

# CHRONOS MANGEMENT – RAIL-TIME

## Rail-Time App – A Users Guide

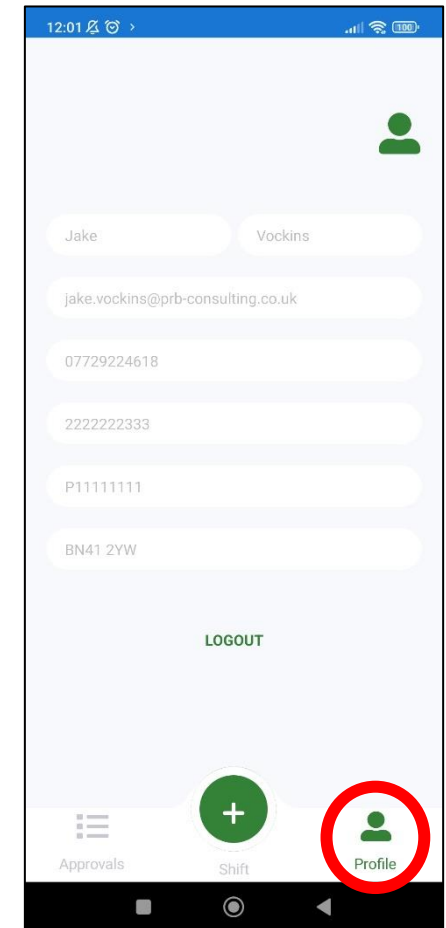
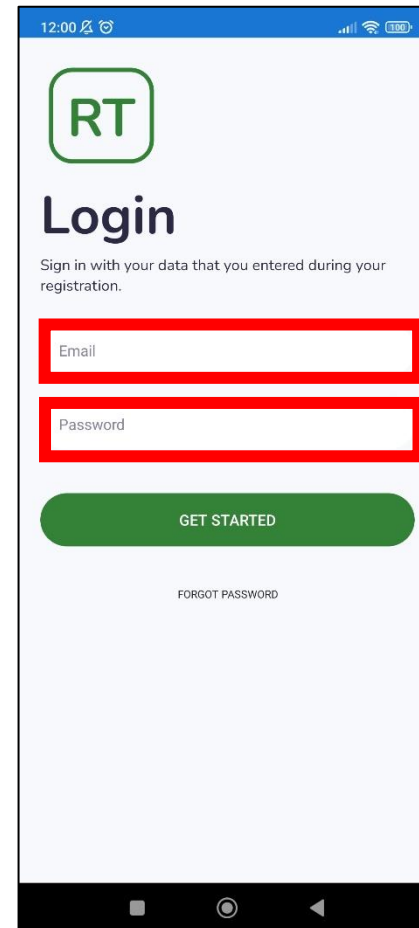
### Logging in & logging out

After receiving the invitation email from Rail-Time and entering your desired password,

you will then be provided with a link to download the app. Upon opening the app for the first time you will see the login screen where you will need to enter the same email address that you received the invitation from and the password you set.

In the event you should need to log out in the future the 'Profile' screen can be reached by tapping the 'Profile Icon' on the bottom right hand side of the screen – this will show you the details that are held in the Rail-Time database. If any of these are incorrect, please advise your Rail-Time Administrator who can then make any changes required.

Please advise your Rail-Time Administrator if the Postcode for your normal place of rest changes. For example, if you move house.



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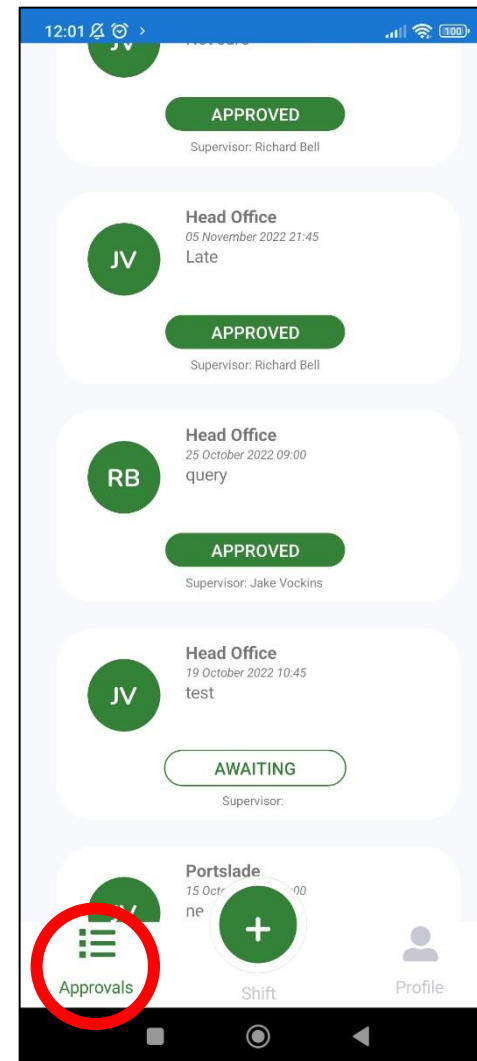
## Approvals Screen

The Approvals Screen can be reached by tapping on the 'Approvals' Icon in the bottom left hand side of the screen. Here you will see any approvals received for a recorded exceedance.

Approvals made by your supervisor / line manager and any comments in regard to the approval will be displayed.

This screen can be used to demonstrate to customers or clients that you have received approval for an exceedance.

You cannot edit this screen in anyway.



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## The Home Screen

When logging into the App for the first time you may see a message on screen that says, **“No Upcoming Shifts”**. This means that the Administrator has not planned any shifts for you at this time.

Once a shift has been planned it will appear on screen as shown in Figure 1.

Scrolling down the screen will show ‘Upcoming Shifts’ as shown in Figure 2.

These are shifts that you have been planned to undertake in the coming days. These show the Date. Location and Times of the planned shift. There is also a ‘Location on Map’ button. Pressing this will open your phones map application and indicate where this shift is due to take place.

1.

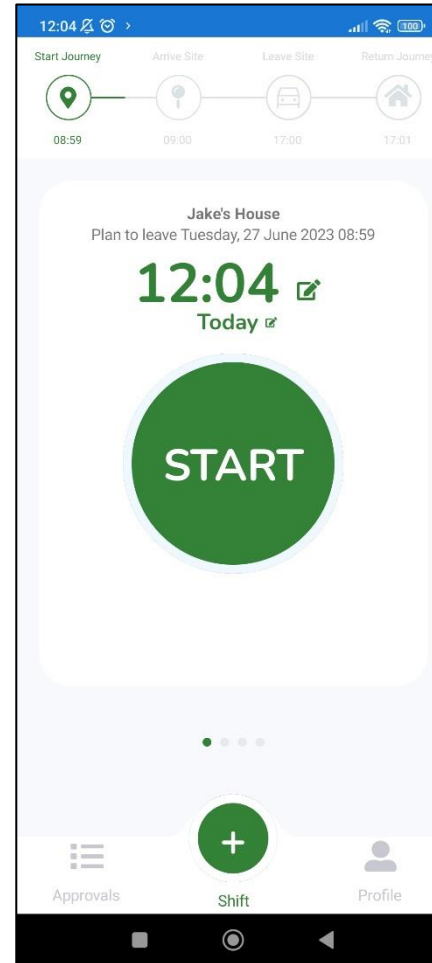


Figure 1

2.

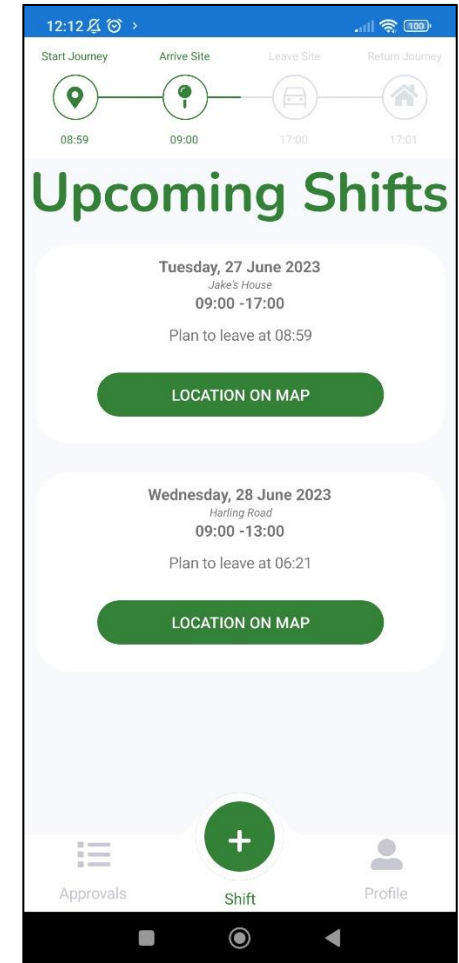


Figure 2

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## Adding your Working Hours to the App

Adding your working time to the app is as simple as tapping the large green button in the middle of the screen.

This is done 4 times during the course of a shift.

1. At the **'Start'** of your journey to the site
2. When you **'Arrive'** at the site
3. When you **'Leave'** the site of work
4. When you **'Return'** to your place of rest

When you enter your **'Start'** time you will be asked to confirm that you are 'Fit to Start the Journey' do this by pressing 'Confirm'

When you enter your **'Arrive'** time you will be asked to confirm that you are 'Fit to Start Work' do this by pressing 'Confirm'

For the **'Leave'** and **'Return'** time you will be asked to confirm the time is correct, do this by pressing 'confirm'.

## Adding time after the Shift has ended

Adding time after the shift has ended can be done by editing the time.

Tap on the numbers of the time on any of the screens will open up the time edit function. Here you can manipulate the entry to the correct time – then **'Confirm Manual Entry'** by pressing 'Confirm'. The time on the App will then change and show the required time. Enter this time into the system by pressing the 'Green' button and confirming. The screen will then change to the next required entry, where you can repeat the process until this shift has been completed.

**NOTE:** You can only enter time into the APP that is in the past. The Rail-Time system does not permit time entries that are in the future.

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## Adding Time Entries more than 12 hours after the Planned Shift End Time

When you open the App it will always open on to the last incomplete entry. If the incomplete entry is more than 12 hours ago, it will appear in **Yellow**.

A **Yellow** shift is an incomplete shift from a previous day. This must be closed out before you enter any time for today.

If you haven't used the App for some time, you may find you need to close out several shifts before it shows Today's shift which will always be in **Green**.

When opening the App if the screen for entering time is **Yellow** this indicates that time entries are more than 12 hours old and incomplete.

The Time shown on the **Yellow** screen will always show the times that you were planned to work on that day. If these times are accurate, you can close these out by tapping & confirming each entry (**Start, Arrive, Leave, Return**) for this shift. The screen will then change to the next incomplete planned shift. When the screen turns **Green** you are back to your current shift for that day.

