Every time a worker starts or ends a job, or checks out for a break or lunch, they are required to scan the **Job Number**, **Sequence**, and **Status**.  
The **Status** can be one of the following: **"Start"**, **"End"**, or **"End Partially"**.

* **"Start"** is scanned when beginning a task.
* **"End Partially"** is scanned when a worker checks out for a break, lunch, or at the end of the day while the job is still incomplete.
* **"End"** is scanned only when the job has been fully completed.

**Worker Time Data Portal User Guide**

**Step 1: Choose a Date Range**

* Use the calendar to pick a start and end date.
* Click **"📥 Load Data from Database"** to fetch your data.

**Step 2: View Raw Data**

* A table will appear displaying all scan records within the selected date range.
* Use the **Worker** and **Date** dropdown menus to filter and view specific data.
* Click the **"Download"** button in the top-right corner to export the data as an Excel file.
* Click **"Continue"** at the bottom to proceed to the next step.

**Step 3: Data Processing —— Stage 1**

* A table will appear displaying the **Start** and **End/End Partially** input records separately.
* Use the **Worker** and **Date** dropdown menus to select the data you wish to view.
* The **Remark** column will automatically populate with notes such as "Missing End Partially" or "Missing Start" when status codes are omitted during scanning. Entries like "Missing Job\_Number" or "Missing Sequence" indicate incomplete data and require manual review and input.
* Click the "**Download**" button in the top-right corner to export the data as an Excel file. Review all rows where theRemark column is not empty. After making the necessary corrections, upload the cleaned file back into the system. (note)
* Click "**Continue**" to proceed to the next step.

**Step 4: Data Processing —— Stage 2**

* A table will appear with **Start** and **End** records combined into a single entry.
* Use the **Worker** and **Date** dropdown menus to select the data you wish to view.
* The **Comment** column will automatically populate with notes such as *"Missing Start"* or *"Missing End"*, indicating that a start or end time is missing. Entries like *"Break Time Included"* or *"Lunch Included"* suggest that the worker may have forgotten to check out during a break or lunch. An asterisk **(\*)** at the end of a comment indicates that the duration of the work period is unusually long and may require user verification.
* Click the **"Download"** button in the top-right corner to export the data as an Excel file. Review all rows where the **Comment** column is not empty. After making the necessary corrections, upload the cleaned file back into the system.
* Click **"Continue"** to proceed to the next step.

**Step 5: Final Output**

* The result is ready for download, including worker number, working durations and units completed.
* Users may also view the data directly on the platform by using the **Worker** and **Date** dropdown menus to select the records they wish to view.