

HF Mobile clock in and out

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Document Control

Title	HumanForce Mobile Clock in and Out
Document Number	
Version	V1.0
Effective Date	15 th September 2021
Review Date	
Initiating service area	Project Management Office
Release Authority	PPM

Document Review

Date	Description of review	Initiated by	Version

HumanForce mobile clock in and out

Introduction

What is Geofencing time clock?

Geofencing time clock is a mobile app that logs employee clock in and out times based on a virtual perimeter/boundary (a fence) around a particular location on a map.

Instead of clock in and out of the HumanForce finger vein scanner, you will now be able to clock in and out from your mobile device when you arrived in the Building, and if you are currently using the app, **this is not mandatory but an option available to all employees** that would like to clock in and out using their mobile device. Hours are automatically stored in a database and can be exported at any time for payroll and compliance purposes.

What do I need to do to be able to click in and out from my mobile device?

You will need to enable Location settings on your phone. Find the instruction on the next page.

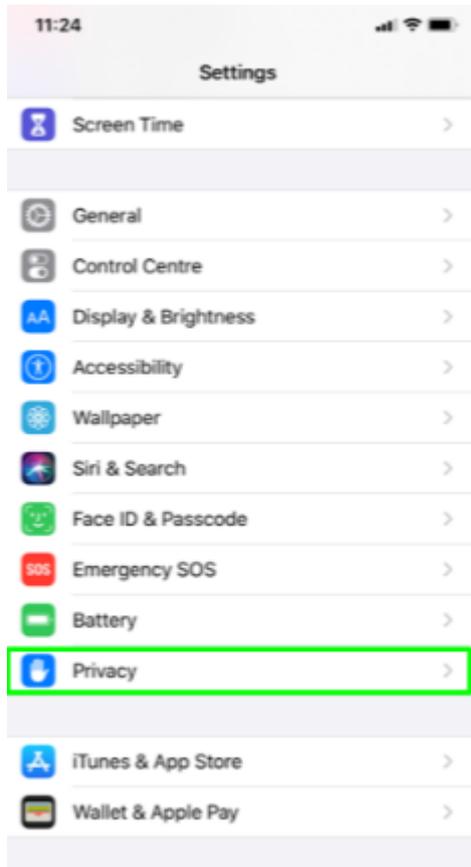
Who to contact for your support?

Contact your local champions or via email on

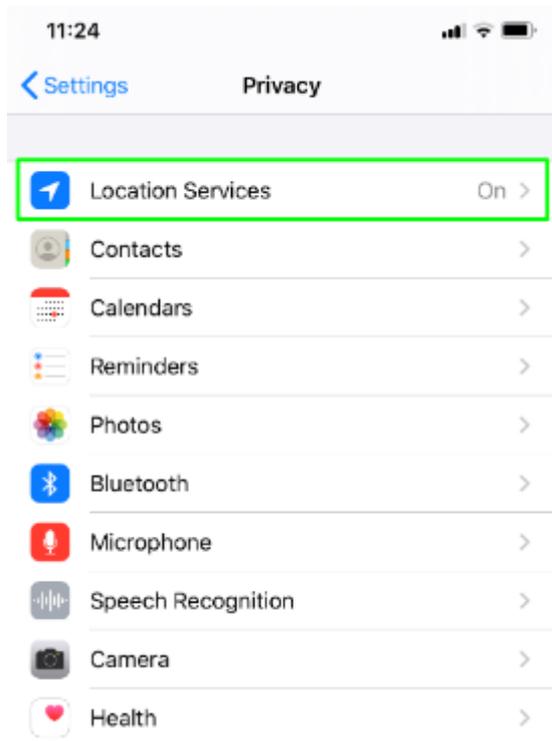
How do I enable Location Settings on my mobile Phone?

iPhone

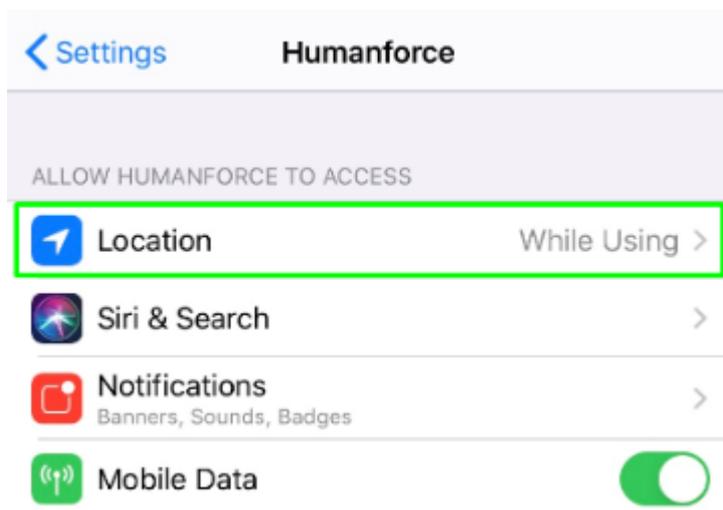
Go to **Settings > Privacy**.



Ensure the **Location Settings** are set to **On**.

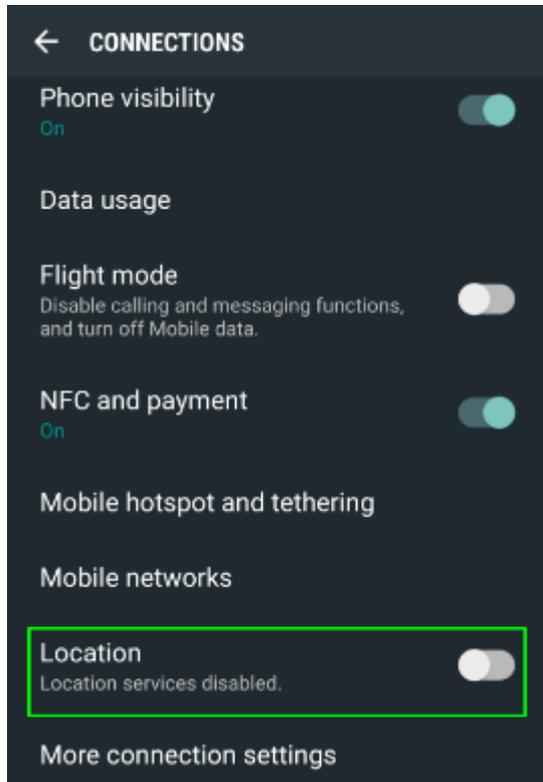


Click on the **Location Settings** and scroll down until you see the Humanforce app. Make sure this is set to **While Using**.

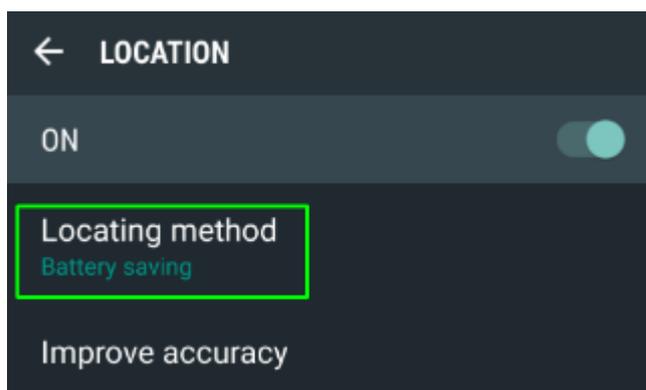


Android

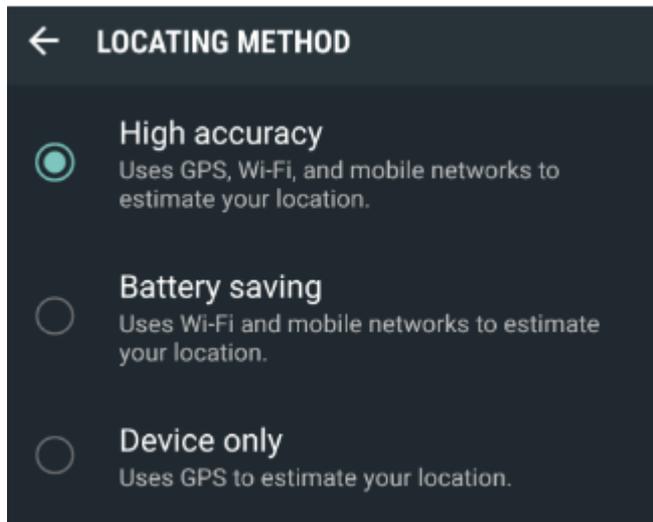
Go to **Settings > Connections**



Enable Location and check the **Locating Method** described beneath. If it shows Device Only or Battery Saving, tap the label to get to the Locating Method settings.

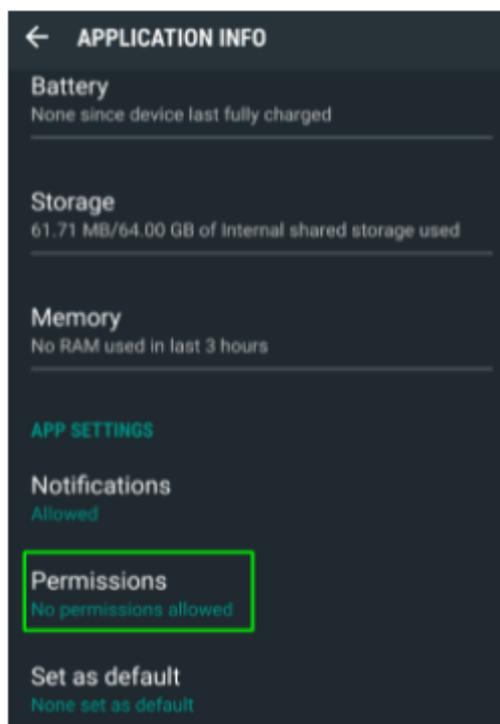


Change the Locating Method to **High Accuracy**.

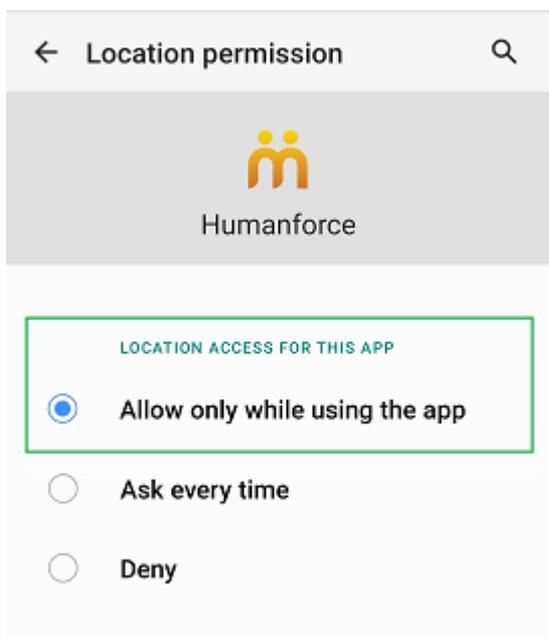
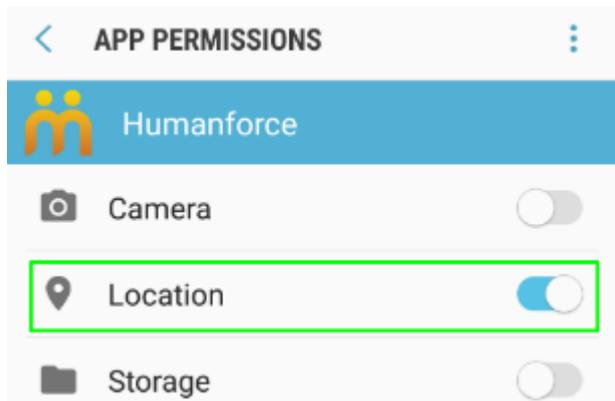


Checking App Permissions:

1. Go to **Settings>Apps**.
2. Find Humanforce in the list and tap it to open the Application Info. Scroll down to **Permissions** and tap to open



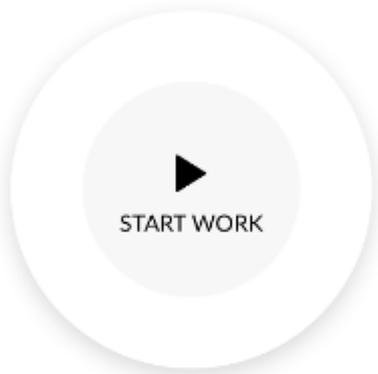
3. Enable the **Location** toggle.



Please see the below instructions on how to clock in and out.

Go to the clocking page and click on the large **Start Work** button to begin your shift.

You have not been rostered to work at this time



but you can clock in to work
Dentistry - Location 1, Practice, Dentist
[Change](#)



When your shift is over, click on **Finish Work**.

