



App user manual

Keep Track of your Employees



TIME LOG APPS

Time Log Apps

User Manual

Contents

| | |
|-------------------------------------------------|---|
| I. Is this you? | 2 |
| II. About Us | 2 |
| III. Get Started with TimeLogApps | 3 |
| 1.Admin Functions | 3 |
| i. Download and Install | 3 |
| ii. Set up company Profile | 3 |
| iii. Settings | 4 |
| iv. Break time | 4 |
| v. Company Information | 4 |
| vi. Email settings | 5 |
| vii. Add employee | 5 |
| viii. Activate/ Deactivate/ Delete an employee. | 6 |
| ix. Reports | 6 |
| 2. Employee functions | 7 |
| i. Edit Profile | 7 |
| ii. Clock in and Clock Out | 7 |

Is This You?

Are you failing to keep a track of your employee activities? Their clock ins and clock outs? Is your productivity diminishing due to untimely and longer breaks? Do you have a problem with maintaining staff attendance records? Are your employees reluctant to use any clock in and clock out app because of its complexity?

It is common to experience this while running an organization and though it looks like a small deal today, it will lead to compromised productivity.

If you run a business which faces the above scenarios then you've come to the right place.

About Us

TimeLogApps is your solution for complex time tracking operations.

You don't need a long employee id to clock in or clock out.

TimeLogApps is a time tracking app which allows easy clock in and clock outs for your employees. All they need to do is click on their profile and enter a 4-digit custom password, to clock in and clock out. There is no need to type in employee id's every time they need to clock in or out.

Don't lose track of your employee activities.

Timelog helps you keep a track of all the employee activities, their break times, meeting hours, working hours, leaves and it lets you compute them. Along with this it gives you the ability to send emails effortlessly. It facilitates access to Real-time staff data and automated collection.

Features you'll fall love with:

- Easy Clock-in & Clock-out
- Employee Tracking
- Easy Access
- Email Reports
- Portability
- Service Delivery



Getting Started with Time Log Apps

A step by step guide to get you started and running with TimeLogApps

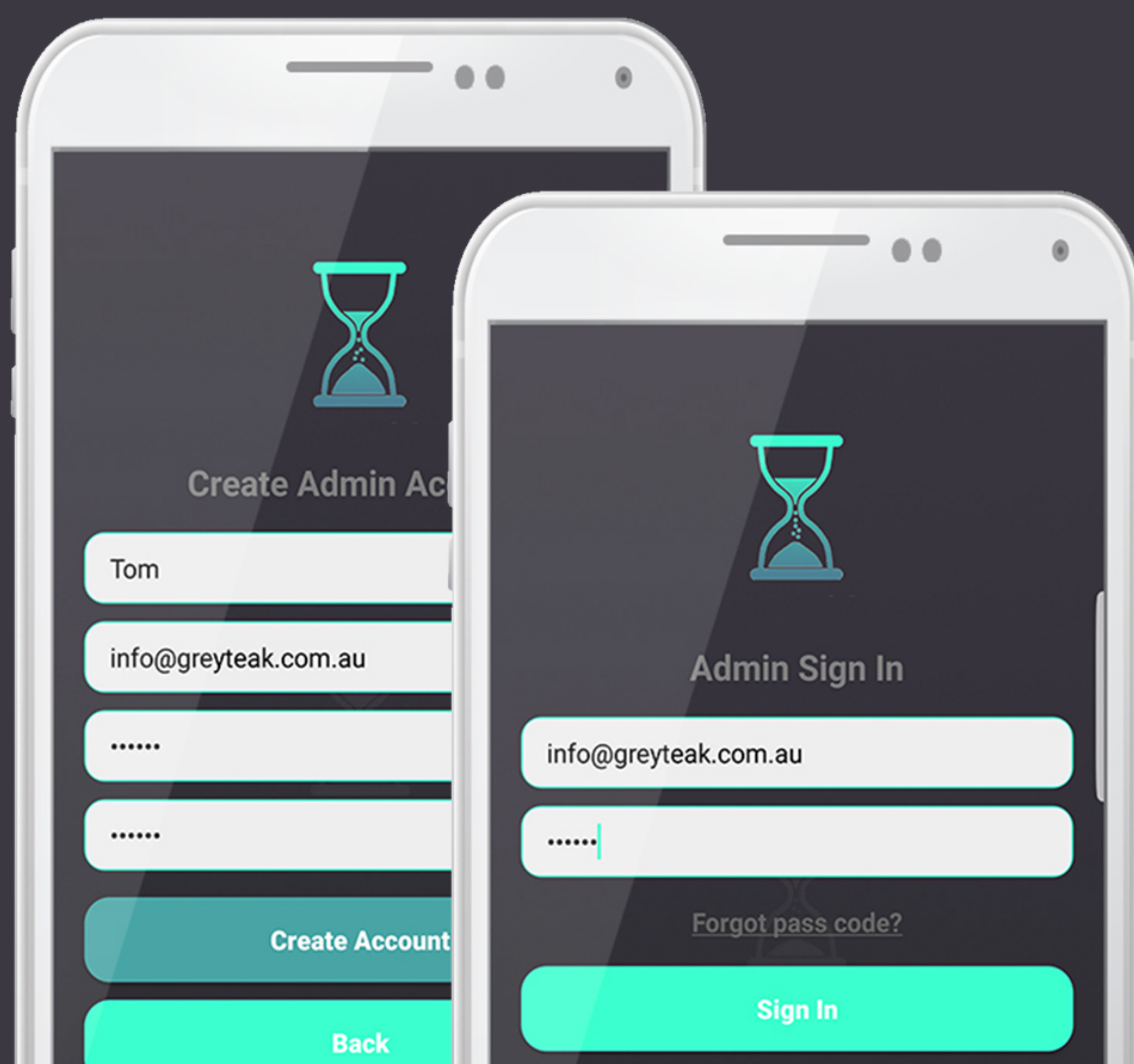
1.Admin Functions

i. Download and Install

- Search for TimeLogApps on the Google play store and download it.
- Once it's installed you are ready to get started.

ii. Set up Company Profile

- Set up your company's profile by providing your email address and a password.
- Once this is done, we will send you a 4-digit password to access your account.
- After receiving the password, use it to login in to your account.



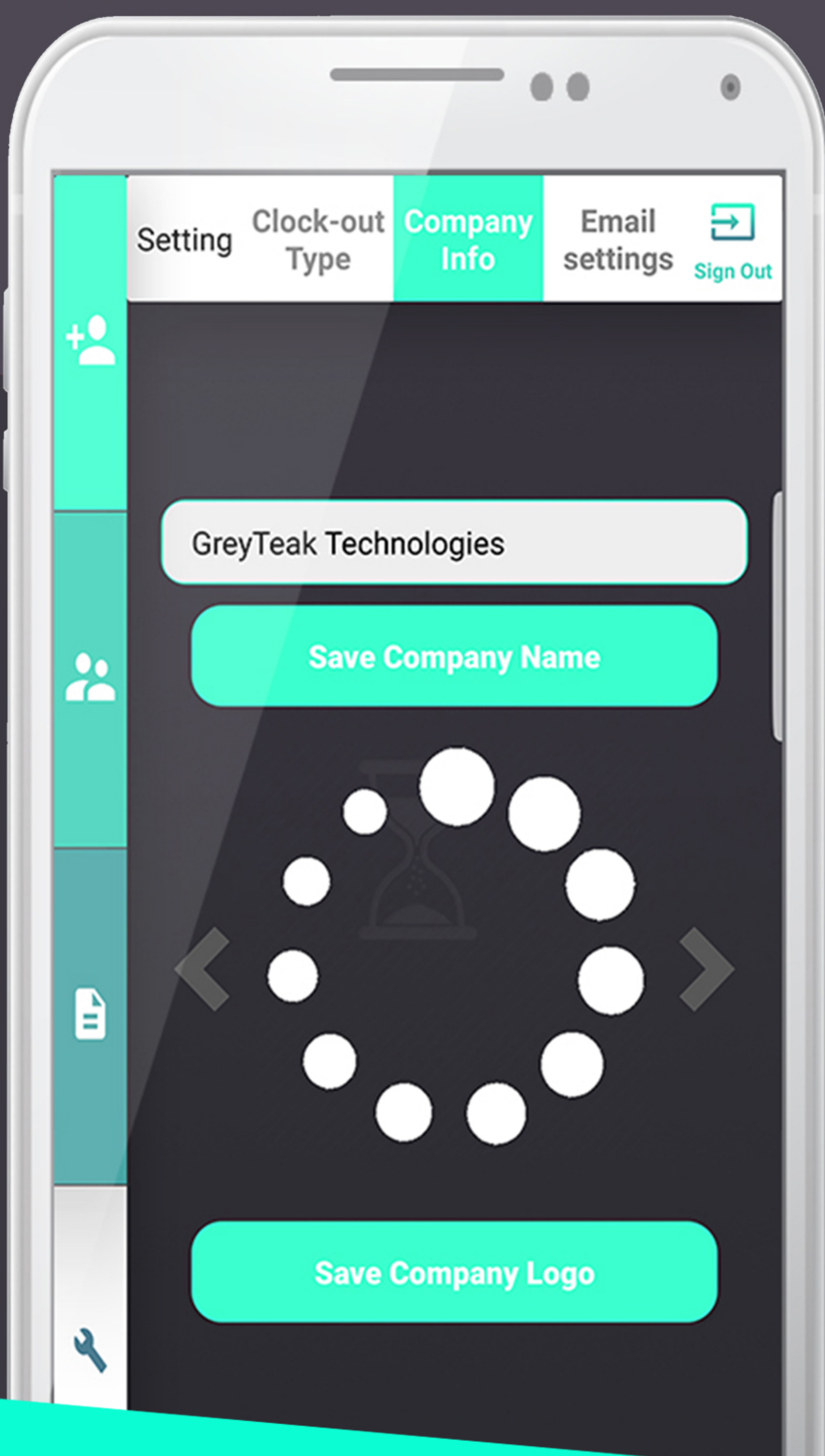


iii. Settings

- Once you log into your account, you can see various icons on the left-hand side.
- Choose the “settings” icon to add details of your breaks, company information and email settings.

iv. Break Time

- You can add breaks based on your requirements. This is customizable and limitless.
- To do this, choose the “clock-out time” from “settings” and add your clock out type. You can then add minutes and click create.



v. Company Information

- To add your company's information, choose “company info” from “settings”.
- You can add your company's name by typing it in the given text box and then choose “save company name”.
- To add your company's logo, click on the icon, and it will take you to the gallery. You can add your logo from the gallery and click “save company logo” to save it.

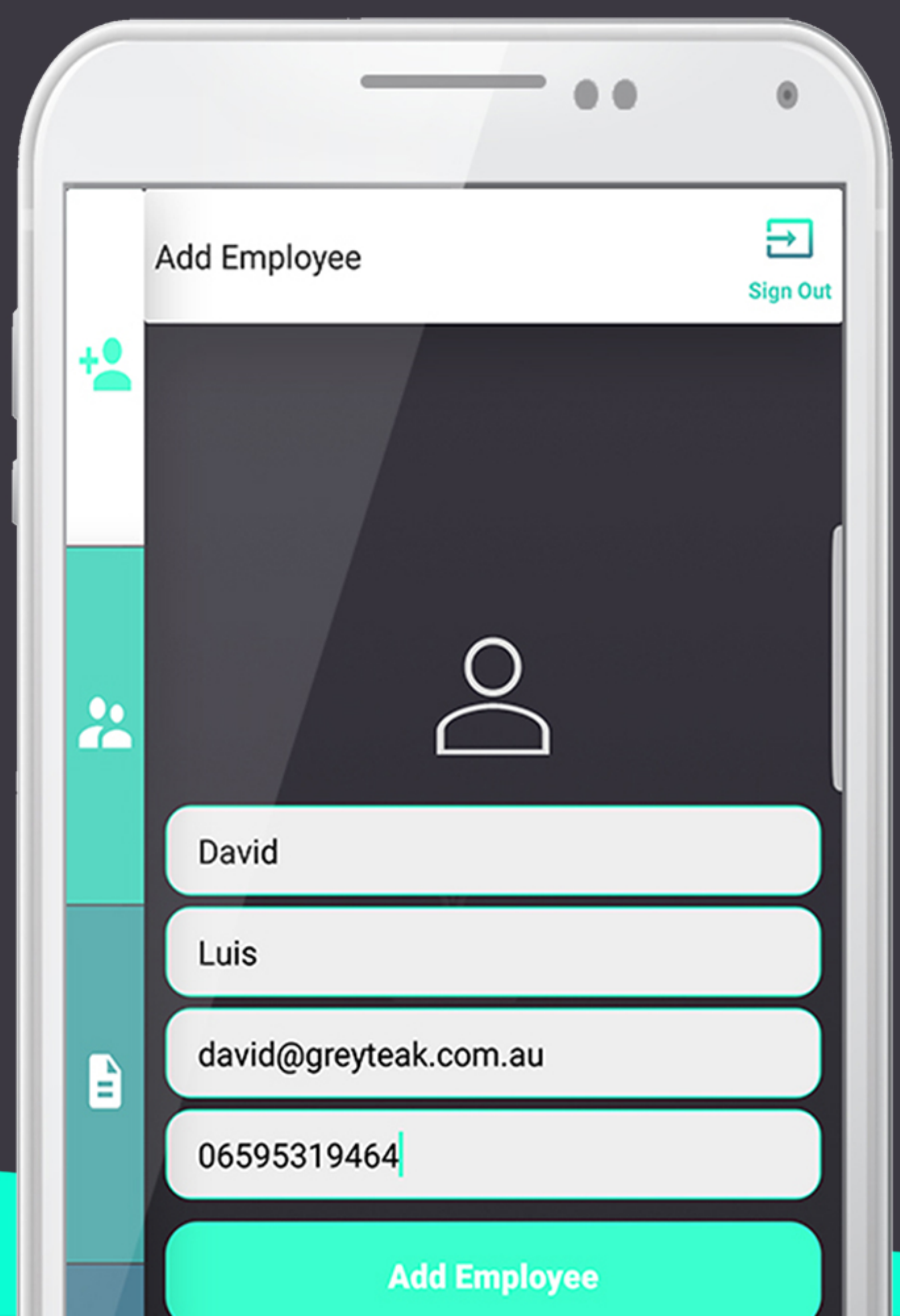
vi. Email Settings

- To add your email details, choose “Email settings” from “Settings” and you will be taken to the desired screen.
- Here you can add your SMTP host, company’s email, password and port number in the given text boxes.
- Based on your requirement you can either enable or disable SSL.. Once all these fields are filled in, click on “validate and update email”.



vii. Add employee

- You can add your employees after you finish updating your company’s details. To add an employee, you have to choose the add employee icon from the top left corner. This will take you to the add employee screen.
- Now you should add the first name, last name, email and phone number of your employees in the given text boxes. Finish this task by clicking on “add employee”.
- The added employee will receive an email with a password to log in.
- The employee can edit his details and log in and log out using this password.

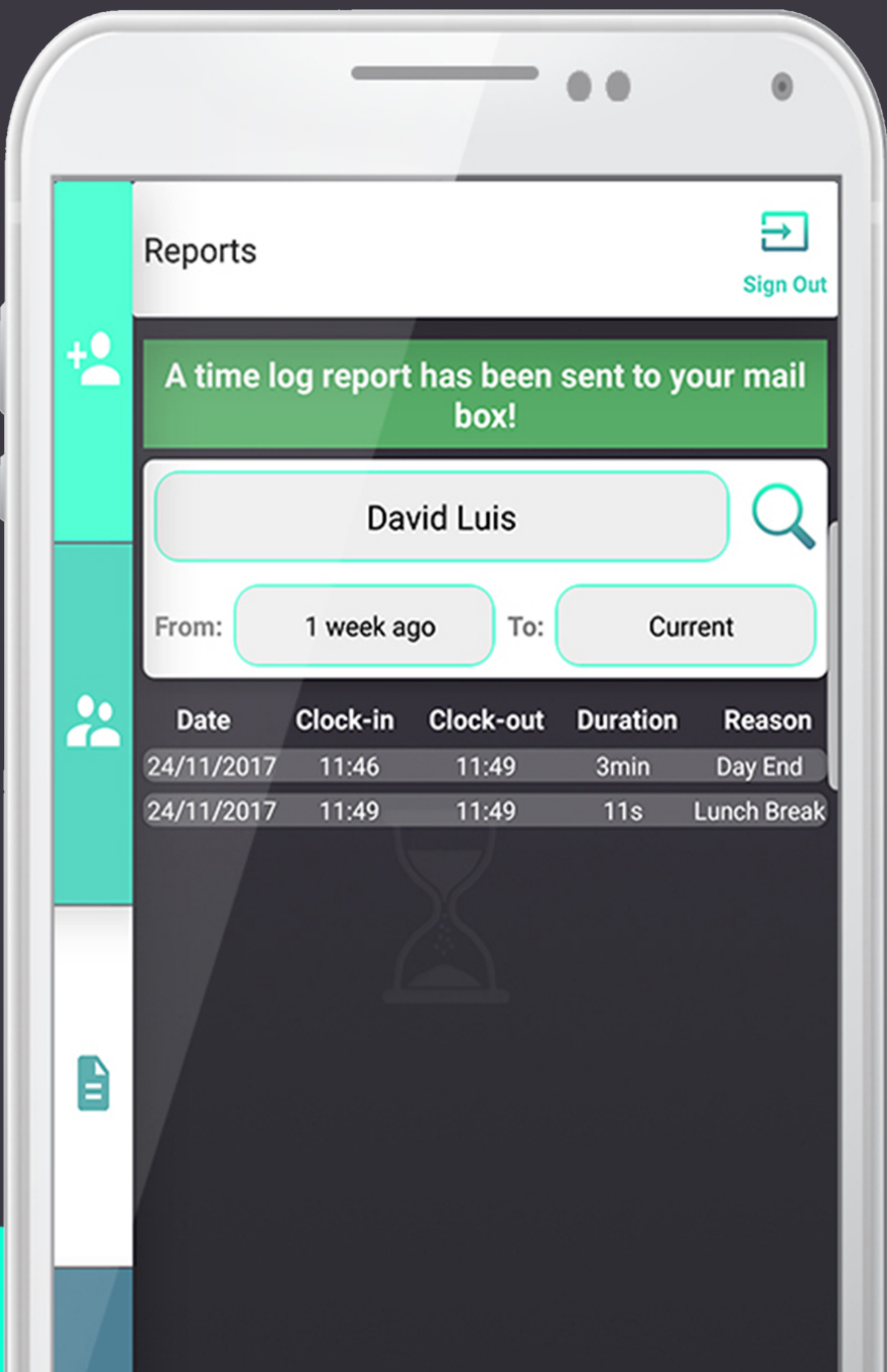
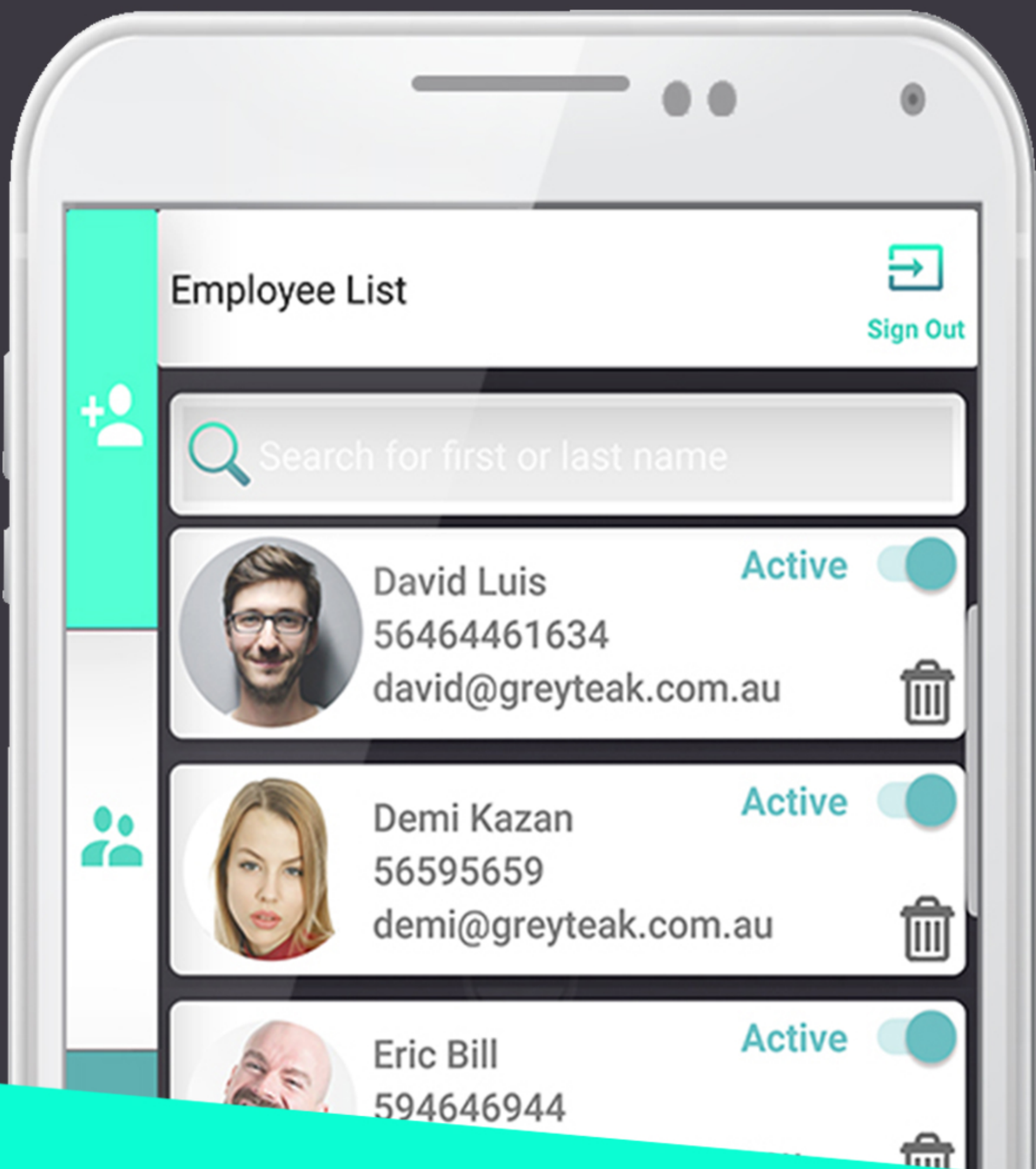


viii. Activate/ Deactivate/ Delete an employee.

- Once an employee account has been created, their profile will be activated as a default action.
- To deactivate or delete accounts, choose the profile icon on the top left corner. It will take you to a page with a list of your employees.
- You can also search for specific employee in this page. Once you find the employee you want, click on the active button on the top right corner to sitch between active and deactivated.
- If you want to delete employees, click on the trash icon on the bottom right corner of the profile details. It will delete the employee and his details permanently.

ix. Reports

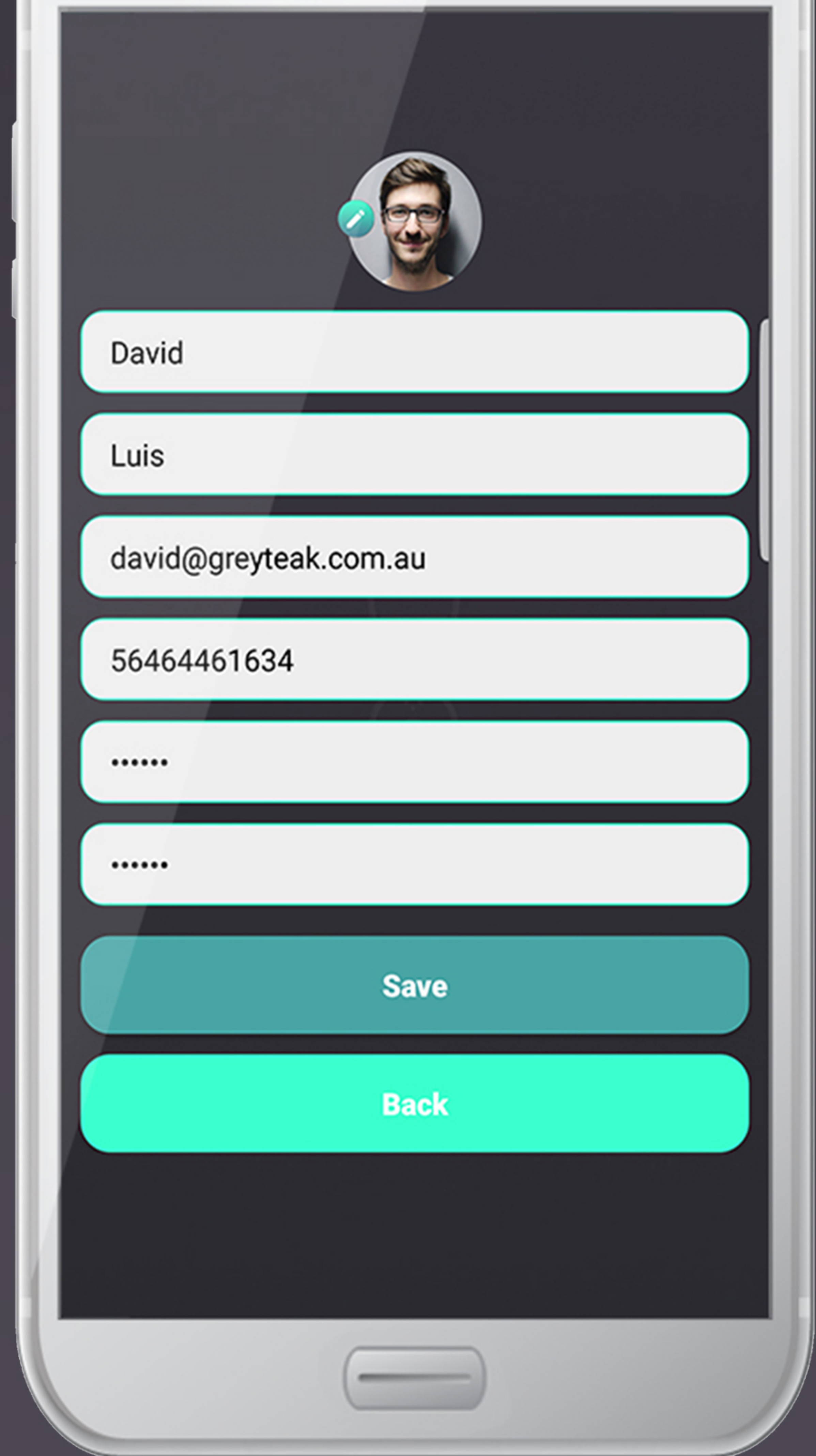
- To find the activity records of an employee, click on the report icon in the centre of the menu. Here you can choose the period of time for which you wish to receive.
- Enter the desired dates in the “from” and “to” text boxes on the top of the page. This page will help you see the times and dates of the employee’s working hours.
- You can see his clock ins, clock outs and the reason for break in a chronological order.
- You can also email these details by clicking on the email button on the bottom right corner of the screen. It will send you an instant report to the assigned email.



2. Employee Functions

i. Edit Profile

- Once the employee profile has been created, you will need to long press the employee icon on the home page to edit your profile.
- Once you have chosen the edit profile option, the app will ask you to enter the profile's password. Next, you can add an image by clicking on the top icon.
- You can also edit your details from the text boxes on this page.



ii. Clock in and Clock Out

- In order to clock in, just click on your profile and type your 4-digit password. It will give you the option to clock in.
- To clock out, follow the above steps and choose clock-out option at the end.

