

Check your overview ORTEC ESS 7

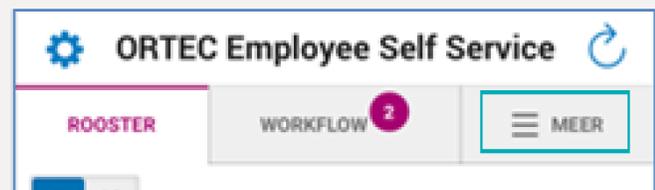
You want an overview of your worked hours, leave balance or a specification of your leave requests.

What do you need?

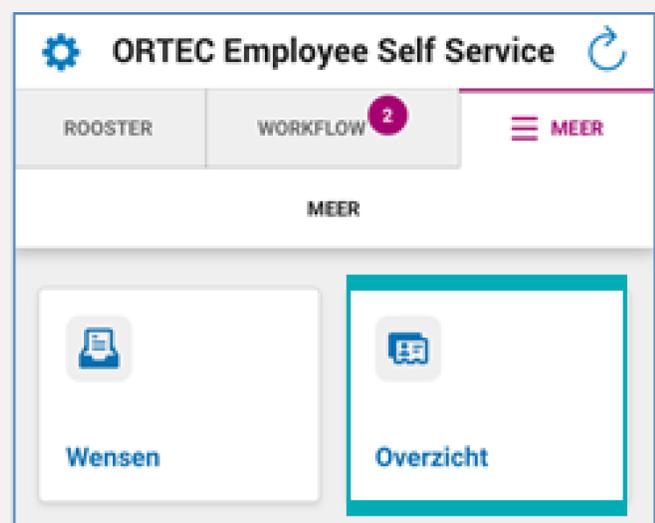
- Your mobile
- Your business email address
- Your password (of your business email address)

1 Go to overview

Open the ORTEC App and tap top right in the screen on 'MEER'

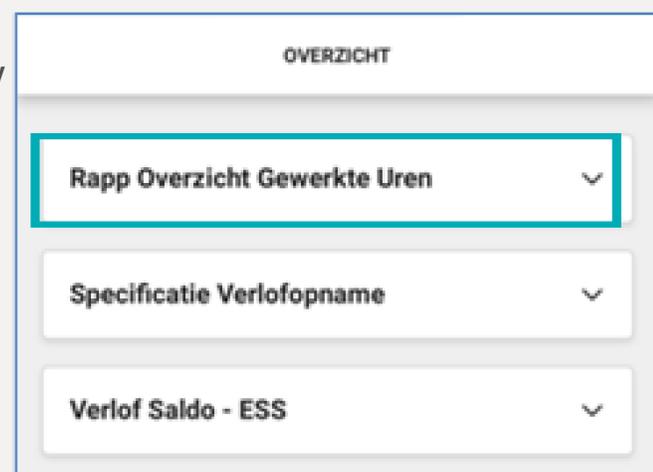


Tap on 'Overzicht'.



2 Looking into an overview

Tap on 'Rapp Overzicht Gewerkte Uren' to find an overview of hours worked.

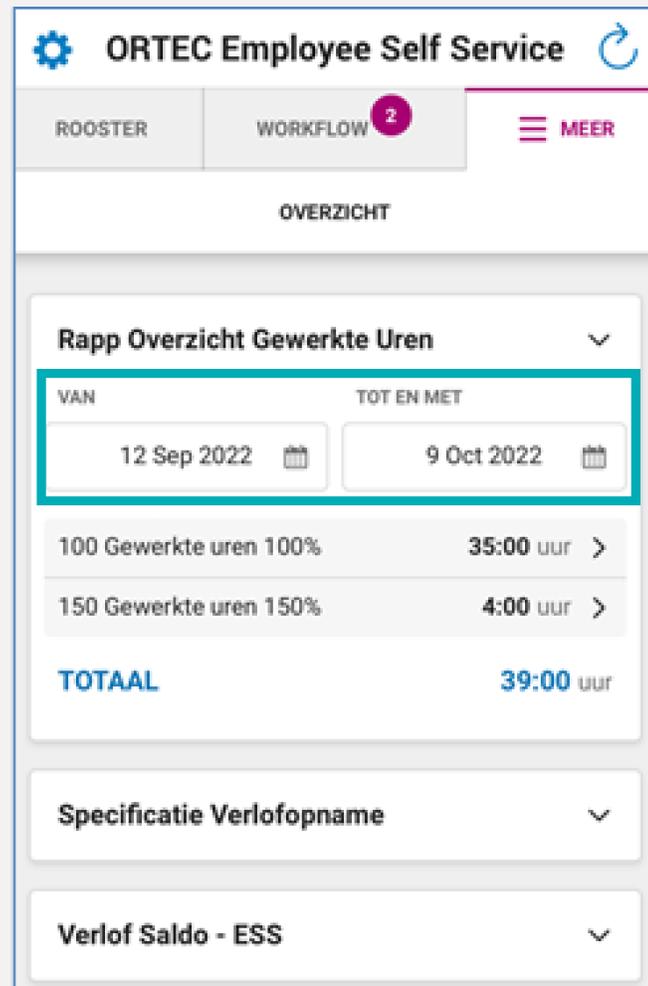


To view other rapports click on one of the other buttons. The following steps will be the same.

3 Set a filter on date

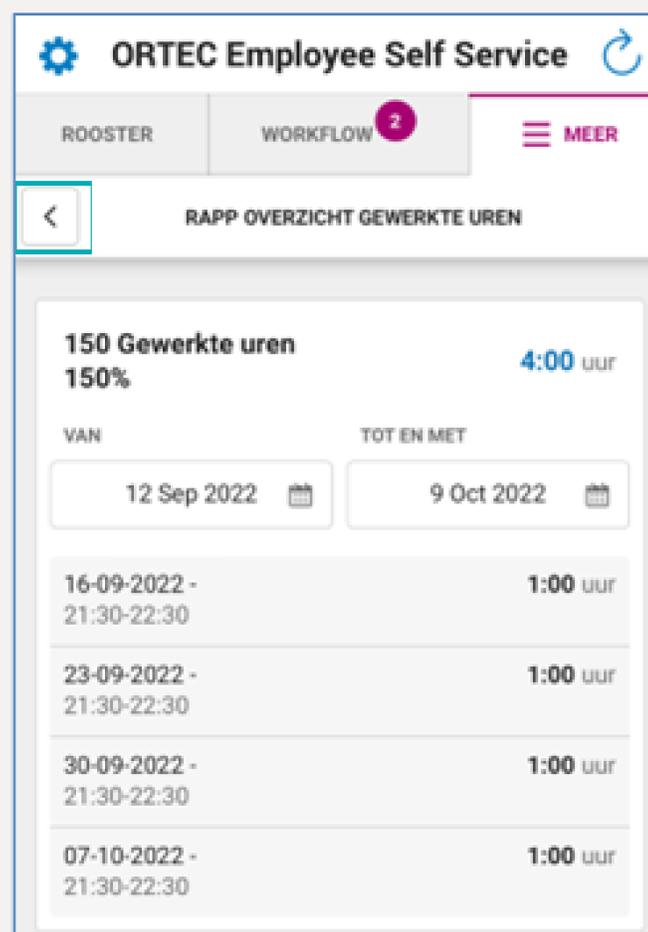
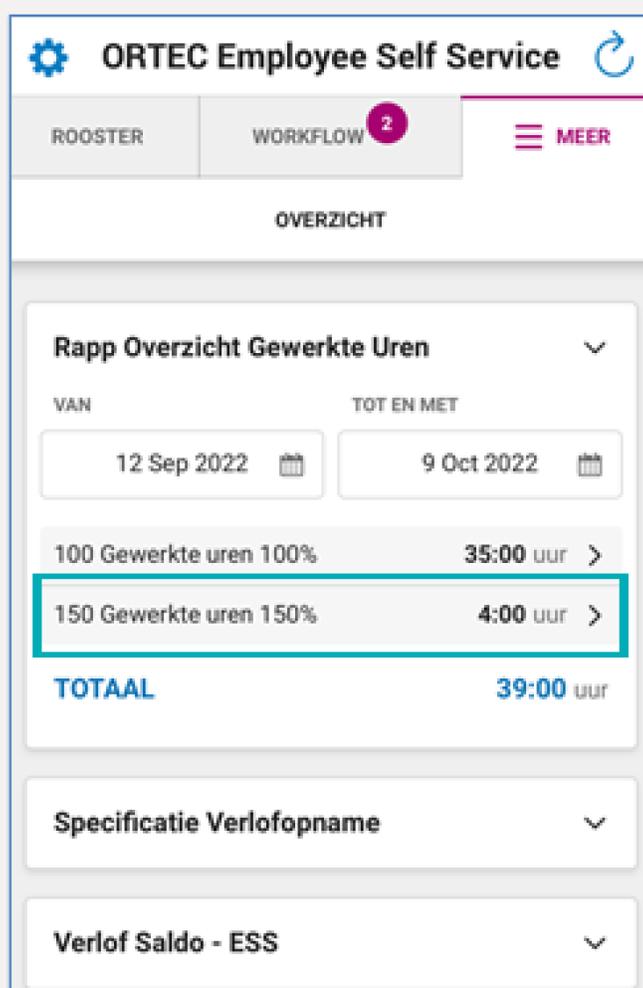
Enter 'van en tot en met' date.

An overview of the hours worked will be visible on the screen.



4 Check details

Tap on e.g. '150 Gewerkte Uren 150%' when you want to view your details.



Close this screen via the **arrow** and return to the screen by tapping 'OVERZICHT'.