

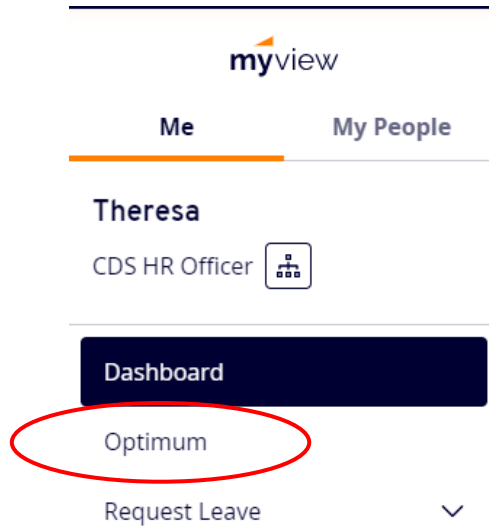
How to Access and Navigate Optimum

Contents (links):

- [Accessing Optimum](#)
- [Clocking](#)
- [Viewing Timesheet](#)
- [Submitting an Adjustment](#)

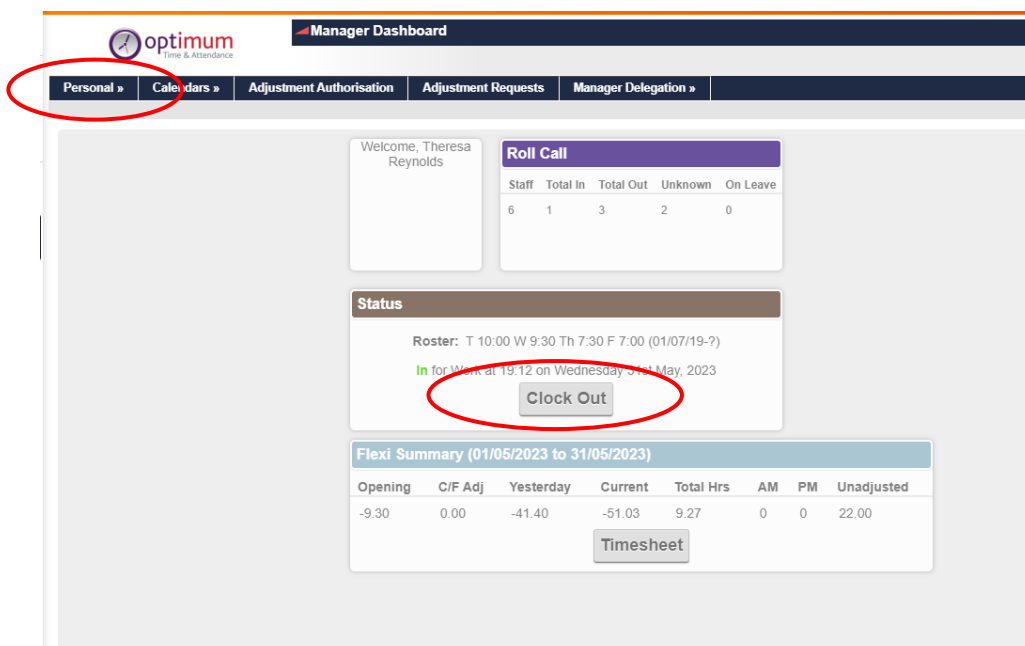
Accessing Optimum

- Log into **MyView** and click **Optimum** from the left-hand menu.





Clocking

- When you first go into Optimum, your Dashboard will display if you are currently **Clocked In** or **Clocked Out**.
- Click the **Clock Out** or **Clock In** button. Please note, this functionality will not work on mobile devices so please select **Personal** and **Clocking** to be taken to the next steps.



Note: Fields marked with "*" are mandatory

* Date: 

* Code/Clocking: 

* Value:

* Comment:

Request **Reset** **Return**

- Click **Request** once the form is completed.

If you require any assistance with Optimum, please email MyView@pkc.gov.uk or telephone 01738 4(75555) and select Option 5.