



Doing good together

Clocking in and out Desktop / Web app



Clocking in and out of scheduled shifts

If you have a scheduled shift, you will be prompted to clock in as soon as you log into the timeclock

Hello trainingmanager@midcounties.coop, your next shift is today:

 Wednesday - 11 June, 2025

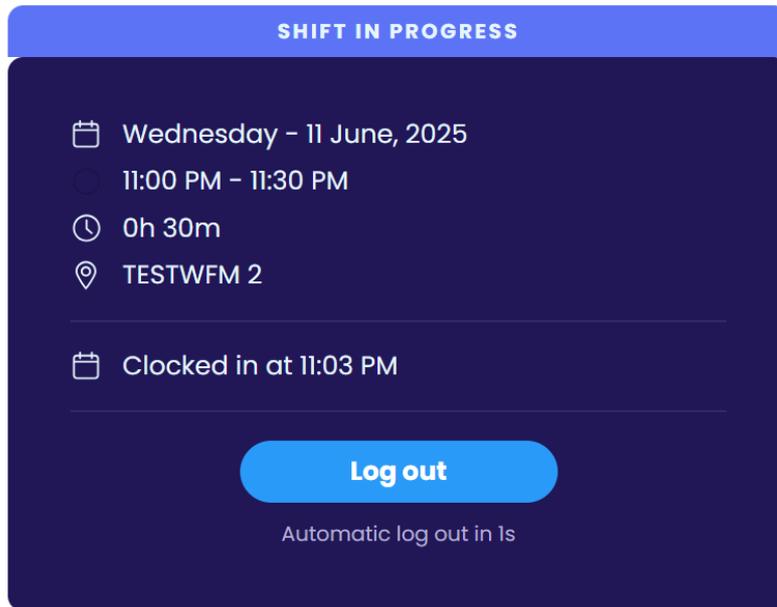
 11:00 PM - 11:30 PM

 0h 30m

 TESTWFM 2

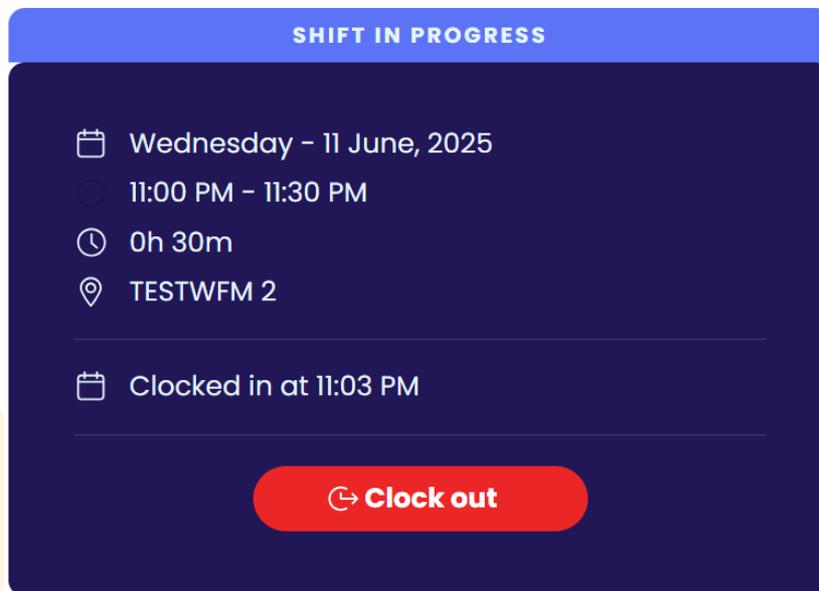
 **Clock in**

Click clock in, the screen change and show your shift if in progress with the time you clocked in



You can then log out, or you will be logged out automatically after 10 seconds

The next time you log into the timeclock you will now have the option to clock back out of your shift



Once clocked out, the screen will again update to show the shift has been completed and will again give you the option to log out or automatically log out after 10 seconds

SHIFT COMPLETED

📅 Wednesday - 11 June, 2025
11:00 PM - 11:30 PM

🕒 0h 30m

📍 TESTWFM 2

📅 Clocked in at 11:03 PM

📅 Clocked out at 11:09 PM

Log out

Automatic log out in 1s

Clocking in and out of unscheduled shifts

If you do not have a shift scheduled, when you log into the web app you will not be prompted to clock, but rather asked if you have an unscheduled shift with an option to select location

Hello trainingmanager@midcounties.coop, your next shift is tomorrow:

📅 Thursday - 12 June, 2025
02:00 PM - 10:00 PM

🕒 8h

📄 30m unpaid break

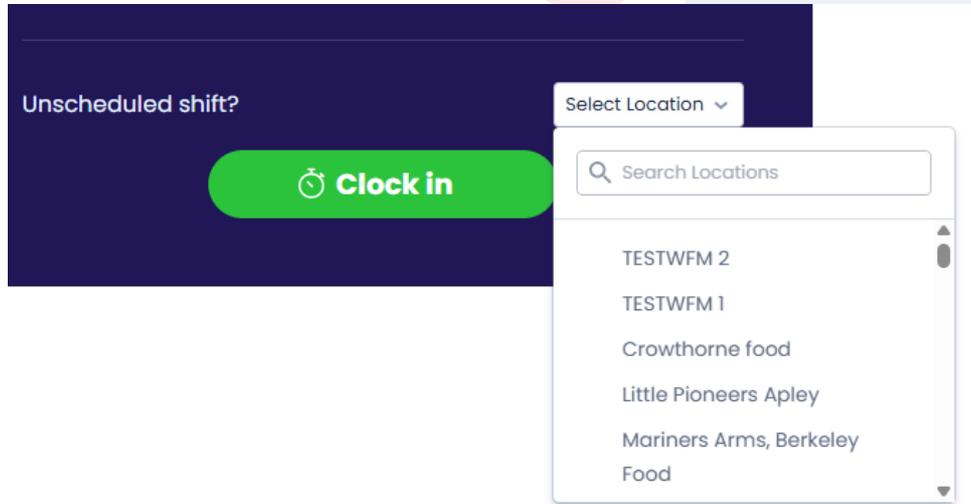
📍 TESTWFM 2

Unscheduled shift?

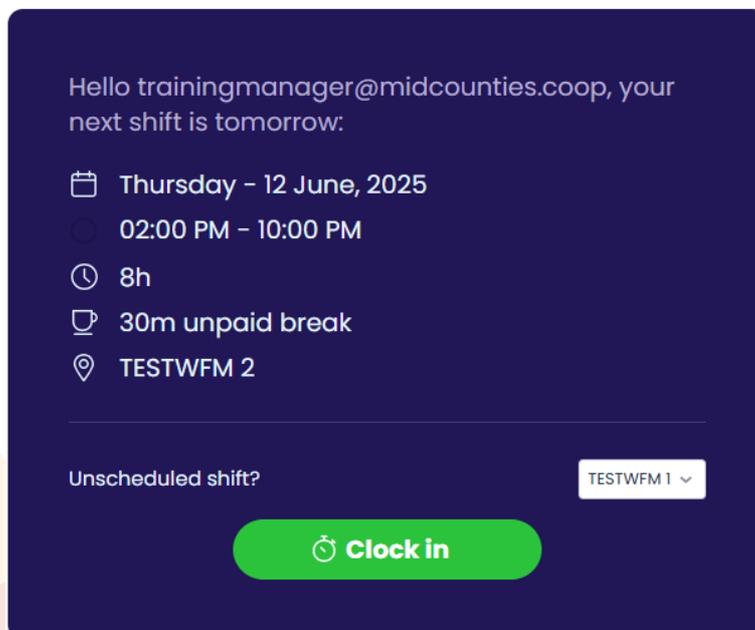
🕒 Clock in

Doing good together

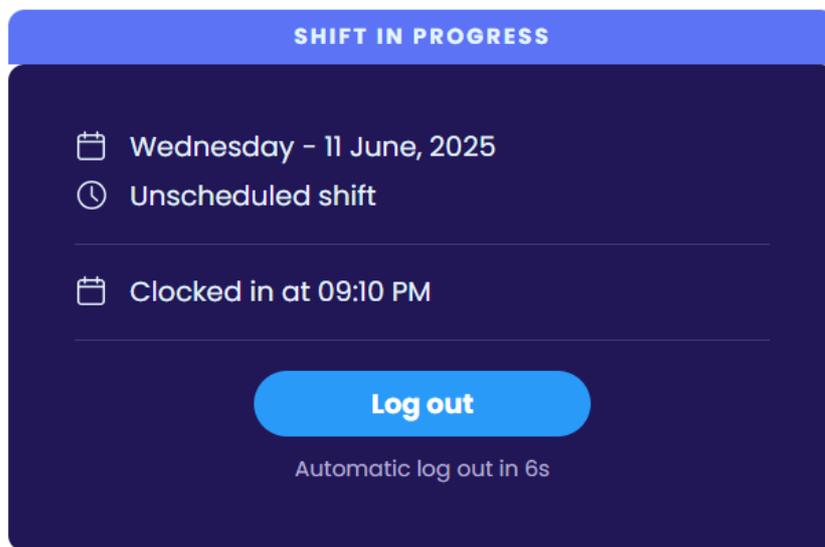
Use the select location drop down to choose the location you want to clock into



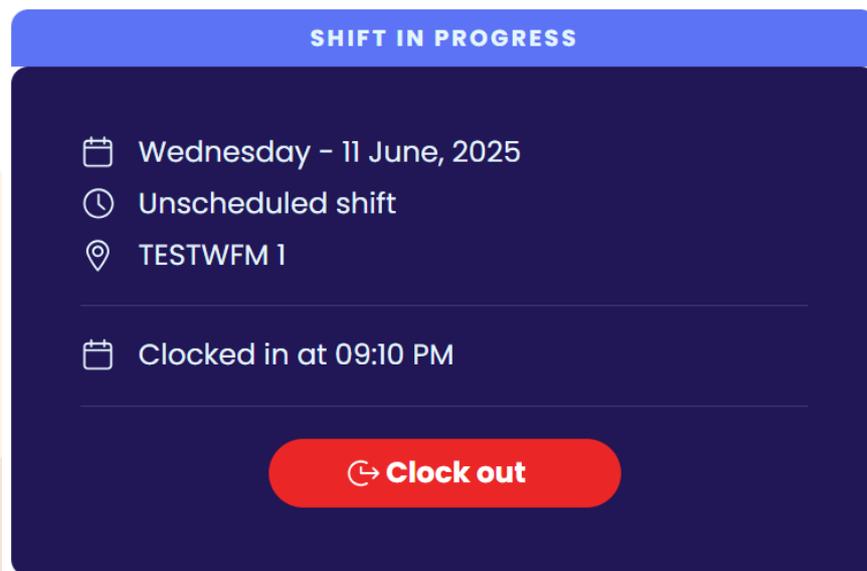
Once the location is selected click clock in



The screen will now change and show that your shift is in progress. You can then log out or the system will log you out automatically after 10 seconds



Once clocked in, next time you log into the timeclock you will have the option to clock out



Once clocked out, you will see the shift has been completed.

SHIFT COMPLETED

📅 Wednesday - 11 June, 2025

🕒 Unscheduled shift

📍 TESTWFM 1

📅 Clocked in at 09:10 PM

📅 Clocked out at 10:56 PM

Log out

Automatic log out in 4s

You will then be prompted to log out, or you will be logged out automatically after 10 seconds