

ADI TIME

ADI Mobile

Quick Reference Guide

Introduction

ADI Mobile allows you to enter a time punch or department/position transfer, and utilize user-defined fields from your WAP-enabled device.

Note: The appearance of the screens and method of data entry will vary for each device.

Entering a punch

1. Using your WAP-enabled device, access ADI Mobile using the ADI Mobile URL. The Login screen will appear. Enter your **Login ID** and **Password** and then select the **Login** button.



2. After you have successfully logged on, the Punch screen will appear. Select **OK**.



3. When the punch confirmation screen appears, select **Log Off**.



Entering user-defined fields

1. Repeat Steps 1 and 2 in the **Entering a punch** section on page 1 to log on to ADI Mobile and enter a punch.
2. Based on your organization's implementation of ADI Time, you may be prompted to enter one or more user-defined fields. In this example, you are prompted to enter a Shop Code. Select **OK** when you have finished.



3. When the punch confirmation screen appears, select **Log Off**.



Entering a transfer

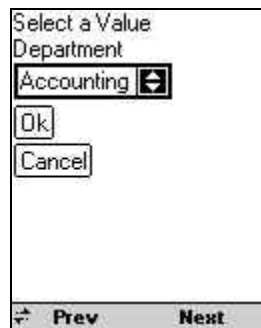
1. Repeat Step 1 in the **Entering a punch** section on page 1 to log on to ADI Mobile.
2. After you have successfully logged on, the Punch screen will appear.



3. Select **Transfer** to open the Transfer screen.



4. Select the first item that you want to change (we use Department in this example). You will be prompted to select a value (shown below). After you have made your selection, select **OK**; this will return you to the Transfer screen (shown in the previous step). Repeat this step for each item you want to change.



5. After you have finished making your selections and are returned to the Transfer screen, select the **Transfer** button (you may have to scroll down the screen to access this button).
6. When the transfer confirmation screen appears, select **OK**.



7. When the punch confirmation screen appears, select **Log Off**.