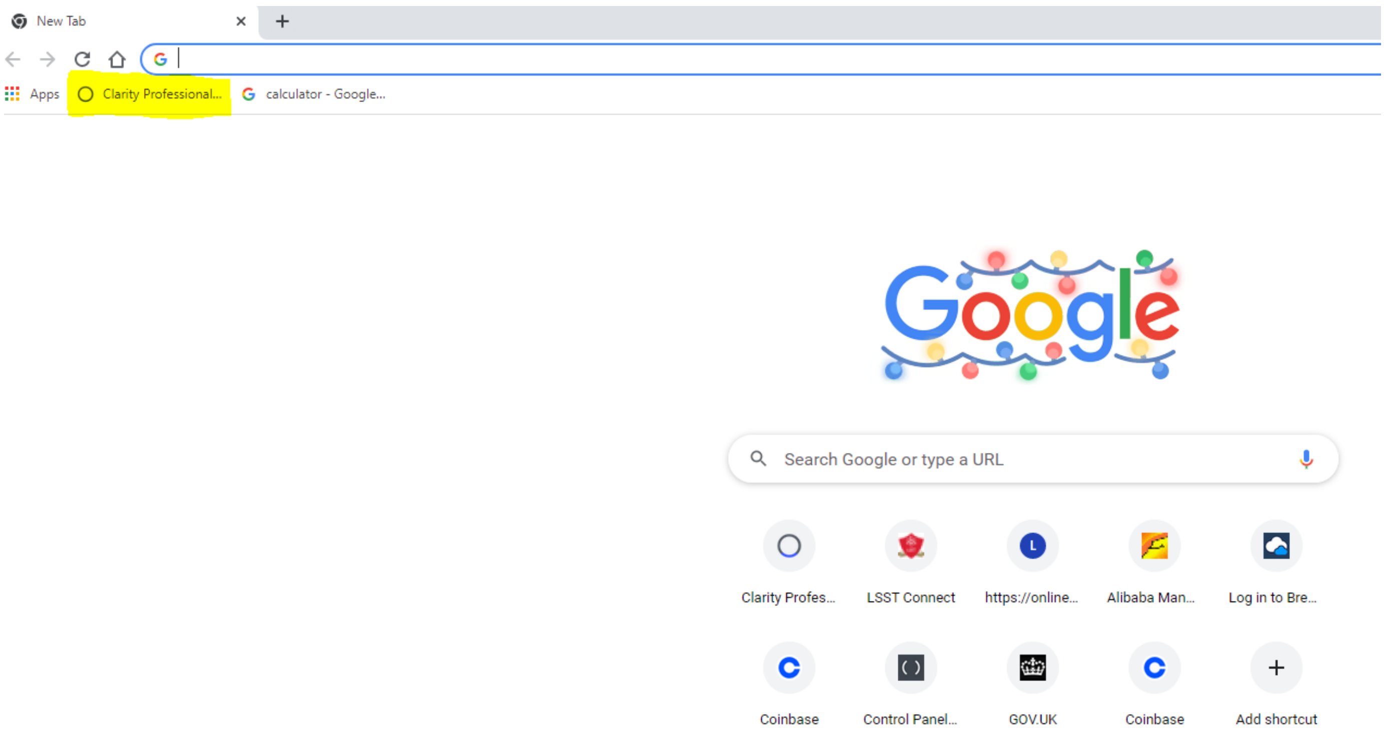
Materials required:

To allocate time on Clarity you will need:

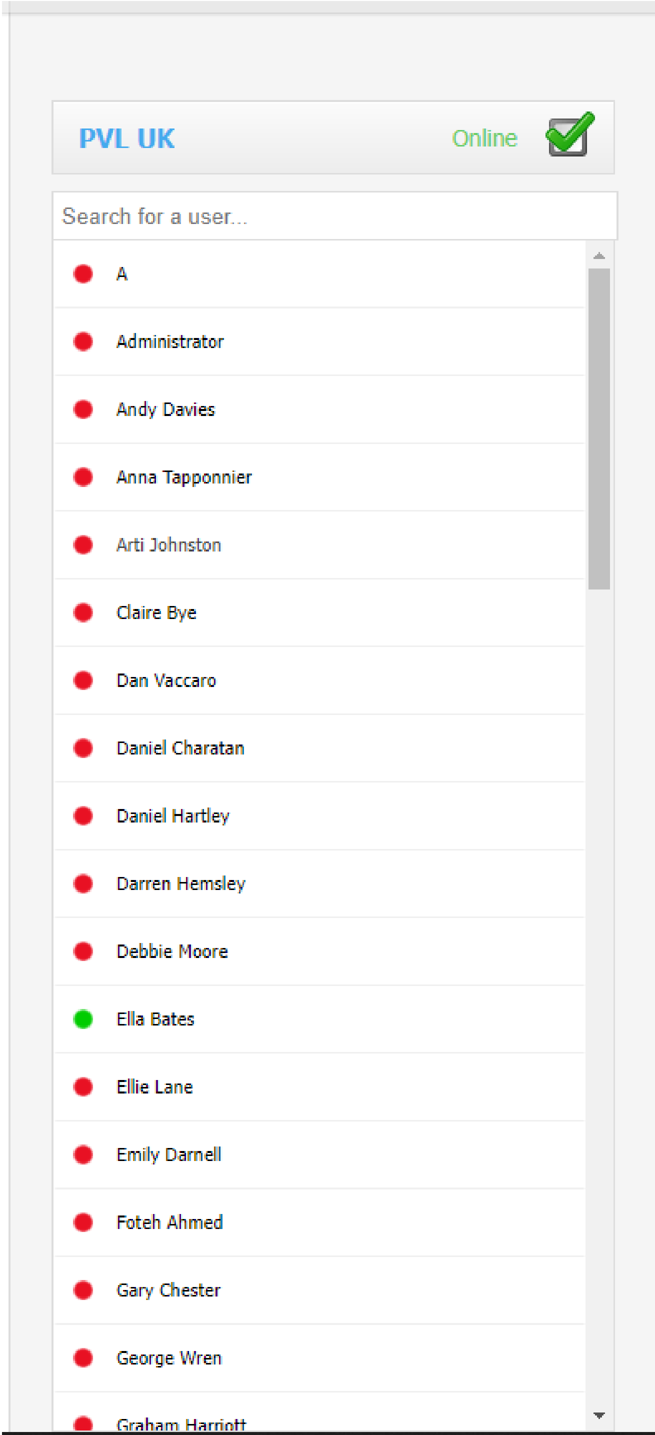
- A computer
- A PS reference number

Allocating time on Clarity.

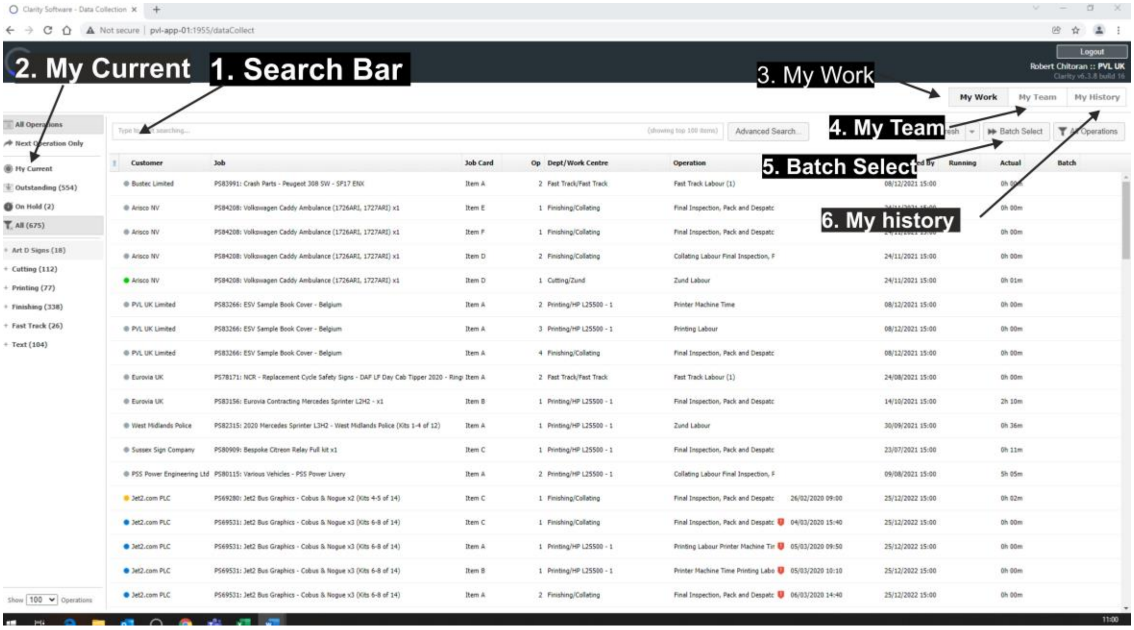
1. Once you are in front of a computer, you need to open the Clarity software, this is installed on every computer and saved as a bookmark on Google Chrome (see picture below).



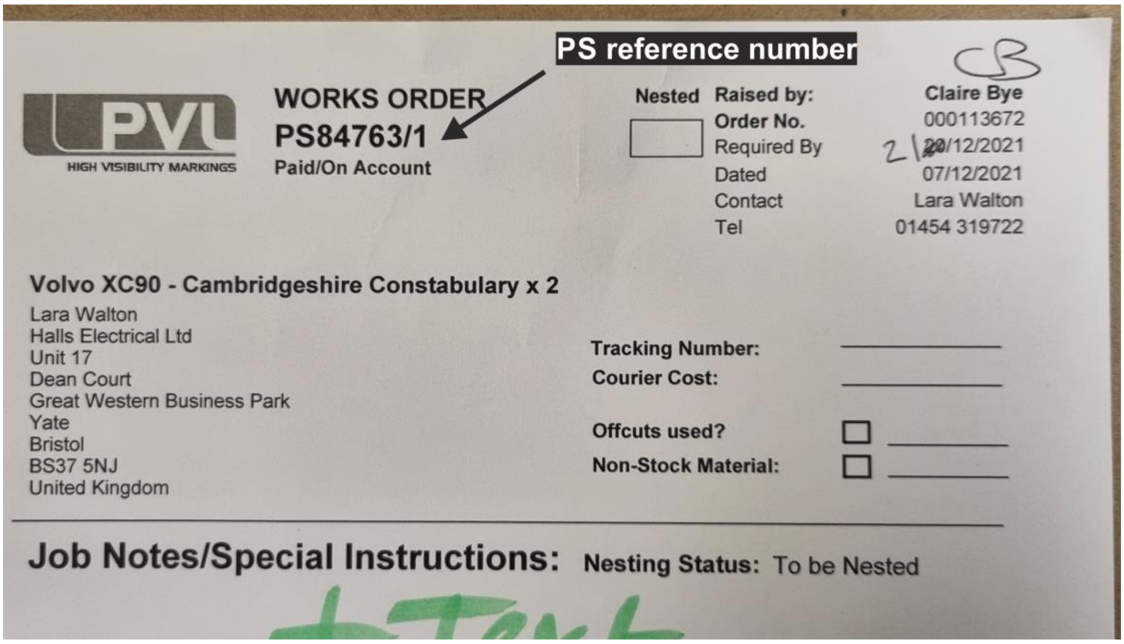
2. To open Clarity from Google Chrome you must click on the Clarity Professional (highlighted on the picture above) and log in using the username provided to you by your supervisor by clicking on your name from the list of users on Clarity (See picture below).



3. After you have logged in to Clarity you will see the home screen, see picture below with explanations for each action within the home screen of clarity.



Search Bar
This can be used for searching certain jobs using the PS reference number on the top of a job bag (see picture below)



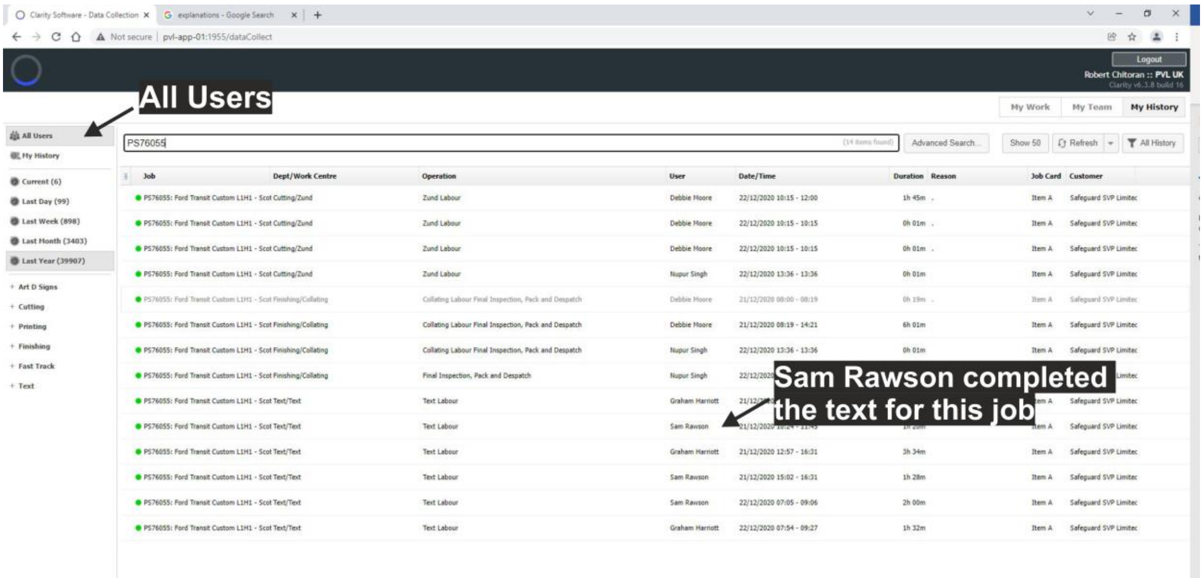
My Current
This is where the job will appear when you have logged into it. Clicking on "My Current" will show you all the jobs you are currently allocating time against.

<u>My Work</u>
If you want to search for a job, you have worked on in the past, you can select "My Work" and then search for the job using the PS reference number. This will speed up the search as it will only search through your history, not everyone's.

<u>My Team</u>
This is where you can see what your colleagues are working on.

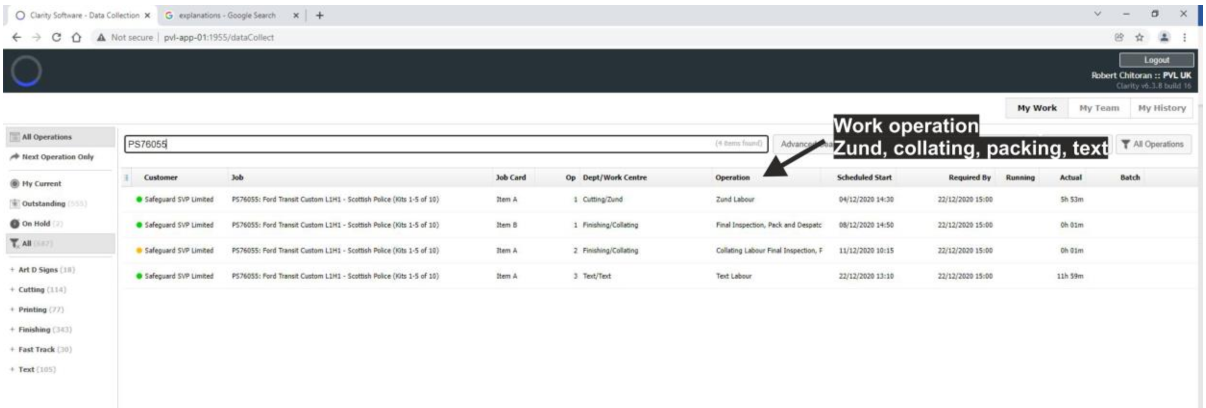
<u>Batch Select</u>
Batch Select is an option you can use when working on more than one job at a time and you want to log time against both.

<u>My History</u>
In this sub-menu you can look at jobs you have worked on in the past. Also in this sub-menu, by changing the option "My History" to "All Users" you can search for a PS reference number, and it will show who worked on that job (See picture below).

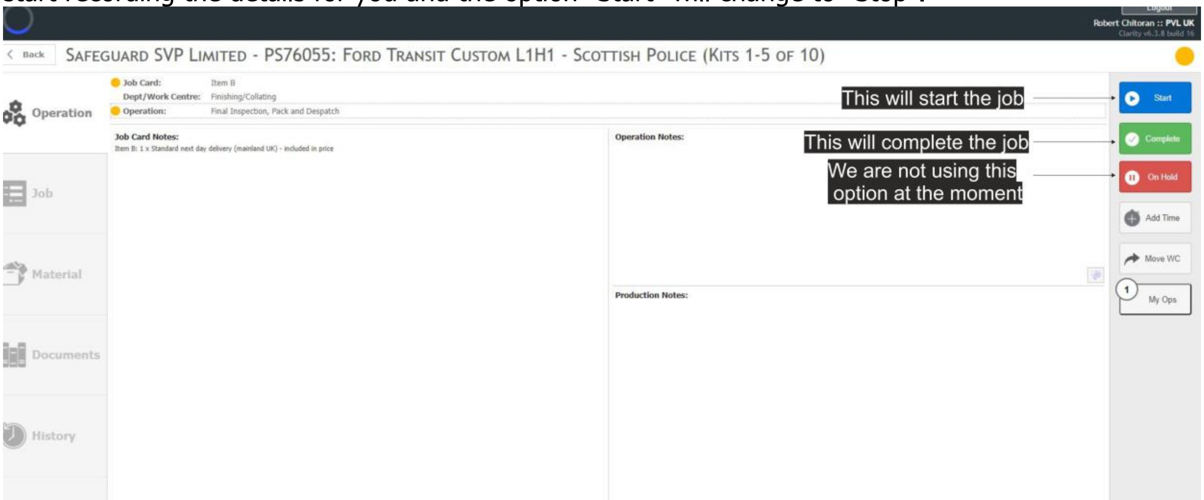


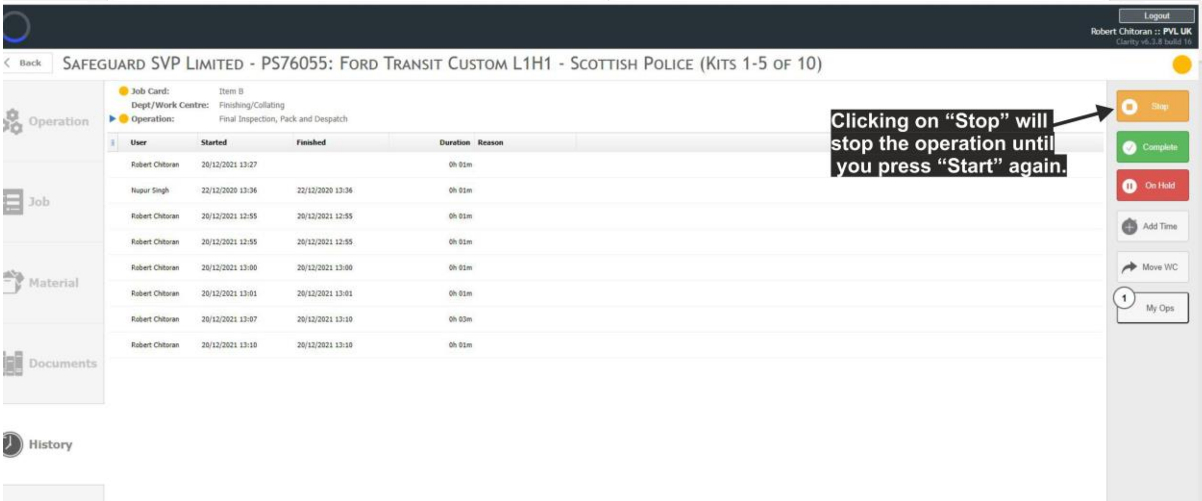
4. Once you are in the Clarity home screen, click on the search bar and type the PS reference number you want to allocate time against.

   After you searched for the job, choose the correct "Operation" for the job you are doing. The green circle next to the customer means that the operation has been completed, the orange one means that the operation has been started but has not been completed and blue means that the operation has not been started at all (See picture below).



5. After you clicked on the correct operation press "Start". After pressing "Start", Clarity will start recording the details for you and the option "Start" will change to "Stop".

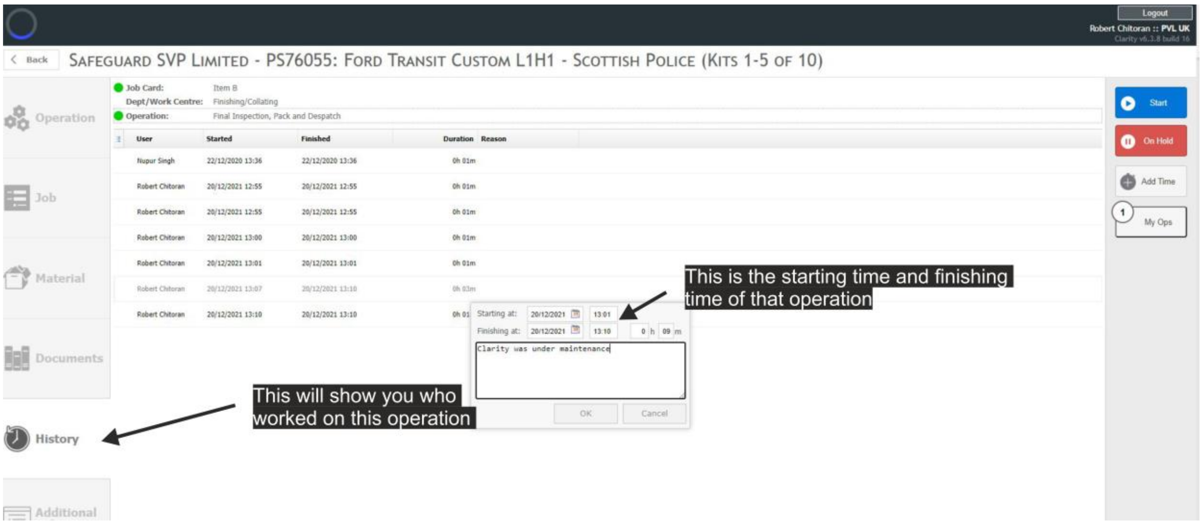




6. If you cannot complete a job, or if you go on a break, you must stop the operation on Clarity by clicking on the "STOP" button. This will prevent recording inaccurate time logs against a job (See picture above).

7. After you have finished the operation you were working on, i.e., collating, text, ZUND, you need to log back into Clarity, press on "My Current" which will show you all the jobs you are working on, and complete the operation by clicking on the job and then clicking on the "Complete" button.

8. If for some reason you could not log into clarity or you forgot to log out, you can add or modify the logs by searching for the PS reference number, clicking on the operation you want to change the time on, and then click on the "History" button (See picture below).



If, for example, you started recording the time 10 minutes late because Clarity was under maintenance, you can click on the starting time under the operation, adjust it to the correct time and click "OK"