

# Attendance

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

- [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

Day

Week

Month

Print PDF

Refresh

Today

<

>

OCTOBER 2023

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