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"**

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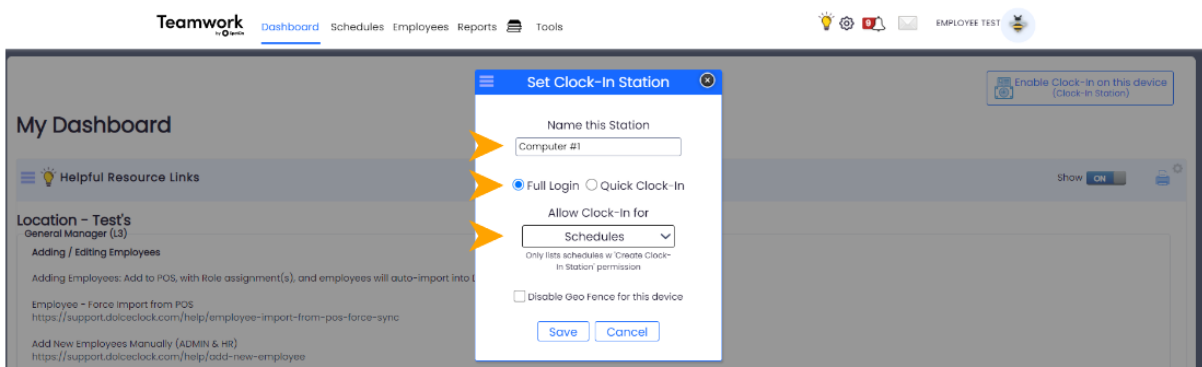
*Note: Only Administrators or Managers with permission may designate a device a clock-station.*

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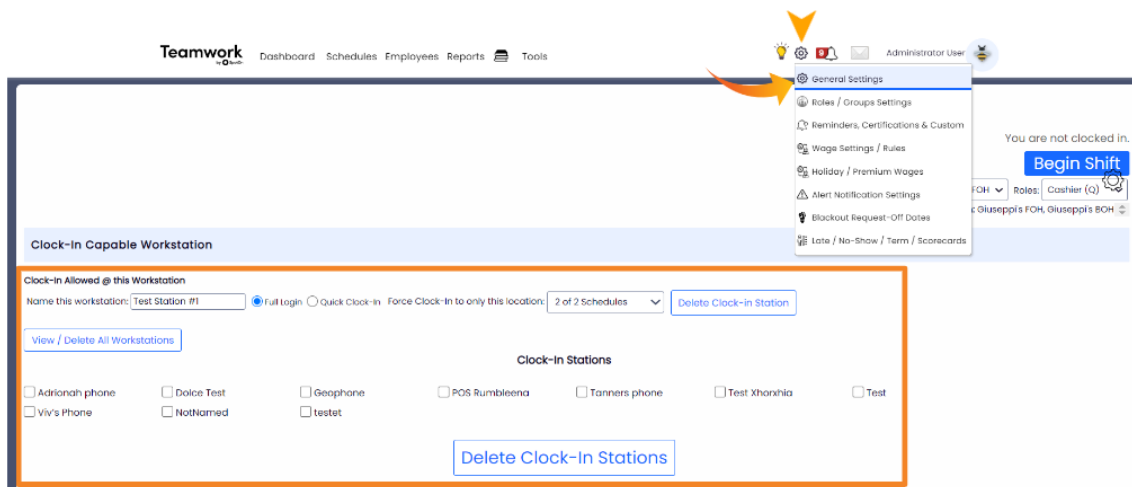
To use a mobile device or tablet which is too old to support the Teamwork Application, login to the account from a mobile Browser. Once logged in, scroll to the bottom of the page, and press **View Mobile Site** *to attain the tablet User Interface. Tip: Bookmark the page for ease of use.*
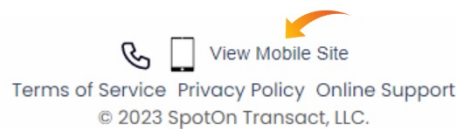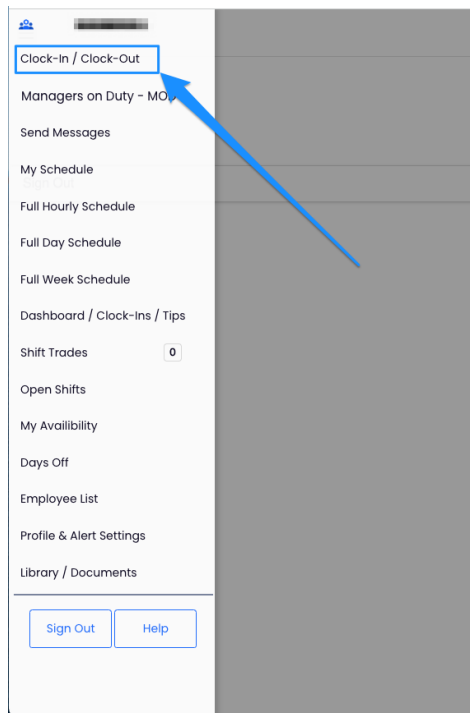

Designate a Mobile Device (i.e. iPad or other tablet)
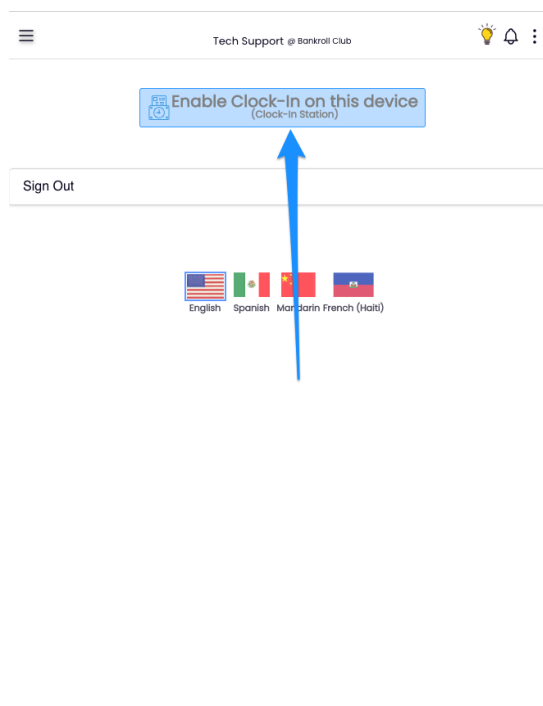
Download SpotOn Teamwork App

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

Log-In to the App as an Administrator

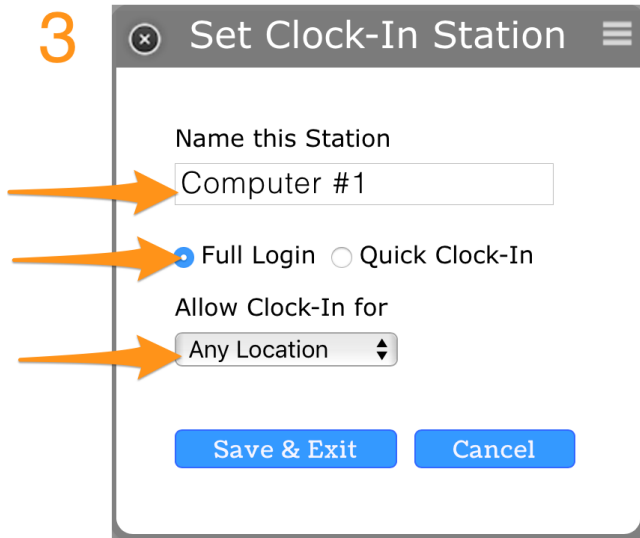1. Press **Clock-In / Clock-Out** from the **Menu Bar**

2. Press **Enable clock-in on this device**

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, specifiy the department.

3

Set Clock-In Station

Name this Station

Computer #1

⦿ Full Login ○ Quick Clock-In

Allow Clock-In for

Any Location ⬍

[Save & Exit]   [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 dolcesupport@spoton.com

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