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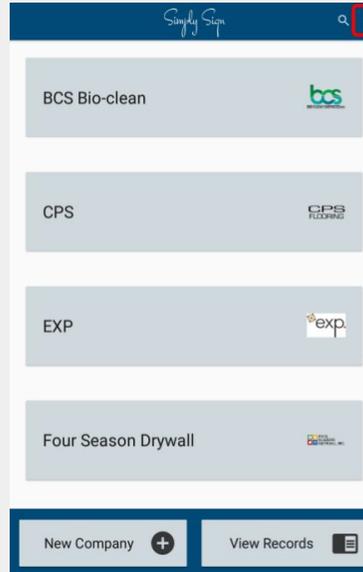
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Glossary

Kiosk Mode:	An option to lock the tablet to the Simply Sign application. When activated it prevents users from accidentally exiting the application by pressing the back button
Company Profile List:	Each Company will have their own profile where their workers names are saved
Flag Workers:	Workers will be highlighted in red in the records and a note will be added beside their names on reports.
Daily Auto-Report:	A daily report sent to a specified email address automatically. The report will be sent in .csv format and will include detailed breakdowns of resources on site for the current or previous day
Weekly Auto-Report:	A weekly report sent to a specified email address automatically. The report will be sent in .csv format and will include detailed breakdowns of resources on site for the previous week
Roll Call:	Creates a list of names in which you can check who is present. Roll Call sheets can be saved and exported like regular reports
Export:	Manually send reports to a specified email

Settings:

1. Select the menu icon in the upper right hand corner of the screen:



2. Select “Settings” then “General Settings” (The column on the right is a description of each setting which will appear):

Kiosk Mode:	Turn this on to lock Simply Sign to the tablets screen
One Company Mode:	Allows sign in.out for one company only
Selected Company:	This will the company used for one company mode

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Date Format:	Select the date format you wish to display on screen and in reports
Time Format:	Select the time format you wish to display on screen and in reports
First Day of Work Week:	Select the first day of your work week. Your records will show this as the first day of the week and weekly auto-reports will begin from this day.
Company List Format:	Choose how your company profile list is displayed
Show notes:	Turn this on to be able to add notes/display notes next to your workers
Automatically Flag Workers When Not Signed Out:	Turn this on to highlight workers who don't sign out after a certain time period
Flag Shifts Over (In Hours):	Set the maximum allowable period a worker can be signed in for. Workers will be highlighted if they haven't signed out by this time.
Return To Company Profile List:	Set a time period where Simply Sign will revert back to the company profile list after a certain time period. We recommend setting this to 1 minute to avoid user confusion. ²
Splash Screen Timer:	Set the time in which you want the screensaver to become active.

3. Select “Spreadsheet Settings”:

Spreadsheet Title:	The Spreadsheet Title will be shown at the top of all reports.
Default Email:	This will be the email address manual reports will be sent to.

4. Select "Auto Report Settings":

DAILY AUTO-REPORT	
Enable Automatic Daily Reports:	Toggle on/off to activate daily auto-reports
Frequency:	Choose to receive reports everyday of the week or just on weekdays
Report Time:	Enter the time you wish to receive reports
Day to Report:	<ul style="list-style-type: none"> • Report for Current Day; Selecting this option will send a report for all the workers active on that day. • Report for Previous Day: Selecting this option will send a report for all previous days activity.
Recipient Email:	Add recipients email addresses here. Multiple recipients should be separated with a comma.
Report Type:	<ul style="list-style-type: none"> • Summary Selecting this option will send a report which includes all active companies on site, total hours for each company, the average shift time for each company and all active workers. • Detailed: Selecting this option will give you a complete breakdown of each individual worker on site, their sign in time, their sign out time, their total hours on site and all the same data included in the summary.

WEEKLY AUTO-REPORT	
Enable Automatic Weekly Reports:	Toggle on/off to activate weekly auto-reports
Report Time:	Enter the time you wish to receive reports
Recipient Email:	Add recipients email addresses here. Multiple recipients should be separated with a comma.
Report Type:	<ul style="list-style-type: none"> • Summary Selecting this option will send a report which includes all active companies on site, total hours for each company, the average shift time for each company and all active workers. • Detailed: Selecting this option will give you a complete breakdown of each individual worker on site, their sign in time, their sign out time, their total hours on site and all the same data included in the summary.

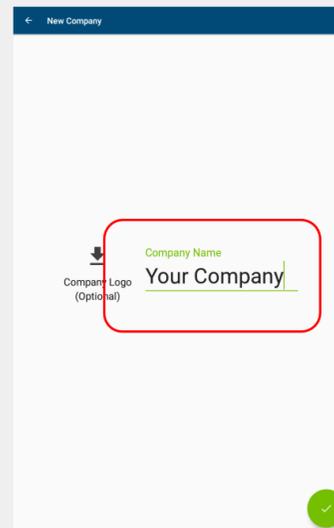
Company & Worker Set Up

Add Companies:

1. Click the “New Company” button on the bottom left hand corner of the screen:

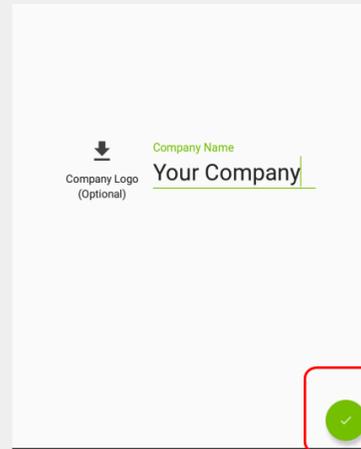


2. Enter the name of the Company you want to add:



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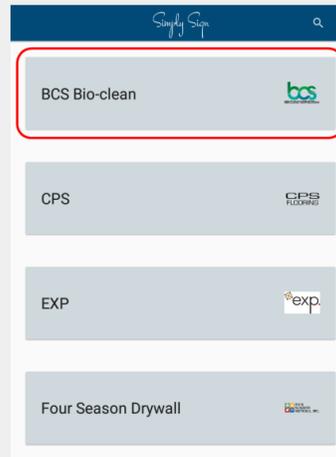
3. Assign a logo to the company by uploading an image or by taking a photo of the company logo, do this by selecting the upload logo button on the left hand side of the text dialogue box
4. Select the green check mark in the bottom right hand corner of the screen to save the companies profile:



5. Company profiles are compiled in an alphabetical list on the main screen

Add Workers:

1. Select the company you wish to add the new worker to:

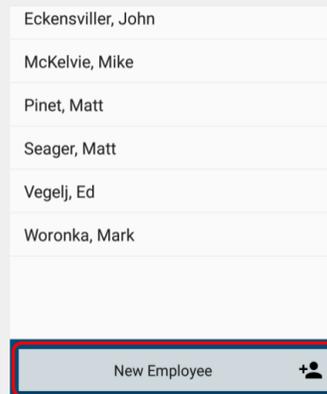


2. Select the "Sign In" button:

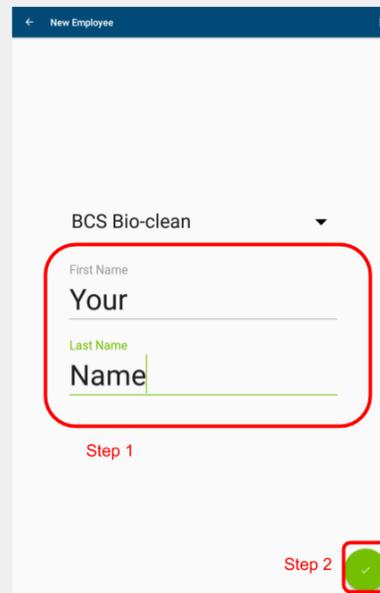


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3. Select "New Worker" at the very bottom of the screen:



4. Enter the employees name and click the green check mark in the bottom right hand corner of the screen to save the employees name to their companies profile:

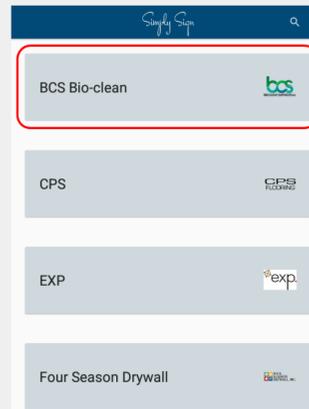


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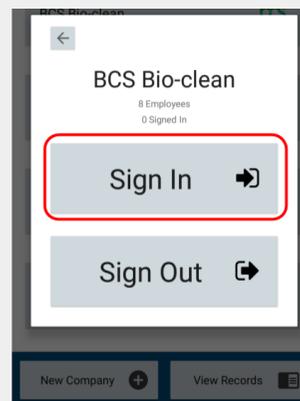
Signing In & Out

Sign In:

1. Select the company:

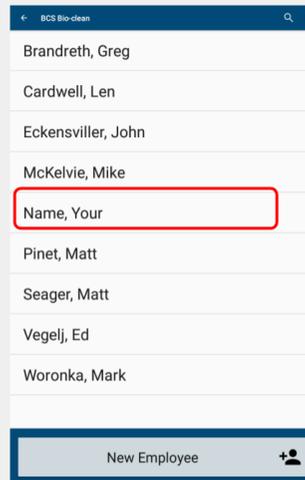


2. Select "Sign In":



Simply Sign

3. Find your name in the list and select it:



4. Confirm sign in by clicking "Sign In":



Simply Sign

Sign Out:

1. Select the company:



2. Click "Sign Out":



Simply Sign

3. Find your name in the list and select it:



4. Confirm sign out by clicking "Sign Out":



Records

View Records:

1. Select the “View Records” button on the bottom right hand corner of the screen:



2. This will bring you to the current days records:

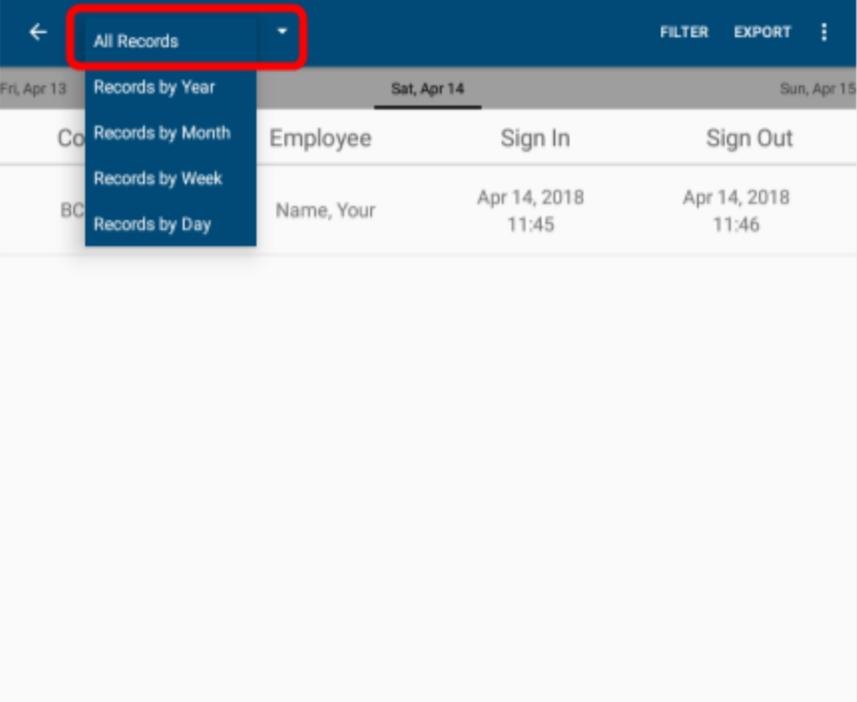
A screenshot of a mobile application screen titled 'Records by Day'. The screen has a dark blue header with a back arrow, the title 'Records by Day', and options for 'FILTER', 'EXPORT', and a menu icon. Below the header, there are three tabs for dates: 'Fri, Apr 13', 'Sat, Apr 14' (which is selected), and 'Sun, Apr 15'. The main content is a table with the following data:

Company	Employee	Sign In	Sign Out
BCS Bio-clean	Name, Your	Apr 14, 2018 11:45	Apr 14, 2018 11:46

3. Swipe right to view previous records

View Records By:

1. Records can be viewed by day, week, month or year
2. Select the “Records By” dropdown in the top left hand corner:
3. Select the day, week, month or year from the drop down menu
4. Records will reflect the chosen option

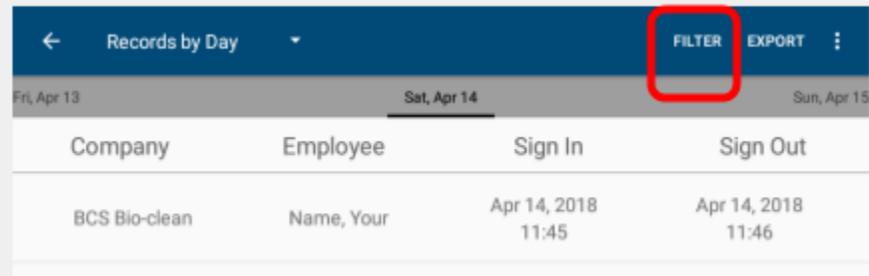


The screenshot shows a software interface with a dark blue header. On the left, there is a back arrow and a dropdown menu labeled "All Records" which is highlighted with a red box. The dropdown menu is open, showing four options: "Records by Year", "Records by Month", "Records by Week", and "Records by Day". On the right side of the header, there are "FILTER" and "EXPORT" buttons, and a vertical ellipsis menu icon. Below the header, the interface displays a table with columns for "Employee", "Sign In", and "Sign Out". The table is currently showing a record for "Name, Your" on "Apr 14, 2018" with sign-in and sign-out times of "11:45" and "11:46" respectively. The table is partially obscured by the dropdown menu.

	Employee	Sign In	Sign Out
BC	Name, Your	Apr 14, 2018 11:45	Apr 14, 2018 11:46

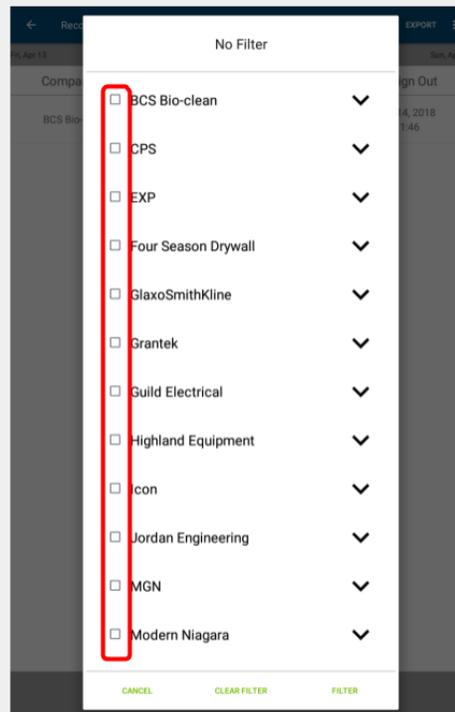
Filter:

1. Select the filter button on the top right hand corner of the screen:



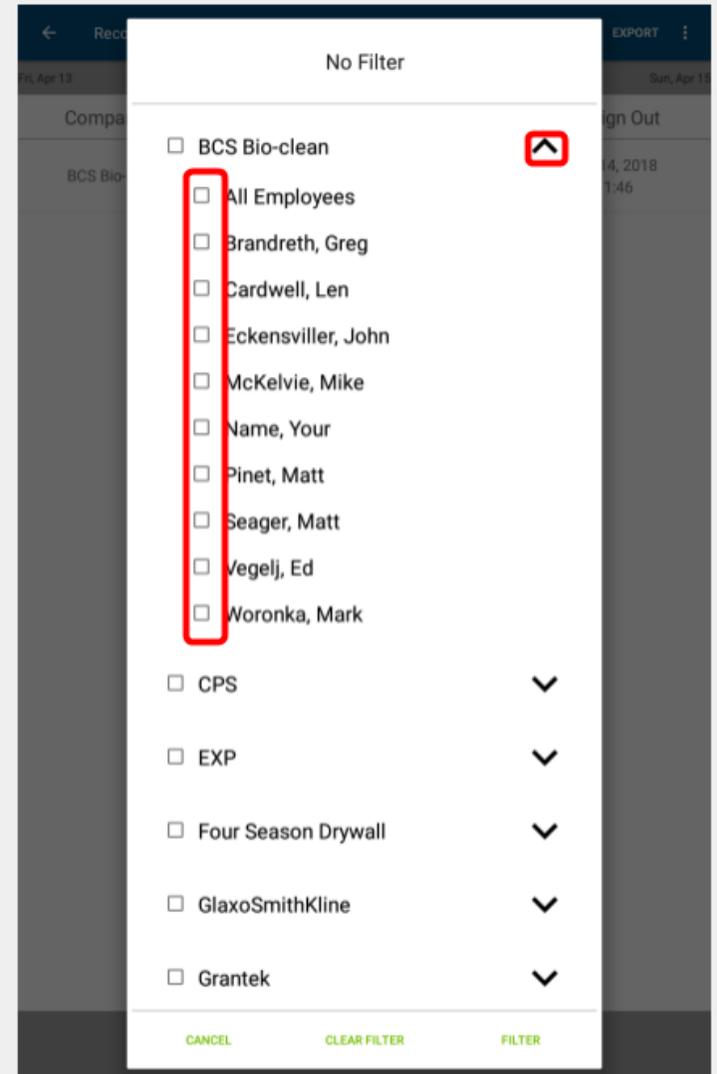
Company	Employee	Sign In	Sign Out
BCS Bio-clean	Name, Your	Apr 14, 2018 11:45	Apr 14, 2018 11:46

2. Filter companies records by clicking the checkbox next to their names:



Simply Sign

- Individual workers records can be viewed by selecting the arrow icon next to the company and then selecting the checkbox next to workers names:
- Select "Filter" at the bottom right to display the chosen filtered list
- Filtered companies and/or worker data can be exported as a csv. file



Simply Sign

Export:

1. Select "Export" in the top right hand corner of the screen
2. Reports will be sent to your default email chosen in se
3. Records which are currently shown on the screen will be exported



Records by Day

EXPORT

Company	Employee	Sign In	Sign Out
BCS Bio-clean	Name, Your	Apr 14, 2018 11:45	Apr 14, 2018 11:46

Edit/Delete:

1. To edit or delete any information just hold your finger on the company profile/workers name/record to bring up a pop-up
2. Company/Worker names can be edited or deleted
3. Workers records can be edited or deleted through the records menu
4. You can also add notes beside workers names in the record menu



by Month

EXPORT

Company	Employee	Sign In	Sign Out	Notes
A Team	Savory, Craig	Nov 5, 2018 5:02	Dec 12, 2018 20:14	Working On Level 2
Arthurpress Ltd	Thorn, Jeremy	Nov 5, 2018 5:06	Nov 5, 2018 5:06	

0 Signed In



Edit Record

A Team

Savory, Craig

Sign In

Nov 5, 2018 5:02

Sign Out Signed In

Dec 12, 2018 20:14

Notes