

# 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

RefreshToday<>

Print PDF

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

Revision #1  
Created 10 November 2023 20:06:04 by Thamarai  
Updated 10 November 2023 20:06:04 by Thamarai