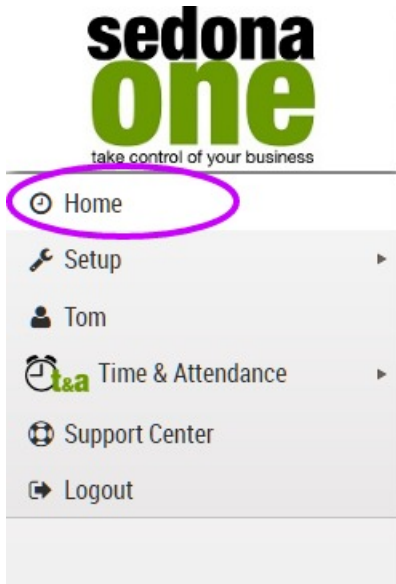


Starting a Shift

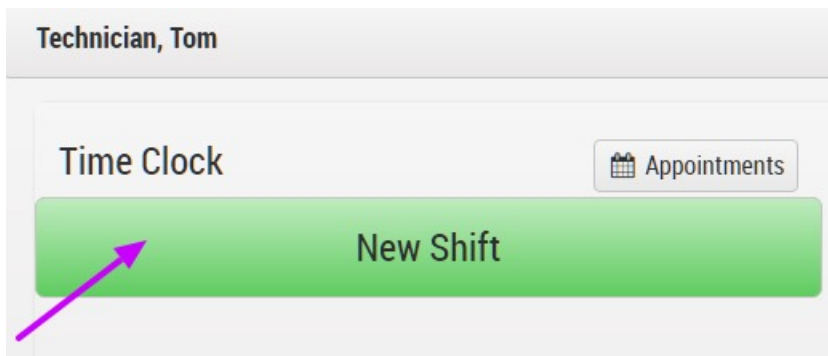
Last Modified on 11/07/2016 1:09 pm EST

A shift is your container for the day. Tasks occurs within a Shift one at a time, but Tasks do not need to run during a shift. Tasks are used for activities that you want to keep track of individually..

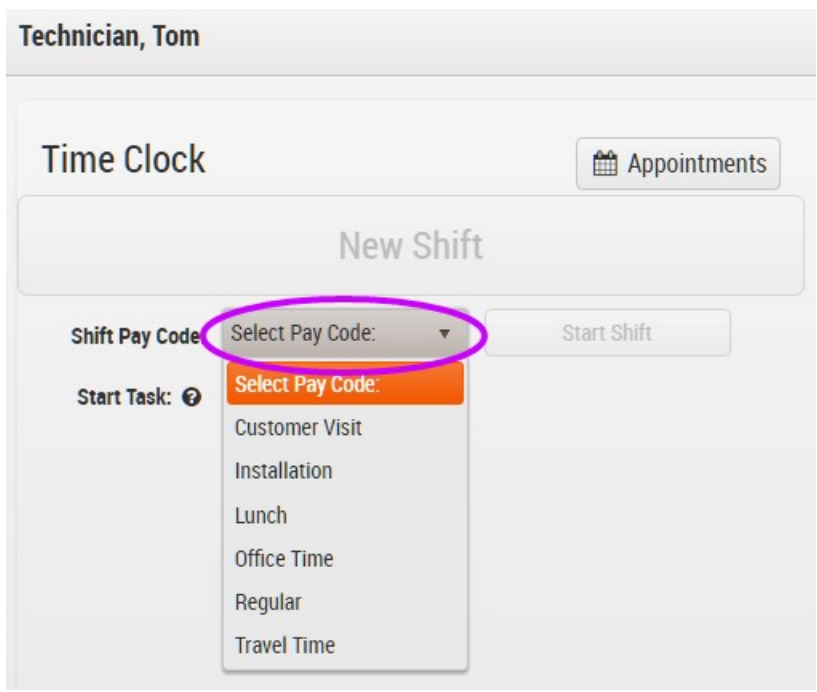
Select Home on the left hand column.



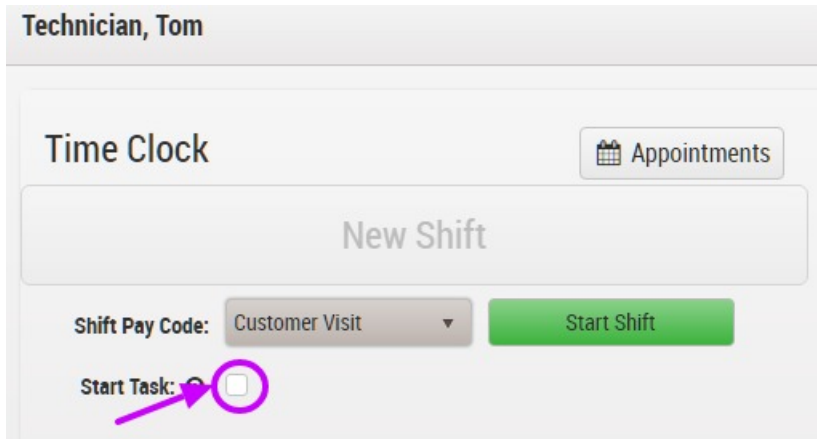
Select New Shift



Select the drop down button to the right of Shift Pay Code and select the Pay Code. Only the Pay Codes that are assigned to the User are displayed.



If you want to start a task at the same time as a shift select the Start Task checkbox.



Then select the Pay Code for the Task by selecting the drop down to the right of Shift Pay Code.

Technician, Tom

Time Clock Appointments

New Shift

Shift Pay Code: Regular

Start Task:

Current Task

Task Pay Code: **Select Pay Code:** Start Shift & Task

- Select Pay Code:
- STANDARD
- Customer Visit
- Installation
- Lunch
- Office Time
- Regular
- Travel Time

Next select the Start Shift & Task button.

Technician, Tom

Time Clock Appointments

New Shift

Shift Pay Code: Regular

Start Task:

Current Task

Task Pay Code: Installation **Start Shift & Task**

The Shift and Task have been started. The timer with the green background shows an up to date record of the current shift. The Shift Code and Shift Start date and time are also displayed.

Technician, Tom

Time Clock Appointments

Current Shift 🗨

days	hours	minutes	seconds
00	00	08	55

Shift Code: Regular
Shift Start: 5/30/2016 10:11:05 AM -04:00

Current Task 🗨

days	hours	minutes	seconds
00	00	08	55

Task Code: Installation
Shift Start: 5/30/2016 10:11:05 AM -04:00

Task Pay Code: Start Task

End Task

End Shift