

How to work with the software

1. On your browser visit www.green60.com
2. Click on 'Log In' (fig.1)
3. Enter your Username and Password. This information will be provided to you by the Green60 customer support team. (fig.2)

4. Click on the 'Time Card' option (fig.3). A list of your employees will be shown on the screen.

5. Click the Time Card button (fig.4)

6. The next screen will give you various options, you can filter the data (for example, by name) by pressing the heading.

7. Select the range of dates. Clicking on the input will reveal a calendar (fig.5). Select the start date and end date for the time period that you need. You may manually edit the date or you may click the date. To hide the calendar, click outside of the calendar or press **ESC** on your keyboard.

8. After date range has been set, check the box for "Detail Info" then click on "GetData" (fig.6)

9. The next screen has more detailed information which can be edited.

- a. Column header "In,Out< In, Out" represents time in, out,in and out for each employee.
- b. Portion 1 and Portion 2 are the time they work by minute (these numbers should not be used for processing payroll).
- c. Information in the highlighted are the hours for regular, overtime, and double time. This information will be transmitted to the Green60 team for processing.
- d. The numbers under the time in and out represents the location where the employee registered their time in and out.

If the employee forgot to register their in or out

- a - highlight the area. Click on 'Date' and enter the time missing. The system is programmed to enter the time in the correct order.
- b - time correction. Click on the day of the week and remove the wrong information.
The system has different color coding for each correction.
Red: Missing. Yellow: Modified. Blue: Added.

The options of what to do with the data include saving(save), printing(Print), or sending to your Green60 (Payroll)

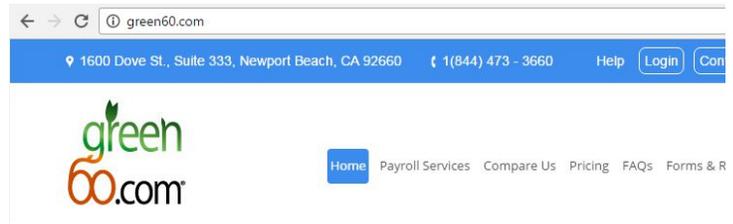


fig.1 Click on login

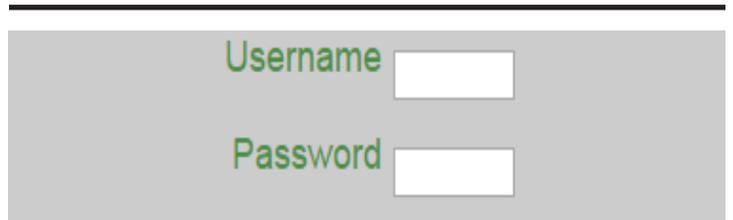


fig.2 Enter your information



fig.3 Time Card option



fig.4 find the time card button at the bottom left

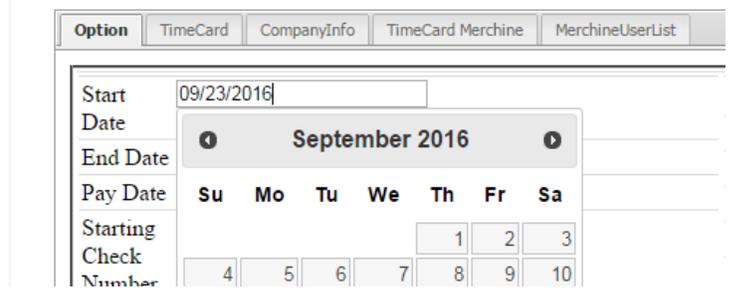


fig.5 click inside the input to show calendar



fig.6 Select Detail Info. and then press GetData