

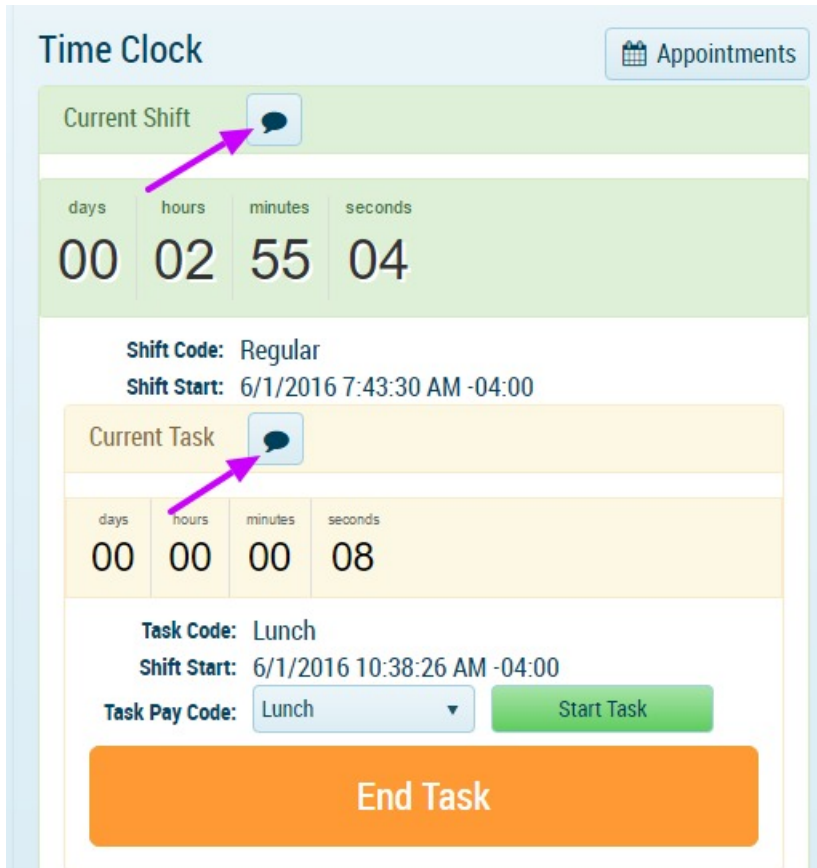
Comments

Last Modified on 11/07/2016 1:06 pm EST

The following button is the comments button.



It appears throughout the application.



The screenshot shows the 'Time Clock' application interface. At the top right, there is a button labeled 'Appointments' with a calendar icon. Below this, the 'Current Shift' section is highlighted in light green. It features a comments button (a speech bubble icon) with a pink arrow pointing to it. Below the button is a digital display showing time in days, hours, minutes, and seconds: 00 days, 02 hours, 55 minutes, and 04 seconds. Underneath the display, the 'Shift Code' is 'Regular' and the 'Shift Start' is '6/1/2016 7:43:30 AM -04:00'. The 'Current Task' section is highlighted in light yellow. It also features a comments button with a pink arrow pointing to it. Below this button is a digital display showing time: 00 days, 00 hours, 00 minutes, and 08 seconds. Underneath the display, the 'Task Code' is 'Lunch' and the 'Shift Start' is '6/1/2016 10:38:26 AM -04:00'. There is a 'Task Pay Code' dropdown menu set to 'Lunch' and a green 'Start Task' button. At the bottom of the interface is a large orange button labeled 'End Task'.

When selected a dialog box appears. Type in your comments and Save.

Time Comments ×

Add Time Clocking Comment Save

Comment
Enter a comment hear about the Shift, Task or item that Comments was opened up on.

Request Manager Review

If you would like your Manager to review, select the Request Manager Review checkbox.

Time Comments ×

Add Time Clocking Comment Save

Comment
Enter a comment hear about the Shift, Task or item that Comments was opened up on.

Request Manager Review

An email will be sent to your Manager notifying them that a comment needs reviewed.