



**Mitchell1**<sup>®</sup>

*In your shop, at your side*

**Manager**<sup>™</sup> **SE**  
Time Manager

# Manager™ SE Time Manager

## Time Management Features to Increase Visibility, Accountability and Efficiency

Labor time is a crucial component of your auto repair shop's productivity and success. For maximum shop performance, you need to track your technicians' efficiency and know at a glance the status of current job assignments.

The time management and tracking features in the Manager SE shop management system give you full visibility to technician clocked job hours and employee shift clock status (optional), all presented in a secure, intuitive dashboard.

### Technician Labor Time Clock

- ▶ Technicians clock in/out of labor operations on their mobile devices to track time for each assigned job
- ▶ Upon marking a job completed, the tech's clocked time populates the Actual Hours field for that labor item on the Manager SE repair order
- ▶ Technicians can use the Job Card tab to review (read-only) their total clocked hours
- ▶ Job Card: Visible alert if any clocked time exceeds pay hours. Managers can also see this within the Current Technician Activity screen

### Current Activity Screen

- ▶ Secure dashboard allows owners and managers to quickly confirm which employees are clocked in for their workday shift
- ▶ Verify current technician workloads by jobs with pay hours and clocked time for each
- ▶ Security settings ensure proper access and privileges for every role in the shop

### Employee Shift Clock

- ▶ Shift employees can track their shift hours on their mobile device\* (clock in/out with read-only access; \*must be on local area network with Manager SE)
- ▶ Employee time tracking website (accessible only through shop's Wi-Fi) displays clocked hours and reflects any potential changes made by managers inside Manager SE (protected by program security settings)
- ▶ Employee Time Card: Provides management with review of clocked-in hours

Clock into shift?

You are not clocked in.  
Would you like to clock in?

Yes

No

**Time Clock**

Shift Clock | Job Clock | Employee Time Card

Repair Orders

Enter Number, Vehicle or Description

Show only mine

Number	Vehicle	License	SA	Tech	Postcard #	Status
148655	2011 BMW 550i	BMWVBM	DJ	Kirkpatrick, Ted	Jan 7, 12:00PM	Customer Waiting
148656	2009 Ford Pickup F150	ZHO 183	TM	Kirkpatrick, Ted	Jan 12, 5:00PM	Waiting For Tech
148657	2013 GMC Yukon	ORUMMER 1	TM	Kirkpatrick, Ted	Jan 13, 6:00PM	In Progress
148653	2001 Toyota 4Runner SR5	BASS1	DJ	Kirkpatrick, Ted	Jan 14, 2:00PM	Waiting For Parts

Active Items

Tech	Description	Time	Start Time	Elapsed Time
Kirkpatrick, Ted	A/C Recharge & Leak Test System	1.00	00:23:20	
Kirkpatrick, Ted	ALTERNATOR ASSEMBLY - Remove & Replace - All Applicable Models	0.80	00:14:00	00:21:30
Kirkpatrick, Ted	DISC ROTOR - Remove & Replace - Front/Both - [Includes: Respack Wheel Bearings (where applicable) and replace Pads (if necessary). DOES NOT include refinishing.]	1.10	00:50:15	

**Technician Productivity**  
Actual Hours automatically entered using Clocked Hours

Pay Hours	Act. Hours
1.10	0.84

Time Clock Setup and Administration

Current Activity

Currently Clocked-In to Shift: 4/6

Show Only Currently Clocked-In

Name	Employee Type	Total Clocked
Charbonneau, Wayne	Technician	04:38
Johnson, Dan	Service Writer	04:23
Johnson, Tina	Technician	04:06
Kirkpatrick, Ted	Technician	04:26
McDonald, Tim	Service Writer	00:22
Warfield, Brian	Manager	

Current Technician Activity: 2/3

Show Only Active Today

Name	Description	Pay Hrs	Clocked	Total Jobs	Total Pay Hrs	Total Clocked
Charbonneau, Wayne	A/C Recharge & Leak Test System	1.7	1.1	8	17.5	11.05
Johnson, Tina						
Kirkpatrick, Ted	Inspect belts and determine cause	4.4	3.9	8	22.1	20.8

## For more information:

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