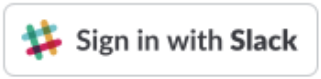
# Punchclock and Production Event Job Time Sheet

## 1) Log into Punch Clock - Event Management Job Sheet

To login into theÂ **Punch Clock** system you will be required to authorise your staff Slack Account with Iconic Productions proprietory **Punch Clock** Server.

To log into the **Punch Clock** system go to http://roster.iconic.productions/punchclock/activate

To authorise your staff slack account after you go to the Server press on the 

button.

After pressing this button you will be asked to authorise your account. Follow these steps to authorise your SLACK account with the **Punch Clock** Server.

1. Press the 

button.
**Do not change** any of the other details. **Do not change** teams.

2. This will log you in to your Punch Clock Account System.
Once you have authorised your staff Slack Account with the Roster server, you will only need to to press the button again each time to log in. You can also log in using your username and password and entering it manually.

**IMPORTANT NOTICE:** If you receive an error message it more likely that your Slack Account Profile is not completed in full. **Click here** for how to correct this error.

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### In the Punchclock â€œEvent Staff Management Systemâ€ When a Staff Member logs in to â€œEvent Staff Management Systemâ€ you will notice 7 options:

1. **OPTION 1 is** View Event Rostered On Today.Â  If this is selected, then System will show you your roster for the day and/or event Show them the Event

2. **OPTION 2 IS** Log your arrival for work.Â  If this is selected, the system will display following options:
Please select the type of Work Event Management Log required for your work today.
    1. Log your vehicle travel/driving using a company/rental vehicle.Â  Click on Log your vehicle travel / driving using a company / rental vehicle link for additional information on this option.

    2. Log a vehicle travel/driving STOP/BREAK.Â  Click on Log a vehicle travel / driving STOP / BREAK link for additional information on this option.

    3. Log your attendance at work / office / road or venue.Â  Click on Log your attendance at work / office / road or venue link for additional information on this option.

    4. Log your Travel on Tour.Â  Click on Log your Travel on Tour link for additional information on this option.


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URL: https://staff.iconic.productions/KB/content/0cat=67/286/en/1-log-into-punch-clock-event-management-job-sheet.html

3. **OPTION 3 is** Commence Work and Complete Event Management Job Sheet Log.Â  This is the digital electronic online version of the old Event Management Job Sheet.Â  If this is selected then the system will commence to log the date and time of your work arrival, breaks, time started work etc. and will electronically add all your job hours to a hardcopy of the Event Job Sheet Log.Â  To understand how the Electronic and Digital Version of the old Event Management Job Sheet will work, **click here**?

4. **OPTION 4 is Props List Bump In / Bump Out**.Â  If this is selected the system will open the Inventory Prop List for the staff member to complete a prop/stocktake checklist.Â  Refer to FAQ â€œ***Prop List Bump In / Bump Out***â€

5. **OPTION 5 is Log a Work Break**.Â  If this is selected the system will log the date and time and record the GEO Location of the user. The time is entered into the Break 1 from of the Event Management Job sheet of the user for the event.
6. **OPTION 6 is Log Return from Break**.Â  If this is selected the system will log the date and time returned from your break and record the GEO Location the user.
    - ***Please note, that POINT 5, and 6 can be repeated multiple times for an OPEN AND ACTIVE EVENT MANAGEMENT JOB SHEET and each Break From and Break to is recorded and the time of the break from and break to is calculated and displayed for each break.***

7. **OPTION 7 is Finish Work and Complete Rostered Shift Log** at end of rostered shift.Â  If this is selected, the system will log the date and time for the user for that specific event in the field of TIME DEPARTED. This can only be done once per event per user.Â  It will record the GEO Location of the user.

Attached files:

Unique solution ID: #1285
Author: n/a
Last update: 04-Mar-2017 01:33


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