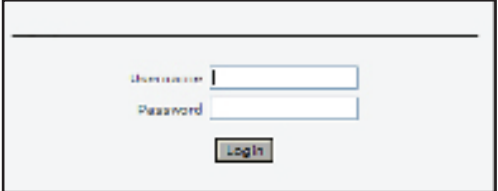


Quick Tips

Login as Administrator/Supervisor

1. Go to your Internet Browser.
2. Enter <https://secure.entertimeonline.com/ta/companyid.login>
3. You will see the screen in Example A.
4. Enter Username*
5. Enter Password**
6. Click on Login.

*Administrators have full access to the system.
Supervisors have limited access to the system.*



The screenshot shows a web browser window with a login form. It contains two input fields: 'Username' and 'Password', and a 'Login' button below them.

Example A

Employee punch in/out

1. Go to your Internet Browser.
2. Enter <https://secure.entertimeonline.com/ta/companyid.login>
3. You will see the screen in Example B.
4. Enter Username*
5. Enter Password**
6. Click on appropriate button for desired task:
 - Clock In** - employee clocks in
 - Cost Centers**- employee transfers to another cost center or department
 - Clock Out** - employee clocks out

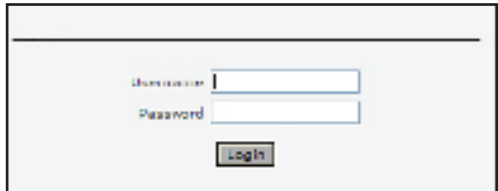


The screenshot shows a web browser window with a login form. It contains two input fields: 'Username' and 'Password', and three buttons below them: 'Clock In', 'Cost Centers', and 'Clock Out'.

Example B

Employee viewing & editing time off

1. Go to your Internet Browser.
2. Enter <https://secure.entertimeonline.com/ta/companyid.login>
3. You will see the screen in Example C.
4. Enter Username*
5. Enter Password**
6. Employee will be able to view time sheet or edit personal time.



The screenshot shows a web browser window with a login form. It contains two input fields: 'Username' and 'Password', and a 'Login' button below them.

Example C

* Username is initial of first name and last name unless otherwise instructed by your Administrator/Supervisor.

**Default password is 123456. The system will prompt you to change the password when you first log in.

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