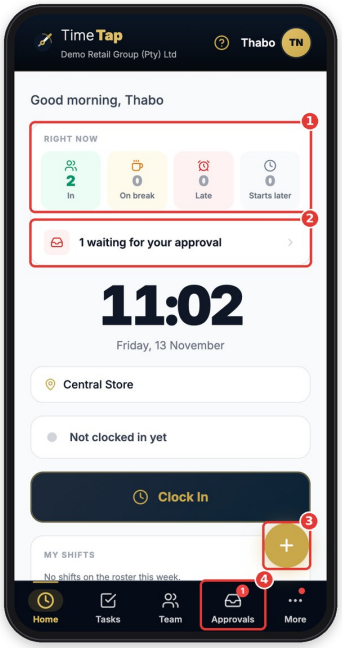
For team leaders: see who is working right now and clock a team member in or out when they cannot.

1. Right now on your Home screen

1. Open the app — team leaders see a **Right now** card at the top of Home.
2. It shows how many of your people are **In**, **On break**, **Late** or **Start later** today.
3. Below it you see how many requests are waiting for your approval. Tap it to open **Approvals**.

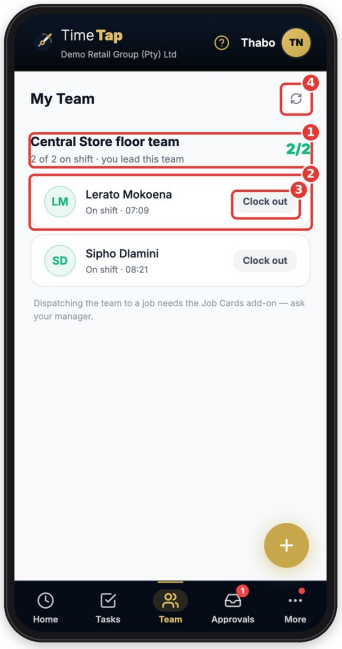


Right now

1. Who is in, on break, late or still to start.
2. Requests waiting for you.
3. Quick-add button.
4. Approvals.

2. Your team

1. Tap **Team** in the bottom menu.
2. You see your team, how many are on shift and when each person clocked in.
3. If someone cannot clock themselves (flat phone, no signal), tap **Clock in** or **Clock out** next to their name. You can add a photo of them as proof.
4. Tap the refresh button to update the list.



My Team

1. Your team and how many are on shift.
2. A team member and when they clocked in.
3. Clock them in or out for them.
4. Refresh.

Important: Only clock someone when they are really there with you. The clocking records your location and any photo you take.

Still stuck? Ask your team leader or HR — they can see what TimeTap shows for you.