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# Members App Check In / Check Out Guide

This Members App Check In Check Out guide has been created to outline the basic process of Checking In and Out of booked shifts. The images provided in this guide may appear slightly different depending on the make, model and size of your device.

**To learn how to Check In or Check Out of a booked shift please follow the steps outlined in this guide. Please note the Check In Check Out feature may not be applicable to all shifts/locations. For further information on your agencies policy for Check In Check Out protocols please contact the Help Centre details found in your App.**

## Contents

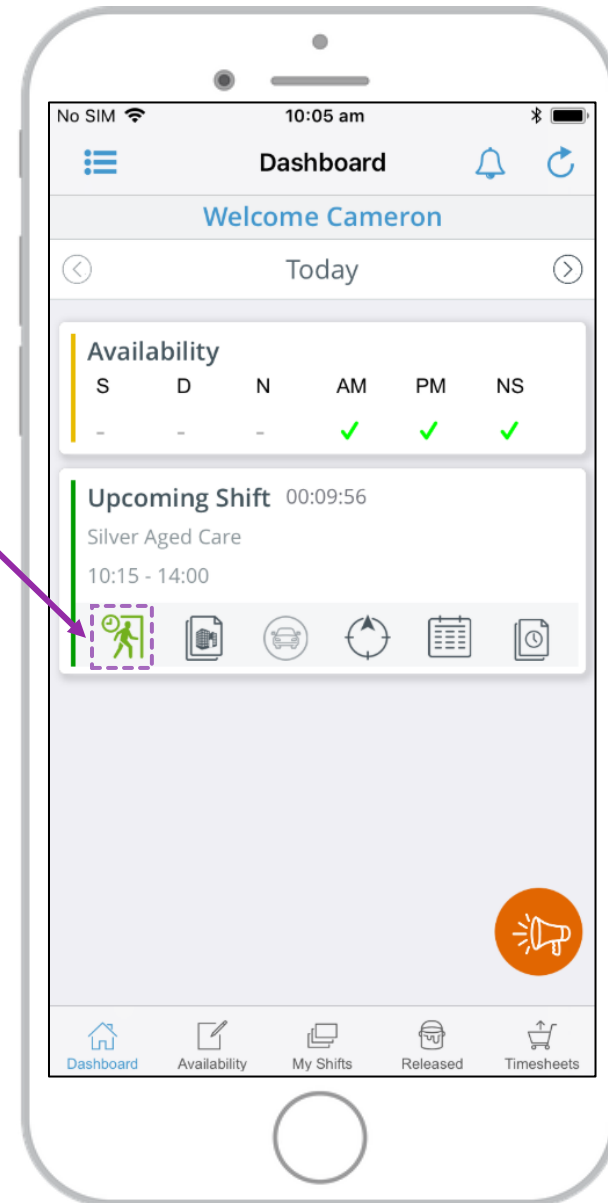
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## Step 1. Access the Check In Screen

To access the Check In screen you can select the flashing Green Icon within the Members App Dashboard as shown by the arrow below.

1

*Alternatively, you will receive an alert message prior to the shift commencement. If you select this alert it will take you directly to the Check In screen.*



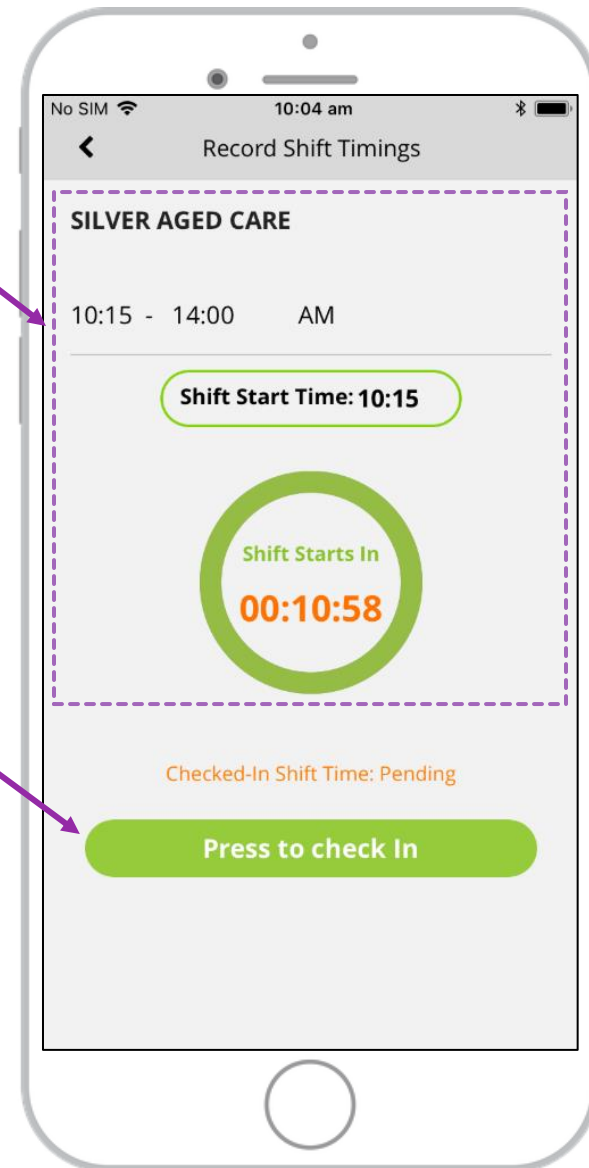
## Step 2. Check In at location

The check In screen will show booked details at the top of the screen and a countdown of minutes until the shift starts within the large green circle.

2a

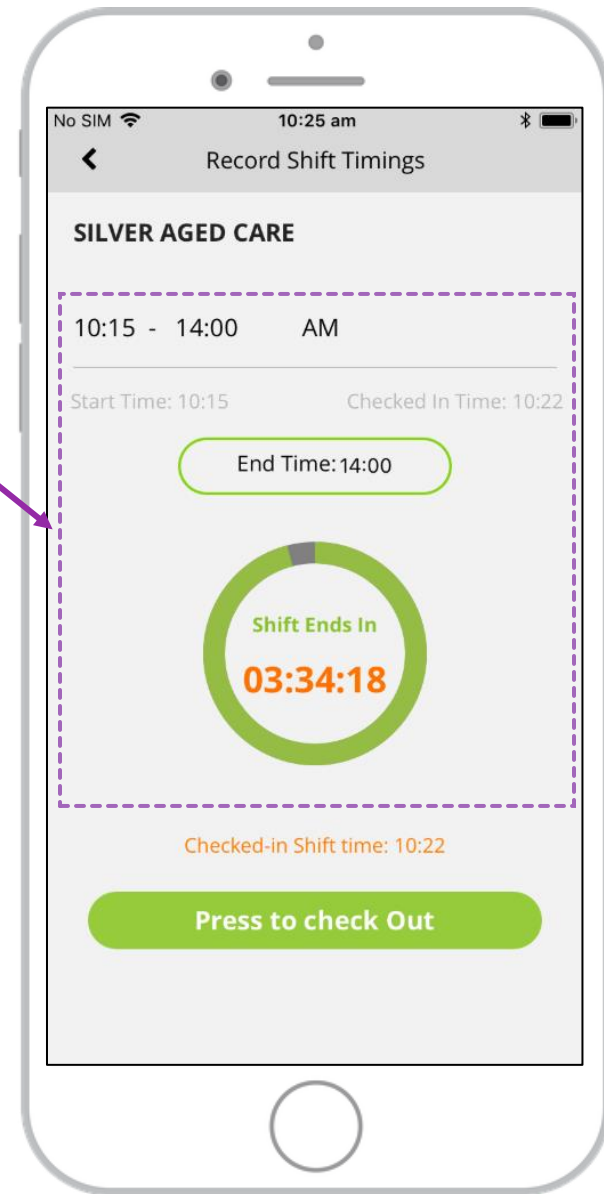
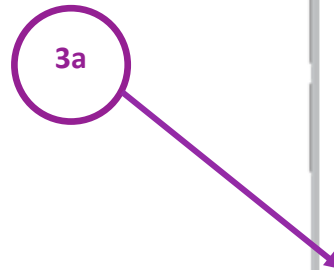
To check In for a shift select the Green “Press to Check In” button at the bottom of the screen.

2b



### Step 3. Review the Checked In time (Optional)

Once you have checked In the screen will update with the recorded Checked In time and the remaining time of shift will appear within the large green circle.

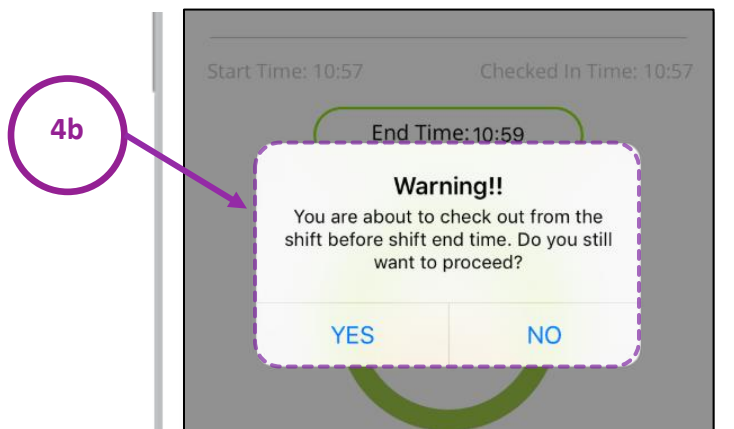


## Step 4. Check Out

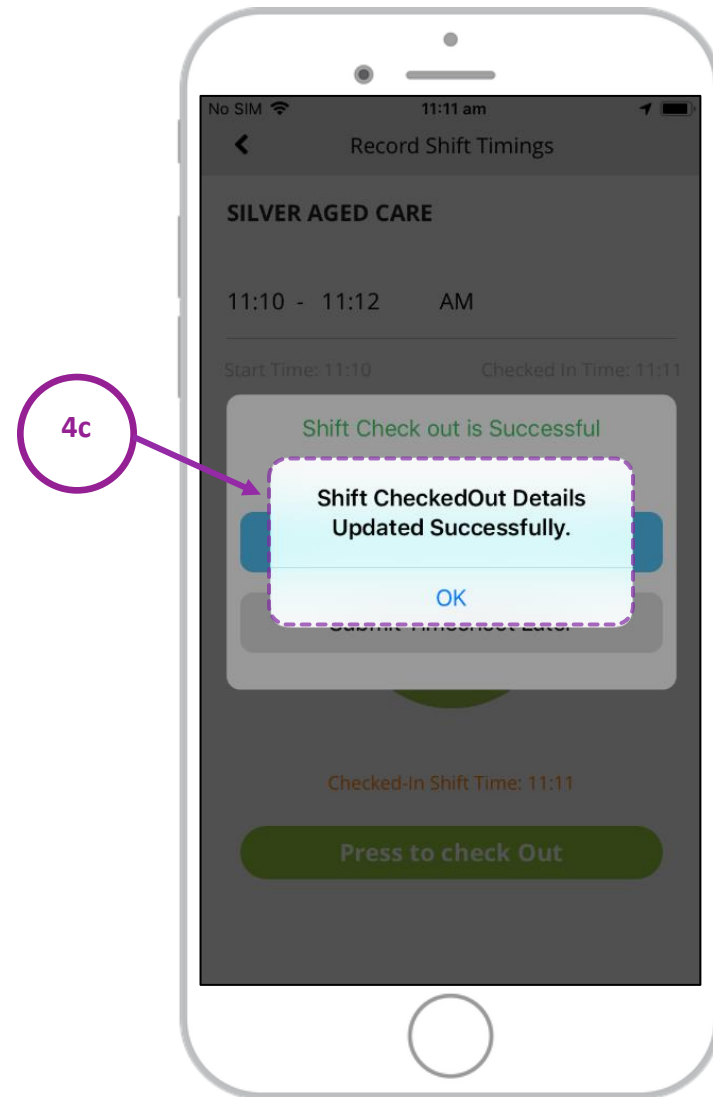
On the completion of your shift select the "Press to Check Out".



If you select "Press to Check Out" before the shift end time the following message will appear. If you wish to check Out prior to the shift end time, select YES to proceed.



The below message will appear on the successful submission of your Checked Out details. Press OK to continue.



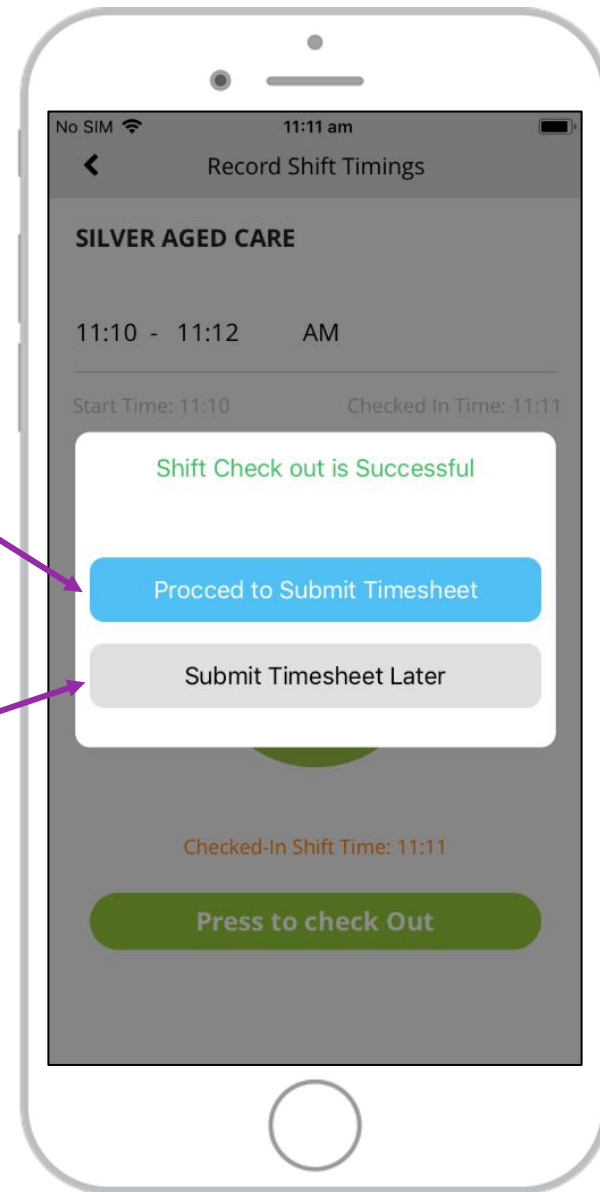
## Step 5. Proceed & Submit Timesheet (Optional)

Select “Proceed to Submit Timesheet” if you wish to submit timesheet on the completion of your shift.

5a

*Alternatively, you can select “Submit Timesheet Later” if you wish to submit it at another time.*

5b



## Important Information & FAQ's

The Check In/Out feature is used by agencies to Track Member arrival and completion of shifts. Before using the Check In Check Out feature within the Members App please ensure your Location Permission within your internal phone settings are set to allow Locations services.

### **Why am I not able to see the Check In/Check Out Icon for my Shift?**

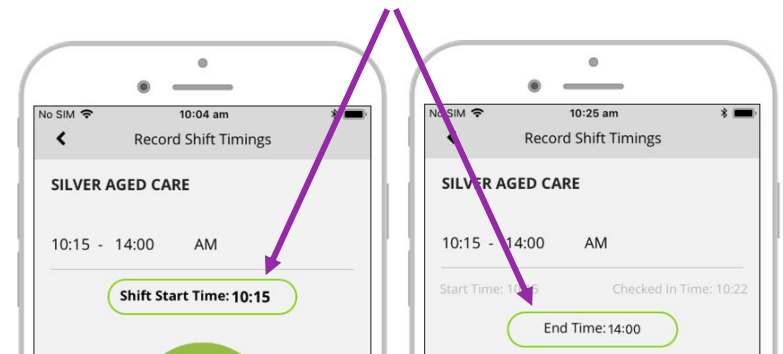
The Check In Check Out feature can be set at a location level and may not be turned on for all locations. If you are not able to view the Icon prior to your shift commencement, please contact your agency.

### **Will the Check In/Check Out time affect the total number of hours worked for payroll?**

No, unless you are adjusting the Shift Start and End Time when checking In/Out or submitting your timesheet the total number of hours worked will not change. However, it is important to note that the system will record the time checked In and Out and the agency will be able to review and compare the two.

### **What happens if my shift Start/End time is different to what was originally booked, and I check In Early/Late?**

To adjust the shift Start/End time while checking in you can select the Shift Start Time or End Time buttons on the Check In/Out Screen highlighted below.



If you forget to edit the Shift Start/End time during the check In/Out process you can always update these within the Timesheet Submission Process.