

Personal attendance

Another Check-In · C05



Before the demonstration

Berland Hope

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

Today's outcome

Learner locates the correct event and explains scope/filter effects.

My Check-ins

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- Open Work > My Check-ins

In this step

This page shows the records your account can access. Begin with your own expected event so that you know which identity, date and action you are trying to find. Broader access depends on permissions and organizational scope.



Useful filters

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- Set a narrow date range and staff/action filters that are available to your role

In this step

A narrow date range makes a missing record easier to investigate. Check the selected action and staff identity before concluding that attendance is absent. An empty result can simply mean that the filters exclude the event.



Record evidence

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- Locate the arrival/departure and inspect attendance, location and sync indicators

In this step

Read the event kind, time and available review or synchronization indicators together. An absent device identifier alone does not establish tampering. Ask what evidence this particular workflow was expected to record.



The record map

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- Open the record map where GPS and permissions allow, then return with filters preserved

In this step

Use the map as supporting location evidence. If map tiles fail to load, the recorded coordinates and accuracy may still be available. A visual map problem should not become a claim that the attendance record disappeared.

Filtered export

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- Export filtered check-ins when permitted and compare record identities/date range to the displayed result

In this step

Compare the exported date range and staff identities with the screen. Share only the authorized result. Reporting CSV serves reporting needs and must not be substituted for the signed session evidence required by the signature verifier.



Map viewer

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- Optional Map extension: open Work > Map (/viewer), set dates and Load Server Data
- alternatively Load CSV from an authorized sample

In this step

Load the authorized server range or a permitted CSV sample. Jitter separates overlapping points visually. It does not correct the original coordinates or improve the accuracy of the observation.

Common problems

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- Searching the wrong date range or staff link
- interpreting Not recorded device ID as proof of tampering
- mistaking report CSV for signed session CSV

A useful support report

The task and record
The expected result
The actual message
The authorized next step

Guided practice

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- Find one training record by date/action, explain GPS evidence, and export the permitted result
- Explain an empty filter result before escalating

Evidence to show

The correct training case

The result or permitted decision

Your explanation of the next step



Practice debrief

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

Expected result

Learner locates the correct event and explains scope/filter effects.