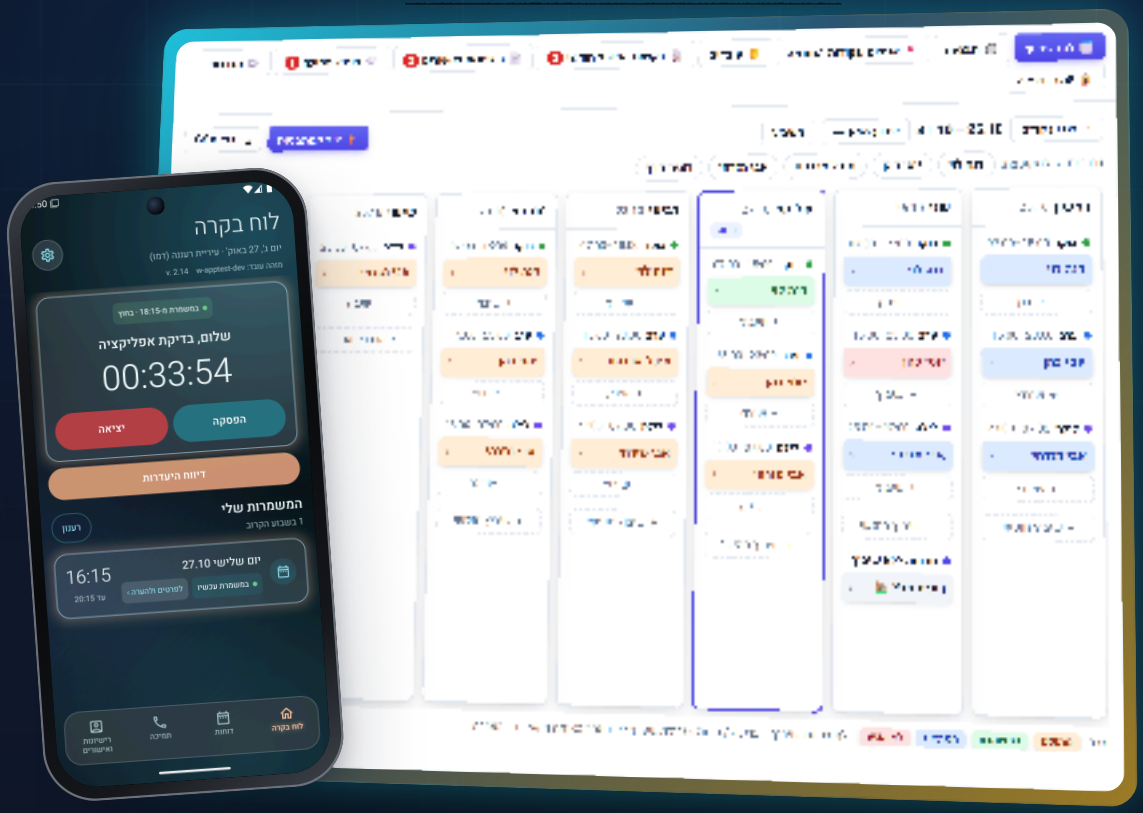
חמ"ל 360



Hamal 360 · Guide for managers and workers

Shifts & Attendance

Work schedules, a time clock on the smartphone, requests and approvals, and a payroll report. **Step by step**, from first setup to locking the month.

ALPHA POC
alpha-poc.co.il

Version **1.0** · October 2026

Before you start

The **Shifts & Attendance** module replaces the WhatsApp spreadsheet and the time clock on the wall. The manager builds the work schedule in the console, workers clock in and out from their phones, and anything that doesn't add up (forgot to clock in, a sick day, vacation) reaches the manager as a request to approve. At the end of the month you download a payroll file and lock the period.

The manager: the console

Management → **Shifts & Attendance**. This is where you define sites, shift templates and workers, build the weekly board, approve requests and export the payroll report.

The worker: the "Alpha Shifts" app

A separate Android app. Clock in and out, breaks, absences, my hours, correction requests, licenses and certificates, and contacting support.

Setup order

1. Sites — Workplaces and a fence (polygon) for each site

→

2. Templates — Morning, evening, night: hours, days, site

→

3. Workers — Details, workplace, app code

→

4. Weekly board — Generate from templates and assign

→

5. Settings — Alerts, clock-in methods, payroll

What you need

- A manager user in the Hamal 360 console, with the shifts module enabled for your organization. If **Shifts & Attendance** isn't in your menu, contact the ALPHA POC team.
- For each worker: an Android phone with location (GPS) turned on. **There is no iPhone version yet.**
- For sites with a fixed workplace: the site boundaries on the map. You draw them in the console, in step 2.

About the screenshots

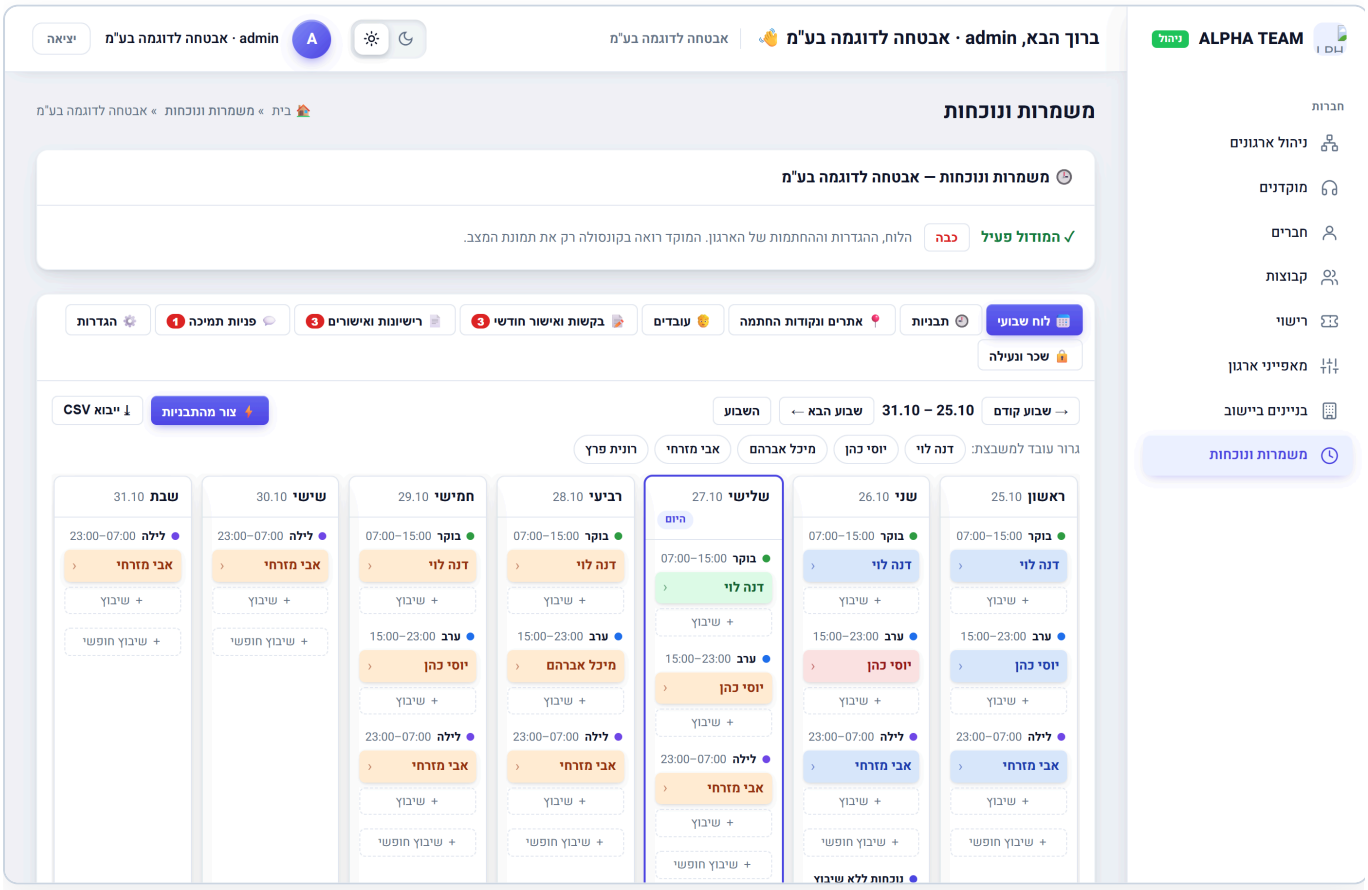
The console screenshots in this guide were taken on a demo organization with fictitious workers and data. The app screenshots were taken with a test worker. Document numbers in the screenshots have been blurred. The console and the app are currently in Hebrew, so the screenshots show the Hebrew interface; button names are given in English with the Hebrew in parentheses.

A System Setup

You do this once, in order. After that you come back here only when a worker joins, a site opens or a fixed schedule changes.

1 Open the shifts module

In the management console, click **Shifts & Attendance** (משמרות ונוכחות) in the side menu. The top of the screen reads **Module active** ✓, and below it is a row of tabs: Weekly board, Templates, Sites and clock-in points, Workers, Requests and monthly approval, Licenses and certificates, Support requests, Settings, Payroll and lock. A red badge next to a tab shows how many items are waiting for you there.

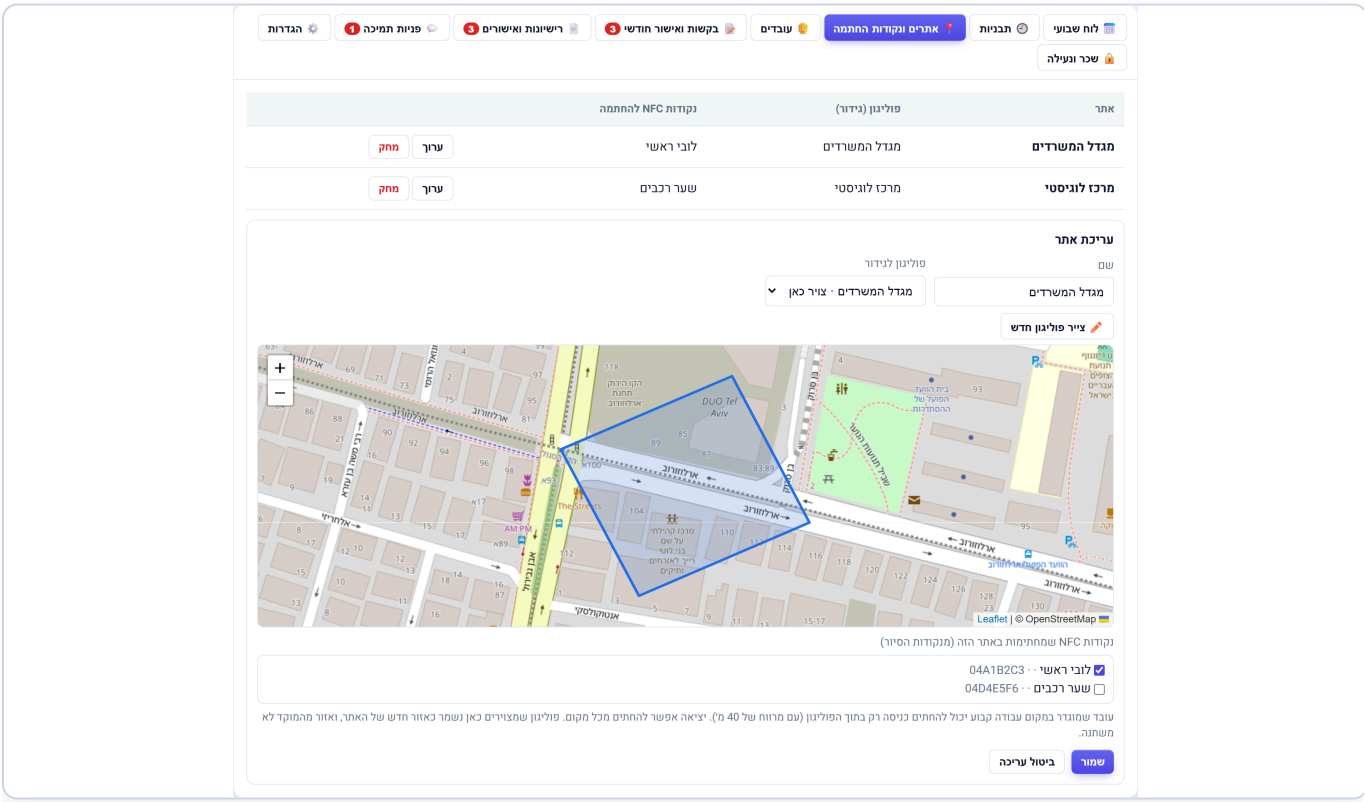


◆ Management → Shifts & Attendance

2 Sites and clock-in points

A site is a workplace: a building, a warehouse, a post. For each site you define a **fence**, that is, a polygon on the map. A worker who is "fixed to a site" can clock in only while inside the fence (with a 40 m margin).

1. Open the **Sites and clock-in points** (אתרים ונקודות החתמה) tab. In the **New site** form, enter a name.
2. Choose a **fence polygon**: an area that already exists on the console map, or click **Draw new polygon** (צייר פוליגון חדש) and click on the map at each corner of the site. You can undo the last point.
3. If the site has patrol NFC tags, mark the ones that belong to it. They can also be used for clocking in.
4. Click **Save** (שמור). To edit: **Edit** (ערוך) on the site's row.



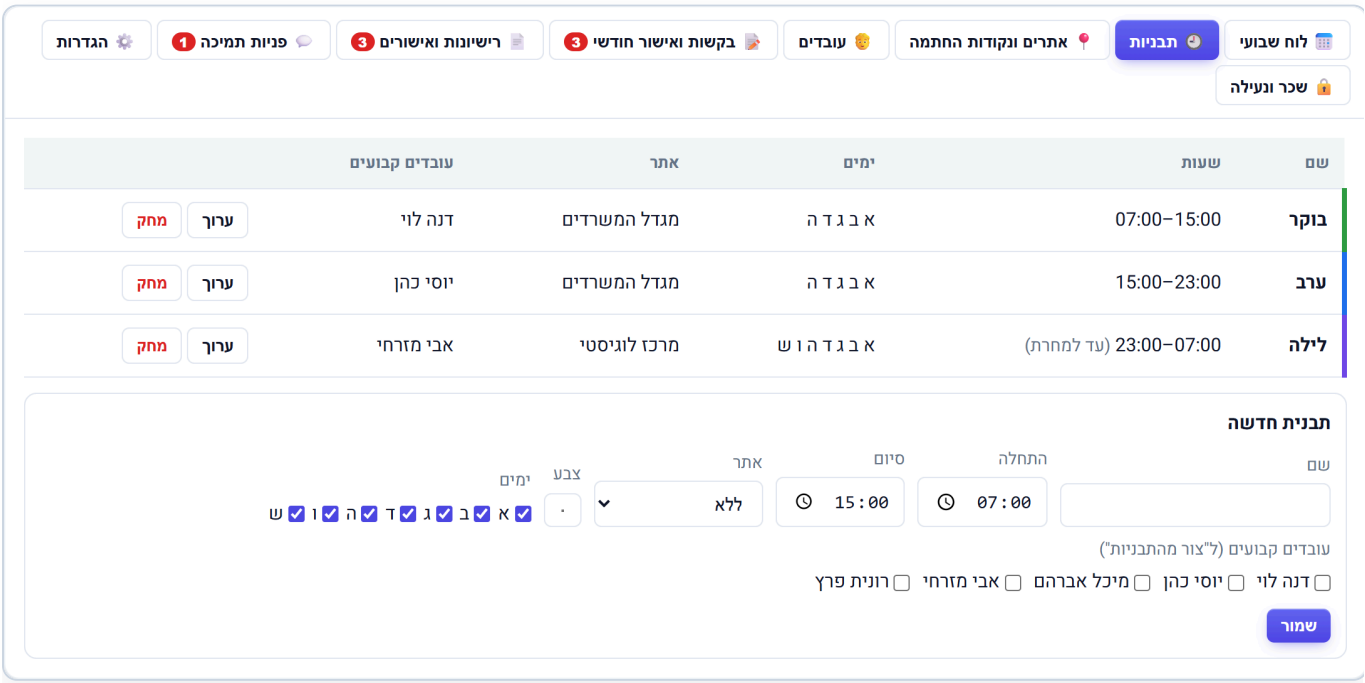
🔶 Editing a site: a fence drawn on the map and NFC points

> **Only clock-in is checked**
>
> Clock-out is allowed from anywhere. A worker who is outside the fence can clock in only if you allowed them "work from home" or "field work" (step 4).

3 Shift templates

A template is a shift that repeats every week, for example **Morning 07:00–15:00, Sun–Thu, Office Tower**. From the templates, the system builds the weekly board in one click.

1. In the Templates (תבניות) tab, in the **New template** form: name, start and end time, site, color and days of the week.
2. A shift that crosses midnight (night 23:00–07:00) is defined as usual. The system understands that it ends the next day.
3. Under **Fixed workers**, mark who is assigned automatically every time you generate a board from the template.
4. Save.



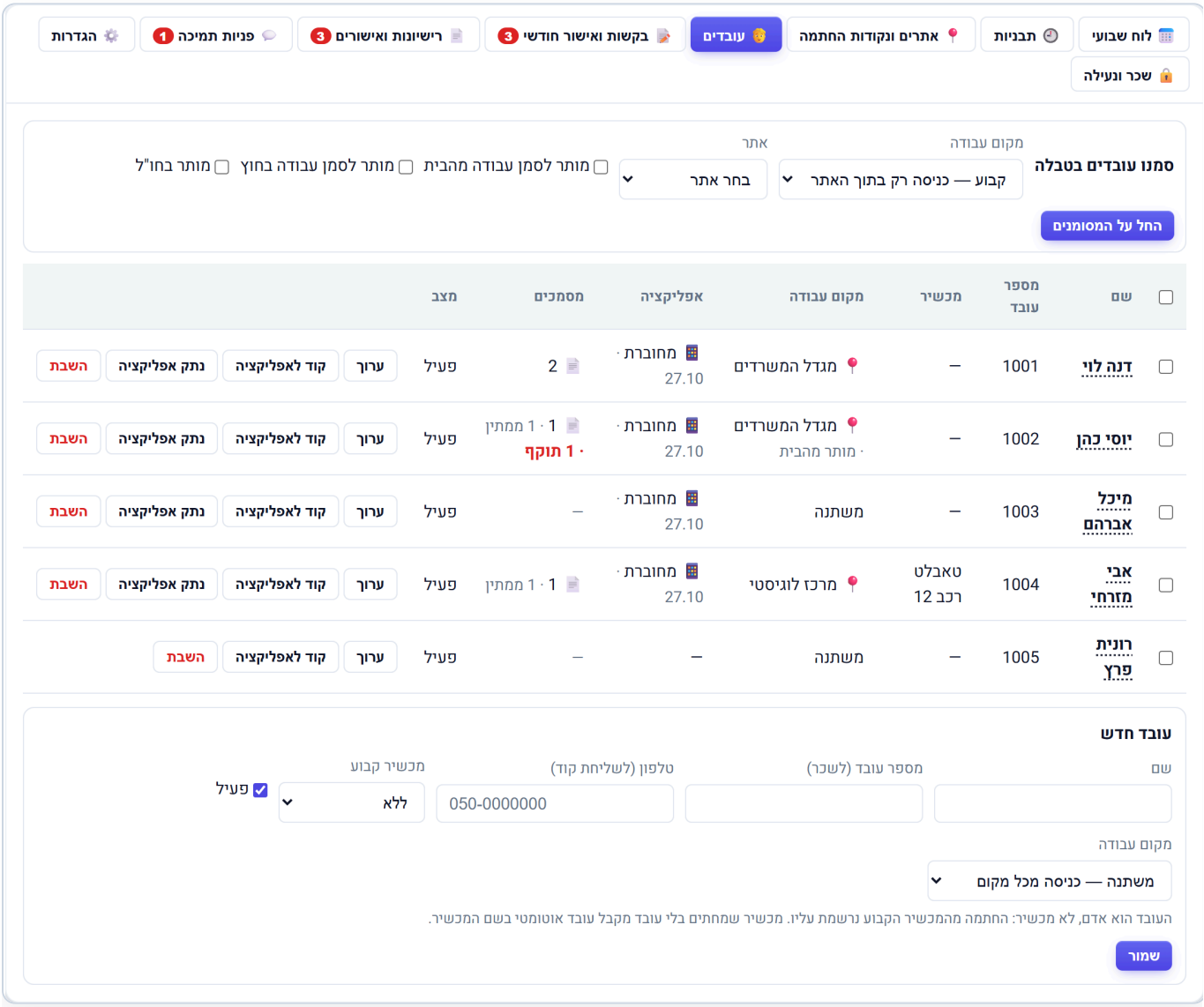
Three templates and the new template form

4 Workers

In the Workers (עובדים) tab, in the **New worker** form at the bottom:

- **Name**, **employee number** (as it appears in payroll) and **phone** (for sending the pairing code).
- **Fixed device**: if the worker clocks in from an organization device (a tablet in a vehicle, a lobby station). Optional.
- **Workplace**:
  - **Variable**: clock in from anywhere. The location is saved with the clock-in but not checked.
  - **Fixed**: clock in only inside the selected site. You can also allow **work from home**, **field work** or **work abroad**. Such a clock-in is flagged in the report.

To change the workplace for several workers at once, select them in the table and use the **Select workers in the table** row → Apply to selected (החל על המסומנים).

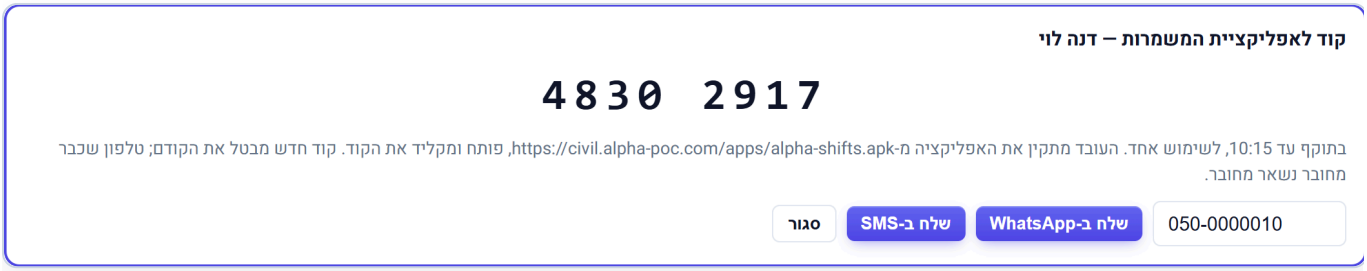


The workers table: workplace, app, documents

5 App code: pairing the worker's phone

The worker doesn't need a username and password. They connect with a one-time code:

1. On the worker's row, click **App code** (קוד לאפליקציה). A window opens with an 8-digit code, valid for 15 minutes and for a single use.
2. Click **Send via WhatsApp** (שלח ב-WhatsApp) or **Send via SMS** (שלח ב-SMS). The worker receives the code and the link to download the app. You can also read the code out to them.
3. The worker types the code in the app (Part B, step 9). The table will show 📱 **Connected** for them.



🔶 The code window, with sending via WhatsApp or SMS

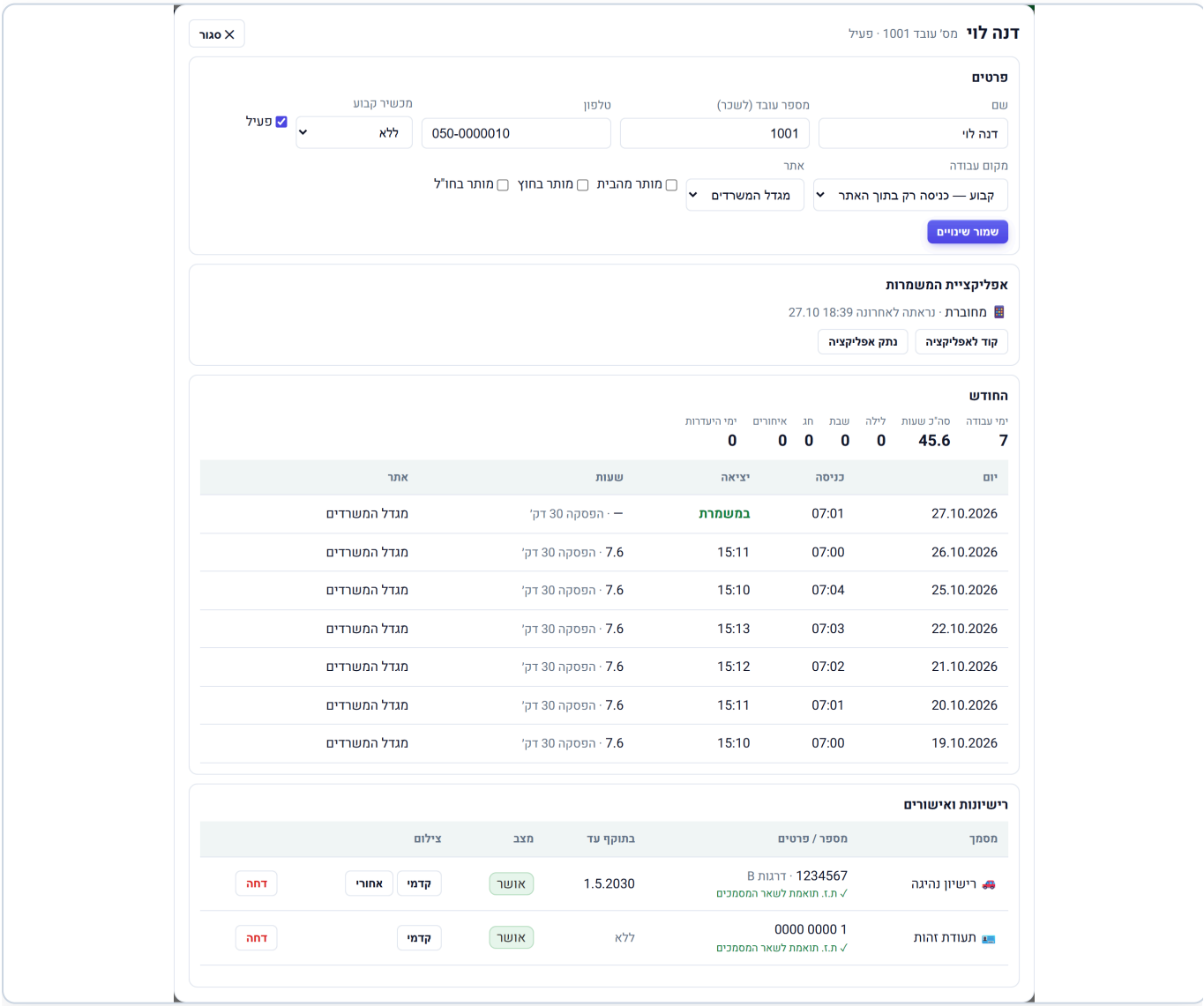
> **Lost or replaced phone**
>
> Click **Disconnect app** (נתק אפליקציה). The old phone loses access immediately, and you issue a new code for the new phone.

6 The worker card

Clicking a worker's name in the table opens their card in a pop-up window. It contains:

- **Details**: the same fields as in the form, which you can update and save from there.
- **Shifts app**: connected or not, and when it was last seen. You can also issue a code or disconnect from there.
- **This month**: work days, total hours, night, Saturday, holiday, late arrivals and absences, and the last 10 clock-ins.
- **Licenses and certificates**: the documents the worker uploaded, with approve and reject (Part C, step 18).

Close with ✕ Close (סגור), by clicking outside the window or with the Esc key.



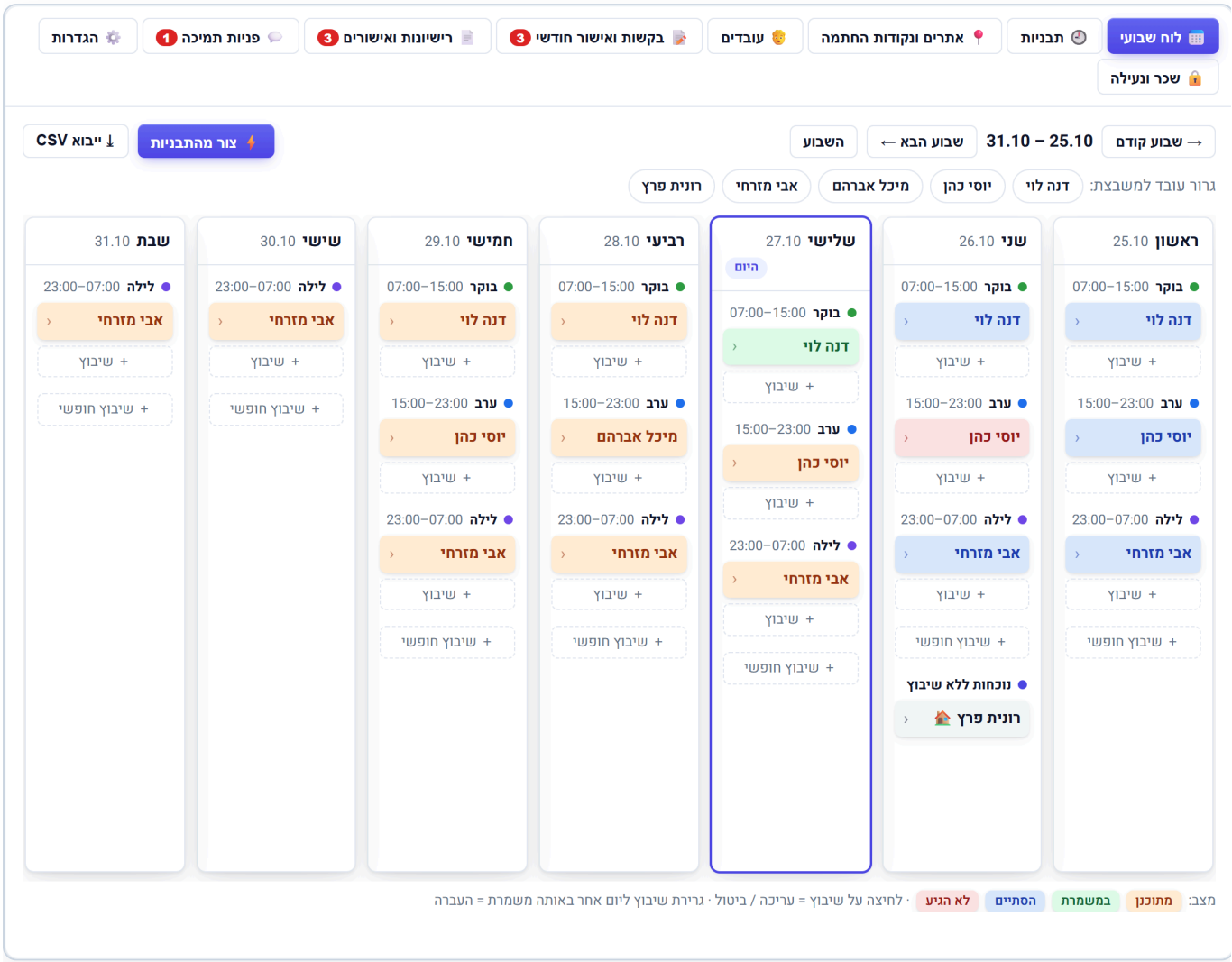
🔶 Worker card

7 The weekly board

This is the screen you work with every day. Each column is a day, and each card is a shift with the assigned worker.

1. Choose a week with the arrows **← Previous week** (שבוע קודם) / **Next week →** (שבוע הבא).
2. Click **Generate from templates** (צור מהתבניות). All of the week's shifts are created, with the fixed workers. A shift that has already started is not created again.
3. Assign: **drag** a worker's name from the top row onto a shift, or drag a shift from one day to another. **+ Additional assignment** (שיבוץ נוסף) adds a shift manually.
4. Clicking a shift opens editing: hours, worker, a shift note and cancellation. If the worker wrote a note from the app, you'll see 💬.
5. Already have a schedule in Excel? **Import CSV** (ייבוא CSV).

Each shift shows what actually happened: the clock-in time, "In", late or "No-show". Anyone who clocked in without being assigned appears in the **Attendance without assignment** row.

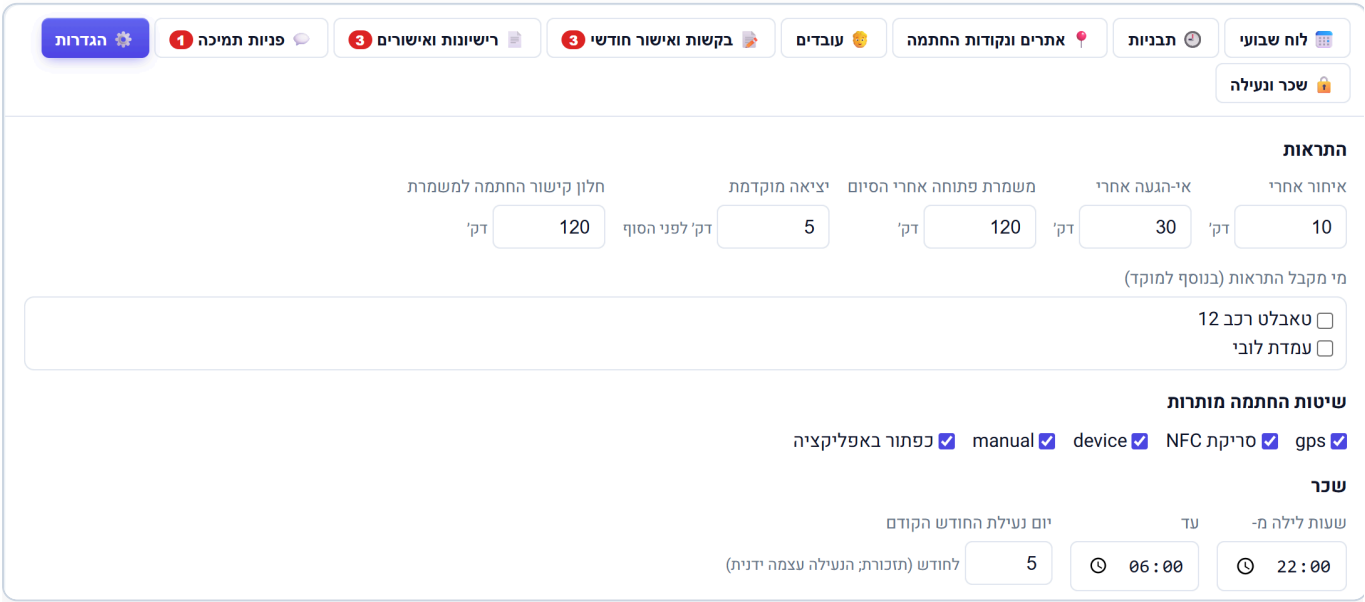


◆ Weekly board, today outlined

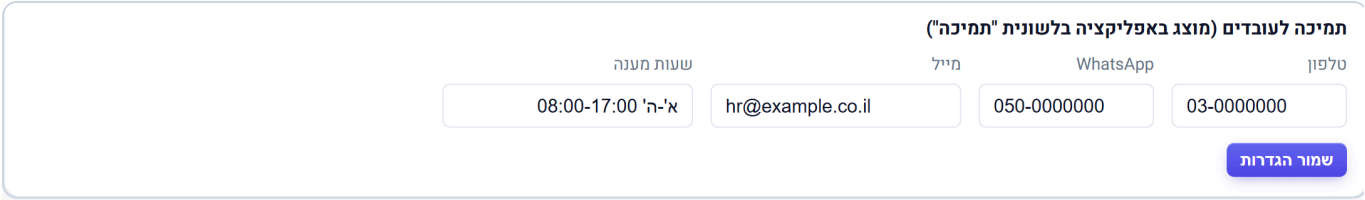
8 Settings

In the Settings (הגדרות) tab. The defaults suit most organizations, but it's worth going over them once:

Setting	What it does
Alerts	After how many minutes the control center gets an alert about a **late arrival**, a **no-show**, a shift left **open** after its end, and an **early departure**. Each alert is sent once per shift.
Who receives alerts	In addition to the control center, you can mark organization devices that will receive them (for example, a security officer's tablet).
Clock-in matching window	A clock-in within this range of a shift is linked to it automatically.
Allowed clock-in methods	GPS, NFC scan, fixed device, manual clock-in at the control center, button in the app.
Payroll	Night hours (default 22:00–06:00), holidays (a date on each line), the reminder day for locking the previous month, and which columns go into the payroll file and in what order. Saturday is detected automatically.
Worker support	Phone, WhatsApp, email and support hours. Workers see them in the "Support" tab in the app.



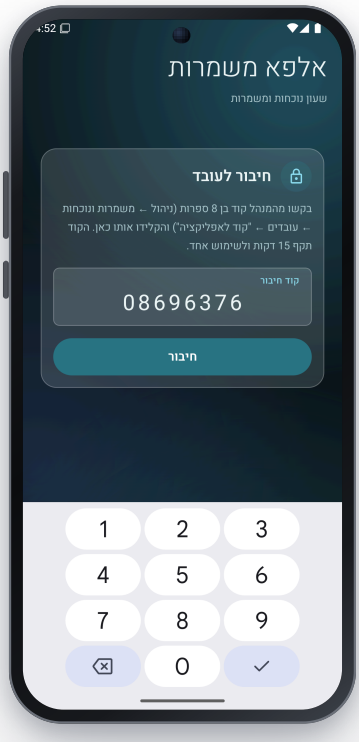
◆ Alerts, clock-in methods and payroll



◆ The support details the worker sees. When done, click "Save settings" (שמור הגדרות)

B The Worker App

This part is worth passing on to your workers. The app is called **Alpha Shifts** (אלפא משמרות) and it is Android-only.

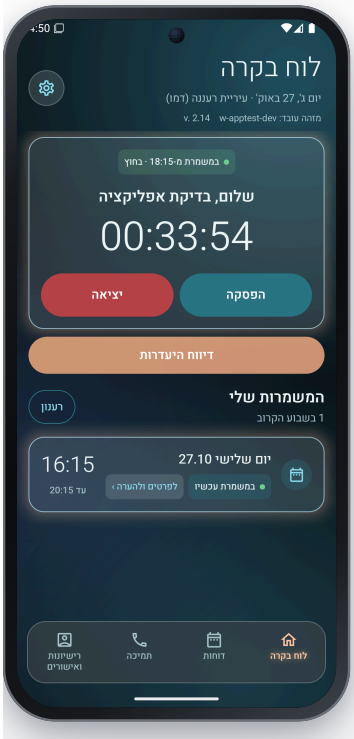


The pairing screen, with a code sent by the manager

9 Install and connect

1. Open the link you received from your manager and download the app. If the phone asks, allow installation from this source.
2. Open **Alpha Shifts**, type the 8 digits and tap **Connect** (חיבור).
3. Allow **location** and notification permissions. Without location you cannot clock in.

The code is valid for 15 minutes. Expired? Ask your manager for a new code.



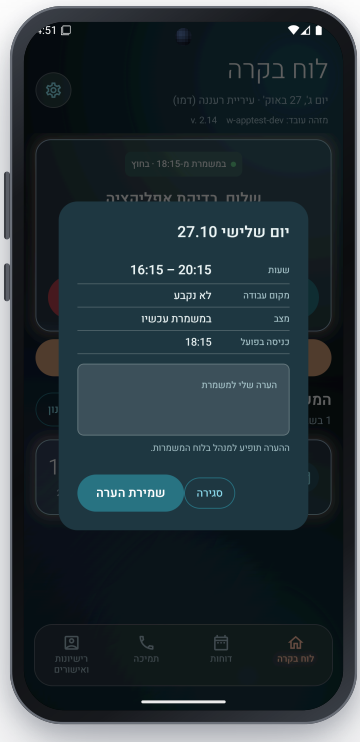
Dashboard during a shift

10 Clock in, break and clock out

The **Dashboard** screen has one large button:

- **Clock in** (כניסה) starts a shift. The phone waits up to 15 seconds for a location and sends it with the clock-in. A running timer appears.
- **Break** (הפסקה) pauses the timer, and **Back from break** (חזרה מהפסקה) resumes it. Break time is not counted in your hours.
- **Clock out** (יציאה) closes the shift.

A worker at a fixed site who is allowed to work from home or in the field will also see **Site / Home / Field** buttons before clocking in.



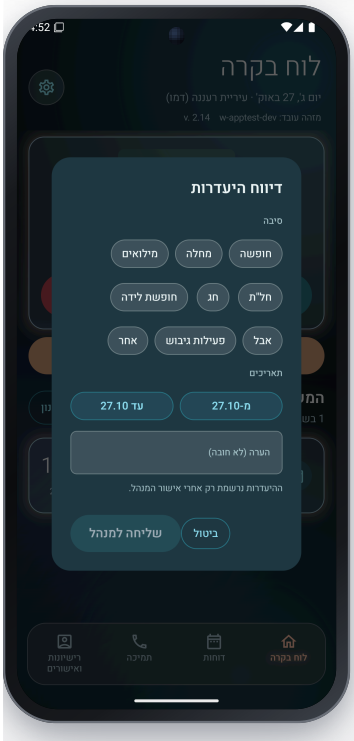
Shift details, with a note to the manager

11

My shifts and shift notes

At the bottom of the dashboard you'll find **My shifts** for the coming week. Tapping a shift shows its hours, workplace, status, actual clock-in and the manager's note.

Something to say about the shift (covering for someone, running a little late)? Write it in **My note for the shift** and tap `Save note` (שמירת הערה). The manager sees it on the board.



Reporting an absence

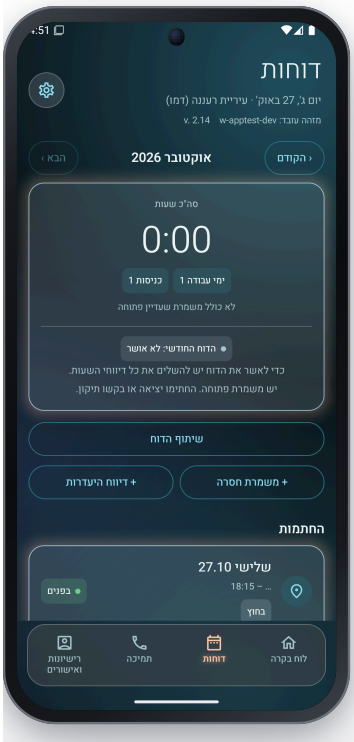
12

Report an absence

The orange `Report absence` (דיווח היעדרות) button on the dashboard:

1. Choose a reason: vacation, sick leave, reserve duty, unpaid leave, holiday, maternity leave, bereavement, team-building activity or other.
2. Choose dates (up to 31 days); you can add a note.
3. `Send to manager` (שליחה למנהל).

The absence is recorded only after the manager approves it.



Reports: my hours this month

13

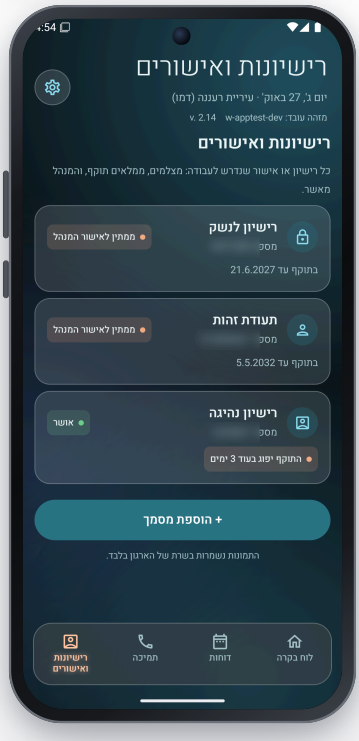
Reports, corrections and monthly approval

The **Reports** (דוחות) tab shows the month's total hours, work days and all clock-ins. Move between months with the arrows.

- **Wrong hours?** Tap the row and send a correction request.
- **Forgot to clock in altogether?** **+ Missing shift** (משמרת חסרה).
- **Share report** (שיתוף דוח) sends the report via WhatsApp or email.

Workers don't change hours themselves: every correction takes effect only after the manager approves it.

At the end of the month, tap **Approve monthly report** (אישור הדוח החודשי). You can't approve while a shift is open or a request is still pending.



Licenses and certificates (numbers blurred)

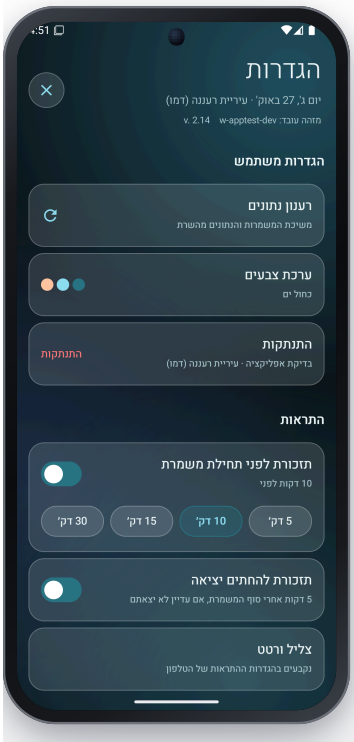
14

Licenses and certificates

ID card, driving license, firearm license, work-at-height certificate and other documents required for the job:

1. **+ Add document** (הוספת מסמך) and choose a type.
2. Take a photo. The camera crops and straightens the card, and the phone reads its number and expiry date. **The reading is done on the phone itself**, and the image is uploaded only to the organization's system.
3. Check that the details are correct and send. The document is **pending manager approval**.

A warning appears one month before a document expires.



App settings

15

Support and settings

Support: the organization's contact details (phone, WhatsApp, email) and `New request` (פנייה חדשה). The manager's reply appears in the same request. There is also an FAQ there.

Settings (the gear icon):

- **Reminder before shift start**: 5, 10, 15 or 30 minutes before.
- **Clock-out reminder**: 5 minutes after the shift ends, if you haven't clocked out yet.
- **Color theme**, **Refresh data** and **Log out**.

C Daily Management and Month End

After setup, the manager's work comes down to three things: keeping an eye on the board, handling requests, and closing the month for payroll.

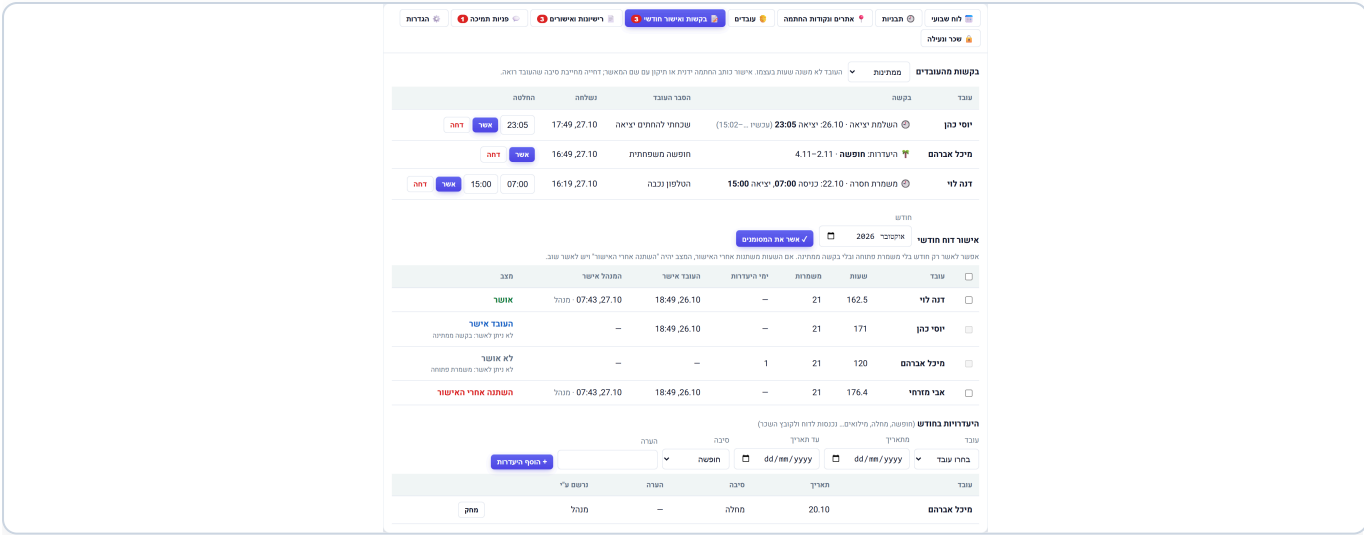
16 Real-time alerts

A worker didn't show up, arrived late, left early or forgot to clock out? The control center gets an alert according to the times set in Settings (step 8), and so do the devices you marked. On the weekly board the shift is colored accordingly.

17 Requests and monthly approval

The **Requests and monthly approval** (בקשות ואישור חודשי) tab. The red number on the tab is the number of pending requests.

- **Worker requests**: completing a clock-out, a missing shift, an hours correction and an absence. Each request shows the worker's explanation. You can change the hours before clicking **Approve** (אשר). **Reject** (דחה) requires a reason, which the worker sees.
- Approving writes a corrected clock-in to the report, with the approver's name. The original clock-in is not deleted.
- **Monthly report approval**: choose a month, select the workers who have already approved and click **Approve selected** (אשר את המסומנים). If the hours changed after approval, the status will be **Changed after approval** and must be approved again.
- **Absences this month**: the manager can also add an absence directly (for example, a worker who called in by phone).

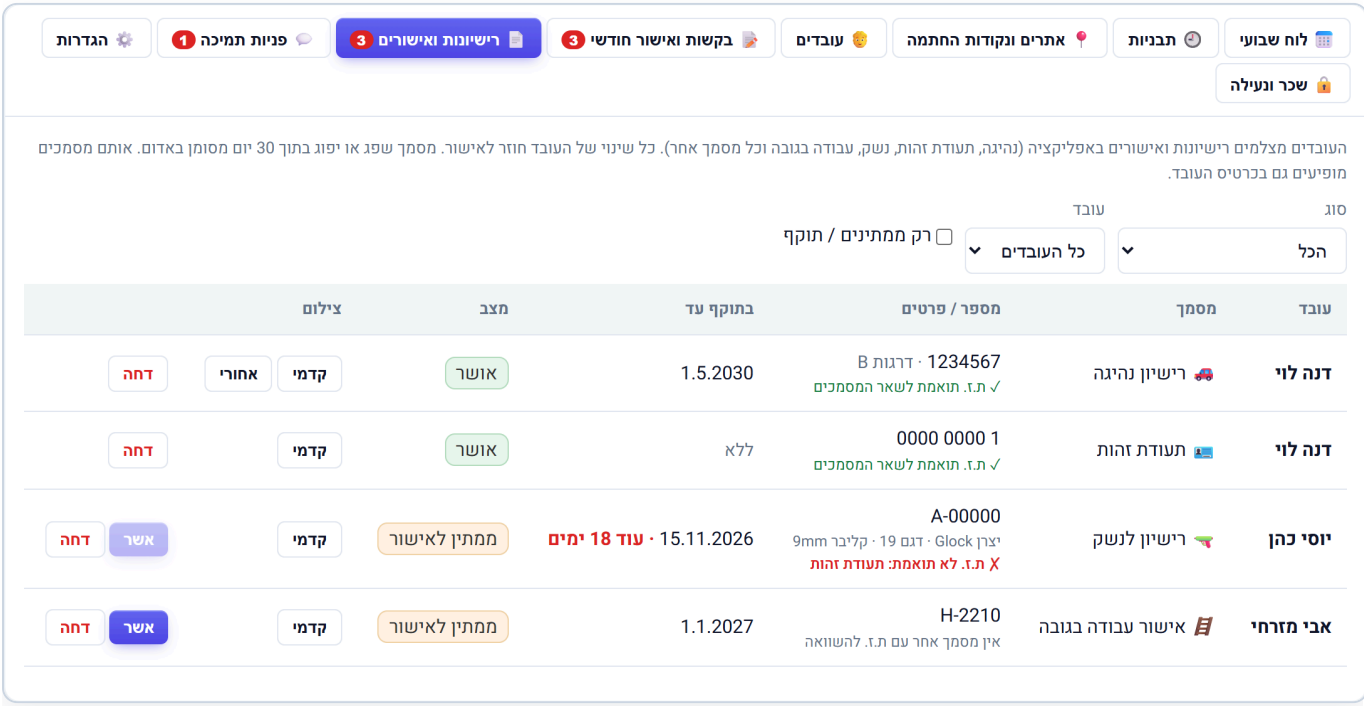


Pending requests, monthly approval and absences

18 Licenses and certificates

The Licenses and certificates (רישיונות ואישורים) tab shows all the documents the workers uploaded, filtered by worker, type or "pending / expiry only".

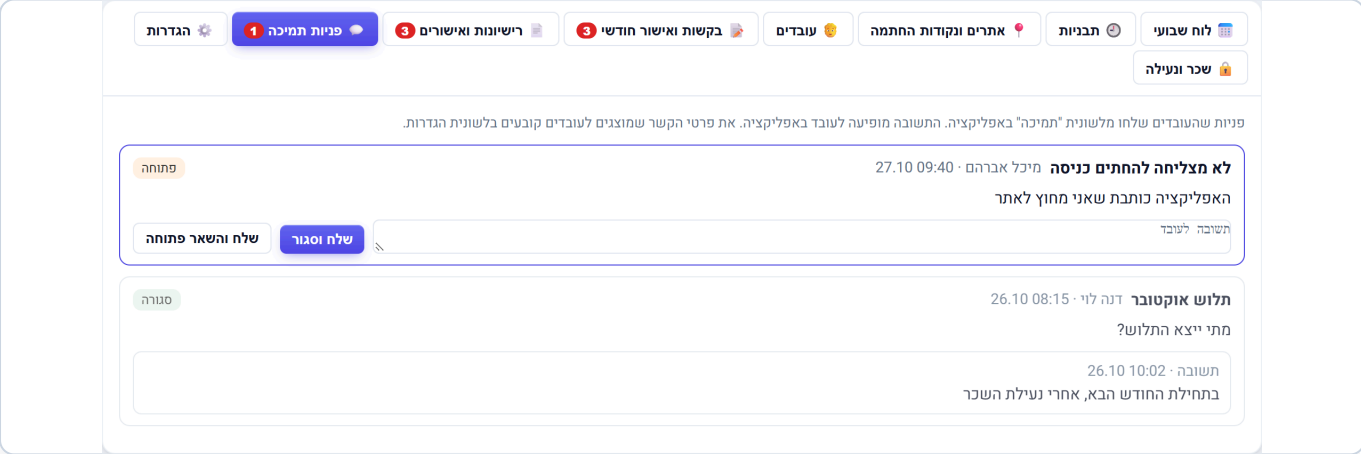
- Front (קדמי) / Back (אחורי) open the image in a pop-up window.
- **ID matching**: the system compares the ID number on the ID card, the driving license (field 4d) and the firearm license. When there is a mismatch, or a number is missing for comparison, the Approve button is blocked. Rejecting is always possible.
- A document close to expiry is marked in orange.



Documents: approval, expiry and ID matching

19 Support requests

The requests workers sent from the app. Write a reply and click **Send and close** (שלח וסגור) or **Send and keep open** (שלח והשאר פתוחה). The worker sees the reply in the app.

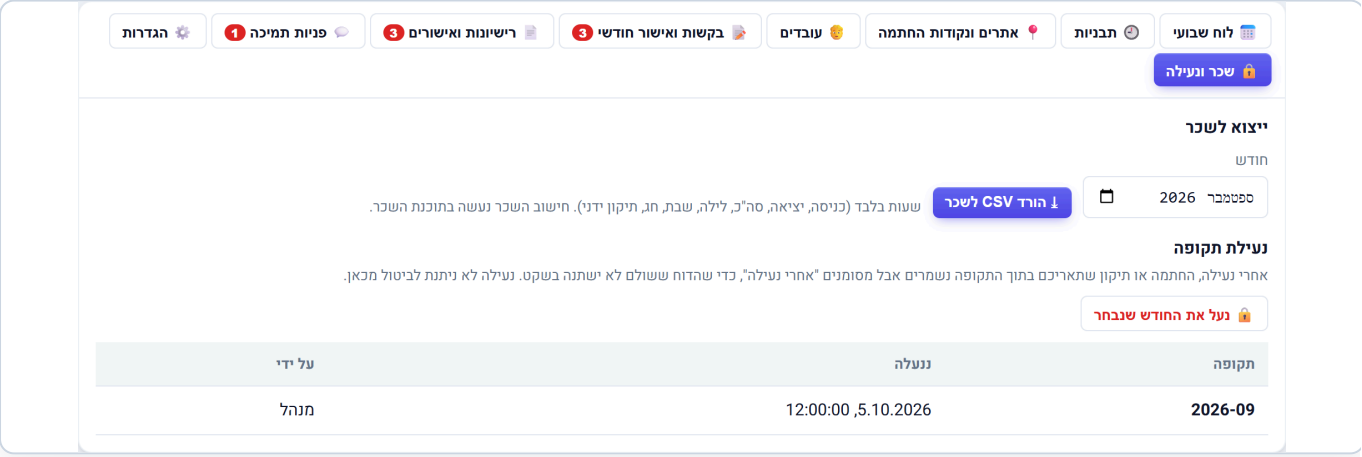


An open request and a closed request

20 Payroll and lock

1. In the **Payroll and lock** (שכר ונעילה) tab, choose a month and click **Download payroll CSV** (הורד CSV לשכר). The file has a row for each worker and day: clock-in, clock-out, total, break, night, Saturday, holiday, late, absence and more, in the columns and order you chose in Settings. The file opens in Excel and in payroll software.
2. After you've sent the file to payroll: **Lock the selected month** (נעל את החודש שנבחר).

> **Locking cannot be undone**
>
> After locking, a clock-in or correction affecting the locked month is still saved, but flagged **"after lock"**. That way the report that was paid doesn't change without you knowing. Workers can't send requests for a locked month. Lock only after all requests have been handled and the report has been sent.



Payroll export and period lock

? Frequently Asked Questions

? The worker taps "Clock in" and gets a message saying they are outside the site

They are set as "fixed" to the site, and the phone reports a location outside the fence. Check that the fence on the map covers the whole building, including parking. If they really are working from home or in the field, allow it on the worker card.

? "Location required" when clocking in

Location (GPS) is off on the phone, or the app wasn't given location permission. Turn it on, step outside for a moment and try again.

? The code doesn't work

The code is valid for 15 minutes and for a single use, and each new code cancels the previous one. Issue a new code. After several wrong attempts in a row, you have to wait 10 minutes.

? A worker forgot to clock out

They send a clock-out completion request from the app (Reports → tap the row), and you approve it. The control center will also get an open-shift alert.

? Is break time counted in the hours?

No. Hours in the report and the payroll file are net, and break time appears in a separate column.

? I can't approve a document

The ID number doesn't match across the worker's documents, or a number is missing for comparison. Ask the worker to scan again or correct the number.

? Is there an iPhone app?

Not yet. For now the app is Android-only.

? Where are the document images stored?

Only in the organization's system. The number and expiry date are recognized on the phone, without sending the image to an external service.

Worker pocket card

Alpha Shifts · Hamal 360

1. 8-digit code from your manager → **Connect** (once)
2. Start of shift: **Clock in**. End of shift: **Clock out**.
3. Going on break? **Break**, and when you return **Back from break**.
4. Not coming in: **Report absence**. Wrong hours: Reports → tap the row.

! Location (GPS) on for every clock-in.



Hamal 360

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Version 1.0 · October 2026 · Console screenshots: demo organization with fictitious data · App screenshots: Alpha Shifts 2.14, test worker