Setting Clock-In Devices

Last Modified on 07/27/2023 9:12 am MDT

Designate a Desktop Device (i.e. computer/laptop)

Log-In to your company

- 1. Go to your **Dashboard** from the toolbar
- 2. Press "Enable Clock In on this device"

Teamwork	Dashboard Schedules Employees Reports 🚍 Tools	🍟 🚳 💽 🔛 Employee test ᡩ
My Dashboard		(Clock-In Station)
🚍 🍟 Helpful Resource Links		Show 📶 🚔
Location - Test's General Manager (L3) Adding / Editing Employees		

3. Enter Station Name & Select Options

- Full Login is standard. Quick Login for quick 4-Pin clock in/out that matches POS.
- If device will be used for only a single location or department, specify the department. Otherwise leave as "Any Location"

Teamwork Dashboard Schedules Employees Rep	ports 🚍 Tools	🍟 🕲 📖 Employee test 👙
	Set Clock-In Station	Enable Clock-In on this device (Clock-In Station)
My Dashboard	Name this Station	
🗮 🏺 Helpful Resource Links	Full Login Quick Clock-In	Show வ 🚔 🗘
Location - Test's General Manager (13)	Allow Clock-In for	
Adding / Editing Employees	Only lists schedules w 'Create Clock- In Station' permission	
Adding Employees: Add to POS, with Role assignment(s), and employees will auto-import into I		
Employee - Force import from POS https://support.doiceclock.com/help/employee-import-from-pos-force-sync	Disable Geo Fence for this device	
Add New Employees Manually (ADMIN & HR) https://support.doiceclock.com/help/add-new-employee	Save Cancel	

Note: Only Administrators or Managers with permission may designate a device a clock-station.

If you need to give temporary permission to an employee to setup a station, please email us at: info@dolcesofware.com

Common How-To's

To manage Clock-In Capable Workstations:

1. An user with administrative permissions is able to log in, and choose the *Gearwheel Icon* as shown below.

- 2. Scroll to "*Clock-In Capable Workstations*" section and view or delete all clock-in stations configured in this workstation.
- 3. Administrator user can also re-add workstations with an updated designation of locations.

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Clock-In Capable Workstation	ĝ∥ Late / No-Show / Term / Scorecards	
Clock-In Allowed & this Workstation Name this workstation: Test Station #1 Plate Clock-In Station Delete Clock-In Station View / Delete All Workstations]	
Clock-In Stations		
Adrionals phone Dolce Test Geophone POS Rumbleena Tanners phone Test Xhonshia Viv's Phone NotNamed Lestet	Test	
Delete Clock-In Stations		

To use a mobile device or tablet which is too old to support the Teamwork Application, login to the account from a mobile Browser. Once logged in, scroll to the bottom of the page, and press **View Mobile Site** to attain the tablet User Interface. Tip: Bookmark the page for ease of use.

🗞 🔲 View Mobile Site
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Designate a Mobile Device (i.e. iPad or other tablet)

Download SpotOn Teamwork App

Find your company using your personal email address that is associated with your Teamwork Software profile

Log-In to the App as an Administrator

1. Press Clock-In / Clock-Out from the Menu Bar

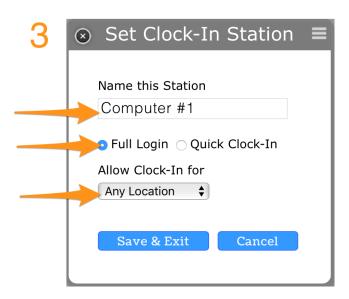
<u>121</u>	
Clock-In / Clock-Out	
Managers on Duty - MO	
Send Messages	
My Schedule	
Full Hourly Schedule	
Full Day Schedule	
Full Week Schedule	N N
Dashboard / Clock-Ins / Tips	
Shift Trades 0	
Open Shifts	
My Availibility	
Days Off	
Employee List	
Profile & Alert Settings	
Library / Documents	
Sign Out Help	

2. Press Enable clock-in on this device

=	Tech Support @ Bankroll Club	ې 🏹
	Enable Clock-In on this device (Clock-In Station)	
		
Sign Out		
	English Spanish Mar darin French (Haiti)	

3. Enter Name & Settings

- Full Login requires username and password.
- Quick Login for quick 4-Pin clock in/out that matches POS.
- If device will be used for only a single location or department, specify the department.



Note: Only Administrators or Managers with Permission may designate a device a clock-station

If you need to give temporary permission to an employee to setup a station, please email us at dolcesupport@spoton.com

https://dolcesoftware.knowledgeowl.com/help/photo-authentication