

# Time Capture System | *Sistema de Captura de Tiempo*

**Step 1:** Click the link below to access the Time Capture Application | *Seleccione el siguiente enlace para acceder a la Aplicación de Captura de Tiempo*

<https://appweb.fwisd.org/TimeCapture/>

**Step 2:** Log in on any device connected to the FWISD network. **Note:** The system can be accessed from a device connected to the District's wifi, **FWISD-GUEST**. | *Inicie sesión en cualquier dispositivo conectado a la red FWISD. **Nota:** Se puede acceder al sistema desde un dispositivo conectado a la red wi-fi del Distrito, **FWISD-GUEST**.*

User name | *usuario:* **Same as email username** | *el mismo para acceder a su correo electrónico*

Password | *contraseña:* **Same as email password** | *la misma contraseña de su correo electrónico*



Please log in

Remember me?



**Step 3:** Click the Clock In button. | *Seleccione el botón "Clock in"*

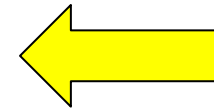
View on computer and Mobile Device | *Ver en la computadora o dispositivo móvil*



## Clock In

**Location** 508 - Payroll

The form contains a dropdown menu for "Location" with "508 - Payroll" selected. Below the dropdown are two buttons: a blue "Clock In" button with a clock icon and a white "Cancel" button with a prohibition sign icon.


After clocking in the screen will display last Clock In/Out entry. | Después de su selección, la pantalla mostrara su última entrada/salida


# Clock In/Out

## Last Clock In/Out

**Location:** 508 - Payroll

**Clock In/Out:** 12/15/2021 10:54:15 AM – N/A (00:01:19)

 Clock Out

 Clock In

## Step 4: Log out



The screenshot shows the bottom navigation bar and user profile area. The navigation bar is split into two colors: teal on top and brown on the bottom. On the teal background, the Fort Worth Independent School District logo is on the left, and the user name 'Doe, Jane' with a dropdown arrow is on the right. On the brown background, there are three items: 'Clock In/Out' with a clock icon, 'Entries' with a list icon, and 'Log Out' with a door icon.

**Step 5:** To clock out, repeat log in steps. Once in, click the Clock Out button. | *Para marcar su salida, repita los pasos para entrar al sistema y seleccione el botón "Clock Out"*

The screenshot shows the user interface for the Fort Worth Independent School District's clock system. At the top, there is a teal header with the district logo on the left and a user profile dropdown menu on the right showing "Doe. Jane". Below the header is a navigation bar with "Clock In/Out" and "Entries" options. The main content area is titled "Clock In/Out" and displays the user's "Last Clock In/Out" information: "Location: 508 - Payroll" and "Clock In/Out: 12/15/2021 10:54:15 AM - N/A (00:08:05)". A prominent blue button labeled "Clock Out" is highlighted with a yellow arrow pointing to it from the right. Below this button is a smaller red button labeled "Clock In". At the bottom of the page, a dark grey footer contains the text "Copyright © 2021 Fort Worth ISD. All rights reserved."

Display will return to the clock in screen | *La pantalla regresara a la página para mostrar su entrada/salida*

To review your times, use the Entries button. | *Para revisar sus registros, utilice el botón "Entries"*



Clock in times will display | *Sus registros se mostraran*

## Entries

Location	Clock In	Clock Out	Duration
508 - Payroll	12/15/2021 10:54:15 AM	12/15/2021 11:04:05 AM	0.16
508 - Payroll	12/15/2021 10:30:13 AM	12/15/2021 10:48:28 AM	0.30

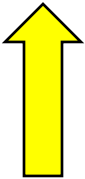
To create a hard copy of punches, use the Export button | *Para imprimir la información, utilice el botón "Export"*

## Entries

Location	Clock In	Clock Out	Duration
508 - Payroll	12/15/2021 10:54:15 AM	12/15/2021 11:04:05 AM	0.16
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↓ Export



Select the week from the drop down and click export. | *En la lista desplegable, seleccione la semana.*

A screenshot of a dialog box titled 'Export Entries' with a close button (X) in the top right corner. The dialog asks 'What week do you want to print?' and features a dropdown menu with the selected option 'Week 3 (12/11/2021 - 12/18/2021)'. At the bottom, there are two buttons: 'Close' and 'Export' (with a download icon). The background shows a blurred view of the 'Entries' table with the first two rows visible.

Export Entries

What week do you want to print?

Week 3 (12/11/2021 - 12/18/2021)

Close Export

Clock In

12/15/2021 10:54:15 AM 12/15/2021 11:04:05 AM

Weekly Time Report will be generated for you to print, sign and deliver to your timekeeper. | *El reporte semanal de tiempo será generado para que usted lo imprima, lo firme y lo entregue a su encargado de nómina.*

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## Weekly Time Report

### Fort Worth Independent School District

Doe, Jane

Employee's Name

508 - Payroll

Campus or Department

123456

Employee ID Number

(3) 12/11/2021 – 12/18/2021

Week Beginning and Ending

Date	In	Out	Duration
Wednesday, December 15, 2021	10:30:13 AM	10:48:28 AM	0.30
Wednesday, December 15, 2021	10:54:15 AM	11:04:05 AM	0.16

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Employee's Signature

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Date

**Step 6:** Log out. | *Cierre Sesión.*