

Performing check-in / check-out

- Marking the beginning of the work day
- Marking the end of the work day
- Marking the beginning of the break during work time
- Marking the end of break during work time

Marking the beginning of the work day

Perform check-in to mark the beginning of the working day

2024.07.16

04:23:09

YOUR CURRENT STATUS: **CHECKED OUT**

THIS DAY: **REGULAR SHIFT** 15:00:00-18:00:00

CHECK-IN

PAUSE START

CHECK-OUT : 2024-06-27 07:22:14

PAUSE-STOP : 2024-05-31 07:51:39

- The status will change to "Checked in".

2024.07.16

04:27:05

YOUR CURRENT STATUS: **CHECKED IN**

- If the system records being late (checking in after the start of the working day according to the schedule specified in the profile), it will ask for the reason for the delay — a comment. Enter a comment in the input field and press "Ok". If You won't fill Commentary input and press "Cancel", ***Check-in won't be recorded to the system.***

YOUR CURRENT STATUS: **CHECKED OUT**

Action manager

Starting office hours

You MUST specify the reason being late!

Your comment here

OK

Cancel

- If you click "Ok" when the comment is not entered (while you are late), the system will show a notification to fill in the comment.
- In the comment field, you should briefly enter a specific and truthful reason for the lateness, and this information will be submitted to the manager.

Comment is empty

Comment MUST be filled!

OK

Marking the end of the work day

Perform check-out to mark the end of the working day

2024.07.16

05:48:56

YOUR CURRENT STATUS: **CHECKED IN**

THIS DAY: **REGULAR SHIFT** 04:00:00-18:00:00

CHECK-OUT

PAUSE START

CHECK-IN : 2024-07-16 05:48:40

PAUSE-STOP : 2024-05-31 07:51:39

- The status will change to "Checked out".

2024.07.16

05:52:32

YOUR CURRENT STATUS: **CHECKED OUT**

- If check-out is performed before the end of the working day specified in the schedule, the system will record early leave and request a comment. You need to enter a comment and press "?k".

Action manager

Ending office hours

You MUST specify the reason of early-leave!

Your comment here

OK

Cancel

- The status will change to “Checked out”, and an early leave mark will be added to Action History.

2024.07.16

05:52:32

YOUR CURRENT STATUS: **CHECKED OUT**

Date	Time	Expected	Action	Comment	Mark
2024-07-16	06:11:07	18:00:00	CHECK-OUT	for manuals	EARLY!

- If you do not enter a comment, the system will show a notification of its necessity.
- If you click “Cancel”, **check-out will not be executed**.
- If you are “On pause” or have not performed a check in, the “check out” button will not be available.

2024.07.16

08:22:34

YOUR CURRENT STATUS: **ON PAUSE**

THIS DAY: **REGULAR SHIFT** 04:00:00-18:00:00

CHECK-OUT

PAUSE END

CHECK-IN : 2024-07-16 08:22:17

PAUSE-START : 2024-07-16 08:22:22

- You need to un-pause

2024.07.16

08:26:15

YOUR CURRENT STATUS: **CHECKED IN**

THIS DAY: **REGULAR SHIFT** 04:00:00-18:00:00

CHECK-OUT

PAUSE START

CHECK-IN : 2024-07-16 08:22:17

PAUSE-STOP : 2024-07-16 08:26:12

Marking the beginning of the break during work time

Press "Pause start" to mark a lunch break or a pause in work

- You can only start a break after performing Check-in when the "Pause start" button becomes active.

2024.07.16

08:31:19

YOUR CURRENT STATUS: **CHECKED IN**

THIS DAY: **REGULAR SHIFT** 04:00:00-18:00:00

CHECK-OUT

PAUSE START

CHECK-IN : 2024-07-16 08:22:17

PAUSE-STOP : 2024-07-16 08:26:12

- Enter a comment if you wish or leave the field blank and press "Ok".

Starting Pause

You may leave your comment here

Your comment here

OK

Cancel

- The status will change to "On pause".

2024.07.16

08:36:34

YOUR CURRENT STATUS: ON PAUSE

THIS DAY:REGULAR SHIFT 04:00:00-18:00:00

CHECK-OUT

PAUSE END

CHECK-IN : 2024-07-16 08:22:17

PAUSE-START : 2024-07-16 08:36:31

Marking the end of break during work time

Press the "Pause stop" button to mark the end of a pause

- The button will become active only after activation of the pause.

2024.07.16

08:36:34

YOUR CURRENT STATUS: **ON PAUSE**

THIS DAY: **REGULAR SHIFT 04:00:00-18:00:00**

CHECK-OUT

PAUSE END

CHECK-IN : 2024-07-16 08:22:17

PAUSE-START : 2024-07-16 08:36:31

- Enter a comment or leave the field blank and press "Ok".

- The status will change to Checked in.

2024.07.16

08:56:06

YOUR CURRENT STATUS: **CHECKED IN**

THIS DAY: **REGULAR SHIFT** 04:00:00-18:00:00

CHECK-OUT

PAUSE START

CHECK-IN : 2024-07-16 08:22:17

PAUSE-STOP : 2024-07-16 08:56:03