



## ReturnSafe Admin Dashboard

Once you have successfully logged in as an Admin user

<https://portal.returnsafe.com/>

Reviewing the Dashboard:

- **Date Range** – today’s date will automatically be your default date. You can click on the calendar to select date range.
- **Users that have checked in** – this will show you how many users have checked in for the date selected.
- **Come to Work** – this will allow you to see how many users were cleared to “Come to Work”.

Reviewing the Users that have been checked in.

- Here you will see who all has checked in for today by: User, Email, Phone #, Date and Recommendation.
  - You can Search or Sort by clicking on the column header.

*Note: You can filter who you want to view by selecting the filters button. The user you select will default at your next log in.*

Select Columns ▾		Filters ✓		Clear Filters		Search
+	User	Email	Phone	Date	Recommendation	
	Blake Carpenter	blake.carpenter@ccfm.org	5595935950	09/16/21 7:39 AM	Come to Work	