

Set Permissions for Regular User IDs (Step 2)

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Assign the appropriate permissions to any regular (non-Clock) User IDs who will be working with the Clock. There are six permissions for working with and reporting on the Clock.

1. Point to **Tools** and select **Manage Users & Permissions**.
2. Choose a *User ID*.
3. Select **User Permissions** from the left menu choices.
4. Scroll down to the *Clock* permissions and select or clear applicable permissions for the user.

Clock	Family/Staff PINs	<input checked="" type="checkbox"/>	Ability to assign, edit, delete Staff and Family PINs
Clock	Manage Group PINs	<input checked="" type="checkbox"/>	Ability to create, edit, delete Group PINs
Clock	Check-In/Out Student	<input checked="" type="checkbox"/>	Ability to check students in or out from the student page
Clock	Generate Attendance	<input checked="" type="checkbox"/>	Generate student attendance records based on criteria
Clock	Failed Signouts	<input checked="" type="checkbox"/>	Ability to view/edit the Failed Signouts Report
Clock	Here Now Report	<input checked="" type="checkbox"/>	Ability to view the list of staff clocked into the Staff Portal/Time Clock

5. Scroll to the *Reports* permissions and set the proper permission for the PIN Report. This controls both the Group PIN Report and the PIN Report.

Reports	Pin Report	<input checked="" type="checkbox"/>	Ability to view active PINs and who are assigned
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6. **Save Changes.**
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