



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.

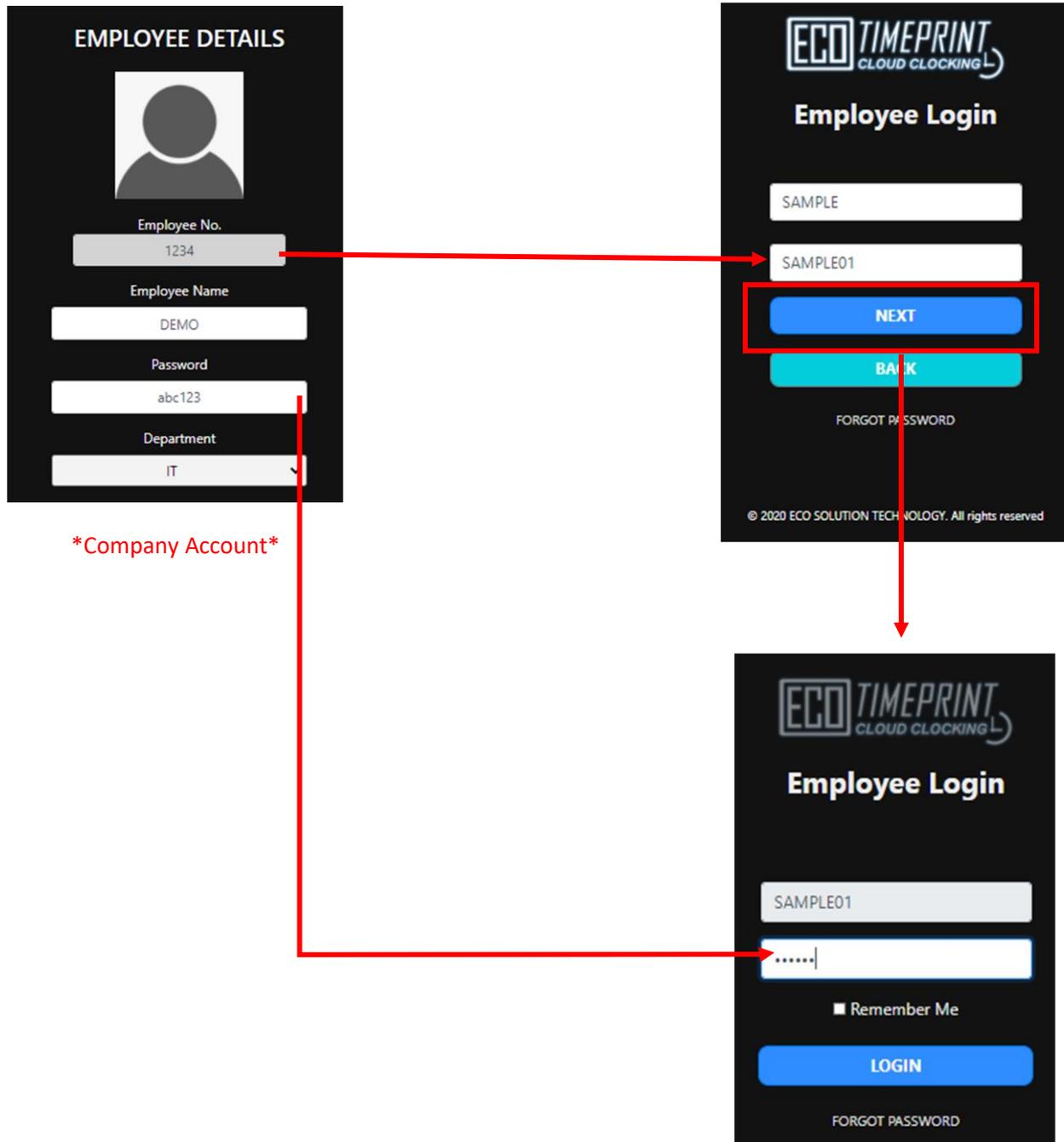
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1.0 Employee Login

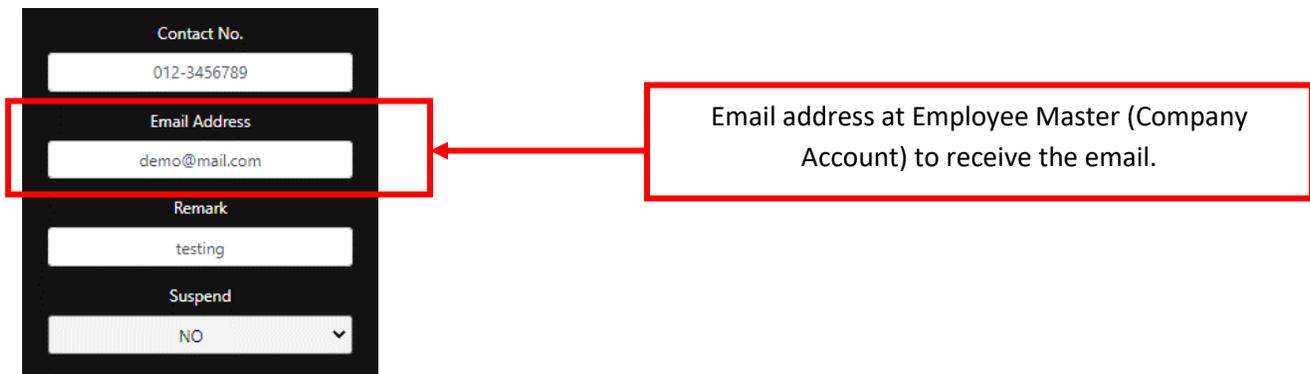
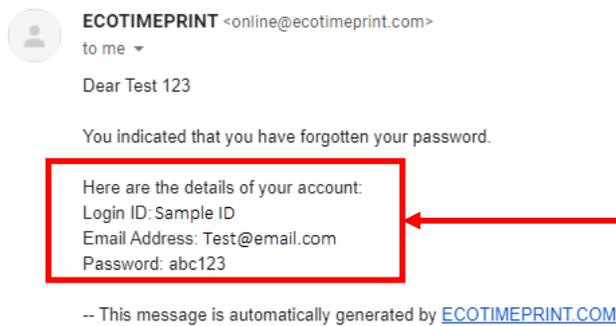
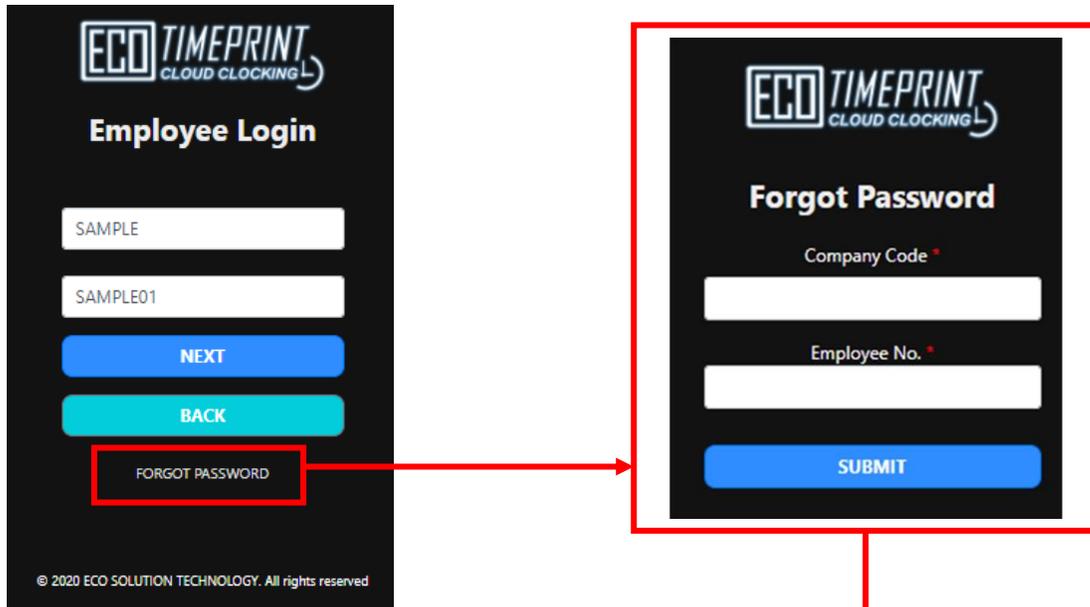
1.1 Login

- 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.



Forgot Password

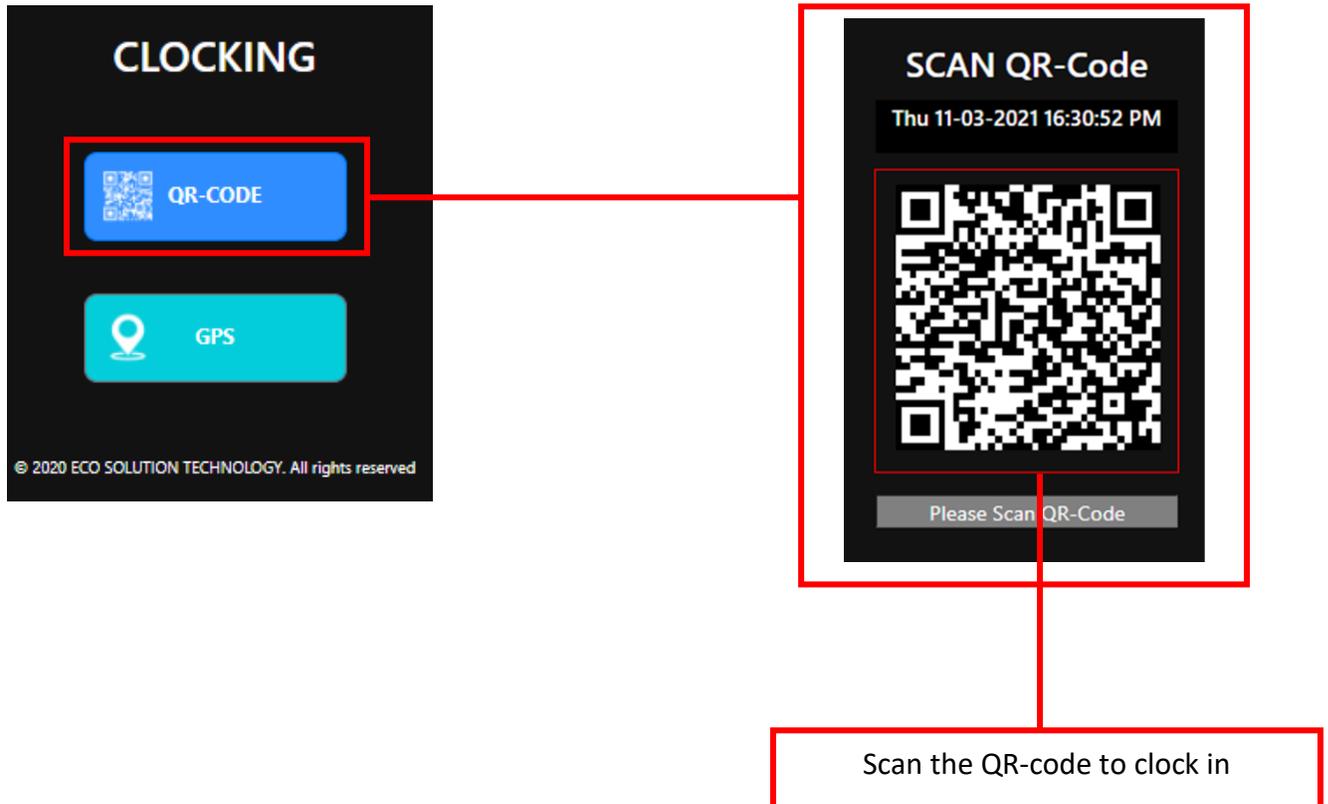
- If the employee lost the employee ID or the password, you can retrieve back via **Employee Master (Company Account)** or use the **Forgot Password** function at **Employee Login** screen. You'll received an email which contain the login ID & password.
- Please ensure there's an email address to receive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



2.0 Clocking

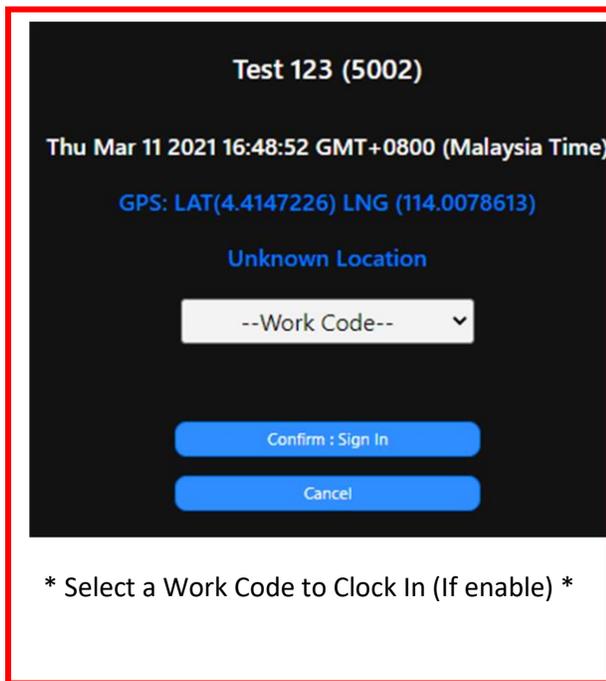
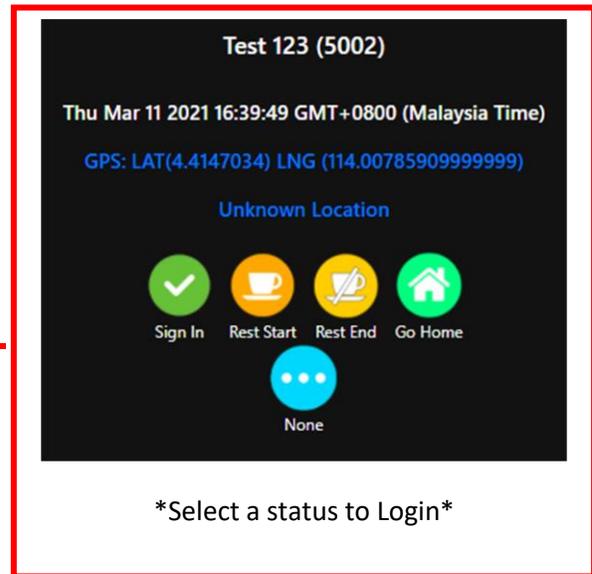
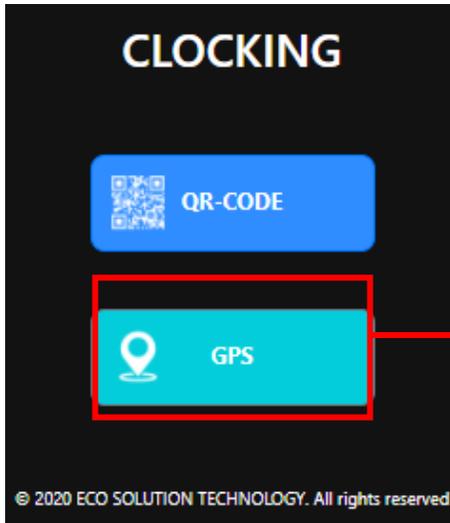
2.1 QR-Code

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



2.2 GPS Clocking

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

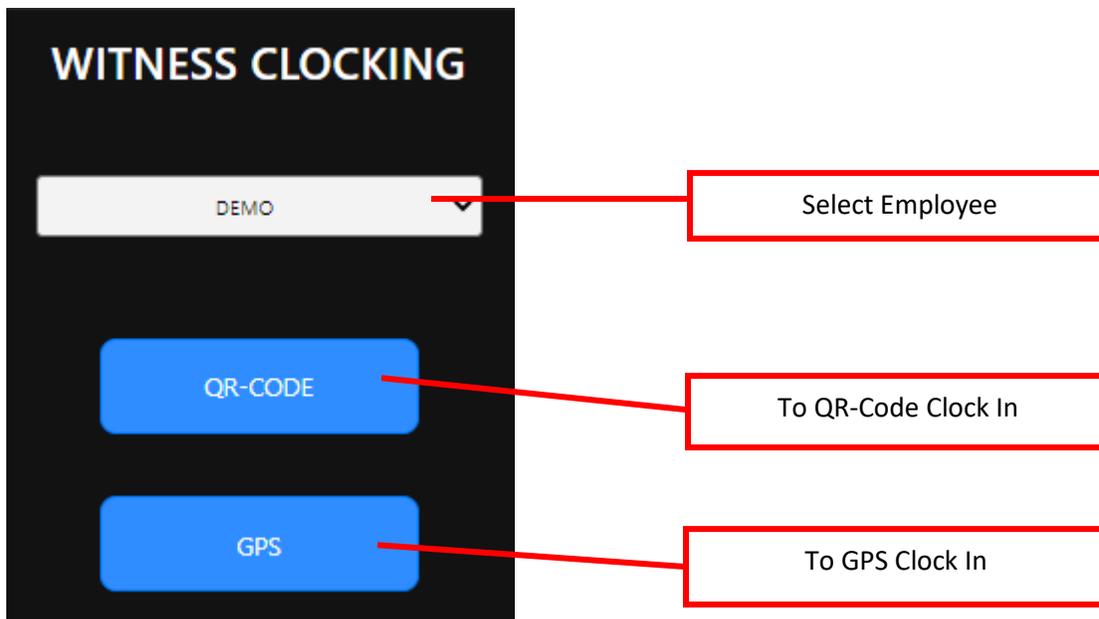
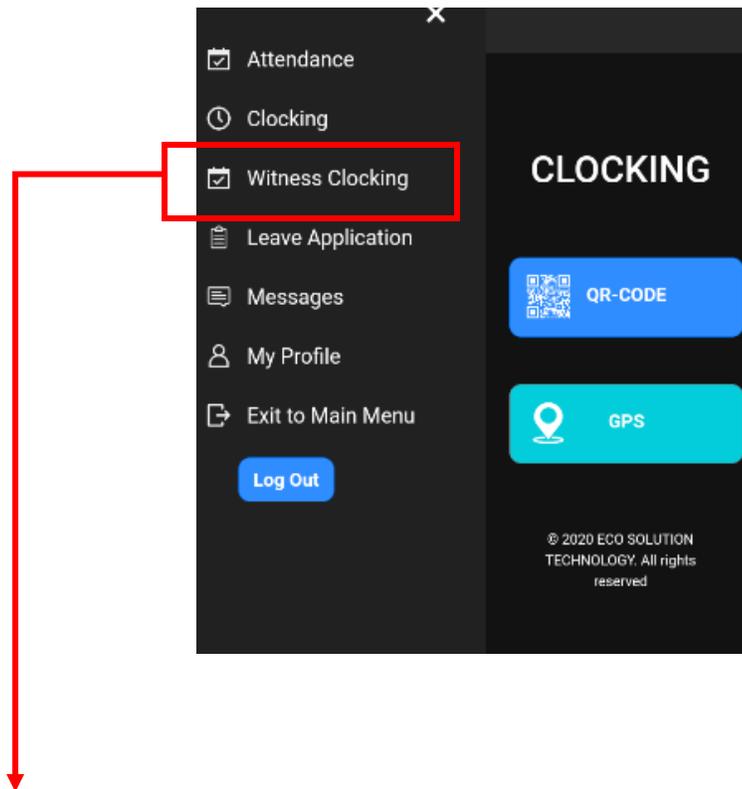


Please noted only **mobile devices** are able to take photo during the GPS

3.0 Witness Clocking

3.1 Witness Clocking (Required company account permission)

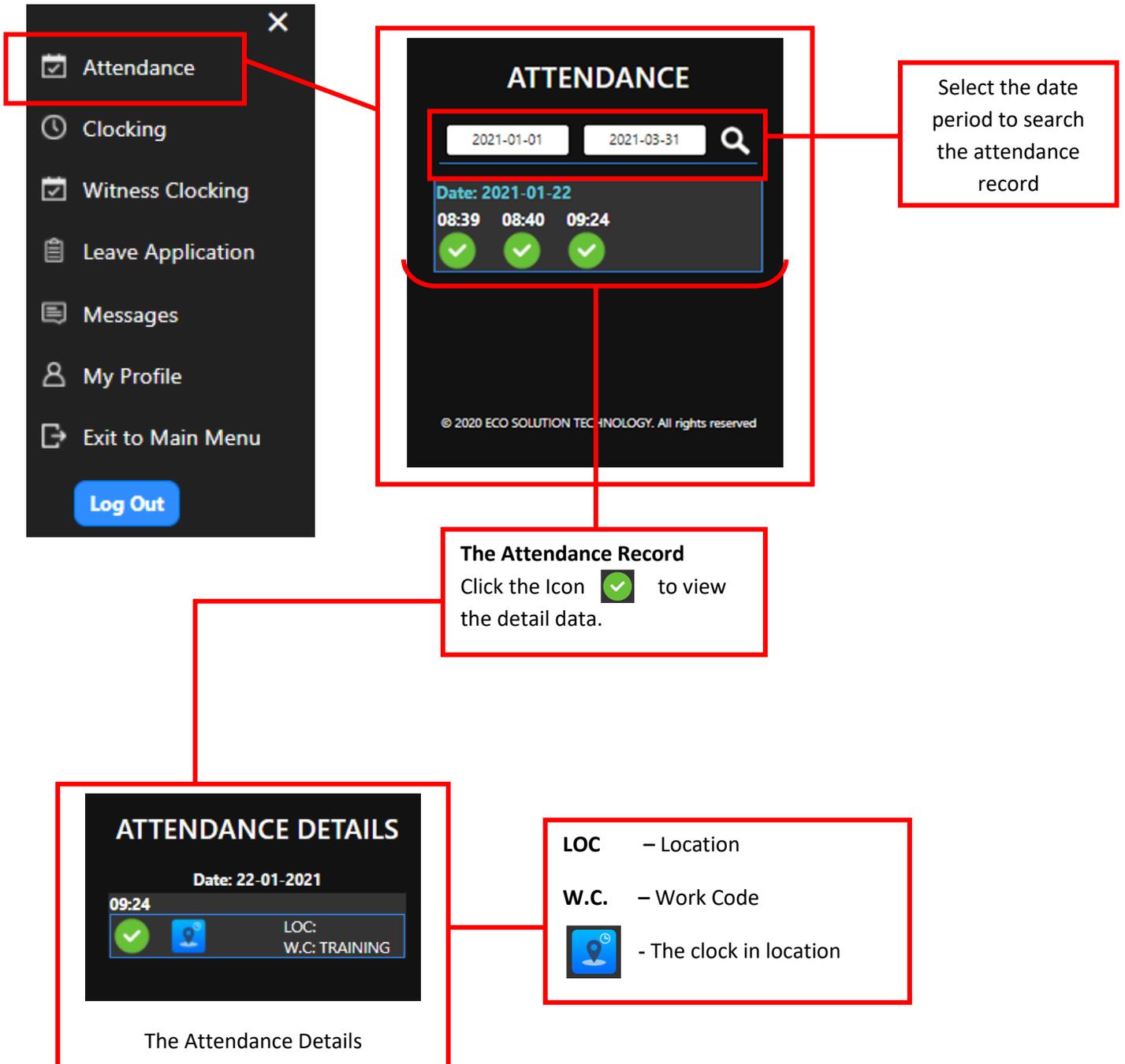
- This function allows employee assist others employee to clock in (QR-Code & GPS clock in).



4.0 Attendance

4.1 Attendance Search

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



5.0 Leave Application

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

The screenshot displays the 'LEAVE APPLICATION' interface. On the left is a sidebar menu with options: Attendance, Clocking, Witness Clocking, Leave Application (highlighted with a red box and an arrow pointing to the main form), Messages, My Profile, and Exit to Main Menu. At the bottom of the sidebar is a 'Log Out' button. The main form, titled 'LEAVE APPLICATION', features two date input fields (2021-01-01 and 2021-03-31), a search icon, a dropdown menu for 'Leave Type' (currently set to '--All Leave Type--'), and an 'Apply Leave' button. Below the form is a table of application history for 'SICK LEAVE'.

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

LEAVE APPLICATION

2021-01-01 2021-03-31 🔍

--All Leave Type--

Apply Leave

LEAVE APPLICATION

Leave Type

Start Date

End Date

Days

Reason

Head of Department

Contact No.

Email Address

Cc.

Status

Remark (The record will be saved directly)

Save

Fill up the detail and “**Save**” to submit leave application

Leave Type	Start	To	Day (s)	Status
SICK LEAVE	2021-01-28	2021-01-29	2	Rejected
SICK LEAVE	2021-01-24	2021-01-25	2	Approved

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.

The screenshot shows the 'LEAVE APPLICATION' dashboard. At the top, there are two date input fields: '2021-02-01' and '2021-03-31', followed by a search icon. Below these is a dropdown menu for 'Leave Type' with the text '--All Leave Type--'. There are three radio button options: 'My Leave Application' (selected), 'Submit Leave Application on Behalf', and 'Approve & Reject Leave Application'. At the bottom, there is a blue 'Apply Leave' button. Red callout boxes point to the search icon, the 'Submit Leave Application on Behalf' option, and the 'Approve & Reject Leave Application' option.

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

The screenshot shows the 'LEAVE APPLICATION' form. On the left side, there are fields for: 'Leave Type' (dropdown), 'Start Date' (input with placeholder 'yyyy-mm-dd'), 'End Date' (input with placeholder 'yyyy-mm-dd'), 'Days' (input with value '0.000'), and 'Reason' (text input). At the bottom left is a 'Head of Department' dropdown with value '991'. On the right side, there are fields for: 'Contact No.' (input with value '1111111'), 'Email Address' (input with value '123'), 'Cc.' (input with value '123'), 'Status' (input), and 'Remark (The record will be saved directly)' (text input). A blue 'Save' button is at the bottom right. A red box surrounds the entire form, and a note at the bottom reads '*Fill in the detail to submit leave application*'. A red line connects the 'Apply Leave' button from the dashboard to the top of this form.

Fill in the detail to submit leave application

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.

A13	SICK LEAVE	Start :	To :	Day (s)
		2021-03-08	2021-03-09	2
	SICK LEAVE			
A13	SICK LEAVE	Start :	To :	Day (s)
		2021-03-08	2021-03-09	2
	SICK LEAVE			
A14	UNPAID LEAVE	Start :	To :	Day (s)
		2021-03-14	2021-03-15	2
	UNPAID LEAVE			

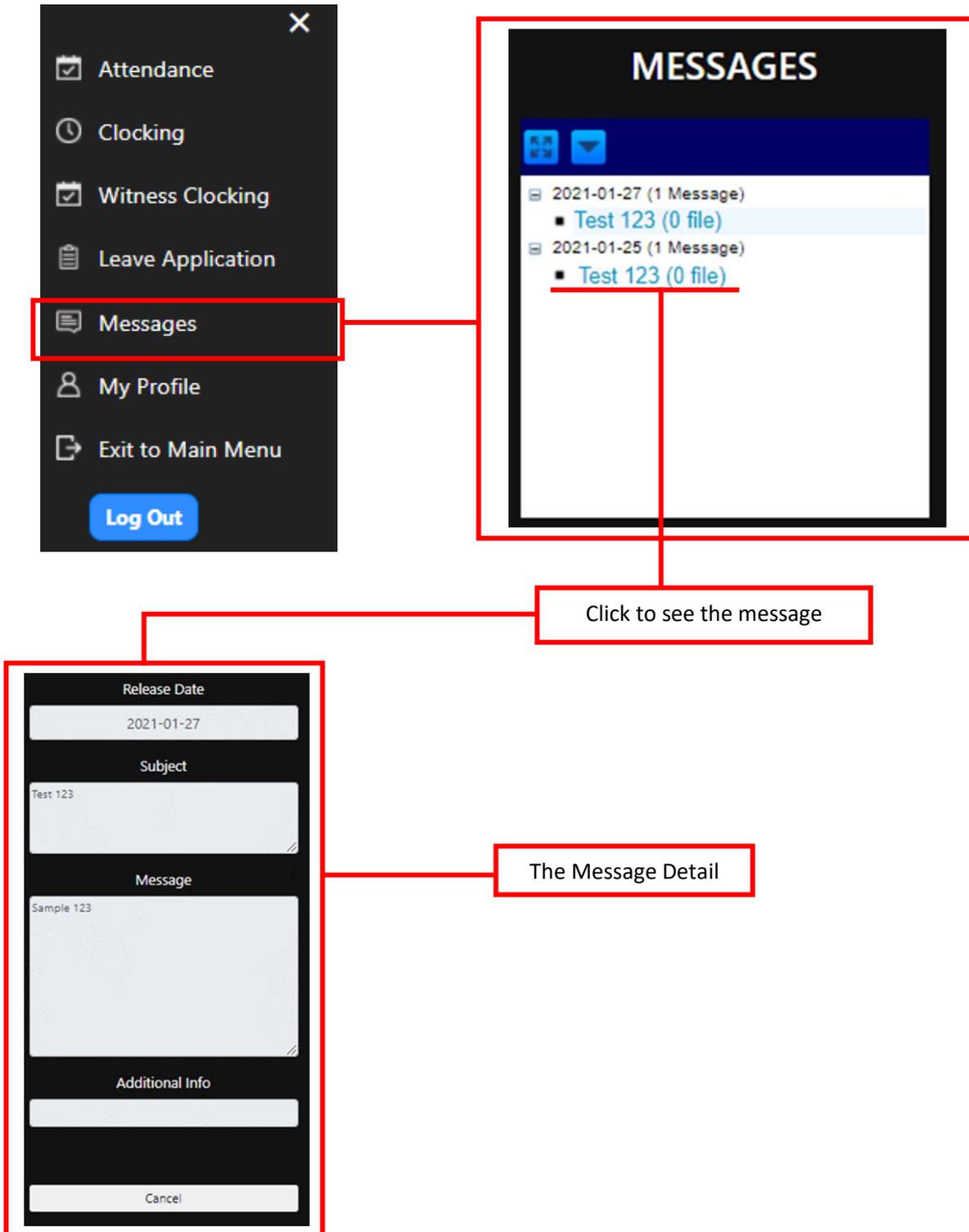
 **To Approve the Leave Application**

 **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.



7.0 My Profile

7.1 Edit Profile Detail

- Allow employee to edit personal profile detail.

The screenshot shows a mobile application interface for editing a profile. It features a dark background with white text and blue buttons. The fields are as follows:

- Take Photo**: A blue button at the top.
- User No.**: A grey field containing the value "5002".
- User Name**: A grey field containing the value "Test 123".
- Password**: A white input field.
- Confirm Password**: A white input field.
- Contact No.**: A white input field.
- Email Address**: A white input field.
- Save**: A blue button at the bottom.

Callouts with red boxes and arrows provide the following information:

- A callout pointing to the "Take Photo" button: "To update employee **profile picture**".
- A callout pointing to both the "User No." and "User Name" fields: "The **User No. & User Name** is unable to change".
- A callout pointing to both the "Password" and "Confirm Password" fields: "Change **Login Password**".
- A callout pointing to both the "Contact No." and "Email Address" fields: "Update **Contact Number & Email Address**".

END OF USER MANUAL