

# 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

<>

Print PDF

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

Revision #2  
Created 22 November 2023 19:33:30 by Thamarai  
Updated 24 November 2023 22:55:42 by Thamarai