

# TimeClock Plus V7

## Clock In, Clock Out, Manage Breaks

### Login Screen

The login screen displays the current date and time.

Company option is automatically populated.

1. Enter ID in the 'External ID box'
2. Select the button to perform the correlating action.
3. Password appears in separate popup to finalize login.

The screenshot shows the TimeClock Plus V7 login interface. At the top, the TimeClock Plus logo is displayed. The current date and time are shown in large green text: 10/26/2016 and 09:31:53 AM. Below this, there is a 'Select Company' dropdown menu with 'Stephen F. Austin State University 1' selected. Underneath is an 'External ID' input field. The main interface features four buttons: 'CLOCK IN' (green), 'CLOCK OUT' (blue), 'LEAVE ON BREAK' (grey), and 'RETURN FROM BREAK' (grey). A 'LOG ON' button is partially visible at the bottom left. A 'Password Entry' popup window is overlaid on the bottom right, containing a 'Password' input field and 'Cancel' and 'Log On' buttons.

## Clock In

There are two scenarios for clocking in, one is for a normal clock in and the second is when the previous clock out was missed.

### Clocking In Normally

1. Clocking In displays the logged in name with current date and time followed by a Confirmation to clock in message.
2. User selects the 'Continue' button to clock in.
3. User selects the correlating task code and selects 'Continue'.
4. A confirmation popup window will appear at successful login.
5. User selects 'ok' and the login process is complete.

The image displays three sequential screenshots of the TimeClock Plus application interface. The top screenshot shows a confirmation screen with the date and time '10/26/2016 09:41:47 AM', the user's name 'Hello Brian Carlisle', and the message 'Confirmation (Clock In)'. A 'Not you?' link is visible on the right, and 'Cancel' and 'Continue' buttons are at the bottom. The middle screenshot shows the 'Select Task Code (Clock In)' screen with the same date and time '10/26/2016 09:43:14 AM'. It includes a search bar and a table with two records:

ID↑	Description	Group
51997100	00-Casual Employee	Arboretum Perritt
809638101	9B-Student Asst-Campus Rec	Campus Recreation

'Back', 'Cancel', and 'Continue' buttons are at the bottom. The bottom screenshot is a confirmation popup with an exclamation mark icon, the text 'Clock operation successful', and an 'Ok' button.

## Clocking In After Missed Clock Out

1. Clocking In displays the logged in name with current date and time followed by a 'Confirmation (Missed Clock Out)' message in red.
2. User selects the 'Continue' button to move through the process.
3. User enters the clock out time to adjust the time entry reflecting the correct time worked.
4. A 'Summary (Missed Clock Out)' confirmation appears for the adjusted time.
5. The normal login process then continues with task selection and login confirmation.

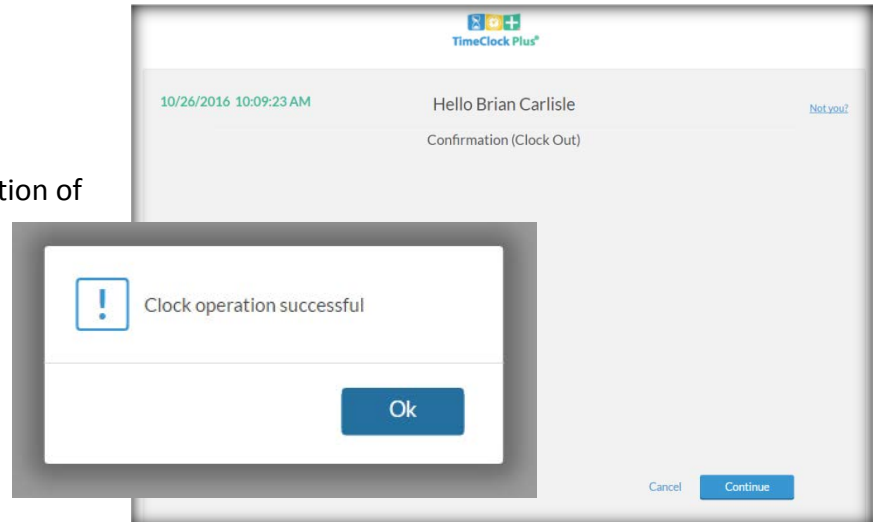
The screenshots illustrate the following steps in the TimeClock Plus application:

- Step 1:** The user is logged in as Brian Carlisle on 10/26/2016 at 09:06:10 AM. A red message reads "Confirmation (Missed Clock Out)". A "Continue" button is visible at the bottom right.
- Step 2:** The user selects "Continue". The screen shows the current time as 09:06:46 AM. A red message reads "Missed Clock Out". Below, it states "Your last punch was a clock in at: 10/25/2016 03:23 PM." and asks "Enter missed out punch manually?". A text box contains the instruction "Press continue to enter the missed out time, or choose another operation". A "Continue" button is at the bottom right.
- Step 3:** The user enters the clock out time. The screen shows the current time as 09:07:12 AM. A red message reads "Time Entry (Missed Clock Out)". There are input fields for "Date in" (10/25/2016 03:23 PM) and "Date out" (10/25/2016 03:23 PM), and a "Note" field. A "Continue" button is at the bottom right.
- Step 4:** The user confirms the entry. The screen shows the current time as 09:07:44 AM. A red message reads "Summary (Missed Clock Out)". It displays: "Date in 10/25/2016 03:23 PM", "Date out 10/25/2016 03:23 PM", and "Task Code 00-Casual Employee". A text box contains the instruction "Press continue to finish clocking out and save this information". A "Continue" button is at the bottom right.

## Clock Out

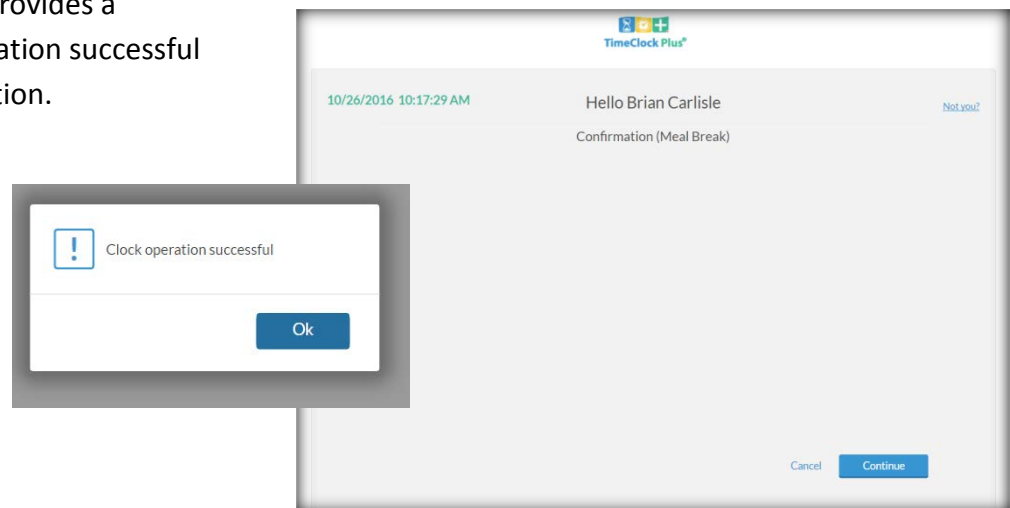
Selecting Clock Out displays a confirmation page

At 'Continue' select the user receives a confirmation of clock out. Selecting 'ok' completes the action.

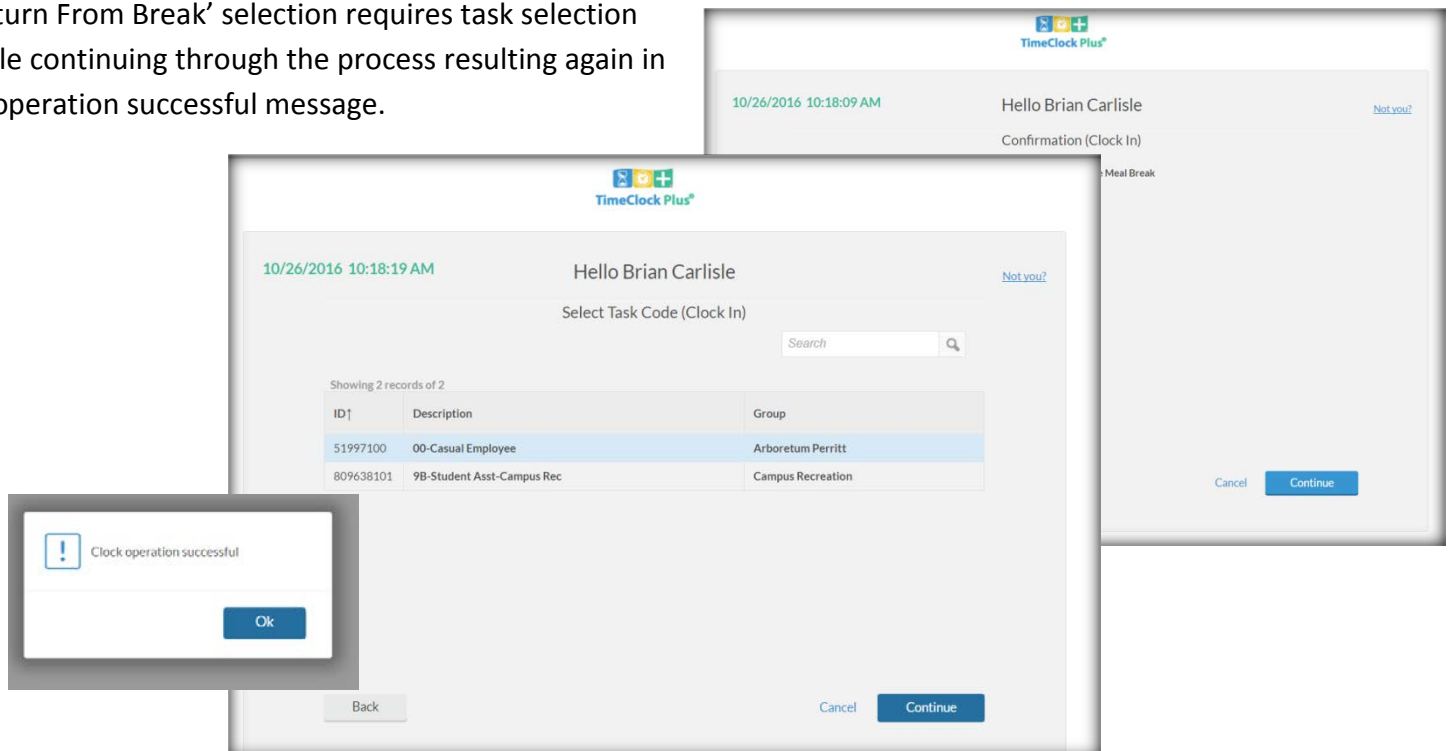


## Break Management

'Leave On Break' selection provides a confirmation page and operation successful message at 'Continue' selection.

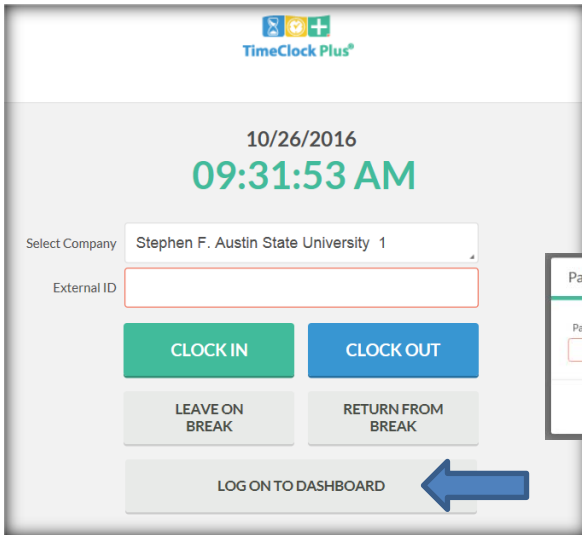


'Return From Break' selection requires task selection while continuing through the process resulting again in an operation successful message.



# TimeClock Plus V7 Dashboard

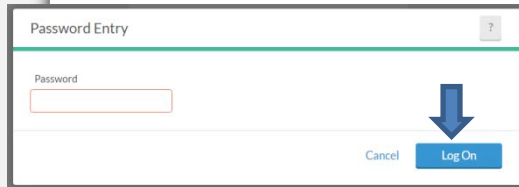
## Login Screen



The login screen displays the current date and time.

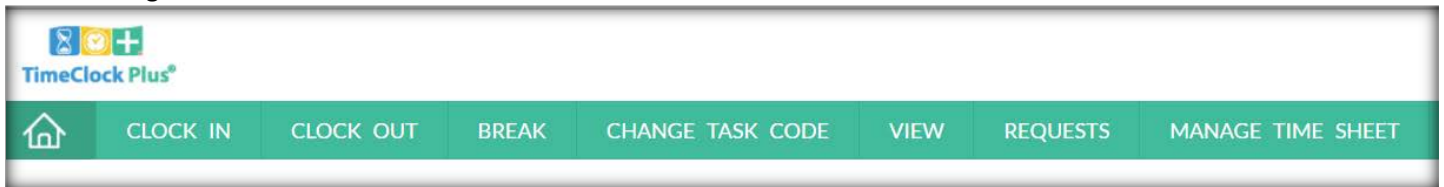
Company option is automatically populated.

4. Enter ID in the 'External ID box'
5. Select the 'Log on to Dashboard' button
6. Password appears in separate popup to finalize login.



## Dashboard Options

Users can clock in, clock out, manage breaks, change the task code being used, view their information, manage requests, and manage timesheets based on menu selection in the dashboard.



## Time Sheet Entry

If users utilize Time Sheet Entry functionality:

1. Navigate to 'Manage time sheet'
2. Uncheck the 'display weekends' checkbox if weekends do not apply
3. Navigate to the period needed to manage using the 'Prev' and 'Next' arrows
4. Select the 'Add' button on the correct date.
5. Make the changes and select the 'Save' button
6. Changes will show on the grid and are finalized by selecting the 'Accept' button.

