

IN CHARGE v5.01
Date: November 2003

How to prepare your punch clock

First you will need dumb terminals or PC's for your service department. Optional, is the use of a printer to print the time tickets to stick on the work orders.

- 1-) From the main menu select option **5** <enter>
- 2-) From the employees productivity menu, select option **1** <enter>
- 3-) Enter the required technician number to display his file on screen.
- 4-) Once the employee file is displayed, enter the word **PASS** <enter>
- 5-) This step will enable you to enter the technician's password when using the punch.
Enter required password for each of your technicians. We suggest using their id number to start with.
- 6-) From the main menu select option **11** <enter>
- 7-) From the system profile select option **9** <enter>
- 8-) Press enter once in order to skip the first screen and display the "Hours" screen.
Enter the required hours for closing your service department.

You are now ready to use your PUNCH

- 1-) At the login prompt enter punch <enter> and the system will automatically display the punch screen.

EMPLOYEE NO.....***
PASSWORD.....

WORK ORDER NO....

- Enter your technician id number and press <enter> (100 and 200 series will not be required to enter any work order number)
- Enter your password
- Enter the work order number you are going to work on now

EMPLOYEE NO..... 320
PASSWORD..... XXX

WORK ORDER NO.... *****

WORK ORDER # , going [O]ut , [D]ay is done

- If you have no work order to work on, press <enter> to show your availability

EMPLOYEE NO..... 320
PASSWORD..... XXX

WORK ORDER NO.... 18453 *****
WORK ORDER # , going [O]ut , [D]ay is done

- Enter a brief **description** (12 characters only) of the work to do and press <enter> or press <enter> to use the default description “LABOR”

EMPLOYEE NO..... 320
PASSWORD..... XXX

WORK ORDER NO.... 18453 LABOR Job#: **
WORK ORDER # , going [O]ut , [D]ay is done

- Enter required job number (please read on the work order) and press <enter> or press <enter> = job 0 (zero).

EMPLOYEE NO..... 320
PASSWORD..... XXX

WORK ORDER NO.... 18453 LABOR Job#: 2 OK?
WORK ORDER # , going [O]ut , [D]ay is done

- Press <enter> to proceed or . <enter> to re-enter

The work order maintenance will automatically be done as technicians punch off and on or move from one job number to another. Service advisor can edit using function 1.06.02

EMPLOYEE NO....300 NATHLAIE
PASSWORD.....XXX

WORK ORDER NO.. 18453
[J] ob done , [N] ext job , next [W] ork , going [O] ut , [D] ay is done

18453 2 TIRE In:10.41 Out: 0.00 CUSTOMER NAME <

- Technician has no new work order to work on but has finished on the current work order, enter **J** <enter>

- Technician wants to move from one job number to another on the current work order, enter **N <enter>** and enter brief labor description (if required), then enter the new job number.
- Technician is going out for lunch or any other reason, but will be back later on, enter **O <enter>**
- Technician is leaving and will not be back today, enter **D <enter>**

Make sure to press <enter> until the screen clears and ask for the employee number again.

Extra's for the Service Manager

From the main menu type **PUNCH <enter>**

Or

From the work order main menu (1.06.00) type **PUNCH <enter>**

At the employee number type **WHO <enter>**

This will display who is currently working on work order. Customer name, work order number, job number will display.

Or

At the employee number type **ALL <enter>**

This will display all technician current day history. Customer name, work order number, jobs processed and hour history will display. Idle technician (available but not yet punched on a work order) will also display.

Screen Display Sample

YOU'RE CIE NAME

MONDAY, 24 November 2003 TIME:11:03

=====

300 ROBERT

CUSTOMER NAME 18453 02 TIRE In:10.41 Out:10.54

CUSTOMER NAME 18453 01 TUNE-UP In:10.54 Out: 0.00

301 BILL IDLE In:11.00 Out: 0.00

--> Press <enter> to continue