

# Working with My Team

If the team is large, the easiest way is to use the search field. The search is performed on any user data from the profile (name, nickname, email). Just enter a few characters, and the system will start looking for matches. You can select a user from the provided list of commands

Or you can use the filter to filter the list of contractors by selected parameters..

My Team

Start typing here ← search ← filter

|                          | NAME/NICK         | E-mail           | Activity    | Status | Today         | Schedule          | Actions |
|--------------------------|-------------------|------------------|-------------|--------|---------------|-------------------|---------|
| <input type="checkbox"/> | Yurii Test QA     |                  | CHECKED IN  | ACTIVE | REMOTE        | 09:00:00-19:00:00 |         |
| <input type="checkbox"/> | Yurii QA QA       |                  | CHECKED OUT | ACTIVE | REGULAR SHIFT | 09:00:00-18:00:00 |         |
| <input type="checkbox"/> | test native name2 | test@example.com | CHECKED OUT | ACTIVE | COMPENSATION  | 16:55:00-18:00:00 |         |
| <input type="checkbox"/> | test native name2 | test@mail.com    | CHECKED OUT | ACTIVE | REGULAR SHIFT | 02:00:00-03:00:00 |         |
| <input type="checkbox"/> | test2@mail.com    | test2@mail.com   | CHECKED OUT | ACTIVE | REGULAR SHIFT | 01:00:00-19:00:00 |         |
| <input type="checkbox"/> | Yurii Test QA     |                  | CHECKED OUT | ACTIVE | REGULAR SHIFT | 15:00:00-01:00:00 |         |
| <input type="checkbox"/> | Yurii QA QA       |                  | CHECKED OUT | ACTIVE | REGULAR SHIFT | 09:00:00-19:00:00 |         |
| <input type="checkbox"/> | test native name2 | test@example.com | CHECKED OUT | ACTIVE | REGULAR SHIFT | 09:00:00-19:00:00 |         |
| <input type="checkbox"/> | test native name2 | test@mail.com    | CHECKED OUT | ACTIVE | REGULAR SHIFT | 09:00:00-19:00:00 |         |
| <input type="checkbox"/> | test2@mail.com    | test2@mail.com   | CHECKED OUT | ACTIVE | REGULAR SHIFT | 09:00:00-19:00:00 |         |

**Filter options**

Headmanager :

Generalmanager :

Manager :

Teamlead :

Country :

City :

User Status :

To view the profile of the selected user or additional menu, press the required button; a window with detailed information will open.

## My Team

Start typing here



CREATE REPORT

REQUEST NEW USER

|                          | NAME/NICK         | E-mail           | Activity    | Status | Today         | Schedule          | Actions |
|--------------------------|-------------------|------------------|-------------|--------|---------------|-------------------|---------|
| <input type="checkbox"/> |                   |                  | CHECKED IN  | ACTIVE | REMOTE        | 09:00:00-19:00:00 |         |
| <input type="checkbox"/> |                   |                  | CHECKED OUT | ACTIVE | REGULAR SHIFT | 09:00:00-18:00:00 |         |
| <input type="checkbox"/> |                   |                  | CHECKED OUT | ACTIVE | COMPENSATION  | 16:55:00-18:00:00 |         |
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| <input type="checkbox"/> | Yurii Test QA     |                  | CHECKED OUT | ACTIVE | REGULAR SHIFT | 15:00:00-01:00:00 |         |
| <input type="checkbox"/> | Yurii QA QA       |                  | CHECKED OUT | ACTIVE | REGULAR SHIFT | 09:00:00-19:00:00 |         |
| <input type="checkbox"/> | test native name2 | test@example.com | CHECKED OUT | ACTIVE | REGULAR SHIFT | 09:00:00-19:00:00 |         |
| <input type="checkbox"/> | test native name2 | test@mail.com    | CHECKED OUT | ACTIVE | REGULAR SHIFT | 09:00:00-19:00:00 |         |
| <input type="checkbox"/> | test2@mail.com    | test2@mail.com   | CHECKED OUT | ACTIVE | REGULAR SHIFT | 09:00:00-19:00:00 |         |

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