



User Guide Manual:

Understanding Mobile Pro Version

Table of Contents:

- Sign In Using Password	2
◦ Creating Password	2
- Sign In Using Mobile	2
- Home Menu	3
- Punch-In / Punch-Out Operations	3
◦ Face Recognition	4
◦ GPS Zone	4
◦ Attendance	5
◦ Notifications	5
◦ Requests	6
- Side Menu	7
◦ Profile	7
◦ Reports	8
◦ About	8



Sign In Using Password

Creating Password

For the First Time:

1. The administrator will assign a password that is automatically generated and shared with the user.
2. The user will use the automatically generated password to log in for the first time.
3. Once the user logs in, they will be prompted to set their own password.

Enter the new password, confirm the password, and use a combination of “letters and numbers”.

For the Forgotten/Lost Password:

1. The user will contact the administrator to request a password reset.
2. Through the administrator’s web page, and from the user’s profile page, there is a password field where the administrator can create a new password for the user by filling in this field.
3. The administrator will share the newly auto-generated, one-time password with the user.
4. The user will use this automatically generated password when logging in for the first time.
5. Once the user logs in, they will be prompted to set their own password.

Enter the new password, confirm the password, and use a combination of “letters and numbers”.

Sign In Using Mobile

Link the user’s credentials with the mobile device ID to prevent users from using multiple mobile devices at the same time.

For Mobile Use:

Link mobile ID with user credentials on first login, so in case the user tries to login later from different mobile devices they will not have access.

For Updating Mobile Credentials:

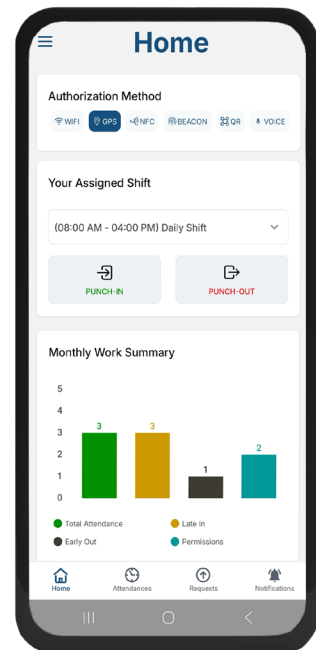
User will contact admin to rest the device data from old mobile, so they can log in using new mobile, with same credentials.



Home Menu

After logging into the TIME365 Mobile App successfully and the login is authenticated, **“User Login Successfully”** message will appear at the bottom of the screen.

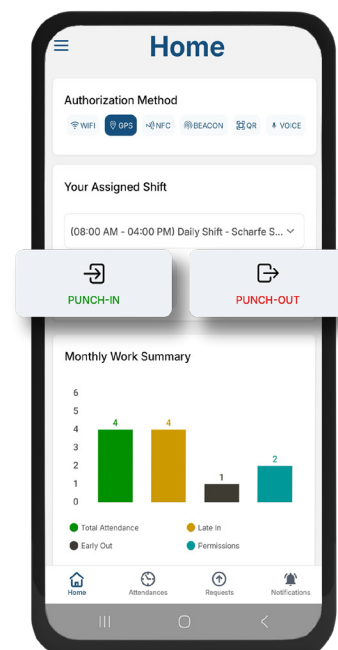
Now, users can see the main dashboard screen showing punch-in and punch-out buttons used for daily attendance.



Punch-In / Punch-Out Operations

Users can prefer punch-in and punch-out buttons to use the functions below:

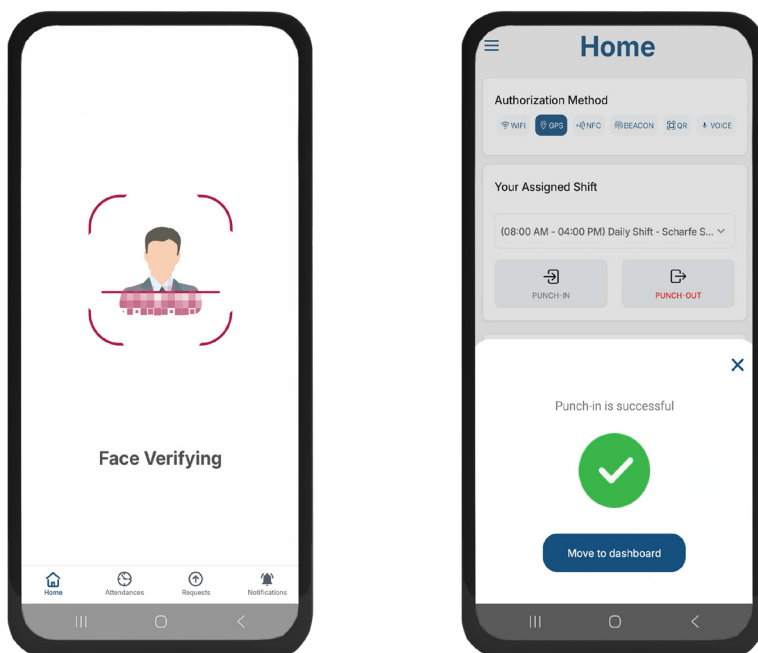
- ***“Punch-In”*** for starting the shift and time attendance transaction.
- ***“Punch-Out”*** for ending the shift and time attendance transaction.



Face Recognition

As soon as pressing the required punch-in and punch-out buttons, camera screen will pop up — *if camera feature is enabled by the admin* — and it will wait for the user to capture their face image.

This image will be used for face recognition to compare mobile device holder with the user registered in the database.

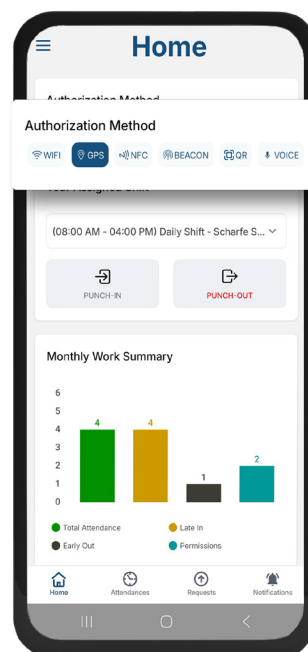


GPS Zone

Users will be able to use the TIME365 Mobile App from an assigned geographical location.

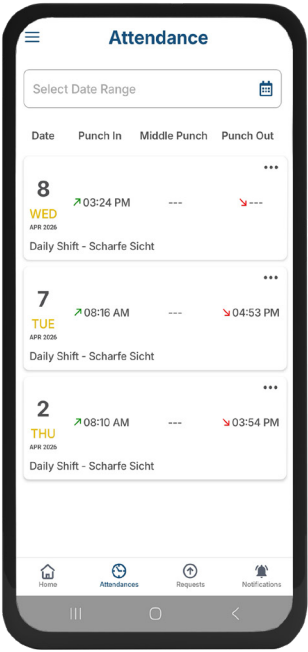
Users must be at the assigned geographical zone in order to be able to use punch-in and punch-out buttons.

If the user did not punch-out from the assigned GPS Zone, they must return to the location to use the punch-out button.



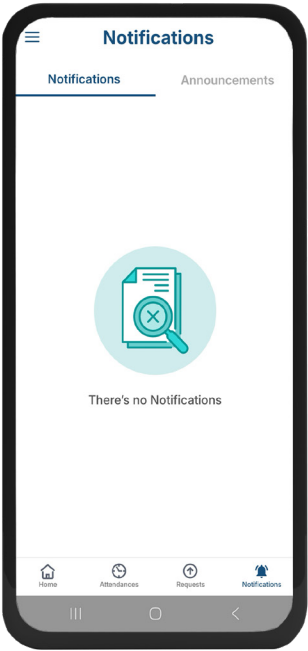
Attendance

Users can track the history of their punch-in and punch-out records.



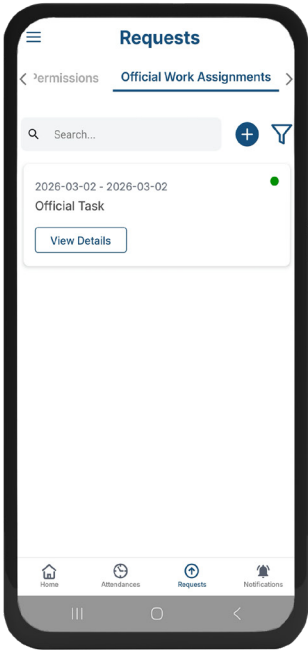
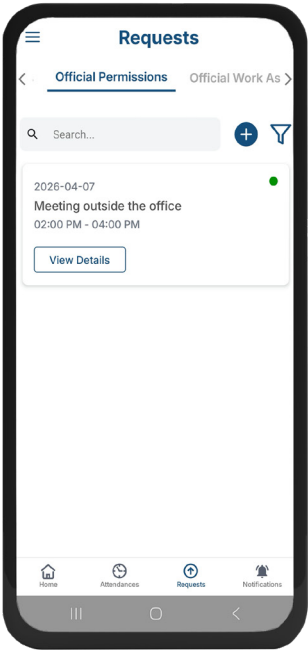
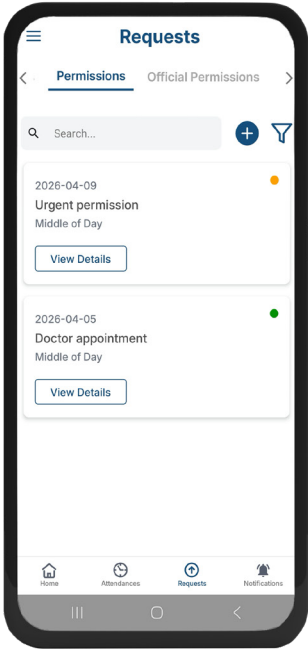
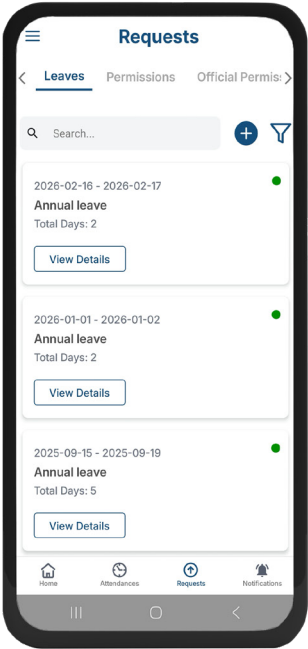
Notifications

Notifications work even when the app is running in the background; this way users can follow the latest news and announcements.



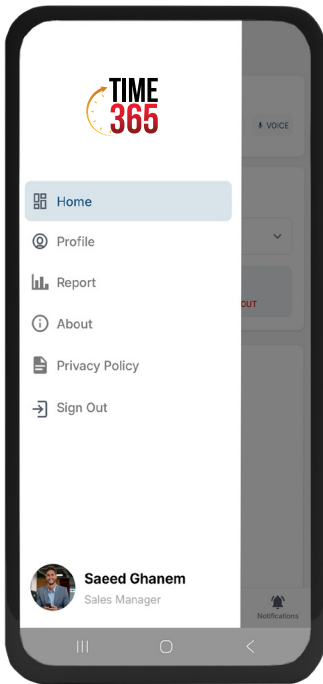
Requests

Allows users to view and submit *leave request*, *permission request*, *official permission* and *official work assignment requests*.



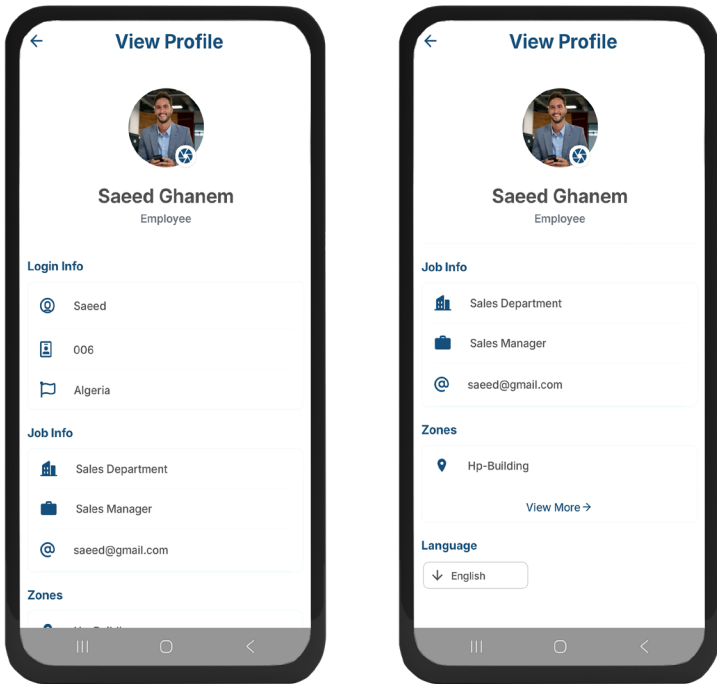
Side Menu

The TIME365 Mobile App side menu shows more options and features, including:



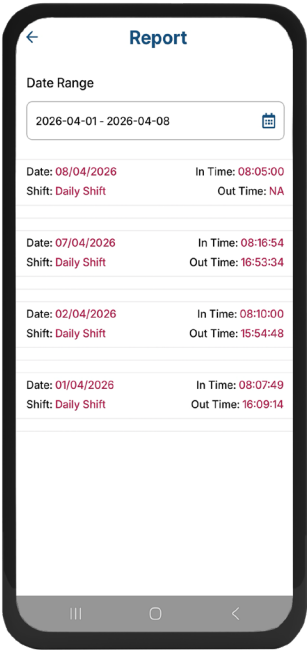
Profile

This section allows users to update their profile picture, view their login and job information along with their assigned zone and change the application language.



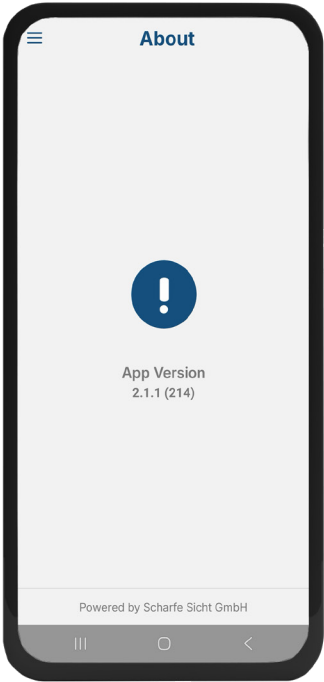
Reports

Reports provide users data about their daily attendances.



About

Displays the version of the TIME365 Mobile App.



BECAUSE TIME MATTERS

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