

## TimeCock Pro / Enterprise – In/Out Board Feature

### Summary:

In/Out Board Access and Function

## Problem / Goal:

In/Out Board Access and Function

# Solution:

## Purpose of the In/Out Board:

Knowledgebase ID:	
Published:	30-Dec-09
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Product:	Gradience TimeClock
	Professional/Enterprise
Product Version(s):	11
Categories:	

The In/Out Board allows the user to see at a glance which employees are currently clocked in or out. Often, organizations require all employees to clock in and out whether they are hourly or salaried employees. This allows anyone with rights to the In/Out Board to be able to see at a glance who is in and who is out.

Granting Access to the In/Out Board:	Time Clock Access		
	Enable Employee Time Clock Access		
1. On the left, click TimeClock Access.	Allow My Time Clock Access		
2. Select the employee name.	Can Edit their own Time Clock Entries		
3. At lower-right, click the down arrow next to In Out Board Access	Can Create their own Time Clock Entries		
4. Make your selection from the drop-down menu.	Can Delete their own Time Clock Entries		
5. Click Save.	Current Work Schedule Clear History		
	In Out Board Access None		
Assessing the ballout Decad	Department		

#### Accessing the In/Out Board:

- 1. To access the In/Out Board, open Gradience TimeStation.
- 2. The person who has been granted access may click the In/Out Board button at the top.



 $\underline{\text{This}}$  is how the In/Out Board appears.

VOut Board						
	🔽 In Employees	🔽 Out Employe	es 😲 ? <u>R</u> efresh <u>H</u> elp	n Close		
Name	Status	As Of	Location	Department		
Adams, Niel	IN	02/26/2008	Miami	Human Resource:		
Dawson, Renee	IN	02/26/2008	Miami	Human Resource:		
Flynn, Emme	OUT	02/26/2008	Miami	Human Resource:		
Ac of 2/26/2008 10:20:25 AM	In 2	Outr 1	atalı 2			



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