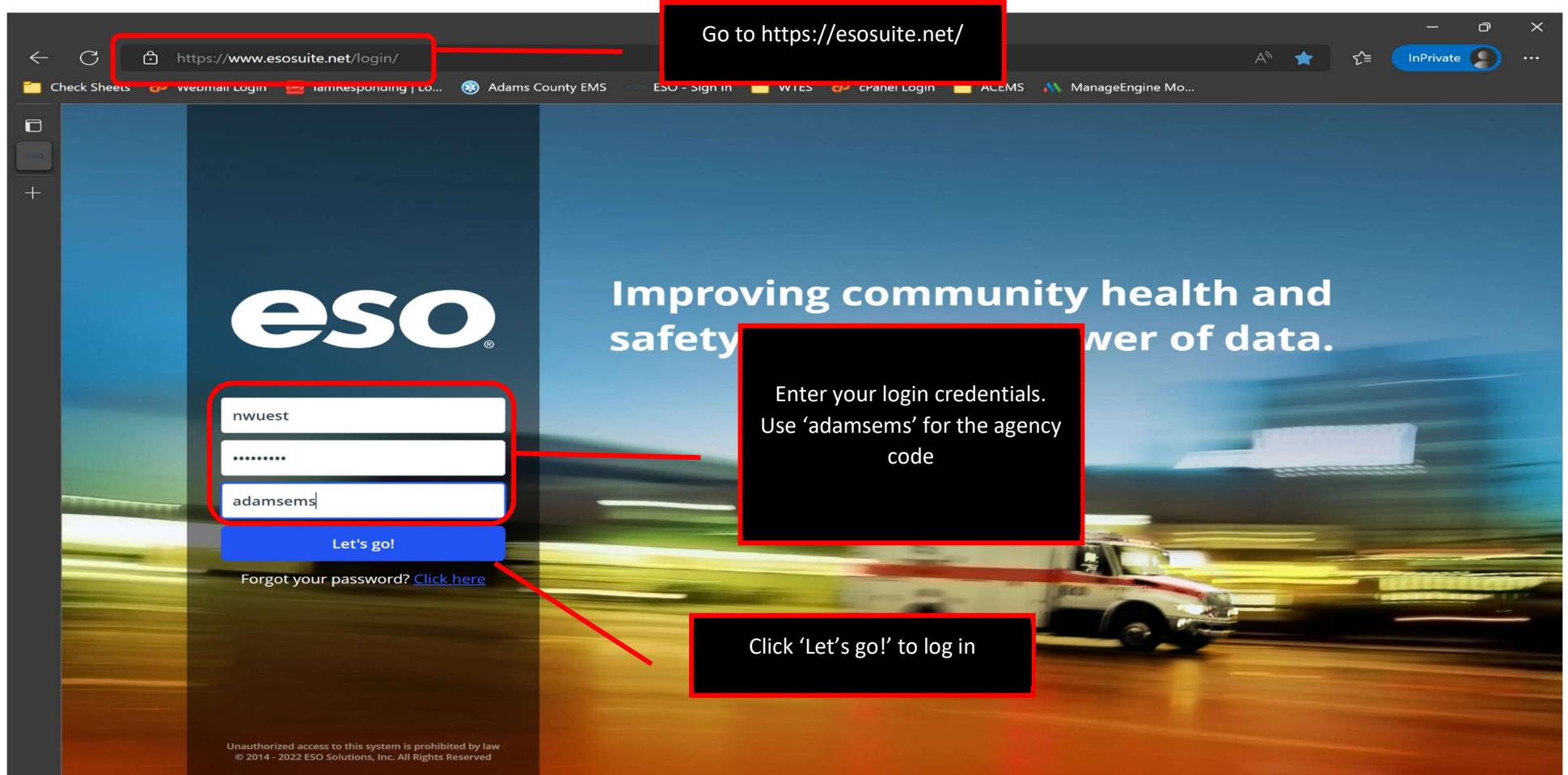


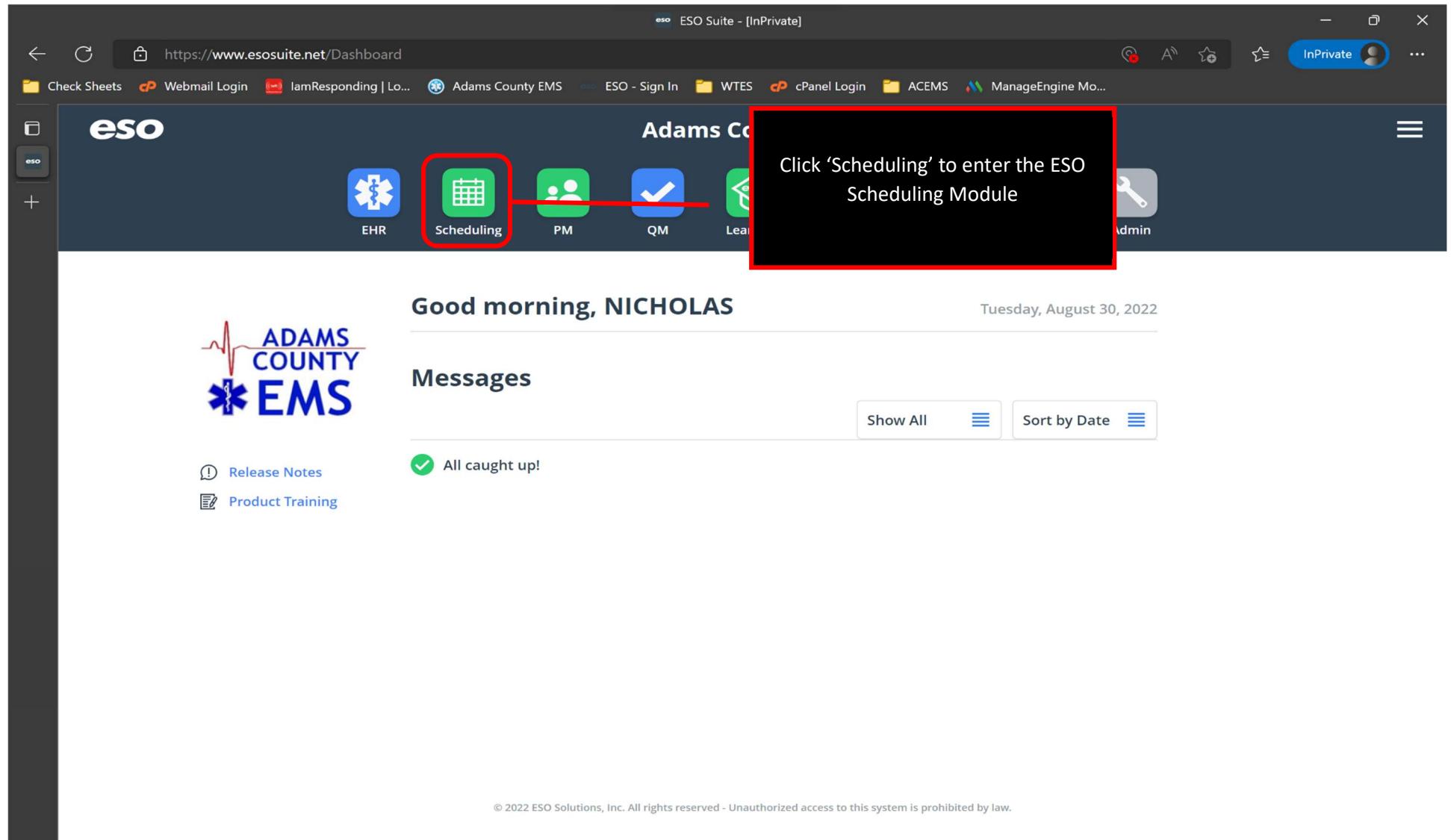
## ESO Online Timeclock Guide

This guide will show you steps on how to use ESO's online timeclock function to clock in and out for your shift. Follow the instructions in the pictures below.

### *Step 1 – Log In*



Step 2 – Navigate



The screenshot shows the ESO Suite Dashboard. At the top, there is a navigation bar with various links: Check Sheets, Webmail Login, IamResponding | Lo..., Adams County EMS, ESO - Sign In, WTES, cPanel Login, ACEMS, and ManageEngine Mo... The main header says "Adams County EMS". Below the header, there is a toolbar with icons for EHR, Scheduling, PM, QM, and Learning. The "Scheduling" icon is highlighted with a red box. A large red box also highlights a callout bubble that says "Click 'Scheduling' to enter the ESO Scheduling Module". The main content area displays a greeting "Good morning, NICHOLAS" and the date "Tuesday, August 30, 2022". Below this, there is a "Messages" section with a message "All caught up!" and buttons for "Show All" and "Sort by Date". At the bottom of the page, there is a copyright notice: "© 2022 ESO Solutions, Inc. All rights reserved - Unauthorized access to this system is prohibited by law."

Mouse over or click on this icon on the left side of the page to open the menu

Self Service

Next Three Shifts

Date	Shift	Start	End	Duration	Type
9/02/22	Station 200	06:00	06:00	24:00	Regular Shift
9/05/22	Station 300	06:00	06:00	24:00	Regular Shift
9/08/22	Station 200	06:00	06:00	24:00	Regular Shift

My Mailbox

Open

From	Date	Message
Wuest, Nicholas	8/30	Timeclocks The ePro Bioclock system has been...
DANIELS, SAMANTHA	8/30	Change In Assigned... Your assigned shift for Nicholas Wuest at...

Timeoff Requests

Open

Time Card 8/28/2022 - 9/3/2022

Open

Payroll Items      Punches

Date	Shift	Chase	Start	End	Duration
8/30	St200	Shift Chase North	06:00	06:00	24:00
9/02	St200	Medic	06:00	06:00	24:00

Total: 48.00

Approve Timecard      Enter Time

Certifications      Qualifications

Name	Expiration	Days Valid
Medic	02/05/23	

Web Sites

Adams County EMS-Official V

Weather

Cast Union, US  
Last Update: 8/30/2022 10:36:25 AM

Tip: Click the star outline that appears here to favorite the Timeclock page for easier access

Self Service

Requests

Time Management

Approve Timecard

Online Timeclock

My Availability

My Calendar

Tue, Aug 30, 2022

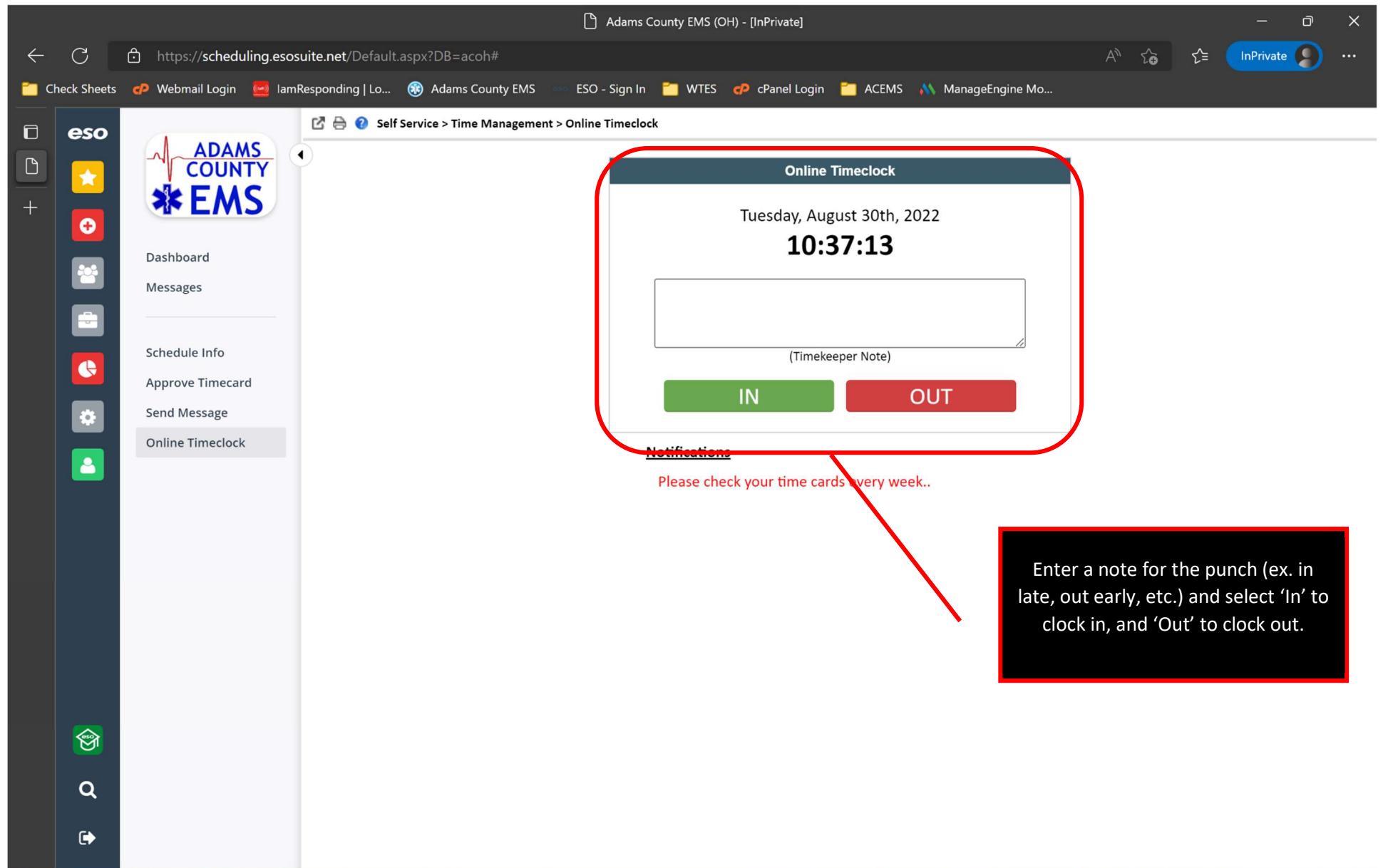
Open

Prev - Next

Time

Event Location

### Step 3 – Punch In/Out



Adams County EMS (OH) - [InPrivate]

https://scheduling.esosuite.net/Default.aspx?DB=acoh#

Check Sheets Webmail Login IamResponding | Lo... Adams County EMS ESO - Sign In WTES cPanel Login ACEMS ManageEngine Mo...

Self Service > Time Management > Online Timeclock

Online Timeclock

Tuesday, August 30th, 2022

10:37:13

(Timekeeper Note)

IN OUT

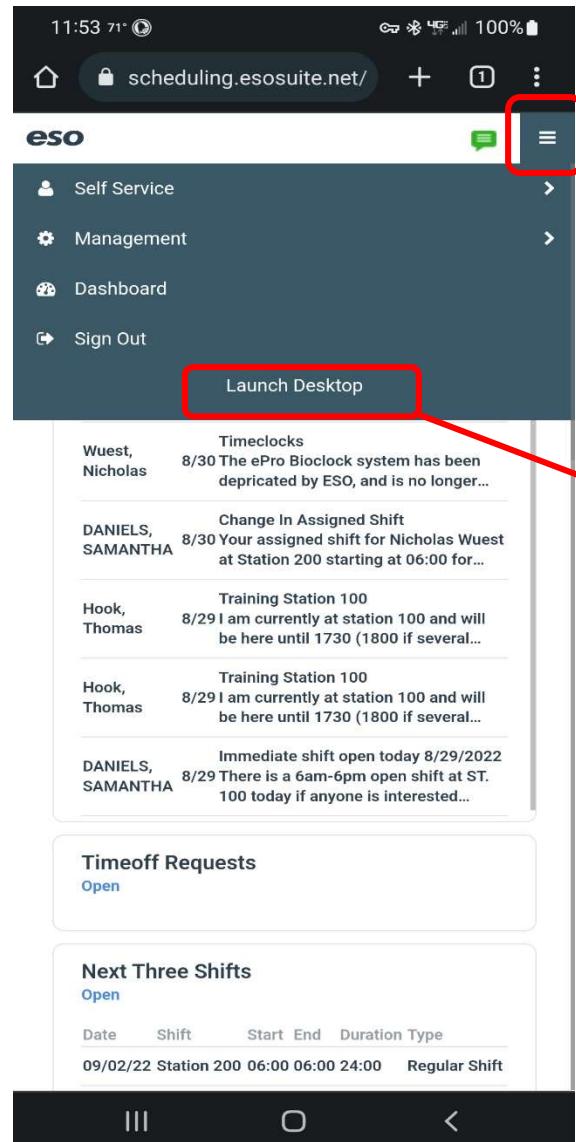
Notifications

Please check your time cards every week..

Enter a note for the punch (ex. in late, out early, etc.) and select 'In' to clock in, and 'Out' to clock out.

## Timeclock on Mobile

You can now clock in and out on your mobile device! Simply sign in to ESO via your mobile browser, and navigate to the timeclock as shown above. If the ESO Scheduling module opens in Mobile View, follow the steps below to switch to the Desktop View.



The screenshot shows the ESO Scheduling mobile application interface. At the top, there is a browser header with a lock icon, the URL 'scheduling.esosuite.net', and a refresh button. Below the header is the ESO logo and a navigation menu with four items: 'Self Service', 'Management', 'Dashboard', and 'Sign Out'. To the right of the menu is a hamburger menu icon (three horizontal lines). A red box highlights this icon, and a red arrow points from it to a callout box. The callout box contains the text: 'Select the hamburger menu in the top right corner of the page'. Below the menu is a button labeled 'Launch Desktop' with a red box around it. A red arrow points from this button to another callout box. The callout box contains the text: 'Select 'Launch Desktop' to be taken to the Desktop View of ESO Scheduling. Then, continue from Step 2 above.' The main content area displays a list of notifications and shift details. Notifications include: 'Wuest, Nicholas' about a deprecated timeclock system, 'DANIELS, SAMANTHA' about a change in assigned shift, 'Hook, Thomas' about being at station 100, and 'DANIELS, SAMANTHA' about an immediate shift open. Below the notifications are sections for 'Timeoff Requests' and 'Next Three Shifts', each with an 'Open' button.

Select the hamburger menu in the top right corner of the page

Select 'Launch Desktop' to be taken to the Desktop View of ESO Scheduling. Then, continue from Step 2 above.