questico.site

Staff Attendance & Leave

User manual

Inside your tool it is called “Hazri”.

A phone-based attendance and leave register for teams of 5 to 200, where staff mark their own day and apply for leave themselves.

1. Your tool at a glance

Hazri replaces the paper attendance register and leave slips. Staff mark in and out from their phones and apply for leave in two taps; managers see who is in or late, approve leave and correct days. At month end the owner gets every person's payable days, ready for payroll.

Made for: Small businesses with staff on a shop floor, factory or office, from 5 to 200 people, working one common shift. The sample business is a knitwear factory with 16 staff.

Who can do what

Your tool has 3 role profiles. Everyone signs in with their own email address and sees only what their role allows.

Role	Usually	Can	Cannot
Owner	The proprietor or partner	• Do everything a manager can • Give people access from inside the tool: saving an active staff member as Staff or Manager sends the invitation to their email address • Change a person's access level, which re-invites them with the new level • Remove access by unticking Active or pressing Remove access • Decide leave even when leave approval is set to owner only	• Approve their own leave • Mark their own in and out from the Today screen (their own days are entered through a register correction)
Manager	A supervisor, office manager or HR person	• See the manager home screen with who is in, late or on leave • Approve or decline other people's leave, unless the owner has kept this for themselves • Adjust leave balances • Open the register and correct any day • View and edit the team list and add staff records • Open reports and download the register and payroll files • Apply for their own leave and see their own month	• Give new staff access to the tool (they see 'Only the owner can give new staff access') • Approve their own leave • Mark their own in and out from the Today screen
Staff	Floor, shop or office staff	• Mark their own in and out • Apply for leave and withdraw a pending request • See their own month, leave balances and requests • See holidays and the Who's off calendar • See which colleagues are in today, if the owner allows it	• See the register, the team list, reports or anyone else's month • Approve leave or correct any day • See other people's leave on the Who's off calendar in the live tool (only their own approved leave and holidays show)

What staff can do in each list

These rules are kept by Questico's database, not only by the screens: a staff member who finds a way past a screen is still refused. They are for staff: owners and managers are not held to them.

Staff list

- Staff see every entry.
- Staff can't add entries.
- Staff can't change entries.
- Staff can't delete entries.

Office location (private settings)

- Staff see every entry.

- Staff can't add entries.
- Staff can't change entries.
- Staff can't delete entries.

Leave requests

- Staff see every entry.
- Staff can add entries in their own name.
- Staff can't change entries.
- Staff can't delete entries.
- Staff may change only the cancelled mark (to withdraw a request).

2. Getting started

Ready when you buy

- Your business name (and its short form) is set from checkout, and your contact details replace the demo's.
- The demo business is gone: its people, customers, vendors and figures are not in your copy. City and address start empty for you to fill in.
- Lists such as departments start with a common set; change them to match your business in the admin panel.

Where your tool lives

- Your tool has its own address, such as yourbusiness.questico.site. Open it on a phone or a computer.
- You can also open it from your Questico account: Your space → Paid, or your console, where the tool shows three buttons: Open the tool, Edit website (the admin panel) and Team.

Signing in: there are no passwords

- Everyone opens your tool’s address and presses Sign in, then signs in with the email you added for them, in one of two ways.
- With Google: press “Continue with Google”. For a Gmail address, or a work email that is a Google account (Google Workspace). Google looks after the password and security.
- With any other email (Outlook, Zoho, your company’s own mail): under “No Google account? Use any email”, type the address and press “Email me a code”. Questico emails a 6-digit code; type it in and you are in. The code works once and expires soon.
- Someone who signs in but has not been added sees “You’re signed in, but not invited yet” until you add their address.

Adding your team

1. One person at a time: inside the tool, open Team and add their name and email address, and choose Staff or Manager. Saving gives them access and puts them on the tool’s own list.
2. Everyone at once: in your Questico console, open the tool’s Team section → Add many from Excel. Download the template, fill one row per person (name, email, access, and if you like mobile, department, designation and joining date), and upload it. You see every row checked before anything is added. Uploaded people get access and appear on the tool’s own list too.
3. Your whole company, for all your tools: Your space → Your company team. Upload your staff sheet once (name, email, employee ID, department, designation, function, mobile, joining date, access, and Active

or Left), then press Apply beside each business tool. New people get access and appear on the tool's own lists. Applying never changes the access someone already has in a tool. To take someone off, mark them Left: the next Apply removes their access, and their past records stay. Someone simply missing from a new sheet is not treated as having left.

Partners as owners

- If you run the business with partners, make them owners too: in your console, the tool's overview has an Owners card. Type a partner's email and press Add an owner. Up to five owners in all.
- They become owners the next time they sign in to Questico with that email, and can then do everything you can: the admin panel, the team, and asking for changes. The tool shows in their own Your space under Sites you co-own.
- Any owner can remove a co-owner, and a co-owner can leave. The person who bought the tool always stays an owner.

Sending the invitation, and seeing who has joined

- Questico emails each person an invitation as soon as you add them, however you add them: one at a time, from Excel, or from your company team. It tells them your tool's address and how to sign in, with Google or with a code.
- In the console's Team section, "Remind the N not signed in" emails everyone who has not joined yet. Under "Send the invitation" you can also copy the ready message for your team's WhatsApp group.
- The same page counts who has joined and who has not signed in yet, lists everyone with the date they were invited and the date they joined, and downloads the list for Excel.
- To change someone's access or remove them, use the tool's Team screen or the console's Team section. Their past records stay.

The emails Questico sends your team

Questico tells people when something needs them, by email from notices@questico.site, so nobody has to keep the tool open to find out.

Within a few minutes

- Owners and managers: "Leave request from [name]: [type], [from] to [to]."
- The person who asked: "Your leave request was [status]."

Every morning at 8

- Owners and managers: "N leave requests waiting for a decision"

Several things at once come as one email, never a flood. Each email says what happened and links to your tool. Anyone can stop them: the link at the foot of each email stops that business's notices for that person, and the same link turns them back on. Invitations and sign-in codes still arrive.

Changing your settings

In your console, press Edit website to open your tool's admin panel. Change the name, logo, colours, words, pictures, lists and rules; every change shows in a live preview first. Records (the day-to-day entries) are made inside the tool itself.

Everyday features

- On a phone the menu moves to a bar at the bottom, and tables turn into cards.
- Anything printable opens your browser's print window, where you can also choose "Save as PDF".

- Lists and reports download as CSV files that open in Excel.
- WhatsApp messages open ready-written; you press send. Nothing is sent automatically.

3. Your first day

1. Try the demo first, switching View as between owner, manager and staff to see each screen
2. Open the admin panel from Edit website in the Questico console
3. Set the business name, logo and colours
4. Set shift start and end, grace minutes, the weekly off and the half-day hours
5. Decide whether to check location; if yes, enter the office location and the allowed distance
6. Choose who approves leave
7. Set the leave year and the leave types with their yearly quotas
8. Enter this year's holidays
9. Edit the department and designation lists
10. Add your staff: one at a time inside Hazri (Team → Add staff, with their email address, department, designation and access: Staff or Manager), or everyone at once from Excel in the console's Team section → Add many from Excel. Either way they get access and appear on the register. (Someone added one by one in the console's Team section gets access but is not on the register until they are added inside Hazri.)
11. Send the invitation from the console's Team section (WhatsApp or email) and ask each person to sign in with that email address (with Google, or a code Questico emails them)
12. If people have leave carried over, enter it under Leave, Balances, Adjust

4. Everything it does

Today (staff)

- Mark in and Mark out with one button each; the time is recorded
- Confirm before marking out early, because the day will count as a half day
- Hide the mark button on holidays and weekly offs
- Apply for leave straight from the home screen
- Show days present this month, late marks, Casual Leave left and payable days so far
- List this week's in and out times with the status of each day
- Show the next holiday
- Show who else is in today, if the owner allows staff to see colleagues
- Show the attendance rules the owner has written

Today (owner and manager)

- Show a headline such as 'X of Y are in, N came in late'
- Open the register or the pending leave requests in one tap
- Show tiles for in today (with a 14-day trend), late arrivals, on leave and not in yet
- List who is in today, with problems shown first; tap a person to correct their day
- Chart attendance over the last 14 working days
- Approve, decline or open leave requests from the home screen
- Show approved leave in the next 2 weeks and upcoming holidays

My month (everyone)

- Show a month calendar with each day marked Present, Late, Half day, Absent, Holiday, Weekly off or the leave type, plus the in time
- Total present days, late marks, leave, payable days and absences
- Move to the previous or next month
- Let managers open anyone's month from the register and correct a day

Leave: applying (everyone)

- Apply by choosing the leave type (days left are shown), half day or not, from and to dates, and a reason (required)
- Show the working days the request uses and the balance left after it
- Stop requests that fall entirely on holidays or weekly offs
- Stop a half day that spans more than one date, or a half day on a leave type that does not allow it
- Stop requests that overlap the person's own pending or approved leave
- Show a balance card per leave type: yearly quota, used and waiting
- List the person's own requests with their status
- Withdraw a request that is still waiting
- Show a Who's off calendar of approved leave and holidays for the month

Leave: deciding (owner and manager)

- Filter requests by Waiting, Approved, Declined or All
- Approve a request, or decline it with a reason the employee can see
- Show a badge with the number of requests waiting from others
- Show everyone's balance per leave type in one table
- Adjust a balance to add carried-over days or deduct days for the current leave year
- Block anyone from approving their own leave
- Limit leave decisions to the owner alone, if the owner chooses

Register (owner and manager)

- Show everyone against every day of the month with a status code
- Total each person's present days, leave, absences and payable days
- Filter by department and move between months
- Correct any day by tapping it: change the in time, out time or note, or clear the day
- Record who made each correction and when
- Download the month's register as a spreadsheet
- Open on the previous month during the first 7 days of a month

Team (owner and manager)

- List staff with email, department, designation, joining date and access status (Staff, Manager, Invited, Not invited, Inactive)
- Search staff and see a headcount-by-department chart
- Add or edit a person: full name, email address (fixed once saved), mobile, joining date, department, designation, access level and active status
- Give, change or remove a person's access to the tool (owner only)

Reports (owner and manager)

- Pick any month
- Show average attendance %, late marks, leave days (and how many were without pay) and absences
- Chart daily attendance and list the 5 people with the most late marks
- Show a payroll summary per person: present, half days, late, paid leave, leave without pay, absent, payable days and average in-time
- Download the payroll days file, which the Payroll & Salary Slips tool can read in directly

Holidays (everyone)

- List coming and past holidays
- Explain the weekly-off rule in plain words
- Remind managers that holidays are changed in the admin panel

5. Reports, prints and downloads

Downloads

- Monthly attendance register (spreadsheet): name, department, present, leave, absent, payable days
- Payroll days for the month (spreadsheet), ready to read into the Payroll & Salary Slips tool

Worked out for you

- Marks a day late when the in time is after shift start plus the grace minutes
- Marks a half day when hours worked (out minus in) are below the half-day hours
- Applies the chosen weekly off: Sundays; Saturdays and Sundays; Sundays plus 2nd and 4th Saturdays; or none
- Works out payable days = present + half days × 0.5 + paid leave + holidays + weekly offs
- Counts a day with half a day of unpaid leave as half a payable day
- Counts leave on working days only, with a half day of leave counting 0.5
- Works out the leave balance as yearly quota + adjustments − approved leave used, for an April–March or January–December leave year
- Measures how far the phone is from the office point when location is switched on
- Does not count days before a person's joining date as absences

6. What you can change in the admin panel

No coding: every change shows in a live preview, and saving updates your live tool.

Business & look

- Change the business name, short name (up to 3 letters) and city
- Name who staff contact about attendance
- Upload the logo
- Choose the main colour, sidebar style, typeface and corner style

Working hours

- Set shift start and shift end
- Set the grace period for late marks (0 to 120 minutes)
- Choose the weekly off from 4 options

- Set the hours below which a day counts as a half day, and the hours for a full day

Marking rules

- Ask for the phone's location when staff mark in or out
- Allow marking from anywhere but record the distance from the office
- Enter the office location (latitude and longitude) and the allowed distance (50 to 5,000 metres)
- Show or hide colleagues to staff
- Choose who approves leave: any manager or the owner, or the owner only

Leave policy

- Choose the leave year: April–March or January–December
- Set up 1 to 10 leave types, each with a name, short code, days a year (0 means no fixed quota), colour, paid or unpaid, and whether half days are allowed
- Start from the defaults: Casual Leave 12, Sick Leave 7, Earned Leave 15, Leave Without Pay (unpaid)

Holidays

- Enter up to 40 holiday dates with names; they count as paid days for everyone

Departments

- Edit the list of departments
- Edit the list of designations

Words & pictures

- Write the line under the manager greeting and the line under the staff greeting
- Write the attendance rules shown to staff
- Write the sign-in heading, text and quote
- Change the pictures for the Today banner, the sign-in page and empty lists

Contact

- Enter a contact email and WhatsApp number

Checks the panel makes

- Refuse a shift that ends before it starts
- Refuse two leave types with the same short code

7. Good to know

- Attendance is marked with a button in the browser, optionally with the phone's location; there is no biometric or hardware device link
- It does not take a photo or selfie when marking
- The location check uses one office point and a radius; there are no multiple sites
- There is one shift start and end for everyone; no shift rosters or multiple shifts
- It does not work out overtime
- It does not calculate salary; it gives payable days for payroll
- It does not send notifications, emails or WhatsApp messages
- There is no print layout; the register and payroll summary are downloaded as spreadsheets

- Managers and the owner cannot mark their own in and out from Today; their own days are entered through the register
- In the live tool, staff see only their own approved leave on the Who's off calendar
- The attendance contact name, email and WhatsApp number set in the admin panel are not shown anywhere in the tool at present

Need help?

Write to contact@questico.site with your tool’s address and what you need.