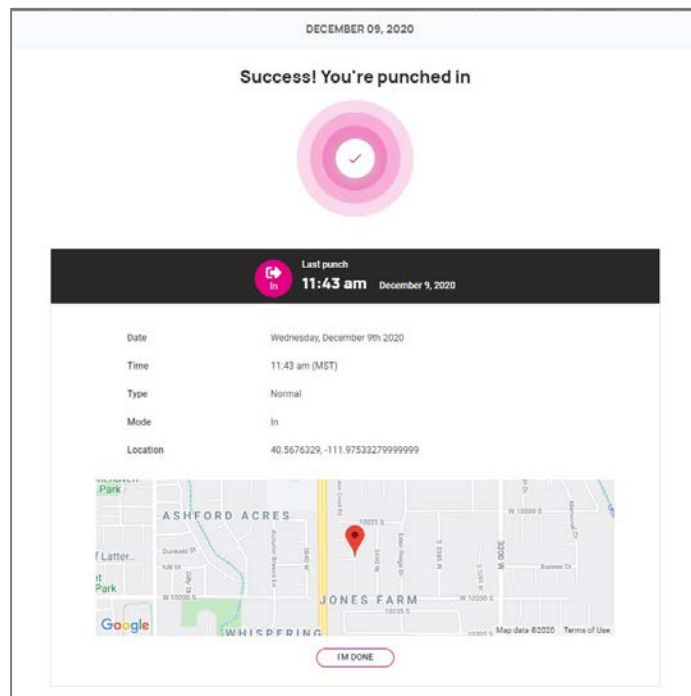# ⦁solved™

Help Docs

Self-Service Punching

Once logged in, you can immediately create a punch by using the pink ⟳ symbol located at the top left corner of the page as seen below. In this menu, a punch can be created using two different methods:

Quick Punch ⚡

If you select quick punch, the system will immediately bring you to a page to create a punch for the current date and time, without the option to add punch notes or any other punch options. Once the page loads click the pink ✚ to create the quick punch. Once the punch is created you will see a punch confirmation on the screen as shown below:

DECEMBER 09, 2020

Success! You're punched in

✓

	Last punch	
In	**11:43 am**	December 9, 2020

Date	Wednesday, December 9th 2020
Time	11:43 am (MST)
Type	Normal
Mode	In
Location	40.5676329, -111.97533279999999

I'M DONE

Detailed Punch ▤

If you select detailed punch, the system will open a creation screen and display the current date and time. Note: the date and time fields are not editable during self-service punching. The punch options available in the detailed punch screen are as follows:

Note: options on this screen may differ based on your company permissions.

    a. **Type**: allows you to specify the punch type for the entry. The options are Normal, Meal, and Break.

    b. **Mode**: allows you to specify if the punch is an IN, OUT, AUTO, or TRANSFER.

        a. IN means you are clocking in and is typically used when you are first in for the day or coming back from a break or meal.

        b. OUT means you are clocking out and is typically used when you are leaving for the day or leaving for your break or meal.

        c. AUTO allows the system to determine

![isolved logo]

      d.   TRANSFER allows you to move from one labor value to another without having to create multiple punches. When using the transfer option isolved will create 2 punches; one clocking you out of your current labor and one clocking you into the labor you transferred to.

   c. **Labor**: If the option to enter labor allocations is enabled, you will select from the allowed labor levels when creating a punch. If no labor is selected, isolved will use your default labor allocation.

   d. **Notes**: If notes are entered, anyone looking at the Time Card will be able to view the details.


Group Punch

The Group Punch feature under the Time menu allows you to filter a specific group of employees, and then create a punch for them at a specific time. Once logged in, you can immediately create a punch by using the pink ↻ symbol located at the top left corner of the page. To create a group punch, select the "Group Punch" option.
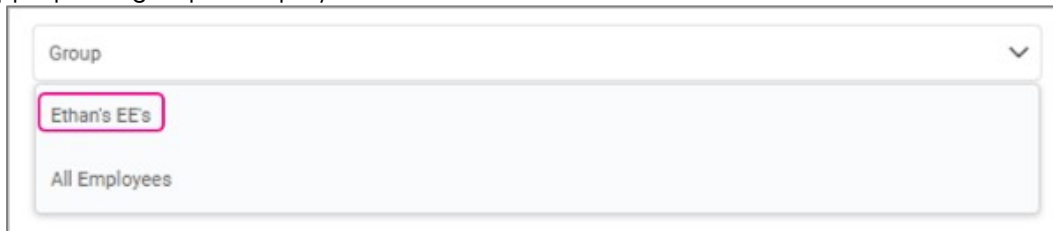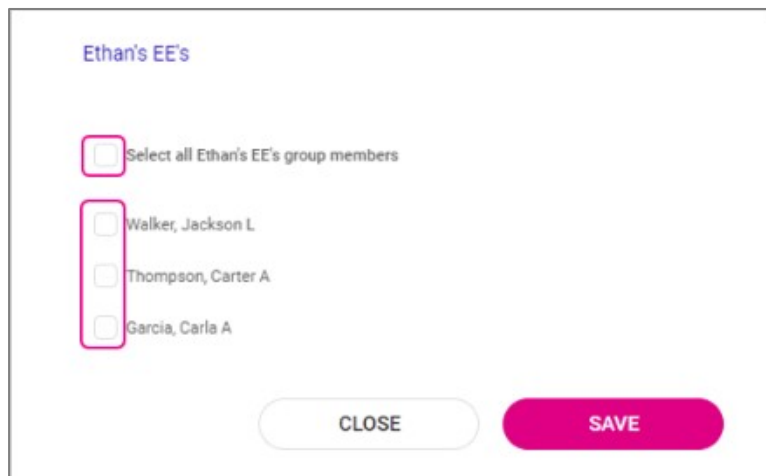
Next, you'll need to select the group of employees you would like to enter a punch for; to do this, select a previously created group from the Group menu:
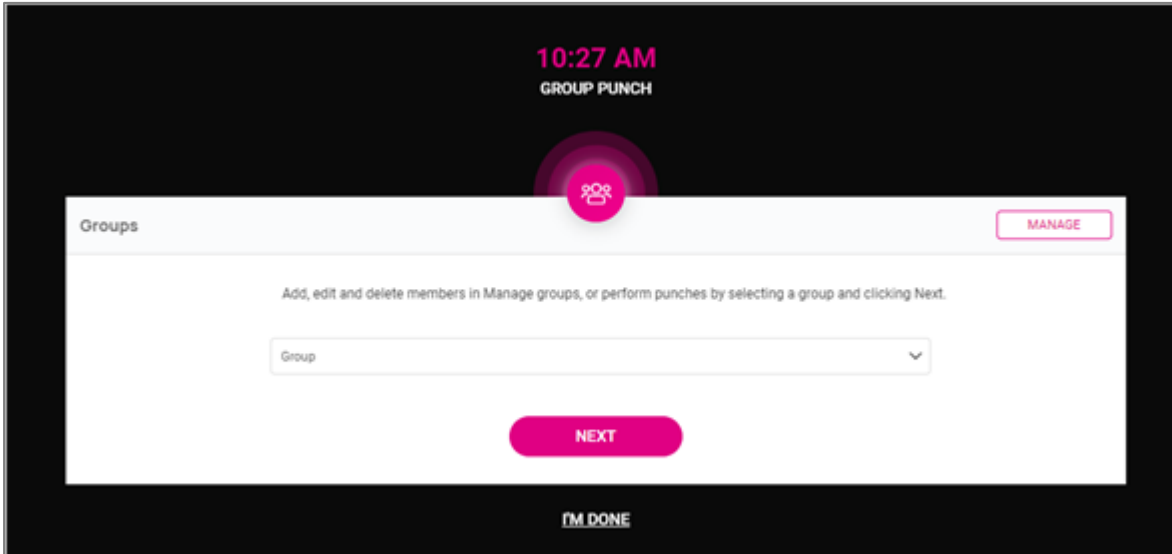
Choose the appropriate group of employees and select **Next**.

The supervisor will now be able to select either all group members or individual employees for the desired punch and select Save.

![isolved logo]

Help Docs

To complete the punch, select and enter in the appropriate **Date**, **Type**, **Time**, and **Labor** values, (Detail Punch) and complete by selecting **Save**.

Manage Groups

The **Group Punch** menu is where the supervisor will also create and manage their employees for group punching. To create or edit a group of employees, select the **Manage** button in the top right-hand corner.

Help Docs

To edit an existing group, select the **Edit** option to the right of the group's name or the supervisor can delete a group if it is no longer needed. To create a group, choose the **Add Group** option.

Groups		
All employees (read-only)	View	
Your Groups		
Ethan's EE's	Edit	Delete

BACK   ADD GROUP

Next, name your group and select Add, select the employees that will comprise the group and finish by choosing the **Save** option.

EATHAN'S 2ND SHIFT

Eathan's 2nd Shift

☐ Select all Eathan's 2nd Shift group members

☐ Walker, Jackson L

☑ Thompson, Carter A

☑ Garcia, Carla A

☐ Ryan, Nathan

☑ Andrews, David

☐ Montalbano, Nicholas

CLOSE   SAVE