

STEPS FOR CLOCK-IN CLOCK-OUT

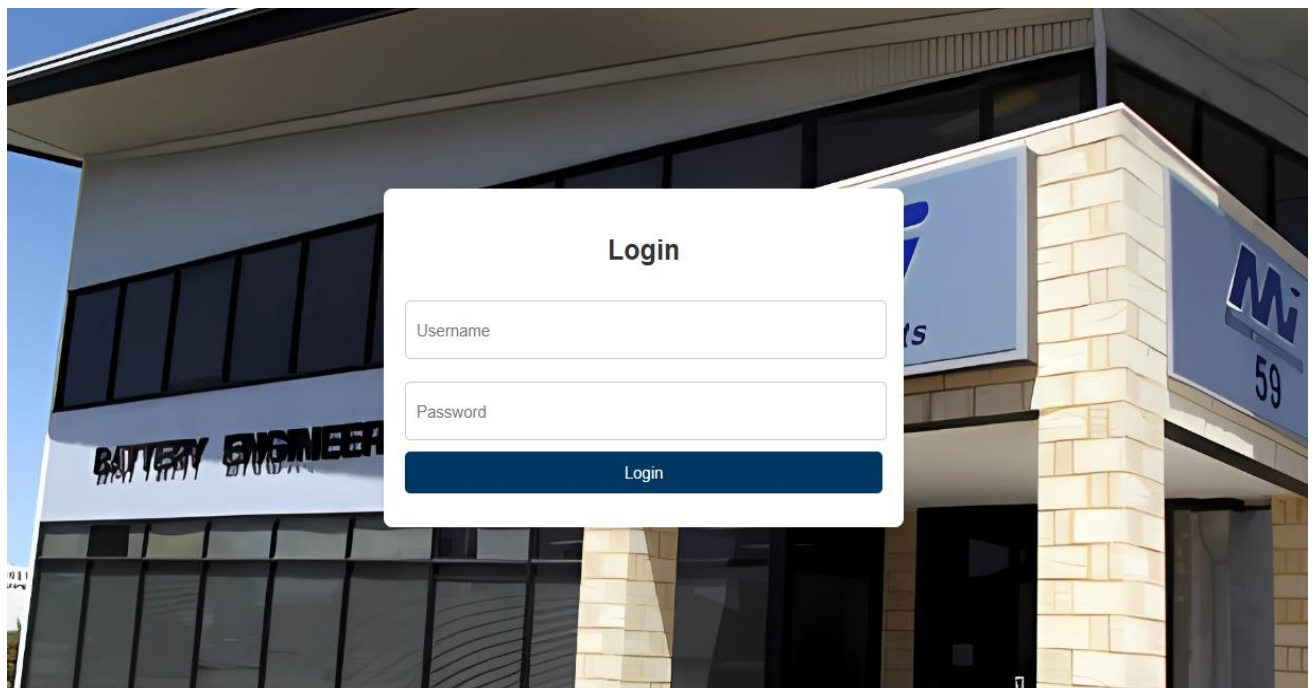
STEP 1 :

Login in to the System using credentials for staff.

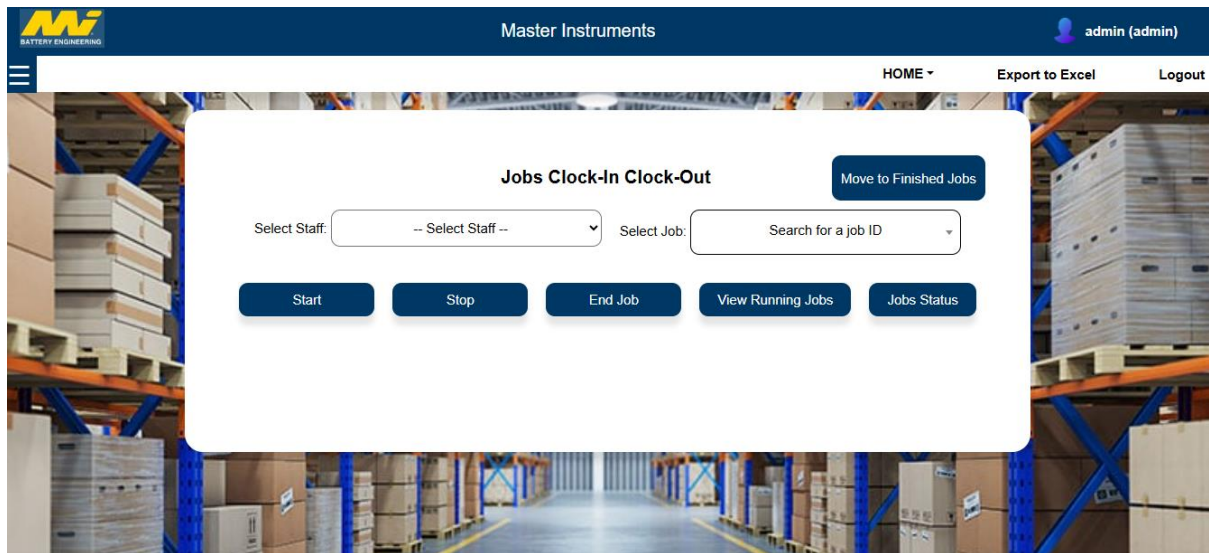
Username : admin

Password : password123

After Entering credentials, hit on Login



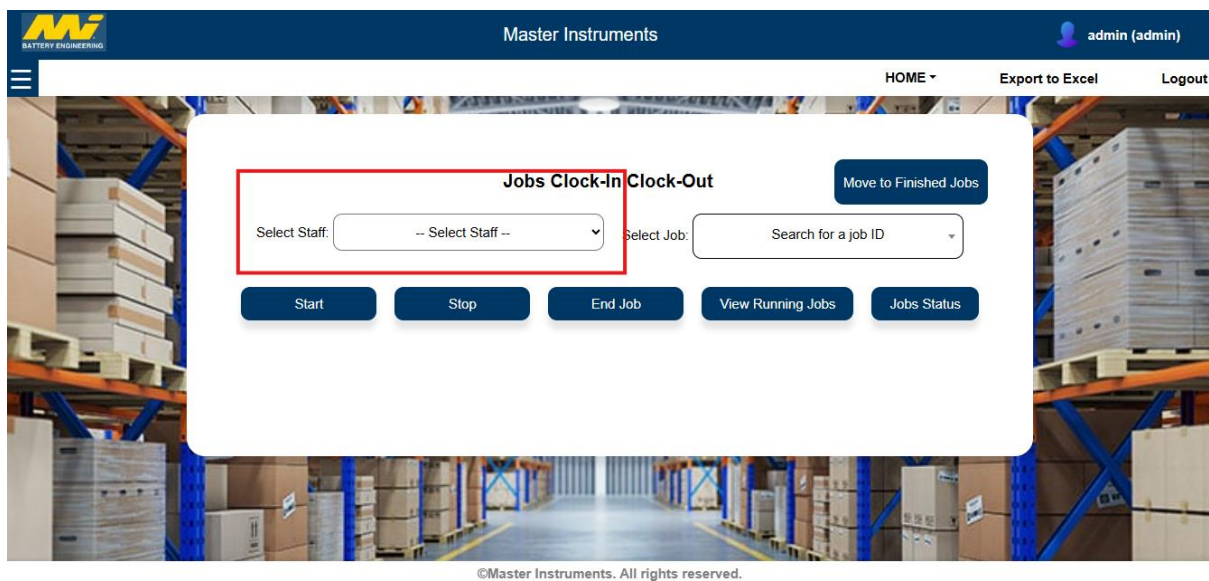
After log-in in the sytem, you will see the below page:



The screenshot shows the 'Jobs Clock-In Clock-Out' interface. At the top, there is a header with the 'Master Instruments' logo and a user profile 'admin (admin)'. Below the header, there are navigation links: 'HOME', 'Export to Excel', and 'Logout'. The main content area features a white card with the title 'Jobs Clock-In Clock-Out' and a 'Move to Finished Jobs' button. The card contains two dropdown menus: 'Select Staff: -- Select Staff --' and 'Select Job: Search for a job ID'. Below these are five buttons: 'Start', 'Stop', 'End Job', 'View Running Jobs', and 'Jobs Status'. The background of the interface is a warehouse with blue shelving and cardboard boxes.

STEP 2:

Select Staff Name from the Select staff from DropDown.



This screenshot is identical to the one above, but with a red rectangular box highlighting the 'Select Staff: -- Select Staff --' dropdown menu. The rest of the interface, including the header, navigation links, and other buttons, remains the same. The background is still the warehouse image.

©Master Instruments. All rights reserved.

STEP 3:

Select JOB ID from the JOB ID dropdown.

Master Instruments

admin (admin)

HOME Export to Excel Logout

Jobs Clock-In Clock-Out Move to Finished Jobs

Select Staff: -- Select Staff --

Select Job: Search for a job ID

Start Stop End Job View Running Jobs Jobs Status

©Master Instruments. All rights reserved.

2. STEPS TO END A JOB AFTER COMPLETED.

i. Click on **Jobs Status** button, it will show all the Jobs with Status.

Start Stop End Job View Running Jobs **Jobs Status**

Job ID Clear

■ Job is near due Date
■ Job is past Due date
■ Job is completed and moved to finished.

Staff Name	Job ID	Customer	Start Time	Stop Time	Status	Expand
SWAPNIL	343123	REFLEX INSTRUMENTS ASIA PACIFIC (IMDEX LTD)	2025-03-27 11:00:28	2025-03-27 11:00:44	Active	+

Previous Page 1 of 1 Next

ii. Select the **JOB ID from from Dropdown** for the Job which is finished (with status as active) and click on **END button**

Select Staff: Select Job:

Start Stop **End Job** View Running Jobs Jobs Status

Job ID Clear

■ Job is near due Date
■ Job is past Due date
■ Job is completed and moved to finished.

Staff Name	Job ID	Customer	Start Time	Stop Time	Status	Expand
TIN	323752	BLUE OCEAN MARINE	2025-03-27 10:28:54	2025-03-27 10:29:07	Active	+
TIN	323752	BLUE OCEAN MARINE	2025-03-27 10:28:14	2025-03-27 10:28:18	Active	+
TIN	323752	BLUE OCEAN MARINE	2025-03-27 10:27:42	2025-03-27 10:27:45	Active	+

After END JOB, Status of JOB will change to FINISHED.

Job ID ▼ 323752 Clear

■ Job is near due Date

■ Job is past Due date

■ Job is completed and moved to finished.

Staff Name	Job ID	Customer	Start Time	Stop Time	Status	Expand
TIN	323752	BLUE OCEAN MARINE	2025-03-27 10:28:54	2025-03-27 10:29:07	Finished	+
TIN	323752	BLUE OCEAN MARINE	2025-03-27 10:28:14	2025-03-27 10:28:18	Finished	+
TIN	323752	BLUE OCEAN MARINE	2025-03-27 10:27:42	2025-03-27 10:27:45	Finished	+

Previous Page 1 of 1 Next

iii. After the Status of JOB changes to FINISHED ,

Click on **Move to Finished Jobs** to move the JOB to FINISHED JOBS list.

Jobs Clock-In Clock-Out

Move to Finished Jobs

Select Staff: -- Select Staff -- ▼ Select Job: 323752 - BLUE OCEAN MARINE (pas... ▼

Start Stop End Job View Running Jobs Jobs Status

Once JOB is moved to Finished, the status will change to Completed and the JOB ID will turn green.

Job ID ▼323752

Clear

Job is near due Date

Job is past Due date

Job is completed and moved to finished.

Staff Name	Job ID	Customer	Start Time	Stop Time	Status	Expand
TIN	323752		2025-03-27 10:28:54	2025-03-27 10:29:07	Completed	+
TIN	323752		2025-03-27 10:28:14	2025-03-27 10:28:18	Completed	+
TIN	323752		2025-03-27 10:27:42	2025-03-27 10:27:45	Completed	+