## 2012-101 - Clock On & Off - Single Job Start/Finish

Overview:
This document explains the process for using the Clock in the **Workshop** tab so that employees can record their time and attendance on a daily basis as well as clock onto and off of single jobs. This option is operated by using a standard keyboard or computer mouse. For Barcode scanning options please contact the Opto Support Desk.

An employee clocks on at the start of shift. **Click** on the **Workshop** tab from the ribbon and select the Clock On icon to display the clock on window.
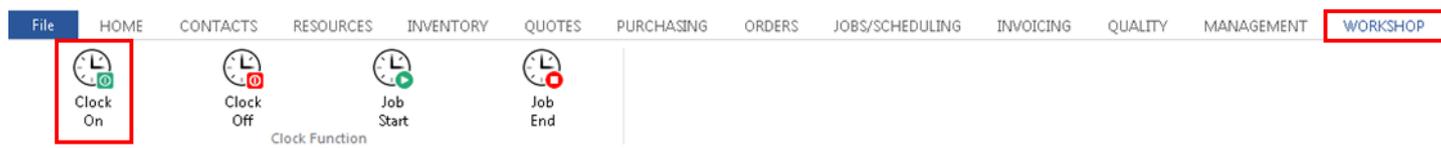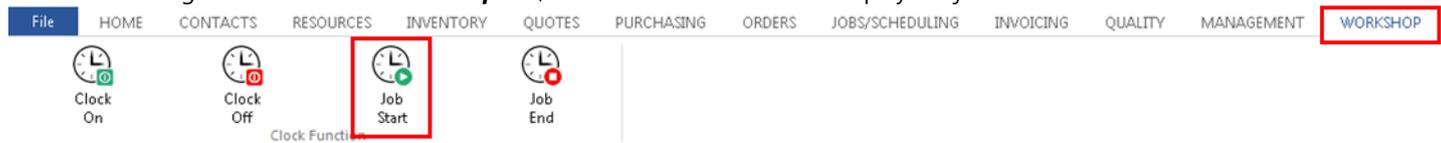

Enter the employee number in the "Emp No" field or **press** <F2> and select from the pop-up list and **click** OK. **Press** <TAB> to generate the employee's details and the date and start time. **Click** on the F9 button or **press** <F9> on the keyboard to save.

Clock onto a Single Job - From the **Workshop** tab, **click** on 'Job Start' icon to display the job start window.
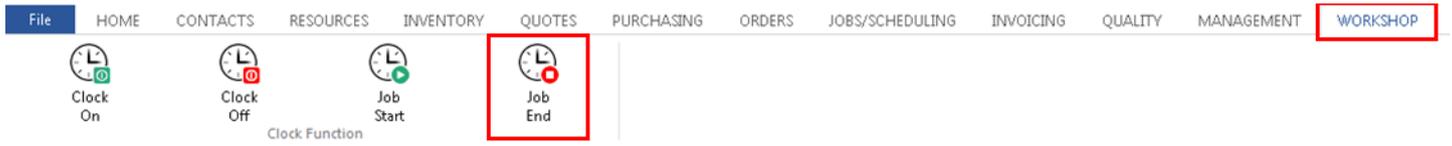

Enter the employee number in the "Emp No" field or **press** <F2> and select from the pop-up list and **click** OK. **Press** <TAB> to generate the employee details and the start date and time. The user will have advanced to the "Workcenter field, enter Workcenter number or **press** <F2> and select from the pop-up list and **click** OK. In the "Current Job" field, **press** <F2> and select the relevant job ticket number from the pop-up list and **click** OK.

Note: The <F2> list will ONLY display Active Job Tickets. In the "Work Status" field, enter either <N> for normal or <A> for assisting (this is important as cost structure may be different). **Click** on the F9 button or **press** <F9> to save details.

Employee clocks off a Single Job - **Click** on the Job End option to display the Job End screen.

Enter the employee number in the "Emp No" field or **press** <F2> and select from the pop-up list and **click** <u>OK</u> and then **press** <TAB> to generate the job/work details.

Press <TAB> to move to the completed field, change the status to yes if the job process is complete and **click** on the Save button or **press** <F9> on the keyboard to save.

Employee Clocks Off at the end of shift - **Click** on the 'Clock Off' option to display the 'Clock Off' window. Enter the employee number in the "Emp No" field or **press** <F2> and select from the pop-up list, **click** <u>OK</u>. **Press** <TAB> to generate the details and **click** on the Save button or **press** <F9> on the keyboard to save.