

Mečkano

Training for Employees

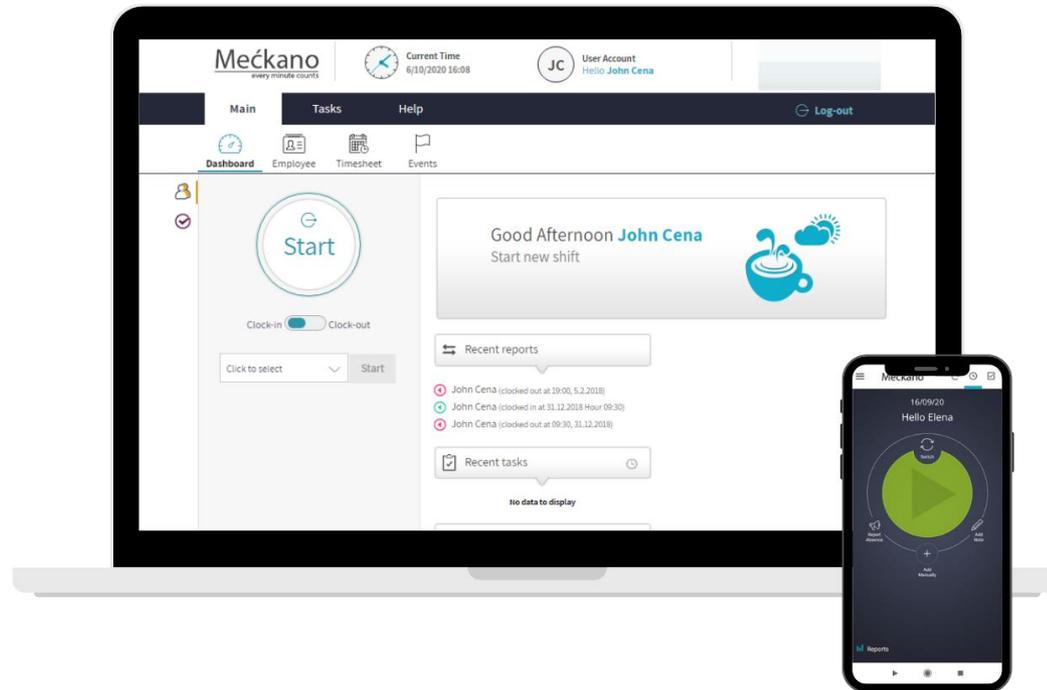
Clocking attendance online

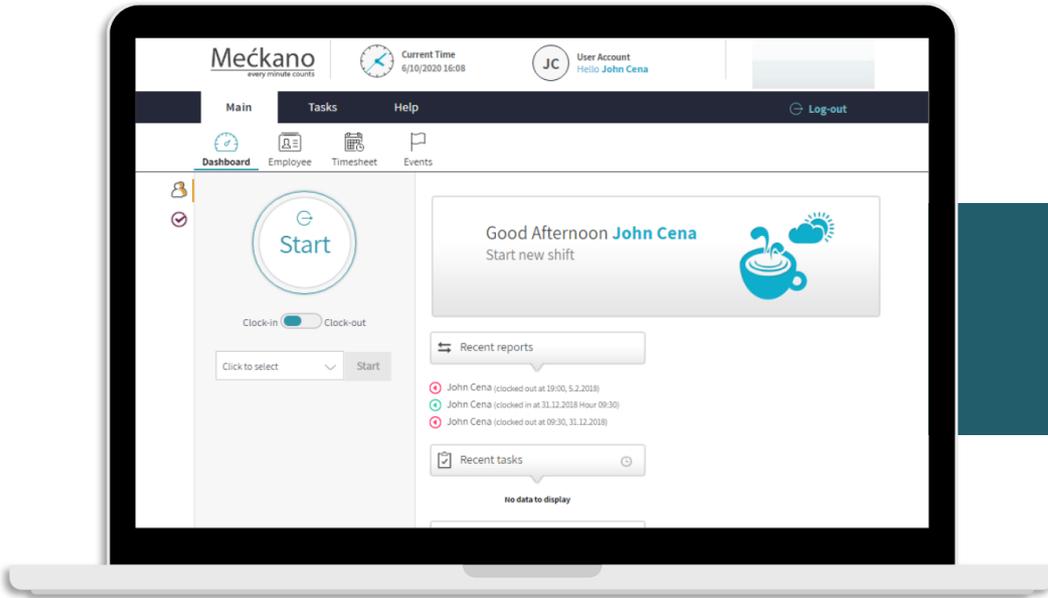
Welcome!

Welcome to Meckano - The Time Clock System!

We hope you enjoy using the website!

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





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

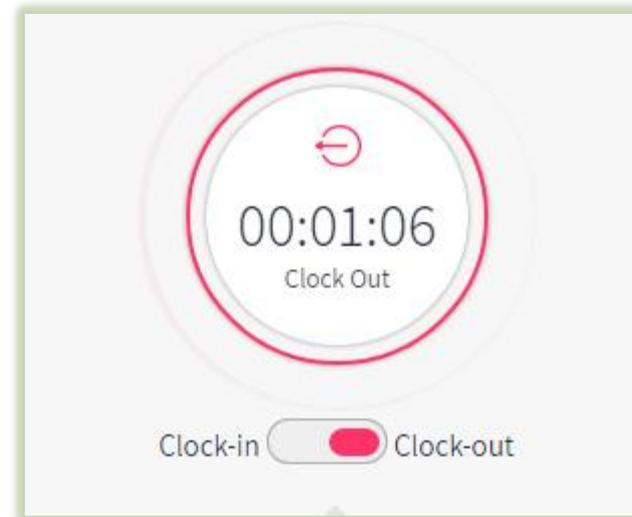
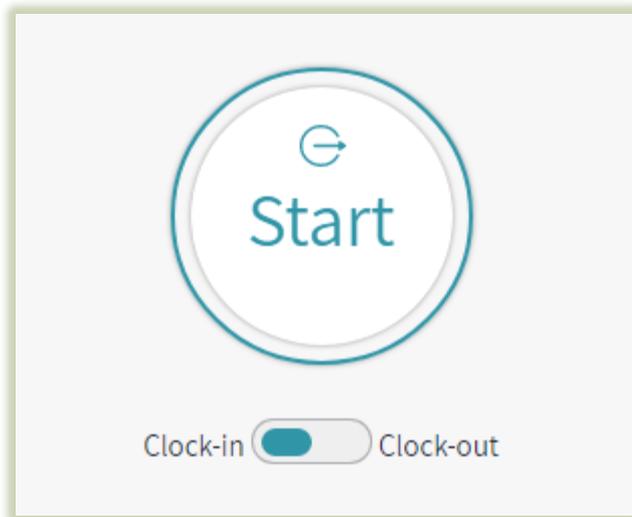
Click on the enclosed link to go directly to the website and login to the system.

You can also just enter the following URL to get to the site: www.Meckano.com

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: 'Miki Levi (clocked in at 22.9.2020 Hour 09:08)', 'Miki Levi (clocked in at 5.10.2020 Hour 14:33)', and 'Miki Levi (clocked out at 14:33, 5.10.2020)'. The 'Recent tasks' section lists two items: 'Task selection' and '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.

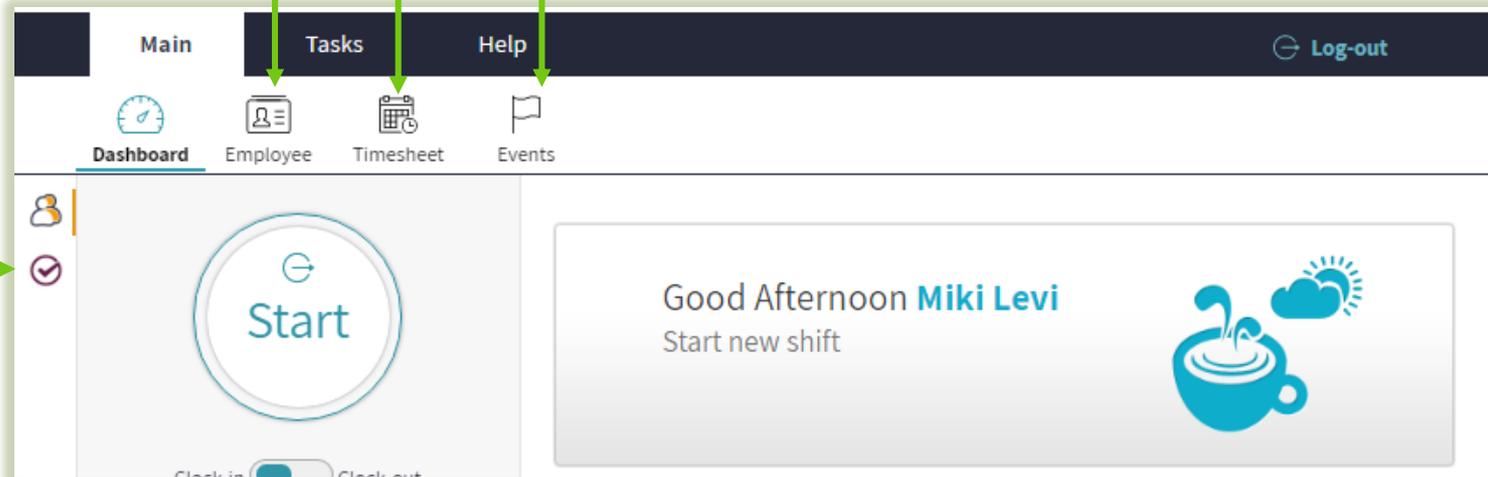
The Dashboard - Main

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

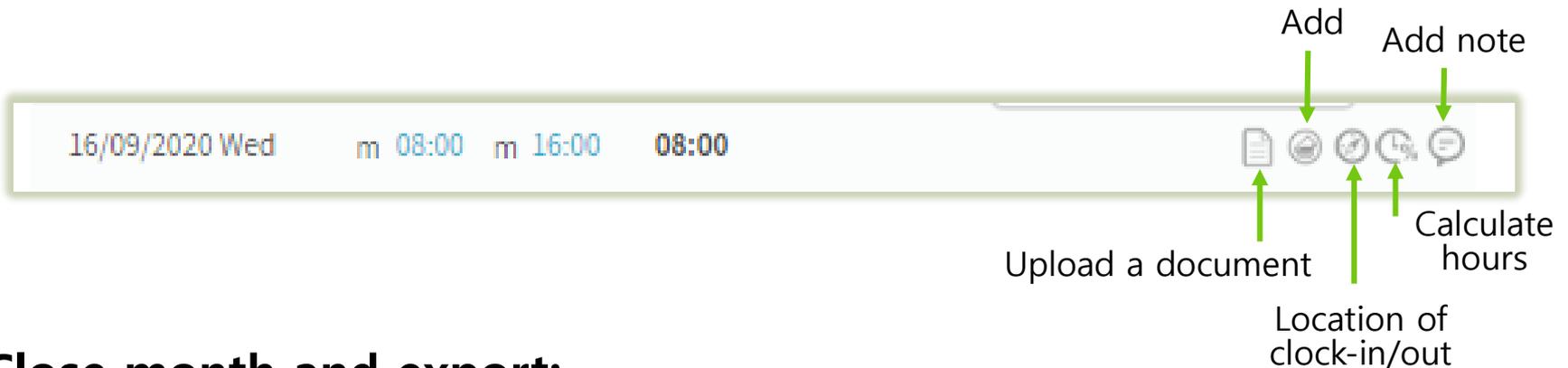
Refresh the report

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

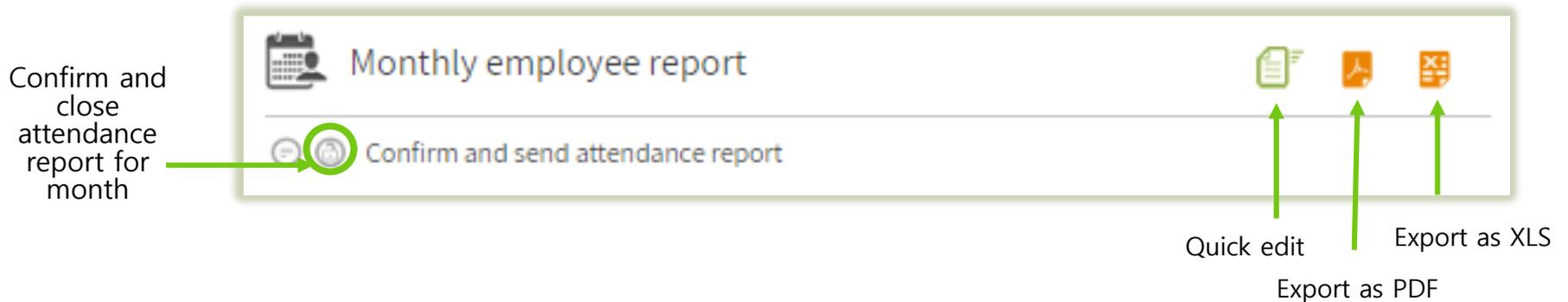
Clicking the time will let you change or delete it. To confirm, press enter on the keyboard.

Attendance Report

Icons for reporting, editing, and uploading documents:



Close month and export:



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.

The Dashboard - Tasks

Summary of the hours spent on each task

Filter tasks per number or description

Filter tasks per month and year or range of dates

You can print the report

The screenshot shows a web application interface for task management. At the top, there are navigation tabs: 'Main', 'Tasks' (highlighted with a green circle), and 'Help'. On the right, there is a 'Log-out' button. Below the navigation, there are two tabs: 'Summary' (active) and 'Task Report'. The main content area is split into two columns. The left column contains a large circular 'Start' button, a 'Clock-in' toggle, and a 'Click to select' dropdown. The right column contains a 'Summary' section with a search filter, a 'Display active tasks only' checkbox, and date selection dropdowns for 'Month' (October) and 'Year' (2020). There is also a 'By Dates' checkbox and a 'Refresh' button. Below these controls is a table with the following data:

Number	Task description	Hours
27	Creative	00:00
168	idan	00:00
28	Meeting	00:00
216	Meeting - New client	00:00
166	omri	00:00
208	project	00:00
218	project - .	00:00
129	SEEBO	00:00
217	Supplies - .	00:00

Print

The Dashboard - Tasks

You can print the report

Export the report as an Excel file

Monthly task report

Select report month

Mečkano every minute counts

Current Time 6/10/2020 16:37

User Account Hello John Cena

Main **Tasks** Help

Log-out

Summary Task Report

Start

Clock-in Clock-out

Click to select Start

Task Report

To update a task / project, click on the selected date line in the task column.
A second click on the task box will allow a free text search by task name or number.

October 2020 By Dates Refresh

Date	Task	Start	End	Total	Additional info
10/09/2020	227726 - task 1	08:00	14:00		⌚ ✓ ✖
11/09/2020	227727 - task 2	13:00	15:30		⌚ ✓ ✖
12/09/2020	227728 - task 3	12:40	16:00		⌚ ✓ ✖
13/09/2020	227726 - task 1	08:00	16:00		⌚ ✓ ✖
14/09/2020 Mon					
15/09/2020 Tue					

Print XLS

To delete the entire task, delete the clock-in and clock-out times and then click V.



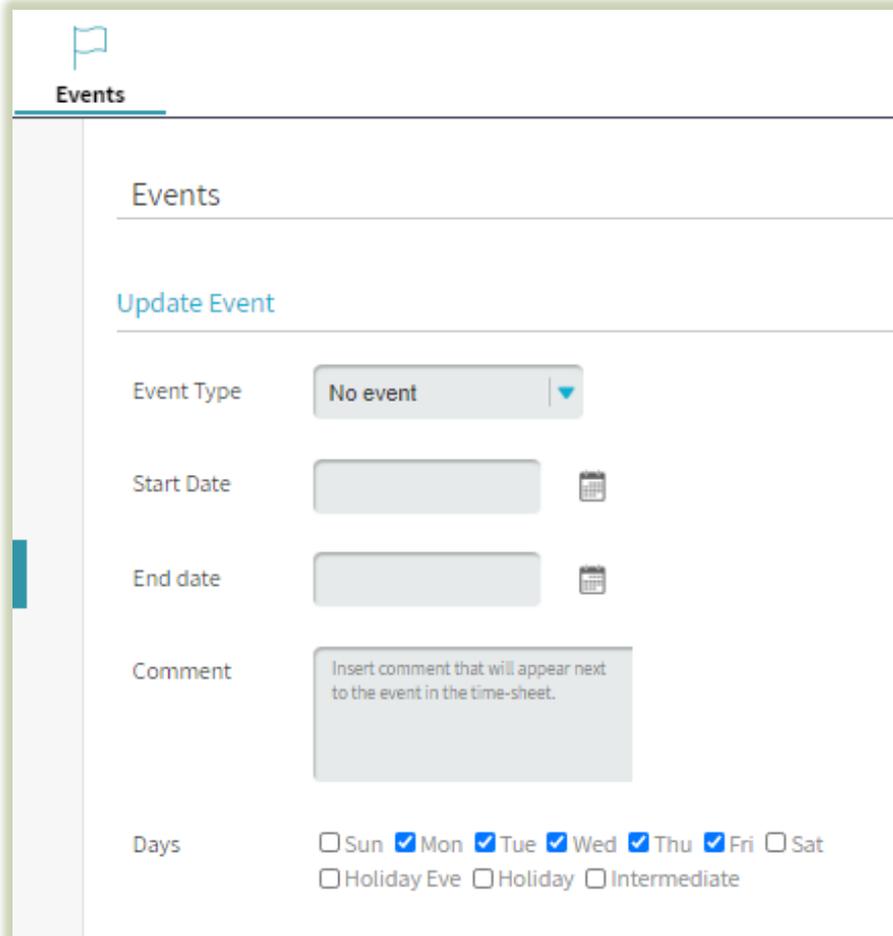
To delete or change a time, click the time and delete on the keyboard and then click V.

Timesheet for that day

Confirm changes

Cancel changes

Attendance Report - Events and Absences



The screenshot shows a web interface for updating an event. At the top left, there is a flag icon and the word 'Events'. Below this is a section titled 'Events' with a sub-section 'Update Event'. The form includes the following fields:

- Event Type:** A dropdown menu currently showing 'No event'.
- Start Date:** A text input field with a calendar icon to its right.
- End date:** A text input field with a calendar icon to its right.
- Comment:** A text area with the placeholder text: 'Insert comment that will appear next to the event in the time-sheet.'
- Days:** A row of checkboxes for days of the week: Sun (unchecked), Mon (checked), Tue (checked), Wed (checked), Thu (checked), Fri (checked), Sat (unchecked). Below this are three more checkboxes: Holiday Eve (unchecked), Holiday (unchecked), and Intermediate (unchecked).

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.**

- ✓ Telephone: +972-(0)737-969-270
- ✓ Fax: +972-(0)737-969-271
- ✓ WhatsApp: +97254-230-4207
- ✓ Email: support@meckano.co.il

www.meckano.co.il

