USER MANUAL
REMS APP

REMS

Reg no. or Email

Password

Forgot Password

Log In

Biometric login

Admin Login

GET IT ON Google Play

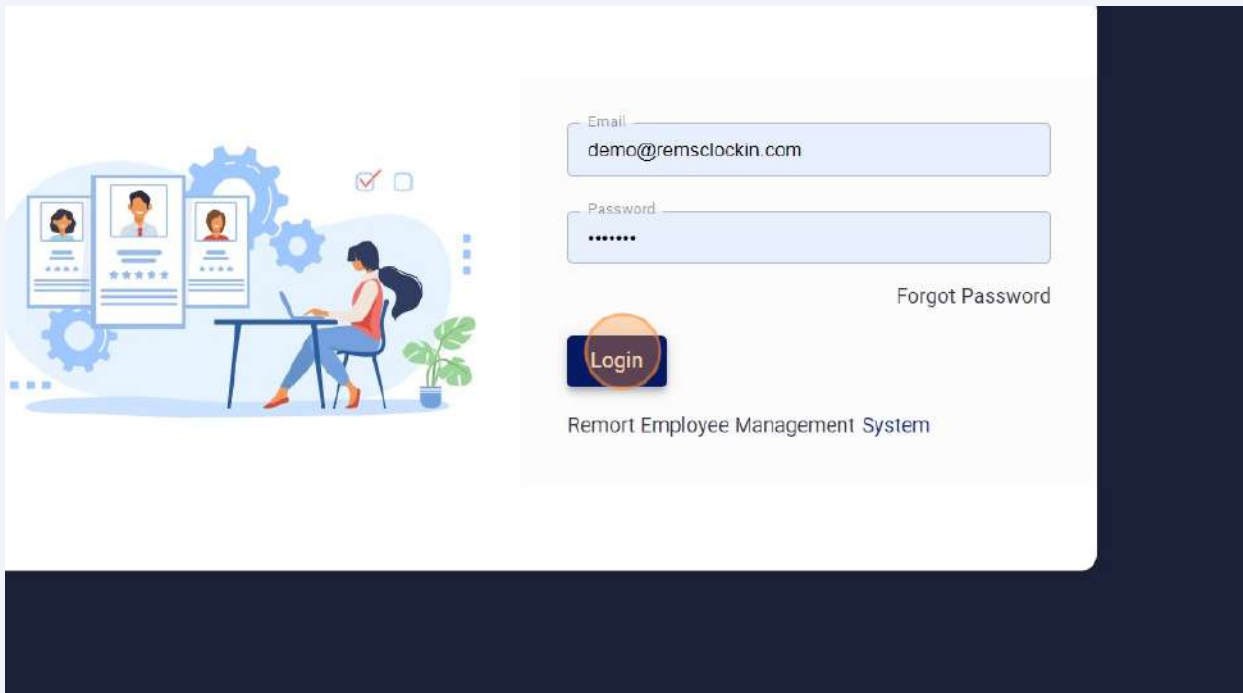Download on the App Store

www.remsclockin.com

User Manual - REMS App

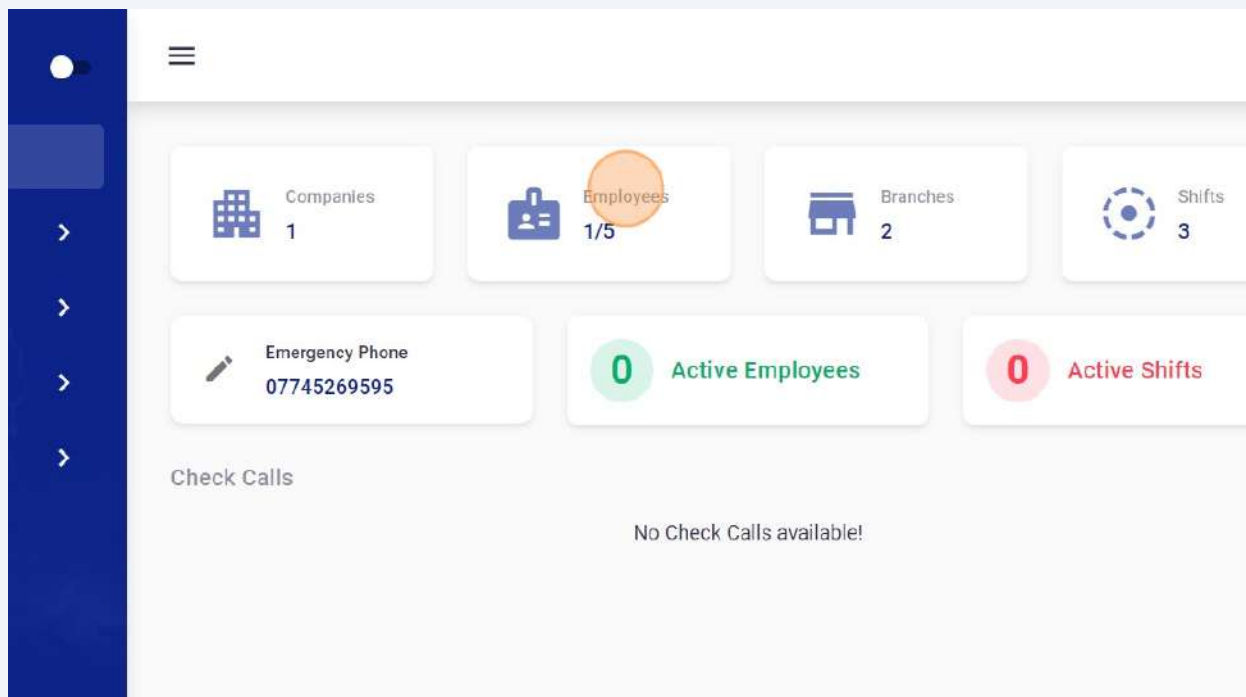Welcome to the user manual (Version 1.0.36) for the REMS App!
Last updated: 19 Feb 2024

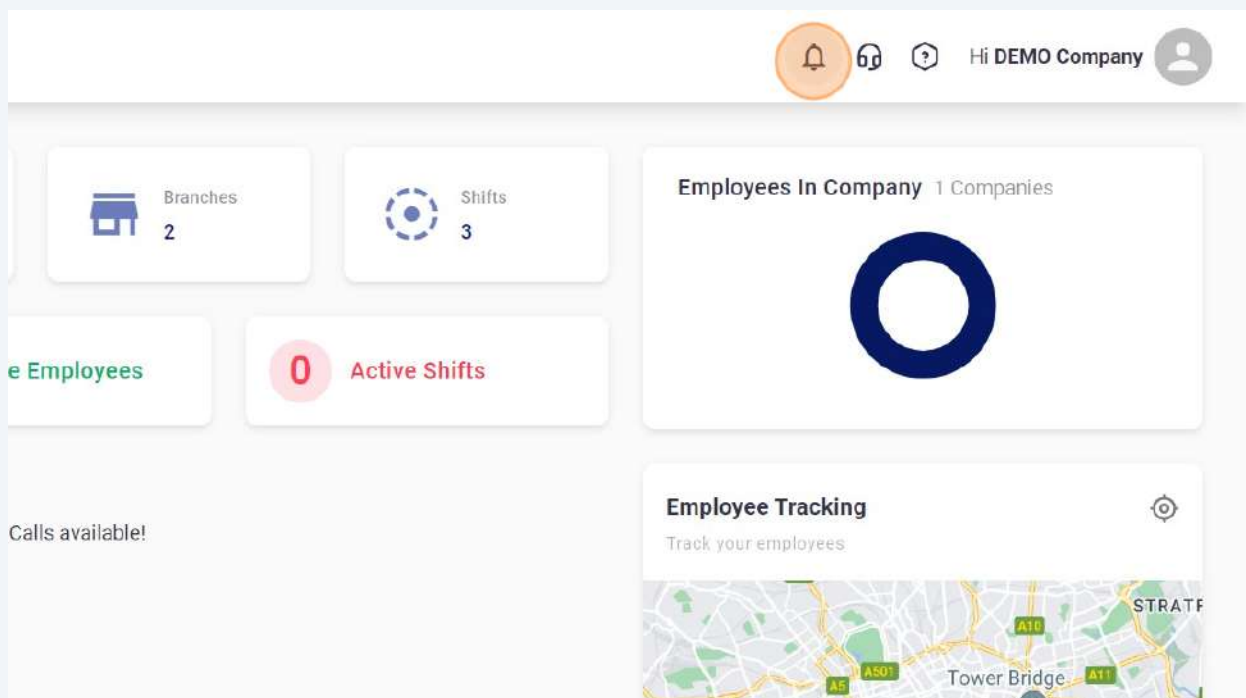For any queries please email us at support@remsclockin.com

1 Navigate to **https://portal.remsclockin.com/session/signin**
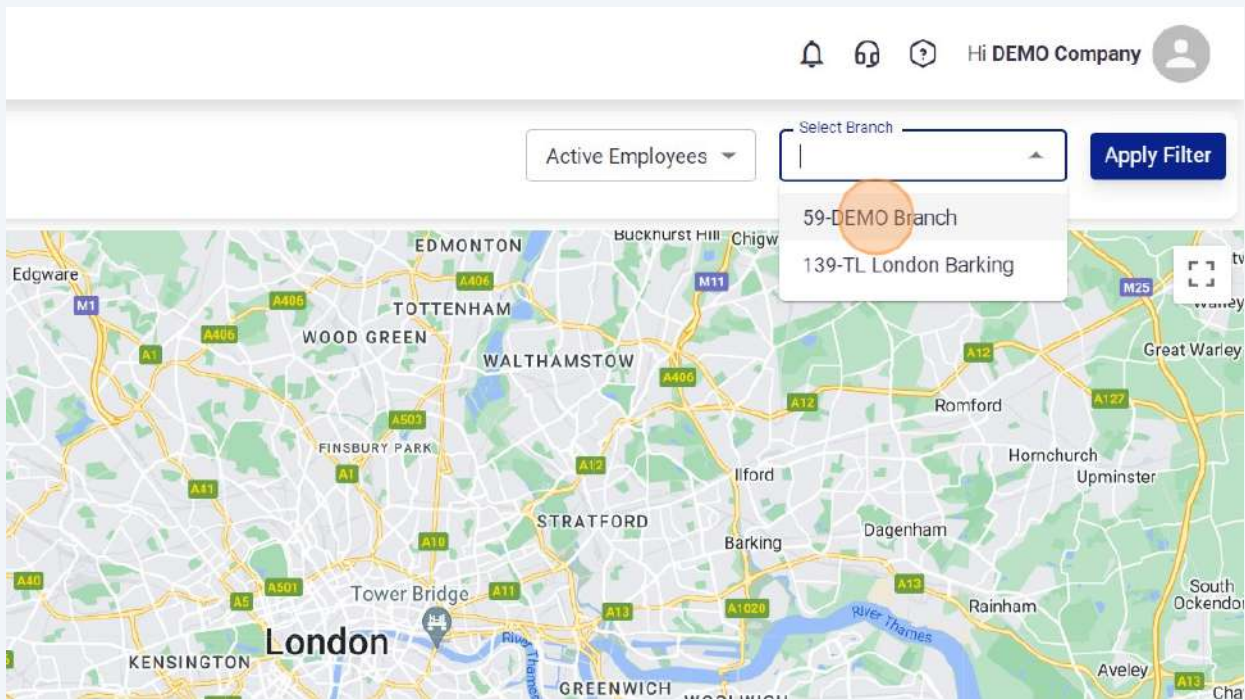
2 Enter your email & password and click on Login button.

3 On your first screen, you will see your company dashboard.

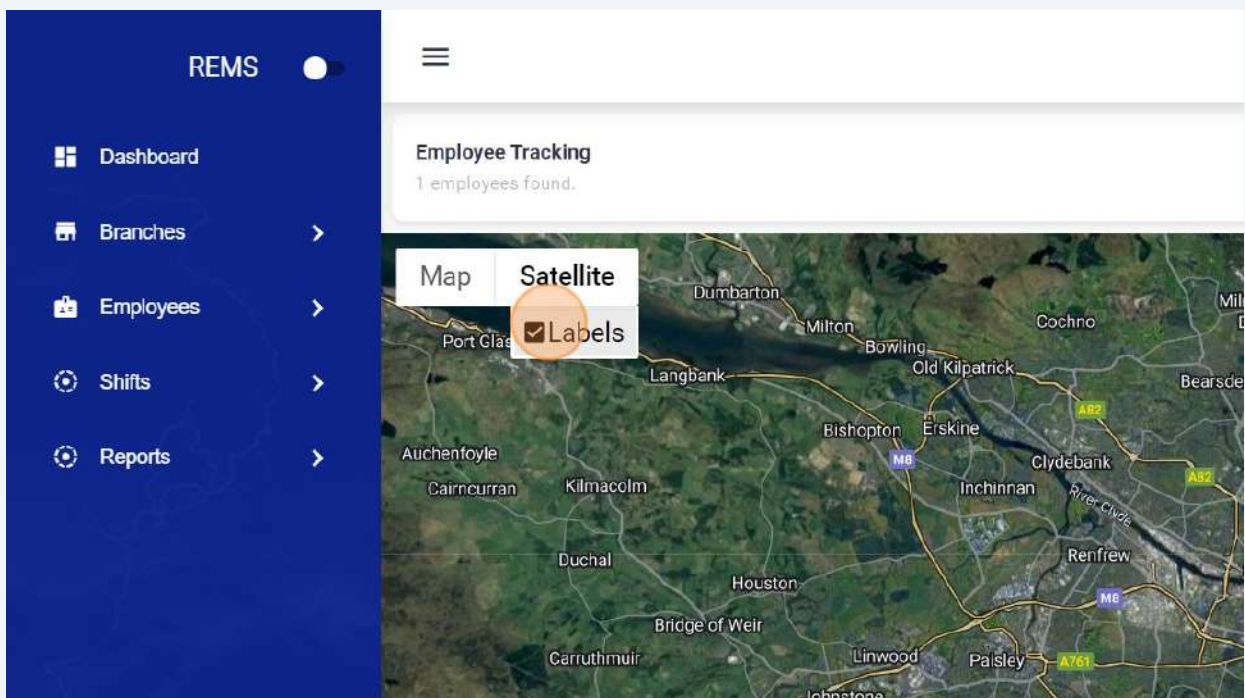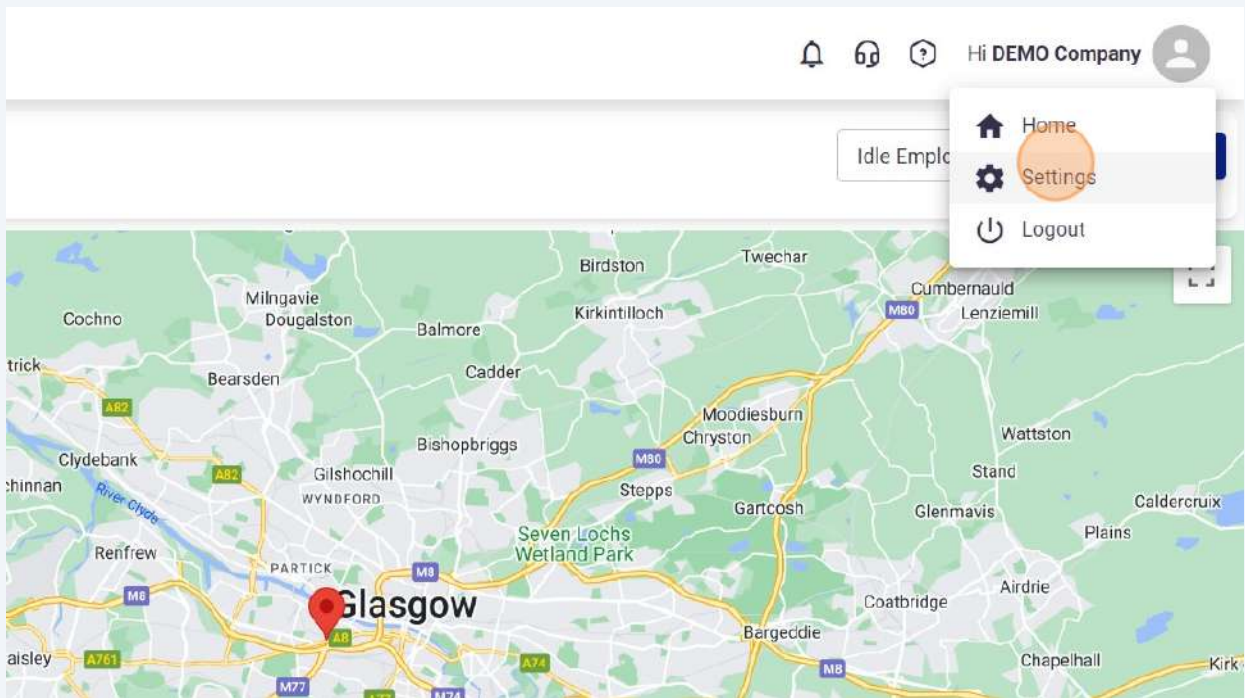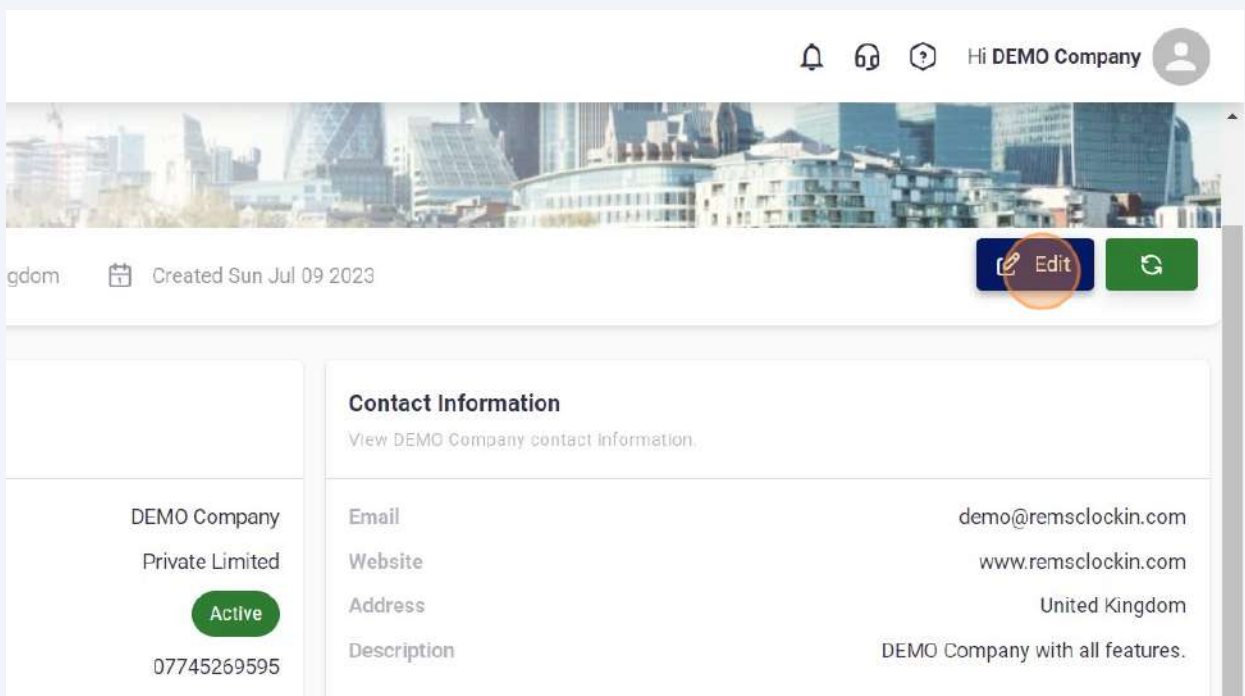**4** Click "notifications" icon to view your notifications or Alerts.

5   Live Map - Employee Tracking

6   Live Map - Full Screen

7 You can select any branch.

8 Click "Labels"

9   Click "Settings" to manage your company settings.

10   Click "Edit"

11 Click "Cancel"

		Auto Lunch Deduction
DEMO Company	Email	No ▼
Private Limited	Website	Time Format
Active	Address	24 Hours ▼
07745269595	Description	Time Zone
000198		(GMT) Western Europe Time, London, ... ▼

Check Type
Time Check ▼

Geo Attendance
Off ▼

5 Minutes

Not Allowed

Overtime
Off ▼

Time Check

Allowed

Logo Selected   Upload Logo

Off

💾 Save   ✕ Cancel

12 Click "Branches" tab to add or view branches.

REMS ●○

▣ Dashboard

🖥 Branches   ›

🪪 Employees   ›

◉ Shifts   ›

◉ Reports   ›

☰

📞 Emergency Phone
    +447745269595

🏢 Companies
    1

🪪 Employees
    2

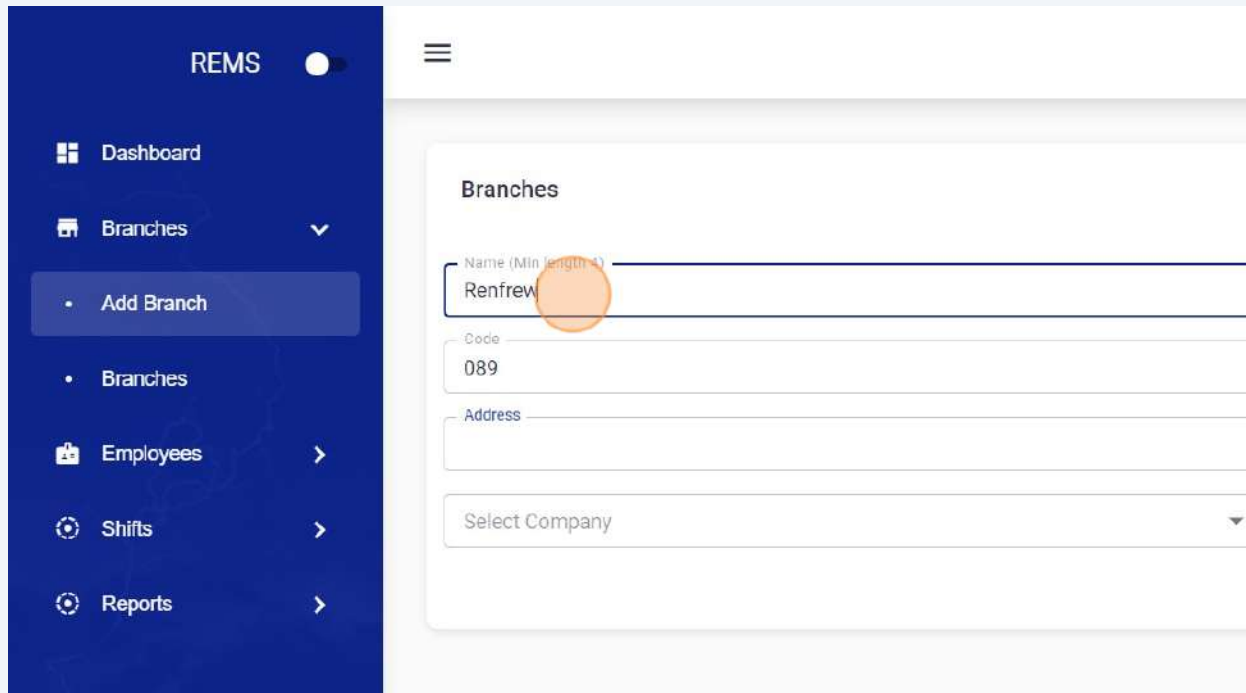🏪 Total Branches   →
    23 Branches

◉ Total Shifts
    35 Shifts

Your Companies

13 Click "Add Branch"
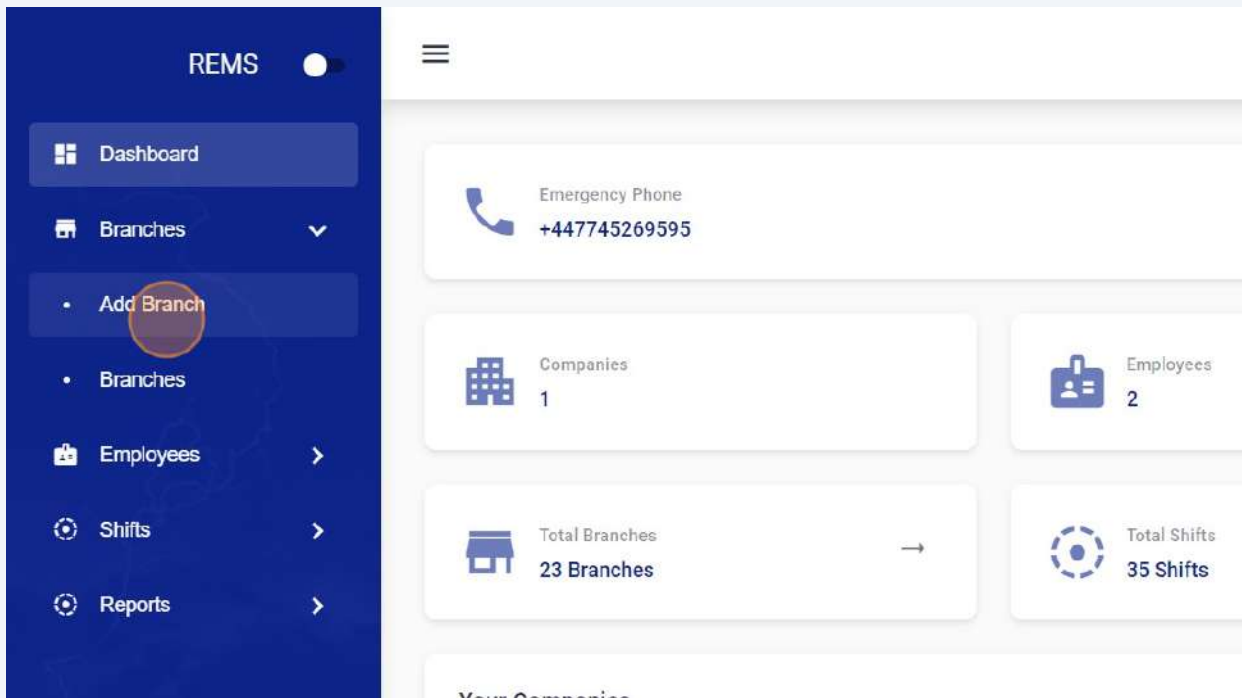
14 Click the "Name" field.

15 Type "Branch Name"

16

17 Click the "Address" field and enter Address.

Dashboard

Branches ⌄

· Add Branch

· Branches

Employees ⟩

Shifts ⟩

Reports ⟩

Branches

Name (Min length 4)
Renfrew

Code
089

Address

Select Company ▼

18 Click the "Radius" field and enter your branch allowed Radius for attendance.

🔔 Hi Tasaw

Check-in Radius (100-1000)

Description

✕ ▼

💾 Save

19 Click "save" to add new branch.

Check-in Radius (100-1000)
200

Description

Save   × Cancel

---

20 Click "Branches"

REMS

Dashboard

Branches   ⌄

• Add Branch

• Branches

Employees   >

Shifts   >

Reports   >

Branches

Name (Min length 4)
Renfrew

Code
089

Address
Renfrew

Select Company
5-A4 FM LTD

21 On this screen you can view your all branches.

Employees >			
Shifts >			
Reports >			
	Office	A4 FM LTD	0
	SLC Clyde Terrace	A4 FM LTD	0
	Victoria House	A4 FM LTD	0
	7 Castle Street	A4 FM LTD	0
	Quartermile One	A4 FM LTD	0
	Renfrew	A4 FM LTD	0

22 Click "edit" to edit branch details.

FM LTD	0	0	0	✏
FM LTD	0	0	0	✏
FM LTD	0	0	0	✏
FM LTD	0	1	1	✏
FM LTD	0	0	0	✏
FM LTD	0	0	0	✏

REMS copyrights@2023

23 Click the "Address" field in order to update address.

24 Click "save" to save updated branch settings.

25 Click "Cancel" to keep current branch settings.

FM LTD	0	0
FM LTD	0	0
FM LTD	0	0
FM LTD	0	1
FM LTD	0	0
FM LTD	0	0

Check-in Radius (100-1000)
200

Description

🖫 Save   ✕ Cancel

26 Click "Disable" to disable any branch.

FM LTD	0	0	0	✏
FM LTD	0	0	0	✏
FM LTD	0	0	0	✏
FM LTD	0	1	1	✏
FM LTD	0	0	0	✏
FM LTD	0	0	0	✏

✏ Edit
♟ Map
🚫 Disable

REM

27 Click on edit button and "Approve" button to enable disabled branch.

FM LTD	0	0	0	✏️
FM LTD	0	0	0	✏️
FM LTD	0	0	0	✏️
FM LTD	0	1	1	✏️
FM LTD	0	0	0	✏️
FM LTD	0	0	0	

✏️ Edit
♟ Map
♟ Approve

REM

28 Click "Pencil Icon" to edit and update branch Map.

FM LTD	0	0	0	✏️
FM LTD	0	0	0	✏️
FM LTD	0	0	0	✏️
FM LTD	0	1	1	✏️
FM LTD	0	0	0	✏️
FM LTD	0	0	0	

✏️ Edit
♟ Map
🚫 Disable

REM

29   Click "Add QR" to generate QR codes for QR Patrolling.

Dashboard		Branches		
Branches ˅		**Name** ↑	**Company**	**Em**
• Add Branch		Victoria House	A4 FM LTD	0
• Branches		Stewart Aparthotel	A4 FM LTD	0
• Add QR		St Michael hospital	A4 FM LTD	0
• Patrolling QRs		St Josephs	A4 FM LTD	0
• Patrolling Logs		St Annes Storage	A4 FM LTD	0
Employees ˃				
Shifts ˃				

30   Enter QR Patrolling name, select dates and branch name.

REMS ●

Dashboard	Patrolling QR
Branches ˅	
• Add Branch	Name (Min length 2)
• Branches	Valid From
• Add QR	16/08/2023
• Patrolling QRs	Valid To
• Patrolling Logs	16/08/2023
Employees ˃	
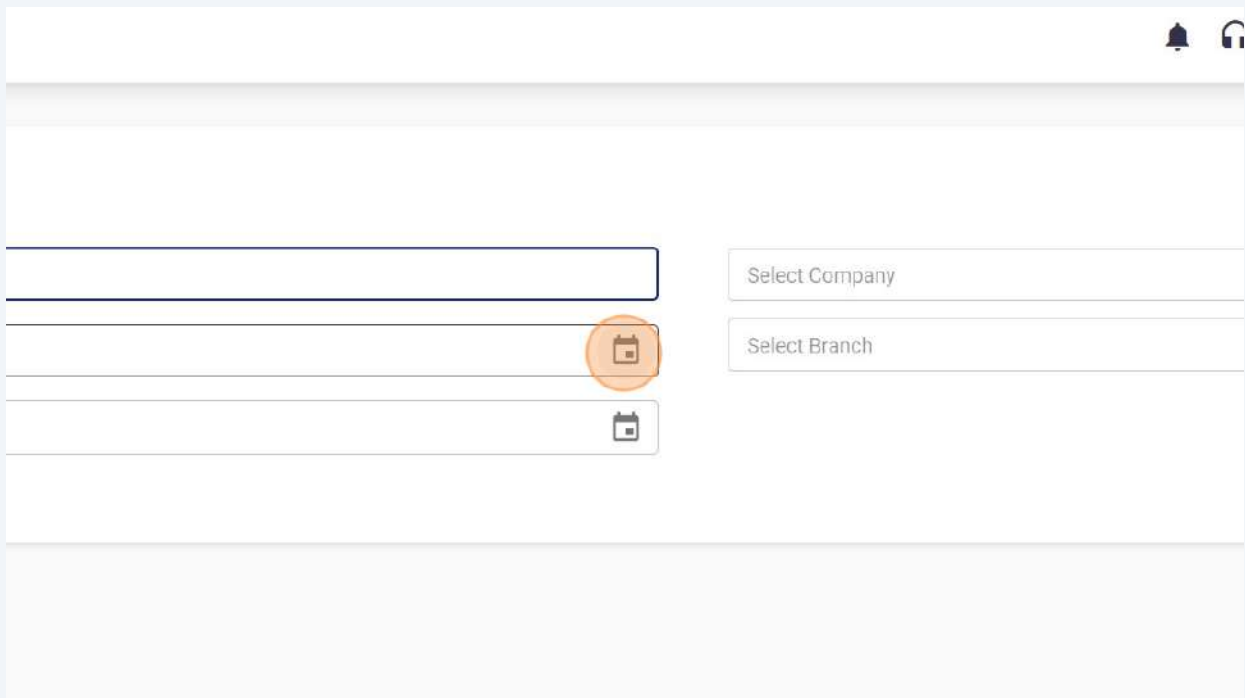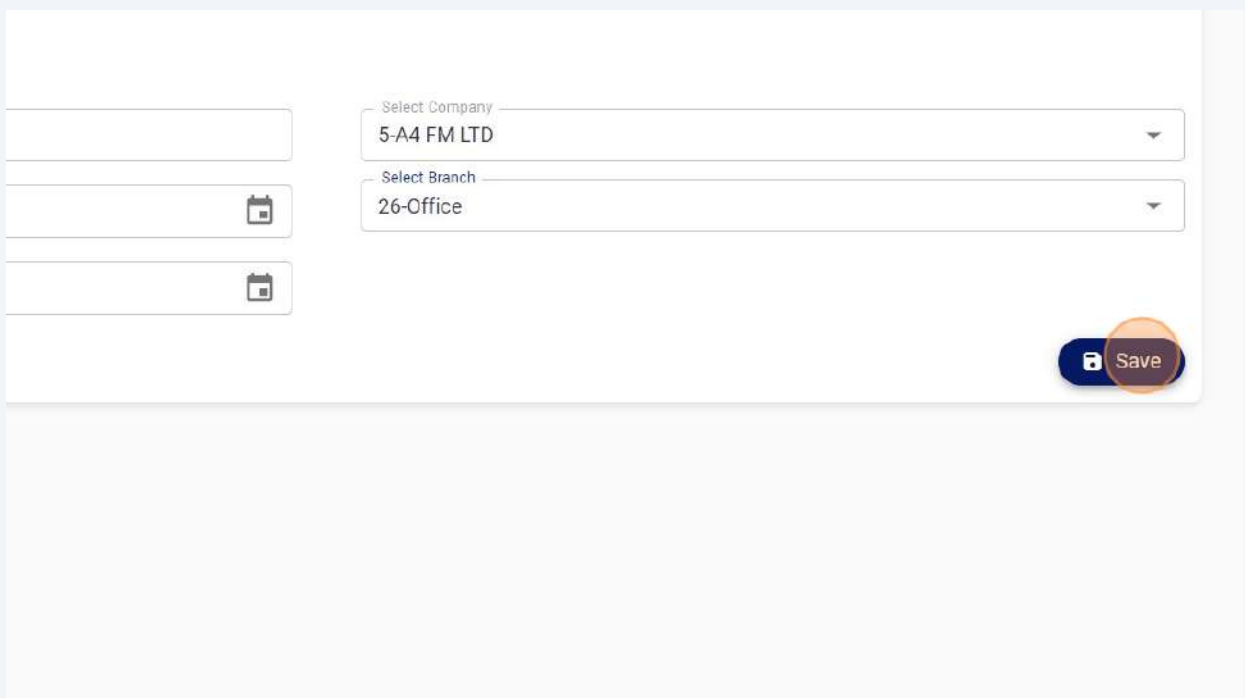
31 Click here to select dates.
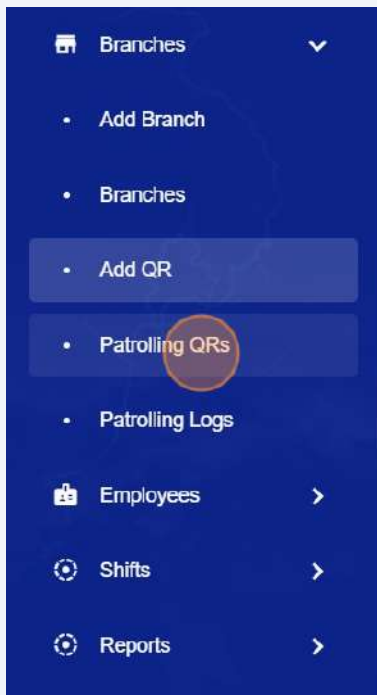
Select Company

Select Branch

32 Click "Save" to Add new QR in selected branch.

Select Company
5-A4 FM LTD

Select Branch
26-Office

Save

33 Click "Patrolling QRs" to download QR codes or edit already generated QRs.

▤ **Branches** ∨		Patrolling QR
• Add Branch		
• Branches		Name (Min length 2)
• **Add QR**		Valid From
• Patrolling QRs		16/08/2023 📅
• Patrolling Logs		Valid To
⬛ Employees ❯		16/08/2023 📅
◉ Shifts ❯		
◉ Reports ❯		

34 Click "edit"

Services	Wed Aug 09 2023	Wed Jan 31 2024	✎
Services	Wed Aug 09 2023	Wed Jan 31 2024	✎
Services	Wed Aug 09 2023	Wed Jan 31 2024	✎
Services	Wed Aug 09 2023	Wed Jan 31 2024	✎
Services	Wed Aug 09 2023	Wed Jan 31 2024	✎
	Wed Aug 16 2023	Thu Aug 17 2023	✎

REMS copyrights@2023

35 Click "QR Code"

Services	Wed Aug 09 2023	Wed Jan 31 2024	✏️
Services	Wed Aug 09 2023	Wed Jan 31 2024	✏️
Services	Wed Aug 09 2023	Wed Jan 31 2024	✏️
Services	Wed Aug 09 2023	Wed Jan 31 2024	✏️
Services	Wed Aug 09 2023	Wed Jan 31 2024	✏️
	Wed Aug 16 2023	Thu Aug 17 2023	✏️

✏️ Edit

▦ QR Code

REM

36 Click "Download"

Abbeyview5   Abbey View   2023   Wed Jan 31

Abbeyview6   Abbey View   2023   Wed Jan 31

QR Name

Abbeyview7   Abbey View   2023   Wed Jan 31

Abbeyview8   Abbey View   2023   Wed Jan 31

Abbeyview9   Abbey View   2023   Wed Jan 31

Close   Download   Print

Abbeyview10   Abbey View Local Services   Wed Aug 09 2023   Wed Jan 31

QR Name   Office   Wed Aug 16 2023   Thu Aug 17

37 Click "edit"

Services	Wed Aug 09 2023	Wed Jan 31 2024	✏️
Services	Wed Aug 09 2023	Wed Jan 31 2024	✏️
Services	Wed Aug 09 2023	Wed Jan 31 2024	✏️
Services	Wed Aug 09 2023	Wed Jan 31 2024	✏️
Services	Wed Aug 09 2023	Wed Jan 31 2024	✏️
	Wed Aug 16 2023	Thu Aug 17 2023	✏️

REMS copyrights@2023

38 Click "QR Code"

Services	Wed Aug 09 2023	Wed Jan 31 2024	✏️
Services	Wed Aug 09 2023	Wed Jan 31 2024	✏️
Services	Wed Aug 09 2023	Wed Jan 31 2024	✏️
Services	Wed Aug 09 2023	Wed Jan 31 2024	✏️
Services	Wed Aug 09 2023	Wed Jan 31 2024	✏️
	Wed Aug 16 2023	Thu Aug 17 2023	✏️

✏️ Edit
⬛ QR Code

REM

39 Click "Print" to print QR code.

QR Name

| Close | Download | Print |

Abbey View Local Services   Wed Aug 09 2023   Wed Jan 31 2024

Office   Wed Aug 16 2023   Thu Aug 17 2023
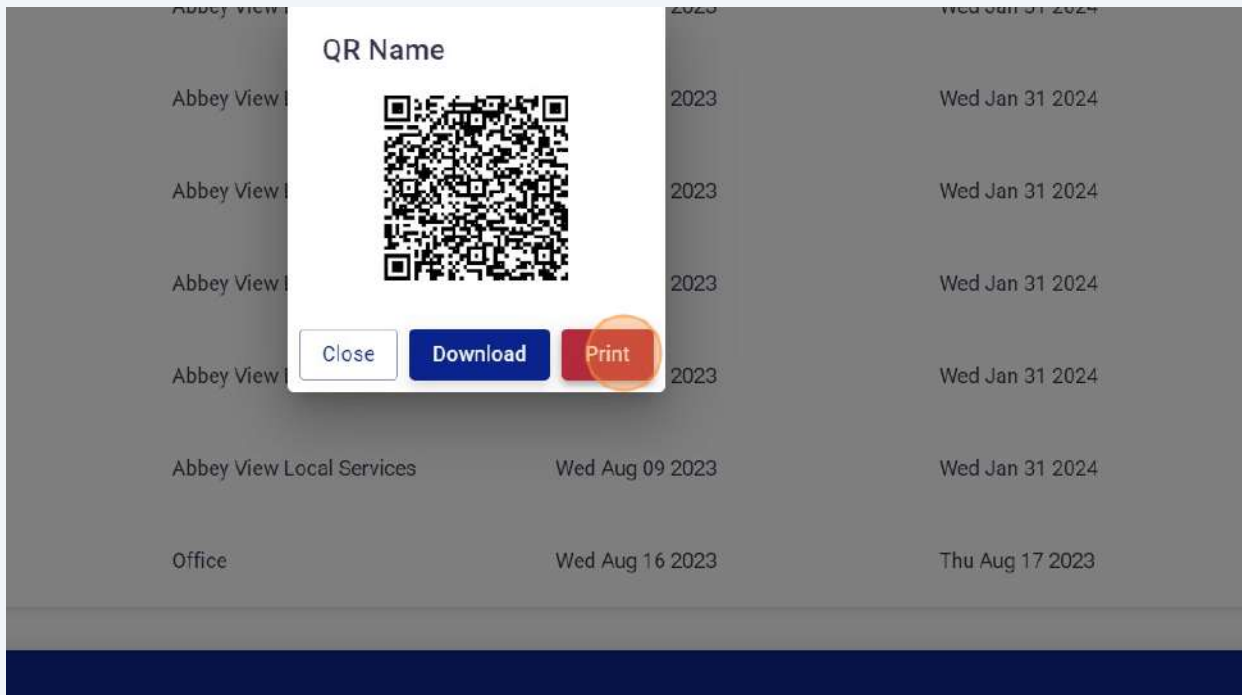
40 Click "Patrolling Logs" to view Patrolling Logs marked by employees.

- Add Branch
- Branches
- Add QR
- Patrolling QRs
- Patrolling Logs

🏢 Employees ›

⚙ Shifts ›

⚙ Reports ›

Abbeyview4	Abbey View Local Services	Wed A
Abbeyview5	Abbey View Local Services	Wed A
Abbeyview6	Abbey View Local Services	Wed A
Abbeyview7	Abbey View Local Services	Wed A
Abbeyview8	Abbey View Local Services	Wed A
Abbeyview9	Abbey View Local Services	Wed A
Abbeyview10	Abbey View Local Services	Wed A
QR Name	Office	Wed A

41   Filter & Export Option - Patrolling Logs

42   Click "Add Employee" to add any new employee.

43 Click the "Name" field and enter employee name. Min length for employee name is 4.
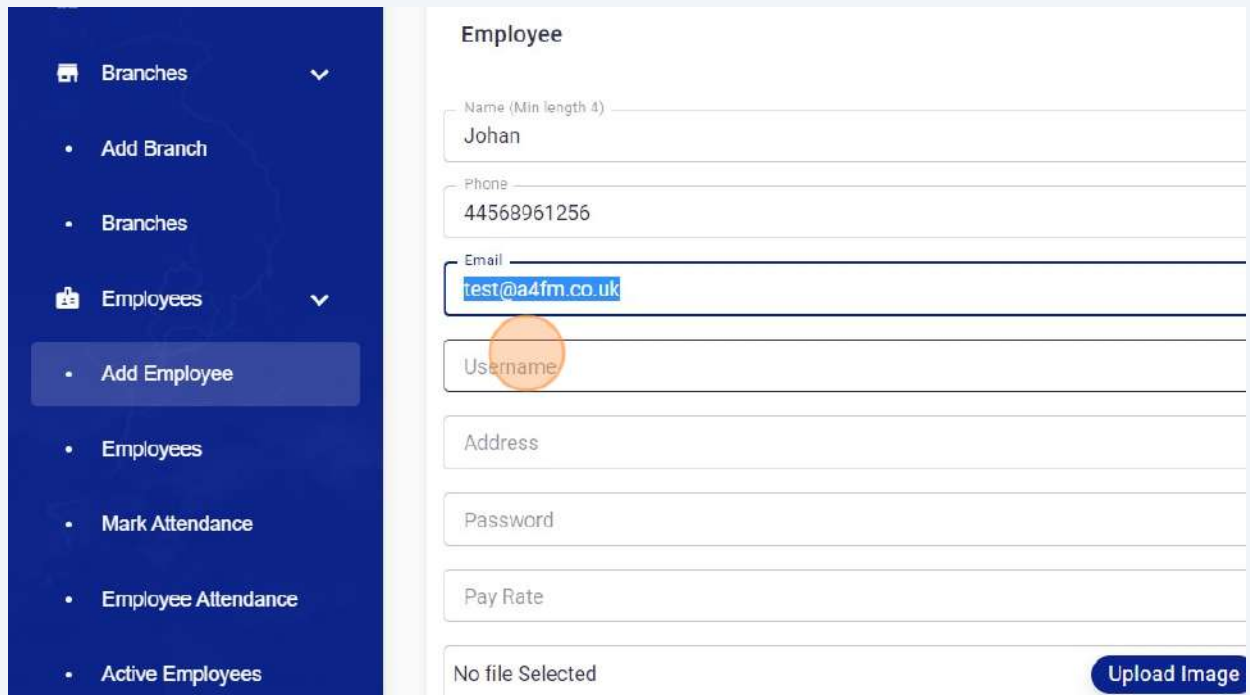
44 Following fields are compulsory :

1. Name

2. Phone

3. Email

4. Password

5. Monthly working hours

6. Pay Rate

7. Identity No

Dashboard	Employee
Branches ⌄	Name (Min length 4)
• Add Branch	Johan
• Branches	Phone
	44568961256
Employees ⌄	Email
• Add Employee	test@a4fm.co.uk
• Employees	Username
• Mark Attendance	Address
• Employee Attendance	Password
	Pay Rate

45 Click the "Username" field and enter username for employee login.

Employee

Name (Min length 4)
Johan

Phone
44568961256

Email
test@a4fm.co.uk

Username

Address

Password

Pay Rate

No file Selected   Upload Image

Branches
• Add Branch
• Branches

Employees
• Add Employee
• Employees
• Mark Attendance
• Employee Attendance
• Active Employees

---

46 Click the "Address" field and enter address.

Name (Min length 4)
Johan

Phone
44568961256

Email
test@a4fm.co.uk

Username
test@a4fm.co.uk

Address

Password

Pay Rate

No file Selected   Upload Image

• Add Branch
• Branches

Employees
• Add Employee
• Employees
• Mark Attendance
• Employee Attendance
• Active Employees

Shifts

47   Click the "Password" field and set desired password.

| Branches |
| Employees ⌄ |
| • Add Employee |
| • Employees |
| • Mark Attendance |
| • Employee Attendance |
| • Active Employees |
| ◉ Shifts › |
| ◉ Reports › |

Phone
44568961256

Email
test@a4fm.co.uk

Username
test@a4fm.co.uk

Address
Renfrew City

Password

Pay Rate

No file Selected   Upload Image

---

48   Click the "Pay Rate" field and configure per hour rate for employee.

| Employees ⌄ |
| • Add Employee |
| • Employees |
| • Mark Attendance |
| • Employee Attendance |
| • Active Employees |
| ◉ Shifts › |
| ◉ Reports › |

test@a4fm.co.uk

Username
test@a4fm.co.uk

Address
Renfrew City

Password
••••••

Pay Rate   ⇕

No file Selected   Upload Image

49 Click "Upload Image" and enter employee picture.

a4fm.co.uk

04/07/2023

a4fm.co.uk

License Expire Date
04/07/2023

w City

Select Company

Select Branch

Description

Selected

Upload Image

☐ Managerial Access   ☐ Restrict Ea

50 Click the "Identity No" field and enter employee licenses or Govt ID number (SIA #, NI # or any ID).

🔔 Hi Tasawa

Identity No

Date of Birth
04/07/2023

Hire Date
04/07/2023

License Expire Date
04/07/2023

Select Company

Select Branch

51 Select branch for employee.

	Date of Birth
	04/07/2023
	Hire Date
	04/07/2023
	License Expire Date
	04/07/2023
	Select Company
	5-A4 FM LTD

Select Branch

Description

Change Image

☐ Managerial Access   ☐ Restrict Early Start

---

52 Click the "Restrict Early Start" field in order to restrict employee for Attendance Check Iin before shift start time.

04/07/2023

License Expire Date
04/07/2023

Select Company
5-A4 FM LTD

Select Branch
9-Middlemuir Accomodation

Description

Change Image

☐ Managerial Access   ☐ Restrict Early Start

🖫 Save

REMS copyrights@2023

53 Click "Managerial Access" and select this option for Managers to provide portal access.

License Expire Date
04/07/2023

Select Company
5-A4 FM LTD

Select Branch
9-Middlemuir Accomodation

Description

Change Image

☐ Managerial Access   ☐ Restrict Early Start

🖫 S

---

54 Click "save" to add new employee.

License Expire Date
04/07/2023

Select Company
5-A4 FM LTD

Select Branch
9-Middlemuir Accomodation

Description

Change Image

☐ Managerial Access   ☑ Restrict Early Start

🖫 Save

55 Click "Auto Check-Out" : Enable this option to Auto check-out your employee at shift end time.

License Expiration
09/11/2023

Select Company ▾

Select Branch ▾

Description

Upload Image

☑ Managerial Access ☑ Restrict Early Start ☑ Auto Check-Out

🖫 Save

REMS copyrights@2023

56 Select Branch.

REMS ⚫

☰

Dashboard

Branches ⌄

• Add Branch

• Branches

Employees ⌄

• Add Employee

• Employees

• Mark Attendance

Mark Attendance

Select Company
5-A4 FM LTD ✕ ▾

Select Branch ▾

Select Shift ▾

57 Select Shift.

Dashboard	
Branches	⌄
• Add Branch	
• Branches	
Employees	⌄
• Add Employee	
• Employees	
• Mark Attendance	
• Employee Attendance	

Mark Attendance

Select Company
5-A4 FM LTD ▼

Select Branch
9-Middlemuir Accomodation ▼

Select Shift ▼

58 Select Employee Name.

🔔 Hi Tasawar

▼

Select Employee

▼
Check In
04/07/2023 01:57 PM

✕ ▼
Check Out
04/07/2023 01:57 PM

💾 Save 〉

59 Click the "Check In" field and select shift Check In time.

🔔 Hi **Tasawar Ashraf**

▼

Select Employee
30-Johan ✕ ▼

Check In
04/07/2023 01:57 PM 📅

▼

Check Out
04/07/2023 01:57 PM 📅

▼

💾 Save   ✕ Cancel

---

60 Click the "Check Out" field and select shift Check Out time.
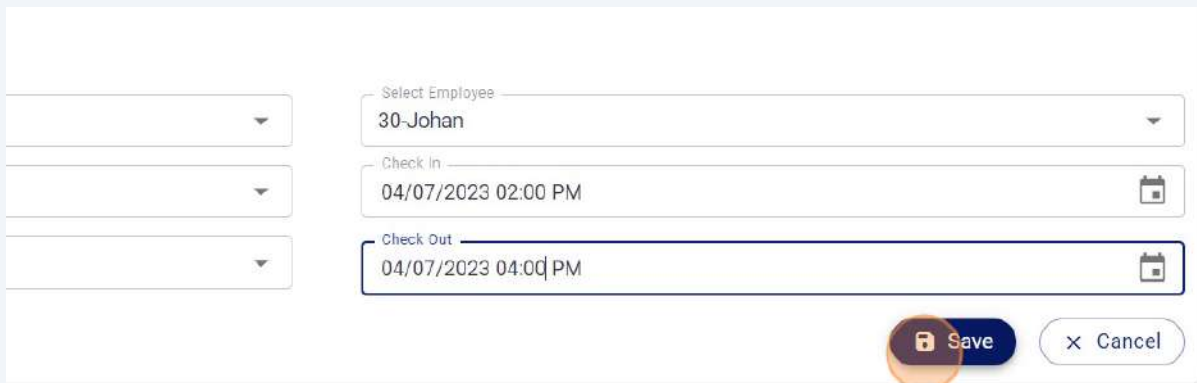
▼

Select Employee
30-Johan

▼

Check In
04/07/2023 02:00 PM

▼

Check Out
04/07/2023 01:57 PM
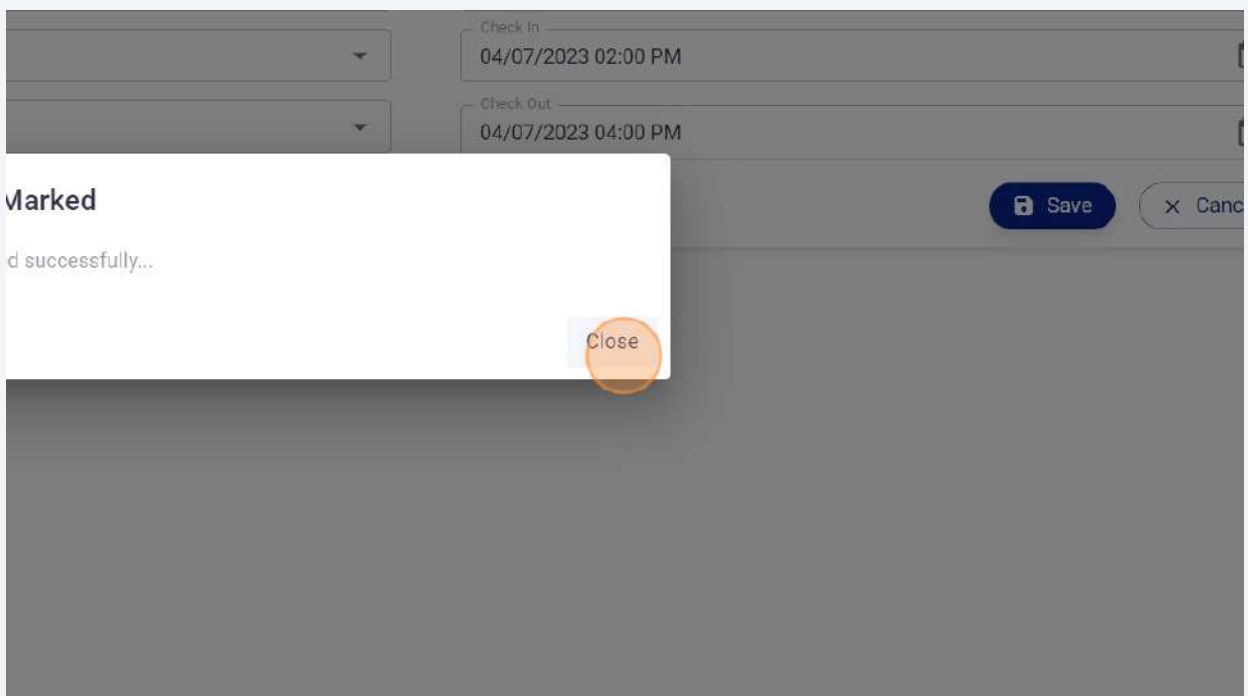
💾 Save   ✕ Can

61 Click "save" to mark manual attendance from portal.

Select Employee
30-Johan

Check In
04/07/2023 02:00 PM

Check Out
04/07/2023 04:00 PM

Save   ✕ Cancel

62 Click "Close" to close Dialogue box.

Check In
04/07/2023 02:00 PM

Check Out
04/07/2023 04:00 PM

Marked
d successfully...

Save   ✕ Canc

Close

63 Click "Employee Attendance" button to view employees attendance.
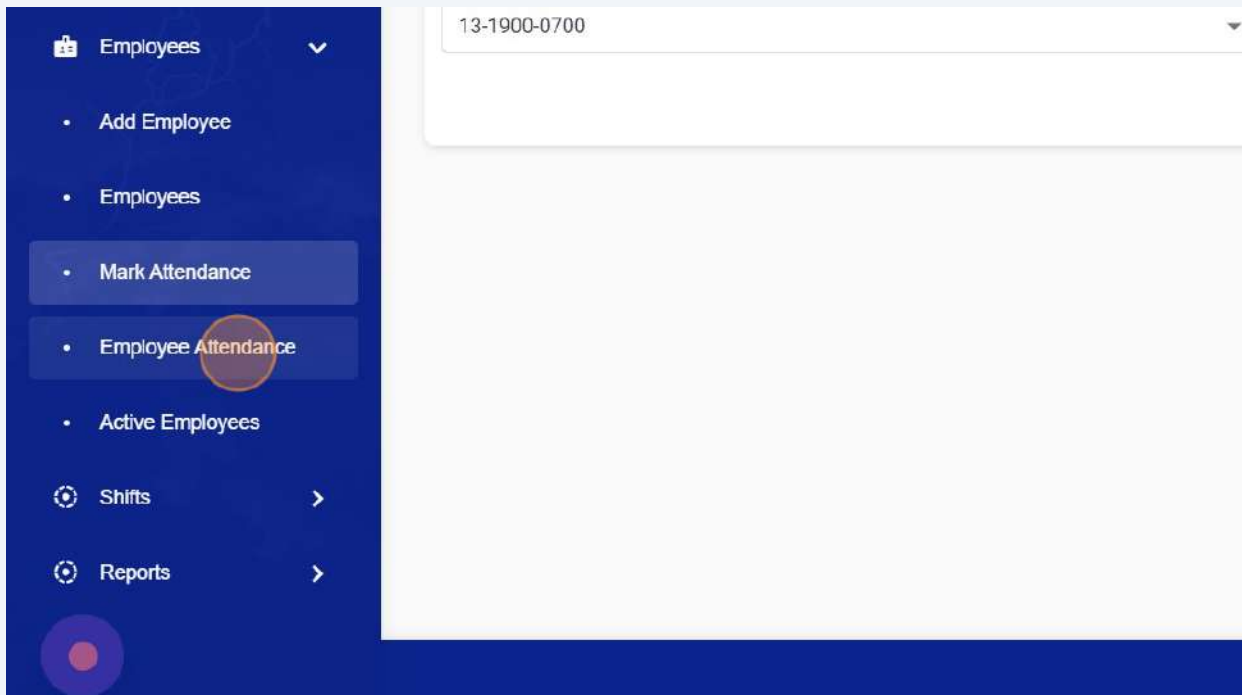
64 Click on any column to apply sorting, filters or manage columns.
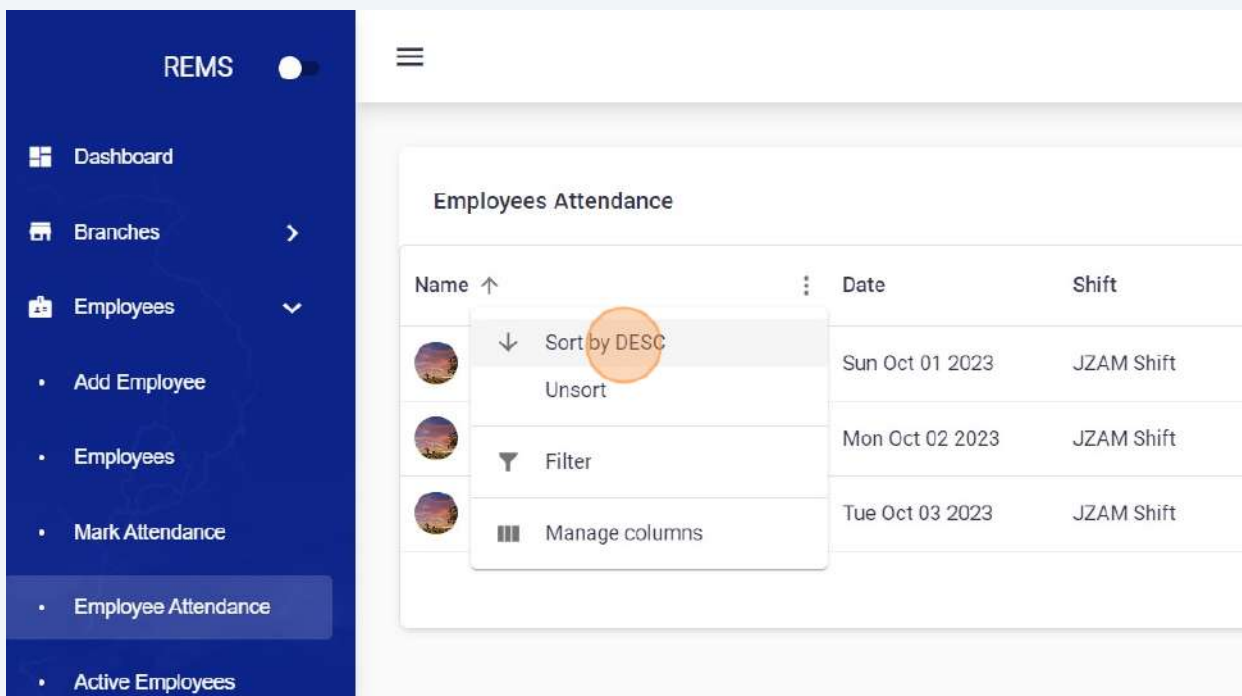
65 Click "Unsort" to remove sorting.

66 Customise filter option.

67 Click "Manage columns"

Employees Attendance

Name		Date	Shift
	↑ Sort by ASC	Sun Oct 01 2023	JZAM Shift
	↓ Sort by DESC		
	▼ Filter	Mon Oct 02 2023	JZAM Shift
	▥ Manage columns	Tue Oct 03 2023	JZAM Shift

Branches >
Employees ∨
· Add Employee
· Employees
· Mark Attendance
· Employee Attendance
· Active Employees
Shifts >
Reports >

68 Select or unselect desired columns.

Name	Mon Oct 02 2023	JZAM Shift	JZAM Tech
Date	Tue Oct 03 2023	JZAM Shift	JZAM Tech
Shift			
Branch			
Company			
Check In			
Check Out			
Actual Check In			
Actual Check Out			
Address			
Action			

Hide all   Show all

69   Click on show all button to view all columns.

70   Click "Hide all" to hide all columns.

71 Click edit button to delete any attendance(admin access required), view QR logs or Check Call record against any shift.

ate	Shift	Branch	Check In	Action
un Oct 01 2023	JZAM Shift	JZAM Tech	12:00:00 AM	✏️
on Oct 02 2023	JZAM Shift	JZAM Tech	12:00:00 AM	🗑 Delete
ue Oct 03 2023	JZAM Shift	JZAM Tech	12:00:00 AM	📇 Logs
				ᶯ↕ Check Calls

Rows per page: 10 ▾   1–3 of 3   ‹ ›

72 Click "Check Calls"

	Shift	Branch	Check In	Check Out	Action
2023	JZAM Shift	JZAM Tech	12:00:00 AM	12:45:00 AM	✏️
2023	JZAM Shift	JZAM Tech	12:00:00 AM	12:00:00	🗑 Delete
					📇 Logs

Rows per page: 10 ▾   ᶯ↕ Check Calls

73 Click "Check Calls" to view or download all Check Calls Record.

- Add Employee
- Employees
- Mark Attendance
- Employee Attendance
- Check Calls
- Active Employees
- 📅 Holidays >
- ⊙ Shifts >
- ⊙ Reports >

74

🔔 🎧 ⊙ Hi DEMO Company 👤

🖨 📄PDF ▼

Check Time	Response Time	Shift	Branch
	No rows		

Rows per page: 10 ▼   0–0 of 0   < >
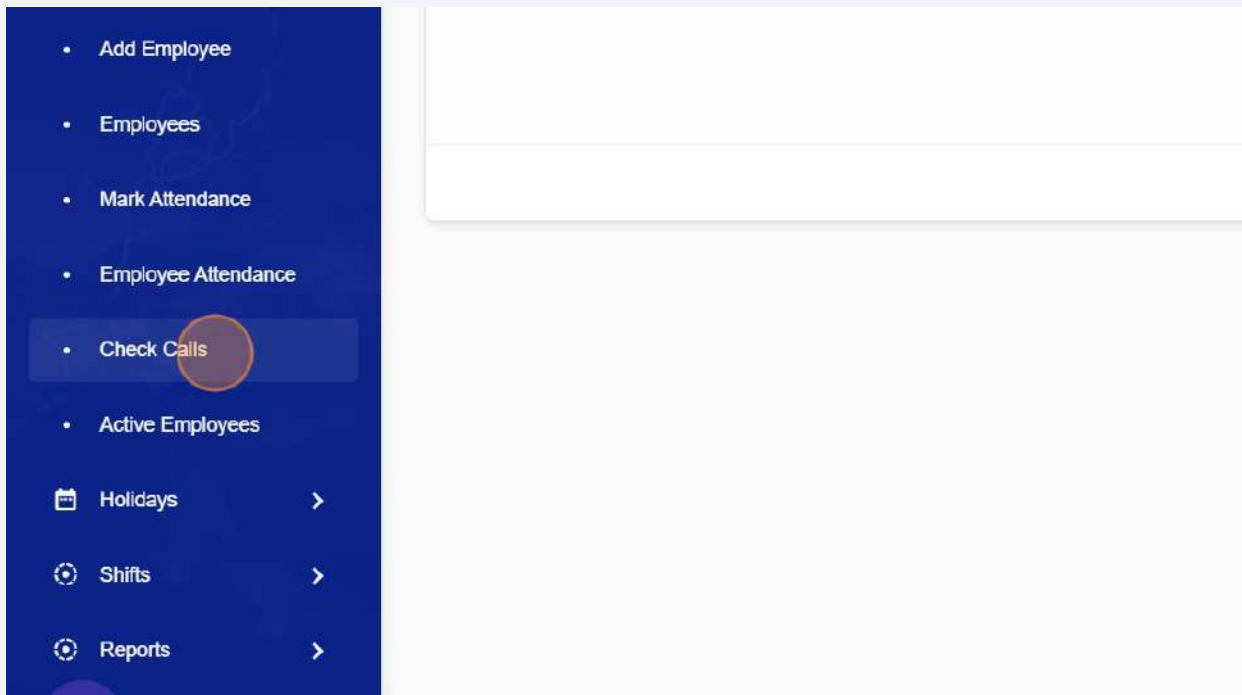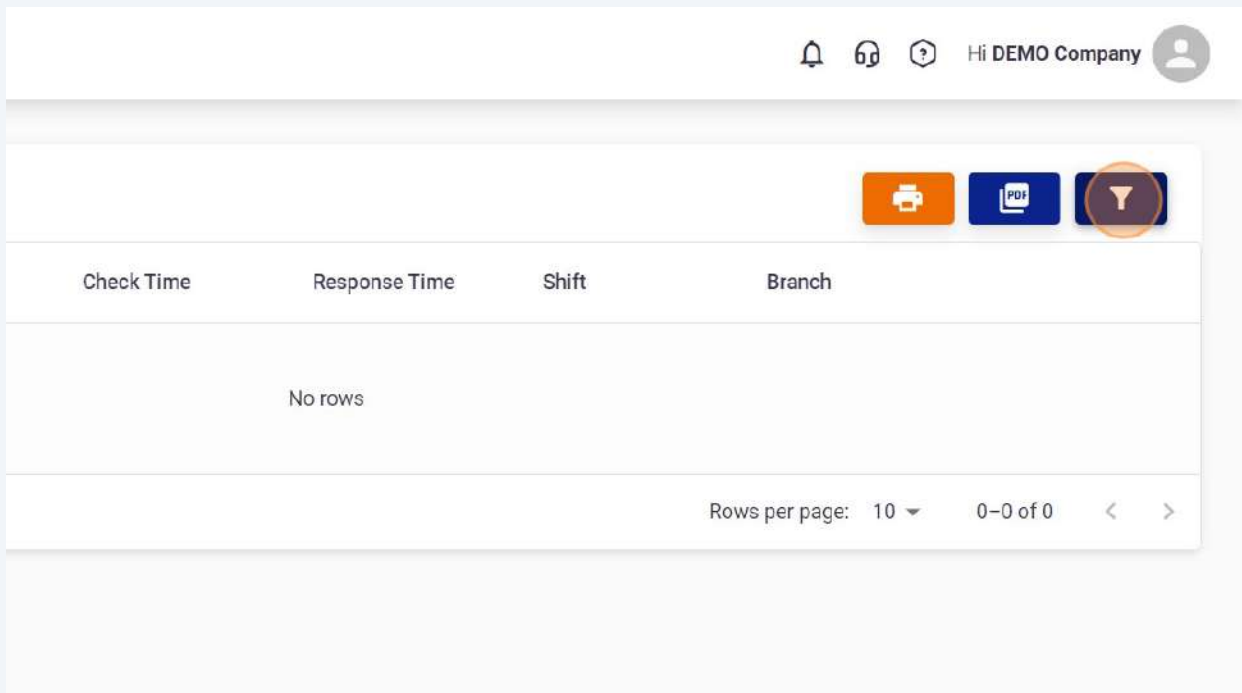
75 Click "Active Employees" to view active employees.

Employees

- Add Employee
- Employees
- Mark Attendance
- Employee Attendance
- Active Employees

Shifts

Reports
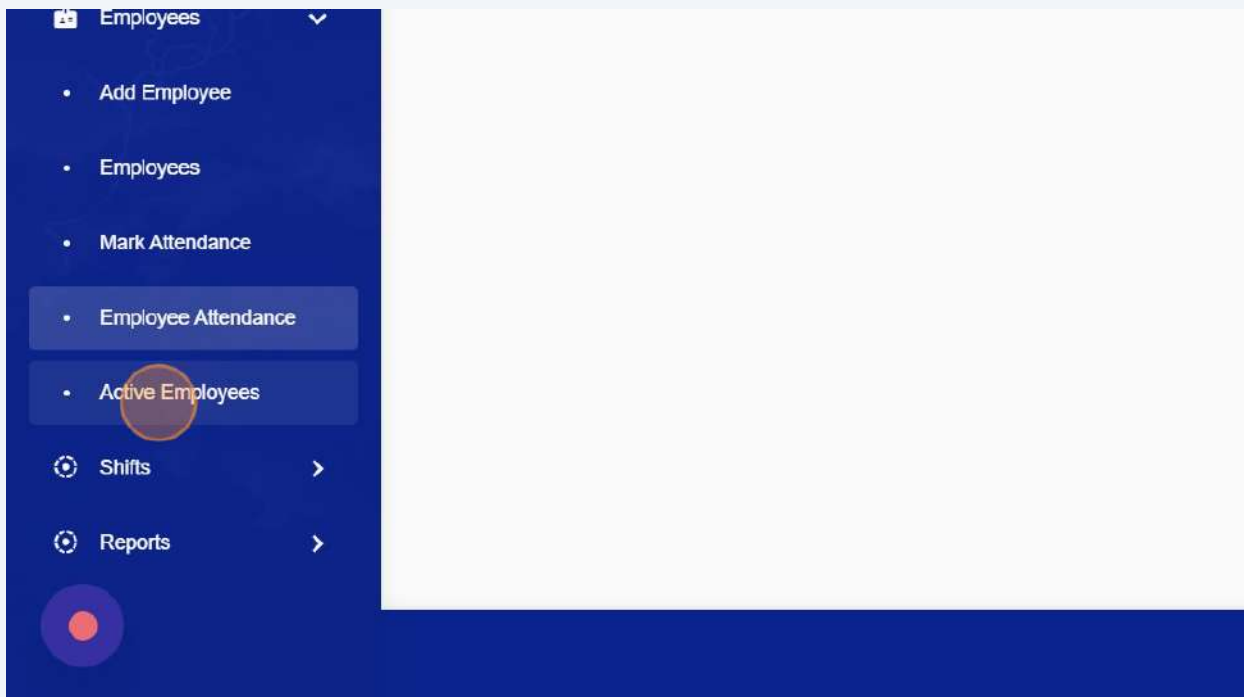
76 Click the "Select Branch" field to view active employees branch wise.

Shift	Branch	Company
3 2023	2000-0800	7 Castle Street	A4 FM LTD

Name

Phone

E-mail

Identity No

Select Branch

Apply   × Cancel
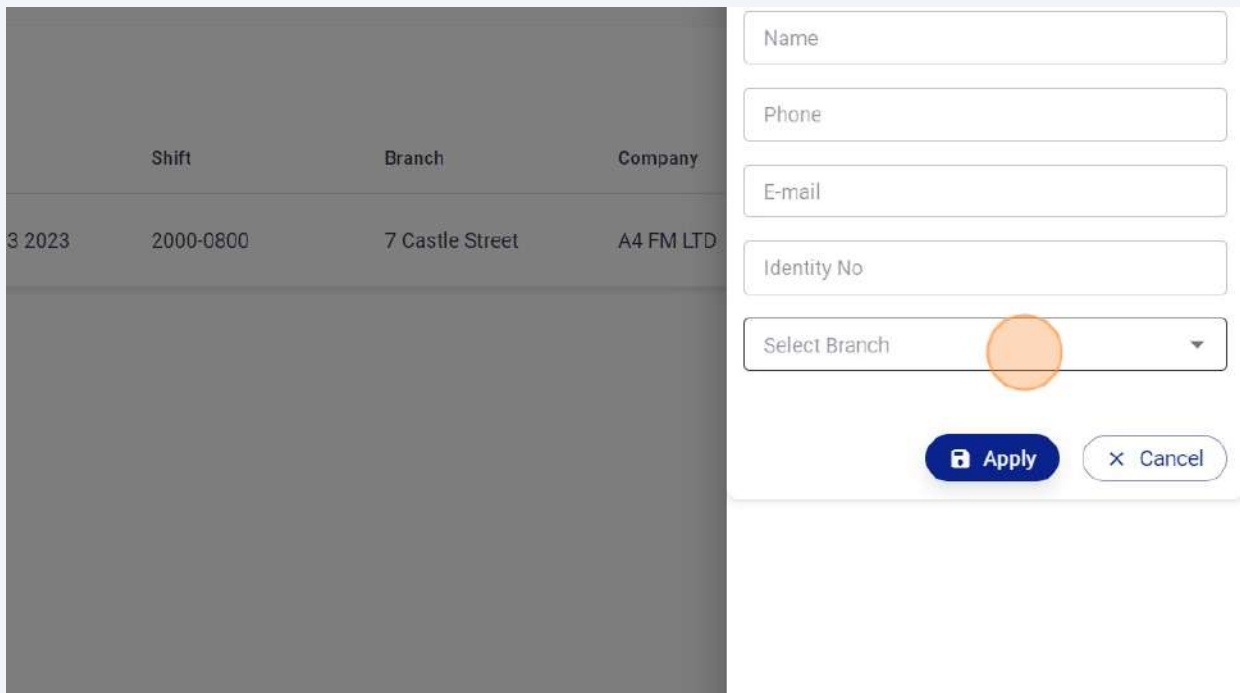
77 Click "edit" in Active Employee tab

🔔 Hi **Tasawar Ashraf** 👤

	Shift	Branch	Company	Check In	Action
3 2023	2000-0800	7 Castle Street	A4 FM LTD	12:25 AM	✏️

78 Click "Check-Out" to Check Out any employee from portal.

	Shift	Branch	Company	Check In	Action
3 2023	2000-0800	7 Castle Street	A4 FM LTD	12:25 AM	✏️

👤 Check-Out

79 Click "Incident Details" to view all reported incidents.

	Company	›
	Branches	›
	Employees	›
	Incidents	⌄
•	Incident Details	
	Holidays	›
	Shifts	›
	Reports	›
	Admins	›

Incidents

Reported By		Date
App Store appstore@gmail.com		2/12/2024
App Store appstore@gmail.com		2/12/2024
App Store appstore@gmail.com		2/14/2024

80 Click "edit"

Date	Shift	Branch	Title	Action
2/12/2024	JZAM Shift	JZAM Tech	test me	✏️
2/12/2024	JZAM Shift	JZAM Tech	gest	✏️
2/14/2024	Test	JZAM Tech	test	✏️

Rows per page: 10 ▾   1–3 of 3   ‹   ›

81 You can view incident details by clicking on "View Details".
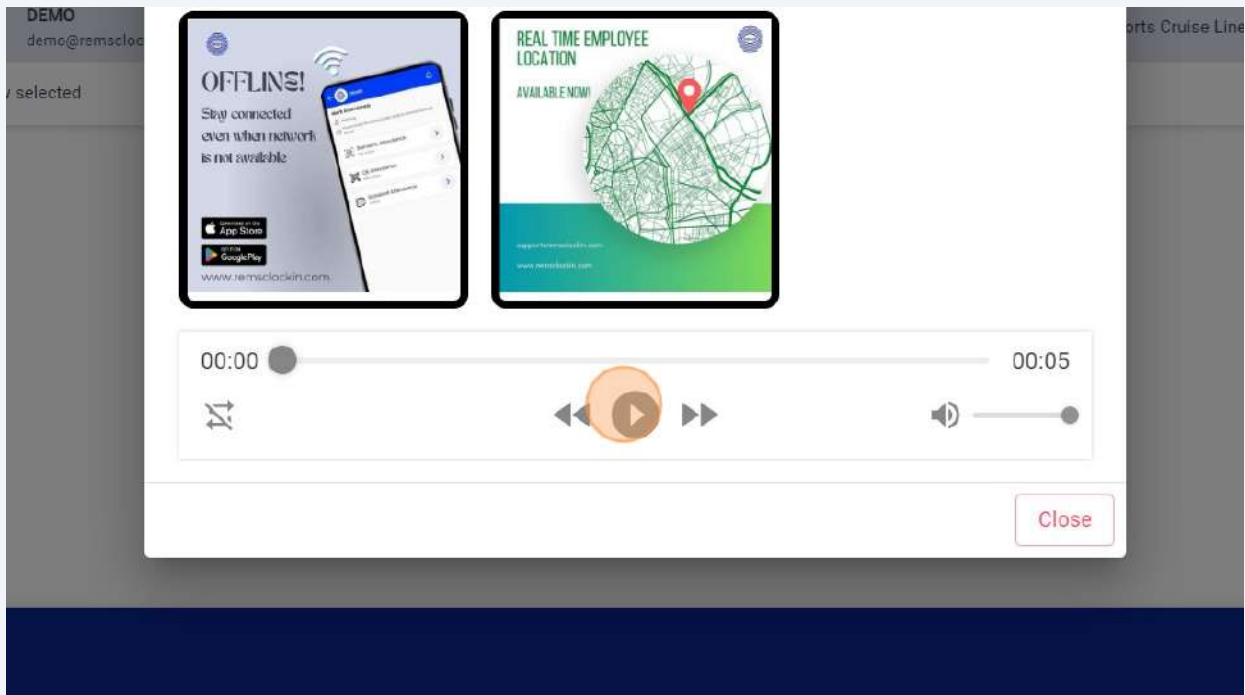
82 You can forward incidents to any email by clicking on "Send Email" button.
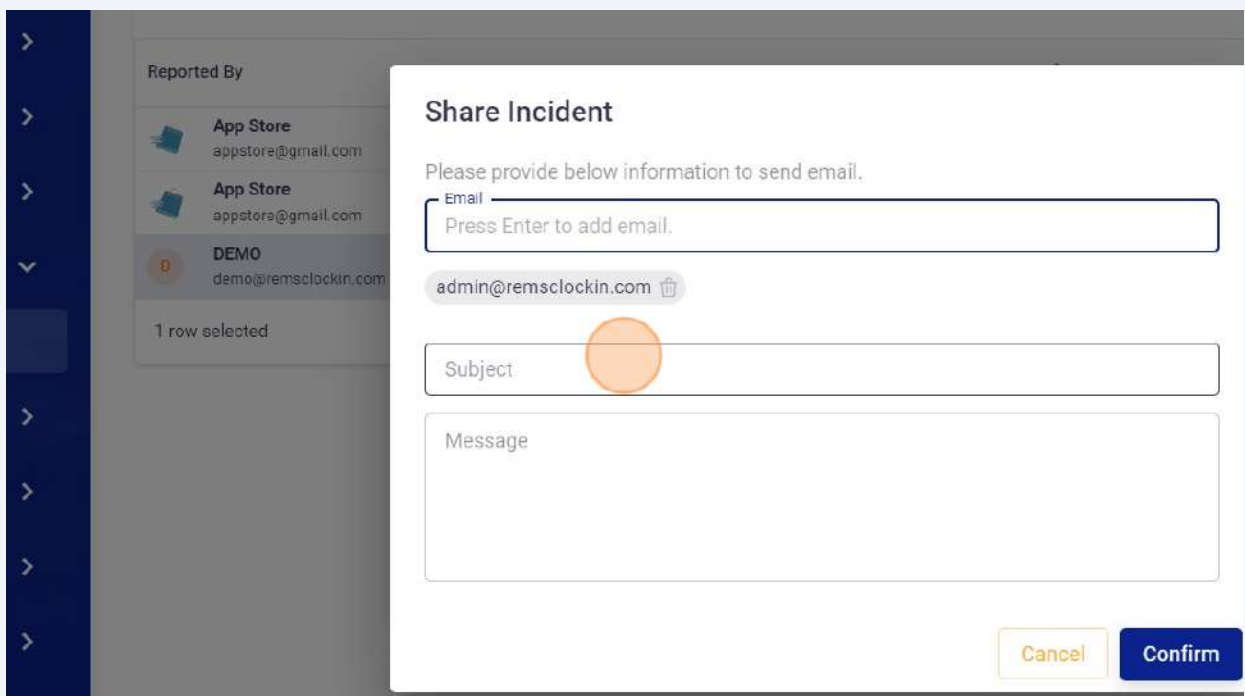
83 Click "Mark Holiday" button to Mark Holiday from Portal. Your employees can also apply for holidays using REMS App.

Holiday Types		
Name	Maximum Leaves	Creat
Paid Holidays	35	DEM
Unpaid Holidays	60	DEM
Test Holidays	5	DEM

Sidebar:
- Branches
- Employees
- Holidays
  - Holiday Types
  - Mark Holiday
  - Holidays
  - Mark Absent
  - Absents
- Shifts

84 Enter Holidays detail to mark from portal.

REMS

Sidebar:
- Dashboard
- Branches
- Employees
- Holidays
  - Holiday Types
  - Mark Holiday
  - Holidays
  - Mark Absent

Mark Holiday

Holiday Type

Select employees

Start Date
01/01/2024

85

REMS

- Dashboard
- Branches >
- Employees >
- Holidays ∨
  - Holiday Types
  - **Mark Holiday**
  - Holidays
  - Mark Absent

Mark Holiday

Holiday Type
2-Paid Holidays   ✕ ▼

Select employees   ▼

Start Date
01/01/2024

86

🔔 🎧 ❓ Hi **DEMO Company**

                                        ▼

✕ ▼

End Date
01/01/2024

Reason

💾 Save   ✕ Canc

87

End Date
01/01/2024

< January 2024 >

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Save   × Cancel

88 In holidays section, you can approve, reject or delete any holidays.

Hi DEMO Company

All Holidays ▼

Start Date	End Date	Pay Rate	Status	Action
Mon Jan 01 2024	Wed Jan 03 2024	10	Pending	✏
Mon Dec 11 2023	Tue Dec 19 2023	15	Approved	✏
Wed Dec 13 2023	Thu Dec 14 2023	15	Rejected	✏

Rows per page: 10 ▼   0-0 of 0   <   >

89

	Start Date	End Date	Pay Rate	Status	Action
	Mon Jan 01 2024	Wed Jan 03 2024	10	Pending	✏
	Mon Dec 11 2023	Tue Dec 19 2023	15	Approved	✏
	Wed Dec 13 2023	Thu Dec 14 2023	15	Rejected	

All Holidays ▾

🗑 Delete
◯ Approve
✕ Reject

Rows per page: 10 ▾

90 At the time to approval, you need to select shift, pay rate for holidays and you can exclude any date as well.

Excluded Holiday Days   ✕

Select Shift   ▾

Below pay rate will be apply hourly bases.

Pay Rate
10

Selected days will be exclude and will not effect the employee payroll.

☐   ☐   ☐
Monday   Tuesday   Wednesday
Jan 01   Jan 02   Jan 03

91 Click "Approve"

92 Click "Ok"

93 Filter option:

94 System will auto mark your employees absent if shift is assigned to them & they are unable to Check In. You can also mark absent your employees from portal.

95 Click "Shift Types" under Shifts tab to add new Shift Types Like Morning, Evening or Night.

- Mark Attendance
- Employee Attendance
- Active Employees

⊙ Shifts ⌄

- Shift Types
- Add Shift
- Available Shifts
- Assign Shift
- Schedule

96 Click "Add Type" button.

Hi Tasawar Ashraf

+ Add Type
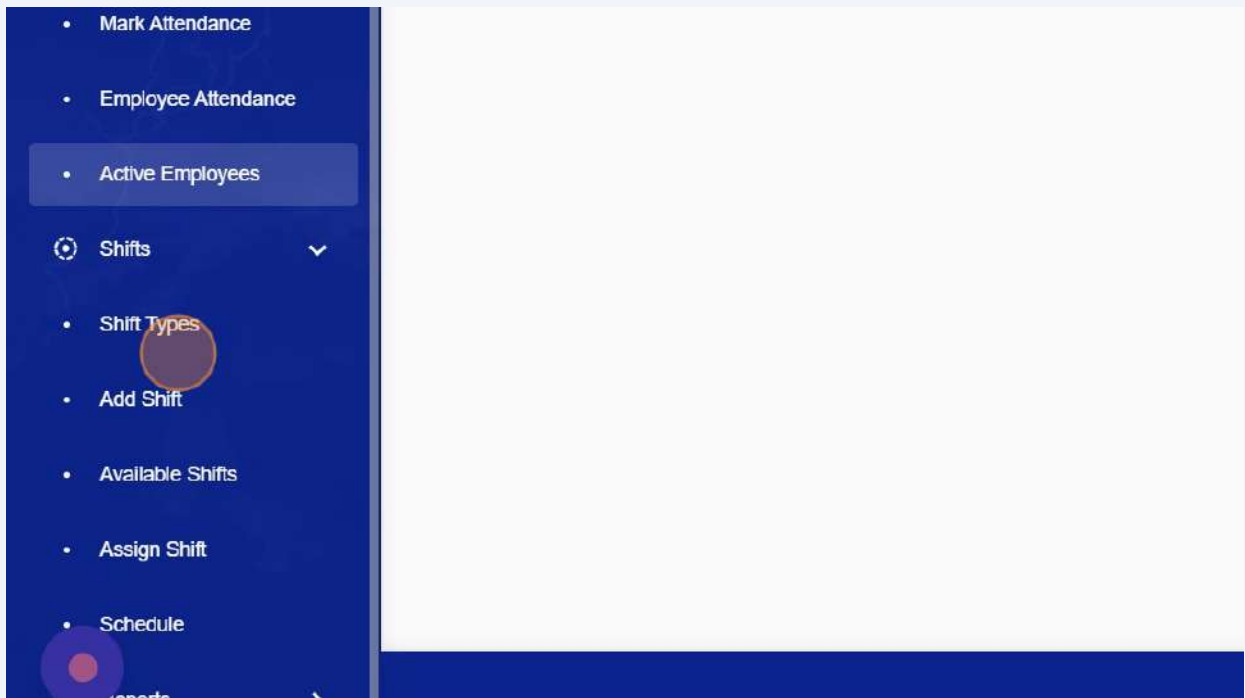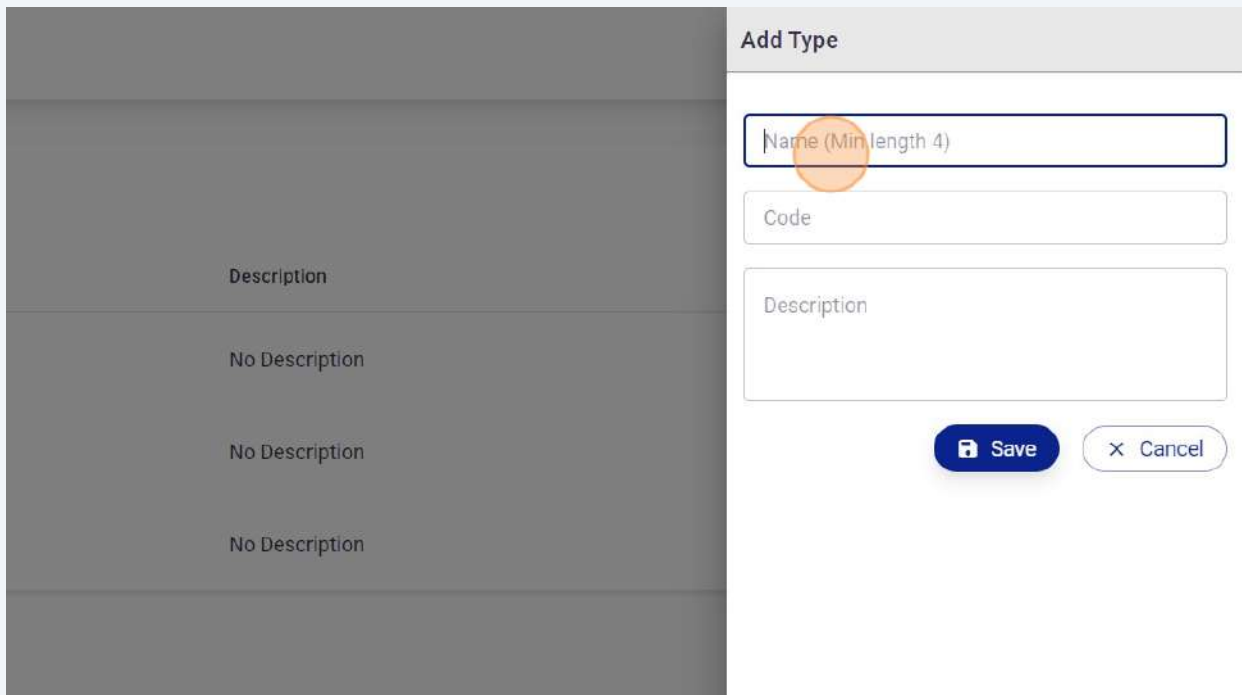
Description	Action
No Description	✎
No Description	✎
No Description	✎
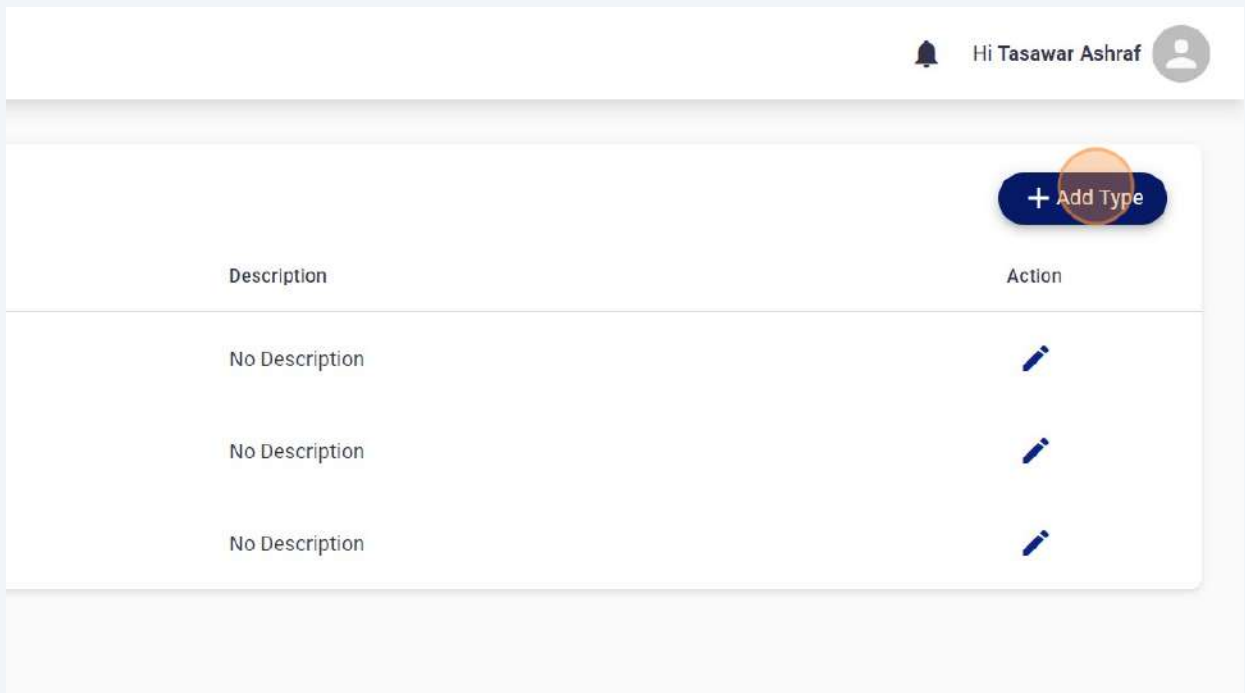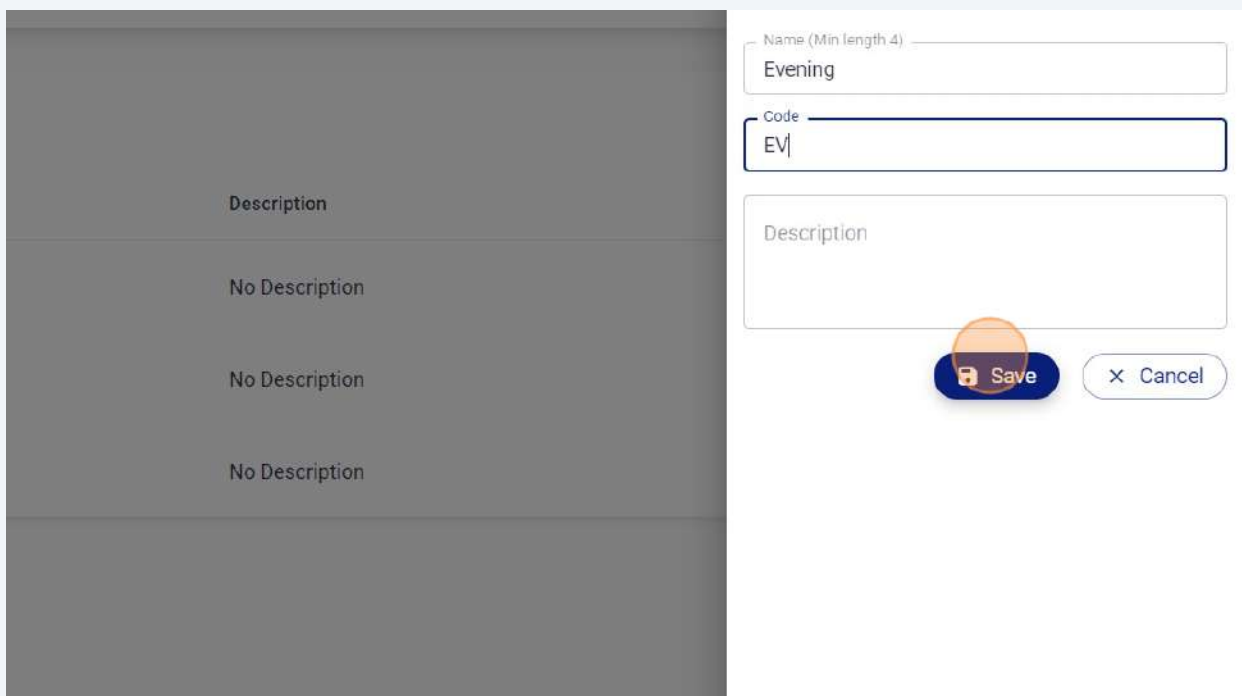
97   Click the "Name" field and enter Shift name.

Add Type

Name (Min length 4)

Code

Description

Save   × Cancel

No Description

No Description

No Description

98   Click "Save" to add new shift type.

Name (Min length 4)
Evening

Code
EV

Description

Save   × Cancel

Description

No Description

No Description

No Description

99 Click "Add Shift"
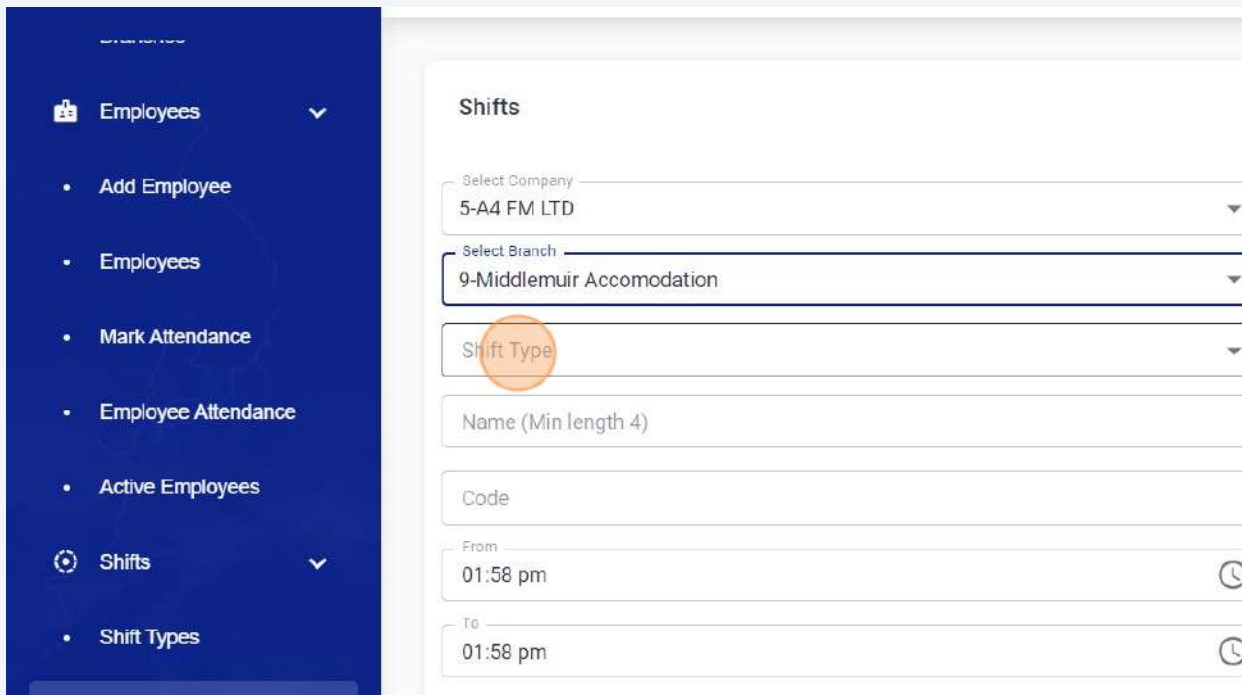
Night Shift	NS	No D
Back shift	BS	No D
Evening	EV	No D

Employee Attendance

Active Employees

Shifts ⌄

Shift Types

Add Shift

Available Shifts

Assign Shift

Schedule

Reports ›

100 Click "Select Branch" and select branch from active branches.

Employees ⌄

Add Employee

Employees

Mark Attendance

Employee Attendance

Active Employees

Shifts ⌄

Shift Types

Add Shift

Shifts

Select Company
5-A4 FM LTD

Select Branch
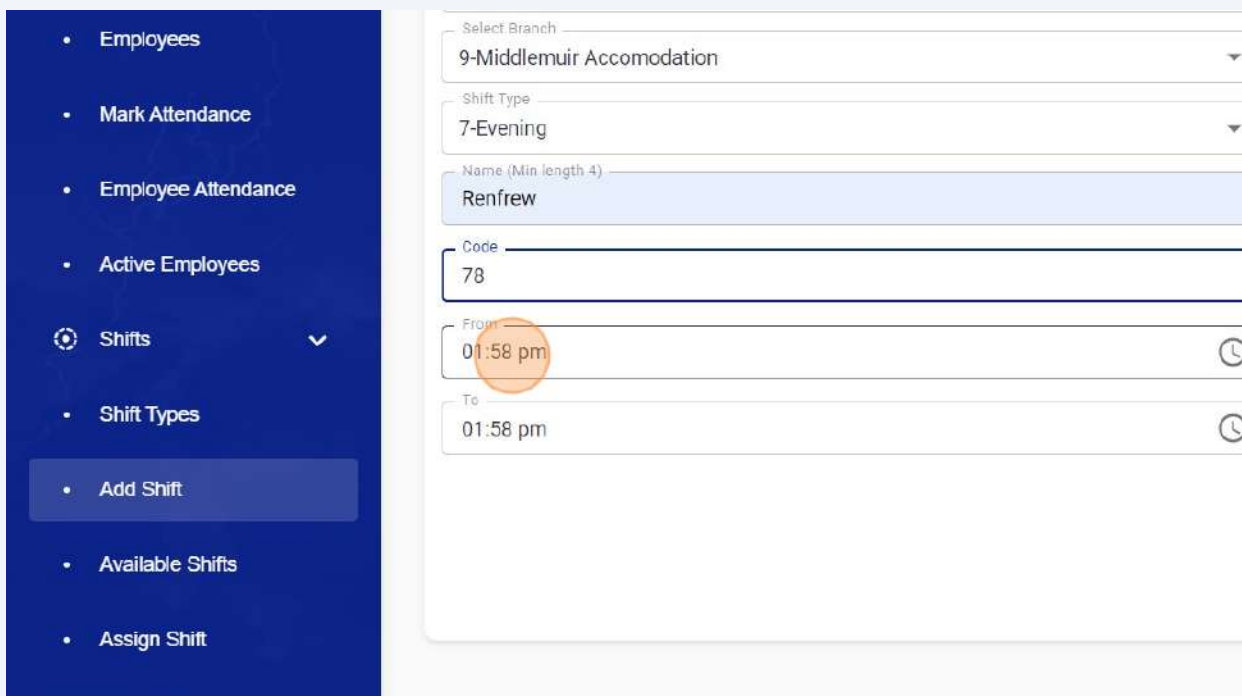
7-Balfour Beatty

8-Buchanan Park

9-Middlemuir Accomodation

10-Stewart Aparthotel

11-Pollock Avenue

12-NHS Shotts

13-Royal Observatory

14-Broomhead Flats

16-Connor Road Accomodation

101 Click "Shift Type" and select shift from active shifts.

Employees ⌄
• Add Employee
• Employees
• Mark Attendance
• Employee Attendance
• Active Employees
◉ Shifts ⌄
• Shift Types

Shifts

Select Company
5-A4 FM LTD ▼

Select Branch
9-Middlemuir Accomodation ▼

Shift Type ▼

Name (Min length 4)

Code

From
01:58 pm 🕐

To
01:58 pm 🕐

102 Click the "From" field and enter shift start time.

• Employees
• Mark Attendance
• Employee Attendance
• Active Employees
◉ Shifts ⌄
• Shift Types
• Add Shift
• Available Shifts
• Assign Shift

Select Branch
9-Middlemuir Accomodation ▼

Shift Type
7-Evening ▼

Name (Min length 4)
Renfrew

Code
78

From
01:58 pm 🕐

To
01:58 pm 🕐

103 Click the "To" field and enter shift end time.

• Mark Attendance	**Shift Type**
	7-Evening
• Employee Attendance	**Name (Min length 4)**
	Renfrew
• Active Employees	**Code**
	78
⊙ Shifts ⌄	**From**
	01:00 am
• Shift Types	**To**
	01:58 pm
• Add Shift	
• Available Shifts	
• Assign Shift	
• Schedule	

104 You can also set shift start & end time by clicking on Clock icon.

...ccomodation	**Auto Launch Deduction**
	No
	Check Type
	Time Check
	Geo Attendance
	Off
	Overtime
	Overtime Limit (1-50 hours)
	Description

105 In order enable Check Calls for any shift, follow these steps:

106 Select branch.

107 Select shift type.

Shifts

Select Company
5-A4 FM LTD ▼

Select Branch
26-Office ▼

Shift Type
| ▲

4-Day shift

5-Night Shift

6-Back shift

From
06:28 pm 🕐

To
06:28 pm 🕐

Check Call
No ▼

Dashboard
Branches ›
Employees ›
Shifts ∨
• Shift Types
• Add Shift
• Available Shifts
• Assign Shift
• Schedule
Reports ›

---

108 Enter shift name.

Branches ›
Employees ›
Shifts ∨
• Shift Types
• Add Shift
• Available Shifts
• Assign Shift
• Schedule
Reports ›

Shifts

Select Company
5-A4 FM LTD ▼

Select Branch
26-Office ▼

Shift Type
4-Day shift ✕ ▼

Name (Min length 4)

Code

From
06:28 pm 🕐

To
06:28 pm 🕐

Check Call
No ▼

109 Select shift start & end time.

Employees

Shifts

Shift Types

Add Shift

Available Shifts

Assign Shift

Schedule

Reports

Select Branch
26-Office

Shift Type
4-Day shift

Name (Min length 4)
Check Call Testing

Code
008

From
06:28 pm

To
06:28 pm

Check Call
No

110 Enable Check call option by clicking on YES.

Shift Types

Add Shift

Available Shifts

Assign Shift

Schedule

Reports

Name (Min length 4)
Check Call Testing

Code
008

From
06:00 pm

To
11:30 pm

Check Call
No

No

Yes

111 Select desired time for check calls.

112 Select all desired time slots and click on save button to save shift with check call settings.

113 In order to view check call details, Click "Employee Attendance from right panel" and then click on double arrow button to view details.

10:31:07 AM	Checked	
11:30:12 AM	Checked	7:30:00 PM
1:30:11 PM	Checked	
6:11:07 PM	Checked	7:00:00 PM
4:32:32 PM	Checked	
5:30:11 PM	Checked	7:00:00 PM
6:30:55 PM	Checked	
		7:00:00 PM

Close
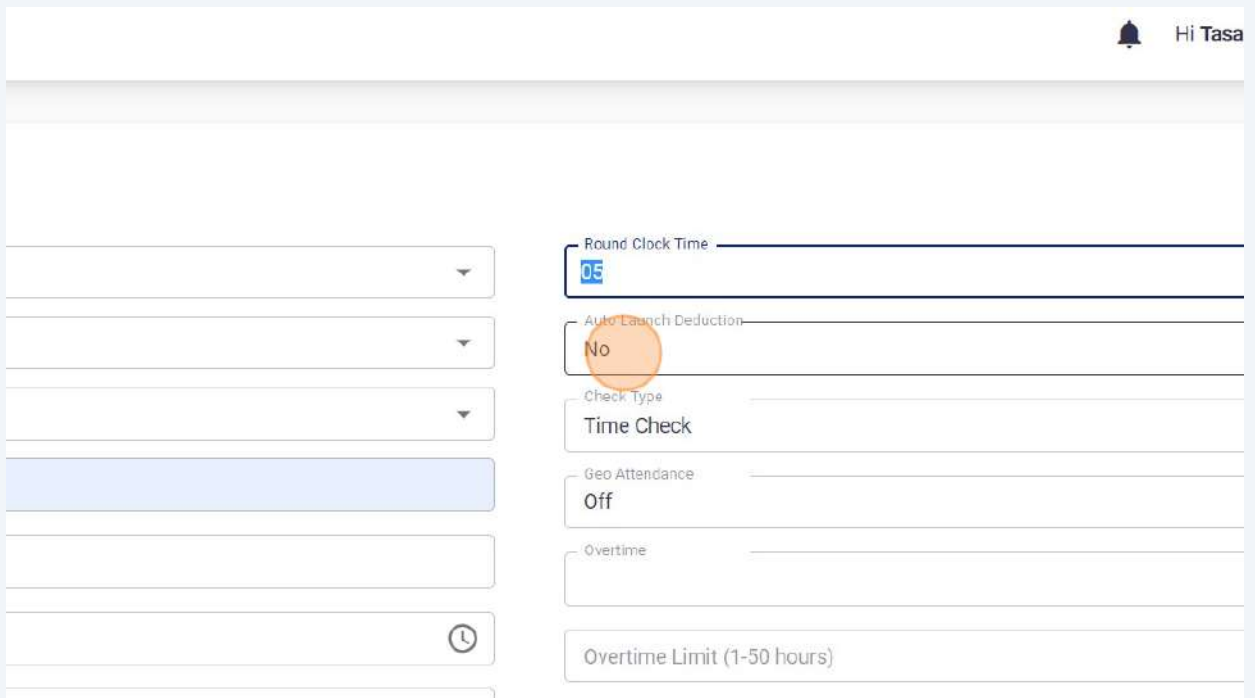
24 2023	0600-1800	MPS East Kilbride	6:00:00 AM	6:00:00 PM
3 2023	2200-0700	Broomhead Flats	10:10:00 PM	7:00:00 AM
3 2023	2100-0900	Stewart Aparthotel	9:00:00 PM	9:00:00 AM

114 Click the "Round Clock Time" field to select your desired round time. Recommended option is 05.

🔔 Hi Tasawa

Round Clock Time
05

Auto Launch Deduction
No

Check Type
Time Check

Geo Attendance
Off

Overtime

Overtime Limit (1-50 hours)

115 Click "Auto Lunch deduction" field.

Hi Tasa

Round Clock Time
05
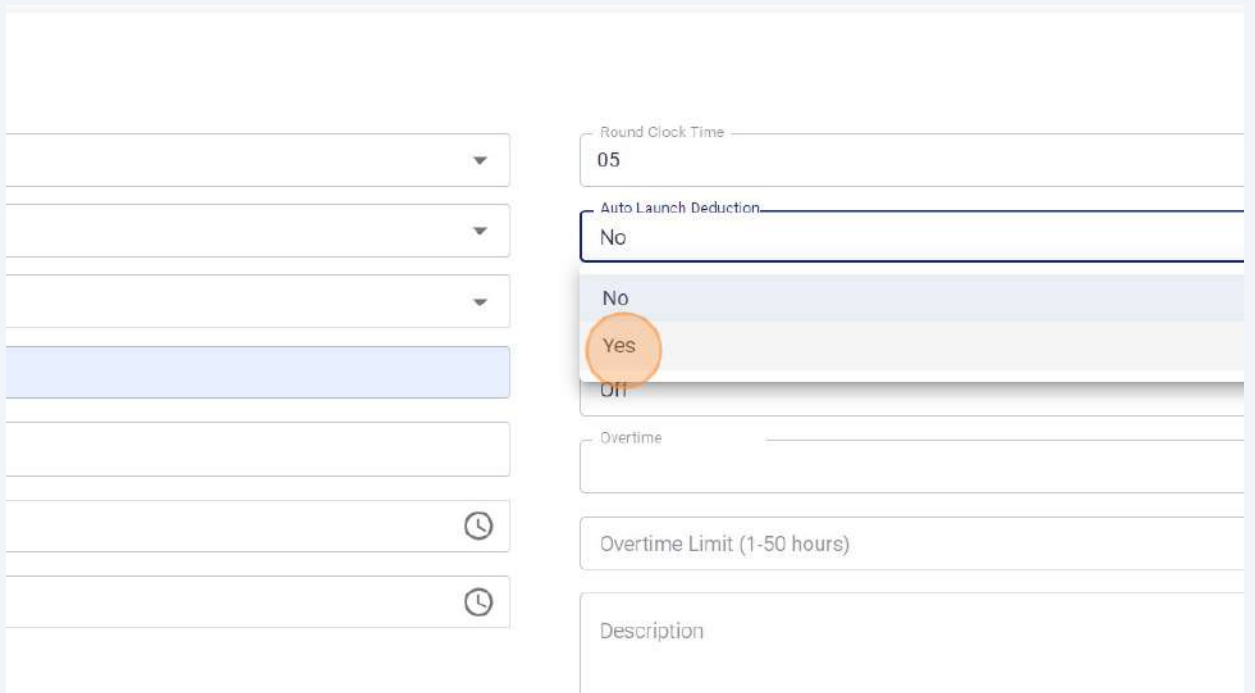
Auto Launch Deduction
No

Check Type
Time Check

Geo Attendance
Off

Overtime

Overtime Limit (1-50 hours)

116 Click "Yes" in order to deduct lunch time.

Round Clock Time
05

Auto Launch Deduction
No

No

Yes

Off

Overtime

Overtime Limit (1-50 hours)

Description

117 In case of yes, Select Deduct Time.

Round Clock Time
05

Auto Launch Deduction
Yes

Deduct Time
10

| 10 |
| 15 |
| 20 |
| 30 |
| 45 |
| 60 |

118 Click "Check Type" and Select shift Check In/Out Type.

Round Clock Time
05

Auto Launch Deduction
Yes

Deduct Time
15

Check Type
Time Check

Geo Attendance
Off

Overtime

Overtime Limit (1-50 hours)

Description

119 Click "Face Detection" for face or Biometric Login.

Auto Launch Deduction
Yes

Deduct Time
15

Check Type
Time Check

Time Check
Face Detection
QR Scanning

Overtime Limit (1-50 hours)

Description

🖫 Save

120 Click "QR Scanning" for QR Check Type. In case of QR scanning, you can generate QR Codes after shift creation.

Auto Launch Deduction
Yes

Deduct Time
15

Check Type
Face Detection

Time Check
Face Detection
QR Scanning

Overtime Limit (1-50 hours)

Description

🖫 Save

121 Click "Geo Attendance" field.

05

Auto Launch Deduction
Yes

Deduct Time
15

Check Type
QR Scanning

Geo Attendance
Off

Overtime

Overtime Limit (1-50 hours)

Description

122 Click "On" to restrict employees to Check In/Out in allowed radius only.

Yes

Deduct Time
15

Check Type
QR Scanning

Geo Attendance
Off

Off

On

As per user

Description

🖫 Save

123 Click "Overtime" field to enable overtime.

Deduct Time
15

Check Type
QR Scanning

Geo Attendance
On

Overtime

Off

On-Daily

On-Weekly

On-Monthly

🖫 Save

---

124 Click "Off" to keep overtime disabled.

Auto Launch Deduction
Yes

Deduct Time
15

Check Type
QR Scanning

Geo Attendance
On

Overtime
Off

Description

🖫 Save   ✕ Canc

125 In case of overtime selection, Enter Overtime Limit in hours (1-50 hours)

15

Check Type
QR Scanning

Geo Attendance
On

Overtime
On-Monthly

Overtime Limit (1-50 hours)

Description

🖫 Save   ✕ C

REMS copyrights@

126 Click "Save" button to add this shift in system.

Check Type
QR Scanning

Geo Attendance
On

Overtime
On-Monthly

Overtime Limit (1-50 hours)
1

Description

🖫 Save   ✕ Cancel

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127 Click "Available Shifts" to view all available shifts in system.

128 Click this button to view active or disabled shifts. You can also generate QR codes for each shift by clicking on edit option (Pencil icon).

Company	Branch	Type	Active Employees	Status	Action
A4 FM LTD	Middlemuir Accomodation	Night Shift	0	Approved	✏️
A4 FM LTD	Middlemuir Accomodation	Night Shift	0	Approved	✏️
A4 FM LTD	Stewart Aparthotel	Night Shift	0	Approved	✏️
A4 FM LTD	Stewart Aparthotel	Back shift	0	Approved	✏️

129 Select disabled option and Click on Apply button to disable any active shift.

Search Shift

Name

Disabled

Select Branch
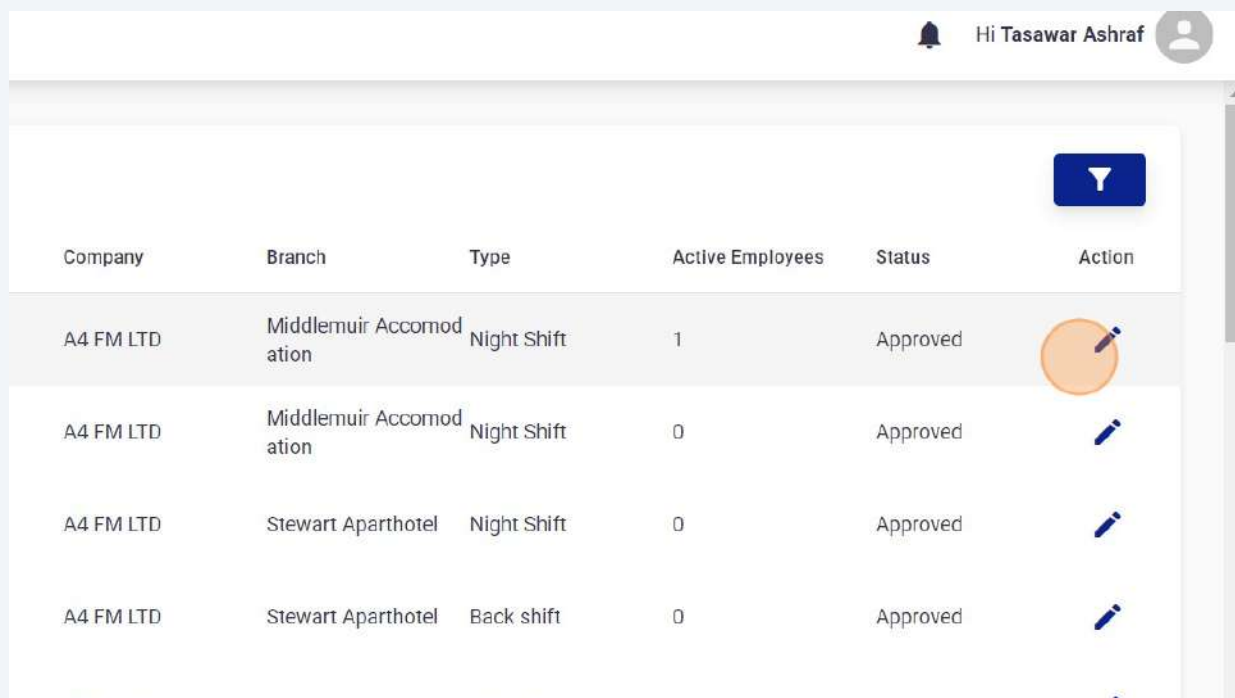
Company	Branch	Type	Acti
A4 FM LTD	Middlemuir Accomodation	Night Shift	0
A4 FM LTD	Middlemuir Accomodation	Night Shift	0
A4 FM LTD	Stewart Aparthotel	Night Shift	0
A4 FM LTD	Stewart Aparthotel	Back shift	0

Apply

× Cancel

130 Click "Cancel" button to cancel this action.

Search Shift

Name

Disabled

Select Branch

Company	Branch	Type	A

Apply

× Cancel

131 Navigate to **https://portal.remsclockin.com/shift** to Generate QR codes for each shift.

132 Click Pencil Icon.

Company	Branch	Type	Active Employees	Status	Action
A4 FM LTD	Middlemuir Accomodation	Night Shift	1	Approved	✏️
A4 FM LTD	Middlemuir Accomodation	Night Shift	0	Approved	✏️
A4 FM LTD	Stewart Aparthotel	Night Shift	0	Approved	✏️
A4 FM LTD	Stewart Aparthotel	Back shift	0	Approved	✏️

Hi Tasawar Ashraf

133 Click "QR Code"

Company	Branch	Type	Active Employees	Status	Action
A4 FM LTD	Middlemuir Accomodation	Night Shift	1	Approved	✏️
A4 FM LTD	Middlemuir Accomodation	Night Shift	0	Approved	Edit QR Code Disable
A4 FM LTD	Stewart Aparthotel	Night Shift	0	Approved	
A4 FM LTD	Stewart Aparthotel	Back shift	0	Approved	✏️
A4 FM LTD	Pollock Avenue	Night Shift	0	Approved	✏️

134 Click "Download"

			Night Shift	1
11:00 PM - 11:00 AM	muir Accomod	Night Shift	1
11:00 PM - 01:00 PM	muir Accomod	Night Shift	0
02:00 AM - 09:00 AM	t Aparthotel	Night Shift	0
09:00 PM - 04:00 AM	t Aparthotel	Back shift	0
11:00 PM - 11:00 AM	A4 FM LTD	Pollock Avenue	Night Shift	0
11:00 AM - 11:00 PM	A4 FM LTD	NHS Shotts	Day shift	0
11:00 PM - 11:00 AM	A4 FM LTD	NHS Shotts	Night Shift	0
04:00 PM - 11:00 PM	A4 FM LTD	Royal Observatory	Back shift	0

QR Code for 1900-0700

Close Download

135   Click "Assign Shift" to assign shifts to employees.

- Employee Attendance
- Active Employees
- Shifts ⌄
  - Shift Types
  - Add Shift
  - Available Shifts
  - Assign Shift
  - Schedule
- Reports ›

136   Select branch & shift.

MS

Schedule

Select Company
18-JZAM Tech ▼

Shift Duration
03/10/202₃

Select Branch ▼
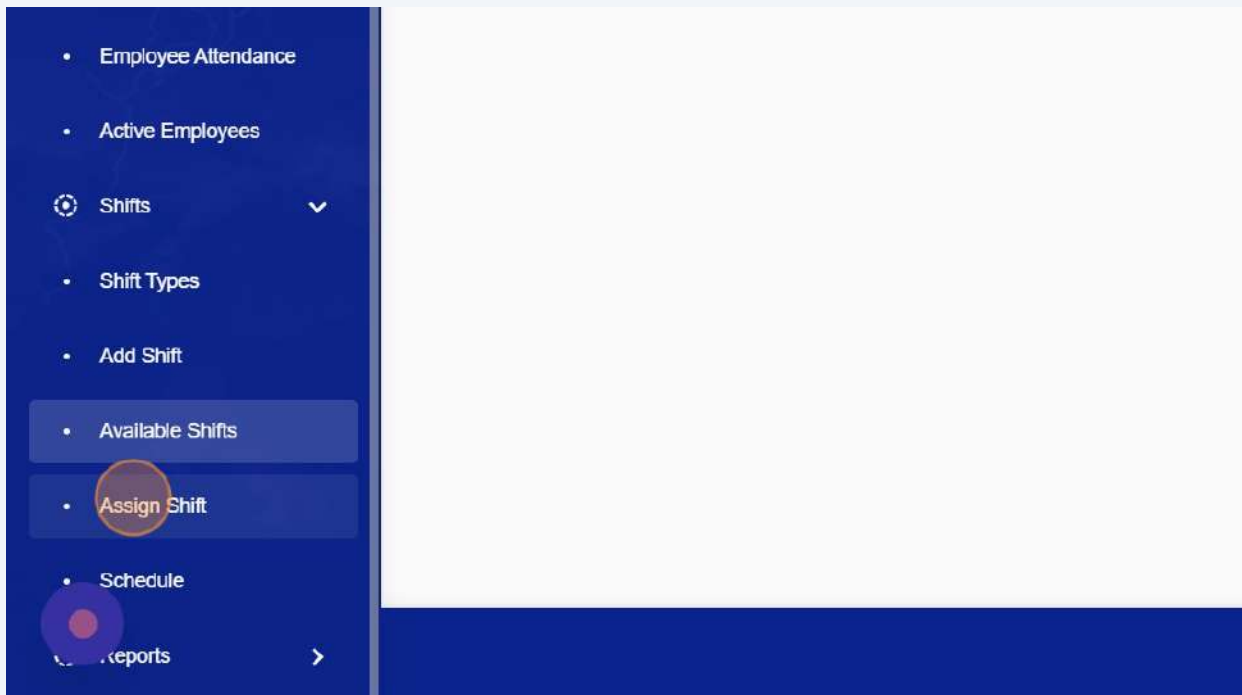
Select emp

Select Shift ▼
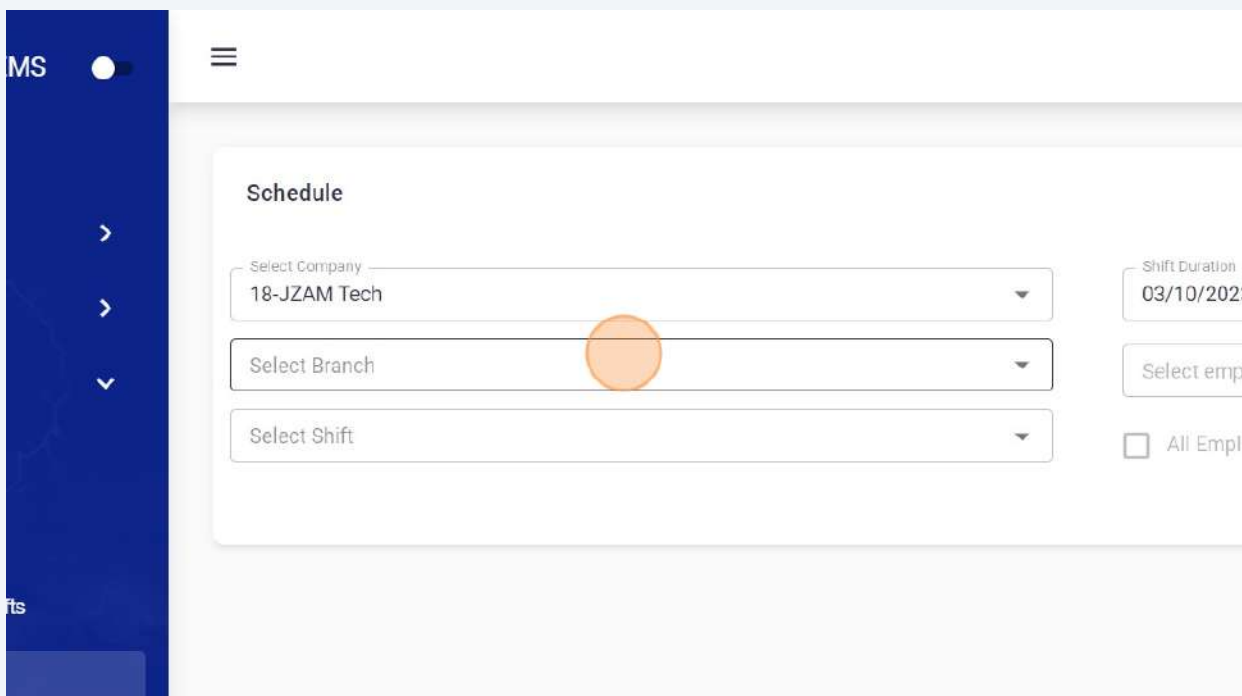
☐ All Empl

137 Click the "Shift Duration" to select shift start & end date.

Shift Duration
03/10/2023 - 02/11/2023   Ex

Select employees

☐ All Employees

🔔 🎧 ☰ Hi

⊟ Save

138 Click "31"

	October 2023	November 2023

October 2023

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

REMS copyrights@2023

139 Click "Excluded Dates" button to exclude any date.

140 In this dialogue box you can select any date to exclude date from your shift assignment.
Note : Shift start & End date is not visible in this box as both dates are shift start & end dates, you can exclude all or any other dates.

141 Assign this shift to one or All employees & click on save button to save & assign this shift. Automatic push notification will be sent to selected employees.

Shift Duration
03/10/2023 - 31/10/2023   **Excluded Dates**

Select employees
55-JZAM Employee ⊗   ✕ ▾

☐ All Employees

🖫 Save   ✕ Cancel

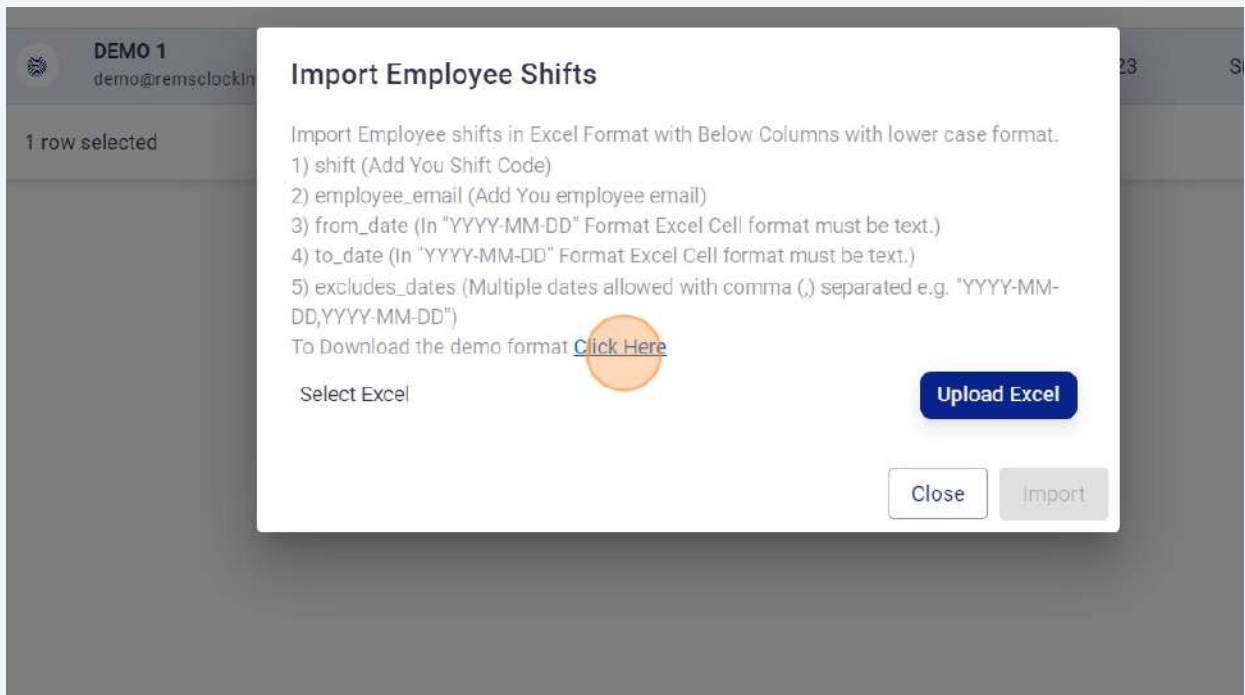**142** You can import your shifts directly into system by clicking on Import button.

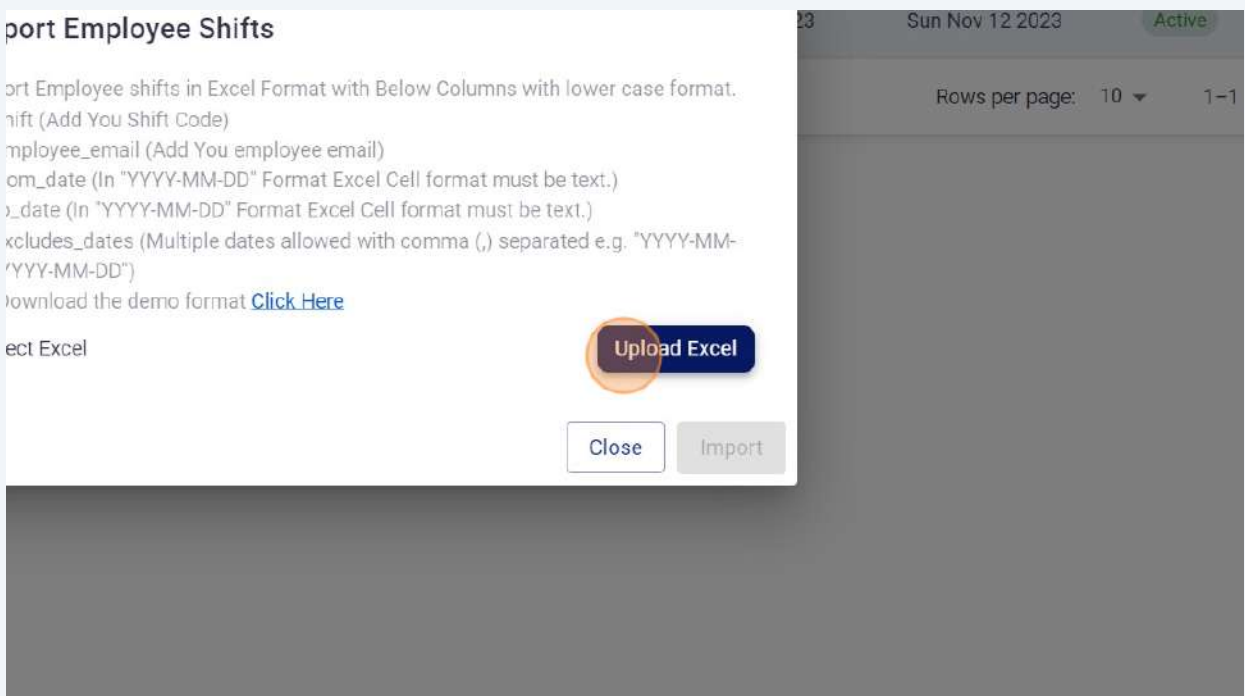🔔 🎧 ❓ Hi **DEMO Company** 👤

⬇ Import   ▼

Shift	From	To	Status	Action
Barking	TL London Barking	Fri Nov 10 2023	Sun Nov 12 2023	Active	✏

Rows per page: 10 ▾   1–1 of 1   ‹ ›

143   "Click Here" to download demo format.

Import Employee Shifts

Import Employee shifts in Excel Format with Below Columns with lower case format.
1) shift (Add You Shift Code)
2) employee_email (Add You employee email)
3) from_date (In "YYYY-MM-DD" Format Excel Cell format must be text.)
4) to_date (In "YYYY-MM-DD" Format Excel Cell format must be text.)
5) excludes_dates (Multiple dates allowed with comma (,) separated e.g. "YYYY-MM-DD,YYYY-MM-DD")
To Download the demo format Click Here

Select Excel   **Upload Excel**

Close   Import

144   Click "Upload Excel" and upload your shifts.

ort Employee Shifts

ort Employee shifts in Excel Format with Below Columns with lower case format.
hift (Add You Shift Code)
mployee_email (Add You employee email)
om_date (In "YYYY-MM-DD" Format Excel Cell format must be text.)
o_date (In "YYYY-MM-DD" Format Excel Cell format must be text.)
xcludes_dates (Multiple dates allowed with comma (,) separated e.g. "YYYY-MM-YYY-MM-DD")
ownload the demo format Click Here

ect Excel   **Upload Excel**

Close   Import

145 Click edit option to disable / enable any shift.

Shift	From	To	Status	Action
JZAM Shift	Tue Oct 03 2023	Wed Nov 01 2023	Active	Action
Test shift	Thu Sep 28 2023	Sun Oct 08 2023	In-Active	✏️
JZAM Shift	Sun Sep 24 2023	Wed Oct 25 2023	In-Active	✏️

Rows per page: 10 ▾   1–3 of 3   <   >

146 In reports section, you can create your own report by clicking on customisation icon.

Hi DEMO Comp

⇄ Customization   ✉ Send   ▼   📄 Export Excel

Employee Report

Check-Out	Pay Rate	Worked hours	Amount

147 Click the "Report Name" field.

148 You can change positions of columns.
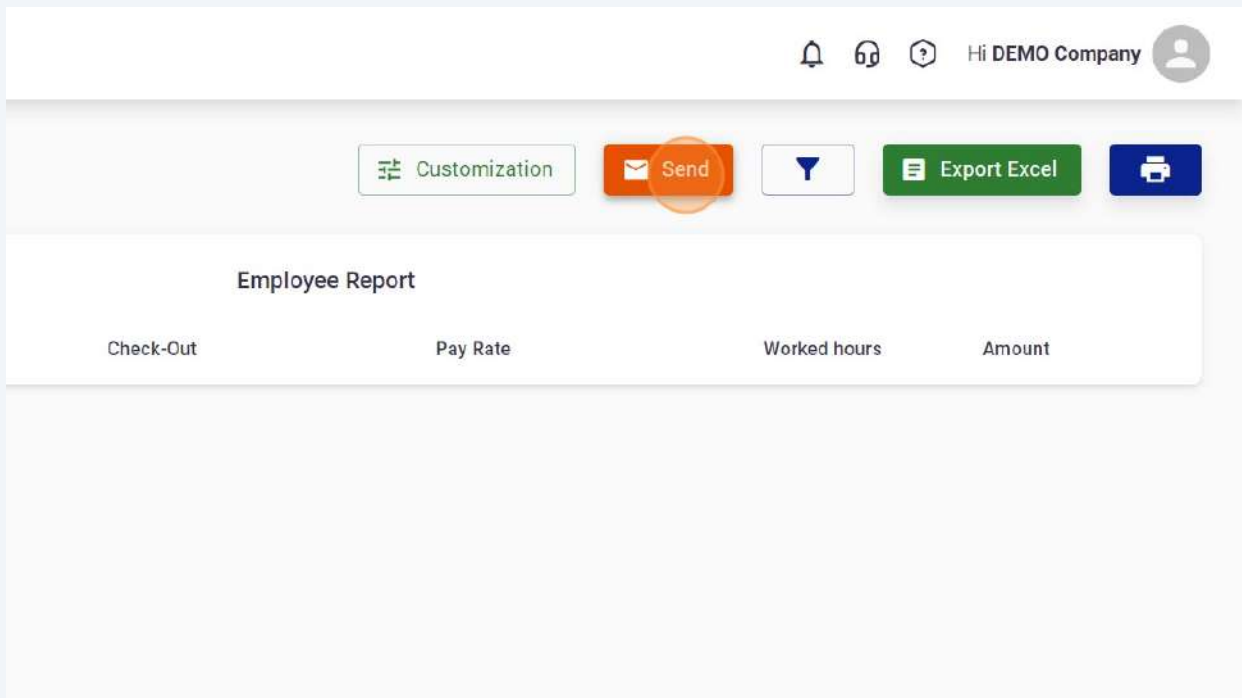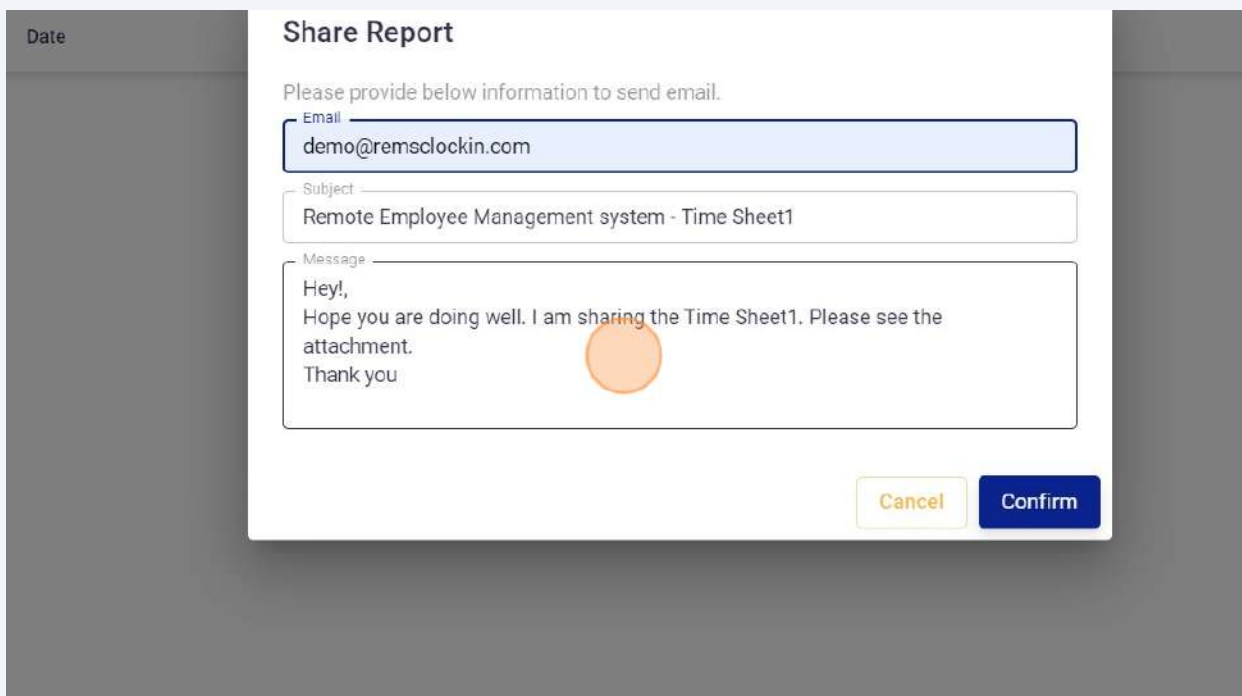
149   Click "Send" to email any report directly to your clients.

150   You can customise this message.

151 Click "Export Excel".

Customization | Send | ▼ | Export Excel | 🖶

Employee Report

Check-Out	Pay Rate	Worked hours	Amount

152 Click here to logout from Portal.

🔔 Hi **Tasawar Ashraf**

▼

🏠 Home
⏻ Logout

Employee Report

Check-Out	Pay Rate	hours	Amount	Location
		Total	**£200.00**	
		2 h 0 min Pay Rate: 100	**£200.00**	
16:00:00	£100	**2 h 0 min**	£200.00	135 Craigielea Rd, Renfrew PA4 8EW, UK

153 Forget or Change your Admin Password.
Navigate to **https://portal.remsclockin.com/session/signin**

154 Click "Forgot Password"

Email

Password

Forgot Password

Login

Remort Employee Management System
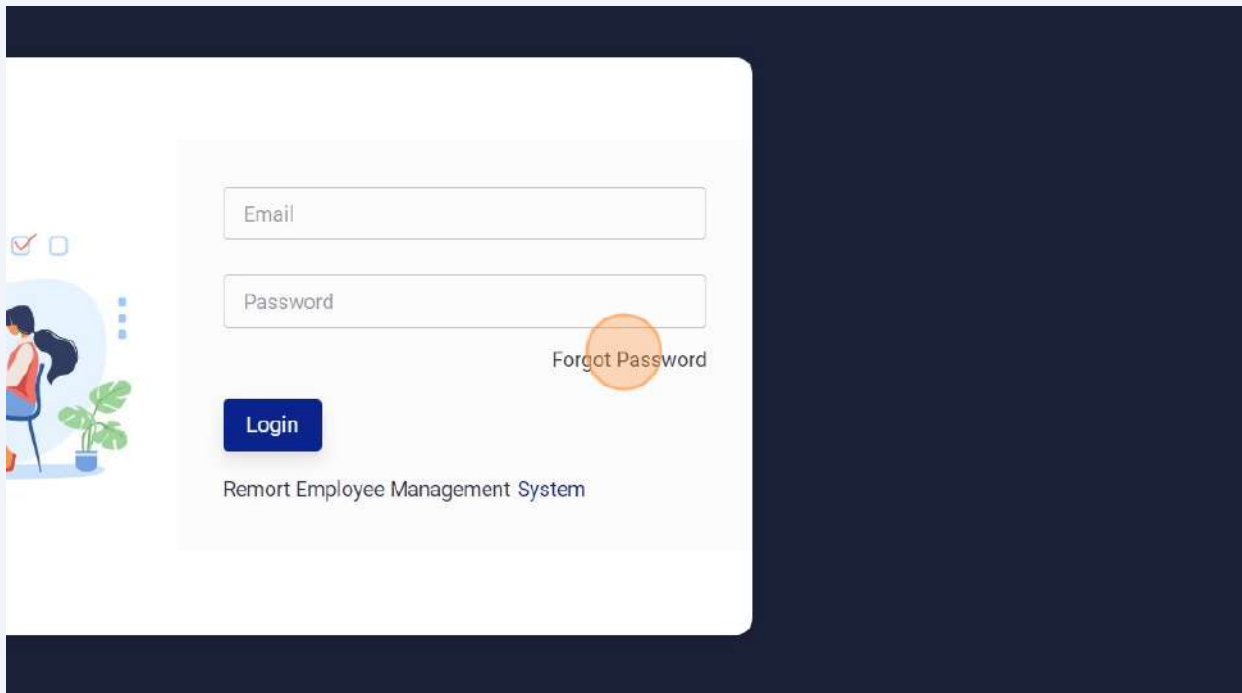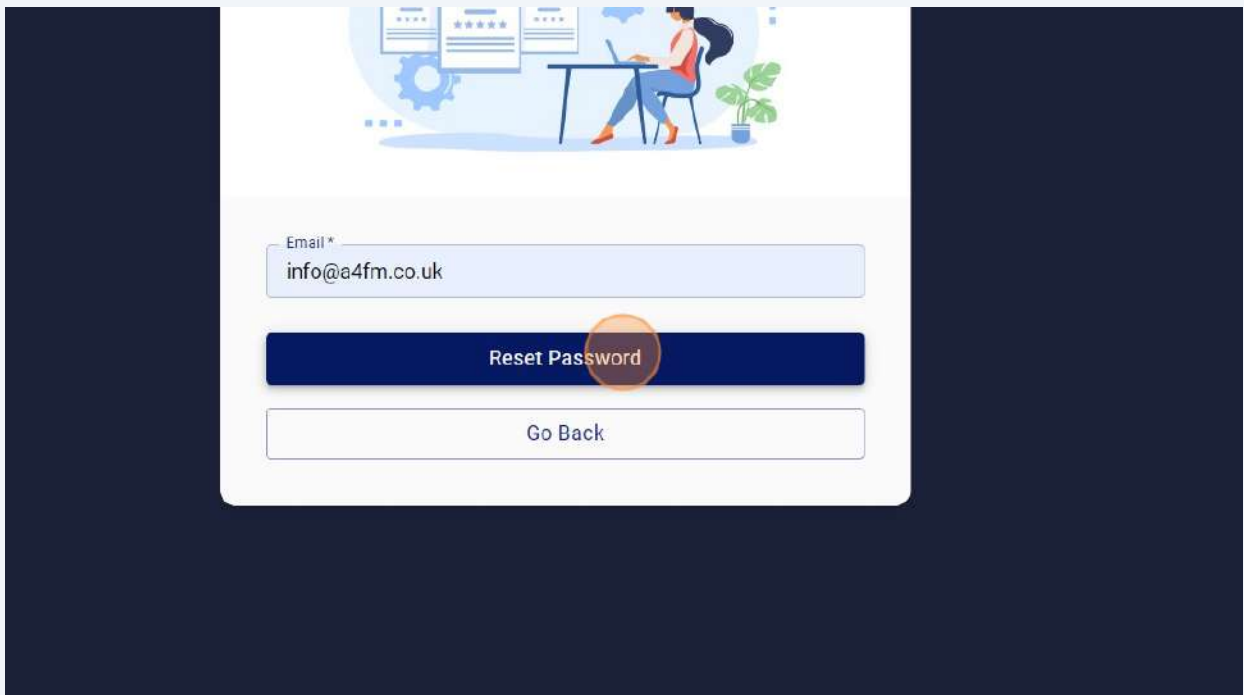
155 Click the "Email *" field.
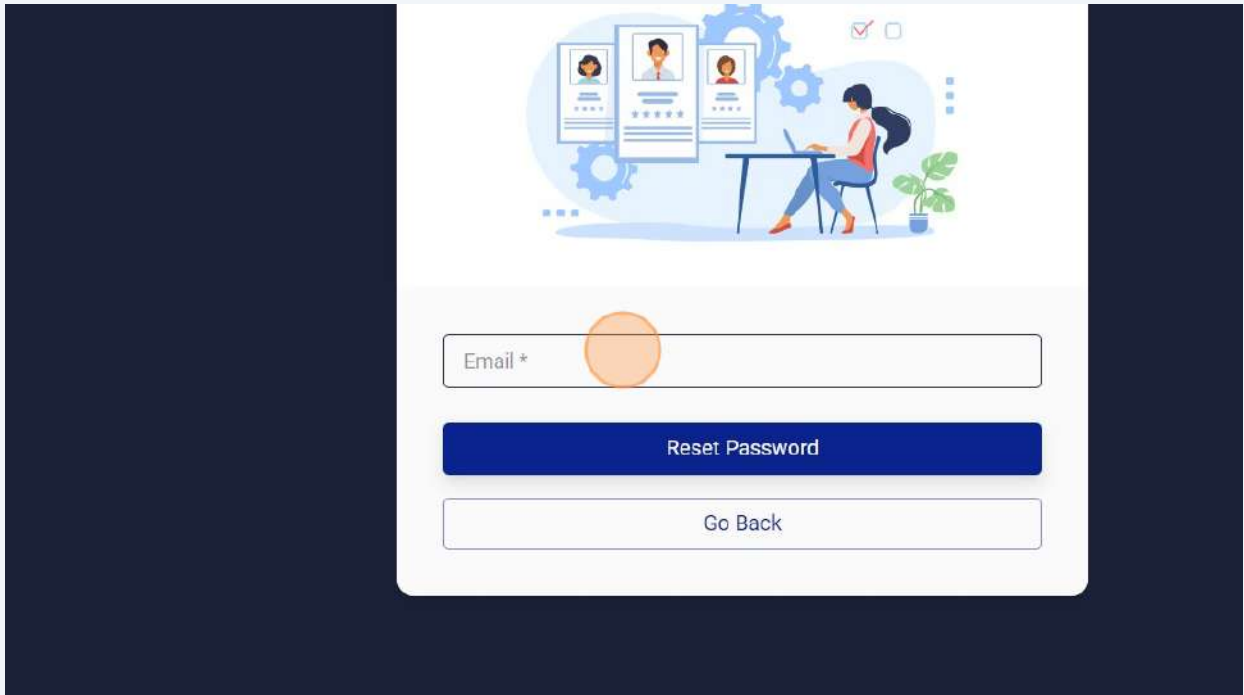
156 Enter your email and Click "Reset Password".

157 If your email is registered with us, email will be sent to your email ID with Password reset instructions. Follow steps mentioned in email to reset your password. In case of any further support, please contact us at **support@remsclockin.com** .
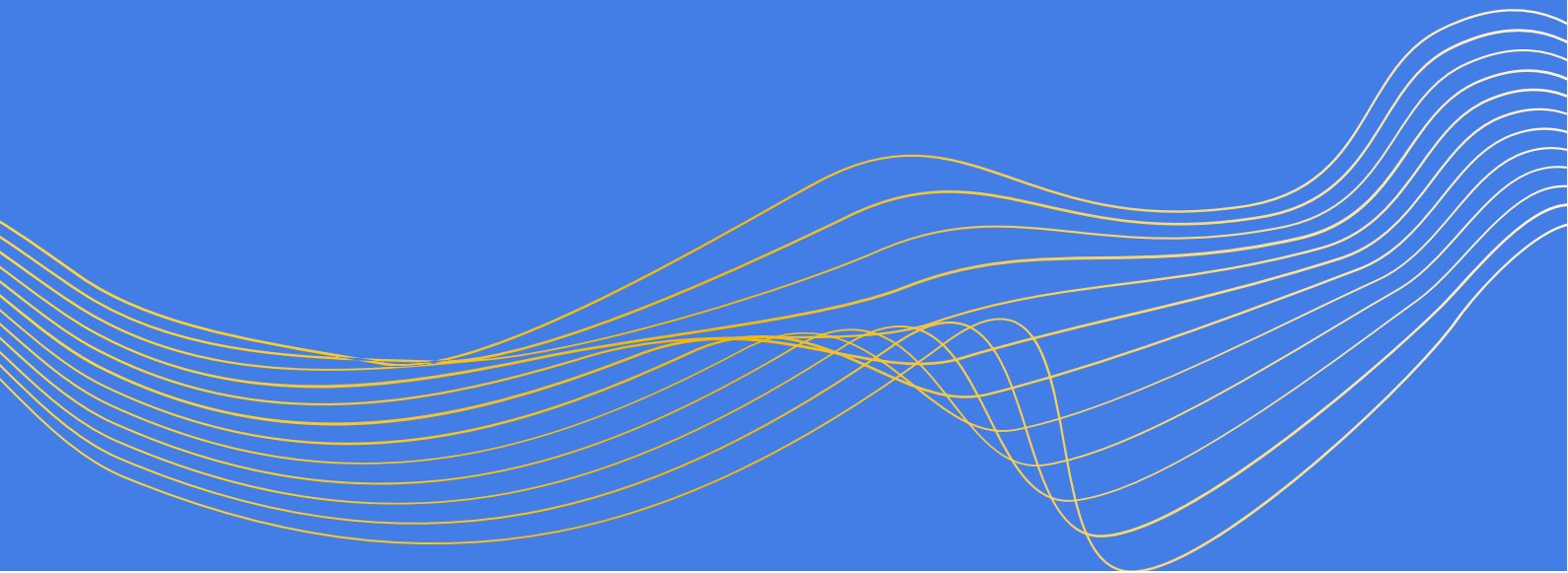
your mail successfully to reset your password.

Email

Password

Close
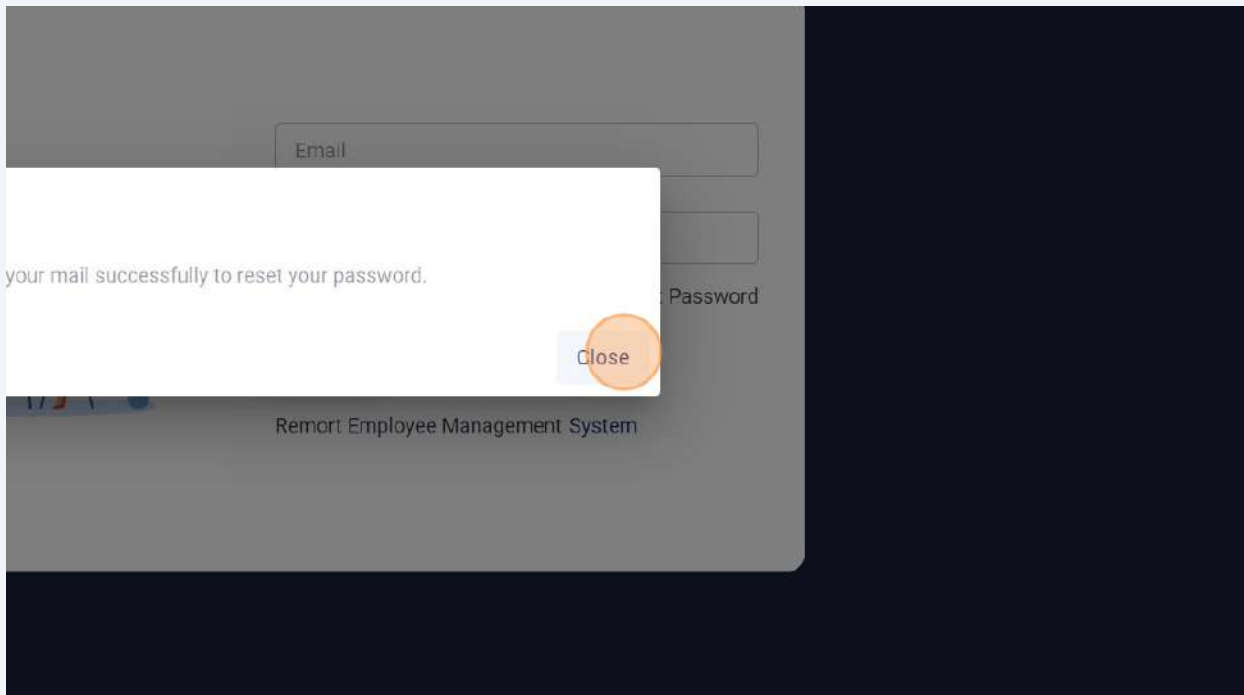
Remort Employee Management System

REMS App

Phone   +44 7745 269595

Address   Unit 4B, Magnum House, 85 Neilston Road,
Paisley, PA2 6ES, United Kingdom

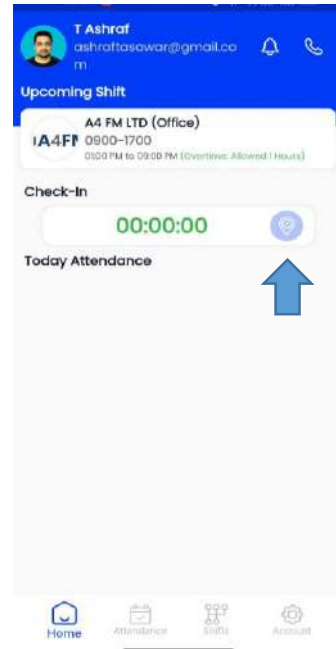**Email**   support@remsclockin.com

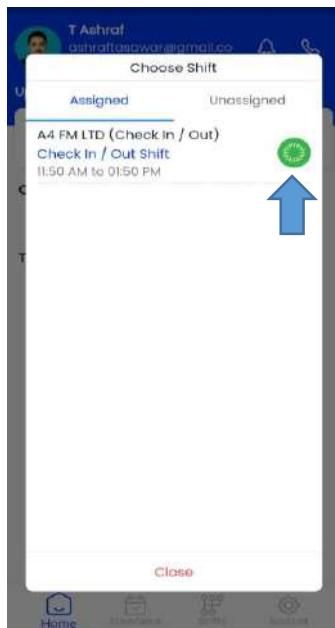# CHECK IN / OUT STEPS – REMS MOBILE APP (ANDROID / IOS)

Step 1: Login into your Mobile app using your Email & password or Biometrics (if enabled).
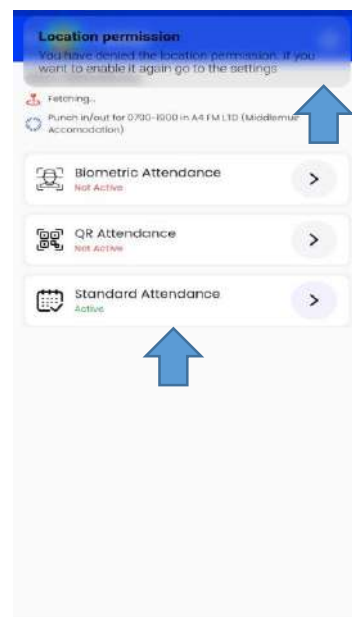
Step 2: Click on location icon to proceed.

Step 3: Choose shift from assigned or unassigned tab and click on green circle to check In.

Step 4: Please allow location permission & tap on active method to *Check IN.*

Step 5: After successful Check IN, open Home screen & refresh the screen. Clock will start automatically.

Tap downwards to refresh screen.

Step 6: Tap on location icon to **Check Out** at the shift end time & follow same steps to **Check Out**.