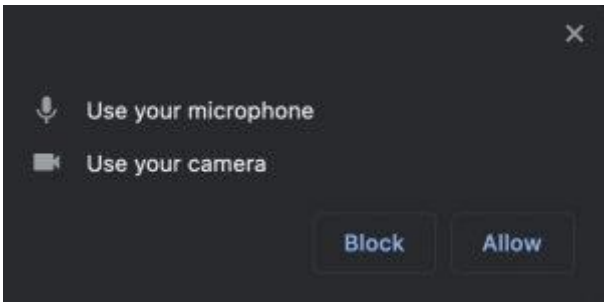
Msunduzi Hospice Association Attendance System

Homepage

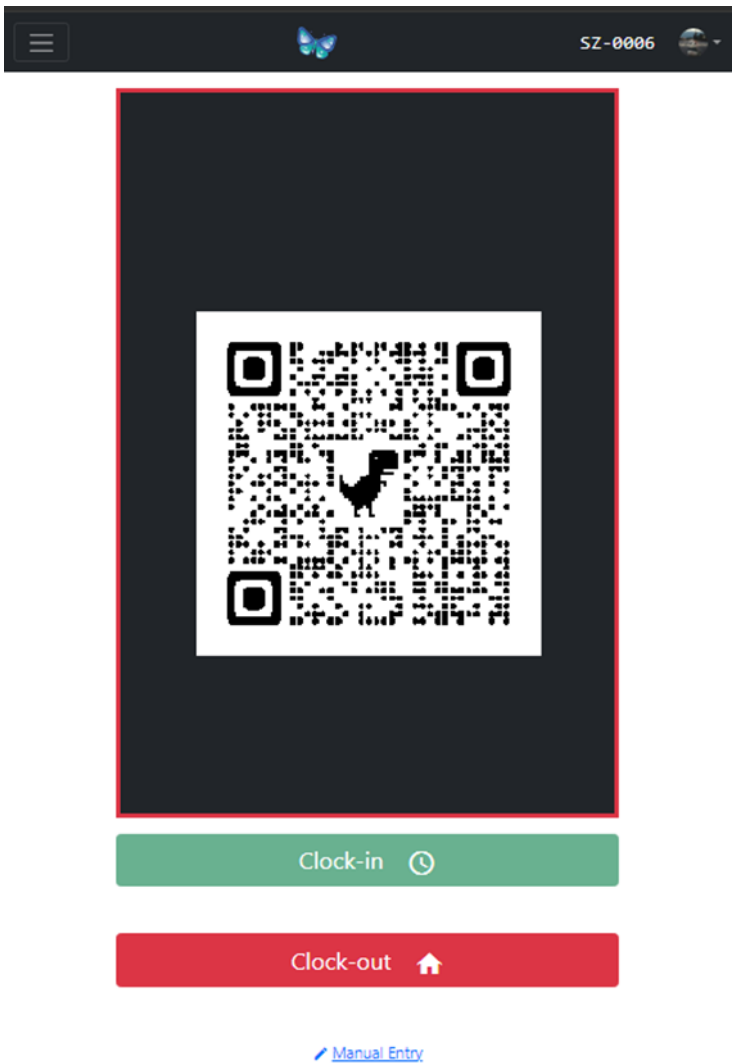


Once the google login is successful, you will be redirected to the home page, here you can scan QR codes, clock-in, clock-out and access your profile.

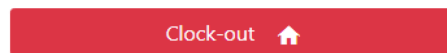
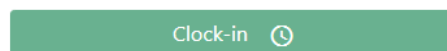
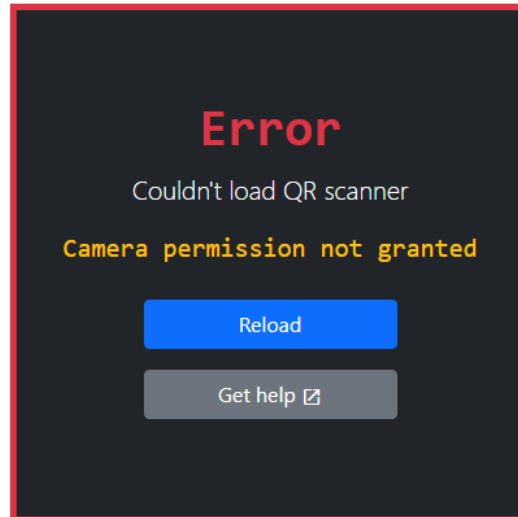
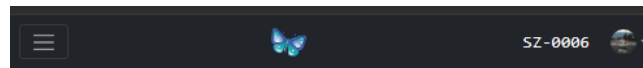
Camera Setup





Once the required permissions are granted, the site will display the camera and you can scan QR codes.

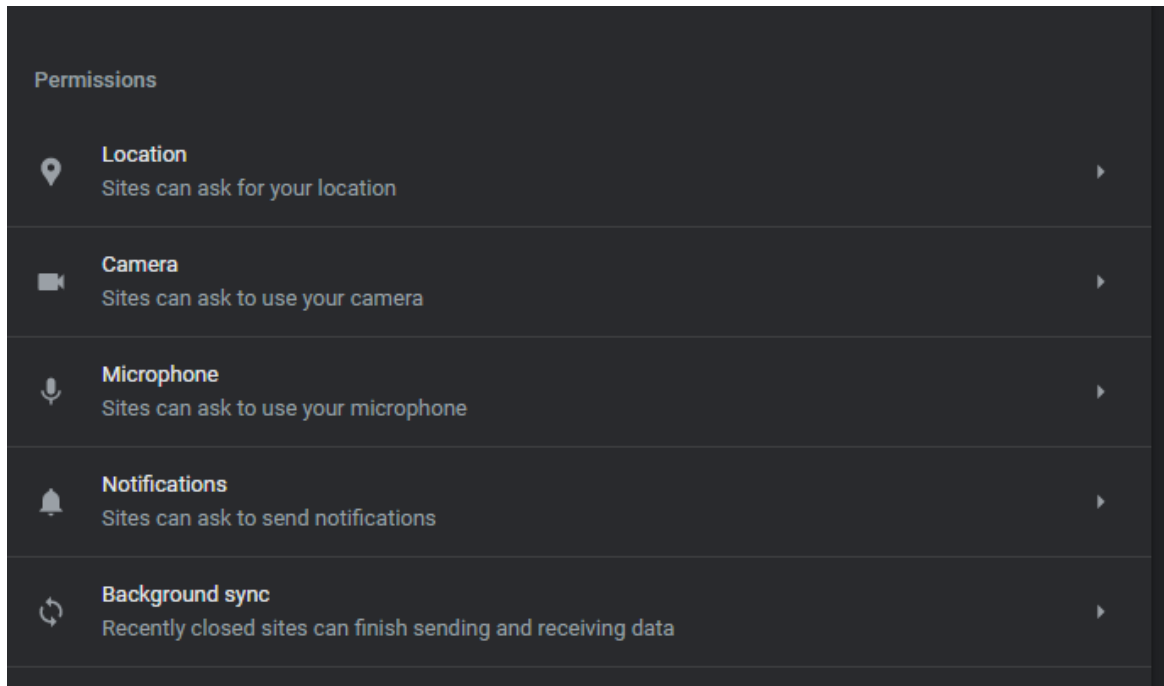


If for some reason the camera is still not accessible, follow the steps below:



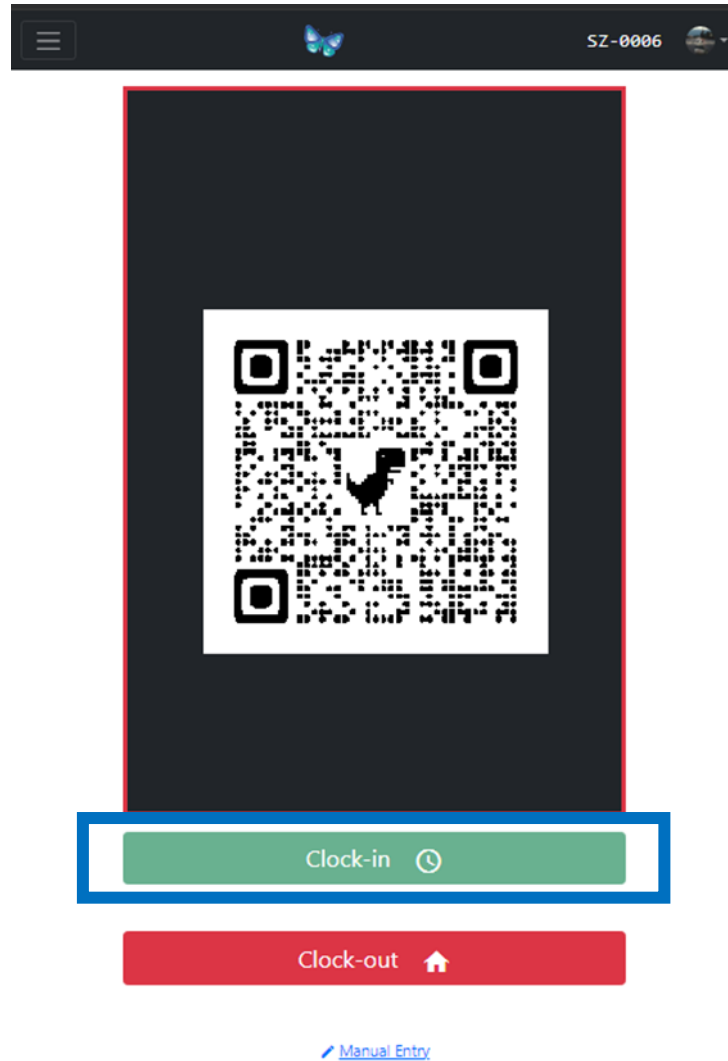
[Manual Entry](#)

1. On your Android device, open the Chrome app 
 2. To the right of the address bar, tap More  > Settings.
 3. Tap Site Settings.
 4. Tap Microphone or Camera.
 5. Tap to turn the microphone or camera on or off.
- If you see the site you want to use under Blocked, tap the site > Access your microphone Allow.



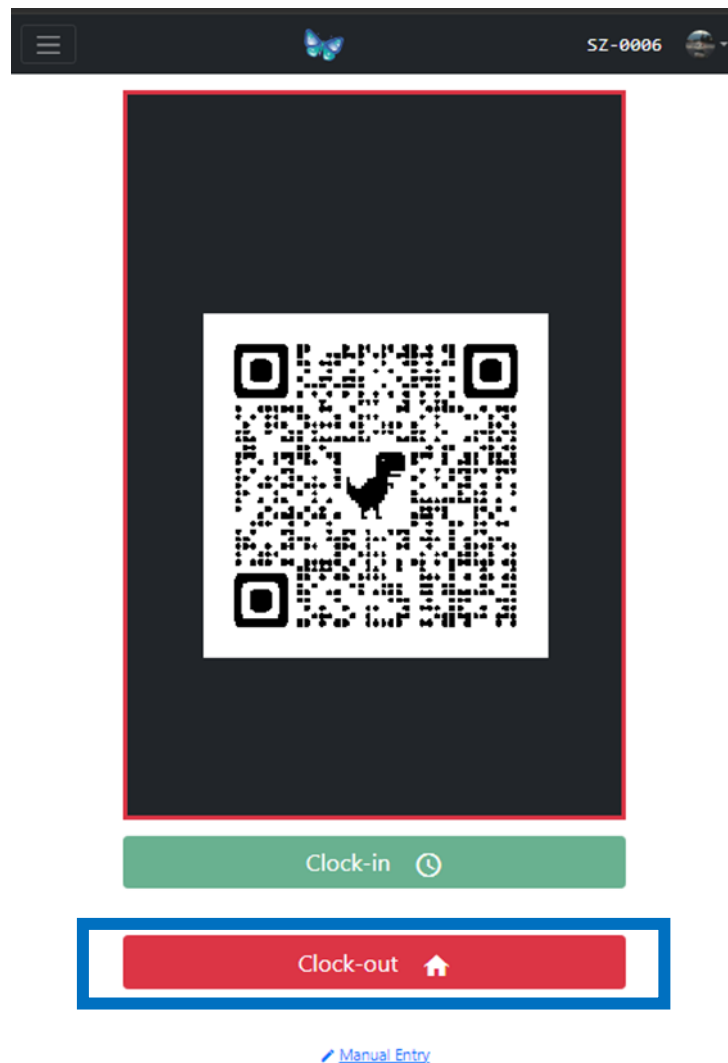
Here, you can manage site permissions, enable the camera permission and refresh the page.

Clocking In



Once all the permissions are granted and users are able to scan QR codes, they can clock-in, this records their date, time and creates a unique employee identifier.

Clocking Out



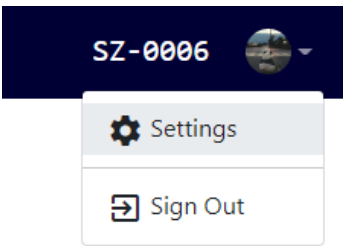
Clocking out records their date, time and creates an attendance record for the day.

Manual Entry



If a user does not have access to a camera, the can manually enter their information.

Profile Settings




Users can access their profile information by clicking the drop down menu on the top right hand corner, this also displays their unique employee identifier.

Go Back

Preferences

Profile

Profile



Christopher Boik

NQ-0005

chris@example.com

[Manage your account](#)

I consent to the use of my personal info

Your information is stored securely and used in accordance with POPI & GDPR.

You can change this setting at any time.

☒ I Agree

First Name

Christopher

Last Name

Boik

Your Identification Code

NQ-0005

This code is used for administration purposes. Should you need the identifier changed, please speak to Management.

Save

Here, users can edit their name, surname and have access to their identification code, there is also a user consent to use their personal information. They can also manage their google account from this page.

Admin Controls

Attendance Reports

Refine Search

Time-frame

From date
dd --- yyyy

To date
dd --- yyyy

Events

☐ Clock In

☐ Clock Out

☐ Force Clock In

☐ Force Clock Out

☐ Auto Clock Out

Flags

☐ Manual Entry

☐ Has Notes

☐ Late

☐ After Hours

Filter these results

Export

	Date & time	Emp. Id	Name	Flags
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Next »

Administrators can access attendance records, search, filter and add comments to records. There are also Flags available to easily identify and mark records, these include *Manual Entry*, *Has Notes*, *Late* and *After Hours*. Admins can also control events, this overrides the attendance system.

Search/Filter

Refine Search

Time-frame

From date

dd --- yyyy

To date

dd --- yyyy

Events

☐ Clock In

☐ Clock Out

☐ Force Clock In

☐ Force Clock Out

☐ Auto Clock Out

Flags

☐ Manual Entry


☐ Has Notes

☐ Late

☐ After Hours

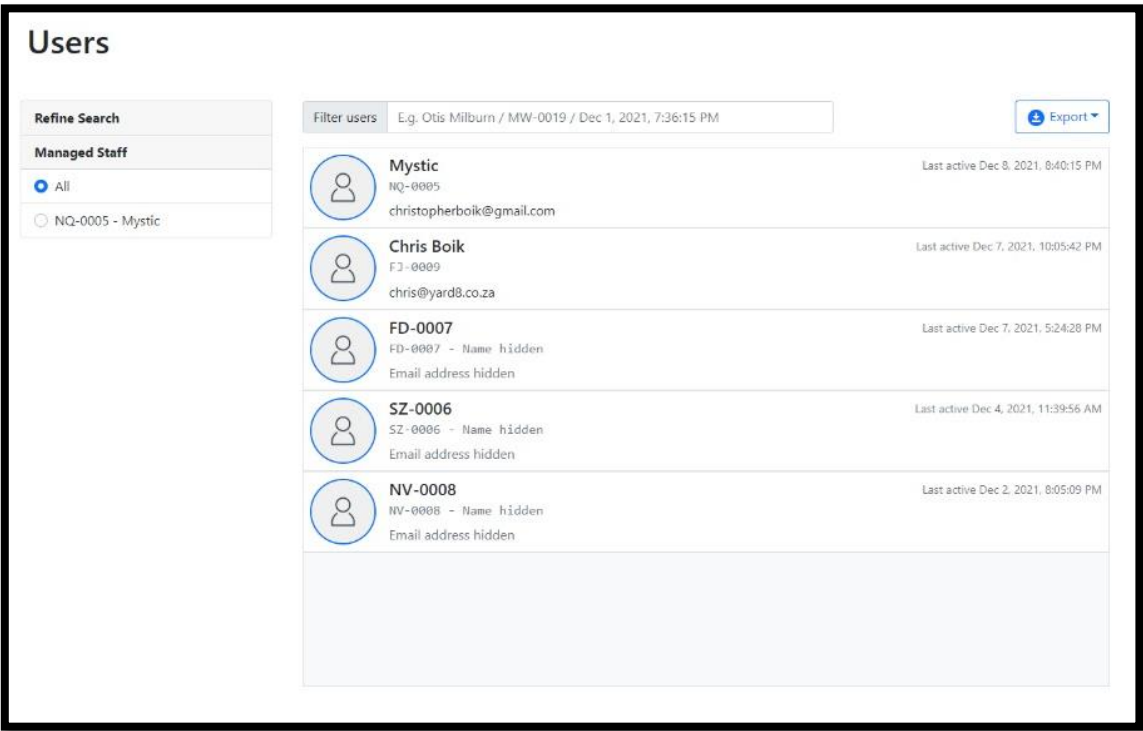
Filter these results

E.g. Otis Milburn / MW-001

	Date & time	Emp. Id

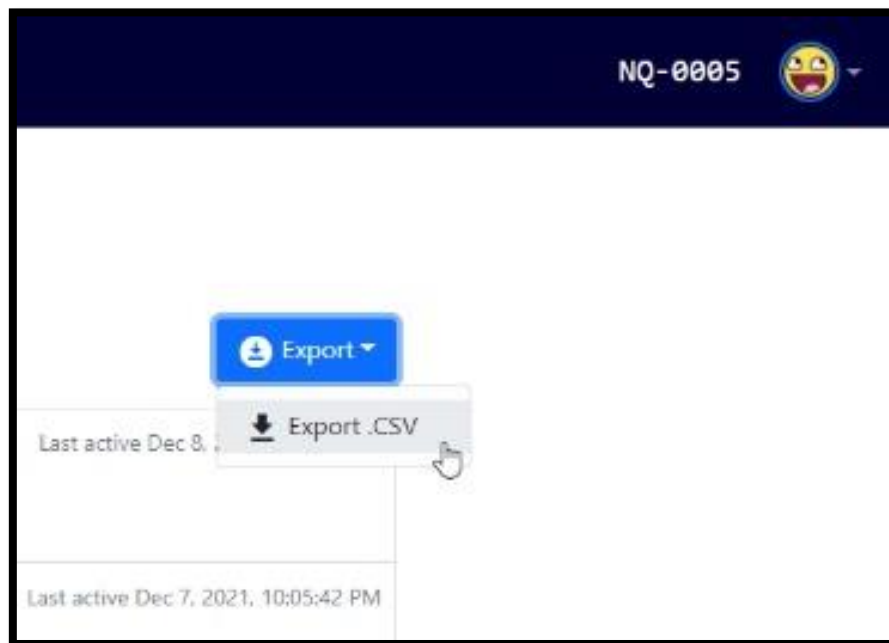
Records can be filtered by using the filter options on the left, Events are also handled on this panel. Attendance records can be filtered from start and end dates, late attendance and after hours records.

Users Page



Admins can view all the users including which manager they are assigned to, information such as their full name, email address and unique employee number are shown here as well. Users can opt in or out of displaying this information by accessing the settings page and unchecking the consent box.

Export



Admins can easily export attendance records in the available file format:

- .CSV

This format is widely supported by popular spreadsheet editing software such as Microsoft excel, Google Sheets, Apache OpenOffice Calc etc.