

EW Assist

08/02/13

In/Out – A user guide

EW Assist can record an individual's whereabouts and offers a way to punch in and out of the office.

To record your own in/out status

My details > In/Out

Complete the form at the top as required and click the Add button

OR

Click the Punch In/Out buttons

To view your own in/out statuses

My details > In/Out

Previously add statuses are split into two groups, Today and future records. All manually added records can be edited however punch records cannot be.

To view all Todays in/out statuses

Dashboard > Todays Out's or People > Todays Out's

This list shows all records for individuals that are OUT via in/out. It also includes those that are out due to leave and sickness.

People > Todays Out's > Other Periods Out's (Users with access to People (e.g. Client Admin, Management, Group Managers)

Users can view this report with a changeable date range. There are also a pre-built sets of date ranges to select quickly.

Further access is controlled with Functional roles:

'People Locations Viewer' – **People > employee name > In/Out > view** – View their statuses

'People Locations Admin' – **People > employee name > In/Out > Edit**– Add new and change existing statuses and manage the In/Out statuses such as Meeting, training and travelling.