Chapter 10

What the Employee Sees When Checking In

After you set up the Employee Check-In software, employees can immediately begin checking in. However, employees should not check in to the system until you have created a shift. If they do, their check in will not be recognized by the system.

NOTE: In addition to employees checking themselves in, you can also check them in from within the Employee Management system. To learn more about this feature, see Chapter 11.

This chapter includes the following topics:

- Launching the Software
- Checking In
- Exiting the Employee Shift Check-In Software at the Check-In Workstation

Launching the Software

To launch the software on the workstation where employees are checking in:

- Click the ✓ icon on the desktop (Figure10-1). A partial view of a desktop showing the icon looks like:

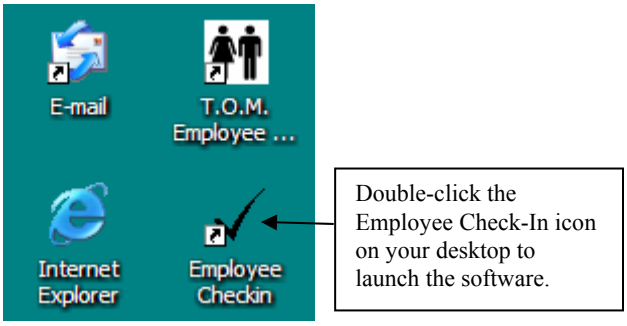

Figure10-1. Launching the Employee Check-In software from the desktop

OR

- Click your Windows Start button. Then, select All Programs>T.O.M.>T.O.M. Employee Management >Employee Check-In.

The Employee Shift Check-In screen appears (Figure 10-2).

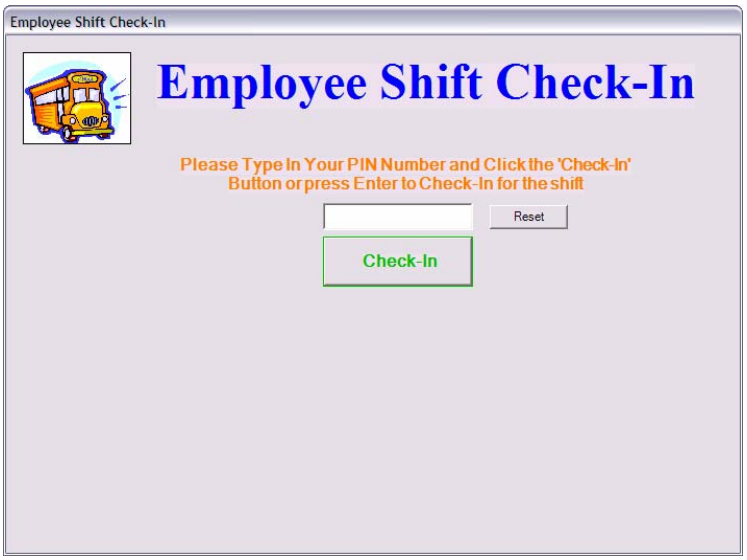

Figure 10-2. Employee Shift Check-In screen

Checking In

It is very easy for employees to check in to the system. After they check in by typing their Personal Identification Number (PIN) and clicking the Check-In button or by pressing Enter., the amount of time the system resets the screen so that another driver can check-in depends on whether the employee has a message.

- When there is no message, the screen refreshes itself within 5-10 seconds.
- When there is a message, the software waits for about 60 seconds hoping the employee will read the message and click the Confirm button or press Enter. If, after that time, the employee hasn't clicked the Confirm button or pressed the Enter key, then finally the software resets the screen.

There are two ways that employees can be checked into the system:

- **Employees can check themselves in.** This is the topic of this chapter.
- **You or another administrator can check them in from within the Employee Management system.** To learn more about this feature, see Chapter 11.

When employees check in:

1. They type their employee PIN into the box (Figure 10-3).

2. Next, they click Check-In or press Enter to check in.

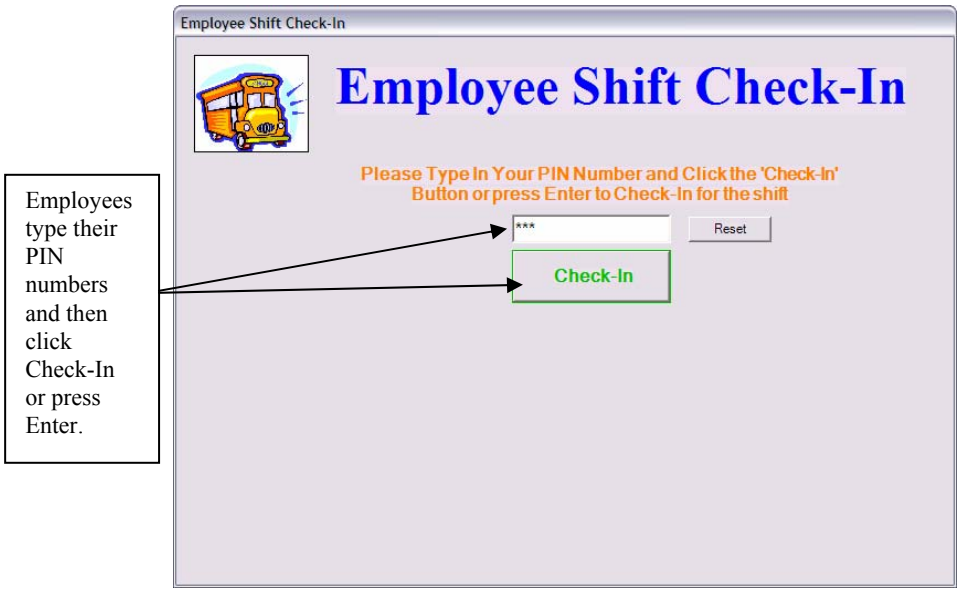

Figure 10-3. Employee Shift Check-In screen

Figure 10-4 shows how the screen looks after James Bessy clicks Check-In or presses Enter. Notice that he has a general message waiting for him. After he reads the message, he can click Confirm to show he read the message. (To read more about how messages are added to the system, see Chapter 9).

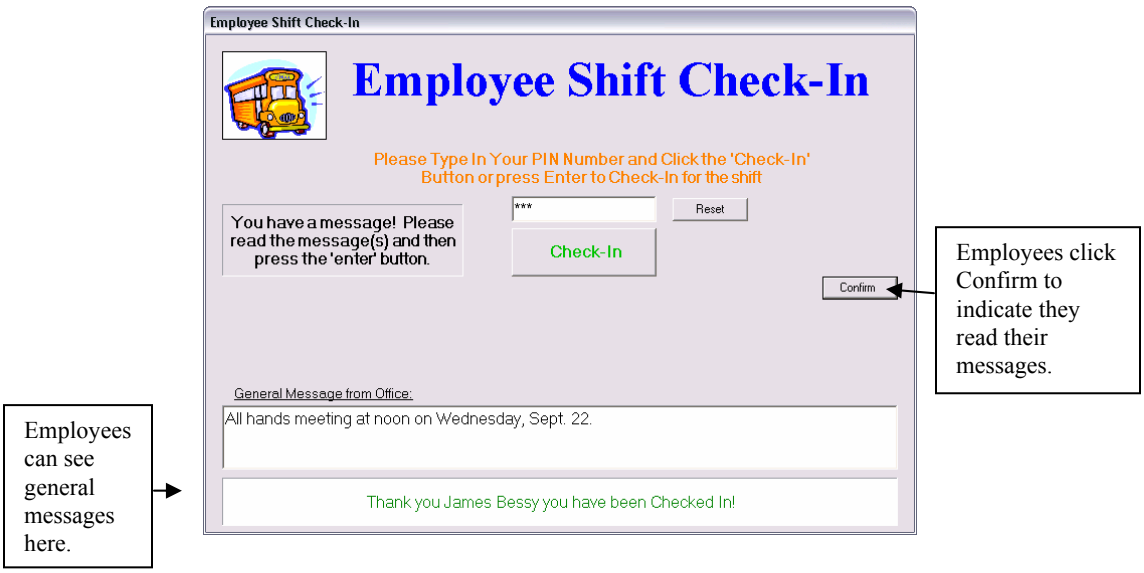

Figure 10-4. The Employee Shift Check-In screen after employees check in

Exiting the Employee Shift Check-In Software at the Check-In Workstation

If you have administrative privileges in the software, you can close the Employee Shift Check-In software by typing the word *exit* into the PIN box.