



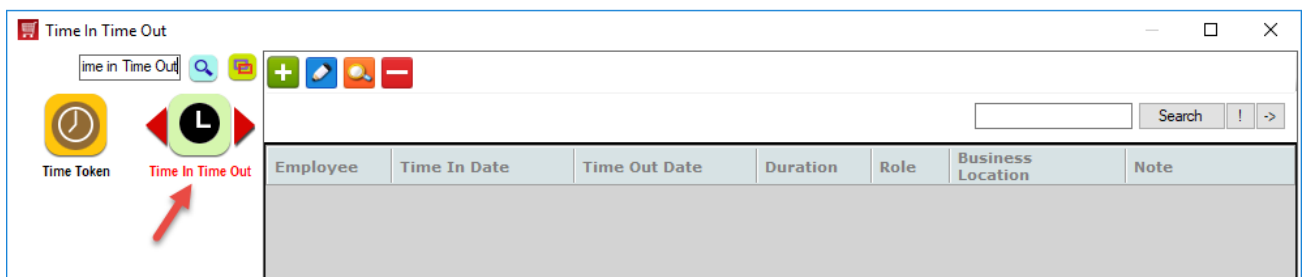
How to track the Time In and Time Out of your employees in HDPOS Smart?

Time in and Time out feature of HDPOS Smart, lets you record employee time in and time out, and also keep track of your work employee hours. Follow the steps below to record and track your employee work hours in HDPOS Smart

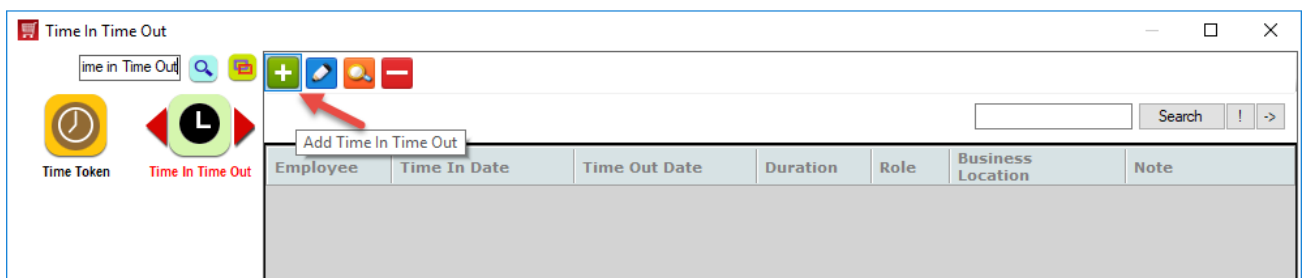
There are two methods to do the same. One is at admin level for those employees who don't have access to the system, and can ask someone to make them Time In. And the second is for the employees who have the access to the main screen (Billing Screen) but not the complete access (like **Set-Up** button access).

Part 1: Admin Level Entry

1. Run HDPOS Smart, and go to **Set-Up**
2. Go to **Time-In Time Out** module.



3. Click on the **+** button to start adding the Time-In & Time-Out details.





4. Fill in the details for each employee separately as shown in the image below.

Add Time In Detail

Business Location : Hyper Drive Electronics ...

Employee : David ...

Role : Service Executive ...

Time In : 29/02/2020 11:49 AM

Note : Login|

Pick Message

Time In Close

- **Business Location:** If you have multiple business locations, select the business location where the employee works.
- **Employee:** Select the employee.
- **Role:** Select the role of the employee. This is an optional field
- **Time In:** Enter the employee login time.
- **Note:** Write any extra note if required.
- Click on **Time In**.

5. Time in details will be created for an employee as shown below.

Time In Time Out

Employee	Time In Date	Time Out Date	Duration	Role	Business Location	Note
David	29/02/2020 11:49 AM		0	Service Executive	Hyper Drive Electronics	Login

6. Now when employee has to put their time out. Select the employee again and click Edit button. The only field that you need to fill this time is the Time Out, then click on Update.

Edit Time In Time Out Detail

Business Location : Hyper Drive Electronics ...

Employee : David ...

Role : Service Executive ...

Time In : 29/02/2020 11:49 AM

Time Out : 29/02/2020 07:00 PM Clear

Note : Logout|

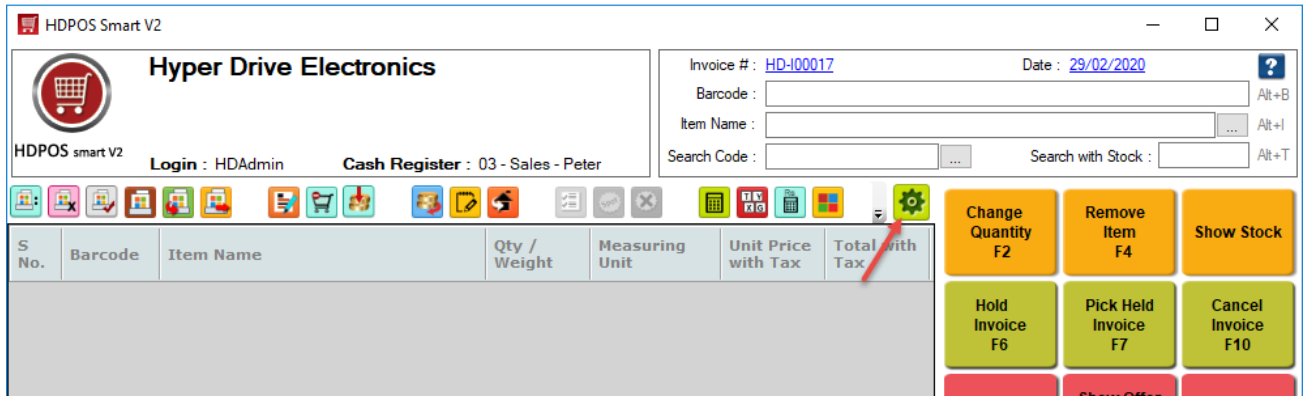
Pick Message

Update Close

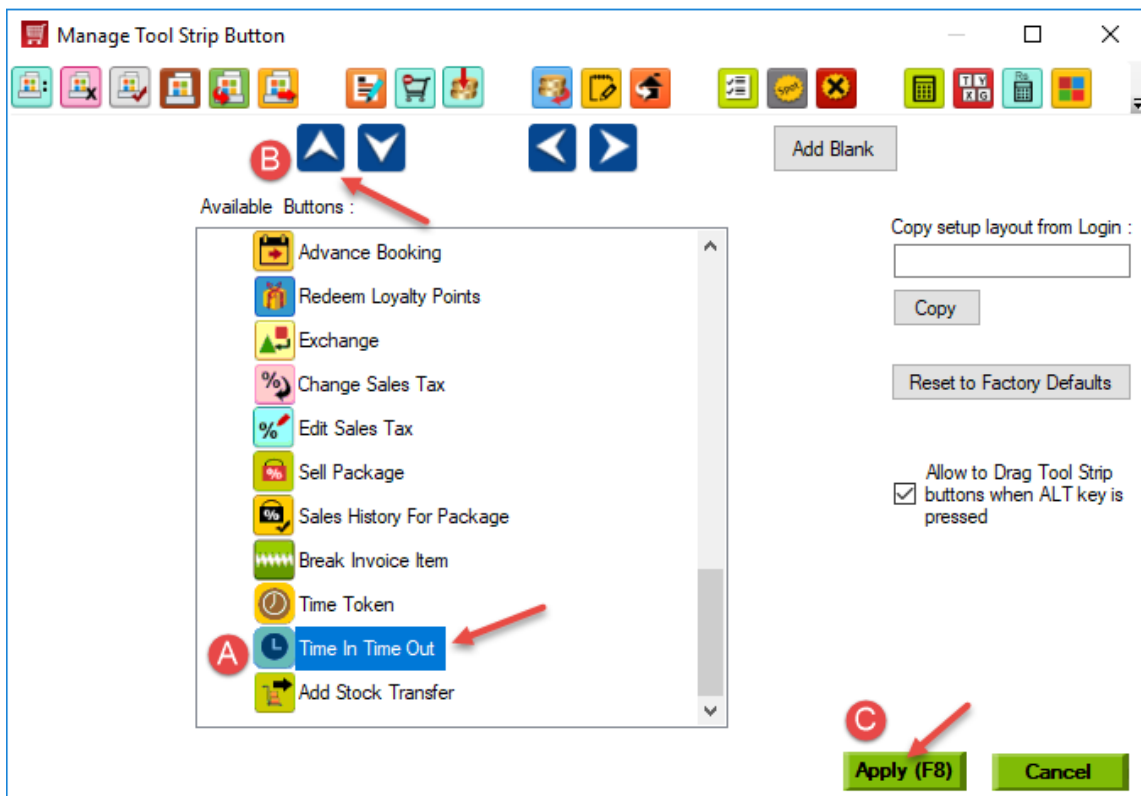


Part 2: For the employees having access to the system

1. Click on Tool Strip Manager Button.

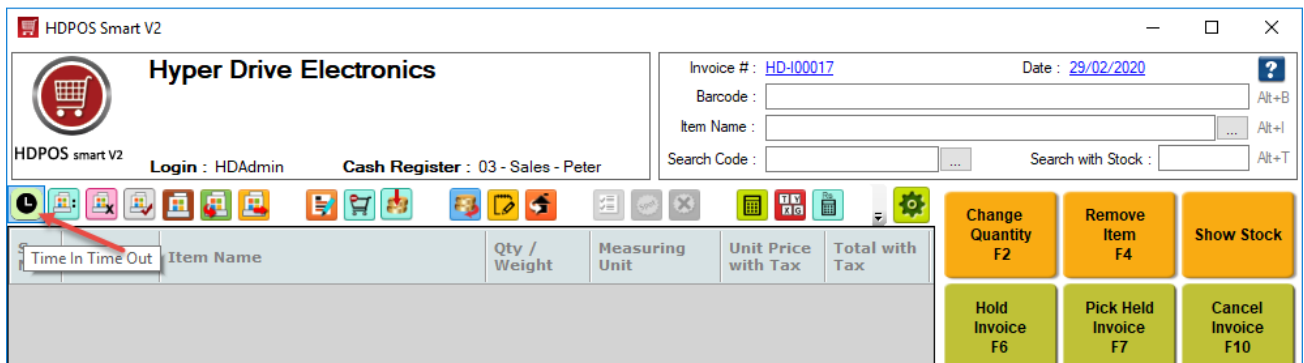


- A. Select Time In Time Out from available buttons.
- B. Click on up arrow mark button.
- C. Click on Apply.

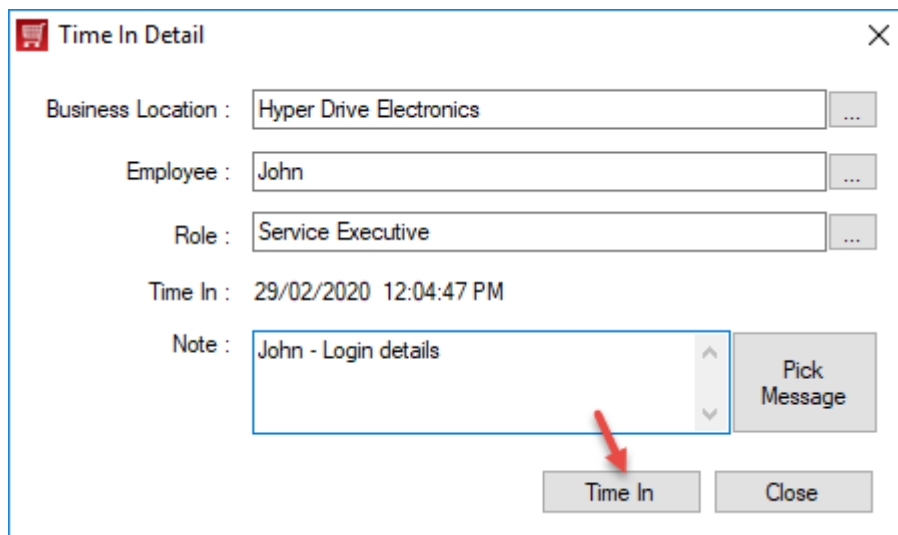





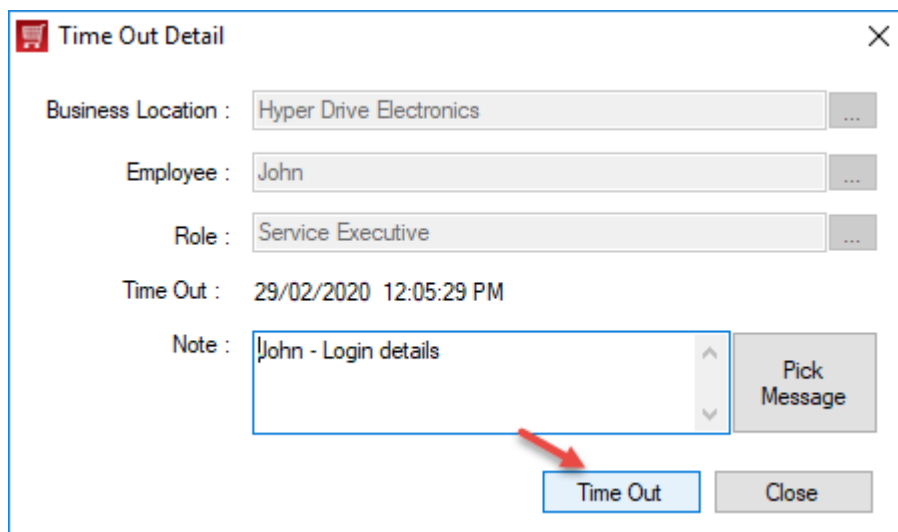
2. Click on the **Time-In Time Out**  Tool Strip button.



3. Enter their credentials here as shown below. And then click on **Time In**.



4. Same way one can also sign out. Simply click on the **Time-In Time Out**  Tool Strip button. Select the credential, all the fields for the employee will be made disable, one can only write a note and click on the **Time Out** button, as shown in the image below.





Note: The In time and Out time will be automatically fetched from the system.

Now the admin can easily check and calculate the duration of the hours worked by an employee. Simply go to the Time-In Time-Out module, and here the grid will show the calculated duration of the employee's hour for all the logins and logouts.

Employee	Time In Date	Time Out Date	Duration	Role	Business Location	Note
David	29/02/2020 11:49 AM	29/02/2020 07:00 PM	7.1	Service Executive	Hyper Drive Electronics	Logout
John	29/02/2020 12:00 PM	29/02/2020 05:00 PM	4.59	Service Executive	Hyper Drive Electronics	John - Login details

Here as we can see the duration field marked in Red for the employee John on 29/02/2020.

Employee	Time In Date	Time Out Date	Duration	Role	Business Location	Note
David	29/02/2020 11:49 AM	29/02/2020 07:00 PM	7.1	Service Executive	Hyper Drive Electronics	Logout
John	29/02/2020 12:00 PM	29/02/2020 05:00 PM	4.59	Service Executive	Hyper Drive Electronics	John - Login details

4.59 means 4 hours, 59 minutes.

Hence the total hours of work are equals to 4 hours and 59 minutes.