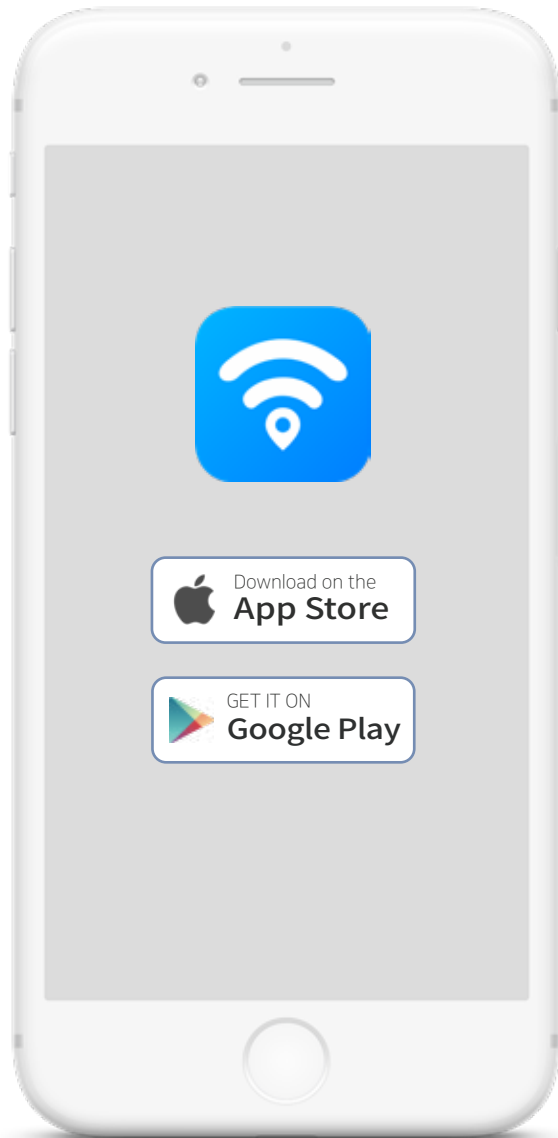


위히어 WiHere

User Manual for

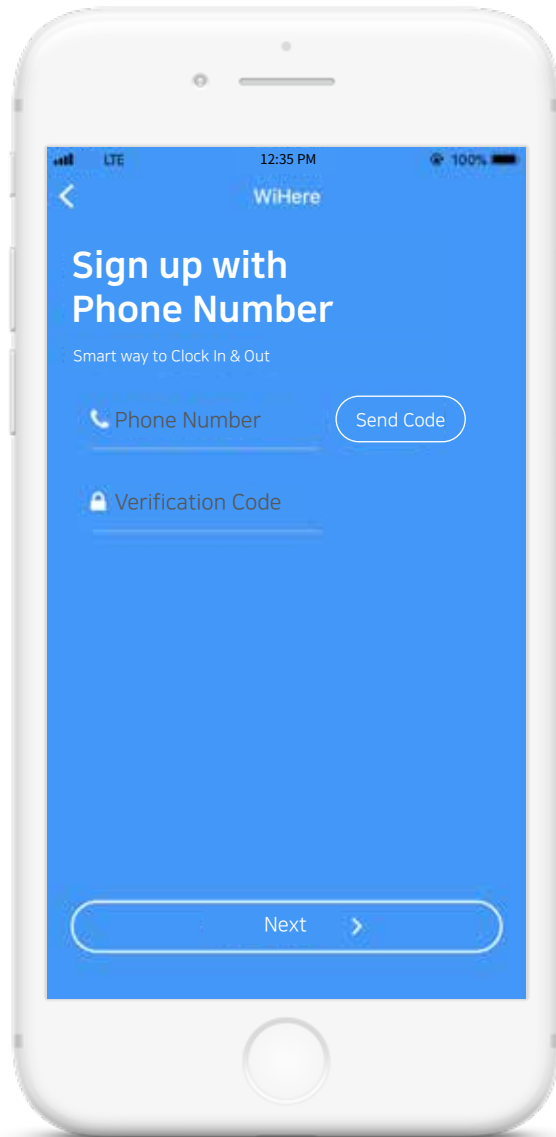
Staff
(Employee)

Download WiHere App



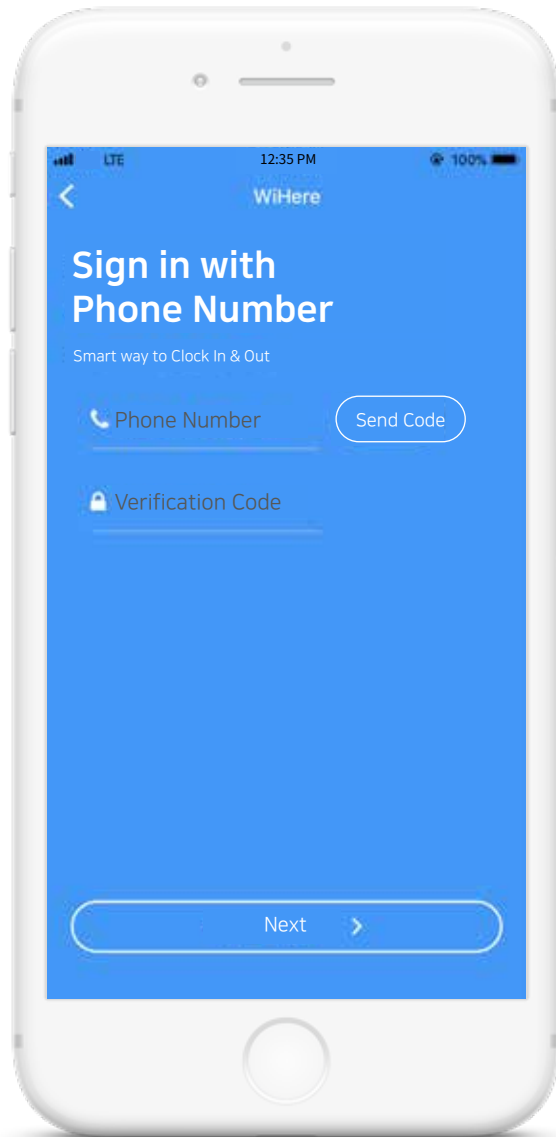
Download 'WiHere' App
from iPhone's App Store,
Android's Google play store

Sign up with Phone Number



Sign up WiHere App
Verifying your Phone
Number and Ownership using
5-digit SMS code

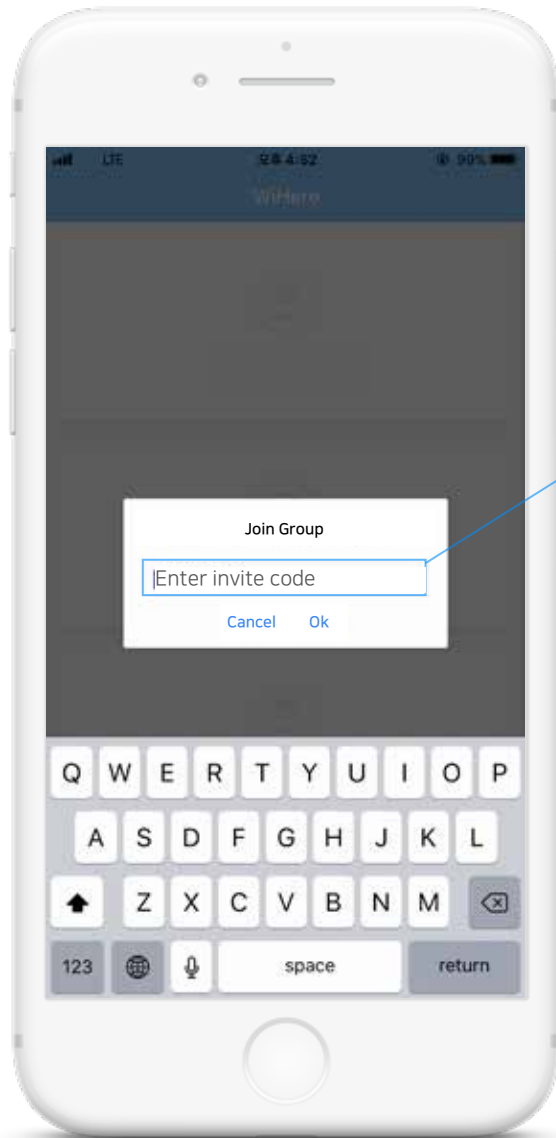
Sign in with Phone Number



Sign in WiHere App

Verifying your Phone
Number and Ownership using
5-digit SMS code

Join Group

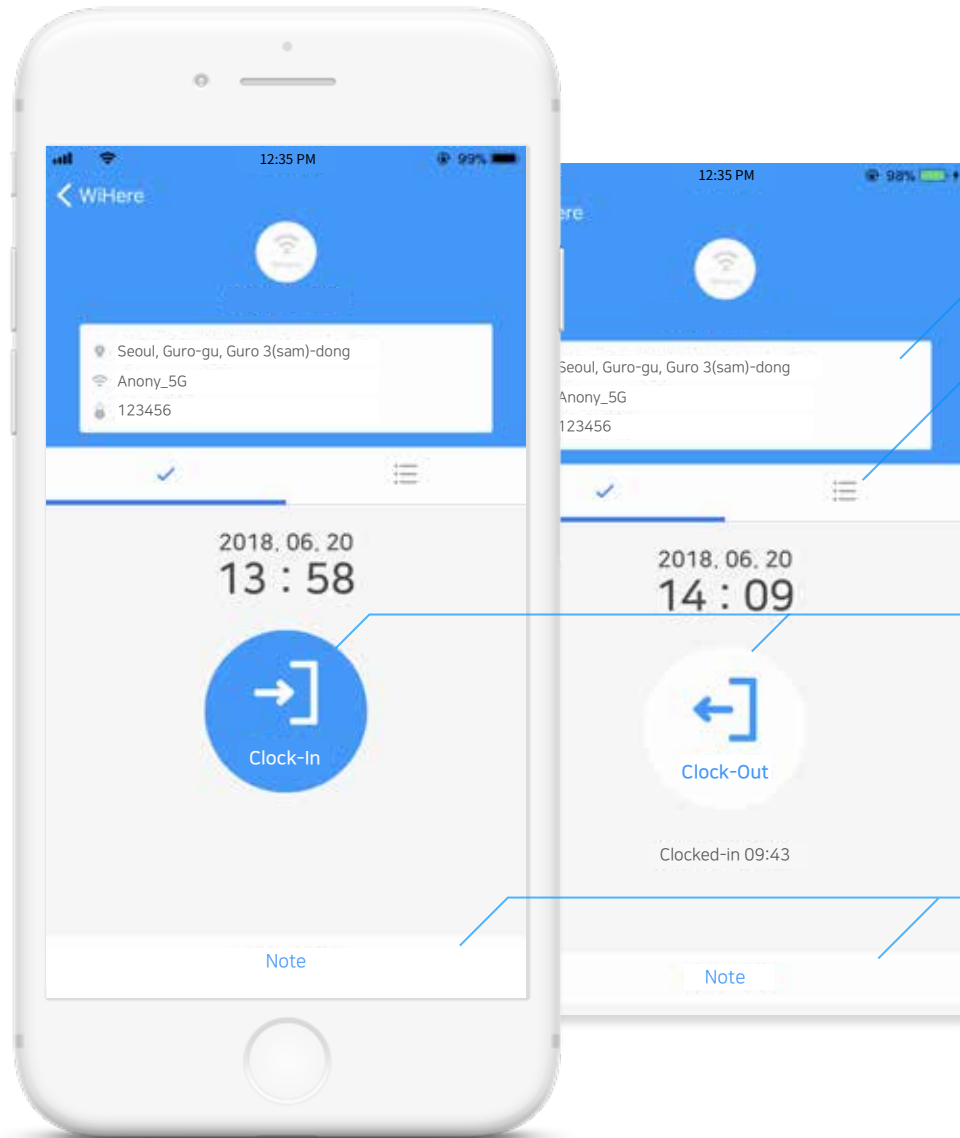


[Web발신]
where 앱에서 코드 [OC0862]로
검색하여 그룹에 가입해 주세요.

Join Group

Enter the invite code inside
SMS received from **Manager**

WiHere App(for Staff) Features



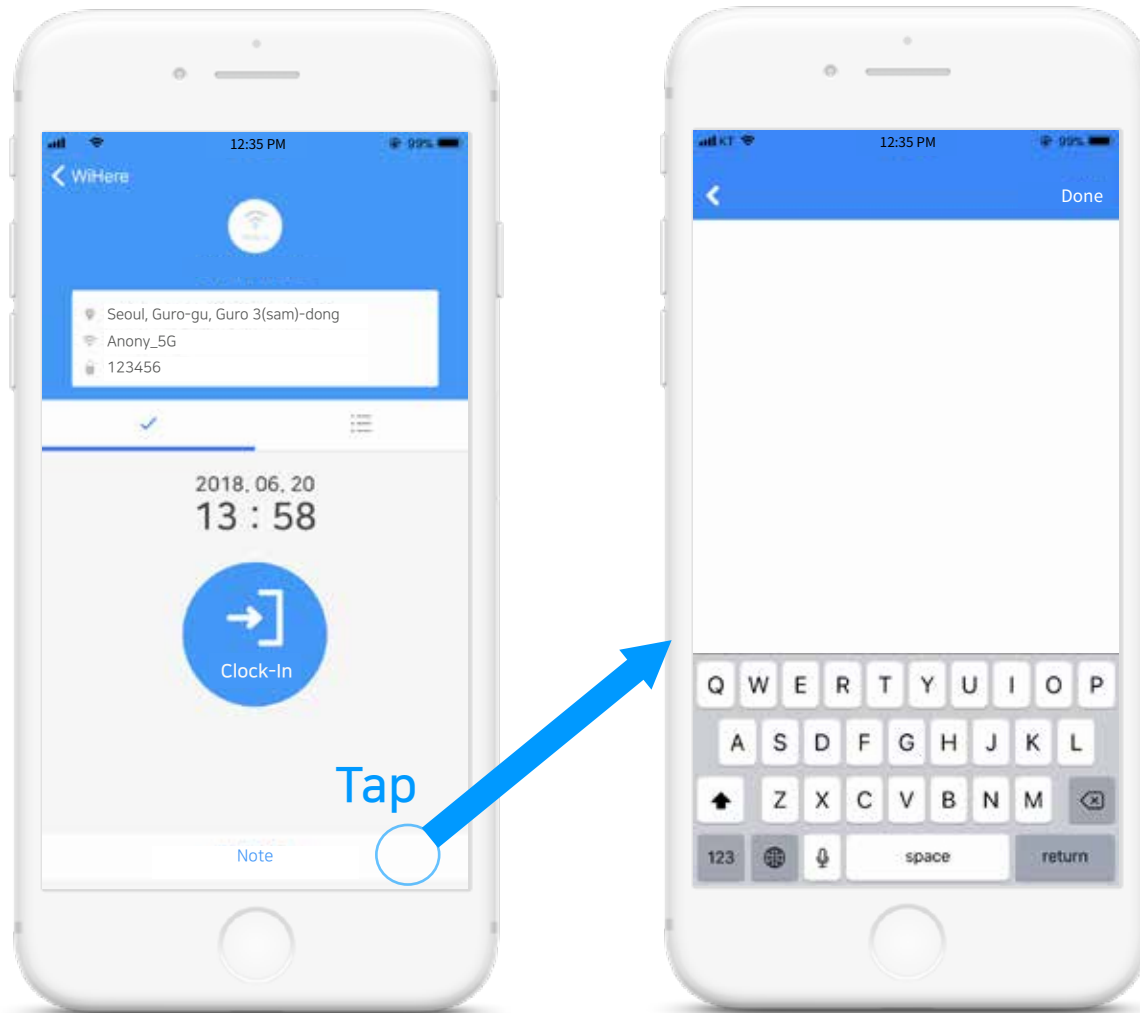
WiFi information for
Clock In & Out

My Timesheet and Notes

Clock In & Out

Work Note
Shared to Manager

Clock-in and Work Note



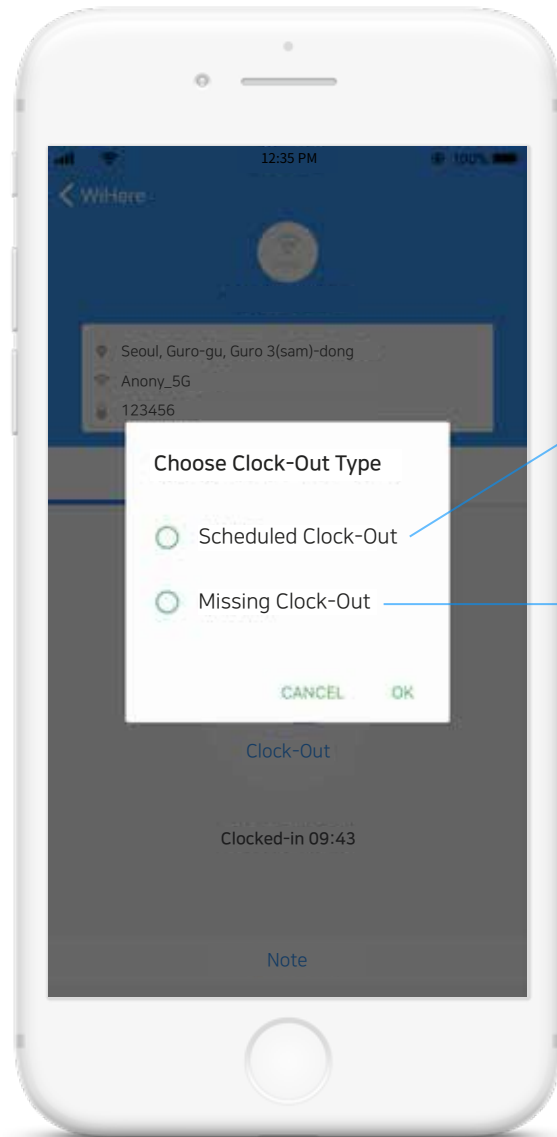
Connect to WiFi and Clock-In/Out

Staff(Employee) can clock-in and out only when their smartphones are connected to designated WiFi (WiFi details are in the box above clock-in button)

Work Note

Staff(Employee) can add text notes for any work or attendance.

Scheduled & Missing Clock-Out



Clock-Out

Tap 'Clock-Out' button on the screen and choose between '**Scheduled Clock-Out**' or '**Missing Clock-Out**'

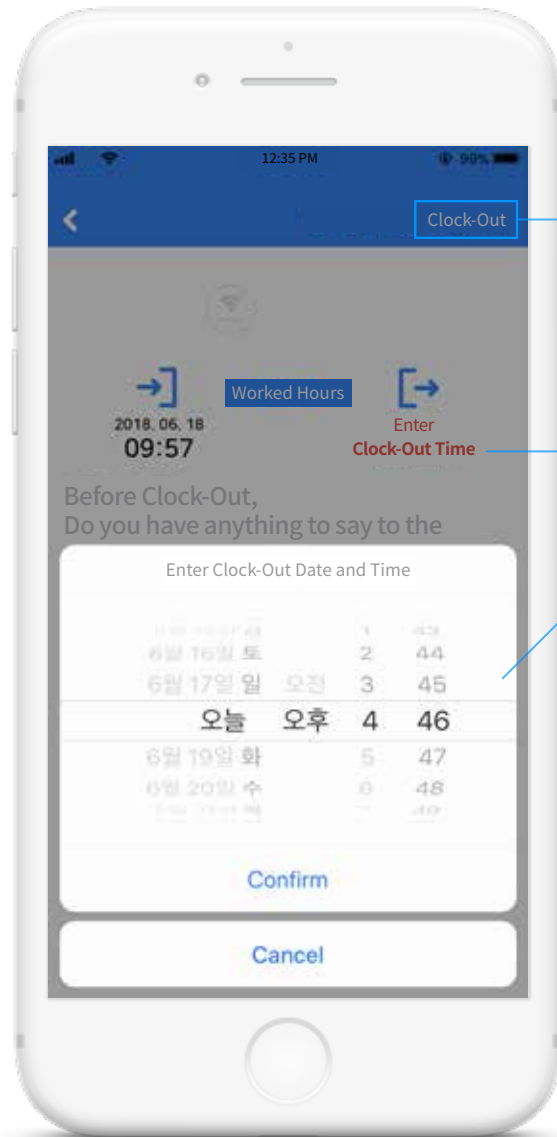
Scheduled Clock-Out:

If staff(employee) clock-out on time.

Missing Clock-Out:

If staff(employee) forget to clock-out.

Enter Missing Clock-Out



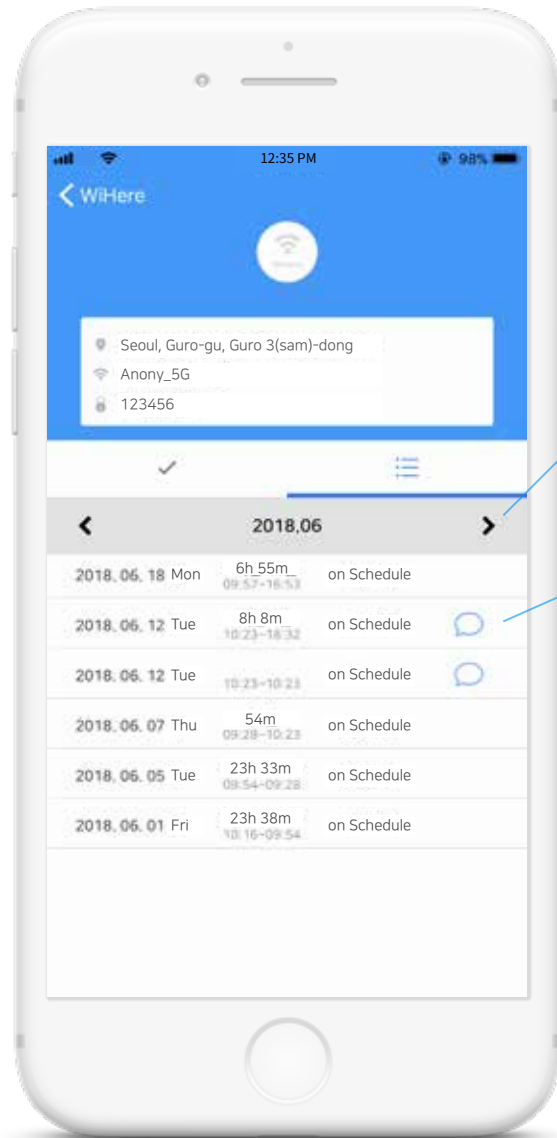
Clock-Out

Tap and clock-out of a shift.

Enter Missing Clock-Out

Enter the correct date and time of latest Missing Clock-out, and tap Confirm.

Timesheet and Notes



Monthly Timesheet

Reviewing monthly timesheet, and working hours.

Previous Notes

Staff(Employee) can check their previous notes.

Contact Us

| Contact

info@wihere.me

| Address

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www.wihere.me



위히어

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Need Help?

Feel free to contact us for any inconvenience or technical challenges you may have experienced while using our services.