BRAND ANDA

# BRAND Anda User Guide

Digital attendance for employees and administrators



Version 1.0 | November 2026

# Contents

**Who is this guide for?**
Employees who check in with a phone read Part B. Administrators, HR staff, and owners who manage the system from a computer read Part C. The name BRAND Anda in this guide stands for your own company app name.


**Part A. Getting to know BRAND Anda** 3
A.1 What is BRAND Anda 3
A.2 Roles and what each can do 3
A.3 Terms used 3
A.4 What you need 4
**Part B. Employee guide (phone)** 5
B.1 Opening the app and logging in 5
B.2 Checking in 5
B.3 While working, and checking out 6
B.4 Location visits (for field teams) 7
B.5 Attendance history 8
B.6 Overtime 9
B.7 Account and settings 9
B.8 When something goes wrong 10
**Part C. Admin guide (computer)** 11
C.1 Logging in to the admin panel 11
C.2 Get started: first setup 11
C.3 Company profile and logo 11
C.4 Work locations 12
C.5 Work schedules and holidays 13
C.6 Managing employees 14
C.7 Dashboard 15
C.8 Attendance records 16
C.9 Sick, permission, and leave 17
C.10 Overtime 18
Turning it on and setting it up 18
Workflow 18
C.11 Reports 19
C.12 Other settings 20
C.13 Good practice and security 20
C.14 When something goes wrong 21
**Part D. Summary** 22
D.1 Daily flow 22
D.2 Help 22

# Part A. Getting to know BRAND Anda

## A.1 What is BRAND Anda

BRAND Anda records employee attendance with two kinds of proof: GPS location and a selfie. Employees check in from their phone through the browser, with nothing to download. Administrators monitor attendance, manage locations and schedules, and print reports from a computer.

- The phone app (Part B): check in and out, location visits, history, overtime, and account settings.
- The admin panel on a computer (Part C): dashboard, employees, work locations, schedules, leave, overtime, and reports.

## A.2 Roles and what each can do

| Role | What they can do |
|---|---|
| Employee | Check in and out, record location visits, view their own history, request or answer overtime, change their password. |
| Admin / HR | Manage employees, work locations, schedules, leave, review overtime, monitor the dashboard, and print reports. |
| Administrator / owner | All admin rights, plus company settings and overtime hour adjustments. |

## A.3 Terms used

| Term | Meaning |
|---|---|
| Check in / out | Recording the time work starts and ends. |
| Work location | A place where employees may check in, with a map point and a radius. |
| Radius | The maximum distance (in meters) from the work location point for a check-in to be accepted. |
| Late | Checking in after the start time of the employee work schedule. |
| Absent | Not present on a working day without leave, sick, or permission on record. |
| Visit | A record of a place visited during work, with a proof photo (for field teams). |
| Overtime | Extra time after working hours. Only approved overtime counts. |

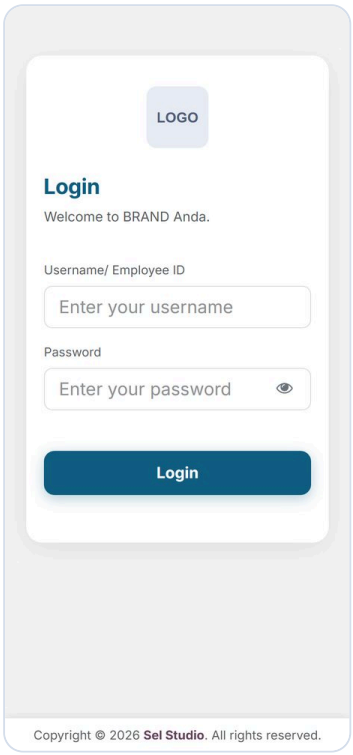
## A.4 What you need

- A phone with an up-to-date browser, a front camera, and an internet connection.
- Location (GPS) and camera permission for the browser. Without both, check-in is not possible.
- The app address starting with HTTPS from your admin, and a login (username or employee ID, and password).

# Part B. Employee guide (phone)

## B.1 Opening the app and logging in

1. Open the app link shared by your admin in your phone browser. Bookmark it or add it to your home screen.
2. Enter your Username or Employee ID and your Password. Tap the eye icon to see what you typed.
3. Tap Login. If it fails, check your username and password, or contact your admin.

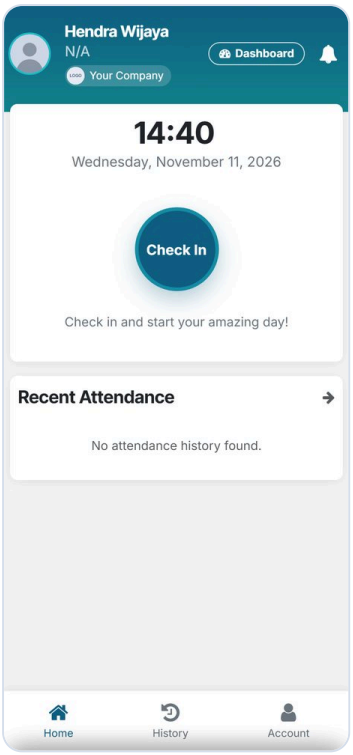



Login page

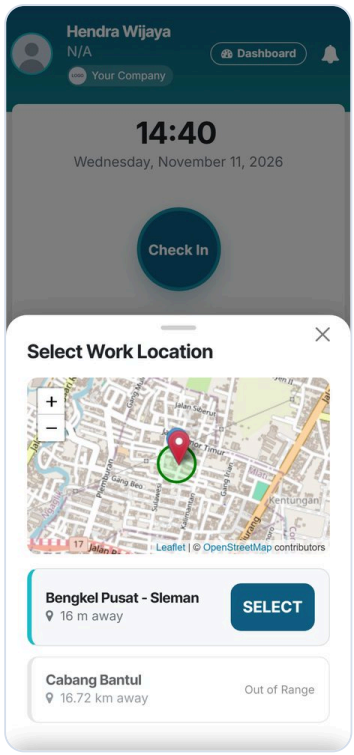
> **Tip:** If a photo and location consent request appears, read it and tap I agree. It is asked once, before your first check-in.

## B.2 Checking in

1. On Home, tap the round Check In button.
2. Allow location access if the browser asks. The app lists nearby work locations with the distance to each.
3. Tap SELECT on the location where you are. Locations outside the radius show Out of Range and cannot be chosen.
4. Take a selfie with the camera. A photo cannot be uploaded from the gallery, so it is proven to be taken at that moment.
5. Tap Submit Check-In. The message Check-in successful means it is recorded.




Home before checking in



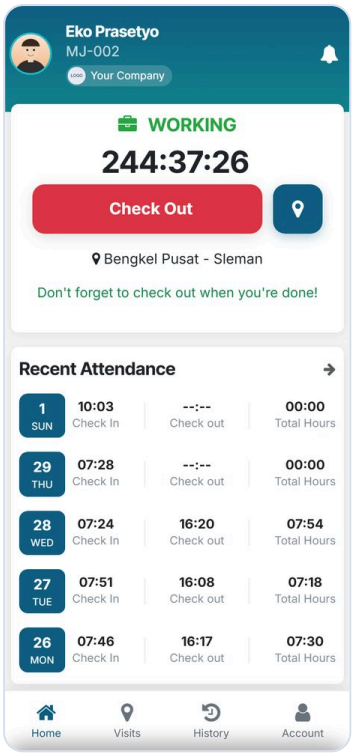

Selecting a work location

> **Note:** If you are outside the radius, the server rejects the check-in with a message showing your distance and the allowed radius. Move closer to the location point and try again.

## B.3 While working, and checking out

After you check in, Home shows WORKING and a running timer, with your Recent Attendance below.

1. When you finish work, tap the red Check Out button.
2. In the Checkout Confirmation window, tap Checkout to confirm.
3. Your check-out time and total hours are recorded. Do not forget to check out so your hours are complete.



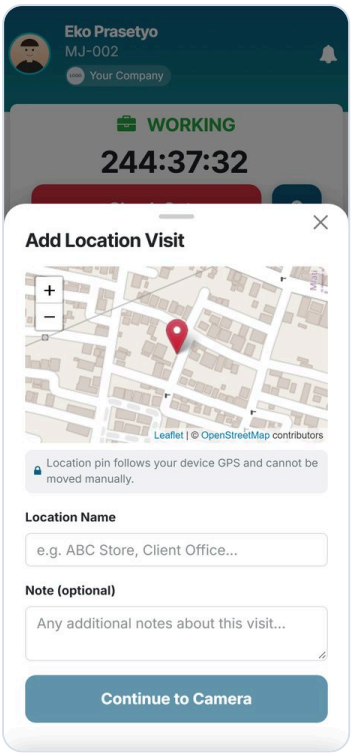

Home while working

## B.4 Location visits (for field teams)

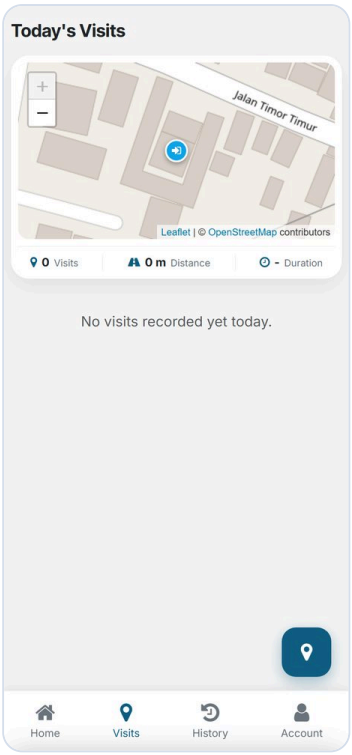
If your work moves between places (sales, technicians, couriers), record each place you visit. The Visits tab appears only while you are working.

1. On Home, tap the pin button next to Check Out.
2. Wait for the GPS point to lock. The point follows your phone and cannot be moved by hand.
3. Fill in the Location Name, and a Note if needed, then tap Continue to Camera.
4. Take a visit proof photo, then tap Save Visit.

The Visits tab summarizes today: number of visits, distance, and duration.



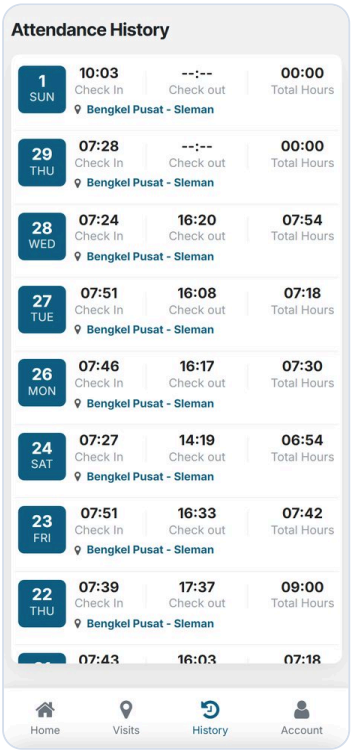

Adding a visit



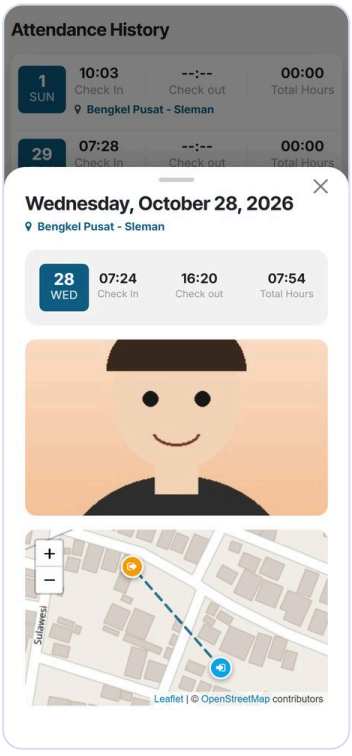

Today's visits

## B.5 Attendance history

The History tab lists your attendance, newest first. Tap a row to see details: check-in and check-out times, total hours, proof photo, location map, and the visits of that day.




History list

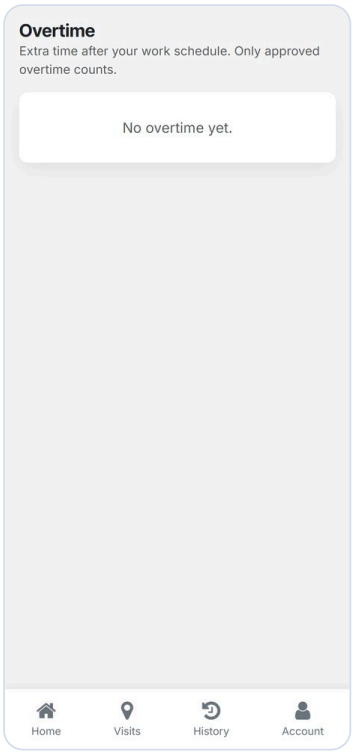



Details of one day

## B.6 Overtime

The Overtime menu is on the Account tab. It appears when your company turns overtime tracking on.

- Extra time after working hours is detected when you check out. Only approved overtime counts.
- On detected extra time (status Not requested), tap Request overtime, enter a reason (for example many orders today), then tap Send.
- If your supervisor orders overtime, you are asked to answer: I agree or Decline.
- Possible statuses: Not requested, Waiting for approval, Needs your answer, Approved, Rejected.

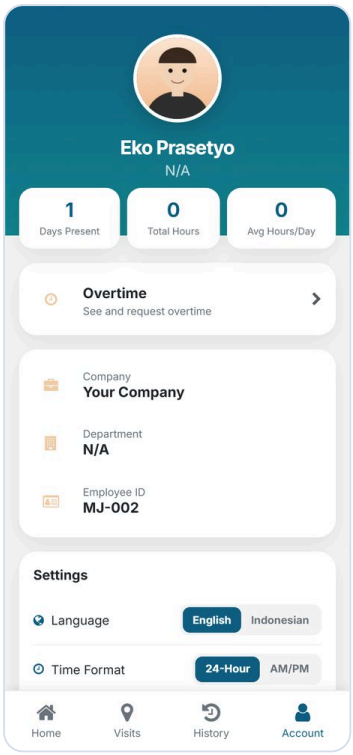



Overtime page

## B.7 Account and settings

The Account tab shows this month's summary (days present, total hours, average hours per day), your company and employee ID, and your personal settings:

- Language: English or Indonesian. The choice is saved on your phone.
- Time Format: 24-Hour or AM/PM.
- Change Password: enter your current password, a new password (at least 6 characters), and its confirmation.
- Logout: ends the session on this phone.




Account page

## B.8 When something goes wrong

| Problem | Cause and what to do |
|---|---|
| Location access denied | Open the site settings in your browser, allow Location for the app address, then reload the page. |
| Camera will not open | Allow Camera for the app address. Close other apps that are using the camera. |
| Outside the work location radius | Move closer to the work location point. If you are already there and still rejected, ask your admin to check the point and radius. |
| Location is not accurate | Turn on GPS (Location) with high accuracy and wait a few seconds before selecting a location. |
| Forgot password | Contact your admin. The admin can set a new password in your employee record. |
| Account not linked to an employee record | Contact your admin to link your account to an employee record. |
| Forgot to check out | Contact your admin to correct your attendance record. |

# Part C. Admin guide (computer)

## C.1 Logging in to the admin panel

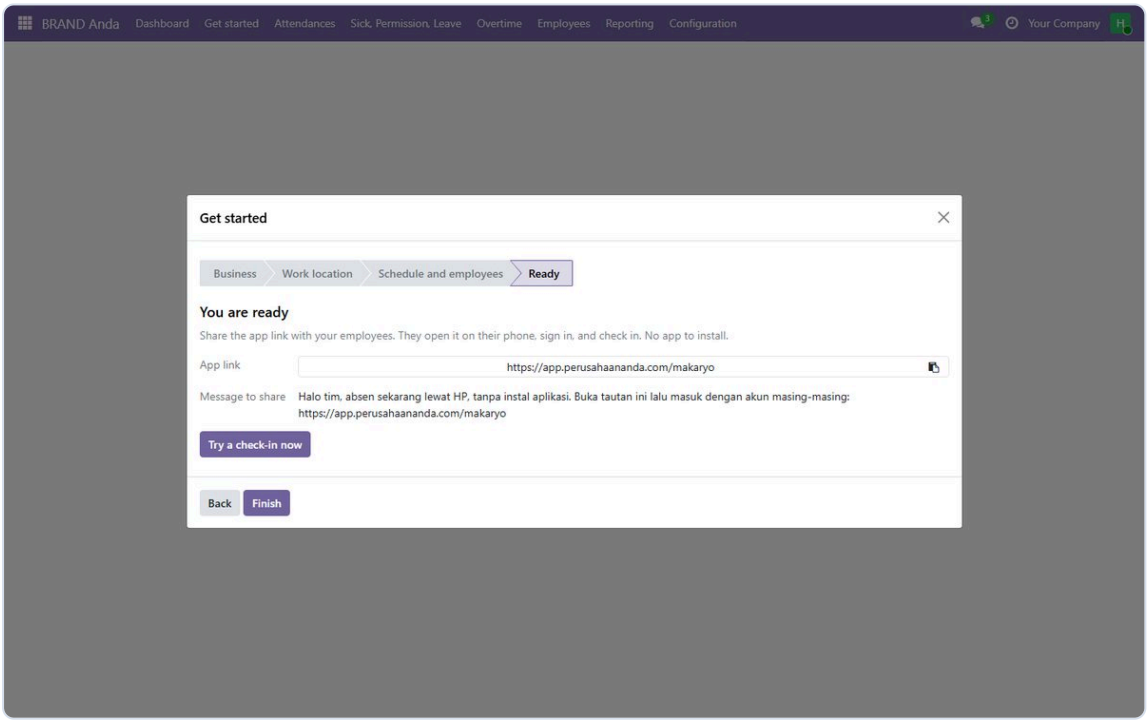
Log in at your company app address with an admin account. The main menu is in the top bar: Dashboard, Get started, Attendances, Sick Permission Leave, Overtime, Employees, Reporting, and Configuration.

## C.2 Get started: first setup

The Get started menu guides four steps: Business, Work location, Schedule and employees, then Ready. Each item is marked done once its data exists:

- Business logo added.
- At least one work location with a map point and radius.
- The first employee registered.
- The first check-in tried.

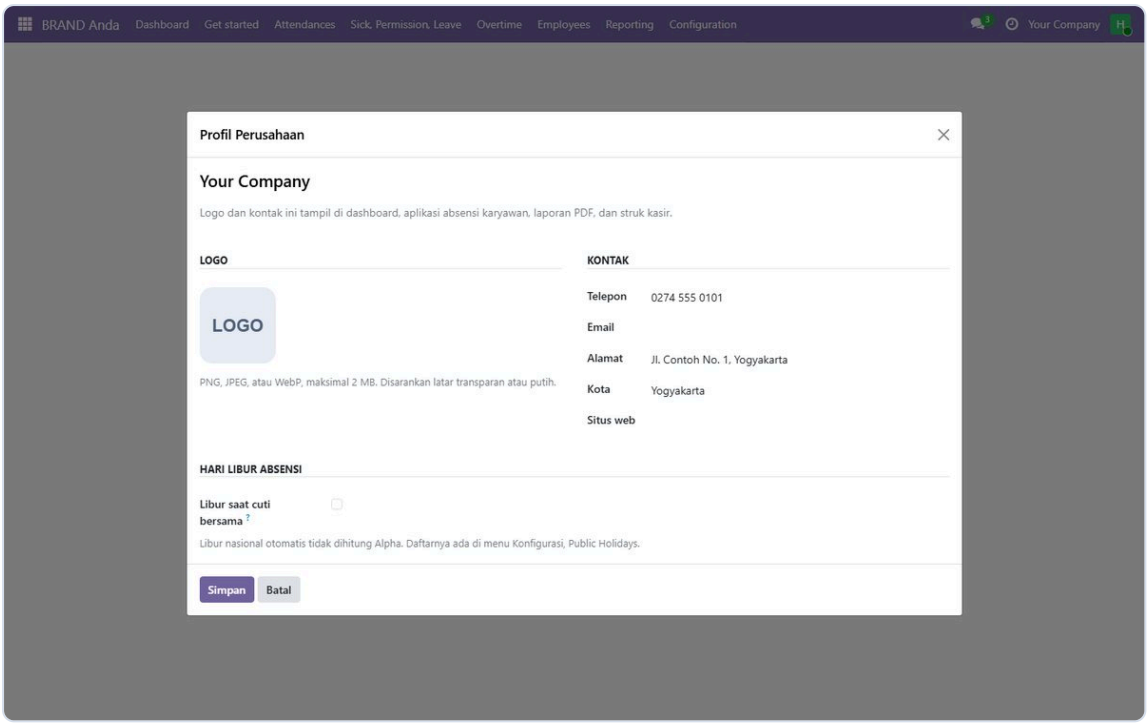
The last step shows the App link and a Message to share that you can paste into your employee WhatsApp group. The Try check-in now button opens the phone app for a quick test.




The Get started guide

## C.3 Company profile and logo

Open Configuration > Company Profile to fill in the name, logo, phone, email, address, city, and website. The logo and contact details appear on the dashboard, the attendance app, and PDF reports. Use PNG, JPEG, or WebP up to 2 MB, preferably with a transparent or white background.



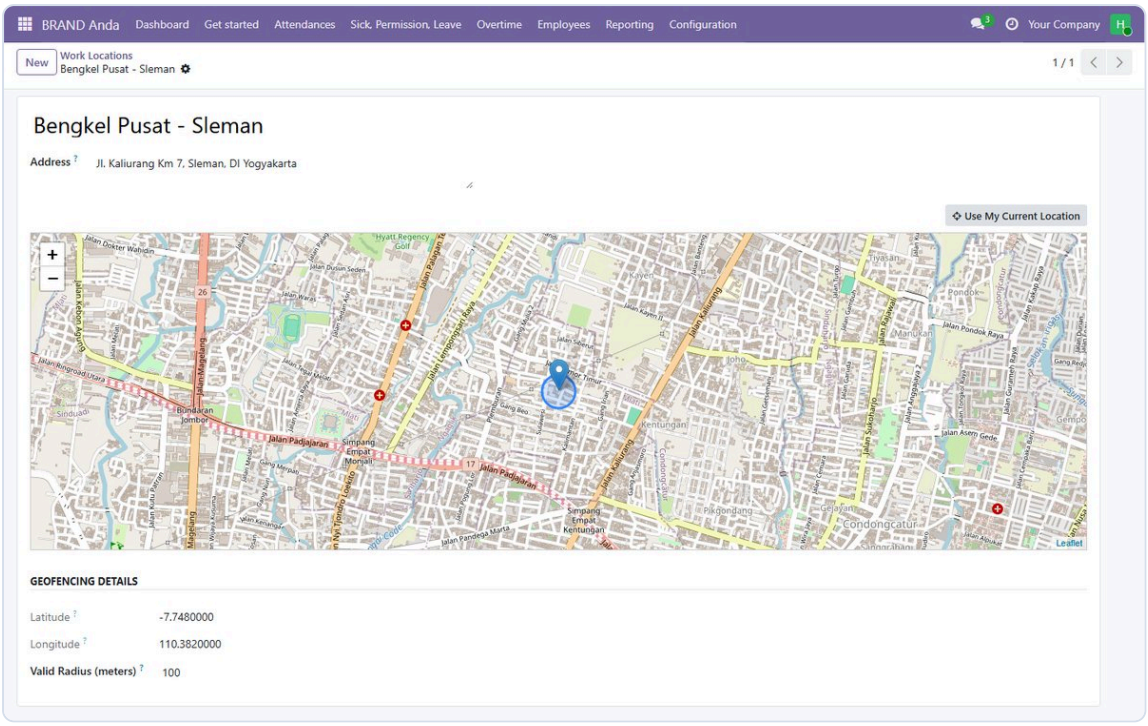

Company Profile

> **Tip:** The option for joint leave days controls whether collective leave counts as an attendance holiday.

## C.4 Work locations

A work location defines where employees may check in. Open Configuration > Work Locations, then New.

1. Enter the name and Address. The map marks that address.
2. Click Use My Current Location to move the point to your device position, or drag the pin on the map for precision.
3. Enter the Valid Radius (meters). Employees can check in only when their phone is within this radius of the point.
4. Save. Repeat for each branch or location. There is no limit to the number of locations.

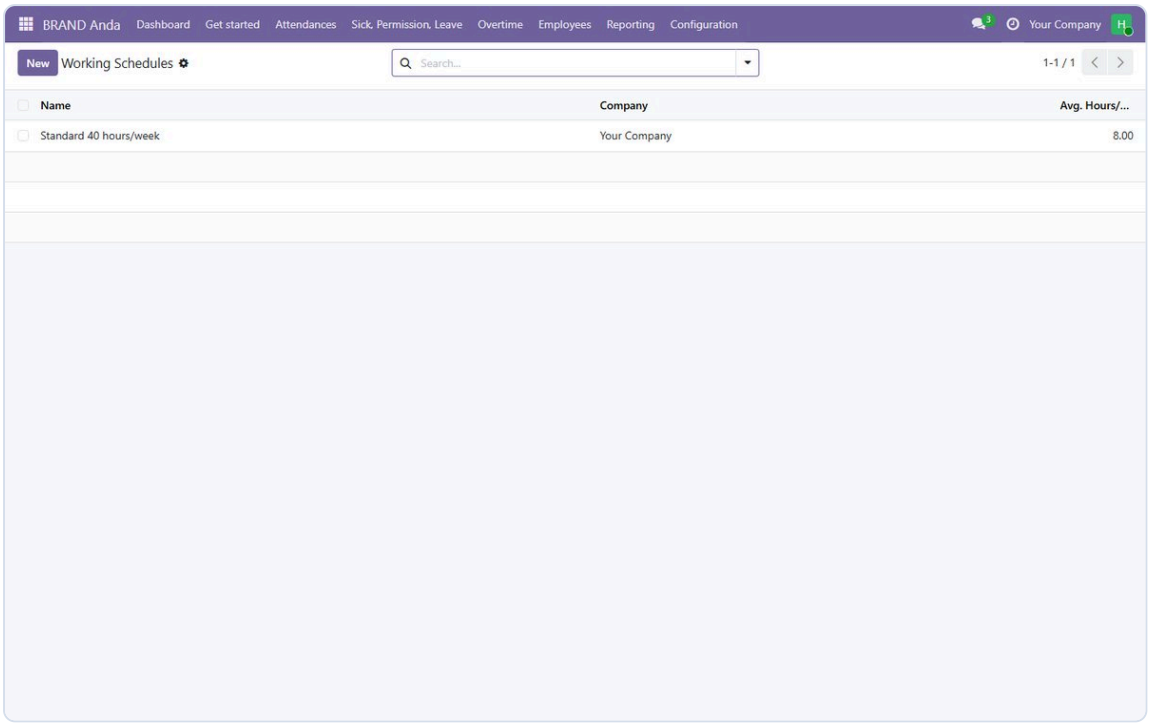



Work location form with the map and radius

> **Tip:** The server checks check-in distance and can be given extra tolerance. Set it in Settings > Makaryo SA > Check-in Location Verification.

## C.5 Work schedules and holidays

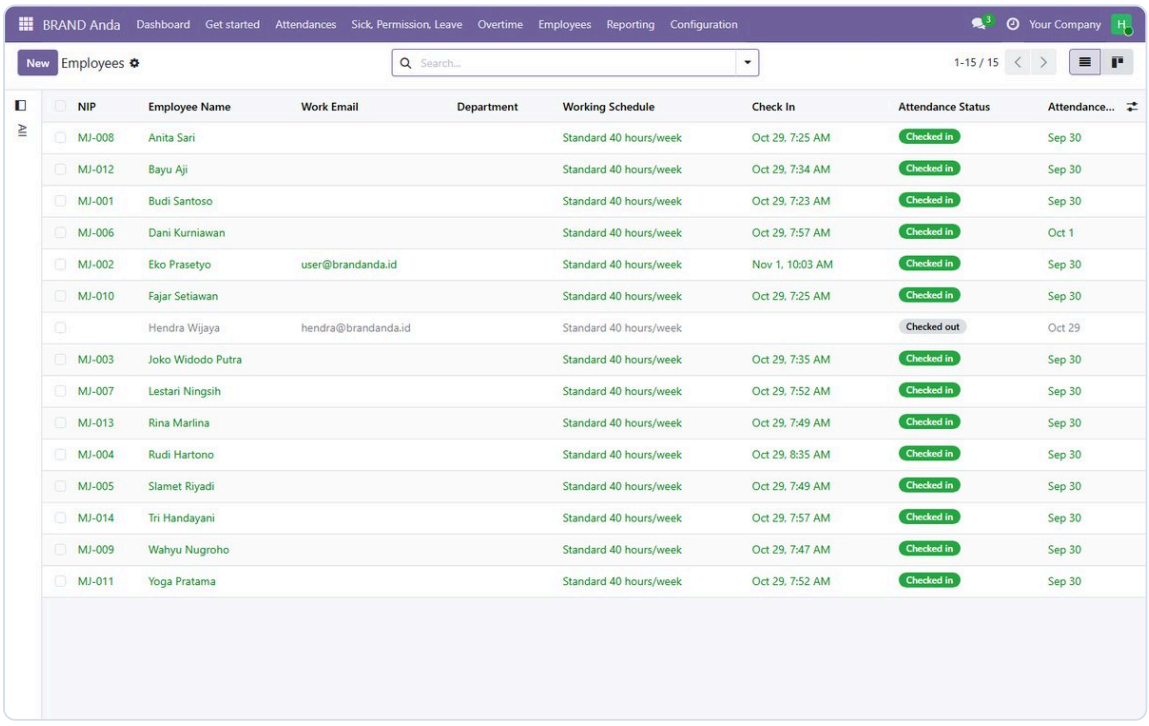
- Configuration > Working Schedules: set the days and start and end times. This schedule is the reference for the Late status and for overtime, so make sure it matches the real working hours.
- Configuration > Schedule Templates: ready-made schedules you can assign to employees.
- Configuration > Public Holidays: holidays are not counted as absent.




Working schedules list

## C.6 Managing employees

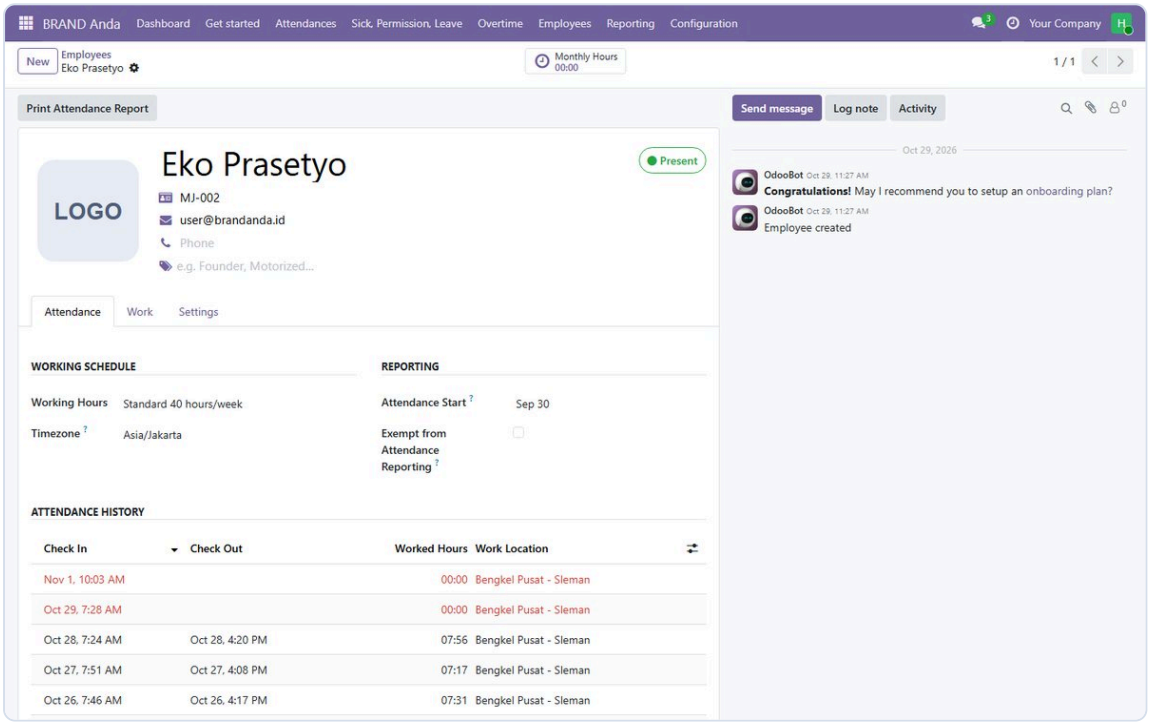
Open the Employees menu. The list shows employee ID, name, work schedule, last check-in, and attendance status (Checked in / Checked out).




Employee list

1. Click New to add an employee: fill in the name, employee ID, email, and work schedule on the Attendance tab.

2. Create the employee login: fill in Username or Email and Password on the Settings tab, in the app account section. The employee can log in to the phone app right after saving.
3. To reset a forgotten password, open the employee record and enter a new value in the password field. Leave it empty to keep the current password.
4. Tick Exempt from Attendance Reporting if someone (for example the owner) should not be counted in the daily recap, so they are not marked absent.
5. Use the share-app button on the employee record to send the app link through WhatsApp. The message text can be changed in Settings.
6. Many employees at once? Use the Excel import on the employee list (the gear menu next to the title, then Import records).

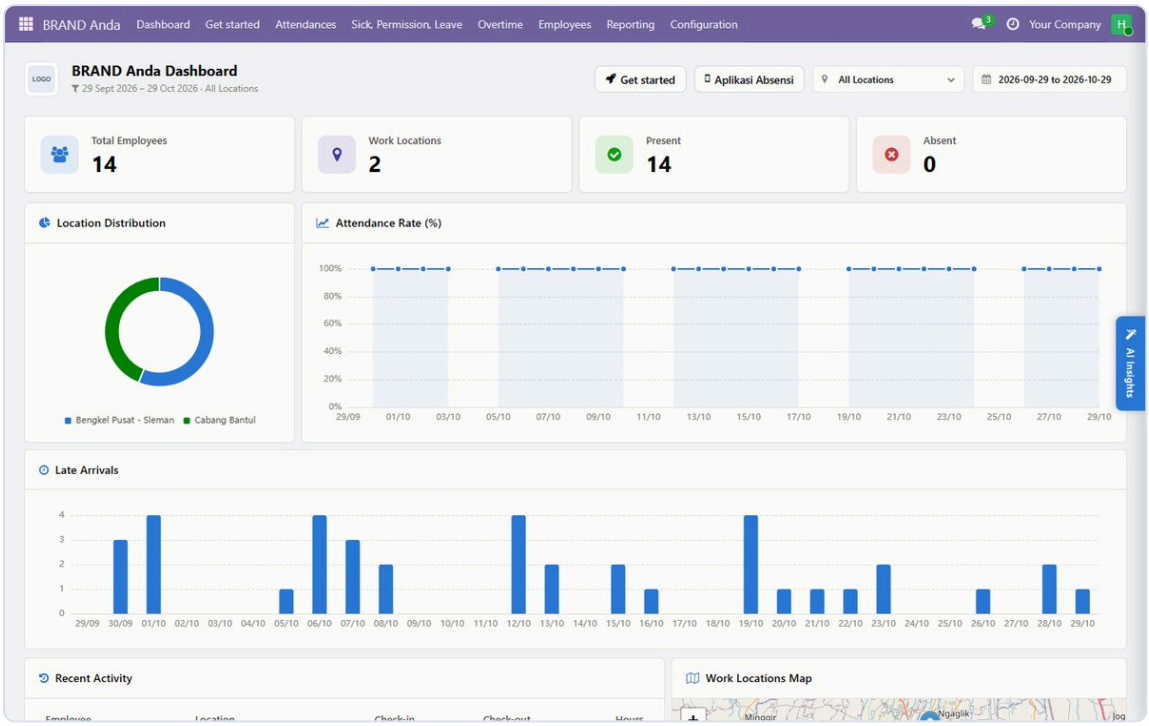



Employee record: schedule, attendance history, and the report print button

## C.7 Dashboard

The dashboard summarizes attendance for the date range and location you pick at the top.

- Number cards: Total Employees, Work Locations, Present, and Absent.
- Attendance Rate (%): a daily chart.
- Location Distribution and Late Arrivals: comparison between locations and the number of late arrivals per day.
- Recent Activity and Work Locations Map: who just checked in and where.
- AI Insights: an automatic narrative summary. It is optional and needs an AI service key entered by the admin.

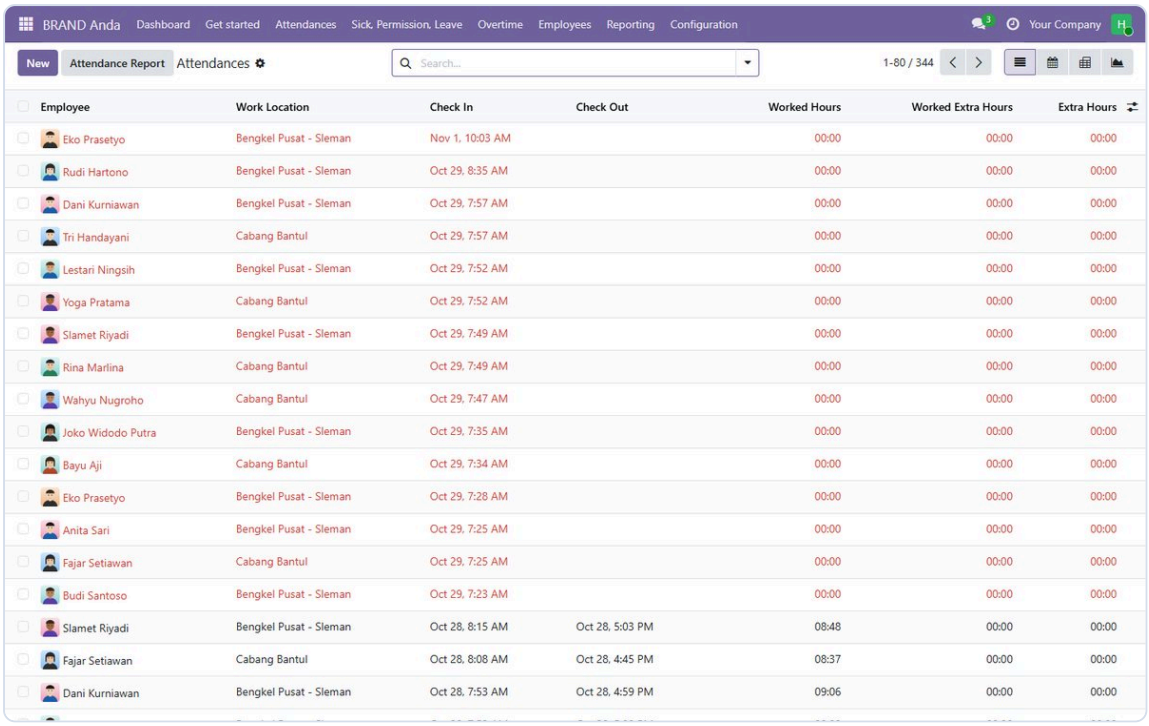



Attendance dashboard

> **Tip:** Employees marked Exempt from Attendance Reporting are not counted in the dashboard cards and charts.

## C.8 Attendance records

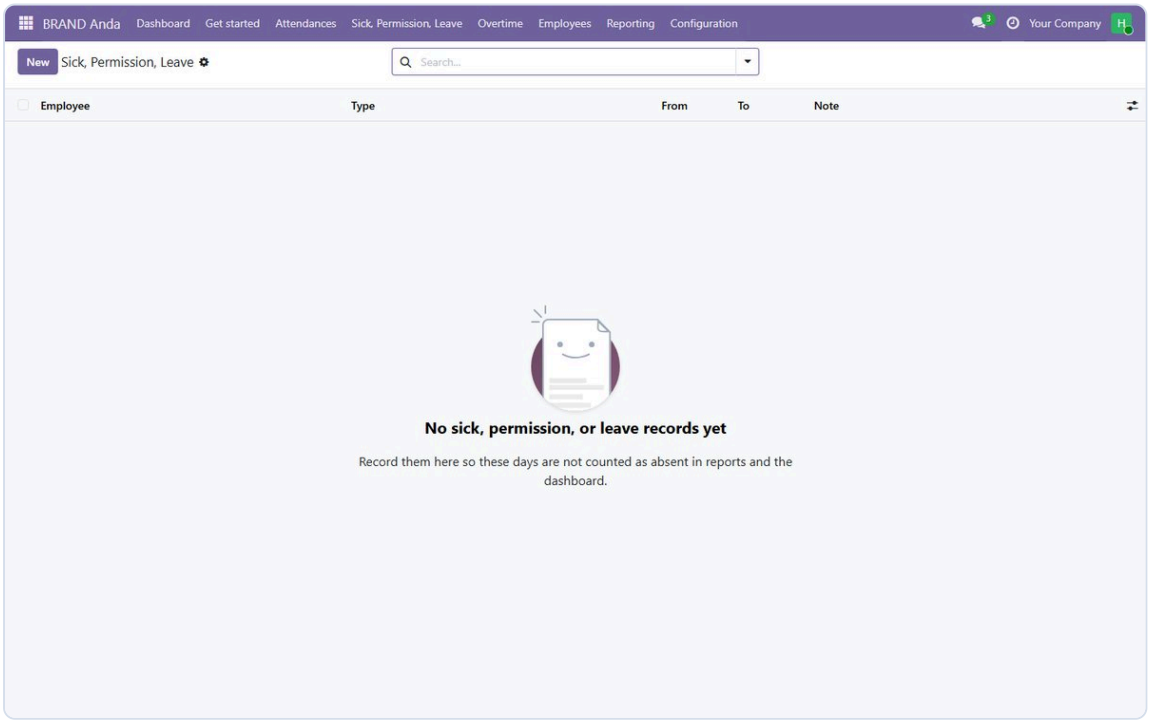
The Attendances menu shows raw records: employee, work location, check-in, check-out, and worked hours. List, calendar, pivot, and graph views are available, with search and filters at the top. An authorized admin can correct a record, for example when an employee forgot to check out.




Attendance list

## C.9 Sick, permission, and leave

The Sick Permission Leave menu is for admins to record absences: choose the Employee, the Type (Sick, Permission, or Leave), the From and To dates, and a Note. Recorded days are not counted as absent in reports and on the dashboard. If the employee still checks in that day, the status remains Present.




Sick, permission, and leave records

## C.10 Overtime

The overtime feature records the duration of extra working time and routes it through approval. It does not calculate overtime pay.

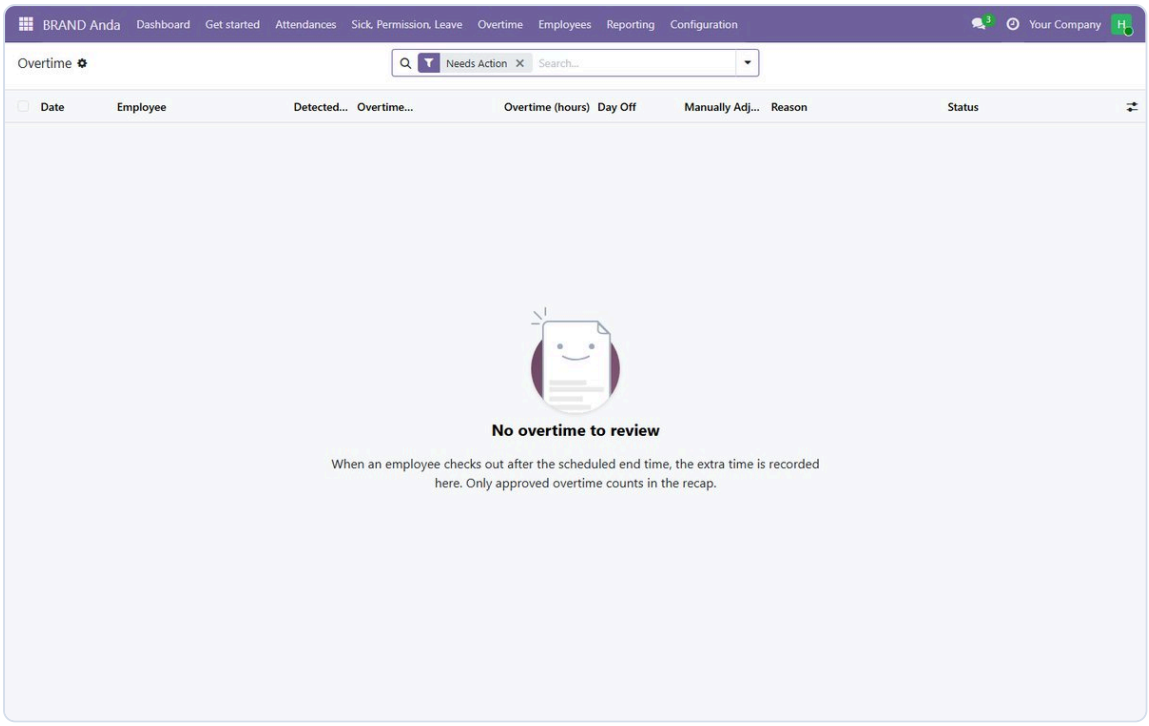
### Turning it on and setting it up

Open Settings > Makaryo SA, section Overtime. The feature is off by default. Turn it on once the work schedule is correct, so employees who leave on time are not detected as working overtime.

| Setting | What it does |
|---|---|
| Track overtime | Turns on overtime recording. |
| Count work on days off as overtime | Work on days off counts as overtime. |
| Minimum overtime (min) | The smallest extra time that counts (default 60 minutes). |
| Overtime block (min) | Rounds down per block (default 60 minutes), for example 1 hour 59 minutes counts as 1 hour. |
| Limit per day / per week (min) | Daily and weekly overtime caps. Set them according to the labor regulations that apply to you. |
| Approve overtime automatically | Overtime is approved straight away without admin review. |

### Workflow

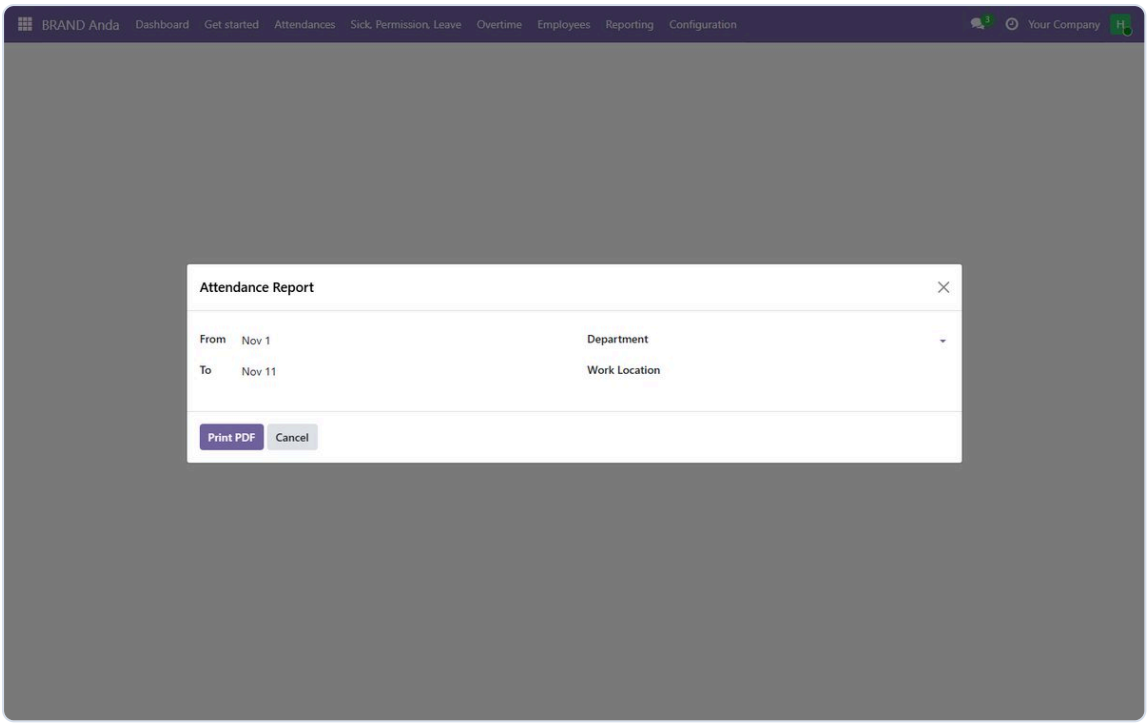
1. Overtime is detected when an employee checks out after working hours.
2. The employee requests it with a reason, or an admin orders overtime and the employee answers agree or decline.
3. The admin opens Overtime > Review and approves or rejects. Approve All Requested approves them in one go.
4. Overtime > Recap shows approved overtime as the basis for payroll. Hour adjustments can be made only by an Administrator and are logged.




Overtime review

## C.11 Reports

| Report | Contents and how to create it |
|---|---|
| Attendance Report (roster) | A recap of all employees for a date range, one row per employee per working day, with present, late, and overtime totals. Open Reporting > Attendance Report, choose From and To (optionally Department and Work Location), then Print PDF. |
| Attendance Report per Employee | A full-period report (including holidays) for one employee, suitable as a payslip attachment. Create it from Reporting > Attendance Report per Employee or the Print Attendance Report button on the employee record. |
| Attendance (analysis) | Tables and pivots to analyze attendance data yourself. |




The Attendance Report window

## C.12 Other settings

- Departments and Job Positions (Configuration): group employees and filter reports.
- Settings > Makaryo SA > Check-in Location Verification: turn on server-side distance checks and set the tolerance (meters).
- Settings > Makaryo SA > Time Zone: the time zone for new work schedules. Check-in and lateness are calculated in this zone.
- Settings > Makaryo SA > Photo and Location Consent: ask employees to consent once to selfie and location processing before their first check-in, and edit the text.
- Settings > Makaryo SA > Employee App Message: edit the message sent when sharing the app.
- Settings > Makaryo SA > AI Insights: enter an AI service key to use automatic summaries. This uses a third-party service; if left empty, no data is sent.

## C.13 Good practice and security

- Change the initial password, and give admin rights only to people who need them.
- Always use an HTTPS address. GPS and the camera on phones do not work without HTTPS.
- Deactivate accounts of employees who have left.
- Make sure schedules, locations, and radius are correct before employees start using the app.
- Back up the database regularly and keep a copy in a separate place.
- Explain to employees that selfies and location are used for attendance only.

## C.14 When something goes wrong

| Problem | Cause and what to do |
|---|---|
| Employees keep being rejected as out of radius | Check the map point and radius of the work location. Add distance tolerance in Settings if GPS indoors is not accurate. |
| An employee cannot log in | Make sure the account was created on the employee record and the password was entered. Enter a new password if forgotten. |
| An employee is marked absent despite leave | Record it under Sick Permission Leave for that date. |
| Many employees detected as overtime although they leave on time | Check the schedule under Working Schedules. The end time must match real working hours. |
| A report is empty | Check the date range, the Department and Work Location filters, and whether employees are marked Exempt. |
| Map or GPS does not work on phones | Make sure the app is opened over HTTPS and that browser location permission is on. |

# Part D. Summary

## D.1 Daily flow

| Who | Steps |
|---|---|
| Employee | Open the app, log in, tap Check In, select the location, take a selfie, submit. When done, tap Check Out and confirm. |
| Admin | Open the Dashboard, check who is absent or late, review overtime waiting for approval, record leave. |
| Month end | Print the Attendance Report, then per-employee reports if needed, and approve remaining overtime. |

## D.2 Help

For help using the app, contact the BRAND Anda support team through the contact your company provides.