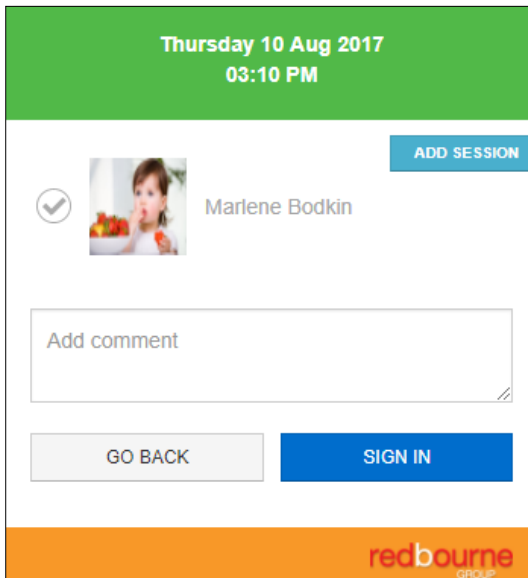


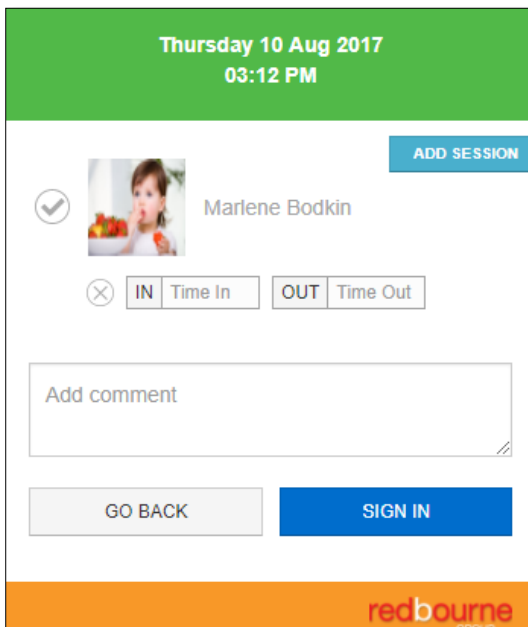
e-Signatures

Signing In/Out Casual (Non-Booked) Sessions

In the event that a child needs to be signed in for a non-booked session (casual session), the sign in window will appear with no session:





Click the 'Add Session' button to generate the expected 'Time In' and Time Out' boxes:



Click to select the tick next to the child's name and enter the expected time in and out. Please note that the time in and out is added simply to determine when signatures are expected. The charged hours on the timesheet will need to be updated separately.


Thursday 10 Aug 2017
03:15 PM





Marlene Bodkin

ADD SESSION



IN

08:00 AM

OUT

03:00 PM

Add comment

GO BACK

SIGN IN

Click the 'Sign In' button and the child will be signed in (time-stamped as the current date/time).

The child may then be signed out as normal.