

Chapter 3

Getting Started with the Employee Check-In Software

The Employee Check-In software consists of two parts:

- **Employees check in as they arrive for their shifts.** As employees check in, they can view messages that have been added to the system for them specifically or for all employees.
 - » For example, you could add a message to Paul Bekis's record stating that he needs to see his supervisor after his shift. When he checks in for his shift, the message displays, and he can confirm he has seen it.
 - » You can also add messages to the system for all employees. For example, you could add a system-wide message informing all employees that an all hands meeting has been scheduled for Wednesday, September 22.
- **You can track employees as they check in for their shifts.** After you start a new shift, you can view employee records for all employees who have a bus route during a shift. To help you visually distinguish between employees who have checked in and employees who have not, all entries on the Employee Check-In screen are color coded:
 - » **Green.** Indicates employees who have checked in.
 - » **Black.** Indicates employees who have not checked in but are not late.
 - » **Orange.** Indicates employees who are late.
 - » **Red.** Indicates employees who are critically late.



① *T.O.M Tip*

Where can I learn more about these features?

Chapters 8 through 12 of the User's Guide describe how to set up and use the Employee Check-In system..