# Clocking in with TimeDock web portal

*Last updated - Jun 02, 2020 at 2:55PM*

> **Note:** Only account users can log in to make a manual entry. Mobile app users do not have access to the web portal.

**Adding a missed in/out**

To add a missed in or out transaction simply click New In/Out on the left-hand-side actions menu of the raw data screen and fill in the manual entry form that appears.

**Adding a block of time**

To add a completely new block of time simply make a manual entry for the In (start of work) transaction and another for the Out (end of work) transaction.

**Managing time-sheets**

Click here to learn how to reviewing and managing your timesheets.