

## Using the Barcode Reader

Clock On	<Name> <Clock On>
Starting a Task	<Name> <Start My Task> <Job Number> Large Barcode at top of Job Card. <Work Code> e.g. Strip, Panel, Paint, Refit.
Completing a Task	<Name> <Stop & Complete My Task>  <b>Note: if you are swiped onto more than one task, it will be necessary to swipe the Job Number and Work Code for the Task you are completing.</b>
Stopping a task that Is NOT finished	<Name> <Stop My Task>  <b>Note: if you are swiped onto more than one task, it will be necessary to swipe the Job Number and Work Code for the Task you are Stopping.</b>
Going to Lunch	<Name> <Go To Lunch>  <b>All tasks currently being work on will be automatically halted.</b>
Returning from Lunch	<Name> <Return From Lunch>  <b>All tasks active before going to lunch, will be automatically resumed.</b>
Going Home	<Name> <Clock off and Go Home>  <b>All tasks will be stopped, assuming they are not finished. If finished, you should complete the tasks before you clock off and go home. You will have to swipe back onto your tasks when you next clock on.</b>
Employee Enquiry	<Name> <Employee Enquiry> <b>Information will be displayed on the barcode reader screen.</b>
Job Enquiry	<Job Enquiry> <Job Number>
Completing a Job <b>This is a restricted Function</b>	<Name> <Job Completed> <Job Number>