

# Attendance

Attendance refers to the presence and active involvement of a caregiver who provides essential medical, personal, or support services to a patient.

- [Clock-in-out, Calendar](#)

# Clock-in-out, Calendar

Clock-in and clock-out refers to the process of recording the exact time when a staff starts and ends their work.

An attendance calendar is a record-keeping system used to track and document the presence and hours worked by healthcare professionals, such as nurses and caregivers.

## Clock-in-out

**Attendance >> clock-in-out**


Select the Facility House from the list and click Clock-in option. Also at the end of the shift time, click Clock-out option.

CLOCK IN-OUT

Facility

TestingI

Clock In



Note

Note

|  |          |      |      |
|--|----------|------|------|
|  | Activity | Time | Note |
|--|----------|------|------|

## Calendar

**Attendance >> Calendar**

The user can view the Calendar option for the Employees Attendance. Select the Employee from the list to view the Calendar.

Garcia, William

Search

DayWeekMonth

OCTOBER 2023

Refresh

Today

<

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Print PDF

| 1   | 2   | 3   | 4   | 5   | 6   | 7   |
|-----|-----|-----|-----|-----|-----|-----|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|     |     |     |     |     |     |     |