# assigning an iButton in CoolCare

This guide will take you through the steps to assigning an iButton to a staff member in CoolCare so they can clock in and out.

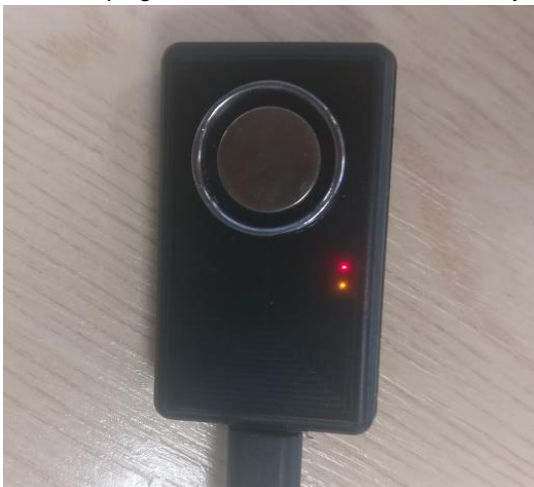The easiest way to do this is by using the iButton Keyboard Reader.

Your iButton keyboard comes in two parts, the long USB cable and the iButton keyboard its self:
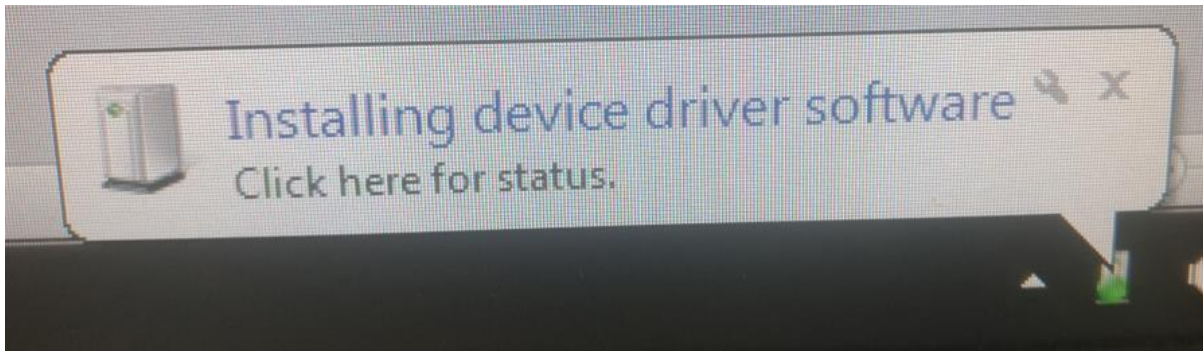


You will need to first plug the USB end into the computer you are using:



And then plug the Micro USB into the iButton keyboard its self:

It will take a minute or two for the computer to automatically install the driver for the keyboard:



Once the device's driver has been installed you can then assign iButtons.

Now log on to CoolCare, navigate to the **Staff** section, then **Staff Records**. In the staff List you need to find the staff member you want to assign the iButton to, you can either click their name in the staff list or use the search box to find them.
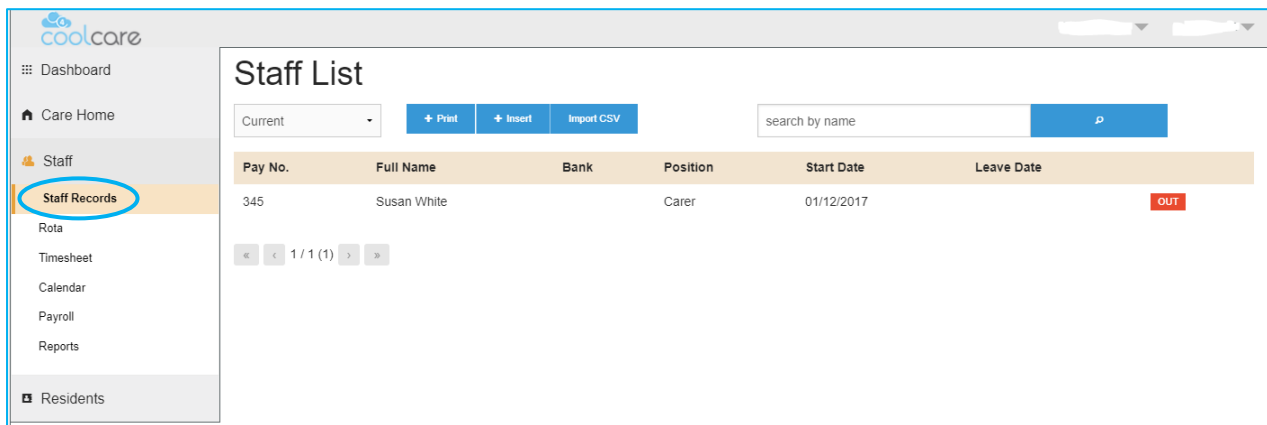


Once you are in the staff record you need to click on **T&A** and select **iButton Settings**.

On this page click in the **iButton Number** box and touch the iButton to the iButton keyboard. The number should appear in the box and save automatically. You'll know it's saved if you see the **Manually Clock In/Out** button underneath the iButton number.
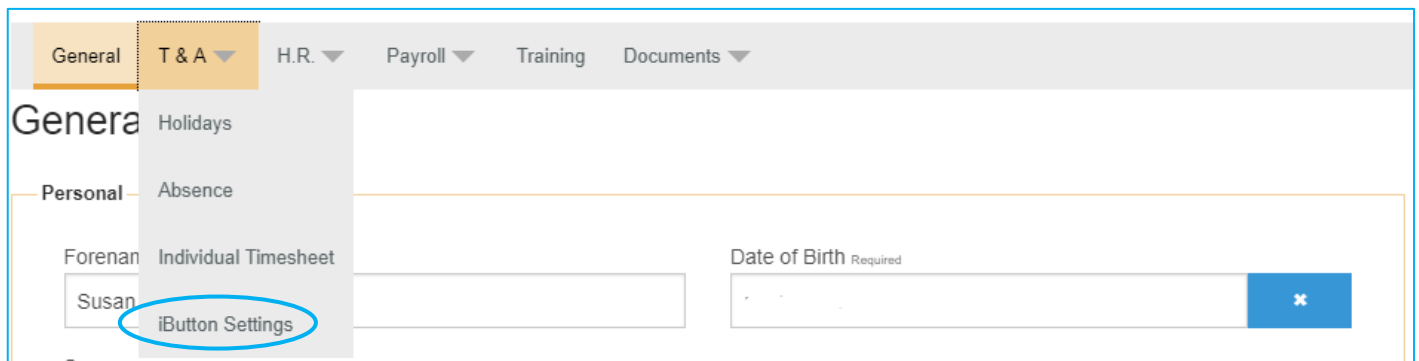
Once the iButton is registered, they will be able to clock in and out using the clocking machine. You'll also be able to add manual clocks to the staff record if they forget to clock in or out. For more information on manual clocks, please check our *Adding and Archiving Manual Clocks* guide.

**Top Tip**: If you need to unassign an iButton from a member of staff go to their staff records> T&A> iButton settings. Delete the iButton number and then save. This button can then be used for another member of staff.