

# Goals and Objectives

## ***Goals of this course***

- a. To make the employee aware of the functionality of the Clockwise Time and Attendance system.
- b. To improve the employee's knowledge of the various tools provided within Clockwise and, thus, make their use of this personal management application more efficient.

## ***Objectives of this course***

After attending this course the user will be able to:

1. Access Clockwise and Clocking applications
2. navigate through menus and screens
3. reset their password
4. record clocking's via computer
5. understand use of icons
6. view their personnel details
7. view their history details