Using WebTMA on a Kiosk
(or any computer!)

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When you walk up to a kiosk, this is the first screen you will see. Just click on INTERNET EXPLORER at the top left of the screen.
At the main Login screen (seen here) put in your BLAZER ID for Your LOGIN ID and then “webtma” (all lower case and without the quotes for your password) And “uab” as your CLIENT and click on the LOG IN button
This is the next screen you will see (your HOME screen)
On this screen, you can click on your work order in the list at the top that you need to make a time entry on.
Click on QUICK POST COST at the left
Click on WORK ORDER # list at the top of the new window.
Select the work order from the drop down list
Everything will default to what you need to finish the entry. Click on the HOURS field and fill in the amount of time you need to record for this work order.
Click on SAVE AND CLOSE at the bottom right to save your entry
Click on SAVE at the top right to complete this entry
This is the next screen you will see. If you need to enter time on a different work order, you can select it here. Otherwise, click on CANCEL at the bottom right.
Click on HOME at the top left to go back to the first screen. (Hint: if you ever get lost, GO HOME)
For those of you who have seen the movie “Hook”, just remember the advice given during the baseball game!
This is your home screen.
If you click on the work order that you just made an entry on....
This is the screen you will see and you click on the COSTS tab at the top.
This is the screen where you will see the time that you have entered in on this work order.