



TimeClick

Getting Started Manual

TimeClick 17

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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 local, 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 and you should have received an email with a link to the download page. Contact the support team if you need a link to the [install files](#).

Install the database

Before running any installation files, first determine where you would like the database to be located. In most cases it should be located on a central server or a computer that is on longer than the others. Run the server installation file on that computer and follow the installation process. Installation will take some time 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

Similar to the instructions for installing the database; you simply need to determine which computers you want to be workstations and run the client installation file on each one. Follow the installation process till 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.

Note: In rare custom cases there will be multiple databases. If there are then a window will pop up prompting you to choose one to connect to.

REGISTERING TIMECLICK DATABASE

Once you have purchased TimeClick you will receive an email that contains a link to register TimeClick.

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**

The screenshot shows the 'TimeClick Registration' window. On the left, a 'License Sizes' list includes options from 'LITE' to 'Unlimited Computers', with the latter being selected. On the right, the 'Step 1: Purchase TimeClick' section displays a 'Serial Number' of '3 68396937 - 00152196'. Below this, the 'Register TimeClick' section contains input fields for 'Organization', 'Account Holder Name', and 'Email Address', all marked as 'Required'. The 'License Size' is set to 'Unlimited Computers', and the 'Serial Number' is '68396937 - 00152196'. A 'Registration Code' field is also present, marked as 'Required'. A large '8' is displayed next to the 'Register' button. At the bottom, a 'Trial: Active' status is shown with 'Days Left: 30' and a 'Support' button.

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 clock 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.

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 to be counted. This is dependent on your areas laws and company policies.
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 navigation bar 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 however it is recommended that you enter a password.

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.

Clock Actions Menu

Launch Employee Options

Grey, David: 1

Current Status
Clock In

Available Clock Actions
☐ Clock In
☒ Clock Out

Comment

Approaching OT
 This Week: 2h 19m
 37h 41m to Weekly OT

6%

OK Cancel

Quick Search

Employee Name or ID

Password

Go

There are additional ways that employees can interact with TimeClick. Each can be accessed

through the **Launch Employee Options** button within the **Clock Action 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.

Employee Options

Messages Dashboard View Hours View Accrued Time Settings Admin Privileges

Create a New Message Mark Unread Delete View Messages View Sent Messages

| Date | From | Subject |
|----------|--------------|--|
| 08/02/17 | System Admin | Approved: Vacation 08/07/17 |
| 08/02/17 | System Admin | Approved: Sick 07/31/17 |
| 08/02/17 | System Admin | Approved: Vacation 08/04/17 |
| 07/27/17 | System Admin | Approved: Vacation 07/28/17 (Reversed) |
| 07/27/17 | System Admin | Denied: Vacation Request 07/28/17 |

From: System Admin
 Subject: **Approved: Vacation 08/07/17**
 08/02/17, 02:00 PM

Automated Message

Status: Approved

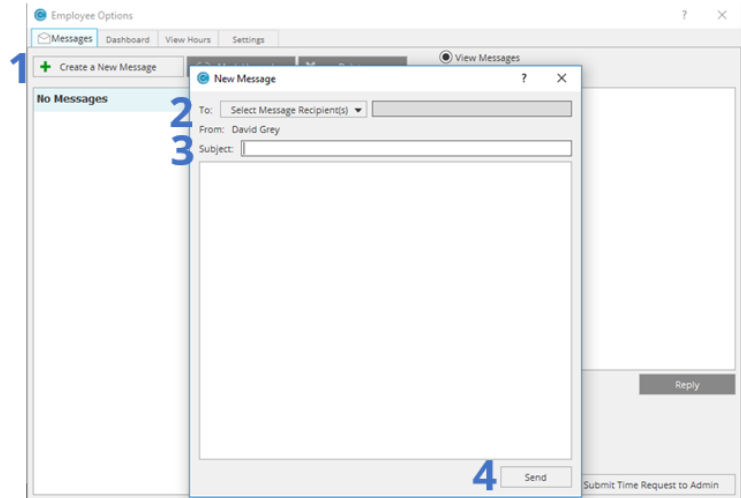
8h 0m Vacation for 08/07/17

Reply

Submit Missed Action to Admin
 Submit Time Request to Admin

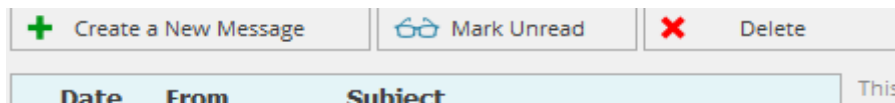
How to create a new message

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



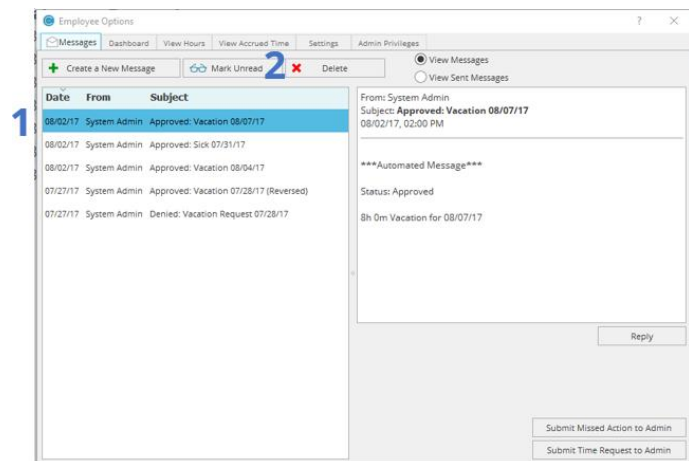
Marking a message as unread or read

Timeclick will automatically mark a message as read when you open it, however you can mark it as unread if you click the **Mark Unread** button. You can mark a message read with this button as well.



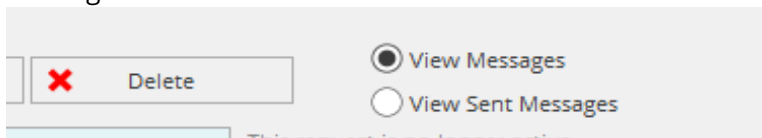
How to delete a message

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.



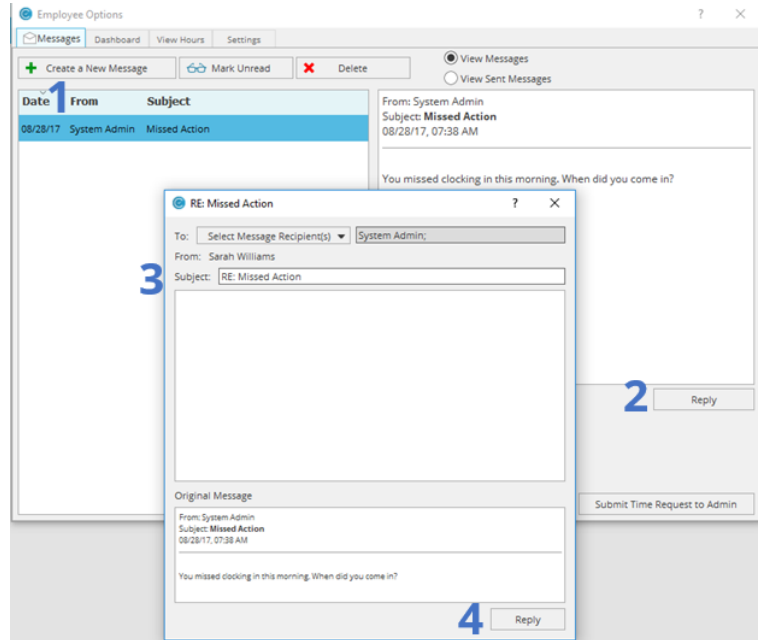
How to switch between messages received and messages sent

Using the **View Messages** and **View Sent Messages** buttons, you can select whether or not to view messages received or messages sent. Below is a picture of the buttons. By Default it is set to view messages received.



How to reply to a message

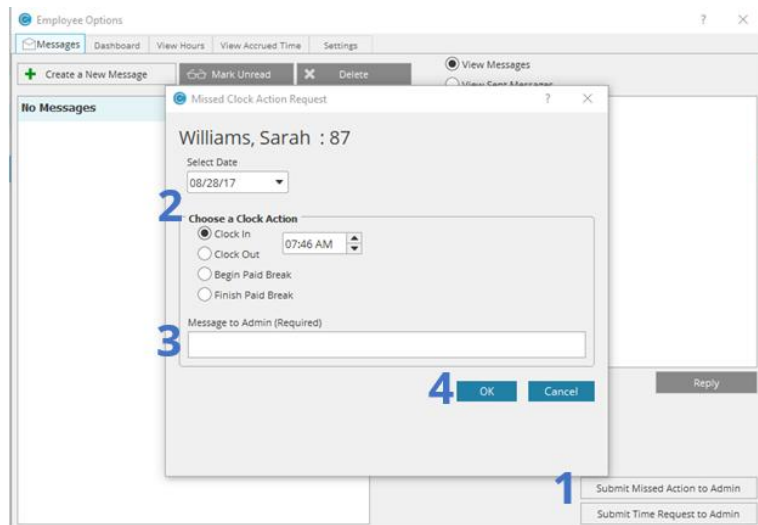
1. Select the message
2. Click **Reply**
3. Type in a message
4. Click **Reply**



How to Submit a Missed Action to Admin

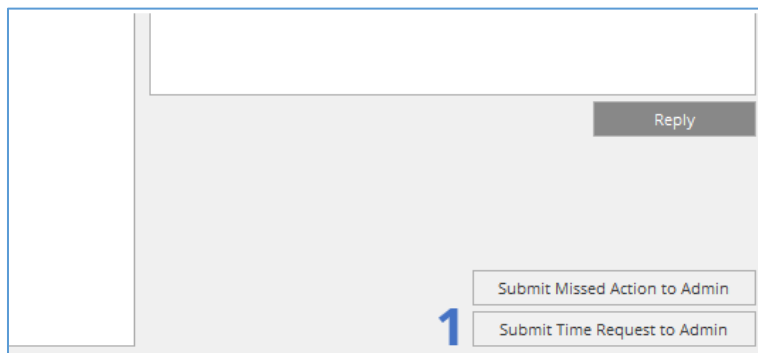
Missed actions are very common, an example would be if an employee forgot to clock out yester and came in and clocked in. They could save the Admin time by submitting a missed action for the Admin to review and accept.

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 Request to Admin

1. 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 values, 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 Request to Admin, under Messages Tab.

Settings Tab

How to change my password

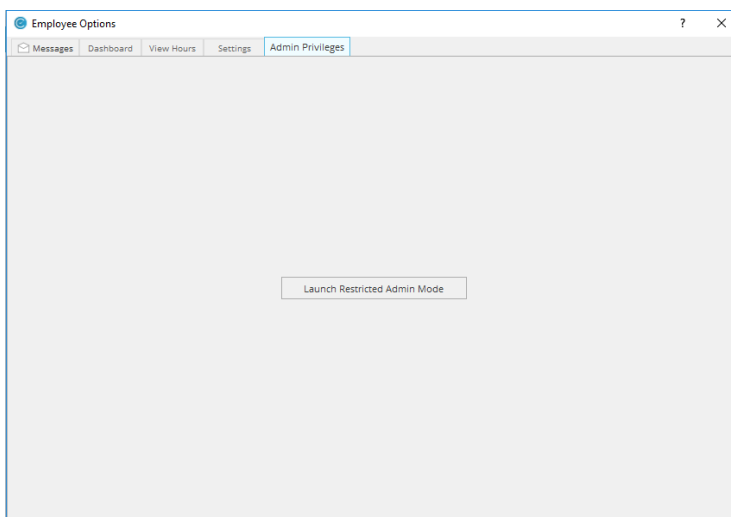
1. Click the **Change Password** button
2. Enter your current password
3. Enter your new password and re-enter it
4. Click the **OK** button

Admin Privileges Tab

The [Error! Reference source not found.](#) 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. Here is a picture as an example. This employee has been given access to modify times and run reports.



Reports

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

How to Run a Report

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

