Clock-in-out, Calendar

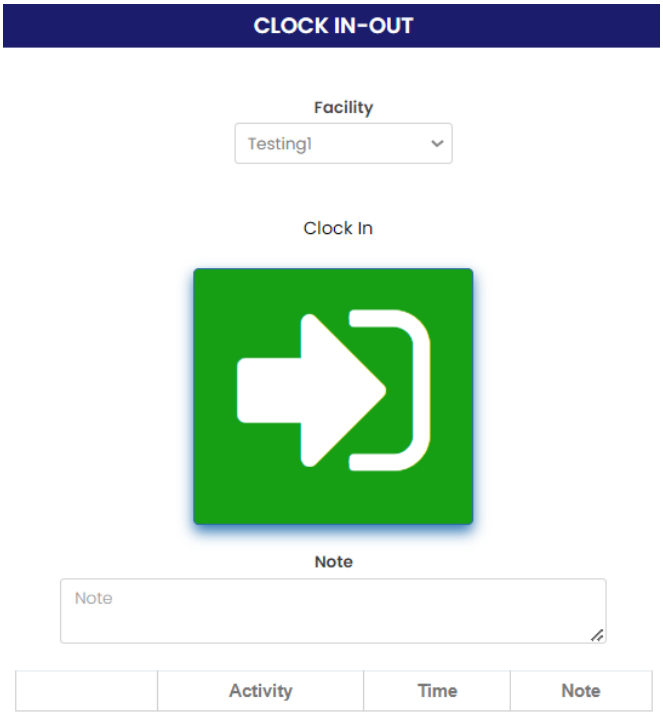
Clock-in and clock-out refers to the process of recording the exact time when a staff starts and ends their work.

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**

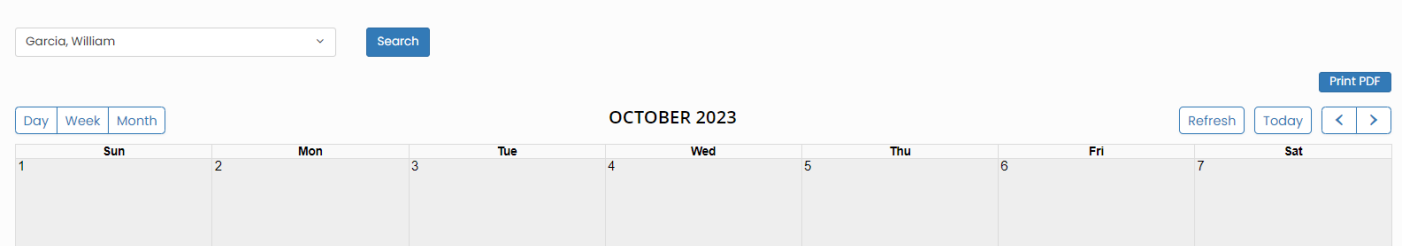
Select the Facility House from the list and click Clock-in option. Also at the end of the shift time, click Clock-out option.



Calendar

> **Attendance >> Calendar**

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



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