Attendance Configuration Guide

Table of Contents

Introduction

The Attendance module is designed to help you keep track of the attendance of your employees. This setup guide will show you how to setup the Attendance module while a separate guide will show you how to administer to the Attendance system as an administrator.

Configuration

Configuration Tab

This is general configuration and is divided into seven different sections which are discussed in detail below. Any settings indicated here will affect all users in the system.

Working Hours

The Working Hours portion is the Default working shift. Employees will automatically use the default if they are not assigned to other shifts.

Step 1: Login to the account.

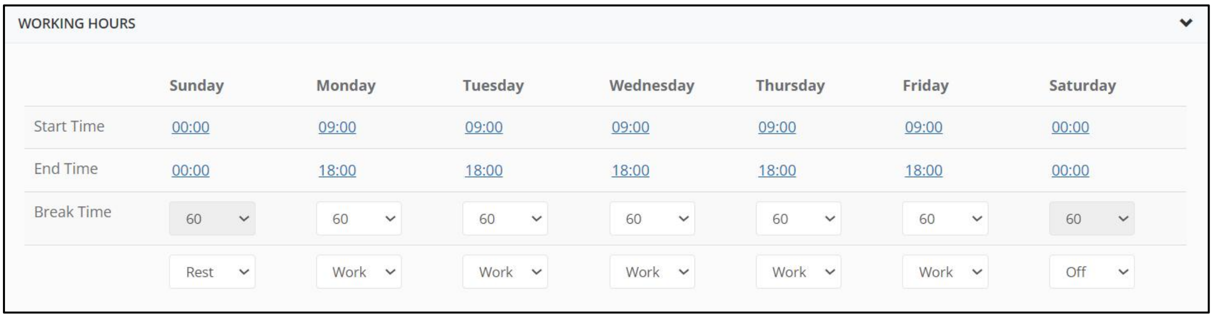
Step 2: Click on 

.

Step 3: Go to 

this should bring you to the Configuration Tab at the top.

Step 4: Set up the working hours, minutes of breaktime, as well as the rest day/off day.



WORKING HOURS	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start Time	00:00	09:00	09:00	09:00	09:00	09:00	00:00
End Time	00:00	18:00	18:00	18:00	18:00	18:00	00:00
Break Time	60	60	60	60	60	60	60
	Rest	Work	Work	Work	Work	Work	Off

Step 5: Set up the number of hours the staff must fulfil for a full day and half-day. This is to be used by the system when the staff is on leave or when staff works on their Rest Day.

Step 6: If this option is ticked, the system will automatically add in the standard hours to the staff's actual hour when the staff is on full day or half day leave.

Step 7: You can indicate the time zone into this field.

Step 8: Show how many hours the staff must work before break time will be automatically deducted.

Step 9: Click onto save the changes. 

Attendance Calculation Method

This is where you can setup the OT calculation method for your company.

NOTE: This is a generic setting for all staff, but you can make changes later at the Employee Setup if some staff follow a different OT calculation method from the rest.

Step 1: Click on ATTENDANCE CALCULATION METHOD panel to expand the section.

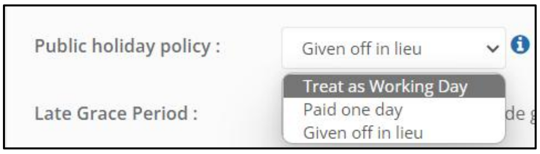
Step 2: Choose the OT Calculation method you want to use:

1. **None** - This option meant that no OT Calculation will be considered.
2. **End-Time** - The OT calculation is based on the end time. For example, a staff worked till 10 pm but her official end time is 8 pm, the system will consider that the staff has worked 2 hours of OT.
3. **Standard-Time** - The OT calculation is based on the number of hours worked for the entire day. So, if a staff is supposed to work for 8.5 hours and the staff worked 10 hours, the staff would have clocked 1.5 hours of OT.
4. **Weekly** - The OT calculation is based on the number of hours the company stipulated. In this example, the total hours that a staff is expected to work 44 hours. So, if for an entire week, the staff worked for 48 hours, the OT will be 4 hours.

Step 3: If this option is ticked, the system will ignore if the staff did not fulfil the number of working hours.

Step 4: Indicate PH Policy. This policy allows you to specify what is the general rule if the staff comes to work on Public holidays. There are 3 options to choose from.

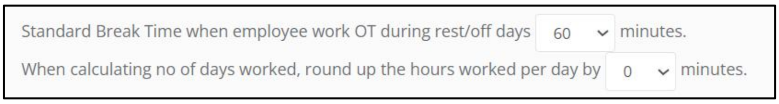
Note: This is pure remarks only and any change needed to be done will have to go through the respective module (leave or payroll).



1. Treat as Working Day – PH is treated as normal working day, OT hours to be computed by the system will be based on the OT policy set
2. Paid one Day – Hours worked by the staff on a PH will be reflected under OT1
3. Given off in lieu – Time off will be credited separately by the Leave Admin to the staff who work on PH. No OT1 will be calculated by the system in this case.

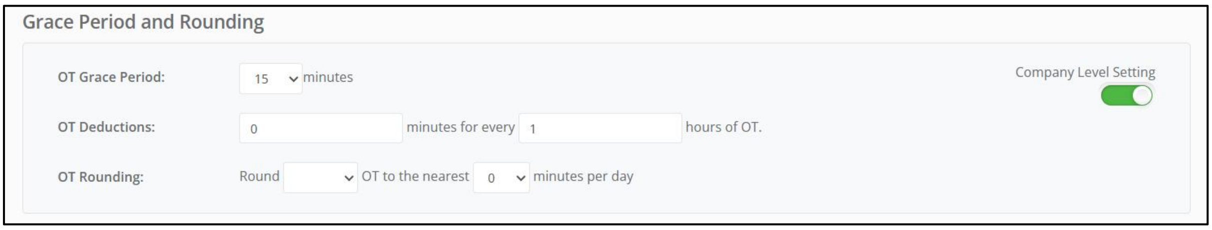
Step 5: Set whether No-Pay leave will be deducted from the attendance reports. If ticked, the standard hours will be the same when staff takes a No Pay Leave, if unticked, standard hours will be deducted.

Step 6: Define the minutes of break time during off day and rounding up the hours.

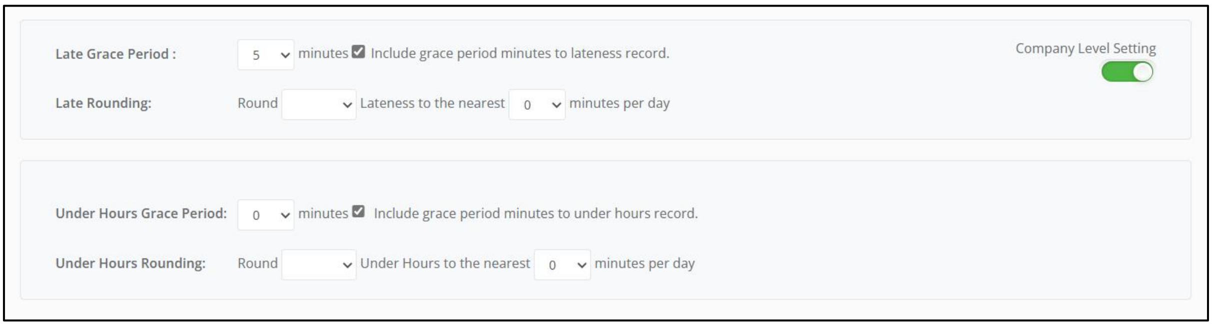


You can set the break time during Off Days.
You can set the rounding up policy to round up the hours if you want.

Step 7: Indicate any OT Grace Period, Deductions and Rounding. The OT Grace Period allows you to state when the system should start counting OT. If set at 15 min, the system will calculate the OT 15 minutes later from the official end time. You can also set any deductions or rounding up or down at the respective parameters.



Step 8: Set up Late and Under Hours. This section allows you to specify the late period and the under hours which will appear in the report.



1. Late Grace Period allows you to specify the number of minutes before staff will be considered late.
2. Under Hours Grace Period allows you to specify the number of minutes before the system will consider that the staff did not fulfil the number of hours worked.

Step 9: Click onto **Submit** save the changes.

Clocking Preferences

Clocking Preference allows you to configure the following:

- next day clocking
- users' ability to edit their clock-in and clock out time
- single or multiple clock-in and clock-out
- whether the staff needs to enter remarks
- Set up location, client, or project

Step 1: Click on **CLOCKING PREFERENCES** panel to expand the section.

Step 2: : If staff needs to work beyond one day, you can allow next day clock out.

- [x] Allow next day clock out

Clock-ins/outs made [4] hours prior to standard clock-in time will still be considered as clock-in/out for previous day.

The X hours allow you to specify until what time is considered a clock in/out for the previous day. In the setting above, if the official start time is 9:00 am, any clock in/out 4 hours prior (until 5:00 AM) will be considered for the previous day. But if staff clocked in/out at 8:00 am (within 4hrs from start time), this will already be considered the next day.

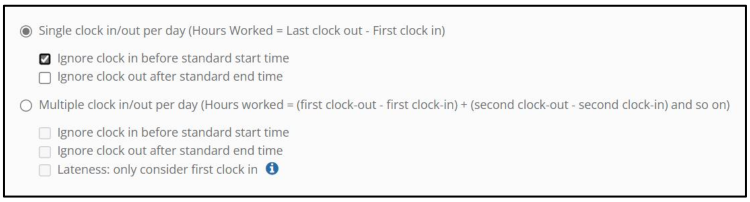
NOTE: The recommended hours set in this field is not less than 4 hours to avoid triggering unnecessary notifications.

Step 3: Permission for users to edit their clock-in/out time.

- [ ] Allow employee to edit clock-in/out time
- [ ] Allow employee and admin to edit Break Time
- [ ] Allow employee to enter clock-in/out time for different dates
- [ ] Allow employee to enter clock-out time for previous date

1. Allow employee to edit clock-in/out time - Employee can edit his clock time for the current day.
2. Allow Employee and Admin to Edit Break time - Employee can edit their break time if needed.
3. Allow employee to enter clock-in/out time for different dates - If this is enabled, the Employee can update their clock time for different dates using the Classic version only. In Express, you can only update the clock time for the current date.
4. Allow employees to enter clock-out time for previous dates. - If this is enabled, the system will not allow the editing of clock time if there's existing data. It'll only allow you to add a new record (enter) for a previous date.

Step 4: Set whether your company is using single or multiple clock-in/out.



1. Single clock in/out - the staff is only needed to clock-in/out once.
2. Multiple clocks in/out - the staff can clock in/out multiple times.

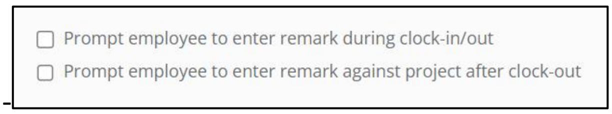
There are several sub-options for these 2 options:

1. If **Ignore clock in before standard start time** is ticked, it means that if the staff clocks in early, the system will not consider the earlier time. It will only consider the official start time.

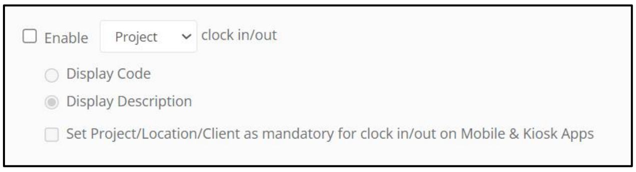
2. If **Ignore clock out after standard start time** is ticked, it means the system will not take into consideration the overtime even if staff clocked out beyond their official end time. The system will only use the official end time as the basis on the reports

3. If **Lateness: only consider first clock in is ticked**, it means the system will only consider the calculation of lateness based on the first clock in and not the succeeding ones (available only for Multiple Clock in option)

Step 5: Prompt for remarks. If ticked, the system will prompt them to enter the remark when they clock in/out.



Step 6: Enter client, location, or project. In Attendance, you can specify client, project, or location clocking in/out. This can then be used by staff when they clock in or out from a client, project, or location.

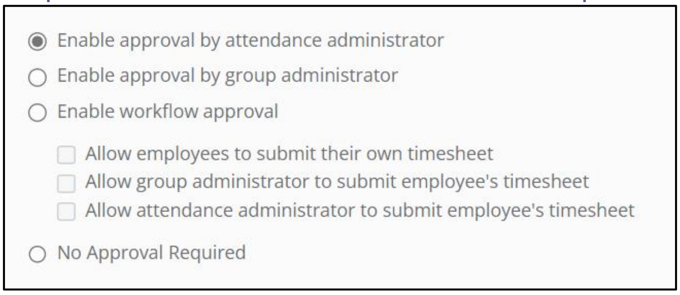


Step 7: Click on Submit to save the changes.

Clocking Approval

Clocking Approval is the part in which you can specify who can manage and approve the attendance record.

Step 1: Click on CLOCKING APPROVAL panel to expand the section.

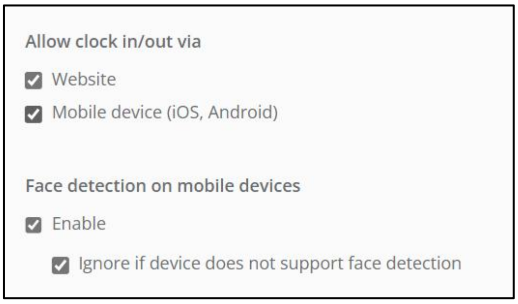


1. **Enable approval by attendance administrator** - only the attendance administrator can approve and manage the attendance record
2. **Enable approval by group administrator** - group administrator can manage attendance record. We will cover how to set up the group in a different section
3. **Enable workflow approval** - allow the attendance records to go through a workflow from employees to the administrator.
4. **No Approval Required** – this option will not require any approval from group or attendance administrators.

On Mobile Device

The options that can be seen here are all related to how you want the users to be clocking in/out and the setting to require GPS to be enabled on mobile devices when clocking in and out.

Step 1: Click on ON MOBILE DEVICES panel to expand the section.



1. Allow clock in/out via - this allows you to specify whether the users can login via the web and/or mobile devices.
   NOTE: Mobile device also includes Kiosk, a central device that the staff can use to clock in/out from. A PIN is required.
2. Face detection on mobile devices - if enabled, the system will only allow staff to clock in/out when the handphone or the device detects the face.
   -- 'Ignore if device does not support face detection' will allow the staff to still clock in/out even if the device being used does not support face detection. (Can be enabled especially if some staff use older models of mobile phones, which may not have the face detection function)

Geofencing Setup

To use the geofencing, you will need to set up the virtual boundaries in which you allow the staff to clock-in/out without sending a violation email to you.

Require GPS to be enabled on mobile device

- the staff must enable GPS on their handphone before they can clock in/out.
- Geofencing is basically a technology that allows you to set a virtual boundary setup around a geographical location in which your staff can login. If you want to have geofencing enabled, click on the checkbox.

Take note that 150 meters in radius is the effective range for geofencing. We would recommend that you use Kiosk mode for any range smaller than 150 meters.

Setting up Geofencing

1. Login as the Attendance Administrator.

2. Click on the 

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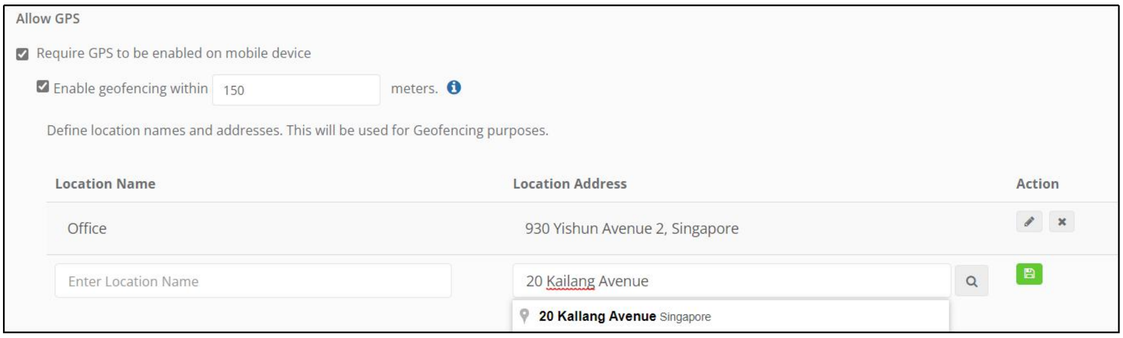
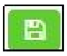
3. Click on GEOFENCING SETUP.

4. Enter the Enter Location Name for the boundaries you wish to set.

5. Enter the Search Address. The system will use Google Map to search for possible places based on what you keyed in.



5. Click on the .

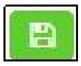
Editing Geofencing

1. Login as the Attendance Administrator.

2. Click on the Configuration.

3. Click on GEOFENCING SETUP.

4. Go to the location you wish to edit and click on the  button.

5. Once you have made the modification, click on the .

Advanced Settings

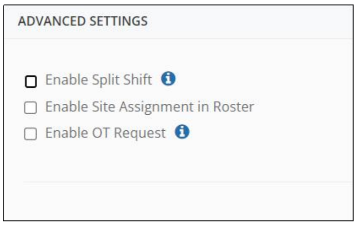
Advanced Settings is the section where you can see additional features that can be enabled, based on your company's requirements. Each function that can be found under Advanced Settings are discussed below.

Step 1. Go to Attendance.

Step 2. Click on Configuration.

Step 3: Scroll down, look for ADVANCED SETTINGS.

This is what you will see:



Split shift feature allows you to set different Work Time each day for each staff in the Roster. This is extremely useful in the F&B and Security industries where staff sometimes need to perform 2 different shifts on a single day.

To enable this function, put a tick inside the checkbox Enable Split Shift.

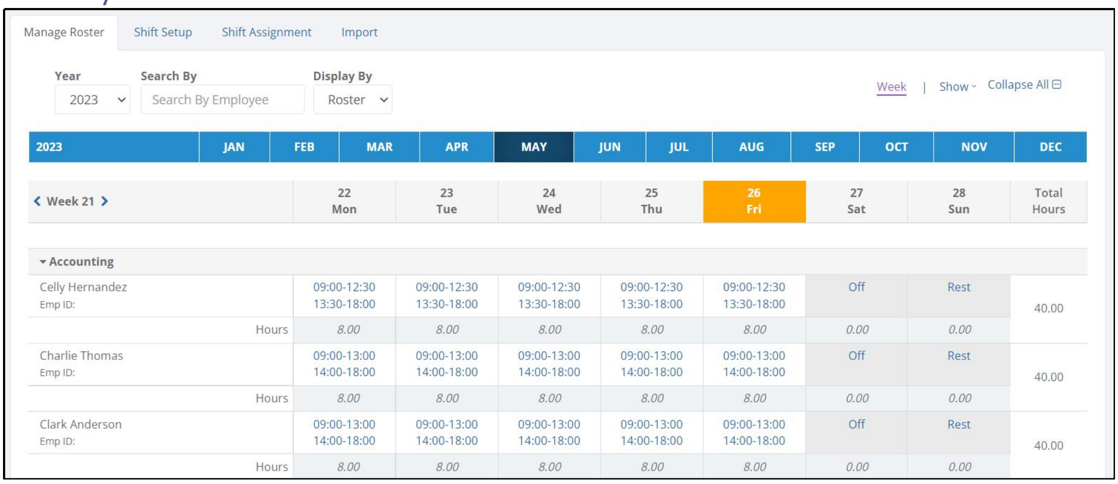
Click on the Submit to save the changes. You will need to logout of the system, and then log back in for the Split Shift to take effect.

Once enabled, the split shift function can be viewed on the roster page:

A. Go to Attendance.

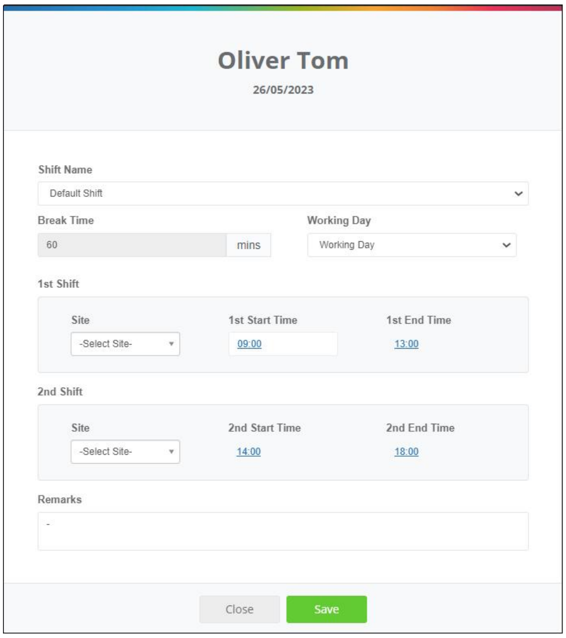
B. Click on Roster.

C. The Roster should now be in the Weekly view with 2 shifts displayed as opposed to the Monthly view.



D. By default, the system will split the Work Time based on default shift. To set edit the default split shift for a particular day, you need to click on the day. Currently, you can only do this per day per user.

E. Change the timing accordingly. The Break Time will be automatically populated based on 1st End Time and 2nd Start Time. You may also enter remarks.



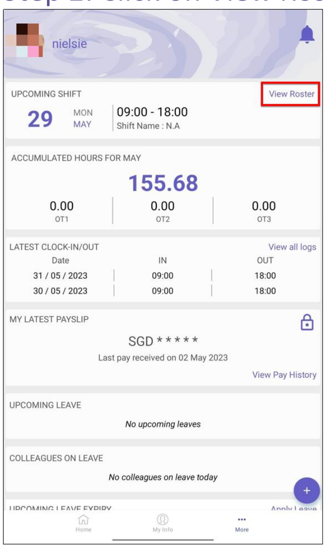
F. Click on 

to save the split shift for that day.

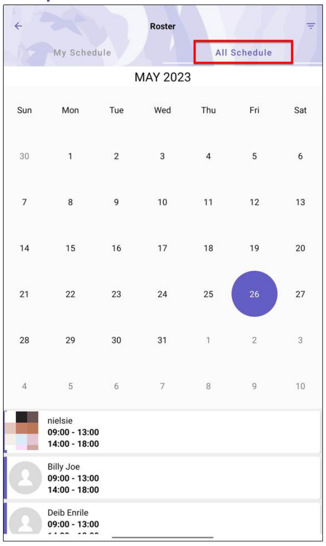
As Attendance administrator, you can also view the Roster schedule and split shift of the staff using the Mobile app.

Step 1: Log in as an Admin.

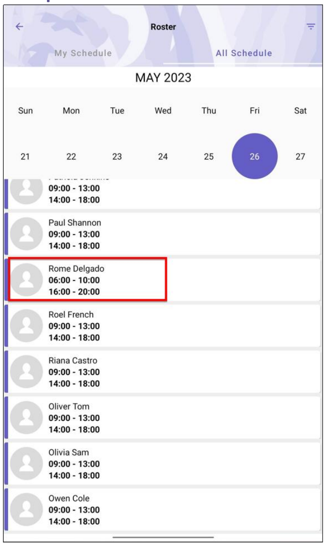
Step 2: Click on View Roster from the Homepage.



Step 3: Go to All Schedule.



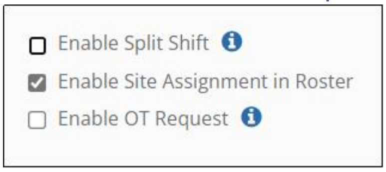
Step 4: Scroll down to see the schedule of all the staff.



This is the split shift assigned in the Roster using Web.

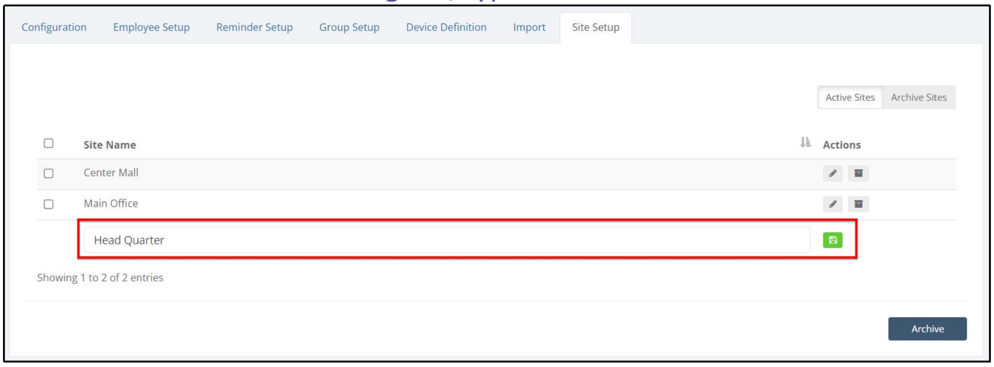
Site Assignment in Roster enables the admin to choose the site assignment for each user on a daily basis. Please note that this is only going to be shown on the Roster page and will not affect the Reports generation, nor will it show on any of the reports.

A. Put a tick beside the option Enable Site Assignment in Roster, then click on Save.



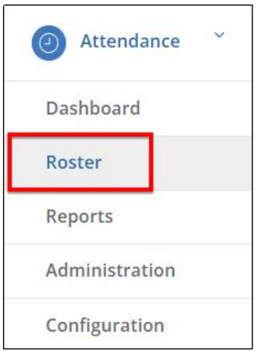
B. Once done, scroll up and you will see the Site Setup tab at the top. Please click on it.

C. Create the sites to be assigned, type in the site name in the field:

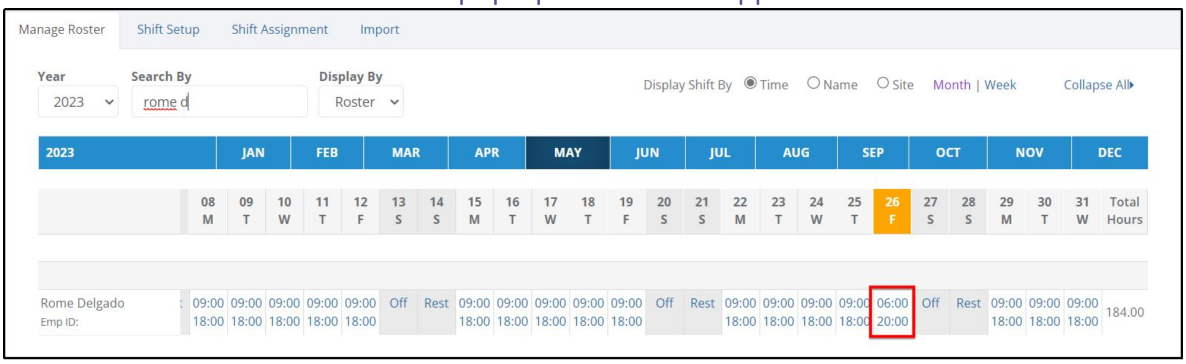


D. Click on  to save what you have created.

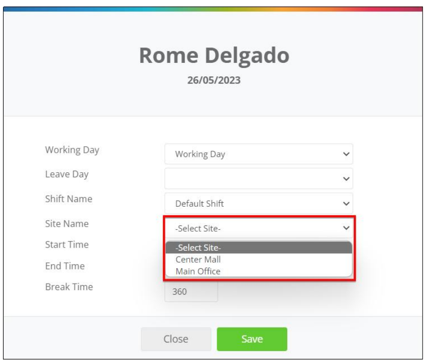
E. Proceed to the Roster section on the left side panel.



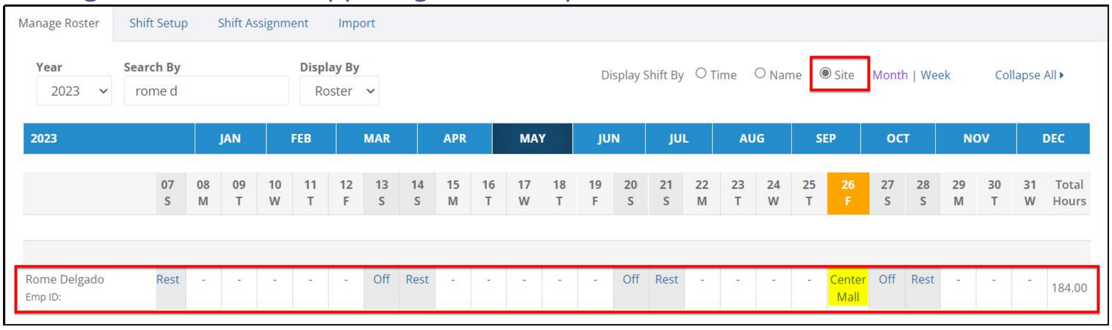
F. Click on the shift schedule and a pop-up window will appear.



G. The pop-up window will have a field wherein you can assign the site. Then Save.



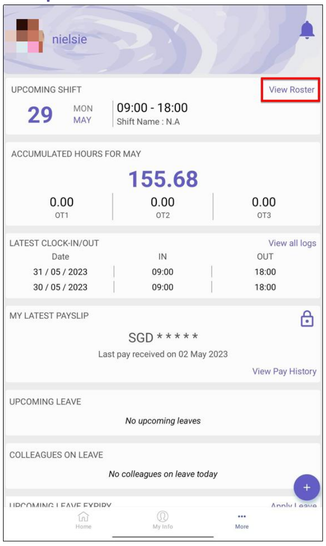
H. On the Roster page, you can toggle the view to show based on the sites assigned by clicking on "site" at the upper right area of your screen.



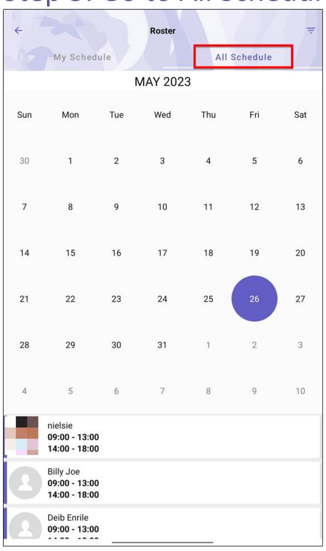
As an Attendance administrator, you can also view the assigned site to the employee using the Mobile App.

Step 1: Log in as an Admin.

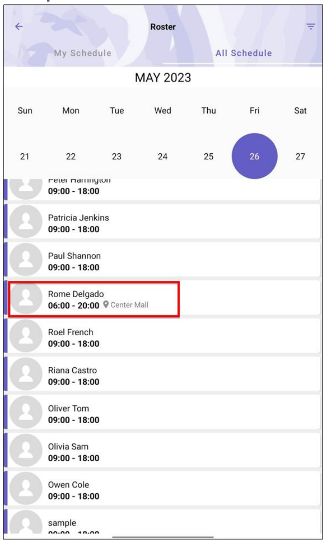
Step 2: Click on View Roster from the Homepage.



Step 3: Go to All Schedule.

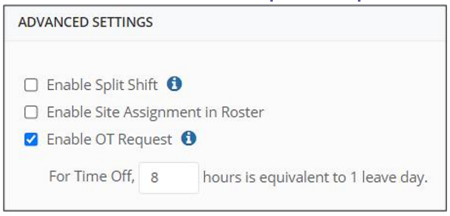


Step 4: Scroll down to see the assigned Site.



The OT Request feature allows your staff to request any OT rendered to be converted into cash (Payroll) or Time Off (Leave)

A. Make sure OT Request option is enabled, and define the Time-Off setting, then Save.



Notes:

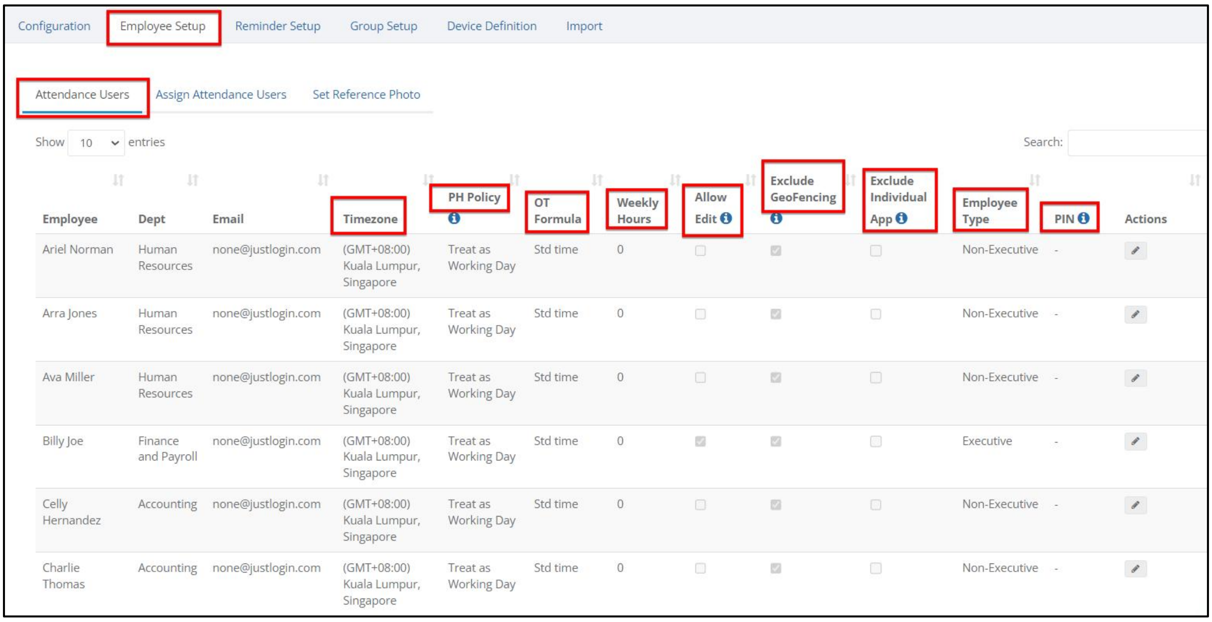
A. The OT Request is not applicable to Staff whose OT computation is based on Weekly. It is only applicable for STD and End Time

B. Any OT rendered by the staff can only be processed via the OT Request function

C. Clocking Approval should either be set to "Enable approval by group administrator" or "Enable workflow approval" (Click here for the guide to Clocking Approval) - this will allow you to set the approvers/processing officers for the OT request sent by users.

Employee Setup Tab

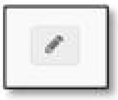
The Employee Setup page allows you to specify attendance policies based on individual users. Some of the policies in which you can manage include the staff's Public Holiday, OT Formula as well as PIN that is used for kiosk access.



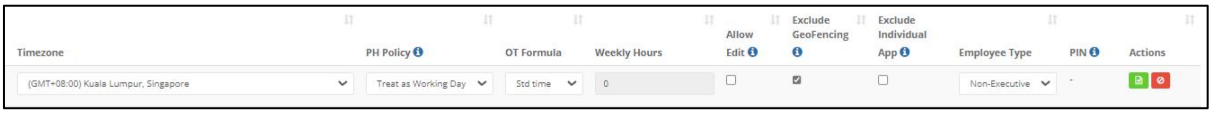
Employee	Dept	Email	Timezone	PH Policy	OT Formula	Weekly Hours	Allow Edit	Exclude GeoFencing	Exclude Individual App	Employee Type	PIN	Actions
Ariel Norman	Human Resources	none@justlogin.com	(GMT+08:00) Kuala Lumpur, Singapore	Treat as Working Day	Std time	0	☐	☑	☐	Non-Executive	-	
Arra Jones	Human Resources	none@justlogin.com	(GMT+08:00) Kuala Lumpur, Singapore	Treat as Working Day	Std time	0	☐	☑	☐	Non-Executive	-	
Ava Miller	Human Resources	none@justlogin.com	(GMT+08:00) Kuala Lumpur, Singapore	Treat as Working Day	Std time	0	☐	☑	☐	Non-Executive	-	
Billy Joe	Finance and Payroll	none@justlogin.com	(GMT+08:00) Kuala Lumpur, Singapore	Treat as Working Day	Std time	0	☑	☑	☐	Executive	-	
Celly Hernandez	Accounting	none@justlogin.com	(GMT+08:00) Kuala Lumpur, Singapore	Treat as Working Day	Std time	0	☐	☑	☐	Non-Executive	-	
Charlie Thomas	Accounting	none@justlogin.com	(GMT+08:00) Kuala Lumpur, Singapore	Treat as Working Day	Std time	0	☐	☑	☐	Non-Executive	-	

Attendance Users

To Edit Individual Settings:

Step 1: Click on the  icon under the Actions column.

Step 2: Each field will be editable:



a. Time zone – allows you to change the time zone which the staff is in.

b. PH Policy – Allows you to specify the PH Policy for the staff:

Paid One Day – staff is not expected to work on PH. If staff works, system tags the hours under OT1

Given Off-in-Lieu – staff is expected to work on PH. System will calculate OT based on OT setup. Admin will need to credit additional Leave to staff on the Leave module

Treat as working day – staff is expected to work on PH. System will calculate OT based on OT setup.

c. OT Formula – You can assign different OT formula for the staff (None, End Time, Standard Time, Weekly)

d. Weekly Hours – if on column "C" you chose Weekly OT formula for the staff, column D will be enabled. This is where you can indicate the number of hours that the staff must satisfy on a weekly basis before the system starts calculating for OT.

e. Allow Edit – if this is ticked, staff will be able to edit their clock in/out data, this includes allowing the staff to edit their timesheet.

f. Exclude Geofencing – if ticked, the staff will not be included in the Geofencing validation.

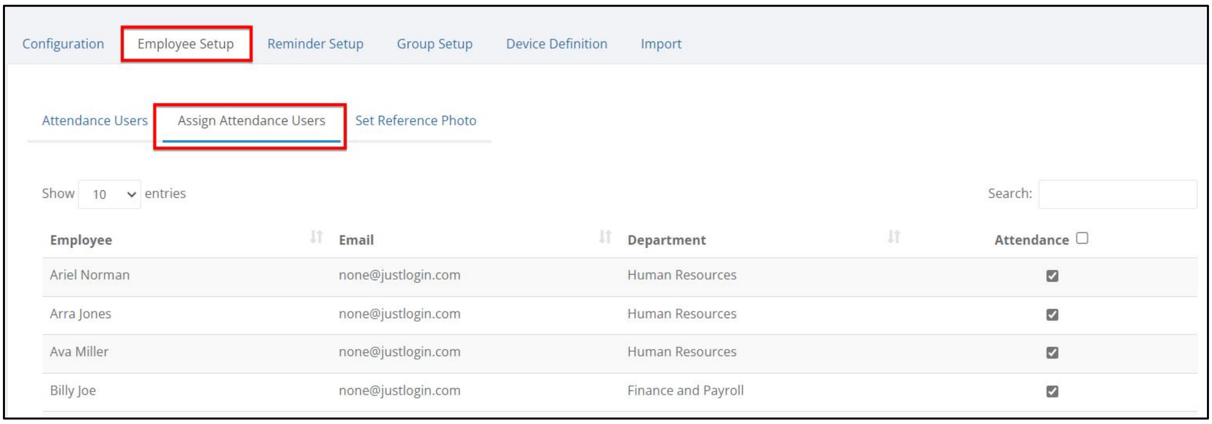
g. Exclude Individual App – To exclude staff from the use of the individual app to clock in/out.

h. Employee Type – Employee Type is an indicator of whether the staff is an executive and non-executive.

i. PIN – You can assign a unique PIN to each employee so that the system will identify who is who when the employee clocks in/out via the Kiosk App.

Assign Attendance Users

This page is where you can see the list of Attendance module users in your system:



If the box is ticked, it means the staff is an Attendance user.

Set Reference Photo

Reference photos is used by the Attendance module for SafeClock and AVA (Attendance Verification Alert). You can assign reference photos which will be used by the system to countercheck the details of the staff who is clocking in/out.

It is recommended that you use reference photos taken when staff has clocked in/out as opposed to uploading images from your computer. It is also best to use two masked and 1 unmasked image for reference.

To Assign Photos taken from the Staff's clock in/out:

On Set Reference Photo page, this is what you will see:

Put a tick under the image that you would like the system to use as reference photo. You can do this for several employees and then click on 

at the bottom of the page.

*To Remove a Reference Photo, you have saved for a staff, click on the  icon under the employee's name.

To Upload a Photo from files taken from your computer

Click on the  icon under the staff's name. You will then be able to choose from file images in your computer.

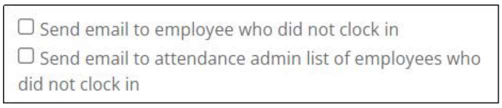
Reminder Setup

This is where administrators can setup the different reminders that can be sent to the employees, administrators and/or group administrators.

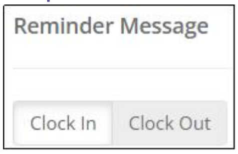
CLOCKING

Step 1: State when the reminder will be sent to the employees if they did not clock in by the stipulated time.

Step 2: You can state whether the employee and/or attendance admin will receive the reminder.

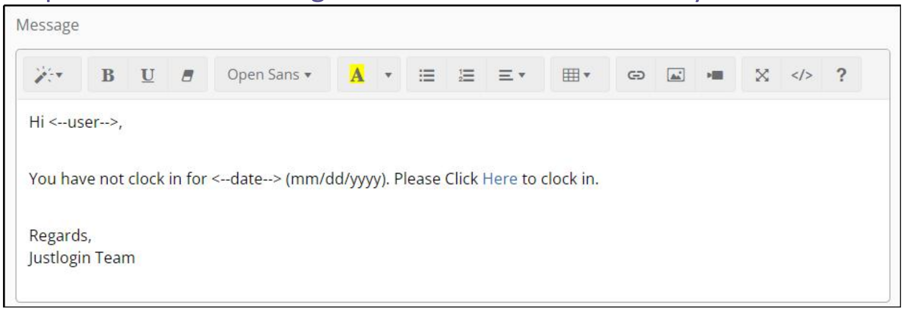


Step 3: Select whether is the reminder message is for clocking in or clocking out.



Step 4: Indicate the Reminder subject header in which the employee and administrator will see when the email is sent to them.

Step 5: Enter the message the staff will see when they receive the reminder.



Step 6: Click on 

to save changes.

TIMESHEET

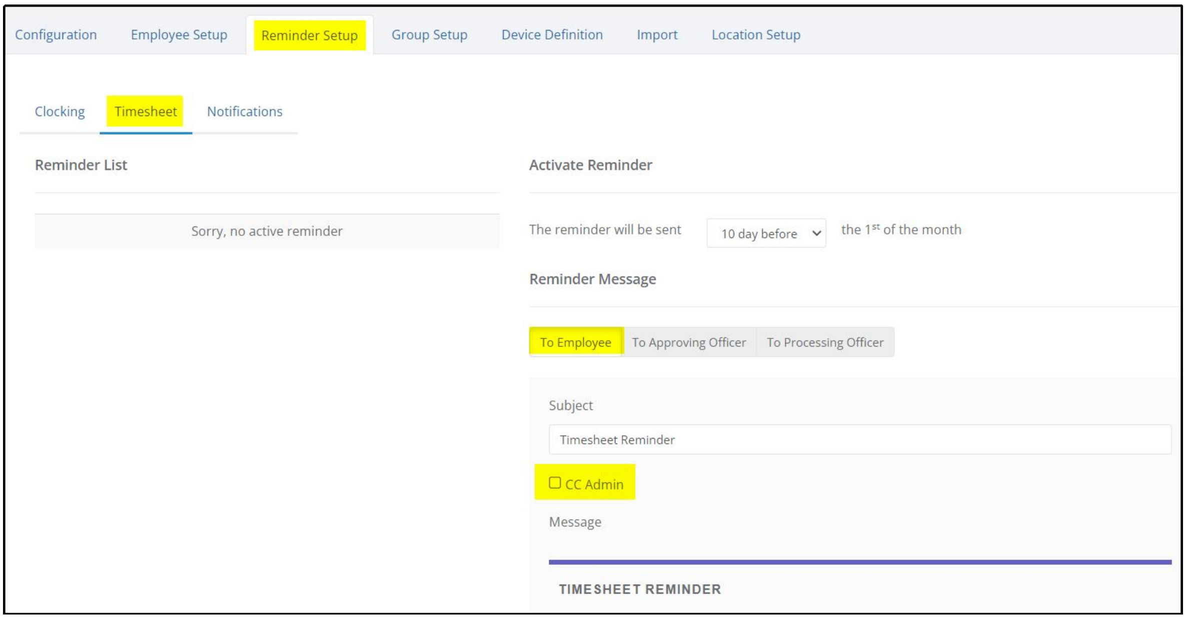
If you have enabled the option for the staff to submit their timesheet for approval, you can also set up the reminder to be sent to the staff as well as the different approval levels. To do so, please check out the following steps:

Step 1: Click on 

sub-tab.

Step 2: Set the number of days before the reminder will be sent: (Note that this is for the staff reminder)

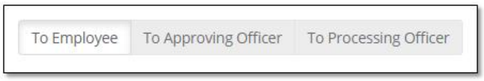
Step 3: Tick the box beside "CC admin" if you'd like the Admin to receive the reminder as well.



Step 4: Click on 

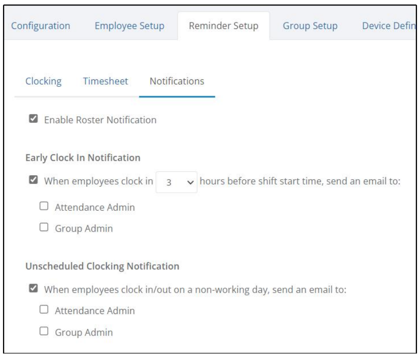
to save your settings.

NOTE: Please do the same steps for each approval level in your workflow. For Approving Officers and Processing officers, the reminder notification will be sent after a certain number of days that the timesheet is pending for approval.



NOTIFICATIONS

This is where additional notifications can be enabled for your account.



1. Enable Roster Notification – if a shift is assigned to the staff, a notification will be sent out to the staff if this option is ticked.
2. Early Clock In Notification – If you want to the administrator and/or group administrator to be notified when staff clocks in a certain hours set here before the staff's scheduled shift start time, put a tick into this option.
3. Unscheduled Clocking Notification – You can put a tick into this option if you want the administrator and/or the group administrator to be notified if the staff clocks in on a day that they are not expected to work.

Once you have chosen the notifications you want to enable, please do not forget to click on the 

button.

NOTES:

- This only functions with the normal roster view (not Split Shift view)
- The notification will be sent to staff at 5 PM SGT, if the next day shift has been changed from Manage Roster, Shift Assignment, or Roster Import
- A notification will not be triggered if the next day is set to PH, Leave day, Rest Day, or Off Day
- Notification will be triggered once the shift time or shift site has been modified and then SAVED.

Group Setup

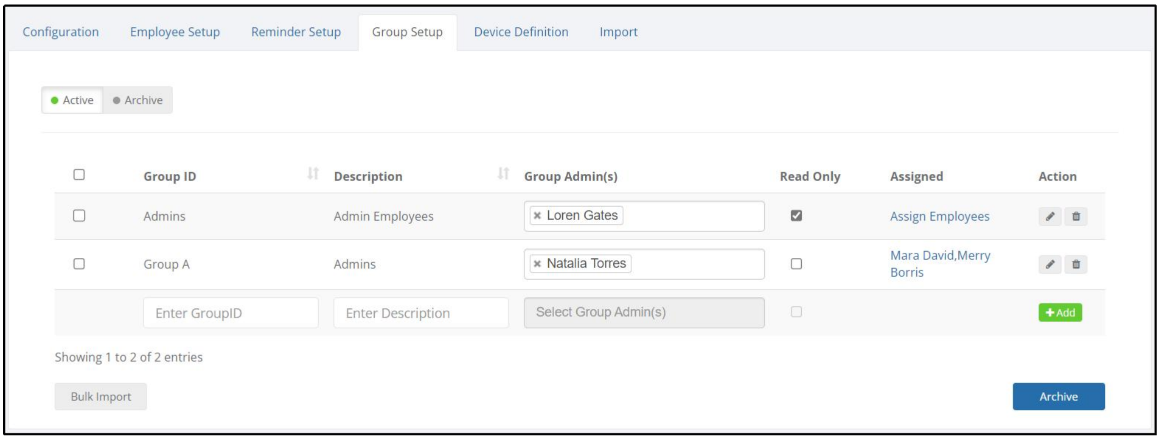
Create an employee group

Group setup allows you to separate the employees into specified groups managed by different managers. For example, if you have multiple branches, each with their own manager, you can use this to delegate administrative work such as the updating of time clock or approval of attendance records to these administrators.

Step 1: Click on 

.

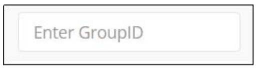
Step 2: This is the page you will see:



Group Setup

This page is where you can create/add new groups as well as delete any groups you do not need.

<u>To create/add a new group.</u>

Step 1: Give a Group ID in the field 

.

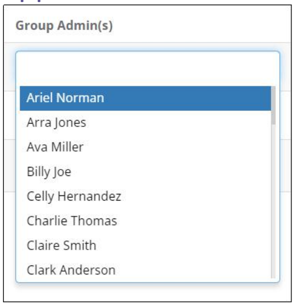
Step 2: Enter the description of the group in the field 

.

Step 3: Click on 

.

Step 4: Select the Administrator by clicking on the field and a list of users like below will appear. Just select the person/persons in charge:



Step 5: State whether the administrator can read only, or they can perform editing. If read-only click on the checkbox.

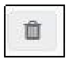
<u>To edit an existing group's details:</u>

Step 1: Look for the group you want to edit and click on the  icon on the Actions column.

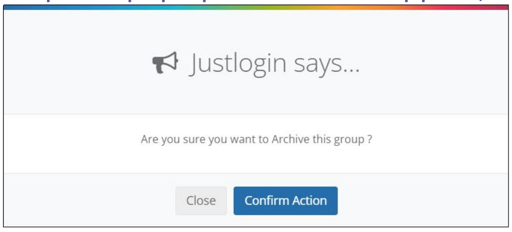
Step 2: You will see that the Group ID and Description fields will be enabled for editing:

Step 3: Once done, click on the  icon under the Actions column.

<u>To archive an existing group:</u>

Step 1: Look for the group you want to archive and then click on the icon  under the Actions column.

Step 2: A pop up window will appear, asking you to confirm the action:



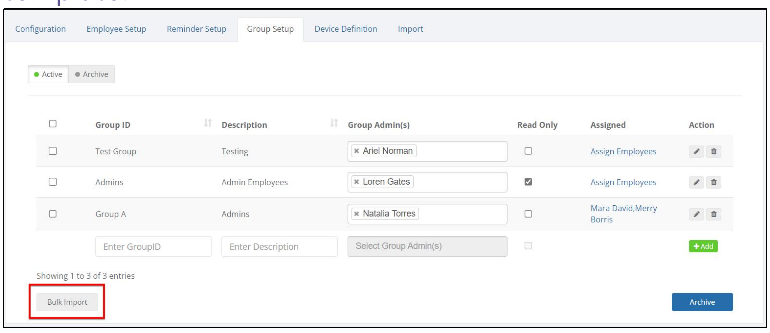
Step 3: Click on 

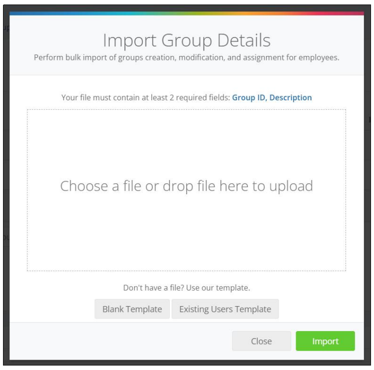
The group will not appear in the list anymore.

NOTE: You can also archive several groups at a time by putting a tick beside the names of the group and then click on the button on the lower right corner of the screen.

Bulk Import

If you have a lot of users and groups, you can utilize the Bulk Import Function on this page. This will allow you to create groups, assign users to the different groups by completing the template.



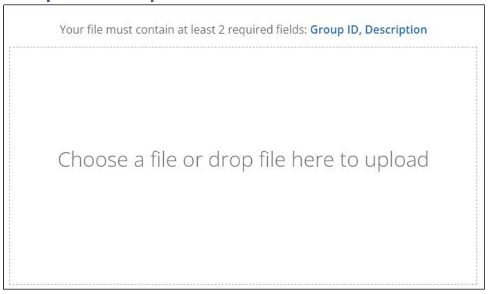


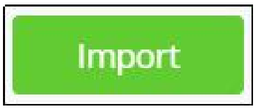
Step 1: Click on 

You will then get an Excel file that includes the existing groups in your system.

Step 2: Complete the required details and then save the file.

Step 3: Drop the file in the field.



Step 4: Click on 

The data included in the Excel file will be imported into the system.

Group Setup - Group Assignment

After you have setup the groups, you can now proceed to the employee assignment to the respective groups. The Group Administrators can assist the assigned employees with attendance-related concerns, as well as approving their timesheets.

There are 2 ways on how you can assign the users to the groups. Either from the Group Setup page itself, or under Shift Assignment in Roster.

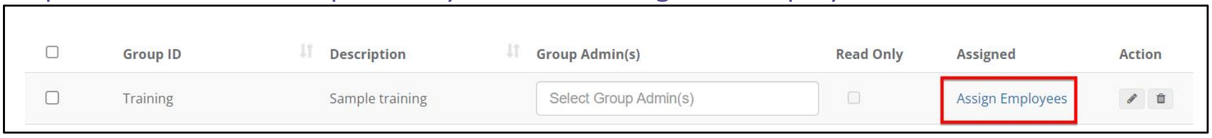
Configuration > Group Setup

Step 1: Click on the 

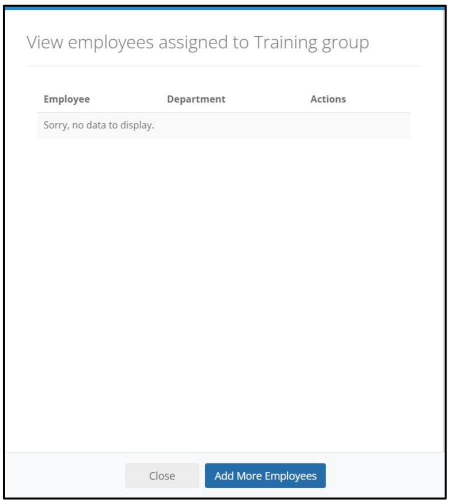
in Attendance.

Step 2: Go to  tab.

Step 3: Look for the Group where you want to assign the employee then click on the

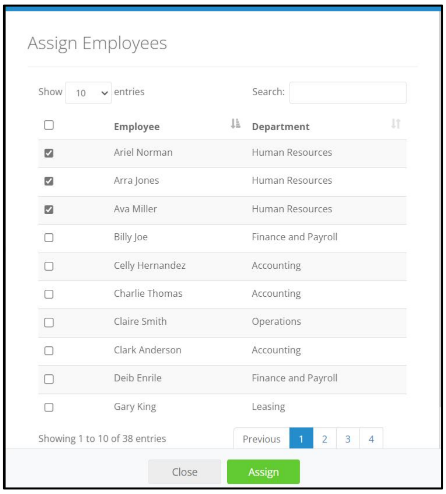


Step 4: You will see a window where you can see all the employees assigned to that Group and this is where you add/assign more employees to the Group.



Step 5: Click on .

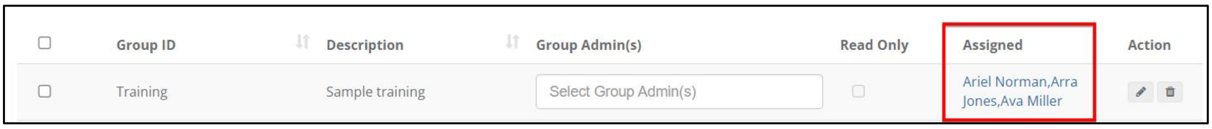
Step 6: Choose the employees that will be part of the Group by clicking the box beside the name of the staff.



Step 7: Click on .

Step 8: You will then see a confirmation Assigned Successfully.

Step 9: And the names of the employees will reflect on the Group Set up page.



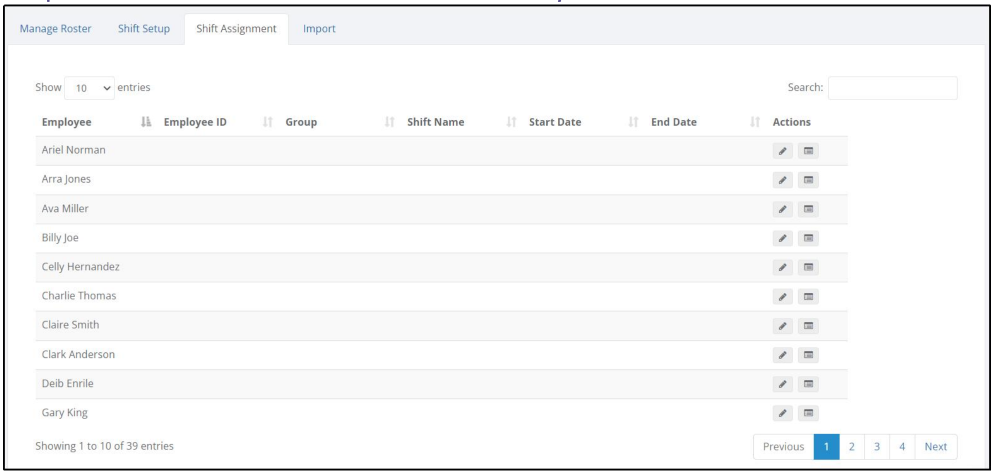
	Group ID	Description	Group Admin(s)	Read Only	Assigned	Action
	Training	Sample training	Select Group Admin(s)		Ariel Norman,Arra Jones,Ava Miller	

Roster > Shift Assignment

Step 1: Click on the Configuration in Attendance.

Step 2: Click on Roster.

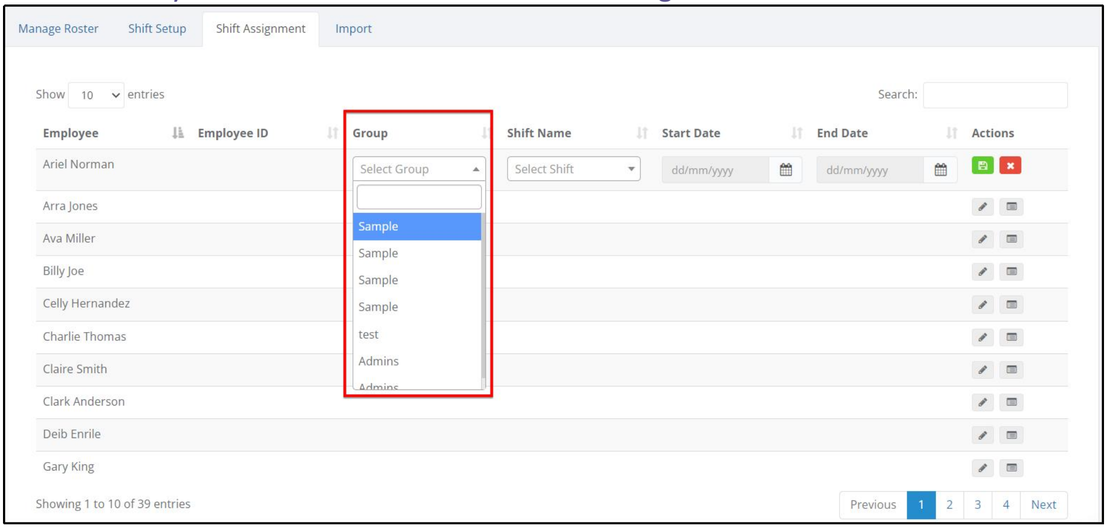
Step 3: Click on Shift Assignment. The system will show the entire list of employees.

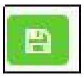


Employee	Employee ID	Group	Shift Name	Start Date	End Date	Actions
Ariel Norman						
Arra Jones						
Ava Miller						
Billy Joe						
Celly Hernandez						
Charlie Thomas						
Claire Smith						
Clark Anderson						
Deib Enrile						
Gary King						

Step 4: To assign the group, you need to click the Pencil icon under Actions column.

Step 5: From the Group column, click on the dropdown to see all the groups you have in the account and you can choose where the staff belongs.



Step 6: Click on the save button. 

Device Definition

Setting up Device Definition

The device definition allows you to tag device address or IP address to a specific location. The system will use this location information in the report.

Step 1: Click on 

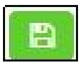
tab.

Step 2: Enter the Device Address in the 

.

Step 3: Enter the location 

.

Step 4: To save, click on the  .

How to get Device Address?

We can get the device address through the report in Attendance. To do that, do the following:

Step 1: Click on Reports.

Step 2: Click on Daily Report.

Step 3: Log in using the mobile device you wish to find out the address of.

Step 4: Make sure that the checkbox next to Show Address 

is checked.

Step 5: To generate the report, click on 

.

Step 6: The system will generate the required report.

Step 7: To view the report, click on the .

The report will show you the address of the mobile device. It will only show the IP address if the users clocked in/out using a computer or manually entered by the administrator.

Daily Report

Run Date: 20-03-2019 Period: 20-03-2019 Employee Type: All

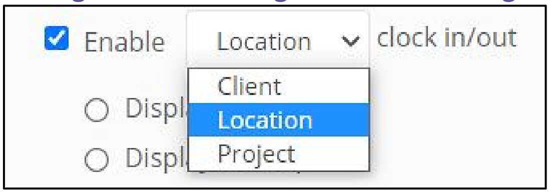
Employee Name	Action	IPAddress	Address	ClockTime	ActualTime	LocationCode	Comments
Bay Ling Tong Jose	Clock-Out	203.118.42.24		20:00	08:52		
jason	Clock-Out	56cef295317edf96	20 Kallang Ave, Singapore 339411	09:04	09:04	AMK	
jason	Clock-In	56cef295317edf96	20 Kallang Ave, Singapore 339411	09:00	09:00	AMK	
Bay Ling Tong Jose	Clock-In	203.118.42.24		08:15	08:52		

Step 8: Copy the address then put it into the Device Address as instructed in Step 2 of Setting Up Device Definition.

Client/Location/Project Setup

This setup is useful when you have staff going around to different client/location/project and you want to know precisely where they are when they clock-in/out.

Whether it be client/location/project would depend on what you had defined in the Configuration - Configuration - Clocking Preference (page 8, step 6)



Note that the label depends on what you have chosen. So, if you chose location, then the header will be reflected as location accordingly. If you used client, the header would then appear as Client Setup.

Step 1: Click on the Location Setup tab at the top 

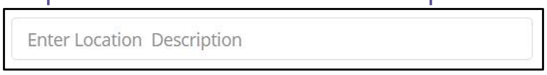
.

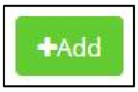
Step 2: The 1st page you will see is the 

sub-tab.

Step 3: Enter the Location ID into the field: 

Step 4: Enter the Location Description into the field:



Step 5: Click on 

.

Assigning Staff to Location/Client/Project

This is where you can assign the users to the location/Client/Project that was set up in the previous section.

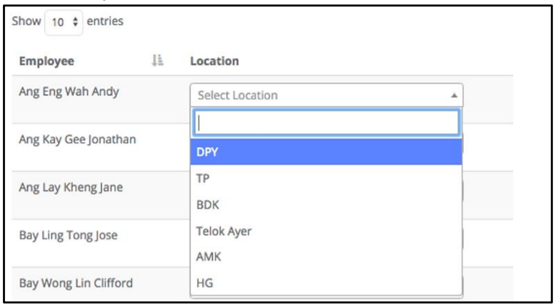
Step 1: Click on the Location Setup tab at the top 

.

Step 2: Go to 

sub-tab.

Step 3: At each employee, you can select the client/location/project they can see when they clock-in/clock-out:



You can define multiple client/location/projects if you want.

Note: If we do not assign the staff to any client/location/project, the staff basically can see all the location.

Deleting a Location/Client/Project assigned to the staff: