Delete and Re-Add Clock-In Device

When clock-in station is missing certain schedules at a location (i.e. "Our Bussers can't clock-in"), timekeeping should be deleted and re-added using the following steps:

NOTE: This action must be taken by a full admin, or a a manager who has management authority for all schedules at a given location.

1. Delete existing Clock-Station

- Log-In to the App
- Click Clock-In / Out, to arrive at the Clock-In screen

- Press **Delete Clock-Station**

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

Begin Shift
as Tech Support

Where am I?

⦿ Unscheduled @ [Administrative 🔽] Roles: [Select 🔽]

[Sign Out]

[Switch to Quick-Pin Login]

[Switch to Wide Login]
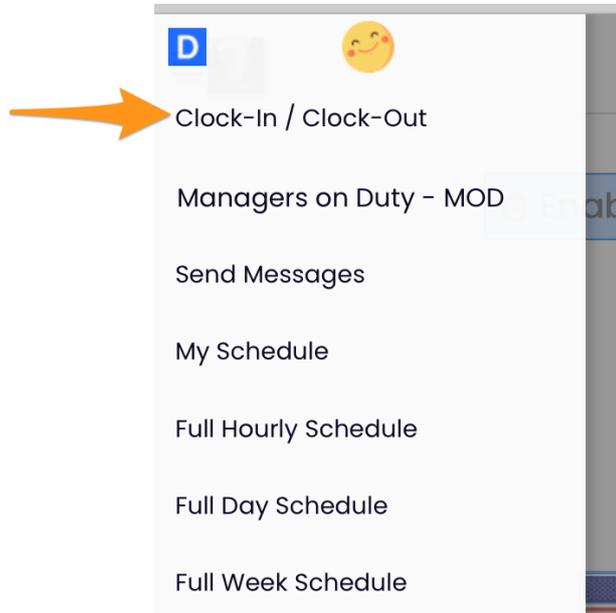
➜ [Delete Clock-In Station]
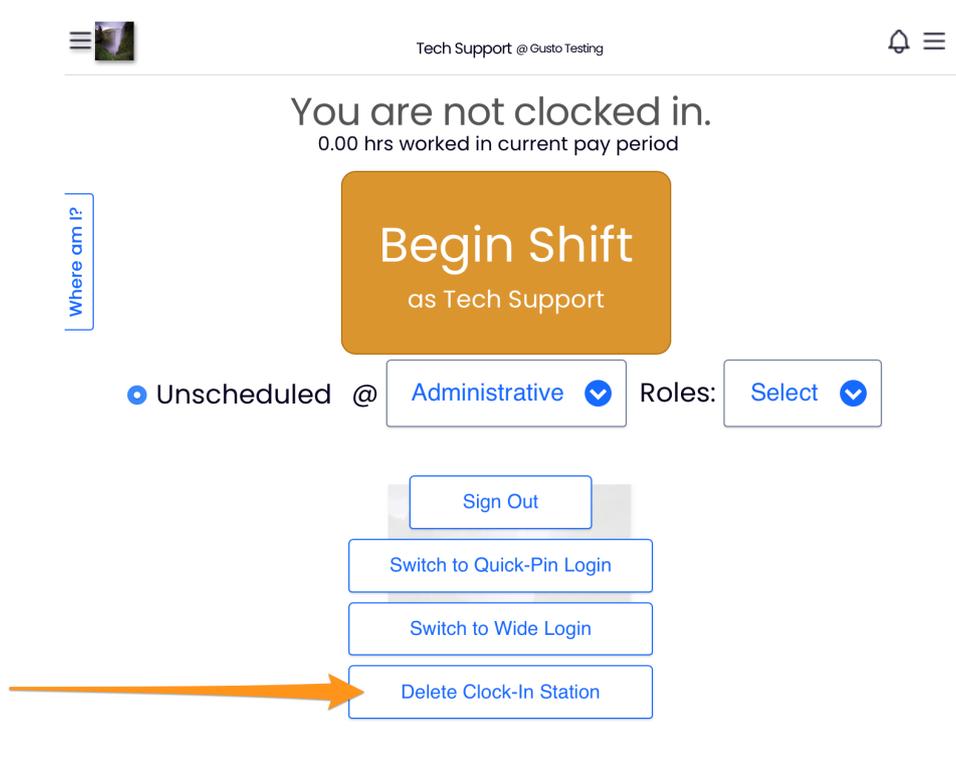
2. Re-Enable Clock-In

- Press **Enable Clock-In** button

[⏱ **Enable clock-in on this device**]

[Sign Out]
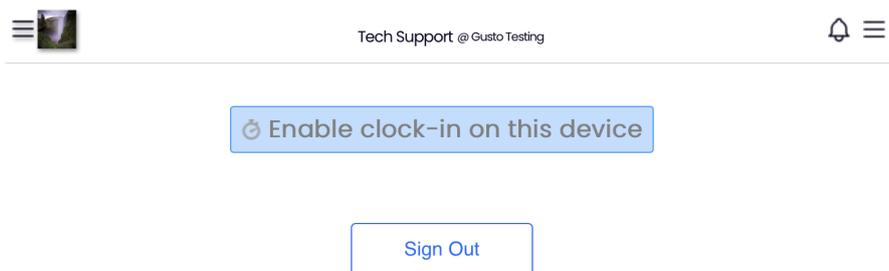
3. Enter Name & Settings

- Name the station
- Select **Quick Login** for quick 4-Pin
- **Specify the schedules** [Allow Clock-In for dropdown] which can use this device for clock-in (usually all schedules for one location)
- Press **SAVE**
- Log out
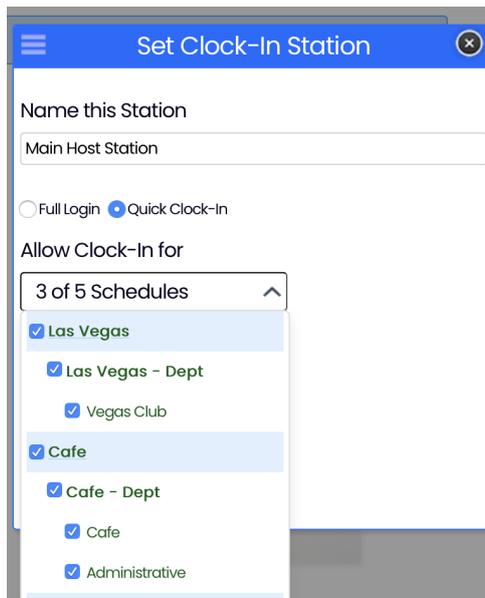
If you need to give temporary permission to an employee to setup a station, please email us at teamworksupport@spoton.com

Common How-To's

To change to **QUICK LOGIN** after a clock-station has been setup, an Admin is able to log in, and press **Switch to Quick Login** as shown below.

To change which locations the clock-station applies to, an admin is able to log in, **Delete Clock Station** as shown below, then re-add with an updated designation of locations
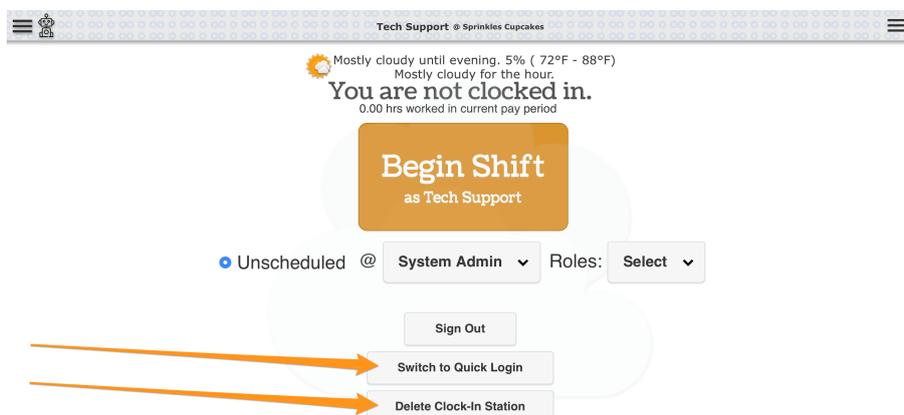
To use a mobile device or tablet which is too old to support the Teamwork App (formerly Dolce), login to the account from a mobile Browser. Once logged in, scroll to

the bottom of the page, and press **View Mobile Site** to attain the tablet User Interface. Bookmark the page for ease of use.