

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".

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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.

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05:52:32

YOUR CURRENT STATUS: **CHECKED OUT**

The screenshot shows the ACTION TRACKER interface. On the left is a dark sidebar with a menu containing: User Menu, Check In & Out, User Profile, Action History (highlighted), and My Schedule. The main area is titled 'Action History' and features a table with columns: Date, Time, Expected, Action, Comment, and Mark. A single row is visible with the following data: Date: 2024-07-16, Time: 06:11:07, Expected: 18:00:00, Action: CHECK-OUT, Comment: for manuals, Mark: EARLY!. Red arrows point to the 'Action History' menu item, the 'Comment' column header, and the 'Mark' column header.

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.

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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

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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

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