



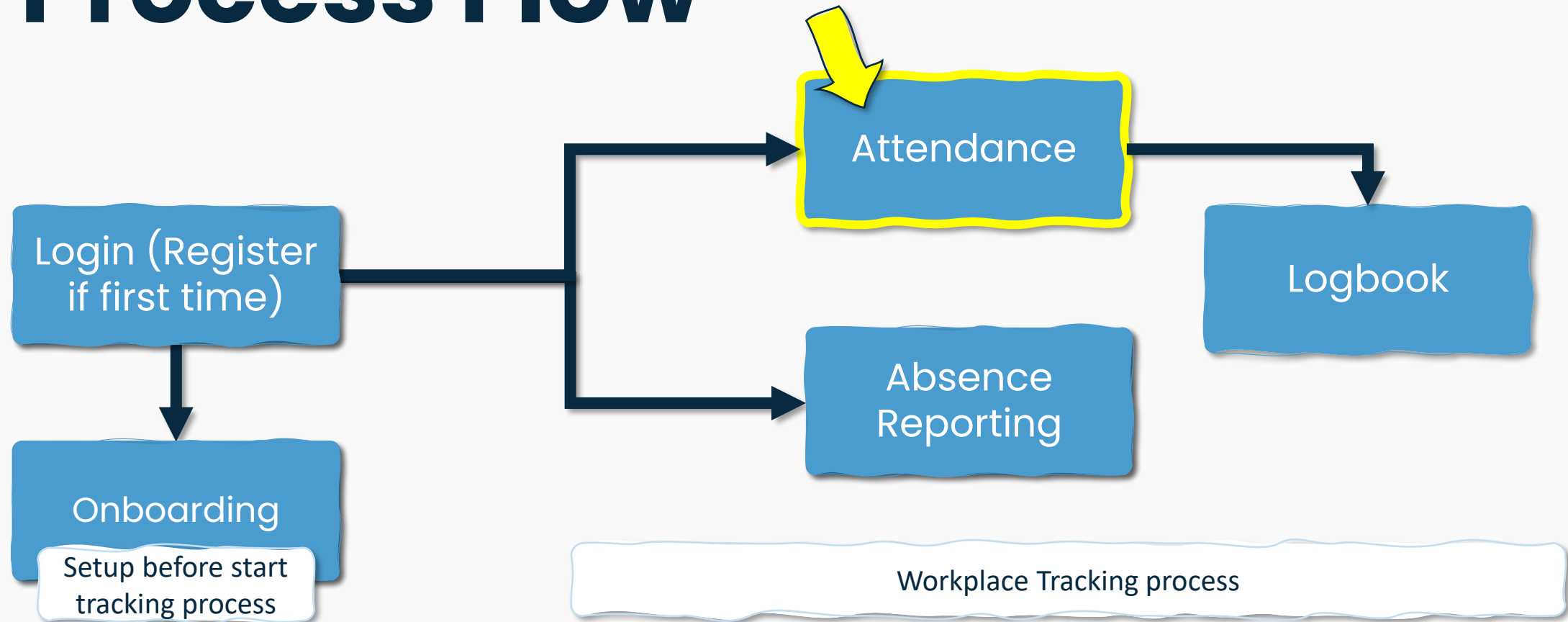
WPT MANUAL

Student's Guide

Confirming Workplace Attendance



Process Flow





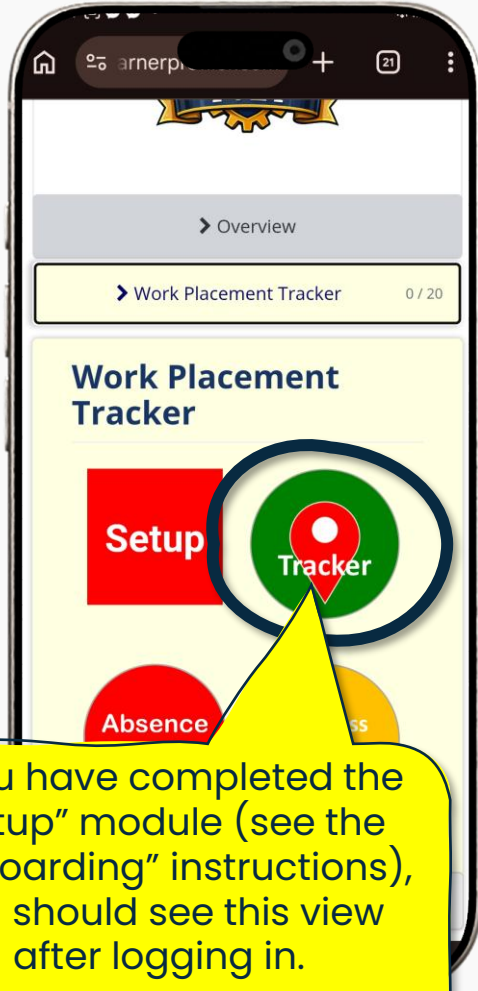
Before You Start: Why Do You Need to Confirm Workplace Attendance?

Confirming attendance in the “Tracker” module is required in order to receive payment. The system uses GPS data to verify that the student was physically present at the workplace.

Attendance must be confirmed using a phone or tablet – not a computer.

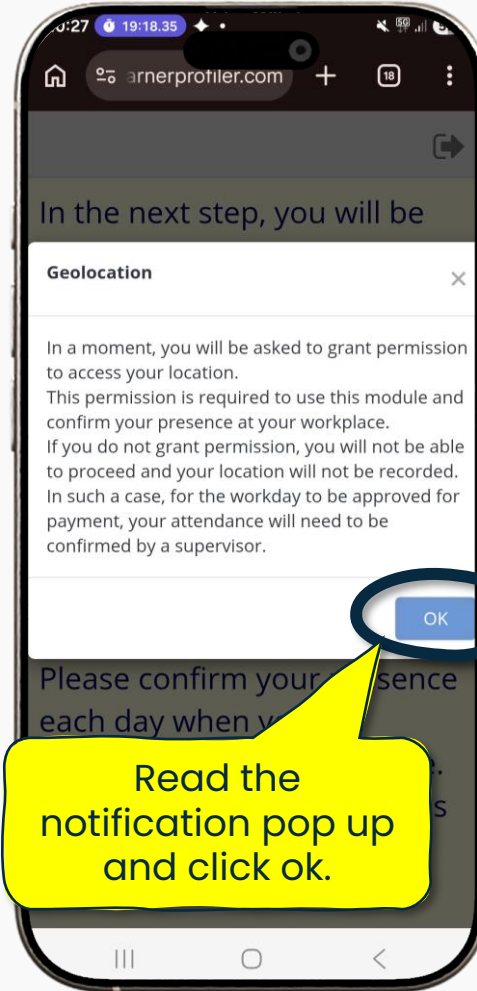
Each day after arriving at work, you should confirm your attendance by following the steps shown in the next slides.

If, for any reason, you do not confirm your attendance while at the workplace, you must contact your supervisor and ask them to confirm your attendance from their side. In order for the supervisor to do this, you must first complete the logbook for that day (see the “Completing Logbook” instructions).



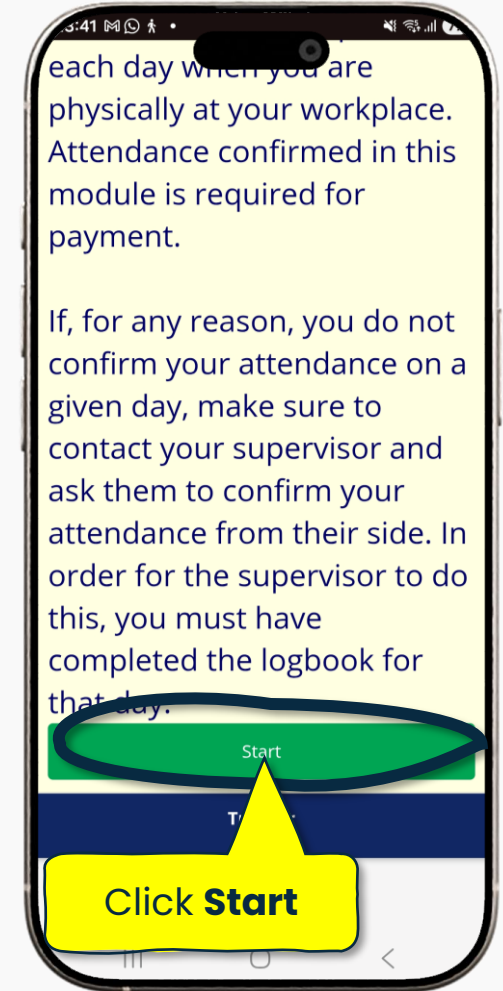
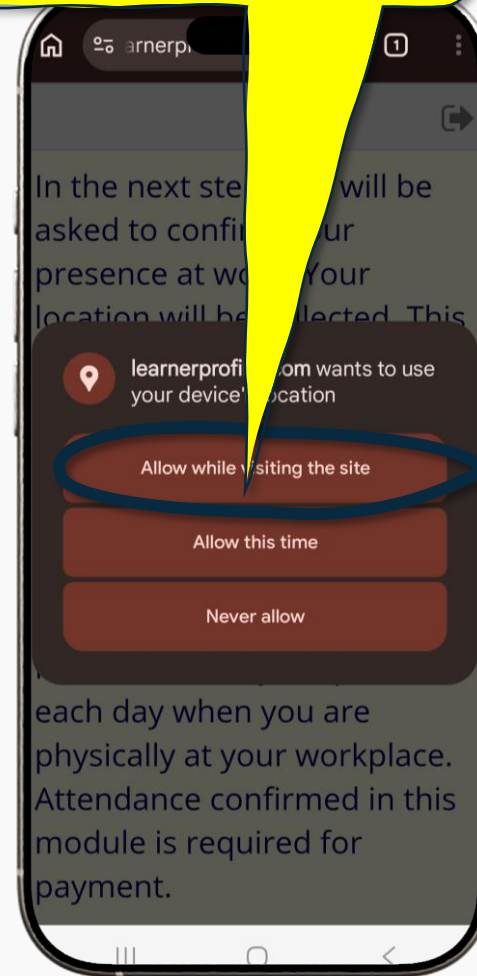
If you have completed the "Setup" module (see the "Onboarding" instructions), you should see this view after logging in.

Click **Tracker**

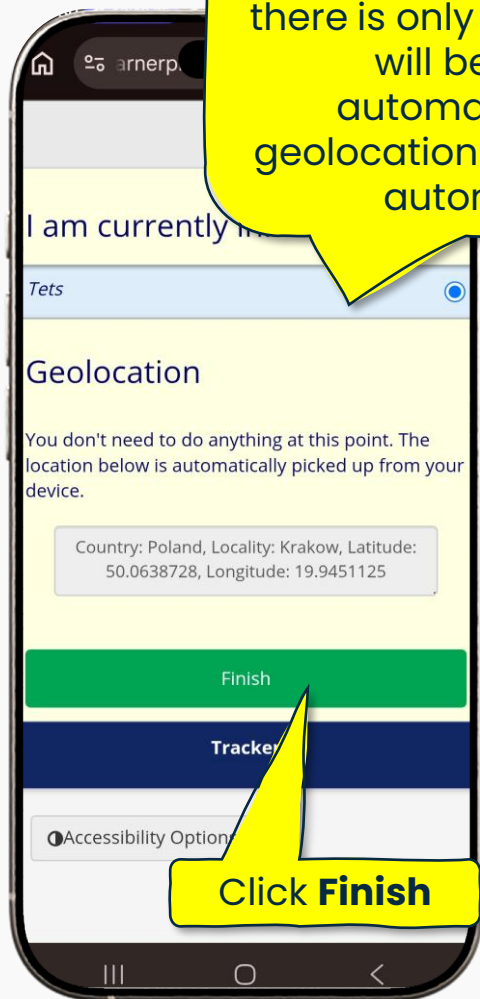


Read the notification pop up and click ok.

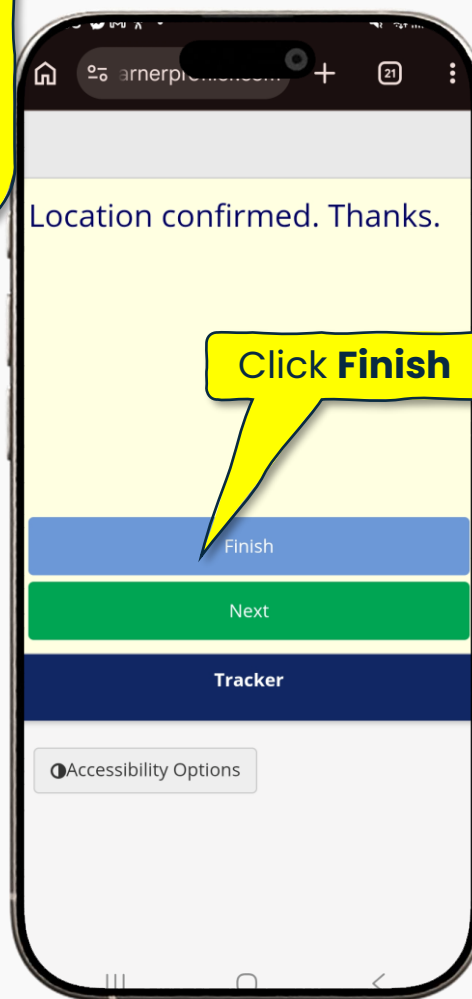
Allow access to your location otherwise you will not be able to continue



Click **Start**



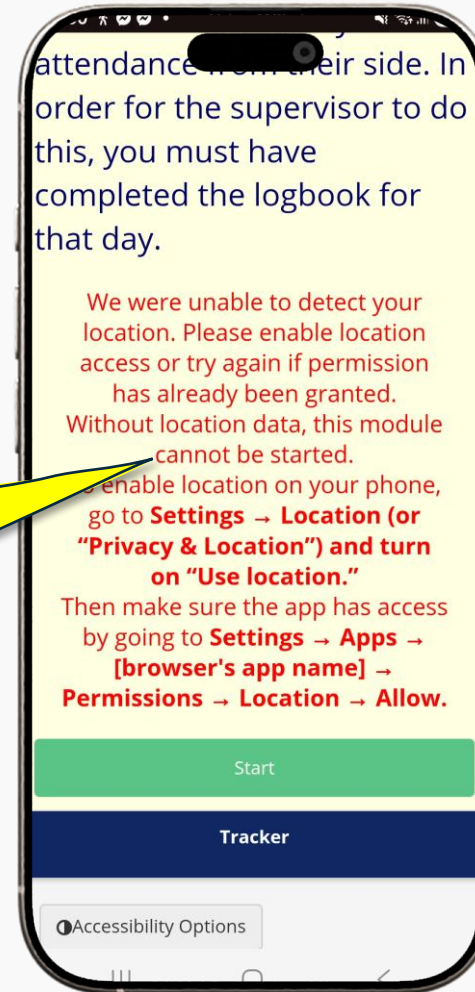
Select the company where you want to report your attendance if more than one company is available. If there is only one company, it will be selected automatically. Your geolocation will be retrieved automatically.





Problem: I am unable to continue

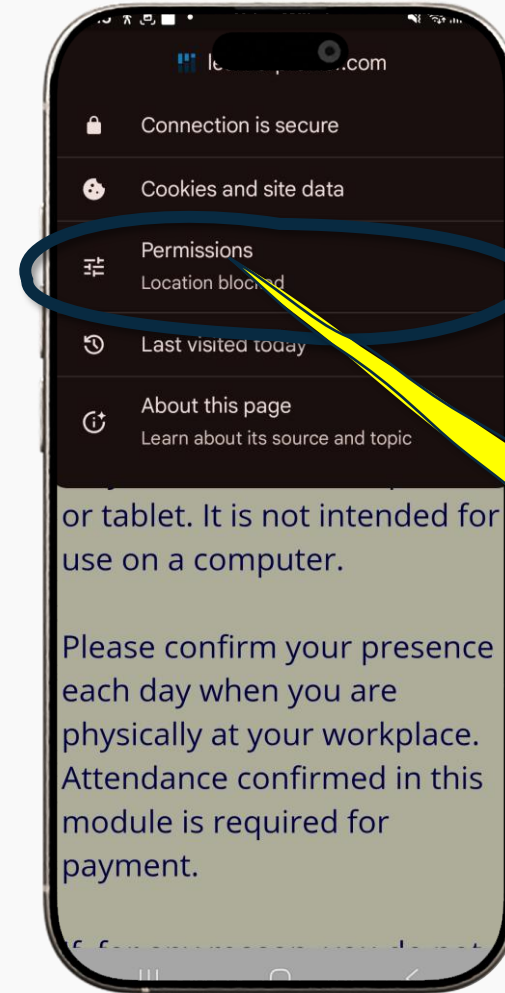
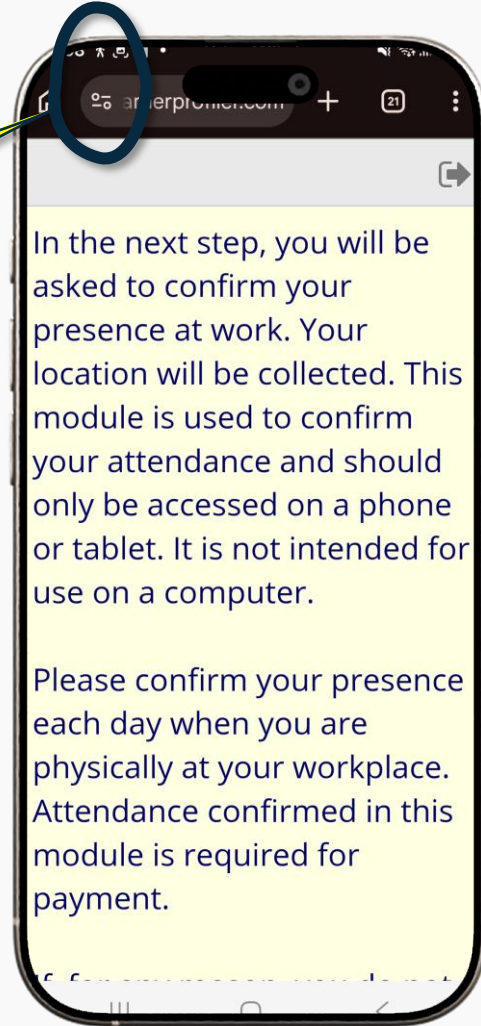
If location access permission has not been granted, the system will not allow you to continue.





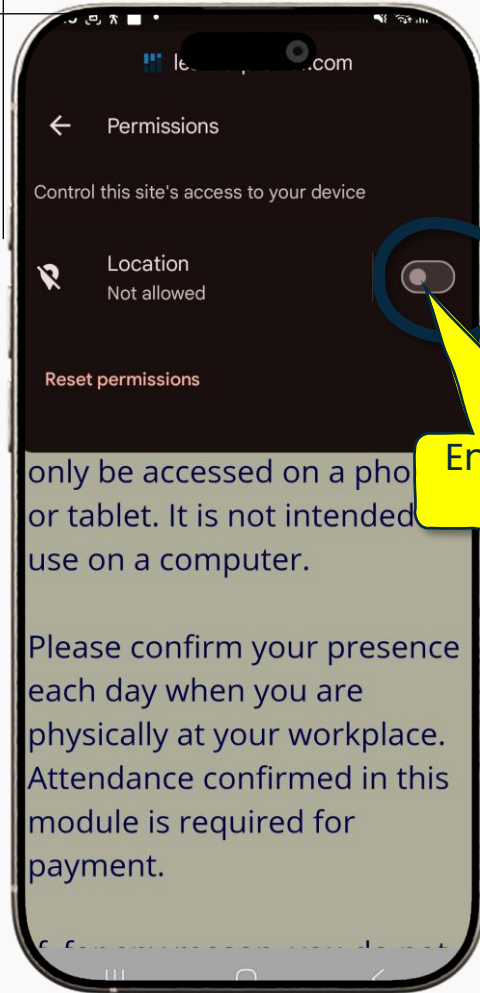
Problem: I am unable to continue – 1st Method

1st method:
Scroll up and click
this icon

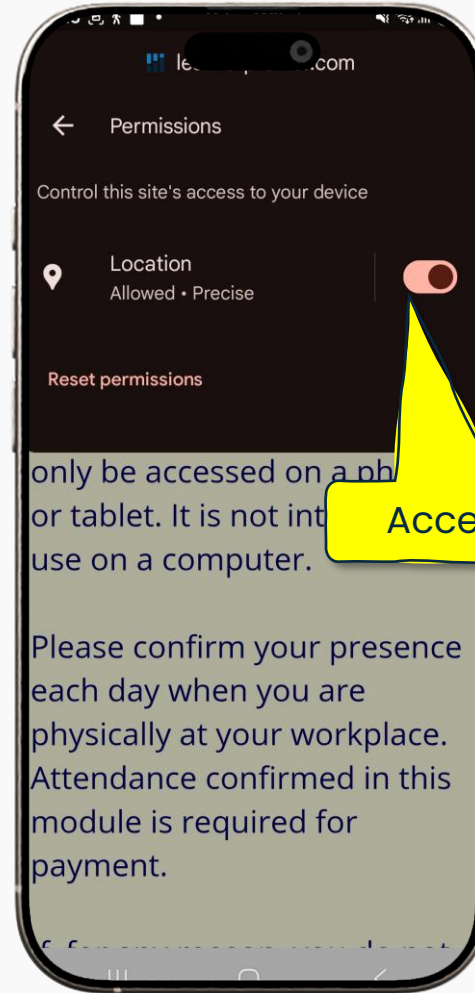


Click **Permissions**
or look for
something similar
as permission or
location

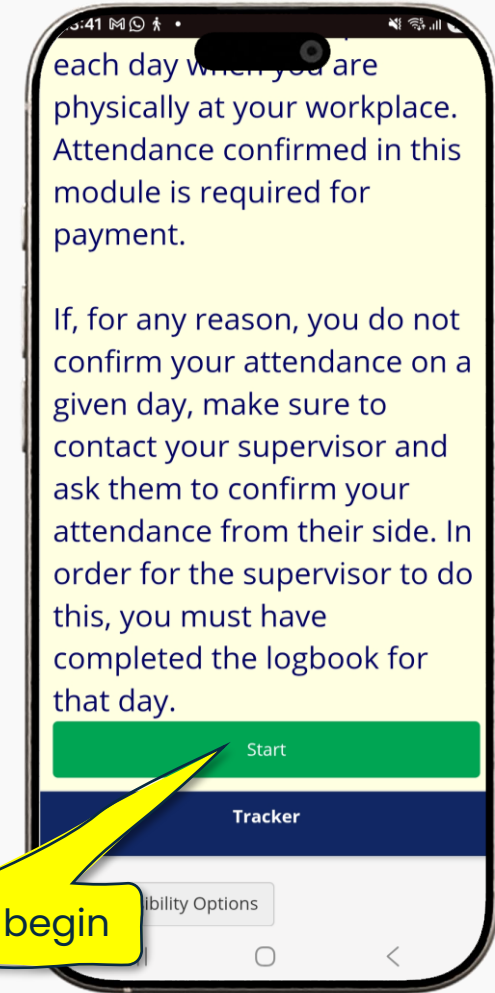
Problem: I am unable to continue – 1st Method



Enable location access



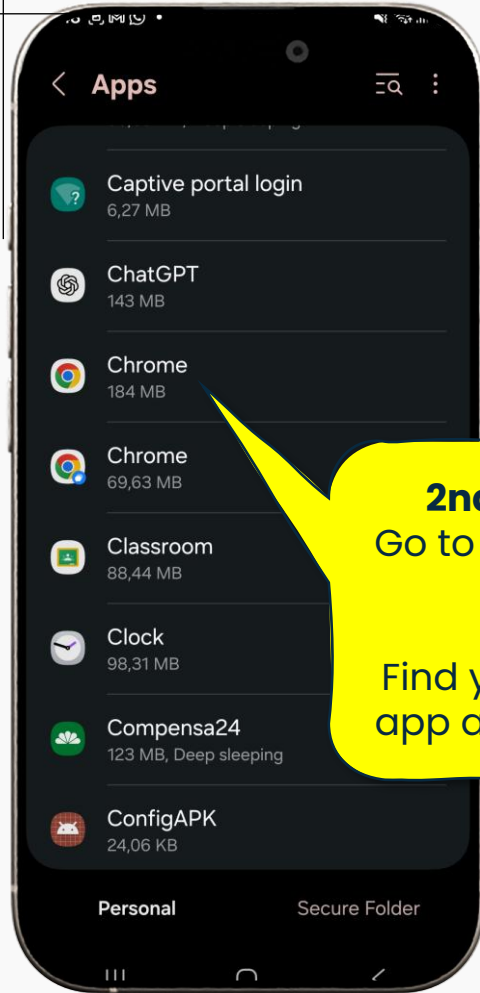
Access granted



Click Start to begin

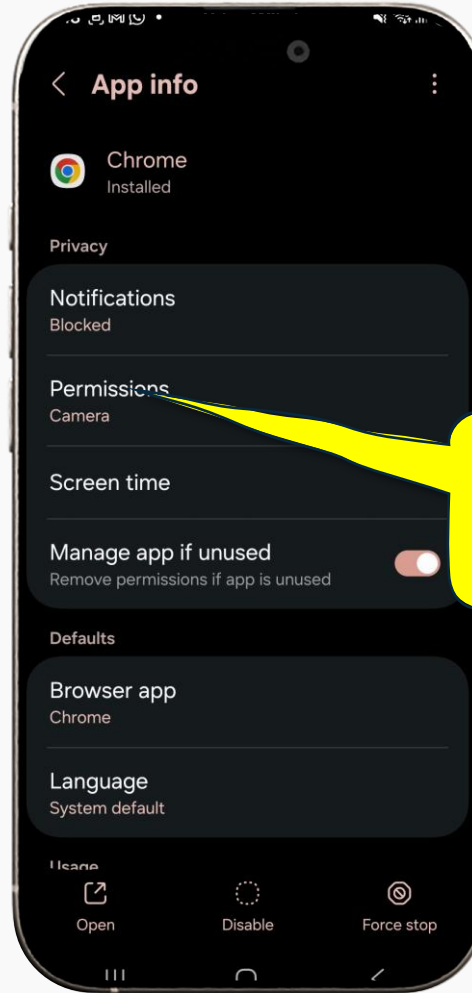


Problem: I am unable to continue – 2nd Method

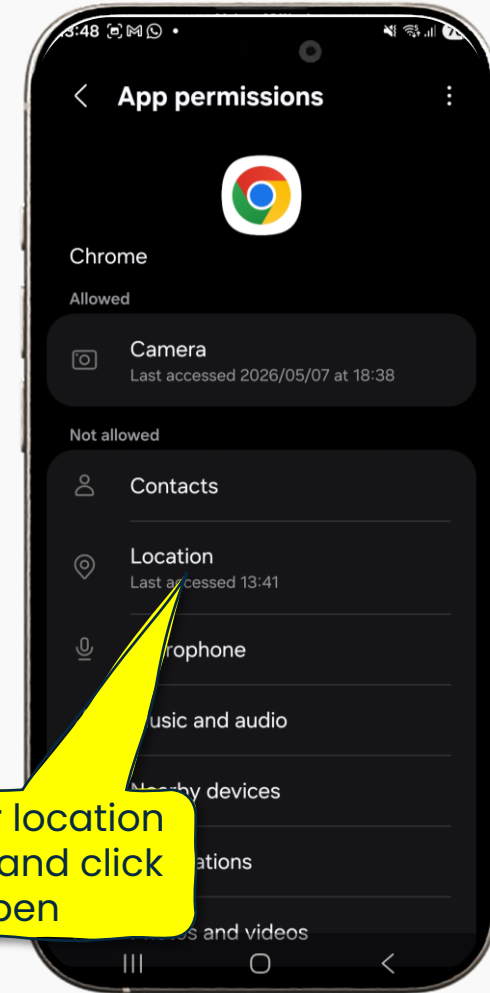


2nd method:
Go to Settings and
Apps

Find your browser
app and click on it



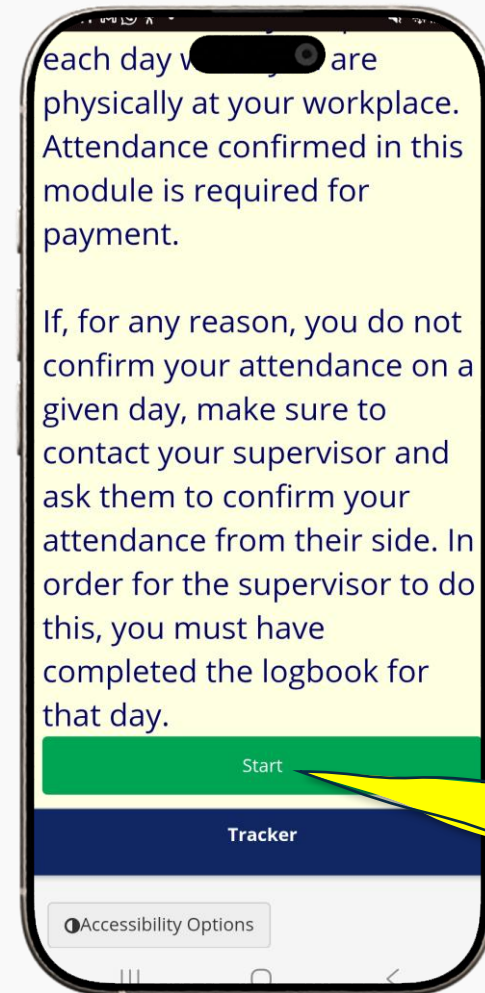
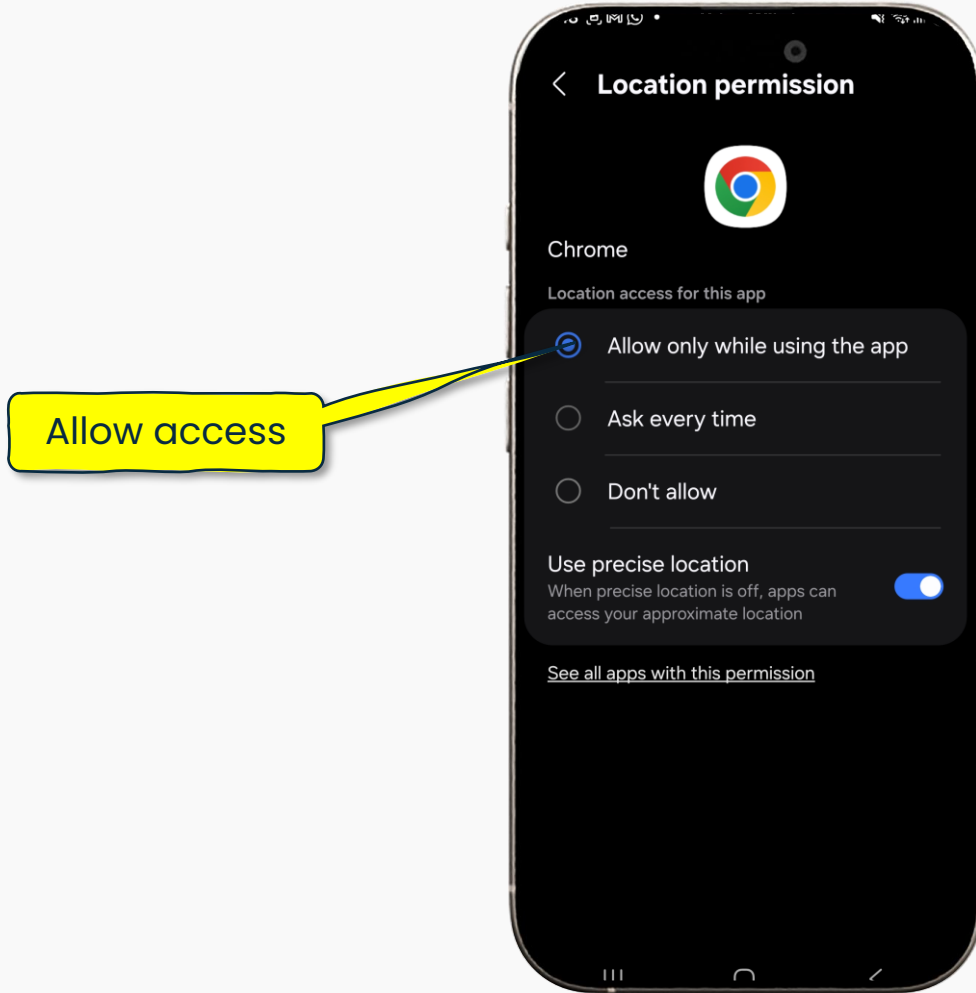
Search for
Permission or
similar and
click to open



Search for location
or similar and click
to open



Problem: I am unable to continue – 2nd Method





Well done, you have successfully confirmed your attendance

If you have any questions contact us on:
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