


How to Send a Reminder to a Staff Member Who Has Not Clocked In/Out of their Shift

The screenshot shows the 'Daily/Weekly Schedule' interface. The top navigation bar includes 'Admin', 'Home', 'Staff', 'Jobs', 'Reporting', and 'Account'. The main content area is titled 'Daily/Weekly Schedule' and includes a date range selector (24 Sep to 5 Oct) and a 'Schedule Options' section with 'Show Schedule' set to 'Daily' and 'Department' set to 'Grocery'. A staff member's schedule is displayed as a grid with time slots from 8 AM to 4 PM. A context menu is open over the schedule, with 'Send Reminder' selected. The menu options are: 'Cancel this Roster', 'Modify Timesheet', 'View/Modify Times', 'Send Reminder', and 'Record as Leave and Optionally Find Replacement (Staff member did NOT show up for job)'. The 'Send Reminder' option is highlighted with a blue circle and the number '3'. The 'Schedule' button in the left sidebar is highlighted with a blue circle and the number '1'. A blue circle with the number '2' is positioned over the drop-down arrow icon in the context menu.

- 1 Select the **Schedule** button
- 2 Click  to open a drop-down menu
- 3 Select **Send Reminder**