

Xpats User Guide

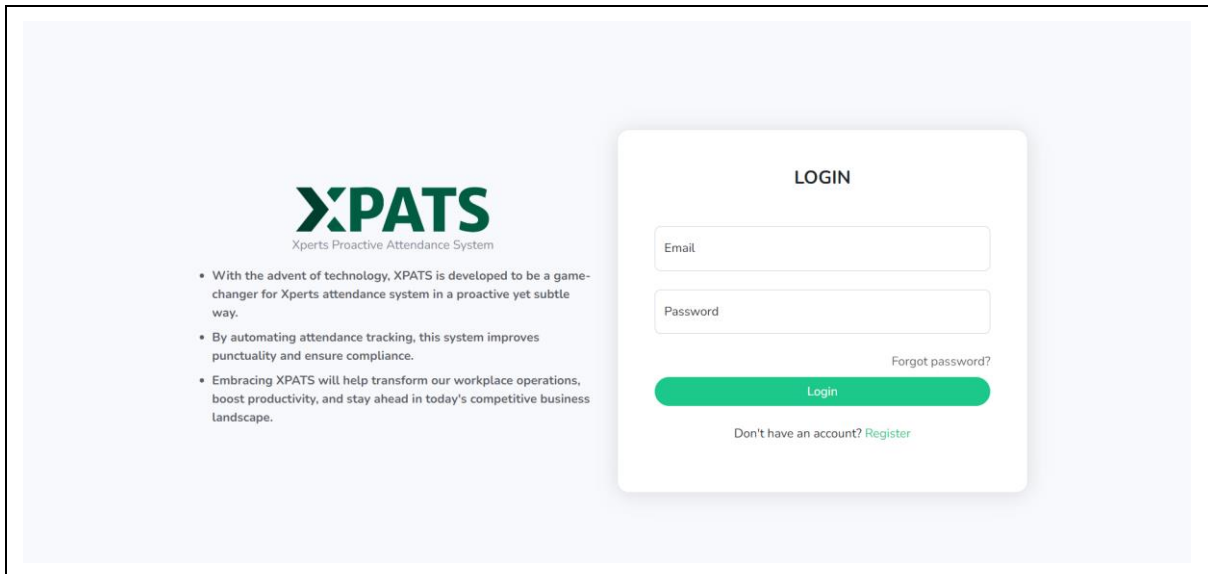


Figure 1: XPATS Login Page

Figure 1 displays the login interface for Xperts Proactive Attendance System, where users are required to sign in to access their company's attendance statistics. The system features a login form through which users can gain entry. In order to log in, users are required to input their provided email address and password into the login form on XPATS.

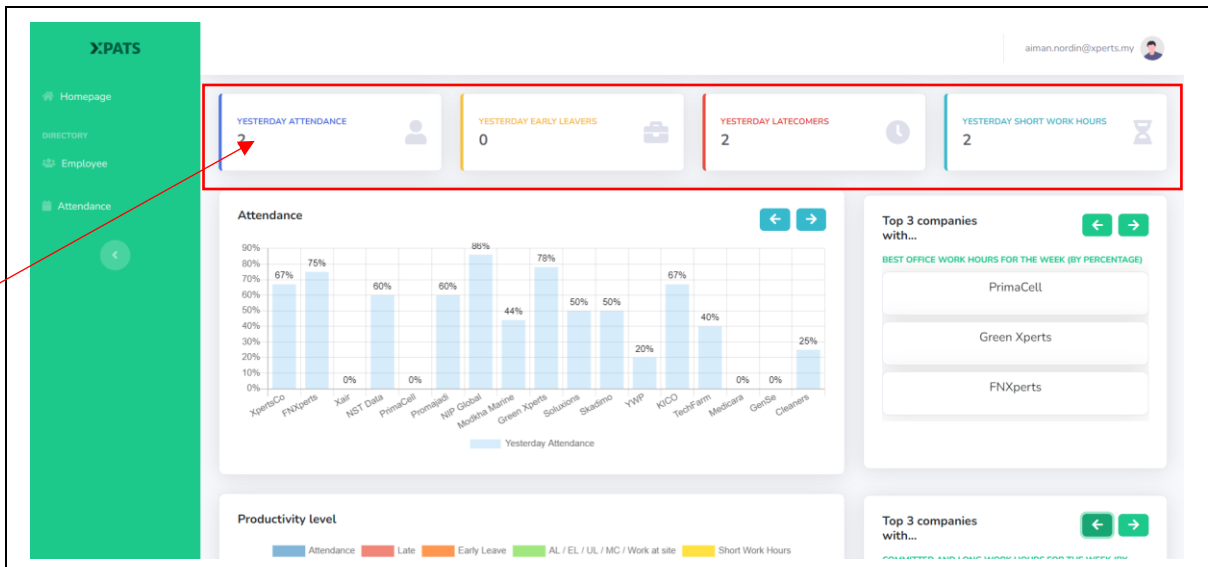


Figure 2: XPATS Homepage

Upon logging in, users will be directed to XPATS homepage, as illustrated in Figure 2. Here, they can access comprehensive attendance statistics for activities within Xperts. Users can access data

for yesterday attendance, yesterday early leavers, yesterday latecomers and yesterday short hours. Upon selecting any of these four tabs within the XPATS dashboard, the relevant data will be presented, as depicted in Figure 3.

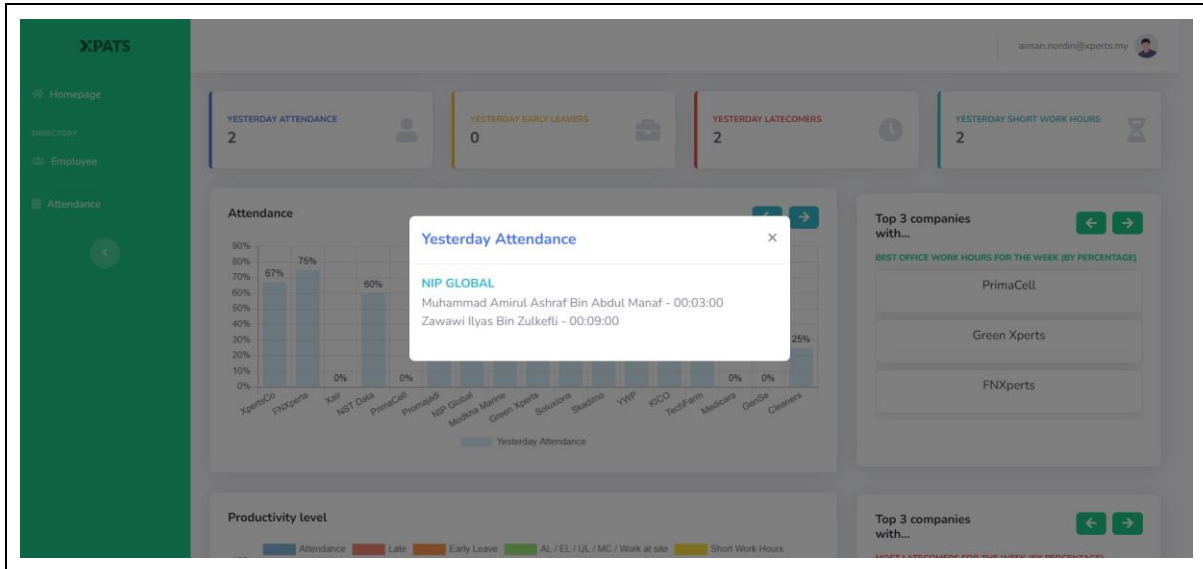


Figure 3: XPATS Dashboard Information

Following that, when a user selects the icon located in the upper-right corner of the header section, two tabs become accessible: one for changing the password and the other for logging out. For reference, you can see this in Figure 4.

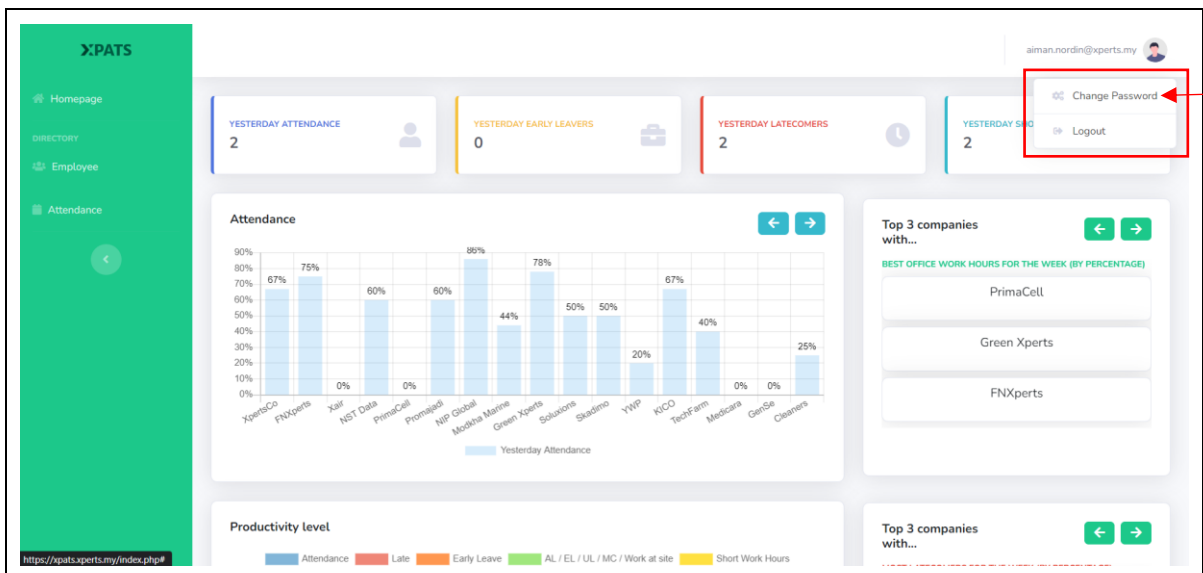


Figure 4: XPATS Change Password And Logout Tab

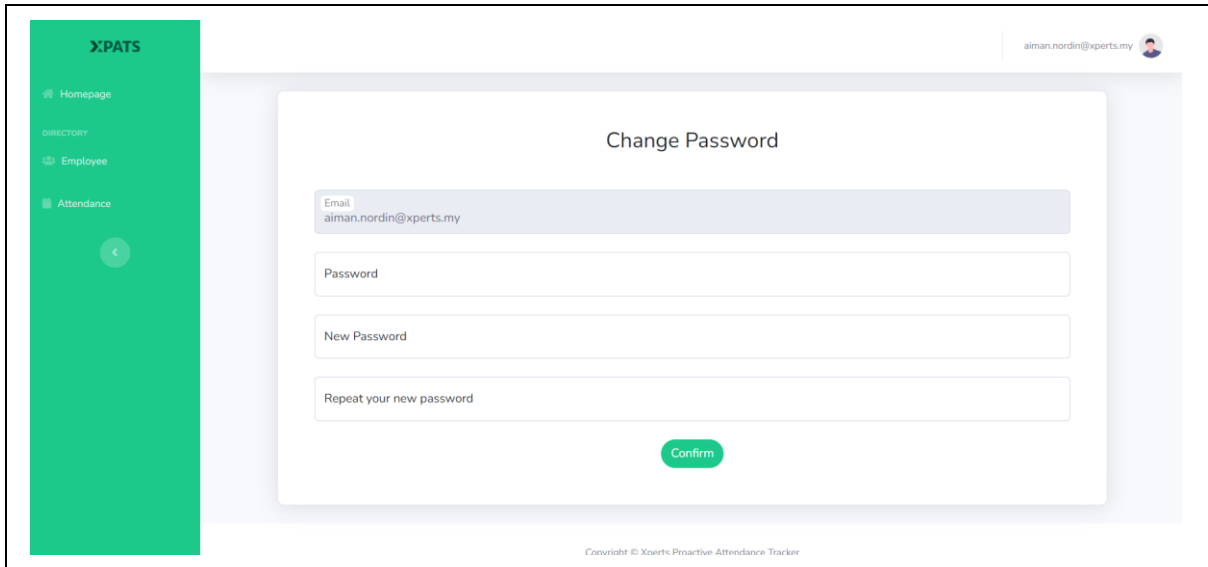


Figure 5: XPATS Change Password

As depicted in Figure 5, there is a form provided for altering your password. Simply enter your current password, your new password, and confirm the new password by re-entering it. Afterward, click the "Confirm" button to initiate the password change process.

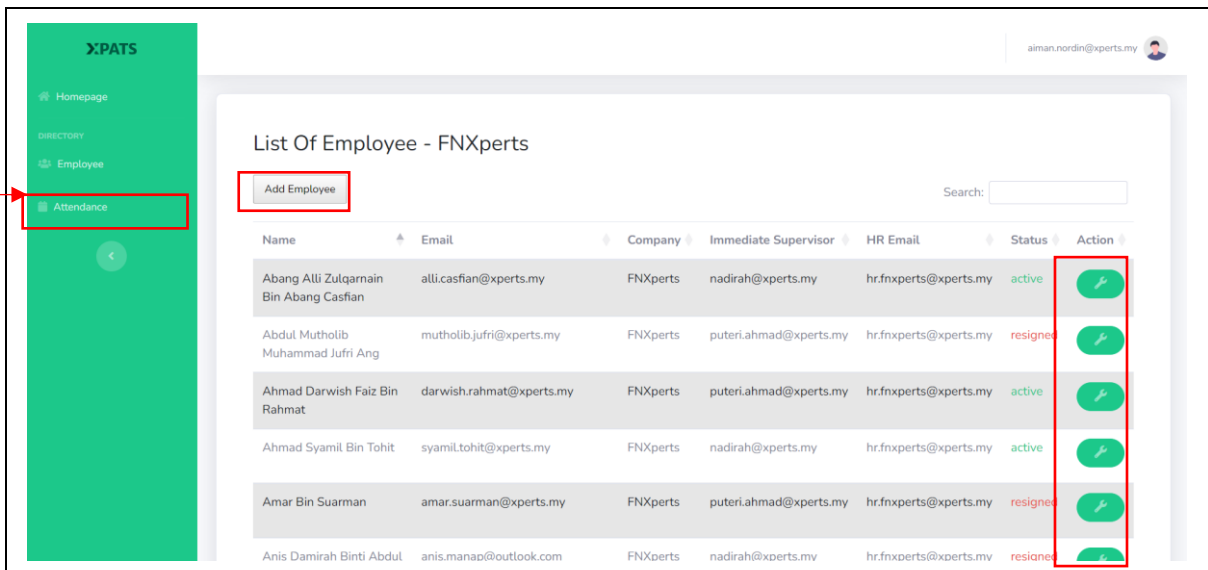


Figure 6: XPATS List Of Employee

Furthermore, when you click on the "Employee" tab within the left menu, you will be presented with a list of employees in your company. This tab also allows you to add new employees and make updates to their information, as demonstrated in Figure 6.

The screenshot shows the 'Add Employee' form in the XPATS system. On the left is a green sidebar with navigation options: 'Homepage', 'Employee', and 'Attendance'. The main content area is titled 'Add Employee' and contains the following elements:

- Name:** A text input field.
- Email:** A text input field.
- Company:** A dropdown menu currently showing 'FNXPerts'.
- Immediate Supervisor:** A dropdown menu with the text 'Select Immediate Supervisor'.
- Shift:** A dropdown menu with the text 'Select Shift'.
- Attendance:** A section with five checkboxes:
 - Less than 9 hours
 - Less than 6 hours
 - Less than 3 hours
 - No clock out until 12am
 - Not coming to office today
 - Coming to office anytime
- Effectivity / Runner / Outside Meetings:** A section with two checkboxes:
 - Exceeding cumulative work more than 11 hours
 - Exceeding cumulative work more than 13 hours

Figure 7: XPATS Add Employee Form

When you select the "Add Employee" button, which is indicated in Figure 6, a form for adding an employee to XPATS will appear, as demonstrated in Figure 7. To enroll employees in XPATS, it is essential to complete the registration form in its entirety. Once you have filled out all the required fields, you should click the "Add Employee" button located at the bottom of the form, as exemplified in Figure 8, to officially register the employee in XPATS.

This screenshot shows the bottom portion of the 'Add Employee' form. It includes the following elements:

- Weekly Report:** A section with five checkboxes:
 - Per week cumulative work hours less than 18 hours
 - Per week cumulative work hours less than 9 hours
 - Per week cumulative work hours less than 4 hours
 - Per week cumulative work hours more than 55 hours
 - Per week cumulative work hours more than 60 hours
- Monthly Report:** A section with five checkboxes:
 - Per month cumulative work hours less than 108 hours
 - Per month cumulative work hours less than 82 hours
 - Per month cumulative work hours less than 45 hours
 - Per month cumulative work hours more than 180 hours
 - Per month cumulative work hours more than 198 hours
 - Per month cumulative work hours more than 216 hours
- +add additional recipient:** A green button.
- additional recipient:** A text input field with a red 'x' clear button on the right.
- Add Employee:** A large green button, highlighted with a red rectangular box.
- Back:** A large green button.

At the bottom of the page, there is a small copyright notice: 'Copyright © Xperts Proactive Attendance Tracker'.

Figure 8: XPATS Add Employee Button

XPATS

aman.nordin@xperts.my

Update Employee

Name: Abang Ali Zulkarnain Bin Abang Casfian

Email: atli.casfian@xperts.my | Company: FNXperts

Immediate Supervisor: Nadirah Hanim Bt Mannan

Shift: 9am to 6pm normal | Status: active

Attendance

- Less than 9 hours: message for Less than 9 hours
- Less than 6 hours: message for Less than 6 hours
- Less than 3 hours: message for Less than 3 hours
- No clock out until 12am: message for No clock out until 12am

Figure 9: XPATS Update Employee Form

To update employee information, simply click the button featuring a wrench icon, which is highlighted on the right side of the table under the "Action" column in Figure 6. Subsequently, you can make updates to the employee data. After completing the necessary changes, you should click the "Update" button located at the bottom of the form to apply the updated employee data, as depicted in Figure 10.

Weekly Report

- Per week cumulative work hours less than 18 hours
- Per week cumulative work hours less than 9 hours
- Per week cumulative work hours less than 4 hours
- Per week cumulative work hours more than 55 hours
- Per week cumulative work hours more than 60 hours

Monthly Report

- Per month cumulative work hours less than 108 hours
- Per month cumulative work hours less than 82 hours
- Per month cumulative work hours less than 45 hours
- Per month cumulative work hours more than 180 hours
- Per month cumulative work hours more than 198 hours
- Per month cumulative work hours more than 216 hours

+add additional recipient

faiz@xperts.my

Update **Back**

Copyright © Xperts Proactive Attendance Tracker

Figure 10: XPATS Update Employee Button

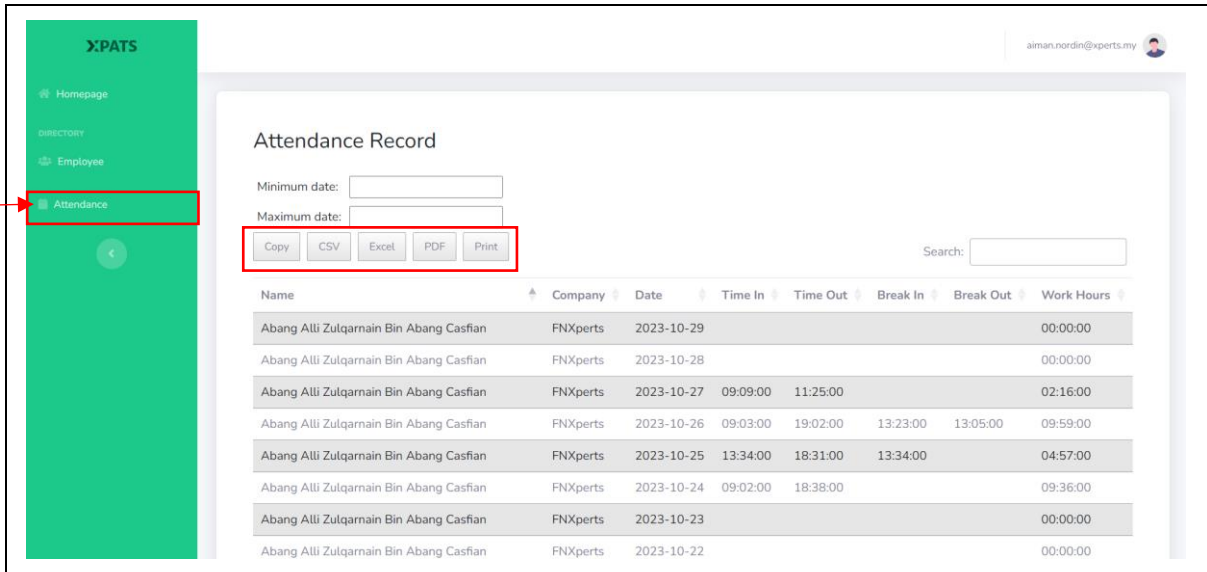


Figure 11: XPATS Attendance Record

To access attendance records, simply select the "Attendance" tab in the left menu, where you will find a list of attendance records for your company. You also have the option to download attendance records by clicking the button highlighted in Figure 11.

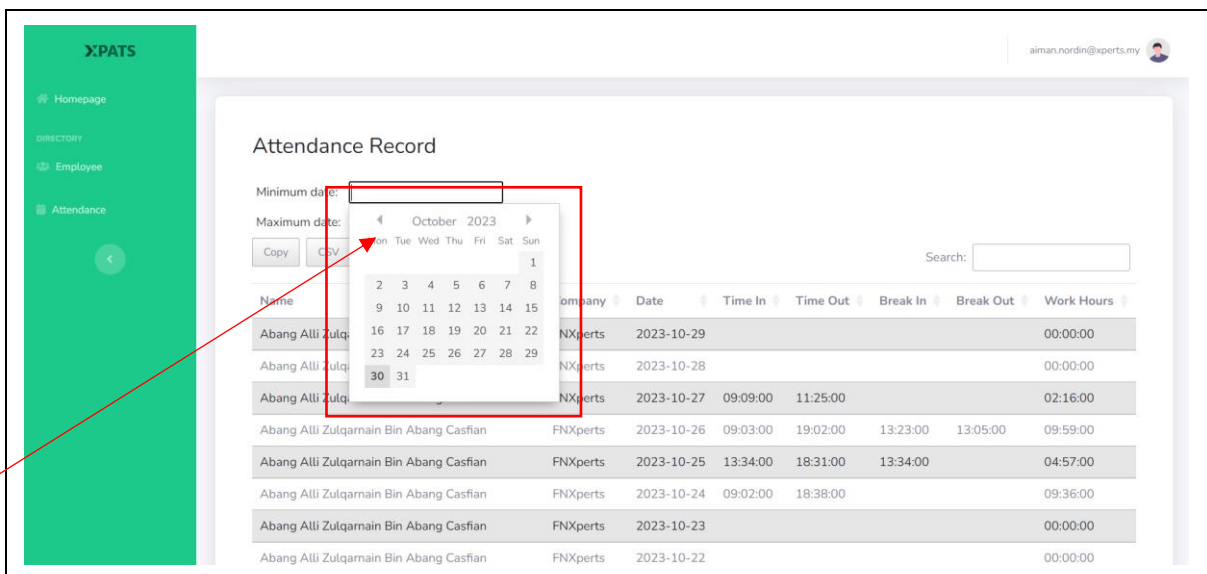


Figure 12: XPATS Date Filter

Additionally, attendance records can be sorted by date range, as illustrated in Figure 8. You can also utilize the search function to find specific attendance records within the table. The filtered attendance records are displayed in Figure 13.

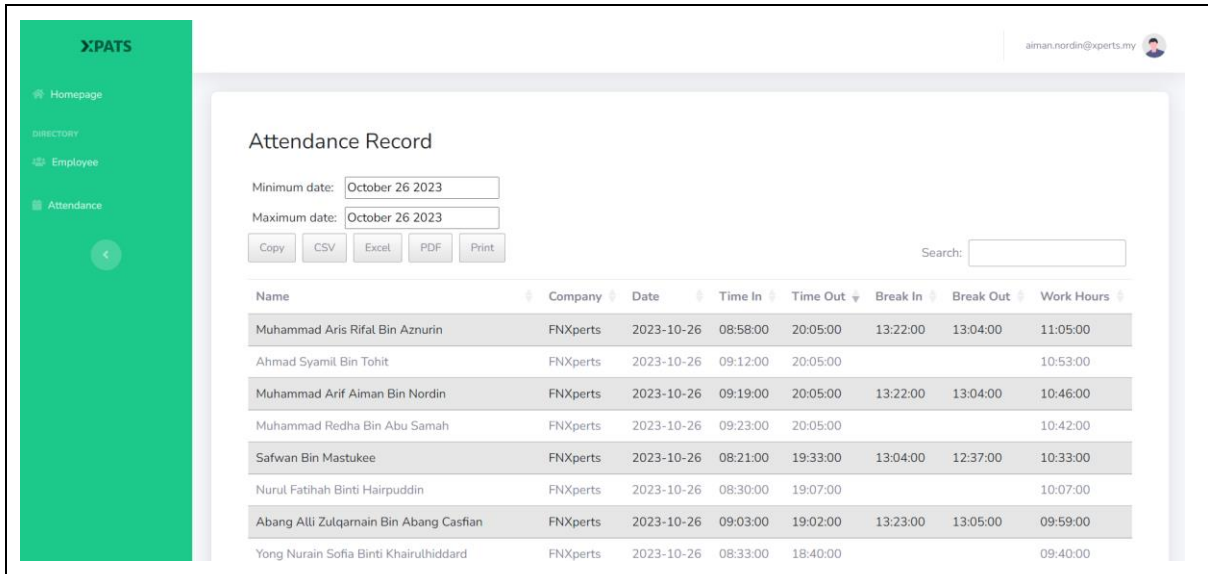


Figure 13: XPATS Attendance Data Filtered