KL⦿CKLY

PRACTICAL ATTENDANCE SOLUTION

LIVE DEMO GUIDE

URL	https://demo.klockly.online/
User Name	admin
Password	admin

Legal Notices

Commercial-In-Confidence

Copyright

TABLE OF CONTENTS

Introduction and Overview

Welcome to **Klockly**, an intuitive and powerful attendance management solution designed to streamline workforce time tracking and improve organizational efficiency. In today's dynamic work environment, managing attendance effectively is key to maximizing productivity, maintaining transparency, and ensuring that both employers and employees have clear records of work hours. Klockly is tailored to make this process effortless, accurate, and accessible.

Purpose of Klockly

Klockly was developed to address common attendance challenges by providing a reliable, easy-to-use platform that enables real-time attendance monitoring and reporting. From clocking in and out to generating insightful reports, Klockly automates essential attendance tasks, minimizing manual errors and reducing administrative burdens for management teams.

Key Features

With Klockly, users gain access to a variety of essential features:

- **Real-Time Attendance Tracking**: Employees can check in and out effortlessly, while managers can view attendance records in real-time, ensuring accurate monitoring.
- **User-Friendly Dashboard**: The Klockly dashboard offers an at-a-glance overview of key attendance metrics, making it easy for users to access essential information quickly.
- **Comprehensive Reporting**: Klockly provides both daily and monthly reports, enabling managers to review individual and team attendance trends and make data-driven decisions.
- **Mobile Accessibility**: Optimized for both desktop and mobile access, Klockly offers flexibility for teams in-office, remote, or on the go.
- **Data Security and Privacy**: Ensuring the privacy and integrity of your data is a top priority, with secure login and data encryption measures built into the platform.

Intended Audience

Klockly is tailored for businesses where attendance is centrally monitored by team leaders, managers, or HR personnel. Designed to streamline attendance management in environments with 5-50 employees, Klockly serves as an ideal solution for businesses requiring efficient and centralized time tracking.

Our primary target markets include:

- **Restaurants and Motels**
- **Small Factories and Warehouses**
- **Clinics and Retail Shops**
- **Small and Medium Industries**

With Klockly, these businesses gain a powerful tool to simplify attendance oversight, reduce manual work, and increase overall workforce productivity.

How to Use This Guide

This user guide is structured to help you make the most of Klockly, with a detailed walkthrough of each feature. Whether you're setting up the system, managing employee attendance, or reviewing reports, this guide provides clear, step-by-step instructions to make your experience with Klockly smooth and productive.

Let's get started with the essentials and unlock the full potential of Klockly for your organization.

System Requirements

To ensure optimal performance, Klockly has specific system requirements for desktop, mobile, and tablet devices.

Desktop Requirements

- **Internet Connection**: A stable internet connection is required for real-time attendance tracking and data synchronization.
- **Web Browser**: Klockly is compatible with major browsers, including Chrome, Firefox, and Edge. It's recommended to use the latest browser versions for the best experience.
- **Camera Requirement**: An HD camera is necessary for the solution to function correctly. Without a camera, certain features will be limited, so any high-definition camera (HD) is recommended for reliable attendance capture.

### Mobile and Tablet Requirements

- **Operating System**: Klockly is currently optimized for Android devices only. Android users can access the solution on both mobile phones and tablets.
- **Internet Access**: Like the desktop version, a stable internet connection is essential for smooth performance and data updates.
- **Camera**: Android devices should have a functional camera to support attendance verification.

Login Screen

Instructions on how to reach the login page (e.g., URL, mobile app).

URL	https://demo.klockly.online/
User Name	admin
Password	admin

KLOCKLY
Attendance Register

User Name

Password

☐ Remember me

Sign In

Don't have account? **Sign Up**

Before moving forward take screen shot of these cards for attendance scanning purposes without these cards your cannot proceed with live demo.

ABDULLAH ADEEL
DIRECTOR

ID 1234567894

MARIUM KHAN
DIRECTOR

ID 1234567891
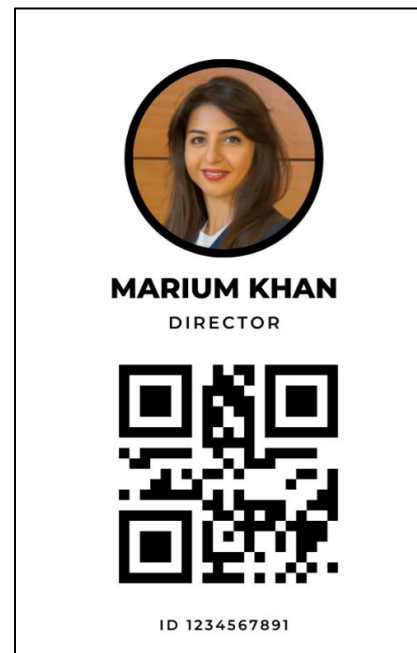
Dashboard Screen

The **Dashboard Screen** in Klockly is the central hub for managing and viewing attendance information. Designed for ease of use, the dashboard provides a real-time snapshot of essential attendance data and offers quick access to attendance-taking actions. The Dashboard Screen is organized into three main sections, each serving a unique function:

1. Summary Section

The top section of the dashboard displays key attendance metrics for the current day, giving managers and team leads an at-a-glance view of the organization's attendance status.
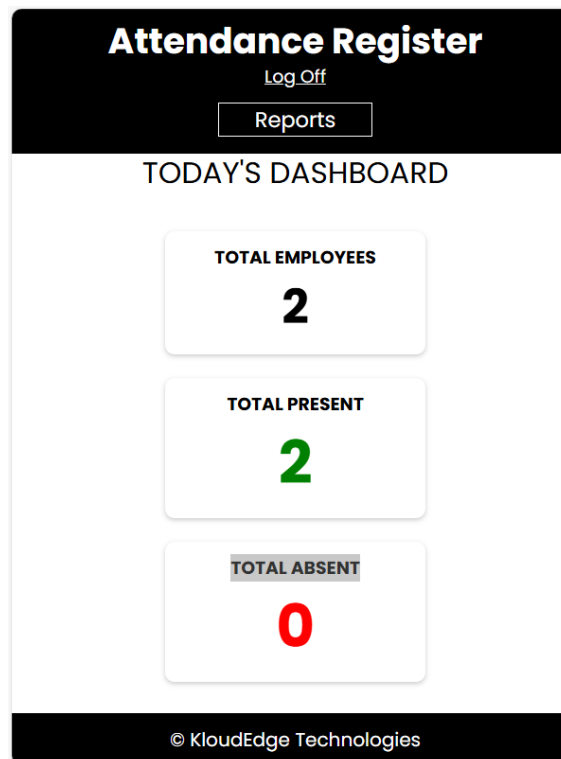
Total Employees: Shows the total number of employees registered in the system, helping managers keep track of their overall team size.

Total Present: Indicates the number of employees who have checked in for the day, providing a quick measure of attendance.

Total Absent: Displays the number of employees who have not checked in, allowing managers to monitor absenteeism immediately.

2. Attendance Actions Section
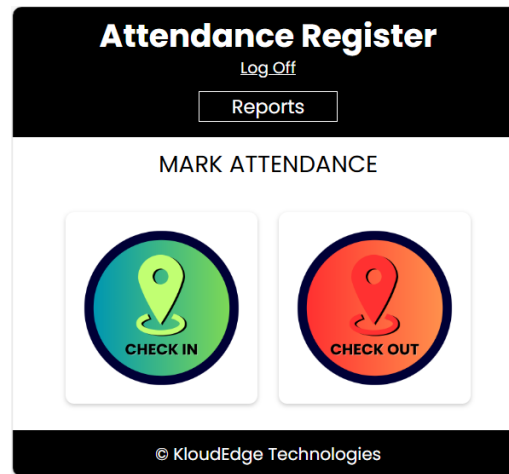
Taking Attendance: By clicking on the **Check-In** or **Check-Out** buttons, users are directed to their respective screens, where they can record their attendance. These buttons simplify the attendance process, ensuring that users can complete their check-in or check-out with minimal steps.

Real-Time Updates: Once an employee completes the check-in or check-out process, the dashboard updates immediately, reflecting the latest attendance changes in the summary section.

## 3. Absentee and Day Activity Lists

Today's Absent List: This list provides a detailed view of all employees who haven't checked in for the day, helping managers quickly identify absentees. The list includes employee names and other identifying information, if applicable, so that team leads can follow up on absences as needed.

Today's Attendance Activity: The day activity log shows all check-in and check-out actions for the current day. It provides a chronological view of each employee's attendance, including timestamps for both check-ins and check-outs, allowing managers to monitor attendance patterns throughout the day.

Together, these sections make the Dashboard Screen a highly effective tool for managing daily attendance and keeping track of employee presence in real-time.

Check-In Screen

The **Check-In Screen** in Klockly allows employees to register their Check-In attendance efficiently. This screen is designed with simplicity in mind, making it easy for employees to record their check-in with minimal steps and for managers to verify their attendance.
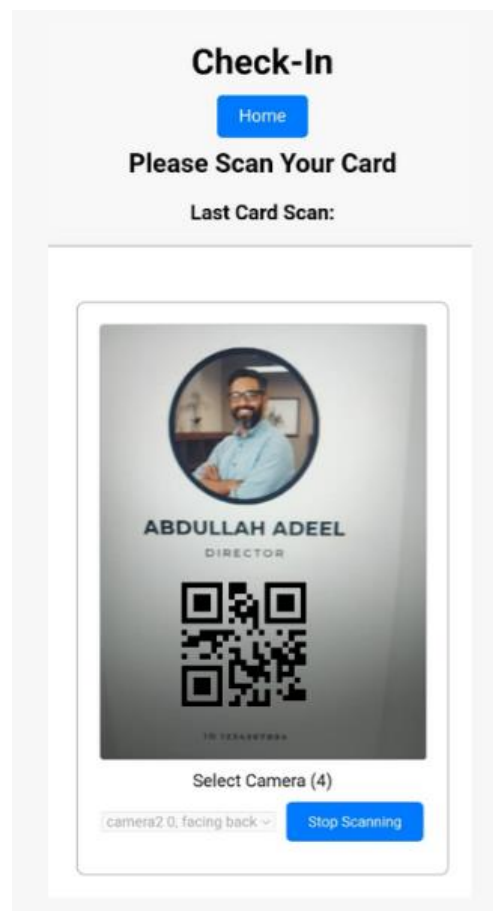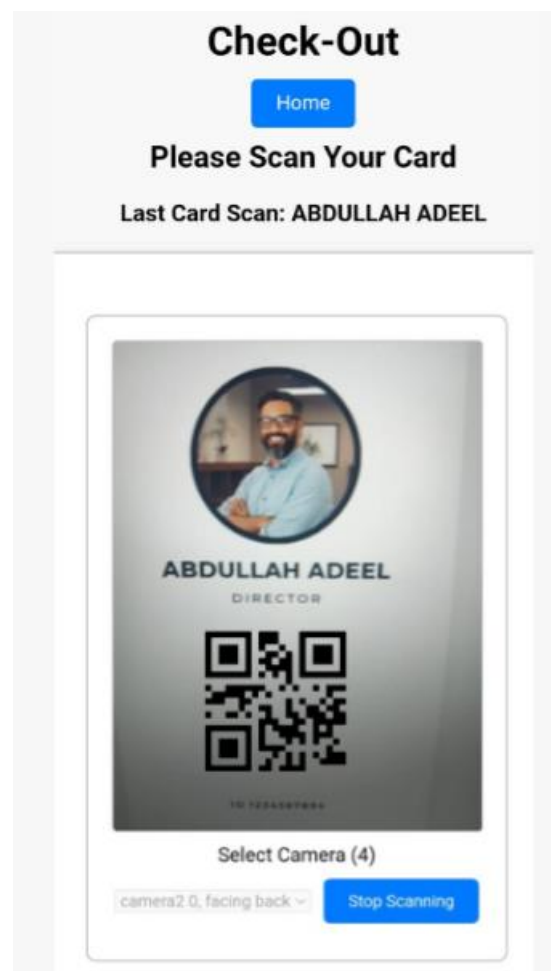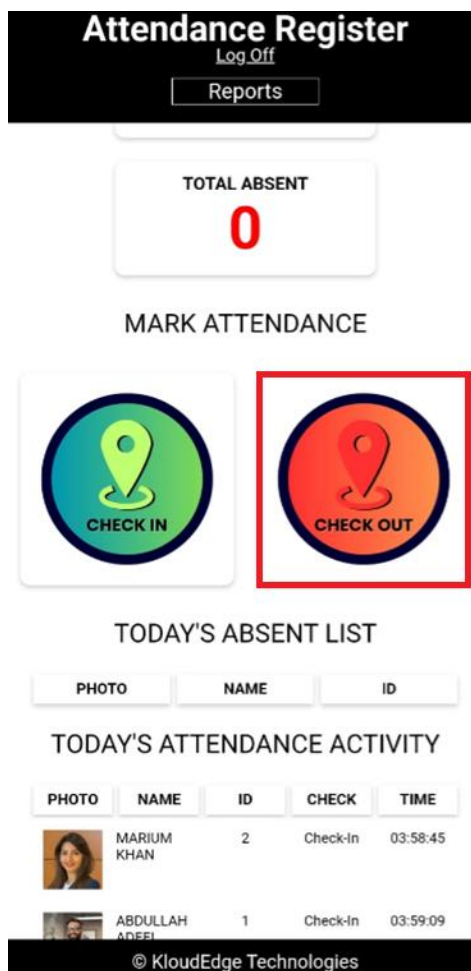
Check-In Process Instructions

1. An employee can check in multiple times in a day, but they must check out first before making another check-in entry.
2. Each check-in must be followed by a check-out before the end of the day.
3. Every check-in should have a corresponding check-out entry for the day. If a check-in is not matched with a check-out, the check-in data will not be considered in the summary reports.

Check-Out Screen

The **Check-Out Screen** in Klockly allows employees to register their Check-Out attendance efficiently. This screen is designed with simplicity in mind, making it easy for employees to record their check-in with minimal steps and for managers to verify their attendance.

Check-In Process Instructions

4. An employee can check out multiple times in a day, but they must check in first before making check-out entry.
5. Each check-out must be followed by a check-in before the end of the day.
6. Every check-out should have a corresponding check-in entry for the day. If a check-in is not matched with a check-out, the attendance session data will not be considered in the summary reports.

Daily and Monthly Reports Screen

By clicking 'Reports' in the dashboard user will jump to Daily Reporting Screen and Monthly Reporting Screen.
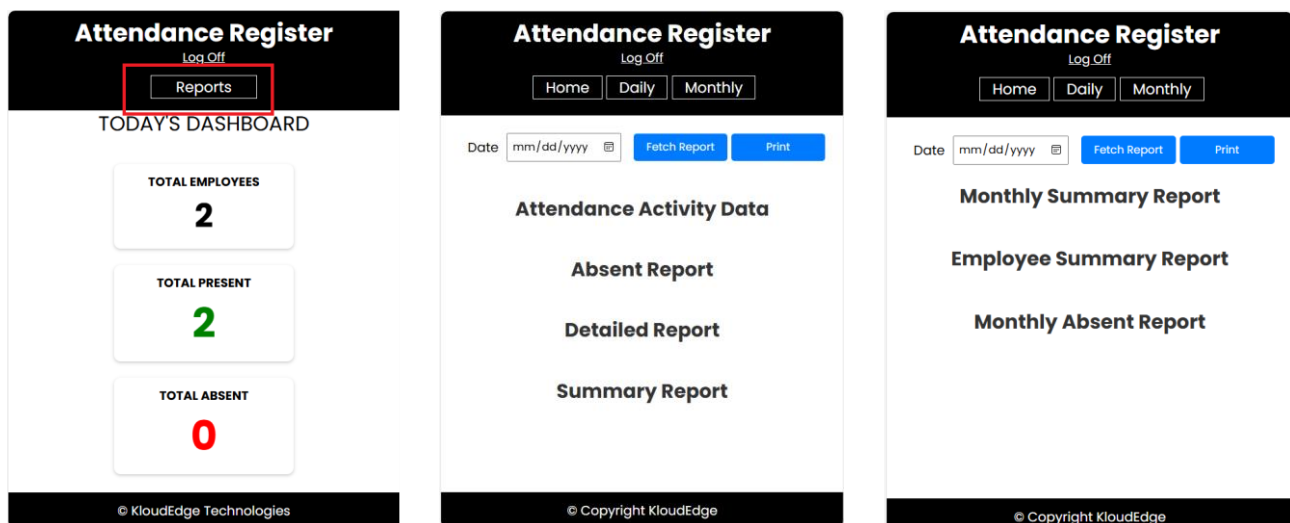
Daily Reports Screen

1. **Attendance Activity Data:** This report displays a chronological log of attendance actions for the day, showing all check-in and check-out activities across the team.
2. **Absent Report:** The absent report lists all employees who did not check in for the day, providing an easy way to monitor absenteeism.
3. **Detailed Report:** This report provides the summary of session and hours worked in a particular session.
4. **Summary Report:** This report provides the summary of whole day and hours worked in a particular day.

Monthly Reports Screen

1. **Monthly Summary Report:** Day wise attendance record of employee in the selected month.
2. **Employee Summary Report:** Total numbers of hour worked by an employee in a selected month.
3. **Monthly Absent Report:** Summary report of Total Absent and Present day wise in the selected month.

Reports Screen Shots

Contact Us

Address	322-A Babar Block Bahria Town Lahore, Pakistan
Email	Inquiry@kloudedge.com
Website	www.kloudedge.com
Telephone	+923004521342