

Adding a Schedule to Clock-In Device

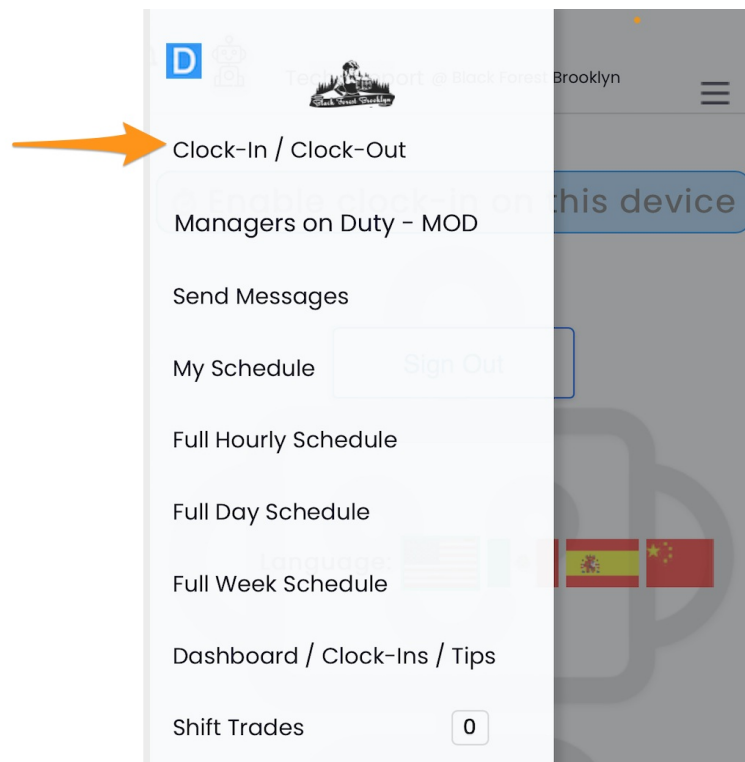
Last Modified on 12/24/2023 2:51 pm MST

To add a schedule to a clock-in device, it is necessary to delete and re-enable clock-in, per the steps outlined below.

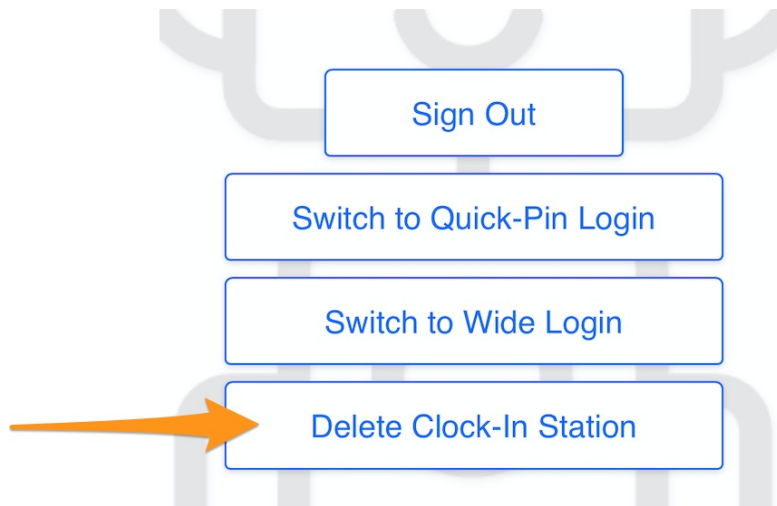
This action must be taken by a manager / admin who has permission to add clock-in devices for ALL LOCATIONS / SCHEDULES that are going to use the clock station.

Log-In to the Teamwork App on the device

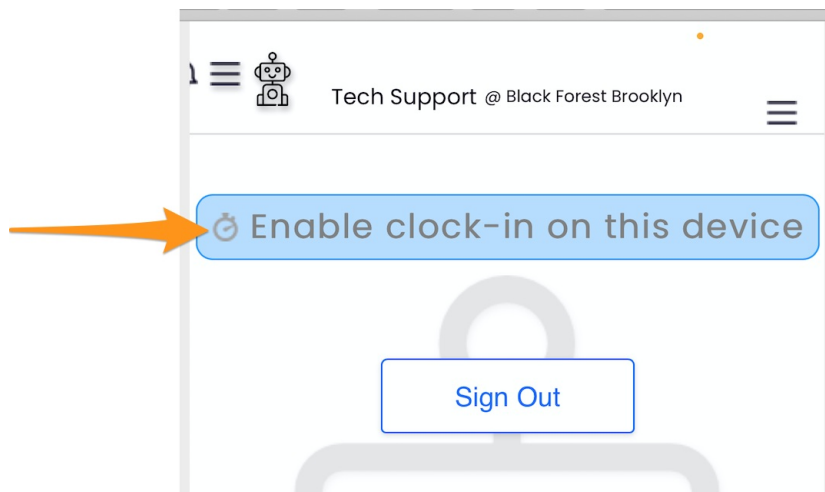
Press **Clock-In / Clock-Out** from the **Menu Bar**



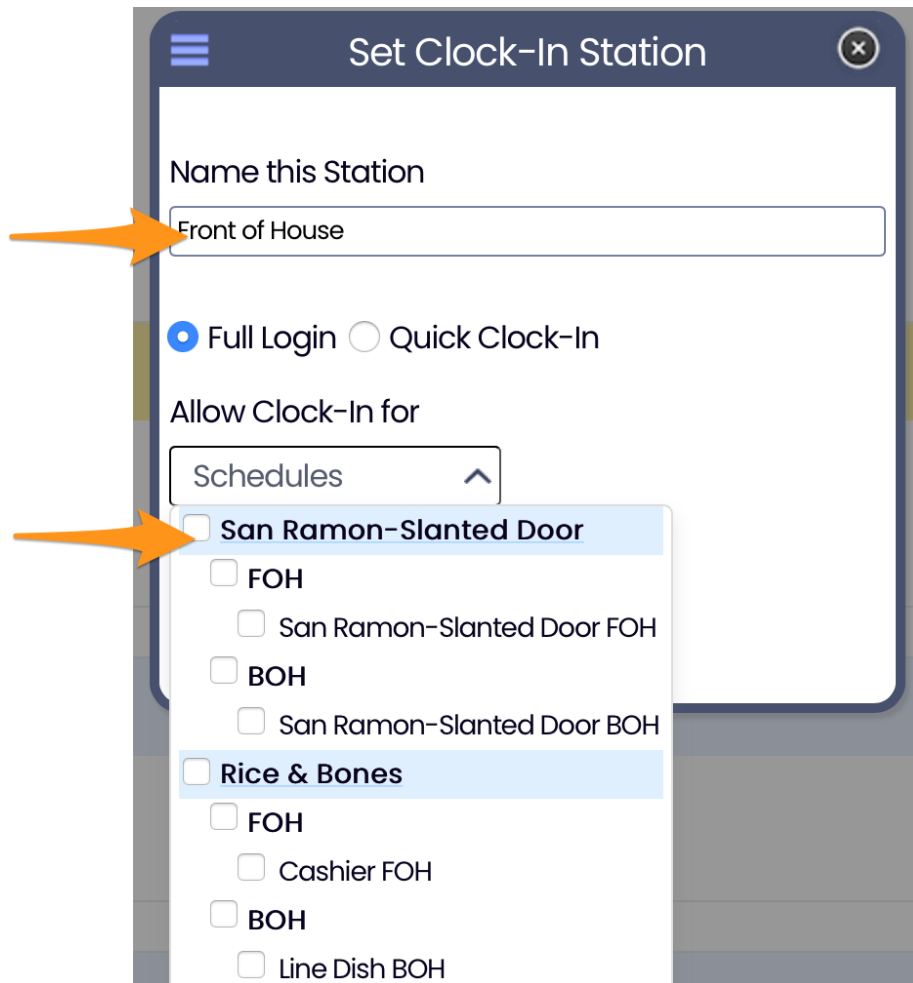
Press **Delete Clock-In Station**



Press **Enable Clock-In on this Device**



Name the Station, and select all Schedules that should be able to clock-in from this device



Select either **Full Login** (full password) or **Quick Clock-In** (4-Pin) as desired

Full Login **Quick Clock-In**

Complete by pressing **SAVE** at the bottom

