

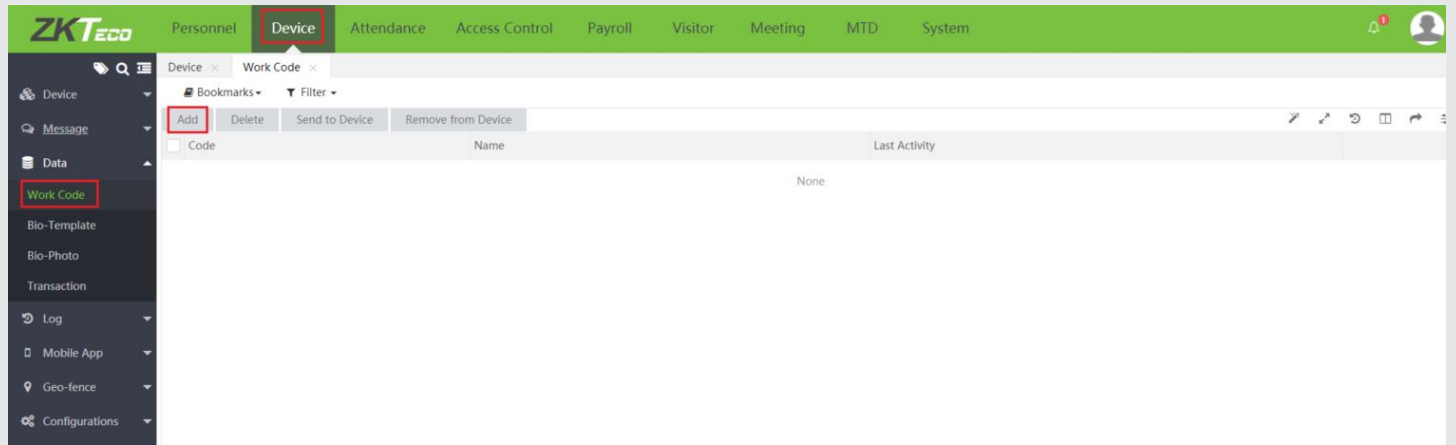
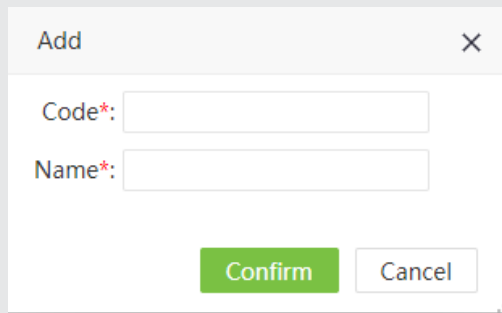
Biotime 8 – How to add Work codes

Work codes help you to identify what type of work was performed.

Following are steps to take when you add work codes

Device > Data > Work Code

Click on Add

The 'Add' dialog box is shown, featuring two input fields: 'Code*' and 'Name*'. Below the input fields are two buttons: 'Confirm' (highlighted in green) and 'Cancel'.

Code: Enter a work code number

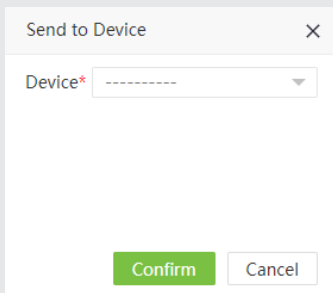
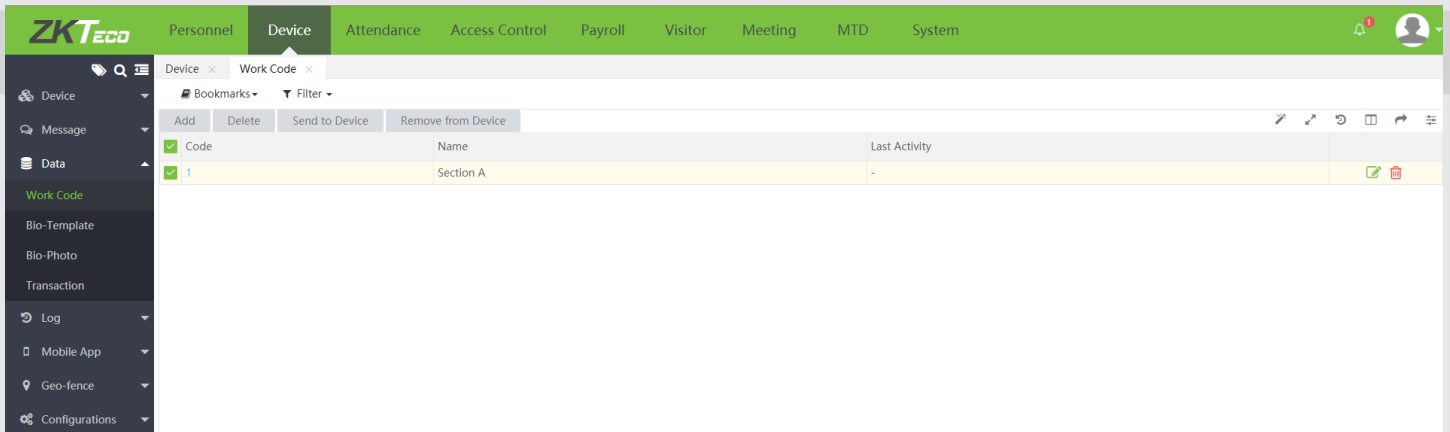
Name: Enter the work code name.

Select Confirm

The code needs to be sent to the device

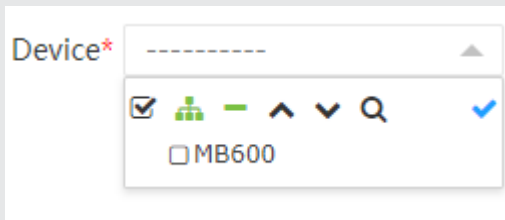
Select the working code by ticking the tick box

Select the send to the device tab



Click on the drop-down arrow to see all your devices.

Select the device you want to send the Work code to.



Select Confirm

The Work code is sent to your device.

Every time someone is clocking in or out, they need to select the Work code