User Guide
Time GPS

empl X
employee **Xpress**

Contents
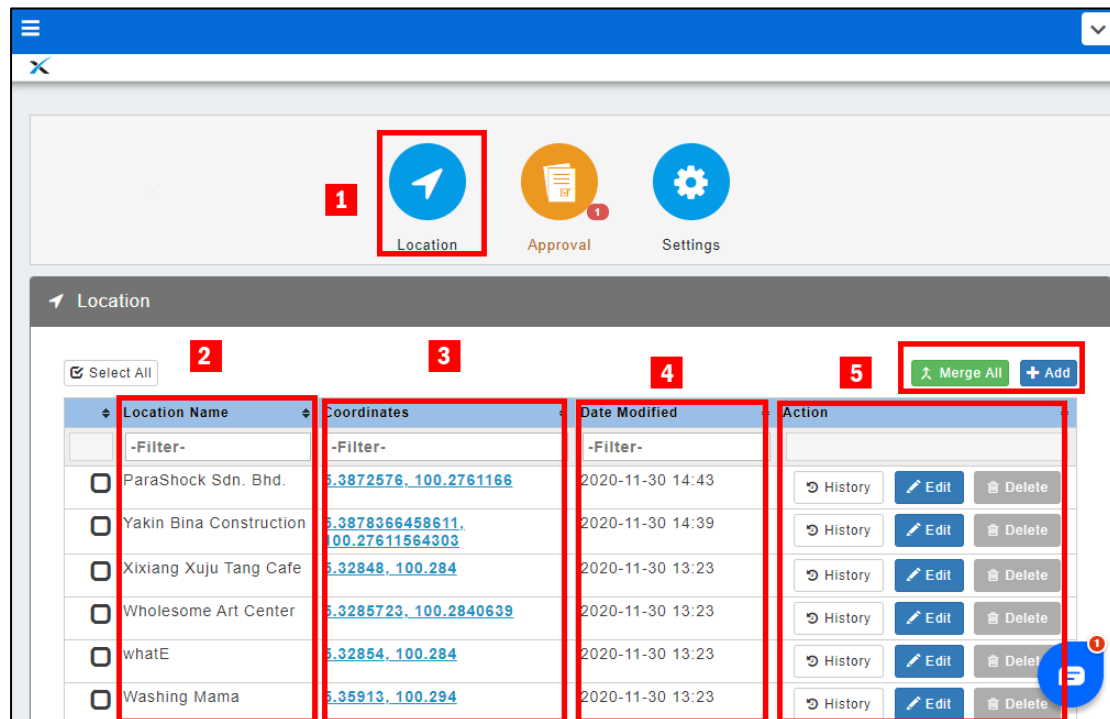
Time GPS

Navigation

On top-right of the page, click on the drop down and select "Emplx Time Attendance"
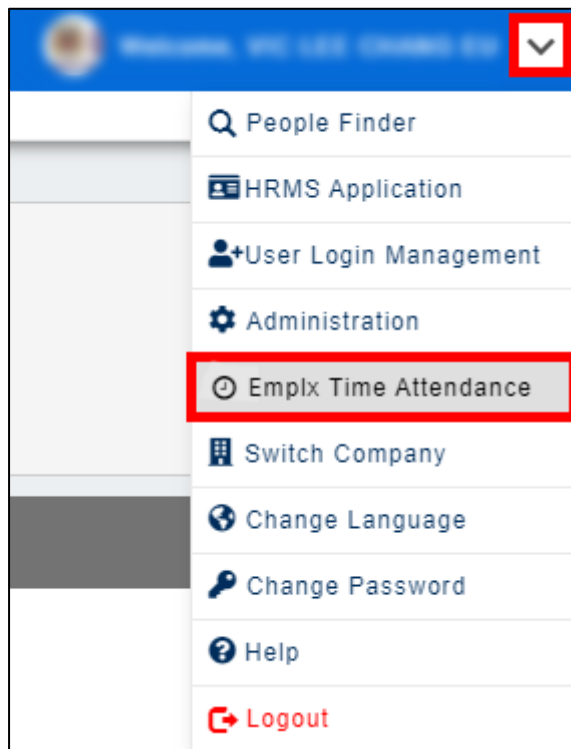
Location

1.1 Description

This page allows admin to review existing locations for employees to check-in in EMPLX Time Attendance App


Labels:

1. Location – Icon to navigate to this tab
2. Location Name – Column that contains all the locations' names
3. Coordinates – Column that contains all the locations' coordinates in Latitude and Longitude
4. Date Modified – Shows when was the location's name last changed date
5. Buttons to perform actions on the locations

1.2 Adding New Location

1. Locate the coordinates of the location through https://www.google.com/maps
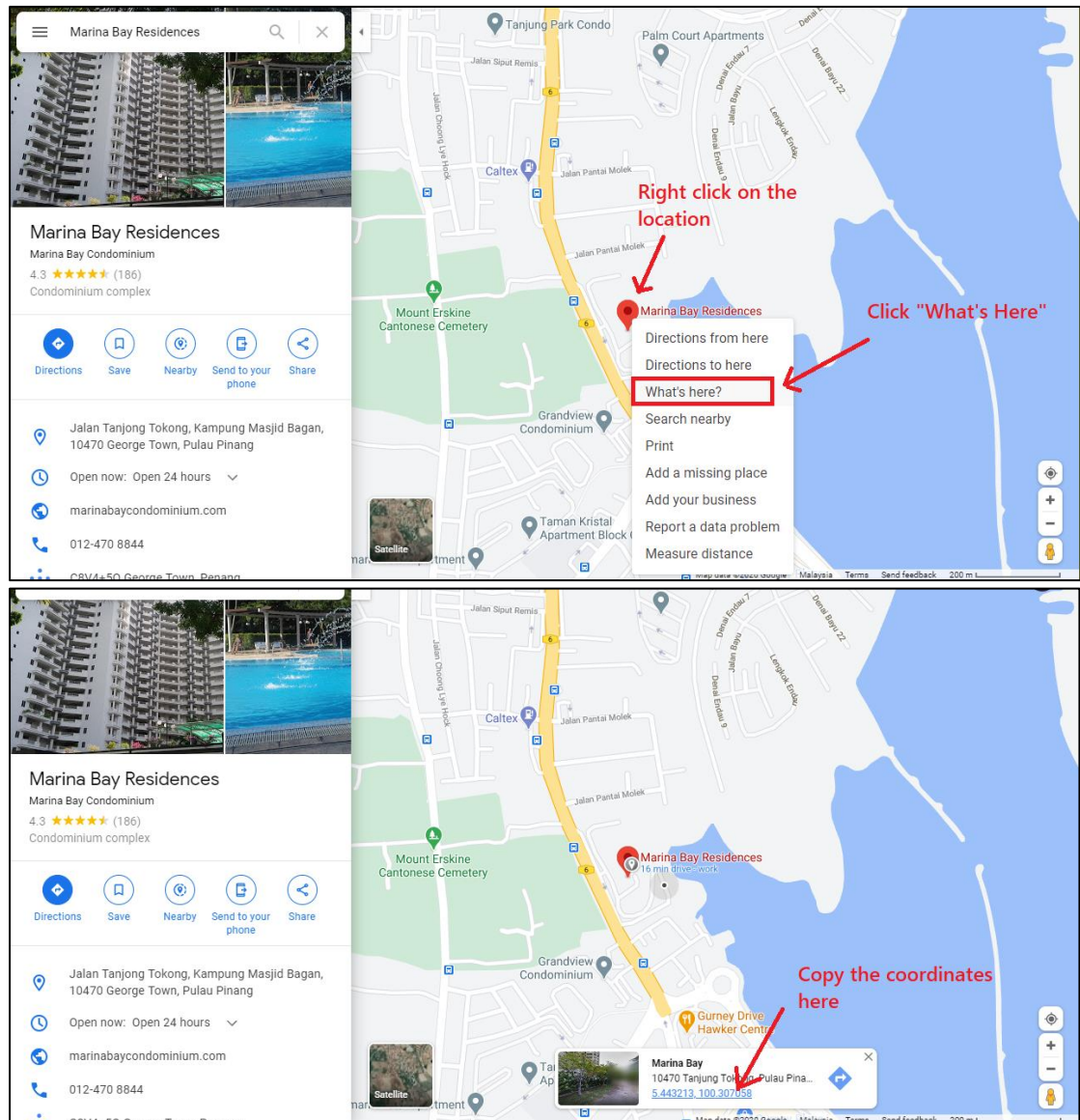
2. Navigate to "Location" tab and click on "Add" button on the top right
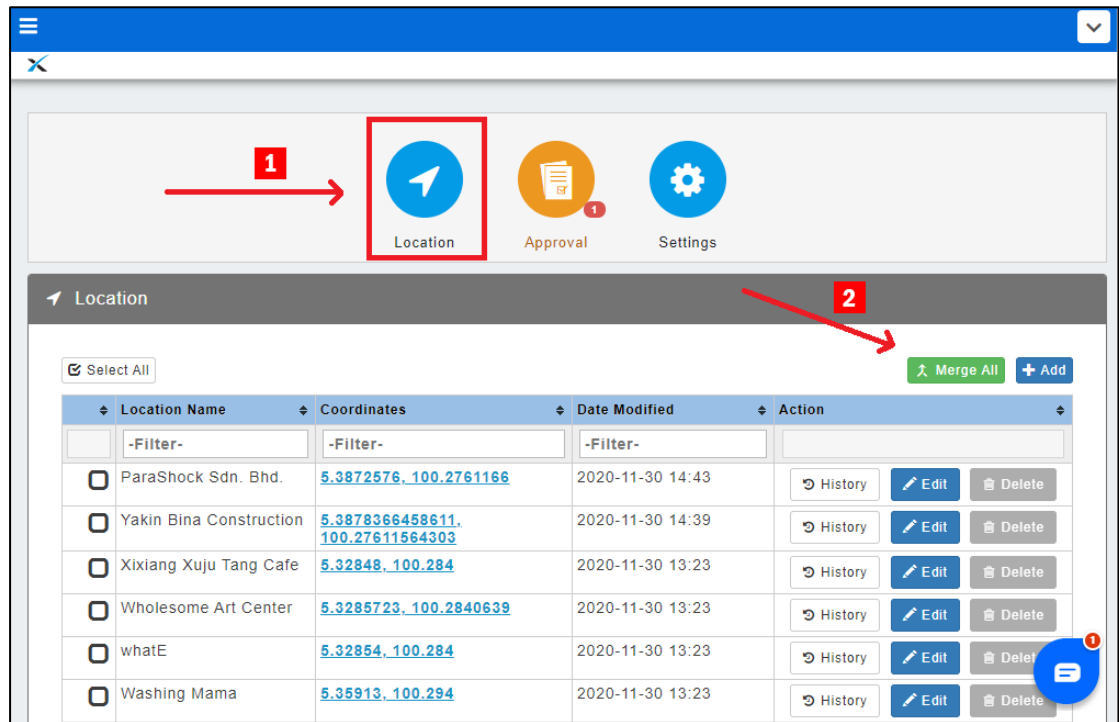
3. Fill in the Location Name and the Coordinates that you obtained from Step 1

4. Click "Add" button

5. There will be a Success Message at top right and your location have been added.

1.3 Viewing a Location

1. Click on the Coordinates of the location you wish to view

2. The location will be shown in a pop up box
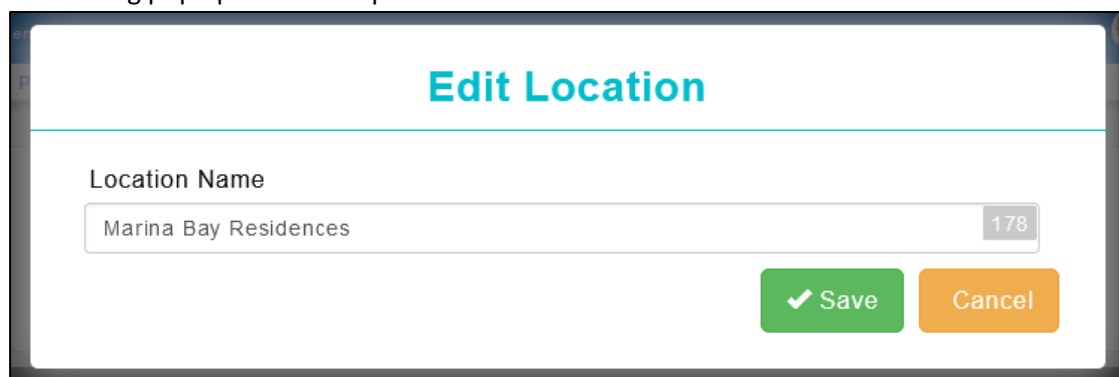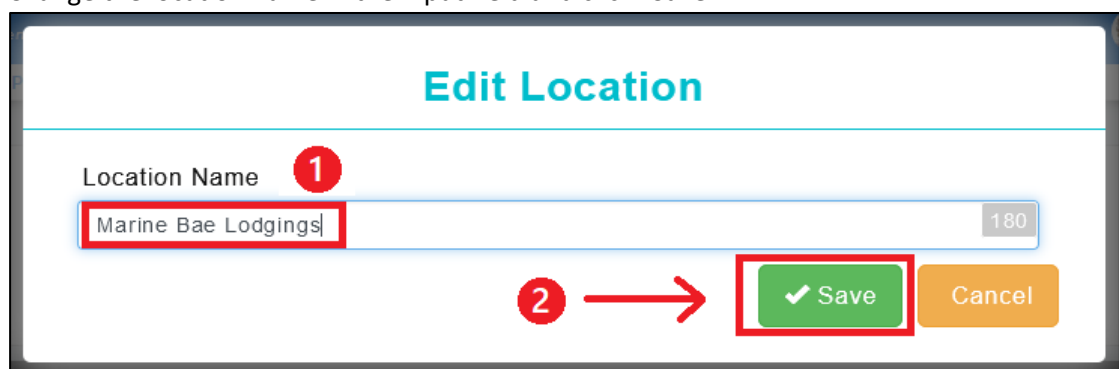
1.4 Changing Location Name

1. On the same row of the location you wish to change, click "Edit"
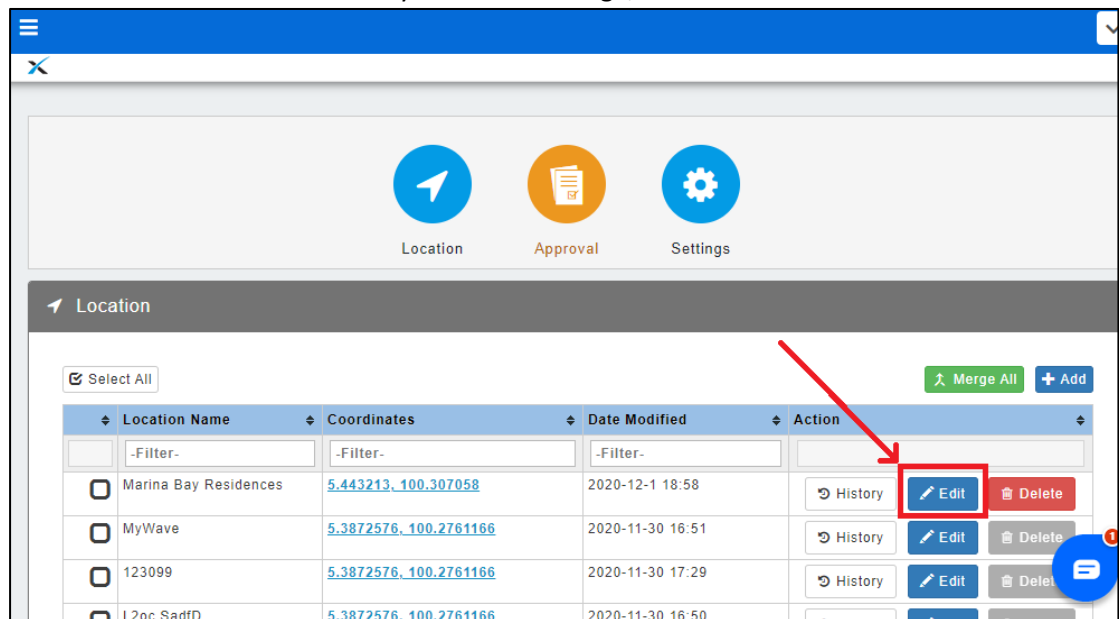
2. A following pop up will show up

3. Change the location name in the input field and click "Save"

4. Location name changes will be reflected on the table

5. You may refer to 1.7 Location History to check location's old names

1.5 Deleting a Location

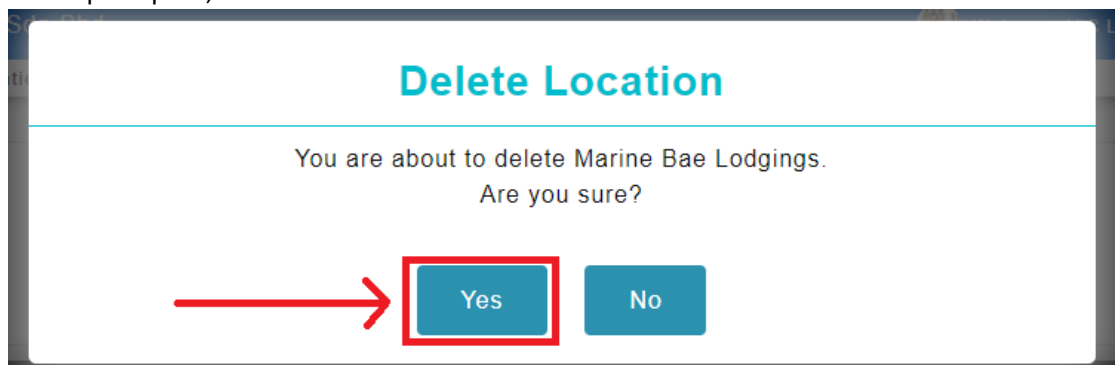NOTE: Only locations that were never used by the employees in EMPLX Time Attendance app are allowed to be deleted.

1. On the same row of the location you are deleting, click "Delete"
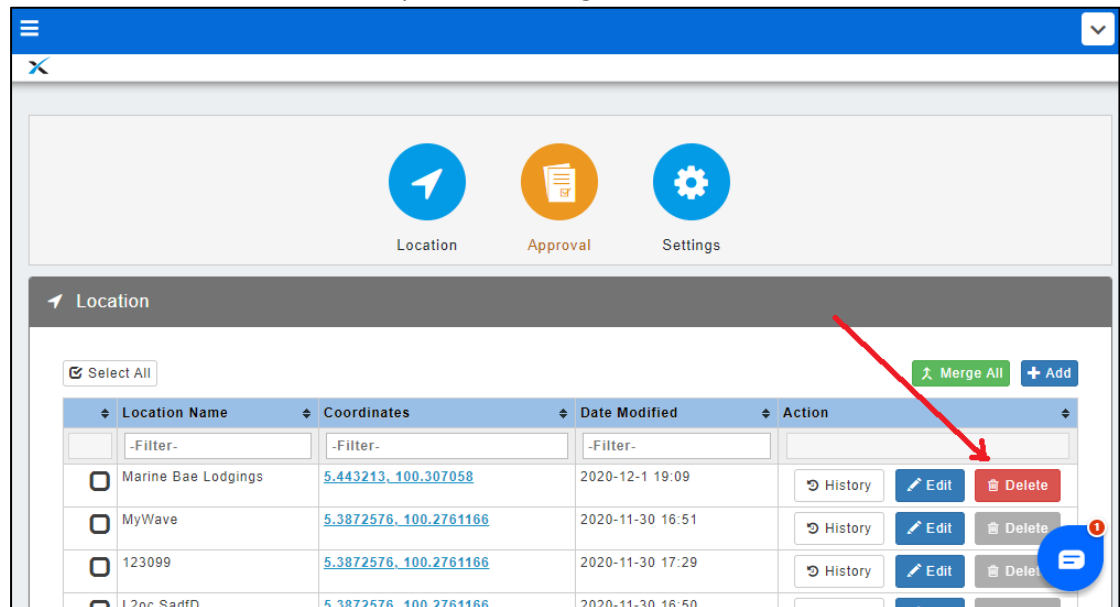
2. When prompted, click "Yes"

3. A success message will be shown and the location is now deleted.

1.6 Merging locations

1. Click on the table header "Coordinates" to sort the table by Coordinates
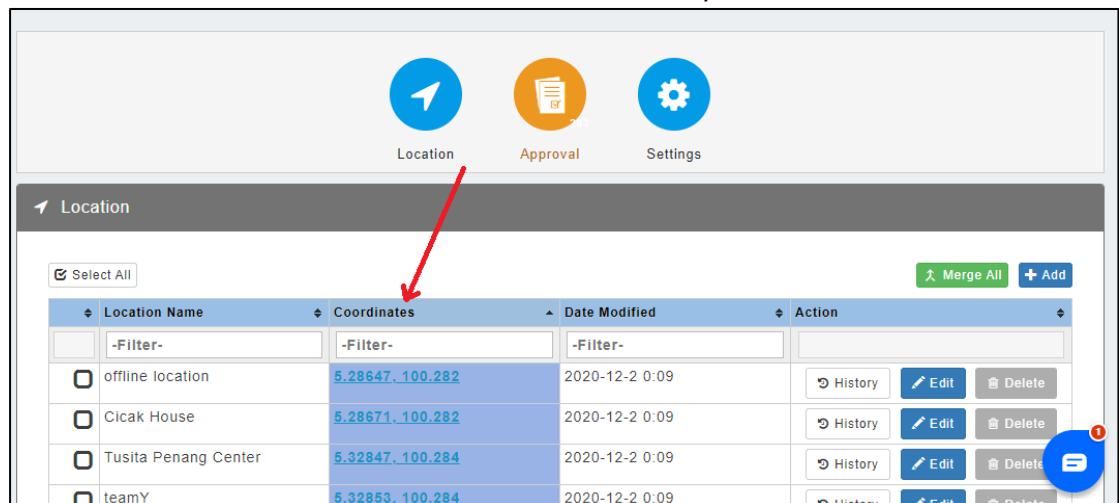
2. Select the locations that you wish to merge, and click "Merge Selected"
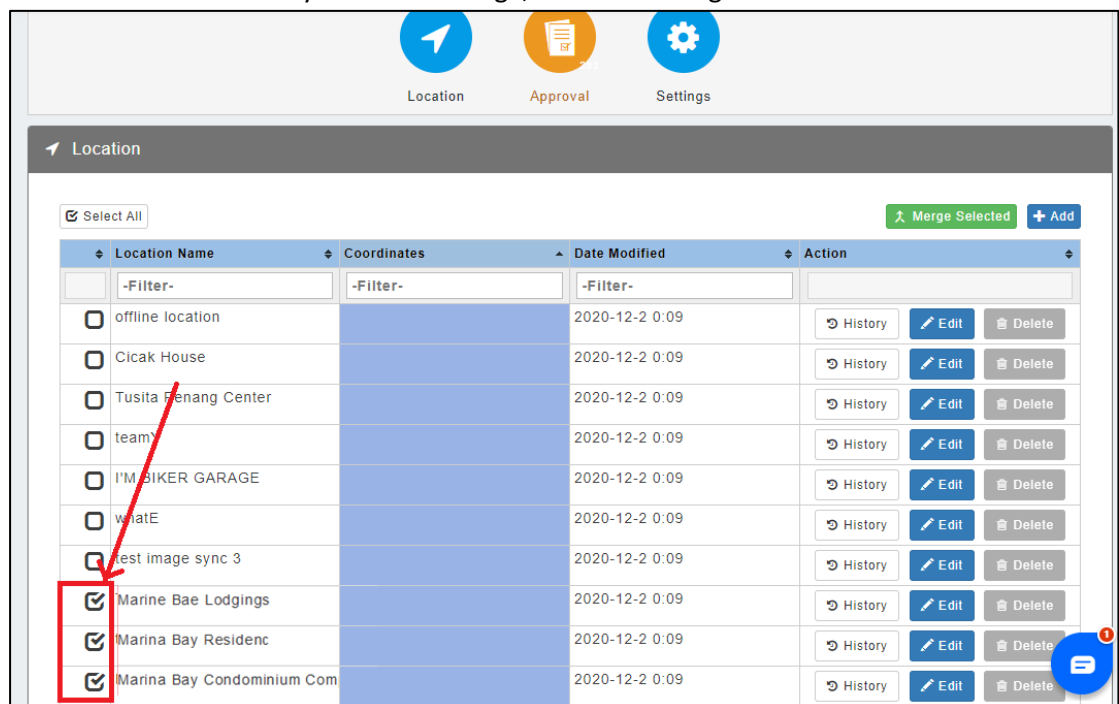
3. Double-check the locations

You may press the 🔍 *icon on the right to view the location*

4. Click the final location to merge into

5. Click "Merge" after confirming the locations


6. The locations will be merged and a success message will show

7. You may refer to 1.7 Location History to check which locations is merged in the past.

1.7 Location History

1. Click on "History" on the same row as the location
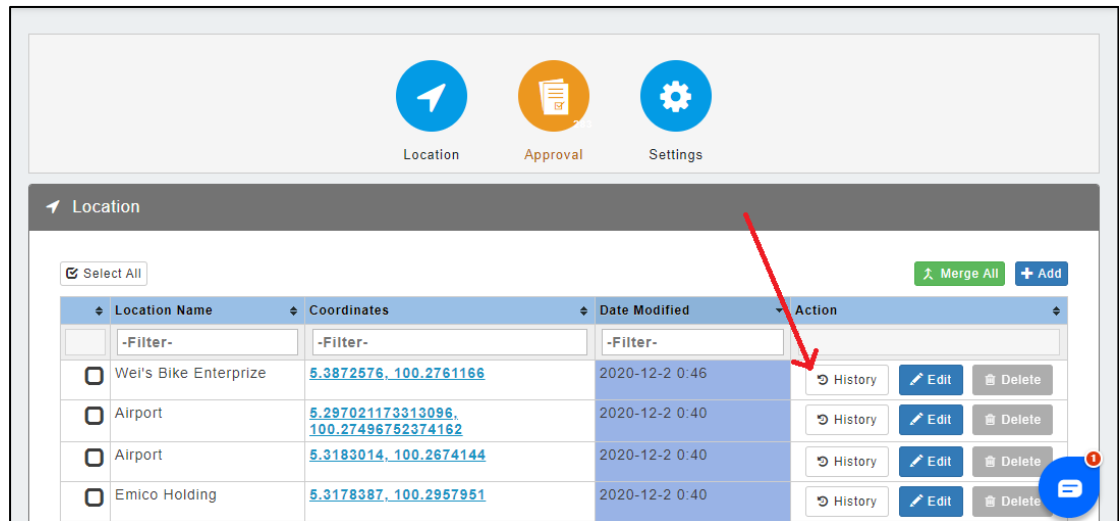
2. A pop up box will be shown containing location's history
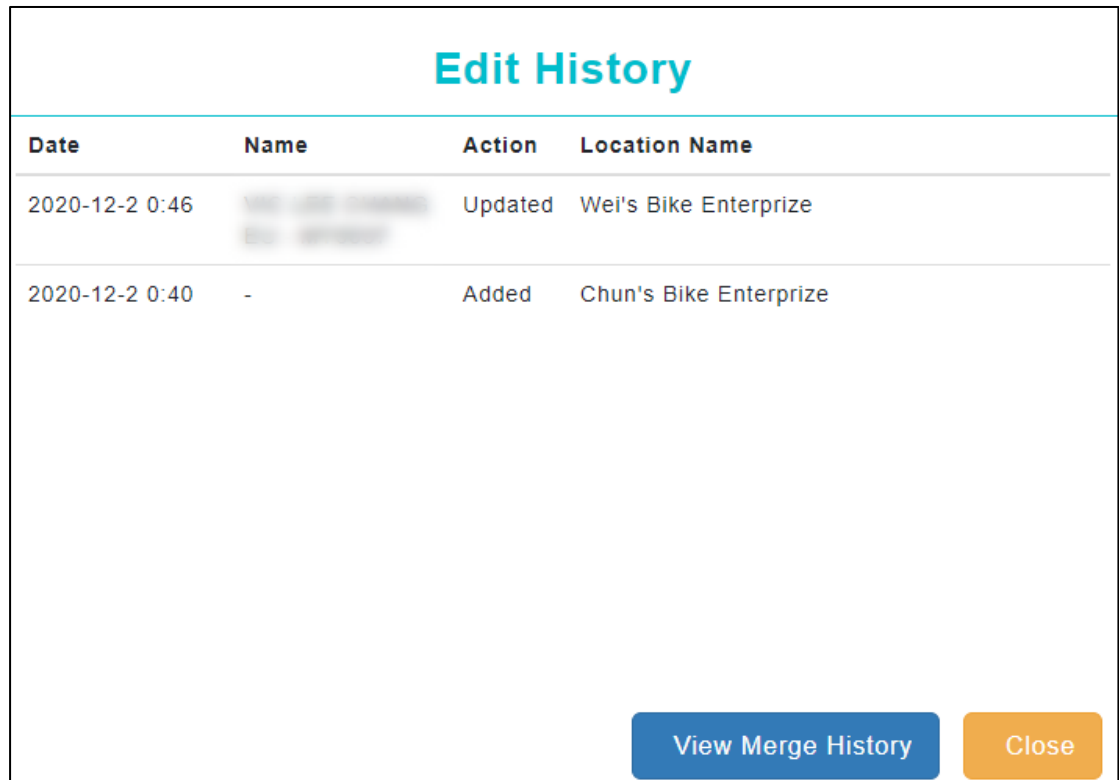
3. Click on "View Merge History" button

4. The content of the pop up will show which locations are being merged before

Approval

2.1 Description

This page allow approvers to approve locations that have been input by employees when they take attendance through the EMPLX Time Attedance App
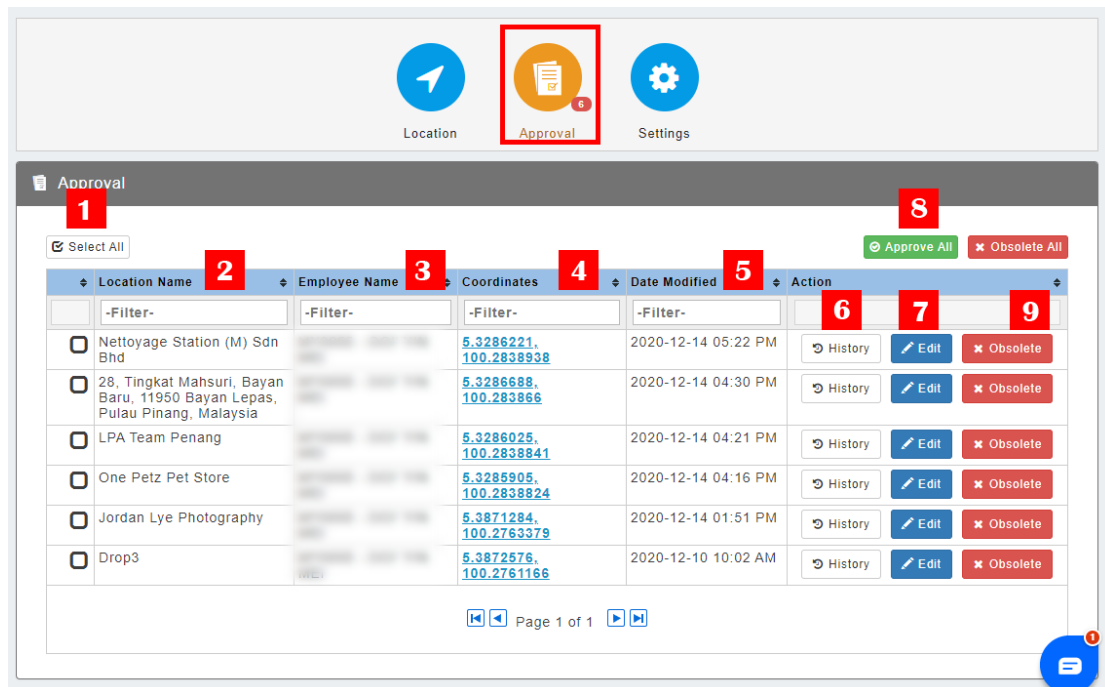
Labels:

1. Select All – Click to select all checkboxes below
2. Location name column – Shows the name of pending locations
3. Employee name column – Shows which employee entered this location when they sign their attendance in Emplx Time Attedance App
4. Coordinates column – Show the coordinates of the location
5. Date Modified column – Shows last date when this location name is changed
6. History – Click to view location's history (See 1.7 Location History)
7. Edit – Click to edit the name of the location
8. Approve – Click to approve location(s)
9. Obsolete – Click to obsolete the location

2.2 Approving new locations

1. Select the location(s) to be approved and click "Approve Selected"
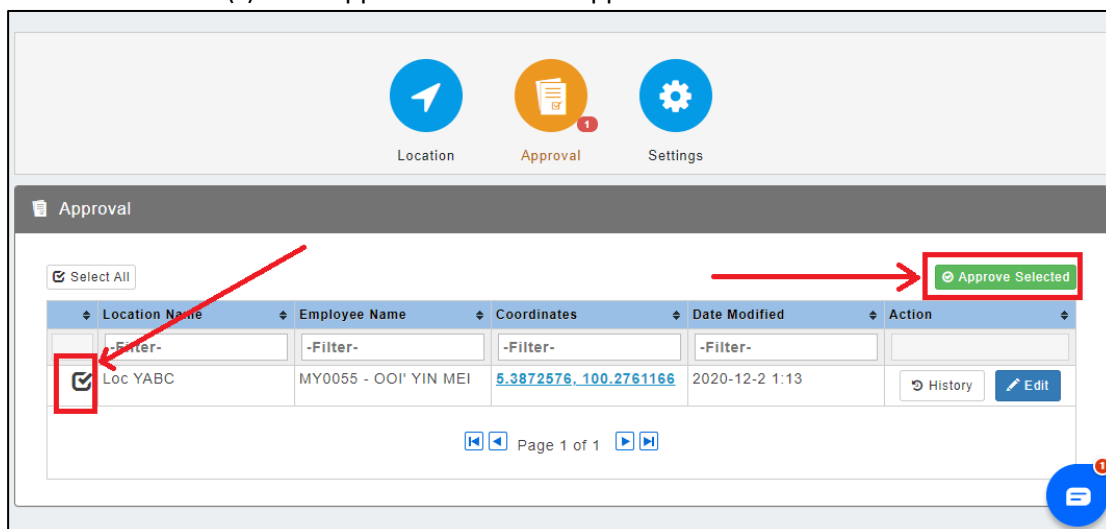
2. *The following pop up will be shown.*
   You may double-check the location(s) selected by clicking on the 🔍 icon

3. Click on "Approve" to approve the selected location(s)

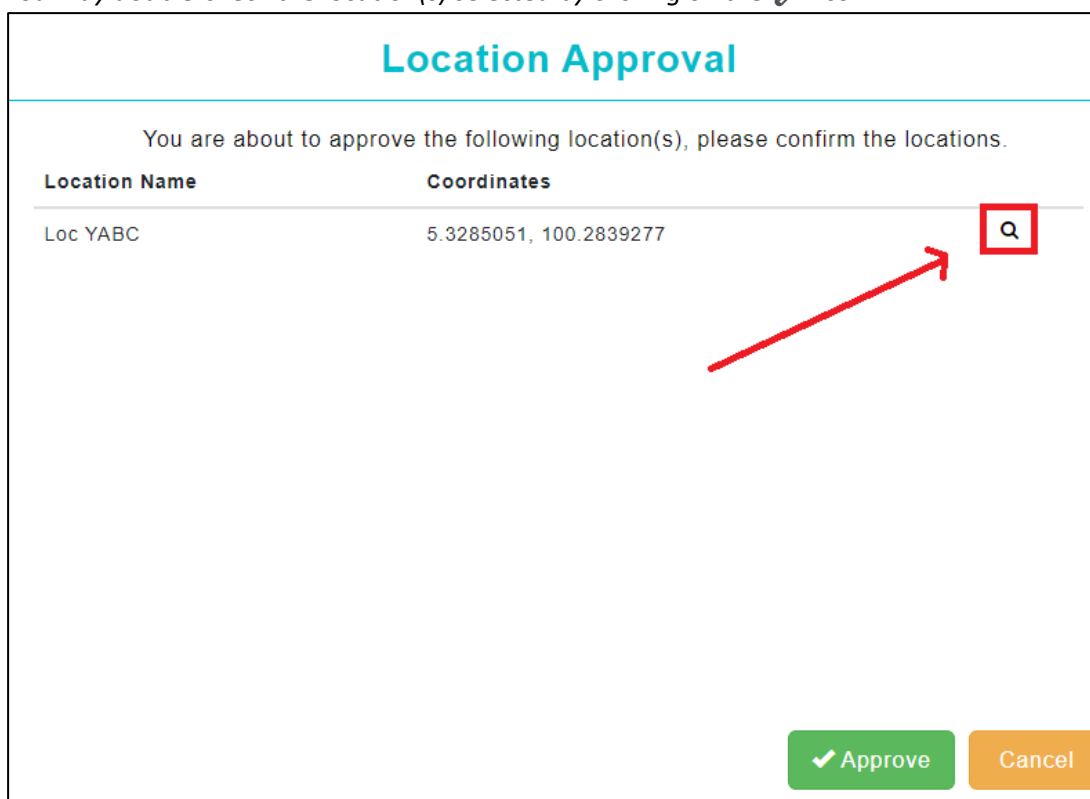4. A success message will show and the location will now be shown in the Location Tab

2.3 Viewing a location
Refer to [1.3 Viewing a Location](#).

2.4 Changing Location Name
Refer to [1.4 Changing Location Name](#).

2.5 Location History
Refer to [1.7 Location History](#).

2.6 Obsolete Location
1. In the case where locations need to be obseoleted, click on Approval Tab
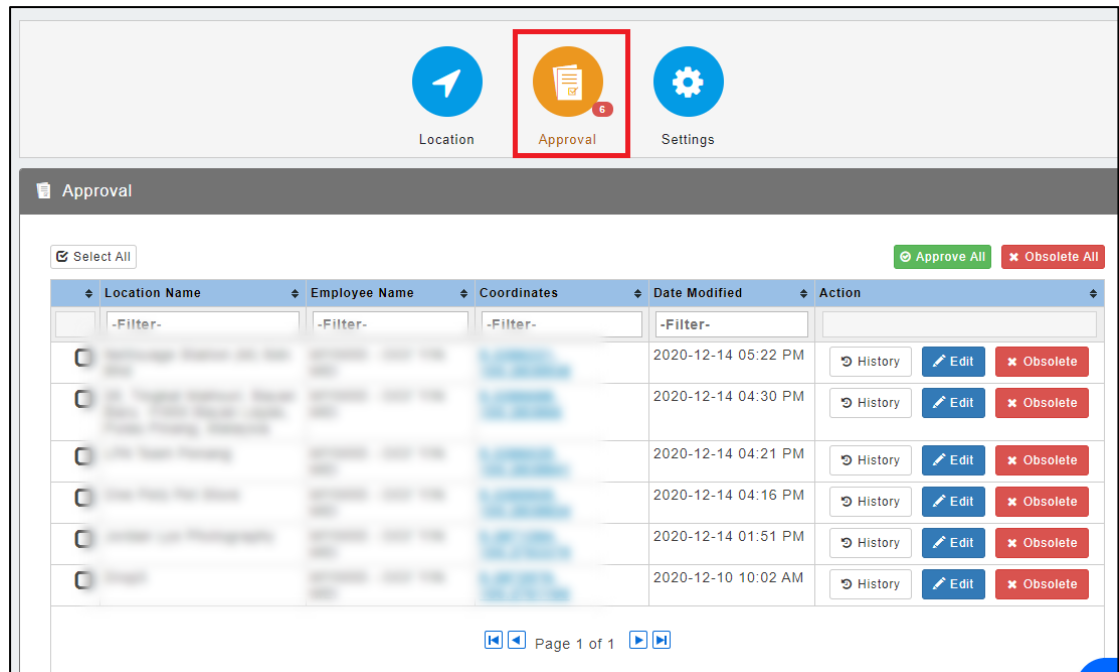
2. Click on "Obsolete" button on the location to be deleted
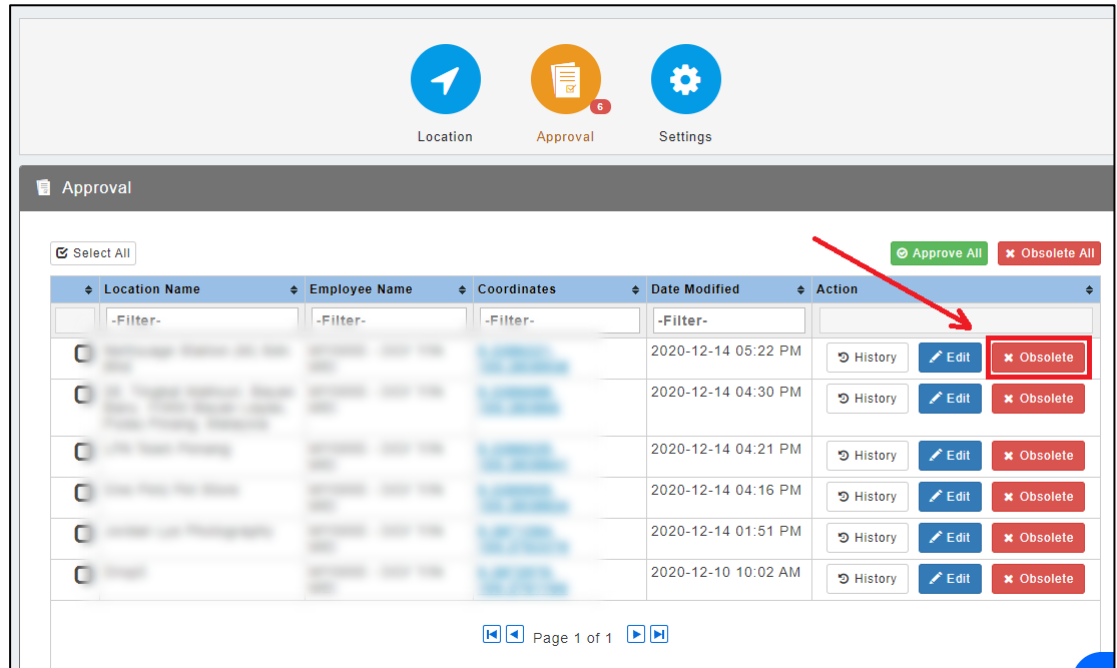
3. Click on "Yes" on prompt

4. The location will be obsoleted.

Settings

3.1 Description

This page allow user with "GPS Location Setup" access to modify the settings related to EMPLX Time Attendance App

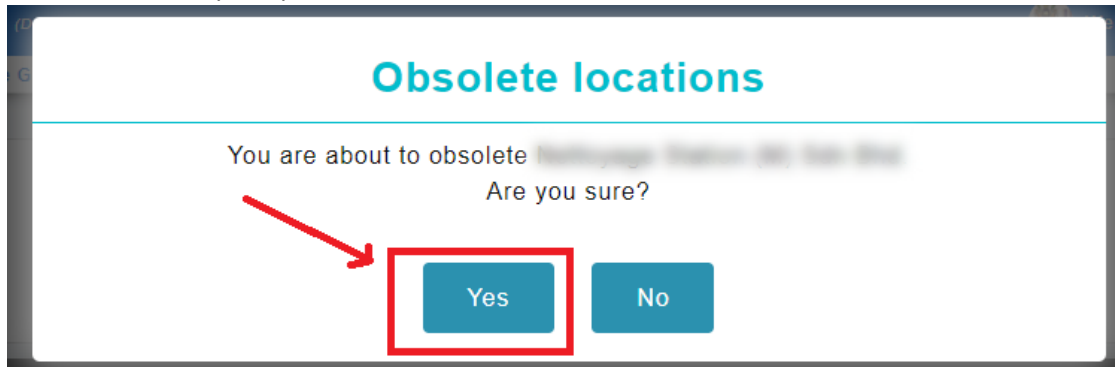

Labels:

1. Map Radius – The distance of the employee should be in when taking attendance through EMPLX Time Attedance App
2. Max Attendance Sync Period – Maximum Duration that employee can get
3. Map Listing Method – Should the employee see the Locations provided by Google Maps when taking attendance in EMPLX Time Attendance App
4. Camera Capture Feature – Camera Feature of the EMPLX Time Attendance App
5. Manual User Input Locations – Should the employees be allowed to manually key-in location names when taking attendance through EMPLX Time Attendance App
6. Check In Reminder – Set a reminder for user to check in for their shift
7. Check Out Reminder – Set a reminder for user to check out for their shift
8. Break Time Reminder – Set a reminder for user to check in/out for their break
9. Approval Required for Input Locations – Is it required to approve locations that is key-in by employees when taking attendance throught the EMPLX Time Attendance App
10. Approver Listings – Approvers assigned to approve locations

3.2 Assigning Location Approver

1. Set "Approval Required for Input Locations" to "Yes".
   Approver Listings table will show.

2. Click on "Add Row"

3. Click on "Select Options" and pick an employee of the list

4. After assigning the approvers, click on "Save"

5. Success message will show and the approver listing have been updated.
    The approvers will be further notified via email if any of the location requires
    Approval.

3.3 Removing Location Approver

1. Click on the "Delete" icon on the approvers to be removed

2. Approver of that row will be removed.

3. Click "Save" button the save the changes

3.4 Enable Check In/Check Out/Break Time Reminder

1. Set Reminder to "Yes". Its input will appear.

2. Select Check box to enable the respective reminder and its input

3. A small note will be shown based on user's input.

4. After set Reminder, click on "Save" to save changes.

3.5 Check In/Check Out/Break Time Reminder Scenario

Shift Reminder: ▢ = Check in Remind ▮ = Check out Reminder

Break Reminder: ⬭ = Check in Remind ⬬ = Check out Reminder

⭐ = Early Check Out

Normal Shift
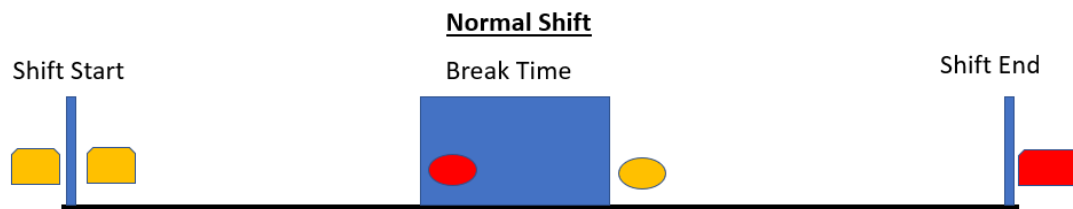
At Shift Start, there are 2 set of Check in reminder (Before shift start & After shift start). At shift end, there is 1 set of reminders (Check out/After shift end). On break time, there will be 1 reminder for check out (Break start) and 1 reminder for check in (Break end).

With OT
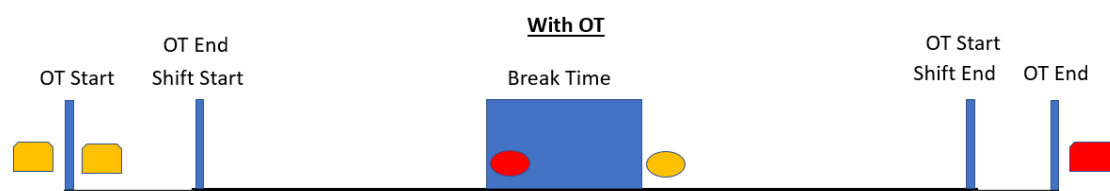
If there is OT before/after shift, the reminder time will be affected. *Only valid for OT that **End** on shift start or **Start** on shift end.

With Leave
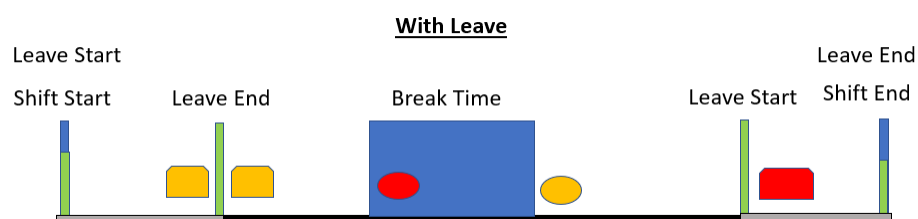
If there is Leave before/after shift, the reminder time will be affected. *Only valid for Leave that **Start** on shift start or **End** on shift end.

With Hourly Leave
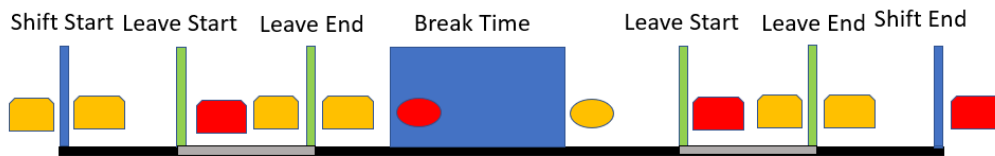
For hourly leave, check in & check out reminder will still be trigger on Shift Start and Shift End. When Leave Start, it will trigger a check out reminder after Leave Start, and check in reminder before and after Leave End.

If Leave is intersecting with Break time, the reminder time will be affected.
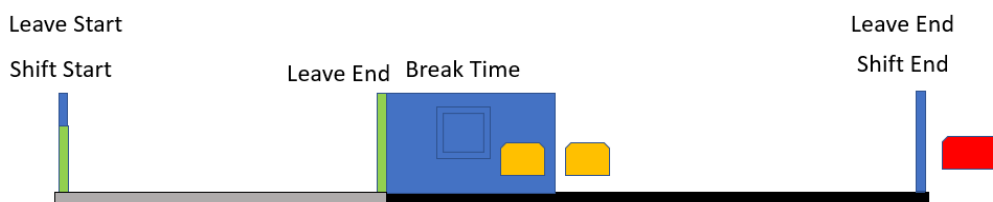
If Leave End is intersecting with Break Start time, the reminder will only send when Break End. *Shift Reminder will be chosen instead of Break Reminder.
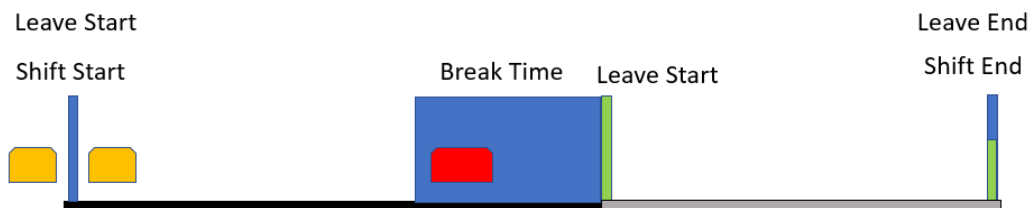
If Leave Start is intersecting with Break End time, the reminder will be sent when Break Start. *Shift Reminder will be chosen instead of Break Reminder.

Early Check out (Inside Tolerance)

Shift Start   Tolerance   Break Time   Tolerance   Shift End

A   B

Early Check out (Outside Tolerance)

Shift Start   Tolerance   Break Time   Tolerance   Shift End

C   D
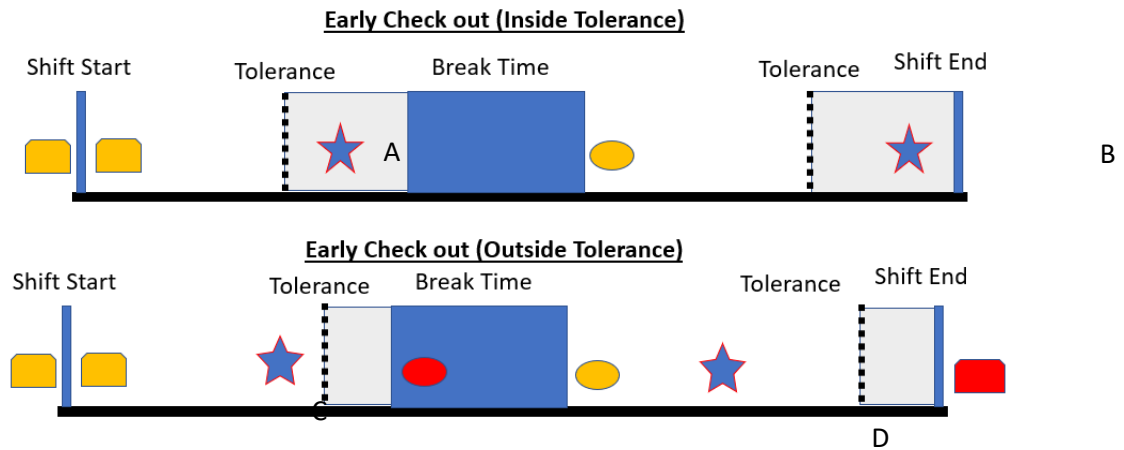
To count as a valid Early Check out, it must be within the tolerance interval as shown. A and B are valid early check out as they lie between tolerance intervals. C and D are invalid early check out as they lie outside tolerance interval. If it is a valid early check out, it will not trigger a check out reminder.