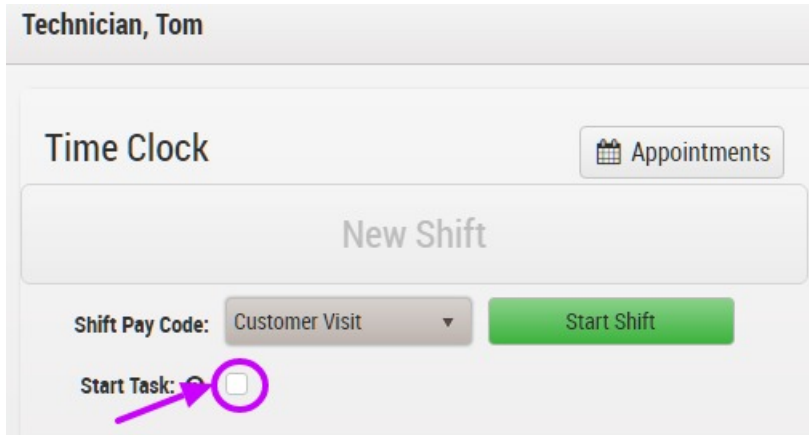


Start Task at Shift Start

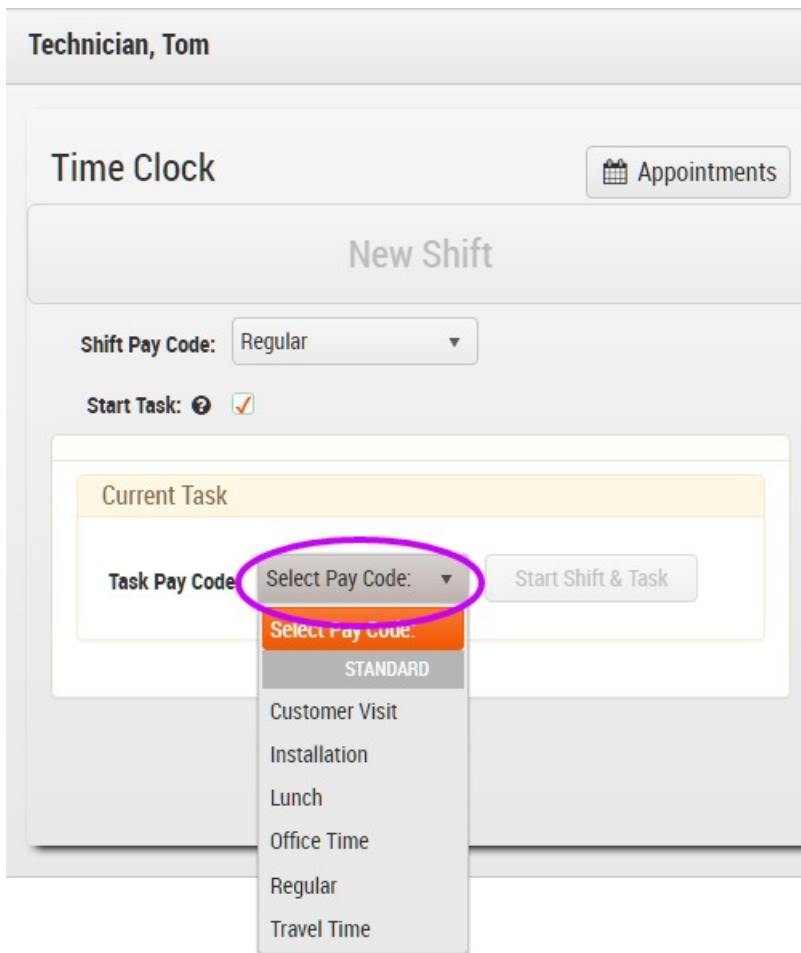
Last Modified on 11/07/2016 1:10 pm EST

A Task may be started with a New Shift. When starting a New Shift select the Start Task checkbox.



The screenshot shows the 'New Shift' form for Technician Tom. It includes a 'Time Clock' section with an 'Appointments' button. The 'Shift Pay Code' is set to 'Customer Visit'. A green 'Start Shift' button is visible. The 'Start Task' checkbox is circled in purple, with a purple arrow pointing to it.

Select the Pay code from the Task Pay Code drop down.




The screenshot shows the 'New Shift' form with the 'Start Task' checkbox checked. The 'Task Pay Code' dropdown menu is open, showing a list of options: STANDARD, Customer Visit, Installation, Lunch, Office Time, Regular, and Travel Time. The dropdown menu is circled in purple.

Click on Start Shift & Task.

Technician, Tom

Time Clock

 Appointments

New Shift

Shift Pay Code: Regular ▼

Start Task: ?

Current Task

Task Pay Code: Installation ▼

Start Shift & Task

