



TimeClick Manual

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@2021

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WHAT TO EXPECT WITH THIS MANUAL

This manual takes you through the many features of TimeClick. Each navigation bar tab in admin options has a section that describes all the features available within it.

At any time:

Press and Hold left control button then right-click a page in the **Table of Contents** to be taken to that page.

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.

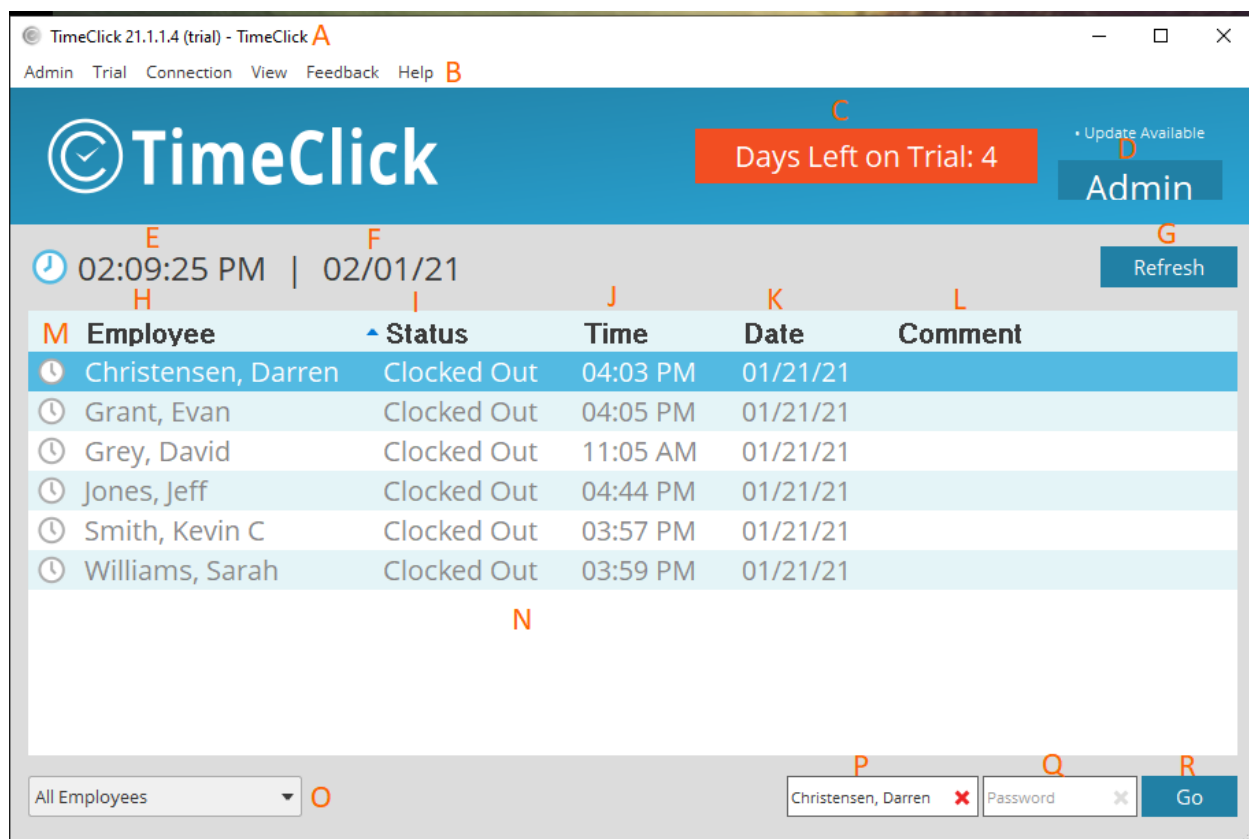
Contact Customer Success Team

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

TimeClick Display

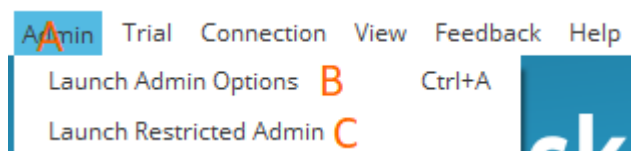
Break Down of Main TimeClick Display

- A. **Software Info:** This displays the version information and if you're currently on a trial
- B. **TimeClick Display Tabs:** List of tab options for various information
- C. **Days Left on Trial:** Displays days left before **trial period** is over; if you don't see this, you're not on a trial version
- D. **Admin Button:** This allows you to sign into the **Admin** screen
- E. **Server Time:** Current time that is on the server computer
- F. **Server Date:** Current date that is on the server computer
- G. **Refresh Button:** Displays any recent changes that may not have been auto-refreshed
- H. **Employee Column:** List of employees
- I. **Status Column:** List of Time Actions
- J. **Time Column:** List of times that were recorded based on when the Time Action was made
- K. **Date Column:** List of dates that were recorded based on when the Time Action was made
- L. **Comment Column:** List of comments that may have been entered when the Time Action was made
- M. **Clock Icon:** Image of a clock icon
- N. **Mid-Display:** Shows the main relevancy of the software
- O. **Display Option:** This allows what you want displayed in the **Mid-Display** section
- P. **Employee User Info:** You can enter the employee name or ID to sign in here
- Q. **Password:** You can enter the employee password to sign in here
- R. Click **Go** if you entered employee name / ID and password



Break Down of TimeClick Display Admin Tab

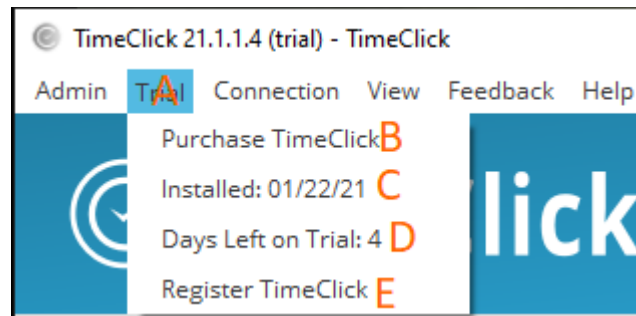
- A. **Admin Tab:** Displays admin-type options
- B. **Launch Admin Options:** Opens main **Admin**
- C. **Launch Restricted Admin:** Opens a display to sign into **Admin** with **Limited Options**



Break Down of TimeClick Display Trial Tab

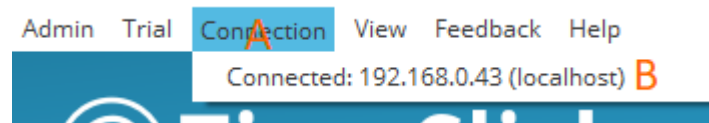
- A. **Trial Tab:** Displays Trial information; if not on a Trial, you may see **Registration Info** instead
- B. **Purchase TimeClick:** Takes you to the page for TimeClick purchase options
- C. **Installed:** Date that the TimeClick software was installed
- D. **Days Left on Trial:** Displays days left before **trial period** is over

- E. **Register TimeClick:** Takes you to the TimeClick purchase option page to access the **I have already purchased TimeClick** button



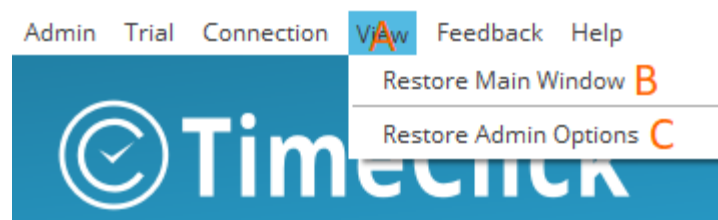
Break Down of TimeClick Display Connection Tab

- A. **Connection Tab:** Displays TimeClick information on how it's connected
 B. **Connected:** Displays IP address of where TimeClick is pointed to



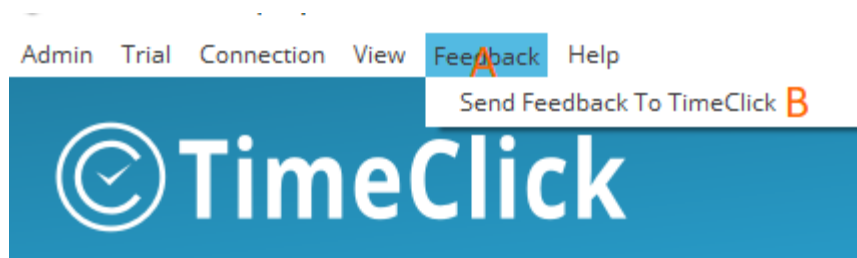
Break Down of TimeClick Display View Tab

- A. **View Tab:** This allows you to restore certain windows to your screen
 B. **Restore Main Window:** Sets TimeClick Window to Max size
 C. **Restore Admin Options:** Opens the **Admin** window



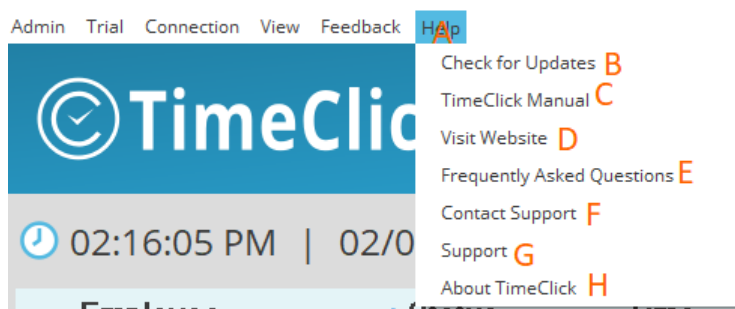
Break Down of TimeClick Display Feedback Tab

- A. **Feedback Tab:** Opens up the option to send feedback
 B. **Send Feedback to TimeClick:** If bugs are found, you can send us information by selecting this option



Break Down of TimeClick Display Help Tab

- A. **Help Tab:** Opens up options for updates, TimeClick Manual, Support, and Website information
- B. **Check for Updates:** Allows the option to check for updates; if an update is available you may already see this above the **Admin** button on the **Main TimeClick Display**
- C. **TimeClick Manual:** Downloads the TimeClick Manual (This may be how you found me, hello!!)
- D. **View Website:** Takes you to the TimeClick Website
- E. **Frequently Asked Questions (FAQ's):** Takes you to the common questions that are asked
- F. **Contact Support:** Takes you to the Contact Support page on the TimeClick Website
- G. **Support:** Gives the support information to contact TimeClick and the Installation Date of the software
- H. **About TimeClick:** Gives some minor TimeClick information



Employee Main Menu

Break Down of Main Employee Clock Menu

- A. **Messages:** If the employee has a message, it will appear here. Select to read/reply to message
- B. **Launch Employee Options:** Opens a tab for employees to access tabs that may be available to them; set by the **Admin**
- C. **Employee Name and ID:** This show's the employees last, first name and their **Identification Number**
- D. **Current Status:** Current Time Action that the employee is set to
- E. **Time Actions:** Day-to-Day Time Actions
- F. **Department:** If set, departments that the employee is under to use a Time Action with will be shown here
- G. **Job:** If set, jobs that the employee is under can be selected here
- H. **Comment:** Notes that the employee can leave to inform **Admin** about the Time Action selected
- I. **Approaching OT:** This let's the employee know where they are at in accordance to their overtime that's set
- J. **This Week:** Displays time that has already been worked the current week
- K. **Weekly OT:** UI Display and Count down that shows how close the employee is to overtime
- L. **Click OK**

Employee Clock Menu - TimeClick

Launch Employee Options

Christensen, Darren: 1

Current Status: Clock Out

Department: ☒ Accounting ☐ Technical Support

Job: None

Comment

Approaching OT Clocked Out

This Week: 0h 0m

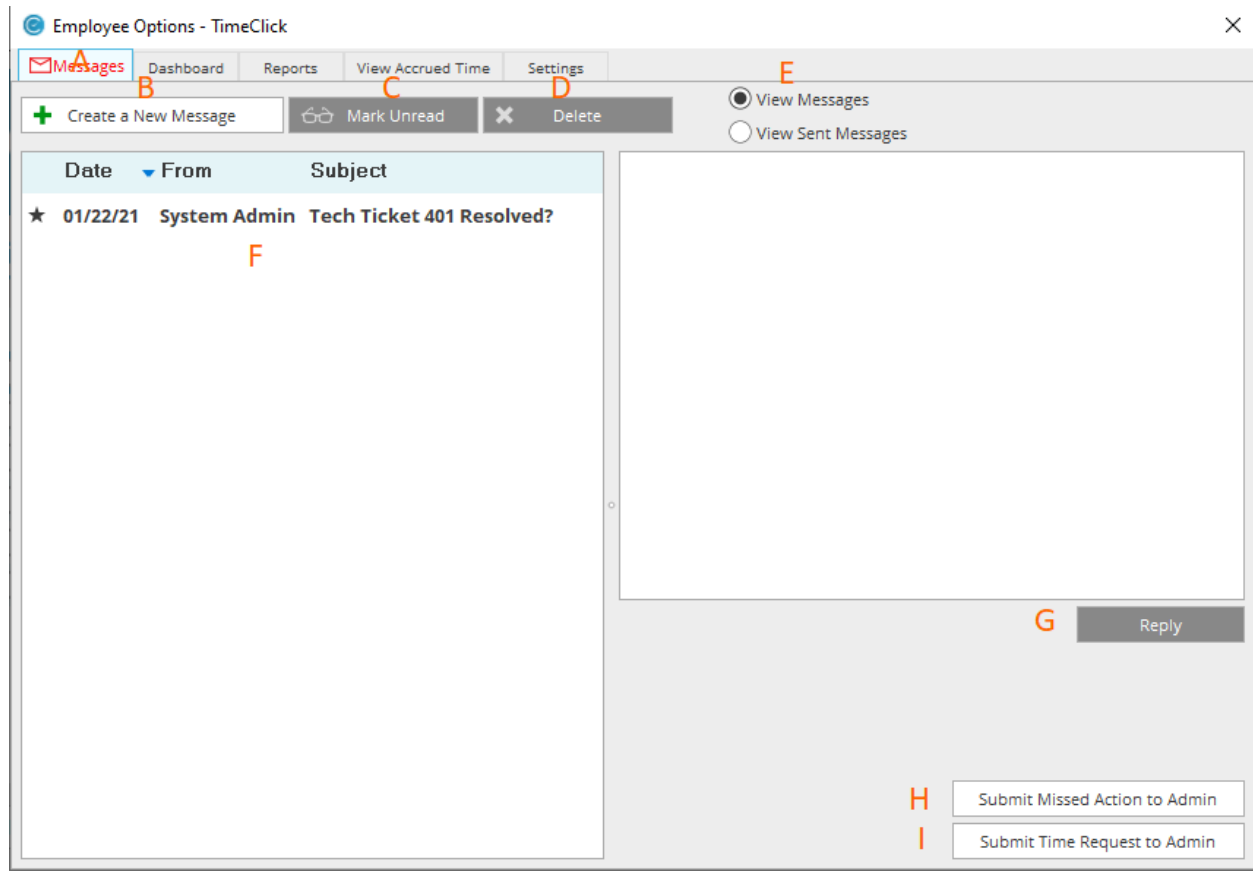
40h 0m to Weekly OT 0%

OK Cancel

Employee's Option Menu

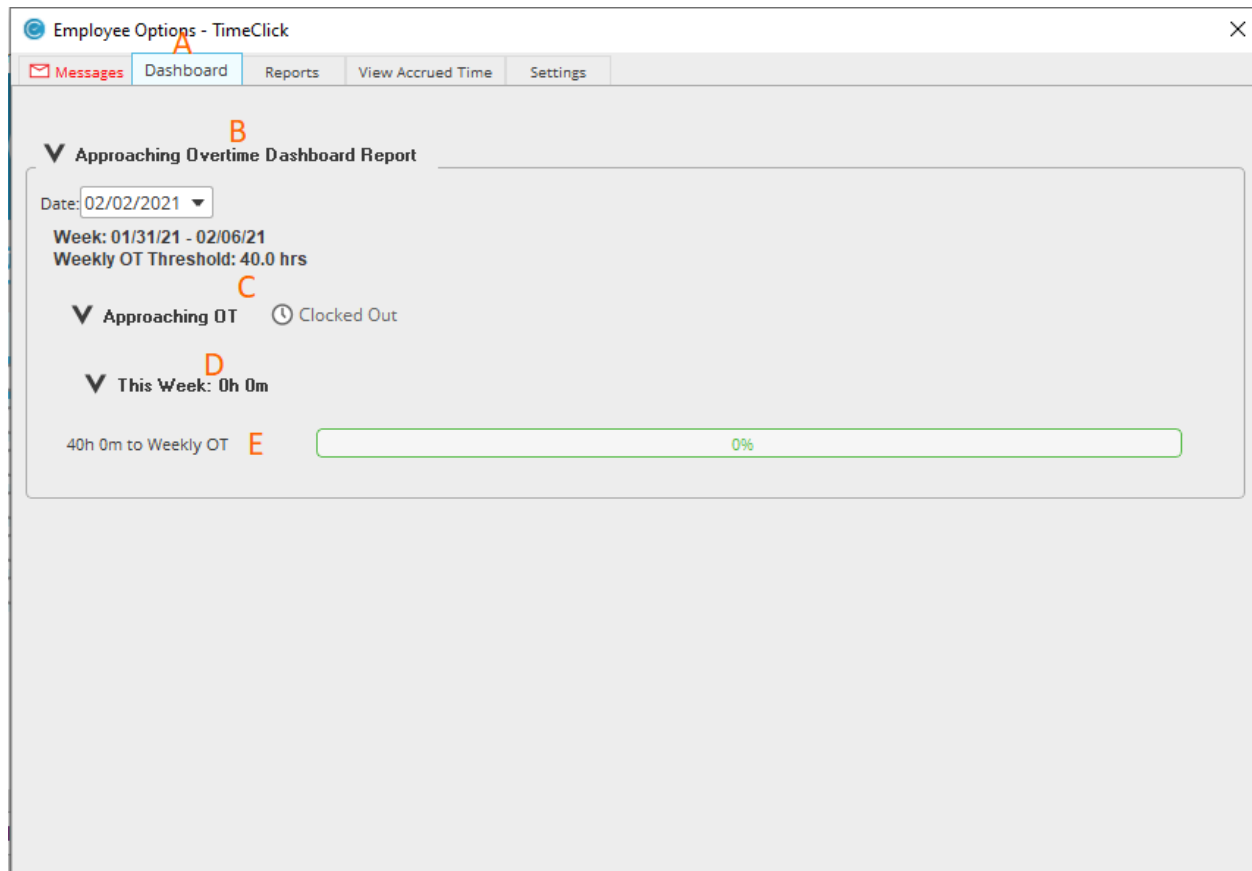
Break Down of Main Employee Messages Tab **IF SET** by the Admin

- A. **Messages Tab:** Displays all of the different options for messaging
- B. **Create a New Message:** Allows the creation of new messages either to everyone, an individual, selected individuals, or departments
- C. **Mark Unread:** Gives the option to leave a message in an unread state
- D. **Delete:** Gives the option to delete selected message
- E. **Message Views:** Gives the option to either view messages to the employee, or messages that were sent by the employee
- F. **Message List:** Displays all of the messages that have not been deleted by the employee
- G. **Reply:** Gives the option to respond to the user of selected message
- H. **Submit Missed Action to Admin:** Allows the employee to request a missed Time Action to the Admin
- I. **Submit Time Request to Admin:** Allows the employee to submit a time-off request to the Admin for approval



Break Down of Main Employee Dashboard Tab **IF SET** by the Admin

- A. **Dashboard Tab:** Displays Overtime information
- B. **Approaching Overtime Dashboard Report:** Allows the employee to select a specific date/week, and shows the threshold that is set for the OT
- C. **Approaching OT:** This lets the employee know where they are at in accordance to their overtime that's set
- D. **This Week:** Displays time that has already been worked the current week
- E. **Weekly OT:** UI Display and Count down that shows how close the employee is to overtime



Break Down of Main Employee Reports Tab **IF SET** by the Admin

- A. **Reports Tab:** Displays multiple report options and settings available
- B. **Select a Report:** This displays the many options for different types of reports
- C. **Dates:** Allows the option to change specific a date range to see a report
- D. **Current Period:** Allows a quick previous/next date range to be selected based on the pay period set
- E. **Hours Report Presets:** Allows the option to save settings based on the different reports that can be ran
- F. **Show Advanced Settings Button:** Displays even more options with detail to include on a report
- G. **Rounding:** Gives the option to choose the rounding option for time actions. i.e., 7:34:26 will round down to 7:34:00 while 7:34:30 will round up to 7:35:00
- H. **Hours Format:** Allows to either view reports in decimal, hours/minutes, or both.
- I. **Other Settings:** Extra settings with no particular place or home

- J. **Include on Hours Report:** Allows different options to be selected whether to appear on the report or not
- K. **View Report:** This generates the report itself without saving it automatically
- L. **Save As PDF:** Generates and saves the report as a PDF
- M. **Save As CSV:** Generates and saves the report for Excel type documenting

The screenshot shows the 'Employee Options - TimeClick' application window. The 'Reports' tab is active. A dropdown menu labeled 'Select a Report' is set to 'Hours Report'. Below this, there are date pickers for 'Begin Date' and 'End Date', both set to '1/1/2000'. Navigation buttons for '< Prev', 'Current Period', and 'Next >' are present. A section titled 'Hours Report Presets' is expanded, showing 'Default Settings'. Below this is the 'Hours Report Settings' section, which includes a 'Show Advanced Settings' button. The settings are organized into three columns:

- Rounding (G):** Radio buttons for '1 Minute' (selected), '5 Minutes', '10 Minutes', and '15 Minutes'.
- Hours Format (H):** Radio buttons for 'Decimal (e.g. 8.25)', 'Hours and Minutes (e.g. 8:15)', and 'Both (e.g. 8:15 / 8.25)' (selected).
- Other Settings (I):** Checkboxes for 'Include Employees with 0 Hours' (checked), 'Employee Comments', 'Employee Signature Line', and 'New Page for Each'.
- Include on Hours Report (J):** A list of checkboxes: 'Daily Clock Actions', 'Day Totals', 'Week Totals Breakdown', 'Report Totals', 'Employee Dept Totals', 'Employee Job Totals', 'Breaks', 'Overtime (OT)', and 'Auto Lunch Deduction'.

 At the bottom of the window, there are three buttons: 'View Report' (K), 'Save As PDF' (L), and 'Save As CSV' (M).

Break Down of Main Employee View Accrued Time Tab **IF SET** by the Admin

- A. **View Accrued Time Tab:** Displays the employees accrued time information
- B. **Accrued Time Balance:** Displays any accrued time available within their time bank
- C. **Accrued Time Rates:** Displays what is set up for the employee for accrued time
- D. **Totals:** Displays total accrued time awarded in each category
- E. **Filter Hour Types:** Gives different options of what the employee does and doesn't want to see on their **Accrued Time History Report**
- F. **Date Range:** Bases the **Accrued Time History Report** between dates that the employee wants to see
- G. **Submit Time Request to Admin:** Allows the employee to send a time off request to the **Admin**
- H. **Accrued Time History Report:** Displays the employees' history of their accrued time usage based on filters that are set

Employee Options - TimeClick

Messages Dashboard Reports **View Accrued Time** Settings

B Accrued Time Balance
 Vacation 8h 0m
 Sick 0h 0m
 PTO 0h 0m

C Accrued Time Rates
 Vacation
 3+ years salary
 Sick
 No Category Set
 PTO
 No Category Set

D Totals
 Bereavement Awarded: 8h 0m
 Vacation Earned: 8h 0m

G Submit Time Request to Admin

A Accrued Time History Report **H**

E Filter Hour Types
F Date Range

Date	Action	Amount	Status
01/15/21	Bereavement Awarded	8h 0m	
01/26/21	Vacation Earned	4h 0m	Accrued
02/01/21	Vacation Earned	4h 0m	Accrued

Break Down of Main Employee Settings Tab **IF SET** by the Admin

- Settings Tab:** Displays information such as scheduling and allows the employee to change their password.
- Preferred Department:** Allows the setting of the default department that is selected when submitting a clock in / out time action
- Change Password:** Allows the password to be changed
- Individual Day Schedule:** IF SET, this shows the employees work schedule
- Clock In Buffer:** IF SET, this shows how early/late the employee can clock in/out before their set schedule

Employee Options - TimeClick

Messages Dashboard Reports View Accrued Time **Settings**

Preferred Department Accounting Update

Change Password

Schedule

Individual Day Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
<input checked="" type="checkbox"/> Monday	<input checked="" type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> Wednesday	<input checked="" type="checkbox"/> Thursday	<input checked="" type="checkbox"/> Friday
Clock In 7:00 AM	Clock In 7:00 AM	Clock In 7:00 AM	Clock In 7:00 AM	Clock In 7:00 AM
Clock Out 4:00 PM	Clock Out 4:00 PM	Clock Out 4:00 PM	Clock Out 4:00 PM	Clock Out 4:00 PM

Saturday	Sunday
<input type="checkbox"/> Saturday	<input type="checkbox"/> Sunday
Clock In 8:00 AM	Clock In 8:00 AM
Clock Out 5:00 PM	Clock Out 5:00 PM

Clock In Buffer

Early Buffer 5 min

Late Buffer 5 min

Clock Out Buffer

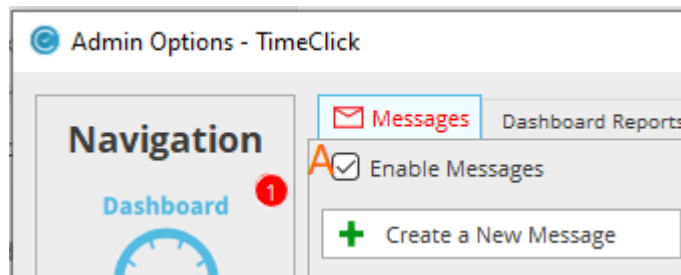
Early Buffer 5 min

Late Buffer 5 min

Admin's Dashboard

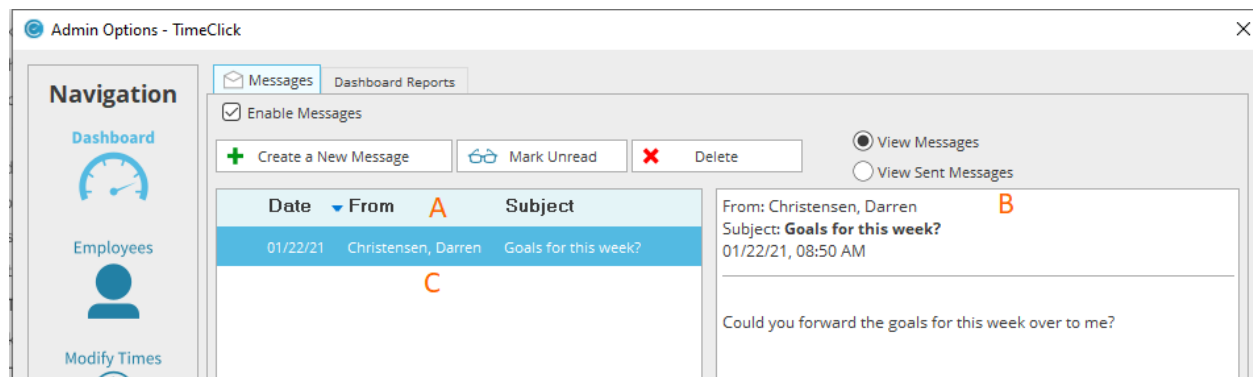
How to Disable or Enable Messages

- A. Check the **Enable Messages Button** to enable and uncheck to disable



How to Read a Message

- Select the message from the list of messages. Bold messages mean that they are unread
- The message will display to the right of the list of messages and it will open in a separate window
- To open the message in a new window, simply double-click on it



How to Create a Message

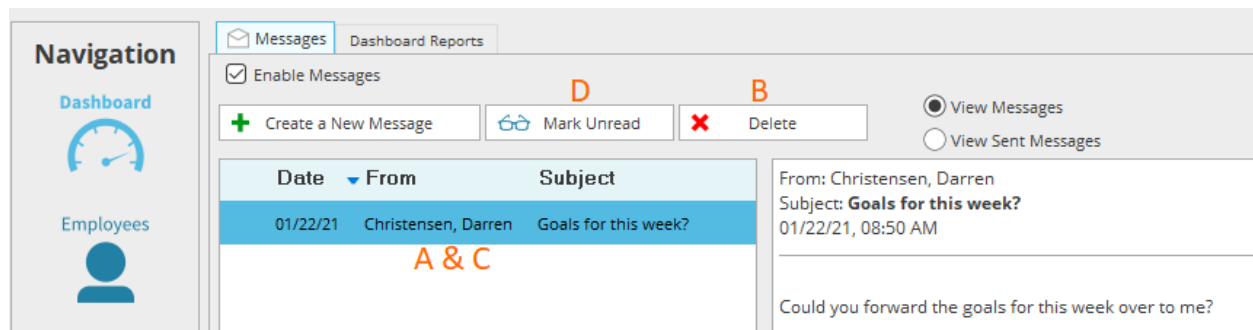
- Click **Create a New Message**
- Select **Message Recipients**
- Type a subject and a message
- (optional) If urgent, click the **Urgent** check box which makes it so that the recipient has to look at the message before they clock in or out

E. Click **Send**

The screenshot shows the 'New Message - TimeClick' dialog box. The background interface includes tabs for 'Messages' and 'Dashboard Reports', a checked 'Enable Messages' checkbox, and buttons for 'Create a New Message', 'Mark Unread', and 'Delete'. The dialog box itself has a title bar with a close button. Inside, there is a 'To:' field with a dropdown menu labeled 'Select Message Recipient(s)', a 'From:' field set to 'System Admin', and a 'Subject:' field. A large text area for the message body is below these fields. At the bottom left of the dialog is an 'Urgent' checkbox, and at the bottom right is a 'Send' button. Orange letters A through E are placed over the interface to indicate specific steps: A is over the 'Enable Messages' checkbox, B is over the 'To:' dropdown, C is over the 'Subject:' field, D is over the 'Urgent' checkbox, and E is over the 'Send' button.

How to Delete a Message or Mark Unread

- A. Select the message that you would like to delete
- B. Click the **Delete** button. ***NOTE*** Once delete, the message can't be recovered
- C. Select the message that you would like to mark unread
- D. Click the **Mark Unread** button so that the message stays bolded



How to Reply to a Message

- A. Select the message
- B. Click **Reply**
- C. Type in a message
- D. (optional) If urgent, click the **Urgent** check box which makes it so that the recipient has to look at the message before they clock in or out
- E. Click **Reply**

☒ Enable Messages

☒ View Messages
☐ View Sent Messages

Date	From	Subject
01/22/21	Christensen, Darren	Goals for this week?

From: Christensen, Darren
 Subject: **Goals for this week?**
 01/22/21, 08:50 AM

RE: Goals for this week? - TimeClick

To: Christensen, Darren;

From: System Admin

Subject: RE: Goals for this week?

C

Original Message

From: Christensen, Darren
 Subject: **Goals for this week?**
 01/22/21, 08:50 AM
 Could you forward the goals for this week over to me?

☐ Urgent

E

B

Dashboard Reports

The Dashboard Reports give you a brief overview of how close employees are to overtime for the day or the week. The report will default to the current day and current week. It lists the employees in which ever order you prefer and has a percentage bar next to each name. If the employee approaches the overtime threshold the bar will turn yellow. If they pass the threshold it will turn red.

How to Change the Order of Employees

Use the Radial buttons under Report Settings to change the order of the employees displayed. You can sort them by Last name, Employee ID, Highest Weekly Total and even reverse the order by checking the reverse box. To sort the report:

- A. Select the means for sorting using the **Dates, Employee, Departments, or Job** selections
- B. Click the **Generate Report** button

Note: Changing the date in the top left corner to an earlier date will show you how close an employee was to overtime on that day.

Admin Options - TimeClick

Navigation

- Dashboard
- Employees
- Modify Times
- Accrued Time
- Utilities
- Report Center
- Preferences

Messages Dashboard Reports

Approaching OT Punctuality Attendance Payroll Projection

Week 1 (01/31/21 - 02/06/21)
Weekly OT Threshold: 40:00

▼ Christensen, Darren: 1

Clocked Out
Day Total (Sun 01/31/21): 0:00
▼ This Week: 0:00
40:00 to Weekly OT 0.0%

▼ Grant, Evan: 2

Clocked Out
Day Total (Sun 01/31/21): 0:00
▼ This Week: 0:00
40:00 to Weekly OT 0.0%

▼ Grey, David: 3

Clocked Out
Day Total (Sun 01/31/21): 0:00
▼ This Week: 0:00
40:00 to Weekly OT 0.0%

Begin Date 1/31/2021 End Date 2/6/2021

< Prev Current Period Next >

Week 1 (01/31/21 - 02/06/21)

Sun 01/31/21

▼ 01/31/21 - 02/06/21

- Christensen, Darren
- Grant, Evan
- Grey, David
- Jones, Jeff
- Smith, Kevin C
- Williams, Sarah
- Departments
- Jobs

B

Generate Report

Exit

Employees

Create a New Employee

- A. Select the **Create New Employee Button**
- B. Fill in the appropriate information such as First, Last name, and password fields
- C. Click **Ok**

Admin Options - TimeClick

Navigation: Dashboard, Employees

Prev | Edit Employee Record | Edit Department | Edit Job Codes | Next

Select an Employee

- Christensen, Darren
- Grant, Evan
- Grey, David
- Jones, Jeff
- Smith, Kevin C
- Williams, Sarah

Employee Name or ID

Edit Employee Record

Create New Employee

Admin Options - TimeClick

Navigation: Dashboard, Employees, Modify Times, Accrued Time, Utilities, Report Center, Preferences

Prev | Christensen, Darren | Detailed Info | Accrued Time | Modify Times | Restrictions | Clock Schedule | Next

Employee Information

Edit Employee Info

Employee ID: 1

First Name: Darren

Middle Name:

Last Name: Christensen

Password:

Full Time

Active Employee

Terminated Employee

Department(s): Accounting, Technical Support

Job Codes: T401 - Rebuilding Database, T405 - Building Tech Support Unit, T409 - Moving Server, T410 - Fixing Computer

Assign to Department(s)

Assign Job Codes

Set Preferred Department: Accounting

OK | Cancel

Break Down of the Current Employee Tab

- A. **Previous Button:** Goes to the previous or “last employee” on the list
- B. **Next Button:** Goes to the next employee on the list
- C. **Profile Image:** Allows a profile picture to be set
- D. **Edit Employee Info:** Allows the employee information to be edited
- E. **Employee Info:** Employee information can be entered here
- F. **Employment Type:** Set the employment type here. Temporary, Full-Time, Part-Time, Salary
- G. **Departments:** IF SET, displays the different areas of the company

- H. **Job Codes:** IF SET, displays the different positions or locations worked
- I. **Set Preferred Department:** Set the main department the employee works under
- J. Click **Ok**

Admin Options - TimeClick

Navigation

- Dashboard
- Employees
- Modify Times
- Accrued Time
- Utilities
- Report Center
- Preferences

Employee Information

Employee ID: 1

First Name: Darren

Middle Name:

Last Name: Christensen

Password:

Full Time

Active Employee

Terminated Employee

Department(s)

- Accounting
- Technical Support

Assign to Department(s)

Job Codes

- T401 - Rebuilding Database
- T405 - Building Tech Support Unit
- T409 - Moving Server
- T410 - Fixing Computer

Assign Job Codes

Set Preferred Department

Accounting

OK Cancel

Break Down of the Detailed Info Tab

- A. **Detailed Info Tag:** Shows personal employee information
- B. **Employee Name:** Displays the name of the employee
- C. **Employee ID Number:** Displays the ID number set either by the **Admin** or the system
- D. **Delete Employee:** Deletes the employee from the company. ***Warning*** Employee information **CANNOT** be recovered.
- E. **Employee Information:** Personal details of the employee can be entered here
- F. **Payroll Info:** Even more personal info such as SSN, Rate/Salary, Department/Job Rates
- G. **Notes:** Additional information about the employee can be entered here

Admin Options - TimeClick

Navigation

- Dashboard
- Employees
- Modify Times
- Accrued Time
- Utilities
- Report Center
- Preferences

Christensen, Darren

Detailed Info

Accrued Time

Modify Times

Restrictions

Clock Schedule

Darren Christensen

1

Employee Address

Address 821 Lang Avenue

City Logan

State/Country Utah

Zip Code 84321

Relevant Dates

Hire Date / /

Termination Date / /

Birth Date / /

Gender

☐ Male

☐ Female

Contact Information

Cell Phone 4355556079

Work Phone

Extension

Home Phone 4355554949

Personal Email kamille_6@email.com

Work Email

Emergency Contact Information

Contact Name

Relationship

Cell Phone

Daytime Phone

Home Phone

Payroll Info

Notes

Manager over tech support

OK

Cancel

Break Down of the Employee Accrued Time Tab

- A. **Accrued Time Tab:** Displays information about banked accrued time and allows the editing of the bank balances
- B. **Edit Values:** Check this box so that the Accrued Time Balance can be updated
- C. **Accrued Time Balance:** Displays current bank balance and if the **Edit Values** box is check, this is where the balances can be updated
- D. **Accrued Times Information:** Displays information about this tab
- E. **Accrued Time Categories:** IF CREATED, accrued time category field can be set here

Admin Options - TimeClick

Navigation

- Dashboard
- Employees
- Modify Times
- Accrued Time
- Utilities
- Report Center
- Preferences

Christensen, Darren Detailed Info **A** Accrued Time Modify Times Restrictions Clock Schedule

Accrued Time Balance

Vacation 8.0000 hrs
Sick 0.0000 hrs
PTO 0.0000 hrs
Vac Cap 0.0000 hrs **C**
Sick Cap 0.0000 hrs
PTO Cap 0.0000 hrs

Edit Values ☐ **B**

Accrued Time Categories

Vacation
3+ years salary
Sick
No Category Set
PTO
No Category Set

Accrued Times:

Set or adjust an employees accrued time balance here.

Vac Cap, Sick Cap, PTO Cap, cap off an employees times.
When an employee reaches the caped amount they no longer accrue time.
Leave the cap values to 0 if you don't want to have any cap.

OK Cancel

Break Down of the Employee Modify Times Tab

- A. **Modify Times Tab:** Displays dates and actions that are currently entered that can be changed, or allows the addition or deletion of new time actions
- B. **Date Column:** Displays a list of the current months date in column format
- C. **Calendar:** Displays the current months dates in calendar format
- D. **Add Action:** Allows the ability to create a new time action
- E. **Edit Action:** Allows the ability to edit a current time action
- F. **Delete Action:** Allows the ability to remove a time action
- G. **Save Changes:** Allows the ability to save any time actions that were added, deleted, or edited
- H. **Time Action Display:** Shows the list of time actions entered for the current day that's selected

TIP Instead of clicking one of the buttons, the actions can be double-clicked, or right-clicked on for a list of options.

The screenshot shows the 'Admin Options - TimeClick' window. The 'Modify Times' tab is selected for employee 'Christensen, Darren'. The interface includes a navigation sidebar on the left with options like Dashboard, Employees, Modify Times, Accrued Time, Utilities, Report Center, and Preferences. The main area displays a calendar for February 2021. Below the calendar is a table for 'Clock Action' with columns for Time, Date, Department, Job, and Comment. The table is currently empty, with a '+ Add Action' button. The interface also features buttons for 'Add Action', 'Edit Action', 'Delete Action', and 'Save Changes'.

Navigation Sidebar:

- Dashboard
- Employees
- Modify Times
- Accrued Time
- Utilities
- Report Center
- Preferences

Calendar: February 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	1	2	3	4	5	6
7	8	9	10	11	12	13

Buttons: Prev, Next, Add Action, Edit Action, Delete Action, Save Changes

Table: Clock Action

Time	Date	Department	Job	Comment
+ Add Action				

Bottom Buttons: OK, Cancel

Break Down of the Employee Restrictions Tab

- Restrictions Tab:** Allows Admin to choose selected options for employees to have access to in their launch employee options section
- Apply These Settings to Multiple Employees:** Allows the option to select all or multiple employees
- Employee Settings:** Multiple options that Admin can configure from for any or all of their employees
- Set Time Actions:** Allows the option to filter which Time Actions can be made by the employee
- Restricted Admin Settings:** Allows the employee to have access to limited Admin capabilities
- Include Employee on Reports:** Allows the employee to show up on reports if checked

Admin Options - TimeClick

Prev Next

Christensen, Darren Detailed Info Accrued Time Modify Times **A** Restrictions Clock Schedule

Navigation

- Dashboard
- Employees
- Modify Times
- Accrued Time
- Utilities
- Report Center
- Modify Times
- Accrued Time
- Utilities
- Report Center
- Preferences

Employee Settings C

B Apply These Settings to Multiple Employees

- ☒ Enable Employee Options Menu
 - ☒ Enable Messages Tab
 - ☒ Employee Can Send Messages
- ☒ Enable Dashboard Tab
- ☒ Enable View Hours Tab
- ☒ Enable View Accrued Time Tab
- ☒ Enable Employee Settings Tab
 - ☒ Employee Can Set Preferred Department
 - ☒ Employee Can Change Their Password
 - ☒ Employee Password Can Be Blank
- ☒ Allow Breaks
 - ☒ Allow Paid Breaks

Time Actions D

Vacation
Sick
PTO
Holiday
Bereavement
Other Time

Set Time Actions

- ☒ Allow Employee to Earn Overtime
- ☒ Allow Employee to Make Missed Action Requests
- ☒ Allow Employee to Make Time Requests
- ☐ Allow Employee to Submit Time Actions
- ☒ Display Employee's Current Hours in Clock Action Menu

Restricted Admin Settings E

☐ Set Employee as Restricted Admin

☒ Include Employee on Reports F

OK Cancel

Break Down of the Employee Clock Schedule Tab

- Clock Schedule Tab:** IF SET, displays and allows the modification of employee's schedule
- Auto Lunch Deduction (ALD):** Gives the option to enable and set an automatic lunch deduction from the employee's time IF the employee hits the SET requirements
- Advanced Settings:** Sets a cutoff time for a pay period so that the OT and total calculations can be measured correctly
- Employee Schedule:** Allow the option to set the employee's schedule
- Prevent Employee from Clocking In before Scheduled Time:** Allows the ability to have a clock in/out buffer

- F. **Scheduled Clock In Buffer:** Allows the decision to when the **Admin** wants to allow how early/late after the employee's scheduled time to clock in or out
- G. **Apply This Clock Schedule to Multiple Employees:** Allows the **Admin** to set the same schedule for more than one employee

Admin Options - TimeClick

Navigation

- Dashboard
- Employees
- Modify Times
- Accrued Time
- Utilities
- Report Center
- Preferences
- Accrued Time
- Utilities
- Report Center
- Preferences

Christensen, Darren | Detailed Info | Accrued Time | Modify Times | Restrictions | **Clock Schedule**

Auto Lunch Deduction B

- ☒ Enable Automatic Lunch Deduction
- Deduct: 60 min
- After an employee has worked a minimum of: 0.08 hrs
- ☒ Calculate ALD by Day Total
- ☐ Calculate ALD by Individual Clock Period

Advanced Settings C

Set Period Cutoff Time (Used for Totals and OT Calculations): 12:00 AM

Employee Schedule D

- ☒ Enable Employee Schedule
- ☐ General Day Schedule
- ☒ Individual Day Schedule

Individual Day Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Clock In: 07:00 AM	Clock In: 07:00 AM	Clock In: 07:00 AM	Clock In: 07:00 AM	Clock In: 07:00 AM
Clock Out: 04:00 PM	Clock Out: 04:00 PM	Clock Out: 04:00 PM	Clock Out: 04:00 PM	Clock Out: 04:00 PM

☐ Saturday ☐ Sunday

E ☒ Prevent employee from Clocking In before scheduled time

F Scheduled Clock In Buffer

06:55 AM 07:00 AM 07:05 AM

Early On Time Late

Early Buffer: 5 min Late Buffer: 5 min

Scheduled Clock Out Buffer

03:55 PM 04:00 PM 04:05 PM

Early On Time Late

Early Buffer: 5 min Late Buffer: 5 min

G ☐ Apply This Clock Schedule to Multiple Employees

OK Cancel

MODIFY TIMES

Break Down of the Admin Modify Times Tab

- A. **Modify Times Tab:** Allows the **Admin** to update an employee's time action
- B. **Select an Employee to Modify Their Times:** List of employees within the TimeClick system
- C. **Modify Employee's Times:** Refer to previous mention [here](#)
- D. **Include Terminated Employees:** Check this box to see terminated employees display on the employee list B.
- E. **Employee List Drop Down:** Shows a list of options to choose

Admin Options - TimeClick

Navigation

- Dashboard
- Employees
- Modify Times
- Accrued Time
- Utilities
- Report Center
- Preferences

Modify Times | Add Mass Entry | Edit Mass Entries

Select an Employee to Modify Their Times

Christensen, Darren
Grant, Evan
Grey, David
Jones, Jeff
Smith, Kevin C
Williams, Sarah

Employee Name or ID

Modify Employee's Times

Include Terminated Employees

All Employees

Save Exit

Break Down of the Add Mass Entry Tab

- A. **Add Mass Entry Tab:** Displays options to modify employees' times on a wider scale
- B. **Choose a Clock Action:** Choose a basic Clock Action that needs to be chosen for the modification
- C. **Choose Other Action:** Choose special time actions that need to be chosen for the modification
- D. **Include:** Allows the option to select specific, all employees, departments, jobs, etc.
- E. **Clear:** Clears the settings that were selected for a fresh start
- F. **Click Create Button:** Enters the options that were selected

Admin Options - TimeClick

Navigation

- Dashboard
- Employees
- Modify Times
- Accrued Time
- Utilities
- Report Center
- Preferences

Modify Times **A** Add Mass Entry Edit Mass Entries

Select Date
2/1/2021

B

Choose a Clock Action

- ☒ Clock In 8:00 AM
- ☐ Clock Out
- ☐ Begin Paid Break
- ☐ Begin Unpaid Break
- ☐ Finish Break

Select a Department
None

Select a Job
None

Comment

☒ Use Preferred Department

☐ Include Clock Out

or

C

Choose Other Action

Holiday

8 hr 0 min

Comment

D

Include

- ☐ Include All Active Employees
- ☐ Include All Terminated Employee
- ☐ Include All Departments
- ☐ Include All Jobs

Employees

- ☐ Christensen, Darren
- ☐ Grant, Evan
- ☐ Grey, David
- ☐ Jones, Jeff
- ☐ Smith, Kevin C
- ☐ Williams, Sarah

Terminated Employees

Departments

Jobs

E

Clear

F

Create Exit

Break Down of the Edit Mass Entries Tab

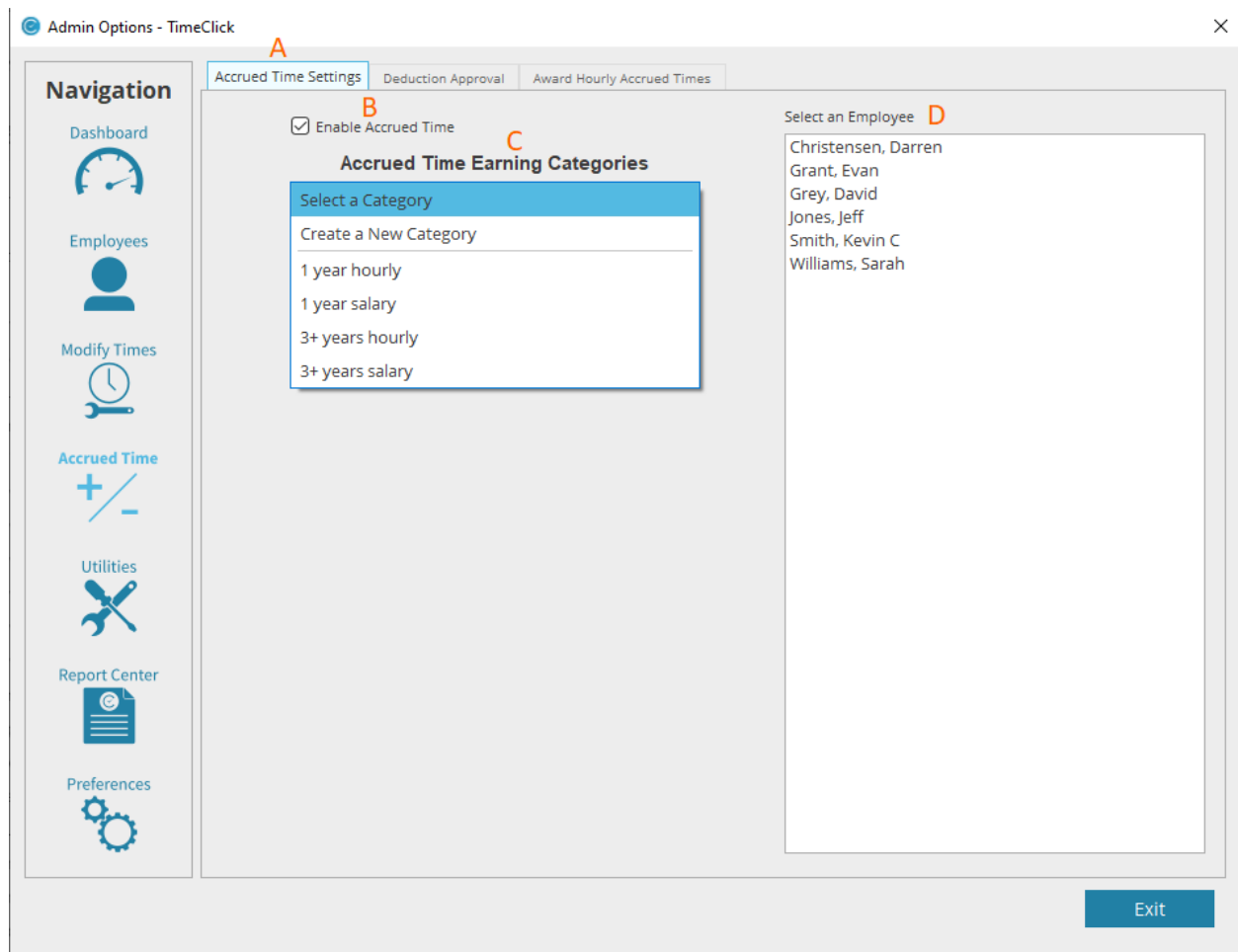
- A. Edit Mass Entry Tab:** Allows the modification of any previous added mass entries
- B. Select Entry:** IF SET, a list of previous mass entries will appear here
- C. Edit Button:** Select a previous mass entry to modify
- D. Choosing Actions:** Follow previous steps [here](#)

The screenshot shows the 'Admin Options - TimeClick' application. The 'Edit Mass Entries' tab is active. A modal window titled 'Edit Mass Entry - TimeClick' is open, allowing users to edit mass entries. The modal includes a 'Select Date' dropdown set to '2/3/2021'. Under 'Choose a Clock Action', 'Clock In' is selected with a time of '8:00 AM'. There are also options for 'Clock Out', 'Begin Paid Break', 'Begin Unpaid Break', and 'Finish Break'. A 'Comment' field and a 'Use Preferred Department' checkbox are present. Below this, the 'Choose Other Action' section has 'Holiday' selected with a duration of '8 hr' and '0 min'. On the right, the 'Include' section has checkboxes for 'Include All Active Employees', 'Include All Terminated Empl', 'Include All Departments', and 'Include All Jobs'. A list of employees is shown under 'Employees', with checkboxes for 'Christensen, Darren', 'Grant, Evan', 'Grey, David', 'Jones, Jeff', 'Smith, Kevin C', and 'Williams, Sarah'. There are also expandable sections for 'Terminated Employees', 'Departments', and 'Jobs'. At the bottom of the modal is an 'Update Time' button. The main window has a navigation sidebar with options like Dashboard, Employees, Modify Times, Accrued Time, Utilities, Report Center, and Preferences. The top bar has tabs for 'Modify Times', 'Add Mass Entry', and 'Edit Mass Entries'. An 'Exit' button is located at the bottom right of the main window.

ACCRUED TIME

Break Down of the Accrued Time Settings Tab

- Accrued Time Settings Tab:** Displays options to create accrued time categories
- Enabled Accrued Time:** Allows the ability to set accrued categories and implement them onto an employee's accrued setting
- Accrued Time Earning Categories:** Drop down that gives different options on the type of category can be created
- Select an Employee:** Employee list that can be chosen to enter the category that has be created



Break Down of the Deduction Approval Tab

- A. **Deduction Approval Tab:** Displays calendar dates and times for deductions approved
- B. **Deduction and Other Time History:** Displays any deductions from accrued times here
- C. **No Active Time Requests:** Displays a list of time requests to be approved
- D. **Filters:** Provides the ability to filter based on hours or employees
- E. **Refresh Button:** This page does not auto-refresh if time are actively being made. Hitting the refresh button will update this page

Admin Options - TimeClick

Navigation

- Dashboard
- Employees
- Modify Times
- Accrued Time
- Utilities
- Report Center
- Preferences

Accrued Time Settings **A** **Deduction Approval** **Award Hourly Accrued Times**

February 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	1	2	3	4	5	6
7	8	9	10	11	12	13

Include **D**

Filter Hour Types

Display All Employees

B **C**

Deduction and Other Time History No Active Time Requests

No Times on this Day

E

Refresh

Save Exit

Break Down of the Award Hourly Accrued Time Tab

- A. **Award Hourly Accrued Times:** Displays instructions and the ability to award times to hourly times that were not accrued automatically
- B. **Instructions:** Talks about how to use this section
- C. **Beginning/End Dates:** Allows the ability to set specific dates for the hours that need to be awarded
- D. **Award Hourly Accrued Times:** Pressing this will physically award the hourly accrued times that are owed
- E. **History of Hourly Accrued Times Awarded:** Displays previously awarded hours
- F. **Delete Button:** Deletes any hours that were awarded (used for accidental purposes)

Admin Options - TimeClick

Navigation

- Dashboard
- Employees
- Modify Times
- Accrued Time
- Utilities
- Report Center
- Preferences

Accrued Time Settings | Deduction Approval | **A** Award Hourly Accrued Times

B Instructions:
These are instructions for awarding accrued time based on hours worked.

Assuming you have set up accrued time categories and have checked your employee hours for errors.

1. Select the date range to accrue for
2. Click Award Hourly Accrued Times.

If successful you will see your new entry on the top of the history list. You can also check by running an accrued time history report within the report center.

Beginning Date **C** 1/31/2021 Ending Date 2/6/2021

< Prev Current Period Next >

D Award Hourly Accrued Times

E History of Hourly
Accrued times awarded

Hourly Time Awarded for: 01/31/2021 - 02/06/2021

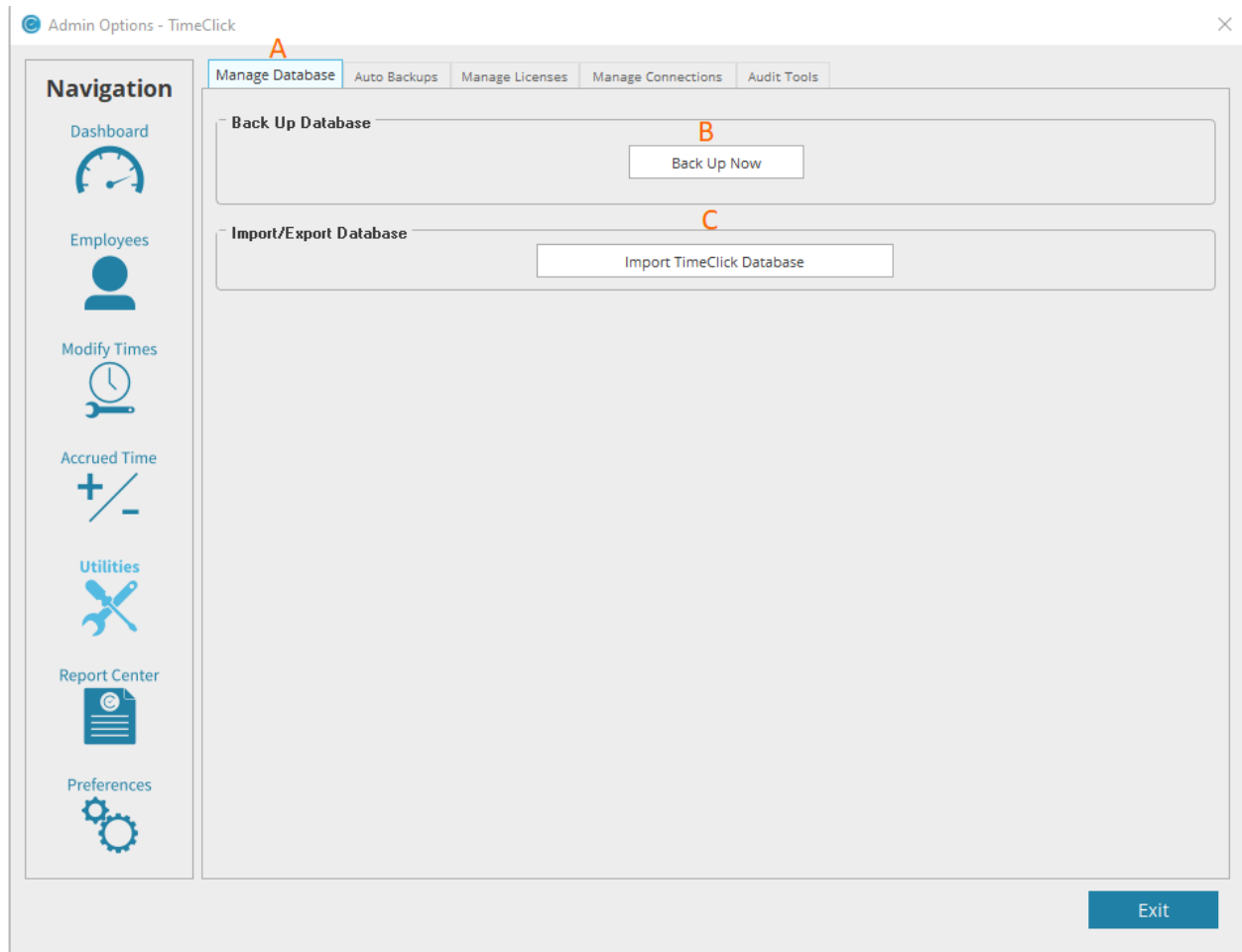
Delete **F**

Save Exit

Utilities

Break Down of the Manage Database Tab

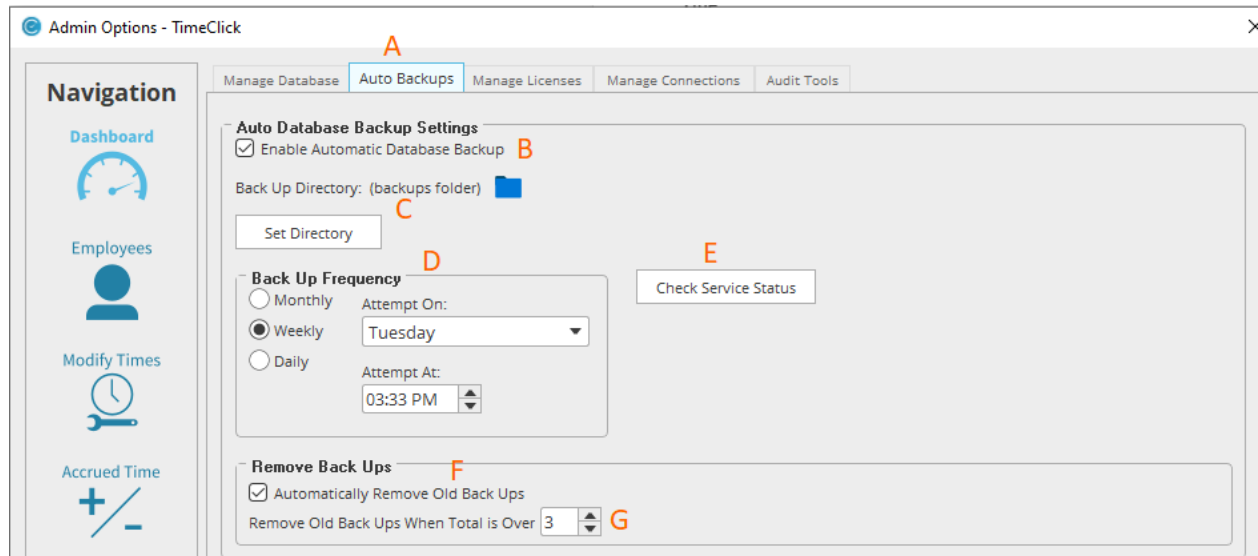
- Manage Database Tab:** Displays option on how to manage your database
- Back Up Now:** Allows the option to manually backup your current TimeClick database
- Import TimeClick Database:** Import your database here from a previous backed up database



Break Down of the Auto Backups Tab

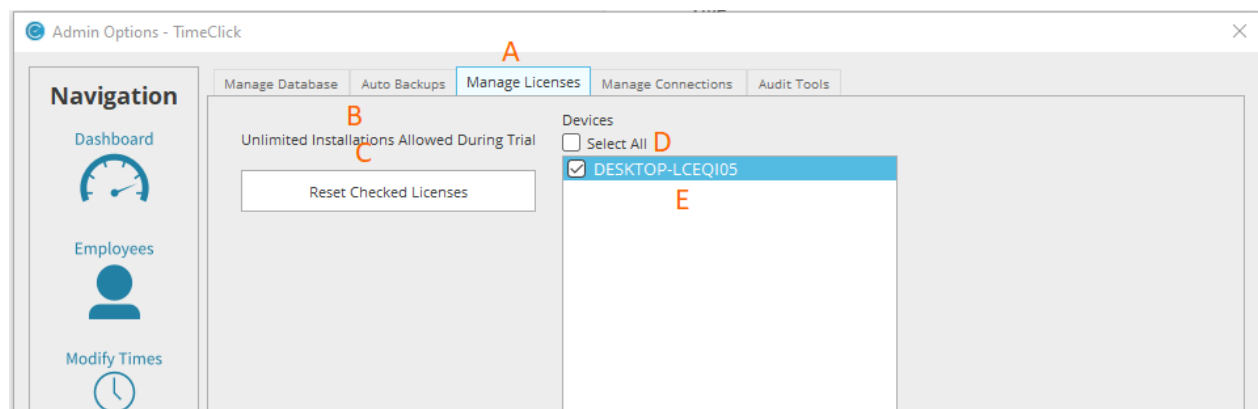
- A. **Auto Backups Tab:** Displays options on how you want to setup auto-backups
- B. **Enable Automatic Database Backup:** Check this to setup auto-backup
- C. **Back Up Directory / Set Directory:** Choose where the backup is stored (This will NOT work on external drives or Network drives)
- D. **Back Up Frequency:** Choose how often a backup is made
- E. **Check Service Status:** Displays if the tcautobackup service function is working

- F. **Automatically Remove Old Back Ups:** Check this to remove old backups without having to manually delete them
- G. **Remove Old Back Ups When Total is Over:** Choose how many backups get created before the oldest backup is deleted



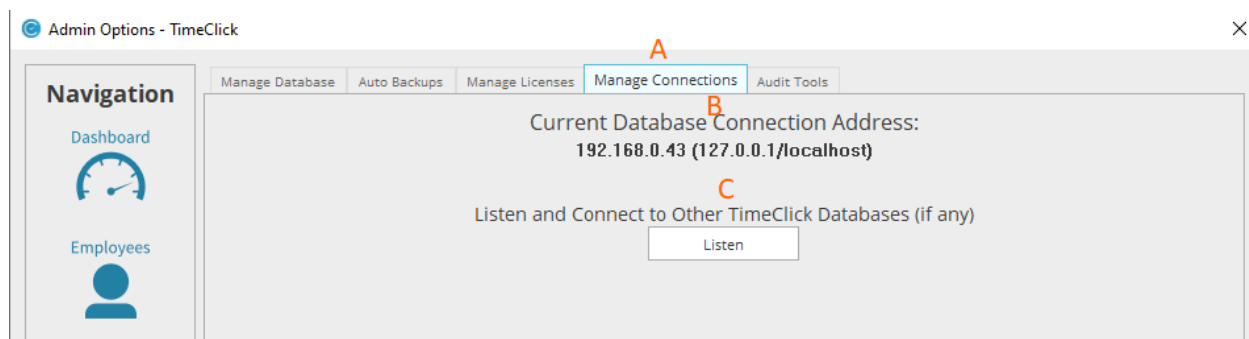
Break Down of the Manage Licenses Tab

- A. **Manage License Tab:** Displays current allotment of licenses and how many are being used
- B. **Allotted Licenses:** Displays how many licenses are owned on the account
- C. **Reset Checked Licenses:** Press to reset the license used account to free up for another device
- D. **Select All:** Enable to auto-select all licenses currently in use
- E. **License Display:** Shows which devices are taking up a license



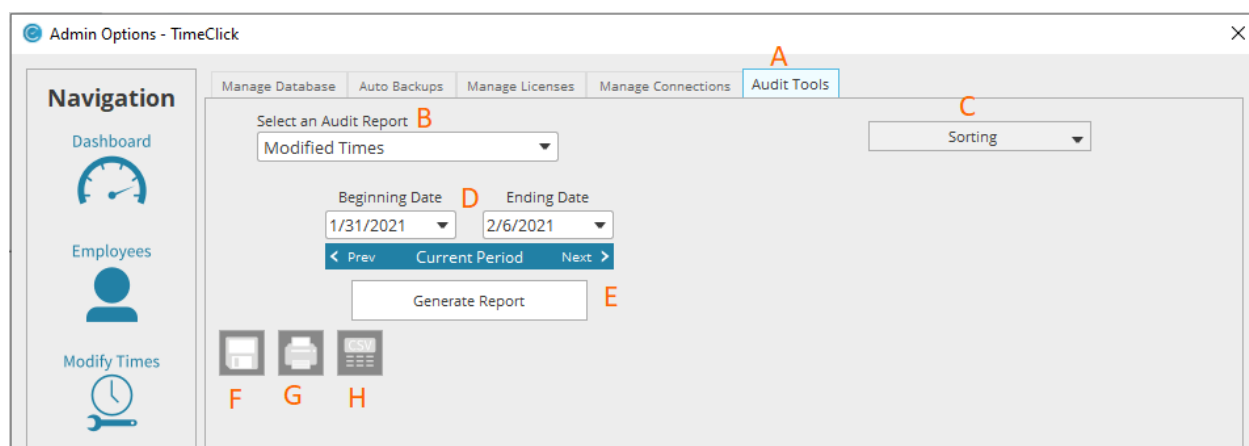
Break Down of the Manage Connections Tab

- A. **Manage Connections Tab:** Displays communications between the current database and IP's
- B. **Current Database Connection Address:** Displays which IP the database is connected to
- C. **Listen and Connect:** Press this button to see if there are any other server's running that may need to be connected to



Break Down of the Audit Tools Tab

- A. **Audit Tools Tab:** Allows options to audit report changes
- B. **Select an Audit Report:** Drop down of audit reports that can be chosen
- C. **Sorting:** Filters out what can be shown on audit reports
- D. **Beginning/End Dates:** Dates that will reflect on the report
- E. **Generate Report:** Runs and displays the chosen report
- F. **Save Disk:** Saves Report
- G. **Printer Icon:** Allows the report to be printed
- H. **CSV:** Allows the report to be displayed in .CSV format



Report Center

Break Down of the Reports and Payroll Reports Tab

- A. **Reports Tab:** Refer to previous mentioned [here](#)
- B. **Payroll Reports Tab:** Displays options on running payroll
- C. **Select a Payroll Provider:** Drop down that displays options on what software to run payroll reports with
- D. **Rounding:** Select an option here to round up/down by minutes
- E. **Include on QuickBooks Payroll Report:** Check this box to include ALD's within QuickBook's

- F. **TimeClick Online Payroll Integration:** Press this button to launch the payroll center used to interact with the provider that's selected (the username/password is not the same to anything TimeClick related. This will need to be created the first time this is launched)
- G. **View Report:** Displays the latest report and creates that report via .CSV

Admin Options - TimeClick

Navigation

- Dashboard
- Employees
- Modify Times
- Accrued Time
- Utilities
- Report Center
- Preferences

Payroll Reports

Select a Payroll Provider: QuickBooks Pro

Beginning Date: 1/31/2021 Ending Date: 2/6/2021

< Prev Current Period Next >

Report Settings

Rounding

- ☒ 1 Minute
- ☐ 5 Minutes
- ☐ 10 Minutes
- ☐ 15 Minutes

Include on QuickBooks Payroll Report

☐ Auto Lunch Deduction

TimeClick Online Payroll Integration

Launch Payroll Integration Center

View Report

Exit

PREFERENCES

Break Down of General Tab

- A. **Organize Name:** Specifies the organization name, (this will appear on reports).
- B. **Account Holder Email:** Specifies the email address of the account owner
- C. **Enable breaks:** Allows you to enable breaks and set them as paid or unpaid.
- D. **Automatically Check for Updates:** Allows the program to identify a new patch update.
- E. **Require Admin Password to Quit Program:** Adds a requirement to enter admin password before TimeClick can be closed.
- F. **Change Admin Password:** Allows you to change the admin password.

The screenshot shows the 'Admin Options - TimeClick' window. On the left is a 'Navigation' sidebar with icons for Dashboard, Employees, Modify Times, and Accrued Time. The main area has tabs for General, Display, Pay Period and OT, Mobile, Advanced, and Time Actions. The 'General' tab is active, showing fields for Organization Name (Test), Account Holder Email (Test), Computer Name (DESKTOP-LCEQI05), and Computer Nickname. Below these are checkboxes for 'Enable Breaks', 'Breaks are Paid', 'Breaks are Unpaid', 'Automatically Check for Updates', and 'Require Admin Password to Quit Program'. At the bottom is a 'Change Admin Password' button.

Break Down of Display Tab

After making your changes make sure to click Save to save the new settings.

- A. **Clock Icon:** Adds or removes clock icon next to employee name.
- B. **Date:** Adds or removes date.
- C. **Enable Sorting:** Allows the user to change if the list is sorted by name, time, etc.
- D. **Status:** Adds or removes employee status.
 - a. **Comment:** Adds or removes any comments associated with the entry.
- E. **Only Display Middle Initial:** Shortens employee name by only displaying the middle initial instead of the whole middle name.
- F. **Time:** Adds or removes the entry time.
- G. **Display On/Off:** Controls whether or not the display is turned on or off.

- H. **Action Colors:** Changes the color of the time action. i.e., Clock In / Out, Break In/Out
- I. **Font Size:** Modifies how big or how small the font will be on the main screen.
- J. **TimeClick Theme:** Changes the color of your TimeClick software. Light/Dark mode.

Admin Options - TimeClick

Navigation

- Dashboard
- Employees
- Modify Times
- Accrued Time
- Utilities
- Report Center
- Preferences

General Display Pay Period and OT Mobile Advanced Time Actions

Main Employee List Display Options

Sample Main Display

Employee	Status	Time	Date	Comment
Ford, Robert A	Clocked In	10:44 AM	02/05/21	Bus broke down.
Millay, Maeve D	Clocked In	08:59 AM	02/05/21	

☒ Clock Icon
 ☒ Date
 ☒ Enable Sorting
 ☒ Display On
☒ Status
 ☒ Comment
 ☒ Only Display Middle Initial
 ☐ Display Off
☒ Time
 ☒ Action Colors

Font Size: 20 Limit Display to Individuals or Departments ☐ Limitation Settings

TimeClick Theme

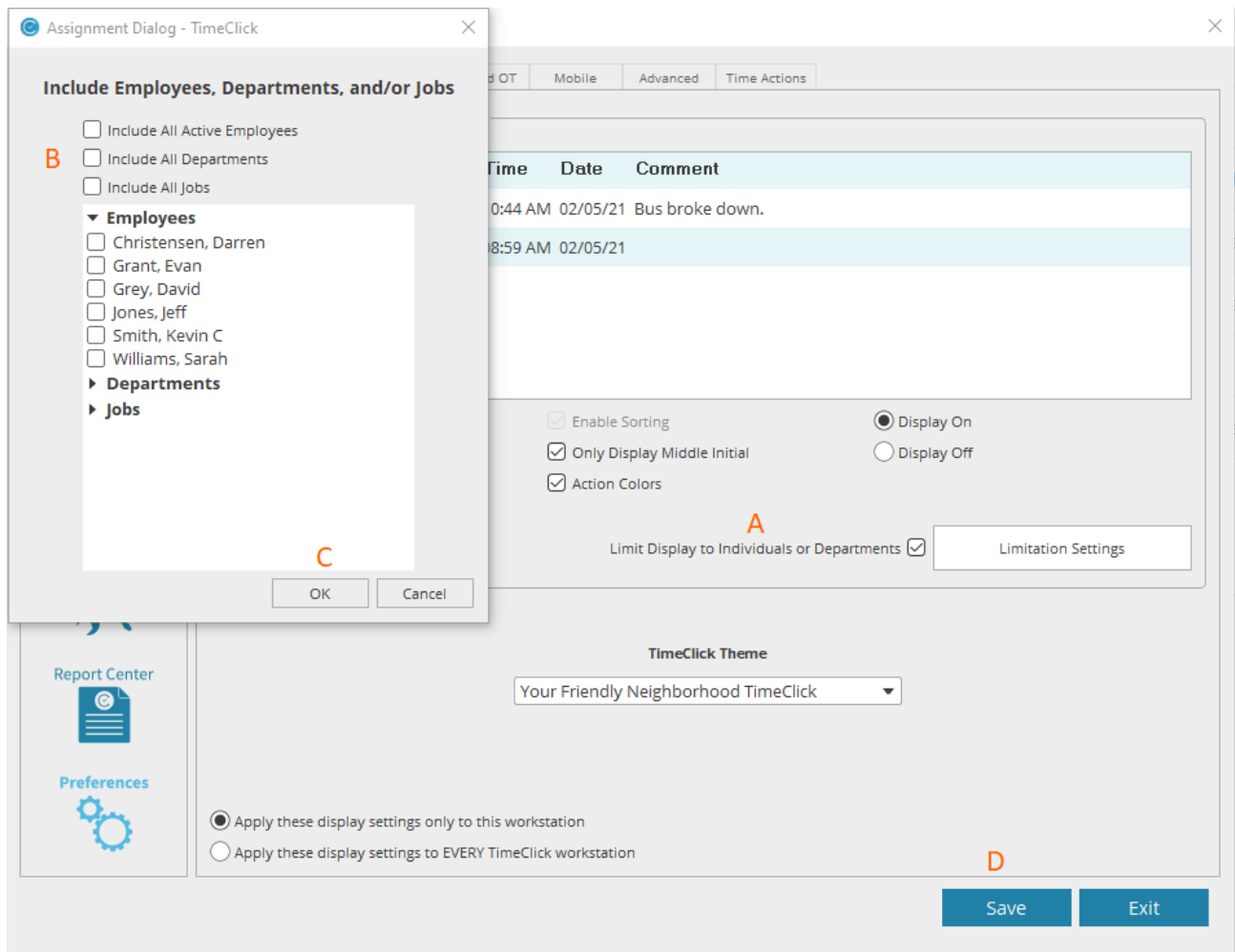
Your Friendly Neighborhood TimeClick

☒ Apply these display settings only to this workstation
☐ Apply these display settings to EVERY TimeClick workstation

Save Exit

Limit Which Employees Appear on the Display Screen of a Workstation

- A. Check the box next to **Limit Display to Individuals or Departments**.
- B. Check all individuals, departments, or jobs you would like to be displayed on this computer.
- C. Click **OK**.
- D. Click **Save**.



How to Make Display Settings Only Apply to This Workstation

- Click the **These display settings apply only to this workstation** button.
- Click the **Save** button.
-

Admin Options - TimeClick

Navigation

- Dashboard
- Employees
- Modify Times
- Accrued Time
- Utilities
- Report Center
- Preferences

General Display Pay Period and OT Mobile Advanced Time Actions

Main Employee List Display Options

Sample Main Display

Employee	Status	Time	Date	Comment
Ford, Robert A	Clocked In	10:44 AM	02/05/21	Bus broke down.
Millay, Maeve D	Clocked In	08:59 AM	02/05/21	

☒ Clock Icon
 ☒ Date
 ☒ Enable Sorting
 ☒ Display On

☒ Status
 ☒ Comment
 ☒ Only Display Middle Initial
 ☐ Display Off

☒ Time
 ☒ Action Colors

Font Size: 20

Limit Display to Individuals or Departments ☒ [Limitation Settings](#)

TimeClick Theme

Your Friendly Neighborhood TimeClick

☒ Apply these display settings only to this workstation **A**
☐ Apply these display settings to EVERY TimeClick workstation

B

Save Exit

How to Set Pay Period Preferences

- Select the type of pay period.
- Fill in the required information about when the pay period starts and ends.

- C. Select either **Reports Default to Last completed Pay Period** or **Reports Default to Current Pay Period**.
- D. Click **Save**.

Admin Options - TimeClick

Navigation: Dashboard, Employees, Modify Times, Accrued Time, Utilities, Report Center, Preferences

General | Display | **Pay Period and OT** | Mobile | Advanced | Time Actions

Pay Period Preferences

Pay Period **A**: Weekly

Starting Day **B**: Su, M, T, W, Th, F, S

C

☐ Reports Default to Last Completed Pay Period

☒ Reports Default to Current Pay Period

Pay Period Template

January, 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

< Prev Current Period Next >

Overtime Preferences

OT Type: ☐ Daily, ☐ Double Time, ☒ Weekly

Threshold: 8 hrs, 0 min; 12 hrs, 0 min; 40 hrs, 0 min

Week Starts On: (For OT Calculation) Sunday

D

Save Exit

How to Set Overtime Preferences

- A. Check the box next to the different type(s) of overtime calculations your office uses.
- B. Set the threshold of hours at which overtime begins to be counted.
- C. Set the day when the week starts.
- D. Click **Save**.

Accrued Time

Utilities

Report Center

Preferences

Reports Default to Current Pay Period

Prev Current Period Next

Overtime Preferences

OT Type

☐ Daily

☐ Double Time

☒ Weekly

Threshold

8 hrs 0 min

12 hrs 0 min

40 hrs 0 min

Week Starts On: (For OT Calculation)

Sunday

Save Exit

Break Down of Mobile Tab

- Enable Mobile Features:** This enables the ability to use mobile with the TimeClick Software
- Remote Username:** Set a username needed to log in on the Mobile App
- Remote Password:** Set a password needed to log in on the Mobile App
- Use this servers time for all mobile devices:** Mobile devices using this username/password will be synced to the server's time when clocking in / out

- E. Descriptions of A, B, C, and D
- F. Click **Save**

Admin Options - TimeClick

Navigation: Dashboard, Employees, Modify Times, Accrued Time, Utilities, Report Center, Preferences

Tabs: General, Display, Pay Period and OT, **Mobile**, Advanced, Time Actions

☒ **A** Enable Mobile Features

B Remote Username: Test

C Remote Password: Test

D ☐ Use this servers time for all mobile devices

E

F Save Exit

Break Down of Mobile App Login Screen

- A. **Remote Username:** Add the username that was entered on the TimeClick Software
- B. **Remote Password:** Add the password that was entered on the TimeClick Software
- C. **What are these?:** Information about Remote Username / Password
- D. Click **Submit**

9:37 98%

TimeClick

Please enter your company remote info below

Remote Username **A**

Remote Password **B**

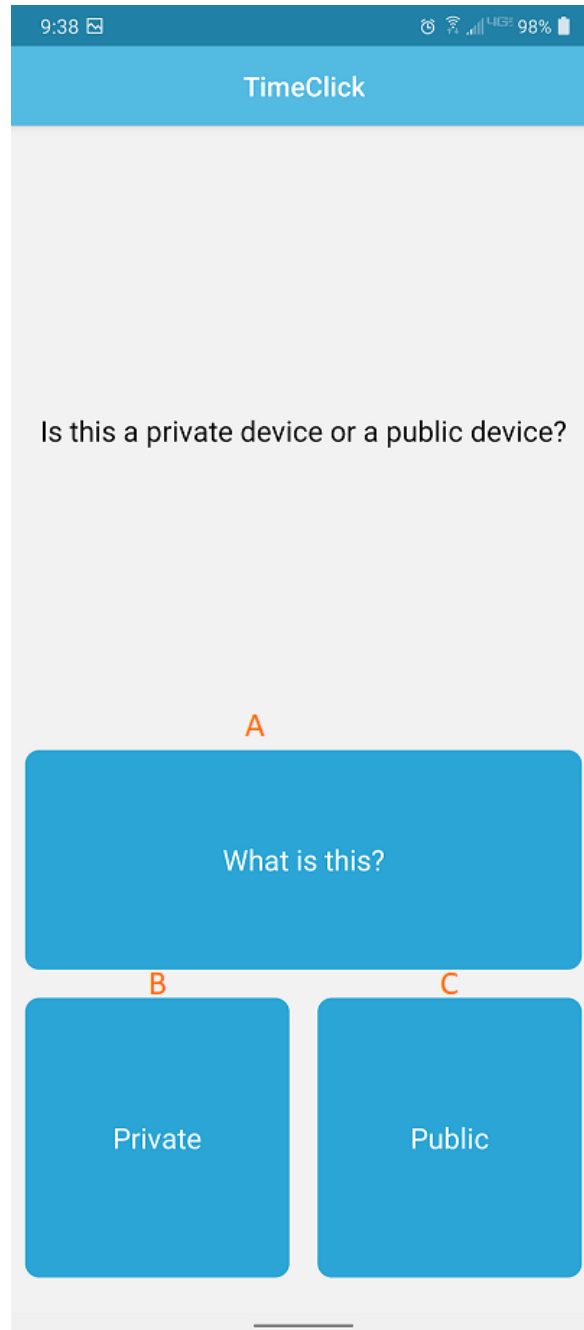
C
What are these?

D
Submit

Break Down of Mobile App Device Type Screen

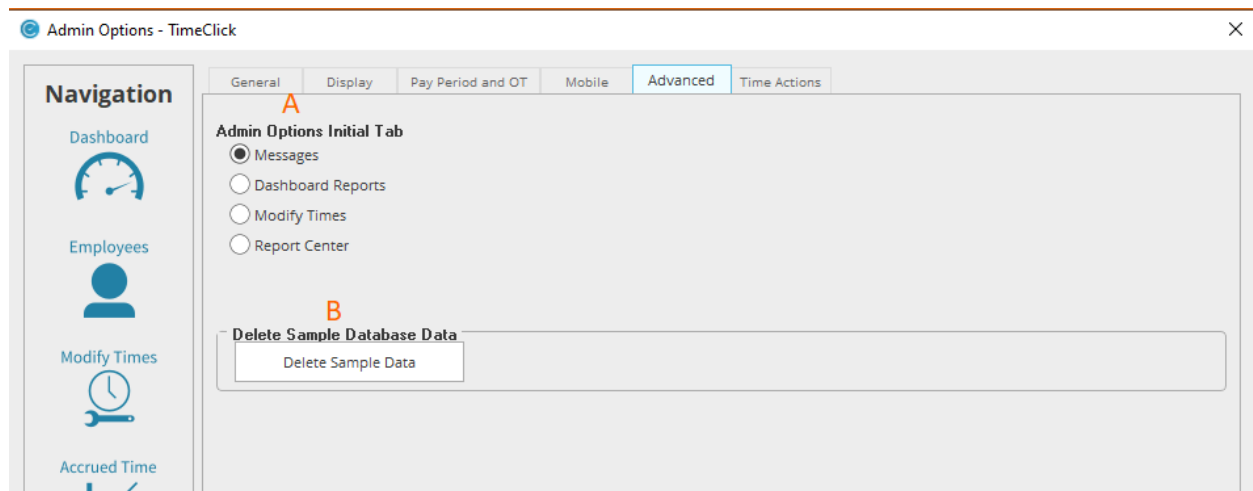
- A. **What is this?:** Instructions about the Private/Public Screen Types
- B. **Private:** This displays only your name for Time Action purposes

- c. **Public:** This displays everyone's name for Time Action purposes



Break Down of Advanced Tab

- A. **Admin Options Initial Tab:** This controls where admin options will open up when logging into admin mode.
- B. **Delete Sample Database Data:** Only if you selected **Create a Sample Database** should you see this option; this deletes the sample you created to let you start over from scratch.



Break Down of the Time Actions Tab

- A. **Select Time Action:** Displays the different **Active Time Actions** that are available
- B. **Create Custom Time Action:** Press this button to add a new **Active Time Action**
- C. **Required Actions:** Actions that need to be selected in order to add a new **Active Time Action** to be used.
- D. **Update Time Action:** Press this to physical add the new **Active Time Action** or to update a current action that was edited

- E. **Include Inactive Actions:** Check this box to display any **Past Time Actions** that are no longer active

Admin Options - TimeClick

Navigation

- Dashboard
- Employees
- Modify Times
- Accrued Time
- Utilities
- Report Center
- Preferences

General Display Pay Period and OT Mobile Advanced Time Actions

Select Time Action A

- Vacation
- Sick
- PTO
- Holiday
- Bereavement
- Other Time
- No Pay Time

Create Custom Time Action B

☒ Active

Action Name C Required

☒ Include in Totals Calculations

☒ Include in OT Calculations

☒ Counts as Present (for Attendance)

Action Description

Update Time Action D

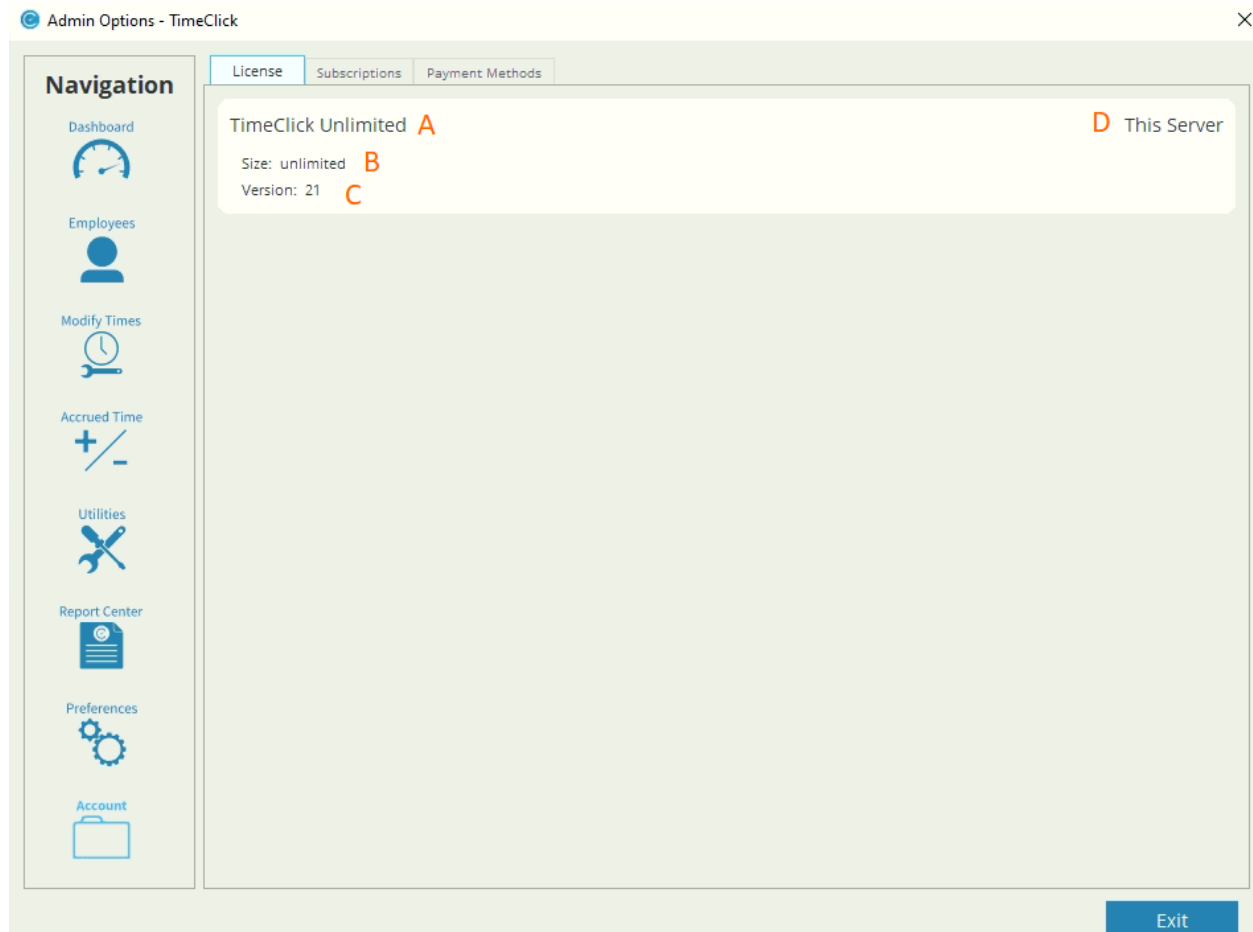
☐ Include Inactive Actions E

Exit

Account

Break Down of the License Tab

- A. **Subscription Type:** Displays the current subscription plan that the account is currently on
- B. **Size:** Displays how many licenses can be used
- C. **Version:** Displays the current version number that the account is currently on
- D. **This:** Displays whether the current TimeClick software being ran is either a server or a workstation



Break Down of the Subscriptions Tab

- A. **Status:** Displays whether or not the subscription is active or not
- B. **Includes Updates:** Displays whether or not the account can receive updates
- C. **Previous Renewal Date:** Displays the last date the subscription was paid
- D. **New Renewal Date:** Displays the next that the subscription is due
- E. **Product:** Displays what the current subscription plan that the account is under
- F. **Price:** Displays the price of the subscription to be paid each year
- G. **Payment Method:** Press this button to add or update a payment method

- H. **Payment Method Drop Down:** Drop down that allows the ability to add or edit a payment method
- I. **Billing Info:** Information that's connected to the payment method
- J. **Click Save**

Admin Options - TimeClick

License Subscriptions Payment Methods

Navigation

- Dashboard
- Employees
- Modify Times
- Accrued Time
- Utilities
- Accrued Time
- Utilities
- Report Center
- Preferences
- Account

Current Subscriptions:

Status: **A** active **B** Includes Updates **C** Previous Renewal Date **D** Next Renewal Date This Server

Product E	Price F
TC Unlimited, Unlimited 51+	\$299.00 / yr
Total	\$299.00 / yr

G Payment Method

Manual payment currently set

H Payment Method

I Billing Info

First Name

Last Name

Company Name

Phone

Address

City

State/Region

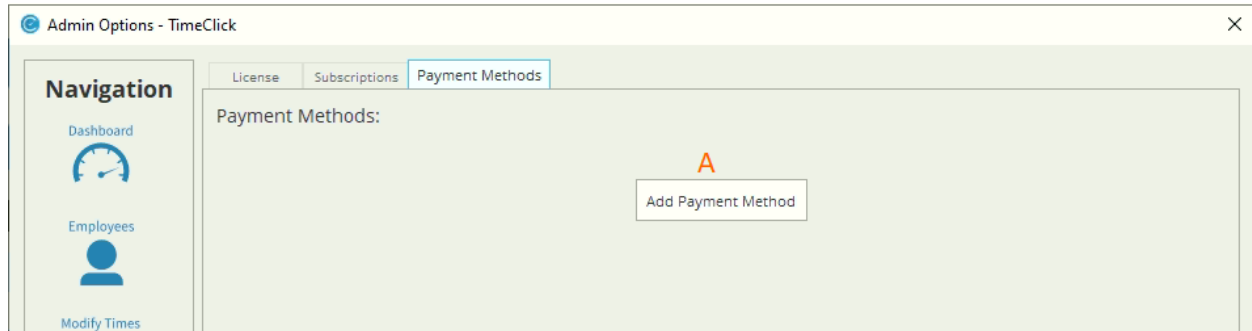
Postcode/Zip

Country

J

Break Down of the Payment Methods Tab

- A. **Add Payment Method:** Click this button to add a new card to be billed to the account



Additional Information

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.

Contact Customer Success Team

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