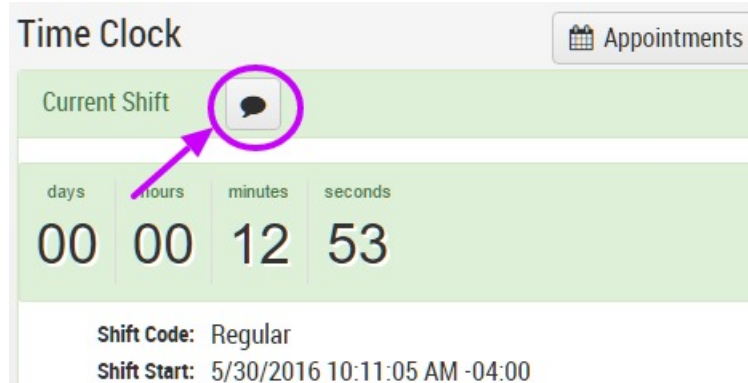


Adding Shift Comment

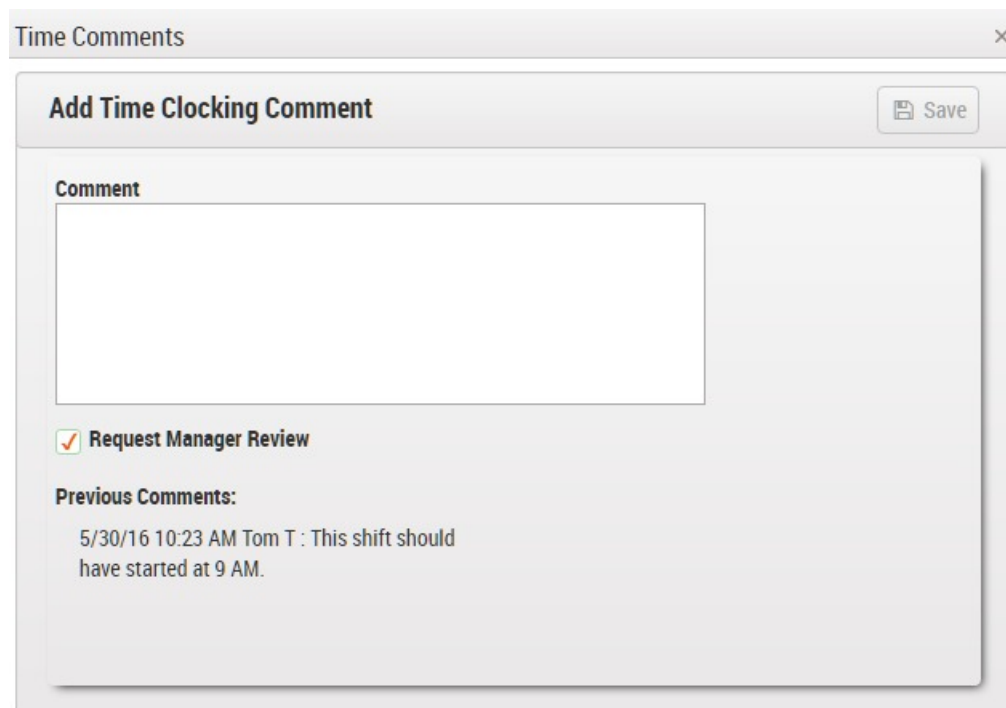
Last Modified on 11/07/2016 1:10 pm EST

Comments may be added to a Shift. Select the Comment button.



The screenshot shows the 'Time Clock' interface. At the top right, there is an 'Appointments' button with a calendar icon. Below this is a green bar labeled 'Current Shift' which contains a speech bubble icon circled in purple. Below the green bar is a digital clock display with columns for 'days', 'hours', 'minutes', and 'seconds', showing '00 00 12 53'. At the bottom, it displays 'Shift Code: Regular' and 'Shift Start: 5/30/2016 10:11:05 AM -04:00'.

The following dialog box appears:






The screenshot shows a dialog box titled 'Time Comments' with a close button (X) in the top right corner. Inside the dialog, there is a sub-header 'Add Time Clocking Comment' and a 'Save' button with a floppy disk icon. Below this is a large text input field labeled 'Comment'. Underneath the input field is a checked checkbox labeled 'Request Manager Review'. At the bottom, there is a section titled 'Previous Comments:' which contains a sample comment: '5/30/16 10:23 AM Tom T : This shift should have started at 9 AM.'

Comment

The User can type in a comment regarding the Shift.

Request Manager Review

When this box is checked an email is sent to the Manager to review the comment. A sample of the email is shown below.

 Reply  Reply All  Forward



Mon 5/30/2016 10:24 AM

SedonaOffice <travisp@perennialsoftware.com>

Time Attendance Review Request From Tom

To Rebecca Hall

Your Logo Goes Here...

Select Dealer Setup -
Preferences to update your
logo...

SedonaOffice

Time Attendance Review Request From Tom

Tom Technician submitted a review request. Clock In: 5/30/2016 10:11:05 AM -04:00,
Clock Out: . Comment: 5/30/16 10:23 AM Tom T : This shift should have started at 9
AM.

[SedonaOffice](#). travisp@perennialsoftware.com. Powered by **AlarmBiller**

Previous Comments

If any comments had been made regarding the Shift previously they will also show.

Click on Save to save the Comment. There will be a box in the upper right hand corner indicating that the review request email has been sent.

