**What is shifts?**

* Hello, I’m Artemijs, 1st Line IT Support engineer.
* We have found an app that could potentially do what you are looking for.
* An app used to track hours of members in a Team.
* Used to create, edit, and share schedules with the Team.
* It is a free app which comes with an Office 365 license (E2 and E3 licenses included).
* The app is free, and it doesn’t require any external downloads or external accounts.
* The app doesn’t need any kind of admin privileges or anything along those lines to set up.

**Setting Up**

* Add the Microsoft shifts extension. (I would recommend pinging “Shifts” on the sidebar.
* Create a new team or use an existing one which has everyone in the bureau that needs to sign in/out.
* Open shifts, click the 3 lines on the top left and then click “New Schedule”, then select the team you have just created.
* You should have 1 group with yourself in it. To add people to the group, click “Add people” on the right. From there you can add people who are in the current Team.
* You can rename the group as well. To set up the clock in/out function just click “Clock In” on the top right.
* This should bring up a short instruction window on how to set this up. Now everyone in the group can sign in and out.
* To set up location and or to change it, go to settings on the top, then at the bottom click on “Change Settings”, there you can enter the coordinates of the bureau. This can be found using google maps.

**Features**

* Create, edit, and manage Schedules. Each “Team” can have its own Schedule.
* Groups. Within a schedule, you can create and manage Groups. For example, you can have an “Advisers” Group…
* You can add individual shifts to members by creating or copying an existing shift.
* Can add daily notes.
* The main feature, Time clock. You and your team members can clock In and out. There is also a feature to clock the start and end of your breaks.
* Can put up “Open Shifts” which are basically shifts that are available to be taken by your team. The team will have to submit a request to take up an Open Shifts which will have to be approved by the team leader.
* Share. Once you have finished creating/editing a schedule, you are able to share it. This will update the schedule for everyone in the team.
* Phone clock In, if you have Teams on your phone, you can clock in/out using that.
* GPS. There is a GPS feature, you can set an office location per Team, when the team clocks in using a phone, the location information will be displayed on the spread sheet either as True or False.
* Can export and edit a time sheet in Excel.
* Users can sign in/out without having a shift.
* On the exported time sheet, you can see the total hours worked by people and length of break taken.
* Talk about getting time off.

**Pros**

* No external downloads are needed.
* No external accounts are required.
* Simple Compared to other apps out there.

**Cons**

* The GPS Clock in function can only be used on a mobile device, Microsoft teams must also be downloaded on that phone.
* The location GPS tracking is not very precise. On the spreadsheet this will be displayed as True/False. There are also issues with it not picking up the location properly via phone. I recommend to not use GPS tracking at all.
* Once a schedule has been made for a Team, it cannot be removed. The only way to get rid of it is by removing the Team and making a new Team.
* The location setting is set for the whole team. If need to know the time spent working at home and time spent working in the office separately you will need to create 2 separate teams for this.
* Very easy to forget to clock out/in.
* **DON’T USE THIS APP FOR ANY KIND OF PAYROLL INFORMATION, AS IT MAY BE INNACCURATE.**

**Recommendations**

* I strongly recommend staying away from the GPS tracking function as it may be inaccurate.
* **I suggest that you make a separate team with its own schedule for home working and for Office working. This way you can have 2 separate exported spreadsheets with everyone’s hours.**

**My APP**

* **We currently have something in development, more of a concept/idea I wouldn’t call it an app at it’s current stage. That could potentially do what you are looking for.**
* **This App would be on Teams and it won’t require any external downloads/accounts.**
* **It will come free with an E2 or E3 licenses.**
* **If this is the route we decide to go down, it can take around 6 months and I am currently unable to give you any exact deadlines. This is because we need time to do proper full testing and documentation for the app.**
* **The app we develop should also not be used for any kind of Payroll data.**