



Daily attendance

Another Check-In · C03

Before the demonstration

Bertland Hope

- Your assigned responsibility
- The correct training record
- Evidence of the result

Today's outcome

Learner distinguishes successful server receipt, failed GPS and local pending evidence.

Attendance readiness

Bertland Hope

- Open Check In (/)
- inspect connection, security, pending and storage indicators

In this step

Read the status indicators before entering an event. An available page does not prove that the server is reachable or that local storage can keep a pending event. These indicators help you decide what confirmation to expect.

Identity and action

Bertrand Hope

- Confirm Staff ID/name and choose Check In
- position/work detail is optional and not unit assignment

In this step

Check the Staff ID and name every time. Choose the action that actually occurred. Optional work detail describes the activity and does not change your organizational unit or permissions.

Location evidence

Berland Hope

- Allow GPS, inspect accuracy and use Retry GPS when necessary

In this step

A GPS reading includes an accuracy estimate. Give the device a chance to obtain a fresh reading and use the retry control when needed. If location fails, explain the failure to support instead of inventing coordinates.

Submission result

Bertrand Hope

- Submit once and wait for server confirmation or clearly identified local pending state

In this step

Submit once and read the full result. Distinguish a server receipt from an event retained locally for synchronization. Repeated clicks can make the situation harder to understand without solving the original problem.

Lunch and departure

Bertrand Hope

- For an approved training day, record Start Lunch, Return from Lunch and later Check Out when each occurs
- inspect all event kinds and timestamps in history

In this step

The standard screen records four event kinds: check-in, lunch start, lunch return and check-out. Check the saved kind and timestamp in history. These events record what happened; payroll treatment depends on separate organizational policy.

Common problems

Bertrand Hope

- Double-clicking submit
- leaving Check In selected at departure
- typing unit changes into position detail
- equating GPS acquisition with server acceptance

A useful support report

The task and record

The expected result

The actual message

The authorized next step

Guided practice

Berland Hope

- Perform the approved training arrival, lunch-start, lunch-return and departure sequence, then locate all four saved event kinds
- For exception practice deny GPS in the disposable browser, explain the message and restore permission

Evidence to show

The correct training case

The result or permitted decision

Your explanation of the next step

Practice debrief

Bertland Hope

- Correct context and permitted action
- A result you can trace
- A clear next step if blocked

Expected result

Learner distinguishes successful server receipt, failed GPS and local pending evidence.