Setting a Tablet as a Clock-In Device

Set a Tablet for Clock-In (i.e. iPad or other tablet)

This action must be taken by an ADMIN, or manager, who is active in Teamwork, with permissions to set a clock-in device at the intended location.

Download SpotOn Teamwork **Classic** App

Open App. Then find your company using your personal email address or phone number that is associated with your Teamwork profile

Log-In to the App

1. Press **Clock-In / Clock-Out** from the **Menu Bar**
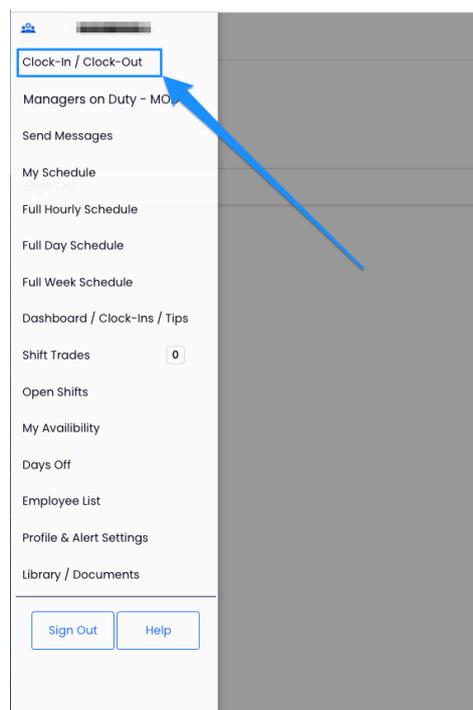
2. Press **Enable clock-in on this device**
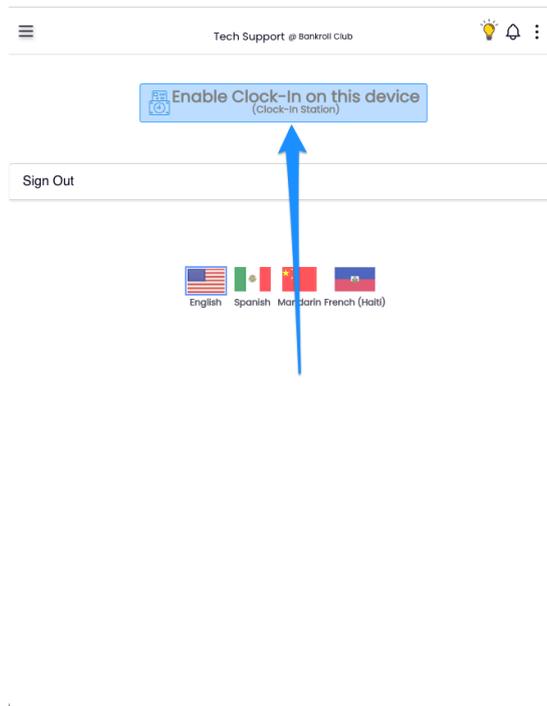
3. Enter Name & Settings

- Check the setting for **Quick Login** for quick 4-Pin clock in/out that matches POS.
- If device will be used for only a single location or department, select the location and department from the "Allow Clock-In for" dropdown
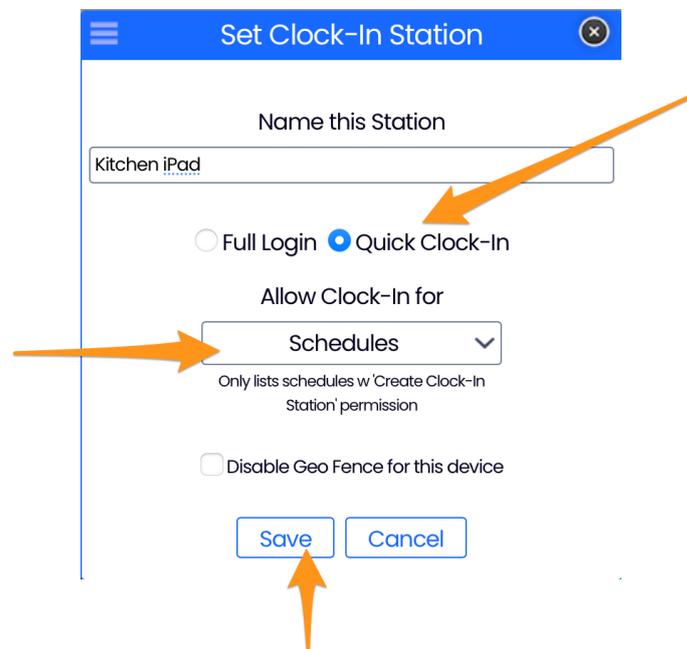
NOTES:

Employee PINs can be viewed / added / edited from their profile page.

HOW TO Clock-In: https://support.dolceclock.com/help/clock-in-using-quick-pin

If a user need to give temporary permission to an employee to setup a station, please email us at dolcesupport@spoton.com

For photo taken with clock-in, see: https://dolcesoftware.knowledgeowl.com/help/photo-authentication