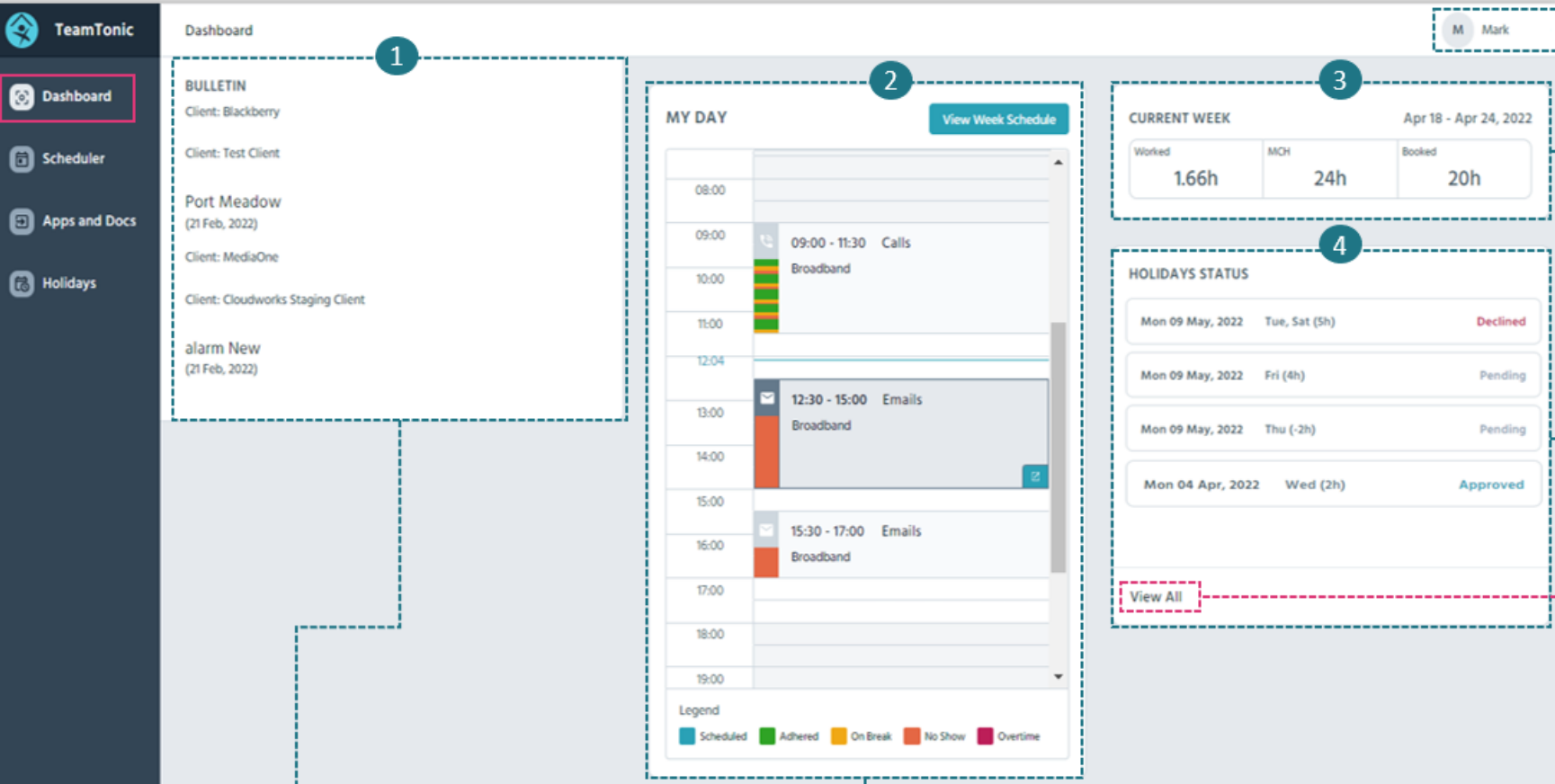
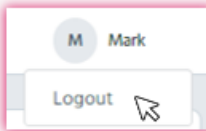


The **Dashboard page** provides a **summary** of your current day and week. It also allows you to view your most recent holidays, and contains a number of 'quick links' designed to assist you in opening applications and accessing pages within TeamTonic in an efficient manner.



- Your username is displayed at the top right hand side of all pages within TeamTonic.
- At the end of your shift select this option to **log out**:



The Current Week module:

- Worked:** displays the hours you have adhered, in addition to any overrun and client-app downtime exceptions.
- MCH** confirms the number of hours you are required to work for the current week
- Booked** confirms the hours you have booked for the current week, and allows you to make sure you are achieving your MCH for the current week.

! The Booked metric does not include holidays – this can be checked on the scheduler page if you want to make sure you have booked your MCH for the current week (this is discussed within the Using Preferred Scheduling and the Scheduler article)

The Holiday Status section:

- Displays a summary of your most recent holidays, and whether your holidays have been **Approved**, are Pending approval, or if they have been **Declined**

Selecting the **View All** option will take you straight to the Holidays page within TeamTonic (see the article 'Managing your Holidays and Using the Holidays Page' for further details relating to Holidays)

1 The **Bulletin** displays important company updates

2 **My Day:** Provides a summary of your shifts for the day in addition to providing links to applications required to work that activity, and adherence information for the day.

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