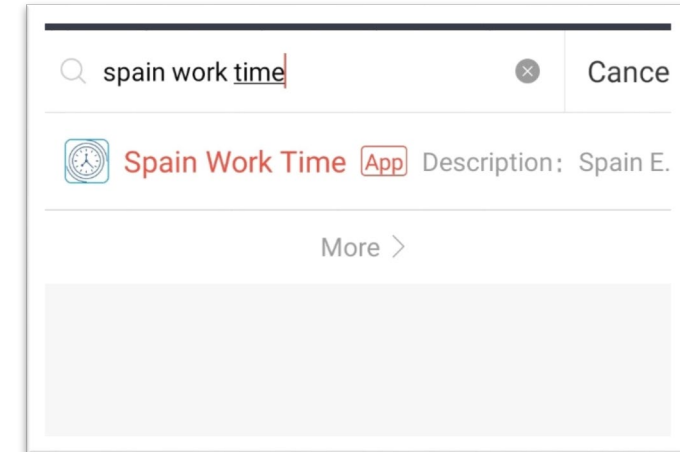


DOWNLOAD APP:

1

Download APP from Welink by any method:

- A) Go to Business -> My Apps -> More
- B) Search for the APP "Spain Time Control"



RECORD YOUR WORK TIME:

2

Register your Work Time **everyday**

Only needs two simple clicks

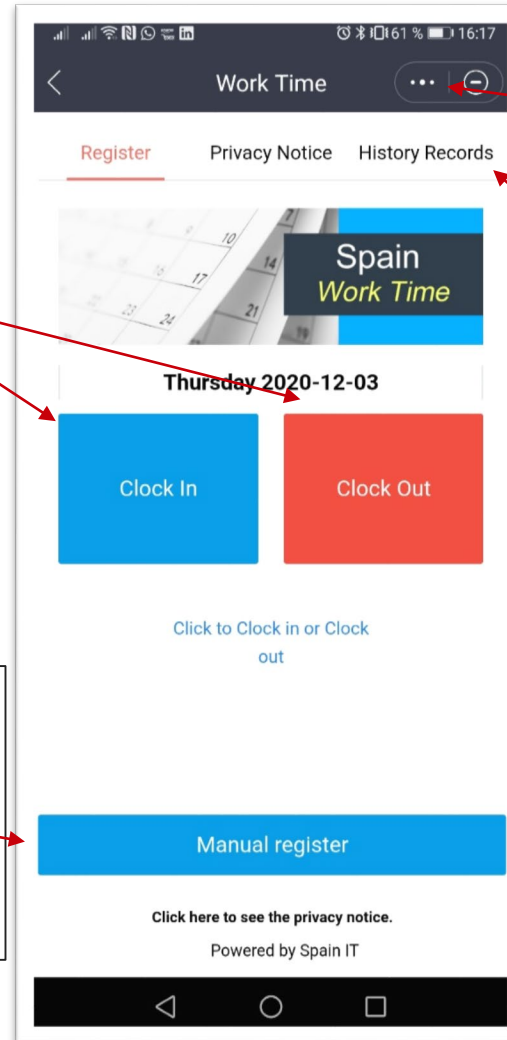
The system will record automatically the exact time you have clicked.

Click on Clock-IN when you start to work

Click on Clock Out when you finish your work time

You can also **Manually input** the exact Time

See slide 3 for details:



Include Spain WorkTime in My Apps

Check your **historical records:**

See slide 4 for details:

RECORD YOUR TIME MANUALLY:

3

Register your Work Time **Manually**

If you prefer the manual method or you forgot to Clock IN/OUT at the exact time.

Click on Clock-IN when you start to work

Click on Clock Out when you finish your work time

You can ONLY record manually on the same day!

Register your **additional** records

Usefull for staffs working on 2 split periods, like D&S staffs during night activity

**You can record manually additional records on the same day
or the day before!**

Manual Register

Clock In 0000-00-00 00:00:00

Clock Out 0000-00-00 00:00:00

Register Additional

Clock In 0000-00-00 00:00:00

Clock Out 0000-00-00 00:00:00

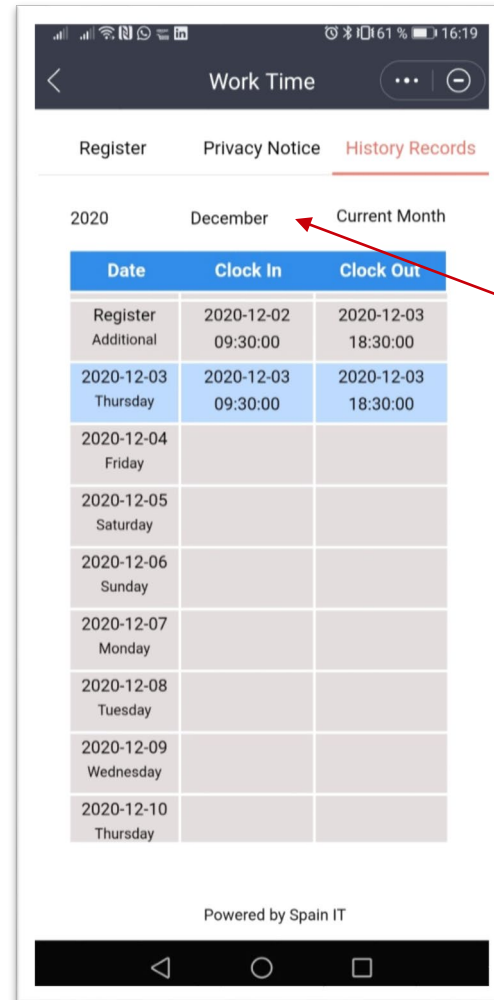
Submit

CHECK YOUR RECORDS:

4

Check all your historical records

All records will be displayed on this screen



Change the search month, year...

From here you can search from any period to review your historical data.