Clock in and out with Places 360.

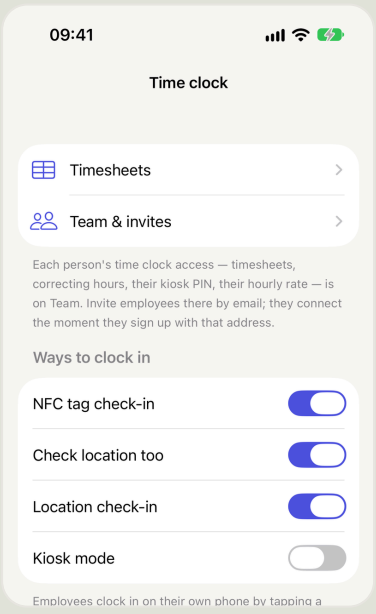
Your team clocks in on their own phone or at a shared iPad, and you see every shift, the hours and the pay in Timesheets. All in the Places 360 app, under **Business**.

SET IT UP ONCE

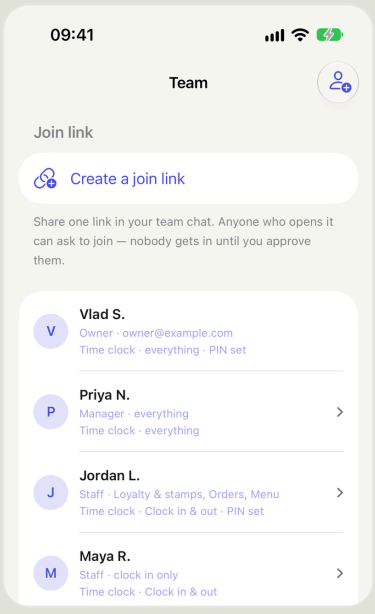
1. **Turn on the Time clock.** Business › **Add-ons** › **Time clock**. Turn it off any time; recorded hours stay.

2. **Choose how people clock in.** Under **Ways to clock in**, switch on a tag, location, a kiosk, or a mix. Page 2 shows how each one works.

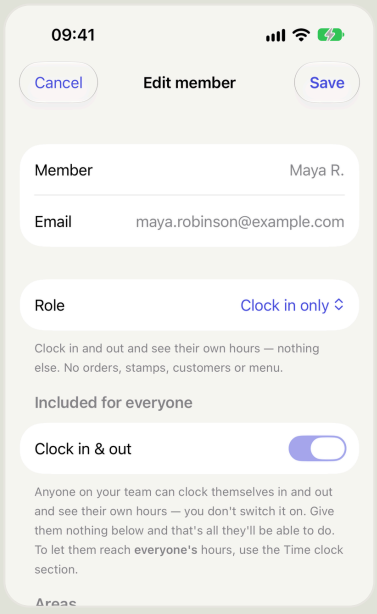
3. **Add your team.** Business › **Team** › the add-person button: add them by email as **Clock in only**. Or **Create a join link** for your team chat and approve each person.



Time clock settings. Switch on the ways to clock in.



Team. The add-person button is top right; the join link is first.



A team member. Clock in only: their own hours, nothing else.

Three ways to clock in.

Switch on one, two or all three. Each person can use whichever is on.

Tap the tag.

Each person holds their own phone to the venue's Time clock tag. With **Check location too** on, a tag only works at the venue.

Best for most venues

SET IT UP

1. In Time clock settings, tap **Register by tapping a tag**.
2. Hold your phone to the new tag and name it, say "Staff door".
3. Stick it by the staff door or the till.

No tags yet?

Order them at places360.io/shop, or in the app under Settings › Buy tags and a counter stand.

Check in at the venue.

No tag needed: the phone must be within 150 m of the venue.

Best to start today

SET IT UP

Nothing to set up. Staff allow location when asked. To change the 150 m, open **Advanced** in Time clock settings.

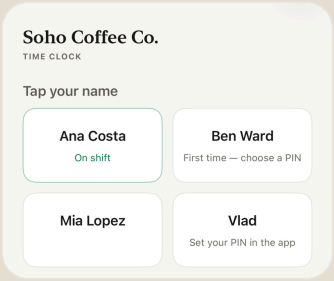
Kiosk at the counter.

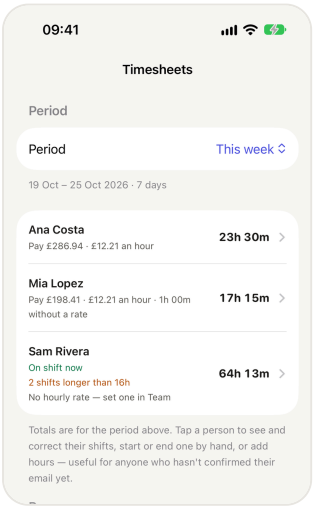
An iPad or spare phone at the counter. People tap their name and enter their own 4-digit PIN.

Best for staff without the app

SET IT UP

On that device, open Clock in / out › **Open kiosk mode**. Only a manager can leave kiosk mode, with their PIN.





Check the hours.

Business › **Clock in / out** › **Timesheets**: everyone's shifts and totals, for any dates.

- **Correct any shift** or log hours by hand. Every change is recorded.
- **Long shifts are flagged,** so a forgotten clock-out stands out.
- **Hourly rates,** set in Team, give each person's gross pay.
- **Export a CSV** for your accountant or payroll.
- **Photo at clock-in,** if you want one, kept 31 days.
- **Clock out from anywhere** is optional, and marked for you to check.

How to clock in.

One tap when you start, one when you finish. Your hours are your pay, so clock in as yourself, on your own phone or with your own PIN.

1 Get the Places 360 app.

Free on the App Store and Google Play. Use the **Places 360** app, not the venue's own app.

Your manager's email has a **Set up your account** button. Sign up with that same email address and you're on the team.

2 Open Clock in / out.

Tap the **Business** tab, then **Clock in / out**.

3 Clock in when you start.

Use whichever your venue has switched on:

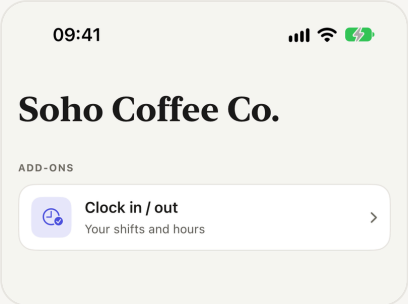
The tag: **Tap the tag to clock in**, then hold your phone to the tag.

At the venue: **Check in — I'm at the venue**, and allow location when asked.

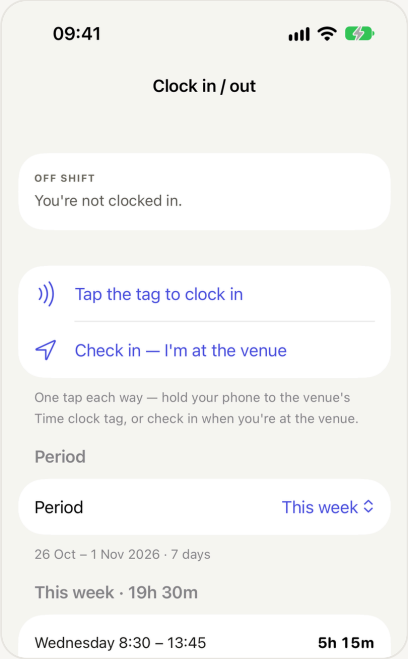
The kiosk: tap your name on the venue's iPad, then enter your PIN.

4 Clock out when you finish.

The same way: **Tap the tag to clock out**, **Check out from here**, or the kiosk.



Business tab. Clock in / out is here.



Clock in / out. The buttons, then your hours.

GOOD TO KNOW

- **Your hours** are under Clock in / out, for this week, this month or any dates.
- **Using the kiosk?** Set your PIN in Clock in / out › **Set my kiosk PIN**. Keep it to yourself.
- **Forgot to clock out,** or a shift looks wrong? Ask a manager. They can correct any shift.