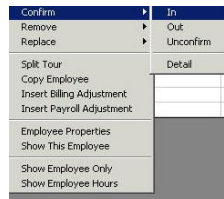


Scheduled employees can be confirmed IN for arrival and OUT for departure, which will flag the time slot an indicative color for easy reference when viewing schedules on the screen. If an employee arrives or departs at a time that is different from the regularly scheduled shift, the time may be adjusted accordingly.

Confirmation of Employee Time will happen automatically when the Vantage system is being used.

### To Confirm an Employee's NORMAL ARRIVAL Time:

1. Right-click on desired Scheduled time slot.
2. Select **Confirm IN**
3. The scheduled time slot displays in **Light Green** to indicate that the employee has arrived on time for work.

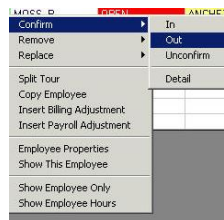


A screenshot of a software interface showing a schedule grid. The grid has columns for dates: 04/24/2006 (Monday), 04/25/2006 (Tuesday), and 04/26/2006 (Wednesday). The rows represent different branches and time slots. A time slot for 'FRONT DOOR' on Monday at 09:00-17:00 is highlighted in light green. Other time slots are yellow or white.

WEEK ENDING 04/30/2006	04/24/2006	04/25/2006	04/26/2006
NAME	Monday	Tuesday	Wednesday
DOWNTOWN BRANCH	Contract 15	Contract 16	Actual 16
FRONT DOOR	09:00 - 17:00 (Light Green)	BROWN, J 09:00 - 17:00	BROWN, J 09:00 - 17:00
	17:00	MARTINEZ, A 09:00 - 17:00	MARTINEZ, A 09:00 - 17:00
UPTOWN BRANCH	Contract 124	Contract 20	Actual 20
BACK DOOR	09:00 - 17:00	HUNTER, L 09:00 - 17:00	MCLEAN, C 09:00 - 17:00
	09:00 - 13:00		
FRONT DOOR	09:00 - 17:00	MOSS, R 09:00 - 17:00 (Light Green)	MOSS, R 09:00 - 17:00 (Light Green)
	11:00 - 15:00	EMERSON, M 11:00 - 15:00	EMERSON, M 11:00 - 15:00
	13:00 - 17:00		

### To Confirm an Employee's NORMAL DEPARTURE Time:

1. Right-click on the desired Scheduled time slot.
2. Select **Confirm OUT**.
3. The scheduled time slot displays in **Dark Green** to indicate that the employee has departed work on time.

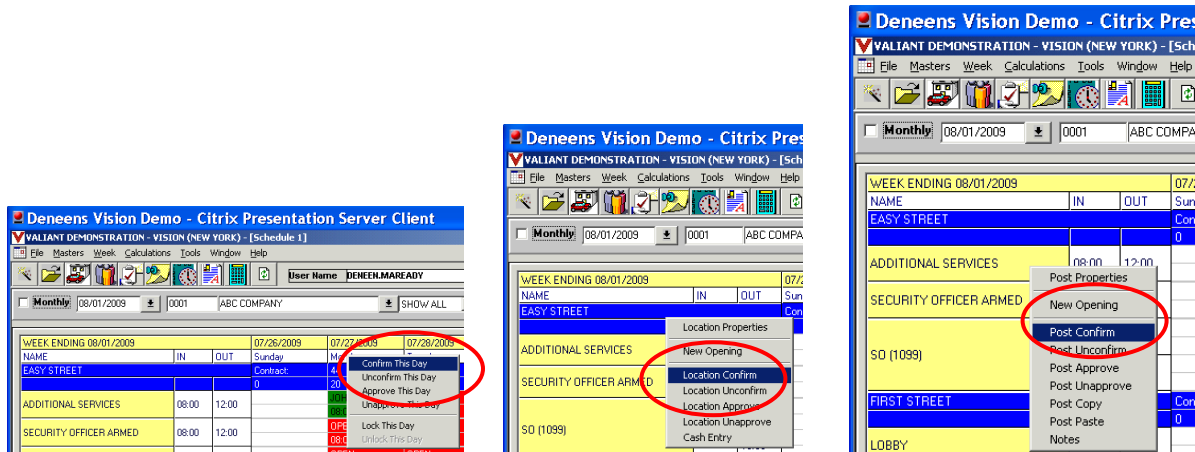


A screenshot of a software interface showing a schedule grid, similar to the one above. A time slot for 'FRONT DOOR' on Monday at 09:00-17:00 is highlighted in dark green. Other time slots are yellow or white.

WEEK ENDING 04/30/2006	04/24/2006	04/25/2006	04/26/2006
NAME	Monday	Tuesday	Wednesday
DOWNTOWN BRANCH	Contract 15	Contract 16	Actual 16
FRONT DOOR	09:00 - 17:00 (Dark Green)	BROWN, J 09:00 - 17:00	BROWN, J 09:00 - 17:00
	17:00	MARTINEZ, A 09:00 - 17:00	MARTINEZ, A 09:00 - 17:00
UPTOWN BRANCH	Contract 124	Contract 20	Actual 20
BACK DOOR	09:00 - 17:00	HUNTER, L 09:00 - 17:00	MCLEAN, C 09:00 - 17:00
	09:00 - 13:00		
FRONT DOOR	09:00 - 17:00	MOSS, R 09:00 - 17:00 (Dark Green)	MOSS, R 09:00 - 17:00 (Dark Green)
	11:00 - 15:00	EMERSON, M 11:00 - 15:00	EMERSON, M 11:00 - 15:00
	13:00 - 17:00		

## To Confirm by Day, Location, or Post:

1. Right-click on the desired **Day, Location, or Post** if you would like to confirm ALL employees at once for a given day or schedule area.



## To Adjust an Employee's Arrival or Departure Time:

1. Right-Click on desired Scheduled time slot.
2. Select **Confirm DETAIL**.  
The **Schedule Confirm Master** will display.
3. Highlight and adjust the time as applicable in the **Time In** and/or **Time Out** fields.
4. Enter a reason for the time change in the **Tracking** field, if desired.
5. Click **Save**.
6. The schedule time slot displays in **Light Blue** to indicate that a change has been made to the employee's normal arrival and/or departure time. In the example below, the employee *Hunter, L.* was scheduled to arrive at 09:00 and actually arrived at 09:15.

