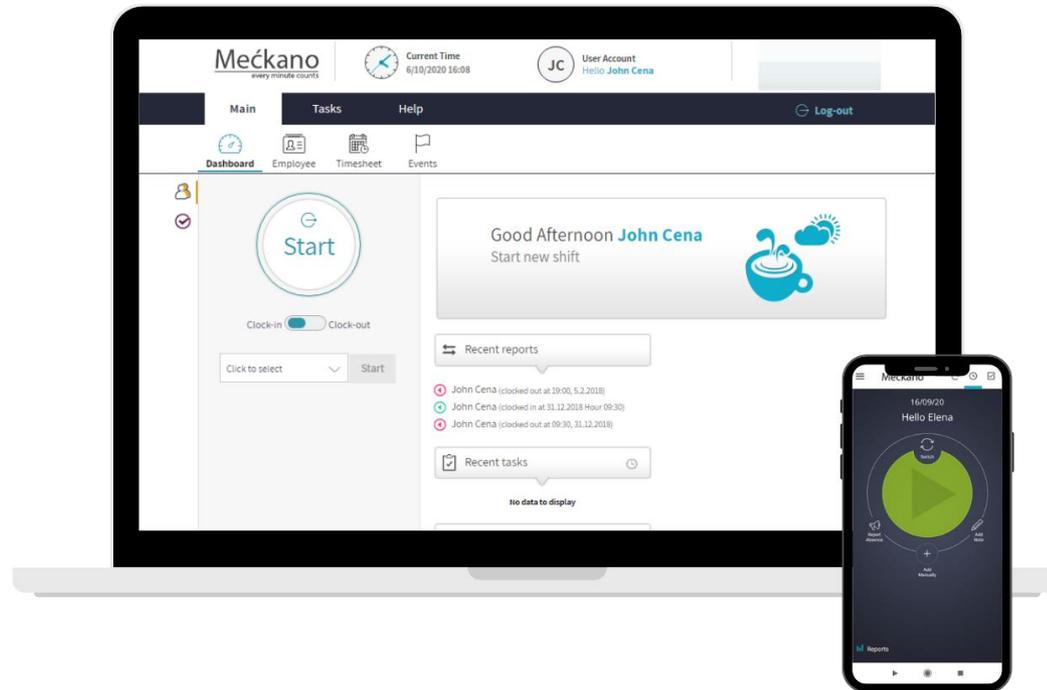# Mećkano

Training for Employees
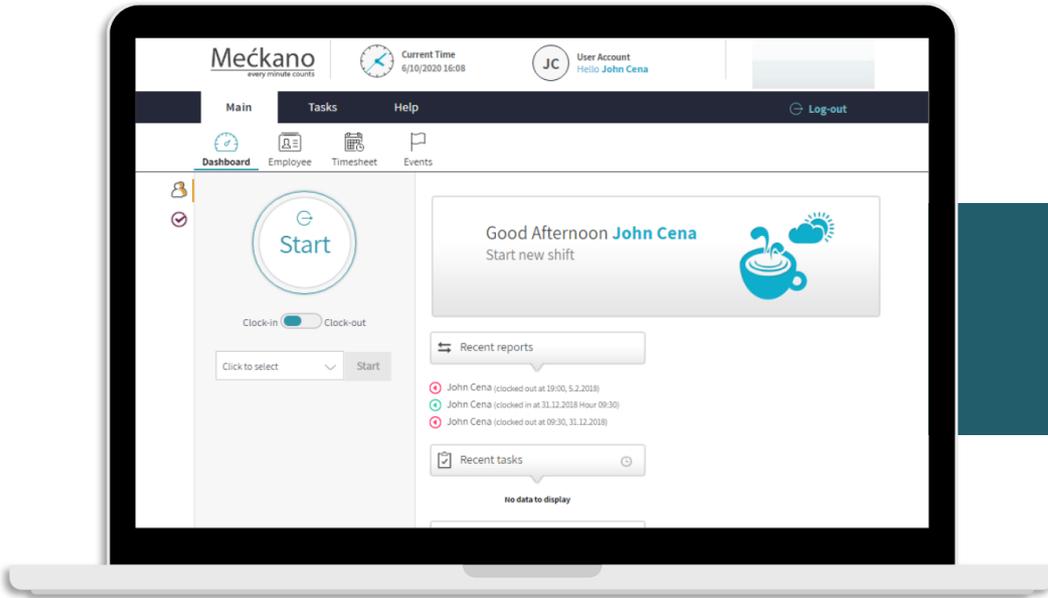
Clocking attendance online

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.

Mećkano

Website

Mećkano

Logging Into the Website and Login Details

Mećkano
every minute counts

Hi, Welcome back!
Log in to Meckano

Username

israelIsraeli@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.
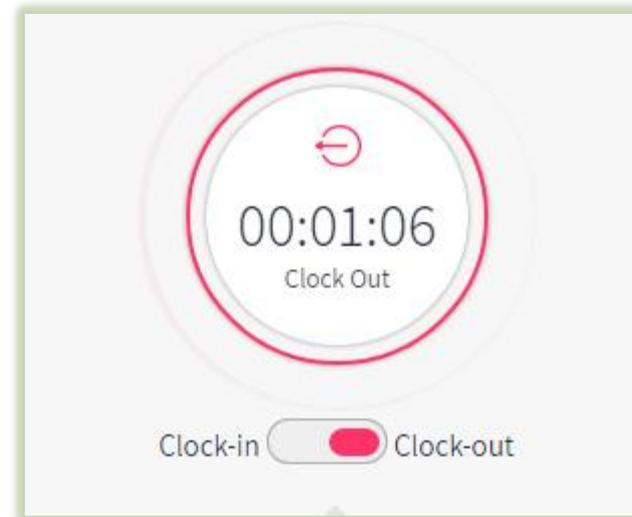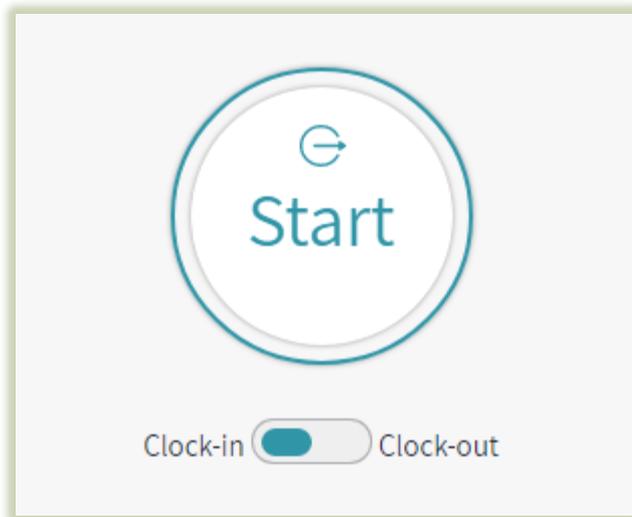**Username (the email the message was sent to) and password**
Click on the enclosed link to go directly to the website and login to the system.

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).

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Reporting Attendance - Clocking In /Out

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The Dashboard - Main

Clock-in/out button to report attendance

Switching the clock in/out button

List of recent reports

List of recent tasks

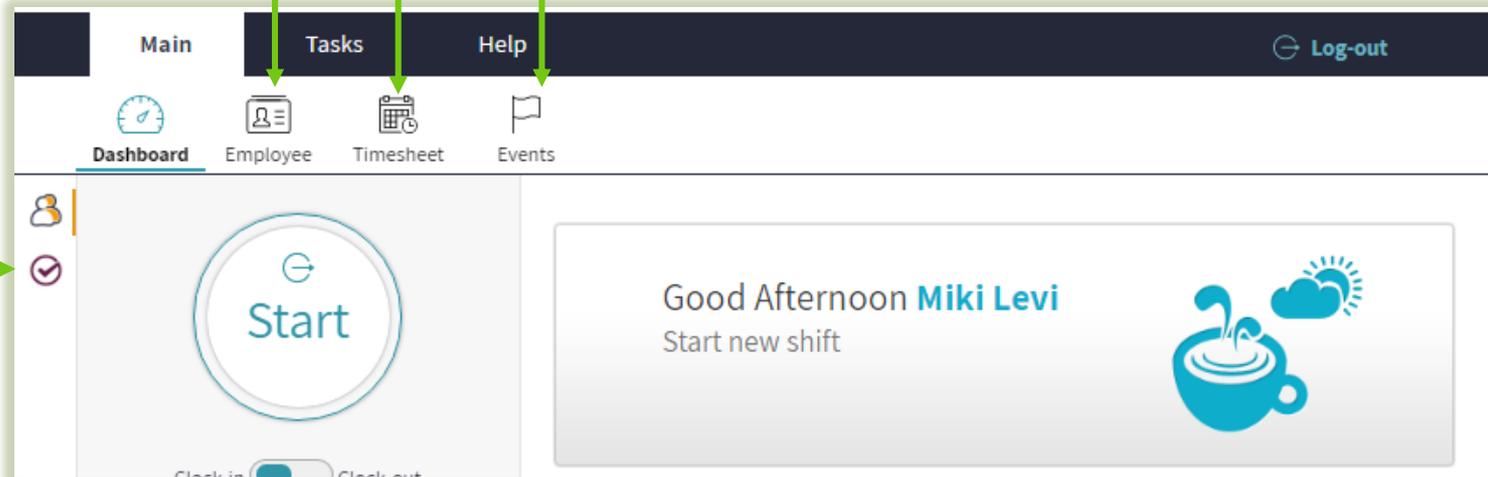Statistics for reported hours

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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

Main   Tasks   Help   Log-out

Dashboard   Employee   Timesheet   Events

Start

Good Afternoon **Miki Levi**
Start new shift

Clock in   Clock out

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Attendance Report

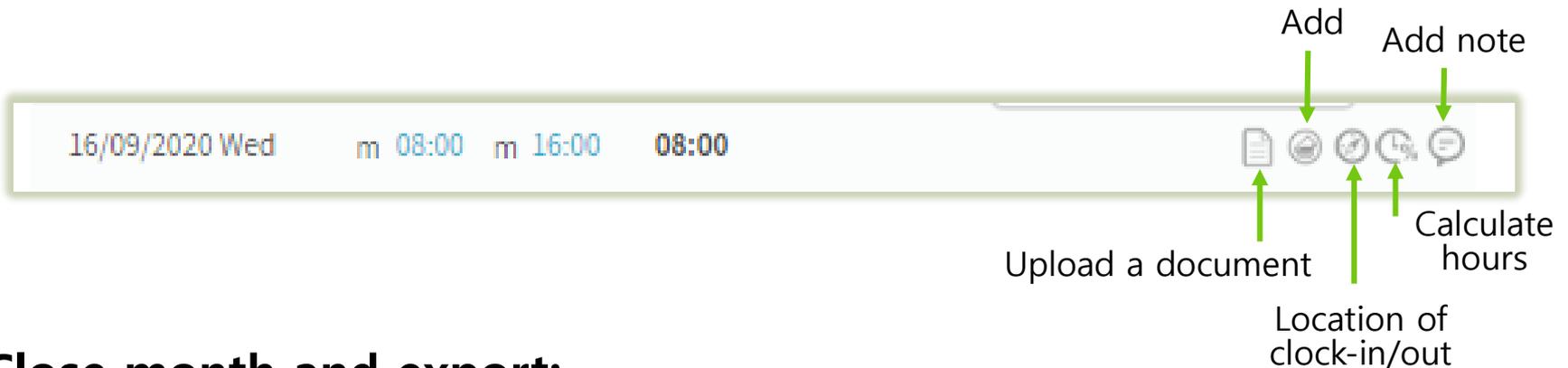Select the report you want to view according to month and year

Refresh the report

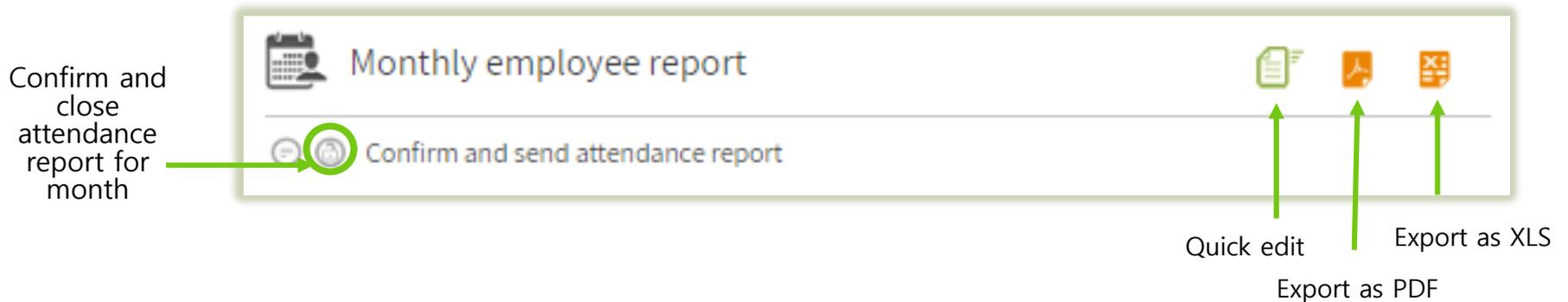Clicking the + sign will open a list of absence events to choose from

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

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Attendance Report

Icons for reporting, editing, and uploading documents:

Add

Add note

16/09/2020 Wed   m 08:00   m 16:00   **08:00**

Upload a document

Calculate hours

Location of clock-in/out

Close month and export:

Monthly employee report

Confirm and send attendance report

Confirm and close attendance report for month

Quick edit

Export as XLS

Export as PDF

Attendance Report - Quick Edit

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.

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The Dashboard - Tasks

You can print the report

Summary of the hours spent on each task

Filter tasks per number or description

Filter tasks per month and year or range of dates

| Main | Tasks | Help | | Log-out |

Summary   Task Report

Start

Clock-in ⬤ Clock-out

Click to select ∨   **Start**

Summary   Print

Filter [   ] 🔍   ☑ Display active tasks only

Month October ▾   2020 ▾   ☐ By Dates   🔄 Refresh

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

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The Dashboard - Tasks

You can print the report

Export the report as an Excel file

Monthly task report

Select report month

To delete the entire task, delete the clock-in and clock-out times and then click V.
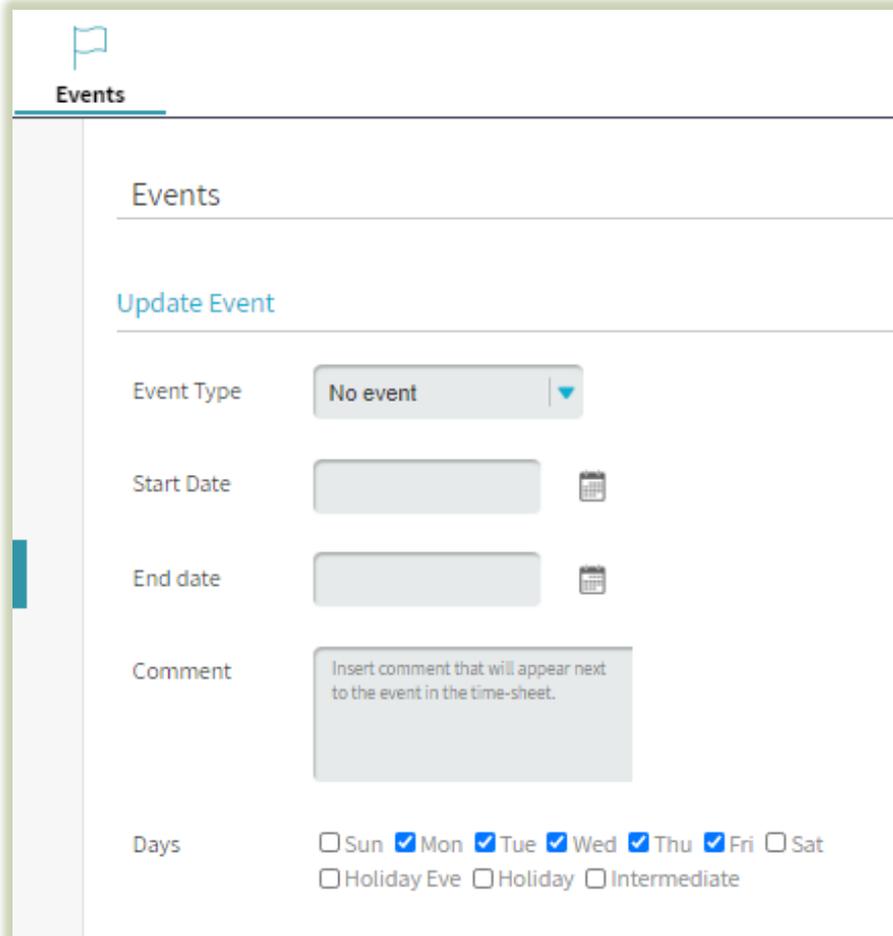
To delete or change a time, click the time and delete on the keyboard and then click V.

Timesheet for that day

Confirm changes

Cancel changes

Attendance Report - Events and Absences

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.

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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

Available on the App Store

ANDROID APP ON Google Play

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