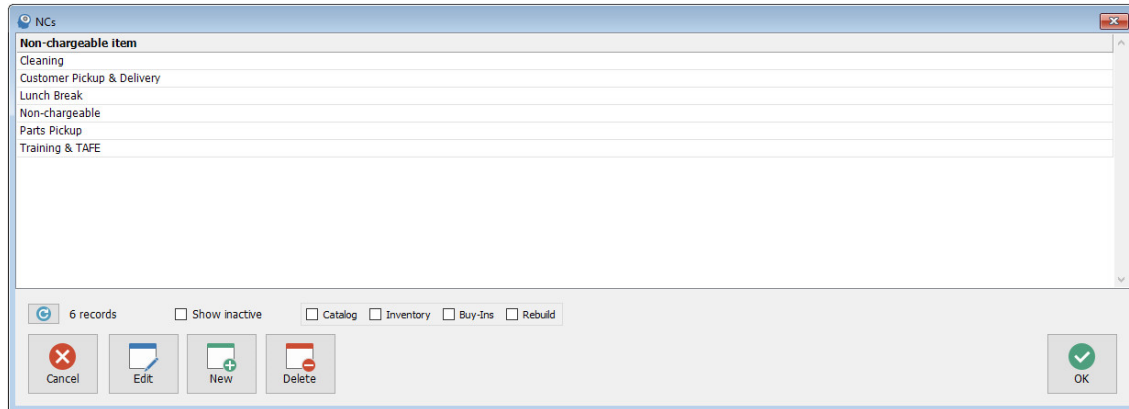




Clocking On/Off Setup When Utilising a Hand Scanner

Barcode Setup:

1. Go to **Lists – Non-Chargeable Items**.
2. Edit sample Non Chargeable Item to whatever you want **OK** to Save.
3. Click **New** and enter name into field **OK** to Save.
4. Continue until all non-chargeable items have been entered.



5. Go to **Reports – Other Reports – Employees Barcodes**

| Employee barcodes | | |
|----------------------------|---|--|
| Fred, Johnson | 3 | |
| Smith, John | 1 | |
| Cleaning | | |
| Customer Pickup & Delivery | | |
| Lunch Break | | |
| Non-chargeable | | |
| Parts Pickup | | |
| Training & TAFE | | |

6. Suggest you print & laminate this page to protect it from workshop dust, dirt and grease.



Microbase

POWERED BY INNOVATION

Technicians Clocking On/Off When Utilising a Hand Scanner

Clock ON from within the job:

1. Open job.
2. Press F11 key or Clock On/Off button.
3. Scan technician's barcode.
4. Click OK to save.

Clock ON outside of the job:

1. Press F11 key.
2. Scan job card barcode
3. Press Enter key.
4. Scan technician's barcode.
5. Click OK to save.

Repeat either process above to clock OFF job.

Allocating non chargeable time:

1. Press F11 key.
2. Place a tick against N/C.
3. Click on button and choose specific non chargeable time.
4. Scan technician's barcode.
5. Click OK to save.

Adjusting clocked times (Admin Only)

1. Press F11 key.
2. Enter job number.
3. Press Enter key
4. Click on View button
5. Edit technician.
6. Adjust technician recorded time.
7. Click OK to save.

Access to the clock on/off window can be attained by either pressing F11 key or going to Activities – Clock on/off and from within any job card by pressing the Clock on/off button.

To monitor which technician is clocked on to which job go to the Diary – Spanner/Clock Face button.

Bottom section shows which technician is clocked on to what job and total time view.

If you wish to see only the clocked time view double click on the Spanner/Clock face button until the clocked time view appears.