Punchclock and Production Event Job Time Sheet

Log your Travel on Tour

Viewing this page, it means you are about to log details for work related information regarding **Logging your Travel on Tour**.

The Term **User** refers to **you** or **the person** actually reading or doing the actual instruction.

If the user presses / selects**Â Option 4) Log your Travel on Tour** the following is to occur:

1. It displays the users first and last name and asks them to confirm their first and last name.
    1. You will need to enter the date of their shift and the time your rostered to start travel on tour.
       When ready press the CONFIRM button it displays the following:
        1. It shows the current date and current time. (This is not editable) Only for display purposes.
        2. It displays â€œEnter the Make and Model and Vehicle Typeâ€. The user is required in 3 separate fields the Make | Model | Type of Vehicle.
        3. It displays â€œEnter the Registration of the Vehicle.Â The user is required to enter (Alpha-numeric) registration of the vehicle.

    2. It then displays the button **CONFIRM TRAVEL ON TOUR**.Â The user presses the **CONFIRM TRAVEL ON TOUR BUTTON** and the system starts the GPS geo-location of the user and displays on the screen.Â Your Travel On Tour is saved.Â Please commence your Log for Work Hours.Â Â The system wo;; return the user to the main menu and The system will log the date and time for the staff member for that specific event.

       Travel On Tour can only be done once per event per staff.

       *** Please note the system will start the Realtime GPS location Tracking & Sharing as per the program design.Â THIS IS ESSENTIAL for all staff to be able to use this GPS location tracking and app.

Attached files:

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