



SOLUTION MANAGEMENT

# Time Capture – Operator’s User Guide

*Barcode, Touch Screen and Mouse/Keyboard compatible*



[www.solutionm.com.au](http://www.solutionm.com.au)  
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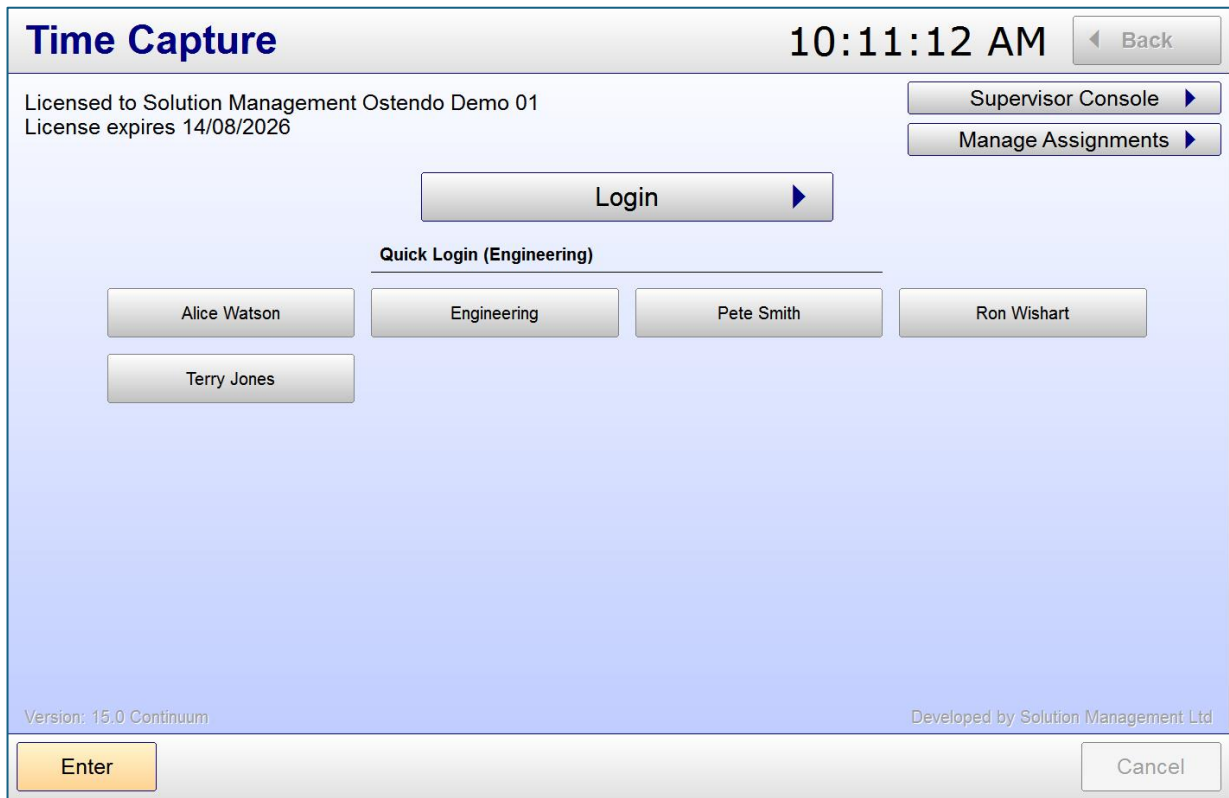
Auckland  
9 Huron St.,  
Takapuna,  
Auckland 0622  
+64 9 446 1204

Melbourne  
L3, 19 Bank Pl.,  
Melbourne,  
VIC 3004  
1800 764 058

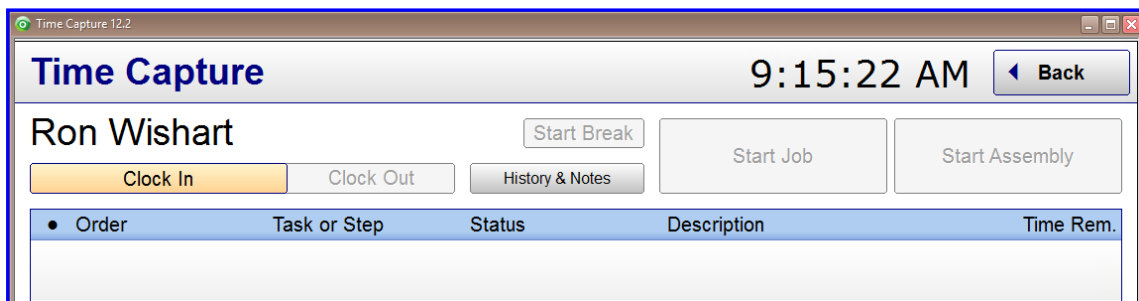
Brisbane  
76 Brunswick St.,  
Fortitude Valley,  
QLD 4006  
+61 497 100 500

**Ostendo  
Partner**

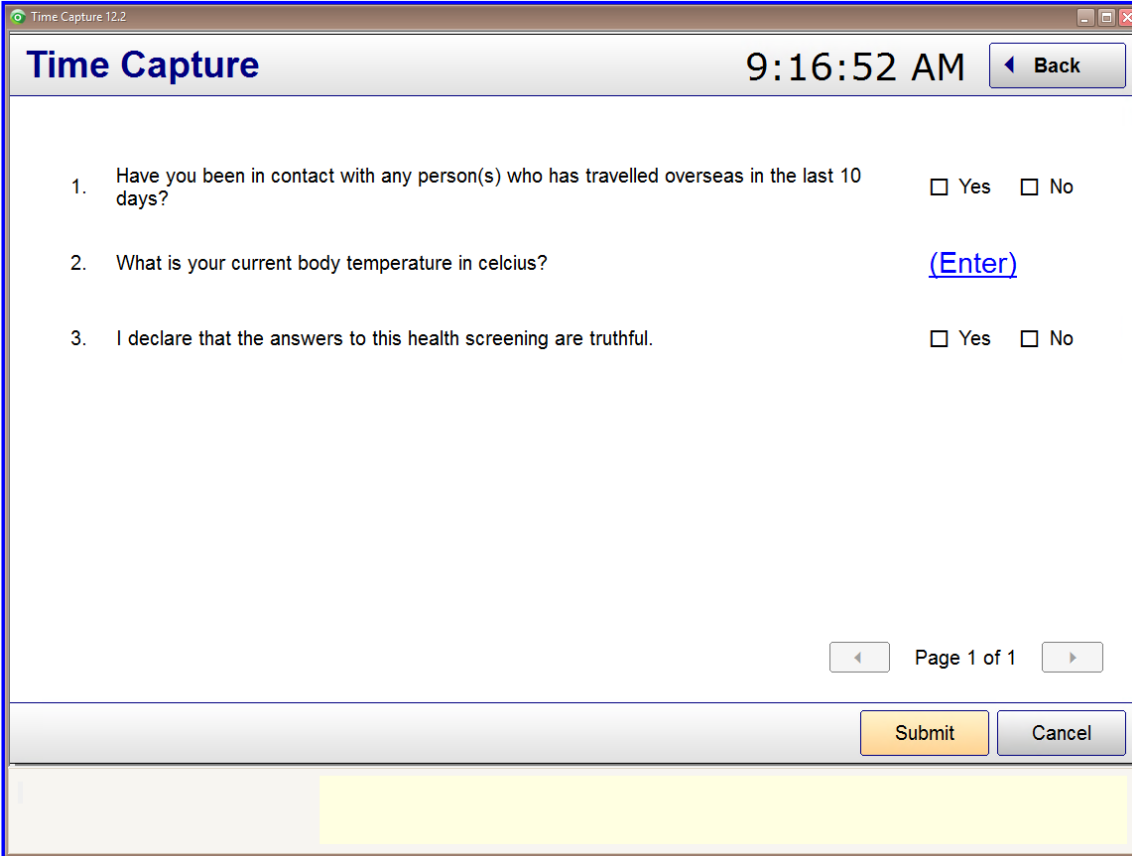
1. **Log In** – Select your name from the Log In button, scan your employee number or use the quick login buttons below if they have been set up for you.



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



If there is a set of questions linked to the Time Capture department profile, then these will be displayed. This is an optional feature.

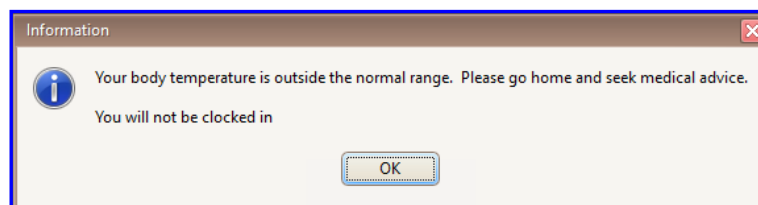


The screenshot shows a window titled "Time Capture 12.2" with a header bar containing the title "Time Capture", the time "9:16:52 AM", and a "Back" button. The main content area contains three questions:

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 "Submit" and "Cancel" buttons. The bottom of the window has a yellow highlighted area.

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 with a response explanation:



**Time Capture**
10:15:48 AM
◀ Back

Ron Wishart
Start Break
Start Job
Start Assembly

Clocked in at 10:14 AM
Clock Out
History & Notes

Order	Task or Step	Status	Description	Time Rem.
▶ JOB400006	Job	Started 10:14 AM	Breakdown service	0:00

Detail
Notes

Order Number	JOB400006	Task or Step	Job
Labour Code	LAB-GENERAL	Rate Scale	STD
Non-Charge	Chargeable	Status	In progress since 10:14 AM Wednesday
Time Allocated	0 minutes	Time Used	0 minutes

Work History
Refresh
◀
Page 1 of 1
▶

Enter
Cancel

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.

