Login Screen
The login screen displays the current date and time.

Company option is automatically populated.

1. Enter ID in the ‘External ID box’
2. Select the button to perform the correlating action.
3. Password appears in separate popup to finalize login.
**Clock In**

There are two scenarios for clocking in, one is for a normal clock in and the second is when the previous clock out was missed.

**Clocking In Normally**

1. Clocking In displays the logged in name with current date and time followed by a Confirmation to clock in message.
2. User selects the ‘Continue’ button to clock in.
3. User selects the correlating task code and selects ‘Continue’.
4. A confirmation popup window will appear at successful login.
5. User selects ‘ok’ and the login process is complete.
**Clocking In After Missed Clock Out**

1. Clocking In displays the logged in name with current date and time followed by a ‘Confirmation (Missed Clock Out)’ message in red.
2. User selects the ‘Continue’ button to move through the process.
3. User enters the clock out time to adjust the time entry reflecting the correct time worked.
4. A ‘Summary (Missed Clock Out)’ confirmation appears for the adjusted time.
5. The normal login process then continues with task selection and login confirmation.
**Clock Out**
Selecting Clock Out displays a confirmation page

At ‘Continue’ select the user receives a confirmation of clock out. Selecting ‘ok’ completes the action.

**Break Management**
‘Leave On Break’ selection provides a confirmation page and operation successful message at ‘Continue’ selection.

‘Return From Break’ selection requires task selection while continuing through the process resulting again in an operation successful message.
Login Screen

The login screen displays the current date and time.
Company option is automatically populated.

4. Enter ID in the ‘External ID box’
5. Select the ‘Log on to Dashboard’ button
6. Password appears in separate popup to finalize login.

Dashboard Options

Users can clock in, clock out, manage breaks, change the task code being used, view their information, manage requests, and manage timesheets based on menu selection in the dashboard.

Time Sheet Entry

If users utilize Time Sheet Entry functionality:

1. Navigate to ‘Manage time sheet’
2. Uncheck the ‘display weekends’ checkbox if weekends do not apply
3. Navigate to the period needed to manage using the ‘Prev’ and ‘Next’ arrows
4. Select the ‘Add’ button on the correct date.
5. Make the changes and select the ‘Save’ button
6. Changes will show on the grid and are finalized by selecting the ‘Accept’ button.