



Ready to make your duty calls?

USING CLOCK-IN.COM TO BOOK ON, BOOK OFF, OR MAKE CHECK CALLS

GETTING STARTED

What's Clock-in.com? Clock-in.com is the name of the system you will be using to book on and off your shifts and whilst you are out (if required) to make your security check calls

What do I need to use Clock-in.com? You will need:

- » Access to a telephone (normal or mobile)
- » Your **Clock-in.com telephone number**
- » Your **PIN** (to identify you)
- » Your **SIN** (the details of the site you work on)

Need more help? Speak to your supervisor who will be able to answer any questions you have

USING CLOCK-IN.COM

How do I book on? Call the telephone number you have been given, listen to the message, then follow the instructions:

- » Press **appropriate button**
- » Enter your **SIN** followed by #
- » Enter your **PIN** followed by #
- » Hang up


How do I book off? Call the telephone number you have been given, listen to the message, then follow the instructions:

- » Press **appropriate button**
- » Enter your **SIN** followed by #
- » Enter your **PIN** followed by #
- » Hang up

How do I make a check call? Call the telephone number you have been given, listen to the message, then follow the instructions:

- » Press **appropriate button**
- » Enter your **SIN** followed by #
- » Enter your **PIN** followed by #
- » Hang up

✂ CUT OUT & COMPLETE WITH YOUR DETAILS


CLOCK-IN.COM

Telephone Number:

Name:

PIN: SIN: