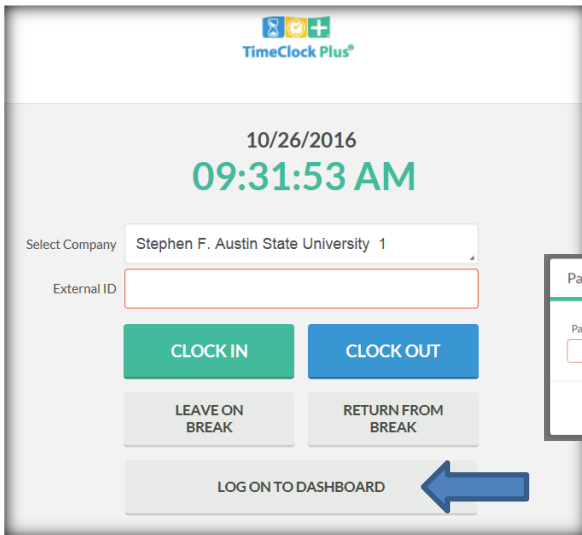


TimeClock Plus V7 Dashboard

Test this functionality at: <https://timeclocktest.sfasu.nac/app/webclock/#/EmployeeLogOn/>

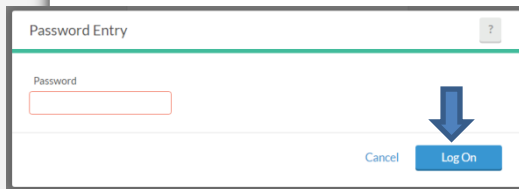
Login Screen



The login screen displays the current date and time.

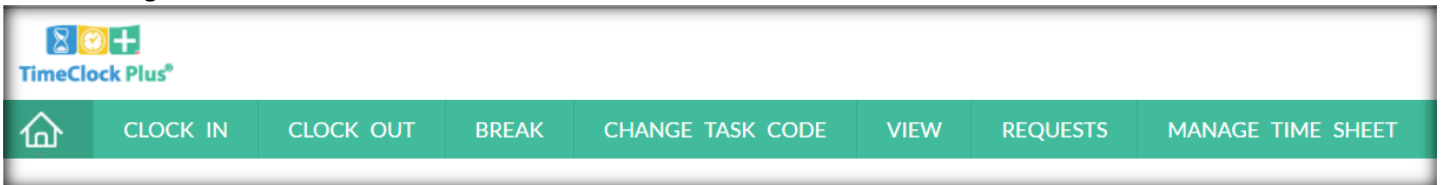
Company option is automatically populated.

1. Enter ID in the 'External ID box'
2. Select the 'Log on to Dashboard' button
3. 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.

