ZEPHYR INTERIOR DESIGN ACADEMY

Hub guide: Facilitator clock in

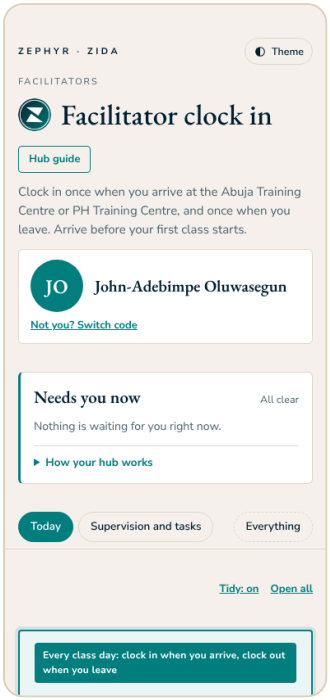
> Welcome to your Facilitator clock in. It brings your daily work into one place, so nothing depends on memory.
> This guide walks you through it, card by card. Keep it open the first few times.

Who this hub is for

Facilitator clock in is for every facilitator, including external facilitators on an MOU.

Opening and signing in

1. Open https://zida-team.netlify.app/facilitator/ on your phone or computer.
2. Enter your hub code once. Get your code from Operations privately; never share it or post it in a group.
3. The hub remembers your code on that device. On a phone, add it to your home screen: Share, then Add to Home Screen (iPhone) or the menu, then Install app (Android).
4. Tap Hub guide at the top of the hub at any time to come back to this guide.



The top of the Facilitator clock in on a phone: the tabs and Needs you now

Your routine

Every day

- Clock in when you arrive, before your first class.
- Teach, then record attendance in the Attendance and Mark Sheet by 8pm.
- Tick each task as you finish it.

Each week

- Check My classes for the week and ask for any change under Reschedule a class, before the change.

On Friday

- Send your Weekly Report under Every Friday by 5pm, if your hub has one.

Your hub, section by section

The sections in the order you see them. Some sit under tabs at the top: tap a tab to switch.

Finding your way: tap a tab to switch. Close all at the top of a tab closes every card in it (Open all opens them). With Tidy on, opening one card closes the others; it is on by default on a phone and you can switch it on or off. Cards with something waiting open by themselves.

Tab: Today

Today's tasks

Your tasks for today: standing duties, tasks from the Managing Director and class tasks.

1. Do each task.
2. Tick it when it is done; add a note or link if asked.
3. Unticked tasks become overdue after their time.

My classes

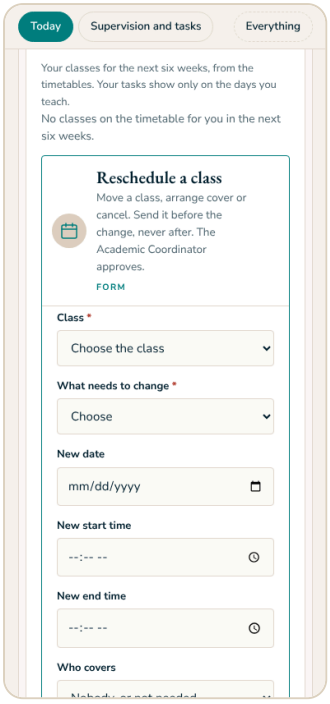
Your classes for today and the week, from the live timetable.

1. Check it each morning.
2. To move a class or arrange cover, open Reschedule a class and send it before the change, never after.

Session review

The review a moderator fills in after each class taught by an external facilitator. It replaces the Google Form.

1. Choose the class.
2. Answer every question; recommendations and concerns are required.
3. Tap Send the review the same day. Your task ticks itself.



A form opened on the Facilitator clock in: fill in each field, paste links, then Submit

Requests from reports

Requests you added to your reports, and their answers.

1. Add a request at the end of any report.
2. The answer shows here, and you are emailed.

Reviews of your reports

The Managing Director's review of each report.

1. Good: nothing to do. A note may be added for you.
2. Needs action: do what is asked, write what you did and tap Done.

Tab: Supervision and tasks

My supervision students

Diploma students you supervise.

1. Book and hold each review.
2. Update the stage after each review.

Special tasks

Tasks given to you outside your standing duties.

1. Do the task.
2. Send a Special Task Report with what you did and a proof link.

Reports, requests and links

- Daily Report: what you finished (one task per line), proof links, what you did not finish and why, and tomorrow's plan.
- Requests: add a request at the end of any report: an approval, an item, money or help. The answer comes back on your hub.
- Links: paste a Google Drive or social media link. Files cannot be uploaded here.

Clock in and out

1. Tap Clock in when you arrive, and allow your fingerprint or face check and your location.
2. Tap Clock out when you leave.
3. Forgot? Tell Operations the same day so your record can be corrected.

What happens after you submit

- Your report goes to your line manager and the Managing Director. You see "Sent today" on the form.
- Payment requests go to the Managing Director first, then Finance pays and records the proof.
- Reviews, decisions and answers come back to your hub, and by email when there is something to read or do.

Questions

I see "Slow connection, still saving..."

Wait: it is still saving. Do not tap Submit again. If it fails, you see a message and can try once more.

I forgot to clock out

Tell Operations the same day so your record can be corrected.

Someone else's name shows at the top

Tap Not you? Switch code under the name, then enter your own code. Each hub keeps its own code on your device.

I made a mistake in something I sent

Send it again with the correction and say so in the notes, or tell your line manager. Nothing is lost.

Feedback on this guide

Reply to the Monday email with anything unclear or missing. Your feedback shapes the next version.
