



New Employee - Shop **Online Training**

- **Timeclock Entry**
 - Clock-in
 - Clocking time to jobs and labor codes
 - Clock-out

- **Employee Clock-In Inquiry**
 - Displays all employees

- **Employee Clock Display**
 - Employee detail clock display

- **Job Entry**
 - Header
 - Nameplate
 - Special Instructions

- **Material Charges Entry**
 - Stock
 - Non-stock

- **Q&A**