

User Guide

EmplX Time Attendance (Android Device)



CONTENTS

Contents	0
1. Introduction.....	1
2. Login	2
3. Home Page.....	3
4. Check in Page.....	4
4.1 Check In with Internet Connectivity	4
4.2 Check In without Internet Connectivity	6
5. Check Out Page.....	8
5.1 Check Out with Internet Connectivity	8
5.2 Check Out without Internet Connectivity.....	10
6. History	12
7. Sync.....	13

1. INTRODUCTION



EmplX Time Attendance is an extension app of EmplX. It focuses on the real-time based employees' time attendance.

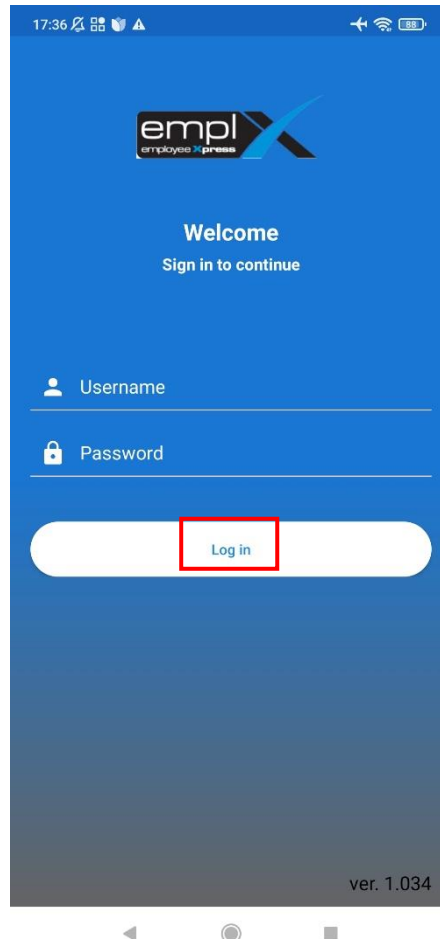
With EmplX Time Attendance handling the technical complexities and operational hassles, it frees up your HR professionals to focus on strategic decisions, productivity, and delivering value to your core business.

QR Code to Google Playstore

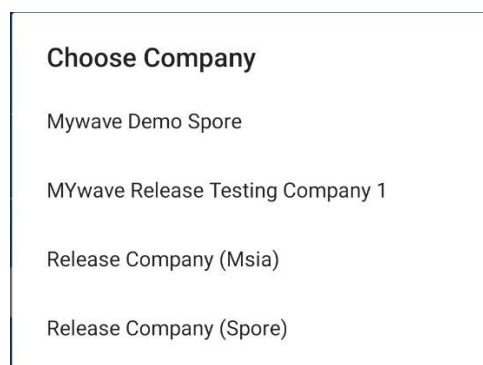


2. LOGIN

This is the login page for EmplX GPS Attendance Mobile App. User can login to the app by entering username and password and tapping the **Log In** button. If user has been logged in before, they will be immediately redirected to the homepage without having to log in again.

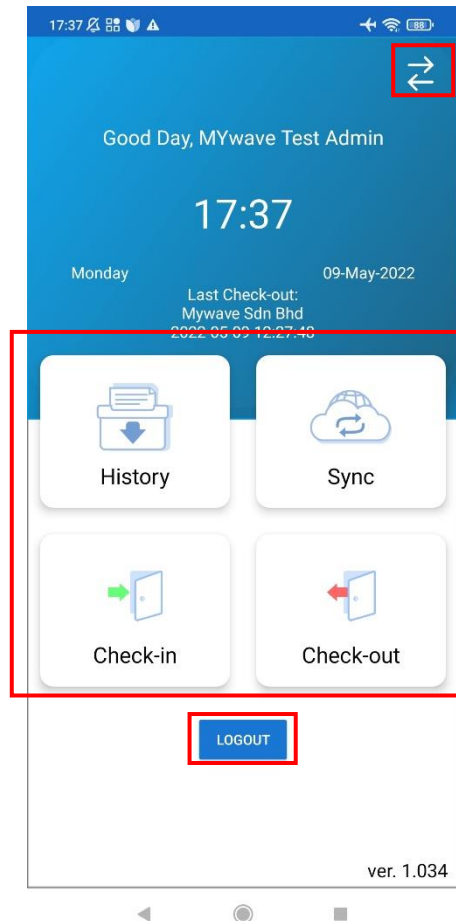


If user has multiple company access, system will prompt for user to select company. Simply tap the desired company to continue to home page.



3. HOME PAGE

The home page acts as a landing page for user after logging in. The home page displays user's details such as username, company, as well as date, time and day at the top portion.



User is able to navigate to other pages via home page. There are 4 pages for user to navigate to which are **History**, **Sync**, **Check In** and **Check Out**.

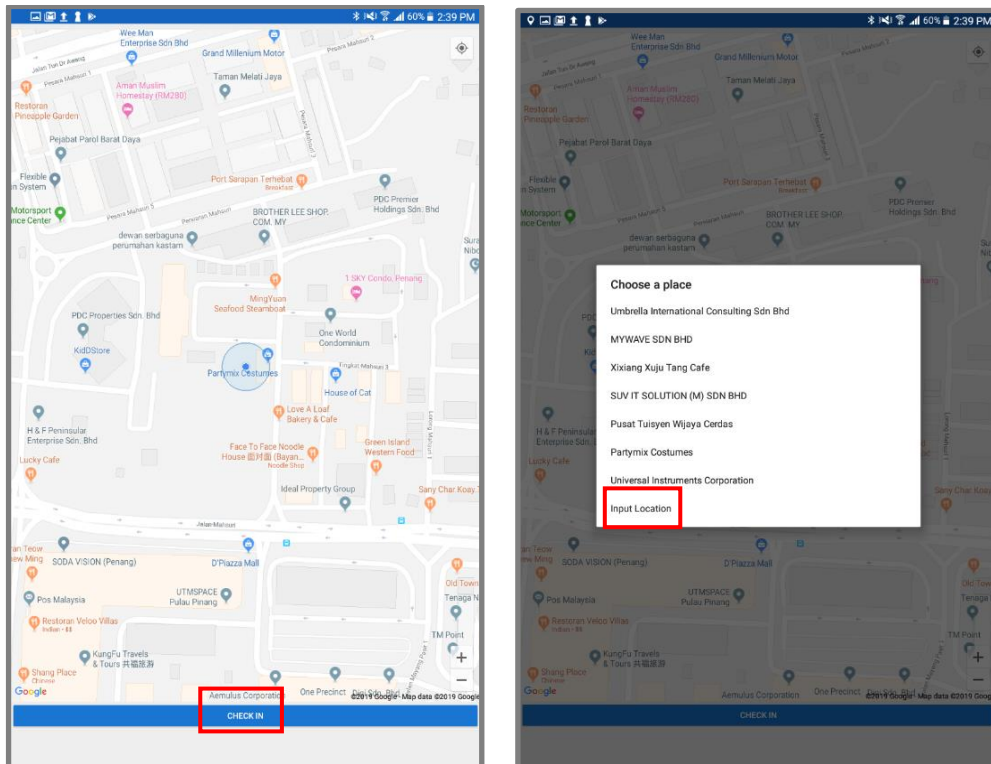
1. User can navigate to the desired page by tapping on the menu.
2. If the user wishes to switch company tap on the top right hand corner to access the multiple company list
3. If user wishes to log out of the application tap on the **Logout** button.

4. CHECK IN PAGE

4.1 Check In with Internet Connectivity

Check in page allows user to perform check in function.

1. Tap on the **Check In** button at the bottom of the page.
2. The system will retrieve a list of location names in the nearby area based on your devices GPS.
3. Tap on a location in the list to proceed to the next screen. If a location is not found, user can manually input the location name by tapping the **Input Location** option.



The check in details will be displayed on the next screen.

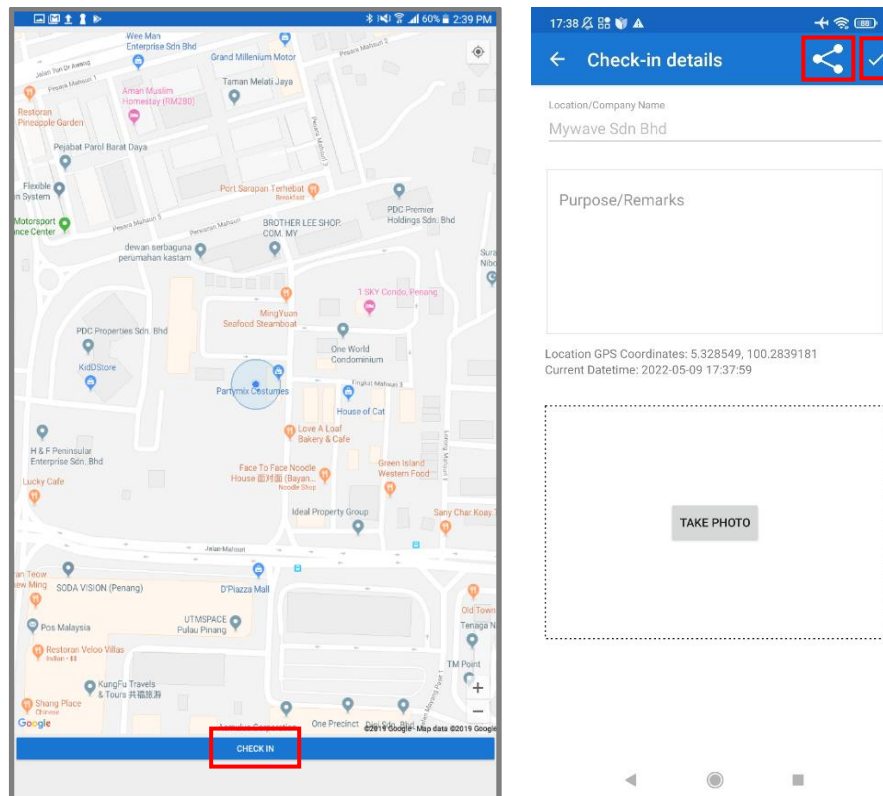
1. If user chose to manually input location, the user can type in location name at the text box. Otherwise, location name selected from the list will be displayed.
2. User can enter purpose/remarks and take photo attachment if necessary. The GPS coordinates and current date and time are displayed.
3. User can share the location by clicking on **Share** button
4. User can submit check in by clicking on **Tick** button.



4.2 Check In without Internet Connectivity

If the user does not have connection to the internet at the time, user is still able check in their location.

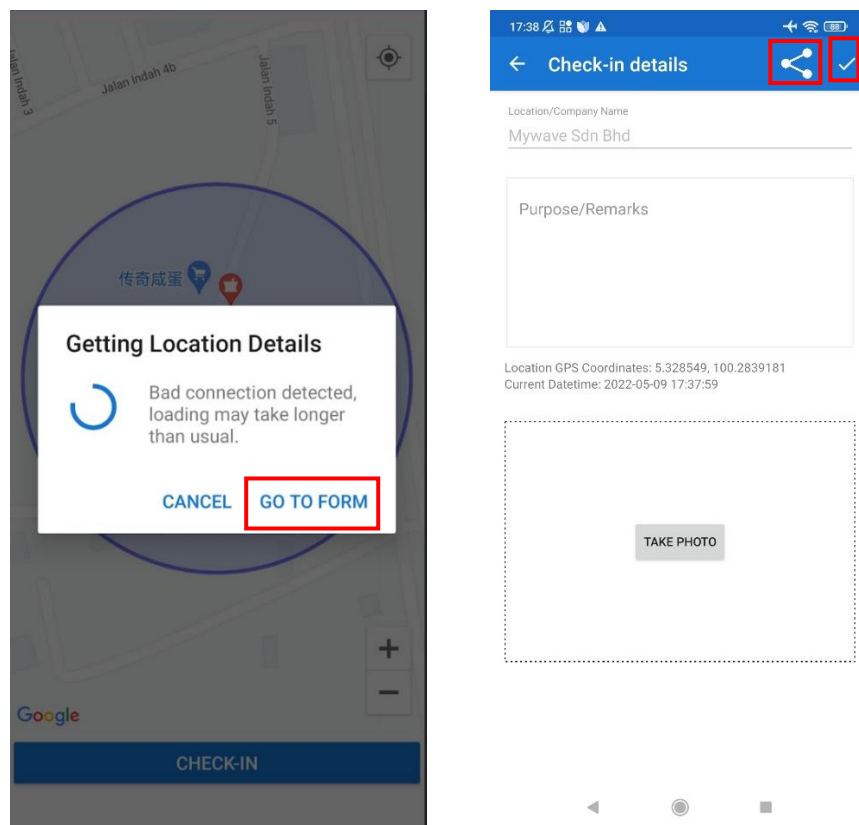
1. Tap on the **Check In** button at the bottom of the page. The user will be redirected to check in details page.
2. Enter the location name, purpose/remarks and take photo attachment if necessary. The GPS coordinates and current date and time are displayed.
3. User can share the location by clicking on **Share** button
4. User can submit check in by clicking on **Tick** button



4.3 Check In with low Internet Connectivity

This feature is only workable for manual input. User is able to check in when having low internet connection. Go to form will be enabled when the screen takes too long to load.

1. Tap on the **Go To Form** button at the bottom of the page. The user will be redirected to check in details page.
2. Enter the location name, purpose/remarks and take photo attachment if necessary. The GPS coordinates and current date and time are displayed.
3. User can share the location by clicking on **Share** button
4. User can submit check in by clicking on **Tick** button

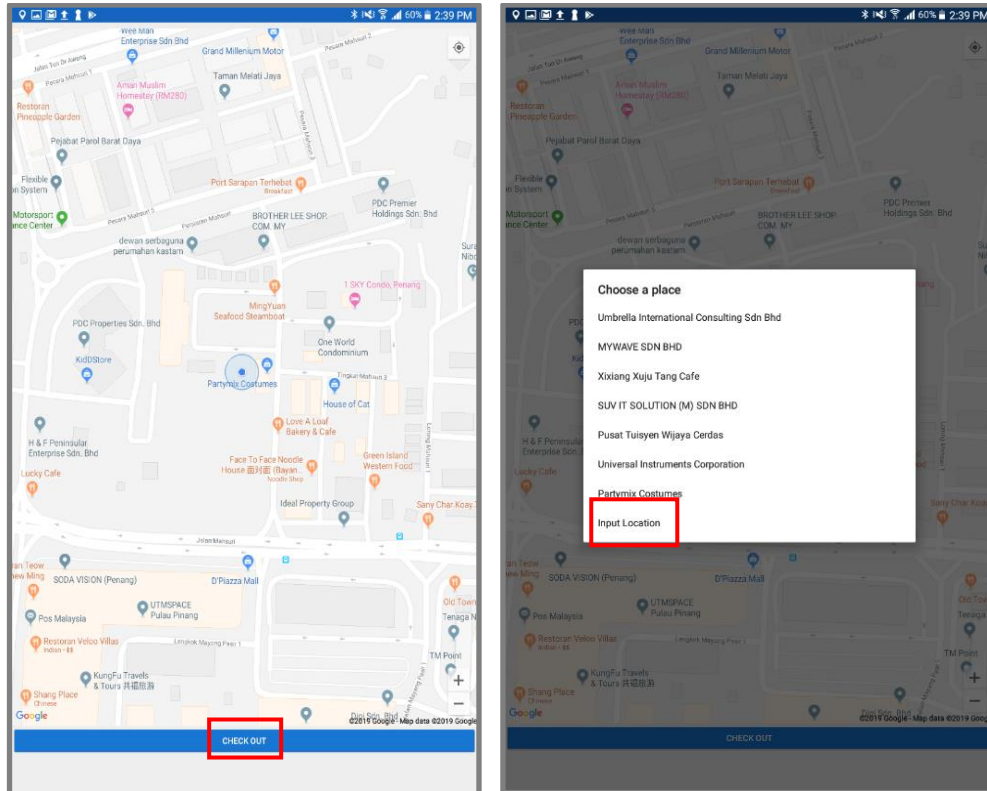


5. CHECK OUT PAGE

5.1 Check Out with Internet Connectivity

Check out page allows user to perform check out function.

1. Tap on the **Check Out** button at the bottom of the page.
2. The system will retrieve a list of location names in the nearby area based on your devices GPS.
3. Tap on a location in the list to proceed to the next screen. If a location is not found, user can manually input the location name by tapping the **Input Location** option.



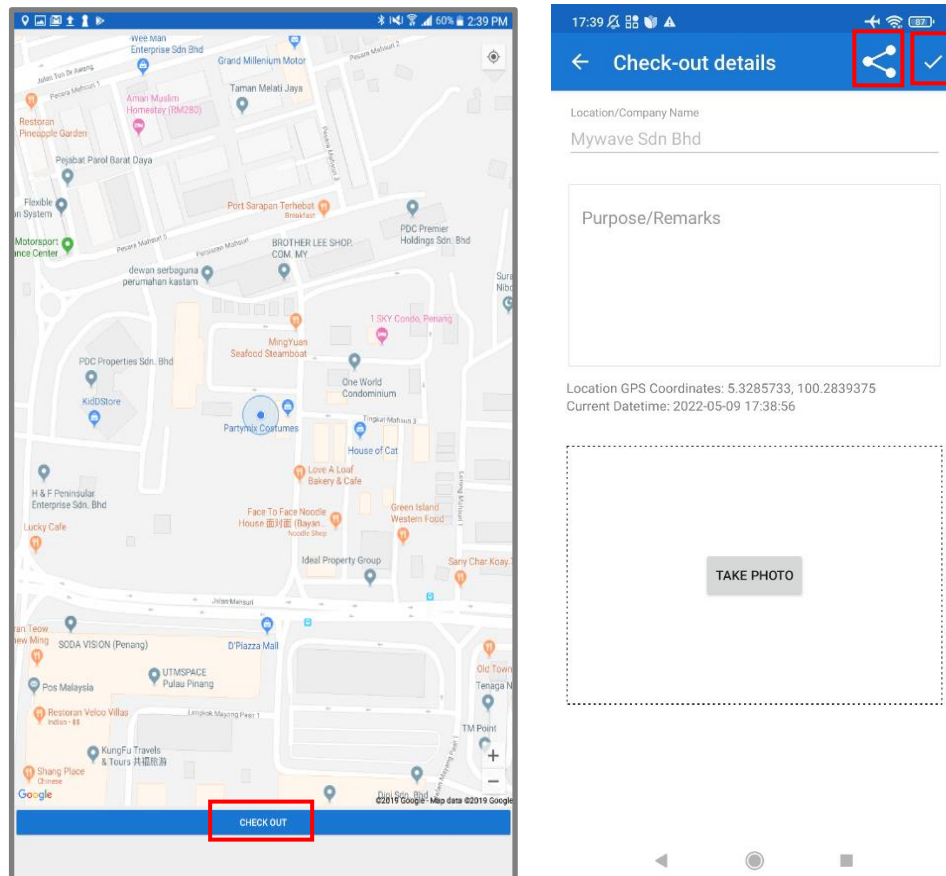
The check out details will be displayed on the next screen.

1. If user chose to manually input location, the user can type in location name at the text box. Otherwise, location name selected from the list will be displayed.
2. User can also purpose/remarks and take photo attachment if necessary. The GPS coordinates and current date and time are displayed.
3. User can share the location by clicking on **Share** button
4. User can submit check out by clicking on **Tick** button.

5.2 Check Out without Internet Connectivity

If the user does not have connection to the internet at the time, user is still able check in their location.

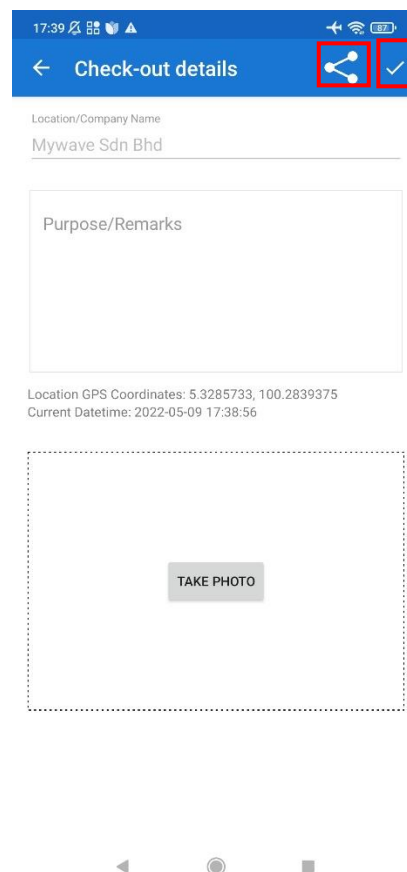
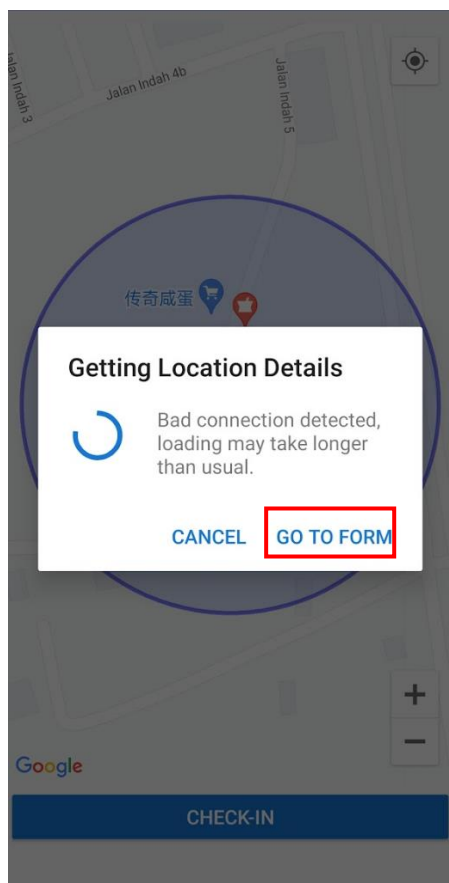
1. Tap on the **Check Out** button at the bottom of the page. The user will be redirected to check out details page.
2. Enter the location name, purpose/remarks and take photo attachment if necessary. The GPS coordinates and current date and time are displayed.
3. User can share the location by clicking on **Share** button
4. User can submit check out by clicking on **Done** button



5.3 Check In with low Internet Connectivity

This feature is only workable for manual input. User is able to check in when having low internet connection. Go to form will be enabled when the screen takes too long to load.

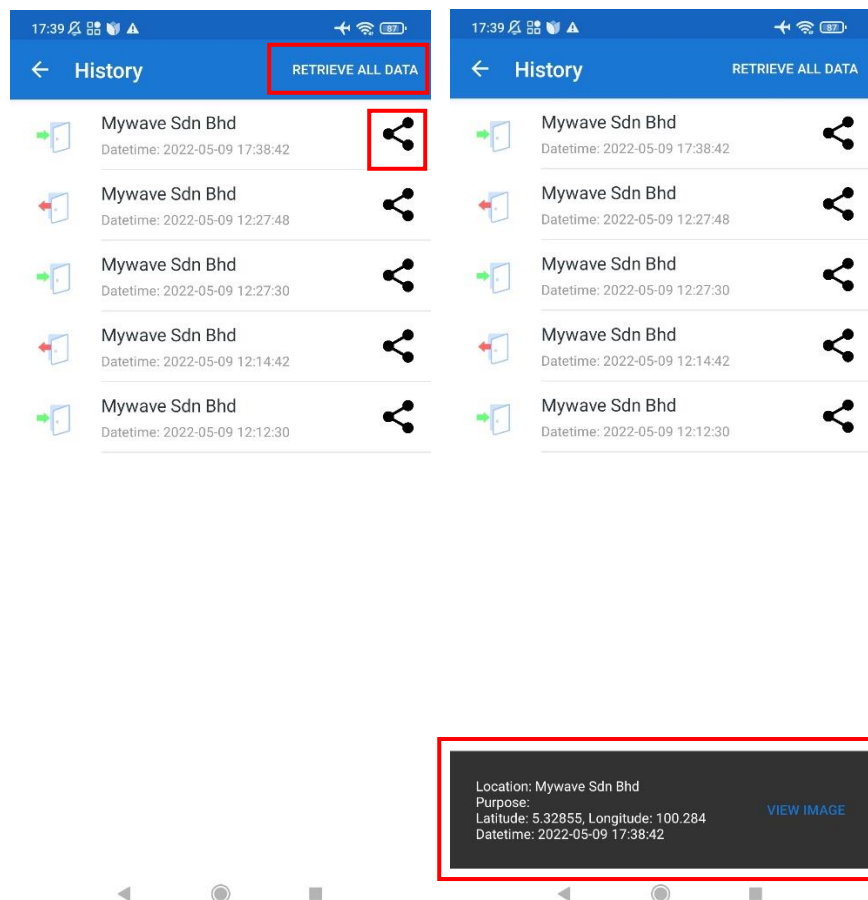
1. Tap on the **Go To Form** button at the bottom of the page. The user will be redirected to check in details page.
2. Enter the location name, purpose/remarks and take photo attachment if necessary. The GPS coordinates and current date and time are displayed.
3. User can share the location by clicking on **Share** button
4. User can submit check in by clicking on **Done** button



6. HISTORY

User can view check in/out history in history page. The check in/out indicator is shown on the left hand side of every record.

1. User can tap on the record to view in more detail.
2. User can click on **Retrieve All Data** at top right hand corner to retrieve previous check in/out data.
3. User can share location of check in/out record by clicking on **Share** button.



7. SYNC

User is able to sync check in/out records submitted without Internet connectivity by tapping the **Sync** button at the home page when Internet connectivity is available. Once synced the records will be displayed in history page.

