

ADD MANUAL PUNCH

How to add a manual punch for a worker

If a worker has clocked into site through one of our **Access & Attendance** devices like a **Pod** or **Turnstile** but left the site through other means. This will result in the worker showing on the system as still on site, impacting **Roll Call** procedures and preventing them accessing site on their next visit.

Avoid this by adding a **Manual Punch**, clocking the worker off site manually on the MSite system.

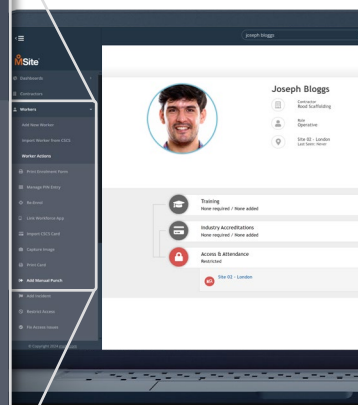
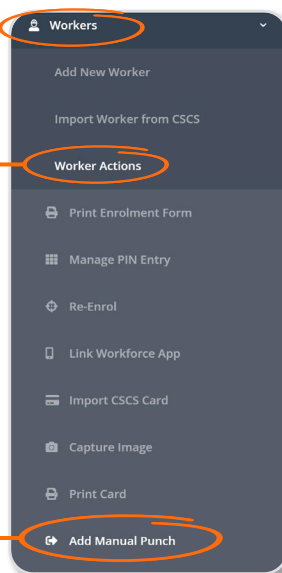
How to add a manual punch on MSite

To manually clock a worker off or onto site follow these steps.

First, search for the worker and open their **profile**.

On the left of the screen in the **MSite toolbar** select:

- **Workers**, then
- **Worker Actions**
- Then, select **Add Manual Punch**



Next, the following box will open.

- Select the **Door Entry** or **Exit** for the relevant site
- Then, select the **Date** and **Time**
- You can add **notes** if needed
- Then, select **Add**

A screenshot of the 'Add Manual Punch' form. The form has a dark header with the title 'Add Manual Punch' and a close button. It contains several input fields: 'Door' (a dropdown menu showing 'Site 02 - London - Mobile Reader OUT'), 'Date' (a date picker showing '01/10/2024'), 'Time' (a time picker showing '15:24:19'), and 'Notes' (a text area). At the bottom right are 'Cancel' and 'Add' buttons.
