

SquareSigns' Instruction

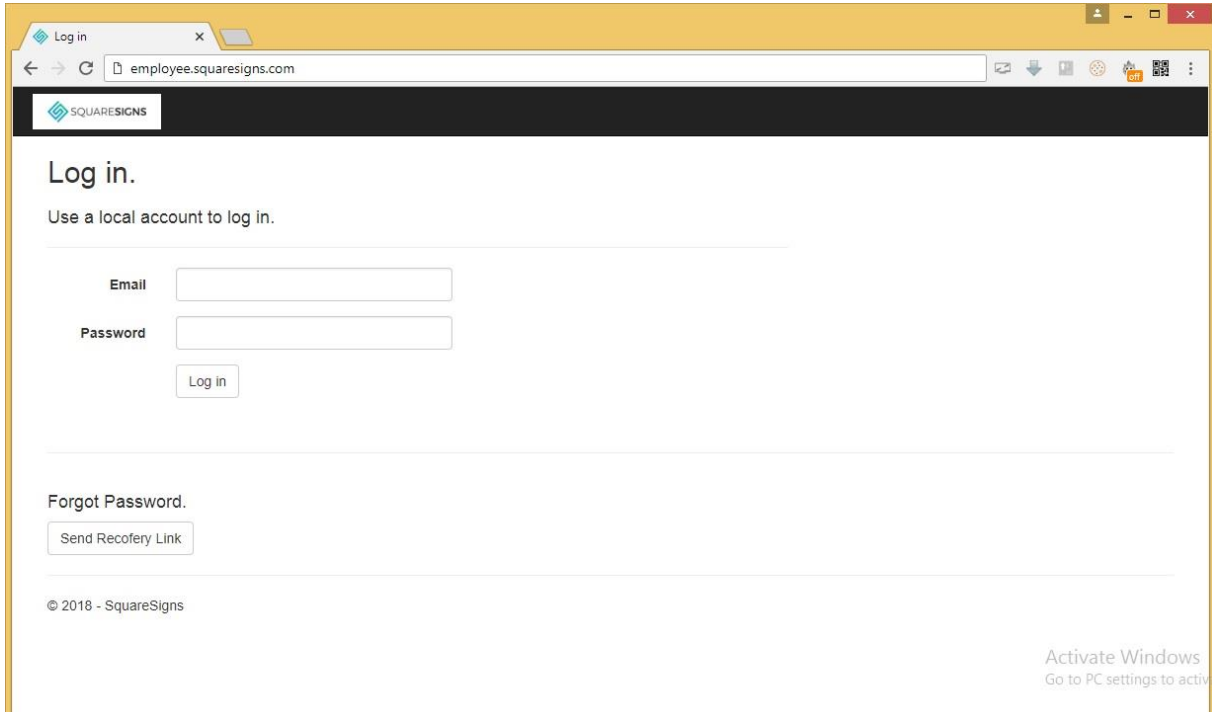
This is helpful tool for SquareSigns's employees. Here you can track your working time, check your month salary, add new work start time or work end time.

URL: <http://employee.squaresigns.com>

View 1. This is "login" view

This is the home page. Here you can log in to your personal account using your email and password.

If you forget your password, you can restore it by click "Send Reset Link".



View 2. This is "account" main view.

Here you will see your work start and end times by day.

You will see total work hours and total salary for selected period.

You can change selected period by changing "Date From" and "Date To" dates.


Also you will see your salary per hour.

If you want to set work start or end action, you should click "Create Action" button.

SS Reports

employee.squaresigns.com/ereports

SQUARESIGNS Settings Logout



Date From: 01/07/2018

Date To: 11/07/2018

Get Reports

Worktime: 63.31 hours

Salary: \$ 1,013

Name Lastname

Salary (for an hour): \$ 16

Create New Action

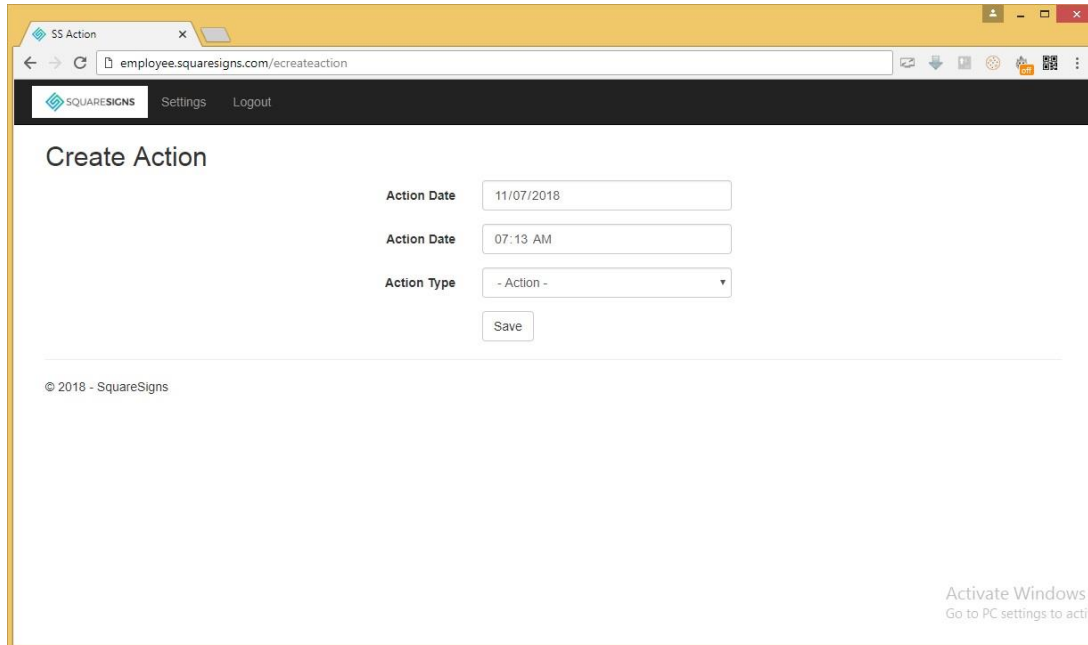
#	Date	Action/Time
1	2018-07-02	Start 08:06:37 End 18:03:09
2	2018-07-03	Start 08:58:23 End 17:31:03
3	2018-07-05	Start 08:09:10 End 16:29:46
4	2018-07-06	Start 08:08:23 End 18:10:41

Activate Windows
Go to PC settings to activate Windows

View 3. This is "create action" view.

Here you can create work start or end action.

For that set "Action Date", "Action Time" and "Action Type" then click "Save" button.

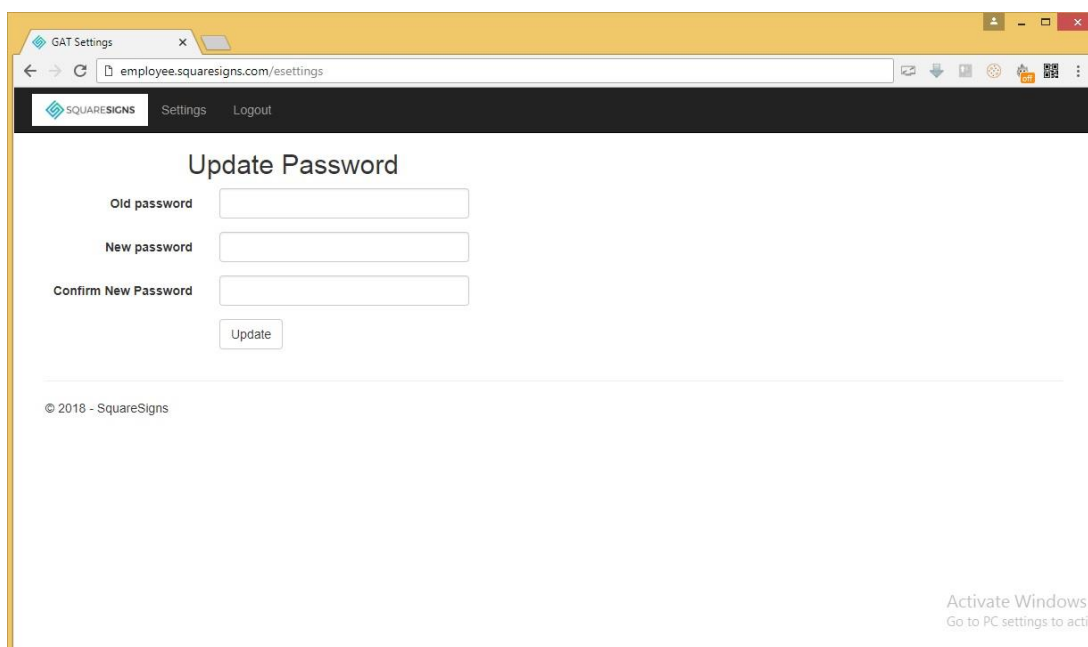


The screenshot shows a web browser window with the URL `employee.squaresigns.com/ecomaction`. The page title is "Create Action". It features three input fields: "Action Date" with the value "11/07/2018", another "Action Date" field with the value "07:13 AM", and an "Action Type" dropdown menu currently showing "-- Action -". Below these fields is a "Save" button. The footer contains the copyright notice "© 2018 - SquareSigns" and a Windows activation watermark.

View 4. This is "settings" view.

Here you can change your account password.

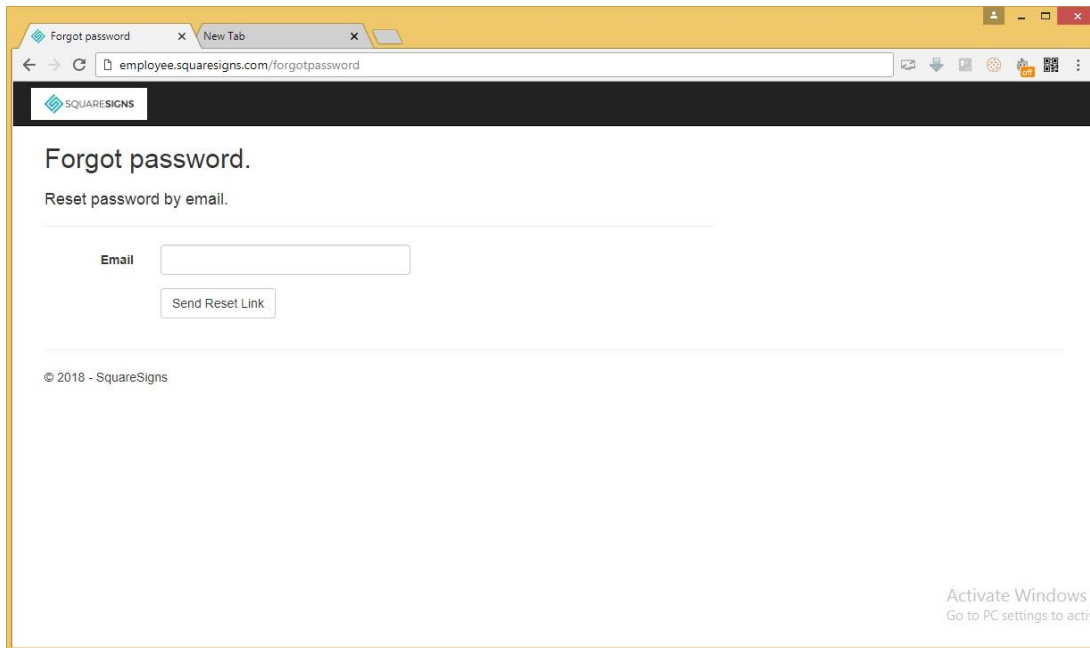
Just fill old password, new password and confirm new password. Then click "Update" button.



The screenshot shows a web browser window with the URL `employee.squaresigns.com/esettings`. The page title is "Update Password". It features three input fields: "Old password", "New password", and "Confirm New Password". Below these fields is an "Update" button. The footer contains the copyright notice "© 2018 - SquareSigns" and a Windows activation watermark.

View 5. This is "password reset" view 1.

For reset password, you should type your email, click "Send Reset Link" button and get reset link into email.



View 6. This is "password reset" view 2.

You will see this view after click reset link from email.

Here you will set and confirm new password. Then click "Reset Password" button.

