Instructions on How to Use the Time Clock App
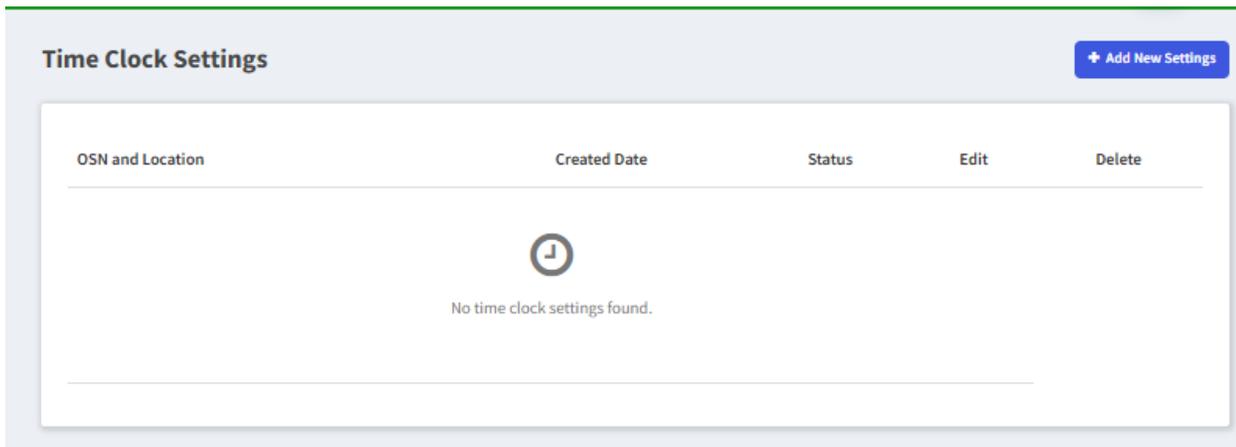
🔐 Part 1: Admin Portal Setup

Step 1: Log in to the Secure Portal

Go to your **Admin Portal** and log in using your authorized credentials.

Step 2: Navigate to Device Settings

- From the main dashboard, click on **Time Clock → Device Settings**.
- This is where you'll configure the device and locations used for check-in/check-out.

Step 3: Add Time Clock Settings

Click **"Add Time Clock Settings"** to open the setup form.
Refer to the image above for guidance.

Fill out the form as follows:

- **Location Name** → Enter the name of the location (e.g., *Main Gate, Classroom A, Volunteer Desk*).
  Only letters, numbers, hyphens (-), and underscores (_) are allowed.
- **Time Clock Type** → Select the type of attendance you're tracking.
  For example: **School Attendance**.
- **Status** → Choose the appropriate status (e.g., *Active*).
- **Notes (Optional)** → Add a short description or internal note if needed.

Step 4: Save Settings

After completing the form, click **Save Settings**.
Your new time clock location will now be available for users to check in and check out via the **Time Clock Mobile App**.

💡 *Tip:* Create separate entries for each gate or site where you plan to install the device.

Step 5: Manage Time Clock Settings

After adding your time clock locations, you'll see them listed on the **Time Clock Settings** page.
This page provides an overview of all configured locations and their current statuses.

Page Overview

Each entry displays:

- **OSN and Location** → The organization ID and specific gate or site (e.g., *demo-company/Gate1*).
- **Created Date** → When the location was added.
- **Status** → Indicates whether the device is active or inactive.
- **Edit / Delete Options** → Allows quick updates or removal of a setting.

Common Status Types

- **InService** → The device is active and ready for use.
- **WaitingForActivation** → Setup is complete but not yet activated.
- **OutOfServiceByAdmin** → Temporarily disabled by an admin.
- **Deactivate** → Permanently turned off or no longer in use.

To Add or Edit Settings

- Click **"Add New Settings"** to create a new location.

- Click the ✎ **Edit icon** to update an existing entry.
- Click the 🗑 **Delete icon** to remove it from the list.

💡 *Tip:* Keep only active gates "InService" to ensure accurate attendance tracking.

Time Clock Settings

+ Add New Settings

OSN and Location	Created Date	Status	Edit	Delete
demo-company/Gate4	Sep 16, 2025	InService	✎	🗑
demo-company/Gate1	Sep 16, 2025	InService	✎	🗑
demo-company/Gate2	Sep 16, 2025	WaitingForActivation	✎	🗑
demo-company/Gate3	Sep 16, 2025	OutOfServiceByAdmin	✎	🗑
demo-company/Gate5	Sep 16, 2025	Deactivate	✎	🗑

Admin Log Reports

The **Log Reports** page allows administrators to **view, track, and export** all attendance activity recorded through the Time Clock App.
 This helps ensure accurate monitoring of when teachers and volunteers check in and check out.

How to Access

From the left sidebar, go to
 Time Clock → Log Reports

Page Overview

Each record shows:

- **Name** – User's full name (teacher or volunteer)
- **Clock Time** – Exact time of check-in or check-out
- **Status** – Indicates whether the entry is a *Check-in* (green) or *Check-out* (red)
- **Device Location** – The gate or site where the action was recorded
- **Phone** – User's registered contact number

You can **filter** records by:

- **Date Range** – View logs from specific dates
- **Status** – Filter by *Check-in*, *Check-out*, or *All*

Actions

- 🖊 **Edit** – Make corrections to an existing record
- 🗑 **Delete** – Remove a log entry if needed
- 🗁 **Export to Excel** – Download all data for recordkeeping or reporting

Add Clocking Log (Manual Entry)

Administrators can manually add or adjust attendance records directly from the **Time Clock Log Reports** page. This feature is useful when a teacher or volunteer forgets to check in/out, or when data needs correction.

How to Access

From the **Log Reports** page, click the **"Add New Log"** button in the top-right corner.

Add Clocking Log Form Overview

Fill in the following details:

- **Find an Existing Person** → Search by name, email, or phone number to select the user.
- **Device** → Choose the registered gate or location device.
- **Date & Time** → Enter the exact date and time of the attendance action.
- **Clocking Status** → Select whether this log is a **Check-in** or **Check-out** record.
- **Phone Number** → Enter the user's registered phone number.
- **Notes (Optional)** → Add any remarks or explanations (e.g., "Missed morning check-in," "Manual correction").

When finished, click **Save Log** to record the entry.

💡 *Tip:* Always verify date, time, and user information before saving to maintain accurate attendance history.

Name	Clock Time	Status	Device Location	Phone	Actions
Ali Hamza	Sep 13, 2025 11:25 AM	Check-in	Gate4	+15853042378	🖊 🗑
Arham Khan	Sep 08, 2025 9:00 AM	Check-in	Gate1	+16462634975	🖊 🗑
Ayesha Tasnim	Sep 06, 2025 10:59 AM	Check-out	Gate1	+1 (602) 715-8004	🖊 🗑
Ayesha Tasnim	Sep 06, 2025 10:00 AM	Check-in	Gate1	+16027158004	🖊 🗑

🔢 Part 2: Time Clock Mobile App (Check-In / Check-Out)
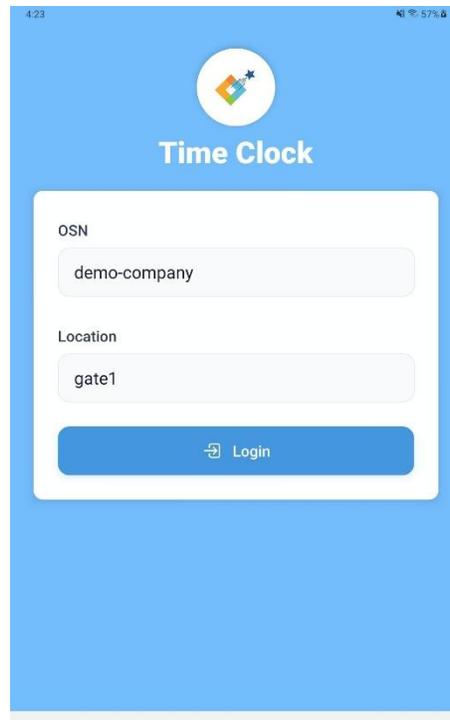
App Installation

The school administrator downloads and installs the app on the designated gate device.

👉 <mark>**Download Time Clock App**</mark>

Step 1: Log In to the App

When the app opens, you'll see the **Login screen**.

- Enter your **Organization Short Name (OSN)** and **Location Name**.
  (These are set by the administrator in the portal.)
- Tap **Login** to access the check-in system.

Step 2: Enter Mobile Number

On the next screen, enter your **mobile number** and tap **Verify & Continue**.
The app will look up your existing profile using that phone number.

💡 <mark>*If it's your first time using the app, proceed to create a new profile.*</mark>
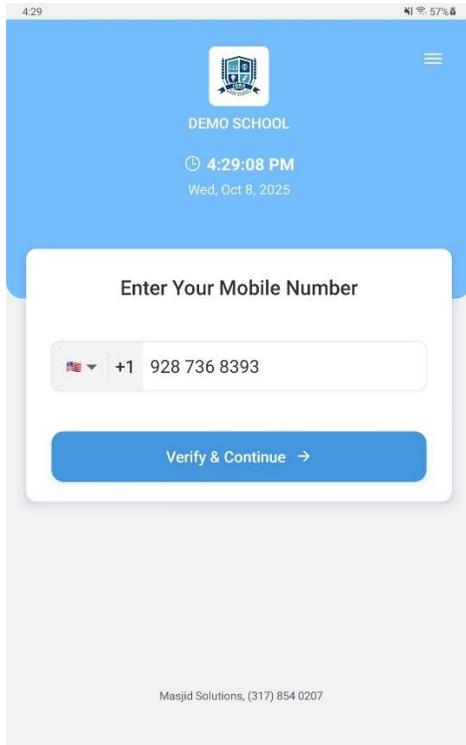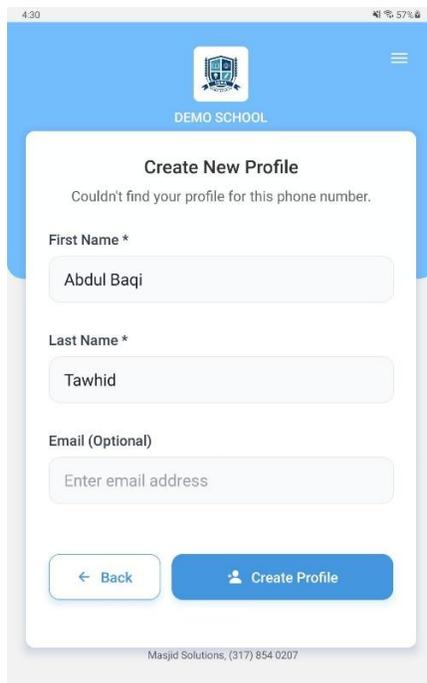
Step 3: Create Profile (New Users Only)

If your phone number isn't found, you'll be asked to **create a profile**:

- Enter **First Name** and **Last Name**
- (Optional) Enter **Email** for contact
- Tap **Create Profile**

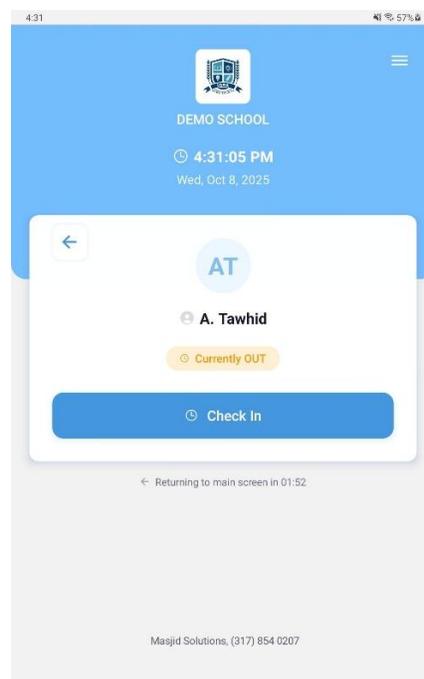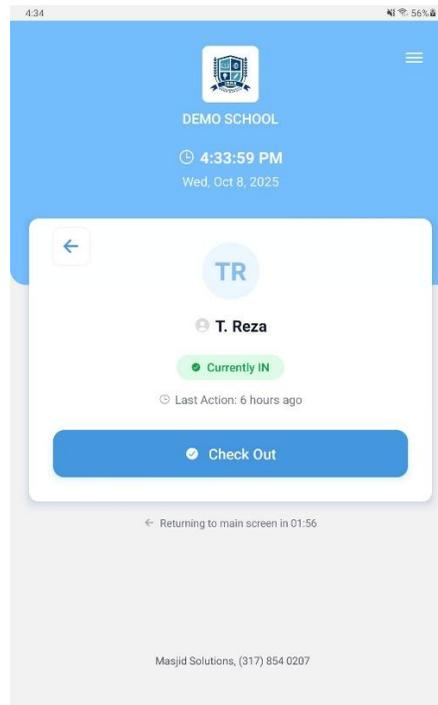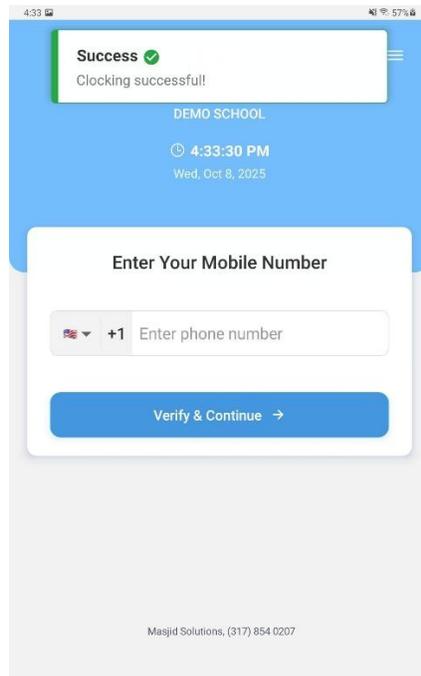Once created, your profile will appear for future check-ins automatically.

Step 4: Check In / Check Out

After login, the app displays your current time and status.

- Tap **Check In** when you arrive.
- Tap **Check Out** when leaving.
   Your attendance is automatically sent to the **Admin Portal** in real time.

⏱ *You'll see a confirmation message for every successful check-in/out.*

Time Clock Log Reports
Time Duration Reports →

+ Add New Log

Date Range

Select date range

Status

All Status

✕ Clear Filter

🔲 Export to Excel

Drag a column header here to group its column

Search 🔍

Name	Clock Time	Status	Device Location	Phone	Actions
Taha Reza	Oct 08, 2025 6:34 AM	Check-out	Gate1	+15875302271	✏ 🗑
Taha Reza	Oct 08, 2025 6:33 AM	Check-in	Gate1	+15875302271	✏ 🗑
Abdul Baqi Tawhid	Oct 08, 2025 6:31 AM	Check-in	Gate1	+19287368393	✏ 🗑
Ali Hamza	Sep 13, 2025 11:25 AM	Check-in	Gate4	+15853042378	✏ 🗑
Arham Khan	Sep 08, 2025 9:00 AM	Check-in	Gate1	+16462634975	✏ 🗑
Ayesha Tasnim	Sep 06, 2025 10:59 AM	Check-out	Gate1	+1 (602) 715-8004	✏ 🗑
Ayesha Tasnim	Sep 06, 2025 10:00 AM	Check-in	Gate1	+16027158004	✏ 🗑

« ‹ 1 › » 10 ⌄ Items per page

1 of 1 pages (7 items)

Best Practices

- Always check in/out from the **school's registered device only**.
- Ensure the device has **internet access** for live sync.
- Do not uninstall or reset the app unless instructed by the administrator.