

T & A GUIDE

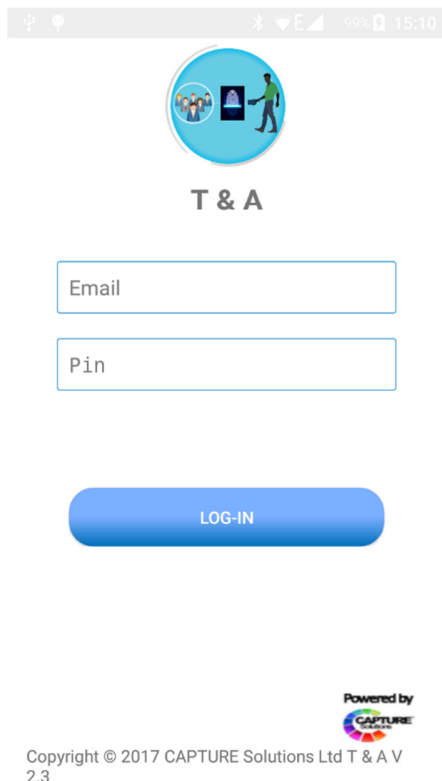


**TIME &
ATTENDANCE™**

N/B: To use the T Capture you must have an android phone with

- **Bluetooth or Embedded fingerprint scanner WITH CS-F05**
- **Internet (Wi-Fi/Cellular data)**
- **GPS**

1. Logging in



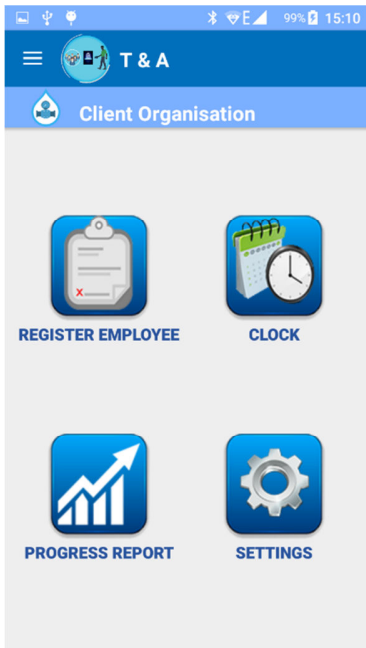
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CAPTURE
Solutions

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This is the first Screen you will be presented to you when you access the app. Enter your Credentials and click on Log I to

2. Employee registration

To register an Employee, first click on the register employee icon on the main menu.



Fill in the fields.

- Full name: This is the Name of the employee to be registered. (This field is mandatory)
- ID number: This should be the Id number of the official id number as per the employee's National id card. (This field is

mandatory and will be used for identification while clocking in)

- Phone number: This should be filled with the phone number of the employee being registered.
- Email address :Email address of the employee being registered
- Employee category: This is the category of the employee as per the Organization's groupings. (this field is mandatory)
- Employee sub category: This is the sub-category of the employee as per the Organization's groupings.
- Nationality: Select the country in which the employee being registered belongs to. (this field is mandatory)
- Email : this should be the email address of the consumer;

Click on Next. If all the mandatory fields have been filled with valid data, you shall now proceed to the Biometrics and identification section.

In this section, you will click the profile Icon on the left of your screen to take a photo of the employee. The image taken should appear on the right of this icon to confirm successful capture.

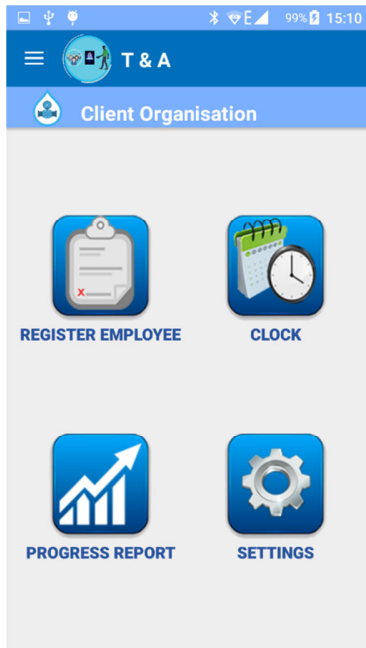
You will then click the fingerprint icon below it to take the fingerprint of the employee. An image of a fingerprint should appear on the right of this icon to confirm successful capture

After that, below the fingerprint icon is the NFC icon. Click here to scan the NFC card of the employee. The check box next to it will be checked after a successful scan.

Finally click save to complete registration.

3. Clock in

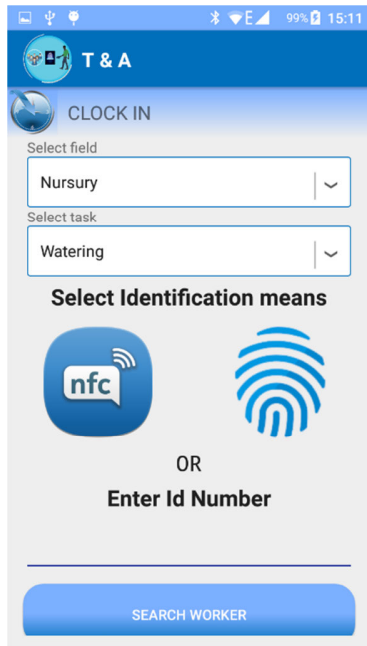
On the main menu click on “Clock”.



This will open a menu with clock-in and clock-out



Click on the clock-in icon, you will then be presented with the screen below.



You will first need to select the field and the task to assign the person clocking in.

You can then either use fingerprint, NFC or ID number for identification.

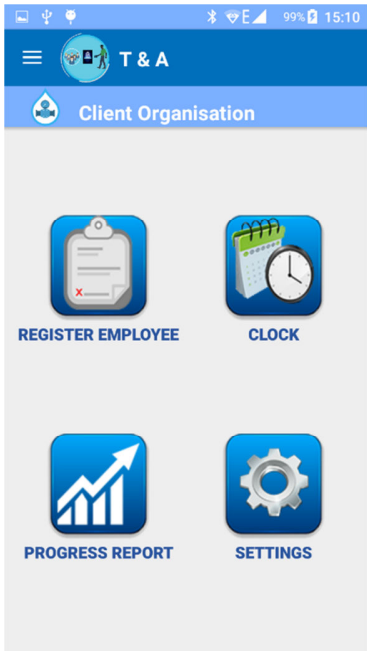
To use NFC, Click on the NFC icon and scan the card. A message shall then be displayed to state if the clock-in was successful.

To use Fingerprint, Click on the Fingerprint icon and scan the finger when prompted. A message shall then be displayed to state if the clock-in was successful.

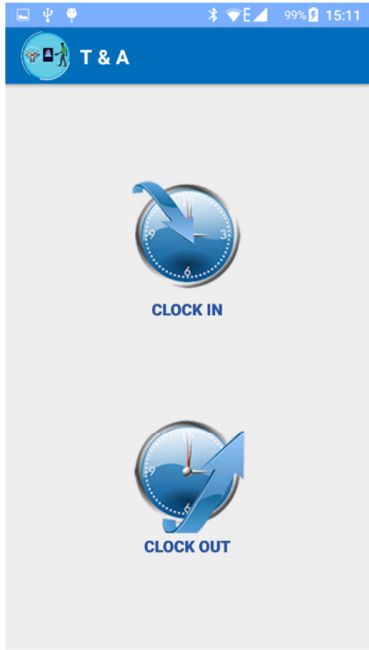
To use id, enter the id number of the employee then click search employee You will then be prompted to take a photo of the employee. Take the photo and a message shall then be displayed to state if the clock-in was successful.

4. Clock out

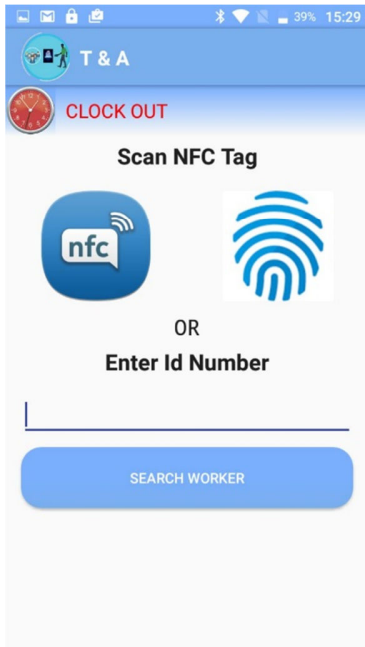
On the main menu click on “Clock”.



This will open a menu with clock-in and clock-out



Click on the clock-out icon. You will then be presented with the screen below.



You can either use fingerprint, NFC or ID number for identification.

To use NFC, Click on the NFC icon and scan the card. A message shall then be displayed to state if the clock-out was successful.

To use Fingerprint, Click on the Fingerprint icon and scan the finger when prompted. A message shall then be displayed to state if the clock-out was successful.

To use id, enter the id number of the employee then click search employee. You will then be prompted to take a photo of the employee. Take the photo and a message shall then be displayed to state if the clock-out was successful.

le: Location data might be taken at this stage so you might need to turn on GPS

5. Reasons for unsuccessful Clock-in/Clock-out include

- Trying to clock in with unregistered details: You will see the message “Unregistered details “at the bottom of the screen.
- Trying to clock in twice on the same shift.
- Clocking out before clocking in.
- Damaged NFC card.
- Broken fingerprint module.
- Broken Camera.