

# Mečkano

Training for Employees

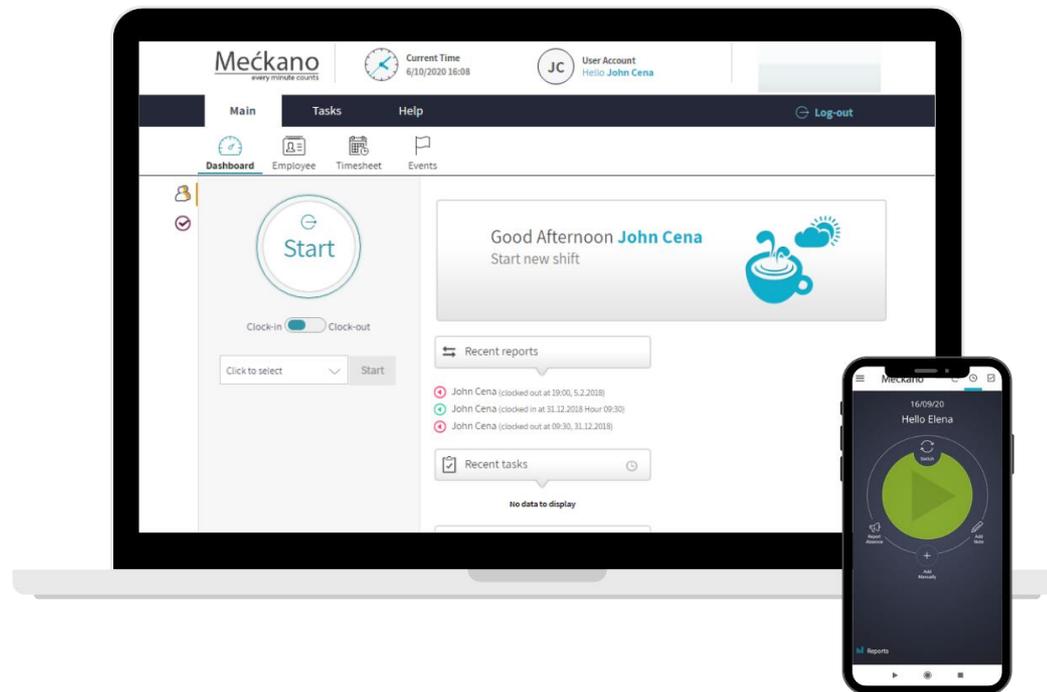
Clocking attendance on the app

# Welcome!

Welcome to Meckano - The Time Clock System!

We hope you enjoy using the application and the website!

Here is a brief explanation on how to use it, and our contact details.





# Application

# Downloading the App and Logging In

We'll send you an SMS from the Meckano system, including your login details:

Tap the download link you were sent to go directly to the download menu on your device's app store.



If you didn't receive an SMS to your mobile device, you can download the app from the application stores (App Store or Google Play) by entering meckano in the search window.

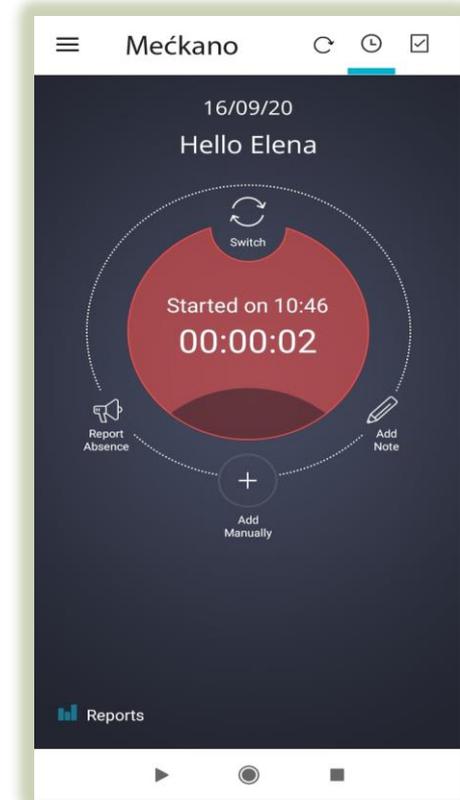
# Logging Into the System

Please note -

You can only login to your user account on the app with the email address in the Meckano system. The same one you used to get an SMS to your phone or to your inbox!

The app is also available in 8 languages:

- ✓ French
- ✓ Spanish
- ✓ Russian
- ✓ Polish
- ✓ Hebrew
- ✓ German
- ✓ English
- ✓ Arabic



# The App Buttons

Access the Meckano app settings



Button to change reporting action (clock in/out)



Reporting attendance - clock in/out



Report absence/event



Report Absence

Add note



Add Note

View personal monthly report



Reports

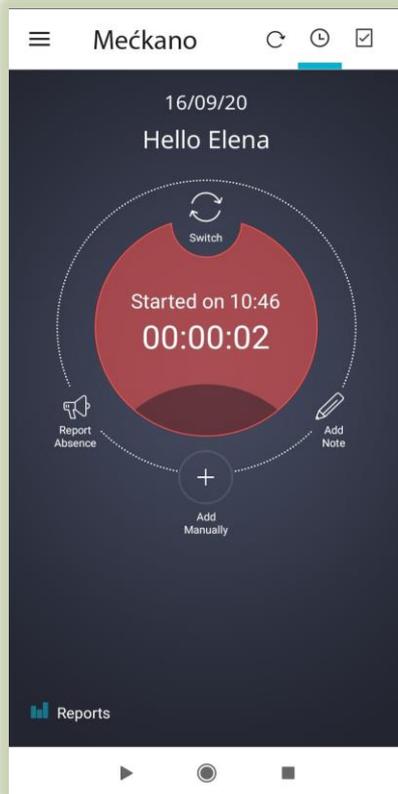
Add manually - manually clock in/out  
Tapping the button will lead to an update day screen, where you can update manually



Add Manually

# Reporting Attendance - Clock In/Out

**Red** button –  
used to clock out



**Green** button –  
used to clock in



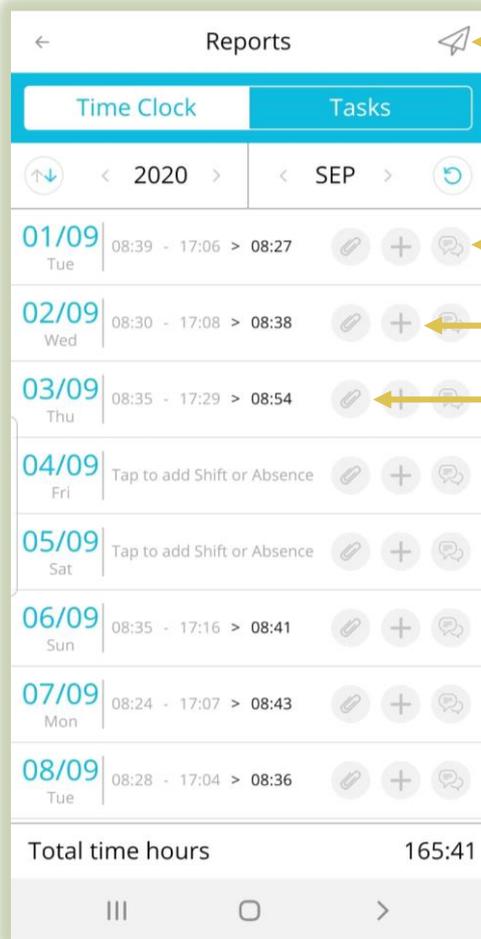
# Options for Using the Application

**When employees are given appropriate permissions, they can:**

- Edit/correct their personal attendance reports
- Add personal notes to the attendance reports
- Update events, such as: vacation / sick day / reserve duty, etc.
- View and monitor the personal attendance report throughout the month (including the total cumulative hours as of the date checked)
- View past reports (by relevant month + year)
- Add documents: doctor's note / reserve duty days, etc.

**Note - all changes made to the report are forwarded to a manager for approval**

# View Personal Reports Screen



Email report

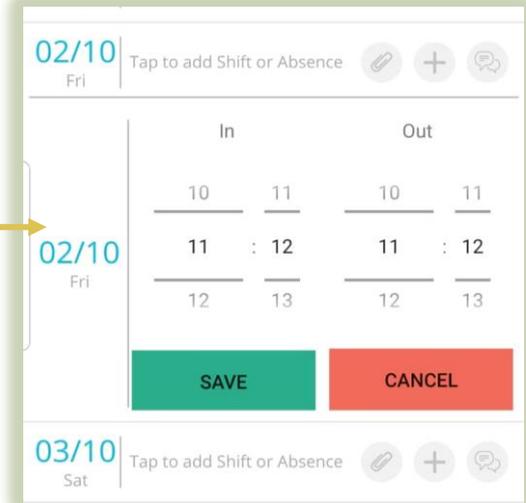
Refresh

Add note

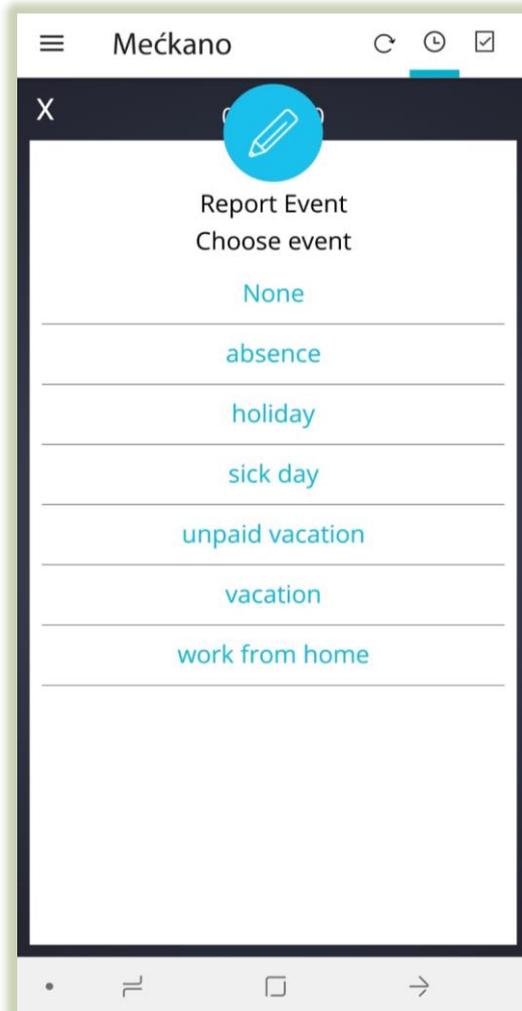
Update shift

Add a file

Total time in hours  
Updated online

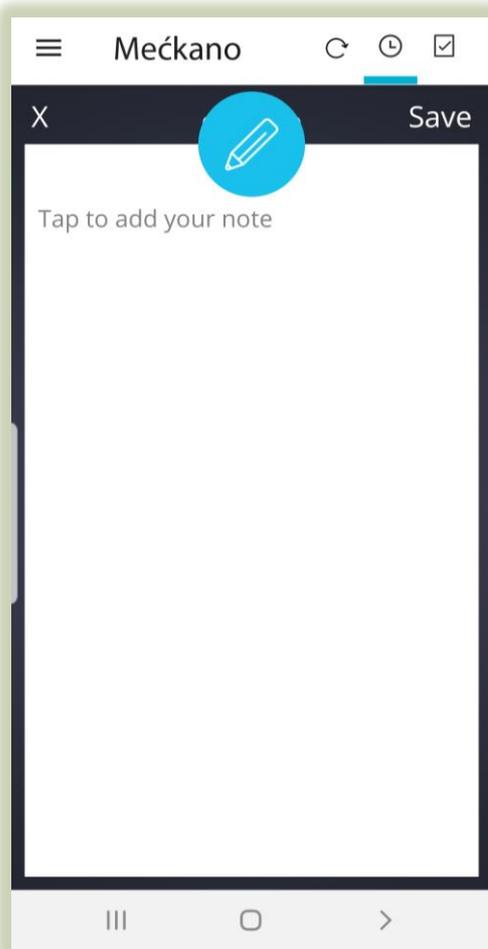


# Update Absence Event Screen



To update an event, choose the reason for the absence from the list

# Add Note Screen

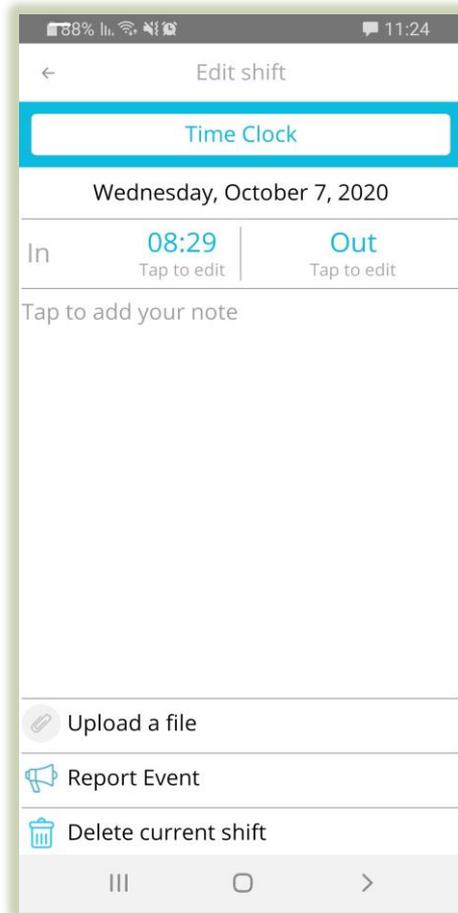


You can add a note to the current shift-  
The note will appear in the attendance report next to the date.

# Add Manual Report Screen



If needed, you can upload a manual report that will be sent to the system administrator for approval.



- ← Add a file
- ← Report event
- ← Delete shift

# We're here to answer any question you may have!

**Don't hesitate! We love talking to our clients.  
Write to us, call us or send us an email.**

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