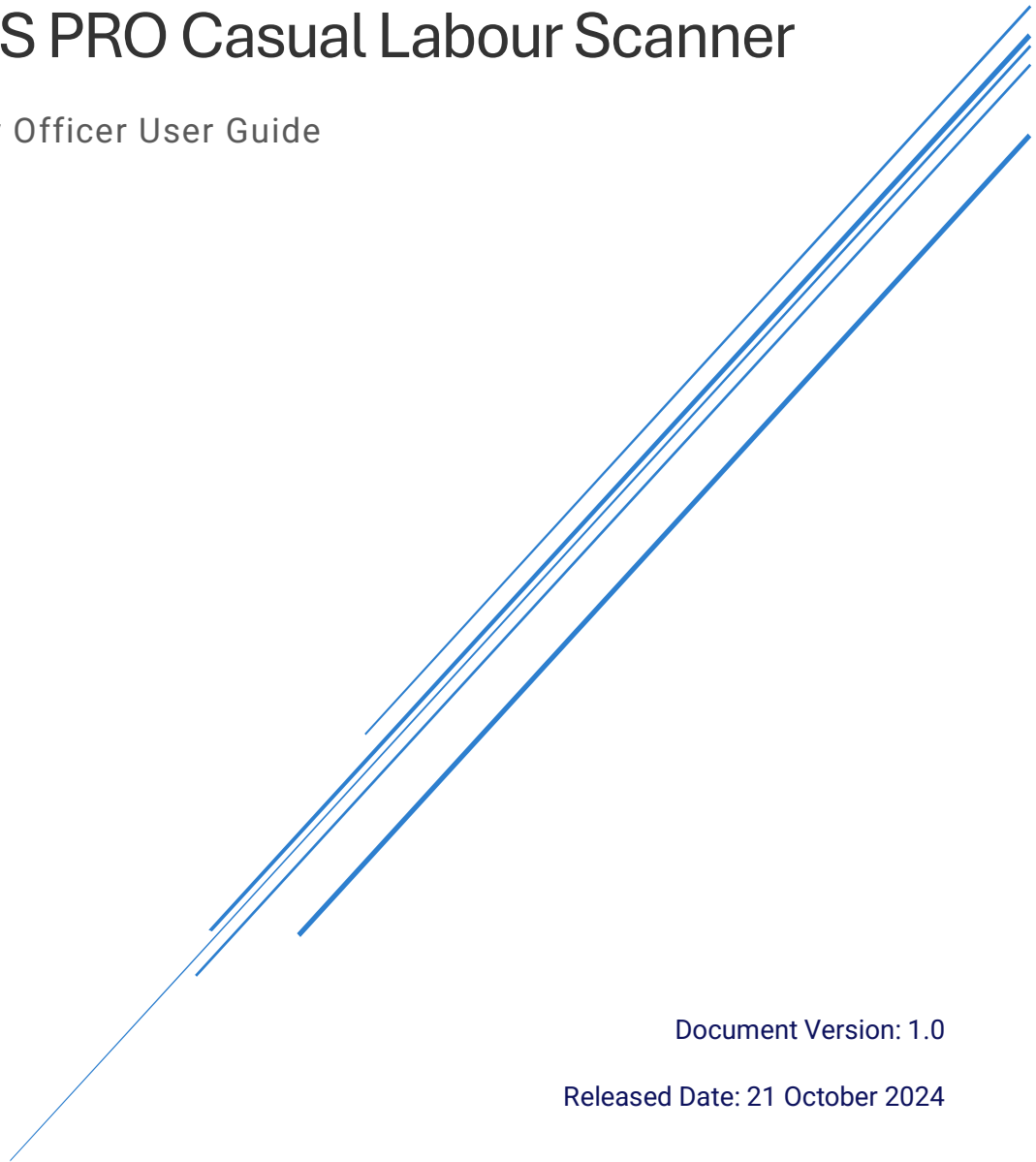




TIMES PRO Casual Labour Scanner

Security Officer User Guide



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TABLE OF CONTENTS

1. LOGGING INTO THE TIMES PRO CASUAL LABOUR SCANNER SYSTEM	4
2. INPUT	5
3. VIEW TRANSACTION	6
4. VIEW REQUISITION	7
5. INPUT ENTRY	8



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1. Logging into the TIMES PRO Casual Labour Scanner System


Open internet browser and enter the URL address to access the TIMES PRO Casual Labour Scanner portal login web page, example:


<https://xxx.com/SolutionPro/CasualLabour/Scanner/Home/Login>


An example of the login page is shown below:


CasualLabour Scanner

 guard




 Security

 None

 TEST2



Login

1. Select the “guard” role at the  field
2. Enter the user DB name at the  field
3. Enter the Guard password at the  field
4. Click the Login button.

2. Input

After login to the Guard page, user will be able to see the UI below:


The screenshot shows the Guard page interface. On the left is a navigation menu with options: Guard, Input, View Transaction, View Requisition, and Input Entry. The main content area contains a form with the following fields: a date field with a calendar icon and placeholder 'dd/mm/yyyy --:-- --', an 'Emp No' dropdown menu, a 'Security' dropdown menu, a 'Scan' button with a barcode icon, an 'Event Name' text field, a 'Rate Type' text field, a 'Date' text field, a 'Time In' text field, and a 'Time Out' text field. To the right of the form is a placeholder for an employee photo.

When an employee checks in or checks out from work sites, user can scan their card using the barcode scanner into the “Emp No/IC No” or manually enter the IC number.

The output will be displayed as page below:

The screenshot shows the Guard page interface after a successful scan. The form fields are populated with the following data: the date field shows '15/10/2024 11:31 am', the 'Emp No' dropdown shows '104', the 'Security' dropdown shows 'Security', the 'Event Name' field shows 'TEST321', the 'Rate Type' field shows 'Normal', the 'Date' field shows '15/10/2024', the 'Time In' field shows '11:31:00 (OK)', and the 'Time Out' field is empty. A red error message at the bottom of the form reads 'You are late. Data already captured.' To the right of the form is a placeholder for an employee photo, which now displays the name 'DAPHNE TAN' and 'INT' below it.

3. View Transaction

If user want to double check on whether the employee’s check in or out was successfully recorded in the system user can do click the “View Transaction” tab. Choose to search by either employee number, card number or date, enter the values and click on  button to see if there are any records.


Start Date

End Date

Emp No

Employee Name

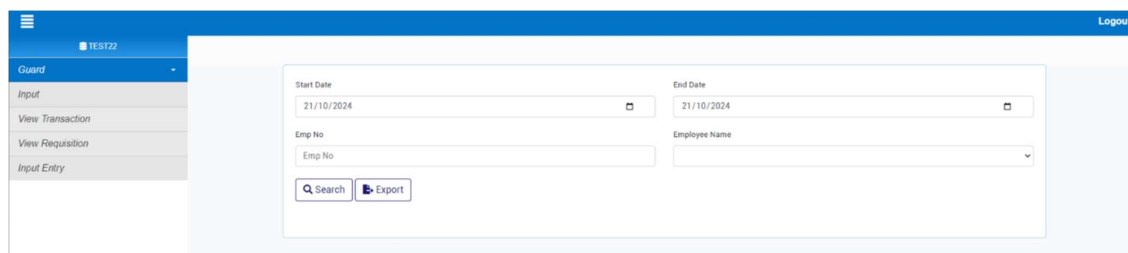
Emp No	Emp Name	Nric	Card No	Mobile	Event Name	Date	Time In	Time Out	STimeIn	STimeOut	WTimeIn	WTimeOut	Hours
001	ANDY LOW	001	001			15/10/2024	11:30:00		11:27:00		11:27:00		0
002	BEN LIM	S0000002/G	S0000002/G			15/10/2024	11:34:00		11:34:00		11:34:00		0
003	COLIN KOH	S0000003E	S0000003E			15/10/2024	11:30:00		11:29:00		11:29:00		0

If users want to generate the report of the check in employee list, click on the 

button. After click the  button, the excel report will be exported.

4. View Requisition

If the user wants to check the event employee assignment, they can click the “View Requisition” to check it.



User can filter out the selected employee by using the start date, end date, Employee No, or Employee Name.

Emp No	Emp Name	Nric	Card No	Event	Date	Start Time	End Time	Created DateTime
001	ANDY LOW	001	001	TEST321	15/10/2024	11:30:00	12:30:00	10/15/2024 11:34:06
002	BEN LIM	S0000002/G	S0000002/G	TEST321	15/10/2024	11:30:00	12:30:00	10/15/2024 11:34:06
003	COLIN KOH	S0000003E	S0000003E	TEST321	15/10/2024	11:30:00	12:30:00	10/15/2024 11:34:06
004	DAVID GAN	S0000004/C	S0000004/C	TEST321	15/10/2024	11:30:00	12:30:00	10/15/2024 11:34:07
005	EUGENE ONG	S0000005/A	S0000005/A	TEST321	15/10/2024	11:30:00	12:30:00	10/15/2024 11:34:07
102	BETTY CHIA	S1233577F	S1233577F	TEST321	15/10/2024	11:30:00	12:30:00	10/15/2024 11:34:07
103	CECILIA NG	103	103	TEST321	15/10/2024	11:30:00	12:30:00	10/15/2024 11:34:07
104	DAPHNE TAN	S0000104/Z	S0000104/Z	TEST321	15/10/2024	11:30:00	12:30:00	10/15/2024 11:34:07
105	EMILY WONG	S0000105H	S0000105H	TEST321	15/10/2024	11:30:00	12:30:00	10/15/2024 11:34:07
GOT002	HR	S2124442B	S2124442B	TEST321	15/10/2024	11:30:00	12:30:00	10/15/2024 11:34:08

User can view the requisition of each event after click the search button.

5. Input Entry

User can input the staff detail at the “Input Entry” page to help the staff check in when they reach the event place.

The screenshot displays the 'Input Entry' interface. On the left, a sidebar menu is visible with the following items: 'Guard' (selected), 'Input', 'View Transaction', 'View Requisition', and 'Input Entry'. The main area contains a form with the following fields:

- NRIC* (with a document icon)
- Name* (with a person icon)
- Card No* (with a card icon)
- Remark (with a document icon)
- dd/mm/yyyy (with a calendar icon)
- Two empty fields with dashes (---)
- A 'Scan' button at the bottom left of the form area.

- End of Document -