White paper for Employee Time Tracking for Onsite and in the field

Hello,

Welcome to the universal **Scan-N-Track** mobile application. Our mission is to make many of your tracking and communication tasks easy and quick.

General:
Create an account on SCAN-N-TRACK and assign an admin to manager the account.
You will have access to the Scan-N-Track backend Portal / dashboard to manage your account.
You will be able to export the data of your employee and Maintenance records via excel format.
You can also export data via API

For On Site Employee Checkin / Checkout

Here are the details of how the app will work for managing on site Employee Checkin/Checkout process.

1. Admin will create a Scanner code (QR code) for CHECK-IN and CHECK-OUT from the Scan-N-Track application.
2. These scanning codes will be printed and placed at a convenient place where the user can scan them when they enter and exit for work.
3. Each employee downloads the free Scan-N-Track app from Apple store or Google App Store on their cell phone. Links to the app stores are given below.
4. Admin will set up each employee in the system with their cellphone number (needed) and email id (optional) Since there may be many employees, we have created a feature for you to be able to upload their data via excel sheet.
5. When employees come in,they scan the check-in scanner with the Scan-N-Track Mobile app.
6. When they leave, they scan the Check-out scanner in the same manner.
7. When they leave for lunch break, they will check out and check in back when they return
8. The application will record the Hours worked as well as the break-time (Lunch) etc taken.
9. The App tracks the Geo-location of the user apart from the cellphone number and Time scanned.
10. The app still works even if there is no cellular connection when scanning

For Employee Checkin / Checkout for Team in the field

Here are the details of how the app will work for managing of Employee that are in the field

1. Admin will create a Scanner code (QR code) for CHECK-IN and CHECK-OUT from the Scan-N-Track application.
2. Admin can also create just a **SNTUID** (Scan-n-track Unique id) for both Check-in and Check-Out for team that may not have access to Scanning the QR code.
3. Each employee downloads the free Scan-N-Track app from Apple store or Google App Store on their cell phone. Links to the app stores are given below.
4. Admin will set up each employee in the system with their cellphone number (needed) and email id (optional) Since there may be many employees, we have created a feature for you to be able to upload their data via excel sheet.
5. When employees reach where they need to be , they will enter the Check-In **SNTUID** in the Scan-N-Track Mobile app.
6. When they leave, they enter the Check-out **SNTUID** scanner in the same manner.
7. The App tracks the Geo-location of the user apart from the cellphone number and Time scanned.
8. The app still works even if there is no cellular connection when scanning
9. Admins can view the location of all their employees on the Map

Let us know how we can help.

info@topcone.com
www.topcone.com
818.635.6335

iOS App: http://bit.ly/Scan-n-track
Android App: http://bit.ly/Scan-n-track_android

Topcone Inc
11652 Porter Valley Drive
Northridge CA 91326