

# How to configure the clock-in time



It can restrict trainees' **joining time for check-ins**, and also restrict trainees' **actual available check-in time**.

## I. Joining deadline

**Function:** Restrict the time for trainees to join the check-in. After the deadline, they can no longer enter/purchase the check-in.

**Example:** If the check-in activity starts in October and recruitment is carried out one month in advance, set the joining deadline as September 30 and the start time of the check-in activity as October 1.

## II. Check-in time

Currently, there are two ways to set the check-in time: 1. Fixed start and end times; 2. Fixed number of days.

### 1. Fixed start and end times

**Function:** Suitable for check-ins with a unified progress. There is a fixed time cycle, and all trainees are restricted by this check-in time range.

**Example:** Activities with limited time, such as the reading plan in January or the daily early rising plan in 2025.

## 2. Fixed number of days

**Function:** Suitable for the check-in mode of learning at one's own pace. The specific check-in times of trainees may vary, but the number of check-in days is the same.

**Example:** To attract traffic, a civil service exam training institution regularly publishes an [Manual adjustment required] (Essay writing question for civil service exams) every week. Each participating trainee has only one chance to get the essay [Manual adjustment required] (Correction) within a week. The institution introduces a new batch of trainees every week and provides each trainee with 7 days for check-ins, which can achieve the business without repeatedly creating check-ins.

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