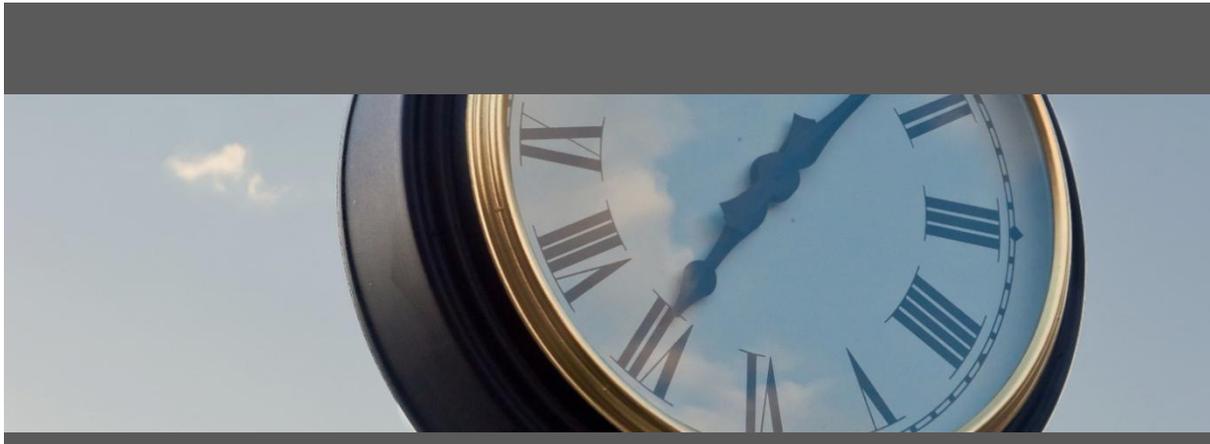




SOLUTION MANAGEMENT

Time Capture – Operator’s User Guide

Barcode, Touch Screen and Mouse/Keyboard compatible



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**Ostendo
Partner**

MAIN USER SCREEN

1. **Log In** – Select your name from the Log In button, scan your employee number or use the quick login buttons below if they have been set up for you.

Time Capture 12.2

Time Capture

9:13:27 AM

Licensed to Solution Management Ostendo Demo
License expires 10/12/2021

Supervisor Console

Manage Assignments

Login

Quick Login (Production)

Admin Bob Drum Keith Rogers Kevin Whitehead

Ron Wishart Terry Jones

Version: 12.2

Developed by Solution Management Ltd

Enter Cancel

Employee Name or Number Enter or scan the name or number of the employee you want to view

2. Click the **'Clock In'** button. On the next screen.

Time Capture 12.2

Time Capture

9:15:22 AM

Ron Wishart

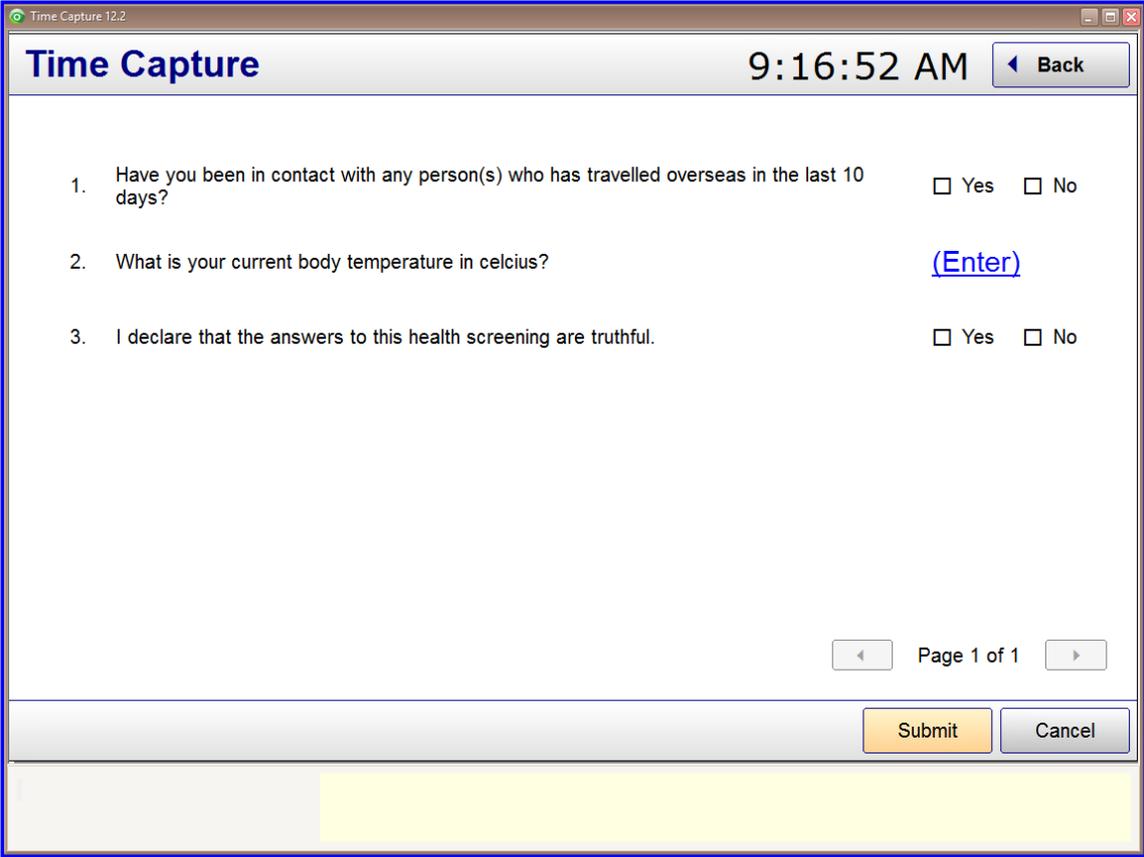
Start Break Start Job Start Assembly

Clock In Clock Out History & Notes

Order	Task or Step	Status	Description	Time Rem.
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If there is a set of questions linked to the Time Capture department profile, then these will be displayed:

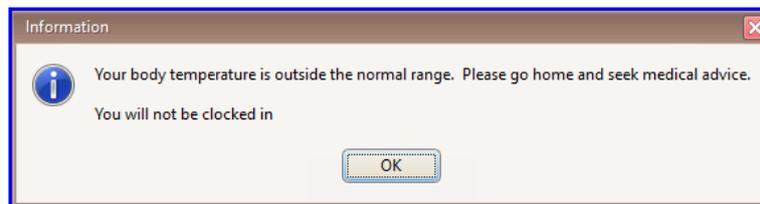


The screenshot shows a window titled "Time Capture 12.2" with a header bar containing the title "Time Capture", the time "9:16:52 AM", and a "Back" button. The main content area contains three questions:

1. Have you been in contact with any person(s) who has travelled overseas in the last 10 days? Yes No
2. What is your current body temperature in celcius? [\(Enter\)](#)
3. I declare that the answers to this health screening are truthful. Yes No

At the bottom right of the form area, there are navigation arrows and the text "Page 1 of 1". Below the form area, there are two buttons: "Submit" (highlighted in yellow) and "Cancel".

3. Answer all the question then click the **'Submit'** button. If you fail any questions that compares your answer to valid range (eg: In the above example the question 'What is your body temperature in Celsius?') the following message will be displayed.



Time Capture 9:24:35 AM Back

Ron Wishart Start Break Start Job Start Assembly

Clocked in at 7:23 AM Clock Out History & Notes

Order	Task or Step	Status	Description	Time Rem.
JOB400001	Job	Started 7:24 AM	Repair of a PC (replace Harddisk)	1:55

Detail Notes ActionLog Work History Refresh Page 1 of 1

Order Number JOB400001 Task or Step Job
 Labour Code L-WORKSHOP Rate Scale STD
 Non-Charge Chargeable Status In progress since 7:24 AM Tuesday
 Time Allocated 12 hours Time Used 10 hours 5 minutes

Resume Hold Finish

Enter Cancel

Order Number Enter or scan the order number of the job order

4. Click the **'Start Job'** or the **'Start Assembly'** button.
5. A popup screen will appear. Select the appropriate order number.
6. Click on the look up and select the job number for the work.
7. **Enter/Select the Step.** This will default to your usual department.
8. **Enter/Select the labour code.** This will default to your usual labour code.
9. Click **'Back'** to go back to the main screen ready for the next person to use.
10. 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'**.

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.