

Time Capture



Time Entry for:

- Attendance & Job Time
- Shop Floor Data Collection
- Barcode, Touch Screen and Mouse/Keyboard compatible

Operator's User Guide

Developed for use with :



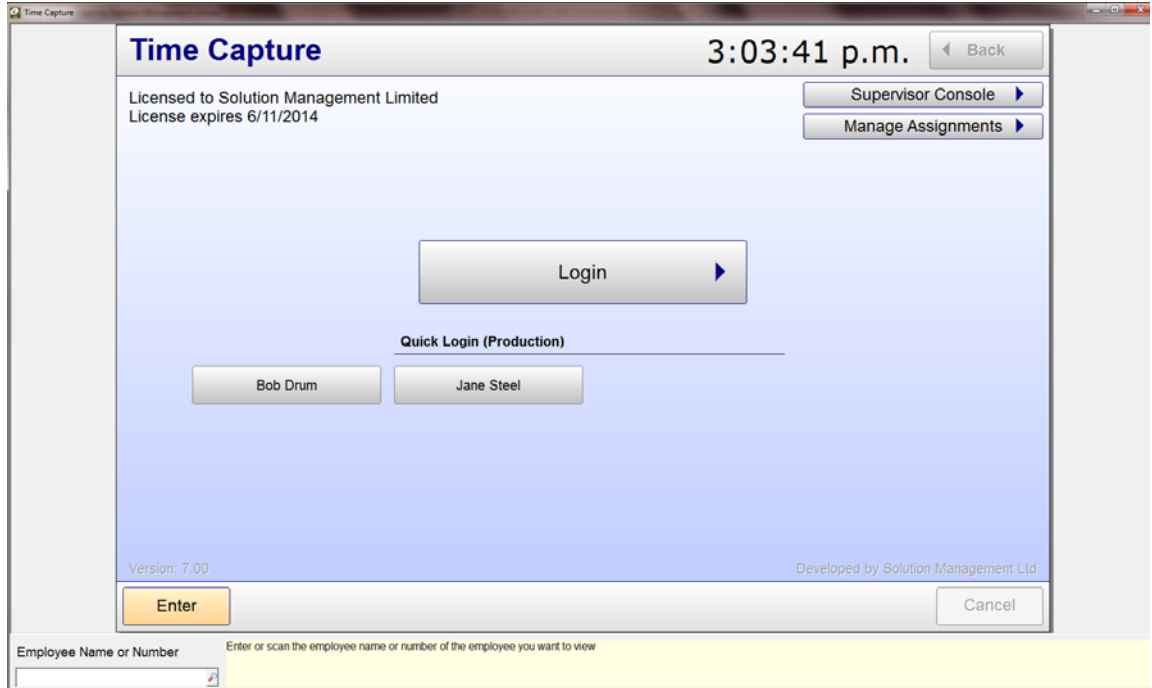
For more information contact your Ostendo Partner or

Solution Management Ltd. support@solutionm.co.nz

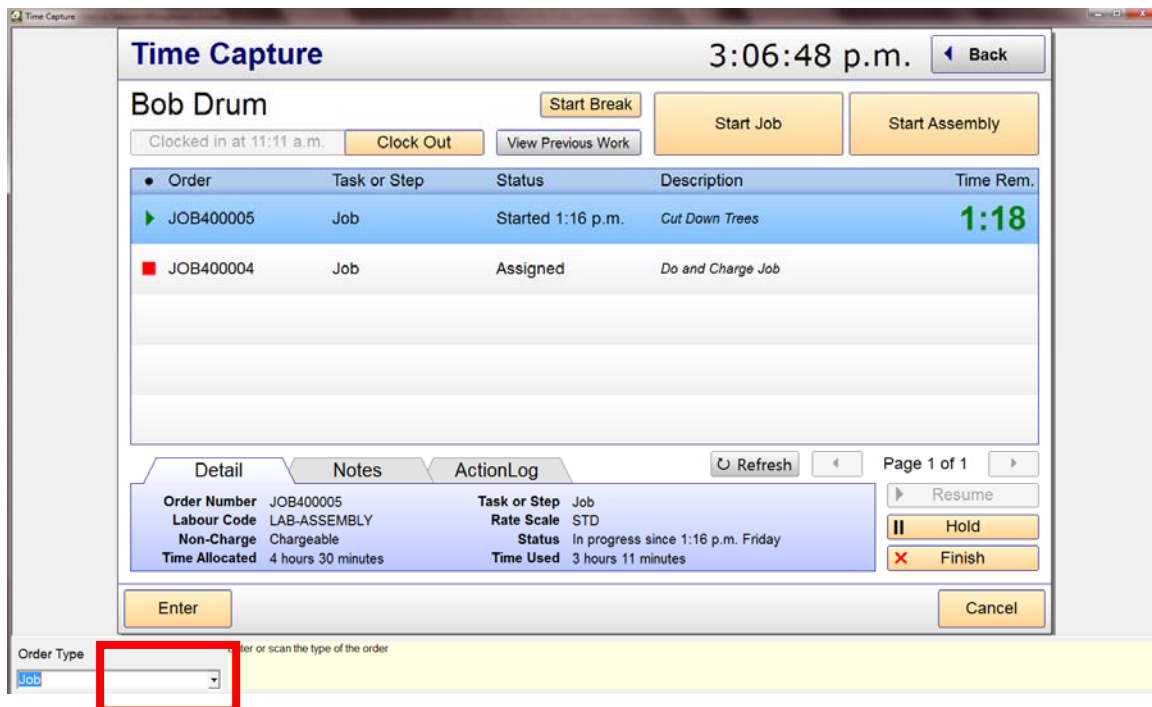
www.solutionm.co.nz 64 9 446-1204

Main User Screen

1. **Log In** – Select your name from the Log In button, scan your employee number or use the quick login



2. Click the “Clock In” button. On the next screen.



3. Click on the look up and select the job number for the work.

4. **Enter/select the Step.** This will default to your usual department
5. **Enter/Select the labour code.** This will default to your usual labour code
6. **Click “Back”** to go back to the main screen ready for the next person to use.
7. When the job is finished Log In and you will be presented with the screen above.
Click **“Finish”**

CLOCK OUT AT THE END OF THE DAY

At the end of the day ensure you **‘Clock Out’**

Any jobs you are working on will be placed on HOLD at the same time as you **‘Clock Out’**

If you are finishing a job at the end of the day ensure you click **‘Finish’** before **‘Clock Out’**

Note : If your Team Leader has assigned tasks for you in advance you will need to click on the selected task and accept it to start work.