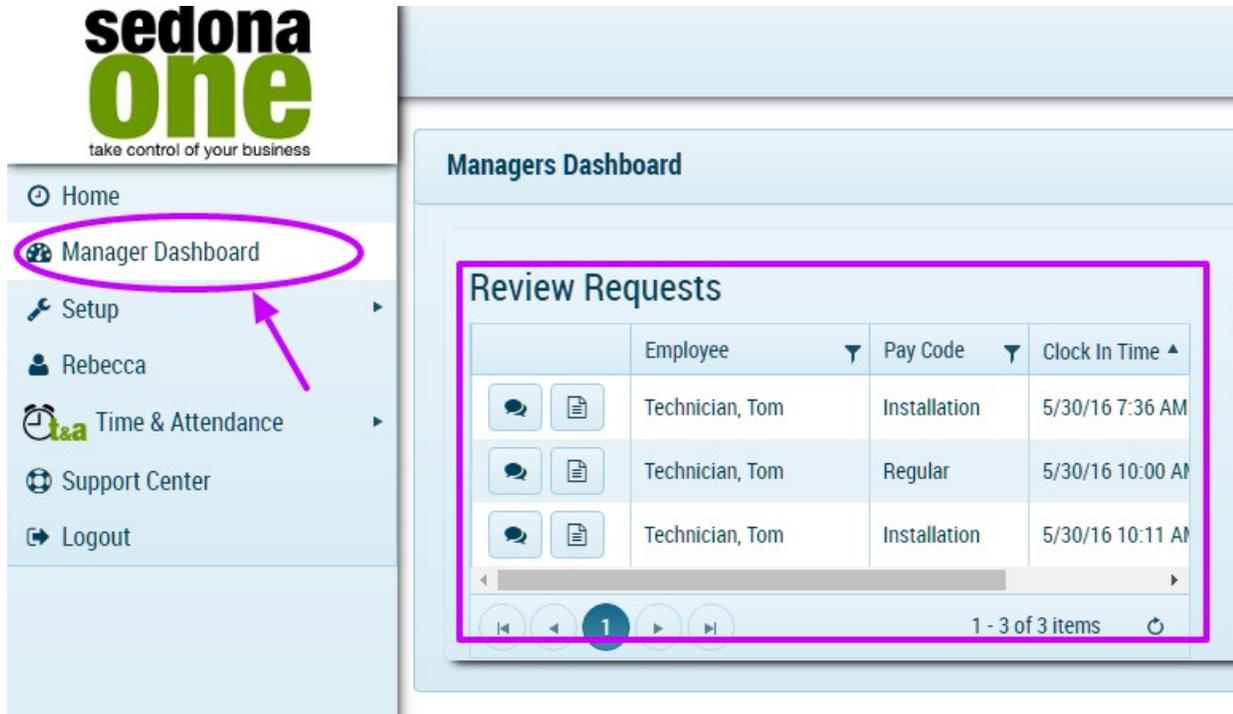


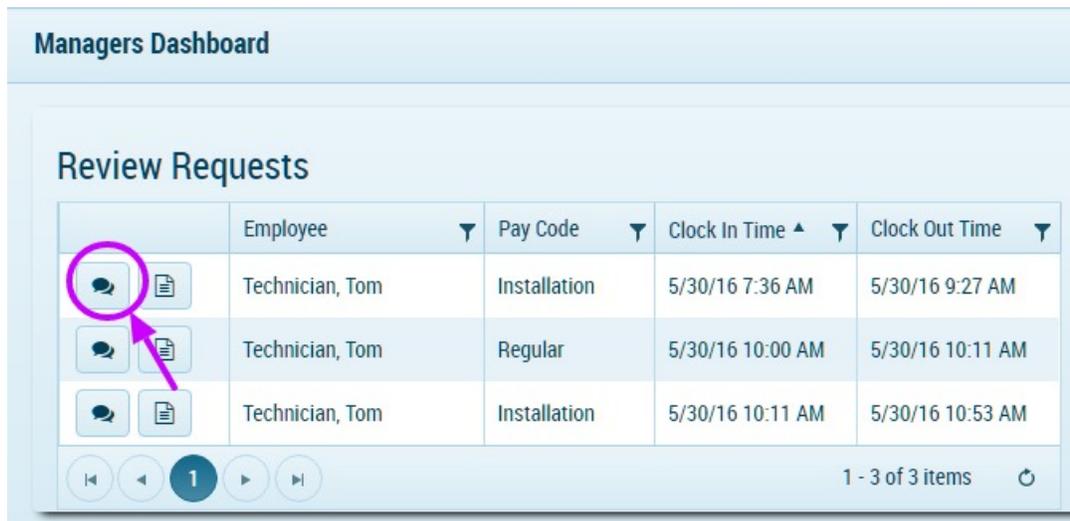
Review Requests

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

Select Manager Dashboard from the left hand column. Any outstanding Review Requests will be listed.



Select the Comment button to review the comment inserted by the User.



Uncheck the Request Manager Review checkbox if there are no problems with the comments. Before you can Save you are required to enter a comment. Once the comment has been entered select Save.

Time Comments

Add Time Clocking Comment

Comment
 Clock in time has been moved to 7:00 AM.

Request Manager Review

Previous Comments:
 5/31/16 11:59 PM Tom T : Forgot to clock in.
 Moved clock in time to 7:00 AM.

If want to take a further look at the Shift before commenting select the box with the sheet of paper icon.

Managers Dashboard

Review Requests

	Employee	Pay Code	Clock In Time	Clock Out Time
 	Technician, Tom	Installation	5/30/16 7:36 AM	5/30/16 9:27 AM
 	Technician, Tom	Regular	5/30/16 10:00 AM	5/30/16 10:11 AM
 	Technician, Tom	Installation	5/30/16 10:11 AM	5/30/16 10:53 AM

1 - 3 of 3 items

Navigate to the specific shift and click on the Comment button.

Shift: 5/30/16 7:36 AM -04:00 - 5/30/16 9:27 AM -04:00 (Review Requests: 1)

 	Installation	5/30/16 7:36 AM	5/30/16 9:27 AM
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Uncheck the Request Manager Review checkbox if there are no problems with the comments. Before you can Save you are required to enter a comment. Once the comment has been entered select Save.