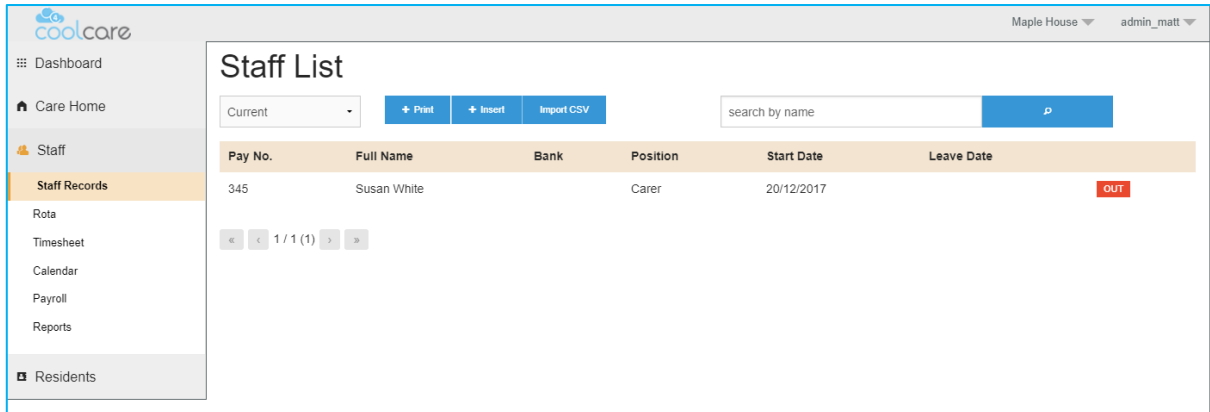
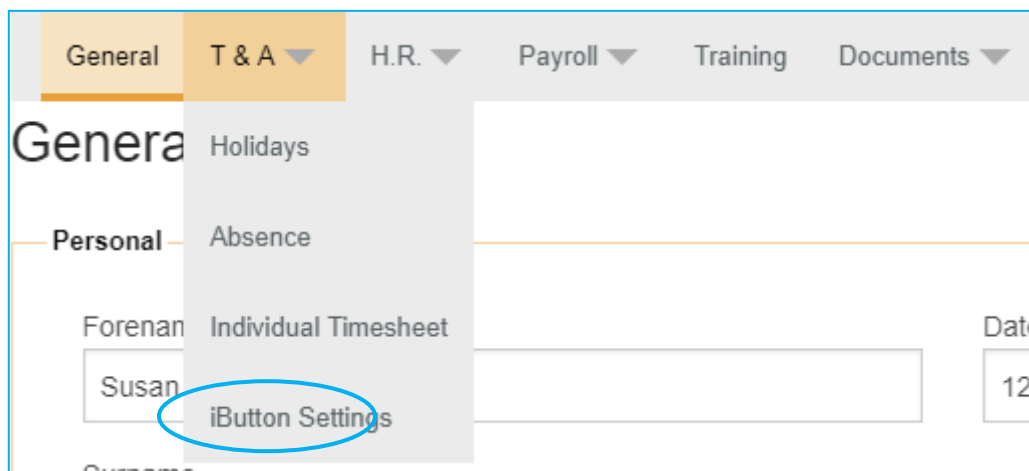


Adding and Archiving Manual Clocks in CoolCare

Manual clocks can be added to a staff member to clock them in or out without the use of their fob. To add a manual clock, you will need to navigate to the staff record. Go to **Staff – Staff Records** and select the staff member you want to add the clock for; you can easily find them by using the search box.



Once you are in the staff record, navigate to **T&A – iButton Settings**.



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

When you click **Manually Clock In/Out** a new window will appear, where you add the information needed to create the clock. When selecting the date, you will be given a calendar view to select a day within the last 7 days, as manual clocks cannot be added any further back. Once the date is selected you also need to fill in what time the clock in/out should be at.

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

You can also select which home the staff member is clocking in or out of if they have extra positions at different homes in the system. By default, the home will be the staff member's main home where their staff record is stored.

Once you have set the date, time and home click the **Save** button to add the manual clock.

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, 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

Correcting Clocks over 7 days

If you come across a situation where a staff member's clocks are out of sync and require a clock over 7 days ago, you will be unable to add a single manual clock to correct it. Instead, there are a couple of steps to take in order to ensure the hours are accurate and the clock directions are correct again.

Firstly, adding a manual clock to correct the clock directions:

- Open the staff record
- Navigate to **T&A – iButton Settings**
- Add a manual clock as far back as the system will let you
 - Select the earliest date the system will allow, and set the time to 00:00

Date

10/08/2022

Time

00:00

🕒

Home

Sam's Home

▼

💾 Save

✖ Cancel

Adding this clock will reverse the direction of every clock after it, correcting the hours for any shifts in the past week and ensuring the staff member is clocking in the right direction the next time they do so.

General
T & A
H.R.
Payroll
Training
Documents
Vaccination

iButton Details

Last clocked IN at 15/08/2022 06:52 in Sam's Home

iButton Number: Save

Manually Clock In/Out

Clock History

Clock Time	Direction	iButton	Home	Manual
15/08/2022 06:52:00	IN	1010101010101010	Sam's Home	Manual
11/08/2022 19:00:00	OUT	1010101010101010	Sam's Home	Manual
11/08/2022 06:45:00	IN	1010101010101010	Sam's Home	Manual
10/08/2022 19:00:00	OUT	1010101010101010	Sam's Home	Manual
10/08/2022 06:58:00	IN	1010101010101010	Sam's Home	Manual
10/08/2022 00:00:00	OUT	1010101010101010	Sam's Home	Manual

With the clock direction corrected, all that's left is correcting the hours for any shifts that came before the missing clock. These will have to be amended manually on the timesheet, by opening the timesheet event and changing the **Standard Hours** on the timesheet event. While the clock times on the timesheet will be incorrect on these, a note can be added to the timesheet event to explain why. Please see our *Managing Timesheets* guide for more information on amending timesheet events in Coolcare.