

Clock in/Out Guide

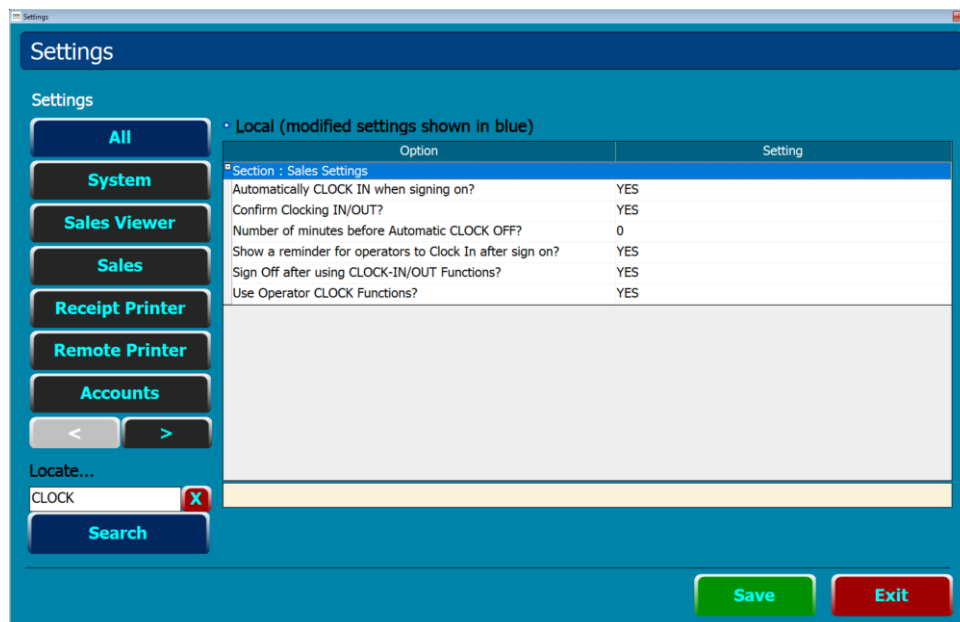
Introduction:

Touch includes a built-in clocking system that allows the till to be used for recording operator working hours. This information can be viewed through the Back Office **Operator Hours Report**, which provides detailed clocking records in an A4 report format.

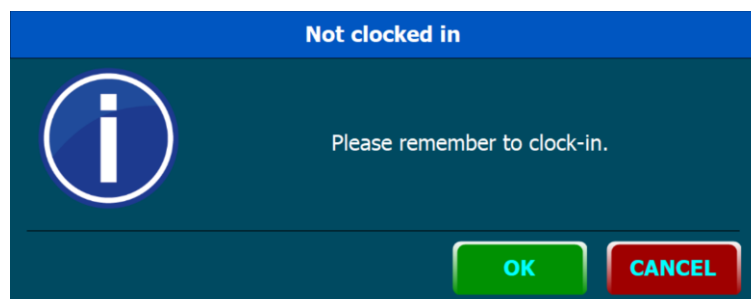
This feature is also supported by CES Intelligence, which includes its own **Operator Hours Report** that can be viewed and analysed directly within Intelligence.

Back Office Settings:

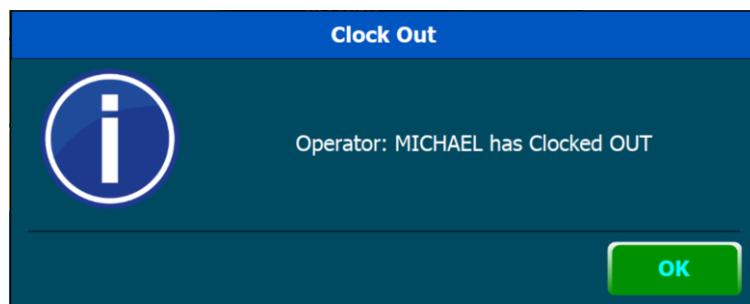
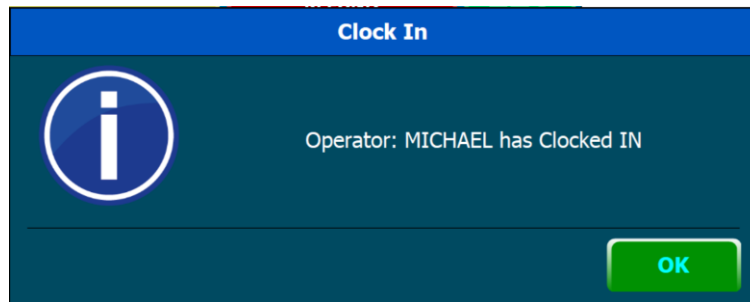
Go into the back-office settings and type the word **CLOCK** into the search filter and it will return the results shown below with the various Clock In functions.



- **Use Operator CLOCK Functions?** - This setting enables the Clocking In function and must be set to **YES** to enable the clocking in function.
- **Show a reminder for operators to Clock In after Sign on?** – If set to **YES** the reminder message below will show when an operator signs on if they are not already clocked in.



- **Sign Off after using CLOCK-IN/OUT Functions?** – If set to **YES** Touch will sign off after the CLOCK-In or CLOCK-OUT buttons are used.
- **Automatically CLOCK IN when signing on?** – If set to **YES** the operator will automatically be clocked In when signing on to Touch if not clocked in already.
- **Confirm Clocking IN/OUT?** – If set to YES the messages below will be displayed when clocking in or clocking out.



- **Number of minutes before automatic CLOCK OFF?** – This setting is used to automatically clock off operators after the set number of minutes.

Button Commands:

The following button commands are used for clocking in and Out.

- **CLOCK-IN** – Clock in the active operator
- **CLOCK-OUT** – Clock out the active operator
- **CLOCKEDINOPERATORS** – Opens a screen to display operators that are currently clocked in
- **CLOCKINOUTEDIT** – Manager function to edit operator hours, requires the operator function enabled in the operator allowed functions.
- **BOREPORT*OPERATOR HOURS** – To run the operator hours report in sales mode.

Clocked In Operators:

The screen below will be displayed when using the **CLOCKEDINOPERATORS** button command.

The screenshot shows a window titled "Clocked In - Operator List" with a table containing the following data:

OPERATOR	START DATE	START TIME
MICHAEL	25/06/2026	10:53:06
ADMIN	25/06/2026	10:56:37
SIMON	25/06/2026	12:19:38
JON	25/06/2026	12:19:49
AGA	25/06/2026	12:20:07

A "Close" button is located at the bottom right of the window.

Clock In/Out Editing:

The screen below will open when the **CLOCKINOUTEDIT** button command is selected. This button command uses the **Supervisor Override** feature, allowing authorised supervisors to add, edit, or delete operator clock in/out entries.

Supervisors can use this function to correct missed clock in's amend incorrect times, or remove invalid entries where necessary.

The screenshot shows a window titled "Operator Clock In/Out Control" with the following form fields:

- Manager: ADMIN
- Operator: SIMON
- Start Date: [empty] [calendar icon]
- End Date: [empty] [calendar icon]
- Start Time: 10:00:00
- End Time: 14:00:00

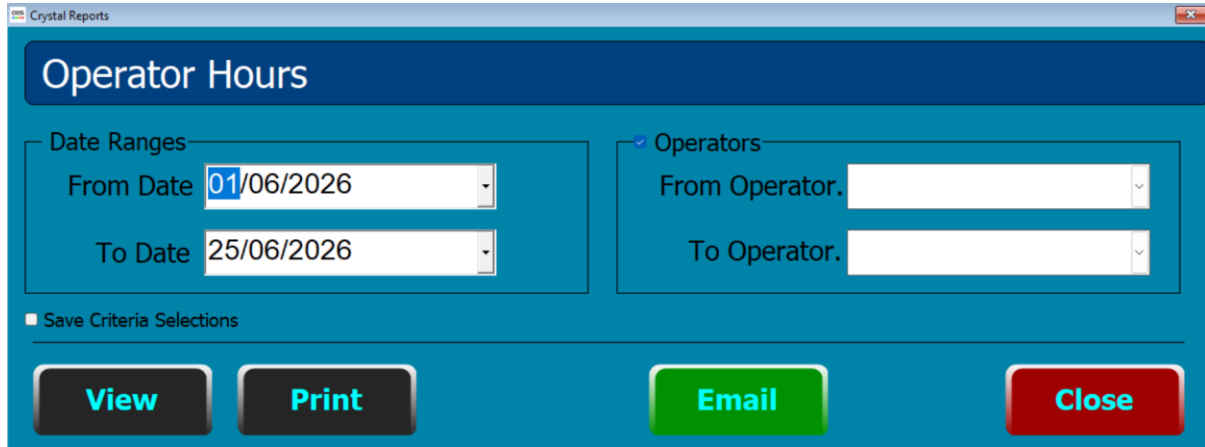
Below the form is a table with the following data:

START DATE	START TIME	END TIME	END DATE	LAST EDIT	EDITED BY
snp	10:00:00	14:00:00	25/06/2026	25/06/2026	ADMIN
14/01/2026	16:23:19	12:19:36	25/06/2026	25/06/2026	

At the bottom of the window are four buttons: "Edit", "Add", "Delete", and "Close".

Operators Hours Report:

The operator hours report can be run in sales mode using the button command **BOREPORT*OPERATOR HOURS** or run in back-office >Financial>Operators section.



Below is an example of the operator hours report

MM Test Till 01
Operator Hours
 25/06/2026 12:52

Operators : ADMIN TO VICKI
 Date Range : 01/06/2026 TO 25/06/2026

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Operator	Date	Signed		Duration	Auto Clocked Off
		ON	OFF		
ADMIN	Thursday 25/06/2026	10:52:13	10:52:35		NO
Totals					
AGA	Tuesday 23/06/2026	09:45:03	16:45:03	7 hours	NO
	Wednesday 24/06/2026	09:00:00	17:10:58	8 hours and 10 mins	NO
	Thursday 25/06/2026	12:20:00	20:59:58	8 hours and 39 mins	YES
Totals 23 hours and 49 mins					
MICHAEL	Tuesday 23/06/2026	12:48:22	20:48:22	8 hours	NO
	Wednesday 24/06/2026	10:47:48	20:47:48	9 hours and 59 mins	NO
	Thursday 25/06/2026	10:53:00	17:40:21	6 hours and 47 mins	YES
	Thursday 25/06/2026	12:48:16	12:48:16		NO
Totals 24 hours and 46 mins					
SIMON	Thursday 25/06/2026	10:00:00	14:00:00	4 hours	NO
Totals 4 hours					