

**BIOSITE**

**ASSA ABLOY**

# Manually Clock Users In & Out - Portal

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QSG.92.1.P.N

0121 374 2939 (Option 1)  
[support@biositesystems.com](mailto:support@biositesystems.com)

# Manually Clock Users In & Out - Portal

Login

Login to the portal

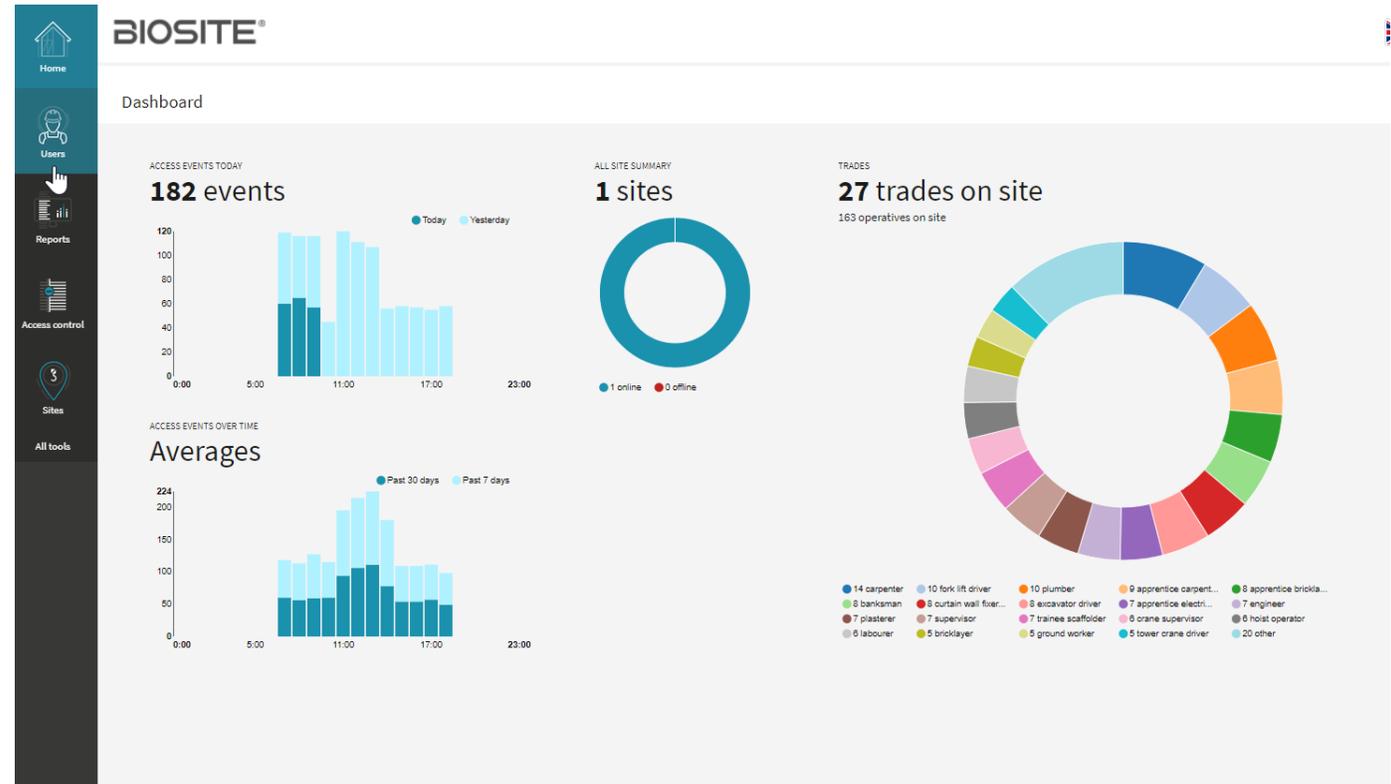


The screenshot displays the BIOSITE login portal. The background features a blue-tinted image of a construction site with cranes and building structures. The BIOSITE logo is positioned in the top right corner. Below the logo, the text 'Login' is displayed. The login form includes a 'Username' field with the text 'demo@biositesystems.com' and a 'Password' field with masked characters. There are 'Login' and 'Forgot password' buttons. At the bottom right, there is a language selection dropdown showing 'English (UK)' and a footer with 'Biosite privacy policy' and 'Biosite Portal 8.139.0'. On the left side of the image, there is a vertical black bar with social media icons for Twitter, LinkedIn, and Facebook, and the text 'Where technology meets construction'.

# Manually Clock Users In & Out - Portal

Users

Select **Users** from the side menu

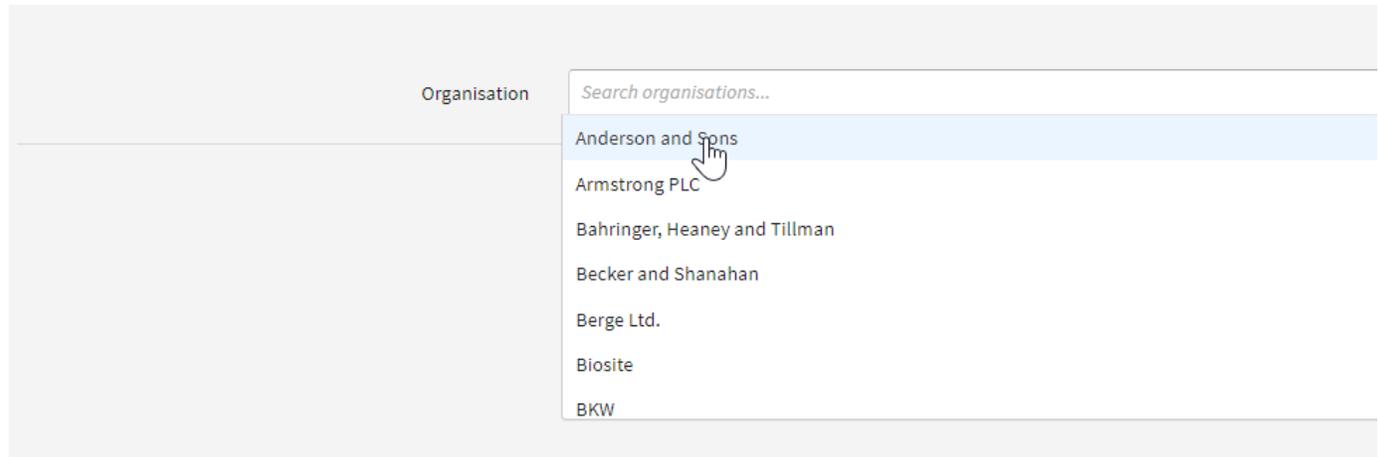


# Manually Clock Users In & Out - Portal

Organisation

Select the **Organisation** the operative you want to move belongs to.

Select organisation



The screenshot shows a web interface for selecting an organisation. It features a search bar with the placeholder text "Search organisations...". Below the search bar, a dropdown menu is open, displaying a list of organisations. The first option, "Anderson and Sons", is highlighted in blue and has a mouse cursor hovering over it. The other options listed are "Armstrong PLC", "Bahringer, Heaney and Tillman", "Becker and Shanahan", "Berge Ltd.", "Biosite", and "BKW".

Organisation
Anderson and Sons
Armstrong PLC
Bahringer, Heaney and Tillman
Becker and Shanahan
Berge Ltd.
Biosite
BKW

# Manually Clock Users In & Out - Portal

Operative

Click the **Operative** you want to manually clock in or out.

The operative must be registered to site before an access event can be added.

Operatives

List of operatives for Anderson and Sons

Anderson and Sons x Search Try typing a name, email or username... Q

NAME ▲	INDUCTION COMPLETE ▲▼
<a href="#">Abigail Simpson</a>	<div><div style="width: 25%;"></div></div> 25% ▼
<a href="#">Abigail Spencer</a>	<div><div style="width: 50%;"></div></div> 50% ▼

# Manually Clock Users In & Out - Portal

## Manually Move users

The photo of the operative will display together with their recent access events.

Click **Add new access event**

**It is not possible to remove or change an event once added**

The screenshot shows a user profile for Abigail Jackson with a photo and a list of recent access events. A dark sidebar on the right contains a blue button labeled 'Add new access event'. The interface includes a notice about active development and a table of events with columns for Time, Site, and Event.

This page is under active development and may change in future releases.

All access event times are in the timezone of the site that the access events occurred on.

Recent events as of Mon, 13 Jun 2022, 08:12 [Refresh](#)

TIME	SITE	EVENT
13 Jun 2022, 08:12	Lancaster House	Entered Main Site <a href="#">Manual move</a>
11 Jun 2022, 16:05	Meridan Apartment Complex	Left site
11 Jun 2022, 13:37	Meridan Apartment Complex	Entered Main Site
11 Jun 2022, 12:12	Meridan Apartment Complex	Left site

**Abigail Jackson** [Edit account](#)  
Bahringer, Heaney and Tillman

**Add new access event**

# Manually Clock Users In & Out - Portal

Manually Move users

Select the site you are adding the access event to.

Manually add access event

 **Manually added events are permanent.**  
It is not possible to remove or change an event once added.

Site

Select site...

Lancaster House

Meridan Apartment Complex

# Manually Clock Users In & Out - Portal

Manually move users

Select the **From zone**,  
**To zone** and the event  
time – *this should be given in  
the sites local time.*

Click **Save**

Manually add access event

**⚠ Manually added events are permanent.**  
It is not possible to remove or change an event once added.

Site

From zone

To zone

Event time

This event time should be given in the site's local time.

**Save**

Cancel

# Manually Clock Users In & Out - Portal

Access Events

Recent events as of Mon, 13 Jun 2022, 09:26 [Refresh](#)

The access event will now display in the list.

TIME 	SITE 	EVENT 
13 Jun 2022, 09:13	Lancaster House	Entered Main Site <input type="button" value="Manual move"/>

# Support

Biosite provide user support from 7.00am – 6.00pm Monday to Friday (exc. Public holidays)

Should you need help please contact our support team

0121 374 2939 (Option 1)  
support@biositesystems.com

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