

Manager Notes

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From within the Employee Profile, the "Manager Notes" tab allows for free-form entry that is not visible to the employee. You can leave notes on how well they've done, any issues that need to be logged, etc.

Additionally, any tagged logbook notes, lates and no-shows will display in this section of their profile.

Edit Profile for Sample Employee

[Edit Availability, Days Off and Activate/Inactivate](#)

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Manager Notes

                

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Logbook Tagged Comments

Shift Late / No-Shows