



Activities

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Web:	https://timedock.com
Email:	info@timedock.com
International:	(+64) 9 444 1384
Local phone:	(09) 444 1384

An activity is a way of categorising the *type of work* to be done. For example a carpenter may select from a choice of activity codes such as *DIGGING, PLANNING* or *CONSTRUCTING*, or any code as entered by the account administrator.

Adding an activity:

To add an activity log in and then navigate to *Setup > Activities*. From this screen click *New* to open the add new activity screen. Fill in the available fields and click *Save*.

Using an activity:

Once you have added one or more activities simply scan in an employee and you will be prompted to select an activity code, or none. For example tap *START* and then scan the employee's ID card. A screen will display with a list of activity code options. Tap one to select and the employee is now clocked in as working on this activity.

Switching activities:

To switch an activity simply tap *START* in the App and then scan the employee ID card to display a list of activity options available. NB: You can opt to clock the employee out first however it is not necessary to do so as the system will automatically run on from the previous *in* record.

Activity settings:

Field	Description
Name	A name for our activity code. Typically something understandable to your employees for example <i>SWEEPING</i> .
Unique ID	A unique identifier for this activity code. For example our <i>SWEEPING</i> activity could have a reference code of <i>SWP</i> .