

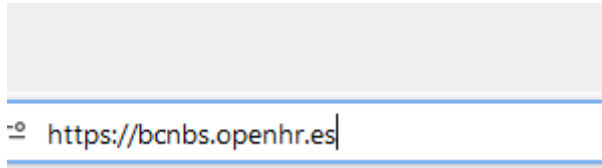


# OPEN HR

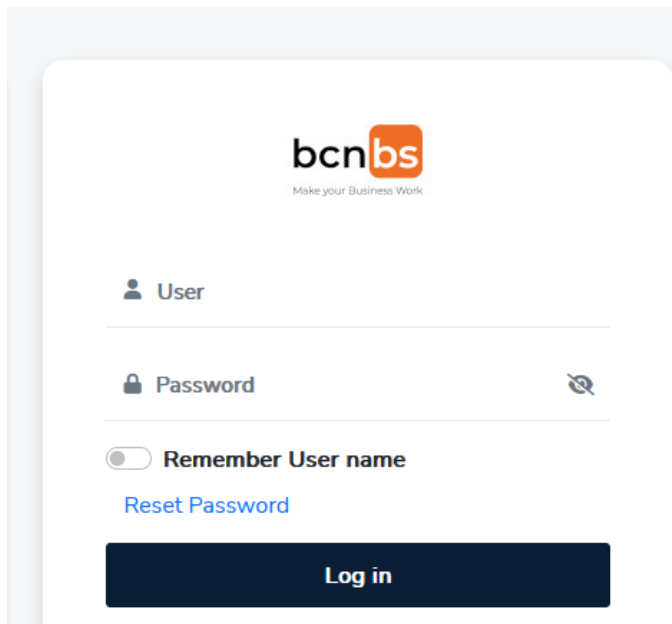
## USER MANUAL

Sage Tech Partner

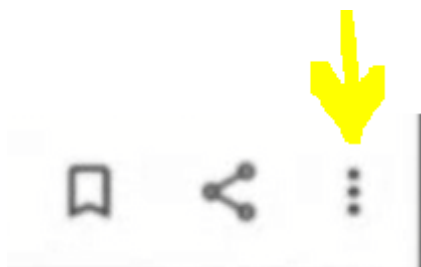
## Enter with the URL <https://bcnbs.openhr.es/> on your mobile



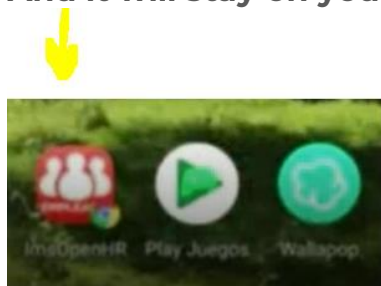
### Enter your access data



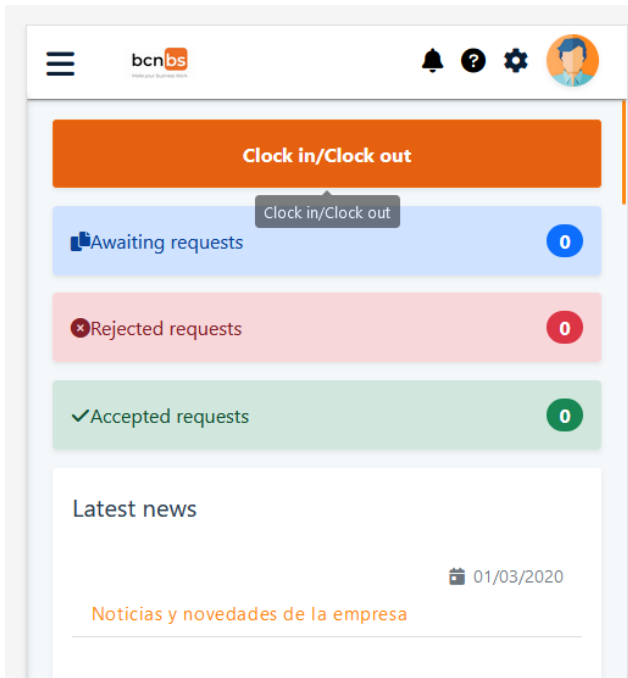
If you want to anchor it to your screen as an application, you must click on the icon of the three dots option add to home screen



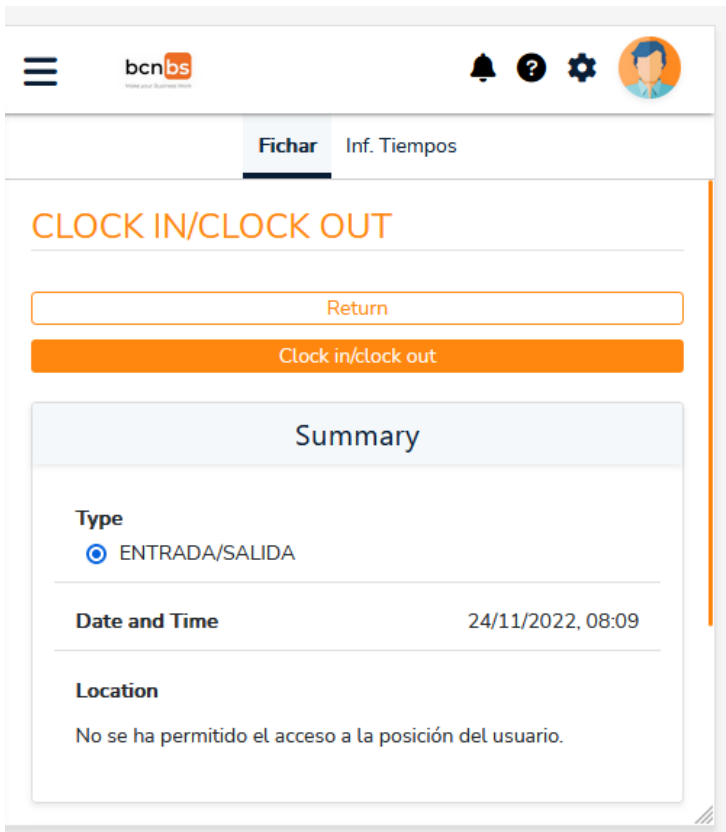
And it will stay on your mobile in this way



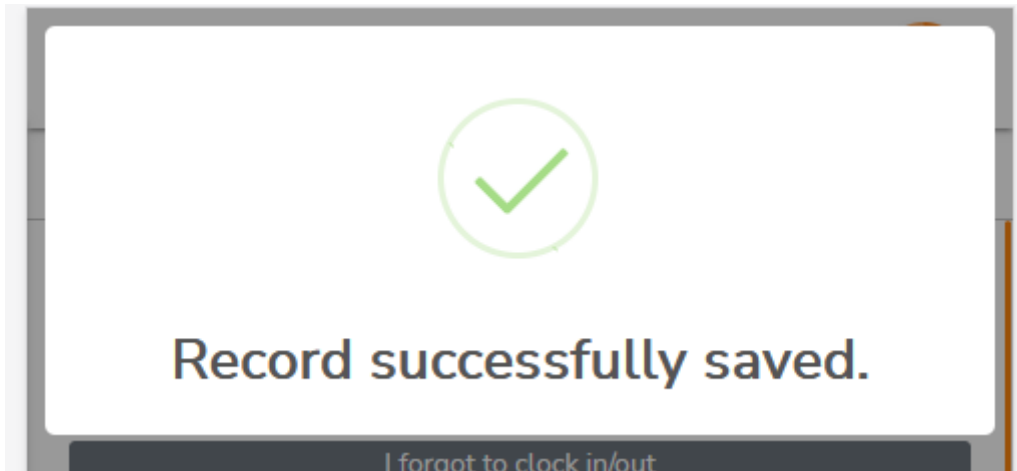
Once inside click on clock in/clock out



Click on Clock in/ Cock out



Your record will be recorded



If you need to check your transfers you can do it from the section My work day, my timekeeping report

### My work day

My timekeeping

My timekeeping report

My work schedule



You can check your latest signings as well as their history by searching by date

**Informe mis marcajes** Marcajes Últimos 7 días

From: 24/11/2022

Until: 24/11/2022

Seleccione el período a consultar.

FULL CLOSE	DATE	HOUR	ID_INCH
+	20221124 08:10	24/11/2022	08:10 000
+	20221124 08:11	24/11/2022	08:11 000

Download list: [XLS](#)

1 Pag: 1 Total records: 2

If at any time you have forgotten to sign in, you can request the inclusion of your signing in the my timekeeping/return section

**Fichar** Inf. Tiempos

## CLOCK IN/CLOCK OUT

Return

Clock in/clock out

## I forgot to clock in/out

The screenshot shows the top navigation bar with the bcnbs logo and user profile. Below it, the 'Fichar' tab is active. The main content area is titled 'MY RECORDS' and contains a search bar with the text 'Search'. Below the search bar are two buttons: a grey button labeled 'I forgot to clock in/out' and an orange button labeled 'Clock in/clock out'. At the bottom left, there is a 'From:' label.

## Reports the forgotten date and time and records

The screenshot shows the 'Fichar' tab with the 'CLOCK IN/ OUT REQUEST' form. It features two orange buttons: 'Return' and 'Request'. Below these are input fields for 'Date:' (format dd/mm/aaaa) and 'Hours:' (two boxes for 00 and 00). A radio button is selected for 'ENTRADA/SALIDA'. At the bottom, there is a 'Comment:' field with a rich text editor toolbar containing icons for bold, underline, font size (13), font family (sans-serif), text color (A), list, table, link, image, video, code, and help.



**Para más información,  
contacta con nosotros**

[comunicacion@securextechnology.es](mailto:comunicacion@securextechnology.es)

**Sage** Tech Partner