

# Mečkano

Training for Employees

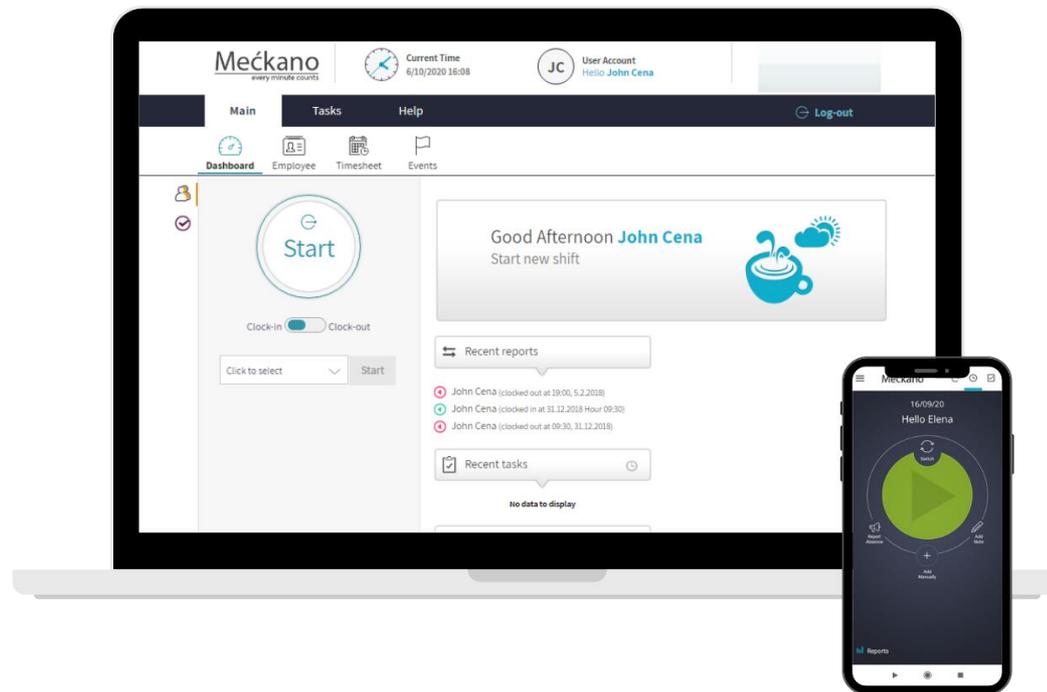
Clocking attendance on the app and online

# 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.

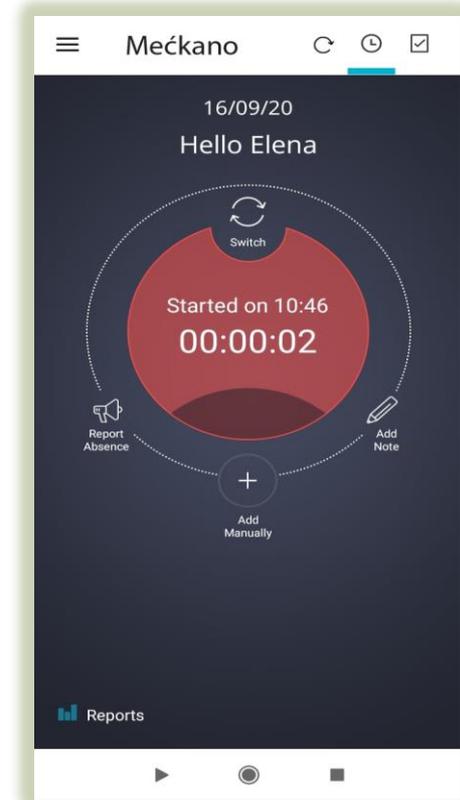
# Logging Into the System

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!

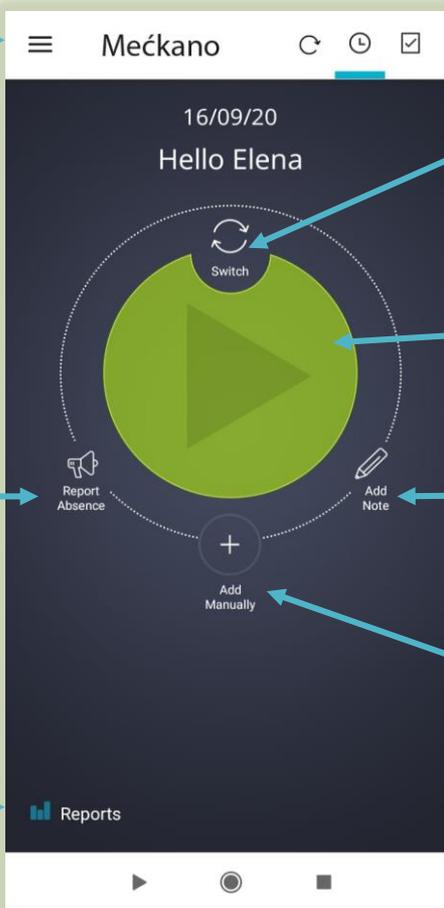
The app is also available in 8 languages:

- ✓ 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



Add note



Add note

View personal monthly report

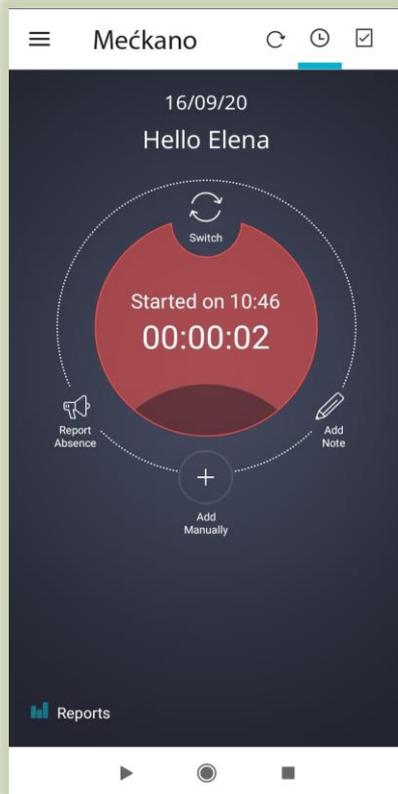


Add manually - manually clock in/out  
Tapping the button will lead to an update day screen, where you can update manually



# Reporting Attendance - Clock In/Out

**Red** button –  
used to clock out



**Green** button –  
used to clock in



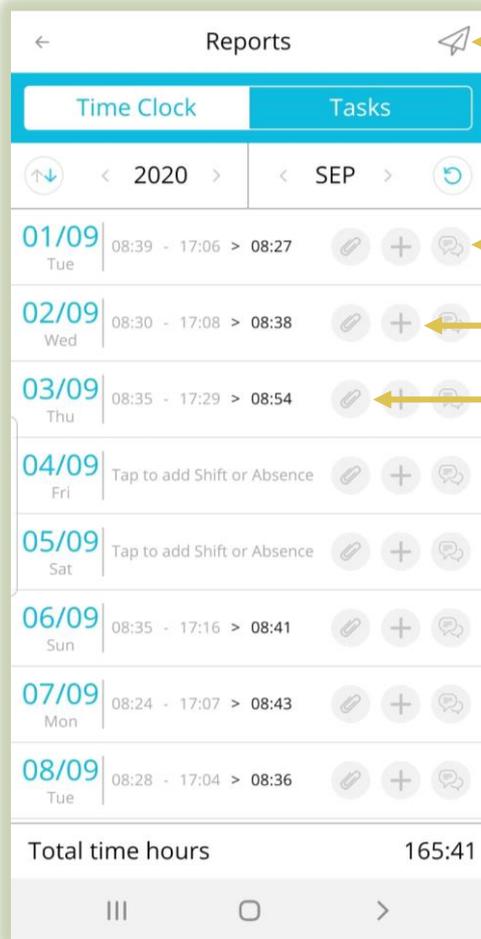
# Options for Using the Application

**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

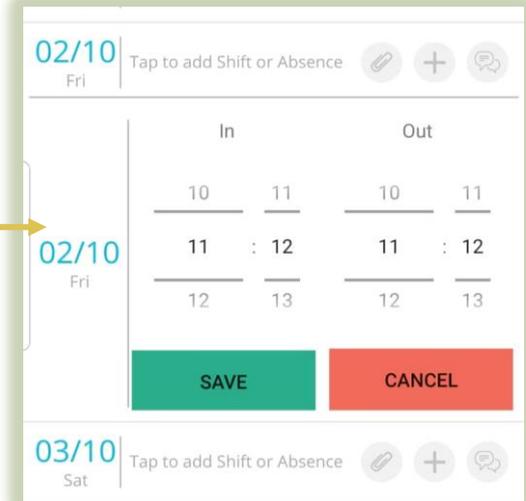
Refresh

Add note

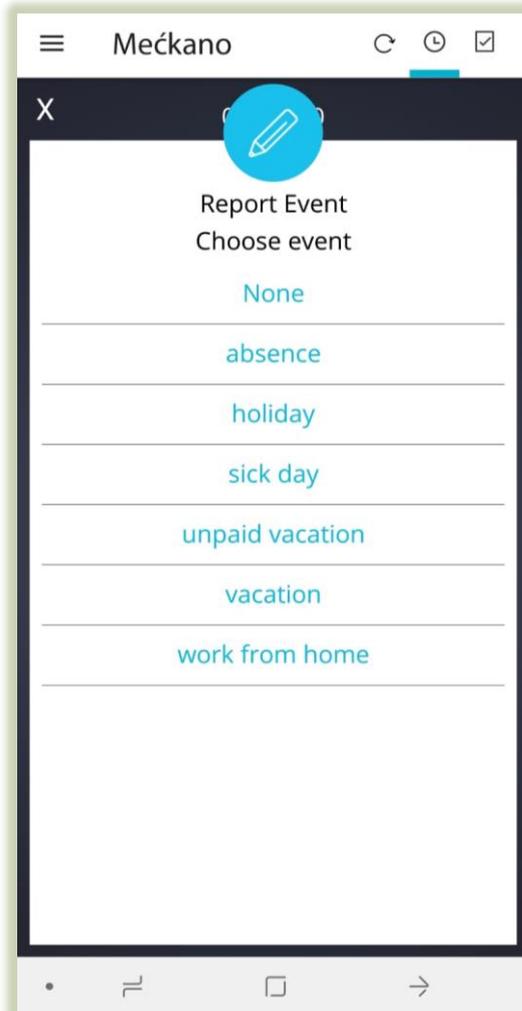
Update shift

Add a file

Total time in hours  
Updated online

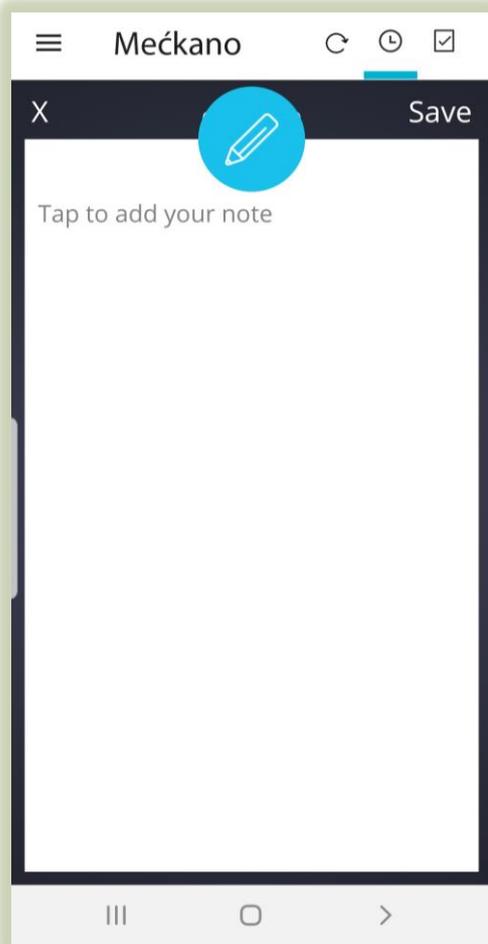


# Update Absence Event Screen



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

# Add Note Screen

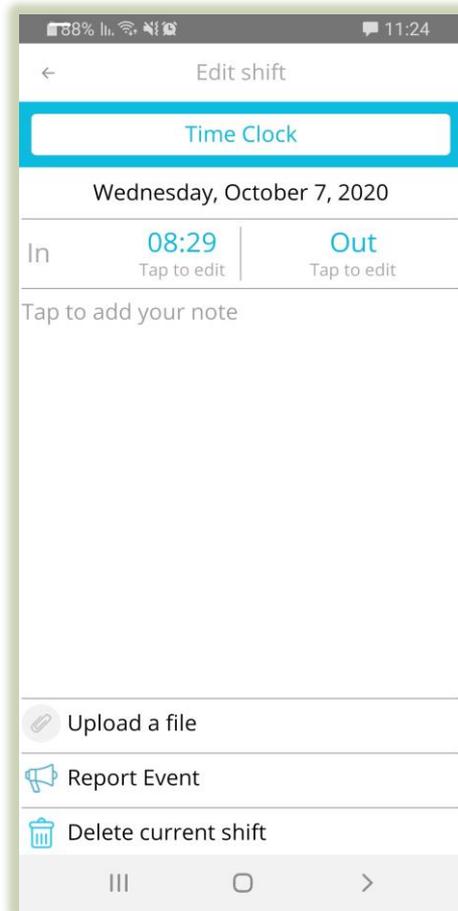


You can add a note to the current shift-  
The note will appear in the attendance report next to the date.

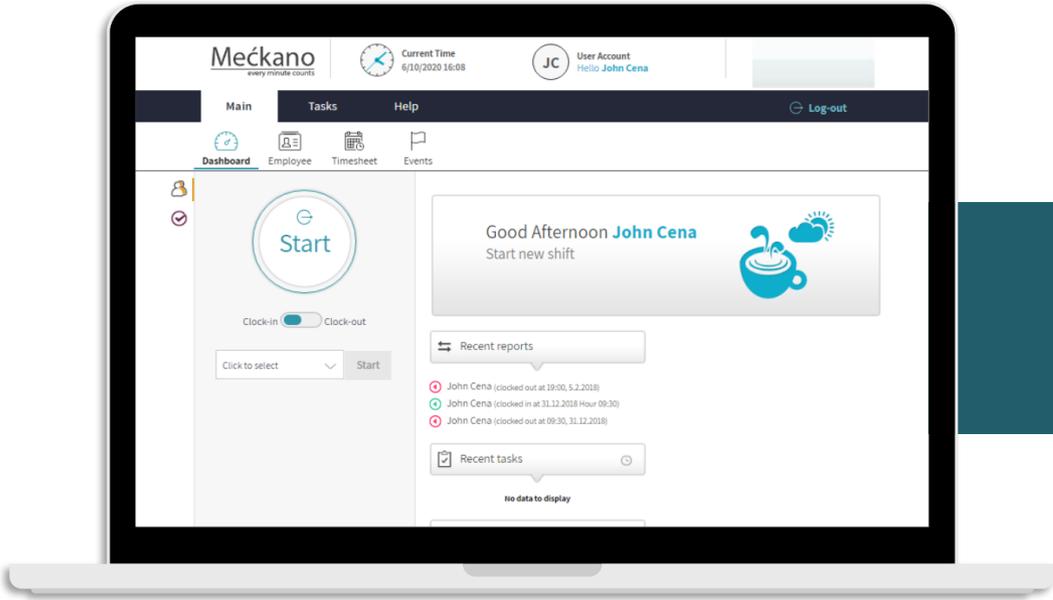
# Add Manual Report Screen



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



# Website

# Logging Into the Website and Login Details

Meckano  
every minute counts

Hi, Welcome back!  
Log in to Meckano

Username  
israellIsraeli@meckano.co.il

Password  
.....|

Remember me [Forgot your password?](#)

Login

or via

Google Microsoft

An email is sent to you from the Meckano site that includes your login details.

**Username (the email the message was sent to) and password**

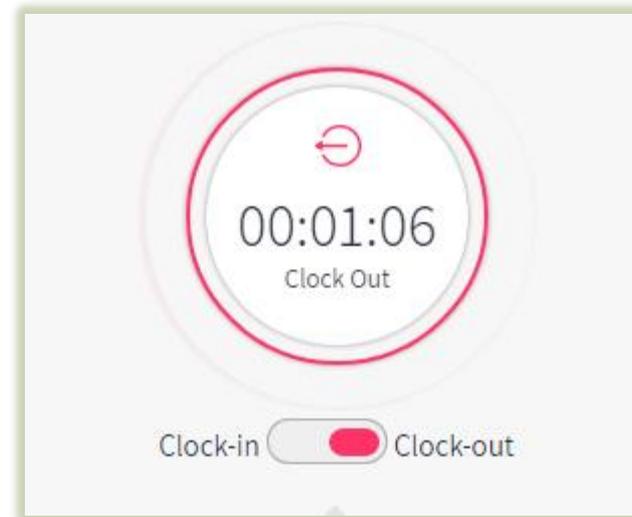
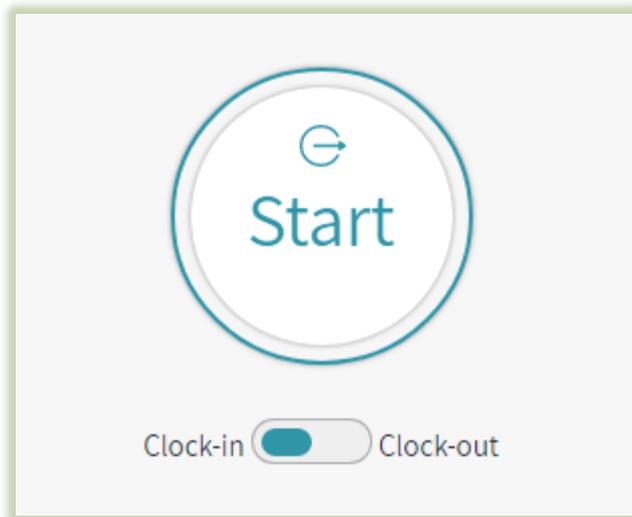
Click on the enclosed link to go directly to the website and login to the system.

You can also just enter the following URL to get to the site: [www.Meckano.com](http://www.Meckano.com)

And then click on Login to enter your details.

You can also login with a Google or Microsoft account (if these are the email accounts updated in the system).

# Reporting Attendance - Clocking In /Out



# The Dashboard - Main

The screenshot shows the 'Main' dashboard interface. At the top, there is a navigation bar with 'Main' (circled in green), 'Tasks', and 'Help'. Below this is a secondary navigation bar with 'Dashboard', 'Employee', 'Timesheet', and 'Events'. The main content area is divided into several sections:

- Left sidebar:** Contains a user profile icon and a 'Start' button (circled in green).
- Top right:** Greeting 'Good Afternoon Miki Levi' and 'Start new shift' with a coffee cup icon.
- Center:** A 'Clock-in/out' toggle switch (set to 'Clock-in') and a 'Start' button.
- Right side:** Three report sections: 'Recent reports', 'Recent tasks', and 'Statistics'. The 'Recent reports' section lists three items for Miki Levi. The 'Recent tasks' section lists two items for 'Task selection'. The 'Statistics' section shows 'Total hours this week : 00:00' and 'Total hours this month : 00:00'.

Annotations with green arrows point to the following elements:

- 'Clock-in/out button to report attendance' points to the 'Start' button in the left sidebar.
- 'Switching the clock in/out button' points to the 'Clock-in/out' toggle switch.
- 'List of recent reports' points to the 'Recent reports' section.
- 'List of recent tasks' points to the 'Recent tasks' section.
- 'Statistics for reported hours' points to the 'Statistics' section.

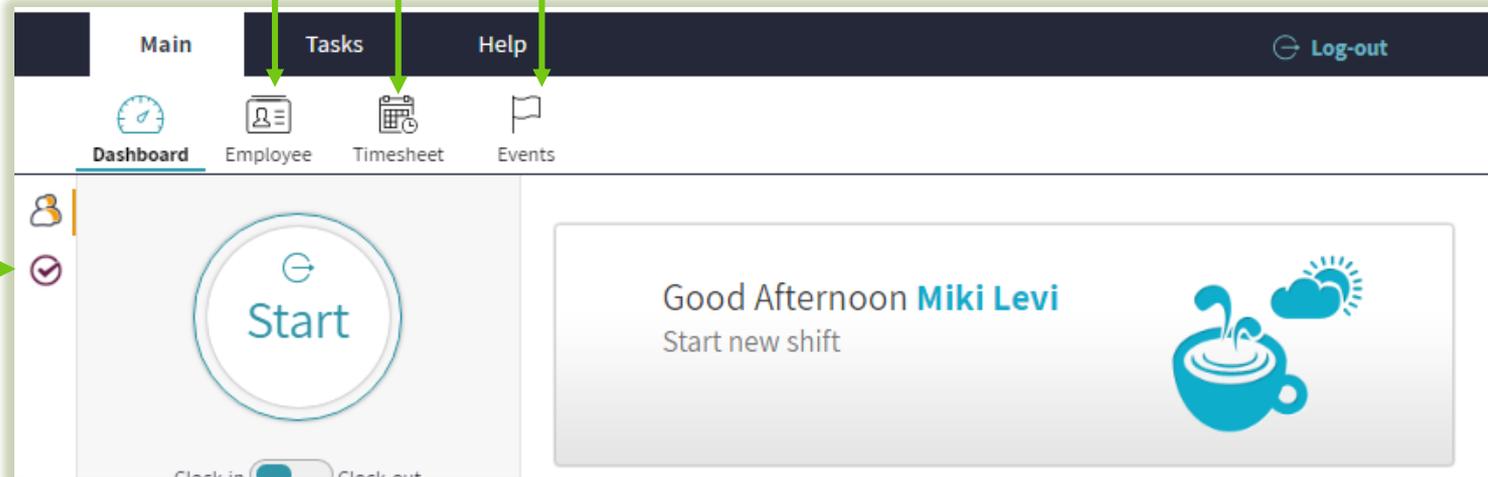
# The Dashboard - Main

The employee's details in the system, such as address and password can be changed and updated, and documents can be viewed and uploaded

View the monthly report and previous months' attendance reports / update clock-in or out times

Report an event or absence, such as: sick day / vacation / reserve duty / work from home, and more

To Do list



# Attendance Report

Select the report you want to view according to month and year

Monthly employee report

John Cena (6694223258) 1

October 2020 By Dates Refresh

Date	Clock-in	Clock-out	Total	Standard	Lack	Event
10/09/2020 Thu	m 08:00	m 16:00	08:00			
11/09/2020 Fri						+
12/09/2020 Sat						
13/09/2020 Sun	m 08:00	m 16:00	08:00			
14/09/2020 Mon						
15/09/2020 Tue						
16/09/2020 Wed	m 08:00	m 16:00	08:00			
17/09/2020 Thu						vacation
18/09/2020 Fri						+
19/09/2020 Sat						
						Holiday

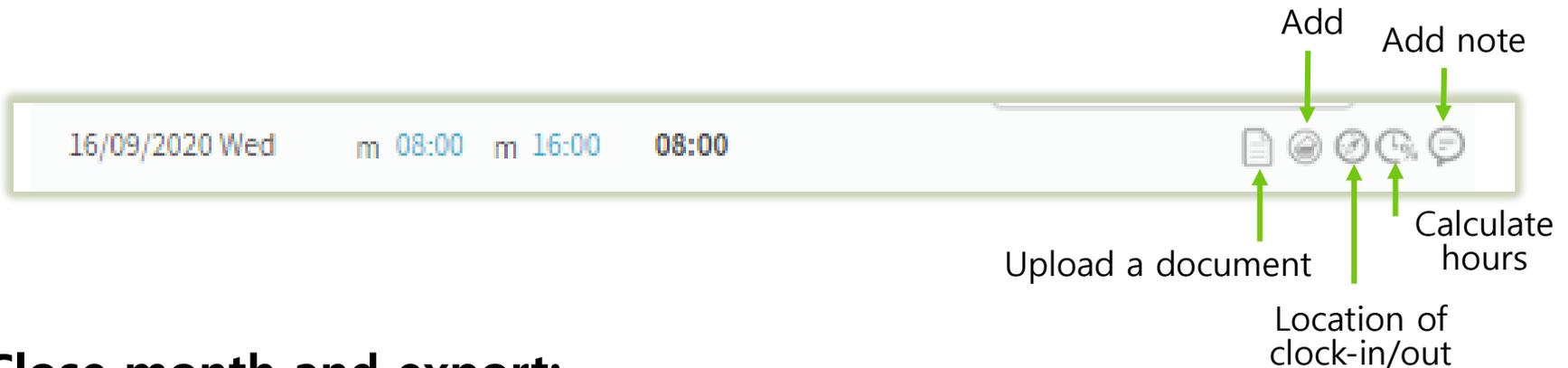
Refresh the report

Clicking the + sign will open a list of absence events to choose from

Clicking the time will let you change or delete it. To confirm, press enter on the keyboard.

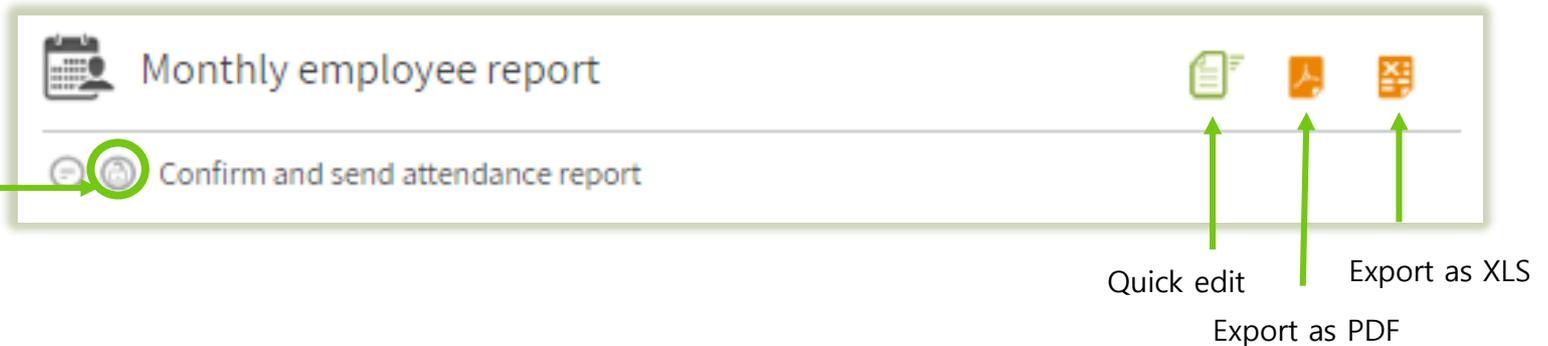
# Attendance Report

Icons for reporting, editing, and uploading documents:



Close month and export:

Confirm and close attendance report for month



# Attendance Report - Quick Edit

Quick edit

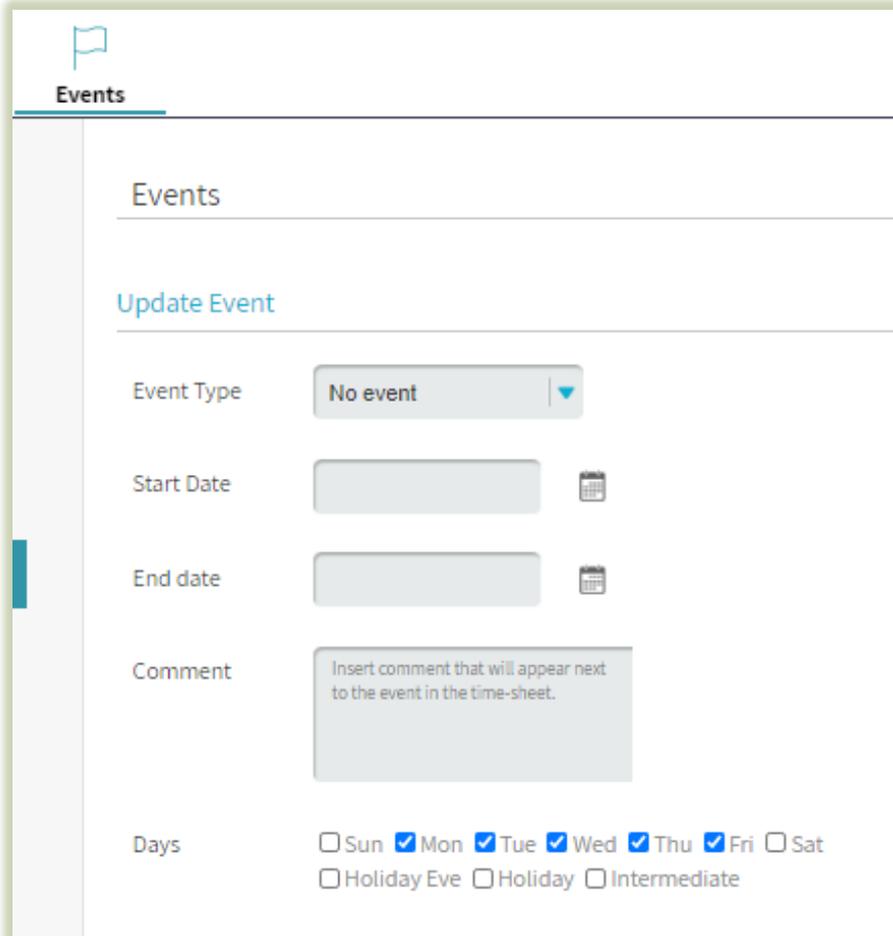
Date	Clock-in	Clock-out	Absence
10/09/2020 Thu	08:00	16:00	No event
11/09/2020 Fri			No event
12/09/2020 Sat ☺			No event
13/09/2020 Sun	08:00	16:00	No event
14/09/2020 Mon			absence
15/09/2020 Tue			sick day
16/09/2020 Wed	08:00	16:00	No event
17/09/2020 Thu			vacation
18/09/2020 Fri			No event
19/09/2020 Sat ☺ Holiday			No event
20/09/2020 Sun ☺ Holiday			No event
21/09/2020 Mon			No event
22/09/2020 Tue			No event
23/09/2020 Wed			No event
24/09/2020 Thu			No event
25/09/2020 Fri			No event
26/09/2020 Sat ☺			No event
27/09/2020 Sun ☺ Holiday			No event
28/09/2020 Mon ☺ Holiday			No event
29/09/2020 Tue			No event
30/09/2020 Wed			No event
01/10/2020 Thu			No event
02/10/2020 Fri			No event

Save

Save

If there are several changes that need to be made to the attendance report, it's faster to do them using the quick edit function.

# Attendance Report - Events and Absences



**Events**

Events

Update Event

Event Type: No event

Start Date: [Date Picker]

End date: [Date Picker]

Comment: Insert comment that will appear next to the event in the time-sheet.

Days:  Sun  Mon  Tue  Wed  Thu  Fri  Sat  
 Holiday Eve  Holiday  Intermediate

You can update and request absences and events through the system, such as: sick day /vacation /reserve duty, and more.

The request is forwarded to a manager for approval.

# 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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- ✓ Fax: +972-(0)737-969-271
- ✓ WhatsApp: +97254-230-4207
- ✓ Email: support@meckano.co.il

[www.meckano.co.il](http://www.meckano.co.il)

