



USER MANUAL

StaffProof Professional

Staff, Timesheets & Leave - Made Simple.

Employees · Time Clock · Timesheets · Leave · Documents · Reports · Backup

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One Bridge Technologies · onebridgetechnologies.com.au

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Quick-start guide

Follow these steps in order the first time you use StaffProof. Each step names the chapter that explains it in detail.

- 1 **Install StaffProof** see "Getting Started", page 6
- 2 **Start StaffProof** see "Getting Started", page 6
- 3 **Complete first-time setup** see "First-Time Setup", page 8
- 4 **Enter business details** see "First-Time Setup", page 8
- 5 **Create the administrator** see "First-Time Setup", page 8
- 6 **Configure leave types** see "Leave Types", page 41
- 7 **Configure attendance** see "Settings", page 47
- 8 **Add your first employee** see "Adding Employees", page 12
- 9 **Create an employee PIN** see "Creating an Employee Time Clock PIN", page 16
- 10 **Open the Time Clock** see "Using the Time Clock", page 18
- 11 **Clock an employee in** see "Using the Time Clock", page 18
- 12 **Start and end a break** see "Managing Breaks", page 20
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- 14 **Review a timesheet** see "Reviewing Timesheets", page 28
- 15 **Correct a time entry** see "Correcting a Time Entry", page 26
- 16 **Approve a timesheet** see "Approving Timesheets", page 30
- 17 **Create a leave request** see "Creating a Leave Request", page 33
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- 19 **View the Leave Calendar** see "Using the Leave Calendar", page 38
- 20 **Manage recorded leave balances** see "Recorded Leave Balances", page 39
- 21 **Add an employee document** see "Employee Documents", page 42
- 22 **Generate reports** see "Generating Reports", page 44
- 23 **Create a backup** see "Backup & Restore", page 49
- 24 **Restore a backup** see "Backup & Restore", page 49
- 25 **Understand the free trial** see "Understanding the Free Trial", page 51
- 26 **Activate StaffProof** see "Activating StaffProof", page 52

Try it with sample data

Demo Mode (Settings > Data Storage, or the checkbox in first-time setup) adds ABC Construction Pty Ltd sample data so you can practise. Demo sign-in: user david, PIN 482916. Demo Time Clock PINs: EMP-001 2580, EMP-002 3691, EMP-003 4702, EMP-004 5813, EMP-005 6924, EMP-006 7035. Never use Demo Mode PINs for real records.

CHAPTER

Getting Started

Getting Started

Install StaffProof, set up your business and record your first shift in about fifteen minutes.

What it does. StaffProof keeps your staff records, time clock, weekly timesheets, leave and employee documents together on this computer. Everything is stored locally - you don't need an internet connection to use it day to day.

When to use it. Read this first after installing StaffProof, or whenever you want a reminder of the overall workflow.

Before you start. Have your business name, contact email and (optionally) your ABN and logo ready. Decide who will be the StaffProof administrator.

Step by step

- Step 1** Install StaffProof by running the setup file from One Bridge Technologies. Click Next through the installer and tick "Launch StaffProof" at the end.
- Step 2** Start StaffProof from the Start menu or desktop shortcut. The splash screen appears while your data is prepared.
- Step 3** First-time setup opens automatically. Enter your business details - business name, contact name and email are required; ABN is optional.
- Step 4** Create the administrator account with a PIN or password. Write down the recovery key shown at the end - it's the only way to reset a forgotten administrator PIN.
- Step 5** Choose your leave types (for example Annual Leave and Personal/Sick Leave) and whether each one tracks a recorded balance.
- Step 6** Set up time & attendance: 12- or 24-hour time, the day your week starts, working days, how breaks are recorded and whether to show rounded times.
- Step 7** Finish setup and sign in. The Dashboard shows today's attendance and anything that needs your attention.
- Step 8** Add your first employee (Employees > Add Employee), then give them a Time Clock PIN from their profile.
- Step 9** Open the Time Clock. The employee taps their name, enters their PIN and taps CLOCK IN. Breaks and CLOCK OUT work the same way.
- Step 10** At the end of the week, review the timesheet (Timesheets), correct any mistakes with a reason, then approve it.
- Step 11** Record leave (Leave Requests > New Leave Request) and approve or decline it. Approved leave appears on the calendar, timesheet and dashboard.
- Step 12** Add employee documents such as licences and certificates with expiry dates - the dashboard warns you before they expire.
- Step 13** Create a backup (Backup & Restore) and keep a copy somewhere other than this computer. Activate your licence before the 14-day trial ends.

The screenshot displays the StaffProof Professional dashboard for a user named David Smith. The interface includes a sidebar with navigation options like Dashboard, Employees, Documents, Attendance, Time Clock, Timesheets, Corrections, Approvals, Leave Requests, Leave Calendar, Leave Records, Reports, Audit History, Backup & Restore, Settings, Licence, and Help. The main content area features a 'Good Morning, David' greeting for Wednesday, 30 September 2026. Summary cards show 6 total employees (3 active), 3 clocked in, 1 on leave, and 2 not started. A table titled 'Today's Attendance' lists employees with their clock-in times, status, and worked hours. An 'Action Required' section highlights 2 leave requests, 6 timesheets, and 1 correction. An 'Upcoming Leave' section shows leave periods for Sarah Wilson, Robert King, and Emma Taylor. Quick actions at the bottom include adding employees, opening the time clock, creating leave requests, reviewing timesheets, and running reports.

Employee	Clock In	Status	Worked
Michael Brown (Electrician)	7:28 AM	Working	2h 47m
James Smith (Technician)	7:51 AM	Working	2h 24m
Robert King (Supervisor)	8:03 AM	Working	2h 12m
Emma Taylor (Cleaner)		Not Clocked In	—
Sarah Wilson (Office Admin)		Annual Leave	—
Lisa Wong (Accounts Admin)		Not Clocked In	—

Employee	Type	Dates
Sarah Wilson	Annual Leave	30 Sep – 1 Oct
Robert King	Annual Leave	5 Oct – 7 Oct
Emma Taylor	Unpaid Leave	9 Oct – 13 Oct

The Dashboard after setup: summary cards, today's attendance, Action Required and quick actions.

Tips

- Press F1 on any screen to open the help article for that screen.
- Use the search box at the top of every screen to find an employee, leave request or document.
- Press Ctrl+L to lock the screen when you step away.

If something isn't right

I closed the setup wizard by accident.

Start StaffProof again - setup continues until it's finished. Nothing is saved until you press Finish Setup.

I don't have an ABN.

Leave it blank. ABN is optional.

First-Time Setup

The six setup steps: welcome, business details, administrator, leave settings, time & attendance and finish.

What it does. First-time setup creates your business record, the administrator account, your leave types and your time & attendance settings in one go. Your 14-day free trial starts when you finish.

When to use it. The first time StaffProof is started on a computer.

Before you start. You'll need: business name, contact name and email. Optional: ABN, phone, address and a logo picture.

Step by step

- Step 1** Welcome: read the overview and click Next.
- Step 2** Business Details: type your business name, contact name and email. Add your ABN if you have one - StaffProof checks it has 11 digits and passes the standard ABN checksum.
- Step 3** Optionally choose your business logo. It appears on reports.
- Step 4** Administrator: type your name, a user name (or your email) and a PIN or password of at least 4 characters. Type it again to confirm.
- Step 5** Leave Settings: untick any leave types you don't use, rename them if you like, and choose which ones track a recorded balance.
- Step 6** Time & Attendance: choose 12- or 24-hour time, the day your week starts, your standard working day and working days, how Time Clock breaks are recorded, and rounding (off by default).
- Step 7** Finish: check the summary and click Finish Setup. Copy or write down your recovery key.

The screenshot shows the 'First Time Setup' window for StaffProof Professional. The 'Business Details' step is active, indicated by a blue circle with the number 2 in the left sidebar. The main content area is titled 'Business Details' and includes the instruction 'Enter your business information. It appears on your reports.' The form contains the following fields:

- Business name ***: A text input field containing 'ABC Construction Pty Ltd'.
- ABN (optional)**: A text input field containing '53 077 000 111'.
- Contact name ***: A text input field containing 'David Smith'.
- Email ***: A text input field containing 'david@abconstruction.com.au'.
- Phone**: A text input field containing '0412 345 678'.
- Address**: A large text input field, currently empty.
- Suburb**: A text input field containing 'Brisbane'.
- State**: A dropdown menu, currently showing an empty state.
- Postcode**: A text input field containing '4000'.
- Business logo (optional)**: A section with a text input field and a 'Choose a logo' button.

At the bottom of the form, there are two buttons: a 'Back' button with a left arrow and a 'Next' button with a right arrow. The StaffProof logo and 'Version 1.0.0' are visible in the bottom left corner of the window.

First-time setup - Business Details. Messages appear right under any field that needs fixing.

Tips

- Rounding never changes recorded times. If you turn it on, timesheets show both the exact and the rounded figure.
- Tick "Load demo data" on the Time & Attendance step if you'd like to explore with sample employees first.

If something isn't right

"This ABN doesn't look right."

Check the 11 digits against your ABN record. The checksum only confirms the number is well formed, not that the business is registered.

I lost the recovery key.

Sign in as the administrator and keep your PIN safe. If you forget the PIN and lose the key, contact support.

Dashboard

Your daily overview: who's working, who's on leave, and what needs your attention.

What it does. The Dashboard shows four summary cards (Total Employees, Clocked In, On Leave, Not Started), today's attendance, Action Required, upcoming leave and quick actions. Every figure comes straight from your records.

When to use it. At the start of each day, or any time you click the bell at the top of the screen.

Before you start. Employees need to be added before figures appear.

Step by step

- Step 1** Read the summary cards. Click a card to open the matching screen.
- Step 2** Check Today's Attendance: clock-in time, current status and time worked so far for each employee.
- Step 3** Work through Action Required - pending leave, timesheets to review, corrections to approve, missing clock-outs and expiring documents. Click an item to deal with it.
- Step 4** Check Upcoming Leave for the next 14 days.
- Step 5** Use Quick Actions to add an employee, open the Time Clock, create a leave request, review timesheets or run a report.

The screenshot displays the StaffProof Professional dashboard interface. On the left is a dark blue sidebar with navigation links for Dashboard, PEOPLE (Employees, Documents), TIME (Attendance, Time Clock, Timesheets, Corrections, Approvals), LEAVE (Leave Requests, Leave Calendar, Leave Records), REPORTING (Reports, Audit History), and SYSTEM (Backup & Restore, Settings, Licence, Help). The main content area is light blue and titled 'Good Morning, David' for Wednesday, 30 September 2026. It features four summary cards: Total Employees (6), Clocked In (3), On Leave (1), and Not Started (2). Below these are three sections: 'Today's Attendance' with a table of employee clock-ins and statuses, 'Action Required' with a list of pending items, and 'Upcoming Leave' with a table of leave requests. At the bottom, a 'Quick Actions' bar contains buttons for adding employees, opening the time clock, creating leave requests, reviewing timesheets, and running reports. The user profile 'David Smith, Administrator' and a 'Free trial - 14 days left' badge are visible in the bottom left.

Employee	Clock In	Status	Worked
MB Michael Brown (Electrician)	7:28 AM	Working	2h 47m
JS James Smith (Technician)	7:51 AM	Working	2h 24m
RK Robert King (Supervisor)	8:03 AM	Working	2h 12m
ET Emma Taylor (Cleaner)		Not Clocked In	—
SW Sarah Wilson (Office Admin)		Annual Leave	—
LW Lisa Wong (Accounts Admin)		Not Clocked In	—

Employee	Type	Dates
Sarah Wilson	Annual Leave	30 Sep – 1 Oct
Robert King	Annual Leave	5 Oct – 7 Oct
Emma Taylor	Unpaid Leave	9 Oct – 13 Oct

The Dashboard with summary cards, Today's Attendance and Action Required.

Tips

- Employees on approved leave show as their leave type (for example "Annual Leave"), never as an unexplained "Not Clocked In".

- Choose what appears in Action Required in Settings > Notifications.

If something isn't right

A number looks wrong.

Only active (not archived) employees are counted. People on approved full-day leave count as On Leave, not Not Started.

CHAPTER

Employees

Adding Employees

Add, edit, import, export and archive employee records.

What it does. The employee list holds everyone you employ: their Employee ID, name, position, department, employment type, start date, contact details and status.

When to use it. When someone starts working for you, when their details change, or when they leave.

Before you start. Decide each person's Employee ID (StaffProof suggests the next one, like EMP-007) and have their start date and position ready.

Step by step

- Step 1** Click Employees in the left menu, then Add Employee.
- Step 2** Check the suggested Employee ID or type your own. It must be unique.
- Step 3** Type the first and last name. Preferred name is optional and is shown on the Time Clock.
- Step 4** Enter position, employment type and start date (all required). Choose a department and supervisor if you use them.
- Step 5** Add contact details, address and emergency contact if you have them. Date of birth and hourly rate are optional.
- Step 6** Optionally choose a photo, then click Save Employee. Their profile opens.
- Step 7** To import many employees at once, click Import, download the template, fill it in with Excel, then choose the file. Every row is checked before anything is saved.

StaffProof Professional

Dashboard
PEOPLE
Employees
Documents
TIME
Attendance
Time Clock
Timesheets
Corrections
Approvals
LEAVE
Leave Requests
Leave Calendar
Leave Records
REPORTING
Reports
Audit History
SYSTEM
Backup & Restore
Settings
Licence
Help

David Smith
Administrator
Free trial - 14 days left
Version 1.0.0

Time Clock 11 FREE TRIAL - 14 DAYS

Add Employee

Fields marked * are required.

Photo (optional)
No photo chosen [Browse...](#)
JPG or PNG. The photo is resized and stored with your StaffProof data.

Personal details

Employee ID * First name * Last name *

Preferred name Date of birth (optional) Email

Phone

Home address

Address

Suburb State Postcode

Employment

Position * Department Employment type *

[Save Employee](#) [Cancel](#) [Help](#)

The Add Employee form. Required fields are marked *.

Tips

- If another employee has the same email, or the same name and date of birth, StaffProof warns you but lets you save - people can share a name.
- Archive (don't delete) people who leave. Their history stays in reports.

If something isn't right

"Employee ID EMP-001 is already used by..."

Each Employee ID must be unique, including archived employees. Choose a different ID.

"Postcode must be four digits."

Australian postcodes have four digits, like 4000 or 0800.

Employee Profile

Everything about one employee: details, documents, qualifications, leave, timesheets, attendance and history.

What it does. The profile header shows the employee's photo, name, ID, position and status. Tabs show each part of their record, and Quick Actions start common tasks.

When to use it. Whenever you need to see or act on one employee's information.

Before you start. Open Employees and double-click the employee (or search for them at the top of the screen).

Step by step

- Step 1** Overview shows personal information, employment details, recorded leave balances and upcoming leave.
- Step 2** Documents and Qualifications list their files. Qualifications shows certificates, training records and licences.
- Step 3** Leave shows balances and requests; Timesheets shows the week; Attendance shows the last 60 days of shifts.
- Step 4** History lists every audited change to this employee.
- Step 5** Use Quick Actions: Edit Employee, Time Clock PIN, New Leave Request, View Timesheet, Add Document, Attendance History or Leave Records.

StaffProof Professional

Employee Profile Edit Back Help

Michael Brown
EMP-001 | Electrician | Field
Active Working

Overview Employment Documents Qualifications Leave Timesheets Attendance History

Personal Information

First name	Michael	Position	Electrician
Last name	Brown	Department	Field
Preferred name	—	Employment type	Full-Time
Date of birth	14/06/1988	Start date	24/08/2023
Phone	0411 234 567	End date	—
Email	michael.brown@abcconstruct ion.com.au	Supervisor	Robert King
Address	25 Builders Road Brisbane QLD 4000	Standard day	7h 36m
Emergency contact	Next of kin 0400 111 222	Default hourly rate (optional)	\$45.50
Notes	—	Time Clock PIN	Set

Recorded Leave Balances

Annual Leave	88.00 h (15.20 h pending)
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Upcoming Leave

Annual Leave	16/10/2026 – 17/10/2026
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Quick Actions

- Edit Employee
- Time Clock PIN
- New Leave Request
- View Timesheet
- Add Document
- Attendance History
- Leave Records

David Smith Administrator
Free trial - 14 days left
Version 1.0.0

An employee profile with the Overview tab and Quick Actions.

Tips

- Personal details (date of birth, address, emergency contact, hourly rate) are only shown to people allowed to see them.

If something isn't right

The Edit button isn't there.

Your role doesn't include "Add and edit employees". Ask an administrator.

Creating an Employee Time Clock PIN

Give each employee a private 4-6 digit PIN for the Time Clock.

What it does. Employees identify themselves at the Time Clock by tapping their name (or typing their Employee ID) and entering their PIN. PINs are stored securely and can't be viewed later.

When to use it. After adding an employee, or when someone forgets their PIN.

Before you start. The employee must be saved first.

Step by step

- Step 1** Open the employee's profile.
- Step 2** Click Time Clock PIN in Quick Actions.
- Step 3** Type a 4 to 6 digit PIN twice. Avoid easy PINs like 1234 or 1111 - StaffProof won't accept them.
- Step 4** Click Save PIN and tell the employee their PIN privately.
- Step 5** To stop someone using the Time Clock, open the same window and click Remove PIN.

The screenshot displays the StaffProof Professional interface. On the left is a dark sidebar with navigation options like Dashboard, Employees, Documents, Attendance, Time Clock, Timesheets, Corrections, Approvals, Leave Requests, Leave Calendar, Leave Records, Reports, Audit History, Backup & Restore, Settings, Licence, and Help. The main area shows the 'Employee Profile' for Michael Brown. It includes a profile card with a photo placeholder (MB), name, ID (EMP-001), position (Electrician), and status (Active, Working). Below this is a tabbed view with 'Overview' selected, showing personal and employment details. On the right, a 'Quick Actions' sidebar contains buttons for Edit Employee, Time Clock PIN, New Leave Request, View Timesheet, Add Document, Attendance History, and Leave Records. The bottom of the sidebar shows the user 'David Smith' and a 'Free trial - 14 days left' notice.

Set the PIN from Quick Actions on the employee profile.

Tips

- After five wrong PINs the Time Clock pauses that employee for two minutes.

If something isn't right

"You don't have a Time Clock PIN yet."

Set a PIN on the employee's profile.

CHAPTER

Time & Attendance

Using the Time Clock

Staff clock in, take breaks and clock out on a full-screen Time Clock.

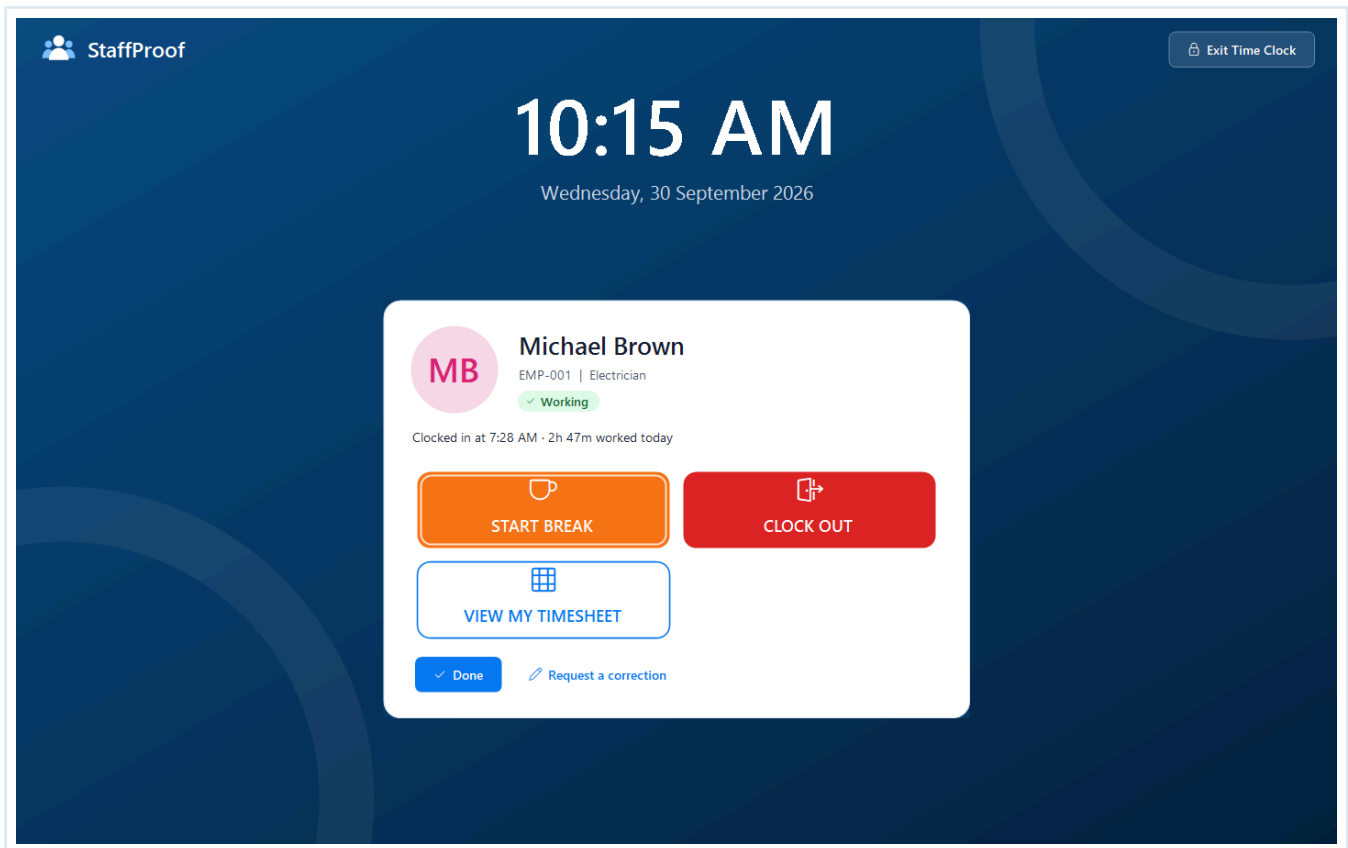
What it does. The Time Clock fills the screen with the current time and a tile for each active employee. After entering their PIN, an employee sees only the actions that make sense right now: CLOCK IN, START BREAK, END BREAK, CLOCK OUT and VIEW MY TIMESHEET. Every action is saved immediately with its time.

When to use it. On a shared computer or tablet at your workplace, at the start and end of every shift and for breaks.

Before you start. Employees need a Time Clock PIN. A user with the Employee/Kiosk role can sign in straight to the Time Clock.

Step by step

- Step 1** Click Time Clock in the menu (or Open Time Clock on the dashboard).
- Step 2** The employee taps their name (or types their Employee ID) and enters their PIN, then taps OK.
- Step 3** To start work, tap CLOCK IN.
- Step 4** To take a break, tap START BREAK. When back, sign in again and tap END BREAK.
- Step 5** At the end of the shift, tap CLOCK OUT. The screen shows the time worked today.
- Step 6** Tap VIEW MY TIMESHEET to see this week's hours, or Request a correction if a time was recorded wrongly.
- Step 7** To leave the Time Clock, click Exit Time Clock and enter your PIN (a manager or administrator for kiosk sign-ins).



The Time Clock after an employee signs in, showing only the actions available right now.

Tips

- Employees can't clock in twice, start a second break or clock out while on a break - StaffProof only shows valid actions.
- The Time Clock returns to the name screen automatically after a short time.

If something isn't right

I forgot to clock out yesterday.

Clock in as normal. Yesterday's shift is flagged "Missing Clock-Out" for your manager to fix with a correction.

My name isn't on the Time Clock.

Only active employees with a PIN can use the Time Clock. Ask your manager.

Managing Breaks

How breaks are recorded and how they affect worked time.

What it does. Breaks are recorded separately from the shift. Unpaid breaks are taken off worked time; paid breaks are recorded but not deducted. Choose the default in Settings > Attendance.

When to use it. Whenever employees take a meal or rest break.

Before you start. Check whether your Time Clock breaks are paid or unpaid (Settings > Attendance).

Step by step

- Step 1** At the Time Clock the employee taps START BREAK, and END BREAK when they return.
- Step 2** If a break wasn't recorded, open the shift (Attendance > Shift details & corrections) and click Add missed break. Enter the times and a reason.
- Step 3** To fix a break time, click Correct a time and choose Break Start or Break End.

The screenshot shows the StaffProof Professional Attendance board for the date 30/09/2026. The interface includes a sidebar with navigation options like Dashboard, Employees, Documents, Attendance, Time Clock, Timesheets, Corrections, Approvals, Leave Requests, Leave Calendar, Leave Records, Reports, Audit History, Backup & Restore, Settings, Licence, and Help. The main area displays a table of employee attendance for the day. The table has columns for Employee, Date, Clock In, Clock Out, Break, Worked, Status, and Notes. The data shows that Michael Brown, Sarah Wilson, James Smith, and Robert King are working, while Emma Taylor and Lisa Wong are not clocked in. Sarah Wilson is on annual leave. The board also includes buttons for Manual Entry, Open Time Clock, and Help, as well as a summary of the day's status: 3 working, 0 clocked out, and 1 on leave.

Employee	Date	Clock In	Clock Out	Break	Worked	Status	Notes
MB Michael Brown Electrician	Wed 30/09	7:28 AM	—		2h 47m	Working	
SW Sarah Wilson Office Admin	Wed 30/09	—	—			Annual Leave	Approved leave: 30/0...
JS James Smith Technician	Wed 30/09	7:51 AM	—		2h 24m	Working	
ET Emma Taylor Cleaner	Wed 30/09	—	—			Not Clocked In	
RK Robert King Supervisor	Wed 30/09	8:03 AM	—		2h 12m	Working	
LW Lisa Wong Accounts Admin	Wed 30/09	—	—			Not Clocked In	

The attendance board shows break time for each shift.

Tips

- Worked time = clock-out – clock-in – unpaid breaks. Multiple breaks and overnight shifts are handled automatically.

If something isn't right

The employee can't clock out.

They're on a break. End the break first, then clock out.

Reviewing Attendance

See who is working, on a break, clocked out or on leave for any day.

What it does. The Attendance board lists every active employee for the chosen day with clock-in, clock-out, breaks, worked time and status. Manual entries and corrections are labelled.

When to use it. During the day to see who's on site, and before approving timesheets.

Before you start. Employees should be using the Time Clock, or you can add manual entries.

Step by step

- Step 1** Click Attendance in the menu. Today is shown first.
- Step 2** Use the arrows or the date box to look at another day, and the department filter to narrow the list.
- Step 3** Tick "Missing clock-outs only" to see shifts that need a clock-out time.
- Step 4** Double-click a shift to see its breaks, original times and correction history.
- Step 5** Click Manual Entry to record a shift that wasn't captured at the Time Clock (a reason is required).

The screenshot displays the StaffProof Professional Attendance board. The left sidebar contains navigation options: Dashboard, PEOPLE (Employees, Documents), TIME (Attendance, Time Clock, Timesheets, Corrections, Approvals), LEAVE (Leave Requests, Leave Calendar, Leave Records), REPORTING (Reports, Audit History), and SYSTEM (Backup & Restore, Settings, Licence, Help). The main area is titled 'Attendance' and shows a table of employee shifts for Wednesday 30/09/2026. The table columns are Employee, Date, Clock In, Clock Out, Break, Worked, Status, and Notes. The status column includes labels like 'Working', 'Annual Leave', and 'Not Clocked In'. The bottom of the screen shows the user 'David Smith, Administrator' and a 'Free trial - 14 days left' message.

Employee	Date	Clock In	Clock Out	Break	Worked	Status	Notes
Michael Brown Electrician	Wed 30/09	7:28 AM	—		2h 47m	Working	
Sarah Wilson Office Admin	Wed 30/09	—	—			Annual Leave	Approved leave: 30/0...
James Smith Technician	Wed 30/09	7:51 AM	—		2h 24m	Working	
Emma Taylor Cleaner	Wed 30/09	—	—			Not Clocked In	
Robert King Supervisor	Wed 30/09	8:03 AM	—		2h 12m	Working	
Lisa Wong Accounts Admin	Wed 30/09	—	—			Not Clocked In	

The Attendance board for a day.

Tips

- A shift with no clock-out shows no worked hours - StaffProof never makes up hours. Fix it with a correction.

If something isn't right

Someone shows "Not Clocked In" but is on leave.

Approve their leave request - people on approved leave show their leave type instead.

Manual Time Entries

Record a shift that wasn't captured at the Time Clock.

What it does. A manual entry records the employee, date, clock-in and clock-out times, an optional break and a required reason. It's clearly marked MANUAL ENTRY with who created it and when.

When to use it. When someone worked off site, the Time Clock wasn't available, or a whole shift was missed.

Before you start. You need permission for "Manual entries and corrections". The week's timesheet must not be approved.

Step by step

- Step 1** Click Attendance (or Timesheets) > Manual Entry / Add Entry.
- Step 2** Choose the employee and date.
- Step 3** Enter clock in and clock out. If clock out is earlier than clock in, the shift is treated as finishing the next day.
- Step 4** Optionally enter a break start and end.
- Step 5** Type the reason, then click Save Manual Entry.

The screenshot shows the StaffProof Professional interface. On the left is a dark blue sidebar with navigation links: Dashboard, PEOPLE (Employees, Documents), TIME (Attendance, Time Clock, Timesheets, Corrections, Approvals), LEAVE (Leave Requests, Leave Calendar, Leave Records), REPORTING (Reports, Audit History), and SYSTEM (Backup & Restore, Settings, Licence, Help). The main area is titled 'Attendance' and shows a table for Wednesday 30/09/2026. The table has columns: Employee, Date, Clock In, Clock Out, Break, Worked, Status, and Notes. The data is as follows:

Employee	Date	Clock In	Clock Out	Break	Worked	Status	Notes
MB Michael Brown Electrician	Wed 30/09	7:28 AM	—		2h 47m	✓ Working	
SW Sarah Wilson Office Admin	Wed 30/09	—	—			✖ Annual Leave	Approved leave: 30/0...
JS James Smith Technician	Wed 30/09	7:51 AM	—		2h 24m	✓ Working	
ET Emma Taylor Cleaner	Wed 30/09	—	—			⊘ Not Clocked In	
RK Robert King Supervisor	Wed 30/09	8:03 AM	—		2h 12m	✓ Working	
LW Lisa Wong Accounts Admin	Wed 30/09	—	—			⊘ Not Clocked In	

At the bottom of the table are three buttons: 'Shift details & correction', 'Employee profile', and 'Timesheet'. The top right of the main area has buttons for '+ Manual Entry', 'Open Time Clock', and 'Help'. A summary bar above the table shows '3 working · 0 clocked out · 1 on leave'.

Manual entries are labelled on the attendance board, timesheets and reports.

Tips

- If a shift was recorded with a wrong time, correct it instead of adding a manual entry.

If something isn't right

"This overlaps another shift..."

There's already a shift at that time. Correct that shift instead.

Correcting a Time Entry

Fix a wrong clock-in, clock-out or break time while keeping the original.

What it does. Corrections never overwrite history. StaffProof keeps the originally recorded time on the shift and adds a correction record showing the original value, corrected value, reason, who corrected it and when. Employees can request corrections at the Time Clock; a manager approves them.

When to use it. When an employee forgot to clock in or out, or pressed the wrong button.

Before you start. You need permission to correct attendance. Corrections in an approved week need the timesheet reopened first.

Step by step

- Step 1** Open the shift: Attendance > double-click the shift (or Corrections, or the Timesheet day).
- Step 2** Click Correct a time.
- Step 3** Choose what to correct (Clock In, Clock Out, Break Start or Break End).
- Step 4** Enter the correct date and time.
- Step 5** Type the reason, for example "Employee reported forgotten clock-in."
- Step 6** Click Save Correction. If you're not allowed to approve corrections it is sent for approval instead.
- Step 7** To approve requests from the Time Clock, open Corrections (Pending) and click Approve or Reject (rejecting needs a reason).

Shift details

James Smith — Tuesday 22 September 2026

✓ Complete

Clock in	22/09/2026 7:30 AM	Recorded originally	22/09/2026 7:43 AM
Clock out	22/09/2026 4:40 PM	Recorded originally	22/09/2026 4:40 PM
Unpaid breaks	0h 30m	Paid breaks	0h 00m
Worked	8h 40m	Rounded (display only)	Rounding off
Source	Time Clock	Notes	—

Breaks

Type	Start	End	Length	Paid?	Originally recorded
Meal break	12:20 PM	12:50 PM	0h 30m	Unpaid	12:20 PM – 12:50 PM

Correction history

Field	Original	Corrected	Reason	Requested by	Corrected by	Status
Clock In	22/09/2026 7:43 ...	22/09/2026 7:30...	Employee reported forgotten clo...	David Smith	David Smith (30/09 ...	✓ Approved

[Correct a time](#)
[Add missed break](#)
[Notes](#)
[Close](#)

A shift's details showing the original time and the correction history.

Tips

- The Correction Report lists every correction with original and corrected values for your records.

If something isn't right

"...timesheet for the week of ... is approved. Reopen it before changing times."

Open Timesheets, choose the employee and week, click Reopen and give a reason. Then correct the time and approve again.

CHAPTER

Timesheets

Reviewing Timesheets

Weekly timesheets built from attendance and approved leave.

What it does. Timesheets show each day's clock-in, clock-out, breaks, worked hours, leave and status, with a weekly total. Totals are always recalculated from the recorded times. Statuses: Draft, In Progress, Needs Review, Approved and Locked.

When to use it. Each week before approving hours for payroll.

Before you start. Attendance should be complete for the week (no missing clock-outs).

Step by step

- Step 1** Click Timesheets. Choose All employees to see everyone's status for the week, or pick one employee.
- Step 2** Use the arrows to move between weeks.
- Step 3** Check each day. Days marked Needs Review have a problem - see the Warnings panel on the right.
- Step 4** Double-click a day to open the shift and correct it if needed.
- Step 5** Click Export for payroll to create a CSV of hours for your payroll software (StaffProof doesn't calculate pay).

StaffProof Professional

Timesheets
View and manage employee timesheets

Michael Brown (EMP-001) | 21 Sep – 27 Sep 2026 | This week | All Status

Date	Clock In	Clock Out	Break	Hours	Leave	Status	Notes
Mon 21/...	7:24 AM	4:33 PM	0h 30m	8h 39m		✓ Complete	
Tue 22/09	7:22 AM	4:32 PM	0h 30m	8h 40m		✓ Complete	
Wed 23/...	7:23 AM	4:24 PM	0h 30m	8h 31m		✓ Complete	
Thu 24/09	7:32 AM	4:38 PM	0h 30m	8h 36m		✓ Complete	
Fri 25/09	7:22 AM	4:18 PM	0h 30m	8h 26m		✓ Complete	
Sat 26/09	8:00 AM	12:30 PM		4h 30m		✓ Complete	Manual entry
Sun 27/09				0h 00m		⚠ Not Start...	

Status
Needs Review

Warnings
✓ Nothing to check.

This week
6 shifts · 1 manual entry · 0 corrections
Breaks: 2h 30m

History
No approvals or notes yet.

Weekly Total: 47h 22m

Approve | Return for Review | Add Note | Day details

One employee's week with daily hours, the weekly total and the warnings panel.

Tips

- When rounding is on, the rounded figure is shown in brackets next to the exact hours.

If something isn't right

A day shows "Needs Review".

Usually a missing clock-out or a break without an end time. Open the day and correct it.

Approving Timesheets

Approve, return, reopen and lock weekly timesheets.

What it does. Approving a timesheet records who approved it and when, and saves a copy of each day exactly as approved. Approved weeks are protected - times can't change unless the timesheet is reopened with a reason. Locked timesheets (for example after payroll) need unlocking first.

When to use it. Once a week has finished and its attendance has been checked.

Before you start. The week must be finished and have no warnings or pending corrections.

Step by step

- Step 1** Open Approvals > Timesheets to see every finished week waiting for review (or open Timesheets and choose an employee).
- Step 2** Open the timesheet and check the days and warnings.
- Step 3** Click Approve and add an optional note.
- Step 4** If something needs checking first, click Return for Review and explain what.
- Step 5** To change an approved week, click Reopen and give the reason. Approve again when done.
- Step 6** After payroll, click Lock to stop further changes (needs the Lock timesheets permission).

The screenshot shows the StaffProof Professional interface. On the left is a dark blue sidebar with a navigation menu. The main content area is titled 'Approvals' and contains a table of timesheets waiting for review. The table has columns for Employee, Week, Worked, Leave, Warnings, and Status. All entries show a status of 'Needs Review'.

Employee	Week	Worked	Leave	Warnings	Status
MB Michael Brown Electrician	21 Sep – 27 Sep 2026	47h 22m		Ready to approve	Needs Review
RK Robert King Supervisor	21 Sep – 27 Sep 2026	42h 31m		Ready to approve	Needs Review
JS James Smith Technician	21 Sep – 27 Sep 2026	42h 32m		Ready to approve	Needs Review
ET Emma Taylor Cleaner	21 Sep – 27 Sep 2026	12h 16m		1 item to check	Needs Review
SW Sarah Wilson Office Admin	21 Sep – 27 Sep 2026	17h 07m		Ready to approve	Needs Review
LW Lisa Wong Accounts Admin	21 Sep – 27 Sep 2026	11h 33m	6h 00m	Ready to approve	Needs Review

At the bottom of the table, there is a button labeled 'Review timesheet' and a note: 'Open each timesheet to check the days, then approve it.'

The Approvals screen listing timesheets waiting for review.

Tips

- If a configured accrual rule is set up for a leave type, approving a timesheet records the accrual in the leave ledger; reopening reverses it.

If something isn't right

"This week isn't finished yet."

Timesheets can be approved from the day after the week ends.

Approvals

One place for everything waiting for a manager.

What it does. Approvals has three tabs: Timesheets that need review, pending Leave Requests (with who else is away) and pending Corrections.

When to use it. Once a day, or when the dashboard shows items in Action Required.

Before you start. You need the relevant approval permissions.

Step by step

Step 1 Click Approvals.

Step 2 Choose a tab.

Step 3 Select an item and click Approve or Decline/Reject, or open it to see the details.

Approvals

Timesheets, leave requests and corrections waiting for a decision

Employee	Week	Worked	Leave	Warnings	Status
MB Michael Brown Electrician	21 Sep – 27 Sep 2026	47h 22m		Ready to approve	Needs Review
RK Robert King Supervisor	21 Sep – 27 Sep 2026	42h 31m		Ready to approve	Needs Review
JS James Smith Technician	21 Sep – 27 Sep 2026	42h 32m		Ready to approve	Needs Review
ET Emma Taylor Cleaner	21 Sep – 27 Sep 2026	12h 16m		⚠ 1 item to check	Needs Review
SW Sarah Wilson Office Admin	21 Sep – 27 Sep 2026	17h 07m		Ready to approve	Needs Review
LW Lisa Wong Accounts Admin	21 Sep – 27 Sep 2026	11h 33m	6h 00m	Ready to approve	Needs Review

Review timesheet Open each timesheet to check the days, then approve it.

The Approvals screen.

Tips

- Declining leave and rejecting corrections always need a reason, which is kept with the record.

CHAPTER

Leave Management

Creating a Leave Request

Record a request for annual, personal, unpaid or other leave.

What it does. A leave request records the employee, leave type, dates (or part of a day), requested hours, reason and an optional attachment such as a medical certificate. Requests can be saved as a draft or submitted for approval.

When to use it. When an employee asks for time off, or to record leave already taken.

Before you start. Set up your leave types in Settings > Leave.

Step by step

- Step 1** Click Leave Requests > New Leave Request (or New Leave Request on the dashboard or employee profile).
- Step 2** Choose the employee and leave type.
- Step 3** Choose the start and end dates. Tick Partial day for part of one day and enter the times.
- Step 4** Check the requested hours. StaffProof suggests them from working days and the employee's standard day - adjust for public holidays or rosters.
- Step 5** Add a reason and attach a file if needed.
- Step 6** Click Submit Request (or Save Draft to finish later).

New Leave Request

Employee *

Michael Brown (EMP-001)

Leave type *

Annual Leave

Start date *

01/10/2026

End date *

01/10/2026

☐ Partial day (part of one day only)

Requested hours *

7.6 hours

Reason / notes

Attachment

No attachment (for example a medical certificate)

Browse...

Recorded Annual Leave balance: 88.00 h (15.20 h in pending requests). This is a recorded figure, not a legal entitlement.

Cancel

Save Draft

Submit Request

A new leave request, showing the recorded balance for the leave type.

Tips

- StaffProof warns (but doesn't block) if the request is shorter notice than your setting or more than the recorded balance.

If something isn't right

"...already has ... for ..."

The employee already has pending or approved leave on those dates. Cancel or change that request first.

Approving or Declining Leave

Decide pending leave requests.

What it does. Approving records who approved it and when, and (for balance-tracked leave types) adds an Approved Leave entry to the ledger. Declining needs a reason. Declined and cancelled requests are always kept.

When to use it. When requests are waiting in Approvals or Leave Requests > Pending.

Before you start. You need the Approve leave permission.

Step by step

- Step 1** Open Leave Requests and click Pending, or Approvals > Leave Requests (it shows who else is away at the same time).
- Step 2** Select the request and click Approve. Add a note or type OK.
- Step 3** To decline, click Decline and give a reason.
- Step 4** To cancel approved leave, open it and click Cancel Request. The hours are returned to the balance with a Reversal entry.

Leave Requests
Manage your staff leave requests

Buttons: + New Leave Request, Calendar, Export, Help

Filters: All (6), Pending (2), Approved (4), Declined (0)

Employee	Leave Type	From	To	Days	Hours	Status	Reason
JS James Smith Field	Unpaid Leave	21/10/2026	21/10/2026	1	7.60	Pending	Moving house
MB Michael Brown Field	Annual Leave	16/10/2026	17/10/2026	2	15.20	Pending	Long weekend away
ET Emma Taylor Facilities	Unpaid Leave	09/10/2026	13/10/2026	5	12.00	Approved	Overseas trip
RK Robert King Field	Annual Leave	05/10/2026	07/10/2026	3	22.80	Approved	School holidays
SW Sarah Wilson Administration	Annual Leave	30/09/2026	01/10/2026	2	12.00	Approved	Family visit
LW Lisa Wong Administration	Personal/Sick Le...	23/09/2026	23/09/2026	1	6.00	Approved	Unwell — medical ce...

Buttons: Approve, Decline, Cancel request, Details

Leave Requests filtered to show requests and their status.

Tips

- If a leave type doesn't allow negative balances, approval is blocked when there isn't enough recorded balance - record an adjustment or change the setting first.

If something isn't right

"...timesheet for the week of ... is already approved."

Reopen that timesheet before approving or cancelling leave in its week.

Using the Leave Calendar

See who is away and when.

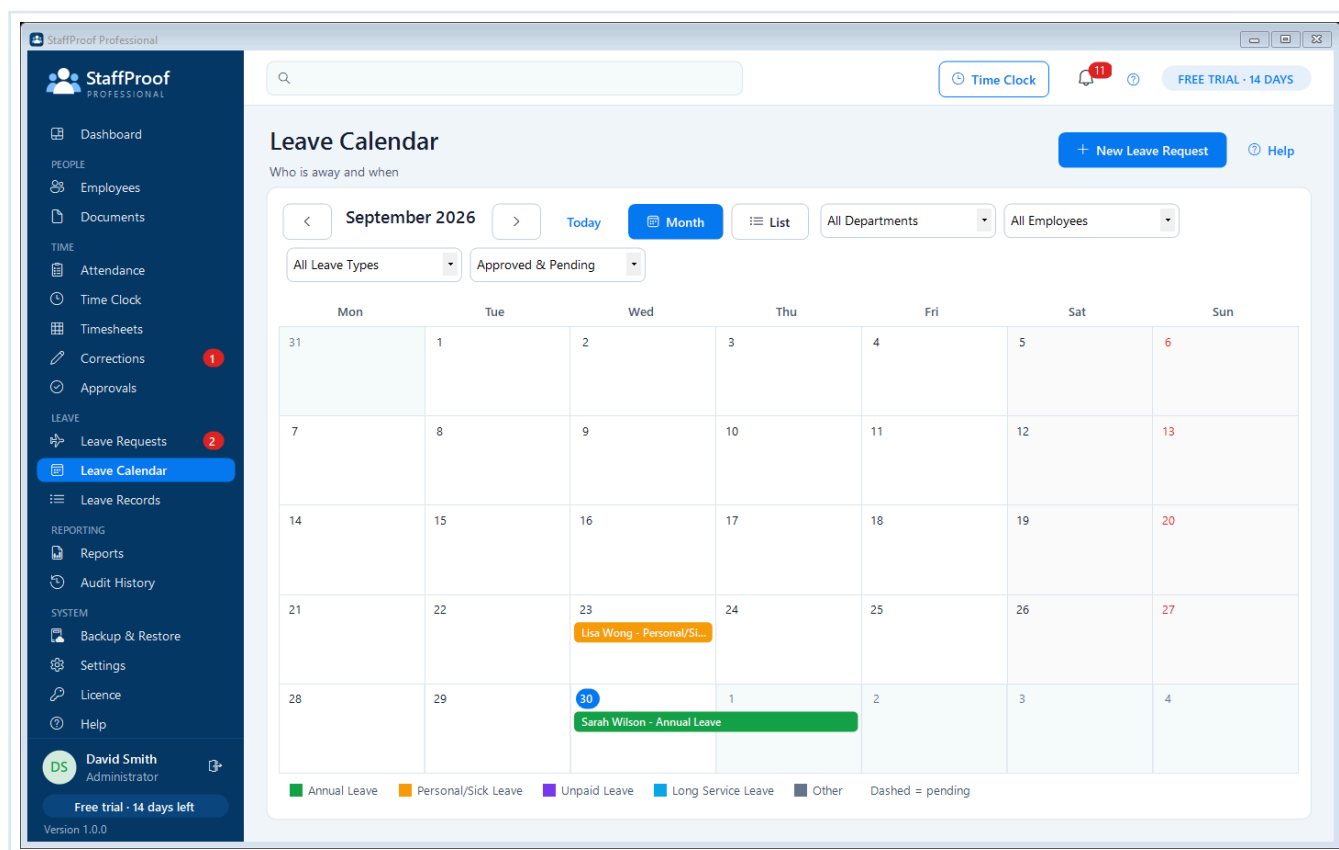
What it does. The Leave Calendar shows approved leave as coloured bars and pending requests as dashed bars, by month or as a list. Filter by department, employee, leave type and status.

When to use it. When planning rosters or deciding a leave request.

Before you start. Leave requests must be created first.

Step by step

- Step 1** Click Leave Calendar.
- Step 2** Use the arrows to change month, or click List for a list view.
- Step 3** Use the filters to narrow the view.
- Step 4** Click a bar to open the request.



The month view with leave bars coloured by leave type.

Tips

- Hover over a bar to see the hours and status.

Recorded Leave Balances

How leave balances are recorded in the ledger.

What it does. A recorded balance is a ledger, not a single number: opening or imported balances, configured accruals, approved leave, adjustments and reversals, each with a date, reason and who recorded it. The balance is always the sum of the entries. Entries can't be edited or deleted - mistakes are fixed with another entry. StaffProof records what you enter; it doesn't decide anyone's legal entitlement.

When to use it. When you start using StaffProof (opening balances), and whenever a balance needs adjusting.

Before you start. Turn on balance tracking for the leave type in Settings > Leave. You need the Adjust leave balances permission.

Step by step

- Step 1** Click Leave Records and choose the employee.
- Step 2** Choose a leave type tab to see its balance and ledger.
- Step 3** Click Record Adjustment. Choose Opening Balance for a starting figure, Imported Balance when bringing balances from another system, or Adjustment to add or remove hours (use a minus sign to remove).
- Step 4** Enter the date, hours and a reason, then click Record Entry.
- Step 5** Optional: set up a configured accrual rule (Settings > Leave > Edit) to record accrual automatically when timesheets are approved.

StaffProof Professional

Time Clock 11 FREE TRIAL - 14 DAYS

Leave Records

Recorded leave balances and the ledger behind them

Michael Brown (EMP-001) Balances are recorded figures you control — not a calculation of anyone's legal entitlement.

Recorded Balance
88.00 hours
 Annual Leave

Accrual
Manual
 No automatic accrual — balances are recorded by h...

Pending Requests
15.20 h
 Not yet approved

All types **Annual Leave** Personal/Sick Leave Long Service Leave

Date	Leave Type	Transaction	Description	Hours	Balance	Recorded by
10/09/2026	Annual Leave	Adjustment	Day in lieu for weekend work agre...	+8.00	88.00	David Smith
01/08/2026	Annual Leave	Opening Balance	Opening balance carried over from...	+80.00	80.00	David Smith

David Smith Administrator
Free trial - 14 days left
Version 1.0.0

An employee's leave ledger with the running balance.

Tips

- Configured accrual is your own rule (for example 0.0769 hours per hour worked). Check entitlements against the relevant award or agreement, or with the Fair Work Ombudsman.

If something isn't right

"This would take the recorded ... balance below zero..."

The leave type doesn't allow negative balances. Check the figure, or allow negative balances in Settings > Leave.

Leave Types

Configure the leave types your business uses.

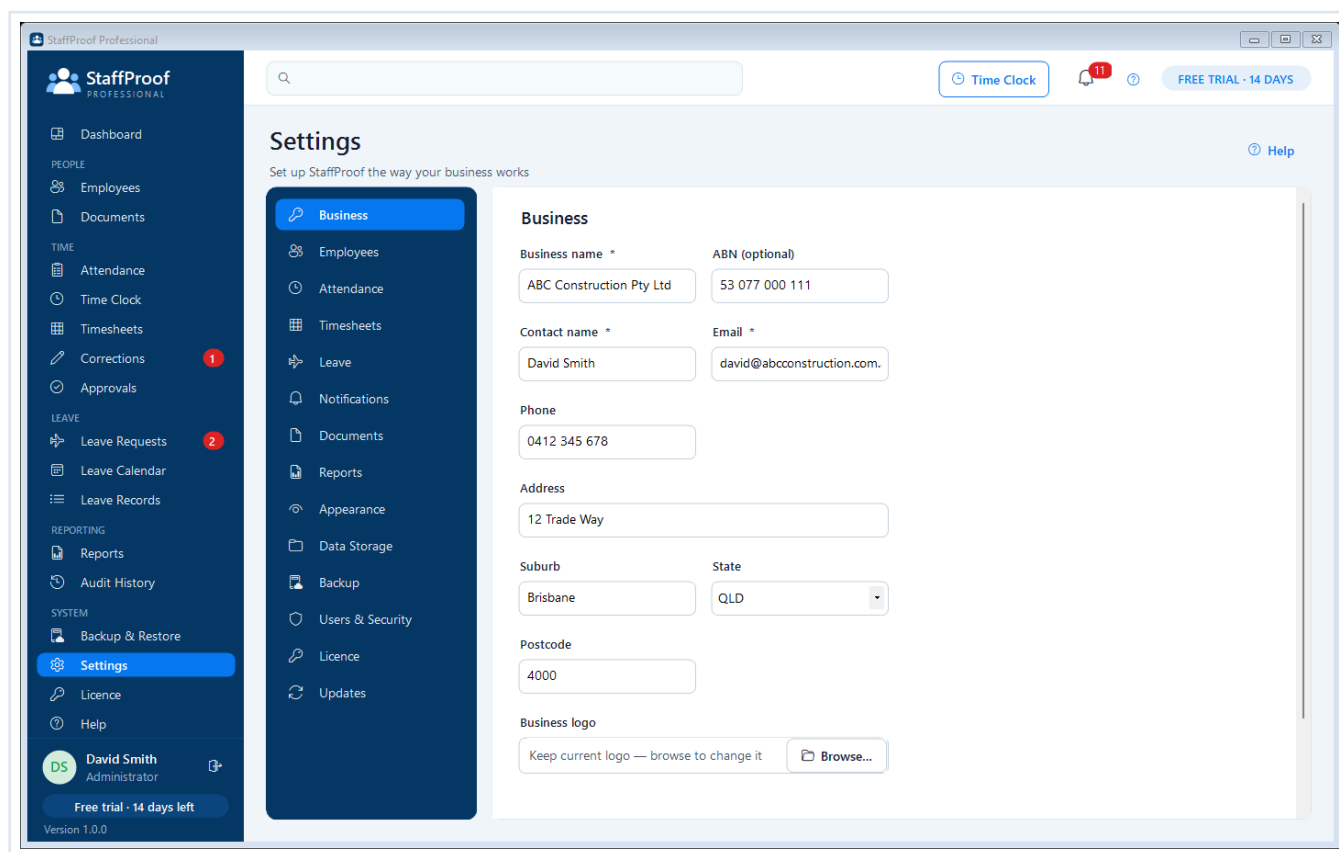
What it does. Each leave type has a name, short name, colour, whether it's active, whether it tracks a recorded balance, whether attachments are allowed, whether the balance may go negative, an optional configured accrual rule and a display order.

When to use it. During setup, and whenever your leave arrangements change.

Before you start. You need the Change settings permission.

Step by step

- Step 1** Open Settings > Leave.
- Step 2** Click Add Leave Type, or select one and click Edit.
- Step 3** Fill in the details and click Save.
- Step 4** Untick Active to stop offering a leave type - existing requests are kept.



The screenshot shows the StaffProof Professional interface. The left sidebar contains a navigation menu with categories: PEOPLE (Employees, Documents), TIME (Attendance, Time Clock, Timesheets, Corrections, Approvals), LEAVE (Leave Requests, Leave Calendar, Leave Records), REPORTING (Reports, Audit History), and SYSTEM (Backup & Restore, Settings, Licence, Help). The 'Settings' option is highlighted. The main content area is titled 'Settings' with the subtitle 'Set up StaffProof the way your business works'. Below this is a sub-menu with 'Business' selected. The 'Business' section contains the following fields:

- Business name ***: ABC Construction Pty Ltd
- ABN (optional)**: 53 077 000 111
- Contact name ***: David Smith
- Email ***: david@abcconstruction.com.
- Phone**: 0412 345 678
- Address**: 12 Trade Way
- Suburb**: Brisbane
- State**: QLD
- Postcode**: 4000
- Business logo**: Keep current logo — browse to change it (Browse... button)

Settings > Leave lists your leave types.

Tips

- Software settings are not legal advice. Decide entitlements from your award or agreement.

CHAPTER

Documents

Employee Documents

Store contracts, certificates, licences and other employee documents with expiry dates.

What it does. Each document has an employee, document type, title, file, optional number, issue and expiry dates and notes. The file is copied into StaffProof's Documents folder (and every backup); the database stores its details. Expiry warnings appear on the dashboard for expired documents and those expiring within your warning period.

When to use it. When you receive a document for an employee, or when a certificate is renewed.

Before you start. Have the file ready (PDF, Word, Excel, pictures or text).

Step by step

- Step 1** Click Documents > Add Document (or Add Document on the employee profile).
- Step 2** Choose the employee and document type, and check the title.
- Step 3** Choose the file (or drag it onto the box).
- Step 4** Enter the document number, issue date and expiry date if it has one.
- Step 5** Click Add Document.
- Step 6** Use the chips (Expired, Next 7/30/60/90 Days) to see what's expiring. Double-click a document to open it.
- Step 7** When a certificate is renewed, add the new document and archive the old one.

Documents
Employee documents, certificates and licences with expiry tracking

Search:

Buttons: [+ Add Document](#) [Help](#)

Filter tabs: [All documents](#) [Expired](#) [Next 7 Days](#) [Next 30 Days](#) [Next 60 Days](#) [Next 90 Days](#)

File Name	Employee	Type	Number	Issue Date	Expiry Date	Status
First Aid Certificate	Robert King	First Aid Certificate	HLTAID011-3307	30/09/2023	24/09/2026	Expired
First Aid Certificate	Michael Brown	First Aid Certificate	HLTAID011-5521	12/10/2023	12/10/2026	Expiring (12 days)
Blue Card	Emma Taylor	Working With Childre...	BC-1029384	30/09/2024	17/11/2026	Valid
Electrical Licence	Michael Brown	Electrical Licence	EL-208134	30/09/2024	29/12/2027	Valid
Driver Licence	Michael Brown	Driver Licence	QLD 087 654 321	30/09/2022	30/09/2028	Valid
Safe Work Training	Lisa Wong	Training Certificate		30/09/2025	30/09/2028	Valid
Employment Agreement	Robert King	Employment Contract		30/09/2018		No Expiry
Employment Agreement	Sarah Wilson	Employment Contract		30/09/2024		No Expiry
White Card	Michael Brown	White Card	WC-448812	30/09/2023		No Expiry
White Card	James Smith	White Card	WC-551208	30/09/2025		No Expiry

Actions: [Open](#) [Employee profile](#) [Edit details](#) [Archive](#)

StaffProof Professional
David Smith Administrator
Free trial - 14 days left
Version 1.0.0

Documents with expiry status badges.

Tips

- Expiry wording is factual - for example "Expires in 12 days". StaffProof doesn't decide whether someone may do particular work.

If something isn't right

"...isn't a supported document type."

Use PDF, Word, Excel, a picture or a text file. Program files aren't accepted.

"File has changed"

The file was edited outside StaffProof after it was added. Add the correct version as a new document if needed.

CHAPTER

Reports

Generating Reports

Preview, print, save as PDF or export to CSV.

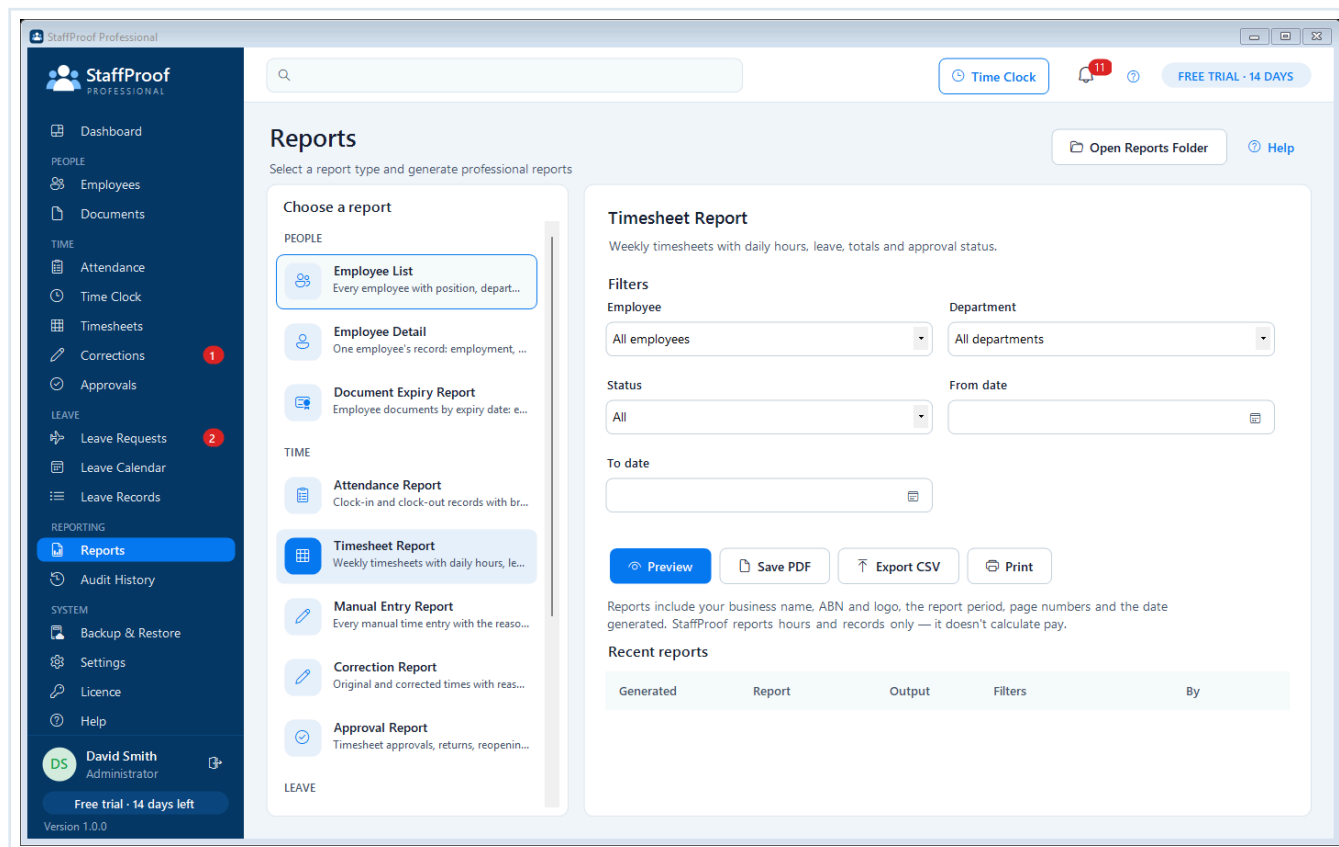
What it does. The Report Centre has twelve reports: Employee List, Employee Detail, Attendance, Timesheet, Manual Entry, Correction, Approval, Leave, Leave Balance, Leave Calendar, Document Expiry and Audit History. PDFs include your logo, business name, report name, period, generation date, tables and page numbers.

When to use it. For payroll, record keeping, management meetings or audits.

Before you start. You need the Run reports permission.

Step by step

- Step 1** Click Reports.
- Step 2** Choose a report on the left.
- Step 3** Set the filters (employee, department, leave type, status, dates). Leave dates blank for a sensible default period.
- Step 4** Click Preview to see it, Save PDF to keep a copy, Export CSV for Excel, or Print.
- Step 5** Recent reports are listed at the bottom of the screen.



The Report Centre with filters and output buttons.

Tips

- Reports show hours and records only. StaffProof doesn't calculate wages, PAYG, superannuation or award conditions.

If something isn't right

The PDF won't save.

If a file with that name is open in another program, close it and try again.

Audit History

Who did what and when.

What it does. StaffProof records important actions - sign-ins, employees added and changed, clock ins and outs, corrections, approvals, leave decisions, balance adjustments, documents, backups and restores. The history can't be edited or deleted. PINs and passwords are never written to it.

When to use it. When you need to check who changed a record or when something happened.

Before you start. You need the View audit history permission.

Step by step

- Step 1** Click Audit History.
- Step 2** Set the date range and, if needed, filter by user or action, or search the descriptions.
- Step 3** Click Export CSV to keep a copy.

CHAPTER

Settings

Settings

Change business details, attendance, timesheet, leave, notification, document, report, appearance, backup, security and update settings.

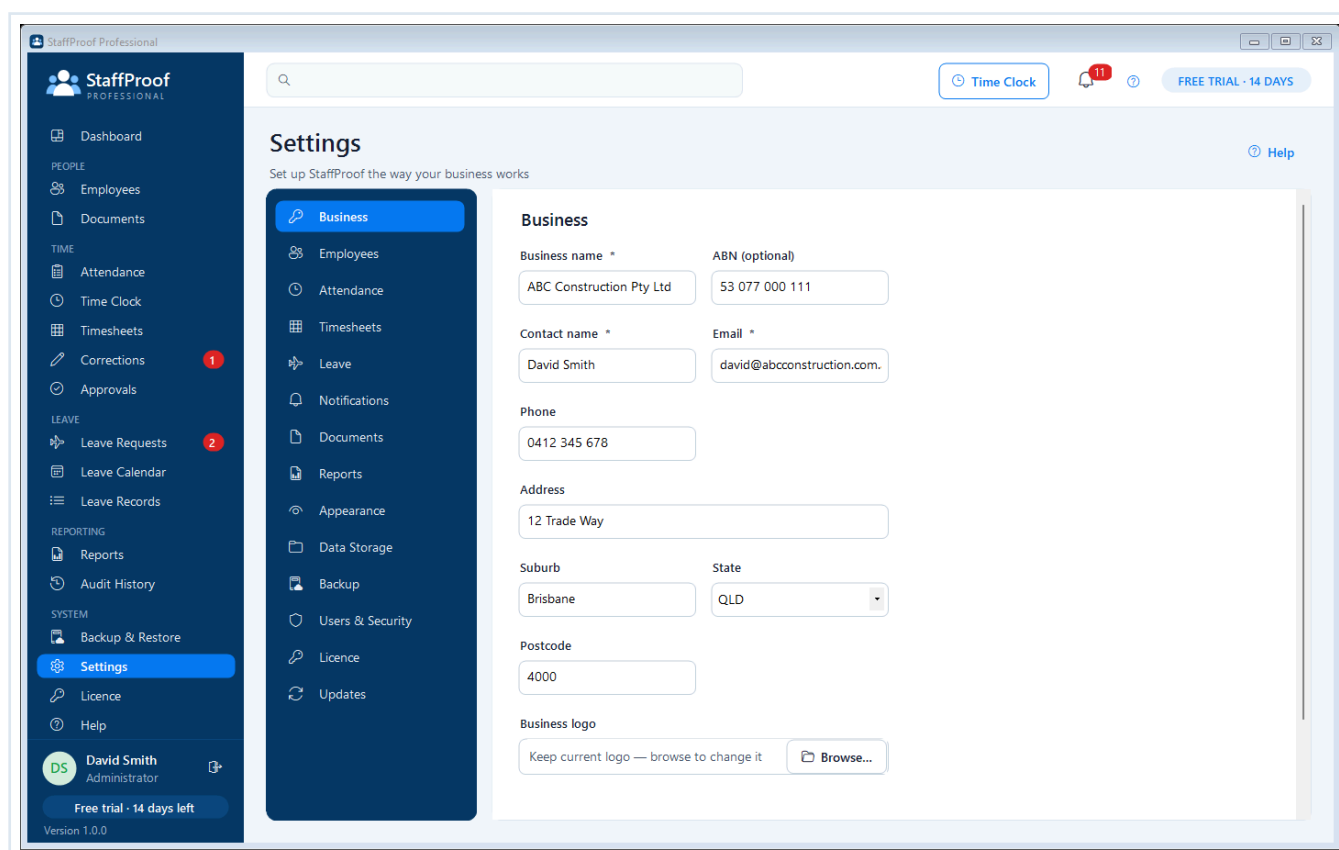
What it does. Settings are grouped into sections on the left. Each section saves separately and every change is audited.

When to use it. After setup, whenever your business details or ways of working change.

Before you start. Most settings need the Change settings permission. Users & Security needs Manage users.

Step by step

- Step 1** Click Settings and choose a section.
- Step 2** Business: name, ABN, logo, address and contact.
- Step 3** Employees: Employee ID prefix, standard day and departments.
- Step 4** Attendance: time format, Time Clock breaks and rounding. Timesheets: week start and working days.
- Step 5** Leave: leave types and accrual rules. Notifications: what appears in Action Required.
- Step 6** Users & Security: auto-lock, users, and what managers and Time Clock users can do.
- Step 7** Click Save Changes. If you leave a section with unsaved changes, StaffProof asks first.



Settings > Business.

Tips

- Administrators always have every permission. StaffProof needs at least one active administrator.

CHAPTER

Backup & Restore

Backup & Restore

Protect your records with verified backups, and restore them safely.

What it does. A backup is a ZIP file containing a consistent copy of the database, every employee document and photo, and a manifest with a fingerprint of every file. Restoring checks the backup completely, makes a safety backup of your current data, then replaces it. If anything goes wrong, your previous data is put back.

When to use it. Create a backup at least weekly (or turn on automatic backups) and before big changes. Restore if your data is lost or damaged, or when moving to a new computer.

Before you start. Choose where backups are saved (Backup Location) - ideally a USB drive or a synced cloud folder.

Step by step

- Step 1** Click Backup & Restore.
- Step 2** Click Create Backup. StaffProof creates the file and verifies it.
- Step 3** Set Automatic Backup to Daily or Weekly. It runs when StaffProof starts and a backup is due.
- Step 4** To restore, click Restore Backup... and choose the backup file. Check the details shown (date, business, number of employees) and confirm.
- Step 5** Sign in again after the restore.

Backup & Restore

Protect your records: database, documents and settings in one verified ZIP file

Last Backup
30 Sept 2026 10:15 AM
Today — your records are backed up.

Automatic Backup
Off
Runs when StaffProof starts and a backup is due. The newest 10 automatic backups are kept; manual backups are never removed.

Backup Location

Backups in your backup folder

Created	Type	Business	Employees	Files	Size	File name
30 Sept 2026 10:15 AM	Manual	ABC Construction Pty Ltd	6	11	0.1 MB	StaffProof-Backup-20260930...

Tip: copy backups to a USB drive or cloud folder regularly so a lost or damaged computer doesn't take your records with it. Backups are not encrypted — store them somewhere private.

Backup & Restore with the last backup, automatic settings and your backup files.

Tips

- Backups are not encrypted. Keep them somewhere private.
- The newest 10 automatic backups are kept; manual backups are never removed.

If something isn't right**"This backup can't be restored"**

The file is damaged or isn't a StaffProof backup. Nothing was changed. Try another backup.

CHAPTER

Licence & Trial

Understanding the Free Trial

Every feature is included for 14 days.

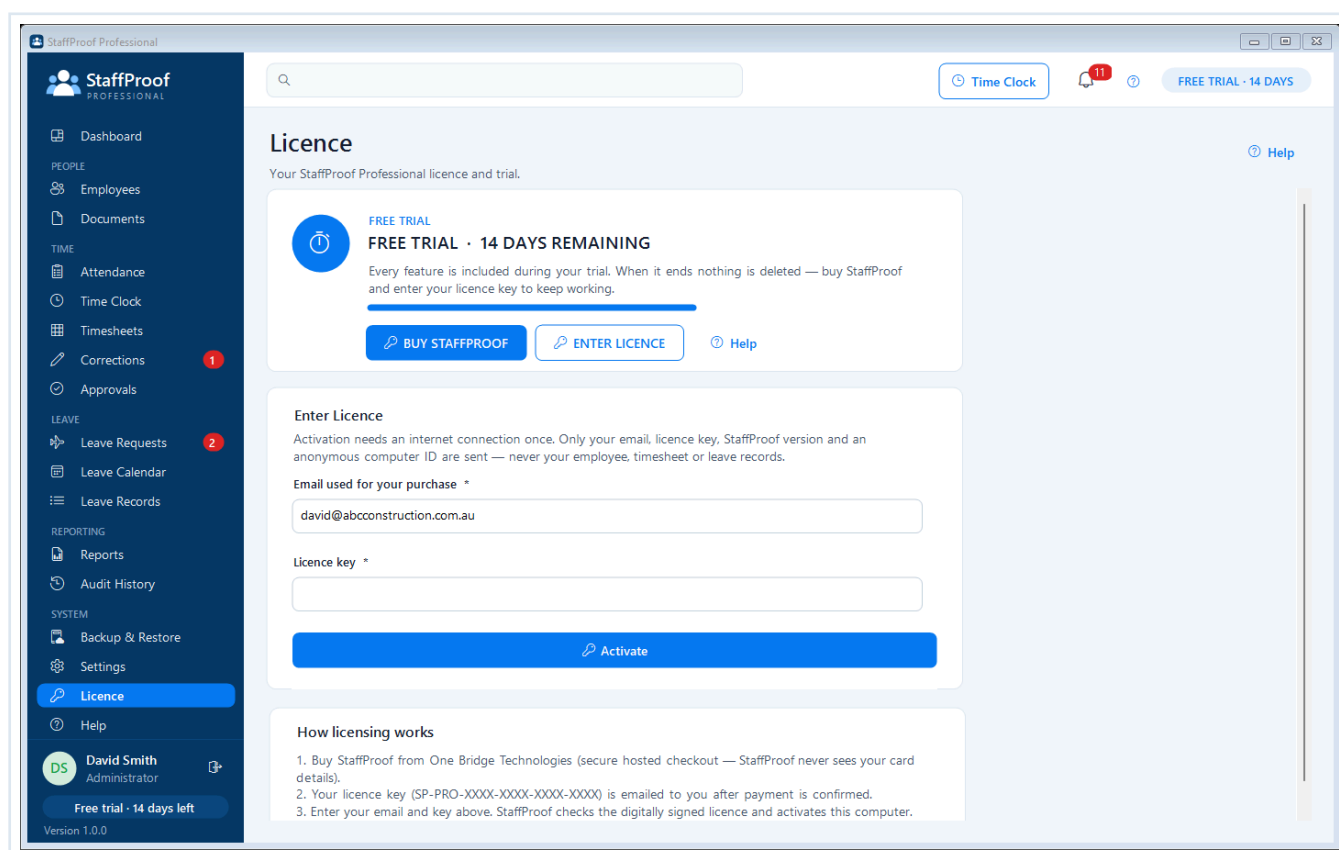
What it does. Your 14-day free trial starts when you finish setup. The days remaining are shown at the bottom of the menu and in the top bar. When the trial ends nothing is deleted - you can still view your records, use the Time Clock, run reports, export and back up. Adding and changing records needs a licence.

When to use it. Before your trial ends.

Before you start. None.

Step by step

- Step 1** Check the trial badge at the top right of the screen.
- Step 2** Click it (or Licence in the menu) to see the days remaining.
- Step 3** Click BUY STAFFPROOF to buy a licence, then ENTER LICENCE to activate it.



The Licence screen during the free trial.

Tips

- Your existing business records remain safely stored when the trial ends.

Activating StaffProof

Enter your licence key to activate StaffProof Professional.

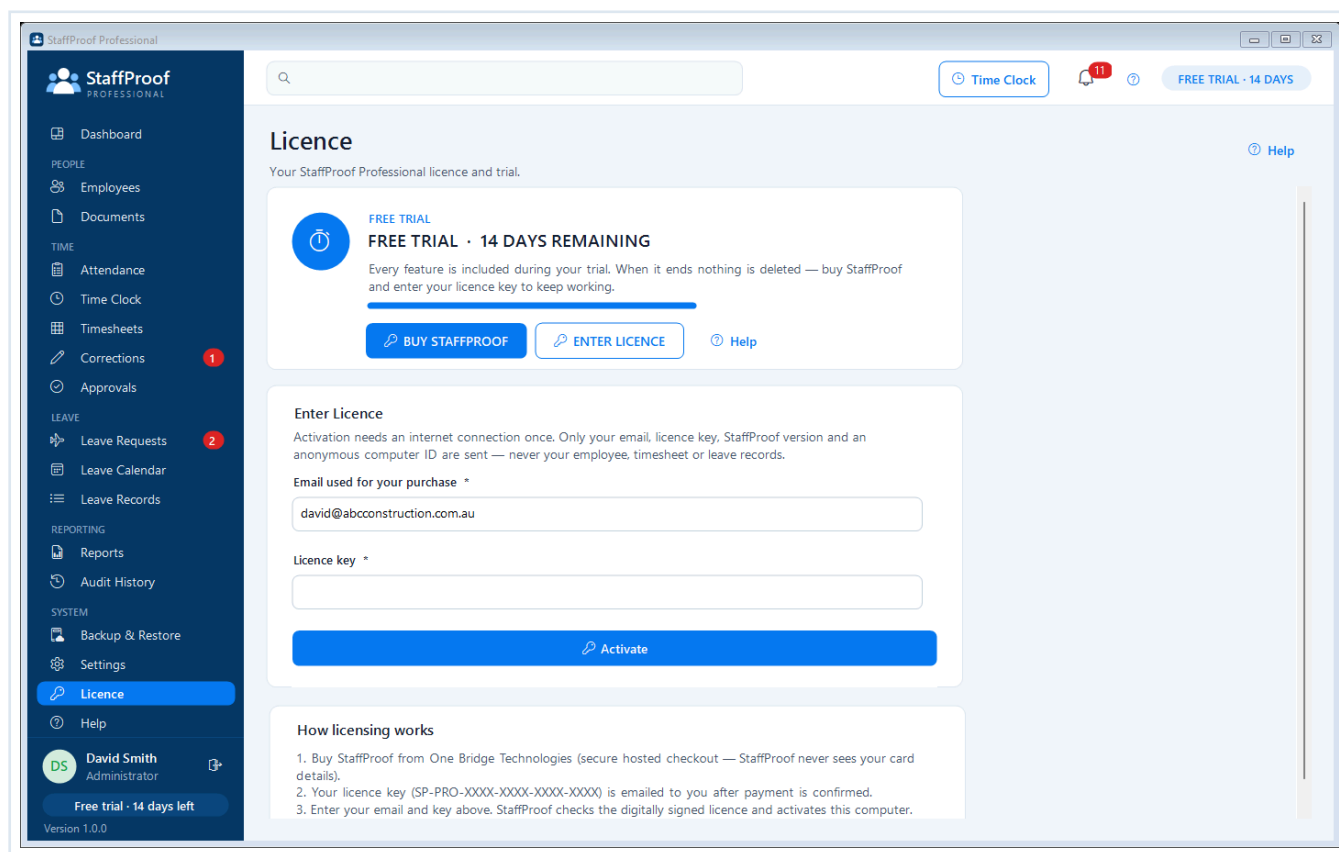
What it does. When you buy StaffProof from One Bridge Technologies your licence key (SP-PRO-XXXX-XXXX-XXXX-XXXX) is emailed to you. Activation checks a digitally signed licence for this computer. Only your email, key, StaffProof version and an anonymous computer ID are sent - never employee records.

When to use it. After buying StaffProof, or when moving to a new computer.

Before you start. You need your licence key, the email used to buy it, an internet connection (once) and the Manage the licence permission.

Step by step

- Step 1** Click Licence in the menu.
- Step 2** Type the email address you used to buy StaffProof.
- Step 3** Type or paste your licence key.
- Step 4** Click Activate.
- Step 5** To move StaffProof to another computer, click Deactivate This Device first.



Enter your licence key on the Licence screen.

Tips

- Support can provide an offline activation code if this computer can't connect to the internet.

If something isn't right

"The licence couldn't be verified for this computer."

Check the email matches your purchase exactly, then try again. Contact support if it continues.

CHAPTER

Troubleshooting

Troubleshooting

What to do when something isn't working.

What it does. StaffProof never shows technical error details on screen. If something goes wrong your existing information is not changed, and details are written to the log files to help support.

When to use it. When you see a "Something went wrong" message, or something doesn't behave as expected.

Before you start. Note what you were doing and the time.

Step by step

- Step 1** Close and reopen StaffProof, then try again.
- Step 2** Check there's free disk space and that the backup folder (if on a USB drive) is plugged in.
- Step 3** If a file can't be opened or saved, close it in other programs (Excel, PDF readers) and try again.
- Step 4** Click Open Logs Folder below and send the latest log file to support with a description of the problem.

Tips

- Create a backup before contacting support so your records are safe.

If something isn't right

StaffProof says it's already open.
Look for it on the taskbar. Only one copy can run at a time.

StaffProof is locked.
Enter your own PIN, or click Sign out instead.

CHAPTER

Video Tutorials

Video Tutorials

Short videos for each part of StaffProof.

What it does. Video tutorials are published online by One Bridge Technologies when available. The written guides in this Help Centre cover the same steps with screenshots and always work offline.

When to use it. When you prefer to watch rather than read.

Before you start. An internet connection.

CHAPTER

Contact Support

Contact Support

Get help from One Bridge Technologies.

What it does. One Bridge Technologies supports StaffProof Professional customers by email.

When to use it. When Help and Troubleshooting haven't solved the problem.

Before you start. Have your StaffProof version (shown at the bottom of the menu) and, if possible, the latest log file ready.

Tips

- Never send your PIN, password or recovery key to anyone, including support.