Ontouch

Attendance

Marketing & User Guide

Track working hours, manage attendance rules and turn clock-in activity into clear operational reporting.



One connected attendance process

Clock in and out
Employees record attendance in the Ontouch app.

Track working hours
See active sessions, worked time and expected hours.

Set attendance rules
Configure company, site and employee working-hour rules.

Manage exceptions
Use grace periods, missing clock-in/out and overtime settings.

Review reports
See summaries, trends and detailed attendance records.



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Why clients use Ontouch Attendance

Attendance links field clock-ins, working-hour rules and management reporting in one place.



Clear working time

Track clock-in and clock-out times across all sites with a clear daily view.

Flexible working hours

Set company or site working hours, with different schedules to match your operations.

Attendance exceptions

Manage late arrivals, early leaves, missing clock-ins and overtime with clear rules.

Safer long sessions

Use automatic clock-out, maximum shift lengths and break rules to keep staff safe and compliant.

Personal attendance view

Employees can see their own working hours and attendance history in the Ontouch app.

Detailed workforce reports

Access real-time dashboards and detailed reports to monitor attendance across sites and teams.

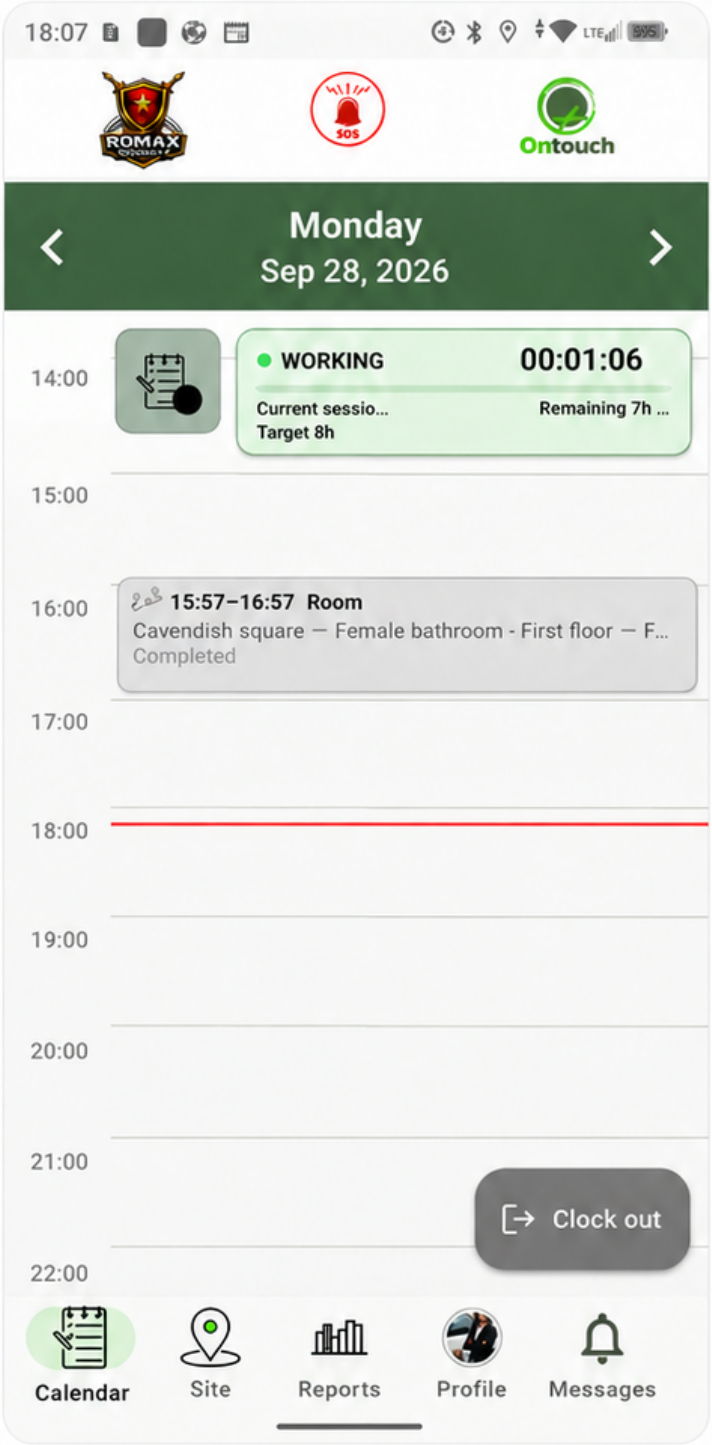




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App guide: clock in, work and clock out

The Calendar view keeps the employee's current work session visible alongside their daily activity.



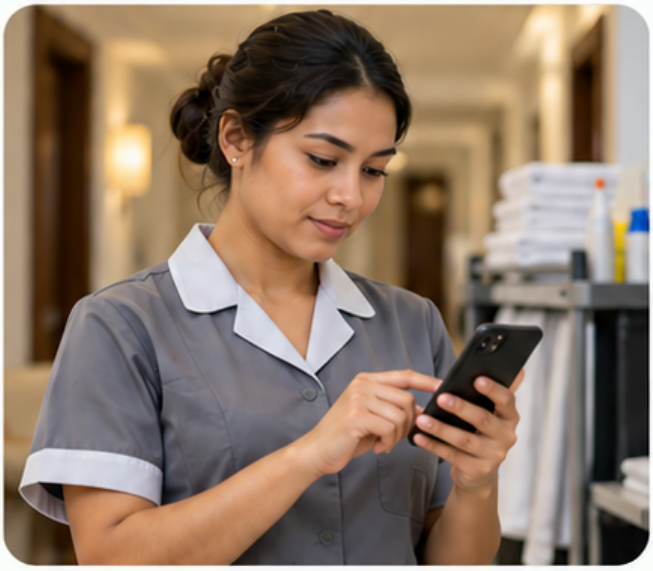
Simple field workflow

1. **Clock in at the start of work**
   The active session shows that the employee is working.

2. **See the running session**
   The app displays the current session and expected working-time target.

3. **Continue normal activities**
   Other Ontouch work remains visible in the employee's calendar.

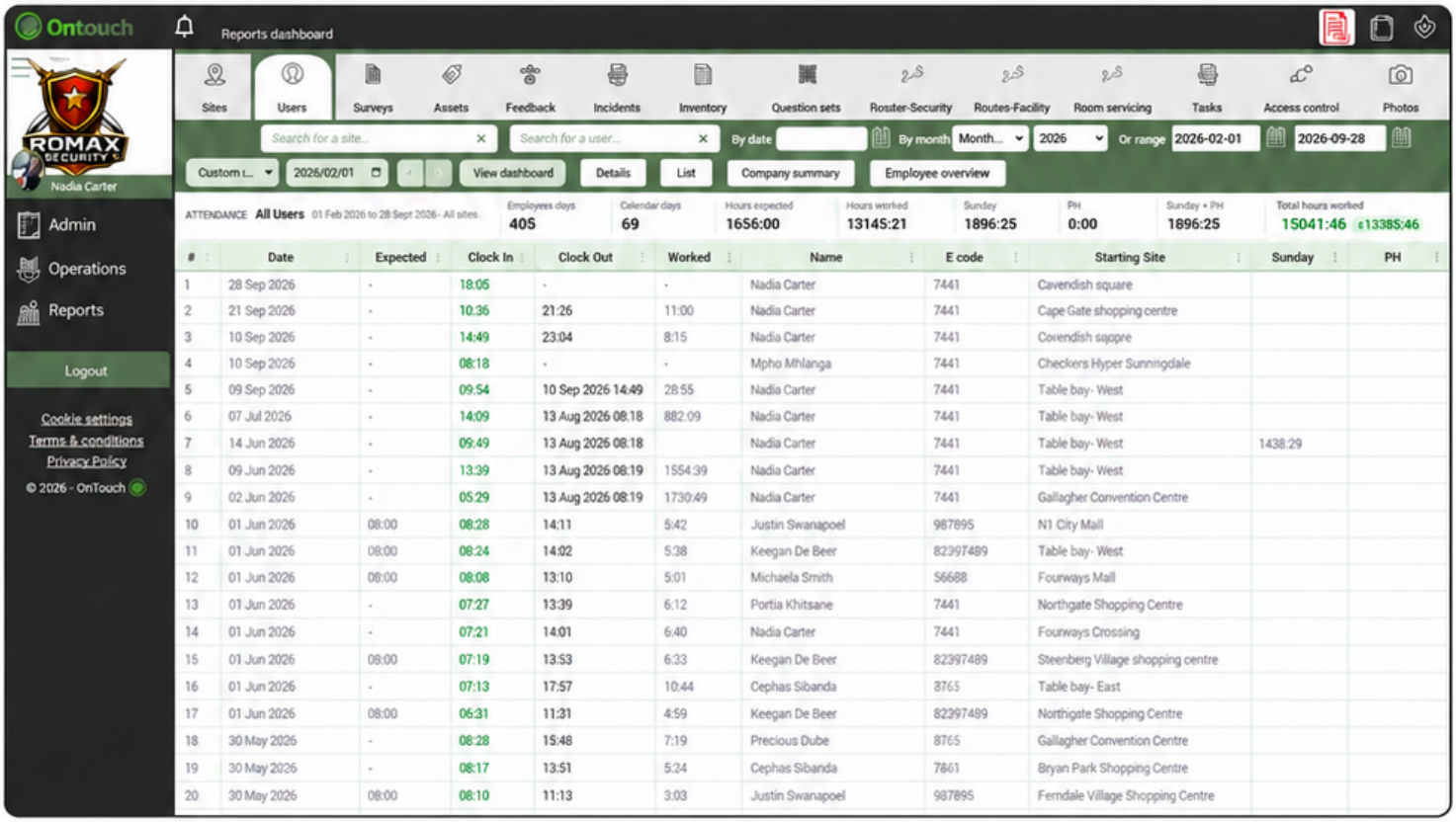
4. **Clock out when finished**
   The session closes and the worked time becomes part of attendance reporting.



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Web guide: Attendance dashboard

The Attendance dashboard gives administrators a company-and-site view of the rules currently in use.



Company & site

See attendance settings for your company and each site, including working hours, grace periods and overtime rules.

Users

View attendance activity for all users across your selected company or site, with key totals at the top of the dashboard.

Other settings

Check additional attendance options such as auto clock-out, late grace, missing clock-in rules and overtime settings.

Edit from the dashboard

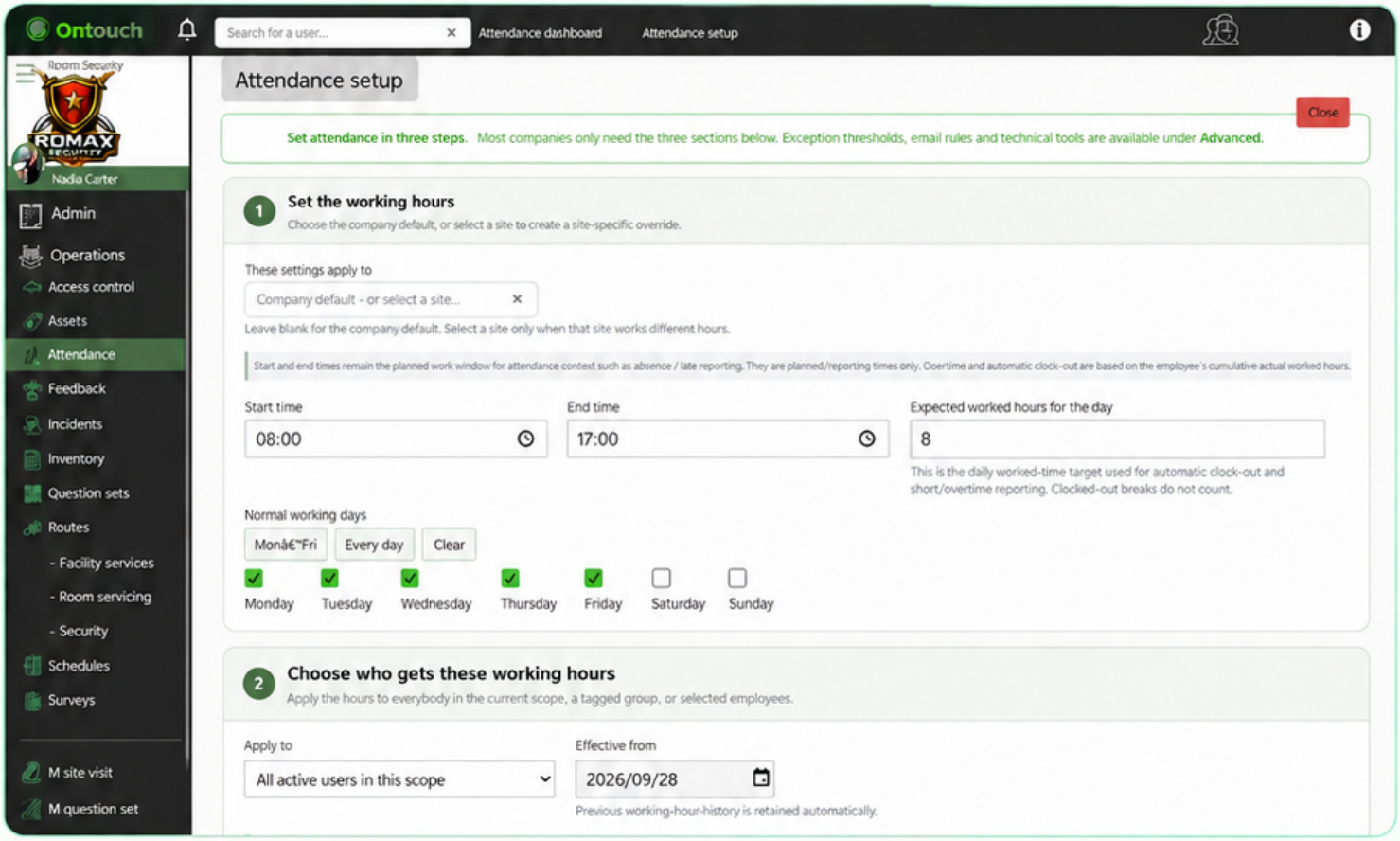
Make changes quickly by editing settings directly from the dashboard for the selected company or site.



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Web setup: expected working hours

Attendance setup is designed around company defaults with site or employee-specific rules where required.



What administrators can configure

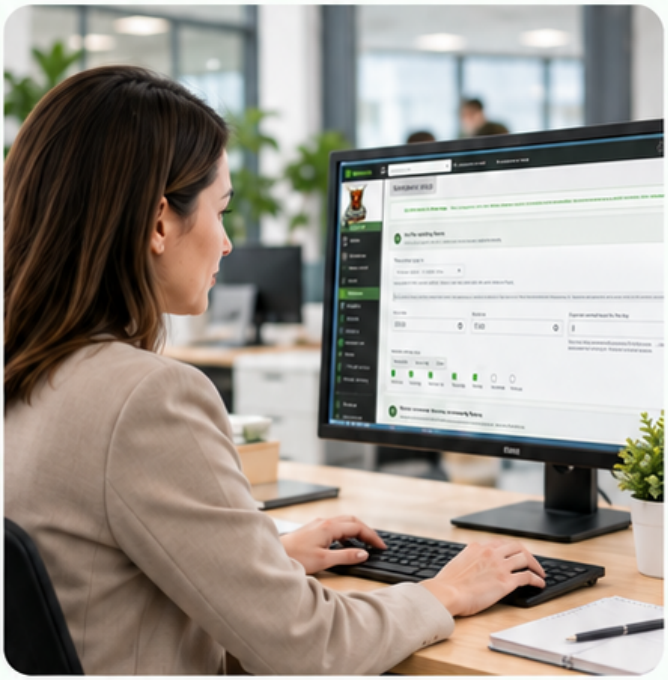
Start time, end time and expected worked hours
Set the planned start and end times and the daily working hour target.

Normal working days
Choose which days of the week are included in the schedule.

Who receives the schedule
Apply to all users, a specific site, a tagged group or selected employees, and set the effective date.

Exception thresholds
Configure late grace, missing clock-in, missing clock-out, early departure and overtime thresholds.

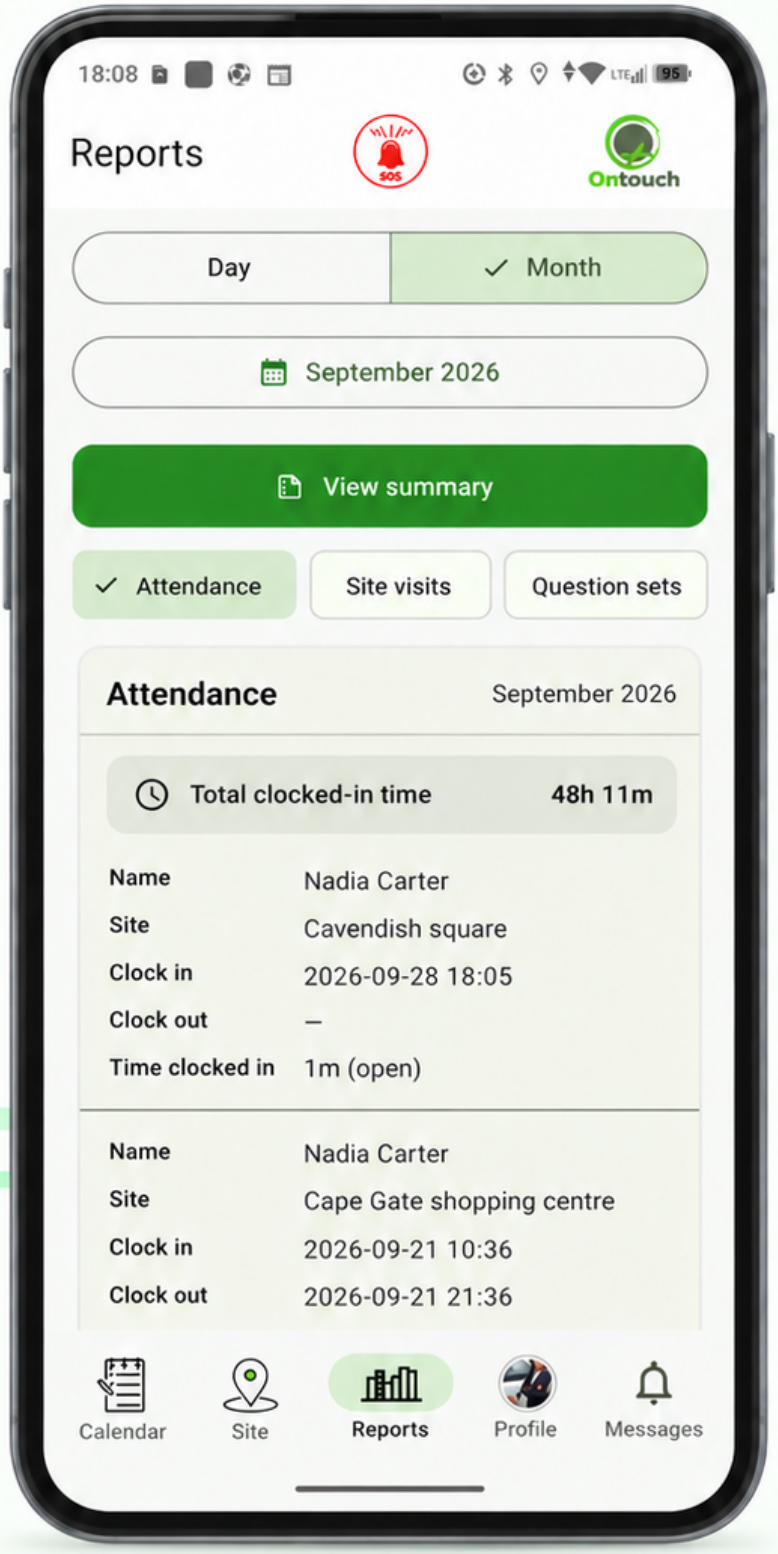
Automatic clock-out and app overtime
Enable automatic clock-out for worked hours and configure app overtime behaviour where enabled.



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App reports: employees can review their own attendance

The mobile Reports area gives the employee a clear summary of recorded attendance for the selected period.



Useful for the employee

Choose a day or month period
View your attendance for a single day or a full month.

View total clocked-in time
See your total recorded working time for the selected period.

See site and clock details
Check the date, times and site for each attendance record.

Identify an open session
Easily spot any session that is still open and has no clock-out time.

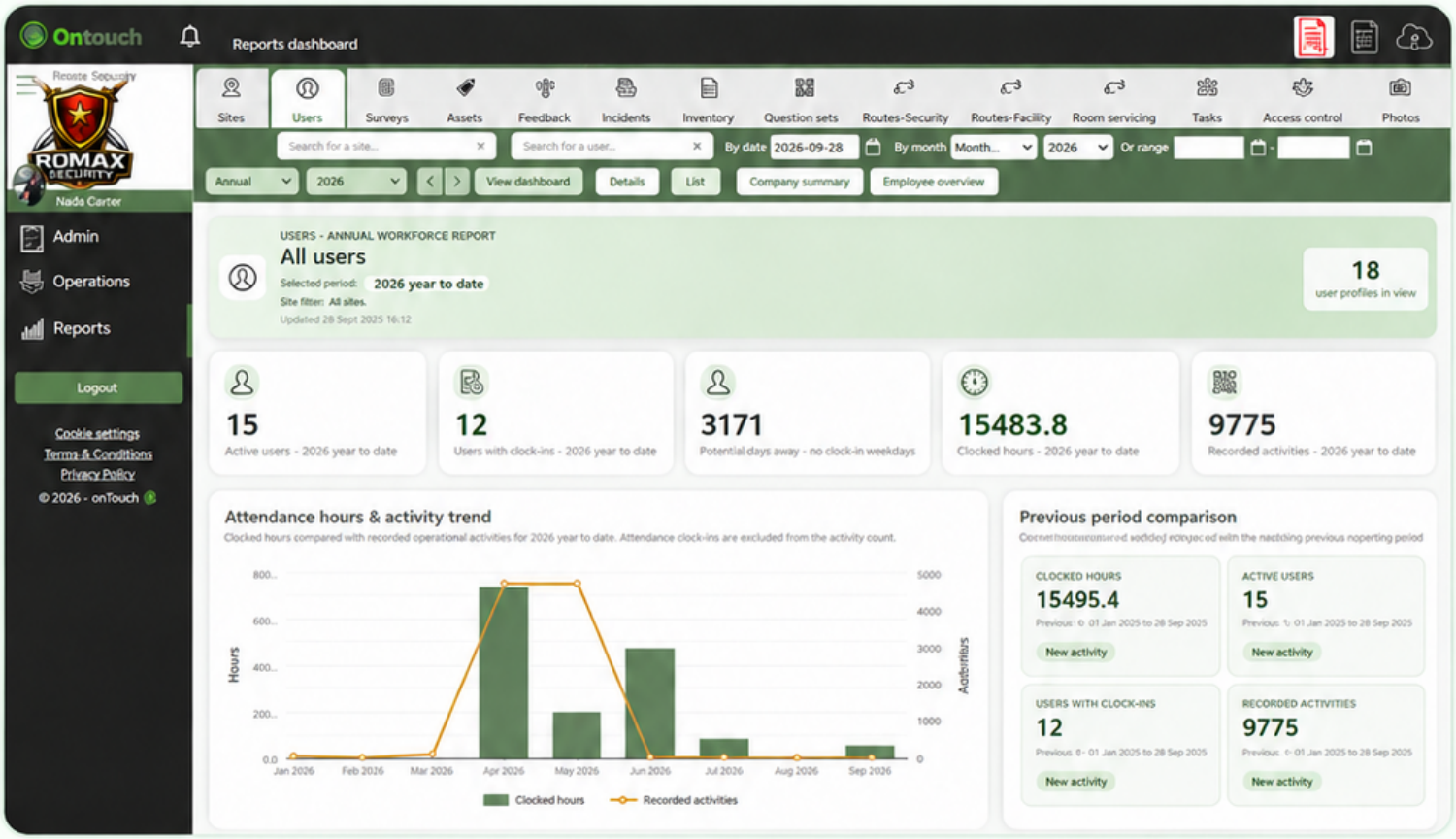
All in one place
Use the same Reports area alongside Site visits and Question sets for a complete overview of your work activity.



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Reports: workforce attendance overview

The web Reports dashboard combines attendance with wider user activity so management can see the bigger workforce picture.



What management can review

Active users and users with clock-ins
See how many users are active and how many have recorded clock-ins for the selected period.

Total clocked hours and recorded activity
Get a combined view of total clocked hours and recorded operational activities across your sites.

Attendance hours and activity trends
Visual charts show monthly trends in clocked hours and operational activity to highlight patterns.

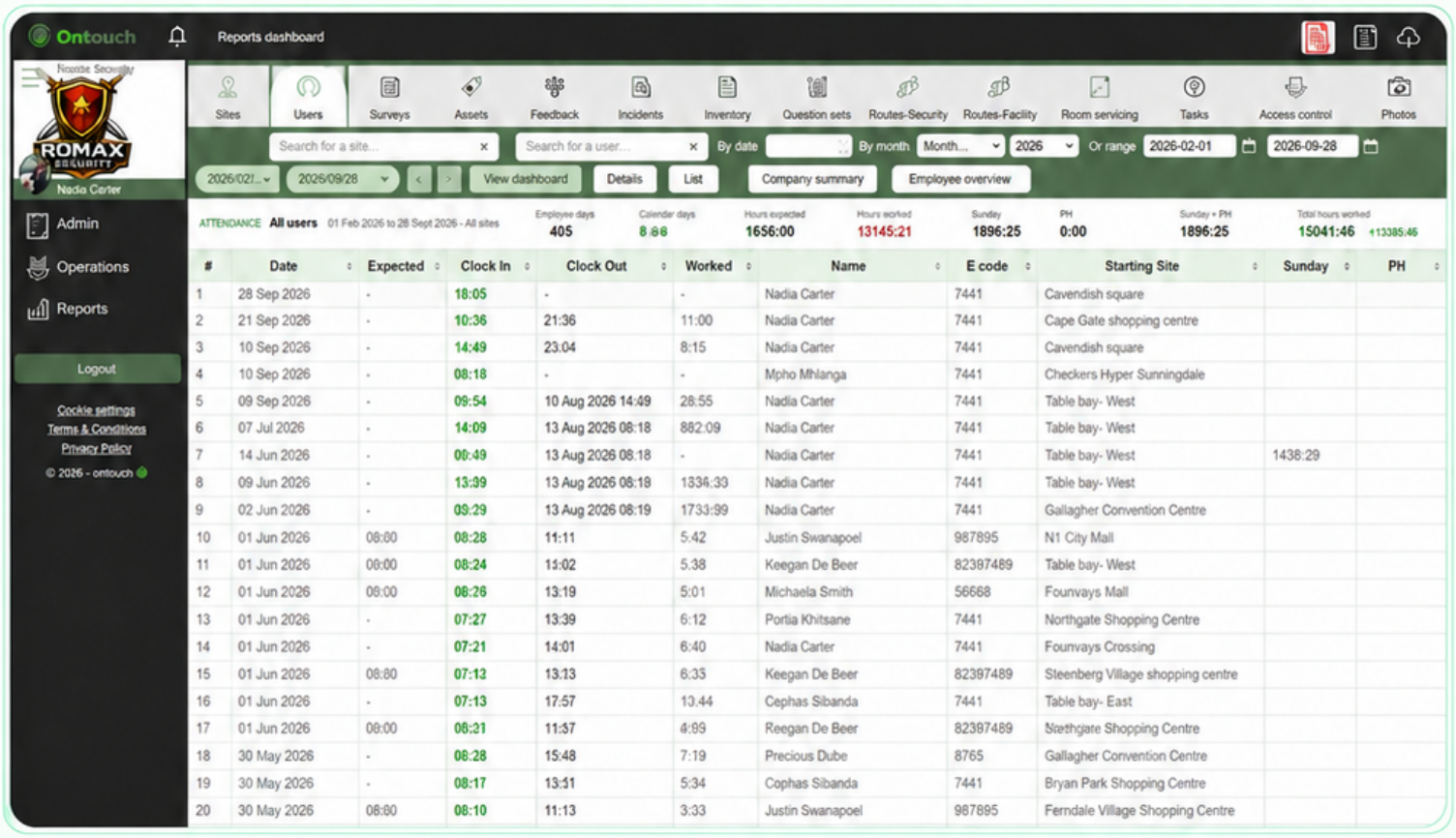
Previous-period comparison
Compare key workforce measures with the matching previous reporting period.



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Detailed attendance records

Use the detailed Attendance report when you need the individual clock-in and clock-out records behind the summary.



#	Date	Expected	Clock In	Clock Out	Worked	Name	E code	Starting Site	Sunday	PH
1	28 Sep 2026	-	18:05	-	-	Nadia Carter	7441	Cavendish square		
2	21 Sep 2026	-	10:36	21:36	11:00	Nadia Carter	7441	Cape Gate shopping centre		
3	10 Sep 2026	-	14:49	23:04	8:15	Nadia Carter	7441	Cavendish square		
4	10 Sep 2026	-	08:18	-	-	Mpho Mhlanga	7441	Checkers Hyper Sunningdale		
5	09 Sep 2026	-	09:54	10 Aug 2026 14:49	28:55	Nadia Carter	7441	Table bay- West		
6	07 Jul 2026	-	14:09	13 Aug 2026 08:18	882:09	Nadia Carter	7441	Table bay- West		
7	14 Jun 2026	-	09:49	13 Aug 2026 08:18	-	Nadia Carter	7441	Table bay- West	1438:29	
8	09 Jun 2026	-	13:39	13 Aug 2026 08:18	1336:33	Nadia Carter	7441	Table bay- West		
9	02 Jun 2026	-	09:29	13 Aug 2026 08:19	1733:99	Nadia Carter	7441	Gallagher Convention Centre		
10	01 Jun 2026	08:00	08:28	11:11	5:42	Justin Swanapoel	987895	N1 City Mall		
11	01 Jun 2026	08:00	08:24	13:02	5:38	Keegan De Beer	82397489	Table bay- West		
12	01 Jun 2026	08:00	08:26	13:19	5:01	Michaela Smith	56668	Founvays Mall		
13	01 Jun 2026	-	07:27	13:39	6:12	Portia Khitsane	7441	Northgate Shopping Centre		
14	01 Jun 2026	-	07:21	14:01	6:40	Nadia Carter	7441	Founvays Crossing		
15	01 Jun 2026	08:00	07:12	13:13	6:35	Keegan De Beer	82397489	Steenberg Village shopping centre		
16	01 Jun 2026	-	07:13	17:57	13:44	Cephas Sibanda	7441	Table bay- East		
17	01 Jun 2026	08:00	08:21	11:37	4:99	Reegan De Beer	82397489	Strethgate Shopping Centre		
18	30 May 2026	-	08:28	15:48	7:19	Precious Dube	8765	Gallagher Convention Centre		
19	30 May 2026	-	08:17	13:11	5:34	Cephas Sibanda	7441	Bryan Park Shopping Centre		
20	30 May 2026	08:00	08:10	11:13	3:33	Justin Swanapoel	987895	Ferndale Village Shopping Centre		

Detailed reporting includes

Attendance date and times

See the attendance date, expected time, clock-in, clock-out and worked time.

Employee and site details

View the employee name, employee code and the starting site for each record.

Custom date ranges and filters

Search by date range, user, site and more to find the information you need.

Export options

Download the full report to PDF or Excel for sharing and further analysis.

