CLOCK in me
Initial Setup Guide

Setting up Clock-in.me is really simple and it should not take more than 10 minutes. Before we jump right in, you need to follow these steps to setup clock-in.me to work for you.

Step 1 — Setting up the necessary Department

a Go to www.Clock-in. me login as Admin.

b Click on Setup and then click on Add New Department. Enter your department if you have several department in your company else if your company is not that large and/or prefer to have everything as one department, you can name your new department as your Office Building or Company Name.

c When done, click Create New Department.

Log In as Admin

Click Set up and Add New Department

Click Create New Department
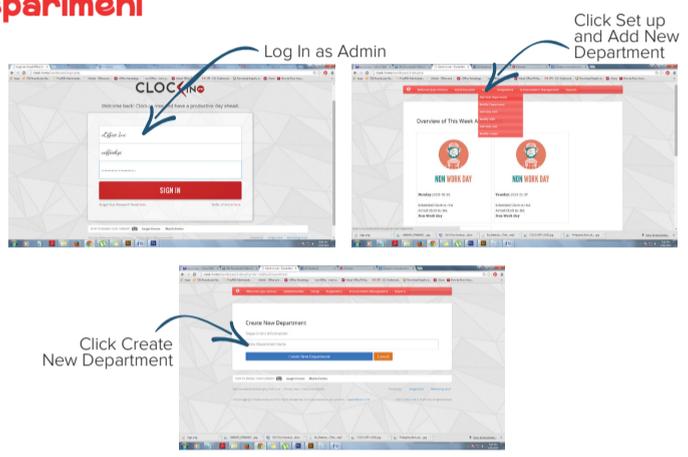
Step 2 — Setting up the necessary Shift

a Go to www.Clock-in. me login as Admin.

b Click on Setup and then click on Add new Shift. Select the Department you have just created and then enter the Shift Name. Again, if you only have one Shift, you can enter Day Shift as the Shift Name and then select the Timezone that represent where you business is located.

c Setup you daily Shifting according to your working hours. When done, click Add Now.

Log In as Admin

Click Set up and Add New Shift

Setup shifting and click Add Now

Step 3 — Adding the User / Employees

a Go to www.Clock-in. me login as Admin.

b Click on Setup and then click on Add New User. From the drop down, select the Department and Shift this User is assigned to.

c Complete the User details and click Add Now to create the User.

This user will receive an automated email that contain his username and password as well as the URL the Clock-in and Clock-out and the user Dashboard.

Log In as Admin

Click Set up and Add New User

Setup shifting and click Add Now
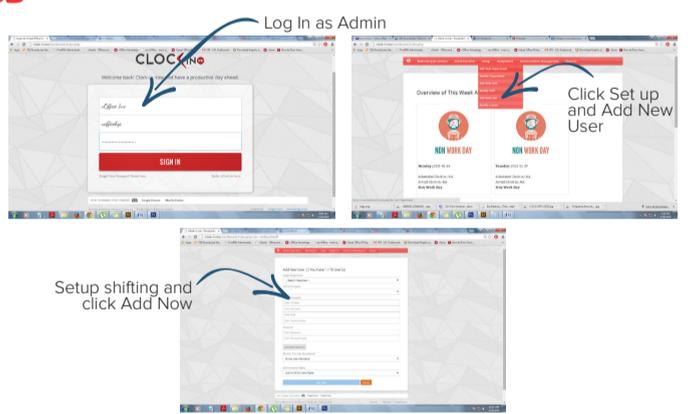
Step 4 — Get all the Users to Clock-in and Clock-out using the system.

Viola! Done!.

Enjoy the convenience of Clock-in.me and its real time report.