## 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

0	•
	Brooklyn 🗮
Clock-In / Clock-Out	
Managers on Duty - MOD	his device
Send Messages	
My Schedule	
Full Hourly Schedule	
Full Day Schedule	
Full Week Schedule	*
Dashboard / Clock-Ins / Tips	
Shift Trades 0	
	Clock-In / Clock-Out Managers on Duty - MOD Send Messages My Schedule Full Hourly Schedule Full Day Schedule Full Week Schedule Dashboard / Clock-Ins / Tips

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

	Set Clock-In Static	on 🗵
	Name this Station	
	Front of House	
1		
_	• Full Login ○ Quick Clock-In	
_	Allow Clock-In for	
	Schedules ^	
	San Ramon-Slanted Door	
2	🗆 ғон	
	San Ramon-Slanted Door FOH	
	ВОН	
	San Ramon-Slanted Door BOH	
_	Rice & Bones	
	🗆 ғон	
	Cashier FOH	
	ВОН	
	Line Dish BOH	

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



Complete by pressing **SAVE** at the bottom

Cancel	Save	]