

To login to the attached computer, the details are:

Administrator / password

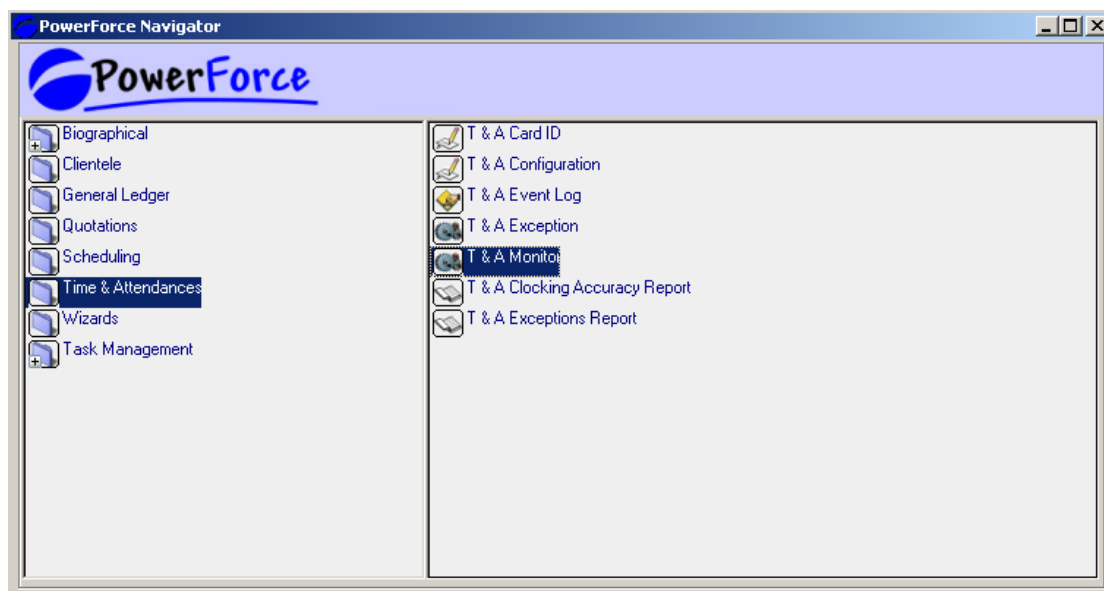
Find an icon similar to that below, with State Rail as the title. Double click to kick it off.



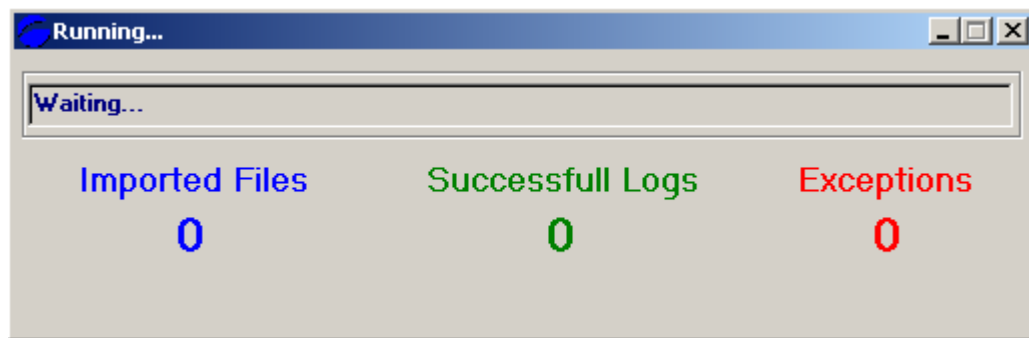
When presented with the logon screen, enter “WENDY” as the name and “password” as the password.



You'll be presented with a screen similar to the following, select “Time & Attendance” on the LHS, and T&A Monitor on the RHS.

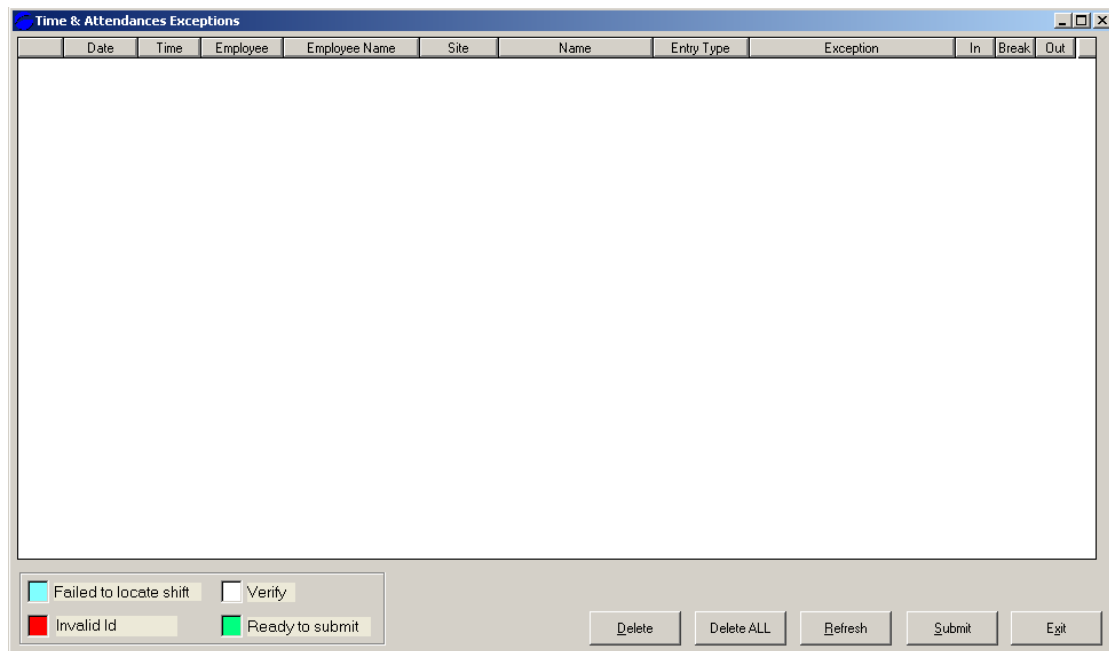


This kicks off the auto data collector, which will periodically connect to the time clock and download what data is presently stored. The various counters are just overviews of what's happening in the background.



Under normal circumstances, the above process may be set to run continuously or it may be turned on periodically to download the clocking data from the time clock.

Another interesting option from the Time & Attendance menu is the "T&A Exception", which will throw up the screen as shown below. This is the basic screen where time capture exceptions are handled.



To exit the system, just hit the "X" as on any generic windows application to close all the processes down.