

# Checking-In Employee in Dispatcher

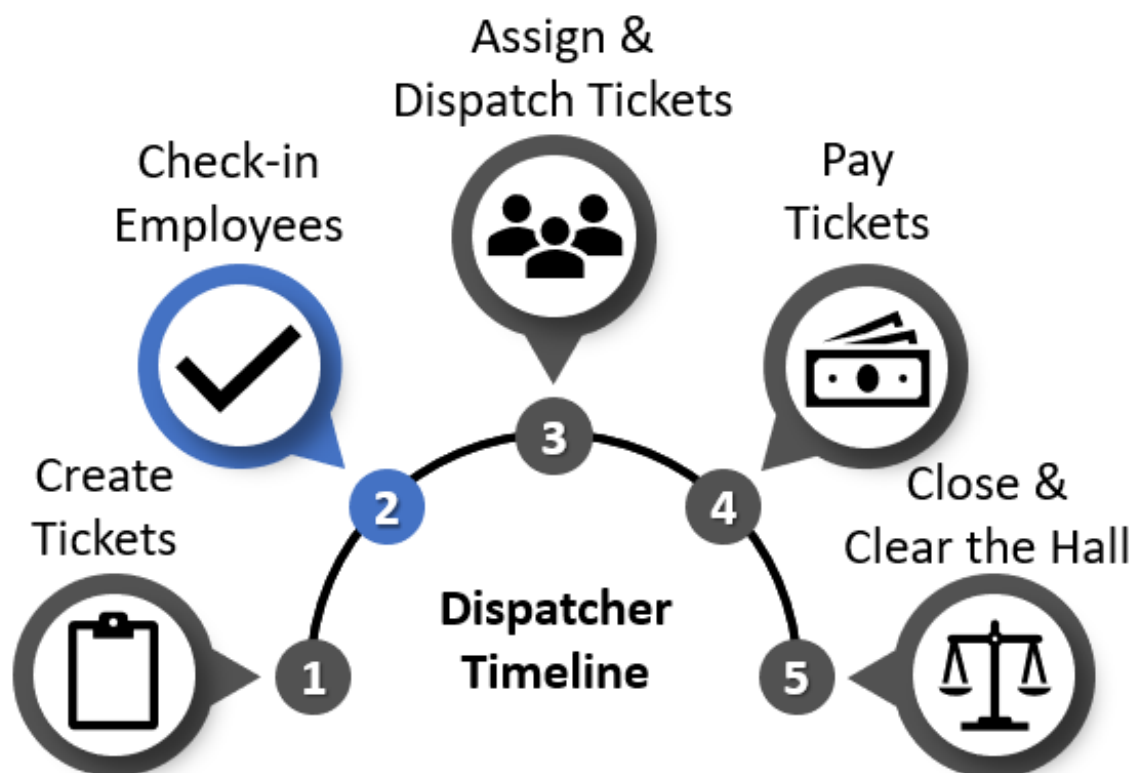
Last Modified on 12/06/2018 3:06 pm CST

## Checking-In Employees

In Dispatcher, you can check-in employees who call or come into your labor hall to mark them as available and assign them to tickets within Dispatcher.

Not sure what Dispatcher is? Check out [Dispatcher Overview](#) first.

Checking-in employees is step 2 in the Dispatcher timeline:



This article reviews:

- [Checking in Employees](#)
- [Editing Employee Check-In](#)
- [Adding an Employee Record](#)

- Equipment Checkout Options

## To Check an Employee In:

1. Select the 'Check Mark' icon to the right of the employees section of Dispatcher.
2. Search by last name, first name, last 4 digits of their SSN or employee ID (aident).

The screenshot shows the Labor Dispatcher interface. The top navigation bar includes a search bar for employees, customers, and orders. The main content area is split into two panes: 'orders' and 'employees'. The 'orders' pane shows a list of tasks with columns for Ticket #, Order Status, Start, Customer, Job, Shift, and Note. The 'employees' pane is currently empty, displaying 'No Records Found'. A sidebar on the left contains navigation options like 'employee', 'customer', 'order', 'assignment', 'contact', 'dispatcher', 'pay / bill', 'reports', and 'all options'.

Ticket #	Order Status	Start	Customer	Job	Shift	Note
4295090061	2 of 3	11/1/2018	Trees & Leaves	Shippi...	Si... 2nd Sh...	Shippi...
4295090062	3 of 3	11/1/2018	Trees & Leaves	Wareh...	H... 2nd Sh...	1-2 ye...
4295090060	0 of 2	11/1/2018	A&A Music Factory	Wareh...	W... Evening	Need...
4295090066	2 of 2	11/2/2018	Welding Company	Unkno...	P... Evening	
4295090069	0 of 3	11/5/2018	Trees & Leaves	Garde...	Si... Morning	Rakin...
4295090070	0 of 3	11/5/2018	A-Z Tiles	Laborer	Li... Morning	
4295090068	2 of 4	11/5/2018	Buy N Large	Wareh...	Li... AM shift	Must...
4295090074	2 of 3	11/9/2018	Buy N Large	Lab As...	Li... PM W...	Poten...

3. Select the employee from the search results.
4. Optionally:
  - Check 'Is Direct' to show that an employee called in and will report directly to the worksite.
  - Check 'Has Transportation' to show that an employee has a car or mode of transportation.

Is Direct

Has Transportation

- If checked, you will also have the option to enter the 'Passenger Capacity' for the vehicle for ride sharing purposes.

5. Select 'Save' in the lower right to finalize the check-in.

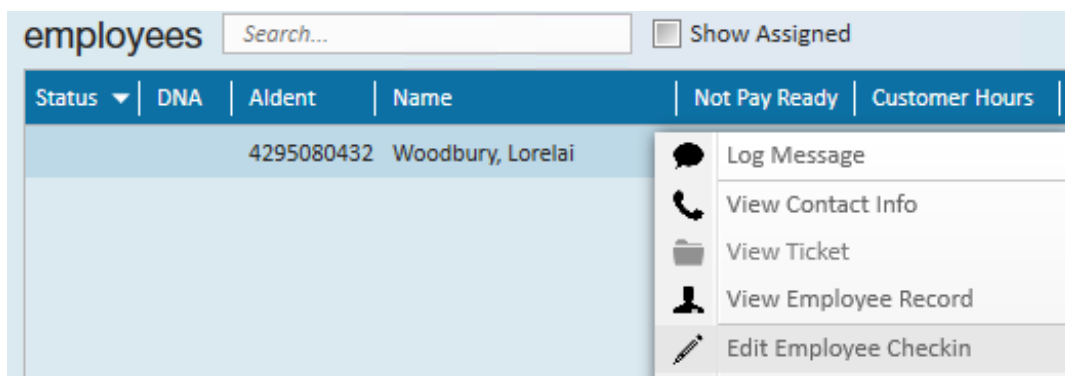
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## Editing Employee Check-In

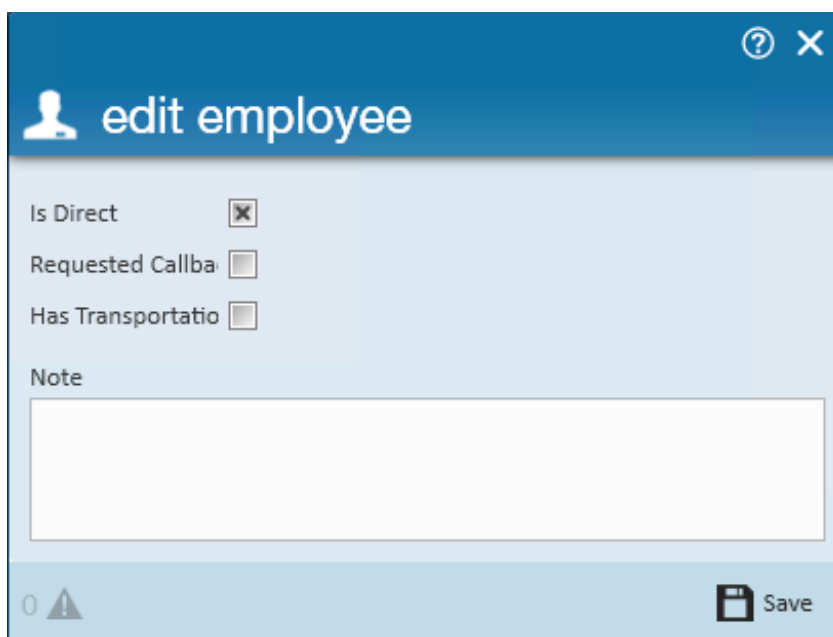
When an employee has been checked in, you can edit their check-in information to add additional notes or change transportation information.

### To edit employee check-in:

1. Right click on the employee.
2. Select 'Edit Employee Checkin':



3. A new window will open. Edit the following options:



The screenshot shows a window titled 'edit employee' with a blue header. The window contains the following fields and options:

- Is Direct**:
- Requested Callba**:
- Has Transportatio**:
- Note**: A large text area for entering notes.
- Save**: A button with a floppy disk icon.

- Check 'Is Direct' to show that an employee called in and will report directly to the worksite.

- Check 'Requested Callback' to mark that the employee has requested a call back if any jobs come in later in the day.
    - This option is related to 'Clearing the Hall.'
  - Check 'Has Transportation' to show that an employee has a car or mode of transportation.
    - If checked, you will also have the option to enter the 'Passenger Capacity' for the vehicle for ride sharing purposes.
  - Add any additional notes.
    - Notes are not stored on the employee record but can be seen in Dispatcher by adding the 'notes' column to the employees section
4. Select 'Save.'

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## Adding an Employee Record

If a new employee comes into your labor hall, you can add them into your system without leaving Dispatcher.

### To create an employee record:

1. Select the + icon to the right of the employee section of Dispatcher.
2. A new window will open. Enter the employee information including name, SSN, and address.

? X
add new employee

<p><b>personal information</b></p> <p>SSN <input type="text" value="____-____-____"/></p> <p>First Name <input type="text" value=""/></p> <p>Last Name <input type="text" value=""/></p> <p>Initial <input type="text" value=""/></p> <p>Phone <input type="text" value=""/></p> <p>Cell <input type="text" value=""/></p> <p>Email <input type="text" value=""/></p>	<p><b>address information</b></p> <p>Street <input type="text" value=""/></p> <p>Street 2 <input type="text" value=""/></p> <p>City <input type="text" value=""/></p> <p>State <input type="text" value="MN"/></p> <p>Zip Code <input type="text" value="____-____"/></p> <p>School District <input type="text" value=""/></p> <p>Country <input type="text" value="United States of America"/></p>
<p><b>tax setup/other</b></p> <p>Branch <input type="text" value="Memphis SE"/></p> <p>Federal Ex <input type="text" value="0"/></p> <p>State Ex <input type="text" value="0"/></p> <p>Marital Status <input type="text" value="Single"/></p> <p>Spec Tax <input type="text" value=""/></p>	<p><b>avatar</b></p> <p>Upload a custom avatar by dragging it into this box.</p> <div style="display: flex; flex-wrap: wrap; gap: 10px;">          </div>

2 
 Save

3. Select 'Save.'

The employee will be checked in to your labor hall as soon as the record is created. Keep in mind that standard assignment restrictions still apply.

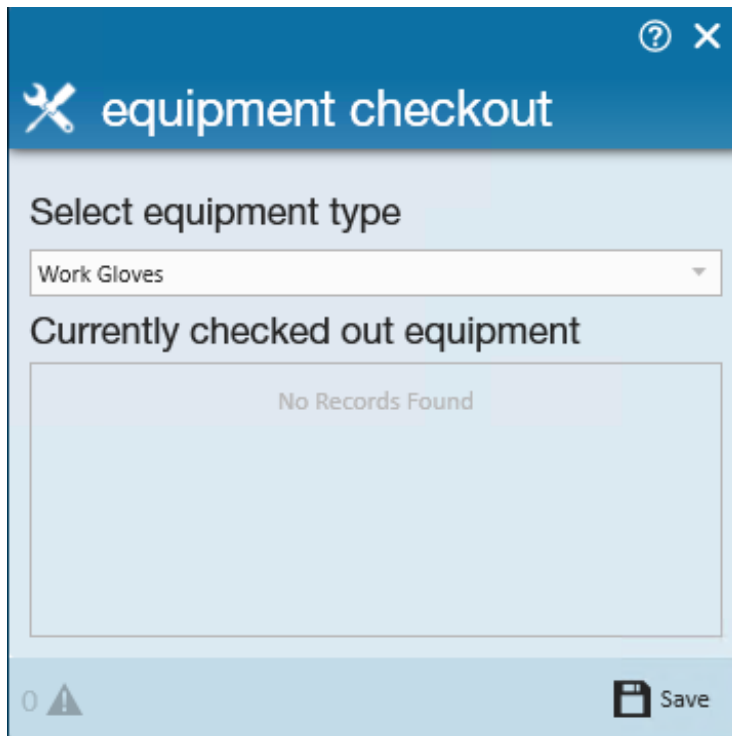
To save time for your dispatchers, consider utilizing [HRCenter](#) to have applicants fill out their application online.

## Equipment Checkout Options

Dispatcher allows you to manage equipment check-outs for each employee once they have been checked in.

## To check out equipment for an employee:

1. Right click on the employee who is checking out the equipment.
2. Select 'Equipment Checkout.'
3. A new window will open. Select the equipment item from the drop-down:

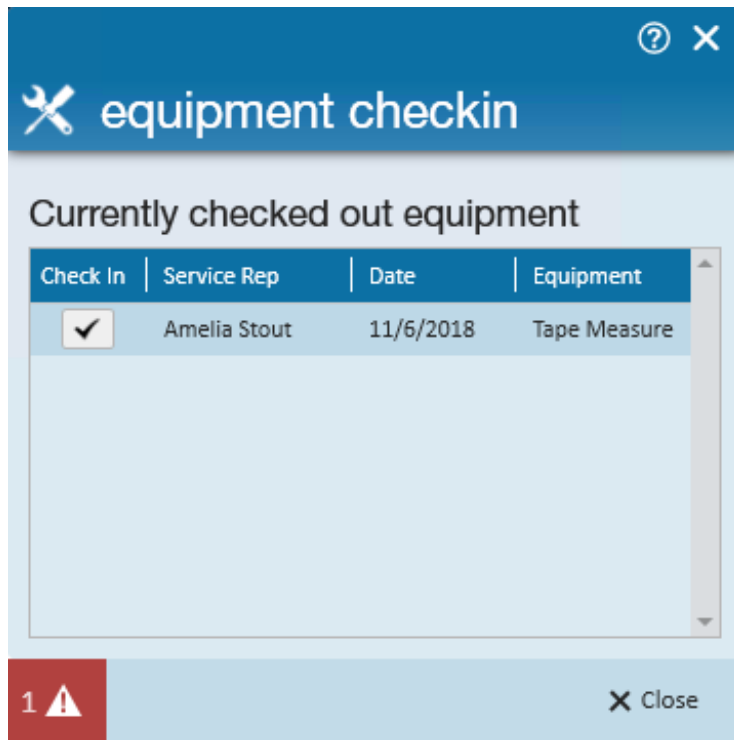


The screenshot shows a software window titled "equipment checkout". The window has a blue header bar with a white wrench icon and the text "equipment checkout". Below the header, there is a section titled "Select equipment type" with a dropdown menu showing "Work Gloves". Below that is a section titled "Currently checked out equipment" with a light blue box containing the text "No Records Found". At the bottom right, there is a "Save" button with a floppy disk icon.

4. Select 'Save.'

## To check in returned equipment:

1. Right click on the employee who is checking out the equipment.
2. Select 'Equipment Checkin.'
3. A new window will open. Select the check next to the equipment item the employee returned.



4. Select 'Save.'

## Related Articles