Perfect Computer Solutions

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Employee Time Clock – User Manual

PURPOSE: This software package was created to maintain accurate account of the employees' working hours. Employees – new and old - can easily be added/deleted and viewed at a glance.

SUPPORT: Please direct any technical questions, problems, comments or suggestions to: techsupport@perfectcomputersolutions.com or visit our website at www.perfectcomputersolutions.com

SYSTEM REQUIREMENTS: Microsoft Windows NT/95/98, Pentium 75 or higher, 32 MB RAM, 100 Megabytes of Hard Drive space. This software package was designed to be run at 800 x 600 resolution desktop size or larger. If the resolution size is any smaller (ie. 640 x 480), certain screens will not all fit on one display. Note: To change desktop settings, right click on an empty portion of the desktop, click properties, then click the "Settings" tab. This is where the desktop area can be changed to 800x600 or larger.

Employee Time Clock – Table Of Contents

Section   Page

OVERVIEW:

This software package was created to maintain accurate account of all employees' working hours. Employees – new and old - can easily be added/deleted and viewed at a glance.

Supervisor Access:

To access the supervisor options your "*Supervisor Default ID*" must be entered – This number is… 3412. No other employee ID can access the supervisor options. This number can be changed

Data Input:

Employees and Employee ID numbers must be entered in to begin using the Employee Time Clock.

Networks:

Perfect Computer Solutions' Employee Time Clock can be used over a network. Additional licenses can be purchased through Perfect Computer Solutions at a discounted rate. It is recommended that any network licenses be installed and setup by Perfect Computer Solutions. Perfect Computer Solutions is not responsible for other parties' network setup failure.

Customization:

Perfect Computer Solutions can modify this software package to fit any customized needs. Please contact Perfect Computer Solutions for any updates or changes desired.

SOFTWARE INSTALLATION:

NOTE: Please read the software License Agreement on the CD enclosed before installing this software.

Once the License Agreement is read and accepted:

1. Please check the System Requirements section on Page 1 of this User Manual to make sure you have all necessary requirements to run this software.

2. Open the envelope containing the Employee Time Clock CD.
   Insert the Employee Time Clock CD into the CD-ROM. This should AUTORUN. If it doesn't AUTORUN, double click on "My Computer" then double click the CD-ROM drive. Double click on the icon "Setup".

3. Follow Setup prompts to finish installing the software.

4. If there are multiple user environments contact the system administrator. Each user must login and reinstall this software using the above procedures.

5. Reboot system.

If there are any problems regarding this installation, please contact Perfect Computer Solutions Tech Support at: (845)-255-8000

TIME CLOCK – SUPERVISOR'S MENU:

Supervisor's Menu Options:

Time Report Menu: All reports are generated from this section. (Employee List/ Individual and All Employee Time Reports.)

Edit Time Stamps: Dates and Times are automatically entered when an employee punches In or Out. This form does allow the supervisor to edit those dates and times however.

Add/ Edit Employees: Employees can be added or deleted to the Time Clock, and Employee ID numbers can be assigned or changed from this form.

Purge Old Time Records: This form allows the supervisor to discard time reports.

Exit supervisor's Menu: This will close the Time Clock and exit back to the Windows Desktop.

REPORTS MENU:

Reports Menu Options:

Reports Menu: All reports are generated from this section. (Employee List/ Individual and All Employee Time Reports.)

All Employees Time Report: Time reports for all employees together can be printed from here, after specifying the Start and Stop Dates.

Individual Employee Time Report: Each individual employees time report can be printed from here, after specifying the Start and Stop Dates.

Employee List: This prints a list of all employees and their ID numbers.

Start Date/ Stop Date: This specifies the working dates for printing all time reports. Remember: the *Start Date* must be dated the day before the actual working days/hours, And the *Stop Date* must be dated the day after the actual working days/ hours.

Exit Reports: This will exit the Time Clock back to the Supervisors Menu.

EDIT TIME STAMPS:

Every Employee has a time chart (see picture above). All modifications to dates and times can be made here by the supervisor. A particular employee can be found by searching for them, by name or number ID. Be careful not to overwrite any fields by accident. If this happens, hit the "Esc" key on the keyboard to undo any mistyped information. This will *usually* bring back the old information.

Time Stamps: Dates and Times are automatically entered when an employee punches In or Out. This form does allow the supervisor to edit those dates and times however.

Forward/ Backward Arrows: Clicking on the arrows will move you from one employee time stamps to another.

Search Button: Allows the supervisor to search for a particular employee.

Exit Button: This will exit the Time Clock back to the Supervisors Menu.

EMPLOYEES ADD / EDIT:

Adding Employees: Employees can be added to the Time Clock from this form by clicking on the **"+"** button, or using the right arrow button to get to the next available form (see picture above).

When adding employees, the ID field will not auto number to a new ID number. It is up to the supervisor to assign each employee with their own Employee ID. ID numbers can also be changed in this form.

Deleting Employees: Old employees can be deleted by clicking the Trashcan button.

Search Button: Allows the supervisor to search for a particular employee.

Exit Button: This will exit the Time Clock back to the Supervisors Menu.

PURGE CARDS:

Purge Cards: This form allows the supervisor to discard time reports.
Select a specific employee by clicking on their name.
To select all employees check "*Purge All*".
To discard all time reports before a certain date, enter that date in the date box.
To have all time reports discarded check "*Ignore Date*".

Purge Button: Once your selection is made click the "Purge" button – this will discard
the time reports.

Exit Button: This will exit the Time Clock back to the Supervisors Menu.

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Should you have any questions concerning this Agreement, please contact in writing:

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