



INITIAL SET UP 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.

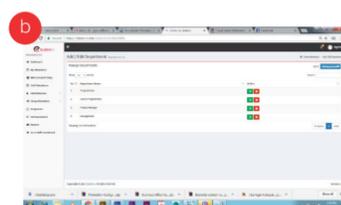
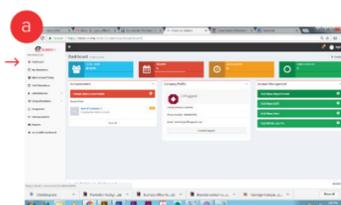
Step 1: Log as Admin account

- a Go to <https://clock-in.me/webapp>
Login using Admin account



Step 2 : Setup Departments

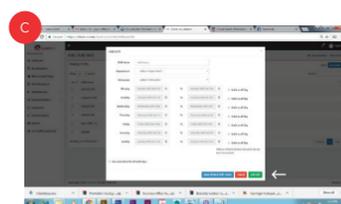
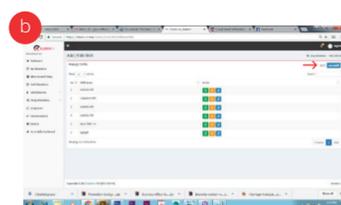
- a 1. Click on Dashboard
- b 1. Click on Add New Department
2. Enter the Name of your Department
3. If your organisation is not huge then you might want to use your Company name as the Department.
- c 1. Click Add to finishing adding the New Department.



Step 3 : Setup Shifts

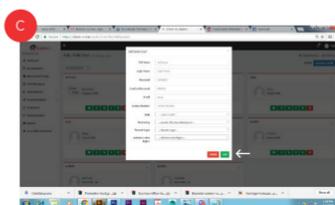
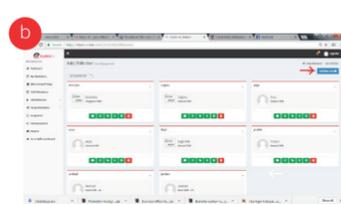
Shift lets you schedule the time for your users are suppose to report to work.

- a 1. Click on Dashboard
- b 1. Click on Add New Shift
2. Enter the Name of the New Shift
3. Select the Department that the New Shift belongs to.
4. Select the Time Zone for the Shift
5. Select the Time schedule that employees under at this shift are suppose to report in from Monday to Sunday.
6. You can select the Use same time for all work days option if the time schedule are the same.
7. You can select the Mark as off day option for the days that employees need not report to work on this shift.
- c 1. Click Add Shift to complete adding the new shift



Step 4 : Add Users / Employees

- a 1. Click on Dashboard
- b 1. Click Add New User
2. Enter all user necessary infomations.
3. Select the Shift that the User belongs to .
4. Select if this User attendance should be Monitored. If it is enabled, the Monitorer will be notified when user did not clock in on time.
5. By default, all user can clock in and out from any location. Clock in / out restriction is enabled in Paid version It allow Remote Login to be enabled to allow user to clock in / out from another location other than your office IP.
6. Administrative Rights option allows user to have Adminstator access and login as Adminstrator for your company Clock-in.me account.
- c 1. Click Add to complete adding the User
User will receive an automated email that contain his username and password as well as the URL the Clock-in.me webapp to Clock in / out for their attendance.



Step 5 : Assign Attendance Monitoring Staff

You can add users from the list to monitor the attendance of the users. They will receive emails notification when users / employee from the shift did not clock in at the scheduled time.

- a 1. Click on Assignment
- b 1. Click Attendance Monitoring Staff Assignment.
2. Select the Shift
3. Select the User(s) who will monitor the shift
- c 1. Click Assign Monitoring

