



Day in the life Firstline Worker

Lidia is a Firstline Worker that uses Microsoft Teams as her single hub for collaboration. She can clock in, review daily tasks, submit inventory requests, and view her paystubs.

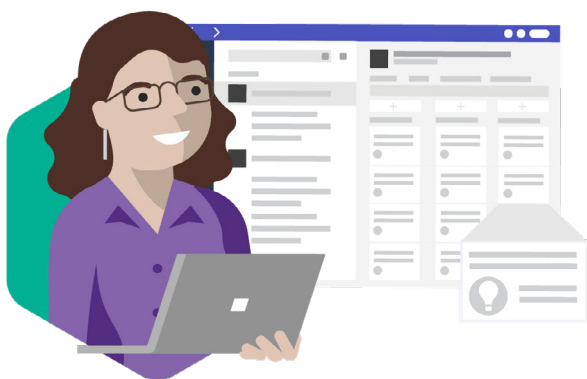
8:00 AM

Lidia clocks in for her shift by going to the **Time clock** built into the **Shifts app**. Time clock offers a digital clock-in/clock-out solution in place of a physical, analog time clock and provides a simple way to record attendance. Lidia can easily track when her shift starts, how long she has been on her shift, and even track break times.



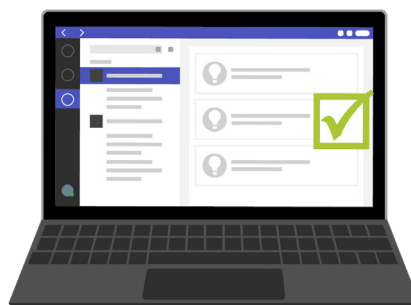
9:00 AM

Lidia checks out her schedule and taps on her upcoming shift on Thursday for details along with day and shift notes. The **Shifts app** enables Lidia to easily create and manage her schedule on the go. She uses it to send a request to her coworker, Lucy, to see if they can swap shifts.



9:30 AM

Lidia accesses **Tasks** in Microsoft Teams. She can see all the tasks assigned to her, as well as general tasks for the store. Lidia sees a task to order more light bulbs.



10:00 AM

Since Contoso gives their Firstline Workers the ability to report and order inventory, Lidia switches to her **Inventory Request Power app**, then uses the app to quickly submit an inventory request.

10:30 AM

Now that Lidia has ordered more light bulbs, she goes back to **Tasks** and locates her task to mark it as completed.



11:00 AM

In her Teams chat, Lidia receives a reminder from the **Company Communicator app** to take a new training and complete it by the end of the month.



12:30 PM

Lidia goes back to the **Shifts app** and taps Time clock and takes a break by pressing and holding down **▶** under **Break** to start her break.

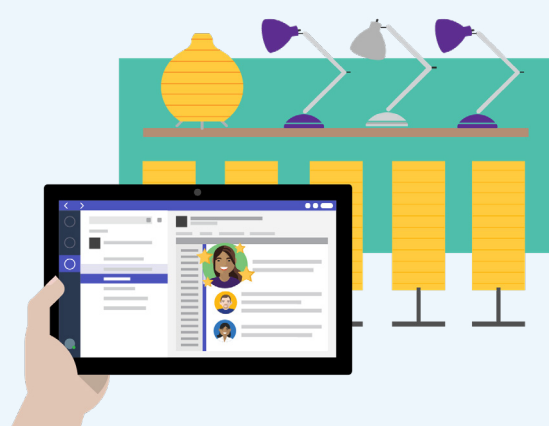


1:30 PM

After a refreshing walk outdoors and a healthy salad, Lidia returns to her shift by pressing and holding down **■** under **Break**.

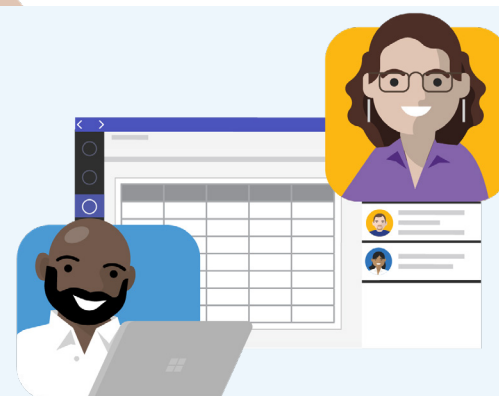
2:00 PM

She starts making her rounds on the showroom floor and notices that an order of new lights has been replenished. Lidia goes the General channel where all her team members communicate and recognizes Lucy by sending her a **Problem Solver Praise!**



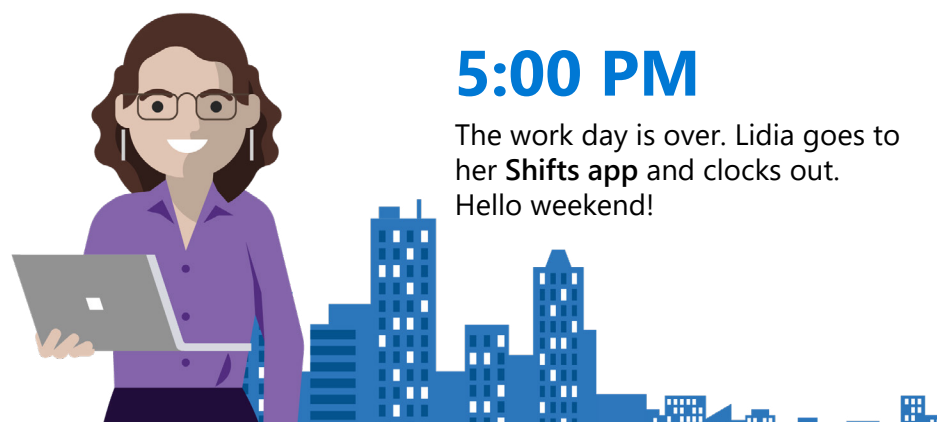
3:00 PM

Lidia sees that Ben would like to offer his shift to her under **Requests** in the Shifts app. She is happy to accept the schedule shift. Ben posts an audio message in the General channel to acknowledge how awesome Lidia is.



4:00 PM

It's payday Friday. Lidia checks out her paystub through the **Paystubs app** and goes to her **Benefits Power app** to see whether she is still eligible for her fitness benefits.



5:00 PM

The work day is over. Lidia goes to her **Shifts app** and clocks out. Hello weekend!