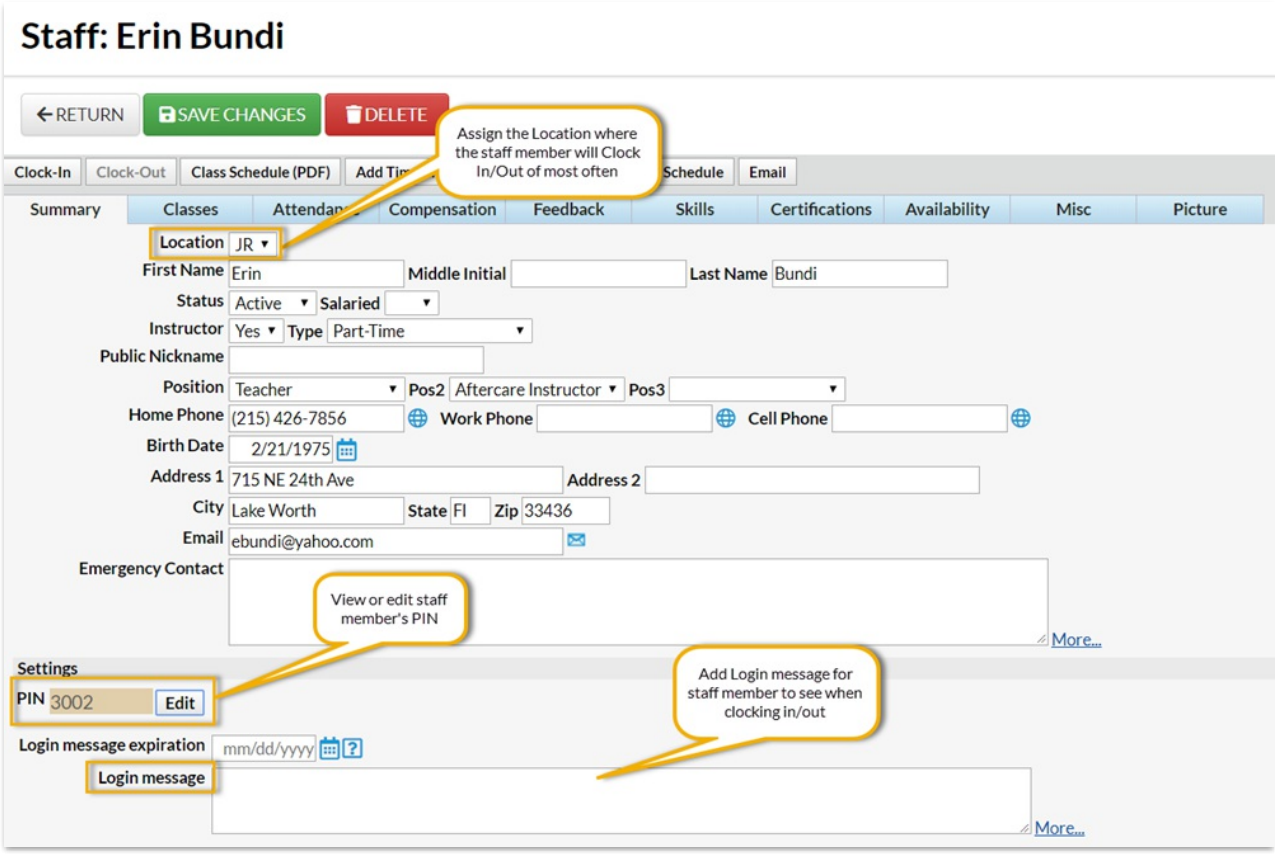
Staff PINs

Last Modified on 06/19/2019 2:40 pm EDT

Staff PINs allow your staff to clock in and out of the facility. Using the same clock as parents and caregivers, the **Clock** is a great way to keep track of which staff are onsite.

The Staff PIN is located on the*Summary* tab of the **staff record** . A PIN can be changed by clicking **Edit** in the *Settings* section. Each staff member should also be assigned a primary location. This is the location where they work most frequently.



Staff can clock in using any launched Clock, not just the one that matches their Location. To change their Location they will simply click the Location name and select a new one if needed.