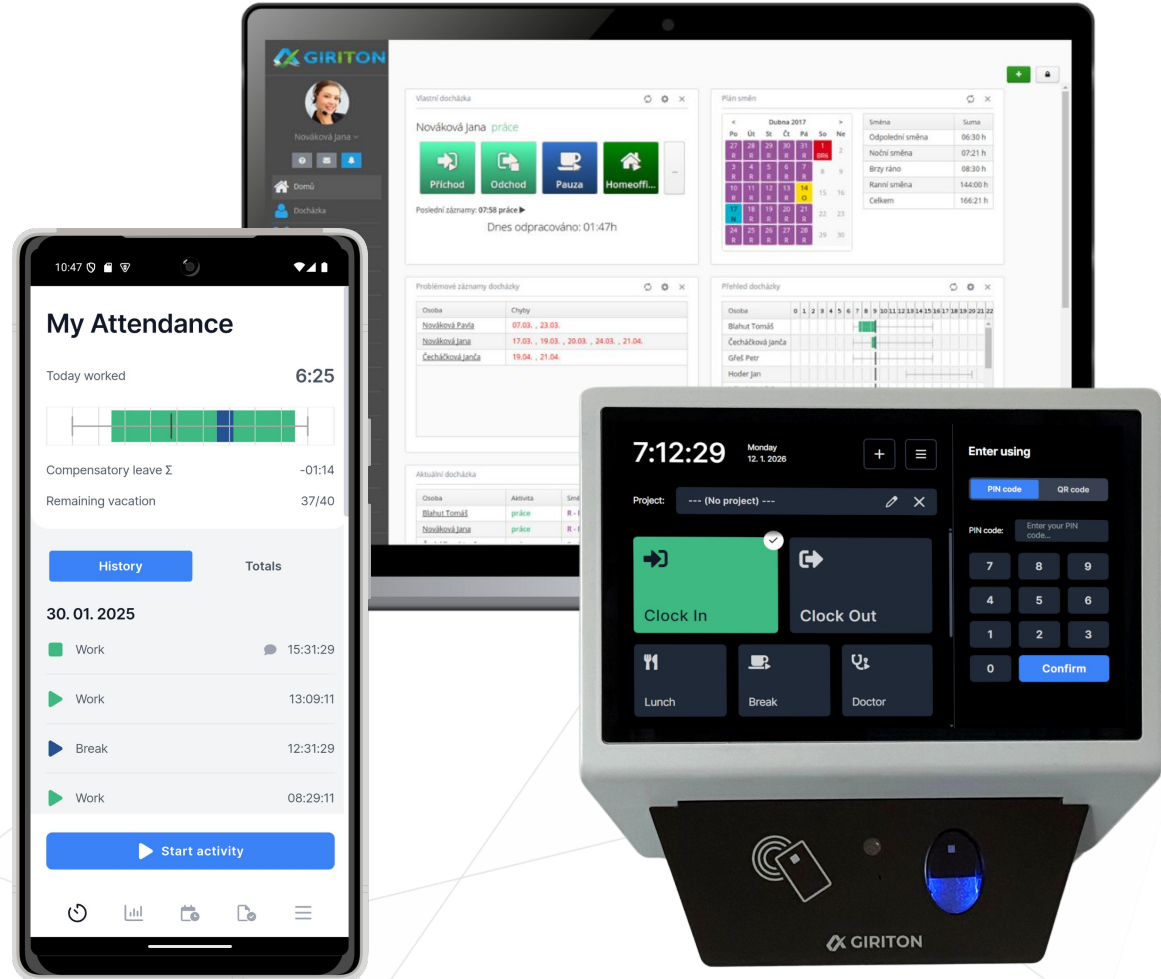




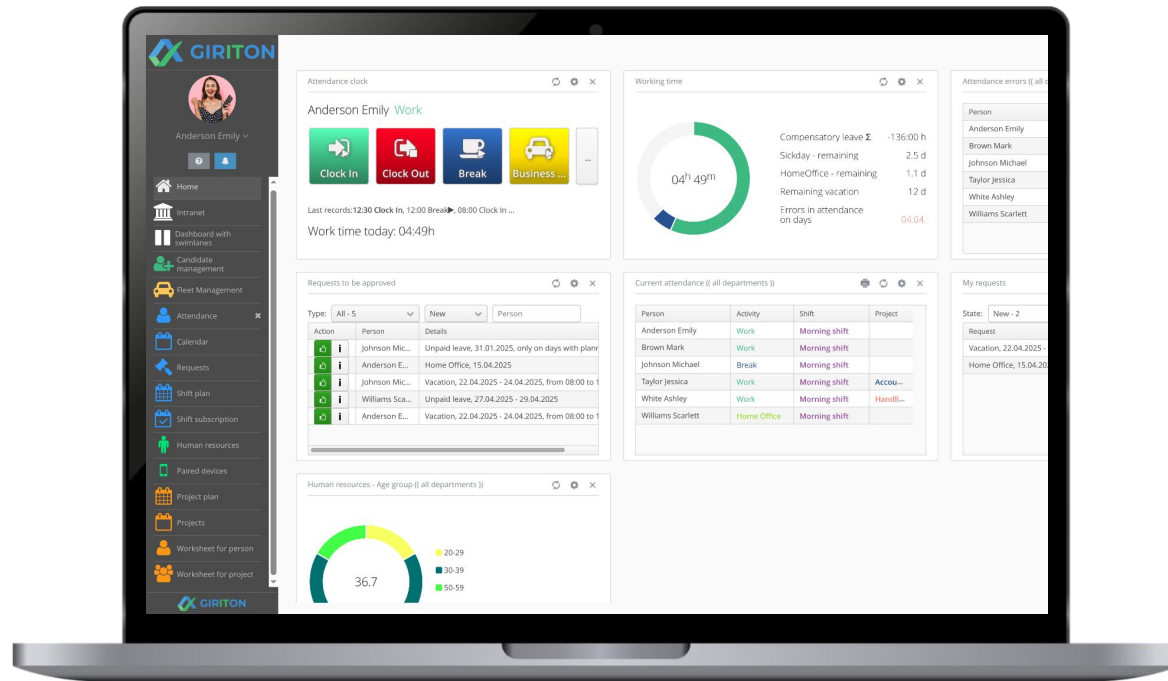


Web app
Mobile app
Punching clock



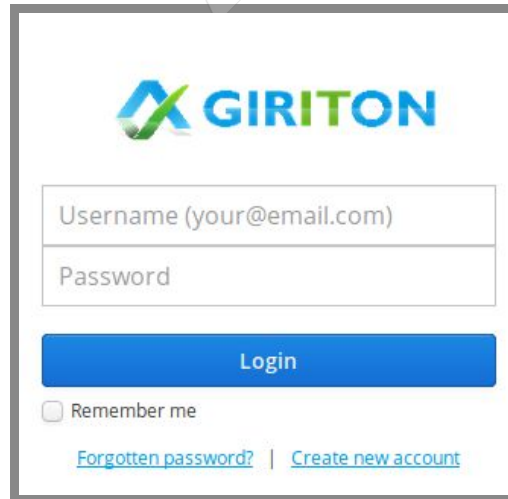


Web app



WEB APP GIRITON | Logging in

- Modern app for web browsers, no installation required
- Your own domain: **yourcompany.giriton.com**
- Your own company logo
- Login from everywhere (can be restricted to certain IPs)



The image shows a login interface for the GIRITON web app. At the top is the GIRITON logo, which consists of a stylized 'G' icon followed by the word 'GIRITON' in blue and green text. Below the logo are two input fields: the first is labeled 'Username (your@email.com)' and the second is labeled 'Password'. Below these fields is a blue 'Login' button. Under the button is a checkbox labeled 'Remember me'. At the bottom, there are two links: 'Forgotten password?' and 'Create new account'.



Username (your@email.com)

Password

Login

☐ Remember me

[Forgotten password?](#) | [Create new account](#)

WEB APP GIRITON | Home screen

GIRITON

Parker James

Home

Attendance

Calendar

Requests

Shift plan

Shift subscription

Human resources

Paired devices

Whistleblowing reports

Project plan

Projects

Worksheet for person

Attendance clock

Parker James **Work**

Clock In **Clock Out** **Break** **Business ...**

Last records: 07:30 Clock In

Work time today: 02:38h

Current attendance ((all departments))

Person	Activity	Shift	Project
Clarke Jonathan	Work	Morning shift	
Evans William	Home Office	Morning shift	
Green Susan	Work	Morning shift	
Harris Kirsten	Vacation	Morning shift	
Johnson Mark	Didn't come	Afternoon shift	
Parker James	Work	Morning shift	
Smith June	Absent	Morning shift	
Williams Andrea	Didn't come		

- This is your personal Home screen. Feel free to place some **widgets** on it to enable quick access to several features.
- Widget selection, setting, and location may vary for each user. Add a new widget by clicking on button „ + “ change a position by dragging the headers to the selected areas or remove it by clicking „ x “.
- The **most used agendas** are available in the Agenda panel on the left, where you can also conveniently switch between them. Advanced agendas open from "**user menu**" (your name).

WEB APP GIRITON | Attendance

The screenshot displays the GIRITON Attendance web application. The sidebar on the left contains navigation icons and labels, with the 'Attendance' option highlighted. The main content area shows an attendance calendar for James Parker in June 2024. The calendar grid shows days of the week and shifts. A specific day (06 T...) is selected, showing a detailed view of the day's activities. A dropdown menu is open, showing options like Work, Home Office, Sick day, Break, Doctor, Paragraph, Sickness, Business trip, Unpaid leave, and Paid leave. The 'Attendance' tab is highlighted in the sidebar, and the 'Entries' tab is selected in the detailed view.

- The "**Attendance**" agenda is an overview of the employee's attendance for each day. In this case, we see Adam Novak's attendance for individual days, including the total time spent at work.
- After clicking on a specific day, the tab "Entries" will show the attendance of that day. You can edit the available activities in the User - Attendance - Attendance Activity menu.

WEB APP GIRITON | Correcting wrong attendance

The screenshot displays the GIRITON web application interface. On the left is a dark sidebar with navigation options: Home, Attendance (highlighted with a red box), Calendar, Requests, Shift plan, Shift subscription, Human resources, Paired devices, Whistleblowing reports, Project plan, Projects, Worksheet for person, and Worksheet for project. The main area shows a calendar for June 2024 for user James Parker. A red arrow points to a red exclamation mark icon in the calendar grid for the 5th of June. To the right, the user profile for James Parker is shown, including his user number E0001 and a link to Details. Below the profile, the 'Entries' tab is selected (highlighted with a red box), showing a list of activities: Work (07:00:00), Break (11:00:00), Break (11:30:00), and an empty row with a plus sign. A dropdown menu is open for the empty row, listing various activities: Work, Home Office, Sick day, Break, Doctor, Paragraph, Sickness, Business trip, Unpaid leave, and Paid leave. At the bottom right, there is a 'Cancel changes' button and a world map.

Erroneous attendance records are indicated by a red exclamation mark in a row for a given day.

After clicking on the row, the "Entries" tab will show the attendance details on a particular day, and its individual arrivals and departures.

We can fix wrong entries in the "Entries" tab.

Save changes by clicking "Save Changes" under the Entries tab.

WEB APP GIRITON | Overtimes





Parker James ▾

Attendance

Calendar

Requests

Shift plan

Shift subscription

Human resources

Paired devices

Whistleblowing reports

Project plan

Projects

Worksheet for person

Worksheet for project

+ Add

(all departments)

James Parker

<

>

June

2024

<

>

Print

	Shift	Proj...	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	Work (total)	Arrival ti...	Depar...	Work	Break	Overtime
01 Sat																																
02 S...																																
03 ...	M																									08:00	07:00	15:30	08:00	00:30	00:10	
04 T...	M																									08:30	07:00	16:00	08:30	00:30	00:30	
05 ...	M																									08:00	07:00	15:30	08:00	00:30		
06 T...	M																									05:20	07:00	12:20	05:20			
07 Fri	M																															
08 Sat																																
09 S...																																
10 ...	M																															

James Parker

User number E0001

Management

[Details](#)

Sums

Entries

Shift

Legend

History

+/-	Activity	Start/E...	Time	Details
-	Work		07:00:00	
-	Break		11:00:00	
-	Break		11:30:00	
-	Work		15:30:00	

- Overtime values calculated by shift length can be overridden directly in the table in **Attendance agenda**.
- The manually modified values are wrapped in a **green box**.
- Deleting the modified value recalculates the original value again.
- In our case this person worked on June 3rd for 8,5 hours and the approved overtime is 10 minutes.
- The same adjustments can also be made from the "Attendance Overview" agenda.



James Parker

User number E0001

Management

[Details](#)

Sums **Entries** Shift Legend History

+/-	Activity	Start/E...	Time	Details
-	Work	▶	07:00:00	🗨
-	Break	▶	11:00:00	🗨
-	Break	▶	11:30:00	🗨
-	Work	▶	15:30:00	🗨
+		▶		

Save changes



Cancel changes



WEB APP GIRITON | Locking attendance



Parker James ▾

Home

Attendance ×

Calendar

Requests

Shift plan

Shift subscription

Human resources

Paired devices

Whistleblowing reports

Project plan

Projects

Worksheet for person

Worksheet for project

(all departments) James Parker May 2024

Print Lock Share Refresh View Settings

Shift	Proj...	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	Work (total)	Arrival ti...	Depar...	Work	Break	Overt
01 Wed	M																								08:00	07:00	15:30	08:00	00:30		
02 Thu	M																								08:00	07:00	15:30	08:00	00:30		
03 Fri	M																								08:00	07:00	15:30	08:00	00:30		
04 Sat																															
05 Sun																															
06 Mon																															
07 Tue	M																								08:00	07:00	15:30	08:00	00:30		
08 Wed	M																								08:00	07:00	15:30	08:00	00:30		

James Parker

User number E0001

Management

[Details](#)

Attendance of May 2024 was closed on 2024-06-06 10:16:03

Sums Entries Shift Legend History

- Attendance for the selected month will be locked by clicking on the **lock icon** at the top of the "Attendance" agenda.
- Attendance that contains serious errors (red exclamation marks) can not be locked.
- The "lock icon" appears in the date column to indicate the locked attendance.
- Locked attendance can no longer be changed (until it is unlocked again). Therefore, each head of the department usually has the authority to lock but only administrator is usually allowed to unlock.
- Once the attendance of all people in the selected month is closed, the payrolls can be exported.
- Exports and prints are done by clicking the blue **Print** button at the top of the screen.

WEB APP GIRITON | Attendance requests 1/3





Parker James ▾

Home

Attendance ✕

Calendar

Requests

Shift plan

Shift subscription

Human resources

Paired devices

Whistleblowing reports

Project plan

Projects

Worksheet for person

Worksheet for project

+ Add ▾

Vacation

Business trip

Mass insertion

Request

Mass shift planning

(all departments)

James Parker ▾

May 2024

Print

	Shift	Proj...		11	12	13	14	15	16	17	18	19	20	21	22	23	Work (total)	Arrival ti...	Depar...	Work	Break	Overt
01 Wed	M																08:00	07:00	15:30	08:00	00:30	
02 Thu	M																08:00	07:00	15:30	08:00	00:30	
03 Fri	M																08:00	07:00	15:30	08:00	00:30	
04 Sat																						
05 Sun																						
06 Mon																						
07 Tue	M																08:00	07:00	15:30	08:00	00:30	
08 Wed	M																08:00	07:00	15:30	08:00	00:30	
09 Thu	M																08:00	07:00	15:30	08:00	00:30	
10 Fri	M																08:00	07:00	15:30	08:00	00:30	
11 Sat																						
12 Sun																						
13 Mon	M																08:00	07:00	15:30	08:00	00:30	
20 Mon	M																08:00	07:00	15:30	08:00	00:30	
21 Tue	M																08:00	07:00	15:30	08:00	00:30	
22 Wed	M																08:00	07:00	15:30	08:00	00:30	
23 Thu	M																08:00	07:00	15:30	08:00	00:30	
24 Fri	M																08:00	07:00	15:30	08:00	00:30	
25 Sat																						
26 Sun																						



James Parker

User number E0001

Management

[Details i](#)

Sums

Entries

Shift

Legend

History

+/-	Activity	Start/E...	Time	D
-	Work	▶	07:00:00	
-	Break	▶	11:00:00	
-	Break	▶	11:30:00	
-	Work	▶	15:30:00	
+		▶		

Save changes

Cancel



- A new attendance request (doctor, vacation, ...) can be added by clicking the "**+ Add**" button from the "**Attendance**" agenda.
- Request for a new activity or change of a current one is available on the right side of the page in the "**Entries**" tab.

WEB APP GIRITON | Attendance requests 2/3

The screenshot shows the GIRITON web application interface. On the left is a sidebar with navigation links: Home, Attendance, Calendar, Requests, Shift plan, Shift subscription, Human resources, Paired devices, Whistleblowing reports, Project plan, Projects, Worksheet for person, and Worksheet for project. The main area displays a calendar for James Parker, showing shifts and work hours. A modal window titled "Requests" is open, showing a calendar for May 2024. The calendar has a red box highlighting the range of days from May 21st to May 24th. Below the calendar, there are buttons for "Submit a request" and "Cancel".

James Parker

User number E0001

Management

[Details](#)

Requests

Today May 2024 Holidays: United Kingdom Day Week Month

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

29 30 1 May 2 3 4 5

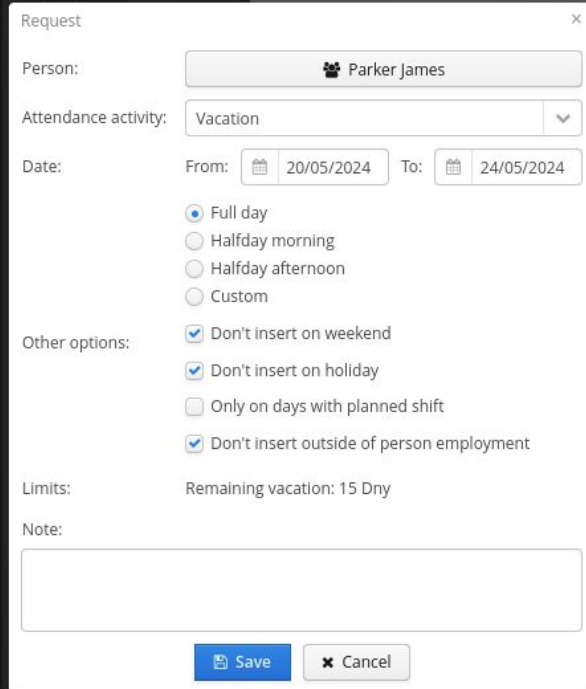
- Use the mouse to mark the range of days for which the request is to be placed.

21 20 21 22 23 24 25 26

27 28 29 30 31 1 Jun 2

Submit a request Cancel

WEB APP GIRITON | Attendance requests 3/3



Request

Person: Parker James

Attendance activity: Vacation

Date: From: 20/05/2024 To: 24/05/2024

Other options:

- ☒ Full day
- ☐ Halfday morning
- ☐ Halfday afternoon
- ☐ Custom
- ☒ Don't insert on weekend
- ☒ Don't insert on holiday
- ☐ Only on days with planned shift
- ☒ Don't insert outside of person employment

Limits: Remaining vacation: 15 Dny

Note:

Save Cancel

- Fill in the details of the request, what kind of activity you want (vacation, doctor, ...) and from which date or time should it last.
- You can also submit the same request from the **My Attendance app** or **Attendance clock**.

The screenshot shows a software interface for managing attendance. At the top, there are navigation buttons (person, group, calendar, car), a '+ Add' button, a trash icon, a department filter '(all departments)', a user name 'James Parker', and month/year selectors ('May', '2024'). Below this is a calendar grid for May 2024. The grid has columns for days 0-31 and rows for dates. Headers include 'Shift', 'Proj...', 'Work (total)', 'Arrival ti...', 'Depar...', 'Work', and 'Break'. Rows 01 Wed, 02 Thu, and 03 Fri show a purple shift 'M' and blue bars representing work periods. Yellow question mark icons are placed in the first column of these three rows, indicating pending attendance requests. A red box highlights one of these question marks. Row 07 Tue shows a green shift 'M' and green bars representing work periods.

- Attendance Requests appear in the "**Attendance**" and "Attendance overview" agendas as a question mark in a row with a given day.
- After selecting a row, the request will be displayed among the other records of that day in "**Entries**" tab.
- Click on the "**green thumb up**" button to approve the request straight away. Clicking the "**red thumb down**" will reject the request.
- Click on the "settings icon" to see a dialog with the details of the request. From there, we can also approve or reject the request, or comment on it.

James Parker

User number E0001

Management [Details](#)

Sums **Entries** Shift Legend History

+/-	Activity	Start/E...	Time	Details
	Vacation,			

Save changes Cancel changes

WEB APP GIRITON | Approving requests 2/3





Parker James ▾

Home

Attendance

Calendar

Requests

Shift plan

Shift subscription

Human resources

Paired devices

Whistleblowing reports

Project plan

Projects

Worksheet for person

Worksheet for project

June

2024

(all departments)

(all shifts)

Print

Save changes

Submit a request

+ Mass insert

	01 Sat	02 Sun	03 Mon	04 Tue	05 Wed	06 Thu	07 Fri	08 Sat	09 Sun	10 Mon	11 Tue	12 Wed	13 Thu	14 Fri	15 Sat	16 Sun	17 Mon	18 Tue	19 Wed	20 Thu	21 Fri
Evans William			M	M	M	M	M			M	M	M	M	M			M	M	M	M	M
Green Susan			M	M	M	M	M			M	M	M	M	M			M	M	M	M	M
Harris Kirsten			A	A	A	A	A			A	A	A	A	A			A	A	A	A	A
Johnson Mark			N	N	N	A	N			N	N	N	N	N			N	N	N	N	N
Parker James			M	M	M	M	M			M	M	M	M	M			M	M	M	M	M
			Vac	Vac																	

- Requests can also be viewed from the Shift Plan. In the line representing the person's shift plan, we see requests as small icon on that day.
- In our case James Parker requests V - Vacation on June 3rd and 4th
- Click on the selected day. At the bottom right of the **"Requests"** tab, you'll see requests that a person has submitted for that day.
- By clicking on the **"green thumb up"** button, the request can be approved straight away, clicking the **"red thumb down"** button the request will be rejected.
- By clicking on the "settings icon" you can see a dialog with the details of the request. From there, we can also approve or reject the request, or comment on it.

03 Mon - Parker James

Basic Shift subscription **Requests** Legend Validation

Details

Vacation, 03.06.2024 - 04.06.2024

Changes

WEB APP GIRITON | Approving requests 3/3





Parker James ▾



 Home

 Attendance

 Calendar

 Requests

 Shift plan

 Shift subscription

 Human resources

 Paired devices

 Whistleblowing reports

 Project plan

 Projects

     (All types of records) ▾ Status ▾

▾ ▾   

Who:

State:

Details:

Description:

 Green Susan 11.03. 09:40
Request created by user Green Susan at 2024-03-11 09:40:10

☐	#	Requesting person	Date from	Date to	Description	Details
☒	1	Green Susan	18.03.2024	18.03.2024		Vacation, 18.03.2024, onl
☐	2	Green Susan	08.03.2024	08.03.2024	Working la...	"2024-03-08 15:30:00 Wo
☐	3	Green Susan	05.03.2024	05.03.2024		Sick day, 05.03.2024, only
☐	4	Parker James	01.05.2024	03.05.2024		Vacation, 01.05.2024 - 03
☐	5	Parker James	03.06.2024	04.06.2024		Vacation, 03.06.2024 - 04

- Requests can also be submitted or approved from the **"Requests"** agenda. In the bottom table, we see a list of all requests for approval.
- By selecting a specific request, it displays the details in the top bar. Use the buttons on the top of the screen to approve or reject the selected request. We can also select multiple requests and approve them at once.
- By using the buttons on the top of the screen, we can switch the view and look at, for example, approved requests for a selected period, rejected requests etc.

WEB APP GIRITON | Shift planning 1/2





Parker James ▾





Home



Attendance



Calendar



Requests



Shift plan



Shift subscription



Human resources



Paired devices



Whistleblowing reports



Project plan



Projects



Worksheet for person



Worksheet for project

	June	2024	<	>	(all departments)	(all shifts)	Print	Save changes	Submit a request	Mass insertion												
	01 Sat	02 Sun	03 Mon	04 Tue	05 Wed	06 Thu	07 Fri	08 Sat	09 Sun	10 Mon	11 Tue	12 Wed	13 Thu	14 Fri	15 Sat	16 Sun	17 Mon	18 Tue	19 Wed	20 Thu	21 Fri	22 Sat
Clarke Jonat...			A	A	A	A	A			A	A	A	A	A			A	A	A	A	A	
Evans William			M	M	M	M	M			M	M	M	M	M			M	M	M	M	M	
Green Susan			M	M	M	M	M			M	M	M	M	M			M	M	M	M	M	
Harris Kirsten			A	A	A	A	A			A	A	A	A	A			A	A	A	A	A	
Johnson Mark			N	N	N	A	N			N	N	N	N	N			N	N	N	N	N	
Parker James			M	M	M	M	M			M	M	M	M	M			M	M	M	M	M	

- At the top of the agenda "Shift Plan" we see the users and their shifts that are allocated to particular days in a month.
- At the bottom right there is a legend showing shortcut that can be used to create a shift plan.
- To alter a shift plan you can edit a shortcut for each person and day.
- Once you've finished editing, you'll need to click "**Save Changes**" at the top of the screen.
- From this agenda, you can also create reports about the shift schedule, vacation plan, etc. by clicking the "**Print**" button at the top of the screen.

05 Wed - Johnson Mark

Basic	Shift subscription	Requests	Legend	Validation
Colo	Shift			
	M - Morning shift, 07:00 - 15:30, 08:00			
	A - Afternoon shift, 13:00 - 22:00, 08:00			
	N - Night shift, 22:00 - 07:00, 08:00			
	Doc - Doctor			
	Par - Paragraph			
	Sc - Sickness			



GIRITON



Parker James ▾





Home



Attendance



Calendar



Requests



Shift plan



Shift subscription



Human resources



Paired devices



Whistleblowing reports



Project plan



Projects



Worksheet for person

The screenshot shows the Shift Plan interface for June 2024. The calendar view displays shifts for two employees: Clarke Jonathan and Evans William. Clarke's shifts are marked with 'A' (Afternoon) and Evans' shifts are marked with 'M' (Morning). The interface includes a top navigation bar with filters for date, department, and shift type, and a bottom section with a list of shifts.

	To be ...	To be ...	Total	Total ...	A - Afternoon ...	M - Morning...	Vac - Vacation	N - Night shift
Clarke Jonathan	160:00	160:00	176:00	176:00	176:00			
Evans William	160:00	160:00	136:00	136:00		136:00		
Green Susan	160:00	160:00	160:00	160:00		160:00		
Harris Kirsten	160:00	160:00	176:00	176:00	176:00		1	
Johnson Mark	160:00	160:00	136:00	136:00	08:00			128:00
Parker James	160:00	160:00	160:00	160:00		160:00		

05 Wed - Johnson Mark

Basic Shift subscription Requests Legend

Colo	Shift
	M - Morning shift, 07:00 - 15:30, 08:00
	A - Afternoon shift, 13:00 - 22:00, 08:00
	N - Night shift, 22:00 - 07:00, 08:00
	Doc - Doctor

WEB APP GIRITON | Human Resources





Parker James ▾





Home



Attendance



Calendar



Requests



Shift plan



Shift subscription



Human resources



Paired devices



Whistleblowing reports



Project plan



Projects



Worksheet for person

+ Add Delete Send email Send system access invitation Print

1 Basic 2 Contact 3 Web application account 4 Permission groups 5 Attendance 6 Attendance

First name:

Last name:

Birth number:

User number:

Day of birth:

☐ Agrees to being photographed while inserting attendance records

Tags

closeattendance

Employment contract

Position:

Department:

Language:

Start of employment

End of employment

✓ Save changes

☐	Search - Department	☐	#	Last name	First name	User number				
☐	(without department)	☐	1	Clarke	Jonathan	E0008	Clarke Jonathan	01.03.2024	-	40
☐	Expedition	☐	2	Evans	William	E0007	Evans William	01.03.2024	-	40
☐	Management	☒	3	Green	Susan	E0002	Green Susan	01.01.2024	-	40
☐	C-Level	☐	4	Harris	Kirsten	E0006	Harris Kirsten	01.03.2024	-	40
☐	Manufacturing	☐	5	Johnson	Mark	E0005	Johnson Mark	28.02.2023	-	40
☐	Production	☐	6	Parker	James	E0001	Parker James	01.01.2023	-	40
☐	Repair Center	☐	7	Smith	June	E0003	Smith June	01.01.2023	-	40
☐	Warehouse	☐	8	Williams	Andrea		Williams Andrea	01.03.2024	-	40
☐		☐	9	Williams	John		Williams John	13.03.2024	-	40

- In the "Human resources" agenda you see a list of all employees. In the top panel there is the detail of the selected person.
- If we select one of the records in the bottom table, we can modify the parameters (surname, employee number, ...) in the tabs at the top. To save it, click the **"Save Changes"** button.
- Above the panel at the top is a list of available actions that relate to the selected agenda. Here we usually find buttons to add, delete, or print selected records.



WEB APP GIRITON | Report templates

- Online Attendance GIRITON offers many report templates. These are available in individual agendas under the "Print" button at the top of the screen.
- Reports templates and exports of attendance records are available in the "Attendance" and "Attendance Overview" agendas.
- Reports regarding shift schedule, vacation plans, etc. are available from the "Shift plan" agenda.
- When creating a report, you choose which users (or departments) you want to include in the report. Once the report is complete, you can download it as PDF or Excel or other formats.

WEB APP GIRITON | Reports

[illegible]

WEB APP GIRITON | Shift subscription 1/4





Parker James ▾



 Home

 Attendance

 Calendar

 Requests

 Shift plan

 Shift subscription ×

 Human resources

 Paired devices

 Whistleblowing reports

 Project plan

Day Week Month

June 2024

< >

My plan Plan of everybody

+ Mass insertion

Mass removal

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
22					
23 M - Morning shift (all departments) 4 / 5	M - Morning shift (all departments)				
24 N - Night shift (all departments) 2	A - Afternoon shift (all departments) 3	N - Night shift (all departments) 2	M - Morning shift (all departments) 5 / 5	N - Night shift (all departments) 2	
	A - Afternoon shift (all departments) 17	A - Afternoon shift (all departments) 18	A - Afternoon shift (all departments) 19	A - Afternoon shift (all departments) 20	A - Afternoon shift (all departments) 21

- The Shift Subscription agenda is used to allow the head of department to publish the list of shifts.
- Other users can then subscribe to those shifts.
- In practice, the agenda is suitable, for example, when the company has a larger number of trainees who, subscribe to work in particular days according to their capabilities.
- If you wish to plan shifts for individual users directly without their interaction, the agenda Shift Plan will probably fill you needs better.

WEB APP GIRITON | Shift subscription 2/4





Parker James ▾

Home

Attendance

Calendar

Requests

Shift plan

Shift subscription ✕

Human resources

Paired devices

Whistleblowing reports

Project plan

Projects

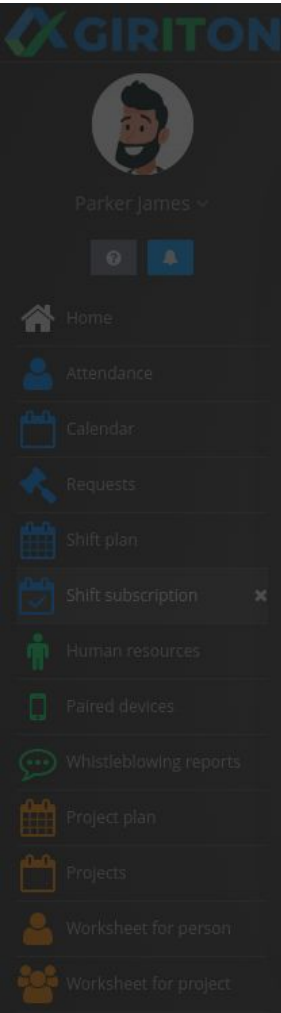
Worksheet for person

Day Week Month June 2024 My plan **Plan of everybody** + Mass insertion - Mass removal

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
27 M - Morning shift (all departments) 4/5	M - Morning shift (all departments) 4/5					
23 N - Night shift (all departments) 2	A - Afternoon shift (all departments) 3	N - Night shift (all departments) 2	M - Morning shift (all departments) 5/5	N - Night shift (all departments) 2		15
24						
25 A - Afternoon shift (all departments) 3	A - Afternoon shift (all departments) 3	A - Afternoon shift (all departments) 3	A - Afternoon shift (all departments) 3	A - Afternoon shift (all departments) 3		22

- Agenda Shift subscription has two display modes.
- Mode **"Plan of everybody"** is designed for a head of department to list and publish shifts for others.
- This mode is available only when **the current user** has a "Edit Shift Subscription" or "View Shift Subscription" permission.

WEB APP GIRITON | Shift subscription 3/4



Day Week Month June 2024 My plan Plan of everybody + Mass Insertion - Mass removal

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Shift subscription - 24.06.2024

Basic Subscribed users (5)

Shift: M - Morning shift

Department: (all departments)

Number of persons: 0 to 0

Automatically approve: 0 first requests

Maximum requests: 0

Subscribe since:

Subscribe until: 23/06/2024 23:59

Unsubscribe until: 23/06/2024 23:59

Tags: Type here

Comment

Send invitation: 0 persons

Save Cancel

Several parameters can be set when changing the shift.

- **Minimal** and **maximal** number of users we want to accept for selected shift.
- **Automatic approval** of X first requests for particular shift.
- **Maximum number of requests** that users can submit for particular shift.
- **The timeframe** from when and until when users can sign in, or until when they can still cancel their subscription.
- **Users** who will **receive invitation** to the shift to their email (registered in the Human Resources agenda) after this shift is published.

WEB APP GIRITON | Shift subscription 4/4





Parker James ▾



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Day Week Month

June ▾ 2024 ▾ < > ▾

My plan

Plan of everybody

+ Mass insertion

Mass removal

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27 M - Morning shift	M - Morning shift				
22 M - Morning shift (all departments)	M - Morning shift (all departments)				
23 ✓ ↶ ✕	✓ ↶ ✕				
24 N - Night shift (all departments)	A - Afternoon shift (all departments)	N - Night shift (all departments)	M - Morning shift (all departments)	N - Night shift (all departments)	
✓ ↶ ✕	✓ ↶ ✕	✓ ↶ ✕	✓ ↶ ✕	✓ ↶ ✕	
M - Morning shift	M - Morning shift	M - Morning shift		M - Morning shift	
25 A - Afternoon shift (all departments)	A - Afternoon shift (all departments)	A - Afternoon shift (all departments)	A - Afternoon shift (all departments)	A - Afternoon shift (all departments)	
✓ ↶ ✕	✓ ↶ ✕	✓ ↶ ✕	✓ ↶ ✕	✓ ↶ ✕	

WEB APP GIRITON | Calendar





Parker James ▾



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 Worksheet for person

 Worksheet for project

 Event

Calendars to show

	Name	Even
☒	Business trips	
☒	Default calendar	
☒	UK Holidays	
☒	Vacation requests	
☒	Vacations	

< Today June 2024 > < > >

(all departments) Day Week Month

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
27 Spring Bank Holiday	28 Parker J. 07:00	29 Williams A. Williams S., 1.00	30 Williams S. 07:00	31 Parker J.	1 Jun	2
22						
23	3 Parker J., 1.00	4 Williams J. Parker J., 1.00	5	6 Harris K.	7 Williams S., 1.00	8
						9

- The Calendar agenda allows you to view your own attendance activities, such as Vacations, Business trips, etc. You can also filter the view by department.
- In addition, it is possible to set up your own calendars, such as a calendar for booking a business car or a meeting rooms etc.
- All of these calendars can be exported as .ical, so you can import them to your own Google Calendar or Outlook.
- You can also import other existing .ical calendars into GIRITON.

WEB APP GIRITON | Paired devices 1/2

Parker James ▾

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+ Add

+ REST API token

+ Device with a driver ▾

Delete

Print

Search by 'Title':

1 Basic

2 Settings

3 Permissions

4 History of changes

Name:

Added 14.03.2024

Catalog code:

Description:

Registered into system:

14.3.24 10:07:48

Device ID:

51f9f89f5911

Department:

✓ Save changes

- While adding a new Mobile Phone, Tablet with our apps or Attendance clock, you'll be prompted for a one-time pairing of the device with your account after the first start the app.
- Sign in to web app and click "+ Add" in the **"Paired Devices"** agenda.

☐	#	Device ID	Number	Title	Inserted	Device model	Device platf...	Device versi...	Last connec...	Time zone	Last
☒	1	51f9f89f59...		Added 14.03.2024	2024-03-14 10...	Mozilla/5.0...	Linux x86_...	5.0 (X11)	2024-03-1...	+01:00	E000
☐	2	96142957...		Added 14.03.2024	2024-03-14 08...	Mozilla/5.0...	Linux x86_...	5.0 (X11)	2024-03-2...	+01:00	
☐	3	a8b137ec9...		Added 13.03.2024	2024-03-13 09...	Mozilla/5.0...	Linux x86_...	5.0 (X11)	2024-03-1...	+01:00	
☐	4	e462586ca...		Added 13.03.2024	2024-03-13 09...	Mozilla/5.0...	Linux x86_...	5.0 (X11)	2024-03-1...	+01:00	E000

WEB APP GIRITON | Paired devices 2/2

- Dialog will appear with information on how to proceed further. Usually, it is enough to **copy the login data** from your computer to your device or to use the **QR code**.
- Pairing is done only once for each new device.
- You can find more info about pairing new devices in [online help here](#).

GIRITON

Parker James ▾

🔔 🔔

- 🏠 Home
- 👤 Attendance
- 📅 Calendar
- 🔍 Requests
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- 📅 Shift subscription
- 👤 Human resources
- 📱 Paired devices ✕
- 💬 Whistleblowing reports
- 📅 Project plan
- 📅 Projects
- 👤 Worksheet for person
- 👤 Worksheet for project

Registered into system:

Device ID:

Department:

☐	#	Device ID
☒	1	51f9f89f59...
☐	2	96142957...
☐	3	a8b137ec9...
☐	4	e462586ca...

Pair new device

Start the application on your device and use the login credentials or QR code below. You can pair our app [My Attendance \(for Android, iPhone and Windows Phone\)](#) or [Attendance Clock \(for Android or as a Web app\)](#).

To open help [click here](#)

Company domain

martinnavren

Pairing PIN

133 154

Pin validity

2 Minutes

Device description:

Added 06.06.2024



Cancel

Device versi...	Last connec...	Time zone	Last connec...	≡
5.0 (X11)	2024-03-1...	+01:00	E0001 - Pa...	not
5.0 (X11)	2024-03-2...	+01:00		168
5.0 (X11)	2024-03-1...	+01:00		168
5.0 (X11)	2024-03-1...	+01:00	E0001 - Pa...	not



Attendance Clock



ATTENDANCE CLOCK | Overview

- Attendance Clock app is provided with a on-wall terminal. You can also install it on tablets to use it on your own hardware or use it as a web-app in browser.
- The device then acts as a classic Attendance Clock, where other users are able to clock in.
- To identify users, app uses:
 - **NFC chips / contactless credit cards**
 - **QR codes**
 - **RFID chips or magnetic cards**
 - **Numeric PIN code**

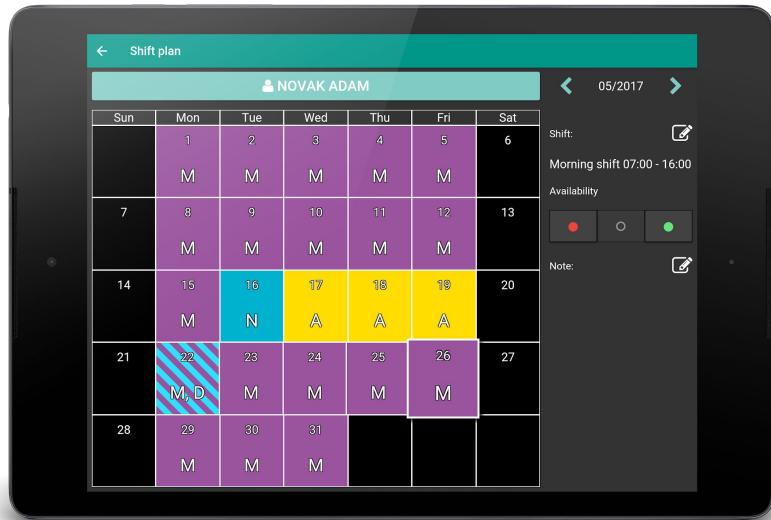


ATTENDANCE CLOCK | Clocking in



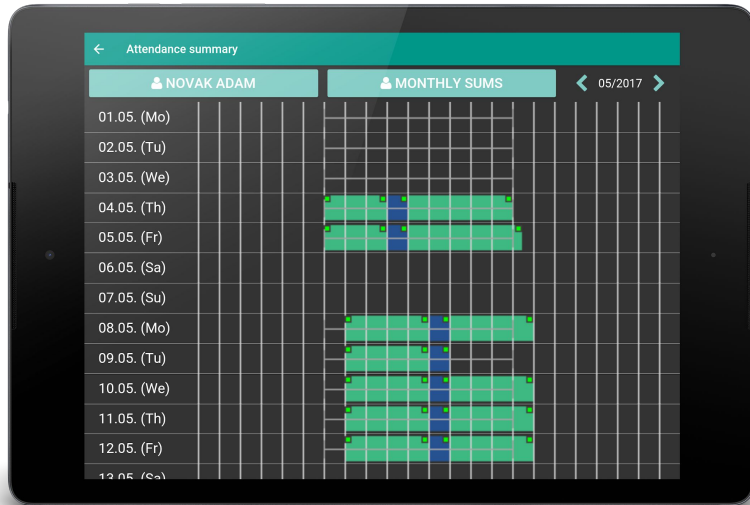
- To enter your attendance just select the activity and identify yourself (chip, PIN, QR, ..).
- You can clock in by using the chip, typing the PIN code on the numeric keypad and pressing the OK button, or by pointing the QR code to the camera.
- The device can automatically take a person's photo while clocking in.
- Additional agendas and features are available under the "+" button.
- To set up your Attendance Clock, press the "≡" menu button.

ATTENDANCE CLOCK | Shift plan



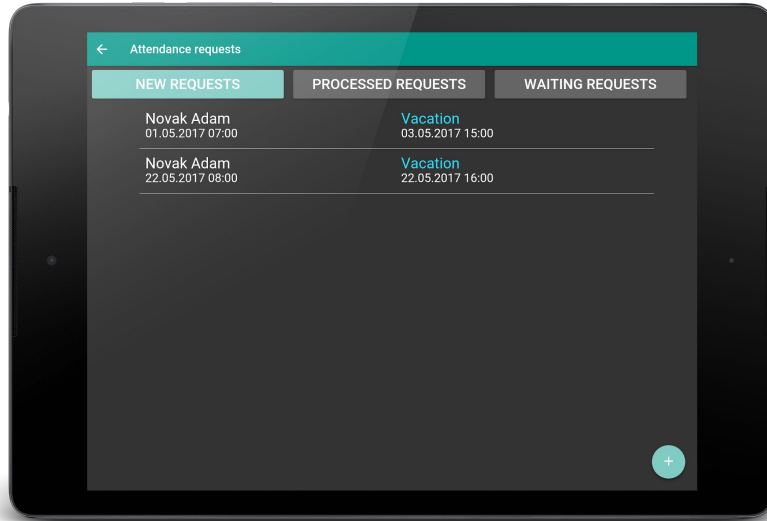
- Users can view their shift plan. With appropriate permissions it is possible to also view plans of other users.
- Shift plans can also be changed from Attendance Clock.
- It is also possible to set the "Availability" status on a particular day using the red and green buttons. A green circle indicates that the user is "available" on the selected day in case more workforce would be needed.

ATTENDANCE CLOCK | Attendance details



- Attendance Clock allows you to view the details of the attendance, either your own or, if the permission permits so, the attendance of other users.
- After clicking on the single-day row, you will see specific clocking times.
- Clicking the "monthly sums" button will show the attendance sums for the selected month.

ATTENDANCE CLOCK | Attendance requests



- Users can submit attendance requests (vacation, doctor, ...) by clicking the "+" button at the bottom of the screen.
- The head of department can then approve these requests by clicking the tab "Waiting Requests" at the top of the screen.
- GIRITON sends by default an email notification when submitting or approving new request.

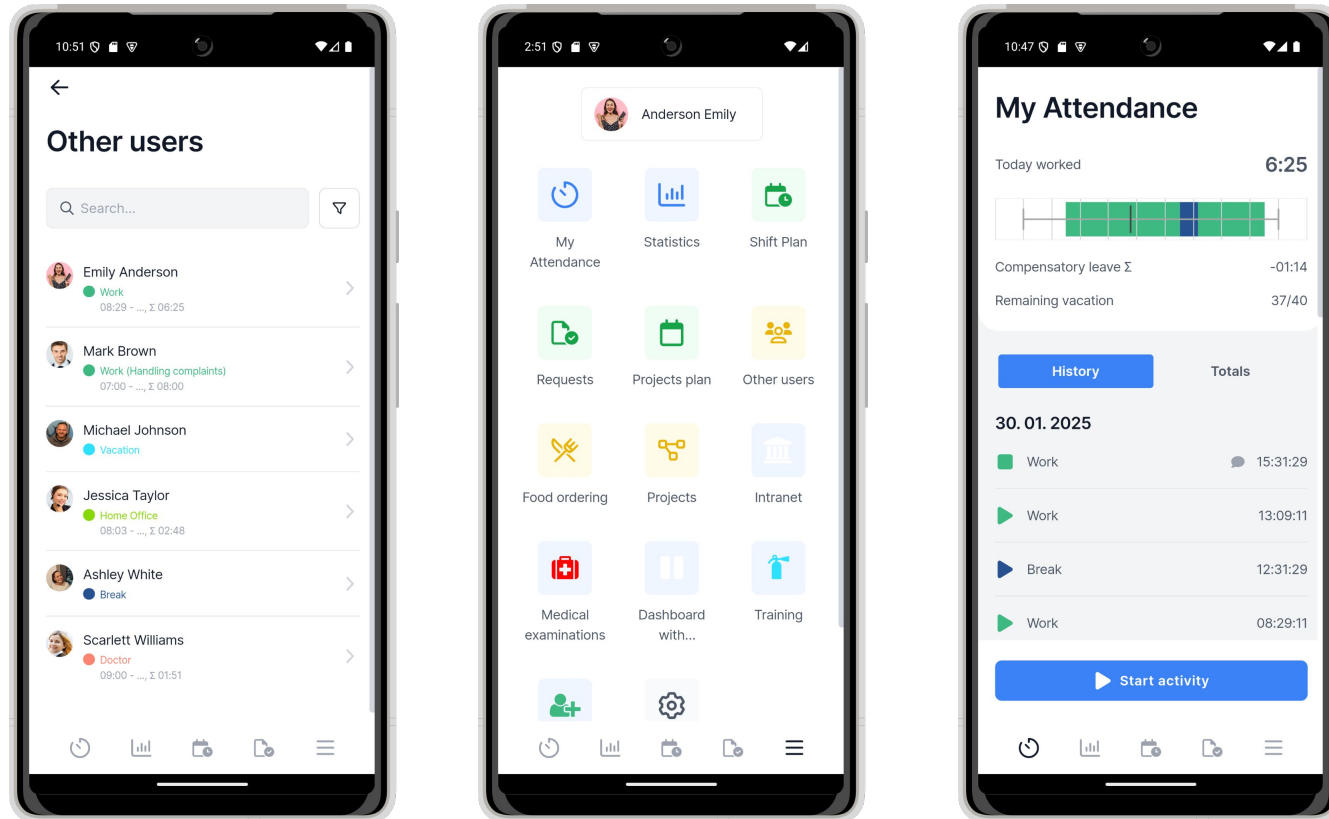
ATTENDANCE CLOCK | Assigning new RFID chip to user



- In Attendance clock app, click on Menu (≡) button and select “User Registration”.
- Select the user you want to assign NFC/RFID chip or card to.
- Press “Use your chip” button and touch the chip reader with your NFC/RFID card or chip.
- Touch the chip reader with your card again to confirm. Now the card or chip is assigned to a selected person.

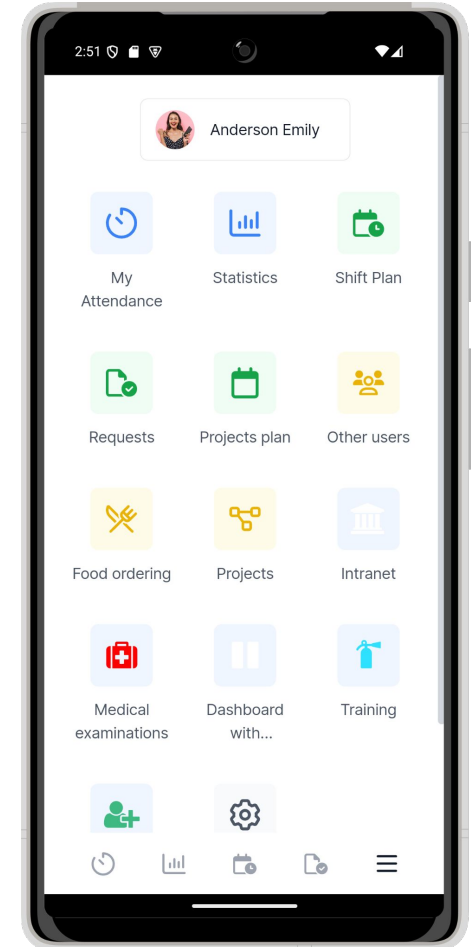


Mobile app



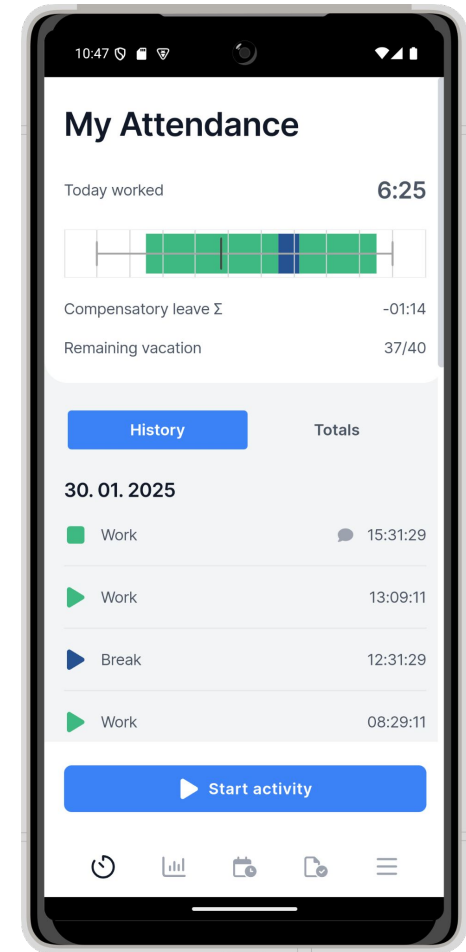
MY ATTENDANCE | Overview

- The My Attendance app is usually installed **on a mobile phone** of a particular user. This is different from Attendance clock that are used on one device by a larger number of users.
- Typically, My Attendance is installed by people who are often in the field, drivers, sales reps, etc. Attendance is then entered from their own smartphone, including GPS, pictures or text notes.
- Another typical user My Attendance is head of department who can check the attendance of other users through the application and approve their requests.



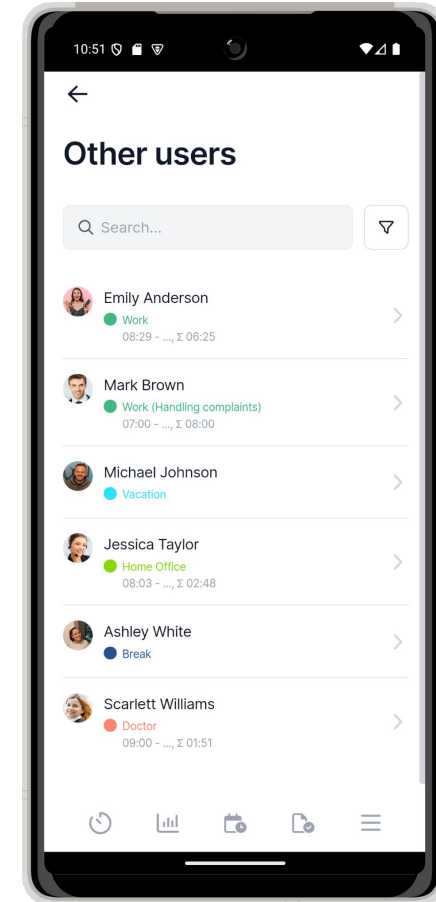
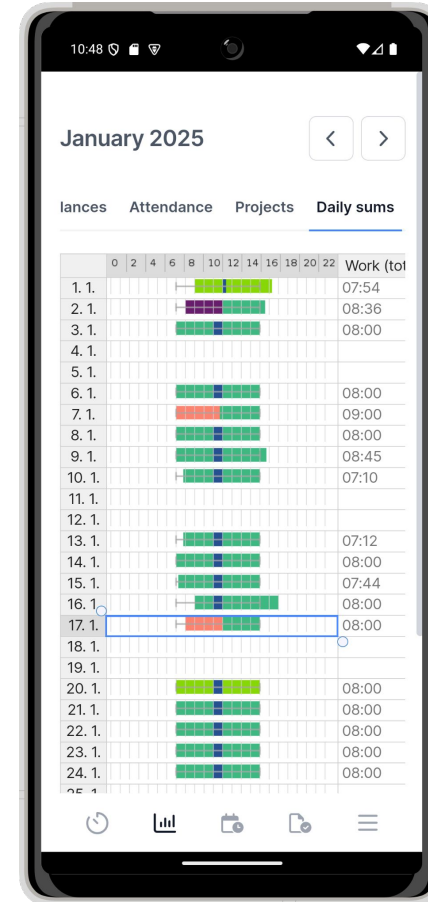
MY ATTENDANCE | Overview

- Through the main screen, attendance is added by clicking the particular activity.
- After clicking on the "Work", the stopwatch at the top show you how much time you spent on the activity.
- You can also attach a GPS position, photo, or text note to the recordings.
- At the top, you can also change the current project on which the person is currently working.



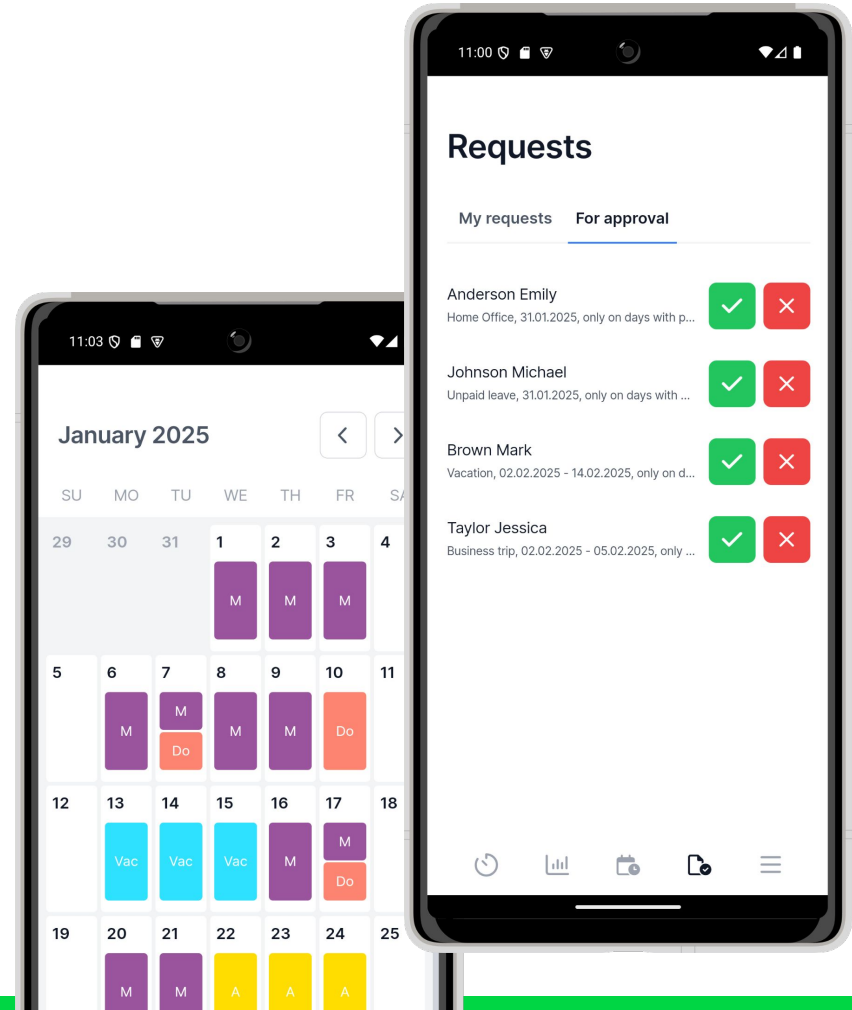
MY ATTENDANCE | Attendance

- You can also view your own attendance, or Attendance of the others, if permitted.
- There is a view of current users' presence, monthly and daily attendance details.
- You can also modify attendance data from the app.



MY ATTENDANCE | Attendance requests, Business trips

- My Attendance allows you to submit and approve attendance requests.
 - For business trips, it is possible to record a continuous GPS position. It is also possible to view it during a business trip. The position is sent directly to the server so you have an overview of the current position of the vehicles.
 - Shift Plans can be also viewed or altered from My Attendance app.
- Availability statuses can be set by red or green buttons in the same manner as from the Attendance Clock.





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