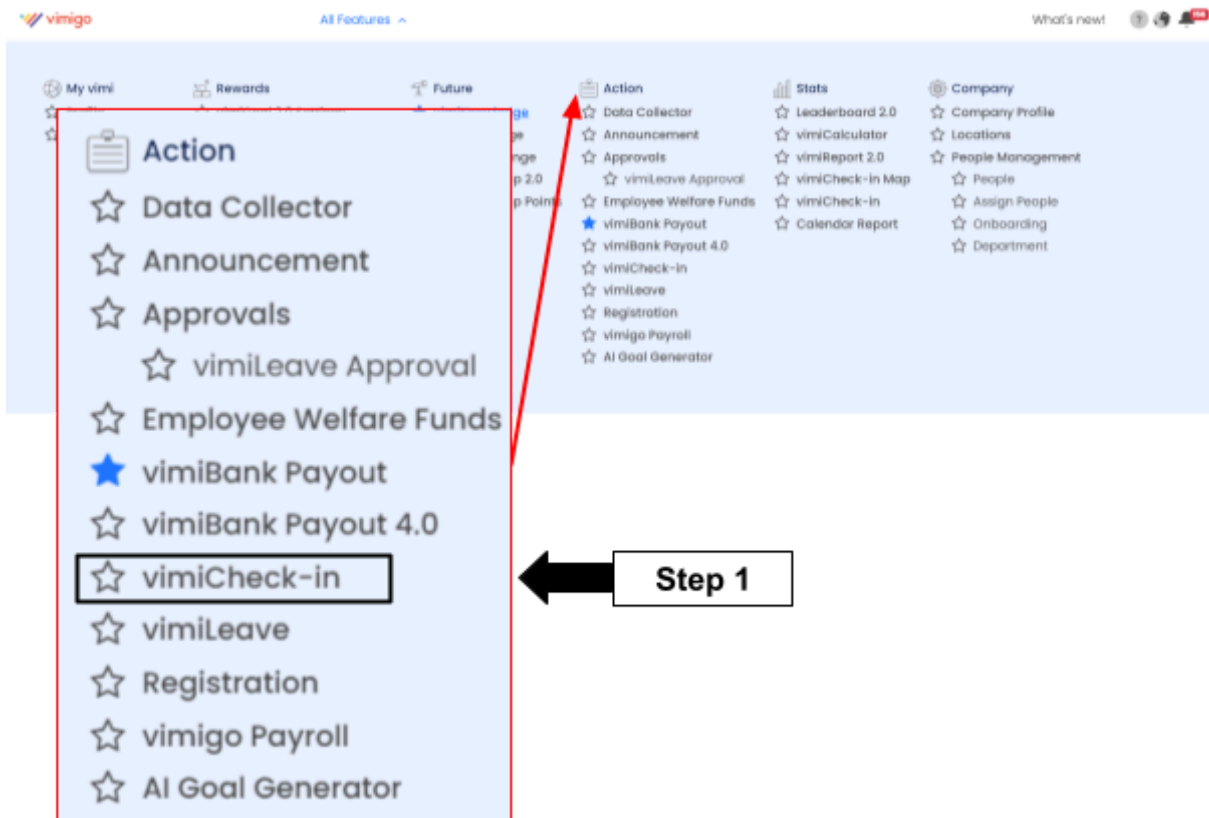


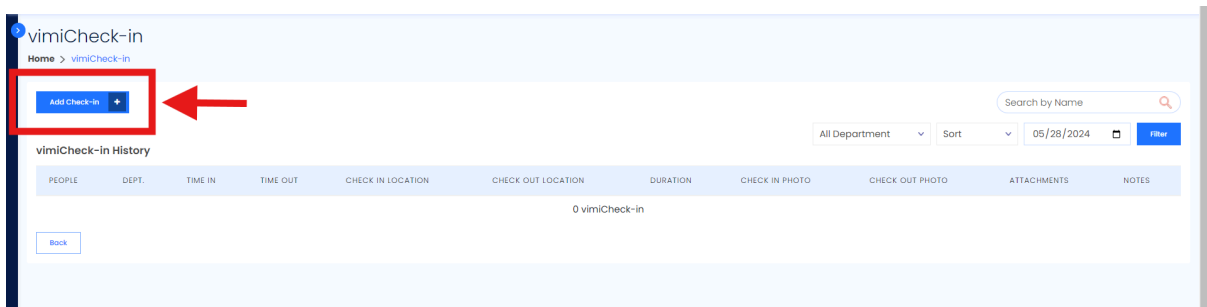
# How to Check-in and Check-out with vimigo?

## Dashboard view – Check-in

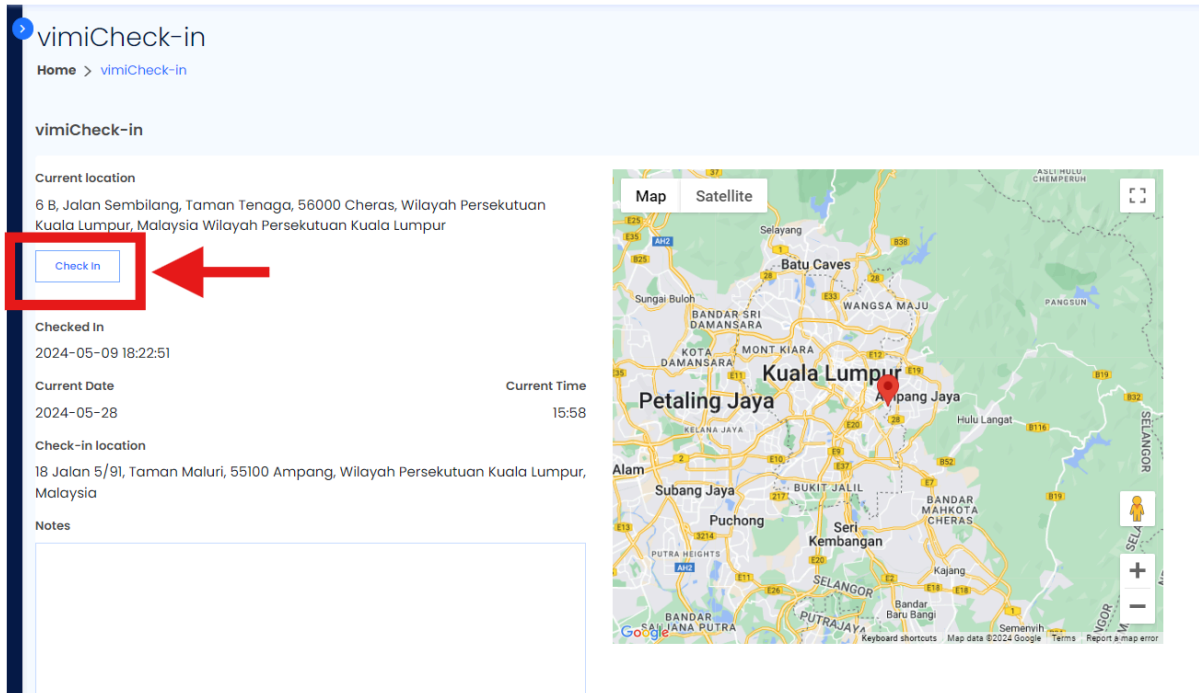
Step 1: Head over to **All Features** Tab at the top of the website ☐ Under **Action** list, click on **vimiCheck-in**.



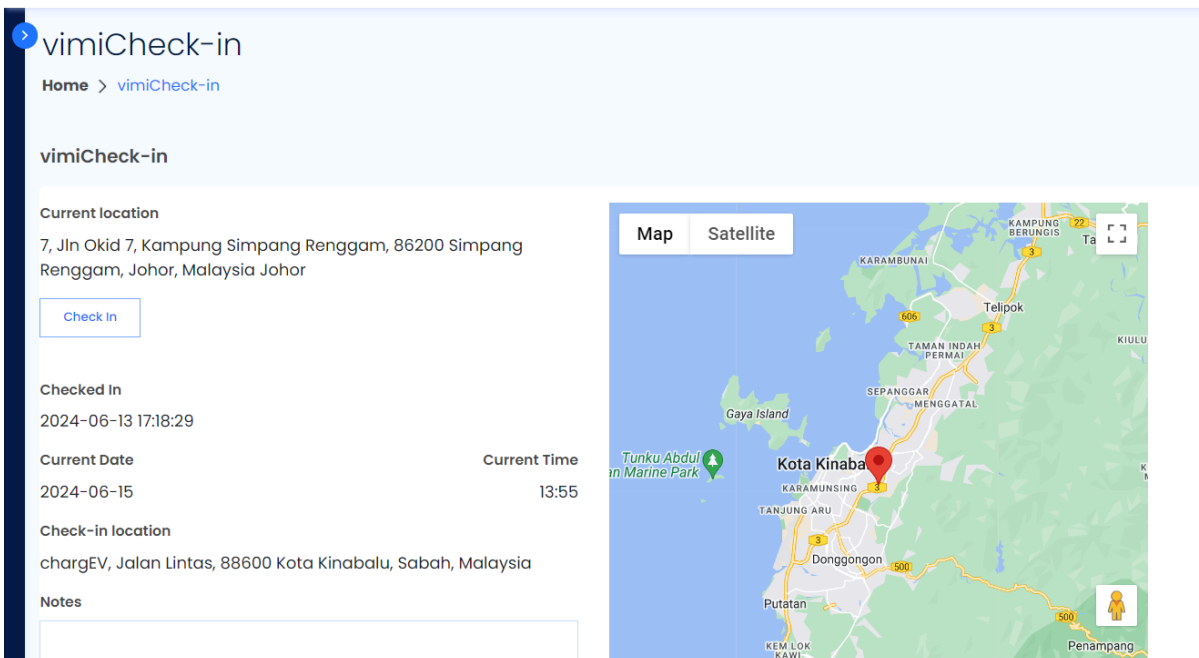
Step 2: Click **"Add Check-in"**



Step 3: Once the location is detected, click the "Check in"

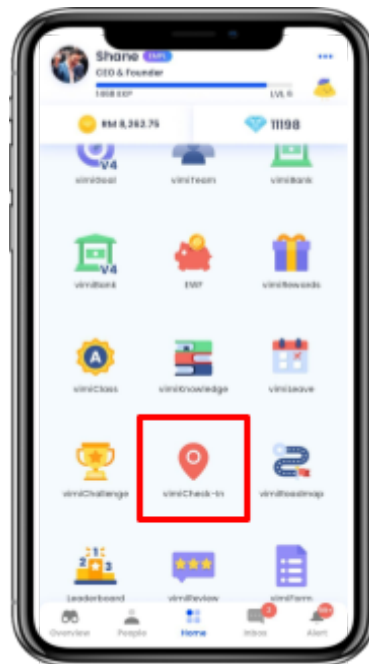


Step 4: You can click the refresh button if you are in another location and click "Check in".

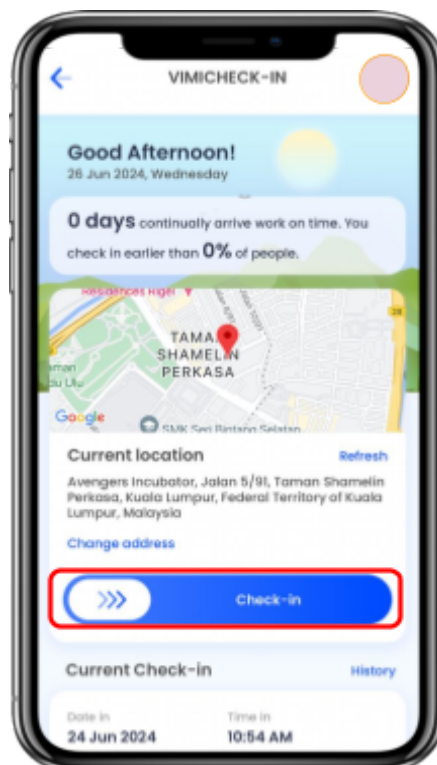


## Phone view (Apps) – Check-in

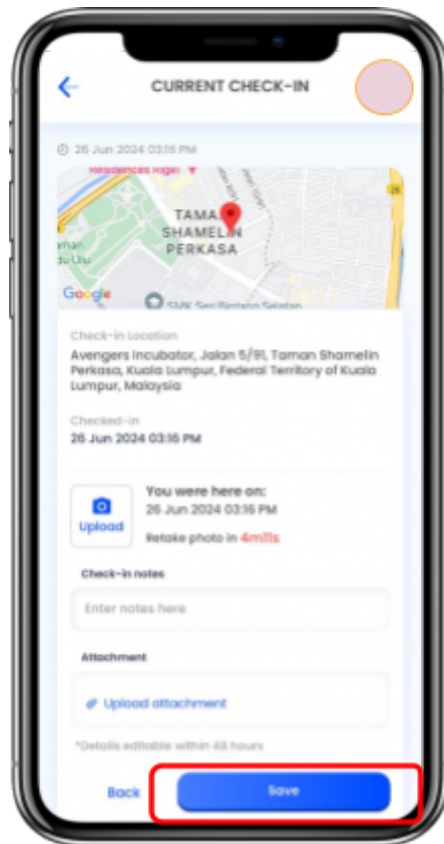
Step 1: Tap on **vimiCheck-in**



Step 2: Once the location is detected, **Swipe to the right** to check in.

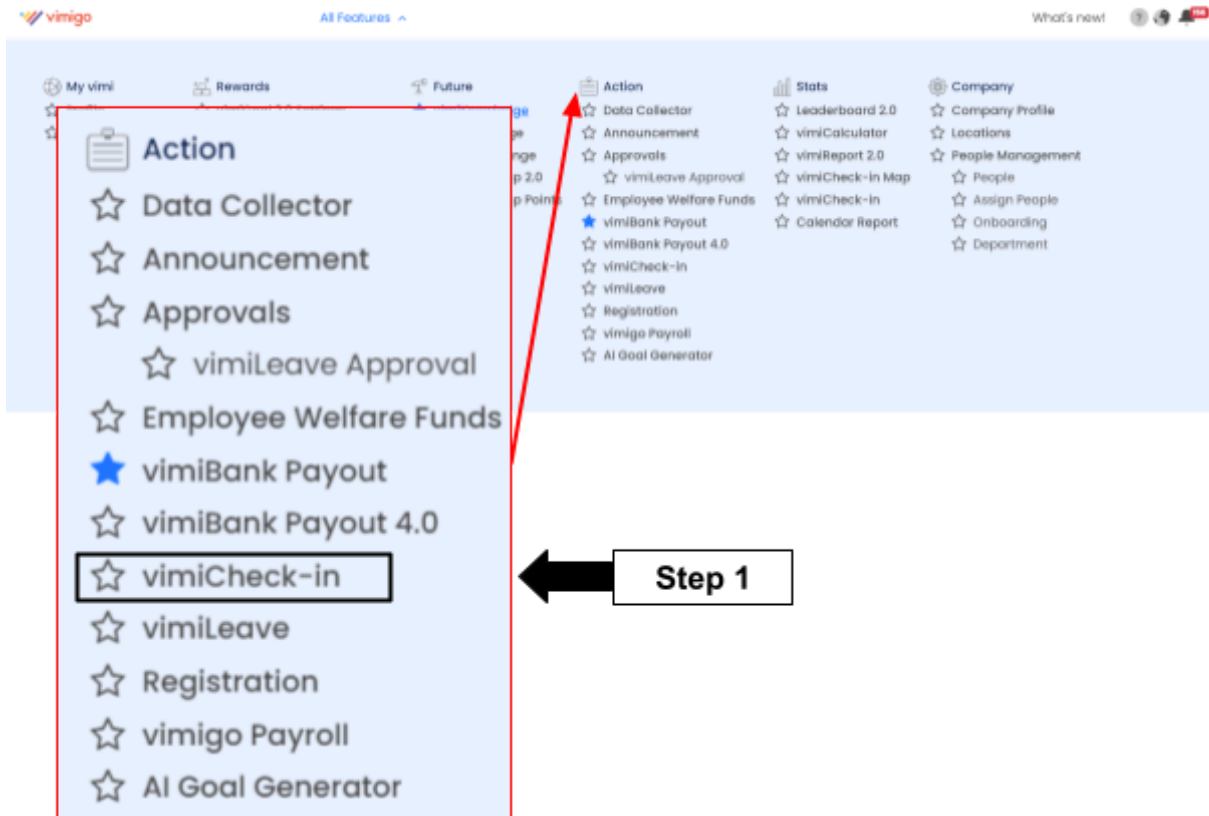


Step 3: Fill in the notes if you want (Optional) and tap the **"Save"**.

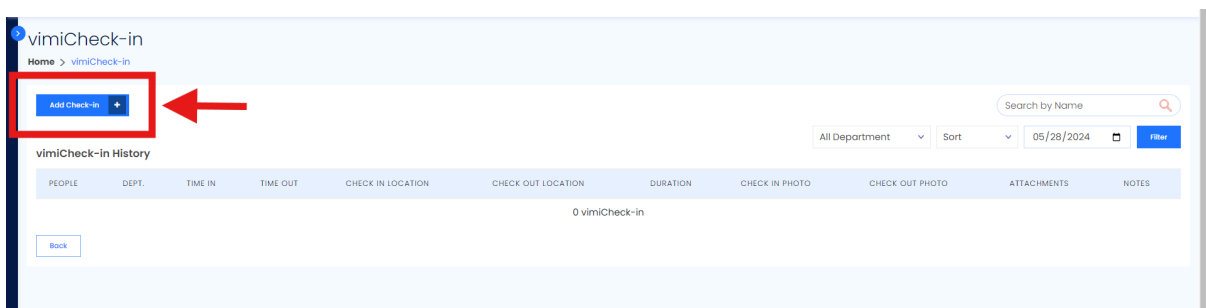


## Dashboard view – Check-out

Step 1: Head over to **All Features** Tab at the top of the website □ Under **Action list**, click on **vimiCheck-in**.



Step 2: Click "Add Check-in"



Step 3: Scroll down and Click the **“Check Out”** to check out

The screenshot shows a user interface for a check-in process. On the left, there is a form with the following fields:

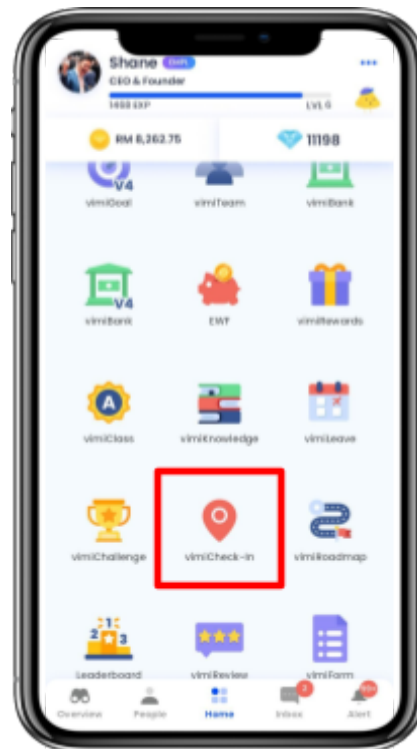
- Checked In:** 2024-06-13 17:18:29
- Current Date:** 2024-06-15
- Current Time:** 13:55
- Check-in location:** chargEV, Jalan Lintas, 88600 Kota Kinabalu, Sabah, Malaysia
- Notes:** A large empty text area for additional information.

At the bottom of the form, a blue button labeled **Check Out** is highlighted with a red rectangular border.

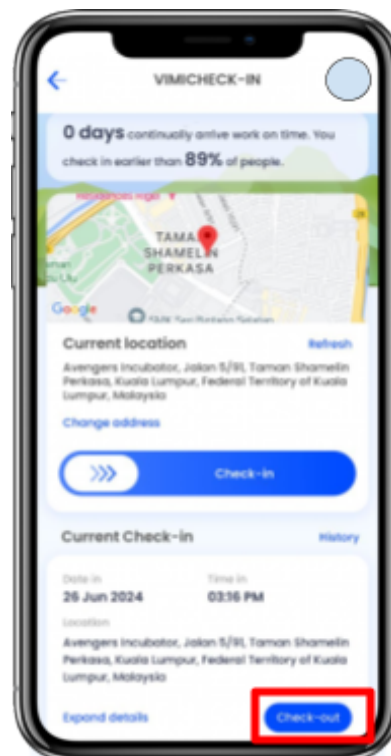
On the right side of the interface is a Google Map of Kota Kinabalu, Sabah, Malaysia. The map shows the city's layout with a red pin marking the location. Text on the map reads "Use ctrl + scroll to zoom the map". The Google logo and map controls are visible at the bottom of the map area.

## Phone view (Apps) – Check-out

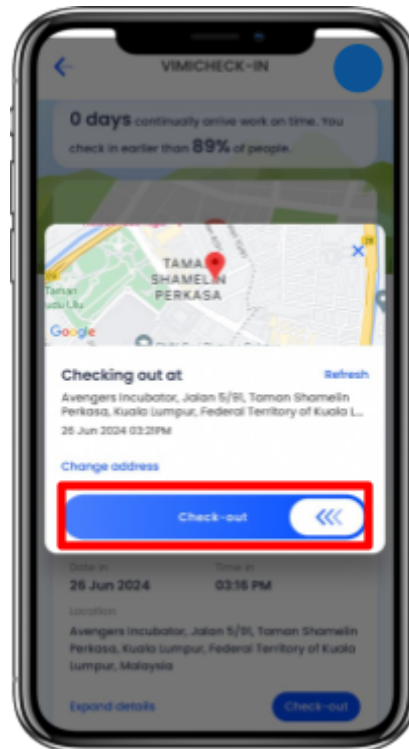
Step 1: Tap on **vimiCheck-in**



Step 2: Scroll down and tap on the "**Check-out**" button to check-out.



Step 3: Once the location is detected, **Swipe to the left** to Check-out.



Step 4: Fill in the notes if you want (Optional) and tap the **"Save"**.

