

Time and Attendance for Managers

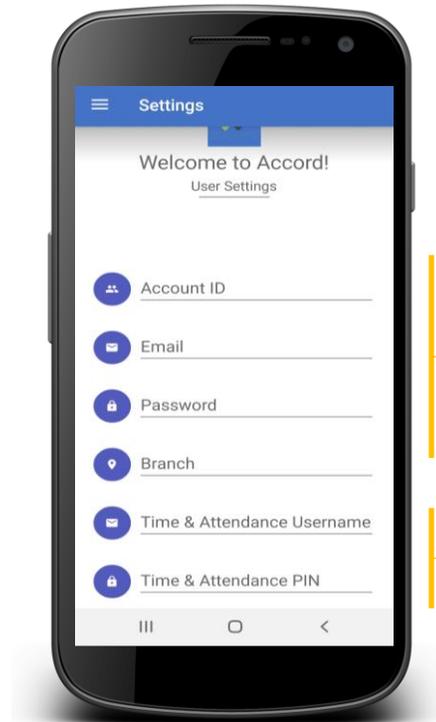


To Download Accord® search: **Accord by Accelerator**



Important to Know

This guide will teach you how field managers can schedule their employees, setup and receive alerts, and view employee work statuses using the Accord® mobile app.



Accord requires you to validate your credentials & set up your company information

Enter your Account ID, email and password, received from the Accelerator Support team. Branch is optional

Only if you are using Mobile Punching, enter your employee assigned Time & Attendance Username and PIN

Contact: support@acceleratorcc.com for your credentials

Schedule Employees

Employees can be scheduled for Locations, Days, Times.
Notifications can be setup to alert managers of staffing issues.

Login to Accelerator: <https://ccloudlogin.com/>

Select: Resource Management: Schedules from the Menu

Click on the New Schedules Button

The screenshot displays the Accelerator web application interface. At the top, the navigation menu includes 'Invoicing', 'Resource Management', and 'Reports'. The 'Resource Management' dropdown menu is open, showing options: 'Employees', 'SubContractors', 'Crew', 'Schedules', 'Shifts', 'Time & Attendance', and 'Reports'. Below the menu, the 'Schedules' page is visible, featuring a search bar labeled 'Quick Find', a 'New Schedules' button with a plus icon, and a 'Report' dropdown menu. The page content includes the heading 'Schedules' and the text 'This is a list of schedules.'

Schedule Employees Subcontractor or Crew

Select your employee/location/time and days

Assign Type (You can assign Employees, Subs, or Crews)

Lookup and Add the Employee/Sub/or Crew member

Lookup and Select the Location

Add Times and Days of the Week

Schedule

These are the fields of the schedules record that can be edited.

Assign Type	Employee ▼
Employee Name	John Little 
Service Location	Tech Ventures 
Start Time	05:00 PM ▼
End Time	11:00 PM ▼
Days Of Week	<input type="checkbox"/> Sunday <input checked="" type="checkbox"/> Monday <input checked="" type="checkbox"/> Tuesday <input checked="" type="checkbox"/> Wednesday <input checked="" type="checkbox"/> Thursday <input checked="" type="checkbox"/> Friday <input type="checkbox"/> Saturday

Add Notifications When Scheduling

Select the notification Type needed

Send Alert for No Show: Sends email to employee selected (Employee Name) when employee scheduled does not punch in after scheduled time

Send Alerts for when Employee Punches In: Sends email alert when scheduled employee punches in

Send Out Geofence Zone Alert: Sends email alert when scheduled employee punches (using Accord) away from the scheduled location

Notifications

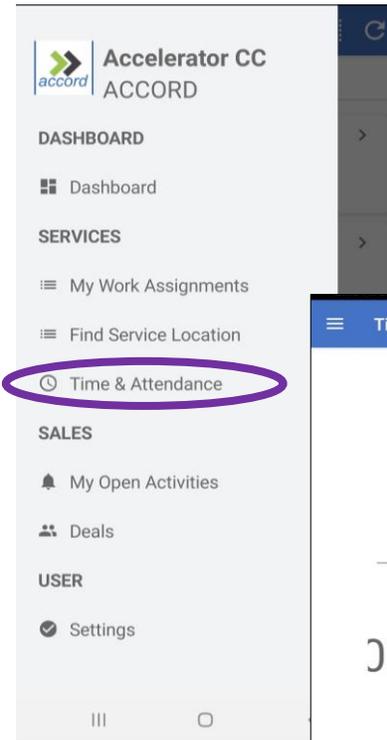
	<input checked="" type="checkbox"/> Send Alert for No Show
Alert Minutes	15 ▾
	<input type="checkbox"/> Send Alerts for when Employee Punches In
	<input checked="" type="checkbox"/> Send Out Geofence Zone Alert
Employee Name	Clarity 

OK

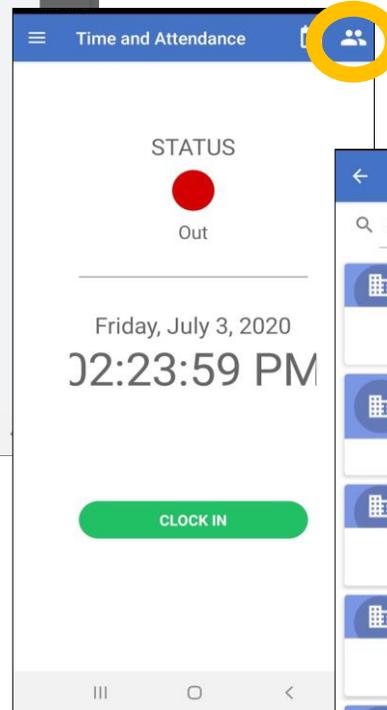
Delete

Cancel

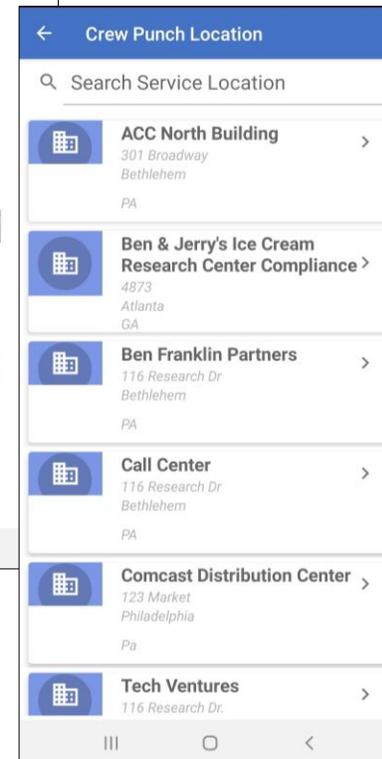
Check Employees On-Site Status Using Accord



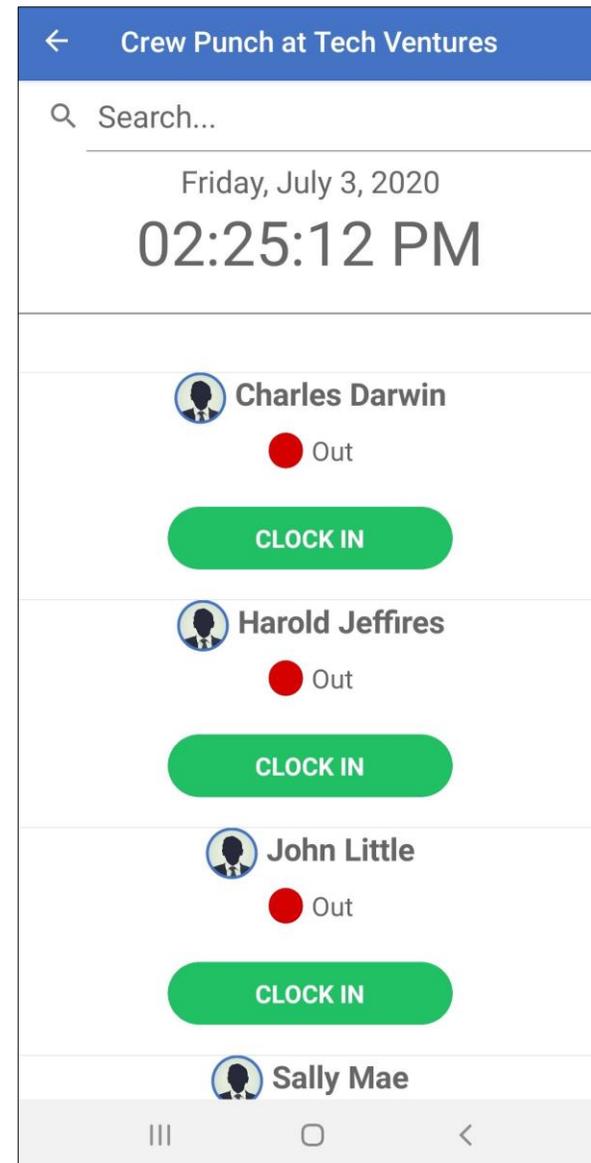
Select Time & Attendance



Tab People Icon



Select Location



Support

Contact us for any questions or training requests

support@acceleratorcc.com

484.692.6330



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