TimeDock activity tracking

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An activity is a way of categorising the **_type of work_** to be done. For example a carpenter may select from a choice of activity codes such as *DIGGING*, *PLANNING* or *CONSTRUCTING*, or any code as entered by the account administrator.

Setting up activity codes

Refer to TIMEDOCK: Setting up Activities.

Assign code to employee time

Using an activity is simple. Upon clocking an employee in, a list of available activities will display (if any) that will allow you to select which activity (if any) the employee is doing.

Switch activities during shift

To change what kind of activity an employee is performing:

1. Open the *TIMEDOCK* app on your device
2. Navigate to the employees screen by clicking the icon of the person at the bottom-right of the screen
3. Swipe left on the employee (with your finger, drag on the employee from right to left) to open a list of available activity codes
4. Select the new activity code, or select "No activity code"