



WP ONLINE – TIMEKEEPING SOFTWARE

TIMEKEEPING SOFTWARE

WP ONLINE



■ The Mobile Application

- Installation
- Features & Operation



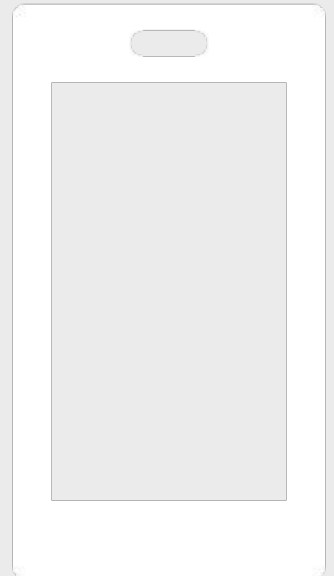
■ The Website Administration

- Installation
- Features & Operation



THE MOBILE APPLICATION

- IOS: install by Apple Store or link.
- Android: install by Play Store or apk file.





THE MOBILE
APPLICATION

Features & Operation

Login



LOGIN

☒ Remember me [Forgot password?](#)



OTP CONFIRM

If you don't receive OTP message, please resend OTP.

59

- Login with phone number and password
- Features:
 - Remember me
 - Forgot password
- The worker needs to confirm the OTP code in the first time login

Forgot password



FORGOT PASSWORD

REQUEST

BACK TO LOGIN



UPDATE PASSWORD



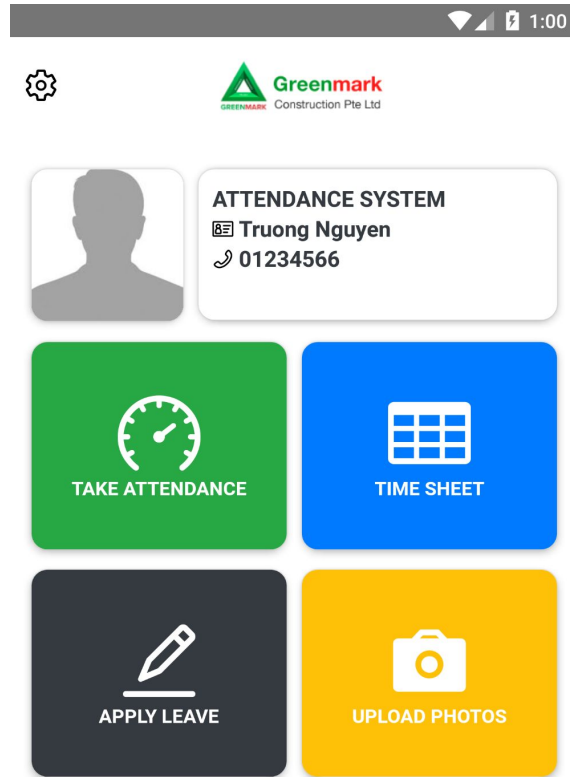
57

UPDATE

BACK TO LOGIN

- The worker enter their phone number and click the request button
- The server will send the OTP code. If they can't receive the code. They can select to resend code again.
- The worker can update new password

Home



- Home will have:
 - Take attendance
 - Time sheet
 - Apply leave
 - Upload photos

Take attendance

The screenshot shows a mobile app interface for taking attendance. At the top, there's a status bar with signal, battery, and time (1:02). Below it, a navigation bar has a back arrow and the title "Check In/Out". The main content area has two radio buttons: "IN" (selected) and "OUT". Below these is a "Shift type" section with a dropdown menu showing "Start: 8:0 - End: 17:30 - OT: 0". Underneath is a "Description" section with a text input field containing the placeholder "Enter your description". The "Photos" section features a large black square with two red dots in the center, representing a camera viewfinder. Below the camera view is a "Retake photo" button. At the bottom, there are two buttons: "SUBMIT" (blue) and "CANCEL" (red). The very bottom of the screen shows an Android navigation bar with back, home, and recent apps icons, and the text "Free for personal use" on the left.

← Check In/Out

☒ IN ☐ OUT

Shift type

Start: 8:0 - End: 17:30 - OT: 0 ▼

Description

Enter your description

Photos

Retake photo

SUBMIT CANCEL

Free for personal use

- Select checkin or checkout
- Select shift type
- Take a portrait picture
- Data will submit with worker's location

Apply leave

← Apply leave

Leave type

Medical Leave ▼

Date

20-07-2021 - 20-07-2021 📅

Reason

Type your leave reason

Photos

(Empty)

Photos Camera

Apply

← Apply leave

Leave type

Medical Leave ▼

Date

20-07-2021 - 20-07-2021 📅

Reason

Type your leave reason

Photos

(Empty)

Photos Camera

Apply

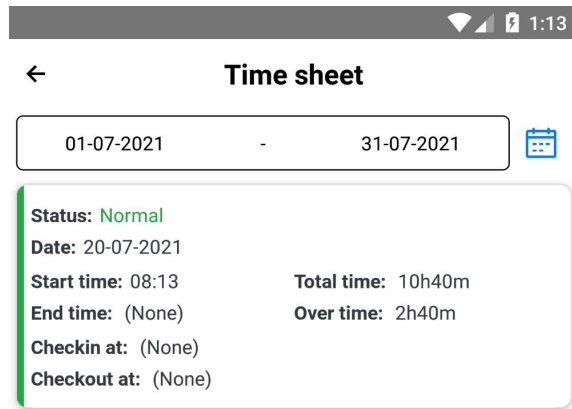
Previous July 2021 Next

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

OK

- Select leave type
 - Medical Leave
 - Off
- Pick days off
- Upload photo from library or take a picture

List taking attendance



← Time sheet

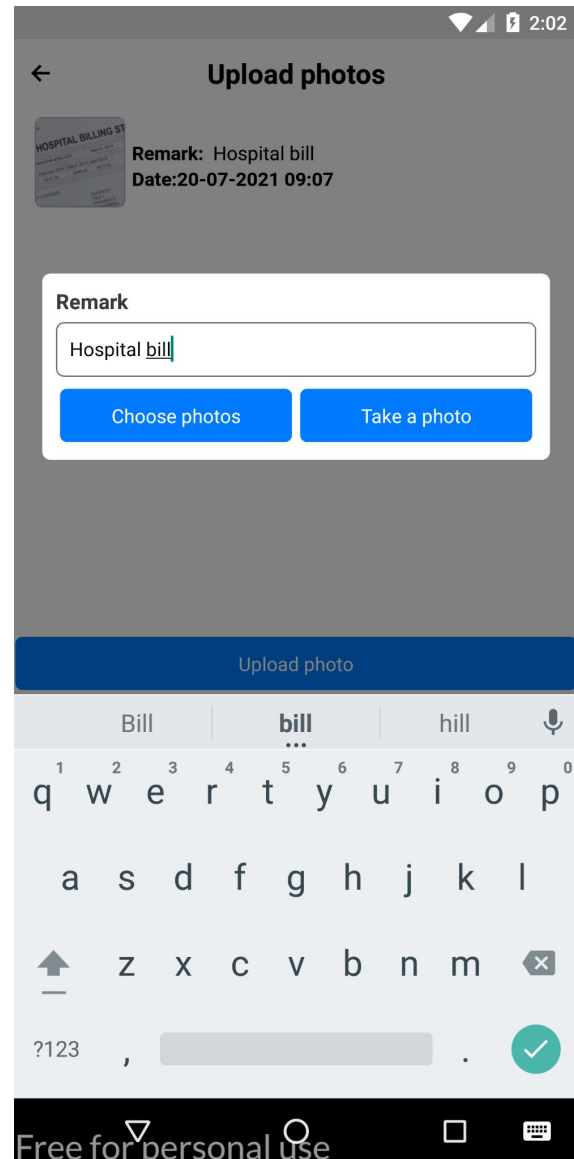
01-07-2021 - 31-07-2021

Status: Normal
Date: 20-07-2021
Start time: 08:13 Total time: 10h40m
End time: (None) Over time: 2h40m
Checkin at: (None)
Checkout at: (None)

Free for personal use

- Display information of
 - Checkin/Checkout
 - Late
 - Medical/Off

Upload photo



- Type remark
- Upload photo from library or take a picture

Information of worker

←

Profile

2:17



Truong Nguyen

Date of birth:

(Empty)

Email:

01234566@mail.com

Phone number:

+ 01234566

Address:

HCM

Logout

Information of worker:

- Full name
- Date of birth
- Email
- Phone number
- Address



THE WEBSITE ADMINISTRATION

- Goto domain
- Login with your account





THE WEBSITE
ADMINISTRATION

Features & Operation

DASHBOARD

- Work Leave
- Work Absence
- Work Late

gracious-tereshkova.103-7-10-166.plesk.page:5000

AppsTheme travelSEC ASPIRE HKASPIRE AUoffice-developer-ex...Integrate Microsoft...Tutorial: Azure Acti...How to setup and i...I need a SAML stac...Reading

TIMEKEEPING SOFTWARE

WORK LEAVE IN LAST 7 DAYS

Start Date	End Date	Site	Shift	Workers
No data available in table				

Showing 0 to 0 of 0 entries

PreviousNext

WORK LATE IN LAST 7 DAYS

Date	Site	Shift	Start Work Time	Actual Time	Workers
No data available in table					

Showing 0 to 0 of 0 entries

PreviousNext

≡ TIMEKEEPING SOFTWARE

WORK ABSENCE IN LAST 7 DAYS

Date	Site	Shift	Workers
No data available in table			

Showing 0 to 0 of 0 entries

Previous Next

User Management

≡

TIMEKEEPING SOFTWARE

Search:

search user info : Ex : user name, name

Department:

All

Section:

All

SEARCH

Add

Photo	Phone Number	Full Name	Department	Section	Role	Status	Actions
	90675521	M Elangovan	Projects	A1	WORKER	Active	   
	01234566	Nguyen Truong			ADMIN	Active	   
	admin				ADMIN	Active	   
	01234567	string string			ADMIN	Active	   

- User Management
- Add user
- Update user info
- Ban and active user
- View time sheet of user
- Management location check in

User Management Add User

≡ TIMEKEEPING SOFTWARE

ADD USER

User Name (Phone Number):

admin

Password:

.....

First Name:

Last Name:

Department:

HR

Section:

A1

Employee Type:

Permanent

Permissions:

ADMIN

Photo:

Choose File

No file chosen

 Save

 Cancel

User Management Update User

≡ TIMEKEEPING SOFTWARE

UPDATE USER 90675521.

User Name (Phone Number):

90675521

First Name:

Elangovan

Last Name:

M

Department:

Projects

Section:

A1

Employee Type:

Permanent

Permissions:

WORKER



Photo:

Choose File No file chosen

Save

Cancel

User Management Time Sheet Of User

TIME SHEET ABOUT WORKER: 90675521.



Start Date/Time:

01/07/2021

End Date/Time:

31/07/2021

SEARCH

Date	Day	Start Time	End Time	Normal Hours	OT	Site Allowance	Remarks	Work Type	Actions
06/07/2021	Tuesday	9:24	9:24	0	0	Your location	TEST1	Off	

Showing 1 to 1 of 1 entries

User Management View Location Check In

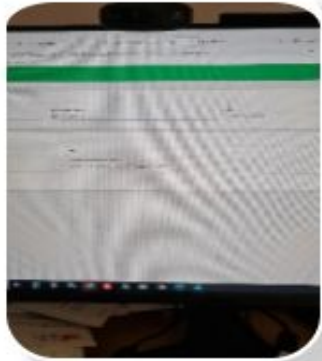
TIMEKEEPING SOFTWARE

TIME SHEET ABOUT WORKER: 9067552

Start Date/Time:
01/07/2021

Date	Day	Start Time
06/07/2021	Tuesday	9:24

Showing 1 to 1 of 1 entries1 row selected



Shifts Management

SHIFTS MANAGEMENT

Add

Name	Start Time	End Time	WorkHours	OT	Remarks	Actions
Shift-1	08:00	17:30	0	0	Shift Default	 

Showing 1 to 1 of 1 entries

- Shifts Management
- Add Shift
- Update Shift

Shift Management Add Shift

≡ TIMEKEEPING SOFTWARE

ADD SHIFT

Name:

Start Hour/Mins:

12:00 AM

End Hour/Mins:

12:00 AM

Work Hours:

0

OT:

0

Remarks:

 Save

 Cancel

Shift Management Update Shift

UPDATE SHIFT SHIFT-1.

Name:

Shift-1

Start Hour/Mins:

08:00 AM



End Hour/Mins:

05:30 PM



Work Hours:

0

OT:

0

Remarks:

Shift Default

05	30	PM
06	31	AM
07	32	
08	33	
09	34	
10	35	
11	36	

Save

Cancel

Site Management

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TIMEKEEPING SOFTWARE

SITES MANAGEMENT

Add

Name	Address	Latitude	Longitude	Radius	Actions
Default					 
GMC Main Office	175A Bencoolen St, Singapore 189650	1.3020024	103.852455	200	 

Showing 1 to 2 of 2 entries

Previous

1

Next

- Site Management
- Add Site
- Update Site
- Management site with google map and support for location by search

Site Management Add Site

TIMEKEEPING SOFTWARE

Name:

Address:

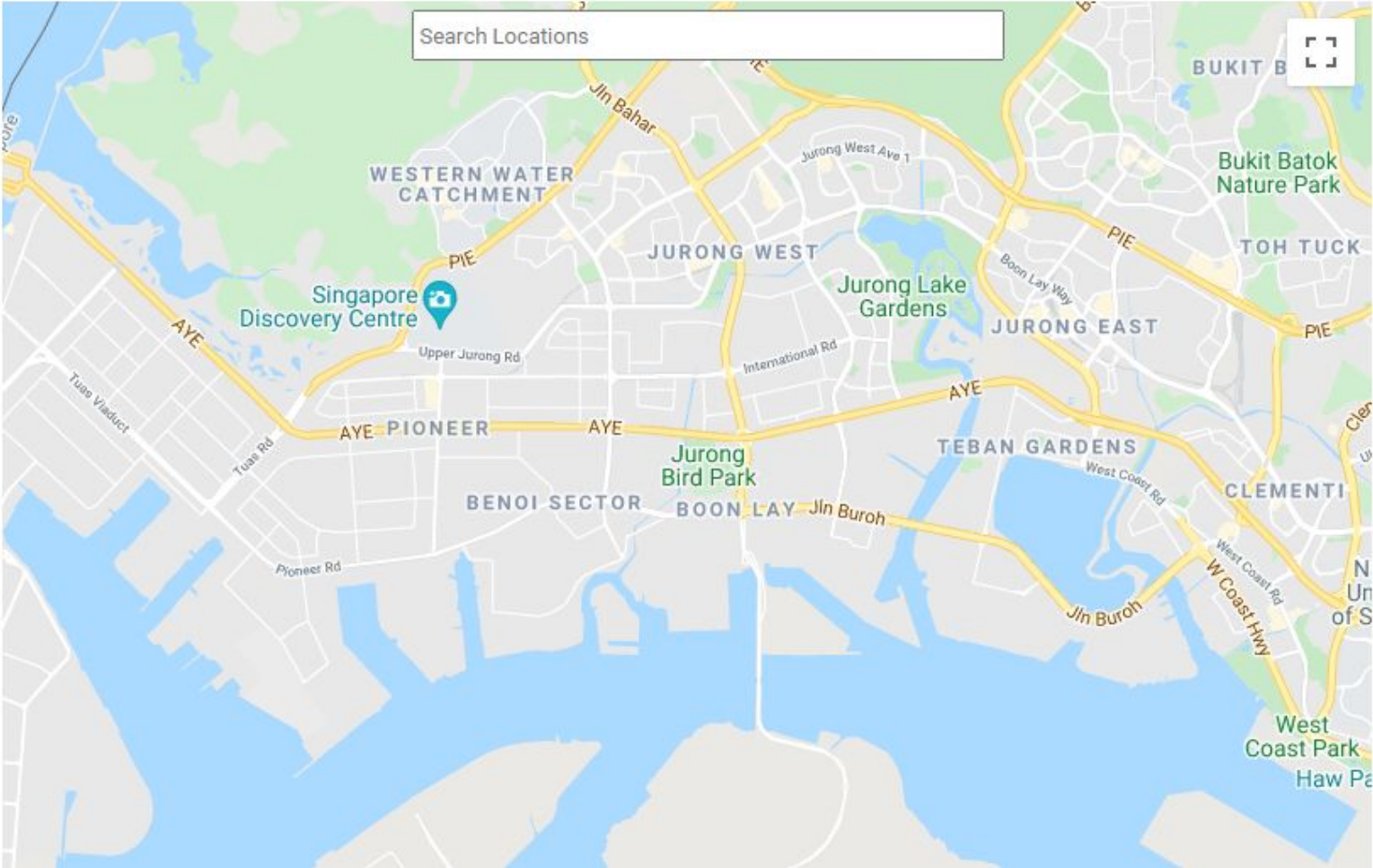
Lat:

Long:

Radius:

 Save

 Cancel



Site Management Update Site

TIMEKEEPING SOFTWARE

Name:

GMC Main Office

Address:

3B Joo Koon Cir, Singapore 629034

Lat:

1.3254944288506636

Long:

103.67749800128747

Radius:

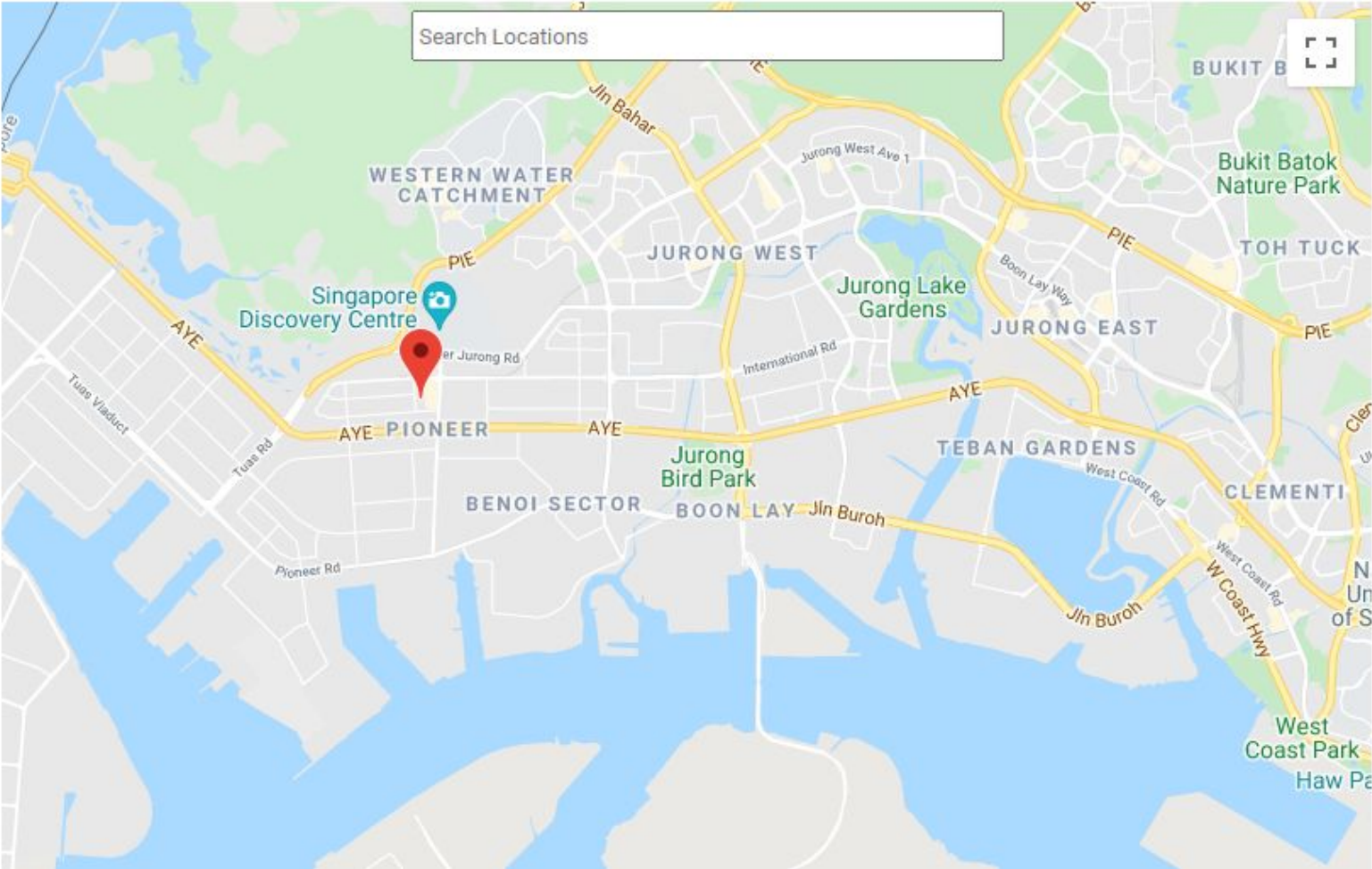
200.00



Save



Cancel



Worker Assignments

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TIMEKEEPING SOFTWARE

SITES MANAGEMENT

Add

Name	Address	Latitude	Longitude	Radius	Actions
Default					 
GMC Main Office	175A Bencoolen St, Singapore 189650	1.3020024	103.852455	200	 

Showing 1 to 2 of 2 entries

Previous

1

Next

- Worker Assignments
- Add Worker Assignment

Worker Assignments Add Worker Assignment

ADD NEW

Start Date/Time:

18/07/2021

End Date/Time:

19/07/2021

Site:

Select an option

Shift:

Select an option

Assginement Users:

Select an option

90675521

Phone:90675521. Full Name: (M Elangovan)

01234566

Phone:01234566. Full Name: (Nguyen Truong)

admin

Phone:admin. Full Name: (null null)

01234567

Phone:01234567. Full Name: (string string)

Request Management

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TIMEKEEPING SOFTWARE

REQUEST MANAGEMENT

Start Date/Time:

01/06/2021

End Date/Time:

31/07/2021

Status:

ALL

SEARCH

Date Request	User Request	Full Name User	Reason Type	Description	Status	Actions
06/07/2021	90675521	M Elangovan	Off	TEST1	Pending	

Showing 1 to 1 of 1 entries

Previous

1

Next

- Request Management
- Approval Request
- Reject Request

Request Management Approval

REQUEST MANAGEMENT

Start Date/Time:

01/06/2021

SEARCH

Date Request	User Request	Full Name User	Reason Type	Description	Status	Actions
06/07/2021	90675521	M Elangovan	Off	TEST1	Pending	☒ ☐

Showing 1 to 1 of 1 entries1 row selected

Request Management Reject

REQUEST MANAGEMENT

Start Date/Time:

01/06/2021

SEARCH

Date Request	User Request	Full Name User	Reason Type	Description	Status	Actions
06/07/2021	90675521	M Elangovan	Off	TEST1	Pending	☒ ☐

Showing 1 to 1 of 1 entries1 row selected

THANK YOU

WP Online

TIMEKEEPING SOFTWARE