

Navigation

18/02/2025 2:37 pm GMT

[Relates to version](#)

Tags: 7.3

Log in

You can log in using a username and password, or if configured, with Azure AD.

There are two login modes:

User mode

When you login in User mode, you can access what your permissions allow.

Device mode

A shared PC may be registered as a device. When you log into **Device mode**, you are logging into the system in the context of a specific location. The screen defaults to a restricted display of data appropriate for that area.

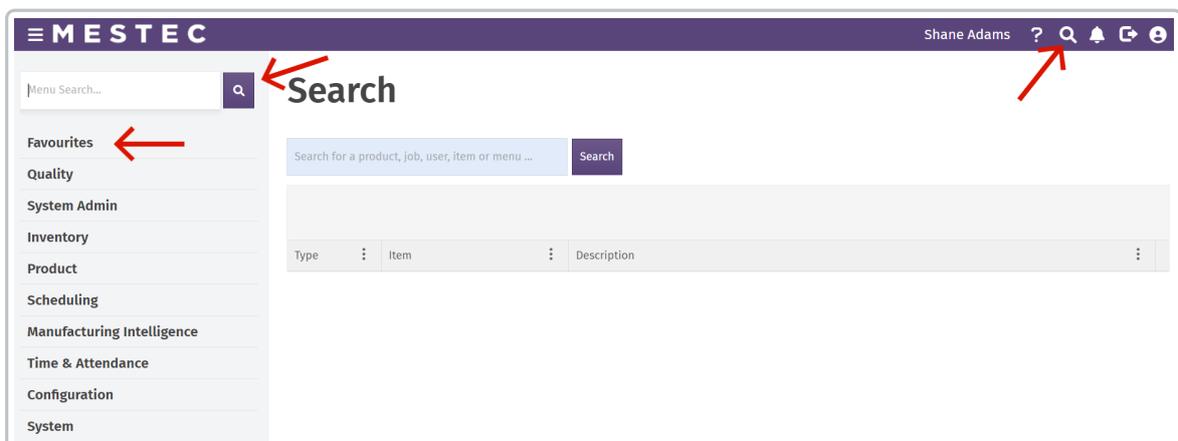
A PC that has been registered as a device will default to login in **Device mode**, but you can select **User mode** if you are registered as a user.

User interface

The user interface gives you the ability to easily navigate to any section of the interface giving you a seamless user experience when working with the system.

Search

The two main ways to search on the system is the menu search and the **Search** page search.



Menu search

The search above the left-hand menu searches for only menu items. It is the most efficient way of navigating to menu items.

Search page

Search page

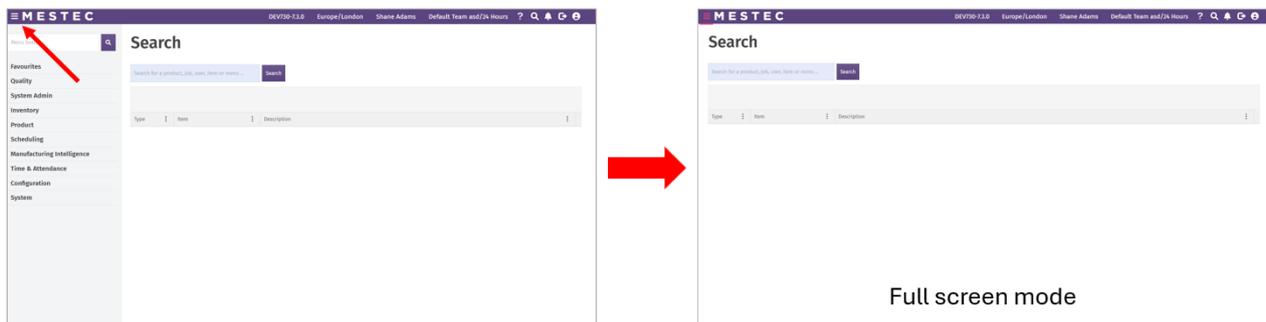
Clicking the search icon in the top right menu opens the **Search** page. Searches done here are system wide. For example, you could search for a user by name which will return results. This will not work in the menu search.

Favourites

Your frequently accessed menu items can be added to the favourites folder by selecting the favourite option from the **Options** (person) icon in the top right menu. Your favourited pages will appear in the **Favourites** left-hand menu item. Each user will see just their own favourite pages.

Full screen mode

Click the burger menu on the top left corner to minimize or display the left-hand menu.



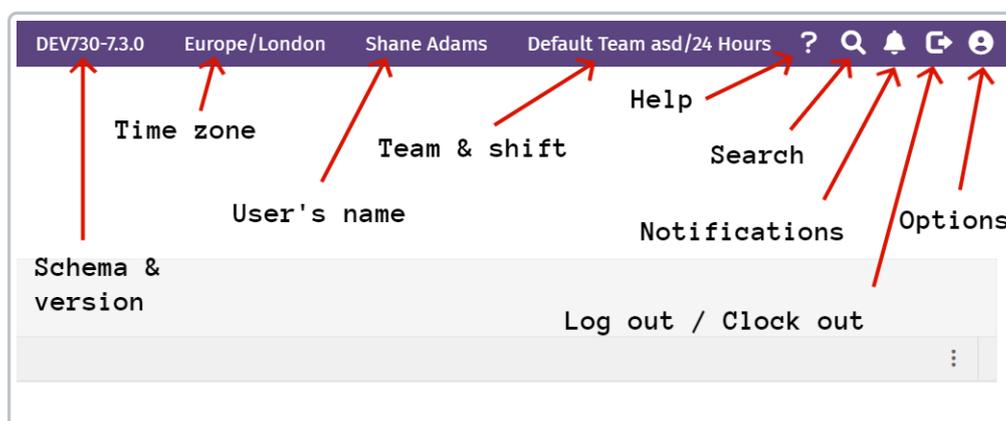
General

Mandatory fields are blue, optional fields are white.



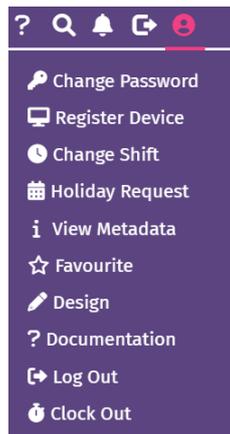
Top menu

The top display and menu items are located to the top right of your screen.



The menu consists of the following items:

- **Eyelit MES-M schema and version** : The schema (PROJECTSTRAINING) you are logged into and the version (7.2.1) that you are on.
- **Location**: This is based on the time zone which it gets from the operating system settings.
- **Name**: Your name is displayed when you are logged in.
- **Team and shift**: You can see what team you are assigned to (Production) and the shift you are on (Glass shift).
- **Help**: The ? icon displays a right panel with help options. Read more about our help options.
- **Search**: Opens the **Search landing** page for doing system-wide searches.
- **Notifications**: Click the bell icon to access your notifications. The number of unread notifications is shown over the notifications icon in red.
- **Log out/Clock out**: Click the icon with the arrow to log out or clock out of the system.
- **Options**: Click the options icon to access the following items:

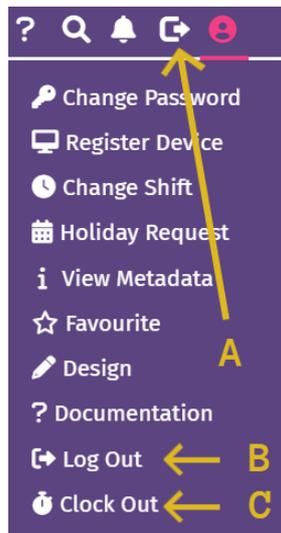


- **Change Password**: To change your password.
- **Register Device**: Use this option to register the PC you're logged into as a specific device. E.g. register this PC as Assembly *Bench Area device*. See **Devices** documentation.
- **Change Shift**: Sign onto a different shift.
- **Request Holiday**: Book your holidays.
- **Metadata**: The support team has access to this menu item. It's the detailed technical data for support and troubleshooting.
- **Favourite**: Adds your current page to your Favourites category for easy access in the future.
- **Design**: The design environment used to configure custom screens. This can only be accessed by administrators.
- **Documentation**: Product documentation.
- **Log Out**: See section below.
- **Clock Out**: See section below.

Log Out and Clock Out

Log out: logs you out of the application on this browser.

Clock out: ends all your current activities, ends your attendance log and logs you out.



A: always logs you out and checks your current attendance time compared to the **Maximum Attendance Time** of your current shift.

- If your attendance time is less than the **Maximum Attendance Time** then you are just logged out.
- If your attendance time is more than the **Maximum Attendance Time** you are given the option to **Log Out, Clock Out** or **Cancel**.

B: logs you out.

C: clocks you out and logs you out.

Change Password

Click the **Options** button (the person icon in the top menu) and click **Change Password**.

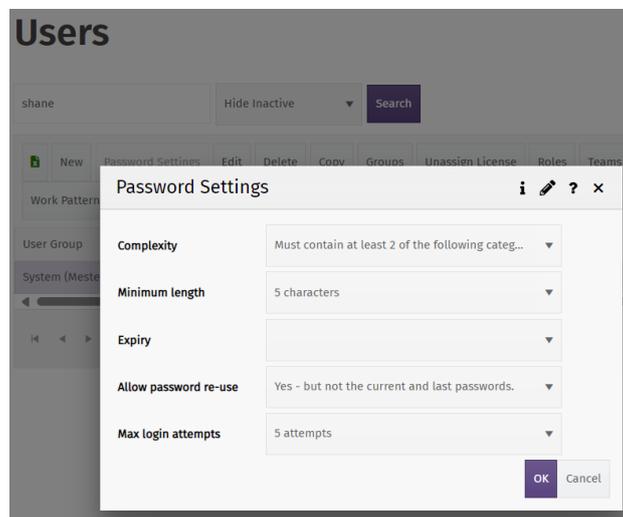
You have to enter your current password and your new password for the change to be successful. When a new user is created, and if they require a password, they will receive the password in an email.



Note

If your account is federated with AzureAD, this password is used for eSignature only.

Password complexity rules are configured in the **Users** screen. Here, the password for the user can be reset.



When a user is created, and if they require a password, they can be prompted to change their password the first time they log in.
