

Worker guide

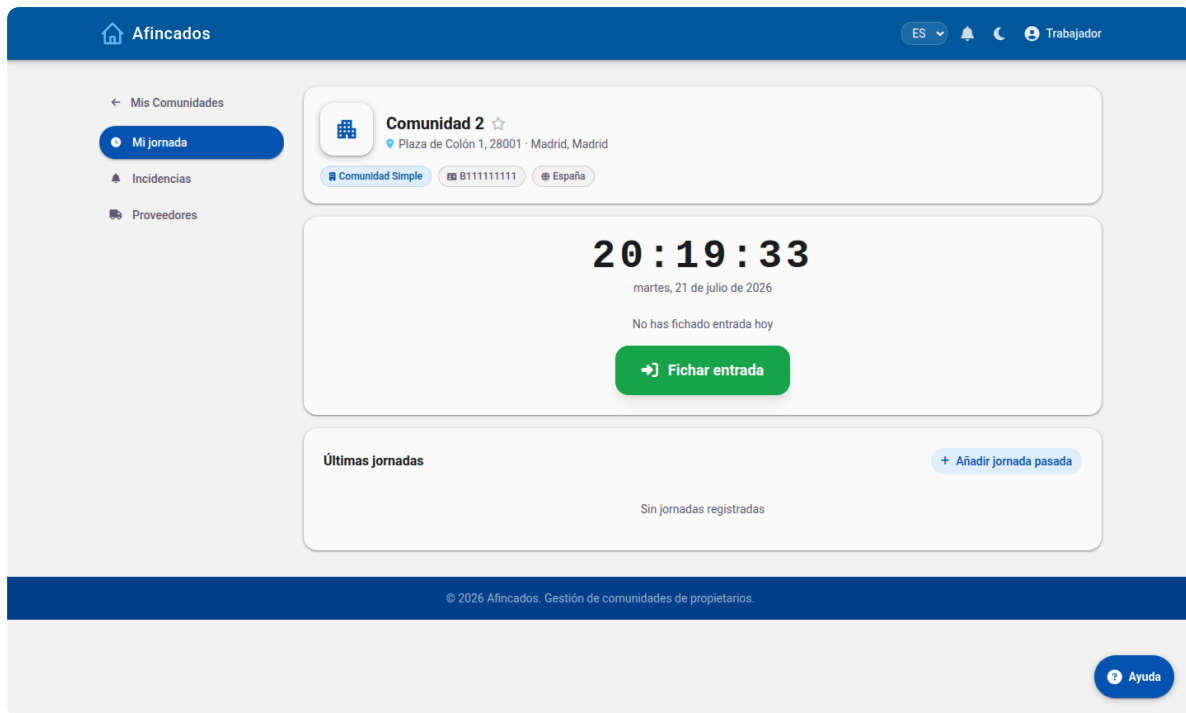
Clock in and out, check the incidents assigned to you and review your supplier's schedule.

Version	v1.0.0
Generated on	01/08/2026 10:06
Updated on	01/08/2026

The **worker** role is for people providing a service in the community on behalf of a supplier (cleaning, maintenance, lifts...). It is a reduced view focused on their daily work: only three sections.

My shift

The main screen shows a clock and a large button to **clock in** and later **clock out**, plus the history of **recent shifts** with start time, end time and hours worked.

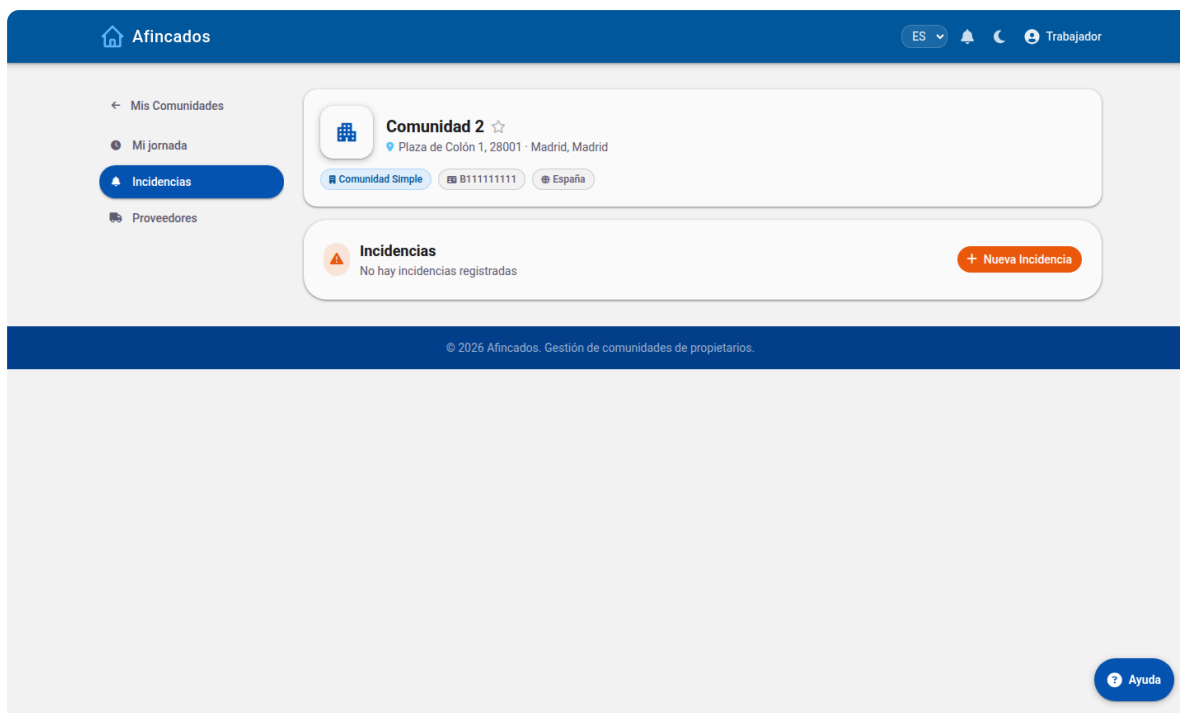


Clock in when you arrive and out when you leave. Forgot a day? Use «Add past shift».

The property manager can see and validate these shifts, so clock in punctually and fix any mistake as soon as possible.

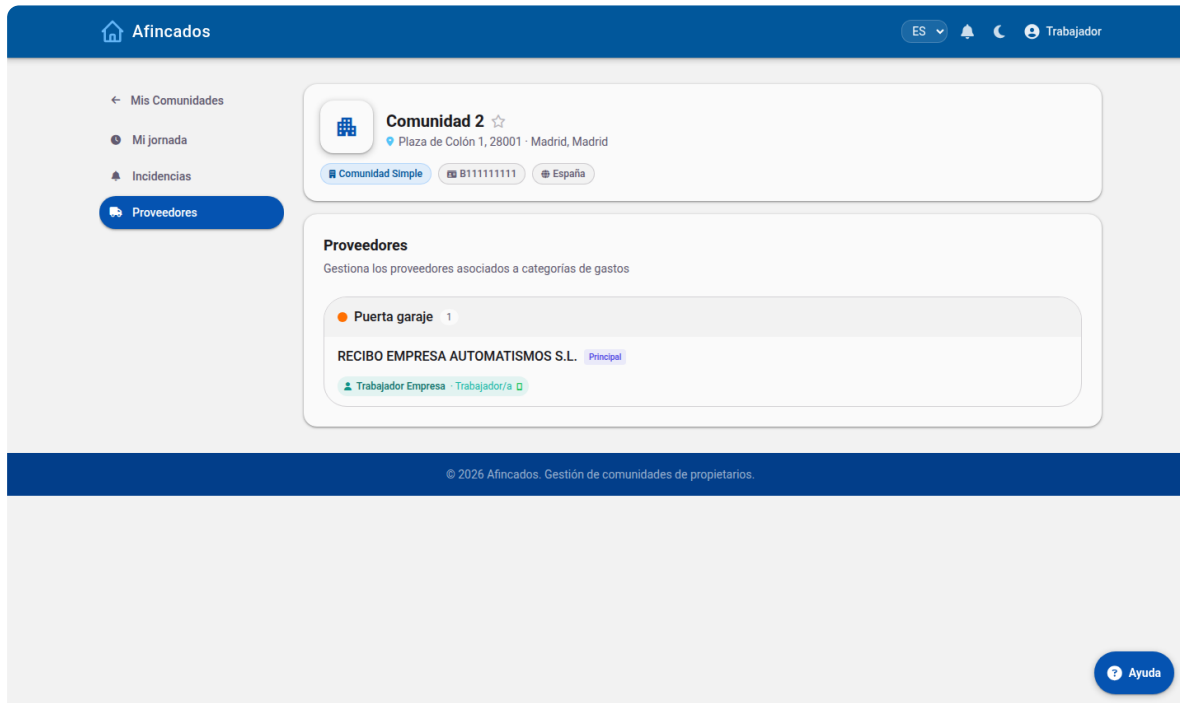
Incidents

You only see the **incidents assigned to you**, grouped by status. You can also **create a new incident** if you spot a problem while working.



The sidebar counter shows how many incidents are pending.

Suppliers



Shifts by service category.

What you cannot see

Workers have no access to finances, documents, fees, votes or other residents' data. Access is limited to the communities where they provide a service.

Afincados Help Center · v1.0.0 · 01/08/2026