TimeClick[®] – QuickBooks[®] Pro Integration Manual

© TimeClick

TimeClick LE 16 © 2016

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What to Expect With This Manual

This manual takes you through the initial one-time set up for integration of TimeClick[®] with your QuickBooks[®] Pro for Windows. Once set up, the integration is simple. For further assistance there are <u>additional resources</u>.

Compatibility

Designed for QuickBooks® Pro for Windows, 2015 and later.

Disclaimer: TimeClick software is designed to effectively import employee time data to multiple payroll software programs. However, successful importation is not guaranteed due to possible unforeseen circumstances or changes within those programs, which cannot be accounted for by Hawkeye Technology LLC.

Resources Found on Website and Blog

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

Our 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 <u>support@timeclick.com</u> or calling (435)753-4102. Live chat is available through our website at <u>timeclick.com</u>.

Initial TimeClick Set Up

The initial TimeClick and QuickBooks® setup will only need to be completed once.

Allow Data Extraction

Log in to the Administration Mode; choose Preferences and then Password and Misc Controls.

Set Additional TimeClick Administration Options	X
PASSWORDS: Administrative Password system Level 2 Password depmgr	 Sync WS Time to Server Before Action * Create Data Extraction File Level 2 & Dept. Heads Can Modify Times * See Sync WS Time to Server in Help Menu
DISPLAY OPTIONS: Show Status & Time Show Status & Time w/o Messages Status Only Display Off	Tor additional actions required. OTHER OPTIONS:
	Finished

Check the box that reads Create Data Extraction File. This will allow TimeClick to create the files used in the QuickBooks[®] import. Click **Finished** and **Finished** again go back to the Administration Options Screen.

Make Employees Eligible

Now ensure that your all employees are eligible for all the different types of hours you want to import into QuickBooks[®].

Within the **Administration Options** choose **Employees** and then click **Edit Employee Record.** Then chose an employee and click on the **Eligibility** button.

You will need to ensure that each employee is marked as eligible for any of the different hour types they will be using in TimeClick. Failure to do so will result in those hour types not appearing on the QuickBooks[®] import file.

Note: Employees **MUST** be marked as Eligible for OT. Otherwise they will not appear on the integration report. By default on version LE 16 all new employees are marked as eligible for all the different hour types.

When done, select **Finished** to navigate back to the **Administrative Options** window.

Setup Report Preferences

Within the Administration Options window select Report Preferences.

Select/Change Report Preferences	×
Image: Seports Alphabetically Image: Seports Alphabetically Image: Seports Alphabetically Image: S	
INCLUDE : 🖉 Active Employees 🔲 Terminated Employees	
INCLUDE : V Full-time Non-exempt V Part-time	
Full-time Exempt Temporary	
Calculate OT By Day © Calculate OT By Date Range / Week	
Day Reg Hrs & Min : Date Range Reg Hrs & Min* : 40	
Ear Questine Calculations:	
Poli Overaline Calculations.	
Cancel	
Include Sick Include Unplanted PTU	

Make sure that your overtime preferences are correct. If you have questions on how this is done please visit this blog post <u>http://www.timeclick.com/blog/overtime-calculations-on-your-employee-time-clock-software/</u>.

The initial TimeClick setup has now been completed.

Edit Employee's Eligibility options
Employee No. 81
Name : Anderson, Bob
Eligible For OT
🔲 Eligible - Bereavement Pay
Eligible - PTO
Eligible - Unpl. PTO
Eligible - Vacation Pay
📃 Eligible - Holiday Pay
Eligible - Sick Pay
📃 Eligible Other Pay
Do NOT Include Employee On Reports
Finished

Initial QuickBooks® Setup

Before you create the QuickBooks[®] Import you will need to set up QuickBooks[®] to allow tracking of employee time data.

Enable Time Tracking

Go to the **Edit** menu on the top tool bar. Select **Preferences**, then scroll down and choose **Time & Expenses**. Click the **Company Preferences** tab, select **Yes** under **Do You Track Time?**, and click **Ok** to save the selection.

Preferences	×
Calendar My Preferences Company Preferences	ок
Checking TIME TRACKING	Cancel
Finance Charge Do you track time?	Help
Integrated Applications Eirst Day of Work Week Monday Items & Inventory Items entries as hillable	Also See:
Jobs & Estimates	General
Payments INVOICING OPTIONS Payroll & Employees Track reimbursed expenses as income	Sales and Customers
Reminders Image: A comparison of the second seco	Estimates
Sales & Customers Default Markup Percentage 0.0% Sales Tax Default Markup Account	
Search Search Send Forms	
Service Connection Spelling	
Tax: 1099 Time & Expenses	

Enable Employee Time Data

Click on the **Employees** menu on the top tool bar and select **Employee Center**. Select an employee by double clicking on their name and then choose the **Payroll Info** tab. Check the box that reads **Use time data to create paychecks**. You will need to do this for each employee whose time you want to import. Once you are done close the employee center.

		Edit Em	ployee				,
INFORMATION FOR Brett Re	ynolds						
Person <u>a</u> l	PAYROLL SCHEDULE	•			Direct Deposit	Taxes	
Address & Contact	PAY FREQUENCY Biw	reekly -				Sick/Vaca	tion
Additional Info							
Payroll Info	EARNINGS			ADDITIONS, DEDUCT	TONS AND COMPANY CO	NTRIBUTIONS	
Employment Info	ITEM NAME	HOURLY/ANNUAL RA	TE	ITEM NAME	: AMOUNT	LIMIT	
	regular		8.00				

Export Timer List File

Go to the File menu and select Utilities, Export, and then Timer Lists. Choose to save the file.

Note: The file type must remain .IIF

Note: Be sure to remember where you saved the file as you will need this file later.



Export Employee List

Go to File and choose Utilities, Export, and then Lists to IIF Files. Choose to save the file.

đ)								Hawke	ye Techon	iology In	c - QuickE	Books F	Pro 2015
	<u>F</u> ile <u>E</u> di	View	Lists	Favorites	Cor	mpany	C <u>u</u> stomers	Vend <u>o</u> rs	Employees	<u>B</u> anking	Report	<u>W</u> indow	<u>H</u> elp	Special Offers
	New C Open o	ompany r Resto Previous	re Com	ipany		E Home	Dane Ir	sights						Home
	<u>B</u> ack U Create <u>C</u> lose	p Comp Copy Compar	bany ny		•			ioligino				VENDORS		
	<u>Sw</u> itch Utilities	to Multi-	user M	ode	,	<u>I</u> mp	ort				•			
	Set Up	Intuit Sy	nc Man	lager		Exp	ort				• <u>U</u>	sts to IIF Fil	es	
	Send C	ompan	y F <u>i</u> le		•	Syne	chronize Con	tacts			A	idresses to	Text Fil	le
	Prinţ Save a	s PDF		Ctrl+F	Þ	Cop Cop	y Company F y Company F	ile for Quic	kBooks <u>M</u> ac kBooks <u>O</u> nline	Ð		Iner Lists		
·	Print E	orms <u>S</u> etup			•	Rep <u>H</u> os	air File and N t Multi-User A	Vetwork Pro	blems		- 0	CUSTOMER	S	
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	Update E <u>x</u> it	Web S	ervices	Alt+F	4	Reb Con	uild Data dense Da <u>t</u> a.					Accept Credit Ca	rds	
	Open Wir	dows				Res	tore Backup	For Earlier (QuickBooks V	ersion				

Check the Employee List box and Click OK to save the file.

Note: The file type must remain .IIF

Note: Be sure to remember where you saved the file as you will need this file later.

	Export	×
Select th vou wou	ld like to export.	
Chart of Accounts	Payment Terms List	ОК
Customer List	Payment Method List	Cancel
Vendor List	Shipping Method List	Help
Other Names List	Budgets	
Customer Type List	To Do Notes	
Vendor Type List	Sales Rep List	
Class List	Price Level List	
Job Type List	Sales Tax Code List	
🔲 Item List		

Export Payroll Items

- QuickBooks Pro 2015 Hawkeye Tech logy Inc File Edit View Lists Favorites Company Customers Vendors Employees Banking Reports Window Help Special Offers Report Center Search Company or Help 👻 🔎 < 🗖 Memorized Reports Ho<u>m</u>e Page I<u>n</u>sights Commented Reports My Shortcuts Company Snapshot 🖀 Home Process Multiple Reports 🐠 My Company Company & <u>F</u>inancial Customers & Receivables 🍯 Income Tracker Þ 📳 <u>S</u>ales e Jobs, Time & Mileage 谢 Calendar Enter Bills Pay Bills QuickBooks Vendors & Payables Financing Employees & Payroll Snapshots Banking L Customers Accountant & Taxes Budgets Vendors Account Listing Τŋ Item Price List Contributed Reports My Shortcuts Item Price List for Price Level Advanced Reports Item Listing View Balances Payroll Item Listing Custom Reports Run Favorite Reports Fixed Asset Listing Ctrl+Q

Go to the Reports menu and choose List, then Payroll Item Listing.

Click the Excel button, and then select Create New Worksheet.

3				1	Payroll It	em Listin	9			_				
Customize Rep	Comme	e <u>n</u> t on Report	Share Temp	plate Me	morize	Print	•	E-majl	•	E <u>x</u> cel	-	Hide Header	Refre <u>s</u> h	
9:43 AM				Ha	wkeye	Techon	olo	gy Inc						
02/18/16				P	ayrol	I Item	Lis	ting						
: •	ayroll Item	1	Туре	Amount	: 1	Limit	÷	Exper	ise /	Account		Liability	Account	
Manager Sa	lary	Yearly Sa	alary				Pay	roll Expen	ses					

On the next window select Create a comma separate values (.csv) file, select Export and save the file.

Note: The file type must remain .CSV

Note: Be sure to remember where you saved the file as you will need this file later.

WHAT WOULD YOU LIKE TO DO WITH THIS BEDORT?	
WAI WOULD TOU LIKE TO DO WITH THIS REPORT?	
Create new worksheet	
Update an existing worksheet How it works	
Replace an existing worksheet	
Create a comma senarated values (csv) file	
	Adyanced
	Adyanced

The initial QuickBooks[®] setup has now been completed.

Create an Online Payroll Integration Center Account

After purchasing TimeClick you'll receive an email with a link to create a password for your Online Payroll Integration Center account. Use this link to create your password.

If you haven't purchased TimeClick or you're upgrading from an older version then you'll need to manually create an account. Go to <u>https://www.timeclick.com/payroll/log-in</u> and select **Don't have an account?** Fill out the form provided to create your account.

Note: If you have previously created an online account you will not need to recreate one.

Utilizing the Online Payroll Integration Center

Upload QuickBooks® Files

You will now need to upload the **Timer Lists, Payroll Items** and **Employee List** files that were exported from QuickBooks[®]. Once those files have been uploaded click **Next.**

Note: Once you have uploaded these files they will remain associated your account, but you can change or reupload at anytime.

QuickBooks Files Management Creating a report for QuickBooks requires a quick one-time setup. You will need to export and upload a few files from QuickBooks to make sure that your data is formatted correctly. From QuickBooks you will need: Instructions Open QuickBooks and export the following 3 files: Timer List, **Timer Lists Upload File** Payroll Items, Employee List. Upload these here. **Payroll Items Upload File** Initially this only needs to be done once. However, if your QuickBooks data changes then you will need to upload new **Upload** File **Employee List** versions of the files. When will I need to upload new files? Once those files have been uploaded and verified, select the next button.

Match TimeClick Hours with QuickBooks® Payroll Items

Because QuickBooks[®] utilizes user-created payroll items you will need to match the QuickBooks[®] payroll items to TimeClick's hour codes. For example, overtime hours in TimeClick need to be matched to your overtime payroll item in QuickBooks[®]. Select **Not Used** for TimeClick items that you don't use. Click **Save** and then **Next**.

Note: Unless you start using different QuickBooks[®] or TimeClick items you will not be required to match the items again.

on Center Account

Payroll Integration Center Log in
Email
Password Remember me?
Log In
Don't have an account? Forgot your password?

Next :

Upload Employee Hours

Now you will need to upload the TimeClick report for the pay period you would like to import into QuickBooks®.

Running the Payroll Integration Report

Note: This next part is done within TimeClick

The Payroll Integration Report will be run at the end of each pay period to create the import file. To run this report, go to the **Reports** button in the **Administration Mode** and select **Payroll Integration**.



On the screen that appears you will need to enter the beginning and ending dates of your pay period. By default this report will be run for all departments. If you would like to perform the import for a single department you can do so by clicking the **Select Department** button. Once you are ready click the **Accept** button.

verti me awkeye	Report Technol	Calco ogy I	ulated By We	k						Page 02.17.	201
	_					Rep	ort Date Range	02/01/2016	to	02/07/	201
_	-				De	partment:	Technical Sup	port			
Date	Time		Action		Hrs & Min	Decimal					
02/01	07:02	am	Clocked In								
02/01	12:35	pm	Clocked Out								
02/01	01:35	pm	Clocked In								
02/01	04:10	pm	Clocked Out								
	Total H	Irs &	Mins: Mon	02/01	8:08	8.13					
02/02	07:03	am	Clocked In								
02/02	12:29	pm	Clocked Out								
02/02	01:34	pm	Clocked In								
02/02	04:01	pm	Clocked Out								
	Total H	irs &	Mins: Tue	02/02	7:53	7.88					
02/03	07:03	am	Clocked In								
02/03	01:15	pm	Clocked Out								
02/03	02:23	pm	Clocked In								
02/03	04:02	pm	Clocked Out								
	Total H	irs &	Mins: Wed	02/03	7:51	7.85					
02/04	07:03	am	Clocked In								
02/04	01:40	pm	Clocked Out								
02/04	02:47	pm	Clocked In								
02/04	04:01	pm	Clocked Out								
	Total H	Irs &	Mins: Thu	02/04	7:51	7.85					
02/05	07:09	am	Clocked In								
02/05	01:53	pm	Clocked Out								
	Total H	Irs &	Mins: Fri	02/05	6:44	6.73					
					Week	1 RegH	rs	38:27		38.45	
						Overti	me	00:00		0.00	
						Total I	Hrs	38:27		38.45	
EPORT	UMMA	RY					1	Hrs & Min	1	Decimal	
Signature	& Date	Affir	ning Correct:			To	tal Hours	38:27		38.45	
1			-			0.0	rular Hours	88-27		38 45	
-	-					Ov.	ertime	0.00		0.00	

The report will appear very similar to the other reports within TimeClick. Verify that the employee hours and overtime are correct and that no errors appear on the report. If there are duplicate entry errors or eligibility errors they will need to be resolved (See <u>Common Errors</u>), and then report must be run again to ensure accuracy. Once you are sure all the employees are included and their times are accurate close the report window.

Upload the TimeClick Report

Return to the Online Payroll Integration Center.

After running the Payroll Integration Report an export file was created in the program files for TimeClick under a folder called Payroll_Exports.

Note: the default location for TimeClick is C:/Program Files/Hawkeye Technology Inc/TimeClick

			_			
Computer + OS (C:) + Program Files + Hawkeye Technology Inc + TimeClick + Payroll_Exports						
Organize 🔻 Include in library 👻 Share with 👻 Burn New folder						
☆ Favorites	Name	Date modified	Туре	Size		
💻 Desktop 〕 Downloads 🗐 Recent Places	TC_Payroll_integration_Import.csv	2/17/2016 8:40 AM	Microsoft Office E	41 KB		

Click the **Upload TimeClick Report** button and browse to the **Payroll_Exports** folder and upload the **TC_Payroll_integration_Import.csv** file.

Create QuickBooks Import File	
No file uploaded	Instructions
Generate QuickBooks Import Download QuickBooks Import	 Upload your TimeClick Payroll Integration Report. Where do I find the Integration Report? Once uploaded, the system will validate the file and check to see if employee names need to be matched. Once step 2 is complete. Click on the button "Generate QuickBooks Import." When the import file has been created you will be able to download it. Just click on the "Download QuickBooks Import" button.
Review / Edit:	
QuickBooks Files Payroll Items Employee Names	

Match Employee Names

After uploading the TimeClick report you will be directed to a screen to match the employee names from TimeClick with the employee names in QuickBooks[®]. When you are done click **Save** then **Done**.

Note: After doing this once you will not be required to do it again unless you add new employees or change an employee's name in QuickBooks[®].

Match Employee	Names		
TimeClick	QuickBooks	^	Instructions
Susan Johnson Jonathan Doe	Select a name Select a name	•	Employee names are how QuickBooks keeps track of employee data. If a name is not spelled the exact same way, then the import won't match the employees and the hours won't be applied. Match the names in TimeClick on the left with the names from QuickBooks on the right. **If you don't want an employee on the report then select "Remove Employee."
		Ŧ	
			Save Done >

Generate and Download QuickBooks Import

You will be directed back to the previous screen to generate your import file. Click the **Generate QuickBooks® Import** button. After you have generated the report the **Download QuickBooks® Import** button will turn blue and you can download and save the import file for QuickBooks[®]. Be sure to note where you save the file as you will need to import the file into QuickBooks[®].

Create QuickBooks Import File	Instructions
Uploaded: TC_Payroll_integration_Import.csv 03-17-2016 Uploaded file has been validated.	1. Upload your TimeClick Payroll Integration Report. Where do I find the Integration Report?
Verified that names have been matched. Generate QuickBooks Import Download QuickBooks Import	 Once uploaded, the system will validate the file and check to see if employee names need to be matched. Once step 2 is complete. Click on the button "Generate QuickBooks Import." When the import file has been created you will be able to download it. Just click on the "Download QuickBooks Import" button.
eview / Edit: QuickBooks Files Payroll Items Employee Names	

Importing .IIF file into QuickBooks®

Go to the **File** menu of QuickBooks[®] and choose **Utilities**, **Import** and then **Timer Activities**. Choose the .IIF file you saved from the Online Payroll Integration Center.

\$		Hawkeye	Techonology Inc	- QuickBooks P	Pro 2015
Elle Edit View Lists Favorites	≥ompany C <u>u</u> stomers Ven	d <u>o</u> rs Employees	Banking Reports	Window Help	Special Offers
New Company <u>Open or Restore Company</u> Open <u>Previous Company</u> <u>Back Up Company</u> Create Company Close Company	D Home Page Insight	5	VEN	DORS	łome
Switch to Multi-user Mode	-	<u> </u>			> &
Utilities Set op mon sync manager	Import Export		► Ex	cel Files Files	y
Send Company File	 Synchronize Contacts Convert 		We	b Connect Files	
Print Ctrl+P Save as PDF Print Forms	Copy Company File for Copy Company File for Repair File and Netwo	QuickBooks <u>M</u> ac QuickBooks <u>O</u> nline rk Problems	Ge	neral Journal Ent	ries Create S
Printer Setup Send Forms	Host Multi-User Access	l	Cre	iccept dit Cards	Receip
Update Web Services	<u>V</u> enty Data <u>R</u> ebuild Data Condense Da <u>t</u> a				Receive Payments
Open Windows	Restore Backup For Ea	arlier QuickBooks Ver	sion	> 🕒	

The following window will appear meaning the import was completed successfully. You are not required to view the report but you can to verify what was imported.

🗉 QB Pro Timer Import Summary – 🗆 🗙					
Your data has been imported successfully!					
TYPE	: NUMBER				
Activities	51	View Report			
		Close			

Common Frrors

TimeClick Errors

Employee Eligibility Error

This error appears on the TimeClick reports. If an employee is ineligible for a type of hours they will need to be marked as eligible within their employee record. Instructions for doing this are found here.

Duplicate Errors

Duplicate errors appear on the TimeClick reports. They occur when an employee has multiple Clock In or Clock Out actions in a row. To resolve this issue you'll need

Overtime Report Calculated By Week Hawkeye Technology Inc Page 03.18.2016 Report Date Range 01/01/2016 to 01/14/2016 Department: Accounting Date Time Action Hrs & Min Decimal 01/01 08:00 T **Holiday - Ineligible ** *ME: Total Hrs & Mins: Fri 0:00 0.00 01/01 01/04 06:50 am Clocked In 01/04 01:12 pm Clocked Out 01/04 02:16 pm Clocked In 6.37 01/04 Total Hrs & Mins: Mon 6:22 01/05 05:00 am Clocked In *Duplicate Error (check for missing clock in/out entry)* 01/05 05:00 am Duplicate Entry 01/05 11:07 am Clocked Out 01/05 12:25 pm Clocked In 01/05 04:40 pm Clocked Out Total Hrs & Mins: Tue 01/05 10:22 10.37

to use the Modify Times option to remove the extra Clock In/Out.

QuickBooks[®] Errors

Incorrect Company Error

This error occurs when you upload the import file into QuickBooks[®]. The reason the error occurs is because QuickBooks® has run an update and changed your company ID number. In order to resolve this issue you need to upload a new timer list file from QuickBooks[®]. The instructions to do so are found here.



Additional Resources

Blog – http://www.timeclick.com/blog

- FAQ http://www.timeclick.com/tc/faq.php
- Video Tutorials http://www.timeclick.com/tc/video-tutorials.php
- YouTube Channel https://www.youtube.com/user/TimeClockSoftware
- Payroll Integration http://www.timeclick.com/payroll/
- License Agreement http://www.timeclick.com/ht/terms and use.php
- Terms and Conditions http://www.timeclick.com/ht/terms.php

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