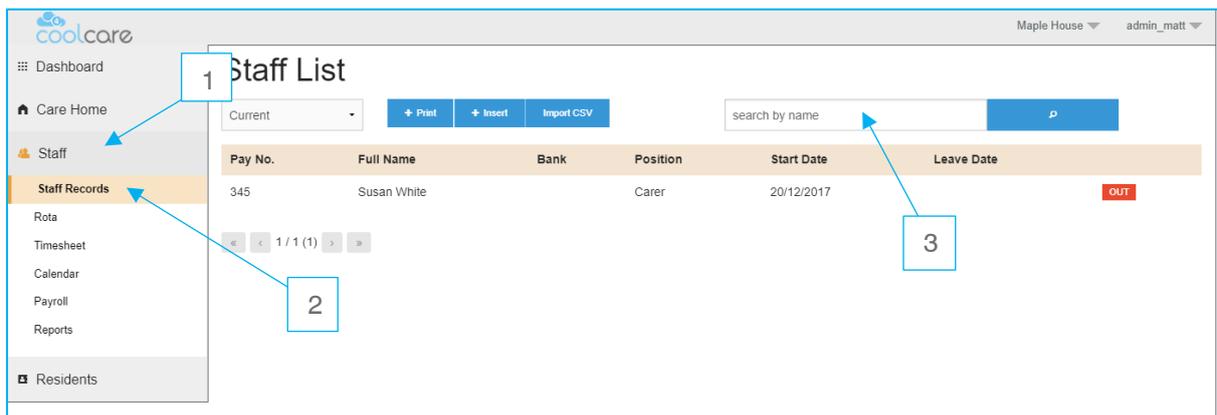
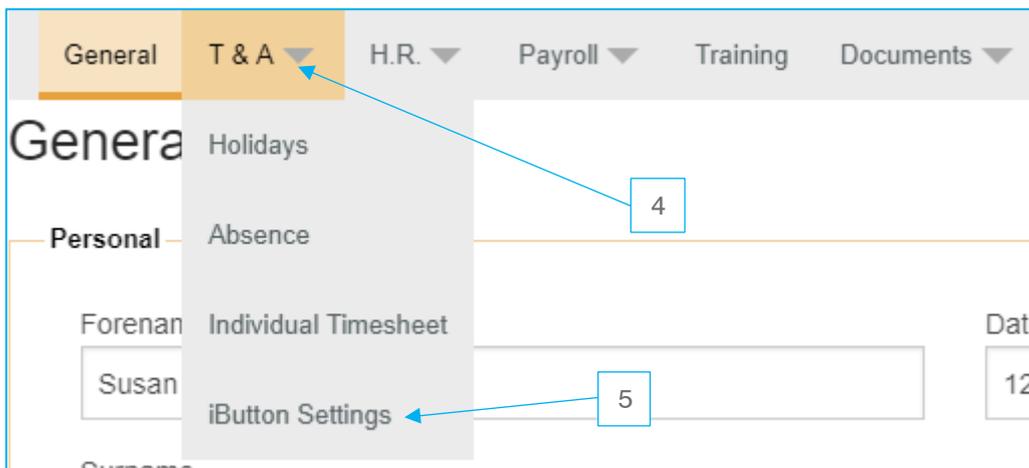


Adding and Archiving Manual Clocks in CoolCare

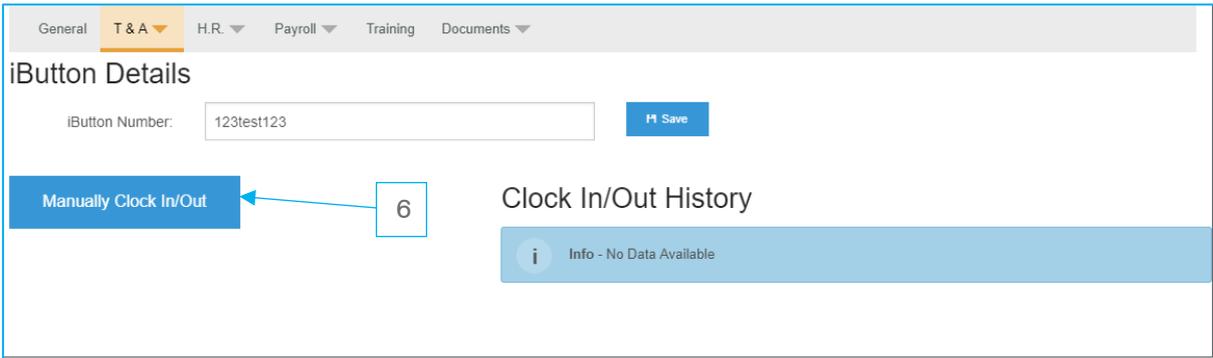
In order to manually add a clock in/out to a staff member you need to open their staff record. After logging in to CoolCare4, navigate to Staff (1) and then click on the Staff Records (2). In the Staff list you then select the staff member; it is usually easier to search for them using the search box (3). You can also navigate to the staff record via the timesheet by opening a staff member's timesheet entry and clicking their name.



Once you are in the staff record you need to click on the T&A drop down (4), and click on iButton Settings (5).



Once inside the iButton settings screen you need to click on Manually Clock In/Out (6).

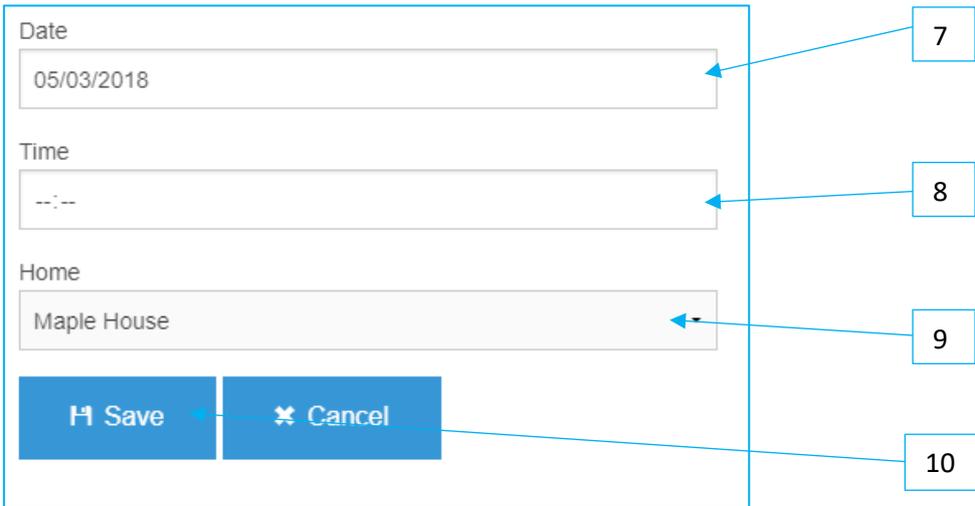


When you click the manually clock in/out button a new window will appear, show below. Input the information needed to create the clock. When clicking on the date (7) you will be given a calendar view to select a day within the last 7 days, manual clock ins cannot be added any further back. When the date is selected you then need to fill in what time you are clocking them in at (8)

Please note: The time is in a 24-hour clock format.

You can also clock them in and out of different care homes but their base home will always display first in the drop-down box (9).

Once you have set the date, time and home you are adding the manual clock to click save (10).



Archiving a clock will stop it from being included on the timesheet and move it to the “Archived Clocks” on a staff member’s iButton Settings. If a staff member has accidentally clocked too many times then you would want to archive the extra clock to correct their timesheet and clock direction.

Clock Time	Direction	iButton	Home	Manual	
14/01/2021 17:00:00	IN	2116	Sam R's Home	Manual	
14/01/2021 12:30:00	OUT	2116	Sam R's Home	Manual	
14/01/2021 08:00:00	IN	2116	Sam R's Home	Manual	

To archive a clock, you just have to click the red button next to a clock on a staff member's clock history. This is found on the iButton Settings page of their staff record. CoolCare will then ask you to confirm if you want the clock to be archived; click OK to confirm and the clock will be moved to archived clocks.

Archived Clocks

These clocks will not be included on the timesheet.

Clock Time	iButton	Home	Manual
14/01/2021 12:30:00	2116	Sam R's Home	Manual