Setting a Mobile Device for Employee Clock In

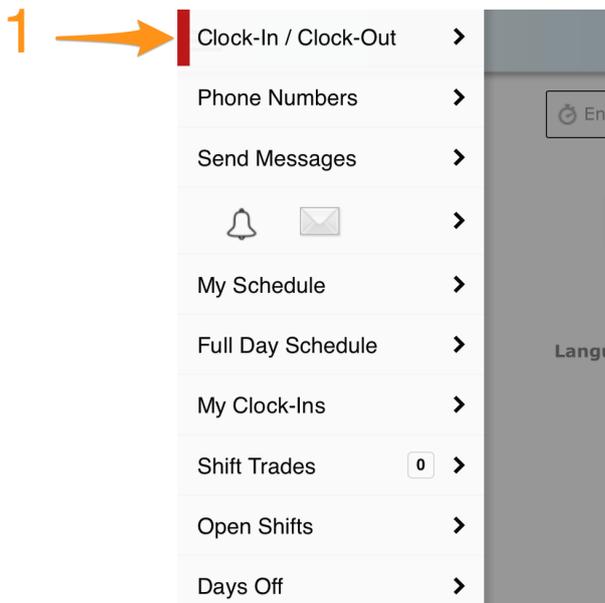Last Modified on 04/10/2024 11:56 am MDT

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

Download Teamwork App

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

Log-In to the App

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

2. Press **Click Enable Clock-In on this Device**

Tech Support @ Fast Forward Sports Group

Set Clock-In Station

Name this Station

Peter's Phone

◉ Full Login ○ Quick Clock-In

Allow Clock-In for

1 of 23 Schedules ⌄

Only lists schedules w 'Create Clock-In Station' permission

☐ Disable Geo Fence for this device

Save   Cancel

3. Name the Station, i.e. "Peter's Phone"
4. Select "Full Login," or, "Quick Clock-In"
5. Select the schedule(s), (for employee mobile clock-in, select your own schedule) from the drop-down
6. Press Save & Exit

Clocking-In

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

Dolce Software

Clock-In / Clock-Out ›

Managers on Duty - MOD ›

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

Fabian Cancellara @ Robins Test Custom Cars

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

Sign Out

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

Fabian Cancellara @ Robins Test Custom Cars

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 @ | Choose a Schedule / ✓ Cafe Downtown | Roles: | **Bartender (Q)** ⌄ |