Kuratibu Kuingia/Kutoka kwa Vifaa vya Android

Watumiaji wataweza kufikia sehemu ya hali ya Scheduling (Kuratibu) kutoka kwenye Dashboard (Dashibodi) yao ikiwa Mobile Scheduling (Kuratibu kwa Kifaa cha Mkononi) imewashwa kwa mtoa huduma. Android 5.0 (Lollipop) ni mfumo wa uendeshaji wa chini unaohitajika ili kusakinisha na kutumia programu ya mkononi katika vifaa vya Android.

1. Kwenye ukurasa wa Login (Kuingia), weka Login Name (Jina la Kuingia), Password (Nenosiri) na Provider Code (Msimbo wa Watoa Huduma).

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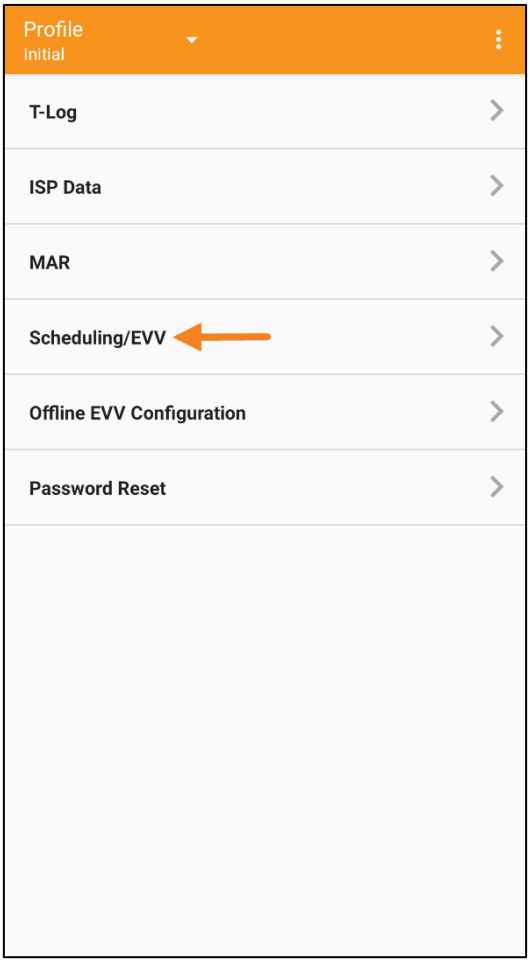
2. Bofya kwenye chaguo la Scheduling/EVV (Kuratibu/EVV) kutoka kwenye Dashboard (Dashibodi) yako.



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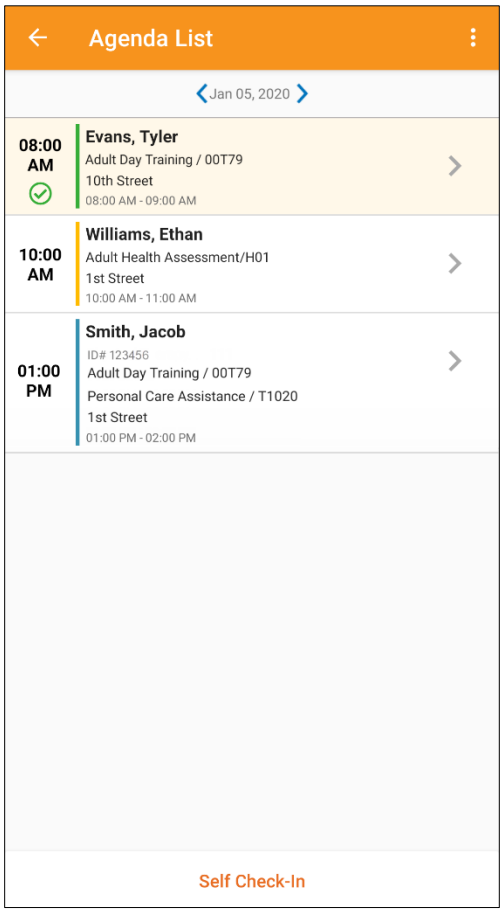
3. Ratiba za tarehe maalum zitaorodheshwa kwenye ukurasa wa 'Agenda List' ('Orodha ya Ajenda'). Unaweza kubadilisha tarehe kwa kubofya kwenye mishale ya peleka mbele na nyuma. Ratiba zitatiwa msimbo wa rangi kulingana na mambo yafuatayo: (Picha ya skrini imebadilishwa)

    - Kijani: Imekamilika
    - Manjano: Haijakamilika
    - Samawati: Imeidhinishwa
    - Kijani kimeteuliwa: Imethibitishwa



Dirisha la Kuingia na Kutoka la nafasi litakuwa saa 18.

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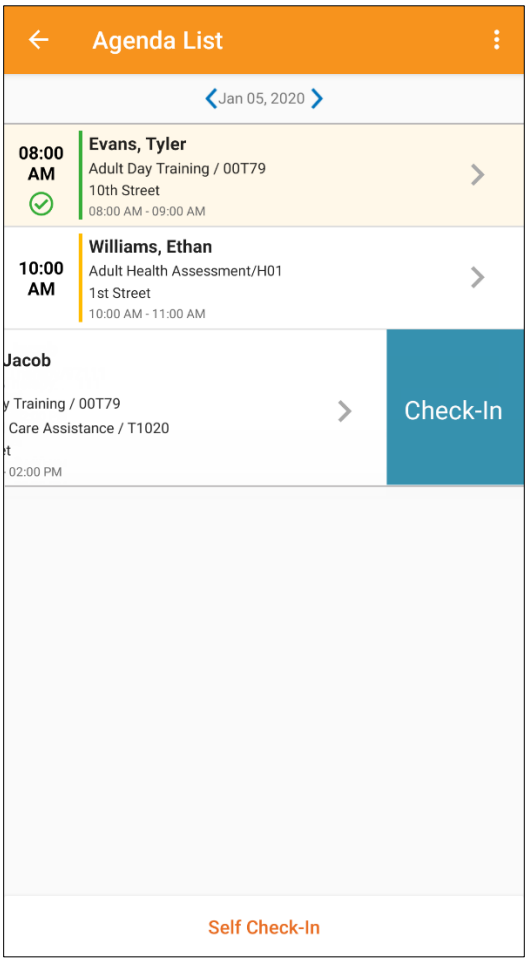
- **Kuingia**
- **Kutoka**
- **Ongeza maoni**
- **Thibitisha**

Kuingia

1. Watumiaji wanaweza kubofya wenyewe kwenye kitufe cha **Check-In (Kuingia)** kwa kubofya kwenye ajenda kutoka ukurasa wa 'Agenda List' ('Orodha ya Ajenda'), au wanaweza kutelezesha kushoto ili kutazama kitendo muhimu cha Check-In (Kuingia) kinachohitajika kutekelezwa na wanaweza kubofya ili kuenda moja kwa moja kwenye ukurasa huo. (Picha ya skrini imebadilishwa)



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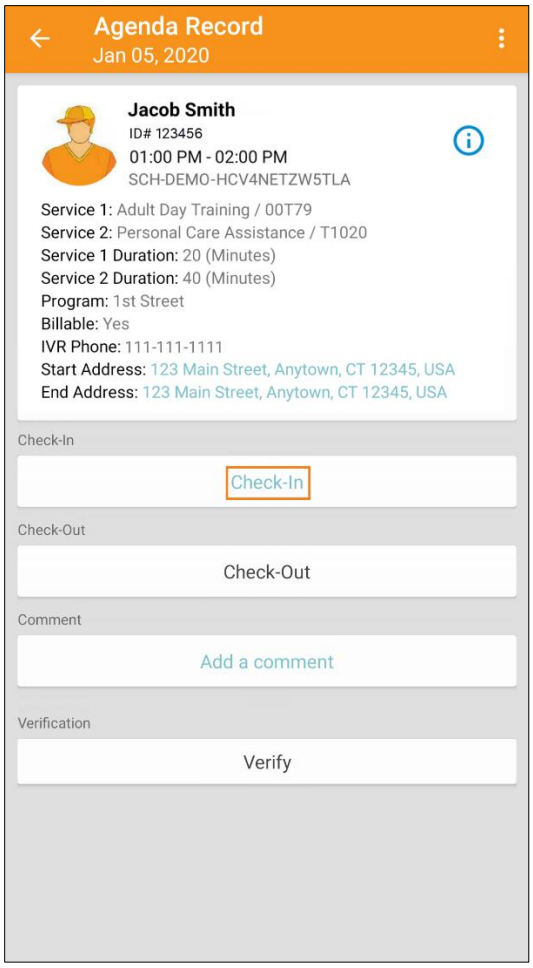

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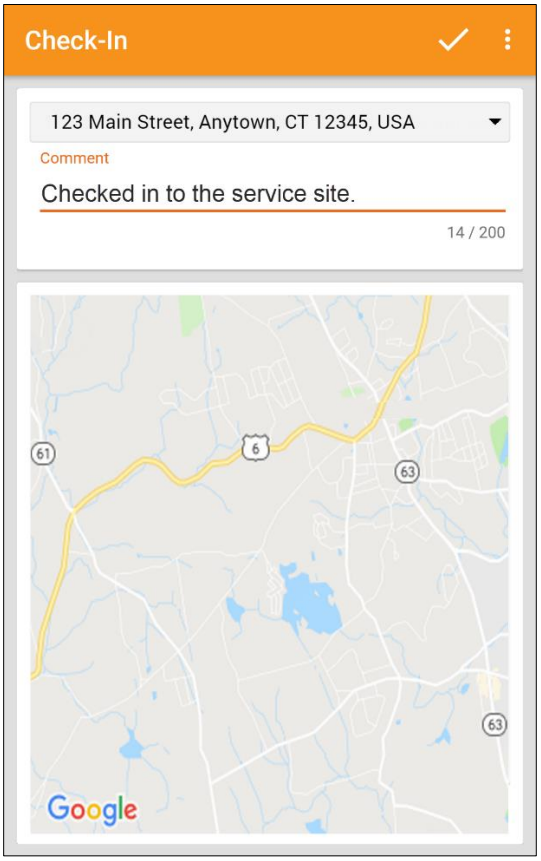
2. Wakati wa kuingia, watumiaji wanaweza kuchagua anwani inayoelezea vyema eneo lao la sasa na wanaweza kuweka maoni. (Picha ya skrini imebadilishwa)



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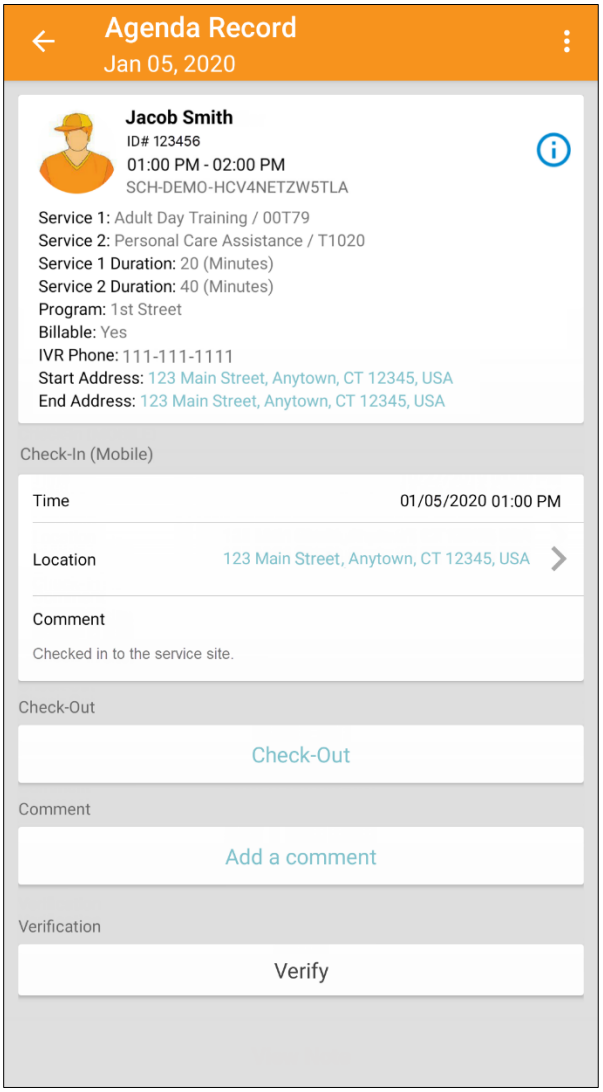
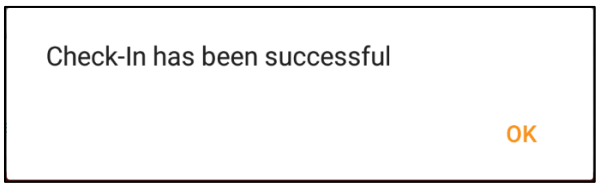
3. Watumiaji watapokea ujumbe wa thibitisho baada ya Check-In (Kuingia) kukamilika vizuri. (Picha ya skrini imebadilishwa)





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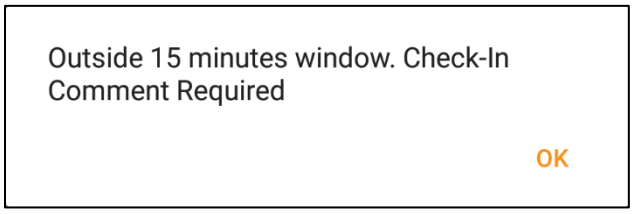
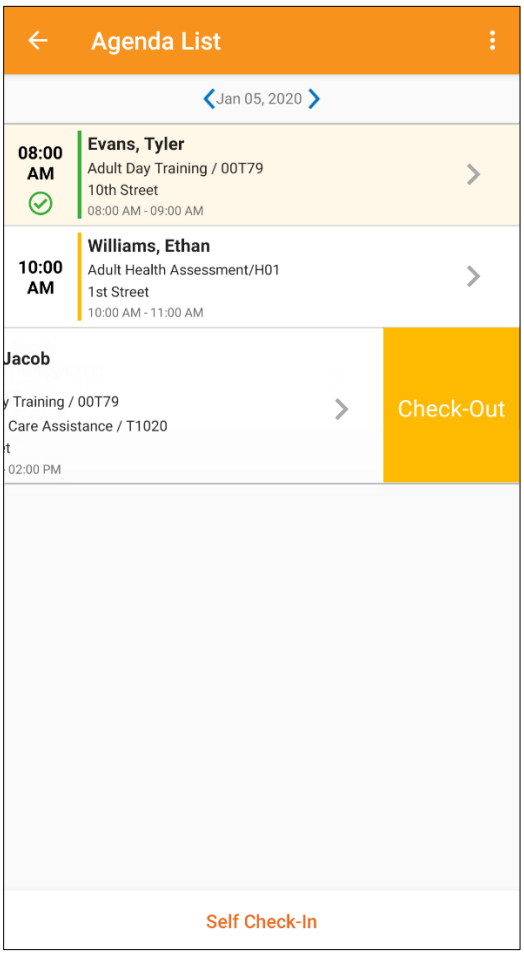
4. Watumiaji watahitaji kuweka Check-In comment (maoni ya Kuingia) wakiingia nje ya dirisha la dakika 15 la nafasi iliyoratibiwa.



Kutoka

1. Kiungo cha **Check-Out (Kutoka)** kitawashwa pindi mtumiaji anapoingia. (Picha ya skrini imebadilishwa)



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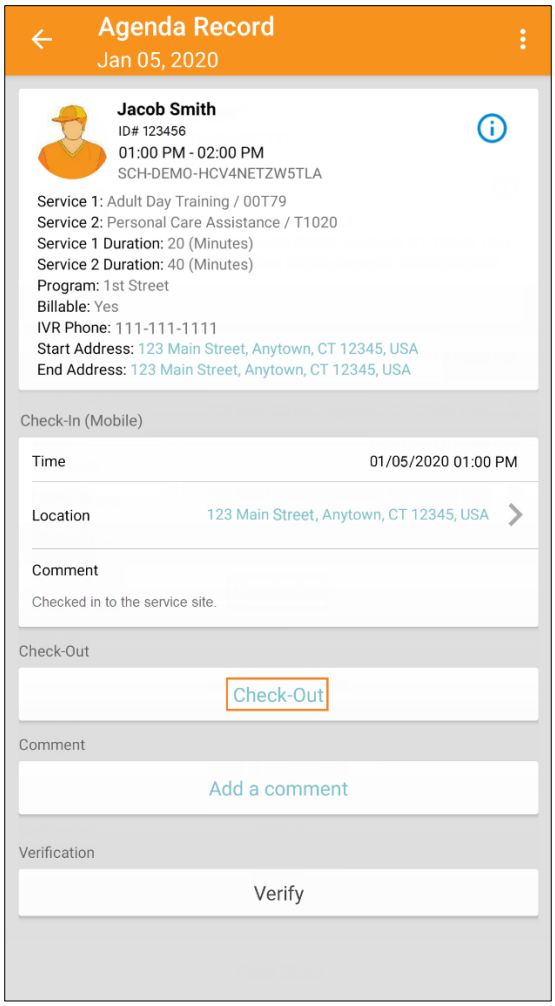
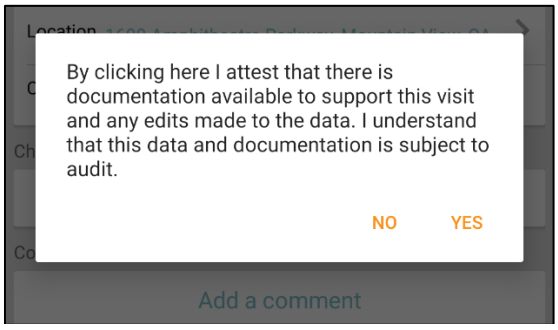


2. Baada ya kubofya kwenye kiungo cha **Check-Out (Kutoka)** ujumbe wa uthibitisho utaonyeshwa wakati wa Check Out (Kutoka) ikiwa **Attestation (Uthibitisho)** umewashwa kwa mtoa huduma.



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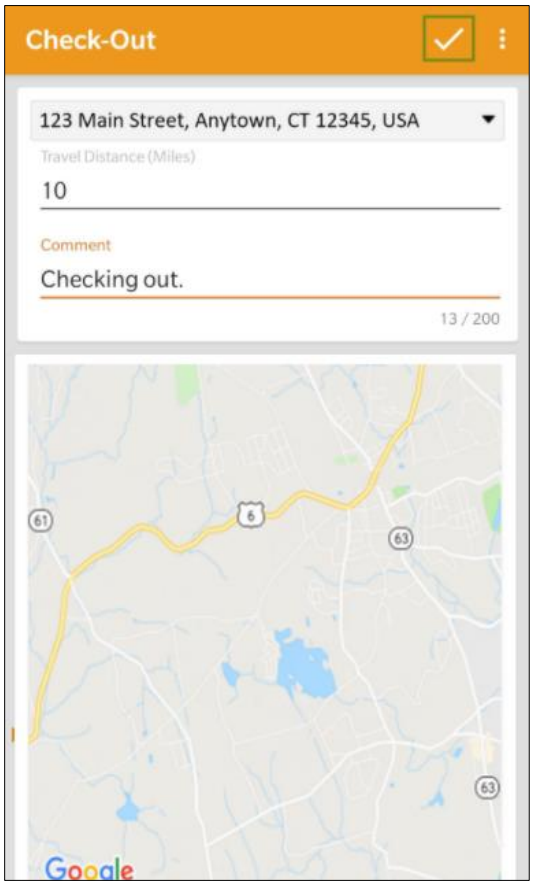
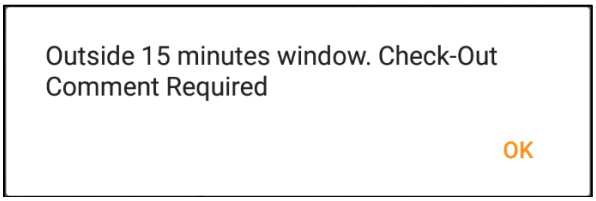
3. Wakati wa kutoka, watumiaji wanaweza kuchagua anwani inayoelezea vyema eneo lao la sasa na wanaweza kuweka maoni.



4. Watumiaji watahitaji kuweka Check-out comment (maoni ya Kutoka) wakitoka nje ya dirisha la dakika 15 la nafasi iliyoratibiwa.



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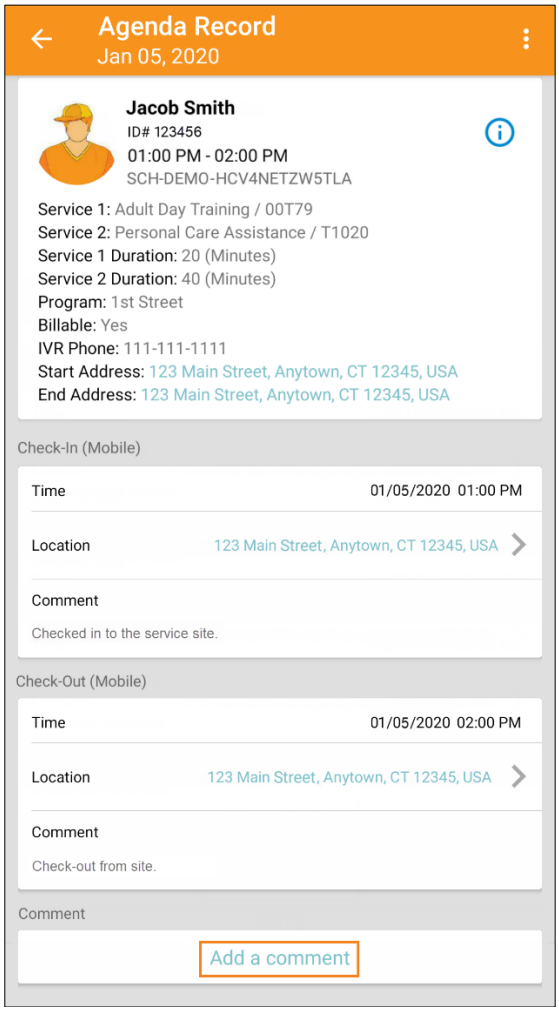
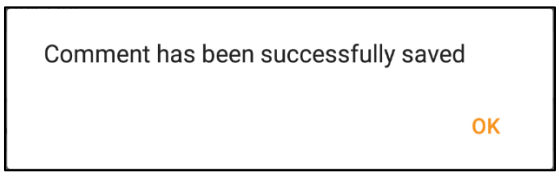
Ongeza Maoni

1. Kiungo cha **Add a comment (Ongeza maoni)** kitamruhusu mtumiaji kuongeza maoni. (Picha ya skrini imebadilishwa)



2. Baada ya kuwasilisha maoni, kidadisi kitaibuka kuthibitisha kuwa maoni yalihifadhiwa.



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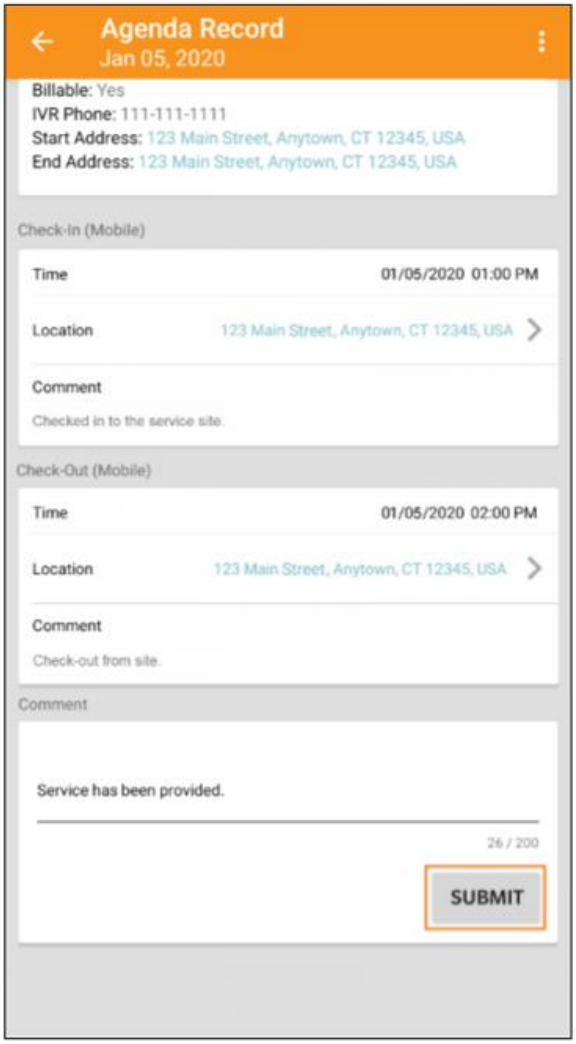
3. Maoni yanaweza kuharirirwa baadaye kwa kubofya kitufe cha **Edit (Hariri)**. (Picha ya skrini imebadilishwa)



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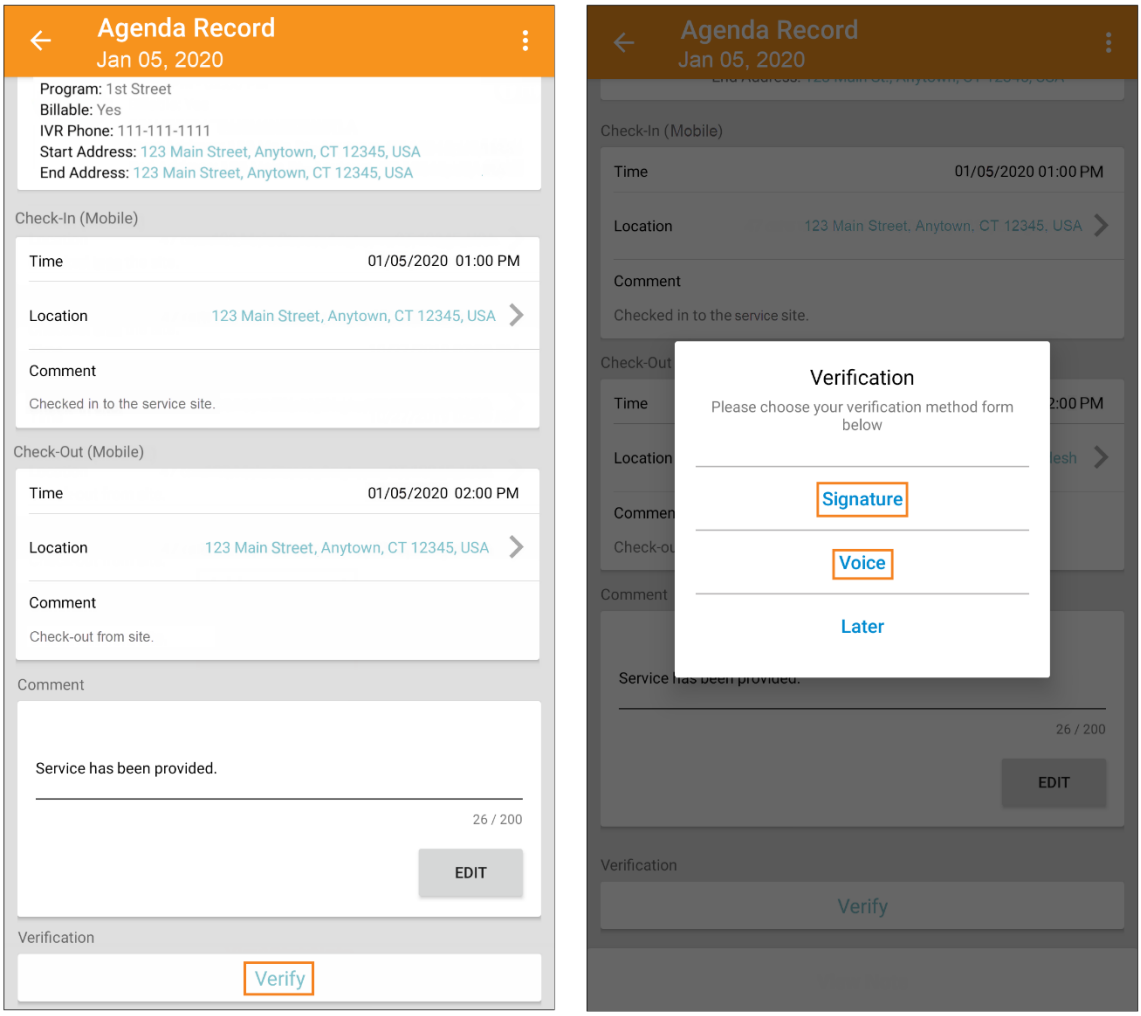
Thibitisha

1. Kitufe cha **Verify (Thibitisha)** kitawashwa pindi Kuingia na Kutoka kunapokamilika. Kubofya kitufe cha **Verify (Thibitisha)** kutaonyesha machaguo mawili ili kuthibitisha ratiba. Kuteua kiungo cha **Signatute (Sahihi)** kutaruhusu mtumiaji kurekodi sahihi ya uthibitishaji na kuteua kiungo cha **Voice (Sauti)** kutaruhusu mtumiaji kurekodi sauti ya uthibitishaji. (Picha ya skrini imebadilishwa)



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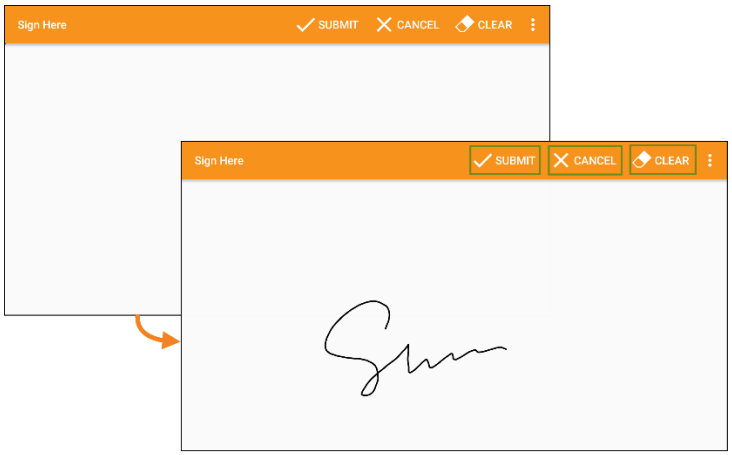
2. Ili kuthibitisha kwa sahihi, bofya kiungo cha **Signature (Sahihi)**, ukurasa utaonekana ambapo watumiaji wanaweza kutoa sahihi. Baada ya kutoa sahihi, watumiaji wanaweza kuwasilisha kwa kutumia kitufe cha **Submit (Wasilisha)**, kurudi kwenye ukurasa wa awali kwa kutumia kitufe cha **Cancel (Ghairi)** na kufuta sahihi kwa kutumia kitufe cha **Clear (Futa)**.



3. Baada ya kurekodi sahihi na kuteua kitufe cha **Submit (Wasilisha)**, ujumbe wa uthibitishaji utaonekana juu ya skrini.

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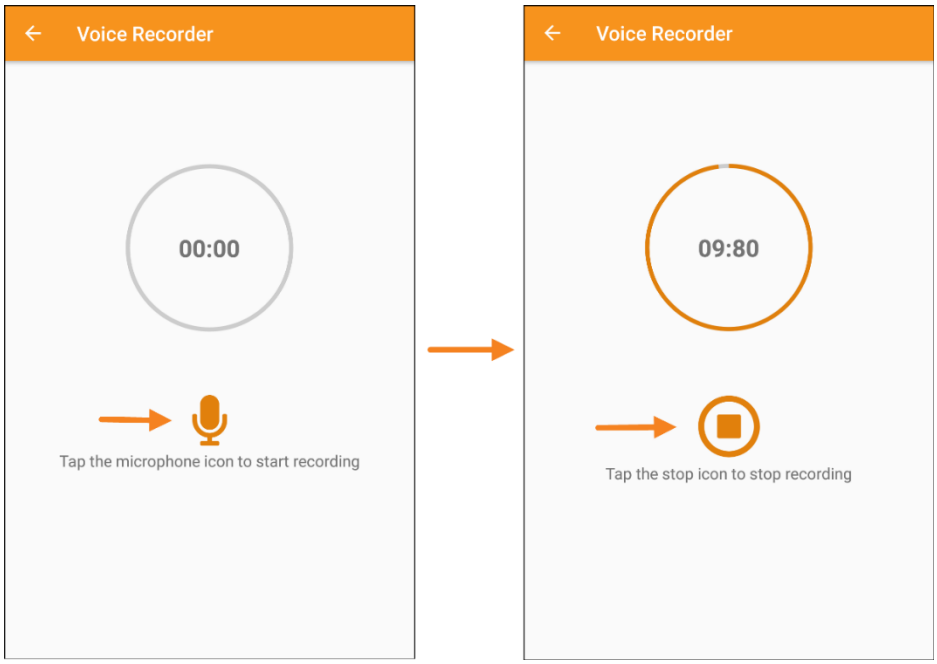
4. Ili kuthibitisha sauti, bofya kiungo cha **Voice (Sauti)**, ukurasa wa 'Voice Recorder' (‘Voice Recorder') utaonekana. Kubofya kwenye ikoni ya maikrofoni kutaanza kurekodi sauti kwa ajili ya uthibitishaji. Ikoni ya simamisha itasimamisha kurekodi. Sauti inaweza kurekodiwa hadi sekunde 10.



5. Baada ya sauti kurekodiwa, mtumiaji anaweza kusikia rekodi kwa kugusa kwenye ikoni ya kucheza na pia anaweza kurekodi tena sauti kwa kubofya kwenye kitufe cha **Retake Voice (Rekodi Sauti Tena)**. Kitufe cha **Submit (Wasilisha)** kitawasilisha rekodi kwa ajili ya uthibitishaji.

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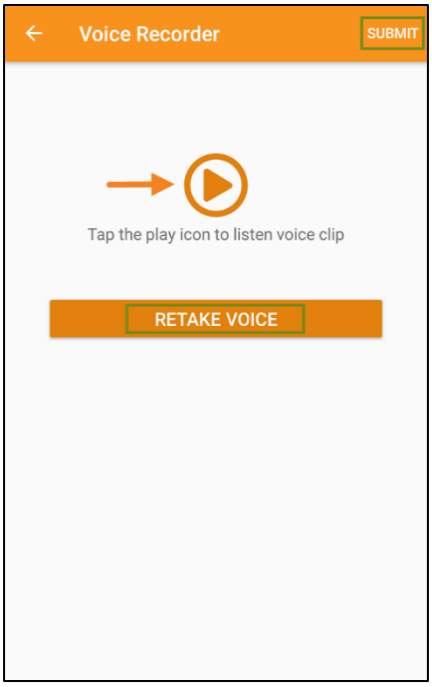
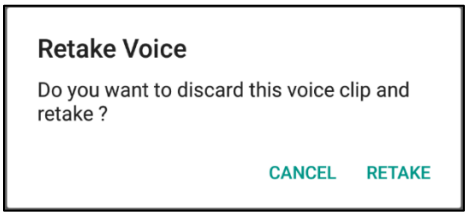
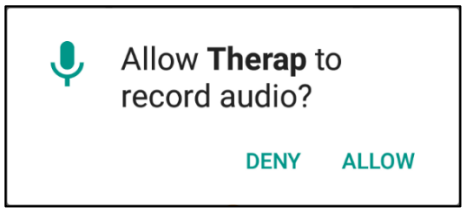




6. Baada ya kurekodi sauti na kuteua kitufe cha **Submit (Wasilisha)**, ujumbe wa uthibitishaji utaonekana juu ya skrini.



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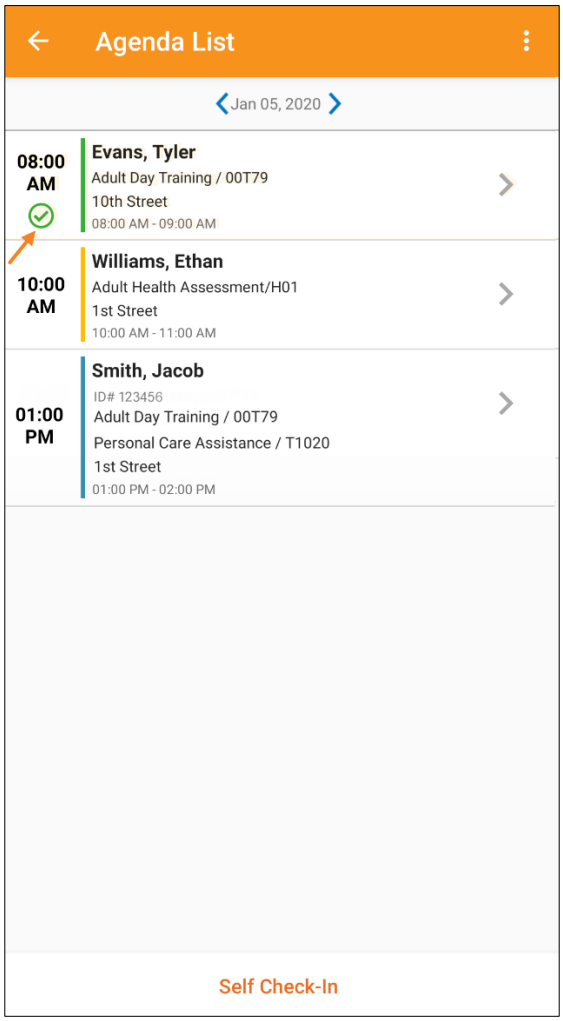
7. Ratiba zilizothibitishwa kwenye 'Agenda List' ('Orodha ya Ajenda') zitakuwa na alama ya kijani kando yazo.
   (Picha ya skrini imebadilishwa)



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