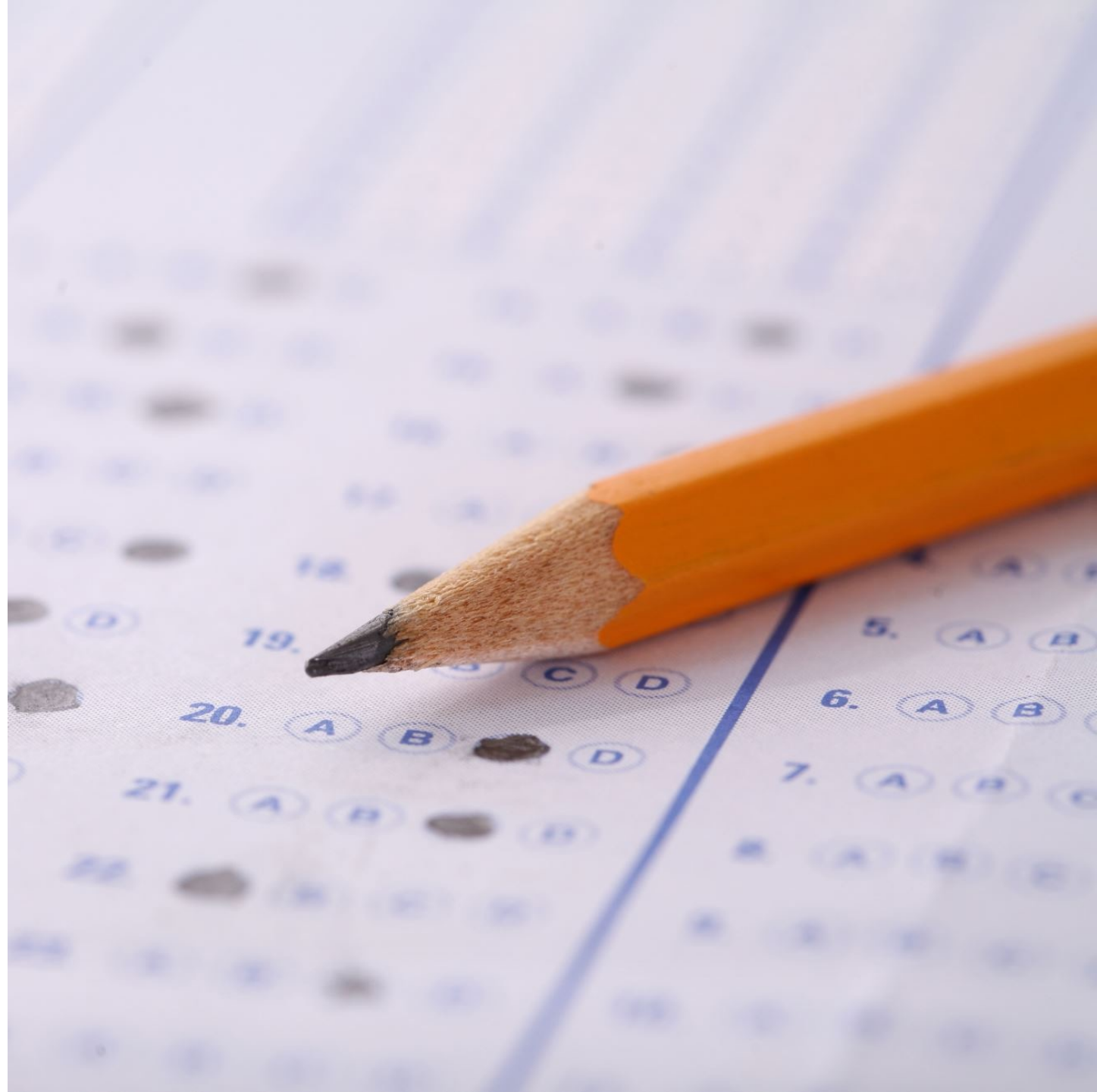


# Sign-in Sheet Instruction

AMO

Mar 2022





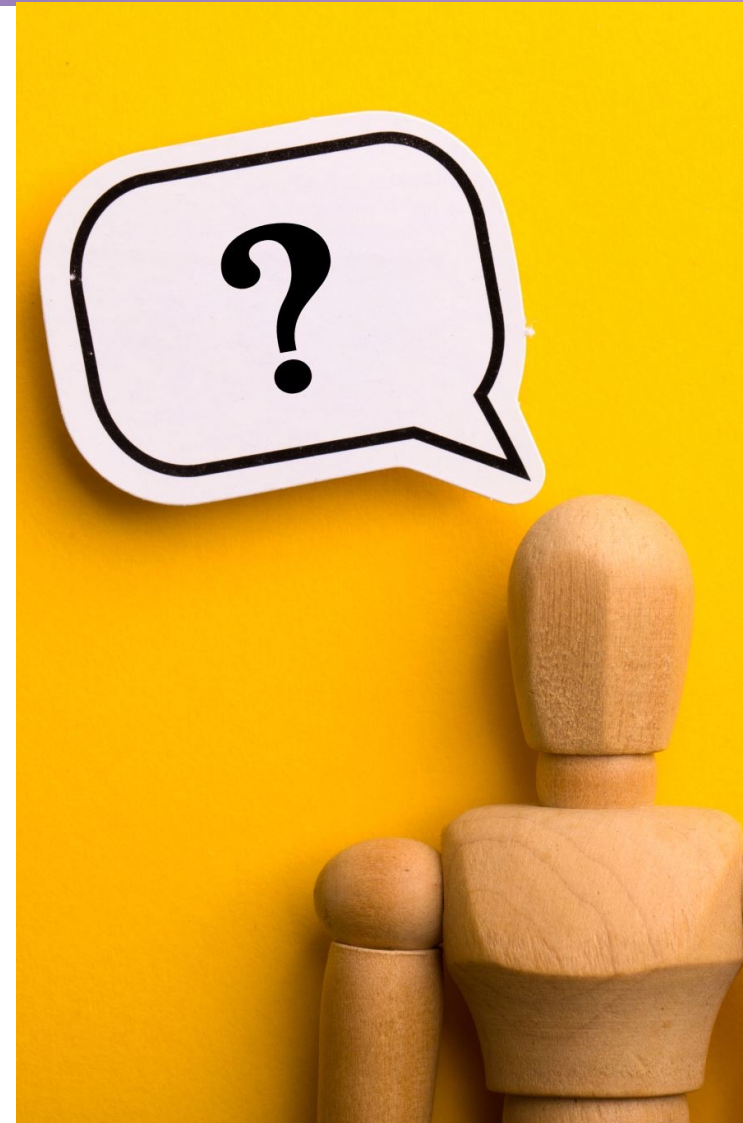
# For all members

- + 1. How to sign-in / sign-out?
- + 2. How to take a breakout?
- + 3. What if I didn't see my name?
- + 4. What if I'm covering someone's shift?
- + 5. What if I signed in by mistake?
- + 6. Why there is a yellow flag?



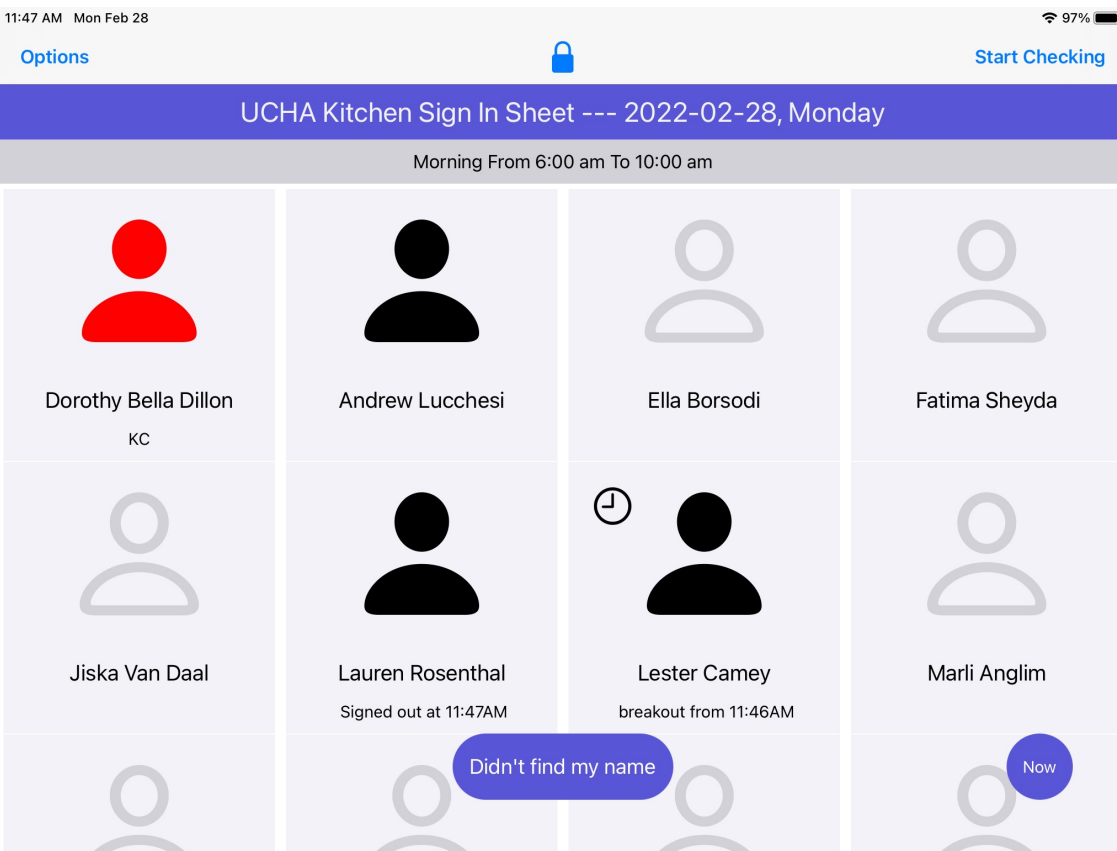
# For KCs

- + 1. How to unlock the system?
- + 2. How to register a credit shift?
- + 3. How to see member information?
- + 4. How to add a note?
- + 5. How to issue a fine?
- + 6. How to check members?
- + 7. How to find someone's deposit?

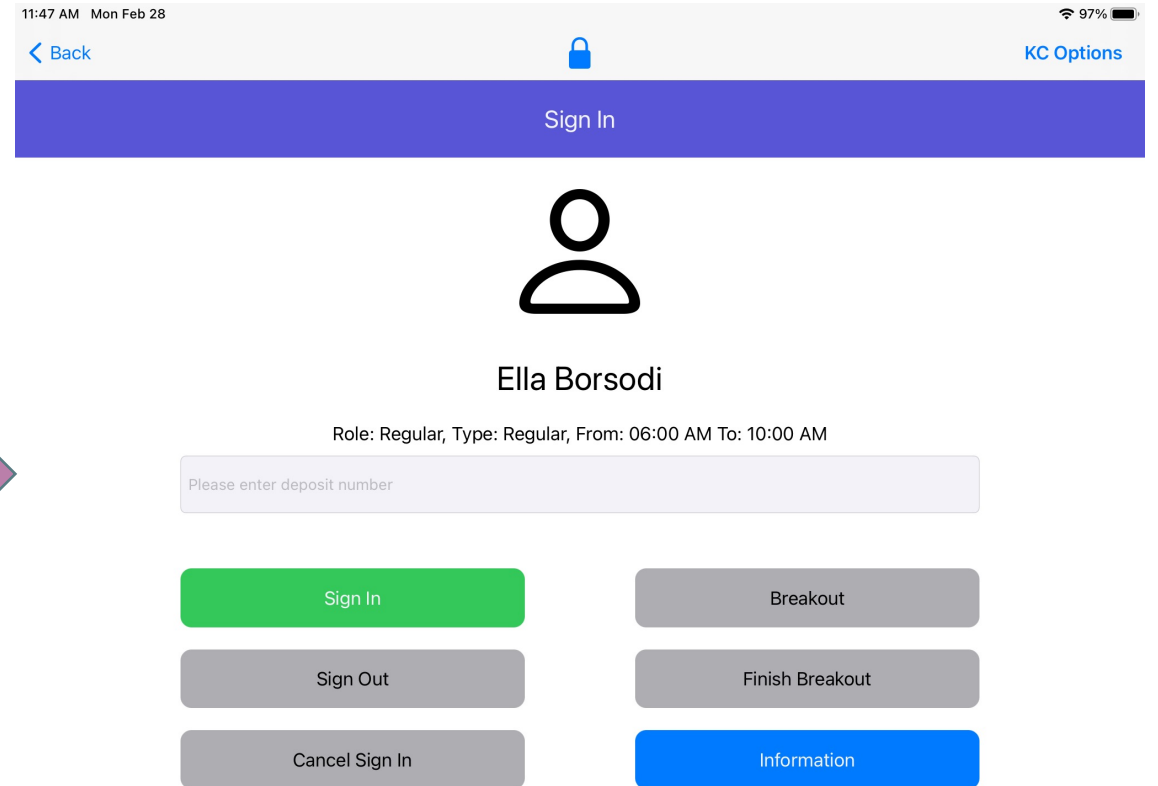


Make sure check all the credit shifts during your shift time when you sign out!

# How to sign-in / sign out?

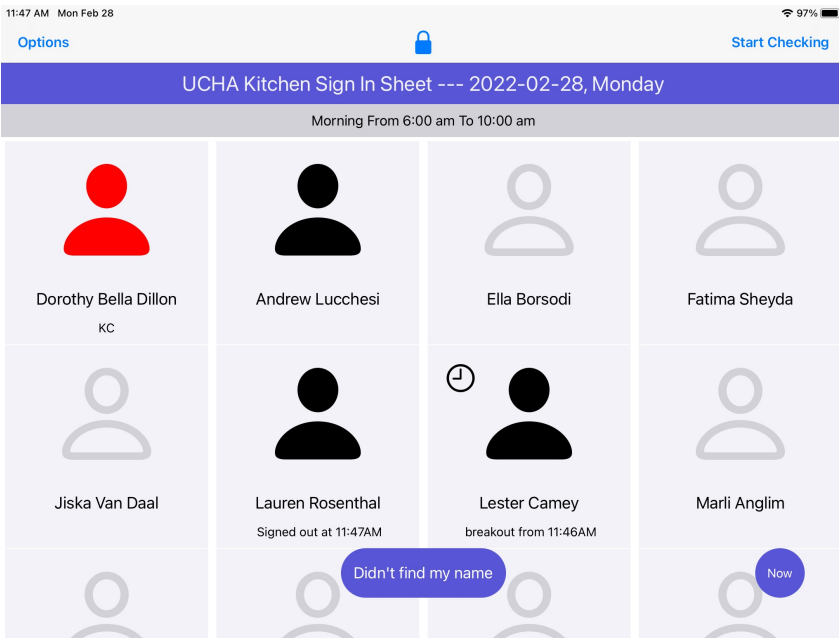


1. Click your name

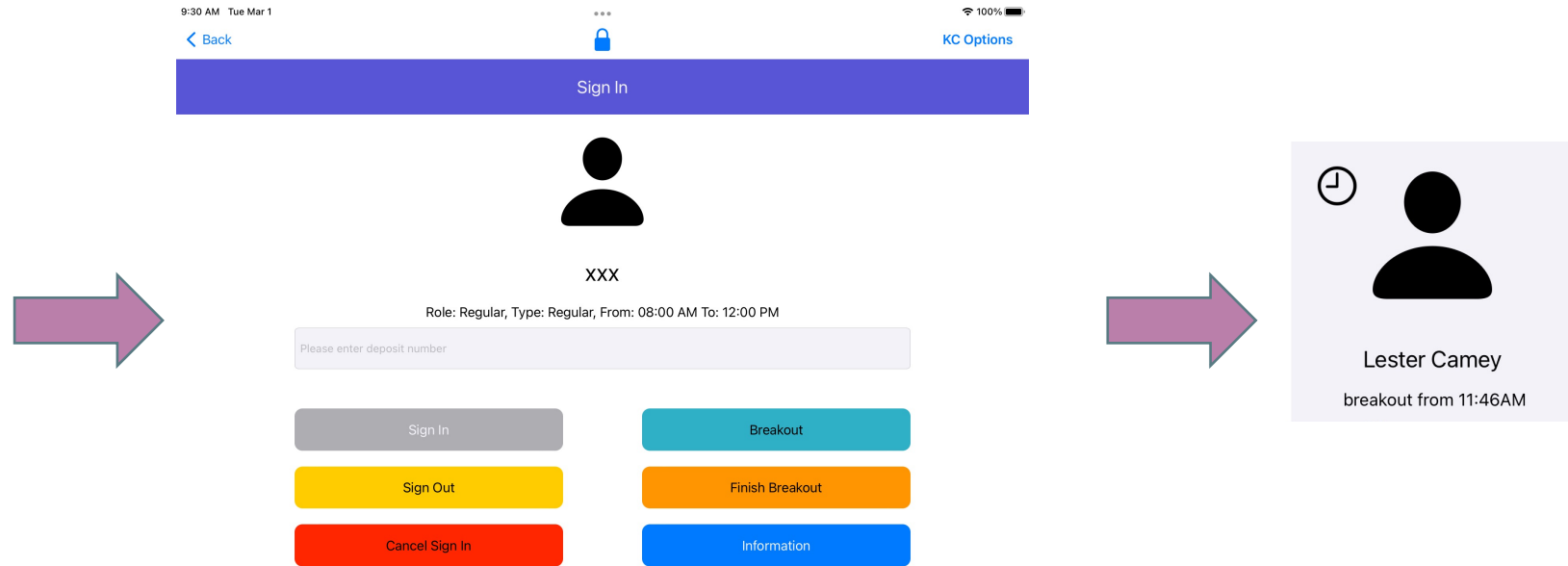


2. Enter your deposit  
3. Tap "Sign-in" or "Sign-out"

# How to breakout?



1. Click your name



2. Tap "Breakout" to start your break

3. A clock will show up during your break

4. Tap "Finish Breakout" when you come back













# What if I didn't see my name?

## 0. Double check to make sure you do have a shift.

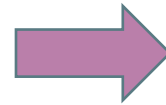
11:47 AM Mon Feb 28 Options Start Checking

UCHA Kitchen Sign In Sheet --- 2022-02-28, Monday

Morning From 6:00 am To 10:00 am

 Dorothy Bella Dillon KC	 Andrew Lucchesi	 Ella Borsodi	 Fatima Sheyda
 Jiska Van Daal	 Lauren Rosenthal Signed out at 11:47AM	 Lester Camey breakout from 11:46AM	 Marli Anglim
	 Didn't find my name		 Now

1. Tap "Didn't find my name"



Photos 12:12 PM Mon Feb 28 Back

Register and Sign In

Name :

Deposit :

Shift :

Type :

Start Time:

End Time:

Make sure this is correct!

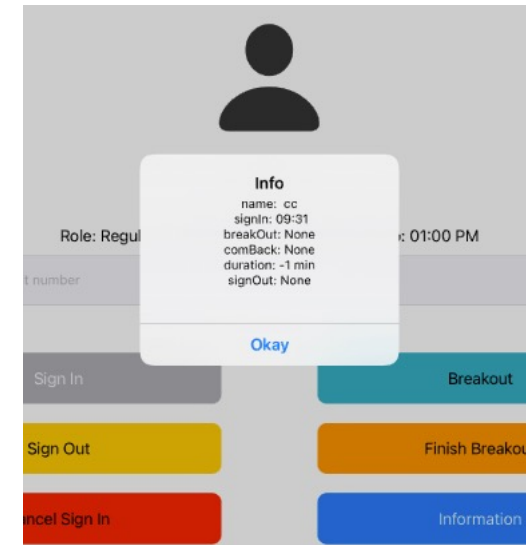
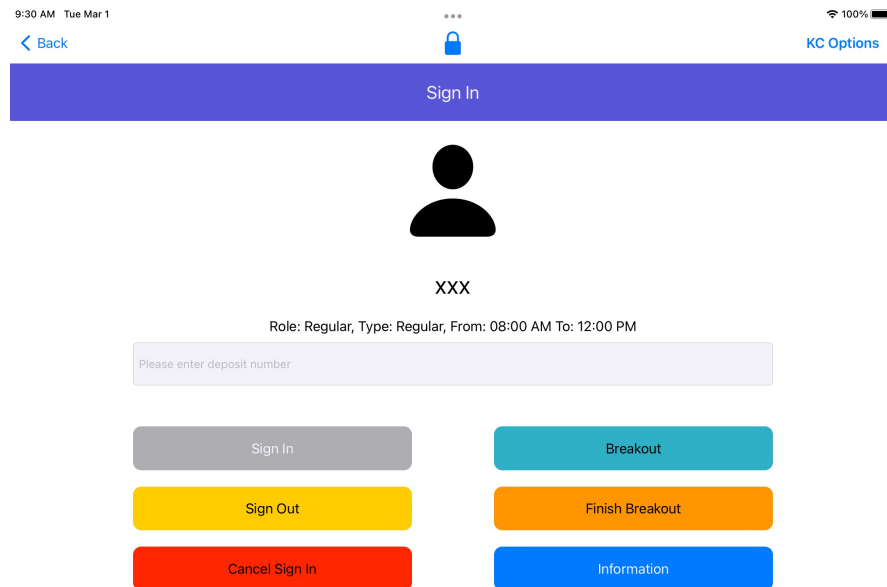
2. Register a temp / regular shift

You cannot sign-up for a credit shift here!!



# What if I'm covering someone's shift?

1. Do not put your name here! **Sign-in/out by tapping the name of the person being covered.**
2. Ask for deposit number before covering his/her shift
3. If you did not know the deposit number, ask KC for help.
4. Tap "information" if you want to show evidence to the person being covered.



# What if I sign-in by mistake

1. Enter the deposit number
2. Tap "Cancel sign-in"
3. Ask KC for help.

The screenshot shows a mobile application interface. At the top, there is a purple header bar. Below it, a white bar contains the date 'e Mar 1' on the left, a blue padlock icon in the center, and 'KC C' on the right. A blue bar with the text 'Sign In' is positioned below the white bar. In the center of the screen is a black silhouette of a person's head and shoulders. Below the silhouette is the text 'XXX'. Underneath that is the text 'Role: Regular, Type: Regular, From: 08:00 AM To: 12:00 PM'. A light gray input field with the placeholder text 'Please enter deposit number' is located below the role information. At the bottom of the screen, there are two columns of buttons. The left column contains three buttons: 'Sign In' (gray), 'Sign Out' (yellow), and 'Cancel Sign In' (red). The right column contains three buttons: 'Breakout' (teal), 'Finish Breakout' (orange), and 'Information' (blue). A blue arrow points from the text 'Tap "Cancel sign-in"' in the instructions to the 'Cancel Sign In' button.

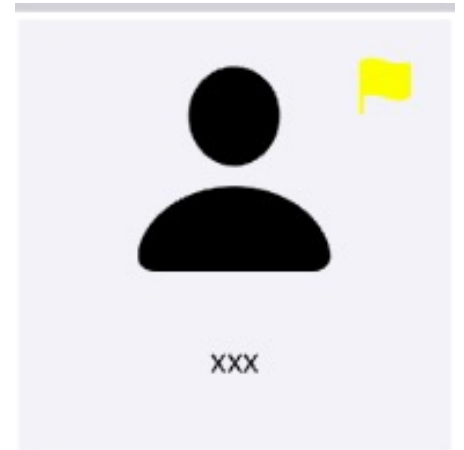


# Why there is a yellow flag?

This means there is something abnormal with your timestamps. It can either be:

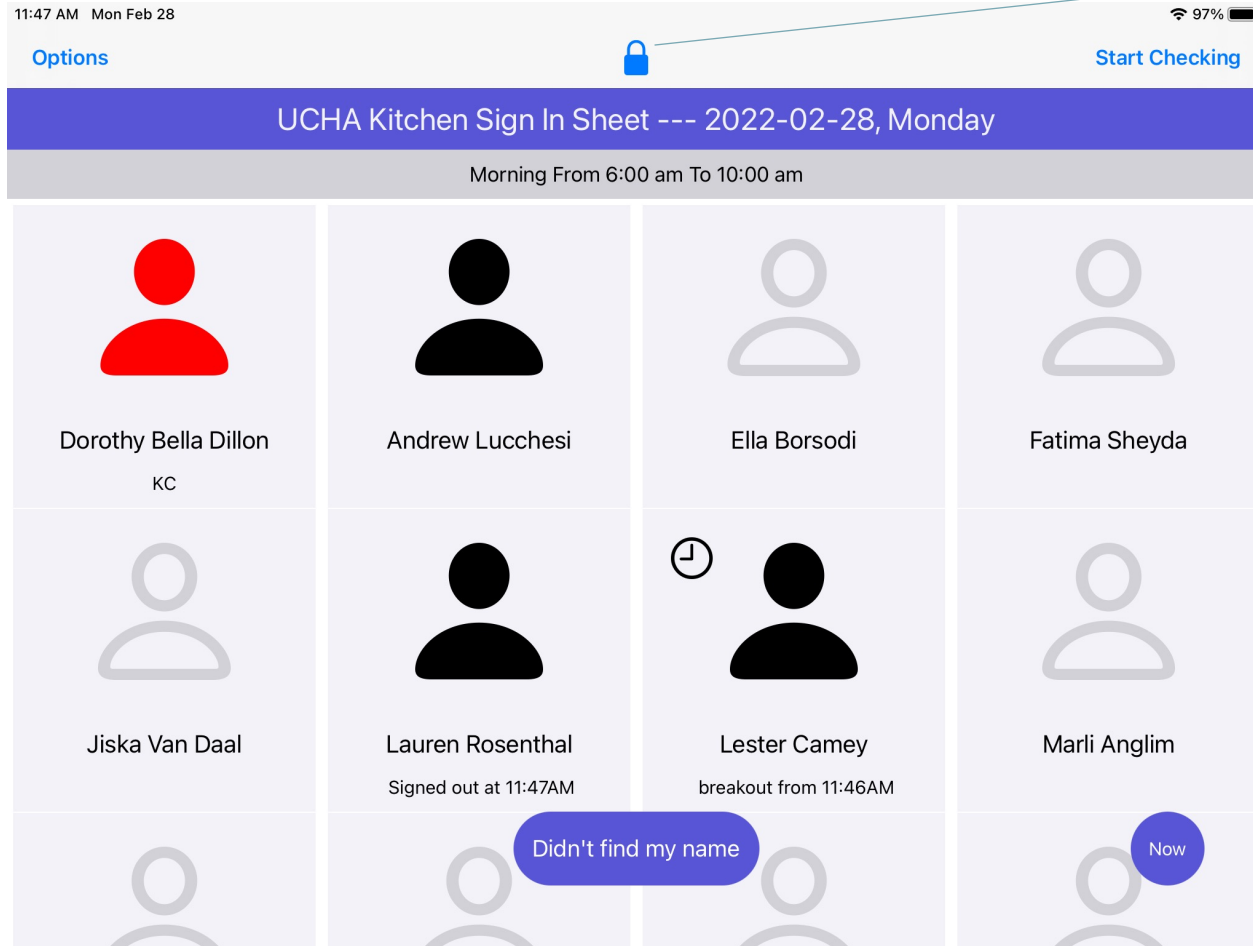
1. You are late for your shift
2. Your breakout is too long
3. You sign-out earlier than expected

Ask KC to check your status to avoid being fined.



**For KCs**

# KC: How to unlock the system?



1. Tap this button to unlock the system.

2. Enter the password

If you don't know the password, ask KCC or AKCC

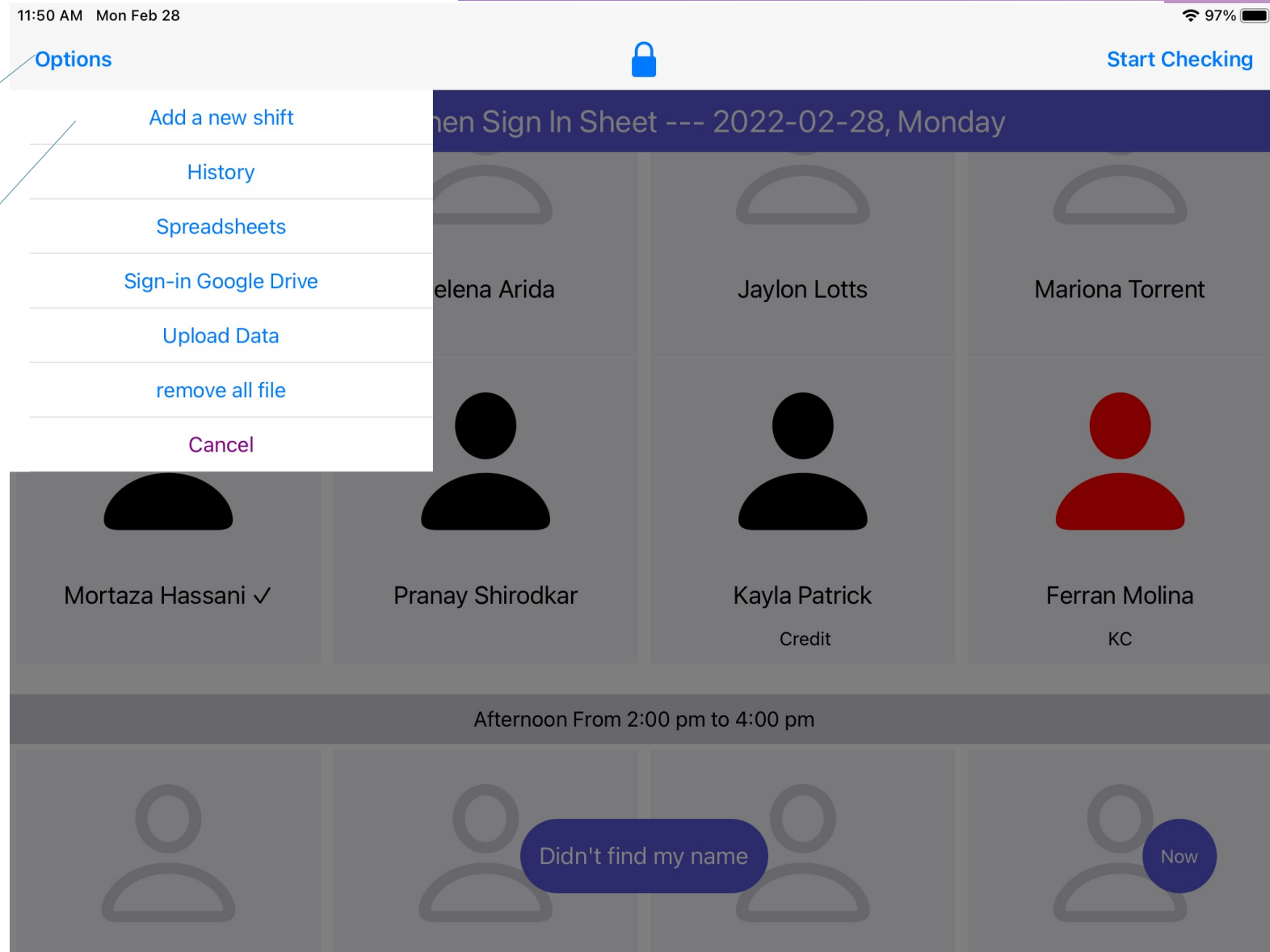
# KC: How to register a credit shift?

1. Unlock the system.

2. Tap options

2. Tap Add a new shift

You can register a credit shift for yourself.

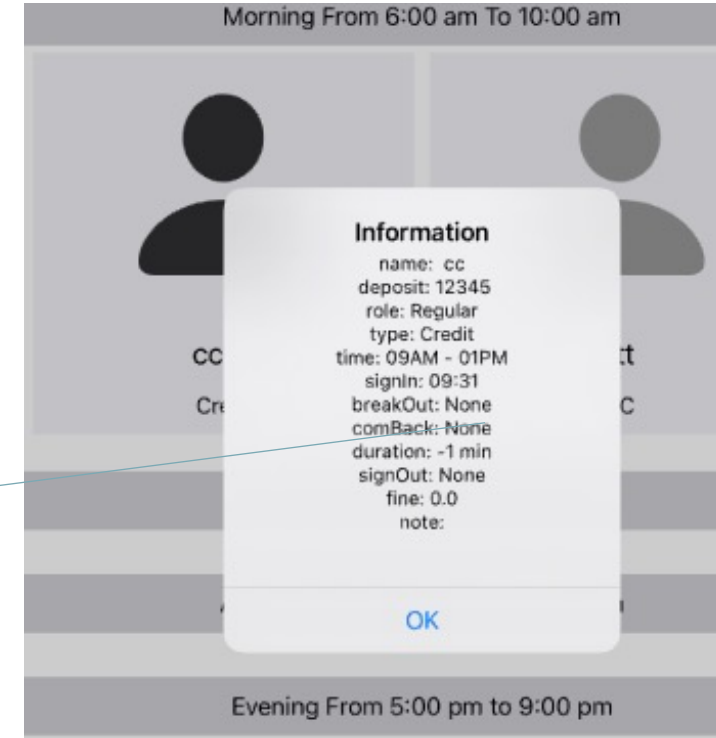


# KC: How to see member information?

1. Unlock the system.

2. Long-press member's name

2. A information window will pop up



# KC: How to check?

1. Unlock the system.

2. Tap "start checking"

3. Confirm information (long press)

4. tap member name



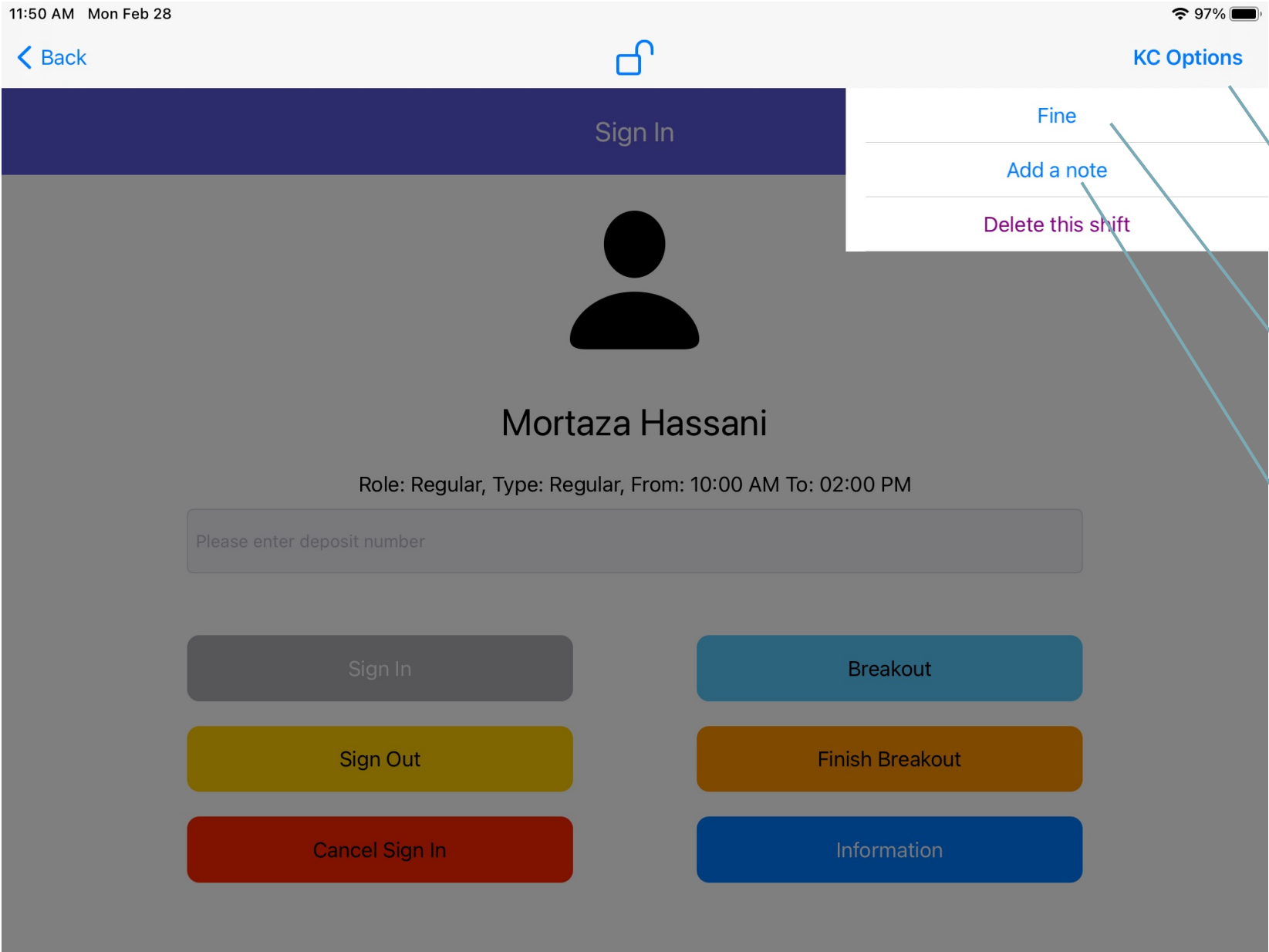
The background will turn to green after check.

Members waiting to be checked.

Make sure check all the credit shifts. If they are not checked, they won't receive credits.

# For KC: How to add note and fine?

Unlock the system. Tap the name of the member



Tap here to issue a fine or add a note to this member. You will need to unlock the system first.

Tap here to give a fine to this member.

Tap here to add some notes.