ECO TIMEPRINT
CLOUD CLOCKING

USER MANUAL

(Employee Login)

ECO CLOUD CLOCKING is an online mobile attendance clock system with GPS and QR code clocking functions. By using this system, employers able to manage employee's daily attendance and also leave applications.

Through more parameter settings, employers can manage employees mobile clocking and collect employee's attendance.

All records are stored in the cloud, and employees can view their historical attendance records or submit a leave for approval by the head of the department.

CONTENT

1.0 Employee Login

1.1 Login

- The employee profile can only add by **company account**.
- After an employee account is created, use the **Company Code, Employee No. & Password** to login employee account.
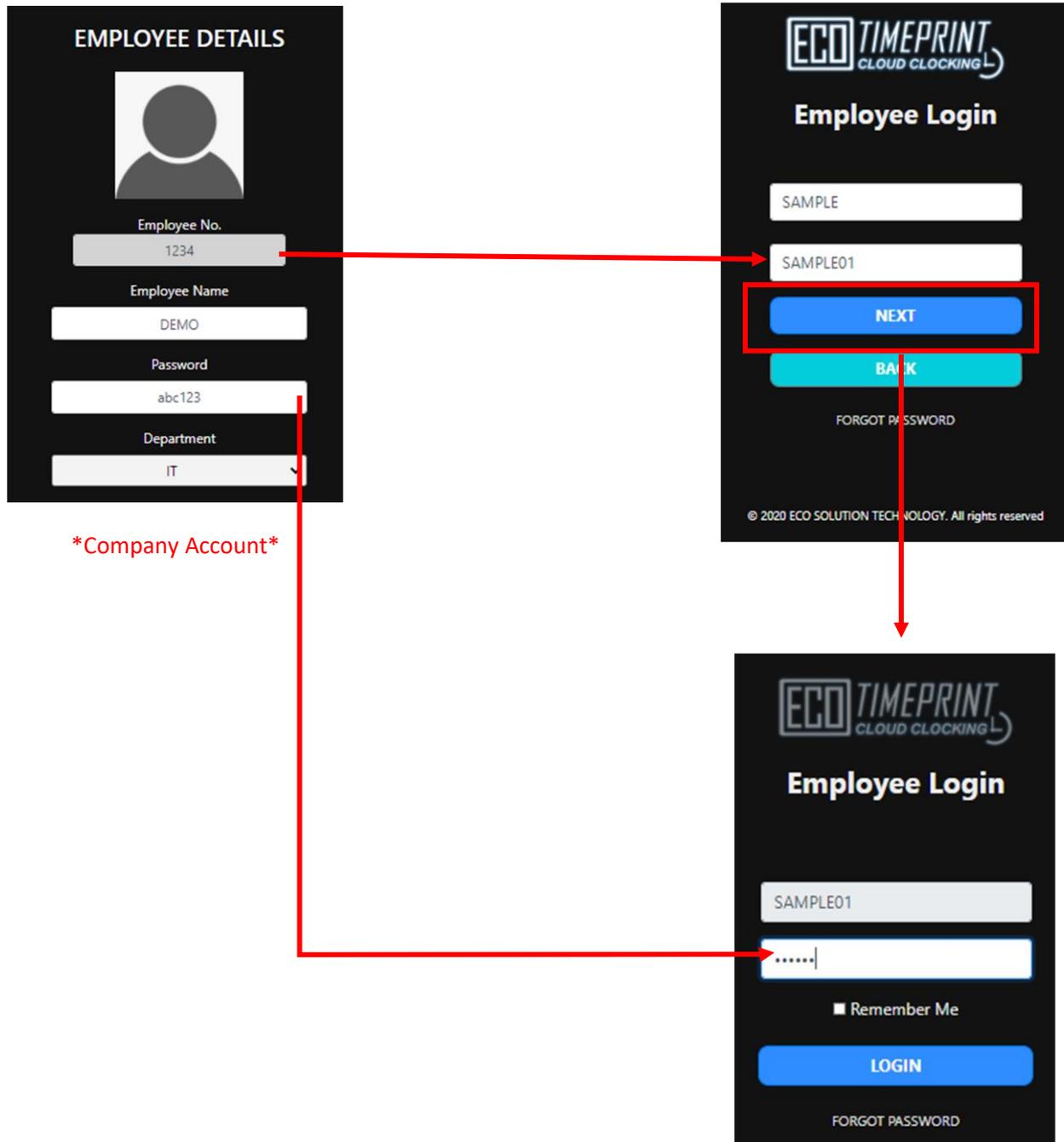
Company Account

Forgot Password

- If the employee lost the employee ID or the password, you can retrieve back via **Employee Master (Company Account)** or use the **Forgot Password** function at **Employee Login** screen. You'll received an email which contain the login ID & password.

- Please ensure there's an email address to receive the email (You can check the employee's email address at **Employee Master** setting).

Email address at Employee Master (Company Account) to receive the email.
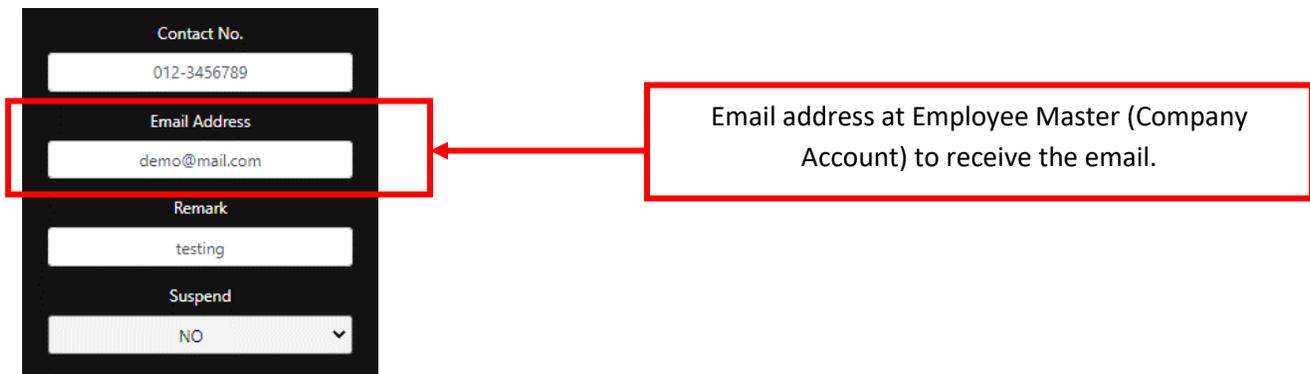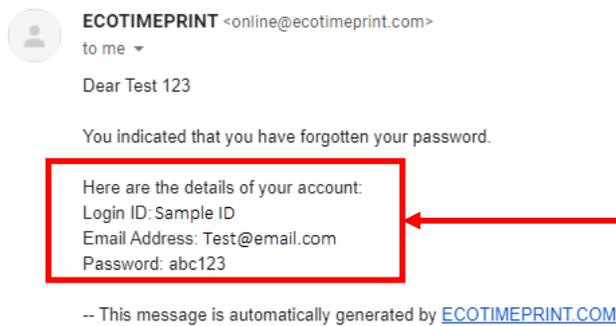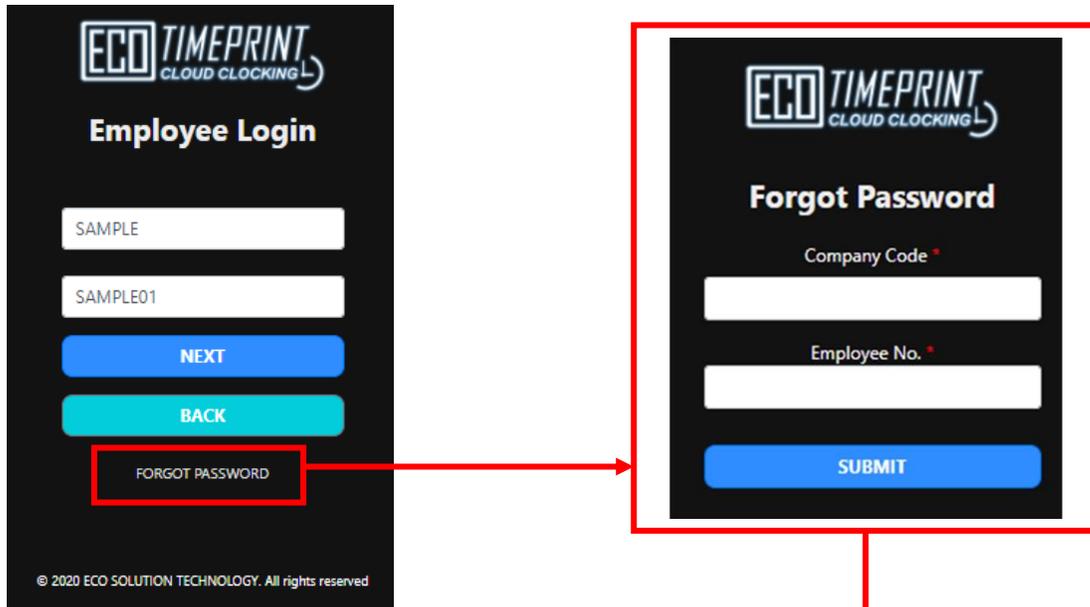
2.0 Clocking

2.1 QR-Code

- To Use the QR-Code clocking will require device camera permission.
- The QR-Code function will need to enable by company account.

Scan the QR-code to clock in
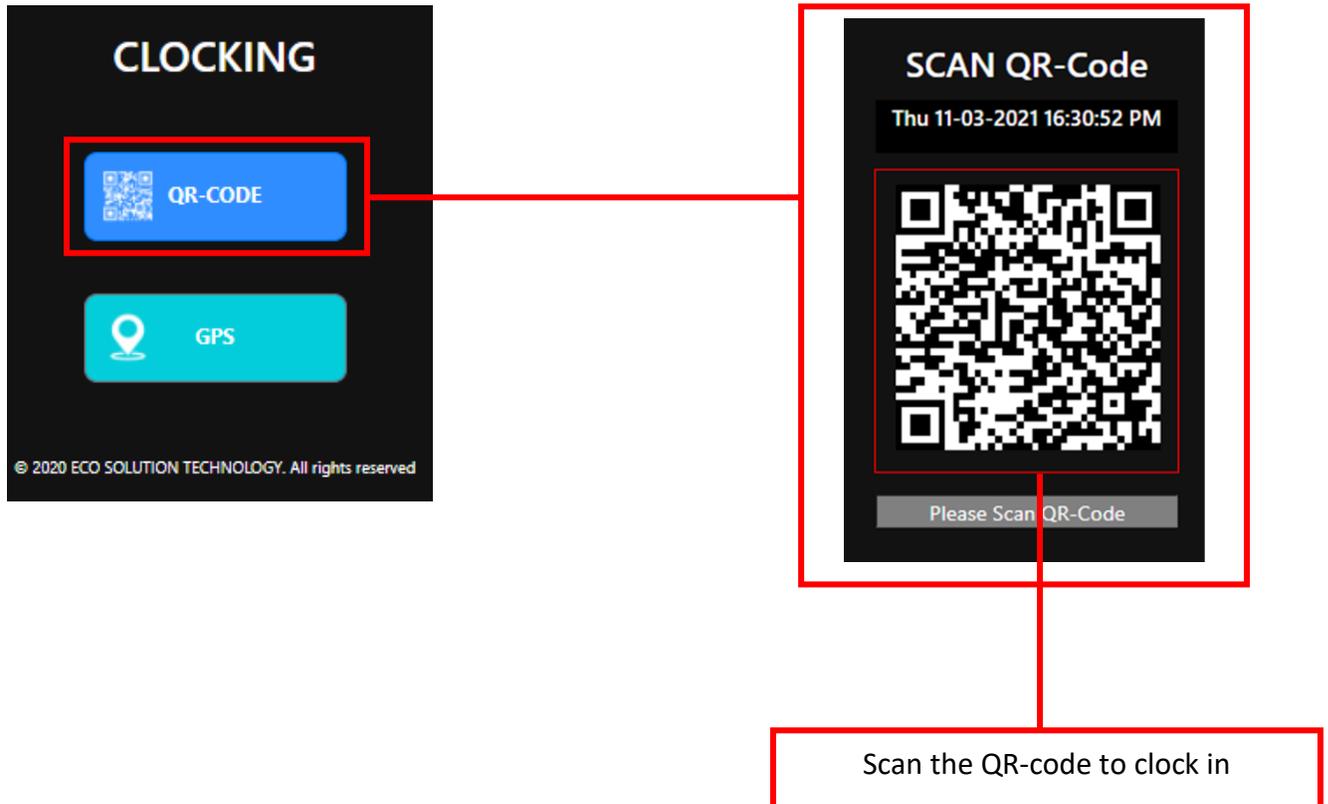
2.2 GPS Clocking

- The GPS clocking function will require device GPS and Camera (if enable) permission.

CLOCKING

QR-CODE

GPS

© 2020 ECO SOLUTION TECHNOLOGY. All rights reserved

Test 123 (5002)

Thu Mar 11 2021 16:39:49 GMT+0800 (Malaysia Time)

GPS: LAT(4.4147034) LNG (114.00785909999999)

Unknown Location

Sign In   Rest Start   Rest End   Go Home

None

Select a status to Login

Test 123 (5002)

Thu Mar 11 2021 16:48:52 GMT+0800 (Malaysia Time)

GPS: LAT(4.4147226) LNG (114.0078613)

Unknown Location

--Work Code--

Confirm : Sign In

Cancel

* Select a Work Code to Clock In (If enable) *

Thu Mar 11 2021 16:40:26 GMT+0800 (Malaysia Time)

Take a picture of your location.

Take Picture

Only mobile devices are allowed to take picture.

Cancel

Please noted only **mobile devices** are able to take photo during the GPS

* Take photo to complete the **GPS Clock in**

Procedure (If enable) *

3.0 Witness Clocking

3.1 Witness Clocking **(Required company account permission)**

- This function allows employee assist others employee to clock in (QR-Code & GPS clock in).
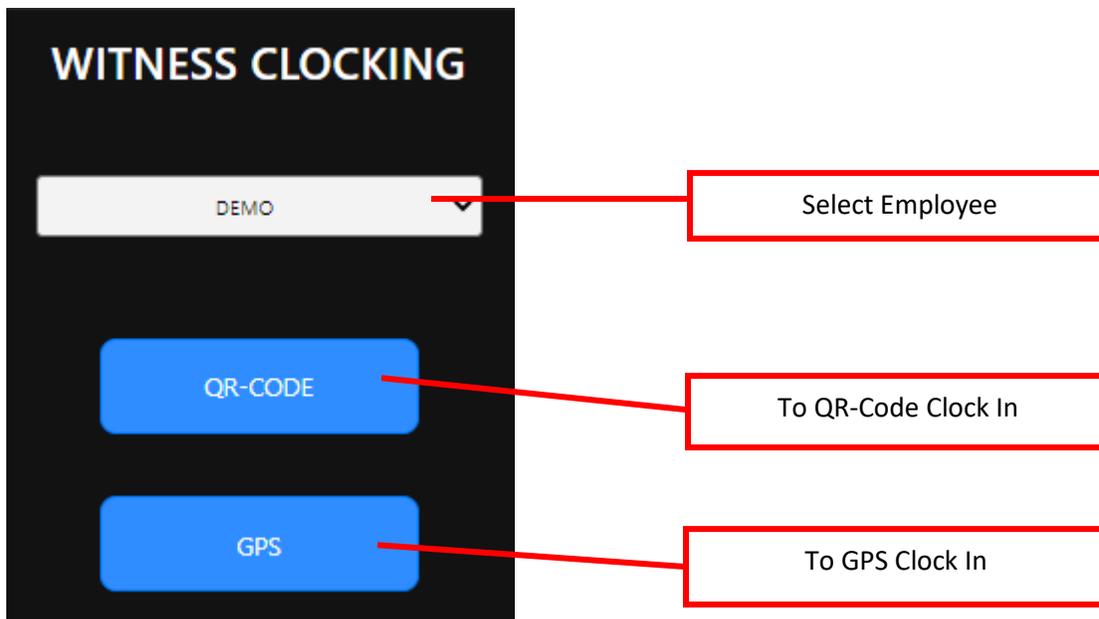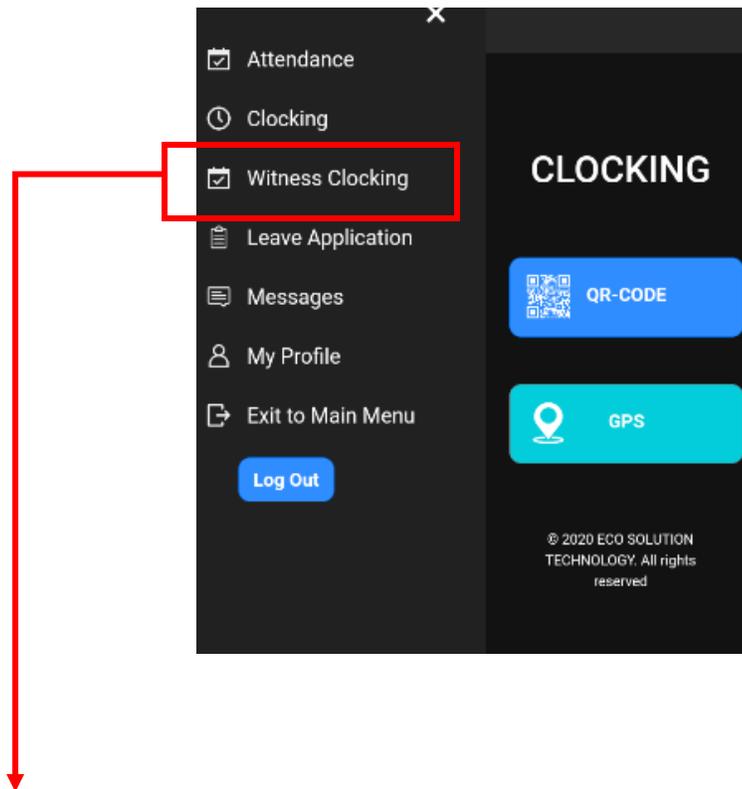
4.0 Attendance

4.1 Attendance Search

- Employee will be able to search their own history attendance record.

Select the date period to search the attendance record

The Attendance Record
Click the Icon ✅ to view the detail data.

The Attendance Details

LOC – Location

W.C. – Work Code

🖼 - The clock in location
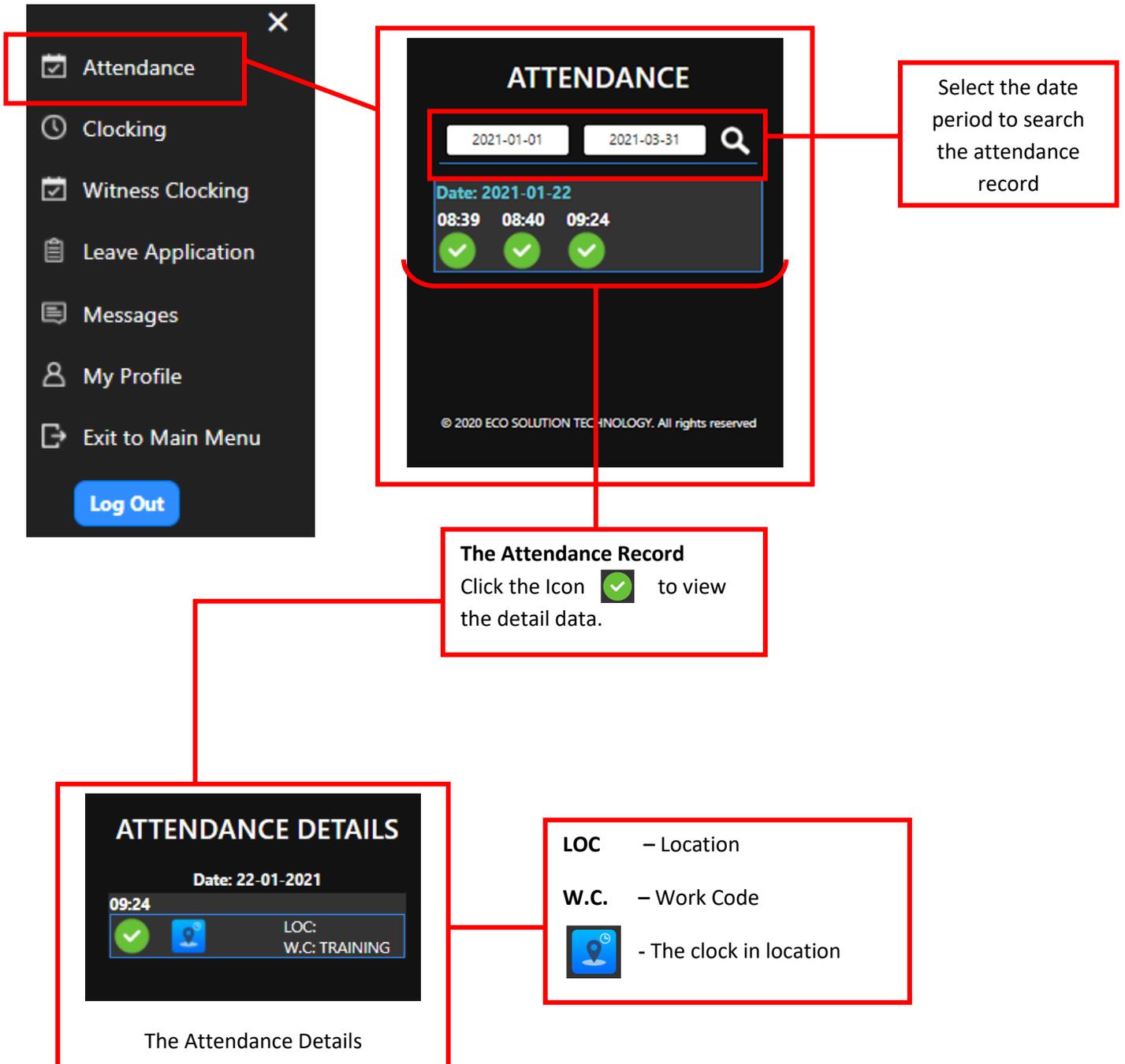
5.0 Leave Application

- The leave application allow employee to apply leave to employer and check the leave history.

LEAVE APPLICATION

2021-01-01   2021-03-31   🔍

--All Leave Type--

Apply Leave

SICK LEAVE		
Start : 2021-01-28	To : 2021-01-29	Day (s) 2
Sample 123		
SICK LEAVE		
Start : 2021-01-28	To : 2021-01-29	Day (s) 2
Sample 123		
SICK LEAVE		
Start : 2021-01-28	To : 2021-01-29	Day (s) 2
Sample 123		

The Leave Application History

Select **Date Duration**, **Leave Type** to search the leave application history.

click "**Apply Leave**"

To submit leave application

5.1 Apply Leave (Employee)

Fill up the detail and "**Save**" to submit leave application

The **Status** field will show the leave application is **approved** or **rejected**

When Approved

When Rejected

5.2 Submit Leave Application on Behalf (**Only Available to Head of Department**)

- This function allows head of department help to submit the employee's leave application.

To search the Leave Application history

To submit head of department own leave application

To submit employee's leave application

To approve or reject employee's leave application

Fill in the detail to submit leave appication

5.3 Approve & Reject Leave Application (Only Available for Head of Department)

- his function allows Head of Department to approve or reject the employee's leave application.

To Approve the Leave Application

To Reject the Leave Application

6.0 Message

6.1 New Message

- The Message function will allow employee receive the message publish by the Company account admin.

Click to see the message

The Message Detail
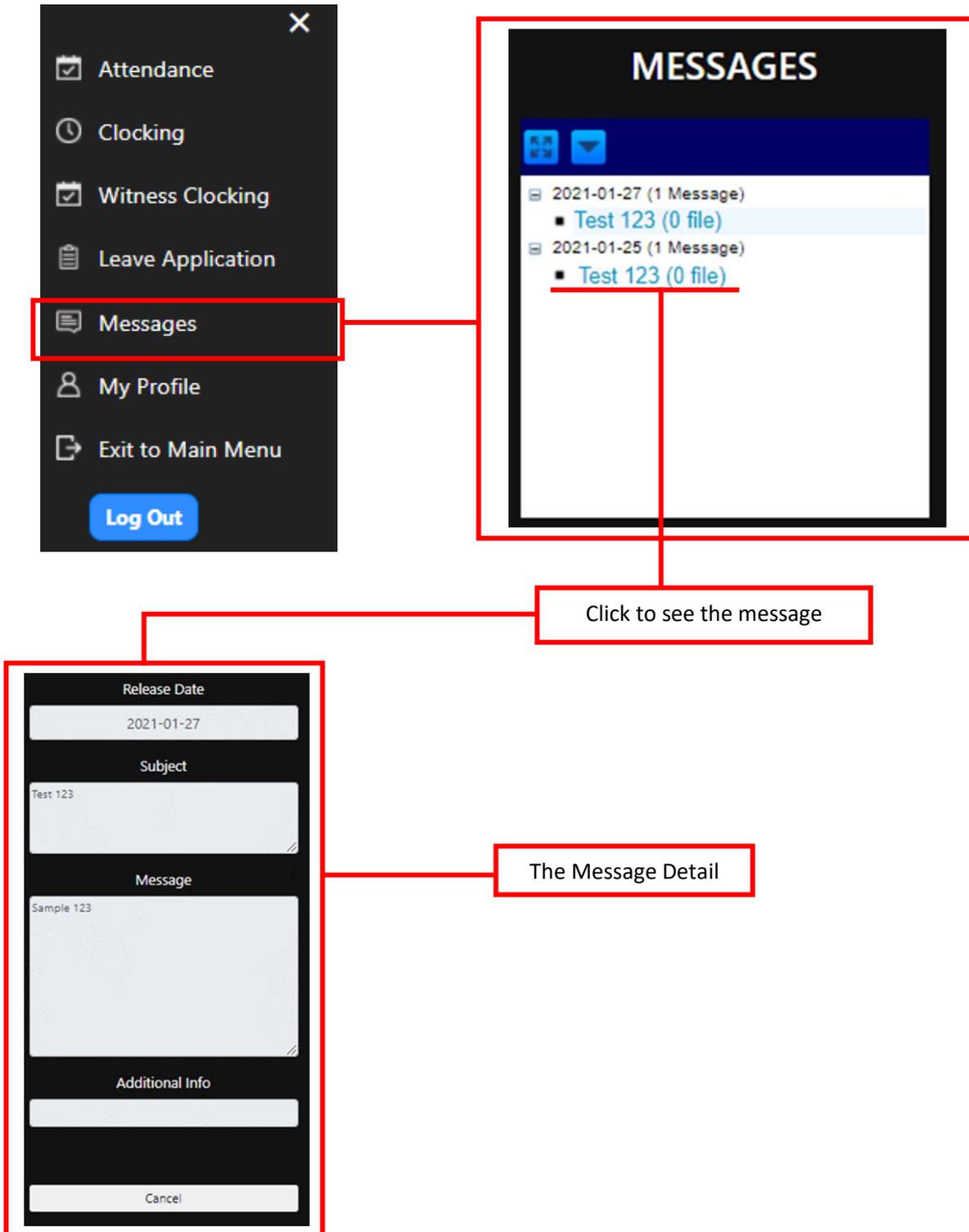
7.0 My Profile

7.1 Edit Profile Detail

- Allow employee to edit personal profile detail.

Take Photo	To update employee **profile picture**
User No. 5002 / **User Name** Test 123	The **User No.** & **User Name** is unable to change
Password / **Confirm Password**	Change **Login Password**
Contact No. / **Email Address**	Update **Contact Number** & **Email Address**

END OF USER MANUAL