

## Log your attendance at work / office / road or venue

Viewing this page, it means you are about to log details for work related information regarding **Logging your attendance at work / office / road or venue.**

The Term **User** refers to **you** or **the person** actually reading or doing the actual instruction.

If the user presses / selects **Option 3) Log your attendance at work / office / road or venue** the following is to occur:

The **Punch Clock** system will log the date and time for the staff member for that specific event in the field of TIME ARRIVED as per function Event Job Sheet

You can only log this once per event per staff member.

The **Punch Clock** system will log the GEO Location of the Staff Member and record this using the Tracking Map. The system will display the users GEO location of the Staff Member at the time they selected this option.

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