How to View and Amend Check In/Out times in Cloud

Domiciliary Roster · https://cclearninghub.co.uk/docs/how-to-view-and-amend-check-in-out-times-in-cloud/

How to View and Amend Check In/Out times in Cloud



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This guide explains how to view and amend Check-In and Check-Out details within the Cloud Roster system. It allows authorised users to review visit attendance records and make adjustments where necessary.

You can update recorded times, provide a reason for the amendment, and review the exact Check-In and Check-Out locations using the integrated map view. This ensures accurate record-keeping, supports compliance and auditing requirements, and helps maintain a clear and reliable history of visit activity.

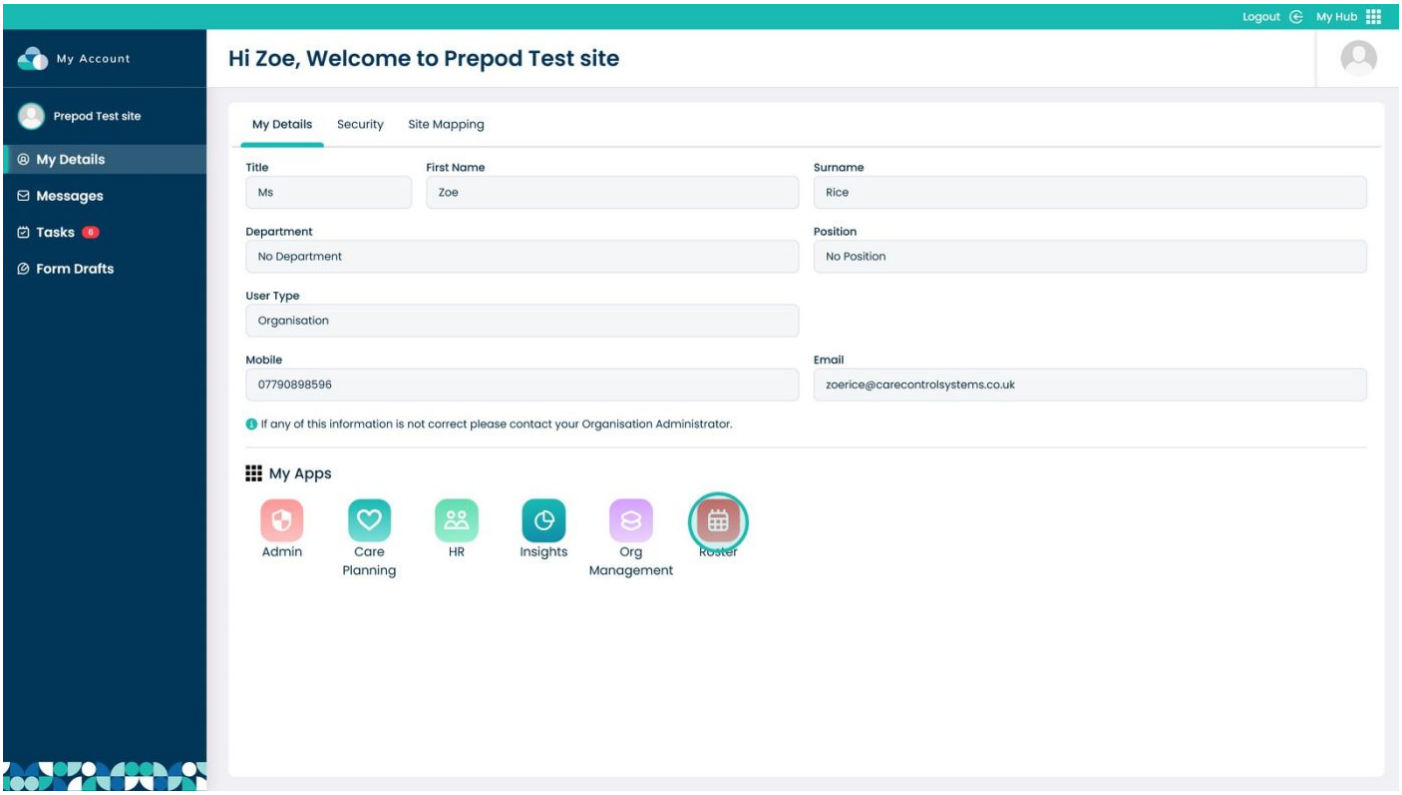
Interactive Guide

Embedded media:

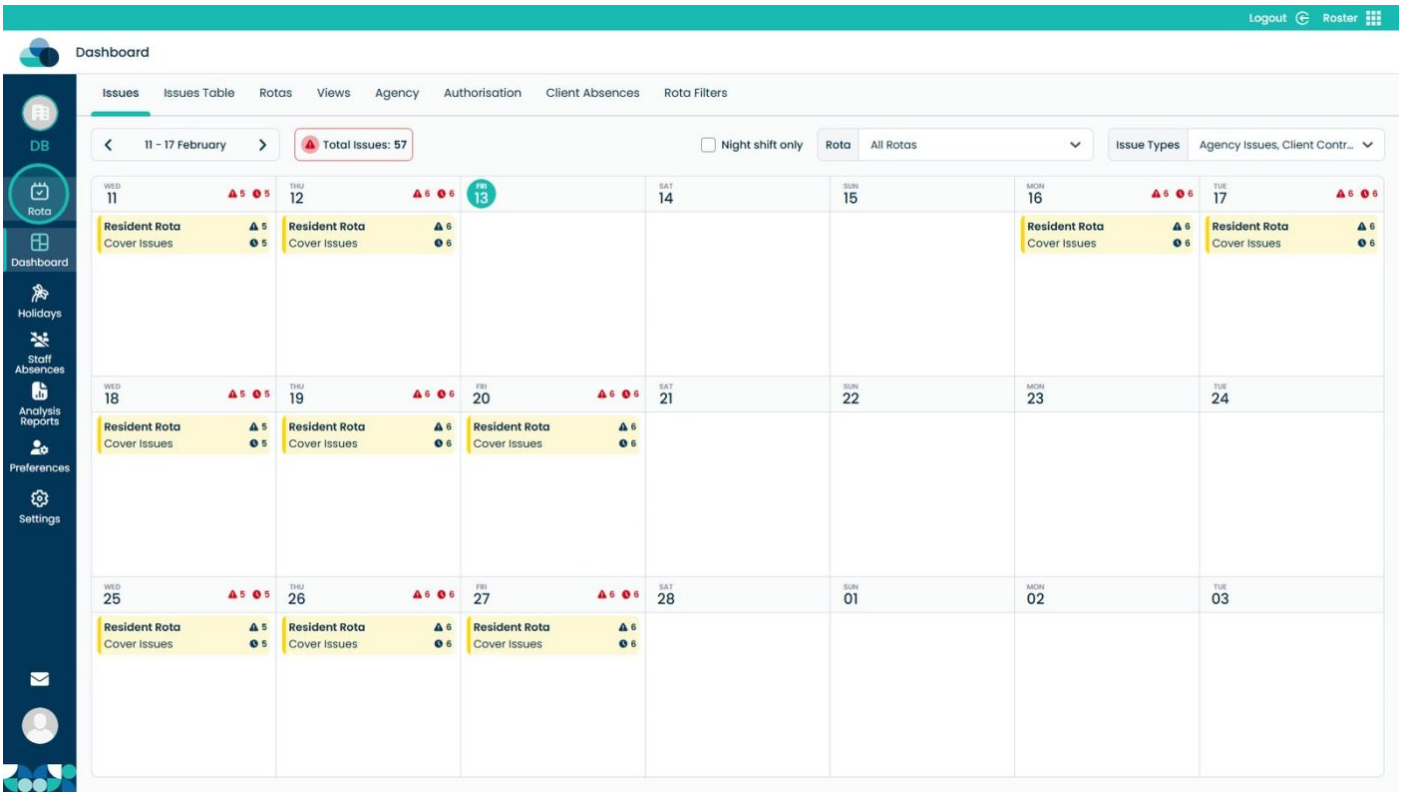
https://demo.arcade.software/JnZcELGjtlOzE7bJDvNY?embed&embed_mobile=tab&embed_desktop=inline&show_copy_link=

Text based guide

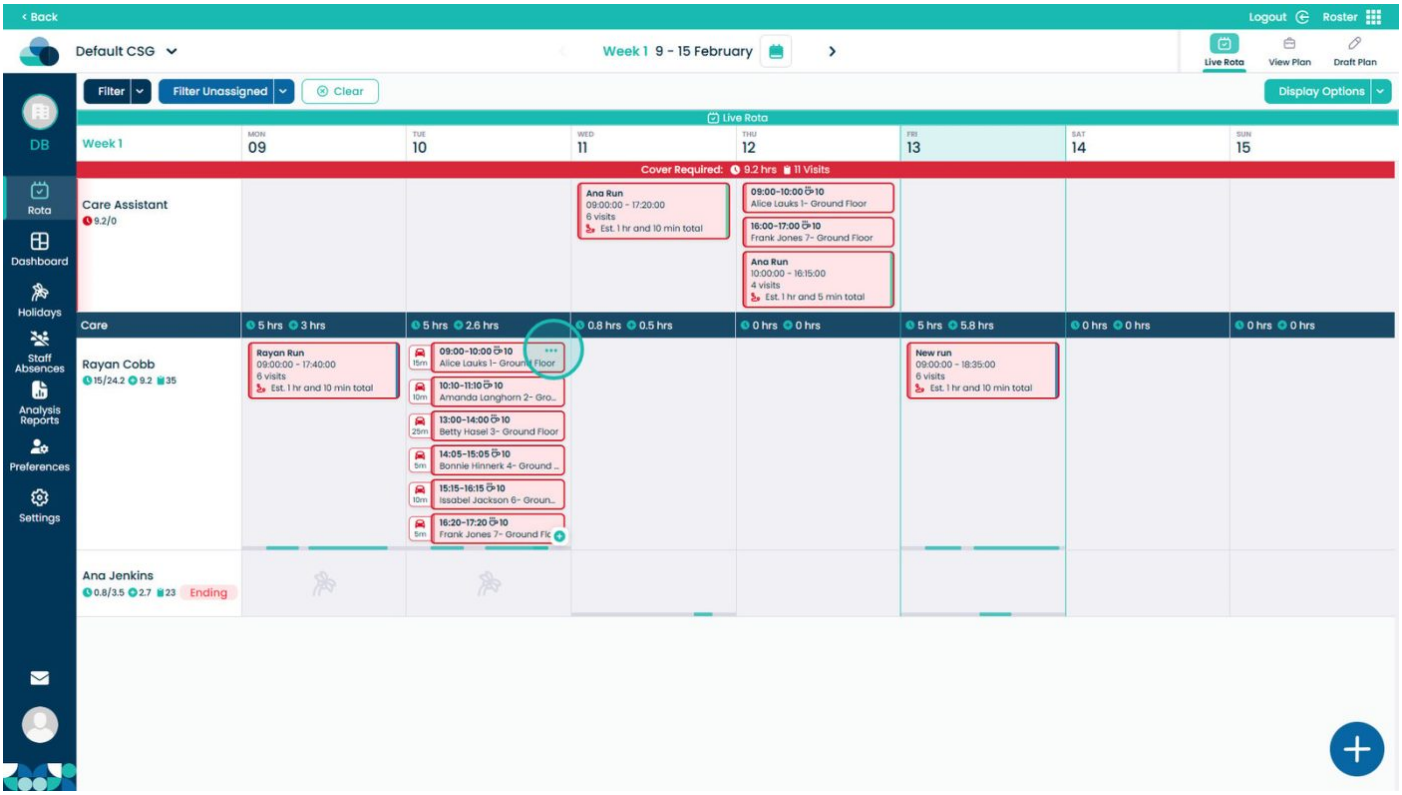
Enter the Roster app



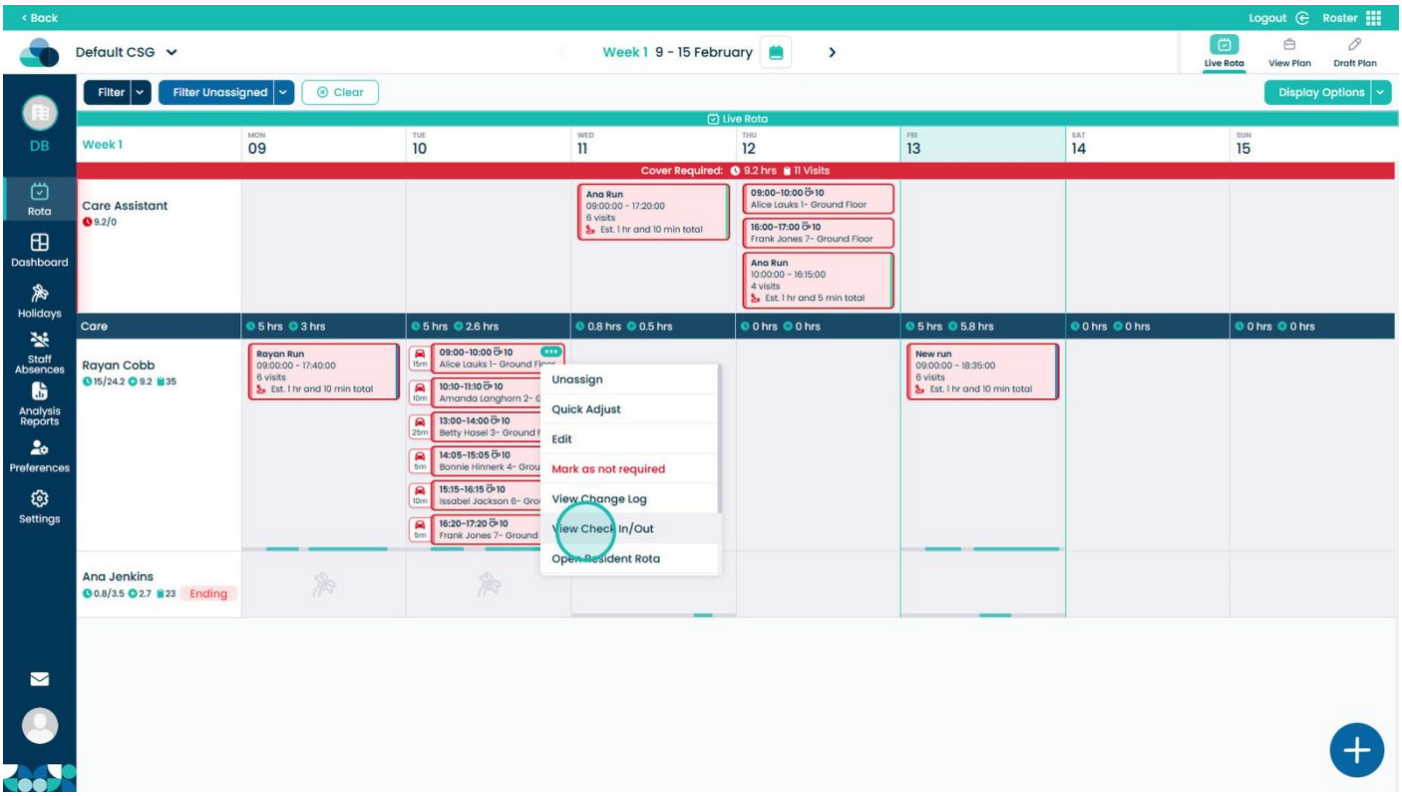
Click Rota to open the rota page



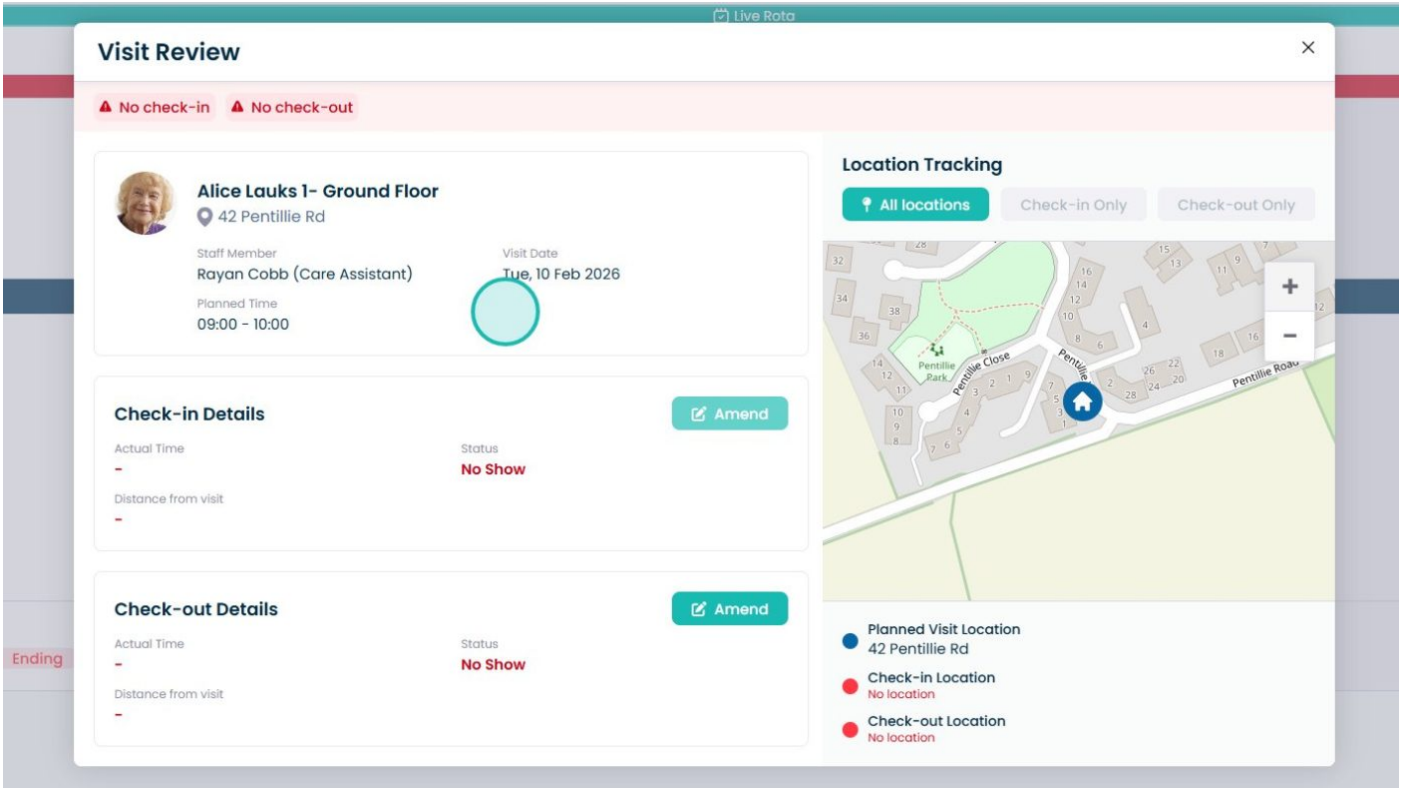
Click the three dots on the visit



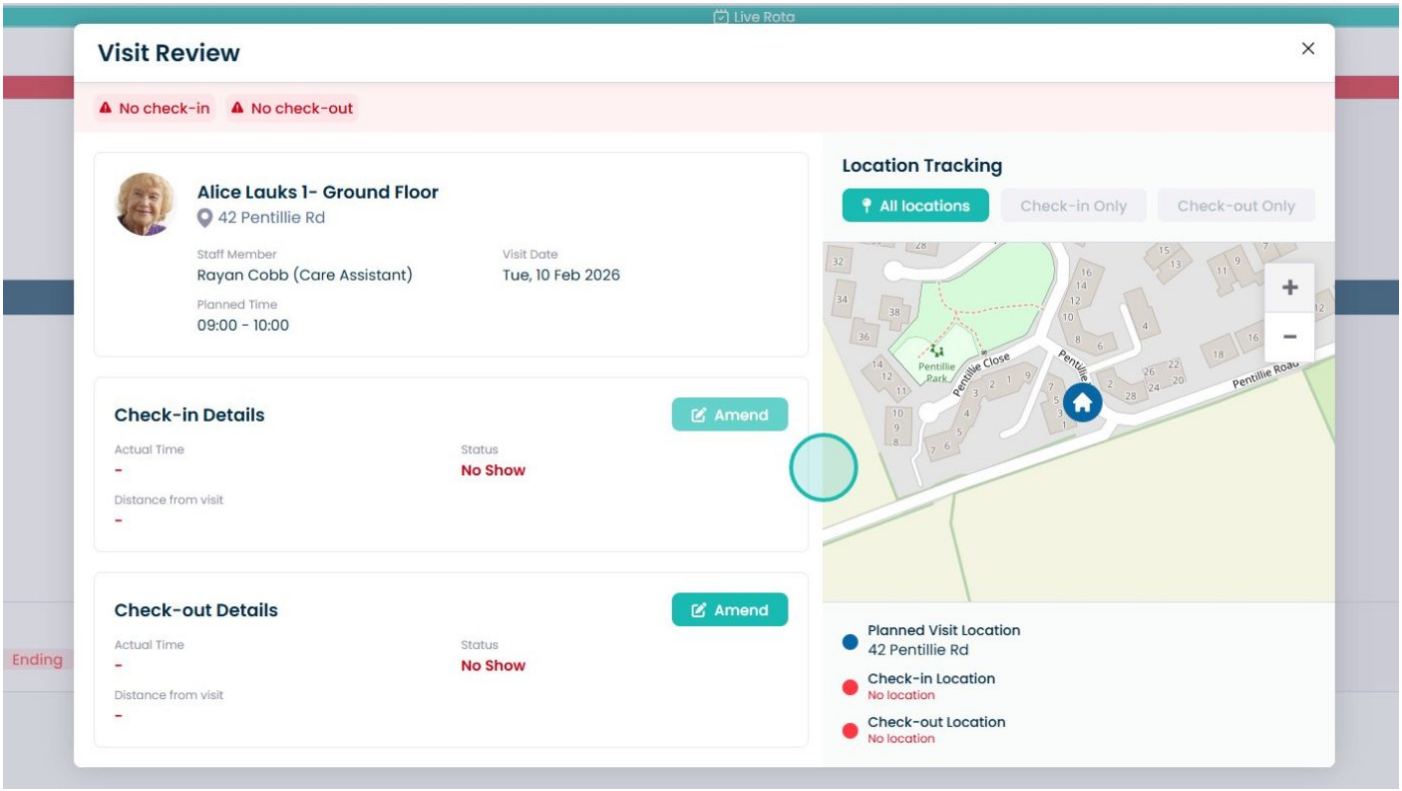
Select View Check In/Out



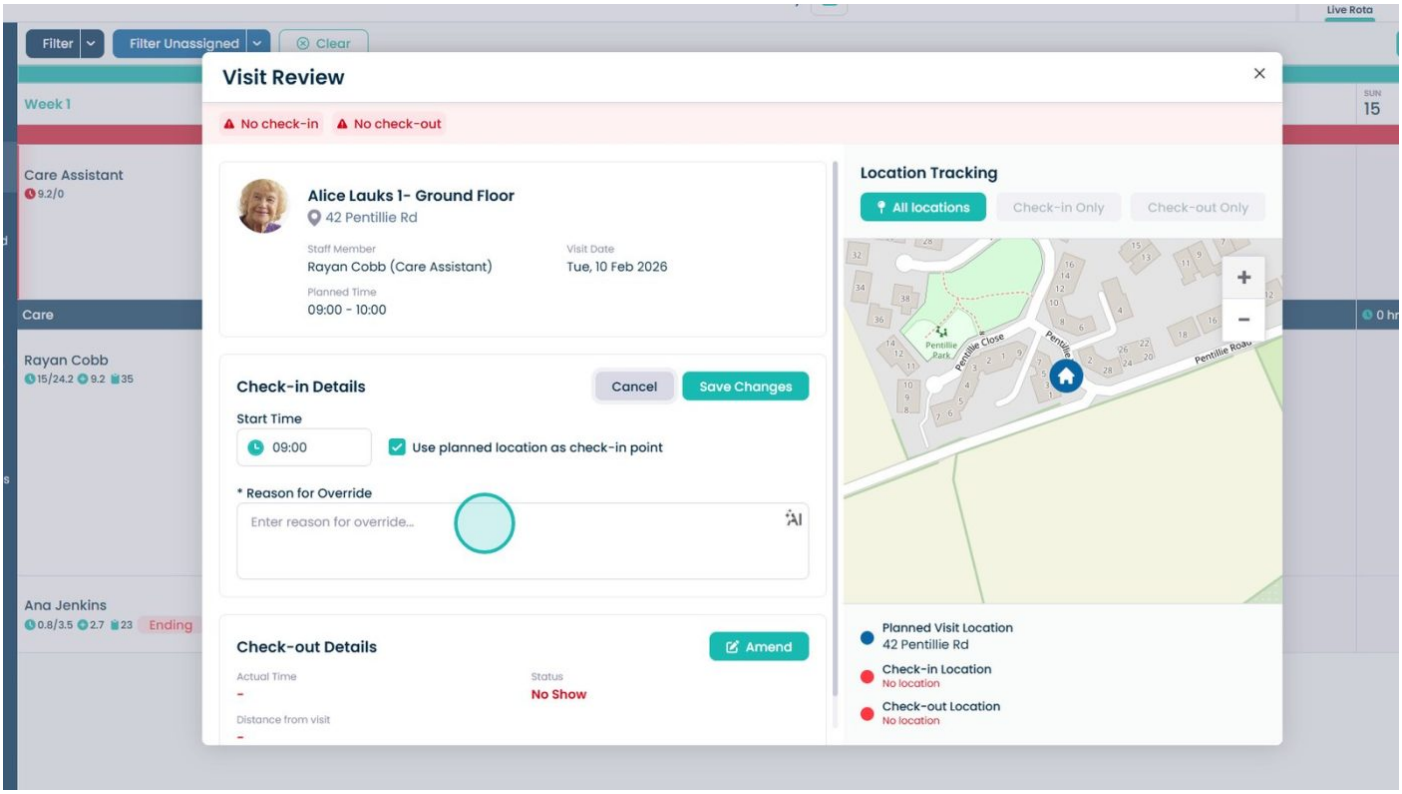
Review the visit details



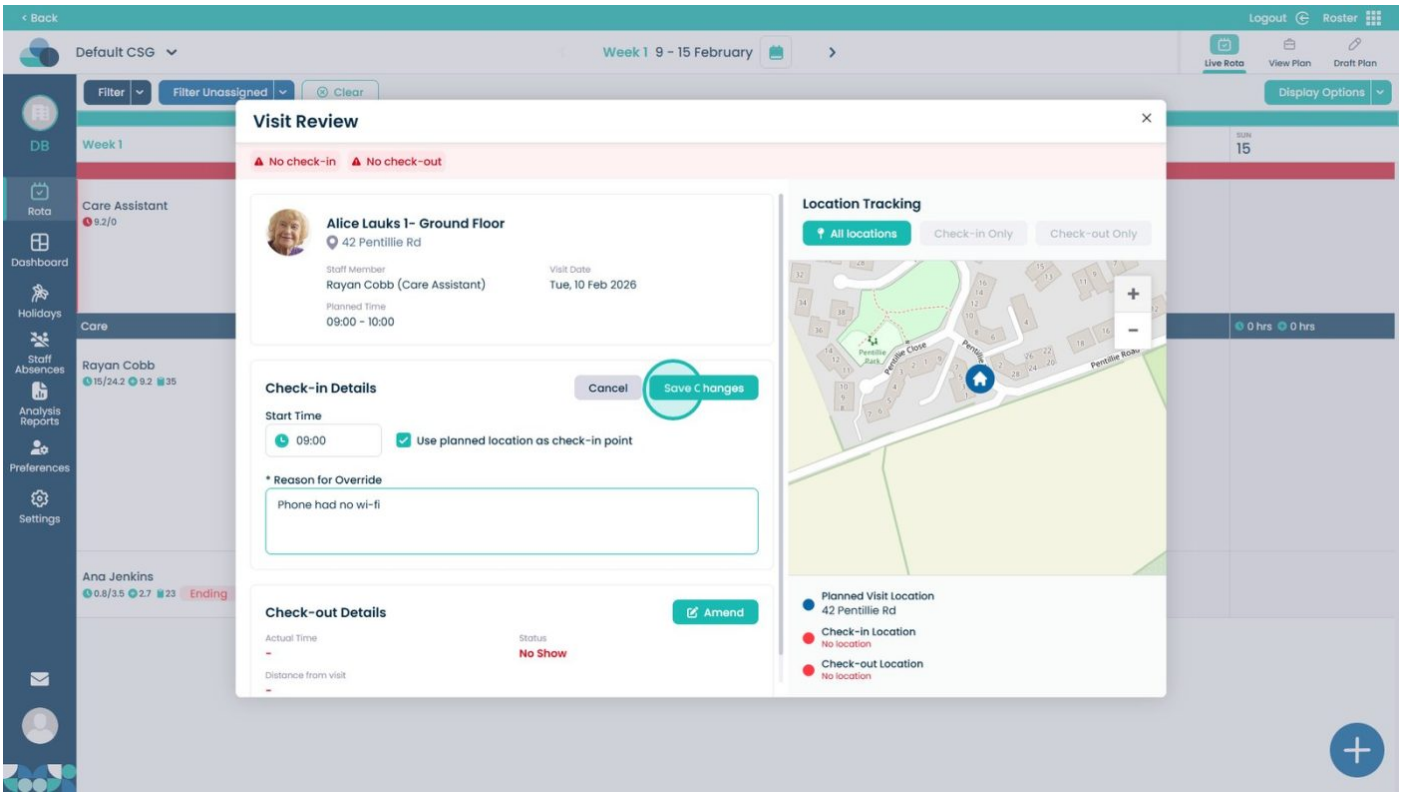
Click Amend in the Check-in Details section



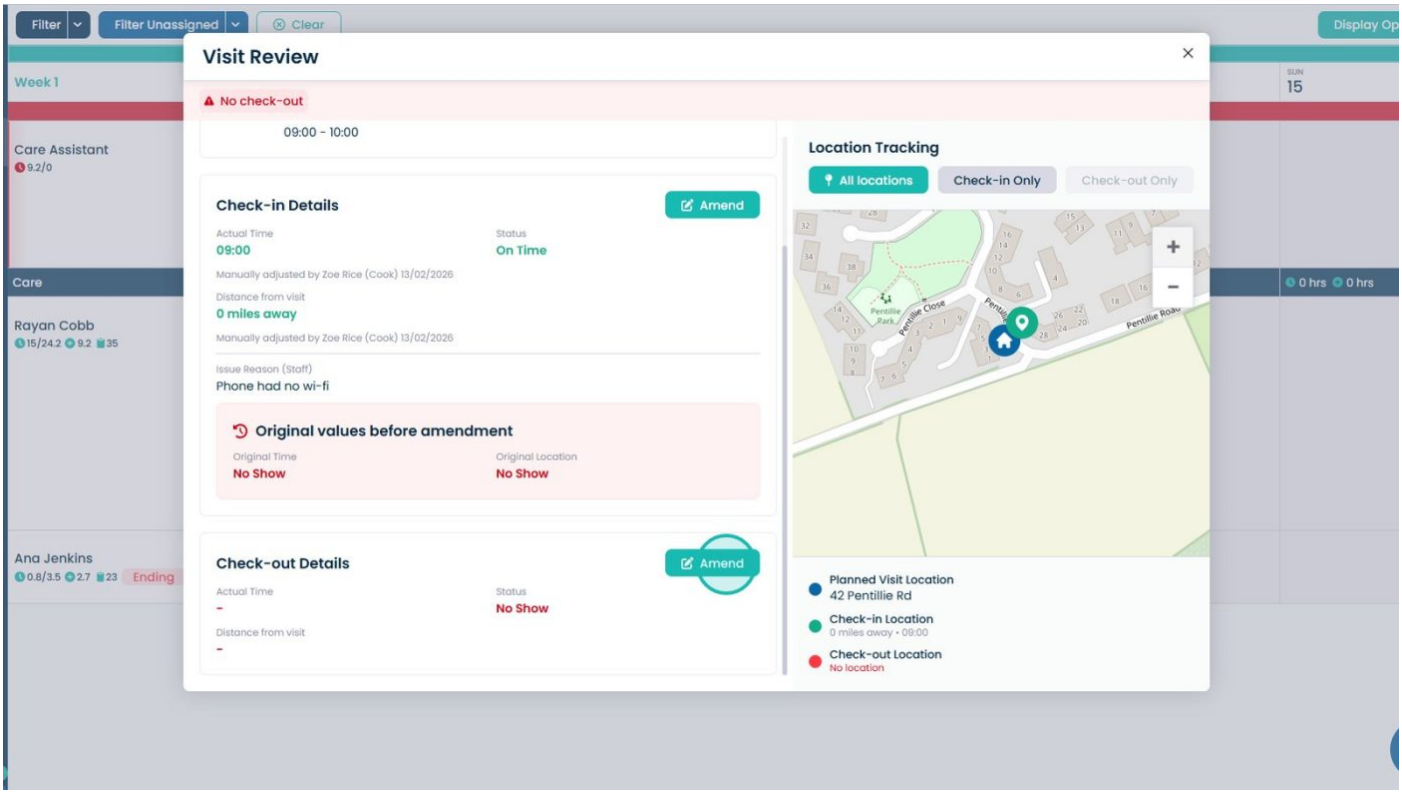
Modify the start time and enter a reason for the override



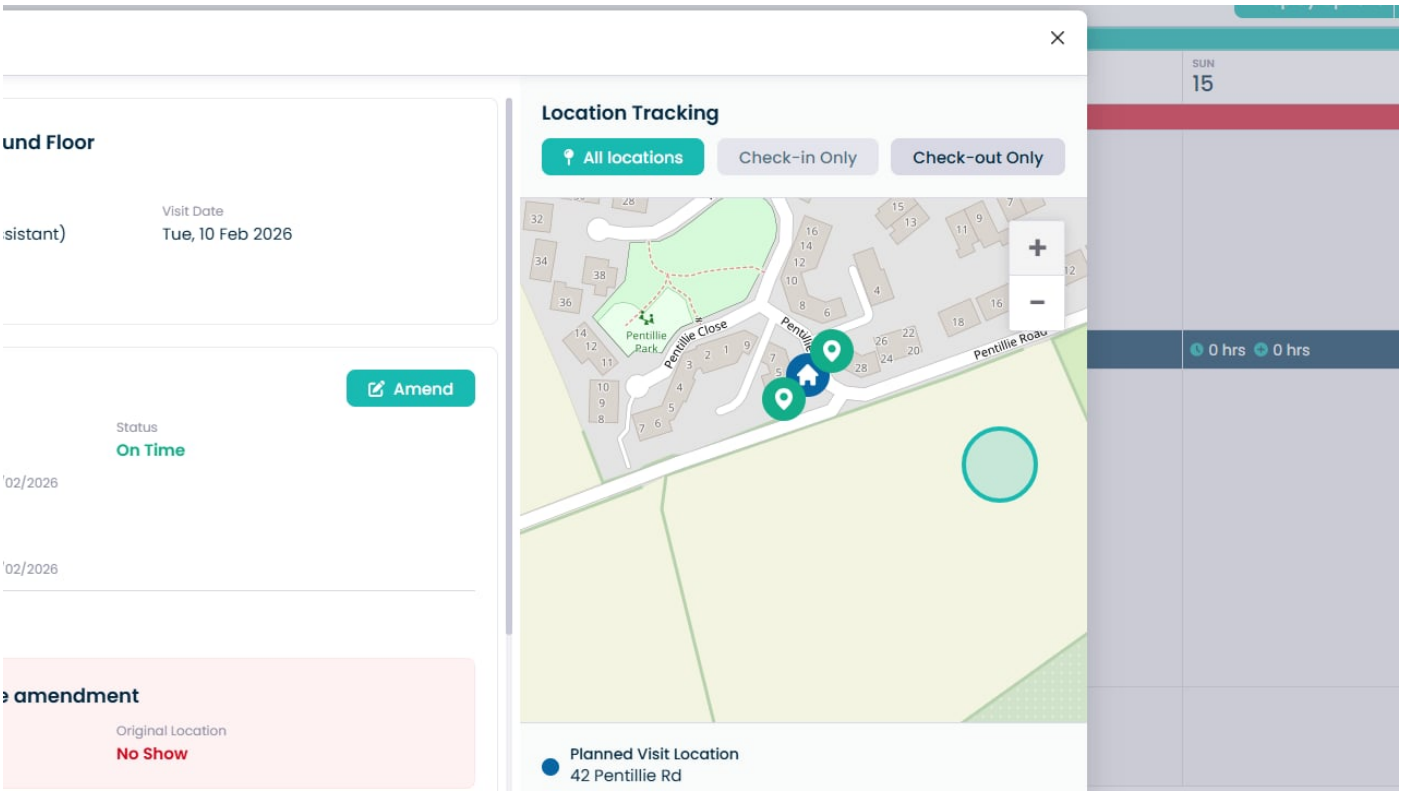
Click Save Changes once finished modifying the check-in

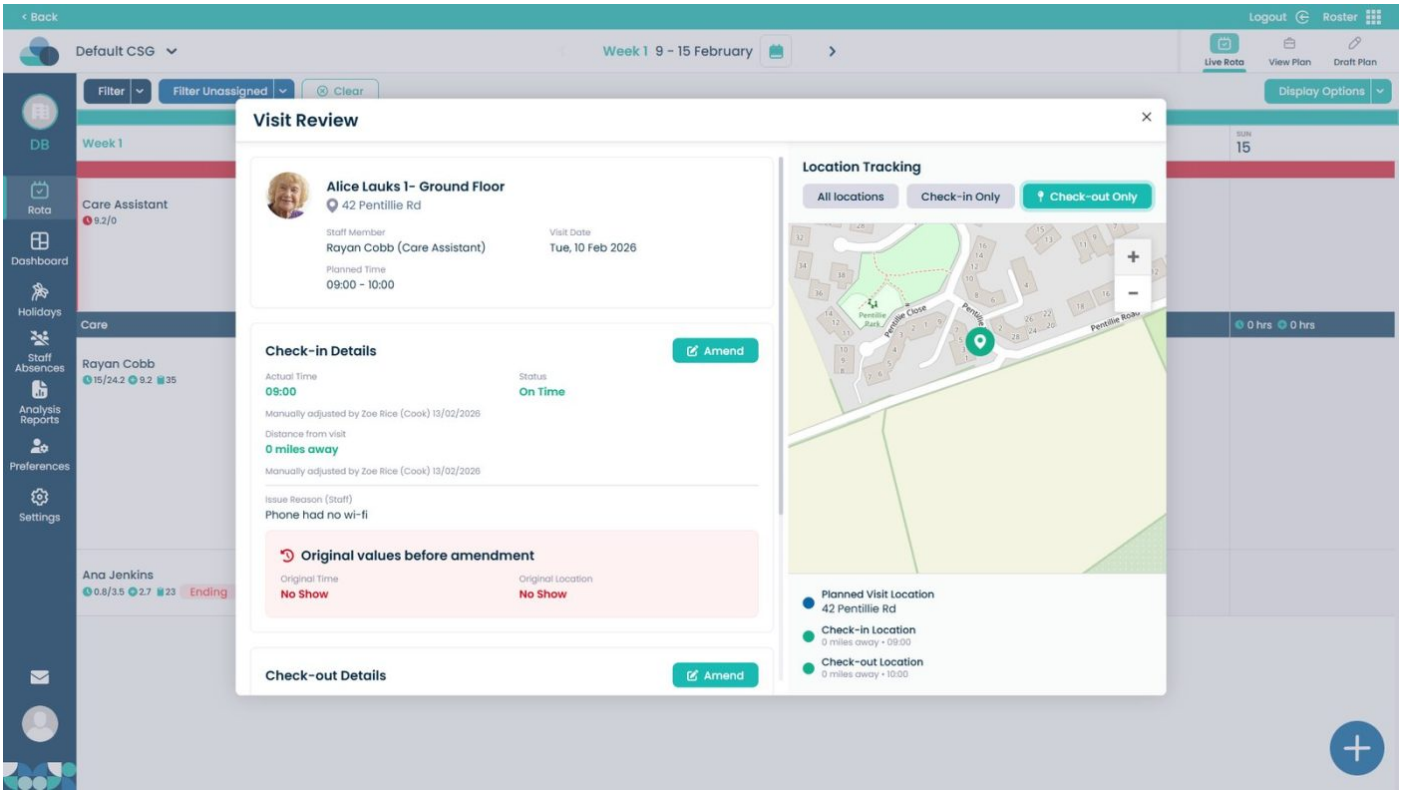


Repeat the process for the Check-out details by clicking Amend



Use the map to view the exact Check-in and Check-out locations





Was it helpful ?

- Happy
- Normal

- Sad

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