

Setting a Mobile Device for Employee Clock In

Last Modified on 12/21/2020 2:04 pm MST

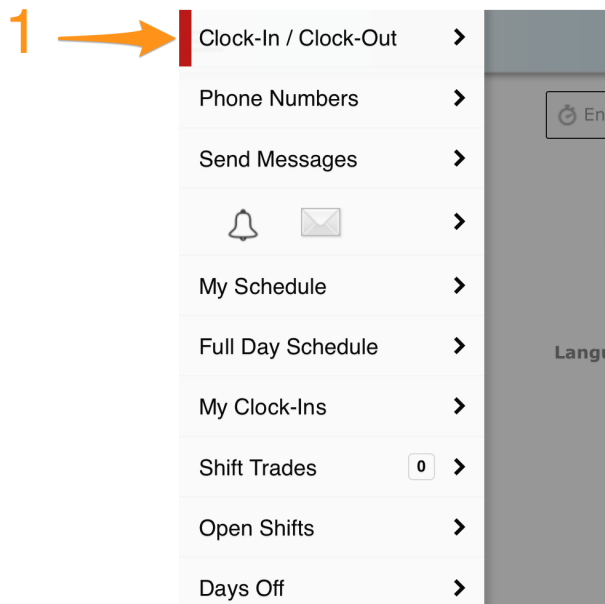
Designate a Mobile Device (i.e. ipad or other tablet)

Download DolceClock App

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

Log-In to the App

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



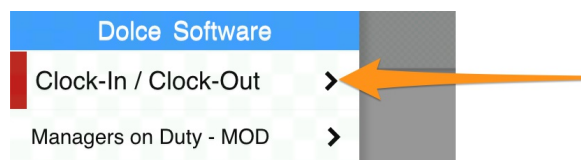
2. Press **Clock Here** to Make this a **Clock-In Station**



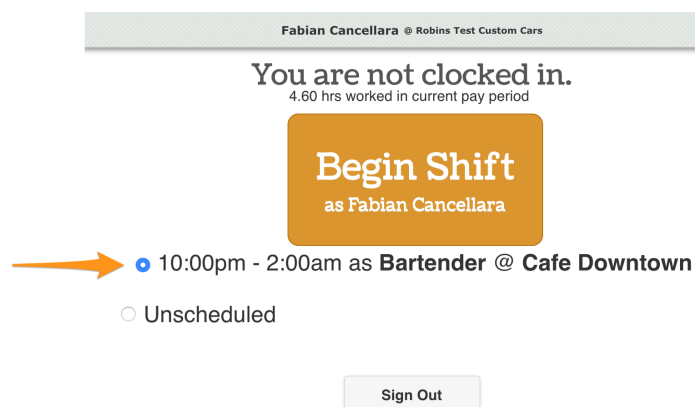
3. Name the Station, ie "Peter's Phone"
4. Press Save & Exit

Clocking-In

1. From the Left Menu > Clock-In / Clock-Out



2. If you are scheduled for a shift, the app will show expected Time / Location / Role. Select **Begin Shift**



If you are clocking in for a DIFFERENT or UNSCHEDULED shift, select **Unschedule**, and choose **Location / Role**

You are not clocked in.
4.60 hrs worked in current pay period

Begin Shift
as Fabian Cancellara

10:00pm - 2:00am as **Bartender** @ **Cafe Downtown**

Unscheduled @ Roles:

(Note: In the original image, the 'Choose a Schedule' dropdown is open, showing 'Cafe Downtown' as the selected option. An orange arrow points to the 'Unscheduled' radio button, another points to the 'Cafe Downtown' option, and a third points to the 'Bartender (Q)' role dropdown.)

