



REMOTE
DATA
COLLECTION
TECHNOLOGY

Setting up a New Site, Location & Employee

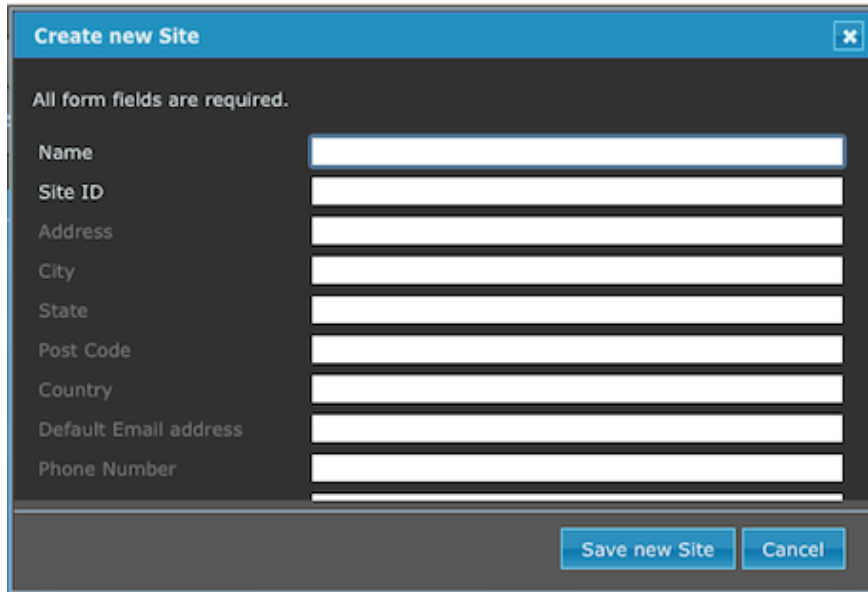
How to set up a new site

- Once you log in go to SetUp tab and select 'Sites'
 - Select Create new Site

The screenshot displays the QR Collect web application interface. In the top right corner, the user is identified as Matthew, with a link to log off, and the company ID is GSASG. The user's name, Hanson test, is also visible. A navigation menu includes links for Dash Board, Start, Setup, Employees, API, Account, and Contact Us. The main content area is titled '[Sites for company Hanson test (GSa5g)]' and features a 'Create new Site' button. Below this is a table of 'Current Sites' with columns for Name, ID, Address, City, State, PostCode, Country, Email, Phone Number, Fax Number, Enabled, and Manage Locations. One site is listed: 'Main Site' with ID 'S1' and 'Enabled' status 'True'. A green button labeled 'Next Step - Locations' is positioned to the right of the 'Main Site' row.

	Name	ID	Address	City	State	PostCode	Country	Email	Phone Number	Fax Number	Enabled	Manage Locations
	Main Site	S1									True	Next Step - Locations

How to set up a new site



Create new Site [X]

All form fields are required.

Name

Site ID

Address

City

State

Post Code

Country

Default Email address

Phone Number

- Enter the name of the site, Site ID and other information if needed
- Select “Save new Site”

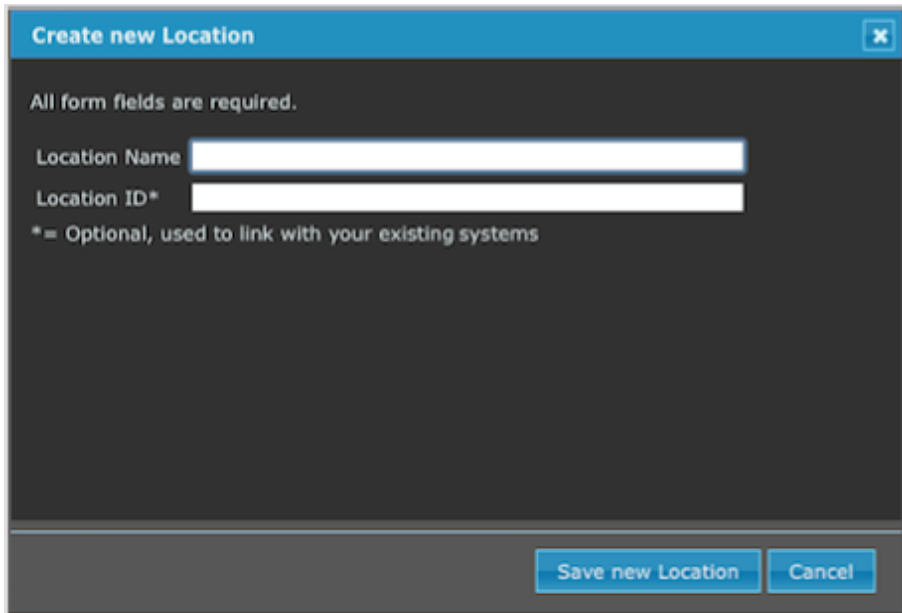
How to set up a new Location

- Each site can have an unlimited amount of locations e.g.: workstations, gates etc.
 - Select 'Next Step - Locations' and then select 'Create new Location'

The screenshot shows the QR Collect web application interface. In the top right corner, there is a user profile for 'Matthew' with a 'Log Off' link, 'Company ID: GSASG', and 'Hanson test'. Below this is a search bar with the text 'select to change' and a dropdown arrow. A navigation menu includes links for 'Dash Board', 'Start', 'Setup', 'Employees', 'API', 'Account', and 'Contact Us'. The main content area is titled '[Sites for company Hanson test (GSa5g)]' and features a 'Create new Site' button. Below this is a table labeled 'Current Sites' with the following columns: Name, ID, Address, City, State, PostCode, Country, Email, Phone Number, Fax Number, Enabled, and Manage Locations. The table contains one row for 'Main Site' with ID 'S1', 'Enabled' set to 'True', and a 'Next Step - Locations' button in the 'Manage Locations' column.

	Name	ID	Address	City	State	PostCode	Country	Email	Phone Number	Fax Number	Enabled	Manage Locations
	Main Site	S1									True	Next Step - Locations

How to set up a new location



Create new Location

All form fields are required.

Location Name

Location ID*

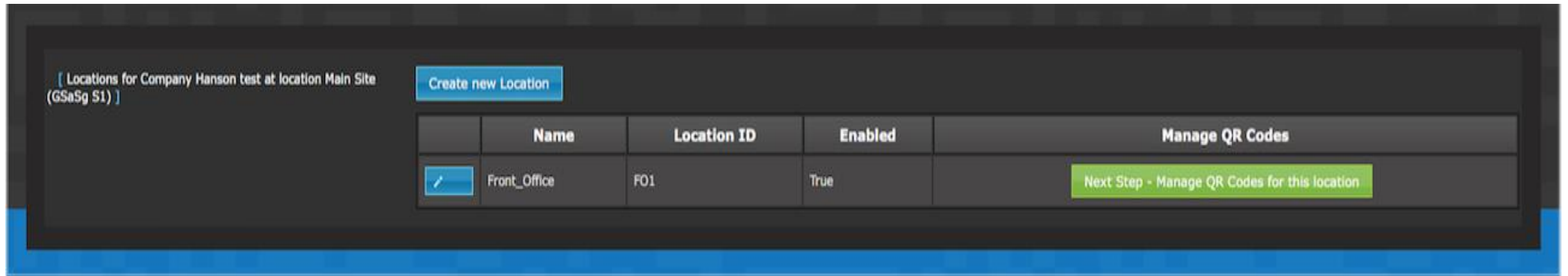
* = Optional, used to link with your existing systems

Save new Location Cancel

- Enter Location Name and Location ID
- Select “Save new Location”


Create QR Code for New Location

- Select “Next Step – Manage QR Code for this location”
- Select “Create QR Code”



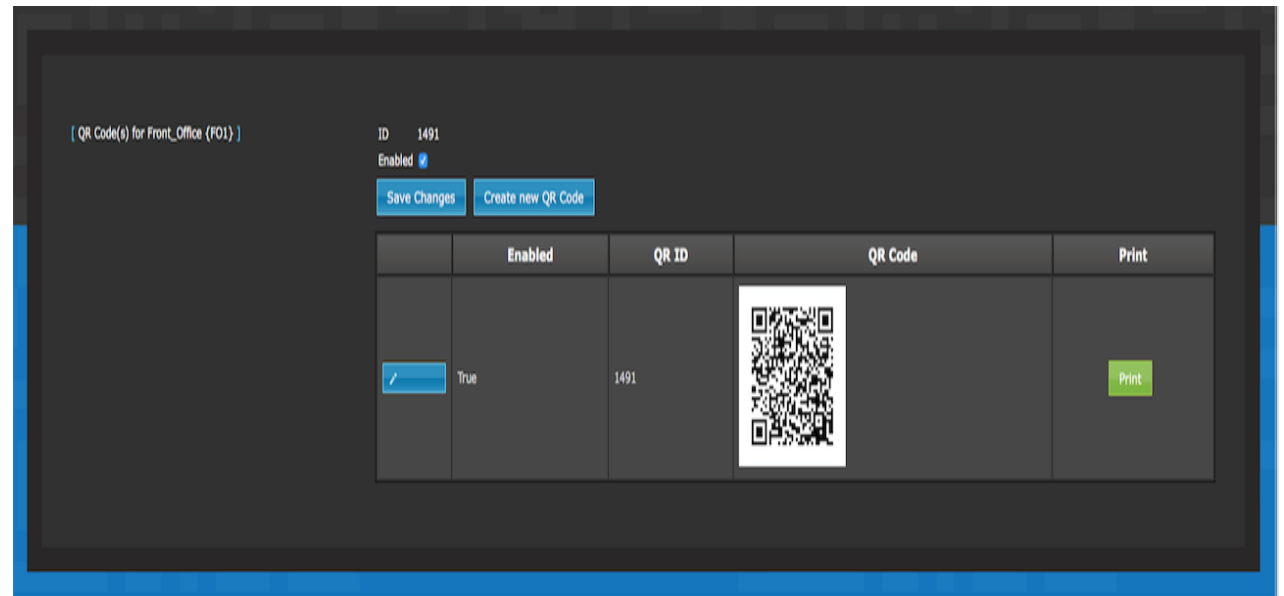
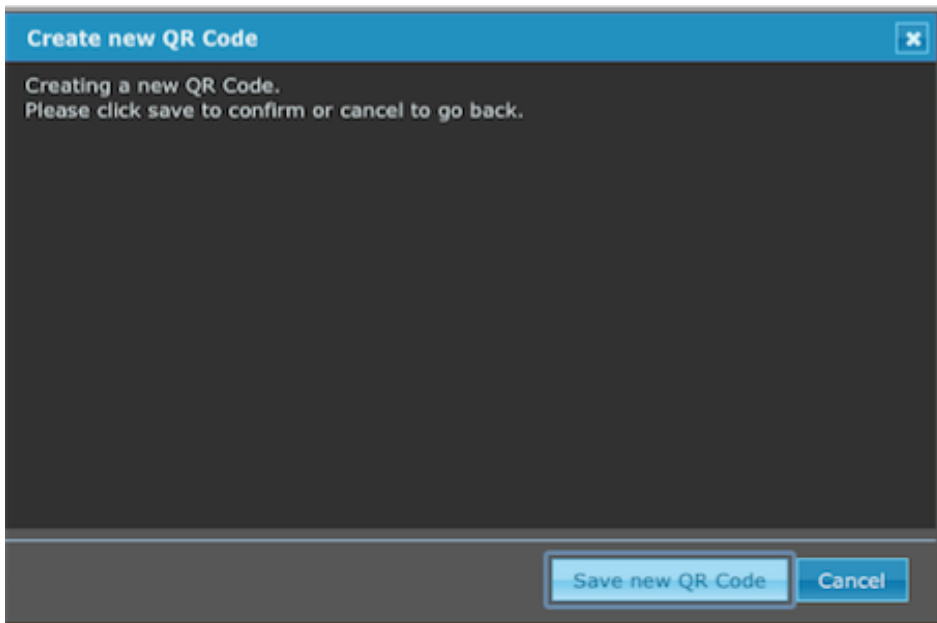
[Locations for Company Hanson test at location Main Site (GSa5g S1)]

Create new Location

	Name	Location ID	Enabled	Manage QR Codes
	Front_Office	FO1	True	Next Step - Manage QR Codes for this location

Save new QR Code

- Select 'Save new QR Code and then print



Create cost centre i.e.: Breaks

COLLECT] [Dash Board] [Start] [Setup] [Employees] [API] [Account]

[Cost Centers]

Cost Centers are optional, QR collect will work fine without these. Cost Centers are here to categorize your collected time more specifically.
You can have up to 6 cost centers per QR code.
For example 'Job' can be a cost center.
Entering a value on the next screen for this cost center, for example 'Assembly line 1', will get that time billed against Job 'Assembly line 1'.
These individual items are called cost codes and you have unlimited cost codes per cost center.
Some other examples of a cost center can be Department, Job Number, Order number, etc.
Since you can have a maximum of 6 costs codes per QR code you can make a QR code that will bill a time against job 1234 on assembly line 2 for Order number 9989 and you still have 3 more levels left for even more categorizing of your collected time.

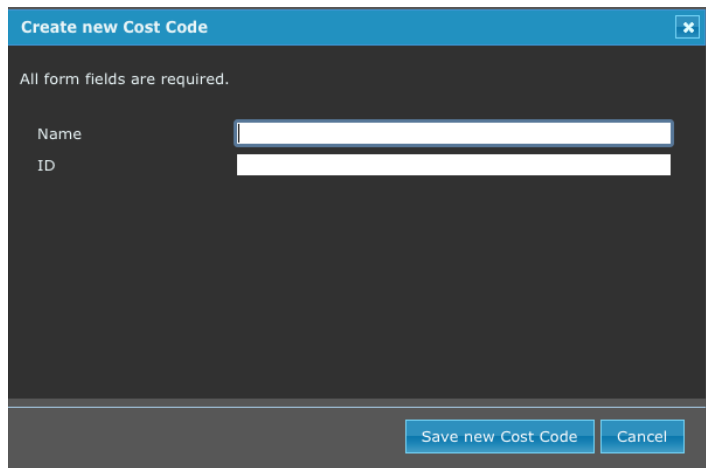
Cost Centers for Company: Hanson test

Cost Center 1	Break	Add cost codes for this cost center
Cost Center 2	Equipment	Add cost codes for this cost center
Cost Center 3		
Cost Center 4		
Cost Center 5		
Cost Center 6		

Save Changes

- Under Setup tab select 'Cost Centre' (six available)
- Create new cost centre i.e. Breaks or Equipment etc. & Save

Creating Cost Codes (unlimited)



Create new Cost Code

All form fields are required.

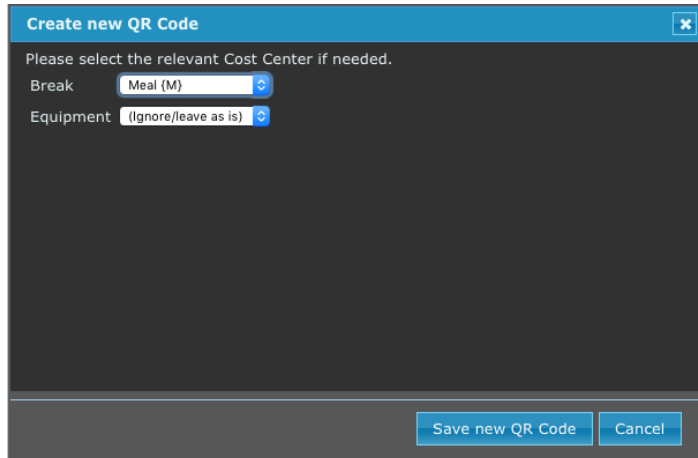
Name

ID

Save new Cost Code Cancel

- Once the cost centre is saved, select “Add cost code for this Cost centre”
- Select “Create new Cost Code”, name cost code and save

Create New QR Code for Cost Centre



Create new QR Code

Please select the relevant Cost Center if needed.

Break: Meal (M)

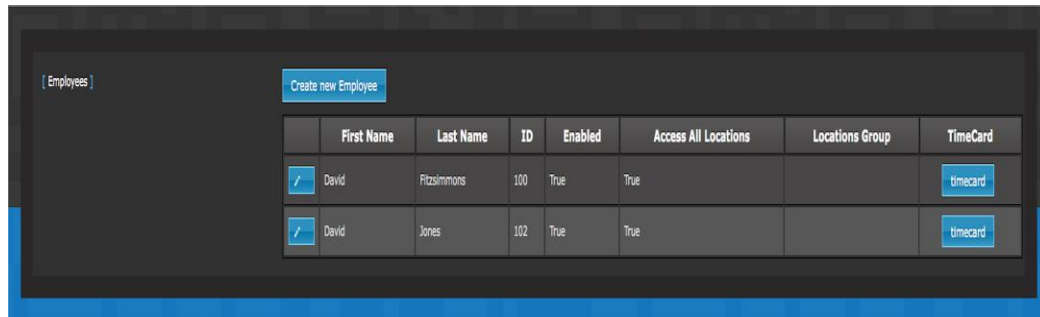
Equipment: (Ignore/leave as is)

Save new QR Code Cancel

- Select the correct location and then select “Create new QR Code”
- From the drop down list select the correct cost centre
- Leave others as “ignore/leave as it”
- Select “Save new QR Code”

Create new Employee

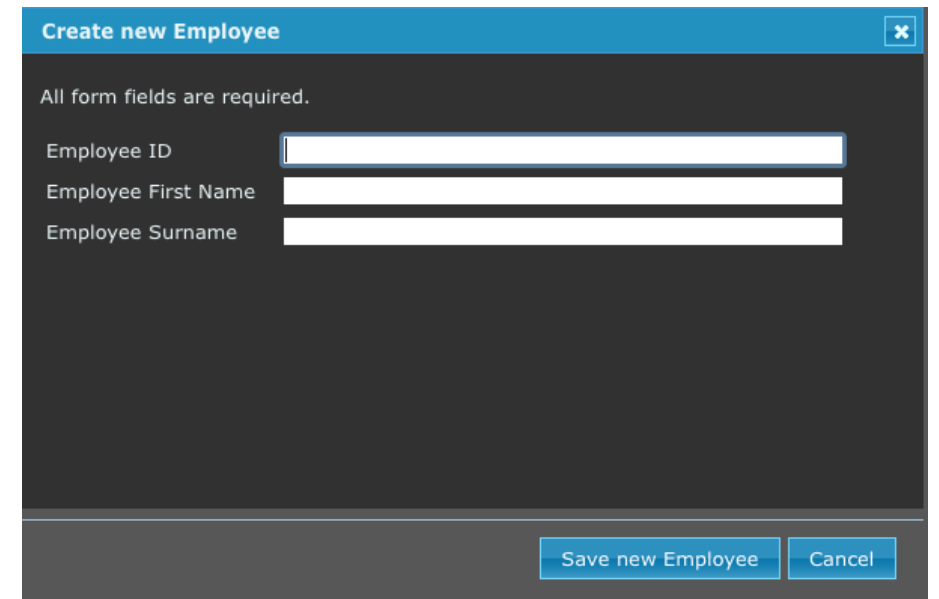
- Select Employee tab, then 'Create new Employee, enter details and Save



[Employees]

Create new Employee

	First Name	Last Name	ID	Enabled	Access All Locations	Locations Group	TimeCard
	David	Fitzsimmons	100	True	True		
	David	Jones	102	True	True		



Create new Employee

All form fields are required.

Employee ID

Employee First Name

Employee Surname