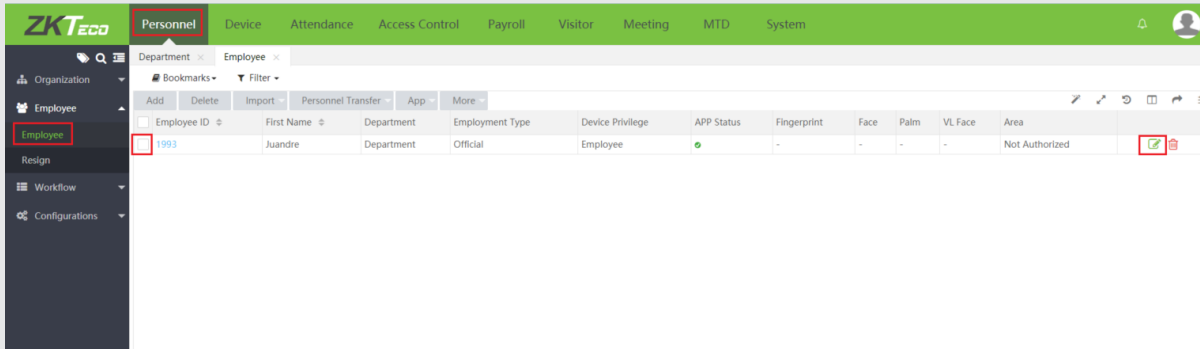


Biotime 8 – How to Activate Cellphone App on a user on software

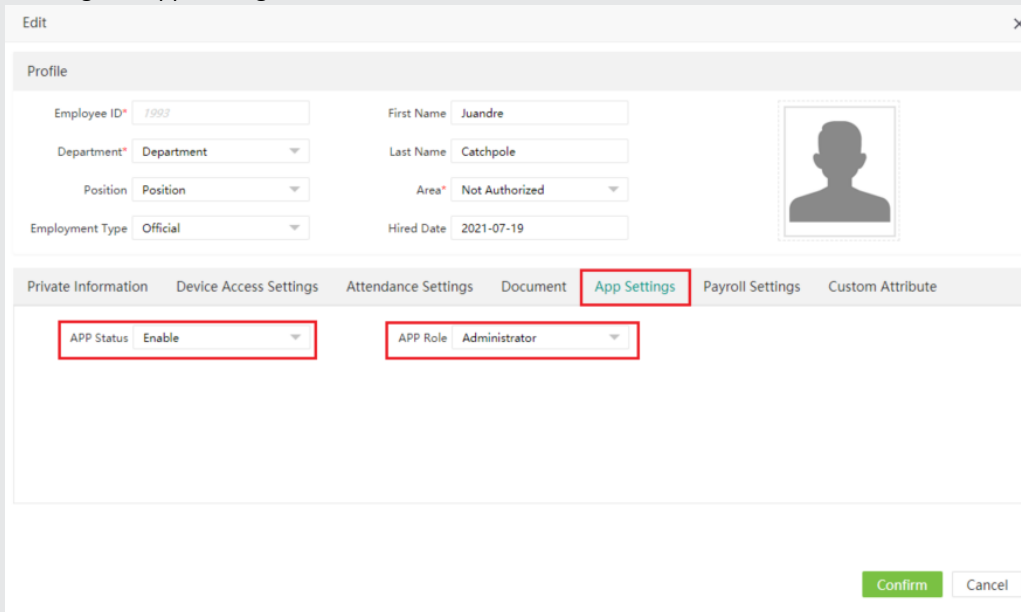
Following are steps to take when you add a Personnel.

Personnel > Employee > Employee

Select the Employee by ticking the tick box and click on the edit icon

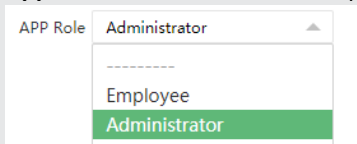


Please go to App Settings Tab



App Status: Enable, the user can use Mobile APP. Disable, the user cannot use Mobile App.


App Role: Set the user mobile app role.



Click on the Attendance Settings Tab and give the person a password under Self Password

Edit ×

Profile

Employee ID* <input type="text" value="1993"/>	First Name <input type="text" value="Juandre"/>	
Department* <input type="text" value="Department"/>	Last Name <input type="text" value="Catchpole"/>	
Position <input type="text" value="Position"/>	Area* <input type="text" value="Not Authorized"/>	
Employment Type <input type="text" value="Official"/>	Hired Date <input type="text" value="2021-07-19"/>	

Private Information Device Access Settings **Attendance Settings** Document App Settings Payroll Settings Custom Attribute

<input type="text" value="Self-Password"/>	Workflow Role <input type="text" value=""/>
Enable Attendance <input checked="" type="checkbox"/>	Enable Schedule <input checked="" type="checkbox"/>
Enable Holiday <input checked="" type="checkbox"/>	Enable Overtime <input checked="" type="checkbox"/>
Attendance Group <input type="text" value=""/>	

Click Confirm