



Welcome On Board

Employee set up - 3 to 5 mins to set up



ENDLESS HUMAN POSSIBILITIES
#ROOTSHCM

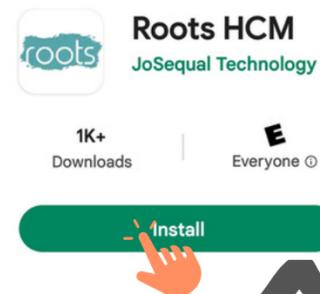


1

1. Go to your App store and search for '**Roots HCM**'



2. Click Install to download the App



2

1. Login using the user login information you received thru SMS or Email

Note: Your Username & Password are case sensitive



Welcome to Roots HCM Mobile Platform

Email/Username

Monti

Password

Client ID

R000300

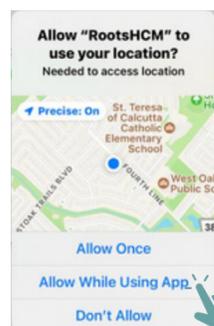
LOGIN

Note: your Client ID is always

R000300

3

After logging in the App will ask to allow:



Send Notifications

Use your Location 'Allow While Using'

Use your camera

Optional: Use Face ID

Note: These settings will be in effect only during shifts

4

Congratulations you are now ready to use rootsDTA Mobile App



Please note that your privacy & personal information protection is of paramount concern to us at rootsHCM to learn more please refer to:
www.rootssoftwares.com/privacy

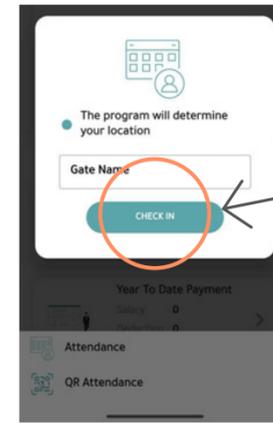
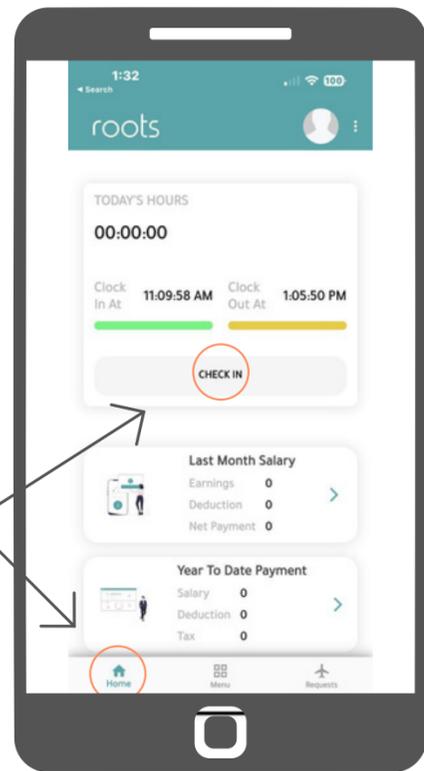
Clocking in:

Follow step 1 through 5:

Step 1: Launch the rootsHCM App

Step 2: As soon as the App launches it will take you to the home page

Step 3: Tap 'Check In'
If enabled your facial Bio Metric will automatically identify you

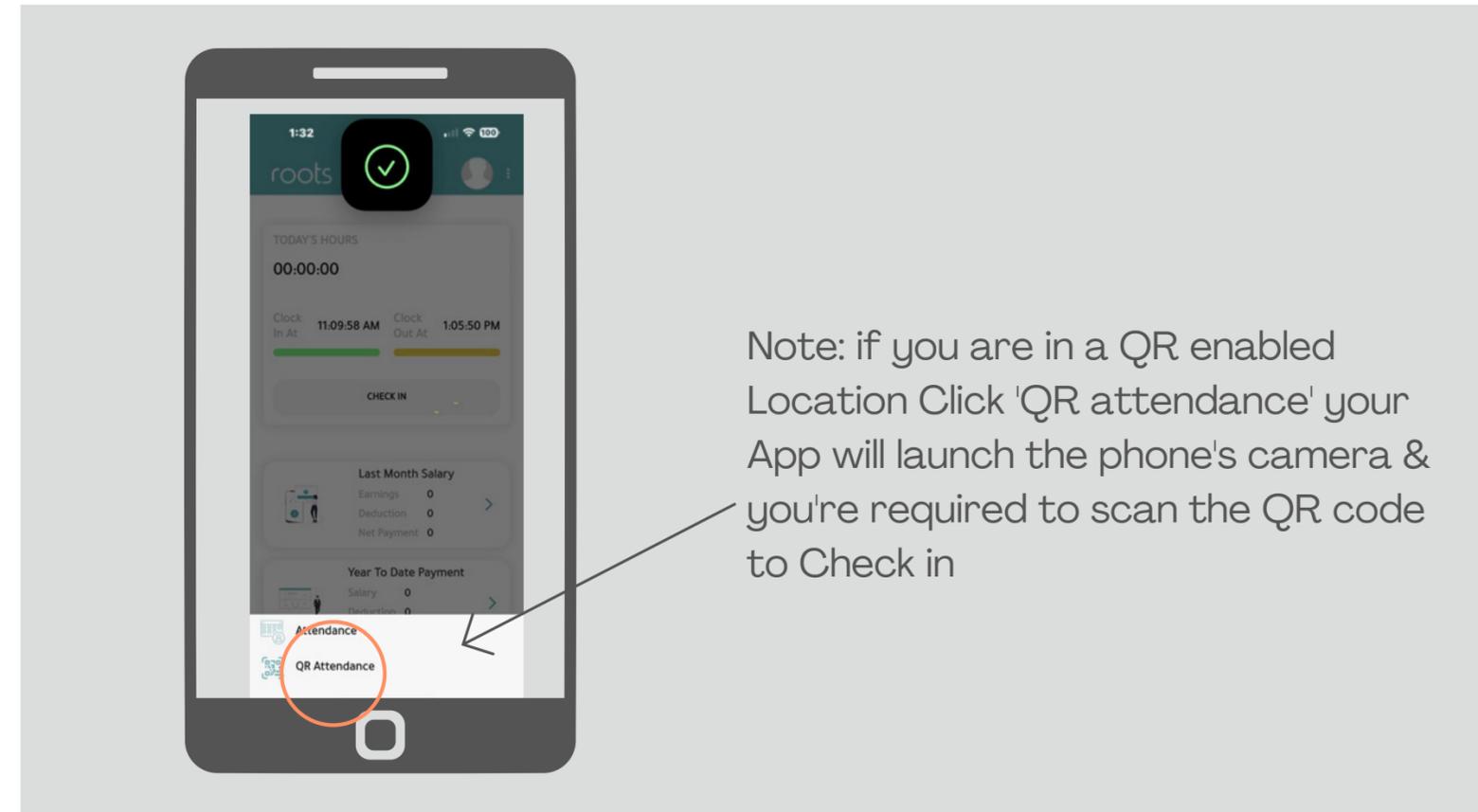
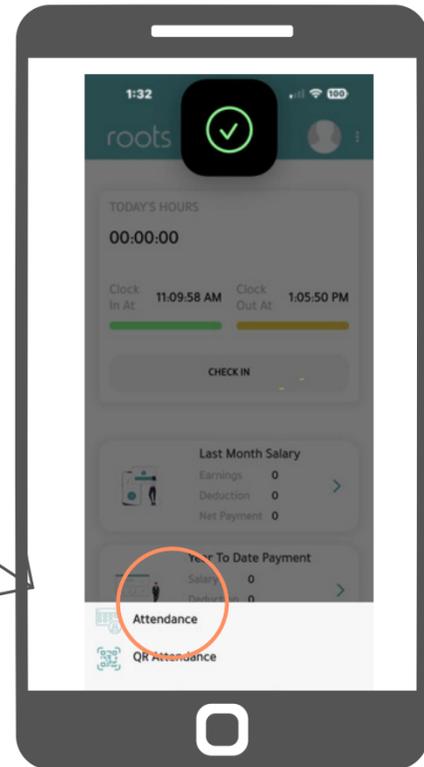


Step 5: The Gate Name will appear
Tap 'Check In'

CONGRATS YOU HAVE JUST STARTED YOUR SHIFT!



Step 4: Tap 'Attendance'



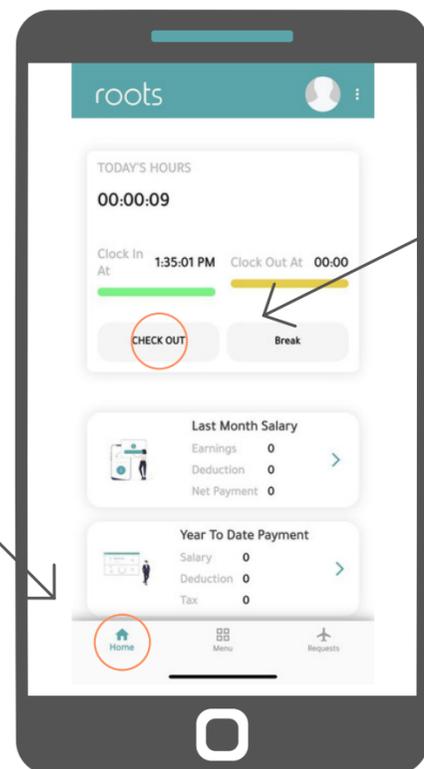
Note: if you are in a QR enabled Location Click 'QR attendance' your App will launch the phone's camera & you're required to scan the QR code to Check in

Clocking Out:

Follow step 1 through 3:

Step 1: Launch the rootsHCM App

Step 2: As soon as the App launches it will take you to the home page



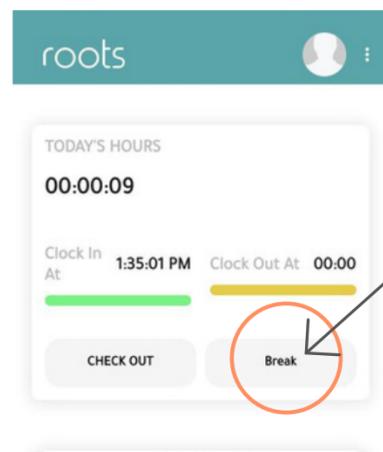
Step 3: Tap 'Check out'
If enabled your facial Bio Metric will automatically identify you

Note: if you are in a QR enabled Location your App will launch the phone's camera & you're required to scan the QR code to Check out



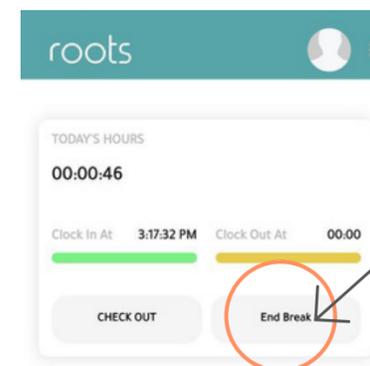
HAVE A WONDERFUL REST OF THE DAY

Going on Break:



Follow Steps 1-2 then tap 'Break' to start your break

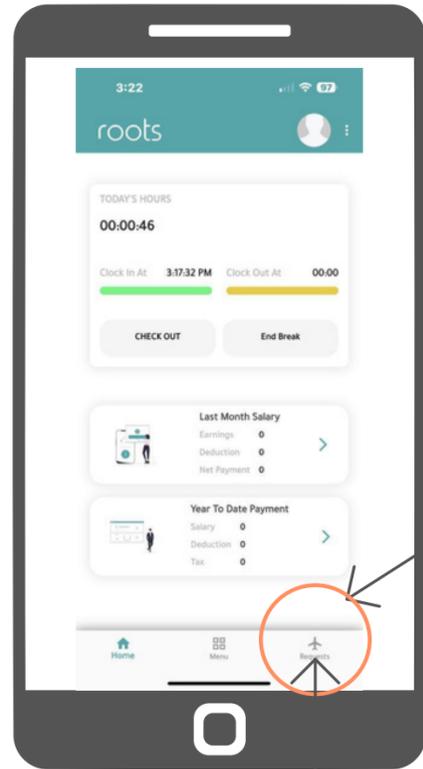
Returning from Break:



Follow Steps 1-2 then tap 'End Break' to return to your shift

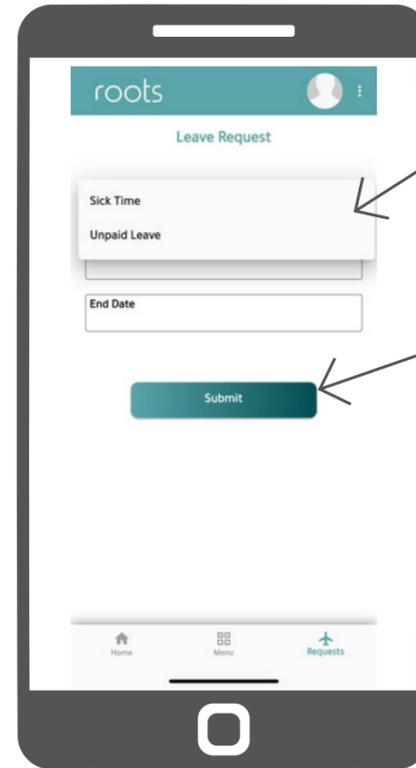
Self Service Requests (Leaves Submission Example):

Follow step 1 through 4:



Step 1: Launch the rootsHCM App

Step 2: Tap the Self Service Request Icon



Step 3: Tap to choose the type of leave you would like to apply for & set the start & end date of your leave

Step 4: Tap 'Submit' & wait for the approval notification

AN APPROVAL REQUEST HAS BEEN SENT TO YOUR DIRECT SUPERVISOR

All self service requests made available to you by your company/ organization shall appear under this tab

How to Generate & Use Your QR Clock in/out Code:

Follow step 1 through 6:

Step 1: Launch the rootsHCM App

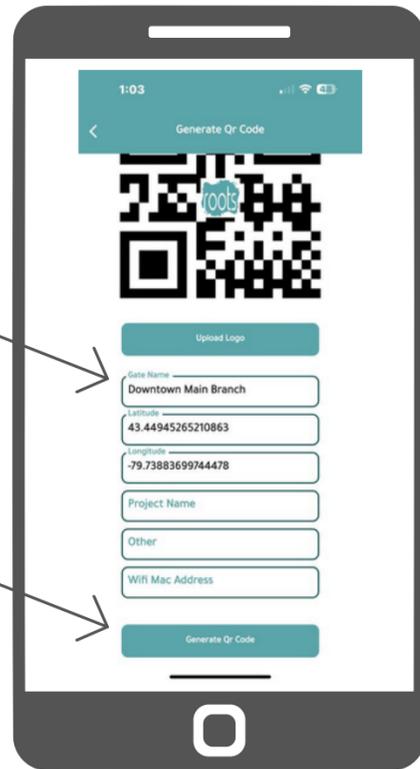
Step 2: Tap the 'Menu, Icon

Step 3: Tap the 'Generate QR Code' Icon

Step 4: Assign a 'Gate Name to your Code

Step 5: Tap the 'Generate QR Code'

If you are physically at the location the app will automatically get the coordinates. If not key in Longitude / Latitude of the location you are assigning the QR code to.



Step 6: Share your code to print & set up in the location



IMPORTANT NOTE:

Please make sure your 'Gate Name' matches your existing Gate Names created by your admin. You can get this through the web platform under > 'Dynamic Time & Attendance'> 'Gate Names'

Gate Definitions



Entity

Roots CA

Gate Name

Downtown Main Branch



Main Menu Features:

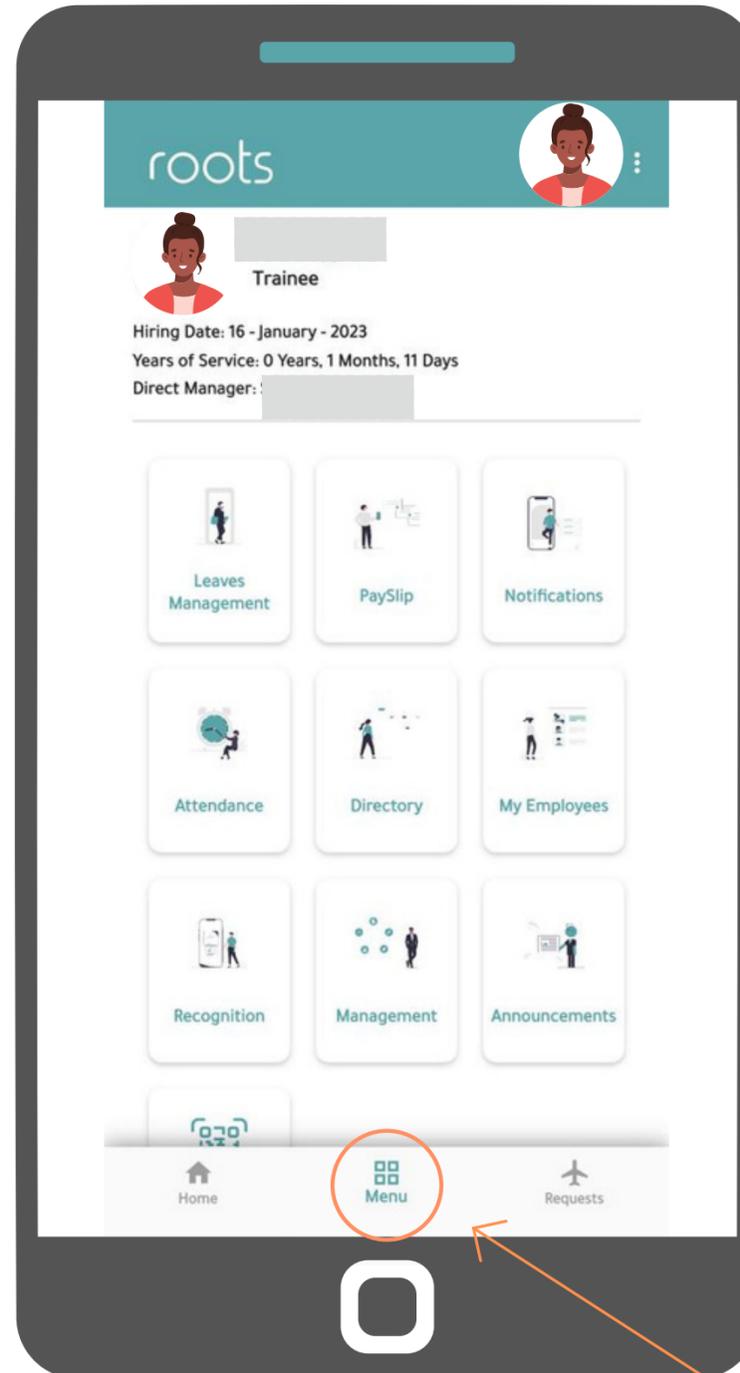
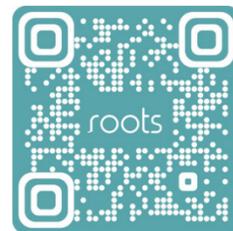
Payslip: Tap to get your current & previous payslips. download, email or store as needed

Leaves Management: Tap to check the status of your leave requests, what's 'Approved', 'Pending' & 'Rejected' in real time

Attendance: Tap to check the hours worked so far by you & your employees

Recognition: You could be a 'Wall of Famer' or maybe even the 'Employee of the Month'

QR Code Generator: Set up your QR clock in codes & attach them to Geo-Fenced Locations or Network SSIDs. You can produce an unlimited number of codes for each location



Notifications: Tap to check what's pending, requires your attention or has just been brought to your attention.

My Employees: All work related details of your colleges can be found there as well as your direct employees

Announcements: Broadcast messages across your organization or to a certain department or a group or even to specific positions only

Directory: Find out who is who & collaborate thru the chat engine & collaboration tools

Management: All the stats you need to improve, optimize & further understand your business in real-time

Tap to reach **Main Menu**

Need Help?



Help is on the way when ever needed - you will find our HelpDesk module on your mobile application's main menu.

You can also reach us anytime through one of the following channels & our award wining customer success team will ensure you are well taken care of:



Text us on: +1 (647) 888-8781



WhatsApp: +1 (647) 888-8781



support@rootshcm.com



Find Answers: www.rootsoftwares.com/helpdesk



@rootshcm



Reach us over the phone @ +1 (647) 888-8781