

USER MANUAL

REMS APP



www.remsclockin.com

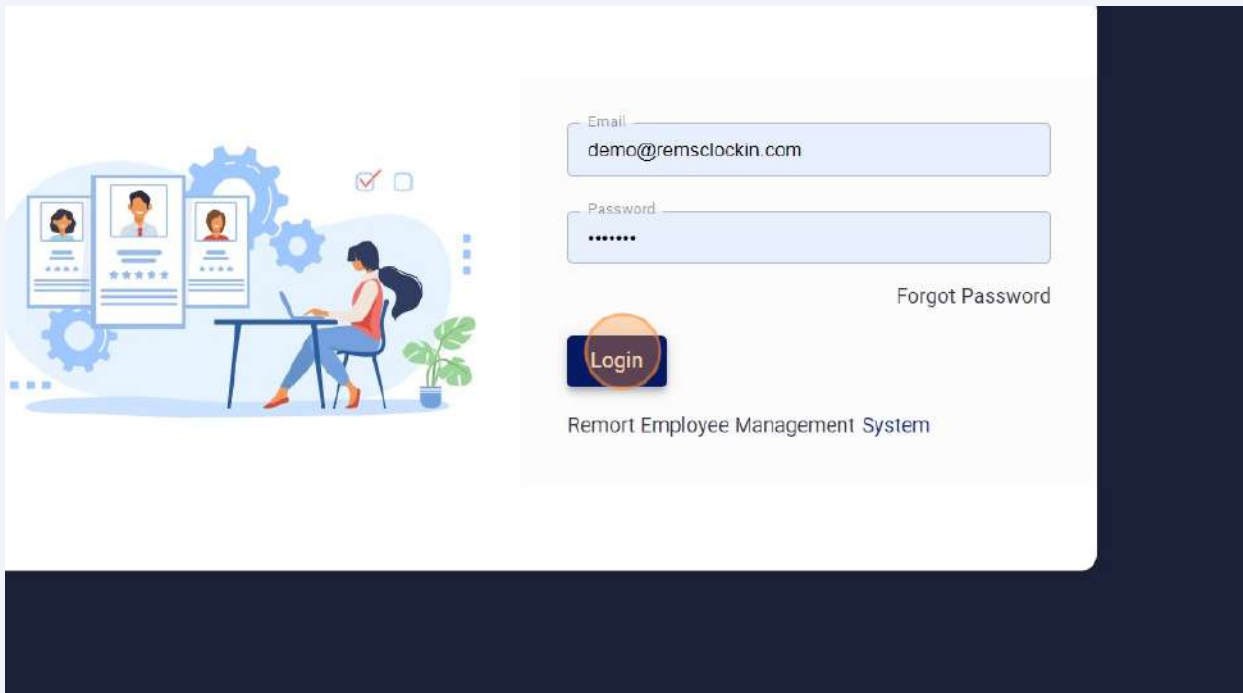
User Manual - REMS App

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

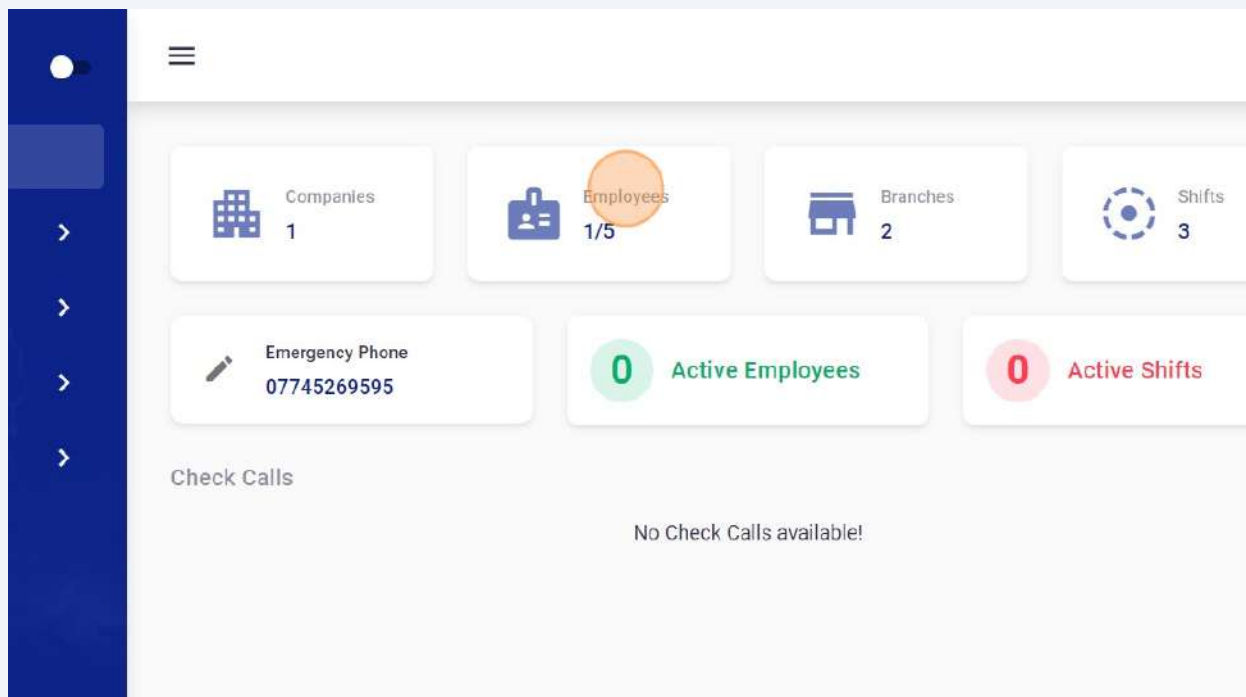
For any queries please email us at support@remsclockin.com

1 Navigate to <https://portal.remsclockin.com/session/signin>

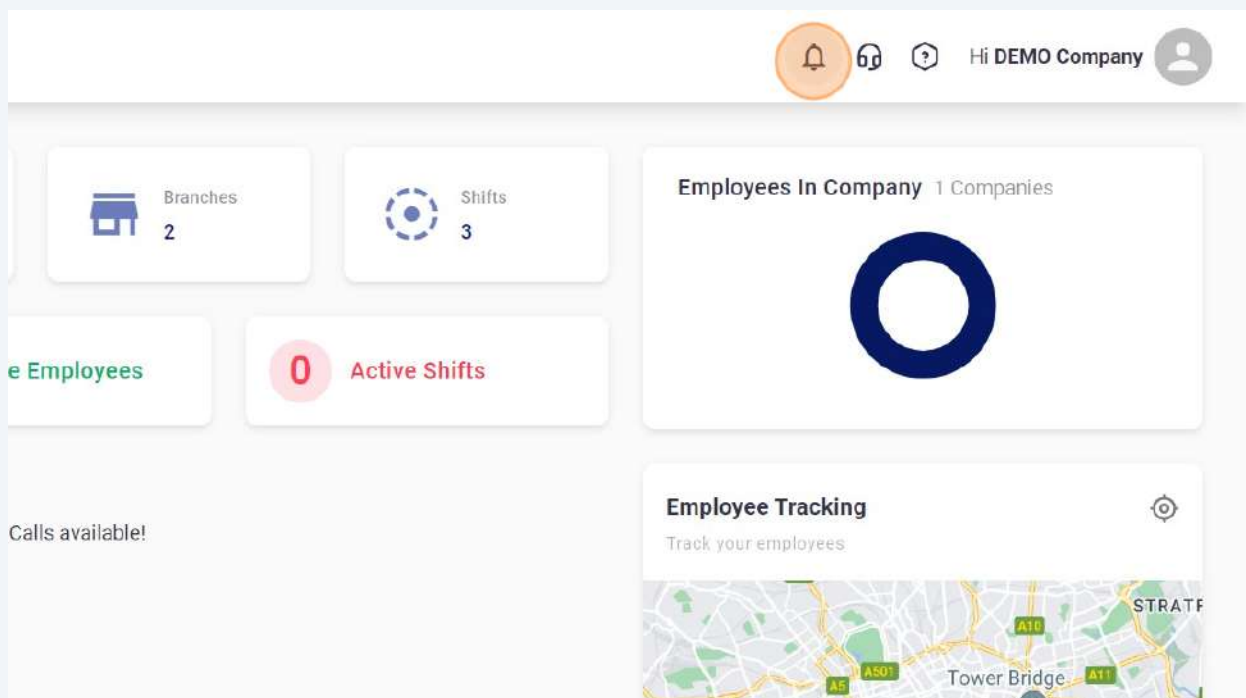
2 Enter your email & password and click on Login button.



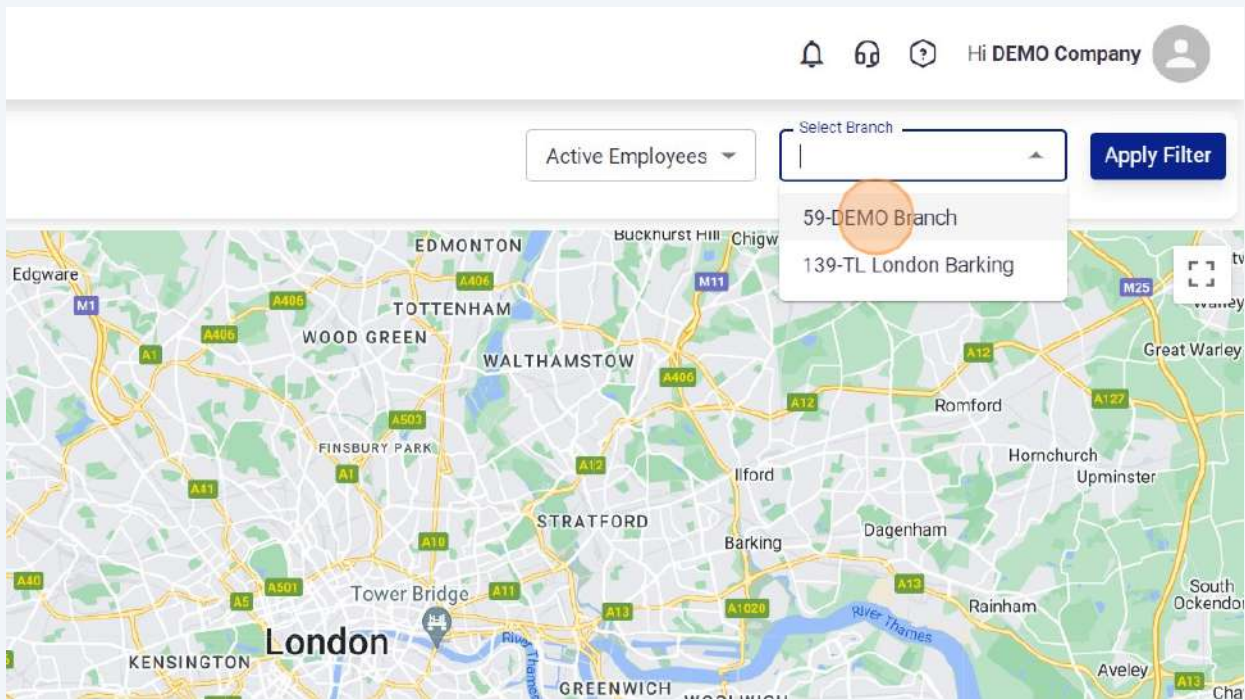
3 On your first screen, you will see your company dashboard.



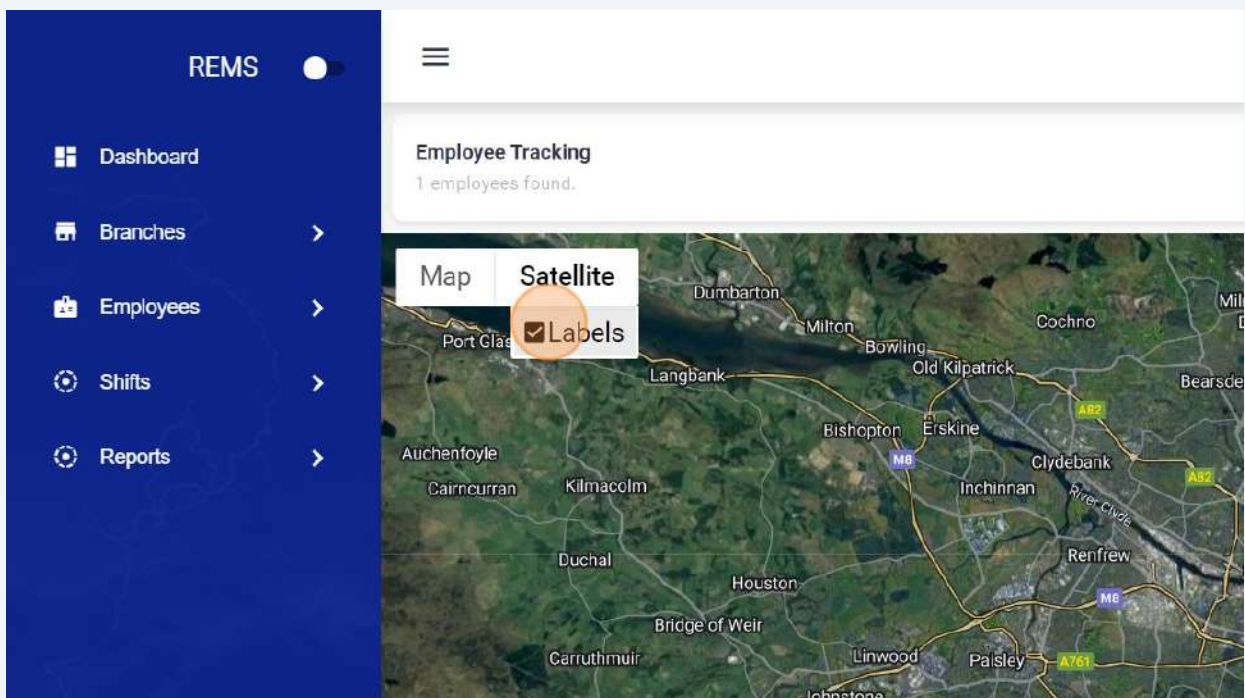
4 Click "notifications" icon to view your notifications or Alerts.



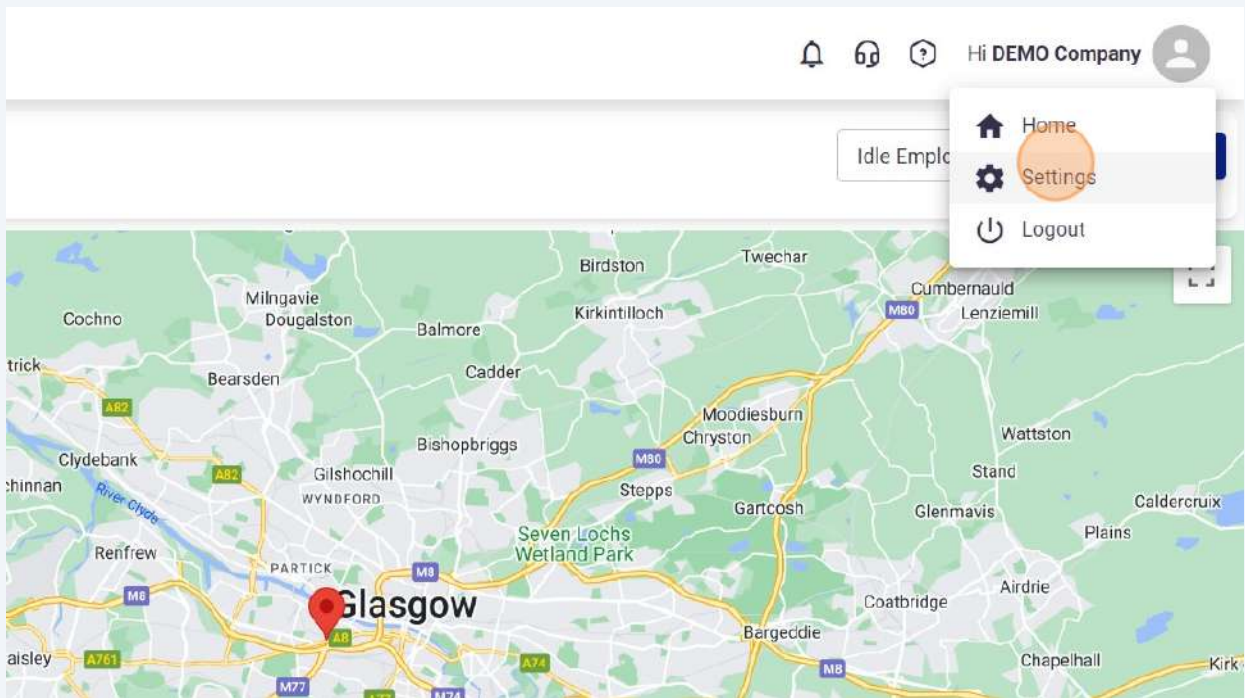
7 You can select any branch.



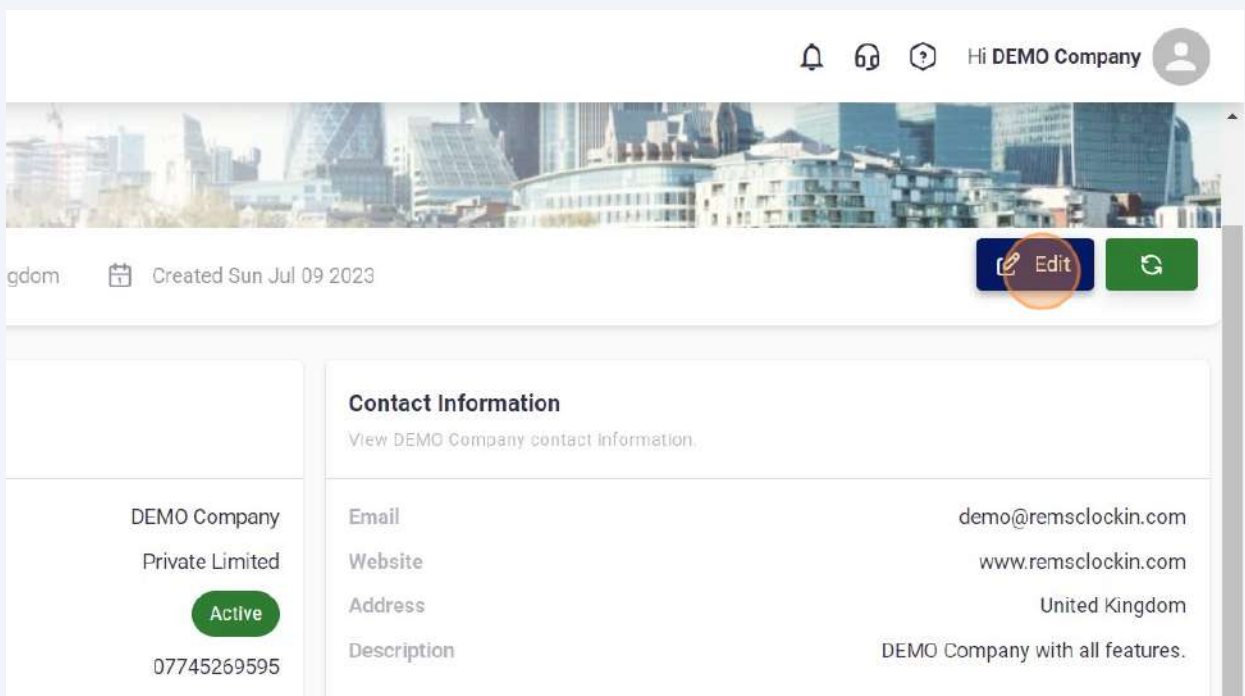
8 Click "Labels"



9 Click "Settings" to manage your company settings.



10 Click "Edit"



11 Click "Cancel"

DEMO Company
Private Limited
Active
07745269595
000198

Email
Website
Address
Description

5 Minutes
Not Allowed
Time Check
Allowed
Off

Auto Lunch Deduction: No
Time Format: 24 Hours
Time Zone: (GMT) Western Europe Time, London, ...
Check Type: Time Check
Geo Attendance: Off
Overtime: Off

Logo Selected [Upload Logo](#)
[Save](#) [Cancel](#)

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

REMS

Dashboard
Branches
Employees
Shifts
Reports

Emergency Phone
+447745269595

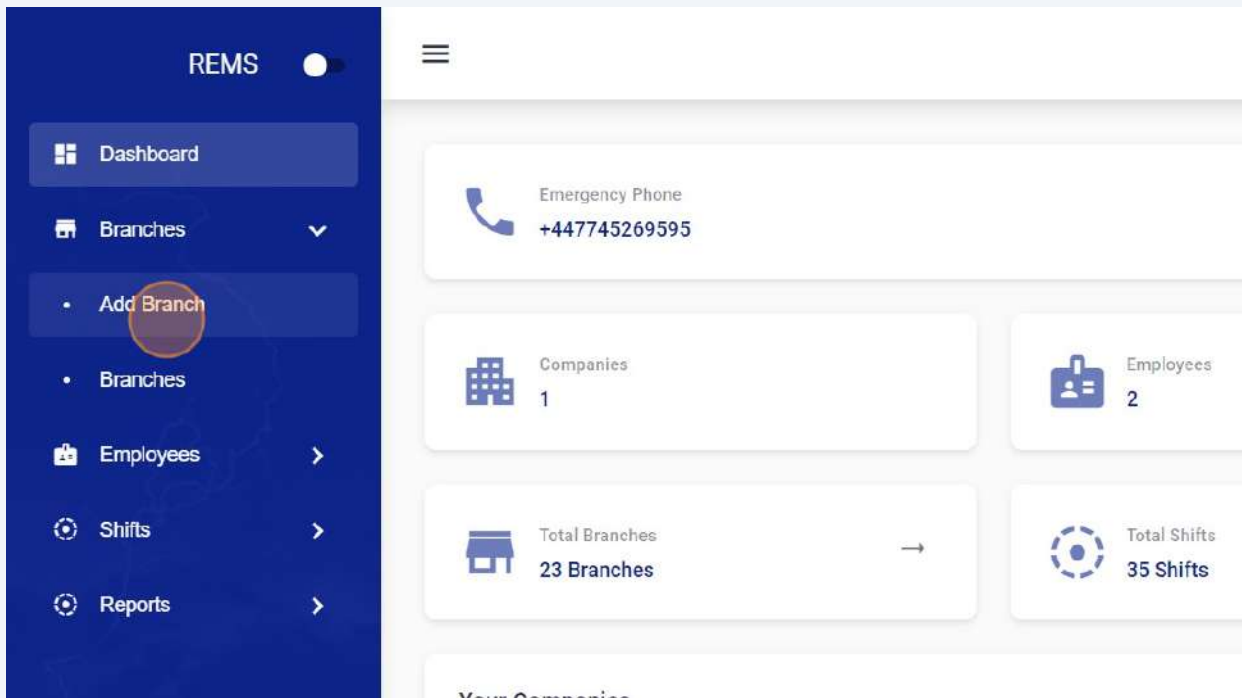
Companies
1

Employees
2

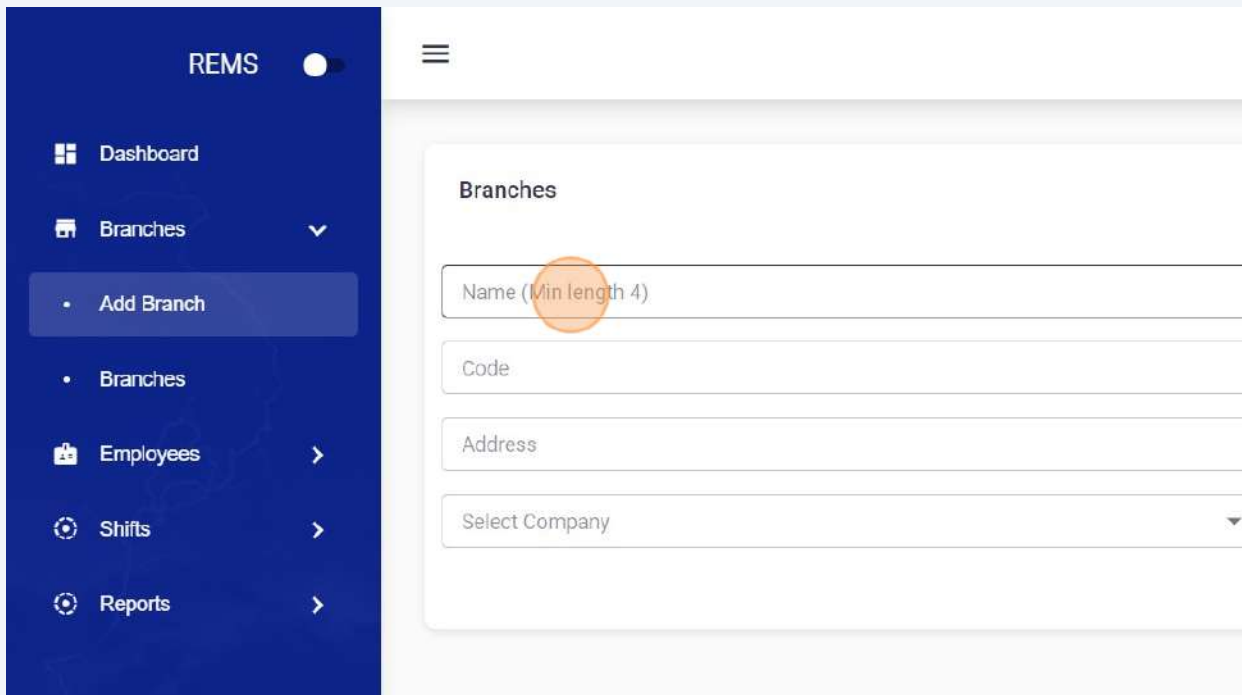
Total Branches
23 Branches

Total Shifts
35 Shifts

13 Click "Add Branch"

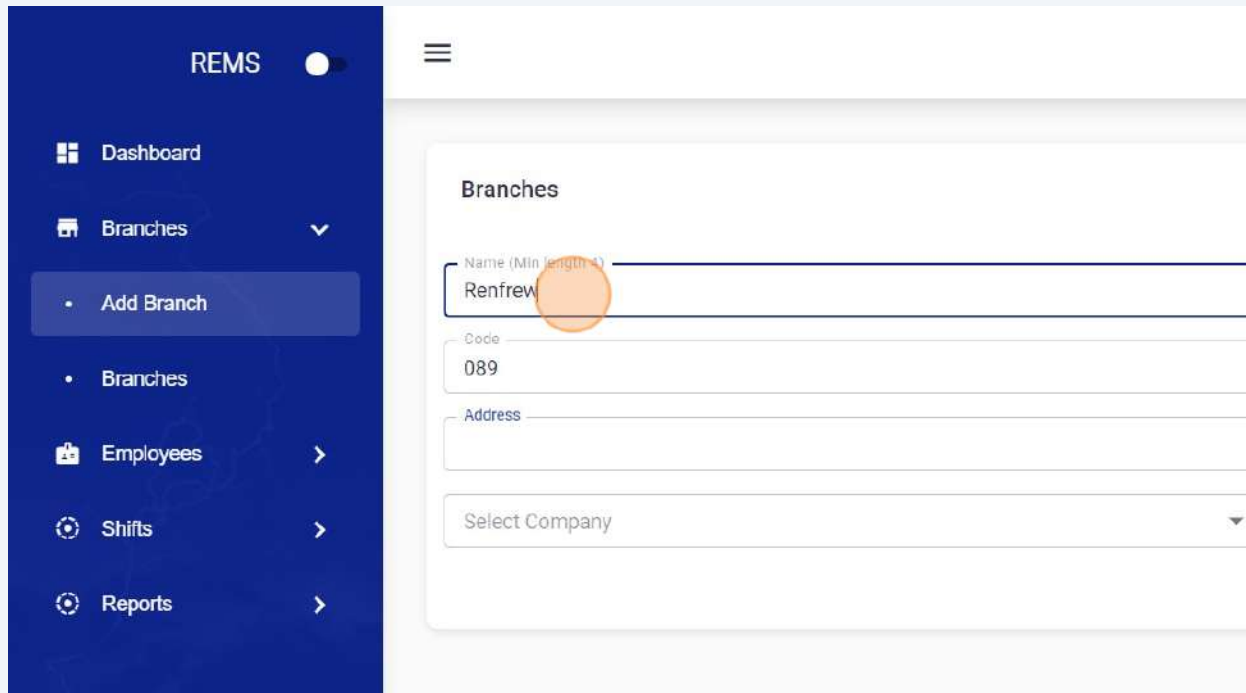


14 Click the "Name" field.



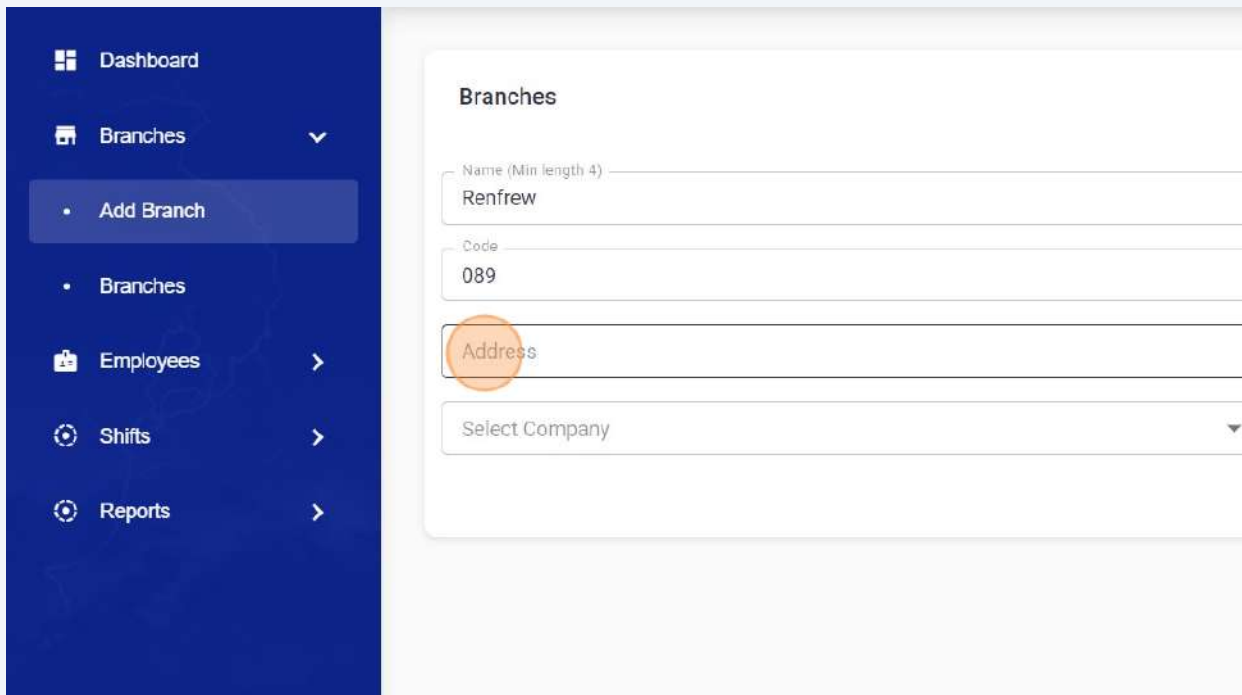
15 Type "Branch Name"

16



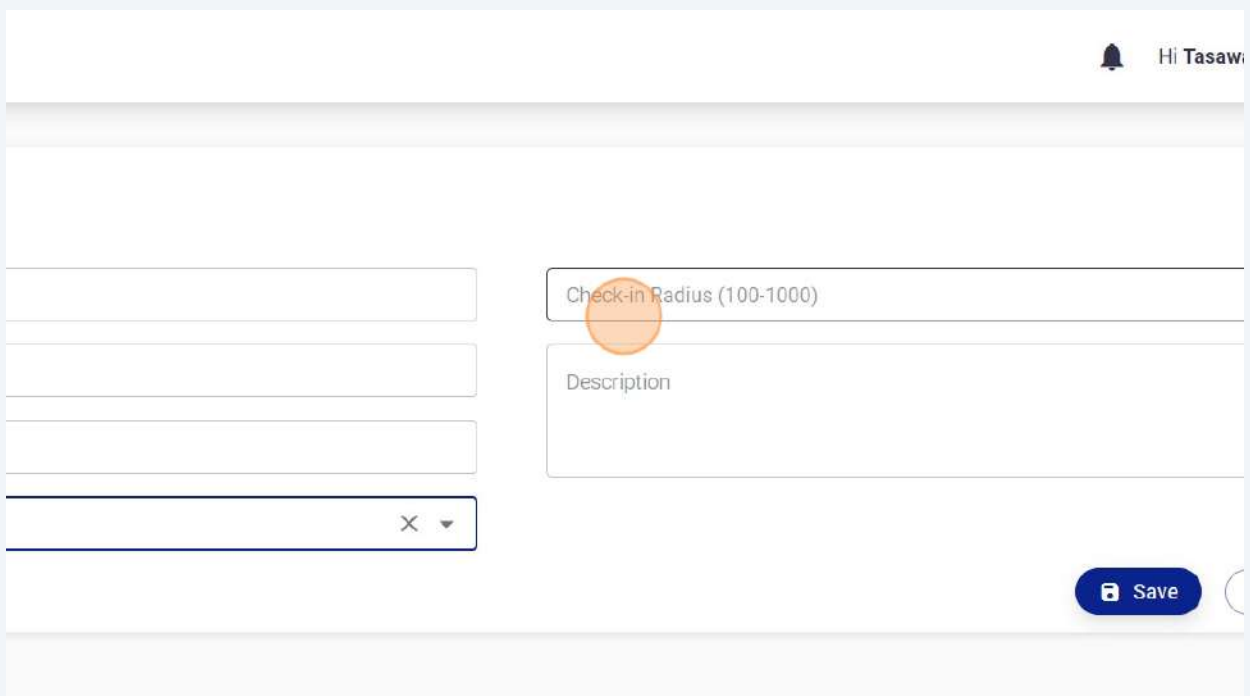
The screenshot displays the REMS application interface. On the left is a dark blue sidebar with the following menu items: Dashboard, Branches (with a dropdown arrow), Add Branch (highlighted with a blue background), Branches (with a dropdown arrow), Employees (with a right-pointing arrow), Shifts (with a right-pointing arrow), and Reports (with a right-pointing arrow). The main content area is titled 'Branches' and contains a form with the following fields: 'Name (Min length 4)' with the text 'Renfrew' entered and an orange circle highlighting the text; 'Code' with the value '089'; 'Address' (empty); and 'Select Company' (dropdown menu).

17 Click the "Address" field and enter Address.



The screenshot shows a 'Branches' form with a dark blue sidebar on the left. The sidebar contains the following menu items: Dashboard, Branches (with a dropdown arrow), Add Branch (highlighted), Branches, Employees (with a right arrow), Shifts (with a right arrow), and Reports (with a right arrow). The main form area is titled 'Branches' and contains the following fields: 'Name (Min length 4)' with the value 'Renfrew', 'Code' with the value '089', 'Address' (highlighted with an orange circle), and 'Select Company' (a dropdown menu).

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



The screenshot shows a form with a white background and a dark blue header. The header contains a notification bell icon and the text 'Hi Tasaw'. The form contains several input fields. On the right side, there is a field labeled 'Check-in Radius (100-1000)' which is highlighted with an orange circle. Below it is a 'Description' field. At the bottom right, there is a blue 'Save' button with a white document icon. On the left side, there are several empty input fields and a dropdown menu with an 'x' icon and a downward arrow.

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.

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.

FM LTD	0	0
FM LTD	0	0
FM LTD	0	0
FM LTD	0	0
FM LTD	0	0
FM LTD	0	0
FM LTD	0	0

Branches

Name (Min length 4)

Code

Address

Select Company

5-A4 FM LTD

Check-in Radius (100-1000)

Description

24 Click "save" to save updated 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)

Description

25 Click "Cancel" to keep current branch settings.

The screenshot shows a modal window for editing branch settings. On the left, a table is dimmed. On the right, there are input fields for 'Check-in Radius (100-1000)' with the value '200' and a 'Description' field. At the bottom right, there are two buttons: 'Save' and 'Cancel'. The 'Cancel' button is highlighted with an orange circle.







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


26 Click "Disable" to disable any branch.


The screenshot shows a list of branches with columns for 'FM LTD' and numerical values. A context menu is open over the list, with the 'Disable' option highlighted by an orange circle. The 'Disable' option is represented by a crossed-out circle icon.


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	

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

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

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

The screenshot shows the REMS interface. On the left is a dark blue sidebar with a menu. The 'Add QR' option is highlighted with a red circle. The main content area displays a table titled 'Branches' with columns for Name, Company, and an error count.

Name ↑	Company	Err
Victoria House	A4 FM LTD	0
Stewart Aparthotel	A4 FM LTD	0
St Michael hospital	A4 FM LTD	0
St Josephs	A4 FM LTD	0
St Annes Storage	A4 FM LTD	0

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

The screenshot shows the REMS interface with the 'Add QR' form open. The 'Name (Min length 2)' field is highlighted with a red circle. The 'Valid From' and 'Valid To' fields are set to 16/08/2023. The left sidebar is visible, showing the 'Add QR' option highlighted.

REMS

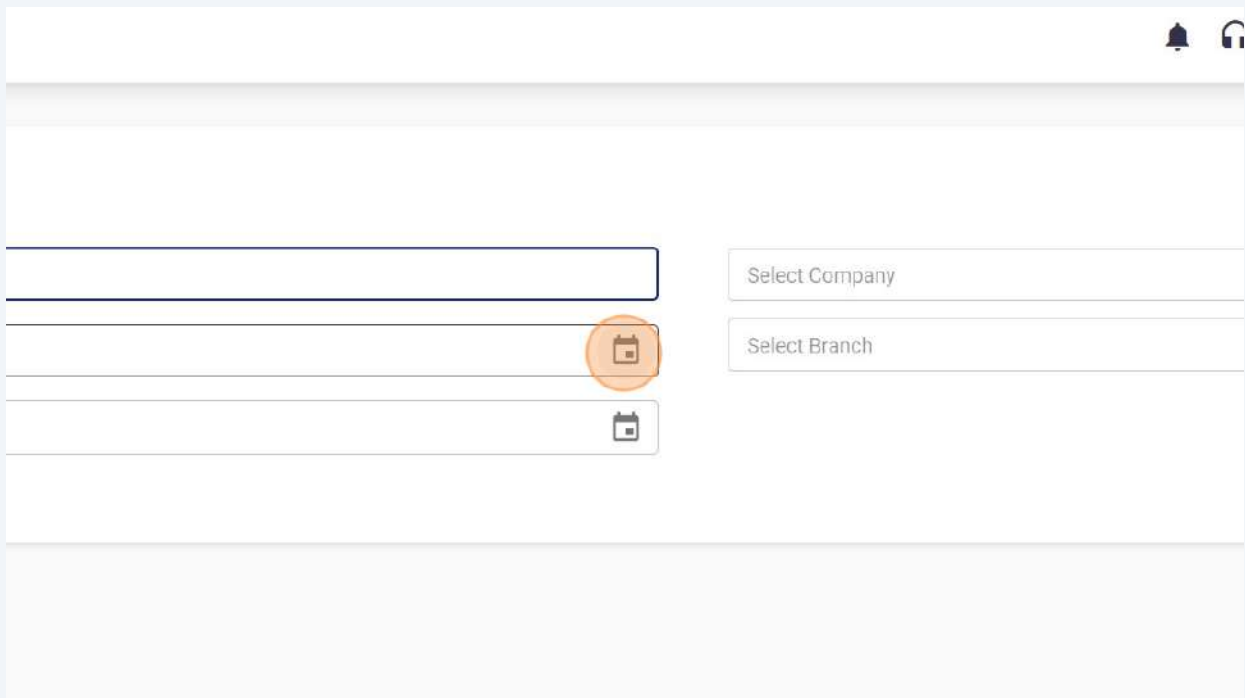
Patrolling QR

Name (Min length 2)

Valid From: 16/08/2023

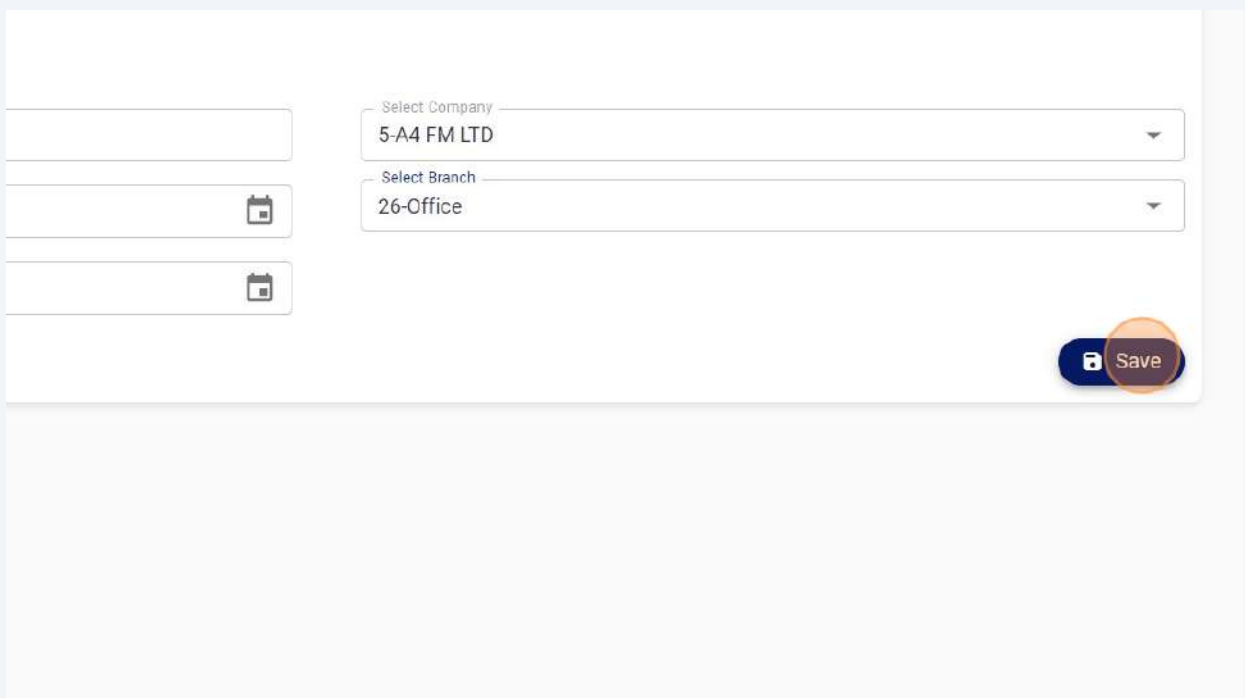
Valid To: 16/08/2023

31 Click here to select dates.



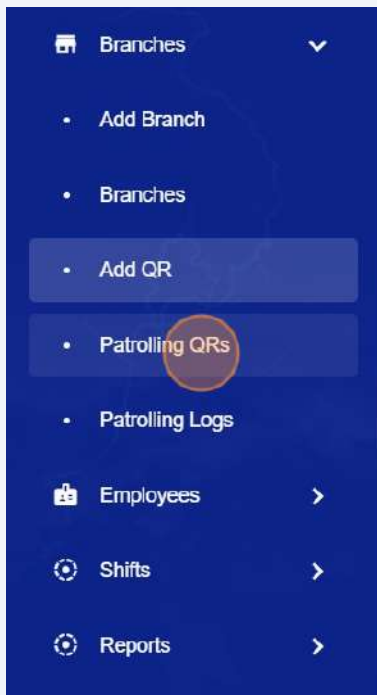
A screenshot of a web form. At the top right, there are icons for a bell and a user profile. The form contains several input fields. On the left, there are three stacked input fields. The middle one has a calendar icon highlighted with an orange circle. To the right of these fields are two dropdown menus labeled "Select Company" and "Select Branch".

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



A screenshot of a web form. On the left, there are three stacked input fields, with the middle one containing a calendar icon. To the right, there are two dropdown menus. The first is labeled "Select Company" and has "5-A4 FM LTD" selected. The second is labeled "Select Branch" and has "26-Office" selected. In the bottom right corner, there is a dark blue button with a white document icon and the text "Save", which is highlighted with an orange circle.

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

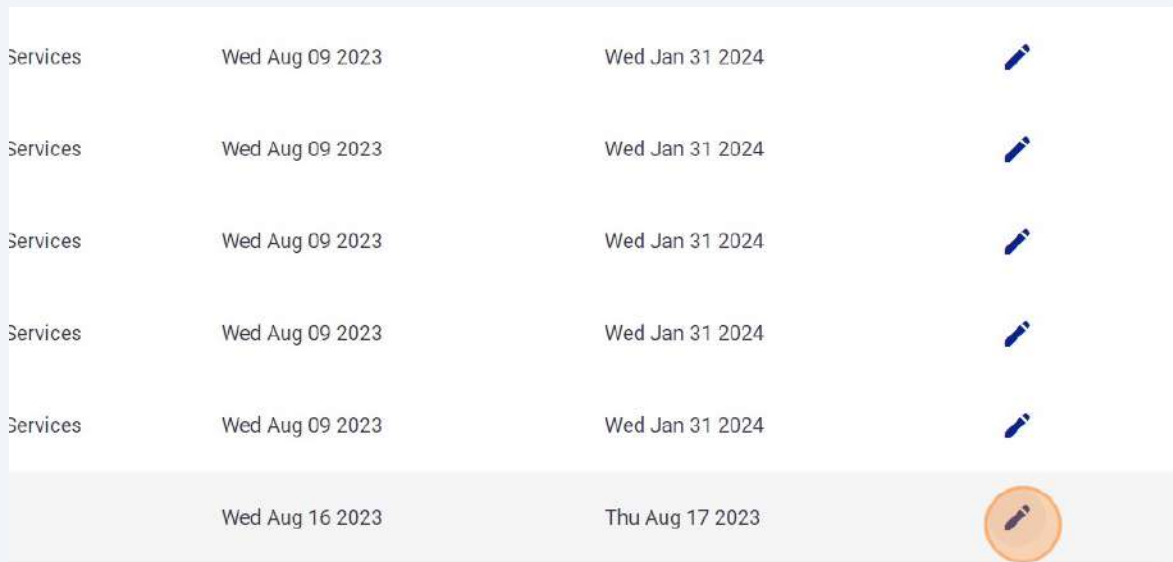






A dark blue navigation sidebar with a list of menu items. The item "Patrolling QRs" is highlighted with a red circle. The items are: Branches (with a dropdown arrow), Add Branch, Branches, Add QR, Patrolling QRs (highlighted), Patrolling Logs, Employees (with a right arrow), Shifts (with a right arrow), and Reports (with a right arrow).



A form titled "Patrolling QR" with the following fields: a text input field for "Name (Min length 2)", a date input field for "Valid From" with the value "16/08/2023", and a date input field for "Valid To" with the value "16/08/2023".







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





36 Click "Download"

Abbeyview5	Abbey View	2023	Wed Jan 31
Abbeyview6	Abbey View	2023	Wed Jan 31
Abbeyview7	Abbey View	2023	Wed Jan 31
Abbeyview8	Abbey View	2023	Wed Jan 31
Abbeyview9	Abbey View	2023	Wed Jan 31
Abbeyview10	Abbey View Local Services	Wed Aug 09 2023	Wed Jan 31
QR Name	Office	Wed Aug 16 2023	Thu Aug 17

QR Name









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

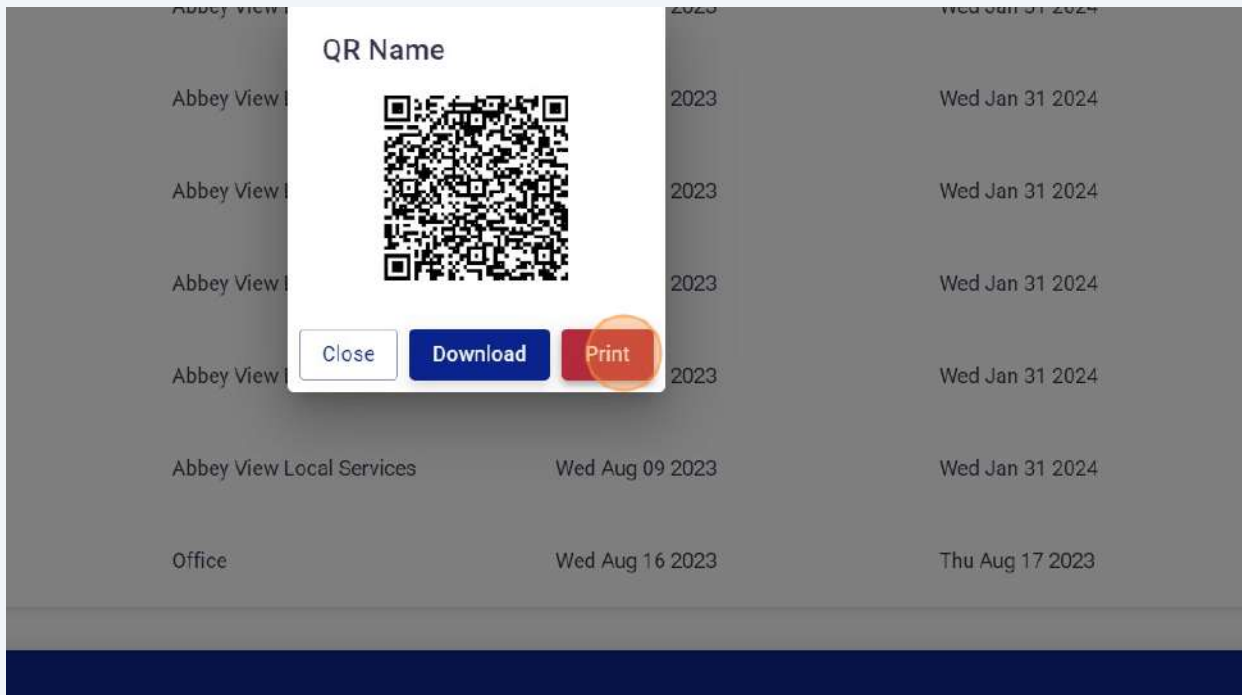
38 Click "QR Code"

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	

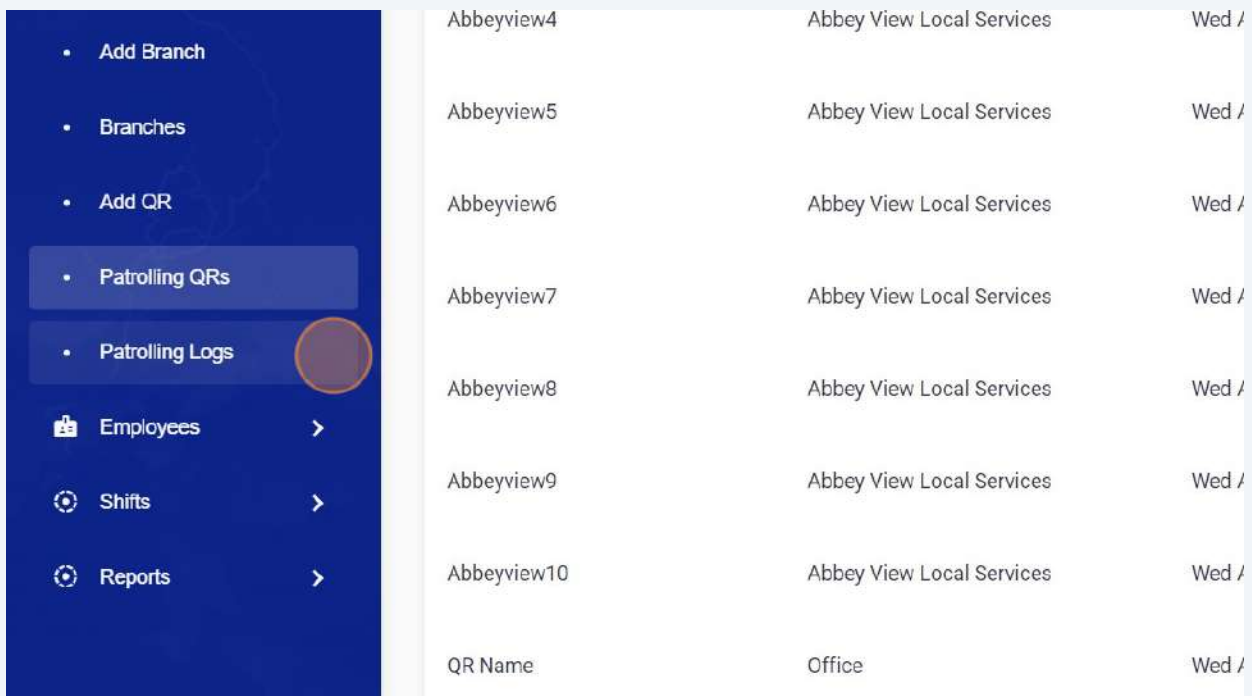
 Edit
 QR Code

REM

39 Click "Print" to print QR code.



40 Click "Patrolling Logs" to view Patrolling Logs marked by employees.



41 Filter & Export Option - Patrolling Logs

Hi DEMO Company

Export

QR	Address	Branch	Added on	Action
No rows				

Rows per page: 10 0-0 of 0

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

Branches

- Add Branch
- Branches

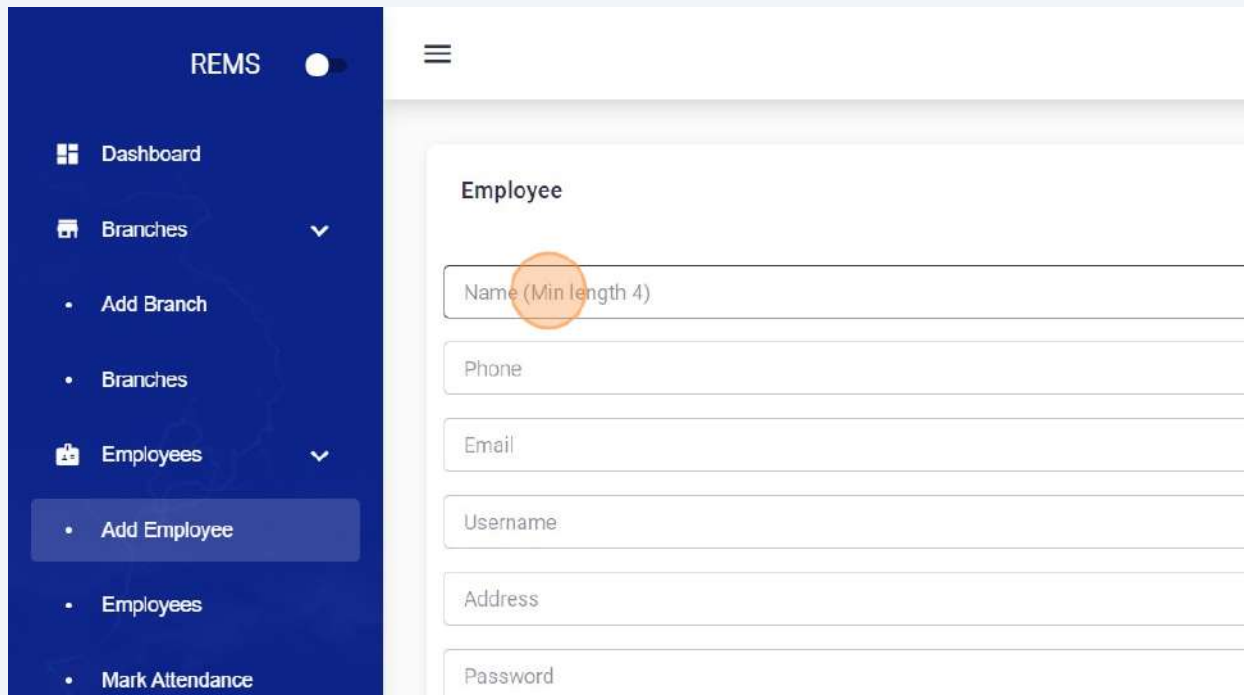
Employees

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

FC Segal House	A4 FM LTD	0
St Michael hospital	A4 FM LTD	0
Norsman House	A4 FM LTD	0
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

43

Click the "Name" field and enter employee name. Min length for employee name is 4.



The screenshot displays the REMS application interface. On the left is a dark blue sidebar with the following menu items: Dashboard, Branches (with a dropdown arrow), Add Branch, Branches, Employees (with a dropdown arrow), Add Employee (highlighted in a lighter blue), Employees, and Mark Attendance. The top of the sidebar shows 'REMS' and a toggle switch. The main content area is titled 'Employee' and contains a form with the following fields: Name (Min length 4), Phone, Email, Username, Address, and Password. The 'Name' field is highlighted with an orange circle.

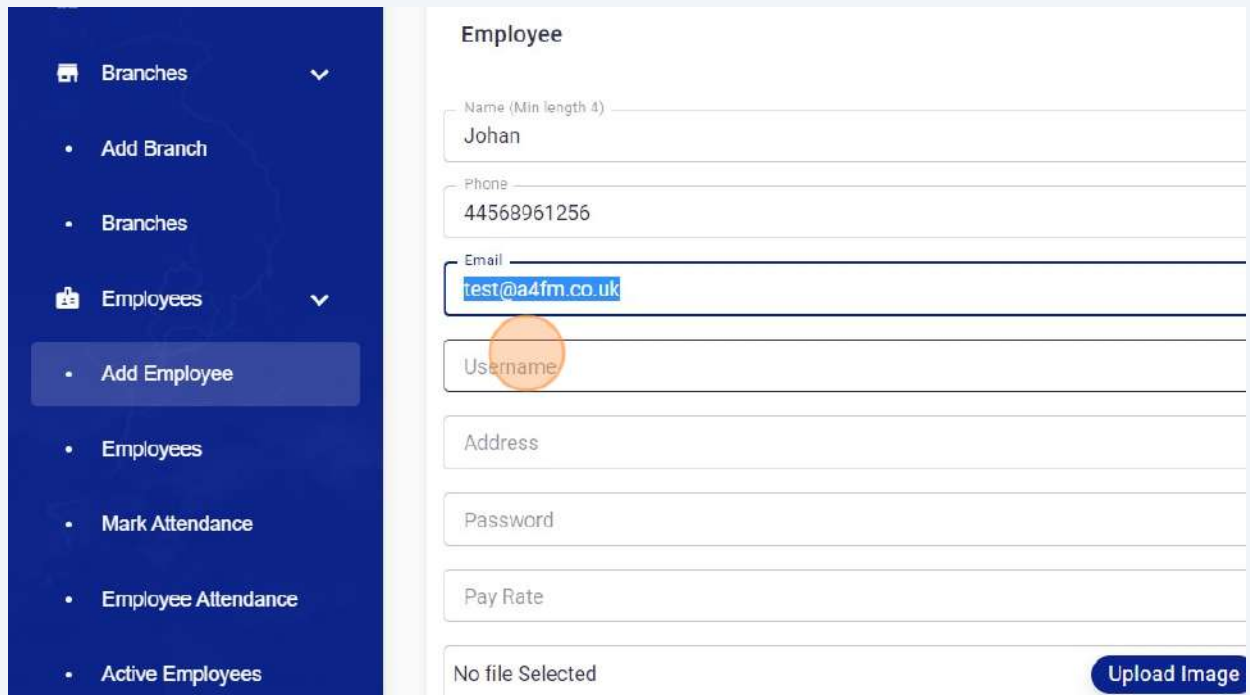
44 Following fields are compulsory :

1. Name
2. Phone
3. Email
4. Password
5. Monthly working hours
6. Pay Rate
7. Identity No

The screenshot shows a web application interface for adding an employee. On the left is a dark blue sidebar with a navigation menu. The 'Employees' section is expanded, and 'Add Employee' is highlighted. The main content area is titled 'Employee' and contains a form with the following fields:

- Name (Min length 4): Johan
- Phone: 44568961256
- Email: test@a4fm.co.uk (highlighted with an orange circle)
- Username: (empty)
- Address: (empty)
- Password: (empty)
- Pay Rate: (empty)

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



The screenshot shows a web interface for adding an employee. On the left is a dark blue sidebar with a menu. The 'Employees' section is expanded, and 'Add Employee' is highlighted. The main form area is titled 'Employee' and contains several input fields: Name (Min length 4) with 'Johan', Phone with '44568961256', Email with 'test@a4fm.co.uk', Username (highlighted with an orange circle), Address, Password, Pay Rate, and a file upload area with 'No file Selected' and an 'Upload Image' button.

- Branches
 - Add Branch
 - Branches
- Employees
 - Add Employee
 - Employees
 - Mark Attendance
 - Employee Attendance
 - Active Employees

Employee

Name (Min length 4)
Johan

Phone
44568961256

Email
test@a4fm.co.uk

Username

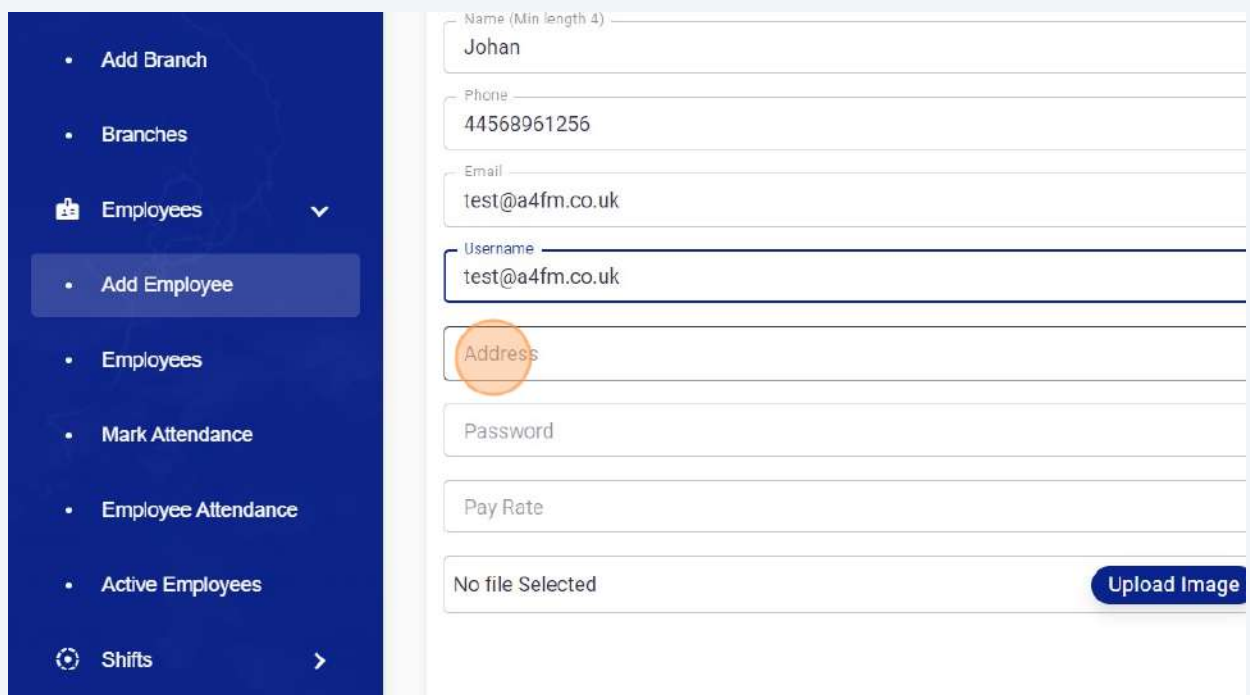
Address

Password

Pay Rate

No file Selected Upload Image

46 Click the "Address" field and enter address.



This screenshot is similar to the previous one, but the 'Username' field now contains 'test@a4fm.co.uk' and the 'Address' field is highlighted with an orange circle. The 'Add Employee' option in the sidebar remains highlighted.

- Add Branch
- Branches
- Employees
 - Add Employee
 - Employees
 - Mark Attendance
 - Employee Attendance
 - Active Employees
- Shifts

Employee

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

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

The screenshot shows a dark blue sidebar on the left with a menu containing: Branches, Employees (with a dropdown arrow), Add Employee (highlighted), Employees, Mark Attendance, Employee Attendance, Active Employees, Shifts (with a right arrow), and Reports (with a right arrow). The main content area is a white form with the following fields: Phone (44568961256), Email (test@a4fm.co.uk), Username (test@a4fm.co.uk), Address (Renfrew City), Password (highlighted with an orange circle), Pay Rate, and a file upload section with 'No file Selected' and an 'Upload Image' button.

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

This screenshot is similar to the previous one, but the 'Add Employee' option in the sidebar is no longer highlighted. In the main form, the 'Password' field now contains six dots, and the 'Pay Rate' field is highlighted with an orange circle. The 'Upload Image' button is still present in the file upload section.

49 Click "Upload Image" and enter employee picture.

The screenshot shows a form with several input fields. On the left side, there are fields for 'Email' (containing 'a4fm.co.uk'), 'Work City', and a dropdown menu. On the right side, there are fields for 'License Expire Date' (04/07/2023), 'Select Company', 'Select Branch', and 'Description'. At the bottom right, there are two checkboxes: 'Managerial Access' and 'Restrict Ea'. A blue bar is at the bottom of the form. The 'Upload Image' button is highlighted with an orange circle.

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

The screenshot shows a form with several input fields. On the right side, there are fields for 'Identity No', 'Date of Birth' (04/07/2023), 'Hire Date' (04/07/2023), and 'License Expire Date' (04/07/2023). Below these are 'Select Company' and 'Select Branch' fields. In the top right corner, there is a notification bell icon and the text 'Hi Tasawa'. The 'Identity No' field is highlighted with an orange circle.

51 Select branch for employee.

The screenshot shows an employee profile form. On the left, there are several empty input fields and a 'Change Image' button. On the right, the following fields are filled: 'Date of Birth' (04/07/2023), 'Hire Date' (04/07/2023), 'License Expire Date' (04/07/2023), 'Select Company' (5-A4 FM LTD), and 'Select Branch' (highlighted with an orange circle). Below these is a 'Description' field and two checkboxes: 'Managerial Access' and 'Restrict Early Start'.

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

This screenshot shows the same form as in step 51, but with the 'Select Branch' dropdown menu open, showing '9-Middlemuir Accomodation' selected. The 'Restrict Early Start' checkbox is now highlighted with an orange circle. A 'Save' button is visible in the bottom right corner.

53

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

04/07/2023

License Expire Date
04/07/2023

Select Company
5-A4 FM LTD

Select Branch
9-Middlemuir Accomodation

Description

Managerial Access Restrict Early Start

Change Image

REMS copyrights@20

54

Click "save" to add new employee.

04/07/2023

License Expire Date
04/07/2023

Select Company
5-A4 FM LTD

Select Branch
9-Middlemuir Accomodation

Description

Managerial Access Restrict Early Start

Change Image

Save

REMS copyrights@2023

55

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

The screenshot shows an employee profile form. On the left side, there are several empty input fields and a blue button labeled "Upload Image". On the right side, there are fields for "License Expiration" (09/11/2023), "Select Company", "Select Branch", and "Description". At the bottom, there are three checked checkboxes: "Managerial Access", "Restrict Early Start", and "Auto Check-Out". The "Auto Check-Out" checkbox is highlighted with an orange circle. A blue "Save" button is located at the bottom right.

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56

Select Branch.

The screenshot shows the "Mark Attendance" form. On the left is a dark blue sidebar menu with the "REMS" logo and a toggle switch. The menu items are: Dashboard, Branches (with a dropdown arrow), Add Branch, Branches, Employees (with a dropdown arrow), Add Employee, Employees, and Mark Attendance. The main content area has a "Mark Attendance" title and three dropdown menus: "Select Company" (with "5-A4 FM LTD" selected), "Select Branch" (highlighted with an orange circle), and "Select Shift".

57 Select Shift.

Mark Attendance

Select Company
5-A4 FM LTD

Select Branch
9-Middlemuir Accomodation

Select Shift

- Dashboard
- Branches
 - Add Branch
 - Branches
- Employees
 - Add Employee
 - Employees
 - Mark Attendance
 - Employee Attendance

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.

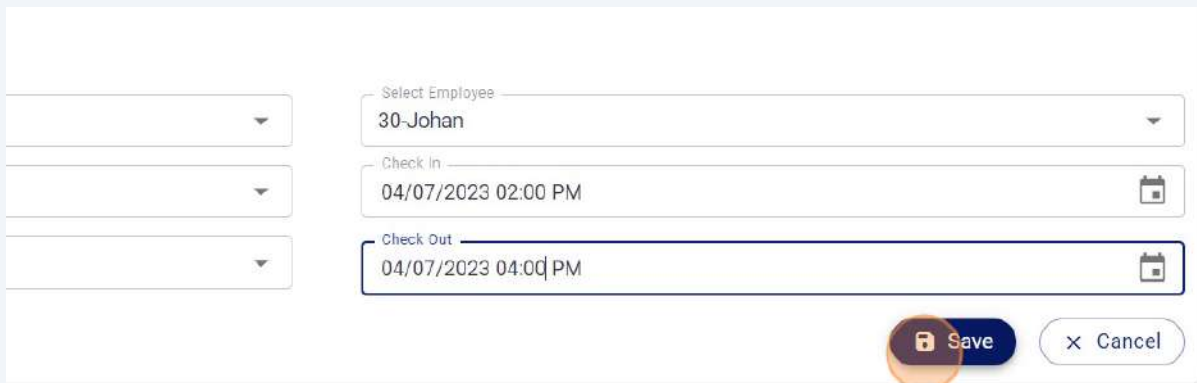
Select Employee
30-Johan

Check In
04/07/2023 02:00 PM

Check Out
04/07/2023 01:57 PM

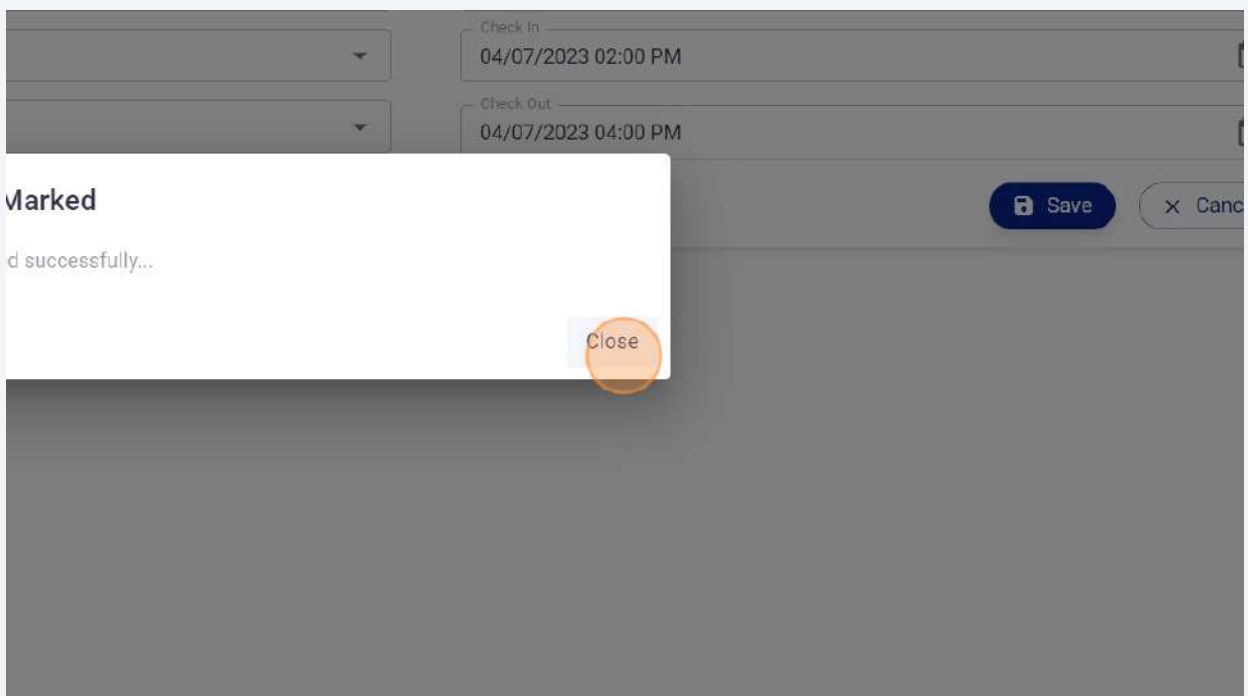
Save Cancel

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



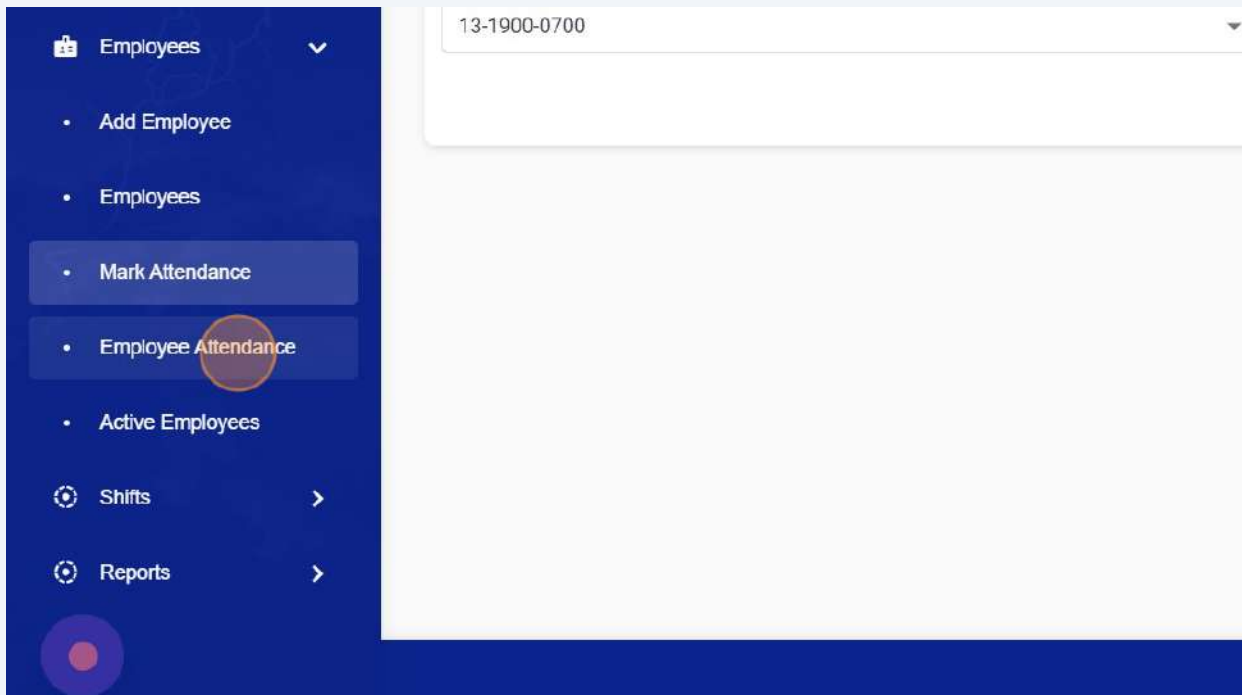
A screenshot of a web form for marking manual attendance. The form contains three dropdown menus on the left side. To the right, there are three input fields: "Select Employee" with the value "30-Johan", "Check In" with the value "04/07/2023 02:00 PM", and "Check Out" with the value "04/07/2023 04:00 PM". Each of the last two fields has a calendar icon on its right side. At the bottom right of the form, there are two buttons: a dark blue "Save" button with a lock icon and a white "Cancel" button with an 'x' icon. An orange circle highlights the "Save" button.

62 Click "Close" to close Dialogue box.

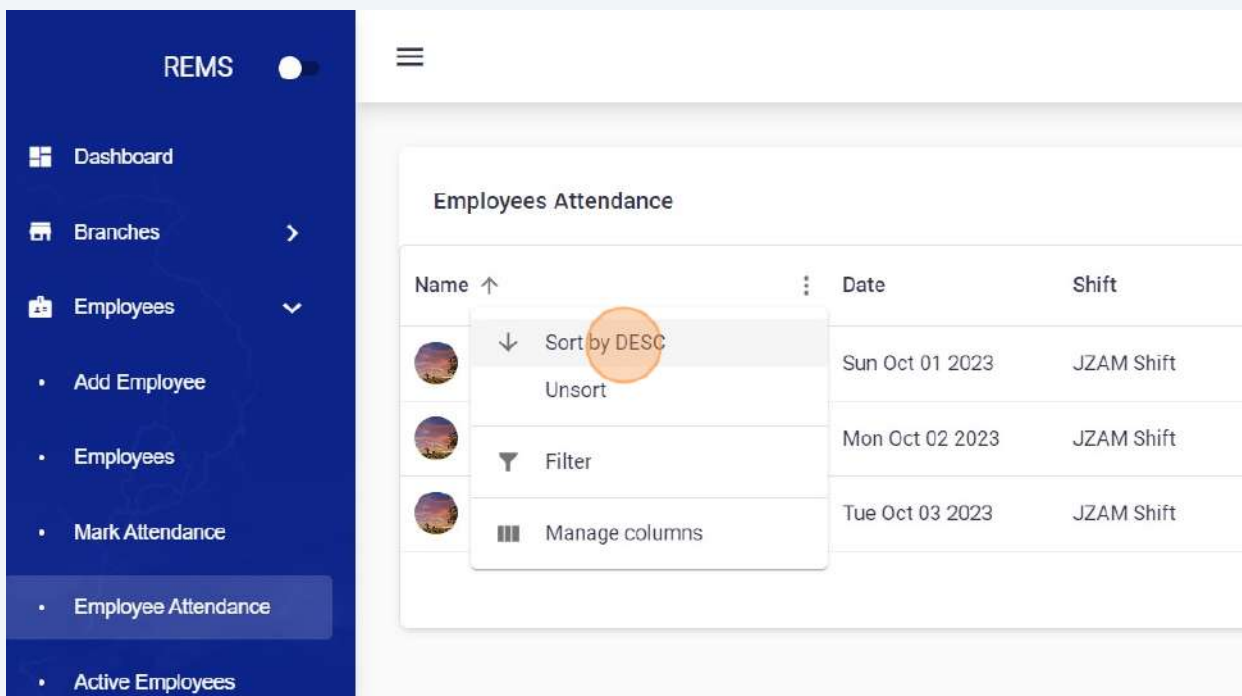


A screenshot of the same attendance form as in step 61, but with a dialog box overlaid. The dialog box is white and has the title "Marked" and the text "d successfully...". At the bottom right of the dialog box, there is a "Close" button. An orange circle highlights the "Close" button. The background form is dimmed, but the "Save" and "Cancel" buttons are still visible.

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.



The screenshot shows the REMS application interface. On the left is a dark blue sidebar with a menu containing: Dashboard, Branches, Employees (with a dropdown arrow), Add Employee, Employees, Mark Attendance, Employee Attendance (highlighted), and Active Employees. The main content area is titled 'Employees Attendance' and contains a table with columns: Name (with a dropdown arrow), Date, and Shift. The table has three rows of data. A context menu is open over the 'Name' column header, showing options: 'Sort by ASC', 'Unsort' (highlighted with an orange circle), 'Filter', and 'Manage columns'.

Name ↓	Date	Shift
	Sun Oct 01 2023	JZAM Shift
	Mon Oct 02 2023	JZAM Shift
	Tue Oct 03 2023	JZAM Shift

66 Customise filter option.

The screenshot shows the REMS application interface. The sidebar is the same as in the previous image. The main content area is titled 'Employees Attendance' and contains a table with columns: Name, Date, and Shift. A filter configuration dialog is open over the table. The dialog has a table with columns: Columns, Operator, Value, and Shift. The 'Columns' column has 'Name' selected, the 'Operator' column has 'contains' selected, and the 'Value' column has 'Filter value' selected. The dialog also has a close button (X) in the top left corner. Below the dialog, the table shows two rows of data.

Columns	Operator	Value	Shift
X Name	contains	Filter value	

Name	Date	Shift
 JZAM Employee zul@gmail.com	Mon Oct 02 2023	JZAM Shift
 JZAM Employee zul@gmail.com	Tue Oct 03 2023	JZAM Shift

67 Click "Manage columns"

The screenshot shows the 'Employees Attendance' page. On the left is a dark blue sidebar with a menu containing: Branches, Employees (with a dropdown arrow), Add Employee, Employees, Mark Attendance, Employee Attendance (highlighted), Active Employees, Shifts, and Reports. The main content area is titled 'Employees Attendance' and contains a table with columns 'Name', 'Date', and 'Shift'. The 'Name' column has a dropdown menu open with options: 'Sort by ASC', 'Sort by DESC', 'Filter', and 'Manage columns' (highlighted with an orange circle). The table data is as follows:

Name	Date	Shift
[Profile Icon]	Sun Oct 01 2023	JZAM Shift
[Profile Icon]	Mon Oct 02 2023	JZAM Shift
[Profile Icon]	Tue Oct 03 2023	JZAM Shift

68 Select or unselect desired columns.

The screenshot shows the 'Manage columns' dialog box. It has a list of columns with toggle switches: Name (unselected), Date (selected), Shift (selected), Branch (selected), Company (unselected), Check In (selected), Check Out (selected), Actual Check In (unselected), Actual Check Out (unselected), Address (unselected), and Action (selected). At the bottom are 'Hide all' and 'Show all' buttons. The background shows the 'Employees Attendance' table with the following data:

[Profile Icon]	Mon Oct 02 2023	JZAM Shift	JZAM Tech
[Profile Icon]	Tue Oct 03 2023	JZAM Shift	JZAM Tech

69 Click on show all button to view all columns.

The screenshot shows a table with two rows of data. A column selection menu is open on the left side of the table. The menu lists the following columns with their respective toggle states:

- Name (unchecked)
- Date (checked)
- Shift (checked)
- Branch (checked)
- Company (checked)
- Check In (checked)
- Check Out (checked)
- Actual Check In (checked)
- Actual Check Out (checked)
- Address (checked)
- Action (unchecked)

At the bottom of the menu, there are two buttons: "Hide all" and "Show all". The "Show all" button is highlighted with an orange circle. The table data is as follows:

Oct 02 2023	JZAM Shift	JZAM Tech	JZAM Tech
Oct 03 2023	JZAM Shift	JZAM Tech	JZAM Tech

70 Click "Hide all" to hide all columns.

The screenshot shows the same table as in the previous image. The column selection menu is open, and the "Hide all" button is highlighted with an orange circle. The table data is as follows:

Oct 02 2023	JZAM Shift
Oct 03 2023	JZAM Shift

71

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

The screenshot shows a table with the following columns: Date, Shift, Branch, Check In, and Action. The table contains three rows of data for the dates Oct 01 2023, Oct 02 2023, and Oct 03 2023, all with 'JZAM Shift' and 'JZAM Tech' and a 'Check In' time of '12:00:00 AM'. A context menu is open over the 'Action' column of the first row, showing options: Delete (with a trash icon), Logs (with a QR code icon), and Check Calls (with a refresh icon). The 'Delete' option is highlighted with an orange circle. At the bottom right of the table, there is a 'Rows per page: 10' dropdown and a pagination indicator '1-3 of 3' with navigation arrows.

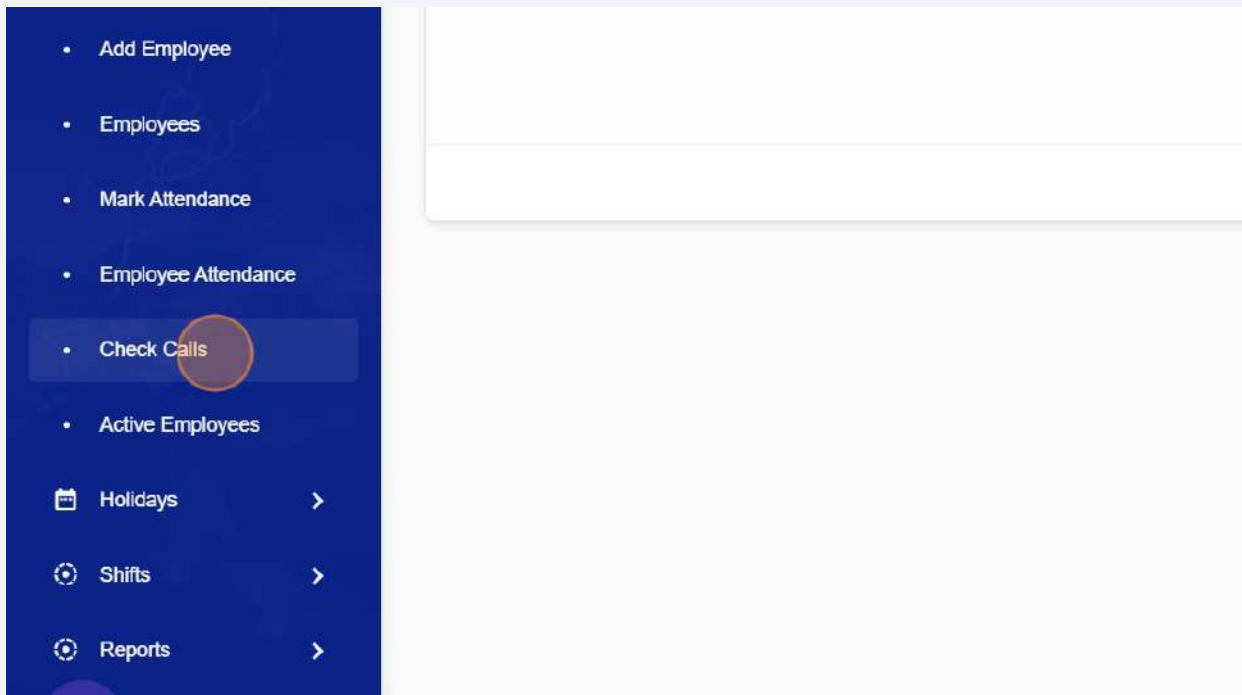
72

Click "Check Calls"

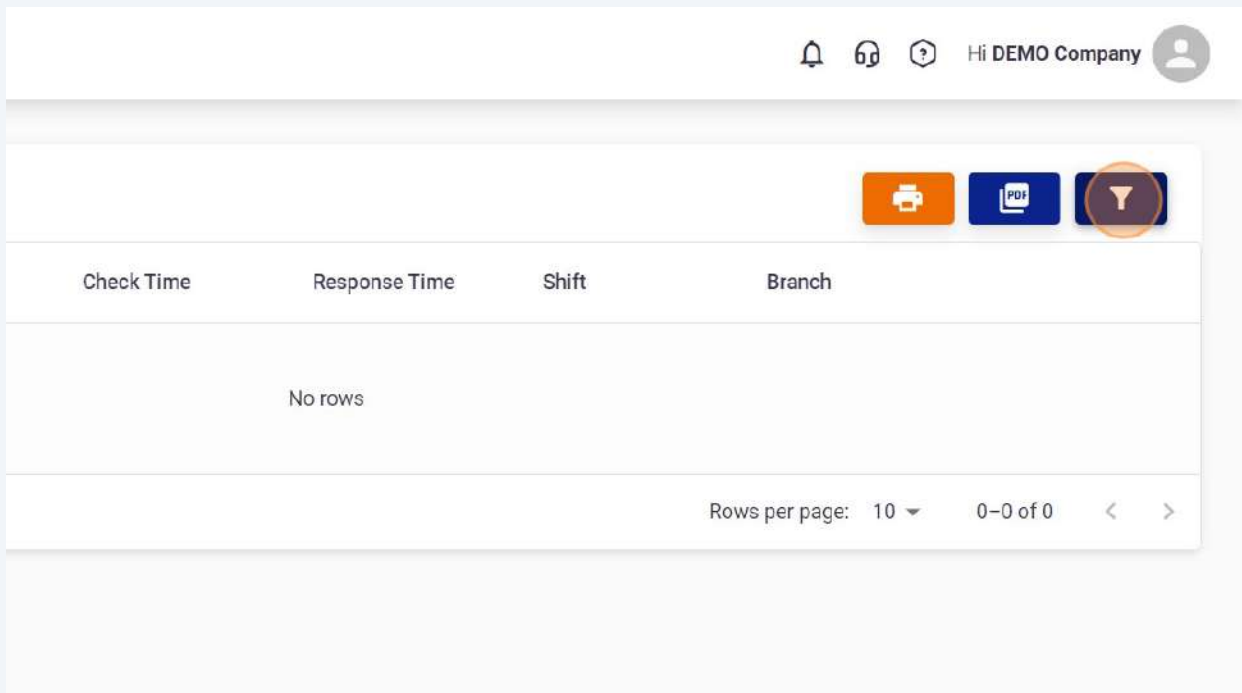
The screenshot shows a table with the following columns: Date, Shift, Branch, Check In, Check Out, and Action. The table contains two rows of data for the dates Oct 01 2023 and Oct 02 2023, both with 'JZAM Shift' and 'JZAM Tech'. The first row has a 'Check In' of '12:00:00 AM' and a 'Check Out' of '12:45:00 AM'. The second row has a 'Check In' of '12:00:00 AM' and a 'Check Out' of '12:00:00 AM'. A context menu is open over the 'Action' column of the second row, showing options: Delete (with a trash icon), Logs (with a QR code icon), and Check Calls (with a refresh icon). The 'Check Calls' option is highlighted with an orange circle. At the bottom right of the table, there is a 'Rows per page: 10' dropdown.

73

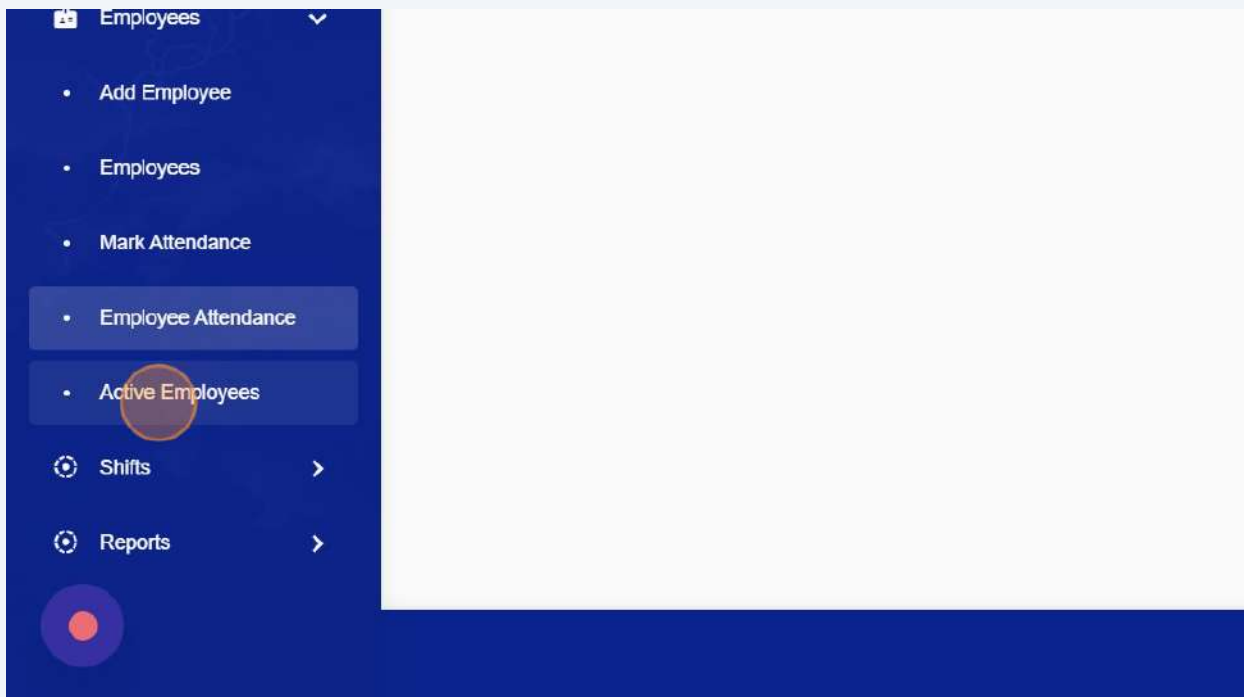
Click "Check Calls" to view or download all Check Calls Record.



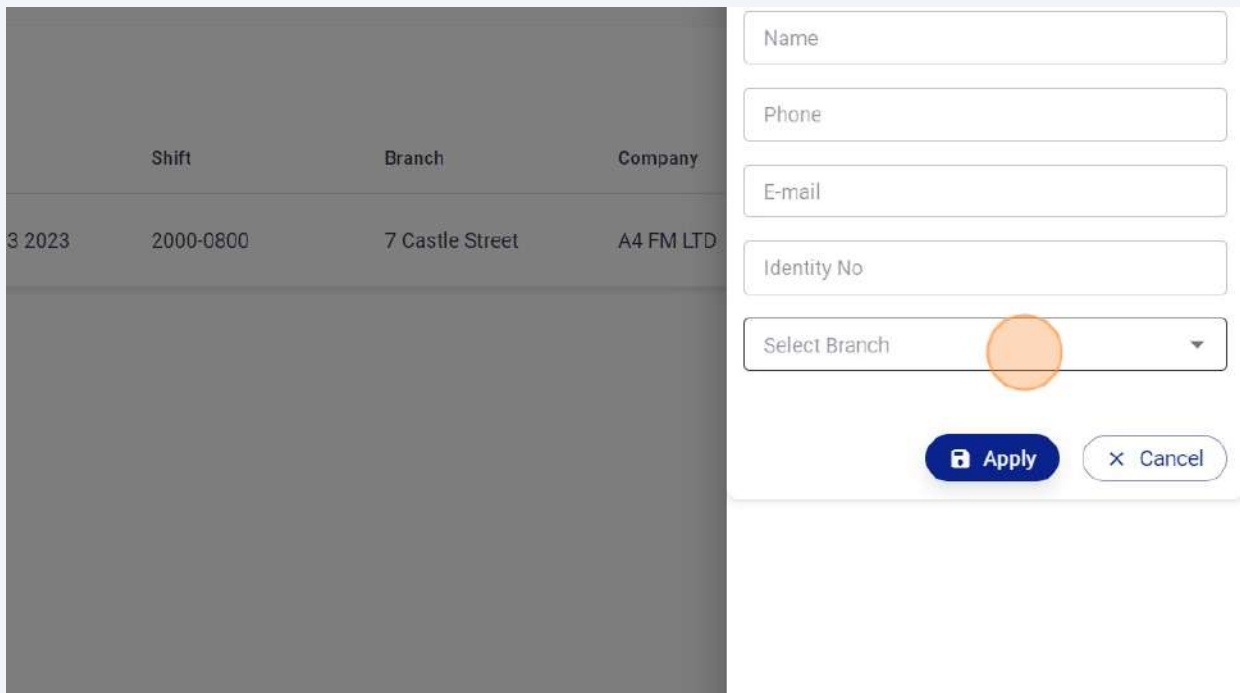
74



75 Click "Active Employees" to view active employees.




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





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  

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

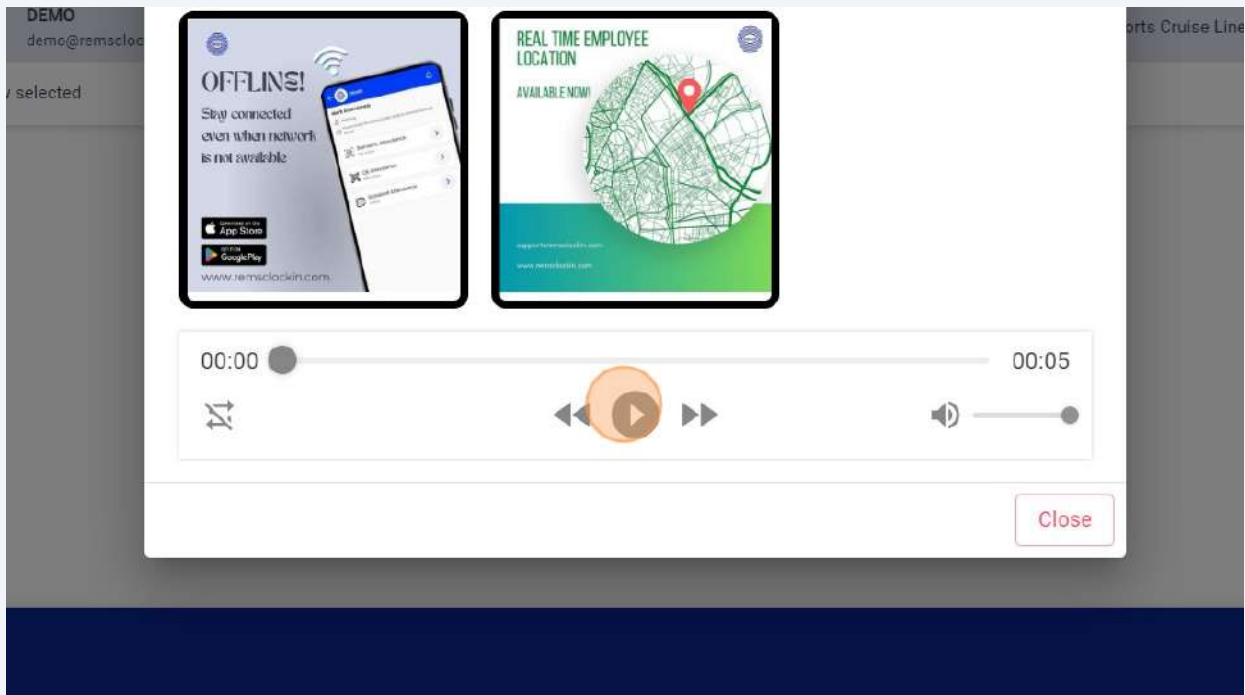
Reported By	Date
App Store appstore@gmail.com	2/12/2024
App Store appstore@gmail.com	2/12/2024
App Store appstore@gmail.com	2/14/2024

80 Click "edit"

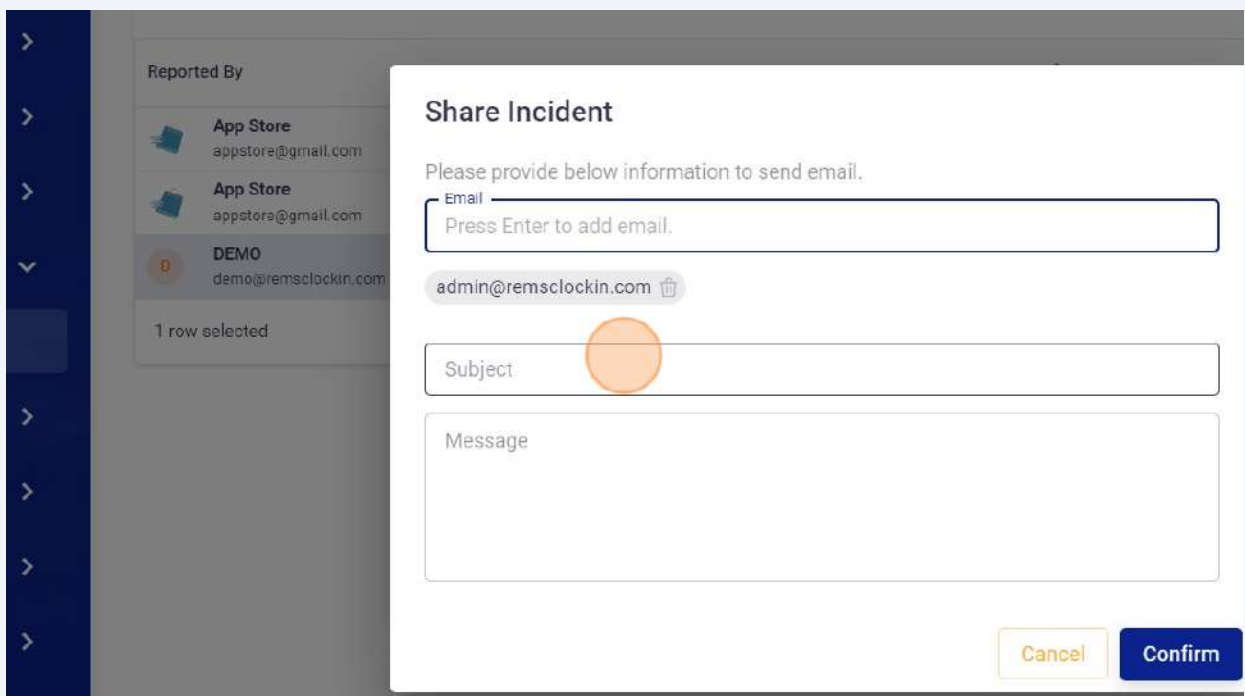
Date	Shift	Branch	Title	Action
2/12/2024	JZAM Shift	JZAM Tech	test me	
2/12/2024	JZAM Shift	JZAM Tech	gest	
2/14/2024	Test	JZAM Tech	test	

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.

The screenshot shows the REMS app interface. On the left is a dark blue sidebar with a menu. The 'Holidays' section is expanded, and the 'Mark Holiday' option is highlighted with an orange circle. On the right, there is a table titled 'Holiday Types' with the following data:

Name	Maximum Leaves	Created By
Paid Holidays	35	DEM
Unpaid Holidays	60	DEM
Test Holidays	5	DEM

84

Enter Holidays detail to mark from portal.

The screenshot shows the REMS app interface with the 'Mark Holiday' form. The sidebar on the left has the 'Mark Holiday' option highlighted with an orange circle. The form on the right contains the following fields:

- Mark Holiday** (Section Header)
- Holiday Type** (Dropdown menu)
- Select employees** (Dropdown menu)
- Start Date** (Text input field containing '01/01/2024')

85

REMS

- Dashboard
- Branches >
- Employees >
- Holidays v
 - 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 Cancel

87

End Date

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

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

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 ▾

- Delete
- Approve
- Reject

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 Jan 01

Tuesday Jan 02

Wednesday Jan 03

Pay Rate

Status

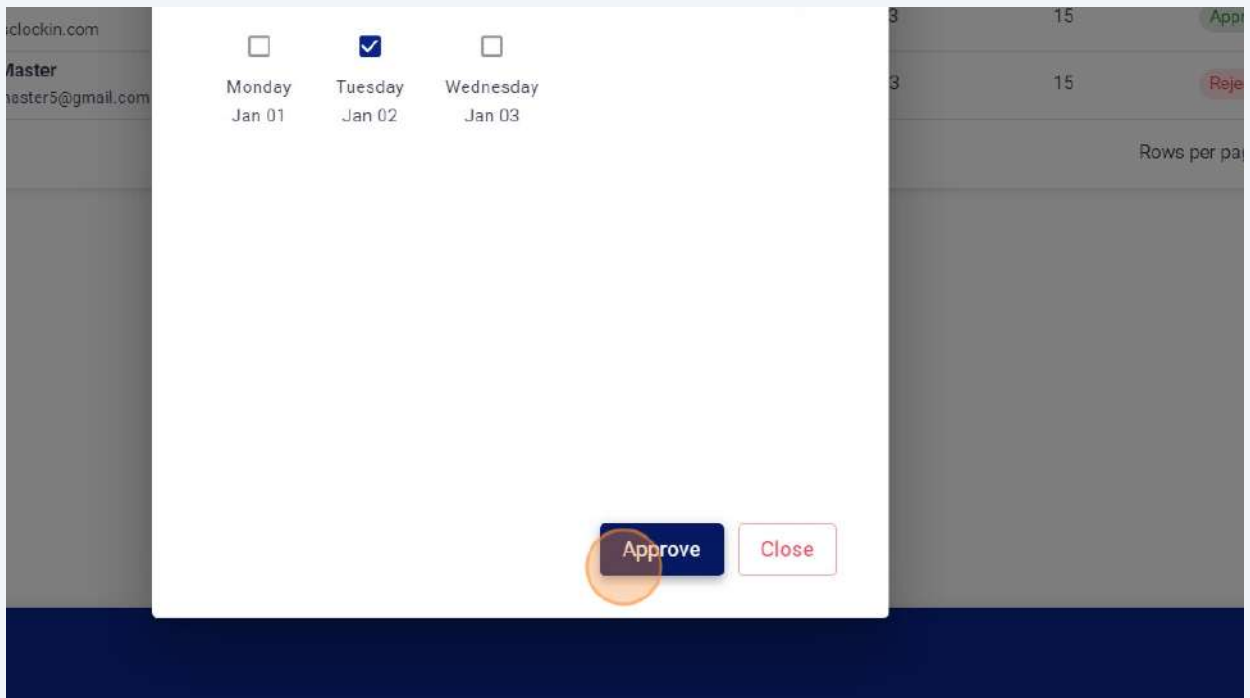
10 Pending

15 Approved

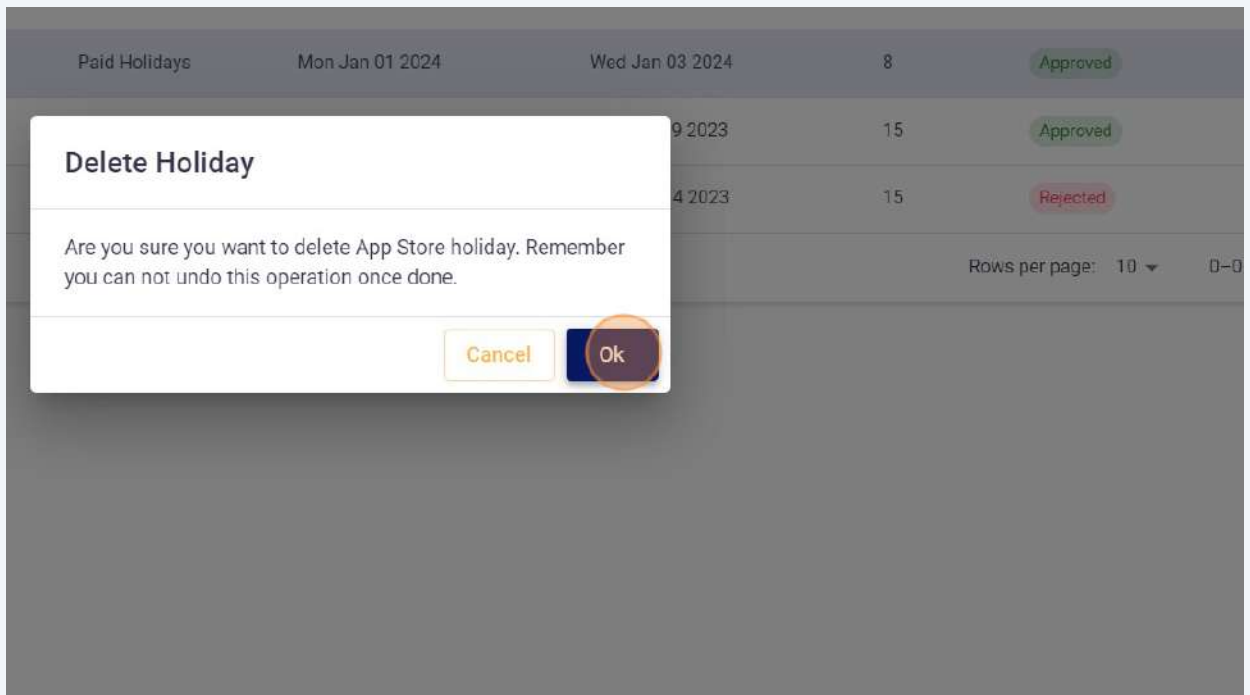
15 Rejected

Rows per page:

91 Click "Approve"



92 Click "Ok"



93 Filter option:

The screenshot shows a user interface for managing holidays. At the top right, there are notification, profile, and help icons, and the text "Hi DEMO Company" next to a user profile icon. Below this is a table with the following columns: Start Date, End Date, Pay Rate, and Status. The table contains two rows of data. A dropdown menu is open over the table, showing filter options: "All Holidays", "Pending Holidays", "Approved Holidays", and "Rejected Holidays". The "All Holidays" option is highlighted. At the bottom right of the table, there is a pagination control showing "Rows per page: 10" and "0-0 of 0".

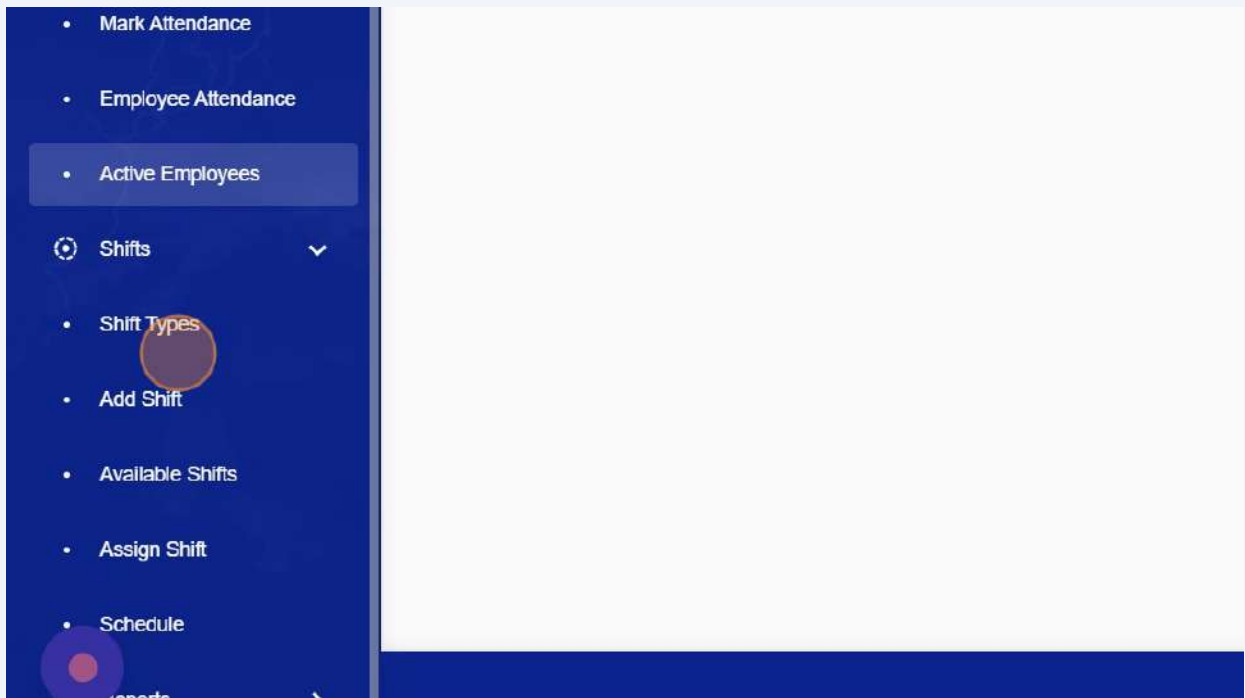
Start Date	End Date	Pay Rate	Status
Mon Dec 11 2023	Tue Dec 19 2023	15	Approved
Wed Dec 13 2023	Thu Dec 14 2023	15	Rejected

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.

The screenshot shows the "REMS" system interface. On the left is a dark blue sidebar menu with the following items: Dashboard, Branches, Employees, Holidays (with a dropdown arrow), Holiday Types, Mark Holiday, Holidays, and Mark Absent (highlighted). The main content area is titled "Mark Absent" and contains three dropdown menus: "Select Company" (with "DEMO Company" selected), "Select Branch", and "Select Shift". An orange circle highlights the "DEMO Company" text in the first dropdown.

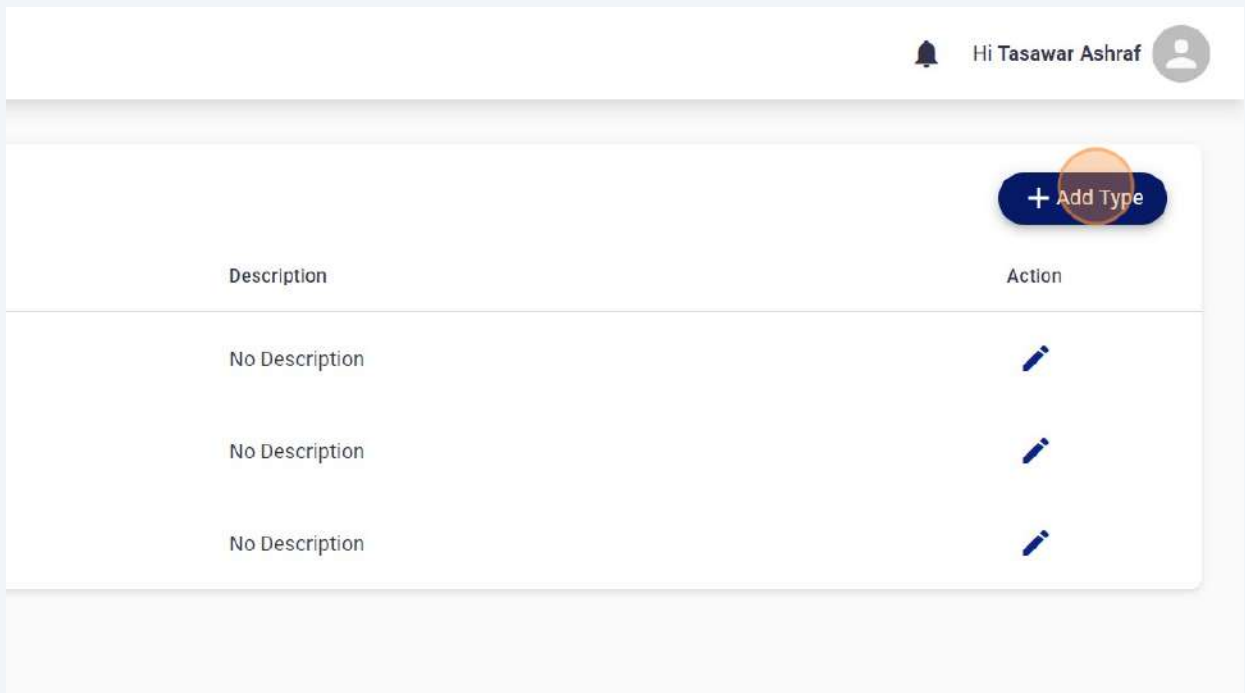
95

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

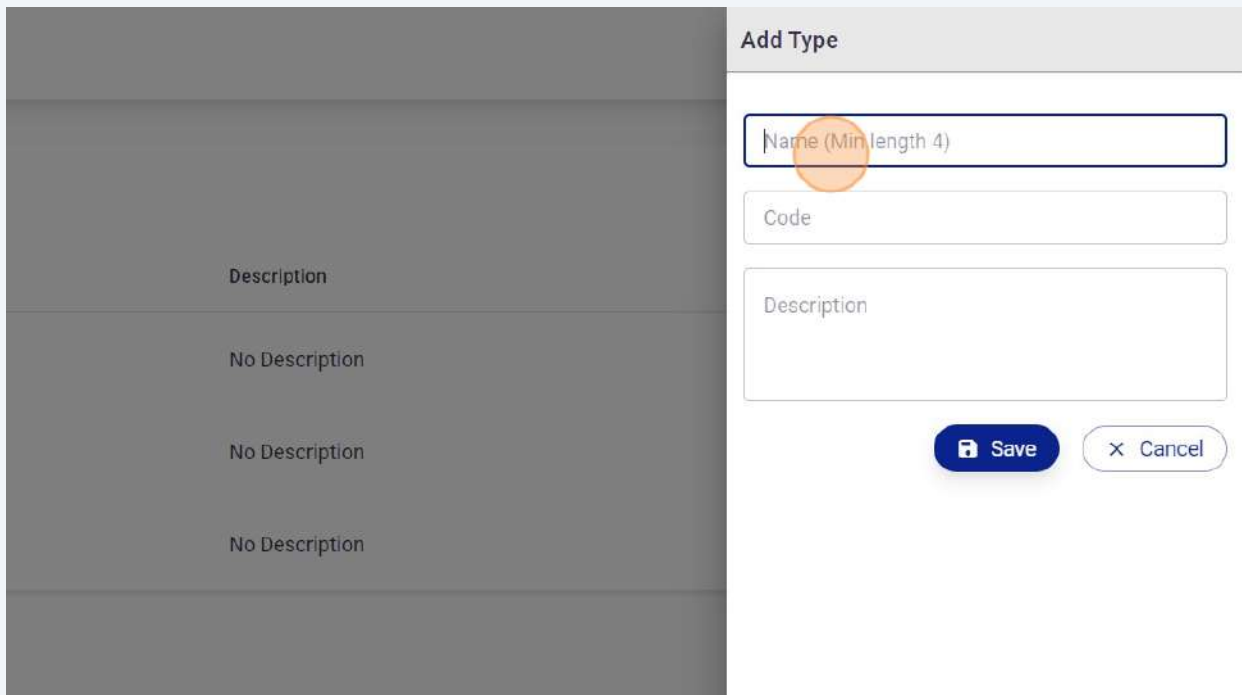


96

Click "Add Type" button.

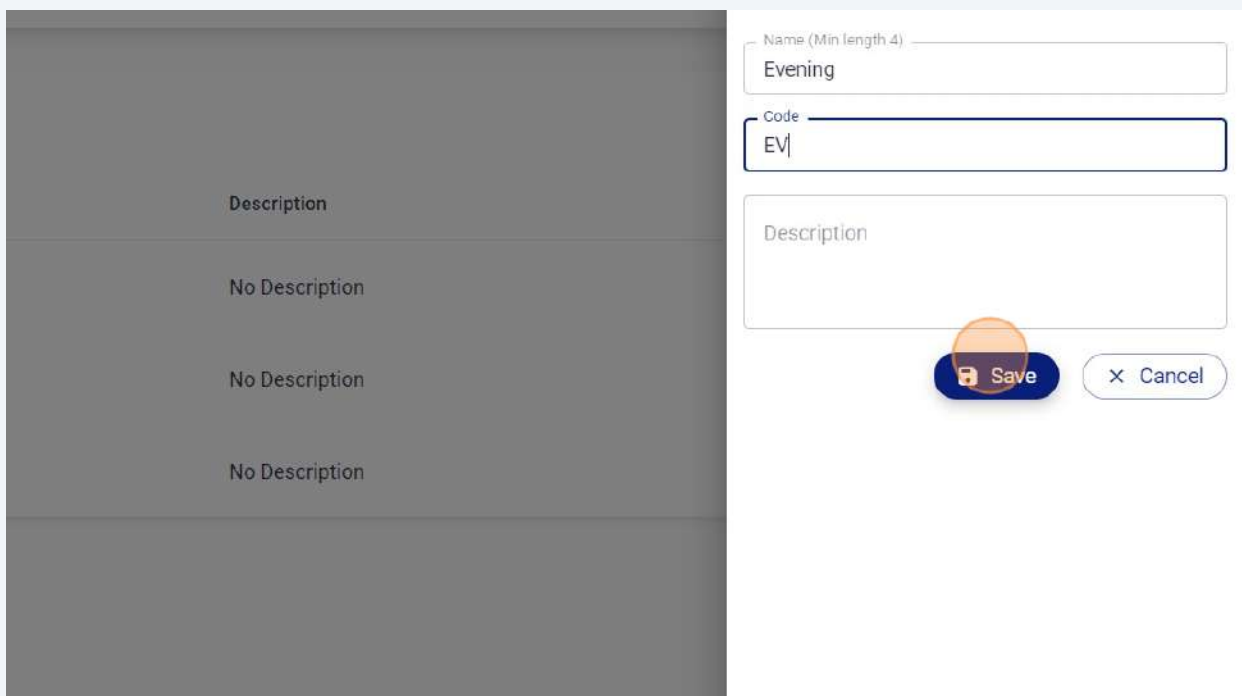


97 Click the "Name" field and enter Shift name.



The screenshot shows a dark grey sidebar on the left with a table containing four rows, each with a 'Description' header and 'No Description' text. On the right, a white 'Add Type' form is open. The form has three input fields: 'Name (Min length 4)', 'Code', and 'Description'. The 'Name' field is highlighted with an orange circle. At the bottom right of the form are two buttons: a blue 'Save' button with a floppy disk icon and a white 'Cancel' button with an 'X' icon.

98 Click "Save" to add new shift type.



This screenshot is identical to the previous one, but the 'Name' field now contains the text 'Evening' and the 'Code' field contains 'EV'. The 'Save' button is highlighted with an orange circle, indicating it should be clicked to save the new shift type.

99 Click "Add Shift"

The screenshot shows a dark blue sidebar menu on the left with the following items: Employee Attendance, Active Employees, Shifts (with a dropdown arrow), Shift Types, Add Shift (highlighted with a red circle), Available Shifts, Assign Shift, Schedule, and Reports (with a right arrow). The main content area on the right displays a table with three rows of shift data:

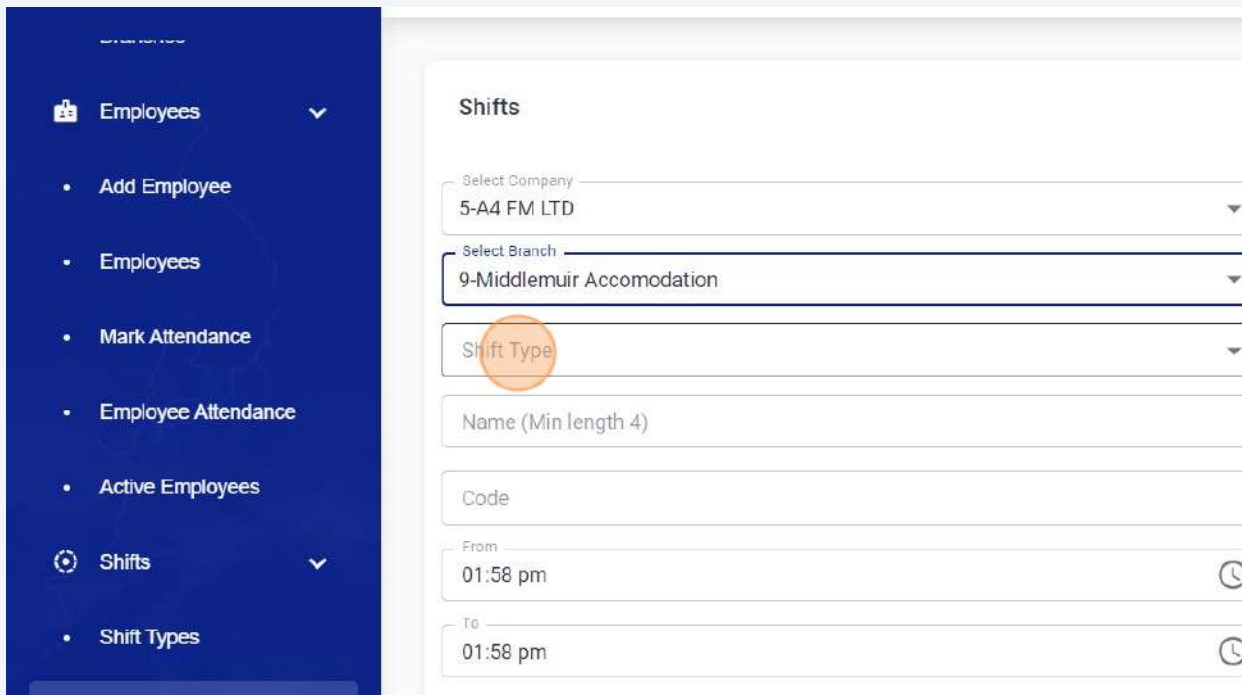
Night Shift	NS	No D
Back shift	BS	No D
Evening	EV	No D

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

The screenshot shows a dark blue sidebar menu on the left with the following items: Employees (with a dropdown arrow), Add Employee, Employees, Mark Attendance, Employee Attendance, Active Employees, Shifts (with a dropdown arrow), Shift Types, and Add Shift (highlighted with a red circle). The main content area on the right is titled 'Shifts' and contains a form with two dropdown menus. The first dropdown is labeled 'Select Company' and has '5-A4 FM LTD' selected. The second dropdown is labeled 'Select Branch' and has a list of branches below it, with '9-Middlemuir Accomodation' highlighted by a red circle:

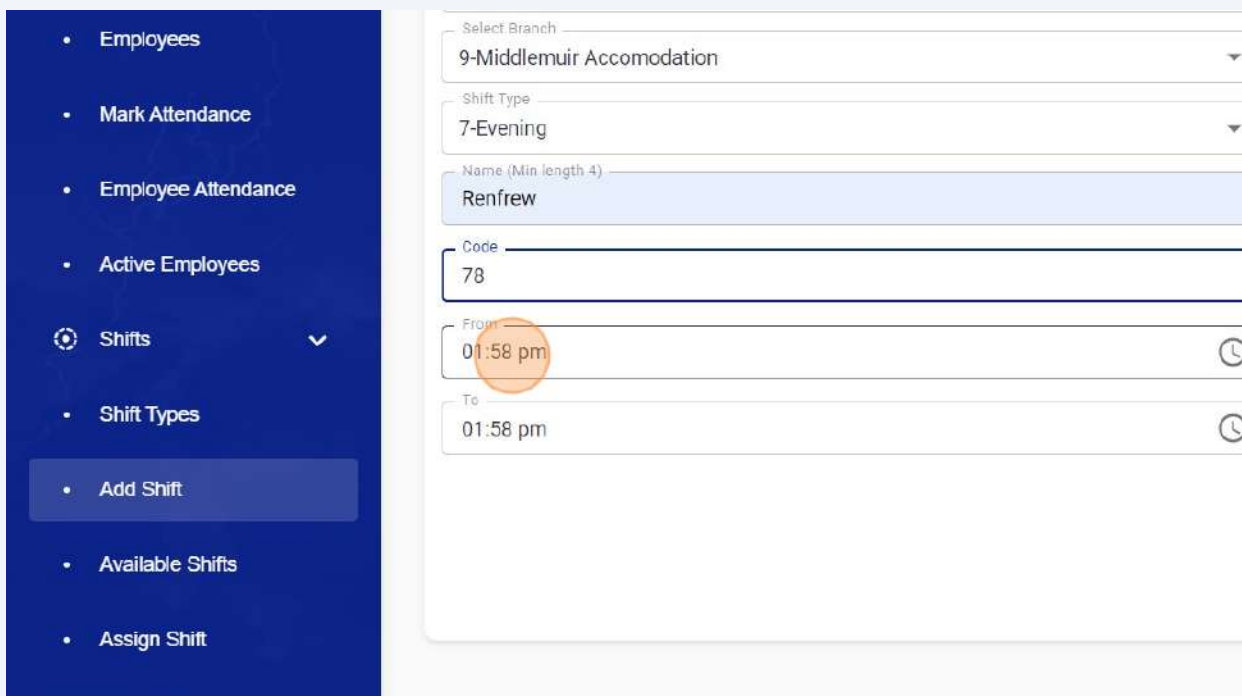
- 7-Balfour Beatty
- 8-Buchanan Park
- 9-Middlemuir Accomodation
- 10-Stewart Aparthotel
- 11-Pollock Avenue
- 12-NHS Shotts
- 13-Royal Observatory
- 14-Broomhead Flats
- 16-Connor Road Accomodation

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



The screenshot shows a dark blue sidebar on the left with a menu. The 'Shifts' menu item is highlighted with a white circle. The main content area is a white form titled 'Shifts'. The form contains several fields: 'Select Company' (5-A4 FM LTD), 'Select Branch' (9-Middlemuir Accomodation), 'Shift Type' (highlighted with an orange circle), 'Name (Min length 4)', 'Code', 'From' (01:58 pm), and 'To' (01:58 pm). The 'From' and 'To' fields have clock icons to their right.

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



The screenshot shows the same dark blue sidebar as in the previous step. The 'Shifts' menu is expanded, and the 'Add Shift' option is highlighted with a white circle. The main content area is the 'Shifts' form. The 'From' field (01:58 pm) is highlighted with an orange circle. The 'To' field (01:58 pm) is also visible. The 'Shift Type' is now '7-Evening' and the 'Name' is 'Renfrew'. The 'Code' is '78'. The 'From' and 'To' fields have clock icons to their right.

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

Shift Type
7-Evening

Name (Min length 4)
Renfrew

Code
78

From
01:00 am

To
01:58 pm

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

Accommodation

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.

The screenshot shows a web application interface for managing shifts. On the left, a dark blue sidebar contains a menu with the following items: Dashboard, Branches, Employees, Shifts, Shift Types, Add Shift, Available Shifts, Assign Shift, and Schedule. The 'Add Shift' option is highlighted. The main content area is white and displays a form titled 'Shifts'. The form includes the following fields: 'Select Company' (dropdown menu with '5-A4 FM LTD' selected), 'Select Branch' (dropdown menu with 'off' selected and '26-Office' highlighted with an orange circle), 'Name (Min length 4)', 'Code', 'From' (time picker with '06:28 pm' selected), and 'To' (time picker with '06:28 pm' selected).

107 Select shift type.

The screenshot shows the 'Shifts' form with the following fields and values:

- Select Company: 5-A4 FM LTD
- Select Branch: 26-Office
- Shift Type: 4-Day shift (highlighted with an orange circle)
- From: 06:28 pm
- To: 06:28 pm
- Check Call: No

The left sidebar contains the following menu items:

- Dashboard
- Branches
- Employees
- Shifts
 - Shift Types
 - Add Shift
 - Available Shifts
 - Assign Shift
 - Schedule
- Reports

108 Enter shift name.

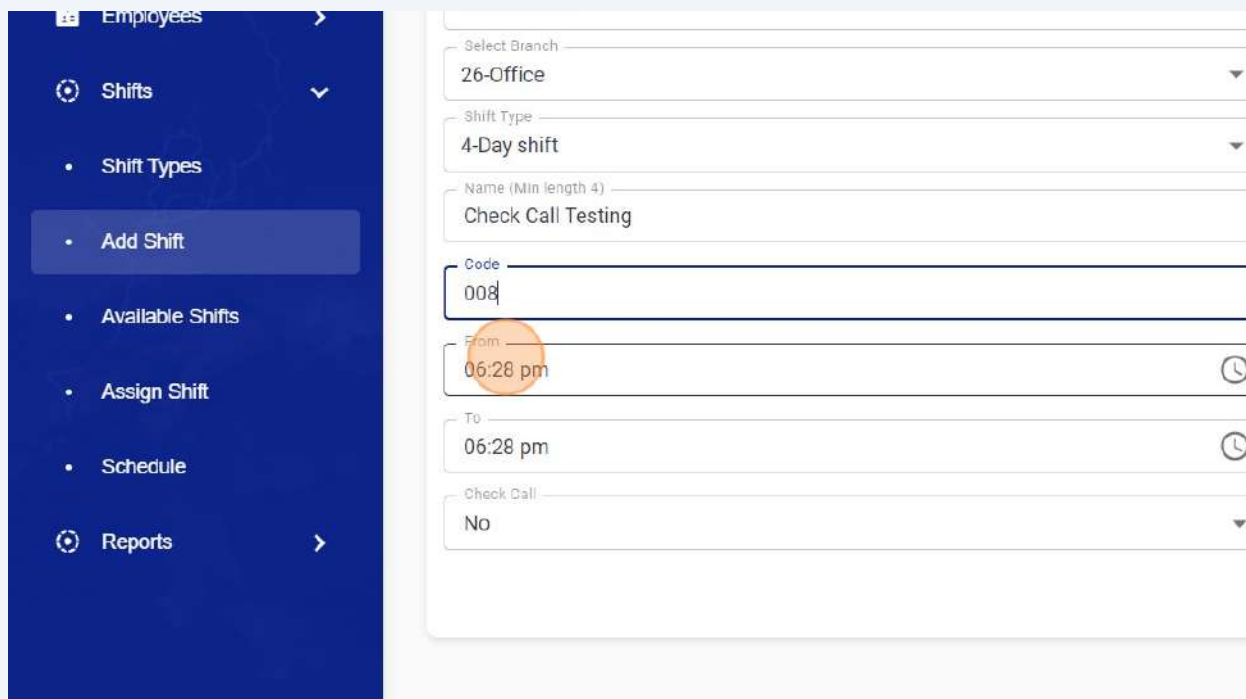
The screenshot shows the 'Shifts' form with the following fields and values:

- Select Company: 5-A4 FM LTD
- Select Branch: 26-Office
- Shift Type: 4-Day shift
- Name (Min length 4): 4-Day shift (highlighted with an orange circle)
- Code:
- From: 06:28 pm
- To: 06:28 pm
- Check Call: No

The left sidebar contains the following menu items:

- Branches
- Employees
- Shifts
 - Shift Types
 - Add Shift
 - Available Shifts
 - Assign Shift
 - Schedule
- Reports

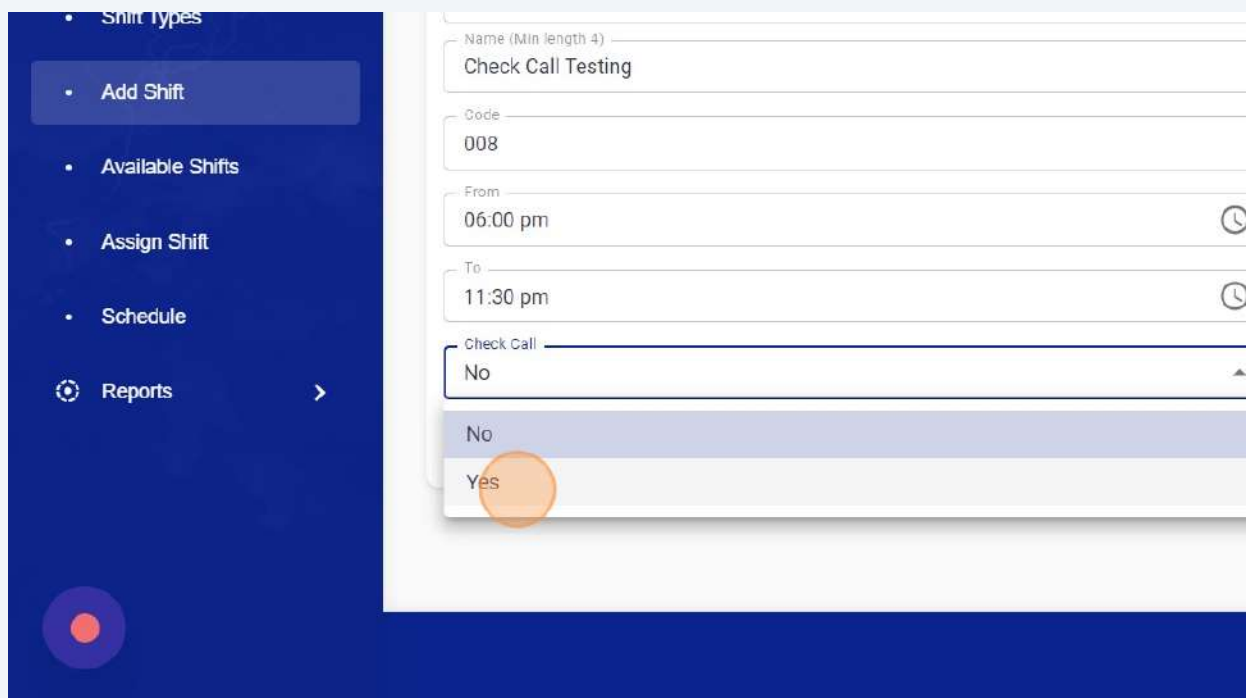
109 Select shift start & end time.



The screenshot shows a sidebar on the left with a menu containing 'Employees', 'Shifts', 'Shift Types', 'Add Shift', 'Available Shifts', 'Assign Shift', 'Schedule', and 'Reports'. The 'Add Shift' option is highlighted. The main form on the right contains the following fields:

- Select Branch: 26-Office
- Shift Type: 4-Day shift
- Name (Min length 4): Check Call Testing
- Code: 008
- From: 06:28 pm (highlighted with an orange circle)
- To: 06:28 pm
- Check Call: No

110 Enable Check call option by clicking on YES.



The screenshot shows the same sidebar as in the previous step. The main form on the right has the following fields:

- Name (Min length 4): Check Call Testing
- Code: 008
- From: 06:00 pm
- To: 11:30 pm
- Check Call: A dropdown menu is open, showing 'No' and 'Yes' options. The 'Yes' option is highlighted with an orange circle.

111 Select desired time for check calls.

• Shift types

- Add Shift
- Available Shifts
- Assign Shift
- Schedule

🔄 Reports >

Code
008

From
06:00 pm

To
11:30 pm

Check Call
Yes

Choose time for check call

7:00:00 PM 8:00:00 PM 9:00:00 PM

10:00:00 PM 11:00:00 PM 12:00:00 AM

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

Code
008

From
16:00 pm

To
11:30 pm

Check Call
Yes

Choose time for check call

7:00:00 PM 8:00:00 PM 9:00:00 PM

10:00:00 PM 11:00:00 PM 12:00:00 AM

Overtime
Off

Description

113

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

The screenshot displays a user interface for managing employee attendance. On the left, a list of check-in times is shown, each with a green 'Checked' button. A 'Close' button is located at the bottom right of this list. On the right, a table lists employee attendance records with columns for date, time range, location, and start/end times. Each row includes icons for deleting, editing, and viewing details.

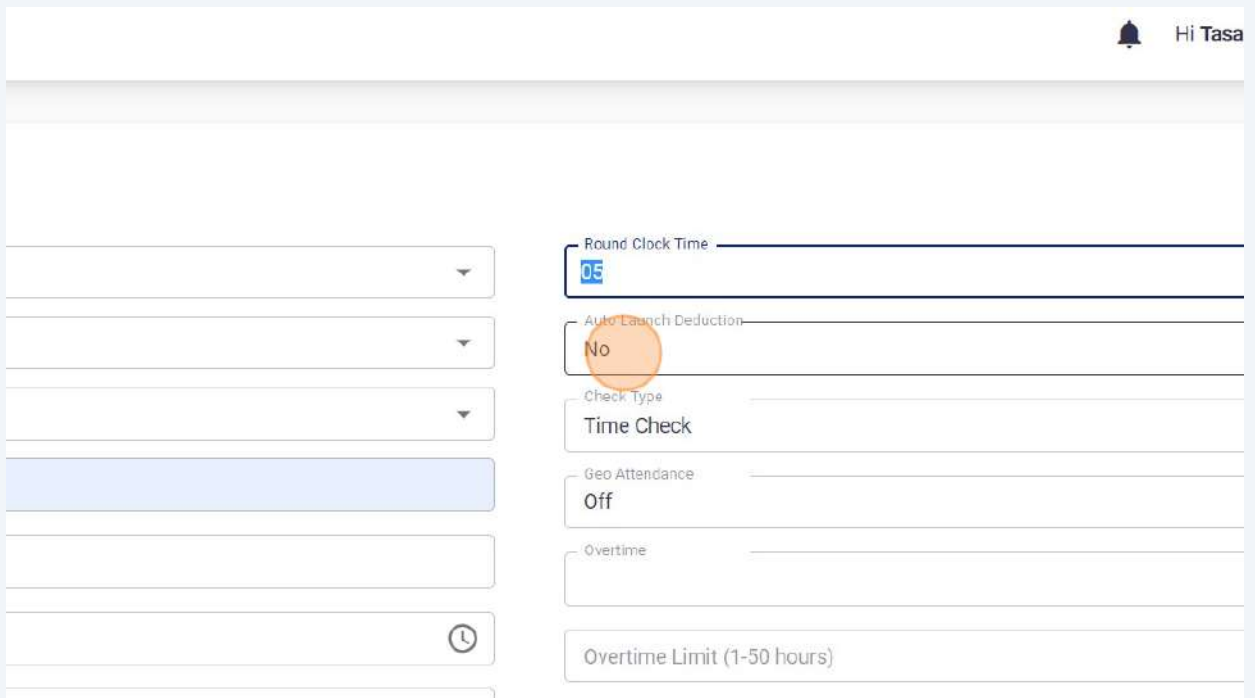
Date	Time Range	Location	Start Time	End Time	Actions
24 2023	0600-1800	MPS East Kilbride	6:00:00 AM	6:00:00 PM	[Delete] [Edit] [Details]
3 2023	2200-0700	Broomhead Flats	10:10:00 PM	7:00:00 AM	[Delete] [Edit] [Details]
3 2023	2100-0900	Stewart Aparthotel	9:00:00 PM	9:00:00 AM	[Delete] [Edit] [Details]

114

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

The screenshot shows a configuration form for attendance settings. The 'Round Clock Time' field is highlighted with an orange circle and contains the value '05'. Other fields include 'Auto Launch Deduction' (No), 'Check Type' (Time Check), 'Geo Attendance' (Off), and 'Overtime Limit (1-50 hours)'. A notification bell and the name 'Hi Tasawa' are visible in the top right corner.

115 Click "Auto Lunch deduction" field.



Hi Tasa

Round Clock Time

Auto Lunch Deduction

Check Type

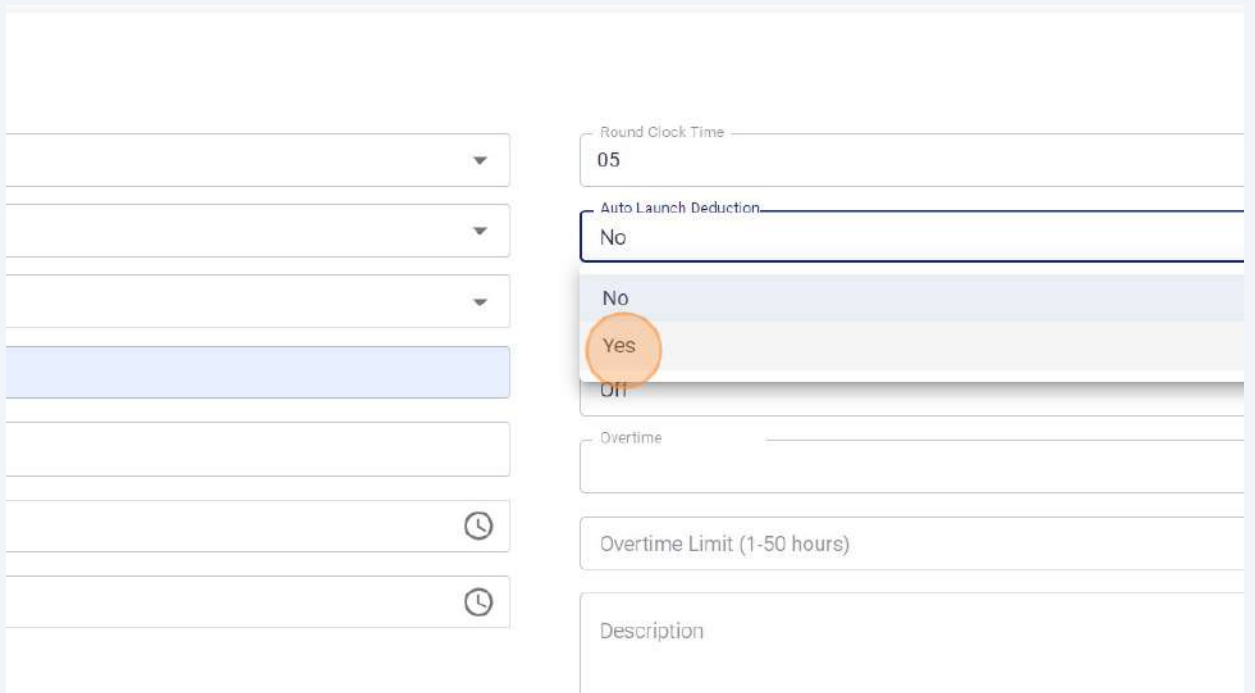
Geo Attendance

Overtime

Overtime Limit (1-50 hours)

The screenshot shows a form with several fields. The 'Auto Lunch Deduction' field is highlighted with a blue border and an orange circle around the 'No' text. To the left of the form are several dropdown menus, with the bottom one highlighted in blue. The top right corner shows a notification bell icon and the text 'Hi Tasa'.

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



Round Clock Time

Auto Lunch Deduction

No

Yes

Off

Overtime

Overtime Limit (1-50 hours)

Description

The screenshot shows the same form as in step 115. The 'Auto Lunch Deduction' field is now a dropdown menu, and the 'Yes' option is highlighted with a blue background and an orange circle. The 'No' option is also visible above it. The 'Description' field is now visible at the bottom of the form.

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.

The screenshot shows a settings form with the following fields and values:

- Auto Launch Deduction: Yes
- Deduct Time: 15
- Check Type: Time Check (highlighted in blue)
- Time Check (highlighted in blue)
- Face Detection (highlighted in orange)
- QR Scanning (highlighted in orange)
- Overtime Limit (1-50 hours):
- Description:

At the bottom right, there is a blue "Save" button and a partial view of a back arrow.

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

The screenshot shows a settings form with the following fields and values:

- Auto Launch Deduction: Yes
- Deduct Time: 15
- Check Type: Face Detection (highlighted in blue)
- Time Check (highlighted in blue)
- Face Detection (highlighted in blue)
- QR Scanning (highlighted in orange)
- Overtime Limit (1-50 hours):
- Description:

At the bottom right, there is a blue "Save" button and a partial view of a back arrow.

121 Click "Geo Attendance" field.

The screenshot shows a configuration form with the following fields and values:

- 05
- Auto Launch Deduction: Yes
- Deduct Time: 15
- Check Type: QR Scanning
- Geo Attendance: Off (highlighted with an orange circle)
- Overtime Limit (1-50 hours)
- Description

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

The screenshot shows the same configuration form, but with the 'Geo Attendance' dropdown menu open. The options are:

- Off
- On (highlighted with an orange circle)
- As per user

Other fields and values remain the same as in the previous screenshot. A 'Save' button is visible at the bottom right of the form.

123 Click "Overtime" field to enable overtime.

The screenshot shows a form with several input fields. On the right side, the 'Overtime' field is expanded into a dropdown menu. The 'Off' option is highlighted with an orange circle. Other visible fields include 'Deduct Time' (15), 'Check Type' (QR Scanning), and 'Geo Attendance' (On). A 'Save' button is located at the bottom right.

124 Click "Off" to keep overtime disabled.

The screenshot shows the same form as in step 123, but now the 'Overtime' dropdown menu is closed and the 'Off' option is selected. An orange circle highlights the 'Off' text. The 'Save' button is visible at the bottom right.

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

REMS copyrights@

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

15

Check Type
QR Scanning

Geo Attendance
On

Overtime
On-Monthly

Overtime Limit (1-50 hours)
1

Description

Save

Cancel

REMS copyrights@2023

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

The screenshot shows a sidebar menu on the left with the following items: Employee Attendance, Active Employees, Shifts (with a dropdown arrow), Shift Types, Add Shift, Available Shifts (highlighted with a red circle), Assign Shift, Schedule, and Reports (with a right arrow). The main content area contains a form with the following fields: Name (Min length 4) with the value 'Renfrew', Code with the value '78', From with the value '01:58 pm' and a clock icon, and To with the value '01:58 pm' and a clock icon.

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).

The screenshot shows a software interface with a user profile 'Hi Tasawar Ashraf' in the top right corner. Below the profile is a table of shifts. A filter button (funnel icon) is highlighted with a red circle. The table has the following columns: Company, Branch, Type, Active Employees, Status, and Action. The table contains four rows of data.

Company	Branch	Type	Active Employees	Status	Action
A4 FM LTD	Middlemuir Accommodation	Night Shift	0	Approved	
A4 FM LTD	Middlemuir Accommodation	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.

The screenshot shows a dark-themed table with columns: Company, Branch, Type, and Active. The table contains four rows of shift data. To the right is a 'Search Shift' panel with a text input for 'Name', a dropdown menu for 'Disabled', and another dropdown for 'Select Branch'. Below these are two buttons: a blue 'Apply' button with a lock icon and a white 'Cancel' button with an 'x' icon. The 'Apply' button is highlighted with an orange circle.

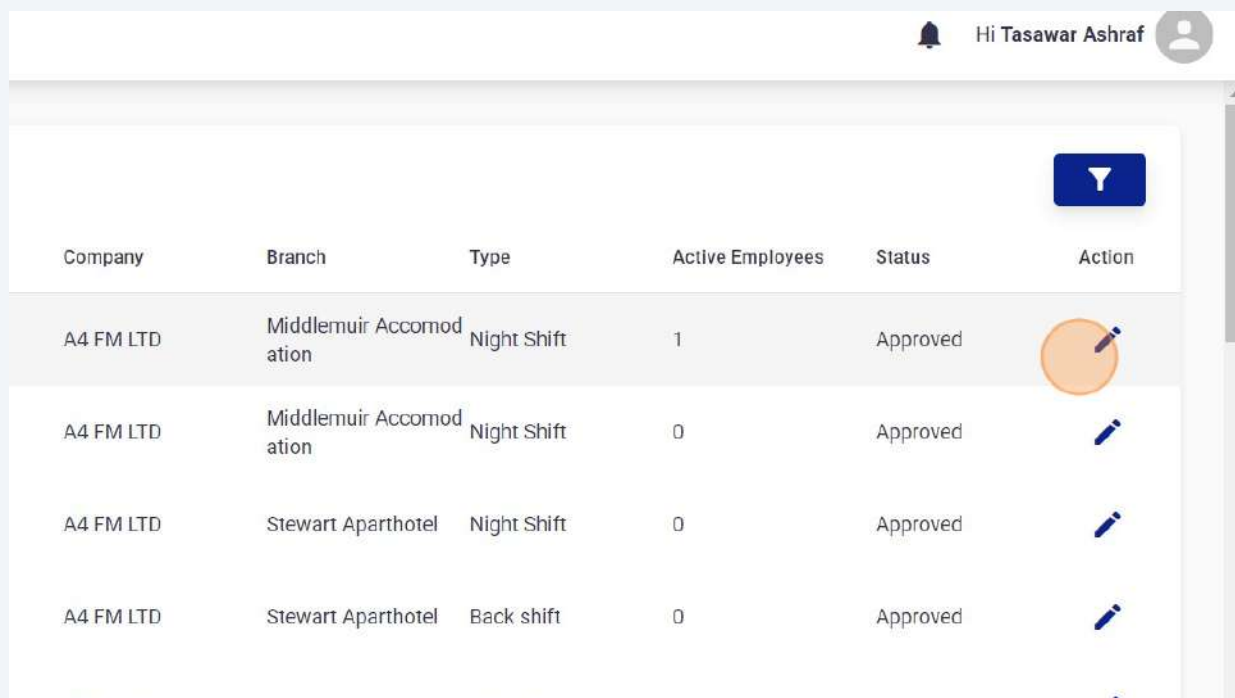
Company	Branch	Type	Active
A4 FM LTD	Middlemuir Accomodation	Night Shift	0
A4 FM LTD	Middlemuir Accomodation	Night Shift	0
A4 FM LTD	Stewart Aparthotel	Night Shift	0
A4 FM LTD	Stewart Aparthotel	Back shift	0

130 Click "Cancel" button to cancel this action.





This screenshot is identical to the one in step 129, showing the same table and search panel. However, the 'Cancel' button is now highlighted with an orange circle, indicating the next step in the process.

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

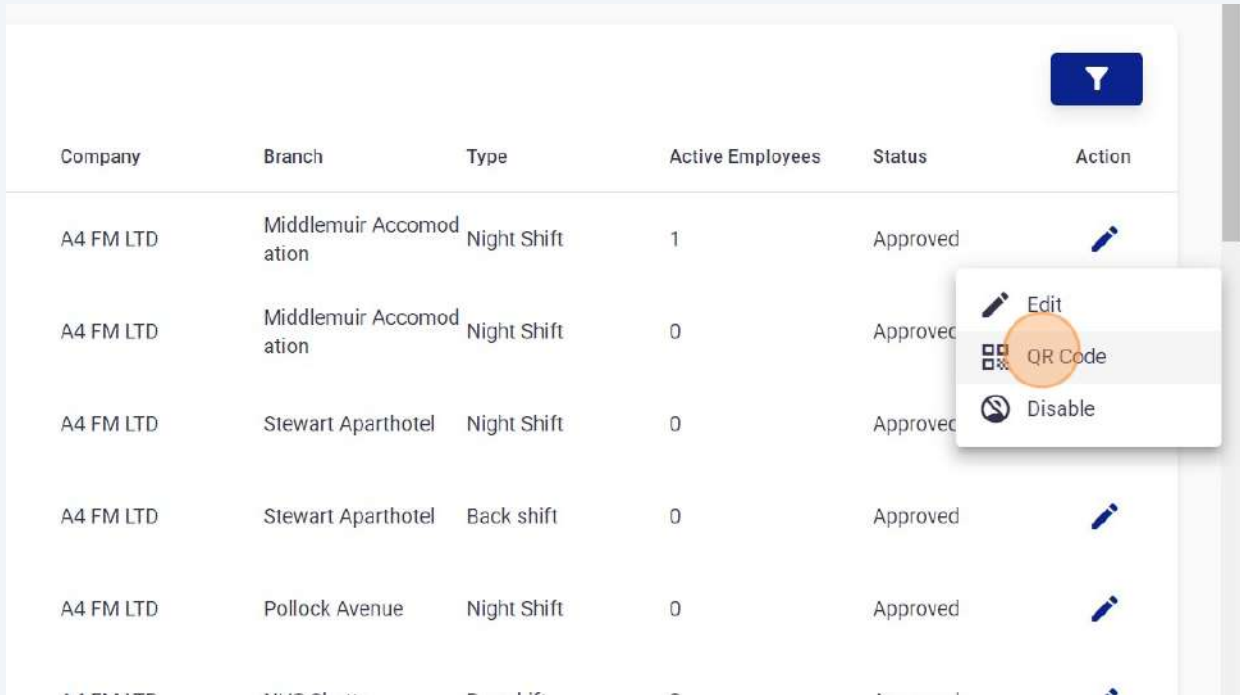
132 Click Pencil Icon.



The screenshot shows a web application interface with a user profile at the top right displaying "Hi Tasawar Ashraf". Below the header is a table with the following data:

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	

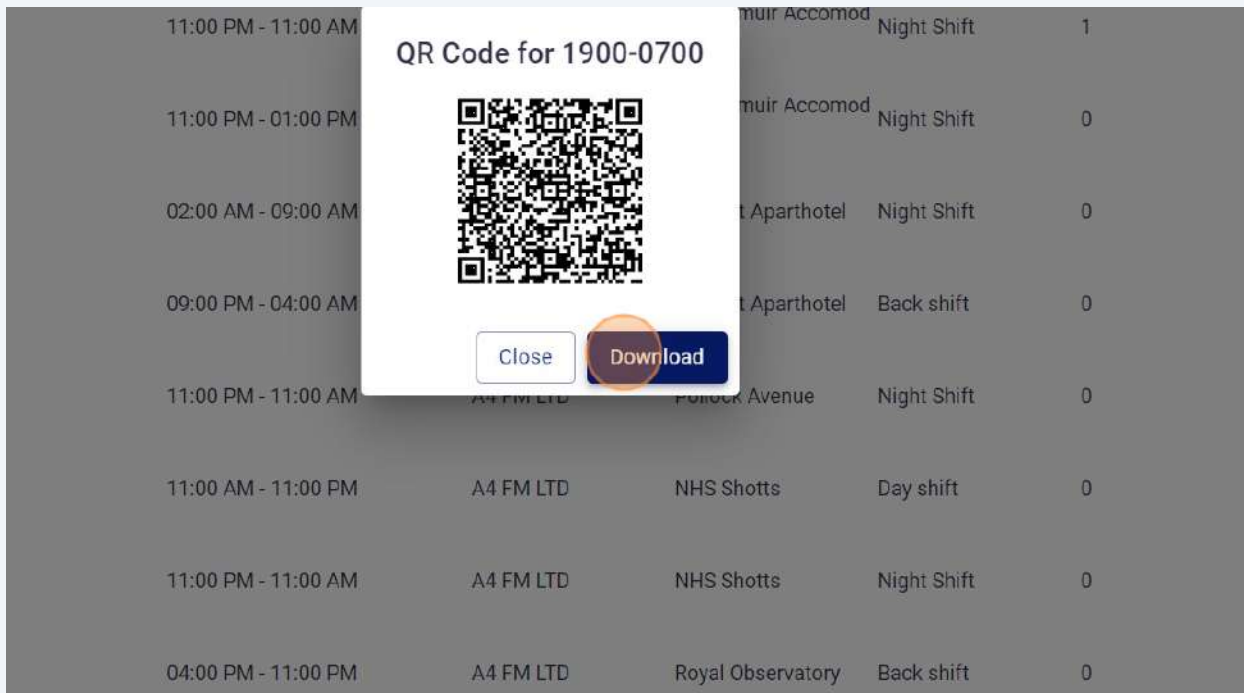
133 Click "QR Code"



The screenshot shows a table with columns: Company, Branch, Type, Active Employees, Status, and Action. A context menu is open over the 'Action' column of the second row, with the 'QR Code' option highlighted. The table contains the following data:

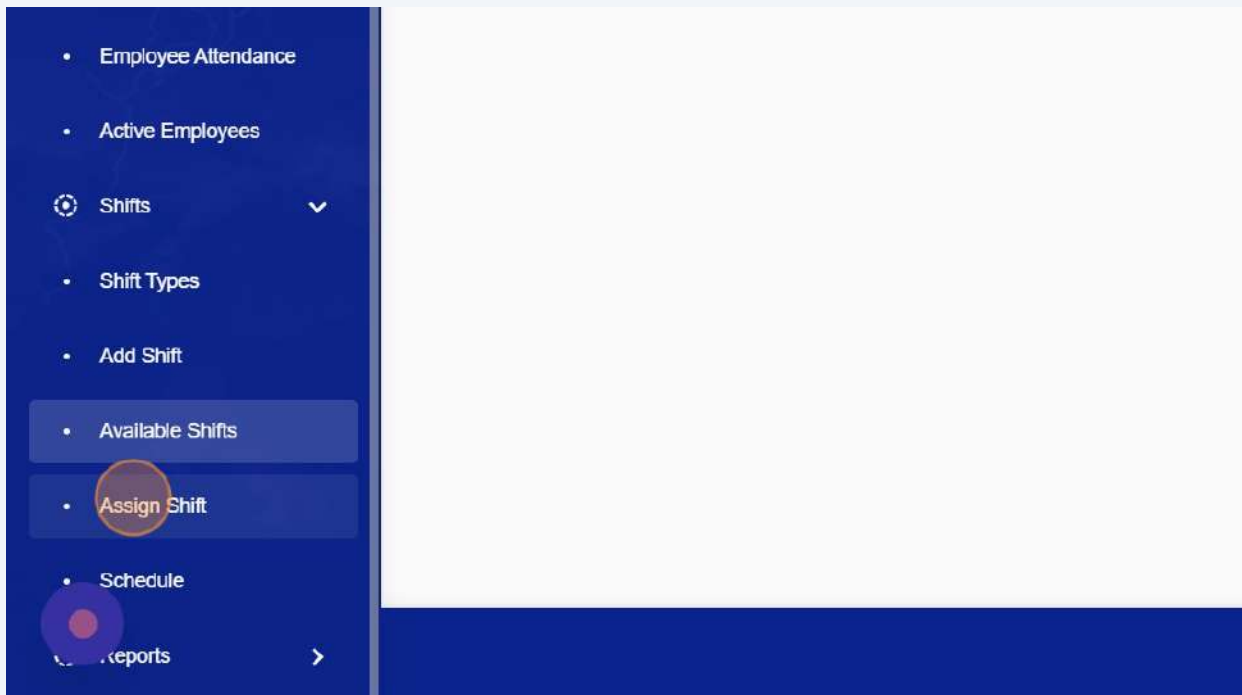
Company	Branch	Type	Active Employees	Status	Action
A4 FM LTD	Middlemuir Accommodation	Night Shift	1	Approved	
A4 FM LTD	Middlemuir Accommodation	Night Shift	0	Approved	
A4 FM LTD	Stewart Aparthotel	Night Shift	0	Approved	
A4 FM LTD	Stewart Aparthotel	Back shift	0	Approved	
A4 FM LTD	Pollock Avenue	Night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

134 Click "Download"

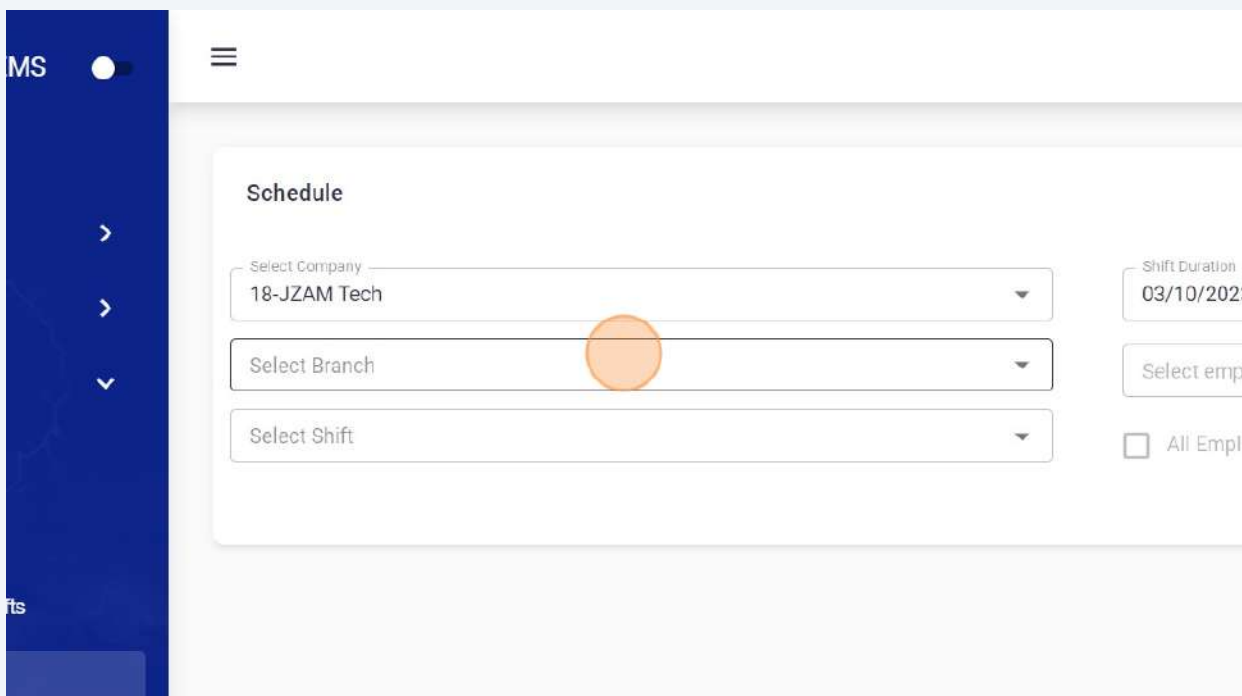


The screenshot shows a modal dialog box titled "QR Code for 1900-0700" with a QR code and two buttons: "Close" and "Download". The "Download" button is highlighted with an orange circle. The background is a dimmed view of the table from the previous step.

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



136 Select branch & shift.



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

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

Select employees

All Employees

Save

138 Click "31"

October 2023							November 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30	1	2

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

The screenshot shows a software interface with a top navigation bar containing a bell icon, a headset icon, a menu icon, and the text "Hi JZAM Tech" next to a user profile icon. Below the navigation bar is a form with several input fields and buttons. The form includes three dropdown menus on the left. The "Shift Duration" field contains the text "03/10/2023 - 31/10/2023". Below it is a "Select employees" dropdown menu. A checkbox labeled "All Employees" is present. At the bottom right of the form are two buttons: "Save" (with a floppy disk icon) and "Cancel" (with an 'x' icon). A red circle highlights the "Excluded Dates" button, which is a red rectangle with white text.

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.

The screenshot shows a software interface with a dark blue sidebar on the left containing navigation arrows. The main area is titled "Schedule" and contains three dropdown menus: "Select Company" (18-JZAM Tech), "Select Branch" (59-JZAM Tech), and "Select Shift" (220-JZAM Shift). A dialog box titled "Excluded Dates" is open in the foreground. It has a close button (X) in the top right corner. The dialog box contains the text "Check Dates to Make them exclude. Choose carefully as once its non-changeable once save." Below this text is a calendar grid. The date "Thursday Oct 05" is selected, indicated by a red circle around its checkbox. The calendar grid shows dates from Wednesday Oct 04 to Saturday Oct 21, with checkboxes for each day.

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

Select employees: 55-JZAM Employee

All Employees

Save Cancel

142

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

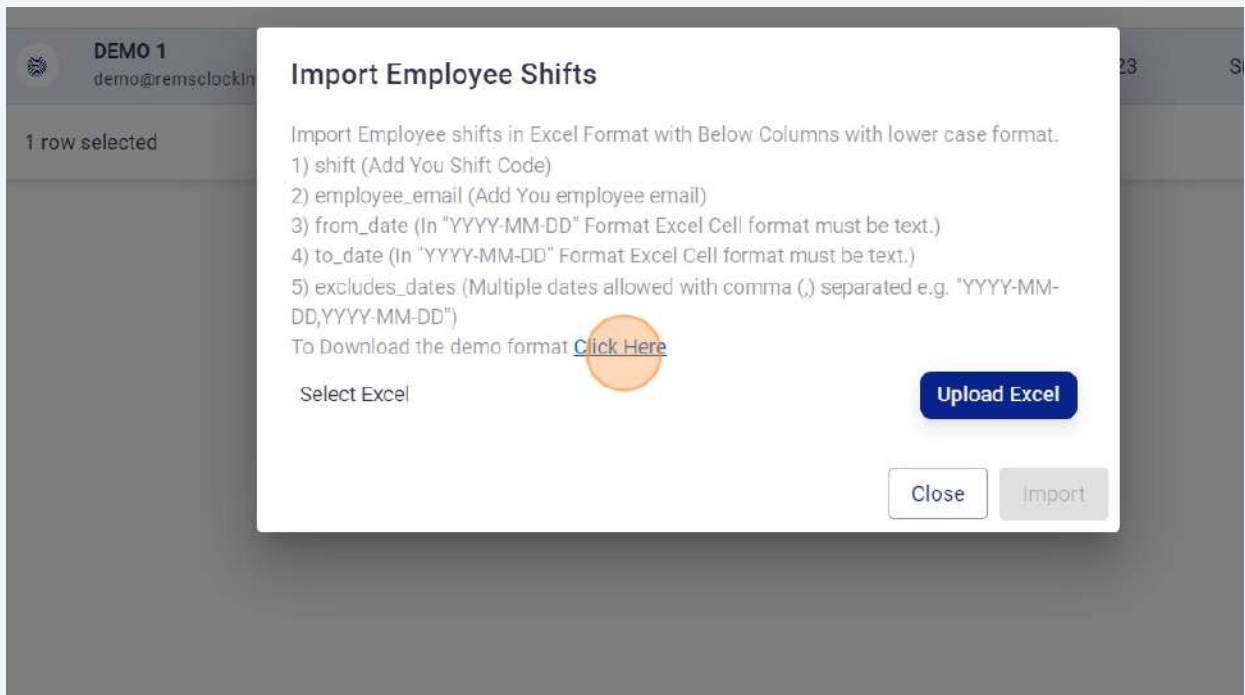
Hi DEMO Company

Import

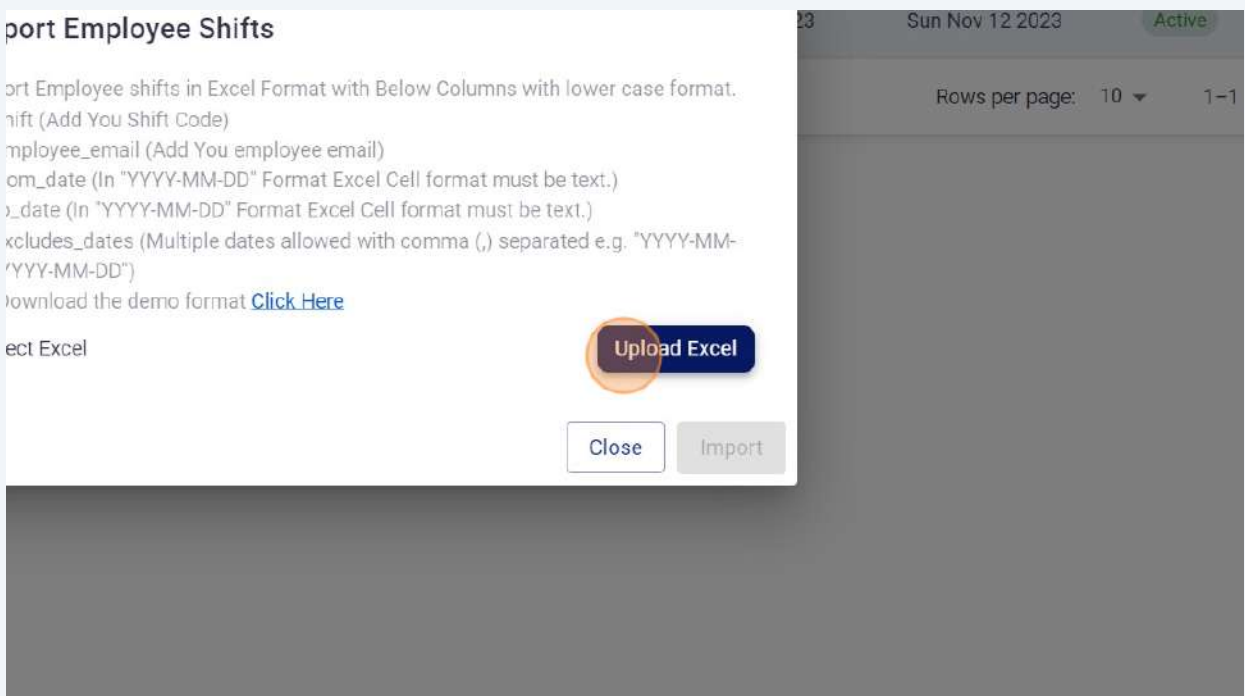
Shift	From	To	Status	Action	
Barking	TL London Barking	Fri Nov 10 2023	Sun Nov 12 2023	Active	

Rows per page: 10 1-1 of 1

143 "Click Here" to download demo format.



144 Click "Upload Excel" and upload your shifts.



145 Click edit option to disable / enable any shift.

The screenshot shows a user interface for managing shifts. At the top right, there are notification, headset, and menu icons, along with the text 'Hi JZAM Tech' and a user profile icon. Below this is a table with the following columns: Shift, From, To, Status, and Action. The table contains three rows of shift data. The 'Action' button for the first row is highlighted with an orange circle.

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	

At the bottom of the table, there is a pagination control showing 'Rows per page: 10' and '1-3 of 3' with navigation arrows.

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

The screenshot shows a user interface for reports. At the top right, there are notification, headset, and help icons, along with the text 'Hi DEMO Comp'. Below this is a row of buttons: 'Customization', 'Send', a filter icon, and 'Export Excel'. The 'Customization' button is highlighted with an orange circle. Below the buttons is a section titled 'Employee Report' with a table header containing 'Check-Out', 'Pay Rate', 'Worked hours', and 'Amount'.

Employee Report

Check-Out	Pay Rate	Worked hours	Amount
-----------	----------	--------------	--------

147 Click the "Report Name" field.

Report Customization ✕

Customize your payroll report according to your choice.

Report Name: Time Sheet1

Report Title: Attendance Report

Header Color:

Column Color:

Column	Name	Width
<input checked="" type="checkbox"/> Id	Record No	20
<input checked="" type="checkbox"/> Date	Date	15

Cell Alignment: Left Center Right

148 You can change positions of columns.

Report Customization ✕

Customize your payroll report according to your choice.

Report Name: Time Sheet1

Report Title: Attendance Report

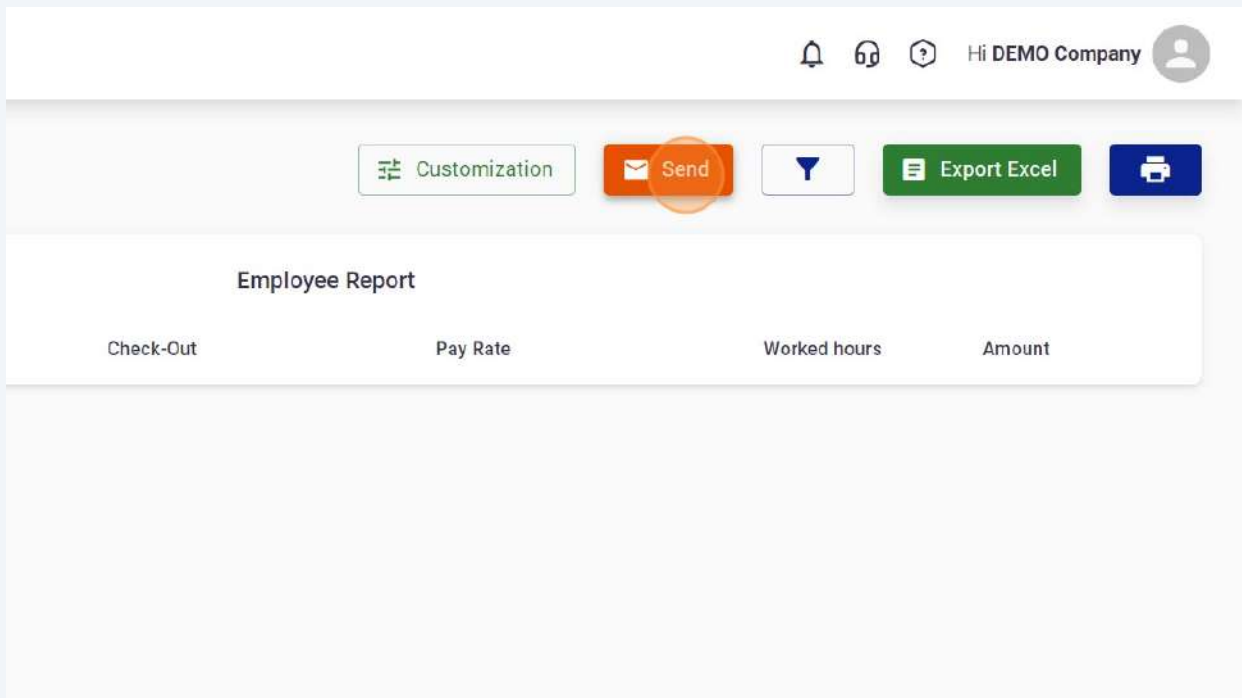
Header Color:

Column Color:

Column	Name	Width
<input checked="" type="checkbox"/> Id	Record No	20
<input checked="" type="checkbox"/> Date	Date	15
<input checked="" type="checkbox"/> Client	Client	20
<input checked="" type="checkbox"/> Branch Name	Branch	15

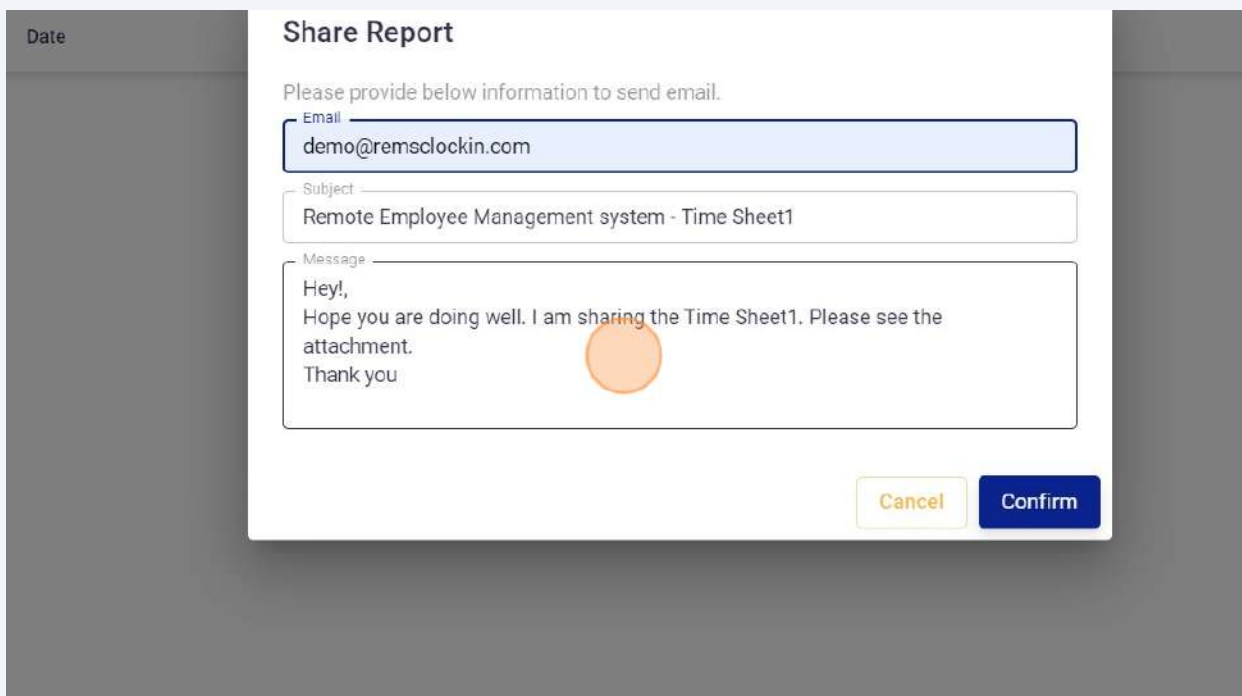
Cell Alignment: Left Center Right

149 Click "Send" to email any report directly to your clients.



The screenshot shows a user interface for an "Employee Report". At the top right, there are notification, profile, and help icons, along with the text "Hi DEMO Company" and a user profile icon. Below this is a toolbar with buttons for "Customization", "Send" (highlighted with an orange circle), a filter icon, "Export Excel", and a print icon. The main content area is titled "Employee Report" and contains a table with the following headers: "Check-Out", "Pay Rate", "Worked hours", and "Amount".

150 You can customise this message.



The screenshot shows a "Share Report" dialog box. It prompts the user to "Please provide below information to send email." and includes three input fields: "Email" (containing "demo@remsclockin.com"), "Subject" (containing "Remote Employee Management system - Time Sheet1"), and "Message" (containing "Hey!, Hope you are doing well. I am sharing the Time Sheet1. Please see the attachment. Thank you"). The "Message" field has an orange circle highlighting the word "sharing". At the bottom right, there are "Cancel" and "Confirm" buttons.

151 Click "Export Excel".

The screenshot shows a user interface for an Employee Report. At the top right, there are notification, profile, and help icons, along with the text "Hi DEMO Company" and a user profile icon. Below this is a toolbar with buttons for "Customization", "Send", a filter icon, "Export Excel" (highlighted with an orange circle), and a print icon. The main content area is titled "Employee Report" and contains a table with the following headers: "Check-Out", "Pay Rate", "Worked hours", and "Amount".

152 Click here to logout from Portal.

The screenshot shows the same Employee Report interface as in step 151, but with the user profile dropdown menu open. The menu is titled "Hi Tasawar Ashraf" and contains options for "Home" and "Logout". The table below has five columns: "Check-Out", "Pay Rate", "hours", "Amount", and "Location".

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 Craigelea Rd, Renfrew PA4 8EW, UK

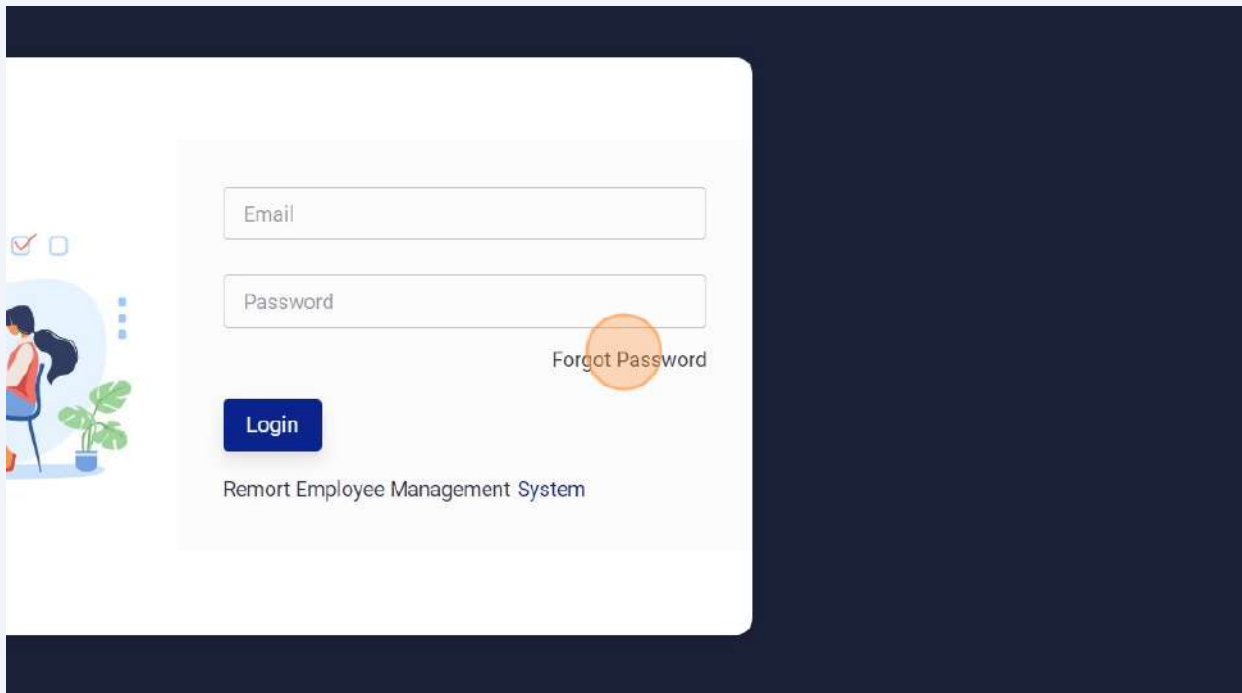
153

Forget or Change your Admin Password.

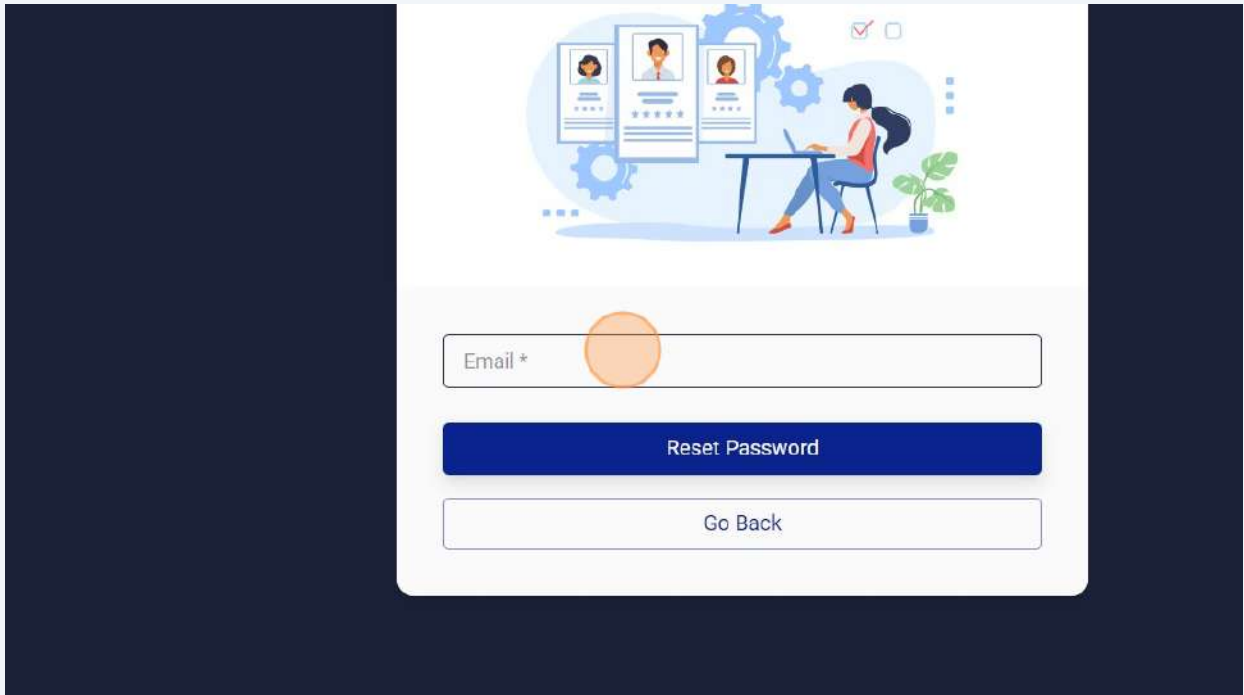
Navigate to <https://portal.remsclockin.com/session/signin>

154

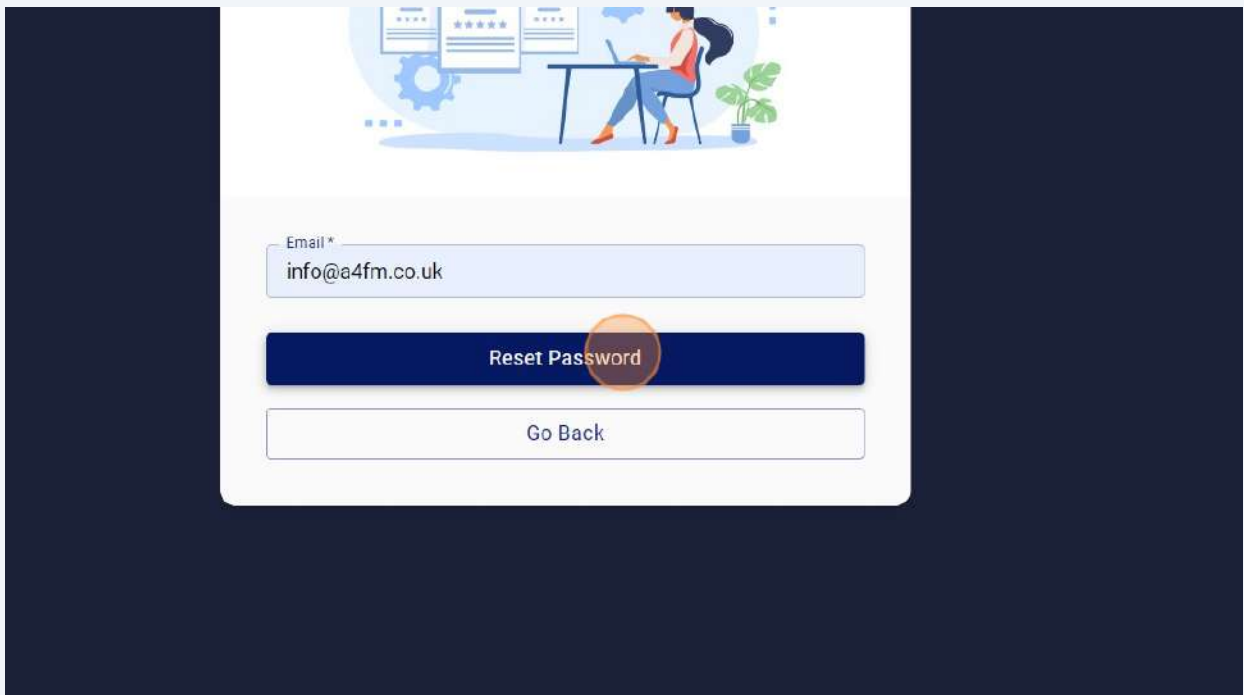
Click "Forgot Password"



155 Click the "Email *" field.

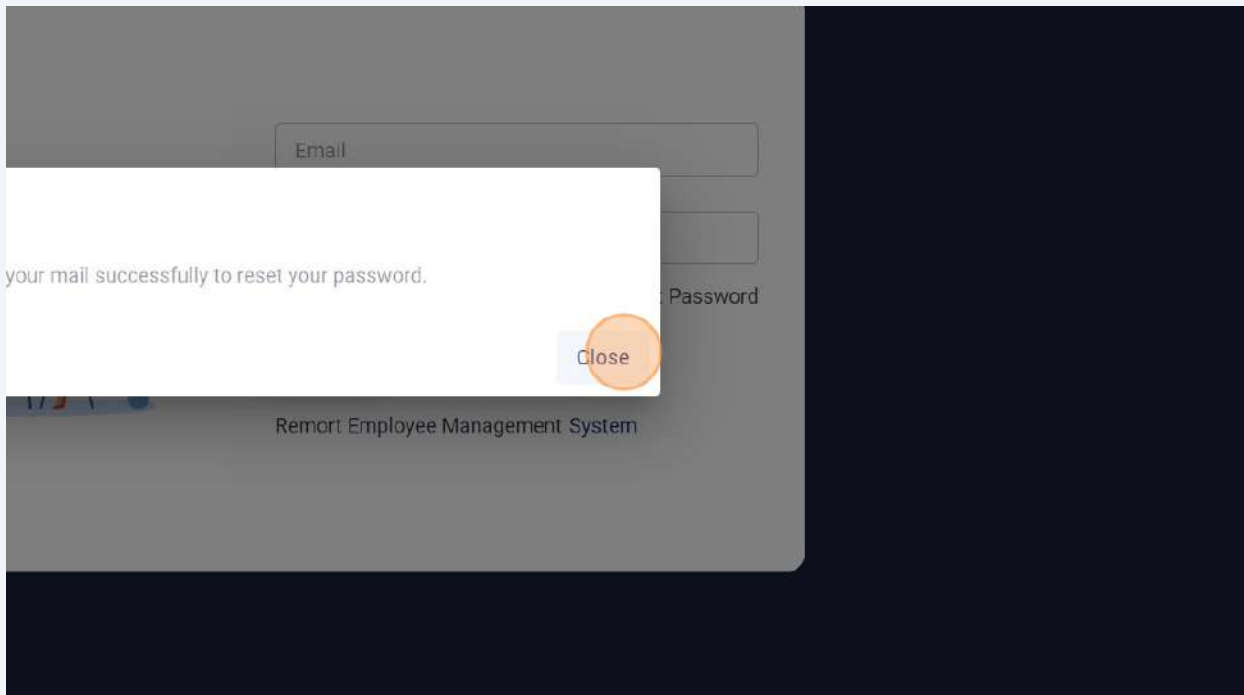


156 Enter your email and Click "Reset Password".



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 .



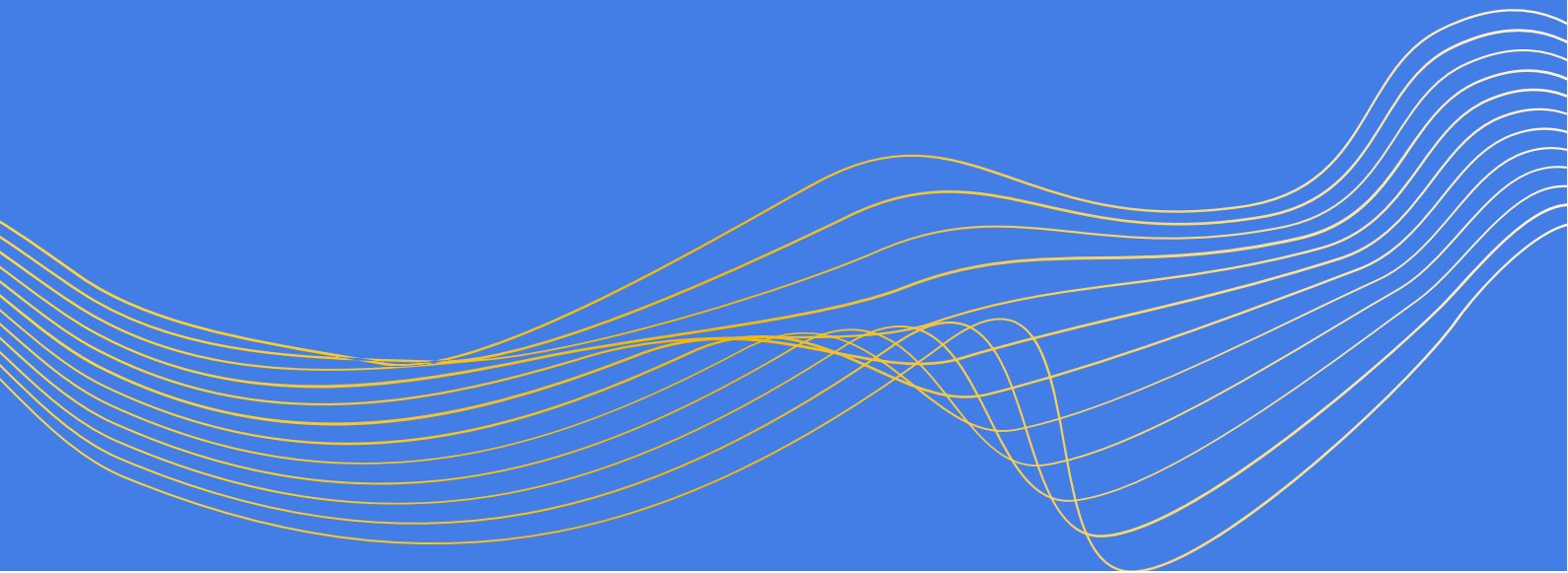
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REMS App

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

Email support@remsclockin.com



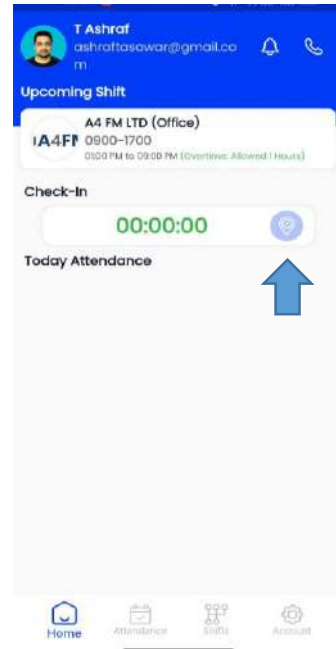


CHECK IN / OUT STEPS – REMS MOBILE APP (ANDROID / IOS)

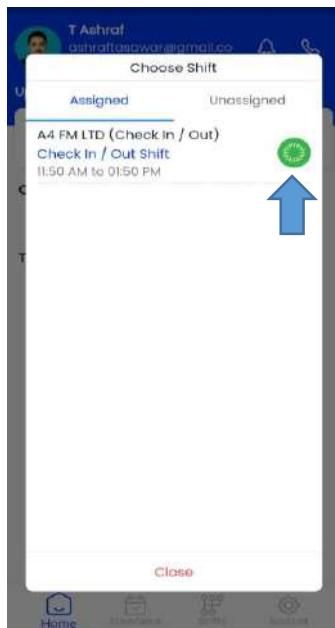
Step 1: Login into your Mobile app using your Email & password or Biometrics (if enabled).



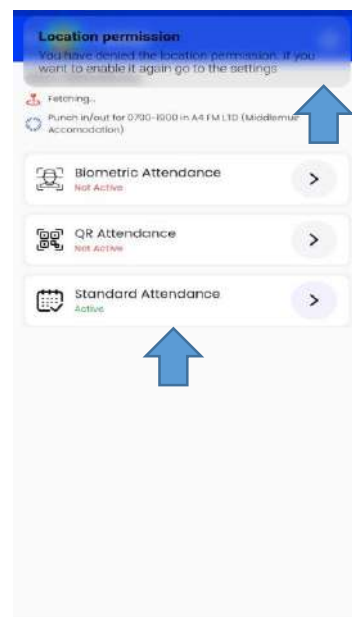
Step 2: Click on location icon to proceed.



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.

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

