



Quick Guide

Hedsam X

Mobile App Registration

V1.0

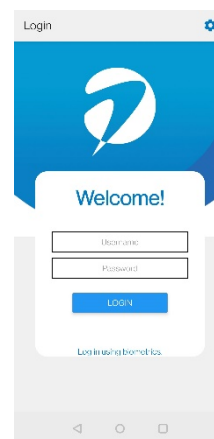
Server Address

The public name of the server: https://_____:5443.

To set the connection settings, select the cog wheel in the top-right corner of your login screen.

Logging In

Enter **Username**, **Password** and select **Login**.



Registering In and Out

Registering in:

Select INTO THE HOUSE



Registering out:

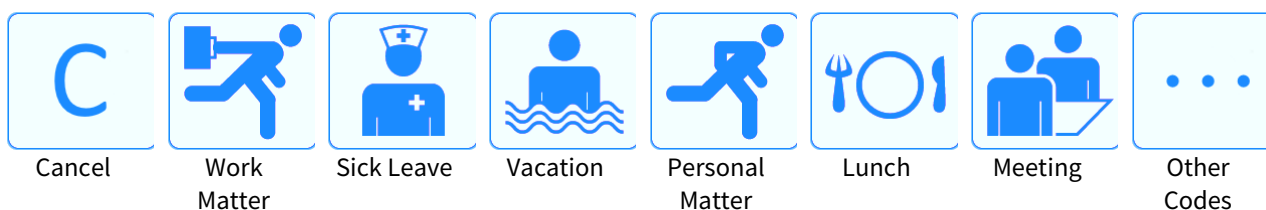
Select OUT OF THE HOUSE

When you have registered successfully, the screen displays the following icon.

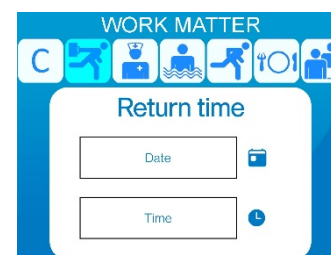


Reason Codes / Absence Codes

When you register in or out, you can select an absence code / reason code. First select the absence code / reason code, then register in or out. Move your finger from right to left to view more code options.



When you select the absence code / reason code, you can give the return date and time. This information is useful, for example, to a switchboard, but the dates and times you enter do not affect the validity period of the code. The code expires with the next registration.



Hour Balance

The hour balance is calculated once per day, usually at 05:00 AM. The hour balance field displays the hour balance accumulated up to the previous cut off time in format hh:mm.

