

In/Out – A user guide

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

[To record your own whereabouts](#)

My details > In/Out

Complete the form on the left as required and click the Add button

[To record your punch in/out](#)

My details > In/Out

Complete the form on the right by clicking the Punch In/Out button OR Punch Suggested (Punches the opposite of what you punched last)

[To view your own in/out statuses](#)

My details > In/Out

Previously added in/out's are split into two groups, Today's and future in/out's. All manually added records can be edited however punched records cannot be.

[To view all Today's in/out statuses](#)

Dashboard > Today's Out's or **People > Today's 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 > Today's 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 for that employee