

Générer les feuilles de présence

Les fiches de présence sont générées automatiquement avant le début de chaque shift. Elles permettent d'encoder les présences des travailleurs.

Dans la configuration des shifts, choisissez combien de temps avant un shift la feuille de présence est générée. Si vous utilisez cette fonctionnalité, il sera possible à des volants de s'inscrire au shift jusqu'à ce moment.

- Allez dans **Gestion des shifts** < *Attendance Sheets*.

The screenshot displays the 'Shift Management' interface. The top navigation bar includes 'Planning', 'Worker', 'Attendance Sheets' (highlighted with a red box), 'Templates', 'Status', and 'Configuration'. A dropdown menu for 'Attendance Sheets' is open, showing options: 'Daily attendance sheets', 'Non-validated sheets', 'Unread notes', and 'All sheets'. Red arrows point from these menu items to specific parts of the interface: 'Daily attendance sheets' points to the 'Unread notes' section; 'Non-validated sheets' points to the 'Non-validated sheets' section; 'Unread notes' points to the 'Unread notes' section; and 'All sheets' points to the 'All sheets' section.

Below the navigation bar, there is a table with columns: 'Week', 'Day', 'Time Slot', 'Number of workers', and 'State'. The first row shows 'Semaine A', '02/12/2020', '15:56-15:57', '1', and 'Validated'.

Below the table, there is a section titled 'Non-validated sheets / [2020-02-11] Semaine A Vendredi (13:41-13:46)'. It contains a 'Validate Sheet' button (circled in red) and a 'Discard' button. A red arrow points from the 'Validate Sheet' button to the text: 'en fin de shift, le supercoopérateur ou salarié peut valider la feuille'.

Below the 'Validate Sheet' button, there is a section titled 'Expected Shifts'. It contains a table with columns: 'Task Type', 'Super Cooperative', 'Worker', 'Working Mode', 'Replacement Worker', and 'Shift State'. The first row shows 'Test', 'Ronan Le Gall', 'Regular worker', and 'Absent - 2 Compensations'. A red arrow points from the text 'les personnes inscrites (réguliers + volants) apparaissent ici :' to this table.

Below the 'Expected Shifts' table, there is a section titled 'Added Shifts'. It contains a table with columns: 'Task Type', 'Worker', 'Working Mode', 'Compensation shift ?', and 'Shift State'. A red arrow points from the text 'les personnes venant faire un shift bonus ou de compensation doivent s'inscrire ici' to this table.

Below the 'Added Shifts' table, there is a section titled 'Feedback'. It contains a form with fields for 'Number of workers present', 'Notes', 'Comments about the shift', 'Was your team big enough ? *', and 'Validated by'.

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