

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

The screenshot shows the ESO Online Timeclock login interface. The browser's address bar is highlighted with a red box and contains the URL `https://www.esosuite.net/login/`. A red line points from this box to a black callout box that says "Go to https://esosuite.net/". The login form itself has three input fields: the first contains "nwuest", the second contains "*****", and the third contains "adamsems". A red box highlights these three fields, with a red line pointing to a black callout box that says "Enter your login credentials. Use 'adamsems' for the agency code". Below the input fields is a blue button labeled "Let's go!". A red box highlights this button, with a red line pointing to a black callout box that says "Click 'Let's go!' to log in". To the left of the "Let's go!" button is a link that says "Forgot your password? [Click here](#)". At the bottom of the page, there is a small disclaimer: "Unauthorized access to this system is prohibited by law © 2014 - 2022 ESO Solutions, Inc. All Rights Reserved".

Go to `https://esosuite.net/`

Enter your login credentials.
Use 'adamsems' for the agency code

Click 'Let's go!' to log in

Forgot your password? [Click here](#)

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Step 2 – Navigate

The screenshot displays the ESO Suite dashboard for Adams County EMS. The browser address bar shows the URL <https://www.esosuite.net/Dashboard>. The top navigation bar includes links for Check Sheets, Webmail Login, IamResponding | Lo..., Adams County EMS, ESO - Sign In, WTES, cPanel Login, ACEMS, and ManageEngine Mo... The main navigation bar features icons for EHR, Scheduling, PM, QM, and Learning. The Scheduling icon, which depicts a calendar, is highlighted with a red square. A red line points from this icon to a black text box that reads: "Click 'Scheduling' to enter the ESO Scheduling Module". Below the navigation bar, the dashboard content area shows a greeting "Good morning, NICHOLAS" and the date "Tuesday, August 30, 2022". The Adams County EMS logo is on the left. The Messages section includes a "Show All" button and a "Sort by Date" button. A green checkmark icon is followed by the text "All caught up!". On the bottom left, there are links for "Release Notes" and "Product Training". The footer contains the copyright notice: "© 2022 ESO Solutions, Inc. All rights reserved - Unauthorized access to this system is prohibited by law."

ESO Suite - [InPrivate]

<https://www.esosuite.net/Dashboard>

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

eso Adams Co

EHR Scheduling PM QM Learning admin

Click 'Scheduling' to enter the ESO Scheduling Module

Good morning, NICHOLAS Tuesday, August 30, 2022

ADAMS COUNTY EMS

Messages

Show All Sort by Date

Release Notes Product Training

All caught up!

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Adams County EMS (OH) - [InPrivate]

https://scheduling.es

Check Sheets Webmail Login

Dashboard

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

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

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

Date	Shift	Description	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

My Availability

My Calendar Tue, Aug 30, 2022

Time Event Location

Self Service

- Schedule Info
- Personal Profile
- Documents
- Message Center
- Bulletin Board
- Web Sites

Requests

- Pickup Shifts
- Request Timeoff
- Swap Shifts
- Shift Availability

Time Management

- Approve Timecard
- Online Timeclock

Weather

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

Select 'Online Timeclock' to be taken to the timeclock page

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

Step 3 – Punch In/Out

Adams County EMS (OH) - [InPrivate]

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

Check Sheets Webmail Login lamResponding | 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**

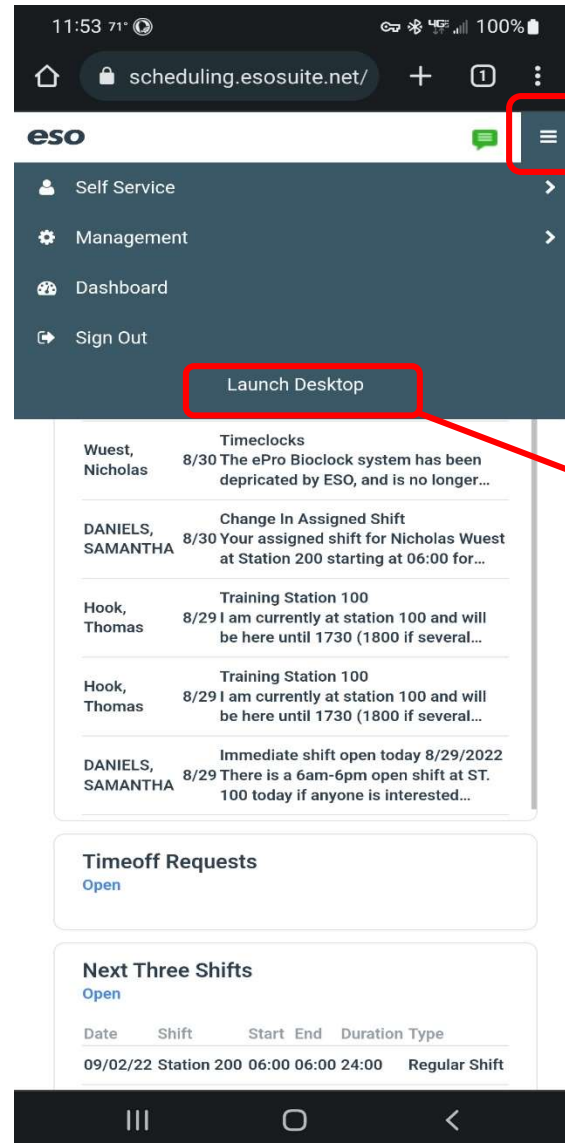
Notifications

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.



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.