

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:

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.

Knowledgebase ID:

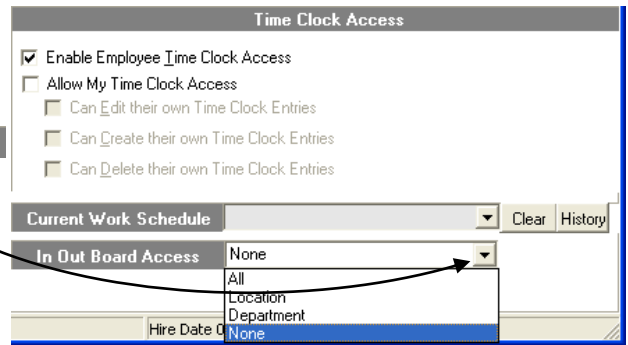
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Product: Gradience TimeClock Professional/Enterprise

Product Version(s): 11

Categories:

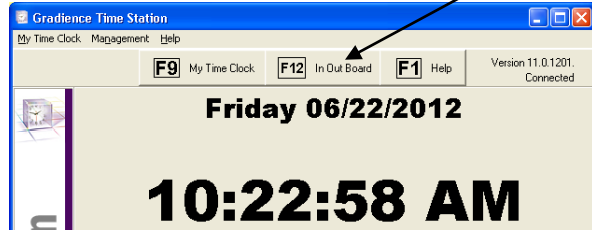
Granting Access to the In/Out Board:

1. On the left, click **TimeClock Access**.
2. Select the employee name.
3. At lower-right, click the down arrow next to **In Out Board Access**
4. Make your selection from the drop-down menu.
5. Click **Save**.

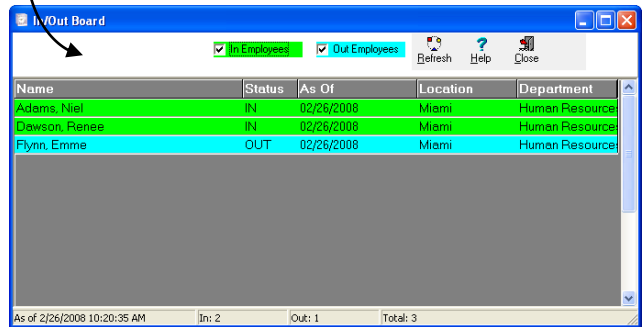


Accessing the In/Out Board:

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.



This is how the In/Out Board appears.



Document URL:

Document for: Internal
 Public