

This program has Two types of records,

- 1) Time Clock Record which is designed for all employees logging in and logging out.  
These records are normally used for reports and interface with your payroll system.
- 2) Mechanic Time Record , Which are used for mechanics to badge/log in and badge/log out of different work orders and jobs and will update the appropriate time in the work order and the mechanic detail

What this program will do.

- 1) Add/delete and/or change, time clock records.
- 2) Change work order, start and/or end time.  
This will also update work order and mechanic detail.
- 3) Change job code for the same work order to another job code.  
This will also update work order and mechanic detail
- 4) Delete Mechanic Time Record  
This will also update work order and mechanic detail

What this program will not do.

- 1) You cannot change work that has been done on one work order to another work order.
  - A) To do this, it is recommended to delete the mechanic time record for the work order in error.  
This will also update work order and mechanic detail
  - B) Use mechanic posting in the service module to post the appropriate time for the job.  
Use the change date options in the option drop down, select mechanic first  
This will update the job and all mechanic detail,  
This will not create a new mechanic time record in the time clock system.  
All mechanic commission and statistical reports come from the service module and not the time clock system.
- 2) You cannot add a new mechanic time record.
  - A) To do this, create the time clock record if it hasn't already been created.
  - B) Use mechanic posting in the service module to post the appropriate time for the job.  
Use the change date options in the option drop down, select mechanic first  
This will update the job and all mechanic detail,  
This will not create a new mechanic time record in the time clock system.  
All mechanic commission and statistical reports come from the service module and not the time clock system.