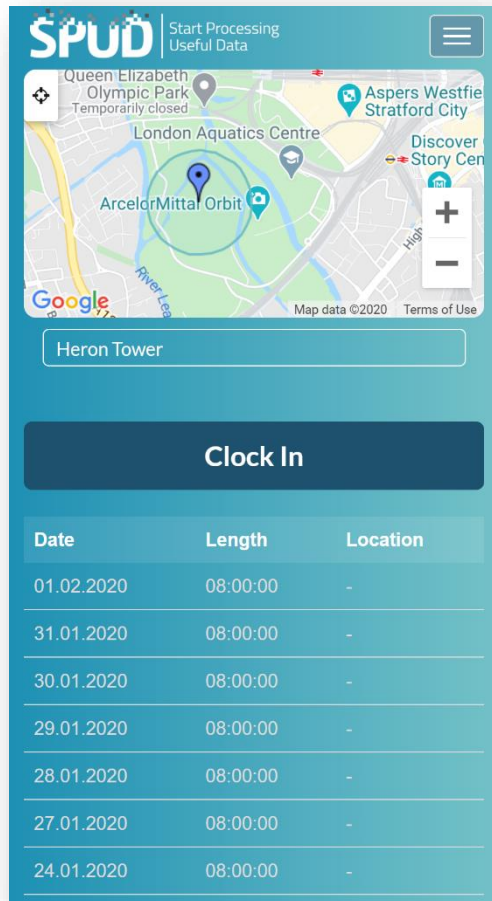
		
ISSUE REFERENCE:	SC DCI-0001	
Doc. No.	Issue No: 01	Issue Date:



Labour / Clock In

- 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, 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

Data Usage, Phone Access and GDPR

Once you have clocked in we do not trace your location. We can not access any data on your phone and clock in data that is captured is stored securely in accordance with GDPR, your information can be deleted from SPUD by contacting the company you were working for and asking them to delete your account. Each clock in will use roughly 2KB of data.

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.