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ABOUT THIS DOCUMENT

The clock on/clock off feature is a great way to track employee attendance, as it enables you to record the exact hours worked by each employee. Employees clock on when they start their shift and clock off when they finish, so that their start and finish times are recorded accurately.

If you switch on the automatic clock on/clock off feature, employees will be automatically clocked on when they log into Shortcuts, ensuring that employees won't forget to clock on when they start their shift.

The clock on/clock off feature is particularly useful for businesses that use the Walk-in Manager, as only clocked on employees will be allocated visits.

CLOCKING ON AND OFF IN THE PERFORMANCE SCREEN

Click on the **main** menu.

2 Click on the **performance** icon.

Click on the relevant employee picture to select the employee.

A You can use the find employee button to quickly find a specific employee.

Click the **clock on/clock off** button.

5

Click **yes** to clock on/clock off.



• •	Body Treatments		5	Injectables		Makeup	Makeup			Hair Colouring	
	Clients		Tanning		Facials		Hair Styling		Ladies Cuts		Waxing & IP
Today	6	1	1	0	1	0	0	0	1	1	3
Business	8	1	1	0	2	0	1	0	2	1	3
Week	6	1	1	0	1	0	0	0	1	1	3
Business	8	1	1	0	2	0	1	0	2	1	3
Month	6	1	1	0	1	0	0	0	1	1	3
Business	8	1	1	0	2	0	1	0	2	1	3

	Service #	Rebook #	Retail #	Service \$	Retail \$	Sundry \$	Total \$	Avg/Client \$	Points #	
Today	8 (9)	0	8	\$518.18	\$392.09	\$0.00	\$910.27	\$151.71	0	
Business	11	0	8	\$649.99	\$392.09	\$4.82	\$1,046.90	\$130.86	0	
Week	8 (9)	0	8	\$518.18	\$392.09	\$0.00	\$910.27	\$151.71	0	
Business	11	0	8	\$649.99	\$392.09	\$4.82	\$1,046.90	\$130.86	0	
Month	8 (9)	0	8	\$518.18	\$392.09	\$0.00	\$910.27	\$151.71	0	
Business	11	0	8	\$649.99	\$392.09	\$4.82	\$1,046.90	\$130.86	0	





USING AUTO CLOCK ON



CLOCKED ON EMPLOYEES ON THE APPOINTMENT BOOK

A Employees who are currently clocked on will have a clock icon next to their name on the Appointment Book.

Tue, 5 Apr	Anna	James	Lucy C	A Chris	Katie	SHORTCUTS 2:45 PM Tue, 5 Apr '16 Main
30		Off				
45		Off			Lunch	Appointments
2:00 PM						-1
15	Hayley Sanchez					Arrivals
30	1/2 Leg Wax		Joe Hanson Mons Style Cut			
45			Mens Style Cut	RDO		Walkin Manager
3:00 PM	Off					
15	Off					Point Of Sale
30	Off	Zoe		RDO		
45	Off	Full Head Highlights	Kelly Roberts	RDO		Clients
4:00 PM	Off	0400 444 000	1/4 fieau finginights	RDO	Natasha Grey	
15	Off					Performance
30	Off			RDO		X
45	Off		Kelly Roberts	RDO		Exit
5:00 PM	Off					
15	Off	Zoe Stevenson				-
30	Off					loois
45	Off					Stock
		Tue	, 5 Apr 2016			Setup
	7	< Week < Day	Today Day > W	/eek >	Menu	Anna Owner Log Off

CLOCKING ON AND OFF IN THE WALK-IN MANAGER



MARKING EMPLOYEES AS AWAY / RETURNED

If an employee is away for a short time (e.g. performing reception work), they can be marked as 'away' so that they won't be allocated visits. This will be recorded in your employee attendance records.





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