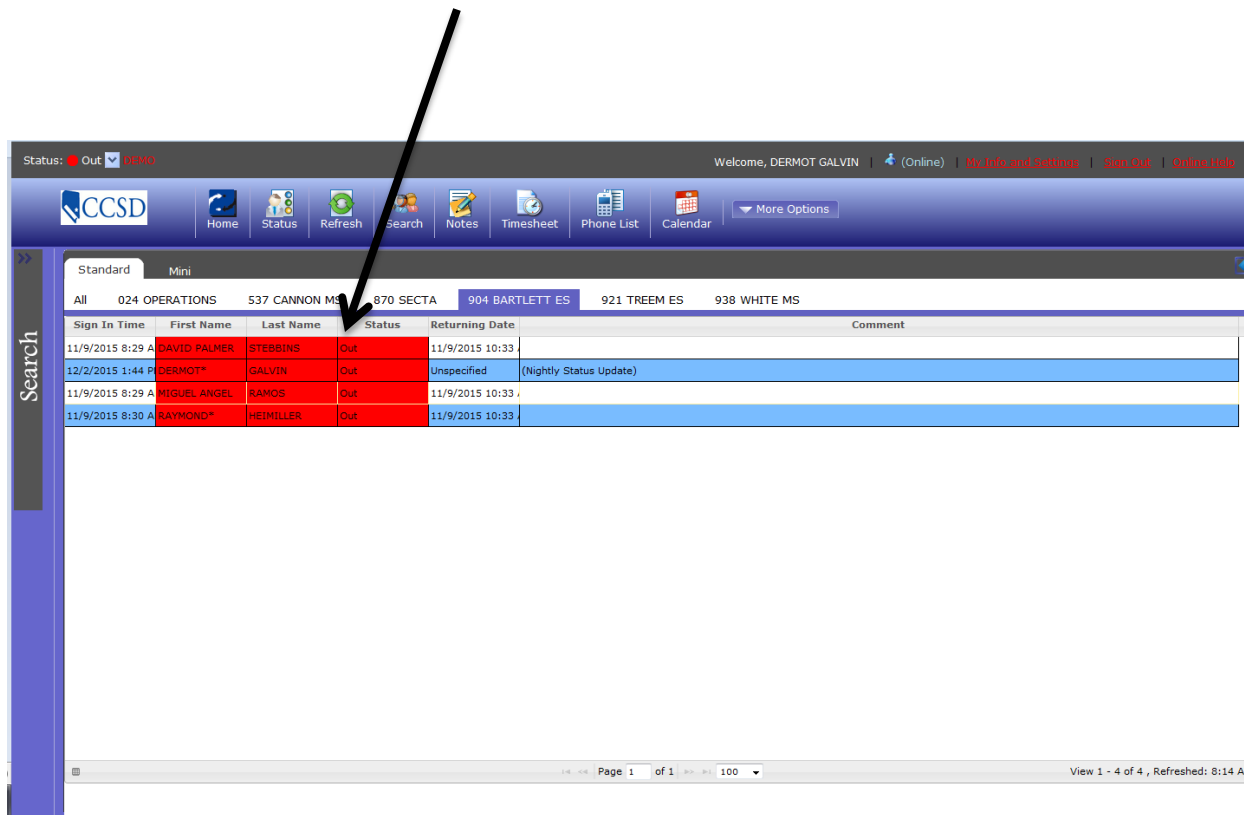


[Click Here to back to Login Page](#)

FOR HEAD CUSTODIANS ONLY: To log in/out one of your employees.

**Example:** You're employee forgot to sign out and after verifying that they were there you can log them out.

Double Click on the employees name to open the status option.



The screenshot shows the CCSD (Cannock Chase School District) employee status management interface. The top navigation bar includes the CCSD logo and various icons for Home, Status, Refresh, Search, Notes, Timesheet, Phone List, and Calendar. The main content area displays a table of employee status records. A black arrow points to the 'Status' column header in the table.

Sign In Time	First Name	Last Name	Status	Returning Date	Comment
11/9/2015 8:29 A	DAVID PALMER	STEBBINS	Out	11/9/2015 10:33	
12/2/2015 1:44 P	DERMOT*	GALVIN	Out	Unspecified	(Nightly Status Update)
11/9/2015 8:29 A	MIGUEL ANGEL	RAMOS	Out	11/9/2015 10:33	
11/9/2015 8:30 A	RAYMOND*	HEIMILLER	Out	11/9/2015 10:33	

Page 1 of 1, 100 View 1 - 4 of 4, Refreshed: 8:14 A

[Click Here to go back to login page](#)

Click the appropriate selection and **ALWAYS** leave a comment.

The screenshot shows a web application window titled "Update Status". At the top, a purple box displays "Current Status" for "Name: MIGUEL ANGEL RAMOS", "Status: Out", and "Returning: 12/9/2015 10:33 AM". Below this, a list of status options is shown with radio buttons. The "Out" option is selected. To the right, there are buttons for "One-Click Return Time" (1 Hour, 3 Hours, 4 Hours, 1 Day) and a "Future Status" checkbox. The "Returning:" field shows "12/03/2015 9:17 AM". A "Comment:" text area is present. At the bottom, "OK" and "Cancel" buttons are visible. Annotations include an arrow pointing to the "Out" status option, another arrow pointing to the "Comment:" text area, and a circle around the "OK" button with an arrow pointing to it.

**Update Status**

**Current Status**

**Name:** MIGUEL ANGEL RAMOS      **Status:** Out  
**Returning:** 12/9/2015 10:33 AM      **Comment:**

☒ In      ☒ Out  
☐ Lunch 1/2 hr      ☐ Lunch 1 hr  
☐ Sick (01)      ☐ Sick (02)  
☐ Vacation (11)      ☐ Non Paid (10)  
☐ Bereavement (03)      ☐ Jury Duty (04)  
☐ Subpoena (05)      ☐ School Business (07)  
☐ Authorized Absence (08)      ☐ Military (09)  
☐ Work Comp      ☐ Compensatory (16)  
☐ Universal/Flex (17)      ☐ Unavailable

☐ Future Status

**One-Click Return Time:**

**Returning:** 12/03/2015 9:17 AM ...

☐ **Unknown Date/Time**

**Comment:**

When finished, Click the **OK** button.