

Punching In - Tutorial

If you run into any issues, please notify the Findd representative!

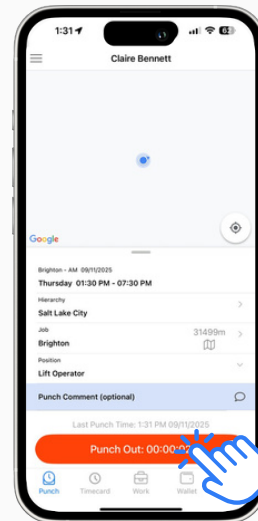
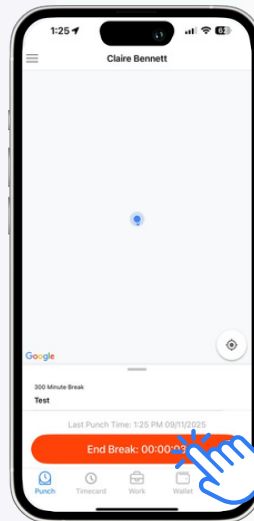
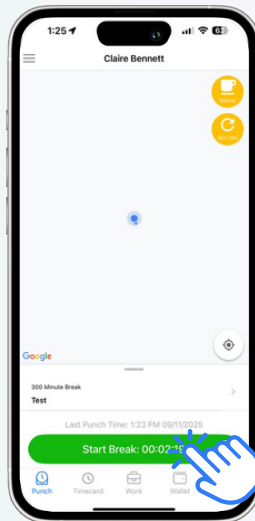
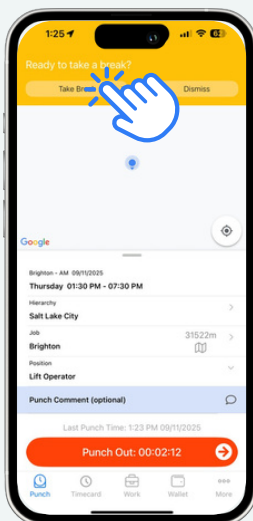
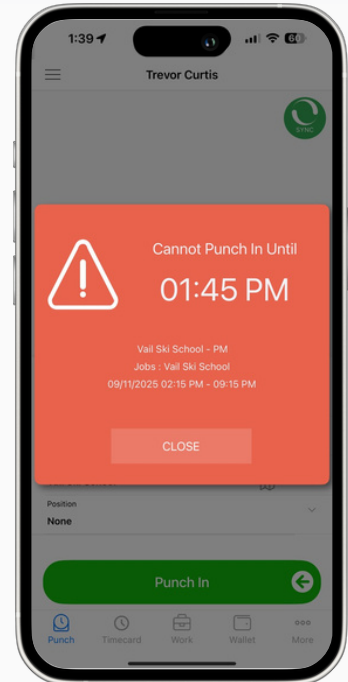
On Call and Call Back

Note: Clinicians will receive an error if they attempt to clock-in more than 30 minutes early. Once they punch out of a shift, they cannot access that shift again. Contact operations if you accidentally punched out.

1. Click the yellow coffee cup icon at the top of the screen.
2. Select "Take a Break".
3. Click the Green "Start Break" button to start your break.
4. Click the Red "End Break" button to end your break and resume your shift

On Call: Click the Green "Punch In" button to start your on-call shift. Click the Red "Punch Out" button to end it.

Call Back: Select the yellow coffee cup icon and choose "Call Back". Click the Green "Start Break" button to start your call back time. Click the Red "End Break" button to end your call back time and resume on-call.



Punching Into Call Back

Punching Out of Call Back