



Allday Mobile App User Guide



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Setting Up an Employee through Primetime Web to use the Mobile App

Employee List

Show 10 entries Search:

Name	Role	Department Name	Manager Name	Clock Card Set-up	Clock Card
+ Dan Nicholas	Admin	Department0	Dan Nicholas	View Set-up	View Clock Card
+ Dan Nicholas	Employee	Department 1		View Set-up	View Clock Card
+ EIGHT EIGHT	Employee	Department 1		View Set-up	View Clock Card
+ TEN TEN	Employee	Department 1		View Set-up	View Clock Card

Showing 1 to 9 of 9 entries Previous 1 Next

Add or Update Employee

First Name*

Department*

Password*

EmployeeID

Allowed to Access ☐ Clock Cards ☐ Shifts

Last Name*

Email ID*

Manager*

Role*

☒ Roll Call Allowed

Save **Cancel** **Save & Add New**

A To be able to log into the mobile app you will need an employee record setup on the Web Manager website. This can be done from the employees list by either clicking on the **'Add New'** button or by clicking on an existing employee's record (name highlighted in blue) and adding in the **'Email ID'** and **'Password'**.

B **'Email ID'** is the username for the mobile app.

C **'Password'** will be the password for the mobile app.

D Clicking save at the bottom of the screen will save the changes you have made or create the employee record if you're setting up a new record.



Setting Up an Employee through Allday Time Manager to use the Mobile App

To log into the mobile app using Allday Time Manager the employee's record will already have to be setup.

Once the employee's record has been created the '**Email**' field will already be filled out with an email address created by the system. (Unless it had already been entered by one of the users).

The '**Email**' field is the username for the mobile app. This should be a valid email address, as this email may be used by other elements of the system to send employee notices. We would recommend putting an email that the employee will remember.

The '**PIN**' field is the password for the mobile app.

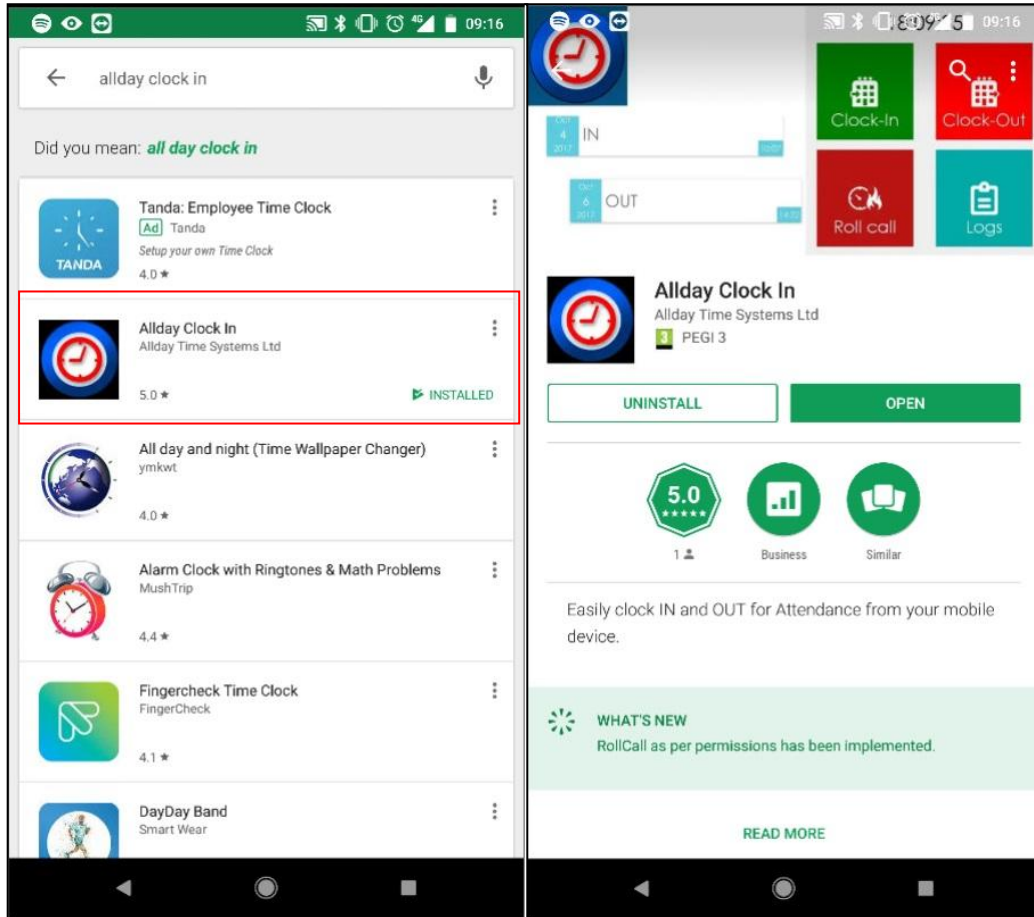
Once these two fields have been entered you need to tick the '**Mobile Attendance App User**' box and click save at the top of the screen.

About five minutes after clicking save the employee should be able to log into the mobile app with the credentials you entered for them.



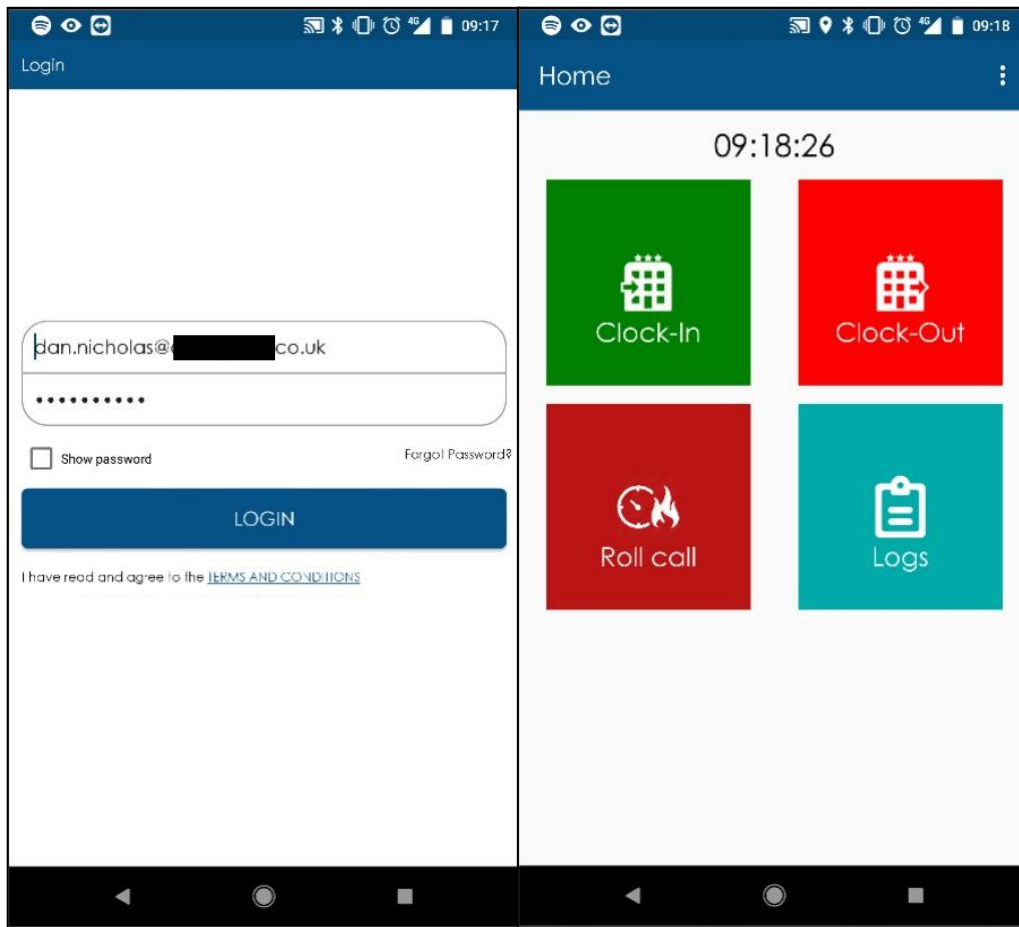
Google Play/Apple Store

To download the Mobile App you will need to go to **Google Play Store** or **Apple Store** and search for '**Allday Clock In**'. Install the app and open it.





Mobile App Login and Main Screen



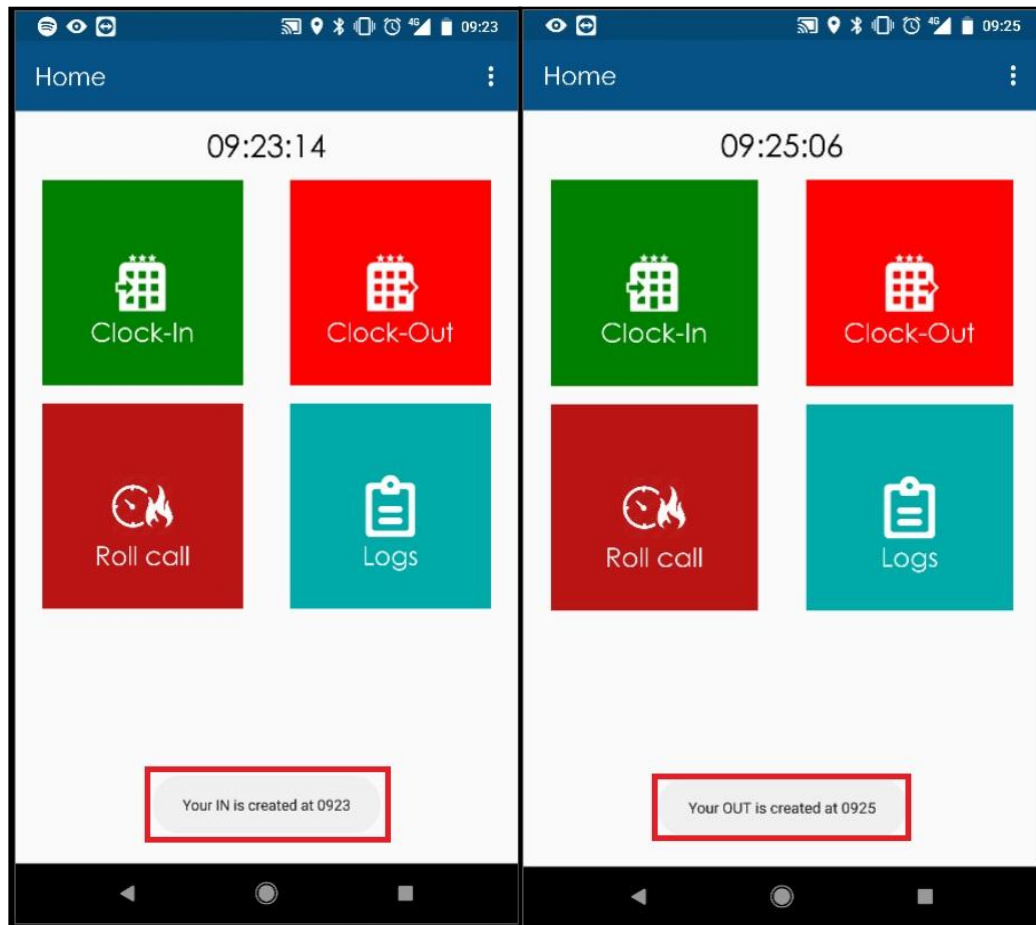
Once the app is open you will need to login. The username and password will be what was setup when the employee's record was made. This information can be found on the employee's record on both PrimeTime Web and Allday Time Manager.

In PrimeTime Web the username is the '**Email ID**' and the password is found under the '**Password**' field.

In Allday Time Manager the username is the '**Email**' and the password is the '**PIN**'. Both fields can be found under the General Tab.



Mobile App Clocking In and OUT



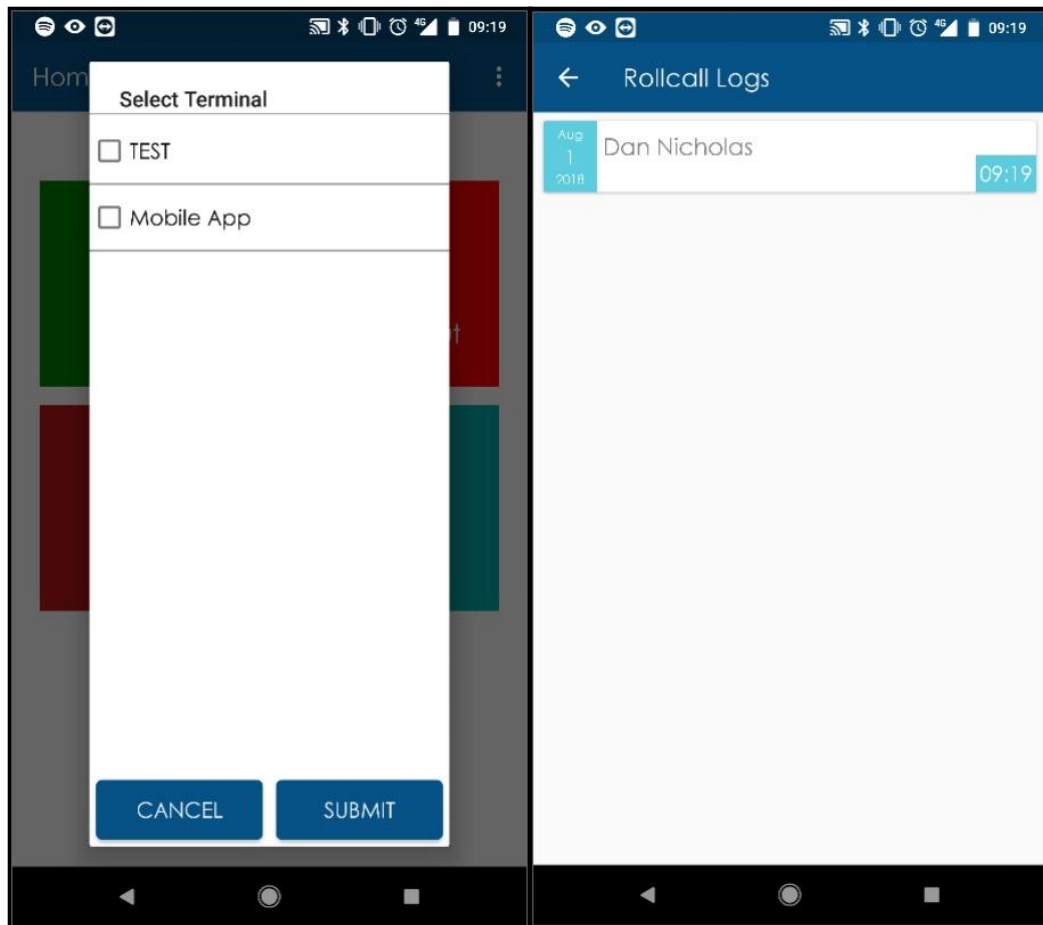
Tapping on the '**Clock-In**' button will clock you IN.

Tapping on the '**Clock-Out**' button will clock you out.

It will display a small message at the bottom of the screen to confirm that you have successfully clocked IN or OUT. This has been highlighted in red in the above examples.



Mobile App Roll Call Report

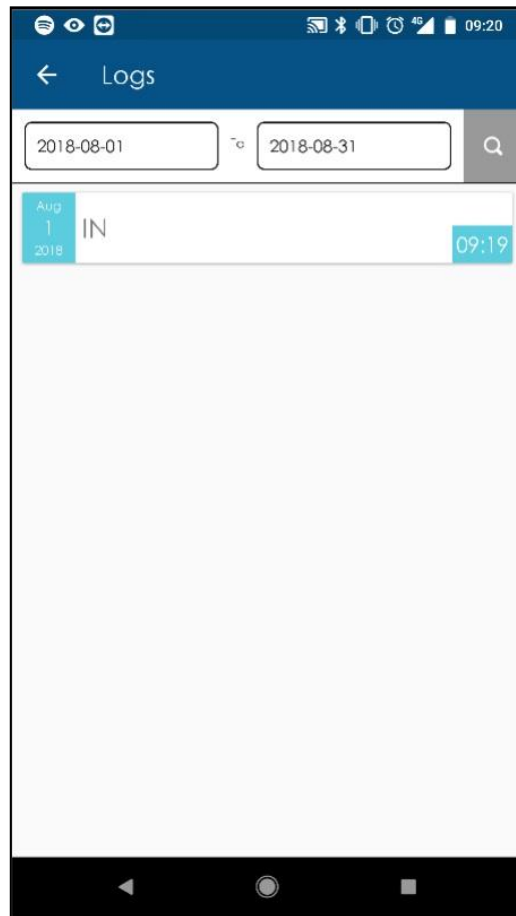


The roll call button allows you to run a quick report to show you who is currently clocked IN on the system.

To run the report you need to select either Mobile if you just need to see mobile app events or the name of the terminal/s that you want to see the events for and tap on submit, this will then create the report.



Mobile App Logs Tab

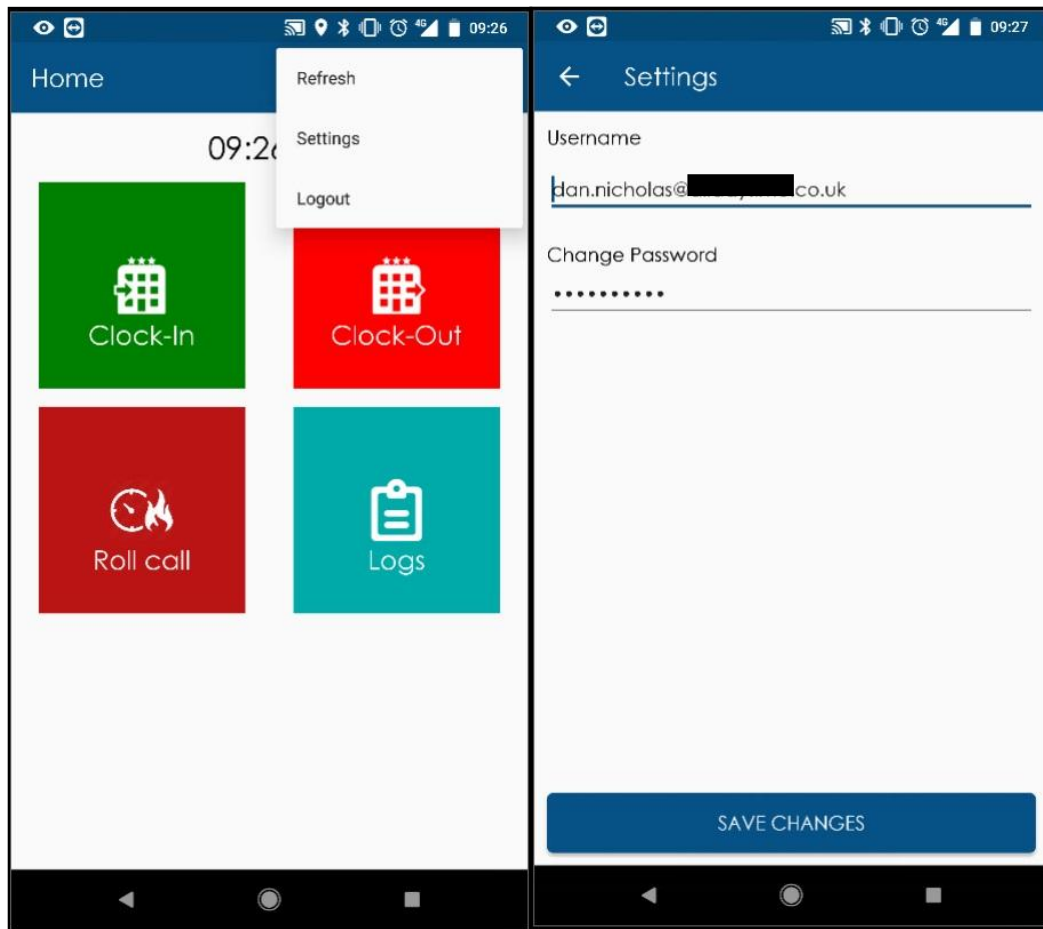


If you tap on the '**Logs**' button it will display all of your clock times that you have created on the App for the current month.

You can change the date range up the top of screen to view clockings that occurred in the past.



Mobile App Options



- | | |
|-----------------|---|
| Refresh | The refresh option does as it says. It refreshes the screen and will display the most up to date data. |
| Settings | The settings option takes you into the screen where it displays the account you are currently logged into. You can change this info from here or you can log out and do the same. |
| Logout | Tapping on logout will log you out of the app and take you back to the login screen. |



View Clockings/Geo Location in Primetime Web

Clock Card

Start Date: 06-08-2018 End Date: 10-08-2018 Search Load Default Clock Card Setup

Geo Location Show 0 days Enter times without separator eg 0800 and in 24hr format. Use TAB key to advance. Totals are expressed as Hours:Minutes

		In	Out	In	Out	In	Out	Σ1	Σ2	Σ3	Day Total
	06 Aug										Day 1:
	07 Aug										Day 2:
	08 Aug										Day 3:
	09 Aug										Day 4:
	10 Aug	1421	1426					0:05			Day 5: 0:05

Name: Test Employee Reset Calculate Total HH:MM 0:05 Total Decimal 0.80

Google Map

Status	ClockTime	Show
IN	1421	
OUT	1426	

Map Satellite



Close

To view the location of the attendance record in PrimeTime Web, go to the employee's clock card.

Once on the clock card there will be a small icon for the geo location of the clocking. (Highlighted in red).

Red cross indicated means no geo location data for that day exists. A blue tick indicates Geo location data exists for that day. Select the Blue tick to continue to view the Geo location data and select '**Show**' next to the record you wish to view the location for.

The map page can be scaled and zoomed as required with standard Google maps controls.



View Clockings/Geo Location in Allday Time Manager

Surname Forenames Initials Shortname

General | Extended | Absences | **CLOCKINGS** | Exceptions | Totals Summary | +Global Times | Payroll | Appraisal | Qualification/7

W/C: 06/08/2018 View: ☒ Actual ☐ Rou

Schedule 1 Mon 06/08/2018	Schedule 1 Tue 07/08/2018	Schedule 1 Wed 08/08/2018	Schedule 1 Thu 09/08/2018	Schedule 1 Fri 10/08/2018
Actual +Times +Abs	Actual +Times +Abs	Actual +Times +Abs	Actual +Times +Abs	Actual +Times +Abs
Entry Exit	Entry Exit	Entry Exit	Entry Exit	Entry Exit

Latitude	Longitude	ClockTime	Status	Action
51.2763392	-0.7327898	1426	OUT	Map View
51.2763393	-0.7327134	1421	IN	Map View

Map | Satellite

C B M Fabrications

Hyperactive Broadcast

Truemans Coaches (Fleet)

Map controls: +, -, location pin, street view

To view the location of the attendance records from your Allday Time Manager system you will need to go to the employee's record and go to the '**Clockings**' tab.

Click on the little green location icon that is highlight above in red and it will load a webpage.

Click on the '**Map View**' button next to the record you wish to see the location for and it will update the map below to show where the attendance record was made.

The map page can be scaled and zoomed as required with standard Google maps controls.



View Clockings/Geo Location in Allday FreeTime/Web Client

The screenshot displays the AllDayTimeWeb interface. On the left is a sidebar with navigation options: Dashboard, Find Employee, Personnel (with sub-options: View, Add, Absences, TimeSheets, Edit Times, WebManager, Settings), ESP, Reports, Work Flow, and Settings. The main content area is titled 'Employee Details - Timesheets' and includes tabs for General, Absence, Time Sheets, Exceptions, Totals, Extended, Terminals, Job History, and Shift. The 'Time Sheets' tab is active, showing a form for 'Surname' (Employee) and 'Forename'. Below this is a 'Schedule 1 Mon 13 Aug' section with 'Entry' and 'Exit' fields. The 'Entry' field shows '09:47(C)' and a yellow location icon. A 'Clock Card List' table is displayed, with columns: Latitude, Longitude, ClockTime, Status, and Action. The first row contains the values: 51.2763441, -0.7327094, 0947, IN, and a 'Map View' button. Below the table is a Google Map showing the location. The map includes labels for 'C B M Fabrications', 'Hyperactive Broadcast', 'Truemans Coaches (Fleet)', and 'Lynwood Ln'. The map data is attributed to Google, 2018.

Latitude	Longitude	ClockTime	Status	Action
51.2763441	-0.7327094	0947	IN	Map View

To view the location of the attendance records from your Allday FreeTime system you will need to go to the employee's record and go to the '**Time Sheets**' tab.

Click on the little yellow location icon that is highlight above in red and it will load a webpage.

Click on the '**Map View**' button next to the record you wish to see the location for and it will update the map below to show where the attendance record was made.

The map page can be scaled and zoomed as required with standard Google maps controls.