

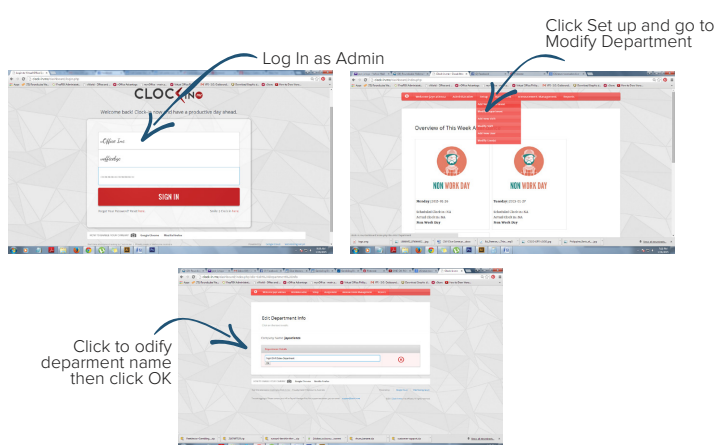


# CLOCK in me User Guide

## To Modify Existing Departments

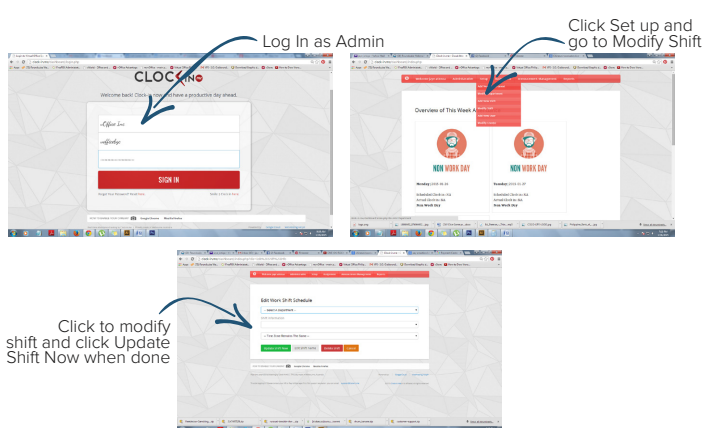
- Go to [www.Clock-in.me](http://www.Clock-in.me) login as Admin and then click on Setup.
- Click on Modify Department. You will see a list of Departments that you have previously created.
- Click on the Department name if you want to modify its name.

To remove a Department, click on the X beside the Department to remove it.



## To Modify Existing Shift

- Go to [www.Clock-in.me](http://www.Clock-in.me) log in as Admin and then click on Setup.
- Click on Modify Shift. Select the Department where the Shift you want to modify is in then select the Shift that you want to modify. Ensure the selected Timezone is correct and you can then modify the shift timing per day here.
- When you have completed the changes, click on Update Shift Now.



## To Modify Existing User

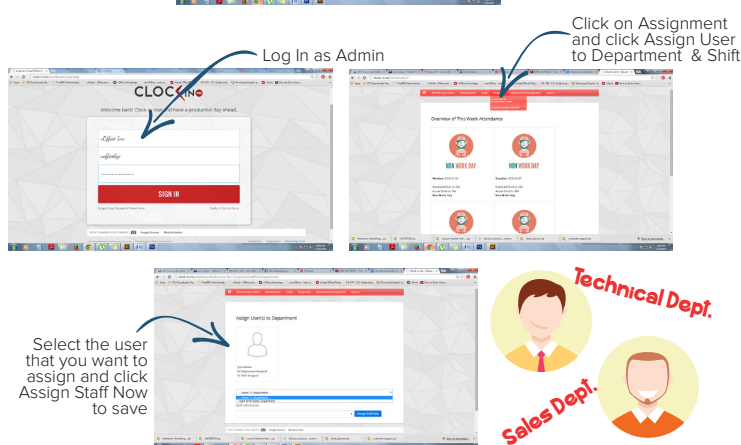
- Go to [www.Clock-in.me](http://www.Clock-in.me) log in as Admin and then click on Setup.
- Select the Department the User is assigned to. The User will appear and click on the User you want to modify then scroll down to click on Edit User Information.
- Click on the information that you want to modify to change it.



## Assignment

You can also reassign a User to a different Department / Shift if need to.

- Go to [www.Clock-in.me](http://www.Clock-in.me) log in as Admin .
- Go to Assignment then click on Assign User to Department & Shift
- All your Users will be listed. Select the User that you want to re-assign his/her Department / Shift and then scroll down to the bottom of the page and select the New Department and New Shift. Click Assign Staff Now to save the changes.



## Reports

Clock-in.me comes with extensive Reporting Capability. To view the the report, look under the Reports tab.

There are 2 options here:

- View Department / Shift Report
- View / Download User(s) Attendance Report

- To view attendance report for department / shift, click View Department / Shift Report. Enter the start date of which you like to view in Attendance Period From and the end date in Attendance Period To.

Under Select Department / Shift, select the relevant Department, Shift or you can Select all. Click on search now and the attendance report will be generated and shown.

- You can also view attendance base on user(s) by clicking on View / Download User(s) Attendance Report. Enter the start date of which you like to view in Attendance Period From and the end date in Attendance Period To.

Under Select User(s), select the relevant User(s) or Select all. Click on Search Now to view report online or click on Download CSV Report to download the report to a CSV (Comma- separated values) file.



## Report Header Guide

In the Reports section, these headers are being used when you generate a report.

- No. - The running index number of the attendance report.
- Real Name - The name of the User
- Attendance Date - The recorded date of their attendance
- Scheduled Clock in Time - The time that the user is suppose to be clock in.
- Clock in Time - The actual time that the user clock in.
- Clock in Status - The computed start day status for the day base on their shift detail.
- Scheduled Clock Out Time - The time that the user is suppose to be clock out.
- Clock Out Time - The actual time that the user clock out.
- Clock Out Status - The computed end of day status for the day base on their shift detail.
- Clock in Selfies - Click on this to see user clock in selfies picture
- Clock out Selfies - Click on this to see user clock out selfies picture
- User Notes - Explanation notes from user. Usually use to appeal for discrepancies in attendance

