

Everything you need to run DailyBrew

Set up your restaurant, add your staff, and understand what the app is telling you. Written for the person putting the QR code on the wall and for the person scanning it.

Setting up your restaurant

Each step assumes the one before it. The whole list takes about twenty minutes, and only the first four are needed before your staff can start scanning.

01 Create your account

Sign up with an email address, or with Google or Apple. On the welcome screen choose "I own a restaurant", then give your restaurant a name. That name becomes your workspace, the place all your staff, shifts and attendance live.

One account can be an owner in one restaurant and a staff member in another. You are not locked into a single role.

02 Check your timezone

Open Settings. Your timezone is detected when you sign up and defaults to Phnom Penh. Everything is calculated against it: what counts as today, whether an 08:05 arrival is late, which day a night shift belongs to. Set it before you add anyone.

03 Put your QR code up

Your check-in QR code is at the top of Settings. Download it, print it, and put it somewhere staff already pass, by the pass or the back door. It never changes, so you print it once.

Treat it like a key. Anyone with an account linked to your restaurant can use it, so do not post it publicly or in a photo of your shop.

04 Add your staff

Go to Employees, then Add employee, and fill in the name, phone and start date. To let someone actually scan, their account has to be linked to the employee record you just made. There are two ways round, and either works.

They give you their ID: your staff member installs the app, signs up, chooses "I am a staff member", and the screen shows their user ID. They send it to you and you paste it into their employee record. Or you give them theirs: create the employee first, then send them the employee ID from their profile for them to type in.

IDs are twelve characters and never contain i, l, o, zero or one, so a letter that looks like a digit is the other one. Copy and paste rather than reading it aloud.

05 Create shifts

Under Shifts, give each shift a name, a start and end time, and a grace period, the minutes after the start before someone counts as late. Then assign each employee to a shift. An employee with no shift can still check in; they are simply never flagged late.

Night shifts work. If the end time is earlier than the start, 18:00 to 02:00, the shift runs past midnight. The whole night is filed under the day it started, so hours and absences still add up. A check-out that landed the next morning shows a small plus-one marker.

Editing a shift applies backwards as well as forwards. Restructure a shift today and past days are re-read against the new pattern.

06 Different hours on different days Espresso

A shift can carry different times per day of the week: Monday to Wednesday from 08:00, Thursday and Friday from 10:00, no weekend at all. Once you set times for particular days, the days you leave blank become days off for that shift, and nobody on it is marked absent then.

07 Mark your closures

Under Closures, add the days you are shut: public holidays, Pchum Ben, renovations. Nobody is expected in on a closure day, so nobody is marked absent and no late flags are raised.

08 Promote a manager Espresso

On an employee's profile, change their role to manager. You then choose exactly what they can touch: employees, shifts, closures, leave and attendance, each one on or off. A new manager starts with leave and attendance only.

Settings, billing and QR codes stay with you. A manager can never change them, and can never promote another manager.

09 Handle leave requests Espresso

Requests arrive under Leave. Approve or reject each one with a note. An approved full day suppresses the absence for that day and blocks check-in, so the record reads as leave rather than as someone who never turned up.

10 Tighten check-in Espresso

Settings, then Check-in verification, has three independent controls. Turn on only what you need, because each one is another way a genuine check-in can fail.

Network only allows check-ins from your restaurant's internet connection, and a button fills in your current one. Location draws a circle around the restaurant, from 50 m to 5 km, that staff must be inside. Device requires each person to check in and out on the same phone that day, and stops one phone checking in two people.

You can excuse one person from any of the three on their employee profile, for instance an area manager who is never in the building.

11 Add an NFC tag Espresso

A tag is the same check-in as the QR code, without the camera. Turn it on in Settings, under Check-in, where it is off by default. The page gives you a check-in link to copy; write that link to an NTAG213 sticker with any tag-writing app and put it where the QR code already is. The NFC guide walks through writing and locking a tag.

The tag carries the same link your QR code carries, so tapping proves a phone touched the sticker and nothing more. Network, location and device checks still decide whether the check-in is accepted, exactly as they do for a scan.

Taps have their own cooldown, fifteen minutes by default, so a second tap cannot check someone straight back out. If your shifts are short enough that somebody genuinely needs to clock out inside that window, lower it in Settings; zero turns it off.

12 Read your dashboard

The dashboard shows present, late, on leave and absent for today. Absent means someone expected in who has not scanned, so it only counts people who are being tracked, whose shift runs today, who are not on approved leave, on a day you are open.

Have a cleaner or a relative who should never show as absent? Set their attendance tracking to "Not tracked" on their profile. They can still scan; they just stop appearing in the absent count.

For staff

Three things to know. After the first one, checking in takes about five seconds a day.

01 Link yourself to your workplace

Install DailyBrew, sign up, and choose “I am a staff member”. The screen shows your user ID and gives you a box to type an employee ID into. Send your ID to your manager, or type in the one they sent you, whichever they ask for. You only do this once per workplace.

02 Check in and out

Open the app and scan the QR code at work, or tap the NFC tag if your restaurant has one. The first check-in of the day clocks you in, the next one clocks you out. The screen tells you which just happened and at what time.

Scanning works from a phone browser with nothing installed. Tapping does not: a browser cannot read an NFC tag, so that gesture needs the DailyBrew app.

Scanned twice by accident? A second scan within a minute of checking in is ignored, so you will not be checked straight back out. A tag ignores a repeat tap for longer, fifteen minutes by default.

03 Ask for leave Espresso

Choose your dates, say whether it is paid or unpaid, and add a reason. A half day is possible: give a start and end time instead of a whole day. Your manager approves or rejects it, and you can withdraw a request while it is still waiting.

Fixing attendance

People forget to scan. Owners and managers with the attendance permission can put it right, and every correction records who made it and why, so a fixed record is never confused with a real one.

01 Someone forgot to check out

Open the record from Attendance and edit the check-out time. A reason is required. The original times are kept and shown underneath, and the record is marked as edited from then on.

02 The QR was broken all day

Add the day by hand from Attendance, then Add record: pick the person, the date, the times and a reason. You cannot add a future date. If a record already exists for that person and day, the app switches you to editing it rather than making a second one.

03 A record should not be there at all

Remove it with a reason. It stops counting in every total and every export, but stays visible in the log, struck through, showing who removed it and why. If that person scans again on the same day, the record simply comes back to life.

When something goes wrong

Find the message you saw on screen. These are the exact words the app uses. The last few show no message at all, which is its own kind of confusing, so they are here too.

Check-in not allowed from this location

Your restaurant only accepts check-ins from its own internet connection, and this phone is on a different one, usually mobile data instead of the shop's WiFi.

→ Connect to the restaurant WiFi and scan again. If it still fails, the owner should re-check the allowed network in Settings, because internet connections change address from time to time.

You are outside the allowed check-in area

Your phone's location is outside the circle drawn around the restaurant.

→ Step outside or near a window and try again. GPS is poor indoors, especially in a basement or a covered market. If it keeps happening to everyone, the owner should widen the radius.

Location is required for check-in

The app could not read your location at all, so it cannot tell whether you are at work.

→ Allow location for DailyBrew in your phone settings and switch location services on. On iPhone, "Ask Next Time" also blocks it until you tap Allow.

This device has already been used to check in another employee today

Device verification is on, and this phone already checked somebody else in today. It is what stops one person clocking in the whole team.

→ Use your own phone. If you genuinely share one, ask the owner to add the day by hand, or to excuse you from device verification.

Check-out must be from the same device used for check-in

You checked in on one phone and are checking out on another.

→ Use the phone you started the day on. If it is lost or flat, the owner can set your check-out time by hand.

Invalid check-in link

The code scanned is not a DailyBrew code, or it belongs to a workspace that no longer exists.

→ Check you scanned the printed code at work and not an old one. The owner can download a fresh copy from Settings.

Attendance completed for today

Not an error. You have already checked in and out today, so there is nothing left to record.

→ If you came back for a second service, ask your manager to adjust the record. One day holds one check-in and one check-out.

I am on approved leave but want to work

An approved full day of leave blocks check-in for that day.

→ Ask your manager to cancel the leave request, then scan as normal. Leave never blocks a check-out, so if you were already clocked in you can always close the day.

I tapped the tag and nothing happened

You tapped again inside the cooldown, fifteen minutes by default. The tap was ignored on purpose, silently, so that a repeat tap could not check you straight back out.

→ Check the app: you are almost certainly already clocked in, and the time is on screen. If you genuinely need to clock out sooner than the cooldown allows, the owner can shorten it in Settings or set your time by hand.

The tag opened a web page instead of the app

The tag holds a link. When the DailyBrew app is not installed, the phone opens that link in a browser instead.

→ Install the app and tap again. The web page does still check you in, but it is a separate sign-in and does not carry the device your other check-ins were made on, so a device-verified restaurant may refuse it.

Plans

QR check-in, shifts, closures, the dashboard and the whole attendance history are on every plan, including the free one.

PLAN	PRICE	STAFF	WHAT IT ADDS
Free	Free	10	QR check-in, shifts, closures, dashboard, attendance history

PLAN	PRICE	STAFF	WHAT IT ADDS
Espresso	\$19.99 / mo \$199 / yr	20	Leave management, per-day shift times, network, location and device checks, up to 2 managers, notifications, daily summary
Double Espresso	\$39.99 / mo \$399 / yr	Unlimited	Everything in Espresso, plus unlimited managers and separate QR codes per area, each with its own rules and its own manager

Going over your staff limit does not delete anybody. You are asked to upgrade the next time you add someone.