2.1. Personal Time Management

At each new session or work day the user has to log in with Personal Time Management once. This will track the user as an employee, who is mobile across different workstations.

Personal Time Management is optional for a company. If the setting is not set, the employees can use the rest of the system without logging in to PTM. The user can tap the Personal Time Management button to advance to the Personal Time Management login screen.

2.1.1. Logging in PTM

Here the user can log in to Personal Time Management. To log in simply enter the employee ID, and click on Login button. When the password protection is enabled, the user has to enter the password instead of the employee ID.

The 'History' textbox will list the latest account event of the user, in this example the last login event.

In the Reason box the user can choose from a list of reasons pre-defined on the Absence Reasons UDT in SAP B1. Open the form via: Tools > User Defined Windows > Absence Reasons.

When the *'PTM Reason for Log out mandatory'* option is enabled on the Thin Client tab of Produmex Manufacturing Settings, a reason is must be given when creating a log out booking.

Press 'Login' to log in or 'Logout' to log out. To go back to the main menu press the 'Main Menu' button.

To overview the employee actions, press the 'Log' button. The displayed data is supplied by the **'bxtc_pdc_ptm_log_query'** user query. Before using this function, create a custom query. Please see the custom query example here: PTM Log