



Staff Check In-Out

Configuration Guide

Version 1.0





Table of Contents

Overview	3
Master Lists	4
Employees	4
Companies	5
Departments	6
Companies – Departments	6
Locations	
General Configurations	8
Translations	10
Permissions	11





Staff Check In-Out

Staff Check In/out, tracking, monitoring with GPS. Easy to use & configuration

Overview

Staff check in-out where staff can check in-out with a location (GPS) and other details directly from Microsoft SharePoint & Team

With the app, the managers or human resources can manage the check in-out of the employee at the correct time & location.







Master Lists

The master lists are crucial when running the app. They are the list that stores the employee info, company, department & the location where the employee works

\checkmark My Check In-Out	🗉 Manager View 🛛 🕺 Human F	Resource View 🛞 Settin
Master lists Gen	neral Configurations Translations	Help About
Employees Comp	panies Departments Company	y Department Location
🛃 Manage Emp	oloyees 🔍 Permissions for this list	
Employee	Company Department	Locations
		Locations Headquarter
Employee	Company Department	
Employee LTAPPS	Company Department Headquarter - IT	Headquarter

Employees

This list stores the employee info. To manage employees list, click the Manage Employees button

Employee Company Department Locations LTAPPS Headquarter - IT Headquarter Mike Headquarter - IT Headquarter Peter Headquarter - IT Headquarter Harry Headquarter - IT Headquarter	Employees Companies	s Departments Company D	lepartment Locations
Mike Headquarter - IT Headquarter Peter Headquarter - IT Headquarter	Employee	Company Department	Locations
Peter Headquarter - IT Headquarter	LTAPPS	Headquarter - IT	Headquarter
	Mike	Headquarter - IT	Headquarter
Harry Headquarter - IT Headquarter	Peter	Headquarter - IT	Headquarter
	Harry	Headquarter - IT	Headquarter

In the popup appear, can use it as a default view of SharePoint. Click the New button to add a new employee & input





+ New 🗄 Edit in grid view 🖄 Share 🚺 Export 🗸 …	\equiv All Items \lor \bigtriangledown \bigcirc
🔄 Save 🗙 Cancel 🐵 Copy link	□» · ×
New item	
🗓 Content Type	
LTEmployee	\sim
A Employee *	
Mike X Enter a name or email address	
≓ Locations	
Headquarter ×	
Headquarter - Accounting $~~ imes~$	
Active	
V Yes	
Save	

- Content Type: LTEmployee
- Employee: The user in your org
- Locations: The locations list
- Company and Department: The company & department

Companies

This list stores the companies list. To manage this list, click the Manage Companies button

In the popup appear, can use it as a default view of SharePoint. Click the New button to add a new company & input

				>
+ New 🗄 Edit in g	rid view 🖻 Share	🗴 Export 🗸	··· 😑 All Ite	ems v 🛛 🛈
🖫 Save 🗙 Cancel 👁	Copy link			□ / ~ ×
New item				
To Content Type				
LTCompany				\sim
A Title *				
Enter value here				
A Human Resources				
Enter a name or email ad	dress			
Active				
✓ Yes				
Save Cancel			\searrow	

• Content Type: LTCompany

https://ltaddins.com





- Title: The company name or branch name
- Human Resources: The users are the human resources of this company. The human resource is able to open the Human Resource view in the app

Departments

This list stores the department list. To manage this list, click the Manage Departments button

In the popup appear, can use it as a default view of SharePoint. Click the New button to add a new department & input

+ New	$\cdots = \text{All Items} \lor \bigtriangledown \bigcirc$
∃ Save X Cancel ⊗ Copy link	□ ~ ×
New item	
🔞 Content Type	
LTDepartment	\vee
Title *	
Enter value here	
In Active	
✓ Yes	

- Content Type: LTDepartment
- Title: The department name

Companies – Departments

This list is connection list between companies & departments lists. To manage this list, click the Manage Company Departments button

In the popup appear, can use it as a default view of SharePoint. Click the New button to add a new Company department & input





] Save 🗙 Cancel 🐵 Copy link	□2 ~ >
New item	
🔞 Content Type	
LTCompanyDepartment	\checkmark
₩ Title *	
Headquater - Accounting	
≓ Company *	
Headquarter $ imes$	
≓ Department *	a a a a a a a a a a a a a a a a a a a
Accounting \times	
A Managers *	
Peter X Enter a name or email address	
🖾 Active	
Ves Yes	

- Content Type: LTCompanyDepartment
- Title: Should be Company & Department
- Company: The company
- Department: The department
- Managers: The users are the manager of this department. The manager is able to open the Manager View in the app

Locations

This list stores the locations list where the employee works. To manage this list, click the Manage Locations button

In the popup appear, can use it as a default view of SharePoint. Click the New button to add a new location & input





Save X Cancel 🐵 Copy link		
		L» Ý
New item		
°⊙ Content Type		
LTLocation		\sim
🔤 Title *		
Headquarter		
① Latitude		
10.8684249		
① Longitude		
106.5967126		
⊙ Time Zone		
UTC		
Active	6	
✓ Yes	63	

- Content Type: LTLocation
- Title: The location name
- Latitude: The GPS latitude (Decimal degrees (DD))
- Longitude: The GPS longitude (Decimal degrees (DD))
- Time Zone

To get the latitude & longitude, refer the link:

https://support.google.com/maps/answer/18539?co=GENIE.Platform%3DDesktop&hl=en-GB

General Configurations

This page stores all configurations in this app





✓ My Check In-	Out	🗉 Manager View	ر R ^R Human R	esource View	Settings
Master lists	Genera	al Configurations	Translations	Help Abo	out
Required shifts	before	allows check in			
Required GPS					
Allows check in	n-out on	the device			
Default working	g time	× → 17	~ : 00		
Date format	ſ		~		
Weekend					
			\sim		
First day of wee	ek				
Sunday			\sim		
Get the address Yes	s				
Google API key	/				
AlzaSyDEfzQt	98				
Allows check in Yes	n-out if i	ncorrect location			
Unit					
Meter			\sim		
Max Items					
10000			~		
Who can edit t	he shift	s (The shifts has a	lready checkin)		
Manager			\sim		
Who can delete	e the sh	ifts (The shifts has	already checkin)		
Manager			\sim		
Who can edit t	he chec	k in-out			
Manager, Hun	nan Res	ource	\sim		
Who can check	historie	es of the shifts			
			\sim		
Admins					
					\sim

Save

nttps://itaddins.com





- **Required shifts before allows check in**: if turn on this configuration, the app requires a shifts before allows the employee check in. E.g., The employee doesn't have any shifts today, the employee cannot check in today
- **Required GPS**: If turn on this configuration, the app requires GPS. If the app cannot get the GPS, it doesn't allow check in
- Allows check in-out on the device: There are 2 options
 - All: It means the employee can check in with any device such as desktop or mobile
 - **Mobile only (MS Team mobile)**: The employee only can check in/out on MS Team mobile. We recommend this option if you use the GPS
- **Default working time**: The default working time
- Date format: The date format
- Weekend: Configure days of weekend
- First day of week
- **Get the address:** If you want to get the address where the employee check in/out, enable this configuration & provide the Google API key below
- **Google API Key:** The Google API key, refer the link to know how to get: <u>https://support.google.com/googleapi/answer/6158862?hl=en</u>
- Allows check in/out if incorrect location: Incorrect location means the employees check in/out with GPS but the GAP between the current location of the employee & the location where the employee work is greater than the gap that configuration below
- GAP incorrect location: It supports for the configuration above
- Unit:
 - o Meter
 - o Km
 - o Mile
- Max Items: It is just a configuration to improve the performance to limit max items the app can get
- Who can edit the shifts (The shifts has already checkin): By default, the app doesn't allow to edit the shifts if it has already checkin. But if you want to allow edit, select the role that can edit
- Who can delete the shifts (The shifts has already checkin): By default, the app doesn't allow to delete the shifts if it has already checkin. But if you want to allow delete, select the role that can edit
- Who can edit the check in-out: By default, the app doesn't allow to edit the check in/out info. But if you want to allow edit, select the role that can edit
- Who can check the histories of the shifts: Select the role that can view the histories
- Admin: By default, if you have a full control permission in the SharePoint where the app is installed, you are an admin. If you want to add more admin, add them into this configuration

Translations

This feature allows translation the English text in the app to another language





Maste	r lists General Configurations Trans	lations Help About	
#	Кеу	English	Translation
1	TabMyCheckInOut	My Check In-Out	My Check In-Out
2	TabManagerView	Manager View	Manager View
3	TabHumanResourceView	Human Resource View	Human Resource View
4	TabSettings	Settings	Settings
5	ButtonCheckin	Check In	Check In
6	ButtonCheckOut	Check Out	Check Out
7	ButtonSave	Save	Save
8	ButtonCreate	Create	Create
9	ButtonCreateShifts	Create Shifts	Create Shifts
10	ButtonOpen	Open	Open
11	ButtonEdit	Edit	Edit
12	ButtonEditCheckInOut	Edit Check In-Out	Edit Check In-Out

After changes, click the Save button & refresh the app

Permissions

The app stores all data & configurations in the SharePoint site where the app is installed. So by default, the user needs a contribute permission to use the app

To more security, we recommend

- The master lists
 - The employee, manager & human resource have
 - View Items (User permission) Read (Permission level)
 - The admin
 - Full control (Permission level)
- The Shifts list
 - The employee has
 - View Items
 - Add Items
 - Edit Items
 - The manager has
 - View Items
 - Add Items
 - Edit Items
 - Delete Items (If allows the manager can delete the shifts)
 - View Versions (If allows the manager can view the version histories of the shifts)
 - The human resource
 - View Items
 - Add Items
 - Edit Items
 - Delete Items (If allows the manager can delete the shifts)
 - View Versions (If allows the manager can view the version histories of the shifts)





- The admin
 - Full control (Permission level)

To manage the permission for each list, go to the settings tab & click the Permission for this list button as the image below

✓ My Check I	n-Out 📰	Manager View	g ^q Human R	esource View	Settings
Master lists	General Co	onfigurations	Translations	Help Abo	out
Employees	Companies	Departments	Company	Department	Locations
🔓 Mana	ge Employees	🔍 Permissions	s for this list	1	
				-	
Employee		Company Depar	tment	Locations	
Employee LTAPPS		Company Depar Headquarter - IT	tment	Locations Headquarte	r
			tment		
LTAPPS		Headquarter - IT	tment	Headquarte	r

To know more detail the permission level & user permission, refer the link:

https://docs.microsoft.com/en-us/sharepoint/sites/user-permissions-and-permission-levels#user-permissions