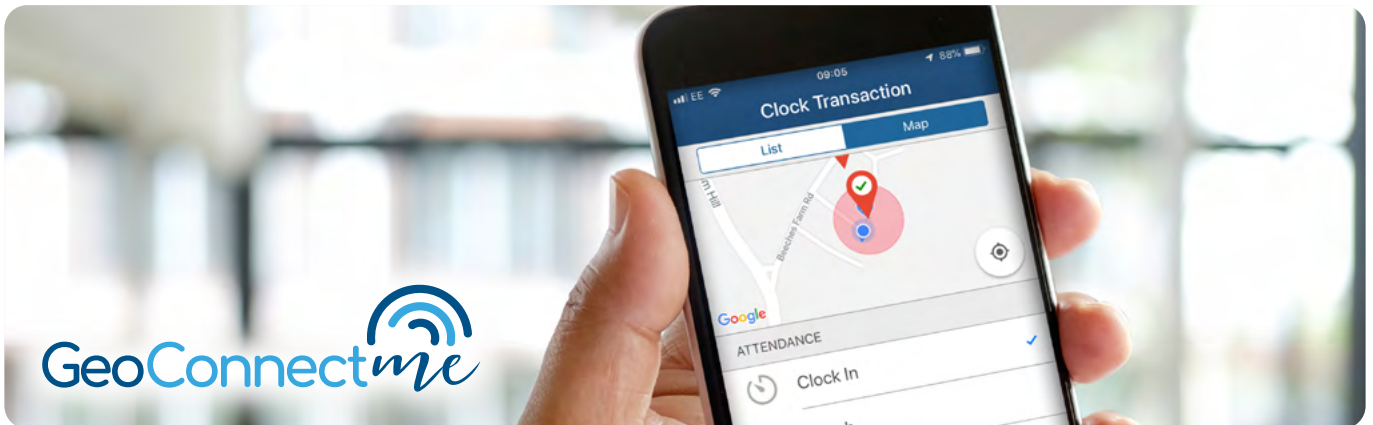


# GEOCONNECTME USERS GUIDE

## MOBILE TIME AND ATTENDANCE APPLICATION



Any business that makes use of a time and attendance system within its premises will understand the need to maintain its capabilities even when staff are working remotely. GeoConnectMe is designed to help organisations manage fieldworkers such as engineers, cleaning staff and maintenance teams.

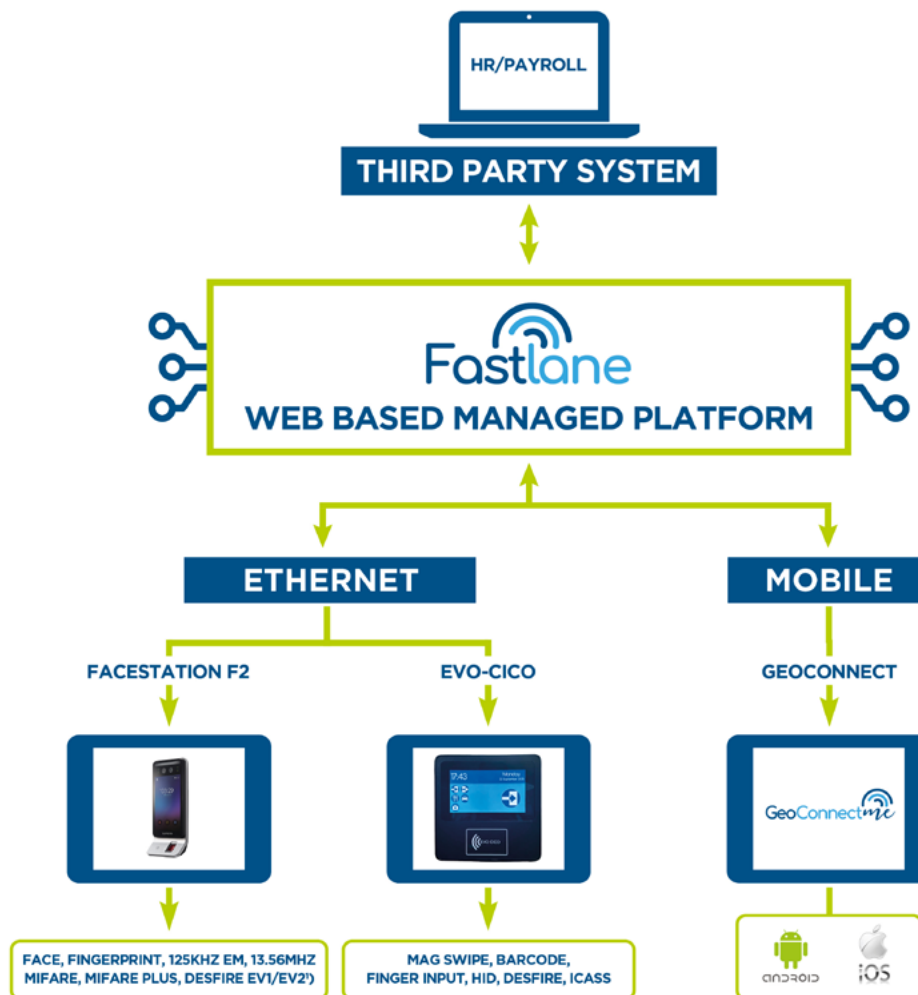
Designed to be simple and intuitive, our cost effective cloud-based solution provides the time and attendance functionality that enables employers to easily track employee clock ins and locations in real-time.

## SYSTEM BENEFITS

- PRECISE LOCATION MONITORING**  
 Provides real time management visibility and transparency, it uses GPS navigation to verify a valid location before users can clock on. GPRS data is downloaded direct into TouchStar's 'FastLane' back end software.
- EASY TO USE**  
 GeoConnectMe provides an intuitive user interface to enable employee clock in/clock out and selection of other statuses with a simple press of a button.
- GUARANTEED DATA ACCURACY**  
 Integration of reliable and secure infrastructure to guarantee the transmission of accurate data into third party systems.
- IMPROVES OPERATIONAL EFFICIENCY**  
 GeoConnectMe's integration with TouchStar's FastLane back office reduces the need for paper-based operations and admin heavy processes. Access to real time management data for clients is ideal for any scenario when an employee's remote working hours come into question, not only that, but the data can also highlight inefficiencies to enable further process improvements.
- FUTUREPROOF AND SCALABLE**  
 GeoConnectMe can effectively manage multiple clients within a single GPS location. It is designed to fit companies of all sizes and is scalable to grow with the company.

# CLOUD BASED TECHNOLOGY

The GeoConnectMe mobile app interfaces with TouchStar's 'FastLane' back-end Time & Attendance System. Based upon Microsoft Azure's cloud computing service, this helps users effectively manage their time and attendance data, with API integration into HR and other core systems to facilitate accurate reporting and effective data management.



# HARDWARE

GeoConnectMe is simple to use and quick to deploy, meaning there are immediate cost and efficiency benefits for both HR and Payroll functions. Employees can download the application directly onto an iOS or Android mobile phone. For employers, systems can be accessed from any network connected pc to get real time clocking and location visibility of their active workforce.



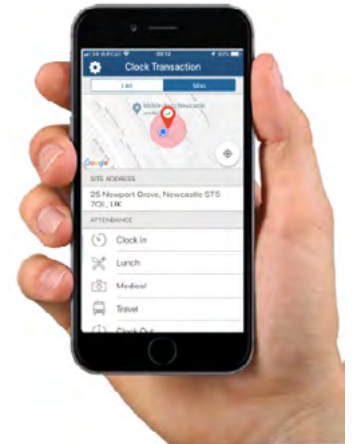
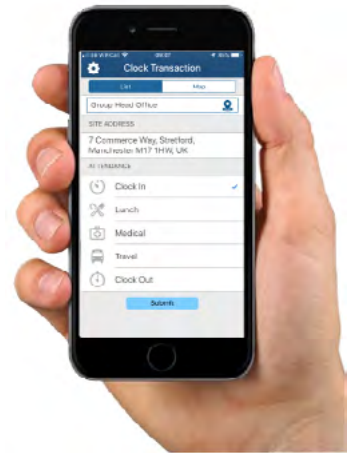
# USER LOCATIONS

GeoConnectMe can be programmed with the GPS of an agreed working location – such as an offsite building, for example – and stored. Location set up can be set up with ease in the back office by using site longitude and latitude.

There are two easy ways to select a user location within GeoConnectMe:

- **LIST VIEW** – Working locations can be listed alphabetically or filtered using smart search functionality, this enables the app to present a short list of sites when a location has been partially typed into the search field.
- **MAP VIEW** – By selecting the map view the workers current location will be indicated by a blue bullet. A previously saved location will show as a red pin drop. Selecting the red pin drop will link the transaction type to this location.

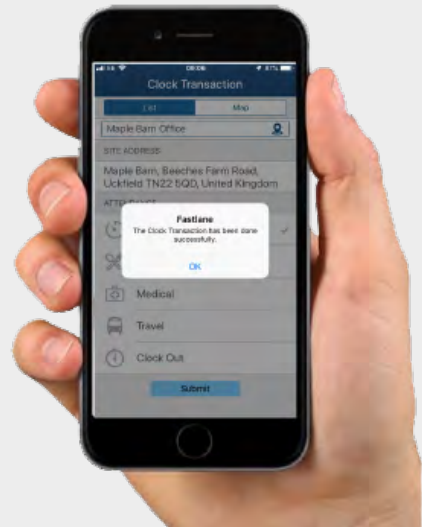
If locations are not known, then the user can select a generic term and share their location with the system. Users will only be allowed to complete the clock in transaction once the app has detected them at their set working location.



# LOGGING OF TRANSACTIONS

Within GeoConnectMe, each device connects in real time to TouchStar's FastLane back-office system and with standardised API integration into core HR and Payroll systems, employers can be confident that they will have access to accurate data reporting functionality and management information.

Real time visibility of user transactions means you can see who is working, who is off and who is on a break at the tap of a button.



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# touchstar



Securing the Logistics of People and Product