

Clocking In & Out

08/05/2024 1:30 pm CDT

Overview

There are 3 primary methods to track user's time several different ways to support different pay models.

1. Traditional clock-in/clock-out times
2. First appointment start time to last appointment finish time
3. Total appointment duration times

The **Hours Report** can be used to collect all of these different time spans. It's available in Reports from the blue header taskbar. You can enter any time range to run and the data can be downloaded in CSV format for further manipulation in Excel or Numbers.

This article will review:

- [Enabling the Time Clock Feature](#)
- [Clocking In & Out](#)
- [Editing Time Clock Data](#)
- [Viewing the Hours Report](#)

Video Tutorial

Your browser does not support HTML5 video.

Enabling the Time Clock Feature

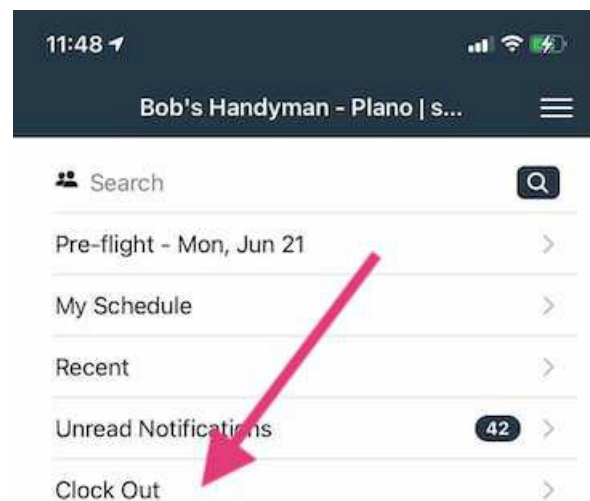
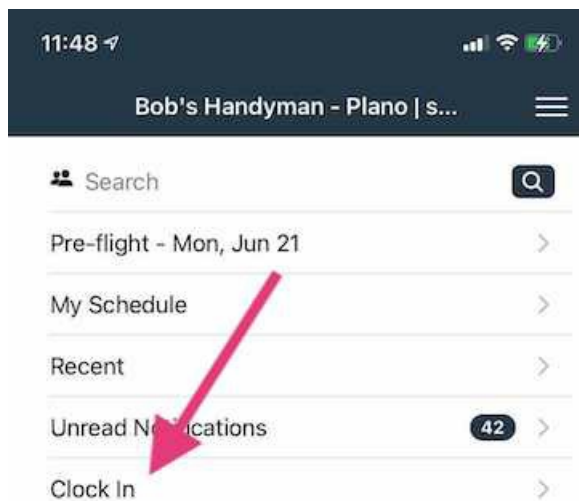
Enable the Time Clock feature in **Control Panel > General**. Check the box for **Time Clock Feature** and **Save**.

Features

Time Clock? ☐ Turn on time tracking for service agents

Clocking In & Out

Once the time tracking feature is on, Users will have **Clock In** and **Clock Out** menu items when they log into to the mobile app or on the **My Schedule** page if they're using the web.



If they are not currently clocked in, they will see the Clock In option. If they are clocked in, then they will see the Clock Out option. If they forget to clock out the day before, they'll see the Clock Out item and will need to contact an Organization Administrator or Owner to fix their times. They can go ahead and clock out, then immediately clock in to get things started for the current day.

Editing Time Clock Data

Inevitably somebody will forget to clock in or clock out. When that happens, you can find the user in **Control Panel > Users** and then click on the name of the user to view their details page. From there, select the **Timeclocks** tab. That will show all of their current time clock entries.

Additional Details

Timeclocks





Checklists

Organization Memberships

Login Activity

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Add...	Date		Clocked In		Clocked Out		Hours	
Edit Delete	9/15/2020		9/15/2020 12...		9/17/2020 8:...		44.2 hours	
Edit Delete	9/23/2020		9/23/2020 1...		9/28/2020 9...		116.9 hours	
Edit Delete	10/2/2020		10/2/2020 1...		10/12/2020 2...		244.0 hours	
Edit Delete	10/22/2020		10/22/2020 ...		10/22/2020 1...		2.3 hours	
Edit Delete	10/27/2020		10/27/2020 1...		10/27/2020 ...		3.4 hours	

To make changes, you can select **Edit** to adjust an existing entry or create new entries by clicking on **Add**.

The dialog lets you set the in date and time and the out date and time. The out date/time are optional if you just need to clock somebody in.

Viewing the Hours Report

This report shows the appointment start/finish times and duration for each user. The next column shows the sum of the appointment durations. If the Time Clock feature is enabled, it will also display the clock in and out times along with the total amount of time they are clocked in.

Hours Report						
			From	6/1/2024	Through	6/13/2024
			Filter			
Date	Appt Start/End	Start/End	Appt Duration	Clock In/Out	Clocked	Location
 Test User		2 hours	2 hours		1.5 hours	
	6/3/2024	8:00 AM - 8:30 AM	0.5 hours	0.5 hours	8:00 AM - 8:30 AM	0.5 hours
	6/4/2024	8:00 AM - 8:30 AM	0.5 hours	0.5 hours	8:30 AM - 9:30 AM	1 hour
	6/10/2024	8:00 AM - 8:30 AM	0.5 hours	0.5 hours		
	6/11/2024	8:00 AM - 8:30 AM	0.5 hours	0.5 hours		