



## Timesheet User Guide

Here are some helpful links to guide you on getting started.

### Getting Started

1. Add all your Location (if you have more than one office/location)
2. Add your current employees and print or email Staff ID's to employees
3. Download the App from Apple App Store to your Apple device ready to scan
4. Start Scanning
5. Produce Payroll reports

#### 1. Adding Locations / Departments

ClickPOS will automatically add your first Location. If you have more than one location or department you may add these additional locations.

The Location can be a physical location or a department.

To add or Edit location, go to

**Maintain > Location > Add Location**

The screenshot shows the iTime Station software interface. The top navigation bar includes 'Home', 'Time Sheet', 'Employees', 'Reports', 'Payroll', and 'Maintain'. The 'Maintain' tab is selected and circled in red. Below the navigation bar, the 'Store Maintenance' section is visible, with 'Location' and 'User Group' tabs also circled in red. The 'Add New Location' button is highlighted. The 'Location Creation' form contains the following fields:

Branch Name	<input type="text"/>
Location Code	<input type="text"/>
Profile	<input type="text" value="-Select Profile-"/>
Contact	<input type="text"/>
Address	<input type="text"/>
Suburb/State/PostCode	<input type="text"/>
Tel No.	<input type="text"/>
Fax No	<input type="text"/>
Email	<input type="text"/>
Date Format	<input type="text" value="dd/mm/yyyy"/>
Time Difference (EST) min	<input type="text"/>

Buttons for 'Save' and 'Close' are located at the bottom right of the form.

## 2. Adding Employees and Print ID's

You need to add all employees and produce employee identification (ID's). These IDs will be used by the employee to scan in and out ultimately tracking each employee's attendance.

### Adding new employees

To add all your employees, basic information you need is their Name, Last name and department being worked at.

Go to Employees > Employees sub menu > Add Edit radio button

**Employee Maintenance**

Search  **Add Edit**

**User**

User Name:  Group:

First Name:  Last Name:

Password:  Confirm Password:

Address:  Suburb:

Phone:  Mobile No:

Email:

**Staff ID**

**Staff name**

Powered by ClickPOS

Location *	Default
<input type="checkbox"/> 310 Sales	<input type="radio"/>
<input checked="" type="checkbox"/> 320 Head Office	<input checked="" type="radio"/>
<input type="checkbox"/> 330 Support	<input type="radio"/>
<input type="checkbox"/> 888 Accounts	<input type="radio"/>

Pay Rate	Pay Rate	Default Hours	Also member of	Date Modified
Annual Leave	<input type="text" value="0"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="text" value="20/12/201"/>
Ordinary Hours	<input type="text" value="0"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input type="text" value="20/12/201"/>
Over Time	<input type="text" value="0"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="text" value="20/12/201"/>
Roster Day Off	<input type="text" value="0"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="text" value="20/12/201"/>
Sick Leave	<input type="text" value="0"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="text" value="20/12/201"/>

On Punch In/Out, Round time to nearest  minutes

- Add a user name, usually employees initial and family name. E.g. jbourne
- Select User Group, A default user group is listed as Administrator and Employee. Note that additional user groups can be added under User Groups.

- Then Name and Last name of the employee
- Enter a password for the employee.
- Select the Location and the Default location.
- Select Pay Rate Default hours and if they receive other pay Rates.
- Click OK to save,

Then "Print" the users ID. The ID's can also be screen captured and emailed to employees, Employees can save image and scan using their phones.

**Note:** Each time a change is made to the employee user name or password, a re-print of the Staff ID is necessary.

If you change the Company Login password, you will require to re-print ALL employees ID's.

The screenshot shows a software interface with a main window and a floating 'Staff ID Card' window.

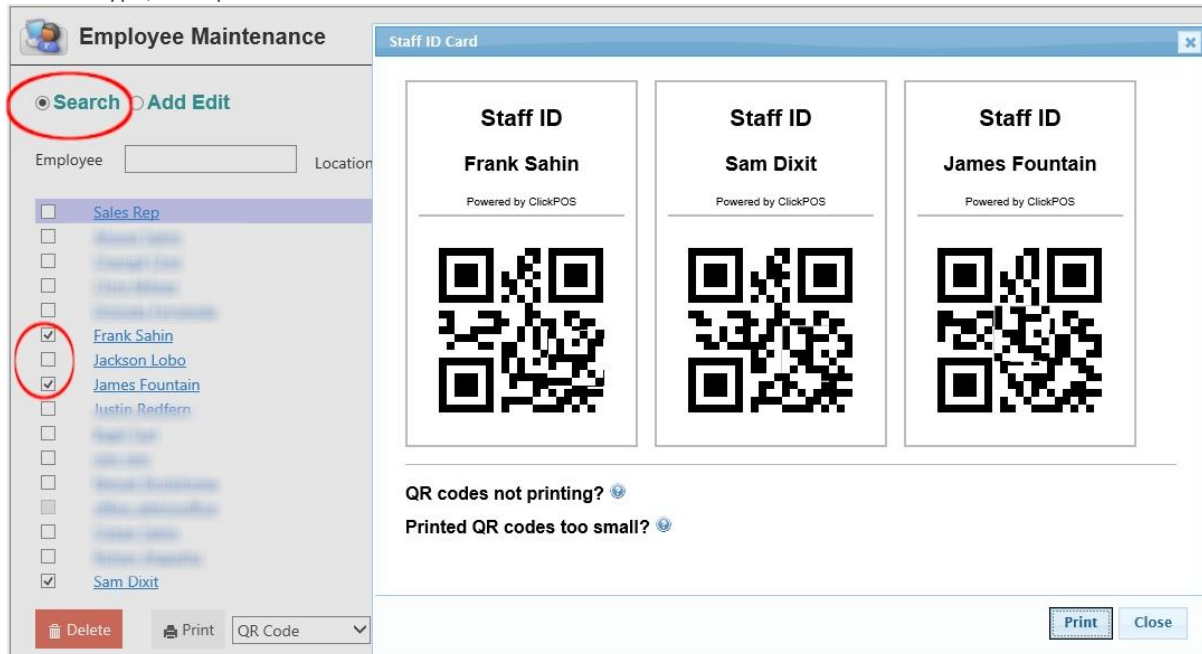
**Main Window:**

- Table with columns: File Name, Description
- Text: No Record Found
- Text: 0 item(s)
- Text: Quota Used: 23.79% 2494229 Bytes Used, 7
- Table with columns: Location \*, Default
- Location options: 310 Sales, 320 Head Office (selected), 330 Support, 888 Accounts
- Text: On Punch **In/Out**. Round time to nearest 5 minutes
- Buttons: Edit, Clear, **Print** (circled in red), Back

**Staff ID Card Window:**

- Title: Staff ID Card
- Text: Staff ID
- Text: James Fountain
- Text: Powered by ClickPOS
- QR Code
- Text: QR codes not printing? (with help icon)
- Text: Printed QR codes too small? (with help icon)
- Buttons: Print, Close

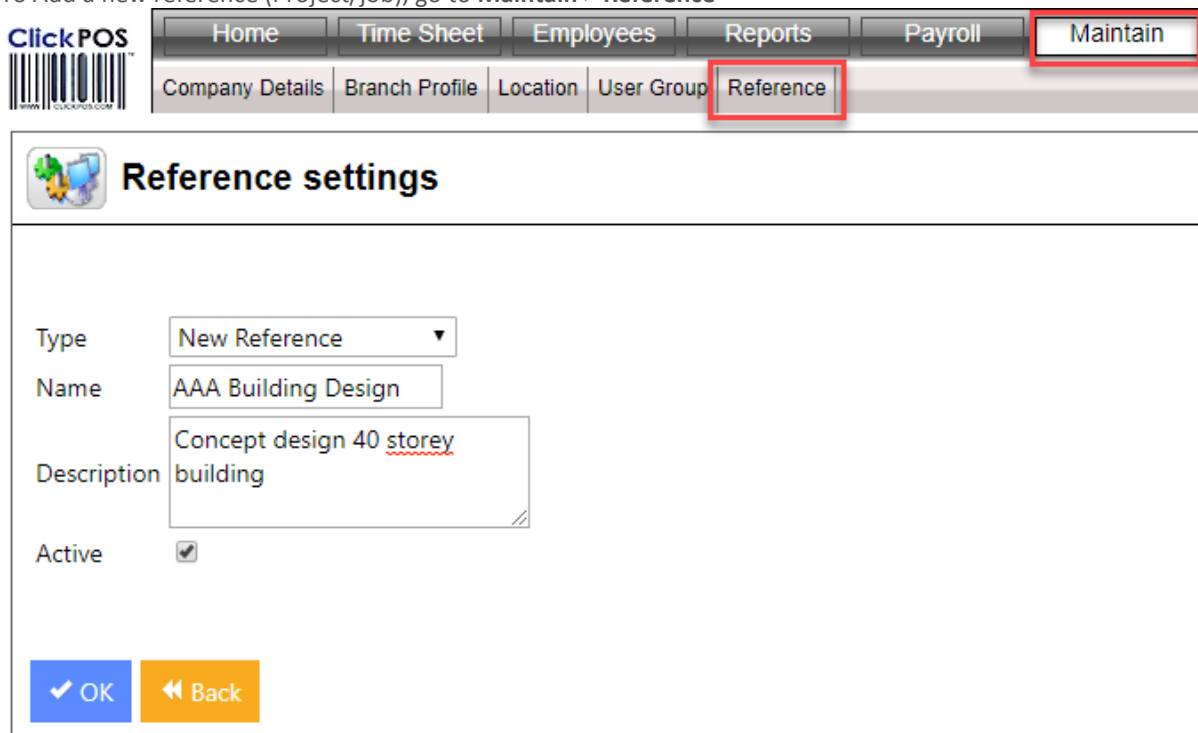
You may also print multiple IDs under the **Search** option. Tick several employees then select **QR Code** as the barcode type, then print.



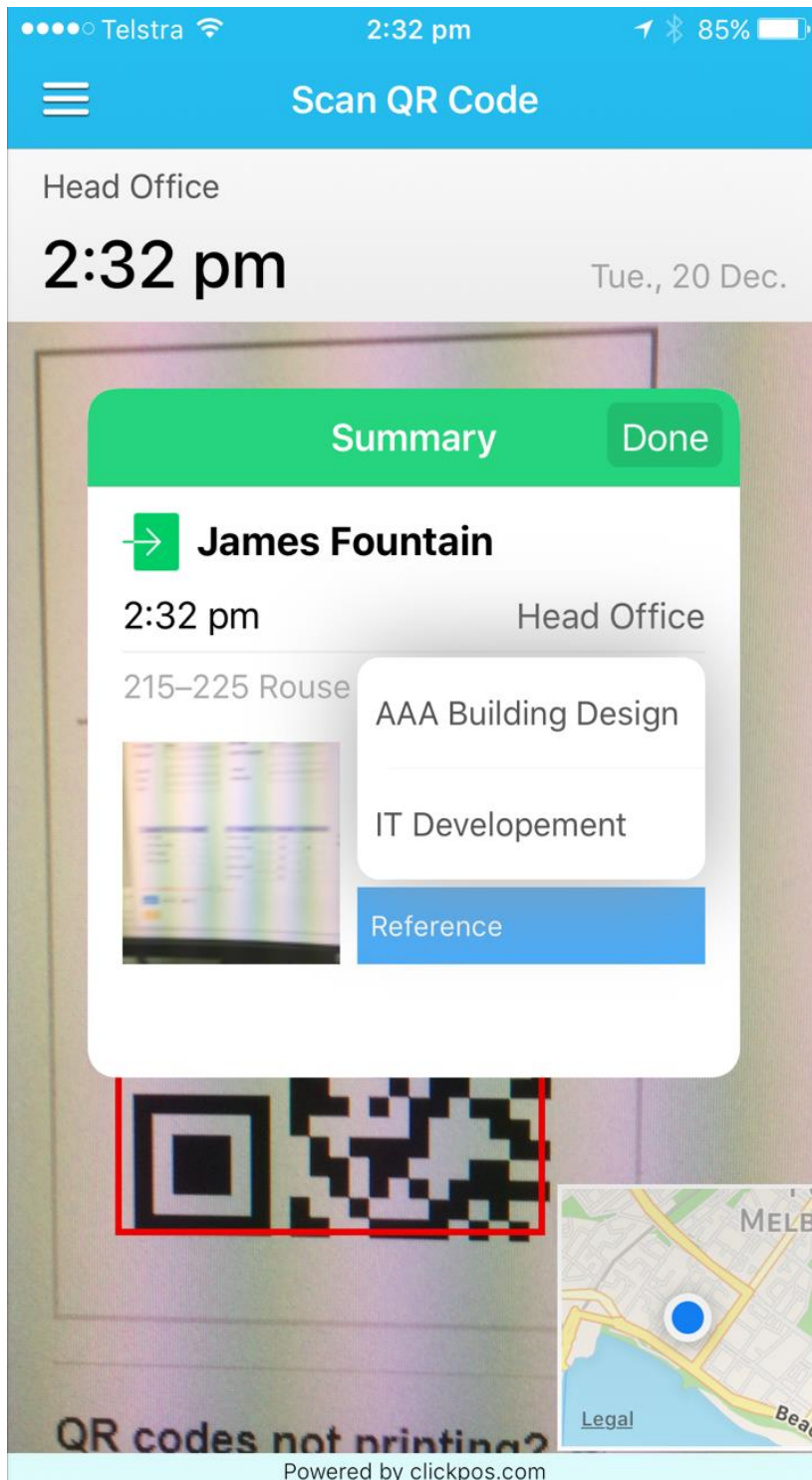
### 3. Adding Reference (Jobs/Projects for time billing option)

This REFERENCE feature is an optional selection for when an employee scans IN. It is useful if your company wants to track time spent on projects or jobs for billing purposes. For example, an Architectural business employee may work on several projects in one day. As they start each project, they will scan in, system will list all projects and user selects the project, when employee is ready for the next project, they will scan out from current project, then scan back in again, selecting the new project. This section will be covered in the Apple App below.

To Add a new reference (Project/job), go to **Maintain > Reference**



Below is an example of the Reference selection given when employee scans IN. Employee selects the Reference which can be reported later, showing number of hours spent on each project for time billing.



ADVANCED FEATURE: The User Group section determines if the employee has access to this Web App. That is, if the employee being added needs to access this application to administer the system, such as adding Employees, or printing payroll reports, then they will use the "USER NAME" and "PASSWORD" in the login screen to enter their own login details. You can limit their access in the user Group permission to selected screens and functions.