



# 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 .....	7
General Configurations .....	8
Translations.....	10
Permissions .....	11

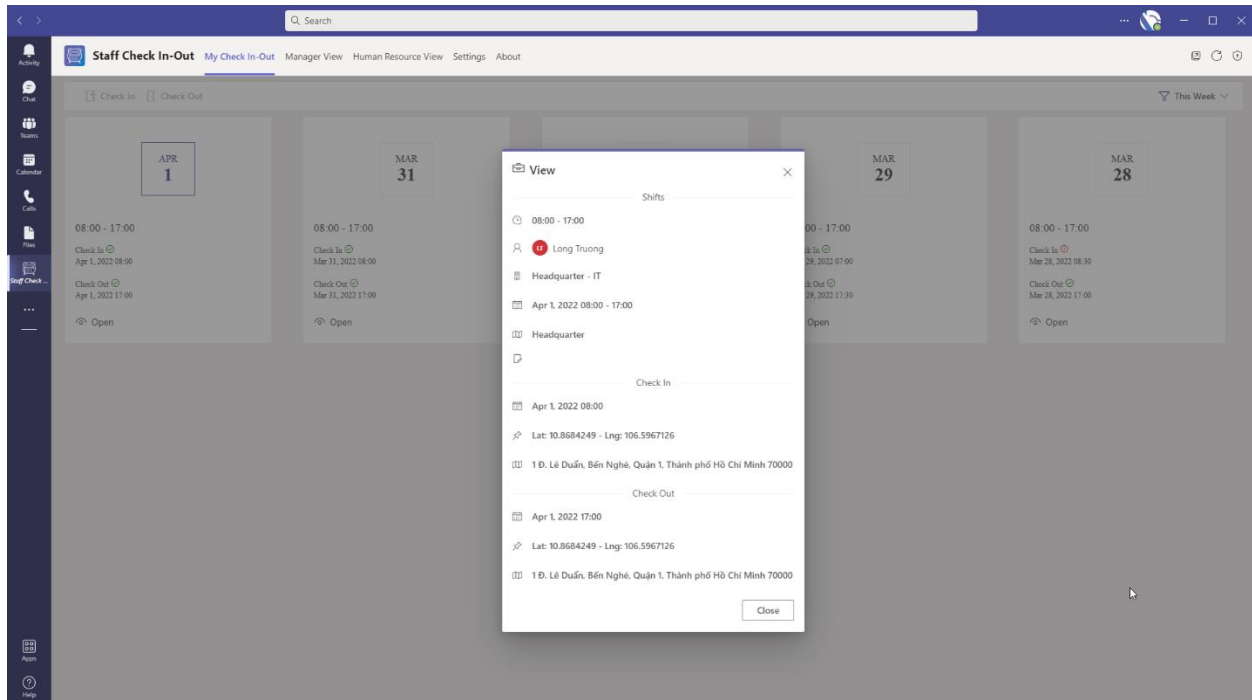
# Staff Check In-Out

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

My Check In-Out | Manager View | Human Resource View | Settings

Master lists | General Configurations | Translations | Help | About

Employees | Companies | Departments | Company Department | Locations

Manage Employees | Permissions for this list

Employee	Company Department	Locations
LTAPPS	Headquarter - IT	Headquarter
Mike	Headquarter - IT	Headquarter
Peter	Headquarter - IT	Headquarter
Harry	Headquarter - IT	Headquarter

## Employees

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

Employees | Companies | Departments | Company Department | Locations

Manage Employees | Permissions for this list

Employee	Company Department	Locations
LTAPPS	Headquarter - IT	Headquarter
Mike	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 ... All Items Filter Info

Save Cancel Copy link

**New item**

Content Type  
LTEmployee

Employee \*  
Mike Enter a name or email address

Locations  
Headquarter

Company and Department \*  
Headquarter - Accounting

Active  
 Yes

Save Cancel

- 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 grid view Share Export ... All Items Filter Info

Save Cancel Copy link

**New item**

Content Type  
LTCompany

Title \*  
Enter value here

Human Resources  
Enter a name or email address

Active  
 Yes

Save Cancel

- Content Type: LTCompany

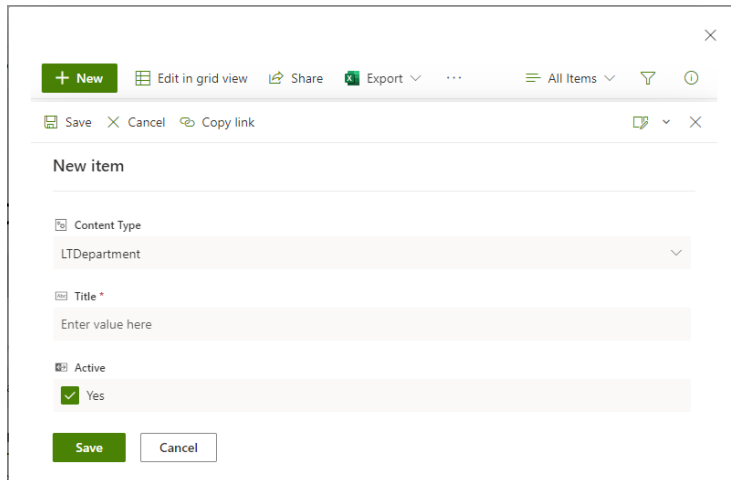


- Title: The company name or branch name
- Human Resources: The users are the human resources of this company. The human resource is able to open the Human Resource view in the app

## 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



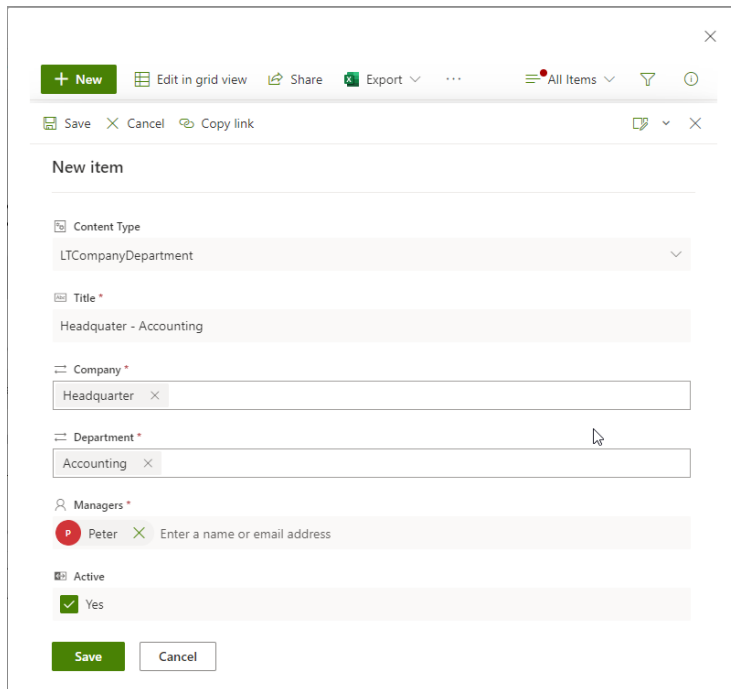
The screenshot shows a SharePoint 'New item' form. At the top, there are navigation options: '+ New', 'Edit in grid view', 'Share', 'Export', and 'All Items'. Below this is a toolbar with 'Save', 'Cancel', and 'Copy link'. The form title is 'New item'. The 'Content Type' dropdown is set to 'LTDepartment'. The 'Title' field is empty with the placeholder 'Enter value here'. The 'Active' checkbox is checked, with 'Yes' selected. At the bottom are 'Save' and 'Cancel' buttons.

- Content Type: LTDepartment
- Title: The department name

## Companies – Departments

This list is a 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

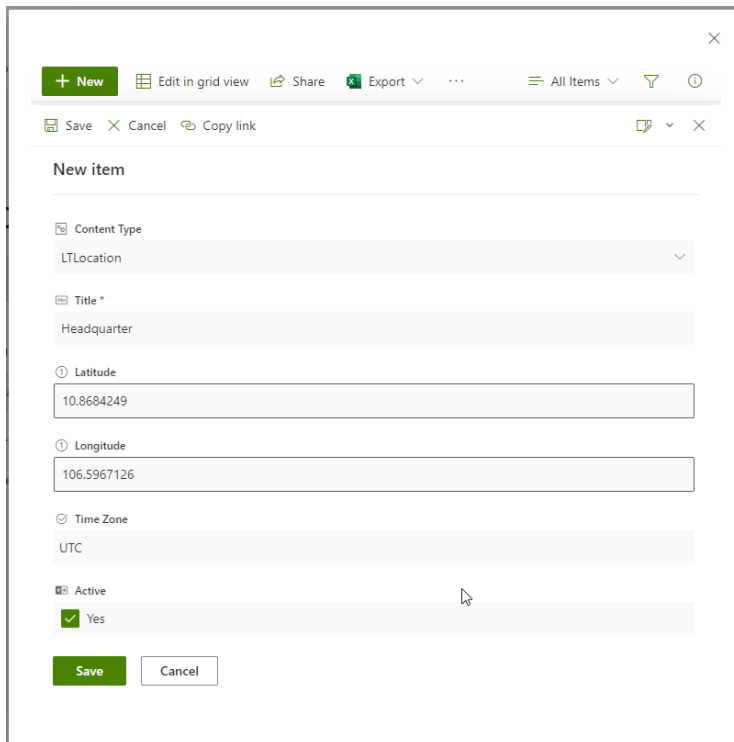


- Content Type: LTCompanyDepartment
- Title: Should be – Company & Department
- Company: The company
- Department: The department
- Managers: The users are the manager of this department. The manager is able to open the Manager View in the app

## 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



- 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 to 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   Human Resource View   **Settings**

Master lists   **General Configurations**   Translations   Help   About

Required shifts before allows check in

No

Required GPS

No

Allows check in-out on the device

All

Default working time

08 : 00 → 17 : 00

Date format

MMM D, YYYY

Weekend

First day of week

Sunday

Get the address

Yes

Google API key

AlzaSyDEfzQt98.....

Allows check in-out if incorrect location

Yes

Unit

Meter

Max Items

10000

Who can edit the shifts (The shifts has already checkin)

Manager

Who can delete the shifts (The shifts has already checkin)

Manager

Who can edit the check in-out

Manager, Human Resource

Who can check histories of the shifts

Admins

Save



- **Required shifts before allowing check in:** If turn on this configuration, the app requires a shifts before allowing the employee to 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 a 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 the weekend
- **First day of the 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 to the link to know how to get:  
<https://support.google.com/googleapi/answer/6158862?hl=en>
- **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 the configuration above
- **Unit:**
  - Meter
  - Km
  - Mile
- **Max Items:** It is just a configuration to improve the performance to limit the max items the app can get
- **Who can edit the shifts (The shifts have already been checked):** By default, the app doesn't allow editing the shifts if it has already been checked. But if you want to allow edit, select the role that can edit
- **Who can delete the shifts (The shifts have already been checked):** By default, the app doesn't allow to delete of the shifts if it has already been checked. 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 editing 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 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 of the English text in the app to another language

Master lists    General Configurations <u>Translations</u> Help    About			
#	Key	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

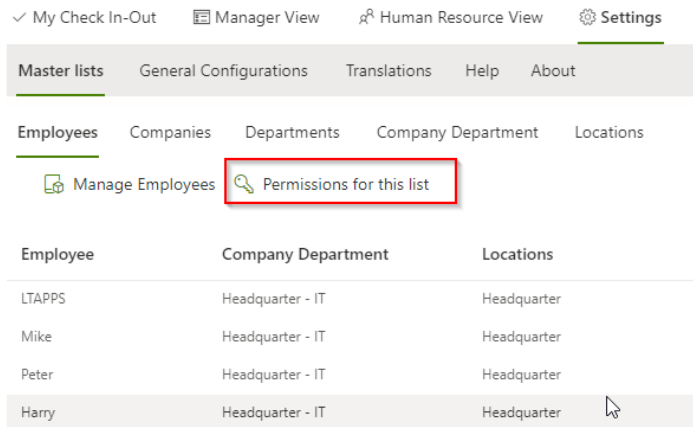
The app stores all data & configurations in the SharePoint site where the app is installed. So by default, the user needs a contribute permission to use the app

For more security, we recommend

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



Employee	Company Department	Locations
LTAPPS	Headquarter - IT	Headquarter
Mike	Headquarter - IT	Headquarter
Peter	Headquarter - IT	Headquarter
Harry	Headquarter - IT	Headquarter

Refer to the page below to know more detail on how to set up the advance permission:

<https://ltaddins.com/KB/StaffCheckInOut/SettingUpPermissionsforApp.html>

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

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