TimeClick

Getting Started Manual

TimeClick 18

Last Updated: Jan. 2018

Table of Contents

WHAT TO EXPECT WITH THIS MANUAL

This manual takes you through the basic setup of TimeClick, from installation to fully functioning for employees and running reports. For assistance with more advanced features, here are other resources available.

Resources Found on Website and Blog

You can find additional documentation such as the FAQs page and Video Tutorials on the Support Center on our website.

The blog is another great resource for tips with the software and documentation on using advanced features.

TimeClick Blog Features: http://www.timeclick.com/blog/category/timeclick-features/
TimeClick Blog Technical Support: http://www.timeclick.com/blog/category/technical-support/

Contact Customer Support Team

Our support team is happy to assist. Contact them by emailing support@timeclick.com or calling (435)753-4102. Live chat is available through our website at timeclick.com.

INSTALLING TIMECLICK

How TimeClick Works

Local Network Software

TimeClick is a network-based software. This means that all the data will be stored on your system.

Server vs Client

TimeClick has two installations. The server/database install and the client/workstation install which can be installed on any Windows computer. The key thing to understand is that the server should only be installed on one computer, whereas the client can be installed on as many other computers as your license allows.

Note: Trial users have no limitations as to the number of computers running the TimeClick client.

Grey icon: This is the main application of TimeClick. It houses the TimeClick database.

Blue icon: This is the client, or workstation install. It will connect to the server/database install.

Install files

The install files were made available when you signed up for the trial or purchased the software. You should have received an email with a link to the download page. If this email was deleted or ended up in spam, use this link to access the install files page.

Install the database

Before running any installation files, first determine which computer you would like house the database. In most cases it should be located on a central server or a computer that is turned on longer than the others. Run the server install file on that computer and follow the installation process. Installation will take about 5 minutes to install depending on your computer.

Once the installation is complete you will have a gray TimeClick icon on your desktop. Double click this to open up TimeClick and get started.

Connecting Workstations to Server/Database

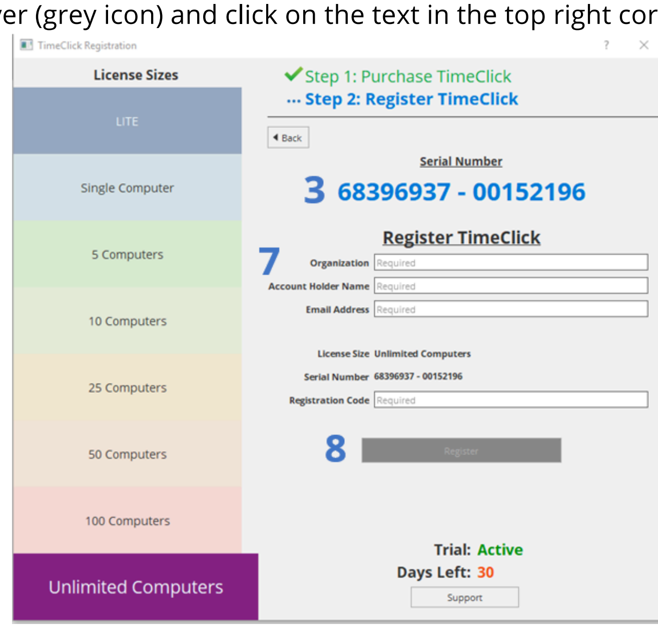
Determine which computers you want TimeClick installed on and run the client installation file on each one. Follow the installation process until the installation is complete. You will then have a blue TimeClick icon on the desktop. Double click on the icon and TimeClick will automatically connect to the database that you created prior to installing the workstation.

Please note: If you receive a message asking for an IP address on the workstation, it means that something is preventing the connection between the server and that workstation. Check your network connection and any firewalls or antivirus software you have on either computer, especially the server.

REGISTERING TIMECLICK DATABASE

Once you have purchased TimeClick you will receive an email that contains a link to register TimeClick. If you are still using the trial version you can ignore these steps for now.

1. Open the TimeClick database/server (grey icon) and click on the text in the top right corner that says **Days Left on Trial**.
2. Click the button that says **I've Already Purchased TimeClick**.
3. Write down the serial number that it gives you, this will be used to get your registration code.
4. Open the email and click on the registration link.
5. Enter the serial number.
6. The webpage will generate a registration code to enter in TimeClick along with your company name, email address, and the license size purchased.
7. Select the correct license size and fill in the required



information.

8. Click **Register**

Note: This code is only valid for the day you receive it. If your code expires, call our support team for instructions.

GETTING STARTED

The information contained in this section will help you set the bare minimum preferences needed to utilize TimeClick as a time tracking software.

Opening Admin Mode

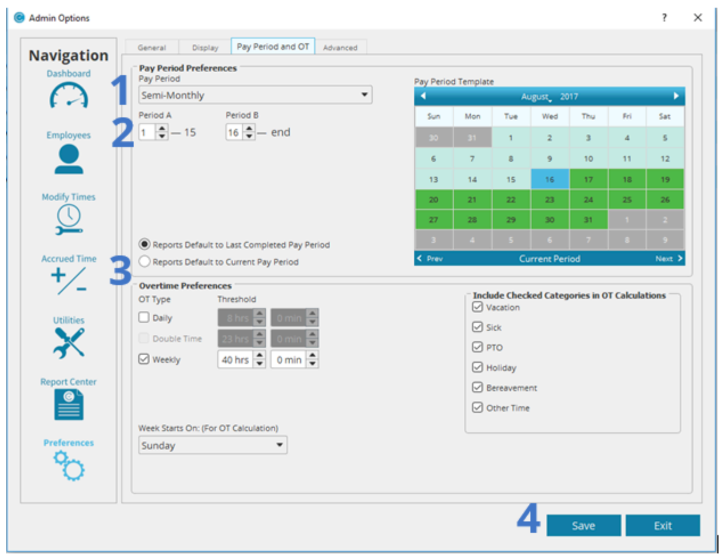
1. Press the **Admin** button in the top right corner.
2. Create an admin password.

Setting Preferences

Click on the **Preferences** button on the navigation bar**.** Choose the **Pay Period and OT** tab.

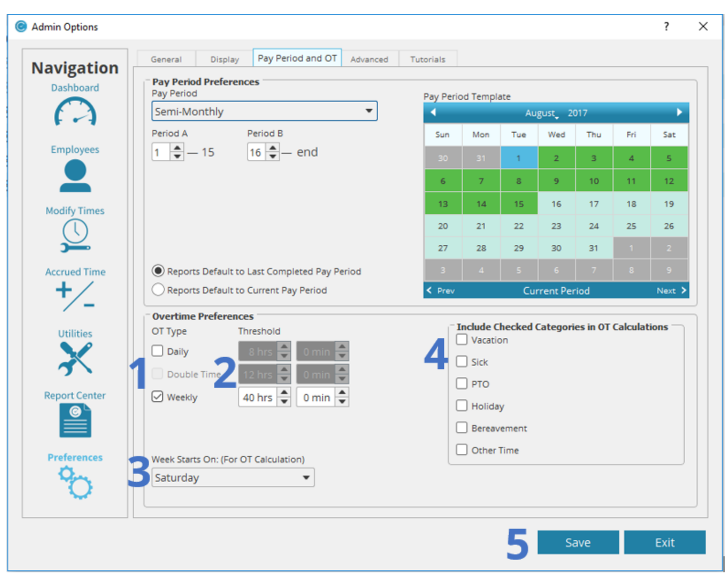
Set Pay Period

1. Select the type of pay period that you utilize.
2. Fill in the required information about when the pay period starts.
3. Select either **Reports Default to Last completed Pay Period** or **Reports Default to Current Pay Period**.
4. Click **Save.**



Set Overtime

1. Choose the box next to the different types of overtime calculations that you utilize.
2. Set the threshold of hours at which overtime begins.
3. Set the day when the week starts.
4. **(Optional)** check the different hours types that are included in overtime calculations. Most users leave all these boxes UNCHECKED.
5. Click **Save.**



Adding Employees

Click the large button on the left navigation bar in Admin mode named **Employees.**

Create an Employee Record

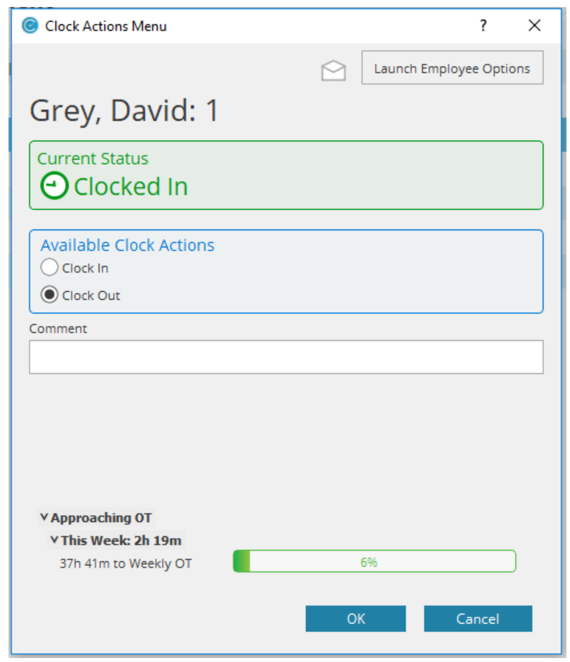
Click the **Create New Employee** button
All that is required is to enter the employees **First Name** and **Last Name**. Additional information can be entered at this or another time. Entering a password for the employee to clock in and out with is strongly recommended.

Employee Training

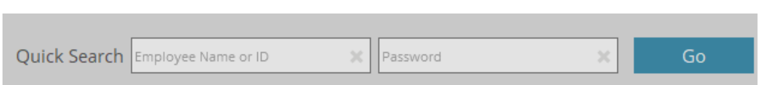
Simple Clock Actions

There are two ways for an employee to clock in and out.

The first is to find their name on the main screen, double-click on it, and enter their password. Once done this **Clock Actions Menu,** on the right, will appear.



The second way is to use the **Quick Search** bar in the bottom left corner. Enter your name or employee id in the first field named **Employee Name or ID.** Then enter your password in the **Password** field and Click the **Go** button. After using the **Quick Search** bar, the **Clock Action Menu** will pop up for that employee.



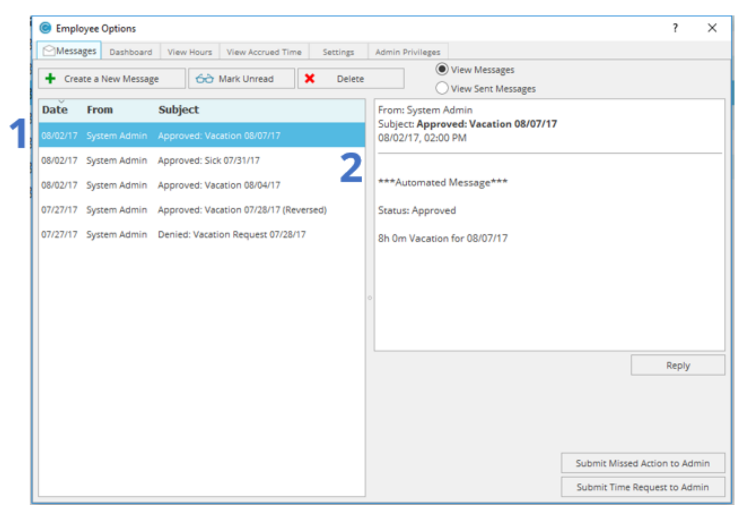
There are additional ways that employees can interact with TimeClick. Each can be accessed through the **Launch Employee Options** button within the **Clock Actions Menu**.

Messages Tab

How to read a message

To read a message on the message board,

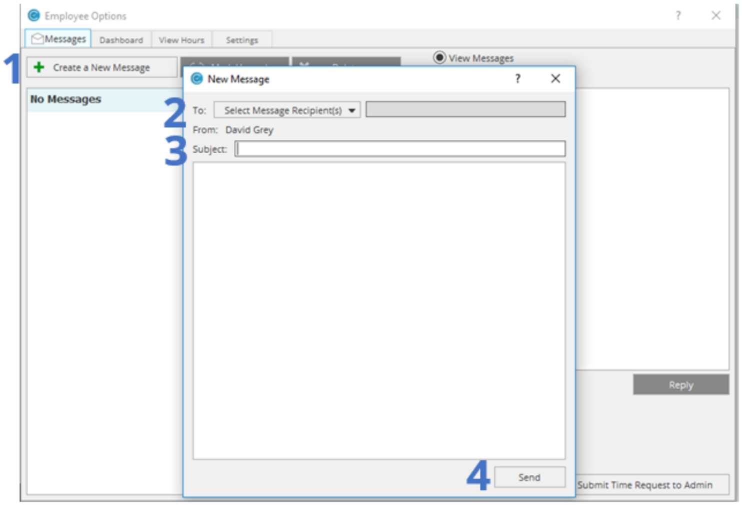
1. Select the message from the list of messages. Bold means unread.



2. The message will display to the right of the list of messages.
3. Double click on the message and it will open in a separate window.

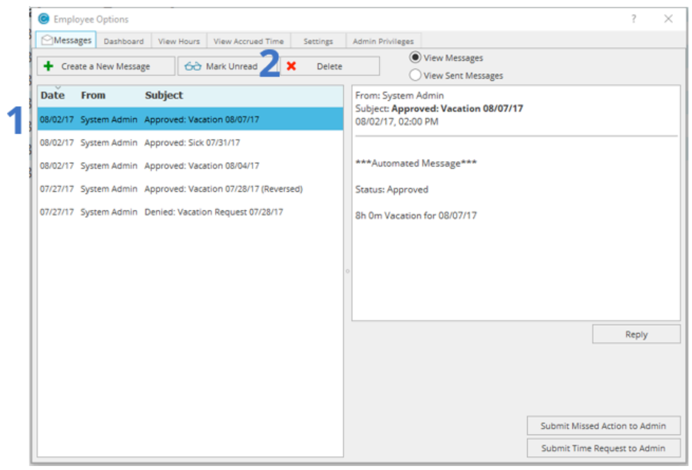
How to create a new message

1. Click **Create a New Message.**
2. Select **Message Recipients.**
3. Type a subject and a message.
4. Click **Send.**



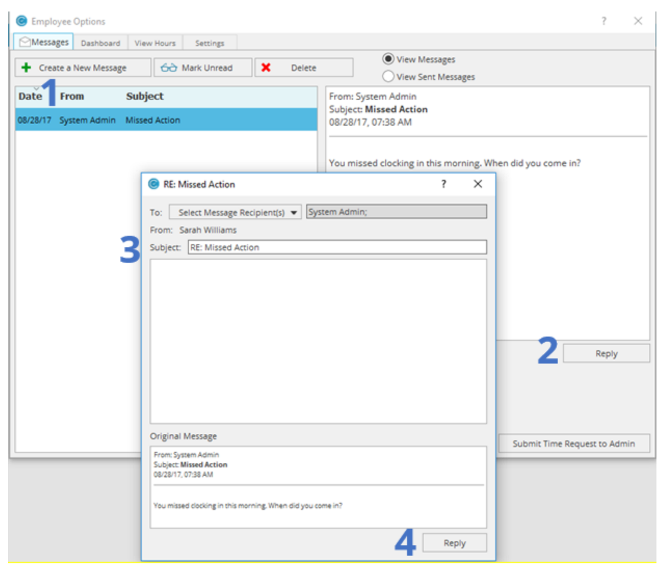
How to delete a message

1. Select the message you would like to delete.
2. Click the **Delete** button
   Note: When a message has been deleted, it cannot be retrieved.



How to reply to a message

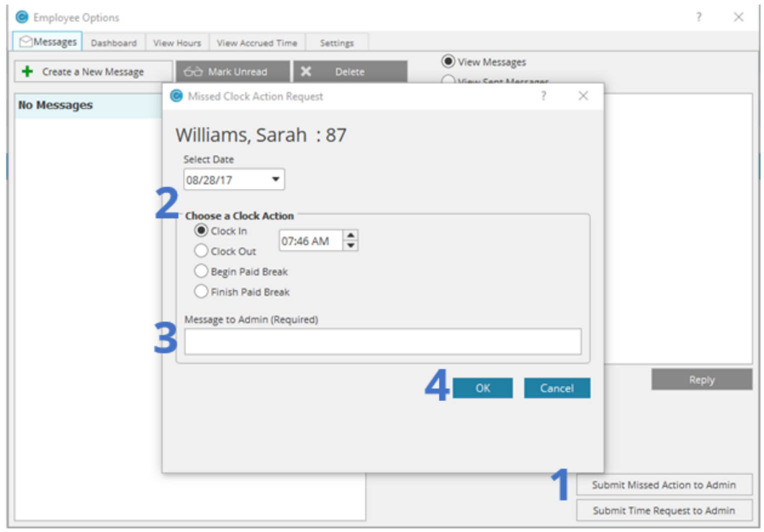
1. Select the message.
2. Click **Reply.**
3. Type in a message.
4. Click **Reply.**



How to Submit a Missed Action to Admin

Missed actions are very common, an example would be if an employee forgot to clock out yesterday and came in and clocked in. They can save the Admin time by submitting a missed action for the Admin to review and accept.

1. Click the **Submit Missed Action to Admin** button.
2. Select the correct date and select the **Clock Action** and time.
3. Type in a quick message.
4. Click **OK**.

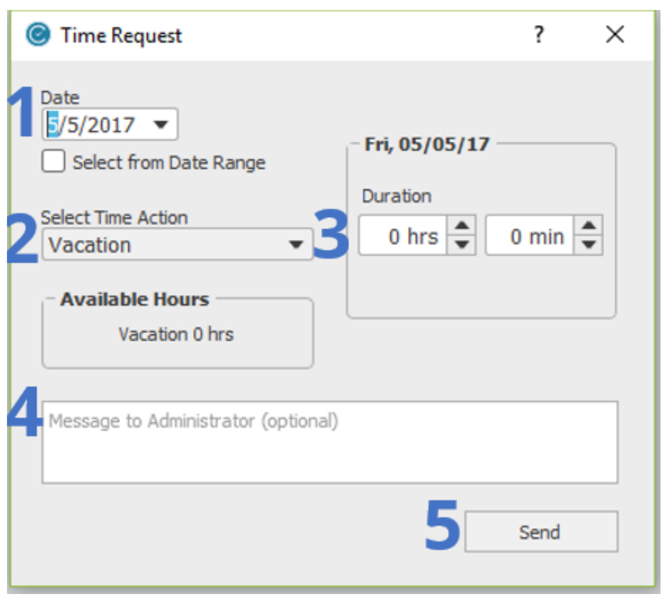


How to Submit a Time off Request to Admin

Click the **Submit Time Request to Admin** button.

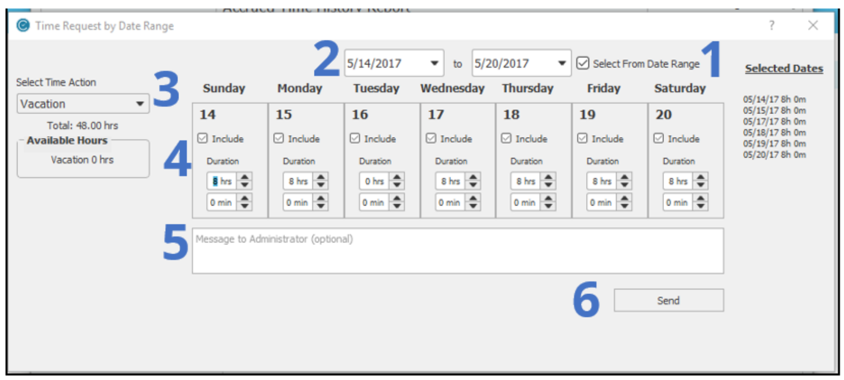
Submitting a Single Day Approval Request:

1. Select the date of the event.
2. Select the **Time Action.**
3. Put in the Total Time under the **Duration** box.
4. (Optional) Type a message for the Admin.
5. Click **Send** in the bottom right corner.



Submitting a Multiple Day Approval Request:

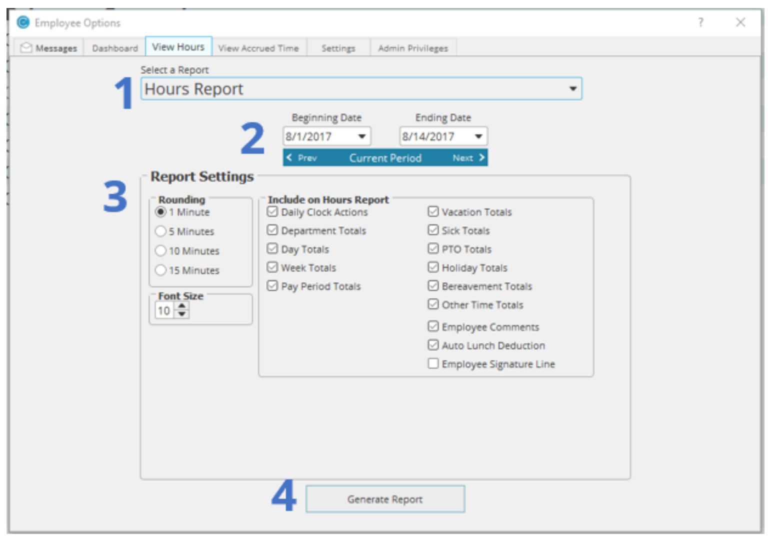
1. Within the above Time Request window, check the box that says **Select from Date Range.**
2. Change the dates to the correct date range.
3. Select the correct Time Action.
4. Enter the correct amount of time for each individual day.
5. (Optional) Write a message to the Admin.
6. Click **Send.**



View Hours Tab

How to run a report

1. Select a Report from the drop down menu.
2. If prompted enter a beginning and ending date, or use the **Prev** and **Next** buttons to select other pay periods.
3. Set **Report Settings.**
4. Click **Generate Report.**



View Accrued Time Tab

In this tab you are capable of reviewing your accrued time balances; at what rate you receive them, and your accrued time history. You can submit a time request here. For instructions on how to submit that time request, refer to How to Submit a Time off Request to Admin, under Messages Tab. This tab only appears if you have enabled accrued time in the Admin Mode.

Settings Tab

How to change my password

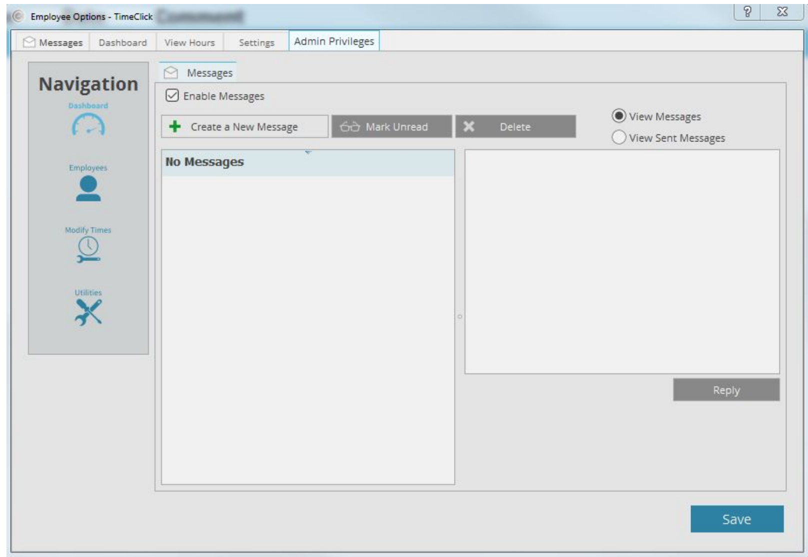
1. Click the **Change Password** button
2. Enter your current password
3. Enter your new password and re-enter it
4. Click the **OK** button

Admin Privileges Tab

The Admin Privileges tab is available to only those who have been made Restricted Administrators, by the Main Administrator.

To enter **Restricted Admin Mode** Click the **Launch Restricted Admin Mode** button.

After clicking the button, it will launch restricted admin.



Reports

To access the reports you need to log into the Admin Mode.

Click the button on the Admin Navigation Bar that says **Report Center**.

How to Run a Report

1. Select a Report.
2. Choose who to include in the report.
3. Enter a beginning and ending date, or use the **Prev** and **Next** buttons to select other pay periods.
4. **(Optional)** if custom settings have already been set; select the custom settings for the report.
5. Set **Report Settings.**
6. Click **Generate Report.**