



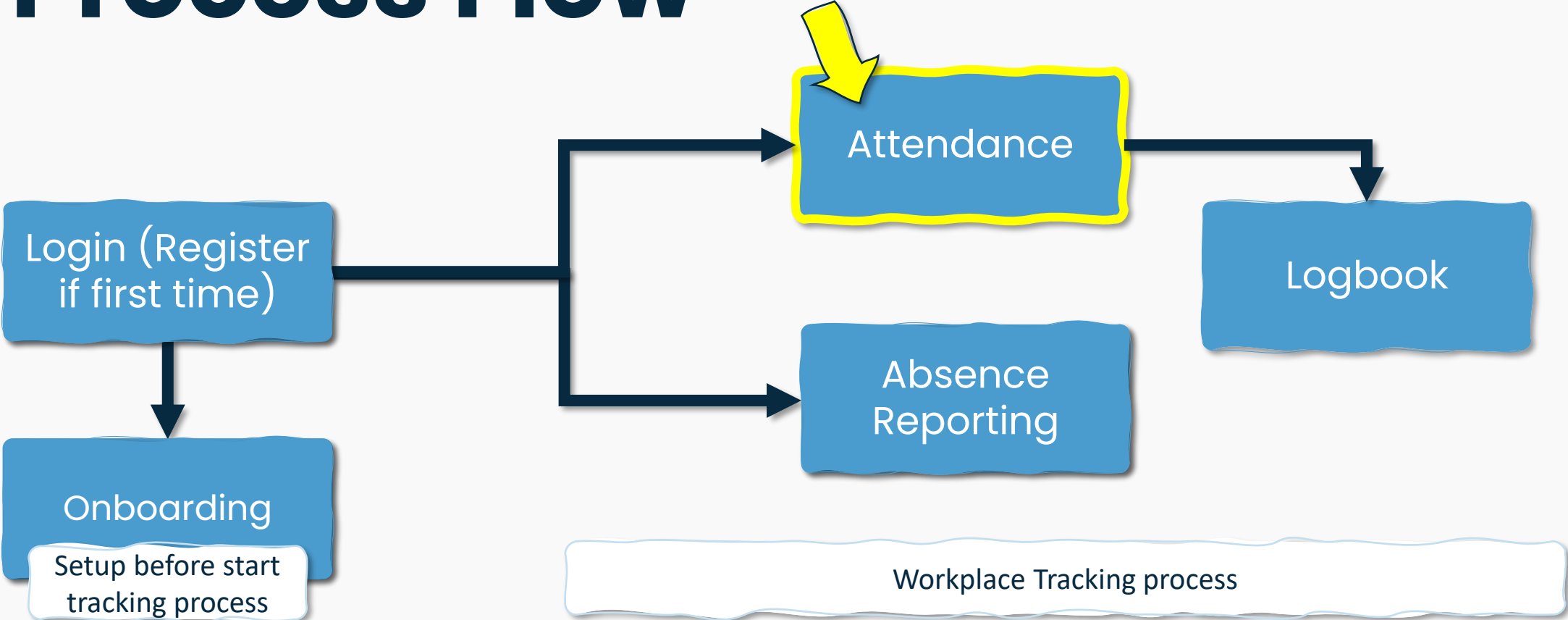
# WPT MANUAL

# Students Guide

# Confirming Workplace Attendance



# Process Flow





## **Before You Start: Why Do I 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.

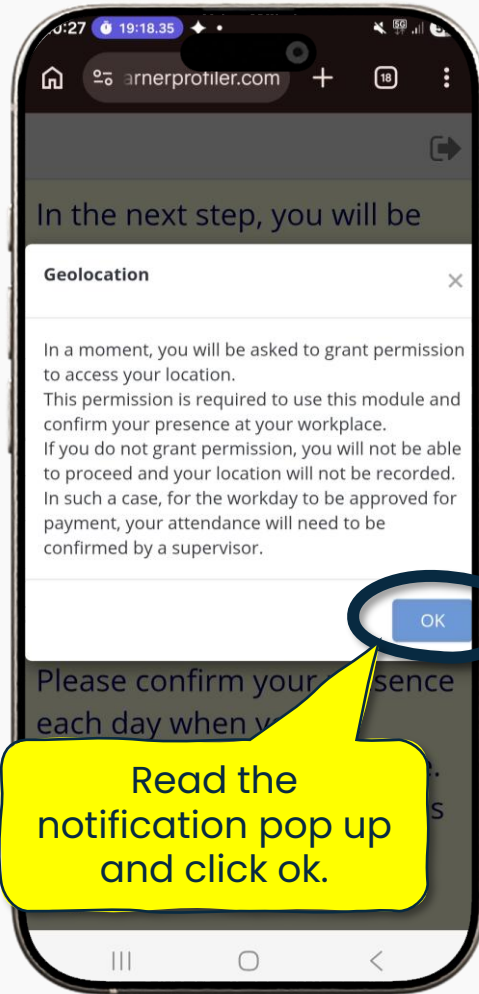
Each day after arriving at work, you should confirm your attendance by following the steps shown in the next slides.

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).



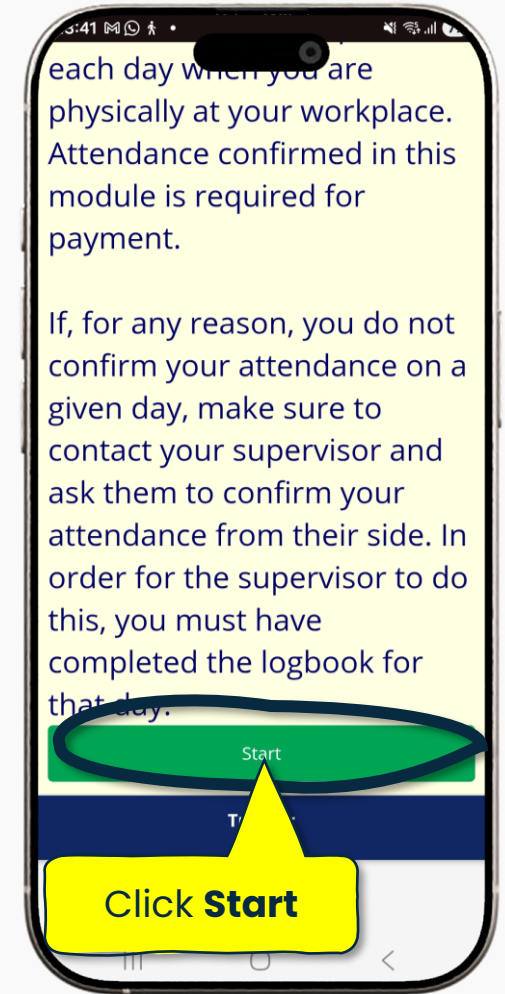
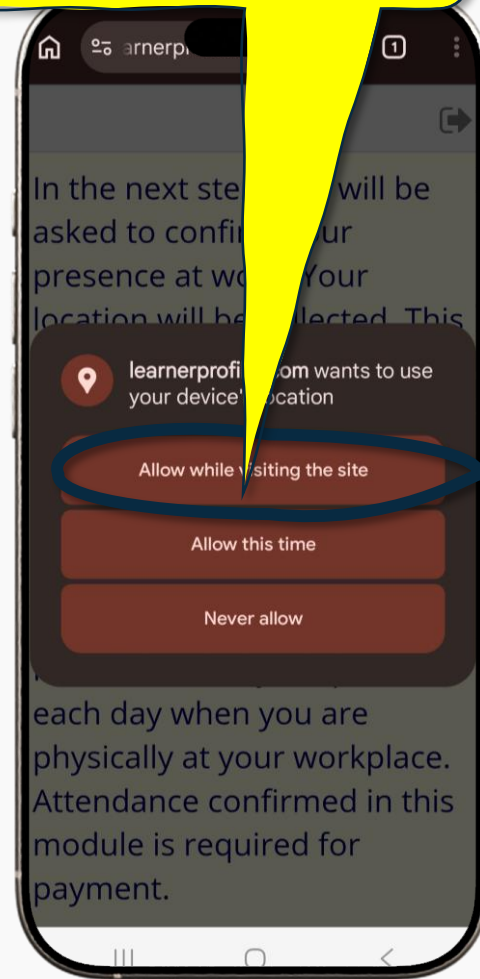
If you have completed the "Setup" module (see the "Onboarding" instructions), you should see this view after logging in.

Click **Tracker**



Read the notification pop up and click ok.

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



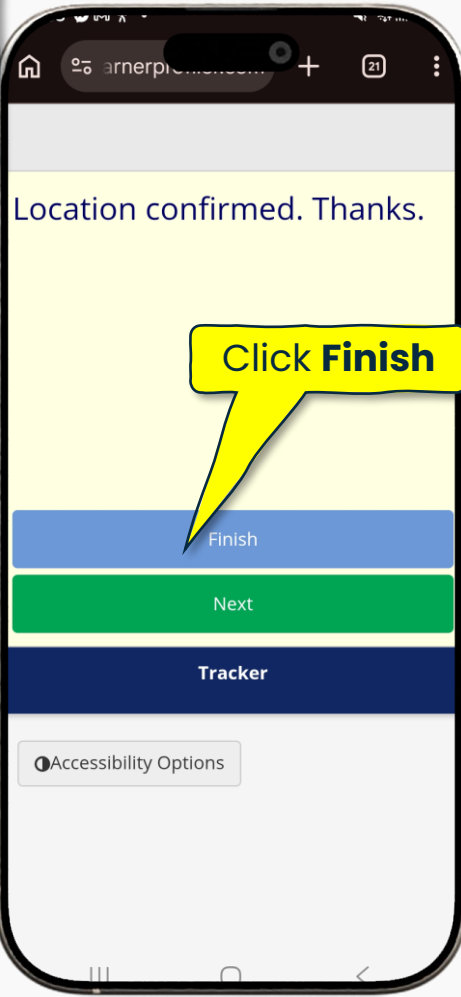
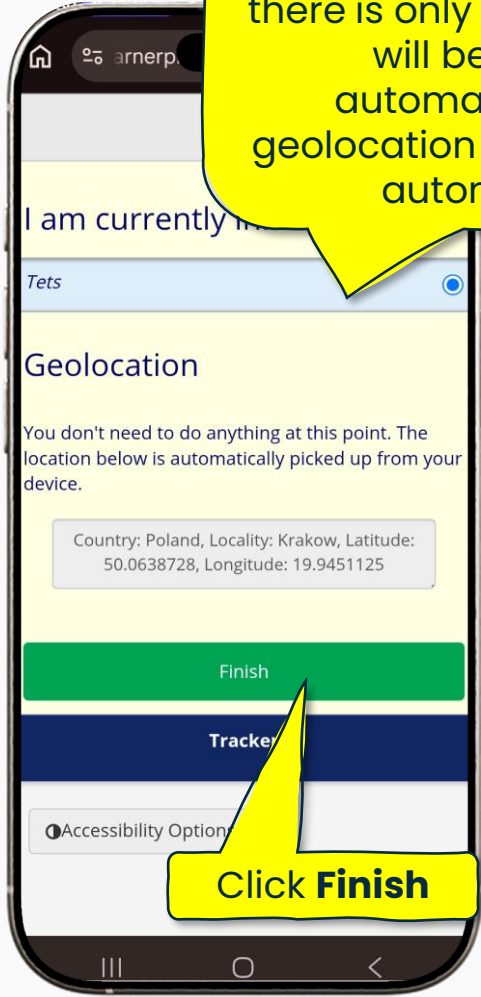
each day when you are physically at your workplace. Attendance confirmed in this module is required for payment.

If, for any reason, you do not confirm your attendance on a given day, make sure to contact your supervisor and ask them to confirm your attendance from their side. In order for the supervisor to do this, you must have completed the logbook for that day.

Click **Start**



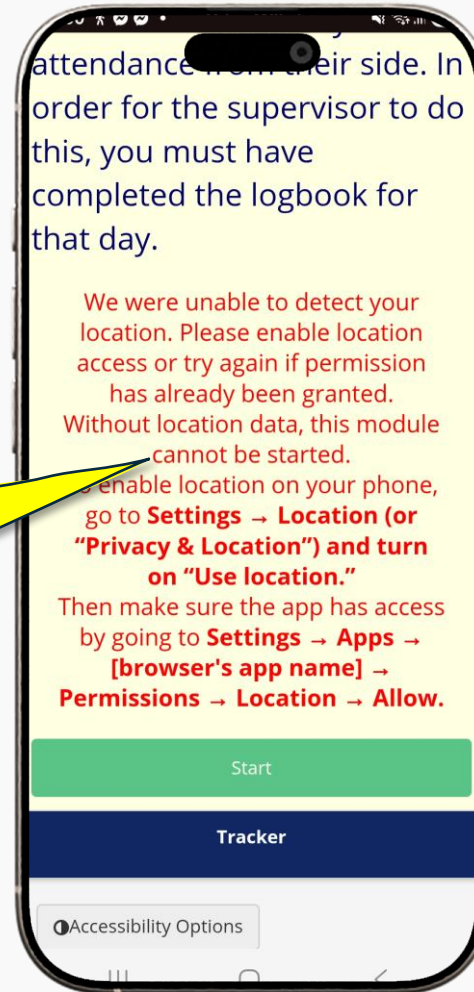
Select the company where you want to report your attendance if more than one company is available. If there is only one company, it will be selected automatically. Your geolocation will be retrieved automatically.





# Problem: I am unable to continue

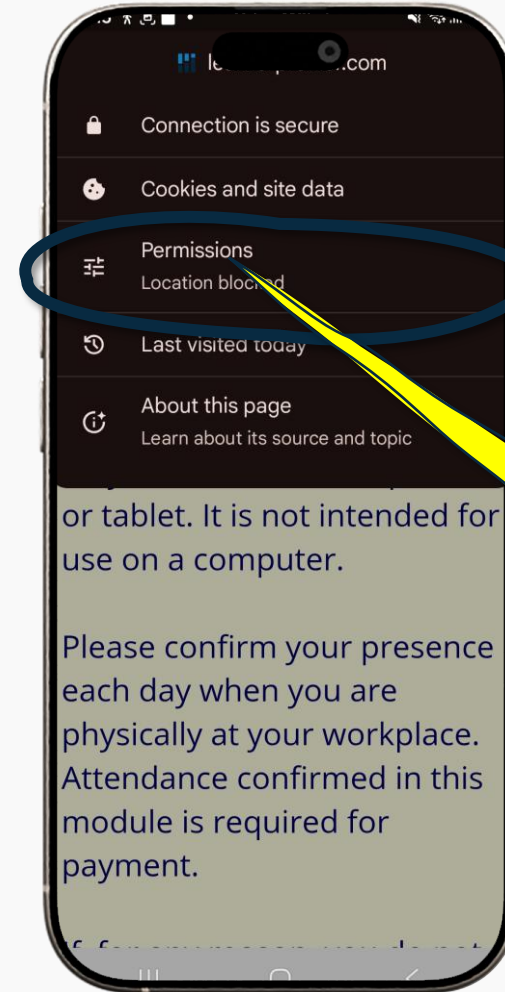
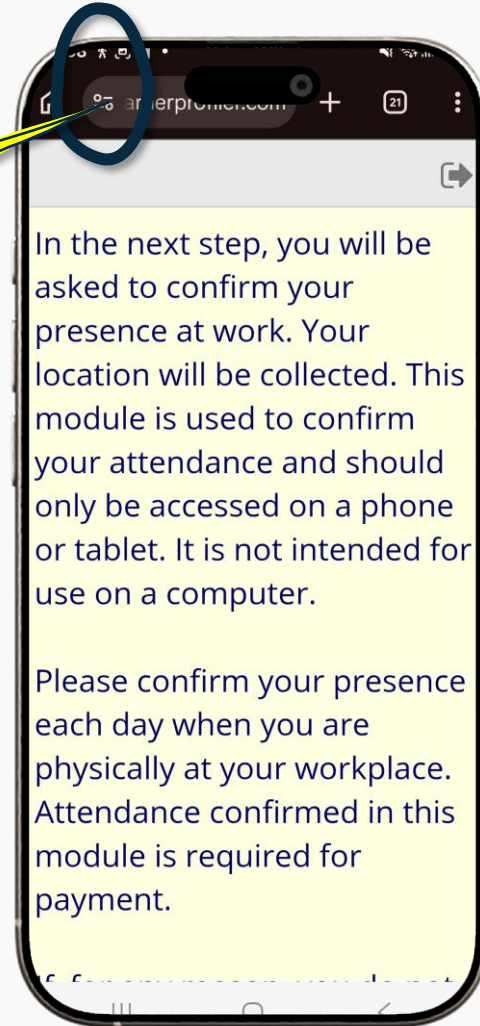
If location access permission has not been granted, the system will not allow you to continue.





# Problem: I am unable to continue – 1st Method

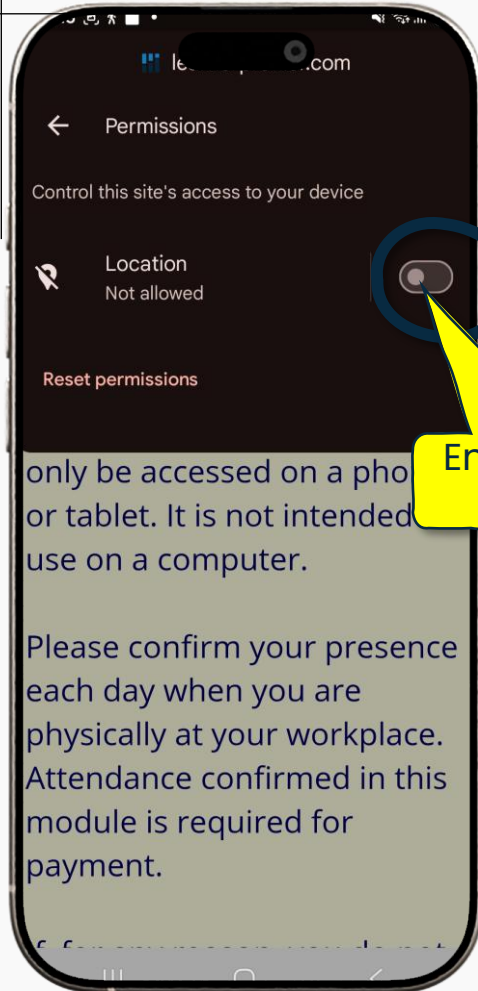
**1st method:**  
Scroll up and click  
this icon



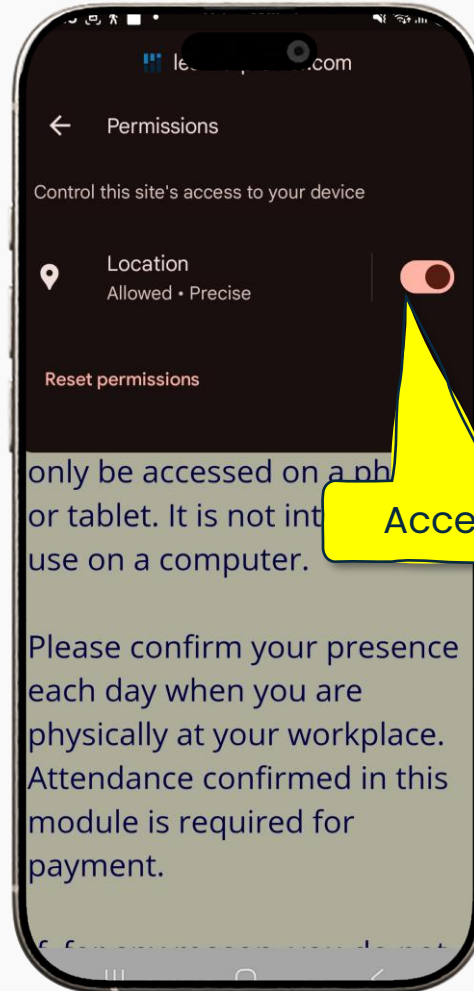
Click **Permissions**  
or look for  
something similar  
as permission or  
location



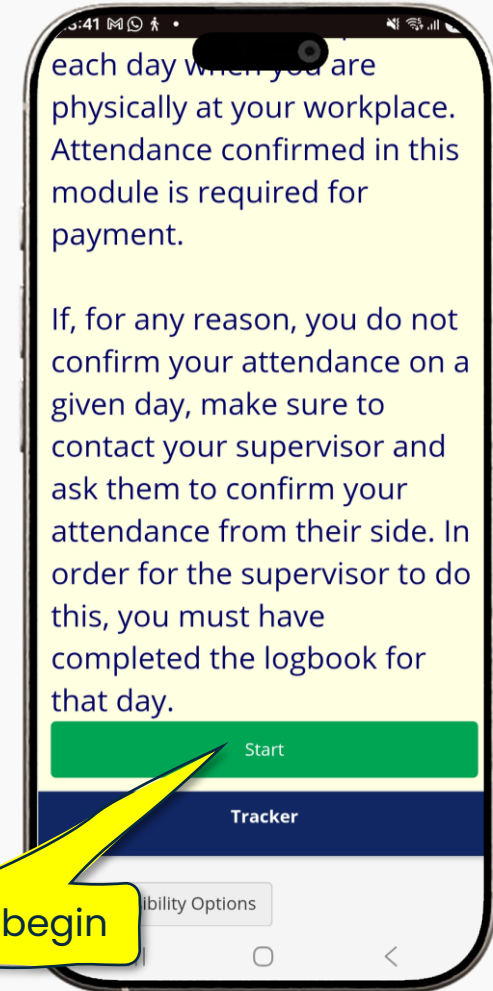
# Problem: I am unable to continue – 1st Method



Enable location access



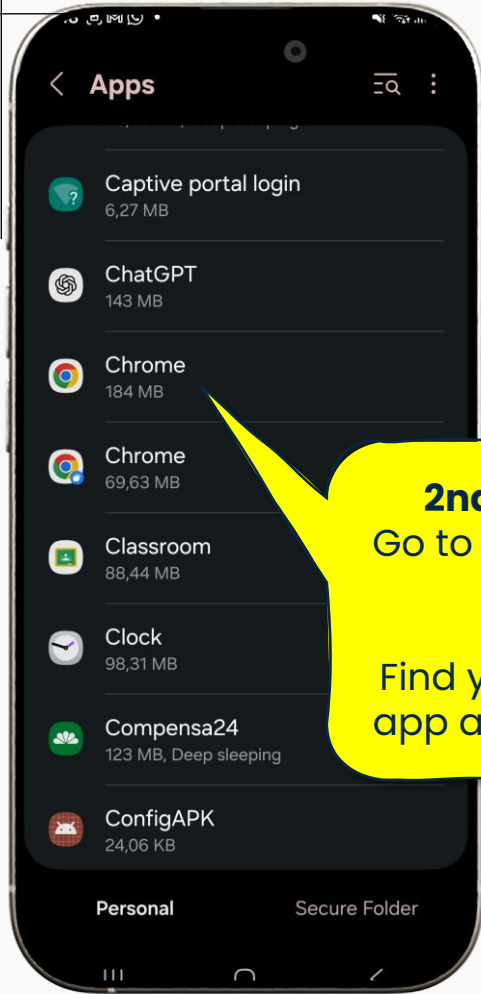
Access granted



Click Start to begin

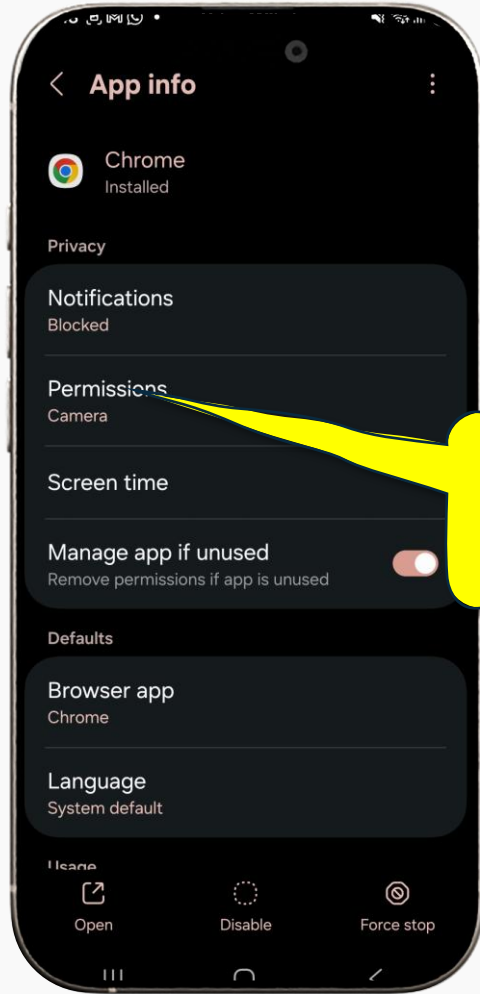


# Problem: I am unable to continue – 2nd Method

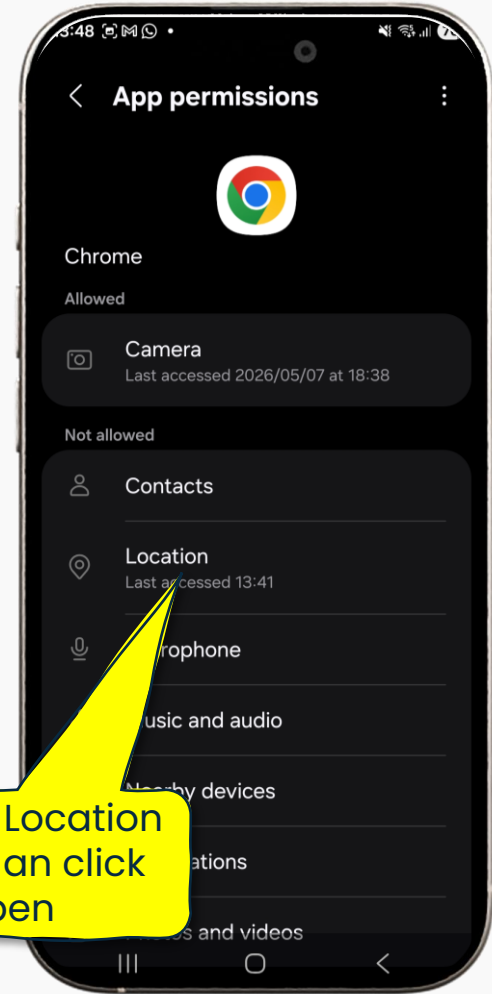


**2nd method:**  
Go to Settings and  
Apps

Find your browser  
app and click on it



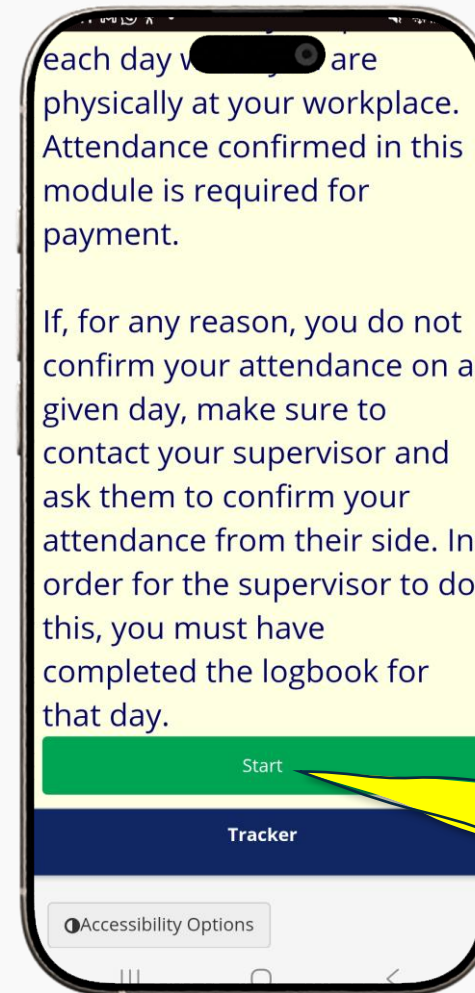
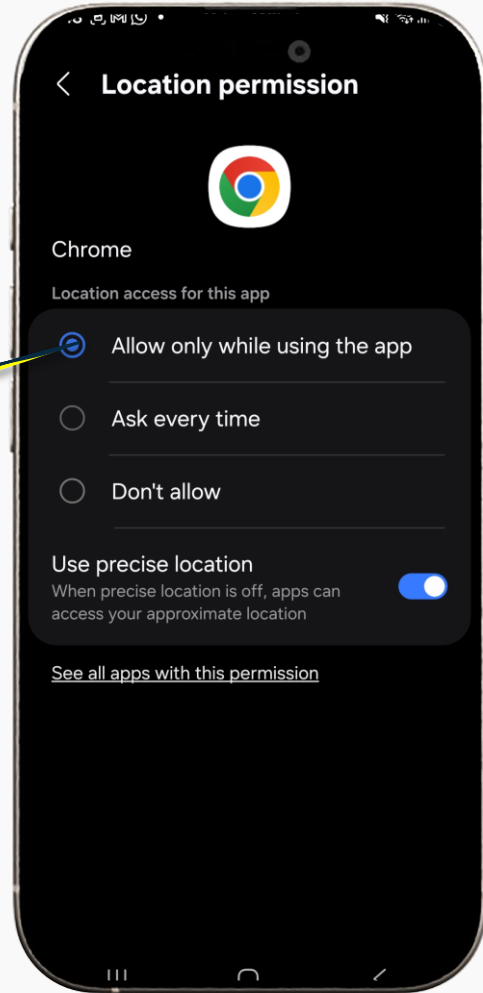
Search for  
Permission or  
similar and  
click to open



Search for Location  
or similar an click  
to open



# Problem: I am unable to continue – 2nd Method



Back to the module and the access should be unlocked.  
Click Start to begin.



**Well done,  
you have successfully  
confirmed your attendance**

---

If you have any questions contact us on:  
[ryancharles@learnerprofiler.com](mailto:ryancharles@learnerprofiler.com) or +27616802706

