

## CLOCKING IN AND OUT

ISSUE REFERENCE:	SC DCI-0001	
Doc. No. SNTR-03	Issue No: 01	Issue Date: 01.06.19


### [Labour / Clock In](#)

#### Clock In (On PC)

#### Clock in



🕒 Clock in
🕒 Clock out


Select ▾



**Sam Burke (sam.b@spider.wok)**  
 Role: Employee  
 Project: Reagus  
 Cost: Pipelayer



🕒 8 May 2019 16:42 >>> 🕒 -  
 on Hatfield Road as Pipelayer


 



**Jane Doe (janedoe@spiderwokxyz.com)**  
 Role: Employee  
 Project: London  
 Cost: Bricklayer



🕒 1 May 2019 8:00 >>> 🕒 1 May 2019 8:00  
 on Kingsbury Road as Bricklayer



**Hank Jones ()**  
 Role: Admin  
 Project: Hatfield Road  
 Cost: tractor

🕒 16 Jul 2019 8:00 >>> 🕒 16 Jul 2019 10:00

## CLOCKING IN AND OUT

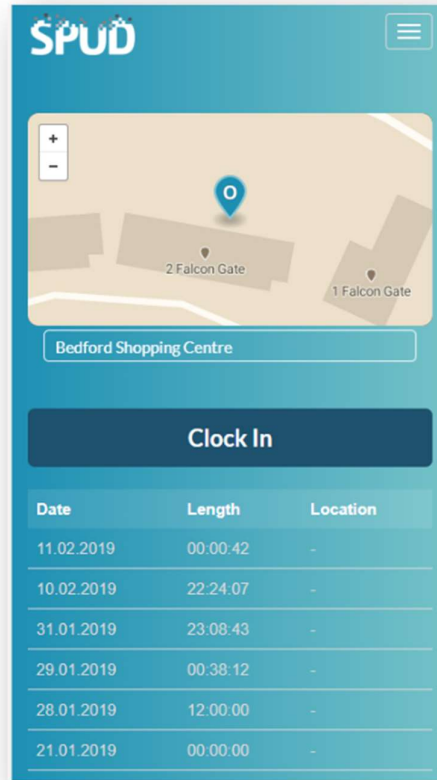
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- Make sure to have both a **Trade Type, Skill** and a **Current Project** under your employee profile. This can be found in your profile which is located in the drop-down menu you when hovering on your name in the top right-hand corner.
- Use the filter tab to filter by Projects you have access to
- Select the user to be clocked in using the checkbox at the end of their name
- Click on the **Green** clock to clock a person in, this creates a box asking for the clock in time, then use the same process and click on the **Orange** clock to clock a person out which asks for a clock out time

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### Clock In (On Mobile)



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- Before clocking in, make sure to have a [Trade, Skill](#) and [Current Project](#) set under your employee profile. This can be found in your profile which will be located underneath your name found in the scroll menu. Also, make sure the app has [Permissions](#) set to [view Location, Camera](#) and [Storage](#) on your Mobile.
- You will then need to select the project you wish to clock in at, this will be located underneath the map
- Next press the [Clock In](#) button
- You will then be prompted to take your photo so that you can clock in at that relevant project
- Lastly, in order to clock out you will need to press the [Clock out](#) button and again take a photo. Please note you must clock out before leaving the project

### Access Rights Required (For PC and Mobile)

[View Labour](#) is required to be able to clock in, users should have this right automatically allocated unless unselected when being set up.