

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

Testing|

Clock In

Note

Note

	Activity	Time	Note
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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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